

INVESTITURE CEREMONY (PR. WING) – 18 APRIL, 2017

TO BE INSPIRED IS GREAT, BUT TO BE AN INSPIRATION IS AN HONOUR

- Student Council has traditionally been a fountainhead of school activities. For those students who become members of the Students Council, it is a unique opportunity for developing leadership qualities and honing skills of interpersonal relationship.
 - The 14th Investiture Ceremony of the school will be held on 18 April, 2017 (Tuesday).
 - **The Duties and Responsibilities for the Event as under are :**
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|-----|---|---|---|
| 1. | Convenor | : | Ms D Khanna
(Under the supervision of HM Primary) |
| 2. | Co - Convenor | : | Ms A Dhar, Ms Mukul Srivastava |
| 3. | Stage Arrangements | : | Ms S Taak, Ms N Singh, Mr Yuvraj & Mr Niladri |
| 4. | Floral Presentation | : | Ms S Chakraborty |
| 5. | Cultural Programme | : | Ms Nisha & Ms S Sengupta |
| 6. | Invitation | : | Ms R Khanna & Ms. M Srivastav (to be ready in all respects latest by 07 Apr, 17 for handing over the invites to the students) |
| 7. | Emcee Mentors | : | Ms K Joshi |
| 8. | Procuring Badges and Preparing Sashes | : | Ms D Khanna, Ms A Dhar, Ms M Srivastav, Ms S Taak & Ms M Panwar
(A timely action will be appreciated) |
| 9. | Seating Arrangement | : | Ms M.Sethi & Ms R Khanna
(Mr Harinder Negi and Mr Jagatpal to assist) |
| 10. | Arrangement of House Flags | : | Respective House Reps , Ms R Negi & Mr Ramesh
(House Flags are to kept ready latest by 12 Apr, 2017.) |
| 11. | School Band | : | Mr Mohan/ Mr Tulsi & Ms P Chand |
| 12. | (a) Photography / Press | : | Ms A Menon & Ms K Joshi |
| | (b) Videography | : | Mr Yuvraj & Ms A Menon
(To prepare a video folder for PPL's Annual Report) |
| 13. | Running of video recording of the ceremony :
in classes III - V | : | Smart Class Resource person, Ms D Khanna |
| 14. | High Tea | : | Ms Neha & Ms P Chand |
| 15. | Discipline | : | Mr R Negi, Mr Vardhan & Mr Ramesh |
| 16. | Placing of Green Pots in the
Pre Primary Courtyard and Walk-in
Passage | : | Ms P Chand / Mrs A Bhatnagar |
| 17. | Report Writing on the Event | : | Ms K Joshi |
| 18. | Uploading of Report on school website | : | Ms D.Khanna & Mr J M Pant |
| 19. | Handing over of video to IT Department
and ceremonial pictures to Librarian
for school records (Minimum-15) | : | Ms D.Khanna |

Action : Ms D Khanna

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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