



**INVESTITURE CEREMONY AND FELICITATION OF  
CHAIRMAN'S TROPHY AWARDEES**

The SEVENTEENTH INVESTITURE CEREMONY will be held on **22 Apr, 2022 (Friday)** in the School Auditorium at 10.30 a.m. We are in the process of finalising the Guest List.

**Given below is the list of various duties with names of Incharges indicated against each area of responsibility.**

<b><u>Duties</u></b>	<b><u>Tr-In-Charge</u></b>
• Convenor(s)	: <b>MS MANISHA A &amp; MS RUBY S (Under the supervision of VPL &amp; HM (Sr))</b>
• List of Chairman's Trophy Awardees	: Ms Abha B & Ms Anjali Sharma (List to be released on School website by 06 Apr, 22)
• Procurement of Badges & Sashes	: Ms A Panda, Ms Komal M (Badges & Sashes) Mr Sanjay Dua & Ms Nivedita B (Badges)
• Procurement of Chairman's Trophy	: Mr D Bist & Ms Abha B
• Cultural Programme (Duration : 7-8 Min)	: Mr P Pallavi, Ms K Pandey & Mr Swapan M
• Emcee Mentor	: Ms Manisha A & Ms Rachna S
• Stage Decoration	: Mr Yuvraj, Mr Niladri S Das
• Sound System	: Mr P Pallavi & Mr Swapan M
• Stage Lights	: Mr Swapan & Mr Jagatpal
• Preparation of Certificates	: Ms A Bhardwaj to be assisted by Ms Samra R
• Professional Photography	: Mr Niladri S Das & Ms Meenakshi G
• Videography	: Mr Niladri S Das
• Tea/Miscellaneous Arrangements	: Ms Neha Gupta, Ms Kamleshwari & Ms Leela
• Press Release / <b>Loading of pictures &amp; video</b> with a write up on conclusion of the programme on SCHOOL WEBSITE	: Ms Rachna S, Ms R Gathania (Press Release by 23 Apr, 22) Ms Asha M <b>(The same should be uploaded latest by 25 Apr, 2022)</b>
• Editing of video (5-7 minutes duration) (Raw footage to be received from Mr Niladri)	: Ms M Gulati
• Seating Arrangement	: Mr Umesh Verma & Mr Sanjay Dua
• Invitation Teaser	: Ms Asha M & Ms Meetu T
(a) Letter to Parents	: Ms Vibha Jain & Ms Subha R (To be dispatched to the parents of awardees latest by 20 Apr, 2022)

- Arrangement of House Flags : Respective House Wardens /Mr D Bist / Mr Vardhan
- Rehearsals with Drum : Mr D Bist, Mr Vardhan & Ms Rani N
- Aesthetics / Placing of Green Pots : Ms N Bhatnagar & Mr U Verma
- Operation of Genset : A.O./School Electrician / Mr Jagatpal
- Student Discipline : Action : Concerned Class Reps. / Mr D Bist,  
Cls X & XII (2022-23) to be seated by 09.15 a.m. Mr Vardhan S

### **PROGRAMME**

- Floral Felicitation : President (Designate)  
Head Girl (Designate) & Head Boy (Designate)  
Student Council (2022-23) under the supervision of  
Ms Rumpa B
- Welcome Address : Principal
- Address by the President Designate (Students Council) : Mentor - Ms Rachna S & Ms Kamna J
- '**Manjile Na Modna**' – Motivational Song
- Swearing in Ceremony of Supreme Council
- Address by the Chief Guest
- '**Karam**' – Sufi Dance
- Swearing in Ceremony of the Deputy Council
- Address by the Guest of Honour
- Vote of Thanks : President, Student Council

### Distribution

VPL, HMs, A.O.  
All Staff Members  
Website I/C  
File

*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

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