

ANNUAL PRIZE DISTRIBUTION CEREMONY – 2021-22

30 NOV/01 DEC, 2022

Given under are the duties and responsibilities of teachers and other staff members.

ORGANISING COMMITTEE : VPL, HM(SR) & MS ABHA BHARDWAJ

PROGRAMME

S.NO.	ITEM	ITEM CO-ORDINATOR
1	Floral Felicitations	Ms S Walia & Vice Head Boy and Vice Head Girl
2	School Band	Mr D Bist, Mr Tara Singh & Ms Mamta M
3	Lighting of Lamp / Stuti	Ms Neerja B & Mr P Pallavi Technical Assistance : Ms Surbhi T
4	Dance "Where the Mind is Without Fear"	Mr Swapan M assisted by Ms Deepti Tiwari Technical Assistance : Ms Asha M
	Bengali Dance	Mr Swapan M & Ms Nisha assisted by Ms Nivedita B Technical Assistance : Ms Meenakshi G
	Dance "Jeete Hain Chal"	Ms Kavita P assisted by Ms Nishi S Technical Assistance : Ms Meetu T
	Thematic Dance	Mr Swapan M & Ms Nisha R Technical Assistance : Ms Surbhi T
5	Prize Distribution	Ms A Bhardwaj, Ms Vibha J, Ms Swati C, Mr Prabhat, Mr Raj Bali & Mr Dipti S Technical Assistance : Ms Meetu T, Ms M Gulati & Ms Asha M
6	Emcee Mentors	Ms Rachna S, Ms Kamna J, Ms Umesh Kumari, Ms Komal M, Ms Sweta G, Ms Rumpa B, Ms Manisha A, Ms Poonam S (Prize Distribution)
7	School Choir	Mr P Pallavi, Mr Dilip, Ms Sumana S (Costume)
8	National Anthem	Mr P Pallavi

AREA OF RESPONSIBILITY	MEMBERS
<u>Prize Distribution Committee</u> <u>(Convenor : HM (Sr) & Ms A Bhardwaj)</u>	
a) Making of Master Sheet	VPL, HM (Sr) / HM (Pr) / Ms Meetu Tripathi
b) Printing of Certificates	Ms A Bhardwaj
c) Writing of Certificates	Ms Deepti Mehra, Ms Sabari M & Mr Santhosh Kumar
d) Procurement of Trophies & Mementos	Ms A Bhardwaj & Mr D Bist
e) Trophy Plates	Ms Namrta K & Ms Surbhi Tiwari
Stage Decoration / Lamp Decoration	Mr Niladri S Das & Fine Arts Students
Light / Sound	Mr P Pallavi & Mr Swapan
LCD Projector	Mr Sachin, Mr Rajnish, Ms Meenakshi G
Control :	
Right Wing of the stage	Ms Swati C, Mr Sanjay Dua and 04 Class-X students
Left Wing of the stage	Ms V Oberoi, Ms Rajni G and 04 Class-IX students
<u>Invitation (Convenor : Ms A Razdan)</u>	
• e-Invite	VPL / Ms Asha Menon
• SMC Members	Ms A Razdan
• Parents & Staff	Ms Anjali S, Ms Subha R
• Awardees (Alumni)	Ms Abha Bhardwaj
<u>Reception Committee</u>	
• Sprucing up / Decoration	Mr Niladri S Das, Mr Faiz A & Fine Arts Students
• Exhibition	Mr Yuvraj P, Social Science Dept & Fine Arts Students
• Uploading of PPL's Report on website	Ms Rumpa B & Mr Sachin

<u>Hospitality (Convenor : Ms Neha Gupta)</u> Guests on arrival – High Tea	Ms Komal M & Ms Anita P
<u>Mementos for the C.G and Gifts for the VIPs (Convenor : Ms S Passi)</u>	Ms S Walia, Ms Anjali S (This includes procuring and packing of the Gifts & Planters)
<u>Press, Publicity & Invite to Press</u>	Ms Mamta M (TOI) & (HT) Ms Rajni G (Hindi Dailies)
<u>Photography / Videography</u>	To be outsourced - Ms Meenakshi G & Mr Niladri S Das
<u>Discipline (Convenor : Mr D Bist)</u>	Mr D Bist, Ms Tanvi S, Mr Tara Singh, Mr Raj Bali & Security Supervisor

Distribution:

VPL, HM (Sr), HM (Pr), HM (Mont), A.O. (via e-mail)
Transport I/C, A Razdan (File)
Staff (via e-mail)

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर