

CAREER CONNECTIONS-2022 **(CAREER CONCLAVE - 18 & 19 NOV, 2022)**

School is hosting a Career Conclave on 18 & 19 Nov, 2022. Following are the areas of responsibilities :

OVERALL CONVENOR : VPL

AREA OF RESPONSIBILITY	MEMBERS
<u>Accounting and Budgeting</u> (Invoicing, Details of expenses, Approvals)	Mr Varughese, Ms Ruby S, Ms Mandeep K
<u>Communications</u> (Updating the list of participants, sharing information with all participants related to confirmations, payment details and sending repeat invites to schools and parents.)	HM (Sr), Ms Meetu T, Ms Swati C
<u>Maintaining records of participating universities in terms of sponsorship</u> (Privileges provided to each partner, Scheduling student sessions with Participating universities)	Ms Vibha J and Ms Abha B
<u>Branding</u> (Release of Creatives, Videos, Social Media releases, Printing of banners)	Ms Asha M and Ms Rani V
<u>Setting up the venue</u> (Seating Arrangements, Fascia Plates, Tentage, Stage, LED Screens, Coffee Machine etc)	Mr Dinesh B, Mr Vardan, Mr Anoop D, Mr Sanjay Dua, Mr Ajay T and Mr Anil K
<u>Regulating the entry of participants</u> (Issuing Entry Passes and allotting Octonorms to the participants as per their sponsorship criteria, Coordination on 18 & 19 Nov, 2022)	Mr Anshul D, Mr Mohit B and Ms Mamta M, Mr Harinder, Mr Ompal, Mr Narendra
<u>Hospitality</u> (Food Arrangements for the Panelists, Refreshments for participating Universities and liaising with the food stalls)	HM (Sr), Ms Neha G, Ms Anjali S, Ms Rajni G, Ms Sabari M, Mr Deepak and Mr Dipti S and 04 Student volunteers
<u>Emcees for Panel Discussion and Way Forward</u> (On 18 & 19 Nov, 2022)	Ms Rachna S and Ms Kamna J
<u>Student audience Mobilisation</u> (BBPS, Noida students and all other attending students, Sending Repeat Invites to schools, Speaking to students of Classes VIII to XII informing them about the Career Conclave and urging them to register two friends each)	Ms Anita P and Ms Shally W
<u>Mementos & Thank You Letters</u> (Mementos for panelists, Thank you letters and Feedback Forms from all participating Universities)	Ms Meenakshi G, Ms Poonam S
<u>Placing of Posters and Banners</u> (Art work at the entry gates, printing of posters and banners, Fascia Plates etc.)	Mr Yuvraj P, Mr Niladri S Das and Mr Faiz A
Photography on 18 & 19 Nov, 2022	Mr Yuvraj P, Mr Niladri S Das and Mr Faiz A
Report Writing	Ms Rachna S along with students of Class XI



Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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