



PRE PRIMARY ORIENTATION PROGRAMME (2023-24)
15 APRIL, 2023 (SATURDAY)

ORGANISING COMMITTEE : HM (PP) & CLASS REP - PS

AREA OF RESPONSIBILITY	MEMBERS	TARGET DATE
Dispatch of Orientation Day Invite for VIPs Dispatch of Orientation Day Invite for Parents	Ms A Razdan Respective Class Teachers	12 Apr, 2023
<u>Display Boards at Pre Primary Entrance (1)</u> <ul style="list-style-type: none"> Section-wise list Summer Uniform & Sports Uniform Table Mat, Apron & School Shoes School Transport (Bus Routes 2023-24) 	Ms Manami G Ms Eva Kulshrestha Ms Anju R Ms Nitika Bhatia & Ms Vibha Khurana	13 Apr, 2023
Display Boards at Pre Primary Entrance (2)	Ms Kuldeep Sood, Ms Nitika Bhatia, Mr Yuvraj, Ms Gitika Thapliyal	13 Apr, 2023
Display Boards (Inside & Outside PS Class Rooms) (Theme Based)	All Pre Primary Teachers	13 Apr, 2023
<u>Cleanliness of Class Rooms</u> Items kept in the Class Rooms to be cleaned including Window Panes	Class Teachers to supervise cleanliness by the Support Staff	13 Apr, 2023
<u>Ushering of Parents to the Auditorium</u>	Ms Kanika B, Ms Khushboo, Ms Pallavi K	15 Apr, 2023
<u>Arrangement of Guest Speaker</u> Invitation Letter, Honorarium & Thank you letter	HM (PP), Ms Anjuni Razdan	--
Booking of the Auditorium	Ms Sheuli G	11 Apr, 2023
Decoration of the Auditorium	Mr Yuvraj, Mr Niladri, Mr Faiz A, Ms Neeru S, Ms Swati C, Ms Khushboo and Ms Rohini	13 Apr, 2023
Seating Arrangement	Ms Manju Malkoti, Ms Kuldeep Sood Mr Deepak R, Mr Harender S	
PA System in the Auditorium	Mr P Pallavi, Mr Swapan M and A.O.	13 Apr, 2023
Introduction (Emcees)	Ms Sheuli G & Ms Manami G	15 Apr, 2023
Floral Felicitation	Ms Manami G and Ms Gitika T	15 Apr, 2023
Opening Address and Introduction of the Guest Speaker	Principal	15 Apr, 2023
Power Point Presentation Showcasing Achievements of the school along with the guided tour of the school, Pre Primary Routine, Learning Centers, Innovative Pedagogies	Ms Asha Menon Ms Vibha K, Ms Payal C and Mr Narendra Kr	12 Apr, 2023
<u>Cultural Programme</u> <ul style="list-style-type: none"> Invocation – Lighting of the lamp, Shloka Chanting Arrangement of the Lamp and decoration Welcome Song Folk Dance 'Bedu Pako' (2-3 Min) Costumes 	Mr P Pallavi, Ms Sumana Sen Gupta Mr Yuvraj, Mr Niladri, Mr Faiz A and Ms Neeru S Mr P Pallavi, Ms Sumana S, Ms Manami G Ms K Pandey, Ms N Bhatia, Ms Pallavi K Ms Gitika T, Ms Kuldeep S	15 Apr, 2023
Interactive Session by the Guest Speaker (40 Mins)	Ms Philo M, Ms Neha Yadav	15 Apr, 2023
Question & Answer session with parents	Ms Kuldeep S, Ms Payal Chauhan	15 Apr, 2023
Photography / Videography	Mr Niladri, Mr Faiz A and Ms V Khurana	15 Apr, 2023
Press Release	Ms Mamta Maggu, Ms Sheuli G and Ms Manju M	15 Apr, 2023
Vote of Thanks	HM (PP)	15 Apr, 2023
Refreshments for VIPs	Ms Neha Gupta, Ms Neeru S	15 Apr, 2023 (Menu to be finalized by 12 Apr, 2023)
Refreshments for Parents	Ms Neha Gupta, Ms Neeru S, Ms Kanika B Ms Khushboo, Ms Pallavi K, Ms Rohini S and All PS Class Teachers	15 Apr, 2023 (Items to be finalized by 12 Apr, 2023)

- Run through will be held on 12 & 13 Apr, 2023.

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

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