

ION/17/2023-24

16 Aug, 2023

## HOBBY EXPO

Dear Staff,

The school is organizing an Exhibition (Hobby Expo) on 18 & 19 Aug, 2023 in the School auditorium that will showcase an exceptional collection of Coins, Stamps, Cartoons and Books.

The school also takes the initiative to promote Skill Education in association with NGO 'Lend a Hand India' on 19 Aug, 2023.

Kindly note your areas of duties and responsibilities.

AREA OF RESPONSIBILITY	MEMBERS	TARGET DATE	SUPERVISION
Set up of Auditorium			
(a) Furniture & Cleanliness	Mr Niladri S Das Mr Faiz A Mr Harender Mr Deepak & Mr Jagatpal	17.08.2023	A.O.
(b) PA System in the Auditorium	Mr Swapan M	18 & 19 Aug, 23	HM (PP) HM (Sr)
(c) Aesthetics	Ms Manami G Ms Neeru S Ms Neerja B & Mr U Verma	17.08.2023	
(d) Banner	Mr Yuvraj	16.08.2023	
(e) Projector	Ms M Gulati & Mr Narender	18 & 19 Aug, 23	
Promotion and Outreach (Poster)	Ms Sonam M & Ms M Arora	16.08.2023	HM (Sr)
Skills on Wheels	Ms Asha M & Ms M S Sithara	19.08.2023	VPL
Amul Cartoon Series Exhibition	Ms Shally W & Ms Diksha	16.08.2023	HM (Pr)
Visitors' engagement			
(a) Emcee Students	Social Sc. Dept.	18 & 19 Aug, 23	HM (Sr)
(b) Feedback of Parents (Visitor Book)	Mr Mohit B		
Photography & Video	Mr Niladri (Photo) Mr Yuvraj & Mr Faiz (Video)	18 & 19 Aug, 23	HM (Sr)
Report Writing and uploading the report on website (21.08.2023)	Ms Srishti M & Ms K Shreya	18.08.2023	HM (Sr)
Press Release	Ms Mamta M (English & Hindi)	18.08.2023	HM (Sr)
Hospitality	Ms Neha G & Lady Guard (Hina)	17, 18 & 19 Aug, 23	HM (Sr)
Ushering of Parents to the Auditorium	Ms Manisha A & Student's Council	19.08.2023	HM (Sr)
Booking of the Auditorium from 17 to 19 Aug, 2023	Ms Vidhi Oberoi	16.08.2023	HM (Sr)

### Distribution

VPL, HMs, Academic Coordinator, A.O  
All Staff, Website, File

Asha Prabhakar  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर