

CAREER CONNECTIONS-2023 **(CAREER CONCLAVE - 02 & 03 NOV, 2023)**

School is hosting a Career Conclave on 02 & 03 Nov, 2023. Following are the areas of responsibilities :

OVERALL CONVENOR : VPL, HM (Sr)

AREA OF RESPONSIBILITY	MEMBERS
Accounting and Budgeting (Invoicing, Details of expenses, Approvals)	Mr Varughese, Ms Ruby S
Communications (Updating the list of participants, sharing information with all participants related to confirmations, payment details and sending repeat invites to schools and parents. Sending invites to school principals, students (VIII – XII) of host school & parents registering all school students.	Ms. Asha M, Ms Meetu T & Ms. Ruby S Ms Meetu T & Ms. Vibha J
Maintaining records of participating universities in terms of sponsorship	Ms. Ruby S and Ms. Meetu T
Maintaining records of Privileges provided to each partner, Scheduling student sessions with Participating universities)	Ms Philo and Ms Abha B
Branding (Release of Creatives, Videos , Social Media releases, Printing of banners)	Ms Asha M
Printing & Placing of Posters and Banners (Printing of posters and banners, placing the Art work at the entry gates)	Ms Asha, Mr Yuvraj, Mr Niladri, Mr Faiz, Mr Anil, Mr Ravindra Task to be completed on Tuesday 31.10.23 by 11.00 am
Setting up the venue (Setting up of the venue on 1st Nov'23 as per the plan (Seating Arrangements, Fascia Plates, Tentage, Stage, LED Screens)	Supervision : VPL, Ms Ruby Singh Mr. Anshul, Mr. Mohit, Mr Ajay, Mr Dipti, Mr Narendra - Time : 03.30 – 07.30 p.m. Mr Sanjay Dua, Mr.Vipin , Mr Anil, Mr Ompal, Mr Harinder- Time : 07.30 – 10.30 p.m. Mr Vardan, Mr Dinesh Bist, Mr Ravindra, Mr Deepak, Mr Sunder- Time : 10.30 – 12.30 p.m. Mr Jagatpal to remain present throughout the duration of setting up of the venue
Regulating the entry of participants (Issuing Entry Passes and allotting Octonorms to the participants as per their sponsorship criteria, Coordination on 02 & 03 Nov, 2023)	Mr Vipin, Ms Meetu, Mr Harinder, Mr Ompal, Mr Dipti Singh
Hospitality Distribution of food packets (50 boxes) to the Reps of universities. Two bottles of mineral water (1 litre) to be provided to each stall on both the days Day 1 - burger, muffin, wafers, juice along with tea/ coffee Day 2- Bread pakoda, muffin, wafers, juice along with tea/ coffee Tea /coffee will be provided to the stall owners at 9 AM Refreshments for panelists and Title sponsors (15 people) will be served in the Conference Room Day 1- Burgers, Muffins, wafers , Dhokla , Veg cutlet ; tea/ coffee Day 2- Bread Pakora, muffins, wafers, Khandvi, spring rolls; tea/ coffee. Coordinating with food vendors (Providing them space and organising student movement from all classes :	Ms Neha to procure the water bottles The food boxes will be delivered to each stall at 10.30 AM by Ms Neha, Mr Deepak, Mr Dipti , Ms Abha Coordination : HM (Sr) Ms Vibha, Ms Maya & Mr Gulab (Support Staff) Mr Sanjay Dua, Mr Raj Bali, Ms Rani Negi and Mr Deepak

Emcees for Panel Discussion and Way Forward (On 02 & 03 Nov, 2022)	Ms Rachna, Ms Rumpa, Ms Komal, Ms Manisha, Ms Kamna
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Day – I (02 November, 2023)


TIME SLOT	ACTIVITY	
8:00 AM – 9:30 AM	REPORTING & REGISTRATION	
8:30 AM – 1:30 PM	STUDENT REGISTRATION	
8:30 AM – 9:15 AM	VIDEO PRESENTATION ON AUTO MODE	
9:15 AM- 9:45 AM	FELICITATION OF KEY SPONSORS LIGHTING OF THE LAMP GANESH STUTI WELCOMING THE PARTICIPATING INSTITUTIONS/UNIVERSITIES PRINCIPAL'S ADDRESS	
10:00 AM-10:45 AM	PANEL DISCUSSION Theme : Futuristic Skill Sets Participants <ul style="list-style-type: none"> • School Principal • An erudite member each from Title sponsor and Associate Sponsor organisations. • 2-3 experts from different Universities • Moderator 	Moderator : Mr. Arindam B.
11:00 AM – 11:20 AM	SESSION I Emerging Trends in Management	PRATHAM
11:30 AM – 11:50 AM	SESSION II Emerging Trends in Science & Technology	VMC
12:00 PM – 12:30 PM	SESSION III India 2030 : Glorious Future	Mr. Anand Khatri

Day – II (03 November, 2023)

TIME SLOT	ACTIVITY	
08:00 AM - 08:30 AM	REPORTING & REGISTRATION	
08:30 AM - 09:15 AM	VIDEO PRESENTATION ON AUTO MODE	
	WAY FORWARD Theme based sessions by experts. Each speaker shall get 10 -12 minutes to present their views on the respective themes	
09:30 AM – 10:00 AM	SESSION I New Age Careers	Graphic Era University
10:00 AM – 10:30 AM	SESSION II Scholarships and Study Abroad	Physics Wallah
10:30 AM – 11:00 AM	QUIZ SESSION	Mr. Tarun (PIET)
11:15 AM – 11:45 AM	SESSION IV Emerging Trends in Mass Media & Communication	Manav Rachna University

Student audience Mobilisation (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 themselves & two friends each)	Ms Abha B & Ms Mamta M (External students) Ms. Shally W, Ms Vibha J & Ms. Swati C (Internal Students)
Mementos & Thank You Letters for panelists Thank you letters for participating universities (to be mailed) - Photography on 02 & 03 Nov, 2023	Ms Shally & Ms Indula M Meenakshi G and Ms Meetu T Mr Yuvraj P (09:00 am – 10:30 am) Mr Niladri S (10:30 am - 12:00 noon) Mr Faiz A (12:00 pm – 01:00 pm) * Along with students
Report Writing	Ms Rumpa B along with students of Class XI
Students Discipline On the basketball court and field including food stalls (throughout the day on both days) Ground floor - Classes 9 A, B, E and 11 C, D (throughout the day on both days) 12 A, B, C, D and 11 A B (throughout the day on both days) 10 AB CD and 9 C D (throughout the day on both days)	Mr Umesh V, Mr Dinesh B & Mr Vardhan Mr Shiv Mr Prateek Badola Mr Aakash and Mr Tara
Collecting video and audio bytes Feedback Forms and video bytes from all participating Universities, visitors (on both days)	Ms Mamta, Ms Sabari and Ms Kamna along with student volunteers (Please check your recordings on day one so that you have good quality videos for uploading on the school website)

All the teachers are advised to be absolutely vigilant, none of the class teachers of classes,9 th 10th, 11th and 12th are to be seated in the staff room or labs at any point of time. class teachers/subject teachers must remain present with their children when they are on the field. Non-compliance of instructions may call for an explanation.


Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution:

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