

DANDIA NIGHT

Let's Welcome the Festive season with Dance and Merriment.

Catering to the holistic development of our young learners while joining hands with the **Skill India Mission** the school plays the role of a patron to enhance the appreciation and understanding of these skills which are intrinsically Indian and truly unique. The objective of Dandiya Night is to enhance creative skills in Performing Arts and thereby hone the latent potential of the students.

It is going to be a day of fun and frolic for the children and parents, alike adding to the festive charm of the Dandiya Night and Dusshera.

A) Organizing Committee : **Patron: Mrs Asha Prabhakar, Principal**
Vice Principal, HMs, Mr Varghese, Mr A Haldar, Mr Ajay Tyagi,
Mr. Vardhan and Student Council members

B) Overall Incharges for the Program : **Mrs Rumpa B, Mrs Shally Walia, Mr P Pallavi and Ms Kavita P**

Following are the Duties and Areas of Responsibility

1	Emcees	Ms Rumpa B Ms. Rashi A: 05.00 to 06.30 p.m. Ms Komal M , Ms.Deepa.C: 06.15 - 7.15 p.m. Ms Manisha A : 7.15 -8.30pm
2	Entry \ Alumni Passes (5-6.30PM)	Ms. Shally Walia, Ms.Manisha A, Ms. Rachna S and Eva, Ms Indula M
3	DJ Incharge	Mr P. Pallavi, Mr Dilip and Ms Kavita P.
4	Discipline	Sports Department, Respective Class Teachers and Students Council Members
5	Tentage and Seating Arrangement	Mr Varughese, Mr Niladri, Mr Yuvraj, Mr Umesh V, Mr Anoop D, Mr Deepak, Mr Ompal, Ms Dipti
6	Sound and Light	Mr P. Pallavi, Mr Swapan, Mr Jagatpal, Mr Narender, Mr Rajkumar CC
7	Security/Parking/Traffic Control	Mr A. Haldar, Mr Ravinder, Mr Ajay, Mr Anil, Mr Harinder (Lab Assistant to ensure all rooms are locked)
8	Cleanship	Mr A. Haldar, Mr Harinder, Mr Deepak, Mr Ompal, Ms Dipti, Mr Narendra
9	Collection of Entry Passes only for school students	Mr Ajay , Ms Binu B, Mr Yograj M, Mr Narender, Mr Sanjay Dua, Mr Anoop Dixit
10	Decoration and Venue Setup	Mr Yuvraj P, Mr Niladri S Das, Mr Faiz A
11	First Aid	Ms Vidhi O, Staff Nurse, Mr Harinder
12	Photography \ Videography	Mr Niladri S, Mr Faiz A, Mr Yuvraj P, Student Volunteers of Photography Club
13	Report/Press Release/Website Uploading	Ms Rumpa B, Ms Deepti T, Ms Shweta, Ms Mamta M
14	Management of Food stalls	Ms Neha Gupta, Ms Abha B, Parimeeta K
15	Reconciliation of Accounts	Mr Y. Malik/Ms Binu/Mr Santosh/MS Meenakshi/Mr Anoop D/ Mr Vipin
16	Duties in the inner, middle and outer circle	Inner Circle - Class Teachers of Classes IV & V Middle Circle- Class Teachers of Classes VI & X Outer Circle – Class Teachers of Classes XI & XII & Ms Philo M, Ms Neha Y and Ms Khushi P (Dispersal for the classes to be done under the supervision of respective class teachers)
17	Social media messages	Ms Eva K

All the teachers whose names have not been mentioned above will remain on surveillance duty and will ensure that none of the students move into the school building during the course of the event. All Classrooms and Staff Rooms will remain locked keeping the safety and security of the students. Staff must not request for opening of any of the rooms,

All Cash / Coupons collected from the tickets are to be deposited with Ms Mukul S and Ms Pooja K (For Pr Wing), Ms Subha R and Mr Sanjay Dua (For Middle & Sr Wing), latest by 09.00 p.m. on 20 Oct, 2023. The same is to be handed over to Mr Sanjay Dua/Mr Vipin & Mrs Binu Thomas latest by 09.15 p.m. **Proper Accounting of unused tickets is a must.**

It is a unique opportunity for students to be in the fore front of organizing events. Teachers-in-charge are to liberally use talents of students.

Sale proceeds to be submitted to A.O.

Let us welcome the festive spirit with rhythm and colour



Asha Prabhakar
(Principal)

Distribution

VPL, HM (Sr), HM (Pr), (HM PP)
All Staff , A.O, TPT I/C, Website, File
Staff Welfare Group