

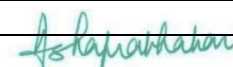
## **CAREER CONNECTIONS-2023**

### **(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
<b><u>Accounting and Budgeting</u></b> (Invoicing, Details of expenses, Approvals)	Mr Varughese, Ms Ruby S
<b><u>Communications</u></b> (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
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
<b><u>Branding</u></b> (Release of Creatives, Videos , Social Media releases, Printing of banners)	Ms Asha M
<b><u>Printing &amp; Placing of Posters and Banners</u></b> (Art work at the entry gates, printing of posters and banners, Fascia Plates etc.)	Ms. Asha M, Mr Yuvraj P, Mr Niladri S Das and Mr Faiz A
<b><u>Setting up the venue</u></b> (Seating Arrangements, Fascia Plates, Tentage, Stage, LED Screens, Coffee Machine etc)	Mr. Anshul, Mr. Mohit, Mr Sanjay Dua, Mr. Vipin, Mr Ajay T and Mr Anil K
<b><u>Regulating the entry of participants</u></b> (Issuing Entry Passes and allotting Octonorms to the participants as per their sponsorship criteria, Coordination on 02 & 03 Nov, 2023)	Mr. Anoop D, Mr. D Bist and Ms Mamta M, Mr Harinder, Mr Ompal, Mr Narendra
<b><u>Hospitality</u></b> (Food Arrangements for the Panelists, Refreshments for participating Universities and liasoning with the food stalls)	HM (Sr), Ms Neha G, Ms Vidhi Oberoi Ms Komal M, Mr Deepak and Mr Dipti S and 04 Student volunteers
<b><u>Emcees for Panel Discussion and Way Forward</u></b> (On 02 & 03 Nov, 2022)	Ms Rachna S and Ms Rumpa B
<b><u>Student audience Mobilisation</u></b> (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)
<b><u>Mementos &amp; Thank You Letters</u></b> (Mementos for panelists, Thank you letters and Feedback Forms from all participating Universities)	Ms Meenakshi G, Ms Poonam S, Ms. Neerja
Photography on 02 & 03 Nov, 2023	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	Ms Indula, Mr Umesh V, Mr Dinesh B & Mr Vardhan
Collecting video and audio bytes	Ms Sabari & Ms Shally



Asha Prabhakar  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

**Distribution:**

VPL, HM (Sr), HM (Pr), HM (Mont), A.O. (via e-mail)

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