



## SPRING FEST - "वसंतोत्सव" (2023-24)

**Date : 24 Feb, 2024**  
**Venue : School Ground**

**Overall Supervision :** HM (Primary), HM (Pre-Primary), Mr Dinesh Bisht, A.O

Given under are the duties and responsibilities of Teachers and other staff members.

Reporting Time for Teaching Staff : 07.50 a.m.

### A. Programme Schedule

| S.NO | ITEM  | CLASS  | NO. OF PARTICIPANTS                 | TEACHER IN-CHARGE   |
|------|---|--|-------------------------------------|---|
| 1    | Arrival of Guests<br>a) Ushering of Parents & Discipline<br><br>b) Welcoming Parents & Guests         | -  |                                     | Ms Suman, Ms Sweta, Ms Deepti M<br>Ms Nishi S, Ms Namrata K, Ms Nupur,<br>Ms Rakhi, Ms Neerja B, Ms Vidhi O,<br>Ms Smriti S, Ms Kritika S<br><br>Ms Parimeeta K, Ms Rashi A, Ms Sheuli G  |
| 2    | Welcome song & Background music during races  | -  | --                                  | Ms Sumana S, Ms Mamta M, Ms Garima P<br>Sahayika: Ms.Bina   |
| 3    | Declare the Meet open   | -  | --                                  | By the School Principal   |
| 4    | Release of Balloons   |  | --                                  | Ms.Rani,Mr Vardhan, Mr Shiv, Mr Ashutosh, Ms Kuldeep.<br>Two Students from two sides on Skates  |
| 5    | <b>RACES-</b><br>● Flat Race<br>● Partner Race (Fun Race)<br>● Flat Race<br><br>● Relay Race          | ● PP (Boys)<br>● Class I<br>● Class II (Boys)<br>Class II (Girls)<br>● Class II (Boys) | 8<br>16<br>8<br>8<br>32             | <b><u>Race Coordinators</u></b><br>Ms.Leena, Ms.Sona, Ms.Swati, Ms Kanika B, Ms Dhanya, Ms.Poorwa, Ms Ankita B<br>Start Point: Ms Rani N, Mr Prateek, Ms Leena M, Ms Sona R<br>Sahayika :Ms.Khushboo, Ms Archana, Ms Pinki & Ms Geeta<br>End Point: Mr Vardhan, Mr Raj Bali, Ms. Nitika B, Ms Mansi T, Ms Anju R (Ms Mansi T, Ms Alka R and Ms Nitika B will be handing over the participants from the finishing line to respective Incharges.)<br><b><u>Sahayikas:</u></b><br>Ms Anjubala & Ms.Kusumlata |
| 6    | <b>Drill:</b> Hoop Rover  | Pre- Primary   | 157                                 | Ms Manami G, Ms Gitika T, Ms Vibha K, Ms Eva K, Ms Neeru S, Ms Swati C, Ms Kanika B, Ms Pallavi K<br>On Drum- Ms Neeru S<br>Sahayikas: Ms Manorama, Ms.Maya, Ms. Dolly, Ms Anjali, Ms Anuradha  |
| 7    | <b>Prize Distribution-</b><br>● Flat Race<br>● Partner Race (Fun Race)<br>● Relay Race<br>● Flat Race | ● Class II (Boys)<br>Class II (Girls)<br>● Class I<br>● Class II (Boys)<br>● PP (Boys) | 3<br>3<br>6<br>3<br>12<br>Total- 27 | Ms Kuldeep S, Ms Charu G, Ms Neeru S (Ms Medha, Ms Minakshi and Ms Charu will be escorting winners from the Finalist seating area during the drill performance)<br><b>Sahayikas: Ms Indu, Ms Shobha</b>   |

|    |  |  |                                   |   |
|----|--|--|-----------------------------------|---|
| 8  | <b>RACES-</b> <ul style="list-style-type: none"> <li>● Flat Race</li> <li>● Lemon and Spoon Race</li> <li>● Partner Race</li> <li>● Traffic Light Race</li> </ul>              | <ul style="list-style-type: none"> <li>● PP (Girls)</li> <li>● Class II (Girls)</li> <li>● Class II</li> <li>● Class II</li> </ul>                             | 8<br>8<br>16<br>24                | <b><u>Race Coordinators</u></b><br>Ms.Leena, Ms.Sona, Ms.Swati, Ms Kanika B, Ms Dhanya, Ms.Poorwa, Ms Ankita B<br>Start Point: Ms Rani N, Mr Prateek, Ms Leena M, Ms Sona R<br>Sahayika :Ms.Khushboo, Ms Archana, Ms Pinki & Ms Geeta<br>End Point: Mr Vardhan, Mr Raj Bali, Ms. Nitika B, Ms Mansi T, Ms Anju R (Ms Mansi T, Ms Alka R and Ms Nitika B will be handing over the participants from the finishing line to respective Incharges.)<br><b><u>Sahayikas:</u></b><br>Ms Anjubala & Ms.Kusumlata |
| 9  | <b>Drill:</b> Aerobics   | ● Class I  | 181                               | Ms Poorwa L, Ms Monika P, Ms Ruchika G, Ms Syed Humera, Ms Meena A  |
| 10 | <b>Prize Distribution-</b> <ul style="list-style-type: none"> <li>● Flat Race</li> <li>● Lemon and Spoon Race</li> <li>● Partner Race</li> <li>● Traffic Light Race</li> </ul> | <ul style="list-style-type: none"> <li>● PP (Girls)</li> <li>● Class II (Girls)</li> <li>● Class II</li> <li>● Class II</li> </ul>                             | 3<br>3<br>6<br>9<br>Total- 21     | Ms Kuldeep S, Ms Charu G, Ms Neeru S (Ms Medha, Ms Minakshi and Ms Charu will be escorting winners from the Finalist seating area during the drill performance)<br><b>Sahayikas: Ms Indu, Ms Shobha</b>   |
| 11 | <b>RACES-</b> <ul style="list-style-type: none"> <li>● Fairytale Frolic Race</li> <li>● Hurdle Race</li> <li>● Flat Race</li> </ul>  | <ul style="list-style-type: none"> <li>● PP</li> <li>● Class II (Boys)</li> <li>Class II (Girls)</li> <li>● Class I (Boys)</li> <li>Class I (Girls)</li> </ul> | 8<br>8<br>8<br>8<br>8             | <b><u>Race Coordinators</u></b><br>Ms.Leena, Ms.Sona, Ms.Swati, Ms Kanika B, Ms Dhanya, Ms.Poorwa, Ms Ankita B<br>Start Point: Ms Rani N, Mr Prateek, Ms Leena M, Ms Sona R<br>Sahayika :Ms.Khushboo, Ms Archana, Ms Pinki & Ms Geeta<br>End Point: Mr Vardhan, Mr Raj Bali, Ms. Nitika B, Ms Mansi T, Ms Anju R (Ms Mansi T, Ms Alka R and Ms Nitika B will be handing over the participants from the finishing line to respective Incharges.)<br><b><u>Sahayikas:</u></b><br>Ms Anjubala & Ms.Kusumlata |
| 12 | <b>Drill:</b> Dumbbells  | ● Class II   | 85                                | Ms Pooja K, Ms Parimeeta K, Ms Nandini, Ms Deeksha, Ms Pallavi K<br>On Drum: Ms Rani N  |
| 13 | <b>Prize Distribution-</b> <ul style="list-style-type: none"> <li>● Fairytale Frolic Race</li> <li>● Flat Race</li> <li>● Hurdle Race</li> </ul>                               | <ul style="list-style-type: none"> <li>● PP</li> <li>● Class I (Boys)</li> <li>Class I (Girls)</li> <li>● Class II (Boys)</li> <li>Class II (Girls)</li> </ul> | 6<br>3<br>3<br>3<br>3<br>Total-18 | Ms Kuldeep S, Ms Charu G, Ms Neeru S (Ms Medha, Ms Minakshi and Ms Charu will be escorting winners from the Finalist seating area during the drill performance)<br><b>Sahayikas: Ms Indu, Ms Shobha</b>   |
| 14 | <b>RACES-</b> <ul style="list-style-type: none"> <li>● Hurdle Race</li> <li>● Caterpillar Race</li> </ul>  | <ul style="list-style-type: none"> <li>● Class I (Boys)</li> <li>Class I (Girls)</li> <li>● Class I</li> </ul>   | 8<br>8<br>24                      | <b><u>Race Coordinators</u></b><br>Ms.Leena, Ms.Sona, Ms.Swati, Ms Kanika B, Ms Dhanya, Ms.Poorwa, Ms Ankita B<br>Start Point: Ms Rani N, Mr Prateek, Ms Leena M, Ms Sona R<br>Sahayika :Ms.Khushboo, Ms Archana, Ms Pinki & Ms Geeta<br>End Point: Mr Vardhan, Mr Raj Bali, Ms. Nitika B, Ms Mansi T, Ms Anju R (Ms Mansi T, Ms Alka R and Ms Nitika B will be handing over the participants from the finishing line to respective Incharges)<br><b><u>Sahayikas:</u></b><br>Ms Anjubala & Ms. Kusumlata |

|    |  |  |                           |   |
|----|--|--|---------------------------|---|
| 15 | <b>Drill: Yoga</b>   | <ul style="list-style-type: none"> <li>• Class II</li> </ul>   | 75                        | Ms Aiman S, Ms Dhanya P , Ms Ankita T, Ms Deepa C, Ms Mamta M, Mr.Ashutosh<br>Placement of Mats : Ms Mansi T, Ms Aiman S, Ms Dhanya P , Ms Ankita T, Ms Deepa C, Ms Mamta M, Mr. Ashutosh, Ms Monika P, Ms Ankita B, Ms Humera, Ms Pallavi K<br>On Drum: Mr Akash<br>Sahayika : Ms Beena, Mr Pramod, Ms Madhu, Ms Lata  |
| 16 | <b>Prize Distribution-</b> <ul style="list-style-type: none"> <li>• Hurdle Race</li> <li>• Caterpillar Race</li> </ul>   | <ul style="list-style-type: none"> <li>• Class I (Boys)</li> <li>• Class I (Girls)</li> <li>• Class I</li> </ul> | 3<br>3<br>18<br>Total- 24 | Ms Kuldeep S, Ms Charu G, Ms Neeru S (Ms Medha, Ms Minakshi and Ms Charu will be escorting winners from the Finalist seating area during the drill performance)<br><b>Sahayikas: Ms Indu, Ms Shobha</b>   |
| 17 | <b>PARENTS' RACE-</b> <ul style="list-style-type: none"> <li>• Double Dash</li> <li>• Back-to-Back Race</li> <li>• Three-Legged Race</li> <li>• Garland Race</li> </ul>                    | <ul style="list-style-type: none"> <li>• PP</li> <li>• Class I</li> <li>• Class II</li> </ul>                    | 8<br>8<br>8               | <b><u>Race Coordinators</u></b><br>Ms.Leena, Ms.Sona, Ms.Swati, Ms Kanika B, Ms Dhanya, Ms.Poorwa, Ms Ankita B<br>Start Point: Ms Rani N, Mr Prateek, Ms Leena M, Ms Sona R<br>Sahayika :Ms.Khushboo, Ms Archana, Ms Pinki & Ms Geeta<br>End Point: Mr Vardhan, Mr Raj Bali, Ms. Nitika B, Ms Mansi T, Ms Anju R (Ms Mansi T, Ms Alka R and Ms Nitika B will be handing over the participants from the finishing line to respective Incharges.)<br><b>Sahayikas:</b><br>Ms Anjubala & Ms. Kusumlata |
| 18 | <b>Drill: Dance Finale</b>   | <ul style="list-style-type: none"> <li>• Classes I and II</li> </ul>   |                           | Ms Nisha R, Ms. Kavita P, Ms Neha Y, Ms Ankita B, Ms Syed Humera<br>Sahayika : Ms Khushboo, Ms Madhu  |
| 19 | <b>Prize Distribution PARENTS' RACE-</b> <ul style="list-style-type: none"> <li>• Double Dash</li> <li>• Back-to-Back Race</li> <li>• Three-Legged Race</li> <li>• Garland Race</li> </ul> | <ul style="list-style-type: none"> <li>• PP</li> <li>• Class I</li> <li>• Class II</li> </ul>                    | 1<br>1<br>1               | Ms Kuldeep S, Ms Charu G, Ms Neeru S (Ms Medha, Ms Minakshi and Ms Charu will be escorting winners from the Finalist seating area during the drill performance)<br><b>Sahayikas: Ms Indu, Ms Shobha</b>   |
| 21 | <b>Prize Distribution-</b> <ul style="list-style-type: none"> <li>• Best Athlete</li> </ul>  | <ul style="list-style-type: none"> <li>• Class I and II</li> </ul>   | 1                         | Ms Kuldeep S, Ms Charu G, Ms Neeru S (Ms Medha & Ms Minakshi will be escorting winners from the Finalist seating area during the drill performance)<br><b>Sahayikas: Ms Indu, Ms Shobha</b>   |
| 22 | Declare the meet closed  |  |                           | By the School Principal   |
| 23 | Vote of Thanks   |  |                           | HM (Primary)  |
| 24 | National Anthem  |  |                           | Music & Sports Dept   |

## B. Sub Committees

**Overall Supervision:** HM (Primary), HM (Pre-Primary), Mr Dinesh Bisht, A.O

| S. NO | AREA OF RESPONSIBILITY  | MEMBERS  |
|-------|---|--|
| 1     | <b>Stage &amp; Tentage:</b><br>a) Stage Decoration<br>b) Seating<br>c) Sound system | Mr Yuvraj, Mr Niladri, Mr Faiz, Ms Poorwa, Ms Neeru, Ms Eva<br>Mr Dinesh, Mr Vardhan, Mr Akash, Mr Raj Bali, Mr Prateek<br>Mr P Pallavi, Ms Kavita P, Ms Sumana S, Mr Swapan M, Mr Jagatpal,<br>Mr Rajkumar, Mr Kamal, Mr Sohnavir |
| 2     | <b>Hospitality</b><br>Students' Refreshment   | Ms Neha G, Ms Parimeeta K, Ms Neeru S, Respective Reps & Mr Deepak R   |
| 3     | <b>Report Writing and Press Release</b>   | Ms Parimeeta K, Ms Manami G, Ms Mamta M  |
| 4     | <b>First Aid and Stretcher</b>  | Ms Jinu John and Lady Attendant, Ms Pooja  |
| 4     | <b>Photography/ Videography</b>   | Mr Niladri S and Mr Faiz A   |

## C. On Ground

Officials for various athletic and other events are as follows:

| S.NO | AREA OF RESPONSIBILITY                     | MEMBERS   |
|------|--|---|
| a)   | Emcees                                     | Ms Parimeeta K, Ms Rashi A, Ms Sheuli Ghosh   |
| b)   | Start Line Incharges                       | Ms Rani N, Mr Prateek, Ms Leena M, Ms Sona R  |
| c)   | Finishing Judges<br>End Point Coordinators | Mr Vardhan, Mr Raj Bali, Mr Ankit<br>Ms. Nitika B, Ms Mansi T, Ms Anju R<br>(Ms Mansi T, Ms Alka R and Ms Nitika B will be handing over the participants from the finishing line to respective Incharges) |
| d)   | Race Coordinators                          | Ms.Leena, Ms.Sona, Ms.Swati, Ms Kanika B, Ms Dhanya, Ms.Poorwa, Ms Ankita B   |
| e)   | Finalists Coordinators                     | Ms Poorwa, and Ms Dhanya P  |
| f)   | Score Recorders                            | Ms Anita V and Ms Ruchika K   |
| g)   | House Points                               | Ms Ruchika G, Ms Leena M, Ms Sona R   |
| h)   | Discipline                                 | Sports Dept, Pre- Primary & Primary Dept.   |
| i)   | Equipment<br>Ground Markings               | Mr Ankit, Mr Shiv<br>Mr.Vardhan, Mr Raj Bali, Ms Rani N, Mr Ankit   |
| j)   | Victory Stand & winners' coordinators      | Ms Vibha K, Ms Mukul S, Ms Alka R, Ms Medha B, Ms Minakshi J, Ms Payal C, Mr Deepti (Mr Gulab & Mr Kamal)   |
| k)   | Balloons Incharge                          | Mr Vardhan, Mr Ashutosh, Ms Rani N, Ms Kuldeep S, Ms Vibha Khurana  |
| l)   | P.A. System                                | Mr P Pallavi, Ms Kavita P, Ms Sumana S, Mr Swapan M, Mr Jagatpal, Mr Rajkumar   |

#### D. Seating Area for Participants

Incharges and Sub-Incharges will be taking care of discipline in the assigned areas.

| S.NO | EVENT NAME                         | CLASSES INVOLVED    | INCHARGE  | SUB- INCHARGES   |
|------|------------------------------------|---------------------|---|--|
| 1    | Hoop Rover Drill                   | Pre-Primary         | Ms Manami G<br>On Drum- Ms Neeru S                                      | Ms Gitika T, Ms Khusboo,<br>Ms Kuldeep S, Ms Eva K,<br>Ms Pallavi K<br>Sahayikas : Ms Manorama,<br>Ms.Maya, Ms. Dolly, Ms<br>Anjali, Ms Anuradha |
| 2    | Finalists                          | Pre-Primary         | Ms Swati C, Ms Kanika B   | --   |
| 3    |                                    | Classes I and II    | Ms Poorwa L and Ms Dhanya P   | --   |
| 4    | Aerobic and Free<br>Hand exercises | Class I (A to F)    | Ms Poorwa L, Ms Leena M, Ms<br>Monika P, Ms Ruchika G<br>On Drum: Raj B | Ms Suniti, Ms Poonam,<br>Ms.Meena A, Ms Neelam   |
| 5    | Yoga                               | II A, II B, II C    | Ms Aiman, Mr Akash, Ms Dhanya P<br>On Drum: Mr Akash                    | Ms Deepa C, Ms Ankita T,<br>Ms Mamta M, Ms Ashutosh,<br>Mr Shiv  |
| 6    | Dumbbells                          | II D, II E, II F    | Ms Pooja K, Ms Parimeeta<br>On Drum : Ms Rani N                         | Ms Nandini, Ms Diksha  |
| 7    | Dance                              | Class I<br>Class II | Ms Nisha R, Ms Kavita P   | Ms Neha Y, Ms Syed<br>Humera, Ms Ankita B  |

**Asha Prabhakar**  
(Principal)

Kindness, Resilience, Respect



#### Distribution

VPL, HMs, A.O (for guidance to Security)

All Staff, Website, File