



ION/57/2023-24

Date: 27 Feb, 2024

SKILL TRAINING BY CBSE ON FINANCIAL LITERACY AND USE OF DIGITAL TOOLS

The school is hosting a session on **Financial Literacy and Use of Digital Tools** on 28 Feb, 2024 from 01:00 to 03:00 p.m. All the participating teachers will earn a certificate from CBSE.

Certificates will be awarded after filling up the Feedback form.

THIS IS AN OFFLINE TRAINING but feedback has to be submitted digitally.

Following are the areas of responsibility to be taken up by the nominated incharges:

SL. NO.	AREA OF REPONSIBILITY	TEACHER INCHARGE	REMARKS
01	Venue arrangement with seating for 120 persons	Mr. Umesh Verma, Ms Abha B	Task to be completed by 28 Feb, 2024, 10.00 a.m.
02	Emcee	Ms Rumpa B	---
03	Hospitality to Resource Person including refreshment for 120 people	Ms. Neha, Ms. Parimeeta	---
04	Floral Felication	Ms S. Walia	---
05	Sound, mikes	Mr. Pallavi, Mr. Swapan, Mr. Jagatpal	Task to be completed by 28 Feb, 2024, 10.00 a.m.
06	Projector/ Screen	Ms. Sonam M, Mr. Rajkumar and Mr. Narender	Task to be completed by 28 Feb, 2024, 10.00 a.m.
07	Whiteboard with Duster and Marker	Ms. Subha R and Mr. Deepak R	Task to be completed by 28 Feb, 2024, 10.00 a.m.
08	Gensets/ availability of electrician	A.O. Mr. A Dixit	Task to be completed by 28 Feb, 2024, 10.00 a.m.
09	Digital Banner	Ms. Meenakashi Gulati	Task to be completed by 28 Feb, 2024, 10.00 a.m.
10	Photography/ videography	Mr Nildari and Mr. Faiz Mr Yuvraj P	Task to be completed by 28 Feb, 2024, 10.00 a.m.
11	Report Writing	Ms Deepti T	Task to be completed by 28 Feb, 2024, 10.00 a.m.
12	Uploading of Report	Ms Deepti T	Task to be completed by 28 Feb, 2024, 10.00 a.m.
12	Enrolments	Ms M S Sithara	Task to be completed by 28 Feb, 2024, 10.00 a.m.
13	Preparing the bills for reimbursement	Ms. Ruby S	---

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution

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