



**PRE PRIMARY ORIENTATION PROGRAMME (2024-25)**  
**06 APRIL, 2024 (SATURDAY)**

**ORGANISING COMMITTEE : HM (PP) & CLASS REP - PS**

AREA OF RESPONSIBILITY	MEMBERS	TARGET DATE
Dispatch of Orientation Day Invite for VIPs Dispatch of Orientation Day Invite for Parents	Ms A Razdan Ms Manami G & Respective Class Teachers	04 Apr 2024
Display Boards at Pre Primary Entrance	Ms Kuldeep Sood, Ms Nitika Bhatia, Mr Yuvraj, Ms Gitika Thapliyal	04 Apr, 2024
<u>Cleanliness of Class Rooms</u> Items kept in the Class Rooms to be cleaned including Window Panes	Class Teachers to supervise cleanliness by the Support Staff	06 Apr, 2024
<u>Ushering of Parents to the Auditorium</u>	Ms Kanika B, Ms Khushboo, Ms Pallavi K	06 Apr, 2024
<u>Guest Speaker</u> Invitation Letter, Gift & Thank you letter Pick up & Drop for the Guest Speaker	HM (PP), Ms Anjuni Razdan Mr Ravindra & Ms Manami G	--
Booking of the Auditorium	Ms Sheuli G	02 Apr, 2024
Decoration of the Auditorium	Mr Yuvraj, Mr Niladri, Mr Faiz A, Ms Neeru S, Ms Swati C, Ms Kanika B, Ms Khushboo and Ms Pallavi K	05 Apr, 2024
Seating Arrangement All arrangements to be completed by 05 Apr 2024	Ms Gitika T, Ms Kuldeep Sood, Ms Vibha K, Ms Sheuli G	
Placement of Pots (Inside & Outside Auditorium and in the passage)	Mr Deepak R, Mr Harender S Ms Neeru S, Ms Manami G	06 Apr, 2024
PA System in the Auditorium (Lights and Sound)	Mr P Pallavi, Mr Swapan M and A.O. Mr Jagatpal	06 Apr, 2024
Introduction (Emcees)	Ms Sheuli G & Ms Manami G	06 Apr, 2024
Floral Felicitation	Ms Gitika T	06 Apr, 2024
Opening Address and Introduction of the Guest Speaker	Principal	06 Apr, 2024
Power Point Presentation Showcasing Achievements of the school along with the guided tour of the school, Pre Primary Routine, Learning Centers, Innovative Pedagogies Arrangement of Laptop in the Auditorium on 06 Apr, 2024	Ms Asha Menon, Ms Vibha K, Ms Payal C  Mr Narendra Kr & Mr Rajkumar	06 Apr, 2024 (PPT to be ready by 04 Apr 24 to be shown to the PPL)
<u>Cultural Programme</u> • Invocation – Lighting of the lamp, Shloka Chanting Arrangement of the Lamp and decoration  • Welcome Dance  • Tiger Anthem (2-3 Min)  • Costumes	Mr P Pallavi, Ms Sumana Sen Gupta, Mr Yuvraj, Mr Niladri, Mr Faiz A and Ms Neeru S  Ms Manju M, Ms Swati C & Ms Pallavi K  Ms K Pandey, Ms N Bhatia, Ms Payal C  Ms Gitika T, Ms Kuldeep S	06 Apr, 2024
Interactive Session by the Guest Speaker (40 Mins)	Ms Kuldeep S & Ms Payal C	06 Apr, 2024
Question & Answer session with parents	Ms Kuldeep S, Ms Payal Chauhan	06 Apr, 2024
Photography / Videography	Mr Niladri, Mr Faiz A and Ms V Khurana	06 Apr, 2024
Press Release	Ms Mamta Maggu, Ms Sheuli G and Ms Manju M	06 Apr, 2024
Vote of Thanks	HM (PP)	06 Apr, 2024
Refreshments for VIPs	Ms Neha Gupta, Ms Neeru S	06 Apr, 2024 (Menu to be finalized by 04 Apr, 24)
Tea & Water Arrangements for Parents	Ms Neha Gupta, Ms Neeru S, Ms Kanika B, Ms Khushboo, Ms Pallavi K, Ms and All PS Class Teachers	06 Apr, 2024

Run through will be held on 05 Apr, 2024.

*Asha Prabhakar*

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(Principal)

Kindness, Resilience, Respect

Distribution

VPL, HM (Sr), HM (Pr), HM (PP), A.O  
All Staff, Website, File

