

**INTER SCHOOL MODEL UNITED NATIONS CONFERENCE 2024**

The school is hosting the sixth edition of Model United Nations Conference on 16 & 17 May, 2024.

Following teachers and Secretariat members are being assigned the respective areas for contributing their bit for the success of the conference.

Convenor : Ms Nivedita B & Ms Deepti M  
Supervision : Academic Coordinator & HM (Sr)

S NO.	RESPONSIBILITY	INCHARGES		DATE & TIME
		TEACHERS	STUDENTS	
1.	Opening Ceremony (Auditorium) Aesthetics and Stage Decoration	Mr Yuvraj P Ms Deepti M Ms Nivedita	Ishani (XII) Aiyanna (X) Maanyaa Shukla (XII)	16.5.24 08:00-10:00 am.
2.	Lighting of the Lamp	Mr Niladri, Ms Sakshi Mr P Pallavi	Aarya (XII) Sanvi (X)	16.05.24 09.00 a.m.
3.	<u>Cultural Programme</u>			
	Opening Ceremony	Mr P Pallavi (Welcome Song) Mr Swapan (Sound and Light)	--	16.05.24 09.00 a.m.
	Closing Ceremony	Ms Kavita (Dance) Mr P Pallavi		17.05.24 04.00 p.m.
4.	Banners and Posters (Auditorium and committee venues)	Ms Deepti M, Mr Yuvraj, Ms Smriti S, Mr Nilesh R	Aditya Sinha (X) Arun (X)	15.05.24
5.	Registration Counter Procurement of Kits (Including distribution of kits and coupons)	Ms K Shreya Ms Smriti, Ms S Maitra	Ananya (XII) Adriza (X), Khyati (X)	16.05.24 7:30-9:00am
6.	Refreshments (Breakfast, Lunch & High Tea) Drinking Water Arrangement	Ms N Gupta Ms K Shreya, Ms Deepti Ms Nivedita, Mr Deepak Discipline : Mr D Bist & Mr Vardhan	Aayushi (X) Hemakshi (X)	16.05.24- 17.05.24
7.	Closing Ceremony Venue : Auditorium	Mr Nilesh Roy Ms Abha B Ms Deepti Ms S Maitra Discipline : Mr D Bist & Mr Vardhan	Aarya (XII) Sanvi (X) Avika (XII)	17.05.24 4:00-5:00 pm
8.	Certificates & Trophies – Order and procurement	Ms Nivedita B	--	13.05.24
9.	Writing of Certificates	Ms Sabari M	--	17.05.24
10.	Prize Distribution Ceremony	Ms Nivedita B, Ms Abha B Mr Dipti S	--	17.05.24
11.	Seating Arrangement (Opening & Closing Ceremonies and Committee Venues)	Mr Nilesh R Ms S Maitra Ms K Shreya Ms Deepti Mr A Haldar Mr Harender Mr Deepak, Mr Ompal, Mr Jagatpal	Aanya (X) Hannah (X) Astha (XII)	16.05.24 and 17.05.24
12.	Electricals (Mikes, Amplifiers, extension boards& Speakers)	Mr Haldar Mr P Pallavi Mr Swapan M Mr Jagatpal	Aryan (X) Aditya (X) Arun(X)	17.05.24 and 18.05.24
13.	Photocopy	Mr Dipti	Ashwin Anil (XI)	16.05.24 and 17.05.24
14.	<u>Computer Assistance</u>			
	Opening Ceremony	Ms Sonam M Mr Narender	Arun (X)	16.05.24
	Closing Ceremony	Ms Meenakshi G Mr Narender	Aryan (X)	17.05.24

15	Photography & Videography Memento for EBs	Mr Niladri & Team Mr Yuvraj	Ashwin Anil (XI)	16.05.24 and 17.05.24
16	Emcee Mentor (Opening and Closing Ceremony)	Ms Deepti T Ms Kamna J	--	16.05.24 and 17.05.24
17	Invitation and Thank you letter to the Chief Guest	Ms Smriti S, Ms Poonam S	--	14.05.24
18	Press Coverage	Ms Suman S Ms Mamta M	--	17.05.24
19	Procurement of Planter and Gift for the Guest	Ms Sabari M Ms K Shreya	--	15.05.24

**SEATING PLAN (COMMITTEE-WISE): ON 16 AND 17 MAY, 2024, TIMINGS: 10.00 A.M. TO 05.00 P.M.**

S NO.	NAME OF THE COMMITTEE	VENUE ALOTTED	STUDENTS IN-CHARGE	TEACHER I/C
1.	AIPPM	XII B	Avika Saxena	Ms K Shreya
2.	UNEA	XII D	Aanya Bhatnagar	Ms Saakshi
3.	UNHRC	XI B	Astha Sinha	Ms Nivedita
4.	UNGA	Physics lab	Aiyanna Sinha	Ms S Maitra
5.	IPC	XI C	Ananya Rajpoot	Ms Deepti
6.	ECOSOC	XII C	Ayushi Balsara	Ms Smriti
7.	LOK SABHA	XI D	Manya Shukla	Mr Nilesh Roy
8.	TEACHERS WAITING ROOM	Sr. Library	Sanvi Srijan	Ms Abha

Distribution

VPL, HM (Sr), HM (Pr), HM (PP)

*Asha Prabhakar*

**Asha Prabhakar**

(Principal)

Kindness, Resilience, Respect

