

CAPACITY BUILDING PROGRAMME FOR FOUNDATIONAL STAGE FACILITATORS

Bal Bharati Public school, Noida, is the venue for one of the training session towards Capacity Building for Foundational Stage Facilitators on the topic, '**Balanced Literacy Approach at the Foundational Stage**' by Prof.Suniti Sanwal, Professor and Head Elementary Education, NCERT on 14 May, 2024, Tuesday from 09.00 am to 01.00 p.m. in the School Auditorium. 145 teachers from sister units will be attending the session.

Following are the areas of responsibility to be taken up by the nominated I/Cs.

CONVENOR(S) : HM (PR) & HM (PP)

S.No.	AREA (S)	INCHARGE (S)
01	a) Booking of the Auditorium	Ms Sheuli G, Ms Neeru S
	b) Setting up of the Auditorium	Ms Manami G, Ms Neeru S, Ms Kuldeep S
	c) Projector and laptop	Ms Vibha K, Ms Payal C, Mr Rajkumar, Mr Narender K
	d) Seating arrangement for 145 teachers	Ms Sheuli G, Ms Neeru S, Ms Payal C, Mr Harender S, Mr Deepak R
	e) Mic and Speakers for the speaker	Mr Pallavi, Mr Jagatpal
	f) Registration and Attendance	Ms Eva K, Ms Swati C
02	Placement of Plants inside and outside the Auditorium	Ms Manju M, Ms Anju R, Mr Badri D, Mr Devender
03	Emcees	Ms Sheuli G
04	Photography & Videography	Mr Faiz A, Ms Kanika B, Ms Khushboo,
05	Hospitality	
	(a) For the guests (b) For the teachers	Ms Neha G, Ms Neeru S, Ms Gitika T Ms Neha G, Ms Payal C, Ms Nitika B
06	Green Welcome	Ms Manami G
07	Sound, Light & Mikes	Mr P Pallavi, Mr Swapan M, Mr Jagatpal
08	Booking of Transport for Ferrying the Guest	Ms Manami G, Mr Ravinder
09	Preparation of Display Board outside the Auditorium and decoration inside	Mr Niladri, Mr Yuvraj P, Ms Kuldeep S, Ms Swati C, Ms Kanika B, Ms Khushboo
10	Arrangement of White Board & Marker Pens	Ms Neeru S, Ms Manju M, Mr Harender
11	Genset	If the main supply of current is not available, Genset to be switched on by A.O. through electrician
12	Preparation of Report with Pictures	Ms Manami G, Ms Gitika T, Ms Swati C
13	Uploading of Report and Pictures on Social Media Platform (latest by 16 May, 2024)	Ms Vibha K, Mr Rajkumar



Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution

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