

**CAPACITY BUILDING PROGRAMME**

Teachers Training committee in consultation with the School Advisory Council is organising a workshop on '**Integrated Disciplinary Approach**' for teachers taking Classes PS to VIII. The workshop will be conducted by Ms Rini Ghosh, IB Diploma Programme (DP) Co-ordinator on 23 May, 2024, Thursday from 08.30 am to 01.30 p.m. in the School Auditorium.

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

**TEACHERS COORDINATOR : MS MEENA A, MS DEEPTI T**

<b>S.No.</b>	<b>AREA (S)</b>	<b>INCHARGE (S)</b>
01	a) Booking of the Auditorium	Ms Meena A
	b) Setting up of the Auditorium	Ms Ankita B, Ms Sweta G
	c) Projector and laptop	Ms Vibha K, Ms Payal C, Mr Rajkumar, Mr Narender K
	d) Seating arrangement	Ms Sheuli G, Ms Neeru S, Ms Payal C, Mr Harender S, Mr Deepak R
	e) Mic and Speakers for the speaker	Mr Pallavi, Ms Sumana S, Mr Jagatpal
	f) Attendance	Ms Swati Chordia, Ms Deepa C
02	Placement of Plants inside and outside the Auditorium	Ms Manju M, Ms Anju R, Mr Badri D, Mr Devender
03	Emcees	Ms Sona R, Ms Sheuli G
04	Photography & Videography	Mr Faiz A, Ms Kanika B, Ms Khushboo,
05	Hospitality - For the guest (guest will arrive at 8.15 am)	Ms Neha G, Ms Neeru S, Ms Gitika T
06	Green Welcome	Ms Anita V
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, Ms Syed H
10	Arrangement of White Board & Marker Pens	Ms Neeru S, Ms Manju M, Mr Ompal
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 Nandini G, Ms Garima P, Ms Kamna J
13	Uploading of Report and Pictures on Social Media Platform (latest by 27 May, 2024)	Ms Garima P, Mr Rajkumar

Distribution  
VPL, HMs, A.O.  
All Teaching Staff Via e-mail  
Website I/C, File

*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

Kindness, Resilience, Respect

