

CAPACITY BUILDING PROGRAMME FOR SCIENTIFIC TOYS

Bal Bharati Public school, Noida, is the venue for one of the Science training sessions towards Capacity Building for Science faculty of Primary, middle and senior level on the topic, '**Scientific Toys**' Mr. Kapil Tripathi, Scientist F, Department of Technology – Vigyan Prasar, on 18 May, 2024, Saturday from 10.30 am to 12.00 noon. in the School Auditorium. **Science and Maths Teachers of BBPS Brij Vihar and BBPS Noida** will be attending the session.

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

CONVENOR(S) : VPL AND HM (SR)

S.No.	AREA (S)	INCHARGE (S)
01	a) Booking of the Auditorium b) Setting up of the Auditorium c) Projector and laptop	Ms. Vibha Jain, Mr Harender N, Mr. Narender
02	d) Seating arrangement e) Mic and Speakers for the speaker f) Sound, Light & Mikes	Ms Swati Chawla Mr Jagatpal
03	Registration and Attendance	Mr. Umesh Verma and Ms. Neerja B
04	Photography & Videography	Mr. Niladri Das
05	Hospitality (a) For the guests (b) For the teachers	Ms Neha G, Ms Indula Mishra
06	Green Welcome	Ms Neerja Bhatnagar
07	Emcee	Ms. Vidhi Oberoi
08	Preparation of Display PPT slide by for Projector	Ms. Rakhi Kumari
09	Arrangement of White Board & Marker Pens	Ms Vidhi Oberoi, Mr Harender
10	GenSet	If the main supply of current is not available, Genset to be switched on by A.O. through electrician
11	Preparation of Report with Pictures	Ms Divya Maheshwari
12	Uploading of Report and Pictures on Social Media Platform (latest by 19 May, 2024)	Ms Divya Maheshwari, Ms. Ruby Singh



Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution

VPL, HMs, A.O.

All Teaching Staff Via e-mail

Website I/C, File