

HACKATHON 1.0
(Initiated by Tech Council, CES)
24th and 25th October, 2024

ORGANISING COMMITTEE : PPL/VPL/HM(Sr)/HM (Pr)/HM(PP)/A.O/HOD-Comp. Sc

1. Reception : Ms Ruby Singh (for VIPs) Ms Komal M, Ms Mukul S (for Teams)& **Relationship Managers**
2. Relationship Managers and No. of Teams:

S NO	UNIT	NO OF TEAMS	RELATIONSHIP MANAGER
1	BBPS (GR)	08	Ms Indula Mishra
2	BBPS (PP)	06	Ms Swati C
3	BBPS (DW)	10	Ms Pooja K
4	BBPS (RH)	07	Ms Sabari M
5	BBPS (BV)	03	Ms Poonam S
6	BBPS (ND)	09	Ms Deepti T
7	BBPS (N Mumbai)	04	Ms Vidhi O
8	BBPS (Ludhiana)	02	Ms Ruchika K
9	BBPS (Manesar)	03	Ms Smriti S
10	BBPS (Neelbad)	02	Mr Nandini G
11	BBPS (Nishatpura)	02	Mr Birender S
12	BBPS (Jharli)	01	Ms Yasha S
13	BBPS (Solan)	01	Ms Yasha S
14	BBPS (Sipat)	02	Ms Nishiu Sourabh
15	BBPS (Khargone)	01	Ms Deepa C
16	BBPS (Nabi Nagar)	01	Ms Deepa C
17	BBPS (Jhanor)	01	Mr Anshul D
18	BBPS (Khandwa)	01	Mr Anshul D

3. Emcee Mentors for Closing Ceremony : Ms Rachna S, Ms Rumpa B & Team
4. Cultural Programme
 - School Choir : Mr P Pallavi & Ms Sumana S
 - Dance : Mr Swapan, Ms Kavita & Ms Nisha
5. Setting up of Auditorium : Mr P Pallavi, Mr Swapan M & Mr Jagatpal
6. Compilation of Results (On a day-to-day basis)

Results will be uploaded by Ms Meetu T and Ms A Menon on the **web link page**.

7. Venue Preparation : VPL / Art Dept.
 - (a) Display Boards of Corridors : HMs (Sr, Pr & Pre Pr)
 - (b) Designing and Installation of Gate-1 : VPL, Mr Yuvraj P, Mr Niladri, Mr Faiz A, AO
 - (c) Banners & Collaterals : Mr Ravinder & Mr Dinesh B

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| (d) Front Lawns | } | VPL, Mr Yuvraj, Mr Niladri, S Mr Faiz A, Ms Syed H, Ms Ankita B, Ms Ishu C, Ms Reena R, Ms Syed H, Ms Philo M |
| (e) VIP Luncheon Area | | |
| (f) Auditorium | | |

8. Purchase & Procurement

- Designing and Pringing of ID Cards, Certificates : IT Department
(In consultation with Brand Consultant)
- Planters, Stoles & Gifts for School PPLs & Dignitaries of CES and Chief Guest : } Ms Ruby S, Ms Parimeet K, Ms Neeru S, Mr Dipti S
Ms Vibha K
- Printing of stickers on VIP planters : }
- Trophies : Ms A Bhardwaj, Ms Deepti M & Mr Dipti Singh
- Thank you letters for evaluators : Ms Ruby S
- (a) Writing Certificates of Participation : } Ms Aiman K, Ms Suniti, Ms Diksha T
(b) Writing Certificates of Merit : } Ms Manami G
- Making of Flags and repairing of poles : Mr Dinesh B, Mr Vardhan S
- School Band : Mr Rahul (Band Instructor), Ms Mamta M & Mr Vardhan S

9. Lodging & Boarding (for outstation teams) (Approx – 150 students)

- Procuring Mattresses
 - Making Bathing Arrangements, Procuring Bucket & Mugs
 - Mosquito Coils, Checking of Plug points and Procuring extra extension boxes
 - Cleanship of Rooms and Corridors (twice a day)
 - Cleanship of toilets (Every 2 hours)
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| } | HM (Sr) & Relationship Manager |
| | Co Convenors : Mr Nilesh R, Ms Vibha J
Ms Manju Malkoti & Mr Ankit S |
| | Support Staff : As Allocated by A.O. |
- Stay and local travel arrangements for evaluators: Mr A halder, Mr Varghese, Mr Ravinder, Mr Ajay

10. House Keeping

Maintenance, Cleanliness, Aesthetic upkeep of all : Classrooms / All common areas/ Washrooms / Sports Venues/ Corridors and Surrounding areas	Ms Minakshi J, Ms Bhumika C, Ms Dhanya P, Ms Ruchika G & Ms Nandini G <u>Support Staff</u> : As allocated by A.O.
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11. Transportation and Parking
(w.e.f. 23 Oct, 2024 to 26 Oct, 2024)

- Overall I/C : Mr A Dixit
- Compilation of data (for to & fro ferrying of Students) from Railway Station(s) and Airport : Mr Ravindra, Mr Vipin, Mr U Verma
- Parking area of VIP Cars : Mr Ajay Kumar
- Parking area of school buses : All Regular Drivers
- Dispersal of school teams on 25 & 26 Oct, 2024 : Relationship Managers, Mr Ravindra & Mr Vipin
- Parking of Delhi/NCR School buses : Mr Ravinder & Mr Ajay
(A day-wise schedule is to be handed over to all the Relationship Managers by HM (Pr)

12. Preparation of 16 Hackathon venues : Overall I/C : Ms Meenakshi G
Ms Suman S, Ms Philo M, Ms Ishu C, Ms Leena M
Ms Sona R, Ms Charu G, Mr Sanjay D,
Ms Susmita S, Mr Hansraj, Ms Sweta G,
Ms S Renakumar, Ms Namrta K, Ms K Shreya
Ms Nivedita B, Ms Meena Aggarwal, Ms Anita V
13. Tech Support for all 16 venues : Mr Rajkumar, Ms Sonam M, Ms Garima P, Ms Alka R
Mr Narender, Mr Vishnu, Mr Sunderlal
14. Medical Assistance
- Preparation of Medical Room : Mr Vidhi O
 - Procurement of equipment for Medical Room : HM (Sr) & Ms Vidhi O
 - Preparation of Day & Night shift schedule : HM (Sr) & Ms Vidhi O
 - Re-filling of Oxygen Cylinders : Ms Vidhi O & Ms Jeenu
 - Setting up of Medical Room in all respects : Ms Jeenu & School Doctor
15. Catering (Lunch, Breakfast, Evening Tea & Dinner
- This team of teachers will work in two shifts on : Ms Vinaya P, Ms S Passi, Ms K Sood
23, 24 & 25 Oct, 2024 Nitika B, Ms Neeru S
Ms Anju Raghav, Ms Eva K, Ms Payal C,
Ms Swati Chordia, Ms Kanika B, Ms Pallavi K
Ms Khushboo, Ms Neha Srivastava, Ms Ritu, Ms Reena
Ms Neha Y, Ms Samhita B, Ms Anikita T
- VIP Refreshments (Serving in Conference Room): Ms Neha G, Ms Abha B, Ms Neerja B
For 25 Oct, 2024 Ms Gitika T, Sheuli G
16. (a) Release of 60-90 second videos. : Computer Dept.
Curtain Raisers – i.e. 10 days to go, and so on All 06 teachers & Mr Rajkumar
- (b) Assistance during opening /closing ceremony:
for the cultural programme
17. Publication of Newsletter : VPL, English Dept, IT Dept & Visual Art Dept.
18. Photography and Videography : Mr Niladri S Das
(for 24 & 25 Oct, 2024) (to be outsourced)
19. Video – Glimpses of Hackathon to be played : Ms Sonam M, Ms Meenakshi G, Ms Alka R
During closing ceremony Ms Garika Priya

It goes without saying that the event would be attended by a large body of guests and the school is expected to perform to the entire satisfaction though the detailed duty is promulgated the school expected all the staff to reach out the prescribed duties and extended all possible help as demanded by the situation.

LEAVE WILL NOT BE GRANTED ON OCTOBER 23RD, 24TH, AND 25TH, 2024

Asha Prabhakar
(Principal)

Distribution

VPL/ A.O/HM's
All Teaching & Non-Teaching Staff Members
Website, Staff Room
A/R – File

