

## CLASS PRESENTATION IV & V

The Class Presentation for Classes IV & V will be held in the School Auditorium on 19 Dec, 2024 (Thursday).

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

### OVERALL I/Cs: HM (Pr) , Performing Arts Department and Class Reps IV and V

Presentation Timing:      Class IV - 10:00 am - 1:00 am  
                                          Class V - 12:00 Noon - 1:00 pm

S.N.	AREAS	INCHARGES	DATE OF COMPLETION OF TASK	REMARKS
1	Sound, Light & Mike	Mr. Swapan, Mr. Pallavi, Ms Nisha, Ms Kavita Ms Sumana Assistance by: Mr.Varun	17.12.2024	To be made available during rehearsals and for final two days
2	Costumes	Class 4-Respective Incharges Class 5-Respective Incharges	17.12.2024	<b>(All Costumes to be ready by 17 Dec, 24)</b>
3	Stage Extension	Mr. Niladri , Mr. Yuvraj , Mr.Faiz	-	Available
3.1	Stage Craft	Mr. Niladri , Mr. Yuvraj , Mr.Faiz	17.12.2024	To be made available during rehearsals and for final two days
4	Banner and Drop Downs	Ms.Sona , Ms.Charu, Mr. Faiz, Mr.Yuvraj, Mr.Niladri	17.12.2024	
5	Make-Up	Respective Incharges	17.12.2024	From Home
6	Projector + all Slides and PPT of credit roll	Ms. Alka , Ms. Garima	18.12.2024	
7	Designing of Invitation	Mr.Faiz , Ms.Charu	<b>17.12.2024</b>	
8	Photography & Videography	Mr. Niladri , Mr.Faiz	Camera and other equipment should be ready in all respect	Inhouse
9	Recording of Song Tracks Live Background Score	Mr. Pallavi , Ms.Kavita Ms.Sumana and ICT department	17.12.2024	Inhouse
10	Hospitality Snacks for students	Ms.Neha Gupta and Ms.P.Khanna	17.12.2024	
11	Performance I (Class IV) Performance II (Class V)	Respective Incharges	<b>18.12.2024</b>	
12	Emcee preparation	Ms Sona Rawat Ms Nandidni Girdhani Ms Bhumika Chaudhary Ms Charu Gusain	18.12.2024	
13	Sending e-Invitations to Parents	Respective Class Teachers of IV &V	18.12.2024	
14	Air Conditioning / Gensets / Availability of Electrician	A.O./J Pal		During rehearsals and final day

15	Availability of Fire Fighting Equipments	A.O./Mr Varghese / Mr.Ajay /Mr.Harinder		Near Auditorium
16	Report and website upload	Ms Nandini and Ms.Sona	20.12.24	--
17	Audi Entrance	Ms. Neha Yadav Ms Ankita T		Ushering Parents and discipline
18	Props team	Mr.Yuvraj, Mr.Faiz , Mr.Niladri and Item Incharges	18.12.24	--
19	Audi Set UP	Mr. Deepak	18.12.24	

Asha Prabhakar  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

#### Distribution

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

**CLASS PRESENTATION IV AND V (2024-25)**  
**PROGRAM SCHEDULE**

**Date** : 19 December, 2024      **Venue:** School Auditorium      **Overall Supervision:** HM (Primary), Class Reps IV & V

Given under are the duties and responsibilities of Teachers and other staff members.

**A. PROGRAMME SCHEDULE CLASS IV**

**TIMING: 10:00 am - 11:00 am**

S.NO	ITEM	CLASS	NO. OF PARTICIPANTS	TEACHER IN-CHARGE
1	Arrival of Parents & Band Ushering of Parents & Discipline Welcoming Parents & Guests Out side the Audi	IV	--	Ms.Mamta M. Ms.Rani Negi & Mr.Rajbali Ms. Dhanya
2	Welcome address (by the Principal)		--	Ms.Sona Rawat Ms.Nandini Girdhani PPT – Alka R Garima P
3	Seeds of Excellence: Pratibha Ki Pehchaan	IV	--	Ms.Alka Rai Ms.Garima Priya
4	Divine beats of Shiv Bum Bum	IV	39	Ms.Sumana, Ms. Yasha, Ms.Samhita PPT – Alka R Garima P
5	Karnataka: Echoes of the Kannadiga Soul	IV	37	Ms.Kavita, Ms.Ritu Bala, Ms.Kanika PPT – Alka R Garima P
6	Quiz Quest	IV	36	Ms. Ruchika Khanna Ms. Bhumika Chaudhary PPT – Alka R Garima P
7	Deepdaan		28	Ms.Deepa Chaturvedi, Ms.Manju M. and Ms.Nisha S PPT – Alka R Garima P
8	Garvi Gujarat: Rhythms of pride	IV	37	Ms.Sumana, Ms. Yasha, Ms.Samhita PPT – Alka R Garima P
9	Pahadi Raas: Celebrating the Spirit of Devbhoomi Utrakhand	IV	30	Ms. Kavita , Ms.Kanika, Ritu Bala PPT – Alka R Garima P
10	Vote of Thanks		--	HM(Pr.)/ Headboy PPT – Alka R Garima P

**B. PROGRAMME SCHEDULE CLASS V****TIMING: 12:00 pm - 1:00 pm**

S.NO	ITEM	CLASS	NO. OF PARTICIPANTS	TEACHER IN-CHARGE
1	Arrival of Parents & Band Ushering of Parents & Discipline Welcoming Parents & Guests Outside the Audi	V	--	Ms.Mamta M. Ms.Rani Negi & Mr.Rajbali Dhanya
2	Welcome address (by the Vice Principal)		--	Ms.Sona Rawat, Ms.Charu Gusain PPT – Alka R Garima P
3	Mero Rangeelo Pahada: Musical Whispers of the hills of Uttarakhand	V	39	Ms. Sumana Sengupta Ms. Diksha Tiwari, Ms. Mansi Tandon PPT – Alka R Garima P
4	Rangoli Bihu: Celebrating the spirit of Assam in every step	V	34	Ms. Suniti, Ms. Anita, Ms. Kavita PPT – Alka R Garima P
5	Yog Path	V	23	Ms. Reena Rani, Mr. Gaurav PPT – Alka R Garima P
6	Raag Rang Sindh Jo: Colours of Sindh Music	V	38	Ms. Sumana Sengupta Ms. Mansi Tandon, Ms. Diksha Tiwari PPT – Alka R Garima P
7	Dhol k Rang Punjab Ke Sang	V	33	Ms. Anita Verma ,Ms. Suniti, Ms. Kavita PPT – Alka R Garima P
8	Vote of thanks		--	HM(Pr.)/ Head boy PPT – Alka R Garima P

**C. SUB COMMITTEES****Overall Supervision:** HM (Primary), Class Reps IV and V

S. NO	AREA OF RESPONSIBILITY	MEMBERS
1	<b>Auditorium</b> a) Stage Decoration b) Seating c) Sound system	Mr. Yuvraj, Mr. Niladri, Mr. Faiz Ms.Monika P., Ms.Meena A, Ms.Pooja K ,Ms.Ankita B. Mr. Swapan M., P.Pallavi,Nisha,Sumana,Kavita Supervision and assistance – Mr. Varun,Mr. Deepak R and J Pal
2	<b>Hospitality</b> Students' Refreshment	Ms. Neha Gupta,Ms. Parimeeta K,Ms.Yasha, Ms.Samhita Distribution: - Kusumlata,Pooja and Gulab
3	<b>Report Writing and Website Upload</b>	Ms.Nandini G. and Ms. Sona R.
4	<b>Photography/ Videography</b>	Mr Niladri S and Mr Faiz A
5	<b>Discipline</b>	Backstage: Mr. Rajbali, Ms.Rani Negi Inside Audi: Mr. Ankit and Ms. Neha Yadav Sahayika: Bina, Shobha, Komal,Pooja, Outside the Audi Ms. Dhanya & Mr. Shiv