



**PRE PRIMARY ORIENTATION PROGRAMME (2025-26)**  
**05 APRIL, 2025 (SATURDAY)**

**ORGANISING COMMITTEE : HM (PP) & CLASS REP – PS**

**STAGE I – MEETING WITH THE CLASS TEACHERS (26 – 28 March 2025)**

AREA OF RESPONSIBILITY	MEMBERS	TARGET DATE
Display Boards at Pre Primary Entrance Corridor Displays Display Boards (in the Corridors) Creative Corners Selfie Corner	Mr Faiz, Ms Kuldeep Sood, Ms Khushboo Ms Gitika Thapliyal, Ms Kanika B, Ms Neha S, Ms Pallavi K, Ms Anju Raghav All Class Teachers Ms Khushboo, Ms Kuldeep S, Ms Pallavi K	25 March 2025
<u>Cleanliness of Class Rooms</u> Items kept in the Class Rooms to be cleaned including Window Panes	All Class Teachers to supervise cleanliness by the Support Staff	25 March 2025
Tea & Refreshments for Students & Parents	Ms Neha Gupta, Ms Gitika T, Ms Neeru S, Ms Pallavi K & Ms Neha S	25 March 2025
Power Point Presentation Showcasing Pre Primary Routine, Curriculum, Learning Centers, Innovative Pedagogies, Activities, Textbooks, and other important details	Ms Eva K guided by Ms Vibha K, Ms Payal C, Ms Manami Ghosh	To be ready by 24 Mar 2025
School Transport (Route Wise List to be displayed)	Ms Vibha Khurana, Ms Neeru Sharma, Ms Nitika Bhatia	25 March 2025

**STAGE II – INTERACTIVE SESSION WITH THE RESOURCE PERSON (05 April 2025)**

AREA OF RESPONSIBILITY	MEMBERS	TARGET DATE
Preparation of Invite	Ms Vibha Khurana & Ms Payal Chauhan	27 Mar 2025
Dispatch of Orientation Day Invite for VIPs	Ms A Razdan	03 Apr 2025
Dispatch of Orientation Day Invite for Parents	Ms Manami G & Respective Class Teachers	03 Apr 2025
Display Boards at Pre Primary Entrance	Ms Kuldeep Sood, Ms Khushboo Mr Yuvraj, Ms Gitika Thapliyal	04 Apr, 2025
<u>Cleanliness of Class Rooms</u> Items kept in the Class Rooms to be cleaned including Window Panes	Class Teachers to supervise cleanliness by the Support Staff	05 Apr, 2025
<u>Ushering of Parents to the Auditorium</u>	Ms Neha S, Ms Khushboo, Ms Pallavi K, Ms V Vaishnavi	06 Apr, 2024
<u>Guest Speaker</u> Invitation Letter, Gift & Thank you letter Pick up & Drop for the Guest Speaker	HM (PP), Ms Anjuni Razdan Mr Ravindra & Ms Philo M	-- 05 Apr, 2025
Booking of the Auditorium	Ms Sheuli G & Ms Anju Raghav	02 Apr, 2025
Decoration of the Auditorium	Mr Yuvraj, Mr Niladri, Mr Faiz A, Ms Neeru S, Ms Manami G, Ms Kanika B, Ms Khushboo, Ms Pallavi K, Ms V Vaishali	05 Apr, 2025
Seating Arrangement All arrangements to be completed by 05 Apr 2024	Ms Gitika T, Ms Kuldeep Sood, Ms Vibha K, Ms Sheuli G	04 Apr, 2025
Placement of Pots (Inside & Outside Auditorium and in the passage)	Mr Deepak R, Mr Harender S Ms Neeru S, Ms Manami G	
PA System in the Auditorium (Lights and Sound)	Mr P Pallavi, Mr Swapan M and A.O. Mr Jagatpal	05 Apr, 2025
Introduction (Emcees)	Ms Sheuli G & Ms Manami G	05 Apr, 2025
Floral Felicitation	Ms Gitika T	05 Apr, 2025
Opening Address and Introduction of the Guest Speaker	Principal	05 Apr, 2025

AREA OF RESPONSIBILITY	MEMBERS	TARGET DATE
Power Point Presentation Showcasing Achievements of the school along with the guided tour of the school, Pre Primary Routine, Learning Centers, Innovative Pedagogies	Ms Vibha K, Ms Payal C, Ms Manami Ghosh	05 Apr, 2025 (PPT to be ready by 03 Apr 25 to be shown to the PPL)
Arrangement of Laptop in the Auditorium on 05 Apr, 2025	Mr Narendra Kr & Mr Rajkumar	
<u>Cultural Programme</u>		05 Apr, 2025
• Invocation – Lighting of the lamp, Shloka Chanting (Arrangement of the Lamp and decoration)	Mr P Pallavi, Ms Kavita Pandey, Mr Yuvraj, Mr Niladri, Mr Faiz A and Ms Neeru S	
• Yog Tarang	Ms Payal C & Ms Kanika B	
• Dance - Baisakhi	Ms K Pandey, Ms N Bhatia, Ms Khushboo	
• Costumes	Ms Gitika T, Ms Kuldeep S	
Interactive Session by the Guest Speaker (40 Mins)	Ms Kuldeep S & Ms Anju Raghav	05 Apr, 2025
Question & Answer session with parents	Ms Kuldeep S, Ms Payal Chauhan	05 Apr, 2025
Photography / Videography	Mr Niladri, Mr Faiz A and Ms V Khurana	05 Apr, 2025
Report with Photographs Uploading on the School Website	Ms Manami Ghosh, Ms Anju Raghav	
Press Release	Ms Mamta Maggu, Ms Sheuli G	05 Apr, 2025
Vote of Thanks	HM (PP)	05 Apr, 2025
Refreshments for VIPs	Ms Neha Gupta, Ms Neeru S	05 Apr, 2025 (Menu to be finalized by 03 Apr, 25)
Tea & Water Arrangements for Parents	Ms Neha Gupta, Ms Neeru S, Ms Kanika B, Ms Khushboo, Ms Pallavi K and All PS Class Teachers	05 Apr, 2025

Run through will be held on 04 Apr 2025.

*Asha Prabhakar*

Asha Prabhakar  
(Principal)

Kindness, Resilience, Respect



Distribution

VPL, HM (Sr), HM (Pr), HM (PP), A.O  
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