ION No/12/2025-26   Date :28 April, 2025

OXAMITE V4.0
(AN INTER-SCHOOL IT & AI EVENT)

The school will be hosting **Oxamite V 4.0** – an Inter-School IT /AI Event on 7 May, 2025. Various events to be conducted are given below with the names of the Co-Ordinator and other information as indicated against each:

Overall I/C   :   **Vice Principal**

Convenors   :   **Ms Meetu & IT Department**

S.NO	TITLE OF ACTIVITY	INCHARGE	CLASSES	MODE	VENUE	DATE
1	AI Meme Fest	Ms Garima Priya	VIII	Online	----	7 May, 2025
2	Change Makers	Ms M Gulati	IX-X	Online +Offline	AI Computer Lab	
3	AI Artists	Ms M Tripathi	XI-XII	Offline	Sr Computer Lab	
4	AI Podcasters	Ms A Menon	IX-XII	Online	------	
5	Digital India, Responsible India	Ms S Malik	VIII-IX	Online	------	
6	Session on Digital Creativity by Adobe team	Ms Alka Rai Ms Shweta Rai	All accompanying teachers	Offline	Middle Computer Lab	

Overall Co-ordination, Request for providing substitution to the Item Incharge	Ms M Tripathi
Designing of Brochure and sending Invite to various schools	Ms M Tripathi & Ms A Menon
Entry Form Incharge (Through Google Forms)	Respective Events Incharge (All Incharges are required to update the Convener and Vice Principal about the registrations received on a regular basis)
Inviting Judges for individual events	Respective Event Incharges to put up the proposal to Ms Meetu who will finally put it up to Principal Ma'am
Designing and Printing of Banner	Mr Niladri & Ms Alka Rai
Designing of E-Certificates	Ms A Menon
Writing of E- Certificates	Ms Alka Rai & Ms Shweta Rai
Mailing E-certificates to participating schools: After closure of the event	Ms Garima *(Task to be Completed by 9.5.25)*
Budget and Minute Sheets	Ms M Gulati under the supervision of VPL *(Task to be completed by 30.4.25)*
Procurement & Packing	Ms Sonam & Mr Rajkumar *(Task to be completed by 3.5.25)*
Dispatch of Gifts	Ms Sonam & Mr Rajkumar *(Task to be completed by 8.5.25)*
Result Compilation	Ms Meetu T
Result Declaration	Ms Asha Rajan (Task to be Completed by 7.5.25)
Uploading of Results on School Website	Mr Yograj & Mr Niladri *Task to be Completed by 9.5.25)*
Photo Coverage (Item wise photographs are to be uploaded on the school website).	Mr Niladri S Das to create a google drive link to collect captioned pics of each event (Respective I/Cs will upload the photographs for their event in the Drive Link)
'Thank you' letters for schools	Ms. Poonam S *(Task to be Completed by 7.5.25)*
Report Writing (30.04.24)	Ms Rumpa B & Ishani Gautam (XI D) *(Task to be Completed by 7.5.25)*
Uploading of Report (with Photographs) on School Website.	Ms Garima & Mr Yograj Malik *(Task to be Completed by 7.5.25)*
Press Coverage	Ms Suman S. & Ms Mamta M

For Offline Events

Registration Desk & Welcoming and Guiding the incoming Schools	Ms Philo M. alongwith student Volunteers
Hospitality for Judges and Guests	Ms Neha G & Ms Abha
Food and Beverages for participants	
Setting up of venues	Ms. Sonam
Issue of Mikes, Speakers etc.	Mr P Pallavi, Mr Swapan M, Mr Jagat Pal

Prize Distribution Function- On 7.05.25 at 12:00 Noon in the Middle Computer Lab

Emcee Mentor	Ms Deepti Tiwari
Prizes Distribution	Ms Sonam Malik, Mr Rajkumar and Mr Dipti Singh

Asha Prabhakar
(Principal)
Kindness, Resilience, Respect

Distribution
VPL, HMs, A.O & All Staff (via e-mail)
Website, A Razdan (File)