




DUTY LIST FOR CAPACITY BUILDING PROGRAMME FOR FOUNDATIONAL STAGE FACILITATORS

Bal Bharati Public school, Noida, is the venue for three training session towards Capacity Building for Foundational Stage Facilitators on 19 May (10:00 am to 2:30 pm), 22 May (10:00 am to 4:00 pm) and 24 May 2025, (10:00 am to 4:00 pm), in the School Auditorium. 160 plus teachers from sister units will be attending the session.

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

CONVENOR(S) : HM (PR) & HM (PP)

S.No.	AREA (S)	INCHARGE (S)	ACTION DATE
01	a) Booking of the Auditorium	Ms. Gitika T	17 May 2025, 21 May 2025 and 23 May 2025
	b) Setting up of the Auditorium	Ms. Kuldeep S	
	c) Projector and laptop	Ms. Vibha K, Ms. Payal C, Mr. Varun	
	d) Seating arrangement for 160 + teachers	Ms. Anju R, Ms. Payal C, Ms. Pallavi K, Ms. Neha S, Mr. Harender S, Mr. Deepak F.	
	e) Mic and Speakers for the speaker	Mr. Varun, Mr Jagatpal, Ms. Kanika	
	f) Registration and Attendance	Ms. Kanika B	
02	Placement of Plants inside and outside the Auditorium	Ms. Neeru S, Mr. Badri D, Mr. Devender	17 May 2025, 21 May 2025 and 23 May 2025
03	Emcees (script)	Ms. Sheuli G, Ms. Gitika T	17 May 2025, 21 May 2025 and 23 May 2025
04	Photography & Videography	Mr. Yuvraj, Mr. Niladri, Ms. Vibha K, Ms. Khushboo	19 May 2025, 22 May 2025 and 24 May 2025
05	Hospitality (readiness) (a) For the guests (b) For the teachers	Ms. Abha B, Ms. Neeru S, Ms. Gitika Ms. Neha G, Ms. Neha S, Ms. Nitika	17 May 2025, 21 May 2025 and 23 May 2025 (for preparation) 19 May 2025, 22 May 2025 and 24 May 2025 (D days)
06	Green Welcome (6 planters)	Ms Manami G, Ms. Vaishali	17 May 2025, 21 May 2025 and 23 May 2025
07	Sound, Light & Mikes	Mr. Varun, Mr. Pradeep P, Mr Jagatpal, Ms. Vibha K, Ms. Payal C	17 May 2025, 21 May 2025 and 23 May 2025
08	Receiving of Resource Person	Ms. Manami G	19 May 2025, 22 May 2025 and 24 May 2025
09	Preparation of Display Board outside the Auditorium and decoration inside	Mr Yuvraj, Ms Kuldeep S, Ms Pallavi K, Ms Anju R, Ms Khushboo	17 May 2025, 21 May 2025 and 23 May 2025
10	Arrangement of White Board & Marker Pens, Chart Papers and Binder Clips	Ms Kuldeep S, Mr Harender	17 May 2025, 21 May 2025 and 23 May 2025
11	Genset	If the main supply of current is not available, Genset to be switched on by A.O. through electrician	19 May 2025, 22 May 2025 and 24 May 2025
12	Preparation of Report with Pictures	Ms Sheuli G, Ms. Kanika B	26 May 2025
13	Uploading of Report and Pictures on Social Media Platform (latest by 28 May, 2025)	Ms Vibha K, Mr Rajkumar	28 May 2025

 **Asha Prabhakar**
(Principal)

Distribution

VPL, HMs, A.O.
Staff (via e-mail)