

BRIGHT SCHOLAR SENIOR SECONDARY SCHOOL

Capacity Building Programme-Gender Sensitivity (one day)

DUTY LIST

DATE: 11 Apr,2026

VENUE: Eureka

TIMING: 9:00 AM- 5:00 PM

S.NO	PROGRAMME	DUTIES
1	WELCOME & TILAK, REGISTRATION DESK AND ESCORTING OF GUESTS	Ms. Deepshikha, Ms. Sonia Tandon
2	LAMP LIGHTENING	Ms. Monika
3	PLANTER & MEMENTO PRESENTATION	Ms. Avantika
4	REFRESHMENT	Mr, Sunil , Ms.Sudesh Malik, Ms. Preeti Malik, Ms. Sudesh Rathee
5	COMPERING + INTRODUCTION OF GUESTS	Ms. Neha Sharma
6	SOUND & MIKE	Mr. Ravi, Mr. Prince
7	SEATING ARRANGEMENTS (For teachers & guests)	Mr. Sunil, Mr. Mohit Shukla
8	PHOTOGRAPHY & VIDEOGRAPHY	Mr. Sachin,
9	REPORT WRITING	Ms. Reema Gambhir (English) Ms. Shalini (Hindi)
10	PRESS NOTE	Mr. Anil
11	PROJECTOR & WIFI	Mr. Anil
12	FOLDER MAKING, STATIONARY ARRANGEMENT (For Teachers & Resource Persons)	Ms. Manisha Sharma, Ms. Neha Anand, Ms. Meenakshi(B),
13	WHATSAPP GROUP	Ms. Hemlata
14	WELCOME BOARD (Reception) & INFORMATION BOARD (Eureka)	Ms. Manju Duhan, Mr. Deepak

Rabita
STNC

Ashish
PRINCIPAL
2/4/26