

Vartak Model School
CIRCULAR

VMS/2024/03/GEN/53

Dated : 04/11/2025

ASSIGNED DUTY FOR CHILDREN'S DAY

Dear teachers,

Children's Day will be celebrated in our school on November 14, 2025. Therefore, for the smooth conduct of this event, **the following duties are assigned to you:**

| | | |
|----|---|--|
| 1 | Emcee | Tr. Minakshi |
| 2 | Submission of Name of participants to the Coordinator by 12 Nov 2024 | Class teachers |
| 3 | Preparation of list of the participants (Fancy Dress Competition & Musical Chair Competition) | Cr. Mridusmita |
| 4 | Making of all items for stage decoration | Cr. Mridusmita, Tr. Manshi, Tr. Chitrani, Tr. Rimjim along with Aayah Purnima, Aayah Kamla and CPL Varma |
| 5 | Stage decoration, Speakers/Mike arrangement, Podium etc. | |
| 6 | Arrangement for Welcome of students (school entrance area) | Cr. Mridusmita , Tr. Manshi, Tr. Kiran, Tr. Babika & Aayah Kaveri |
| 7 | Making of badges and pin up | Class teachers |
| 8 | Seating arrangement & Arrangement for games in the assembly area | Tr. Jessy, Tr. Volga |
| 9 | Distribution of gifts & snakes to the class teacher on 13 th Nov 2025. | Pnr. Bhamre & Cpl Varma |
| 10 | Overall | Cr. Mridusmita |

The event will be conducted in the following manner :

| SN | PROGRAM | TIMING |
|----|---|------------|
| 1 | Welcome of students by the Class teachers along with the Principal | 08 hours |
| 2 | Pin up the Badges (inside the class room) | 0830 hours |
| 3 | Fancy Dress Competition | 09 hours |
| 4 | Tiffin Break | 1030 hours |
| 5 | Musical Chair Games Competition | 1050 hours |
| 6 | Prize distribution | 1200 hours |
| 7 | Gifts and Snacks distribution (inside the class room by the class teachers) | 1230 hours |

(Mrs Jonali T. Sarmah)
Principal
Vartak Model School

1. Cr. Mridusmita -
2. CCA In-charge Tr. Manshi -
3. Tr. Chitrani -
4. Tr. Babika -
5. Tr. Kiran -
6. Tr. Minakshi -
7. Tr. Anjali -
8. Tr. Babli -
9. Tr. Sushma -
10. Tr. Shyamoli -
11. Tr. Rupa -
12. Tr. Khushbu -
13. Tr. Durga -
14. Tr. Rimjim -
15. Tr. Jessy -
16. Tr. Volga -
17. Pnr Bhamre -