

**Vartak Model School  
CIRCULAR**

VMS/2024/03/GEN/28

Dated : 19/09/2024

Dear Teachers,

1. This is to inform you that the **farewell program** has been organized for **Brigadier Raman Kumar SV, Chief Engineer, HQ, Project Vartak, Patron, Vartak Model School** and **Mrs. G.S. Anitha, Honorary Director of Vartak Model School**. The event will be held on **September 24, 2024**, at Vartak Model School.

2. In addition to the farewell, we will also be inaugurating the newly constructed Activity Room.

**The event will be conducted in the following manner :**

- ❖ Arrival of the Chief Guest
- ❖ Welcome of the Chief Guest
- ❖ Group Dance (by Primary students)
- ❖ Group Song by the teachers
- ❖ Group Dance (by Pre-primary students)
- ❖ Speech by the Principal
- ❖ Address by the Patron
- ❖ Vote of Thanks by the Coordinator
- ❖ Inauguration of Activity Room
- ❖ High Tea

**The following duties are assigned to the teachers for the smooth conduct of the event :-**

1	Welcome (Arrangement of student, Tray & bouquet )	Principal, Cr. Mridusmita, Tr. Minakshi
2	Welcome speech	Cr. Mriduamita
3	Emcee	Tr. Chitrani
4	Escort for Plain water/Coconut water / Lemon water (for Chief Guests)	Cr. Mridusmita & Tr. Kiran
5	Preparation of materials for stage decoration	House In-Charge Teachers
6	Stage decoration	Coordinator and all teachers
7	Mike/Sound/Speaker arrangement	Tr. Manshi, Tr. Rupa, Tr. Khushbu
7	Group Dance (Pre-Primary)	Tr. Manshi & Tr. Babli
8	Group Dance (Primary)	Tr. Manshi & Tr. Chitrani
9	Seating arrangement / Centre table decoration / Bouquet	Tr. Babika & Tr. Nandini, Tr. Shyamoli,
10	Tea arrangement	Tr. Anjali, Tr. Sushma, Tr. Jessy
11	Arrangement for Activity Room Inauguration (tray, ribbon, scissor etc)	Cr. Mridusmita , Tr. Minakshi , Tr. Durga,
12	Maintenance of student discipline	Tr. Anjali, Tr. Sushma , Tr. Rupa, Tr. Khushbu, Tr. Rimjhim, Tr. Jessy

(Mrs Jonali Talukdar Sarmah)  
Principal  
Vartak Model School