



State Council of Educational Research and Training
(An autonomous body under Department of Education, Govt. of NCT of Delhi)
Varun Marg , Defence Colony, New Delhi 110024
<https://scert.delhi.gov.in> Email-insetcellscert@gmail.com

F.No.3(3)(i)/MB/INSET/SCERT/2022-23/ 293-301

Date: 13/04/23

ORDER

Subject: Orientation cum Combined Curricular Strategy Sharing Program on Mission Buniyaad

With reference to the Circular No. F.No.3(3)(i)/MB/INSET/SCERT/2022-23/282-90 dated 13/04/2023, the following faculty and staff are hereby deputed on duty for the above mention subject which is to be organized by SCERT, Delhi at Thyagraj Sports Complex, INA Colony on 15th April 2023, reporting time 7:00 a.m. Further Teams can be expanded as per the need and requirement.

S. No	Committees	Committee In-charge	Team Members	Remarks
1	Well Seating	Dr. Anil Teotia	Happiness Team	Officers (Committee In-charges) will select his/her own team for the said purpose
2	Registration Counter	Dr. Ashok Kumar, Dr. SonuLal Gupta	BRPs	
3	Signage and Seating Plan in-charge	Sh. MukeshTyagi	Shahnawaz (BRP)	
4	Stage and Seating Arrangement	Dr. Suman Nehra		
5	Cultural Program	Dr.Nandita Deb		
6	Liason with Caterer	Sh. Sushil (CTB)		
7	Breakfast (7:30 am to 8 am)	Sh. Sushil (CTB)	Mahish and Rajesh Batra	
9	VIP Lunch	Dr.Anil Teotia	Happiness Team	
10	Lamp Lighting	Neha Sharma/Swati Verma	Kaushika Rawat	
11	Parking	Amit Kumar(SCERT)	Sh. Amit Kumar Sharma	
12	Design and Print liasoning Lanyards Signage Invites Banners Flex Stage screen background	Sh. Vikram Kumar, Dr. Ritika Singh & Dr. Geeta	CMIE Fellow (MB team)	


MANISH JAIN
Dr. Director/HOO(SCERT)
Varun Marg , Defence Colony
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13	Decoration Stage Well Area Podium Outside	Dr. Sushma Yadav	Jyoti Varshney, Asha (BRP)	Officers (Committee In-charges) will select his/her own team for the said purpose
14	Name Plates	Tuzeen (BRP)		
15	List of invitees and distribution (prior approval from higher authority)	Dr. Nahar Singh		
16	Publicity and Outreach • Print media • Social Media • Electronic Media • Press Note • Media Management	Amit Kumar , Kadambari Lohia	Neha Kumar, Ajay Kumar Singh, Naveen Kumar	
17	Letter to CATs, Traffic Police, Police and Fire	Sh. Rajesh Kumar Khanna		
18	Sound system and PPT	CMIE Fellow (MB team)		
19	Overall Management	Dr.Nahar Singh, Sh. Mukesh Yadav, Sh. Manish Jain		

Note: All the above mentioned committees, In-charge and Team members alongwith all DD Zones and DD District of Directorate of Education and Municipal corporation of Delhi shall report at Thygraj Stadium for briefing of the program at 2:00 PM on 14 April 2023.



Manish Jain
Dy. Director
(Head of Office), SCERT

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