



STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

(An Autonomous Organization under the Education Department, GNCT of Delhi)

Varun Marg, Defence Colony, New Delhi - 110024

<https://scert.delhi.gov.in>

F.3(3)/INSET Cell/NISHTHA/SCERT/2026-27/ 10666-71

Date: 30/10/26

OFFICE ORDER

Subject: Assignment of duties to internal staff for the organisation of the Opening and Closing Ceremonies of the NISHTHA KRP Training Programme.

In connection with the organisation of the NISHTHA KRP Training Programme scheduled from 02.11.2026 to 06.11.2026, the Opening Ceremony on 02.11.2026 and the Closing Ceremony on 06.11.2026 at Shaheed Hemu Kalani Sarvodaya Vidyalaya, Ring Road, Lajpat Nagar New Delhi, the following duties are hereby assigned to the concerned officers and staff of SCERT, Delhi, to ensure the smooth and effective conduct of the programme.

S. No.	Duty / Responsibility	Officer / Staff Assigned	Duties to be Performed
1.	Programme Coordination	Ms. Sonia - Lecturer Md Jabihul Quamar Jugnu, BRP	Overall coordination with NCERT, concerned departments, organising teams and programme officials.
2.	Academic Coordination	Mohammed Shahanwaz, BRP Mr. Mandeep - BRP	Coordination of the programme schedule, speakers, training report, academic presentations and related proceedings.
3.	Subject Coordinator	Ms. Neha Sharma, Assistant Professor (DIET Daryaganj), Dr. Laxmi Pandey, Assistant Professor (DIET Karkardooma, Dr. Vijender Kuamr, Assistant Professor (DIET Rajinder Nagar), Ms. Aamna Ahmed, Assistant Professor, (DIET R.K. Puram), Amita Sharma - BRP, FLN Branch, SCERT	
3.	Protocol and Reception	Ms. Sonia - Lecturer, Dr. Alka Yogi - Lecturer Md Jabihul Quamar Jugnu - BRP Mr. Mohammed Shahnawaz - BRP	Reception of dignitaries, coordination of arrival schedules, reserved seating and liaison with the offices of dignitaries.
4.	Stage Management	Ms. Sonia - Lecturer, Md Jabihul Quamar Jugnu - BRP, Mohammed Shahanwaz, BRP	Preparation of the stage, seating plan, nameplates, podium, microphones and coordination of stage proceedings.
5.	Lamp Lighting	Ms. Asha, Ms. Rachna	Arranging the ceremonial lamp, oil/wicks or candles, lighting materials, flowers and other required items; preparing the designated space on the stage; coordinating with the protocol team.
6.	Anchoring	Dr. Sumit Sharma - AP, B.Ed Division, SCERT Delhi	Conduct of the programme as per the approved minute-to-minute schedule, introduction of dignitaries and announcement of proceedings.
7.	Venue and Infrastructure	Mr. Navin Kumar - SO(CTB) Mr. Mahinder - Jr. Asst. Mr. Gulfam - Group D	Arrangement of venue, furniture, cleanliness, electricity, drinking water, signage and other infrastructure requirements.
8.	Technical and IT Support	Md Jabihul Quamar Jugnu - BRP Mr. Sourabh - Gorup D	Operation of the sound system, microphones, presentation equipment, laptop, projector, internet and backup arrangements.

9.	Hospitality and Refreshments	Mr. Navin Kumar - SO (CTB) Mr. Aditya - Jr. Asstt	Coordination of refreshments, drinking water and hospitality arrangements for dignitaries, officials and participants.
10.	Photography	Md Jabihul Quamar Jugnu - BRP	Documentation of the ceremonies, photographs of important proceedings and preservation of programme records.
11.	Participant Management & Discipline	Dr. Alka Yogi - Lecturer, Ms. Rachna Kashyap - BRP, Mr. Praful Garg - BRP, Mr. Ashu - CRCC	Coordination of participant attendance, registration, seating, guidance and maintenance of relevant records.
12.	Training Reports	Ms. Sonia - Lecturer	Preparation of the programme report, attendance records, feedback, photographs and documentation of training outcomes.
13.	General Assistance and Contingency Support	Mr. Balvinder, Mr. Vinit, Mr. Gulfam,	Assistance to the respective teams and handling of unforeseen operational requirements under the directions of the coordinating officer.
14.	Overall Coordination	Dr. Sanjay Kumar - Nodal Officer, INSET Dr. Mukesh Kumar - Nodal Officer, Exposure Visits Ms. Tapshri - AP	Overall supervision, inter-departmental coordination and monitoring of all arrangements.

Instructions

- **Opening Ceremony - 02.11.2026:** All officers and staff assigned duties for the Opening Ceremony shall report at the venue by **8:00 AM sharp** to ensure that all arrangements are completed and checked before the arrival of dignitaries and commencement of the programme.
- **Closing Ceremony - 06.11.2026:** All officers and staff assigned duties for the Closing Ceremony shall report at the venue by **1:00 PM sharp** to ensure the timely completion of arrangements and smooth conduct of the programme.
- All officers and staff assigned the above duties shall coordinate with the Nodal Officer, INSET, SCERT, and perform their responsibilities in a timely and coordinated manner.
- The arrangements shall be completed and checked in advance of each ceremony. The minute-to-minute programme schedule shall be followed as approved by the competent authority.
- All arrangements relating to dignitaries shall be coordinated with the concerned offices and undertaken in accordance with the applicable protocol.
- The officers/staff concerned shall submit a brief report on the completion of their assigned duties, wherever required.
- Any additional duty or change in assignment shall be made with the approval of the competent authority.

F.3(3)/INSET Cell/NISHTHA/SCERT/2026-27/
Copy to:

1. PS to Director, SCERT Delhi - for information.
2. PA to Secretary, SCERT Delhi - for information
3. Principal- B.Ed Division, SCERT Delhi - for information
4. All Concerned Members.
5. WIM, SCERT Delhi
6. Guard file.

Dr. Mukesh Yadav
Secretary/HOO, SCERT
Date: 30/10/26

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Secretary/HOO, SCERT