

Bhavan's Vidyashram, Chelembra
YOUTH FESTIVAL / ARTS DAY (2024-25)
LIST OF STAFF ON DUTY - 14-08-2024 & 16-08-2024

I. HALL ARRANGEMENT- MURALEEDHARAN M (CON), *M. Muraleedharan*
SREEKANTH (CO.CON), *S. Sreekanth* **DHILEEP,** *D. Dhileep* **VINOD KUMAR P,** *V. Vinod* **RAJETTAN,** *R. Rajettan* **DILSHID,** *D. Dilshid*
USHAKUMARI, *U. Ushakumari* **AMBIKA,** *A. Ambika* **PRAJITHA,** *P. Prajitha* **SATHI, JAYALETHA,** *S. Sathi* **SHEENA,** *S. Sheena* **SHIJI,** *S. Shiji* **SREEJA**
KOTTARATHIL, SINDHU T *S. Sindhu*

1. ARRANGE SEATS FOR AUDIENCE IN FOUR STAGES (SCHOOL AUDITORIUM, CLASS ROOMS)
STAGE I- AUDITORIUM
STAGE II-VII A (WAITING ROOM-VII B)
STAGE III- V A (WAITING ROOM-IV B)
STAGE IV-XII (WAITING ROOM-XI)
2. ARRANGE SEATS FOR JUDGES (5 VENUES, TWO JUDGES EACH)
3. ARRANGE SEATS FOR ANNOUNCEMENT.
4. ARRANGE SEATS ON 13TH AUGUST ITSELF.

II. OFFICE DUTIES, COMMUNICATION, DOCUMENTATION, PRINTING, STATIONARY:
S SINDHU, SEETHA V P *S. Sindhu* *S. Seetha*

III. STAGE, LIGHT AND SOUND- SREEKANTH (CON), MURALEEDARAN M, VINOD, DHILEEP *S. Sreekanth* *M. Muraleedaran* *V. Vinod* *D. Dhileep*

1. ARRANGE 5 STAGES,
2. ARRANGE LIGHT AND SOUND SYSTEM.
3. ARRANGE MIKE FOR ANNOUNCEMENT AND FOR PARTICIPANTS.
4. ARRANGE LIGHT AND SOUND SYSTEM FOR EACH STAGE.

IV. STAGE MANAGER

STAGE I- AUDITORIUM - PRASIHA KB *P. Prasiha*
STAGE II- VII A - SREELAKSHMI P *S. Sreelakshmi*
STAGE III- V A - NISHA T K *N. Nisha*
STAGE IV- XII - SWAPNASRI P *S. Swapnasri*

1. TIME KEEPING AND SMOOTH FLOW OF PROGRAMME IN CO-ORDINATION WITH STAGE AND PROGRAMME COMMITTEE.
2. COLLECT, CHECK, PLAY AND RETURN THE PEN DRIVE.
3. MANAGING THE CURTAIN FALL/RISE AND AVOID CROWDING NEAR OR ON THE STAGE.
4. DECISION MAKING IN CASE OF ANY EMERGENCY REGARDING THE ORDER OF THE EVENT AND THE CONDUCTION OF THE PROGRAMME.

V. ANNOUNCEMENT COMMITTEE- SAJANI NAIR T R (CON) *S. Sajani*

STAGE I- AUDITORIUM- SAJANI NAIR T R *S. Sajani*
STAGE II- SREELAKSHMI P *S. Sreelakshmi*
STAGE III- NISHA T K *N. Nisha*
STAGE IV- SWAPNASRI P *S. Swapnasri*

1. COLLECT LIST OF ITEMS, NAMES OF PARTICIPANTS AND PREPARE THE COMPEERING STUFF.
2. EXTENT SUPPORT TO ALL COMMITTEES FOR THE SMOOTH FUNCTIONING OF THE PROGRAMME.

VI. JUDGMENT / TABULATION COMMITTEE- SHAMEENA K K (CON) *S. Shameena*

STAGE I- AUDITORIUM- SREEJITHA P *S. Sreejitha*
STAGE II- SHARJINA P T *S. Sharjina*
STAGE III- NIVYA JOY *N. Nivya*
STAGE IV- JAYARANI A *J. Jayarani*

1. COLLECT PARTICIPANTS LIST.
2. COLLECT JUDGMENT SHEET FROM THE COORDINATORS.
3. ARRANGE JUDGES AND JUDGMENT SHEETS FOR EACH ITEMS.
4. ARRANGE DATE WISE AND STAGE WISE.
5. WRITE VALUE POINTS AND JUDGMENT SHEETS FOR EACH ITEMS.
6. SUPPLY WRITING BOARD, EXTRA PAPER AND PEN FOR JUDGES.
7. COLLECT RESULTS FROM THE JUDGES, TABULATE IT AND FINALIZE. PASS IT TO THE RESULT COMMITTEE.

VII. RESULT COMMITTEE AND SCORE BOARD: DR. SREEVALLY C V (CON), DR. NITHEENA KRISHNAN

1. COLLECT RESULT FROM THE JUDGMENT COMMITTEE
2. PREPARE CERTIFICATE AND ARRANGE TROPHIES.
3. ENTER THE RESULTS INTO SCORE SHEETS AND PASS THAT TO THE COORDINATORS.
4. COLLECT CONSENT LETTERS FROM THE PRIZE WINNERS.
5. COLLECT THE RESULTS OF OFF-STAGE ITEMS THAT IS ALREADY COMPLETED.

VIII. CHEST-NUMBER COMMITTEE
STAGE I- AUDITORIUM-SREEJITHA P

STAGE II-SHARJINA P T

STAGE III-NIVYA JOY

STAGE IV-JAYARANI A

1. ARRANGE CHEST NUMBER FOR EACH ITEMS.
2. COLLECT THE PARTICIPANTS NUMBER FOR EACH ITEM.
3. GIVE CHEST NUMBER TO THE PARTICIPANTS ONE HOUR BEFORE THE PROGRAMME.
4. COLLECT IT BACK AFTER THE PROGRAMME.

IX. SCORE BOARD COMMITTEE- DR. SREEVALLY C V (CON), DR. NITHEENA KRISHNAN
JYOTHI T J (GENERAL ASSISTANCE)

1. COLLECT THE RESULTS FROM THE JUDGMENT COMMITTEE/TABULATION COMMITTEE.
2. ARRANGE SCORE BOARD FOR EACH STAGE AND DISPLAY SCORES (HOUSE WISE)

X. PHOTOGRAPHY

STAGE I- AUDITORIUM-ABHILASH A

STAGE II-BINYA T V

STAGE III-JOTHI A

STAGE IV-JYOTHI K

1. ARRANGE PHOTOGRAPHERS FOR EACH STAGE.
2. TO ASSIST THE PHOTOGRAPHERS WITH THE LIST OF THE ITEMS AND DETAILS REGARDING PARTICIPANTS TO BE PHOTOGRAPHED.
3. COLLECT NAMES OF THE PARTICIPANTS WHO NEED PHOTO, AND MAKE SURE THAT THEIR PHOTOS ARE TAKEN.

XI. REFRESHMENT AND FOOD COMMITTEE - SMITHA N S (CON) JAYADEVI T R (CO-CON)

1. ARRANGE AND DISTRIBUTION OF TEA SNACKS AND FOOD FOR THE JUDGES, STAFF AND VOLUNTEERS.
2. PREPARE COUPONS.
3. ARRANGE DRINKING WATER.
4. A PHOTO/ VIDEO ORDERS MAY BE FINALLY HANDLED BY THE PHOTOGRAPHER & STUDIO PEOPLE.

XII. DISCIPLINE COMMITTEE- ASWATHI A V (CON) PREETY MENON G, SHAMEENA K
GOMATHI N, MINI P M

1. ARRANGE BADGES FOR STAFF VOLUNTEERS.
2. APPOINT THE SUFFICIENT NUMBER OF VOLUNTEERS TO ALL COMMITTEE.
3. ARRANGE SUITABLE SEATING ARRANGEMENT FOR THE JUDGES.
4. MAINTAIN THE DISCIPLINE THROUGHOUT THE PROGRAMME.
5. RESTRICT THE MOVEMENT OF STUDENTS AND PARENTS THROUGH VARANTH.
6. RESTRICT PRIVATE PHOTOGRAPHY.

XIII. GREEN ROOM COMMITTEE- KAVITHA K P (CON)

1. ARRANGE GREEN ROOMS FOR PARTICIPANTS
2. ARRANGE WAITING ROOMS.
3. GETTING CHILDREN READY WELL IN ADVANCE.
4. MAINTAIN COMMUNICATION WITH STAGE MANAGERS.


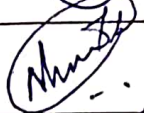
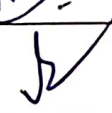

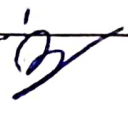
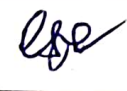


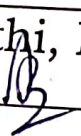
XIV. HOUSE-IN CHARGE TEACHERS

1. EMERALD- ARYA NARAYAN, ABHILASH A, BINDU P, SHAHARBANU A
2. SAPPHIRE-SUSHITHA, LEENA K, NIMYA V P, REJANI K
3. RUBY- RANJEE SHA T R, SOJA A S, LOVENA P K, ANJU MOL Y
4. PEARL- SANGEETHA S, P V RANJINI, SREEVIDYA V P, MINI P M

VERY IMPORTANT:-


- ❖ TEACHER WHO ARE FREE AFTER THEIR DUTY SHOULD TAKE CARE OF DISCIPLINE IN THE CAMPUS AS WELL AS THE 5 STAGES IN THE SCHOOL

Bhavan's Vidyashram, Chelembra
ANNUAL SPORTS MEET (2024-2025)
CLASSES - I to IV ON 07th NOV, 2024

| DUTY | TEACHERS |
|--|--|
| Overall Co-ordination | Aswathi A V  |
| Announcement | Nisha T K  |
| First Aid | Smitha N S  |
| Refreshment | Jayarani A  |
| Certificate & Prizes | Anju Mol Y, Jayadevi T R  |
| Discipline | Gomathi N  |
| RUNNING ITEMS | |
| Starting | P V Ranjini, Bindu P  |
| Finishing | Leena K, Sangeetha S  |
| GAMES | |
| A Jothi, Rejani K V, Mini P M, Rani S, Akhila K P (After KG)  | |

06-11-2024




 6/11/24
 Prin

Bhavan's Vidyaashram, Chelembra

ANNUAL SPORTS MEET (2024-2025)

CLASSES - V to XII ON 06th NOV, 2024

| DUTY | TEACHERS |
|------------------------------------|--|
| Overall Co-ordination | Aswathi A V |
| Announcement | Arya Narayan, Sajani Nair T R |
| First Aid | Swapnasri P, T V Binya |
| Refreshment | Jyothi T J |
| Certificate & Prizes + Score board | Dr. Sreevally C V, Sushitha, Nitheena Krishnan, Anju Mol |
| Discipline | G Preety Menon, Shameena K K |
| RUNNING ITEMS | |
| Starting | Nivya Joy, Shaharbanu A, Roshna P |
| Finishing | Soja A S, Abhilash A, Akhila K P |
| THROWING ITEMS | |
| Starting | Jyothi K, Sreevidya V P |
| Finishing | Sreejitha P, Nimya V P |
| GAMES | |
| Starting | Sharjina P T, T Ranjeesha |
| Finishing | Kavitha K P, Prasitha K B |

Pls note: All Teachers are supposed to look after the students' safety, esp. when they are outside the class rooms.

→ All Class Teachers are to strictly instruct their class-children to behave properly during sports days.

05-11-2024

Principal

5/11/24

Bhavan's Vidyashram, Chelembra

Important Note to the Parents of Classes I-XII ON CBSE/RTE MANDATED HEALTH CHECK-UP FOR STUDENTS.

(Ref.: CBSE Circular No. Acad-16/2019 dated 09-03-2019 & OASIS)

Dear Parent,

As in previous years, this year also (2024-25), CBSE mandates to upload many particulars during student- registration and application for writing Board Exams and promotion to higher classes. It includes several particulars to be obtained after a thorough Health Check-up by medical experts, such as Vision (R/E/L/E), Ears (Left/ Right), Teeth Occlusion (Caries/ Tonsils/Gums), General Body Measurements (Height & Weight), Circumferences (Hip & Waist), Health Status (Pulse & Blood Pressure) and examination of Respiratory, Cardio-Vascular, Musculo-Skeletal, Nervous System and also Nose, Nail, Pulse, BP, Abdomen etc.

If parents are willing to conduct the Health Check-up and submit the reports (as per CBSE- proforma) to us, the school will have less burden. But in case, if most of the parents want us to make arrangements for such a medical check-up, we will be ready if the parent pay a reasonable amount demanded by any agency.

KINDLY FILL IN AND RETURN THIS SLIP ON OR BEFORE 04-12-2024 ITSELF, ALONG WITH RS. 250/- (IF YOU ARE WILLING ONLY)

1. Willing to conduct myself

Yes

No

2. The school may arrange and I shall pay

Yes


No

(Tick as applicable)

(The tentative dates for above check-up: 06-12-2024 for Classes I – IV, XI & XII and 07-12-2024 for Classes V - X)

Parent's Name and sign with date




Principal

BHAVAN'S VIDYASHRAM, CHELEMBRA

ANNUAL DAY - 17 January 2025 (Friday) (04.30 pm. to 10.30 P.M.)

IMPORTANT NOTE OF INSTRUCTIONS

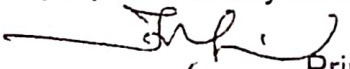
1. **Food Arrangements**:-Tea-snacks and dinner will be provided to volunteers/ Scouts & Guides and participants without payment. Arrangements are made for dinner and tea snacks on payment for all others. All those who require food on payment must inform in writing how many persons including students need food.(separate info-slip is distributed)
2. **Photography**: - Taking photo/ video is not usually allowed inside the school campus, as it may disrupt the smooth flow of the programme. Those who need photos should give their names and money to the item in- charge teachers on or before 16 January 2025 Photo @ Rs.35 for individual & Rs.50/- for group. Those who need prize distribution photos must give their names and money to the class teacher (On the spot order for copies of photos will not be entertained).
3. Students of classes I to V must be with their parents and sit with them. If they are Prize winners or participants, parents must hand them over to the teachers' in-charge and take them back immediately after the item. Students of other classes (including non-participants) should be found sitting in the venue only, and for refreshment etc. they should take permission from the discipline- in-charge teachers.

(P.T.O)



4. No students will be allowed to enter without School Uniform. Students must not be found out of their seats or wandering in the campus. Students are strictly prohibited inside school building without permission from teachers, during the entire programme
5. Students should not be found with mobile phones, cameras & other electronic devices. If found, strict actions will be taken. No friends of yours from other schools are expected.
6. School vehicles shall bring students at 4.30 pm and return after the programme around 10.30 P.M (Parents may contact vehicle operators in this regard). (Closing time of the programme may vary).
7. From 04.30 pm., till the programme is over, vehicles must strictly follow one-way system Arrival via Panchayat Road and return via Nisari Road)
8. Due to shortage of parking area only first coming 100 vehicles can be accommodated inside the campus. So, all are requested to see the possibility of parking on the old highway near to Panchayat/ Village Office, Chelembra, to avoid traffic/ parking issues inside the campus.
9. Participants must report to their Teachers – in – Charge as per instruction on 16/01/2025
10. Non-participants & Volunteers should come in uniform.
11. Scouts & Guides members are to play their role as per the instructions of the In-charge Teachers. All the participants are instructed to *come in uniform* on Annual day and change back to uniform after their programme.
12. 16-01-2025 is a working day to participants only, as it's a close preparation day for Annual Day. It's an off-day for all other students.

13-01-2025


Principal