



## Bal Bharati Public School, Manesar

Event: Class VIII & IX Presentation 2025

Venue: Bal Bharati Public School, Manesar

Date:-17th October 2025 Time:- 7:30 am onwards

### DUTY CHART

### Circular

Ref. No. BBPSMN/2025/71

Date: 16.10.2025

S. No	DEPARTMENT	VENUE	TEACHERS INCHARGES	SIGNATURE
1.	GATE DUTY		MR. SANJAY & MR. DEVENDER	
2.	WELCOME OF GUEST		MS. RINKU & 4 STUDENT COUNCIL MEMBERS	
3.	DISCIPLINE		MR. SANJAY, MR. CHAUHAN, MR. JAGAT, RAHUL, MOHIT	
4.	GREEN ROOM ANCHORS AND REPORT READING	4D	MS. RAJNI & MS. RITU CHAKRABORTY	
5.	DANCE 1 + 2 ( ARDH NARISHWAR + NAGA STUTI )	4C	MS. SHILPI, MS. PARUL	
6.	DANCE 3 ( GIRLS )	5A	MS. POOJA, MS. DIVYANGI	
7.	DANCE 3 ( BOYS )	5B	MR. ABHISHEK, MS. MANASHI	
8.	CHOIR	5C + 5D	MR. SAURAV, MS. PUSHPA BHARDWAJ	
9.	INSTRUMENTAL	6E	MR. HARPAL, MR. MILAN	
10.	SKIT	6A	MS. SHIVANI, MS. SEEMA	
11.	SKIT	6B	MR. VIVEK, MS. SEEMA	
12.	SKIT	5E	MS. SHRADDHA, MS. RINKU	
13.	SKIT	6C	MS. SONIA JATRANA, MS. SONIA JAITLY	
14.	MAKE UP ( CHARACTER )	6D	MR. KAPIL & MR. SANJAY BAGHEL	

15.	REFRESHMENT		MS. RINKU & MS. NAGINA	
16.	MUSIC SYSTEM + MIKE HANDLING		MR. AHMAD & MR. CHANDAN	
17.	ARRIVAL AND DISPERSAL	VI A VI B VI C VI E V A V B V C V E	VIII A - MS. SONIA JATRANA VIII B - MS. POOJA VIII C - MS. SHRADDHA VIII D - MS. SHILPI IX A - MR. SAURAV IX B - MS. SHIVANI IX C - MR. VIVEK IX D - MR. HARPAL	
18.	PROPS HANDLING AND MOVEMENT		MR. VIVEK , 6 STUDENT COUNCIL MEMBERS , CONDUCTORS ,CHANDAN	
19.	PRIZE DISTRIBUTION		MS. SONIA JAITLY, 2 STUDENT COUNCIL MEMBERS	
20.	LAMP LIGHTING		MS. RIMI , 2 STUDENT COUNCIL MEMBERS	
21.	TECHNICAL SUPPORT		MS. PREETI,MR. PANKAJ, MR. AHMAD, MR. ABHISHEK, MR. CHANDAN	
22.	PHOTOGRAPHY & VIDEOGRAPHY		MR. PANKAJ , MR. SAHIL	
23.	TRAFFIC MANAGEMENT		MR. DEVENDER , MR. SATISH ( AO )	
24.	CLEANLINESS		MR. SATISH	
25.	Mike Duty		MS. SONIA JATRANA , MS. MEENAKSHI RAKESHI	
26.	Movement to and fro from the stage to green rooms		RESPECTIVE EVENT TEACHER IN CHARGES .	

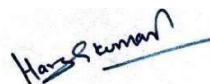
**OVERALL COORDINATION:- Ms. Minakshi Amal Rakeshi + Ms. Sonia Jatrana**

**Kindly Note:- The teachers having duty in green rooms and in make-up rooms must report to their respective rooms at 7:30 am.**

Thanks & Regards



Akanksha Sehgal Setia  
Vice Principal



Harsh Kumar  
Principal