

Col Satsangi's Kiran Memorial AIPECCS Educational Complex

Satbari, Chattarpur, New Delhi – 110 074

NO:CSKM/AEC/2013

October 14, 2013

CSKM FOUNDER'S DAY SPORTS MEET 20th, 22nd & 23rd October, 2013

Venue : School Play ground Timings : 9.45am to 12.45pm

DAY-1

- School Flag hoisting by Principal, School and Sports Captain & Head Girl with background music – Mr Animesh Biswas
- School & Sports Captain & Head Girl to take oath to play hard and participate fairly. Oath to be administered by Vice Principal.
- Principal to declare the meet open.
- House Captains to take round of the track with mashal

Events of the day	Participants	Responsibility
1500 Mtrs (Final)	Senior & Middle (Boys and Girls)	Mr A N Singh with three Marshals & judges
High Jump (Final)	All groups (Boys and Girls)	Mr Ramesh Prasad with one Teacher
Discus Throw (final)	All groups (Boys and Girls)	Mr Ramesh Pd, Mr M Ali, Mr Tapan M
100 Metres Heats	All groups (Boys and Girls)	Mr A N Singh with three Marshals & 2 judges
75 Metres Flat race (Final)	Class IV & V (Boys & Girls)	Mr A N Singh & Section I/cs
400 Mtrs Heat	All groups (Boys and Girls)	Mr A N Singh with three Marshals & judges
50 Metres Frog Race (Final)	Class IV & V (Boys & Girls)	Mr A N Singh & Section I/cs
March Past – Rehearsal	Housewise with House flags (Class wise Squads VI to XI)	All PETs and NCC Incharge
Cheer leading	Group wise (Nur to V)	Section Incharges
Lowering of school flag	School captain with background music	- Mr Animesh Biswas

DAY -2

Events of the day	Participants	Responsibility
Hoisting of school flag	Mr S K Thakur, VP & Sports Captain with background music	Mr Animesh Biswas
200 Mtrs Heat	All groups (Boys and Girls)	Mr A N Singh with three Marshals & judges
600 Mtrs (Final)	Juniors (Boys and Girls)	Mr A N Singh with three Marshals & judges
Triple Jump (Final)	All groups (Boys and Girls)	Mr M Ali with one Teacher
Javelin Throw	All groups (Boys and Girls)	Mr Ramesh Prasad with one Teacher
100 Mtrs Skipping race(Final)	Class IV & V (Boys and Girls)	Mr A N Singh and Section Incharges
400 Mtrs (Final)	All Groups (Boys and Girls)	Mr A N Singh with three Marshals & judges
50 Mtrs Sack race (Final)	Class IV & V (Boys and Girls)	Mr A N Singh and Section Incharges
March Past – Rehearsal	Housewise with House flags (Class wise Squads VI to XI)	All PETs and NCC Incharge
Cheer leading	Group wise (Nur to V)	Section Incharges
Lowering of school flag	School Head Girl with background music	- Mr Animesh Biswas

DAY-3

Events of the day	Participants	Responsibility
Hoisting of school flag	Sports Girl Captain with background music	- Mr Animesh Biswas
200 Mtrs (Final)	All groups (Boys and Girls)	Mr A N Singh with three Marshals & judges
800 Metres (Final)	Senior & Middle (Boys and Girls)	Mr A N Singh with three Marshals & judges
Long Jump (Final)	All groups (Boys and Girls)	Mr M Ali with one Teacher
50 Mtrs Spoon race (B&G) ((Final)	Class IV & V (Boys and Girls)	Mr A N Singh and Section Incharges
100 Mtrs (Final)	All groups (Boys and Girls)	Mr A N Singh with three Marshals & judges
Shotput (Final)	All groups (Boys and Girls)	Mr Ramesh Pd, Mr M Ali, Mr Tapan M
100 x 4 Mtrs (Final relay)	Class IV & V (Boys and Girls)	Mr A N Singh and Section Incharges
100 x 4 Mtrs (Final)	All Groups (Boys and Girls)	Mr A N Singh with three Marshals & judges
Balloon Drill	Girls (IV to VI)	Ms Sudha Bajaj & Ms Nanda
Lazium Drill	Boys & Girls (VII & X)	Mr Rakesh Kumar, Mr M Ali and Mr Tapam M.
March Past (Final)	House wise with House flags (Class wise Squads VI to XI)	All PETs and NCC Incharge
Cheer leading (Final)	Group wise (Nur to V)	Section Incharges

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Closing ceremony

- Prize and Medal distribution by Chief Guest – Responsibility Mr J P Upadhyay and Ms Rajbala
- Speech by Sports and School Captain on Sports achievement and importance of physical fitness
- Address by Principal & Chief Guest.
- Vote of thanks by Vice Principal
- School song – Mr BP and School Choir

Specific responsibilities

- (a) Parachutes, Garden umbrella, Fans, Carpet, Chairs, Water – Tank (Outside the Ground), Electricity and other administrative support– Mr Jaichand & team
- (b). Arrangement of two tables with table cloth – Groundsmen
2. Seating under garden umbrella– Sofas-2 seats, Chairs (30), 02 Parachute Umbrella – QM & team
3. Cleanliness of Play Ground area – Groundsmen & Mr Prempal
4. Flag Staff, Victory Stand, small Podium on the ground – Groundsmen
5. Entire School Campus area cleanliness and JKJC toilets for boys, CGC, Special Reception toilets for girls – Safai Karamchari on duty – Head of Safai Karamchari
6. PA Equipment & background music – Mr Animesh Biswas/Mr Dwarika Pandey
7. Photographer – Mr Lakshman Pandit to inform
8. Press Release & Media Coverage – Ms Rajbala Sharma
9. (a) For students & officials –nimbu pani after each events of participants – Mr Srinivas & team
- (b) 2 bananas each for participants. Normal fruits for non participants students – Mr Srinivas.
10. Ambulance & First Aid near the ground – Mr Khiru Kumar & Mr Rooplal Sah
11. Security–SSSS to place guards & barricades.
12. Medal & Prizes arrangements – Ms Yeschi Choedon and Ms Vanaja Menon
13. VP, Coordinators & Teachers, to instruct and ensure CSKM students to remain in own prescribed areas and follow instructions issued on the public address system.
14. Ground volunteers - Lab assistants and peons.
15. Events – section wise
Preparation of Track and field event venues–Mr A N Singh, All PETs and ground staff, Mr M Jha & QM.
16. Mr Kulvinder, Mrs Anita Bhatia & Mr N K Sharma to be Meet Judges – Mr A N Singh to organize and telephone and send letters.
17. Records of the Meet to be maintained by Dr S N Singh & Ms Rajbala Sharma
18. March Past will be house wise with House flags. There will be class wise squads from Primary to XII.
19. P A Announcers – Mr S S Miyan, Ms Deepika Abrol, Ms Amrit Gill Kaur and Mr S N Kumar.
20. Separate participant enclosures for Boys & Girls with teachers, section wise. Partition by “Kanat” and Shamianas – Security I/C
21. Sports dress - Mr Madan Jha & Mr Ashok Yadav
22. Dress code for non – participants - school trousers and Saturday T-Shirts – Wardens.
23. Briefing points to be made by Vice Principal and displayed. Vice Principal to kindly regularly brief the students about Meet instruction.
24. Flex boards to be made - (a) Inspirational and (b) with photographs of founder Chairman playing games and school sports activities – Ms Poonam Mansingh to guide.
25. Meet banners – (1) - Main Game (2) – Play ground – Mr Madan Jha
26. Dustbins to be placed – Mr Prempal
27. Enclosures for seating of students section wise – Four groups - under Shamianas with durries – QM & – Security I/C
28. Sign Posts for track, throw and jump events – Mr Aqeel Ahmed
29. Mr A N Singh to mark 400 metres and 200 metres track and also indicate sites for jump and throw events.
30. House flags – Mr Madan Jha, Ms Yeschi Choedon. Ms Vanaja Menon to ring Mohit for House Flags.
31. Shamianas to be Red & White – QM & Security I/c. 32. All PETs to be in white Track suits.
33. Background music – preferably by Uday Shankar – Mr Animesh Biswas.

**Overall responsibility & event coordinator – Mr A N Singh, Deputy Event Coordinator – Mr Ramesh Prasad
Supervision by Manager and Registrar.**

VICE PRINCIPAL

Distribution : All concerned

(to be distributed amongst executives & to be noted by all other concerned).
(For information Registrar and Manager)

PRINCIPAL

EVENT DETAILS

DAY -1

- School Flag hoisting by Principal, School and Sports Captain & Head Girl with background music – Mr Animesh Biswas
- School & Sports Captain & Head Girl to take oath to play hard and participate fairly. Oath to be administered by Vice Principal.
- Principal to declare the meet open.
- House Captains to take round of the track with mashal

	Events of the day	Participants		Responsibility
1.	(i) 1500 Mtrs (Final)	Senior Boys	}	Mr A N Singh with three Marshals & judges
	(ii) 1500 Mtrs (Final)	Middle Boys		
	(iii) 1500 Mtrs (Final)	Senior Girls		
	(iv) 1500 Mtrs (Final)	Middle Girls		
2.	(i) High Jump (Final)	Senior Boys	}	Mr Ramesh Prasad with one Teacher
	(ii) High Jump (Final)	Middle Boys		
	(ii) High Jump (Final)	Junior Boys		
	(iv) High Jump (Final)	Senior. Girls		
	(v) High Jump (Final)	Middle Girls		
	(vi) High Jump (Final)	Junior Girls		
3.	(i) Discus Throw (final)	Senior Boys	}	Mr Ramesh Pd, Mr M Ali, Mr Tapan M
	(ii) Discus Throw (final)	Middle Boys		
	(ii) Discus Throw (final)	Junior Boys		
	(iv) Discus Throw (final)	Senior. Girls		
	(v) Discus Throw (final)	Middle Girls		
	(vi) Discus Throw (final)	Junior Girls		
4.	(i) 100 Mtrs Heats	Senior Boys	}	Mr A N Singh with three Marshals & 2 judges
	(ii) 100 Mtrs Heats	Middle Boys		
	(ii) 100 Mtrs Heats	Junior Boys		
	(iv) 100 Mtrs Heats	Senior. Girls		
	(v) 100 Mtrs Heats	Middle Girls		
	(vi) 100 Mtrs Heats	Junior Girls		
5.	75 Mtrs Flat race (Final)	Class IV & V (Boys & Girls)		Mr A N Singh & Section I/cs
6.	(i) 400 Mtrs Heat	Senior Boys	}	Mr A N Singh with three Marshals & judges
	(ii) 400 Mtrs Heat	Middle Boys		
	(ii) 400 Mtrs Heat	Junior Boys		
	(iv) 400 Mtrs Heat	Senior. Girls		
	(v) 400 Mtrs Heat	Middle Girls		
	(vi) 400 Mtrs Heat	Junior Girls		
7.	50 Metres Frog Race (Final)	Class IV & V (Boys & Girls)		Mr A N Singh & Section I/cs
8.	March Past – Rehearsal	House wise with House flags (Class wise Squads VI to XI)		All PETs and NCC Incharge
	Cheer leading	Group wise (Nur to V)		Section Incharges
	Lowering of school flag	School captain with background music		- Mr Animesh Biswas

DAY -2

	Events of the day	Participants	Responsibility
	Hoisting of school flag	Mr S K Thakur, VP & Sports Captain with background music	Mr Animesh Biswas
1.	(i) 200 Mtrs Heat	Senior Boys	}
	(ii) 200 Mtrs Heat	Middle Boys	
	(ii) 200 Mtrs Heat	Junior Boys	
	(iv) 200 Mtrs Heat	Senior. Girls	
	(v) 200 Mtrs Heat	Middle Girls	
	(vi) 200 Mtrs Heat	Junior Girls	
			Mr A N Singh with three Marshals & judges

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| 2. | (i) 600 Mtrs (Final) | Juniors (Boys) | } | Mr A N Singh with three Marshals & judges |
| | (ii) 600 Mtrs (Final) | Juniors (Girls) | | |
| 3. | (i) Triple Jump (Final) | Senior Boys | } | Mr M Ali with one Teacher |
| | (ii) Triple Jump (Final) | Middle Boys | | |
| | (ii) Triple Jump (Final) | Junior Boys | | |
| | (iv) Triple Jump (Final) | Senior. Girls | | |
| | (v) Triple Jump (Final) | Middle Girls | | |
| | (vi) Triple Jump (Final) | Junior Girls | | |
| 4. | (i) Javelin Throw | Senior Boys | } | Mr Ramesh Prasad with one Teacher |
| | (ii) Javelin Throw | Middle Boys | | |
| | (ii) Javelin Throw | Junior Boys | | |
| | (iv) Javelin Throw | Senior. Girls | | |
| | (v) Javelin Throw | Middle Girls | | |
| | (vi) Javelin Throw | Junior Girls | | |
| 5. | 100 Mtrs Skipping race(Final) | Class IV & V (Boys and Girls) | | Mr A N Singh and Section Incharges |
| 6. | (i) 400 Mtrs (Final) | Senior Boys | } | Mr A N Singh with three Marshals & judges |
| | (ii) 400 Mtrs (Final) | Middle Boys | | |
| | (ii) 400 Mtrs (Final) | Junior Boys | | |
| | (iv) 400 Mtrs (Final) | Senior. Girls | | |
| | (v) 400 Mtrs (Final) | Middle Girls | | |
| | (vi) 400 Mtrs (Final) | Junior Girls | | |
| 7. | 50 Mtrs Sack race (Final) | Class IV & V (Boys and Girls) | | Mr A N Singh and Section Incharges |
| 8. | March Past – Rehearsal | House wise with House flags | | All PETs and NCC Incharge |
| | | Class wise Squads VI to XI) | | |
| | Cheer leading | Group wise (Nur to V) | | Section Incharges |
| | Lowering of school flag | School Head Girl with background music | | Mr Animesh Biswas |

DAY -3

Events of the day

Participants

Responsibility

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|-------------------------|------------------------|----------------|---|---|
| Hoisting of school flag | | | Sports Girl Captain with background music - Mr Animesh Biswas | |
| 1. | (i) 200 Mtrs (Final) | Senior Boys | } | Mr A N Singh with three Marshals & judges |
| | (ii) 200 Mtrs (Final) | Middle Boys | | |
| | (ii) 200 Mtrs (Final) | Junior Boys | | |
| | (iv) 200 Mtrs (Final) | Senior. Girls | | |
| | (v) 200 Mtrs (Final) | Middle Girls | | |
| | (vi) 200 Mtrs (Final) | Junior Girls | | |
| 2. | (i) 800 Mtrs (Final) | Senior (Boys) | } | Mr A N Singh with three Marshals & judges |
| | (ii) 800 Mtrs (Final) | Middle (Boys) | | |
| | (iii) 800 Mtrs (Final) | Senior (Girls) | | |
| | (iv) 800 Mtrs (Final) | Middle (Boys) | | |
| 3. | (i) Long Jump (Final) | Senior Boys | } | Mr M Ali with one Teacher |
| | (ii) Long Jump (Final) | Middle Boys | | |
| | (ii) Long Jump (Final) | Junior Boys | | |
| | (iv) Long Jump (Final) | Senior. Girls | | |
| | (v) Long Jump (Final) | Middle Girls | | |
| | (vi) Long Jump (Final) | Junior Girls | | |

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| 4. | 50 Mtrs Spoon race (B&G) ((Final) | Class IV & V (Boys and Girls) | Mr A N Singh and Section Incharges |
| 5. | (i) 100 Mtrs (Final) | Senior Boys | } Mr A N Singh with three Marshals & judges |
| | (ii) 100 Mtrs (Final) | Middle Boys | |
| | (ii) 100 Mtrs (Final) | Junior Boys | |
| | (iv) 100 Mtrs (Final) | Senior. Girls | |
| | (v) 100 Mtrs (Final) | Middle Girls | |
| | (vi) 100 Mtrs (Final) | Junior Girls | |
| 6. | (i) Shotput (Final) | Senior Boys | } Mr Ramesh Pd, Mr M Ali, Mr Tapan M |
| | (ii) Shotput (Final) | Middle Boys | |
| | (ii) Shotput (Final) | Junior Boys | |
| | (iv) Shotput (Final) | Senior. Girls | |
| | (v) Shotput (Final) | Middle Girls | |
| | (vi) Shotput (Final) | Junior Girls | |
| 7. | 100 x 4 Mtrs (Final relay) | Class IV & V (Boys and Girls) | Mr A N Singh and Section Incharges |
| 8. | (i) 100 x 4 Mtrs (Final) | Senior Boys | } Mr A N Singh with three Marshals & judges |
| | (ii) 100 x 4 Mtrs (Final) | Middle Boys | |
| | (ii) 100 x 4 Mtrs (Final) | Junior Boys | |
| | (iv) 100 x 4 Mtrs (Final) | Senior. Girls | |
| | (v) 100 x 4 Mtrs (Final) | Middle Girls | |
| | (vi) 100 x 4 Mtrs (Final) | Junior Girls | |
| 9. | Balloon Drill | Girls (IV to VI) | Ms Sudha Bajaj & Ms Nanda |
| 10. | Lazium Drill | Boys & Girls (VII & X) | Mr Rakesh Kumar, Mr M Ali and Mr Tapam M. |
| 11. | March Past (Final) | House wise with House flags
(Class wise Squads VI to XI) | All PETs and NCC Incharge |
| | Cheer leading (Final) | Group wise (Nur to V) | Section Incharges |

Closing ceremony

- Prize and Medal distribution by Chief Guest – Responsibility Mr J P Upadhyay and Ms Rajbala
- Speech by Sports and School Captain on Sports achievement and importance of physical fitness
- Address by Principal & Chief Guest.
- Vote of thanks by Vice Principal
- School song – Mr BP and School Choir

NOTE : Grouping: (1) Seniors – XI & XII
(2) Middle – IX & X
(3) Junior – VI to VIII
(4) Sub – Jr – IV & V

March Past – VI to XI - mixed groups

Each house will have two squads of 20 + 1

VICE PRINCIPAL