



GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE
7, MAYURBHANJ ROAD, KOLKATA 700023

NOTICE

DUTY ROSTER FOR ANNUAL DAY 2024-25 FOR ACADEMIC PRIZE DISTRIBUTION

Memo No.: 259/GGDC/official/24

Date: 20/12/24

As per the discussion in the Meeting of Prize Committee held on 19th December 2024, it is hereby notified to all concerned to follow the duties mentioned below regarding Academic Prize Winners for smooth running of the Annual Day Celebration 2024-25.

SL. NO.	TASK ON 25 TH FEBRUARY 2025	NAME OF THE COMMITTEE MEMBERS & OTHERS
1.	Assembling Academic Prize winners at Seminar Hall, Ground Floor	Dr. Sampa Sen Prof. Pritin Dutta Dr. Suradhuni Ghosh Dr. Nafisa Sarkar Mrs. Asha Kumari Shaw
2.	Taking Attendance, Signature of Academic Prize winners and Conveying the information regarding Presence and Absence of Academic Prize winners to Prof. Rupa Banerjee nee Samajpati	Dr. Sampa Sen Prof. Pritin Dutta Dr. Suradhuni Ghosh Dr. Nafisa Sarkar Mrs. Asha Kumari Shaw
3.	Moving Academic Prize winners from Seminar Hall, Ground Floor to front of the stage	Dr. Sampa Sen Prof. Pritin Dutta Dr. Suradhuni Ghosh Dr. Nafisa Sarkar Mrs. Asha Kumari Shaw
4.	Final Preparation of Certificate, Medal, Special Prizes on Tray for Academic Prize winners at Back Stage	Prof. Anushree Ray Dr. Kaushiki Mukherjee Prof. Sutapa Bose Mrs. Tamali Chakraborty
5.	Stage Management during Academic-Prize Distribution	Dr. Koel Adhikary Dr. Mumu Chakraborty

[Signature] 20/12/24

Principal

Government Girls' General Degree College
Government Girls' General Degree College
Kolkata

[Signature] 20/12/24 Koel Adhikary 20/12/2024

Joint Convener(s),
Prize Committee, GGD