



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

NOTICE

DUTY ROSTER FOR MEMBERS OF PRIZE COMMITTEE, 2024-25

Memo No.: 258/GGGDC/office/24

Date: 20/12/24

As per discussion in the Meeting of Prize Committee held on 19th December 2024, committee members are requested to follow the Task Schedule mentioned below regarding Academic Prize Winners for smooth running of the Annual Day Celebration 2024-25.

SL. NO.	TASK	NAME OF THE COMMITTEE MEMBERS
1.	Collection of List of Academic Prize Winners from office	Dr. Koel Adhikary
2.	Verification of List of Academic Prize Winners from Respective Departments	Dr. Koel Adhikary
3.	Preparing Final List of Academic Prize Winners	Dr. Koel Adhikary
4.	Collection of Special Prizes in Academic Field from Prize-Contributors and Final Preparation of those Prizes within 15 th February 2025	Dr. Sampa Sen Prof. Pritin Dutta
5.	Collection of Names of the Academic Prize Winners from Dr. Koel Adhikary for writing certificates on 15 th February 2025	Prof. Anushree Ray
6.	Certificate Writing of Academic Prize Winners within 20 th February 2025	Prof. Anushree Ray
7.	Final Preparation of Medal of Academic Prize Winners	Dr. Koel Adhikary
8.	Preparation of Signature Sheet for Academic Prize Winners	Dr. Koel Adhikary

Principal

Government Girls' General Degree College

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Kolkata

Joint Convener(s),

Prize Committee, GGGDC