



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

NOTICE

DUTY ROSTER REGARDING ANNUAL DAY CELEBRATION ON 8TH APRIL 2025
FOR ACADEMIC PRIZE DISTRIBUTION

Memo No.: 05/444DC/office/25

Date: 03/04/25

As per discussion in the Meeting of Prize Committee held on 3rd April 2025, all concerned faculty 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 BEFORE 8 TH APRIL 2025	NAME
1.	Certificate Writing of Academic Prize Winners within 7 th April 2025	Prof. Anushree Ray
2.	Final Preparation of Medal of Academic Prize Winners	Dr. Koel Adhikary

SL. NO.	TASK ON 8 TH APRIL 2025	NAME
1.	Assembling of Academic Prize winners at Room 105, First Floor	Dr. Sampa Sen Prof. Pritin Dutta
2.	Collection of Academic Prize winners Attendance as per instruction of Respected Principal Madam	Prof. Anushree Ray
3.	Moving Academic Prize winners from room 105 to the stage	Dr. Koel Adhikary
4.	Final Preparation of Certificate, Medal, Special Prizes on Tray for Academic Prize winners at Back Stage	Dr. Sampa Sen Dr. Koel Adhikary

S. Sampa Sen 03/04/25

Principal

Government Girls' General Degree College

Principal
Government Girls' General
Degree College
Kolkata

Sampa Sen 03/04/25 *Koel Adhikary* 03/04/25

Joint Convener(s),

Prize Committee, GGGDC