



GOVERNMENT GIRLS GENERAL DEGREE COLLEGE
7, MAYURBHUNJ ROAD, KOLKATA-700023

DUTY ROSTER FOR ATHLETIC COMMITTEE MEMBERS REGARDING THE TASKS OF
ANNUAL ATHLETIC MEET, 2025-26

Memo No. 231/WGDC/Office/25

Date: 24/11/25

All the committee members are hereby requested to follow the task schedule given below for smooth running of the sports events on 3rd, 8th and 9th December, 2025.

Level	TASK	NAME OF THE COMMITTEE MEMBER & OFFICE STAFF
Pre-Athletic Meet	Preparation of Ground & Places of Events on 3 rd & 9 th December 2025 (Within College Premises)	Dr. Koel Adhikary & Prof. Sutapa Bose, Dr. Abdul Matin, Prof. Anushree Ray, Dr. Susmita Basu(9.12.2025) Mrs. Asha Kumari Shaw & Mr. Binoy Das
	Material Arrangements for Indoor & Outdoor Events	Dr. Koel Adhikary, Prof. Sutapa Bose, Dr. Abdul Matin, Prof. Anushree Ray, Dr. Kaushiki Mukherjee, Dr. Susmita Basu(9.12.2025) Mrs. Asha Kumari Shaw & Mr. Binoy Das
	Food Coupon preparation	Dr. Koel Adhikary & Mr. Binoy Das
	Order of Refreshment /Tiffin	Mrs. Amna Begum
	Chest Numbers Preparation	Prof. Sutapa Bose, Dr. Koel Adhikary Mrs. Asha Kumari Shaw , Mr. Binoy Das
	Preparation of List of Participant for 3 rd , 8 th and 9 th December 2025	Prof. Anushree Ray
	Preparation of Required Number of Hit & Preparation of Winner's List for 3 rd December 2025	Prof. Abdul Matin, Dr. Koel Adhikary, Prof. Sutapa Bose
	Preparation of Required Number of Hit & Preparation of Winner's List for 9 th December 2025	Dr. Koel Adhikary, Prof. Sutapa Bose, Dr. Susmita Basu
	Preparation of Certificate	Prof. Sutapa Bose & Dr. Abdul Matin
	To prepare the National Flag	Dr. Koel Adhikary, Dr. Kaushiki Mukherjee & Mr. Binoy Das
	Arrangements of Medals with sticker	Dr. Koel Adhikary
Post-Athletic Meet	Report Writing For uploading in College Website	Dr. Kaushiki Mukherjee & Dr. Koel Adhikary
	Furnishing and submitting the details of Expenditures (made for the Athletic Meet 2025-26) and submitting report to the Principal	Dr. Koel Adhikary & Prof. Sutapa Bose
	Re-arrangement of all sport's equipment	Dr. Koel Adhikary & Prof. Sutapa Bose

*Mr. Rajdip Ghosh will perform duties in place of Mrs. Asha Kumari Shaw. 5.8

*Expecting co-ordination among committee members to make Annual Athletic Meet, 2025-26 in this college a successful one.

 24/11/25

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