



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

**NOTICE**  
**DUTY ROSTER FOR ANNUAL ATHLETIC MEET, 2025-26**

Memo No.: 293/GGGDC/office/25

Date: 01/12/25

This is for the kind information of all concerned that **Annual Athletic meet 2025-26** will be held on **3<sup>rd</sup> 8<sup>th</sup> and 9<sup>th</sup> December 2025** from 10am onwards.

\*Reporting time of all committee members on 3<sup>rd</sup>, 8<sup>th</sup> and 9<sup>th</sup> December 2025: 10am

❖ Following is the Duty Roster for 3<sup>rd</sup> December 2025

SL. NO.	EVENTS	DUTY
1.	CHEST NUMBER DISTRIBUTION	Sutapa Bose, Kaushiki Mukherjee
2.	BADMINTON	Koel Adhikary, Sutapa Bose, Abdul Matin, Anushree Ray
3.	DART GAME	Koel Adhikary, Sutapa Bose, Kaushiki Mukherjee
4.	BASKET BALL	Sutapa Bose, Koel Adhikary, Kaushiki Mukherjee
5.	CARROM	Abdul Matin, Koel Adhikary, Sutapa Bose

\*Binay Das and Rajdip Ghosh will be present in all events.

❖ Following is the Duty Roster of 8<sup>th</sup> December 2025 at the ground of State Institute for Physical Education for Women, Hasting House, Alipore

\*\*The service/duty will be served as per requirements also.

SL. NO.	DUTY	NAME
1.	CHEST NUMBER DISTRIBUTION	Sutapa Bose, Kaushiki Mukherjee
2.	PREPARATION OF THE MATERIAL FOR THE EVENT	Koel Adhikary, Kaushiki Mukherjee Binoy Das, Rajdip Ghosh
3.	GATHERED THE PARTICIPANTS ACCORDING TO THE LIST	Sutapa Bose, Abdul Matin, Susmita Basu, Anushree Ray

\* Binay Das and Rajdip Ghosh will be present in all events.

❖ Following is the Duty Roster for 9<sup>th</sup> December 2025 in our college premises, GGGDC.

Sl. No.	DUTY	NAME
1.	FOOD COUPON & CHEST NUMBER DISTRIBUTION	Kaushiki Mukherjee Sutapa Bose
2.	ANNOUNCEMENT	Sutapa Bose, Susmita Basu

3.	KEEP RECORD OF THE PARTICIPANTS CALCULATING THE PRESENT AND ABSENT PARTICIPANTS OF EACH EVENTS & CONVEY TO THE ANNOUNCER	Anushree Ray
4.	WHISTLING & CONVEY THE RULES OF THE EVENTS TO THE PARTICIPANTS	Koel Adhikary
5.	TO PREPARE THE PARTICIPANTS FOR THE EVENT AT THE STARTING LINE and WINNING LINE JUDGEMENT	Kaushiki Mukherjee Nafisa Sarkar Suradhuni Ghosh Jayanti Saha Putul Chattopadhyay Tamali Ghosh
6.	TURNING LINE	Abdul Matin Anushree Ray
7.	JUDGEMENT FOR MENTAL MATHEMATICS EVENT	Soma Mondal
7.	TIFFIN DISTRIBUTION	Sutapa Bose Kaushiki Mukherjee
8.	FIRST AID	Koel Adhikary Debjani Ray Moulik
9.	QUALIFIERS' NAME WRITING	Joyjit Dhar Ananya Chatterjee Satyajit Ghorai Pritin Dutta
10.	MATERIALS ARRANGEMENT FOR EVENTS	Koel Adhikary Kaushiki Mukherjee Abdul Matin Sutapa Bose Binoy Das Rajdip Ghosh
11.	SOUND SYSTEM MANAGEMENT	Abdul Matin Binoy Das Rajdip Ghosh
12.	TRACK LINE MARKING For RACE AND BADMINTON	To be decided by Sovanil RoyChowdhury
13.	CERTIFICATE WRITING	Soma Mandal Rajashree Dasgupta

*K. Adhikary 01/12/2025 Sutapa Bose 01/12/2025*  
 Joint Conveners, Athletic Sub-Committee, GGGDC

*Sutapa Bose 01/12/25*

Principal

Government Girls' General Degree College

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