

Sister Nibedita Government General Degree College for Girls

Hastings House, Alipore, Kolkata-27

Notice

Notice No: SNGGDCG/200

Date: 16/12/2022

It is hereby informed to all concerned that following teaching and non-teaching staffs will undertake mentioned responsibilities during the Annual Sports Meet to be held on 19/12/2022.

SL. No.	Responsibility	Teaching Staff	Non-teaching staff
1.	Enrolment of students' name and preparation of Participation list	Dr. Soumita Kundu, Trina Chakraborty, Dr. Malay Ganuli, Dr. Sumi Ganguly	Bani Nag
2.	Announcement	Dr. Manidipa Das, Dr. Snigdha Bandyopadhyay, Arundhati Bhattacharya	--
3.	Purchase of Flower bouquet etc.	Trina Chakraborty	--
4.	Sound System arrangement:	Dr. Bholanath Pakhira, Dr. Tuhin Subhra Sarkar	Swarup Halder, Prasenjit Kundu
5.	Ground preparation:	Ajoy Pal, Dr. Chandra Kanta Saha	Nemai Manna, Akash Balmiki
6.	Guest reception and Prize distribution	Dr. Sumi Ganguly, Dr. Tanusree Mishra, Anirban Sarkar	Saheli Das
7.	Food Packet arrangement & distribution	Hospitality Committee	Salma Dey, Srikanta Patra
8.	Tea and Water arrangement	Hospitality Committee	Akash Balmiki, Prashanta Bhadra
9.	Field management	Ajoy Pal, Dr. Chandra Kanta Saha	Santi Hela, Nemai Manna
10.	First Aid	Dr. Sarmishtha Chanda, Dr. Atanu Saha.	Sk. Suraj Ali
11.	Flag Hoisting arrangement	Anirban Sarkar, Dr. Bholanath Pakhira, Dr. Malay Ganuli	Chittaranjan Chatterjee
12.	Certificate writing, labeling of prize etc.	Samrat Bhattacharya, Anirban Sarkar	--
13.	Carrying sports accessories and furniture to and from the ground	Supervision: Dr. Rajarshi Roy, Dr. Subhajyoti Pal	Akash Balmiki, Prashanta Bhadra, Swarup Halder, Prasenjit Kundu, Sk. Suraj Ali, Nemai Manna

-Sd/-

Dr. Sebanti Bhattacharya
Officer-in-Charge,
Sister Nibedita Government General
Degree College for Girls

-Sd/-

Dr. Upala Saha
Convener
Sister Nibedita Government General
Degree College for Girls