



**The BGES School (ICSE)
12B Heysham Road
Kolkata 700020**

**ADMINISTRATIVE INSTRUCTIONS:
Annual Society Awards and BGSP Felicitation for Academic Year 2018- 2019**

Date 14th July 2018
Start Time 10:00 Hr
Venue 6th Floor College Hall

Awards and Responsibility

Overall Coordination	MK
Society Award	SCD
Certificates to consecutive 3 or more Years 100% attendance	DM
Self-Competing Awards	SUS
Social Service awards	BD
Candle Lighting	TK
School Prayer	SG
Ice cream / Snacks	MSA
Draft Speeches and Press Release	RB (President, Secretary and HM)
Attendance	All award winners, Students classes 8 to 10
Invitees	School invitation list updated on 23 rd Feb, 2018 As per sheets 4, 5,6,7,8 and Sponsors.

Letters to be despatched by 5th July 2017

Final Practice 13th July at College Premises from 14:30H To 17:30H
Note All award winners to please attend. Class 11 students to be informed
Earlier.

Event Schedule:

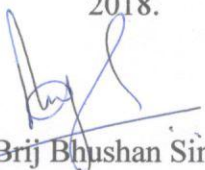
1	Inauguration-Floating the candles	Committee Members BGSP & BGES	2 mts
2	Prayer	All	3 mts
3	Opening Speech	President BGSP	5 mts
4	Address	President BGES	3 mts
5	Felicitation of Students ICSE Mar 2017	As per List	30 mts
6	BGES Awards Class 8 & 9	Headmaster	5 mts
7	Self-competing awards by BGSP	Members BGSP	5 mts
8	100% Attendance Awards	As per List	2 mts
9	Closing Remarks	Hony Secretary BGES	2 mts
10	National anthem	All	1 mt
			Approx. 1hr



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Special Instructions:

1. All the participants to report the venue 30 minutes prior to the commencement of the event.(List attached)
2. All the spectators to be seated 15 minutes prior to the commencement of the event.
3. Attendance will be taken by respective class teachers.
4. Award list for serial number 5 to 9 to be submitted to HM by 25 June 18.
5. Letter for release of class 11 students and Notice to be put up in ISC section to be sent by 03July 2018.


Brij Bhushan Singh
Headmaster

29th June 2018
Issue Date: 29th June 2018