



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

DAKSHINESWAR • KOLKATA - 700 035

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Ref. No.

Date



Date: 15.04.2024

NOTICE

Subject: Reporting Instructions for Invigilators and Non-Teaching Staff for Semester I (NEP) Examination 2023-2024

Dear Faculty and Staff,

As we prepare for the forthcoming Semester I (NEP) examination for the academic year 2023-2024, it is imperative to ensure the smooth conduct of the examination process. To facilitate this, all invigilators and non-teaching staff who will be involved in the examination are hereby directed to adhere to the following reporting instructions:

Invigilators: Please report to the Examination Centre at least 30 minutes before the scheduled start time of each examination.

Non-Teaching Staff: Please report to the Examination Centre at least 1 hour before the scheduled start time of each examination.

Your punctuality and cooperation in adhering to these reporting times are crucial to the efficient organization and execution of the examination process.

Dr. Soma Ghosh

Principal **Principal**

Hiralal Mazumdar Memorial Colleg-

For Women

Dakshineswar, Kolkata-700 035