



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.

Date: 18.07.2024



Date

NOTICE

Subject: Notice Regarding Reporting Time for Teaching and Non-Teaching Staff

Dear Teaching and Non-Teaching Staff,

This is to inform you about the reporting time for both Teaching and Non-Teaching Staff at Hiralal Mazumdar Memorial College For Women.

Non-Teaching Staff:

1. All are advised not to report to the college after 11:00 A.M.
2. No staff should leave the college premise without the permission of the college authority before 06:00 P.M.

Teaching Staff:

1. All are advised not to report to the college after 12:00 P.M.
2. No teaching staff should leave the college premises without the permission of the college authority before spending 5 hours in a day as per UGC rule.

In case of occasional late arrival, no Non-Teaching Staff is allowed to attend after 11:20 A.M. and no Teaching Staff is allowed to attend after 12:30 P.M.

It is essential for all staff members to adhere to the reporting timings. In exceptional cases that necessitate your presence beyond the specified time, please ensure to seek prior permission from the Principal.

All concerned are requested to take note.


Dr. Soma Ghosh
Principal

Principal

Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035