



Phone No: (033) 2564-5148 / 2544-2632
(033) 2544-4520

HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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

DAKSHINESWAR • KOLKATA - 700 035

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

Ref. No.

Date

Date: 12.11.2024



NOTICE

Subject: Reporting Time for Teaching and Non-Teaching Staff

With reference to the previous notice dated 18.07.2024, this is to reaffirm the reporting time guidelines for both Teaching and Non-Teaching Staff at Hiralal Mazumdar Memorial College For Women.

Non-Teaching Staff:

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

Teaching Staff:

1. All Teaching Staff on substantive posts are advised to report to the college before 12:00 noon. Any delay beyond this time will result in the concerned teacher(s) being marked as late or absent, in accordance with the applicable rules.
2. Teaching staff must not leave the college premises without the permission of the college authority before completing a minimum of 5 hours, as per UGC guidelines.
3. All SACT (State-Aided College Teacher) teachers are advised to report to the college before 01:00 P.M. & they have to attend college 4 days per week, and complete a minimum of 15 working hours weekly, as per government order.

It is imperative for all staff members to strictly adhere to these reporting times to avoid any further action. In exceptional circumstances that may require your presence beyond the stipulated hours, please ensure that prior permission is obtained from the Principal.

All concerned are requested to take careful note of these instructions.

Soma Ghosh
12/11/2024

Dr. Soma Ghosh
Principal

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