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HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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

f. No.

Date

Notice



Date: July 20, 2024

To: All Substantive & SACT Teachers

This is notified for information that teachers who have taken leave, but have not applied for that leave till December 2023 must apply as per rule with proper documents, showing the reason for the delay in the leave application, to Sri. Sujit Biswas by July 31, 2024.

The leave register and attendance register must be updated until the date of issuing this notice. Failure to comply will result in all leaves being adjusted with your Casual Leave, and disciplinary action may be taken against those teachers. Please ignore this notice, if you have already updated your records.

Additionally, all SACT teachers are required to attend the college at least 4 days and 15 hours in a week. Failure to meet this requirement will result in the adjustment of your Casual Leave and disciplinary action may be taken against those teachers.

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20/7/24

Dr. Soma Ghosh
Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035