



# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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

Ref. No. ....



Date 10/09/2024

## NOTICE

These are some specific administrative instructions. All teachers are requested to note and act accordingly.

1. All teachers are requested to contact **Prize and Cultural committee** before organising any **Cultural Programme** in their respective departments. Ask students to submit written applications to Dr. Debasree Ghosh Biswas or to Dr. Pritha Kundu before finalising any Cultural event.
2. **Intent for organizing Seminars** must be submitted to Dr. Madhusree Das Datta or to Dr. Amrita Banerjee and needs to be endorsed by the IQAC. Letter for extension lectures must be submitted to Dr. Partha Pratim Pradhan or to Mr. Sayantan Ghosh / Smt. Samanwita Lala After due process, it must come to me / or Smt. Samanwita Lala through respective convenors / teachers mention herein.
3. **Leave related applications or report for external official academic assignments must be submitted** to Dr. Sonali Mukherjee Bandyopadhyay or to Mr. Dibakanta Jha.
4. **Any application having financial implications must be submitted** to Dr. Lipika Mullick Ray, the Bursar.
5. **Academic reports and requisition for Academic coordinator/Councilor must be submitted to Academic sub-committee conveners**, Dr. Pradipta Mukherjee/Dr. Debasree Ghosh Biswas/Dr. Mriganka Narayan Das.
6. **On issues related to class distribution/VAC/MDC contact** to Dr. Lipika Mallick Ray.
7. **Regarding Certificate Courses, contact** to Smt Swati Ghatak/Dr. Chandrabali Dutta.
8. **Regarding examination or internal assessment, contact** Dr. Madhumita Mondal or Lt. Sandhya Saren.
9. **Research / Project/ Research funding related queries be submitted** to Dr. Lipika Mullick Ray or Dr. Madhushri Das Datta or to Dr. S.Rehan Ahmed.
10. **Collaborations, Health Scheme related issues** must reach me through Dr. Amrita Banerjee.
11. **Sports, Yoga classes will be taken care of under the guidance of** Dr. Pradipta Mukherjee.
12. **For infrastructure and laboratories, contact** Dr. Indrajit Biswas or Dr. Amrita Banerjee, as the case may be.
13. **For extension activities, please contact** Dr. Sujata Mukhopadhyay. NSS and NCC students are to be enrolled by next week. Dr. Sujata Mukhopadhyay and Lt. Sandhya Saren are requested to pay immediate attention.
14. Dr. Lipika Mullick Ray, Dr. Sonali Mukherjee Bandyopadhyay, Dr. Madhusree Das Datta, and Dr. Pradipta Mukherjee are requested to pay attention to the performance and enrollment for Incubation Centre and Entrepreneurial Development Cell, which have stopped functioning.

10/9  
Principal  
Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata-700 035



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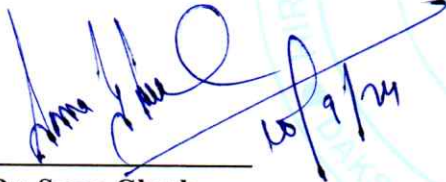


Date 10/09/2024

15. **Yoga, Sports, Self Defence enrolment (compulsory) must be taken care of by Dr. Pradipta Mukherjee and Smt. Swati Ghatak respectively.**
16. **Submit articles for Scotopia by 30th September positively to Dr. Madhusree Das Datta and for books to Dr. Debasree Ghosh Biswas and Dr. Lipika Mullick Ray by 30th September positively without fail.**
17. **For Magazine, each department must collect write ups from the students, preferably all, and submit the same to Dr. Keya Chattopadhyay positively by 30th September, 24**

In each case the intents/ applications must reach the Principal through the respective conveners, so that proper documentation can be maintained. In case of mail, address respective conveners with a copy to hmmcw35@gmail.com/gsoma5995@gmail.com

For rest, not mentioned here or for any other relevant administrative or personal talks, please contact me through Whatsapp or can contact Mr. Prasenjit Das/Mr. Amit Kumar Mondal/ Mr. Joydeb Bhattacharyya.

  
10/9/24

Dr. Soma Ghosh  
Principal

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