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# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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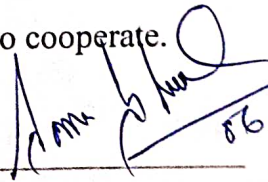
Date: 06.08.2024

## NOTICE

### Subject: Suspension of Offline Classes and Examination Protocols

1. **Suspension of Offline Classes:**
  - Offline classes will be suspended from 7th August 2024.
  - Remedial classes and classes for Advanced learners will be conducted online as per student requirements.
2. **Examination Invigilation:**
  - The invigilation ratio will be 20:1 plus Non-Teaching Staff (NTS).
  - Preparatory days/off days may not be considered in extreme situations as resolved in the Examination Committee meeting.
  - Invigilators must:
    - Report to the examination in-charge 30 minutes before the examination starts.
    - Stay until the counting of scripts is satisfactorily completed by the examination in-charge.
  - An information sheet will be sent to rooms for Invigilators to confirm the number of scripts.
3. **Non-Teaching Staff (NTS) Protocols:**
  - All NTS must:
    - Report to the office in-charge 45 minutes before the examination starts.
    - Stay until the scripts are dispatched.
  - The information sheet must be countersigned by the concerned NTS.
4. **Finalization:**
  - The information sheets will be signed by the examination in-charges and office in-charge.
5. **Leave Policy:**
  - No leave will be allowed except on medical grounds (subject to submission of medical certificates) or university assignments (WBSU) with appropriate certification.

All are requested to cooperate.

  
06/8/24

Dr. Soma Ghosh  
Principal

Principal  
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