



# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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

DAKSHINESWAR • KOLKATA - 700 035

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Ref. No. Date: 24.05.2024



Date .....

## Notice

To All Faculty and Staff Members

This is to inform all faculty and staff members that Hiralal Mazumdar Memorial College for Women will observe the following schedule due to preparation for the internal assessment examinations and its selection as a polling station for the Parliament Election 2024:

**College Closure:**

May 26 to June 1, 2024: The college will be closed for the preparation of internal assessment examinations and to serve as a polling station on June 1, 2024 and follow up activities.

**Meeting of Academic Sub-Committee:**

May 28, 2024: A meeting of the Academic Sub-Committee will be held. The notice for the meeting, along with the agenda has been served. All members of the Academic Sub-Committee are directed to attend.

**Study Break and Office Schedule:**

June 3, 2024: Study break for students to honour the request of the teachers and the students. The college office will remain open, for Governing Body & Finance sub Committee meetings.

June 4 to June 5, 2024: The college will be closed, for cleaning of campus.

**Internal Assessment Examinations:**

June 6 to June 7, 2024: The college will remain open for internal assessment examinations. All departments must complete Internal Assessment by 07<sup>th</sup> June, 2024, as notified earlier.

**Additional Study Break:**

June 8 to June 13, 2024: Study break for students. The college office will also be closed, except for those assigned duties for the IGNOU examinations starting from June 7, 2024, who must report as required.

**Online Classes and Attendance Requirements:**

June 14 to June 30, 2024: Online / Offline classes will continue as per the request of the teachers & the students. Attendance requirements are as follows:

**Faculty:** Minimum two days per week in college.

**Non-teaching staff:** Minimum three days per week in college.

**Library:** Online / Offline services will be provided, as per the schedule circulated by the Library.

For the rest of the days, online class / work must be done and reported as per rule.

Department heads are directed to prepare a roster for their departmental teachers, specifying which two days each teacher will attend college during this period & submit the same to the undersigned by tomorrow.

During the period from 27<sup>th</sup> May, 2024 to 30<sup>th</sup> June, 2024, all faculty and non-teaching staff are requested to come to the college as and when required to assist the Principal's office for any administrative matters.

Admission related roster will be served by the Nodal Officer, which must be followed with diligence.

*(Signature)*  
24.05.2024

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