



# 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 .....

Date: 19.02.2024



To: All Teachers

Dear Faculty Members,

**Subject: Inclusion of Preparatory Day, Refresher Course(s), and Orientation Programme(s) in Attendance Registers**

As we aim to enhance the accuracy and completeness of our academic records, it has been observed that certain important details are missing from the attendance registers.

Henceforth, I kindly request all teachers to include the following information in their respective attendance registers:

1. Preparatory Day
2. Refresher Course(s)
3. Orientation Programme(s)

All Concerned are requested to note and act accordingly.

  
19/2/24

Dr. Soma Ghosh  
Principal

Principal  
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