



# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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

Ref. No. ....



Date 06/01/2024

Date: 06.01.2024

## NOTICE

### Subject: Submission of Attendance Register for Departmental Facilitator(s)


To all Head of the Departments,

This is to request all Head of the Departments to submit the class attendance reports for departmental facilitator(s) by 09.01.2024.

The class attendance report should include the signatures of the respective Head of the Department to validate the information. Report must contain dates of the classes, time spent and no of classes taken by the facilitators and total no of classes.

Please ensure that the submission is made to the office of the college by the specified date.

All Concerned are requested to note.

  
06/01/24

Dr. Soma Ghosh

Principal

*Principal*

**Hiralal Mazumdar Memorial College**

**For Women**

**Dakshineswar, Kolkata-700 035**