



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: 20.02.2024

NOTICE

To, All Certificate Course, Add-on Course, Value-added Course Coordinators

Subject: Examination Schedule for Certificate Course, Add-on Course, and Value-added Course

Dear Coordinators,

As we approach the examination season for Certificate Courses, Add-on Courses, and Value-added Courses, I am writing to provide important instructions and guidelines for the upcoming assessments.

Examination Dates: All examinations related to Certificate Courses, Add-on Courses, and Value-added Courses must commence on 15th March 2024 and conclude within the month of April 2024. It is imperative that each course coordinator ensures the smooth conduct of examinations within this stipulated timeframe.

Semester - I (NEP System) Examination: In the event if Semester - I (NEP System) examination, 2024 falls within the aforementioned period, the certificate course examinations of those 1st Semester students should be deferred and completed by 14th May 2024.

Responsibilities of OSD and Controller: Dr. Chandrabali Dutta, OSD of Certificate Courses Monitoring Subcommittee, and Sm. Debdupta Chatterjee, Controller of Certificate Courses Monitoring Subcommittee, are hereby entrusted with the responsibility to take note of this schedule, make necessary arrangements, and act in consultation with Sm. Swati Ghatak, Convener of Certificate Courses Monitoring Subcommittee.

Coordination and Cooperation: I emphasize the importance of effective coordination and cooperation among the coordinators and subcommittee members to ensure the successful execution of the examination process. Timely communication and adherence to the schedule are crucial for maintaining the academic calendar.

All Concerned are requested to note.

Dr. Soma Ghosh
Principal

Principal

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Copy to OSD, Certificate Course. (CO)