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# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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

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

Ref. No. ....

Date .....

## NOTICE

This is to inform all concerned faculty members that you have been assigned duties for IGNOU Term-End Examination (TEE) – June 2025. Please take note of the following responsibilities, which are to be carried out for the entire duration of the examination period (12.06.2025 to 19.07.2025)

### 1. Reporting Time:

- For the **morning session**, report to the examination centre by **9:30 AM**.
- For the **afternoon session**, report by **1:30 PM**.

### 2. Question Paper Preparation:

- Ensure that all online question papers are printed or photocopied before **9:55 AM** for the morning session, and by **1:55 PM** for the afternoon session.

### 3. Documentation of Question Packet Opening:

- Ensure that a photograph is taken at the moment of opening the question paper packets for both morning and afternoon sessions.

### 4. Non-Teaching Duties and responsibilities:

- If anyone reaches the exam centre after 11 a.m., their duty will be struck out.
- Payment will be done on hourly basis.

### List for faculties for supervision duties

Day	Morning (9.50 am to 1.50 pm)	Afternoon (1.50 pm to 5.30 pm)
Monday	Mr. Bidhan Baidya [BB]	Mr. Bidhan Baidya [BB]
Tuesday	Miss. Rituparna Maity [RM]	Miss. Rituparna Maity [RM]
Wednesday	Dr. Sonali Mukherjee [SM]	Dr. Lipika Mullick [LM]
Thursday	Miss Aatreyee Bhattacharyya	Miss Aatreyee Bhattacharyya [AB]
Friday	Mrs. Debi Bhattacharyya [DB]	Mrs. Debi Bhattacharyya [DB]
Saturday	Dr. Indrajit Biswas [IB]	Dr. Indrajit Biswas [IB]

\*Dr. S. Rehan Ahmad, the coordinator, will monitor the overall session

Your cooperation and punctuality in carrying out these responsibilities are essential for the smooth conduct of the examination.

**Dr. Soma Ghosh**

Principal & Secretary

Principal & Secretary

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata - 700 035

**Dr. S Rehan Ahmad**

IGNOU – Coordinator (28166)

Coordinator

IGNOU Study Centre 28166

HMM College for Women

Dakshineswar, Kolkata-700035