



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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

DAKSHINESWAR • KOLKATA - 700 035

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



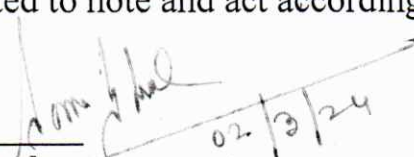
Ref. No.

Date

Notice

All Substantive Teaching, Non- Teaching, SACT – I and SACT-II, staff and other staff of the college are requested to check their Leave Status with Sri Sujit Biswas from their date of joining of the college as per schedule furnished below. The process must be completed by 14th March, 2024 to enable the undersigned to place it in the G.B meeting.

All are requested to note and act accordingly.


Dr. Soma Ghosh – Principal
Principal Hiralal Mazumdar Memorial College
For Women

Dakshineswar, Kolkata-700 035.

Schedule for Teaching and Non- Teaching Staff:

<u>Sl. No.</u>	<u>Date</u>	<u>Time</u>	<u>Staff</u>
1.	4 th and 5 th March	11.30 a.m. – 1.30 p.m. 2.30 p.m. – 5.30 p.m.	Substantive Teachers
2.	6 th , 7 th and 9 th March	11.30 a.m. – 1.30 p.m. 2.30 p.m. – 5.30 p.m.	SACT – I (w.e.f. joining as SACT) SACT – II (w.e.f. joining as SACT)
3.	11 th March	11.30 a.m. – 1.30 p.m. 2.30 p.m. – 5.30 p.m.	Substantive Non - Teaching
4.	12 th March	11.30 a.m. – 1.30 p.m. 2.30 p.m. – 5.30 p.m.	Others NTS
5.	13 th & 14 th March	Compilation and digitization	

Shas