



# 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: 02/04/2024



Date .....

## Notice

### Subject: On Duty Leave Application Procedure

To: All Faculty Members

This is to inform you that, henceforth, all applications for On Duty Leave may be availed only after obtaining prior approval from the Principal. We kindly request your attention to the conditions outlined below regarding the approval of On Duty Leave:

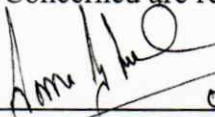
1. For presentation of papers in Educational Institutions for Academic Purpose/ acting as resource person
2. Participation as a member in the organizing committee for any Co-curricular/extra-curricular activity related to the academy of an educational institution.
3. Any assignment regarding University Examination, Meeting of BOS, etc.
4. For participation in an educational excursion, field trip, etc., organized by your own department.

Please note that On Duty Leave will be sanctioned only upon submission of a certificate issued by the competent authority verifying the purpose of the leave.

To streamline the application process, all applications must be submitted through Dr. Sonali Mukherjee (For Substantive Teachers) or through Sm. Sanghmitra Paul (For SACT – I & II) Further, it is notified that a Google form will be shared in the communication (HMMCW) group related to P Day/Off Day soon. It is mandatory for all faculty members to fill up this form by the next day. (Substantive Teachers one day & SACTs two days for preparing lessons / Research work.)

Your cooperation in adhering to this procedure is greatly appreciated.

All Concerned are requested to note.

  
02/04/2024

Dr. Sema Ghosh

Principal

Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata-700 035