



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: 03.04.2024

Notice



Sub: Submission of Class Reports and Academic Monitors

Dear Heads of Departments,

As part of our on-going efforts to ensure academic excellence and accountability, I am writing to inform you regarding the submission of class reports and academic monitors.

Effective from April 2024, all Heads of Departments (HoDs) are kindly requested to ensure the submission of class reports and academic monitors of all faculty members at the end of each month to the Academic Sub Committee conveners. The Academic Sub Committee conveners will be responsible for verifying and signing these reports.

Furthermore, please note that the IQAC Coordinator and I, as the Principal, will sign all the records at the end of each session, thereby validating the accuracy and completeness of the submitted reports.

I kindly request your cooperation in implementing this new procedure within your respective departments. Your prompt attention to this matter is crucial for maintaining the high standards of academic integrity and quality at our institution.

Please disseminate this information among all faculty members within your department, and ensure that they are aware of their responsibilities in this regard.

All Concerned are requested to note

Sonali Mukherjee 31/4/24

Dr. Soma Ghosh

Principal *Principal*

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata-700 035