

HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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

DAKSHINESWAR • KOLKATA - 700 035

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NOTICE

Ref No

Date: 01.03.2024

Date

To: All Head of the Departments

Subject: Class Allotment and Presence Requirement for SACT - I & II Teachers

Dear Heads of the Departments,

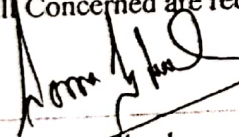
As we approach the upcoming academic session, it is imperative to ensure a smooth and effective teaching-learning process. To facilitate this, all Head of the Departments are hereby requested to adhere to the following guidelines regarding the allotment of classes and the presence of SACT - I & II teachers in their respective departments.

Class Allotment: All Heads of the Departments are requested to allocate a minimum of 14 (Fourteen) classes per week for SACT - I & II teachers within their departments. This allocation should be done considering the subjects taught, curriculum requirements, and the overall workload of each teacher.

Presence Requirement: It is mandatory for SACT - I & II teachers to be present at the college for a minimum of 4 (four) days in a week. This requirement is essential to ensure the availability of faculty members for student queries, departmental meetings, and other academic responsibilities. The cooperation of all Heads of the Departments is crucial in implementing and maintaining these guidelines effectively.

Attendance Compliance for Substantive Teachers: All substantive teachers are reminded to adhere strictly to the University Statute, UGC rules, and Government regulations applicable to their attendance in the college. Compliance with these rules is crucial to maintaining the integrity of our academic programs and ensuring the smooth functioning of the institution.

All Concerned are requested to note


01/3/2024
Dr. Soma Ghosh
Principal

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