



KUMARGANJ COLLEGE

Govt. Aided General Degree College
P.O.- Kumarganj, Dist. Dakshin Dinajpur, Pin-733141

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Memo No.....



Date...06/03/2025...

NOTICE

Subject: Examination Duties and Leave Restrictions

All faculty and staff members are requested to perform their duties as decided in the previous meeting. Further instructions and guidelines will be provided by the Officer-in-Charge (OIC) of the examination, Dr. Shamir Show, Department of Economics. Duty roster will be provided very soon.

Reporting Time: 10:00am to 10:30am

Important Dates:

1. **Examination Period:** 8th March, 2025 to 13th March 2025

Leave Restrictions:

2. No leave will be granted to any faculty or staff member without prior permission from the authority during the examination period (8th March, 2025 to 13th March 2025) except **Sunday**.

Responsibilities and Consequences:

3. All faculty and staff members are expected to report to their assigned duties as per the schedule.

4. Failure to report to assigned duties without prior permission will be considered a serious offense, and the university will take disciplinary actions against the defaulting staff member.

It is essential that all faculty and staff members cooperate and adhere to the instructions to ensure the smooth conduct of the examination.

Your cooperation and commitment to your duties are highly appreciated.

Sincerely,

Dipak Mondal
Prof.(Dr.) Dipak Mondal
Principal
KUMARGANJ COLLEGE
P.O.-Kumarganj,D/Dinajpur