

CITY COLLEGE
102/1, Raja Rammohan Sarani, Kolkata-9
NOTICE-13.05.2024

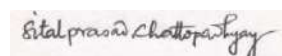
All teaching and non-teaching staff of the College are hereby requested to take active participation during the period of **Summer Recess from May 16, 2024 (Thursday) to June 30, 2024 (Sunday)** in performing duties in view of conducting C.U. B.A./B.Sc./B.Com. Semester-VI (under CBCS) **Tutorial Examinations (TU) as per C.U. notification dated 02.05.2024 from 06.06.2024 to 14.06.2024** by the concerned departments in the College, uploading of Internal Assessment (IA) and Tutorial Examination (TU) marks within the time-schedule as per C.U. notification and also duties for uploading of Checklist required for online submission of forms for the candidates, online approval of submitted forms by the College Office, downloading and distribution of Admit cards to the enrolled Candidates by the College and helping candidates regarding any corrections related to the Candidates' enrolment and submission of such correction along with the forwarding letter from the Principal to the C.U. related to the Semester VI (under CBCS) and Old Part III (under 1+1+1 system) examination, 2024 (if any) within the specified time-schedule as per C.U. notification. They are further requested to take active participation in the NAAC-related works and meetings as per requirement and as and when suggested by the IQAC Coordinator and NAAC Convener, in the departmental civil and carpentry works (if any), in the process of web-based Centralised Admission to Semester-I for the Academic session 2024-25 as and when required, and other related works urgently required by the administration during the period of said Summer Recess.

With regard to the NAAC Peer team visit for second cycle of NAAC assessment tentatively during second week of August, 2024, all HoDs will positively update different items by 10th of June 2024 as mentioned in the **"Notice regarding preparation for NAAC Peer Team Visit in August-2024 dated 10.05.2024"** and as per decision of Academic Sub-Committee meeting dated 11.05.2024 (Saturday).

In respect to make up for loss of class days caused due to class suspension from 02.05.2024 to 11.05.2024 by arranging classes during the Summer Recess with regard to the notification of University of Calcutta dated 02.05.2025 on account of extraordinary heat wave situation prevailing then, the departmental teachers of all streams will take **online/offline/hybrid mode of at least 10 days' even Semester (Semester II, IV & VI) classes positively based on the full routine** prepared by Routine Sub-Committee as per the decision of the Academic Sub-Committee meeting dated 11.05.2024. The teachers of the Laboratory-based departments will be required to conduct Practical classes in their departments. All teachers will keep records of taking classes. The Heads of all departments will look into this matter. Besides, for the benefit of students and for the sake of completion of Syllabus of particularly Semester VI classes in view of ensuing C.U. Semester VI examination, 2024, the teachers of all Science, Arts & Commerce departments may take additional online/offline/hybrid mode of classes, if necessary, as per demand of the students & on decision of HoDs.

During the period of said Summer Recess, the Office and Library shall remain open on all working days except on holidays.

Copy to: IQAC, V.P., Bursar, Staff room, Office, Depts.(5),
Notice Board, Library, Students' Union.



Principal
City College, Kolkata-9

