

CITY COLLEGE
102/1, Raja Rammohan Sarani, Kolkata-9
NOTICE-15.05.2025

All teaching and non-teaching staffs of the College are hereby requested to take active participation/involvement during the period of Summer Recess from May 16, 2025 (Friday) to June 30, 2025 (Monday) as follows:

(i) In the preparation of **“Students’ attendance calculation report”** of all even Semester Students (4-year Major and 3-year MDC) by HoDs of all departments from the beginning of the classes up to the classes held on 15.05.2025. The hard copy of the **attendance report of Semester VI students** will be necessarily required at present to be submitted in the Office in the period of Summer Recess much before the beginning of University form-fill up of the Semester VI Students that may be carried out by C.U. during the Summer Recess. Please treat this as very urgent.

(ii) In the duties for uploading of Checklist required for online submission of forms for the Semester VI candidates, 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 correction related to the Candidates’ enrolment with reference to the Semester VI examination, 2025 (under CBCS) according to the C.U. notification.

(iii) In the process of web-based **Centralised Admission through WBCAP** to Semester-I for the Academic session 2025-26 as and when required.

(iv) In Compulsory **Summer Internship Programme (SIP)** for the respective Departmental Semester IV students (both 4-year Major & 3-year MDC) under CCF, 2022. As per C.U. notification no. CSR/132/2024 dated 14.11.2024, for all enrolled students undertaking internship, the marks obtained in the internship shall have to be sent by the department to the University through online portal in prescribed award slips of the enrolled students. The marks of Project Notebook (50 marks) and viva-voce (25 marks) shall be submitted separately. Both submission of Project Notebook and attending the viva-voce are mandatory and are to be organised by the respective department. The Nodal Officers and members of Summer Internship Committee are requested to look into this matter.

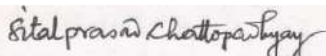
Besides, for any other purpose the teachers and non-teaching staff will remain available in the College as and when required by the Office and College administration.

Although, **during the period of Summer Recess, the physical classes shall remain normally suspended**, but for the benefit of present even Semester students and for the sake of completion of even Semester Syllabus, the teachers of all Science, Arts & Commerce Departments may take classes as per decision of HoDs and the Heads of laboratory-based Science departments may also arrange physical practical classes, if urgently required, in their respective departments.

However, **during the period of Summer Recess, the Office and Library shall remain open on all working days from 12:00 noon to 4:00 p.m. except on holidays.**

The normal classes and all normal activities will resume **as usual on and from 01.07.2025 (Tuesday).**

Copy to: V.P., Depts. (5), Library, Office,
Staff room, Notice Board, Cash,
Accounts, Leave, Students Union.



Principal
City College, Kolkata-9



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