

# JAMALPUR MAHAVIDYALAYA

A Govt. Aided Degree College  
(Affiliated to the University of Burdwan & Recognized by the UGC)  
ESTD. - 2009

Ref. No. 131/24-25

Date 30/01/2025

## NOTICE

*All faculty members and concerned staff are hereby informed of the following academic and administrative guidelines to be followed:*

- 1. Parent-Teacher Meetings (PTM): PTMs will be held on the first Friday of every month. Faculty members are expected to attend and actively participate.*
- 2. Syllabus Completion Report: All departments must submit a syllabus completion report at the end of the 5th month of every semester. The report should be submitted to the IQAC for review.*
- 3. Class Arrangements in Case of Late Arrival: In exceptional cases of late arrival, teachers must arrange for class exchanges with colleagues. Such arrangements should be reported to the respective Head of the Department (HOD) immediately.*
- 4. Teacher Availability: A minimum of one teacher should be present in each department every day. Teachers intending to take leave must consult with colleagues to ensure that at least one faculty member is available for the department.*
- 5. WhatsApp Groups for Communication:*
  - The Principal must be included in all departmental WhatsApp groups.*
  - Each department should create a single WhatsApp group that includes students from all semesters, and the Principal must be added to this group.*

*All faculty members are requested to adhere to these guidelines strictly to ensure smooth academic and administrative functioning.*

  
Principal  
Jamalpur Mahavidyalaya

Principal  
Jamalpur Mahavidyalaya  
Jamalpur, Purba Bardhaman

  
IQAC Coordinator  
Jamalpur Mahavidyalaya