



Phone : 95-3214-272258
95-3214-272396

Office of the Principal
BAGNAN COLLEGE
(An Institution, Assessed and Accredited by The NAAC)
(Estd. - 1958)
P.O. : BAGNAN ★ DIST : HOWRAH
Pincode : 711 303

Ref. No. _____

Date _____

Date: 30.04.2022

Urgent Notice

It is notified for all concerned that due to prevailing intense and severe heat wave in West Bengal and pursuant to G.O. No. 349(31)-Edn(CS)/10M-14/2022, dated 27.04.2022 issued by the Principal Secretary, Department of Higher Education, Govt. of West Bengal, the College will remain closed on and from 02.05.2022 until the summer recess commences on 16.05.2022 and/or till the normal weather condition resumes and further notification issues for the purpose.

It is notified further that the Online Classes of all the Semesters (2nd, 4th & 6th) of all the Shifts (Morning, Day and Evening) of the College will be held as per the existing routine/time table excepting in the Holidays & Sundays. The work from home is being encouraged and it is advices for the greater interests of the students of the College. The respective HODs/Shift-in-Charge/Shift Supervisors and learned teaching staff are hereby requested to take necessary steps for online classes so that the syllabi are completed to a maximum extent and revision be made.

All the learned teaching faculties are hereby requested to submit an individual daily Online Class Taken report compulsorily for official information and record. Further, the office employees are required to be attended the College, as and when necessary, for urgent administrative works to be determined by the undersigned.

Submit Online Class Taken Report at E-mail Id: collegebagnan153@gmail.com

Format for Online Class Taken Report: See Annexure-I

All concerned please note.

Sd/-

Dr. Badal Kumar Maity

Principal, Bagnan College, Howrah

Annexure-I
Bagnan College, Howrah
Report on Online Classes Taken
Name of Faculty:
Designation:
Period/Duration of Classes Taken:
Date of Submission:

Date	Time / Duration	Semester / Year	Subjects Taught	Topics / Module / Units Covered	No. of Students Participated	Modes of Online Classes Taken	No. of Feedback Received from Students

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Signature of the Faculty (with date)