



# Bajkul Milani Mahavidyalaya

[Govt. Sponsored]

Estd.- 1964

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## Notice

This is notified to all concerned of the college that on the basis of West Bengal State Govt. notification bearing no. 753/XVI-ISS/2M-22/2020 dated 02.01.2022 and Memo No. 01-Pr Secy-HED/2022 dated 03.01.2022, the decision resolves from the meeting of HoDs and Permanent NTS in the presence of Coordinator of IQAC, Bursar, Examination-in-charge, Secretary of Teachers' Council dated on 3<sup>rd</sup> January 2022, the college will function as per following manner maintaining all precautionary measures of COVID-19 as like before the winter recesses.


1. HoDs / Office-in-charge will prepare a suitable roster maintaining 50% physical attendance (Three days in a week) in the college from 11 a.m to 3-30pm strictly maintaining the notified govt. protocol regarding COVID-19. This roster should be shared with departmental staff / office staff by the concern HoD / Office-in-charge and submit it to the TIC within 05.01.2022 positively for smooth functioning of the NAAC related administrative official and departmental works.
2. All HoDs and Office-in-charge are requested to distribute the works among their departmental staff (both teaching and non-teaching whichever applicable) to conduct the NAAC and administrative work smoothly. Staff (both teaching and non-teaching) are requested to cooperate with their HoDs / Office-in-charge.
3. Teachers and non-teaching staff should fulfil all NAAC and Sub-committee related duties in due time under the guidance of the IQAC Coordinator.
4. All administrative works like official works, NAAC related works will continue as per the time schedule from 11 a.m. to 3-30pm with maximum 50 % staff (including both teaching and non-teaching staff) on roster basis. However, the Department / Office / Examination Cell dealing with essential services like examinations, payments, security, water supply, NAAC and Sub-Committee related pending works; maintenance of Lab-equipments, scholarship of students, registration etc (whichever applicable) may function throughout the week as and when required within 50 % staff only.
5. All the convenors of different sub-committees are requested to cooperate with IQAC coordinator about NAAC related works.



6. All academic faculty members are requested to take online classes as per time table as notified earlier.
7. Librarian should distribute the work among other staff to prepare the NAAC related works maintaining 50 % roster duty and submit the duty chart to the TIC.
8. Students are asked not to enter into the college premises and their departments except the official essentials (like Scholarship, fees payment, registration, university examination related matter etc). But they are asked to keep in regular touch with their teachers through online learning mode or website [www.bajkulcollege.org](http://www.bajkulcollege.org) or [www.bajkulcollegeonlinestudy.in](http://www.bajkulcollegeonlinestudy.in) to continue and maintain their academic activities.
9. Presently the sanitization day i.e. Wednesday would be treated as working day. The Sanitization of all the Departments, Office, Gate, Campus, and Library will be done at every Monday morning and Wednesday and Thursday afternoon.

This notification is applicable till further Govt. order or notification.



  
03/01/2022  
Dr. Pijush Kanti Dandapath  
Teacher-in-charge

**Teacher-in-charge**  
**Bajkul Milani Mahavidyalaya**  
**P.O.- Kismat Bajkul**  
**Dist.- Purbas Medinipur**