



Notice No. P/2022/01/02

02.01.2022

## URGENT NOTICE

Attention: All members of Scottish Church College

**In view of the recent surge of COVID – 19 Pandemic the following has been decided in the IMC Meeting held on 2<sup>nd</sup> Jan, 2022 which will be effective from 3<sup>rd</sup> Jan, 2022, till further notice**

- The Teaching Staff will be conducting online classes and examinations as per Vice Principal's notification. Teachers may come to College for NAAC related works, CU marks uploading/ other examination related / Departmental urgent work and as and when required only.
- Non – Teaching Staff are required to come to College as and when called by the College authority on emergency administrative work (with 50 % employee at a time). All must work from home as far as possible and must be available on phone/ Whatsapp / email. **This is not applicable to the staff involved in essential services.**
- Students who need to come to College for any urgent official work must take permission from the Principal / Vice Principal through the concerned HoD. Students' Week events will continue online as per schedule.
- Visitors are not allowed in the premises till further notification.
- IMC members will come to College as per administrative requirements in compliance with COVID -19 protocols.
- All COVID -19 Protocols must be strictly maintained in the College campus failing which concerned persons will face strong action against them.

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal 2/1/22  
Principal

Principal  
Scottish Church College  
Kolkata - 700006

[This Notice has been given in compliance with the Govt. Notice No. 753/XVII – ISS-/2M-22/2020 dated 02.01.2022]