

**Scottish Church College**

Kolkata – 700 006.

12<sup>th</sup> May, 2026

No : P/2026/05/123

**NOTICE**

**All Members of Staff (Teaching & Non-Teaching)**

Kindly note that the College goes on "Recess" from Saturday, 16<sup>th</sup> May, 2026 till Tuesday 30<sup>th</sup> June, 2026.

In view of the "Recess", the college timing is rescheduled during this period as follows for all departments.

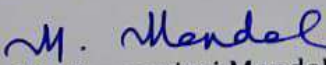
- 1) From 11.00 a.m. to 4.00 p.m. on all working days, **excluding days of C.U. Examinations/Internships/Classes or other exigencies.** B.Com classes may be held as per norms.
- 2) The college will remain closed on Saturdays and Sundays and other public holidays.
- 3) Staff members are required to report to duty as per schedule submitted by the Departments.
- 4) College offices will remain open on all working days from 11.00 a.m. to 4.00 p.m.
- 5) PG classes will be held from 15<sup>th</sup> to 30<sup>th</sup> May, 2026 in the college & from 1<sup>st</sup> to 30<sup>th</sup> June 2026 in online mode.
- 6) UG & PG Examinations will be held in the college as per University Schedule for which duty will be distributed accordingly. Sem-6 Internal Examinations will also be held as per departmental / college schedule.
- 7) Certificate/Diploma Courses/Internships will be held in the college as follows:
  - a) Skill Development (Data Entry Operator, News Reading & Anchoring)
  - b) Kantha and Batik
  - c) Mushroom Cultivation
  - d) Instruments and Experiments in Chemical Research
  - e) Hindustani Classical Music (Vocal)
  - f) Office Productivity (Advance Excel) in online mode

Kindly make use of this period for clearing up the department/laboratories, stock-taking/updating inventory and other pending works, if any, of the department/college.

HoDs/Co-ordinators please ensure that the departments are operational during the recess.

Labs will remain open for Research Scholars. Non Teaching Staff of the respective departments are to be present in the lab as and when required.

Thank you for your co-operation.

  
Dr. Madhumanjari Mandal  
Principal

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Scottish Church College  
Kolkata