

# Prasanta Chandra Mahalanobis Mahavidyalaya

[Formerly known as Bon-Hooghly College of Commerce]

111/3, B. T. Road (Bonhooghly), Kolkata - 700 108

Phone : 8697169513

E-mail : pcmm.principal@gmail.com Website : www. pcmm.edu.in



Ref. No. :.....

Date : 18/09/2024

## Notice

All Departmental Heads/Coordinators are hereby requested to arrange at least two ICT classes per month in the virtual class room to enhance digital literacy and teaching methodologies. The arrangements for the ICT classes are to be made on slot booking first-cum-first basis. The HoDs must inform the convener (Sri Debadyuti Karmakar) of the Virtual Classroom Sub-committee in advance for undertaking the classes. The convener will maintain a register for the work. Each faculty member shall have to take and preserve at least two geo-tagged photos for each class. The faculties who will take the classes are requested to sign the attendance register copy after completion of the class. The attendance register copy is kept in the staff room with Puja Acharya ( Non-Teaching staff).

*Aghor*  
Principal 18/09/2024  
Prasanta Chandra Mahalanobis  
Mahavidyalaya  
111/3, E. T. Road, Kol-108