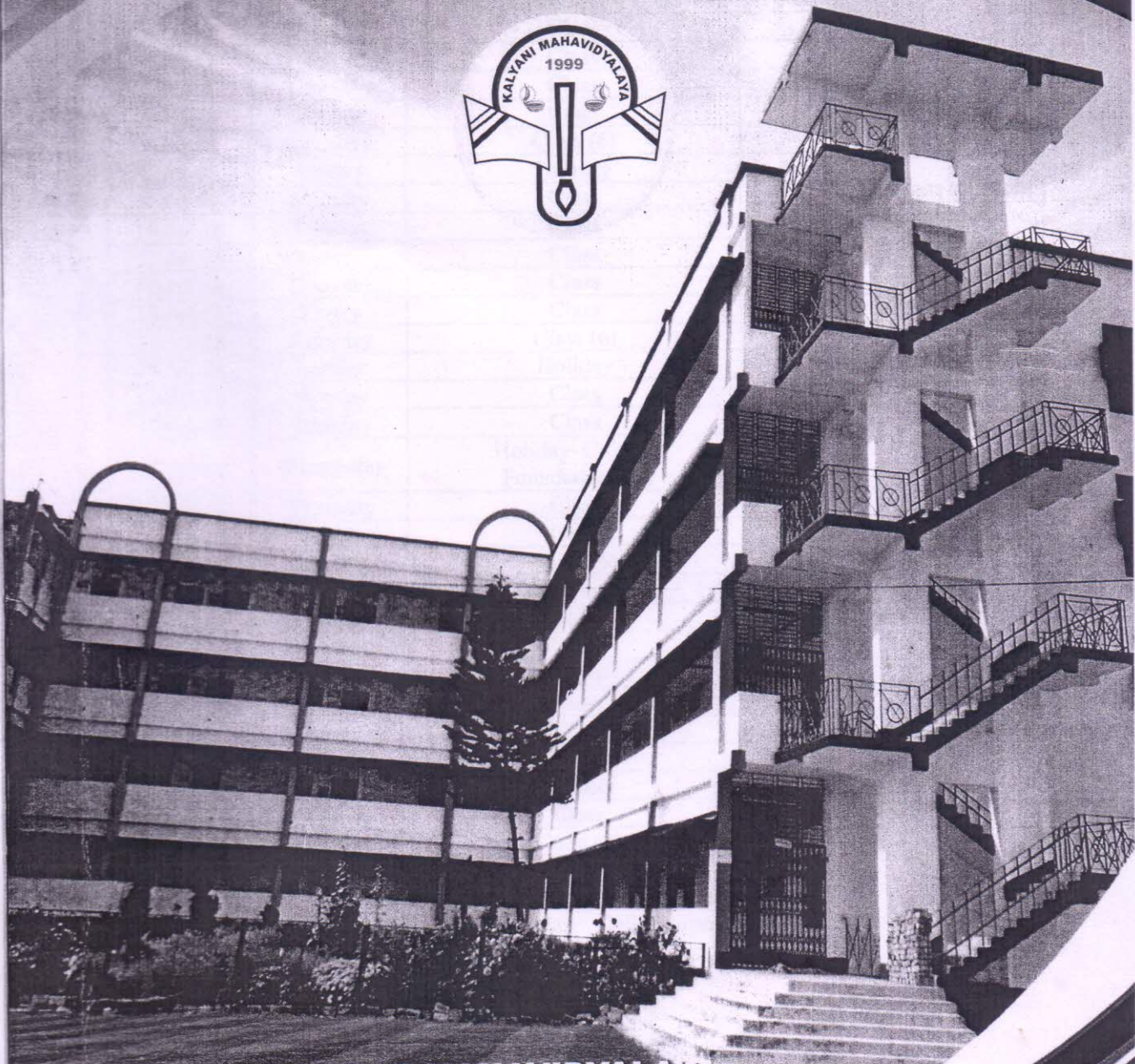


# ACADEMIC CALENDAR CUM PROSPECTUS 2018-19



**KALYANI MAHAVIDYALAYA**

[www.kalyanimahavidyalaya.net.in](http://www.kalyanimahavidyalaya.net.in)

[klymahavidyalaya@gmail.com](mailto:klymahavidyalaya@gmail.com)



Date	Day	Schedule	Reason for Holiday	Remarks
1-Jul-18	Sunday			Class schedule is amenable to change due to administrative reason, academic activitied other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Jul-18	Monday	Commencement of New 1st Semester(CBCS) Class		
3-Jul-18	Tuesday	Class		
4-Jul-18	Wednesday	Class		
5-Jul-18	Thursday	Class		
6-Jul-18	Friday	Class		
7-Jul-18	Saturday	Class (6)		
8-Jul-18	Sunday	Holiday		
9-Jul-18	Monday	Class		
10-Jul-18	Tuesday	Class		
11-Jul-18	Wednesday	Class		
12-Jul-18	Thursday	Class		
13-Jul-18	Friday	Class		
14-Jul-18	Saturday	Class (6)		
15-Jul-18	Sunday	Holiday		
16-Jul-18	Monday	Class		
17-Jul-18	Tuesday	Class		
18-Jul-18	Wednesday	Holiday- College Foundation Day		
19-Jul-18	Thursday	Class		
20-Jul-18	Friday	Class		
21-Jul-18	Saturday	Class (6)		
22-Jul-18	Sunday	Holiday		
23-Jul-18	Monday	Class		
24-Jul-18	Tuesday	Class		
25-Jul-18	Wednesday	Class		
26-Jul-18	Thursday	Class		
27-Jul-18	Friday	Class		
28-Jul-18	Saturday	Class (6)		
29-Jul-18	Sunday	Holiday		
30-Jul-18	Monday	Class		
31-Jul-18	Tuesday	Class (2)		

Classes: 25 days Holidays and Vacation: 5 days  
Other Activities: 1 day College open 25 days

Date	Day	Schedule	Reason for Holiday	Remarks
1-Aug-18	Wednesday	Class		Class schedule is amenable to change due to administrative reason, academic activities other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Aug-18	Thursday	Class		
3-Aug-18	Friday	Class		
4-Aug-18	Saturday	Class (4)		
5-Aug-18	Sunday	Holiday		
6-Aug-18	Monday	Class		
7-Aug-18	Tuesday	Class		
8-Aug-18	Wednesday	Class		
9-Aug-18	Thursday	Class		
10-Aug-18	Friday	Class		
11-Aug-18	Saturday	Class (6)		
12-Aug-18	Sunday	Holiday		
13-Aug-18	Monday	Class		
14-Aug-18	Tuesday	Class		
15-Aug-18	Wednesday	No Class	Independence Day	
16-Aug-18	Thursday	Class		
17-Aug-18	Friday	Class		
18-Aug-18	Saturday	Class (5)		
19-Aug-18	Sunday	Holiday		
20-Aug-18	Monday	Class		
21-Aug-18	Tuesday	Class		
22-Aug-18	Wednesday	Holiday	Id-uz-zoha(Bakrid)	
23-Aug-18	Thursday	Class		
24-Aug-18	Friday	Class		
25-Aug-18	Saturday	Class (5)		
26-Aug-18	Sunday	Holiday		
27-Aug-18	Monday	Class		
28-Aug-18	Tuesday	Class		
29-Aug-18	Wednesday	Class		
30-Aug-18	Thursday	Class		
31-Aug-18	Friday	Class (5)		

Classes: 25 days Holidays and Vacation: 6 days  
Other Activities: 01 day college open 25 days



Date	Day	Schedule	Reason for Holiday	Remarks
1-Sep-18	Saturday	Class		Class schedule is amenable to change due to administrative reason, academic activitied other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Sep-18	Sunday			
3-Sep-18	Monday	Holiday	Janmastami	
4-Sep-18	Tuesday	1st Internal Assesment: 1st Semester (CBCS)/Class		
5-Sep-18	Wednesday	Teachers' Day		
6-Sep-18	Thursday	1st Internal Assesment: 1st Semester (CBCS)/Class		
7-Sep-18	Friday	1st Internal Assesment: 1st Semester (CBCS)/Class		
8-Sep-18	Saturday	1st Internal Assesment: 1st Semester (CBCS)/Class		
9-Sep-18	Sunday	Holiday		
10-Sep-18	Monday	Class		
11-Sep-18	Tuesday	Class		
12-Sep-18	Wednesday	Class		
13-Sep-18	Thursday	Class		
14-Sep-18	Friday	Class		
15-Sep-18	Saturday	Class		
16-Sep-18	Sunday	Holiday		
17-Sep-18	Monday	Class		
18-Sep-18	Tuesday	Class		
19-Sep-18	Wednesday	Class		
20-Sep-18	Thursday	Class		
21-Sep-18	Friday	Holiday	Muharram	
22-Sep-18	Saturday	Class		
23-Sep-18	Sunday	Holiday		
24-Sep-18	Monday	Class		
25-Sep-18	Tuesday	Class		
26-Sep-18	Wednesday	Class		
27-Sep-18	Thursday	Class		
28-Sep-18	Friday	Class		
29-Sep-18	Saturday	Class		
30-Sep-18	Sunday	Holiday		

Classes: 22days Holidays and Vacation: 7 days  
Other Activities: 3 days college open 23

Date	Day	Schedule	Reason for Holiday	Remarks
1-Oct-18	Monday	Class		Class schedule is amenable to change due to administrative reason, academic activitied other than classes, KU circular, University examinations and/or other unavoidable circumstances
2-Oct-18	Tuesday	Holiday	Birthday of Gandhiji	
3-Oct-18	Wednesday	Class		
4-Oct-18	Thursday	Class		
5-Oct-18	Friday	Class		
6-Oct-18	Saturday	Class		
7-Oct-18	Sunday	Holiday		
8-Oct-18	Monday	Holiday	Mahalaya	
9-Oct-18	Tuesday	Class		
10-Oct-18	Wednesday	Class		
11-Oct-18	Thursday	Class		
12-Oct-18	Friday	Class		
13-Oct-18	Saturday	Class (10)		
14-Oct-18	Sunday	Holiday		
15-Oct-18	Monday	Puja Vacation		
16-Oct-18	Tuesday	Puja Vacation		
17-Oct-18	Wednesday	Puja Vacation		
18-Oct-18	Thursday	Puja Vacation		
19-Oct-18	Friday	Puja Vacation		
20-Oct-18	Saturday	Puja Vacation		
21-Oct-18	Sunday	Puja Vacation		
22-Oct-18	Monday	Puja Vacation		
23-Oct-18	Tuesday	Puja Vacation		
24-Oct-18	Wednesday	Puja Vacation	Laxmi Puja	
25-Oct-18	Thursday	Puja Vacation	Addl. Day for Laxmi Puja	
26-Oct-18	Friday	Puja Vacation	VC's Discretion	
27-Oct-18	Saturday	Puja Vacation		
28-Oct-18	Sunday	Puja Vacation		
29-Oct-18	Monday	Puja Vacation		
30-Oct-18	Tuesday	Puja Vacation		
31-Oct-18	Wednesday	Puja Vacation		

Classes: 10 days Holidays and Vacation: 21 days  
Other Activities: 0 days college open 10



Date	Day	Schedule	Reason for Holiday	Remarks
1-Nov-18	Thursday	Puja Vacation		Class schedule is amenable to change due to administrative reason, academic activities other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Nov-18	Friday	Puja Vacation		
3-Nov-18	Saturday	Puja Vacation		
4-Nov-18	Sunday	Puja Vacation		
5-Nov-18	Monday	Puja Vacation		
6-Nov-18	Tuesday	Puja Vacation	Kali Puja	
7-Nov-18	Wednesday	Puja Vacation	Addl. Day in connection with Kali Puja	
8-Nov-18	Thursday	Puja Vacation	Addl. Day in connection with Kali Puja	
9-Nov-18	Friday	Puja Vacation	Bhatri-Dwitia	
10-Nov-18	Saturday	Puja Vacation (27)		
11-Nov-18	Sunday	Holiday		
12-Nov-18	Monday	Class		
13-Nov-18	Tuesday	Class	Chhat Puja	
14-Nov-18	Wednesday	Class		
15-Nov-18	Thursday	Class		
16-Nov-18	Friday	Class		
17-Nov-18	Saturday	Class		
18-Nov-18	Sunday	Holiday		
19-Nov-18	Monday	2nd Internal Assessment: 1st Semester (CBCS)/Class		
20-Nov-18	Tuesday	2nd Internal Assessment: 1st Semester (CBCS)/Class		
21-Nov-18	Wednesday	2nd Internal Assessment: 1st Semester (CBCS)/Class		
22-Nov-18	Thursday	2nd Internal Assessment: 1st Semester (CBCS)/Class		
23-Nov-18	Friday	Holiday	Birthday of Guru Nanak	
24-Nov-18	Saturday	2nd Internal Assessment: 1st Semester (CBCS)/Class		
25-Nov-18	Sunday	Holiday		
26-Nov-18	Monday	Class		
27-Nov-18	Tuesday	Class		
28-Nov-18	Wednesday	Class		
29-Nov-18	Thursday	Class		
30-Nov-18	Friday	Class		

Classes: 16 days    Holidays and Vacation: 14 days  
 Other Activities: 2 days    college open 17 days

Date	Day	Schedule	Reason for Holiday	Remarks
1-Dec-18	Saturday	Class		change Class schedule is amenable to due to administrative reason, academic activities other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Dec-18	Sunday	Holiday		
3-Dec-18	Monday	Class		
4-Dec-18	Tuesday	Class		
5-Dec-18	Wednesday	Class		
6-Dec-18	Thursday	Class		
7-Dec-18	Friday	Class		
8-Dec-18	Saturday	Class (7)		
9-Dec-18	Sunday	Holiday		
10-Dec-18	Monday	Commencement of KU 1ST SEMESTER(CBCS) Exam		
11-Dec-18	Tuesday	KU 1ST SEMESTER(CBCS) Exam		
12-Dec-18	Wednesday	KU 1ST SEMESTER(CBCS) Exam		
13-Dec-18	Thursday	KU 1ST SEMESTER(CBCS) Exam		
14-Dec-18	Friday	KU 1ST SEMESTER(CBCS) Exam		
15-Dec-18	Saturday	KU 1ST SEMESTER(CBCS) Exam		
16-Dec-18	Sunday	Holiday		
17-Dec-18	Monday	KU 1ST SEMESTER(CBCS) Exam		
18-Dec-18	Tuesday	KU 1ST SEMESTER(CBCS) Exam		
19-Dec-18	Wednesday	Holiday	Fateh-Dwaz-Daham	
20-Dec-18	Thursday	KU 1ST SEMESTER(CBCS) Exam		
21-Dec-18	Friday	KU 1ST SEMESTER(CBCS) Exam		
22-Dec-18	Saturday	KU 1ST SEMESTER(CBCS) Exam		
23-Dec-18	Sunday	Holiday		
24-Dec-18	Monday	Class/Social		
25-Dec-18	Tuesday	Holiday	X- Mas Day	
26-Dec-18	Wednesday	Class		
27-Dec-18	Thursday	Class		
28-Dec-18	Friday	Class		
29-Dec-18	Saturday	Class		
30-Dec-18	Sunday	Holiday		
31-Dec-18	Monday	Class		

Classes: 13 days    Holidays and Vacation: 07 days  
 Other Activities: 11 days    college open 24 days



Date	Day	Schedule	Reason for Holiday	Remarks
1-Jan-19	Tuesday	Holiday		Class schedule is amenable to change due to administrative reason, academic activitied other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Jan-19	Wednesday	Commencement of New 2nd Semester(CBCS) Classes		
3-Jan-19	Thursday	Class	New Year Day	
4-Jan-19	Friday	Class		
5-Jan-19	Saturday	Class		
6-Jan-19	Sunday	Holiday		
7-Jan-19	Monday	Class		
8-Jan-19	Tuesday	Class		
9-Jan-19	Wednesday	Class		
10-Jan-19	Thursday	Class		
11-Jan-19	Friday	Class		
12-Jan-19	Saturday	Holiday		
13-Jan-19	Sunday	Holiday		
14-Jan-19	Monday	Class	Birth Day of Swami Vivekananda	
15-Jan-19	Tuesday	Class		
16-Jan-19	Wednesday	Class		
17-Jan-19	Thursday	Class		
18-Jan-19	Friday	Sports		
19-Jan-19	Saturday	Sports		
20-Jan-19	Sunday	Holiday		
21-Jan-19	Monday	Class		
22-Jan-19	Tuesday	Class		
23-Jan-19	Wednesday	Holiday		
24-Jan-19	Thursday	Class		
25-Jan-19	Friday	Class	Netaji Jayanti	
26-Jan-19	Saturday	No Class		
27-Jan-19	Sunday	Holiday		
28-Jan-19	Monday	Class	Republic Day	
29-Jan-19	Tuesday	Class		
30-Jan-19	Wednesday	Class		
31-Jan-19	Thursday	Class		

Classes: 21 days    Holidays and Vacation: 07 days  
 Other Activities: 03 days    College open 24 days



Date	Day	Schedule	Reason for Holiday	Remarks
1-Feb-19	Friday	Class		Class schedule is amenable to change due to administrative reason, academic activities other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Feb-19	Saturday	Class		
3-Feb-19	Sunday	Holiday		
4-Feb-19	Monday	Class		
5-Feb-19	Tuesday	Class		
6-Feb-19	Wednesday	Class		
7-Feb-19	Thursday	Class		
8-Feb-19	Friday	Class		
9-Feb-19	Saturday	Class		
10-Feb-19	Sunday	Holiday	Saraswati Puja	
11-Feb-19	Monday	Class		
12-Feb-19	Tuesday	Class		
13-Feb-19	Wednesday	Class		
14-Feb-19	Thursday	Class		
15-Feb-19	Friday	Class		
16-Feb-19	Saturday	Class		
17-Feb-19	Sunday	Holiday		
18-Feb-19	Monday	Class		
19-Feb-19	Tuesday	Class		
20-Feb-19	Wednesday	Class		
21-Feb-19	Thursday	Class/ Celebration of Bhasha Dibas		
22-Feb-19	Friday	Class		
23-Feb-19	Saturday	Class		
24-Feb-19	Sunday	Holiday		
25-Feb-19	Monday	Class		
26-Feb-19	Tuesday	Class		
27-Feb-19	Wednesday	Class		
28-Feb-19	Thursday	Class		

Classes: 24 days    Holidays and Vacation: 4 days  
Other Activities: 1 day    College open 24 days

Date	Day	Schedule	Reason for Holiday	Remarks
1-Mar-19	Friday	Class		Class schedule is amenable to change due to administrative reason, academic activities other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Mar-19	Saturday	Class		
3-Mar-19	Sunday	Holiday		
4-Mar-19	Monday	Holiday	Shivaratri	
5-Mar-19	Tuesday	Class		
6-Mar-19	Wednesday	Class		
7-Mar-19	Thursday	Class		
8-Mar-19	Friday	Class		
9-Mar-19	Saturday	Class		
10-Mar-19	Sunday	Holiday		
11-Mar-19	Monday	1st Internal Assessment: 2nd Semester (CBCS)/Class		
12-Mar-19	Tuesday	1st Internal Assessment: 2nd Semester (CBCS)/Class		
13-Mar-19	Wednesday	1st Internal Assessment: 2nd Semester (CBCS)/Class		
14-Mar-19	Thursday	1st Internal Assessment: 2nd Semester (CBCS)/Class		
15-Mar-19	Friday	1st Internal Assessment: 2nd Semester (CBCS)/Class		
16-Mar-19	Saturday	Part III examination		
17-Mar-19	Sunday	Holiday		
18-Mar-19	Monday	Part III examination		
19-Mar-19	Tuesday	Part III examination		
20-Mar-19	Wednesday	Part III examination		
21-Mar-19	Thursday	Holiday	Doljatra	
22-Mar-19	Friday	Holiday	Holi	
23-Mar-19	Saturday	Part III examination		
24-Mar-19	Sunday	Holiday		
25-Mar-19	Monday	Part III examination		
26-Mar-19	Tuesday	Part III examination		
27-Mar-19	Wednesday	Part III examination		
28-Mar-19	Thursday	Part III examination		
29-Mar-19	Friday	Class		
30-Mar-19	Saturday	Class		
31-Mar-19	Sunday	Holiday		

Classes: 14 days Holidays and Vacation: 08 days

Other Activities: 01 days college open 23 days



Date	Day	Schedule	Reason for Holiday	Remarks
1-Apr-19	Monday	Class		Class schedule is amenable to change due to administrative reason, academic activities other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Apr-19	Tuesday	Class		
3-Apr-19	Wednesday	Class		
4-Apr-19	Thursday	Class		
5-Apr-19	Friday	Class		
6-Apr-19	Saturday	Class		
7-Apr-19	Sunday	Holiday		
8-Apr-19	Monday	Class		
9-Apr-19	Tuesday	Class		
10-Apr-19	Wednesday	Class		
11-Apr-19	Thursday	Class		
12-Apr-19	Friday	Class		
13-Apr-19	Saturday	Class		
14-Apr-19	Sunday	Holiday	Ambedkar Jayanti	
15-Apr-19	Monday	Holiday	Bengali New Year	
16-Apr-19	Tuesday	Class		
17-Apr-19	Wednesday	Holiday	Buddha Purnima	
18-Apr-19	Thursday	Class		
19-Apr-19	Friday	Holiday	Good Friday	
20-Apr-19	Saturday	Class		
21-Apr-19	Sunday	Holiday		
22-Apr-19	Monday	Part II Examination		
23-Apr-19	Tuesday	Part II Examination		
24-Apr-19	Wednesday	Part II Examination		
25-Apr-19	Thursday	Part II Examination		
26-Apr-19	Friday	Part II Examination		
27-Apr-19	Saturday	Part II Examination		
28-Apr-19	Sunday	Holiday		
29-Apr-19	Monday	Part II Examination		
30-Apr-19	Tuesday	Part II Examination		

Classes: 15 days    Holidays and Vacation: 07 days  
Other Activities: 01 days    college open 23 days

Date	Day	Schedule	Reason for Holiday	
1-May-19	Wednesday	Holiday	May Day	Class schedule is amenable to change due to administrative reason, academic activitied other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-May-19	Thursday	Part II Examination/class		
3-May-19	Friday	Part II Examination/class		
4-May-19	Saturday	Part II Examination/class		
5-May-19	Sunday	Holiday		
6-May-19	Monday	Part II Examination/class		
7-May-19	Tuesday	Holiday	Tagore's Birth Day	
8-May-19	Wednesday	Part II Examination/class		
9-May-19	Thursday	Holiday	Rabindra Jayanti	
10-May-19	Friday	Part II Examination/class		
11-May-19	Saturday	Part II Examination/class		
12-May-19	Sunday	Holiday		
13-May-19	Monday	2nd Internal Assesment: 2nd Semester (CBCS)/ Part IIExamination/ class		
14-May-19	Tuesday	2nd Internal Assesment: 2nd Semester (CBCS)/ Part IIExamination/ class		
15-May-19	Wednesday	2nd Internal Assesment: 2nd Semester (CBCS)/ Part IIExamination/ class		
16-May-19	Thursday	2nd Internal Assesment: 2nd Semester (CBCS)/ Part IIExamination/ class		
17-May-19	Friday	2nd Internal Assesment: 2nd Semester (CBCS)/ Part IIExamination/ class		
18-May-19	Saturday	Part II Examination/class		
19-May-19	Sunday	Holiday		
20-May-19	Monday	Part II Examination/class		
21-May-19	Tuesday	Part II Examination/class		
22-May-19	Wednesday	Part II Examination/class		
23-May-19	Thursday	Part II Examination/class		
24-May-19	Friday	Part II Examination/class		
25-May-19	Saturday	Part II Examination/class		
26-May-19	Sunday	Holiday		
27-May-19	Monday	Part II Examination		
28-May-19	Tuesday	Part II Examination		
29-May-19	Wednesday	Part II Examination		
30-May-19	Thursday	Part II Examination		
31-May-19	Friday	Part II Examination		

Classes: 19 days Holidays and Vacation: 07 days

Other Activities: 02 days college open 24 days



Date	Day	Schedule	Reason for Holiday	Remarks
1-Jun-19	Saturday	Part II Examination		Class schedule is amenable to change due to administrative reason, academic activities other than classes, KU circular, University examinations and/or other unavoidable circumstances.
2-Jun-19	Sunday	Study Leave		
3-Jun-19	Monday	Part II exam/ Study Leave		
4-Jun-19	Tuesday	Part II exam/ Study Leave		
5-Jun-19	Wednesday	Holiday	Id-UI-Fitar	
6-Jun-19	Thursday	Part II exam/ Study Leave		
7-Jun-19	Friday	Part II exam/ Study Leave		
8-Jun-19	Saturday	Part II exam/ Study Leave		
9-Jun-19	Sunday	Study Leave		
10-Jun-19	Monday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
11-Jun-19	Tuesday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
12-Jun-19	Wednesday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
13-Jun-19	Thursday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
14-Jun-19	Friday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
15-Jun-19	Saturday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
16-Jun-19	Sunday	Holiday		
17-Jun-19	Monday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
18-Jun-19	Tuesday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
19-Jun-19	Wednesday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
20-Jun-19	Thursday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
21-Jun-19	Friday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
22-Jun-19	Saturday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
23-Jun-19	Sunday	Holiday		
24-Jun-19	Monday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
25-Jun-19	Tuesday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
26-Jun-19	Wednesday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
27-Jun-19	Thursday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
28-Jun-19	Friday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
29-Jun-19	Saturday	Commencement of KU 2nd SEMESTER(CBCS) Exam		
30-Jun-19	Sunday	Holiday		

Classes: 00 Holidays and Vacation: 06 days  
Other Activities: .....days college open 24 days

## THE STUDENT CHARTER

*Our partnership with you at Kalyani Mahavidyalaya*

### A. GENERAL EXPECTATIONS

1. Equality for all who learn and work here
2. Professional and Expert Staffs
3. ID Badges to be worn at all times
4. Safe working practices
5. Clean and comfortable environment

### C. YOU CAN EXPECT FROM US

1. A named teacher
2. Timetabled tutorial or published times your teacher would be available
3. Regular assessment, discussion of feedback and monitoring of your progress
4. Written and Verbal Feedback
5. Teaches to be punctual, prepared and knowledgeable in their subjects
6. Help from your teachers and mentors for overcoming difficulties
7. Teachers to use various ways to help you learn
8. Written safety instructions when in potentially hazardous situation
9. Resources and specialist equipment which is safe and fit for purpose
10. To support future employability as far as practicable
11. Swift remedy of your complaints and grievances

### D. YOU WILL BE EXPECTED TO

1. Meet set targets by deadlines
2. Maintain discipline
3. Maintain at least 75% attendance and punctuality
4. Adopt a mature approach to learning, conduct and behaviours
5. Participate fully in the learning experience
6. Follow all health and safety guidelines
7. Take care of building, furniture and equipment
8. Work well with others
9. Respect everyone's rights
10. Inform staff of inappropriate behavior
11. Seek help when needed and take advantage of help offered

### B. IN THE BEGINNING YOU CAN EXPECT

1. Planned introduction to the College and Programme of studies
2. A Student Handbook outlining college policies and procedures
3. Written details about your Course
4. An explanation of the College Student Charter and Complaint Procedure

### E. OVERALL EXPECTATIONS

1. Tolerance and Respect
2. Standards
3. Discipline
4. Maturity
5. Safety
6. Wellbeing
7. Punctuality
8. Attendance
9. Enrichment
10. Success
11. Well established in life as responsible citizens

*If at any time you feel that this partnership does not fulfill your expectations, please speak in the first instance to your tutor, mentor, students' representatives and the Principal*



## **CITIZEN'S CHARTER**

### **A. Our commitment to citizen**

1. We have our Vision and Mission
2. We invite suggestions for development of the College from right-thinking citizen
3. We attend complaints with due promptness
4. We speedily remedy grievances
5. We ensure fair and transparent governance

### **B. Administrative mechanism for our commitment**

1. RTI Cell for providing information under Right to Information Act 2005
2. Grievance Redressal Mechanism
3. Self-assessment mechanism

### **C. Procedure for submitting suggestions, complaints and grievances**

1. Grievance Box
2. Complaint Box
3. Suggestion Box
4. Suggestions, complaints and grievances may be dropped in Box, or submitted by hand, or sent by post or by email or conveyed verbally to designated officials and Cells

### **2. Time-bound action**

1. For complaints and grievances, normally 24 hours to 3 days;
2. And maximum 15 to 30 days depending on case and issue

### **E. Expectations**

1. Courtesy & Politeness
2. Care for college properties
3. Environment Consciousness

### **F. Communication services**

1. E-mail – [klymahavidyalaya@gmail.com](mailto:klymahavidyalaya@gmail.com)
2. Postal address: Kalyani Mahavidyalaya, City Centre Complex, PO: Kalyani,  
Dist- Nadia, Pin-741235
3. Online Feedback System at [www.kalyanimahavidyalaya.net.in](http://www.kalyanimahavidyalaya.net.in)

