



# BEJOY NARAYAN MAHAVIDYALAYA

(GOVT. SPONSORED)

NAAC ACCREDITED (3rd CYCLE)

P.O. ITACHUNA, DIST. HOOGHLY, PIN - 712147

website : [www.bnmv.ac.in](http://www.bnmv.ac.in) e.mail ID : [bnmv2012@yahoo.in](mailto:bnmv2012@yahoo.in)

Ref. No. 34/BNM/2025-26

Date. 21.05.25

## Notice

This is for the information of all the SACT members of the college that the guideline given below must be strictly followed for availing any kind of leave from the date of this notification:

1. Attendance on the member specific four days will be counted only; absence on any of the said four days will be treated as ABSENT.
2. It is advised not to change those specific dates within a semester. In case of any change in the dates leave committee should be informed with proper documents. The documents could be sent to the official mail id: [leave@bnmv.ac.in](mailto:leave@bnmv.ac.in).
3. Presence on an alternate day will only be considered with proper documents from the concerned authority. The documents could be sent to the email address [leave@bnmv.ac.in](mailto:leave@bnmv.ac.in).
4. Except CL, no prayer of leave will be accepted unless it is sent to the email address [leave@bnmv.ac.in](mailto:leave@bnmv.ac.in). CL should be applied through Team Office app.
5. Email requesting CL will not be entertained.
6. Leaves exceeding 2 days would require prior intimation and approval.
7. Leave exceeding 14 days would require intimation preferably 10 days before the commencement of the leave.
8. Prayer for OD must be sent prior to the date of engagement and it will be approved only after submission of relevant documents (OD performance certificate) to the email address [leave@bnmv.ac.in](mailto:leave@bnmv.ac.in). It will be reflected as ABSENT until such documents are submitted.
9. Hard copies of relevant documents against Medical Leave or any kind of special leave should be submitted to the Principal for service record.
10. SACT members are requested to check monthly leave report from Team Office, and inform the Leave Committee in case of any mismatch.

Principal

Principal

Bejoy Narayan Mahavidyalaya  
P.O. - Itachuna, Dt. - Hooghly.