31$^{st}$ January 2024

## NOTICE

All 1$^{st}$ year BBA students are hereby informed that new semester shall start from 8$^{th}$ February 2024. Students are asked to make a note of the following dates:

- Report Submission and Viva Voce on Community Engagement & Service: 8$^{th}$ February 2024 (The format for the report is mentioned below).

  **REPORT FORMAT (under the following chapters)**

  Introduction
  About the NGO
  Activities undertaken with number of beneficiaries
  Learning & takeaways
  Photographs

  Typing details: A4 size paper with margins 1" on all sides, font type - times new roman, font size - 12, case – sentence, heading - All cap & bold

- Blood Donation Camp: 9$^{th}$ February 2024 (All students must be actively present and participate in the camp to cover the requisite number of hours of community service)

- Caritus: 12$^{th}$ February 2024 (In this regard, the representatives of the groups formed for community engagement must report to the Dean-Management on 5$^{th}$ February 2024 to choose their respective fund-raising activity via a lottery system)

- Prelims for Annual Sports: 13$^{th}$ February 2024

- Saraswati Puja: 14$^{th}$ February 2024

- Commencement of classes at Management Campus: 15$^{th}$ February 2024-

**Outstation students must ensure that they come back to Kolkata by 8$^{th}$ February 2024.**

**Attendance will be strictly monitored in the forthcoming semester and students having shortfall in attendance will not be allowed to appear in the end-semester examination.**

**Prof. (Dr.) Deepali Singhee**
**Principal, J. D. Birla Institute**

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- College Website
- Notice Board
- Dean (Management)