



**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR ::::: GUWAHATI-6**

**ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION**

Ecf No.331683/1

Dated Dispur, the 6th July, 2023

In the interest of public service, this **Advisory** is notified for compliance by all the Teaching and Non-Teaching staff of provincialised/Govt./PDUAM Colleges of Assam for bringing vibrancy to the collegiate system:

- ✓ 1. The working hours of Provincialized/ Govt./PDUAM Colleges of Assam is preponed to 9:00 AM from the existing 10:00 a.m. so that the overall working period becomes 09:00 a.m. to 5:00 PM. The Tiffin/Lunch Hour is scheduled from 1:00 P M to 2:00 PM.
- ✓ 2. The attendance of the Faculty Members should be regularly ensured through technical intervention as mentioned in the College service rules. But some flexibility should be provided so that the faculty members can visit the libraries and attend assigned activities within and outside the campus.
- ✓ 3. The stipulated contact hours in teaching and other defined activities should be carried out in letter and spirit. The teachers should be assigned library hours for the students and research scholars, which will help activate the departmental libraries.
4. Interactive research hours for faculty members should be a total of four hours on two weekdays.
- ✓ 5. Examination, both internal as well as external, should be taken seriously. There should be a definite model for conducting internal examinations and returning evaluated scripts within a stipulated time frame. The evaluation of the scripts of the external examination and declaration of the results should also be completed timely. Defaulters need to be made accountable.
6. The fellowship holders for research are designated as researcher-cum-teaching assistant. Six hours may be allotted as teaching hours in a week to the fellowship holding research scholars which shall enable the departments to implement UG-PG integrated courses in the affiliating University campus.

7. **Workload:** The following table indicating the overall class load should be followed:

Designation	Administrative Responsibility	Actual Class Hours	Examination In-charges	Library Activities	Mentoring	Extension Work in-charges
Associate Professor	Head/IQAC Coordinator etc.	14			Yes	
Associate Professor	Nil	14	Yes	Yes	Yes	Yes
Assistant Professor	Nil	16	Yes	Yes	Yes	Yes

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/2023

Information on workload assigned for the odd semester, starting from August, against each of the teachers should be uploaded along with class routine and administrative responsibilities if any.

8. **Internal assessment and consultation with the students:** Answer scripts need to be checked and returned to the students within 7 days of examination.
9. **Results of the semester examination:** The evaluation of the answer scripts is to be completed within 15 days from the date of completion of the examination, and the result should be published within one month.
10. **Mentoring of the students:** There must be an appraisal meeting on mentoring of students once a month. Report on these appraisal meetings as part of the Academic Module should be uploaded to the Samarth eGov portal.
11. **Samarth eGov will be used for Documentation:** The ranking of Colleges, whether NIRF or NAAC, depends on documentation. Therefore, proper documentation of all the activities should be taken care of.

Signed by Narayan Konwar
(Shri Narayan Konwar)
Date: 05-07-2023 14:57:43
Secretary to the Govt. of Assam
Higher Education Department.

Ecf No.331683/1

Dated Dispur, the 6th July, 2023

Copy for kind information:

1. The Director of Higher Education/ The Director of Technical Education, Assam, Kahilipara, Guwahati- 19- He is requested to circulate among all concerned.
2. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06
3. P.S. to Hon'ble Adviser, Education, Assam, Dispur, Guwahati-06
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06
5. P.S. to Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06

By order etc.,

Secretary to the Govt. of Assam,
Higher Education Department



OFFICE OF THE
BARKHETRI COLLEGE
MUKALMUA

P.O.- MUKALMUA - 781126
Dist.- Nalbari : Assam.
Estd.- 1983

Ph. No.- 03624-286415

Ref. BCNM/Notification/2912/2023

Date..... 31-10-2023

Notification

As per the order by the governor of Assam
and DHE's Ecf No. 33168311 Dated the 6th July, 2023

In the interest of Public Service, it is notified for compliance by all the teaching and Non-teaching Staff of Barkhetri College that they should follow guidelines of the Director of Higher Education Notification furnished herewith. Further it is notified to follow the following time table for better management

1. The punching Machine and Attendance Register showing physical arrival, will be closed by 9.30 a.m. in every college open day.
2. The Punching Machine and Attendance Resister will be opened for signing for departure by 4.00 p.m. every day.

By order


Principal 31/10/23

Barkhetri College, Narayanpur, Mukalmua
Principal
Barkhetri College
Narayanpur, Mukalmua
Date-.....