

OFFICE OF THE PRINCIPAL
NC COLLEGE, BADARPUR

No: NC/P/N/2023/064

Date: 10-08-2023

NOTICE

All employees of the college are requested to comply with the provisions of the orders by the Hon'ble Governor of Assam notified by the Secretary to the Govt. of Assam, Department of Higher Education vide No.(i) Ecf.No.331680/1 dated 6th July 2023 and (ii) Ecf.No.331683/1 dated 6th July 2023 in regards to the working hours, work load, other duties & responsibilities etc of the employees of Higher Educational Institutions. Concerned notifications are enclosed herewith as ready reference.




18/08/2023

(Dr. Mortuja Hussain)

Principal

NC College, Badarpur

DR. MORTUJA HUSSAIN

Principal

NABINCHANDRA COLLEGE

Badarpur, Dt. Karimganj (Assam)



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

**ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION**

Ecf No.331680/1

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 Higher Educational Institutes of Assam for successful implementation of NEP, 2020 in Assam:

1. The Colleges and Universities of the state should create an enabling environment for quality higher education, and develop knowledgeable, thoughtful, well-rounded, and creative individuals who would, along with personal accomplishment and enlightenment, have constructive public engagement and productive contributions to the nation.
2. The teachers should motivate the students and make them competent in one or more specialized areas of interest at a deep level, and help to develop character, ethical and Constitutional values, intellectual curiosity, scientific temper, creativity, and spirit of service.
3. Teachers should take the responsibility to create socially sensitive citizens and take initiatives towards social entrepreneurship and community engagement through certain development activities in adopted settlements with the involvement of the students.
4. Teachers need to keep time for doubt-clearing sessions, one-to-one discussions on personal life and aspirations, mentoring and guiding to keep the enthusiasm level high, discussion on contemporary concerns on developments to make students sensible and responsible, engage in organisational matters related to students' participation in literary, sports, cultural and social activities.
5. Teachers should shoulder responsibility and ensure personal accomplishments as well by producing academically significant work to contribute to the domain of knowledge and policy.
6. The UGC has already stipulated a minimum of 40 hours of work per week to be devoted at the Institute, of which 16 hours is for direct classroom teaching. Accordingly, a teacher should devote about 7 to 8 hours to the Institution, and the rest of the time needs to be rationally divided for students' and personal accomplishment, and progress of the institution.
7. To meet the UGC guidelines, and to ensure that the teaching community builds knowledgeable and capable human resources, we need to rationalise the use of time at the institutions. The activities performed should be divided in following way, but not limited to –
8. Activities during Winter (January-February to May) and Summer (August to November-December) Semesters — (4+4 months)

| Activities | Average Minimum hours devoted per week | Remarks |
|--|--|---|
| Teaching – classroom and laboratory | 16 | The Head of the department ensure that classes are appropriately assigned |
| Administrative work – IQAC, NAAC, and other activities at the department/Institute | 2 | |

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| | | |
|---|----------|---|
| Student mentoring, ability enhancement work of students, exposure visits, extra-curricular activities | 2 | One or two days of exposure visit during the month and learning on myriad aspects of ecology, economy, and society (could be a part of the SECs) |
| Extension activities – community outreach | 2 | One or two days of visit during the month to certain outreach activities (could be a part of mandatory Values and Social Responsibility courses) |
| Guidance of UG, PG and PhD. Students | 6 | |
| Sessional examination and Evaluation. | 2 | |
| Academic meeting/lectures in the Institutions/outside the institution | 4 | |
| Discussion, self-study, and preparation for class | 6 | In case, the departments/institutions have inadequate space; teachers may shorten the stay by one hour to effectively use the time. |
| Total | 40 Hours | Students, colleagues, and authority of the institutions should clearly be aware of the period on teachers' availability during the part of the day and information should reach to everyone in case of unavailability for specific work on working days |

Examinations and evaluations (1+1 month)

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|----------|--------------------------------------|
| June | Examination duty and evaluation work |
| December | Examination duty and evaluation work |

Vacation — Winter and Summer (1+1 month)

| | |
|--------------------|---|
| December – January | Field work – students, personal studies |
| July | Field work – students, personal studies |

9. Workload: There may be more than two categories in defining workload for the teachers as all HEI do not have Ph.D. Scholars. Depending on the number of scholars and administrative responsibilities the actual class hours may be divided in conformity with the UGC guidelines.

| Designation | Administrative Responsibility | Number of Scholars | Actual Class Hours | Examination in- charges | Mentoring | Extension Work in- charges |
|---------------------|-------------------------------|--------------------|--------------------|---------------------------|-----------|----------------------------|
| Professor | Headship/ Deanship | 8 | 12 | - | Yes | - |
| Professor | Nil | 8 | 14 | Yes | Yes | Yes |
| Associate Professor | Yes | 6 | 14 | - | Yes | Yes |
| Associate Professor | Nil | 6 | 14 | Yes | Yes | Yes |
| Asstt. Professor | Nil | 2 to 4 | 16 | Yes | Yes | Yes |
| Asstt. Professor | Nil | Nil | 18 | Assistance in Examination | Yes | Yes |

10. As the total time to be spent by a faculty in the University in a week is calculated to be 40 hours, therefore the working hours should be from 9:00 AM to 5:00 PM. The Tiffin/Lunch Hours should be from 1:00 PM to 2:00 PM as is the case with the leading Universities and the Research Institutes.

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11. The University Service Rules mention about keeping attendance of the Faculty Members, which should be implemented.
12. The stipulated contact hours in teaching and other defined activities have to be carried out in letter and spirit. The teachers need to be assigned library hours for the students and research scholars, which will help in activating the departmental/University libraries.
13. Examination, both internal as well as external should be taken seriously. There should be definite model of conducting internal examinations along with returning evaluated scripts within 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.
14. 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 like Gauhati University.
15. Examination work: Compulsory and non-remunerative
16. Internal assessment and consultation with the students: It has to be ensured that within 7 days of unit test etc., the scripts are checked and returned to the students. This has to be strictly implemented.
17. Results of the semester examination: Results should be declared within a month from the completion of the examination. The evaluation of the answer scripts need to be completed within 15 days from the date of completion of examination.
18. Mentoring of the students: There must be an appraisal meeting on mentoring once in a month which needs to be documented.
19. Documentation: The ranking of HEI, 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, IAS)
Date: 09-07-2023 21:56:49
Secretary to the Govt. of Assam
Higher Education Department.

Ecf No.331680/1

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



**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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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) 05-07-2023 21:57:43

Secretary to the Govt. of Assam
Higher Education Department.

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| Ecf No.331683/1 | Dated Dispur, the 6th July, 2023 |
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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