



GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL, MANIPUR COLLEGE, IMPHAL

OFFICE MEMORANDUM

The 19th July 2024

No. 56/07-OFM/MC: In compliance with Office Memorandum No. UHE-101/33/2023-THE-DHTE-Part(4) dated 17-07-2024 issued by Secretariat: Higher & Technical Education Department, Government of Manipur, the following action will be taken up

1. All teaching, non-teaching staff and students of this college shall participate in the daily College Assembly scheduled during 12:00 to 12:15 PM

N. Bimorani Devi, Assoc. Prof. in Economics and Sangeeta Thokchom, Asst. Prof. in English shall coordinate with other functionaries for conducting the activities during the Assembly until further orders.

The activities may include among others – Prayer, Meditation, Basic Yog asanas, Breathing Exercises, News Reading, Thought of the Day, Singing National Anthem, State Songs

2. As clearly mandated in Sub-Para 11.2 of the Admission and Examination Regulations for the Four-Year Undergraduate Programmes in Science, Arts, Commerce and Other Streams, 2022 of the Manipur (Central) University vide its Office Order No. 793 dated 24-11-2022 and reiterated in the government Office Memorandum cited above

i) A student attending below minimum 75% of the total number of classes held for a paper shall not be allowed to appear at the examination of the paper.

Every department shall record the attendance of students in the registers issued. Every department shall create WhatsApp groups of Students and those not attending classes regularly should be informed in the group. Such students with Class Roll Numbers should be reported to the Principal's Office every 2 weeks so that the students as well their parents can be appraised of the consequences by sending bulk SMS using this college Jio DLT facility .

ii) A student while applying for renewal or fresh submission in 2nd/3rd/4th year must produce a certificate of at least 75% attendance from the Subject Departments concerned while submitting relevant documents to this College NSP Nodal Officer for Document Verification.

This College NSP Nodal Officer, Dr. Keisham Nanao Singh shall strictly monitor the verification process and take up necessary action.

3. Para 15.1 of University Grants Commission Notification, the 18th July, 2018 on Regulations On Minimum Qualifications For Appointment of Teachers and Other Academic Staff In Universities And Colleges and Measures For The Maintenance of Standards In Higher Education, 2018 and

para 9.1 of Manipur Government Order No. 10/187/2018-HE dated 3rd July 2021 both reads as follows

Smt
Principal
Manipur College
Imphal



"The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week"

All faculty members are informed to fulfil the requirements mentioned in the above UGC regulation as well as Manipur Government Orders in conformity with Manipur University Academic Calendar and Ordinance.

Teachers shall not be allowed to mark their daily attendance after the **College Assembly**.

Teachers absenting themselves without proper reason will be reported to the Director, University and Higher Education, Government of Manipur for appropriate disciplinary actions

4. All Teaching, Non-Teaching Staff and Students should cooperate with the Committee constituted to oversee and monitor the attendance of students/staff and conduct of daily Assembly of students and staff in this college vide government order No. DUHE-48/2/2024-DUHE-DU&HE dated 19-07-2024 of the Directorate of University and Higher Education, Government of Manipur.


(Dr. W. Shambhunath Singh)

Principal **Principal**
Manipur College
Imphal

Copy to

1. The Director, University and Higher Education, Govt. of Manipur for kind information
2. Guard file