

Directorate of University and Higher Education
Government of Manipur

NOTIFICATION

Imphal, the 1st April, 2022

With reference to State Cabinet decision taken on 22.03.2022 and letter to the Department of Higher and Technical Education, Government of Manipur of even no. dated 31.03.2022, it is informed to all the concerned that the College hours for all the colleges of Manipur shall be from **8.00 AM to 3.00 PM (i.e. 7 hours)** in all working days i.e. Monday to Saturday.

2. The attendance of all the staff shall be recorded in Biometric form. The staff shall record their attendance twice a day i.e. first at the time of arrival and next at the time of departure from the college. All the staff (teaching and non-teaching) should be present in the college campus during college hours.

3. As per UGC Guidelines, the workload of teachers in full employment should not be less than 40 (forty) hours a week i.e. about 6.6 hours per day for six days and all the Lecture and Tutorial Classes/Periods should consist of one hour duration.

4. Further, officials of the Directorate of University and Higher Education shall make surprise visits to the colleges throughout the year to strengthen monitoring mechanism and recommendations shall be made on the improvement of the colleges.

(Dr. Rangitabali Waikhom)
Director of University & Hr. Edn.
Government of Manipur

Copy to:

1. Secretary to Hon'ble Chief Minister, Manipur
2. PS to Hon'ble Minister (Education), Manipur
3. SO to the Chief Secretary, Government of Manipur
4. PS to the Commissioner(HTE), Government of Manipur
5. All the Principals of the Colleges of Manipur for compliance.
6. Guard File