

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,  
KAHILIPARA, GUWAHATI-19.

No. DHE/PA/Misc./3/2018/33

Dated Kahilipara, the 24-05-2019

From :- Smti G. Phukan, ACS,  
Director of Higher Education, Assam,  
Kahillipara, Guwahati-19.

To, ✓  
The Principal (all),  
Govt. and Provincialised colleges of Assam.

Sub :- Regarding smooth functioning of day to day activities in your College and to promote Academic Environment.

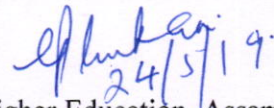
Sir,

In inviting a reference to the subject cited above, it may be stated that the following few steps need to be strictly to adhered to for smooth functioning of day to day activities and to promote a good academic environment in your institution.

1. Punching for all the employees on entry and exit to be made mandatory.
2. C.C. T.V with Wi-Fi facility in each classroom and on College exit point to be Installed.
3. Teacher diary and HoD diary to be maintained and to be Cross Verified by the Principal on weekly basis.
4. Leave records with necessary arrangement of proxy classes to be maintained digitally by the Principal so that no classes are left unattended.

In view of the above you are requested to submit compliance record before start of academic session 2019-20.

Yours' faithfully,

  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.  
Dated Kahilipara, the 23-05-2019

Memo No. DHE/PA/ Misc./3/2018/33

Copy for kind information to:

- 1) The Addl. Chief Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
- 2) The P.S. to the Hon'ble Minister of Education, Govt. of Assam.

Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

