



**GOVT. OF ASSAM**  
**DIRECTORATE OF HIGHER EDUCATION**  
**KAHILIPARA::: GUWAHATI-19**

Ecf: 443667/31

Dated: Kahilipara, 4<sup>th</sup> April, 2024

From : Smti. Pomi Baruah, ACS  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19

To : The Principal  
All Provincialized/PDUAM/Govt. Model Colleges of Assam

Sub : **Regarding submission of attendance, master time-table and minutes of Academic Monitoring Committee of Colleges**

Sir/Madam,

In inviting a reference to the subject cited above, this to inform you that the following documents are to be submitted to the undersigned, as per schedule mentioned below:

Point	Document	Time-line
1.	<b>Master Time-table</b> (including all Departments with Classroom/Hall allotment, Teacher engaged, Total students to attend that class, Name of the Course, paper and semester for the entire week)	<b>Within 2-3 weeks</b> of commencement of academic session in every semester.
2.	<b>Biometric Attendance records</b> (of all employees of the College; both teaching and non-teaching)	<b>On Monthly basis.</b> To be duly verified by the Principal and submitted with a summary note.
3.	<b>Minutes of Academic Monitoring Committee of the College</b> (Assessment and monitoring of Academic matters of the College)	<b>At an interval of 45 days,</b> after commencement of Academic session, with a minimum of two meetings per semester

In addition to **Point 1** mentioned above, any modifications to the submitted master time-table during the semester is to be duly intimated immediately to the undersigned. Accordingly, the current master time-table and latest minutes of the Academic Monitoring Committee, as on today, are to be submitted **on or before 10<sup>th</sup> April, 2024**. Hereafter, all documents, as stated above, are to be submitted w.e.f. 1<sup>st</sup> April, 2024, as per timelines mentioned above, via e-mail to [dheacademics@gmail.com](mailto:dheacademics@gmail.com) until further notice. The subject line should be <Name of the College>, <Month of which records are submitted>, <Master Time-Table> or <Biometric Attendance records> or <Minutes of Academic Monitoring Committee of the College>.

**Records of the Master time table, Biometric Attendance records and Minutes of Academic Monitoring Committee of the College are to be submitted in separate mails with only one file in each mail.**

The Principals are to report compliance and accountability will be fixed, in case of any deviations, as reported. All the employees are hereby directed to comply with the points stated above and positively cooperate with the Principal in this regard.

It has also come to the notice of the undersigned that some Colleges are not submitting their responses in the links provided, despite well-spelled out official requirement which contravenes the data driven policy formulation approach of the Govt. It is seen that either the responses are not submitted at all or they are submitted after the due date or the responses are arbitrarily filled up simply for the sake of submission by some colleges which are completely unacceptable and are duly placed on record.

**It is hereby communicated that strict cognizance has been taken on such lapses, and henceforth, if such lapses continue, it will be dealt with appropriately, as per rules.**

This is for your kind information and necessary action

Yours sincerely,

Director of Higher Education, Assam  
Kahilipara, Guwahati-19

Dated: Kahilipara, 4<sup>th</sup> April, 2024

Memo Ecf No: 443667/31-A

Copy to:-

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur for information.
2. The Guard File.

(e-signed)

Director of Higher Education, Assam  
Kahilipara, Guwahati-19