

Government of Odisha
Higher Education Department

No. 15275 / HE, Dated 31.7.19
HE-PTC-MISC-0004-2015

From:

Dr. Mihir Kumar Das, OES(I)
Performance Tracking Cell

To

The Principals
All Degree/Autonomous/Model Degree Colleges

**Sub: Implementation of "Common Minimum Standard" (CMS)
Guidelines, 2019-20.**

Ref: (i) HE-COOD-PG-0029/12-19389/27.07.12
(ii) VII-HE(P) 14/2012-23733/HE/26.09.12

Madam / Sir,

In continuation to the above letters, I am directed to enclose herewith the detailed guidelines on "Common Minimum Standard" (CMS) for your kind knowledge and strict implementation. Any deviation from this will be viewed seriously.

This is for your kind information and necessary action.

Yours faithfully,
MKS 31/07/19

Officer-In-Charge,
Performance Tracking Cell

Memo No. 15276 / HE, Date 31.7.19

Copy forwarded to the Director Higher Education, Odisha/ All Regional Directors of Education for information and necessary action. Director, Higher Education is requested to circulate the same among all concern.

MKS
Officer-In-Charge,
Performance Tracking Cell

Memo No. 15277 / HE, Date 31.7.19

Copy forwarded to P.S. to A.C.S., School and Mass Education Dept. for kind information of A.C.S.

MKS
Officer-In-Charge,
Performance Tracking Cell

Memo No. 15278 / HE, Date 31.7.19

Copy forwarded to The Registrar, Utkal University / Berhampur University / Sambalpur University / Ravenshaw Deemed University/ Fakir Mohan University / North Odisha University/R.D Women's University/Khallikote University/ G.M University/State Odisha Open University for information and necessary action.

MKS
Officer-In-Charge,
Performance Tracking Cell

Memo No. 15279 / HE, Date 31.7.19

Copy forwarded to The Chairman, Council of Higher Secondary Education, Odisha/Accountant General, Odisha/ Controller of Accounts/Director, Local fund Audit for information and necessary action.

MKS
Officer-In-Charge,
Performance Tracking Cell

GOVERNMENT OF ODISHA
Higher Education Department

Common Minimum Standard (CMS) Guidelines, 2019-20

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

1. Common Academic Calendar: 2019-20

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2018-19	18.06.2019
ii.	Commencement of Classes +3, 2 nd Year +3, 3 rd Year P.G., 2 nd Year +3, 1 st Year P.G. 1 st Year	18.06.2019 - do - - do - 08.08.2019 01.08 2019
iii	Parent-Teachers Meet +3 1 st year +3 2 nd Year +3 3 rd Year	07.09.2019 14.09.2019 21.09.2019
iv	College Students' Union Election	Election to students' Union & other societies will be held on one day for all colleges and universities in a single date to be fixed by the Govt.
v	Puja Vacation	03.10.2019 to 13.10.2019
vi	Mid Semester Examination Odd semesters(1 st ,3 rd ,5 th) Even Semester (2 nd ,4 th ,6 th) End Semester Examination Odd semesters(1 st ,3 rd ,5 th) Even Semester (2 nd ,4 th ,6 th)	Last week of September- 2019 1 st week of February-2020 1 st week of December-2019 By last week of April-2020
vii	X- Mass Holiday	25 th December 2019

viii	Annual Sports / Cultural Week to conduct all competitions & functions	02.01.2020 to 15.01.2020
ix	Filling up of forms for University Exam	+3/PG - As notified by Concern University / Autonomous College
x	Alumni Meet	1 st week of January 2020
xi	Publication of Result : +3/PG 1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th Sem Exam.	Within 45 days from last theory exam. of concern Semester exam. subject to publication of last Sem. Exam. in 2 nd week of May 2020
xii	Total No. of Holidays	72 days, excluding Sundays
xiii	Total No. of Reserve Holidays	Maximum 2 days
xiv	Total No. of Teaching Days	Minimum 180 days
xv	Summer Vacation	9 th May 2020 to 16 th June 2020

(N.B : - The above time line may be modified by the Government as and when required)

2. Admission:

- All admission into degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
- College profile must be uploaded in the e-space before the admission process starts.
- As per Govt. Letter No.27546 dt14.09.2009 and letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies / hearing impaired & dumb / orthopedically handicapped with disability more than 75%.
- As per Govt. letter no.19609/HE/Dt 28.07.2017 , PwD candidates will avail 5% reservation for admission in all higher education institutions of Odisha guided by Persons with Disabilities (RPWD) Act 2016 .
- Green passage: Govt. of Odisha in Higher Education Department is implementing the Green passage scheme from the academic session 2016-17 .Under this scheme ,a child who is without biological or adoptive parents and the child is residing in Child care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs 1.00 lakh will be exempted from all types of fees including application fees, admission/re-admission fees ,tuition fees ,examination fees ,hostel admission fees ,laboratory fees ,college development fees etc.(Govt.letter no.: Resolution NO.23836/HE/Dt.29.10.2015 &19226/HE/Dt.14.07.2016)

3. Time Table :

Time table shall be prepared by each college as per the following guidelines:

Sl. No.	Subject	
i	Duration of one period of Theory(general) class	45 Min

ii	Duration of one period of practical class	3 × 45 Min (3 periods)
iii	No. of students in a section	128
iv	No. of Students in a Practical group in +3 Class	16

- v. One teacher shall be allotted maximum 30 periods per week.
- vi. All teachers shall be assigned classes on every working day of a week. Similarly each student must have theory classes on every working day of a week.
- vii. Names of teachers should be reflected in the time table against respective classes allotted and the time table must be uploaded in e-space for information of the Govt./DHE/RDEs.
- viii. The classes must be held only in the respective rooms as per time scheduled in the time table.

4. Lesson Plan & Progress Register:

- i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the teacher meant for theory portion. Separate progress register shall be maintained for each laboratory to record the progress of practical courses.
- ii. Progress of theory portion of the syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register" as communicated to you earlier vide letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the concern HOD on the last working day of every week and by the Principal on last working day of every month.

5. Students' Attendance:

- i. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- ii. The common practice of maintaining students' attendance should be followed.

A format for the same is given below :

Roll no.	Name	18.06.19	19.06.19	20.06.19	21.06.19
BA17001	P. Samal	1	2	3	4
BA17002	G. Murmu	1	X	2	X
BA17003	K. Panda	1	2	X	3
Full Signature of Teacher with date					

- iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- iv. College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc. Guidelines/instructions issued in the past by this Department or its

Directorate/Regional Directorates in this regard, all the previous orders are hereby superseded(vide Letter No. 13559/HE/Dt 5th July 2019).

- v. Parent-Teachers meeting should be organized as per the datelines.

6. Mid Semester Examination / End Semester University Exam and Question Bank :

- i. University question /answer script patterns should be followed in Mid Semester Examinations conducted by colleges. The programme for Mid semester examinations must be notified specifying the units /portions from which questions are to be sought , at least 15 days prior to such exam.
- ii. The valued answer scripts mid Sem. Examination should be preserved till 6 months from the date of publication of result of concern Semester by the University or as directed by the university
- iii. Subject wise question bank for +3 and P.G. classes may be made available to students. Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- iv. Necessary steps be taken for safe custody of question papers / answer scripts of University Exams.

7. Conducting Departmental Seminars :

- i. Seminars on honors subjects may be conducted at the end of every week/month. It must be reflected in the Department Time Table.
- ii. The participation of the concern students in the seminar is mandatory and records regarding this must be maintained.

8. Library, Laboratory and Common Infrastructure Facilities:

- i. Every college should have adequate library facilities with sufficient text books, reference books and journals.
- ii. The separate laboratories for +3 and PG classes of practical subjects should be well equipped with required furniture, water and LPG supply, equipment and chemicals as per CBCS syllabus along with fire safety arrangement.
- iv. Library books, furniture, equipment and chemicals shall be preferably purchased in the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund and state govt. funds) be maintained by concern department/Library with articles in alphabetical order.
- v. Language laboratories set up in different colleges must be fully utilized. The maintenance of Language Laboratories will be like other laboratories.
- vi. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
- vi. The college campus should have wall boundary.
- vii. Every college should have its office , library and laboratories equipped with at least one computer, printer each with internet facility.
- viii. Every college should have its own website updated with information regarding infrastructure, staff details, laboratory & library facilities , courses, syllabi, exam. result, quotations & tenders, other notices and feedback of students/guardians etc.

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ix. Cyber Security Audit of the website must be completed by 31st August, 2019. It should be disabled friendly (Kindly refer: Letter No.13024/HE/28.06.19)

x. The status of the buildings should be supervised and certified by an engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings/structures.

9. Time schedule for work of ministerial (Clerical Grade) staff:

i. All ministerial staff of the college shall be assigned specific works / section to deal with.

ii. Applications from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant.

As e-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, and Universities etc. should be verified everyday and downloaded from the concern websites.

iii. The activity of each section shall be displayed for the information of students' and guardians.

iv. Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.

10. Financial and Service Matters:

i. All purchase for the college / departments should be done with due procedure as per GFR Rule-2005 and Odisha F.D circular No.4939/13.02.2012, preferably in the beginning of the academic session under the supervision of the purchase committee .

ii. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.

iii. Cash Book & DCR should be maintained properly.

iv. Collection of different fees from students should be preferably through e-transaction/demand draft/ bank challan .In case of manual collection of cash ,the daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided. Under unavoidable circumstances the cash in hand should be kept in the college locker with separate triplicate keys with the Principal , Accounts Bursar and Accountant .

v. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.

vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.

viii. Salary of Block grant employees/guest faculties etc of govt.& non govt. Colleges ,whose salary bills are not paid through Treasury shall be paid only through account transfer mode.

ix. Service books in duplicate & CCR of the employees shall be maintained and updated every year.

x. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.

- x. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or the concern governing body. Non. govt. colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.
- xi. Subject combinations as per university rules and suitability/availability in the college shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects following the principle of economy.
- xii. For passing any bill for payment, the sign. of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the concern Dept. etc. as the case may be shall be mandatory.
- xiii. No additional remuneration/salary advance/personal advance shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC or University exam. etc. or as directed by the govt.
- xiv. All Aided Non Govt. colleges including 488 & 662 categories are brought under CAPA (College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.

11. Co-curricular and Extra Curricular Activities:

- i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
- ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self-defense Programme for girls students should be organized as per Govt. notification.
- iii. All records related to above shall be properly maintained.
- iv. All the teaching staff of the college, shall be assigned co-curricular and extracurricular duties in different teams headed by senior most of the team and others as members on rotation basis. The hostel supt. shall not continue for more than two academic years consecutively as per Govt. letter no. 9903/Dt. 04.03.2008.
- v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
- vi. All teachers posted in Government and Aided non-Government colleges of the State (irrespective of their actual designation), including the Principal, shall perform duty for at least 7 hours on every working day. (This stipulation, however, shall not be applicable to Guest Faculties as they are paid remuneration as per number of classes they teach). In addition to normal teaching related works, teachers are required to devote time for library, research, taking extra classes for late entrants, taking corrective classes for needy students, monitoring students attendance, assisting the college authority in teaching and non-teaching assignments, etc. Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard are hereby superseded (vide Letter No. 13559/HE/Dt 5th July 2019).
- vii. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell, Internal Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extracurricular activities.

- viii. Special attention should be given for discipline and security of hostel and college campus of women's college. CC camera must be installed in college/ hostel gates to monitor the activities of unwanted persons.
- ix. Activities affecting security and privacy of students in hostel and college campus of women's college shall be strictly prohibited.

12. Proctorial system :

Proctorial system must be strengthened. Each teacher must be assigned a group of students and he will act as friend, philosopher and guide of these students. He will keep the record of attendance and also academic achievement of his group. He will also remain in touch with the parents/guardians of the students.

13. Preservation of Records and Assets

- i. A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
- ii. The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
- iii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
- iv. Annual stock verification of office/Library/ practical departments should be conducted at the end of the session and the updated stock registers must be signed by the Principal.
- v. Irreparable damaged articles like furniture/electronic items etc.if any should be disposed off through public auction.

14. Updation of data through on-line PIMS formats

- i. As per Govt. Letter No. 23733 dt. 26.09.2012 & 7109/HE/23.03.19, data should be updated regularly in respect of teaching and non teaching staff, infrastructure position of the college and fulfillment of CMS
- ii All colleges should regularly update the on-line PIMS formats of the college.

15. Private Tuition and working Hour :

- i. No teacher can engage him/herself in private tuition/coaching or insist/ compel the students for the same. No Non- teaching staff also can run pvt. Coaching/Tuition institution or insist/compel the students for the same.
- ii. The concern Principal shall take an undertaking from every teacher/Non-Teaching staff to this effect in the beginning of the academic session.
- iii. The violation of the above instructions should be reported to the Govt./DHE/RDE immediately.

iv. Common staff attendance/Biometric attendance for all Teaching/Non-Teaching staff should be maintained and placed near the Principal's chamber to put their signature/biometric attendance to ensure the presence of such staff in the college, even there is no class/ specific administrative work. The scan copy of the attendance/Biometric attendance report must be sent to the concern RDE through e-mail, at the end of every week.

v. All letters should be submitted through e-mail/Regd post/Speed post and no teaching /non teaching staff should be deputed to HE dept /DHE/RDE etc for submission of such letters/documents ,unless it is asked to do so by special messenger and especially teachers should not be deputed for this .

16. UGC/RUSA/STATE GOVT. Grant and NAAC Accreditation

i. Every Govt. or non-govt. aided degree college should try to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be utilized properly with due procedure and utilization certificate should be issued in time under intimation to the Govt.

ii. It has been made mandatory by the UGC for every degree college to obtain NAAC accreditation. Steps should be taken by the govt. and non govt. degree colleges for NAAC accreditation and subsequent reaccreditation.

iii. The utilization certificate in respect of Grant received from Higher education department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture et./RUSA grant etc must be submitted immediately; otherwise the next allotment to the college will be stopped. UC along with unspent amt. if any against grant received from the state govt. during 2018-19 or prior to it for the development of laboratory /library etc must be submitted within one week from the date of issue of this order positively, if not submitted earlier .

17. Always visit the e-Despatch, website of Higher Education Department(www.dheodisha.gov.in) ,UGC website (www.ugc.ac.in) , NAAC website (www.naac.gov.in) and the website of concern University for day to day updating the information.


31.7.19
Commissioner-cum-Secretary

Government of Odisha
Department of Higher Education

No. 21362 / HE, Dated: 01/08/2016
HE-FE-III-POL-0002/2016

From

Sri Vinod Kumar, IAS
Officer-On-Special Duty

To

The Principals,
All Degree/ Autonomous/ Model Degree/ Junior Colleges

Sub: Implementation of "Common Minimum Standard" (CMS) Guidelines, 2016-17.
Ref: 19469/HE/31.08.2015

Madam / Sir,

In continuation to the above letter, I am directed to say that the detailed explanation on "Common Minimum Standard" (CMS) is enclosed herewith for your kind knowledge and strict implementation. Any deviation from this will be viewed seriously.

This is for your kind information and necessary action.

Yours faithfully,

[Signature]
1.8.2016

Officer-On-Special duty

Memo No.: 21363 (4) /H.E., Dated: 01/08/2016

Copy forwarded to the Director Higher Education, Odisha/ All Regional Directors of Education for information and necessary action. Director, Higher Education is requested to circulate the same among all concern.

[Signature]
1.8.2016

Officer-On-Special duty

Memo No.: 21364 (10) /H.E., Dated: 01/08/2016

Copy forwarded to The Registrar, Utkal University / Berhampur University / Sambalpur University / Ravenshaw Deemed University/ Fakir Mohan University / North Orissa University/R.D Womens' University/ Khallikote University/ G.M University/State Open University for information and necessary action.

[Signature]

Officer-On-Special duty

Memo No.: 21365 (4) /H.E., Dated: 01/08/2016

Copy forwarded to The Chairman, Council of Higher Secondary Education, Odisha / Accountant General, Odisha/ Controller of Accounts/ Director, Local fund Audit for information and necessary action.

[Signature]

Officer-On-Special duty

Government of Odisha
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2016-17

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

1. Common Academic Calendar : 2016-17

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2015-16	20.06.2016
ii	Admission + 2, 1 st Year + 3, 1 st Year P.G 1 st Year	16.06.2016 -09.07.2016 15.07.2016-06.08.2016 Within one month from the date of publication of F.D result of concern Univ./Auto.college
iii.	Commencement of Classes +2, 2 nd year +3, 2 nd Year +3, 3 rd Year P.G., 2 nd Year +2, 1 st Year +3, 1 st Year P.G. 1 st Year	20.06.2016 - do - - do - - do - 14.07.2016 08.08.2016 To be notified by respective Colleges
iv	Parent-Teachers Meet +2 1 st year +2 2 nd year +3 1 st year +3 2 nd Year +3 3 rd Year	07.09.2016,28.02.2017 3 rd week of Nov-2016 14.09.2016 21.09.2016 28.09.2016
v	College Students' Union Election	Election to students' Union & other societies will be held on one day for all colleges and universities in a single date to be fixed by the Govt.
vi.	Puja Vacation	07.10.2016 to 15.10.2016
vii	Test / Semester End Examination + 2, 2 nd Year +3, 1 st year +3, 2 nd Year +3, 3 rd Year P.G.1 st year P.G. 2 nd Year	2 nd week of November- 2016 1 st week of December-2016 - do - - do - - do - - do -
viii	X- Mass Holiday	25 th December 2016
ix	Annual Sports / Cultural Week to conduct all competitions & functions	04.01.2017 to 18.01.2017
x	Filling up of forms for CHSE(O) / University Exam	+2(Reg)-16.11.2016-03.12.2016 +3/PG-As notified by CHSE(O) / Concern University / Autonomous Colleges
xi	Commencement of CHSE(O) / University Exam-2017	+2-1 st week of march-2017 +3 3 rd year-3 rd week of Feb-2017

		+32 nd year-3 rd week of march-2017 +3 3 rd year-2 nd week of April-2017 PG 1 st year/2 nd year-
xii	Annual College Examination for +2 1 st year classes	3 rd week of April, 2017
xiii	Publication of Result AHS Exam – 2017 +3 1 st /+3 2 nd / +3 3 rd Degree University Exam PG 1 st Year/PG 2 nd Year	Before 10 th June -2017 Within 45 to 60 days from the date of last Theory Examination
xiv	Total No. of Holidays	72 days, excluding Sundays
xv	Total No. of Reserve Holidays	Maximum 2 days
xvi	Total No. of Teaching Days	Minimum 180 days
xvii	Summer Vacation	9 th May to 17 th June 2017

(N.B : - The above time line may be modified by the Government as and when required)

2. Admission :

- (i) All admission into +2 and degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
- (ii) As per Govt. Letter No.27546 dt14.09.2009 and letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies /hearing impaired & dumb/orthopedically handicapped with disability more than 75%.
- (iii) Green Passage: Government of Odisha in Higher Education Department is implementing the “Green Passage” scheme from the academic session 2016-17. Under this scheme, a child who is without biological or adoptive parents and the child is residing in Child Care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs 1.00 lakh “ will be exempted from all types of fees including application fees, admission/re-admission fees, tuition fees, examination fees, hostel admission fees, laboratory fees, college development fees etc. (Govt. Letter No.: Resolution No.23836/HE/Dt.29.10.15 & 19226/HE/14.07.16)

3. Time Table :

Time table shall be prepared by each college as per the following guidelines:

Sl. No.	Subject	
i	Duration of one period of general class	45 Min
ii	Duration of one period of practical class	3 × 45 Min (3 periods)
iii	No. of students in a section	128
iv	No. of Students in a Practical group +2 Class +3 Class	Maximum 32 16
v	No. of general classes per week in each subject of + 2 stream: English / MIL (having affiliation)/Elective Subject Yoga / Environmental Education/Basic computer Education No. of practical classes per week for each group	Weekly 4 periods & Yearly minimum80 periods Weekly01period&yearly30periods Weekly 01 practical period &yearly minimum 20 periods
	No. of General / practical classes per week in +3 / P.G classes	As prescribed by concern universities

- vi. One teacher shall be allotted maximum 25 periods per week.
- vii. All teachers shall be assigned classes on every working day of a week.

- viii. Names of teachers should be reflected in the time table against respective classes allotted and the time table should be uploaded in e-space for information of the Govt./DHE/RDEs.

4. Lesson Plan & Progress Register:

- i. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the department.
- ii. Progress of syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register". A model format for printing progress register was annexed as "Annexure A" in the letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the Principal on last working day of every month.

5. Students' Attendance :

- i. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- ii. The common practice of maintaining students' attendance as given below :

A format for the same is given below :

Roll no.	Name	20.06.16	21.06.16	22.06.16	23.06.16
IA15001	A. Mohanty	1	2	3	4
IA15002	P. K. Panda	1	X	2	X
IA15003	G.M. Marandi	1	2	X	3
Full Signature of Teacher					

- iii. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- iv. Students' attending less than 75% classes up to the end of every month shall be warned through a notice, notified in the college notice board specifying the % of attendance.
- v. Parents of such students should be intimated by a post card message at the end of September and December of each year.
- vi. Parent-Teachers meeting should be organized as per the datelines.
- 6. College Examination / CHSE, University Exam and Question Bank :**
- i. CHSE(O)/University question patterns should be followed in Monthly test / Annual and Test Examinations conducted by colleges.
- ii. The valued answer scripts should be preserved till CHSE(O)/University examination of the same admission batch.
- iii. Subject wise question bank for +2, +3 and P.G. classes may be made available to students, Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- iv. For +2 classes Question Bank will be developed by CHSE(O).
- v. Necessary steps be taken for safe custody of question papers / answer scripts of CHSE / University Exams.

7. Conducting Departmental Seminars :

- i. Seminars on honours subjects may be conducted at the end of every week/month.
- ii. The participation of the concern students' in the seminar is mandatory.

8. Library, Laboratory and Common Infrastructure Facilities:

- i. Every college should have adequate library facilities with sufficient text books, reference books and journals.
- ii. The separate laboratories for +2, +3 and PG classes of practical subjects should be well equipped with required furniture, equipment and chemicals as per syllabus.
- iii. Library books, furniture, equipment and chemicals shall be preferably purchased at the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund) be maintained by concern department/Library with articles in alphabetical order. The stock registers shall be updated at the end of academic session.

- iv. Language laboratories set up in different colleges must be fully utilized.
- v. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
- vi. The college campus should have wall boundary.
- vii. Every college should have at least one computer, printer with internet facility.
- Viii. The status of the buildings should be supervised and certified by an engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings/structures.

9. Time schedule for work of ministerial (Clerical Grade) staff :

- i. Time schedule as prescribed in the employees' charter (SANKALP) shall be strictly followed by ministerial staff of the college.
- ii. All ministerial staff of the college shall be assigned specific works / section to deal with.
- iii. Applications from staff, students (for admission, issue of CLC/TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant. As e-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, CHSE, Universities etc. should be verified everyday and downloaded from the concern websites.
- iv. The activity of each section shall be displayed for the information of students' and guardians.
- v. Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.

10. Financial and Service Matters :

- i. All purchase for the college / departments should be done with due procedure preferably in the beginning of the academic session under the supervision of the purchase committee and a regular govt. / aided non govt. employee of the concern department.
- ii. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.
- iii. Cash Book & DCR should be maintained properly.
- iv. Daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided.
- v. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not encashed from the account against it shall not be considered for this purpose.
- vi. All accounts of the college should be audited by appropriate auditing agency for every financial year.
- vii. Salary of regular and aided(GIA/ Block grant) employees of govt.& non govt. Colleges respectively shall be paid only through account transfer mode.
- viii. Service books in duplicate & CCR of the above category of employees shall be maintained and updated every year.
- ix. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- x. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or the concern governing body .Non.govt. colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.
- xi. Subject combinations as per university/CHSE rules shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects.
- xii. For passing any bill for payment, the sign. Of all concern members of the Co-curricular and extracurricular committee/ H.O.D. of the Dept. etc. as the case may be shall be mandatory.

- xiii. No additional remuneration/salary advance/personal advance shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC/CHSE or University exam. etc.or directed by the govt.
- xiv. All aided Non-Govt. Colleges including 488 & 662 categories are brought under CAPA(College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.

11. Co-curricular and Extra Curricular Activities:

- i. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
- ii. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self defense programme for girls students” should be organized as per Govt. notification.
- iii. All records related to above shall be properly maintained.
- iv. All the teaching staff of the college shall be assigned co-curricular and extra curricular duties in different teams headed by senior most of the team and others as members.
- v. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
- vi. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell ,Internal Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extra curricular activities.
- vii. Special attention should be given for discipline and security of hostel and college campus of women’s college.
- viii. Activities affecting security and privacy of students in hostel and college campus of women’s college shall be strictly prohibited.

12. Preservation of Records and Assets

- i. A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
- ii. The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
- iii. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.
- iv. Annual stock verification of office/Library/ Departments should be conducted at the end of the session.

13. Updation of data through on-line SIP, CIP, CMS formats

- i. As per Govt. Letter No. 23733 dt. 26.09.2012, data should be updated regularly in respect of teaching and non teaching staff, infrastructure position of the college and fulfillment of CMS norms.For the year 2016-17,these are to be updated by 30 September,2016.
- ii. All colleges should have strong MIS .

14. Private Tuition:

- i. No teacher can engage him/her self in private tuition/coaching or insist/ compel the students for the same.
- ii. The concern principal shall take an undertaking from every teacher to this effect in the beginning of the academic session .
- iii. The violation of the above instructions should be reported to the Govt./DHE/RDE immediately.

15. UGC/RUSA/Govt. Grant and NAAC Accreditation

- i. Every Govt. or non-govt. aided degree college should be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC/RUSA/ State Govt should be utilized properly with due procedure and utilization certificate should be issued in time.
 - ii. It has been made mandatory by the UGC of every degree college to obtain NAAC accreditation. Steps should be taken by the govt. and non govt. degree colleges for NAAC accreditation and subsequent reaccreditation.
 - iii. The utilization certificate in respect of Grant received from Higher Education Department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture /RUSA grant etc. must be submitted immediately and otherwise the next allotment to the college will be stopped.
16. Always visit the e-Despatch, website of Higher Education Department(www.dheodisha.gov.in) ,UGC website (www.ugc.ac.in) and NAAC website (www.nac.gov.in) for day to day updating the information.

[Signature]
1.8.2016.

Officer-On-Special duty