



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

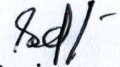
NOTICE

As per resolution of the 31st Executive Council meeting held on 28th August, 2023 vide Res. No. EC/2023/31/08, this is for general information to all concerned that Cotton University has adopted the notification issued by the Secretary to the Government of Assam, Higher Education Dept., Govt. of Assam vide no. Ecf. 331680/1 dated 6th July, 2023 in totality for successful implementation of NEP 2020 with immediate effect. (Copy enclosed)

In view of this, the University Office timing for all academic and administrative matters will be from 9.00 AM to 5.00 PM and all Saturdays and Sundays being holidays (subject to review from time to time).

The Head of the Department shall maintain the record of the attendance of the faculty members and staff of the department. The attendance of the employees in the administrative offices/ sections will be maintained in the designated areas as decided by the Competent Authority. A copy of the attendance register will need to be sent every month to the Office of the Vice Chancellor by the Head of the Department/ Designated Authority in the office.

This has been issued with the approval of the Hon'ble Vice Chancellor, CU.

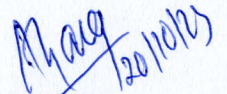

Registrar

Memo No. CU/REGOFF/2017/017/12937-51

Dated: 20th October, 2023

Copy to:-

1. Pro- Vice Chancellor, CU for kind information.
2. PS to VC for kind information of Hon'ble Vice Chancellor, CU
3. All Deans of CU for kind information.
4. All Officers of CU for kind information.
5. All Head of the Departments/ Centres for kind information with a request to inform departmental faculties.
6. The Librarian i/c, Dr. SKB Library, Cotton University for information.
7. Medical and Health Officer, CU for information.
8. All Hostel Superintendent of CU Hostels.
9. CSM for information and with a request to upload the notice in the University website.
10. President and General Secretary, CUTA for information.
11. President and General Secretary, CUEA for information
12. Notice Boards
13. Office Copy


Registrar



**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR ::::: GUWAHATI-6**

**ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION**

Ecf No.331680/1

Dated Dispur, the 6th July, 2023

In the interest of public service, this Advisory is notified for compliance by all the Teaching and Non-Teaching staff of Higher Educational Institutes of Assam for successful implementation of NEP, 2020 in Assam:

1. The Colleges and Universities of the state should create an enabling environment for quality higher education, and develop knowledgeable, thoughtful, well-rounded, and creative individuals who would, along with personal accomplishment and enlightenment, have constructive public engagement and productive contributions to the nation.
2. The teachers should motivate the students and make them competent in one or more specialized areas of interest at a deep level, and help to develop character, ethical and Constitutional values, intellectual curiosity, scientific temper, creativity, and spirit of service.
3. Teachers should take the responsibility to create socially sensitive citizens and take initiatives towards social entrepreneurship and community engagement through certain development activities in adopted settlements with the involvement of the students.
4. Teachers need to keep time for doubt-clearing sessions, one-to-one discussions on personal life and aspirations, mentoring and guiding to keep the enthusiasm level high, discussion on contemporary concerns on developments to make students sensible and responsible, engage in organisational matters related to students' participation in literary, sports, cultural and social activities.
5. Teachers should shoulder responsibility and ensure personal accomplishments as well by producing academically significant work to contribute to the domain of knowledge and policy.
6. The UGC has already stipulated a minimum of 40 hours of work per week to be devoted at the Institute, of which 16 hours is for direct classroom teaching. Accordingly, a teacher should devote about 7 to 8 hours to the Institution, and the rest of the time needs to be rationally divided for students' and personal accomplishment, and progress of the institution.
7. To meet the UGC guidelines, and to ensure that the teaching community builds knowledgeable and capable human resources, we need to rationalise the use of time at the institutions. The activities performed should be divided in following way, but not limited to –
8. Activities during Winter (January-February to May) and Summer (August to November-December) Semesters — (4+4 months)

Activities	Average Minimum hours devoted per week	Remarks
Teaching – classroom and laboratory	16	The Head of the department ensure that classes are appropriately assigned
Administrative work – IQAC, NAAC, and other activities at the department/Institute	2	

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Student mentoring, ability enhancement work of students, exposure visits, extra-curricular activities	2	One or two days of exposure visit during the month and learning on myriad aspects of ecology, economy, and society (could be a part of the SECs)
Extension activities – community outreach	2	One or two days of visit during the month to certain outreach activities (could be a part of mandatory Values and Social Responsibility courses)
Guidance of UG, PG and PhD. Students	6	
Sessional examination and Evaluation.	2	
Academic meeting/lectures in the Institutions/outside the institution	4	
Discussion, self-study, and preparation for class	6	In case, the departments/institutions have inadequate space; teachers may shorten the stay by one hour to effectively use the time.
Total	40 Hours	Students, colleagues, and authority of the institutions should clearly be aware of the period on teachers' availability during the part of the day and information should reach to everyone in case of unavailability for specific work on working days

Examinations and evaluations (1+1 month)

June	Examination duty and evaluation work
December	Examination duty and evaluation work

Vacation — Winter and Summer (1+1 month)

December – January	Field work – students, personal studies
July	Field work – students, personal studies

9. Workload: There may be more than two categories in defining workload for the teachers as all HEI do not have Ph.D. Scholars. Depending on the number of scholars and administrative responsibilities the actual class hours may be divided in conformity with the UGC guidelines.

Designation	Administrative Responsibility	Number of Scholars	Actual Class Hours	Examination in- charges	Mentoring	Extension Work in- charges
Professor	Headship/ Deanship	8	12	-	Yes	-
Professor	Nil	8	14	Yes	Yes	Yes
Associate Professor	Yes	6	14	-	Yes	Yes
Associate Professor	Nil	6	14	Yes	Yes	Yes
Asstt. Professor	Nil	2 to 4	16	Yes	Yes	Yes
Asstt. Professor	Nil	Nil	18	Assistance in Examination	Yes	Yes

10. As the total time to be spent by a faculty in the University in a week is calculated to be 40 hours, therefore the working hours should be from 9:00 AM to 5:00 PM. The Tiffin/Lunch Hours should be from 1:00 PM to 2:00 PM as is the case with the leading Universities and the Research Institutes.

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11. The University Service Rules mention about keeping attendance of the Faculty Members, which should be implemented.
12. The stipulated contact hours in teaching and other defined activities have to be carried out in letter and spirit. The teachers need to be assigned library hours for the students and research scholars, which will help in activating the departmental/University libraries.
13. Examination, both internal as well as external should be taken seriously. There should be definite model of conducting internal examinations along with returning evaluated scripts within stipulated time frame. The evaluation of the scripts of the external examination and declaration of the results should also be completed timely. Defaulters need to be made accountable.
14. The fellowship holders for research are designated as researcher-cum-teaching assistant. Six hours may be allotted as teaching hours in a week to the fellowship holding research scholars which shall enable the departments to implement UG-PG integrated courses in the affiliating University campus like Gauhati University.
15. Examination work: Compulsory and non-remunerative
16. Internal assessment and consultation with the students: It has to be ensured that within 7 days of unit test etc., the scripts are checked and returned to the students. This has to be strictly implemented.
17. Results of the semester examination: Results should be declared within a month from the completion of the examination. The evaluation of the answer scripts need to be completed within 15 days from the date of completion of examination.
18. Mentoring of the students: There must be an appraisal meeting on mentoring once in a month which needs to be documented.
19. Documentation: The ranking of HEI, whether NIRF or NAAC, depends on documentation. Therefore, proper documentation of all the activities should be taken care of.

Signed by Narayan Konwar

(Shri Narayan Konwar, IAS)

Date: 06-07-2023 21:56:49
Secretary to the Govt. of Assam
Higher Education Department.

Ecf No.331680/1

Dated Dispur, the 6th July, 2023

Copy for kind information:

1. The Director of Higher Education/ The Director of Technical Education, Assam, Kahilipara, Guwahati- 19- He is requested to circulate among all concerned.
2. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06
3. P.S. to Hon'ble Adviser, Education, Assam, Dispur, Guwahati-06
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06
5. P.S. to Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06

By order etc.,

Secretary to the Govt. of Assam,
Higher Education Department