

Pramp  
15/02/25

Notice No-26/CMV/25  
15/02/25

By E-Mail

**OFFICE OF THE REGIONAL DIRECTOR OF EDUCATION, BALASORE**

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To  
Mr. S.C. Mohanty

Letter No: 534 /RDE, BLS//Date: 15/02/2025

To

The Principals of,  
All Government Degree/Autonomous/CTEs/Non-Govt. Degree Colleges  
(Aided & Un-Aided) /Sanskrit Degree Colleges under the jurisdiction of  
Regional Directorate of Education, Balasore

Sub: Recording of staff attendance through Bio-Metric device, 07 (seven) hours  
stay of staff members and 75% attendance of students-regarding..

Ref: Govt. Letter No. 13559/HE, dt. 05.07.2019, Letter No. 8172/HE, dt.  
18.02.2020 and this Office Letter No. 2550 dt. 22.08.2024.

Sir/Madam,

In inviting reference to the letters and the subject cited above, I am to say that during the visit of the undersigned to some of the Colleges it is noticed that the Government in the Department of Higher Education Orders have not been properly followed on the aforesaid subjects. The Bio-Metric device of some Colleges are not working properly and the time-table of some Colleges are also not followed by the teachers in taking their classes. Most of the classes of some Colleges remain vacant after lunch hour due to non-implementation of 07 (seven) hours of stay by the concerned Principals, which is the violation of the prescribed norms of the Government. Furthermore the lesson plan and progress Registers of some Departments are not maintained properly and up-dated regularly. It has also come to the notice of the undersigned that some staff members of the different Colleges (both teaching and non-teaching) come to the College and putting their finger prints in the Bio-Metric device showing their presence in the Campus and thereafter disappear from the College during working hours and once again come to the College to register their exit finger print without discharging their responsibilities in the College. Due to such type of bad practice of the employees, the academic standards of the students are highly affected and is questionable to the overall activities of the College alongwith the class room teaching.

In view of the facts stated above the Principals are requested to ensure strict recording of Bio-metric attendance of the staff with at least 07 (seven) hours of stay in the College on all working days and monitor regularly the class room teachings. Further it is requested to update the progress register and lesson plan regularly as per the instruction of the Government.

P.T.O.

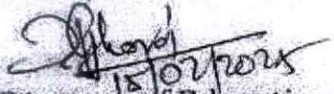


(2)

Moreover all the students should be instructed to have at least 75% of attendance for appearing the Examination. It is the prime duty of the teachers to take classes as per the time table which should be evenly spread between 10 AM to 5 PM. The non-teaching staff of the College shall also strictly follow the Government guidelines in this regard.

The contents of the letter should be strictly followed with top priority.

Yours faithfully,

  
Regional Director of Education  
Balasore

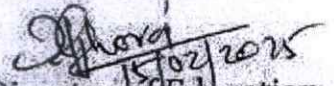
Memo No. 535 /Date. 15/02/2025

Copy submitted to the Director, Department of Higher Education, Odisha, Bhubaneswar for kind information and necessary action.

  
Regional Director of Education  
Balasore

Memo No. 536 /Date. 15/02/2025

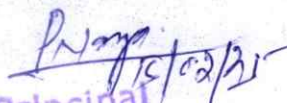
Copy submitted to the Deputy Director (PTC), Department of Higher Education, Odisha, Bhubaneswar for kind information and necessary action.

  
Regional Director of Education  
Balasore

Memo No 27/CMV/25

dt. 15.02.25

Copy to website for information

  
Principal  
Charampa Mahavidyalaya  
Bhadrak