

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

No.G(B)Misc/66/2012/71

Dated Kahilipara the 3rd Oct/2012

From : Sri P. Jidung. M.A.,M.Phil,L.L.B, A.E.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

The Principal(All),

.....College,

P.O....., Dist.:.....

Sub : Minutes of discussion dated 14-9-2012..

Ref : Govt. Letter No. AHE/396/2012/17 dated 28-09-2012.

Sir,

In inviting a reference to the subject cited above, I like to forward herewith copy of Minutes of discussion held on 14-09-2012 with the Hon'ble Minister, Education, Assam and the representatives of Assam College Teachers Association in the office Chamber of the Hon'ble Minister, Education at 5 P.M. and to request you to take necessary action as per the minutes of discussion.

Yours faithfully,

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Director of Higher Education, Assam
Kahilipara, Ghy-19
Dated Kahilipara the 3rd Oct/2012

Memo No.G(B)Misc/66/2012/71-A

Copy to:

- 1) The Commissioner & Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-06.
- 2) The OSD to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6 for kind information.
- 3) The Guard File.

Director of Higher Education, Assam
Kahilipara, Ghy-19

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Minutes of the meeting held on 14-9-2012 with the Hon'ble Minister, Education and the representatives of A.C.T.A in the office chamber of the Hon'ble Minister, Education at 5 P.M.

A meeting between the Hon'ble Minister Education and representative of A.C.T.A is held in the office chamber of the Hon'ble Minister, Education, Assam to day on 14-9-2012 to solve the grievances regarding using of the Bio-Metric devices by the College teachers. In the meeting the following persons are present:

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1. Hon'ble Minister, Education, Assam
 2. Sri Rana Kumar Changmai - President, ACTA
 3. Sri Biswajit Bhuyan, G.S, ACTA
 4. Sri Jyoti Kamal Hazarika, Ex- General Secretary, ACTA
 5. Dr. Jayanta Baruah- Finance Secretary, ACTA
 6. Sri Jamaluddin Ahmed- Executive Member,
 7. Sri Amiya Patar-Assistant Secretary, ACTA
 8. Dr. Partha Sarathi Das- Assistant Secretary (Academic),ACTA
 9. Sri Parag Barman- Assistant Secretary, Office, ACTA
 10. Sri Himangshu Maral- CEC- Member, Kamrup, Metro Zone.
 11. Dr. Sultan ali Ahmed, Assistant Secretary, Organizing ,ACTA
 12. Sri S.K. Bhuyan, Dy. Director of Higher Education
 13. Sri R.P. Mazumdar, O.S.D., Higher Education ,Assam
 14. Sri J. Borah- Assistant Director, Director of Higher Education.

At the very out-set the Hon'ble Minister, Education, Assam has requested the Member of the ACTA to express their grievances. The ACTA president, Mr. R.K. Changmai told that the Bio-Metric Devices presently used by the Colleges are not up to the mark, as a result many discrepancies have occurred in the attendance of the College teachers. The Hon'ble Minister, Education told the members of the ACTA that punching machine is much more Scientific Device than the old attendance register system. The attendance which is given through punching machine can not be manipulated by the Principal and or other person. But if the attendance register is used, such manipulation may perhaps take place very easily, however introduction of back up devices if more fruitful that can be evaluated and examined.

The ACTA representative has agreed to use the punching machine if Govt. feels that the system is absolutely necessary. The members of ACTA have given the following suggestions for proper implementation of the system.

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- A. All the Educational Institutions, particularly those are under the per view of UGC/AICTE regulations must be covered by the same mechanism of attendance recording system.
 - B. The Principals shall also be brought under the same system of attendance recording which is applicable to the teachers and the non teaching staff.
 - C. A proper and authentic back up system may also be kept in force along with any such electronic device so that manipulation and tempering can be averted.
 - D. An inbuilt mechanism shall be evolved in such Biometric Attendance recorder with the help of which an incumbent may be able to verify and if necessary keep personal records of attendance as and when it is contemplated.

The Hon'ble Minister, Education has agreed to the suggestion put forward by ACTA during the discussion.

The following decision are taken in the meeting.

1. The Punching Machine should be implemented in all the Educational Institutions right from Govt. & Provincialised colleges, Engineering Colleges, Polytechnics, Higher Secondary Schools, High Schools and Primary Schools in a phased manner.

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2. In all the Govt. & Provincialised Colleges, Engineering Colleges and Polytechnics punching machine shall be introduced w.e.f. 1-1-2013 without fail. The University authorities will also be requested to implement the system. However, up to 31-12-2012, the college teacher may give the attendance either through punching machine or attendance registrar as they feel accurate and comfortable.

On or before 1-1-2013 all the principals must install the best quality of punching machine in their respective institutions. The Principal, Vice-Principal where available and the local representative of ACTA will jointly select the punching machine for their Colleges. State Govt. will also request the Amtron Authority to provide the specification of at least three different best quality punching machine.

Using of punching machine will cover all the teaching and non-teaching staff including the Principal of the said Colleges / Institutions and the same will be treated as attendance sheet of all incumbents.

3. At the end of the month if any teacher desires to have records of the attendance for the month, the Principals have to give a printout of the teacher's attendance recorded.

The records of the time of arrival and departure can only be recorded through the punching machine. But in between the arrival and departure to ascertain what type of activities and duties are performed by the college teachers, the Hon'ble Minister Education asked the ACTA representative to submit a proposal for effective measures of keeping records so that Govt. can implement to measure for recording of such activities of the teachers during that period.

4. Lastly, the representative of ACTA has requested the Hon'ble Minister Education to take necessary steps for implementation of an uniform syllabus system, uniform marking system and credit system for the Gauhati University, Dibrugarh University and Assam University. Hon'ble Minister stated that State Govt. has also been actively considering these points for suggesting to implement at of a uniform system for all the universities located in Assam and discussion on the said issue will also be held soon.

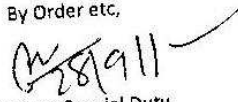
The meeting ends with a vote of thanks by the Hon'ble Minister, Education.

Sd/-
Minister,
Education Assam
Dated Dispur, the 28th September, 2012

Memo No. AHE.396/2012/17

Copy to :

1. O.S.D to Hon'ble Minister Education, Assam for information of Hon'ble Minister Education, Assam.
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action.
3. The Director of Education, BTAD, Kokrajhar, Assam.
4. The President/ General Secretary, ACTA for information.
5. All Principal, Provincialised Degree Colleges, Assam.
6. P.S to Commissioner & Secretary to the Govt. of Assam, Higher Education Department for information.

By Order etc,

Officer-on-Special Duty
Higher Education Department,
Govt. of Assam
