

OFFICE OF THE REGIONAL DIRECTOR OF EDUCATION, SAMBALPUR.

No. 2322 //RDE., Dt. 28-06-23

To

The Principals of all Colleges

Sub: - Smooth functioning of colleges regarding.

Sir/Madam,

In inviting a reference to the subject cited above, I am to request you to ensure the following points for smooth functioning of your colleges as new academic session 2023-24 has already been started.

- (1) Bio-metric attendance of all the employees on regular basis.
- (2) Seven hour stay of all employees in college.
- (3) Maintenance of plan and progress registers of all the teachers.
- (4) Narcotic and tobacco free campus.
- (5) Anti-ragging and Anti sexual harassment cell should function properly.
- (6) Clean and green campus be maintained.

Yours faithfully,


Regional Director.

Memo No. 2323 // RDE., dt. 28-06-23

Copy submitted to the P.S to Commissioner-cum-Secretary to Government, Department of Higher Education, Odisha, Bhubaneswar for information.


Regional Director.

O/c