



**Government of Manipur**  
**OFFICE OF THE PRINCIPAL**  
**MAYAI LAMBI COLLEGE**  
**YUMNAM HUIDROM, IMPHAL WEST.**

Ref No:.....

Date :.....

## **CODE OF CONDUCT**

### **General conduct to be followed in the College campus:**

- Always be in college uniform with ID Card.
- Attend classes regularly
- Use of mobile phones during class hour and in examination hall is strictly prohibited.
- Keep your college clean and completely plastic free.
- Sitting inside the canteen during class timing is prohibited.
- Use of tobacco & Anti-Social Elements in and around the campus is strictly prohibited.
- Student should park his/her vehicle at the College parking Zone.
- No student shall leave the campus before 3 pm.
- Contact the College authority in case of any emergency.

### **Code of conduct in College Library.**

- Every staff and students of the college is eligible for the membership.
- Silence must be observed.
- Staff and students should sign the entry register of the library before entering.
- Library cards are not transferable.
- Students should handle the books with utmost care.

**(Dr. Y. Bihari Singh)**  
Principal  
Mayai Lambi College

Directorate of University and Higher Education  
Government of Manipur

**NOTIFICATION**

Imphal, the 1<sup>st</sup> April, 2022

With reference to State Cabinet decision taken on 22.03.2022 and letter to the Department of Higher and Technical Education, Government of Manipur of even no. dated 31.03.2022, it is informed to all the concerned that the College hours for all the colleges of Manipur shall be from **8.00 AM to 3.00 PM (i.e. 7 hours)** in all working days i.e. Monday to Saturday.

2. The attendance of all the staff shall be recorded in Biometric form. The staff shall record their attendance twice a day i.e. first at the time of arrival and next at the time of departure from the college. All the staff (teaching and non-teaching) should be present in the college campus during college hours.
3. As per UGC Guidelines, the workload of teachers in full employment should not be less than 40 (forty) hours a week i.e. about 6.6 hours per day for six days and all the Lecture and Tutorial Classes/Periods should consist of one hour duration.
4. Further, officials of the Directorate of University and Higher Education shall make surprise visits to the colleges throughout the year to strengthen monitoring mechanism and recommendations shall be made on the improvement of the colleges.

Digitally signed by  
RANGITABALI WAIKHOM  
Date: Tue Apr 05 14:45:35 IST  
2022  
Reason: Approved

(Dr. Rangitabali Waikhom)  
Director of University & Hr. Edn.  
Government of Manipur

**Copy to:**

1. Secretary to Hon'ble Chief Minister, Manipur
2. PS to Hon'ble Minister (Education), Manipur
3. SO to the Chief Secretary, Government of Manipur
4. PS to the Commissioner(HTE), Government of Manipur
5. All the Principals of the Colleges of Manipur for compliance.
6. Guard File