

No. EDN-H (8)14/84-2012(Principal conference)

Directorate of Higher Education(H.P.)

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Dated: Shimla -1 the 7<sup>th</sup> Oct., 2016

To

All the Principals of  
Govt. Degree/Sanskrit Colleges in  
Himachal Pradesh.

Subject:

Principal Conference scheduled to be held at Peter Hoff on  
22nd Oct. 2016 at 10.30 am.

It is informed that Principals' conference of Govt. Degree and Sanskrit Colleges is scheduled to be held at Peter Hoff on 22nd Oct.2016 at 10.30 am under the chairmanship of the Principal Secretary (Education) to the Govt. of H.P.

You are, therefore, requested to ensure your participation in the meeting on the scheduled date, time and venue. Please also ensure that conference is attended by the Principals/Officiating Principals themselves only and **ensure that no representatives are deputed to attend the conference. It may also be ensured that no other official may be accompanied with the Principal to attend this conference.**

**Information to be submitted to the Directorate:**

1. Establishment report of teaching and non-teaching staff as on \_\_\_\_\_ prescribed proforma already supplied to all Govt./Skt. Degree Colleges.
2. Status of latest sanctioned strength, vacancy position & filled-up posts category-wise and subject wise teaching and non-teaching as on \_\_\_\_\_.

3. (a) Submission of UCs in r/o grant received during 11<sup>th</sup> Five Year Plan.

- (b) Detail of UGC Assistance received during 12<sup>th</sup> Five Year Plan

Sr.No.	Name of the scheme	year	amount	Utilization	Balance

- (c) Any other assistance received from Govt. of India.

- (d) News Papers and Magazines subscribed by the College in the Library.

Sr.No.	Title of News Papers	Title of Magazines

4. a) Information related to the Colleges accredited with NAAC.

Sr. No.	Name of the college	Accreditation Status	Year of Accreditation	Due for re-accreditation.	Whether re-accredited or not?

**b) Information related to the Colleges which are not accredited with NAAC**

Sr. No	Name of College	Year of establishment	Whether affiliated under section 2 (f) & 12(B) of UGC, if yes, mention date & year.	If not, reason be mentioned	Whether eligible for accreditation with NAAC, If yes, mention date of filling of LOI	If not, reason be mentioned.	Whether applied for NAAC Yes/ No

**c) Information related to the Colleges affiliation 2f & 12(B) with UGC.**

Sr. No.	Name of College	Year of establishment	Whether affiliated under section 2 (f) & 12(B) of UGC, if yes, mention date & year.				
			Yes/ No	If yes whether 2f & 12(B)	If No whether case submitted or not		

**5. Detail of courses running (mention year since running) in the College**

Name of UG Courses	Name of PG Courses with subjects	Name of Add-on Courses	Name of self financing Courses

**6. Status of Hostel**

1	2	3	4	5	6	7
Sr. No.	Name of the College	Date from which Hostel is functional	If not functional reason for the same	Category of Hostel (SC/ST & OBC, Gen.)	Intake capacity	No. of beneficiary as on 30-09-2016

7. (a) Information regarding willful absence of employees under control who are absent from duty without prior sanction of leave.

8. Number of departmental enquiries assigned to you (regular/ preliminary) pending at your level.

9. Latest total enrolment of the students, all community class wise, stream wise, category wise, boys and girls separately for the current session (as per Proforma already supplied).

**10. Status report on PMIS**

Sr.No.	Total employees of the College	Total service Books maintained	Whether PMIS code given Yes/No	If yes, Employees-wise code be mentioned with Seniority No.	Whether S/B completed through e-service up to date or not	If not, reason be given.

**11. Year wise Information of teachers taken over from erstwhile private colleges, if any.**

Sr.No.	Name of lecturers	Subject	Date of taking over of service	Date of Joining	Date of Birth	Remarks any



**12. Information of Retiree Principals from each college**

Sr.No.	Name of retiree principal	Service book available Yes/ No	Date of retirement	Own pension or family pension	Present address in official record	Matters still not resolved	Remarks

**13. Semester-wise Actual Teaching Days in College as per CBCS requirements.**

Name of College	Actual Teaching days			Average Teaching Days in the College
	Science stream	Arts Stream	Commerce stream	

**14. All India Survey of Higher Education (AISHE) status of college as on 30-09-2016** Whether all necessary details uploaded.

**15. a) Status of available funds as on 30-09-2016**

S.N.	Name of funds	Amount in saving A/C.	FDRs'	Total amount	Utilisation during prev. year.

**16. Status of Local Audit/Audit Paras**

Total standing Paras	Cleared	Still Pending	Reasons

**17. Status of Accomodation and Play ground.**

Total Number of Class Rooms/Staff Room/Principal Room/Office.	Laboratories and Library	Multipurpose Halls Available or not.	Play Ground

**18 Status of Staff engaged unde Self Financing.**

Name of Course	Number of students (Subsidised and Non-subsidised separately)	Fee structure (Subsidised and Non-subsidised separately) Total of fee collected annually.	Number of staff alongwith name and disignation	Salary paid to each.	Whether covered under EPF or any other social security scheme.

**19. Status of Local PTA (teachers) working in the College.**

Name	Subject	Educational Qualification	Since working	salary

**20. Status of ACR on the PBAS methodology.**

**21. Land Status of newly opened Colleges during 2015-16 and 2016-17 (This information should be prepared on separate sheet)**

**22. Utilization of RUSA grants.**


**Points for discussion**

- i) Submission of timely and proper information to the Govt. and Directorate, particularly in court matters, it has come to the notice that court cases are not being given due attention by the Principals, due to which Department has to face difficult position.
- ii) Institutional Plan for 39 newly opened Govt. Degree Colleges and other institutions- new plan.

- iii) Proper utilization of various funds by the Colleges. FDRs lying with Self Financing courses, Building fund and AF.
- iv) Demarcation of Land, availability of Infrastructure and building under construction.
- v) Updating of Service Books of all employees must be ensured through e-service.
- vi) Reports regarding opening of new Colleges should be submitted strictly as per Govt. Notification No. EDN-A-Ka(1)-2/2012 dated 02-01-2014.
- vii) Proposals regarding starting of new streams and subjects (UG/PG) should be submitted to this Directorate before 31st July of the preceding year of the academic session in which the stream is to be started. Proposals should be prepared as per norms.
- viii) Fixation cases should be sent to this Directorate alongwith complete calculation sheet and required documents ( S/.Book, copy of notification, and orders, if any).
- ix)~ Employment and Career Guidance/Counselling should be started in all Colleges.
- x) Accreditation and re-accreditation of Government Colleges with NAAC.
- xi) Monitoring of Civil Works in the Govt. Colleges.
- xii) Starting of B.Voc. in Govt. Degree Colleges. Enrolment may also be supplied by those 12 Colleges where it has been started. Proposed for 30 new Colleges.
- xiii) Any other item with the permission of the Chair.

Agenda items of the meeting are also available on the department website [www.educationhnp.org](http://www.educationhnp.org)


**Note: -i) Supplementary agenda, if any, will be sent shortly/supplied during the Conference.**

  
(Dinkar Burathoki)  
Director of Higher Education  
Himachal Pradesh, Shimla-1.

Endst. No. Even Dated Shimla-1 the 7<sup>th</sup> Oct., 2016

Copy to:-

1. The Principal Secretary (Education) to the Govt. of H.P. with the request to preside over the above conference at Peter Hoff on 22nd Oct.2016 at 10.30 am. please.
2. The Registrar, H.P.U. Summerhill, Shimla-5 with the request to attend the Conference on the scheduled date and time.
3. The Addl. DHE (Colleges)/Jt. Director C-I & C-II), OSD (College/Skt.), J.C. (F& A) Directorate of Hr. Education H.P. Shimla with the directions to ensure their presence in the said conference on the scheduled date & time.
4. P.S. to worthy Director of Higher Education, H.P. Shimla.
5. Incharge, Store, Directorate of Higher Education to the Govt. of H.P. with the direction to make arrangement of 130 transparent file cover, 130 Ball point pens, 3 Noting pads for above conference.
6. ✓ Incharge, computer Cell with the direction to upload this letter on the departmental website.
7. Guard file.

  
(Dinkar Burathoki)  
Director of Higher Education  
Himachal Pradesh.