

**Minutes of the Conference of the Principals of Govt. and Sanskrit Colleges held on 30.04.2013 at 11.00 AM at RKMV Shimla under the Chairmanship of Sh. Dinkar Burathoki, Director of Higher Education, Himachal Pradesh.**

At the outset of the meeting, Mrs. Meera Ahluwalia, the Principal RKMV welcomed Sh. S.B.Shekri, Additional Director of Higher Education, H.P. for his gracious presence at the conference. Sh.S.B.Shekri welcomed the Joint Directors of Higher Education, all the Principals of different colleges and officials from the Directorate of Higher Education for attending the meeting. He stressed upon vision for improvement in Higher Education in fast changing scenario by implementation of RUSA by the GOI. He further requested all the participants to introduce themselves one by one, as some of the new Principals are attending such meeting for the first time, before proceeding ahead with agenda items.

After completion of introduction round, Sh. Dinkar Burathoki, Director of Higher Education extended the formal welcome to all the participants attending the meeting. He emphasized the importance of this meeting and directed everyone to make sincere efforts to achieve the targets set out in the meeting. Director made the Principals aware that the Semester system is going to be introduced from 1<sup>st</sup> year of Degree Course from the ensuing session and the admissions in the next semester/class should be made on Roll on basis. He urged upon all the Principals to fill up the API Score proforma of the teaching faculty members of their colleges well in time.

The Chairman directed that sincere efforts should be made for proper implementation of RUSA in the State. Under RUSA, Semester System and Choice Based Credit System(CBCS) will be implemented for encouraging Continuous Comprehensive Evaluation(CCE) in a tighter time frame. Examination system will be reformed. Focus to be made on communication skills and personality development and it will be made part of the curriculum. ICT based assignments, analysis, comprehension and contextual orientation be encouraged. National Vocational Education Qualification framework(NVEQF) courses to be adopted at college level by starting B.Vocational in two years from now.

Roll on system should be advertised properly in order to be understood by every student. Subsequently, classes should commence well within

scheduled time. Libraries should be well equipped with SOUL & INFLIBNET software in all colleges which will contribute towards advancement of student's skill and welfare. Students should be encouraged and motivated in local dialect to perform better in their studies. Director informed the house that some hostels are not being used by the students and are lying vacant. He directed that hostels should be equipped with all facilities and if hostels are not being used by the students it can be utilized as Teachers residence, or may be handed over to nearby educational institution for utilization. They can pay rent for the same so that the vacant hostels could be utilized. All the principals were directed to get connected through NMEICT to be online so that they can furnish any kind of information through e-mail. All the Principals were directed to record the actual API score on the Proforma. Thereafter, the Chairman addressed the meeting and gave his guidance and remarks on important and upcoming issues of RUSA and also enlightened the participants with priorities of the department.

The Chairman also directed the Principals that the Add on Courses, Vocational Courses, self finance courses should be started with the prior approval of the Govt.. These courses should be limited and the proposal may be prepared in consultation with the HPU or the Technical University to enhance the employability amongst the youth after completion of graduation and passing out from the colleges.

The Chairman also informed all the Principals that all the institutions can now go for accreditation with NAAC without registration under Section 2f & 12 (b) of UGC Act 1956. Therefore, they should try to get accreditation /Re-Accreditation with NAAC and also pay more attention to PMIS system to streamline the Transfer, Confirmation, Promotion, Seniority orders. Co-curricular activities, NSS/NCC, Sports should be enhanced in colleges.

Afterwards, the Chairman, requested Sh. S.B.Shekhri, Additional Director of Hr. Education (College) to conduct the day's proceeding as per the agenda. With the due permission of chair, Additional Director Higher Education (College) took up the "Action taken" report of the meeting held on 20.11.2012 as well as agenda items proposed for the ongoing meeting.



The following agenda/ ATR of previous proceeding dated 20.11.2012 were discussed:

1. Achieving effective teaching days:

All the Principals were directed to achieve 180 teaching days throughout the academic session as per UGC guidelines. While submitting the ATR's actual teaching days achieved should be clearly mentioned.

2. Sports/ Curricular Calendar:

Sports/ Curricular activities should be conducted in the colleges as per Sports/ Curricular Calendar of HPU so that the students may get opportunities for participation at National & International level sports/activities.

3. Change of syllabus:

The proposals are submitted to HPU regarding change of syllabus by the colleges and the final decision will be taken by the HPU. All the principals were directed to organize a staff meeting in their college and should share their views regarding meeting of **RUSA & Principal Conference**. So that every teacher can contribute towards betterment of the students and change of syllabus as per the students need.

4. Framing of Faculty Time Table:

All the Principals were made aware that Semester system is going to be introduced at under graduate level with the ensuing academic session 2013-2014 and there will be annual examination system for the 2<sup>nd</sup> & 3<sup>rd</sup> year of degree course students. The duration of class can be equal under semester system as well as under annual examination system. Therefore, all the Principals were directed to frame a time table keeping in view the present scenario.

5. Admission as per roll on system:

All the Principals were motivated to ensure admissions as per roll on system in their colleges.

#### **6. Connectivity through (i) NMEICT (National Mission on Education through information and Communication Technology)**

NMEICT (National Mission on Education through Information and Communication Technology) has to be started in 66 colleges. At present NMEICT has been installed in 32 colleges, under progress in 12 colleges and yet not installed in 22 colleges. All the Principals were directed to use connectivity with NMEICT.

#### **7. HIMSWAN Connectivity**

All the Principals of the colleges were directed to ensure the facility of HIMSWAN connectivity in their colleges. All information should be sent through e-mail. The Principal must ensure regular and proper checking of e-mail daily.

#### **8. Status of Funds:**

The Chairman motivated all the Principals to write letter to Accountant General, Himachal Pradesh, Shimla-3 HP requesting to get the audit done within three years if earlier not done. Local audit may be got done before getting transfer from the college. Building Fund available may be utilized on essential construction work as per norms and funds must be utilized for the welfare of the students.

#### **9. Maintenance of Cash Book ( Treasury and Funds)**

All the Principals advised to ensure that Cash Books (Treasury/Funds) are maintained properly and closed monthly. The stock registers must be maintained properly as per the norms by using separate registers for the consumable and non-consumable items.

#### **10. Write off unserviceable store article, weeding out old record and pending audit paras**

It was decided in the meeting that the JC(F&A) will circulate the copy of the powers/limitations of the DDO's to all colleges about Write off unserviceable store articles and weeding out of old record. To settle pending Audit Paras, the Principals directed to take up the matter with AGHP.



### **11. Demarcation of College land and availability of Infrastructure**

The Chairman directed all the Principals for demarcation of land and to ensure that there should not be any encroachment on the land belonging to the institution. The Matter may be taken up with the concerned authority (SDM/DC), as earlier not done, to get the demarcation done. Fencing/ boundary wall should be raised after demarcation to avoid encroachment of land.

### **12. Building under construction**

The Chairman advised all the Principals to make personal efforts and take up matters with the concerned executing authorities i.e. PWD/ HIMUDA etc. to ensure early completion of the construction work of the college buildings and request the authorities to do the construction as per the primary needs/requirements.

### **13. UGC Grants and NAAC Accreditation:**

All the Principals informed that all the institutions can now go for accreditation with NAAC without registration under section 2(f) & 12(b) of UGC Act 1956. Therefore, they should make efforts to get accredited with NAAC, ensure improvement in the NAAC grades. IQAC seminars may be done in the colleges and grant may be demanded from NAAC as there is provision for the same.

### **14. Committee for making modalities of Faculty Development and faculty accountability**

The Chairman made aware all the Principals that they will allow contract teachers to attend Orientation Courses/Refresher Courses in vacations only and not during teaching days. Two Refresher Courses are not allowed in one year.

### **15. Name of Teachers who have not participated in faculty development programme in the college or outside college, in form of seminar/ workshop/ symposium etc.**

Regarding training programme, GCTE can send the proposal for 06 districts nearby and SCERT for rest 06 districts to cover for trainings/ seminar/ workshop/ symposium etc. both inside the college as well as outside.

#### **16. Status of College Hostel and Hostel Warden:**

The Chairman directed the Principals that the hostels which are still not used by the college students may be utilized by shifting the other category of students if specified category of students are not available for the hostel or any other kind of students pursuing studies in nearby institute so that the hostels may not remain unutilized. The non functional hostels can be used for providing accommodation to the college staff and charges should be taken as per norms. Regarding repair of hostels, the matter may be taken up with the concerned authorities like SJ&E Deptt. for some grant.

#### **17. College Library**

The Chairman made all the Principals aware that the cadre of State Cadre librarians & UGC Cadre librarians have been separated. Now the posts created will be filled up as per UGC norms and 100% through direct recruitment.

#### **18. Status report of cultural and sports and career counseling activities:**

To develop the students personalities, the Principals should motivate the students in their colleges to participate in numbers of cultural and sports events being organized by Sports Council of Himachal Pradesh University.

#### **19. Committee for maintaining of petty Funds being charged at college level to be merged into Amalgamated Fund.**

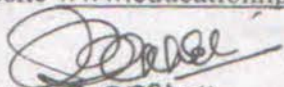
Regarding all unutilized funds available in colleges without no regular expenditure, the case may be sent to this Directorate for transfer of unutilized funds into Amalgamated Fund so that the same may be utilized by the college Principal for students welfare.

#### **20. House Examination and University Annual Examination Fee:-**

It was decided that the House Examination fee will be charged at Rs. 50 per Semester under the CBCS Semester System and the Annual Examination fee will be charged from students as per H.P. University norms.

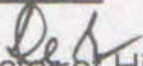
The meeting ended with vote of thanks to the chair.

These minutes of the meeting are available on the departmental website [www.educationhp.org](http://www.educationhp.org)



(Sh. S.B. Sekhri)  
Additional Director (Colleges),  
Himachal Pradesh.

Approved



Director of Higher Education  
Himachal Pradesh



Annexure-"A"**1) The following were present in the meeting:**

1. Sh. Dinkar Burathoki, Director of Hr. Education, Shimla-1
2. Sh. S.B.Shekhri, Additional Director (C), H.P. Shimla-1
3. Dr. Amar Dev, Joint Director, H.P. Shimla-1
4. Dr. M.S. Negi, Joint Director, H.P. Shimla-1
5. Sh. Jagdish Panwar , JC (F&A), Dte. of Hr. Edu., H.P.
6. Smt. Reena Tanwar, Principal, Govt. College, Solan.
7. Dr.C.L.Sankhyan, Principal, Govt. College Arki, Distt. Solan.
8. Dr. Deepak Thakur, Principal, Govt. College Nalagarh, Distt. Solan.
9. Smt. Diksha Malhotra, Principal, Govt. College Nahan, Distt. Sirmaur.
10. Dr. D. Dharela, Principal, Govt. College Rajgarh, Distt. Sirmaur.
11. Dr. R. C. Sharma, Principal, GC Rajgarh, Distt. Sirmaur.
12. Dr. A.N. Sharma, Principal, GC Shillai, Distt. Sirmaur.
13. Dr. Harish Kumar, Principal, GC Sangrah, Distt. Sirmaur.
14. Dr.Parmod Chauhan,Principal,GC Haripurdhar, Distt. Sirmaur.
15. Smt. Meera Walia, Principal, RKMV, Shimla.
16. Dr. J. S. Negi, Principal, GC Sanjauli, Distt. Shimla.
17. Dr. Uma Randev, Principal, GC Chaura-Maidan, Distt. Shimla.
18. Dr. Karuna Bhardwaj, Principal, GC Theog, Distt.Shimla.
19. Dr. Shashi Kumar Sood, Principal, GC Sarswatinagar,Distt. Shimla.
20. Dr. S.B. Negi, Principal, GC Rampur-Bushahar, Distt. Shimla.
21. Dr. K.C. Mahant, principal, GC Nerwa, Distt. Shimla.
22. Dr.(Mrs.)V.P. Mahajan, Principal, GC, Sunni, Distt. Shimla.
23. Dr. D.K.Bhardwaj, Principal, GC Reckong Peo, Distt. Kinnaur.
24. Dr. Uma Verma, Principal, GC Ghumarwin, Distt. Bilaspur.
25. Sh. R.P. Chopra, Principal, GC Bilaspur, Distt. Bilaspur.



26. Smt. Meera Gupta, Principal, GC Jhandutta (BLP).
27. Dr. Dharam Singh, Principal, GC Jukhala (BLP).
28. Dr. R.C. Kaushal, Principal, GC Sarkaghat (MND).
29. Mrs. Kiran Lohia, Principal, GC Karsog, Distt. Mandi.
30. Sh. R.P. Thakur, Principal, GC Joginder-Nagar (MND).
31. Dr. N.S. Chandel, Principal, GC Dharampur (MND).
32. Sh. Jagdish Lal, Principal, GC, Rewalsar, Distt. Mandi.
33. Sh. Sanjeev Sharma, Principal, GC Bharmour, Distt. Chamba.
34. Sh. Anil Jaryal, Principal, GC Tissa, Distt. Chamba.
35. Dr. S.K.Chawla, Principal, GC Una, Distt. Una.
36. Sh. S.K.Pathak, Principal, Govt. College, Amb, Distt. Una.
37. Sh. Sunder Singh, GC Beetan, Distt. Una.
38. Dr. D.K. Sharma, Principal, GC Daulatpur Chowk, Una.
39. Dr. R.Bhardwaj, GC Bangana, Distt. Una.
40. Dr. Satish Sharma, Principal, GC Dharamshala (KGR).
41. Dr. Ajay Lakhanpal, Principal, GCTE Dharamshala (KGR).
42. Sh. K.C. Sharma, Principal, GC Indora (KGR).
43. Sh. Rakshpal Jindal, Principal, GC Dhaliara (KGR).
44. Smt. Nirmal Sood, Principal, GC Palampur (KGR).
45. Sh. Ravinder Singh, Principal, GC Nurpur, Distt. Kangra.
46. Dr. Bhuvan Prakash, Principal GC Thural (KGR).
47. Smt. Nalini Panwar, Principal, GC Baijnath. (KGR).
48. Sh. Kuldeep Banta, Principal, GC Shahpur (KGR).
49. Sh. S.S. Gill, Principal, GC Nagrota Bagwan (KGR).
50. Sh. P.C. Verma, Principal, GC Jaisinghpur (KGR).
51. Sh. Arvind Pathania, Principal, GC Naura, Distt. Kangra.
52. Sh. Ashok Awasthi, GC Haripur (Guler), Distt. Kangra.



53. Sh. P.C. Patyal, Principal, GC Hamirpur (HMR).
54. Sh. Ashith Kumar, Principal, GC Nadaun(HMR).
55. Sh. Moti Lal Sharma, Principal, GC Sujampur (HMR).
56. Sh. Yash Pal Mahant, Principal, GC Bhoranj (HMR).
57. Sh. Bhupender Singh, Principal, GC Barsar (HMR).
58. Dr. Dhaneshwari Sharma, Principal, GC Kullu.
59. Dr. P.P. Kaistha, Principal, GC, Haripur (Kullu).
60. Dr. Rakesh Sharma, Principal, GC Kukumseri (L&S).
61. Dr. Lila Dhar, Principal, G.Skt. College, Shimla (SML).
62. Dr. Keshwa Nand Kaushal,Principal,G.Skt.College Kiartoo (SML).
63. Sh.Purshotam L.Attri, Principal, G.Skt.College Sundernagar (MND).

## **2) Officiating/ Additional Charge/ Representatives:**

1. Dr. Veena Rathore, A.Prof.Representative, GC Paonta Sahib(SMR).
2. Sh.Bhupinder Thakur,A.Prof.Representative,GC Seema (SML).
3. Dr. Inder Pal Sharma, A.Prof. Representative, GC Mandi, Distt. Mandi.
4. Dr. Kosh Pal Thakur,A.Prof. Representative,GC Bassa(Gohar) (MND).
5. Dr. Vivek Kapoor, A.Prof, Representative,GC Drang at Narla (MND).
6. Dr. U.D.Sankhian, A.Prof, Representative,GC Seraj at L.Thach (MND).
7. Smt. Suman Lata, A. Prof, Representative, GC Chamba, Distt. Chamba.
8. Dr.Ashwani Awasthi, A. Prof, Representative, GC Chowari, Distt. Chamba.
9. Sh. Dinesh Sharma, A. Prof, Representative,GC Pangl, Distt. Chamba.
10. Sh. K.C.Sharma, A. Prof., Representative, GC Indora, (KGR)
11. Smt. Kiran Kanta, A. Prof. Representative, GC Dehri, Distt. Kangra.
12. Dr. Bhupinder Kumar, A. Prof. Representative, GC Banjar, Distt. Kullu.
13. Dr. G.R.Negi, A. Prof. Representative, GC Anni at Haripur, Distt. Kullu.
14. Dr. Ram Dutt Sharma, Officiating Principal, G.Skt.College, Solan (SLN).
15. Sh.Budhi Ram Sharma, Officiating Principal,G.Skt.College Nahan (SMR).



3) Absentees:

1. SCERT Solan.
2. GC Salooni

*[Signature]*  
 Director of Higher Education  
 Himachal Pradesh.



Endst. Even. No.EDN-H(8)14/84-2011(Principal Conference) 22 August, 2013

Copy for information and further necessary action to:-

1. The Secretary (Higher Education) to the Govt. of Himachal Pradesh Shimla-2 for information, please.
2. All the Branch Officers in Directorate of Higher Education, H.P.
3. All the Principals of Govt. Degree College / Sanskrit Colleges in Himachal Pradesh.
4. All the Branch Supdt. Directorate of Higher Education, Himachal Pradesh, Shimla-1.
5. Guard file.

*(T.O. Computer Cell, with the request to upload the same on Deptt. website)*

*[Signature]*  
 Director of Higher Education  
 Himachal Pradesh.