

No. EDN-H (8)14/84-2012(Principal conference)
 Directorate of Higher Education(H.P.)
 Email: dir.edu rediffmail.com,college_branch@rediffmail.com
 Phone No. 0177-2653120,2653575,Ext. 221 Fax: 0177-2812882.

Dated: Shimla -1 the 15th June, 2015

To

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

Subject:

**Principal Conference scheduled to be held on 20-06-2015
 at 11.00 am in the new conference hall at Directorate of Higher
 Education.**

It is informed that Principals' conference of Govt. Degree and Sanskrit Colleges is scheduled to be held on 20-06-2015 at 11.00 am in the new conference hall at Directorate of Higher Education under the chairmanship of the worthy Additional Chief 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 ensure that conference is attended by the Principals/Officiating Principals themselves and also **ensure that no representatives are deputed to attend the conference. All information as required below should be supplied in total. In event of supply of incomplete/incorrect information will be viewed seriously. The agenda items for the meeting are as under:-**

Information to be submitted to the Directorate:

1. Establishment report of teaching and non-teaching staff as well as Librarian (College), Assistant Librarian on prescribed proforma already supplied as on 15-06-2015 along with faculty, viz Regular, contract and other if any.
2. Status of latest sanctioned strength, vacancy position & filled-up posts category-wise and subject wise teaching and non-teaching as well as Librarian (College), Assistant Librarian as on 15-06-2015.
3. (a) Submission of UCs in r/o grant received during 11th Five Year Plan.
 (b) Detail of UGC Assistance received during 12th Five Year Plan

Sr.No.	Name of the year scheme	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	Date of constitution of IOAC	Due for re-accreditation.	Whether re-accredited or not?

b) Information related to the Colleges which are not accredited with NAAC and 2f & 12B of UGC

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

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. Latest status of building/new building/hostel which are under construction.

Sr. No	Name of the College	Name of the project/construction	Sanction amount for construction	Name of the executive agency with Div.	Whether construction started or not? if not, reason	Status of construction

7. 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 during 2014-15.

8. (a) Information regarding willful absence of employees.

9. Number of departmental enquiries (regular/ preliminary) pending at your level.

10. 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).

11. 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.

12. 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

13. Information of Retiree Principals from each college till date.

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

14. Semester-wise Actual Teaching Days in College as per RUSA requirements.

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

15. All India Survey of Higher Education (AISHE) status of college as on 15-06-2015. Whether all necessary details uploaded for the sessions 2013-14 & 2014-15.

16. a) Status of funds as on 15-06-2015.

S.N.	Name of funds	Total amount	Expenditure during the year	Balance

b) Status regarding total FDRs alongwith amount.

17. Status of Local Audit/Audit Paras

Total standing Paras	Cleared since last Principal Conference held	Still Pending	Reasons

18. 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

19. Status of ACR on the PBAS methodology.

20. Utilisation Certificates of grant received under RUSA. (This information should be prepared on seprate sheet)

21. Land Status of newly opened Colleges during 2014-15 (This information should be prepared on seprate sheet)

22. Status regarding accommodation, subject wise enrolment and staff (both Teaching and Non-teaching) posted/deputed to these newly opened six Colleges (made functional from June 2015).

Points for discussion


- i) Submission of timely and proper information to the Govt. and Directorate.
- ii) Status regarding proper implementation of CBCS under RUSA in Govt. Colleges.
- iii) Work and conduct of contract teachers of Colleges should be issued every year by the concerned Principals and countersigned by the DHE.
- iv) Self Financing Courses.
- v) Demarcation of Land, availability of Infrastructure and building under construction.
- vi) Submission of workload of each Asst./Associate Prof.
- vii) Updating of Service Books of all employees must be ensured through e-service.
- viii) Surplus Salary cases should be sent alongwith (including copies of transfer orders, relieving and joining orders, vacancy position (No salary drawn) during that period in the concerned or any subject, Leave of Kind Due and Applied for / already sanctioned, for the absence

period (if applicable and if not submitted), Medical certificate (if applicable), any other document(s), relevant to the matter under consideration. While submitting the salary cases to this Directorate Service Books may not be enclosed.

- ix) 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.
- x) Proposals regarding starting of new streams and subjects (UG/PG) should be submitted to this Directorate before 31st July of preceeding year of the academic session in which the stream is to be started.
- xi) Fixation cases should be sent to this Directorate alongwith complete calculation sheet and required documents (S/.Book, copy of notification, and orders, if any).
- xii) Employment and Career Guidance/Counselling should be started in all Colleges.
- xiii) Accreditation of Government Colleges with NAAC.
- xiv) Purchase of Library books in all Colleges.
- xv) Monitoring of Civil Works in the Govt. Colleges.
- xvi) Any other item with the permission of the Chair.

Agenda items of the meeting are also available on the department website www.educationhp.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 15th June, 2015

Copy to:-

1. The Additional Chief Secretary (Education) to the Govt. of H.P. with the request to preside over the above conference on 20-06-2015 at 11.00 am in the new conference hall of Directorate of Higher Education.
2. The Registrar, H.P.U. Summerhill, Shimla-5 with the request to make it convenient to attend the Conference on the scheduled date and time.
3. Dean, Planning & Teachers' Matters and Director (IQAC) H.P.U. with the request to make it convenient to attend the above meeting on scheduled date and time.
4. Addl. Director of Hr. Education (Colleges), Addl. DHE (A), Jt. Director C-I & C-II, OSD (College/Skt.), J.C. (F& A) in the Directorate of Hr. Education H.P. Shimla with the directions to ensure their presence in the said conference on the scheduled date & time.
5. P.S. to worthy Director of Higher Education, H.P. Shimla.
6. Incharge, Store, Directorate of Higher Education to the Govt. of H.P. with the direction to make arrangement of 85 file covers, 20 file boards, 90 Ball point pens, 3 Noting pads for above conference.
7. Incharge, computer Cell with the direction to upload this letter on the departmental website.
8. Guard file.


(Dinkar Burathoki)
Director of Higher Education
Himachal Pradesh.