

No. EDN-H (8)14/84-2012(Principal conference)  
Directorate of Higher Education(H.P.)  
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Dated: Shimla -1 the 22<sup>nd</sup> July, 2014

To

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

Subject:

**Principal Conference scheduled to be held on 02-08-2014  
at 10.30 am in the Directorate of Higher Education H.P.**

It is informed that Principals' conference of Govt. Degree and Sanskrit Colleges is scheduled to be held in the Directorate of Higher Education on 02-08-2014 under the chairmanship of the **Principal Secretary Higher Education, Govt. of Himachal Pradesh.**

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 and **ensure that no representatives are deputed to attend the conference.** 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 31-07-2014 along with faculty, viz Regular, New contract, old contract, PTA only GIA.
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 31-07-2014.
3. (a) College wise UGC Assistance received during 12<sup>th</sup> Five Year Plan

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

(b) Any other assistance received from Govt. of India.

(c) Utilization certificate of last grant received during 11<sup>th</sup> / 12<sup>th</sup> Five Year Plan.

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?

10. Total enrolment of the students, all community class wise, stream wise, category wise, boys and girls separately for the current session as on 31-07-2014 ( as per Proforma already supplied).

11. Information regarding vacation salary of Contract teachers.

S.N	Name of College	Name of Cont. Asstt. Prof.	Period for which vacation salary paid since D.O.A.	Period for which salary not paid.

12. 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.

13. 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

14. 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

15. 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	

16. All India Survey of Higher Education (AISHE) status of college as on 31-07-2014.

Whether all necessary details uploaded for the sessions 2012-13 & 2013-14, if not, why.

17. a) Status of available funds as on 31-07-2014.

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

b) Status regarding FDRs alongwith amount made out of Amalgamated Fund/ Building fund.

18. Status of Local Audit/Audit Paras

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

**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**

UG Courses with faculty	PG Courses with subjects	Add-on Courses	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 as on 31.07.2014

8. (a) Information regarding willful absence of employees under control who are absent from duty without prior sanction of leave.  
 (b) No. of surplus teachers (Detail with name, subject etc.) with reason.  
 (c) No. of teachers (with detail i.e. name & place of posting) whose salary is being drawn from the college but the teacher is performing duties elsewhere (like deputed teachers etc.).
9. Number of departmental enquiries assigned to you (regular/ preliminary) pending at your level.

19. Status regarding merger of petty funds into Amalgamated Fund as decided in the previous meeting.
20. Status of ACR on the PBAS methodology.

**Points for discussion**

- i) Additional requirement of posts of Asst./Assoc. Prof. in Govt. Colleges as per rationalization to be made on the basis of data regarding enrolment, sanctioned posts, filled posts, choice of subjects etc. Data received from the Colleges has been examined at Govt. level and found that information supplied by the Colleges is not accurate, hence decided to organize State Level Workshop of Principals of all colleges to avoid the future mistakes.
- ii) Self financing courses
  - a) Self financing courses should not be started without prior approval of the Govt.
  - b) Formation of a Society to run Self Financing Courses.
  - c) Number of courses which can be run under self financing scheme in a College. Limit of courses under Self Financing for a particular College is required to be fixed because some Colleges are requesting to start more Self Financing Courses where five/six course are already running.
  - d) Nominee of the Director of Higher Education to conduct interview under Self Financing Scheme is essential or not.
  - e) Proposals should be framed in consultation with the H.P.U. or Technical University as the case may be.
  - f) All queries/complaints pertaining to self financing courses should be settled at college/ society level, which is the controlling authority of self financing courses.
- iii) Accreditation of Government Colleges with NAAC.
- iv) Affiliation of all eligible colleges to UGC under 2(f) & 12(B) of UGC Act.
- v) Framing of Faculty time table by all Colleges.
- vi) Demarcation of Land, availability of Infrastructure and building under construction.
- vii) Submission of workload of each Asst./Associate Prof.
- viii) Updating of Service Books of all employees must be ensured through e-service.
- ix) Action regarding surplus salary cases as per Govt. order No. EDN-B(16)-8/2014 dated 06-05-2014. These Guide lines must be followed strictly and only those cases may be forwarded to this office where transfer orders have been modified on the direction/order of the Hon'ble Court at that time.
- x) Any other item with the permission of the Chair.  
Agenda items of the meeting are also available on the department website [www.educationhp.org](http://www.educationhp.org)

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

**ii) Keeping in view the paucity of space in the new Conference hall, all Principals are requested that they should not be accompanied by any other teaching and non-teaching staff in the Conference.**



(S.B. Sekhri)

Director of Higher Education  
Himachal Pradesh, Shimla-1.

Endst. No. Even Dated Shimla-1 the 22<sup>nd</sup> July, 2014.

Copy to:-

1. The Principal Secretary (Hr. Education) to the Govt. of Himachal Pradesh, Shimla-2 w.r.t. his office letter No. EDN-A-Kha(1)-2/2013-Loose, dated 10-07-2014 and requested to preside over the above Conference on 02-08-2014 at 10.30am in the Directorate of Higher Education H.P.
2. The Registrar, H.P.U. Summerhil, Shimla-5 with the request to attend the Conference on the scheduled date and time as per direction of the Pr. Secy.(Hr.Edu.) to the Govt. of H.P.
3. Dr. P.K. Ahluwalia, Dean, Planning & Teachers' Matters and Director (IQAC) H.P.U. as per direction of the Pr. Secy.(Hr.Edu.) to the Govt. of H.P.
4. Dr. Marh, Director Academic Staff College, Himachal Pradesh University, Shimla-5, as per direction of the Pr. Secy.(Hr.Edu.) to the Govt. of H.P.
5. The Jt. Director of Hr. Education (Admin./C-I & C-II), OSD (College/Skt.), J.C. (F& A) in Directorate of Hr. Education H.P. Shimla with the directions to ensure their presence on the said conference on the scheduled date & time.
6. The Store In-charge, Directorate of Hr. Education, H.P. Shimla-1 with the direction to make the necessary arrangement for the said conference viz. sitting arrangement for the ibid Conference on 02-08-2014, Drinking water, tea arrangement with snacks and Lunch for the participants. About \_\_\_\_\_ participants are probably to be participated in this Conference.
7. Superintendent E-I, Dte. of Higher Education with the direction to depute one Peon on 02-08-2014 to serve Water and tea in the Conference.
8. P.S. to worthy Director of Higher Education, H.P. Shimla.
9. Incharge, Computer Cell with the direction to upload this letter on the departmental website.
10. Guard file.



(S.B. Sekhri)

Director of Higher Education  
Himachal Pradesh.