

MINUTES OF THE MEETING ON IMPROVEMENT IN WORKING OF GOVT. COLLEGES IN HIMACHAL PRADESH HELD ON 21.02.2011 UNDER THE CHAIRMANSHIP OF DR SRIKANT BALDI PRINCIPAL SECRETARY (EDUCATION) TO THE GOVT. OF HIMACHAL PRADESH, SHIMLA-2 IN DIRECTORATE OF HIGHER EDUCATION SHIMLA-171001.

Welcome address by Dr. O.P. Sharma, Director of Higher Education.

Director of Higher Education welcomed the Pr. Secretary (Edu.) and other members of august meeting and emphasized that minimum 180 teaching days should be available in the college as per UGC norms. The time spent by the Lecturer as well as students in the college is very little. He emphasized that role of the University is very important regarding admission, examination etc. Role of Principal and college lecturers is important to run college system. He further emphasized that the Principal knows the best how the functioning of the College can be streamlined. He stressed that Principals and College Lecturers should cooperate with students and guide them in every field.

Address by the Principal Secretary (Education)

The Principal Secretary (Education) thanked the Director of Higher education for organizing this meeting. He thanked all the Principals and emphasized that this august house has the strength to move Higher Education in the State ahead with reforms. Principal of a institution is responsible to run the college with his experience and can be the instrument of change. He emphasized that quality of Education is lacking. At the end he desired the views of the house as per agenda items. He told the Additional Director (C) Mr. Dinkar Burathoki to take up the agenda items of the meeting.

The following agenda items were discussed:

1. Achieving effective teaching days:

- 1 (a) Actual Teaching Days (ATD) in respect of Ist. Year Classes till 31-01-2011
(excluding vacation, examination, preparatory & holidays)

To increase the effective teaching days to 180, the suggestions were broadly on the following:-

(i) Reducing the examination and evaluation days

The following committee was constituted to propose examination/evaluation schedule as under:-

- | | |
|---|----------|
| 1. Sh. Dinkar Burathoki, Additional Director | Chairman |
| 2. Dr. Amar Dev, Principal, GC, Sanjauli | Member |
| 3. Sh. Ajay Lakhanp Pal, Principal GC, Hamirpur | Member |
| 4. Sh. M.S. Jamwal, GC, Mandi | Member |

The Committee will submit its report to the Govt. by the end of April, 2011 and decision will be implemented next year.

(ii) Spot evaluation and more evaluation centers.

It was proposed that at least 15 evaluation centers should be created by the H.P. University. Evaluation centres for arts subjects must be created where large numbers of evaluators in these subjects are available. Time gaps for delivery of answer books to evaluation centres must be reduced which generally takes 20-25 days at the university level. Govt. College Chamba should be made evaluation centre. Contract appointed lecturer, recruited through HPPSC will also be engaged for evaluation duty and assigned the evaluation duty as per their experience. It has been decided that model key should be prepared for standardization of evaluation system. Paper setters are to be asked to provide model keys to the papers set by them and should be uploaded on university website. Matter should be taken up with the H.P.U. on these issues.

(iii) Reduction in vacation

It was felt that reduction in vacation is not at present needed as still there is scope in increasing teaching days by converting non-teaching days into teaching one.

(iv) Sports / Curricular calendar

It was decided that sports/Curricular calendar of Himachal Pradesh University be followed and time be not wasted in other events organized at local level.

(v) SCA Election (Students Central Associations)

It was decided that Dr. Yogesh, Joint Director (C-I) would discuss the issue with HP University authorities and submit his report to the Government accordingly. General view was that elections be held within one month of admissions.

1. (b&c) Average Stay / Principal Teachers in the college in a day:

Principal Secretary (Education) Govt. of Himachal Pradesh noticed that the teachers of Govt. College were not staying in the college as per the timing applicable to others government employees in the State. On this issue he desired the suggestion of the house. The following suggestions came out on the following counts:

- i) Change of syllabus.
- ii) Assessment of students.
- iii) Framing of Faculty Time Table
- iv) Admission as per roll on system.

i) Change of Syllabus:

The syllabi need to be changed for all the three UG classes, by framing a Committee at Directorate level. It was decided that any college Principal could submit such proposals to Mr. Dinkar Burathoki, Additional Director (C). The following Principals were authorized to prepare the syllabi within two months and then issue should be taken up in Academic Council of the university:-

- | | |
|---|-------------------|
| 1. Sh. Ashith Kumar, Principal GC Sujampur-Tihra, | Subject Hindi |
| 2. Smt. V.P. Mahajan, Principal GC Kotshera, | Subject English |
| 3. Smt. Dhaneshwari Sharma, Principal GC Kullu, | Subject Geography |
| 4. Sh. R.P. Jindal, Principal GC Dhaliara, | Subject Music |

For other subjects the Directorate will assign the duties to other Principals.

BJMC Syllabus for BJMC should also be finalized by HP University immediately. The Department is to send letter to this effect to university.

Number of subjects to be opted at degree level should be increased to 4-5 as in Punjab University to equip the student in a better way.

(ii) Assessment of students :

It was decided that assessment should be based on house exam and students participation in sports, culture activities & attendance. i.e. over all progress of the students. HP University would take action to change the criteria for awarding assessment marks to the students. It was also decided that assessment would be submitted timely to COE Himachal University. The COE will upload the roll number of students in the University web-site. Principal will submit the “Internal Assessment” to COE of Himachal Pradesh University directly.

(iii) Framing of Faculty Time Table: The following were decided :-

- (i) The college timings will be 09:20 AM to 04:20 PM/10:00AM to 5:00PM according to local needs or seven hours as per State Government working hours.
- (ii) All the teachers and staff in colleges are to have sufficient work load for total college working duration.
- (iii) Principal Secretary further empowered the Principals to assign the duty to every teacher for college work timing, by making faculty wise time table. None can refuse the assigned work, but if refused he/she will be treated as absent. Faculty wise Time table with duration of 42 hours including teaching time table will be circulated and displayed among the students and among the teachers.
- (iv) Faculty time table must indicate teaching time table, research, administrative and cocurricular activities workshops, seminars, symposia and other administrative/academic duties assigned to him/her including consulting and studying in the library.
- (v) If a teacher is given extra hours in a particular week, then he can be compensated in another week, without reducing or disturbing the teaching time table. Further Principal of College will sent the monthly report of every teacher’s faculty time table to the Directorate of Higher Education and the Director will sent the consolidated report to the Govt. It was decided that every teacher will have to work for 42 hours in a week as applicable to State Government employees and Principals would ensure that each teacher had this workload.

(iv) Admission as per roll on system.

It was decided that admission on roll on system be followed strictly within ten days after the opening of the colleges after summer vacation. Further it was decided that Himachal Pradesh University should get the university ordinances/statutes amended to follow roll on system instead of within 10 days after declaration of results. It should be mandatory for students to take admission in roll on system without waiting for the Board/University results.

1.(d) Mechanism adopted for ensuring the attendance of college teachers in the college campus for assigned duration and for ensuring accountability for the performance of the assigned work and duties every day (for teaching as well as non-teaching duties):

It was decided that job profiles of a college lecturers and Principal of a college is to prepared at Directorate level and is to be circulated after approval of the Govt. Biometric machine can also be installed in all the colleges to ensure the attendance of all staff i.e. teaching and non-teaching.

2. Status of Computer labs utilization, Computer, website etc.

2. (a&f) Use of Computer Lab., Courses in Computer Education & Total number of Computer Systems available for students. Efforts are to be made to provide computer & internet awareness and competence amongst common students who do not join any regular computer stream of courses.

It was decided that Computer labs must be available for every student and specific provision is to be made in the time table for every combination & every class. Computer awareness programmes/course must be started. Some courses of qualifying nature in computer education like Environment Awareness Course in all Bachelor degrees should be done.

2.01(b,c,d & e) Internet availability and HIMSWAN availability.

Maintenance of College website.

Communication through E-mail.

Capacity and capability building of teachers for using computer & Internet facilities in college.

It was decided that Principal must avail the facility of Internet and HIMSAWAN connectivity in the college. Every college must have web-site in departmental domain. Communication through e-mail must be adhered to strictly and departmental letters should be sent through e-mail. Every teacher must be trained to use internet facility. Every Principal should check his e-mail daily and there won't be any excuse for lack of information in future on this count.

2. (g) Efforts made / being made to implement National Mission on Education through ICT:

It was decided that every college must have connectivity through National Mission on Education through ICT. Dr. Narendra Awasthi is Nodal Officer for this. The committees are to be constituted for searching e-contents available in different subjects and the same is to be made available for all the colleges. Also, the same committees will also identify the gaps of availability of e-contents in various subjects and efforts will be made to get gaps in e-content filled up.

3. Status of funds/cash books/ stores/diary dispatch:

3.(a) Building fund, AF and other funds including PTA fund, including FDs in bank accounts available on 01.06.2010 in the college & utilization thereof:

It was decided that every year 75% of each fund must be utilized for the benefit of students as per rules.

3. (b) Maintenance of Cash books (both Treasury and Funds):

It was decided that regular inspection of each college will be carried out every year by the officers of the Directorate. They should intimate about the inspection to the college well in time and submit the inspection report on prescribed proforma with suggestions to DHE for further necessary action.

3. (c) (i, ii & iii): (i) Write-off unserviceable store articles mention last date when accomplished.
(ii) Weeding out old record mention last date when accomplished.
(iii) Pending audit paras be settled on priority.
(iv) Sanchayika should not continue.

It was decided that all these activities must be under taken every year by 31st March, on 3(c) (iv), the matter will be taken with the Govt.

3. (d & e): (d) Regular Stock Verification of labs. (Stock verification in every laboratory of the college). Whether regularly done or not. Enclosed copy of verification report.
(e) Maintenance of Diary & Dispatch and the utilization of Fax system.

It was decided that regular Stock verification viz. store, Library etc. should be done by 31st March every year. It may be verified especially during inspection.

4. Demarcation of College land and availability of infrastructure

4. (a&b) a) The demarcation of available college land (in hectares/sq.mtrs/ bighas/kanals.) and boundary wall.
b) Availability of Class rooms, Lab., Toilets for boys, girls and staff, other infrastructure and playground etc.

It was decided that every Principal will take necessary steps accordingly.

4. (c) Building and infrastructure under construction:

It was decided that a committee is to be constituted to monitor construction work under the chairmanship of Dr. Yogesh, Jt. Director (C-I) at Directorate level and their status report/suggestions be obtained. All the Principals are also to prepare their proposals on infrastructural needs and send the same to the department.

5. UGC Grants and NAAC Accreditation:

5. (a) UGC Grants funds being availed by the college and utilization thereof. The colleges which are not availing the grant may clarify the reasons for not availing the grants.

It was decided that every college must utilize UGC grants if not utilised, Principal will be answerable/responsible for any lapse. Status of all colleges will be analyzed at the Directorate level in this regard.

5. (b) The colleges which are already accredited by NAAC should report the status of the renewal of accreditation and the colleges which are not yet accredited by NAAC should report the status of efforts for accreditation immediately:

It was decided that every eligible college must ensure accreditation within one year. Principal to make efforts to improve the grade. Non-accredited colleges must ensure to get 2f & 12 (B) UGC status.

5. (c) Setting up and maintaining Internal Quality Assurance Cells (IQAC) in the college.

It was decided that Principal of every college should ensure to set up Internal Quality Assurance Cell (IQAC) in the college.

6. Faculty Development and Faculty accountability :

6. (a): Names (and respective subjects) of teachers who have not participated/ attended Orientation/Refresher Courses as per UGC guide lines.

It was decided that it is mandatory for all teachers as per UGC guidelines.

6. (b) Names of Teachers who have not participated in faculty development program in the college or outside college, in form of seminars/workshops/ symposiums etc. Give details.

It was decided that it will be the part of the teacher's workload. Seminars, workshops and symposia must be held in every college every year especially with the collaboration of UGC.

6. (c) Detail of duties & responsibilities and accountabilities of teachers assigned by the Principal in each college.

It was decided that complete work load must be adhered to as assigned by the Principal. Progress record of performance of teaching staff should be maintained by principal. ACR Proforma to be modified. Self appraisal report may be given by the teachers to the Principal every year.

6. (d) Enumerate Best practices for academic excellence and grooming students as enlightened citizens in the society, regarding good governance and awakened administration:

It was decided to constitute a Committee for preparing the performance card, Job profile of teachers and Principal and amend the ACR proforma of college teachers and Principals. This committee will be headed by Additional Director with Joint Director-I & Joint Director II, as members respectively. Action is to be completed within one month.

- 6.(e) Constitution of Tutorials and organizing interactive classes for bridging academic gaps and solving student problems , teacher - taught relationships, activities regarding Value & Moral Education, Human Rights, Awareness about RTI Act, Consumer Forum, Women Empowerment etc., & Improving general awareness amongst students.

Tutorials and interactive classes should be held in the colleges and Principals will ensure these activities in the faculty time table.

7. Status of College Hostels and Hostel Warden:

7. (i to ix) (i) Functional / Non-Functional
(ii) Type of Hostel (Boys /Girls) SC/ST/OBC/General
(iii) Capacity of students..... Actual Occupancy.....
(iv) Hostel Warden appointed (Yes / No)
(v) Warden accommodation available (Yes/ No)
(vi) Status of Hostel discipline.
(vii) Facility available to students.
(viii) Hostel staff in position.
(ix) Food quality and hygiene and other quality essential services.

(x) Appointment of warden, adequate security and other staff and provision from funds to deploy staff for smooth functioning of hostels were main issues. 4 Sainik Hostels at RKMV, Una, Dharamshala and Hamirpur are in bad shape. Deprecation value be assessed from PWD and matter be taken with Sainiak Welfare Board.

(i) It was decided that matter may be taken with the Govt. for provision of rent free accommodation to the wardens. Principals are to ensure that all hostels are with wardens.

ii) Hostels are to be run on self financing basis and expenditure to be incurred in running these hostels should be shared by the hostlers.

iii) As far as possible all hostels will be provided class IV employees by rationalization.

iv) Teaching time table and faculty time table should be spread in the working hours of the college.

v) To utilize hostel facilities the following actions are needed:-

(a) Value added courses, additional courses and self financing courses should be organized in afternoon hours of the colleges.

(b) Degrees and courses are to diversified in each college. Directorate and Principals are to take action in this regard.

(c) All cocurricular activities and facilities must be available to the students.

vi) Sainik hostels be got transferred to education department.

Necessary proposals are to be sent by concerned Principals.

8. Status report of cultural and sports and career counseling activities:

8.(a) Indoor/outdoor games and physical activity being carried out in the college for students. Details of student participation in various sports / games and other activities i.e. holding debates, declamations, essay and poster competition, quiz competition & sport competitions and other such activities to encourage inter class levels competitive spirit, within college/inter college and HPU competitions.

All these functions be held in the colleges and these assignments will be part of their faculty time table and job profiles of teachers. Outstation

participation of students should be with the teachers. Girls students are to be escorted invariably by female teachers.

- (b) Constitution of Career Counseling and Guidance Cell for Higher Studies and various.

In all colleges these cells are to be constituted and the Directorate will ensure their constitution for the welfare of the students.

- (c) Date & details of Annual Prize Distribution and record thereof with regards to Prize winners and their achievements. The timing and the turning up of average number of students for receiving the prizes.

Certain functions are to be made mandatory for students and teachers. These instructions are to be part of college prospectus and if need be fine can be imposed on students. For the staff it will be compulsory to attend these organized functions or games.

9. College Library: Utilization of Library Fund, Cataloguing of library books, and maintenance of library registers (Stock Register, Issuance Register, and Attendance Register etc. of library and Reading room).

It was decided that Job profile of College Librarian be prepared. Cataloguing and Internet Software should be available in the College. Cataloguing of Library books must be done by the Librarian. Functioning of library should be verified during the inspection. Inspection proforma is to be modified accordingly. Additional Director (C) will take action in this regard.

10. College Magazine: Whether college magazine is being published.

It was decided to make it mandatory. Status is to be put up by the Directorate. Publishing of college magazine should be done after annual function and brief resume of the annual report should be part of the magazine.

11. PTA Meeting: Last general house attendance, essential quorum present in general house, activities undertaken during the year, collection and utilization of fund. Efforts for improving Parent participation in PTA meetings.

It was decided that General House must be conducted as per norms. Executive meeting must be conducted quarterly. Office bearers of the association are to be parents only. Necessary amendment is to be made in this regard.

12. College Principal :

12.(a) Any new initiative under taken by the principal in areas other than those directed by the department.

It was decided that performance record card and Job profile of a Principal should be prepared and performance of every Principal is to be evaluated at Directorate level.

12.(b) Leave (Casual, Earned, any other) undertaken during 01.01.2010-31.12.2011 without intimation and without sanction/consent/permission of higher authorities.

It was decided that no leave without sanction by the competent authority is to be availed by any employee including Principal and college teachers. Availing leave without prior sanction is to be considered willful absence. Principal will proceed only on sanctioned leave. The leave application will be submitted by FAX to DHE/ Branch officer. Wilful absence is to be viewed very seriously and Principals are to adhere to these instructions.

12.(c) Remunerations received from University and other examinations (UPSC/HPPSC/SSB/NJPC/HPSEB and others etc.), from evaluation, from IGNOU Centre & from Add-on and Self financing courses in colleges.

It was decided that TDS deduction should be made by disbursing authority at source as per income tax rules.

13. Additional agenda items :-

1. Principals Conferences- 2-3 times every year and meeting for Group of colleges (15-20) to address the existing problems and issues of respective colleges and Principals.

Principals meeting is already being carried out two times every year. However, third meeting will be held on need basis.

2. Transfer Policy for teaching and non-teaching staff of colleges.

The policy is as approved by the Govt.

3. Reported wrong practices being done/entertained in colleges in evening and holidays.

Principal is to be held responsible for any of these activities in the campus.

4. Uniform vacation schedule in colleges.

It is under the consideration of the Govt.

5. Work being done in evaluation days and steps to streamline evaluation work.
Examination and Evaluation work is mandatory for all teachers.
6. Work assignment and activities of teachers when no classes are being held.
All teachers are to be assigned faculty time table for the whole year.
7. Awards and incentives for outstanding and excellent performance in teaching and non-teaching staff
It should be given to college teachers also. A suitable proposal be sent to the Govt.
8. Residential facility to Principals, teaching & non-teaching staff.
It was decided that top priority should be given to Principal and teachers and non-teaching staff should be provided to one third of them.
9. The Annual Calendar of Activities to be included in college prospectus every year. Sports Calendar as prepared by HPU for sports and for college sports by college.
It was decided that model annual calendar should be prepared by the Directorate and circulated to all colleges. It will be reflected in the prospectus.
10. Regular updation of Honours Board & Gallery of Achievements of students in colleges.
It was decided that during inspection this aspect may be noted by the inspection authority and necessary direction and guide lines be given to head of the institution.
11. College campus beautification: Environment friendly and in increasing Carbon Credits.
It will be part of job profile of the Principal and faculty time table of the teacher.
12. Organizing Youth exchange Programmes/ Educational Tours/excursions etc. alongwith faculty teachers.
It will be mandatory for the Principals to organize each activity once in a year and these activities will be part of faculty time table.

13. Adopting cost effective designs of methodologies of Education, based on latest's techniques i.e. satellite based teleconferencing and using multimedia educational content available on internet as well as using CDs in Smart Class rooms etc.

Suitable action will be undertaken by Principals and teacher.

14. Linkage between school education and Higher Education and linkage between rural and urban colleges for co-curricular and extra curricular activities, creating sense of social responsibility amongst privileged and under privileged youth through various activities and interaction.

Close linkage should be established by each college with nearby schools and necessary participation/cooperation should be ensured by the Principals.

15. College Leadership: Duties & responsibilities and accountability of college Principals.

It will be part of job profile of a Principal.

16. Teacher Empowerment & Parent Participations leading to quality Assessment along with academic results.

It was decided that General House of PTA should be held every year and meeting of executive committee should be held quarterly. Attendance and marks obtained by the students in Class Test/House Exam. should be sent to their parents.

17. Improving QUALITY in Education and enhancing faculty accountability through feedback mechanism on measurable/quantifiable criteria. Evaluation by peers and students. Checks and controls to be developed in this regard.

It was decided to adopt students evaluation proforma as designed by NAAC.

18. College Inspections (surprise and periodic) with regard to academic & non-academic activities, college achievements, performing and accounting for assigned duties to college Principal, Teachers and members of non-teaching staff.

It was decided that inspection of every college would be mandatory and regular every year by the Directorate officers. They should informed the principal of the college well in time so that principal of the college will ready record for inspection.

19. Organizing all kind of activities, Programmes and celebrations/ceremony/ functions/farewells etc. to be entertained only after 2.00PM in the college, without disturbing academic activities in the college.

It would be appropriate if these functions be organized in afternoon hours as far as possible depending on the nature of functions etc.

20. Provision of amenities of students: - college canteen, book-stationery shop, and Bank facilities in college campus.

Student related facilities should be provided to them by the college administration.

Actions on the above decisions are to be carried out at the Directorate/HP University/Principal level in letter & spirit. Action at the Directorate level is to be completed by the end of April 2011.

List of participants is annexed at Annexure-A.

The meeting ended with thanks to the chair.

These minutes of the meeting are available on the departmental website www.educationhp.org.

Sd/-

(Dr. O.P. Sharma)
Director of Higher Education
Himachal Pradesh

Endst . No. EDN-H(8)A(1)-1/2011 Dated : 21st March 2011.

Copy for information and further necessary action:-

1. The Principal Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2.
2. All the Branch Officers in Directorate of Higher Education.
3. The Registrar, Himachal Pradesh University, Summer Hills, Shimla-5.
4. All the Principals of Govt. Degree College/Sanskrit Colleges in Himachal Pradesh.
5. All the Branch Supdt. Directorate of Higher Education, Himachal Pradesh.
6. Guard File.

Sd/-

Director of Higher Education
Himachal Pradesh