

Minutes of the Conference of The Principals of Govt. Colleges and Govt. Sanskrit Colleges held on 08.05.2012 at 10.30 AM under the Chairmanship of Sh. Dinkar Burathoki, Director of Higher Education Himachal Pradesh.

At the outset, Dr. Yogesh, Addl. Director of Higher Education, H.P. welcomed worthy Director of Higher Education and all the participants in the meeting. In his welcome address he emphasized the importance of this meeting and directed everyone to adopt the work culture with greater sincerity to achieve the targets set out in the meeting. Thereafter, he requested the Chairman to address the meeting and give his guidance and remarks on important and upcoming issues and also enlighten the participants with priorities of the department.

Inaugural Address by Chairman

The Chairman welcomed all the participants and heartily accepted the congratulations from them on his promotion as Director of Higher Education. He informed the house that this is the 1st meeting of this session under his chairmanship and that he considers this conference to be of great significance.

The Chairman made the participants aware that the Head of the institution should try to bring into the working system, the new upcoming changes in Technology, infrastructure in technological method and also adopt new changes in teaching methodology in the colleges. Every teacher should try to adopt these in order to get updated and acquire awareness and knowledge at par with on-going advancement in the technology. The Chairman directed the Principals to think about introduction of more and more Add on Courses, Vocational Courses and other such courses with the help of information available on the website of various regulatory bodies to enable them to enhance the employability

amongst the youth after completion of graduation and passing out from the colleges.

The Chairman also directed the Principals to initiate greater efforts for academic reforms and take the staff and students into confidence to achieve the same. He also informed that a Pilot Project is being started in 24 Govt. Colleges, with the objective that capabilities of our students in communication skills be enhanced making them more suitable in employment market. This project will be for one year initially to be extended by one more year if successful, and if it proves beneficial for the students, it will be launched in all colleges in the State.

In Educationally Backward Districts (EBD'S), "Model Colleges" are to be established. Under this scheme, only those colleges will be covered which are opened / started after 2007 onwards. At present, only one such college has been opened recently(i.e. G.C. Haripurdhar, Distt. Sirmaur) which will be covered under this scheme and the proposal in this regard is under consideration at the Govt. level.

Regarding examinations, he informed that in the long run all the colleges have to be covered under UGC guidelines in which on going annual system of examination at under graduate level has to be converted into semester system of examination. This effort will facilitate to complete the stipulated 180 teaching days in colleges as per the requirement (with 90 days in each semester).

All the Principals have been directed to implement roll on system as approved by the Govt. (vide Letter No. EDN-A_Kha(8)-1/2001 dated 30th April 2012). Under Roll on system any student seeking admission in 2nd or 3rd year has to fill up the admission form irrespective of the class in which he/she is seeking admission. As per direction of the Hon'ble High Court the admission to next higher class has to be completed by 30th June without waiting for the result of previous class.

Thus, admission to any student after 30th June 2012 is not permissible (as per direction of Hon'ble High Court). All the Principals were directed by the Chairman to ensure compliance to the order of Hon'ble High Court ensuring that students are not forced to undergo hardship in seeking admission in the colleges. However, the active teaching work shall commence w.e.f. 1st July, 2012 positively.

While motivating all college Principals to start PG Classes keeping in view the present infrastructure and staff available in the college, the Chairman drew the attention of the house to take care of the following:

- I. To get Accreditation/ Re-Accreditation with NAAC
- II. To lift U.G.C. grants
- III. To get space Connectivity with National Mission on NMEICT
- IV. To ensure functioning of College Hostel
- V. To ensure regular NCC / NSS activities in colleges.
- VI. To pay attention for introduction of new Courses in colleges
- VII. To enhance and promote Co-Curricular Activities in colleges

The Chairman also directed the Principals to pay more attention to PMIS system and ensure that orders pertaining to Transfer, Confirmation, Promotion, Seniority, etc. must be maintained through PMIS mode.

At the end of welcome address, the Chairman, requested Dr. Yogesh, 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 2.12.2011 as well as agenda items proposed for the ongoing meeting.

The following agenda/ATR on previous proceeding dated 2.12.2011 were discussed:

1. Achieving effective teaching days:

No new proposal regarding review of syllabi is received from any college. It was informed that the date sheet has already been squeezed by Himachal Pradesh University to 45 days, but the Gaps within examinations especially in science subjects have not been rationalized and university should be informed regarding this. Also a coordination Committee is required to be made at the university level.

2. Sports/ Curricular Calendar:

It has been approved by the house that a committee of the following be framed under the Chairmanship of Sh. Shashi Bhushan Sekhari, Joint Director(C-I), for preparing the guidelines for all colleges for calendar of activities and will submit the report to the chairman. The same will be circulated to all the colleges for follow up action after the approval.

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| 1. | Sh. Ajay Lakhanpal, Principal, GCTE D/Shala | Member |
| 2. | Sh. R.P. Jindal, Principal GC, Dhaliara | Member |
| 3. | Sh. Ajay Sharma, Principal GC, Banjar | Member |
| 4. | Sh. J.K. Chaudhary, Principal, GC Shahpur | Member |
| 5. | Sh. P.C. Verma, Principal, GC Jaisinghpur | Member |

3. Change of syllabus:

Regarding change of syllabus, the syllabi in subjects of Pol. Sc., Sociology, Zoology, Maths, Public Admn., Philosophy, Social Science, Education Paper I to VI, Economics, Geology, History, Physics

& BJMC have already been sent to the H.P. University for taking necessary action and the response is still awaited. The chairman also suggested that good teachers of all subjects may also be given chance and be encouraged to submit comments to HPU for change of syllabus in that subject. Uniformity of syllabus/papers in all subjects of Arts, Science etc. also discussed which will overcome the difference in syllabus/papers in all states. The introduction of bridge course in 1st year is also proposed. If semester system is to be implemented at the college level then CDC will also be there and coordination has to be ensured by the university.

4. Framing of Faculty Time Table:

As per the ATRs received, only 26 colleges have framed the faculty time table. The Chairman directed the remaining Principals to ensure framing of the faculty time table as others have done to avoid disparity. The Principal must uniformly assign the job to all the lecturers in a college. All Principals are directed to send the faculty time table to this Directorate for perusal / approval.

5. Admission as per roll on system:

All the Principals directed to implement roll on system as approved by the Govt. vide Letter No. EDN-A_Kha(8)-1/2001 dated 30th April 2012. Under Roll on system every student seeking admission has to fill up the admission form irrespective of the class in which he/she is seeking admission, as per the outcome of the recommendations of committee (formed under the Chairmanship of Dr. Amar Dev, Jt. DHE(C-II) to observe the Roll on system on the same day). As per direction of the Hon'ble High Court the admission to next higher class is to be completed by 30th June without waiting of the result of the previous

class. Admission to any student after 30th June 2012 is not permissible. The active teaching shall commence w.e.f. 1st July, 2012.

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

It has been decided that Principal should take proper care to make use of smart class rooms and maintenance of College website. The Principals were again given the e-mail passwords of their college e-mail ID and also directed to use connectivity with NMEICT (National Mission on Education through Information and Communication Technology). It was decided that access to computer lab must be made available to every student and specific provision be made in the time table in every combination of subjects.

7.HIMSWAN Connectivity

It was informed that connectivity has been established in 5 colleges and is under process of creation in another 5 colleges. All the Principals of remaining colleges were directed to ensure the facility of HIMSWAN connectivity in their colleges. Principals were asked to send regular reports of usage of IT lab and IT activities to the Directorate. The chairman directed all the Principals that 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 directed all the Principals not to make FD's of student related funds in the banks and utilize the available funds for the welfare of the students in accordance with HPU Ordinance. The

available Building Fund may be spent on essential construction work as per norms through Building Fund Committee. It was clarified that if the required amount is beyond the delegated power of the Principal, the matter may be sent to this Directorate for approval with justification along with estimate.

9. Maintenance of Cash Book (Treasury and Funds)

The Chairman was apprised that as per information received both cash book related Treasury/ funds are updated by the Principal from time to time.

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

The Chairman directed all the Principals to write off all unserviceable store articles and weed out all record as per office manual with due verification from Section Officer posted in Deputy Director Offices. It is further directed that the attendance registers of students may not be weeded out for at least three years. To settle Audit Paras the matter may be taken up with AGHP and the reply must be sent in annotated form as meeting of spot settlement by AGHP has been fixed on 6,7 September 2012. Regarding audit of college funds, matter may be taken up directly with the Local Audit Department.

11. Demarcation of College land and availability of Infrastructure

The Chairman was informed that information was received from 30 colleges only, out of which in 7 cases it has been reported that demarcation of land is still not settled. The Chairman directed all the Principals that they should ensure that no land of the institution is encroached by raising fencing/ boundary wall and also

directed to check the short fall in availability of infrastructure, play ground and other facilities required for student related activities/ items. If the requirement is there for construction/building up any such type of infrastructure as mentioned above, then estimates/ drawing may be got prepared from Govt. agencies and be sent to this Directorate for providing the funds.

12. Building under construction

The Chairman directed all the Principals to collaborate with the Govt. agencies i.e. PWD/ HIMUDA etc. to ensure early completion of the construction work of the college buildings. Principal were advised to make personal efforts and take up matters with the concerned authorities for speeding up ongoing construction work especially the slow moving works. However, if the situation does not change for the better, then the matter be brought to the notice of this Directorate, so that it is taken up with the Govt. In future, the estimates regarding college buildings may be prepared along with fixed furniture in class rooms so that infrastructure raised may not face any problem regarding furniture after completion, otherwise the completed college building may not be fully utilized. Rain water harvesting structure be included in every building.

13. UGC Grants and NAAC Accreditation:

It was informed that mostly the issue of UGC grants was duly attended by colleges. The Chairman directed all the Principals that every eligible college must ensure to get accredited with NAAC within one year. Principals were asked to make efforts to ensure improvement in the NAAC grades. Non-accredited colleges must ensure to get affiliation with UGC under sections 2f & 12 (B) UGC Act, 1956.

Principals were motivated to take up the matter with MHRD to include their college in the list of “college with potential for excellence” in order to get grants from GOI for the benefit of students.

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

The Chairman directed all the Principals that it is mandatory for all teachers to attend RC/OC as per UGC guidelines. It has been well decided and directed that Principals will allow college teachers to attend Refresher Courses/ Orientation Courses after completion of one year at the stage of first appointment. It was desired that directions be implemented accordingly.

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

In this regard, Chairman directed the Principals to encourage teachers to participate in seminars/ workshop/ symposium etc both inside the college as well as outside. To get API scores for reporting performance and for promotions, The Chairman remarked that this kind of endeavour will help them in improvement of their API scores, also this will help them in keeping updated with latest development in their discipline, consequentially benefiting the students.

16. Status of College Hostel and Hostel Warden:

The Chairman directed the Principals that all hostels should be made functional and wherever these can not be made functional these should be used for other purposes also. Students should feel secure in the Hostel and it is the responsibility of the Principal and Warden to ensure the safety of the hostel inmates. The matter has

already been taken up with the Govt. (vide letter dated 5/5/2012) for provision of rent free accommodation to the Hostel wardens. It has been decided that principals will send a proposal to use the Hostel for other student related activities if it is not in use or functional.

17. College Library

The Chairman informed all the Principals that in case there is no librarian in the college, Assistant Librarian will be shifted from Schools to bigger Colleges under rationalization. The Library Branch in the Directorate will prepare the proposal accordingly and send it to the Govt. for approval. But as per UGC guidelines, only eligible librarians (as per UGC norms) will be appointed in the colleges. It has also been decided that department will prepare the work/job profile of Librarians.

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

The Chairman also directed all the Principals that every college should participate in maximum numbers of cultural and sports events organized by Sports Council of Himachal Pradesh University as it facilitates the students in development of their personalities and enables them to add become more potential for employability in these fields.

Regarding Career counseling, the Chairman remarked that this is another important aspect which needs regular attention so that every student in the college gets counseling & guidance. The activities may begin with providing guidance in selection of subjects in Arts faculty for the beginners, and senior students be aware of various options of employability available in their respective discipline/ subjects etc. Also, it is equally important to provide guidance to students for choosing right career in the life as so many lucrative options are available in the

employment market which needs awareness and information to have access to such opportunities.

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

It has been approved by the house that a committee of following principals be framed under the Chairmanship of Dr. Yogesh, Additional Director (College) to decide for strengthen of Amalgamated Fund with merging Funds having small amounts in the colleges. The Committee will submit their report with in one month, so that Govt.'s approval can be sought accordingly.

Committee Members :

- i) OSD(C) Dte. of Hr.Edu.H.P. iv) Principal, GC Bilaspur
- ii) Principal ,RKMV Shimla vi) Principal, GC Jukhala, Bilaspur
- iii) Principal, Govt. Skt. College, Phagli, Shimla.

List of participants is annexed at **Annexure-A**.

The meeting ended with vote of thanks to the chair.

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

(Dr. Yogesh)
Additional Director (Colleges),
Himachal Pradesh.

Approved

Sd/-
Director of Higher Education,
Himachal Pradesh.

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

1. Dr. Yogesh, Additional Director (C), H.P. Shimla-1
2. Sh. S.B. Shekhri, Joint Director(C-I), H.P. Shimla-1
3. Dr. Amar Dev, Joint Director(C-II), H.P. Shimla-1
4. Sh. Rakesh Bansal, JC (F&A), Dte. of Hr. Edu, H.P.
5. Smt. Manjusha Pathania, Principal, GC, Solan.
6. Dr. Ramesh Verma, Principal, SCERT, Solan.
7. Dr. Deepak Thakur, Principal GC Nalagarh (SLN).
8. Dr. Saroj Jaswal, Principal GC, Arki (Solan).
9. Sh. Naresh Mahajan, Principal RKMV, Shimla.
10. Dr. (Mrs.) V.P. Mahajan, Principal, GC, Shimla-4
11. Sh. C.L. Sankhyan, Principal GC, Theog (SML).
12. Dr. Uma Randev Principal GC Sarswatinagar (SML).
13. Dr. M.S. Negi Principal GC Rampur Bushehar (SML).
14. Dr. Uma Verma, Principal GC, Sunni (SML).
15. Dr. B.L.Vinta, Principal, GC Seema, (SML).
16. Sh. K.S. Thakur, Principal, GC Nerwa (SML).
17. Dr. J. S. Negi, Principal GC, Ghumarwin (BLP).
18. Sh. R.P.Chopra, Principal, GC, Bilaspur.
19. Smt. Meera Gupta, Principal, GC Jhandutta (BLP).
20. Dr. Dharam Singh, Principal, GC, Jukhala (BLP).
21. Sh. M.S.Jamwal, Principal, GC Mandi (MND).
22. Dr. R.C. Sharma, Principal, GC, Sarkaghat (MND).
23. Dr. Kamal Kant, Principal, GC, Bassa (MND).
24. Sh. R.P. Thakur, Principal, GC, JoginderNagar (MND).
25. Sh. Krishan Vaidya, Principal, GC, Drang at Narla(MND).
26. Dr. B.S. Jaswal, Principal GC, Dharampur (MND).
27. Dr. M.L. Sharma, Principal, GC, Chamba.

28. Smt. Shashi Gupta, Principal, GC, Chowari(CBA).
29. Sh. Jagdish Lal Principal, GC, Pangi (CBA).
30. Dr. Amarjeet Sharma, Principal GC, Una (UNA).
31. Sh. Ram Paul, Principal, GC Bangana (UNA).
32. Dr. Satish Sharma, Principal, GC, Dharamshala (KGR).
33. Dr. Ajay Lakhan Pal, Principal, GCTE Dharamshala(KGR).
34. Sh. K. C. Sharma, Principal, GC, Indora(KGR).
35. Dr. Rakshpal Jindal, Principal, GC, Dhaliara(KGR)
36. Sh. P.S. Panwar, Principal, GC, Palampur(KGR)
37. Smt. Nalni Panwar, Principal, GC, Baijnath. (KGR)
38. Sh. S.S. Gill, Principal, GC, Nagrota Bagwan(KGR)
39. Sh. Arvind Pathania, Principal, GC, Naura(KGR)
40. Sh. P.C. Verma, Principal, GC, Jaisinghpur(KGR)
41. Dr. Bhuwan Prakash, Principal GC, Thural (KGR)
42. Sh. J.S. Chaudhry, Principla, GC Shahpur (KGR)
43. Sh. P.C. Patyal, Principal, GC, Hamirpur (HMR)
44. Sh. Ashith Kumar, Principal, GC, Nadaun(HMR)
45. Sh.Sundar Singh, Principal, GC, Sujampur Tihra(HMR)
46. Sh. Y.P. Mahant, Principal, GC, Bhoranj (HMR)
47. Sh. Bihari Lal, Principal, GC, Barsar(HMR)
48. Dr. Dhaneshwari Sharma, Principal, GC, Kullu
49. Dr. Ajay Sharma, Principal, GC, Banjar (Kullu)
50. Dr. P.P. Kaistha, Principal, GC, Haripur (Kullu)
51. Dr. B.S. Negi, Principal, GC Reckong Peo (Kinnour)
52. Sh. N.K.Thami, Principal, GC Nahan(SMR)
53. Sh. J.S. Verma, Principal, GC Rajgarh(SMR)
54. Sh. N.D. Sharma, Principal, GC Sangrah(SMR)
55. Dr. Liladhar, Principal, G.Skt.College, Shimla.
56. Dr. P.L. Gautam, Principal, G.Skt.College, Solan.

57. Sh. P.L. Attri, Off. Principal, G.Skt.College., Shimla

58. Sh. Buddhi Ram Sharma, Off. Principal G.Skt.C, Nahan

59. Dr. Keshwa Nand Kaushal, Principal, G.Skt.C, Kiaroo(SML)

2) Representatives

1. Sh.D.K.Sharma, A. Professor, GC Paonta Sahib(SMR)

2. Sh.D.K.Sharma, A. Professor, GC Shillai (addl. Charge)(SMR)

3. Sh. Praveen Kumar, A. Professor, GC Haripurdhar(SMR)

4. Dr. Karuna Bhardwaj, A. Professor, GC Sanjauli (SML)

5. Sh.C.R.Chauhan, A. Professor, GC Seraj at L.Thach(MND)

6. Sh. K.R.Saini, A. Professor, GC Salooni(CBA)

7. Smt. Abhilasha, A. Professor, GC, Amb(UNA)

8. Dr. Sanjay Sharma, A. Professor, GC, Beetan(UNA)

9. Sh. Ajay Sehgal, A. Professor, GC, Daulatpur Chowk(UNA)

10. Dr. R.S. Gill, A. Professor, GC Nurpur(KGR)

11. Sh. Ashok Sharma, A. Professor, GC Dehri(KGR)

12. Sh. Dinesh Sharma, A. Professor, GC Haripur(Guler)KGR

3) Absentees:

1. GC Anni at Haripur

2. GC Kukumseri

3. GC Bharmour

Sd/-

Addl. Director of Higher Education
Himachal Pradesh.

Endst. Even. No. EDN-H(8)14/84-2011 (Principal conference) July, 2012

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.

Sd/-

Addl Director of Higher Education
Himachal Pradesh.