

Minutes of the Principal Conference of Govt. Colleges and Govt. Sanskrit Colleges held on 02.12.2011 at 10.30 AM under the Chairmanship of Dr. O.P. Sharma Director of Higher Education Himachal Pradesh.

Inaugural Address by Chairman

The Chairman welcomed all the participants and informed the house that this was the 2nd meeting of this session. State leadership at Govt. level and political level has the version that all areas including tribal & hard areas should be served. Most of colleges are working very hard trying to bring Higher Education ahead. Himachal has highest Gross Enrolment Ratio in the country. Principals of the colleges are the leaders of Higher Education and as team leaders they are to take work with motivation and also become techno-savvy to improve the standard of Higher Education. Head of the institution should be dynamic to bring in the new upcoming changes in Technology, build infrastructure and bring about change in teaching methodology .Every teacher should try to change the system. The Chairman directed the Principals to think about academic reforms and take the staff and students into confidence. He emphasized that uniformity in schedule should be maintained in House test, vacation and Annual prize distribution by all the college Principals. All the Principals are to implement roll on system and no admission has to be given if the date of admission is over. Only 2nd and 3rd year students be allowed promotion/ demotion after the date of admissions is over. The Chairman informed the house that under the vision of 2020 Himachal Pradesh University have done good job and colleges are to take advantage of it and see how these courses could be adopted at college level. All eligible colleges should ensure start of PG

Classes. He drew the attention of the house to take care of the following:

- i) To lift all U.G.C. grants and adopt various programmes initiated by the UGC.
- ii) NAAC Accreditation/ Re-Accreditation with NAAC
- iii) Connectivity with National Mission on Education through ICT (NMEICT)
- iii) Functioning of College Hostels.
- iv) NCC, NSS, Rovers & Rangers Activities.
- v) Introduction of new Courses.
- vi) Co-Curricular Activities.

The Chairman emphasized that the Principals should take care of PMIS system. PMIS data is to be routinely updated and verified.

At the end of welcome address, the Chairman, requested Sh. Dinkar Burathoki, Additional Director, to conduct the day's proceeding. "Action taken report" of the meeting held on 21.02.2011 as well as agenda items of the on going meeting were discussed.

ATR on previous proceeding dated 21.02.2011

1. Increasing effective teaching days:

The chairman observed that H P University should be requested further to have compact date sheet.

2. Sports/ Co-Curricular Calendar:

A model calendar of activities for a college should be framed at Directorate level. It should also include co-curricular activities. The chairman requested the principals to start Rover/ Ranger units of scouting in their institutions as scout movement in an educational youth movement for their development.

3. Change of syllabi:

The syllabi in subjects of English, Hindi, Music, Geography, Political Science, Sociology, Zoology, Math (UG level) Philosophy, Sanskrit Economics, Geology, History , Physics and BJMC- three year degree courses have already been sent to the University for taking necessary action. It needs monitoring and the syllabi of remaining subjects should also be changed and send to the University. Sh.Dinkar Burathoki, Additional Director as chairman of the committee to amend the syllabi should follow the required action.

4. Framing of Faculty Time Table:

Principals are to assign workload according to Govt. instructions. The Chairman directed the Principals to allot faculty time table of 40 hours per week to teachers with their collaboration according to Government's instructions.

5. Admission as per roll on system:

It was decided that roll on system of admission should be followed strictly. No student should be disallowed under roll on system to take the admission including in First year. Private Students can take the admission by giving the proof of having appeared in 10+2 examination. No admission will be allowed if the admission date is over except promotion / demotion.

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

All colleges must have connectivity with NMEICT. IT labs should be utilized fully and their should be provision in time table for every students / class to use IT lab. This connectivity should be amply available in the library also.

7. HIMSWAN Connectivity

All the Principal were advised to avail the facility of HIMSWAN connectivity. Principals were asked to send the status of how college was using IT lab and e-IT activities. The chairman emphasized that all information should be sent through e-mail. Every Principal should check e-mail daily. Few Principals brought to the notice of the chairman that their e--mail had bounced. The chairman directed such Principals to send in writing so that e-mail could be activated. In future, if e-mail of any college bounces due to non use, action will be taken against him.

8. Status of Funds:

The Chairman directed all the Principals not to make FD's of student's related funds in the banks. It is to be spent for the welfare of the students in accordance with HPU Ordinances. The Chairman took a serious view that certain Principals of the college were not spending the funds for the welfare of the students. It has been decided that if the required amount is beyond the competency, the matter should be sent to this Directorate for approval with justification along with estimate.

9. Maintenance of Cash Book (Treasury and Funds):

The Chairman was apprised by the Additional Director (Colleges) that the action in this regard had been checked during the inspection and found that both cash books (treasury / funds) were updated by the Principals 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 records as per office manual with the verification from Section Officer posted in Deputy Director Offices. It was further stressed that the audit paras should be settled during the on spot settlement camps as well as directly with AG HP with recommendation of this Directorate.

11. Demarcation of College land and availability of Infrastructure.

The Chairman wanted that all principals should ensure demarcation of college land and its fencing. If Additional infrastructure is required for college, drawings and estimate for the same should be sent to this Directorate for provision of budget. Wherever land is required, efforts should be made for its acquisition.

12. Building under construction.

All the principals were requested to collaborate with executing agencies for fast construction and point out also short comings if any to them and also to this Directorate.

13. UGC Grants and NAAC Accreditation:

The Chairman wanted that every principal should ensure that all eligible UGC grants are got sanctioned and utilized in the college. Non-affiliated eligible colleges should get affiliated with the UGC so that they could also get the grants. Similarly, accreditated colleges should get their accreditation renewed and non- accreditated colleges should get accreditated with NAAC. The Directorate should monitor it quarterly.

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 decided that Principals will allow Lecturers to attend RC with a gap of one year and not before that. A committee of following is framed under the chairmanship of Sh. Dinkar Burathoki, Additional Director (College) to prepare a proposal for allowing teachers to participate in seminars / workshops/ symposia / paper presentation etc. at state, national and international level and to consider it as duty period.

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| 1. | Dr. Yogesh , Joint Director(C-I) | Member |
| 2. | Sh. Shashi Bhushan Sekhari Joint Director(C-II) | Member |
| 3. | Dr. Vimal Parveen Mahajan, Principal GC, Kotshera | Member |
| 4. | Dr. Amar Dev, Principal GC, Sanjauli | Member |

15. Status of College Hostel and Hostel Warden:

The Chairman directed all the Principals that hostel should be functional and if not functional it should be used for other purposes also. Students should feel secure in the Hostel and it is the responsibility of the Principal and the Warden. It was decided that matter be taken with the Govt. for provision of rent free accommodation to the Wardens. It was also decided that Principals should send a proposal to use the Hostel for other student's related activities if it was not in use.

16. College Library:

The Chairman directed all the Principals to ensure proper functioning and maintenance of College Library. Cataloguing and Internet Software should be available in the College Library. It has been decided that Asstt. Librarian should be shifted from Schools to bigger Colleges under rationalization. The Librarian will prepare the proposal accordingly and send it to the Govt. for approval. It is decided that Directorate will prepare the norms of Library staff of Colleges.

17. Status report of cultural, sports and career counseling activities:

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-II), for preparing the guidelines for all colleges for cultural, sports and career counseling activities with in month and these guidelines will be applicable in the colleges from the next session.

1. Smt. Santosh Baniyal, OSD (College) Dte. of Hr. Edu. Member
2. Dr. Vimal Parveen Mahajan, Principal GC, Kotshera Member
3. Dr. Amar Dev, Principal GC, Sanjauli Member

18. Committee for merging of various Funds being charged at college level into Amalgamated Fund.

A committee of following Principal's is framed under the Chairmanship of Sh. Dinkar Burathoki, Additional Director (College) to decide merging of various funds into Amalgamated Fund. The Committee will submit its report within one month, so that Govt.'s approval can be sought accordingly.

1. Sh. Shashi Bhushan Sekhari Joint Director(C-II) Member
2. Dr. Amar Jeet, Principal GC, Una Member
3. Dr. Satish Sharma, GC, Dharamshala Member
4. Dr. J.S. Negi, Principal, GC, Ghumarwin Member

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

Approved

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

Sd/-
(Dinkar Burathoki)
Additional Director (College)
Himachal Pradesh.

Annexure-A

The following were present in the meeting.

1. Sh.Dinkar Burathoki, Additional Director (C)
2. Sh. Narender Awasthi, Joint Director (C-II)
3. Smt. Santosh Banyal, OSD (c)
4. Smt. Manjusha Pathania, Principal, GC, Solan (SLN)
6. Sh. Ramesh Verma, Principal, SCERT, Solan
7. Dr. Deepak Thakur, Principal GC, Nalagarh (SLN)
8. Dr. Saroj Jaswal, principal GC, Arki (Solan)
9. Ms. Vipin Gupta, Principal GC, Paunta-Sahib (SMR)
10. Dr. J.S. Verma, Principal, GC, Rajgarh (SMR)
11. Sh. J.S. Tomar Principal, GC, Shillai (SMR)
12. Dr. K.D. Sharma, Principal, GC Sangrah (SMR)
13. Sh. Krishan Gopal, Principal GC, HaripurDhar (SMR)
13. Sh. Naresh Mahajan, Principal RKMV, Shimla
14. Dr. Amar Dev, Principal, GC, Sanjauli (SML)
15. Dr. (Mrs.) V.P. Mahajan, Principal, GC, Shimla-4
16. Sh. C.L. Sankhyan, Principal GC, Theog (SML)
17. Sh. L.S. Thakur, Principal, GC, Seema
18. Dr. Uma Randev Principal GC Sarswatanagar (SML)
19. Dr. M.S. Negi Principal GC Rampur Buser (SML)
20. Dr. Uma Verma, Principal GC, Sunni (SML)
21. Dr. J.S. Negi, Principal GC, Ghumarwin (BLP)
22. Sh. R.P. Gupta Principal GC, Bilaspur
23. Smt. Meera Gupta, Principal, GC Jhandutta (BLP)
24. Dr. Dharam Singh, Principal, GC, Jukhala (BLP)
25. Sh. M.S. Jamwal, Principal, GC Mandi (MND)
26. Dr. R.C. Sharma, Principal, GC, Sarkaghat (MND)
28. Dr. Deepak Sharma, Principal, GC, Karsog (MND)
29. Dr. Kamal Kant, Principal, GC, Bassa (MND)
30. Sh. R.P. Thakur, Principal, GC, J/Nagar (MND)
31. Sh. Krishan Vaidya, Principal, GC, Drang at Narla.
32. Dr. B.S. Jaswal, GC, Dharampur (MND)

- 33.Sh. Yash Paul Mahant, Principal, GC Seraj at Lambathach (MND)
- 34.Dr. M.L. Sharma, Principal, GC, Chamba.
- 35.Sh.Kuldeep Banta, Principal, Bharmour (CBA)
- 36.Sh. Bhuwan Viz Principal, GC, Tissa (CHB)
- 37.Sh. Jagdish Lal Principal, GC, Pangi (CHB)
- 38.Sh. K.R. Seni, Principal, GC, Salooni (CHB)
- 39.Dr. Amarjeet Sharma, principal GC, Una (UNA)
- 40.Smt. Kiran Lohia, Principal, GC, GC, Amb(UNA)
- 41.Dr. Ramesh Verma, Principal GC, Beetan(UNA)
- 42.Dr. Satish Kanwar, Principal, GC, Daulatpur Chowk(UNA)
- 43.Sh. R.S. Dadhwal, Principal, GC, Bangana(UNA)
- 44.Sh. Satish Sharma, Principal, GC, Dharamshala (KGR)
- 45.Dr. Ajay Lakhan Pal, Principal, GCTE Dharamshala(KGR)
- 46.Sh. S.K. Sharma, Principal, GC, Indora(KGR)
- 47.Sh. RakshPal Jindal, Principal, GC, Dhaliara(KGR)
- 48.Sh. P.S. Pawar,Principal, GC, Palampur(KGR)
- 49.Smt. Nalani Panwar, Principal, GC, Baijnath. (KGR)
- 50.Sh.S.S. Gill, Principal, GC, Nagrota Bagwan(KGR)
- 51.Sh. Arvind Pathania, Principal, GC, Naura(KGR)
- 52.Sh. P.C. Verma, Principal, GC, Jaisinghpur(KGR)
- 53.Dr.D.R. Sharma, Principal, GC, Haripur Guler(KGR)
- 54.Sh. V.K.Sharma, Principal, GC, Dehri (KGR)
- 55.Sr. Bhuwan Prakash, Principal GC, Thural (KGR)
- 56.Sh. P.C. Patiyal, Principal, GC, Hamirpur (HMR)
- 57.Sh. Ashith Kumar, Principal, GC, Nadaun(HMR)
- 58.Sh.Sundar Singh, Principal, GC, Sujampur Tihra(HMR)
- 59.Dr. A.N. Sharma, Principal, GC, Bhoranj (HMR)
- 60.Sh.H.L. Dogra, Principal, GC, Barsar(HMR)
61. Dr. Dhaneshwari Sharma, Principal, GC, Kullu
62. Dr. Ajay Sharma, Principal, GC, Banjar
63. Dr. M.L. Sharma, Principal, GC, Haripur
64. Sh. Ravinder Kumar (Deputed), Principal, GC, Anni at Harippur
65. Sh. Dr. Prem Lal Gautam, Principal G.Skt.C, Solan

66. Sh. Purushotam Lal, Principal, G.Skt.C, Sunder Nagar.
67. Sh.Chattar Singh, Principal, GSC, Shimla
68. Sh. Buddhi Ram Sharam, Principal GSC, Nahan
69. Dr. keshwa Nand Kaushal, Principal, GSC, Kayartu.

2) Representatives

1. Sh.Suresh Kumar Associate Professor, GC, Nurpur.
2. Dr. Ashwani Awath, Lect. GC, Chowari

3) Absentees:

1. GC, Nahan
2. GC, Shahpur
3. GC, Kukumserit
4. GC, Chowari

Sd/-

Director of Higher Education
Himachal Pradesh.

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

Copy for information and further necessary action.

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

Sd/-

Director of Higher Education
Himachal Pradesh.