

From

Director Higher Education Haryana,  
Shiksha Sadan Sector-5, Panchkula.

To

All Principals of  
Govt. Colleges in the State of Haryana.

Memo No. KW 4/368-2004 CI(3)

Dated: Panchkula, the 15.11.2019

**Subject:- Regarding updation of information of teaching staff in MIS portal.**

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Kindly refer to the subject cited above.


It has come to notice of this office that proper information of teaching staff has not been updated in MIS Portal by some colleges. Further it is also informed that some additional Columns have also been inserted on MIS Portal for which the information is to be updated by all Colleges.

I am directed to further direct you that the information in all vacant columns on MIS portal may be filed up within three working days and it will be personal responsibility of concerned Principal regarding its compliance.

The newly added columns are as under:-

1. Columns of category ( Gen, SC, BC etc) must be filled up. Category be indicated as per Selection List.
2. Rural/Urban service be indicated against the detail of service profile.
3. Detail of Senior/Selection grade may also be indicated.
4. Qualification of all Assistant/Associate Professors may also be filled up.

In case of Extension Lecturers, the name of Father may be inserted. Data of all Extension Lecturers may please be rectified, if someone has relieved then entry of relieving be made, if some new adjustment have been made then detail of Extension Lecturers may also be filled up. If any ineligible Extension Lecturer has acquired PhD/ passed NET, his/her status may be updated as eligible however, concerned Principal may ensure the verification of such qualification from concerned Institution (University or UGC as the case may be). The matter regarding updation of qualification may not be sent to this office as the competent authority to verify such claims is concerned University or UGC. Detail of Court cases may also be updated at per present status.

  
Superintendent College-I  
for Director Higher Education  
Haryana, Panchkula