

From

Principal Secretary Higher Education
Haryana, Panchkula.

To

All Principals of Govt Colleges in the State of Haryana

Memo No. Cord.SPL/02/2022

Dated: 02.11.2022

Subject: Visit of Principal Secretary, Higher Education to Govt. Colleges

This is to inform you that Principal Secretary Higher Education shall be visiting a Govt. college (random basis) every week. He shall be accompanied by senior officers from the Head Office. The visit span shall be of 4 hours.

The programme shall be as follows:

1. Student interaction (of 1 hour) - Depending upon hall capacity there should be representation of students from all disciplines/courses/years. Principal to give 10 minute presentation in the conference room/hall on following matters followed by interaction with students.:-

- i. Student statistics
- ii. Scholarships & Stipends
- iii. NSS & NCC participation & activities
- iv. Report on working of various Clubs/Societies
- v. Mentor-Mentee report and impact of mentoring
- vi. Placements - efforts & results
- vii. Use of library
- viii. Sports Activities - status of playgrounds and equipment and participation
- ix. MoU with Industry if any (for internship & employment)
- x. Outstanding achievements shall be appreciated by way of "Certificate of Appreciation"

The presentation shall be followed by interaction with students.

2. Faculty interaction (of 1 hour): Principal to give 10 minute presentation in the conference room/hall on following matters followed by interaction with faculty:

- i. Attendance
- ii. Results
- iii. All faculty to undertake IGNOU online course on NEP- status thereof
- iv. Teaching & Learning - lesson plans, lesson tests etc.
- v. Use of ICT in teaching - SWAYAM, MOOCs
- vi. Use of LMS by faculty & students
- vii. Outstanding achievements shall be appreciated by way of "Certificate of Appreciation"
- viii. Interaction with faculty

During the interaction, faculty members may be asked to come onstage and talk about their approach to pedagogy/lesson plans/ lesson tests/Review/mentoring of weaker students etc.

3. **Interaction with Principal (of 2 hours):** A presentation shall be made before Principal Secretary by the Head of the Institution on the following matters:

- i. **Admissions:** status and focus on courses where admissions were very low/reasons thereof
- ii. **NEP progress:** Self-assessment and internal audit of all Colleges through Prayaas; Mandatory accreditation by NAAC; Participation in India Ranking; Institutional Development Plan; Moving towards autonomous colleges or graded autonomy; Telepresence & smart class rooms; Enrolment in hostels; Status of faculty development in the last one year; Numbers of research papers/books published by faculty during last one year; International conferences attended by faculty/students; Leadership development programmes attended by Principal; Industry interaction and orientation of faculty towards implementation of industry linked curriculum; Setting up of start-up incubation centres to promote technological development; research and entrepreneurship; Introducing innovative certificate courses; Choice Based Credit system in colleges; Onboarding of Colleges on Academic Bank of Credit portal; ICT in pedagogy; Active student clubs; Formative assessment of students; Efforts made for the physical fitness of students; Setting up of International Affairs office in colleges; Proper performance evaluation matrix of faculty; Engagement of senior PG students as teaching assistants; Scholarships through industry/corporates; Remedial classes for weaker students; Skill based add on courses; Interaction of all colleges in a district for use of common facilities; Subscription to research journals in college libraries; Best researcher award for students and faculty; 100% digital colleges; Alumni network; Registration on ABC (academic bank of credits); PPP linkage of students;
- iii. **Special projects:** SDG – sustainable development goals related activities; Green campus/green buildings related activities; incubators progress (if any),
- iv. **Adoption of village/s:** Under the “Unnat Bharat” programme it is expected that each institution (*be it rural institution or urban*) adopts 5 villages nearby and engages with local community, assesses requirements for quality living, carries out field studies, suggest innovative solutions to issues faced in the day-to-day lives of people in the areas of livelihood, energy security, environment security and basic living amenities. Activities undertaken in this regard may be mentioned in presentation.
- v. **Human Resources:** quality of file/register keeping, maintenance & updation of various registers relating to 56 funds (colleges); service books; ACRs; handling of complaints/issues of students & faculty; status of inquiries; vacancy position, status of recruitment etc.
- vi. **Infrastructure:** Buildings -adequacy; state of cleanliness, paint, repair and maintenance; if new buildings are under construction the quality of construction shall be checked; Labs; (if any);
- vii. **Financial matters:** utilization of various grants; Updation in ERP all 56 College Funds; Audit paras; Up To Date stock registers; cases of misuse of funds etc.
- viii. **Procurement:** Has college initiated purchase through GeM; analysis of purchases at college level; procurement relating to any one item shall be show-cased in respect of adherence to Govt. Procurement guidelines and canons of financial propriety.
- ix. **Safe Campus:** boundary wall, security, cctv etc.
- x. **Clean and green campus:** it is expected that lawns are green, large amount of tree/bush plantation is there, toilets are neat & clean, windows are clean, garbage disposal system exists,

- xi. **Website:** quality of information and data; updation of website;
xii. **Needs Analysis:** provide list of resources required to conduct better teaching-learning, clean, safe and vibrant campus

Necessary action shall be initiated by all the Principals of Govt. Colleges to ensure smooth conduct of the visit by senior officers of the Department.



Deputy Director Coordination
For Principal Secretary Higher Education
Haryana, Panchkula

Endst. No. Cord.SPL/02/2022

Dated 02.11.2022

A copy of the above is forwarded to the following for information and necessary action :-

1. PS/Principal Secretary Higher Education
2. PS/Director Higher Education
3. PA/JDA



Deputy Director Coordination
For Principal Secretary Higher Education
Haryana, Panchkula