

From

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

To

All the Principal of Government Colleges,  
in the State of Haryana

Memo No. 6/19 -2016 NPE (1)  
Dated Panchkula the 29.03.2017

**Subject: - Minutes of Meeting of the Principals of Government Colleges held on 5<sup>th</sup> April, 2017 at 10.00 AM in Kisan Bhawan, Sector-14, Panchkula.**

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Kindly refer on the subject cited above.

Find enclosed a copy of approved minutes of the meeting of Principals of Government Colleges held on 5<sup>th</sup> April, 2017 at 10.00 AM under the Chairmanship of Dr Mahavir Singh, IAS, Principal Secretary to Govt. of Haryana, Higher Education Department, Haryana , Chandigarh.

You are requested to take action accordingly and send the Action Taken Report to this Department at the earliest.

  
Deputy Director NPE  
for Director Higher Education,  
Haryana, Panchkula

Endst No. Even

Dated, Panchkula the 29.03.2017

A copy is forwarded to the following for the information:-

1. PS/Principal Secretary to Govt. Haryana, Higher Education Department , Chandigarh.
2. PS/Director, Higher Education, Haryana, Panchkula.
3. Steno/Joint Director Admn.
4. All Headquarter Officers. They are requested to take action on ~~their~~ items/points related to them and send Action Taken Report to the NPE branch so that the same may be submitted to Higher Authorities.

  
Deputy Director NPE  
for Director Higher Education,  
Haryana, Panchkula

**Minutes of meeting of Principals of Govt. Colleges held under the Chairmanship of Dr. Mahavir Singh, IAS, Principal Secretary to Govt. of Haryana, Higher Education Department, Chandigarh on 05-04-2017 at 10.00 AM at Kisan Bhawan, Sector-14, Panchkula.**

Present:-

1. Sh. A. Sreenivas, IAS, Director, Higher Education Department.
2. Officers from the Head Quarter.
3. Principals of Govt. Colleges in Haryana.

Sh. A. Sreenivas, Director, Higher Education Haryana extended a warm welcome to Dr. Mahavir Singh, Principal Secretary, Higher Education Haryana, Principals of Govt. Colleges, of Haryana and officers of Head Office.

Dr. Mahavir Singh, PSHE at the very outset, congratulated the Associate Professors who joined as CDC Principals. Thereafter, he highlighted the objectives of Higher Education Department and emphasized on the sincere efforts to be put in for providing quality higher education in the State of Haryana.

After detailed deliberations, following decisions were taken:-

1. **Web Portal**

- i) Office website to be updated every Friday and latest date of updation should also figure on home page.
- ii) Name of Nodal Officer (Web Portal) should be displayed on home page of portal.
- iii) Total no. of visitors should be reflected on home page of website.

**(Action to be taken by DDCC)**

2. **Extension Lecturers**

- i) First priority to be given for engaging qualified Extension lecturers.
- ii) Principals will provide subject wise information of Extension lecturers (qualified/unqualified) by 12 April 2017.
- iii) No post of Extension lectures will be sanctioned if requirement is less than 50% of required workload which needs to be taken care of by the existing staff.
- iv) While advertising posts of Extension Lecturers, details of posts reserved for various categories must be mentioned clearly as per the instructions issued by Chief Secretary office vide letter No. 22/11/2012-1GS-III dated 16.11.2012 alongwith UGC guidelines regarding qualification.

**(Action to be taken by DD-I)**

3. While starting new courses, focus should be on Job Oriented Courses based on local demand. Principals will get the requirement form local industry and will assess its requirement in consultation with other stakeholders and send their suggestions to HQ. Focus should also be laid to improve GER especially in districts where it is low.

4. H.Q. to devise a plan regarding continuation or discontinuation of subject or starting of new subject based on the recommendations of the concerned Principal. **(Action to be taken by DD College-I)**
5. Principals will send their views regarding making physical education as mandatory subject for all students keeping in view the feasibility, by 30th April 2017. **(Action to be taken by DD College- I)**
6. Principals will send pending ACRS upto 30<sup>th</sup> April, 2017. **(Action to be taken by DD College-V)**
7. Explanation of Principals be asked for not utilizing grant (IInd installment of consolidated stipend scheme for SC Students, details of which were shared and discussed). Further, all the Principals were directed to get the Aadhaar No. of BC/OBC Students linked with their Bank Accounts immediately. **(Action to be taken by Admn. & Scholarship Branch).**
8. The Principals of the Colleges where student's strength is on higher side will send their proposal/demand for building, additional infrastructure and other facilities in their colleges by 30<sup>th</sup> April, 2017.
9. List of nodal officers for construction work will be circulated to all concerned.
10. Nodal officer of works will hold a meeting with PWD & HPHC officials to expedite the matter of construction work at the District levels. They will also send monthly report to HQ on a prescribed proforma to be devised by HQ. **(Action to be taken by DD Works)**
11. All the Principals of Govt. Colleges were directed to utilize the un-utilized SMI Grant and send their proposals for maintenance purposes for approval out of the balance fund of SMI Scheme. **(Action to be taken by DD-Works)**
12. Officials deputed by the Principals to attend High Court cases will report the latest status to District Attorney O/o DHE after attending the Court on the very same day. District Attorney will issue certificate regarding the updation of court case by concerned person in CCMS. After getting certificate from DA., TA/DA to the concerned employees will be paid by the Principal. **(Action to be taken by DA)**
13. CM Grievances & CM Announcements are to be taken on priority and any laxity on the part of the Principal may be lead to initiation of departmental proceedings.
14. Faculty organizers should be appointed in all 31 colleges under 'Centre of Excellence' for Spoken Tutorials and information to this effect be sent by 12<sup>th</sup> April, 2017.
15. Any college which falls under 'Centre of Excellence' scheme should put their earnest efforts for accrediting their colleges for NAAC 'A' accreditation.

  
2-11/17

16. Computer Labs and English Language Labs should be put to maximum use for the benefit of students.  
**(Action to be taken by DD NPE)**
17. Historical Data on HRMS should be uploaded urgently before 30<sup>th</sup> April 2017, otherwise the salary will not be released.  
**(Action to be taken by CAO)**
18. Officers/Officials who have been suspended should be got charge sheeted without delay.  
**(Action to be taken by College-V)**
19. GC Tigaon needs to be upgraded as PG College under CM announcement for which needful be done on an urgent basis.  
**(Action to be taken by DD Co-ordination)**
20. All regular employees in colleges must mark their attendance on AEBS machines and non compliance in this regard would lead to strict disciplinary action. Principals must ensure compliance regarding this on personal basis.
21. All Principals will upload the data of AISHE by 12<sup>th</sup> April 2017.  
**(Action to be taken by DDCC)**
22. It was observed that Govt. College for Women, Sirsa and Govt. College, Behal didn't send any information on the agenda items which were circulated well in advance. This was not appreciated by the Chairman and these Principals were directed to explain the reason for this. It was also observed that many Principals had sent either incomplete or irrelevant or inadequate information despite the fact that specific proformas were devised and circulated well in advance. All the principals were directed to pay personal heed in this regard.  
**(Action to be taken by DD NPE)**
23. It was informed that many Principals had engaged non-teaching officials on 'Outsourcing basis' over and above the sanctioned strength. It was directed that the Principals will send the latest position after verifying the office record, by 12<sup>th</sup> April, 2017. Concerned branch officer in HQ will consolidate the information and take remedial action in this regard.  
**(Action to be taken by DD ME)**
24. The facilities of video conferencing in colleges located at District HQ should be provided so that regular interaction with Principals could be held.  
**(Action to be taken by DD Co-ordination)**
- 25.
26. Online admissions in Govt. Aided Private Colleges and Self Finance Colleges will commence from the next session i.e. July, 2017 for which nodal officers were directed to coordinate this exercise w.r.t. the colleges located in their districts.  
**(Action to be taken by DDCC)**
- The meeting ended with a vote of thanks to the chair.

*Handwritten signature and date:*  
24/4/17