

**Regd/Email
Reminder**

From

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

To

The Principals of Govt. Colleges in the State of Haryana

Memo No. 9/14-2023 Co.(3)

Dated Panchkula, the 27-09-2023

Subject:- Guidelines to be implemented in Government Colleges.

Kindly refer to this office letter No. 9/14-2023 Co.(3), dated 14.02.2023 and reminder No. even dated 18.05.2023 on the subject cited above.

I have been directed to inform you that vide memo. u/r the following instructions were sent to you for strict compliance, which have not being comply with by most of the Principals. Therefore, you are again requested to comply the below mentioned guidelines in letter and spirit and send point wise compliance report to this office by 10.10.2023 on E-mail id – hechrycoordination@gmail.com :-

1. Principal of the college should send the proposal to pool the faculty available in nearby college.
2. All the faculty members be directed to join the programme on NEP 2020 run by IGNOU.
3. The videos/PPTs of the selected topics to be prepared by the faculty/ teachers of their own subjects.
4. Online stock registers (consumable and non-consumable) of the college should be prepared and be updated regularly.
5. College should be in touch and co-ordinate with the Local Bodies/Panchayats for safe segregation of garbage/ waste and its disposal.
6. E-waste should be disposed off as per the instructions issued by the concerned authorities.
7. Duties of Class-IV employees should be identified as per their job manual and be instructed to discharge their duties effectively. Duties of Chowkidar should specifically be identified and conveyed to the concerned immediately.
8. Scope of Projector based classroom teaching be identified and proposal should be sent to the Headquarter for purchase of required items through GeM/RC as per the college requirement.
9. The facility of Inverters/ Generator set for smooth functioning of classes should be made available on at least one floor of the college. The same can be arranged through GeM/ RC (if available).
10. Principal should take necessary approvals for diversion of Cycle Fund to other funds. The details of Cycle Fund and the Fund to which Cycle Fund is to be diverted must be sent to the Headquarter at the earliest.
11. To explore the feasibility of running canteens in the Govt. Colleges with the help of Self Help Groups.
12. All Colleges should use mustered oil of HAFED and Vita milk in the canteen of all Govt. college canteens.
13. All Colleges should organize their counselling cells more viable in their functioning.
14. Language Lab Facility should be enhanced with latest technology with computerized Language Lab.

Ues
Sharma
27/9/23
Deputy Director Co-ordination
for Director Higher Education,
Haryana, Panchkula

CC- IT Cell to upload on portal