

# **AGENDA**

## **✓ 1<sup>st</sup> MEETING OF THE EXECUTIVE COUNCIL**

**DATE : 08-08-2013**  
**DAY : THURSDAY**  
**TIME : 12.00 NOON**  
**VENUE : CONFERENCE HALL (6<sup>TH</sup> FLOOR)**  
**SHIKSHA SADAN, SECTOR -05**  
**PANCHKULA**

## **PRARAMBH**

**A STATE LEVEL SCHOOL FOR TEACHER EDUCATION**

**(Regd. Under the Haryana Registration &  
Regulation of Society Act., 2012) Silani Kesho**

**(Jhajjar)**

**Index to Agenda Points for first meeting of the Executive Council of the  
Prarambh**

| Item No.         | Agenda item  |  | Page No. |
|------------------|--|--|----------|
| 1.1              | Setting up State Level School for Teacher Education at SilaniKesho (Jhajjar).  |  | 1        |
| 1.2              | Allotment of land for setting up State Level School for Teacher Education at SilaniKesho (Jhajjar).  |  | 2        |
| 1.3              | Constitution of various authorities of the Institute.  |  | 3        |
| 1.4              | Regarding approval/recognition of the Institute by NCTE, Haryana Central University Narnaul  |  | 4        |
| 1.5              | Recruitment of Faculty.  |  | 5        |
| 1.6              | Demand for Annual Budget   |  | 6        |
| 1.7              | Creation of Academic, Accounts and Supporting staff positions.   |  | 7-8      |
| 1.8              | Creation of infrastructure for the institute at SilaniKesho  |  | 9        |
| 1.9              | Utilization of funds already received for making arrangements for operationalizing the functioning of institute from Model School Jhajjar. |  | 10       |
| 1.10             | Collaboration with HAMANA to HAMANA People India.  |  | 11       |
| 1.11             | Naming the Institute as Prarambh   |  | 12       |
| 1.12             | Any item with the approval of Chairperson.   |  | 12       |
| <b>Annexures</b> |  |  |          |
| Agenda           | Annexure   | Topic  | Page No. |
| 1.1              | I  | Letter of Approval is issued by the State Govt.          | 13-14    |
|                  | II   | MOA  | 15-34    |
|                  | III  | Bye Laws   | 35-63    |
|                  | IV   | Certificate of Registration.                             | 64       |
| 1.2              | V  | Copy of Lease Deed                                       | 65-70    |
| 1.3              | VI   | a) Governing Body  | 71-73    |
|                  | VII  | b) Executive Body  | 74-79    |
|                  | VIII   | c) Standing Committee                                    | 80-81    |
|                  | IX   | d) Programme Advisory Committee                          | 82-84    |
| 1.4              | X  | Recognition by NCTE                                      | 85       |
|                  | XI   | Approval by Haryana Central University, Narnaul          | 86-90    |
| 1.5              | XII  | Copy of Advertisement Principal and Assistant Professors | 91-94    |
| 1.10             | XIII   | Draft Agreement  | 95-110   |

## ***Agenda points for first meeting of the Executive Council of the Institute.***

### **Item No. 1.1: Setting up Prarambh - A State Level School for Teacher Education at SilaniKesho (Jhajjar).**

The State Government vide their memo no. 1/1-2012 Advr. dated 9.11.2012 conveyed approval to set up a State Level School for Teacher Education - a standalone autonomous institution to function in a given framework with day today functional/academic/financial freedom as per parameters, MOA and Bye laws approved by the State Government. Pursuant to the approval, MOA and the bye laws, a State Level School for Teacher Education has been set up and registered under the Haryana Registration and Regulation of Society Act-2012. The following documents are put up for the information and perusal of Hon'ble members of E.C.

- 1 Letter of approval issued by the State Govt.--Annexure I (P 13-14)
- 2 MOA-----Annexure II (P 15-34)
- 3 Bye laws-----Annexure III (P 35-63)
- 4 Certificate-----Annexure IV (P 64)  
Of registration

2

**Item No. 1.2: Allotment of land for setting up Prarambh - A State Level School for Teacher Education at SilaniKesho (Jhajjar).**

Pursuant to the decision taken by the State Govt. Gram Panchayat SilaniKesho with the approval of Development and Panchayat Department Haryana has transferred land measuring 10 acre on lease basis to the Education Department Haryana. A copy of lease deed is appended as annexure V (P 65-70) and is put up for information of Hon'ble members of E.C.

**Item No. 1.3: Constitution of various authorities of the Institute.**

State Govt. in the light of various provisions contained in the MOA read with Bye laws have constituted various authorities of the Prarambhas mentioned below:-

- a) Governing Body
- b) Executive Council
- c) Standing Committee
- d) Programme Advisory Committee

A copy each of notification regarding constitution of authorities is appended as annexures VI, VII, VIII and IX (P 71-84) and is put up for kind information of Hon'ble members of E.C.

**Item No. 1.4: Regarding approval/recognition of the Prarambhand NCTE, Haryana Central University Narnaul.**

State Govt. had submitted proposals for the grant of approval/recognition of the Prarambhand to initially start 4 years innovative integrated degree course. A copy of approval/recognition granted by NCTE, Haryana Central University is placed at annexures (P 85-90) for kind information of Hon'ble members of E.C.

**Item No. 1. 5: Recruitment of Faculty.**

Pending registration of Prarambhas a registered autonomous body, the Department of Secondary Education for meeting the requirement of NCTE. /Haryana Central University Narnaul advertised the following posts:-

| Sr. No. | Designation of the post | No. of posts  |
|---------|-------------------------|---|
| 1.      | Principal               | 1   |
| 2.      | Assistant Professor     | English-1<br>Hindi-1<br>Physics-1<br>Chemistry-1<br>Botany-1<br>Zoology-1<br>Mathematics-1<br>Commerce-1<br>History-1<br>Pol. Science-1<br>Economics-1<br>Environmental Science-1<br>Total no. of posts= 12 |
| 3.      | Assistant Professor     | Psychology-1<br>Philosophy-1<br>Sociology-1<br>Research-1<br>Total no. of posts= 4  |

A copy of advertisement, the qualifications prescribed is appended as annexureXI(P91-94) is put up for the information of Hon'ble members of E.C.

Since the Institute is to be made functional immediately and admission are to be made from ensuing academic session, it is necessary that, the faculty is put in position immediately. This is also important for complying with the requirement of NCTE.

It is proposed that the Institute with the approval of Chairperson based on the recommendations of selection committee

will offer appointments to the selected candidates on contractual basis and thereafter put up proposal for their regular appointments to E.C.

**Item No. 1.6: Demand for Annual Budget.**

Allocation of funds for the day today functioning of the institute as well as for the payment of salary is required. As gathered from the Department of School Education, State Govt. would provide grant on account of salary of staff as well as contingent grant. Since it is likely to take time, it is proposed to send request to the Department to allocate an amount of Rs. 1,50,00,000/- (Rs. One Crore Fifty lac only) for meeting immediate needs of the institute. The allocation may be made out of the funds received from Agriculture Marketing Board Haryana .



**Item No.1.7: Creation of Academic, Accounts and Supporting staffpositions.**

In appendix -A to rule 3 of Service Bye laws of the Institute, the following posts stand provided:-

**APPENDIX A**  
(See rule 3)

| Sr. no   | Designation of post                                    | Name of the Department   | Number of posts | Scale of pay<br>**                       | Entry Level Pay  |
|--|--|--|-----------------|--|------------------|
| 1  | 2  | 3  | 4               | 5  | 6                |
| <b>A. Institute of Advanced Study in Education</b> |  |  |                 |  |                  |
| 1.   | Principal  |  | 1               | PB-IV<br>(37400-<br>67000 + GP<br>10000) | 37400 +<br>10000 |
| 2.   | (i) Professor  |  | -               | -  | -                |
| 3.   | (ii) Associate Professor                               |  | -               | -  | -                |
| 4.   | (iii) Assistant Professor                              | English, Hindi,<br>Physics,<br>Chemistry,<br>Botany,<br>Zoology,<br>Mathematics,<br>Commerce,<br>History,<br>Political<br>Science,<br>Economics,<br>Geography,<br>Environmental<br>Science or any<br>other subject<br>as required. | 13              | PB-III<br>(15600-<br>39100+GP<br>6000)   | 15600+6000       |
|  | (iv) Assistant Professor                               | Psychology,<br>Philosophy,<br>Sociology,<br>Research or<br>any other<br>subject as<br>required.  | 4               | PB-III<br>(15600-<br>39100 +GP<br>6000)  | 15600 + 6000     |
| 5.   | <b>Administrative/ Accounts &amp; Supporting Staff</b> |  |                 |  |                  |
|  | Manager HR   |  | 1               | PB-II (9300-<br>34800+GP<br>4200)        | 12090 + 4200     |

|  |  |  |    |                             |              |
|--|--|--|----|-----------------------------|--------------|
|  | Deputy Superintendent                                      |  | 1  | PB-II (9300-34800+GP 3600)  | 10230 + 3600 |
|  | Assistant  |  | 4  | PB-II (9300-34800+GP 3200)  | 9300 + 3200  |
|  | Accountant   |  | 2  | PB-II (9300-34800+GP 3200)  | 9300 + 3200  |
|  | Senior Scale Stenographer                                  |  | 2  | PB-II (9300-34800+GP 3200)  | 9300 + 3200  |
|  | Junior Scale Stenographer                                  |  | 1  | PB-I (5200-20200 + GP 2800) | 8370 + 2800  |
|  | Hostel Warden/Hostel Superintendent                        |  | -1 | PB-II (9300-34800+GP 4200)  | 12090 + 4200 |
|  | Information Manager-cum-Librarian                          |  | 1  | PB-II (9300-34800+GP 3600)  | 10230 + 3600 |
|  | Library Assistant  |  | 1  | PB-II (9300-34800+GP 3200)  | 9300 + 3200  |
|  | Driver   |  | 3  | PB-I (5200-20200 + GP 2400) | 7440 + 2400  |
|  | Data Entry Operator-cum-Clerk                              |  | 5  | PB-I (5200-20200 + GP 1900) | 5680 + 1900  |
|  | Electrician-cum-Plumber                                    |  | 1  | PB-I (5200-20200 + GP 1900) | 5680 + 1900  |
|  | <b>Group D</b><br>Cook, Peon, Sweeper, Watchman, Mali etc. |  | 10 | 1S (4440-7440 + GP 1300)    | 4750 + 1300  |

The academic positions as explained under agenda item no. 1.5 stand advertised. Proposal for the creation of posts as detailed above is put up for consideration and approval of Hon'ble members of E.C. The posts as per need /financial allocation would be advertised/filled up on contractual/outsourcing/temporary basis.

**Item No. 1.8: Creation of infrastructure for the institute at SilaniKesho.**

The State Govt. has provided land measuring approximately 10 acre at SilaniKesho for the setting up of the institute. Pending completion of the infrastructure, Govt. have also made arrangements to make the institute functional from 2013-2014 for which major part of the building of model school Jhajjar has been placed at the disposal of the institute. Govt. have also renovated hostel wing of adjacent Govt. Nehru College Jhajjar to be used as hostel as the course to be started is residential one. These arrangements had to be made in view of requirements of NCTE and Haryana Central University Narnaul for getting their approval/affiliation/recognition. Simultaneously the Govt. have entrusted the work regarding structural design of the main campus as also execution of civil worksto Haryana School ShikshaPariyojna Parishad.

The above developments are put up for information of Hon'ble members of the E.C.

**Item No. 1.9: Utilization of funds already received for making temporary arrangements for operationalizing the functioning of institute from Model School Jhajjar.**

The Department of School Education had earlier provided funds to SCERT Haryana Gurgaon, DEO Jhajjar and D.C. Jhajjar as per details given below :-

| Name of the institute | Amount released |
|-----------------------|-----------------|
| SCERT                 | Rs.45,00,000/-  |
| DEO Jhajjar           | Rs.10,00,000/-  |
| D.C. Jhajjar          | Rs.84,26,000/-  |

The concerned institutions have been incurring expenditure for

- (i) Repair and renovation of hostel of Govt. Nehru College Jhajjar to be used by the Institute.
- (ii) Providing equipment and other material for running 4 year innovative integrated B.Ed. Course.
- (iii) To carry out renovations in the building of Model School Jhajjar from where the Institute started functioning.

Necessary details of the work done and the amount utilized will be put up for information of Hon'ble members of the E.C. in the next meeting.

**Item No. 1.10: Collaboration with HAMANA to HAMANA People India.**

State Govt. while granting approval for setting up State Level School for Teacher Education had provided that Collaboration with HAMANA to HAMANA People India, SRF and other reputed national/international organizations having expertise in the field of School and Teacher Education would sought for quality inputs to make the proposed institute comparable to National and International standards and for starting innovative courses.

HPPI under MOU with the State Govt. have been providing inputs on quality related issues for the conduct of pre-service training programmes in GETTIs and DIETs in the State and the feedback has been encouraging. The organisation has also been associated in the development of framework of studies of the Institute. The organisation therefore expressed its keenness to be a part of the programme's implementation in a way that all practical preparations are in place, ensure thorough orientation of students so they are able to make an informed choice of joining the programme, train and support the faculty, and then provide specific quality inputs throughout the implementation of the 4 year programme.

In regard to financial implications, HPPI would raise its own resources or technical support to the tune of Rs. 1.3 crore over a period of 4 years whereas the Institute is to cover the cost of the staff to be appointed by the HPPI.

Details are contained in annexure- XIII. It is proposed to be utilize the services of HPPI in the implementation of the programme and sign an agreement for which Institute is empowered in the light of terms and conditions as laid down by the Govt. in the communication under reference and also covered under the aims and objectives for which it has been set up.

Matters is put up for consideration and approval of E.C.

**Item No. 1.11: Naming the Institute.**

Different names/words have been used at various stages of conceptualization/setting up training Institute. To mention a few are:-

- (1) An Institute of Advanced Study in Education.
- (2) College of Teacher Education
- (3) State Level School for Teacher Education
- (4) Prarambh

Registration of name 'Prarambh' was also got done.

These names were used in different communications addressed to various authorities. This can result in a lot of confusion/complications at any given point of time.

Therefore to put this to rest it is proposed to name the Institution as 'Prarambh - Advanced Institution of Teacher Education, SilaniKesho, Jhajjar

Matter put up for consideration of Hon'ble members of E.C.

**Item No. 1.12 Any item with the approval of Chairperson.**

Minutes of the meeting of the Executive Council of Prarambh- State Level School for Teacher Education, Jhajjar, held on 8<sup>th</sup> August 2013 at 12.00 Noon, in the Conference Hall (6<sup>th</sup> Floor), Shiksha Sadan, Sector-5, Panchkula, under the Chairpersonship of Smt. Surina Rajan, IAS, Principal Secretary to Govt. Haryana, School Education Department.

The list of officers who attended the meeting is annexed at Annexure-A.

At the outset Additional Director (NVEQF&TE), on behalf of Prarambh, welcomed the Hon'ble members of the Executive Council. He shared with the Hon'ble members the moment of great joy and rejoicing for the Department of School Education, because the vision with which the Chairperson of the E.C. wanted the Department to go ahead to set up an innovative Teacher Training Institute in the State, stands realized. The preparation for this started way back in 2010 and it was greatest challenge before the Department to conceptualize such innovative project. The Department has been able to realize the dream only with the guidance and insight provided by Worthy Chairperson of the E.C., who personally intervened at various levels to get the proposal approved by the Government of India. The result has been that the team of Joint Review Mission on Teacher Education constituted by MHRD, Govt. of India in recent visit to the State remarked that this is really an innovation of its first kind happened in the School Education in the country and congratulated the State Government.

This was proceeded by a presentation on the concept of the project and the steps taken till date. In this regard, the contribution made by Sh. R.K. Garg, HCS (Retired) ADO Utkarsh Society Haryana in drafting MOA and Bye Laws of Prarambh was also appreciated. The highlights included the course content, recruitment of faculty, drafting of the course so as to provide exit on completion of 3<sup>rd</sup> year to become competent to teach elementary classes and upto secondary classes on the completion of 4<sup>th</sup> year and many other features of the programme. It was also explained that the Institute in due course would be comparable to best national and international Institutes in providing pre-service and in-service training course, courses of higher level and research activities etc. Thereafter with the permission of the Chair, Director SCERT Gurgaon put up the agenda items for the consideration of the members. The following

decisions were taken after detailed deliberations on the agenda items:-

**Item No. 1.1: Setting up Prarambh - A State Level School for Teacher Education at SilaniKesho (Jhajjar).**

The decision of the Govt. to set up a State Level School for Teacher Education, making it a standalone autonomous institution, notification of MOA, Bye laws and getting the society registered was noted by the Executive Council.

**Item No. 1.2: Allotment of land for setting up Prarambh - A State Level School for Teacher Education at SilaniKesho (Jhajjar).**

Allotment and transfer of land measuring 10 Acres to Education Department, for setting up the Institute at Silani Kesho, was noted by the Executive Council.

**Item No. 1.3: Constitution of various authorities of the Institute.**

Notification regarding constitution, of various authorities namely Governing Body, Executive Council, Standing Committee and Programme Advisory Committee was noted by the Executive Council.

It was also decided that the Chairperson was authorised to recommend to the State Govt. the names of the persons to be nominated to the EC, by the President of the Governing body.

**Item No. 1.4: Regarding approval/recognition of the Prarambh by NCTE, Haryana Central University Narnaul.**

Approval /recognition granted by NCTE, Haryana Central University, to initially start a 4 year innovative integrated degree course was noted by the E.C.

**Item No.1.5: Recruitment of Faculty.**

Pending registration of the society, the posts advertised by the Department for meeting the requirement of NCTE/Haryana Central University Narnaul was noted by the Executive Council. The Chairperson of the E.C. was authorized to

*le Anubh*



issue appointment letters to the candidates recommended by the selection committee. Since the course is to be started immediately for which admission notice has been issued, the Chairperson was authorized to fill up various faculty positions by transfer, deputation, out sourcing ,as per need and requirement.

**Item No. 1.6: Demand for Annual Budget.**

Pending receipt of grant in aid from the State Govt., the E.C. allowed allocation of an amount of Rs. 1.5 crore to be made available to the Institute as a temporary advance, out of the funds received earlier from Haryana Agriculture Marketing Boarding and presently lying with HSSPP for the execution of civil works. The amount will be recouped on the receipt of the Govt. grant. The Principal/Director was authorized to use funds for day to day requirements as per financial rules and for installation of telephone connection etc. The Principal of Prarambh was also directed to open a bank account so that funds could be transferred.

**ItemNo.1.7: Creation of Academic, Accounts and Supporting staff positions.**

Proposal regarding creation of various positions as contained under item no. 1.7 of the agenda was considered and approved. Necessary authorisation to fill up various faculty positions has been given to the Chairperson of E.C. under item no. 1.5. In regard to other posts as contained in the agenda, authorisation was also given to Chairperson of E.C. to fill up these posts on need basis throughout sourcing /deputation /contractual basis as per need and requirement, as the admission process is on and the Institute is to be made functional immediately.

In view of stature of Institute and the objective for which it has been set up, it was desirable to create a post of Director of the Institute for which the pay scale / the total compensation be fixed keeping in view the level of the officer to be appointed. This may be worked out and put up in the next meeting. Pending that, it was decided in principle to create a post of Director and give additional charge of this post to Sh. Alok Verma, IFS(1989) who has recently been appointed as Chief Executive Officer -cum-Member Secretary Utkarsh Society, Department of

*le Agulms*

School Education Haryana. He will hold the additional charge and continue to draw salary from Utkarsh Society. However, he is to be provided vehicle for the discharge of his duties. Therefore purchase of one vehicle as per his entitlement, was also approved.

**Item No. 1.8: Creation of infrastructure for the institute at Silani Kesho.**

Temporary arrangements for making the Institute functional from the premises of Model School Jhajjar and hostel of Govt. Nehru College and also steps taken for raising the campus at the proposed site were noted by the E.C.

**Item No.1.9: Utilization of funds already received for making temporary arrangements for operationalizing the functioning of institute from Model School Jhajjar.**

The Position regarding utilization of funds was noted. It was decided that the Institute would work out the funds required for construction and put up a proposal to the Department/HSSPP, for getting necessary funds released from HSAMB / HRDF.

**Item No.1.10: Collaboration with HAMANA to HAMANA People India.**

The proposal for collaboration with HPPI for the implementation of the programme and signing of agreement(MOU), was approved.

**Item No. 1.11: Naming the Institute.**

The proposal to name the State Level School for Teacher Education as Prarambh- Advanced Institute of Teacher Education, Silani Kesho, Jhajjar was approved.

The meeting ended with the vote of thanks to the chair.

*K. Arsham*

## Annexure -A

| Sr. No. | Name of Officer         | Designation  |
|---------|-------------------------|--|
| 1.      | Mrs. Surina Rajan, IAS  | Principal Secretary to Govt. Haryana School Education Department- in Chair |
| 2.      | Sh. R. S. Dhillon, IAS  | Additional Secretary Finance   |
| 3.      | Sh. D. Suresh, IAS      | Director General Elementary Education Haryana Panchkula                    |
| 4.      | Sh.Chander Shekher, IAS | Director Secondary Education Haryana Panchkula                             |
| 5.      | Dr. Anshaj Singh, IAS   | Secretary Board of School Education Bhiwani                                |
| 6.      | Mr. Alok Verma, IFS     | Director Prarambh  |
| 7.      | Mrs. Sneh Lata          | Director SCERT Haryana Gurgaon   |
| 8.      | Mr. Ved Pal Daulta      | Principal Prarambh   |

Others present: 1) Sh. K.K. Agnihotri, Additional Director (T.E./NVEQF)  
 2) Sh. Rajnish Sachdeva, Assistant Director (T.E.)  
 3) Dr. Amrit Kaur, Assistant Project Officer (T.E.)