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**PRARAMBH
SCHOOL FOR TEACHER EDUCATION
JHAJJAR, HARYANA**

AGENDA FOR 2nd EXECUTIVE COMMITTEE MEETING

DATE: 12/03/2014

TIME: 01.00 P.M.

**VENUE: CONFERENCE HALL, UTKARSH SOCIETY
SECTOR – 2, DIET CAMPUS
PANCHKULA, HARYANA.**

Item No. 1: Confirmation of the minutes of the Executive Committee Meeting held on 08th August, 2013.

The minutes of the meeting of the Executive Committee, held on 08th August, 2013, are attached at **Annexure-I (Page___)**. The minutes were circulated to all the members for their comments. No comments have been received from them.

Accordingly, the Executive Committee is requested to kindly confirm the minutes of the meeting.

Item No. 2: Action Taken Report on the minutes of the Executive Committee meeting held on 08th August, 2013.

The action taken note on various decisions taken in the first meeting of the Executive Committee of the Prarambh, State Level School for Teacher Education, held on 08th August, 2013 is placed at **Annexure-II (Page___)**, for kind perusal.

Item No. 3: Approval of payments made.

The following payments made by Prarambh may kindly be approved:-

| S.No. | Month | Particulars of the payments | Date of payment | Amount of payment |
|-------|---------------|---|-----------------|-------------------|
| 1 | October,2013 | Opening of account | | 1000.00 |
| 2 | | Hospitality | | 1628.00 |
| 3 | | Stationery | | 3646.00 |
| | | Sub Total | | 6274.00 |
| 4 | November,2013 | Stationery | | 7109.00 |
| 5 | | Internet data card for office use | | 1400.00 |
| 6 | | Advance Payment made to BSNL for leased line internet connectivity | | 249439.00 |
| 7 | | TA/DA | | 3576.00 |
| 8 | | Purchase of Prospectus of IGNOU . for 6 month certificate course in ICT | | 10500.00 |
| | | Sub Total | | 272024.00 |
| 9 | December,2013 | Purchase and installation of RO System | | 105000.00 |
| 10 | | Payment of wages to M/s Shiva Pvt. Security and Manpower Agency | | 32517.00 |
| 11 | | Maintenance - Plumbing work | | 1000.00 |
| 12 | | Stationery/photostat and | | 13700.00 |

| | | | | |
|----|---------------|---|--|------------------|
| | | other office expenses | | |
| 13 | | TA/DA | | 1794.00 |
| | | Sub Total | | 154011.00 |
| 14 | January,2014 | Sports material for use of students | | 10928.00 |
| 15 | | Purchase of Geyser for hostel | | 10400.00 |
| 16 | | Purchase of water cooler | | 91774.00 |
| 17 | | Stationery | | 2931.00 |
| 18 | | Maintenance of building | | 26421.00 |
| 19 | | Purchase of four wall clocks | | 1860.00 |
| 20 | | Payment of salary to faculty | | 69612.00 |
| 21 | | Girls hostel fee paid to Principal Govt Polytechnic Jhajjar | | 79800.00 |
| 22 | | Refund of mess security to the contractor | | 10000.00 |
| 23 | | Payment of mess servant charges to contractor | | 8750.00 |
| 24 | | Misc. | | 100.00 |
| 25 | | Printing of receipt books | | 1050.00 |
| | | Sub Total | | 313626.00 |
| 26 | February,2014 | Salary to faculty | | 40161.00 |
| 27 | | Payment of wages to M/s. Shiva Private Security & Manpower Agency | | 42900.00 |
| 28 | | Purchase of two Computer Laser Printer | | 16000.00 |
| 29 | | Reimbursement of Advertisement charges to UTKARSH for adv issued through DPR | | 52978.00 |
| 30 | | Postage & stamp charges | | 316.00 |
| 31 | | Payment to NCERT for setting of question papers for admission test of Prarambh. | | 11000.00 |
| | | Sub Total | | 163355 |

Item No. 4: The budget requirement of Prarambh for the year 2014-15.

The budget requirement of Prarambh for the year 2014-15 is as under:-

| S.No. | Name of Head | Amount (in Rs.) |
|-------|--------------------|-----------------|
| 1. | Salary | 4,14,66,984 |
| 2. | Office Expenditure | 8,00,000 |

| | | |
|--------------|---|--------------------|
| 3. | TA | 2,00,000 |
| 4. | Equipment & Store/Machinery | 20,00,000 |
| 5. | Excursion of Students @ Rs. 40,000/- per student per year for 60 days – 100 students | 40,00,00 |
| 6. | Contingency | 8,00,000 |
| 7. | Library Books | 20,00,000 |
| 8. | Electricity Charges | 10,00,000 |
| 9. | Hostel Maintenance | 20,00,000 |
| 10. | Rent of Model school building (from Aug 2012 to March 2015 i.e. 33months @ Rs. 45031pm) | 14,86,023 |
| 11. | Rent for Hostel area (Nehru College and Girls hostel) in Lump Sum (approx) | 5,00,000 |
| 12. | 10 Mbps (1:1) Internet leased line from BSNL | 6,00,000 |
| 13. | PAYMENT FOR HUMANA PEOPLE TO PEOPLE INDIA (HPPI) AS PER MOU | 63,24,000 |
| Total | | 6,31,77,007 |

Submitted for approval, please.

Item No. 5: Fee structure for the institute.

The fee structure for the institute is proposed as under:-

| Particulars | Proposed Fee per annum (Rs) |
|---------------------------------------|-----------------------------|
| Tuition fee | 18400 |
| Caution Money for hostel (Refundable) | 5000 |
| Room rent | 1800 |
| Mess servant charges | 6000 |
| Crockery Charges | 400 |
| Electricity charges | 1200 |

The Room Rent, Electricity, Mess Servant Charge and Crockery Charge will be collected for six months at a time and will be at par with the rates fixed by Govt Polytechnic, Jhajjar. Submitted for approval, please.

Item No. 6: Honorarium to be paid to Guest Faculty

The regular classes of Prarambh will be starting from the academic session 2014 onwards. Since, adequate faculty is not available in Prarambh, it is proposed that guest faculty may be permitted to be engaged on a part time basis as per UGC guidelines. The UGC guidelines dated 06th February, 2010 is enclosed at **Annexure III (page ____)**. These guest faculties will be paid at the rate of Rs. 1000/- per lecture.

UGC guidelines provide for a maximum payment of Rs. 25,000/- p.m. per faculty, which may kindly be dispensed with in the present case due to acute shortage of teacher faculty.

Submitted for approval, please.

Item No. 7: Working schedule of Prarambh.

It is proposed that Prarambh will function for six days a week and the working hours will be as under:-

- a) Summer timings (April to Oct) :- 8.30 AM to 4.30 PM
- b) Winter timings (Nov to March):- 9.00 AM to 5.00 PM

Moreover, since Prarambh is affiliated to Central University of Haryana, Mahendergarh, the vacation period/ holidays will be the same as approved by the said university.

Item No. 8: Payment of staff deployed by HPPI for the period October, 2013.

The State Level School for Teacher Education, Jhajjar, Haryana has signed a MOU with HPPI which will be operational from the academic year 2014-15. The students have joined Prarambh in December 2013. As NCTE has given permission for starting the Integrated BA/B Com/BSc B Ed Course from the academic session 2014-15, the students who joined Prarambh were admitted into a six months Certificate in Information Technology (CIT) programme of IGNOU. HPPI has deployed three of its staff from October 2013 to assist Prarambh in making the Institute functional and also for taking care of the needs of the students in the CIT course of IGNOU and orientating them for the innovative inputs of the four year integrated B.A./B.Sc./B.Com B.Ed. course, as per the curriculum approved by the Central University of Haryana, Mahendergarh. Now HPPI has requested for the release of funds amounting to Rs. 7,11,000/- (Seven lacs eleven thousand only) vide its letter dated 03/02/2014, which is placed at **Annexure IV (page ____)** for meeting the payment of salary, travel, insurance, training etc. of its faculty, deployed at Prarambh.

The proposal above of HPPI is submitted for approval please.

Item No. 9: Outsourcing of work.

The following staff is required to carry out the day to day activities of the institute.

| S. No. | Name of the Post | Number of posts | Qualification |
|--------|------------------|-----------------|---|
| 1. | Assistant | 01 | (i) Graduate with 55% marks. (ii) Matric with Hindi/ Sanskrit or 10+2/BA with Hindi as one of the subject. (iii) Proficiency in the use of ICT. |

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|-----|---------------------------------|----|--|
| 2. | Accountant | 01 | (i) B.Com with 60% marks. (ii) Matric with Hindi/ Sanskrit or 10+2/BA with Hindi as one of the subject. (iii) Proficiency in the use of ICT. |
| 3. | Junior Scale Stenographer | 01 | (i) Bachelor's Degree with 55% marks. (ii) English Shorthand at a speed of 80 wpm and transcription speed of 15 wpm and mistakes should not exceed 8% and typing speed 30 wpm on computer. (iii) Matric with Hindi/ Sanskrit or 10+2/BA with Hindi as one of the subject. (iv) Proficiency in the use of ICT. |
| 4. | Driver | 01 | (i) Valid Driving License to drive a jeep/ car etc. which is at least 5 year old. (ii) Middle pass with Hindi. |
| 5. | Data Entry Operator-cum - Clerk | 02 | (i) Graduation with 55% (ii) 1 year Diploma in Computer Applications. (iii) Matric with Hindi/ Sanskrit or 10+2/BA with Hindi as one of the subject. (iv) Proficiency in operation of Computer (Word Processing and Spread Sheets). (v) Typing speed in English of 30wpm on computer. |
| 6. | Electrician-cum-Plumber | 01 | (i) ITI Certificate or equivalent in the trade of Electrician or Wireman/Plumbing from a recognized institute. (ii) Matric with Hindi/ Sanskrit or 10+2/B.A./ M.A. with Hindi as one of the subject. |
| 7. | Peon | 02 | Middle pass with Hindi |
| 8. | Sweeper | 02 | Middle pass with Hindi |
| 9. | Mali | 02 | Middle pass with Hindi |
| 10. | Chowkidar | 02 | Middle pass with Hindi |

Since filling up of the vacant post will take time, the above mentioned work has been outsourced to M/s BVG on the following terms and conditions:-

- Basic minimum wages will be given to all the contractual employees as per rates notified by the Deputy Commissioner, Jhajjar.
- EPF inclusive of EDLI and ESI will be paid at rates fixed by the Govt. with a ceiling of Rs. 6500/-.
- Service tax will be paid as per rules.
- The service charges (management fee) will not be paid to the firm as of now. This will be claimed as arrears after the finalization of tender, which has been issued by the institute, at the lowest rate quoted by the L-I firm.

The Institute has also issued a tender for outsourcing the work and bids have been received. Finalisation of the tender will take time. Hence, it is requested that the allotment of work to M/s BVG may please be approved as proposed above.

Item No. 10: Re-employment of Sh. Rajbir Singh, Assistant

Due to shortage of trained staff in Prarambh, Sh. Rajbir Singh, Assistant retired from the office of District Education Officer, Jhajjar in the month of December 2013, has been engaged, on the contractual basis w.e.f 13/01/2014. As per Haryana Govt. rules, it is proposed to fix his emoluments as under:-

“The basic pay of the officer shall be the amount as drawn by him as pay at the time of retirement minus Pension and Pension equivalent to Gratuity reduced to the nearest round figure as applicable to the case of re-employment of a Government Employee after retirement as per relevant rules. In addition, Dearness allowance as admissible from time to time is also given.”

It is requested that the engagement of Sh. Rajbir Singh as Assistant on the above mentioned terms and conditions may kindly be approved.

Item No. 11: Creation of the post of Laboratory Assistant for the various labs.

From the academic session 2014, Prarambh will start its regular classes for the integrated B.A./B.Sc./B.Com B.Ed. course. Subjects like Physics, Chemistry, Maths, Botany, Zoology, Psychology, Computer and Geography will require setting up of laboratory. It is requested that for the present, 08 posts of Lab Assistant in the pay scale 5200-20200 with grade pay Rs. 1800/- may kindly be created as per details given below:-

| S.No. | Designation of Post | Qualification | Number of posts | Scale of pay | Entry level pay |
|-------|----------------------|---|-----------------|----------------------|-----------------|
| 1. | Laboratory Assistant | B.Sc. degree in the required field with knowledge of working on Computers | 08 | 5200-20200 + GP 1800 | 5680+1800 |

Item No. 12: Creation of an additional post of Hostel Warden/Hostel Superintendent.

As per the existing recruitment Rules, there is only one post of Hostel Warden/ Hostel Superintendent. Since Prarambh has different hostels for boys and girls, it is proposed that one more additional post of Hostel Warden/Hostel Superintendent be created in PB-2 with pay scale 9300-34800 and grade pay of 4200. The entry level pay will be paid as approved earlier i.e. 12090/- + 4200. Submitted for approval, please.

Item No. 13: Creation of the post of Assistant Professor in various fields.

There is need to create the post of Assistant Professor for Physical education, Arts and Aesthetics, Music, as detailed below:-

| S.No. | Designation of Post | Qualification | Number of posts | Scale of pay | Entry level pay |
|-------|--|-----------------------|-----------------|-------------------------------|-----------------|
| 1. | Assistant Professor (Physical Education, Arts, Music & Aesthetics) | As per UGC guidelines | 03 | PB- III (15600-39100+GP 6000) | 15600+6000 |

Submitted for approval, please.

Item No. 14: Assigning duties of Dean Academic & Dean Students Welfare to the existing faculties

For providing efficient and smooth administration and taking into the account the academics and the welfare of the students, it is felt that the existing teaching faculty be assigned the duties of Dean Academics and Dean Student Welfare. The committee may kindly lay down the guidelines for assigning such duties to the faculty .

Submitted please.

Item no 15: Taking academic and administrative support from NCERT.

The Govt of Haryana has set up Prarambh-State Level School for Teacher Education, at Jhajjar, Haryana. NCTE has granted its approval for starting a four year Integrated BA/ B.Sc/ B.Com B.Ed Course from the academic session 2014-15. At present 40+ students have already taken admission and are presently undergoing a 6 months ICT certificate programme of IGNOU. The second admission test, for filling up vacant posts, was held in Feb. 2104, result of which is yet to be declared. The Institute has just taken its first step in the field of education and need to be nurtured properly, so as enable it to achieve its full potential. Since NCERT has rich experience of managing RIEs, a request has been made to NCERT for providing full academic and administrative support to Prarambh, for the next five years. Further NCERT has also been requested to depute one of its faculties for the post of Principal of Prarambh. The Institute / Govt of Haryana undertakes to meet all the financial liabilities with respect to providing full academic and administrative support to the Institute and posting of a Principal (on deputation basis) in Prarambh. The proposal is submitted for approval, please.

Annexure II

| S.No. | Item | Decision of the Committee | Action Taken |
|-------|---|---|--|
| 1 | Confirmation of the minutes of the Executive Committee Meeting held on 08 th August, 2013. | The minutes were confirmed | No further action is required. |
| 2 | Setting up Prarambh – A State Level School for Teacher Education at SilaniKesho (Jhajjar) | The decision of the govt. to set up the State Level School for Teacher Education as a registered society was noted by the E.C. | No further action is required. |
| 3 | Allotment of land for setting up Prarambh – A State Level School for Teacher Education at SilaniKesho (Jhajjar) | E.C. noted the allotment of 10 acres of land at SilaniKesho (Jhajjar) | No further action is required. |
| 4 | Constitution of various authorities of the Institute | The E.C. noted the constitution of various committees and authorized the Chairperson to recommend names to the President of the Governing Body, on nomination on the E.C. | Chairperson has recommended the name of the person to be nominated to Executive Committee by the President of the Governing Body. The final decision is awaited. |
| 5 | Regarding approval/recognition of the Prarambh by NCTE, Haryana Central University Narnaul | The approval granted by NCTE for starting the four year integrated degree course from the academic session 2014-15 was noted by the E.C. | No further action is required. |
| 6 | Recruitment of Faculty | The Chairperson of the E.C. was authorized to issue appointment letters to the Candidates recommended by the Selection Committee, and | Appointment letters were issued to the following persons:- 1. Ms. Vaishali Sharma, Assistant Professor. |

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|---|--------------------------|--|---|
| | | <p>was also authorized to fill up the vacant post by transfer, deputation, or outsourcing as per need and requirement.</p> | <p>(Chemistry)</p> <ol style="list-style-type: none"> 2. Ms. Monika Choudhry, Assistant Professor (English) 3. Sh. MandeepKadian, Assistant Professor (Economics) 4. Ms. Sushma, Assistant Professor (Botany) 5. Ms. Santosh, Assistant Professor (Research) 6. Ms. JasneetKaur, Assistant Professor (Mathematics) <p>Out of the above six, Ms. JasneetKaur (Maths) & Sh. MandeepKadian (Economics) did not join. There was no waiting list for Economics, hence the post is being re-advertised. Sh. Harish Kumar Yadav has been offered appointment as Assistant Professor in Maths and he joined the Prarambh. In total only five people have joined.</p> |
| 7 | Demand for Annual Budget | | Only Rs. 25 lacs has been received as grants from the Govt. of Haryana, |

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| | | | for day to day expenditure of Prarambh |
| 8 | Creation of Academic, accounts and Supporting staff positions | The E.C. approved the creation of various positions for Prarambh and authorized the Chairperson of E.C. to fill up the vacant post. It was also desired to create a post of Director for the Institute and give additional charge of this post to Sh. Alok Verma, CEO, UTKARSH Society. | The authority given the chairperson of the Executive Committee has been noted. Sh. Alok Verma, CEO UTKARSH Society has assumed the charge of Director, Prarambh. The purchase of the vehicle for the Director has been deferred for the time being as a Govt. vehicle has been provided to the Director. |
| 9 | Creation of infrastructure for the institute at SilaniKesho | E.C. noted that temporary arrangements made to make the Institute functional from the premises of Model School Jhajjar and hostels of Govt. Nehru College. | Steps needs to be initiated for the construction of the permanent Campus of Prarambh on the land allotted by the Govt. of Haryana in Jhajjar. |
| 10 | Utilization of funds already received for making temporary arrangements for operationalizing the functioning of institute from Model School Jhajjar | The Institute will work out the fund requirement for the construction of its permanent Campus and put up a proposal to the Department for getting the necessary funds released from HSAMB/HRDF | The requirement of funds for the construction of the permanent Campus at Jhajjar may be worked out by HSSPP, as Prarambh does not have required technical expertise for doing the same. |
| 11 | Collaboration with HAMANA to HAMANA People India (HPPI) | The proposal for collaboration with HPPI for the implementation of the programme and signing of agreement (MOU), | The MOU with HPPI has been signed and will be operational from the academic session 2014-15. |

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| | | was approved. | |
| 12 | Naming the Institute | The proposal to name the State Level School for Teacher Education as Prarambh-Advanced Institute of Teacher Education, ŞilaniKesho, Jhajjar was approved. | Naming of the Institute may kindly be re-looked at. |



GOVERNMENT OF HARYANA

Directorate School Education

शिक्षा, संस्कृति एवं विकास
Education, Culture and Development



तमसो मा ज्योतिर्गमय
Lead me from Darkness to Light

Off.: Plot No. 1B, Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253
e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

Re. No. 13/1/13 TE(1)

Dated 21.3.2013

To

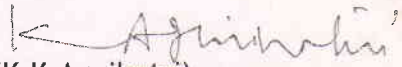
1. Additional Chief Secretary to Govt. Haryana, Finance Department, Chandigarh
2. Chief Administrator HSAMB, Panchkula
3. Director General Higher Education, Haryana, Panchkula
4. Director General Elementary Education Haryana, Panchkula
5. State Project Director, Haryana, School Shiksha Pariyojna Parishad, Panchkula
6. Director Secondary Education, Haryana, Panchkula
7. Registrar, Haryana Central University Narnaul
8. Secretary, School Education Board, Bhiwani, Haryana
9. Director, SCERT, Haryana, Gurgaon
10. Director 'Prarambha' Jhajjar.

Sub: Minutes of the 2nd meeting of the Executive Council of Prarambha- State Level School for Teacher Education, Jhajjar, held on 12th March 2014 at 10.00 A.M. under the Chairpersonship of Smt. Surina Rajan, IAS, Principal Secretary to Govt. Haryana, School Education Department.

Sir/Madam,

I am directed to forward herewith the minutes of 2nd Meeting of the Executive Council of Prarambha held on 12.3.2014 for information and action if required at your end.

Yours faithfully


(K.K. Agnihotri)

Addl. Director (NVEQF/TE/Hony. Advisor)
O/o Director Secondary Education Haryana
Panchkula

Encl. As above

CC: PS/PSSE

Minutes of the 2nd Executive Committee Meeting of Prarambh, School for Teacher Education, held on 12th March, 2014 at 10:00 A.M. under the Chairpersonship of Smt. Surina Rajan, IAS, Principal Secretary to Govt. Haryana, School Education Department.

The meeting of the 2nd Executive Committee of Prarambh, School for Teacher Education, was held on 12th March, 2014 at 10:00 a.m. in the chamber of Principal Secretary to Government of Haryana, School Education Department, Room No. 207, 2nd Floor, Haryana New Secretariat Building, Sector-17, Chandigarh. Smt. Surina Rajan, IAS, Principal Secretary to Government of Haryana, School Education Department, chaired the meeting.

Shri Alok Verma, Director, Prarambh extended a warm welcome to the Committee Members. With the permission of the Chairperson, the following agenda items were taken up for deliberations:-

Item No. 1: Confirmation of the minutes of the Executive Committee Meeting held on 08th August, 2013.

The minutes of the meeting of the Executive Committee, held on 08th August, 2013 were circulated to the members. Since no comments were received from any member, the Executive Committee confirmed the minutes.

Item No. 2: Action Taken Report on the minutes of the Executive Committee meeting held on 08th August, 2013.

Director, Prarambh reported the action taken on the minutes of the last meeting of the Executive Committee held on 08th August, 2013, which was noted by the members. It was further decided that the name of the Institute shall be "**Prarambh, School for Teacher Education**".

Item No. 3: Approval of payments made.

The committee approved the following payments:-

| S.No. | Month | Particulars of the payments | Amount of payment (In Rs.) |
|-------|---------------|-----------------------------|----------------------------|
| 1 | October, 2013 | Opening of account | 1000.00 |
| 2 | | Hospitality | 1628.00 |
| 3 | | Stationery | 3646.00 |
| | | Sub Total | 6274.00 |

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| 5 | | Internet data card for office use | 1400.00 |
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| 7 | | TA/DA | 3576.00 |
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| | | Sub Total | 272024.00 |
| 9 | December,2013 | Purchase and installation of RO System | 105000.00 |
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| | | Sub Total | 154011.00 |
| 14 | January,2014 | Sports material for use of students | 10928.00 |
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| 20 | | Payment of salary to faculty | 69612.00 |
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| | | Sub Total | 313626.00 |
| 26 | February,2014 | Salary to faculty | 40161.00 |
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| 31 | | Payment to NCERT for setting of question papers for admission test of Prarambh. | 11000.00 |
| | | Sub Total | 163355.00 |

Item No. 4: The budget requirement of Prarambh for the year 2014-15.

The Committee approved the following budget requirement of Prarambh for the year 2014-15:-

| S.No. | Name of Head | Amount (In Rs.) |
|-------|---|-----------------|
| 1. | Salary | 4,14,66,984 |
| 2. | Office Expenditure | 8,00,000 |
| 3. | TA | 2,00,000 |
| 4. | Equipment & Store/Machinery | 20,00,000 |
| 5. | Excursion of Students @ Rs. 40,000/- per student per year for 60 days - 100 students | 40,00,00 |
| 6. | Contingency | 8,00,000 |
| 7. | Library Books | 20,00,000 |
| 8. | Electricity Charges | 10,00,000 |
| 9. | Hostel Maintenance | 20,00,000 |
| 10. | Rent of Model school building (from Aug 2012 to March 2015 i.e. 33months @ Rs. 45031pm) | 14,86,023 |
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| 12. | 10 Mbps (1:1) Internet leased line from BSNL | 6,00,000 |

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| 13. | PAYMENT FOR HUMANA PEOPLE TO PEOPLE INDIA (HPPI) AS PER MOU | 63,24,000 |
| Total | | 6,31,77,007 |

Item No. 5: Fee structure for the Institute.

The Committee approved the following fee structure for Prarambh:-

| Particulars | Proposed Fee per annum (Rs) |
|---------------------------------------|-----------------------------|
| Tuition fee | 18400 |
| Caution Money for hostel (Refundable) | 5000 |
| Room rent | 1800 |
| Mess servant charges | 6000 |
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| Electricity charges | 1200 |

The Room Rent, Electricity, Mess Servant Charges and Crockery Charges will be collected for six months at a time and will be at par with the rates fixed by Govt Polytechnic, Jhajjar.

Item No. 6: Honorarium to be paid to Guest Faculty.

The Committee approved the payment of honorarium to guest faculty, as per UGC rates. However, there will be no maximum ceiling of Rs. 25,000/- p.m. per faculty, as mentioned in the UGC Circular dated 06.02.2010.

Item No. 7: Working schedule of Prarambh.

The Committee approved the proposal that Prarambh will function for six days a week and the working hours will be as under:-

- a) Summer timings (April to Oct) :- 8.30 AM to 4.30 PM
- b) Winter timings (Nov to March):- 9.00 AM to 5.00 PM

Further, Prarambh will follow the vacation period/ holidays as approved by Central University of Haryana, Mahendergarh.

Avesh

Item No. 8: Payment of staff deployed by HPPI for the period October, 2013.

The Committee approved the payment of Rs. 7,11,000/- to HPPI for the three staff deployed by it, for the period October 2013 to March 2014.

Item No. 9: Outsourcing of work.

The proposal regarding outsourcing of work to M/s BVG was approved with the following terms and conditions:-

- a) Basic minimum wages will be given to all the contractual employees as per rates notified by the Deputy Commissioner, Jhajjar.
- b) EPF inclusive of EDLI and ESI will be paid at rates fixed by the Govt. with a ceiling of Rs. 6500/-.
- c) Service tax will be paid as per rules.
- d) The service charges (management fee) will not be paid to the firm as of now. This will be claimed as arrears after the finalization of tender, which has been issued by the institute, at the lowest rate quoted by the L-I firm.

Further, the institute was directed to finalize the tender for outsourcing of work, at the earliest.

Item No. 10: Re-employment of Sh. Rajbir Singh, Assistant.

The Committee approved the re-employment of Sh. Rajbir Singh, who had retired as Assistant from the O/o DEO Jhajjar. His pay will be fixed as under:-

"The basic pay of the officer shall be the amount as drawn by him as pay at the time of retirement minus Pension and Pension equivalent to Gratuity reduced to the nearest round figure as applicable to the case of re-employment of a Government Employee after retirement as per relevant rules. In addition, Dearness allowance as admissible from time to time is also given."

Item No. 11: Creation of the post of Laboratory Assistant for the various labs.

The committee approved the proposal for creation of 08 posts of Laboratory Assistants for the various labs. It was further decided to take the approval of the Finance Department for the creation of the said posts.

Item No. 12: Creation of an additional post of Hostel Warden/Hostel Superintendent.

The committee approved the proposal for the creation of one more post of Hostel Warden/ Hostel Superintendent in PB-2 with pay scale 9300-34800 and grade

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pay of 4200. The entry level pay will be as Rs. 12090/- + GP of Rs. 4200/-. It was further decided that the post of Hostel Warden for boys be got filled from amongst the retired Armed Force personnel's. Even in the case of Hostel Warden for Girls Hostel, preference will be given to retired Armed Force personnel's. Further, approval of Finance Department will be sought for the creation of post.

Item No. 13: Creation of the post of Assistant Professor in various fields.

The committee approved the proposal for creation of post of Assistant Professor for Physical education, Arts and Aesthetics, Music, as detailed below:-

| S.No. | Designation of Post | Qualification | Number of posts | Scale of pay | Entry level pay |
|-------|--|-----------------------|-----------------|-------------------------------|-----------------|
| 1. | Assistant Professor (Physical Education, Arts, Music & Aesthetics) | As per UGC guidelines | 03 | PB- III (15600-39100+GP 6000) | 15600+6000 |

Further, approval of Finance Department will be sought for the creation of post.

Item No. 14: Assigning duties of Dean Academics & Dean Students Welfare to the existing faculties.

For providing efficient and smooth administration and especially taking into the account the academics and the welfare of the students, the committee approved the proposal for assigning the duties of Dean Academics and Dean Students Welfare to the existing teaching faculty, on seniority-cum-merit basis.

Item No. 15: Taking academic and administrative support from NCERT.

The committee approved the proposal of taking academic and administrative from NCERT for a period of five years. Payment will be made to NCERT for the services provided by them. Further, the committee approved the appointment of Dr. Madhulika S. Patel, presently working as Associate Professor in NCERT, New Delhi, as Principal, Prarambh, on deputation basis, for a period of three years, on the usual terms and conditions. However, her existing remuneration and other benefits like transport allowance, medical allowance etc. as are admissible presently, will be protected as such. Further, she will be entitled for deputation allowance as per rules.

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Furthermore, she will be entitled to higher pay scale in case the same is granted to her by way of promotion or otherwise, during the term of her deputation as Principal, Prarambh.

The meeting ended with a vote of thanks to the Chair.

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List of Members and Others present in the 2nd Executive Committee Meeting of the Prarambh, School for Teacher Education held on 12th March, 2014 at 10:00 AM.

- 1. Smt. Surina Rajan, IAS**
Principal Secretary to Govt. of Haryana,
School Education Department-cum-
President, UTKARSH Society.
- 2. Sh. Pankaj Aggarwal, IAS,**
State Project Director,
Haryana School Shiksha Pariyojna Parishad
-cum-Member, UTKARSH Society.
- 3. Sh. Chander Shekhar, IAS,**
Director Secondary Education,
Haryana-cum-Executive Director,
UTKARSH Society.
- 4. Sh. J. Ganesan, IAS,**
Secretary, Board of School Education,
Haryana, Bhiwani.
- 5. Sh. Alok Verma, IFS,**
Director, Prarambh,
School for Teacher Education,
Jhajjar (Haryana).

Others Present

- 1. Smt. Ritu Choudhary, HCS,**
Additional Director,
Mid-day-Meals and Elementary Education,
Haryana.

(on behalf of Director General, Elementary Education)
- 2. Sh. Zile Singh,**
Deputy Director, SCERT, Gurgaon.
(on behalf of Director, SCERT).

