

AGENDA

**8th MEETING
OF THE EXECUTIVE COUNCIL
PRARAMBH
School for Teacher
Education, Jhajjar, Haryana**

Date : 19.06.2019

Day : Wednesday

Time : 10.30 A.M

Venue: Room No. 37, Level-7

Haryana Civil Secretariat,

Chandigarh

Agenda items for the 8th Meeting of the Executive Council of Prarambh School for Teacher Education, Jhajjar, Haryana to be held on 19.06.2019 at 10:30 A.M. in the office Room No. 37, Level - 7, of Additional Chief Secretary Govt. of Haryana School Education Department.

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Prarambh School for Teacher Education, Jhajjar,
Agenda items of 8th E.C. meeting dated 19.06.2019

Item No. 8.01: Confirmation minutes of 7th EC meeting dated 8.6.2018:

The minutes of the meeting of Executive Council, held on 08.06.2018 are attached at **Annexure -I**. The minutes were circulated to all the members for their comments. No comments have been received from them. Accordingly, the Executive Council is requested to kindly confirm the minutes of the meeting.

Item No. 8.02: Action Taken Report on the minutes of the Executive Council meeting held on 08.06.2018:

The Action Taken Report on the various decisions taken in 7th meeting of Executive Council on 08/06/2018 is placed as **Annexure-II** for kind information.

Item No. 8.03: Approval of Audited account statement for the year 2017-18& 2018-19:

Audit of financial years 2017-18 and 2018-19 have been done M/s Rajesh Mehra and Associates, Chandigarh. Reports are placed as **Annexure-III** and **Annexure-IV** for approval please.

Item No. 8.04: Approval of Annual Report of the year 2018-19

Annual report of year 2018-19 giving comprehensive details of students, faculty, academic, co-curricular achievements is placed at **Annexure-V** for approval please.

Item No. 8.05: Approval of Annual Budget 2019-20.

Estimated budget expenditure for the year 2019-20 under different expenditure heads is placed at **Annexure-VI** for approval please.

Item No. 8.06: Amendment in MOA and Service bye Laws:

Society Governing Prarambh School for Teacher Education, Jhajjar was registered on 04.01.2013 by the name of "State Level School for Teacher Education". At that time a certified copy of MOA and Service Bye Laws and services rules was prepared. Thereafter in successive EC meeting various amendments in BYE Laws were approved.

There have been 7 (Seven) EC meeting and 1 (One) Governing body meeting since the inception of society. Major amendments are as under:

1. In first EC meeting held on 08.08.2013. The post of Director was created vide item No. 1.7. An amendment in clause 2. "Definition" and clause 13 "Officers of the Institute" is required where definition of Director Secondary Education is replaced by Director Prarambh and the post is included in the list of officers of the institute.
2. Various teaching and Non-Teaching posts were created vide agenda item No. 11,12,13,14 and 15 of 2nd EC meeting held on 12.03.2014 accordingly these amendments are required to be 'incorporated' in Appendix A of Service Bye Laws.
3. Amendments were approved in the constitution of selection committees of Group A and Group B posts vide agenda item No. 3.6 of 3rd EC meeting held on 09.10.2014 which are required to be 'incorporated' in clause 14 of Service Bye Laws.
4. Three amendments related to constitution of EC, minimum No. of EC meetings and Constitution of selection committee were approved vide agenda item No. 4.10 of 4th EC meeting held on 15.06.2015 which are required to be incorporated in clause 5 and 5 (g) of MOA and clause 14 of Service Bye Laws.
5. Additional posts of Assistant Professor were created vide item No. 6.12 of 6th EC meeting held on 09.02.2017 which are required to be incorporated in Appendix A of Service Bye Laws.

Besides incorporation of above amendments following new amendments are needed

Memorandum of Association (MOA):

1. Policy for selection of contract appointment is given in appendix D of Service Bye Laws. In these Bye Laws a clause regarding Maximum period for which contractual appointment can be extended on year to year basis is required to be incorporated.
2. A clause 17(A) is required where Powers, Rules and Responsibilities of the post of director are given.
3. Keeping in view the delay occurred and other hindrances often seen in the process of regular appointments clause III, IV and V of policy of selection by contract needs to be amended in such a manner that urgent vacancies are filled at the level of institute with prior approval of Chairman EC so that work does not suffer.

4. In clause 5 of MOA “Executive Council”:

1. Director Secondary Education is presently a member of EC, it is required that DSE holds the position of Vice Chairperson of EC.
2. Clause 5.11,5.12,5.13 & 5.14 are required to be amended as follows:
 11. Principal of RIE Ajmer or his nominee
 12. Nomination of Academic experts by Chairman EC/GC out of a panel of experts provided by Member Secretary.
 15. Director of the institute as Member Secretary.
 16. Provsion of Honorarium/TA for nominated and other members for attending EC meetings.
5. In clause 15 composition of standing committee needs to be amended as follows

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| DGSE/DSE | - Chairperson | Ex officio |
| Concerned Additional Director/Joint Director | - Member | |
| Director Prarambh | - Member | |

6. Service Bye Laws 2012

- i. Appointing Authority in Clause 6 of Service Bye laws is required to be amended as Director for Group C employees.
- ii. Clause 13(f) Pay leave, Pensions- F (Retirement related other benefits, is required to be amended to include NPS as relevant benefit.
- iii. Clause 13 (g) is required to be added so that relevant rules notified by Deptt. of higher education from time to time are applicable to teaching staff of the institution.
- iv. Clause 16 (1) Regarding absorption of services for persons working of deputation is required to be added.
- v. Appendix B – related to qualifications for various posts is required to be amended as per norms and standard issued by NCTE in 2019 and amended from time to time.

Keeping in view the above it is required that an amended version of MOA & Service Bye Laws of the Society is approved by EC and to be presented in next GB meeting for ratification.

A copy of proposed amendments is annexed as **Annexure – VII**.

Item No. 8.07: Change in Name of Institution State Level School for Teacher Education

Society Governing Prarambh School for Teacher Education, Jhajjar was registered on 4th January 2013 at Registrar Societies, Jhajjar by the name State Level School for Teacher Education but later on recognition of the institution with NCTE and MDU was done by the name Prarambh School for Teacher Education, Jhajjar. Now it is increasingly being felt that stake holders feel it difficult to comprehend the institution as state Govt. institution. Besides this people are not able to take this as an institution of higher education. This situation has created embarrassment also. Therefore keeping in view the registration of the society an amendment is proposed in the name of the institution, as under: -

PRARAMBH STATE INSTITUTE OF ADVANCED STUDIES IN EDUCATION

Item No. 8.08: Increase the No. of All India Open Category seats from 15% to 50%

Presently Prarambh has an annual intake of 100 seats. W/ACS has approved the proposal of increasing the intake to 200 seats. This will be implemented after getting necessary approval from NCTE. Presently 85% seats are reserved for Haryana domicile students while 15% seats are filled from All India Open Category. Students from 15 Indian states are enrolled in the institution. Enrolment of students on All India basis makes an institution as a vibrant place of learning. Keeping this in view it is proposed that Quota of All India Open Category seats in increased from 15% to 50%.

Item No. 8.09: Termination of Principal and 7 Assistant Professors

In the light of complaints received from various quarters and subsequent inquiries held regarding appointments made vide Advt. No. 1-2016/Prarambh/112 dated 21-04-2016 Smt. Santosh was terminated from the posts of Principal vide order No. 1/1-2015 RMSA/Prarambh (Part-II) dated 25.06.2018. Besides this, Ms Seema Rani, Assistant Professor, Political Science, Sh. Anil Kumar, Assistant Professor Geography, Sh. Gurpreet Singh, Assistant Professor History, Sh. Harish Kumar Yadav, Assistant Professor Mathematics, Sh. Sandeep Kumar, Assistant Professor Economics, Sh. Pargat Singh Assistant Professor Sociology have been terminated from the posts of Assistant Professors vide order No. 1/1-2015 RMSA/Prarambh (Part-II) Dated 13.06.2019. Decision is placed for confirmation of EC.

Item No. 8.10: Filling of teaching and non teaching posts:

Following teaching and Non teaching posts are urgently required to be filled.

| Teaching: - | Non Teaching: - |
|----------------------------|----------------------------|
| 1. Assistant Professors in | 1. Assistant - 1 |
| i. Physics - 2 | 2. Accountant - 1 |
| ii. Chemistry - 2 | 3. Data Entry Operator - 2 |
| iii. English - 2 | 4. Librarian - 1 |
| iv. Mathematics - 2 | 5. Lab Assistant - 3 |
| v. Botany - 2 | 6. Warden - 2 |
| vi. Zoology - 2 | |
| vii. Geography - 1 | |
| viii. Economics - 1 | |
| ix. Political Sci. - 1 | |
| x. History - 1 | |
| xi. Psychology - 1 | |
| xii. Hindi - 1 | |
| xiii. Visual Arts - 1 | |
| xiv. Performing Arts - 1 | |
| xv. Phy. Edu. - 1 | |

Process of regular appointments on these posts be initiated be soon. Due to termination of Assistant Professors appointed vide advertisement no. 1-2016/Prarambh/112 dated 21.04.2016 an exigency as arisen in the institute. Therefore, it is proposed that till the process of appointment is completed, services of eligible PGTs in various subjects and other office staff as per **Annexure-VIII** may be placed at the disposal of Prarambh on immediate basis.

Item No. 8.11: Creation of post of Maintenance Supervisor:

Presently Prarambh is functioning in three separate buildings. Routine maintenance of three buildings requires that a post of maintenance supervisor is created. The construction of new campus of the institute is also likely to start soon. This post has been provided in Aarohi Schools and has been successful. Necessary qualification for the post can be diploma in Civil Engineer and can be filled under outsourcing policy.

Proposal is placed for approval.

Item No. 8.12: Raising of intake and of seats and starting of M.Ed. classes:

To raise the stature of Prarambh according to its conceptualized mandate, it was proposed that intake of seats in B.SC. B.Ed. (BA B.Ed. should be raised to 200). This proposal was placed on file and has been approved by W/ACSSE. Besides this, to initiate an appropriate research environment in the institution it is required that M.Ed. classes be started in the institute. Therefore it is proposed that a unit of 50 seats of M.Ed. be started in the Institute.

The proposal is placed for confirmation/approval of EC.

Item No. 8.13: Lease Deed with Jhajjar Education Society:

Five year rent agreement with Jhajjar Education Society had expired in December 2018. Accordingly a new proposal was under consideration of authorities to take the present Campus of Jhajjar Education Society on long term lease. This proposal has been approved by W/ACSSE. Draft of proposed MOU is placed as **Annexure-IX**.

The decision is placed for approval of EC.

Any other item with the permission of the chair.

Prarambh School for Teacher Education, Jhajjar,

Minutes of 7th E.C. meeting dated 07.06.2018

The 7th Executive Council meeting of Prarambh School for Teacher Education, Jhajjar, Haryana was held on 07.06.2018 at 11:00 A.M. in the conference Hall, 6th floor, Shiksha Sadan, Sec-5, Panchkula, Smt. Dheera Khandelwal, IAS, the then Additional Chief Secretary to Govt. Haryana, School Education Department chaired the meeting.

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

Dr. Rishi Goel, Director, Prarambh extended a warm welcome to the members of council. After introduction of the members, agenda items were taken up for deliberations.

| Item No. and Agenda Notes | Decisions of EC. |
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| <p>Item No. 7.01: Prarambh: An overview Overview of Prarambh School for Teacher Education is placed at Annexure-1 for information and perusal.</p> | EC noted the salient points regarding background and present status of Prarambh given in overview. |
| <p>Item No. 7.02: Confirmation of minutes of 6th EC meeting dated 9.2.2017 The minutes of the meeting of Executive Council, held on 09.02.2017 are attached at Annexure –II. The minutes were circulated to all the members for their comments. No comments have been received from them. Accordingly, the Executive Council is requested to kindly confirm the minutes of the meeting.</p> | EC confirmed the minutes of 6 th EC. |
| <p>Item No. 7.03: Action Taken Report on the minutes of the Executive Council meeting held on 09.02.2017 The Action Taken Report on the various decisions taken in 6th meeting of Executive Council on 09/02/2017 is placed as Annexure-III for kind information.</p> | <ol style="list-style-type: none"> 1. EC noted the action taken on various decisions. 2. It was directed that Account officer should be posted immediately. |
| <p>Item No. 7.04: Approval of Audited account statement for the year 2015-16 & 2016-17 Audit of financial years 2015-16 and 2016-17 have been done by M/s Amit Chaman and Associates, Panchkula. Reports are placed as Annexure-IV and Annexure-V for approval please.</p> | <ol style="list-style-type: none"> 1. Audited reports of 2015-16 and 2016-17 were approved. 2. It was directed that chartered Accountant firm should be changed as per rules. 3. Directions should be issued from H/Q regarding financial procedure. |
| <p>Item No. 7.05: Approval of Annual Report of the year 2017-18 Annual report of year 2017-18 giving comprehensive details of students, faculty, academic, co-curricular achievements is placed at Annexure-VI for approval please.</p> | Annual Report 2017-18 was approved. |
| <p>Item No. 7.06: Approval of Annual Budget 2018-19. Estimated budget expenditure for the year 2018-19 under different expenditure heads is placed at Annexure-VII for approval please.</p> | 1. Annual Budget 2018-19 was approved. |

| Item No. and Agenda Notes | Decisions of EC. | |
|---|---|--|
| <p>Item No. 7.07: Starting Construction of Building at Silani Keso:-</p> <p>10 Acre land was allotted to Prarambh in SilaniKeso in 2013. Honorable CM had given his approval to lay the foundation stone of building of Prarambh on last teacher day i.e. 05-09-2017 through remote control. But at the last moment it was pointed out that foundation had been already been laid by former CM Sh. B.S. Hooda on 09-02-2014 Therefore, the ceremony was cancelled. But construction could not start. In the meanwhile Honorable CM visited the Institution on 29-10-2017 and announced that classes will be temporary shifted to SCERT, Gurgaon till the construction is completed. An official order was passed in this regards on 30-11-2017 placed at Annexure-VIII. Later on some political groups opposed the shifting of classes and process is still kept on hold.</p> <p>Presently four batches are running in the institution and first batch will pass out in 2018. But there is gross unrest among students and teacher because of difficulties being faced by them due to lack of space. In the month of January, students were agitated and some media stories were floated regarding problems of the students. This situation will create an adverse impact on admission prospects of 2018.</p> <p>Rs. 1.5 Crore has already been transferred to Civil Engineering branch of HSSPP. Administrative approval has been granted for transfer of Rs. 10 Crore after tender process. Govt. has sanctioned another Rs. 20 Crore in present financial year for building.</p> <p>Therefore, it is proposed that construction of building is started with immediate effect and classes are shifted to SCERT as per order already passed till the construction work is completed.</p> | <p>EC Noted the status regarding construction of building.</p> | |
| <p>Item No. 7.08: Appointment of faculty and other staff</p> <p>Presently there are following sanctioned posts.</p> <p>Assistant Professors in various subjects 31 Non-Teaching Staff (Group-C) 32</p> <p>Out of this only 8 post of teaching staff and 3 posts of non-teaching staff are filled. Work is suffering heavily due to this situation. Prarambh was conceptualized to attract best talent for its integrated programme from all over the country but this situation is eroding the confidence of prospective admission seekers.</p> <p>In 2016 various posts were advertised. Firstly there were very few applicants in science subjects because of new qualification framework of NCTE. Some appointments were made in subject</p> | <p>This matter is also being dealt on file, therefore appropriate decision will be taken after examining the facts.</p> | |



| Item No. and Agenda Notes | Decisions of EC |
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| <p>of humanities and departmental enquiry has found that these appointments were not done in fair manner and have been challenged in courts. In last session there was not a single faculty in science. Choice of hiring faculty on extension lectures basis was also very limited in Jhajjar.</p> <p>In January 2018 some interviews were conducted to select teachers on deputation basis. 4 candidates were selected, only one of them joined remaining 3 got deputation orders cancelled given their reluctance to join at Jhajjar.</p> <p>In the light of above it is proposed that till the time regular appointments are made power of appointing faculty on one year contract are delegated to Director, Prarambh. So that urgency of situation is dealt with.</p> | |
| <p>Item No. 7.09: Defining Role, Responsibilities and Powers of Director:</p> <p>Post of Director was advertised in April 2017 and appointment was made in June 2017 vide appointment letter SSA/PEDA/2017-7113 dated 23-06-2017. Appointment letter said that other terms and conditions will be notified separately. But these terms and condition have not been notified till date. Besides this, roles, responsibilities and powers of director are not yet defined. Therefore following roles, responsibilities and powers are proposed for the post of director.</p> <p>Role & Responsibilities:</p> <ol style="list-style-type: none"> 1. Encourage faculties to undertake surveys and studies pertaining to all aspects of the teacher education and publish the corresponding results. Promotes and conducts research and innovation in school with the help of faculty and pupil teacher and then disseminate he results thereof. 2. Prepare suitable plans, activity calendar and programmes in the field of teacher education and make recommendations to both the state and districts and other recognized institutions colleges. 3. Lay down the guidelines so as to get performance from an individual to be a teacher in schools and recognized in institutions or faculties. Lay down guidelines for the provision of physical and infrastructural facilities, staffing pattern etc. for the compliance by recognized institutions. 4. Lay down standards with respect to examinations, the major criteria for such admission as well as schemes or course or training with regards to the UGC/ Universities / institutions. 5. Organize events/ meetings/ workshops for teacher educators. Also perform other functions that are entrusted to it by the state government and Competent Authority. 6. To examine its own laid-down guidelines, norms and | <p>EC decided that matter be put up on file for decision.</p> |



| Item No. and Agenda Notes | Decisions of EC. |
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| <p>standards for the improvement. Identify the recognized institutions/ experts for the developmental programmes of teacher education system in institution.</p> <p>Powers:</p> <ol style="list-style-type: none"> 1. Director will be the Chief Academic and Administrative officer of the institute and shall be responsible for maintaining liaison with state and national level education and other training institution. 2. He shall be the appointing authority for group C&D employees. 3. He will be the drawing & disbursing officer. He will be competent to sanction expenditure up to Rs. 5 Lac one single item for which norm /budget has been provided. 4. He will be Member Secretary of Executive Council and Governing Body and facilitate its meetings on regular intervals. 5. He will oversee management and superintendence of institute in day to day functioning and for that he will initiate various programmes, proposals for furtherance of the objectives for which the institute has been set up. Co-ordinate and monitor the functioning of the institute and its hostels. 6. He will deal with all agencies/ organizations with which institutes is supposed to interact / coordinate. <p>The proposal is presented for approval of E.C.</p> | |
| <p>Item No. 7.10: Pay Scale and perks for the post of Director:</p> <p>Post of Director, Prarambh was created in 1stE.C. meeting held on 08.08.2013. The post was advertised on 12.04.2017 to be filled on deputation basis. But the issue of pay scale and perks for the post was undecided. Issue was placed on file and decision in the matter was taken by W/Chairman Governing Council on 24.01.2018. According to this decision post will be in the pay scale of 37400-67000+G.P. 10000 and other usual allowances. The incumbent will be entitled to get rent free accommodation and official car.</p> <p>Matter is presented for confirmation by E.C.</p> | <p>EC approved the decision and directed that same be placed in next Governing Body meeting for confirmation before implementation.</p> |
| <p>Item No. 7.11: Parity of Admission Policy with R.I.E.S.:</p> <p>A proposal regarding making admission criteria of Prarambh at par with RIE was put up on file by Director, Prarambh. It was noticed that in admission process 2017 seats could not be filled. At the same time few meritorious students could not be admitted due to different merit criteria adopted by Prarambh. Therefore criteria for making merit list should be made at par with R.I.E.S. The proposal was approved on file by competent authority and is</p> | <p>EC confirmed the decision. Prarambh will follow the same norms and criteria for admission which is being followed in RIE's.</p> |

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| <p>presented for confirmation of E.C. (Comparative statement at Annexure- IX)</p> | |
| <p>Item No. 7.12: Confirmation of Decisions Taken in standing committee: A Section Officer/ Account Officer will be placed on deputation for two days a week to oversee the account keeping of Prarambh (18.09.2017)</p> <p style="text-align: center;">(Annexure-X)</p> <ol style="list-style-type: none"> 1. Permission to hire a vehicle on outsourcing basis.(18.09.2017) 2. Limit of purchase without quotation was enhanced from Rs. 500/- to Rs. 2,000/-,(16.11.2017)(Annexure-XI) 3. Permission was granted for payment of rent from 30.12.2013 to 31.10.2017 @ Rs. 45031/- to Model School, Jhajjar (16.11.2017) | <ol style="list-style-type: none"> 1. EC confirmed the decisions. 2. Payment made to HPPI on 12/07/2017 of Rs. 2291629/- from Oct 2016 to March 2017 confirmed. |
| <p>Item No. 7.13: Increase in strength of Group D Employees:</p> <p>Initially service rules of Prarambh were framed in year 2012 and 10 posts of Group D employees were created. This included Cook, Peon, Sweeper, Watchman and Mali etc. This manpower is being hired on outsourcing basis as per policy of state government. This is necessary to note that Prarambh is being run at three different venues i.e. Model School, Nehru College and Govt. Polytechnic. Separate boys and girls hostels are being run at Nehru College and Govt. Polytechnic respectively. In hostels watchman has to be engaged round the clock. Besides this, maintenance of sanitation at all the three places requires more manpower. In this scenario, this no falls short of the requirement. In the light of above, it is proposed that strength of Group D employees is increased from 10 to 15. Matter is presented for approvals of E.C.</p> | <p>It was decided that matter be put up on file.</p> |

P. K. Das, IAS

**ACS(SE), Govt. of Haryana Cum Chairperson
Executive Council, Prarambh School for Teacher Education, Jhajjar**

Action Taken Report on the Decision of 7th E.C Meeting held on 07.06.2018

| Agenda Item No. | Item No. and Agenda Notes | Decisions of EC. | Action Taken / Follow-up Action |
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| 7.1 | Item No. 7.01: Prarambh: An overview Overview of Prarambh School for Teacher Education is placed at Annexure-I for information and perusal. | EC noted the salient points regarding background and present status of Prarambh given in overview. | No further action is required. |
| 7.2 | Item No. 7.02: Confirmation of minutes of 6th EC meeting dated 9.2.2017 The minutes of the meeting of Executive Council, held on 09.02.2017 are attached at Annexure –II . The minutes were circulated to all the members for their comments. No comments have been received from them. Accordingly, the Executive Council is requested to kindly confirm the minutes of the meeting. | EC confirmed the minutes of 6 th EC. | No further action is required. |
| 7.3 | Item No. 7.03: Action Taken Report on the minutes of the Executive Council meeting held on 09.02.2017 The Action Taken Report on the various decisions taken in 6 th meeting of Executive Council on 09/02/2017 is placed as Annexure-III for kind information. | 1. EC noted the action taken on various decisions. 2. It was directed that Account officer should be posted immediately. | Order have not yet been issued regarding posting of an account officer |
| 7.4 | Item No. 7.04: Approval of Audited account statement for the year 2015-16 & 2016-17 Audit of financial years 2015-16 and 2016-17 have been done by M/s Amit Chaman and Associates, Panchkula. Reports are placed as Annexure-IV and Annexure-V for approval please. | 1. Audited reports of 2015-16 and 2016-17 were approved. 2. It was directed that chartered Accountant firm should be changed as per rules. 3. Directions should be issued from H/Q regarding financial procedure. | Quotation were called and another firm was appointed as chartered accountant |
| 7.5 | Item No. 7.05: Approval of Annual Report of the year 2017-18 Annual report of year 2017-18 giving comprehensive details of students, faculty, | Annual Report 2017-18 was approved. | No further action is required. |

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| | academic, co-curricular achievements is placed at Annexure-VI for approval please. | | |
| 7.6 | Item No. 7.06: Approval of Annual Budget 2018-19. Estimated budget expenditure for the year 2018-19 under different expenditure heads is placed at Annexure-VII for approval please. | Annual Budget 2018-19 was approved. | No further action is required. |
| 7.7 | Item No. 7.07: Starting Construction of Building at SilaniKeso:- 10 Acre land was allotted to Prarambh in SilaniKeso in 2013. Honorable CM had given his approval to lay the foundation stone of building of Prarambh on last teacher day i.e. 05-09-2017 through remote control. But at the last moment it was pointed out that foundation had been already been laid by former CM Sh. B.S. Hooda on 09-02-2014 Therefore, the ceremony was cancelled. But construction could not start. In the meanwhile Honorable CM visited the Institution on 29-10-2017 and announced that classes will be temporary shifted to SCERT, Gurgaon till the construction is completed. An official order was passed in this regards on 30-11-2017 placed at Annexure-VIII . Later on some political groups opposed the shifting of classes and process is still kept on hold. Presently four batches are running in the institution and first batch will pass out in 2018. But there is gross unrest among students and teacher because of difficulties being faced by them due to lack of space. In the month of January, students were agitated and some media stories were floated regarding problems of the students. This situation will create an adverse impact on admission prospects of 2018. Rs. 1.5 Crore has already been transferred to Civil Engineering branch of HSSPP. Administrative approval has been granted for transfer of Rs. 10 Crore after tender process. Govt. has sanctioned another Rs. 20 Crore in present financial year for building. Therefore, it is proposed that construction of building is started with immediate effect and classes are shifted to SCERT as per order already passed till the construction work is completed. | EC Noted the status regarding construction of building. | W/ACS visited the proposed site of construction on 25.08.2018 and observed that site was suitable for construction of building. Accordingly a proposal to take the present premises from Jhajjar Education Society was considered. The work on the proposal is still under process. |

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| 7.8 | <p>Item No. 7.08: Appointment of faculty and other staff</p> <p>Presently there are following sanctioned posts.</p> <p>Assistant Professors in various subjects 31 Non-Teaching Staff (Group-C) 32 Out of this only 8 post of teaching staff and 3 posts of non-teaching staff are filled. Work is suffering heavily due to this situation. Prarambh was conceptualized to attract best talent for its integrated programme from all over the country but this situation is eroding the confidence of prospective admission seekers.</p> <p>In 2016 various posts were advertised. Firstly there were very few applicants in science subjects because of new qualification framework of NCTE. Some appointments were made in subject of humanities and departmental enquiry has found that these appointments were not done in fair manner and have been challenged in courts. In last session there was not a single faculty in science. Choice of hiring faculty on extension lectures basis was also very limited in Jhajjar.</p> <p>In January 2018 some interviews were conducted to select teachers on deputation basis. 4 candidates were selected, only one of them joined remaining 3 got deputation orders cancelled given their reluctance to join at Jhajjar.</p> <p>In the light of above it is proposed that till the time regular appointments are made power of appointing faculty on one year contract are delegated to Director, Prarambh, So that urgency of situation is dealt with.</p> | This matter is also being dealt on file, therefore appropriate decision will be taken after examining the facts. | 12 PGT's were posted on deputation as Assistant Professor on July 2018. Issue of contractual appointments is under consideration. |
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| <p>7.9</p> | <p>Item No. 7.09: Defining Role, Responsibilities and Powers of Director:</p> <p><i>Post of Director was advertised in April 2017 and appointment was made in June 2017 vide appointment letter SSA/PEDA/2017-7113 dated 23-06-2017. Appointment letter said that other terms and conditions will be notified separately. But these terms and condition have not been notified till date. Besides this, roles, responsibilities and powers of director are not yet defined. Therefore following roles, responsibilities and powers are proposed for the post of director.</i></p> <p>Role & Responsibilities:</p> <ol style="list-style-type: none"> 1. <i>Encourage faculties to undertake surveys and studies pertaining to all aspects of the teacher education and publish the corresponding results. Promotes and conducts research and innovation in school with the help of faculty and pupil teacher and then disseminate he results thereof.</i> 2. <i>Prepare suitable plans, activity calendar and programmes in the field of teacher education and make recommendations to both the state and districts and other recognized institutions colleges.</i> 3. <i>Lay down the guidelines so as to get performance from an individual to be a teacher in schools and recognized in institutions or faculties. Lay down guidelines for the provision of physical and infrastructural facilities, staffing pattern etc. for the compliance by recognized institutions.</i> 4. <i>Lay down standards with respect to examinations, the major criteria for such admission as well as schemes or course or training with regards to the UGC/ Universities / institutions.</i> 5. <i>Organize events/ meetings/ workshops for teacher educators. Also perform other functions that are entrusted to it by the state government and Competent Authority.</i> 6. <i>To examine its own laid-down guidelines, norms and</i> <p><i>standards for the improvement. Identify the recognized institutions/ experts for the developmental programmes of teacher education system in institution.</i></p> <p>Powers:</p> <ol style="list-style-type: none"> 1. <i>Director will be the Chief Academic and Administrative officer of the institute and shall be responsible for maintaining liasoining with state and national level education and other training</i> | <p><i>EC decided that matter be put up on file for decision.</i></p> | <p>Matter is already placed on file since 11.06.2018</p> |
|------------|---|--|---|

| | | | |
|------|---|---|--|
| | <p><i>institution.</i></p> <p>2. <i>He shall be the appointing authority for group C&D employees.</i></p> <p>3. <i>He will be the drawing & disbursing officer. He will be competent to sanction expenditure up to Rs. 3 Lac one single item for which norm /budget has been provided.</i></p> <p>4. <i>He will be Member Secretary of Executive Council and Governing Body and facilitate its meetings on regular intervals.</i></p> <p>5. <i>He will oversee management and superintendence of institute in day to day functioning and for that he will initiate various programmes, proposals for furtherance of the objectives for which the institute has been set up. Co-ordinate and monitor the functioning of the institute and its hostels.</i></p> <p>6. <i>He will deal with all agencies/ organizations with which institutes is supposed to interact / coordinate.</i></p> <p><i>The proposal is presented for approval of E.C.</i></p> | | |
| 7.10 | <p>Item No. 7.10: Pay Scale and perks for the post of Director:</p> <p>Post of Director, Prarambh was created in 1stE.C. meeting held on 08.08.2013. The post was advertised on 12.04.2017 to be filled on deputation basis. But the issue of pay scale and perks for the post was undecided. Issue was placed on file and decision in the matter was taken by W/Chairman Governing Council on 24.01.2018. According to this decision post will be in the pay scale of 37400-67000+G.P. 10000 and other usual allowances. The incumbent will be entitled to get rent free accommodation and official car.</p> <p>Matter is presented for confirmation by E.C.</p> | EC approved the decision and directed that same be placed in next Governing Body meeting for confirmation. | 2nd Governing Body meeting is yet to take place where decision will be placed for confirmation |
| 7.11 | <p>Item No. 7.11: Parity of Admission Policy with R.I.E.S.:</p> <p>A proposal regarding making admission criteria of Prarambh at par with RIE was put up on file by Director, Prarambh. It was noticed that in admission process 2017 seats could not be filled. At the same time few meritorious students could not be admitted due to different merit criteria adopted by Prarambh. Therefore criteria for making merit list should be made at par with R.I.E.S. The proposal was approved on file by competent authority and is</p> | EC confirmed the decision. Prarambh will follow the same norms and criteria for admission which is being followed in RIE's. | Decision has been implemented in Admission done in 2018. |

| | | | |
|------|--|---|---------------------------------------|
| | presented for confirmation of E.C. (Comparative statement at Annexure- IX) | | |
| 7.12 | <p>Item No. 7.12: Confirmation of Decisions Taken in standing committee:</p> <p>A Section Officer/ Account Officer will be placed on deputation for two days a week to oversee the account keeping of Prarambh (18.09.2017)</p> <p style="text-align: center;">(Annexure-X)</p> <ol style="list-style-type: none"> 1. Permission to hire a vehicle on outsourcing basis.(18.09.2017) 2. Limit of purchase without quotation was enhanced from Rs. 500/- to Rs. 2,000/- .(16.11.2017)(Annexure-XI) 3. Permission was granted for payment of rent from 30.12.2013 to 31.10.2017 @ Rs. 45031/- to Model School, Jhajjar (16.11.2017) | <ol style="list-style-type: none"> 1. EC confirmed the decisions. 2. Payment made to HPPI on 12/07/2017 of Rs. 2291629/- from Oct 2016 to March 2017 confirmed. | No further action is required. |
| 7.13 | <p>Item No. 7.13: Increase in strength of Group D Employees:</p> <p>Initially service rules of Prarambh were framed in year 2012 and 10 posts of Group D employees were created. This included Cook, Peon, Sweeper, Watchman and Mali etc. This manpower is being hired on outsourcing basis as per policy of state government. This is necessary to note that Prarambh is being run at three different venues i.e. Model School, Nehru College and Govt. Polytechnic. Separate boys and girls hostels are being run at Nehru College and Govt. Polytechnic respectively. In hostels watchman has to be engaged round the clock. Besides this, maintenance of sanitation at all the three places requires more manpower. In this scenario, this no falls short of the requirement. In the light of above, it is proposed that strength of Group D employees is increased from 10 to 15. Matter is presented for approvals of E.C.</p> | <p>It was decided that matter be put up on file.</p> | Matter is placed on file. |

**Action Taken Report on the Decision of 7th E.C Meeting held on
07.06.2018**



RAJESH MEHRA & ASSOCIATES

CHARTERED ACCOUNTANTS

SCO 37-38, 3rd Floor, SECTOR 17 C, CHANDIGARH

160017

E-MAIL; rajeshmehra@yaho.com,

Office Phone : 0172-5073721
CA. Rajesh Mehra : 09814199977
CA. Vivek Gupta : 09914910477
CA. Vinay Kumar : 09646405166
CA. Dinesh Jain : 09872047485
CA. Puneet Garg : 09816035100

AUDITOR'S REPORT

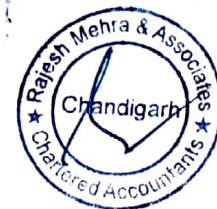
To,
Hon'ble President,
Governing Body,
Prarambh State Level School for Teacher Education
Jhajjar(Haryana)

We have audited the attached Balance Sheet of **Prarambh State Level School for Teacher Education Jhajjar-Haryana** as on March 31, 2018 and also the Income and Expenditure Account and Receipts and Payment Account for the year ended on that date. These financial statements are the responsibility of the Management. Our responsibility is to express an opinion on these financial statements.

We have conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Subject to our observations as enumerated in Annexure -A001 attached herewith, in our opinion & to the best of information and according to the explanations given to us, the financial statements give a true and fair view in conformity with the accounting principles generally accepted in India.

Further subject to our observations, as enumerated in Annexure -A001, we report that:



1. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;
2. In our opinion, proper books of account as required, have been kept by the auditee so far as it appears from our examination of those books;
3. The balance sheet, Income and Expenditure and Receipts and Payment account dealt with by this report are in agreement with the books of account;
4. In our opinion, and to the best of our knowledge and according to the explanations given to us and subject to our observations annexed as Annexure AO01 herewith we report that;
 - The Balance Sheet, gives a true and correct view of the state and affairs of the auditee "Account- Prarambh State Level School for Teacher Education Jhajjar- Haryana" as on 31.03.2018.
 - The Income and Expenditure Account gives a true and correct view of excess of income over expenditure for the period ended 31.03.2018.
 - The Receipts and Payment Account gives a true and correct view of the transactions under the programme/scheme for the period ended on 31.03.2018.

For M/s Rajesh Mehra & Associates

Chartered Accountants

FRN 09725N Chandigarh

CA. Vinay Kumar

(Partner)

Membership No. 515746

Place : Chandigarh

Date : 31.03.2019

**PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION
SIGNIFICANT ACCOUNTING POLICIES AND NOTES ON ACCOUNTS**

Legal status of the Organization: Prarambh State Level School for Teacher Education, Jhajjar is an autonomous body registered under Societies Registration Act.

a) Basis of Preparation of Financial Statements

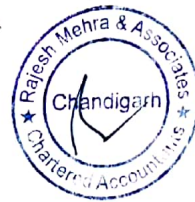
The financial statements have been prepared under accrual Basis subject to observation given in audit report, accounting and comply with accounting standards issued by the Institute of Chartered Accountants of India (ICAI) to the extent possible

b) Revenue Recognition

Income/ Grants are accounted for when they are actually received and expenses are recognized as and when they are actually paid. The Grant received, Bank Interest, Tender Fees Received and various other incomes are taken as income.

c) Utilization of Grant in Aid

The Utilization of Funds received as grant in aid have been accounted as expenditure



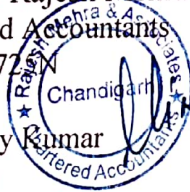
ANNEXURE –AO01

AUDITOR OBSERVATIONS (Part of Main Report)

1. The land on which operations of school has been conducted are owned by other government agency , the implementing agency of school has constructed new building on such land , The MOU for sharing of land is not available . Further school has Girls & Boys hotels; land & building of same are also not owned by the school. MOU for rental/shared services not available. For boys hotel rent has been paid but MOU for same is not held on record.
2. Although the Financial statement is prepared on accrual basis but the institute is Posting the entries only at the time of Payment. Expenses payable as on 31-03-2018 is considered for making the financial statement on accrual basis.

For M/s Rajesh Mehra & Associates
Chartered Accountants
FRN-097724

CA Vinay Kumar
(Partner)
M.No. 515746
Date: 31.03.2019
Place: Chandigarh



Vinay Kumar

PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION, JHAJJAR
AUDIT REPORT FOR THE YEAR 2017-18
BALANCE SHEET AS ON 31st MARCH, 2018

| CAPITAL FUND AND LIABILITIES | Previous Year | Current Year |
|---|-----------------------|-----------------------|
| Accumulated Fund | | |
| Opening Balance | 124,943,630.55 | 165,537,078.43 |
| Add/Deduct- Balance Transferred From income & Expenditure A/c | 40,593,447.88 | 26,644,458.95 |
| Add/ Grant for Fixed Asset | | 15,000,000.00 |
| Closing Accumulated Fund | 165,537,078.43 | 207,181,537.38 |
| Fixed Assets Reserve Fund | 10,722,743.00 | 11,645,927.00 |
| Loans From | | |
| (i) Advance Against Activity | 232,950.00 | 232,950.00 |
| Current Liabilities | | |
| -Security Deposit from Student | 122,500.00 | 242,500.00 |
| -Expenses Payable | 2,893,885.00 | 1,561,319.00 |
| -TDS Payable | - | 12,825.00 |
| -Rent Payable | 820,710.00 | - |
| -EMD from Suppliers | 75,000.00 | 70,000.00 |
| - Staff Exam duty | - | 13,375.00 |
| Amount Payable to Vendors | 99,120.00 | - |
| Total | 180,503,986.43 | 220,960,433.38 |
| ASSETS | | |
| Fixed Assets | | |
| a. Furniture & Fixtures | 2,385,669.00 | 3,028,943.00 |
| b. Other Assets | 240,274.00 | 242,274.00 |
| c. Library | 1,406,295.00 | 1,456,285.00 |
| d. School / Office Automation | 211,130.00 | 211,130.00 |
| e. Lab Equipments | 1,135,801.00 | 1,135,801.00 |
| f. Computers | 5,343,574.00 | 5,571,494.00 |
| Current Assets & Advance | | |
| (i) Stock | - | - |
| (ii) Temporary Transfer of Funds to other Schemes Recoverable | - | - |
| (iii) Closing Balance | - | - |
| a Cash in Hand | 158,074,110.43 | 208,919,677.38 |
| b Cash at Bank | - | - |
| c Account Receivables and Advances Recoverable | - | 86,250.00 |
| (i) Implementing Agencies | - | 96,308.00 |
| (ii) Other Agencies | 383.00 | 383.00 |
| (iii) Staff | - | - |
| (iv) Suppliers (for UPS, Desktop & Laptop) | - | - |
| (v) Deposit to Divisions | 17,500.00 | 17,500.00 |
| - Security with Hostel | 89,250.00 | 89,250.00 |
| - Security with UHBVN | - | - |
| (vi) Amount recoverable(spent for renovation of Building) | - | - |
| (vii) Other Current Assets | - | - |
| - Accured bank intt | - | 105,138.00 |
| - Prepaid Telephone/Internet Expenses | 11,600,000.00 | - |
| (viii) Grant Receivable | - | - |
| Total | 180,503,986.43 | 220,960,433.38 |

As Per Audit Report of Even Date Attached
For Rajesh Mehra & Associates
Chartered Accountants

Rajesh Mehra & Associates
(CA. Vinay Kumar)
(Partner)
M. No. : 515746
Place : Chandigarh
Date : 31.03.2019

(Principal) **Dr. Hishi Goel**
Director Prarambh

Jaipal
Accountant
Prarambh, Jhajjar

PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION, JHAJJAR
AUDIR REPROT FOR THE YEAR 2017-18
INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD ENDED ON 31ST MARCH 2018

| Expenditure | Previous Year | Current Year | Income | Previous Year | Current Year |
|--|----------------------|----------------------|---|----------------------|----------------------|
| Expenses On Administration | | | Receipt of Grants | | |
| Mess Expenses | 1,550.00 | | (i) Central Government | - | - |
| Pay & Allowances | 4,891,494.00 | 10459353.00 | (ii) State Government | 40,600,000.00 | 30,325,000.00 |
| Advertisement | 96,745.00 | 144669.00 | (iii) Others | - | - |
| Bank Charges | 803.50 | 2322.25 | | 40,600,000.00 | 30,325,000.00 |
| Contratual Staff Salary | 1,240,225.00 | 1559505.00 | Receipts from Students in account of | | |
| Examination fee | 38,400.00 | 332120.00 | (i) Admission Fee | 3,258,100.00 | 4,232,000.00 |
| Audit Fees | - | 47200.00 | (ii) Others | 23,800.00 | 214,900.00 |
| Printing & Stationery | 8,160.00 | 54941.00 | | 3,281,900.00 | 4,446,900.00 |
| Water Expenses | 2,790.00 | 1510.00 | Interest received From | | |
| Repair & Maintenance | 42,185.00 | 60517.00 | (i) Bank | 5,069,619.00 | 7,648,190.00 |
| Travelling Expenses | - | 156418.00 | (ii) Others | - | - |
| TA/DA Paid | 242,305.00 | 85070.00 | | 5,069,619.00 | 7,648,190.00 |
| Telephone/Internet Expenses | 184,305.00 | 104634.00 | | | |
| Postage & Courier | 1,534.00 | 2762.00 | | | |
| Fees to Universities | 627,143.75 | 935151.80 | | | |
| Electricity Charges | 139,458.00 | 260593.00 | | | |
| Newspaper Expenses | 7,913.00 | 8833.00 | | | |
| Staff Welfare Exp | 39,460.87 | 19545.00 | | | |
| Honorarium | 17,000.00 | 1000.00 | | | |
| Misc Expenses | 9,094.00 | 17770.00 | | | |
| Rent for prarambh buildings | 540,372.00 | 540372.00 | | | |
| Repair of Hostel | - | 880.00 | | | |
| Sanitation Exp | 2,958.00 | 5150.00 | | | |
| Lab Material Expenses | 172,529.00 | 33231.00 | | | |
| Software | - | 18900.00 | | | |
| Total | 8,306,425.12 | 14,852,447.05 | | | |
| Expenses on Procurement of Fixed Assets | | | | | |
| Furniture & Fixtures | 9,050.00 | 643274.00 | | | |
| Other Assets | - | 2000.00 | | | |
| Library | 40,596.00 | 49990.00 | | | |
| School / Office Automation | 2,000.00 | | | | |
| Lab Equipments | - | 227920.00 | | | |
| Computers | - | | | | |
| Total | 51,646.00 | 923,184.00 | | | |
| Excess of income over Expenditure Carried over to Balance sheet | 40,593,447.88 | 26,644,458.95 | | | |
| Total | 48,951,519.00 | 42,420,090.00 | Total | 48,951,519.00 | 42,420,090.00 |

As Per Audit Report of Even Date Attached

For Rajesh Mehra & Associates

Chartered Accountants

Chandigarh

(CA. Vinay Kumar)

(Partner)

M. No. : 515746

Place : Chandigarh

Date : 31.03.2019

(Principal)

Dr. Rishi Goel
Director Prarambh

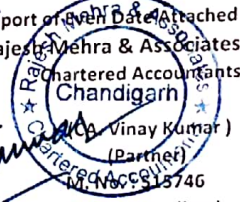
(Accountant)

Jaipal
Accountant
Prarambh, Jhajjar

PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION : JHAJJAR
AUDIT REPORT FOR THE YEAR 2017-18
RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST MARCH 2018

| Receipt | Amount | Amount | Payment | Amount | Amount |
|--|----------------|----------------|--|----------------|----------------|
| Opening Balance | | | 1. Advances Given To | | |
| (i) Cash in Hand | - | | (i) Implementing Agencies | 191,388.00 | 191,388.00 |
| (ii) Cash at Bank | 158,074,110.43 | 158,074,110.43 | (ii) Any Other Agencies etc. | | |
| (iii) Deposits at Division/Districts etc. | - | | 2. Expenses On Administration | 12381431.00 | |
| | - | | Pay & Allowances | 144669.00 | |
| 2. Receipt of Grants | | | Advertisement | 2322.25 | |
| (i) Central Government | - | | Bank Charges | 1861321.00 | |
| (ii) State Government | 30,325,000.00 | 30,325,000.00 | Contratual Staff Salary | 332120.00 | |
| (iii) Others | - | | Examination fee | 0.00 | |
| | | | Audit Fees | 54941.00 | |
| 3. Receipts from Students in account of | | | Printing & Stationery | 1510.00 | |
| (i) Admission Fee | 4,232,000.00 | | Water Expenses | 59637.00 | |
| (ii) Hostel Fee | - | | Repair & Maintenance | 127438.00 | |
| (iii) Mess Fee | - | | Travelling Expenses | 87782.00 | |
| (iv) Others | 214,900.00 | 4,446,900.00 | TA/DA Paid | 105910.00 | |
| | | | Telephone/Internet Expenses | 2970.00 | |
| 4. Interest received From | | | Postage & Courier | 935151.80 | |
| (i) Bank | 7,648,190.00 | 7,648,190.00 | Fees to Universities | 239730.00 | |
| (ii) Others | - | | Electricity Charges | 9575.00 | |
| | | | Newspaper Expenses | 19545.00 | |
| 5. Grant for Fixed Assets | | 15,000,000.00 | Staff Welfare Exp | 1000.00 | |
| | | | Honorarium | 4275.00 | |
| 6. Grant Receivable | | 11,600,000.00 | Misc Expenses | 540372.00 | |
| | | | Rent for prarambh buildings | 880.00 | |
| | | | Repair of Hostel | 5150.00 | |
| 6. Increase/(Decrease) in current liability | | | Sanitation Exp | 58268.00 | |
| Opening Liabilities as on 01-04-2017 | (296,620.00) | 42,080.00 | Lab Material Expenses | 18900.00 | 16,994,898.05 |
| Closing Liabilities as on 31-03-2018 | 338,700.00 | | Software | | |
| | | | 3. Expenditure Incurred For the Purpose of Fixed Assets | 643,274.00 | |
| | | | Furniture & Fixtures | 227,920.00 | |
| | | | Computer | 49,990.00 | |
| | | | Library | 2,000.00 | 923,184.00 |
| | | | Lab Equipments | | |
| | | | 4. Prior Period Adjustment | | |
| | | | 5. Closing Balance | | |
| | | | a Cash in Hand | - | |
| | | | b Cash at Bank | 208,919,677.38 | |
| | | | c Account Receivables and Advances | | |
| | | | Recoverable | | |
| | | | (i) Implementing Agencies | - | |
| | | | (ii) Other Agencies | - | |
| | | | (iii) Staff | 383.00 | |
| | | | (iv) Other Deposit with | | |
| | | | -uhbvn | 89,250.00 | |
| | | | -Security with Hostel | 17,500.00 | 209,026,810.38 |
| Total | | 227,136,280.43 | Total | | 227,136,280.43 |

As Per Audit Report of Even Date Attached
For Rajesh Mehra & Associates



Vinay Kumar
(Partner)

Place : Chandigarh
Date : 31.03.2019

(Principal) *Dr. Rishi Goel*
Dr. Rishi Goel
Director Prarambh

(Accountant) *Jaipal*
Jaipal
Accountant
Prarambh, Jhajjar



RAJESH MEHRA & ASSOCIATES

CHARTERED ACCOUNTANTS
SCO 37-38, 3rd Floor, SECTOR 17 C, CHANDIGARH
160017

Office Phone : 0172-5073721
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CA. Vinay Kumar : 09646405166
CA. Dinesh Jain : 09872047485
CA. Puneet Garg : 09816035100

E-MAIL; rajeshmehra@yaho.com,

AUDITOR'S REPORT

To,
Hon'ble President,
Governing Body,
Prarambh State Level School for Teacher Education
Jhajjar(Haryana)

We have audited the attached Balance Sheet of **Prarambh State Level School for Teacher Education Jhajjar-Haryana** as on March 31, 2019 and also the Income and Expenditure Account and Receipts and Payment Account for the year ended on that date. These financial statement are the responsibility of the Management. Our responsibility is to express an opinion on these financial statements.

We have conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Subject to our observations as enumerated in Annexure -AO01 attached herewith, in our opinion & to the best of information and according to the explanations given to us, the financial statements give a true and fair view in conformity with the accounting principles generally accepted in India.

Further subject to our observations, as enumerated in Annexure -AO01, we report that:



1. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;
2. In our opinion, proper books of account as required, have been kept by the auditee so far as it appears from our examination of those books;
3. The balance sheet, Income and Expenditure and Receipts and Payment account dealt with by this report are in agreement with the books of account;
4. In our opinion, and to the best of our knowledge and according to the explanations given to us and subject to our observations annexed as Annexure AO01 herewith we report that;
 - The Balance Sheet, gives a true and correct view of the state and affairs of the auditee "Account- Prarambh State Level School for Teacher Education Jhajjar- Haryana" as on 31.03.2019.
 - The Income and Expenditure Account gives a true and correct view of excess of income over expenditure for the period ended 31.03.2019.
 - The Receipts and Payment Account gives a true and correct view of the transactions under the programme/scheme for the period ended on 31.03.2019.

For M/s Rajesh Mehra & Associates

Chartered Accountants

FRN OF 25N

Chandigarh

CA. Vinay Kumar

(Partner)

Membership No. 515746

Place : Chandigarh

Date : 24.04.2019

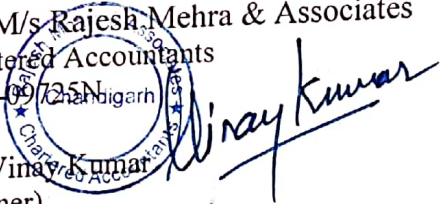
ANNEXURE -A001

AUDITOR OBSERVATIONS (Part of Main Report)

1. The land on which operations of school has been conducted are owned by other government agency , the implementing agency of school has constructed new building on such land , The MOU for sharing of land is not available . Further school has Girls & Boys hotels; land & building of same are also not owned by the school. MOU for rental/shared services not available. For boys hotel rent has been paid but MOU for same is not held on record.
2. Although the Financial statement is prepared on accrual basis but the institute is Posting the entries only at the time of Payment. Expenses payable as on 31-03-2019 is considered for making the financial statement on accrual basis.

For M/s Rajesh Mehra & Associates
Chartered Accountants
FRN-09/25N

CA Vinay Kumar
(Partner)
M.No. 515746
Date: 24.04.2019
Place: Chandigarh



**PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION
SIGNIFICANT ACCOUNTING POLICIES AND NOTES ON ACCOUNTS**

Legal status of the Organization: Prarambh State Level School for Teacher Education, Jhajjar is an autonomous body registered under Societies Registration Act.

a) Basis of Preparation of Financial Statements

The financial statements have been prepared under accrual Basis subject to observation given in audit report, accounting and comply with accounting standards issued by the Institute of Chartered Accountants of India (ICAI) to the extent possible

b) Revenue Recognition

Income/ Grants are accounted for when they are actually received and expenses are recognized as and when they are actually paid. The Grant received, Bank Interest, Tender Fees Received and various other incomes are taken as income.

c) Utilization of Grant in Aid

The Utilization of Funds received as grant in aid have been accounted as expenditure



PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION, JHAJJAR
AUDIT REPORT FOR THE YEAR 2018-19
BALANCE SHEET AS ON 31st MARCH, 2019

| CAPITAL FUND AND LIABILITIES | Previous Year | Current Year |
|---|-----------------------|-----------------------|
| Accumulated Fund | | |
| Opening Balance | 165,537,078.43 | 207,181,537.38 |
| Add/Deduct- Balance Transferred From income & Expenditure A/c | 26,644,458.95 | 10,870,781.02 |
| Add/ Grant for Fixed Asset | 15,000,000.00 | 100,000,000.00 |
| Less/ Grant for Fixed Asset | | 15,000,000.00 |
| Closing Accumulated Fund | 207,181,537.38 | 303,052,318.40 |
| Fixed Assets Reserve Fund | 11,645,927.00 | 12,098,276.60 |
| Loans From | | |
| (i) Advance Against Activity | 232,950.00 | 232,950.00 |
| Current Liabilities | | |
| -Security Deposit from Student | 242,500.00 | 567,500.00 |
| -Expenses Payable | 1,561,319.00 | 1,460,942.00 |
| -TDS Payable | 12,825.00 | 41,796.00 |
| -Rent Payable | | |
| -EMD from Suppliers | 70,000.00 | 80,000.00 |
| - Staff Exam duty | 13,375.00 | 55,919.00 |
| Amount Payable to Vendors | | 287,629.00 |
| Total | 220,960,433.38 | 317,877,331.00 |
| ASSETS | | |
| Fixed Assets | | |
| a. Furniture & Fixtures | 3,028,943.00 | 3,158,312.60 |
| b. Other Assets | 242,274.00 | 242,274.00 |
| c. Library | 1,456,285.00 | 1,537,640.00 |
| d. School / Office Automation | 211,130.00 | 211,130.00 |
| e. Lab Equipments | 1,135,801.00 | 1,143,858.00 |
| f. Computers | 5,571,494.00 | 5,571,494.00 |
| g. Printer | | 29,000.00 |
| h. Website | | 204,568.00 |
| Current Assets & Advance | | |
| (i) Stock | - | - |
| (ii) Temporary Transfer of Funds to other Schemes Recoverable | - | - |
| (iii) Closing Balance | | |
| a Cash in Hand | 208,919,677.38 | 302,617,213.40 |
| b Cash at Bank | | |
| c Account Receivables and Advances Recoverable | | |
| (i) Implementing Agencies | 86,250.00 | - |
| (ii) Other Agencies | 96,308.00 | - |
| (iii) Staff | 383.00 | 1,153.00 |
| (iv) Suppliers (for UPS, Desktop & Laptop) | | |
| (v) Deposit to Divisions | | |
| - Security with Hostel | 17,500.00 | 120,000.00 |
| - Security with UHBVN | 89,250.00 | 89,250.00 |
| (vi) Amount recoverable(spent for renovation of Building) | | |
| (vii) Other Current Assets | | |
| - Accrued bank intt | | |
| - Prepaid Telephone/Internet Expenses | 105,138.00 | |
| (viii) Accrued Interest | | 2,951,438.00 |
| Total | 220,960,433.38 | 317,877,331.00 |

As Per Audit Report of Even Date Attached
For Rajesh Mehra & Associates

Chartered Accountants

Chandigarh

(CA) Vinay Kumar

Partner

M. No. 15745

Place : Chandigarh

Date : 24.04.2019

(Principal)

Dr. Rishi Goel
Director Prarambh

(Accountant)

Jaipal
Accountant
Prarambh, Jhajjar

PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION, JHAJJAR
AUDIR REPROT FOR THE YEAR 2018-19
INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD ENDED ON 31ST MARCH 2019

| Expenditure | Current Year | Previous Year | Income | Current Year | Previous Year |
|--|----------------------|----------------------|---|----------------------|----------------------|
| Expenses On Administration | | | Receipt of Grants | | |
| Registration | 444000.00 | | (i) Central Government | 13,115,000.00 | 30,325,000.00 |
| Continuation Return (CR) Fees | 738195.00 | | (ii) State Government | | |
| Pay & Allowances | 12731060.12 | 10459353.00 | (iii) Others | | |
| Advertisement | 20575.00 | 144669.00 | | 13,115,000.00 | 30,325,000.00 |
| Bank Charges | 463.15 | 2322.25 | | | |
| Contratual Staff Salary | | 1559505.00 | Receipts from Students in account of | | |
| Examination fee | 56200.00 | 332120.00 | (i) Admission Fee | 4,895,400.00 | 4,232,000.00 |
| Audit Fees | 47200.00 | 47200.00 | (ii) Others | 1,098,550.00 | 214,900.00 |
| Printing & Stationery | 38423.00 | 54941.00 | | 5,993,950.00 | 4,446,900.00 |
| Water Expenses | 11200.00 | 1510.00 | Interest received From | | |
| Repair & Maintenance | 211839.00 | 60517.00 | (i) Bank | 9,192,277.00 | 7,648,190.00 |
| Travelling Expenses | 353121.00 | 156418.00 | (ii) Others | | |
| TA/DA Paid | 110178.00 | 85070.00 | | 9,192,277.00 | 7,648,190.00 |
| Telephone/Internet Expenses | 124044.00 | 104634.00 | | | |
| Postage & Courier | 3212.00 | 2762.00 | | | |
| Fees to Universities | | 935151.80 | | | |
| Conveyance | 370558.00 | | | | |
| Decoration | 17843.00 | | | | |
| Interest on EPF | 19607.00 | | | | |
| Interest on TDS | 11701.00 | | | | |
| Legal & Professional Expenses | 10600.00 | | | | |
| Electricity Charges | 410432.00 | 260593.00 | | | |
| Newspaper Expenses | 20230.00 | 8833.00 | | | |
| Staff Welfare Exp | 245727.00 | 19545.00 | | | |
| Honorarium | | 1000.00 | | | |
| Misc Expenses | 64590.11 | 17770.00 | | | |
| Rents | 841076.00 | 540372.00 | | | |
| Repair of Hostel | | 880.00 | | | |
| Sanitation Exp | 13753.00 | 5150.00 | | | |
| Lab Material Expenses | 62269.00 | 33231.00 | | | |
| Software | | 18900.00 | | | |
| | 16,978,096.38 | 14,852,447.05 | | | |
| Expenses on Procurement of Fixed Assets | | | | | |
| Furniture & Fixtures | 129,369.60 | 643274.00 | | | |
| Other Assets | | 2000.00 | | | |
| Library/Books | 81,355.00 | 49990.00 | | | |
| Printer | 29,000.00 | | | | |
| Lab Equipments | 8,057.00 | | | | |
| Website | 204,568.00 | 227920.00 | | | |
| Computers | 452,349.60 | 923,184.00 | | | |
| Excess of income over Expenditure | | | | | |
| Carried over to Balance sheet | 10,870,781.02 | 26,644,458.95 | | | |
| Total | 28,301,227.00 | 42,420,090.00 | Total | 28,301,227.00 | 42,420,090.00 |

Dr. Rishi Goel
Dr. Rishi Goel
 Director Prarambh

(Principal)

Jaipal
Jaipal
 Accountant
 Prarambh, Jhajjar

(Accountant)

As Per Audit Report of Even Date Attached
 For Rajesh Mehta & Associates
 Chartered Accountants



Place : Chandigarh
 Date : 24.04.2019

PRARAMBH STATE LEVEL SCHOOL FOR TEACHER EDUCATION : JHAJJAR
AUDIT REPORT FOR THE YEAR 2018-19
RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD ENDED 31ST MARCH 2019

| Receipt | Amount | Amount | Payment | Amount | Amount |
|--|----------------|----------------|--|----------------|----------------|
| 1. Opening Balance | | | 1. Advances Given To | | |
| (i) Cash in Hand | - | | (i) Implementing Agencies | | |
| (ii) Cash at Bank | 208,919,677.38 | 208,919,677.38 | (ii) Any Other Agencies etc. | | |
| (iii) Deposits at Division/Districts etc. | - | | 2. Expenses On Administration | | |
| 2. Receipt of Grants | | | Registration | 444000.00 | |
| (i) Central Government | - | | Continuation Return (CR) Fees | 738195.00 | |
| (ii) State Government | 13,115,000.00 | 13,115,000.00 | Pay & Allowances | 12569116.12 | |
| (iii) Others | - | | Advertisement | 20575.00 | |
| 3. Receipts from Students in account of | | | Bank Charges | 463.15 | |
| (i) Admission Fee | 4,895,400.00 | 4,895,400.00 | Bank Staff Salary | 56200.00 | |
| (ii) Hostel Fee | - | | Examination fee | 51200.00 | |
| (iii) Mess Fee | - | | Audit Fees | 23674.00 | |
| (iv) Others | 1,098,550.00 | 5,993,950.00 | Printing & Stationery | 11200.00 | |
| 4. Interest received From | | | Water Expenses | 179264.00 | |
| (i) Bank | 6,240,839.00 | 6,240,839.00 | Repair & Maintenance | 382101.00 | |
| (ii) Others | - | | Travelling Expenses | 106861.00 | |
| 5. Grant for Fixed Assets | | | TA/DA Paid | 124392.00 | |
| | | 100,000,000.00 | Telephone/Internet Expenses | 3212.00 | |
| | | | Postage & Courier | | |
| 6. Increase/(Decrease) in current liability | | | Conveyance | 370558.00 | |
| Opening Liabilities as on 01-04-2018 | (338,700.00) | 694,140.00 | Decoration | 12193.00 | |
| Closing Liabilities as on 31-03-2019 | 1,032,840.00 | | Interest on EPF | 19607.00 | |
| | | | Interest on TDS | 11701.00 | |
| | | | Legal & Professional Expenses | 10000.00 | |
| | | | Electricity Charges | 460438.00 | |
| | | | Newspaper Expenses | 18495.00 | |
| | | | Staff Welfare Exp | 246082.00 | |
| | | | Misc Expenses | 43170.11 | |
| | | | Rents | 712702.00 | |
| | | | Repair of Hostel | 880.00 | |
| | | | Sanitation Exp | 7862.00 | |
| | | | Lab Material Expenses | 59499.00 | 16,683,640.38 |
| | | | 3. Expenditure Incurred For the Purpose of Fixed Assets | | |
| | | | Furniture & Fixtures | 129,369.60 | |
| | | | Library/Books | 81,355.00 | |
| | | | Printer | 29,000.00 | |
| | | | Lab Equipments | 8,057.00 | |
| | | | Website | 204,568.00 | 452,349.60 |
| | | | Paid for Fixed Asset | | 15,000,000.00 |
| | | | 5. Closing Balance | | |
| | | | a Cash in Hand | - | |
| | | | b Cash at Bank | 302,617,213.40 | |
| | | | c Account Receivables and Advances | - | |
| | | | Recoverable | | |
| | | | (i) Implementing Agencies | - | |
| | | | (ii) Other Agencies | - | |
| | | | (iii) Staff | 1,153.00 | |
| | | | (iv) Other Deposit with | | |
| | | | -uhbvn | 89,250.00 | |
| | | | -Security with Hostel | 120,000.00 | 302,827,616.40 |
| Total | | 334,963,606.38 | Total | | 334,963,606.38 |

Dr. Rishi Goel
Dr. Rishi Goel
 Director Prarambh

(Principal)

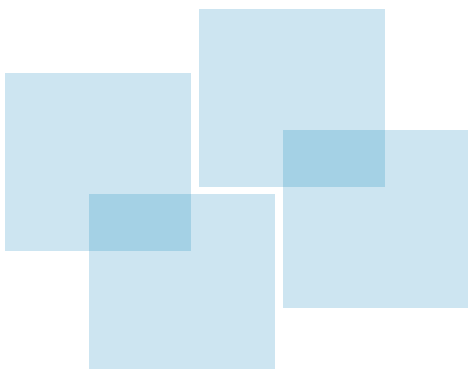
Jaipal
 (Accountant)
Jaipal
 Accountant
 Prarambh, Jhajjar

As Per Audit Report of Even Date Attached
 For Rajesh Mehra & Associates
 Chartered Accountants
 Chandigarh
 (CA. Vinay Kumar)
 Partner
 M. No. : 515746
 Place : Chandigarh
 Date : 24.04.2019



Prarambh School for
Teacher Education Jhajjar

2015-16
Annual Report



PREFACE

As we conclude the current financial year, I am pleased to present you PRARAMBH's Annual report for the year 2015-16 and highlight the programmes and achievements. We have witnessed many significant improvements and numerous lessons have been learnt.

Education of the student starts with education of the teacher; they see, they plan, prepare and deliver what ultimately will raise the learner to a higher level, where they will be empowered by the learning that they have experienced. This has been the guiding spirit for the Government of Haryana in setting up PRARAMBH, the country's first of its kind School of Teacher Education.

Under the dynamic leadership of State Government of Haryana, the vision of the State Education Department is to bring the best quality teachers, to its 47 lakh students. Prarambh is one giant step forward in fulfilling that vision. Prarambh seeks to address the quality issue in Elementary and Secondary Teacher Education with built in mechanisms for "innovation".

A four year integrated Bachelor of Education Program is the first offering from the Prarambh School for Teacher Education. The program covers the academic content from degree to post graduation level. This program has a sound theoretical foundation coupled with a robust practical curriculum. There is a plethora of self-directed tasks including case studies, project work, seminars and research initiatives.

In 2015, Prarambh School for Teacher Education acquired its affiliation with the Maharishi Dayanand University, Rohtak. Following this, all the pupil teachers were registered at the university's online portal and 50 pupil teachers appeared in the 1st semester examinations and 48 in the 2nd semester examinations. Home examinations and remedial classes were a precursor to these semester examinations in order to ensure highest level of preparation among the pupil teachers appearing for the exams.

I am confident that Prarambh would go a long way in achieving all the lofty goals of Education as envisaged by our policy makers.

Alok Verma, IFS

Director, Prarambh

ABOUT PRARAMBH

PRARAMBH School for Teacher Education had been established in 2013 as a new innovative four-year integrated programme, affiliated to the Maharshi Dayanand University Rohtak. Set up by the Government of Haryana, Prarambh is country's first of its kind School of Teacher Education. Offering a 4-year integrated residential Bachelor of Education Program that covers the academic content from degree to post graduation level; the school aims to bridge the gap between theory and practical classes' right from the early days of the teaching experience of the students. The Department of School Education, Government of Haryana, is making persistent efforts to roll-out this ambitious project and transform the quality of education in the state.

VISION

To gradually evolve as a research and development centre for the teacher education and school education in the state and to offer such innovative teacher education programme as have the potential to produce high-quality educational personnel in future for the school system.

MISSION

In order to translate the vision stated above into a reality, the school envisages accomplishing the mission outlined below:

1. To function as a laboratory for experimentation and innovations in the field of teacher education and offer a variety of teacher education programmes at different levels like B.Ed., M.Ed. with different specializations such as B.Ed. with stage-specific specializations and M.Ed. with specializations like educational management, curriculum and text book designing, special education, comparative education, research activities, etc.
2. To function as an autonomous institution having collaborations with national and international agencies of repute, endowed with all the necessary human and physical resources.
3. To meet the ever-increasing demand for teachers for the quality elementary and secondary schools being set up by the Government of Haryana in remote and rural areas.
4. To offer programmes that are innovative and challenging to the students, containing a plethora of self-directed tasks including case studies, project

work, seminars, research initiatives, and include multiple levels of engagements with students on factual courses and teaching experience in real life contexts.

5. To implement activities that make the community, the environment, sanitation, health, nutrition important parts of the training process, so that teachers become forces of transformation in their work place.
6. To bridge the proverbial gap between theory and practice by running a teaching experience school within the PRARAMBH Campus.
7. To begin with, offer a four-year integrated Bachelor of Education Programme covering the academic content of B.A., B.Sc. and B.Com. Programmes in addition to B.Ed. degree allowing flexibility to exit at the end of third year with a graduation degree and a diploma in education in hand. It aims to bring in students having aptitude for academics, give them a stimulating environment to prepare them as competent teachers with multi-disciplinary outlook.

OBJECTIVE

1. To improve the quality of education in schools in Haryana, through quality teacher education, by meeting the demands for teachers of the quality elementary and secondary schools being set up by the Government of Haryana in remote and rural areas.
2. To ensure that student teachers are proficient and qualified in the subject they shall teach as well as competent in the art of teaching.
3. To equip the teachers to integrate theoretical ideas and constructs with practical activities/experiences.
4. To enable student teachers to understand the children they teach, their background and their social context, and equip them to think, reflect and create appropriate learning environments and activities, so as to provide the student teachers experiential learning.
5. To enable the student teachers to recognize and enhance the full potential of every child, including children with special needs.
6. To inculcate among prospective teachers universal values and values enshrined in our constitution such as secularism, social justice and equality.
7. To provide a student-driven programme implemented through real-life situations.
8. To promote integration of visual and performing arts with other subjects and their use as a methodology in classroom situation.

Composition of PRARAMBH School for Teacher Education

1. Governing Body
2. Executive Body
3. Standing Committee

The Governing Body is constituted as under:

| S.N. | Name | Designation |
|------|---|------------------|
| 1 | Chief Minister | President |
| 2 | Education Minister, Haryana | Vice President |
| 3 | Finance Minister, Haryana | Member |
| 4 | Agriculture Minister, Haryana | Member |
| 5 | Chief Parliamentary Secretary(Education), Haryana | Member |
| 6 | Chief Secretary, Haryana | Member |
| 7 | Two special invitees as nominated by the President | Member |
| 8 | Financial Commissioner & Principal Secretary to Govt. of Haryana, School Education Department | Member Secretary |

The Executive Council is constituted as under:

| S.No | Name | Designation |
|------|---|-------------|
| 1 | Financial Commissioner & Principal Secretary to Govt. of Haryana, School Education Department | Chairman |
| 2. | Director Higher Education, Haryana | Member |
| 3. | Director Secondary Education, Haryana, Panchkula | Member |
| 4. | Director of Elementary Education Haryana, Panchkula | Member |
| 5. | State Project Director, Haryana School Shiksha Pariyojna Parishad, Panchkula | Member |
| 6. | Secretary, School Education Board, Bhiwani, Haryana | Member |
| 7. | Chief Administrator, HSAMB, Panchkula | Member |

| | | |
|-----|---|------------------|
| 8. | Director, S.C.E.R.T. Haryana, Gurgaon | Member |
| 9. | Representative of Finance Department Haryana | Member |
| 10. | Representative of VC Haryana Central University, Haryana | Member |
| 11. | Two academic experts/specialists from different areas like Education, I.T. nominated by President of the Governing Body | Member |
| 12. | Two special invitees as approved by the Chairman/President | Member |
| 13. | Principal of the Institute | Member Secretary |

Faculty at Prarambh School for Teacher Education Jhajjar

| S.No | Name of Employee | Designation | Qualification | Emp. ID | DOB | Contact No. |
|------|--------------------------|-----------------------------|--|---------|------------------|----------------|
| 1 | Dr. N.S. Mavi | Principal | Ph.D. (Education) M.Phil. M.A (Geography) | - | 20 June 1945 | 94169115 62 |
| 2 | Dr. Rajinder | Lect. in Geography | Ph.D. M.Phil. M.A (Geography) B.Ed. | 041896 | 21 Nov. 1966 | 94168516 48 |
| 3 | Dr. Mahesh Kumar | Lecturer in (Hindi) | Ph.D. M.Phil. M.A Hindi B.Ed. | 041935 | 23 July 1963 | 94164965 48 |
| 4 | Dr. Surender Singh Rathi | Lecturer in (Sociology) | Ph.D. M.A Sociology | 062347 | 12 May 1968 | 99926983 99 |
| 5 | Renu | Lecturer in Economics | M.Com M.Phil. M.Ed. B.Ed. | 092626 | 10 Sept. 1980 | 89013936 51 |
| 6 | Dr. Manju | Lecturer in (Bio) | Ph.D. (Zoology) M.Sc. B.Ed. | 208869 | 25 Feb. 1978 | 94168555 49 |
| 7 | Poonam | Lecturer in (Chemistry) | M.Phil. M.Sc. B.Ed. | 200071 | 25 Sep. 1983 | 94677691 60 |
| 8 | Vijender Kumar | Lecturer in (Maths) | M.Sc. (Maths) , JRF M.Tech GATE | 202877 | 15 Aug. 1981 | 74043431 12 |

| | | | | | | |
|----|--------------------|---------------------------------|--|--------|---------------|------------|
| 9 | Sanjay Sharma | Lecturer in (Physics) | M.Sc. M.Ed. NET (Education and Physics) | 203191 | 14 June 1981 | 9896943660 |
| 10 | Dr. Santosh | Assistant professor (Research) | Ph.D. NET M.Phil. (Maths & Education) M.Ed. B.Ed. | - | 03 Nov. 1978 | 9416374705 |
| 11 | Harish Kumar Yadav | Assistant professor (Maths) | NET. M.Sc. (Maths) M.Ed. B.Ed. | - | 10 April 1983 | 9466886130 |
| 12 | Monika Choudhry | Assistant professor (English) | NET (Education & English) M.A English M.Ed. B.Ed. | - | 02 Nov. 1977 | 8685054796 |
| 13 | Rajbir Singh | Assistant | B.A | - | 01 Jan.1956 | 9466666855 |
| 14 | Yogesh | Data Entry Operator | B.A D.Ed. | - | 01 Jan.1991 | 9728220293 |
| 15 | Ved Prakash Yadav | Programme Leader | M.S.W M.Ed. | 21 | 15 July 1974 | 8059631956 |
| 16 | Satish Kumar | Core Group Teacher | M.A in Education | 50 | 06 June 1974 | 9785001669 |
| 17 | Sumer Singh Yadav | Core group Teacher | M.A B.Ed. | 193 | 15 Aug. 1987 | 9466751950 |
| 18 | Ballaram Gurjar | Core group Teacher | M.A B.Ed. | 212 | 02 Jan.1985 | 9466841950 |

List of students enrolled for the session 2015-19 (Team-2)

| S. N. | Students Name | Fathers Name | M/F | PCM/CBZ | Phone no |
|-------|-----------------|----------------------|-----|---------|------------|
| 1 | Shivani Sharma | Rajesh Kumar | F | CBZ | 8469547707 |
| 2 | Disha Chhikara | Bijender S. Chhikara | F | PCM | 9968213096 |
| 3 | Garima Tripathi | Prabhakar Tripathi | F | PCM | 9868497023 |
| 4 | Neha Dagar | Ishwar Singh | F | PCM | 8295846044 |
| 5 | Badal Singh | Bhushan Singh | M | PCM | 9536989885 |
| 6 | Narendra Nain | Mahabir Singh | M | PCM | 8685919189 |
| 7 | Pinki | Bijender | F | PCM | 8053335751 |
| 8 | Nikita | Raj Singh | F | CBZ | 9904011672 |
| 9 | Pooja | Rajesh Kumar | F | PCM | 8800850429 |
| 10 | Dhanisha Kunwar | Kishan S. Kunwar | F | PCM | 7830273988 |
| 11 | Aman | Pawan | M | PCM | 7056456915 |
| 12 | Himanshu | Rajesh | M | PCM | 9812463739 |
| 13 | Hitender Pratap | Mahender Singh | M | PCM | 9050089703 |
| 14 | Jyoti Yadav | Ashok Kumar | F | CBZ | 9416277987 |
| 15 | Hitesh | Madan Lal | M | CBZ | 9812924032 |
| 16 | Abhishek | Subhash C. Pundir | M | CBZ | 9426211801 |
| 17 | Suman | Hariom | F | PCM | 9050062728 |
| 18 | Shweta Rathee | Kaptan Singh | F | PCM | 9991596644 |
| 19 | Ritu | Ranbir Singh | F | CBZ | 8901005799 |

| | | | | | |
|----|------------------|--------------------|---|-----|------------|
| 20 | Anju | Naresh Kumar | F | PCM | 9990973601 |
| 21 | Khushboo Saini | Rajesh Kumar Saini | F | CBZ | 9992346124 |
| 22 | Gautam Bhardwaj | Rajkumar Sharma | M | PCM | 9416738052 |
| 23 | Naveen Kumar | Devilal | M | CBZ | 8053985985 |
| 24 | Nitika | Surender | F | CBZ | 9467170708 |
| 25 | Alkesh | Vinod Kumar | F | CBZ | 9466792084 |
| 26 | Anjali | Satpal Singh | F | PCM | 9813523944 |
| 27 | Anshu Yadav | Ashok Kumar | F | CBZ | 9416495692 |
| 28 | Pargati | Ajit Kumar | F | PCM | 9416865160 |
| 29 | Mahesh Kumar | Ramkumar | M | CBZ | 8053013420 |
| 30 | Abhilasha Yadav | Abhay Kumar | F | CBZ | 9416709711 |
| 31 | Ankita Yadav | Virender Singh | F | CBZ | 9992068739 |
| 32 | Vikas | Jaibir Singh | M | PCM | 9991555265 |
| 33 | Pooja | Mahender Singh | F | PCM | 9813558482 |
| 34 | Priyaswini Panda | Kailash Panda | F | CBZ | 7873332424 |
| 35 | Richa Thakur | Pawan Kumar | F | PCM | 9478181595 |
| 36 | Vishal Kumar | Nagendra Prasad | M | PCM | 9430206469 |
| 37 | Pareeru | Hari Kishan Sharma | F | CBZ | 8802862061 |
| 38 | Shubham Kumar | Ashok Kumar | M | PCM | 9097355275 |
| 39 | Sapna Kumari | Shriram Yadav | F | CBZ | 9258973303 |
| 40 | Omika | D.K Tripathi | F | CBZ | 9968035234 |

| | | | | | |
|----|----------------|-------------------|---|-----|------------|
| 41 | Priya Negi | Pratap Singh Negi | F | PCM | 8527332278 |
| 42 | Supriya S. Jha | Sudhanshu S. Jha | F | CBZ | 9470628084 |
| 43 | Vaishali Singh | Chandra Pal Singh | F | CBZ | 9818945905 |
| 44 | Nikita Jain | Sushil Kumar Jain | F | CBZ | 9716773765 |
| 45 | Shruti Sona | Sanjay K. Sharma | F | CBZ | 8292622645 |
| 46 | Hitesh Thakur | Subhash Thakur | M | CBZ | 9757123410 |
| 47 | Akanksha Arya | Devendra K. Arya | F | CBZ | 9456838724 |
| 48 | Shalini | Suresh Kumar | F | PCM | 9415112266 |
| 49 | Amit Kumar | Saty Prakash | M | CBZ | 8982156933 |
| 50 | Ravish | Balbir Singh | M | PCM | 9813134210 |

4.2 Progress during the Financial Year 2015-16

PRARAMBH School for Teacher Education, Jhajjar has started its real mission as per the specified period of activities as per the program book, Bachelor of Arts/Science and Bachelor of Education. The students have a clear idea of the existing process and its future demands. The students have read the introduction in the program book and started thinking about another kind of school. They have performed in their core groups and have developed a close bond by working in a collaborative and conducive learning environment.

2nd Semester exam preparation and final exams

During this reporting period, the 2nd semester students of Prarambh School for Teacher Education appeared in their semester examinations. In the preparatory phase, the teacher-trainers were actively involved in conducting remedial classes and tests to ensure that each student was well prepared for the final exams. Unit exams of 1-2 hours per day were held in the first week of April with the special aim of checking the preparedness of the students.

Further, according to university guidelines, the students were involved in house exams based on the pattern of the main examinations. These exams continued from April and were of 3-hour duration every day. In the remaining school hours, students organised themselves in Core Groups and prepared for the examinations through studies and by knowledge sharing.

After one house exam, the progress of students was assessed under the university guidelines. This helped the students understand the level of their preparation and make up for any lag by preparing at a new level. Following these assessments, the students were provided remedial classes in different subjects. 48 students appeared in the second semester final examinations held at the Prarambh campus.

Practical examinations were held on month of June. The exam as held under an external examiner from Maharishi Dayanand University, Rohtak. According to the guidelines of MD University, Prarambh School conducted the first unit test for each subject in the end of September, 2015. This helped both faculties and student teachers to evaluate themselves and prepare for the upcoming examination. It also prepared pupil teachers to solve the question paper in the designated time and also developed their writing skills.

The online registrations of the fresh batch (2015-19) have been made through the online panel on the MDU website. Total of 51 pupil teachers have registered in the first semester and 46 pupil teachers in the third semester for the examination.

First & Third Semesters Exam preparation and Final Examinations - In the preparatory phase, pupil teachers organised themselves in Core Groups and prepared for the examinations through studies and discussions. This helped them to understand the level of their preparation and make up for any lack identified. They were provided remedial classes in different subjects and mock tests in the phase. There 50 pupil teachers participated from first semester and 46 pupil teachers from the third semester. For the examination, teachers prepared students with rigorous revision plan. Maharshi Dayanand University, Rohtak conducted the semester examination from 24th December, 2015 to 16th January, 2016 at Government Nehru PG College, Jhajjar.

First semester result declaration by MD University, Rohtak - In July, the result of first semester B.A. - B.Ed. & B.Sc. - B.Ed. (2014-18) was declared by MD University. The stream wise results of the students of 1st Semester are tabulated below:

1st semester B.Sc. B.Ed. Result Batch (2014-18)

| S. No. | Stream | Paper | No. of students appeared | No. of Pass students | No. of reappear students | Result in % |
|--------|-----------------------------|---|--------------------------|----------------------|--------------------------|-------------|
| 1 | Science | Physics | 29 | 13 | 16 | 44.8 |
| 2 | Science | Mathematics | 29 | 19 | 10 | 65 |
| 3 | Science | Chemistry | 41 | 41 | - | 100 |
| 4 | Science | Botany | 12 | 12 | - | 100 |
| 5 | Science | Zoology | 12 | 11 | 1 | 91.66 |
| 6 | Science | English | 41 | 41 | - | 100 |
| 7 | Science B.Ed.(Theory) | Human Development during Childhood and Adolescence | 41 | 41 | - | 100 |
| 8 | Science B.Ed.(Practical) | Computer use in Education | 41 | 41 | - | 100 |

1st Semester B.A. B.Ed. Result Batch (2014-18)

| S. No. | Stream | Paper | No. of Students appeared | No. of Pass Students | No. of reappear students | Result in % |
|--------|------------------------|--|--------------------------|----------------------|--------------------------|-------------|
| 1 | Arts | Geography | 07 | 07 | - | 100 |
| 2 | Arts | Hindi | 09 | 08 | 01 | 88.8 |
| 3 | Arts | Sociology | 05 | 05 | - | 100 |
| 4 | Arts | Economics | 02 | 02 | - | 100 |
| 5 | Arts | Psychology | 01 | 01 | - | 100 |
| 6 | Arts | English | 09 | 08 | 01 | 88.8 |
| 7 | Arts | Mathematics | 03 | 01 | 02 | 33 |
| 8 | Arts B.Ed. (Theory) | Human Development during Childhood and Adolescence | 08 | 08 | - | 100 |
| 9 | Arts B.Ed. (Practical) | Computer use in Education | 8 | 8 | - | 100 |

Second Semester Result declared by the MD University - The results of second semester B.A. B.Ed., B.Sc. B.Ed. (Batch- 2014-18) was declared on 18th November by Maharshi Dayanand University Rohtak. The Stream wise Results of the Pupil teachers of second semester are tabulated below:

2nd semester B.Sc. B.Ed. Result Batch (2014-18)

| S. No. | Stream | Paper | No. of students appeared | No. of Pass students | No. of reappear students | Result in % |
|--------|--------------------------|-----------------------------|--------------------------|----------------------|--------------------------|-------------|
| 1 | Science | Physics | 28 | 16 | 11 | 59 |
| 2 | Science | Mathematics | 28 | 17 | 11 | 61 |
| 3 | Science | Chemistry | 40 | 38 | 02 | 95 |
| 4 | Science | Botany | 12 | 12 | - | 100 |
| 5 | Science | Zoology | 12 | 12 | - | 100 |
| 6 | Science | English | 40 | 40 | - | 100 |
| 7 | Science B.Ed.(Theory) | Contemporary Indian Society | 41 | 41 | - | 100 |
| 8 | Science B.Ed.(Practical) | Visual & Performing Arts | 40 | 40 | - | 100 % |

***One Pupil teacher result awaited in Physics (2nd Paper)**
Name of Pupil teacher: SHEETAL Roll No. 1180489 Registration No 1413710006

2nd Semester B.A. B.Ed. Result Batch (2014-18)

| S. No. | Stream | Paper | No. of Students appeared | No. of Pass Students | No. of reappear students | Result in % |
|--------|------------------------|-----------------------------|--------------------------|----------------------|--------------------------|-------------|
| 1 | Arts | Geography | 06 | 06 | - | 100 |
| 2 | Arts | Hindi | 08 | 08 | - | 100 |
| 3 | Arts | Sociology | 04 | 04 | - | 100 |
| 4 | Arts | Economics | 02 | 02 | - | 100 |
| 5 | Arts | Psychology | 01 | 01 | - | 100 |
| 6 | Arts | English | 08 | 08 | - | 100 |
| 7 | Arts | Mathematics | 3 | 01 | 02 | 100 |
| 8 | Arts B.Ed. (Theory) | Contemporary Indian Society | 09 | 08 | 01 | 88.8 |
| 9 | Arts B.Ed. (Practical) | Visual & Performing Arts | 8 | 8 | - | 100 |

Introduction/orientation of the new batch 2015-19 to the four year programme:

The overall idea of this innovative four year program is to train teacher in accordance to the guidelines outlined in National Curriculum Framework (NCF). This program is a mix of theory and practice, which allows pupil teachers to build knowledge and understanding through study and real-life experiences. Program features pedagogy in theory and practice, taught with the lecturer method, actual experiences and discussions. All the while students and teachers acts individually, in groups or as a teams on various occasions.

On 18th August the orientation session for the newly enrolled batch was organized. During the orientation session, student teachers were introduced to the unique features and aspects of Prarambh's educational ideology. The students were oriented to the challenges and demands of teaching profession. They were also made acquainted to Prarambh's vision for enriching professional scenario and contributing to society through education and were introduced to 18 anchor themes, periods, week plan, and core group structure. Prarambh School for Teacher Education has a unique programme aiming to prepare self-motivated teachers. The entire programme is divided into 27 periods having specific theme and time duration (1-4 months each).

Core Group formation:

The foremost criteria of the Prarambh program is to form Core Groups (CG), which consists of ten student teachers and one core group teacher. All the activities are conducted within or out from the Core Group. The Core Group is responsible for the implementation of the program, is in-charge of making the detailed plans for teaching and learning, and is the focal

point of all the activities throughout the year. In addition to this, the core groups are instrumental in running of the college and organizational matters.

So for the new batch, formation of core groups was the first point on the agenda, the method of which is decided by all the students collectively at the common meeting, in which the responsibility for the process, deliberations and outcomes are owned by the students themselves. This period started with consideration, elaboration and decision on how to form core groups. In order to achieve this, multiple strategies were drawn - inviting suggestions individually from students, gender and region based group formation, consultation with seniors, gaining useful insights from the teachers themselves. All these strategies were considered during the core group formation in this batch. Four core groups were formed with an average of 13 students in each.

Introduction to Period 1 – “Another Kind of School”:

As per the Prarambh programme book the whole programme is divided into 27 periods with special themes, where the pupil teachers study anchor themes DMM tasks related to the themes with their stream subjects. During the introduction of first period ‘Another Kind of School’, new students were presented with the outline of the overall program and DMM. Head teacher talked about the eight intense weeks of new ways of teaching and learning, new concepts of what schooling is all about and new ways of working together.

Starting of Period 2 in first semester:

The theme of the period started in the first semester was “Children are Small Human Beings”. As a teacher it is important to know the factors that will enable or hinder children from developing that potential. It is also important to understand how a teacher can promote and strengthen the positive factors to diminish the negative factors. This period also offered a deeper understanding of the Small Human Beings called children to the pupil teachers. During this period, they were given an overview of different theoretical and factual aspect of child development. The discussions on the brain development of children and how they learn stimulated the curiosity of students. This period also focused on gaining fluency in spoken English through practice.

Period 10 in third Semester:

In the third semester the period theme “The Teacher and school in the 21st Century” was followed. As the period headline suggests, this period put much emphasis on the teacher and the school. The pupil teachers learnt about different concepts of pedagogy, educational philosophy and development psychology, drawing on from the theories and experiences from around the world and take stand on the prominent contemporary theories and how they can be used. They had discussions about what it means to be a teacher, how to understand children and their social, economic and cultural background and the factors influencing their learning process in and outside school. Pupil teachers also explored the concepts such as - group work, different sizes of groups and strategies for learning in large groups where people are collaborating on big projects using ICT specifically internet.

Commencement of the Second and fourth Semester Classes:

The classes for both 2nd and 4th semester commenced on 16th January 2016. Faculties from the school jointly developed concrete plans to conduct theory and practical classes in an organised manner. The new plan includes the number of study days and hours introduced by the institute and the proper planning of the events. The Time-Table includes the stream subject hours including Bachelor of Education and the Anchor Themes hours. The planning also involves the activities hours for the creativity and the project works.

Period Planning in Core Groups:

The Second Semester started with the period theme “India Our Country”. In this period, the students were introduced to studies, courses and experiences related to India, particularly to the India in the past and present. One of the interesting elements of the period was to study various art forms and its use in teaching methods. Period focused on making students express themselves to present their learning about India to their fellow students. The students also established linkages of these learning’s with the role of teacher in shaping the society.

The Fourth Semester started with the Period themed “Another Kind of Teacher”. In the period, students realised the need of fundamental attitude and value, a teacher should carry, which includes being inclusive, friendly and respectful toward children at the same time they are responsible to maintain discipline and decorum of the classroom. It also involves, taking interest in child at the individual level and connect with their parents and community to understand the background. Another responsibility of a teacher is to use teaching and learning methods that allows their students to explore and discover knowledge on their own or with teachers’ assistance. This inevitably also means that the teaching-learning must be connected to the reality outside the classroom and to the real world.

Such approaches have been demonstrated by a lot of educational philosophers in the past. Through the curriculum, students have internalised the philosophy of many historical educationists and thinkers, such as Swami Vivekananda, Krishnamurthy, Aurobindo, Tagore and Gandhi. During the period, students practiced similar thoughts and methods while working with children of different ages.

During these periods, students organised different activities like quiz competition, visit to an exhibition, talent hunt programme, sport events, workshop on environmental awareness, International Women’s Day, etc. They also solved study tasks to gain experience from each other’s learning through participating in discussion sessions. The both periods were planned for the two months and finished with the poster presentations and sharing of findings in the common meeting held on 24th February, 2016.

Installation of computers and Digitization of DMM-

Soon after the summer break, 80 computers were unpacked and installed in the college class rooms. A total of 130 computers are operational at this moment.

Prarambh School has developed a digital database for the Doctrine of Modern Methods (DMM). DMM fundamentally changes the distribution and type of work that is allocated to the teacher and to the student respectively. It makes teacher a facilitator of learning and student becomes the driving force of his/her own learning by doing the bigger part of the studies in groups or individually. The digitization of DMM will equip faculties and pupil teachers to access DMM in a more convenient manner. It also changes and improves the student’s ability

and potential to learn and work, both independently and collectively. DMM is a digital system that builds on each student having access to a computer that is connected to the school's digital library, where all the varied and rich contents of the three learning categories of Studies, Courses and Experience are located. It allows the proper cataloguing of the content and gives readers all the essential information about - studies, courses and experience.

The digital library was upgraded to include 4th semester subjects and to provide student-teachers an access to the 4 B.Ed. papers and 18 anchor themes. The information in the digital library aims at developing an understanding of the political, economic, historical, social and cultural issues of contemporary India. Students are expected to analyse and go beyond their own general presumptions as a clear understanding of the society shall equip the student teachers to design and implement appropriate educational interventions.

It also aimed to help student-teachers to develop an understanding of the constructs of childhood and adolescence from a socio-cultural perspective. Several issues pertaining to development are raised and addressed to encourage students to appreciate pluralistic perspectives. Further it develops a critical understanding of different approaches to child development and learning within a socio-historical perspective: principles of behaviourism, cognitive development, information processing, constructivist, socio-constructivist and cross-cultural positions.

An attempt has been made to include the implications for each aspect of development with the unit itself. For instance, there has been a conscious effort to include activities like play, art, storytelling, etc., as implications along with the units on physical and motor development, cognitive and language development respectively.

During the month of December, 2015 all the subject teacher under the guidance of principal Professor Dr. N.S. Mavi, were involved in the preparation of digital database for the stream and the B.Ed. subjects for the coming semester. The main idea of these activities were to enable pupil teachers to access the subject matter and become the part of the whole teaching and learning process. The tasks were prepared on the basis of the prescribed content of the subject matter and their connection with the real life. Overall the both semester B.Ed. theory papers and 50% from the stream subjects were prepared in this month.

As of now Prarambh School has total of 129 computers in the digital library for the students. The school staff and children ensure the properly working of the resources available at the lab. Especially, students take keen interest and ownership for the upkeep of these computers. It is very important for the smooth functioning of digital DMM programme in the school.

Self-Evaluation Diary:

Prarambh School for Teacher Education has developed a self-evaluation diary for all the students at the institute. The diary will help students decide the pace of their studies and effectively improve the learning outcomes by providing a means of constant monitoring. This diary was introduced to the students in a common meeting and all the students and institute faculty appreciated the idea as it develops ownership and responsibility among the students. The use of point diary is to know where the students are on track and where they require more help.

Use of computer in Education:

The teaching aims at providing hands-on experience to students in the use of computers in different processes of education. The teaching is fully practical-based. In the reporting quarter, we introduced students to the Basics of Computers, Input and Output devices and MS Office – 2003/05/07/10 onwards (Word, Excel, MS Access, and Power Point).

Up-gradation of library and purchase of new books, magazines, journals:

With the aim to enhance the quality of resources in the library, new books, magazine and journals, which were purchased during 2014-15 were made available for the students and the teaching faculty in this quarter. The list of the required books were prepared in consultation with the faculty members and students, keeping their needs in mind. With the arrival of new batch in Prarambh it was strongly felt that more space and better seating arrangement is required to accommodate all pupil teachers. Therefore on 24th October the library was shifted to hall to provide conducive reading environment and ventilation. This has resulted in increase in readership as well as books being issued and consulted for academic and other productive reasons like knowledge entertainment, leisure and utilization of free time.

Framing and modification of time table:

Due to the arrival of new batch of students, academic and administrative requirements and the time table for the current academic calendar is modified as per the needs and demands of students and teachers.

Sports Activities:

After regular classes, all the boys and their respective Core Group teachers gathered on the sports ground to play different games like badminton, volleyball and cricket. Participating in sport activities is an excellent exercise and makes the students both physically and mentally fit, active and stress-free. These sports activities further increase cooperation, confidence, positive attitude and helping nature among the students.

Rangoli Preparations:

Students at Prarambh School for Teacher Education participated in Rangoli competition at the institute premises. During the competition, students participated as a part of their Core Groups and made colourful artwork using dry colours, sand, tree leaves, flowers, pebbles, wooden dust and gulal.

Review of 3 Idiots Movie:

Movies form an integral part of our learning experience and help us gather key educational concepts in a fun environment. In this quarter, following a screening of the film 3 Idiots, students wrote a review of the same. In their reviews, the students focussed on the role and importance of film Director, Producer, script writer, lyricist and cast of the movie. The students executed this work in a very innovative and individualistic manner.

Organising and Presenting Theatre Plays:

At Prarambh, the curricular exercise boasts a unique practical paper termed 'Visual & Performing Arts'. As a part of this course, students at Prarambh School were exposed to theatre through general discussions on control of facial expressions, gestures, body language, verbal

interaction and theatre games. After this the students expressed their desire to write, act and direct small plays based on their personal experiences. Taking into account the self-motivation of students, it was decided to group them and let them decide individually what they want to perform in that group. To the pleasant surprise of all the faculty, the four groups came up with their own scripts, narrators, director and actors. The themes of the group were as stated below: Group No. 1- the theme of the script was ‘The spiralling academic expectations of the parents’

Group No. 2- the theme of the script was ‘The Importance of the Education’

Group No. 3- the theme of the script was ‘The evil effect of alcohol’

Group No. 4- the theme of the script was ‘The autocratic role of Khap Panchayats’

Asset Verification:

The Prarambh School formed a committee with the responsibility to verify the entire existing assets in a systematic manner. The committee members have physically verified all the assets and made a report of both institute and hostel assets and submitted to the concern authority.

Trial held for Guest Faculty and selection:

In order to address the current need of teaching faculty for various subjects, a three days trial was organized from 18th to 30th August, 2015. The institution invited qualified and experienced guest faculties for demo teaching based on which a list of recommended candidates has been sent to the Director, Prarambh for approval. In addition to this, reputed retired professor from Delhi University contributed their services to the institution.

Food sharing in the School:

Giving and sharing is an integral part of teaching. To strengthen the bond of teachers and pupil teachers, Prarambh School organised food sharing event on 21st October where all the pupil teachers, teaching and non-teaching staff participated. This event was organised with the view that the food is not only a basic necessity for the survival it also has the potential to spread love, compassion and kindness through sharing with others.

Movie screening:

Cinema is one of the most powerful medium of entertainment and education, and have been impacting the psyche of young generation through experimentation and novelty. To harness this interesting fact about young students, a screening of the film ‘Manjhi - The Mountain Man’ was organised on 17th November. Post the screening; a discussion was carried out where pupil teachers shared their observations about the film. These discussions also helped teachers to assess the response of pupil teachers towards the message of the film, theme, language, characters and intent of the director. The pupil teachers’ enthusiastically participated in the discussions, which was overwhelming, therefore it was decided that such events will be organised on the regular intervals during the programme.

School Observation:

With an aim to learn about the teacher education in a holistic manner, pupil teachers carried out school observations between 2nd and 9th November. In the visits, to understand the cognitive development in children, pupil teachers observed the children between the age of 4-7 years while doing the activities such as watching cartoons, playing games, drawing, painting and communicating within the class. Total of 24 pupil teachers observed the drawing session, 12 pupil teachers made their observation in the sports ground, 5 pupil teachers observed the

children during playing video games and 5 pupil teachers observed the children during watching cartoons. This process gave them valuable insights on the various aspects of cognitive development proposed by theorists such as Piaget and Kohlberg. In addition to this they also investigated the various other academic and operational practises in the Primary Schools.

Inter-College Painting and Poetry Competition:

On 20th November Prarambh participated in inter-college painting and poetry competition organised by Woman's study centre at Swaraj Sadan MD University. The pupil teachers from Prarambh - Versha, Priyaswini participated in poem recitation competition and Pooja and Jaya Kant participated in painting competition. The theme of both the competitions was "Rainbow – The Colours of Womanhood". The effort and talent of all participants was acknowledged by the judges as well as visitors. It is worth mentioning that Priyawini's soulful rendition of Oriya poem won hearts of all and she was given a consolation prize in this category.

Quiz Competition:

On 9th February, a quiz competition was organised in the college campus by the Core Group-3 under the guidance the Core Group Teacher. The planning for the competition was done in a common group meeting in which all the group members put forward their idea of organising the quiz such as kind of question to be asked, the number of stages in the competition, etc. Post the planning, tasks were assigned to the different group members. As the procedure, interested students had to submit their names and the teams were formed through random selection. The names of the teams is given below-

Group 1: Hitesh Thakur, Sivani Sharma, Hitesh, Akshay, Sheetal

Group 2: Rohit Soni, Mohit Kumar, Sonia, Reshu, Vicky

Group 3: Deepika, Abhishek, Supriya, Priya, Neha

Group 4: Shilpa, Suchitra, Garima, Kalpana, Varsha

The competition was organised in the three rounds and for every correct answer marks were rewarded. A score card was made on the white board and a group member maintained the scoreboard. Even the time limit was set up for each question within which groups had to answer the question. Questions were picked from different fields such as History, Science, Current Affairs, Geography, Sports and Bollywood. The programme continued for about 1 hour.

The result of the competition was:

1st position: Group No: 3

2nd position: Group No: 2 and 4

3rd position: Group No: 1

Organising the competition was a unique experience for students. It enhanced their organisational skills, team work and planning skills.

Talent Hunt show:

On 9th February, a ‘Talent Hunt’ programme was organised in the college. One of the major objectives of education is to explore and enhance an individual’s hidden talent. Through this event, all the students were given an opportunity to participate in the programme and showcase their talent. All the students enthusiastically participated in the activities such as mono-acting, poetry (Hasya Kavita), story-telling, folk songs, dance and debate.

The talent show proved to be a refreshing experience for the students. Such activities enhance the student confidence and also provide opportunities/platform to showcase their talent and inspire them to get involved in running the institute. The institute’s teaching faculty and staff members also participated actively in organising this event. The programme was concluded, with the vote of thanks from the Principal, he also appreciated the students of their involvement and participation.

Workshops:

- a. Workshop on “Gender Sensitization”- In order to make pupil teachers aware of the issues of gender, a one-day workshop was organised on 16th October. A total of 12 teachers, with the Principal, and 88 pupil teachers participated in the workshop. First, pupil teachers were given a theme on which they were asked to prepare a presentation in smaller groups of 3-5 participants. Each group prepared posters, presentations, speeches, songs, poems and discussion points to express themselves. There was good participation and appreciation from both pupil teachers and teachers. The workshop ended with more understanding of the pupil teachers on this issue and with them having realized the importance of the matter in the development of society. They also had ideas for how, as future teachers, they will deal with the matter in their schools and in the society.

- b. Workshop on “Environmental Awareness”- ‘Environmental Awareness’ is one of the practical subjects in 4th semester curriculum. In order to make students understand the subjects in impactful manner, they were requested to keep their surroundings and home cleaned. Further, more opportunities were given to students to talk about environment cleanliness, environmental degradation by pollution, types of pollution, causes of these pollution and possible solution of these environmental problems. An open discussion was organised to address these topics. Through the discussion on waste management, students were made aware about their responsibilities. After the discussion on this topic of waste management the students were given information about bio-degradable waste management in the institution. Teachers also told students to read more about the need to study environmental education and to understand the need of the subject.

The basis of these types of workshops are as follows: -

- Students can be made aware about the subject matter and its practical importance.
- Through workshops, the students and the teachers can share their thoughts with each other, and can learn more.
- The students learn to express their thoughts.

- These types of workshops can enhance their level of thinking and also can increase their confidence level.

Organising Common Meetings:

In the month of February, during the common meeting, the issue of food was raised and discussed. For many days students were complaining about the quality of food being served at the canteen, earlier the food was outsourced from the canteen outside the campus. Students were not happy with the quality of it. In the meeting, it was decided that the college will start its own mess to serve good quality food for the students. The group collectively decided to employ a cook to prepare meals for the students. It will be supervised by a staff member.

Participation in Exhibition:

The students and faculty members at Prarambh were invited to visit an exhibition organised at Nehru PG College, Jhajjar. On 5th February, approximately 75 students along with teachers visited the exhibition. In the event, concepts related to various subjects such as Psychology (stress, tension and I.Q test, etc.), Geography (structure of Earth, Layers of atmosphere, water flow and formation of different rivers, Food Adulteration, use of plastic bags, construction of roads, etc.) and Physics (concepts of generating electricity through different methods, substitution of petrol/ diesel in vehicle, etc.) and Biology (Process of mitosis, meiosis, Green House Effect, use of various micro-organism for manure were the main fields of exhibition.) were exhibited. Through display of working models participants gathered knowledge of functioning of these systems. Overall, it was an enriching experience for both students and teachers.

Celebration of International Women's Day:

On 8th March 2016, International Women's Day was celebrated in the college. The programme was organised by the women cell of Prarambh. All the core groups participated in this celebration. The core groups made posters on the issues related to women empowerment. The posters conveyed the message of Women's Right, Female foeticide, Women freedom and Women Empowerment, etc. The core groups explained the message of these posters. Teacher also threw light on the topics related to women. Some student sung beautiful songs, recited poems and gave some motivating speech on Women's Day celebration.

The members of Core Group 2 performed a mime act showcasing the condition of women in the past and present time at work-places and at home. Through the act, students demonstrated the changed scenario and how it has changed the definition of women empowerment. All the members of Prarambh participated with full enthusiasm and pledged to respect women.

Field Study on Unorganised sector and migrant workers:

During this reporting period, students were taken for field study centred on investigation of socio-economic factors that impact the occupational choice of migrant labourers and their involvement in unorganised sector. The students personally interacted with farm helps, woman workers, residents of villager Kamalgarh and brick kiln workers in the nearby area. Their queries were focused on the nature of job, their daily requirements, their expectations, and dreams regarding education of their children and their interpretation on the meaning of development.

Assignment Work:

During the Diwali break i.e. between 8th to 15th November, pupil teachers worked on assignments which were specially designed keeping the productive utilisation of vacation period. These assignments were supplementing the preparation of the final examinations, so the question given by the subject teachers were based on the final exam pattern. Pupil teachers submitted assignments and presentations on various topics covered during the classes. Post completion of the assignments, subject teachers analysed it and commented for the further improvement. The purpose behind these exercises was to instil the habit of self-study, content exploration and methods of creating a well-researched academic work.

Project works:

The vision of Prarambh encapsulates an environment where students are the driving force of their own learning. This vision is being gradually translated into reality with constant efforts made by the students. Project works assigned at Prarambh offers an additional advantage to the student to nurture their ideas, interpretation and execution. In 8 Core Groups of the current session, students were assigned projects such as Media in Gender discrimination, cast & class, Gender Bias in Teaching, Use of waste materials, etc. These core groups then displayed the models to the larger group through the Exhibition.

Innovative Practice in Teaching:

Subject: Physics

Mr. Sanjay Sharma Lecturer in Physics gave a brief history/ chronology of major milestones that eventually led us to the theory on concept at hand. This approach of teaching helped me in my endeavour to make the students feel the 'Human Side' of so – called perfect laws of physics. This way, the students appreciate that science in general and physics in particular, is a labour of love. The presently established theories/ concepts have been beautiful outcomes of never – ending human pursuit for a better understanding of how and why things one the way they are!

Technical support to administrative work:

Humana People to People India (HPPI) group richly contributes to the smooth functioning and execution of technical tasks. The installation of computers, successful operation of systems and orientation of students to information and technology, introduction of basic computer skills, up-gradation of digital library, regular administrative inputs and Anchor themes teaching were carried out by the HPPI staff.

Impact of the Programme:

Mentally stimulating activities like debates, core group discussions, project works and student-initiated activities like quiz competition, workshop on environmental awareness, participation in creative exercises like paintings, drawing has instilled confidence, a sense of belonging and above all a democratic spirit among the learners at Prarambh. This programme has exposed them to their inner hidden talents and reposed their faith in self-learning.

Attachment 1: Voices from the ground

| | |
|---|--|
| <p style="text-align: center;">PRARAMBH School For Teacher Education</p> <p style="text-align: right;">Priya Yadav Group-II B.Sc+B.Ed</p> <p>'Prarambh' School For Teacher Education' as the name itself indicates 'the beginning'. So I can easily say that here the beginning of my life start. It is Four Year Integrated Programme when the future teachers are prepared.</p> <p>Life is always at some turning point, and my turning point is started when I took admission in Prarambh. It is a new experience for me, to live in hostel where we have to learn or manage things ourself without Parents. I am glad to say that I have joined this programme because here I learned many things, learn to solve problems, create many experiences, feeling of we etc.</p> <p>It's a new programme so a lots of things has happened within these periods. Although many conflicts and problem arises but 'we' (Prarambh members) resolve all the issue together in a best way. These whole years has been a crazy year for me, as I am sure it has been for a lot of my other classmates also. For this I want to say ---</p> <p>Don't lose HOPE, you never know what tomorrow will BRING.</p> <p>Here I find myself and Prarambh also helped in changing the vision of my towards life. Now I easily find lots of change in my attitude, behaviour, thought, views in a positive way.</p> <p>Prarambh is not only an education institution but it simultaneously teaches us to become a good human being. Mainly the importance is given to study everywhere but here additional activities are done which helps in making a good persona of an individual.</p> | <p>"Education is not a name of Any Degree or Certificate that can be shown to others as a Proof.... But.... Education is Our Attitude, Actions, Language, Behavior with Others in Real Life"-----</p> <p>The new thing which I found here --- is the DMM (Doctrine in Modern Method). It's have three parts - Study, Course & Experience. The 'Courses' are delivered by teachers and 'Study' includes what we learned ourself. 'Experience' is based on practical work that what we learn by doing.</p> <p>Anchor theme which is also a part of DMM, apart from our main courses, provide us extra knowledge to our surrounding, big problems exist in society etc which helps us to become allrounder. We study in our 'Core Group' (group of 10-15 students including teacher) and discussed about DMM and its topics. One thing I personally observe a negative aspect of Core Group' teaching is that we are sometimes unaware by things that's going in other group.</p> <p>This course also provide a good platform for shaping our skills, like in this period we organized different activities like Talent Hunt, Quiz Competition, Poster making, Women's Day, Environmental awareness programme.</p> <p>By these activities we learn sharing of platform, anchor performing, shining the immature skills and enjoying with our friends and teachers.</p> <p>I shall be grateful that I am the part of all this. It's also teaches us or gives us a lesson that.....</p> <p style="text-align: center;">Life is Journey Not a Competition.</p> |
|---|--|

2: Pictures from the Project



Students preparing poster for Women's Day



Presentation by the students for international Women's day



Talent hunt programme organised for the students



Principal Prarambh addressing during Environment awareness programme



Course given by core group teacher to student teachers



Student teachers solving their study tasks in group



On the occasion of Women's Day, student teacher addressing to the audience during the programme



Semester end examination underway at Prarambh



A session on fine arts focused on use of paper and cloth in making craft items



An exhibition organised for environmental awareness by second year student teachers at Prarambh



Student-teachers using microscope during practical in Biology subject



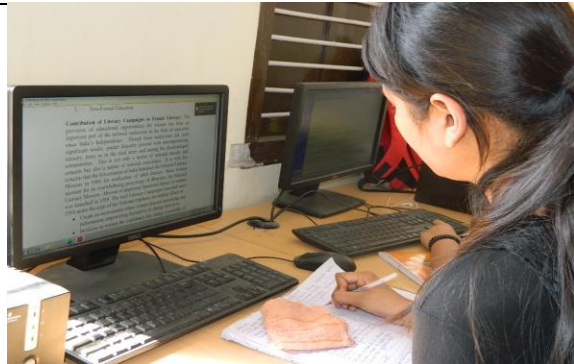
A member of HPPI addressing student teachers during the common meeting organised on teaching and pedagogy



1st Counselling in SCERT Gurgaon



Rangoli programme at Prarambh



Study on computer



Sharing food together with students



Orientation of four year integrated programme



Practical session in bio lab

Annual Report 2018-19

PREFACE

This is my utmost pleasure to present the Annual Report of session 2018-19 which is about to close soon. Prarambh was started as a highly ambitious and revolutionary project capable of face-lifting ground situation existing in our school education system.

Starting point of any reform agenda in education basically starts with the teacher. Although 4 year integrated program in teacher education is an old idea which has been implemented by NCERT through its Regional Institutes of Education. But Haryana is the only state in the country where state government started its own institute to run this course. Gradually, Prarambh is taking its steps forward to realize its mandate, that is, make it a pioneer institute of pre-service and in-service teacher education along with conducting high-end research for uplifting the quality of school education in one state. I am delighted to share that central government has announced to universalize the 4-year course throughout the country. In a way this is an approval and reinforcement of the idea of state government. The program being run at Prarambh has not only a sound theoretical basis but it has robust schedule of practical experiences being imparted to pupil teachers so that they come out with a professional outlook and equipped with necessary pedagogical skills. This report gives brief and precise information about activities and achievements of Prarambh in session 2018-19.

I am confident that Prarambh will translate its vision in action and come up as a centre of excellence to teacher education.

Dr. Rishi Goel

Director, Prarambh

Prarambh Staff At A Glance

| S. No | Name of Post | Sanctioned post | Filled | Vacant |
|-------|----------------------|-----------------|--------|--------|
| 1 | Director | 1 | 1 | 0 |
| 2 | Principal | 1 | 0 | 0 |
| 3 | Assistant Professors | 31 | 13* | 19 |
| 4 | Non-Teaching posts | 32 | 4 | 28 |
| 5 | Group D | 10 | 10 | 0 |

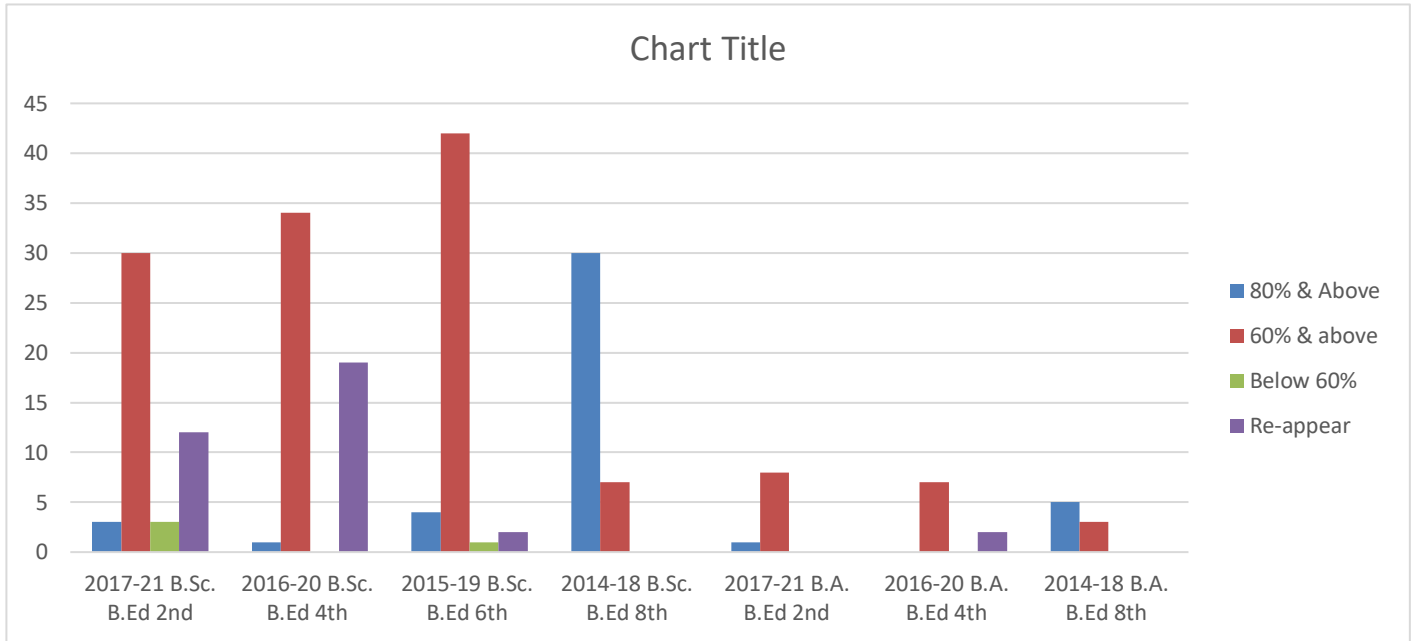
*Contractual or Deputation

Enrolment At A Glance

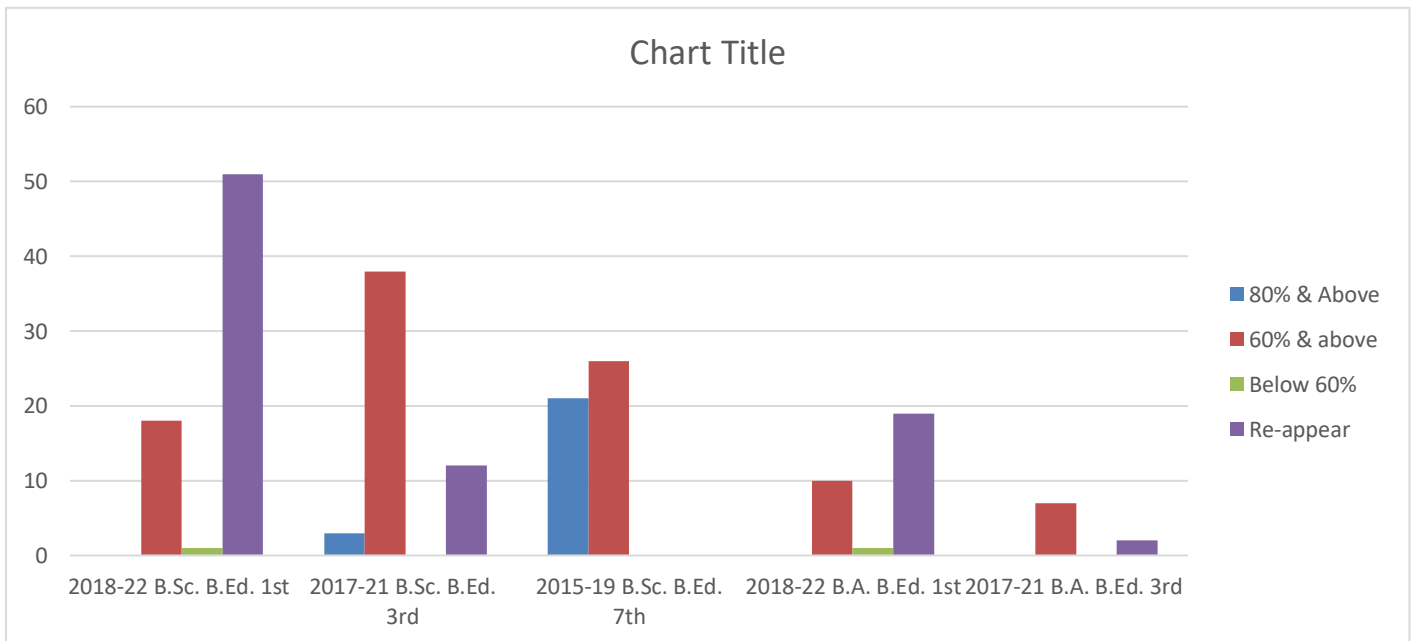
Prarambh School for Teacher Education, Jhajjar has the intake capacity of 100 student teachers every year.

| S. NO | Session | Male | Female | Total | AIOC | Har. Gen. | Har. BCB | Har. SC | Har. BCA | Har. SBC | Har. EBP GC |
|--------------|---------------------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-------------|
| 1 | B.Sc. B.Ed. 2015-19 | 15 | 34 | 49 | 25 | 19 | 03 | 02 | - | - | - |
| 2 | BA. B.Ed. 2015-19 | - | - | - | - | - | - | - | - | - | - |
| 3 | B.Sc. B.Ed. 2016-20 | 16 | 39 | 55 | 37 | 18 | - | - | - | - | - |
| 4 | BA. B.Ed. 2016-20 | 03 | 06 | 09 | 09 | 0 | - | - | - | - | - |
| 5 | B.Sc. B.Ed. 2017-21 | 17 | 31 | 48 | 40 | 04 | - | 04 | - | - | - |
| 6 | BA. B.Ed. 2017-21 | 04 | 05 | 09 | 9 | - | - | - | - | - | - |
| 7 | B.Sc. B.Ed. 2018-22 | 23 | 47 | 70 | 21 | 39 | 03 | 02 | 05 | - | - |
| 8 | BA. B.Ed. 2018-22 | 8 | 22 | 30 | 15 | 13 | - | 02 | - | - | - |
| Total | | 86 | 184 | 270 | 156 | 93 | 06 | 10 | 05 | 00 | 00 |

ACADEMIC RESULTS



(A) Even Semester May-June, 2018



(B) Odd Semester December, 2018

(A) Even Semester May-June, 2018

| Batch | Class | Semester | Total students appeared | Above 80% | Above 60% | Below 60% | Result Late / Re-appear |
|---------|-------------|-----------------|-------------------------|-----------|-----------|-----------|-------------------------|
| 2017-21 | B.Sc. B.Ed. | 2 nd | 48 | 03 | 30 | 03 | 12 |
| 2016-20 | B.Sc. B.Ed. | 4 th | 54 | 01 | 34 | - | 19 |
| 2015-19 | B.Sc. B.Ed. | 6 th | 49 | 04 | 42 | 01 | 02 |
| 2014-18 | B.Sc. B.Ed. | 8 th | 37 | 30 | 07 | - | - |
| 2017-21 | B.A. B.Ed. | 2 nd | 09 | 01 | 08 | - | - |
| 2016-20 | B.A. B.Ed. | 4 th | 09 | - | 07 | - | 02 |
| 2014-18 | B.A. B.Ed. | 8 th | 08 | 05 | 03 | - | - |

(B) Odd Semester December, 2018

| Batch | Class | Semester | Total students appeared | Above 80% | Above 60% | Below 60% | Result Late / Re-appear |
|---------|-------------|-----------------|-------------------------|-----------|-----------|-----------|-------------------------|
| 2018-22 | B.Sc. B.Ed. | 1 st | 70 | - | 18 | 01 | 51 |
| 2017-21 | B.Sc. B.Ed. | 3 rd | 53 | 03 | 38 | - | 12 |
| 2015-19 | B.Sc. B.Ed. | 7 th | 47 | 21 | 26 | - | - |
| 2018-22 | B.A. B.Ed. | 1 st | 30 | - | 10 | 01 | 19 |
| 2017-21 | B.A. B.Ed. | 3 rd | 09 | - | 07 | - | 02 |

Awards and Achievements

Legal Literacy Quiz - After clearing the Division Level Legal Literacy Competition, 03 student teachers from Prarambh participated in State Level Legal Literacy Quiz on 17th April at Govt. P.G. College, Panchkula.

State Level Academic Fair - Women Govt. College Khaurkhoda organised a state level academic fair on 27th& 28th September in which Prarambh School for Teacher Education attained five positions in different categories: The winners were appreciated by the Director Prarambh - Dr Rishi Goel on their spectacular performances.

| S. No. | Events | Participants | Position |
|--------|--------------------------|---------------------------------------|----------|
| 1. | Mathematics Presentation | Punit Dhankar | First |
| 2. | Briyani Battle | Suchandana Mohanti and Anupama Bharti | Second |
| 3. | Slade Making | Manisha Bera and Lalita | Second |
| 4. | Power Point Presentation | Nishant Kumar Choudhary | Second |

| | | | |
|----|---------------------|-------------------------------------|-------|
| 5. | Social Science Quiz | Sunil, Yusuf Khan and Archana Kiran | Third |
|----|---------------------|-------------------------------------|-------|

District Level Khel Maha Kumbh - In district Khel Maha Kumbh held on 12th October, Prarambh sent its women team under the leadership of Dr Gurpreet Singh - In-charge, Sports Committee. Student teachers Alpana Rhagahav, Ruchi and Surbhi took part in Table Tennis team event and won silver medal. Haryana Govt. Agriculture Minister Sh. Om Prakash Dhankar felicitated the winners with medal, cash and certificate.

Zonal Youth Festival - Maharishi Dayanand University, Rohtak organised Sonipat Zonal Youth Festival on 28th, 29th and 30th October 2018 in which participants from Prarambh registered and won in five events and brought laurels to the institution.

| S. No. | Event | Participant | Position |
|--------|--------------------|---|----------|
| 1. | Quiz | Archana Kiran, Praveen Mishra and Yusuf Khan | First |
| 2. | Poster Making | Srijini Sen | Second |
| 3. | Debate(English) | Kajal | Third |
| 4. | Mimicry | Rahul | Third |
| 5. | Western Group Song | Snigdha, Arunima, Srishti, Somya, Diksha and Princy | Third |

Cultural committee was praised by Dr Rishi Goel - Director Prarambh, for its efforts in nourishing the cultural and creative traditions of Prarambh and also ensuring right display of institutional talent at public platforms.

Inter Zonal Youth Festival - Maharishi Dayanand University, Rohtak organised Inter Zonal Youth Festival on 10th, 11th and 12th November 2018 in which Quiz winners (Archana Kiran, Praveen Mishra and Yusuf Khan) of Zonal Youth Festival represented Sonipat Zone and again secured first position in the Inter Zonal Youth Festival in Quiz after defeating teams from other zones. The team also represented Maharishi Dayanand University, Rohtak in Inter University Youth Festival held in the last week of December 2018. Dr. Rishi Goel, Director Prarambh felicitated winners and encouraged them to excel in National Youth Festival.

District Level Legal Literacy Competition - A district level legal literacy competition was held in Nehru Govt. College, Jhajjar, on 14th March 2019 in which twelve student teachers from Prarambh participated and bagged nine positions in the various events. The student teachers Nishant Kumar and Lasika secured first position in Power Point Presentation and Slogan writing. In debate, Archana Kiran and Kajal secured second position. In painting, Srijani secured second position and in poetry, Princy Chauhan and Hemant secured second and third positions respectively. In documentary making competition, Manjeet and Newla secured third position. Student teachers were accompanied by faculty members Shri Satpal and Smt. Reena. The same student teachers participated in division level legal literacy competition at NRS College, Rohtak on 16th March 2019. Again, they secured four positions, i.e., second in PPT and third in poem recitation, quiz and documentary making.

GENERAL PROGRESS

Significant progress was achieved in the pursuit of student success as engaged learners, leaders and ethical and responsible citizens. Microteaching and simulation teaching program was designed for the first outgoing batch of Prarambh to outline expectations and establish effective learning routines in internship schools.

A significant initiative to start co-curricular activities at Prarambh and enable active participation in inter-college and university level competitions was also made possible. A number of workshops and events were also organized. This year, Prarambh produced printed material like brochure and quarterly newsletters for circulation purposes. Prarambh being a comparatively new institute has started these initiatives under new leadership very recently. These materials are sent to school principals and educationists.

Talent Search Program - The student teachers bring different cultural background from 17 states, making the new batch ethnically vivid. As a welcome gesture, a talent hunt programme was organised where all the student teachers got an opportunity to exhibit their talents and creativity. This activity served as an opportunity to explore and improve individual hidden talent, which is also one of the major objectives of education. Pursuing this line of thought, the event was organised on 10th August 2018. The event was jointly organised by the teaching faculty, ancillary staff and the student teachers.

During the programme, the student teachers showcased their creativity in poem recitation, folk songs, group songs, individual western and classical dance, as well as dance in groups. The participants also delivered speech, performed drama, presented oratory skills and jokes. The talent show proved to be an invigorating experience for the student teachers. Along with entertainment, they learnt management and organising skills and it also helped to build their confidence to participate in the coming events.

Independence Day Celebration - Prarambh School for Teacher Education celebrated 72nd Independence Day in the college premises on 15th August 2018 and remembered with gratitude the sacrifice of the freedom fighters. The celebration of the day began with hoisting of National Flag by Chief Guest - Dr Jitender Bhardwaj, Registrar, MDU Rohtak. Director of the Institution, Dr Rishi Goel also graced the occasion. All the student teachers and teachers saluted the flag and then sang the National Anthem. This was followed by cultural programme, which started with lighting of the ceremonial lamp by Dr Bhardwaj and Saraswati vandana by student teachers. Afterwards, Dr Goel introduced the chief guest and gave a brief description of vision and mission of the Institution. This was followed by a series of cultural events which included poetry, dance performances, singing and a patriotic drama evoking the feeling of patriotism among all present

Dr Bhardwaj in his speech told the students about real meaning of freedom and the need to preserve this freedom with sincerity and responsibility. He used the term 'Latent Heat' for youth and said that the energy of youth, if properly channelized, may take our country to

the pinnacle of success. He was very much impressed with the performances of all the student teachers and applauded them. The celebration ended with Vote of Thanks by Dr Pargat Singh Jathol.

Teachers Day Celebration - On the occasion of Teachers' Day, the school conducted an event on 5th September 2018 to celebrate the contribution of teachers in creating future shapers. The student teachers organized a program for their teachers to celebrate the day. The program began with the Director - Rishi Goel addressing the student teachers about the relevance of the Vedic idea of 'guru' in today's modern times; citing instances from the GITA. The student teachers then presented various speeches, songs, poems and dances, encompassing a number of topics like importance of teachers, their contribution in the making of better society, etc.

Fresher's Party - Fresher's party scripts the beginning of hard work and fun, the student teachers would get prepared for the coming years of their life in the institution. So continuing with the proud tradition of the college, senior student teachers and new ones mingled with each other at the fresher's party held in college premises on 8th September 2018. It was a fun filled event in which the fresher's got an opportunity not only to showcase their talents but also to interact with the seniors. The programme started with traditional ribbon cutting ceremony by Director - Dr Rishi Goel. After that, programme continued with a series of cultural events, which were artistically and beautifully presented in colours as well as style. The campus was decorated in a very creative and innovative manner by seniors. The audience was kept enthralled for three hours by mind blowing performances of dances, songs and skits. At the end of the very enjoyable competition, Miss. Kajal was crowned as "Miss Fresher 2018" and Mr Mandeep was crowned as "Mr. Fresher 2018". Fresher's loved the welcome given to them and appreciated the whole-hearted efforts of their seniors. Lunch was also served to one and all.



Celebration of GITA Mahotsav - To celebrate International Gita Mahotsav across different districts of Haryana, Prarambh celebrated by organizing a quiz related to Shrimadh Bhagwat Gita on 10th December at Prarambh premises. Dr Rishi Goel welcomed the chief guest, Dr. Shreyansh Dwivedi - Vice Chancellor, Maharshi Balmiki Sanskrit University Kaithal, who addressed the student teachers and teachers, emphasizing on the spiritual and salvation providing aspect of Shrimad Bhagwat Gita. He highlighted the essence of the dialogue between Krishan and Arjuna, which is a symbolic interpretation of the bond between Parmatma and Jivatma i.e. the eternal world and the physical world. Dr Lokesh Kaushik - Assistant Prof. in Hindi coordinated the quiz and acted as quiz master. Six teams participated in the event in which Archana Kiran, Smita and Bhuraj got first position while Anshul, Gita and Atul attained Second position. Third position went to Punit, Aarushi and Richa. The highlight of the event was the Sanskrit recitation of self-written poem by Dr Shreyansh Dwivedi, who succeeded in creating magic through his impeccable rendition in this Indian classical language.



National Youth Day Celebration - National Youth Day was celebrated with great zeal and enthusiasm in college premises on 12th January 2019. It was celebrated to commemorate the birthday of Swami Vivekananda, maker of the modern India. The program was started with 'Surya Namaskara' and 'Yoga' under the guidance of Assist. Prof. Dr. Anand and lightening of lamp in front of Goddess Saraswati by Director, Dr. Rishi Goel. Addressing student teachers, he stated that having sound character is as important as being self-dependent for the youths and Vivekananda is an iconic figure in modern Indian history ranking with the greatest. He has inspired countless generations of India. Assist. Prof. Shri Lokesh, during his address, motivated the student teachers to follow the path of Swami Vivekananda by quoting several instances from his life. Further, the faculty members and student teachers expressed their views on Swami Vivekananda. His Chicago speech was presented in an impressive way by Mandeep, a student of 2nd semester. Student teachers pledged to follow the principles laid down by Swami Vivekananda. The main objective behind the celebration was to propagate the philosophy and the ideals of Swami Vivekananda, for which he lived and worked. In the afternoon, Lohri was celebrated and Dr Sandeep Berwal discussed the relevance of Lohri festival. Student teachers enjoyed singing and dancing around the pious fire. The Director lit the bonfire and staff and student teachers sang popular Lohri songs such as "sunder mundriye".



Republic Day Celebration - The 70th Republic Day of India was celebrated with gaiety and patriotic fervour in Prarambh premises amidst the foggy morning of 26th January, 2019. The ceremony commenced with unfurling of the National Flag by the worthy Director, Dr. Rishi Goel. This was accompanied by the rendition of National Anthem led by the students. The energetic dance performance by Manidi, a student teacher of 2nd semester, on the infectious beats of bhangra filled the crowd with great energy and enthusiasm. The heartfelt renditions of patriotic songs by Babita, Priya, Kajal, Dakshita and Poems by Priyanka and Hemant awakened the feelings of love and brotherhood amongst all. Dr N Rohen Meetei briefly discussed the issues that the nation is currently facing and urged everyone to unite and stand against them.



Tribute to Pulwama Martyrs - A tribute was paid to the martyrs of Pulwama on 23rd February 2019 by organizing a candle march inside the campus. The student teachers, teachers and non-teaching staff observed two minutes silence for peace to the departed souls. The entire campus was emotion packed and some of the student teachers burst into tears.

In his speech, Hon'ble Director Shri Rishi Goel observed that the entire nation is in pain and stunned because of the ghastly attack on CRPF soldiers at Pulwama. "We strongly condemn this act of cowardice, offer our heartfelt tribute to the martyred soldiers and pray for the speedy recovery of the injured soldiers", said Shri Rishi Goel in his emotional address. Dr

Pragat Singh, Dr. N Rohen Meetei and Shri Lokesh Kaushik presented their views on the Kashmir issue. The Stage was conducted by Dr. Anand Kumar.



National Science Day Celebration - National Science day was celebrated with great enthusiasm and zeal on 28th February 2019 at the college campus. A science exhibition was also conducted by the student teachers to mark the occasion. The exhibition was inaugurated by honourable Director - Dr Rishi Goel and he briefly spoke about the material and their chemical properties. Student teachers presented models on D.N.A, organ transplanted, waste management, laser system, soil pollution, air pollution, noise pollution, and volcanic eruption. To create awareness about the harmful effects of air pollution, Anjali, Anupriya and Kajal, student teachers of 4th semester, created colourful charts. Manjeet Kumar, student teacher of 6th semester exhibited his scientific skills by explaining the work of sand pendulum and V.R. box.

Shri Rakesh Sheoran discussed about the rich scientific heritage of India. Supriya and Madhuri, student teachers from 4th semester also discussed the significance of celebrating national science day. As Sir C.V. Raman through his experiments, discovered the Raman Effect theory (the inelastic scattering of a photon- discovered in liquids) on 28th February 1928, educational institutes all over India commemorate the anniversary of this discovery in physics, that won the first ever Nobel Prize in Science for India. They also gave a presentation on the Nobel Prize winners in the field of Medicine/physiology. Rahul and Archana Kiran from 6th semester discussed the Nobel Prize winners in the field of Physics and chemistry respectively. Colourful charts and models displayed in the class room and engrossing activities throughout the day reflected the fervour of Science Day celebration.



A Lecture on National Security -(Retd.) Vice Admiral Shri Raman Puri and one of the most prominent educationists Prof. G.S. Murti visited Prarambh on 2nd March 2019. Director, Dr. Rishi Goel welcomed and introduced the chief guests. Addressing students, Prof. G.S. Murti said India is blessed with its rich cultural heritage. He also emphasized that the oldest and rich culture & heritage of India can be understood only if one lives among the natives. He added that every states of India has its own distinct & unique culture and has carved out its own cultural ideology. Further, Shri Raman Puri discussed about the issues of internal security and the challenges faced by the youth.

Special Events at Prarambh

Exhibitions - On 27th April 2018, an art exhibition was organized displaying the works of 2nd semester student teachers, which they had produced throughout the semester. It included Teaching Learning Materials for different subjects, quilling and leaf art. The exhibition was appreciated by one and all including Dr. Poonam Sharma, Assistant

Professor, Maharaja Agrasen PG College for Women, Jhajjar, who was invited as a special guest for this event.

World Wide Art Competition - Two student teachers, Nidhi, 2nd Sem. and Srijani Sen, 4th Sem., participated in World Wide Art Competition held in June 2018. The idea of this year's competition was to create posters as artful expressions from paintings or photos or sculptures. Expressions that could be used locally and worldwide to share the joy of this fantastic multifaceted natural world with millions of species living here. Posters that could inform, appeal and mobilize in the joy of and the fight to take care of this very precious planet with all its different species, in overcoming the consequences of Global Warming & Climate Change. The objective of this competition was to inspire change for the betterment of the natural world.



Virtual Interactive Inter-Institutional Experience - On 31st August 2018, 7th semester B. Sc. B.Ed. integrated student teachers interacted with the experienced resource persons from Regional Institute of Education, NCERT, Bhopal through a virtual platform. Dr Lokendra Chauhan, Dr Lokendra Ojha, Department of Education in Science and Mathematics (DESM), Dr Asit Purohit, Department of Education (DE) were there at the time and guided student teacher's queries in different areas. Dr Lokendra Ojha also demonstrated a small experiment, which can be adopted during internship programme. He guided the student teachers on ways in which a simple topic of chemistry can be made more interesting and lead to curiosity of the school students. Dr Rohan Meetei and Mr Sumer Singh Yadav, teacher educators of Prarambh hosted this programme successfully. The experience was just at the beginning stage to integrate and share inter-institutional resources and experiences.



E-content - Student teachers were oriented on ways of developing e-content of their own, script writing in the simplest way by adopting available resources. The objective was basically to assist student teachers with practical work in functioning laboratories, so that children can access as many times as they want till they fully understand the process, ICT integration, upgrading selves futuristically etc. Student teachers came up with innovative ideas.

Concept Mapping - During the 4th week of August 2018, 7th semester student teachers were oriented on the theme of concept mapping. Concept mapping is a very significant tool for understanding any process, contextualization and qualitative assessment. The student teachers were oriented on concept mapping so that they could have a reflective observation and use it as tools during the internship programme. It would also help to develop reporting style, which can be presented through a gallery walk session during the post internship period. For contextualization, theory of Bronfenbrenner's socio-biological system could be adapted by individual student teachers.

Thematic Interpretation - During the 1st week of September 2018, student teachers of 3rd semester experienced thematic interpretation exercises starting from Drawing

interpretation, Johari window, SWOC and self-awareness ethno methodological analysis. Basic objectives was to understand “the self”, collaborative reflections, and an individual as component of social identity. All these processes were at sensitization phase, which were later collaborated and inculcated through community learning programs.

School Internship - Pre-internship program for the 7th semester were scheduled from 2nd week of September 2018. One of the most important phase of the programme is internship, where student teachers have to realize and internalize certain aspects of theories they have come across as part of the experiences to connect with the real one. As rightly mentioned in the NCFTE 2009: “towards preparing professional and human teachers”, student teachers explored certain skills, abilities and professional attitudes, keeping a conscious mind that possibilities of becoming a better humankind as priority. It has been divided into pre-internship, internship and post internship sub phases, including critical observation, case study and reflective journal writing etc., other than the lesson plans.

Gallery Walk Exhibition on 100 Pedagogical Questions - To ignite reflective thinking among the young and energetic teacher trainees, an exhibition session was conducted by adopting gallery walk method on 17th October 2018. Dr N. Rohen Meetei and Mr Sumer Singh helped the student teachers to understand and prepare for the event. Theme of the task was “Top 100 Pedagogical Questions” assigned beforehand through Flift Class modelling and Group Discussions. Series of dialogues proceeded to come up to a final chart. Dr Pargat, Dr Gurpreet, Dr Harish and Dr Sulender were invited as experts to observe the presentation and interact with the group presenters. At the end, all the nine groups submitted their chart with 20 pedagogical questions each to the in-charge. It has been observed that student teachers participated actively throughout the process as DMM facilitated the student teachers to be the driving force of their own learning.



Mann Ki Baat - An Interactive session was held with fifth semester (2016-20 Batch) student teachers on 20th November 2018 to discuss their experiences of visiting R.I.E. Bhopal during the five day educational tour. The session was chaired by Dr Rishi Goel - Director Prarambh, who motivated students to emulate principles and exam tips enumerated by our respected Prime Minister Shri. Narendra Modi in Mann ki Baat. At the end of the session, winners of Youth Festival events were conferred trophies and certificates. Student teachers and teachers who were a part of the visit to R.I.E., Bhopal were also presented certificates for participating in the pedagogical session during the tour and completing the programme successfully. Dr Rohen Meetei, the prime force behind this tour, whose efforts materialized the proposal of educational tour into reality, was appreciated specifically by the honourable director.

Community Events

Enrollment of Out of School Children - During the first week of April 2018, 6th-semester student teachers Garima Tripathi, Vishal Kumar, Richa Thakur, Pargati, Ravish and Pinki went to Kamalgarh and Sunarwala village to identify out of school children and convince

their parents to send them to school. As an outcome of their constant efforts, 11 children were identified and enrolled in Government Primary School Bir Sunarwala, Jhajjar.



Summer Internship, 2018: Delhi Government and Sahitya Kala Parishad invited individuals to help and facilitate different events organized by Delhi's art, culture and language department. Candidates from all over the country were welcomed to appear for interviews and work as an intern in the prestigious body. The selection procedure included many rounds such as online form submission, test for writing skills, group discussion, and individual interview. After a rigorous selection procedure, Nishant and Srijani Sen, from Prarambh were selected in the capacity of Research Assistant and Program Manager respectively, among thousands of applicants throughout the country. In all, 50 candidates were selected as interns under the Delhi Government. They worked to facilitate and supervise various activities of community arts project, cataloguing audio-visual archives and cultural mapping. They also worked with the administrative department of different schools along with the members of Sahitya Kala Parishad.

Voluntary Work: A team of 7 student teachers from 5th Semester voluntarily worked with different community development projects run by Humana People to People India for one month in June 2018. The student teachers mainly worked in rural areas of Kothur district of Telangana and slums of Delhi. They worked for the development of community together with govt. and public sector such as Aanganwadi, primary health care, school education departments, etc. It was an ice-breaking experience for the student teachers to work with such kind of people.



Swachh Bharat Summer Internship (SBSI) - In pursuit of the vision of Swachh Bharat Abhiyan, Prarambh School for Teacher Education, Jhajjar, Haryana, had launched a special cleanliness drive and appointed one nodal officer to monitor and coordinate cleanliness awareness activities in the assigned village, which is besides the college campus. The period of this program was from 1st- 31st July 2018.

The group of 10 student teachers enrolled in this internship program "SBSI" and performed numerous activities like rallies, door to door visits, awareness campaigns, plantation drives, waste collection drives, establishing compost pits, movie screening on the issue, Nukkad/Street plays, etc., to achieve the objective of this program. Along with their academics, the student teachers got an opportunity to explore, work together with the community and learn in the process. The activity instilled a sense of responsibility among the student teachers to devote themselves towards social causes.

Street Play - Two Nukkad Natak or Street plays were organised during "RAHA GIRI" program on 10th September 2018 at Jahara Stadium, Jhajjar. The theme of the Nukkad Natak was 'LGBT, Women Empowerment'. Huge gathering was sensitized towards the social issues.



Village Community Visit - A community visit was organised on 9th October 2018 in two nearby villages namely Kamal Gard and Bir Sunarpal, Jhajjar, wherein, the 3rd semester student teachers (2017-21 Batch) observed the communities to understand their economic status, educational facilities, like nearby schools and enrolment of community students, status of the women, etc. The visit helped the future teachers to better understand the realities of life and situations one comes across living in a community.

Workshops



C language Workshop - To enrich the knowledge of student teachers about C language, Mr. Harish Kumar, Assistant Professor in Mathematics organized a one-day workshop on 25th May 2018 for 4th-semester student teachers. The resource person of the workshop was Mr. Saurabh Jain, Assistant Professor, Computer Science from Govt. PG Nehru College, Jhajjar. Student teachers learned about looping, pointers, array and other different aspects of the language. This experience will help student teachers understand the working principles of important concepts in IT and CS.



Workshop on “Revisiting Curriculum Implementation for Integrated Four Year Teacher Education Programme by Dr Prof. S.C. Panda - Prarambh organised a workshop on 26th October 2018 titled “Revisiting Curriculum Implementation for Integrated Four Year Teacher Education Programme”. Dr Gurpreet Singh – Assistant Professor – History, gave a brief introduction of Prarambh to the participants and Director Prarambh welcomed the teacher educators. Dr Rohen Meetei, the coordinator of the workshop introduced Dr Panda - senior consultant - National Council for Teacher Education (NCTE) New Delhi, former Principal – Regional Institute of Education (RIE) Bhubaneswar, to the gathering.

Workshop included two sessions; Inaugural and Technical, meant for providing a common platform to discuss various aspects of teacher education programmes being run in Haryana state as well as invite multiple voices of teacher educators from all across the state. This unique initiative got a remarkable boost by successful participation of nearly 70 educators. Dr Prof. S.C. Panda, was the key resource person who ruminated upon the changes in the teacher education and also addressed the concerns regarding learners’ viewpoint on content and pedagogy, gap between college education and teacher education and evolving models of teacher education programmes. Dr Panda emphasised upon the importance of right selection procedures and admission of those candidates who have the aptitude as well as the attitude to become passionate teachers in the teacher education programmes. He also discussed about the drawbacks in existing admission procedures, qualifying criteria for teacher educator and conditions of attendance. Dr Panda appreciated the incorporation

of Gender Studies, Information and Communication Technology, Yoga Education, Inclusive Education, and Visual and Performing Arts in curriculum of Teacher Education. Dr Sandeep – Assistant Professor – Economics, thanked the key note speaker as well as the participants after the certificate distribution ceremony.

Workshop at MDU - Maharshi Dayanand University's (MDU) Youth Red Cross (YRC) coordinator organised an orientation course on 21st November 2018 which was attended by Youth Red Cross Counsellors, Mr Sumer Singh Yadav (Teacher Educator) and Dr Rohen Meetei (Associate Professor) from Prarambh. In the inaugural speech, Dr B.K. Punia (Vice Chancellor - MDU) highlighted the contribution of YRC units to Govt. of India's 'Green India and Clean India' initiative. During the program, Professor Radhe Shyam discussed the achievements of 2018 and the plan for 2019. The trophies for excellence 2018 were also distributed by the YRC unit.



WORKSHOP ON 'REFLECTIVE PRACTICES IN TEACHING':

Prarambh organised workshop on 'Reflective Practices in Teaching' on 22nd December 2018 which was presided by Shri O.P. Dhankar, Agriculture Minister of Haryana. The chief speaker was Shri Mukul Kanitkar a motivational speaker and educationist of repute. Shri Dhankar won the hearts of teachers by reciting self-created poem on personality attributes of a person. Reputed motivator Shri Kanitkar pointed that without joy there is no knowledge and workshop should be renamed as Anand Shalasis mere information gathering is not education but expanding joy in an inclusive atmosphere is the chief aim of education. The participants also got firsthand experience by being part of six small groups in group discussion activity that focused on how to make classroom studies a joyous exercise, inclusive education, ethical education, group dynamics and Gurukul system of education. Shri Shankaranand All India co-ordinator Bhartiya Shikshan Mandal answered queries of the participants. The workshop was participated by 116 participants from Seven Universities, Twenty Three Collages, Eleven DIETs, Thirty Four Schools and Fifteen Distinguished and Eminent Educationist from all over India. The workshop coordinator Shri Rakesh Sheoran thanked the attendees and the guiding force behind this workshop Dr. Rishi Goel, Director Prarambh thanked the participants and dignitaries for being part of this academic and socially responsive step by Prarambh.



International Symposium on Road Safety and Trauma Management

- Three student teachers of Youth Red Cross unit, namely Debashis, Bhuraj and Sarsij along with Shri Ballaram Gurjar, teacher coordinator took part in an International Symposium on Road Safety and Trauma Management, held in Sardar Patel Medical College, Bikaner on 17th and 18th January 2019. During the workshop, Debashis highlighted the mistakes made by youth, which leads to mishaps and loss of life of youngsters and he presented statistics reflecting the grim state of road safety. The representatives appealed to the

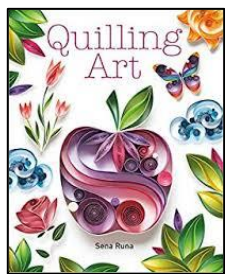
student teachers to follow traffic rules to maintain safety for one and all. Later the student teachers shared their experience with 6th semester student teachers in the college.



Education for Livelihood - Higher Education Council, Govt. of Haryana invited and conducted two days consultation meet on Education for Livelihood to all the universities and institutions of the state on 4th and 5th February 2019, at Panchkula Head Office. The main objective of the meeting was to identify the possibilities of alternate opportunities to provide livelihood after graduation.

In this, Prarambh School participated to represent all the teacher education institutions in the state. Dr N. Rohen Meetei, and Dr Gurpreet Virk were nominated as panel members from the institution. During the session, twelve different alternate possibilities were identified for B.Sc. B.Ed. & B.A. B.Ed. four year integrated student teachers, which they may pursue after graduation for building successful careers. The presentation was appreciated by the chairperson and the entire panel from different disciplines. The proposed findings were submitted after further review and revision within the next ten days, as asked by the chairperson. In appreciation, Prof. Kuthiala - Chairman, Higher Education Council, Government of Haryana visited Prarambh for a day to have a dialogue with the student teachers and faculty.

Extending Resource Sharing to RIE, NCERT, Bhopal - Dr N. Rohen Meetei was selected by the authorities of Prarambh, to present the institution as one of the external resource persons on the invitation by Regional Institute of Education, NCERT, Bhopal. The invitation was to train the Key Resource Persons (KRPs) of SCERT, Goa on Curriculum development. The training was from 11th to 15th February, 2019. Since Goa is a new state, SCERT Goa is going to develop their own curriculum for the first time. Therefore, the entire exercise consisted of curriculum development; designing, identification of factors, implementation and evaluation. Such resource sharing from Prarambh is a matter of responsibility and pride for the institution.



Workshop on Quilling -On 15th February 2019, a skill-based workshop was organized for 2nd semester student teachers under the practical subject 'Visual and Performing Arts'. This workshop was one of its kind as the facilitators were not teachers but student teachers themselves. Two 4th semester student teachers Meena and Aarushi along with Simran from 2nd semester were the principal facilitators. These students planned this workshop with the teacher and decided the techniques and the most cost effective methods to do quilling without the use of any tools.

On the day of the workshop, the student teachers organized their workstations and started with a presentation on quilling, its history and current revival. Student teachers were shown various examples of 2D and 3D quilling including famous works. After this, the student facilitators took over and taught basic shapes to others using three different techniques that can be formed by quilling. While the students were doing this, the

facilitators looked over different groups and helped them with the process. After dealing with the basics, the students were left free to create a composition using these shapes.



First Aid Awareness Workshop - A First Aid workshop was organized on 22nd February 2019, at college campus. Shri Chain Sukh – Lecturer First Aid, Youth Red Cross, was the key speaker in the program. The workshop included sessions on burns, heat and cold stroke, choking, drowning, head injuries, bleeding, insect-bite, dog-bite, snake-bite, fracture, bandaging, asthma attack and acid attack. All the topics were demonstrated by Shri Chain Sukh with the help of other students. The workshop was attended by the student teachers of 6th semester and faculty members of Prarambh. The workshop was coordinated by Mr. Sumer Singh Yadav.



Workshop on Health and Hygiene - A one-day University level Health and Hygiene (Pain Management) workshop was organized on 26th February 2019 for Youth Red Cross (YRC) Counsellors and Volunteers at Maharshi Dayanand University (MDU), Rohtak. YRC counsellor- Mr. Sumer Singh, along with twenty volunteers attended the workshop. The workshop was inaugurated by Prof. Rajbir Singh, Vice Chancellor M.D.U. Rohtak. Two key resource persons, Professor Pradeep Khanna and Professor Prashant Kumar were invited for leading the session. During his presentation Professor Khanna highlighted the significance of keeping healthy by maintaining proper hygiene and balanced diet as well as avoiding smoking and alcohol. Professor Kumar discussed the types of pain and ways of managing it. He mainly focused on developing an understanding of the symptoms and reacting accordingly. He also emphasized that yoga is a must for being remain healthy. Professor Rana - Coordinator YRC, MDU thanked all the participants and also distributed certificates. In all, it was a useful workshop for YRC volunteers who later shared their learnings with other student teachers.

Exposure Visits



Visit to NCERT: On 11th April 2018, Prarambh student teachers (Session 2014-18) visited different labs of National Council of Educational Research and Training (NCERT). Dr. A.K. Wazalwar, Professor DESM, NCERT and his team interacted with the student teachers and introduced low-cost and locally prepared TLM models, which will prove to be very useful for teaching and learning.

They also visited Science Park to see different models on scientific concepts to develop a better understanding and awareness. This educational tour provided new insights to the student teachers and added to their knowledge.

To know the administrative set-up of developmental organizations, the student teachers also visited HPPI national headquarter in New Delhi. The student teachers were welcomed

by the HPPI headquarter team and a presentation was given by Mr. Snorre Westgard – CEO, HPPI.

Youth Red Cross Camp: The Youth Red Cross Society from Maharishi Dayanand University, Rohtak organized a Health Awareness/Training camp in Mussoorie for the students of different colleges. 70 students participated from various colleges, including a boy and a girl from each college. During the training, Nitika and Hitesh from Prarambh School participated in the camp learning about first aid, disaster management, supporting the community, etc.



Visit to Arya Gurukul, Jhajjar - The institution envisaged to make Prarambh's student teachers aware of the bountiful culture, heritage, festivals and folklores of the vibrant state of Haryana, since the student teachers are coming from 17 different states of India. With this vision in mind, a visit to Arya Gurukul, Jhajjar was arranged on 26th September 2018 for student teachers of 7th Semester. Student teachers were explained the history of this more than 100 years old Institution by Sh Virjanand Devkarni, Director of the Gurukul. He also introduced the student teachers with the routine and day schedule of the students at the Gurukul. It was an incredible experience for student teachers to interact with the 'Shishya' and 'Gurus' to have an understanding of basic structure of the class and the ways through which student teachers of Gurukul are learning different skills during everyday practice. The student teachers were delighted to know that Arya Gurukul also has students from almost all the States of India. Student teachers also witnessed ayurvedic medicine factory, *akharas* for *kushti* and other sports areas inside the Gurukul. Another main attraction was Archaeological Museum inside the Gurukul, which is a place of pride for the town as it is the biggest museum in Haryana. This museum was established in 1959. The student teachers indulged themselves in magnificence of it all, as they were explained about the museum in detail by Sh Virjanand Ji. He told the student teachers about the contribution and passionate efforts of Swami Omanand Saraswati who collected antiques, coins and beautiful variety of idols from various parts of country for this museum. Through this visit, student teachers were acquainted with Vedic concept of education, which is very unique in its own way. It was a very informative and enlightening experience for all.



Visit to Central Institute of Fisheries Education, Rohtak - On 4th October 2018, an Educational Trip was organised to Central Institute for Fisheries Education (CIFE), Lalhi. CIFE is one of the regional research centres operated under Central Institute of Fisheries Education (CIFE), Mumbai. CIFE Rohtak centre has a unique history and an envious distinction of being the only central research centre in India dedicated to research on the use of inland saline soils and ground water for fish and shrimp culture. The student teachers of 5th semester (2016-20 Batch) of B.Sc. Life Science (Zoology) accompanied by Mr Vijay Kumar and Mr Sunil Kumar (Assistant Professors in Zoology) visited CIFE. The main objective of the visit was to gain latest information about fish Production. During this trip a lecture was a delivered by senior scientist of the institute Mr Ashok Kumar.

The student teachers gained the knowledge regarding different kinds of marine & fresh water fishes, types of ponds, different types of nets for fish capturing, hypophysation technique, soil and water PH, hybridization in fishes, fish diseases, fish parasites and economic aspect of fish breeding, etc. The workers of CIFE Lahli displayed various equipment's to handle and store fishes. During this visit, Prarambh Teaching Staff Mrs Seema Chillar and Mrs Anita were also present for guiding the student teachers.



Visit to Regional Institute of Education (RIE), Bhopal - Prarambh School for Teacher Education, Jhajjar organised an academic tour cum exchange programme with 57 student teachers and five teachers to Regional Institute of Education, NCERT, Bhopal from 30th October to 4th November 2019. The purpose of this tour was to orient the student teachers to the rich educational milieu of RIE and facilitate interaction with the

learned faculty of RIE Bhopal. The tour comprised of activities that were educational and recreational as well. Various academic sessions conducted from morning 9:30 am to evening 4 pm. focused on key modern educational areas or innovative practices like theatre pedagogy; progressive pedagogical practices; National Curriculum Framework (NCF) and Constructive Approach; Creating low cost TLM tampered with inquisitive approach of learning; working with community and teacher training; Action Research versus Doctoral Research; ICT and Teacher Training; Teacher as an experimenter and last but not the least Internship practices of RIE, Bhopal. In addition to the above intellectual exercises, the recreational aspect was also addressed to de-stress and rejuvenate participants. Visit to Maanav Sanghralaya, Tribal Museum enthralled the student teachers and enlightened them about historical/anthropological journey of mankind and its association with nature. Lakeside view at Raja Bhoj Setu and visit to DB City Mall provided the much sought after experience of shopping and relishing street food. The crowning glory of the historical experience was a visit to Sanchi Stupa, where the berm and balustrades won the heart of the visitors. Spirituality of the place added to its scenic beauty and stamped its permanent impression on all the visitors from Prarambh. Return journey to Prarambh Jhajjar was made interesting by incorporating a visit to Taj Mahal, Agra.



NCERT RIE Ajmer Visit - Under the initiative of 'Exposure Visit', Prarambh organized an educational trip to NCERT RIE, Ajmer from 20th to 24th January, 2019 for the student teachers of 8th Semester, accompanied by teaching faculty members, Dr Gurpreet Singh, Smt. Seema Rani, Dr Sheetal, Dr Pragat Singh, Shri Vijay Kumar and Shri Rajesh Kumar. The journey started with waving of green flag by attendant Smt. Santosh. On the first

day of the trip, it was time to explore Jaipur, student teachers discovered the history and beauty of famous Amber Fort, the principal tourist attraction in Jaipur, followed by Jal-Mahal, Hawa Mahal and Jantar Mantar. Each place has its own historic value, which was well explained to the student teachers by the tour guide. This particular visit to RIE was the first time that student teachers were fortunate to meet with Dr. G. Viswanathappa. Principal of RIE, Ajmer and heads of many other departments. Dr Shri Niwasan and Dr Archan Kumari

were very generous to provide quick information about the library and theme park. Prof. V.P. Singh shared the historical perspectives of the regional institute with Dr Gurpreet Singh and Dr Pragat Singh. The visit of Pushkar, Ajmer Sharif and Ana Sagar was planned in order to experience religious diversity of Rajasthan. The trip was an excellent exposure for the student teachers to understand and appreciate the language, culture, traditions and practices of another state. Apart from knowledge, such excursions bring the spirit of camaraderie. The five days trip proved to be a great success due to the enthusiastic inputs from the student teachers and professors, and the continuing support from RIE Ajmer.



Visit to National School of Drama, New Delhi - The student teachers of 2nd semester visited National School of Drama in New Delhi on 7th February, 2019. They interacted with the Chairperson of Sangeet Natak Akademi - Shri. Shekhar Sen and other renowned artists of theatre. The student teachers gained knowledge regarding different types of puppet art by puppetry expert Shubha Saxena and learnt to use it as a teaching aid to

make their teaching interesting. Student teachers enjoyed live theatre performance by Rajasthani folk singer - Shri Anwar Khan Mangniyar. Student teachers came to know about different types of visual and performing arts by visiting national art gallery. They were quite inspired by sheer imagination and quality of the paintings. During different sessions, the knowledge and understanding of student teachers was enhanced, so they can use visual and performing art in their teaching methodology. The program was coordinated by Dr N Rohen Meetei along with Dr Anand Kumar, Mrs Anita and Mr Sumer Singh Yadav. It was a good learning and inspiring experience for student teachers and teachers as well.

Visit by Officials



Visit by Additional Chief Secretary - Ms. Dheera Khandelwal, Additional Chief Secretary, School Education, Haryana visited Prarambh School for Teacher Education, Jhajjar on 25th August 2018. Director of the Institution - Dr. Rishi Goel welcomed her with a bouquet and then delineated upon the uniqueness of Prarambh as an Institution. He described Prarambh as 'Mini India' since there are students from 17 different States of

country. After that, Ms. Khandelwal interacted with student teachers and stressed upon the importance of 'Innovation and Creativity' for becoming a great teacher. She furthermore encouraged them to teach language of their respective States to each other to develop Prarambh as a multilingual society. She applauded the fact that a lot of student teachers applied for admission in the Institute in current session. Considering the fact, she also ensured that she would send a proposal to NCTE to make a provision for 100 additional intakes. Ms Khandelwal also spent considerable time and energy in visiting the college campus, girls & boys' hostel and the site, which has been proposed for the building of Prarambh. Dr Goel familiarised her with the academic and infrastructure related issues. Her presence at the college premises inspired not just the student teachers but also the

teachers and everybody involved with Prarambh. The programme culminated with a vote of thanks by Dr Pargat Singh Jathol.

Visit of Italian Delegates - On 26th October 2018, Prarambh welcomed a group of Italian Delegates who wished to get an insight into the four year Integrated teacher education programme, study the impact of Prarambh's initiative in this regard, interact with students and get their feedback on the Humana Prarambh collaboration.



Education is Knowledge and Life: Dr. Kuthiala –An academic event was organized on 14th February 2019 at Prarambh, wherein, Professor B. K. Kuthiala guided the student teachers and other participants through his immense knowledge on the significance of carrying out research and seek knowledge. Prof. Kuthiala's approach made the processes and outcomes quite simple to understand, in relation to the researcher and the society. He explained the concept of research and how it leads to the discovery of new knowledge and why this new knowledge is necessary. He pointed out the strong need to support research even with the high costs associated with it.

In the second session, staff members had the opportunity to discuss their plans regarding careers and professional development with the professor. Those who sought advice and direction were benefitted as the seasoned academician had all the answers. Dr Gurpreet presented the annual report of the college and Shri Rakesh Sheoran thanked the participants and dignitaries for being part of this event.

Prarambh School for Teacher Education, Jhajjar
Annual - Budget
2019-20

| Income | | | | |
|---------------------------------|--|-------------------|--------------------|--------------------|
| | | 2017-18 (Actual) | 2018-19 (Actual) | 2019-20 (Proposed) |
| 1 | Fees Tuition/ Hostel | 4,399,500 | 5,963,300 | 7,172,800 |
| 2 | Bank Interest | 3,673,788 | 9,192,277 | |
| 3 | Grants - Recurring | 41,925,000 | 13,115,000 | |
| 4 | Grants - Non-Recurring | | 100,000,000 | |
| 5 | Others | 7,525 | 30,650 | |
| Grand Total | | 50,005,813 | 128,301,227 | 7,172,800 |
| Expenditure | | | | |
| | | 2017-18 (Actual) | 2018-19 (Actual) | 2019-20 (Proposed) |
| 1. Salary: | | | | |
| 1.1. | Staff Salary | 4,589,546.00 | 6,962,534 | 59,698,308 |
| 1.2. | HPPI | 2,309,010.00 | 2,594,883 | 4,524,000 |
| 1.3. | Extension Lectures | 32,200.00 | 66,300 | |
| 1.4. | Outsourcing of services | 946,571.00 | 3,035,235 | 3,408,240 |
| 1.5. | NPS | | 33,108 | 720,000 |
| 1.6. | EPF | | 39,000 | 28,500 |
| 2. General Facilities: | | | | |
| 2.1. | Rent | | 841,076 | 900,000 |
| 2.2. | Electricity | 102,741.00 | 410,432 | 500,000 |
| 2.3. | Sanitation | 2,710.00 | 13,753 | 25,000 |
| 2.4. | Water | | 11,200 | 15,000 |
| 2.5. | First Aid | | | 10,000 |
| 3. Office Expenses: | | | | |
| 3.1 | Printing & Stationery | | 38,423 | 150,000 |
| 3.2 | Advertisement | 108,504.00 | 20,575 | 150,000 |
| 3.3. | Telephone | 2,300.00 | 1,840 | 20,000 |
| 3.4. | Internet & Wi-Fi | 104,465.00 | 122,204 | 200,000 |
| 3.5. | Website Maintenance | | 22,597 | 40,000 |
| 3.6. | TA/DA & Conveyance | 72,905.00 | 480,736 | 550,000 |
| 3.7. | Postage | 851.00 | 3,212 | 5,000 |
| 3.8. | Hospitality | 6,257.00 | 61,679 | 80,000 |
| 3.9. | Bank Charges | 1,209.50 | 463 | 3,000 |
| 3.10. | Miscellaneous Expenses | 1,798.00 | 73,301 | 200,000 |
| 3.11. | Accounting & Audit Fee/ Legal Service | | 57,800 | 100,000 |
| 4. Academic Expenditure: | | | | |
| 4.1. | Seminars & Workshops | | | 325,000 |
| 4.2. | Tournaments | | | 50,000 |
| 4.3. | Cultural activity | | 245,727 | 900,000 |
| 4.4. | News Papers & Periodicals | 5,534.00 | 20,230 | 30,000 |
| 4.5. | Scholarships | | | Nil |
| 4.6. | Prizes | | | 100,000 |

| | | | | |
|---------------------------------------|---------------------------------|------------------|-------------------|-------------------|
| 4.7. | Capacity Building Programmes | | | |
| 4.8. | Examinations | | 56,200 | 70,000 |
| 4.9. | University CR Fee | 346,390.00 | 738,195 | 850,000 |
| 4.10. | University RR Fee | 272,385.00 | 444,000 | 550,000 |
| | | | | |
| 4.11. | Affiliation Fee | 173,429.00 | | |
| 4.12. | Tours & Excursions | | 353,121 | 853,380 |
| 5. Infrastructure development: | | | | |
| 5.1. | Building | | | |
| 5.2. | Furniture | 36,352.00 | 129,370 | 1,380,000 |
| 5.3. | Library | | 81,355 | 2,250,000 |
| 5.4. | Physics Lab | | 8,057 | 200,000 |
| 5.5. | Chemistry Lab | 823.00 | 590 | 100,000 |
| 5.6. | Botany Lab | 1,908.00 | | 100,000 |
| 5.7. | Zoology Lab | 18,780.00 | | 100,000 |
| 5.8. | Geography Lab | | | 174,000 |
| 5.9. | Computer Lab | | | |
| 5.10. | Social Science Lab | | | |
| 5.11. | Language Lab | | | |
| 5.12. | Psychology Lab | | | |
| 5.13. | Mathematics Lab | | | 90,000 |
| 5.14. | Sound System | | | 60,000 |
| 5.15. | Projectors | | | |
| 5.16. | Gadgets | | 29,000 | 1,088,200 |
| 5.17. | Sports Equipments | | | 770,000 |
| 5.18. | Music Equipments | | | 100,000 |
| 5.19. | Website | | 204,568 | |
| 6. Maintenance: | | | | |
| 6.1. | White wash/Building Maintenance | | 45,012 | 50,000 |
| 6.2. | Electricity Maintenance | | 59,269 | 90,000 |
| 6.3. | Furniture Maintenance | 42,298.00 | 41,100 | 70,000 |
| 6.4. | Other Repair & Maintenance | | 66,458 | 100,000 |
| 6.5. | Decoration | | 17,843 | 25,000 |
| Grand Total | | 9,178,967 | 17,430,446 | 81,802,628 |

~~MEMORANDUM OF
ASSOCIATION AND RULES
2012~~

***MEMORANDUM OF
ASSOCIATION, AMENDED RULES AND
SERVICE BYE LAWS
2019***

~~STATE LEVEL SCHOOL FOR TEACHER
EDUCATION AN INSTITUTE OF ADVANCED
STUDY IN EDUCATION, JHAJJAR, HARYANA~~

**PRARAMBH:
STATE INSTITUTE OF ADVANCED STUDY IN EDUCATION
JHAJJAR (HARYANA)**

Applicable w.e.f.

**In the matter of State Level School for Teacher Education- an Institute of
Advanced study in Education.**

MEMORANDUM OF ASSOCIATION

1. NAME OF THE INSTITUTE

The name of the Society is State Level School for Teacher Education an Institute of Advanced Study in Education Haryana Jhajjar (hereinafter referred to as the Institute).

2. REGISTERED ADDRESS

The Registered office of the Institute shall be situated at Jhajjar with the address - State Level School for Teacher Education, Jhajjar (Haryana).

3. AREA OF OPERATION

Area of operation shall be the whole of State of Haryana.

4. AIMS AND OBJECTIVES

(i) The Institute shall act as an autonomous body, inter alia, function as the leading institute in the state which will actively contribute in the state policy making, quality research and innovation, and standardizing best practices from the field on the various programmes of school education of Haryana Government.

(ii) The institute with a matrix of functions, people and resources shall efficiently execute the intended tasks like training, content development knowledge management, add and develop human resources towards this renewed role. To assist and advise the School Education Department, Haryana on policy issues, support implementation and appraisal of programmes, conduct research studies and to undertake programmes for quality improvement in education and teacher education.

5. For realization of these objectives, the Institute may undertake any or all the following functions, programmes and activities.

- a. Pre-service innovative Elementary, Secondary teacher education programme.
 - b. Program for preparing teacher educators (M.Ed.).
 - c. In-service training of teacher educators (mainly DIET faculty).
 - d. Short-term courses for teacher educators of CTEs.
 - e. Develop resource Material for teachers and teacher educators.
 - f. Conduct advanced level fundamental and applied research and experimentation in education.
 - g. M.Phil and Ph.D (subject to availability to do necessary faculty and facilities).
 - h. Set-up units/centres to do Research and Material development in Curriculum Studies, Pedagogic Studies and Assessment and Evaluation.
 - i. Act as Regional Resource Centre for various activities like-
 - Development of curriculum and learning material, Educational Planning and administration
 - Development of Modules for training of educational administrators.
 - j. To do all such things as the institute may consider necessary, incidental or conductive to its primary objectives and also act on the assignments/ projects/ programmes given by the state government from time to time for the furtherance of state/ national policy on school education.
6. (i). The institutional and other programmes conducted by the Institute shall be open to persons of either sex, and of whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers, workers or in any other connections whatsoever.
- 6 (ii) The Govt. of Haryana may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Govt. of Haryana may stipulate and upon receipt of any such report the Govt. of Haryana take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report.(and the same shall be duly considered by the council for taking action). In addition, the Govt. of Haryana may at any time issue general guidelines, directions to the Institute on important matters of policy and -programmes for the development of school education in Haryana.

7. INCOME AND PROPERTY

- (a) All property of the Society, movable or immovable, shall vest in the Executive Council.
- (b) The income and property of the Institute however derived shall be applied towards the promotion of the objectives thereof as set forth in this Memorandum of Association, and the objectives for which grants are received from Haryana/ Central Government and the sponsoring agencies. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly by the way of dividends, bonus or otherwise, however by way of profit to the persons who at anytime have been members of the Institute or to any of them or to any persons claiming through them provided that nothing therein, contained shall prevent the payment in good faith of remuneration to any member there of or other persons in return of any services rendered to the Institute or for travelling allowance, halting or other similar charges.

8. A copy of the Rules and Regulations of the Society certified to be correct by three members of the Governing Council is filed with the Registrar of Societies, Jhajjar, Haryana, along with the Memorandum of Association.

9. (1) The names, occupations and addresses of the first members of the Executive Council to whom the management of its affairs has been entrusted, as required under Section 2 of the Societies Registration Act,

1860 as applicable to State of Haryana, are as follows: -

| Sr. No. | Address and Status of Member |
|---------|---|
| 1 | Financial Commissioner and Principal Secretary to Govt. of Haryana School Education Department, Chandigarh |
| 2 | Director Higher Education Haryana, Panchkula |
| 3 | Director Secondary, Education Haryana, Panchkula |
| 4 | Director of Elementary Education Haryana, Panchkula |
| 5 | Secretary, School Education Board, Bhiwani, Haryana |
| 6 | State Project Director Haryana School Shiksha Pariyojna Parishad, Panchkula |

| | |
|---|---------------------------------|
| 7 | Director SCERT Haryana, Gurgaon |
|---|---------------------------------|

(2) The appointment of the Chairman and Members is by virtue of their office. A copy of the rule of the Institute, certified to be a correct by the first members of the Institute is filed along with the Memorandum of Association.

10. DECLARATION OF DESIROUS PERSONS:

We the undersigned are desirous of forming a Society by the name of State Level School for Teacher Education - an Institute of Advanced Study in Education Haryana Jhajjar under the Societies Registration Act, 1860 as applicable to the State of Haryana, in pursuance of this Memorandum of Association :-

| Sr. No. | Name | Designation in Society | Occupation |
|---------|---------------------------|------------------------|--|
| 1 | Smt. Surina Rajan, IAS | Chairman | Financial Commissioner and Principal Secretary to Govt. of Haryana, School Education Department Chandigarh |
| 2 | Sh. Ankur Gupta IAS | Member | Director General Higher Education, Panchkula |
| 3 | Sh. Pankaj Yadav IAS | Member | State Project Director Haryana School Shiksha Pariyojna Parishaa Panchkula |
| 4 | Sh. Arun Kumar Gupta IAS | Vice President | Director Secondary Education, Haryana Panchkula |
| 5 | Sh. Abhe Singh Yadav, IAS | Member | Director Elementary Education Haryana, Panchkula |
| 6 | Sh. DK. Behera IAS | Member | Secretary Board of School Education, Bhiwani, |

| | | | |
|---|----------------------|--------|-----------------|
| | | | Haryana |
| 7 | Smt. Sneh Lata HES-I | Member | Director, SCERT |

1. Sh. Ajit Sing adlan (HES-I)
Dy. Director, SCERT, Gurgaon
2. Sh. Sadhu Ram Rohilla
(HES-1) Distt. Education Officer,
Jhajjar

RULES AND REGULATIONS

1. Short title: These rules may be called 'Rules of State Level School for Teacher Education an Institute of Advanced Study in Education Haryana Jhajjar'.
2. 'Definitions: In these rules unless the context otherwise provides:
 - (I) '**Academic Staff**' means the employees of the Institute engaged in education, training, research or consultancy.
 - (II) '**Board**' means the Board of School Education Haryana, established and constituted under section 3 of the Boards Act.
 - (III) '**Chairman**' means the Chairman of the Executive Council/ Standing Committee as the case may be.
 - (IV) '**Chairman PAC**'-means Chairman Programme Advisory Committee.

(IV- A) Director mean Director, State Institute of Teacher Education.

- (V) '**Executive Council**' means Executive Council of the Institute.
- (VI) '**Government**' means the Government of Haryana
- (VII) '**Governing Body**' means the Governing Body of the institute.
- (VIII) '**Institute**' means State Level School for Teacher Education- an Institute of Advanced Study in School Education.

'Institute' means State Institute of Teacher Education, Jhajjar.

- (IX) '**Member Secretary**' means the Member Secretary of the Governing Body/ Executive Council / Standing Committee as the case may be.
- (X) '**Officers and Staff**' means officers and staff with various designations appointed to deal with various affairs of the Institute.
- (XI) '**President**' means President of the Governing Body.
- (XII) '**Prescribed**' means prescribed by Rules and bye-laws made by the Executive Council/ Governing Council as the case may be.
- ~~(XIII) '**Principal/Vice Principal**' means Principal/ Vice Principal of the institute.~~
- (XIV) '**Rules**' means any other rules and bye-laws of the Institute.

(XV) '**Vice Chairman**' means Vice Chairman of the Executive Council.

(XVI) '**Vice President**' means Vice President of the Governing Council.

(XVII) '**Year**' means the financial year ending on 31st March of the calendar year.

3. GOVERNING BODY

There shall be an Governing Body of the Institute, which shall consist of the following members: -

| Sr. No. | Name | Designation | Nature of the Membership |
|----------------|--|-------------------------|--------------------------|
| 1 | Chief Minister <i>Govt. of Haryana</i> | President | Ex-Officio |
| 2 | Education Minister <i>Govt. of Haryana</i> | Vice President | Ex-Officio |
| 3 | Finance Minister <i>Govt. of Haryana</i> | Member | -do- |
| 4 | Agriculture Minister Haryana | Member | -do- |
| 5 | Chief Parliamentary Secretary Education Haryana | Member | -do- |
| 6 | Chief Secretary <i>Govt. of Haryana</i> | Member | -do- |
| 7-8 | Two special invitees as nominated by the President | Member | nominated |
| 7-8 | <i>Two persons nominated by President of Governing Body for three years term out of the panel of 10 persons suggested by Executive Council</i> | Member | Nominated |
| 9 | Financial Commissioner & Principal Secretary to Govt. Haryana, School Education Department. | Member Secretary | Ex-Officio |
| 10 | <i>Director, State Institute of Teacher Education, Jhajjar</i> | <i>Member Secretary</i> | <i>Ex-Officio</i> |

- (i) The appointment of President, Vice-President and other Members except ~~special-nominated invitees~~ is by virtue of their office.
- (ii) The Governing Body shall be the Governing Body of the Institute.
- (iii) The Meeting of the Governing Body be held at least once in year at such time, date and place as may be determined by ~~the President by notice not less than 14 clear days~~ **Member Secretary with prior approval of President** (7 days in exceptional circumstances).
- (iv) The President may **direct the Member secretary to** convene a special emergency meeting of the **Governing** Body at notice of three days whenever he ~~thinks~~ **deem** fit.
- (v) Except as otherwise provided in these Rules all meetings of the Governing Body shall be called by notice under the signature of the Member Secretary.
- (vi) The President, in his absence Vice President/ Senior most member will chair the meetings of the ~~Council~~ **Governing Body**.
- (vii) One Fourth of the members of the Governing Body present in person shall form a quorum at every meeting of Governing Body.
- (viii) If within fifteen minutes from the time appointed for the meeting no quorum is present, the meeting shall stand adjourned. The adjourned meeting may take place after two hours on that very day or as decided by the President or in his absence Vice President/ Senior most member in chair ~~At~~ **For** such an adjourned meeting no quorum shall be necessary and the members present may transact the business for which the meeting was called for.
- (ix) (i) All disputed questions at meeting of the Governing Body shall be determined by vote.
(ii) In case of any equality of votes, the President shall have a casting vote
- (x) The Member Secretary shall keep a record of the proceedings of the meeting and shall circulate to its members.
- (xi) Honorarium / TA / DA etc. will be paid to nominated and other members as per Govt. rules.**

4. **FUNCTIONS AND POWERS OF THE GOVERNING BODY**

The following business may be transacted in the meeting of the
Governing Body:

1. Consideration, approval of Annual Accounts.

2. Consideration, approval of Annual Report.
3. Consideration of any matter/policy concerning governance, administration, planning, management of the affairs of the institute.

5. EXECUTIVE COUNCIL

There shall be an Executive Council of the Institute, which shall consist of the following members: -

| Sr. No. | Name | Designation | Nature of the Membership |
|-----------|--|---|--------------------------|
| 1 | Financial Commissioner and Additional Chief Secretary / Principal Secretary to Govt. of Haryana School Education Department, Chandigarh | Chairman Chairperson | Ex-Officio |
| 2. | Director General / Director Secondary, Education Haryana, Panchkula | Vice Chairperson | -do- |
| 3. | Director Higher Education Haryana | Member | -do- |
| 4 | Director of Elementary Education Haryana, Panchkula | Member | -do- |
| 5 | State Project Director Haryana School Shiksha Pariyojna Parishad Panchkula | Member | -do- |
| 6 | Secretary, School Education Board, Bhiwani, Haryana | Member | -do- |
| 7 | Chief Administrator HSAMB Panchkula | Member | -do- |
| 8 | Director, S.C.E.R.T. Haryana, Gurgaon | Member | Ex-officio |
| 9 | Representative Nominee of Finance Department Haryana | Member | -do- |
| 10 | Representative Nominee of V.C. Haryana Central University Narnaul Vice Chancellor of Affiliating University | Member | -do- |

| | | | |
|-----------|---|------------------|-------------------|
| 11- 12 | Two academic experts/ specialists from different areas like Education, I.T. nominated by President of the Governing Body | Member | Nominated |
| 11 | <i>Principal of Regional Institute of Education (NCERT) applicable to State of Haryana [presently RIE Ajmer] or his nominee</i> | <i>Member</i> | <i>Ex-officio</i> |
| 12 | <i>One academic expert / specialist / person of eminence in the field of Education / Pedagogy / IT etc. nominated by President of Governing Body for a term of three years out of the panel of 05 experts provided by Member Secretary</i> | <i>Member</i> | <i>Nominated</i> |
| 13- 14 | Two special invitees as approved by the Chairman President | Member | -do- |
| 13- 14 | <i>Two academic expert / specialist / person of eminence in the field of Education / Pedagogy / IT etc. nominated by Chairperson of Executive Council for a term of three years out of the panel of 08 experts provided by Member Secretary</i> | <i>Member</i> | <i>Nominated</i> |
| 15 | Principal Director of the Institute | Member Secretary | -do- |

- a) The Executive Council shall be the Executive Body of the Institute.
- b) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any member and no act or proceedings of the Executive Council shall be invalidated or nullified merely by reasons of the existence of any vacancy therein or of any defect in the appointment/ nomination of any member.

- c) Any casual vacancy amongst the nominated members of the Executive Council, arising from death or resignation or otherwise, may be filled by nomination by the President and the members so nominated shall hold office for the unexpired portion of the term of office of the member causing the vacancy. -
- d) Every meeting of the Executive Council shall be presided over by its Chairman and, in his absence, by a member chosen in the meeting.
- e) Four members of the Executive Council present in person shall constitute the quorum. No quorum shall be required for an adjourned meeting.
- f) For every meeting of the Executive Council, not less than ten clear days notice shall ordinarily be given to each member. However, the Chairman may, at his discretion, call a meeting with shorter notice if it is considered necessary or expedient due to any reason.
- g) At least three meetings of the Executive Council shall be held in each year.
- h) The Chairman of the Executive Council may himself call or by a requisition in writing signed by him may ~~require~~ **instruct** the ~~Principal~~ **Director (Member secretary)** of the Institute to call a meeting of the Executive Council at any time.
- i) Each member of the Executive Council, including the Chairman, shall have one vote and in case there is an equality of votes on any question to be decided by the Executive Council, its Chairman or in his absence the person presiding over the meeting shall have a casting vote.
- j) The Chairman of the Executive Council may invite any person other than member, to attend **any particular meeting** of the Executive Council. Such invitee shall not be entitled to vote, **however he will be entitled for Honorarium / TA / DA etc.**
..
- k) Any business which may be necessary for the Executive Council to perform may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive Council.

(l) Honorarium / TA / DA etc. will be paid to nominated and other members as per Govt. rules.

6. FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL

- i) The Executive Council shall carry out the objectives of the Council as set forth in the MEMORANDUM of ASSOCIATION.
- ii) The Executive Council shall have under its control the management of all affairs and funds of the Council and shall have the authority to exercise all the powers as provided under the rules from time to time.
- iii) The Executive Council shall have powers to frame and amend regulations/ bye-laws, not inconsistent with these rules, State/ Central policy on school Education as also the various programmes/ policies of the State/ Central Government for the development of school education, for the administration and management of the affairs of the Institute. The first bye-laws of the Institute shall be as contained in **this** MOA/ Rules & Regulations, ~~Annexure – I of the MOA.~~ ***The subsequent amendments / Rules & Regulations will be prepared and approved by Executive Council and come in to force w.e.f. date it is approved by Executive Council on any other date decided by Executive Council.***
- iv) Without prejudice to the generality of the foregoing provision, such regulation may provide for the following:-
 - a) The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Institute and sale or alteration of such investment and account and audit.
 - b) Powers, functions and conduct of business by advisory Committees, or Committees, standing and other Sub Committees as may be constituted , from time to time, and the term of office of their members.
 - c) Procedure for appointment of the officers and staff of the Institute and the institutes and services established and maintained by the Institute but not in dilution of rules of the State Govt.
 - d) The terms and tenure of appointments, emoluments, allowances rules of discipline and other conditions of the service of the officers and staff of the Institute but not in dilution the rules of the State Government.
 - e) Terms and Conditions governing scholarships, fellowships and deputations, grant-in-aid, research schemes and projects, provisions of extension services and establishment of research centers and training institutes.

- f) Such other matters as may be necessary for the furtherance of the objective and the proper administration of" the affairs of the Institute.
- g) ~~Subject to these Rules and Regulations of the Institute, the Executive Council shall have the power to appoint all categories officers and staff except otherwise provided for conducting the affairs of the Institute, to fix the amount of their remuneration, provided further, all appointments to various posts would be made on the recommendation of duly constituted selection committees unless otherwise specifically provided subject to budget provisions, instructions governing the project/ scheme under which appointments are to be made and to define their duties.~~

For smooth transactions of the business of institute the appointment for all Teaching / Non-Teaching Officers would be accomplished by:

- (i) Chairperson of Executive Council for regular appointment to Group - A and Group - B posts and temporary appointment against Group - A post.***
- (ii) Director of Institute -cum- Ex-officio Member Secretary, Executive Council for regular appointment to Group - C and Group - D.***
- (iii) Director of Institute can appoint guest faculty and other temporary staff of Group - B, Group - C and Group - D but no way such appointments be in contravention to policy of state Govt. in such matter..***

The Executive Council has the power to frame the rules and regulations for appointment. Subject to provisions of these Rules and Regulations all appointments to various posts would be made on the recommendation of duly constituted selection committees. The Executive Council has right to make special appointment without selection committee subject to specific provisions of budget, instructions governing the project/ scheme under which appointments are to be made and to define their duties.

All appointments to be reported to Executive Council in immediate next meeting.

- h) The Executive Council shall have the power to enter into arrangements / **agreement / MoU** with the Haryana Govt. and other public or private organizations or individuals for furtherance of its objectives, for implementation of its programmes and for securing and accepting endowments, grant-in-aid, donations or gifts to the Institute on mutually agreed- terms and conditions provided that the conditions of such grant-in-aid donations or gifts shall not be inconsistent or in conflict with objectives of the Council or with the provisions of these rules. **The Director of institute is competent to accomplish all such agreements / MoUs but financial liabilities occurring due to such agreements / MoUs shall be approved by Vice Chairperson / Chairperson of Executive Council / Govt. as per empowerment of financial power with concerned.**
- i) The Executive Council shall have the powers to take over and . acquire by purchase, gift or otherwise from Government and other public bodies or private individuals, movable properties or other funds together with any attendant obligations, engagements not inconsistent with the objectives of the Institute and the provisions of these Rules.
- j) The Executive Council shall have the power to sell or lease any movable or immovable property of the Council, provided, however, that no asset of the Institute created out of government funds be disposed of, encumbered or utilized for purpose other than those for which the grant was sanctioned.
- k) The Executive Council may by Resolution constitute Advisory Boards or special committees for assistance in the working and for such purposes and with such powers as the Executive Council may think fit, and the Executive Council may also dissolve any of the Committees and advisory Bodies, so constituted after the registration of the Institute. Any amendment / modification in the bodies/ committees as provided in the MOA for the registration of Institute shall be done with the concurrence of the State government.
- l) The Executive Council may delegate to the Chairman or any of the member and / or other officer of the Institute such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which these powers and duties as are to be exercised or discharged.

- m) Consideration, approval and recommendation to Governing Body of Annual Accounts.
- n) Consideration, approval and recommendation to Governing Body of Annual Report.
- o) Consider and recommend to the State Govt. the projects/ programmes to be continued/ new projects to be undertaken and the provision of funds there under.
- p) Monitor ongoing programmes/projects and planning far the next year.
- q) Consider any matter/ policy concerning Governance, administration, planning management of the affairs of the Council.

7 . MEMBERS / MEMBERSHIP

(i) MEMBER/ MEMBERSHIP OF THE Institute shall be:-

Government Departments, Semi govt. Organizations/ Public Sector Undertakings/ Cooperative Institutions/ Society promoted by the Government/ NGO's working in the departmental programmes/ Publication/ Health/ Social/ Educational/ Literary/ Research etc.

(ii) Industrial Enterprises

(iii) Educational Research and other Institutions interested in the Promotion of Education.

(iv) Individuals not covered under category i to iii above.

(v) Ex-officio / Honorary members

8 . ROLL OF MEMBERS OF THE COUNCIL

The Council shall keep a roll of members giving their addresses and occupations and every member shall sign the same. If a member of the Council changes his address, he shall notify his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members shall be deemed to be his address.

9 . THE TERM OF OFFICE

Where a person becomes a member/ office bearer of the Council by reason of the office of appointment he holds, his membership of the Council shall ipso facto terminate when he ceases to hold that office or appointment. This rule applies to all ex officio members. The successor in office of Ex-officio member shall become member from the date of his assuming charge of his office. The term of non official members, nominated by the state / Central Government/ Institute shall be three years. Members of the Council shall cease to be such member if they resign or they do not attend three consecutive meetings. A resignation of membership shall be tendered to the Member Secretary of the Council and shall take effect from the date it has been accepted on behalf of the Chairman.

10 . POWERS TO REMOVE MEMBERS

Notwithstanding anything contained in any section of these rules, the Chairman may recommend to the Executive Council to remove any person from his membership if in his opinion the continuance in office of such person as a member is not in the interest of the society. The Executive Council shall have the final authority to accept or reject any such recommendation.

11 . MANAGEMENT OF THE INSTITUTE

The affairs of the Institute Shall be managed by the Executive Council and Governing Body

12 . AUTHORITIES OF THE INSTITUTE

- (a) Governing body
- (b) Executive Council
- (c) Standing Committee
- (d) Programme Advisory Committee
- (e) Such other committees, Sub committees as may be set up by the Executive Council/ Governing Body

13 . OFFICER OF THE INSTITUTE

The following shall be the officers of the Institute, namely:

- (a) ~~Principal~~ **Director**;
- (b) Such other officers as the Executive Council/ Governing Body may, from time to time, appoint.

14. BYE-LAWS OF THE COUNCIL

The Executive Council as specifically provided under the rules shall have powers to frame, amend or repeal any rules/ regulations of the Institute for the furtherance of its objects, and in particular to provide for the following matter:

- (a) Matters relating to appointment, removal and resignation of the office holders of the Council.
- (b) The preparation and submission of budget estimates, the sanction of expenditure, investment of the funds of the Institute and sale or alternations of such investments, and accounts and audit.
- (c) Conduct of business of committees and sub-committees as may be constituted from time to time, determining the power and functions of such committees and sub-committees, their constitution and terms of office of the members.
- (d) The procedure for terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of personnel and staff employed by the Institute; and
- (e) Such other matters as may be necessary for the administration of the affairs of the Institute.

15. STANDING COMMITTEE

To decide on day to day policy of institute Standing Committee shall consist of the following members: -

| | | | |
|---|---|----------|------------|
| 1 | Financial commissioner and Principal Secretary to Govt. of Haryana School Education Department, Chandigarh | Chairman | Ex-Officio |
| 2 | Director Higher Education, Haryana | Member | Ex-Officio |
| 3 | Director Elementary Education Haryana Panchkula | Member | Ex-Officio |

| | | | |
|----------------|---|---|-------------------|
| 4 1. | Director Secondary Education Haryana, Panchkula | Member Secretary Chairperson | Ex-Officio |
| 2. | Additional Director / Joint Director / In-charge of Prarambh Cell in DSE | Member | Ex-Officio |
| 3. | Director of Institute | Member Secretary | Ex-Officio |

- (a) ***The Standing committee shall be responsible to examine all the matters to be placed before Executive Council and Governing Body and got it approved from Chairperson of Executive Council.***
- (b) ***The standing committee may decide all the matter referred to it by Director of Institute. On receipt of any matter for perusal Chairperson of committee shall decide; and make a decision accordingly; whether to be:-***
- (i) decided at his own level,***
- (ii) decided in the meeting of committee***
- (iii) referred to Chairperson of Executive Council, or***
- (iv) referred to Executive Council.***
- (c) ***The Standing committee shall perform all functions and duties as entrusted / directed by Executive Council / chairperson of Executive Council to them.***
- (d) **Chairperson of Executive Council may refer any matters involving any issue in regard to implementation of any programme/policy of the Govt./institute and day-to-day functioning of the Institute to be decided by the Chairperson of the Council, to the Standing Committee for deliberations and to make recommendations.**

16 . PROGRAMME ADVISORY COMMITTEE

- (a) The Programme Advisory Committee shall consist of the following members:-

| | | | |
|---|--|-----------------|------------|
| 1 | Director Secondary Education Haryana, Panchkula | Chairman PAC | Ex-Officio |
|---|--|-----------------|------------|

| | | | |
|------|---|------------------|--------------|
| 2 | Director Elementary Education Haryana Panchkula | Member | Ex - officio |
| 3 | State Project Director. Haryana School Shiksha Pariyojna Parishad, Panchkula | Member | Ex - officio |
| 4 | Secretary, Board of School Education <i>Haryana</i> , Bhiwani | Member | Ex - officio |
| 5 | Director, S.C.E.R.T. Haryana | Member | Ex - officio |
| 6 | <i>One Nominee</i> Representative of V.C. Haryana Central University Narnaul <i>Vice Chancellor of affiliating University</i> | -do- | Nominated |
| 7 | <i>One Nominee</i> Representative of Chairman NCTE New Delhi | -do- | -do- |
| 8 | <i>One Nominee of</i> One Representative handling Research Projects from <i>Director</i> NUEPA New Delhi | -do- | -do- |
| 9-11 | Three Eminent Research Scholars, eminent educationists to be nominated by the Chairman for a Period of Three ears | -do- | -do- |
| 12 | One Principal of DIET to be nominated by the Chairman <i>PAC</i> for a period of Two year <i>each by rotation. Three years</i> | -do- | Nominated |
| 13 | One Representative from REAP <i>Cell, SCERT Haryana</i> , Gurgaon | -do- | -do- |
| 14 | Principal <i>Director</i> of the Institute | Member Secretary | Ex-officio |

- (b) The Programme Advisory Committee shall have powers to finalize research, evaluation, monitoring, training, extension and other academic programmes of the Institute to promote quality education in the Haryana State keeping in view the aims and objectives of the institute as outlined in Article 4 of the Memorandum of Association. It will be the responsibility of the Programme Advisory Committee to consider all plans, programmes, research proposals etc. and to examine the academic aspects of the work of the Institute and to ensure coordinated approach to the development of programmes.

- (c) Chairman 'PAC' may invite any Head/ s of Department of the institute to attend the meeting / s of the PAC as special invitee.
- (d) The Programme Advisory Committee may appoint such Subcommittees as it may consider necessary to deal with special problems or programmes entrusted to them or with special aspects of its work.

17 . POWERS OF THE CHAIRMAN OF EXECUTIVE COUNCIL

Chairman of the Executive Council shall exercise complete financial and administrative powers.

18 . POWERS OF THE *DIRECTOR*

- (a) Director will be the Chief Academic and Administrative officer of the institute
- (b) He shall be the appointing authority for group C&D employees.
- (c) He will be the drawing & disbursing officer. He will be competent to sanction expenditure up to Rs. 3 Lac one single item for which norm /budget has been provided.
- (d) He will be Member Secretary of Executive Council and Governing Body and facilitate its meetings on regular intervals.
- (e) He will oversee management and superintendence of institute in day to day functioning and for that he will initiate various programmes, proposals for furtherance of the objectives for which the institute has been set up. Co-ordinate and monitor the functioning of the institute and its hostels.

18(A). POWERS OF THE PRINCIPAL

He shall be responsible for day-to-day management, functioning/ control over the staff working in the Institute.

19 . FINANCIAL RULES

Authority competent to incur expenditure shall do so by strictly following financial rules and Govt. instructions issued from time to time on the subject.

20 . FUNDS OF THE INSTITUTE

- (i) The Institute shall be fully financed by the Govt. and the funds of the institute will consist of following: —
 - (a) Govt. annual recurring/ non-recurring grant.
 - (b) Govt. annual recurring/ non-recurring grant.
 - (c) Grants made by various authorities for the implementation of state/ centrally sponsored schemes/ projects for the furtherance of the objectives of the Council.
 - (d) Contributions from other sources.
 - (e) Income from the assets and publications of the Council and income from other sources.
- (ii) The Bankers of the Institute shall be such as may be appointed by the Executive Council and the funds shall be paid into the Institute account with the Bank and shall not be withdrawn except through cheque signed by such officers as may be duly empowered by the Executive Council.

21 . BUDGET

- 1.) The ~~Principal~~ **Director** shall by letter call for budget proposals from the Heads of each of the Constituents Units during the month of July 16 of each financial year and furnish them with- the required proforma and such instructions as are deemed necessary.
- 2.) Heads of the Constituent Units shall furnish; in the manner stipulated, the required budget proposals to the Principal during the first week of September.
- 3.) The ~~Principal~~ **Director** shall prepare consolidated budget estimates for the Council as a whole before the middle of September.

- 4 .) The budget proposals as finalized shall -be placed before the ~~Governing Council~~ **Executive Council**.
- 5 .) The budget proposals as finalized, approved by the ~~Governing Council~~ **Executive Council**, be referred before the end of October each year to the Government for their consideration. The budget provision shall not include provision for schemes, etc., the details of which have not been worked out and specifically approved by the Executive/ Governing Council as the case may be.
- 6 .) (i) The powers to sanction expenditure, subject to re-appropriation shall be in accordance with the order of the Executive Council, subject, nevertheless, to the condition that without prior approval of the Government, there shall be no.
- (a) Diversion of funds from Capital to Revenue or from Revenue to Capital.
 - (b) diversion of funds from Plan to Non-plan expenditure or vice-versa,
 - (c) diversion of funds for a new scheme or new programme or expansion of existing programme which has not been specifically provided for in the budget and approved by the Government.
 - (d) Diversion of funds to augment the provision for administrative posts, viz., pays of officers, pay of establishment, allowances and other charges.
- (ii) Any major programme/project/ scheme which is likely to involve an over-all capital expenditure of over Rs. 10 lakhs and/or recurring expenditure of Rs. 5 lakhs per annum on a long term basis exceeding five years should have the approval of the State Government, before it is taken up for implementation.

All the financial power should be applied in accordance to instruction from Govt. of Haryana / Finance Cdepartment.

22 . AUDIT & ACCOUNTS

- (i) The institute shall maintain proper accounts and other relevant records and prepare annual accounts comprising the Receipt and

Payment Account, Statement of Assets and liabilities in such form as may be prescribed by the Government.

- (ii) The Accounts of the institute shall be audited annually by the Chartered Accountants duly appointed by the institute and any expenditure incurred in connection with the audit of account of the Institute shall be payable by the institute.
- (iii) The Accounts of the institute as certified by the Chartered Accountants shall be placed before the Annual General Meeting of the Governing Body. The accounts so passed by the Governing Body shall be sent to the Haryana State.
- (iv) Separate Accounts shall be maintained for plan and Non-plan.

23. SPECIAL PROVISIONS

Notwithstanding anything contained in these Rules/ regulations and the bye-laws of the institute:

- (a) The Chairperson may, in special circumstances, appoint an eminent person on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be reported it to the Executive Council in its next meeting.
- (b) The ~~Executive Council~~ **Chairperson** may authorize the Chairman to appoint a person to any post in a temporary capacity for a period not exceeding one year, but not exceeding six months at a time, where it is considered necessary to fill such a post without delay. The action taken under this regulation shall be reported to the Executive Council at its next meeting.
- (c) In emergent cases, if it is necessary to take the decision for which Executive Council is empowered, the Chairman of the Executive Council may exercise any of its powers and the action taken by the Chairperson shall be reported at the next meeting of the Executive Council.
- (d) The persons in employment in the Institute immediately before the date of constitution of the society shall be considered for appointment/continuance in the Institute on the recommendation of a special Screening Committee to be constituted by the Executive Council. The screening committee shall submit its recommendations to the Executive Council based on the guiding principles that (i)

The incumbents fulfill the prescribed qualifications for the post opted for (ii) sanctioned posts are available. (iii) their work and conduct has been satisfactory. However, the persons thus finally appointed in the Institute shall be governed by the rules and regulations of the Institute and they will be treated as fresh entrants. However, their basic pay and the inter-se seniority shall be protected on such appointment.

24 . ANNUAL REPORT

The Annual report on the working of the Institute and the work undertaken by it shall be placed before the ~~Governing Body~~ **Executive Council** for consideration and approval before submission to the State Government.

25 . SERVICE CONDITIONS

The employees of the Institute for all intents and purposes shall be governed by the Service rules/ regulations as laid down by the Institute with the approval of the State Government.

26 . OFFICE OF THE INSTITUTE

The office of the Institute shall, for the present, be at Jhajjar or at such other place as may be determined by the Government of Haryana from time to time.

27 . JURISDICTION

In case of any dispute, court at Jhajjar shall have the jurisdiction to decide the matter

28 . SUITS AND PROCEEDINGS BY AND AGAINST THE INSTITUTE

- (a) The Institute may sue or may be sued in the name of the ~~Principal~~ **Director** or any other officer authorized by the Executive Council in this behalf.
- (b) No suit or proceeding shall abate by reason of any vacancy or change in the holder of the office of the Chairman, or any office bearer authorized in this behalf.

- (c) Every decree or order against the Institute in any suit or proceeding shall be executed against the property of the Institute and not against the person or the property of the Chairman, the ~~Principal~~ Director or any office bearer.
- (d) Every member of the Institute may be sued or prosecuted by the institute for any loss or damage caused to the Institute or its property or for anything done by him detrimental to the interests of the Institute provided that no action shall be taken against the member for anything done by him in good faith.

29 . INTERPRETATION OF RULES

In case of any dispute about the interpretation of any rule or regulation of the constitution, the decision of the Chairman shall be final. No act or proceedings of the Institute and its other constitution shall be deemed to be invalid by reasons merely of any deficiency or any defect in its constitution.

30 . DISSOLUTION OF THE INSTITUTION

- (a) In case of dissolution of the Society special meeting of all the members of the governing council shall for this purpose according to Rules of Societies Registration Act 1860 and a special resolution passed by 2/3 majority by the members of the Governing Body shall be necessary to request the Govt. to dissolve the Council. The order for dissolution of the Society shall be issued by the government.
- (b) If upon the winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institutions having objects similar to the objects of the society to be determined by the member of the Society at or before the time of dissolution.

We, the several persons whose names and addresses are subscribed hereto, being members of the Executive Council of the Institute, certify the above to be a correct copy of the rules of the said Institute.

| Sr. No. | Name, Occupation and Address | Signature |
|----------------|---|------------------|
| 1 . | Sh. P.K. Das,, IAS Financial Commissioner & Additional Chief secretary to Govt. of Haryana School Education Department, Chandigarh | |
| 2 . | Sh, Rakesh Gupta, IAS Director General Secondary Education, Haryana, Panchkula | |

SERVICE BYE LAWS

Preamble

In view of the aims and objectives & functions of the Society as contained in the Memorandum of Association, the first rules regulating the recruitment and conditions of service of persons appointed/ to be appointed to the service of the Institute (Group A, B, C & D) shall be as Under:-

PART-I GENERAL

1. Short Title and Commencement .

- (a) These rules may be called the State level school Education an Institute of Advanced Study in Education referred to as Institute (Group A, B, C & D) Bye-laws, 2012.
- (b) These shall come into force on the date on which the Society is notified/ constituted as such.

2. Definition

In these rules, unless the context otherwise requires:

- (a) "**Appendix**" means an appendix to these rules;
- (b) "**Authority**" means the authority empowered to make any Group A, B, C or D posts;
- (c) "**Chairman**" means Chairman of the Council.
- (d) "**Deputation**" in relation to appointment means being appointed to a post in the institute/under its units by deputation from any of the State Government or any Statutory Board, Undertaking or other Agency controlled by it, from any of Central Government or any Statutory Board, Undertaking or other Agency wholly or partially by the Government of India, as well as from any recognized Institute;
- (e) "**Direct recruitment**" means an appointment made otherwise than by promotion from within the Service or by transfer/ deputation of an officer already in the Service of the Government of India or the State Government or Statutory Board/ Govt. Undertaking;
- (f) "**Director**" "**DSE**" means Director Secondary Education, Haryana:

(f)(i) "Director" mean Director, Prarambh School for Teacer Education, Jhajjar.

- (g) **"Discharge"** means termination as per conditions of the contract or the service rules otherwise than by way of dismissal/compulsory retirement.
- (h) **"Dismissal"** connotes removal, of member of Service for misconduct ES a result of enquiry duly instituted against her/him;
- (i) **"Executive Council"** means the Executive Council of the institution constituted under the relevant Rules.
- (j) **"Employee"** means an employee of the Institute to. whom these **tye** laws apply;
- (k) **"Government"** means Government of Haryana;
- (l) **"Post"** means the post sanctioned by the Executive Council from time to time;
- (m) **"Principal"** means Principal of the Institute;
- (n) **"Promotion"** means elevation of an employee of the Institute from a lower grade to higher grade within the same post or from any lower to higher post;
- (o) **"Probationer"** means an employee appointed against a regular vacancy and placed on probation for a specific period, as provided under the (Group A, B, C & D) Service Bye-laws;
- (p) **"Recognized University"** means-
- (i) Any university incorporated by law in India; or
 - (ii) Any other university Which is declared by the Government to be a recognized University for the purpose of these rules;
- (q) **"Review Committee"** means a committee constituted under these rules for reviewing cases of employees of Service Group A, B C relating to pre-mature retirement at the age of 50/ 55 years and taking appropriate decision with regard thereto;
- (r) **"Selection Committee"** means a Committee constituted under these rules for making selection for appointment to the posts mentioned in Appendix "A".
- (s) **"Screening Committee"** means a committee constituted under these rules for recommending promotion/ financial upgradation to the employees under these Bye-laws;
- (t) **"Service"** means the State Level School for Teacher Education institute of Advanced Study in Education (Group A, B, C & D) Service.
- (u) **"Society"** means State Level School for Teacher Education Institute of Advanced Study in Education.

(v) "**Transfer**" in relation to appointment means absorption of a person already in the service of Government or any statutory body to the Institute on the basis of interview by Selection Committee/ Screening Committee.

PART 11- RECRUITMENT TO SERVICE

3. Number and character of Posts

The service shall comprise the posts shown in Appendix A to these rules.

Provided that nothing in these bye-laws shall affect the inherent right of Executive Council to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily. The position of sanctioned posts under each Group A, B, C & D is given in **Appendix A**.

4. Nationality, domicile and character of candidates appointed in Service

(i) No person shall be appointed to any post in the Service, unless he is:-

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

Provided that a person belonging any of the categories (b) or (c) shall be person in whose favour a certificate of eligibility has been issued by the Government.

(ii) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Institute but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

5. Age

No person shall be appointed to the post in the service by direct recruitment who is less than 18 years or more than 40 years of age or such age as fixed by the Society from time to time or for specific post mentioned in **Appendix B**.

Provided that in the case of candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-servicemen, Physically challenged and Widows/ Divorcee etc., the upper age limit shall be such as may be fixed by the Government from time to time.

6. Appointing Authority

Appointment to the posts in the Service of Group A & B shall be made by the Chairman.:

Appointment to the posts in the Service of Group C shall be made by the Principal.:

Appointment to the posts in the Service of Group D shall be made by the Principal.

7. Qualification

No person shall be appointed to any post in the Service, unless he is in possession of qualifications and ' experience specified in column of Appendix B to these Rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment.

Provided that in the case of direct recruitment, the qualifications and experience shall be relaxable as per govt. instructions on this subject for the candidates' belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-servicemen, Physically-challenged und Widows/Divorcee etc.

8. Disqualification

(i) No person;

(a) who has entered into or contracted a marriage with a per 30n having a spouse living ; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service;

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

(ii) No person, who has been dismissed from the service of the Government of India or any State Government or a local authority, a Corporation or Institute, shall be eligible for appointment to any post in Group A, B, C & D Service.

9. Method of Recruitment

1) Recruitment to the service shall be made

Group A:

(a) ~~Principal~~

~~(i) by direct recruitment or recruitment on contract basis as the case may be; or~~

~~(ii) by transfer or deputation of an officer already in the service of State Government or the Government of India subject to fulfilling the prescribed qualifications and experience.~~

(a) Director

(i) by direct recruitment or recruitment on contract basis as the case may be; or

(ii) by transfer or deputation of an officer already in the service of State Government or the Government of India subject to fulfilling the prescribed qualifications and-experience.:

(i) Associate Professor

(i) by promotion from amongst Assistant Professors; or

(ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

2) All promotions, unless otherwise provided shall be made on seniority cum-merit basis and seniority alone shall not confer any right to such promotions.

Group B:

(c) Assistant Professor

(i) by direct recruitment or recruitment on contract basis as the case may be; or

(ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

Group C:

(d) Manager HR

(i) by direct recruitment or recruitment on contract basis as the case may be; or

(ii) by promotion from amongst the Assistant/Office Assistant/ Accountant/Senior Scale Stenographer on the seniority-cum-merit basis; or

(iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(e) Deputy Superintendent,

(i) by promotion from amongst the Assistant/Office Assistant/ Accountant/Senior Scale Stenographer on the seniority-cum-merit basis; or

(ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(f) Assistant/Office Assistant

(i) 67% by promotion from amongst Data Entry Operators-cum Clerks; and

(ii) 33% by direct/ recruitment or recruitment on contract basis as the case may be; or

(iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(g) Accountant

(i) by direct recruitment or recruitment on contract basis as the case may be; or

- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.

(h) Senior Scale Stenographer

- (i) 67% by promotion from amongst Junior Scale Stenographers; and
- (ii) 33% by direct/ recruitment or recruitment on contract basis as the case may be; or
- (iii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(i) Junior Scale Stenographer

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(j) Hostel Warden/ Superintendent

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(k) Information Manager-cum-Librarian,

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(l) Library Assistant,

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(m) Driver,

- (i) 50% by promotion from amongst Group D Employees; and
- (ii) 50% by direct recruitment or recruitment on contract basis or by outsourcing as the case may be; or
- (iii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(n) Data Entry Operator-cum Clerk

- (i) by direct recruitment or recruitment on contract basis or by outsourcing from HARTRON as the case may be; or

- (ii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(o) Electrician-cum-Plumber

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
(ii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

(p) Laboratory Assistant

- (i) by direct recruitment or recruitment on contract basis as the case may be

(q) Group D: (Cook, Peon, Sweeper, Watchman, Mali etc.)

- (i) by direct recruitment or recruitment on contract basis **or through outsourcing through prevalent policy of state Govt.** as the case may be; or
(ii) ~~by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/ Govt. Undertaking/ Societies.~~

3). All promotions, unless otherwise provided shall be made on seniority cum-merit bases and seniority alone shall not confer any right to such promotions.

10. Probation

- 1) Members of the Service shall remain on probation for a period of two years in case recruited by direct appointment and of one year in case recruited otherwise.

Person appointed to any post in the service shall remain on probation for a period of two years; provided that:

- (a) A person appointed to the service in the Institute by transfer will also have a period of probation of two years.
(b) Any period after appointment spent on—deputation on a corresponding or a higher post shall count towards the period of probation;
(c) Any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of an appointment by transfer', at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
(d) Any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed, period of probation be entitled to be confirmed, unless he is appointed to a permanent vacancy.

- 2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, his services may be dispense with his service:

- (a) if such person is appointed by direct recruitment,
(b) if such person is appointed otherwise than by direct recruitment: -
(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

3) On the completion of period of probation of a person, the appointing authority may;-

(a) if his work or conduct has, in its opinion, been satisfactory;-

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ,

or

(iii) declare that he has completed his probation satisfactory if there is no permanent vacancy; or

(b) if his work or conduct has; in its opinion, not been satisfactory;-

(i) dispense with his services; if appointed by direct recruitment or if appointed otherwise, revert him to his former post or deal with him in other manner as the terms and conditions of his previous appointment permit ; or

(ii) Extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of the first period of probation provided that the total period of probation including extension if any shall not exceed 3 years.

11. Seniority

Seniority, inter se of the members of the service shall be determined by the length of continuous Service on any post in the Service:

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre:

Provided further that in the case of a member appointed by direct recruitment the order of merit determined by the Selection Committee, shall not be disturbed in fixing the seniority:

Provided further that in the case Of two or more members appointed on the same date, their seniority shall be determined as follows:

(a) A member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer.

(b) Two or more members appointed by direct recruitment by the same Selection Committee on the same date, members whose name figures first on the report of the Selection Committee shall be senior;

(c) a member appointed by promotion shall be senior to a member appointed by transfer;

(d) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members appointments from which they were promoted' or

- (e) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

12. Liability to serve

A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered to do so by the appointing authority.

13. Pay, leave, pension and other matters

(a) Pay

Each Group A, B, C & D post in the Society will carry a scale or pay as decided by the Executive Council except in the case of officers who are on deputation. The scales of pay for direct recruitment, appointment by transfer and the guiding principles, policy along with emoluments of contractual appointments have been indicated in Appendix A and C.

A member of each Group A, B, C service shall on his appointment to a post in a time scale of pay, draw pay at the minimum of the time scale unless Selection Committee recommends and Executive Council approves that he shall draw pay at any higher scale. The member of each Group of the Society shall also be entitled to such perquisites as are decided by the Executive Council from time to time.

The pay of persons, who are reemployed after retirement, shall be fixed' in accordance with the rules as applicable to Haryana Government Employees from time to time.

(b) Leave

The employees of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(c) Travelling Allowance:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(d) Leave Travel Concession:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(e) Allowances such as DA, HRA, CCA and Medical Allowance / Reimbursement.

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(f) Retirement related benefits other benefits

(i) Employees' provident Fund:

The employees of each group except other officers on deputation not covered under EPF rules of the Society shall be entitled to the benefit of EPF. The EPF shall be regulated in accordance with relevant rules under the Acts as applicable from time to time.

(i) (a) New Pension Scheme: The employees will have choice to opt any one out of the EPF or NPS.

(ii) Leave Encashment:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(g) The anything regarding pay, perks, allowances, leave and other matter not specifically mentioned in these rules will be governed by relevant rules and regulations notified by Haryana Govt. / Finance Department / Higher Education Dept. / School Education Department. The service benefits granted to employees of Prarambh will be, no way less than that of the employees of same rank working in Dept. of Higher Education for Teaching Employees and Dept. of School Education for Non -Teaching Employees.

14. Selection Committee

The Selection Committee is meant for the selection of employees under each group Service, which will consist of the following members:

| Post / Group | |
|---------------------|---|
| Group - A | 1) Financial Commissioner & Principal Secretary / ACS to Govt. Haryana, School Education Department- Chairperson. 2) Nominee of Vice Chancellor of affiliating University, not below the rank of Professor/ Registrar- Member.. 3) Nominee of Vice Chancellor NIEPA/Director NCERT not |

| | |
|-----------|---|
| | <p>below the rank of Professor- Member.</p> <p>4) Two. External: Experts to be nominated by the Chairman of the Committee-Members.</p> <p>5) Director, Secondary Education, Haryana- Member</p> <p>6) Director Prarambh - Member Secretary.</p> |
| Group – B | ---- do ----- |
| Group – C | <p>1) Director, Prarambh - Chairperson</p> <p>2) Nominee of Director, Secondary Education, Haryana- Member</p> <p>3) Two. External: Experts to be nominated by the Chairman of the Committee-Members.</p> |
| Group – D | <p>1) Director, Prarambh - Chairperson</p> <p>2) Nominee of Director, Secondary Education, Haryana- Member</p> <p>3) One. External: Experts to be nominated by the Chairman of the Committee-Members.</p> |

Group ‘A’ and ‘B’- Academic

- 1) ~~Financial Commissioner & Principal Secretary to Govt. Haryana, School Education Department- Chairperson.~~
- 2) ~~Nominee of Vice Chancellor Haryana Central University, Narnaul not below the rank of Professor/ Registrar- Member.~~
- 3) ~~Nominee of Vice Chancellor NUEPA/NCERT not below the rank of Professor- Member.~~
- 4) ~~Two. External: Experts to be nominated by the Chairman of the Committee Members.~~
- 5) ~~Director, Secondary Education, Haryana- Member Secretary.~~

Group B- Non Academic

- 1) ~~Chairman, Executive Council~~
- 2) ~~Director, Secondary Education, Haryana~~
- 3) ~~Director, Elementary Education, Haryana~~
- 4) ~~Principal of the Institute~~
- 5) ~~An external expert to be nominated by the Chairman~~

Group C

- 1) ~~Director, Secondary Education, Haryana — Chairman~~
- 2) ~~Director Elementary Education —~~
- 3) ~~Principal of the Institution.~~
- 4) ~~An external expert to be nominated by the Chairman~~

Group D

- 1) ~~Principal of the Institution — Chairman~~
- 2) ~~A nominee of Chairman, Executive Council~~
- 3) ~~A nominee of the Director, Secondary Education, Haryana not below the rank of Joint Director.~~

15. Reviewing Committee:

~~Reviewing Committee meant for reviewing cases of compulsory retirement of members of Group A, B, & C at the age of 50/55 years will consist of the following members:~~

Group A

- ~~1) Chairman, Executive Council~~
- ~~2) Director, Secondary Education, Haryana~~
- ~~3) Director Elementary Education~~

Group B

- ~~1) Director, Secondary Education, Haryana~~
- ~~2) Director Elementary Education~~
- ~~3) Additional Director (Administration), Secondary Education~~

Group C

- ~~1) Director Elementary Education~~
- ~~2) Principal of the Institution~~
- ~~3) A nominee of Chairman, Executive Council~~

16. Screening Committee:

The Screening committee for Group A, B, C & D is meant for assessing the suitability; of members of the said Groups for promotion & other benefits. It shall consist of the following members:

- ~~1) Chairman, Executive Council~~
 - ~~2) Director, Secondary Education, Haryana~~
 - ~~3) Director Elementary Education~~
 - ~~4) Additional Director (Administration), Secondary Education~~
 - ~~5) Principal of the Institute~~
- 1) Director, Prarambh as Chairperson
 - 2) One faculty member nominated by Director Prarambh
 - 3) One officer of Education Department not below the grade of HES-I, to be nominated by Director, Prarambh.
 - 4) One External Expert nominated by Director, Prarambh.

16(1) Absorption of Services for Person Workig on Deputation:

The employees working on deputation can be considered for absorption of services after 02 years of satisfactory working in Prarambh, if he/she is otherwise eligible for the post. The services of deputationists will be absorbed on the post, he/she is working on deputation in Prarambh in the entry level pay scale. For the employees deputed from Dept. of School Education Haryana Director will initiate the case for absorption of services and Chairperson of Executive is competent to grant final approval while for the person deputed from other department, their case will be considered only after they submit NOC from their parent department.

17. Reservation Policy:

Instructions issued with regard to, reservation & maintenance of Roster by the Government from time to time will be applicable to each group of these employees as are applicable to Haryana Government Employees for the categories of Scheduled Caste (SC)/ Backward— classes (BC)/ Ex-serviceman (ESM) / Physically Challenged(PHC).

In case of direct recruitments in academic i.e. Associate Professors and Assistant Professors etc. minimum 33% posts in each category i.e. General/Open Competition (OC), SC, BC etc. shall be reserved for women. This reservation shall be horizontal.

18. Discipline, Penalty and Appeal:

In the matters relating discipline, penalties and appeals, the members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987 as amended from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority of these Rules are specified in Appendix C.

For the purpose of this clause, the following terms wherever occurring in the Haryana Civil Services (P&A) Rules would mean the authority as indicated opposite them

(a) Government Executive Council

(b) Head of Deptt. Appointing Authority

Note: (1) The punishing authority and appellate authority in respect of each group of Service has been shown in; the Appendix C.

(2) In the absence of prescribed competent authority the next higher authority will exercise the powers.

19. Vaccination

Every member of the Service, shall get himself vaccinated and re vaccinated if and when the Principal Director so directs by a special or general order.

20. Oath of Allegiance

Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and the Constitution of 'India, as by law established.

21. Conduct Rules

Unless otherwise provided in the Group A, B, C & D Service bye-laws, the government Employees Conduct Rules, 1966 as amended from time to time by the Government of Haryana shall apply to every of Service.

22. Termination of Service

The service of a member of each group and employees on deputation, on probation may be terminated by the Appointing authority without assigning reasons at any time during the period of probation, without notice.

A member appointed for a specific period against a temporary post shall be terminated after the expiry of the said period unless such period is specifically extended.

The service of a member holding a permanent post in substantive capacity may be terminated by giving three months notice or on payment of pay and allowances for such period as the notice falls short of three months or without notice on payment of three months pay and allowances if the post to which, he was appointed substantively; is abolished.

Note: If such a member absents himself from duty without permission during period of notice, he shall not be entitled to receive any pay or allowances during the period of absence besides other penalties imposed by the competent authority.

23. Retirement

A member of Service shall retire from the Service of the Society: -

- (i) on his being declared medically unfit for service by a medical board to be designated by the Appointing Authority in this regard; or
- (ii) On the decision of the concerned Reviewing Committee to prematurely retire a member of Group A, B & C service at the age of 50/55."
- (iii) on his attaining the age of superannuation which shall be 58 years in the case of Group A, B & and 60 years in the case of Group D employees.

If the date of birth of a member of the service falls on the first of the month, he shall retire on the last day of the preceding month. If it is after this date, he shall retire on the last day of that month.

A member of the Service who is declared medically unfit for service by a medical board designated by the Appointing Authority shall retire from the Service from the last day of the month in which the said Authority passes an order in this regard.

A member of the Service whom the Review Committee consider to be fit case for being pre-maturely retired at the age of 50/55 and- 58 years shall retire from the Service on the last date of the month in which the Appointing Authority passes an order to this effect

24. Development of Staff

It is of critical significance for members of Group A, B, C D to continue expand their knowledge, practical experience and communication skills. For this purpose, the Principal will make efforts to sponsor them for training courses; involve them in to enhance their capabilities.

25. Power of Relaxation

Where the Executive Council is of the opinion that the application of these Rules or any particular provision thereof is likely to cause substantial hardship in the case: of any individual member it may, for reasons to be recorded, relax, the operation of the Service Bye-Laws or the particular provision thereof, as the case may be, to the reasonable extent. However, the Executive Council shall record reasons for granting such relaxation.

Relaxation of 5% is provided at the graduate and post graduate level for the Scheduled Caste and Differently-abled (Physically and Visually differently-abled) categories for the purpose of eligibility.

26. Interpretation

Whenever the provisions made in these Service Bye-laws are found to be silent, unclear and any question arises relating to interpretation with regard thereto the matter shall be referred to the Executive Council whose decision shall be final.

27. Amendment

The Executive Council has the inherent right unless otherwise provided to amend the Service Bye-laws of the Society, from time to time, in accordance with requirements.

APPENDIX A (See Rule 3)

| Sr. no | Designation of post | Name of the Department | Number of posts | Scale of pay | Entry Level Pay |
|--------|-----------------------------|--|-----------------|---------------------------------------|------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Principal Director | | 1 | PB-IV (37400-67000 + AGP 10000) | 40890 + 10000 |
| 2. | i) Professor | | | | |
| 3. | ii) Associate Professor | | | PB-IV (37400-67000 + AGP 9000) | 37400 + 9000 |
| 4. | iii) Assistant Professor | English, Hindi, Physics, Chemistry, Botany, Zoology, Mathematics, Commerce, History, Political Science, Economics, Geography, Environmental Science or any other subject as required | 13 | PB-III (15600-39100+AGP 6000) | 15600+6000 |

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|----|--|--|----|-------------------------------------|--------------|
| | iv) Assistant Professor | Psychology, Philosophy, Sociology, Research or any: other subject as required. | 4 | PB-III (15600-39100+AGP 6000) | 15600 + 6000 |
| 5. | Administrative/ Accounts Supporting Staff | | | | |
| | Manager HR | | 1 | PB-II (9300-34800+GP 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 |
| | Laboratory Assistant | | 8 | PB-I (5200-20200+GP 1800) | 5680+1800 |
| | Group D Cook, Peon, Sweeper, Watchman, Mali etc. | | 10 | IS (4440-7440+GP 1300) | 4750 + 1300 |

Note: 1. The number is only indicative, the posts should be as created/ sanctioned/ added/ reduced from time to time.

2. Pay scales would be as prescribed/ revised from time to time.

APPENDIX B
(See Rule 7)

| Sr. no. | Designation and Post | Academic Qualification and experience if any, for direct Recruitment | Academic qualification and experience if any, for appointment other than ..direct recruitment |
|---------|----------------------|--|--|
| 1 | 2 | 3 | 4 |
| 1. | Principal | <p>(i) Masters degree in Science / Humanities / Commerce with 55%</p> <p>(ii) M.Ed. with 55% marks or its equivalent grade.</p> <p>(iii) Ph.D. in education.</p> <p>(iv) 10 years teaching experience out of which atleast 5 years teaching experience in secondary teacher education institution.</p> <p>(v) Consistently good academic record.</p> <p>(vi) Conversant in IT skills and effective use of new technologies as tools for learning.</p> <p>(vii) Matric. with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject</p> <p>(viii) Age not less than 35 years.</p> <p>Desirable: Experience of working in a residential Institute.</p> | <p>(i) Masters degree in Science / Humanities / Commerce with marks.</p> <p>(ii) M.Ed. with 55% marks or its equivalent grade.</p> <p>(iii) Ph.D. in education.</p> <p>(iv) 10 years teaching experience out of which atleast 5 years teaching experience secondary teacher education institution.</p> <p>(v) Consistently academic record.</p> <p>(vi) Conversant in IT skills and effective use of new technologies as tools or learning.</p> <p>(vii) Matric with Hindi / Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject</p> <p>(viii) Age not less than 35 Year</p> <p>Desirable: Experience of working in a residential institute.</p> |

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| 1. | Director | <p>(i) Post Graduate in Education with Ph.D.</p> <p>(ii) At least 10 years experience in school, education, supervision and conducting capacurt building programmes for teachers.</p> | <p>(i) Post Graduate in Education with Ph.D.</p> <p>(ii) At least 10 years experience in school, education, supervision and conducting capacurt building programmes for teachers.</p> |
| 2. | Associate Professors | | <p>By promotion from amongst the Assistant Professors in the service fulfilling the prescribed qualifications and three years experience as Assistant Professor in the service subject to passing the screening test.</p> |
| 3. | Assistant Professors | | |
| | <p>a) English, Hindi, Physics, Chemistry, Zoology, Botany, Mathematics, Commerce , History, Political Science, Economics, Geography and Environmental Science</p> <p>/ Assistant Professor in Liberal Discipline /Pedagogy</p> | <p>(i) Masters degree in relevant subject with 55% marks.</p> <p>(ii) Consistently good academic record.'</p> <p>(iii) Conversant in skills and effective use of new technologies as tools for learning.</p> <p>(iv) Matric with Hindi / Sanskrit or 10+2/B.A./MA. with Hindi as one r' of the subject.</p> <p>(v) 2 years teaching experience in the relevant subject of any recognized degree college/ secondary teacher education institution or 2 years full time experience in a University department.</p> | <p>By transfer or deputation:</p> <p>(i) An official possessing the prescribed qualifications and already in the service of any State Government, Government of India.</p> |

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| | | <p>National Eligibility Test (NET) qualified either in the subject concerned or education.</p> <p>Desirable: B.Ed. /M.Ed. with 55% marks.</p> <p>As per NCTE (Recognition, norms and procedure) Amended Regulations 2019.</p> <p>OR</p> <p>(i) Masters degree in relevant subject with 55% marks or equivalent grade.</p> <p>(ii) B.Ed. with 55% marks or equivalent grade.</p> <p>iii) NET / Ph.D. in concerned subject.</p> <p>Desirable:</p> <p>1. Master degree in Psychology / Philosophy / Sociology</p> <p>2. Ph.D. in Education</p> | |
| | <p>b) Psychology, Philosophy, Sociology and Research</p> <p>Assistant Professor in Educational Studies.</p> | <p>(i) Masters degree in relevant subject with 55% marks.</p> <p>(ii) M.Ed. with or its equivalent grade.</p> <p>(iii) Consistently good academic record.</p> <p>(iv) Conversant in IT skills and effective use' of new technologies as tools for learning.</p> <p>(v) Matric with Hindi /Sanskrit or 10+2 /B.A. / M.A. with Hindi as one of</p> | <p>By transfer or deputation:</p> <p>(i) Official possessing the prescribed qualifications and already in the service of any State Government, Government of India.</p> |

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| | | <p>the subject. 2 years teaching experience in the relevant subject of any recognized degree college/secondary teacher education institution or 2 years full time experience in a University department.</p> <p>(vi)</p> <p>National Eligibility Test (NET) qualified in the subject concerned or education.</p> <p>Note: In case of Assistant Professor in Research, specialization Statistics or Economics or Research Methodology at postgraduate level; in addition to the above qualifications would be essential.</p> <p>As per NCTE (Recognition, norms and procedure) Amended Regulations 2019.</p> <p>OR</p> <p>(i) M.Ed. / M.A. Educaiton with 55% marks or quivalent grade.</p> <p>(ii) NET / Ph.D. in concerned subject.</p> <p>Desirable:</p> <p>3. M.Ed. / M.A. (Education)</p> <p>4. Ph.D. in Education</p> | |
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| | C) Manager HR | <p>(i) MBA in Human Resources with 60% marks.</p> <p>(ii) Proficiency in the use of ICT; and</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2 /B.A. /M.A. with Hindi as one of the subject.</p> <p>(iv) Consistent Good Academic Record.</p> | <p>By promotion:</p> <p>(i) 3 year experience as Deputy Superintendent.</p> <p>(ii) Consistent Good Academic Record.</p> |
| 4. | Deputy Superintendent | | <p>By Transfer or Deputation:</p> <p>(i) Graduation with 50% marks.</p> <p>(ii) 5 year experience as Assistant/ Office Assistant/ Accountant</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Knowledge of Computer Application.</p> <p>(v) Consistent Good Academic Record</p> |
| 5. | Assistant/ Office Assistant | <p>(i) Graduation with 55% 50% marks.</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p> <p>(iv) 5-year 2 year experience as Assistant Data Entry Operator-cum-clerk in Govt. / Recognised Institute /Progressive Public School.</p> | <p>By Transfer or Deputation:</p> <p>(i) Graduation with 55% 50% marks.</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p> <p>(iv) 5-year 2 year service as Data Entry Operator-cum-clerk.</p> |

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| 6. | Accountant | <p>(i) B.Com. with 60% 50% marks.</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p> | <p>By Transfer or Deputation:</p> <p>(i) Graduation with 60% 50% marks.</p> <p>(ii) 3 year experience in Accounts in any State Government/ Government of India /Govt. Undertaking /Societies.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p> |
| 7. | Senior Scale Stenographer | <p>(i) Bachelor Degree with 55% 50% marks.</p> <p>(ii) English shorthand at a speed of 100 words per minute and transcription speed of 20 words per minute and mistake should not be exceed 6% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p> | <p>By Transfer or Deputation:</p> <p>(i) Bachelor Degree with 55% 50% marks.</p> <p>(ii) English shorthand at a speed of 100 words per minute and transcription speed of 20 words per minute and mistake should not be exceed 6% and typing speed 30 words per minute on computer.</p> <p>(iii) 5 year experience as Junior Scale Stenographer in the service.</p> <p>(iv) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(v) Proficiency in the use of ICT.</p> |
| 8. | Junior Scale Stenographer | <p>(i) Bachelor's Degree 55% 50% marks.</p> <p>(ii) English Shorthand at a speed of 80 words per, minute and transcription speed of 15 words per minute</p> | <p>By Transfer or Deputation:</p> <p>(i) Bachelor's Degree 55% 50% marks.</p> <p>(ii) English Shorthand at a speed of 80 words per, minute and transcription speed of 15 words per</p> |

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| | | <p>and mistakes should not exceed 8% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p> | <p>minute and mistakes should not exceed 8% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A. with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p> |
| 9. | Hostel Warden/ Superintendent | <p>(i) Graduation with 55% 50% marks; and</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject; and</p> <p>(iii) Proficiency in the use of ICT, and</p> <p>(iv) Five years experience from Govt. /recognized/ progressive public school.</p> | <p>By Transfer or Deputation:</p> <p>(i) Graduation with 55% 50% marks; and</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject; and</p> <p>(iii) Proficiency in the use of ICT, and</p> <p>(iv) Five years experience from Govt. /recognized/ progressive public school.</p> |
| 10. | Information Manager-cum- Librarian | <p>(i) At least 55% 50% marks in aggregate in any of the following: - BE. or B. Tech. (Comp. Sc./IT) from a recognized university OR BE. or B. Tech. (Any. stream) and Post Graduate Diploma in Computer from a recognized university OR M.Sc. (Comp. Sc.)/MCA or equivalent and Post Graduate Degree in any subject from a recognized university OR Post Graduate Diploma in Computer and Post Graduate Degree in any subject from a recognized university</p> <p>(ii) B.Lib. from any recognized university.</p> <p>(In case candidate does not possess this qualification, he</p> | <p>By Transfer or Deputation:</p> <p>(i) At least 55% 50% marks in aggregate in any of the following: - BE. or B. Tech. (Comp. Sc./IT) from a recognized university OR BE. or B. Tech. (Any. stream) and Post Graduate Diploma in Computer from a recognized university OR M.Sc. (Comp. Sc.)/MCA or equivalent and Post Graduate Degree in any subject from a recognized university OR Post Graduate Diploma in Computer and Post Graduate Degree in any subject from a recognized university</p> <p>(i) B.Lib. from any recognized</p> |

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| | | <p>shall have to complete Bachelor of Library and Information Science (BLIS) from IGNOU within two years of taking the assignment. An undertaking to this effect shall have to be given by him/her.)</p> <p>(iii) Knowledge of Multi Media & Web Technology, Computer Science and Informatics Practices.</p> <p>(iv) Matric with Hindi/ Sanskrit or 10+2/BA with Hindi as one; of the subject.</p> <p>(v) Consistently Good Academic Record.</p> <p>Desirable: M.Lib. or B.Ed. degree from a recognized university</p> | <p>university.</p> <p>(In case candidate does not possess this qualification, he shall have to complete Bachelor of Library and Information Science (BLIS) from IGNOU within two years of taking the assignment. An undertaking to this effect shall have to be given by him/her.)</p> <p>(ii) Knowledge of Multi Media & Web Technology, Computer Science and Informatics Practices.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/BA with Hindi as one; of the subject.</p> <p>(iv) Consistently Good Academic Record.</p> |
| 11. | Library Assistant | <p>(i) 3 years Diploma in Library Science with 55% marks</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject;</p> <p>(iii) Proficiency in the use of ICT</p> | <p>By Transfer or Deputation:</p> <p>(i) 3 years Diploma in Library Science with 55% marks</p> <p>(ii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject;</p> <p>(iii) Proficiency in the use of ICT</p> |
| 12. | Driver | <p>(i) Middle pass with</p> <p>(ii) Must possess a valid Driving License to drive heavy vehicle.</p> | <p>By Promotion:</p> <p>(i) Amongst the employees having 5 years experience on a Group D' post on the basis of Seniority-cum-merit.</p> <p>(ii) Valid Driving License to drive a jeep/car etc. which is atleast 5 years old.</p> <p>(iii) Age shall be restricted to 50 years.</p> |

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| 13. | Data Entry Operator-cum-Clerk | <p>(i) Graduation with 55% 50%.</p> <p>(ii) I year Diploma in Computer Applications.</p> <p>(iii) 2 years experience in any State Government, Government of India/Govt. Undertaking/ Societies,</p> <p>(iv) Matric with Hindi/ Sanskrit or 10+2/ BA with Hindi as one of the subject.</p> <p>(v) Proficiency in operation of Computer (Word Processing and Spread Sheets).</p> <p>(vi) Typing speed in English of 30 w.p.m. on computer.</p> | <p>By Transfer or Deputation:</p> <p>(i) Graduation with 55% 50%.</p> <p>(ii) I year Diploma in Computer Applications.</p> <p>(iii) 2 years experience in any State Government, Government of India/Govt. Undertaking/ Societies,</p> <p>(iv) Matric with Hindi/ Sanskrit or 10+2/ BA with Hindi as one of the subject.</p> <p>(v) Proficiency in operation of Computer (Word Processing and Spread Sheets).</p> <p>(vi) Typing speed in English of 30 w.p.m. on computer.</p> |
| 14. | Electrician-Cum-Plumber | <p>(i) ITI certificate or equivalent in the trade of Electrician or from a recognized institute.</p> <p>(ii) At least 2 years experience in electrical installation, wiring and plumbing work Govt. / recognized/ progressive public School.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.</p> | <p>By Transfer or Deputation:</p> <p>(i) ITI certificate or equivalent in the trade of Electrician or from a recognized institute.</p> <p>(ii) At least 2 years experience in electrical installation, wiring and plumbing work Govt. / recognized/ progressive public School.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.</p> |
| 15 | Laboratory Assistant | <p>(i) Graduate with 12th science subjects</p> <p>(ii) Proficiency in use of ICT</p> | <p>(iii) Graduate with 12th science subjects</p> <p>(iv) Proficiency in use of ICT</p> |
| 16. | Group D Cook, Peons, Sweepers, Watchman, Mali etc. | Middle Pass with Hindi | <p>By Transfer or Deputation:</p> <p>Middle Pass with Hindi</p> |

Note:

- (i)** Professional Training Diploma or Certificate awarded by any State, Board or University other than Haryana Education Department will be recognized only if this Degree or Diploma or Certificate has been recognized by the Haryana Government.
- (ii)** Candidate possessing higher academic or professional qualification will not be eligible unless he possesses the minimum qualifications, experience and other eligibility conditions, if any, prescribed for the said post.
- (iii)** Consistent Good Academic Record means that a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's degree or 50% marks in each of these two examinations separately. The following relation will however operate.

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| (i) | Candidates having 55% or above marks in M.A./M.Sc./M.Com in the relevant subject and possessing Ph.D. degree. | The criteria of good academic record will not apply at all. |
| (ii) | Candidates having 55% or above marks in M.A./M.Sc./M.Com in the relevant subject and possessing M.Phil. degree. | Should have 50% marks in one of the lower exams i.e. Graduation/Prep/ 10+2/ Matric. |
| (iii) | Candidates obtaining first class first in the University in the relevant subject in M.A./M.Sc./M.Com. | Should have 50% marks in one of the lower exams i.e. Graduation/Prep/ 10+2/ Matric. |

- (a)** B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be recorded as equivalent of 55% wherever the grade system is followed.
- (b)** B.Ed. in the lower examination for determining Good Academic Record wherever M.Ed. is the required essential qualification.
- (iv)** Consistent Good Academic Record means that where no specific percentage has been mentioned in the lower qualification than the prescribed essential qualification, one must secure 55% marks in one lower examination and 50% in another lower examination, if any.
- (v)** In case of posts meant for vocational education, policy planning, research and surveys, experience in relevant areas shall be preferred.
- (vi)** Candidates who have a Ph.D. degree in accordance with the University 'Grants Commission (Minimum Standards and Procedure for Award' of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition Of NET for recruitment and appointment of Assistant Professor.

APPENDIX C
(See Rule 13 (i))

| Sr. NO. | Designation of Posts | Appointing Authority | Name of Penalty | Authority empowered to impose penalty | Appellate authority | 2nd Appellate authority |
|---------|--|----------------------|--|---------------------------------------|---------------------|-------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Principal Professor Associate Professor | Chairman | <p>1. Minor penalties:</p> <p>(i) warning with copy the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) with holding of promotion;</p> <p>(iv) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the central Government or the State Govt. or to a Company and association or a body of individuals whether incorporated substantially owned or controlled by the Govt. or to a local authority or University set up an Act of Parliament or of the legislature of a state; and</p> <p>(v) Withholding of increments of pay without cumulative effect.</p> | Director | Chairman | |

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| | | | <p>2. Major Penalties:</p> <p>(i) withholding of increments of pay with cumulative effect;</p> <p>(ii) reduction to lower stage in a time scale of pay; for a specified period with further directions as to whether or not the Govt. employees will: earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(iii) reduction to a lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, -post or Service from which he was reduced with or, without further directions regarding condition of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(iv) compulsory recruitment;</p> <p>(v) Removal from service which shall not be a disqualification for future employee under the Govt.</p> <p>(vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.</p> | Chairman | Executive Council | |
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| 2 | Assistant Professor | Chairman | <p>1. Minor penalties:</p> <p>(i) Warning with copy the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) with holding of promotion;</p> <p>(iii) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the' central Government or the State Govt. or to a Company and Association or body of individuals whether incorporated substantially owned or controlled by the govt. or a local authority or University set up by an Act of Parliament or of the legislature of a state, and</p> <p>(iv) withholding of increments of pay without cumulative effect;</p> | Director | Executive Council | |
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| | | | <p>2. Major penalties:</p> <p>(i) withholding of increments of pay with cumulative effect;</p> <p>(ii) reduction to a lower stage in a time scale of pay, for a specified period with further directions as to whether or not the Govt. employees will earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increment of his pay;</p> <p>(iii) reduction to, a lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, post or Service from which he was reduced and with or without further directions' regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(iv) Compulsory retirement</p> <p>(v) removal from Service which shall not be a disqualification for future employee under the Govt.</p> <p>(vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.</p> | Chairman | Executive Council | |
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| 3. | Manager HR Superintendent Assistant/ Office Assistant Accountant Senior Scale Stenographer Junior Scale Stenographer Superintendent Information Manager- cum- Librarian Library Assistant Data Entry Operator- cum-Clerk | Principal Director | <p>1. Minor penalties:</p> <p>(i) warning with copy the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) with holding of promotion;</p> <p>(iv) Recovery from pay of whole or part of any pecuniary lose caused by negligence or breach of orders, to the ' central Government or the State Govt. or to a Company and Association or a body Of individuals whether incorporated substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or, of the legislature of a state; and</p> <p>(v) Withholding of increments of pay without cumulative effect.</p> | Principal | Director | Chairman |
| | | | <p>2. Major penalties:</p> <p>(i) withholding of increments of pay with cumulative effect;</p> <p>(ii) reduction to a lower stage in a time scale of pay; for a specified period with further directions, as to whether or not the Govt. employees will, earn increment of pay during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(iii) reduction to lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, post or Service from which he was reduced with or without</p> | Principal | Director | Chairman |

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| | | | <p>further directions regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(iv) compulsory retirement;</p> <p>(v) removal from Service which shall not be a disqualification for future employee under the Govt.</p> <p>(vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.</p> | | | |
| 4. | Group D | Principal | <p>1. Minor penalties:</p> <p>(i) warning With copy the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) with holding of promotion;</p> <p>(iv) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the: central Government or the State Govt. or to a Company and Association or a' body of individuals whether incorporated substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or of the legislature of a state; and</p> <p>(v) Withholding of increments of pay without cumulative effect.</p> | Principal | Director | Chairman |
| | | | <p>2. Major penalties:</p> <p>(i) withholding of increments of pay With cumulative erect;</p> <p>(ii) reduction to a lower stage in a time scale of pay; for a period with further directions as to whether or not the Govt. employees</p> | Principal | Director | Chairman |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | <p>will earn increments of pay during the period of such reduction and Whether on the expiry to such period, the reduction will or will not have the effect of postponing the, future increments of his pay;</p> <p>(iii) Reduction to. a lower scale of pay, grade, post or Service which' shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, ' post or Service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(iv) Compulsory retirement;</p> <p>(v) Removal from Service which shall not be a disqualification for future employee under the Govt.</p> <p>(vi) Dismissal Service which shall ordinarily be a disqualification for future employment under the Govt.</p> | | | |
|--|--|--|--|--|--|--|

APPENDIX D

Policy for selection by contract appointment

Not with standing anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:

1) CONCEPT:-

- a) Under this policy, the post in the Society will be filled on contract basis initially for one year which may be extendable on year-to-year basis.

Provided that for extension/renewal of contract period on year-to-year basis, the Executive Committee shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the period and only then his period of contract is to be renewed/extended;

- b) The selection will be made in accordance with the eligibility conditions prescribed in the rules.

2) CONTRACTUAL EMOLUMENTS:

The incumbent appointed on contract basis will be paid consolidated fixed contractual amount as prescribed in "**Appendix A**". An annual increase of ~~3%~~ **10%** will be allowed as annual increase in contractual emoluments for subsequent year(s) will be allowed if contract is extended behind one year.

3) APPOINTING /DISCIPLINARY AUTHORITY :

As per provision contained in the bye-laws.

4) SELECTION PROCESS:

As per provision contained in the bye-laws

5) ACADEMIC QUALIFICATIONEXPERIENCE ETC:

Academic qualification and experience, if any will be the same as prescribed in "**Appendix B**".

6) AGREEMENT:

After selection of a candidate, he shall sign an agreement as per "**Appendix E**" appended to these rules.

7) TERMS AND CONDITIONS:

- a) The contractual appointee will be paid fixed contractual emoluments as mentioned at (II) above and no other allied benefits such as Senior/Selection/Assured Career Progression (ACP) scales etc. will be given.
- b) The service of the Contract Appointee will be purely on temporary basis and the same can be terminated at any time without assigning any reason by giving one

month notice be either side. The appointment is also liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

- c)** Contract Appointee will be entitled for one day Casual Leave (CL) after putting one month service. This leave can be accumulated upto one year i.e. till the end of Calendar year. No leave of any other kind is admissible to the Contract Appointee. No LTC will be admissible. Only, Maternity Leave will be given as per rules applicable to contractual employees of the Govt. of Haryana.
- d)** He shall not be entitled for open Medical Reimbursement. He will be entitled for Rs. 500/- as fixed medical allowance.
- e)** He will be -entitled for DA presently @ 65% and 10% or 20% House Rent on the initial contractual amount or increased amount, as the case may be, or actual rent whichever is less on Government pattern.
- f)** Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- g)** Transfer of a contract appointee will not be permitted for one place to another in any case
- h)** Selected candidate will have to submit a certificate of his fitness from Senior Medical Officer of CHC/PHC/General Hospital.
- i)** Contract appointee will be entitled to TA/DA if required to go on tour in connection with his official duties at the rate fixed by the society.
- j)** Provisions of Service Rules like CSR, Leave rules, GPF rules, Pension rules and conduct rules and Haryana Civil Service (Punishment and Appeal) Rules, 1987 etc. as are applicable in case of regular employees will not be applicable in the care of contract appointees.
- k)** The Employees Provident Fund (EPF)/Contributory Provident Fund (CPF) will be applicable to contractual appointee (s) as per Employees' Provident Fund Act, 1952 and scheme made there under.

APPENDIX – E

Form of contract/agreement to be executed between

_____ (Name of the post) and the Institute of Advanced Study of Education ("Society" for short)

This agreement is made on this _____ day of _____ in the year _____ between Sh./Smt. _____ S/o Sh. _____ R/o _____

_____ Contract appointee (hereinafter called the FIRST PARTY), AND Society (hereinafter called the SECOND PARTY). Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a _____ (Name of the post) on contract basis on the following terms and conditions:-

- 1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as _____ (Name of the post) for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on and information notice shall not be necessary.

Provided that for further extension/renewal of contract period the Society shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

- 2) The contractual amount of the FIRST PARTY will be Rs. _____ per month. An annual increase of 3% be allowed in contractual emoluments for subsequent year(s) if contract is extended beyond one year. FIRST PARTY will be entitled for DA presently @ 55% and 10% or 20% House Rent of the initial contractual amount or increased amount, as the case may be, or actual rent whichever is less on government pattern. No other allied benefits such as Senior/Selection/Assured, Career Progression (ACP) scales etc. will be given.
- 3) Contractual _____ (Name of the post) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year i.e. till the end of Calendar year. No leave of any other kind is admissible to the contractual _____. (Name of the post). He/she will not be entitled for open Medical re-

imbursement and L.T.C. etc. Only maternity leave will be given as per applicable to contractual employees of the Govt. of Haryana.

- 4) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contractual _____ (Name of the post) will not be entitled for contractual amount for the period of absence from duty.
- 5) Transfer of a contract appointee will not be permitted for one place to another in any case.
- 6) Selected candidate will have to submit a certificate of his/her fitness from Senior Medical of CHC/PHC/General Hospital.
- 7) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the rate as fixed by the Society.
- 8) The Employees Provident Fund (EPF)/Contributory Provident Fund (CPF) will be applicable to contractual appointee(s) as per Employees' Provident Fund Act, 1952 and scheme made there under.

IN Witness the FIRST PARTY AND SECOND PARTY have herein to set their hand the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of the FIRST PARTY)

2. _____

(Name and full address)

(Signature of the SECOND PARTY)

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of the FIRST PARTY)

2. _____

(Name and full address)

(Signature of the SECOND PARTY)

SURINA RAJAN,
PRINCIPAL SECRETARY TO GOVERNMENT HARYANA,
SCHOOL EDUCATION DEPARTMENT, CHANDIGARH

Annexure - VIII

Placement of PGT's at Prarambh

Keeping in view the exigency arisen out of cancellation of appointment done under Advt. No. 1-2016/Prarambh/112 dated 21/04/2016. Services of PGT's in following subjects are required to placed at Prarambh with immediate effect till further order.

History - 1

Geography - 1

Pol. Science - 1

Sociology - 1

Economics - 1

Physics - 1

English - 1

Dr. Rishi Goel
Director

MEMORANDUM OF UNDERSTANDING (MoU)

This Memorandum of Understanding (MoU) is made on thisday of 2019 at Jhajjar Haryana

Between

Jhajjar Education Society, Jhajjar (herein after called the lesser owner which expression shall mean and include it s heirs, legal representative and assignees as the **First part**.

And

The Prarambh School for Teacher Education, Jhajjar (Herein after called the lessee/tenant) which expression shall mean and include its successor, legal representative and assignees of as **the Second Part**.

Whereas the lessor/owner agrees to give to the tenant the premises of Model School measuring 10.3 Acres (41682.62) square meter) of land including situated opposite Nehru PG College, Jhajjar Jhajjar-Bahadurgarh Road, Jhajjar (hereinafter called the said premises') for the purpose of running the Prarambh School for Teacher Education, Jhajjar.

The terms and conditions of this indenture between the Jhajjar Education Society and the Prarambh School for Teacher Education shall be as under:-

1. That the lease in respect of the said premises shall be for a period of 33 years and may be further extended with the mutual consent of the both the parties but the rent of the premises will be increased by 15% after every five years.
2. That the lessee/tenant shall pay to the lessor/owner a monthly rent of Rs. as assessed by the PWD (B&R) for the open land i.e. 7 acres. TDS will be applicable as per norms. After the expired of the lease period fresh MoU shall be executed on the rent mutually agreed by both the parties.
3. That the existing Model School run by Jhajjar Education Society shall continue to function in the present building in the said premises.
4. That the lessee/tenant shall pay the lessor/owner, the agreed amount of rent in respect of the said premises by the 10th day of each month following the month the rent becomes due.
5. That the lessee/tenant shall pay the electricity and water charges or any other charges in respect of the supply of water and electricity on the basis of the actual consumption as per the meter reading on receipt of the bills.
6. That the lessee/tenant shall use the premises for the educational purpose or any allied purpose.
7. That the lessee/tenant shall keep the said premises in proper state of affairs and habitable condition.
8. All cesses /taxes are included in the rent.
9. That the lessee/tenant shall have the rights to develop the campus of the Institution, construct additional building, playgrounds, roads, change the landscape make alternation in the present structures as

per the requirement. The expenditure incurred on construction of such structure by he lessee shall be recovered from the monthly rent payable to the lessor, provided that such recovery shall not exceed 50% of the monthly rent.

10. That the lessee shall continue to function from the present building of the Model School, Jhajjar (15 Rooms) situated on the first floor, till own infrastructure is built on the said land and continue to pay the rent for the building as per the present terms & conditions but the present rent on this building is to be increased by the 15% because the present rent was fixed above 7 years back from today.
11. That after the expiry of the term of lease and in case the lease is not renewed for further period, the owner shall pay to the lessee the balance amount of the value of the structures raised by the lessee on the said land as assessed by the PWD (B&R) department on that day.
12. That the owner shall pay all taxes, cess and all other charges including property taxes, as may hereinafter be assessed/imposed in respect of the aforesaid premises by any appropriate authority.
13. That in case of violence due to war, civil war, or civil commotion of fire, accident storm, tempest, flood or any inevitable damage to the said premises, the lessor/owner and lessee/tenant shall mutually restore and reinstate the existing structure/buildings within a reasonable period.
14. We hereby agree that all the costs and expenses, including to the preparation, execution and registration of the deed shall be payable by (Prarambh) lessee/ tenant.
15. Any dispute between the parties arising out of this agreement or in its interpretation shall be referred to an arbitrator which is to be appointed with the consent of both the parties and decision of arbitrator shall be final and binding to both the parties.

In witness whereof, the parties have set their respective hand and seal on theday of2019.

Witness
1.

Lessor

Witness
1.

Lessee

Prarambh School for Teacher Education, Jhajjar, Minutes of 8th E.C. meeting dated 19.06.2019

The 8th Executive Council meeting of Prarambh School for Teacher Education, Jhajjar, Haryana was held on 19.06.2019 at 10:30 A.M. in the office Room No. 37, Level – 7, of Civil Secretariat Haryana. Sh. P.K. Das, Additional Chief Secretary to Govt. Haryana, School Education Department chaired the meeting.

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

Dr. Rishi Goel, Director, Prarambh extended a warm welcome to the members of council. After introduction of the members, agenda items were taken up for deliberations.

Item No. 8.01: Confirmation minutes of 7th EC meeting dated 8.6.2018

Agenda Notes:

The minutes of the meeting of Executive Council, held on 08.06.2018 are attached at **Annexure –I**. The minutes were circulated to all the members for their comments. No comments have been received from them. Accordingly, the Executive Council is requested to kindly confirm the minutes of the meeting.

Decisions of EC.:

E.C. confirmed the minutes of 7th E.C.

Item No. 8.02: Action Taken Report on the minutes of the Executive Council meeting held on 08.06.2018

Agenda Notes:

The Action Taken Report on the various decisions taken in 7th meeting of Executive Council on 08/06/2018 is placed as Annexure-II for kind information.

Decisions of E.C. :

1. *E.C. noted the action taken on various decisions.*
2. *It was directed that a retired Account officer from Jhajjar/ other adjoining departments should be appointed on reemployment basis.*
3. *For seeking guidelines regarding accounting procedure Chief Account Officer of HAU should be invited to the institution.*

Item No. 8.03: Approval of Audited account statement for the year 2017-18& 2018-19

Agenda Notes:

Audit of financial years 2017-18 and 2018-19 have been done M/s Rajesh Mehra and Associates, Chandigarh. Reports are placed as **Annexure-III** and **Annexure-IV** for approval please.

Decisions of E.C. :

1. *Audited reports of 2017-18 and 2018-19 were approved by E.C.*
2. *EC directed that 5 year capital expenditure plan be prepared. HPPI will assist in making.*
3. *A flexi bank account on the pattern of university should be opened to manage the grant in aid.*

Item No. 8.04: Approval of Annual Report of the year 2018-19

Agenda Notes:

Annual report of year 2018-19 giving comprehensive details of students, faculty, academic, co-curricular achievements is placed at **Annexure-V** for approval please.

Decisions of E.C. :

- 1. Annual report of 2018-19 was approved and achievements were appreciated.*
- 2. It was directed that related activities should be uploaded on MHRD portal, and institute website.*
- 3. EC decided that pass out students of Prarambh be offered paid internship in Aarohi Schools.*
- 4. Practising school be identified and agreement regarding the proposal arrangement be drawn.*
- 5. Students be asked to have their own Laptops and most of works related to assignments can be done online.*
- 6. Prarambh Should introduce smart card system for students.*

Item No. 8.05: Approval of Annual Budget 2019-20.

Agenda Notes:

Estimated budget expenditure for the year 2019-20 under different expenditure heads is placed at **Annexure-VI** for approval please.

Decisions of E.C.

- 1. Budget proposal of 2019-20 were approved by E.C.
Regarding construction of building following guidelines were issued*
- 2. Footprint of building should be kept minimum and vertical expansion should be done.*
- 3. Residential flats for at least 25 faculty members should be planned.*
- 4. Boys and Girls hostel of capacity of 400 students each should be planned and a common Mess should be placed in between two hostels. In first two year hostel rooms should be planned on sharing basis and in final year single occupation rooms should be given.*
- 5. Various building will be without any boundary walls between them and connected with pathways.*
- 6. Proposals for design of campus should be invited from reputed architecture firms through advertisement.*

Item No. 8.06: Amendment in MOA and Service bye Laws

Agenda Notes:

Society Governing Prarambh School for Teacher Education, Jhajjar was registered on 04.01.2013 by the name of “State Level School for Teacher Education”. At that time a certified copy of MOA and Service Bye Laws and services rules was prepared. Thereafter in successive EC meeting various amendments in BYE Laws were approved.

There have been 7 (Seven) EC meeting and 1 (One) Governing body meeting since the inception of society. Major amendments are as under:

1. In first EC meeting held on 08.08.2013. The post of Director was created vide item No. 1.7. An amendment in clause 2. "Definition" and clause 13 "Officers of the Institute" of rules. Amendment in Appendix A and B of Service Bye Laws is also required where definition of Director Secondary Education is replaced by Director Prarambh and the post is included in the list of officers of the institutes and list of approved posts.
2. Various teaching and Non-Teaching posts were created vide agenda item No. 11,12,13,14 and 15 of 2nd EC meeting held on 12.03.2014 accordingly these amendments are required to be 'incorporated' in Appendix A of Service Bye Laws.
3. Amendments were approved in the constitution of selection committees of Group A and Group B posts vide agenda item No. 3.6 of 3rd EC meeting held on 09.10.2014 which are required to be 'incorporated' in clause 14 of Service Bye Laws.
4. Three amendments related to constitution of EC, minimum No. of EC meetings and Constitution of selection committee were approved vide agenda item No. 4.10 of 4th EC meeting held on 15.06.2015 which are required to be incorporated in clause 5 and 5 (g) of Rules and clause 14 of Service Bye Laws.
5. Additional posts of Assistant Professor were created vide item No. 6.12 of 6th EC meeting held on 09.02.2017 which are required to be incorporated in Appendix A of Service Bye Laws.

Besides incorporation of above amendments following new amendments are needed

Rules:

1. Policy for selection of contract appointment is given in appendix D of Service Bye Laws. In these Bye Laws a clause regarding Maximum period for which contractual appointment can be extended on year to year basis is required to be incorporated.
2. A clause 17(A) is required where Powers, Rules and Responsibilities of the post of director are given.
3. Keeping in view the delay occurred and other hindrances often seen in the process of regular appointments clause III, IV and V of policy of selection by contract needs to be amended in such a manner that urgent vacancies are filled at the level of institute with prior approval of Chairman EC so that work does not suffer.
- 4. In clause 5 of Rules "Executive Council":**
 1. Director Secondary Education is presently a member of EC, it is required that DSE holds the position of Vice Chairperson of EC.
 2. Clause 5.11,5.12,5.13 & 5.14 are required to be amended as follows:
 11. Principal of RIE Ajmer or his nominee
 12. Nomination of Academic experts by Chairman EC/GC out of a panel of experts provided by Member Secretary.
 13. Director of the institute as Member Secretary.
 14. Provision of Honorarium/TA for nominated and other members for attending EC meetings.

5. In clause 15 composition of standing committee needs to be amended as follows

DGSE/DSE - Chairperson Ex officio

Concerned Additional Director/Joint Director - Member

Director Prarambh - Member

6. Service Bye Laws 2012

- i. Appointing Authority in Clause 6 of Service Bye laws is required to be amended as Director for Group C employees.
- ii. Clause 13(f) Pay leave, Pensions- F (Retirement related other benefits, is required to be amended to include NPS as relevant benefit.
- iii. Clause 13 (g) is required to be added so that relevant rules notified by Deptt. of higher education from time to time are applicable to teaching staff of the institution.
- iv. Clause 16 (1) Regarding absorption of services for persons working of deputation is required to be added.
- v. Appendix B – related to qualifications for various posts is required to be amended as per norms and standard issued by NCTE in 2019 and amended from time to time.

Keeping in view the above it is required that an amended version of Rules & Service Bye Laws of the Society is approved by EC and to be presented in next GB meeting for ratification.

A copy of proposed amendments is annexed as **Annexure – VII**.

Decisions of E.C.:

Amendments passed in various E.C. meeting listed from 1 to 5 Approved for inclusion in Rule 2019

New Amendments: Rules ~~2012~~ 2019

1. *Sealing on length of extension of contract is not required.*
 - *A clause should be added in contractual policy that staff completing 5 year service on contract can be considered for regularization if they so desire. Such applicants will be examined and assessed by a duly constituted assessment panel and decision will be taken on recommendation of panel.*
 - *In case of regular appointment too, after two year of probation an interview board will decide about their suitability for regularisation on the post.*
2. *Clause 17A approved for inclusion in Rules.*
3. *Standing committee will take decision regarding contractual/ deputational appointments in such cases and provision will be included in role of standing committee.*
4.
 - (i) *E.C. ruled that proposed amendment in 5(2) is unnecessary.*
 - (ii) *E.C. approved the amendments listed 5.11, 5.12, 5.13, 5.14.*
 - (iii) *Amendment approved E.C. added that Director, Prarambh will be member Secretary of standing committee.*

Service Bye Laws ~~2012~~ 2019

1. *E.C. approved amendment and added that Director will be appointing authority for Group C & D both.*
2. *Clause will be amended so as to include statutory benefits of retirement including EPF & NPS.*

3. *Proposal approved, Rules notified by Department of Higher Education /UGC/ Affiliating University will also be included in the clause.*
4. *Addition of proposed clause 16(1) approved.*
5. *Framework of essential qualifications prescribed by NCTE approved by E.C. it was decided that desirable qualification will not be adopted.*
6. *In case of Group C employees condition of minimum 60% and 55% marks in Graduation will be replaced by 50% and condition of experience of 5 years will be replaced by 2 years.*

Item No. 8.07: Change in Name of Institution State Level School for Teacher Education

Agenda Notes:

Society Governing Prarambh School for Teacher Education, Jhajjar was registered on 4th January 2013 at Registrar Societies, Jhajjar by the name State Level School for Teacher Education but later on recognition of the institution with NCTE and MDU was done by the name Prarambh School for Teacher Education, Jhajjar. Now it is increasingly being felt that stake holders feel it difficult to comprehend the institution as state Govt. institution. Besides this people are not able to take this as an institution of higher education. This situation has created embarrassment also. Therefore keeping in view the registration of the society an amendment is proposed in the name of the institution, as under: -

**PRARAMBH
STATE INSTITUTE OF ADVANCED STUDIES IN EDUCATION**

Decisions of E.C.:

Proposal approved. E.C. decided that word teacher should be added before Education. Hence new name will be

**PRARAMBH
STATE INSTITUTE OF ADVANCED STUDIES IN TEACHER EDUCATION**

Item No. 8.08: Increase the No. of All India Open Category seats from 15% to 50%

Agenda Notes:

Presently Prarambh has an annual intake of 100 seats. W/ACS has approved the proposal of increasing the intake to 200 seats. This will be implemented after getting necessary approval from NCTE. Presently 85% seats are reserved for Haryana domicile students while 15% seats are filled from All India Open Category. Students from 15 Indian states are enrolled in the institution. Enrolment of students on All India basis makes an institution as a vibrant place of learning. Keeping this in view it is proposed that Quota of All India Open Category seats in increased from 15% to 50%.

Decisions of E.C.:

E.C. approved the proposal. Implementation of this decision will be w.e.f the year when intake in course is doubled.

Item No. 8.09: Termination of Principal and 7 Assistant Professors

Agenda Notes:

In the light of complaints received from various quarters and subsequent inquiries held regarding appointments made vide Advt. No. 1-2016/Prarambh/112 dated 21-04-2016 Smt. Santosh was terminated from the posts of Principal vide order No. 1/1-2015 RMSA/Prarambh (Part-II) dated 25.06.2018. Besides this, Ms Seema Rani, Assistant Professor, Political Science, Sh. Anil Kumar, Assistant Professor Geography, Sh. Gurpreet Singh, Assistant Professor History, Sh. Harish Kumar Yadav, Assistant Professor Mathematics, Sh. Sandeep Kumar, Assistant Professor Economics, Sh. Pargat Singh Assistant Professor Sociology have been terminated from the posts of Assistant Professors vide order No. 1/1-2015 RMSA/Prarambh (Part-II) Dated 13.06.2019. Decision is placed for confirmation of EC.

Decisions of E.C.:

E.C. confirmed the decision.

Item No. 8.10: Filling of teaching and non teaching posts

Agenda Notes:

Following teaching and Non teaching posts are urgently required to be filled.

| Teaching: - | Non Teaching: - |
|----------------------------|----------------------------|
| 1. Assistant Professors in | 1. Assistant - 1 |
| i. Physics - 2 | 2. Accountant - 1 |
| ii. Chemistry - 2 | 3. Data Entry Operator – 2 |
| iii. English - 2 | 4. Librarian – 1 |
| iv. Mathematics - 2 | 5. Lab Assistant -3 |
| v. Botany - 2 | 6. Warden - 2 |
| vi. Zoology - 2 | |
| vii. Geography - 1 | |
| viii. Economics - 1 | |
| ix. Political Sci. - 1 | |
| x. History - 1 | |
| xi. Psychology - 1 | |
| xii. Hindi - 1 | |
| xiii. Visual Arts - 1 | |
| xiv. Performing Arts - 1 | |
| xv. Phy. Edu. - 1 | |

Process of regular appointments on these posts be initiated be soon. Due to termination of Assistant Professors appointed vide advertisement no. 1-2016/ Prarambh/112 dated 21.04.2016 an exigency as arisen in the institute. Therefore, it is proposed that till the process of appointment is completed, services of eligible PGTs in various subjects and other office staff as per **Annexure-VIII** may be placed at the disposal of Prarambh on immediate basis.

Decisions of E.C.:

E.C. decided that

- 1. Posts of Assistant Professors in Science subjects i.e. Physics, Chemistry, Math, Botany and Zoology should be advertised on regular basis. Initial probation will be of two years.*
- 2. Posts of Assistant Professors in other subjects and Non-Teaching posts should be*

advertised on contract basis.

3. *Period of initial contract will be 3 years and extendable for 2 years on year to year basis.*
4. *Selection should be initiated on urgent basis.*
5. *Possibility of providing rent-free accommodation to new faculty outside the premises will be explored till the housing facility in the campus comes up.*
6. *Keeping in view admission time and sudden vacancies of some Assistant Professors as given in Annexure – VIII, It was decided that PGT's having necessary qualifications of Assistant Professors and posted in Jhajjar and adjoining district will be identified from MIS portal and orders will be issued by D.G.S.E. for their posting at Prarambh till the process of recruitment is completed.*

Item No. 8.11: Creation of post of Maintenance Supervisor

Agenda Notes:

Presently Prarambh is functioning in three separate buildings. Routine maintenance of three buildings requires that a post of maintenance supervisor is created. The construction of new campus of the institute is also likely to start soon. This post has been provided in Aarohi Schools and has been successful. Necessary qualification for the post can be diploma in Civil Engineer and can be filled under outsourcing policy.

Proposal is placed for approval.

Decision of E.C.:

1. *Proposal approved. Nomenclature of the posts will be Assistant Manager infrastructure management.*
2. *Essential Qualifications of the post will be diploma in civil Engg. And pay scale of junior Engg.*
3. *Presently the post will be filled on DC(Rate) through Outsourcing.*
4. *A service provider will be empanelled for providing electric and plumbing maintenance service on per day/per hour/ labour basis.*

Item No. 8.12: Raising of intake and of seats and starting of M.Ed. classes

Agenda Notes:

To raise the stature of Prarambh according to its conceptualized mandate, it was proposed that intake of seats in B.Sc. B.Ed. / BA B.Ed. should be raised to 200. This proposal was placed on file and has been approved by W/ACSSE. Besides this, to initiate an appropriate research environment in the institution it is required that M.Ed. classes as started in the institute. Therefore it is proposed that a unit of 50 seats of M.Ed. is started in the Institute.

The proposal is placed for confirmation/approval of EC.

Decision of E.C.:

1. *E.C. confirmed the decision of raising intake and approved the proposal of starting one unit of M.Ed.*
2. *It will be explored with authorities of MDU, that proposed M.Ed. degree is given in some specialized area of education.*

Item No. 8.13: Lease Deed with Jhajjar Education Society

Agenda Notes:

Five year rent agreement with Jhajjar Education Society had expired in December 2018. Accordingly a new proposal was under consideration of authorities to take the present Campus of Jhajjar Education Society on long term lease. This proposal has been approved by W/ACSSE. Draft of proposed MOU is placed as **Annexure-IX**.

The decision is placed for approval of EC.

Decision of E.C.:

E.C. approved the decision and draft of proposed MOU with Jhajjar Education Society.

Item No. 8.14: Continuous Assessments and Appraisal system for faculty (With permission of chair)

Decisions of E.C.:

E.C. issued direction that a tool will be designed through which faculty will report their work on fortnightly basis and give a presentation quarterly before a panel about their work, Yearly appraisal of faculty will be based on their continuous appraisal so done. HPPI will help in development of tool.

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



P.K. DAS, IAS

**ADDITIONAL CHIEF SECRETARY TO GOVT. HARYANA,
SCHOOL EDUCATION DEPARTMENT-CUM-CHAIRPERSON
EC PRARAMBH SCHOOL FOR TEACHER EDUCATION,
JHAJJAR.**

Annexure-A

List of officers who attended the 8th EC Meeting, held on 19.06.2019 at 10:30 A.M.

1. Dr. Rakesh Gupta, IAS, Director General Secondary Education Haryana.
2. Smt. Pankaj Chaudhary, HCS, Special Secretary to Govt. of Haryana, Finance Department.
3. Smt. Urmila Rohilla, Representative of State Project Director, Haryana.
4. Sh. Rajesh Sharma, Representative of Secretary Board of School Education Haryana.
5. Smt. Jyoti Chaudhary, Director SCERT Haryana.
6. Sh. B.R.Sinha, Representative of Chief Executive Officer, Humana People to People India, New Delhi.
7. Sh. Ved Parkash, Humana People to People India, New Delhi.
8. Dr. Rishi Goel, Director, Prarambh, Jhajjar.
9. Sh. Anil Sharma, Assistant Director, Teacher Education, O/o DGSE Haryana, Panchkula.