

NOTIFICATION

On the proposal of Director of Higher Education and in consultation with the Finance Department, the Governor, Himachal Pradesh is pleased to order to frame the following norms for the next three years i.e. academic session 2014-15 to 2016-17 for the Government Degree Colleges for assessment of requirement of post of Assistant Professor (College Cadre) as well as work distribution of teaching personnel and other extra curricular activities of the Government Colleges:-

- 1) All the teachers will take 26 periods of one hour each in a week or 26 hours. The remaining periods of the day will be utilized for the work relating to checking of assignments/tests/terms papers as per requirement of CBCS/CCA system, general activities such as:- sports & other extra curricular activities or duties as assigned by the Principal of the concerned college.

- a) The number of theory periods for general subjects (without practical) viz. Major, Minor, Compulsory and General Interest/Hobby per week shall be as under:-

Major	= 4 hours x 2 = 8 hours/week
Minor	= 4 hours x 1 = 4 hours/week
Compulsory	= 3 hours x 1 = 3 hours/week
<u>General interest hobby</u>	<u>= 1 hours x 1 = 1 hours/week</u>
<u>Total</u>	<u>= 16 hours</u>

- b) Practical Subjects

Group size for practical subject will be 30 students. Accordingly the number of section for students will be as under:-

Up to 30	= 1
Up to 60	= 2
Up to 90	= 3
Up to 120	= 4

and so on

Major (Theory) (Pract)	= 3x 2 hours	= 6 hours/week
Major (Lab)	= 2 hour x2x2 (groups)	= 8 hours/week
Minor (Theory)	= 3 hours x 1	= 3 hours/week
Minor (Lab)	= 2 hour x 1 x 2 (groups)	= 4 hours/week
Compulsory	= 3 hours x 1	= 3 hours/week
<u>General Interest/Hobby</u>	<u>= 1 hour x 1</u>	<u>= 1 hour/week</u>
<u>Total</u>		<u>= 25 hours/week</u>

c) Commerce

Major	= 4 hours x 2=8 hours/week
Minor	= 4 hours x 2=8 hours/week
Compulsory	= 3 hours x 1=3 hours/week
General interest/hooby	= 1 hour x 1=1 hours/week
<u>Total</u>	= =20 hours/week

d) Languages i.e. English & Hindi

Major	= 4 hours x 2=8 hours/week
Minor	= 4 hours x 1=4 hours/week
Compulsory-I	= 3 hours x 3=9 hours/week
Compulsory-II	= 3 hours x 3=9 hours/week
General interest/hooby	= 1 hour x 3=3 hours/week
<u>Total</u>	=33 hours/week

e) Post Graduation

There will be 36/48 period per week as per the subject.

The requirement of staff for an institution will be assessed as under :-

Up to 21 periods	= 1
22 to 42 periods	= 2
43 to 63 periods	= 3
64 to 84 periods	= 4
85 to 105 period	= 5 and so on

Further the Principal shall also ensure that all the teachers and other staff should remain present at least seven hours daily or 42 hours in a week in the College/Institution regularly.

- 2) The theory classes of Music Instrumental and Vocal will be clubbed while calculating the work load of Music Department. Group size for practical will be upto 10 students. However last group may be upto 15 students.
- 3) The class size of Major subjects in theory (Arts, Science, Commerce subjects) will be assumed to be of 60 students. However, the 1st section of the students of major subject will be counted till 80 students and 2nd section will be prepared after 81 students.
- 4) For minor subject the old norms will be continued i.e. the class size be assumed upto 80 students. However, 1st section till 100 students and 2nd section thereafter from 101 to 180 and thereon. Group size for practical will be upto 30 students. However last group may be upto 35 students.
- 5) In small Colleges, the work load as well as section will be prepared in a combined manner i.e. major and minor will be clubbed.

- 6) The Principal of the concerned college shall ensure the 90 teaching days in a semester and 180 teaching days in a academic year. The period of CCE alongwith holding of mid-terms exam and taking assignments work etc. cannot be counted with these teaching days. However, the Director of Higher Education, in consultation with Himachal Pradesh University may designate the schedule of a minimum of 90 teaching days in a semester and 180 teaching days in a acadmic year keeping in view the duration of holidays, vocation, duration of exam and house tests extra.
- 7) The Director of Higher Education will explore the possibility in consultation with the HP University that either English or Hindi will be taught at least in two semester as compulsory subjects for all the students in addition to the present UG programmes from the next session.
- 8) No teacher will be engaged on PTA/Stop gap/period basis or any other nomenclature by the Principal without the prior permission of the Director of Higher Education. The matter of permission on period basis can only be considered by the Director of Higher Education against sanctioned post. No fund will be provided by the Govt. in this regard. The Principal will generate local funds for this purpose in PTA. If, it is found that any Principal has engaged any incumbent on PTA/Stop gap/period basis or any other nomenclature without the prior permission of the Director of Higher Education the salary of the said incumbent will be paid from the salary of said Principal.

By Order

Principal Secretary (Education) to the
Government of Himachal Pradesh

Endst. No. EDN-A-Kha(1)-2/2013 Dated; Shimla-02 the 14th March, 2014
Copy for information and necessary action is forwarded to :-

1. The Secretary to the Governor, Himachal Pradesh, Shimla -02.
2. The Principal Secretary to the Hon'ble Chief Minister, H.P. Shimla -02.
3. The Special Secretary-cum-Principal PS to the Hon'ble Chief Minister, H.P. Shimla -02.
4. The Private Secretary to the Hon'ble CPS (Edu), H.P. Shimla-02.
5. The Joint Secretary. (Expenditure. Control) to the Govt. of H.P w.r.t. U.O. No 52752460-Fin-E/2014 dated 06th /08th January, 2014.
6. The Director of Higher Education, H.P., Shimla -01
7. The Registrar, Himachal Pradesh University, Shimla-5.
8. All Principal, Govt. Degree College _____ H.P.
9. The Controller, Printing & Stationery Department, H.P. Shimla-05 for publication in the Rajpatra with the request that a copy of the Rajpatra may kindly be supplied to the Government also.
10. The Dealing Assistant (College Principal/Asstt. Professor/Librarian/Non-teaching staff) for information.
11. Guard file.

(Pushpa Chaudhary)

Under Secretary (Hr Edn) to the
Government of Himachal Pradesh.

14/3

52

Government of Himachal Pradesh
Department of Higher Education.

No. EDN-A-Kha(1)-2/2013

Dated; Shimla-02 the 26 March, 2014

ADDENDUM

In continuation of this department notification of even number dated 14th March, 2014, the Governor, Himachal Pradesh is pleased to order that following words may be inserted/added at last in point No. 6 of this department's notification under reference :-

"The increments of principal and staff of college should be linked with adherence of this norms".

By Order

Principal Secretary (Education) to the
Government of Himachal Pradesh

Endst. No. EDN-A-Kha(1)-2/2013 Dated; Shimla-02 the 26, March, 2014
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3. The Special Secretary-cum-Principal PS to the Hon'ble Chief Minister, H.P. Shimla -02.
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(Pushpa Chaudhary)
Under Secretary (Hr Edn) to the
Government of Himachal Pradesh.

No. EDN-A-Kha(1)-2/2013

Dated; Shimla-02 the 27th March, 2014

CORRIDENDUM

The requirement of staff for an institution as notified by the Govt. notification of even number dated 14th March, 2014 vide sub norm (e) of point No 1 (Page-2), below the first line be read as under :-

(f) The requirement of staff for an institution will be assessed as under :-

Up to 26 periods	= 1
27 to 52 periods	= 2
53 to 78 periods	= 3
79 to 104 periods	= 4
105 to 130 period	= 5 and so on

Further the Principal shall also ensure that all the teachers and other staff should remain present at least seven hours daily or 42 hours in a week in the college/institution regularly.

By Order

Principal Secretary (Education) to the
Government of Himachal Pradesh

Endst. No. EDN-A-Kha(1)-2/2013 Dated; Shimla-02 the 27th March, 2014
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(Pushpa Chaudhary)
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