

From

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

To

The Principals of all Govt. Colleges in the State of Haryana.

Memo No. 27/62-2020 Co. (3)

Dated Panchkula, the 14.02.2023

Sub : Appointment of Headquarter Officers as Nodal Officers for the
Govt. Colleges of the State.

Kindly refer to the subject cited above.

For better and one to one coordination among the Principals of Govt. Colleges & the Directorate and to monitor the implementation of various schemes in the Colleges, following officers from the Headquarter have been appointed as Nodal Officers for Govt. Colleges in the Districts mentioned against their names. Their personal mobile numbers are also mentioned herewith:-

Sr. No.	Name of the Officer/ Designation	Mobile No.	Districts
1.	Dr. Anju Manocha, Joint Director	99881-58676	Panchkula, Yamuna Nagar
2.	Sh. Satyapal Gahlot, Joint Director	94677-81481	Faridabad, Palwal
3.	Dr. Ajit Singh, Deputy Director	94161-14101	Kurukshetra, Ambala
4.	Sh. D.P. Punia, Deputy Director	94633-91833	Gurugram, Nuh
5.	Smt. Neeta Samagh, Deputy Director	81689-52757	Panipat
6.	Dr. Madhu Jindal, Deputy Director	95184-96022	Sirsa
7.	Sh. Kuldeep Singh, Deputy Director	94170-44456	Charkhi Dadri, Rewari
8.	Sh. Sukhwinder Singh, Deputy Director	94666-39497	Jhajjar
9.	Sh. Brij Pal, Deputy Director	94165-27742	Bhiwani
10.	Dr. Ashok Kumar Kundu, Deputy Director	81462-59768	Karnal
11.	Mrs Neelam Punia, Deputy Director	94178-69059	Jind
12.	Sh. Dinesh Kumar, State NSS Officer	98961-65033	Rohtak
13.	Sh. Sandeep Sharma, Assistant Director	62392-55366	Sonepat
14.	Sh. Khiala Dutt, Assistant Director	98785-52974	Mahendergarh

15.	Dr. Kuldeep Singh, Assistant Director	99961-67124	Kaithal, Fatehabad
16.	Sh. Harpal Singh, Senior Account Officer	99883-06543	Hisar

You are requested to be in touch with these officers as and when required. This shall be obligatory on the part of all Principals to extend full cooperation to these Nodal Officers as and when some information is sought by them. These Nodal Officers will also make random inspection of the Colleges at regular intervals to monitor the implementation of various schemes, academic structure and progress of the colleges etc. This is for your kind information & necessary action.

Ravinder Yadav
Superintendent Coordination
for Director Higher Education,
Haryana, Panchkula

Endst. No. Even

Dated Panchkula, the 14.02.2023

A copy of the above is forwarded to the following for information and necessary action:-

1. Concerned Officers. They are to inspect Govt. Colleges in the respective Districts mentioned against their names at regular intervals and submit the inspection report within one month in the proforma (enclosed herewith).
2. PS/PSHE.
3. PS/DHE.
4. PA/JD Admin.
- ✓ 5. IT Cell to upload on the Portal.

Ravinder Yadav
Superintendent Coordination
for Director Higher Education,
Haryana, Panchkula

Proforma for Inspection of Govt. Colleges

Name of College			
Name of Inspecting Officer & Designation			
Mobile No.		Email ID	
Inspection Date & Time		Report Filled on	
Teaching Staff		Non Teaching Staff	
Sanctioned Posts		Sanctioned Posts	
Regular Faculty		Regular Non Teaching	
Deputation IN		Contractual (Part I)	
Deputation OUT		Contractual (Part II)	
Extension Lecturers (E)			
Extension Lecturers (N.E.)			
Guest Lecturer (E)			
Guest Lecturer (N.E.)			

Sr. No.	Parameter	Remarks
1	Whether Aadhar Based Biometric Machine for attendance of the staff is functional?	
2	Staff on Casual Leave as approved by the Principal	
3	Late Arrival and Absentee (Teaching & Non -Teaching)	
4	Number of Classes met by teachers with students' strength	
5	Whether Attendance Register of Students has been maintained by Teachers?	
6	Status of Lesson Plan/Performance register of Teachers	
7	Display of Time-table in front of each Class room/Lab	
8	Status of Computer Lab (s)	
9	No. of Computer Instructors and Attendants	
10	English Language Lab with Time Table	
11	Status of Smart Class Rooms	
12	Usage of Learning Management System (LMS)	
13	Usage of Library & status of digitalization of library	
14	Broadband Connection (s) in the College	
15	Status of Accreditations by NAAC	
16	Status of Internal Audit through PRAYAAS 2.0	
17	Institutional Development Plan	
19	MoU (s) signed by the college if any	
20	Status of CCTVs	
21	Status of infrastructure of Sports	
22	Absentees fine realized till date	
23	Status of Students' Feedback	
24	Status of Stock Registers along with list of movable and immovable items as on 31.0.3.2022 as per stock register duly certified by three members comprising of Principal, Bursar and stock in-charge	
25	Suggestions by the Principal if any	
Overall Report		
(i)	Areas of action required as per Priority List	
(ii)	Deficiencies observed with specific notes	
(iii)	Any specific observation/suggestion	