

**PROCEEDINGS OF FOUR WORKSHOPS ORGANISED BY HIGHER EDUCATION
DEPARTMENT ON 8TH, 9TH, 10TH & 11TH SEPTEMBER 2009**

4 workshops were organized by the Higher Education Department with help of respective Revenue Divisional Commissioners (RDC) for ADMs & Sub-Collectors at Berhampur, Sambalpur, Bhubaneswar and Rayagada on 8th, 9th, 10th and 11th of September '2009 respectively. The objective of these workshops was to explain the role and responsibility of ADMs & Sub-Collectors as Presidents of Governing bodies of Aided Non-Government Colleges of their respective jurisdiction.

RDC (SD) and RDC (ND) participated in the deliberations at Berhampur & Sambalpur respectively. RDC (CD) could not participate in the Bhubaneswar workshop due to his prior engagement in Jagatsinghpur. The Department of Higher Education is grateful to all three RDCs for their involvement in organizing these workshops at such a short notice.

Commissioner-cum-Secretary, Higher Education Department, Special Secretary, Higher Education Department Director, Higher Education attended all these workshops as Resource persons. The Regional Directors of Education and their officers & staff at Berhampur, Sambalpur & Bhubaneswar looked after the logistics of organizing these workshops.

The list of participants with their Mobile No & e-mail IDs at Annexure A,B,C & D respectively.

1. Presentation on Unique College Code Development:

The workshops opened with a power point presentation on unique College Code developed by the Department of Higher Education and its use in day to day administration of Colleges. The development of College Code has enabled the Department to pinpoint the exact number of Junior Colleges, Degree Colleges, Professional Colleges & Sanskrit Colleges in the State with their location.

Many of the participants were surprised to know that while the Junior College Section of a particular College was Aided, Degree College Section was unaided. The participants were explained the provisions of Orissa Education Act, 1969 and relevant

separate Rules for establishment of Junior Colleges & Degree Colleges. The needs to separate the two with respect to personnel were explained in great detail.

As such the grant of opening permission, Recognition is being given separately for Junior & Degree Colleges. While Junior Colleges are affiliated to C.H.S.E., the Degree Colleges get their affiliation from Universities which have jurisdiction over them. The Grant-in-Aid or Block Grant is also sanctioned separately for them. To treat them as Composite Colleges was wrong and in violation of the Acts and Rules in force.

While the Degree Colleges can access funds from UGC once they attain 12B Status, the Junior Colleges can access resources from RMSA- the national flagship programme on Secondary & Higher Secondary Education – the Rastriya Madhyamik Sikhya Abhiyan.

2. Powers and Function of Governing Body Presidents:

The ADMs & Sub-Collectors were explained about their role, responsibilities and powers as president of Governing Body of the Aided Colleges. They were advised to assume charges of President of the Governing Body of these Aided Colleges where they are yet to take charge immediately. As single man Governing Body, they have all the powers of Governing Body. The Governing Body is the appointing authority, the disciplinary authority and sanctioning authority for the staff of the College. It is also the custodian of all papers, buildings, land, equipment and funds of the College. Governing Body is to ensure observance and compliance of instruction issued by Government, the Universities, Director and other authorities. Governing Body is also to maintain decorum, discipline and standard of education in the College.

3. Bifurcation of Staff between Junior & Degree Colleges:

As per the National Education Policy and National Pattern, the +2 wing has been attached to Schools as Higher Secondary Section, where as in our State, the same has remained as Junior Colleges with Colleges. But to separate the staff of Junior and Degree wings of the Aided Colleges is an absolute necessity. The separation can be done going through the records of recruitment, appointment and Governing Body resolutions.

The date of recruitment of each individual employee of the College since inception including those who have been transferred out is to be recorded. Second thing is to note

the date/year in which new wing (+2 or +3) or new stream (Arts/Science/Commerce) was opened or seats were increased in any stream of any wing. Comparing the dates of appointment with dates of opening of new wing or stream or increase of seats, it will be possible to place the individual employees against the Junior College or Degree College. This can be confirmed by the relevant Governing Body resolutions. An output in shape of Appointment Details Table can be generated chronologically as per appointment of each employee in the college as per the following formats.

Appointment Details Table

Sl. No.	Name of employee	Designation	Date of Appointment	Date of GB Resolution confirming Appointment	Reasons for Appointment (for+2 or +3 wing)	Present Status of employee (in Position/Transferred out/Resigned/ Terminate/Died)	Pay Status of employee (UGC/State Scale/BG/Mgmt)	Remarks
1	2	3	4	5	6	7	8	9

The output table can indicate the Status of each employee appointed by the Governing Body i.e. whether she/he was appointed for the Junior College or for the Degree College. The above exercise is to be done for both kind of employees i.e. Aided/BG employees and Unaided or Management employees appointed by the College. A separate list is to be made for all TRANSFERRED IN employees along with name of their original Colleges. A copy of Appointment Detail Table is to be sent to concerned RDE for record.

4. Filling up Claim Forms for employees of Aided Colleges:

Once the separation of all original employees is done including those who have been transferred out, the Claim Form of individual employees who are eligible to get Grant-in-Aid as per Grant-in-Aid Order, 2009 notified vide SRO No.209/2009 dated 6th June 2009 is to be filled in by the Principal and countersigned by the Governing Body President. One Form will have details of one claimant. A copy of such form was handed over to Sub-Collectors & ADMs in the meeting. However, a modified version of same would be hosted on the web for downloading.

In the Grant-in-Aid Order, 2009, the relevant portion is item (3) of the notification. Wherein “the claim of an employee is to be considered for receiving Block Grant, if he/she has been appointed in accordance with the yardstick prevalent during the time of his/her appointment after, following due procedure for appointment in the educational institutions

detailed at Annexure-A, B & C (Aided Junior Colleges) and Annexure- D, E,& F (Aided Degree Colleges)”. These Annexures refer to those annexed at the end of the above Grant-in-Aid Order, 2009.

Relevant FTR/PR/Affiliation refers to the reason/cause for which the claimant was appointed in the College. If it is for opening of a Stream of a new wing, then the relevant FTR/PR/Affiliation would refer to that cause alone (and not previous or later cause).

The ADMs and Sub-Collectors were asked to have a meeting of all Principals of Aided Colleges within their jurisdiction at the earliest. The details of bifurcation procedure is to be explained to them and a deadline of 5th October’2009 is to be given to them for filling in all Claimant Details for consideration as per provision of Grant-in-Aid Order, 2009. The relevant Form for filling in claimant details would be available in the Website of the Department www.dheorissa.in for downloading.

5. Action for Unaided Colleges:

A list of unaided Colleges (both Junior & Degree) under each Sub-division was given to the Sub-Collectors. A similar exercise of bifurcation of staff/employees is to be taken up by the Principals and Governing Bodies of these Colleges. Sub-Collectors were asked to convene a meeting of the Principals of these Unaided Colleges with help of their field officers (Tahasildars) and explain them the details of exercise to be taken up by them. After bifurcation exercise, the Claimant Details are to be filled in and countersigned by Governing Body Presidents as per College Records. Tahasildars may be given the responsibility to verify the Claimant Details form with the College Records before transmitting the same to Sub-Collectors’ Office by 05.10.2009. This exercise is to be done to supplement the claims filed by the Unaided Colleges with the DHE under Grant-in-Aid Order, 2008 notified on 7th January 2009. The Form for filling in claimant details of employees of Unaided Colleges would be made available in the website of Higher Education Department for down loading.

6. Block Grant for Sanskrit Colleges:

Government of Orissa in Higher Education Department has brought out a GRANT-IN-AID Order for Sanskrit Colleges vide notification No.7660/HE., dated 28th February, 2009 for giving 40% Block Grant to 10 Non-Government Sastri Colleges, 14 Non-Government Upasastri Colleges and 8 Non-Government Sanskrit Colleges having both Sastri & Upasastri wings. Here also, a similar exercise is to be undertaken and Claimant

Detail form has to be filled in and sent to RDEs through Sub-Collectors. A meeting of all the Principals of these colleges is to be taken and they are to be told to do the exercise and comply by 05.10.2009. A separate Form for filling in claim details would be hosted in the website of Higher Education Department for down loading.

7. Collection of Claimant Detail Form:

RDEs would organize to collect all the Claimant Detail Form along with a copy of Appointment Detail Tables, on or after 06.10.2009 from the ADM/Sub-Collectors at District level, after discussing with concerned ADM/Sub-Collectors.

8. Expansion of SAMS:

After SAMS has been introduced in 60 Junior Colleges of the State e-Admission was conducted for these 60 Jr. Colleges in 2009 Academic Session. Seeing its success, it has been decided to expand it to 100 more Jr. Colleges, in 2010. SAMS lab would be set up in these Colleges. ADMs/Sub-Collectors were impressed upon to locate in each college one 200-250 Sq.ft. room for locating the lab. Secondly, College details have to be given for preparing the prospectus for next year. These details will have to be given by filling a format and uploading the same in the web (www.dheorissa.in). This exercise will have to be completed by 15th of October at the latest.

All the ADMs/Sub-Collectors were advised to access internet in their offices and have their personal e-mail at the earliest.

The workshops ended with thanks to Chair.

**Sd/- M.S. Padhi
Chairman-cum- Commissioner-cum-Secretary
Higher Education Department**