

**“PROFORMA FOR INFORMATION SUBMITTED BY THE INSTITUTIONS AT THE FIRST HALF YEARLY MEETING WITH DEPUTY DIRECTORS”**

**1. Name of the Institution** \_\_\_\_\_

**Post office & Tehsil, District** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**2. Type of School (Coeducation, Boys, Girls)** \_\_\_\_\_

**3. Faculty wise status of schools :-**

- i) Schools with all faculties i.e. Science, Commerce & Arts faculties
- ii) Schools with Arts and Science faculties
- iii) Schools with Arts faculties
- iv) Schools with Vocational Subjects

**4. Attendance of staff (Mention name with detail)**

a) Unauthorized absence:

If yes,

Sr. No.	Name	Designation	Period	Remarks
1.				
2.				

b) Surplus/mal-adjustment (if any) :

Sr. No.	Name	Designation	Period	Remarks
1.				
2.				

**5. Morning Prayer held regularly or not**

a) Attendance of Staff : \_\_\_\_\_

b) Duration of Assembly \_\_\_\_\_

**6. Enrolment of Students at the time of submission of Information :  
Class-wise and section wise**

Class	Boys				Girls				Total
	SC	ST	OBC	Handicap *	SC	ST	OBC	Handicap*	
6 <sup>th</sup> A									
6 <sup>th</sup> B									
-----									
<b>Total</b>									
7 <sup>th</sup> A									
7 <sup>th</sup> B									
-----									
<b>Total</b>									
8 <sup>th</sup> A									
8 <sup>th</sup> B									
-----									
<b>Total</b>									
9 <sup>th</sup> A									
9 <sup>th</sup> B									
-----									
<b>Total</b>									
10 <sup>th</sup> A									
10 <sup>th</sup> B									
-----									
<b>Total</b>									
10+1A									
10+1B									
-----									
<b>Total</b>									
10+2A									
10+2B									
-----									
<b>Total</b>									
<b>G.Total</b>									

**\*Handicap- Pl. supply information handicappedness wise.**

**7. Stream in Sr. Sec. Classes and strength of students in each stream**

<b>Stream</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
1.Arts			
2.Medical			
3. Non-Medical			
4.Commerce			
5. Any other(Specify)			
<b>Total</b>			

**8. Subject wise enrollment of 10+1 & 10+2 students:**

<b>Class</b>	<b>Eng,</b>	<b>Maths</b>	<b>-----</b>	<b>-----</b>
10+1				
10+2				

**9.Name of Teacher and subject where enrollment is nil**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Subject</b>	<b>Remarks</b>
1.				
2.				

**10.(a) Total no. of Staff Members( Teaching and non teaching )**

No. of Teaching Staff	No. of non teaching Staff	Total	Remarks

**(b) Sanctioned Strength of various posts, filled or vacant.**

Sr. No.	Name of Post	Sanctioned Strength	Filled	Vacant
1.				
2.				

**11. Whether quarterly establishment return of staff submitted or not**

**12. Whether any employee is on unauthorized leave/will full absence/ EOL? If yes, please mention name and date and detail of EOL sanctioning authority.**

Sr. No.	Name	Designation	Period	Remarks
1.				
2.				

**13. Is there any Preliminary / main enquiry contemplated against any of the official?**

Sr. No.	Name	Designation	Remarks
1.			
2.			

**14. Whether any of the official has been placed under suspension or deemed suspension? If yes**

Sr. No.	Name	Designation	Remarks
1.			

**(a) Whether entry to this effect has been made in the Service book?**

**15. Whether any of the official has been served with charge sheet? If yes**

Sr. No.	Name	Designation	Remarks
1.			

**(a) Whether entry to the same has been reflected in the Service book of the concerned individual?**

**16. Whether any of the official has been imposed any of the major/Minor penalties? If yes**

Sr. No.	Name	Designation	Remarks
1.			

**(a) Whether entry of such penalty has been reflected in the Service book of the concerned individual?**

**17. Whether attested passport photograph has been pasted in the service book of every official of the institution?**

**18. Whether date of birth/educational qualification has been verified from the original certificates in case of all officials?**

**19. Is there any order of the recovery against any of the employee of the institution as a result of departmental enquiry, if yes, whether the same has been affected or not, if yes, supply copy of proof such as challan/schedule or otherwise.**

**20. Detail of enquiries regular/preliminary entrusted to the Principal of the institution either by DHE/DDHE concerned, if yes, status of the enquiry**

Sr. No.	Name	Designation	Remarks
1.			

**21. Cash Book**

- a) Whether update and duly signed by DDO?
- b) Cash in hand and reason thereof:

**22. School Funds: -**

Sr. No.	Name of Fund	Deposit	Cash in hand
1.	Union Fund		
2.	Building Fund		
3.	Science Fund		
4.	Sports Fund		
5.	Scouts/ Guide Fund		
6.	Cultural Activity Fund		
7.	Furniture Repair Fund		
8.	Library Security		
9.	Examination Conduct Fund		
10.	Absence Fine Fund		
11.	NCC Fund		
12.	Fine Fund		
13.	Magazine Fund		
14.	Identity Card Fund		
15.	Furniture repair /Fund		
16.	Cultural Activity Fund		
17.	Geography Fund		
18.	Physical Education Fund		
19.	Any other(Specify)		

**23) Whether these funds have been audited?**

Please mention date:

**24) Whether share of the following funds has been sent to District & Directorate by due date or not?**

<b>Fund</b>	<b>Sports Fund</b>	<b>Scouts &amp; Guide</b>	<b>Common Pool</b>	<b>NTFW</b>	<b>Any other</b>
Total collection upto					
District Share upto					
Directorate Share upto					
Bank draft No. & date					
If not deposited reasons thereof					
Building Fund					

**25. Service Books.**

Whether service book complete.

Remarks

## 26. I.T.Education

(a)Enrollment of students. Class –wise

Class	Boys				Girls				Total
	SC	ST	OBC	Handicap	SC	ST	OBC	Handicap	
9 <sup>th</sup> A									
9 <sup>th</sup> B									
-----									
<b>Total</b>									
10 <sup>th</sup> A									
10 <sup>th</sup> B									
-----									
<b>Total</b>									
10+1A									
10+1B									
-----									
<b>Total</b>									
10+2A									
10+2B									
-----									
<b>Total</b>									
<b>G.Total</b>									

(b)Status of cash book.

(c)Status of stock register.

## 27. Multimedia (whether multimedia lab is functioning)?

(a) No. of students enrolled:

(b) No. of other members enrolled:

(c) Balance as per Cash Book.

## 28. a) Whether articles of Stores have been declared surplus or unserviceable and sanctioned for sale

a) Out of Govt. Budget

b) Out of School Funds

b) Whether annual physical stock verification has been carried out. (if not reason thereof)

**29. Budget: -**

- a) Whether budget estimates has been sent to DDE office in time for current financial year by due date i.e. 31st August every year.
- b) Whether monthly expenditure statements is being sent every month to DDE in time i.e. 5th day of next month
- c) Whether two excess and surrender statements have been sent in time for the pervious year and for the current year as per schedule i.e. first by 5th October every year & second by 5th January every year.
- d) Whether budget booking is being done properly as per procedure.

**30. Status of Audit Paras: -**

- a) Number of audit paras pending:
- b) Number of paras settled in the session, If not settled reasons thereof:
- c) What action has been taken to settle the remaining audit paras?

**31. Accommodation and Play Ground: -**

- a) Is accommodation including labs is sufficient? If not then mention Requirement and whether land is available for construction?
- b) If some building is under construction under capital head  
Name of Construction  
Total Estimate Budget released so far  
Budget required for completion  
Status of construction
- c) Whether demarcation of school land has been done or not?  
If not reason thereof.
- d) Is there any encroachment on school land, either by outsider or employee of the school? If yes, mention name of the encroacher and action taken.
- (e) Whether residential accommodation is available?  
If yes, give detail of quarters and name(s) of employee(s) to whom allotted. Whether any unauthorized occupation?
- f) If any work started and left incomplete, reasons thereof.
- g) Is playground available? If not, can it make available?
- h) Toilet facilities available to girls, boys and staff (whether sufficient of not)
- i) Whether drinking water facility available
- j) Whether boundary wall exists, if not, action taken in this regard
- k) Efforts made to develop and beautify the campus

**32. Scouts & Guide: -**

(a) Whether units of Scouts & Guide/ Rover/ Ranger exist in the school, if yes mention the number of students who qualified for Rajya & Rashtrapati Puruskar in the pervious year.

(b) Status of Accounts, cash book & pass book If unit do not exist, reason thereof

(c) Also give the names of teacher who are trained and their level of training.

**33. NCC: -**

i) Whether unit exists.

ii) Name of trained officer.

iii) Total enrollment.

iv) Number of students who participated in various camps

**34. NSS:-**

i) Whether unit exists

ii) Name of trained officer.

iii) Total enrollment.

iv) Whether regular and special activities completed?

v) Date of NSS camp organized:

vi) Status of Accounts, cash book & pass book

**35. Physical Education: -**

Whether these activities are being carried out (mention the activities thereof- See Education Code)

i) Indigenous activities

ii) Recreational activities

iii) Games & Sports

iv) Gymnastic

v) Achievements in the above at Block/ Zonal/ District/ State level if any, and participation in Govt. function especially in case of 1 & 2

vi) Whether any student has participated at National level, if yes, mention name of student/game?

**36. Whether Calendar of Activities of school prepared, if not, reason thereof**

**37. Co-curricular activities: -**

i) Are two periods of co-curricular activities kept together in time table? If not, reason thereof

**38. Whether annual day was celebrated last year? If yes mention date: If not, give reason thereof.**

**39. Whether House system has been followed**

**40. Whether two terminals examinations are being conducted and result sent to parents/ guardians.**

(Mention dates of conduct of examinations)

**41. Whether monthly tests have been conducted during the session? If not, the reasons thereof**

**42. Whether weekly tests have been conducted during the session? If not, the reasons thereof**

**43. Whether Test series scheme has been started or not ?**

**44. Whether the schools have organized educational tour ? Details be given**

**45. Whether days of National/International importance celebrated ? Details be given**

**46. Whether minimum teaching workload in the school as per section 2.8.2 of the H.P Education code, 2001 is being followed?**

**47. Whether Sexual Harassment Committee has been constituted? pl indicate the name of Chairman, if not constituted reasons thereof ?**

**48. Whether School Magazine is being published? If not, reason thereof.**

**49. (a) Whether PTA has been constituted as per Education Code?**

(b) Counseling Cell for Adolescent

(c) Redressal-cum-Counselling Cell/Compliant Committee

(d) Whether anti Ragging Squad exists in the school?

**50. Results of all classes of the school in the previous year: -**

**(i) BOARD CLASSES**

<b>Class</b>	<b>School Result</b>	<b>Board Result</b>

**(ii) NON BOARD CLASSES**

<b>Class</b>	<b>School Result</b>

**51. Whether the cases of RTI are being monitored properly?**

**No. of application received under RTI Act till today**

**52. Whether Library is functioning properly?**

**Whether Library facilities are being provided to general public, if yes**

a) Total number of books in the library

b) Average visit of students daily

c) No. of registered members

d) Amount of security received till date

e) Amount of forfeited security



**56. Details of submission of Numerical Statistics, Financial Statistics and other selected Educational statistics**

**57. Whether the registers of Casual Leave, Telephone, Budget Control, Expenditure, Bill Diary and GIS are complete? If not reason thereof.**

<b>Sr. No.</b>	<b>Register</b>	<b>Status</b>	<b>Remarks</b>
1	Casual Leave		
2	Budget Control		
3	Telephone		
4	Expenditure		
5	Bill Diary		
6	GIS		
7	Any other (Specify)		

**58. Has the Head been attended the co-ordination meeting with DDE regularly?**

(Mention dates of his attendance)

**59. Is he Co-coordinating with Head of Coordination Cluster regularly or if he is himself Head of co-ordination cluster, does he monitor the cluster properly every month?**

No.EDN-H(1)B(15)-3/97-7-Vol.-IX  
Directorate of Higher Education  
Govt. of Himachal Pradesh

Dated, Shimla-171 001, the 26<sup>th</sup> April, 2010

To

All the Deputy Directors of Higher Education  
Himachal Pradesh.

Sub: Proforma for information submitted by the institutions at the First Half  
yearly meetings with Deputy Directors.

Memo:

Please find enclosed herewith the proforma for information submitted by  
the institutions at the time of first Half yearly meetings with Deputy Directors.

In this context, you are requested to circulate the above proforma to all the  
institutions concerned in your District and to collect information from the institutions  
concerned during the first half yearly meetings with them. The above proforma is also  
available on the Departmental website.

Sd/-  
Director of Higher Education  
Himachal Pradesh

Endst. No.even dated, Shimla-1, the

Copy to:-

1. All Branch Officers and All Branch Supdts. in the Dte for information.
2. The P.S. to DHE, HP Shimla

Sd/-  
Director of Higher Education  
Himachal Pradesh