



Aparajita Sarangi, IAS

Commissioner-cum-Secy. to Government
Higher Education Department
Odisha

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No.: 19389 Date: 27.07.12
HE-CODD-P4-0029/12

To

All Principals,
(Govt./ Aided/ Block Grant: Degree & Junior Colleges,
Autonomous Colleges)

Madam/Sir,

It gives me immense pleasure to bring to your knowledge that Higher Education Department has put into place a "**Performance Tracking Cell**" in the office of RDE, Bhubaneswar. It was duly inaugurated by Hon'ble Minister, Higher Education on 23rd July, 2012.

It is needless to say that all of you have been putting in efforts in your own ways to better the educational scenario in the State. It would be improper to undermine the efforts of various members of this family working under the umbrella of Higher Education Department. We deeply acknowledge the contribution of all. However, much remains to be done. Growth in the number of institutions has created concerns about quality related issues. Some degree of discontentment is perceived among parents/guardians and students regarding the quality of our service delivery. It is disheartening to come across long pending justified claims of in-service/retired employees leading to their harassment and a plethora of legal disputes.

Keeping all aspects of our functioning in view "**Performance Tracking Cell**" has been set up with the following five objectives:-

1. Grievance Redressal Mechanism through a vibrant and prompt single window clearance system

2. Introduction of "**SANKALP**" - Employees' Charter-for ensuring timely attendance to work in hand.
3. Follow up of all Government instructions compiled as "**Common Minimum Standards**"
4. Creation of a comprehensive data base – Staff in Position (SiP) and College Infrastructure Position (CIP)
5. Field visits

1. **Grievance Redressal Cell:-** A single window clearance of all grievances from all quarters is being ensured by the Department. Any kind of grievance of teaching or non-teaching staff will be entertained on **Saturday (Working day)** at the office of Odisha Text Book Bureau, Bhubaneswar. During the course of hearing of grievances, all relevant officials of the Department including DHE and RDE, Bhubaneswar, remain present. Grievances, so received, are computerized and regularly monitored. We are sincerely trying to bring relief to as many people as possible.

You are requested to ensure that on no other working days, your staff, for whatever nature of grievance, should visit any office of Higher Education Department at Bhubaneswar. This is just a small effort to bring discipline into our mode of functioning.

2. "**Sankalp**"-**Employees' Charter:-** A booklet titled "**Sankalp**" containing timelines for every item of work in the offices of Secretariat, Director of Higher Education, RDEs and Principals has been brought out. These timelines have been decided by the ministerial staff under the guidance of senior officers of respective offices. Shortly, we are despatching printed flex boards for displaying at the entrance of Principals' chambers. The display is mandatory and should be ensured as soon as you get the flex boards. Whether the timelines laid down in 'Sankalp' are adhered to or not in various offices including yours, will be monitored by the PTC.

3. **Common Minimum Standards:-** 25 numbers of instructions, with certain sub-categories, have been issued by Govt. from time to time for betterment of the Higher Education sector in the State. Unfortunately, these instructions have not been followed as desired by Govt.. You are required to fill up the CMS College format by 10th of every month for the preceding month without fail and it should be submitted to the respective RDEs. The RDEs will consolidate the data of the CMS format of all Colleges under their jurisdiction and send them to State PTC by 15th of that month for analysis and consolidation in our CMS State format for appraisal of Government. All Colleges will be graded and accordingly colour coded,- **Green** signifying the best category, **Yellow** signifying the medium category and **Red** signifying the poor category. From mid-October onwards, all Principals will get report on performance of their colleges on monthly basis.

Moreover, the Lesson Plan-cum-Progress Registers, designed by the Deptt. of Higher Education will be followed (**Annexure-I**). This is suggestive, but not prescriptive. It is mandatory for every teacher to carry Lesson Plan and Progress Register

4. **Creation of comprehensive database on SiP and CIP:-**

PTC, with the help of RDEs, will prepare a database of SiP and CIP. Formats have been designed for capturing data which are being sent herewith for your perusal (**Annexure-II**). You are expected to make all information ready on time as and when required by PTC/RDEs.

It is pertinent to mention here that the State PTC will be assisted in its work by District PTCs (DPTC) which will function in SAMS Lab. of the Colleges. The list of DPTCs is enclosed (**Annexure-III**). DPTCs, under the leadership of respective Principals, will coordindate the activities of SPTC at the district level. Financial support to DPTCs for contingency and mobility purpose will be shortly extended.

5. **Field Visits:** In order to cross check the authenticity of the information submitted under CMS, 10 monitoring teams comprising 40 officials with 4 members in each team have been formed and districts have been assigned to them (**Annexure-IV**). They will be conducting enquiry related to the districts assigned to them and, at the same time, cross check CMS information pertaining to not less than 20% of the Colleges in the districts every month.

August, 2012 is a preparatory month for all of us. All preparatory arrangements have been started at the level of State PTC and it will certainly seek your co-operation in this endeavour. As stated earlier, the first report from the Colleges will be sought in September, 2012.

Kindly note that, Dr. Mihir Kumar Das (Mob. No. 9437393301) has taken over as Officer in Charge of State PTC. Besides, Sri Ramesh Ch. Rout, Joint Secretary (Mob. No. 9937820076) has been entrusted with the task of supervising the work on behalf of Department of Higher Education. In case of any doubt or query, you may get in touch with them.

The Common Academic Calendar (CAC) for 2012-13 as prescribed by the Deptt. Higher Education, is being sent to you (**Annexure-V**). By and large, there should be no deviation from the CAC.

You are requested to hold a staff meeting as soon as possible and bring to the knowledge of the staff the contents of this communication.

On this important initiative of the Department, I will be in touch with you very frequently.

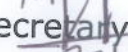
I am very confident that your involvement and leadership will spell the success of this Departmental initiative.


Commissioner-cum-Secretary to Government

27/7/12

Memo No. 19390 /H.E., Dated 27.07.12

Copy forwarded to the Director, Higher Education, Odisha, Bhubaneswar for information and necessary action.

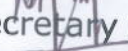

Joint Secretary to Government.

Memo No. 19391(3) /H.E., Dated 27.07.12

Copy forwarded to the Regional Director of Education, Bhubaneswar/ Berhampur/ Sambalpur for information and necessary action.

Madam/Sir,

It gives me immense pleasure to know that the Higher Education Department has put into operation "Performance Tracking Cell" in the office of RDE, Bhubaneswar. It was duly inaugurated by Hon'ble Minister, Higher Education on 27th July, 2012.


Joint Secretary to Government.

It is needless to say that all of you have been putting in efforts in your own ways to better the educational scenario of the State. It would be improper to undermine the efforts of various members of this family working under the umbrella of Higher Education Department. We deeply acknowledge the contribution of all. However, much remains to be done. Growth in the number of institutions has created concerns about quality related issues. Some degree of discontentment is perceived among parents/guardians and students regarding the quality of our service delivery. It is disheartening to come across long pending justified claims of ex-service/retired employees leading to their harassment and a plethora of legal disputes.

Keeping all aspects of our functioning in view "Performance Tracking Cell" has been set up with the following five objectives:-

1. Grievance Redressal Mechanism through a vibrant and prompt single window clearance system

LESSON PLAN-CUM-PROGRESS REGISTER

1. Name:

2. Designation:

3. Date of joining in O.E.S (CB)

4. Academic Qualifications:

Examinations	Board/University	Year of Passing	Division/Grade obtained
1	SESSION: 201_ -201_	3	4

5. Academic achievement:

(a) Research Project completed:

(b) On-going projects:

(c) No. of research scholars :(i) completed Ph.D.:

(ii) continuing Ph.D.:

(iii) completed M.Phil.:

(iv) continuing M.Phil.:

Name:

6. Any distinctions/prizes/awards received:

Designation:

7. Books published:

Department:

8. Research Papers published & communicated:

College:

9. Home Address:

10. Contact details: Mobile No.

Department of Higher Education
Govt. of Odisha

BIODATA

1. Name:

2. Designation:

3. Date of joining in O.E.S.(CB)

4. Academic Qualifications:

Examinations	Board/University	Year of Passing	Division/Grade obtained
1	2	3	4

5. Academic achievement:

(a) Research Project completed:

(b) On-going projects:

(c) No. of research scholars :(i) completed Ph.D.:

(ii) continuing Ph.D.:

(iii) completed M.Phil.:

(iv) continuing M.Phil.:

6. Any distinctions/prizes/awards received:

7. No. of Books published:

8. No. of Research Papers published& communicated:

9. Present Address:

10. Contact details: Mobile No.

e-mail ID:

Time Table of the Teacher

Periods/ Days	1	2	3	4	5	6	7	8	9	10	11	12
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												

Theory Classes:

Practical classes:

Countersignature by HOD

Signature of Teacher

CONTENTS

Sl.No.	Class/Semester	Paper/ Unit	Topics assigned	Page No.
1	2	3	4	5

LESSON PLAN

Class:

Sub.:

No.of Periods/week:

Sl.No.	Month	Paper & Unit	Topics proposed to be covered	No. of classes required
1	2	3	4	5

Countersignature by HOD

Signature of Teacher

Right side of the Register

PROGRESS

Sl.No.	Date	Time	Topics covered (If class not taken, mention the reasons)	Signature Of Teacher
1	2	3	4	5

N.B.: At the end of every week, it is to be countersigned by HOD and at the end of every month; it is to be countersigned by the Principal.

CO-CURRICULAR ACTIVITIES

Sl.No.	Date	Nature of activity	Signature
1	2	3	4

EXTRA-CURRICULAR ACTIVITIES

Sl.No.	Date	Nature of activity	Signature
1	2	3	4

Staff in Position (SiP)

Department of Higher Education, Government of Odisha
(For all Govt. / Non Govt. (Aided & Block Grant) / Autonomous Colleges of the state)

District Name	<input type="text" value="----- Select -----"/>	College Name	<input type="text" value="----- Select -----"/>		
College Category	<input type="text" value="----- Select -----"/>	Year of Establishment	<input type="text" value="----- Select -----"/>		
Number of Approved Post					
<input type="radio"/> Teaching	Subject Name	<input type="text" value="----- Select -----"/>	No. of Post	<input type="text" value="Approved"/>	<input type="text" value="Awaiting"/>
<input type="radio"/> Non-Teaching	Post Name	<input type="text" value="----- Select -----"/>	No. of Post	<input type="text" value="Approved"/>	<input type="text" value="Awaiting"/>
Name of the Employee					
(Full Name)	Initial	Full Name		Date of Birth	
	<input type="text" value="--Select--"/>	<input type="text"/>		<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Gender	<input type="text" value="----- Select -----"/>	Social Category	<input type="text" value="----- Select -----"/>	Mobile Number	
Father's Name	<input type="text"/>			Spouse Name	
(Full Name)	<input type="text"/>			<input type="text"/>	
Type of Employee	<input type="text" value="----- Select -----"/>	Designation	<input type="text" value="----- Select -----"/>	Subject Name	<input type="text" value="----- Select -----"/>
				SI. No. of the Post	<input type="text" value="--Select--"/>
Qualification	<input type="text" value="----- Select -----"/>	Subject in P.G. level with % of marks		<input type="text" value="----- Select -----"/>	
Pay Status	<input type="text" value="----- Select -----"/>			Gross Emoluments	
	<input type="text"/>			<input type="text"/>	
Date of First Joining					
	Day	Month	Year	Date of eligibility to get GIA/BG	
	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Date from which GIA/BG is received					
	Day	Month	Year	Date of joining in the college, if on transfer	
	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Remarks	<input type="text"/>				

[Click Here to ADD Next Employee Details >>](#)

Employee Information

Name of the Employee Full Name					
Mobile Number			Date of Birth		
Gender		Social Category		Marital Status	
Father's Name			Spouse Name		
Type of Employee		Designation		Subject Name	SI. No. of the post
Qualification	----- Select -----		Subject in P.G. level with % of marks	----- Select -----	
Pay Status			Gross Emoluments in Rs.		
Date of First Joining		Date of Eligibility to get GIA/BG		Date from which GIA/BG is received	
Present Status of Employee		Details of Present Status			

Transfer History

Sl#	District Name	Block Name	College Name	From Date	To Date
2					
3					
4					
5					

Signature of the Employee

Signature of the Principal

College Infrastructure Position (CIP)

Department of Higher Education, Government of Odisha

(For all Govt. / Non Govt. (Aided & Block Grant) Autonomous Colleges of the state)

A Basic Information

1	Name of the College										
2	College Code (8 Digit)							3	Whether Vocational course available?	(Y / N)	
4	Whether the college is affiliated to CHSE?	(Y / N)	If yes, then type of Affiliation (Temporary / Permanent)								
5	Principal Name					6	Mobile No.				
7	Head Clerk Name					8	Mobile No.				
9	College Land Line Number					10	College Fax Number				
11	Police Station Name					12	Distance from the Police Station (in KM)				
13	Nearest treasury with strong room					14	Distance from the Treasury (in KM)				
15	Whether both Junior & Degree colleges are using the same infra	(Y / N)	If yes, the Degree College Code (8 Digit)								

B Stream Information

Sl#	Stream Name (+2)	Sanctioned Strength	No. of students as per RoM		Sl#	Stream Name (+3)	Sanctioned Strength	No. of students as per RoI		
			1st Year	2nd Year				1st Year	2nd Year	3rd Year
1	Arts				1	Arts				
2	Science				2	Physical Science				
3	Commerce				3	Biological Science				
4	Vocational				4	Commerce				
					5	Self-Financing				

C Facility Information

1 Boundary Information

Total Boundary length (in ft.) Boundary demarcated? If yes, then give boundary protection details as per the table below

Length covered by various protection (in ft.)			Condition of the gate (Good / Poor / No Gate)
Green Fence	Barbed Wire	Brick / Stone Wall	

2 Internet facility is available? (Y / N) 3 Whether copier machine is available? (Yes/No) (Y / N) 4 Whether electricity is available? (Yes/No) (Y / N)

5 Number of toilets available Total

Sl#	Classification of Toilets	No. of Ladies Toilet (s)	No. of Gents Toilet (s)	Condition of the Toilet (Usable / Unusable)
a.	Toilet with running water			
b.	Toilet without running water			

6 Availability of Drinking Water within the college campus

Sl#	Source of Drinking Water	Nos. / No. of Points	Quality of Drinking Water (Good / Bad)
a.	Open Well		
b.	Tube Well		
c.	Pipe Water Supply		

7 Condition of laboratories

Sl#	Name of the Laboratory i.e. subject	Room Size (L X W) in ft.	Room Condition					Equipment (Adequate / In- adequate)
			Floor Type	Wall Type	Roof Type	Door (Good/B ad)	Window (Good /Bad)	
a.								
b.								
c.								
d.								
e.								
f.								

Please indicate the computer lab here and also indicate the no. of computers in working conditions against equipment available box.

D Building Information

1 Details of Building

Total No. of Building of Blocks

Total No. of Rooms

a. Details of Building Blocks

Block No.	Floor Type (Mud / Concrete)	Wall Type (Brick / Mud + Brick / Concrete)	Roof (Asbestos / GCI / RCC)

b. Details of Rooms

Block No.	Room No.	Room Size (L X W) in ft.	Condition of windows (Good / Bad)	Condition of Door shutter (Good/Poor)	Use of room (Class room/common room/Lab)

2 Details of furniture available

Sl#	Furniture Classification	Type (Wood / Steel)	Size in Ft.	No.s Available	Condition of the Furniture (Usable / Unusable)
a.	Bench				
b.	Desk				
c.	Dual Bench & Desk				
d.	Table & Chair				

3 Condition of the strong room for keeping question papers

Grill Window

Grill Door

4 Availability of Locker

Total

a. Double Lock

b. Single Lock

E Hostel Information							
Sl#	Block	Hostel No./Name	Total living area in sq ft.	No of rooms	No of seats available / allotted		
					+2	+3	PG
a.							
b.							
c.							
d.							

F Financial Information

1 College Fund / State Fund

Sl#	Account No.	Bank & Branch Name	Nature of a/c	Purpose	Closing Balance as on 31-Mar-2012
a.					
b.					
c.					
d.					

2 U.G.C Grants

Covered under 12B of U.G.C Act:				(Y/N)	Year/Date			
Covered under 2(f) of U.G.C Act:				(Y/N)	Year/Date			
Sl#	Plan Period	Scheme	Year	Amt. sanctioned	Amt. received	Amt. utilised	Balance amt.	U.C Submitted or not
a.								
b.								
c.								
d.								

G Survey Information

1	Latitude (Northing)	<input type="text"/>	Longitude (Easting)	<input type="text"/>	Image Name	<input type="text" value="Image 01"/>	<input type="text" value="Image 02"/>	<input type="text" value="Image 03"/>
2	Date of Survey	<input type="text"/>		Signature of the Principal		Signature of the Surveyor		
3	Date of Data Entry	<input type="text"/>		Name of the DEO	<input type="text"/>		Signature of the DEO	

List of District Level Performance Tracking Cell

SL#	District	Name
1	Angul	Government (Autonomous) College, Angul
2	Balasore	Fakir Mohan (Autonomous) College, Balasore
3	Bargarh	Panchayat (Degree) College, Bargarh
4	Bhadrak	Bhadrak (Autonomous) College, Bhadrak
5	Bolangir	Rajendra (Autonomous) College, Bolangir
6	Boudh	Boudh Panchayat (Degree) College, Boudh
7	Cuttack	Shailabala Women's (Degree) College, Cuttack
8	Deogarh	Deogarh (Degree) College, Deogarh
9	Dhenkanal	Dhenkanal (Autonomous) College, Dhenkanal
10	Gajapati	Sri Krushna Chandra Gajapati (Autonomous) College, Paralakhemundi
11	Ganjam	Khalikote (Autonomous) College, Berhampur
12	Jagatsinghpur	Swami Vivekananda Memorial (Autonomous) College, Jagatsinghpur
13	Jajpur	Narasingh Choudhury (Autonomous) College, Jajpur
14	Jharsuguda	Laxmi Narayan (Degree) College, Jharsuguda
15	Kalahandi	Government (Autonomous) College, Bhawanipatna
16	Kandhamal	Government (Autonomous) College, Phulbani
17	Kendrapara	Kendrapara (Autonomous) College, Kendrapara
18	Keonjhar	Dharanidhar (Autonomous) College, Keonjhar
19	Khurda	Buxi Jagabandhu Bidyadhar (Autonomous) College, Bhubaneswar
20	Koraput	Vikram Dev (Autonomous) College, Jeypore
21	Malkanagiri	Government (Junior) College, Malkanagiri
22	Mayurbhanj	Maharaja Purna Chandra (Autonomous) College, Baripada
23	Nawarangpur	Nawarangpur (Degree) College, Nawarangpur
24	Nayagarh	Nayagarh (Autonomous) College, Nayagarh
25	Nuapada	Government (Junior) College, Nuapada
26	Puri	Samanta Chandra Sekhar (Autonomous) College, Puri
27	Rayagada	Rayagada (Autonomous) College, Rayagada
28	Sambalpur	Gangadhar Meher (Autonomous) College, Sambalpur
29	Sonepur	Sonepur (Degree) College, Sonepur
30	Sundergarh	Government (Autonomous) College, Panposh, Rourkela

Team	Name with Designation	Districts
A	<u>Group-1</u> a. Dr. U.K. Sahoo, Consultant. b. Sri N. Samantaray, I.A.S., Addl. Secy. c. Sri S.S. Marandi, Under Secretary. d. T.S. Chakrabarty, Secretary, T.B.B.	Puri Khurda Nayagarh
	<u>Group-2</u> a. Sri B. Pradhan, Consultant. b. Sri S.K. Das, Addl. Secretary c. Dr. K.P. Mohapatra, R.D.E.,BBSR d. Dr. K.C. Behera, Dy. Director, DHE	Cuttack Jagatsinghpur Kendrapara
	<u>Group-3</u> a. Sri B. Mishra, Consultant. b. Sri R.C. Rout, Joint Secretary. c. Sri M.R.Acharya, Dy.Dir.,ROVE, BBSR d. Dr. K.P. Mohapatra, R.D.E.,BBSR	Balasore, Bhadrak, Jajpur
	<u>Group-4</u> a. Sri B.S. Mishra, Consultant. b. Sri U.K. Tripathy, Joint Secretary. c. Sri S.R. Parija, Dy. Director, DHE. d. Dr.Gangadhar Mishra, RDE, Sambalpur	Dhenkanal, Angul, Deogarh.
B	<u>Group-5</u> a. Sri M.K. Mohanty, Consultant b. Sri G.S. Acharya, V.C., CHSE. c. Sri S. Debata, Under Secretary d. K.L. Mishra, RDE, Berhampur	Koraput, Rayagada, Malkangiri, Nawarangpur
	<u>Group-6</u> a. Sri M.M. Panda, Consultant. b. Dr. U.N. Sahoo, S.L.O. c. Sri P.K. Barik, Dy. Secretary, CHSE. d. Dr.K.L.Mishra, RDE, Berhampur	Kandhamal, Ganjam, Gajapati.
	<u>Group-7</u> a. Sri Bijay Mohapatra, Consultant. b. Dr. J.K. Mohapatra, CHSE c. Sri S. Behera, Under Secretary	Bolangir, Sonepur, Boudh

	d. Dr.K.L.Mishra, RDE, Berhampur	
C	<u>Group-8</u> a. Sri Tulananda Patel, Consultant. b. Sri B.C. Das, Dy. Director (DHE) c. Dr. N.P. Das, Dy. Director, DVE(O) d. Sri jasobanta Behera, Controller, CHSE	Jharsuguda, Baragarh, Sundargarh.
	<u>Group-9</u> a. Sri Sudarsan Das, Consultant. b. Murari Mohan Mishra, Consultant c. B. Dhala, Dy. Director, RDE, BBSR d. Dr.D.Mohapatra, Consultant, DVE (O)	Kalahandi Nuapada Sambalpur
	<u>Group-10</u> a. Ghanashyam Mohanty, Consultant b. Hari Sankar Mishra, Consultant c. T.K.Tripathy, Dy.Controller, CHSE d. Dr.B.C.Das, Dy. Director (DHE)	Keonjhar Mayurbhanj

Department of Higher Education, Govt. of Odisha

Common Academic Calendar 2012-13:

Sl #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2011-12	18.06.2012
ii.	Admission +2 1 st Year +3 1 st year	07.08.2012 to 25.08.2012 16.07.2012 to 31.07.2012
iii.	Commencement of Classes +2 2 nd Year +3 2 nd Year +3 3 rd Year P.G. 2 nd Year +2 1 st Year +3 1 st Year P.G. 1 st Year	20.06.2012 -do- -do- -do- 27.08.2012 01.08.2012 To be notified by respective College.
iv.	College Students' Union Election	Election to students' union & other societies will be held on one day for all colleges & universities in a single date to be fixed by the Govt.
v.	Puja Vacation	22.10.2012 to 31.10.2012
vi.	Test / Semester Examination +2 2 nd Year +3 1 st Year +3 2 nd Year +3 3 rd Year P.G. 1 st Year P.G. 2 nd Year	2 nd week of December 2012 -do- -do- -do- -do- -do-
vii.	X-Mas holiday	25 th December 2012
viii.	Annual Sports / Cultural Week	05.01.2013 to 20.01.2013
ix.	Filling up of forms for CHSE (O) / University Exam	As notified by CHSE (O) / Concern University / Autonomous colleges
x.	Commencement of CHSE (O) / University Exam	As notified by CHSE (O) / Concern University / Autonomous colleges
xi.	Annual College Examination for +2 1 st Year	3 rd week of April 2013 onwards
xii.	Publication of Result : AHS Exam-2013 +3 1 st / +3 2 nd / +3 3 rd degree University Exam PG 1 st Year / PG 2 nd Year	Before 10 th June 2013 Within 45 to 60 days from the date of last Theory Examination.
xiii.	Total No. of Holidays	72 days, Excluding Sundays.
xiv.	Total No. of Reserve Holidays	Maximum 2 days.
xv.	Total No. of Teaching days	Minimum 180 days
xvi.	Summer Vacation	9 th May to 16 th June, 2013.

N.B. - The above time line may be modified by the Government as and when required.