

No:EDN-HE(14)03/2009-NME-ICT(ST-IITB)

Directorate of Higher Education

Himachal Pradesh – Shimla

Dated : SHIMLA-171001

the

July, 2016



To

**All the Principals  
Government Colleges/ Govt. Skt. Colleges  
Himachal Pradesh**

Subject: Rolling out of Spoken Tutorial Project – IIT Bombay in Government Colleges.

Sir/Madam,

It is to inform that IIT Bombay has offered to introduce Spoken Tutorial program to work with the DHE- Shimla towards empowering all students pursuing Higher Education – UG above -, by providing a range of IT Skills training, from General IT/ Computer Skills to Programming software to lucrative job oriented software training. *With Certificates completely FREE of COST!* The courses are useful for BA / BSc /B.Com. / BCA etc. Work has been going on this direction and the response from the ground is excellent in terms of acceptance and ability to do very well in the training. Principal of all the Colleges must take the steps to introduce this program in July/August 2016 itself.

In this context District HQ colleges were selected to work as a Knowledge Center for colleges of concerned district/area. A Faculty training programs also was organized on 12th Feb. 2016 in the Directorate of Hr. Education, Shimla, for district Coordinator under the aegis of IIT Bombay. The experts from IIT Bombay, Spoken Tutorial gave details about the program. A link has been provided on the departmental website "<http://educationhp.org/publications.html>" for planning / tracking of progress of the colleges. The data collected through the link will be processed by the IIT Bombay and same will presented before the higher authorities.

**Role of Colleges:**

1. Principal to Identify 1-2 Faculty Coordinator from any dept to conduct training in their individual colleges.
2. Identify Faculty Coordinator to fill Training / STP details in **Planning and Monitoring Form** linked on the departmental website <http://www.educationhp.org/publications.html> from July/ August 2016 onwards for each college.
3. Faculty Coordinator to contact Himachal Pradesh Training Coordinator (Shared below) to register.
4. For more information on Spoken Tutorial courses please visit <http://spoken-tutorial.org>

**Support from IIT Bombay team**

1. Help to select courses and complete filling the planner.
2. Guidance from start and continuing for each and every college coordinator on Registration, getting the course materials, tests and certificates.
3. Send brochures etc. To be used during orientation time when colleges reopen.
4. Working to train faculty too periodically.

**Key Contacts:**

Dr. Amar Dev. Addl. Director (Colleges), Himachal Pradesh, Contact No : 0177-2650797 E-mail Id - dir.edu@rediffmail.com	<u>STIIT Bombay</u> Anita Kedare, Contact No.- 9321530562, E-mail Id – anita.stpiitb@gmail.com
--	---

Hence all the Principal of Govt. Colleges are requested to promote the Spoken Tutorial Courses in the colleges and motivate the students to enrol for the same, so that the students can benefit by getting jobs, learning advanced IT skills and improving exam performance.



*Dr.*  
O/C Director of Hr. Education  
Himachal Pradesh

Dated : July, 2016

Endst No: even

Copy for information to:

1. Addl. Chief Secretary (Edu.) to the Govt. of Himachal Pradesh, Shimla-2
2. Ms. Anita Kedare, Training Coordinator - Himachal Pradesh, Spoken Tutorial Project-IIT Bombay

*Dr.*  
O/C Director of Hr. Education  
Himachal Pradesh





# DEPARTMENT OF HIGHER EDUCATION

Himachal Pradesh

[Home](#) [Department](#) [Schools](#) [Colleges](#) [Publications](#) [Resource Center](#) [Contact](#) [Right to Information Act](#) [STUDENT CORNER](#) [SCHOLARSHIP](#)



## News Headlines

**NEW!** List of Meritorious Students of 10th and 12th Classes examination held in March 2015 under HP Board of School Education (For Laptops Distribution at Dy. DHE offices of concern District).

- [12th Class](#)
- [10th Class](#)
- [Proforma for Laptop](#)

## UPDATES

- NEWS!** [The Coverage of Contract Workers and Construction Workers Under the EPF and MP Act 1952](#)
- NEWS!** [Regarding supplying of Establishment reports along with enrollment subject wise in respect of Principal \(Pracharya\(Sanskrit College\) Assistant/Associate Professor \(College cadre\) Acharya \(Sanskrit college](#)
- NEWS!** [Regarding rolling out of Spoken Tutorial Project-IIT Bombay in Government Colleges](#)
- NEWS!** [Implementation of instruction passed by Hon ble High Court of HP](#)
- NEWS!** [Regarding inviting nominations for "Training of Trainers \(ToT\) on School safety" from 01 to 05 august 2016](#)
- NEWS!** [Proceeding of the meeting regarding implementation of Budget, Assurances for the year 2015-16.](#)
- NEWS!** [Statistical Monthly Reports on Swachh Bharat Mission and other NSS activities by 5th of each month](#)
- NEWS!** [Corrigendum regarding Govt Sr. Sec. School jharkot \(Saras\) Distt Shimla](#)
- NEWS!** [Writing of Annual performance appraisal Reports-Time Schedule thereof](#)
- NEWS!** [Regarding the upgradation of the GMS Bhallan upto the level of GHS in Distt. Kullu](#)
- NEWS!** [Training Bulletin for the conduct of Training Programme at HIPA during the month of August, 2016.](#)
- NEWS!** [Regarding inviting suggestions/recommendations from students for a new name acronym and logo for the Training Orientation Programme for NSS Programme Officers w.e.f. from 3rd August 2016 to 9th August Chandigarh](#)
- NEWS!** [Regarding schedule of 2nd phase NSS Annual Meeting of Principals and Programme Officers for the ses](#)
- NEWS!** [Notification regarding up gradation of GMS Saras upto the level of GSSS in Distt Shimla HP](#)
- NEWS!** [pay Fixation under the provisions of Assured Career Progression Scheme \(4.9.14\)](#)
- NEWS!** [pay Fixation under the provisions of Assured Career Progression Scheme \(4.9.14\)](#)
- NEWS!** [Withdrawal of the Criminal Cases.](#)
- NEWS!** [Training programme for capacity building of RUSA Coordinators.](#)



Sh. Virbhadra Singh  
Hon'ble Chief Minister,  
Himachal Pradesh



Sh. Neeraj Bharti  
Hon'ble Chief  
Parliamentary Secretary  
(Edu), Himachal Pradesh



Sh. P.C. Dhiman  
Addl. Chief Secy. (Education)  
Govt. of Himachal Pradesh



Sh. Dinkar Burathoki  
Director Higher Education  
Himachal Pradesh

## Quick Links

- [Telephone Directory](#)
- [Useful Link](#)
- [Locate Us](#)
- [Dy DHE Kangra](#)
- [www.pgsciencecity.org](http://www.pgsciencecity.org)
- [SSA-RMSA](#)

## CONTACT US

HIMACHAL PRADESH –SHIMLA 171001  
Ph.NO–0177-2656621(O)  
FAX-177-811247, 0177-2812882  
PBXNO.0177-2653575, 2653386, 2653120

E-mail: [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)



Copyright © 2011 [Directorate of Higher Education](#) - Website Design & Development by [Minervainfo](#)  
Site best viewed in IE 8 and above



# DEPARTMENT OF HIGHER EDUCATION

Himachal Pradesh

[Home](#) [Department](#) [Schools](#) [Colleges](#) [Publications](#) [Resource Center](#) [Contact](#) [Right to Information Act](#)

[STUDENT CORNER](#) [SCHOLARSHIP](#)

**NEW!** [Download Spoken Tutorial IIT Bombay Courses Form](#)

**NEW!** [Spoken Tutorial](#)

## REVISED EDITION of the HIMACHAL PRADESH SECONDARY EDUCATION CODE 2012

Chapter	Subjects	Page
<b><u>CHAPTER -1</u></b>		
1.1.1	Short Title and Commencement	1
1.35	Definitions and Classifications	1-2
<b><u>CHAPTER -2</u></b>	<b><u>INTERNAL ADMINISTRATION</u></b>	
2.1	Duties of the Head of the Institution	3-5
2.1.1	Assignment	5
2.1.2	School Magazine	5-6

### Categories

- [NOTICES](#)
- [AWAITED ACRs](#)
- [DOWNLOAD - H.P.T.R. FORMS](#)
- [DOWNLOAD-ACR FORM](#)
- [DOWNLOAD-FORMS](#)
- [SENIORITY LIST](#)
- [OFFICE ORDERS](#)
- [TENDERS](#)
- [PROMOTIONS](#)
- [PRESS NOTES/RELEASES](#)
- [STUDENTS SCHEME - SCHOLARSHIPS](#)
- [STUDENTS SCHEME - NSS](#)



2.1.3	Celebration of National Days	6
2.2	Safety of Students	6-7
2.3	Expulsion, Rustication and Suspension of a Student	7
2.4	Class Promotion	8
2.5	Pecuniary Dealing with Students	8
2.6	Co-curricular Activities	8
2.7	Private Tutions	8
2.8	Teaching Norms in School	8
2.8.1	School Timings	8-9
2.8.2	Minimum Teaching work load in School	9
2.8.3.1	Subject wise distribution of periods per week	9-10
2.8.3.2	Norms for starting of Streams / Subjects	10-11
2.8.4	Monthly Tests /Terminal /Annual Examination	12
2.8.4.1	Monthly Tests	12
2.8.4.2	Terminal Examinations	12
2.8.4.3	Annual Examination	12
2.8.5	Students Number in Class	12
2.8.6	Attendance of Teachers	12

2.9	Time Table	13
2.10	Students Attendance/ Registration	13
2.11	Fine for Absence	13
2.12	Late Fee Fine	13
2.13	Leave and Attendance	13
2.14	Monitor	14
2.15	Payments of Dues	14
2.16	Age limit for Admission	14
2.17	First Admission	14
2.17.1	Eligibility Criteria	14
2.17.2	Admission Schedule	15
2.18	Transfer Certificate	15
2.19	Eligibility for Board/Final Examination	15
2.20	Board Examination and Evaluation Duties	16
2.20.1	Training of In- Service Teachers	16
2.20.2	Analysis of Examination Results	16
2.20.3	Penalties for Poor result	17
2.20.4	Maintenance of Result Record	17



2.20.5	Holding of Meeting with the Parents of Failed Students	17
2.21	Correct Age Entry	18
2.22	Correction /Change in Date of Birth	18-19
2.23	Final School Certificate	19
2.24	Holidays List	19
2.24.1	Vacation Schedule	19-20
2.25	Proper Management of Offices in Educational Institutions	20-21
2.26	Misbehaviour	21
2.27	Moral Instructions	21
2.28	Cleanliness and Personal Hygiene	21
2.29	Smoking and Intoxicants	21-22
2.30	Physical Education	22
2.30.1	Activities	22-23
2.30.2	Duties of PET/DPE Teachers	23
2.30.3	Responsibilities of PET/DPE	23-24
2.30.4	Responsibilities of Deputy Director of Higher Education	24
2.31	Curriculum and Prescribed Text Books	24
2.32(a)	Conduct Register	24

2.32(b)	Use of Mobile Phones	24
2.33	School Management Committee	24-26
2.34	Record Keeping (Cash , Establishment registers)	26-27
2.35	Half Yearly Review Meeting for the Head of the Institutions	27-29
<b>CHAPTER -3</b>	<b><u>INSPECTION OF SCHOOLS</u></b>	
3.1	Inspection of School	30
3.2	Advance notice of inspection to be given to school	31
3.3	Guidelines for Inspecting Officers	31-32
3.4	Preparation for Regular Inspection/ Surprise Visit	32
<b>CHAPTER -4</b>	<b><u>FEES AND FUNDS</u></b>	
4.1	Students Fees	33
4.2	Admission Fees	33
4.3	Chart showing the detail of School Fees	33
4.4	Credit of Fees	33-34
4.5	Students Funds	34-35
4.6	Utilisation of Funds	35
4.6.1	Sports Fund	35-36

4.6.2	Sports Equipment Fund	36
4.6.3	Amalgamated Fund	36-39
4.6.4	Science Fund	39
4.6.5	Fine Fund	39-40
4.6.6	Building Fund	40
4.6.6.1	Constitution of the Fund	40
4.6.6.2	Common Pool Building Fund	40
4.6.6.3	Custody of the Fund	40
4.6.6.4	Utilization of Funds	40-41
4.6.6.5	Building Fund Committee	41
4.6.6.6	Common Pool Fund Committee	41-43
4.6.7	Magazine Fund	43-44
4.6.8	Cultural Fund	44
4.6.9	NCC Fund	44
4.6.10	Examination Fund	44
4.6.11	Identity Card	45
4.6.12	Scout and Guide Fund	45
4.6.13	Furniture Repair Fund	45

4.6.14	Library Security (Refundable) Fund	46
4.7	Custody of the Fund	46
4.8	Power of Sanction	46
4.9	Maintenance of Cash Book/Accounts of Funds	47
<b>CHAPTER -5</b>	<b><u>SCHOLARSHIP</u></b>	
5.1	Scholarship from Public funds	48
5.2	Award of Scholarship	48
5.3	Alteration in Scholarship	48
5.4	Close Scholarship	48
5.5	Two or more Scholarships held together	48
5.6	Period for which the Scholarship may be drawn	49
5.7	Lapse of Scholarship	49
5.8	Forfeiture of Scholarship	49
5.9	Certificates to accompany Bills for Scholarship	49-50
5.10	Transfer of Scholarship	50
5.11	Scholarship not Ordinarily Re-awarded	50
5.12	Preferential claims to admission	50
5.13	Scholarship paid from Public Funds where tenable	50



5.14	Scholarship Holder not Eligible for Concession	50
5.15	Detailed Instructions and Guidelines relating to Scholarships	50-52
5.16	State Sponsored Scholarship Schemes	52-54
5.17	Central Sponsored Scholarship Schemes	55-64
<b>CHAPTER -6</b>	<b><u>PHYSICAL INFRASTRUCTURE</u></b>	
6.1	General	65
6.2	Duties of the Head of Institution regarding Maintenance of Institution	65-66
6.3	Steps to be taken for the Preparation of Drawings/Estimate	66
6.4	Size and Construction	66-70
6.5	Norms for Dismantling of old and Unsafe Govt. Buildings	70
6.6	Monitoring of Construction of Building/Additional accommodation	70-71
6.7	School Library	71
6.7.1	Library Assistant/ Assistant Librarian(Duties)	72
6.8	Repairs	72
6.9	Hostel	72
6.9.1	Dormitories	72

6.9.2	Hostel Warden	72-73
6.9.3	Duties of Hostel Warden	73
6.9.4	Accommodation to Hostel Warden	73
6.9.5	Hostel Fee	73
6.9.6	Hostel Security(Refundable)	73-74
6.9.7	Hostel Admission Norms	74-75
6.9.8	Medical Attendance	75
6.9.9	Utilisation of Interest on Security	75
6.9.10	Hostel Committee	75
6.9.11	Norms for providing Articles/Equipments	76
6.10	Play Grounds	77
6.11	School Disaster Management Plan	77
<b>CHAPTER -7</b>	<b><u>CODE OF PROFESSIONAL ETHICS FOR SCHOOL TEACHERS</u></b>	
7	Introduction and Preamble	78
7.1	Obligations towards Students	78-79
7.2	Obligations towards Parents, Community And Society	79
7.3	Obligations towards the Profession and Colleagues	79
7.4	Observance of the Code	79-80

7.5	Ban on Knitting/ Tailoring/ Embroidery/ Use of Help Books and Ringing of Cell Phones	80
<b>CHAPTER -8</b>	<b><u>GUIDANCE AND COUNSELLING</u></b>	
8.1	Carrier Guidance and Counselling	81
8..1.1	Introduction	81
8.1.2	Constitution	81
8.1.3	Duties and Responsibilities of Career Guidance and Counselling Cell	81-82
8.2	Vocational Guidance and Counselling	82-83
8.3	Counselling Cell for Adolescent	83
8.3.1	Constitution	83
8.3.2	Duties and Responsibilities of the Cell	83
<b>CHAPTER -9</b>	<b><u>VALUE EDUCATION</u></b>	
9.1	Introduction	84
9.2	Moral Values	84-85
9.3	Role of Teacher	85
9.4	Duties and Responsibilities of the Head of the Institution	85-86
	Appendix of Values	87-88
<b>CHAPTER -10</b>	<b><u>CO-CURRICULAR ACTIVITIES</u></b>	

10	Introduction	89
10.1	National Service Scheme	89-94
10.2	National Cadet Corps. (NCC)	94-95
10.3	Bharat Scouts and Guides	95-105
10.4	House Formation	105
10.4.1	Activities can be Undertaken by each House	105
10.4.2	Co-curricular Activities	105-106
10.4.3	Formation of Various Clubs	106
10.4.3.1	Eco Club	106-107
10.4.4	Cultural Club	107-108
10.5	Youth Parliament	108-110
10.6	Total Sanitation in Schools	110
<b>CHAPTER -11</b>	<b><u>VOCATIONAL EDUCATION</u></b>	
11.	Scheme of Vocational Education	111-116
<b>CHAPTER -12</b>	<b><u>OTHER ADMINISTRATIVE GUIDELINES</u></b>	
12.1	Permission for acquiring Higher Education	117-118
12.2	Annual Day/Prize Distribution Function	118-119
12.3	Students Participation for Receptions	119



12.4	Participation of Students in Celebration of Days and Events of the State and National Importance	119
12.5	Direct Correspondence	119-120
12.6	Audio Visual Aids	120
12.7	ICT@ School Project	120-121
12.8	e- Governance	121
12.9	Teacher's Diary	121
12.10	Settlement of Audit Paras	122
12.11	Powers and Procedure for Declaring Articles of Store and Stock Unserviceable and their Disposal by Sale/ Auction/ Written off.	122-124
	<b><u>Annexure-I</u></b>	125
	<b><u>Annexure-II</u></b>	126
	<b><u>Annexure-III</u></b>	127
	<b><u>Annexure-IV</u></b>	128-132
	<b><u>Annexure-V</u></b>	133

## THE HIMACHAL PRADESH SECONDARY EDUCATION CODE

Download the complete [Secondary Education Code 2012](#)

## DIRECTORY OF CODES

Number of Educational Institutions  
District-wise number of Schools & Colleges  
Constituency-wise number of schools & Colleges

[General Codes](#)

[Codes for Offices and Educational Institutions](#)

## CONTACT US

DIRECTOR OF HIGHER EDUCATION  
HIMACHAL PRADESH - SHIMLA 171  
001

e-mail : [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)

## Quick Links

[Right to Information Act](#)

[Telephone Directory](#)

[Useful Link](#)

[Contact Us](#)

[Locate Us](#)

## About Us

The Education Department is under the charge of Education Minister who is Political Head of the Department. ....

[Read more >>](#)

Copyright © 2011 [Directorate of Higher Education](#) - Website Design & Development by [Minervainfo](#)