

Annual Calendar of Activities of the College from June 2020 to May 2021

JUNE

1. Vacations : 1st June 2020 to 20th June 2020 (20 days)
2. Cleaning and updating all labs before beginning of the academic year.
3. Implementation of admission schedule of HP University :
4. Open House/ Counselling sessions / Awareness Sessions /Orientation course : 21th June to till the closure of admission
5. IQAC meeting.
6. Staff meeting to discuss admission related issues and planning of new academic year
7. Submission of Audited Statements of grants like UGC, RUSA if not sent earlier
8. International Yoga Day : 21st June (Deptt. Of Physical Education)
9. Anti Drug Day: 26th June (Drug Club)

JULY

1. Zero Week: July 1 to July 7, 2020
2. Display of theory and practical time table in 1st Week of July
3. Commencement of classes :8th July 2020 to 14th October 2020
4. Orientation courses of NCC/NSS/ Rovers and Rangers/ Library/ Anti Ragging Awareness and Women grievance redressal.
5. Celebration of fresher's day for interaction among junior and senior students as well as Principal's address
6. Guest lectures by Departments of Science Faculty
7. Acceptance of various scholarship applications and fee - concession applications.
8. Submission of 1st quarterly report of Income Tax before 15th July.
9. PTA/ OSA Meetings
10. World Population Day : 11th July Deptt. Of Economics

AUGUST

1. Submission of proposals of various scholarships and fee concessions to the Government.
2. Guest Lectures by Departments of Commerce and Arts faculty
3. Preparation by NCC/ Music students etc. for Independence Day – 15th August.
4. Formation of student council through election according to the rules of university and submission of the name list of student – representatives to the university. Oath taking ceremony about 1 week after CSCA election
5. Staff Meeting if required
6. Last Date for receipt of examination forms : 30/6/2020.
7. SadhbhavanaDiwas : 20th August (Deptt. of Sociology)
8. National Sports Day : 29th August (Deptt. Of Physical Education)
9. Tree plantation (Afforestation) in the college : as per university notification

SEPTEMBER

1. Commencement of Mid termtests : 2nd Week
2. IQAC meeting.
3. Submission of Detailed Admission Report to the University
4. Submission of statistical information to the Government before 30th Sept.
5. College's Cultural Festival for talent hunt.


Principal
Govt. College, Una
(H.P.) Pin-174308

6. Teacher's Day : 5th September.
7. World's Literacy Day : 8th September.
8. Hindi Day : 14th September , Deptt. Of Hindi.
9. NSS day : 24th September.

OCTOBER

1. Program under Swachhta Abhiyan in the college
2. Preparation for Oct./Nov. University examinations.
3. Submission of 2nd quarterly report of Income Tax before 15th Oct.
4. Athletics Meet in college
5. International Non Violence Day : 2nd October

NOVEMBER

1. Flag Day/ Bharat Scout and Guide Foundation Day: (Rovers and Rangers unit).
2. Vacations: Diwali Break from 12th Nov 2020 to 18th November 2020 (8 days).
3. Evaluation work: 18th November 2020 to 23rd November 2020
4. Regular Teaching: 24th November 2020 to 31st November 2020 (38 days).
5. NCC day: 24th November
6. Indian Organ Donation Day : 27th November

DECEMBER

1. IQAC meeting.
2. AIDS Day Awareness Program : 1st December
3. Counselling : Awareness Program by Placement Cell
4. Awareness Program / Celebration of days by Red Ribbon Club / environment Society.
5. Human Right's Day : 10th December
6. National Consumer Day : 24th December

JANUARY


1. Winter Vacations : 1st January to 10th February 2021 (41 days)
2. Organization of N S S Camp
3. National Voter's Day : 25th January

FEBRUARY

1. Stock Verification of Departments, Library and Stores
2. Regular Teaching : 11th February 2021 to 28th February 2021 (18 days)
3. National Science Day : 28th Feb
4. World's Cancer Day : 4th Feb

MARCH

1. Regular Teaching : 1st March 2021 to 14th April 2021 (41 days)
2. Organization of Annual Prize Distribution Function.
3. Last Date for receipt of examination forms : 31.3.2021.
4. Commencement of mid term tests: 3rd Week


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5. International Women Day : 8th March Women Cell of College

APRIL

1. End Semester Examination (Practical / Theory) : 15th April 2021 to 20th May 2021 (36 days)
2. Distribution of form no. 16.
3. Completion of University Practical Examinations and uploading of awards.
4. IQAC meeting
5. Earth Day – Geography Deptt. : 22nd April

MAY

1. Evaluation of answer scripts 21st May, 2021 onwards till 31st May, 2021
2. To print and collect stationeries, prospectus, receipt books, various concession forms and other necessary things for the forthcoming academic year.
3. Preparation for University examinations
4. Anti Terrorist Day: 20th May.


Principal
Govt. College, Una
(H.P.) Ph-174303

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29-7-21

Most Urgent/ Personal Attention

No.EDN-HE(21)A(3)06/2020-V-Vol-I

Directorate of Higher Education,

Himachal Pradesh, Shimla-1

Tel:0177-2653120, Extn.234, Fax:2812882,

Email: dhe-sml-hp@gov.in

Dated Shimla-1 the 26th July, 2021



*for concerned to note
27/7/21*

- To
1. All the Principals,
Govt./Pvt. Degree/Skt./Fine Art Colleges in,
Himachal Pradesh
 2. All the Principals/ Headmasters,
Govt./Pvt. Sen. Sec./ High Schools in,
Himachal Pradesh

Subject:- Standard Operating Procedure (SOP)/ Guidelines for Reopening of Educational Institutions after COVID-19, Pandemic.

In compliance to the Government of Himachal Pradesh, Revenue Department- Disaster Management Cell, Order No.Rev(DMC)(C)20-2/2021-COVID-19-III dated 23 July, 2021, wherein relaxations and restrictions have been circulated for the opening of Educational Institutions in the State.

In this regard, you are directed to ensure the compliance of following instructions in your respective educational institutions in addition to the SOPs circulated by the GOI and GoHP from time to time:-

- In compliance to the GoHP, Order No.Rev(DMC)(C)20-2/2021-COVID-19-III dated 23 July, 2021, all the preparations to ensure to sanitize the school campus are to be made before the students start coming to the schools w.e.f. 02th August, 2021, onwards. The educational institution/ Classrooms shall be sanitized / disinfected every day. Toilets will be cleaned atleast twice a day. Outdoor classes can also be explored wherever possible.
- School level "Micro Plans" shall be prepared for each school in which all the activities /components as to compliance of COVID-19 norms as per SOP and instructions for students' safety be embodied and monitoring mechanism various components be defined.
- Regular awareness drive for the students relating to COVID-19 norms & updates may be ensured in classroom itself.
- Thermal Scanning, wearing of Masks by students and teaching/ non-teaching staff, sanitization, maintenance of proper physical distancing and other COVID-19 advisories / SOPs must be followed/ adhered strictly. The heads of the educational institution will circulate official directions/ office order in this regard to all the staff/ employees under his administrative control.
- At the entry point/ gate, provision of hand wash/ sanitizer will be made at all entry and exit points of the Educational Institutions.
- Special attention may be paid during the arrival time, recess time and departure time of the students to keep the proper segregation of students during the school time and aforementioned three specific moments. Volunteers from classes & Teachers be entrusted the duty to watch and monitor all the activity as well as also entry and exit points of the educational institution to maintain the social distancing.
- The CWSN students may be given extra care and also flexibility in school attendance.
- There will be no morning assembly/other assemblies/ co-curricular activities / sports events which involve physical touch or gathering of students in the Schools till the situation gets fully normalized.
- The recess/ lunch break may be adjusted in such a manner that students do not gathered at some common place. Class wise lunch break may be adjusted in a staggered manner at

different time and students be properly monitored, so that social distancing and hygiene is maintained in the educational institution.

For transportation facility, responsibility of safety and security of students as well as following the guidelines issued by the Central and State Governments regarding protocols to be adopted, strictly.

Those student having cold / cough/flu like symptoms shall be given day off or leave. Some spaces (one or two rooms) within the Educational Institutions can be identified to separate and nurse students /teachers / staff, falling sick in the educational institution.

The head of the educational institution will ensure that all the teaching & non-teaching staff as well as MDM workers should have taken both the Vaccine Dose's as per the time limit prescribed by the health Department.

In each District, a Covid Coordination Committee (CCC) will be constituted under the Chairmanship of Deputy Director of Education (Inspection Cadre) to control and monitoring COVID-19 situation in the schools and also to take immediate action suitably required in case of emergency. The Principal, DIET, Principal in DDHE Office or nearby Senior Secondary School and Section Officer/ Superintendent G-I of DDHE office, shall be other members of the Covid Coordination Committee.

The senior most Associate/Assistant Professor will be Nodal Officer at College level to monitoring the day to day Covid-19 Epidemic behaviour situation amongst students /staff and who will immediately report to Principal of the College for taking immediate action suitably required in case of emergency.

At school level, senior most lecturer/PGT/TGT will be Coordinator to monitor the day to day Covid-19 Epidemic behaviour situation amongst students /staff. He/she will immediately report to Principal/ Headmaster of the school for taking immediate action suitably required in case of emergency.

The copies of orders No.Rev(DMC)(C)20/2021-COVID-19-III dated 22nd June, 2021. 07th July, 2021, 23 July, 2021 and copies of SOP Guidelines for health and safety protocols for reopening of educational institutions circulated by Ministry of Health, GOI, are also enclosed for reference and adherence to these instructions in true letter & spirit.

Encls.: -62

(Dr. Amarjeet K. Sharma),
Director of Higher Education,
Himachal Pradesh

26th July, 2021

Endst. Even Dated Shimla-1
Copy for information and necessary action is forwarded to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
2. All the Deputy Directors of Higher Education in Himachal Pradesh, with the direction to ensure to compliance of the above mentioned instructions in all the Educational Institutions of their respective District in true letter & spirit.
3. The Technical Officer, IT Cell of this Directorate with the direction to upload this letter on the Departmental website.
4. Master file.

Director of Higher Education
Himachal Pradesh

Dated: Shimla- 171001

the

15th October, 2020

To

All the Principals
Govt. Degree/Skt. Colleges,
Situated in Himachal Pradesh.


Subject: -

Standard Operating Procedure (SOP)/ Guidelines for re-opening of
Institutions after COVID-19.

Sir

You are aware that Department of School Education and Literacy Ministry of Education Govt. of India has issued Standard Operating Procedure (SOP)/ Guidelines for health and safety protocols for re-opening of institutions and learning with physical /Social distancing in areas outside the Containment Zones (available on official website of MHA). Accordingly, all the teaching and non-teaching staff of educational institutions were directed through various agencies to attend the institution w.e.f. 12.10.2020 on daily basis by following the SOPs prescribed above.


You are therefore, directed to provide attendance list of all teaching and non-teaching staff on daily basis w.e. f. 12.10.2020 onward (through email/), so that the concerned authorities could be apprised accordingly.


J. D. Sharma, Director of Higher Education (C)
Himachal Pradesh.
October, 2020

Endst. No. Even Dated Shimla the

Copy for information to: -

1. The Principal Secretary (Education) to the Govt. of HP.
2. The Incharge (IT Cell), O/o DHE, HP with the direction to upload this letter on Departmental Website.
3. Guard file.


J. D. Sharma, Director of Higher Education (C)
Himachal Pradesh.

Office of the Deputy Commissioner, Una, District Una H.P.

Office Order

In order to ensure timely execution of big priority projects of the Government, constant monitoring and regular follow-up alongwith smooth coordination of several State and Central Departments/Agencies is required. Therefore, the following Project Monitoring Unit (PMU) is set up in the O/o DC Una under the chairmanship of Additional Deputy Commissioner Una for monitoring of priority Government projects and following officials will function as part of the Project Monitoring Unit (PMU).

1. Sr. Asst., C&EA Branch
2. Dealing Clerk, C&EA Branch

The PMU shall perform the following functions:

- (i) Keep up-to-date status of priority projects by obtaining regular reports from various executing agencies.
- (ii) Ensuring coordination at field level to resolve issues of inter-departmental coordination through field visits and joint meetings/inspections.
- (iii) Undertaking regular correspondence/reminders with the State Government & other agencies for expediting issues pending at higher levels including budgetary requirements for projects.
- (iv) Calling monthly meetings for review of priority projects at District level.

All Departments shall ensure submission of timely reports to the PMU for monitoring.

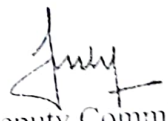
Deputy Commissioner,
Una, District Una H.P.

Dated: 10-11-2020

Endst. No. 9109-940

A copy is forwarded to the followings for information and necessary action please.

1. The Additional Deputy Commissioner, Una, District Una H.P.
2. The AC to DC, Una, District Una H.P.
3. All the Heads of the Department, Una, District Una H.P.
4. All the concerned Officials.


Deputy Commissioner,
Una, District Una H.P.