

SN	Subject	Detailed Description	Target Date	Officer	Remarks
<b>1</b>	<b>Important Ongoing Schemes</b>				
1.1	Renovation of Girls Hostel	The Government has granted administrative approval for Rs.18.83 lacs for renovation of Girl Hostel. The Principal is requested to start the work.	30/9/2003	Principal	
1.2	Works under Execution Repair of Auditorius hall and construction of boundary walls	A sum of Rs.3.73 lac have been earmakrdd for this purpose and PWD authorities be asked to start the work. The matter has been sorted out by the Chief Engineer, PWD. They would first complete the work and then submit the bill to the Treasury.	30/9/2003	Principal	
1.3	Computerisation	Centrally sponsored schemes - for providing assistance for PCs with LAN, internet facility etc. : Rs.10.00 lac Govt.of India letter 26/9/03.	31/12/2003	Principal	
<b>2</b>	<b>Hospital Articles</b>	The requirement of Rs.5.35 lac has been received in the office of DRME			
<b>3</b>	<b>Equipment &amp; Machinery</b>	Demand of Rs.7.58 lacs has been received in the office of DRME			
<b>4</b>	<b>Medicines &amp; Drugs</b>	Rs.2.05 lac. The Principal should send the demand to DRME immediately.			
<b>5</b>	<b>New Construction</b>	Construction of library Rs.8.12 lac, Rs.80,000 for toilets of Girls Hostel, Rs.1.11 lac for installation of pump-set. Kindly have these estimates administrative approved then start the work.			
<b>6</b>	<b>Repair of Buildings</b>	Rs.2.36 lac for replacement of joinery, Rs.3.00 lac for purchase of furniture, Rs.5.00 lac for repair of electric and other works. Kindly have these works administratively approved.			
<b>7</b>	<b>Staff Shortage</b>				
7.1	Shortage of staff	Shortage of 32 staff members in teachers. We had sent requisition in 1998 to PPSC but we have received hardly one recommendation. This may be due to the fact that either there were no candidates before the PPSC or may be the Government had banned direct recruitment. DRME would depute a special messenger and find out the exact position. I suggest that instead of direct recruitment we may fill up the vacancies by transfer from the employees already working in the Ayurvedic Department.	7/15/2004	DRME	
7.2	DPC Meeting for Promotion	Submit agenda for DPC Meeting by 30/7/2004	7/30/2004	DRME	
7.3	Seniority List	Circulate the tentative seniority list by 20/7/2004	7/20/2004	DRME	

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9	Outsourcing	The Principal is requested to submit complete proposal for outsourcing of services like cleaning, land scaping & internal security.		Principal	
10	Coordination with other Departments	No problem			
11	Cases pending with Govt.				
11.1	Starting of PG course	The Principal is requested for starting of PG course in Govt. College as such. SH-3 should put up the case by 20/9/2003			
12	Condemnation of material	Principal to get the condemned articles disposed of.		Principal	
13	Website	The Principals are required to prepare a brief write up about the college - history, no of teachers, students , disciplines, facilities available to the students and budget etc and other relevant information so that it could be placed on the website of the department. It should be of about 4-5 pages and contain all useful information.	5/1/2004	Principal	
14	Computer Rooms	Every College should have a proper computer room for use by the students. There should be at least one computer for every 10- students or so. It will have internet facility. Its usage could be controlled through pass wordetc. The Principals should indicate the latest status and modifications required if any.	5/1/2004	Principal	
15	Staff Cases pending with Government				
15.1	Dr.Rakesh Sharma	DRME to send comments by 15/7/2004 on the complaint against Dr.R.K.Sharma	7/15/2004	DRME	
15.2	Dr.Ashwani	DRME to reply - how the post of Professor was created, was there no level of AP between the Lecturer and Professor	7/15/2004	DRME	
15.3	Dr.Dharmpal, Dr.Kaushik	What is the result of requisition sent to PPSC for direct recruitment in 1998 ? Whether the PPSC received any application or not ?	7/15/2004	DRME	
15.4	Harinder Grover	USMER to submit the file since all documents have been received	7/15/2004	USMER	

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15.5	Parveen Rishi	Examine the roster register and report if it is direct quota post. If it is so then we will have to send requisition to PPSC	7/15/2004	DRME	
15.6	Shard Indu Sharma	Examine the roster register and report if it is direct quota post. If it is so then we will have to send requisition to PPSC	7/15/2004	DRME	