

270 (4)

**GOVT. OF N.C.T. OF DELHI
DIRECTORATE OF HIGHER EDUCATION
'B' WING, 5-SHAM NATH MARG, DELHI-54.**

No.DHE 4(15)/2006-07/806-856-909-969

Dated: 11. 6. 2007

To

All Self Financed Institutions
Affiliated to GGSIP University.

SUB:- The Additional Policy Guidelines for Starting of Second Shift in Permanent Campuses.

Sir/ Madam,

I am directed to invite your kind attention to Para 2 of this Directorate's Policy Guidelines dated 04.05.2007 regarding starting of second shift in permanent campuses.

In continuation of the aforementioned para it is further clarified that the institutions fulfilling the following conditions given hereunder would be considered for starting of second shift in permanent campuses.

1. Only those courses which do not require approval of any statutory body or where there is no objection to the statutory body, can be considered for the second shift. ✓
2. In the annual review/inspections of the Institutions by Joint Assessment/Inspection Committees, the Institutions must have obtained more than 70% marks for the past two years in succession.
3. The Institution/Society must not have been penalized for any major offence during the last three years by the University/Government. ✓
4. The second shift may be permitted only for those programmes for which there is a heavy demand from the students. Programmes which received applications that are 3 times the total number of morning seats would be deemed to be Programmes with heavy demand. ✓
5. The Institutions must have at least 80% faculty in position continuously for the last two years and atleast 90% in position for the programme in which they want to start second shift.

6. Realizing the difficulty in the availability of senior faculty, the Institution must have atleast 50% of the required senior faculty i.e. Professors and Readers for the last two years. The Institution should however meet the senior faculty norms within the next two years.
7. In any Institution only those programme/(s) can be permitted in the evening shift, which are being conducted in the morning shift. In any case, the number of students in any programme in the evening shift will not be more than that in the morning shift. ✓
8. After these conditions are satisfied, the University will issue a Letter of Intent (LoI) to the institute for starting the second shift of programme/(s) in their institution. After this letter is issued, the institute is expected to comply with the following:
 - (a) Submit to the University a proposed routine of the classes for both the shifts in that programme.
 - (b) The evening shift students might have to study six days, which might include Saturday/Sunday in full, to complete the hours of study as per the scheme of the course. There would be no relaxation on academic content for the second shift.
 - (c) The commencement of the classes in the second shift and the examinations in the second shift will be held concurrently with the morning shift students in the same programme to keep the same standard of examinations.
 - (d) The Institution may then recruit teachers for the second shift and have them in position two weeks before the commencement of actual classes.
 - (e) The Institution will have to procure more text books for the evening shift students, as maybe required by the GGSIP University.
9. If the institution is able to satisfy the University regarding the teaching staff being in position, non-teaching staff arrangements having been made and the schedule of classes being approved atleast two weeks before the allotment of students, the students may be allotted during counselling itself. Subject to the above, NOCs granted for morning shift classes would be deemed to be sufficient for evening shift classes
10. The Institution availing of 2 nd shift facilities will have to deposit in the Higher Education/technical education scholarship fund atleast 25% of the fees collected from students in the evening shift, so that needy students in a higher/technical ✓

268


2

education institution could be granted fee waivers/exemptions.] The higher/technical education scholarship funds would be set up in due course as per the provision of Section 15 of the Delhi Professional Colleges or Institutions/ (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and other measures to ensure Equity and Excellence in Professional Education) Act, 2007. The amount of contribution to the higher/technical education scholarship fund may however be suitably enhanced by the orders of the Government/decision of the Fee Committee/Fee Regulatory Committee, during the course of the year.

Diploma
Level
Technical
Education
Institutions

11. The GGSIP University will however keep the Government informed through the department concerned on the Monday of every week and one day before the close of admissions in each course the number of applications received for starting second shift in each programme (institution-wise), the number of LoIs issued, and the number of second shift applications rejected along with reasons therefore. The GGSIP University will also inform the Government, through the department concerned the number of second shift programmes started in various institutes within a week of the last date of admissions.

Yours faithfully,


(A.K.SINGH)
DY.DIRECTOR.

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No.DHE-4(15)/2006-07/ ~~867-882~~ 970-985

Dated : 11.6.07

Copy to :-

1. The Pr. Secretary to Hon'ble Chief Minister of Delhi, Govt. of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
2. Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi-54.
3. OSD to Chief Secretary of Delhi, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
4. The Vice Chancellor, GGSIP University, Kashmere Gate, Delhi-6.
5. The Secretary (Higher Education), Govt. of NCT of Delhi, 5th Level, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
6. The Pr. Secretary (H&FW), Govt. of NCT of Delhi, Department of Health & Family Welfare, 9th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
7. The Secretary (TTE), Govt. of NCT of Delhi, Department of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi.

267

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8. The Joint Secretary, MHRD, Govt. of India, Shastri Bhawan, New Delhi.
9. The Director, SCERT, Varun Marg, Defence Colony, New Delhi.
10. The Regional Director, National Council of Teacher's Education, A-46, Shanti Path, Jaipur (Rajasthan)
11. The Chairman, AICTE, I.G. Stadium, ITO, New Delhi-2
12. Hon'ble Ms. Justice Usha Mehra (Retd), Chairperson, State Fee Committee, C-1/36, Safdarjung Development Area, New Delhi.
13. The Chairman, Bar Council of India, New Delhi.
14. The Director, Medical Council of India, Aiwan-e-Galib Marg, Opp. Mata Sundari College, Near Bal Bhawan, Kotla Road, New Delhi.
15. Notice Board.
16. Guard File.


(A.K.SINGH)
DY. DIRECTOR
23831012