

To

**All the Principals /Head Masters
Of Private Sen. Sec/ High Schools Una District Una (H.P)**

Sub: - Regarding detail of Fees & fund and detail of Prescribed Books to be uploaded on the school website and to be displayed on the notice board.etc for the session 2021-2022 by the Private schools.


Memo:

As you all are aware with the fact that new session will start w. e. f April 2021, the admission process in the private institutions has already been started.


In this connection, you were directed to mention the detail of Fee and funds decided in the Parent Teachers Meeting & detail of prescribed Books on the Notice Board as well as upload on the school website. Do not sale the books, notebooks, school Uniform, Belt, Tie and other material in the school campus without permission from the competent authority and parents should not be forced to purchase books from the specific book seller. You are further directed to constitute the PTA committee well in time before the commencement of the session and decide the matter related to increase in the fee and funds, if any in the PTA meeting. Any complaint related to the hike in fee should be decided in the PTA meeting. It is pertinent to mention here that No Building Fund, Infrastructure Fund and Development Fund etc. be charged from the students as per the order of the Hon'ble High Court In addition to this you are further directed to display the following detail information on the notice board which shall be placed at the entrance of the campus and on the websites:-

1. Faculty and staff alongwith their qualification and job experience (profile).
2. Detail of infrastructures.
3. Affiliation alongwith certificate of affiliation.
4. Details of internship and placement.
5. Fees with complete breakup and details.
6. Extra curricular activities breakup and details.
7. PTA-with address and telephone numbers of its members.
8. Transport facilities with details.
9. Age of the institution and its achievements (if any).
10. Availability of the scholarship with complete detail.
11. List of alumni (s) alongwith complete addresses and telephone numbers.

Any violation of these guidelines will be viewed seriously and action as warranted under the rules will be taken against the defaulter under the rules.


**Deputy Director of Higher Education
Una District Una (H.P)**

Copy to: - The Director of Higher Education Shimla for information please.


**Deputy Director of Higher Education
Una District Una (H.P)**