

GUIDELINES/INSTRUCTIONS FOR UTILIZATION AND ACCOUNTING TREATMENT OF DEVELOPMENT FUND

1. Development fund:

The amount to be taken as Development fund per seat from students as prescribed by the Govt from time to time. This amount collected should be deposited in separate saving bank account. This bank account will be named as Development Fund Bank Account. The detailed guidelines for utilization of development fund from Saving bank account should be under the following heads:-

In the case of Polytechnics and Pharmacy:

- a) Up-gradation of Laboratories/ Workshops and Computer Labs (Main head under development fund with 65% of development fund), further divided into following sub-heads:
 1. Setting up, up-gradation and maintenance of labs, workshops classrooms and buildings including purchase of machinery equipment, computers and its related peripherals, tools & furniture, ITI Connectivity, internet Wifi etc.
 2. Out of 65 % total expenditure on the civil works should not exceed 20%
 3. Civil works includes urgent repair of infrastructure, internal modification of a classrooms, labs, workshops, repair of existing buildings roads, parking area, boundary wall, washrooms. Addition of any urgent civil works like bathroom, roads, fittings of water coolers/filters
 4. Extension of laboratory/Workshop/classrooms facilities and laying of roads of emergent nature.
 5. Fund for library should be used for the procurement of new volumes, text books, e-books reference books and latest journals for up-gradation of the library
 6. To meet expenditure on the purchase and repair of any other equipment than those covered above like CCTV cameras, mobile jammers, biometric attendance system for the class room/laboratories/workshop etc for the welfare of students.
- b) Faculty improvement programme and Educational tours. 15% of the development fund should be spent as under
 1. For engagement of guest lectures and seminars in the interest of the students. This includes TA/DA taxi charges to visiting experts as per Govt. TA/DA rates.
 2. Expenditure be incurred on the extensive training of students, visit to exhibition and Bharat Darshan.
 3. The students as well as the faculty members of the Institution may be sent to the Industries/Advanced educational Institutions as part of educational tours and training.
 4. For attending special training programmes for faculty/other office and supporting staff.
 5. For attending conferences/presentation of papers for faculty in India and abroad including the faculty employed at Directorate of Technical Education & Industrial Training
- c) Miscellenous uses. 20% of the Development fund should be spent as under:
 1. Purchase of raw materials/ daily consumables of practical classes in the laboratories and the workshops of conducting practical work etc.
 2. To meet the contingency of emergent nature. (Electricity/water charges etc.)
 3. Fees/charges for regulatory bodies like all India Council of Technical Education (AICTE), Pharmacy Council of India (PCI), National Board of accreditation (NBA), Architecture Council of India (ACI) etc.
 4. Purchase of vehicle for the welfare of students/staff

Accounting treatment of the development fund should be as under:

1. The Development fund (Main Account in Balance Sheet) with all the sub-heads (A) to (C) as mentioned above should be opened and maintained. The college will maintain a separate Cash Book of this account. The accounting treatment (Ledger) should be as under:

Opening Balance	(Sub- head wise carry forward from last year)	: _____
Add:	Received during year (Allocate it sub-head wise & then add)	: _____
Less:	Spent during year (Book the expenditure sub-head wise)	: _____
	Closing Balance (Sub-head wise carry forward to next year)	: _____

2. The development fund will be form a part of Liability of the Balance Sheet and will be carried forward to next year with its sub heads. It will not form the part of the Income & Expenditure Account in any case.
3. This fund can be use for the specified purpose mentioned in above sub heads of Development fund.
4. If the expenditure exceeds Rs. 1,00,000/- at a time of single unit, the prior approval of the Board will have to be obtained.
5. In case reappropriation of funds within the S.O.E. (Standard Object of expenditure), Board may accord the approval subject to the approval of Administrative Deptt. to Govt. of Punjab Deptt. of Technical Education & Industrial Training.
6. The quarterly reports of the expenditure incurred out of this fund should in variably be sent to the Board by the end of the month subsequent to the concerned quarter for purpose of auditing of expenditure in the prescribed Performa enclosed as Annexure -I
7. A separate Bank Account will be opened to keep these funds and to make transactions from this account only. Cash transaction is hereby allowed upto 5% of the total expenditure in a year and not exceeding Rs. 5000/- a time
8. All Institutions have to maintain these accounts as per procedure laid down above from its inception and these will be checked during the course of internal audit and inspections.

GUIDELINES/INSTRUCTIONS FOR UTILIZATION AND ACCOUNTING TREATMENT OF STUDENT ACTIVITY FUND

The amount to be taken as Student Activity fund per seat from students as prescribed by the Govt. from time to time. This amount collected should be deposited in separate saving bank account. This bank account will be named as Student Activity Fund Bank Account. The detailed guidelines for utilization of Student Activity fund from Saving bank account should be under the following heads:-

Student activities related fund (Sub-head of Student Activity fund)

<u>Polytechnics Institutes</u>	<u>Pharmacy Institutes</u>
a. Student fund @ Rs. 665/- PA	a. Student fund @ Rs. 665/- PA
b. Annual Culture fund @ Rs. 67/- PA	b. Annual Culture fund @ Rs. 67/- PA
c. Audio Visual @ Rs. 67/- PA	c. Audio Visual @ Rs. 67/- PA
d. Common Room/ Club Rs. 67/- PA	d. Common Room/ Club Rs. 67/- PA
e. Library fund @ Rs. 133/- PA	e. Library fund @ Rs. 133/- PA

f. Magazine Charges @ Rs. 33/- PA	f. Magazine Charges @ Rs. 33/- PA
g. N C C / N S S @ Rs. 33/- PA	g. N C C / N S S @ Rs. 33/- PA
h. Cycle/ Scooter charges @ Rs. 133/- PA	h. Cycle/ Scooter charges @ Rs. 133/- PA
i. Medical fund @ Rs. 67/- PA	i. Medical fund @ Rs. 67/- PA
j. Drawing Board @ Rs. 133/- PA	j. Purchase of laboratories consumables @ Rs. 133/- PA
k. General Maintenance @ Rs. 667/-PA	k. General Maintenance @ Rs. 667/-PA
l. Recreation @ Rs. 68/ PA	l. Recreation @ Rs. 68/ PA
m. Student Chapter @ Rs. 35/- PA	m. Student Chapter @ Rs. 35/- PA
n. Stationery charges @ Rs. 67/- PA	n. Stationery charges @ Rs. 67/- PA
o. Valedictory fund @ Rs. 66/- one time at the time of admission	o. Valedictory fund @ Rs. 66/- one time at the time of admission
p. Identity card @ Rs. 66/- one time at the time of the admission	p. Identity card @ Rs. 66/- one time at the time of the admission
q. Refundable Security @ Rs. 133/- one time at the time of admission	q. Refundable Security @ Rs. 133/- one time at the time of admission

Note: *For detail of the sub head wise fees, see prospectus of relevant session.*

Accounting treatment of the student activity fund should be as under:

1. The student activity fund (Main Account) should be maintained with all the sub heads (a) to (q) as mentioned above or any new head, if applicable. The college will maintain a separate Cash book of this account. Then the accounts (ledger) should be maintained as under:

Opening Balance (Sub-head wise carry forward from last year) : _____

Add: Received during year (Allocate it sub-head wise & then add) : _____

Less: Spent during year (Book the expenditure sub-head wise) : _____

Closing Balance (Sub-head wise carry forward to next year) : _____

2. The student activity fund will be form a part of Liability of the Balance Sheet and will be carried forward to next year with its sub heads. It will not form the part of the Income & Expenditure Account in any case in the prescribed Proforma enclosed at Annexure II (Polytechnic) and Annexure III (Pharmacy).
3. This fund can be used for the specified purpose mentioned in above sub heads of the Student Activity fund.
4. If the expenditure exceeds Rs. 1,00,000/- at a time of single unit, the prior approval of the Board will have to be obtained.
5. In case of re-appropriation of funds within the S.O.E. (Standard Object of expenditure), Board may accord the approval subject to the approval of Administrative Deptt. to Govt. of Punjab Deptt. of Technical Education & Industrial Training.
6. The quarterly reports of the expenditure incurred out of this fund should in variably be sent to the Board by the end of the month subsequent to the quarter concerned for purpose of auditing of expenditure.
7. This fund is to be operated through student fund committee / Student Recreation committee formulated on the line of Govt. instructions for Govt. Aided institutes. The expenditure should be as per resolution passed by the committee within the budget.

8. **Resolution register** is to be maintained by each institution. This contains budgeting and expenditure of student fund.
9. **A separate Bank Account** will be opened to keep these funds and to make transactions from this account only. Cash transaction is hereby allowed upto 5% of the total expenditure in a year and not exceeding Rs. 5000/- a time.
10. **All Institutions** have to maintain these accounts as per procedure laid down above from its inception and these will be checked during the course of internal audit and inspections.

GUIDELINES / INSTRUCTIONS FOR REFUNDABLE SECURITY REGISTER

The amounts to be taken as refundable security are prescribed per student as prescribed by the Govt. from time to time. The detailed guidelines for refundable security should be as under:-

1. **A separate refundable security account** should be maintained for each type of refundable security account i.e. college security, library security, hostel security etc. A separate security refundable register should be maintained with correspondence entry in the accounts of the college.

2. **The accounts (Ledger)** should be maintained separately as under:

Opening Balance (Security subhead wise carry forward from last year)	: _____
Add: Received during year (sub-head wise)	: _____
Less: Refunded during year (sub-head wise)	: _____
Balance	: _____

The Security refundable will be form a part of Liability of the Balance Sheet and will be carried forward to next year with its separate heads. It will not form the part of the Income & Expenditure Account in any case.

3. **It should be refunded** to students within one year after final semester / year by Account Payee Cheque issued in favour of student. College may choose effective way for the knowledge of the students to refund the security to students, but each student should get his security back in every case.
4. **All Institutions** have to maintain these accounts as per procedure lay down above from its inception and these will be checked during the course of internal audit and inspections.