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# COLLEGE PUPILS' FUND GUIDELINES - 2023

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*A Reproduced Version with Table of Contents*



JANUARY 13, 2024

**BY IQBAL KHAN, DEPUTY DIRECTOR I**  
**Regional Directorate of Higher Education (South) at Bannu**

## Table of Contents

<b>PREFACE</b> .....	a
<b>LETTER FROM HED ABOUT IMPLEMENTATION OF THE GUIDELINES</b> .....	b
<b>CHAPTER-I</b> .....	1
<b>1 Short Title, Application, and Commencement</b> .....	1
<b>2 Definitions</b> .....	1
<b>CHAPTER-II</b> .....	4
<b>3 Management of College Pupils' Fund</b> .....	4
<b>4 In case of any ambiguity in interpretation/implementation of these guidelines</b> .....	6
<b>5 On the recommendation of the Director Higher Education</b> .....	6
<b>6 These Guidelines shall be reviewed from time to time</b> .....	6
<b>CHAPTER-III</b> .....	7
<b>7 Sources of College Pupils 'Fund</b> .....	7
<b>8 Rates of College Pupils' Fund</b> .....	7
<b>CHAPTER-IV</b> .....	10
<b>9 Expenditure Out Of College Pupils' Fund</b> .....	10
9.1 Refund of Security .....	10
9.2 Full fee remission including Government dues and board registration fee.....	10
9.3 Fee remission/concession to deserving students (subject to availability of funds) .....	10
9.4 Award of prizes to the students on the best performance in co-curricular activities.....	11
9.5 Cash prizes to position holder students of Intermediate/BS program.....	11
9.6 Encouragement Award to the students and teachers on publication of research.....	11
9.7 Industrial and Educational Tours.....	12
9.8 Purchase of books and other publications.....	12
9.9 Printing of College Magazine.....	12
9.10 Research Productivity Award.....	13
9.11 Purchase of Class Consumables.....	13
9.12 Purchase of laboratory equipment and expenditure on research projects.....	14
9.13 Expenditure on Home/BS Examination.....	14
9.14 Affiliation/ Registration and Annual renewal fee of BISE/University. ....	14
9.15 Expenditure on Sports (subject to availability of funds).....	14
9.16 Purchase of Sports Items.....	15
9.17 Maintenance, Repair, and preparation of Sports Grounds.....	16
9.18 Expenditure on Co-Curricular activities.....	16
9.19 Purchase of Newspapers.....	16
9.20 Purchase, Repair, and Maintenance of Computer and Allied Accessories.....	16
9.21 Purchase, Repair, and Maintenance of Plant and Machinery .....	17
9.22 Purchase, Repair, and Maintenance of Furniture & Fixture .....	17

9.23	Plantation and Beautification.....	17
9.24	Maintenance and Repair of Building (Petty/Minor Civil work).....	17
9.25	Maintenance and Repair of Water/Gas Supply and Electrification.....	17
9.26	Maintenance & Repair, Registration, Token tax of Vehicles.....	18
9.27	Printing and Publications.....	18
9.28	Purchase of Stationary.....	18
9.29	Honorarium to the officers/officials for maintenance of Pupils' Fund.....	18
9.30	Remuneration to hired visiting Teaching Staff, Law Officer.....	19
9.31	New Utility Connections (electricity, water, gas, telephone).....	20
9.32	Expenditure on Refreshment.....	20
9.33	Purchase, Repair, And Maintenance of Security Measures, Installations/Items.....	20
9.34	Pay Loans to the Minority Employees.....	21
9.35	Purchases of other/miscellaneous items.....	21
9.36	Utility Bills Payments as Loan.....	21
9.37	Hostel Fund.....	21
9.38	Best teacher award.....	22
9.39	Purchase of Medicines/durable/consumable items used in College Dispensary.....	22
9.40	Refreshment to the members of the admission committee.....	22
9.41	Expenditure on research seminars.....	22
9.42	Purchase of Different Items Used in the College Mosque.....	22
9.43	Repair/Purchase of Transformer (subject to the availability of fund).....	23

## PREFACE

This document presents the **College Pupils' Fund Guidelines - 2023** in a convenient way where one can easily search for a particular item unlike the scanned PDF version of these guidelines. The main reason behind this attempt is to facilitate Principals and DDOs of the colleges, officers in the Directorates of Higher Education, Khyber Pakhtunkhwa and others who are concerned with the management and utilization of Pupils' Fund while taking guidance from these guidelines. One of the attractive features of this document is the table of contents which lets one quickly jump to an item of choice by clicking it (this feature may not work in the app Drive PDF Viewer but works in most other apps).

While drafting this document extreme care has been taken to reproduce the terminologies, headings, points and text the same way as in the original document shared by the Department. It has been proofread to ensure that it is free of errors. Even then if any anomalies and typos are found, they may be communicated for rectification.

Any suggestions for improving the document will be highly appreciated.



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# LETTER FROM HED ABOUT IMPLEMENTATION OF THE GUIDELINES



## GOVERNMENT OF KHYBER PAKHTUNKHWA HIGHER EDUCATION DEPARTMENT

NO. SO (B&A)/HE/4-1/Pupil Fund/2022-23  
Dated Peshawar the, 21-11-2023

To

The Director Higher Education,  
Khyber Pakhtunkhwa,  
Peshawar.

Subject: **COLLEGE PUPILS' FUND GUIDELINES-2023**

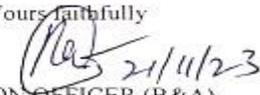
Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith Revised College Pupils' Fund Guidelines-2023 duly approved by the competent authority.

2. In this regard every page of the Revised College Pupils' Fund Guidelines-2023 has been signed by the undersigned which may be circulated to all Regional Directorates as well as all JMCs and Colleges for implementation in letter & spirit with effect from 15-11-2023.

3. I am further directed to inform that all the previous guidelines regarding pupils' fund are revoked, please.

Yours faithfully

  
SECTION OFFICER (B&A)

### **Endst No & Date Even**

Copy alongwith copy of Revised College Pupils' Fund Guidelines-2023 is forwarded for information to the:

1. The Director HEMIS, Higher Education Department with the remarks to place the Revised Pupils' Fund Guidelines-2023 on the Website of Higher Education Department.
2. The Section Officer (General) Higher Education Department
3. The Section Officer (C-I) Higher Education Department
4. The Section Officer (C-II) Higher Education Department
5. The Section Officer (C-III) Higher Education Department
6. The Section Officer (C-IV) Higher Education Department
7. The Internal Audit Officer, Internal Audit Cell, Higher Education Department.
8. P.A to Deputy Secretary (Admin) Higher Education Department.
9. P.A to Deputy Secretary (Colleges) Higher Education Department.
10. Master file

  
SECTION OFFICER (B&A)

## **CHAPTER-I**

### **PRELIMINARY**

#### **1 Short Title, Application, and Commencement**

- 1.1 **These Guidelines shall be called "College Pupils' Fund Guidelines-2023".**
- 1.2 **These Guidelines shall apply to all colleges that come under the purview of Directorate of Higher Education, Khyber Pakhtunkhwa.**
- 1.3 **These Guidelines shall come into force with effect from: 15-11-2023.**

#### **2 Definitions**

In these guidelines, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- 2.1 **"Account" means the designated account so opened in the bank for deposit of College Pupils' Fund.**
- 2.2 **"Audit" means audit of College Pupils' Fund under the financial rules in vogue.**
- 2.3 **"AD Program" means 2 years Associate Degree Program.**
- 2.4 **"Bank" means any scheduled bank so declared by the State Bank of Pakistan.**
- 2.5 **"BS Program" means Bachelor of Studies (4-year degree program).**
- 2.6 **"Cluster of Colleges/Joint Management Council" means a group of Government colleges notified by the Department.**
- 2.7 **"College Administration" means the Principal/Vice-Principal, DDO, Chief Proctor, College Council & ministerial staff of the college.**
- 2.8 **"College Council" means College Council of the concerned college.**
- 2.9 **"College" means Government Postgraduate/Degree College (M&F) in the province under the purview of Directorate of Higher Education, Khyber Pakhtunkhwa.**
- 2.10 **"Competent Authority" means Secretary, Higher Education/Director, Higher Education/Principal as the case may be.**
- 2.11 **"Coordinator" means the Chairman of the Joint Management Council of cluster colleges notified by the Department.**

- 2.12 **"DDO"** means Drawing & Disbursing Officer of the college so nominated by the competent authority.
- 2.13 **"Department"** means Higher Education, Archives & Libraries Department, Government of Khyber Pakhtunkhwa.
- 2.14 **"Director"** means Director Higher Education, Khyber Pakhtunkhwa.
- 2.15 **"Directorate"** means Directorate of Higher Education, Khyber Pakhtunkhwa.
- 2.16 **"Expenditure"** means expenditure out of College Pupils' Fund.
- 2.17 **"Faculty"** means the discipline to which a student is enrolled in the college at the intermediate level.
- 2.18 **"General Fund"** means the amount collected (other than admission, tuition, registration & examination fee) from a student at the time of admission at the rate prescribed under these guidelines.
- 2.19 **"Government"** means Government of Khyber Pakhtunkhwa.
- 2.20 **"HOD"** means Head of Department at college.
- 2.21 **"Remuneration"** means payment made to the visiting teaching staff and non-teaching staff out of college pupils' fund at prescribed rate.
- 2.22 **"Joint Management Council"** means a council of Principals of cluster Colleges (cluster of district(s)) notified by the Department.
- 2.23 **"Loan"** means loan granted out of Pupils' Fund of one college to another by the competent authority on a refundable/nonrefundable basis.
- 2.24 **"Principal"** means a regular/in-charge Principal appointed/nominated by the Department/Directorate.
- 2.25 **"Procurement"** means expenditure on Purchase of Goods, Works, and Services out of College Pupils' Fund.
- 2.26 **"Province"** means Province of Khyber Pakhtunkhwa.
- 2.27 **"Pupils' Fund"** means College Pupils' Fund collected through receipts of the college from sales of prospectus/online admission fee, ID cards, collection of general fund, sales of old newspaper, fines and forfeitures of students' securities, computer charges and BS fund etc. and profit on deposits and investment (TDR).
- 2.28 **"RFC"** means Riba Free Certificate issued by Islamic Banks.
- 2.29 **"Secretary"** means Secretary to the Government for Higher Education Archives & Libraries Department.

- 2.30 **"Security" means the refundable amount collected from a student at the time of admission at the rate prescribed under these guidelines.**
- 2.31 **"Semester" means the prescribed duration of study in a BS.**
- 2.32 **"Session" means the prescribed duration of study in a faculty.**
- 2.33 **"Student" means a regular student (Male/Female) on the role of the college for the prescribed duration of academic session/semester.**
- 2.34 **"TDR" means Term Deposit Receipt issued by Conventional/Scheduled Banks.**
- 2.35 **"Transfer of money" means transfer of the amount out of Pupils' Fund of one college to another college for fulfillment of its immediate requirement.**

Words and expression used but not defined in these rules shall have the same meanings as are assigned to them in GFR, FR, SR or any other statutory order or rules framed/issued by the Government for the time being in force.

## CHAPTER-II

### MANAGEMENT OF COLLEGE PUPILS' FUND

#### 3 Management of College Pupils' Fund

- 3.1 **In terms of Para-6 of GFR (volume-1) and in light of para-52 of the Education Code, 1935, the Principal of the college shall receive the pupils' fund at prescribed rate and be responsible for the management of College Pupils' Fund.**
- 3.2 **The college Pupils' Fund shall be managed and maintained in the following manner:**
- 3.2.1 The Director, HEMIS will manage the receipt of the online application fee of each college at the specified rate. Subsequently, he will distribute the collected amount to each college based on the number of applications they have received. The payment will be made to respective College Pupils' Fund Account online or through cross cheque right after completion of admission process.
  - 3.2.2 The Pupils' Fund shall be collected under proper receipt duly signed by the concerned official of the college or the bank.
  - 3.2.3 The so nominated accountant shall maintain a proper record of all receipts and expenditures.
  - 3.2.4 The Principal shall enter the receipt book in the stock register properly.
  - 3.2.5 The Principal shall enter a serial number of every receipt book in the relevant stock register at the time of issuance to the concerned official and will take his/her signature in the register as a token of receipt.
  - 3.2.6 The amount of Pupils' Fund shall be properly classified & codified on the prescribed receipt.
  - 3.2.7 Pupils' Fund shall be deposited in a separate bank account of the college so opened with the permission of the competent authority.
  - 3.2.8 Board/University Examination fee, Scholarships, Payments from recurrent/regular budget shall not be deposited in Account designated for Pupils' Fund.
  - 3.2.9 The entire collection of Pupils' Fund shall be deposited in the bank account of the college on the same day or the very next working day.

- 3.2.10 The Principal shall be responsible for the timely deposit of the collected amount in the bank account designated for College Pupils' Fund.
- 3.2.11 The Principal shall utilize the Pupils' Fund by the Ceiling as prescribed/delegated in these guidelines in a financial year.
- 3.2.12 Record of Pupils' Fund (i.e. Cash Book, Classified Funds Register, Receipt Books, Sanctions, Vouchers, History Sheets and Stock Registers, etc.) shall be maintained by the DDO and Accountant in proper order and duly signed by the principal.
- 3.2.13 The Pupils' Fund shall be utilized judiciously under these guidelines and with due financial propriety.
- 3.2.14 Expenditure out of Pupils' Fund shall be made in case of non-availability of fund in the regular budget if any under relevant heads of account.
- 3.2.15 Utilization of Regular & Pupils' Fund shall be carried out and managed separately. Only loans taken for utility Bills and payment of salaries to the Minority Staff of the college shall be recouped immediately on the availability of a regular budget.
- 3.2.16 In case of over and above expenditure of the prescribed ceiling/limit, sanction of the Competent Authority shall have to be obtained up to 100% of the prescribed limit. However, full powers shall be vested into Secretary Higher Education Department.
- 3.2.17 The expenditure out of Pupils' Fund shall be subject to KPPRA Rules for procurement of goods, works & services as well as the deduction of all kinds of taxes notified by the Government required under the law/rules in vogue.
- 3.2.18 Pupils Fund shall be kept in the designated saving accounts of the college in the Scheduled banks preferably in BANK OF KHYBER as per Finance Department's notification.
- 3.2.19 Seventy Percent (70%) of the surplus funds beyond the anticipated annual expenses shall be allocated for investment in high-profit TDR/RFC options (preferably for one year) offered by commercial banks or the National Savings Center. The Finance Department, KP guidelines will be followed for this process. The college principal will establish an investment committee, which include the DDO and a relevant subject professor (Economics/Finance/Accounts), responsible for evaluating the investment process. The committee will gather sealed profit rates proposals from banks/financial institutions and recommend secure investment options. The final approval from the Director of Higher Education, Peshawar will be

granted, ensuring adherence to all required financial regulations and KP Finance Department's instructions.

- 3.2.20 Universities/Boards and Government dues collected from the students shall be remitted to the concerned quarters within due dates. All such dues should be immediately deposited in the account under their relevant heads and should not be retained as cash in hand.
  - 3.2.21 The Director Higher Education may sanction transfer of a reasonable amount of Pupils' Fund from one college to another college on a refundable or nonrefundable basis in case of dire need.
  - 3.2.22 The bursar shall be responsible for counter check of income-expenditure statements made by the accountant on monthly basis.
  - 3.2.23 The expenditure shall be made from relevant heads i.e. General Fund, BS Fund, and Computer Charges etc. However, in case of non-availability of amount in General Fund, then BS Fund and computer charges fund can be utilized subject to fulfillment of all codal formalities and not affecting the requirements in these heads.
  - 3.2.24 The principal shall regularly submit monthly funds statement of College Pupils' Fund of each month to Director Higher Education.
  - 3.2.25 Annual audit of College Pupils' Fund shall be carried out by the Directorate of Higher Education on regular basis in light of GFR.
- 4 In case of any ambiguity in interpretation/implementation of these guidelines, the matter shall be submitted to the Secretary, Higher Education Department for final decision.
  - 5 On the recommendation of the Director Higher Education, the Secretary Higher Education Department can amend these Guidelines as and when required.
  - 6 These Guidelines shall be reviewed from time to time.

## CHAPTER-III

### INCOME

#### 7 Sources of College Pupils' Fund:

- 7.1 General Fund collected from students.
- 7.2 BS Pupils' Fund, Project/Thesis charges & Internal Evaluation Charges.
- 7.3 Computer Charges & Sports Fund.
- 7.4 All kinds of fines collected from students.
- 7.5 Security forfeited from students.
- 7.6 Income received from the sales of prospectus or online admission application fee.
- 7.7 Profit on deposits and investments (TDR).
- 7.8 Auction of old newspapers purchased from college Pupils' Fund.

#### 8 Rates of College Pupils' Fund:

The following fee shall be collected from the student at the time of admission in a given programme at the rate given against each head of the account.

##### 8.1 F.A/F.Sc./Computer Science/General Science:

S#	Fee Detail	Faculty		
		Computer Science	Pre-Medical Pre-Engineering	Humanities/General Science
1	General Pupils' Fund	1000/-	1000/-	800/-
2	Computer Charges	1000/-	---	---
3	Sports Fund	500/-	500/-	500/-
4	General Security (Refundable)	1000/-	1000/-	1000/-
5	Computer Security (Refundable)	1000/-	---	---
6	Sports Security (Refundable)	500/-	500/-	500/-
7	College Card	100/-	100/-	100/-

## 8.2 BS Program (4-Years Degree) (Humanities/Social Science and Science Groups)

S#	Fee Detail	Discipline			
		1 <sup>st</sup> to 4 <sup>th</sup> Semester		5 <sup>th</sup> to 8 <sup>th</sup> Semester	
		Humanities/ Social Sci: Group	Science Group	Humanities/ Social Sci: Group	Science Group
1	General Pupils' Fund	600/-	800/-	800/-	1000/-
2	BS Pupils' Fund	800/-	800/-	800/-	800/-
3	Computer Charges	500/-	500/-	500/-	500/-
4	Sports Fund	250/-	250/-	250/-	250/-
5	Internal Evaluation Service Charges	500/-	500/-	500/-	500/-
6	General Security (Refundable)	1000/-	1000/-	---	---
7	Computer Sc. Security (Refundable)	1000/-	1000/-	---	---
8	Sports Security (Refundable)	500/-	500/-	---	---
9	Final Year Project/Thesis Charges	---	---	500/-	500/-
10	College Card	100/-	100/-	100/-	100/-

## 8.3 Associate Degree Program (Humanities/Science Group):

S#	Fee Detail	Associate Degree in Arts	Associate Degree in Science
1	General Pupils' Fund	800/-	1000/-
2	Computer Charges	500/-	500/-
3	Sports Fund	250/-	250/-
4	Internal Evaluation Service Charges	500/-	500/-
5	General Security (Refundable)	1000/-	1000/-
6	Computer Sc. Security (Refundable)	1000/-	1000/-
7	Sports Security (Refundable)	500/-	500/-
8	College Card	100/-	100/-

### Note:

- An increase of **Rs. 100/-** shall be made in "General Fund" & "Hostel Fund" components of Pupils Fund each year. Rates of other components of College Pupils' Fund shall remain intact.
- Final Year Project/Thesis Charges will be collected from all students in semesters **5-8** and will be refunded to those who do not opt for Project/Research thesis (further elaborated under **9.30**).
- Computer Charges of **Rs. 500** is specific to Semester in which Computer Science is opted as a subject.
- General Security (Refundable) of **Rs. 1000** is payable at the time of admission only.
- Computer Security (Refundable) of **Rs. 1000** is payable in the 1st year/1st semester only and shall be deposited by all such students who are either required to or use a computer.
- Sports Fund shall be collected from students admitted on sports quota only.

- g. Sports Security (Refundable) shall be collected at the time of admission from students admitted on sports quota.
- h. The above fee structure does not include Government dues (tuition and admission fee) and Board/University dues (registration and examination etc.) which are payable as per approved rate.

**8.4 Rates of fines:**

<b>Description</b>	<b>Rate</b>	<b>Authority to Impose</b>	<b>Authority to Remit</b>
Absentee	10/ per class	Class Teacher	Principal
Violation of Uniform	Up to 50/- per day	Staff Proctor/Teacher	Principal/ Chief Proctor
Misbehavior	100/- to 500/-	Teacher/Chief Proctor/Principal	Principal
Special Fine	Up to 3000/-	Principal on the recommendation of Teacher/HOD/Chief Proctor/Staff Proctor	Principal

**Note: Proper record of all fines shall be maintained.**

## CHAPTER-IV

### EXPENDITURE

#### 9 Expenditure Out Of College Pupils' Fund:

Pupils' Fund collected during a particular financial year shall be spent for the following purposes:

##### 9.1 Refund of Security:

**Authority: Principal**

**Ceiling: Full powers**

Security collected at the time of admission (i.e. general/computer science/hostel security etc.) shall be refunded to students within sixty (60) days of the termination of examination or when a student departs subject to recovery of dues/clearance from the concerned quarter. However in hardship cases, the period of sixty days shall be extended to ninety (90) days from date of termination of his/her last examination. After expiry of the prescribed period the security shall be forfeited and be transferred to the College General Fund under the prescribed manner.

##### 9.2 Full fee remission including Government dues and board registration fee to outstanding students having 85 percent or plus marks at matric level (subject to availability of fund):

**Authority: Principal**

**Ceiling: Actual expenditure**

In order to attract the outstanding candidates for admission in Class: XI, full fee remission will be awarded to top five (05) students in each faculty at intermediate, Govt. dues/Board registration fee will be reimbursed by the college.

##### 9.3 Fee remission/concession to deserving students (subject to availability of funds)

**Authority: Principal**

**Ceiling: Full power**

Remission of General Fund only shall be allowed by the principal on need-cum-merit basis to 5% of the total admitted students in each Faculty/Discipline on the recommendation of committee comprising the following members:

- DDO
- Senior Faculty member
- BS Coordinator/Intermediate In charge
- Chief Proctor

9.4 **Award of prizes to the students on the best performance in co-curricular activities (subject to availability of fund):**

**Authority: Principal**

**Ceiling: Actual expenditure**

The principal shall have the power to award Trophies/Shields/ Certificates and Cash Prizes to students on their performance **(top three secured positions only)** in co-curricular activities like sports, debates, and other competitions at District/Provincial/National/Directorate/ Board/ University Level. The amount shall be fixed by the Principal from Rs. 1000 to 5000 per student subject to availability of funds.

9.5 **Cash prizes to position holder students of Intermediate/BS program (subject to availability of funds):**

**Authority: Principal on the recommendation of the Head of Department and Controller of Examination**

**Ceiling: Actual expenditure**

- a) Cash prize be awarded to outstanding students securing at least 80 percent or plus marks in the final examination from 1<sup>st</sup> to 7<sup>th</sup> semester of BS/AD discipline and at Intermediate Part: I &II as per the following rates:
  - i. Rs. 2000 (1<sup>st</sup> Prize)
  - ii. Rs.1500 (2<sup>nd</sup> Prize)
  - iii. Rs.1000 (3<sup>rd</sup> Prize)
  
- b) Cash prizes to position holders of college at Board/University level shall be awarded as per following rates:
  - i. Rs. 20,000 (1<sup>st</sup> Prize)
  - ii. Rs.15,000 (2<sup>nd</sup> Prize)
  - iii. Rs.10,000 (3<sup>rd</sup> Prize)

9.6 **Encouragement Award to the students and teachers on publication of research papers:**

**Authority: Principal**

**Ceiling: Actual expenditure**

- a) Rs. 10,000 for the student/group of students and Rs. 10,000 for the supervisor on the publication of research papers in HEC recognized journals **(W, X, Y Category only)** from BS Research thesis (maximum 01 paper and Claim up to 02 years of BS program completion). The research article must have the name of the college.
- b) Rs. 10,000 for a faculty member, if he/she published his/her research paper with the college affiliation in HEC recognized journal **(W, X category for Science and W, X, Y Category for Social Science/Humanities and maximum 01 paper per year).**

#### 9.7 Industrial and Educational Tours:

**Authority: Principal**

**Ceiling: Actual expenditure**

Expenditure shall be incurred on transportation and refreshment charges of study tour of students studying at 5<sup>th</sup> to 8<sup>th</sup> semesters of all disciplines and on the students of any semester studying Industrial Chemistry or Industrial Engineering or business studies.

#### 9.8 Purchase of books and other publications.

**Authority: Principal on the recommendation of HOD**

**Ceiling: Rs. 150,000**

Expenditure shall be incurred on the purchase of library books national/International periodicals, magazines, Board/University examination gazette, research, and scientific journals.

#### 9.9 Printing of College Magazine:

**Authority: Principal/Director, Higher Education**

**Ceiling: Actual Expenditure**

- a) The JMC College will publish college magazine having writing materials and pictorial representation of its cluster colleges for each academic session. Hard copies of such magazine will be distributed among passed out outstanding students only (**securing 80% or plus marks**) and the rest copies will be placed at the College Library for general reading. The College administration is advised to share the PDF (soft copy) of the same with all students. The college magazine will consist of maximum **120 to 180** leaves for writing materials and **30-50** leaves for pictorial presentation subject to fulfilling of all other codal formalities required as per magazine evaluation criteria set/notified by Directorate of Higher Education.

**Note:** 50 copies for JMC College's library and 20 copies for each cluster college's library will be printed out apart from copies for outstanding students. Magazine will ensure publication of best article of novelty and originality. The editorial board of college magazine will be constituted in consultation and having representation of colleges at JMC level. The JMC College and top two (02) other colleges having stable private fund position on rotational basis will bear the expenditure of such publication.

- b) Directorate of Higher Education will hold the Prize Distribution Ceremony to award cash prizes and certificates to the best JMC College Magazine winners, best article writers from both faculty and students and the evaluation committee members as per the following rates:

- I. **Best JMC College Magazine Awards to be distributed among Editorial Board and JMC Principal of winner colleges as per Directorate criteria:**
  - i. Rs. 200,000 (1<sup>st</sup> Prize)
  - ii. Rs. 150,000 (2<sup>nd</sup> Prize)
  - iii. Rs. 120,000 (3<sup>rd</sup> Prize)
- II. **Best Article Writer Award for faculty and students in each language:**
  - i. Rs. 20,000 (1<sup>st</sup> prize)
  - ii. Rs. 15,000 (2<sup>nd</sup> prize)
  - iii. Rs. 10,000 (3<sup>rd</sup> Prize)
- III. **Honoraria to Evaluation Committee:**
  - i. Chairman of the committee @ Rs. 35,000.
  - ii. For Language: English & Urdu @ Rs. 30,000 per member (Maximum 03 members)
  - iii. Other Languages @ Rs. 10,000 per member (Maximum 02 per members)

#### 9.10 Research Productivity Award:

**Authority: Director, Higher Education**

Directorate of Higher Education will hold Annual Research Productivity Award ceremony to award cash prizes and certificates to best research article writers from both faculty and students for each Faculty of sciences across the province including the members of Research Article Evaluation committee as per the following rates:

**a) Best Research Article Writer Award for faculty and students in each discipline:**

- i. Rs. 20,000 (1<sup>st</sup> prize)
- ii. Rs. 15,000 (2<sup>nd</sup> prize)
- iii. Rs. 10,000 (3<sup>rd</sup> Prize)

**b) Honoraria to Research Articles Evaluation Committee:**

Rs. 30,000 per member (Maximum 03 member in each discipline)

**Note:** Those students and faculty who have already received encouragement award under clause: 9.8 will be awarded the difference amount and certificate.

#### 9.11 Purchase of Class Consumables

**Authority: Principal on the recommendation of HOD**

**Ceiling: Rs. 150,000**

It includes the purchase of white/blackboards, chalk/marker, refill ink, duster, and charts, used in the classroom during lectures.

**9.12 Purchase of laboratory equipment and expenditure on research projects:**

***Authority: Principal on the recommendation of HOD***

***Ceiling: Rs. 200,000***

It includes chemicals, glassware, and other equipment used in the laboratory for practical at intermediate or BS during the research projects of the students.

**9.13 Expenditure on Home/BS Examination:**

***Authority: Principal on the recommendation of Controller of Examination***

***Ceiling: Full powers***

It includes the purchase of complete stationery, the printing of answer books, continuation sheets, and other necessary items used in Monthly tests, Pre-Board Examination of Intermediate or Mid-term Examination of BS/AD.

**9.14 Affiliation/ Registration and Annual renewal fee of BISE/University.**

***Authority: Principal***

***Ceiling: Actual expenditure***

It includes registration/Affiliation/renewal fee of the Intermediate/AD/BS and any such fee demanded by the Board or University as per rule.

**9.15 Expenditure on Sports (subject to availability of funds)**

***Authority: Principal/Director, Higher Education***

***Ceiling: Actual expenditure***

**a) Sports Contribution to Directorate of Higher Education:**

***Authority: Director, Higher Education on the recommendation of Deputy Director Sports***

***Ceiling: Actual expenditure***

Five percent (05%) of General Fund collected from students of intermediate and BS (Fall semester(s) only) during the Financial Year shall be paid to the Director, Higher education Peshawar for managing sports activities departmental tournaments, sports meetings, prizes to best players and best teachers of sports, sports officers and officials, purchase of equipment to financially unstable/newly established colleges. The same will also be utilized for national level tours of the student players/ sports teachers and zonal level competitions' ceremonies as well as provincial level ceremony. Directorate of Higher Education will publish an annual report of such competitions and ceremonies at the end. A separate account shall be opened for such fund at Directorate level.

**b) Expenditure on Sports at college:**

**Authority: Principal on the recommendation of HOD (HPE):**

**Ceiling: Actual expenditure**

- i. It includes transportation charges, fuel for vehicles, toll taxes, hiring of coaches, expenditure on opening and closing ceremony during match/game, purchase of trophies, shields, medals, certificates, sound system, match fee, ground fee, referee fee and any other unforeseen expenditure during matches.
- ii. Honorarium/Daily Allowance/Refreshment to Players/ Class-TV/ Drivers:

Description	Rates	Remarks
Honorarium/DA to players/class-IV/ Drivers per day	400/-	Inter Colleges within the zone
	500/-	Inter-Zonal competitions without a night stay
	800/-	Inter-Zonal competitions with a night stay
	800/-	Players of districts/areas: Chitral (U/L), Kohistan (U/L), Shangla and Kurram if play games within the zone with night stay.
Honorarium to in charge per day during competitions	1000/-	Where TA/DA is not allowed as per rules

**Note:** Maximum 06 friendly games (half DA as refreshment)/06 days per game/tournament

**c) TA/DA to the officers/officials:**

- i. TA/D to the officers/officials deputed for the activities/meetings of sports/co-curricular purposes shall not be paid out of college Pupils' Fund and to be claimed from the regular budget as per Government Rules.
- ii. TA/DA to the officers/officials invited by Educational Boards/Universities/Sports Department or any other agency shall be paid by the inviting agency.

**9.16 Purchase of Sports Items:**

**Authority: Principal on the Recommendation of HOD (HPE)**

**Ceiling: Rs. 150,000**

It includes the purchase of sports gear/items such as cricket bat, balls, players' kits etc. and any other relevant item.

#### 9.17 Maintenance, Repair, and preparation of Sports Grounds

**Authority: Principal**

**Ceiling: Rs. 100,000 (Per Annum)**

It includes maintenance and repair of cricket pitch and preparation of the ground for any other game.

#### 9.18 Expenditure on Co-Curricular activities

**Authority: Principal**

**Ceiling: Rs. 300,000**

It includes expenditure incurred on debates, conferences, convocations, seminars, workshops, science fairs, exhibitions, opening-closing ceremonies, Social work, Clean and Green campaigns, National celebrations, Kashmir day, Character Building Societies, guest speakers, motivational speakers, sports gala, all types of religious festivals, Hamd-o Naat/ Qirat/ Milli Naghma competitions, Eid Milad un Nabi, Seerat un Nabi Conference, Mushaira, etc.

#### 9.19 Purchase of Newspapers:

**Authority: Principal**

**Ceiling: Actual expenditure**

Two (02) newspapers shall be purchased for the principal's office and staff room each. In addition, 1 newspaper shall be purchased for every 300 students up to a maximum of 06 Newspapers. In summer and winter vacations newspapers for students shall be discontinued. The librarian shall be held responsible for the purchase and record of newspapers, books and other publications.

#### 9.20 Purchase, Repair, and Maintenance of Computer and Allied Accessories:

**Authority: Principal on the recommendation of In Charge (Computer Science)**

**Ceiling: Rs. 350,000**

It includes Purchase, repair, and maintenance of computers and allied accessories like printers, computers stationery, flash drives, Hard disc (internal and external), Monitors, Keyboards, Mouse, software, printer's ribbon, cartridges, router, networking equipment, toners, etc. and installation charges, etc. and payment of internet/DSL/EVO wireless/V-phone and their monthly bills/cards used in the computer lab out of computer charges head only.

**9.21 Purchase, Repair, and Maintenance of Plant and Machinery:**

***Authority: Principal***

***Ceiling: Rs. 300,000***

It includes purchase, repair and maintenance of bulbs, fans, UPS, fridge, security cameras, batteries for UPS, water pumps, grass cutter, stabilizers, electric water cooler, generators, photocopier, fax machines, telephone sets, power tools and other kinds of electric and gas appliances needed to facilitate staff and students.

**9.22 Purchase, Repair, and Maintenance of Furniture & Fixture:**

***Authority: Principal***

***Ceiling: Rs: 200,000***

It includes purchase, repair and maintenance of furniture & fixture used in classrooms, offices, libraries, labs, mosque, or any other place. Purchase of tablet chairs only is allowed.

**9.23 Plantation and Beautification:**

***Authority: Principal***

***Ceiling: Rs. 200,000***

It includes purchase of plants, grass, flowers, pots, and manure for flowers bed, fertilizers, leveling and dressing of lawns/grounds, installation of student benches, insecticides, paints, transportation charges, brushes etc. for plantation and beautification of the college.

**9.24 Maintenance and Repair of Building (Petty/Minor Civil work)**

***Authority: Principal on the recommendation of P&D Committee Chairman***

***Ceiling: Rs. 350,000 (Per Annum)***

It includes civil work needed in the college on an emergency basis like ramps for special persons, railing, additional washrooms, parking shades, walking tracks, security barriers, renovation, partitioning and merging of classrooms etc., maintenance and repair like white-washing, repair of washroom, windows, doors etc.

**9.25 Maintenance and Repair of Water/Gas Supply and Electrification:**

***Authority: Principal***

***Ceiling: Rs. 100,000***

It includes repair and replacement of water supply, gas supply and its accessories and electrification related works.

#### 9.26 Maintenance & Repair, Registration, Token tax of Vehicles:

**Authority: Director**

**Ceiling: Actual expenditure (subject to availability of fund)**

It includes maintenance and repair of vehicles like repair of engine, brakes, changing of Mobil oil, brake oil, gear oil, replacement of tyres and tubes, puncture, registration fee, token tax. Such expenditure will be subject to prior approval from Directorate of Higher Education on loan basis out of college Pupils' Fund and to the condition that the same will be claimed in regular budget and be recouped to Pupils' Fund as and when the budget allocated/released. Report of Motor Vehicle Examiner (MVE) shall be required where needed.

#### 9.27 Printing and Publications:

**Authority: Principal**

**Ceiling: Actual expenditure**

It includes printing of attendance registers, record registers, receipt book, absentees slip, students' library cards, prospectus/admission forms, badges, wall chalking, painting, the printing of banners/flaxes etc.

#### 9.28 Purchase of Stationary:

**Authority: Principal**

**Ceiling: Actual expenditure**

It includes printing paper, stapler, staples, equipment of binding, ballpoint, pen, pencil, eraser, toner, preservative material etc. used in the office of the Principal and other offices.

#### 9.29 Honorarium to the officers/officials for maintenance of Pupils' Fund:

**Authority: Principal**

**Ceiling: Full power**

It includes honorarium to Accountant for maintaining/recording of Pupils' Fund at the following rates:

S#	No. of students	Honorarium per month
1	Up to 500	Rs.600
2	501-1000	Rs.800
3	1001-2000	Rs.1200
4	Above 2000	Rs.2000

**9.30 Remuneration to hired visiting Teaching Staff, Law Officer, Clerical/Hostel warden/Lab Assistant/Pesh Imam/Drivers/Class-IV/Security Guard and Payment of Court Fee:**

**Authority: Director/Principal**

**Ceiling: Full power**

It includes remuneration to be paid to the hired teaching and non-teaching staff/other staff as per the following rates:

Staff	Position	Rate	Authority
Visiting Teaching Faculty	Vacant Posts	Rs. 48,000 (Maximum Workload as per Director Policy)	Director
Visiting teaching faculty for 1,2,3 subjects/classes at intermediate/AD/BS	Vacant post (over and above in case of non-availability of sanctioned post at BS/AD)	Payment shall be made per Credit Hour/Conventional Class as per workload policy keeping in view maximum remuneration/workload	Director
Focal person of the BIO Metric & MIS system	---	Rs. 3000 per month	Principal
Clerical/Lab. Assistant/Warden/Pesh-e-Imam/Driver	Vacant Post	Rs. 32000 per month	Director
Class-IV	Vacant Post	Rs. 32000 per month	Director
Security Guard/Lady Searcher in BS Colleges	Over & above (Max. 02 security guards at a college)	Rs. 32000 per month	Director
Final Year Project/Research thesis supervisor	---	Rs. 800 per student (maximum Rs. 10,000)	Principal
Final Year Project/Research thesis external examiner	---	Rs. 800 per student (maximum Rs. 10,000)	Principal
Court/Litigation Fee	---	Actual as per rules	Principal
Law Officer	---	Rs. 1000 per day + photocopies expenses as per HED notification	Principal

- a) Remuneration to the external examiner shall be paid in a case where 100% evaluation is with the college and the university is not responsible for the appointment/payment of the external examiner.
- b) To ensure the smooth functioning of the college and its academic activities, engagement of the hired staff (both teaching and non-teaching) shall be made on temporarily and engagement basis. For the appointment of above categories ex post facto sanction upon the justifiable recommendation from the respective principal shall be issued by the Competent Authority within a month following judicious examination/review at the prescribed rates or otherwise will regret the case with cogent reason. The college principal shall

ensure the receiving of such recommendation at directorate within week time for a swift and timely process.

- c) Both the duties of Bio Metric and MIS systems shall be performed by the same faculty member.
- d) The matter of hiring on over and above in case of maternity leave will be approved based on the following conditions:
  - a. If faculty colleagues/teachers cannot take on her workload due to class/time limitations.
  - b. If no additional subject vacant post is available.
- e) The over & above sanction in case of dire need at college shall be referred to Secretary, Higher Education Department for approval.

**9.31 New Utility Connections (electricity, water, gas, telephone):**

***Authority: Principal***

***Ceiling: Full power***

It includes actual expenditure on connection of electricity, water, gas, telephone and broadband on a loan basis.

**9.32 Expenditure on Refreshment:**

***Authority: Principal***

***Ceiling: Actual expenditure***

It includes refreshment served in the meeting of HODS, college council and joint management council meetings, proctorial board meeting, general staff meeting, occasional VIP visitors, officials from directorate or secretariat, delegations, visits of political representatives, district administration, other meetings on the direction of the director or secretary, Supervisory staff at the preparatory days of examinations etc. as per following rates:

- i. Light refreshment (Tea): Rs.50 per head.
- ii. Lunch Rs.450 per head
- iii. In case of VIP visitor: Actual expenditure

**9.33 Purchase, Repair, And Maintenance of Security Measures, Installations/Items**

***Authority: Principal on the recommendation of district security officer/local police station/security In charge***

***Ceiling: Actual expenditure***

It includes the installation of security cameras, gates, barriers, purchase of arms and ammunition, and any other expenditure necessary for the security of the lives of staff and students subject to prior approval of Director, Higher Education and availability of fund.

#### 9.34 Pay Loans to the Minority Employees:

**Authority: Principal**

**Ceiling: Full power**

It includes one-month advance pays to the minority's employees on the eve of their religious events payable during the month of the event and recoverable during the next two months in installments.

#### 9.35 Purchases of other/miscellaneous items

**Authority: Principal**

**Ceiling: Rs.150,000**

It includes the purchase of items used in washrooms; items used for first aid Mosque, items used by sweepers, equipment used by Gardner (Mali), Crockery, and utensils used in offices, and other unforeseen/ contingency items not covered above.

#### 9.36 Utility Bills Payments as Loan:

**Authority: Principal**

**Ceiling: Full powers**

It includes payment of bills of electricity, gas, and water. POL for generator, refilling of gas cylinder, telephone including telephone bill of the residence of the principal. All such payments shall be reimbursed to pupils' fund as and when funds are released in the regular/recurring/current budget.

#### 9.37 Hostel Fund:

**Authority: Hostel Warden**

**Ceiling: Full powers**

It includes actual expenditure on the purchase of all kinds of consumable and non-consumable items, maintenance and repair of building, plant and machinery, furniture etc. used in the college hostel out of hostel funds of year, utility bills of the hostel shall be payable by the students residing in the hostel. Hostel fees shall be collected from students at the following rates:

<b>Hostel Fund (Nonrefundable)</b>	<b>Hostel Admission (Govt)</b>	<b>Room Rent (Govt)</b>	<b>Security (Refundable)</b>	<b>Utilities</b>
Rs. 1200 per annum or Rs. 600 per semester (Except the amount of utility bills)	Prescribed Rate	Prescribed Rate	Rs. 2000	Actual

**9.38 Best teacher award:**

**Authority: Director Higher Education**

Rs. 30,000 for the outstanding teacher per college/year (one male and one female) to be nominated by the JMC coordinator as per criteria (Criterion shall be developed by Directorate of Higher Education, Peshawar).

**9.39 Purchase of Medicines/durable/consumable items used in College Dispensary:**

**Authority: Principal**

**Ceiling: Rs. 75,000**

Expenditure shall be incurred on medicines/durable /consumable items used in the college dispensary.

**9.40 Refreshment to the members of the admission committee (on the production of expenditure vouchers)**

**Authority: Principal on the recommendation of admission focal person/DDO**

- i. Maximum Rs. 10,000 (Rupees Ten Thousand Only) per admission committee during the session.
- ii. Maximum Rs. 5,000 (Five Thousand only) to focal person for online admission system per session/year (intermediate/AD/BS).

**9.41 Expenditure on research seminars:**

**Authority: Principal**

**a) Refreshment for participants and Resource Person**

- i. Tea @ Rs. 120 per person
- ii. Meal @ Rs. 800 per person

**b) Honorarium to the Resource Person**

Rs. 10,000 per lecture **(Maximum)**

**9.42 Purchase of Different Items Used in the College Mosque Including Expenditure on Khatm-ul-Quran:**

**Authority: Principal**

**Ceiling: Rs. 75,000**

Expenditure shall be incurred on the items used in the college mosque.

**9.43 Repair/Purchase of Transformer (subject to the availability of fund).**

***Authority: Principal***

***Ceiling: Actual expenditure***

Actual Expenditure shall be incurred subject to prior approval from Director, Higher Education and supporting documents from relevant Government entity.