



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 815385, 822584-85 FAX : 860734

No. 11192

Dated: 11/12

To

All the Principals of the Polytechnics/Institutions
Affiliated to the Board (except Central Tool Room, Ludhiana)

Subject: Guidelines for using Development Fund/Student Activities Related Fund

Sir,

I am directed to address you on the subject cited above and to state that the fee structure notified by the Govt. of Punjab and published by the Board in the prospectus for the year 2002-03 contain following components:

- Development Fund
- Student activities related Fund

I Development Fund

The amount to be taken as Development Fund for free seat is Rs. 1000/- per year, payment seat is Rs. 3500/- per year and for NRI seat \$ 500 P.A. In respect of Architecture course Rs. 3000/- for free seat, Rs. 9500/- for paid seat and \$ 1500 for NRI seat are to be collected per year.

The detailed guidelines for utilisation of development fund are as under :-

a) Upgradation of Laboratories/Workshops and Computer Labs:

- ~~80%~~ 75%
65% of the development fund should be spent as per distribution given as under-
10% on laboratories (Purchase on new equipment and replacement of obsolete equipment)
50% on Workshops (Purchase on new equipment and replacement of obsolete equipment)
10% on computers and its related peripheral (Purchase of Hardware and Software for computer centres and all other related facilities).
15% I.T. connectivity for Computers 30%
15% on Civil Works.

b) Faculty improvement Programme: (10% of the development fund)

The faculty members working in institution must be trained and reoriented so as to acquire the latest knowledge and expertise to teach the students as per the needs of present day curriculum. The teachers are to keep abreast with the advancement of the technology and in order to up date the knowledge of the teachers, teachers may be sent to short term training programmes both in industries and educational institutions. An amount of 10% of the development fund is to be utilized for this purpose.

c) Improvement of Library facilities: (10% of the development fund) 5%

Library is a major source of information for the students and the faculty members. Periodically new volumes of Text Books, Reference Books and Latest Journals should be procured, for upgradation of the library, 10% of the development fund is to be used for this purpose.

d) Educational Tours: (5% of the development fund)

The students as well as the faculty members of the institution may be sent to the Industries/Advanced educational institutions as a part of Educational Tours and Training. 5% of the development fund be earmarked and spent for this purpose.

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e) Misc. uses : (10% of the development fund) 20%

The remaining 5% of the development fund may be used for the purchase of daily consumables for practical classes in the Laboratories and the Workshops and 5% be kept for contingency.

Maintenance of separate account :-

A separate account under the heading Development Fund of the institution be opened in a schedule bank which may be operated by the Principal and one member of the trust/society. No other transaction of any other kind may be mixed in this account, as a regular audit of this account is to be carried out. In case of Govt. institutions, the fund may be operated by the Principal of the institution. The office will maintain separate cashbook of this account.

Diversion of funds out of development fund :-

It is brought to the notice of the Board by the internal auditors that these funds have been utilized by some of the institutions for purposes other than the specified above. Some of the institutions have purchased furniture, air-conditioner, vehicles etc. or have paid the luxury bills. This kind of usage of funds is not justified. It is for the development of the Institutions and not for the development of individual. This fund may please be utilized for the development of institutions as the way classified above. In case it comes to the notice of the Board that the funds have been misused, the strict action would be initiated against the college.

Reappropriation of funds :-

In case any of the institutions feels for the Reappropriation of funds within the S.O.E (Standard Object of expenditure), the approval of Director Technical Education, Punjab (in case of Govt. Institutions) and the Board (in case of private institution) be obtained.

Sanctioning of Expenditure:-

In order to maintain the uniformity in the Sanctioning of Expenditure the approval of Director Technical Education/Board will have to be obtained if the expenditure exceeds Rs. 50000/- at a time of single unit.

Quarterly Reports:-

The Quarterly Reports of the expenditure incurred out of this fund should invariably be sent to the Board for purpose of auditing of expenditure.

ii Student Activities related Fund: -

This fund is collected for different activities directly linked with students as detailed given below: -

Student activities related fund

a) Student Fund	500/- PA
b) Annual/culture fund	50/- PA
c) Audio Visual	50/- PA
d) Common Room/ Club	50/- PA
e) Library Fund	100/- PA
f) Magazine charges	25/- PA
g) Stationery charges	50/- PA
h) NCC/NSS	25/- PA



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The detailed guidelines for utilisation of development fund are as under:-

a) Upgradation of Laboratories/Workshops and Computer Labs:

- 65% of the development fund should be spent as per distribution given as under-
- 10% on laboratories (Purchase on new equipment and replacement of obsolete equipment)
 - 45% on Workshops (Purchase on new equipment and replacement of obsolete equipment)
 - 40% on computers and its related peripheral (Purchase of Hardware and Software for computer centres and all other related facilities)
 - 15% I.T. connectivity for Computers 30%
 - 15% on Civil Works.

b) Faculty improvement Programme: (10% of the development fund)

The faculty members working in institution must be trained and reoriented so as to acquire the latest knowledge and expertise to teach the students as per the needs of present day curriculum. The teachers are to keep abreast with the advancement of the technology and in order to up date the knowledge of the teachers, teachers may be sent to short term training programmes both in industries and educational institutions. An amount of 10% of the development fund is to be utilized for this purpose

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