

Mastan Jha

GRANT IN AID CODE FOR TECHNICAL
EDUCATION DEPARTMENT PUNJAB.

CHAPTER 1

Definition and classifications

- 1.1 Regulations in this code apply to the private Technical Institutes in the Punjab State which are approved by the Governments.
- 1.2 Unless there is anything repugnant in the subject or context, the terms defined in this chapter are used in this code in the sense hereby explained.
- 1.3 Affiliated institute means an institute which has been affiliated to the state Board of Technical Education, Punjab, or a University in the Punjab/Punjab University.
- 1.4 Board means the State Board of Technical Education, Punjab.
- 1.5 Degree College means an institution which imparts training in technical education in a subject/branch of engineering approved by the Government leading to a degree in Engineering which is awarded by any University of the Punjab/Punjab University.
- 1.6 Department means Directorate of Technical Education, Punjab Chandigarh.
- 1.7 Diploma Institute means an Institute which imparts training in Technical Education leading to diploma to be awarded by the State Board of Technical Education, Punjab.
- 1.8 "School" means Junior/Technical School affiliated to State Board of Technical Education, Punjab.
- 1.9 Director means the Director of Technical Education, Punjab.
- 1.10 Government means the Government of Punjab in the Administrative Department incharge of Technical Education.
- 1.11 Inspecting Officer means an officer of the department or any other person to whom the duty of inspection of the Institute is entrusted by the Director.
- 1.12 Managing Committee means an association or a body of persons constituted by Government and the organisation in accordance with a specific or general agreement for managing and controlling the finances and affairs of the institution.
- 1.13 Organisation means the body corporated in whom the properties of the Institution vests and which has entered into an agreement with Government for development of the Institution.
- 1.14 Principal means the head of the Institution.

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CHAPTER II
OBJECT OF GRANT

2.1

Sums of money are annually set apart from the State Revenues, to be expended under these rules, in grants-in-aid to private Technical Institutions for the purpose of encouraging enterprise in the extension and development of technical education.

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CHAPTER III
TYPES OF GRANT

3.1

Following types of grant may be paid,

Non-Recurrings

Such grants can be given to meet the Government's share on construction of new buildings and purchase/ extension of existing buildings, purchase of furniture, equipment, library books and other approved items in accordance with the standard lists and lumpsum provision as the case may be calculated on the basis of norms approved by Government.

3.2

Recurring

Such grants may be given to meet Govt's share of expenditure incurred by the Institute on staff and raw materials, contingencies and other items of expenditure as shown in Append I and as amended from time to time by the Director.

3.3

Special Grant

Such grants may be sanctioned by Government from time to time for defraying expenditure on items not covered under sub-rule 3.1 and 3.2 above.

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CHAPTER IV

ELIGIBILITY TO APPLY FOR GRANT

4.1

An organisation intending to secure any grant-in-aid under sub rule 1 and 2 of Rule 3, from Government shall have to formulate a scheme of development in the manner prescribed by the Director and get formal approval and the acceptance of Government of this scheme.

4.2

The scheme of development shall inter alia give adequate proof to the satisfaction of Government of :-

1. Availability of developed site of requisite area free from any encumbrances and under the undisputed ownership of the organisation and,
2. financial viability of the organisation to meet its share of the expenditure both on non-recurring and recurring items.

4.3

The organisation should be a body corporate registered under the Societies Registration Act 1860 or the Indian Companies Act 1956 or any other enactment governing registration of such bodies.

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CHAPTER V

CONDITIONS OF GRANT

5.1

All the non-recurring and recurring grants shall be subject to the conditions set out in the succeeding rules and other provisions of this code to be complied with by the Organisation at all times.

5.2

(i) The organisation shall not be empowered to close the Institution or drop/add any course of studies without the prior approval of the Govt.

(ii) Government shall be competent to take over management and control of the institution together with the assets created partly or wholly with the aid of Government, if at any stage the organisation, in the opinion of the Government fails to produce its share of contribution towards expenditure after service of reasonable notice to it or does not utilize the said assets strictly for the purpose for which they are created unless specific prior approval of the Government is obtained to change of purpose.

- 5.3 (i) The institution shall be managed and all its academic and administrative affairs controlled by a Managing Committee comprising representatives of the organisation the State Board of Technical Education, All Northern India Council of Technical Education Northern Regional Committee, the State and/or Central Government and other organisation approved by the Government for the purpose in agreed proportion. The Organisation shall have no right to dissolve the Managing Committee. The Managing Committee shall exercise all powers necessary for the efficient working of the institution generally and more particularly the powers shown in Appendix.
- (ii) The Managing Committee shall not be competent to decide financial affairs. The financial affairs shall be decided by the institution in consultation with Govt. Trust No expenditure shall be admitted other than approved items and subject to approved calling until unless it is specifically got approved from the Govt.
- 5.4 The courses and other teaching work and intake into each course at the institution shall be as approved under the scheme. No new courses shall be started or expansion of existing courses affected in the Institution without prior approval of Government.
- 5.5 The rates of fees and funds recoverable from students shall not exceed the ceilings fixed under the scheme or as approved by the Director.
- 5.6 Admission into the Institution will be purely on the basis of merit determined in accordance with the gradation of qualifications to be laid down by the Director, except that the reservation for scheduled castes/tribes and backward classes etc. will be made according to the instructions issued by Government from time to time.
- 5.7 (i) The institution shall not receive donation or any financial gift from their students before or after admissions.
- (ii) The organization is not competent to receive any fee from the students on any account. The fees charged from the students should necessarily be credited to the institution/Amalgamated fund as the case may be.
- 5.8 All new building works shall be executed only after obtaining prior approval of the State PWD to the Plans and specifications through the Director. Various items of equipment shall be purchased after calling quotation within the rates provided in the scheme approved by Government of India, Ministry of Education. Prior

written approval of the Ministry shall be obtained by the institution before exceeding the approved rates.

- 5.9 During construction the institution shall keep the Executive Engineer of the Provincial Division concerned in touch with the progress of work at different stages and make available to him all records of construction for inspection of building works.
- 5.10 The Organisation shall take all reasonable precautions and measures to keep the institution buildings and other property safe and in good conditions.
- 5.11(i) The properties to the institution shall be utilised for the purpose specified in the scheme of Development or any other purposes mutually agreed between the organisation and the Director/Government.
- (ii) The rent of building, if any accrued should be credited to the institution.
- 5.12 No portion of any grant shall be paid until the organisation has executed and registered a bond in the form appearing as Appendix III.
- 5.13(i) The teaching staff of the institution shall not exceed the norms laid down by the Government of India and shall possess the requisite educational qualifications and experience as prescribed in the standard list and shall be given such scales of pay as recommended by or under the authority of A.I.C.T.E/approved by the Government from time to time.
- (ii) The pay scales to non teaching staff shall be paid as approved by the Government from time to time subject to the approved ceiling.
- (iii) The rates of allowances should be adopted as approved by the Govt for the employees of Institutions from time to time subject to the approved ceiling.
- 5.14 The teaching staff shall be selected by a sub-committee appointed by the Managing Committee for the purpose which will include the Director or his nominee. Some experts out of the panel approved by Ministry of Education will also be co-opted to assist the sub-Committee in making the selection. The appointment of Principal shall, however, be made by the Managing Committee direct.
- 5.15 The cases of confirmations, promotions, resignations, dismiss and removal of the staff members will also be examined by the sub-committee mentioned in para 5.14 and then put up to the Managing Committee for approval.
- 5.16 The grant shall be utilised for the purpose for which it has been sanctioned.

- 5.17 The organisation shall not sell or mortgage or otherwise transfer the ownership of assets for which grant-in-aid has been received by it.
- 5.18 The accounts of the institution shall be open for inspection by the representative(s) of the Government of India/State Government.

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CHAPTER VI

ASSESSMENT OF GRANT

6.1(i) Non Recurring & Recurring

The grant will be assessed and approved by the Govt of India/State Govt in consultation with the Northern Regie Committee and All India Council for Technical Education. While recommending non recurring grant, Visiting Committee will take into consideration the facilities available with the institution at the time of their visit and shall recommend grant for additional facilities required to be provided.

(ii) The recurring grant shall be re-assessed by the Govt if circumstances so warrants.

6.2 Special Grant

The assessment of special grant shall be made on the recommendation of an authority appointed for the purpose.

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CHAPTER VII

RELEASE OF GRANT

7.1 Non Recurring

Non-Recurring grant shall be released by the department after obtaining the sanction of the State Government on the basis of and after the corresponding share is released by Government of India. Final instalment of grant for building a will be released on receipt of a completion certificate from the Executive Engineer of the B&R Br. concerned in the preforma available at appendix iv.

— 7.2 The special grant shall be released as may be sanctioned by the Govt. from time to time. The institution shall furnish a utilisation certificate immediately on the expiry of six months of the receipt of grant. Any unutilised amount shall be refunded into the Government Treasury unless the above mentioned period is extended by the Director.

7.3

Recurring Grant

Recurring grant shall be released by the Government according to serial No.8(iii) below rule 19,9 of Punjab Financial Rules Volume I.

Note 1 The department shall be competent to delete any item of expenditure which in its opinion is not valid charge and is not shareable by the Government.

Note 2 The audited statements of income and expenditure shall be submitted by the institution to the department by the 30th September succeeding year to which the account relate. No 'on account' payment shall be issued to the institution during the following year in case of failure to furnish the accounts, in time.'

CHAPTER VIII

STOPPAGE OF GRANT

8.1

Government may, at any time, withdraw/reduce or suspend grant and take action as indicated in para 5.1, if:-

- a) The conditions of grant ceased to be complied with.
- b) There is reasonable ground for believing that the accounts are un-reliable.
- c) The Inspecting Officer(s) reports the Institution has inefficiency or undeserving of Management.

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CHAPTER IX

ADMISSIBILITY OF ITEMS OF INCOME AND EXPENDITURE

9.1

The schedule of income and expenditure is given at appendix I.

9.2

In the case of disputed items (not specifically noted in appendix I), the decision of Director shall be final and binding.

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CHAPTER X

MAINTENANCE OF ACCOUNTS

10.1

The accounts of income and expenditure relating to the affairs of the Institution shall be maintained by the Principal of the Institution concerned.

10.2

The grants shall be paid by the Government/Director to the Principal according to sharing pattern approved by the Government from time to time.

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CHAPTER XI

- 11.1 Government confers all rights to change alter, drop or add any rule or part thereof without any notice.
- 11.2 Government shall be fincal authority to transcribe these fules.

APPENDIX -IV

EXPENDITURE		INCOME	
(1)	(2)	(1)	(2)
1. Salary of teaching staff including provident fund.	1.Tuition fee from 1st year students.		
2. Salary of non-teaching staff including provident fund.	2.Tuition fee from 2nd year students.		
3. Stationery	3.Tuition fee from 3rd year students.		
4. Printing including prospectus and application forms	4.Tuition fee from 4th year students.		
5. Uniforms of Class IV staff	5.Tuition fee from 5th year students		
6. Advertisement	6.Registration fee.		
7. Postage	7.Admission fee.		
8. Travelling Allowance for staff and members of Managing Committee.	8.Sale of prospectus and application form.		
9. Audit fees	9.Donations from students or their parents, if any.		
10. Telephone Charges	10.Examination fee other than for University/state Board Examinations.		
11. Electricity charges	11.Fines.		
12. Water Charges	12.Any other specific items of fee.		
13. Insurance of Institute building	13.Income from any other source. (please give details).		

124

(1)

(2)

(27)

14. Hospitality entertainments, College Day
Independence Day Celebrations etc.
15. Contribution towards students fund, if any.
16. Study tour of students.
17. Library recurring expenditure.
18. Consumable stores and materials for laboratories and workshops and their maintenance expenditure.
19. Repairs to buildings equipment, furniture etc. excepting hostel and staff quarters.
20. Repairs to and maintenance expenditure on motor vehicles, cycles etc.
21. Examinations other than those of University/
State Board.
22. Any other items of expenditure (please give details).

Rs _____

APPENDIX II

(As referred to in rule 5.3)

Powers of the Managing Body

Managing Committee of the institution shall have the following powers:-

1. To manage the affairs of the institution and to regulate its expenditure.
2. To appoint, suspend or dismiss or any other disciplinary action against the teaching staff and the Clerical staff of the institution in accordance with the service rules.
3. To create, keep in abeyance or abolish any post(s) to provide for filling up of temporary vacancies.
4. To determine the cadre and recommend grades of the various departments to the organisation.
5. To fix emoluments and determine condition of service to enter into service contracts and to grant extension of service to staff.
6. To impose penalties on members of the staff in accordance with the service rules.
7. To provide for provident fund for the benefit of the employees of the institute.
8. To grant leave and allowance in accordance with the service rules.
9. To ensure that the institution complies with relative ordinance and regulations of the State Board/ University.
10. To fix admission, tuition and other fees from the students on the formulas laid down by the All India Council for Technical Education/Director from time to time.
11. To consider annual report and audited accounts for the previous financial year, the revised estimates for the current year and budget estimates for the ensuing financial year and take decisions thereon.
12. To make rules and to alter, amend or repeal the same.
13. To exercise such other powers and perform such other duties as may be necessary for the proper running of the institution.
14. To appoint sub-Committees.
15. To award, reward special increments and crossing of efficiency bar to the staff members of the institution.

APPENDIX III

(Referred to in Rule 5.12 of the Grant in-aid code).

Knew all men by these presents that I _____

son of _____

resident of _____

Chairman/President of _____

(Name of the organisation) jointly and severally bound unto the Governor of Punjab (hereinafter called the Government) to abide by the conditions of grant laid down in rule 5.1 to 5.18 of the grant in-aid code and in the case of default Government deserve the rights to take action as provided in rule 5.2 or any other rule of the Grant-in-Aid Code.

signed by _____

signed by Chairman/President.

witnesses

1

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Accepted

Secretary to Government Punjab.

APPENDIX IV

(As referred to in Rule 7.1)

COMPLETION CERTIFICATE

Certified that to the best of my knowledge, the work of _____

or a portion thereof, for which the building grant is

required has been completed at a cost of Rs _____

in accordance with the detailed plans and estimated

approved and signed by the Local Divisional Officer of the

Public Works Department, Buildings and Roads Branch, and that

the work is upto the required standard.

**Executive Engineer,
Provincial Division.**