

Students Fund Rule for the Institutes of the Industrial Training and Vocational Education Department, Haryana

The following rules are hereby framed for administration of the students fund of various institutes of the Industrial Training and Vocational Education Department, Haryana.

Para: Name of Rules:-

1. These rules shall be called "Students Fund Rules" of the Institutes of the Industrial Training and Vocational Education Department, Haryana and shall be operative from the date of their approval at all the Institutes of the Department.

Definition:-

2. Unless otherwise defined in the context, the following terms and whenever used in these rules shall mean as under:-
 - i) "Committee" shall mean the committee so constituted to administer the fund in the Institute.
 - ii) "Director" shall mean the Director of Industrial Training and Vocational Education, Haryana.
 - iii) "Final Tournaments" shall mean the tournaments of Winner institutes of various zones.
 - iv) "Function" shall mean the function to arranged by the head of an Institute for Zonal or final tournaments, sports meet, annual functions, exhibitions and other extra-curricular activities, social activities as per Rule 7-A.
 - v) "Fund" shall mean money collected from the students at the rate prescribed in these rules.
 - vi) "Government" shall mean the Govt. of Haryana.
 - vii) "Guest " shall mean the person so invited by the Head of Institute at any function.
 - viii) "Head of Institute" shall mean Principal/Vice Principal/ Headmaster/Headmistress/Group Instructor/Craft Instructor Incharge of the Institute.
 - ix) "Institute" shall mean the training institutes under the control of Director of Industrial Training and Vocational Education, Haryana including:-
 - a) Industrial Training Institutes including their guest classes

- b) Industrial Training Institutes (women), Industrial Training Institutes (WW) including Teacher Training Classes.
 - c) Govt. School of Arts.
 - d) Vocational Education Institutes.
 - e) Govt. Footwear Institutes.
- x) "Player" shall mean the students recognized by the committed as the participant of sports/Exhibition and cultural activities.
 - xi) "Delegate Player" shall mean the student deputed by head of institution to take part in Zonal & final tournaments/exhibition and cultural activities.
 - xii) "Refreshment charges" shall mean the expenditure incurred on refreshment provided to the players/delegate players/in the middle or at the end of game.
 - xiii) "Refreshment Charges" shall mean the expenditure incurred in the serial refreshment to guests.
 - xiv) "Staff" shall mean the instructional staff, DPE or PTI-cum-Hostel Superintendent on roll of the Institutes.
 - xv) "Student" Shall mean the student on roll in the Institute.
 - xvi) "Zone" shall mean the regional distribution of Haryana State for the purpose of tournaments as made by the Director.
 - xvii) "Zonal Tournament" shall mean the tournaments arranged for the Institute within a particular zone.

Name of funds constitution of committee:-

3. The fund will be known as non-public fund and shall be administered under the overall control of the Head of the Institute concerned assisted by Committee constituted as follows:-
 - a) The President of the Committee shall be nominated by the Head of Institute and may preferably be a senior member of Instructional staff.
 - b) The General Secretary shall be nominated by the Head of the Institute from amongst the staff members.
 - c) Five members from the different classes shall be nominated on the advice of President and General Secretary by the Head of the Institute every year at the beginning of the Session. A substitute may be nominated

by the President against any vacancy which may occur during the year subject to approval by the Head of Institute.

- d) One of the student member so nominated by the head of the Institute as per rule 3© shall be the Secretary of the Committee.
- ii) The committee shall be constituted by the Head of Institute by 15th Oct. every year and shall be notified after approval of the Director. Under special circumstances, date can be extended by one month with the prior approval of the Director of such other officer of the Directorate of Industrial Training and Vocational Education Haryana as authorized by Director.

Rules for the business of the Committee Quorum:-

- 4. The committee may meet at least once and month. Each meeting shall be presided by the President of the Committee and in his absence by the General Secretary. No meeting of the committee shall take place unless either President or General Secretary is not available to preside the meeting. The President or General Secretary and three other members shall constitute the Quorum.

No decision, not taken by more than $2/3^{\text{rd}}$ or the total membership of committee shall be binding upon the Head of the Institute. However, where he does not agree with the decision of the committee, he may refer the proceedings of the committee with dissenting note to the Director whose decision shall be final.

The meeting of the committee shall be conveyed by the General Secretary to the Committee with prior consultation of the President and Secretary of the Committee. The Agenda of the meeting will be prepared by the General Secretary and Circulated to members.

The proceedings of each meeting shall be recorded by the General Secretary or Secretary at the time of meeting in a bound register which shall be signed by all the members present. The register containing proceedings shall be submitted to the Head of the Institutes within 48 hours of the end of each meeting who shall pas his orders there and return the same to the General Secretary.

Collection of Funds:-

- 5. a) The fund shall be collected by the Head of Institute from each student on the rates indicated below:-

- i) Government School of Arts, Rohtak Rs. 10/- per month.
- ii) Teacher Training Classes of Industrial Training Rs. 10/- p.m.
Training Institute(W) (WW)
- b) All other Government Institutions functioning Rs. 10/- per month
under department.

BUDGET

- 6. a) The budget for the utilization of the fund shall be prepared by the Committee as per provisions of these rules and approved by the Head of the Institute who shall keep in view the Instructions issued by Govt. Director from time to time while approving the proposals for the incurring expenditure out of the fund. In case in any budget proposal there is a deviation from the provision of these rules, the whole budget will be sent to the Director by the Head of the Institute with his recommendations for his approval.
- b) The Budget shall be prepared by the Committee within one month of its notification. (2) The notifications regarding constitution of student fund committee shall be approved by Director Industrial Training and Vocational Education within one month from its date of dispatch from the concerned institution, otherwise it may be treated as approved”.
- 7. a) The fund shall ordinarily be utilized to meet the requirement of following items:-
 - 1. Zonal Tournament.
 - 2. Final Tournament.
 - 3. Sports meet.
 - 4. Annual functions.
 - 5. Exhibitions.
 - 6. Other extra curricular activities.
 - 7. Recreational activities.
 - 8. Purchase of sports goods.
 - 9. Expenditure on house test.
 - 10. All other functions connected with activities of students like advisory Committees Meetings, Motivation Camps for wage/Self Employment, Career guidance, Career development and self development for student tracking,

adventure sports, E.D.P., Courtesy weeks, Tree Plantation, Van Mahotsav Campus, Interview & Skill Competitions etc.

11. Educational Study Tours visit of trade fairs/Exhibitions (held within Haryana, Delhi and Chandigarh).
12. First aid & medical aid.
13. The fee payable to local audit for the audit of fund.
14. Expenditure on purchase of news papers, magazines, Journals and publication of Institute Magazines.
15. Expenditure on hobby classes.
16. Payment of remuneration to coaches/guest lecturers/Technical experts, professionals etc.
17. Make shift arrangements for fans and cold water, if required during Examination/Admissions subject to condition that if funds are not available from other sources.
18. Expenditure on certificate and Diploma awarding ceremony.
19. Purchase/Printing of Stationery items for the purpose of training and student fund activities.
20. Provision of drinking water facilities, installation/Repair of Hand pumps etc. upto a limit of Rs. 5000/- p.a. subject to availability of funds.
21. Charges payable to staff for the maintenance of fund.
22. National day functions, Blood donation camps, Vishwa Karma day celebration etc.

VII. B Any other item as per orders of Director.

8. i) The expenditure on the Zonal and final tournaments of all Govt. institutions under the department of Industrial Training and Vocational Education Haryana shall ordinarily be on the following patterns and limits:-

<u>Tournament:</u>	<u>Zonal Tournaments</u>	<u>Final</u>
Boys Tournaments	Rs. 10,000/- per Zone	Rs. 25,000/-
Girls tournaments	Rs. 5,000/- per zone	Rs. 10000/-

Normally there shall be four zones for boys and girls Tournament.

- ii) The host institutes of zonal and final tournaments and other participating institutes shall contribute towards the total expenditure to the following extent:-

Host Institutes	Each participating institute:
Zonal	Rs. 2000/-With a strength of more than 600 students Rs. 1500/- more than 400 students Rs. 1000/- less than 400 students
Final	Rs.10000/-With a strength of more than 600 students Rs.2000/- less than 600 but more than 400 students Rs. 1200/- less than 400 students.

- 9 (a) All sports good shall be purchased out of this fund.
- (b) During practice, expenditure @ 75 paise per player may be incurred as refreshment charges for a period not exceeding 21 days in a year.
- (c) One set of uniforms and footwear, shall be provided to the player out of this funds as per the requirements of sports. The 50% of the cost of uniform and one pair of shoes will be born by the respective player and 50% of the cost will be born by institute, this will provided only to those students who are selected to participate in the Zonal & Final Tournaments”.
- d) The rate of mess charges per player shall be exceed Rs. 40/- per day of tournaments, exhibitions and cultural activities.
- e) Refreshment charges shall not exceed Rs. 15/- per delegate player per day of function irrespective of number of events or games played. In case only one event or game is played expenditure will not exceed Rs. 10/- per delegate player per day of function.
- f) Actual bus/rail fare for outward and inward journeys plus Rs. 20/- shall be allowed to each player/students who participate in Exhibitions and cultural activities for the journey days.
- g) Expenditure on the payment of fee to referees shall be borne by the host Institute.

10. The total expenditure on annual sports meet of each institute shall not exceed Rs. 10000/-

Annual Function:-

11. Expenditure occurred should not exceed Rs. 10000/- for class-A Institutions and Rs. 8000/- for other Institutions.

Recreational Activities:-

12. The Institutes may hold exhibitions but the total expenditure shall not exceed Rs. 5000/- each.
13. The institutes may arrange some recreational activities and incur expenditure on them subject to availability of funds, but the total annual expenditure shall not exceed Rs. 2000/- each.

Excursion tours:-

14. The institutes may incur expenditure on excursion/educational tours subject to availability of funds, but the total expenditure shall not exceed Rs. 5000/- each.

First Aid:-

15. The institutes may incur expenditure on the first aid of their students subject to availability of funds and upto the total limit of Rs. 2/- per student per month.

Charges payable to staff:-

16. a) An official of the institute may be entrusted the duty for the maintenance of account of the fund who may be paid remuneration @ of Rs. 30/- p.m.
b) The normal Govt. rules for the payment of remuneration shall be observed by the Institutes. The official maintaining the account shall also deal with all correspondence connected with the utilization of the fund.
c) The full and complete account of expenditure shall be maintained in a cash book. The cash book shall be checked by Head of Institute regularly.

Fee payable to Local Audit:-

17. Amount contributed by the students toward the fund shall be credited to a Personal Ledger Account opened by the head of the Institute. The accounts of the fund shall be subject to the audit by the Local Audit Department on payment of usual fee on daily rate basis as fixed by the Government in the Finance Department from time to time. This expenditure shall be liable to this fund. A copy of these rules and any other

connected there with shall be sent to the Examiner, Local Fund Account for his information.

Publication of Instt. Magazine:-

18. The Institute may bring out an annual magazine highlighting its activities or containing articles connected with the training being imparted at the institutes, short stories, titbits, etc. subject to availability of funds, The publication of magazine shall be subject to other Govt. Rules/Instructions.

Expenditure on hobby classes:-

19. The head of the Institute may incur expenditure on payment of remuneration to the teacher appointed to teach hobby classes of the students. This expenditure will be debited to this fund.

Certificate and Diploma awarded ceremony:-

20. The expenditure incurred on certificates/diploma awarding ceremony held in any particular institute of for the Department as a whole shall be liable to this fund subject to availability of funds.

Power of expenditure out of funds:-

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- a) The head of institute shall incur expenditure out of the fund on the purposes specified in these rules as per limits specified in PFR beyond which financial sanctions of Director Industrial Training and Vocational Education, Haryana will be required.
 - b) The head of institute may incur an expenditure not exceeding Rs. 1000/- per item at a time for those items which are not covered under these rules.
 - c) In case of unforeseen expenditure, head of institute may incur an amount not exceeding Rs. 500/- at a time subject to maximum of Rs. 5000/- per year.
 - d) The Director at his/her own discretion will can transfer funds from one institute to another.

Power to write off articles purchased out of the fund:-

22. The head of institute shall be empowered to write off articles purchased out of the fund upto the book value of Rs. 1000/- for each individual item at a time. Beyond this limit, powers to write off articles shall vest in Director.

Power to amend the rules:-

23. All powers to amend these rules shall rest with Government Administrative Department.
24. These rules shall supersede all such previous rules.