



Dated: September 30th, 2013

NOTIFICATION

: FEE STRUCTURE OF GOVT. COLLEGE OF TECHNOLOGY FOR WOMEN 2013-2014

TEVTA / Fin / Fee / 2013 / 381; In continuation of TEVTA Notification even No. dated 19-8-2013, the Authority is pleased to approve the following regulations regarding fee structure of Government Colleges of Technology for women under the administrative control of TEVTA.

Sr. No.	Item	Government Colleges of Technology for Women			
		DAE	M.Com	B.Com	D.Com
TEVTA Fee					
1	Admission Fee	85	760	155	85
2	Re-admission Fee	85	760	155	85
3	Tuition Fee / Month	180	230	155	85
Pupil Funds					
4	Welfare Fund / Year	550	550		550
5	Stationary, Internal Exam & Printing Fund / Year	365	365		365
6	Computer fund (when computer is included in syllabus) / Month	155	155		155
7	Machinery & Equipment Breakage Fund / Month	30	-		-
8	Parking Stand Fund / year	180	180		180
9	Absentee Fine / Absent	7	7		7
10	Issuance / re-issuance of ID Card (to be collected as stationary fund)	50	50		50
11	Fine for Late Return of Books / Book / Day	7	7		7
12	Transport Fund (subject to provision of transport)/ per year	760	760		760
13	Sports Fund (Once at the time admission & will be retained by the respective institute)	155	240		155

Sr. No.	Item	Government Colleges of Technology for Women			
		DAE	M.Com	B.Com	D.Com
14	Age Relaxation Fund	305	305		305
15	Certificate Verification Charges	Certificate Verification Charges will be charged as notified by respective BISE / University			
16	PBTE / TTB Dues	As prescribed by PBTE / Trade Testing Board			
Refundable Securities*					
1	College / Institute Security	1065	1365	1065	605
Hostel Dues (For boarders only if facility is available/provided)					
1	Hostel Fee / Month	35	35		35
2	Crockery / Common Room / Welfare Fund	305	305		305
3	**Mess Advance / Hostel Security (once)	2275	2275		2275
4	Electricity / Gas charges	Actual bill will be distributed equally among the students.			
5	Servant Charges	Actual bill will be distributed equally among the students.			

Notes / Clarification

- * Unclaimed College Security and Library Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- ** Unclaimed Hostel Security and Mess Security Funds shall be treated as lapsed after one year of leaving the College Hostel.
- ** Mess advance (Rs.1525/-) + Hostel Security (Rs.750/-)

Scope of Application

2. The Fee structure shall be applicable for the **academic session 2013-14.**

Scheme of Fee Heads / Groups

3. The total fee to be collected from the students shall be divided into below stated categories:
 - TEVTA Fee (Admission fee / Re-admission fee / Tuition Fee / Training Material charges).
 - Pupil Funds.
 - Refundable Securities. (Such securities shall be treated as lapsed after one year of leaving the College / Hostel).
 - Hostel Dues.
 - Board / PBTE / Trade Testing Board / University Dues.

Local TEVTA Fee Collection Account and its operations

4. Account titled as "TEVTA – Fee Collection Account" shall be opened by the institutions in scheduled banks for the deposit of fee receivable from the students.
5. TEVTA – Fee Collection account will be operated jointly by the principal and the senior member of the Institute. The names of the co-signatories will be sent by the institution to the bank for joint operation of the account.
6. Institutes will not receive fee / dues in cash directly. Institutes will provide printed dues challans to the students. The students will deposit their dues directly in the local TEVTA Fee Collection Account maintained at the concerned Institute and will submit original receipt of bank challan to the institutes.

Funds Management

7. Principal / HOI / DDO shall draw 100% TEVTA Fee and 25% of Pupil Funds from local TEVTA Fee Collection account and deposit the same in "**Central TEVTA Fee Collection Account No. CPA-4790-3**" within one week of collection of the fee.
8. Principal / HOI / DDO will draw PBTE / Trade Testing Board / University Dues and deposit the same to the said institutions (PBTE / Trade Testing Board / University) as per scheduled time period.
9. Similarly amount of Pupil funds / Securities fund / Hostel fund from local TEVTA Fee Collection account shall be transferred to respective bank accounts.

Note:- No funds collected for Admission fee / Re-admission fee / Tuition Fee / Training Material will be deposited into Government Treasury Account.

Books of Accounts

10. Separate books of account of following bank accounts will be maintained by the accounting staff of the relevant institution:
 - TEVTA Fee Collection Account (Local and Central).
 - Pupil Funds account.
 - Securities Fund account
 - Hostel Fund account.
12. Head of respective Institution / College will submit the monthly report of fee collected in the said bank accounts by 5th of each month to respective Assistant Manager (Finance).

13. The concerned Assistant Manager (Finance) will be responsible to maintain computerized record in accounting software and will submit institution-wise consolidate monthly report of Central TEVTA Fee Collection account (100% TEVTA Fee and 25% Pupil Funds) to Assistant Manager (Accounts) TEVTA Secretariat by 10th of each month.

Accountability

14. In case of failure of scheme, mismanagement, misconduct or serious charge, disciplinary action will be taken against the concerned staff.

Resolving


15. In case, there is any problem during the implementation of the scheme, the matter should be referred to District Manager who will be responsible to get it resolved within short time.

(JAWAD AHMAD QURESHI)
Chief Operating Officer
TEVTA

No. Even & Dated
September _____, 2013

A Copy is forwarded for information to:

- (1) The Chief Operating Officer TEVTA, Lahore.
- (2) All General Managers, TEVTA Secretariat, Lahore.
- (3) All Deputy General Managers, TEVTA Secretariat, Lahore.
- (4) All Zonal Managers, TEVTA (Lahore, Rawalpindi and Multan).
- (5) The Manager MIS with the request to place the same on TEVTA website.
- (6) All District Managers TEVTA in the Punjab with the request to circulate the same to their lower formation.
- (7) S.A to Chairperson TEVTA.


(ABDUL QAYYUM)
General Manager (Finance)
TEVTA