

Government of Rajasthan



सत्यमेव जयते

**RULES & PROCEDURE OF THE
NON-GOVERNMENT FUND ACCOUNT
OF
GOVT. POLYTECHNIC COLLEGE, RAJASTHAN
(RULES – 1991)
(Amendment – 2011)
by Govt. Order F.12(2)T.E./2010 Jaipur,
Dated : 23 May,2011**

**Directorate of Technical Education, Rajasthan
W-6, Gaurav Path, Jodhpur**

APPENDIX - 8
RULES & PROCEDURE FOR THE NON-GOVERNMENT
FUND ACCOUNT OF GOVT. POLYTECHNIC COLLEGE,
RAJASTHAN

1. **Short Title** : These shall be called "The Polytechnic College Non-Government Fund Rules".

2. **Extent and Interpretation:-**

- (i) For interpretation of these Rules or any other matter pertaining to Non-Govt. fund account, not covered by these Rules hereunder, the decision of the Director of Technical Education, Rajasthan shall be final and conclusive in all respects.
- (ii) "Director" means the Director of Technical Education Rajasthan.
- (iii) "Principal" means the Principal of the Government Polytechnic College.
- (iv) "Officer-in-charge" means the Officer-in-charge of student's activities.
- (v) "Budget" means the money realized from the students under Non. Govt. Head for a particular session/year.

3. **Scope:**

The Non-Govt. Fund dues shall include the following items of fees and such other items as may be approved, hereinafter, from time to time by the Competent Authority:-

(a) Non- Refundable dues :

- (i) Periodical Examination Fee.
- (ii) Magazine fees
- (iii) Athletic club or games Fee.
- (iv) Student club Fee
- (vi) Identity Card Fee.
- (vii) Library Fee
- (viii) Library Open access Fee.
- (ix) Drawing Fee.
- (x) Development Fee
- (xi) Any other Non-Govt. Fees prescribed hereafter.

(b) Refundable dues :

- (i) Institution Caution money.
- (ii) Hostel Caution money.

(c) Any other dues realized from students or received from other sources, which cannot be deposited into Govt. Account directly, may be credited

under "Non-Govt. Dues" till its final disposal in accordance with the instructions on the subject.

- (d) The Director may approve any other item of fee to be governed by these rules.

4. Fiscal Year :

For purposes of maintenance and closing of annual accounts, the fiscal year will be observed from 1st July to 30 June each year.

5. Maintenance of Accounts:

The accounts of Non-Govt. funds shall be kept in accordance with the instructions, incorporated in Article 49 and 50 of G.F.& A.R. (Part-I) as applicable for Non-Government Funds and rules vide Appendix "A" annexed with these Rules as framed in connection with the operation and maintenance of such funds.

- (a) The Non Govt. Fund Account in respect of each Polytechnic College shall be operated by its Principal or any other officer on his/her behalf whom the powers may be so delegated.
- (b) Money received shall be deposited in P.D. Account with the settlement in the Treasury concerned.
- (c) For dealing with the Transactions relating to the Non Govt Fund there shall be a separate Govt. Cashier who shall furnish security for Rs. 7500/- in any of the forms prescribed under Article 313 of the GF & AR. (Part-I)
- (d) The Cashier shall maintain Cash Book, Ledgers and such other set of account books or record relating to the Non- Govt. Fund as may be considered necessary by the Principal.
- (e) All cash collected shall be credited in to the Bank on the day of collection as far as possible or latest by the following working day. The Cashier shall not keep in his custody amount (including cheques, drafts, postal orders etc.) more than Rs. ten thousand or an amount for which security has been furnished.

6. Realisation of Dues :

- (a) Every student admitted to the institution shall be required to pay the following Non-Govt. dues and any other dues ordered to be collected hereinafter on a date notified by the Principal :-
 - i. Periodical Examination fee.
 - ii. Magazine fee.
 - iii. Athletic Club or Games fee.
 - iv. Identity Card fee.
 - v. Student's Club fee
 - vi. Library fee.
 - vii. Library open access fee
 - viii. Drawing fee.

- ix. Development fee
- x. Any other Non-Govt. Fees prescribed hereafter
- xi. Hostel charges
- xii. Institution Caution Money.
- xiii. Hostel Caution Money.

The Principal shall notify the date of collection for various items of dues.

- (b) Fee listed at (i) to (xi) should be deposited at the beginning of every session while those at (xii) to (xiii) only once at the time of admission in the Institution.
- (c)
 - (i) The dues payable by the student shall be accepted in legal tender coins, currency notes, or drafts on local Bank in accordance with Article 49,50,51,52 and 53 of the GF&AR(Part-1).
 - (ii) A printed prescribed receipt will be issued to remitters. No manuscript receipt will be treated as authentic.
 - (iii) Collection of Penalty and fine :-
If any student fails to deposit his/her dues on the specific date a fine of Rs. 10/- will be imposed for every day of delay, subject to Maximum of Rs. 150/-. If the payment is not made within 15 days from the dues date, the name of the defaulter shall be struck off from the Institution and Hostel Rolls. He/She will not be re-admitted until he/she has paid all the arrears with fine and re-admissions fees.
 - (iv) The Principal reserves the right for remission of any fine or penalty.

7. Refund of Dues :

(A) The following are the details of refundable amounts :-

- 1) Institution Caution Money.
- 2) Hostel Caution Money

(B) (a) Institution Caution Money :-

The institution Caution money shall be refunded to a student on his/her written request before his/her leaving the institution at the end of the final year or earliest, if he/she leaves the institution finally for any reasons, on production of No Dues Certificate from all Head of Deptts. and other authorities as prescribed for the purpose.

(b) Hostel Caution Money :-

The Hostel Caution Money shall be refunded to a student on his/her written request for finally leaving the Hostel and on production of a 'No Dues Certificate' from the warden of the Hostel concerned duly counter-signed by the Chief Warden.

(c) General :

- (i) Non-refundable dues once credited to the Non-Govt. Fund Account shall not be refunded in any case. The refund to the students shall be made after making all necessary deductions of outstanding dues as reported by the concerning authorities on the 'No Dues Certificates'.
- (ii) It shall be the responsibility of the student to collect refundable dues before he/she leaves the Institution either in case of final year student or in case of leaving the Institution in the middle of session under special circumstances. If a student is unable to collect the refundable dues, prior to his/her leaving the Institution, he/she shall be required to submit an application in writing, under A/D cover for such refund within three years of the date of leaving the institution, failing which his/her claim for refund shall be forfeited and the amount shall be credited to Govt. Account under Receipt Head - Miscellaneous Receipts.
- (iii) The amount due, shall be refunded either in person or on production of an authority from the student concerned duly attested by a gazetted officer known to the Principal or by a Magistrate.
- (iv) In case of death of a student and other circumstances under which it is not possible for the student to receive the money in person, the amount due to him /her, shall be refunded to his/her guardian whose name appears in the record of the Institution or to the legal heir on production of necessary certificates.
- (v) The payee, in token of having received the sum, shall be required to submit a stamped receipt for a sum exceeding Rs. 5000/-

8. Collection and payment of dues other than the above and imposition of Penalty: -

- (i) Fees to be collected, other than the above, as ordered by the Principal, will be received by the Cashier in the same manner as prescribed for receipt of Non. Govt. Fund and a proper receipt will be granted.
- (ii) The penalty for depositing such late fees will be charged as fixed by the competent authority.
- (iii) Fees collected on behalf of any other Non. Govt. body shall be remitted as per written instructions received from it.

9. Budget Control and Power of incurring expenditure :-

- (i) The Principal shall appoint an officer-in-charge for controlling the expenditure under the various activities of Non Govt. Fund (Non-refundable amounts) in the beginning of each session.
- (ii) The officer-in-charge shall frame the Budget estimates in respect of the activities under his/her control for the session latest by the 15th August each year and submit to the Principal on the prescribed performa for his/her approval.

- (iii) Some of the purposes for which Non-Govt. Funds can be utilized for various activities are listed in Appendix 'B' annexed to these Rules, for the guidance of the officer-in-charge.
- (iv) The Principal may hire various services through agencies in the larger interest of the students with the prior approval of the Director. The payment for such purpose shall be made either on the rates prescribed by the State Government or on the basis of lowest rates received through open tenders.
- (v) If in the larger interest of the student's community it is considered necessary to utilize some funds for purposes other than those given in the said appendix, it can be done so, after obtaining prior sanction of the principal.
- (vi) The Budget shall be sanctioned by the Principal after due scrutiny of the Budget estimates in the account sanction.
- (vii) No Expenditure shall be allowed to be incurred from the Non Government fund unless the Budget for that year is sanctioned. However, in case of urgency the expenditure may be incurred by the Principal with the prior approval of the Director for such activities for which Budget is not sanctioned but larger student's / institutional interest is involved. Provided that supplementary Budget will be passed at the institute level before the close of that financial year.
- (viii) The financial powers of the Principal and the Officer-in-charge to incur expenditure under various heads of the Non. Govt Fund Account after observance of all due formalities, shall be as under :-

	Officer	Recurring	Non Recurring	Extent of condition
(a)	Principal	Full power	Full power	<ul style="list-style-type: none"> • According to Budget provision for the particular year. • For expenditure on item or items by appropriation of savings of the past years as approved by Advisory Committee.
(b)	Officer I/c p. a	50,000/-	2,00,000/-	For expenditure on item or items by appropriation of savings of the past years as approved by Advisory Committee.

- (ix) The Officer-in-charge of the fund shall see that proper accounts are maintained of the expenditure incurred and he/she will be personally responsible for maintenance of stock Registers, checking the quantity and quality of the articles purchased and the correctness and verifications of the bills submitted by the various firms.
- (x) Officer-in-charge shall be responsible for exercising strict economy and enforcement of financial rules at every stage. He/She shall also see that the expenditure is kept within the limit of authorized appropriation.

- (xi) A gazetted officer appointed by the Principal shall carry out physical verification of entire stock before 30th June each year.
- (xii) The accounts of the Non-Govt. fund shall be subjected to the audit.
- (xiii) Purchase and physical custody and accounting of such stores:-
 - (a) An advisory Committee shall be appointed for approval of the various purchases made from Non-Govt. Fund Account. The members will be as follows :-
 - 1. Staff Advisor Students Club - Chairman.
 - 2. Student's representatives nominated by the Principal - Member
 - 3. O.C. of the student's activities - Member-Secretary.
 - (b) A schedule showing the dates by which tenders or quotations for common items required in each year shall be prepared and made available.
 - (c) The quotations or tenders shall be invited by the due date by the Officer-in-charge. He/She shall obtain the approval of the Principal.
 - (d) After due dates, the quotations along with comparative statement will be prepared and sent to the Purchase Committee through Accountant along with recommendation for obtaining the approval of the Principal.
 - (e) After approval of the rates, the Officer-in-charge shall submit a draft purchase order to the Principal through Accountant for approval and after obtaining the approval; the necessary order for supply shall be placed with the concerned firm by the Officer-in-charge while endorsing a copy to Store Section of the College.
 - (f) The Articles or materials shall be received directly by the College Stores and necessary verification be made by Officer-in-charge of the student's activities with regard to the quality and quantity, rates and amounts etc. in conformity with the purchase order.
 - (g) The physical custody, accounting and issues or disposal etc. shall be done by the Store Keeper exactly in the same manner as prescribed for Govt. Stores, but through separate books.

10. Disposal of old and unserviceable materials :-

Except the old Articles of Games and Sports which can be supplied to the students at reduced rates as laid down in Appendix 'C' all stores and materials shall be sold by public auction. This auction will be conducted by a Committee appointed by the Principal which will be consisting of the following members :-

- (i) One of the Head of Department - Chairman
- (ii) A Gazetted officer nominated by the Principal. - Member
- (iii) Officer-in-charge of student's activities - Member-Secretary

The cost of articles so auctioned will be deposited under the Head from which they were originally purchased.

11. Purchase of Stationery and Printing for activities under Non-Government Fund Account :-

The purchase of stationery articles and all types of printing can also be got done from the firms/concerns other than the Govt. Press etc.

12. Reserve Fund:-

If Principal deems it proper, a sum within the ceiling of 25% to 35% can be kept aside to create reserve fund under each head of Non. Govt. Fund, for providing facilities to the students.

13. Re-appropriation from one fund to another:-

The Director shall have full powers in allowing re-appropriation from one Head to another on the recommendations of the principal, if he is satisfied with the grounds of savings and requirements. He may delegate powers to a limited extent to the Principal of Polytechnic College and may also sanction expenditure for any academic/administrative activity of the institute.

14. The past fund, excluding the realizations of any running year in the Non-Govt. Fund shall be treated as Reserve Fund. 40% of this reserve fund may be utilized in any running year on recommendation of the Advisory Committee and approval of the Principal. However; this amount can only be used for non-recurring purposes such as :-

- (i) To procure assets/equipments including office equipments/ computers & printers/furniture etc. that may be useful for the institute.
- (ii) To carry out civil works through PWD as per the need of the institute in consultation with Institute Advisory committee.
- (iii) To procure furniture, fixtures, utensils, glossary, Dari, curtain cloth, blankets, tapestry, Napkins, table covers, bed sheets and pillow & pillow covers etc. for the hostel.
- (iv) Celebration of special occasions such as silver jubilee, decade or any other special non-recurring purpose.

APPENDIX 'A'
MAINTENANCE AND UP-KEEP OF ACCOUNTS RECORDS
OF NON-GOVERNMENT FUND

1. All rules framed in connection with the operation and maintenance of accounts on Non-Govt. Accounts shall be strictly adhered to.

2. **Business Hours -**

(a) During morning office hours: From 8.30 to 11 A.M.

(b) During day hours: 11 A.M. to 2 P.M.

No money shall be received or disbursed by the Cashier after the appointed hours except under special circumstances and under orders of the Principal.

3. **Receipts**

Custody of Bank Receipt Books and Cheque Books -

The bank receipt books and cheque books shall remain under the custody of the Principal or Gazetted Officer authorized by the Principal and the same will be issued on requisition of the Cashier after verification of the completion of previous books by the Accountant.

The Cashier shall maintain register of receipt of such books.

The Counter foils of the Receipt books shall be submitted through the Accountant to the Principal or the Gazetted Officer appointed by the Principal for such duty for counter signatures either on the same day or latest by the following working day.

4. **Records to be maintained by the Cashier -**

The Cashier shall maintain the following records -

- i. Cash Book.
- ii. Register of Money Orders, Cheques, Drafts etc. received.
- iii. Register of money orders, Cheques and Drafts issued.
- iv. Students Ledgers
- v. Class-wise Fees Register of refundable dues.
- vi. Class-wise Fees Register of non-refundable dues.
- vii. Bill register to record all bill received and paid. (to be maintained separately for each head of Account).
- viii. Printed Receipt Books for issuing receipt to the payer.
- ix. Cheque Books.
- x. Pay-in-slip of bank.
- xi. Register of Re-conciliation of bank figures.
- xii. Register of control over expenditure showing monthly balance under each head of Account.

- xiii. Register of records and files.
- xiv. Register of Budget sanctioned.

5. Budget and Control -

- a. The distribution of extra curriculum duties amongst the staff members with regard to the control of operation of various Non-Govt. fund accounts will be notified by 15th July each year.
The Student Section will be responsible to see that appropriate approval in this respect is obtained and orders are issued by the due date, under intimation to all concerned.
- b. The Student Section shall also furnish the lists to students for all classes to all Heads of Department, Officer In charge of various activities and the Account Section within 10 days of the start of the session.
- c. The Account Section shall send by 1st August, each year, the form for preparation of the Budget in respect of Non. Govt, Fund items to all the officers concerned with detailed instructions. It shall also furnish the actual expenditure incurred during the preceding fiscal year.
- d. The officer-in-charge with regard to the Non. Govt. Fund Accounts shall prepare and send by 10th August each year to the Accountant the budget estimates in accordance with the instructions issued in this connection.
- e. The Accounts Section shall scrutinize the Budget Estimates and submit it to the Principal within one week of its receipt.
- f. On approval of the Budget Estimates by the Principal, the same will be communicated to all concerned by the Accounts Section within a week of its approval.

APPENDIX - 'B'

The Non-Government Funds shall be admissible for the purposes as mentioned below :-

1. Athletic Club or Games Fee -

- a. Games Materials of all types.
- b. Sports materials of all types.
- c. Uniforms and sports kits.
- d. Refreshments.
 - (i) Local tournaments - Rs. 30.00 per player.
 - (ii) District tournaments - Rs. 40.00 per player.
 - (iii) State level tournaments - Rs. 50.00 per player.

2. Traveling and Daily allowances for journey to participants in tournament only.

Actual concessional railway or bus fares will be admissible to the participants.

D.A. at the rate of Rs. 70/- or 100/- per head will be admissible for ordinary and expensive localities respectively.

The teachers, peons and other Government servants accompanying teams in tournaments etc. shall be paid T.A. and D.A. from Government funds

3. Affiliation to local Sports Association and payment of remuneration for honorarium to Coaches.

4. Prizes for games and sports, As far as possible utility prizes may be arranged.

5. Photographs-expenditure on these should be subject to availability of funds:

6. Annual Sports Celebration. The expenses under this head shall include :-

Simple at-home for the guests and participants.

Prizes for the guests.

Miscellaneous expenses towards various arrangements connected with the abovementioned celebrations.

7. Scouting :-

If it is available, the expenses on this should be limited to 20% of the fees realized under Games and Sports.

8. Student's Club Fees :-

- a. Expenditure connected with -
 - i. Cultural activities and prizes.
 - ii. Hobby promotion.
 - iii. Stationery for the use of club.
- b. Inauguration & Annual Function.

- c. Purchasing of Assets: like Musical Instruments, Curtains, storage of Cupboards and Boxes and simple Crockery etc.
- d. Photographs on various occasions.
- e. Expenses incurred on Inter Polytechnic or Inter College representation.
- f. Expenditures on Social Gathering.
- g. Refreshment on special occasion: like Inauguration, final events and Social Gathering or Gathering on a visit of a dignitary and also on the occasion of Extension lecturers.
- h. T.A. and D.A. to students participants for outside competitions in cultural activities only -
 - i. Actual concessional railway or bus fares.
 - ii. D.A. at the rate of Rs. 70/- or Rs. 100/- per head, for ordinary and expensive localities.
 - iii. Refreshments.
 - (a) Local tournaments - Rs. 30.00 per player.
 - (b) District tournaments - Rs. 40.00 per player.
 - (c) State level tournaments - Rs. 50.00 per player.

The teachers, peons and other Government servants accompanying the participants in outside competition in Cultural activities etc. shall be paid T.A. and D.A. from Government Funds.

9. Library Fee:-

- a. Binding of books and periodicals.
- b. Cards and Card Cabins.
- c. Purchase of textbooks and other books, which are useful solely for the students and staff (these books shall not be counted for the purpose of limits prescribed by the N.R.C/AICTE.)
- d. Purchase of technical, non-technical journals, magazines, periodicals and daily newspapers.

10. Library open access fee

Purchase of textbooks, reference books and other books, which are useful solely for the students and staff

Up to 50% of the grant (Library Fee & Library open access fee) can be utilized for purchase of library furniture and fixtures etc.

11. Drawing Fee

- (i) Purchase of Drawing materials such as drawing sheets, pencils, ferro papers and all other materials that will be required for teaching purposes.
- (ii) Stencil papers and duplicating papers and ink for use in tutorials.
- (iii) Duplicating machine for the use of teaching activities.

- (iv) Purchase of cupboards and boxes for storing materials.

12. Magazine Fee

- (i) Printing of magazines, brochure, awareness material and bulletins.
- (ii) Purchase of related raw materials needed for magazine.
- (iii) Making of blocks of photographs and drawings etc.
- (iv) Special photographs not covered under any other activities.
- (v) Payment of remuneration or honorarium for designing covers and special pictures for use in Magazine.

13. Identity Card Fee

- (i) Purchase of papers for preparation of Identity Cards.
- (ii) Printing of Identity Cards.
- (iii) Purchase of equipments and Materials required for taking photographs.

14. Examination Fee

- (i) Purchase of Answer Books, Drawing sheets, graphs and other examination materials needed for conducting examination.
- (ii) Stencil paper and duplicating paper and ink etc. for the use of class tests and examinations.
- (iii) Duplicating machine for cyclostyling the test papers.
- (iv) Purchase of storage cupboards, Almirahs and boxes for storing examination materials and question papers, and tables.
- (v) Purchases of reference books for use in examination halls.

15. Development Fee

- (i) Purchase of equipments, furniture and books
- (ii) Maintenance of equipments and furniture
- (ii) Purchase of computer hardware, software and maintenance of computer hardware

Work related with Institution activities

Where the work is voluminous or cannot be carried out by the office staff in Institution, one or more full time or part-time persons may be hired to complete that specific work as funds may permit and the Principal as per rules may pay the remuneration.

The Principal may employ temporary labour on daily wages for maintenance of playgrounds and gardens or for all purposes as required for their Institutional activities.

The daily wages to temporary labour will be paid as per P.W.D. rates

APPENDIX - 'C'

The following Games and Sports kit can be issued to the Students (selected for Polytechnic teams) at half rates (Subject to availability of funds) :-

1. Shirts.
2. Football shoes.
3. Woolen Stockings.
4. Sports shoes.
5. Baniyans.
6. Cricket shoes.
7. Cricket Caps.
8. Shorts (Quarter Pents).
9. Track suits.

If students do not wish to purchase them, these can be disposed off like other old and unserviceable materials.

APPENDIX - 9

RULES FOR THE AWARD OF ACADEMIC PRIZES IN GOVT. POLYTECHNIC COLLEGES

1. For standing first and second in order of merit among the successful regular candidates of an institution at the first year Diploma Examinations of the Board of Technical Education, Rajasthan.
2. For standing first and second in order of merit among the successful regular candidates of an institution at the IInd year Diploma examinations in the particular branch.
3. For standing first and second in order of merit among the regular candidates of an institution at the final examination.
4. Only students who pass the respective examinations in the first attempt will be eligible for the prizes listed at 1 to 3 above.
5. In the semester system, if the Board of Technical Education holds two examinations in session for each class or course the standing in the class for the award of the above prizes will be determined on the aggregate score in the two examinations conducted by the Board.
6. Candidates who declared successful at an examination under regulation VI (A&B) of the Board of Technical Education will not be eligible for the award of the above prizes.
7. The value of each of the first prizes listed above will be not more than Rs. 500/- and the second prizes not more than Rs. 300/-

Prizes For Games And Sports

1. In the case of team events like Hockey, Cricket, Football etc. only winner team of the final match shall be awarded prizes. The prizes shall be of not more than Rs. 200/- for each member of the team.

No prizes shall be awarded to runner up team. However, certificates shall be awarded to them.

2. The open tournaments for individuals events like: Tennis, Badminton, Table Tennis etc. prizes shall be awarded as follows :-
 - (i) For singles - Prizes not exceeding Rs. 300/- to the winners and prize not exceeding to Rs. 200/- to the runners up.
 - (ii) For doubles - Prizes not exceeding Rs. 300/- to each member of the team and not exceeding Rs. 200/- to each member of the runner up team.

For such open tournaments suitable entry fee may be charged so that at least 50% of the cost of prizes is recovered from the entry fee.

3. For Athletics items -

- (i) Individual events winner may be awarded prizes not exceeding Rs. 300/- and runner up not exceeding Rs. 200/-

- (ii) For group events (Relay races etc.) each member of winning team may be awarded prizes of a maximum of Rs. 100/- and the members of the runner up team a maximum of Rs. 75/- each

Prizes For Co-Curricular Activities

- (i) First and second prizes for proficiency in classical vocal, classical instrument, light vocal and light instrumental music respectively.
- (ii) First and second prizes for proficiency in English and Hindi elocution respectively.
- (iii) Prizes for the best actor in the institution.
- (iv) Prizes for the best performance in fancy dress show.
- (v) Prizes for the best performance in competition in any three hobbies to be chosen by an institution.
- (vi) First and second prizes for outstanding performance in the construction of engineering models.
- (vii) All prizes under this category will be awarded in the form of books or utility articles.
- (viii) The value of the first prizes mentioned in paras (i), (ii), and (v) will not be more than Rs. 300/- each and second prizes not more than Rs. 200/- each.
- (ix) The value of the prizes mentioned at (iii) and (iv) will not be more than Rs. 250/- each.
- (x) The value of the first prizes for model making under para (vi) will be limited to Rs. 250/- and of the second prizes to Rs. 200/-.
- (xi) The hobby competitions mentioned at (v) will also be open to members of the staff of the institutions. For the rest of the prizes only regular students of the institution will be eligible.

Other Prizes

The following is a list of other prizes that may be awarded by the institution:-

- (i) Prize for most regular student of the institute.
- (ii) Prize for best Hosteller.
- (iii) Prize for best all round final year student of the institution.
- (iv) Prize for best N.C.C. Cadet/NSS worker.

The Principal in consultation with Proctor, Hostel Warden, Heads of Departments, may institute any other prize also for motivation of the students. All prizes may be of maximum of Rs. 300/- each for category of (i) to (iii). For category No. (iv) the prize money may not exceeding Rs. 500/-

Expenditure on prizes shall be met out of the budget provision under head "Prizes". However, where this allotment is not available or the allotment is insufficient, the prizes may be awarded out of Non-Govt. funds under the other appropriate heads.