

PROCEEDING OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
ANDHRA PRADESH::MANGALAGIRI.  
Present :Dr.Pola Bhaskar.I.A.S.

Rc.No.24/O.P.II/2020

Dated:01.09.2023

**Sub:-** Collegiate Education - Government Degree Colleges- Utilization of Special Fee collected under various components - certain instructions - Communication of Standard Operating Procedures (SOP) - Regarding.

**Ref:** 1. This office Procs Rc.No.177/K1-1/7,Dt.6.4.1972.  
2.G.O.Ms.No.101 Education (U.E.II.1) Department Dt.30.4.1997.  
3. This office Procs Rc.No.2869/GC-III-1/97 Dt.4.3.1998.  
4. This office Procs Rc.No.832/Admn.I-2/2000 Dt.04.7.2000.  
5. This office Procs Rc.No.656/Admn-I-2/2000-1 Dt.7.7.2000.  
6. This office Procs Rc.No.73/Admn.I-2/2007-1 Dt.17.5.2007.  
7. This office Procs Rc.No. 90/O.P-II/2022 Dt.28.07.2022.  
8. This office Procs Circular Rc.No.B2/10/2021 Dt.16.9.2022.  
9. This Office Lr.Rc.No.B2/10/2021 Dt.13.10.2022, addressed to SBI e Pay and P.G Department.  
10.This Office Cir. No. B2/10/2021 Dt.17.11.2022

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**ORDER:-**

The attention of the Principals of Government Degree Colleges in the state is invited to the references 1<sup>st</sup> to 6<sup>th</sup> read above, where in orders have been issued from time to time on collection of Tuition Fee/Special Fee/Additional fee/Restructured Special Fee Collections and it's utilization of the fee Collected from the Students.

In the reference 7<sup>th</sup> cited, orders have been issued on fixing of Special Fee components. In the reference 10<sup>th</sup> cited, instructions have been issued to all the Government Degree College Principals in the State to open new Bank account in S.B.I for online fee collection through F-MAP and directed to collect the fee through F-MAP and also informed that they are not permitted for physical fee collection.

After introduction of fee collection through on line mode, the Principals are directed to deposit the Special fee amounts in respective Bank accounts maintaining separately for this purpose.

In continuation of the orders issued in the reference 10<sup>th</sup> cited, the Principals are requested to see that the Fee components collected from the Students through F-MAP shall be transferred immediately to the respective saving bank accounts of Tuition Fee Account, Special Fee and Additional Special Fee/Restructured Special Fee, C.P.D.C., Skill Fee Account etc. immediately.

1. **Tuition Fee:-**

The Fee collected from the students should be transferred to the Government Account through Challan from time to time and should not be kept in the Tuition Fee account more number of days. Proper cash Book should be maintained for such each transaction and the Principals/ DDO should be invariably verify thoroughly the cash book as frequently as possible preferably every fortnightly with proper attestation.

2. **Special Fee:-**

Standard Operating Procedure (SOP) for all the components of Special Fee is herewith enclosed for ready reference (As Annexure-I). They should follow the procedure and Rules without any deviation.

Further they are informed that, the Special Fee collected should be utilized head wise for which purpose it was collected till the last working day, i.e., before summer vacation. Between the last working day and re-opening day the left over Special fee can be utilized irrespective of Head's for any purpose useful to the College on specific recommendations by the Staff council. Minutes should be properly recorded. Further the left over amount will become accumulated Special Fee from the date of re-opening of the College in the ensuing academic year. The Principal should take permission of the Commissioner for utilization of accumulated Special Fee by duly following procedure.

3. **Additional Special Fee/ Restructured Special Fee/ Self Finance Fee:**

The above procedure will also apply to additional Special Fee Collected towards restructured/Self Finance Courses etc.,.

4. **C.P.D.C :-**

CPDC was established in all Government Degree Colleges for active participation of community in the development of the college. The amount received from parents/donors/philanthropists shall be deposited in CPDC account and shall be utilized for repairs, infrastructure developmental activities, improvement of amenities, maintenance and renovation of campus and also engaging temporary contingent staff/man power towards cleaning of toilets/class rooms / office rooms / gardening /any other requirements as suggested by the CPDC and the expenditure shall be met from the CPDC collections duly following rules and procedures.

5. **Affiliation Fee:-**

Every College has to pay affiliation fee to the University to which it was affiliated depending upon number of courses offered in the College under regular/restructures/self finance courses and number of students admitted in the College. The College has to pay the affiliation fee to the University every year for renewal of courses/combinations/sections from the fee component collected from the students. The inspection fee should be paid to the University annually.

Further the Principals are also requested to maintain the minutes of the Special Fee/Additional Special Fee/ Restructured Special Fee meetings with proper attestation of the members attended along with the proposed items & expenditure. Proper Cash Books, Ledgers, Vouchers, Bills should be maintained invariably for the expenditure under various categories of fees. Any deviation to the above will be viewed seriously.

Sd/- POLA BHASKAR  
**Commissioner of Collegiate Education.**

To  
All the Principals of Government Degree Colleges in the State.  
Copy to the Regional Joint Director of Collegiate Education, Guntu, Kadapa,  
Rajahmundry.  
Copy to Academic Guidance Officer, O/o the Commissioner of Collegiate  
Education, Mangalagiri.  
Copy to Chief Accounts Officer, O/o the Commissioner of Collegiate  
Education, Mangalagiri.  
Spare Copy-1.

//True copy Attested//

  
Joint Director of Collegiate Education.



## 1. SOP – Annexure – I

**(File No.24/OP-II/2020, dated: 1.09.2023)**

Government through its memo.No.1748470/CE/A1/2022 Dated:30.06.2022 has issued certain directions to the Commissioner of Collegiate Education in connection with fixing of uniform Fee Structure for UG Programmes offered by the Government Degree Colleges in the State from the Academic year 2022-23. As such a meeting has been convened by the Commissioner of Collegiate Education with ID College Principals of Government Degree Colleges and Administrative Staff of the Commissioner of Collegiate Education and Colleges concerned in connection with the implementation of uniform fee Structure.

The following is the **Standard Operating Procedure** proposed for conducting the curricular, co-curricular and extra-curricular activities and incurring expenditure of the amounts collected under Special Fee in all Government Degree Colleges in the State. Care shall be taken to incur the expenditure in a proper way and the following are the instructions for maintaining proper spending procedures.

- A separate special fee fund account has to be maintained in a scheduled bank under the designation of Principal in the savings account. While incurring the expenditure there should be supporting resolutions of the appropriate special fee committee for the purpose.
- The special fee funds accumulated during the previous years can be utilized towards developmental activities including the matching grants with the prior permission of the Commissioner.
- A separate day wise cash book has to be maintained for the amounts deposited & withdrawn from the Special Fee savings Account.
- The amount of fee deposited in the savings account should be allocated to the various specified components as per the fee fixed under Special fee fund on every day of the transaction and a separate component wise ledgers have to be maintained in this regard for proper utilization to the purpose intended.
- A detailed statement based on cash book and ledger for each component should be prepared at the end of the same year, showing the receipts, expenditure and balance under the special fee duly incorporating in the same statement and produce before audit.
- The Principal shall constitute various individual committees for conducting the activities under each of the following Special Fee Components as mentioned in the proceedings. These committees shall have invariably student members and carryout the activities related to the component including incurring of expenditure. One of the Lecturer - Members will be the Convener for each committee.
- All the activities under the components of Special Fee shall be conducted by individual committees constituted by the Principal for the purpose. No diversions of the fund from one component head to another component head. However, the decisions of Special Fee Committee will be final in respect of the financial allocations, sanction of funds and approval of expenditure duly following the resolutions of the committee.

1. **Special Fee Committee:** The Principal shall, by issue of proceedings, constitute a Special Fee Committee separately at the beginning of the year for taking decisions on the financial matters related to all the Components of the Special Fee. The Special Fee Committee shall have a minimum of Five members in addition to the Member-Convener (Lecturers), two student representatives and one person from the office. The committee shall meet regularly for discussing and approving indents before the action/activity and minutes of the meetings shall be recorded and circulated among the members.

2. **Incurring Expenditure:** While spending the Special Fee, the following steps shall be observed in a sequence and all the decisions made shall be recorded in the Special Fee Committee Minutes book properly for verification. The steps are;

- (1) Indent (proposal for expenditure) by the Convener of the committee.
- (2) Resolutions of the Special Fee Committee Meeting
- (3) Principal's Order/Proceedings (for taking up the action accordingly),
- (4) Submission of accounts statement along with properly authenticated original vouchers and claim for the total amount incurred by the person concerned,
- (5) Approval by the Special Fee Committee for payment after verification,
- (6) Payment order by Principal,
- (7) Cash Receipt from the vendor.

If any deviations are approved for valid reasons, though they are, meager reasons shall be recorded in the minutes. All the records and original vouchers/Bills shall be preserved methodically for future verification/inspection/audit. The advance can be drawn partially from other accounts under inevitable conditions without affecting original activities of that particular account.

3. **Utilisation:** The special fee collected under each item shall be fully utilized as far as possible for the purpose it was collected. Since each student pays the fee for a purpose he/she shall be benefitted by the same before he/she leaves the College. Any diversion of the left-over amount, from one Head to another, shall be done strictly as per the existing rules and procedures prescribed in the CCE Proceedings.

4. **Special Fee sub heads:-**

(i) **Student Union/Cultural/Student Aid Fund:-**

It is an organization free from political, religious and sectarian influence and shall not engage any activity prejudicial to the interest of the institution. The objective of the Student Union is to promote the welfare of the student's community in the institution in organizing academic, social and cultural activities to bring out talent in the students. It develops leadership qualities in students and inculcates the quality of discipline and respect towards democratic values so as to achieve the integrated development of student.

The amount collected under the sub head shall be utilized for organising fresher's day, farewell day, college day, sports day, cultural day, celebrations of Republic Day / Independence Day etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(ii) **Library Fee:-**

The motto behind fee collection under this component is to make a student participation in the development of the college library in which they are studying and to inculcate the habit of reading the books in the college library.

The amount collected under the sub head is to be utilized for purchase of books, magazines, journals, subscription for N-List, DELNET, payment of internet bills for internet connection available in the library, establishment of Digital library, Automation of library, purchase of computers and software required for library, racks for library, maintenance of library etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(iii) **Laboratory fee:**

The expenditure under this account generally covers the cost of laboratory materials and supplies used by a student. Laboratory techniques are the set of procedures used on natural sciences such as chemistry, biology, physics to conduct an experiment, all of them follow the scientific method; while some of them involve the use of complex laboratory equipment from laboratory glassware to electrical devices, and others require more specific or expensive supplies. Scientific laboratories can be found as research room and learning spaces, in which people meet to work on societal problems or make prototypes, working collaboratively or sharing resources.

The amount collected under the sub head should be used for procurement of laboratory equipment, purchase of consumable items, Chemicals, Specimens for Zoology Practical's, minor repairs to the Articles, and maintenance of laboratories etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(iv) **Games /Sports fees& Inter Collegiate tournament fees:**

Some of the amount will be collected from the students to encourage, to develop sportsmanship by participating in a team, in various tournaments for the glory of the college, but not on individual student's purpose.

Amounts Collected under this sub-head can be utilised for purchase and maintenance of Sports Equipment, Maintenance and repairs of Playground & Gymnasium, Purchase of Sports Kits to the Players, those who are taking part in authorised tournaments, TA & DA of Students and Physical Education Directors who will be participated in authorised tournaments (National level / University Inter - Collegiate/District/State level tournaments), Officiating fee of College teams for participation in tournaments (Authorised), Expenditure towards organization of Sports Day, International Day of Yoga and Inter - Collegiate tournaments.etc.

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(v) **Field Work/Project Work/Industrial Visit/Internal Examination related Stationery Fee.**

It is a policy under students assessment which includes Continuous Internal Assessment for which all the students and mentors in the college, in conducting the Field work as a part of the curriculum and the departments shall undertake industrial visits in collaboration with the industries for over all development of student community in multifaceted way.

The amount available under the sub head shall be used for taking students to field visits, project work, participation in workshops, and in purchase of stationery items towards internal examination, printing of CIA proforma books etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(vi) **College Magazine/Calendar /Stationery fee:**

A College Magazine consists of articles written and edited by college students and faculty members. It features articles on academic advice, career tips, student success stories, sports features etc. The editors/writers are students of that college only. Every college should have a Calendar giving a brief historical sketch of college, syllabus, rules of admissions, fee structure for various courses offered, almanac and all other particulars which guide the student in curricular and extra-curricular activities. The principal of the college collects the fees for this purpose to distribute the same at the time of admission of a student in to the college.

The amount available under the head shall be used for printing of college annual academic calendar, annual college magazine, purchase of stationery items for use in office and departments, cartridge filling, maintenance of office machinery etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(vii) **Skill Development Fee :-**

The NEP states that the curriculum is incorporated/up date with Life skill courses as well as Skill Development courses apart from core areas. Further it emphasizes interdisciplinary, multidisciplinary, transdisciplinary courses for the holistic development of the students. As such these components are necessary in present circumstances, students need hands on experiment, industry exposure, work experience, Trainings and Internships/ apprenticeships/OJT.

Separate guidelines will be given in this regard for incurring the expenditure.

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(viii) **Student Hand Book and ID Card.**

The student hand book is a road map to a student during his stay in the College. It should contain brief historical sketch of a College, i.e about the academic , social, and personal development opportunities, resources available in the College to help along way, eligibility criteria for admission to chosen core, specifying about the dates of conduct of various examinations, information about availability of curricular and co-curricular activities in the college, details of fee structure, rules and procedure of the college where a student is expected to be familiar with and to follow. It should also covers information about collaboration with other allied Colleges, industries for giving betterment of the College student.

Wearing of ID card in College premises is mandatory, so that students who are currently enrolled in a College, are identified easily. The ID cards should contain basic information of the student, group studying, contact details so as to enable to track the student movement easily.

The amount under the sub head shall be used for issuing ID card to students, issue of hand book containing code of conduct, syllabus etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(ix) **Life cum Health insurance fee and Medical Aid.**

A student's physical health is vital for their learning progress. Students, especially from rural and remote background, need periodical medical check-up for identifying existing problems and for preventing future problems in time. Of late, health insurance schemes have been introduced in colleges for students. The Medical/Health Welfare Committee of the college shall arrange medical check-ups for all students at the beginning of every academic year. It is desirable to maintain a sick room with a bed and first-aid equipment medicine in every college. General Life insurance policy has to be taken from a reputed Company by paying minimum amount as subscription for his health needs as long as he would be the student of that College, which will be beneficial to the students who hails from poor families.

The amount available under the head shall be used for purchase of student health insurance premium, purchase of first-aid kits etc.,

purchase of student health insurance premium, purchase of first-aid kits etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(x) **Indian Red Cross Fee-**

For getting membership in Indian Red cross Society, involving students in societies activities competitions-social consciousness among the students from early age College level operation is to be encouraged to serve the purpose.

As per the instructions issued in Pro.01/APCCE/ECA-YRC/AC-08/2022 Dated:26-09-2022 of CCE, AP Vijayawada instruction was issued to the principals to enrol the students by paying an amount of Rs 6/- per student per annum towards student registration fee. An amount of Rs 400/- is to be paid to the Indian Red Cross Society towards college registration duly following the procedure.

The available funds are to be used for organization of Blood Donation Camps or health camps in nearby villages, visits to anganwadi, orphanage, school for the blind, institutions for the physically handicapped etc, to conduct camps during local fairs and festivals, to execute projects for the community such as Literacy campaign, Health & Hygiene, Stigma & discrimination etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(xi) **Audio Visual equipment:**

A college in general consists of hundreds of students. A large number of programs and activities take place in a college in an academic year that need audio visual equipment. Audio visual equipment takes the message or picture to each individual student. In colleges where the traditional equipment is adequately available, the committee concerned can identify and purchase the latest and new generation electronic and computer based audio visual equipment. It is not desirable to again and again purchase the same equipment which is already adequately available. A part of the fund can be utilised for purchase of the related items.

The amount Collected Audio Visual equipment will be used for purchase of audio visual equipment, maintenance of audio visual equipment, student campus radio equipment (including public address system, equipment's installed in digital and virtual classrooms) etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

(xii) **Social Service League**

The five goals of social service league are (1) Centralistic preparation (2) diversity, (3) Ethics, (4) Social justice (5) professional development. It should be formed within a college with student community to inculcate the culture among the students for leadership traits for conduct of programmes for serving people, for relief works, people suffering from famine, floods, epidemics, and other disasters. Their services are organised as emergency measures, when all expelled.

The fund collected under the head shall be used for conducting blood donation camp in the college, conduct of camps in nearby communities in collaboration with NSS and NCC, supply of needy items to orphanage or old age homes etc.,

A committee should be constituted as per guidelines issued above for incurring the expenditure for the said fee collection.

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