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DEPARTMENT OF TECHNICAL EDUCATION, CHENNAI - 600 025

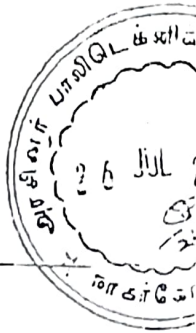
From

To

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The Director of Technical Education
Polytechnic (Exam i/c)
Guindy, Chennai - 600 025

The Principals of Government /
Government Aided Institutions



Letter No.9766/I2 /2002-1 dated 25.7.2002

Sir,

Sub: Technical Education - Special Fee and Development Fund -
Allocation and Utilisation - Instructions - Reg.

The Committee constituted for fixing necessary guidelines for the effective and correct utilisation of the revised Special Fee and Development Fund, collected from the new students from this academic year (2002-03), has discussed the matter in detail in its meeting held on 22.07.2002 at the Directorate of Technical Education, Chennai and recommended the following guide lines.

The Principals are requested to follow these guide lines strictly.

I. SPECIAL FEE (Rs. 1000/- per student Per Annum) 212 x 1000 = 212000

The following components will form part of the utilisation of the special fees:-

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|---|-----|-----------|
| 1. Sports and Games | 25% | Rs. 53000 |
| 2. Library utilities | 25% | Rs. 53000 |
| 3. Calendar, Magazines, News letters and all Postal expenses including despatch of Diploma examination answer papers | 20% | Rs. 42400 |
| 4. Students, Technical Association and services (Placement, Technical visits, Seminars, Career guidance programs, Medical check up etc. | 30% | Rs. 63600 |
| | | 212000 |

An internal committee with the Principal of the institution as Chairman will be constituted with appropriate nomination from various departments.

The following persons will be the convenor for respective activities.

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|--|---|
| 1. Sports and Games | Physical Director |
| 2. Library utilities | Librarian |
| 3. Calendar, Magazines, News letters and all Postal expenses including despatch of Diploma examination answer papers | Senior HOD / Staff nominated by the Principal |
| 4. Students Technical Association and services (Placement, Technical visits, Seminars, Career guidance programs, Medical check up etc. | Placement Officer. |

II. DEVELOPMENT FUND (Rs.1000/- per student per annum) $212 \times 1000 = 212$

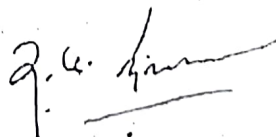
The following components will form part of the utilisation of the Development Fund.

1. Capital Equipments	40%	Rs. 84800
2. Maintenance of equipments & other essential items	20%	Rs. 42400
3. Stores and Consumables	15%	Rs. 31800
4. Staff Development and Training	10%	Rs. 21200
5. Furnitures, Repairs & Maintenance	15%	Rs. 31800
		<u>212000</u>

The expenses and utilisation of fund will be decided by a Five member committee, in each institution, with the Principal as its Chairman and any four Heads of Departments, in rotation, as members. The allocation of expenditure given above will be reviewed every year and instructions, if necessary will be given by this office. A separate P D account may be opened for the operation of this fund by the Principals.

The utilisation of funds (I & II) and the various activities undertaken under the heads will be reviewed annually by the committees and are subjected to Audits as an

S/No-133 dt 18-4-06


Director of Technical Education