



GOVERNMENT OF KHYBER PAKHTUNKHWA
HIGHER EDUCATION, ARCHIVES AND
LIBRARIES DEPARTMENT

NO.SO(C-I/HE/1-1/Govt/2019
Dated Peshawar the 30-08-2019

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To

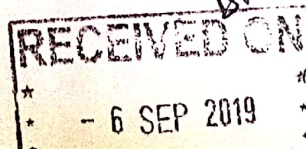
The Director,
Directorate of Higher Education Khyber Pakhtunkhwa
Rano Garhi Peshawar.

Subject: MINUTES OF THE MEETING REGARDING SECOND SHIFT CLASSES FOR INTERMEDIATE IN 09 COLLEGES.

I am directed to refer to your office letter No. 3539/ Academics Branch/8 1/2nd Shift Dated 20-08-2019 and to state that the competent authority / Secretary Higher Education Department under rule-13 of policy for starting second shift in Government College of Khyber Pakhtunkhwa has approved the following recommendations for incorporation in the policy.

- 1- Admission in second shift should be on the basis of open merit.
- 2- The commencement of 2nd Shift Classes should be restricted subject to condition that is fulfilled minimum amount required for the expenditure and sustainability of the 2nd Shift.
- 3- The total number of applicants must not be less than the number of students' required to meet the expenses.
- 4- Except security fee, the deposited fee shall not be refundable, in case of cancellation of the admission.

Section Officer (C-I)



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**SECOND SHIFT POLICY FOR GOVERNMENT COLLEGES OF KHYBER
PAKHTUNKHWA**

Whereas the mission of Higher Education Department is to maximize the opportunities of affordable quality education for the people of the province and following its mission, the department has established about 220 male and female colleges throughout the province. But due to the demographic distribution of the province there is always pressure of students on the educational institutions in the urban areas which increases every year.

Whereas the Government has to cater for the educational needs of the masses and has to introduce such policies which may achieve the target of accommodating maximum number of students in the colleges without putting extra burden on the fragile economic resources of the province.

Now it is, therefore, expedient to issue the policy of starting second shift Classes in the Government Colleges as below.

1. Short Title and Application:

- 1.1 This policy may be called Second Shift Policy for Government Colleges of Khyber Pakhtunkhwa.
- 1.2 This policy will apply to all Male & Female Government Colleges under the domain of Higher Education Department with immediate effect.
- 1.3 The Policy shall apply to Intermediate Level of educational program.
- 1.4 This Policy shall be followed by authorities of the colleges/institutes and Directorate of Higher Education Peshawar in the financial functions related to the Second Shift academics activities/ program.
- 1.5 Where there is no provision for any item in these rules, the principal/ Incharge of the concerned colleges/institutes shall obtain prior approval of the administrative authorities.

2. Definitions:

In these rules unless there is anything repugnant in the subject or context, the following terms shall have the meaning as given below:

- 2.1 Second shift means any academic program of teaching/learning carried out after the morning session in the colleges.
- 2.2 No profit no loss means that the students will be charged reasonable fee for meeting out the expenses of the program only.

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- 2.3 Authority means the principals/Incharge officers of the concerned colleges/institutes, Director of Higher Education, Secretary, Higher Education, as the case may be.

3. Aims & Objectives :

- 3.1 To increase the seating capacity of Government colleges.
- 3.2 To increase efficient and effective utilization of the available resources.
- 3.3 To increase incentives for the involved teachers.
- 3.4 To minimize burden on Government exchequers.
- 3.5 **To create job opportunities for the young graduates**

4. Mission Statement:

- 4.1 Ensure transparency in the receipts and expenditures of no profit no loss (2nd shift) funds.
- 4.2 Placement of an effective financial/academic monitoring mechanism.
- 4.3 To regulate financial resources of no profit no loss (2nd shift) program in Government Male & Female Colleges of the province.

5. Vision:

- 5.1 To promote quality education opportunities for the youth of the province within the available resources.
- 5.2 Raising literacy rate of the province without putting financial burden on Government Exchequer.
- 5.3 To enhance socio-economic condition of the youth by equipping them with modern and saleable relevant education and skills.

6. Timing of Second Shift Program.

- 6.1 Classes under the said program shall start after 12:00 noon
- 6.2 Class duration and pattern shall be as for the morning shift.

7. Admission Procedure :

- 7.1 Second shift shall be started in the colleges where the number of online applications received is double or more than the allocated seats in the morning shift.
- 7.2 Second shift shall be started after the filling of all the seats in the morning shift plus additional seats, if demanded by the principals.
- 7.3 Admission in to second shift will be offered in order of merit to the desirous candidates who do not succeed in securing admission in the morning shift.

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- 7.4 Separate merit list shall be maintained for the second shift on the analogy of the morning shift.

8. Withdrawal Procedure :

- 8.1 If within one month after commencement of classes a seat falls vacant in the morning shift then the same will be filled by order of merit from the second shift but after the expiry of one month no morning-evening shifting would be allowed
- 8.2 The fee charged from students shifted to morning shift shall be refunded to him/her after deducting Government/ Board Dues and one month fee.

9. Budget:

- 9.1 Second Shift will have its own budget and a separate accounts there of shall be maintained by the College authority.
- 9.2 Financial records of receipts and expenditures for the second shift program shall close on yearly basis and shall not be carried on to the next academic session.

9. Fee Structure:

The following fee will be charged from the students admitted in the second shift program.

S#	Discipline/Course	Fee structure per annum/term/sem per student
01.	1 st Year Pre-Medical	Rs.15,000 /-PA (including Rs.1,000/- for security fee refundable)
02.	1 st Year Pre- Engg	Rs.12,000 /-PA (including Rs.1,000/- for security fee refundable)
03.	1 st Year Com. Science	Rs.12,000 /-PA (including Rs.1,000/- for security fee refundable and 1,000 as computer charges)
04.	1 st Year Humanities	Rs.10,000 /-PA (including Rs.1,000/- for security fee refundable)
05.	2 nd Year Pre-Medical	Rs.15,000 /-PA (including Rs.1,000/- for security fee refundable)

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06.	2 nd Year Pre- Engg	Rs.12,000 /-PA (including Rs.1,000/- for security fee refundable)
07.	2 nd Year Com. Science	Rs.12,000 /-PA (including Rs.1,000/- for security fee refundable and 1,000 as computer charges)
08.	2 nd Year Humanities	Rs.10,000 /-PA (including Rs.1,000/- for security fee refundable)

Note: Subject to changes in Government /Board Fee structure.

10. Expenditure Distribution:

10.1 After deducting Board/Government dues and security (this will be maintained in second shift account book) from the annual fee, the remaining amount will be divided into three heads i.e.,

- 75% as non-developmental (Teaching and administration etc.)
- 20% for developmental works by maintaining a separate bank account and cash book.
- 5% for monitoring/evaluation shall be allocated to Directorate of Higher Education which will be paid to the concerned staff for caring out academic as well as financial audit of the second shift program.

10.2 The concerned principal/Incharge will be authorized to utilize the 80% on the staff salaries/administration and training material etc. and 15% on the developmental side of the institution as per rules.

11 . Utilization of funds for Second Shift Program :

11.1 The annual fee shall be received by the college management through proper receipt/slip of bank from each student. The receipts shall be entered in a separate cash book and separate bank account shall be maintained by the Principal.

11.2 The funds shall be utilized in the following manner :

- The Principal/Incharge concerned shall deposit the Board dues through bank draft/crossed cheque as the case may be.
- The government dues shall be deposited in the government treasury through challan.
- Security funds shall be refunded to the concerned student on successful completion of his/her course.

d. The funds received under the head of non-developmental funds shall be placed at the disposal of the concerned Principal to hire the requisite teaching faculty and administrative staff from the existing strength of the college by the principal or from open market on the recommendations of the following committee :

- i. Principal of the concerned college
- ii. DDO of the College
- iii. Subject specialist of the Department and
- iv. Co-opt Member from the Directorate

11.3 Subject to the availability of Second Shift Fund in the College concerned, the remuneration/salary of teaching faculty shall be paid as per the following rates :

Rs. 800/- per period (subject to availability of funds)

11.4 Subject to the availability of Second Shift Fund, the administrative expenditures shall be made as per the following rates :

(a) Principal/Incharge	Rs.15,000 per discipline
(b) DDO	Rs.10,000 per discipline.
(c) Accountant	Rs.6,000 per month
(d) Students' Clerk	Rs.4,000 per month
(e) Librarian	Rs.3,000 per month
(f) Chief Proctor	Rs.10,000 per month
(g) Controller of Examinations	Rs. 10,000 per month
(h) D.P.E	Rs.5,000 per month.
(i) Lab Asstt: Per lab	Rs.3,000 per month.
(j) Admission Committee (Two Members)	Rs.10,000/- each Member
(k) Hostel Warden	Rs. 5,000
(l) Menial Staff (Class IV)	Rs.2000 per month

Note:

- i. The teaching staff shall not take more than two classes in the Second Shift Program.
- ii. The Principal/ Incharge, Coordinator, Chief Proctor, Controller of Examinations shall not be allowed to take any class in the Second Shift Program. However, they shall take classes in the morning program.
- iii. Menial staff may be engaged according to the requirement and availability of fund

11.5 Subject to the availability of Second Shift Fund, the 20 % developmental fund shall be utilized as per the following rates in addition to the authorization of private fund:

- i. Purchase of library books/ periodicals/magazine
- ii. Petty repair/ white washes/construction of the college building.
- iii. Expenditure on the repair/maintenances/fuel charges of college buses/ generator
- iv. Purchase of newspapers for students.
- v. Purchase of consumables for class room use.
- vi. Purchase/repair of durable items like furniture, computer, machines, vehicle, and Equipment etc.
- vii. Purchase of plants, flower pots, insecticides, establishment and maintenance of college lawns
- viii. Expenditure of electrical /water/gas items etc.
- ix. Purchase of all kinds of office stationery.
- x. Printing of different kind of registers, certificates, forms and receipt books etc.
- xi. Expenditure on sports activities.
- xii. Students' recreational/industrial tours.
- xiii. Expenditure on internal/external examinations.
- xiv. Refreshments and other expenditure on general staff meeting, Proctorial boards meetings, occasions' celebrations, visitors from Directorate of Education/university/colleges/public/private bodies etc.
- xv. If regular teaching faculty is not sufficient in number or relevant subject teachers are not available then the principal, on approval of Head of JMC, can hire the same from open markets.
- xvi. Honorarium to the teaching staff engaged in the days of admission/examination etc. Expenditure on internal/external examinations.
- xvii. Honorarium question bank/paper setting/paper marking/result tabulation/quizzes/ projects etc.
- xviii. Reasonable award of Board/University position holders
- xix. Printing of students' identity cards.
- xx. Printing of magazine/ newsletter etc.

12. Audit:

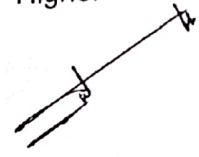
- 12.1 The Principal / Incharge concerned shall keep separate account books for income and expenditure of the no profit no loss (2nd Shift) program
- 12.2 Amount realized from the students of Second Shift Program is not public money, hence annual audit shall be carried out by the audit team of Directorate of Higher Education Peshawar and Internal Audit Cell of Higher Education Department.
- 12.3 Income Tax will be deducted at source as per rule from remuneration being given to all staff engaged as per Govt. Rules in vogue.

13. Amendment:

13.1 The Secretary Higher Education Department shall have the powers to make changes in any section/sub section of the policy or add a new section or sub-section in the best public interest.

14. Resolution of Disputes:

14.1 If any dispute arises on any issue or on the interpretation of a section or sub-section , the matter thereof shall be reported to Secretary Higher Education Department, whose decision shall be final and binding.



CORRIGENDUM

GOVERNMENT OF KHYBER PAKHTUNKHWA
**HIGHER EDUCATION, ARCHIVES &
 LIBRARIES DEPARTMENT**
 CIVIL SECRETARIAT

NO.SO(C-I)/Policy for 2nd Shift/2019
 Dated Peshawar the 01/01/2020

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To

The Director,
 Higher Education Khyber Pakhtunkhwa,
 Peshawar.

Subject:

**MINUTES OF THE MEETING REGARDING SECOND SHIFT CLASSES FOR
 INTERMEDIATE IN 09 COLLEGES.**


I am directed to refer to this Department's letter of even number dated 29.10.2019 on the subject noted above and to state that the Competent Authority has been pleased to approve the following amendments in Para No.11 sub part 11.4 a & b of 2nd Shift Policy for Intermediate Classes:-

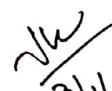
- a. The payment shall be made to the Principals @ Rs.15,000/- and the DDO @ Rs.10,000/- per month.

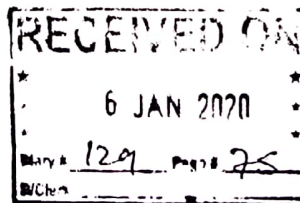


(LIAZ)

SECTION OFFICER (COLLEGES-I)

DD (Acad)
 Pl enclose to
 the concerned
 colleges. 
 7/1/2020

Add Dir (Acad)

 3/1/2020



Chairman
 DALA (Acad)
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 07/01/2020