



DIRECTORATE GENERAL OF
COMMERCE EDUCATION & MANAGEMENT SCIENCES,
BENEVOLENT FUND BUILDING, KHYBER PAKHTUNKHWA,
PESHAWAR.

No. DGCE&MS/ADMN/ 885 (1-27)

Dated: 23 /07/2015.

To

The Principals,
Govt. Colleges of Management Sciences,
Abbottabad, Bannu, Chitral, Charsadda, D.I. Khan, Hari pur, Kohat, Karak, Lakki Marwat,
Mardan, Mansehra, Nowshera (Jalozai), Peshawar, Sangota (Swat), Swabi, Thana.

The Principals,
Govt. Colleges of Commerce,
Hayatabad, Peshawar / Mardan / Bannu / Nowshera / Timargara / Balakot.

The Principals,
Govt. Colleges of Commerce (W),
Peshawar / Mardan / Abbottabad.

The Principals,
Govt. Polytechnic Institute (W),
Peshawar.

Subject:-

**APPROVED POLICY FOR SECOND SHIFT PROGRAM IN GOVT.
COLLEGES OF MANAGEMENT SCIENCES / GOVT. COLLEGES OF
COMMERCE / GOVT. COMMERCIAL TRAINING INSTITUTE
(BOYS/ GIRLS) IN KHYBER PAKHTUNKHWA.**

I am directed to refer to the captioned subject and to enclose herewith a copy of the policy for Second Shift Program in Govt. Colleges of Management Sciences / Govt. Colleges of Commerce / Govt. Commercial Training Institute (Boys/Girls) in Khyber Pakhtunkhwa, alongwith relevant documents i.e. ToRs for Coordinator, Internal Controller of Examinations, Chief Proctor, duly approved by the competent authority for further necessary action please.

I am further directed to request that the subject policy may be followed in letter and spirit.


(SHAMS-UL-HAQ)
Deputy Director (ADMN)

No. DGCE&MS/ADMN/S.Shift Policy/

Dated: /07/2015

Copy to PA to DG, Commerce Edu: & Mgt: Sciences, Peshawar for information.

(SHAMS-UL-HAQ)
Deputy Director (ADMN)



GOVT: OF KHYBER PAKHTUNKHWA,
HIGHER EDUCATION, ARCHIVES
AND LIBRARIES DEPARTMENT

Dated: 23rd July, 2015.

NOTIFICATION:

No. SO(CE&MS)HE/S.S.P/031(1-3)

The Competent Authority is pleased to approve the Second Shift Policy, on No Profit, No Loss basis for all Government Colleges of Management Sciences / Government Colleges of Commerce / Government Commercial Training Institutes in Khyber Pakhtunkhwa for the current academic year and onwards.

Furthermore, the Directorate General of Commerce Education & Management Sciences, Khyber Pakhtunkhwa, may endorse and circulate the approved enclosed policy for compliance and necessary action.

Sd/-
SECRETARY


GOVT. OF KHYBER PAKHTUNKHWA,
HIGHER EDUCATION, ARCHIVES
AND LIBRARIES DEPARTMENT.

Endst: No. SO(CE&MS)HE/S.S.P/031(1-3)

Dated: 23rd July, 2015.

Copy forwarded for information to the:

1. Director General, Commerce Education and Management Sciences, Khyber Pakhtunkhwa, Peshawar.
2. PS to Secretary, Higher Education, Archives & Libraries Deptt, Peshawar.
3. All Principals, Govt. Colleges of Management Sciences / Govt. Colleges of Commerce / Govt. Commercial Training Institute (Boys / Girls) in Khyber Pakhtunkhwa.


(JEHANGIR KHAN)
SECTION OFFICER (CE&MS)HE.

12/23/17
pl circulate

3

SECOND SHIFT POLICY FOR GOVT. COLLEGES OF COMMERCE AND MANAGEMENT SCIENCES IN KHYBER PAKHTUNKHWA

Background

Promotion of Commerce Education & Management Sciences in Khyber Pakhtunkhwa has been carried on limited resources by Provincial Government since inception of the department. Keeping in view spirit for expansion in this particular stream of education, the Provincial Government has recently established a separate Directorate General for Commerce Education & Management Sciences, functioning under the aegis of Higher Education, Archives & Libraries Department of the Provincial Government. The purpose behind the genesis of this particular organization is basically intended to manage to impart quality education through institutions under its administrative and regulatory control.

A historical glimpse on the educational network of this very stream of education reflects that by realizing the constraints of limited human and financial resources of institutions, Government accorded permission for initiation of Second Shift Program in Government Colleges of Commerce & Management Sciences on "No Profit, No Loss" basis during the year 1987 vide letter No. U.O. No.KC.II.BOV/ID/2-5/85, dated 13/10/1987 (Annex-A). In compliance with the directive of the Government, the said Second Shift Program is in vogue in the colleges under administrative control of Directorate General of Commerce Education & Management Sciences.

It is pertinent to mention here that based on the principle of "No Profit, No Loss", millions of rupees have been contributed to the government exchequer on account of government dues under Second Shift Program. Moreover, experienced and well versed teaching faculty rendering its services in morning shift, has been engaged for Second Shift Program on one third of its morning salaries and providing ample job opportunities to the deserving unemployed youth to work alongwith experienced permanent faculty members as well.

Since the present government intends to cater to maximum opportunities to the youth of Khyber Pakhtunkhwa by equipping them with modern education and to develop their capabilities in management, therefore, Govt. Colleges of Commerce & Management Sciences need to provide maximum opportunities to facilitate such desiring students by strengthening Second Shift Programs in the existing colleges.

Aforesaid in view, the following Second Shift Policy, based on "No Profit, No Loss" already in vogue is presented with partial modifications :

Vision:

- i. To promote quality Commerce Education & Management Sciences to the youth of the province within the available resources;
- ii. To expand market oriented educational network in the province without putting extra financial burden on government exchequer;
- iii. To facilitate government manifesto regarding education for all;
- iv. To enhance socio-economic condition of the youth by equipping them with modern and saleable relevant education and skill.

Mission Statement :

- i. To regulate and ensure transparency in the receipts and expenditures funds;
- [Signature]
[Stamp: Officer MS, P.P.I.L.]

- ii. Placement of an effective financial and academic monitoring mechanism;
- iii. Efficient utilization of the available human and physical resources.

Targets:

- i. To overcome unemployment amongst the youth of the province;
- ii. To encourage self employment;
- iii. Poverty alleviation by providing professional education;
- iv. Bridging the gap between the supply and demand of professional personnel.

1. Short Title and Name:

This policy shall be called "The Second Shift Policy" for GCCs/GCMSs of the Directorate General of Commerce Education & Management Sciences, Khyber Pakhtunkhwa which shall come into force at once and shall apply to all GCCs/GCMSs.

This Policy shall be followed by authorities at the colleges/institutes and Directorate General of Commerce Education & Management Sciences in the financial functions related to the Second Shift academics activities / program.

This Policy shall supersede all previous rules and orders issued from time to time and shall henceforth apply to all financial transactions, decisions, payments, income and expenditure etc.

Where there is no provision for any item in these rules, the principal/incharge of the concerned college/institute shall obtain prior approval of the Directorate General to this effect.

2. Timing of Second Shift Program.

2.1 Classes under the said program shall start after 12:00 noon.

2.2 Sessions of both morning and second shifts would start and conclude simultaneously.

3. Rates of Annual Admission Fee for each Discipline / Course

- i. After deducting Board of Technical Education / University, Government dues and security fee (this will be maintained in second shift account book) from the annual fee, the remaining amount will be divided into following three heads :
 - a. 80% as non-developmental funds (Teaching and Administration etc.)
 - b. 5% for monitoring/evaluation shall be allocated to Directorate General of Commerce Education & Management Sciences
 - c. 15% for other miscellaneous works by maintaining a separate bank account and cash book by the concerned college

Handwritten signature
Director General
Commerce Education & MS
Khyber Pakhtunkhwa

- ii. The concerned principal will be authorized to utilize the 80% as explained above, on the staff salaries/administration while the remaining 15% will be utilized for other miscellaneous expenditures of the Institution as per Govt. rules.
- iii. Students, admitted in the following disciplines in the Second Shift Program shall be charged as per following rates mentioned against each which includes government dues :

S#	Discipline / Course	Fee structure per annum/term/semester per student
01.	D.Com-I	Rs.10000/- per annum (including Rs.1000/- for security fee refundable and excluding Board dues)
02.	D.Com-II	Rs.10000/- per annum (excluding Board dues)
03.	DBA-I	Rs.10000/- per annum (including Rs.1000/- for security fee refundable and excluding Board dues)
04.	DBA-II	Rs.10000/- per annum (excluding Board dues)
05.	B.Com-I	Rs.12000/- per annum (including Rs.1000/- for security fee refundable and excluding University dues)
06.	B.Com-II	Rs.12000/- per annum (excluding University dues)
07.	M.Com-I	Rs.15000/- per annum (including Rs.1000/- security fee refundable and excluding University dues)
08.	M.Com-II	Rs.14000/- per annum (excluding University dues)
09.	BBA(Hons)	Rs.11000/- for 1 st Term (including Rs.1000/- for security fee refundable) and Rs.10000/- for remaining term (excluding university dues) <i>Note: Fee shall be collected term / semester-wise.</i>
10.	MBA (1.5 & 3.5 yrs)	Rs.15000/- for 1 st Term (including Rs.1000/- for security fee refundable) and Rs.14000/- for remaining term (excluding university dues) <i>Note: Fee shall be collected term / semester-wise.</i>

4. Rules for utilization of Second Shift funds :

The annual fee shall be received by the college management through proper receipt/slip from each student. The receipts shall be entered in a separate cash book and a separate joint bank account shall be maintained by co-signatory i.e. Principal and one of the senior most Coordinator.

The funds shall be utilized in the following manner :

- 4.1. The Principal concerned shall deposit the Board/University dues through bank draft / cross cheque as the case may be.
- 4.2. The Govt. dues shall be deposited in the Govt. treasury through challan within the same month of receipt or to the 5th of preceding month.

uaw

Officer
& MS
Dept.

