



National Agriculture Education Accreditation Council

Higher Education Commission

Standard Operating Procedures (SOPs)

For Accreditation Councils

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Standard Operating Procedures (SOPs) For Accreditation Councils

PURPOSE: The purpose of these Standard Operating Procedures (SOPs) is to provide guidelines to Accreditation Councils which will adopt it for personnel management, administration, finance, audit and execution.

SCOPE: These SOPs shall apply to all Accreditation Councils established by HEC till such time that HEC provides funding.

COUNCIL EMPLOYEES

1. The Chairperson and members of the Council shall not be entitled to any salary or benefits for their services except such honorarium and allowances as may be prescribed by the Controlling Authority¹.
2. The job vacancies shall be advertised in the national press. The applications received shall be scrutinized by the scrutiny committee for eligibility of candidates and short listing shall be carried out based on academic qualification, relevant experience, and other requirements as per advertisement.
3. The short listed candidates shall be interviewed by a Council Selection Committee appointed by the Chairperson of the Council in accordance with standard procedures.
4. Council staff shall be appointed on the recommendations of the Selection Committee.
5. The services of the Council employees will be contractual, initially for a period of one year. The contract may be renewed based on satisfactory performance.
6. The appointment during the period of contract shall be liable to termination on thirty (30) days notice on either side or payment of basic pay in lieu thereof, without assigning any reasons.
7. An employee would be at the disposal of the council and may be employed in any manner required by the appropriate authority without claim for additional remuneration.
8. The employee would be granted leaves as admissible under the Revised Leave Rules, 1980. However, the provision contained in rules 5(c), 8, 11, 14, 16, 17, 18-A, 19, 27, 33, 34, 35, 36, and 30 of Rules ibid shall not apply. All leave at the credit of the employee will lapse on the termination of contract.

1. **Controlling Authority:** Chairman, Higher Education Commission

9. Government Conduct and Disciplines rules, 1964 shall be followed by Council employees as amended from time to time.
10. Removal from Service (Special Powers) Ordinance 2000 shall be applicable on council employees.

FINANCIAL AND ACCOUNTING PROCEDURES

1. Budget of each Council will be prepared in accordance with the HEC defined parameters and approved by the respective Councils.
2. The Council will maintain its account which will be operated with dual signatures as per its assigned persons.
3. Proper and updated record of expenditure will be maintained in the form of disbursement vouchers, Bill of claim, Cashbook and Budget register etc.
4. The council shall establish an internal / commercial audit mechanism. The auditors will be selected by the Council.
5. Annual accounts and audited reports after approval of the authority² will be submitted to the HEC.
6. The Chairperson of Council will act as DDO for operation of the accounts.
7. The financial and accounting procedures of Council shall be governed as per its prescribed rules.
8. For accreditation, the fee structure will be determined by the Council.
9. TA/DA shall be admissible as per Govt. rules.
10. In addition to TA/DA, the remuneration may be paid to the evaluators for any assignment as prescribed by the Council.

PROCUREMENT RULES

1. Public Procurement Regulatory Authority (PPRA) procurement rules and procedures shall be followed for all types of purchases and acquisition of stores for Council to avoid audit objection and ensure transparency in the procurement process.

² **Authority:** Chairperson of the respective Council

2. As per rules, procurement of stores/supplies having value less than Rs.25,000/- shall be purchased without any bid or quotation.
3. An indent shall be raised of the needed store items and administrative approval for the purchase shall be acquired.
4. All supplies / items shall be purchased from the pre-qualified/approved suppliers.
5. Indenting stores worth more than Rs. 0.100 million shall be purchased through pre-qualified suppliers on competitive basis with at least three sealed quotations.
6. Time limit for receiving the quotations from pre-qualified suppliers shall be at least 15 days.
7. Sealed quotations received by mail shall be opened and evaluated through an evaluation committee. All the committee members shall sign comparative statement prepared along with recommendations and shall sign all the documents of quotations
8. Invitation for quotations as well as direct purchases shall be made only with the prior approval of competent authority.
9. Supply order shall be valid for 15 days with 15% repeat order.
10. Council Secretariat shall examine the stores and enter the durable on respective page number of the stock register.