

**महाराष्ट्र शासन**  
**उच्च शिक्षण संचालनालय**  
**शिक्षण शुल्क समिती, मुंबई**

(राज्यातील विनाअनुदानित व कायम विनाअनुदानित शिक्षणशास्त्र व शारिरीक शिक्षणशास्त्र महाविद्यालयांसाठी)  
कार्यालयाचा पत्ता- शासकीय अध्यापक महाविद्यालय, एलफिन्स्टन तांत्रिक विद्यालय आवार,  
१ ला मजला, ३ महापालिका मार्ग, धोबी तलाव, मुंबई-४०० ००१  
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शिशुस/शिक्षण शुल्क निश्चिती प्रस्ताव/२०२४-२५/२०२४/

दि.१०-०४-२०२४

प्रति,

प्राचार्य,

राज्यातील विना अनुदानित व कायम विना अनुदानित

शिक्षणशास्त्र व शारिरीक शिक्षणशास्त्र महाविद्यालये (अल्पसंख्यांक)

**विषय:-** शै.वर्ष २०२४-२५ च्या शुल्क पडताळणीसाठी प्रस्ताव सादर करणेबाबत.

**संदर्भ:-** १.उच्च व तंत्र शिक्षण विभाग, शासन निर्णय दि.०५.०७.२०१३

२.उच्च व तंत्र शिक्षण विभाग, शासन निर्णय दि.१९.०१.२०१६

३.उच्च व तंत्र शिक्षण विभाग,परिपत्रक क्र.शुल्क-२३२३/प्र.क्र.१०५/मशि-२  
दि.०६.०६.२०२३

४.उच्च व तंत्र शिक्षण विभाग, शासन पत्र क्र.संकीर्ण२३२३/प्र.क्र.२०३/ई-  
६६०२७०/मशि-२, दि.२९.०८.२०२३

राज्यातील विनाअनुदानित व कायम विनाअनुदानित अल्पसंख्यांक शिक्षणशास्त्र व शारिरीक शिक्षणशास्त्र महाविद्यालयांना उच्च व तंत्र शिक्षण विभाग, मंत्रालय शासनपत्र दि.३१.१२.२०१८ व एन.सी.टी.ई.चे पत्र दि.०९-११-२०१६ नुसार एनसीटीई नोटीफिकेशन दि.२५.०८.२०१० अन्वये अभ्यासक्रमांचे शुल्क संस्था स्तरावर निश्चित करण्याचे अधिकार दिलेले आहेत. अल्पसंख्यांक महाविद्यालयांना त्यांचे शुल्क निश्चिती करण्याचे जरी अधिकार असले तरी एन.सी.टी.ई. च्या दि.०९.११.२०१६ च्या पत्रान्वये सदरचे शुल्क हे अवाजवी व नफेखोरी करणारे नाहीत, याची खात्री करण्याची बाब ही समितीच्या कार्यक्षेत्र येते. याअनुषंगाने शासनाने दि.३१ मार्च,२०२२ च्या पत्रान्वये, "अल्पसंख्यांक शारिरीक शिक्षण/ शिक्षणशास्त्र महाविद्यालयांनी आकारलेले शुल्क हे राष्ट्रीय अध्यापक शिक्षा परिषदेच्या आदेशानुसार आहे किंवा कसे, याची तपासणी करण्याचा अधिकार शिक्षण शुल्क समितीस असून त्यानुसार कार्यवाही करणेबाबत कळविले आहे.

शिक्षण शुल्क समितीकडून अल्पसंख्यांकेतर महाविद्यालयांचे शुल्क निश्चितीचे प्रस्ताव तपासण्यासाठी जी संसाधने(महाविद्यालयांचे अॅकॅडमिक तपासणी करणे, खर्च लेखापाल/सनदी लेखापाल यांचेकडून कॉस्टिंग तपासणी इ.) वापरली जातात तीच संसाधने अल्पसंख्यांक महाविद्यालयांचे शुल्क पडताळणी प्रस्तावासाठी देखील वापरली जातात, ही वस्तुस्थिती विचारात घेवून संदर्भ क्र. १ व २ मधील शासननिर्णयान्वये आकारण्यात येणारे नोंदणी शुल्क आणि संदर्भ क्र. ३ मधील शासन परिपत्रकान्वये आकारण्यात येणारे प्रक्रिया शुल्क अल्पसंख्यांक महाविद्यालयांकडूनही आकारण्यास संदर्भ क्र.४ मधील दि.२९.०८.२०२३ च्या शासनपत्रान्वये शासन मान्यता देण्यात आली असून त्यानुसार कार्यवाही करणेबाबत कळविले आहे.

एन.सी.टी.ई. ची अधिसूचना २००२ तसेच संदर्भीय शासन निर्णय क्र. १ व २ मधील निर्देशानुसार महाविद्यालयांनी दर तीन वर्षांनी शुल्क पडताळणीसाठी प्रस्ताव सादर करणे आवश्यक आहे. ज्या महाविद्यालयांना शुल्क पडताळणी करून तीन वर्षे झाले आहेत, अशा महाविद्यालयांनी सन २०२४-२५ च्या शुल्क पडताळणीकरिता प्रस्ताव सादर करणे अनिवार्य आहे. समितीने नियमावली व नमुना अर्जात काही महत्त्वाचे बदल केलेले आहेत. सदर नियमावली यापूर्वीच समितीच्या दि.३१-०१-२०२४ च्या बैठकीच्या इतिवृत्तासोबत पाठविण्यात आलेली आहे. सर्वप्रथम महाविद्यालयांनी सुधारित नियमावली व नमुना अर्ज यांचे वाचन करावे, नवीन नियमावलीप्रमाणे प्रचलित पध्दतीने परिपूर्ण प्रस्ताव सोबत जोडलेल्या वेळापत्रकाप्रमाणे या कार्यालयात सादर करण्यात यावेत. त्याअनुषंगाने एन.सी.टी.ई.च्या अधिसूचनेनुसार विहित कार्यपध्दतीचा अवलंब करून संस्थास्तरावर शुल्क निश्चिती केल्यानंतर पडताळणीसाठी शिक्षण शुल्क समितीस प्रस्ताव सादर करण्यात यावा.

**प्रस्ताव सादर करत असताना खालील बाबींचे अवलोकन करून त्यानुसार कार्यवाही करण्यात यावी.**

- शिक्षण शुल्क पडताळणीसाठी नियमावली व नमुना अर्ज सोबत जोडलेला आहे. सदर नियमावली व नमुना अर्ज शिक्षण शुल्क समितीच्या [www.mahasss.in](http://www.mahasss.in) या संकेतस्थळावर तसेच उच्च शिक्षण संचालनालय, पुणे यांच्या [www.dhepune.gov.in](http://www.dhepune.gov.in) या संकेतस्थळावर प्रसिध्द करण्यात आलेला आहे. अर्जातील माहिती अचूक व संपूर्ण भरणे बंधनकारक आहे अपूर्ण/परिपूर्ण नसलेले/जून्या नियमावलीतील अर्ज जोडलेले प्रस्ताव नाकारण्याचे/फेटाळण्याचे सर्वाधिकार प्रस्तुत कार्यालयास असल्याने अपूर्ण किंवा चूकीच्या माहितीअभावी आणि सादरीकरणअभावी विषयांकित अभ्यासक्रमाची शिक्षण शुल्क पडताळणी न झाल्यास किंवा प्रस्ताव फेटाळला गेल्यास त्याचे उत्तरदायित्व सर्वस्वी संस्था आणि महाविद्यालयाचे राहिल.
- महाविद्यालयांनी संदर्भ क्र. १ व २ चे शासन निर्णय दि.०५.०७.२०१३ व दि.१९.०१.२०१६ मध्ये नमुद केल्याप्रमाणे **नोंदणी शुल्क** तसेच
- संदर्भ क्र.३ चे शासन पत्र दि.०६.०६.२०२३ अन्वये महाविद्यालयाच्या लेखापरिक्षण अहवालात नमुद केलेल्या खर्चाच्या ०.५ टक्के **प्रक्रिया शुल्का**ची रक्कम खालील नमुद खात्यात NEFT/RTGS ने भरावी. **D.D. स्विकारण्यात येणार नाहीत.** प्रक्रिया शुल्क हे महाविद्यालयाच्या सन २०२२-२३ च्या लेखापरिक्षण अहवालातील खर्चाच्या ०.५ टक्के जमा करावयाचे आहे.(लेखापरिक्षण अहवालानुसार एखाद्या महाविद्यालयाचा खर्च १० लक्ष असेल तर प्रक्रिया शुल्क हे १० लक्ष x ०.५/१००= ५००० येईल.)

बँक खात्याचे नाव	बँकेचे नाव, शाखा व आय.एफ.एस.सी. क्रमांक	खाते क्रमांक
<b>Joint Director, Shikshan Shulk Samiti, Mumbai</b>	<b>Bank of India, Branch-Kalbadevi, Mumbai IFSC- BKID0000024</b>	<b>002420110001315</b>

०४. अल्पसंख्यांक शिक्षणशास्त्र महाविद्यालये, शारीरिक शिक्षणशास्त्रे महाविद्यालये, स्वायत्त संस्था व विद्यापीठाच्या केंद्रांनी संकेतस्थळावरील संपूर्ण अर्ज सहपत्रित विद्यापीठनिहाय वेळापत्रकात नमुद केलेल्या कालावधीतच दि.०७.०५.२०२४ पर्यंत सकाळी ११.०० ते ५.०० या वेळेत विहित नमुन्यातील अनुषंगिक अभिलेखांसह आपला परिपूर्ण प्रस्ताव, पृष्ठक्रमांक टाकून व अनुषंगाने जोडून (पृष्ठ निर्देशक पट्टी जोडून) एका प्रतीत स्पायरल बाईंडिंग करून प्रस्ताव सादर करणे आवश्यक आहे. प्रस्ताव महाविद्यालयाच्या जबाबदार अधिकाऱ्यांनी व्यक्तिशः प्रस्तुत कार्यालयास सादर करावा.
०५. विहित मुदतीत प्रस्ताव सादर न केल्यास शिक्षण शुल्क समितीने निश्चित केलेले/करण्यात येणारे असे दंडात्मक शुल्क व समितीच्या संकेतस्थळावर प्रसृत केलेल्या नियमावलीतील तरतूदीनुसार रू.१०,०००/-प्रति महिना विलंब शुल्क आकारण्यात येईल, याची नोंद घ्यावी.
०६. महाविद्यालयांनी सन २०२२-२३ च्या लेखापरिक्षणातील Income Expenditure, Balance sheet आणि Receipt and payment इ. अहवाल मुळप्रतीमध्ये सादर करावेत.
०७. वेतन व वेतनेत्तर खर्च हा बँकेमार्फत झाला असेल तरच शुल्क पडताळणीसाठी विचारात घेतला जाणार असल्याने महाविद्यालयांनी लेखापरिक्षण अहवालात दर्शविलेला वेतन व वेतनेत्तर खर्च पडताळणी करण्याकरिता सन २०२२-२३ चे बँक विवरणपत्रामध्ये (Bank Statement) वेतनाच्या नोंदी High Lighted करणे आणि संपूर्ण वर्षाचा महिनानिहाय वेतन सारांश तक्ता (Summary of monthwise salary) सादर करावा. कर्मचाऱ्यांचे वेतन बँकेमार्फतच झालेले असावे, समितीच्या नियमावलीनुसार रोख स्वरूपात दिलेले वेतन हे पूर्णतः अमान्य करण्यात येईल. वेतनाच्या पडताळणीकरिता TDS Challans, P.F. and P.T. Challans च्या प्रति सादर कराव्या.
०८. ज्या महाविद्यालयांनी विकास शुल्काकरिता (Development Fee) स्वतंत्र विकास खाते क्रमांक व विकास योजना सादर केल्या होत्या, अशा महाविद्यालयांना विकास योजनांवर खर्च केल्याबाबतचा विकास शुल्काचा स्वतंत्र ताळमेळ (हिशोब) प्रस्तावासोबत सादर करण्याच्या अटीवर विकास शुल्क मंजूर करण्यात आलेले आहे. समितीच्या नियमावलीतील तरतूदीनुसार लेखापरिक्षण अहवालात Development Fund या नावाचे स्वतंत्र शिर्ष असावे. विकास शुल्काचा स्वतंत्र लेखापरिक्षण केलेला ताळमेळ (हिशोब) प्रस्तावासोबत सादर करणे बंधनकारक राहिल. अन्यथा विकास शुल्क मंजूर करण्यात येणार नाही. ज्या महाविद्यालयांनी यापूर्वी स्वतंत्र विकास शुल्क खाते काढलेले नसेल त्यांनी असे खाते काढून त्याचा तपशिल प्रस्तावासोबत सादर करावा, अन्यथा अशा महाविद्यालयांचे विकास शुल्क मंजूर केले जाणार नाही.
०९. महाविद्यालयांनी प्रत्येक अभ्यासक्रमाकरिता स्वतंत्र प्रस्ताव सादर करणे बंधनकारक आहे.
१०. महाविद्यालयांनी प्रस्तावासोबत शासन, युजीसी, एन.सी.टी.ई., विद्यापीठ यांच्या मान्यता, परवानगी पत्र, ना-हरकरत प्रमाणपत्र, आदेश, संलग्नकरण प्रमाणपत्र तसेच नियमावली

I/345198/2024

व नमुना अर्जातील चेकलिस्टप्रमाणे सर्व अभिलेख यांच्या प्रति सादर करणे बंधनकारक राहिल.

११. महाविद्यालयांनी प्रस्तावातील Form A, B, C, D, E, Form A१, A२, Computation Form, Depreciation Form भरणे बंधनकारक राहिल.

१२. शासन निर्देशानुसार दर तीन वर्षांनी प्रस्ताव शुल्क पडताळणीकरिता प्रस्ताव सादर करणे बंधनकारक आहे. समितीच्या बैठकीतील निर्णयानुसार प्रस्ताव सादर न करणाऱ्या महाविद्यालयांची नावे प्रवेश नियामक प्राधिकरण, मुंबई व राज्य सामाईक प्रवेश परीक्षा कक्ष, मुंबई (CET CELL) तसेच एन.सी.टी.ई. नवी दिल्ली यांना उचित कार्यवाहीस्तव कळविण्यात येतील आणि समिती जो निर्णय घेईल त्याअनुषंगाने कार्यवाही करण्यात येईल. याची नोंद घ्यावी.

Signed by

Harivijay Ganpatrao Shinde

Date: 10-04-2024 16:38:07

(हरिविजय शिंदे)

सहसंचालक,

शिक्षण शुल्क समिती, मुंबई

सोबत-१. नियमावली व नमुना अर्ज

२. वेळापत्रक -परिशिष्ट अ व ब

प्रत माहितीस्तव सविनय सादर-

१. मा. अध्यक्ष, शिक्षण शुल्क समिती तथा मा. प्रधान सचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई-३२

२. मा. सदस्य सचिव, शिक्षण शुल्क समिती तथा मा. संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे-०१

परिशिष्ट अ-राज्यातील विना अनुदानित व कायम विना अनुदानित शिक्षणशास्त्र व शारीरिक शिक्षणशास्त्र महाविद्यालये व विद्यापीठाची केंद्र यांच्यासाठी सन २०२४-२५ करिता शुल्क निश्चितीबाबतचे शिक्षण शुल्क समितीचे प्राप्त होणाऱ्या प्रस्तावांकरिताचे वेळापत्रक

अ.क्र.	तपशील	कालावधी	
		पासून	पर्यंत
१	नमुना अर्जानुसार टाईप करून भरलेले अर्ज १ प्रतीत स्वाक्षरीनीशी व आधारित आवश्यक कागदपत्रांसह सहसंचालक, शिक्षण शुल्क समिती, मुंबई या कार्यालयास हार्ड कॉपी व पेन ड्राईव्ह मध्ये pdf file च्या स्वरूपात सादर करणे.	१५-०४-२०२४	०७-०५-२०२४
२	प्राप्त अर्जाची छाननी करून त्रुटी असल्यास ई-मेलद्वारे कळविण्यात येतील. त्या तात्काळ पूर्ण करणे महाविद्यालयांना बंधनकारक राहिल.	२२-०४-२०२४	१५-०५-२०२४
३	छाननी झालेले प्रस्ताव अभ्यासक्रमनिहाय शुल्क मान्यतेसाठी समितीसमोर ठेवणे.	प्रस्ताव प्राप्त होतील व तपासून पूर्ण होतील तसेच पुढील बैठकीत तात्काळ ठेवण्यात येतील.	
४	शिक्षणशास्त्र व शारीरिक शिक्षणशास्त्र महाविद्यालयांचे मान्यताप्राप्त शिक्षण शुल्क संकेतस्थळावर जाहीर करणे.	इतिवृत्त मान्य होईल त्यादिवशी	

Signed by

Harivijay Ganpatrao Shinde

Date: 10-04-2024 16:38:39

(हरिविजय शिंदे)

सहसंचालक,

शिक्षण शुल्क समिती, मुंबई

## परिशिष्ट-ब

## विद्यापीठनिहाय प्रस्ताव सादर करण्याचा कालावधी

अ. क्र.	विद्यापीठ कार्यक्षेत्र	प्रस्ताव सादर करण्याचा कालावधी (सार्वजनिक व साप्ताहिक सुट्ट्या वगळून)
१	मुंबई विद्यापीठ, मुंबई व संलग्नित महाविद्यालये	१५.०४.२०२४ ते
२	एस.एन.डी.टी. विद्यापीठ, मुंबई व संलग्नित महाविद्यालये	१९.०४.२०२४
३	पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ व संलग्नित महाविद्यालये	२२.०४.२०२४ ते २६.०४.२०२४
४	सावित्रीबाई फुले पुणे विद्यापीठ, पुणे व संलग्नित महाविद्यालये	
५	शिवाजी विद्यापीठ कोल्हापूर व संलग्नित महाविद्यालये	
६	डॉ.बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद व संलग्नित महाविद्यालये	२९.०४.२०२४ ते ०२.०५.२०२४
७	स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड व संलग्नित महाविद्यालये	
८	कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांव व संलग्नित महाविद्यालये	
९	संत गाडगेबाबा अमरावती विद्यापीठ व संलग्नित महाविद्यालये	०३.०५.२०२४ ते ०७.०५.२०२४
१०	राष्ट्रसंत तुकडोजी महाराज विद्यापीठ, नागपूर व संलग्नित महाविद्यालये	
११	गोंडवाना विद्यापीठ, गडचिरोली व संलग्नित महाविद्यालये	
१२	कवी कुलगुरू कालिदास व संस्कृत विद्यापीठ रामटेक, नागपूर व संलग्नित महाविद्यालये	

प्रस्ताव स्विकारणारे कर्मचारी यांना निवडणूक कर्तव्यावर हजर राहणे आवश्यक असल्याने प्रस्ताव सादर करण्याच्या तारखेत किरकोळ बदल झाल्यास संबंधितांना E-Mail वर कळविण्यात येईल.

Signed by

Harivijay Ganpatrao Shinde

Date: 10-04-2024 16:39:15

(हरिविजय शिंदे)

सहसंचालक,

शिक्षण शुल्क समिती, मुंबई

**FORM A-1**  
**Audit report for fee proposal submitted to Shikshan Shulk Samiti, Mumbai,**  
**Maharashtra**

1. I/we have examined the balance sheet as on, ....., and the income and expenditure account for the period beginning from .....to ending on ..... , attached herewith, of .....(Name of the Institute and the course at which fees proposal is submitted), .....(Location address of the college).
2. I/we certify that the balance sheet and the income and expenditure account are in Agreement with the books of accounts.
3. I/we confirm that the mercantile method of accounting is followed while preparing books of accounts and preparing income & expenditure account and balance sheet of the course as at 31<sup>st</sup> March\_.
4.
  - (A) I/we have obtained all the information and explanations which, to the best of my/our Knowledge and belief were necessary for the purpose of the audit.
  - (B) In my/our opinion, proper books of account have been kept by the institute so far as appears from my/ our examination of the books.
  - (C) In my/our opinion and to the best of my/our information and according to the explanations given to me/us, the said accounts, read with notes thereon, if any, give a true and fair view:
    - (i) in the case of the balance sheet, of the state of the affairs of the course as at 31<sup>st</sup> March;  
and
    - (ii) in the case of the income and expenditure account of the surplus/deficit of the course for the year ended on that date.
5. The statement of particulars required to be furnished to SSS relating to the course for which fees proposal is submitted annexed herewith as Form No. A-2.
6. In my/our opinion and to the best of my/our information and according to explanations given to me/us, the particulars given in the said Form No. A-2 are true and correct.

Place :

Date :

Name and Signature of the Chartered  
Accountant  
Name of the Firm  
Registration No. of the Firm  
Name of the Partner/ Proprietor  
Membership No.  
UDIN  
(Seal of the Firm)

## FORM NO. A-2

Forming part of Audit Report under FORM No. A-1

1. Code of the Institution for which the fees proposal is submitted :
2. Name of the Institution .....
3. Correspondence Address of the Institution .....
4. Location address of the college where the course is carried on.
5. Academic year for which the fees proposal is submitted from.....to.....
6. Relevant Financial year.....
7. Break of the Annual Salary expenditure into:

Total Salary as per I&E Account	Rs.
Teaching Salary	
Arrears of Teaching Salary for earlier financial years	
Non-Teaching Salary	
Arrears of Non-Teaching Salary for earlier financial years	
Visiting and Guest Lecture remuneration	

### 8. Mode of Payment of Salary

Teaching Salary as mentioned above	Total Rs.
Paid by Bank Transfer during the year	
Paid by Account Payee cross cheque	
Paid in Cash	
Provision at the end of the Financial Year	

### 8.2

Non-Teaching Salary as mentioned above	Total Rs.
Paid by Bank Transfer during the year	
Paid by Account Payee cross cheque	
Paid in Cash	
Provision at the end of the Financial Year	

Date :

Name and Signature of the Chartered  
Accountant  
(Seal of the Firm)



## 8.3

Visiting and Guest lecture Salary as mentioned above	Total Rs.
Paid by Bank Transfer during the year	
Paid by Account Payee cross cheque	
Paid in Cash	
Provision at the end of the Financial Year	

9. Teaching staff and status of their approval from the University / Council as up to the end of the related Financial Year.

Total No. of Teaching staff of which salary reflected in the I&E Account for the related financial year	No.
Approved Teaching Staff	
Unapproved Teaching staff	

Total No. of Non-Teaching staff streamwise of which salary reflected in the I&E Account for the related financial year	No.

10. Computation of Depreciation as per Shikshan Shulk Samiti norms:

Rate of Depreciation for the Financial Year 2022-23

Items	Life period	Depreciation % per year
Computer	Life 5 Years	20% of the cost
Other Equipment	Life 10 Years	10% of the cost
Furniture	Life 10 Years	10% of the cost
Books	Life 10 Years	10% of the cost

Computation of Depreciation as per SSS norms:

Opening Balance	Additions	Deletions / Sales	Depreciation for the Year	(Amounts of Rs.) Closing Balance (WDV)

Date :

Name and Signature of the Chartered  
Accountant  
(Seal of the Firm)

11. Capital expenditure and deferred revenue expenditure debited to Income and Expenditure Account

Expenditure head	Nature of Expenditure (mention details)	Amount Rs.

12. Breakup/details of the Affiliation Fees paid to the University / Council / Approving Authority / Competent Authority

Amount of Affiliation fee as per I&E account	Rs.
Name of the University	
Name of the Council	
Name of the Approving Authority	
Name of the Competent Authority	
No. of Years for which the Affiliation fee paid	
Amount of Prepaid Affiliation fee i.e. fees paid for subsequent financial years	

13. Sanctioned Strength of the Students by the approving Authority. Please note that the information is required not of the actual no. of students who have taken admission but sanction strength (Please mention branch wise details within the course).

Name of the Course / Branch	Sanctioned no. of students for the Academic Year 2022-2023	Additional permitted for Academic Year 2022-2023	Sanctioned no. of students for Academic Year 2023-2024

**Verification and declaration by the Chartered Accountant**

I \_\_\_\_\_ aged \_\_\_ years resident of \_\_\_\_\_, the proprietor/ Partner of \_\_\_\_\_ do hereby verify and declare that the information mentioned in Form A1 and A2 has been recorded on due verification of books of accounts and other records maintained by the institute. I declare that the information mentioned in Form No. A1 and A2 is true and correct.

Place :

Date :

Name and Signature of the Chartered Accountant

Name of the Firm

Registration No. of the Firm

Name of the Partner/ Proprietor

Membership No.

UDIN

(Seal of the Firm)

**Verification and declaration by the Principal of the Institute**

**I \_\_\_\_\_ aged \_\_\_ years resident of \_\_\_\_\_, the Principal/Director of the \_\_\_\_\_ do hereby state and verify that the information recorded in Form No. A1 and A2 is true and correct to my knowledge, information and belief and same is supported by the record maintained by our institute/college.**

Place :

Date :

Signature  
Name of the Principal of Institute  
(Seal of the Institute)

**Verification and declaration by the President/Secretary of the trust running the Institute**

**I \_\_\_\_\_ aged \_\_\_ years resident of \_\_\_\_\_, the President/Secretary of \_\_\_\_\_ running the institute \_\_\_\_\_ do hereby state and verify that the information recorded in Form No. A1 and A2 is true and correct to my knowledge, information and belief and same is supported by the record maintained by our Institute as well as Trust.**

Place :

Date :

Signature  
Name of the President/Secretary of the Trust  
(Seal of the Trust)

GOVERNMENT OF MAHARASHTRA  
DIRECTORATE OF HIGHER EDUCATION, PUNE

# SHIKSHAN SHULKA SAMITI

## HANDBOOK FOR FINALISATION OF FEES FOR YEAR 2024-25

S.T.COLLEGE CAMPUS, 3 MAHAPALIKA MARG,  
DHOBI TALAO, MUMBAI-400001

## INDEX

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1.	NORMS FOR FINALISATION OF FEES
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4.	CHECK LIST
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6.	DEPRECIATION CHART
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13.	NOTES

**GOVERNMENT OF MAHARASHTRA**  
**DIRECTORATE OF HIGHER EDUCATION, PUNE-1.**  
**SHIKSHAN SHULKA SAMITI(S.S.S)**

APPROVED NORMS AND PROFORMAS FOR FINALISATION OF FEES FOR UNIVERSITY DEPARTMENTS/GOVERNMENT INSTITUTIONS/COLLEGES OF EDUCATION/PHYSICAL EDUCATION CONDUCTING UNAIDED AND PERMANENTLY UNAIDED, PARTIALLY UNAIDED & SELF FINANCED COURSE B.Ed.(I.T.E.P.)- B.A/B.Sc.- B.Ed./ B.ED-M.ED. (Integrated), B.P.Ed, M.Ed, M.P.Ed & Special B.Ed

**(Academic Year-2024-2025)**

**1.0 INTERIM FEE AND FINAL FEE**

- 1.1 The interim fee to be collected at the time of admission in the academic year 2024-2025 (if the final fee is not approved by that time) is 5% more than the fee approved by the Samiti for the Academic Year 2021- 2022 And can be collected at the time of admission in the academic year 2024-2025 In the receipt issued to the students it is to be specifically mentioned that is only interim fee and it would be finalized by the Samiti which will be payable by the students or refundable by the college to the students as the case may be.
- 1.2 The interim fee is to be put up on the Notice Board of the respective colleges/Institution and is also to be displayed on the college/ institutions' website prominently. Similarly the interim is fee to be put up on the website of the SHIKSHAN SHULKA SAMITI.
- 1.3 The approval of final fee will be done after submission of accounts, duly audited for the financial year 2022-2023 and after scrutiny of the same and the related documents such as copies of the service contract entered into by the Institute, copies of TDS Challan EPF & PT challans, salary registers, bank passbook & other relevant evidences for teaching and non- teaching staff like appointment orders, approval from university, attendance register, record of salary disbursement, copy of NCTE recognition, Affiliation of the University, certificate from the University and NCTE about compliance of NCTE norms and standards.
- 1.4 a) The fee for the students admitted in the current year will be computed in the prescribed format by considering the permissible expenditure as per the Norms of S.S.S. for the Academic Year 2024-25 on the basis of Audited Financial Statements of the previous financial year i.e.FY 2023-24 (with increasing natural growth by 5%) or FY 2022-23 (with increasing natural growth by 10 %) whichever is available
- b) By increasing the fees by 20 % of last approved fees by Shikshan Shulka Samiti. (Attach an attested copy of the approved fee by Shikshan Shulka Samiti)(i.e.20 % is maximum capping of increment in last approved fees by sss)
- c) The final approved fees of the current year will be the fees whichever is least of the above mentioned a) and b). However, If the committee finds that expenses incurred are as per rule, salaries of entire staff are actually paid through the bank, all teaching and non teaching staff is filled as per NCTE norms duly approved by Univerisity, then the permissible expenses incurred by the college may be considered as a base while fixing and recommending tuition fees. All rights are reserved with the committee for fixing increase/decrease in the fees.
- d) Fees or the scales of fees once fixed under these regulation shall be valid for a period of three years.
- e) While calculating the fee committee has considered all the expenses including Eligibility Fee, University Fee, Laboratory Fee, Library Fee, Gymkhana Fee, Information Brochure Fee, etc therefore the colleges should not collect any fee other than the Tuition Fee & Development Fee approved by S.S.S.
- 1.5 If the college does not approach the Samiti for approval of fee for the year 2024-2025 then it can only charge the previous approved fee by the samiti. If college/Institution has not approached to the Samiti even after three academic years after approval of fees by S.S.S. in the particular financial year then it can charge only the fees applicable to the Government and aided B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed Colleges .
- 1.6 College / Institution should provide the details of teaching & non teaching staff as per the norms of State GOVT./ UGC / NCTE/RCI /UNIVERSITY, approvals, Reservation status their salaries, number of years they have put in their service and TDS paid etc. and whether the faculty appointed is as per norms. The institution need to submit the details along with the relevant documents such as TDS challan, P.F. and P.T. challans amount and details of payments etc. They also need to submit copies of contracts they have entered into with various service agencies such as security etc. if any. They also need to submit details of legal expenses if any that might have incurred during the said academic year, which would not be approved/allowed. The payment of salaries

should be through the Electronic Transfer like NEFT/RGTS through Bank account only.

## **2.0 REVISED NORMS FOR FINAL APPROVAL OF FEES FOR STUDENTS TO BE ADMITTED IN 2024-2025 AND THEREAFTER.**

### **2.1.0 SALARY EXPENDITURE WILL BE CONSIDERED AS UNDER -**

- 2.1.1 Salary expenditure of teaching and non-teaching staff as per norms prescribed by Regulatory authorities such as UGC, NCTE, GOVT & University and actually paid and certified by the auditor.
- 2.1.2 Salary of Employees (Teaching & Non-teaching) paid through Bank Accounts only will be considered for calculation of fee. salary paid in cash will be disallowed.
- 2.1.3 As per the court order in W.P – 1638 / 2012 Nagpur bench & Govt. .... letter No – Court matter – 2012 / Chapt No 218 / Mashii -2dt. 7<sup>th</sup> Aug 2013, the payment according to VI<sup>th</sup> pay commission pay scales are obligatory. In the proposal, actual payment as per VI pay commission or As per VII<sup>th</sup> pay commission as may be applicable should be shown

### **2.2.0 NON SALARY EXPENDITURE WILL BE CONSIDERED AS UNDER-**

- 2.2.1 Non salary revenue expenditure duly audited will be considered. This will not include rent, interest on loans, legal charges, penalty if and any expenditure not essential or related to the conduct of courses.
- 2.2.2 Capping on Non Salary Expenditure ( Salary Expenditure : Non Salary, 60 % : 40% for Education courses and 50% : 50% for Physical Education courses)
- 2.2.3 The expenditure of the advertisements in 2 newspapers published by college/institution for the purpose mentioned below could be accounted for finalization of fees:  
1. Advertisement given for appointment of teaching & non-teaching staff as required by rule.  
2. Advertisement given for admissions of students to the college/institution.  
In case any common advertisement is issued for many institutions then it will be required to be shared proportionately.  
3. Any other Advertisement through Digital media/Hoarding/Any other Mode which are Necessary and Reasonable.
- 2.2.4 Hostel expenses are to be excluded. College/Institution has to state hostel expenses separately and not to be included in non-salary expenditure.
- 2.2.5 Two or more than two programmes are being conducted in institution /college /department/ premises /building at same campus, non salary expenses be calculated by way of computing total non salary expenses divided by number of students in the programmes. The bifurcation of the common overheads should be done in the Audited Income and Expenditure as per Accounting Standard 17: Segment Reporting issued by the Institute of Chartered Accountant of India.

### **2.3.0 BASIC INFRASTRUCTURE EXPENDITURE FOR THE FOLLOWING WILL NOT CONSIDERED.**

- 2.3.1 The basic infrastructure in the form of building and equipment is required to be provided by The Trust/society before starting of the College/ Institute. Therefore any expenditure incurred in providing the basic infrastructure, Building & equipment etc. as per the NCTE regulations dated 28 November 2014 (see rule 6 (i), (ii).), cannot be passed on to the students. Therefore no expenditure, interest on loans taken, if any, for any purpose whatsoever, is permissible as expenditure.

### **2.4.0 DEPRECIATION RATES AND THEIR CALCULATION WILL BE AS UNDER:**

- 2.4.1 The rates of depreciation of Assets other than building are fixed by the S.S.S. as follows

Items	Life period	Depreciation % per year
Computers	Life 5 years	20% of Cost
Other Equipment	Life 10 years	10% of the Cost.
Furniture	Life 10 Years	10% of the cost
Books	Life 10 Years	10% of the Cost.

It is to be noted that Depreciation on Building is not Allowable Expenditure.

2.4.2 The above depreciation rates as fixed by S.S.S. are to be applied on Straight Line basis. The assets as in the financial year 2021-22 will be frozen as it is for the purpose of depreciation. Additional depreciation for the new assets added in the financial year 2022-2023 and thereafter will be allowed on straight line basis at the above mentioned rates. The Colleges/ Institutes are required to provide the necessary details. These depreciations are to be claimed only until the total cost is recovered, viz. for the life duration.

2.4.3 The depreciation for the assets(Other than Building) should be included in the non- salary expenditure (with details)

**2.5.0 COMPUTATION OF THE FEE BY USING THE PRESCRIBED FORMAT-**

2.5.1 The calculation of final fees will be made on the basis of sanctioned /approved strength of the college by NCTE/RCI or actual strength of students, whichever is higher.

2.5.2 The infrastructure and staff appointed is to be calculated on the basis of approved/ sanctioned strength. If the seats remain vacant, the spare faculty available on account of vacancies is of no use to the existing students and therefore such students can not be expected to bear the burden due to vacancies.

2.5.3 Where admissions are less than 80% of Sanctioned intake then 5% of total fees would be added.  
Where admissions are less than 60% of Sanctioned intake then 10% of total fees would be added.  
Where admissions are less than 40% of sanctioned intake, then no vacancy allowance shall be admissible.

2.5.4 All figures filled in the format of computation of fees should be supported by proper workings/Supporting.

**2.6.0 THE DEVELOPMENT FUND WILL BE AS UNDER-**

2.6.1 The Fee: - Reasonable surplus, meant for development or expansion of the College/Institution is fixed on the basis of 10% of the tuition fee

2.6.2 This development fee could be charged only if the institution has provided all the infrastructure and facilities as per norms and future development plan with proposal.

2.6.3 In Audited Financial Statements, the head of 'Development Fund' should be shown separately.

2.6.4 The development fund should be used for which it is meant for.

2.6.5 Every Institution shall maintain two separate accounts, namely the Maintenance Accounts and the Development Accounts.

**2.7.0 THE INCENTIVES FOR NAAC ACCREDITATION WILL BE AS UNDER –**

2.7.1 The College/Institution is permitted to charge additional fee for the courses accredited by the NAAC/Competent authority 15% of development fee if Accreditation is valid for which the fees are proposed.

2.7.2 This can be levied only if the accreditation is valid for major part of the academic year.

**2.8.0 THE INCENTIVE FOR THE Ph.D. FACULTIES WILL BE AS UNDER-**

2.8.1 Incentive for quality enhancement  
Ph.D. Holder (if salary given by cheque as per UGC Scales)

Sr. No.	Percentage of Total Teaching Staff	Incentive of development fee
i	10%	2%
ii	20%	5%
iii	50%	10%

2.8.2 This incentive will be available only if such teachers are working on fulltime basis & are approved.

**2.9.0 THE INCENTIVE FOR INNOVATION, RESEARCH etc. WILL BE AS UNDER-**

2.9.1 Incentive for Patent and Publications



Sr. No.	Research Publication in International Journal and Patents filled by the college per faculty per year average	Incentive of development fee
i	0.2	2%
ii	0.4	5%

2.9.2 This fund should be kept separately & used for research & innovation purpose only. It should be mentioned in the audit report with full report.

**All development fees work out as above will, however not exceed the statutory limit of 15%**

**2.10.0 THE COLLEGES ARE STRICTLY PROHIBITED FROM COLLECTING ANY FEE/CHARGES OTHER THAN THOSE APPROVED BY THE SSS (TUITION AND DEVELOPMENT FEES) IN CASE OF VIOLATION OF THE ABOVE NORMS FOLLOWING SERIOUS ACTION WILL BE TAKEN -**

2.10.1 Recommendation to ARA for stopping admission process of Institute.

2.10.2 Recommendation to N.C.T.E. for de-recognition .

2.10.3 The excess fees collected should be refunded to the respective students. Penalty of Minimum of 100 % to Maximum 200% of excess fees collected can be levied by S.S.S.

2.10.4 Recommendation to University for de-affiliation.

**2.11.0 BASIC INFRASTRUCTURE.**

2.11.1 The colleges/ institutions are required to provide the details of their infrastructure facilities/amenities on their website before effecting the admission of students as per the norms of N.C.T.E./RCI/UGC/GOVT/university enclosed details in the proposal.

2.11.2 The details of basic infrastructure should be shown in the proposal.

**2.12.0 COMMON SHARING**

2.12.1 The college running in the two shifts should show the details of common sharing and expenditure should be in proportion with the sanctioned strength.

2.12.2 If the college is running more courses in the same shift the details of the common expenditure should be shown separately on proportionate basis. The common sharing expenditure should be in proportion with the sanctioned strength of the courses

2.12.3 The common share should be clearly indicated with the cost, expenditure will be proportionally divided into the shared courses.

**2.13.0 BUDGET**

2.13.1 The Colleges should submit along with fee proposal, budget for next 3 year as approved by the Trustee or the Governing Council of the College. It should be signed by the Trustees.

2.13.2 The budget should be shown separately for three years.

**2.14.0 COMPUTATION OF FEES, INTERIM FEES**

2.14.1 Computation Sheet made by the college should be displayed at the notice board of the college and on web site immediately on submission of proposal.

2.14.2 The interim fees approved by S.S.S. should be displayed on the Notice board & website.

**2.15.0 FEE PROPOSAL, FINAL FEE**

2.15.1 The fee proposal submitted to the Samiti to be made available by each college in the office for perusal of the students & parents.

2.15.2 The Final fee approved by the S.S.S. should be displayed on the Notice board & website and college should ask the students to pay the additional fee or return the excess fee to the students if the final fee becomes less than collected fee

**2.16.0 ADDITIONAL INCOME**

2.16.1 The Colleges should also state separately if any income is earned by using the college property / infrastructure and Govt. aid received if any during the year other than fees and how the income is earned

2.16.2 In the Audited Income and Expenditure Account these income should be shown head wise separately.

**2.17.0 SEPARATE PROPOSALS-**

2.17.1 The proposal for the B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed, B.Ed. Special and B.Ed.-M.Ed. courses should be submitted separately.

2.17.2 The separate proposals for unaided, permanently unaided, partially unaided & self financed courses should be submitted

**2.18.0 All NOCs, permissions, approvals etc. from Govt, UGC, NCTE, RCI and UNIV should be included in the proposal.**

**2.19.1 VALIDITY OF THE FEES**

2.19.1 The fees approved by the SSS will be valid for the three academic years with effect from of sanction of the academic year.

2.19.2 The same fees should be charged for three years. After three years, new proposal should be submitted.

2.20.0 The colleges which will not submit the proposal within a prescribed time limit, they are liable to pay Rs.10000.00 per month of penalty fees decided by the SSS.

- **\*B.Ed (Integrated) – Four Year B.A.- B.Ed/ B.Sc-B.Ed, Three Year B.Ed-M.Ed**

DATE OF SUBMISSION -----

## PROPOSAL FOR FIXATION OF FEES FOR THE ACADEMIC YEAR

Name of the College with address:

Address:

District

Pin:

Website: -

email

Programme: B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed & B.Ed Special

Unaided, permanently unaided, partially unaided, self financed

Concerned Person: **1) a) Name:**

**b) Designation:**

**c) Tele: (Off)**

**(Mob)**

**2) a) Name :**

**b) Designation:**

**c) Tele: (Off)**

**(Mob)**

Use separately for unaided, permanently unaided, partially unaided & self financed B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed & B.Ed.Special Course (s)

APPROVED AFFIDAVIT FOR UNAIDED AND PERMANENTLY UNAIDED, PARTIALLY UNAIDED & SELF FINANCED COURSE B.Ed.(I.T.E.P)-B.A/B.Sc.- B.Ed./ B.ED-M.ED. (Integrated), B.P.Ed, M.Ed, M.P.Ed & Special B.Ed (ACADEMIC YEAR - 20....-20....)

1. I..... Age ..... Years residing at

----- do here by solemnly affirm and state as under ----

1. That I am the head / Director of the institute ----- and that I am fully authorized to execute an affidavit on behalf of the institution

2. That I State and affirm that for the academic year ..... for ..... Course/ courses, I am submitting the fee approval proposal along with the following documents.

- Form No A, A1, A2, B, C, D and E
- Audited Balance Sheet, Income and Expenditure Accounts for the years ..... &
- Receipt & Payments for the financial Year ..... &
- Sanctioned and actual intake for the year .....
- Details of salary paid to the Teaching & Non Teaching staff along with the information such as their names, designation / Qualification & TDS deducted for the academic year 20 - , their qualifications and salaries paid as per the norms of UGC /NFT/GOVERNMENT /UNIVERSITIES /PCI and P.F. paid etc.
- Computation of proposed fees for.....in the prescribed format.
- Copies of TDS Challan & PF Challans
- Certificate that statements of accounts submitted to Shikshan Shulka Samiti are the same as submitted Income Tax authorities and Charity Commissioner.
- Certificate incorporating the details of proposed fee approval proposal for academic year having put up on the website of the web site of the institute and on the notice board.

3. Details of Teaching staff required as per directives of UGC / NCTE / GOVERNMENT / UNIVERSITIES

4. I further state that no separate amount was charged for any cultural activities or function or internal assessments conducted by the college.

5. That I state and affirm that actual fee charged from students during the academic year.....was Rs...../ per student / Fees approved by SSS Rs...../- and I further state that they were not charged more than what was approved by Shikshan Shulka Samiti

6. That I state and affirm that facilities were provided for which fees were charged during.....

7. That I state and affirm that I am aware of the fact that any of the statements/averment made herein before. If turns out to be false / or misleading then I shall have no objection for The excess fees collected should be refunded to the respective students. Penalty of Minimum of 100 % to maximum 200% of excess fees collected can be levied by S.S.S. This apart I am fully aware of the fact that for such an act of furthering misleading and or false statements. I shall be liable for appropriate actions under penal laws existing for time being in force.

8. That I state and affirm that I have submitted true and correct accounts for the year 20 -20 duly audited and submitted to Income tax authorities and also to the Charity Commissioner.

Place: Secretary of Trust/management/society Seal  
Date: Sign: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Stamp

Verified and solemnly affirmed before me on ..... at.....

Use Separate forms for unaided, permanently unaided, partially unaided & self financed B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed, B.Ed Special & B.Ed.-M.Ed. Courses

### **CHECK – LIST**

**FEEES APPROVEL PROPOSAL FOR UNAIDED ,SELF FINANCED OR PARTIALLY UNAIDED AND PERMANENTLY UNAIDED, PARTIALLY UNAIDED & SELF FINANCED COURSE B.ED.(I.T.E.P).- B.A/B.SC.- B.ED./ B.ED-M.ED. (INTEGRATED), B.P.ED, M.ED, M.P.ED & SPECIAL B.ED**

Name of the College/ Institute:

Location:

Dist.

Last fee finalized by Samiti for: a) Academic Year ----- b) Amount Rs.: -----

The Institutes/ Colleges have to submit the proposal along with following relevant documents/ information IN PERSON in chronological order. **The proposal sent by Post/RPAD/Courier will not be accepted on any account.**

Sr. No.	Particulars	Page No.	For Office Use
1	Prescribed Computation form , Depreciation Form & Form A1 ,A2 as per revised norms.		
2	Affidavit		
3	Prescribed Forms A , B, C, D & E Duplicate duly filled in.		
4.	<p>Audited financial statement of Institutes/ College</p> <p>I. Audit Report</p> <p>II. Receipt &amp; Payment Account</p> <p>III. Income &amp; Expenditure Account and</p> <p>IV. Balance Sheet along with all the schedules with Audit Report along with notes to accounts and accounts policy for the Financial Year and duly signed by Chartered Accountant and Counter signed by trustee.</p> <p>V. The Auditors Report must be accompanied by Form No A1 &amp; A2 as prescribed by the SSS same to be duly signed by the Auditor along with particulars such as Name of Auditor/Firm, firm registration number, name the signing partner or proprietor with particular his/her Membership Number, UDIN and seal of the firm. Each page of form no.A1 &amp; A2 must bear the signature of the Auditor.</p> <p><b>All the statement mentioned at (I) to (V) in Original.</b></p> <p><i>(Note: Photocopies or certified photocopies will not be accepted.)</i></p> <p>Also confirm that the assets scheduled in the information is given as per the requirement of Form B</p>		
5	Sanctioned and Actual admission of the programme for the academic year_____and (Repeaters should not be considered) <i>Attach list of admissions approved by ARA</i>		
6	Copy of last year fee structure finalized by Shikshan Shulka Samiti. – i.e. for academic year_____		
7	<p>1.The actual salary of teaching and non- teaching staff along with Photo copy of Pay Roll for the months of April-..... , Sept- ....., Dec-..... &amp; March-.....</p> <p>2.Monthly salary with gross and net salary</p> <p>3.12 month summary statement with gross &amp; net salary employee wise</p> <p>4.Photocopies of pay roll should be certified by Principal by signing on each page as true copy. Salary should be paid by A/C payee cheque and / or directly transferred to bank account of each employee.</p> <p>5.The pass book Xerox of college.</p> <p>6.The TDS Challans Form 16, EPF, PT etc. should be attached quarterly return files.</p> <p>7.Certified copies of all the Bank Account Statements of the institute/college for the Financial Year 2023-24/2022-23 (whichever is</p>		

	<p>applicable)showing debit entries of the salary paid to Teaching and Non Teaching Staff through NEFT</p> <p><b>Note-1.</b>The original copy of the Bank Statements must be attested as “True Copy” by the Branch Manager of the Bank.</p> <p>2.All the relevant entries showing payment of salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted</p>		
8	<p>Certified copies of all the Bank Account Statements of the institute/college for the Financial Year 2022-23 showing debit entries of the payments made as Non Salary Expenditure</p> <p><b>Note-1.</b>The original copy of the Bank Statements must be attested as “True Copy” by the Branch Manager of the Bank.</p> <p>2.All the relevant entries showing payment of salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted</p> <p>TDS returns/quarterly statements for Non-Salary in Form No.26 Q along with details of deductee, nature of payment, amount, etc, in an excel sheet duly certified by the Auditor or Principal of the college/institute.</p>		
9	<p>Estimate of fees for academic year along with proper justification based on the earlier fee structure. (Computation of Fees sheet )</p>		
10	<p>Information to be submitted in the form of an Registered/Notarised Affidavit on Stamp Paper of Rs 100/- duly signed by the Management following points incorporated in it.-</p> <ol style="list-style-type: none"> <li>I. Salary paid as per norms of UGC/NCTE/RCI/GOVT/...UNIVERSITIES etc.</li> <li>II. Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner.</li> <li>III. Affirmation about the correctness of facts and figures submitted by Head of the institute.</li> </ol> <p>Display copy of fee proposal on its website and Notice Board for a period of one year.(Encl- supporting documents)</p>		
11	<p>State the details of other Colleges/ courses run and located in the same premises/campus signed by Management.</p>		
12	<p>Certificate of approval of admitted students from Admissions Regulating Authority for the last Academic Year . if Possible current year.(Attach Copy )</p>		
13	<p>Certificate that no refund of fees claims etc. and any other matter communicated by Admissions Regulating Authority and Shikshan Shulka Samiti are pending at Institution / College level (signed by Management)</p>		
14	<p>Certificate that no other fees/ charges have been collected from students/ parents other than those authorized by Shikshan Shulka Samiti by the Management</p>		
15	<p>Proof to collect development fund (norms 2.7.0)</p>		
16	<p>Accreditation Certificate if any (Norm 2.8.0)</p>		
17	<p>Proof of faculty with Ph.D. (norm 2.9.0)</p>		
18	<p>Proof of innovation/ Patent if any (Norms 2.10.0)</p>		
19	<p>Copies of Service Contracts, if any entered into (such as for security etc.)</p>		
20	<p>Income earned by the college during A.Y..... other than fees details</p>		

21	Any other relevant information/ documents College/ Intuition would like to submit before the Samiti.						
22	The budget & future plan for next three years						
23	Details of common sharing						
24	Soft copy inclusive of all items (in Microsoft words or Microsoft Excel).						
25	Copy of Additional information sheet (s)						
26	<b>Registration Fees &amp; Processing Fee</b>						
27	NOC from GOM						
28	NCTE- approval recognition (Revised) Letter						
29	University affiliation letter.						
30	Academic Calendar						
31	Mapping of academic calendar						
32	Time Table of Co-Curricular activities & teaching subjects.						
33	Expenditure incurred on remuneration of Expert/ School Teacher invited to the institution for extension and guest lecture						
34	Staff Profile approved and submitted to NCTE in prescribed proforma duly signed by Principal and Registrar/BCUD Director of University						
35	Proof of Land owned/ Land hired on lease basis						
36	Built up area- drafted map of infrastructure made available for running course (s), along with dimensions (floor wise if applicable)						
37	List of practice teaching schools made available by the institutions for UG/PG practicals in following format						
38	Sr No.	Name of School with address	Total strength	Distance from Institute	Whether undertaking is obtained		
39	Details of Library and Reading Room assets and reprographic facilities in Library						
40	Details of curriculum Laboratory						
41	Details of ICT Laboratory						
42	Details of Science Laboratory						
43	Details of Psychology Laboratory						
44	Details of Computer Laboratory						
45	Details of Language Laboratory						
46	Details of learning resources for Art & work experience						
47	Details of Games & Sports equipments available for indoor and outdoor games						
48	Details of Musical instruments available						
49	UGC – 2f and 12 b letter						

50	Website details in term of point 'a' to 'j' as mentioned in NCTE approval		
51	Proof of endowment and reserve fund in the joint name of Regional Director and Management Member		
52	List of last five year students approved by PNS/ARA		
53	A copy of Performance Appraisal Report (PAR)		
54	A copy of relevent pages Stock Register and Dead Stock Register of which items claimed for Depreciation		
55	List of college students study in 1st & 2nd year with their contact numbers & E-mail Id.		



Institute/College is hereby directed to bring this copy to Samiti Office for any Enquiry/ future correspondence for finalization of fees for the programme started during academic year 20\_\_\_\_-20\_\_\_\_

PRN:..... College Code:.....

Course(s):.....

Name of the College: .....

**FOR OFFICE USE ONLY:**

Received the fee approval proposal for academic year 20\_\_\_\_-20\_\_\_\_

<b>Details of registration Fees: Amount: D.D. Payable at Mumbai</b>	<b>Bank Name: Dated</b>	<b>Branch</b>
---	-----------------------------	---------------

Proposal for A.Y.\_\_\_\_\_

Returned as Deficient Proposal.

Deficiencies Mentioned as per the checklist.

Sr. No.

Date :        /        / 20

Verified by -----  
(Name & Signature of the staff)

Signature of Joint Director  
Shikshan Shulka Samiti, Mumbai

Remarks from – Chartered Accountant /Cost Accountant/Economist

Remarks from- Educationists

USE SEPARATE FORMS FOR EACH PROGRAMME

Unaided, permanently unaided, partially unaided, self financed B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed courses

FORMAT FOR COMPUTATION OF FEES

1	Name of the College/Institute with address & website, e-mail, phone	PRN	Location	University
			Urban / Rural	
2	<p>a) Approved Course fee Total Fee- Rs..... Tuition Fee Rs..... Development Fee Rs.... for Academic Year _____ (PageNo .....)</p> <p>b) Fee Collected besides approved Fee (Attach documents)</p>	<p>a) <b><u>Proposed Fee for course, students admitted in A.Y. 2024-25 Rs. ....../-</u></b> (see sr.no.28)</p> <p>b) Fee to be collected besides Approved fee (attach documents) A. Y. 2022-23 Rs. ....</p>		
2.1	In case the Institute has not submitted its fee approval proposal for the year _____, then fees collected per student (samiti's previous years approved fees (Attach documents)	Rs. ....		
3	Whether undertaking on stamp paper submitted for the refund? signed by management.	Yes/ No		
4	Final fee As per column.28 (See norm 1.4)	Expenditure incurred in the preceding year (in Rs.....)	Expenditure permitted (in Rs. ....)	
5.0	Total expenditure	Total Expenditure	Per student expenditure (using controlling strength)	For official use only
5.1	Salary expenditure for Teaching / Non Teaching staff. As per UGC/NCTE/GOVT ..../UNIV norms	Teaching-	Rs.	
		Non-Teaching	Rs.	
		Total	Rs.	

5.2	Salary/ Honorarium paid to visiting Faculties	Rs.		
5.3	Total Salary Expenditure (5.1+5.2)	Rs.		
6.0	Non salary expenditure ( Rent, Interest on loan, Penalties if any legal charges and unrelated expenditure to be excluded) for (See Norm 2.2.1)			
6.1	Total Non salary permissible (Salary: Non Salary, 60:40 for Education Courses and 50:50 for Physical Education Courses )			
7.0	Total salary & Non salary expenditure (5.3+6.1)	Rs.		
8.0	Income from other sources in the form of government aid/ rent and other (see norm-2.16.2)	Rs.		
9	Expenditure of Hostels (See norm-2.2.4)	Rs.		
10	Total (8+9)(8 plus 9)			
11	Net expenditure(7-10) (7 minus 10)			
12	5% of 11 for increase in cost (See norm 1.4)			
13	Depreciation on assets at approved rates as on (see norm 2.4.0)			
14	Total (11+12+13)			
15	Sanctioned strength of students (As per NCTE order to be admitted in 1 <sup>st</sup> year) in the programme run in Academic year			
16	Actual strength in the Programme (fill as per duration of the programme) run in Academic year of Audit considered	1 <sup>st</sup> year		
		2 <sup>nd</sup> year		
		3 <sup>rd</sup> year		
		4 <sup>th</sup> year		
17	Controlling strength (no. of students admitted in 1 <sup>st</sup> year of Audit considered)(Higher of 15 & 16 )			
18	Tuition Fee (14 Divided by 17)			
19	Vacancy Allowance – Increase 5% of 18 fee, in case actual of strength (Total of 16) is less than 80%, Increase 10 % of 18 in case actual of strength (Total of 16) is less than 60% total intake. No vacancy allowance if admissions are less than 40% of sanction intake (See norms 2.5.3)			
20	Total Tuition Fee (18 + 19)			
21	Increase in 20% of the last fee approved Tuition Fee by Shikshan Shulka Samiti (Attach Documents)			
22	Final Tuition Fees to be collected from the students for the programme. Out of 20 and 21 whichever is less.			
23	Development fee (10 % of 22) (see norm 2.6.3)			
24	Credit of accreditation for relevant Programme 15% of 23 (See norm 2.7.1)			

25	Credit for faculty with Ph.D. (See norm 2.8.0)							
26	Credit for international prize for innovation / patent (See norm 2.9.0)							
27	Total of 23 to 26							
28	15% of 22							
29	Total Development Fee- Out of 27 and 28 whichever is less							
30	Final fees for Programme							
	Programme	Tuition Fee	Development Fee	Total Fee	Fee for 1 <sup>st</sup> year	Fee for 2 <sup>nd</sup> year	Fee for 3 <sup>rd</sup> year	Fee for 4 <sup>th</sup> year
	B.Ed				½ of Total Fee	½ of Total Fee	-	-
	M.Ed.				½ of Total Fee	½ of Total Fee	-	-
	B.P.Ed				½ of Total Fee	½ of Total Fee	-	-
	M.P.Ed				½ of Total Fee	½ of Total Fee	-	-
	B.Ed (Special)				½ of Total Fee	½ of Total Fee	-	-
	B.Ed.-M.Ed				1/3 of Total Fee	1/3 of Total Fee	1/3 of Total Fee	-
	B.A/B.Sc.-B.Ed				1/4 of Total Fee	1/4 of Total Fee	1/4 of Total Fee	1/4 of Total Fee

Note : Courses run in the same Premises / Campus / Location:

Name of the Courses	Aided/ Unaided	No of Students	No. of Divisions	Tuition time Per day	Per	Shift

Date: college PRN Trustee  
Place:

Sign  
Name:  
Designation:  
Stamp & Seals

## FOR OFFICE USE ONLY

Disallowance:-

- 1)
- 2)
- 3)
- 4)

Scrutinised by : Name \_\_\_\_\_

Designation : \_\_\_\_\_

Date: / /20

Checked & verified by  
(Chartered Accountant)

Name

Regd No

Signature

Date

Seal & stamp

Checked & verified by

(Cost Accountant)

Name

Regd No

Signature

Date

Seal & stamp

## DEPRECIATION CHART

Name of the college

College code No

### 1. Statement of Building Area

1.1 Total area required as per Norms -----sqm.

1.2 Total area actual provided ----- sqm.

### 1. Calculation of Depreciation on other assets for AY 20 -20\_\_\_\_\_

Sr. No.	Item	Depreciation permitted as in 31 <sup>st</sup> March _____Rs.	Cost of additions during-----Rs.	Additional Depreciation at approved rates as on 31 <sup>st</sup> MarchRs.	Total Depreciation as on 31 <sup>st</sup> March
1	2	3	4	5	6 (3+5)
1	Computers 20% (Life 5 years)				
2	Equipment 10% ( Life 10 years)				
3	Furniture 10% ( Life 10 years)				
4	Books 10%(Life 10 years)				
	Total :				

Important Note : Depreciation in column 3 is to be claimed only for items, which have not served their full life Depreciation on Computers provided before 31 March -----not to be taken into account. Depreciation on Equipment, Furniture & books provided before 31<sup>st</sup> March ----- not to be included.

### Details of Items for Depreciation

Sr No.	Name of Item	Detail Description	Date of Purchase	No. of Units Purchased	Price at the time of Purchase/Unit	Total Price	Description Cost (as per rules)

Date

Signature and Seal  
Of the certifying  
Chartered Accountant  
And Auditors  
With Name & Regd No ----

Signature  
Trustee with seal & stamp

## Form A

Proforma for common Information of Trust/Management/Society managing various Colleges/ Institutes  
(Information of the Trust)

1	Name of the Trust / Society					
2	Address (with pin code)					
	Telephone No. (with STD code)					
	Fax NO. (with STD code)					
	E-mail ID					
	Website					
3	Registration No. of the Trust/Management / Society					
4	Year of Establishment of the Trust /Management / Society					
5	Name of the Trustees	Enclose list				
6	Names of all the educational institutions established/funded/operated by the Trust/ Society					
7	Name of the other Courses run in the B.Ed/B.P.Ed college or B.Ed/B.P.Ed college run in other college	Details of Courses other than B.Ed/B.P.Ed				
		Sr.No	Name of the Courses	Status		Duration
				Full Time	Part Time	
8	Annual financial report of Trust / Society for last 2 years	Attach certified audited copy				
9	Details of the land , building allotted to the B.Ed/B.Ed.(Integrated)/ B.P.Ed /M.Ed /M.P.Ed college Or programme wise	course	As per norms NCTE Sq.mtr	Actually given sq. mtr	Cost of acquisition (Rs.in Lakhs)	Nature of concession /subsidy Attach documents
	Programme wise					

College / Institute						
	Land					
1)	Freehold					
a.	Govt....					
b.	others					
c.	Total					
2)	Lease Hold					
a.	Govt.....					
b.	Others					
c.	Total					
Note : Please give details for each college / Institute separately						
Whether Income tax return filed every year by the trust		(Attach certified attested copies of income tax return of last three assessment years ) Yes/ No				
Status of the Building :						
If Rented		College/ Institute				
Built up Area (In Sq. Mtr.)						
Annual rent (Amt, in Rs.)						
If owned		College / Institute				
Built up Area ( In Sq. Mtr.)						
Cost (Amt, in Rs.						
Built up Area required, Available as per NCTE norms						
If Rented		College / Institute				
Built up Area (In sq. Mtr.)						
If Owned		College / Institute				
Built up Area (In Sq. Mtr.)						
10	Whether the Institute / Trust is in receipt of any grants from Central Government / State Government / Quasi Government bodies. Attach documents		Yes / No If yes- Amt. Received for the Financial Year			



Enclose all supporting documents.

Date:	seal	Signature of Trustee
Place:		Designation stamp

**Form B**  
**(For NCTE approved courses)**

Proforma for Information For B.Ed/B.Ed-M.Ed (Integrated)/B.P.Ed/M.Ed/M.P.Ed/B.A-B.Ed/B.Sc.B.Ed colleges  
(unaided, partially unaided, permanently un- aided, self financed)

For the year.....

Name of the Trust / Society			
Name of the Course			UG/PG
(a) Whether accreditation given by NAAC	Yes / No	If yes Grade	Year
			Valid ty till..... .....
(b) Whether applicable to B.Ed.	Yes / No	If yes Grade	
Graduation as on 19.8.2003 vide G.R. No. TEC – 2003/212/03) TE-1, dated 19.8.2003.)			
	Name of the College/ Institute		
1	Address (with Pin code)		
	Telephone No. (with STD code)		
	Mobile No:		
	Fax No (with STD code)		
	E-mail ID		
	Website		
2	Name of the Director / Principal of the College / Institute		
3	Sanctioned Intake capacity as per NCTE/ University		
4	Total No. of Students admitted for the Programme		
5	Year of recognition by NCTE		Attach NCTE letter
6	Name of the University to which this programme is affiliated whether college is permanently/temporarily affiliated-Attach Copy		
7	Whether permitted by State Govt....		Yes / No
	(If yes, attach a copy of letter granting permission to start the college)		
8	Whether Hostel Facility is available		Yes/ No
	If yes, mention capacity		Boys
			Girls
			Total Capacity

9	Total No. of Laboratories in the college of Edn	Name of Laboratory	UG Cost in lakhs	PG Cost in lakhs
	Attach list	1.		
		2.		
		3.		
		4.		
Total cost of Equipment's in the various available laboratories	Total			
10.	Total Cost of equipments in the college including software (Rs. In Lakhs ) in Working Condition&date of purchase attach list	a)UG		
		b)PG		
	a) Whether library facility is available details	No. of Titles		
		No. of Books available		
		No. of Journals subscribed in current year		
	b) Carpet Area in Use for Library (in Sq. Mtr.)			
	c) Facilities in Department - Library	1.		
		2.		
		3.		
4.				

1	No. of Staff						
1.	Attach subject wise statement of teaching & non-teaching staff in the following format						
Teaching Staff for B.Ed.	No. of Units sanctioned by N.C.T.E	As per N.C.T.E. norms regulation dt.28.11.2014	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	Contract		
a) Assistant Professors							
b) Associate Professors							
c) Professors							
Teaching Staff for M.Ed.		As per N.C.T.E. norms	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	contract		
a) Assistant Professors							
b) Associate Professors							
c) professors							
List of approved Staff by the University For B.Ed. & M.Ed. courses separately			Attach subjectwise detailed statement of approved reaching staff with letter of Approval from the Authority				
			Sanctioned Intake		Students on roll		
Student – Teacher Ratio							
a) With approved staff							
b) With ( approved adhoc + contract) staff							
Non Teaching Staff (In the Department Attach list) B.Ed. college		As per NCTE regulations Nov 2014	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	Contract		
Librarian							
Lab Assistant BCA							

Office cum Account Assistant						
Office assistant cum Computer operator						
Store keeper						
Technical Assistant						
Lab Attendant/Helper/Support Staff						
Non teaching staff (in the department Attach list) M. Ed. college	As per NCTE Regulations 2014	Posts filled in			Total Filled in Posts	Vacant Posts
Head clerk						
Senior clerk						
Junior clerk						
Class IV						
Class IV-Library assistant						
Ratio of Non-Teaching Teaching staff						
12	Staff in Library Department if any	Give details of staff in Library with posts and scale, nature of appointment etc.				
13	Salary given to the staff	Yes/ No If yes : a) Attach Salary Certificate of March b)Attach Certified copy of Form-16-A of each Employee				
14	Whether Building is owned / Rental by College / Institute					
	a)If owned Built –up area in ..... sq. mtrs. (Attach relevant documents )		College / Institute	Others	Total	
		Capital investment (Amount Rs. In Lakhs)				
		Recurring annual expenditure (Amount Rs. In Lakhs)				
b)If Rental Built-up area in sq.mtr (Attach relevant documents )		College/ Institute	Others	Total		
	Annual Expenditure (Amount Rs. In Lakhs )					

15	State the Mention relation of landlord with the College / Institute, if any			
16	Financial Information			
Annual Income (Rs. In lakhs) (attach certified Audited Statement income from all sources of last two years i.e.- 20...-20... and 20...-20...)				
a) College / Institute		Approved Courses		Non approved other courses run by college
		Under Graduate	Post Graduate	
	Tuition Fees			
	Admission Fees			
	Gymkhana Fees			
	Laboratory Fees			
	Library Fees			
	Fine & Penalty University fees(Specify)			
	Any other fee College Development fund			
Total (a)				
b) General		Approved		Non approved other courses
		Under Graduate	Post Graduates	
	Donations Interest (Saving Bank and Fixed Deposits) Dividend Other Miscellaneous in-come (Specify)			
	Total (b)			
Grand Total (a + b)				
. Please give the break-up of Income programmewise and discipline wise.				

Annual Expenses (Rs. In lakhs)

Attach audited statement showing expenditure from all sources of last two years i.e. 20...-20... and 20...-20...

Sr.No		College / Institute		
		Expenses directly attributable to programme(Rs. In lakhs)	Share of common expenses (Rs. In lakhs)	Total expenses (Rs. In lakhs)
i)	Rent Paid			
ii)	Advertisement Expenses ( enclose details)			
iii)	Salary cost	Salaries, wages		
		Contribution to provident fund (EPF)& other funds		
		Staff Welfare & Training Expenses		
		Others		
iv)	Consumable (Specify with list)	Work shops		
		Components		
		Project Ex		
		Chemicals		
		Others		
v)	Operating & Other Expenses	Electricity		
		Telephone, postage, Xerox Expenses		
		Water Charges		
		Travelling & conveyance		
		Repairs & maintenance		
		Other specify		

vi)	Administrative Expenses				
Vii)	Scholarship				
Viii)	Cost of Software				
Ix)	Printing Expenses				
X)	Stationery				
Xi)	Insurance				
Xii)	Interest on Loan				
Xiii)	Depr eciation	Furniture			
		Computers & Others			
Xiv)	Educational Tours/Visits expenses for students				
Xv)	Training & Placement expenses for students				
Xvi)	Sports Expenses				
Xvii)	Annual Social Gathering Expenses				
Xviii )	Interest expenses				
Xix)	Taxes (Specify)				
Xx)	Publication of Magazine				
Xxi)	Any other expenses				
Grand Total					
*Any expenditure which is more than 5% of the total expenses should be shown separately.(Note : In the case of “common” cost which are apportioned, please attach a separate note indicating the bases adopted by you for apportioning such costs, giving your justification for the same)					
19 )	List of the Equipment, Furniture, Vehicles etc. (only items costing more than Rs.50000/- to be included)		Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance		
2 0)	Fixed Asset Details		With all major heads of fixed assets		



Cost Data		College / Institute / Hostel			
	Particular	Gross block	WDV as on	Depreciation for	Rate of
		Amount in Rs.	Amount in Rs.	the year on 31/3/ 20 Amount in Rs	depreciation %
A	Land (area.....)				
B	Building(s) ( Built-up area in ..... sq.mtr.)				
C	Laboratory				
D	Laboratory Equipment's				
E	Books				
F	Furniture & Dead stock				
G	Computers				
H	Others				

s

	Projected Addition	College / Institute / Hostel		
	Particulars	----- ---- (Rs. In lakhs )	----- - (Rs. In lakhs )	----- (Rs. In lakhs )
A	Land (area)			
B	Buildings (Built – up area in ..... sq. mtr .)			
C	Laboratory / Work shop			
D	Laboratory equipment's			
E	Books			
F	Furniture & Dead stock			
G	Computers, E.T			
H	Others			

	Total			
21)	The common infrastructure used by the trust for various colleges run by them	Attach detailed list of infrastructure. Also indicate the bases adopted for the appointment of the common infrastructure.		
22)	a)Expenses per student for UG course	Attach detailed calculation for the year		
	b)Expenses per student for PG course	Attach detailed calculations for the year		
23)	Fees collected during last two years per student for UG programme - B.Ed			
24)	Fees collected (20 -20 ) per student for UG / PG programme			

No of	Average fees collected per student (Amount in Rs.)	Total fees collected (Amount Rs. In Lakhs)
a)Indian		
b)NRI		

a)Administrative Staff in the Institute College

Name of the Principal		Univ approval details (Attach copy)			Regular / Incharge	
Pay Scale						
Sr. No	Name of the Staff	Designation	Details of University approval	Whether required as per UG/?NCTE/UGC State / GOVT.... norms	Scale	Nature of Appointment

Sr. No	Designation	Whether required as per UGC / NCTE norms (Details of University approval) attach copy.	Qualification	Scale	Nature of appointment
1	Librarian				

C) Student – Teacher Ratio (Total no. of students & total no. of staff in the college)

	Ratio	
1. Regular approved staff		
2. Regular + Contract + Adhoc		
D) Ratio of Non – Teaching – Teaching Staff		
	Ratio	As per Council Norms
Inclusive of administrative, ministerial, Technical & other unskilled & semi Skilled staff		

## Form B

(For RCI approved courses)

Proforma for Information For **B.Ed Special** colleges (unaided, partially unaided, permanently un-aided, self financed)

For the year.....

Name of the Trust / Society				
Name of the Course			UG/PG	
(a) Whether accreditation given by NAAC	Yes / No	If yes Grade	Year	Validity till..... ..... .
(b) Whether applicable to B.Ed.	Yes / No	If yes Grade		
Graduation as on 19.8.2003 vide G.R. No. TEC – 2003/212/03) TE-1, dated 19.8.2003.)				
	Name of the College/ Institute			
1	Address (with Pin code)			
	Telephone No. (with STD code)			
	Mobile No:			
	Fax No (with STD code)			
	E-mail ID			
	Website			
2	Name of the Director / Principal of the College / Institute			
3	Sanctioned Intake capacity as per RCI/ University			
4	Total No. of Students admitted for the Programme			
5	Year of recognition by RCI	Attach RCI letter		
6	Name of the University to which this programme is affiliated whether college is permanently/temporarily affiliated- Attach Copy			

7	Whether permitted by State Govt....	Yes / No		
		(If yes, attach a copy of letter granting permission to start the college)		
8	Whether Hostel Facility is available	Yes/ No		
	If yes, mention capacity	Boys		
		Girls		
		Total Capacity		
9	Total No. of Laboratories in the college of Edn	Name of Laboratory	UG Cost in lakhs	PG Cost in lakhs
	Attach list	1.		
		2.		
		3.		
		4.		
Total cost of Equipment's in the various available laboratories	Total			
10	Total Cost of equipments in the college including software (Rs. In Lakhs ) in Working Condition&date of purchase attach list	a)UG		
		b)PG		
	d) Whether library facility is available details	No. of Titles		
		No. of Books available		

			No. of Journals subscribed in current year				
	e) Carpet Area in Use for Library ( in Sq. Mtr.)						
	f) Facilities in Department - Library		1.				
			2.				
			3.				
			4.				
11	No. of Staff  Attach subject wise statement of teaching & non-teaching staff in the following format						
Teaching Staff for B.Ed.	No. of Units sanctioned by R.C.I.	As per N.C.T.E. norms regulation dt.28.11.2014	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	Contract		
d) Assistant Professors							
e) Associate Professors							
f) Professors							
Teaching Staff for M.Ed.		As per N.C.T.E. norms	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	contract		
d) Assistance Professors							

e) Associate Professors							
f) Professors							
List of approved Staff by the University For B.Ed. & M.Ed. courses separately			Attach subjectwise detailed statement of approved reaching staff with letter of Approval from the Authority				
			Sanctioned Intake			Students on roll	
Student – Teacher Ratio							
c) With approved staff							
d) With ( approved adhoc + contract) staff							
Non Teaching Staff (In the Department Attach list) B.Ed. college	As per RCI regulations	Posts filed in			Total Filled in Posts	Vacant Posts	
		Regular	Adhoc	Contract			
Librarian							
Lab Assistant BCA							
Office cum Account Assistant							
Office assistant cum Computer operator							
Store keeper							
Technical Assistant							
Lab Attendant/Helper/Support Staff							
Non teaching staff (in the department Attach list) M. Ed. college	As per RCI Regulations	Posts filled in			Total Filled in Posts	Vacant Posts	
Head clerk							
Senior clerk							
Junior clerk							
Class IV							

Class IV-Library assistant						
Ratio of Non-Teaching Teaching staff						
12	Staff in Library Department if any	Give details of staff in Library with posts and scale, nature of appointment etc.				
13	Salary given to the staff	Yes/ No If yes : a) Attach Salary Certificate of March b)Attach Certified copy of Form-16-A of each Employee				
14	Whether Building is owned / Rental by College / Institute					
	a)If owned Built –up area in ..... sq. mtrs. (Attach relevant documents )		College / Institute	Others	Total	
		Capital investment (Amount Rs. In Lakhs)				
		Recurring annual expenditure (Amount Rs. In. Lakhs)				
	b)If Rental Built-up area in sq.mtr (Attach relevant documents )		College/ Institute	Others	Total	
		Annual Expenditure (Amount Rs. In Lakhs )				
15	State the Mention relation of landlord with the College / Institute, if any					
16	Financial Information					
Annual Income (Rs. In lakhs) (attach certified Audited Statement income from all sources of last two years i.e.- 20...-20... and 20...-20...)						
c)	College / Institute	Approved Courses			Non approved other courses run by college	
		Under Graduate	Post Graduate			
	Tuition Fees					



	Admission Fees			
	Gymkhana Fees			
	Laboratory Fees			
	Library Fees			
	Fine & Penalty			
	University fees(Specify)			
	Any other fee College Development fund			
	Total (a)			
d) General		Approved		Non approved other courses
		Under Graduate	Post Graduates	
	Donations			
	Interest (Saving Bank and Fixed Deposits)			
	Dividend			
	Other Miscellaneous in-come (Specify)			
	Total (b)			
Grand Total (a + b)				

. Please give the break-up of Income programmewise and discipline wise.

Annual Expenses (Rs. In lakhs)

Attach audited statement showing expenditure from all sources of last two years i.e. 20...-20... and 20...-20...

Sr.No		College / Institute		
		Expenses directly attributable to programme(Rs. In lakhs)	Share of common expenses (Rs. In lakhs)	Total expenses (Rs. In
				ses (Rs. In



vi)	Administrative Expenses				
Vii)	Scholarship				
Viii)	Cost of Software				
Ix)	Printing Expenses				
X)	Stationery				
Xi)	Insurance				
Xii)	Interest on Loan				
Xiii)	Depreciation	Furniture			
		Computers & Others			
Xiv)	Educational Tours/Visits expenses for students				
Xv)	Training & Placement expenses for students				
Xvi)	Sports Expenses				
Xvii)	Annual Social Gathering Expenses				
Xviii)	Interest expenses				
Xix)	Taxes (Specify)				
Xx)	Publication of Magazine				
Xxi)	Any other expenses				
Grand Total					
*Any expenditure which is more than 5% of the total expenses should be shown separately.(Note : In the case of “common” cost which are apportioned, please attach a separate note indicating the bases adopted by you for apportioning such costs, giving your justification for the same)					

19)	List of the Equipment, Furniture, Vehicles etc. (only items costing more than Rs.50000/- to be included)	Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance			
20)	Fixed Asset Details	With all major heads of fixed assets			
	Cost Data	College / Institute / Hostel			
	Particular	Gross block _____ Amount in Rs.	WDV as on Amount in Rs.	Depreciation for the year on 31/3/ 20 Amount in Rs	Rate of depreciation %
A	Land (area.....)				
B	Building(s) ( Built- up area in ..... sq.mtr.)				
C	Laboratory				
D	Laboratory Equipment's				
E	Books				
F	Furniture & Dead stock				
G	Computers				
H	Others				

s

	Projected Addition	College / Institute / Hostel		
	Particulars	----- ----- (Rs. In lakhs )	----- - (Rs. In lakhs )	----- (Rs. In lakhs )
A	Land (area)			
B	Buildings (Built – up area in ..... sq. mtr .)			
C	Laboratory / Work shop			

D	Laboratory equipment's			
E	Books			
F	Furniture & Dead stock			
G	Computers, E.T			
H	Others			
	Total			
21)	The common infrastructure used by the trust for various colleges run by them	Attach detailed list of infrastructure. Also indicate the bases adopted for the appointment of the common infrastructure.		
22)	a)Expenses per student for UG course	Attach detailed calculation for the year		
	b)Expenses per student for PG course	Attach detailed calculations for the year		
23)	Fees collected during last two years per student for UG programme - B.Ed			
24)	Fees collected (20 -20 ) per student for UG / PG programme			

No of	Average fees collected per student (Amount in Rs.)	Total fees collected (Amount Rs. In Lakhs)
a)Indian		
b)NRI		

a)Administrative Staff in the Institute College

Name of the Principal		Univ approval details (Attach copy)			Regular / Incharge	
Pay Scale						
Sr.No	Name of the Staff	Designation	Details of University approval	Whether required as per UG/?RCI/UGC State / GOVT.... norms	Scale	Nature of Appointment

Sr.No	Designation	Whether required as per UGC / RCI norms (Details of University approval) attach copy.	Qualification	Scale	Nature of appointment
1	Librarian				

C) Student – Teacher Ratio (Total no. of students & total no. of staff in the college)

	Ratio
3. Regular approved staff	
4. Regular + Contract + Adhoc	

D) Ratio of Non – Teaching – Teaching Staff

	Ratio	As per Council Norms
Inclusive of administrative, ministerial, Technical & other unskilled & semi Skilled staff		

(On Rs. 100/- Stamp Paper –Registered/Notorised)

Verification

(The person signing the Verification clause must satisfy himself / herself about correctness of the information before affixing his / her signature )

I, \_\_\_\_\_ (full name in block letters), son / daughter of \_\_\_\_\_ solemnly declare that to the best of my knowledge, the information given in this proforma and statements accompanying is correct and complete. I further declare that I am submitting this proforma in my capacity as \_\_\_\_\_ and I am also competent to submit the same and verify it.

Date : Trustee Principal

Place: \_\_\_\_\_ Sign

Sign

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Stamp

Designation:

Seal

Stamp

Seal

# Form-C

sss(H&T) - 20 -20\_\_\_\_

Form- C

Library Facilities (as per NCTE Regulation 2014)

I) Total No.of students in the college

II) Reading hall capacity

III)Total carpet Area sq. mtr.

a)	No. of Titles		
b)	No.of Books		
c)	No.of National Journals		
d)	No.of International Journals		
e)	Non-Technical Journals		
f)	Total Cost of		
	a)Books		Lakhs
	b)Subscription for Journal		Lakhs
g)	Cost of furniture		Lakhs
h)	Whether Xerox facility is available	Yes / No	
i)	Whether Internet facility is available	Yes / No	
j)	No. of Computers available in the Library	Band Width	
		P III	
		P Iv	
		P V	
k)	Whether multimedia facility available	Yes / No	
l)	Whether digitization of library is done	Yes/ No	
m)	Any other amenities provided to students in library		

Date:Trustee

Principal

Place:

SignSign

Name:\_\_\_\_\_

Name:\_\_\_\_\_

Designation

Stamp

Seal

Seal



## FORM-D

## Information of Central Computing Facilities in the Institute

1	Whether the central computing facility is available	Yes / No
2	Number of PC available	
3	Whether legal licenses of System & Application Software available ?	Yes /No
4	Number of System Software's available	
5	Number of Application Software's Available	
6	Number of Printers available	
7	Number of Scanners available	
8	Total cost of the above	
9	Whether the Generator / UPS back-up available (back-up period and capacity in KVA)	Yes/No Capacity in KV
10	Whether the Campus is Net worked	Yes/No
11	Whether the Laboratories are Net worked through LAN	Yes/No
12	Whether the Internet Connection is available	Yes/No
13	If Yes specify type Dial-up/ISDN/DSL/Leased Line/any other	
14	Specify Bandwidth available	
15	Specify Compression ratio	
16	Cost of Hard Ware in Computer Center Rs.Lakhs	
17	Cost of Software in computer Center	Rs.Lakhs
18	Cost of furniture in Computer Center	Rs.Lakhs
19	Annual fee of the Internet Services in	Rs.Lakhs
20	Staff in computer Center	Yes /No
	1.System Manager	Yes/No
	2.System Analyst	Yes/No
	3.Computer Programmer	Yes/No
	4.Computer Operator	Yes/No
	5.Wi- Fi Availability	Yes/No
	6.Non-Teaching Staff	Yes/No
7.Maintenance Staff	Number	Pay Scale

Date:

Trustee

Place:

(Sign with stamp)

**FORM - E**

<b>FORM - E</b>			
<b>(A)</b>	<b>Details of Teaching and Non-Teaching staff for the Accounting Year 20 -20__</b>		
<b>Sr.No.</b>	<b>Particular</b>	<b>Actual requirement of Staff as per respective Council norms</b>	<b>Actual Appointed</b>
1			
2			
Date			
Place			
<b>Signature and Seal of person authorized in terms of section 2 (1) of the Act with Code No.</b>			

## Review Committee

Members - 1) Expert from S.S.S

2) One C.A/One ICWAI

4) One Expert - Educationist.

The committee should review critically the whole proposal & give comments, drawbacks, incorrectness etc.

1) Note to Chartered Accountant or

2) ICWAI qualified cost accountant

### 1) **NOTE TO C.A / ICWAI**

Chartered Accountant's Report, comments & Recommendation

Name of the C.A:

Registration No.-

Note 1) C.A requested to go through fee calculation forms ----- & the norms and make suitable changes for auditing

2) Required list of various Audited statements ----- give list

3) Admissible expenditure heads give list

4) Non admissible expenditure give list

5) Any other information.

Cost Accountant's Report, comments & Recommendation OR

Name of the ICWAI – Cost Accountant -----

Registration no

Cost accountant should go to norms & fee calculation forms and make suitable changes for costing

Cost Accountant should prepare the format of cost Accounting per student or give formula

2) **NOTE TO EDUCATIONIST**- Expert from Education/ Physical Education College

To check the proposal fulfilling NCTE/UGC/Govt. .../Univ. Norms and find out incorrectness/ drawback etc.