

GOVERNMENT OF MAHARASHTRA
DIRECTORATE OF HIGHER EDUCATION,PUNE

SHIKSHAN
SHULKA
SAMITI
HANDBOOK FOR
FINALISATION OF
FEES

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

INDEX

SR.N O.	TITLE
1.	NORMS FOR FINALISATION OF FEES
2.	PROPOSAL FOR FIXATION OF FEES
3.	APPROVED AFFIDAVIT PROFARMA
4.	CHECK LIST
5.	FORMAT FOR COMPUTATION OF FEES
6.	DEPRECIATION CHART
7.	FORM A
8.	FORM B
9.	FORM C
10.	FORM D
11.	REVIEW COMMITTEE REPORT
12.	NOTES

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

APPROVED NORMS AND PROFORMAS FOR FINALISATION OF FEES FOR UNIVERSITY DEPARTMENTS/GOVERNMENT INSTITUTIONS/COLLEGES OF EDUCATION CONDUCTING UNAIDED AND PERMANENTLY UNAIDED, PARTIALLY UNAIDED & SELF FINANCED B.Ed SPECIAL, M.Ed SPECIAL COURSES

(Academic Year-20__-20__)

1.0 INTERIM FEE AND FINAL FEE

- 1.1 The interim fee to be collected at the time of admission in the academic year 20...-20...(if the final fee is not approved by that time) is 5% more than the fee approved by the Samiti for the year 20..- 20.. And can be collected at the time of admission in the academic year 20..-20... In the receipt issued to the students it is to be specifically mentioned it is only interim fee and it would be finalized by the Samiti in programme of time which will be payable by the students.
- 1.2 The interim fee is to be put up on the Notice Board of the respective colleges/Institution and is also be displayed on the college/ institutions' website prominently. Similarly the interim fee to be put up on the notice board and 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 20..- 20.. and 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 RCI recognition, Affiliation of the University, certificate from the University and RCI about compliance of RCI 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 permitted expenditure as per the audited accounts of the previous financial year and
b) By the increasing the 10 % of last approved fee by Shikshan Shulka Samiti. (Attach attested copy of Shikshan Shulka Samiti).
c) The final approved fee of the current year will be the fee whichever is less in above mentioned a) and b).
d) These approved final fee will be valid for 3 academic years
- 1.5 If the college does not approach the Samiti for approval of fee for the year 20..-20.. then it can only charge the previous year approved fee by the samiti. If college/Institution has not approached to the previous Samiti and this new samiti, for approval of fees, then it can charge only the fees applicable to the Government and aided B.Ed Special, M.Ed Special Colleges as notified in the Government Resolution of the Centralized Admission Process of the respective Academic Year..
- 1.6 College / Institution should provide the details of teaching & non teaching staff as per the norms of State GOVT..... / UGC / 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. 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.....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, RCI, GOVT.... & University and actually paid and certified by the auditor.

2.1.2 Salary of Employees (Teaching & Non- teaching) is to be paid through Bank Accounts only.

2.1.3 As per the court order in W.P – 1638 / 2012 Nagpur bench & Govt.... letter No – Court matter – 2012 / Chapt No 218 / Mashi -2dt. 7th Aug 2013, the payment according to VIth pay commission pay scales are obligatory. In the proposal, payment as per VI pay commission 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%)

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 law
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.

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 In case 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 programmes. The details of the same including audited statement of income and expenditure should be enclosed.

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 RCI 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.

2.3.2 Purchase, maintenance and repair on the basic expenditure will not considered

2.4.0 DEPRECIATION RATES AND THEIR CALCULATION WILL BE AS UNDER:

2.4.1 The rates of depreciation of building and equipment fixed by the SSS regarding other assets are detailed under:-

Building (Structural audit of the building is required please fix the rate)

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.

2.4.2 These rates are to be applied on Straight Line basis. The assets as in the financial year 2010-11 will be frozen as it is for the purpose of depreciation. Additional depreciation for the new assets added in the financial year 20.....-20.....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 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 RCI-GOVERNMENT-UNIVERSITY 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 75% of Sanctioned intake then 10% of total fees would be added.

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

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 7% 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.

2.6.3 A copy of the latest UGC, RCI/ GOVT.../UNIV to collect the development fund is required to be submitted along with the separate proposal of development fee to levy this fee.

2.6.4 In Audit reports, this head should be shown separately.

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

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 3% ,2% and 1% of tuition fee as increase in fees as follows, if Accreditation is valid for which the fees are proposed.

Accredited/ Reaccredited	Tenure of Period 20.... -20.... For which accreditation is valid	Grade	Status of IQAR Submitted for the Year for which fees are proposed	Permissible % of tuition fee as increase in fees
		A	Submitted	3%
		A	Non Submitted	2%
		B	Submitted	2%
		B	Non Submitted	1%
		C	Non Submitted	No Incentives
D	Non Submitted			

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 The Colleges/ Institutions, which have approved teaching faculty with Ph.D. qualification to the extent of 10% of the strength required as per norms prescribed by UGC/RCI/UNIV/GOVT... are permitted to change an additional 1% of the tuition fee as incentive in order to promote quality.

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 If college succeeds in getting international prize of recognized international GO or NGO for innovations, project, research, competition. The additional 1% increase in fees is allowed. The sufficient documentary evidence should be provided for it.

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.

2.9.3 To collect any excess fees other than those approved by S.S.S is suitably punished.

2.10.0 THE COLLEGES ARE STRICTLY PROHIBITED FROM COLLECTING ANY FEE/CHARGES OTHER THAN THOSE APPROVED BY THE SSS AND ANY FEE LEVIED BY THE UNIVERSITY CONCERNED. SERIOUS ACTION WILL BE TAKEN AGAINST THOSE WHO VIOLATE THIS NORM AS UNDER

2.10.1 Reduction in the approved fess by 50%

2.10.2 Recommendation to PNS for stopping admission process.

2.10.3 Recommendation to RCI for de-affiliation.

2.10.4 Crediting the amount of the excess fees collected to the S.S.S.

2.10.5 Penalty for Non accredited colleges/Institutions 5 % of final fees will be deducted from approved fee structure.

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 RCI/UGC/GOVT.../university enclosed details in the proposal.

2.11.2 The details 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 sharing with expenditure should be shown separately. 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 which with the cost, expenditure which will be proportionally divided into the shared courses.

2.13.0 BUDGETS

2.13.1 The Colleges should submit along with fee proposal, budget for the 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 audit report these income should be shown.

2.17.0 SEPARATE PROPOSALS-

2.17.1 The proposal for the B.Ed Special, M.Ed Special 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, RCI and UNIV should be included in the proposal.

2.19.0 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.1000.00 per month of penalty fees decided by the SSS.

COLLEGE PRN : -----

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

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 Course (s)

Rs. 100/- Stamp Paper

APPROVED AFFIDAVIT FOR UNAIDED,SELF FINANCED OR PERMANENTLY
UNAIDED B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed Courses (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 and B.
- 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 / RCI / 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 reduction of fees by 50% of the fees as resolved by the Samiti. 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 Courses

CHECK – LIST

FEES APPROVAL PROPOSAL FOR UNAIDED ,SELF FINANCED OR PARTIALLY UNAIDED,PERMANENTLY UNAIDED COLLEGES OF EDUCATION

B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed COURSES (ACADEMIC YEARS)

Name of the College/ Institute: -----

College Code: ----- 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 format of revised norms of Computation & Depreciation		
2	Affidavit		
3	Prescribed Forms A ,B,C & D Duplicate duly filled in.		
4.	Audited financial statement of Institutes/ College (iv) Receipt & Payment Account, (ii) Income & Expenditure Account and (iii) 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. All the statement mentioned at (i) to (iii) in Original. (Note: Photocopies or certified photocopies will not be accepted.) Also confirm that the assets scheduled in the information is given as per the requirement of Form B		
5	Sanctioned and Actual admission of the programme for the academic year _____ and (Repeaters should not be considered) attach copy of approved of admission approved of admissions.		
6	Copy of last two years fee structure finalized by Shikshan Shulka Samiti. – i.e. for academic year _____ & academic year _____		
7	The actual salary of teaching and non- teaching staff along with Photo copy of Pay Roll for the		

	months of April-..... , Sept-, Dec-..... & March-..... Photocopies of pay roll should be certified by Principal by signing on each page as true copy. Salary should be paid by cheque and / or directly transferred to bank account of each employee. The pass book Xerox of college. The TDS Challans Form 16, EPF, PT etc. should be attached quarterly return files.		
8	Estimate of fees for academic year along with proper justification based on the earlier fee structure. (Computation of Fees sheet)		
9	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.- (i)Salary paid as per norms of UGC/ RCI/GOVT/....UNIVERSITIES etc. (ii) Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner. (iii) Affirmation about the correctness of facts and figures submitted by Head of the institute. (iv) Display copy of fee proposal on its website and Notice Board for a period of one year.(Encl-supporting documents)		
10	State the details of other Colleges/ courses run and located in the same premises/campus signed by Management.		
11	Certificate of approval of admitted students from PraveshNyantran Samiti for the last Academic Year . if Possible current year.(Attach Copy)		
12	Certificate that no refund of fees claims etc. and any other matter communicated by PraveshNyantran Samiti and Shikshan Shulka Samiti are pending at Institution / College level (signed by Management)		
13	Certificate that no other fees/ charges have been collected from students/ parents other than those		

	authorized by Shikshan Shulka Samiti by the Management		
14	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities –RCI / Government and University, signed by the Management		
15	Proof to collect development fund (norms 2.7.0)		
16	Accreditation Certificate if any (Norm 2.8.0)		
17	Proof of faculty with Ph.D. (norm 2.9.0)		
18	Proof of innovation/ Patent if any (Norms 2.10.0)		
19	Copies of Service Contracts, if any entered into (such as for security etc.)		
20	The copy of TDS & PF Challan, Bank Pass book, PT		
21	Income earned by the college during other than fees details		
22	Any other relevant information/ documents College/ Intuition would like to submit before the Samiti.		
23	The budget for two years		
24	Details of common sharing		
25	Soft copy inclusive of above 1 to 24 items (in Microsoft words or Microsoft Excel).		
26	A4 size , spirally bound Hand copy (Four copies to be submitted)		
27	Copy of Additional information sheet		
28	Registration Fees		
29	NOC from GOM		
30	RCI- approval recognition (Revised) Letter		
31	University affiliation letter.		
32	Academic Calendar		
33	Mapping of academic calendar		
34	Time Table of Co-Curricular activities & teaching subjects.		
35	Last fee approved by SSS letter		
36	Expenditure incurred on remuneration of Expert/ School Teacher invited to the institution for extension and guest lecture		

37	Staff Profile approved and submitted to RCI in prescribed proforma duly signed by Principal and Registrar/BCUD Director of University						
38	Proof of Land owned/ Land hired on lease basis						
39	Built up area- drafted map of infrastructure made available for running course (s), along with dimensions (floorwise if applicable)						
40	List of practice teaching schools made available by the institutions for UG/PG practicals in following format						
41	Sr No.	Name of School with address	Total strength	Distance from Institute	Whether undertaking is obtained		
42	Details of Library and Reading Room assets and reprographic facilities in Library						
43	Details of curriculum Laboratory						
44	Details of ICT Laboratory						
45	Details of Science Laboratory						
46	Details of Psychology Laboratory						
47	Details of Computer Laboratory						
48	Details of Language Laboratory						
49	Details of learning resources for Art & work experience						
50	Details of Games & Sports equipments available for indoor and outdoor games						
51	Details of Musical instruments available						
52	NAAC -approval letter						
53	UGC – 2f and 12 b letter						

54	Website details in term of point 'a' to 'j' as mentioned in RCI approval		
55	Proof of endowment and reserve fund in the joint name of Regional Director and Management Member		
56	NOC from GOM		
57	RCI- approval recognition (Revised) Letter		
58	University affiliation letter.		
59	Academic Calendar		
60			

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:.....

Courses:.....

Name of the College:

FOR OFFICE USE ONLY:

Received the fee approval proposal for academic year 20__-20__

**Details of registration Fees: Amount:
D.D. Payable at Mumbai**

**Bank Name:
Dated**

Branch

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

Remarks from- 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

Permanent Registration No.

(UNV Name/ Dist Name/Year / No

Ex-Mum/Than/2014/-----or

Any other digital method for giving PRN)

FORMAT FOR COMPUTATION OF FEES

1	Name of the College/Institute with address & website, e-mail, phone	PRN	Location	University
			Urban / Rural	

2	a) Interim fee for Academic Year _____ by S.S.S Rs_____.(Attach documents) b) Fee Collected besides approved Fee (Attach documents)	a) Proposed Fee for the Course A.Y. ----- &A.Y----- Rs. (see sr.no.28)(see norm 1.4) b) Fee to be collected besides Approved fee (attach documents) A.Y. ----- Rs. -----			
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 or Govt.... 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.)		
5.00	Total expenditure		Per student expenditure (using controlling strength)	For official use only	
5.1	Salary expenditure for Teaching / Non Teaching staff. As per UGC/RCI/GOVT.../UNI	Teaching-	Rs.		
		Non-Teaching	Rs.		

	V norms	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)				
7.0	Total salary & Non salary expenditure (5.3+6.0)		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	7% of 11 for increase in cost for				
13	Depreciation on assets at approved rates as on (see norm 2.4.0)				
14	Total (11+12+13)				
15	Sanctioned strength of students (1 st year) in the Course run in Academic year				
16	Actual strength in the program run in Academic year	1 st year B.Ed/B.P. Ed			
		2 nd year B.Ed/B.P. Ed			

17	Controlling strength (no.) (Higher of 15 & 16)	Senior Batch				
		Junior Batch				
18	Tuition Fee (14 Divided by 17)					
19	Development fee (7% of 18) see norm 2.6.3					
20	Addition of 10% of 18 fee in case actual of strength is less than 75% of sanctioned intake for 1 st year(See norms 2.5.3)					
21	Credit of accreditation for relevant Programme as per the grading and submission of IQAR, if any 3%,2% or 1% of 18 (See norm 2.7.1)					
22	Credit for faculty with Ph.D. 1% of 18(See norm 2.8.0)					
23	Credit for international prize for innovation / patent 1% of 18 (See norm 2.9.0)					
24	Total fee for the students to be paid by the students sum of 18 to 23 (as per computation of fees for two year programme)					
25	Increase in 10% of the last fee approved by Shikshan Shulka Samiti (Attach Documents)	Per student				
26	Final fees to be collected from the students for 2 year programme. out of 24 & 25 which ever is less (see norm 1.4)					
27	Final fees for 2 year B. Ed Programme					
	Total fee to be paid by students as course is of 2 years as per 26	First year of ½ of total				
		Second year of ½				

		of total	
28	Final fee for 4 year Integrated course every year ¼ th of final fee approved by SSS	+Academic degree fees =	Total fees for integrated B.Ed programme

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	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__

S r. N o.	Item	Depreciation permitted as in 31 st March _____ Rs.	Cost of additions during----- - _____Rs.	Additional Depreciation at approved rates as on 31 st March ___Rs.	Total Depreciation as on 31 st 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 31st 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
				Fu ll Tim e	Pa rt 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	course	As per norms RCI Sq.mtr	Actually given sq. mtr	Cost of acquisition	Nature of concession /subsidy Attach

	college Or programme wise				(Rs.in Lakhs)	documents
	Programme wise	B.Ed// B.P.Ed				
		M.Ed				
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 RCI 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

Proforma for Information For B.Ed/B.Ed (Integrated)/ B.P.Ed/ M.Ed/M.P.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 ity 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		

	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 1.	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 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		As per N.C.T.E.	Posts filed in			Total Filled in Posts	Vacant

for M.Ed.		norms				Posts
			Regul ar	Adho c	contr act	
a) Assista nce Professors						
b) Associa te Professors						
c) profess ors						
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 RCI regulations Nov 2014	Posts filed in			Total Filled in Posts	V acan t Post s
		Regu lar	Adh oc	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 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		College/ Institute	Others	Total		

	documents)	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	
		Under Graduate	Post Graduates		

		Donations			courses
		Interest (Saving Bank and Fixed Deposits)			
		Dividend			
		Other Miscellaneous income (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 eciatio n	Furniture		
		Computers & Others		
Xiv)	Educational Tours/Visits expenses for students			
Xv)	Training & Placement expenses for students			
Xvi)	Sports Expenses			
Xvii)	Annual Social Gathering Expenses			
Xvii i)	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	Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance		

	included)				
2 0)	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 / Workshop			
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	
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		

(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 RCI 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)

Review Committee

Members - 1) Expert from S.S.S

2) one C.A

3) One ICWAI

4) One Expert from B.ED college/Educationist.

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

1) Note to Chartered Accountant &

2) ICWAI qualified cost accountant

1) NOTE TO C.A

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 givelist

5) Any other information.

Cost Accountant's Report, comments & Recommendation

2)NOTE TO ICWAI

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

1	Salary Expenditure	
2	+ Hon Expenditure	
3	Total Expenditure	
	-college property given on rent	
	Total	
	-Hostel Expenditure	
	Total	
	+7% increase in cost	
	Total	
	+ Depreciation cost	
	Net Total Expenditure	
	Divided by – Intake on Actually admitted which higher	
	Fee per student	
	i)Development fee	
	ii)Plus NAAC fee	
	3% or 5%	
	iii)staff fee	
	1%	
	iv) innovation fee	
	1%	
	Total fee to be paid per student	

Note to Educationist- Expert from B.Ed college

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