

GOVERNMENT OF MAHARASHTRA
DIRECTORATE OF HIGHER EDUCATION,PUNE

SHIKSHAN SHULKA SAMITI

HANDBOOK FOR FINALISATION OF FEES

Four year Integrated B.A. B.Ed/B.Sc.B.Ed

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

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**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.A.B.Ed/B.Sc.B.Ed (4 year Integrated) COURSE/S

(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 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 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 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.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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 / NCTE /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, NCTE, 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 TheTrust/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.

2.3.2 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 20....-.... will be frozen as it is for the purpose of depreciation. Additional depreciation for the new assets added in the financial year 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 NCTE-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, NCTE/ 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.... -.... 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/NCTE/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 N.C.T.E. 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 N.C.T.E./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.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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 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.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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.A.B.Ed/B.Sc.B.Ed (4 year Integrated) Course (s)

| |
|--------------------------|
| Rs. 100/- Stamp Paper |
|--------------------------|

APPROVED AFFIDAVIT FOR UNAIDED,SELF FINANCED OR PERMANENTLY
UNAIDED B.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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 / 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 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.A.B.Ed/B.Sc.B.Ed (4 year Integrated) Courses

CHECK – LIST

**FEEES APPROVEL PROPOSAL FORUNAIDED ,SELF FINANCED OR PARTIALLY
UNAIDED,PERMANENTLY UNAIDED COLLEGES OF EDUCATION**

B.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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/ NCTE/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 – NCTE / 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 Govt.of Maharashtra | | | | | | |
| 30 | NCTE- 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 NCTE 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 | Total strength | Distance from Institute | Whether undertaking is obtained | | |

| | | | | | | | |
|----|--|---------|--|--|--|--|--|
| | | address | | | | | |
| | | | | | | | |
| 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 | Website details in term of point 'a' to 'j' as mentioned in NCTE approval | | | | | | |
| 54 | Proof of endowment and reserve fund in the joint name of Regional Director and Management Member | | | | | | |
| 55 | UGC – 2f and 12 b letter | | | | | | |
| 56 | University affiliation letter. | | | | | | |
| 57 | Academic Calendar | | | | | | |

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.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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) Approved fee for Academic Year _____ by S.S.S Bandra Rs_____.(Attach documents) b) Fee Collected besides approved Fee (Attach documents) | a) <u>Proposed Fee for course, students admitted in A.Y. 20-- - 20-- Rs./-</u> (see sr.no.28)(see norm 1.4) b) Fee to be collected besides Approved fee (attach documents) A.Y. 20-- - 20-- 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 expend iture (using control ling strengt h) | For official use only |
| 5.1 | Salary expenditure for Teaching / Non Teaching staff. As per UGC/NCTE/GOVT..../U NIV 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) | | | | |
| 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(including 1 st and 2 nd year)in the programme run in Academic year | | | | | |
| 16 | Actual strength in the <u>B.A.B.Ed/B. Sc.B.Ed (4 year Integrated)</u> Programm erun in Academic year | 1 st year | | | | |
| | | 2 nd year | | | | |
| | | 3 rd year | | | | |
| | | 4 th year | | | | |
| 17 | Controllin g 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 4 year B.A.B.Ed/ B.Sc.B.Ed Programme | | | | |
| | Total fee to be paid by students as course is of 4 years (as per 26) | First year of 1/4 of total | | | |
| | | Second year of 1/4 of total | | | |
| | | Third year of 1/4 of total | | | |
| | | Fourth year of 1/4 of total | | | |

| | | | |
|----|---|--|-----------------------|
| 28 | Final fee for 4 year Integrated course every year ¼ th of final fee approved by SSS | +Academic degree fees = Prescribed by university Integrated year programme | Total fees for 4 year |
|----|---|--|-----------------------|

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 <u>B.A.B.Ed/B.Sc.B.Ed (4 year Integrated)</u> college run in other college | Details of Courses other than <u>B.A.B.Ed/B.Sc.B.Ed (4 year Integrated)</u> | | | | |
| | | 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 <u>B.A.B.Ed/B.Sc.B.Ed (4 year Integrated)</u> college Or programme wise | course | As per norms NCTE Sq.mtr | Actually given sq. mtr | Cost of acquisition (Rs.in | Nature of concession /subsidy Attach documents |

| | | | | | Lakhs) | |
|--|----------------|--|--|--|--------|--|
| | Programme wise | <u>B.A.B</u> <u>.Ed/B.S</u> <u>c.B.Ed</u> (4 year <u>Integrat</u> <u>ed</u>) | | | | |
| | | B.Ed// B.P.Ed | | | | |
| | | M.Ed/ M.P.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 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

Proforma for Information For B.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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 <u>B.A.B.Ed/ B.Sc.B.Ed (4 year Integrated)</u> | 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 <u>B.A.B.Ed/B.S c.B.Ed (4 year Integrated).</u> | 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 | Va cant Posts |
| | | | | Regul ar | Adho c | Contr act | | |
| | a) Assista nt Professors | | | | | | | |
| | b) Associa te 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) Assistance Professors | | | | | | | |
| b) Associate Professors | | | | | | | |
| c) professors | | | | | | | |
| List of approved Staff by the University For <u>B.A.B.Ed/B.Sc.B.Ed (4 year Integrated)</u> 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) <u>B.A.B.Ed/B.Sc.B.Ed (4 year Integrated)</u> 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 | T 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 | T otal |
| | | 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 |

| | | Under Graduate | Post Graduates | approved other courses |
|--|---|---|---|-------------------------------|
| | Donations | | | |
| | 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 | | | | |
| <p>*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)</p> | | | | |

| | | | | | |
|-----|--|---|----------------------------|--|------------------------------|
| 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 | | | | |

B.

| | 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 - <u>B.A.B.Ed/B.Sc.B.Ed (4 year Integrated)</u> | | | |

| | |
|-----|--|
| 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 | Designati on | Details of Universit y approval | Whether required as per UGC/?NCTE/UG C State / GOVT.... norms | Scale | Nature of Appointm ent |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Sr. No | Designation | Whether required as per UGC / NCTE norms (Details of University | Qualific ation | Scale | Nature of appointment |
|-----------|-------------|--|-------------------|-------|--------------------------|
| | | | | | |

| | | | | | |
|---|-----------|------------------------|--|--|--|
| | | approval) attach copy. | | | |
| 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 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)

Review Committee

Members - 1) Expert from S.S.S

2) one C.A

3) One ICWAI

4) One Expert from B.A.B.Ed/B.Sc.B.Ed (4 year Integrated) 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 NCTE/UGC/Govt..../Univ. Norms and find out incorrectness/ drawback etc.
