

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

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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.Ed, B.Ed (Integrated)\*, B.P.Ed, M.Ed, M.P.Ed & Special B.Ed COURSES

(Academic Year-2019-2020)

**1.0 INTERIM FEE AND FINAL FEE**

- 1.1 The interim fee to be collected at the time of admission in the academic year 2019-2020 (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 year20..- 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 (with increasing natural growth by 5% or 10% subsequently as per the year of audited Report) and  
b) By the increasing the 20 % of last approved fee by Shikshan Shulka Samiti. (Attach attested copy of approved fee by 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 2019-2020 then it can only charge the previous year approved fee by the samiti. If college/Institution has not approached to the Samiti and , for approval of fees, then it can charge only the fees applicable to the Government and aided B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed Colleges .
- 1.6 College / Institution should provide the details of teaching & non teaching staff as per the norms of State GOVT..... / UGC / NCTE/RCI /UNIVERSITY, approvals, Reservation status their salaries, number of years they have put in their service and TDS paid etc. and whether the faculty appointed is as per norms. The institution need to submit the details along with the relevant documents such as TDS challan, P.F. and P.T. challans amount and details of payments etc. They also need to submit copies of contracts they have entered into with various service agencies such as security etc. if any. They also need to submit details of legal expenses if any that might have incurred during the said academic year, which would not be approved. 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 2019-2020 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. 7<sup>th</sup> Aug 2013, the payment according to VI<sup>th</sup> 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% for Education courses and 50% : 50% for Physical Education courses)
- 2.2.3 The expenditure of the advertisements in 2 newspapers published by college/institution for the purpose mentioned below could be accounted for finalization of fees:  
 1. Advertisement given for appointment of teaching & non-teaching staff as required by rule.  
 2. Advertisement given for admissions of students to the college/institution.  
 In case any common advertisement is issued for many institutions then it will be required to be shared proportionately.
- 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 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.....-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/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 80% of Sanctioned intake then 5% of total fees would be added.  
Where admissions are less than 60% of Sanctioned intake then 10% of total fees would be added.  
Where admissions are less than 40% of Sanctioned intake then 15% 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 10% of the tuition fee
- 2.6.2 This development fee could be charged only if the institution has provided all the infrastructure and facilities as per norms and future development plan with proposal.
- 2.6.3 A copy of the latest UGC, NCTE/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/Competent authority 15% of development fee if Accreditation is valid for which the fees are proposed.
- 2.7.2 This can be levied only if the accreditation is valid for major part of the academic year.

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

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

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

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

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

- 2.9.1 Incentive for Patent and Publications

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

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

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

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

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

2.10.1 Reduction in the approved fees by 50%

2.10.2 Recommendation to PNS for stopping admission process of Institute.

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./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 with the cost, expenditure 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, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed and B.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, NCTE, 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.**

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

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 & B.Ed Special

Unaided, permanently unaided, partially unaided, self financed

Concerned Person: **1) a) Name:** ----- **b) Designation:** -----

**c) Tele: (Off)** ----- **(Mob)** -----

**2) a) Name :** ----- **b) Designation:** -----

**c) Tele: (Off)** ----- **(Mob)** -----



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

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 & B.Ed.Special 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.Ed, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed & B.Ed Special 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 I. 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. <i>(Note: Photocopies or certified photocopies will not be accepted.)</i> 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) <i>Attach copy of approved of admission approved of admissions.</i>		
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.-		

	<p>I. Salary paid as per norms of UGC/NCTE/RCI/GOVT/....UNIVERSITIES etc.</p> <p>II. Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner.</p> <p>III. Affirmation about the correctness of facts and figures submitted by Head of the institute.</p> <p>Display copy of fee proposal on its website and Notice Board for a period of one year.(Encl- supporting documents)</p>		
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 PraveshNiyrantr 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 PraveshNiyrantr 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 A.Y..... other than fees details		
22	Any other relevant information/ documents College/ Intuition would like to submit before the Samiti.		
23	The budget & future plan for next three 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 Hard copy (Three copies to be submitted)		
27	Copy of Additional information sheet (s)		
28	<b>Registration Fees &amp; Processing Fee</b>		
29	NOC from GOM		
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 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	UGC – 2f and 12 b 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	Academic Calendar						
56	List of last five year students approved by PNS/ARA						
57	Future development plan & Budget with proposal						

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

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

Course(s):.....

Name of the College: .....

**FOR OFFICE USE ONLY:**

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

**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 /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) Approved Course fee Total Fee- Rs..... Tuition Fee Rs..... Development Fee Rs.... for Academic Year _____ (PageNo..... ) b) Fee Collected besides approved Fee (Attach documents)	a) <b><u>Proposed Fee for course, students admitted in A.Y. 2019-21 Rs. ....../-</u></b> (see sr.no.28) b) Fee to be collected besides Approved fee (attach documents) A.Y. 2019-20 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 expenditure (using controlling strength)	For official use only
5.1	Salary expenditure for Teaching / Non Teaching staff. As per UGC/NCTE/GOVT..../UNIV norms	Teaching-	Rs.	
		Non-Teaching	Rs.	
		Total	Rs.	
5.2	Salary/ Honorarium paid to visiting Faculties	Rs.		

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

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

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

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

Date: college PRN Trustee  
Place:

Sign  
Name:  
Designation:  
Stamp & Seals



## FOR OFFICE USE ONLY

Disallowance:-

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

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

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

Date: / /20

Checked & verified by  
(Chartered Accountant)

Name -----

Regd No -----

Signature -----

Date -----

Seal & stamp

Checked & verified by

(Cost Accountant)

Name -----

Regd No -----

Signature -----

Date -----

Seal & stamp

## DEPRECIATION CHART

Name of the college -----

College code No -----

### 1. Statement of Building Area

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

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

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

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

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

#### Details of Items for Depreciation

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

Date

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

Signature  
Trustee with seal & stamp

## Form A

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

1	Name of the Trust / Society					
2	Address (with pin code)					
	Telephone No. (with STD code)					
	Fax NO. (with STD code)					
	E-mail ID					
	Website					
3	Registration No. of the Trust/Management / Society					
4	Year of Establishment of the Trust /Management / Society					
5	Name of the Trustees	Enclose list				
6	Names of all the educational institutions established/funded/operated by the Trust/ Society					
7	Name of the other Courses run in the B.Ed/B.P.Ed college or B.Ed/B.P.Ed college run in other college	Details of Courses other than B.Ed/B.P.Ed				
		Sr.No	Name of the Courses	Status		Duration
				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 college Or programme wise	course	As per norms NCTE Sq.mtr	Actually given sq. mtr	Cost of acquisition (Rs.in Lakhs)	Nature of concession /subsidy Attach documents
	Programme wise					

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

Enclose all supporting documents.

Date:

seal

Signature of Trustee

Place:

Designation stamp

## Form B

### (For NCTE approved courses)

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

For the year.....

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

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

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



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

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

## Annual Expenses (Rs. In lakhs)

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

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

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

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

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

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

a)Administrative Staff in the Institute College

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

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

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

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

## Form B

(For RCI approved courses)

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

For the year.....

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



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

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

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

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

	Admission Fees			
	Gymkhana Fees			
	Laboratory Fees			
	Library Fees			
	Fine & Penalty			
	University fees(Specify)			
	Any other fee College Development fund			
	Total (a)			
d) General		Approved		Non approved other courses
		Under Graduate	Post Graduates	
	Donations Interest (Saving Bank and Fixed Deposits) Dividend Other Miscellaneous in-come (Specify) Total (b)			
Grand Total (a + b)				
. Please give the break-up of Income programmewise and discipline wise.				
Annual Expenses (Rs. In lakhs)				
Attach audited statement showing expenditure from all sources of last two years i.e. 20...-20... and 20...-20...				
Sr.No		College / Institute		
		Expenses directly attributable to programme(Rs. In lakhs)	Share of common expenses (Rs. In lakhs)	Total expenses (Rs. In lakhs)



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

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

s

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



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

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

a)Administrative Staff in the Institute College

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

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

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

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

D) Ratio of Non – Teaching – Teaching Staff

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

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

Verification

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

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

Date : Trustee Principal

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

Sign

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

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

Stamp

Designation:

Seal

Stamp

Seal

# Form-C

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

Form- C

Library Facilities (as per NCTE Regulation 2014)

I) Total No.of students in the college

II) Reading hall capacity

III) Total carpet Area sq. mtr.

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

Date:Trustee

Principal

Place:

SignSign

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

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

Designation

Stamp

Seal

Seal

### FORM-D

#### Information of Central Computing Facilities in the Institute

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

Date:

Trustee

Place:

(Sign with stamp)

**FORM - E**

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

Review Committee

Members - 1) Expert from S.S.S

2) One C.A/One ICWAI

4) One Expert - Educationist.

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

1) Note to Chartered Accountant or

2) ICWAI qualified cost accountant

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

Chartered Accountant's Report, comments & Recommendation

Name of the C.A:

Registration No.-

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

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

3) Admissible expenditure heads give list

4) Non admissible expenditure give list

5) Any other information.

Cost Accountant's Report, comments & Recommendation OR

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

Registration no -----

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

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

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

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

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