

महाराष्ट्र शासन
उच्च शिक्षण संचालनालय
शिक्षण शुल्क समिती, मुंबई

(राज्यातील विनाअनुदानित व कायम विनाअनुदानित शिक्षणशास्त्र व शारिरीक शिक्षणशास्त्र महाविद्यालयांसाठी)
कार्यालयाचा पत्ता- शासकीय अध्यापक महाविद्यालय, एलफिन्स्टन तांत्रिक विद्यालय आवार,
१ ला मजला, ३ महापालिका मार्ग, धोबी तलाब, मुंबई-४०० ००१

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शिशुस/नियमावली व नमुना अर्ज/जाहीरसूचना/२०२३-२४/२०२३/२६९

दि.२५-०७-२०२३

जाहीर सूचना

उच्च शिक्षण संचालनालयाच्या दि.०५.१२.२०२२ च्या पत्रान्वये, शुल्क नियामक प्राधिकरण, बांद्रा यांच्या नियमावली व अर्जाचा अभ्यास करून तसे बदल/सुधारणा शिक्षण शुल्क समितीच्या नियमावली व अर्जामध्ये करण्याबाबत उपसमिती गठीत करण्यात आली होती. सदर उपसमितीने तसेच शिक्षण शुल्क समितीच्या सदस्यांकडून तसेच महाविद्यालयांकडून सूचविलेल्या सुधारणा/शिफारशी अन्वये शिक्षण शुल्क समितीच्या नियमावली व अर्जामध्ये बदल करण्यात आले.

शिक्षण शुल्क समितीच्या दि.२०.०७.२०२३ च्या बैठकीतील निर्णयानुसार सोबत जोडलेल्या शिक्षण शुल्क समितीच्या सुधारित प्रारूप नियमावली व नमुना अर्जाबाबत आपल्या काही सूचना असल्यास आपल्या स्वाक्षरीसह sssbedmed@gmail.com या ईमेलवर Pdf. स्वरूपात दि.३१.०७.२०२३ पर्यंत पाठवाव्यात.

(सही/-)
(हरिविजय शिंदे)
सहसंचालक,
शिक्षण शुल्क समिती, मुंबई

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(S.S.S)

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

(Academic Year-2024-2025)

1.0 INTERIM FEE AND FINAL FEE

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

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

2.1.0 SALARY EXPENDITURE WILL BE CONSIDERED AS UNDER -

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

2.2.0 NON SALARY EXPENDITURE WILL BE CONSIDERED AS UNDER-

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

2.3.0 BASIC INFRASTRUCTURE EXPENDITURE FOR THE FOLLOWING WILL NOT CONSIDERED.

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

2.4.0 DEPRECIATION RATES AND THEIR CALCULATION WILL BE AS UNDER:

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

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

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

- 2.4.2 The above depreciation rates as fixed by S.S.S. are to be applied on Straight Line basis. The assets as in the

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

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

2.5.0 COMPUTATION OF THE FEE BY USING THE PRESCRIBED FORMAT-

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

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

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

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

2.6.0 THE DEVELOPMENT FUND WILL BE AS UNDER-

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

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

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

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

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

2.7.0 THE INCENTIVES FOR NAAC ACCREDITATION WILL BE AS UNDER –

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

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

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

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

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

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

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

2.9.1 Incentive for Patent and Publications

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

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

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

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

2.10.1 Recommendation to ARA for stopping admission process of Institute.

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

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

2.10.4 Recommendation to University for de-affiliation.

2.11.0 BASIC INFRASTRUCTURE.

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

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

2.12.0 COMMON SHARING

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

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

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

2.13.0 BUDGET

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

2.13.2 The budget should be shown separately for three years.

2.14.0 COMPUTATION OF FEES, INTERIM FEES

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

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

2.15.0 FEE PROPOSAL, FINAL FEE

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

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

2.16.0 ADDITIONAL INCOME

- 2.16.1 The Colleges should also state separately if any income is earned by using the college property / infrastructure and Govt. aid received if any during the year other than fees and how the income is earned
- 2.16.2 In the Audited Income and Expenditure Account these income should be shown head wise separately.

2.17.0 SEPARATE PROPOSALS-

- 2.17.1 The proposal for the B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed, B.Ed. Special and B.Ed.-M.Ed. courses should be submitted separately.
- 2.17.2 The separate proposals for unaided, permanently unaided, partially unaided & self financed courses should be submitted

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

2.19.1 VALIDITY OF THE FEES

- 2.19.1 The fees approved by the SSS will be valid for the three academic years with effect from of sanction of the academic year.
- 2.19.2 The same fees should be charged for three years. After three years, new proposal should be submitted.
- 2.20.0 The colleges which will not submit the proposal within a prescribed time limit, they are liable to pay Rs.10000.00 per month of penalty fees decided by the SSS.

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

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)

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

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

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

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

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

- Form No A 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.....

CHECK – LIST

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

Name of the College/ Institute:

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 A1, A2, 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. (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) <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 Pravesh Niyamak Pradhikaran 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 Pravesh Niyamak Pradhikaran 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/ Institution 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	Registration Fees & Processing Fee		
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 (floor wise 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	A copy of Performance Appraisal Report (PAR)						
58	A copy of Stock Register and Dead Stock Register						
59	List of college students with their contact numbers.						

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) <u>Proposed Fee for course, students admitted in A.Y. 2024-25 Rs./-</u> (see sr.no.28) b) Fee to be collected besides Approved fee (attach documents) A.Y. 2022-23 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% 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 st 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 st year		
		2 nd year		
		3 rd year		
		4 th year		
17	Controlling strength (no. of students admitted in 1 st year of Audit considered) (Higher of 15 & 16)			
18	Tuition Fee (14 Divided by 17)			
19	For vacant seats – Increase 5%,10% of 18 fee, in case actual of strength (Total of 16) is less than 80%, 60% of total intake for programme of audit report considered. No vacancy allowance if admissions are less than 40% of sanction intake (See norms 2.5.3)			
20	Total Tuition Fee (18 + 19)			
21	Increase in 20% of the last fee approved Tuition Fee by Shikshan Shulka Samiti (Attach Documents)			
22	Final Tuition Fees to be collected from the students for the programme. Out of 20 and 21 whichever is less.			
23	Development fee (10 % of 22) (see norm 2.6.3)			

24	Credit of accreditation for relevant Programme 15% of 23 (See norm 2.7.1)								
25	Credit for faculty with Ph.D. (See norm 2.8.0)								
26	Credit for international prize for innovation / patent (See norm 2.9.0)								
27	Total of 23 to 26								
28	15% of 22								
29	Total Development Fee- Out of 27 and 28 whichever is less								
30	Final fees for Programme								
	Programme	Tuition Fee	Development Fee	Total Fee	Fee for 1 st year	Fee for 2 nd year	Fee for 3 rd year	Fee for 4 th 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	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 st March _____Rs.	Cost of additions during-----Rs.	Additional Depreciation at approved rates as on 31 st MarchRs.	Total Depreciation as on 31 st March
1	2	3	4	5	6 (3+5)
1	Computers 20% (Life 5 years)				
2	Equipment 10% (Life 10 years)				
3	Furniture 10% (Life 10 years)				
4	Books 10%(Life 10 years)				
	Total :				

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

Details of Items for Depreciation

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

Date

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

Signature
Trustee with seal & stamp

Form A

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

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

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

Enclose all supporting documents.

Date:	seal	Signature of Trustee
Place:		Designation stamp

Form B
(For NCTE approved courses)

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

For the year.....

Name of the Trust / Society				
Name of the Course			UG/PG	
(a) Whether accreditation given by NAAC	Yes / No	If yes Grade	Year	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) Assistant Professors								
b) Associate Professors								
c) Professors								
List of approved Staff by the University For B.Ed. & M.Ed. courses separately			Attach subjectwise detailed statement of approved teaching 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					
<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				

s

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

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

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

a)Administrative Staff in the Institute College

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

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

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

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

Form B

(For RCI approved courses)

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

For the year.....

Name of the Trust / Society				
Name of the Course				UG/PG
(a) Whether accreditation given by NAAC	Yes / No	If yes Grade	Year	Validit y 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)
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)	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					
<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				

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

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.