

CHECK - LIST
FEES APPROVAL PROPOSAL FOR HEALTH SCIENCE COURSES
(ACADEMIC YEAR 2010-11.)

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 the following relevant documents/information **IN PERSON** in chronological order. The proposal sent by Post/RPAD/Courier will not be considered valid.

Sr. No.	Particulars	Page No.	For Office Use
1	Prescribed format of revised norm of Computation & Depreciation		
2	Prescribed Forms A, B, C and D in Duplicate duly filled in.		
3	<p>Audited financial statements of Institutes/College (along with Hospital, in case of Health Science Colleges/ Institute) i.e.</p> <p>(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 2008-09 and 2009-10 duly signed by Chartered Accountant and counter signed by Dean/ Principal.</p> <p>All the statements 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.</p>		
4	Sanctioned and Actual intake of the course for the academic year 2008-09 and 2009-10 of Regular and Repeater students (if any), separately-Term / Course / Category - wise.		
5	Copy of last two fees structures finalized by from the Shikshan Shulka Samiti. – i.e. for academic year 2008-09 & academic year 2009-10.		
6	The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the months of April 2009, Sept-2009, Dec 2009 & March-2010. The Photocopies of pay roll should be certified by the Principal by signing on each page as true copy. Salary should be paid in cheque and/or directly transfer to bank account of each employees.		
7	The College/Institute has to estimate the fees for academic year 2010-11 along with proper justification based on the earlier fee structure.		
8	Any additional / vacant seats filled in by transfer from other College/ Institute including Diploma students, etc. may please be stated.		

Sr. No.	Particulars	Page No.	For Office Use		
9	The information has to be submitted in the form of Affidavit on Stamp Paper of Rs. 100/- duly signed by head of the institute/Den Management and the Dean/ Principal of the Institute/ College along with following points incorporated in it.				
	(i) Salary paid as per the norms of UGC/ MCI/ DCI, Councils, etc. (ii) Certificate of Management stating that same Audited statement of accounts has been filed with IT department and office of the Charity Commissioner. (iii) Affirmation about the correctness of facts and figures submitted by Head of the institute. (iv) Display copy of fee fixation proposal on its website and Notice Board for period of one year.				
10	Rent claimed and Agreement, if any, with the name & address of owner of the Building.				
11	State all the details of other Colleges/courses run and located in the same premises/campus.				
12	Certificate of approval of admitted students from Pravesh Niyran Samiti for the academic year 2009-10.				
13	Certificate that no matter pending at the Institution/ College for refund of fees etc. and any other matter communicated by Pravesh Niyran Samiti and Shikshan Shulka Samiti.				
14	Certificate that no other fees/ charges have been collected from students/ parents other than mentioned in the prospectus.				
15	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - AICTE/ MCI/ DCI/ COA/ Government/ DMER/ DTE and University.				
16	Fees collected for the year 2009-10 from students admitted in '15% NRI Quota' in following format. (If any)				
	Sr.	CET Merit	Name of candidate	NRI/Vacancy Against NRI	Total Fees (Rs.) as per SSS
	1				
17	Any other relevant information/ documents College/ Institute would like to submit before the Samiti.				
18	Soft copy inclusive of above 1 to 12 items (in Microsoft words or Microsoft Excel).				

Note: The Proposal shall be submitted in Duplicate Copy in A4 Size only and with SPIRAL BOUND indicating the cover page in the following format.

The Institute/College is hereby directed to bring this copy to the Samiti Office for any Enquiry/ future correspondence for finalization of fees for the course started during academic year 2010-11.

FOR OFFICE USE ONLY:

Received proposal for fixation of fee structure for the academic year 2010-11 as complete proposal.

Returned to the College its proposal for fixation of fee structure for academic year 2010-11 in original – as Deficient Proposal. Deficiencies mentioned as per the Checklist

Sr. No. _____

Date:

Verified by _____

(Name of the staff & its Signature)

Signature of Section Officer
Shikshan Shulka Samiti, Mumbai

APPROVED NORMS FOR CONSIDERATION OF THE SAMITI (Academic Year 2010-11)

1. Interim fee and final fee
 - 1.1 The interim tuition fee for the students to be admitted to the course in AY 2010-11 is to be proposed by the Colleges within two weeks of notification of these norms. The increase in fees to be levied from the said students in the subsequent years of the course will be subject to a limit of 5% of total fee for the previous year.
 - 1.2 The proposals from Institutions/Colleges, in which the increase in total fee sought is 5% or less over the total fee of AY 2009-10 will be approved as interim fee by the SSS. However institutions seeking an increase of more than 5% will be permitted to collect only the total fee not exceeding 5% over and above the final fee approved for AY 2009-10.
 - 1.3 The approval of final fees will be done after submission of accounts, duly audited, for the financial year 2009-10, and scrutiny of the same.
 - 1.4 The information about the approved interim fee for the course for all years is to be printed in the prospectus of the College/Institute with an undertaking that if the final fee approved is less than the interim fee collected, the same shall be refunded within Four weeks. Such an undertaking on stamp paper will also be submitted to the SSS. The College/Institute may also obtain undertaking from students for any additional fee, in case the final fee is more than the interim fee.
 - 1.5.1 It is to be noted that the fees approved for the students admitted in AY 2008-09 or earlier will continue to remain unchanged except for the payment of VI Pay Commission to be notified separately by the SSS. This information is to be put up on the website of Colleges/ Institutions.
 - 1.5.2 The students admitted in the AY 2009-10 and continuing their studies in the AY 2010-11 will pay a fee 5% over and above the fee approved for the year 2009-10.
 - 1.6 The Colleges/Institutions, which have not sent or whose proposal is not approved due to some defect in it for AY 2009-10, such Colleges/Institutes are not permitted to collect fees in excess of what was finalized and approved by SSS in AY 2008-09 or earlier.
 - 1.7 College / Institute should provide the details of teaching & non teaching staff as per the norms of GOVT. / MCI/ DCI/ DMER/Homoeopathic/ Ayurved/ Unani/ Nursing-Council/ MUHS, their salaries, no of years they have put in their service & TDS paid etc. and whether the faculty appointed as per norms.

2. The revised norms for final approval of fees for students to be admitted in 2010-11 and thereafter.

2.1.1 Salary expenditure actually paid as certified by the Auditors.

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

2.1.3 **In case arrears are paid on account of implementation of 6th pay commission, then the actual amount paid to each staff to be provided**

2.2 Non salary revenue expenditure, duly audited. This will not include depreciation, rent for the building, interest on loans, if any, and expenditure not essential / related to the conduct of courses.

2.3 The basic infrastructure in the form of building and equipment is required to be provided by the Trust before starting of the College/Institute. Therefore any expenditure incurred in providing the infrastructure can not be passed on to the students. Therefore no interest on loans taken, if any, for any purpose whatsoever, is permissible as expenditure. However, the value of the asset is to be preserved. Therefore provision of depreciation will be permitted, at the rate indicated in 2.4 below, irrespective of the fact whether the building is owned by the college or trust.

2.4 The rates of depreciation fixed by the SSS as detailed under appear to be fair.

Building: Depreciation	2.5%
Computers	25%
Other equipment	10%
Furniture	10%
Books	25%

However, these rates are to be applied on straight line basis. The assets as in the financial year 2007-08 will be frozen as it is for the purpose of depreciation. Additional depreciation for the new assets added in the financial year 2008-09 and thereafter will be allowed on straight line basis at the above mentioned rates. The Colleges/Institutes are required to provide the necessary details. The building cost is to be given for the area as per norms laid down by MCI, DCI, CCIM, etc.

2.5 The calculation of final fees will be made on the basis of sanctioned strength or actual strength of students, whichever is higher. The infrastructure and staff appointed is on the basis of sanctioned strength. If the actual strength is higher, the facilities and the expenditure will be shared by all the students. If the seats remain vacant, the spare facility 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.

2.6 But if admissions taken are at least less than 20%, then 10% of total fees would be added.

- 2.7 While calculating the final fee, addition of 7% to be made in view of the fact that calculation is based on previous year's Audited Accounts. This is considered as increase in costs instead of inflation.
- 2.8 Development fee: Reasonable surplus, meant for development or expansion of the College/Institution is fixed on the basis of 7% of the tuition fee. This development fee could be charged only if the institution has provided all the infrastructure and facilities as per norms. A copy of the latest approval from MCI, DCI, CCIM, etc. is required to be submitted along with the proposal to levy this development fee.
- 2.9 The expenditure for implementation of VI Pay Commission will be considered separately as and when the same is notified by the Government. The additional cost involved in implementing the same will be borne by all the students in the College/Institution.
- 2.10 The Colleges/Institutions are strictly prohibited from collecting any excess fee/charges other than those approved by the SSS and any fee levied by the University concerned. Serious view will be taken against those who violate the directives. Such defaulting College/Institute may be punished suitably which may include reduction in fees up to 50%, recommending to the Pravesh Niyantaran Samiti for stopping of admission process and to the University for De-affiliation, etc.
- 2.11 The Colleges/Institutions are required to provide the details of their infrastructure and facilities/amenities on their website before effecting the admission of students.
- 2.12 In the case of more than one course is run in the same premises/building/campus, then the Institute/College to give number of students for each course and time spent for such course every day.
3. As regards the Hospital deficit, the Samiti decides to follow the earlier resolution passed during the meeting held on 20th April 2009 under Item No.7, which is reproduced below:

"While discussing the above, Dr. Snehalata Deshmukh suggested that the deficit (loss) suffered by the hospital in the case of Health Science courses, the Samiti should not grant 75% of their losses/deficit every year. The Samiti should consider gradually reducing granting the same starting from 50%, then 25% and thereafter 0%. She further explained that the hospital deficit should be considered at 75% for the first 5 years of its commencement, thereafter for 6th year onwards - it should be 50% and for 7th year, it should be 25% and thereafter the Samiti should not allow any percentage for hospital deficit. She stated that hospital should become self sustained after 8th year onward. In view of this, it was suggested by the Members that the suitable changes should be made in the Form B and the year of commencement of the hospital, as far as the Health Science Courses are concerned, should be mentioned."

FORMAT FOR COMPUTATION OF FEES FOR AY 2010-11. (MEDICAL)

1	Name of the College/Institute	Code	Location	Official Use only
2	Interim fee			
	Approved fee for AY 2009-10	Proposed for AY 2010-11	Approved Interim fee for AY 2010-11	
	Rs.	Rs.	Rs.	
3	Whether an undertaking reg. refund on stamp paper submitted.	Yes/No		
4	Computation of final tuition fee and development fee:	Expenditure incurred (in Rs.)	Expenditure permitted (in Rs.)	
4.1	Salary expenditure for 2009-10			
4.2	Non salary revenue expenditure (Rent, Interest on loan, if any, and unrelated expenditure to be excluded) for 2009-10			
4.3	Add: ____ % of Hospital deficit (as per revised norms declared on 5 June 2009 by SSS)			
4.4	Depreciation/Rent on building @ 2.5% of cost for as per norms 2008-09			
4.5	Depreciation on equipment at approved rates 2008-09			
4.6	a) Less Penalties/Donations given by institute			
	b) Less: Fee recovered from students admitted in NRI quota.			
4.7	Total (of 4.1 to 4.6)			
4.8	Add: 7% of 4.7 for increase in cost for 2010-11 (1.07 time of 4.7)			
4.9	Sanctioned strength in the College/Institute (No.)			
4.10	Actual strength in the College/ Institute (No.)			
4.11	Controlling strength (Higher of 4.9 & 4.10)			
4.12	Tuition Fee (4.8 /4.11)			
4.13	Development fee (7% of 4.12)			

4.14	Accreditation by NBA :	If yes, Valid Up to	
4.15	If yes, give details of accredited courses versus total courses		
4.16	Additional tuition fee for accreditation as per norms - 3% or 5%		
4.17	Arrears of 6 th pay commission if paid actually	Amt. in Rs.	

Date

Signature and Seal of the
Head of College/Institute

Note: The College should provide the details of courses & no. of students, which are being run in the same campus/location. They should also provide the details of tuition time for each course per day

Calculation of Depreciation for fixation of fee for AY 2010-11 (Medical)

1 Depreciation on building / rent permitted

- 1.1 Area required as per norms _____sq.m
- 1.2 Area provided _____sq.m
- 1.3 Cost of area as per mentioned in 1.1 Rs. _____
- 1.4 Year of construction _____
- 1.5 Cost of additional construction during 2009-10 Rs. _____
- Total Depreciation /rent @2.5% of 1.3 & 1.5 Rs. _____

2 Calculation of Depreciation on other assets for AY 2010-11 in respect of college & hospital

Sr. No.	Item	Depreciation permitted as in 2008-09 Rs.	Addition during 2009-10 Rs.	Additional Depreciation at approved rates in 2009-10 Rs	Total Depreciation 2009-10 Rs.
1	2	3	4	5	(3+5)
1	Computers 25% (Life 4 years)				
2	Equipment 10% (Life 10 years)				
3	Furniture 10% (Life 10 years)				
4	Books 25% (Life 4 years)				
	Total				

Important Note : Depreciation in column 3 is to be claimed only for items which have not served their full life

**3. TOTAL DEPRECIATION
(Total of 1&2)**

Date _____
Signature and Seal
of the certifying
Chartered Accountant
and Auditors

Signature and Seal
of Head of the Institution

Form A

**Proforma for common Information of organization promoting
Various Colleges/ Institutes for the year
(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				
4	Year of Establishment of the Trust				
5	Name of the Trustees	<i>Enclose list</i>			
6	Names of all the educational institution established/ funded/ operated by the Trust/ Society				
7	Name of the Courses				
8	Annual financial report of Trust/ Society for last 2 years	<i>Attach certified audited copy</i>			
9	Details of the Land				
Sr.No.	Particular	Area (in Sq.Mtr.)		Cost of acquisition (Rs.in Lakhs)	Extent of Subsidy/concession
		As per norms	Available		
College/ Institute					
	Land				
1)	Free Hold				
a.	Govt.				
b.	Others				
	Total				
2)	Lease Hold				
a.	Govt.				
b.	Others				
	Total				

Note : Please give separately the details for each college / Institute.			
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	Other	Total
Built up Area (In Sq.Mtr.)			
Annual rent (Amt, in Rs.)			
If owned			
College / Institute	Other	Total	
Built up Area (In Sq. Mtr.)			
Cost (Amt, in Rs.)			
Built up Area required Available as per AICTE/PCI/COA			
If Rented	college / Institute	Other	Total
Built up Area (In Sq.Mtr.)			
If owned	college / Institute	Other	Total
Built up Area (In Sq.Mtr.)			

Date :
Place

Sign &
Designation of the Trustee

Form B

**Proforma for information of Technical Education Institutes
(Health Science Course and Technical Degree and Diploma and MCA Post Graduation course)
for the year 2010-11.
(Information of the College / Institute to be filled with the Form A and
for each course separately)**

Name of the Trust / Society						
Name of the Course		UG/PG				
(a) Whether accreditation given by NBA ?	Yes / No	If yes Grade	Year			
(b) Whether gradation given by Govt. of Maharashtra ?	Yes / No	If Yes, Grade				
(Gradation as on 19.8.2003 vide G.R. No. TEC-2003/(212/03)/TE-1, dated 19.8.2003.)						
1.	Name of the College/Institute					
	Address (with Pin code)					
	Telephone No. (with STD code)					
	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 AICTE/PCI/COA/ University					
4.	(A) Total No. of Students for the Course (Excluding PIO / Foreign National Students)	I year	II year	III year	IV Year	V year
	(B) Total No PIO / Foreign National Students for the Course					
5	Year of recognition by respective council					
6	Name of the University to which this course is affiliated					
7	Whether Permitted by State Govt.	Yes / No				
		<i>(If yes, attach a copy of G.R. granting permission to start the college)</i>				
8	Whether Hostel Facility is available	Yes/No				
	If yes, mention capacity	Boys				
		Girls				
		Total Capacity				

9	Total No. of laboratories in the Department	Name of laboratory		Cost of equipments Rs. In Lakhs				
	Total cost of equipments in the department							
10	Total Cost of equipments in the Department including software (Rs. In Lakhs) in Working Condition	a) UG						
11	Total Cost of equipments in the Department including software (Rs. In Lakhs) in Working Condition	b) PG						
12	a) Whether library facility is available (Departmental) Excluding Central Library if yes give detail	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.								
13	No. of Staff	Attach subjectwise details statement of teaching & non-teaching staff in the following format						
Teaching Staff		As per Council norms			Filled Post		Total Filled Posts	Vacant Posts
		Regular	Adhoc	Contract				
a) Professors								
b) Assistant Professors/HOD								
c) Lecturers								
List of approved Staff by the University		Attach subjectwise detailed statement of approved teaching staff with letter of Approval from 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)		As per council norms			Filled Post		Total Filled Posts	Vacant Posts
		Regular	Adhoc	Contract				
a) Technical								
b) Non-Technical								
c) Class - IV								
Ratio of Non -Teaching - Teaching staff								

Note : please separately indicate common staff, teaching and non-teaching declared as separately employed for various colleges/course.					
14	Staff in the Library Department if any	Give details of staff in Library Department with posts and scale, nature of appointment			
15	Salary given to the staff <i>(Whether it is as per 5th Pay commission / any other norms)</i>	Yes/No If yes : a) Attach Salary Certificate of March 2010 b) Attach Certified copy of Form-16 A of each Employee			
Whether Building is owned / Rental by College / Institute :					
16	a) If owned Built-up area in sq. mtr.		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.		College / Institute	Others	Total
		Annual Expenditure (Amount Rs. In Lakhs)			
17	Mention relation of the landlord with the College / Institute, if any				
18	Financial Information				
Annual Income (Rs. in lakhs) (attach certified audited statement showing income from all sources of last two years i.e. 2008 - 09, 2009 - 10)					
a) College / Institute		Approved Course		Non approved other courses	
		Under Graduate	Post Graduate		
		Tuition Fees			
		Development Fee			
		Gymkhana Fee			
		Training & Placement Fee			
		Library Fee			
		Laboratories Fee			
		Internet & Email facility fee			

	Cultural activity fee			
	Forms & Brochure Fee			
	Exam. Fee			
	By way of Fine & Penalty			
	Any other fee			
	Total (a)			

b) General		Approved		Non approved other courses
		Under Graduate	Post Graduate	
		Donation		
		Interest		
		Dividend		
		Other Misc.		
		Total (b)		
Grand Total (a + b)				

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

Annual Expenses (Rs. in lakhs)

(Attach audited statement showing expenditure from all sources of last two years i.e. 2008 – 09, 2009 - 10)

Sr. No.		College / Institute		
		Expenses directly attributable to course (Rs. in lakhs)	Share of common expenses (Rs. in lakhs)	Total expenses (Rs. in lakhs)
i	Rent Paid			
ii	Advertisement Expenses			
iii	Salary cost	Salaries, wages & Bonus		
		Contribution to provident fund & other funds		
		Staff Welfare & training expenses		
		Others		
iv	Consumable	Work shop		
		Component		
		Project Ex		
		Chemicals		
		Others		
v	Operating & Other Expenses	Electricity		
		Telephone, postage, Xerox expenses		
		Water charges		

		Traveling & conveyance			
		Vehicle expenses			
		Repair & maintenance			
		Others			
vi	Administrative Expenses				
vii	Scholarships				
viii	Cost of Software				
ix	Printing Expenses				
x	Stationery				
xi	Insurance				
xii	Interest on Loan				
xiii	Depreciation	Plant & Machinery			
		Vehicle			
		Furniture			
		Computers & Others			
xiv	Educational Tours expenses for students				
xv	Training & Placement expenses for students				
xvi	Sports expenses				
xvii	Annual Social expenses				
xviii	Internet expenses				
xix	Taxes				
XX	* 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.50,000/- 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 31/3/2010 Amount in Rs.	WDV as on 31/3/2010 Amount in Rs.	Depreciation for the year on 31/3/2010 Amount in Rs	Rate of depreciation %

a	Land (area.....)				
b	Building(s) (Built-up area in sq.mtr.)				
c	Lab / Work shop				
d	Laboratory equipments				
e	Books				

f	Furniture & dead stock				
g	Vehicle				
h	Computers				
i	Others				

	Projected Addition	College / Institute / Hostel		
	Particular	2010-11 _____ (Rs. In lakhs)	2011-12 _____ (Rs. In lakhs)	2012-13 _____ (Rs. In lakhs)
a	Land (area)			
b	Buildings (Built-up area insq. mtr.)			
c	Lab / Work shop			
d	Laboratory equipments			
e	Books			
f	Furniture & dead stock			
g	Vehicle			
h	Others			
	Total			

21	The common infrastructure used by the trust for various colleges run by them	<i>Attach detailed list of infrastructure. Also indicate the bases adopted for the appointment of the common infrastructure.</i>
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22	a) Expenses per student for UG course	<i>Attach detailed calculations for the year 2010-11</i>
	b) Expenses per student for PG course	<i>Attach detailed calculations for the year 2010-11</i>

23	Fees collected during last three years per student for UG course							
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Year	Management Seats		Payment Seats		Free Seats		Total		Average fees collected per student (Rs.)
	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of Students	Fees collected (Rs.)	No of Students	Fees collected (Rs.)	
2008-09									
1st Year									
2nd Year									
3rd Year									
4th									

Year									
5th Year									
2009-10									
1st Year									
2nd Year									
3rd Year									
4th Year									
5th Year									

24	Fees collected during last three years per student for PG course									
Year	Management seats		Payment Seats		Free Seats		Total		Average fees collected per student (Rs.)	
	No of Students	Fees Collected (Rs.)	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)		
2008-09										
1st Year										
2nd Year										
2009-10										
1st Year										
2nd Year										
25	Fees collected (2007-08) per student for UG/ PG course									
No. of Students of 1st year				Average fees collected per student (Amount in Rs.)				Total fees collected (Amount Rs. In Lakhs)		
a) Indian (Govt. Quota + Management)										
b) PIO + Foreign National										

26	Fees proposed for each course during 2010- 11. Justification for this.	Justify Seperately.
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a) Administrative Staff in the Institute / College

Name of the Principal / Director		Regular/ Incharge			
Pay Scale					
Sr. No.	Name of the Staff	Designation	Whether required as	Scale	Nature of appointment

			per AICTE norms	

b) Staff in the Central Library

Sr. No.	Designation	Whether required as per AICTE norms	Qualification	Scale	Nature of appointment
1	Librarian				
2	Asstt. Librarian				
3	Attendant				
4	Any other staff				

(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		

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 :
Place :

Trustee/Director/Principal
(sign with stamp)

Form C

Central Library facility
Total No of students in the institute
Reading hall capacity
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 Journals		Lakhs
g)	Cost of furniture		Lakhs
h)	Whether xerox facility is available	Yes / No	
i)	Whether Internet facility is available	Yes / No	
		Band Width	
j)	No. of Computers available in the Library	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 :
Place :

Trustee/Director/Principal
(sign with stamp)

FORM- D**Information of the Central Computing Facilities in the Institute**

1	Whether the central computing facility is available	Yes/No
2	Number of PIII or equivalent and above PC available	
3	Whether legal licenses of System & Application Software available?	Yes/No
4	Number of System Softwares available	
5	Number of Applications Softwares available	
6	Number of Printers available (Type: DMP/ DeskJet /LaserJet)	
7	Number of Scanners available	
8	Total cost of the Printers and Scanners	
9	Whether the Generator / UPS back-up available (back-up period and capacity in KVA)	Yes/No
10	Whether the Campus is Networked	Yes/No
11	Whether the Laboratories are Networked through LAN	Yes/No
12	Whether is 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. Non – Teaching Staff	Yes / No
	6. Maintenance Staff	Number
		Pay Scale

Date :

Trustee/Director/Principal

Place :

(sign with stamp)

AFFIDAVIT (Health & Science)
(Academic Year – 2010-11)

I, Ageyears 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 authorised to execute an affidavit on behalf of the institution .

2. That I state and affirm that for the academic year 2010 – 2011, for
..... course/courses, I am submitting the fee approval proposal along with the following documents.

- Form No A.B.C. and D.
 - Audited balance sheet and income and Expenditure Accounts for the years 2008-09,2009-10.
 - Receipt & Payments for the financial Year 2008-09, 2009-10.
 - Sanctioned and actual intake for the year 2008-09, 2009-10.
 - Details of salary paid to the Teaching & Non Teaching staff alongwith the information such as their names, designation/ Qualification & TDS deducted for the academic year 2009-10, their qualifications and salaries paid as per the norms of MCI/DCI/DMER/HOMEOPATHY-AURVEDC- DENTAL- NURSING CONCILS./MUHS NASHIK /GOVERNMENT etc.
 - Computation of proposed fees for 2010-11
 - Details of any vacant seats filled in during 2009-10
 - 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 2010-11 having put up on the web site of the institute and also on the notice board.**
 - Details of Teaching staff required as per directives of MCI / DCI / DMER / Homoeopathic / Ayurved / Unani / Nursing -Council / MUHS, Nashik and Government etc.
3. That I state and affirm that actual fee charged from students during the academic year 2009 -10 was Rs...../ per student and I further state that they were not charged more than what was approved by Shikshan Shulka Samiti.

4. That I state and affirm that facilities were provided for which fees were charged. during 2009-10.
5. That I state and affirm that I am aware of the fact that any of the statements/ averments 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
6. That I state and affirm that I have submitted true and correct accounts for the year --- ----- duly audited and submitted to Income tax authorities and also to the Charity Commissioner.

Place:-

Date:-

Signature

Head/ Director of Institute

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

Executive Magistrate
(Seal & Signature)

COLLEGE CODE : _____

DATE: _____

**PROPOSAL FOR FIXATION OF FEES FOR
THE ACADEMIC YEAR. 2010-11.**

Name of the College : _____

Address : _____

Course : _____

Concern Person : a) Name : _____, b) Design : _____

c) Tele : (Off) _____, (Mob) _____