

Minutes of the **Joint Special meeting of Shikshan Shulka Samiti** (Higher & Technical Education) held under the Chairmanship of **Justice P.S. Patankar (Retd.)** on **Monday, 2nd April 2012** at 11.30 a.m. in the Meeting Hall, Office of the Samiti at 305, Government Polytechnic Building, 49, Kherwadi, Ali Yawar Jung Marg, Bandra (E) Mumbai 400 051.

Draft Minutes:-

Following Member and Officers were present:

1. Dr. Snehalata Deshmukh .. Member
2. Shri S.B. Bhagwat, CA .. Member
3. Dr. K.R. Shetty .. Member
4. Prof. Rupa Shah .. Member
5. Dr. B. S. Bhat .. Member

Invitee : Dr. N. N. Ambhore, Jt. Director, Medical Education & Research, Mumbai.

Shri I. S. Chahal, Member Secretary - Medical Education & Secretary, Medical Education & Drugs Department, Mantralaya, Mumbai was not present in the meeting. He is granted leave of absence.

Shri Sanjay Kumar, Member Secretary & Principal Secretary, Higher & Technical Education, was not present in the meeting. He is granted leave of absence.

Shri P.E. Gaikwad, Office Secretary, Shikshan Shulka Samiti was present in the meeting.

The copies of the Agenda along with copies of the relevant documents were circulated to the Members as well as to the invitees.

Item No.1: To consider and decide on the letter dated 21st February 2012 received from Under Secretary, Higher and Technical Education, Mantralaya, Mumbai asking for approval to draft G.R. in respect of increase in fees by 7% for subsequent years.

Considered the letter dated 21st February 2012 received from Under Secretary, Higher and Technical Education, Mantralaya, Mumbai. The norms for 2012-13 are after detailed consideration and hearing and after receiving the suggestions finalized and the relevant are as under:



- 1.4 The final fee for the year 2012-13 for the students admitted in 2012-13 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2011-12 and increasing it by 7% to account for the increase in cost.
- 1.5 The students admitted in the AY 2012-13 and there after continuing their studies will pay an enhanced fee of 8% each successive year till completion of the course. For example if the fee approved is Rs. 1,00,000/- then 2nd year, 3rd year and 4th year's student of the engineering college (Course 4 years) will be Rs. 1,08,000/-.

Item No.2:(a) To consider and decide on the letters received from parents/students as well as various colleges/ institutes in the Open Hearing held on 5th and 6th March 2012 for finalization of Norms for 2012-13.

To discuss & decide on various norm's/ suggestion in respect of fees approval formula to be adopted for the AY 2012-13.

Introduction

The suggestions were made in the open hearing held on 5th March 2012 regarding Medical Science courses and on 6th March 2012 regarding Higher and Technical Courses by the Colleges & parents. Similarly, suggestions were invited in writing and parents bodies and colleges made the suggestions. We are sorry to note that not many new changes are suggested. What has been mainly suggested is only either reducing or increasing certain percentage.

We have considered those suggestions made at the opening hearing as well as made in writing. We have also discussed them at length in our meeting and we finalize the norms as under:-



**Higher & Tech.
Norms 2012-13 (H&T))****APPROVED NORMS FOR CONSIDERATION OF THE SAMITI HIGHER &
TECHNICAL COUSES FOR (Academic year 2012-13)****1. Interim fee and final fee**

- 1.1 The interim fee to be collected at the time of admission in the academic year 2012-13 (if the final fee is not approved by that time) is the fee approved by the Samiti for the year 2011-12. 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 course 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 and on the website. Similarly the interim fee also to be put up on the notice board and on the website of the Samiti.
- 1.3 The approval of final fee will be done after submission of accounts, duly audited for the financial year 2011-12 and scrutiny of the same and connected documents such as copies of service contracts entered into by the Institute, copies of TDS Challan about the salary of Professors etc and Provident Fund Challans
- 1.4 The final fee for the year 2012-13 for the students admitted in 2012-13 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2011-12 and increasing it by 7% to account for the increase in cost.
- 1.5 The students admitted in the AY 2012-13 and there after continuing their studies will pay an enhanced fee of 8% each successive year till completion of the course. For example if the fee approved is Rs. 1,00,000/- then 2nd year, 3rd year and 4th year's student of the engineering college (Course 4 years) will be Rs. 1,08,000/-.
- 1.6 If any college does not approach the Samiti for approval of fee for 2012-13 then it can only charge fee as charged by Govt. Colleges. It is already decided in the meeting of the Samiti held on 11th January 2012 (Item No. 7).
- 1.7 It is to be noted that the fees approved for the students admitted in Academic Year 2009-10 or earlier will continue to remain unchanged except for the additional payment of VI Pay Commission to be approved separately by the Samiti. This information is to be put up on the website of Colleges/ Institutions.
- 1.8 College /institute should provide the details of teaching & non teaching staff as per the norms of GOVT./ DTE/AICTE, their salaries, no of years they have put in their service & TDS paid etc. and whether the faculty appointed is as per norms.



The Institutes need to submit the details along with the relevant documents such as TDS challan, P.F. amount payment 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, they might have incurred during the said academic year. Which would not be approved.

2. Revised norms for final approval of fees for students to be admitted in 2012-13 and thereafter.

2.1.1 Salary expenditure of teaching and non-teaching staff as per norms prescribed by regulatory authorities such as AICTE/University and actually paid and certified by auditor.

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

2.1.3 Institutions which have implemented the VI pay Commission pay scale have to clearly show the payment as per V pay Commission pay scale and additional payment, including arrears, if any as per VI pay Commission pay Scale Separately.

2.1.4 The Additional payment on account of implementation of VI pay Commission pay scales, including arrears, if any will be borne equally by all Students in the Institution. In any case additional fee due to 6th Pay commission not to exceed for 1 year. In case if any institute has paid during 2010-11 for part of the year then for remaining period of 12 months if the payment is made during 2011-12 then that much amount will be considered as additional 6th Pay Scale component during 2012-13.

2.2 Non salary revenue expenditure to be duly audited. This will not include depreciation, rent, depreciation for other assets, interest on loans, legal charges, penalty if any and expenditure not essential / related to the conduct of courses. Ordinarily non salary expenditure should not exceed 50% of Salary expenditure.

2.2.1 The Institution is allowed to give 3 advertisements in 2 newspapers in a year which could be chargeable towards the fees-

1. Advertisement for appointment of staff as required by law.
2. Advertisement related to admissions to the college.

In case any common advertisement is issued for many institutions then it will be required to be shared proportionately.

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

- 2.4 The rates of depreciation fixed by the SSS regarding other assets are detailed under.:-

Computers	- Life 4 year	25% of Cost
Other equipment	- Life 10 year	10% of Cost
Furniture	- Life 10 year	10% of Cost
Books	- Life 4 year	25% of Cost

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. These depreciations are to be claimed only until the total cost is recovered, viz. for the life duration.

- 2.4.1 The college shall be allowed usage charges for the building at the rate of Rs. 3,000/- per student per year as per sanctioned intake as the area of building is to be provided as per sanctioned intake. In case the area is less than the area that can accommodate the sanctioned students as per the AICTE norms then the number would be considered for calculation which can accommodate the students. Hence there shall not be any separate payment of rent.
- 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 Where admissions are less than 75% of Sanctioned intake then 10% of total fees would be added.
- 2.7 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 AICTE approval is required to be submitted along with the proposal to levy this development fee.
- 2.7.1 The College/Institution is permitted to charge additional development fee for the courses accredited by the NBA of the AICTE 3% of tuition fee as increase in development fees - if at least 50% of the courses are accredited and 5% increase in fees - if all courses are accredited by the College/Institute. This can be levied only if the accreditation is valid for major part of the academic year.



- 2.7.2 The Colleges/ Institutions , which have teaching faculty with Ph.D. qualification to the extent of 10% of the strength required as per norms prescribed by AICTE are permitted to charge an additional 1% of the tuition fee as incentive in order to promote quality. However, it is to be noted that this incentive will be available only if such teachers are working on full time basis.
- 2.7.3 In case any student of group (present or of past year) succeeds in getting international prize for innovation or gets patent for his innovation or prize in some well known competition such as 'TECHFEST of IIT' 1% additional fee will be allowed. This should be kept in a separate fund and utilized for incentive for research and innovation purpose.
- 2.8 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.
- 2.9 The Colleges/Institutions are required to provide the details of their infrastructure and facilities/amenities on their website before effecting the admission of students
- 2.10 The Colleges which are running 2 shifts should give details and the divisor factor would be total number of sanctioned or actual strength which is more.
- 2.11 The Colleges should submit along with fee proposal, budget for the year 2012-13 as approved by the Governing Council of the College. It should be signed by the Principal.
- 2.12 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.
- 2.13 The fee proposal submitted to the Samiti to be made available by each college in the office for perusal of the students/parents.
- 2.14 The Colleges should also state separately if any income is earned by using the college property/infrastructure during 2011-12 other than fees and how.



FORMAT FOR COMPUTATION OF FEES FOR AY 2012-13 - HIGHER & TECHNICAL COURSES

1	Name of the College/Institute :	Code	Location	
	_____	_____	_____	
2	a) Approved fee for Academic Year 2011-12 Rs. _____	Proposed for AY 2012-13 (See 4.10.6) Rs. _____		
	b) Collected fee as per affidavit Rs. _____			
2.1	In case the Institute has not submitted its fee approval proposal for 2011-12, the fees collected by it per student	Rs. : _____		
3	Whether undertaking on stamp paper submitted reg. refund?	Yes/No		
4	Computation of final tuition fee and development fee:	Expenditure incurred (in Rs.)		Expenditure permitted (in Rs.)
		Total	Per Student (divided by 4.9)	For Official use only
4.1.1	Salary expenditure for 2011-12 to approved teaching /non teaching staff. as per DTE/AICTE/GOVERNMENT norms			
4.1.2	Salary/Honorarium paid to visiting Faculties			
4.1.3	Total Salary Expenditure (4.1.1+4.1.2)			
4.2	Non salary revenue expenditure (Rent, Interest on loan, Penalties if any legal charges and unrelated expenditure to be excluded) for 2011-12(See Norm 2.2)			
4.2.1	Less income derived by using college property			
4.2.2	Total (4.1.3 + 4.2) – 4.2.1			
4.2.3	7% of 4.2.2 for increase in cost for 2012-13 (See norm 1.4)			
4.3	Usage charge for building (See norm 2.4.1)			
4.4	Depreciation on other assets at approved rates as on 31.3.2012			
4.5	Total of (4.2.2 to 4.4)+ 4.1.1			
4.6	Sanctioned strength in the course to be run in Academic Year 2012-13 (No.)			
4.7	Actual strength in the course to be run in Academic Year 2012-13 (No.)			

4.8	Controlling strength (no.) (Higher of 4.6 & 4.7)		
4.9	Tuition Fee (4.5 Divided by 4.8)		
4.10	Development fee (7% of 4.9)		
4.10.1	Total fee (4.9 + 4.10)		
4.10.2	Addition of 10% of total fee (4.10.1) in case actual of strength is less than 75% of sanctioned intake. (See norm 2.6)		
4.10.3	Credit for accreditation if any 3% or 5% of 4.9.2 (See norm 2.7.1)		
4.10.4	Credit for faculty with Ph.D. 1% of 4.9 (See norm 2.7.2)		
4.10.5	Credit for International prize for innovation / parent 1% of 4.9 (See norm 2.7.3)		
4.10.6	Total Fee (4.10.1 to 4.10.5)		
4.11	Additional Expenditure of 6 th pay commission if actually paid.	4.11.1 Total	
		4.11.2 per Student	

Note: The amount in 4.11.2 is to be collected from all the student in the institution. However for the student admitted in 2012-13 it is already included in their tuition fee (See 4.5)

Date:
Place :

Signature and Seal of the Head of Institute /
College with Code No.

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

Name of the Course	No of Students	Tuition time Per day

Disallowance :-

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

Prepared by:
Date : / /2012

Checked by
(Chartered Accountant)

1. Statement of Building Area

- 1.1 Total area required as per Norms _____ sqm.
1.2 Total area actual provided _____ sqm.

2. Calculation of Depreciation on other assets for AY 2012-13

Sr. No.	Item	Depreciation permitted as in 31st March 2011 Rs.	Cost of additions during 2011-12 Rs.	Additional Depreciation at approved rates as on 31st March 2012 Rs.	Total Depreciation as on 31st March 2012
1	2	3	4	5	6 (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. Depreciation on Computers & books provided before 31 March 2007 not to be taken into account. Depreciation on Equipment & Furniture provided before 31st March 2001 not to be included.

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

Signature and Seal
of Head of the Institution
with Code No.



**Health Science College
Norms 2012-13 (Medical)****APPROVED NORMS FOR CONSIDERATION OF THE SAMITI FOR HEALTH
SCIENCE COURSES FOR (ACADEMIC YEAR 2012-13)**

1. Interim fee and final fee
 - 1.1 The interim fee to be collected at the time of admission in the academic year 2012-13 (if the final fee is not approved by that time) is the fee approved by the Samiti for the year 2011-12. 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 course 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 and on the website. Similarly the interim fee is also to be put up on the notice board and on the website of the Samiti.
 - 1.3 The approval of final fee will be done after submission of accounts, duly audited for the financial year 2011-12 and scrutiny of the same and connected documents such as copies of service contracts entered into by the Institute, copies of TDS Challan about the salary of Professors etc and Provident Fund Challans
 - 1.4 The final fee for the year 2012-13 for the students admitted in 2012-13 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2011-12 and increasing it by 7% to account for the increase in cost.
 - 1.5 The students admitted in the AY 2012-13 and there after continuing their studies will pay an enhanced fee of 5% each successive year till completion of the course. For example if the fee approved is Rs. 1,00,000/- then 2nd year, 3rd year and 4th year's student of the Health Science colleges will be Rs. 1,05,000/-.
 - 1.6 If any college does not approach the Samiti for approval of fee for 2012-13 then it can only charge fee as charged by Govt. Colleges. It is already decided in the meeting of the Samiti held on 31st January 2012 (Item No.4).
 - 1.7 It is to be noted that the fees approved for the students admitted in AY 2009-10 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.



1.8 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, P.F. amount payment etc. and whether the faculty appointed is as per norms. The Institutes need to submit the details along with the relevant documents such as TDS challan, 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, they might have incurred during the said academic year. Which would not be approved.

2. **Revised norms for final approval of fees for students to be admitted in 2012-13 and thereafter.**

2.1.1 Salary expenditure of teaching and non-teaching staff as per norms prescribed by regulatory authorities such as GOVT. / MCI/ DCI/ DMER/Homoeopathic/ Ayurved/ Unani/ Nursing- Council/ MUHS, actually paid and certified by auditor.

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

2.1.3 Institutions which have implemented the VI pay Commission pay scale have to clearly show the payment as per V pay Commission pay scale and additional payment, including arrears , if any as per VI pay Commission pay Scale Separately.

2.1.4 The Additional payment on account of implementation of VI pay Commission pay scales, including arrears, if any will be borne equally by all Students in the Institution. In any case additional fee due to 6th Pay commission not to exceed for 1 year. In case if any institute has paid during 2010-11 for part of the year then for remaining period of 12 months if the payment is made during 2011-12 then that much amount will be considered as additional 6th Pay Scale component during 2012-13.

2.2 Non salary revenue expenditure to be duly audited. This will not include depreciation, rent, depreciation for other assets, interest on loans, legal charges, penalty if any and expenditure not essential / related to the conduct of courses. Ordinarily non salary expenditure should not exceed 50% of Salary expenditure.

2.2.1 The Institution is allowed to give 3 advertisements in 2 newspapers in a year which could be chargeable towards the fees-

1. Advertisement for appointment of staff as required by law.

2. Advertisement related to admissions to the college.

In case any common advertisement is issued for many institutions then it will be required to be shared proportionately.



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.

2.4 The rates of depreciation fixed by the SSS are as detailed under.:-

Computers	- Life 4 year	25% of Cost
Other equipment	- Life 10 year	10% of Cost
Furniture	- Life 10 year	10% of Cost
Books	- Life 4 year	25% of Cost

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. These depreciations are to be claimed only until the total cost is recovered, viz. for the life duration.

- 2.4.1 The college shall be allowed usage charges for the building at the rate of Rs. 7,000/- per student per year for Medical and Dental course and other than that Rs. 5,000/- per student per year as per sanctioned intake as the area of building is to be provided as per sanctioned intake. In case the area is less than the area that can accommodate the sanctioned students as per the MCI, DCI, CCIM, CCH, NCI norms then the number would be considered for calculation which can accommodate the students. Hence there shall be no separate payment of rent.
- 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 Where admissions are less than 75% of Sanctioned intake then 10% of total fees would be added.
- 2.7 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, CCH, NCI etc. is required to be submitted along with the proposal to levy this development fee.



- 2.8 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.
- 2.9 The Colleges/Institutions are required to provide the details of their infrastructure and facilities/amenities on their website before effecting the admission of students.
- 2.10 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.
- 2.11 The Colleges should submit along with fee proposal budget for the year 2012-13 as approved by the Governing Council of the College. It should be signed by the Principal.
- 2.12 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.
- 2.13 The fee proposal submitted to the Samiti to be made available by each college in the office for perusal of the students/parents.
- 2.14 The Colleges should also state separately if any income is earned by using the college property/infrastructure during 2011-12 other than fees and how.
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.

The Samiti to take into consideration the deficit to the extent of 75% for first five years and then reduced to 50% for 6th year and 25% for 7th year. There shall be no consideration of hospital deficit from 8th year onwards as it is expected that the hospital should be self-sustained by then.



FORMAT FOR COMPUTATION OF FEES FOR HEALTH & SCIENCE AY 2012-13 (Medical)

1	Name of the College/Institute :	Code	Location	
	_____	_____	_____	
2	a) Approved fee for Academic Year 2011-12 Rs. _____	Proposed for AY 2012-13 (See 4.10.3) Rs. _____		
	b) Collected fee as per affidavit Rs. _____			
2.1	In case the Institute has not submitted its fee approval proposal for 2011-12, the fees collected by it per student	Rs. : _____		
3	Whether undertaking on stamp paper submitted reg. refund?	Yes/No		
4	Computation of final tuition fee and development fee:	Expenditure incurred (in Rs.)		Expenditure permitted (in Rs.)
		Total	Per Student (divided by 4.9)	For Official use only
4.1.1	Salary expenditure for 2011-12 to approved teaching /non teaching staff. as per MCI/DCI/COA/DMER/MUHS Nashik/Nursing Council/GOVERNMENT norms			
4.1.2	Salary/Honorarium paid to visiting Faculties			
4.1.3	Total Salary Expenditure (4.1.1 +4.1.2)			
4.2	Non salary revenue expenditure (Rent, Interest on loan, Penalties if any legal charges and unrelated expenditure to be excluded) for 2011-12 (See norm 2.2)			
4.2.1	Less income derived by using college property			
4.2.2	Total (4.1.3 + 4.2) – 4.2.1			
4.2.3	Add: 7% of 4.2.2 for increase in cost for 2012-13 (See norm 1.4)			
4.2.4	Add:---% of Hospital deficit (as per revised norms declared on 5th 2009 by SSS. See norm 3)			

4.3	Usage charge for building (See norm 2.4.1)			
4.4	Depreciation on other assets at approved rates as on 31.3.2012 (See norm 2.4)			
4.5	Total of (4.2.2 to 4.4)+ 4.11.1			
4.6	Sanctioned strength in the course to be run in Academic Year 2012-13 (No.)			
4.7	Actual strength in the course to be run in Academic Year 2012-13 (No.)			
4.8	Controlling strength (no.) (Higher of 4.6 & 4.7)			
4.9	Tuition Fee (4.5 Divided by 4.8)			
4.10	Development fee (7% of 4.9)			
4.10.1	Total Fee (4.9 + 4.10.)			
4.10.2	Addition of 10% of Total fee (4.10.1) incase actual strength is less than 75% of sanctioned intake (See norms 2.6)			
4.10.3	Total fee (4.10.1 + 4.10.2)			
4.11	Additional Expenditure of 6 th pay commission if actually paid.	4.11.1 Total		
		4.11.2 per Student		

Note: The amount in 4.11.2 is to be collected from all the student in the institution. However for the student admitted in 2012-13 it is already included in their tuition fee (See 4.5)

Date:
Place :

Signature and Seal of the Head of Institute /
College with Code No.

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

Name of the Course	No of Students	Tuition time Per day

Disallowance :-

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

Prepared by:
Date : / /2012

Checked by
(Chartered Accountant)



1. Statement of Building Area

- 1.1 Total area required as per Norms _____ sqm.
- 1.2 Total area actual provided _____ sqm.

2. Calculation of Depreciation on other assets for AY 2012-13

Sr. No.	Item	Depreciation permitted as in 31st March 2011 Rs.	Cost of additions during 2011-12 Rs.	Additional Depreciation at approved rates as on 31st March 2012 Rs.	Total Depreciation as on 31st March 2012
1	2	3	4	5	6 (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. Depreciation on Computers & books provided before 31 March 2007 not to be taken into account. Depreciation on Equipment & Furniture provided before 31st March 2001 not to be included.

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

Signature and Seal
of Head of the Institution
with Code No.



(b) To discuss & finalize the draft of Checklist & Affidavit to be obtained from Institute along with their fees approval proposal for AY 2012-13.

CHECK - LIST

FEES APPROVAL PROPOSAL FOR HIGHER & TECHNICAL EDUCATION, COURSES (ACADEMIC YEAR 2012-13.)

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 Accepted on any count.

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 and D in Duplicate duly filled in.		
4	Audited financial statements of Institutes/College (along with Hospital, in case of Health Science Colleges/ Institute) i.e. (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 2010-11 and 2011-12 duly signed by Chartered Accountant and counter signed by Dean/ Principal. 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 requirements of Form B.		
5	Sanctioned and Actual intake of the course for the academic year 2010-11 and 2011-12 of Regular and Repeater students (if any), separately- Term / Course / Category - wise.		
6	Copy of last two years fees structures finalized by from the Shikshan Shulka Samiti. – i.e. for academic year 2010-11 & academic year 2011-12.		

7	The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the months of April 2011, Sept-2011, Dec 2011 & March-2012. 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.						
8	Estimate of fees for academic year 2012-13 along with proper justification based on the earlier fee structure.						
9	Information to be submitted in the form of an Affidavit on Stamp Paper of Rs. 100/- duly signed by head of institute/Dean of Management and Dean/ Principal of Institute/ College along with following points incorporated in it.-						
	(i) Salary paid as per norms of UGC/ AICTE/DTE/GOVT. UNIVERSITIES etc.						
	(ii) Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner.						
	(iii) Affirmation about the correctness of facts and figures submitted by Head of the institute.						
	(iv) Display copy of fee proposal on its website and Notice Board for a period of one year.						
10	State the details of other Colleges/courses run and located in the same premises/campus.						
11	Certificate of approval of admitted students from Pravesh Niyrantran Samiti for the academic year 2011-12.						
12	Certificate that no refund of fees claims etc. and any other matter communicated by Pravesh Niyrantran Samiti and Shikshan Shulka Samiti are pending at Institution/College level.						
13	Certificate that no other fees/ charges have been collected from students/ parents other than those authorized by Shikshan Shulka Samiti.						
14	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - AICTE/ DTE/ NCTE Government and University.						
15	Accreditation Certificate if any.(Norm 2.7.1)						
16	Proof of faculty with Ph. D.(norm 2.7.2)						
17	Proof of innovation/Patent if any (Norms 2.7.3)						
18	Fees collected for the year 2011-12 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						
19	Copies of Service Contracts, if any entered into (such as for security etc.)						
20	Income earned by the college during 2011-12 other than fees.						
21	Any other relevant information/ documents College/ Intuition would like to submit before the Samiti.						
22	Soft copy inclusive of above 1 to 21 items (in Microsoft words or Microsoft Excel).						

Note: The Proposal should be submitted in Duplicate in ***A4 Size Spirally bound*** indicating cover page in the specified format.

Institute/College is hereby directed to bring this copy to Samiti Office for any Enquiry/ future correspondence for finalization of fees for the course started during academic year 2012-13.

College Code : _____

Course : _____

Name of the College: _____

FOR OFFICE USE ONLY:

Received the fee approval proposal for academic year 2012-13.

Proposal for A Y 2012-13 Returned as Deficient Proposal. Deficiencies mentioned as per the Checklist

Sr. No. _____

Date: / /2012

Verified by _____
(Name of the staff & its Signature)

Signature of Section Officer
Shikshan Shulka Samiti, Mumbai



Rs. 100/- Court Fee Stamp

APPROVED AFFIDAVIT (Higher & Technical)
(Academic Year – 2012-13)

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 2012-2013, 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, Income and Expenditure Accounts for the years 2010-11 & 2011-12.
- Receipt & Payments for the financial Year 2010-11 & 2011-12 .
- Sanctioned and actual intake for the year 2010-11 & 2011-12 .
- 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 2011-12, their qualifications and salaries paid as per the norms of AICTE /DTE/GOVERNMENT/UNIVERSITIES/NCTE and P.F. paid etc.
- Computation of proposed fees for 2012-13 in the prescribed format.
- Details of any vacant seats filled in during 2011-12.



- 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 2012-13 having put up on the web site of the institute and on the notice board.
3. Details of Teaching staff required as per directives of AICTE /DTE/GOVERNMENT/UNIVERSITIES/NCTE
 4. That I state and affirm that actual fee charged from students during the academic year 2011-12 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.
 5. That I state and affirm that facilities were provided for which fees were charged. during 2011-12.
 6. 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. 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.
 7. That I state and affirm that I have submitted true and correct accounts for the year 2011-12 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)

CHECK - LIST
FEES APPROVAL PROPOSAL FOR HEALTH SCIENCE COURSES
(ACADEMIC YEAR 2012-13.)

Name of the College/Institute: _____

College Code: _____ Location: _____ Dist. _____

Last fee approved 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 accepted on any count.

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 and D in Duplicate duly filled in.		
4	Audited financial statements of Institutes/College (along with Hospital, in case of Health Science Colleges/ Institute) i.e. (v) Receipt & Payment Account, (vi) Income & Expenditure Account and (vii) Balance Sheet along with all the schedules with Audit Report along with notes to accounts and accounts policy for the Financial Year 2010-11 and 2011-12 duly signed by Chartered Accountant and counter signed by Dean/ Principal. All the statements mentioned at (i) to (iii) in Original. (Note: Photocopies or certified photocopies will not be accepted.) Confirm that the assets scheduled in the information are given as per the requirements of Form B.		
5	Sanctioned and Actual intake of the course for the academic year 2010-11 and 2011-12 of Regular and Repeater students (if any), separately- Term / Course / Category - wise.		
6	Copies of last two years fees structures finalized by the Shikshan Shulka Samiti. – i.e. for academic year 2010-11 & academic year 2011-12.		



Sr. No.	Particulars	Page No.	For Office Use									
7	The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the months of April 2011, Sept-2011, Dec 2011 & March-2012 (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.)											
8	Estimate of fees for academic year 2012-13 along with proper justification based on the earlier fee structure.											
9	Information to be submitted in the form of an Affidavit on Stamp Paper of Rs. 100/- duly signed by head of institute/Dean of Management and Dean/ Principal of Institute/ College along with following points incorporated in it.-											
	(i) Salary paid as per norms of UGC/ MCI/DC, Councils etc. (ii) Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner. (iii) Affirmation about the correctness of facts and figures submitted by Head of the institute. (viii) Display copy of fee approval proposal on its website and Notice Board for a period of one year.											
10	State the details of other Colleges/courses run and located in the same premises/campus.											
11	Certificate of approval of admitted students from Pravesh Niyran Samiti for the academic year 2011-12.											
12	Certificate that no refund of fees claims etc. and any other matter communicated by Pravesh Niyran Samiti and Shikshan Shulka Samiti are pending at Institution/College level.											
13	Certificate that no other fees/ charges have been collected from students/ parents other than those authorized by Shikshan Shulka Samiti.											
14	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - GOVT. / MCI/ DCI/ DMER/Homoeopathic/ Ayurved/ Unani/ Nursing- Council/ MUHS, Government and University.											
15	Fees collected for the year 2011-12 from students admitted in '15% NRI Quota' in following format. (If any)											
	<table border="1"> <thead> <tr> <th>Sr.</th> <th>CET Merit</th> <th>Name of candidate</th> <th>NRI/Vacancy Against NRI</th> <th>Total Fees (Rs.) as per SSS</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr.	CET Merit	Name of candidate	NRI/Vacancy Against NRI	Total Fees (Rs.) as per SSS						
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16	Copies of Service Contracts if any entered into (such as for security etc.)											
17	Income earned by the college during 2011-12 other than fees.											
18	Any other relevant information/ documents College would like to submit before the Samiti.											
19	Soft copy inclusive of above 1 to 18 items (in Microsoft words or Microsoft Excel).											

Note: The Proposal should be submitted in Duplicate in **A4 Size Spirally bound** indicating cover page in the specified format.

Institute/College is hereby directed to bring this copy to Samiti Office for any Enquiry/ future correspondence for finalization of fees for the course started during academic year 2012-13.

College Code : _____

Course : _____

Name of the College: _____

FOR OFFICE USE ONLY:

Received the fee approval proposal for academic year 2012-13.

Proposal for A Y 2012-13 Returned as Deficient Proposal. Deficiencies mentioned as per the Checklist

Sr. No. _____

Date: / /2012

Verified by _____
(Name of the staff & its Signature)

Signature of Section Officer
Shikshan Shulka Samiti, Mumbai



Rs. 100/- Court Fee Stamp

APPROVED AFFIDAVIT (Health Science)

(Academic Year – 2012-13)

I, Ageyears residing at

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

8. That I am the head / Director of the institute

.....
..... and that I am fully authorized to execute an affidavit on
behalf of the institution .

9. That I state and affirm that for the academic year 2012-2013, 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, Income and Expenditure Accounts for the years 2010-11 & 2011-12.
- Receipt & Payments for the financial Year 2010-11 & 2011-12 .
- Sanctioned and actual intake for the year 2010-11 & 2011-12 .
- 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 2011-12, their qualifications and salaries paid as per the norms of MCI/DCI/DMER/HOMEOPATHY-AURVEDC-DENTAL- NURSING CONCILS./MUHS NASHIK /GOVRNMENT, PF Paid etc.
- Computation of proposed fees for 2012-13 in the prescribed format.



- Details of any vacant seats filled in during 2011-12.
 - 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 2012-13 having put up on the web site of the institute and 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.
10. That I state and affirm that actual fee charged from students during the academic year 2011-12 was Rs...../ per student and I further state that they were not charged more than what was approved by Shikshan Shulka Samiti.
11. That I state and affirm that facilities were provided for which fees were charged. during 2011-12.
12. 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. 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.
13. That I state and affirm that I have submitted true and correct accounts for the year 2011-12 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)**(c) To discuss & determine the adhoc fees for various courses to be started during AY 2012-13.**

The ad hoc fee would be 5% (rounded) more than what was approved for the 2011-12 except for Polytechnic course. For Polytechnic courses, it will remain the same. Office to put up on the notice board.

STATEMENT OF AD HOC FEES FOR HIGHER & TECHNICAL NEW COURSES TO BE STARTED DURING AY 2012-13.

Sr. No.	Courses	Finalized Adhoc fees for the Courses (to be started in AY 2012-13)	
1	Engineering	49,600/-	
2	MMS/MBA	66,150/-	
3	MCA	55,120/-	
4	D. Pharmacy	38,580/-	
5	B. Pharmacy	60,100/-	
6	M. Pharm.	93,700/-	
7	Polytechnic (Diploma in Engg.)	31,500/-	
8	Architecture	66,150/-	
9	M. Architecture	66,150/-	
10	Hotel Management	44,100/-	
11	D. HMCT	39,900/-	
12	M. Engineering	55,120/-	
13	Applied Arts	56,220/-	
14	Animation	56,220/-	
15	D.M.L.T.	44,100/-	
16	PGDM/PGDBM	(Full time) 2 Years	66,150/-
		(Part time) 1 Year	37,800/-



**STATEMENT OF AD HOC FEES FINALISED FOR HEALTH SCIENCE NEW (UG)
COURSES
(TO BE STARTED IN ACADEMIC YEAR 2012-13)**

Sr. No.	Courses	Finalized adhoc fees for the courses (To be started in academic year 2012-13)
01	MBBS	3,30,750/-
02	Dental	1,48,840/-
03	Ayurvedic	77,180/-
04	Homeopathic	44,100/-
05	Physiotherapy	46,300/-
06	Occupational Therapy	38,590/-
07	Nursing	44,100/-
08	Unani	46,300/-
09	BASLP	49,610/-
10	P.B. B. Sc.	49,610/-
11	RANM/RGNM	36,750/-
12	Dental Hygienist	15,750/-
13	Dental Mechanics	15,750/-

**STATEMENT OF AD HOC FEES FINALISED FOR HEALTH SCIENCE NEW (PG)
(TO BE STARTED IN ACADEMIC YEAR 2012-13)**

No.	Courses	Finalized Adhoc fees for academic year 2012-13 Colleges having UG Set up
01	PG in Medical	4,96,120/-
02	PG in Dental	1,76,400/-
03	PG in Ayurvedic	99,220/-
04	PG in Homeopathic	66,150/-
05	PG in Physiotherapy	60,640/-
06	PG in Occupational Therapy	55,120/-
07	PG in Nursing	55,120/-
08	PG in Unani	55,120/-

(d) To discuss & decide on the schedule to be followed for receipt of proposal /request application letter for permission to charge interim fees for various courses AY 2012-13.

Office to put up the list of approved fee for 2011-12 which is to be charged as interim fee for 2012-13 as per the present norms.

Item No. 3: Any other Item with the permission of the Chair.

The submission of proposals for approval for 2012-13 courses to be made before 30th June 2012.

Date : 9-4-12


(P.S. PATANKAR)
CHAIRMAN