

Minutes of the meeting of the **Shikshan Shulka Samiti (Higher and Technical Education)** held under the Chairmanship of **Justice P.S. Patankar (Retd.)** on **Thursday, the 9th April 2015** at 11.00 a.m. in the Conference Hall, Office of the Samiti, 3rd floor, Government Polytechnic Building, 49, Kherwadi, Bandra (E), Mumbai 400 051.

Draft Minutes:-

Following Members and Officers were present:

1. Shri S.B. Bhagwat : Member
2. Dr. O.G. Kakde : Member

Shri Sanjay Chahande, Member Secretary and Principal Secretary, Higher and Technical Education, Govt. of Maharashtra could not attend the meeting. Hence, leave of absence granted.

Dr. (Mrs.) Rupa Shah Member having informed their inability to attend the meeting, were granted leave of absence.

Shri. N. K. Deshmukh, I.A.S. Office Secretary (holding Additional Charge) Shikshan Shulka Samiti, Mumbai having informed their inability to attend the meeting, therefore Mrs. K.V.Sane, Desk Officer, Shikshan Shulka Samiti was present for Meeting.

The copies of the agenda along with copies of the relevant documents were circulated to the Members.

Item No. 1: To confirm and approve the Minutes of the Meetings of Shikshan Shulka Samiti (Higher and Technical Education) held on the 23rd March 2015 and 24th March 2015 at Conference Hall, Office of the Samiti, 3rd floor, Government Polytechnic Building, 49, Kherwadi, Bandra (E), Mumbai 400 051.

The Minutes of the Meetings of Shikshan Shulka Samiti (Higher and Technical Education) held on 23rd March 2015 at 11.30 a.m. and 24th March 2015 at Conference Hall, Office of the Samiti, 3rd floor, Government Polytechnic Building, 49, Kherwadi, Bandra (E), Mumbai - 400 051 are confirmed and approved.

Item No.2: To review actions taken by office on decisions arrived at in the previous meetings.

The action taken by the office on the decisions taken by the Samiti during its meetings held on 23rd March and 24th March 2015, the details of the same are as follows:



Meeting of 23 rd March 2015	Actionable Points	Action Taken by Office
Item No.1:	To confirm and approve the Minutes of the Meeting of Shikshan Shulka Samiti (Higher and Technical Education) held on Monday the 24 th February 2015 at Conference Hall, Office of the Samiti, 3rd floor, Government Polytechnic Building, 49, Kherwadi, Bandra (E), Mumbai 400 051	Minutes of the Samiti Published on the website of the Samiti on 30/3/2015. The copy of said minutes is also put up on the Notice Board on 27/3/2015.
Item No. 2:	To review actions taken by office on decisions arrived at in the previous meeting.	
Item No. 3:	<p>To consider and decide the Review Application received from following colleges for fixation of fees for AY 2014-15.</p> <ol style="list-style-type: none"> 1) EN2129: M.S. Bidve Engineering College, Latur(EN/ME) 2) EN6602: Shri Sai Charitable Trust's, College Of Engineering, Vairag, Solapur 3) EN6767: Suman Ramesh Tulsiani Technical Campus: Faculty of Engineering, Pune. 4) PL2197: Shriram Pratishthan, Apurva Polytechnic, Rawalgaon, Parbhani 5) PL3279: Institute of Printing Technology and Research, Panvel 6) AR3251: L.S. Raheja School of Architecture, Bandra, Mumbai 7) EN3188: Padmabhushan Vasantdada Patil Pratishthans College of Engineering, Sion, Mumbai. 8) EN6781 : Bhagwant Institute of Technology, Barshi, Solapur. 9) ME6755 : Rajarshi Shahu School of Engineering and Research, Haveli, Pune. 10) PL2296 : Sevadas Shikshan Prasarak Mandal's Vasantrao Naik Instiute of Technology, Vasarni, Nanded 11) PL6444: Shriram Institute Of Engineering & Technology, (Poly), Paniv 	Decision is conveyed to The All the Principals of the colleges by a separate letter dated 1/4/2015
Item No.4	To discuss and decide the letter dated Nil February 2015 received from Under Secretary, Govt. Of Maharashtra - Higher & Technical Dept., Mantralaya, Mumbai along with the letter dated 19 th January 2015 submitted by Citizen Forum for Sanctity in Education System regarding irregularities and Malpractices in Private Educational Trusts.	Decision of the Samiti published on the website dated 30/3/2015



Meeting of 23 rd March 2015	Actionable Points	Action Taken by Office
Item No. 5	To discuss and decide letter dated 5/3/2015 received from Shri Sanjay Kelkar, Hon'ble M.L.A. complaining against Vasantdada Patil Pratishthans College of Engineering, Sion, Mumbai respect of cheating by giving false information for approval of fees structure.	Decision is conveyed to the Principal of the college and Shri Kelkar by a separate letter dated 1/4/2015

And

Meeting of 24 th March 2015	Actionable Points	Action Taken by Office
Item No. 1:	<p>To consider and decide the Review Application received from following colleges for fixation of fees for AY 2014-15.</p> <p>A) PL3449: Dr. Manoja Shete College of Engineering & Technology, Kasara</p> <p>B) PL6767: Suman Ramesh Tulsiani Technical Campus – pune</p> <p>c) EN4134: Guru Nanak Institute of Engineering & Technology, Kalmeshwar, Nagpur</p> <p>D) AR6536: VIT's Padmabhushan Dr. Vasantdada Patil College of Architecture, Mulshi, Pune</p> <p>E) EN6758: Sahyadri Valley College of Engineering & Technology, Rajuri, Pune. (EN/ME/PL)</p> <p>F) EN1130: Pankaj laddhad Institute of Management Studies, Yelgaon (EN/ME)</p> <p>G) MB3102: Chetana's Ramprasad Khandelwal Institute of Management & Research, Mumbai</p> <p>H) EN3184: FR. Conceicao Rodrigues College of Engineering, Bandra, Mumbai (EN/ME)</p> <p>I) ME3182: Thadomal Shahani Engineering College, Bandra, Mumbai.</p> <p>J) EN3182: Thadomal Shahani Engineering College, Bandra, Mumbai.</p> <p>K) EN3460: Vidya Vikas Education Trust's Technical Campus, Vasai</p>	Decision is conveyed to All the Principals of the colleges by a separate letter dated 1/4/2015



Meeting of 24 th March 2015	Actionable Points	Action Taken by Office
Item No.2	To decide the letter dated Nil February 2015 received from Under Secretary, Govt. Of Maharashtra - Higher & Technical Dept., Mantralaya, Mumbai along with the letter dated 19 th January 2015 submitted by Citizen Forum for Sanctity in Education System regarding irregularities and Malpractices in Private Educational Trusts.	Decision is conveyed to the Under Secretary, Govt. Of Maharashtra Higher & Technical Dept., Mantralaya and Secretary, Citizen Forum For Sanctity In Educational System by a separate letter dated 1/4/2015.
Item No. 3	Any other matter with the permission of the chair.	Decision of the Samiti published on the website dated 30/3/2015

The Samiti noted it.

Item No. 3(a): To discuss and decide on the letter received from parents/students as well as various Associations/colleges/institutes in Open Hearing held on 7th April 2015 for finalization of Norms for Academic Year 2015-16.

Meeting of Higher and Technical Education Committee was called. Earlier we have heard parents/students and colleges on 7th April 2015 to know their views on the norms for approval of fees for Academic Year 2015-16. They were also asked to submit their views in writing. Some of them have done it. We have considered them in the meeting. Such submissions are mainly made by colleges. They are more or less on the same lines. Samiti has gone through them and also considered suggestions made at the time hearing with regard to norms and fix the norms for approval of fees structure for the Academic Year 2015-16 as under : -

➤ **Norms For Higher & Technical Courses For Academic Year 2015-16**

1. Interim fee and final fee


- 1 The interim fee to be collected at the time of admission in the academic year 2015-16 (if the final fee is not approved by that time) is 5% more than the fee approved by the Samiti for the year 2014-15 and can be collected at the time of admission in the academic year 2015-16. 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 adhoc fee shall be 5% more than the approved adhoc fee of the last year.
- 1.4 The approval of final fee will be done after submission of accounts, duly audited for the financial year 2014-15 and on 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 Teaching and Non-Teaching staff & Provident Fund Challans.



- 1.5 The final fee for the year 2015-16 for the students admitted in 2015-16 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2014-15 and increase it by 10% to account for the increase in cost.
- 1.6 The students admitted in the Academic Year 2015-16 and there after continuing their studies will pay an enhance fee of 8% till the completion of the course (during the stipulated period of the course). For example if the fee is approved is Rs. 1,00,000/- then from IInd years onward till completion of the course i.e. say II, III and IV year the fees will be Rs. 1,08,000/- per year. In case the student take Vth years for completing the course then he shall pay the fee approved in that year. In case a student joins the course direct in second year, then he shall be required to pay Rs. 1,08,000/-.
- 1.7 If any college does not approach the Samiti for approval of fee for 2015-16, the list of colleges who do not submit proposal to be put on the website of the Samiti. Such colleges to charge fees which are charged by non autonomous govt. colleges, if such course is run and if such course is not run by any Govt. college then 50% of Ad-hoc fee for that year.
- 1.8 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 for the duration of the course except for the additional payment of VI Pay Commission to be approved separately by the Samiti and if the duration is required to be extended then new fee applicable for that year shall be payable. This information is to be put up on the website of Colleges/ Institutions.
- 1.9 College /institute should provide the details of teaching & non teaching staff as per the norms of GOVT./ DTE/AICTE/PCI/ COA /UNIVERSITY, their salaries, no of years they have put in 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. The also need to submit details of legal expenses if any, they might have incurred during the said academic year. They may not be approved.

2. Norms for final approval of fees for students to be admitted in 2015-16 and thereafter.

- 2.1.1 Salary expenditure of teaching and non-teaching staff as per norms prescribed by regulatory authorities such as AICTE /COA /University/PCI and actually paid and certified by auditor.
- 2.1.2 Salary of employees (Teaching/Non-teaching) is to be paid through Bank Accounts only and that can only be approved by the Samiti.
- 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 2013-14 for part of the year then for remaining period of 12 months if the payment is made during 2014-15 then that much amount will be considered as additional 6th Pay Scale component during 2015-16.
- 2.1.5 The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the entire Financial Year 2014-15 along with TDS returns filed quarterly (Photocopies of pay roll should be certified by Dean/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.)
- 2.2 Non salary revenue expenditure duly audited to be submitted. This will not include following a) depreciation, b) rent, c) depreciation for other assets, d) interest on loans (except Interest paid on TEQUIP loan) e) legal charges, f) penalty if any and g) expenditure not essential/related to the conduct of courses. Ordinarily non salary expenditure should not exceed 40% of Salary expenditure.
- 2.2.1 The Institution is allowed to give 3 advertisements each 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.
- 2.2.2 Hostel expenses to be excluded. College to state Hostel expenses separately and not to be included in non-salary expenditure. Give details of water charges & electricity charges.
- 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. No interest on loans taken for construction of building etc. would be considered.
- 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.

- 2.4.1 The college shall be allowed usage charges for the building at the rate of Rs. 3,500/- per student per year as per sanctioned intake as the area of building is to be provided as per sanctioned intake. There shall not be any separate payment of rent.
- 2.4.2 If the College/Institute is running Second Shift then usage charges shall be Rs. 1,750/- per student per year as per sanctioned intake for Second Shift.
- 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 **Development fee:** Reasonable surplus, meant for development or expansion of the College/Institution is fixed on the basis of 10% 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/PCI/COA/UNIVERSITY etc. approval is required to be submitted along with the proposal to levy this development fee.
- 2.6.1 The College/Institution is permitted to charge additional development fee accredited by the NBA 10% of Development fee as increase in development fees if at least 50% of the courses are accredited and 15% of development fee, if all the courses are accredited. If the college has accredited by NAAC and gets 'A' grade then 15%, if 'B' grade then 10% & if 'C' grade then 05%. The maximum amount could not exceed 15% of development fees under this head.
- 2.7 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 Niyrantran Samiti for stopping of admission process and to the University for De-affiliation.
- 2.8 The Colleges/Institutions are required to provide the details of their infrastructure and facilities/amenities on their website before effecting the admission of students
- 2.9 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.



- 2.10 The Colleges should submit along with fee proposal, budget for the year 2015-16 as approved by the Governing Council of the College. It should be signed by the Principal.
- 2.11 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.
- 2.12 The fee proposal submitted to the Samiti to be made available by each college in the office for perusal of the students/parents.
- 2.13 The Colleges should also state separately if any income is earned by using the college property/infrastructure during 2014-15 other than fees and how.
- 2.14 It is made mandatory to put the whole fee approval proposal on the website of the College/Institute at the time of submission of proposal to the Samiti. Non compliance thereof may be penalized by reducing fee by 20%.
- 3.1 Revision can be filed before the Samiti by students/parents or Colleges/Institutes as they are directly interested in the approval of fees by the Samiti.
- 3.2 Revision to be filed within a period 30 days of the declaration of fees on the website of the Samiti. But the time required for obtaining Samiti's calculation sheet to be excluded incase such application is made within 1 week of the declaration. Time may be extended only by 1 month for filing revision incase good cause is shown for condolation of delay. It is made clear that at the time of hearing revision/review the Samiti shall have a right to reopen the accounts and documents once again.
- 3.3 The heavy expenditure made on repairs of building to be treated as deferred revenue expenditure.
- 3.4 The jump in fee shall not be ordinarily more than 15% considering the fee approved for the last year.



FORMAT FOR COMPUTATION OF FEES FOR HIGHER AND TECHNICAL COURSES FOR THE ACADEMIC YEAR 2015-16.

1	Name of the College/Institute :	Code	Location	
	_____	_____	_____	
2	a) Approved fee for Academic Year 2014-15 Rs. _____	Approved Interim Fee for AY 2015-16 Rs. _____		
	b) Collected fee as per affidavit Rs. _____	Proposed for AY 2015-16 (See 4.10.4) Rs. _____		
	c) Year of recognition by respective council/Government : _____			
2.1	In case the Institute has not submitted its fee approval proposal for 2014-15, 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 4.8)	For Official use only
4.1.1	Salary expenditure for 2014-15 to approved teaching /non teaching staff. as per DTE/AICTE/PCI/GOVERNMENT/ UNIVERSITY norms the figure to be given of No. of Professors/ Assistant Professors as per the norms required and actual No.			
4.1.2	Salary/Honorarium paid to visiting Faculties and their number.			
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, except interest paid on TEQUIP loan) for 2014-15 (See Norm 2.2)			
4.2.1	a) Less income derived by using college property (See norm 2.13)			
	b) Hostel expenses, if any (See norm 2.2.2)			

4.2.2	Total (4.1.3 + 4.2) – (4.2.1)			
4.2.3	10% of 4.2.2 for increase in cost for 2013-14 (See norm 1.5)			
4.3	Usage charge for building (See norm 2.4.1)			
4.4	Depreciation on other assets at approved rates as on 31.3.2014 (See norm 2.4)			
4.5	Total of (4.2.2 to 4.4)+ 4.11.1			
4.6	Sanctioned strength in the course run in Academic Year 2014-15 (No.) This is to exclude the Tutition Waiver Scheme (TWS) students.			
4.7	Actual strength in the course run in Academic Year 2014-15 (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 (10% of 4.9)			
4.10.1	Total fee (4.9 + 4.10)			
4.10.2	Credit for accreditation/NAAC. (See norm 2.6.1)			
4.10.3	Total Fee (4.10.1 + 4.10.2)			
4.11	Additional Expenditure of 6 th pay commission if actually paid and not included in 4.1.1(See norm 2.1.4).	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 2015-16 it is already included in their tuition fee (See 4.5)

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

Name of the Course	No. of Students	Tuition time Per day

Date:
Place :

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

FOR OFFICE USE ONLY



Disallowance:-

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

Prepared by:
Date : / /2015

Checked by
(Chartered Accountant)

2. Calculation of Depreciation on other assets for AY 2015-16

Sr. No.	Item	Depreciation permitted as in 31st March 2014 Rs.	Cost of additions during 2014-15 Rs.	Additional Depreciation at approved rates as on 31st March 2015 Rs.	Total Depreciation as on 31st March 2015
(a)	(b)	(c)	(d)	(e)	f (c+e)
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 2011 not to be taken into account. Depreciation on Equipment & Furniture provided before 31st March 2005 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.



Item No. 3(b): To discuss and decide in respect of Interim Fee for various courses for Academic Year 2015-16.

Samiti decides that whatever is finalized in last Academic Year 2014-15 as fees to be treated as 5% Interim fees for the Academic Year 2015-16

Item No. 3(c): To discuss and finalize the draft of Checklist and Affidavit to be obtained from Institute along with their fees approval proposal for Academic Year 2015-16.**CHECK - LIST****FEES APPROVAL PROPOSAL FOR HIGHER & TECHNICAL EDUCATION, COURSES - ACADEMIC YEAR 2015-16.**

a) Name of the College/Institute: _____

b) College Code: _____ Location: _____ Dist. _____

c) Last fee finalized by Samiti for: i) Academic Year _____, ii) 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, D and E 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 2013-14 and 2014-15 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 2013-14 and 2014-15 of Regular and Repeater students (if any), separately- Term / Course / Category - wise.		

Sr. No.	Particulars	Page No.	For Office Use		
6	Copy of last two years fee structures finalized by Shikshan Shulka Samiti. – i.e. for academic year 2013-14 & academic year 2014-15.				
7	The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the entire Financial Year 2014-15 along with TDS returns filed quarterly (Photocopies of pay roll should be certified by Dean/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	A tabular statement to be submitted giving following details:- a) Actual No. of Teaching and Non-Teaching staff b) Actual required Teaching and Non-Teaching staff as per norms c) Actual salary paid to each of them d) Salary which is required to be pay as per norms (See Form No. E)				
9	Estimate of fees for academic year 2015-16 along with proper justification based on the earlier fee structure.				
10	Information to be submitted in the form of an Affidavit on <u>Stamp Paper of Rs. 100/-</u> 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/PCI 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.				
11	State the details of other Colleges/courses run and located in the same premises/campus.				
12	Certificate of approval of admitted students from Pravesh Niyanttran Samiti for the academic year 2014-15.				
13	Certificate that no refund of fees claims etc. and any other matter communicated by Pravesh Niyanttran Samiti and Shikshan Shulka Samiti are pending at Institution/College level.				
14	Certificate that no other fees/ charges have been collected from students/ parents other than those authorized by Shikshan Shulka Samiti.				
15	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - AICTE/ DTE/ PCI Government and University. State the dates.				
16	Accreditation Certificate if any.(Norm 2.6.1)				
17	Fees collected for the year 2014-15 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				

Sr. No.	Particulars	Page No.	For Office Use
18	Copies of Service Contracts, if any entered into (such as for security etc.) The copy of TDS & PF Challan.		
19	Income earned by the college during 2014-15 other than fees.		
20	Any other relevant information/ documents College/ Intuition would like to submit before the Samiti.		
21	Soft copy inclusive of above 1 to 20 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 2015-16

College Code : _____

Course : _____

Name of the College: _____

FOR OFFICE USE ONLY:

Received the fee approval proposal for
academic year 2015-16

Proposal for Academic Year 2015-16
Returned as Deficient Proposal.
Deficiencies mentioned as per the
Checklist

Sr. No. _____

Date: / /2015

Verified by
(Name of the staff & its Signature)

Signature of Section Officer
Shikshan Shulka Samiti, Mumbai



Rs. 100/-
Stamp paper

APPROVED AFFIDAVIT (Higher & Technical courses)
(Academic Year – 2015-16)

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
authorized to execute an affidavit on behalf of the institution .
2. That I state and affirm that for the academic year 2015-16, 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
2013-14 and 2014-15.
 - Receipt & Payments for the financial Year 2013-14 and 2014-15.
 - Sanctioned and actual intake for the year 2014-15
 - 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 2013-14, their qualifications and salaries paid as per
the norms of AICTE /DTE/GOVERNMENT/UNIVERSITIES/PCI and P.F. paid
etc.
 - Computation of proposed fees for 2015-16 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 2015-16 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/PCI
4. I further state that no separate amount was charged for any cultural activities or function conducted by the college.
5. That I state and affirm that actual fee charged from students during the academic year 2014-15 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 2014-15.
7. In case for the Academic Year 2015-16, if the final fee declared is less than the interim fee then we will refund the excess fee collected.
8. The College/Institute has fulfilled all the conditions laid down by the concerned authorities.
9. 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 or suppressed 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 or suppression. I shall be liable for appropriate actions under penal laws existing for time being in force.
10. The proposal has been put on the website of the College/Institute before it's submission to the Samiti. I am aware that in case it is not put then fee may be reduced by 20%.
11. That I state and affirm that I have submitted true and correct accounts for the year 2014-15 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)


Item No. 3(d): To discuss and finalize the draft of Form A,B,C,D,E to be obtained from institute along with their fees approval proposal for Academic Year 2015-16.

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	Sr.No	Name of the Courses	Statues		Duration
				Full Time	Part Time	
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 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	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 norms

If Rented	college / Institute	Other	Total
Built up Area (In Sq.Mtr.)			
If owned	college / Institute	Other	Total
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	Yes / No If yes–Amt. Received for the Financial Year
-----	--	---

Date :

Place:

Signature
Head of the Institute



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 2015-16**

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 statement of teaching & non-teaching staff in the following format						
Teaching Staff		As per Council norms			Posts filed in		Total Filled in Posts	Vacant Posts
					Regular	Adhoc		
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						
Student – Teacher Ratio		Sanctioned Intake			Students on roll			
a) With approved staff								
b) With (approved adhoc + contract) staff								
Non Teaching Staff (In the Department Attach list)		As per council norms			Posts filed in		Total Filled in Posts	Vacant Posts
					Regular	Adhoc		
a) Technical								
b) Non-Technical								

c) Class – IV					
Ratio of Non -Teaching - Teaching staff					
14	Staff in Library Department if any	Give details of staff in Library with posts and scale, nature of appointment etc.			
15	Salary given to the staff <i>(Whether it is as per 5th /6th Pay commission / any other norms)</i>	Yes/No If yes : a) Attach Salary Certificate of March 2015 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	State the Mention relation of 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. 2013-14,2014-15)					
		Approved Course		Non approved other courses	
		UG	PG		
		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)	Approved		Non approved other courses
		Under Graduate	Post Graduate	
b) General				
	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. 2013-14 & 2014-15)

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		
	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					
<p><i>* 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)</i></p>					
19	List of the Equipment, Furniture, Vehicles etc.(only items costing more than Rs.50,000/- to be included)	<p><i>Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance</i></p>			
20	Fixed Asset Details	<p><i>With all major heads of fixed assets</i></p>			
	Cost Data	College / Institute / Hostel			
	Particular	Gross block 31/3/2015 Amount in Rs.	WDV as on 31/3/2015 Amount in Rs.	Depreciation for the year on 31/3/2015 Amount in Rs	Rate of depreciati on %
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	2015-16 _____ (Rs. In lakhs)	2016-17 _____ (Rs. In lakhs)	2017-18 _____ (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>		
22	a) Expenses per student for UG course	<i>Attach detailed calculations for the year 2015-16</i>		
	b) Expenses per student for PG course	<i>Attach detailed calculations for the year 2015-16</i>		
23	Fees collected during last two years per student for UG course			
	2013-14			
	No of students	Fees collected (Rs)		
1st Year				
2nd Year				
3rd Year				
4th Year				
5th				

Year		
2014-15		
1st Year		
2nd Year		
3rd Year		
4th Year		
5th Year		
24	Fees collected during last two years per student for PG course	
2013-14		
	No of Students	Fees Collected (Rs)
1st Year		
2nd Year		
2014-15		
1st Year		
2nd Year		
25	Fees collected (2014-15) 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 2015-16. Justification for this. Justify Separately.	

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 per AICTE norms	Scale	Nature of appointment



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 Seal



Form C

Central Library facility

- I) Total No. of students in the Institute
 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 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 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 Lakhs	Rs.
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

Date :
Place :

Trustee/Director/Principal
(sign with stamp)



Form - E**(A) Format for details of Teaching and Non Teaching staff for the Accounting Year 2014-15.**

Sr. No.	Particular	Actual requirement of Staff as per respective Council norms	Actual appointed
1	Director		
2	Dean/Principal		
3	Dy. Dean/Vice-Principal		
4	Teaching Staff		
	a) Professor		
	b) Associate Professor		
	c) Asst. Professor / Lecturer		
	d) Reader		
5	Technical Staff		
	i) Programmers		
	ii) Asst. Programmers		
	iii) Computer Operators		
	iv) Technicians		
	v) Lab Assistants		
6	Non Teaching Staff		
	a) Manager		
	b) Registrar		
	c) Administrative Officer		
	d) Accounts Officer		
	e) Public Relation Officer		
	f) Superintendent		
	g) Senior Assistant/Clark		
	h) Junior Assistant/Clark		
	i) Steno cum P.A.		
	j) Data Entry Operator		
	k) Librarians		
	l) Asst. Librarian		
m) Typist			

Sr. No.	Particular	Actual requirement of Staff as per respective Council norms	Actual appointed
	n) Record Asst.		
	o) Attainder		
	p) Driver		
	q) Telephone Operator		
	r) Peon		
	s) Watchman/Security Guards		
	t) Gardner		
	u) Sweeper		
	v) Any others, specified in details		
	Total :		

(B) Details of Salary in respect of Teaching and Non Teaching staff for the Accounting Year 2014-15

Sr. No.	Name of the Staff	Designation	Actually Salary paid (per annum)	Salary which is required to be paid as per respective Council Norms
1				
2				
3				
4				
5				
	Total :			

Date :

Sign with Seal
Trustee / Principal / Director/
Head of the Institute.



Item No. 3(e): To discuss and determine the ad-hoc fees for various new courses to be started during Academic Year 2015-16.

The Ad-hoc fee would be 5% (Rounded to the nearest) more than what was approved for the Academic Year 2014-15. Office to take necessary steps. The details of which are as under : -

Sr. No.	Courses	Ad-hoc Fees for the Course started in AY 2014-15	Finalized Ad-hoc fees for the Courses (to be started in AY 2015-16)
1	M. Engineering	62213/-	65320/-
2	Engineering	55986/-	58790/-
3	MMS/MBA	74666/-	78400/-
4	MCA	62213/-	65320/-
5	D. Pharmacy	43544/-	45720/-
6	B. Pharmacy	67841/-	71230/-
7	M. Pharm.	105767/-	111060/-
8	Polytechnic (Diploma in Engg.)	35553/-	37330/-
9	Architecture	74666/-	78400/-
10	M. Architecture	74666/-	78400/-
11	M. HMCT	63000/-	66150/-
12	B. Hotel Management	49781/-	52270/-
13	D. HMCT	45035/-	47290/-
14	Applied Arts	63462/-	66640/-
15	Animation	63462/-	66640/-
16	D.M.L.T. (A.I.C.T.E. approved)	49781/-	52270/-
17	PGDM/PGDBM	74666/-	78400/-
		42672/-	44810/-



Item No. 3(f): To discuss and decide in respect of schedule to be followed for receipt for various courses for Academic Year 2015-16.

Samiti decides it is mandatory to all Private and unaided Colleges/Institutes of Under Graduate, Post Graduate and diploma courses coming under the Higher and Technical stream to submit their proposal with the these new norms for approval of fees structure for the Academic Year 2015-16 through on-line on or before 30th June 2015 (in working hours). This is apart from submission of hard copy (the print out of the online submission) thereof to be submitted to this office within a period of 01 week.

Item No. 4: To discuss and decide on letter dated 26/3/2015 received from Akhil Bhartiya Vidyarthi Parishad, Mumbai complaining of Dr. D.Y. Patil College of Engineering, Pune regarding Stationary fees.


Samiti considered the letter dated 26th March 2015 received from Akhil Bhartiya Vidyarthi Parishad, Mumbai. There one receipt is annexed which shows that College has collected Rs. 7,000,-. It seems that this fee has been collected from the students in addition to the fee approved by the Samiti. The College should explain under what pretext this amount is collected. Please note that in case proper explanation is not submitted then the Samiti would reduce the 50% fee in view of the affidavit tender with the proposal. Office to send this complaint to the aforesaid College/Institute and call the reply within 15 days.

Item No. 5 : Any other matter with the permission of the chair.

Nil

The next meeting of the Shikshan Shulka Samiti (Higher and Technical Education) would be held on **Wednesday the 6th May 2015 at 11.00 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.

Date: 10-4-15


(P.S. PATANKAR)
CHAIRMAN