

Minutes of the meeting of the **Shikshan Shulka Samiti (Medical Education)** held under the Chairmanship of **Justice P.S. Patankar (Retd.)** on **Tuesday, the 22nd April 2014** at 11.00 a.m. in the Conference Hall, Office of the Samiti, 305, 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, CA : Member
2. Dr. (Mrs.) Snehalata Deshmukh : Member
3. Dr. A.S. Vyas : Member

Invitees:

- 1) Dr. P.H. Shingare : I/c Director, Medical Education and Research, Maharashtra State.

Smt. Manisha Mhaiskar Member Secretary and Chief Secretary Medical Education and Drugs Department, Mantralaya being unable to attend the meeting was granted leave of absence.

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

Mrs. K.V. Sane, Desk Officer, Shikshan Shulka Samiti, Mumbai was present in the 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 Meeting of Shikshan Shulka Samiti (Medical Education) held on Tuesday the 25th March 2014 at Conference Hall, Office of the Samiti, 305, 3rd floor, Government Polytechnic Building, 49, Kherwadi, Bandra (E), Mumbai 400 051.

The Minutes of the Meeting of Shikshan Shulka Samiti (Medical Education) held on Tuesday, the 25th March 2014 at 11.00 a.m. at Conference Hall, Office of the Samiti, 305, 3rd floor, Government Polytechnic Building, 49, Kherwadi, Bandra (E), Mumbai - 400 051 are confirmed and approved.



Item No.2(a): To review action taken by office on decisions arrived at in the previous meetings including meeting held on Tuesday the 25th March 2014.

The action taken by the office on the decisions taken by the Samiti during its meeting held on 25th March 2014, the details of the same are as follows:

Meeting of 25th March 2014	Actionable Points	Action Taken by Office
Item No.1:	To convey the approval and confirmation of the Minutes of the Samiti dated 25 th March 2014.	Minutes of the Samiti Published on the website of the Samiti on 28/3/2014.
Item No. 2: (a & b)	To appraise of the action taken by office and review of disposal of work for AY 2013-14.	The copy of said minutes is also put up on the Notice Board on 28/3/2014.
Item No. 3:	To decide on the proposals received for approval of fees structure for the courses started during Academic Year 2013-14: a) To consider and decide on proposals where there are no discrepancies.	Decision of the Samiti in respect of Colleges are published on the website & also put up on the Notice Board on 28/3/2014.
Item No. 4	To consider and decide the Review Application received from following colleges for fixation of fees for AY 2013-14. 1) BAMSPG0001: Annasaheb Dange Ayurved College, A/P- Ashta, Tal-Walwa, Dist. Sangli- 416301. 2) BAMS0010: Annasaheb Dange Ayurved College, A/P- Ashta, Tal-Walwa, Dist- Sangli- 416301. 3) RANM & RGNM 0153: Sushrusha Nursing School Sahakar Chowk, Daund, Pune 413 801. 4) BAMS0027: Jupiter Ayurvedic, Medical College, Shankarpur, Tah & Dist. Nagpur.	Decision of the Samiti in respect of Colleges are published on the website & also put up on the Notice Board on 28/3/2014. Decision is conveyed to the colleges by a separate letter dated 1/4/2014.
Item No. 5	a) To consider and decide on the email letter dated 13/2/2014 received from Dr. Nitin Sancheti regarding incorrect tuition fees charged by PDVVPF's Medical College, Ahmednagar & also to refund	Decision of the Samiti in respect of Colleges are published on the website & also put up on the Notice Board on 28/3/2014.

Meeting of 25 th March 2014	Actionable Points	Action Taken by Office
	<p>tuition fees of 3 ½ years. (Ref: Item No. 5 of minutes 25/2/2014).</p> <p>b) To consider the complaint letter dated 25/2/2014 along with affidavit & 16/1/2014 received from the Student's of YMT Dental College (1st year winter batch 2013) regarding extra tuition fees demanded by the college depending on the number of subjects failed.</p> <p>c) To consider and decide on the letter dated 21/2/2014 received from Institute of Medical Sciences & Research, Satara submitting the compliance in the matter of Shri. S.C. Sahoo. (Ref: Item No. 5(d) of minutes 3/1/2014).</p> <p>d) To consider and decide on the letter dated 16/1/2014 received from Dr. Vasantrao Pawar Medical College & Hospital & Research Center (UG/PG) Nashik requesting to consider their revision of appeal for fixation of fee structure for the AY 2013-14.</p> <p>e) To consider and decide on the letter dated 10/3/2014 received from Somaiya Ayurvihar K.J. Somaiya Medical Trust requesting to consider their revision of appeal for fixation of fees for AY 2013-14.</p>	<p>Decision is conveyed to the college by a separate letter dated 1/4/2014.</p>
Item No. 6	<p>Any other matter with the permission of the Chair.</p> <p>Resolution passed by the Higher Technical Department .</p>	<p>Decision of the Samiti in respect of Colleges are published on the website & also put up on the Notice Board on 28/3/2014.</p> <p>Decision is conveyed to the Under Secretary Higher and Technical Department by a separate letter dated 1/4/2014.</p>

Samiti noted it.



Item No. 3: **To decide on the proposals received for approval of fees structure for the courses started during Academic Year 2013-14:**

Item No. 3(a) : **To consider and decide on proposals where there are no discrepancies.**

Nil

Item No. 4 : **To consider and decide the Review Application received from following colleges for approval of fees for AY 2013-14 :-**

Item No. 4(1): **RANM0016 – Radhabai Bahekar Nursing School, Gondia.**

Heard the Institute.

It is prayed that it may be allowed to be withdrawn. Allowed to withdraw.

Item No. 4(2): **RGNM0048 – Radhabai Bahekar Nursing School, Gondia.**

Heard the Institute.

It is prayed that it may be allowed to be withdrawn. Allowed to withdraw.

Item No. 4(3): **BAMS0023- B. Mulak Ayurved Mahavidyalaya and Medical Science, Nagpur.**

Heard the Institute. The Institute has given the Notice to the students/parents as per our resolution. But none is present on behalf of the students/parents.

The fee approved for the course started during 2013-14 was Rs. 1,09,200/-. It is challenged . It is challenged on the ground that sanctioned strength has not been correctly taken into consideration. It is pointed out that there were no admissions during 2012-13 as permission was not granted by AYUSH. Therefore the sanctioned strength was not 270 but 210 as per the norms. There is substance in the point, but at the same time the Samiti pointed out certain difficulties in their accounts and the fact that there was surplus in the past year. Considering this the colleges has given letter dated 22/4/2014 stating that the fee may be approved at Rs. 1,20,000/-. It is reasonable. We approve the same. Office to declare it.

Item No. 5(a):To consider and decide on the letter received from parents/ students as well as various Associations/Colleges/Institutes in Open Hearing held on 19th March 2014 for finalization of Norms for Academic Year 2014-15.

The Samiti have taken into consideration while approving the norms for approval of fee for Academic year 2014-15 the letter received in that respect and suggestions made at the time of Open Hearing.



Approved Norms For Health Science Courses For Academic Year 2014-15.

1. Interim fee and final fee
 - 1.1 The interim fee to be collected at the time of admission in the academic year 2014-15 (if the final fee is not approved by that time) is 5% more than the fee approved by the Samiti for the year 2013-14 and can be collected at the time of admission in the academic year 2014-15. 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 adhoc fee shall be 5 % more than the approved adhoc fee of the last year for under Graduate courses and 7% more for post Graduate courses.
 - 1.4 The approval of final fee will be done after submission of accounts, duly audited for the financial year 2013-14 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 Professors and Provident Fund Challans
 - 1.5 The final fee for the year 2014-15 for the students admitted in 2014-15 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2013-14.
 - 1.6 The students admitted in the Academic Year 2013-14 and there after continuing their studies will pay an enhance fee of 5% 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. 1,05,000/- per year. In case the student take Vth years for completing the course then he shall pay the fee approved in that year.
 - 1.7 If any college does not approach the Samiti for approval of fee for 2014-15 then it can only charge fee as charged by Govt. Colleges. 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 adhoc 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. / MCI/ DCI/ Other recognized council/ 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. They may not be approved.
2. **Norms for final approval of fees for students to be admitted in 2014-15 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/ 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 can only be approved.
- 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 2012-13 for part of the year then for remaining period of 12 months if the payment is made during 2013-14 then that much amount will be considered as additional 6th Pay Scale component during 2014-15.
- 2.2 Non salary revenue expenditure 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 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 except for R.A.N.M. and R.G.N.M. courses.

2.3 The basic infrastructure in the form of building and equipment is required to be provided by the Trust before starting of the College/Institute. Therefore any expenditure incurred in providing the infrastructure can not be passed on to the students. No interest on loans taken for consideration as building etc. would be considered.

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

Computers	- Life 4 years	25% of Cost
Other equipment	- Life 5 years	20% of Cost
(for New equipments purchase during 2013-14)		
Furniture	- Life 10 years	10% of Cost
Books	- Life 5 years	20% of Cost
(for new books purchase during 2013-14)		

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. 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 provided is less than the area required for the sanctioned strength as per the MCI, DCI, CCIM, CCH, INC norms then the amount would be proportionately reduced. 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 60% of Sanctioned intake then 5% 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 8% 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, INC 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 Niyamtran 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 2014-15 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 2013-14 other than fees and how.
- 2.15 It is made mandatory to put it 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. As regards the Hospital deficit, the Samiti decides as under. The Samiti to take into consideration the deficit for medical and Dental courses i.e. 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 them.
- However incase of other colleges of Health Sciences courses, the deficit to the extent of 75% incase of first 8 years and then reduced to

50% for 9th year and 25% for 10th year. There shall be no consideration of deficit from 11th years onward.

- 4.1 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.
- 4.2 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.
- 4.3 The heavy expenditure made on repairs of building to be treated as deferred revenue expenditure.
- 4.4 The jump in fee shall not be ordinarily more than 15% considering the fee approved for the last year.

**APPROVED FORMAT FOR COMPUTATION OF FEES FOR
HEALTH & SCIENCE AY 2014-15**

1	Name of the College/Institute :	Code	Location
	_____	_____	_____
2	a) Approved fee for Academic Year 2013-14 Rs. _____	Approved Interim Fee for AY 2014-15 Rs. _____	
	b) Collected fee as per affidavit Rs. _____	Proposed for AY 2014-15 (See 4.10.3) Rs. _____	
	c) Hospital : Own / Rent		
	d) If own, date of Hospital Establishment : dd/mm/yyyy		
2.1	In case the Institute has not submitted its fee approval proposal for 2013-14, 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.)	
		Total	Expenditure permitted (in Rs.) Per Student (divided by 4.8) For Official use only

4.1.1	Salary expenditure for 2013-14 to approved teaching /non teaching staff. as per MCI/DCI/MUHS/Ayurved/Homeopathic /Nursing Council/all other recognized 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 2013-14 (See norm 2.2)			
4.2.1	a) Less income derived by using college property (See norm 2.14)			
	b) Less Hostel expenses if any (See norm 2.2.2) except in case of RGNM/RANM			
4.2.2	Total (4.1.3 + 4.2)-(4.2.1)			
4.2.3	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 31.3.2014 (See norm 2.4)			
4.5	Total of (4.2.2 to 4.4)+ 4.1.1			
4.6	Sanctioned strength in the course run in Academic Year 2013-14 (No.)			
4.7	Actual strength in the course run in Academic Year 2013-14 (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 (8% of 4.9)			
4.10.1	Total Fee (4.9 + 4.10)			
4.10.2	Addition of 5% of Total fee (4.10.1) incase actual strength is less than 60% 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 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 2014-15 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 : / /2014

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.

Calculation of Depreciation on other assets for AY 2014-15

Sr. No.	Item	Depreciation permitted as in 31st March 2013 Rs.	Cost of additions during 2013-14 Rs.	Additional Depreciation at approved rates as on 31st March 2014 Rs.	Total Depreciation as on 31st March 2014
1	2	3	4	5	6 (3+5)
1	Computers 25% (Life 4 years)				
2	Equipment 20% (Life 5 years)				
3	Furniture 10% (Life 10 years)				
4	Books 20% (Life 5 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 2010 not to be taken into account. Depreciation on Equipment & Furniture provided before 31st March 2004 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. 5(c): To discuss and decide in respect of Interim fees for various courses for Academic Year 2014-15.

Samiti decides that whatever is finalized in last Academic Year 2013-14 as fees, to be treated as 5% Interim fees for Academic year 2014-15.

Item No. 5(d): To discuss & finalize the draft of form A,B,C,D,E to be obtained from institute along with their fees approval proposal for AY 2014-15.

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/ concessi on	
		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
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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 respective central council 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
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Date :
Place

Signature
Head of the Institute



Form B**Proforma for information of Health Science Course for the year 2014-15**

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 Respective Central Council Norms						
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 (College/Hospital)						
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			Contract
a) Professors									
b) Assistant Professors/HOD									
c) Lecturers									
List of approved Staff by the University					Attach subjectwise detailed statement of approved teaching staff with letter of Approval from Authority				
					Sanctioned Intake		Students on roll		
Student – Teacher Ratio									
a) With approved staff									
b) With (approved adhoc + contract) staff									
Non Teaching Staff (In the Department Attach list)		As per council norms			Posts filed in			Total Filled in Posts	Vacant Posts
					Regular	Adhoc	Contract		

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 (Whether it is as per 5th /6th Pay commission / any other norms)	Yes/No If yes : a) Attach Salary Certificate of March 2014 b) Attach Certified copy of Form-16 A of each Employee			
16	a) If owned Built-up area in sq. mtr.	Whether Building is owned / Rental by College / Institute :			
			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. 2012-13,2013-14)					
a) College / Institute		Approved Course		Non approved other courses	
		Under Graduate	Post Graduate		
	Tuition Fees				
	Development Fee				
	Gymkhana Fee				

	Training & Placement Fee			
	Library Fee			

	Laboratories Fee			
	Internet & Email facility fee			
	Cultural activity fee			
	Forms & Brochure Fee			
	Exam. Fee			
	By way of Fine & Penalty			
	Any other fee			
	Total (a)			
b) General		Approved		Non approved other courses
		Under Graduate	Post Graduate	
	Donation			
	Interest			
	Dividend			
	Other Misc.			
	Total (b)			
Grand Total (a + b)				

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

Annual Expenses (Rs. in lakhs)

(Attach audited statement showing expenditure from all sources of last two years i.e.

2012-13 & 2013-14)

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					
* 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)					

	No of students	Fees collected (Rs)
1st Year		
2nd Year		
3rd Year		
4th Year		
5th Year		
2013-14		
1st Year		
2nd Year		
3rd Year		
4th Year		
5th Year		
24	Fees collected during last two years per student for PG course	
	2012-13	
	No of Students	Fees Collected (Rs)
1st Year		
2nd Year		
2013-14		
1st Year		
2nd Year		
25	Fees collected (2013-14) 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 2014-15. 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 Respective Central Council norms	Scale	Nature of appointment



b) Staff in the Central Library

Sr. No.	Designation	Whether required as per Respective Central Council 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	Rs. Lakhs	
19	Annual fee of the Internet Services in	Rs. Lakhs	
20	Staff in Computer Center	Yes / No	
	1. System Manager	Yes / No	
	2. System Analyst	Yes / No	
	3. Computer Programmer	Yes / No	
	4. Computer Operator	Yes / No	
	5. Non – Teaching Staff	Yes / No	
	6. Maintenance Staff	Number	Pay Scale

Date :

Place :

Trustee/Director/Principal
(sign with stamp)


Form - E

(A) Details of Teaching and Non Teaching staff for the Accounting Year 2013-14.

Sr. No.	Particular	Details of Staff		Details of Payment	
		Actual requirement of Staff as per respective Council norms	Actual appointed	Actually Salary paid (in the Accounting Year)	Salary which is required to be paid as per respective Council Norms
(a)	(b)	(c)	(d)	(e)	(f)
1	Teaching Staff				
2	Non Teaching Staff				
	Total :				

(B) Details of Salary in respect of Teaching and Non Teaching staff for the Accounting Year 2013-14.

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

Date :

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


Item No. 5(e): To discuss and finalize the draft of checklist and affidavit to be obtained from Institute along with their fees approval proposal for Academic Year 2014-15.

CHECK - LIST

**FEES APPROVAL PROPOSAL FOR HEALTH SCIENCE COURSES
ACADEMIC YEAR 2014-15.**

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, 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. Receipt & Payment Account, Income & Expenditure Account and Balance Sheet along with all the schedules with Audit Report along with notes to accounts and accounts policy for the Financial Year 2012-13 and 2013-14 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 2012-13 and 2013-14 of Regular and Repeater students (if any), separately- Term / Course / Category - wise.		
6	Copies of last two years fees structures finalized by Shikshan Shulka Samiti. – i.e. for academic year 2012-13 & academic year 2013-14.		

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 2013, Sept-2013, Dec 2013 & March-2014 (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	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 2014-15 along with proper justification based on the earlier fee structure.											
10	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. Display copy of fee approval 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 Niyran Samiti for the academic year 2013-14.											
13	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.											
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 - GOVT. / MCI/ DCI/ Homoeopathic/ Ayurved/ Unani/ Nursing- Council/ MUHS, Government and University. State the date.											
16	Fees collected for the year 2013-14 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						
Sr.	CET Merit	Name of candidate	NRI/Vacancy Against NRI	Total Fees (Rs.) as per SSS								
17	Copies of Service Contracts if any entered into (such as for security etc.) The copy of TDS & PF Challan											
18	Income earned by the college during 2013-14 other than fees.											
19	Any other relevant information/ documents College would like to submit before the Samiti.											

Sr. No.	Particulars	Page No.	For Office Use
20	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 2014-15.

College Code : _____

Course : _____

Name of the College: _____

FOR OFFICE USE ONLY:

Received the fee approval proposal for academic year 2014-15.

Proposal for A Y 2014-15 Returned as Deficient Proposal. Deficiencies mentioned as per the Checklist

Sr. No.

Date: / /2014

Verified by
(Name of the staff & its Signature)

Signature of Section Officer
Shikshan Shulka Samiti,
Mumbai



**Rs. 100/- Stamp
Paper**

APPROVED AFFIDAVIT (Health Science Courses)

Academic Year – 2014-15

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 2014-2015, for
..... course/courses, I am submitting the fee
approval proposal along with the following documents.

- Form No A.B.C. and D & E.
- Audited Balance Sheet, Income and Expenditure Accounts for the years 2012-13 & 2013-14.
- Receipt & Payments for the financial Year 2012-13 & 2013-14 .
- Sanctioned and actual intake for the year 2013-14 .
- 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 MCI/DCI/HOMEOPATHY-AURVEDC-DENTAL- NURSING COUNCILS./MUHS /ALL OTHER RECOGNIZED COUNCIL / GOVERNMENT, PF Paid etc.
- Computation of proposed fees for 2014-15 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 2014-15 having put up on the web site of the institute and on the notice board.**
4. Details of Teaching staff required as per directives of MCI / DCI / Homoeopathic / Ayurved / Unani / Nursing -Council / MUHS/ ALL OTHER RECOGNISED COUNCIL and Government etc.
 5. I further state that no separate amount was charged for any cultural activities or function conducted by the college.
 6. That I state and affirm that actual fee charged from students during the academic year 2013-14 was Rs...../ per student and I further state that they were not charged more than what was approved by Shikshan Shulka Samiti.
 7. That I state and affirm that facilities were provided for which fees were charged. during 2013-14.
 8. 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 accept the reduction of fees by 50% of the fees. 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.
 9. 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 be reduced by 20%.
 10. That I state and affirm that I have submitted true and correct accounts for the year 2013-14 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. 5(b):To discuss and determine the ad-hoc fees for various new courses to be started during Academic Year 2014-15.

The ad-hoc fee would be 5% (Rounded to the nearest) more than what was approved for the Academic year 2013-14. Office to take necessary steps. The details of which are as under :

**Approved Ad-hoc fees for Health Science New (UG) Courses
(To be started in academic year 2014-15)**

Sr. No.	Courses	Approved Ad-hoc fees for the Courses (to be started in AY 2014-15)
1	MBBS	371590/-
2	Dental	167220/-
3	Ayurvedic	86710/-
4	Homeopathic	49550/-
5	Physiotherapy	52020/-
6	Occupational Therapy	43350/-
7	Nursing	49550/-
8	Unani	52020/-
9	BASLP	55730/-
10	P.B.B.SC.	55730/-
11	DMLT(After B.Sc.)	52500/-
12	RANM	41290/-
13	RGNM	41290/-
14	Dental Hygienist	17690/-
15	Dental Mechanics	17690/-

**Approved Ad-hoc fees for Health Science New (PG) Courses
(To be started in academic year 2014-15)**

Sr. No.	Courses	Approved Ad-hoc fees for the Courses (to be started in AY 2014-15)
1	PG in Medical	557390/-
2	PG in Dental	198180/-
3	PG in Ayurvedic	111470/-
4	PG in Homeopathic	74320/-
5	PG in Physiotherapy	68130/-
6	PG in Occupational Therapy	61930/-
7	PG in Nursing	61930/-
8	PG in Unani	61930/-

Item No. 5(f): To discuss and decide in respect of schedule to be followed for receipt of proposal for various courses for Academic Year 2014-15.

The proposal for fee approval to be submitted on or before 30/6/2014 on line and within 1 week thereafter hard copy thereof.

Item No. 6: To consider and decide on the letter dated 7/4/2013 received from Pandit Deendayal Upadhyay Dental College regarding Extension of date for submission of the fee approval structure for the BDS & MDS course for Academic Year 2013-14.

Considered the letter dated 7/4/2014 (mistakenly mentioned as 7/4/2013). 2 reasons are given for accepting the proposal at this stage. 1) The Managing Director has expired and hence proposal could not be submitted earlier. Managing Director has nothing to do with the audited accounts of the college submitting proposal for fee approval. 2) The inspection of Dental Council of India, New Delhi and M.U.H.S, Nashik were going on. Even this cannot be a ground. Hence there is no cause shown in accepting the proposal for approval of fee for the course started during 2013-14. Time infact expired long back at the end of September 2013. Even no such letter was written to the Samiti prior to that date. Pointing out the difficulties. Hence Rejected. Office to inform.

Item No.7 : To consider and decide on the letter dated 19/3/2014 received from Y.M.T Dental College and Hospital in furtherance of the decision dated 15/3/2014 (Ref: Item No. 5(b) of minutes 25/3/2014).

The reply of the Institute dated 19/3/2014 to be sent to the 1st Complainant. Response to be given within a period of 1 month. Thereafter to be placed before the Samiti for consideration.


Item No. 8: Any other matter with the permission to the Chair.

1. For all Institutes it is mandatory to submit their proposal on- line. 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 1 week.
2. The audited accounts of the Samiti for the year ended on 31/3/2014 to be placed before the Samiti within a period of 1 month.

The next meeting of the Shikshan Shulka Samiti (Medical Education) would be held on Tuesday **the 20th May 2014 at 11.00 a.m.** in the Meeting Hall, Office of the Samiti at 305, 3rd floor, Government Polytechnic Building, 49, Kherwadi, Ali Yawar Jung Marg, Bandra (E) Mumbai 400 051.

Date:

25-4-14


(P.S. PATANKAR)
CHAIRMAN