

Extract of Minutes of the meeting of the **Shikshan Shulka Samiti (Medical Education)** held under the Chairmanship of **Justice P.S. Patankar (Retd.)** on **Wednesday, the 27th February 2013** 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.

Item No. 7 : **Any other matter with the permission to the Chair.**

Item No. 7(b) : **Discuss and decide in respect of the telephonic message from Higher and Technical Education Department, Mantralaya, Mumbai regarding meeting in Mantralaya for fixation of norms for Academic Year 2013-14.**

In furtherance of our prior resolution dated 6/2/2013 (at Item No. 7), the dates are fixed for 'Open Hearing' as 18th March 2013 (for Medical Education at 11:30am) and 19th March 2013 (for Technical Education at 11:30 am). The venue thereof shall be Chetana's Institute of Management and Research, New Building, Auditorium Hall, Ground Floor, Government Colony, Bandra (E), Mumbai – 400 051.

The office to issue a press note in this respect. The Colleges/Institutes and Students/Parents to be heard on those dates for finalizing norms for the course starting Academic Year 2013-14. The existing norms for Academic Year 2012-13 to be put once again on the website, so that suggestions can be made for altering, improving and adding to those norms. They can also make suggestions in this respect before those dates in writing.

The Secretary, Higher and Technical Education, Government of Maharashtra and Medical Education and Drugs Department, Government of Maharashtra are Member Secretary of the Samiti can express their views.

This is with a view to maintain transparency and openness.



(Meeting dated 16/04/12)

**APPROVED NORMS FOR CONSIDERATION OF THE SAMITI FOR HEALTH SCIENCE
COURSES FOR (ACADEMIC YEAR 2012-13)**

1. Interim fee and final fee
 - 1.1 The interim fee to be collected at the time of admission in the academic year 2012-13 (if the final fee is not approved by that time) is the fee approved by the Samiti for the year 2011-12. In the receipt issued to the students it is to be specifically mentioned it is only interim fee and it would be finalized by the Samiti in course of time which will be payable by the students.
 - 1.2 The interim fee is to be put up on the Notice Board of the respective colleges and on the website. Similarly the interim fee is also to be put up on the notice board and on the website of the Samiti.
 - 1.3 The approval of final fee will be done after submission of accounts, duly audited for the financial year 2011-12 and scrutiny of the same and connected documents such as copies of service contracts entered into by the Institute, copies of TDS Challan about the salary of Professors etc and Provident Fund Challans
 - 1.4 The final fee for the year 2012-13 for the students admitted in 2012-13 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2011-12 and increasing it by 7% to account for the increase in cost.
 - 1.5 The students admitted in the AY 2012-13 and there after continuing their studies will pay an enhanced fee of 5% each successive year till completion of the course. For example if the fee approved is Rs. 1,00,000/- then 2nd year, 3rd year and 4th year's student of the Health Science colleges will be Rs. 1,05,000/-.
 - 1.6 If any college does not approach the Samiti for approval of fee for 2012-13 then it can only charge fee as charged by Govt. Colleges. It is already decided in the meeting of the Samiti held on 31st January 2012 (Item No.4).
 - 1.7 It is to be noted that the fees approved for the students admitted in AY 2009-10 or earlier will continue to remain unchanged except for the payment of VI Pay Commission to be notified separately by the SSS. This information is to be put up on the website of Colleges/ Institutions.
 - 1.8 College / Institute should provide the details of teaching & non teaching staff as per the norms of GOVT. / MCI/ DCI/ DMER/Homoeopathic/ Ayurved/ Unani/ Nursing-Council/ MUHS, their salaries, no of years they have put in their service & TDS paid, P.F. amount payment etc. and whether the faculty appointed is as per norms. The Institutes need to submit the details along with the relevant documents such as TDS

challan, etc. They also need to submit copies of contracts they have entered into with various service agencies such as security etc. if any. They also need to submit details of legal expenses if any, they might have incurred during the said academic year. Which would not be approved.

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

- 2.1.1 Salary expenditure of teaching and non-teaching staff as per norms prescribed by regulatory authorities such as GOVT. / MCI/ DCI/ DMER/Homoeopathic/ Ayurved/ Unani/ Nursing- Council/ MUHS, actually paid and certified by auditor.
- 2.1.2 Salary of employees (Teaching/Non-teaching) is to be paid through Bank Accounts only.
- 2.1.3. Institutions which have implemented the VI pay Commission pay scale have to clearly show the payment as per V pay Commission pay scale and additional payment, including arrears , if any as per VI pay Commission pay Scale Separately.
- 2.1.4 The Additional payment on account of implementation of VI pay Commission pay scales, including arrears, if any will be borne equally by all Students in the Institution. In any case additional fee due to 6th Pay commission not to exceed for 1 year. In case if any institute has paid during 2010-11 for part of the year then for remaining period of 12 months if the payment is made during 2011-12 then that much amount will be considered as additional 6th Pay Scale component during 2012-13.
- 2.2 Non salary revenue expenditure duly audited. This will not include depreciation, rent, depreciation for other assets, interest on loans, legal charges, penalty if any and expenditure not essential / related to the conduct of courses. Ordinarily non salary expenditure should not exceed 50% of Salary expenditure.
- 2.2.1 The Institution is allowed to give 3 advertisements in 2 newspapers in a year which could be chargeable towards the fees-

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

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

- 2.2.2 Hostel expenses to be excluded. College to state Hostel expenses separately and not to be included in non-salary expenditure.
- 2.3 The basic infrastructure in the form of building and equipment is required to be provided by the Trust before starting of the College/Institute. Therefore any expenditure incurred

in providing the infrastructure can not be passed on to the students. Therefore, no interest on loans taken, if any, for any purpose whatsoever, is permissible as expenditure.

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

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

However, these rates are to be applied on Straight Line basis. The assets as in the financial year 2007-08 will be frozen as it is for the purpose of depreciation. Additional depreciation for the new assets added in the financial year 2008-09 and thereafter will be allowed on straight line basis at the above mentioned rates. The Colleges/Institutes are required to provide the necessary details. These depreciations are to be claimed only until the total cost is recovered, viz. for the life duration.

- 2.4.1 The college shall be allowed usage charges for the building at the rate of Rs. 7,000/- per student per year for Medical and Dental course and other than that Rs. 5,000/- per student per year as per sanctioned intake as the area of building is to be provided as per sanctioned intake. In case the area provided is less than the area required for the sanctioned strength as per the MCI, DCI, CCIM, CCH, NCI 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 75% of Sanctioned intake then 10% of total fees would be added.
- 2.7 Development fee: Reasonable surplus, meant for development or expansion of the College/Institution is fixed on the basis of 7% of the tuition fee. This development fee could be charged only if the institution has provided all the infrastructure and facilities as per norms. A copy of the latest approval from MCI, DCI, CCIM, CCH, NCI etc. is required to be submitted along with the proposal to levy this development fee.
- 2.8 The Colleges/Institutions are strictly prohibited from collecting any excess fee/charges other than those approved by the SSS and any fee levied by the University concerned. Serious view will be taken against those who violate the directives. Such defaulting College/Institute may be punished suitably which may include reduction in fees up to 50%, recommending to the Pravesh Niyantaran Samiti for stopping of admission process and to the University for De-affiliation, etc.

- 2.9 The Colleges/Institutions are required to provide the details of their infrastructure and facilities/amenities on their website before effecting the admission of students.
 - 2.10 In the case of more than one course is run in the same premises/building/campus, then the Institute/College to give number of students for each course and time spent for such course every day.
 - 2.11 The Colleges should submit along with fee proposal budget for the year 2012-13 as approved by the Governing Council of the College. It should be signed by the Principal.
 - 2.12 Computation Sheet made by the college should be displayed at the notice board of the college and on web site immediately on submission of proposal.
 - 2.13 The fee proposal submitted to the Samiti to be made available by each college in the office for perusal of the students/parents.
 - 2.14 The Colleges should also state separately if any income is earned by using the college property/infrastructure during 2011-12 other than fees and how.
3. As regards the Hospital deficit, the Samiti decides to follow the earlier resolution passed during the meeting held on 20th April 2009 under Item No.7.

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

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

1	Name of the College/Institute :	Code	Location	
	_____	_____	_____	
2	a) Approved fee for Academic Year 2011-12 Rs. _____	Proposed for AY 2012-13 (See 4.10.3) Rs. _____		
	b) Collected fee as per affidavit Rs. _____			
2.1	In case the Institute has not submitted its fee approval proposal for 2011-12, the fees collected by it per student	Rs. : _____		
3	Whether undertaking on stamp paper submitted reg. refund?	Yes/No		
4	Computation of final tuition fee and development fee:	Expenditure incurred (in Rs.)		Expenditure permitted (in Rs.)
		Total	Per Student (divided by 4.8)	For Official use only
4.1.1	Salary expenditure for 2011-12 to approved teaching /non teaching staff. as per MCI/DCI/COA/DMER/MUHS Nashik/Nursing Council/GOVERNMENT norms			
4.1.2	Salary/Honorarium paid to visiting Faculties			
4.1.3	Total Salary Expenditure (4.1.1 +4.1.2)			
4.2	Non salary revenue expenditure (Rent, Interest on loan, Penalties if any legal charges and unrelated expenditure to be excluded) for 2011-12 (See norm 2.2)			
4.2.1	a) Less income derived by using college property (See norm 2.14)			
	b) Less Hostel expenses if any (See norm 2.2.2)			
4.2.2	Total (4.1.3 + 4.2)-(4.2.1)			
4.2.3	Add: 7% of 4.2.2 for increase in cost for 2012-13 (See norm 1.4)			
4.2.4	Add:---% of Hospital deficit (as per revised norms declared on 5th 2009 by SSS. See norm 3)			

4.3	Usage charge for building (See norm 2.4.1)			
4.4	Depreciation on other assets at approved rates as on 31.3.2012 (See norm 2.4)			
4.5	Total of (4.2.2 to 4.4)+ 4.11.1			
4.6	Sanctioned strength in the course run in Academic Year 2011-12 (No.)			
4.7	Actual strength in the course run in Academic Year 2011-12 (No.)			
4.8	Controlling strength (no.) (Higher of 4.6 & 4.7)			
4.9	Tuition Fee (4.5 Divided by 4.8)			
4.10	Development fee (7% of 4.9)			
4.10.1	Total Fee (4.9 to 4.10)			
4.10.2	Addition of 10% of Total fee (4.10.1) incase actual strength is less than 75% of sanctioned intake (See norms 2.6)			
4.10.3	Total fee (4.10.1 + 4.10.2)			
4.11	Additional Expenditure of 6 th pay commission if actually paid 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 2012-13 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:

Signature and Seal of the Head of Institute /

Place :

College with Code No.

FOR OFFICE USE ONLY

Disallowance :-

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

Prepared by:

Date : / /2012

Checked by
(Chartered Accountant)

1. Statement of Building Area

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

Calculation of Depreciation on other assets for AY 2012-13

Sr. No.	Item	Depreciation permitted as in 31st March 2011 Rs.	Cost of additions during 2011-12 Rs.	Additional Depreciation at approved rates as on 31st March 2012 Rs.	Total Depreciation as on 31st March 2012
1	2	3	4	5	6 (3+5)
1	Computers 25% (Life 4 years)				
2	Equipment 10% (Life 10 years)				
3	Furniture 10% (Life 10 years)				
4	Books 25% (Life 4 years)				
	Total :				

Important Note: Depreciation in column 3 is to be claimed only for items, which have not served their full life. Depreciation on Computers & books provided before 31 March 2008 not to be taken into account. Depreciation on Equipment & Furniture provided before 31st March 2002 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.