

# SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



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PART- ONE

(Extra Ordinary)

Monday, the 9<sup>th</sup> December, 2019

## DIRECTION

No. 47 /2019

Dated: 9.12.2019

**Subject :-** Fixation of Tuition Fees, Other Fees & charges in General (other than Different fees/charges) through Fee Fixation Committee, for various courses/ programmes at Under-graduate / Post – graduate level, (excluding professional courses) for Aided and Unaided affiliated Colleges/Institutions, Norms therefor.

Whereas, the Maharashtra Public Universities Act, 2016 has come in to force from 1<sup>st</sup> March, 2017 in which as per Section 101 provides Fixation of Tuition Fees, Other Fees & charges, IN GENERAL, from students by aided and unaided affiliated Colleges / Institutions, on the recommendations of Board of Deans through Fee Fixation Committee by the Academic Council, and the said committee has to consider the proposals on the basis of norms as prescribed in the Ordinance, u/s 101(8) of the Act.

AND

Whereas the said process is newly prescribed in the Maharashtra Public Universities Act, 2016, the Board of Deans in its meeting held on 25.11.2019 vide item No. 105(A) has recommended the norms to the Academic Council.

AND

Whereas, these norms are to be prescribed by an Ordinance, which is a time taking process, the Honøble Vice-Chancellor u/s 12(7) of the Act has accepted the norms on behalf of Academic Council and Management Council for issuing the Direction u/s 12(8) of the Act.

I, therefore, Dr. Murlidhar Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of powers vested in me vide Sub-Section (8) of Section-12 of Maharashtra Public Universities Act, 2016 hereby issue the following Direction.

1. This Direction may be called öFixation of Tuition Fees, Other Fees & charges in General (other than Different fees/charges) through Fee Fixation Committee, for various courses/ programmes at Under-graduate / Post ó graduate level, (excluding professional courses) for Aided and Unaided affiliated Colleges/Institutions, Norms therefor.ö Direction -2019
2. This Direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context otherwise requires:
  - (i) öActö means : öMaharashtra Public Universities Act, 2016ö
  - (ii) öAcademic Councilö means öAcademic Councilö constituted U/s 32 of the Act.
  - (iii) öBoard of Deansö means öBoard of Deansö constituted U/s 36 of the Act.
  - (iv) öFee Fixation Committeeö means öFee Fixation Committeeö constituted U/s 101 (3) of the Act.
  - (v) öAffiliated College/Institutionö means, Non-Government Aided or Unaided (Self-Financing) Colleges / Institution (other than autonomous, managed & maintained by State / Central Government or local authority) to whom affiliation / Recognition is granted by the Sant Gadge Baba Amravati University, Amravati.
  - (vi) öApproved Fees / chargesö, mean, ö Fees/chargesö approved by the Academic council under the provision laid down in first sentence of Sub-Section - (7) of Section -101 of the Act.

#### **4. Functions & Powers of Fee Fixation Committee :-**

##### **I. Functions**

The Fee Fixation Committee shall perform the following functions namely :-

- 1) To work out the real cost of delivery of each and every undergraduate and post graduate courses / programmes (excluding professional courses) run by the University, affiliated colleges and recognised institutions, other than autonomous colleges and autonomous institutions and those managed and maintained by the State Government, Central Government and local authorities.
- 2) To decide the tuition fees, other fees and charges for various UG/PG courses / programmes as recommended by the Board of Deans U/s 37 (1) (p) of the Act, and recommend it to the Academic Council for approval, U/s 33 (1) (e) of the Act.

**II. Powers:-**

In discharge of its functions, the Fee Fixation Committee shall have the following powers, namely :-

To consider the proposal of fee & charges recommended by the Board of Deans and to recommend the same to the Academic Council, to be made applicable, in general, under first sentence of Section -101 (7) of the Act.

**5. Norms for Computation of fee & charges to be made applicable, in general**

**(a) Total fee to be charged from students is divided into four Groups as :-**

- i) Tuition fee
- ii) Other fee
- iii) University fee (to be paid to University)
- iv) Charges for various courses / programmes.

**(b) Components for computation of Real Cost for courses / programmes :-**

- i) Salary expenditure of approved teaching staff, non teaching staff as per UGC/University/Government norms, Salary / Honorarium paid to visiting faculties etc.
- ii) Non salary expenditure.
- iii) Depreciation on building and other assets.
- iv) Charges for various courses / programmes.

**(c) Computation of tuition fee for courses / programmes :-** The real cost of delivery of each and every under-graduate and post-graduate courses or programmes run by the university, affiliated colleges and Recognized Institutions, other than autonomous colleges and autonomous institutions and those managed and maintained by the State Government, Central Government and local authorities, shall be proposed on the basis of ratio of average Salary Expenses incurred for last three years to sanctioned strength of students for that Course / Programme.

**(d) Components of Other fees :-** These shall be proposed on the basis of Non-salary Expenditure and Depreciation related to respective component and sanctioned strength of students, Non salary expenditure, Depreciation on building & other assets for last three years.

**(e) Components of various University fees :-** These shall be as per the respective Ordinances / Regulations etc.

**(f) Charges for various courses / programmes :-** These shall be as decided by the University / State / Central Govt.

- 6) The Board of Deans shall recommend the Heads of Fees/Charges, etc. for the approval of the Academic Council. On this basis, the Board of Deans and Fee Fixation Committee shall recommend the Fess / Charges, to the Academic Council for approval, thereafter is shall be notified by the University.
- 7) Laboratory fee shall be charged to the students, wherever practical work is prescribed in the syllabus and shall have to be utilized exclusively for conducting practical, purchase of equipments, glasswares, chemicals, consumable items, etc.
- 8) The fees and charges will be increased after every two years by 10%. (considering 2020-21 as base year).
- 9) In the event of evolving statutory mechanism of Fixation and Regulation of Fees by State Govt. or any Statutory Body it shall be binding on College / Institution, as laid down U/s 101 (6) of the Act.
10. Wherever the Govt. prescribes the fee for a particular item /or under any head for which University had already prescribed the fee, the college / institute shall charge the fees and charges as prescribed by the State Govt. or any other competent authority of Govt.
11. University Fees and share, as prescribed, shall be remitted to the University immediately.
12. In case of cancellation of admission, the admission fees shall be refunded as decided by the University.

Amravati  
Date : 9 / 12 /2019

Sd/-  
(Dr. Murlidhar Chandekar)  
Vice-Chancellor  
Sant Gadge Baba Amravati University

(Extra Ordinary)

**DIRECTION**

No. 48/2019

Dated:9.12.2019

**Subject :- Determination of Different Fees and charges by Fee Fixation Committee for the specific course / programme (excluding professional courses) claimed by the aided and unaided affiliated colleges /Institutions, Norms therefor.**

Whereas, the Maharashtra Public Universities Act, 2016 has come in to force from 1<sup>st</sup> March, 2017 in which as per Section 101(7) provides grant of Different Fees and charges by Fee Fixation Committee for the specific course / programme claimed by the aided and unaided affiliated colleges /Institutions, for which the committee has to consider the proposals on the basis of norms as prescribed in the Ordinance as provided u/s 101(8) of the Act.

AND

Whereas the said process is newly prescribed in the Maharashtra Public Universities Act, 2016, the Board of Deans in its meeting held on 25.11.2019 vide item No. 105(B) has recommended the norms to the Academic Council.

AND

Whereas, these norms are to be prescribed by an Ordinance, which is a time taking process, the Honøble Vice-Chancellor u/s 12(7) of the Act has accepted the norms on behalf of Academic Council and Management Council for issuing the Direction u/s 12(8) of the Act.

I, therefore, Dr. Murlidhar Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of powers vested in me vide Sub-Section (8) of Section-12 of Maharashtra Public Universities Act, 2016 hereby issue the following Direction.

1. This Direction may be called öDetermination of Different Fees and charges by Fee Fixation Committee for the specific course / programme (excluding professional courses) claimed by the aided and unaided affiliated colleges /Institutions, Norms therefor Direction -2019ö
2. This Direction shall come into force with effect from the date of its issuance.
3. In this Directions, unless the context otherwise requires:
  - (i) öActö means : öMaharashtra Public Universities Act, 2016ö
  - (ii) öAcademic Councilö means öAcademic Councilö constituted U/s 32 of the Act.
  - (iii) öBoard of Deansö means öBoard of Deansö constituted U/s 36 of the Act.
  - (iv) öFee Fixation Committeeö means öFee Fixation Committeeö constituted U/s 101 (3) of the Act.
  - (v) öAffiliated College/Institutionö means, Non-Government Aided or Unaided (Self-Financing) Colleges/Institution (other than autonomous, managed & maintained by State / Central Government or local authority) to whom affiliation / Recognition is granted by the Sant Gadge Baba Amravati University, Amravati
  - (vi) öDifferent fees, other fees and chargesö mean, the öDifferent fees, other fees & chargesö for which Section 101 (7) of the Act extended the privilege to the affiliated colleges/Institution for submission of proposal for the specific course / programme on the basis of assessment and evaluation of different additional facilities provided by college / Institution. The Different fee & charges, if granted, shall be in lieu of fee and charges already approved by the Academic Council, in General.

**4. Functions & Powers of Fee Fixation Committee :-**

**I. Functions**

The Fee Fixation Committee shall perform the following functions namely :-

- 1) To prepare Forms (if requires) for those colleges / institutions which intend to charge different fee as provided u/s 101 (7) in the Act, which shall be other than those already prescribed and approved by the Academic Council from time to time.
- 2) To scrutinise and verify the fee and charges proposals of applicant college / institution and accord final approval thereto.
- 3) To evolve the mechanism for physical verification of infrastructure, facilities and amenities and to undertake the verification of such facilities and amenities.

**II. Powers:-**

In discharge of its functions, the Fee Fixation Committee shall have the following powers, namely :-

- 1) To consider the proposal of different fees and charges and accord the final approval thereto,
- 2) To demand and verify any related documents.
- 3) To record evidence on affidavits.
- 4) To summon and enforce for attendance of any witness and examine on oath.
- 5) The Fee Fixation Committee may constitute a Committee to verify the different additional infrastructure, facilities, and amenities provided by the applicant college or institution as against the claimed Fees & charges for that specific course & programme by the college / recognized institution under the clause of Different Fees/charges, as per proviso u/s 101 (7) of the Act.

5. The affiliated college/Recognised Institution other than autonomous managed and maintained by State/Central Government or Local Authority, which intends for grant of Different Fee, in lieu of Tuition fee, other fee and charges already prescribed by the Academic Council in general for all colleges / Institutions under the provision laid down in the proviso of Sub-Section (7) of Section 6 of 101 of the Act, may in view of para - 3 (vi) above, submit an application to the Registrar of the University in the format as notified by the University, in the Gazette, along with Appendix & Forms A, B,C,D, and E appended to this Ordinance.

**6. Norms for determination of Different Fee and Charges :-**

The Fee Fixation Committee shall consider the reasonableness of the fee and charges proposed by the applicant College/Institution in respect of the specific course / programme for which different additional facilities are provided, considering the following Norms and information submitted by the college / Institutions in the Appendix & Forms A, B,C,D and E :-

- (i) The location (urban or rural or tribal) of the College/Institution
  - (ii) The cost of land and building
  - (iii) Minimum mandatorily required infrastructure or facilities as specified by the University and/or Apex Bodies / Government
  - (iv) Available number of appointed Teaching and Non-teaching staff as per the prescribed norms of the University / Apex Bodies / Government.
  - (v) Expenses on the salaries of the Teaching and Non-teaching staff
  - (vi) The expenditure on Administration and the Maintenance
  - (vii) (a) Facilities provided by the Government such as lease of land at concessional rates and use of its infrastructure for the conduct of courses.  
(b) Whether the course / programme is Aided or Unaided.
  - (viii) Depreciation or contribution for asset replacement.
  - (ix) Rent of building or usage charges.
  - (x) Any other relevant factor, as may be determined by the Fee Fixation Committee.
7. In the event of evolving statutory mechanism of Fixation & Regulation of fees, by State Govt. or any Statutory Body, it shall be binding on the college/Institution as prescribed u/s 101 (6) of the Act.
8. Application fee (Non-refundable) for proposal under this Ordinance for grant of Different Fees and Charges, shall be as decided by the University from time to time.
9. If the Different Fees and Charges are granted the clause of 10% increase after every two years period (base year 6 2020 -21) shall not be applicable.
10. The Different fees and Charges, as granted by Fee Fixation Committee or its decision in this regard shall be final and binding u/s 101(7) of the Act. The said fees and charges, if granted shall be notified by the University.
11. The grant of Different Fees/charges shall be for a period of two academic years. During this period, it can also be revoked under the inevitable circumstances, by the University authorities.

Amravati  
Date : 9 / 12 /2019

Sd/-  
(Dr. Murlidhar Chandekar)  
Vice-Chancellor  
Sant Gadge Baba Amravati University

**Appendix**

**FORMAT FOR COMPUTATION OF DIFFERENT FEES AND CHARGES FOR  
THE COURSE / PROGRAMME  
ACADEMIC YEAR .....**

1	Name of the College/Institute	College Code given by University		Location
2	Approved fee for AY-1 ..... Rs.....			
3	Computation of fee and charges	Expenditure incurred in Rs.		Expenditure permitted (in Rs.) For Official use only
		For AY _____		
		Total	Per Student (divided by 3.9)	
3.1.1	Salary expenditure to teaching and non teaching staff. as per UGC/university/ GOVERNMENT norms			
3.1.2.	Salary/Honorarium paid to visiting Faculties			
3.1.3	Total Salary Expenditure			
3.2	Non salary expenditure (unrelated expenditure to be excluded)			
3.3	Depreciation/Rent on building @ 2.5% of cost for as per norms as on 31 <sup>st</sup> March_____			
3.4	Depreciation on other assets at approved rates as on 31 March_____			
3.5	Total of (3.1.3 to 3.4)			
3.6	Less Penalties/Donations given by institute			
3.6.1	3.5- 3.6			
3.7	Sanctioned intake capacity of the course.			
3.8	Students admitted to the course.			
3.9	Fee and charges (3.6.1 /3.7) for the course			

**The enhanced fees and charges shall be distributed amongst all the heads in proportionate manner.**

**Statement of Building area:**

1.1 Total area required as per Norms:

1.2 Total constructed area :

**2 Calculation of Depreciation on other assets for AY .....**

Sr. No.	Item	Depreciation permitted as on 31st March .... Rs.	Cost of additions during ..... Rs.	Additional Depreciation at approved rates as on 31st March Rs.....	Total Depreciation as on 31st March 20....
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 :					

Date :

Place :

Signature and Seal of the  
Certifying Chartered Accountants  
And Auditors

Sig. and Seal of the Head of the Institution  
with code no.

**Form A**

**Information of the Trust / Society**

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> )	

Date :

Place :

Sign. and Seal of the Head of the Institution

**FORM B- Part I**

**College/Institute Information**  
**Academic Year .....**

1	Name of the Trust / Society				
	Name of the College/Institute				
	College Code (As given by University)				
	Whether accreditation given by NAAC/NBA/other concerned accreditation agency	Yes/No	If yes Grade	Year	
2	Address (with Pin code)				
	Telephone No. (with STD code)				
	Fax No.(with STD code)				
	E-mail ID				
	Website				
3	a) Name of the Director / Principal of the College/ Institute				
	b) Whether University approved (Regular)		Y/N		
			Nos.	Student - Teacher Ratio ( Total no. of students & total no. of staff in the college)	
	c) Regular approved staff				
	d) Regular + CHB				
3	e) Non Teaching Staff in the Institute / College		Nos.	Ratio of Non-teaching-Teaching staff	
	Total				
4	Salary given to the staff as per norms		Yes/No If yes : Attach Salary statement for the last academic year.		

Whether Building is owned / Rental by College / Institute :-					
5	a) If owned Built-up area in $\bar{\circ} \bar{\circ} \bar{\circ}$ .sq.mtr.		College/Institute	Others	Total
		Capital investment (Amount Rs. In Lakhs)			
	b) If Rental Built-up area in sq. mtr. ( $\bar{\circ} \bar{\circ} \bar{\circ}$ )		College/Institute	Others	Total
		Recurring annual expenditure (Amount Rs. In Lakhs)			
6	Mention relation of the landlord / owner of building / with the College / Institute, if any				
7	Whether Hostel Facility is available		Yes/No		
	If yes, mention capacity		Boys		
			Girls		
			Total Capacity		
8					
(i)	Approved Course (Degree/ Diploma)				
	Under Graduate		Post Graduate		
	Grant-in-aid courses	Non grant (self financed courses)	Grant-in-aid courses	Non grant (self financed courses)	
Tuition Fee					
Prospectus and Admission form					
Laboratory Fee ( If applicable)					
Library					
Games & Sports					
Co-curricular & Extra Curricular Activities					
College Magazine					
Students Development Fund					
Medical Examination					
Physical Efficiency Test					
Environmental Studies					
Facilities					
Identity Card					
College Examination					
Vehicle Stand					
Security					
Green and Smart campus Fee					



**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 493**

(a) Annual Expenses (Rs. In Lakhs) (Attach audited statement showing expenditure from all sources of last three Financial years)					
Sr. No.		College / Institute			
		Expenses directly attributable to course (Rs. in lakhs)		Share of common expenses (Rs. in lakhs)	Total expenses (Rs. in lakhs)
		Grant-in-aid courses	Non grant (self financed courses)		
i	Rent Paid, if any, If yes then provide copy agreement with the owner				
ii	Advertisement Expenses				
iii	Salary cost	Salaries, wages & Bonus			
		Contribution to provident fund & other funds			
		Staff Welfare & training expenses			
		Others			
iv	Consumable	Work shop			
		Components			
		Project Expenses			
		Chemicals			
		Others (Dept. wise recovery)			
v	Operating & Other Expenses	Electricity			
		Telephone, postage, Xerox expenses			
		Water charges			
		Travelling & conveyance			
		Vehicle expenses			
		Repair & maintenance			
		Others			
vi	Administrative Expenses				
vii	Scholarships				
viii	Cost of Softwares				
ix	Printing Expenses				
x	Stationary				
xi	Insurance				
xii	Interest on Loan				
xiii	Depreciation	Plant & Machinery			
		Building			
		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 for apportioning such costs, giving justification for the same )

9	List of the Equipment, Furniture, Vehicles etc.(only items costing more than Rs.25,000/- to be included)	<i>Attach certified audited of cost of equipments with data of purchase &amp; cost of annual maintenance</i>			
10	Fixed Asset Details	<i>With all major heads of fixed assets</i>			
		College / Institute / Hostel			
	Particular	Total Assest Value as on 31 <sup>st</sup> March	Depreciation for the year on last five yrs.	Actual value for last five year (3 - 4)	Rate of depreciation
1	2	3	4	5	6
(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				
(h)	Computers				
(i)	Others				
	Total				

11	Projected Addition in coming three financial years	(Amount in Rs.)		
	Particular	FY1_____ (Rs. In lakhs)	FY2_____ (Rs. In lakhs)	FY3_____ (Rs. In lakhs)
(a)	Land (area)			
(b)	Buildings (Built-up area in ð ð sq. mtr.)			
(c)	Lab / Work shop			
(d)	Laboratory equipments			
(e)	Books			
(f)	Furniture & dead stock			
(g)	Vehicle			
(h)	Others			
	Total			

12	The common infrastructure used by the college/trust/Society for various courses colleges / institutions run by them in the same premises						<i>Attach detailed list of infrastructure. Also indicate the bases adopted for the use of the common infrastructure</i>			
13	Expenses per student for the course				Aided				<i>Attach detailed calculations for the last financial year</i>	
					Un-Aided					
14	Fees collected during last three years per student for the course (Aided/ Unaided)									
Financial Year	Aided		Un-Aided		Financial Year 2020-21 Total		Average fees collected per student (Rs.)			
	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of Students	Fees collected (Rs.)	Grant-in-aid courses	Non-grant (self financed) courses	Average College	
Last financial year say 2019-20										
1st Year										
2nd Year										
3rd Year										
4th Year										
5th Year										
Last financial year -1 say 2018-19										
1st Year										
2nd Year										
3rd Year										
4th Year										
5th Year										
Last financial year -2 say 2017-18										
1st Year										
2nd Year										
3rd Year										
4th Year										
5th Year										
15	Fees collected during last three years per student for PG course									
	Grant-in-aid courses, if any		Non-grant (self financed) courses		Total		Average fees collected per student (Rs.)			
	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of Students	Fees collected (Rs.)	Grant-in-aid courses	Non-grant (self financed) courses	Average College	
Last financial year say 2017-18										
1st Year										
2nd Year										
Last financial year -1 say 2016-17										
1st Year										
2nd Year										

**Verification**

I, the undersigned, Mr./Mrs. \_\_\_\_\_ (with designation) \_\_\_\_\_ (full name in BLOCK), Son / Daughter of Mr. \_\_\_\_\_ solemnly declare before the Chairman, fee fixation committee that to the best of my knowledge and belief, the information given in this proforma and statements accompanying are correct and complete. I further declare that I am submitting this information in proforma in my capacity as \_\_\_\_\_ and I am also competent to submit the same and verify it.

Date \_\_\_\_\_ :  
Trustee/Director/Principal

Place : \_\_\_\_\_ (sign with stamp)

**FORM B Part-II  
Course wise Information**

**PROFORMA FOR INFORMATION SUBMITTED BY EDUCATION INSTITUTES (HIGHER EDUCATION -DEGREE AND DIPLOMA COURSE) FOR THE ACADEMIC YEAR.....**

**(TO BE FILLED WITH THE FORM A AND FOR EACH COURSE SEPARATELY)**

1	Name of the Course									UG/PG
	Fees proposed by college/institute for each course starting in AY _____ (Attach the justification for the proposed fee )									
		Aided course				Un- aided course				
		I year	II year	III year	IV year	I year	II year	III year	IV year	
2.	Sanctioned Intake capacity as per University/Government									
	(B) Total No of Students for the Course									
3	Total No. of laboratories in the Department/s for the course									
	Total cost of equipments in the department/s for the course	Name of laboratories				Total cost of equipments				
4	Total Cost of softwares in the Department/s for the course									
5	a) Whether library facility is available in the various departments for the course (Departmental) excluding Central Library if yes give detail	No. of Titles :								
		No. of Books :								
		No. of Journals :								
	b) Carpet Area in Use for various departmental Libraries (in Sq. Mtr.)									
c) Facilities in various Departmental - Libraries	1.									
	2.									
	3.									
	4.									

**(6) Details of teaching Staff :**

Teaching Staff	Aided			Un- Aided				
	Post Filled in		Total Filled	Vacant post	Post Filled In		Total Filled	Vacant post
	Regular	CHB			Regular	CHB		
a) Professors								
b) Associate Professors								
c) Assistant Professors								
(Attach Subject wise details statement of approved teaching staff )								

(7) Number of Students admitted	Aided :	Un-Aided :	Total
Student - Teacher Ratio :-			

**(8) Details of non- teaching Staff :**

	Aided		Un-Aided	
	Post Filled in	Vacant post	Post Filled in	Vacant post
a) Technical				
b) Administrative				
c) Class - IV				

(9) Ratio of Non-Teaching staff to Teaching staff :- .....

*Note : please separately indicate common staff, teaching and non-teaching declared as separately employed for various courses.*

(10)	Staff in the various departmental libraries, if any (Give details of staff in various Departmental with posts and scale, nature of appointment)	
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**Give the break-up of Income coursewise and disciplinewise.**  
(Attach detailed calculations for the last financial year)

11	Expenses per student for the course		Aided						
			Un- aided						
12	Fees collected during last three years per student for the course								
Year	Aided courses		Un-Aided courses		Total		Average fees collected per student (Rs.)		
	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of Students	Fees collected (Rs.)	Aided courses	UnAided courses	Average for course
Last financial year say 2019-20									
1st Year									
2nd Year									
3rd Year									
4th Year									
5th Year									
Last financial year -1 say 2018-19									
1st Year									
2nd Year									
3rd Year									
4th Year									
5th Year									
Last financial year -2 say 2017-18									
1st Year									
2nd Year									
3rd Year									
4th Year									
5th Year									

13	Fees proposed by college/institute for each course starting in AY ____ Along with the justification for the proposed fee	
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**Verification**

I, the undersigned, Mr./Mrs. \_\_\_\_\_ (with designation) \_\_\_\_\_ (full name in BLOCK), Son / Daughter of Mr. \_\_\_\_\_ solemnly declare before the Chairman, Fee Fixation Committee that to the best of my knowledge and belief, the information given in this proforma and statements accompanying are correct and complete. I further declare that I am submitting this information in proforma in my capacity as \_\_\_\_\_ and I am also competent to submit the same and verify it.

Date :

Trustee/Director/Principal

Place :

(sign with stamp)

**Form C**

**Central Library facility**

- 1) Total No. of Students : \_\_\_\_\_  
 2) Reading Hall Capacity : \_\_\_\_\_  
 3) Total Carpet Area : \_\_\_\_\_ (Sq.Mtr)

2

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		
	a) Books		Lakhs
	b) Subscription for Journals		Lakhs
g)	Cost of furniture		Lakhs
h)	Whether xerox with sophisticated facility is available	Yes / No	
i)	Whether Internet surfing facility is available	Yes / No	
		Band Width	
j)	No. of Computers available in the Library		
k)	Whether multimedia facility available	Yes / No	
l)	Whether digitization of library is done (Electronic)	Yes / No	
m)	Any other amenities provided to students in library.		

Date :

**Trustee/Director/Principal**

Place :

**(sign with stamp)**

**FORM- D**

Information of the Central Computing & Academic Excellence Facilities in the college / Institute

1	Whether the central computing facility is available		Yes/No
2	Number of PC with latest configuration		
3	Whether legal licenses of System & Application Software available?		Yes/No
4	Number of System Softwares		
5	Number of Application Softwares		
6	Number of Printers (Type: DMP/ DeskJet /LaserJet)		
7	Number of Scanners		
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 with wifi		Yes/No
11	Whether the Laboratories are Networked through LAN		Yes/No
12	Whether the Internet connection is available		Yes/No
13	If Yes specify type		
14	Specify Bandwidth available		
15	Cost of Hard Ware in Computer Center	Rs. Lakhs	
16	Cost of Software in Computer Center	Rs. Lakhs	
17	Cost of furniture in Computer Center	Rs. Lakhs	
18	Annual fee of the Internet Services in	Rs. Lakhs	
19	Staff in Computer Center	Number	
	a. Non . Teaching Staff		
	b. Maintenance Staff		
	c. Any other		
20	Facilities for self-learning like NPTEL, MOOC, SWAYAM		
21	Facilities for e-learning, e-repository, Library networking		
22	Facilities for skill based courses		
23	Facilities for students welfare, placement cell, counseling cell, extension activities, co-curricular-extra curricular activities		
24	Any other information, if College/Institute would like to submit before committee about the modern facilities/latest infrastructure available in the College/Institute, beside above.		

Date :

Place :

Trustee/Director/Principal  
(sign with stamp)



Form E

Total approved Teaching and Non Teaching staff of college / institute

No of faculty for Aided :

o o

Faculty For Aided		
Sr.No.	Name of Faculty	Designation

No of faculty for Un-Aided

:o ...

Faculty for Un-Aided		
Sr.No.	Name of Faculty	Designation

No of Non Teaching staff for Aided : o

Non Teaching staff for Aided		
Sr.No.	Name of Staff	Designation

No of Non Teaching for Un-Aided :

o o

Non Teaching staff for Un-Aided		
Sr.No.	Name of Staff	Designation

Date :

Place :

Trustee/Director/Principal  
(sign with tamp)

