

Format regarding revision of Fee Structure from the Academic Session 2022-23 for Private Professional Educational Institutions or sponsored institutions conducting courses on self financing basis.

PART-I

Format for submission of General Information		
1. (a)	Name & location of the Institution with detailed address/telephone Nos./Fax Nos. /Website address, Email ID etc.	
(b)	Nature of Professional Courses offered & intake on branch-wise along with copy of AICTE approval for 2021-22	
(c)	Name of Trust/Society with detailed address . Email ID	
(d)	Name of the Chairman/Secretary of the Trust / Society with telephone No. Mobile No. mail ID.	
(e)	Name of the Principal with telephone No Mobile No & Email Id.	
(f)	Whether G.B. of the College/Institution has been constituted as per AICTE norm. If yes, indicate the name of G.B. members.	
(g)	Area of land occupied for the College/Institution.	
(h)	Whether the total land of the College/Institution has been converted in to Gharbari/Homestead land.	
2.	Age of the institution with reference to the year of Establishment.	
3. (a)	Built up area of College (sq.mtr) i. Instructional Area ii. Administrative Area iii. Circulation & other area	
(b)	Whether the built up area conforms to AICTE norms.	
(c)	Available infrastructure including equipments in Labs & Workshop, computers & other such details if any.	
(d)	Provision of play ground, Gym, Indoor Games etc. if any.	
4. (a)	Hostel facilities for Boys & Girls	
(b)	No of hostels available for boys and girls hostel (indicate separately)	
(c)	No. of boys & Girls accommodated	
(d)	Whether the size of rooms conform to AICTE norms.	
(e)	Whether own hostel or rented hostel.	
5.	Whether the institution has been accredited by the National Board of Accreditation of AICTE/ NAAC? If yes, indicate the details of NBA /NAAC accreditation	

	Name of the accredited Branch	Mention letter No & Date of AICTE accreditation	Period of Accreditation.	
6	Details of income of the institution for the last 3 (three) Years.	2019-20	2020-21	2021-22
(a)	Course Fee			
(b)	Optional Fee			
(i)	Hostel Cost			
(ii)	Transportation Fee (for the benefit of the institution)			
(iii)	Pre-Placement Training Fee			
(iv)	Blazer and uniform			
(v0)	Interest earned on Bank deposits			
(vi)	Any other fees collected from students (for the benefit of the institution)			
7.	Audited statement of income and expenditure with copies of supporting documents approved by Chartered Accountant empanelled by CAG, Government of India for the last completed three years (i.e., 2018-19, 2019-20, 2020-21) & provisional statement of income and expenditure for the year 2021-22. The Trust / Society running more than one institution, shall submit separate audited statement of accounts in respect of each institution instead of submitting the balance sheet of the Trust / Society.			
8.	Cost of fixed assets including tools, equipment, furniture and building etc. approved by the Chartered Accountant empanelled by CAG, Government of India)			
9.	Expenditure on administration and maintenance for the last three academic years i.e., 2018-19, 2019-20, 2020-21.			
10.	Reasonable surplus, if any required for the growth & Development of the institution.			
11.	The additional fund if any, generated from NRI for awarding freeship.			

NB: The floor cost of the building of the institution shall be as per the prevailing P.W.D. rate.

Signature of the Principal with seal.

Components of Expenditure to be Considered during the Academic Session 2022-23.**PART-II**

A. Compulsory Fee		For 2022-23
01.	Salary and allowances of faculties (Teaching Staff).	
02.	Salary and allowances of Non-teaching staff.	
03.	University Affiliation charges & AICTE inspection fee.	
04.	Advertisement and publicity (any publication for the benefit of the institution.)	
05.	Telephone and FAX	
06.	Printing and Stationery	
07.	Travelling & conveyance of staff (for the benefit of the Institution)	
08.	Audit & Accounting Fee	
09.	Internet Express	
10.	Sports and Cultural Activity	
11.	Seminar, Conference & Industrial tour	
12.	Library Books	
13.	Magazines and Journals	
14.	Electricity charges for the College	
15.	Vehicle Hire & Fuel Charges for College vehicle	
16.	Rate and Taxes	
17.	Staff recruitment expenses	
18.	Teaching Aids, Tools & Equipment	
19.	Misc. Contingency (specify the item-wise expenditure)	
20.	Repair and Maintenance	
21.	Interest on Bank loan (specify the amount of loan availed for the College)	
22.	Depreciation on fixed assets	
	TOTAL	

B. Optional:

(i)	Transportation cost (for the benefit of the institution	
(ii)	Hostel Charges	
(iii)	Uniform and Blazer	
(iv)	Placement	
(v)	Caution Money (One time refundable)	

Signature of the Principal with seal.

PART-III (A) Details of the Faculty Position of the Institution (on Branch-Wise)**Name of the Branch:**

Sl. No.	Name of the Faculty and Designation	Qualification	Monthly Salary (Indicate pay, Grade Pay & percentage of DA) Pay + G.P. + D.A.=Total

Signature of the Principal with seal.

PART-III (B) Details of the Non-Teaching Staff Position of the Institution:

Sl. No.	Name of the Staff	Designation	Monthly Salary Pay + G.P.+ D.A. = Total

Signature of the Principal with seal.

PART-IV: Statistical Abstract of Campus selection for last five years.

Year	Name of the Organization conducting campus selection	Branch in which campus is conducted	No. of students selected		
			On campus	Off campus	Total
1	2	3	4	5	6

Signature of the Principal with seal.

NB: The Chairman of the concerned institute should made an affidavit before the Executive Magistrate in a non judicial paper of Rs.10/- only to the effect that the information so furnished by him are true to the best of his knowledge & belief and submit the same in original.