

GOVERNMENT OF MAHARASHTRA

DIRECTORATE OF HIGHER EDUCATION, PUNE

**SHIKSHAN SHULKA  
SAMITI**

**HANDBOOK FOR  
FINALISATION OF FEES**

S.T.COLLEGE CAMPUS, 3 MAHAPALIKA MARG,  
DHOBI TALAO, MUMBAI-400001

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**GOVERNMENT OF MAHARASHTRA**  
**DIRECTORATE OF HIGHER EDUCATION, PUNE-1.**  
**SHIKSHAN SHULKA SAMITI**

APPROVED NORMS AND PROFORMAS FOR FINALISATION OF FEES FOR UNIVERSITY DEPARTMENTS/GOVERNMENT INSTITUTIONS/COLLEGES OF EDUCATION CONDUCTING UNAIDED AND PERMANENTLY UNAIDED, PARTIALLY UNAIDED & SELF FINANCED B.Ed, B.Ed (Integrated)\*, B.P.Ed, M.Ed, M.P.Ed & Special B.Ed COURSES

(Academic Year-2019-2020)

**1.0 INTERIM FEE AND FINAL FEE**

- 1.1 The interim fee to be collected at the time of admission in the academic year 2019-2020 (if the final fee is not approved by that time) is 5% more than the fee approved by the Samiti for the year 20..- 20.. And can be collected at the time of admission in the academic year 20..-20... 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 programme 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/Institution and is also be displayed on the college/ institutions' website prominently. Similarly the interim fee to be put up on the notice board and on the website of the SHIKSHAN SHULKA SAMITI.
- 1.3 The approval of final fee will be done after submission of accounts, duly audited for the financial year 20..- 20.. and scrutiny of the same and the related documents such as copies of the service contract entered into by the Institute, copies of TDS Challan EPF & PT challans, salary registers, bank passbook & other relevant evidences for teaching and non- teaching staff like appointment orders, approval from university, attendance register, record of salary disbursement, copy of NCTE recognition, Affiliation of the University, certificate from the University and NCTE about compliance of NCTE norms and standards.
- 1.4
  - a) The fee for the students admitted in the current year will be computed in the prescribed format by considering the permitted expenditure as per the audited accounts of the previous financial year (with increasing natural growth by 5% or 10% subsequently as per the year of audited Report) and
  - b) By the increasing the 20 % of last approved fee by Shikshan Shulka Samiti. (Attach attested copy of approved fee by Shikshan Shulka Samiti).
  - c) The final approved fee of the current year will be the fee whichever is less in above mentioned a) and b).
  - d) These approved final fee will be valid for 3 academic years
- 1.5 If the college does not approach the Samiti for approval of fee for the year 2019-2020 then it can only charge the previous year approved fee by the samiti. If college/Institution has not approached to the Samiti and , for approval of fees, then it can charge only the fees applicable to the Government and aided B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed Colleges .
- 1.6 College / Institution should provide the details of teaching & non teaching staff as per the norms of State GOVT..... / UGC / NCTE/RCI /UNIVERSITY, approvals, Reservation status their salaries, number of years they have put in their service and TDS paid etc. and whether the faculty appointed is as per norms. The institution need to submit the details along with the relevant documents such as TDS challan, P.F. and P.T. challans amount and details of payments 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 that might have incurred during the said academic year, which would not be approved. The payment of salaries should be through the Electronic Transfer like NEFT/RGTS through Bank account only.

**2.0 REVISED NORMS FOR FINAL APPROVAL OF FEES FOR STUDENTS TO BE ADMITTED IN 2019-2020 AND THEREAFTER.**

**2.1.0 SALARY EXPENDITURE WILL BE CONSIDERED AS UNDER -**

**2.1.1** Salary expenditure of teaching and non- teaching staff as per norms prescribed by Regulatory authorities such as UGC, NCTE, GOVT.... & University and actually paid and certified by the auditor.

**2.1.2 Salary of Employees (Teaching &Non- teaching) is to be paid through Bank Accounts only.**

**2.1.3** As per the court order in W.P – 1638 / 2012 Nagpur bench & Govt.... letter No – Court matter – 2012 / Chapt No 218 / Mashi -2dt. 7<sup>th</sup> Aug 2013, the payment according to VI<sup>th</sup> pay commission pay scales are obligatory. In the proposal, payment as per VI pay commission should be shown.

**2.2.0 NON SALARY EXPENDITURE WILL BE CONSIDERED AS UNDER-**

**2.2.1** Non salary revenue expenditure duly audited will be considered. This will not include rent, interest on loans, legal charges, penalty if and any expenditure not essential or related to the conduct of courses.

**2.2.2** Capping on Non Salary Expenditure ( Salary Expenditure : Non Salary, 60 % : 40% for Education courses and 50% : 50% for Physical Education courses)

**2.2.3** The expenditure of the advertisements in 2 newspapers published by college/institution for the purpose mentioned below could be accounted for finalization of fees:

1. Advertisement given for appointment of teaching & non-teaching staff as required by rule.
2. Advertisement given for admissions of students to the college/institution.

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

2.2.4 Hostel expenses are to be excluded. College/Institution has to state hostel expenses separately and not to be included in non-salary expenditure.

2.2.5 In case two or more than two programmes are being conducted in institution /college /department/ premises /building at same campus, non salary expenses be calculated by way of computing total non salary expenses divided by number of programmes. The details of the same including audited statement of income and expenditure should be enclosed.

**2.3.0 BASIC INFRASTRUCTURE EXPENDITURE FOR THE FOLLOWING WILL NOT CONSIDERED.**

**2.3.1** The basic infrastructure in the form of building and equipment is required to be provided by The Trust/society before starting of the College/ Institute. Therefore any expenditure incurred in providing the basic infrastructure, Building & equipment etc. as per the NCTE regulations dated 28 November 2014 (see rule 6 (i), (ii).), cannot be passed on to the students. Therefore no expenditure, interest on loans taken, if any, for any purpose whatsoever, is permissible as expenditure.

**2.3.2** Purchase, maintenance and repair on the basic expenditure will not considered

**2.4.0 DEPRECIATION RATES AND THEIR CALCULATION WILL BE AS UNDER:**

**2.4.1** The rates of depreciation of building and equipment fixed by the SSS regarding other assets are detailed under:- Building (Structural audit of the building is required please fix the rate)

Items	Life period	Depreciation % per year
Computers	Life 5 years	20% of Cost
Other Equipment	Life 10 years	10% of the Cost.
Furniture	Life 10 Years	10% of the cost
Books	Life 10 Years	10% of the Cost.

**2.4.2** These rates are to be applied on Straight Line basis. The assets as in the financial year 20... will be frozen as it is for the purpose of depreciation. Additional depreciation for the new assets added in the financial year 20.....20..... 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.

**2.4.3** The depreciation for the assets should be included in the non- salary expenditure (with details)

**2.5.0 COMPUTATION OF THE FEE BY USING THE PRESCRIBED FORMAT-**

**2.5.1** The calculation of final fees will be made on the basis of sanctioned /approved strength of the college by NCTE/RCI-GOVERNMENT-UNIVERSITY or actual strength of students, whichever is higher.

**2.5.2** The infrastructure and staff appointed is to be calculated on the basis of approved/ sanctioned strength. If the seats remain vacant, the spare faculty 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.

**2.5.3** Where admissions are less than 80% of Sanctioned intake then 5% of total fees would be added.  
Where admissions are less than 60% of Sanctioned intake then 10% of total fees would be added.  
Where admissions are less than 40% of Sanctioned intake then 15% of total fees would be added.

**2.5.4** All figures filled in the format of computation of fees should be supported by proper workings

**2.6.0 THE DEVELOPMENT FUND WILL BE AS UNDER-**

**2.6.1** The Fee: - Reasonable surplus, meant for development or expansion of the College/Institution is fixed on the basis of 10% of the tuition fee

**2.6.2** This development fee could be charged only if the institution has provided all the infrastructure and facilities as per norms and future development plan with proposal.

**2.6.3** A copy of the latest UGC, NCTE/RCI/ GOVT.../UNIV to collect the development fund is required to be submitted along with the separate proposal of development fee to levy this fee.

**2.6.4** In Audit reports, this head should be shown separately.

**2.6.5** The development fund should be used for which it is meant for.

**2.7.0 THE INCENTIVES FOR NAAC ACCREDITATION WILL BE AS UNDER –**

**2.7.1** The College/Institution is permitted to charge additional fee for the courses accredited by the NAAC/Competent authority 15% of development fee if Accreditation is valid for which the fees are proposed.

**2.7.2** This can be levied only if the accreditation is valid for major part of the academic year.

**2.8.0 THE INCENTIVE FOR THE Ph.D. FACULTIES WILL BE AS UNDER-**

**2.8.1** Incentive for quality enhancement  
Ph.D. Holder (if salary given by cheque as per UGC Scales)

Sr. No.	Percentage of Total Teaching Staff	Incentive of development fee
i	10%	2%
ii	20%	5%
iii	50%	10%

**2.8.2** This incentive will be available only if such teachers are working on fulltime basis & are approved.

## **2.9.0 THE INCENTIVE FOR INNOVATION, RESEARCH etc. WILL BE AS UNDER-**

### **2.9.1** Incentive for Patent and Publications

Sr. No.	Research Publication in International Journal and Patents filled by the college per faculty per year average	Incentive of development fee
i	0.2	2%
ii	0.4	5%

**2.9.2** This fund should be kept separately & used for research & innovation purpose only. It should be mentioned in the audit report with full report.

**2.9.3** To collect any excess fees other than those approved by S.S.S is suitably punished.

**All development fees work out as above will, however not exceed the statutory limit of 15%**

## **2.10.0 THE COLLEGES ARE STRICTLY PROHIBITED FROM COLLECTING ANY FEE/CHARGES OTHER THAN THOSE APPROVED BY THE SSS AND ANY FEE LEVIED BY THE UNIVERSITY CONCERNED TOWARDS TUITION AND DEVELOPMENT FEES SERIOUS ACTION WILL BE TAKEN AGAINST THOSE WHO VIOLATE THIS NORM AS UNDER**

**2.10.1** Reduction in the approved fess by 50%

**2.10.2** Recommendation to PNS for stopping admission process of Institute.

**2.10.3** Recommendation to N.C.T.E. for de-affiliation.

**2.10.4** Crediting the amount of the excess fees collected to the S.S.S.

**2.10.5** Penalty for Non accredited colleges/Institutions 5 % of final fees will be deducted from approved fee structure.

### **2.11.0 BASIC INFRASTRUCTURE.**

**2.11.1** The colleges/ institutions are required to provide the details of their infrastructure facilities/amenities on their website before effecting the admission of students as per the norms of N.C.T.E./RCI/UGC/GOVT..../university enclosed details in the proposal.

**2.11.2** The details should be shown in the proposal.

### **2.12.0 COMMON SHARING**

**2.12.1** The college running in the two shifts should show the details of common sharing and expenditure should be in proportion with the sanctioned strength.

**2.12.2** If the college is running more courses in the same shift the details of the common sharing with expenditure should be shown separately. The common sharing expenditure should be in proportion with the sanctioned strength of the courses

**2.12.3** The common share should be clearly indicated with the cost, expenditure will be proportionally divided into the shared courses.

### **2.13.0 BUDGETS**

**2.13.1** The Colleges should submit along with fee proposal, budget for the year \_\_\_\_\_ as approved by the Trustee or the Governing Council of the College. It should be signed by the Trustees.

**2.13.2** The budget should be shown separately for three years.

### **2.14.0 COMPUTATION OF FEES, INTERIM FEES**

**2.14.1** 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.

**2.14.2** The interim fees approved by S.S.S. should be displayed on the Notice board & website.

**2.15.0 FEE PROPOSAL, FINAL FEE**

**2.15.1** The fee proposal submitted to the Samiti to be made available by each college in the office for perusal of the students & parents.

**2.15.2** The Final fee approved by the S.S.S. should be displayed on the Notice board & website and college should ask the students to pay the additional fee or return the excess fee to the students if the final fee becomes less than collected fee

**2.16.0 ADDITIONAL INCOME**

**2.16.1** The Colleges should also state separately if any income is earned by using the college property / infrastructure and Govt. aid received if any during the year other than fees and how the income is earned

**2.16.2** In audit report these income should be shown.

**2.17.0 SEPARATE PROPOSALS-**

**2.17.1** The proposal for the B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed, M.P.Ed and B.Ed. Special courses should be submitted separately.

**2.17.2** The separate proposals for unaided, permanently unaided, partially unaided & self financed courses should be submitted

**2.18.0 All NOCs, permissions, approvals etc. from Govt, UGC, NCTE, RCI and UNIV should be included in the proposal.**

**2.19.0 VALIDITY OF THE FEES**

**2.19.1** The fees approved by the SSS will be valid for the three academic years with effect from of sanction of the academic year.

**2.19.2** The same fees should be charged for three years. After three years, new proposal should be submitted.

**2.20.0** The colleges which will not submit the proposal within a prescribed time limit, they are liable to pay Rs.1000.00 per month of penalty fees decided by the SSS.

□ \*B.Ed (Integrated) – Four Year B.A.- B.Ed/ B.Sc-B.Ed, Three Year B.Ed-M.Ed

# **PROPOSAL FOR FIXATION OF FEES FOR THE ACADEMIC YEAR 2019-2021**

Name of the College with address: **Rajmata Jijamata Adhyapak Mahavidyalaya, Kendre Building,  
Shiv Nagar, Sitmil Road, Latur**

Address: **Kendre Building, Shiv Nagar, Sitmil Road, Latur**

District : **Latur** Pin: **413512.**

Website: **msml.org** email : **rajmata.bed.med@gmail.com**

Programme: **B.Ed.** **Permanently Unaided**

Concerned Person: **1) a) Name: Mr. Kendre D. N.** b) Designation: **Secretary**

c) Tele: (Off) : **02382- 247145** (Mob) **9765222279**

**2) a) Name : Dr. Ansari M. F.** b) Designation: **Principal**

c) Tele: (Off) **02382- 247145** (Mob) **7767020000**



APPROVED AFFIDAVIT FOR UNAIDED, SELF FINANCED OR PERMANENTLY UNAIDED B.Ed, B.Ed  
(Integrated), B.P.Ed, M.Ed, M.P.Ed & B.Ed.Special Courses  
(ACADEMIC YEAR - 2019 – 2021 )

1. I **Kendre Devidas Namdevrao** Age **63** Years residing at Kendre Building, Shiv Nagar, Latur do here by solemnly affirm and state as under ----

1. That I am the head / Director of the institute **Maharashtra Shikshan Mandal Latur, Rajmata Jijamata Adhyapak Mahavidyalaya, (B.Ed.) Latur** 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 **2019-2020** for **B.Ed.** Course/ courses, I am submitting the fee approval proposal along with the following documents.

- Form No A and B.
- Audited Balance Sheet, Income and Expenditure Accounts for the years **2018-2019**
- Receipt & Payments for the financial Year **2018-2019**
- Sanctioned and actual intake **100** for the year **2018-2019** .
- 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 2018-2019, their qualifications and salaries paid as per the norms of UGC /NFT/GOVERNMENT /UNIVERSITIES /PCI and P.F. paid etc.
- Computation of proposed fees for **2019-2021** in the prescribed format.
- Copies of TDS Challan & PF Challans



## CHECK – LIST

### FEEES APPROVEL PROPOSAL FORUNAIDED ,SELF FINANCED OR PARTIALLY UNAIDED,PERMANENTLY UNAIDED COLLEGES OF EDUCATION

#### B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed COURSES (ACADEMIC YEARS )

Name of the College/ Institute: **Rajmata Jijamata Adhyapak Mahavidyalaya, Latur**

College Code: **BED0350** Location: **Sutmil Road, Shiv Nagar, Latur** Dist. **Latur**

Last fee finalized by Samiti for: a) Academic Year **2019-2021** b) Amount Rs.: **24888.00**

The Institutes/ Colleges have to submit the proposal along with following relevant documents/ information IN PERSON in chronological order. **The proposal sent by Post/RPAD/Courier will not be accepted on any account.**

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 Duplicate duly filled in.		
4.	Audited financial statement of Institutes/ College I. Receipt & Payment Account II. Income & Expenditure Account and III. Balance Sheet along with all the schedules with Audit Report along with notes to accounts and accounts policy for the Financial Year and duly signed by Chartered Accountant and Counter signed by trustee. All the statement mentioned at (I) to (III) in Original. (Note: Photocopies or certified photocopies will not be accepted.) Also confirm that the assets scheduled in the information is given as per the requirement of Form B		
5	Sanctioned and Actual admission of the programme for the academic year_____ and (Repeaters should not be considered) <i>Attach copy of approved of admission approved of admissions.</i>		
6	Copy of last two years fee structure finalized by Shikshan Shulka Samiti. – i.e. for academic year_____ & academic year_____		
7	The actual salary of teaching and non- teaching staff along with Photo copy of Pay Roll for the months of April-..... , Sept- ....., Dec- ..... & March-..... 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. The pass book Xerox of college. The TDS Challans Form 16, EPF, PT etc. should be attached quarterly return files.		
8	Estimate of fees for academic year along with proper justification based on the earlier fee structure. (Computation of Fees sheet )		
9	Information to be submitted in the form of an Registered/Notarised Affidavit on Stamp Paper of Rs 100/- duly signed by the Management following points incorporated in it.-		

	<p>I. Salary paid as per norms of UGC/NCTE/RCI/GOVT/....UNIVERSITIES etc.</p> <p>II. Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner.</p> <p>III. Affirmation about the correctness of facts and figures submitted by Head of the institute.</p> <p>Display copy of fee proposal on its website and Notice Board for a period of one year.(Encl- supporting documents)</p>		
10	State the details of other Colleges/ courses run and located in the same premises/campus signed by Management.		
11	Certificate of approval of admitted students from PraveshNiyran Samiti for the last Academic Year . if Possible current year.(Attach Copy )		
12	Certificate that no refund of fees claims etc. and any other matter communicated by PraveshNiyran Samiti and Shikshan Shulka Samiti are pending at Institution / College level (signed by Management)		
13	Certificate that no other fees/ charges have been collected from students/ parents other than those authorized by Shikshan Shulka Samiti by the Management		
14	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities –NCTE / Government and University, signed by the Management		
15	Proof to collect development fund (norms 2.7.0)		
16	Accreditation Certificate if any (Norm 2.8.0)		
17	Proof of faculty with Ph.D. (norm 2.9.0)		
18	Proof of innovation/ Patent if any (Norms 2.10.0)		
19	Copies of Service Contracts, if any entered into (such as for security etc.)		
20	The copy of TDS & PF Challan, Bank Pass book, PT		
21	Income earned by the college during A.Y..... other than fees details		
22	Any other relevant information/ documents College/ Intuition would like to submit before the Samiti.		
23	The budget & future plan for next three years		
24	Details of common sharing		
25	Soft copy inclusive of above 1 to 24 items (in Microsoft words or Microsoft Excel).		
26	A4 size , spirally bound Hard copy (Three copies to be submitted)		
27	Copy of Additional information sheet (s)		
28	<b>Registration Fees &amp; Processing Fee</b>		
29	NOC from GOM		
30	NCTE- approval recognition (Revised) Letter		
31	University affiliation letter.		
32	Academic Calendar		
33	Mapping of academic calendar		

34	Time Table of Co-Curricular activities & teaching subjects.						
35	Last fee approved by SSS letter						
36	Expenditure incurred on remuneration of Expert/ School Teacher invited to the institution for extension and guest lecture						
37	Staff Profile approved and submitted to NCTE in prescribed proforma duly signed by Principal and Registrar/BCUD Director of University						
38	Proof of Land owned/ Land hired on lease basis						
39	Built up area- drafted map of infrastructure made available for running course (s), along with dimensions (floorwise if applicable)						
40	List of practice teaching schools made available by the institutions for UG/PG practicals in following format						
41	Sr No.	Name of School with address	Total strength	Distance from Institute	Whether undertaking is obtained		
42	Details of Library and Reading Room assets and reprographic facilities in Library						
43	Details of curriculum Laboratory						
44	Details of ICT Laboratory						
45	Details of Science Laboratory						
46	Details of Psychology Laboratory						
47	Details of Computer Laboratory						
48	Details of Language Laboratory						
49	Details of learning resources for Art & work experience						
50	Details of Games & Sports equipments available for indoor and outdoor games						
51	Details of Musical instruments available						
52	UGC – 2f and 12 b letter						
53	Website details in term of point 'a' to 'j' as mentioned in NCTE approval						
54	Proof of endowment and reserve fund in the joint name of Regional Director and Management Member						
55	Academic Calendar						
56	List of last five year students approved by PNS/ARA						
57	Future development plan & Budget with proposal						

Institute/College is hereby directed to bring this copy to Samiti Office for any Enquiry/ future correspondence for finalization of fees for the programme started during academic year 2019 - 2021

PRN: **BED-SRTMU-LAT2007-LATUR-386**

College Code: **BED350**

Course(s): **B.Ed.**

Name of the College: **Rajmata Jijamata Adhyapak Mahavidyalaya, Latur**

**FOR OFFICE USE ONLY:**

Received the fee approval proposal for academic year 2019 - 2021

**Details of registration Fees: Amount:  
D.D. Payable at Mumbai**

**Bank Name:  
Dated**

**Branch**

Proposal for A.Y. \_\_\_\_\_  
Returned as Deficient Proposal.  
Deficiencies Mentioned as per the checklist.

Sr. No. \_\_\_\_\_

Date :        /        / 20

Verified by \_\_\_\_\_  
(Name & Signature of the staff)

Signature of Joint Director  
Shikshan Shulka Samiti, Mumbai

Remarks from – Chartered Accountant /Cost Accountant/Economist

Remarks from- Educationists

USE SEPARATE FORMS FOR EACH PROGRAMME

Unaided, permanently unaided, partially unaided, self financed B.Ed, B.Ed (Integrated), B.P.Ed, M.Ed & M.P.Ed courses Permanent Registration No.

(UNV Name/ Dist Name/Year / No

Ex-Mum/Than/2014/-----or

Any other digital method for giving PRN)

### FORMAT FOR COMPUTATION OF FEES

1	Name of the College/Institute with address & website, e-mail, phone	PRN	Location	University	
	<b>Rajmata Jijamata Adhyapak Mahavidyalaya, Latur. Kendre Building, Shiv Nagar, Sutmil Road, Latur. Website: msml.org Email : <a href="mailto:rajmata.bed.med@gmail.com">rajmata.bed.med@gmail.com</a> Phone : 02382-247145</b>	<b>BED-SRTMU-LAT2007-LATUR-386</b>	<b>Shiv Nagar, Latur-413512 (Urban)</b>	<b>Swami Ramanand Teerth Marathwada University, Nanded</b>	
2	a) Approved Course fee Total Fee- Rs. <b>16684.00</b> Tuition Fee Rs. <b>15593.0</b> Development Fee Rs. <b>1091.00</b> for Academic Year <b>2016-2017</b> (PageNo..... ) b) Fee Collected besides approved Fee (Attach documents)	a) <b><u>Proposed Fee for course, students admitted in A.Y. 2019-21 Rs. 24888/-</u></b> (see sr.no.28) b) Fee to be collected besides Approved fee (attach documents) A.Y. 2019-21 Rs. <b>24888/-</b>			
2.1	In case the Institute has not submitted its fee approval proposal for the year _____, then fees collected per student . (samiti's previous years approved fees or Govt.... fees. (Attach documents)	<b>Not Applicable</b>			
3	Whether undertaking on stamp paper submitted for the refund? signed by management.	Yes			
4	Final fee As per column.28 (See norm 1.4)	Expenditur eincurred in the preceding year (in Rs.....)	Expenditure permitted (in Rs. )		
5.00	Total expenditure		Per student expenditure (using control ling strength)	For official use only	
5.1	Salary expenditure for Teaching / Non Teaching staff. As per UGC/NCTE/GOVT..../UNIV norms	Teaching-	Rs. 3348240.00	33482.00	
		Non-Teaching	Rs. 587520.00	5876.00	
		<b>Total</b>	<b>Rs. 3935760.00</b>	<b>39358.00</b>	
5.2	Salary/ Honorarium paid to visiting Faculties	Rs. 0	0		

<b>5.3</b>	<b>Total Salary Expenditure (5.1+5.2)</b>	<b>Rs. 3935760</b>	<b>39358</b>	
6.0	Non salary expenditure (Rent, Interest on loan, Penalties if any legal Charges and unrelated expenditure to be excluded) For (see Norm 2.2.1)	322237	3222	
6.1	Total Non salary permissible (Salary: Non Salary, 60.40 for Education Courses and 50:50 for Physical Education Courses)			
7	Total salary & Non salary expenditure (5.3+6.1)	4257997	42579.97	
8	Income from other sources in the from of government aid/ rent and other (see norm-2.16.2)	0	0	
9	Expenditure of Hostels (See norm-2.2.4)	0	0	
<b>10</b>	<b>Total (8+9) (8 plus 9)</b>	<b>0</b>	<b>0</b>	
<b>11</b>	<b>Net expenditure (7-10) (7 minus 10)</b>	<b>4,257,997.00</b>	<b>42,579.97</b>	
12	5% or 10 % of 11 for increase in cost (See norm 1.4)	425799.7	4258	
13	Depreciation on assets at approved rates as on (See norm 2.4.0)	93,689.00	936.89	
<b>14</b>	<b>Total (11+12+13)</b>	<b>4,777,485.70</b>	<b>47,774.86</b>	
15	Sanctioned strength of students (As per NCTE order to be admitted in 1 st year) in the programme run in Academic year	1 <sup>st</sup> Year 2 <sup>nd</sup> Year	100 100	
16	Actual strength in the Programme (fill as per duration of the Programme ) run in Academic year of Audit considered	1 <sup>st</sup> Year 2 <sup>nd</sup> Year 3 <sup>rd</sup> Year 4 <sup>th</sup> Year	100 100 - -	
17	Controlling strength (no. of students admitted in 1 <sup>st</sup> Year of Audit considered) (Higher of 15 & 16)		100	
<b>18</b>	<b>Tuition Fee (14 Divided by 17)</b>		<b>47775</b>	
19	For vacant seats - Increase 5 % , 10 % , 15 % of 18 fee, in case actul of strenght ( Total of 16) is less than 80% , 60%, 40% of total intake for programme of audit report considered (See norms 2.5.3)		0	
<b>20</b>	<b>Total Tuition Fee (18+19)</b>		<b>47775</b>	
21	Increase in 20% of the last fee approved Tuition Fee by ShikshanShulkaSamiti (Attach Document)		20021	
22	Final Tuition Fees to be collected from the students for the programme. Our of 20 and 21 whichever is less.		20021	
23	Development fee (10% of 22)		2002	
24	Credit Of accreditation for relevant Programme 15% of 23 (See Norm 2.7.1)		0	



25	Credit for faculty with Ph.D. (See norm 2.8.0)			0				
26	Credit for international prize for innovation / patent (See norm 2.9.0)			0				
27	Total of 23 to 26			2002				
28	15% of 22			3003				
29	Total Development Fee- Out of 27 and 28 whichever is less			2002				
30	<b>Final fees for Programme</b>							
	Programme	Tuition Fee	Development Fee	Total Fee	Fee for 1 <sup>st</sup> year	Fee for 2 <sup>nd</sup> year	Fee for 3 <sup>rd</sup> year	Fee for 4 <sup>th</sup> year
	B.Ed.	47775	2002	49777	24888	24888	-	-
	M.Ed.						-	-
	B.P.Ed						-	-
	M.P.Ed						-	-
	B.Ed (Special)						-	-
	B.Ed.-M.Ed							-
	B.A/B.Sc.B.Ed							

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

Name of the Courses	Aided/ Unaided	No of Students	No. of Divisions	Tuition time Per day	Shift
NA	NA	NA	NA	NA	NA

Date: 30/09/2019

College PRN : **BED-SRTMU-LAT2007-LATUR-386**

Trustee Place: Latur

Sign

Name: **Kendre D.N.**  
 Designation: **Secretary**  
 Stamp & Seals

**FOR OFFICE USE ONLY**

Disallowance:-

1)

- 2)
- 3)
- 4)

Scrutinised by : Name \_\_\_\_\_

Designation : \_\_\_\_\_

Date: / /20

Checked & verified by  
(Chartered Accountant)

Name -----

Regd No -----

Signature -----

Date -----

Seal & stamp

Checked & verified by

(Cost Accountant)

Name -----

Regd No -----

Signature -----

Date -----

Seal & stamp

## **DEPRECIATION CHART**

Name of the college: **Rajmata Jijamata Adhyapak Mahavidyalaya, Latur**

College code No: **BED-SRTMU-LAT2007-LATUR-386**

1. Statement of Building Area

1.1 Total area required as per Norms

3000.00 sqm.

1.2 Total area actual provided

3151.92 sqm.

1. Calculation of Depreciation on other assets for AY 2019 - 2021

Sr. No.	Item	Depreciated on permitted as in 31 <sup>st</sup> March 2019 Rs.	Cost additions during 2018-19 Rs.	Additional Depreciation at approved rates as on 31 <sup>st</sup> March 2019 Rs.	Total Depreciation as on 31 <sup>st</sup> March 2019 Rs.
1	2	3	4	5	6 (3+5)
1	Computers 20% (Life 5 years)	39307.00	0.00	0.00	39307.00
2	Equipment 10% ( Life 10 years)	27259.00	0.00	0.00	27259.00
3	Furniture 10% ( Life 10 years)	21347.00	19500.00	1950.00	23297.00
4	Books 10%(Life 10 years)	3826.00	0.00	0.00	3826.00
	<b>Total :</b>	<b>91739.00</b>	<b>19500.00</b>	<b>1950.00</b>	<b>93689.00</b>

**Important Note :** Depreciation in column 3 is to be claimed only for items, which have not served their full life Depreciation on Computers provided before 31 March 2019 not to be taken into account. Depreciation on Equipment, Furniture & books provided before 31<sup>st</sup> March 2003 not to be included. Details of Items for Depreciation.

Sr No.	Name of Item	Detail Description	Date of Purchase	No. of Units Purchased	Price at the time of Purchase/Unit	Total Price	Description Cost (as per rules)
--	--	--	--	--	--	--	--

Date :21/06/2019

Signature and Seal  
Of the certifying  
Chartered Accountant  
And Auditors  
With Name & Regd No ----

Signature  
Trustee with seal & stamp

# Form A

Proforma for common Information of Trust/Management/Society managing various Colleges/ Institutes  
(Information of the Trust)

1	Name of the Trust / Society	<b>Maharashtra Shikshan Mandal, Latur</b>				
2	Address (with pin code)	<b>Kendre Building, Shiv Nagar, Sutmil Road, Latur – 413 512</b>				
	Telephone No. (with STD code)	<b>02382 - 247145</b>				
	Fax NO. (with STD code)	--				
	E-mail ID	<b>rajmata.bed.med@gmail.com</b>				
	Website	<b>www.msml.org</b>				
3	Registration No. of the Trust/Management / Society	<b>F 1704</b>				
4	Year of Establishment of the Trust /Management / Society	<b>1988</b>				
5	Name of the Trustees	<b>Enclose list</b>				
6	Names of all the educational institutions established/funded/operated by the Trust/ Society	<b>Rajmata Jijamta Adhyapak Mahavidyalaya, Latur</b>				
7	Name of the other Courses run in the B.Ed/B.P.Ed college or B.Ed/B.P.Ed college run in other college	Details of Courses other than B.Ed/B.P.Ed				
		Sr.No	Name of the Courses	Status	Duration	
		1	B.Ed.	Full Time	Two Year	
8	Annual financial report of Trust / Society for last 2 years	Attach certified audited copy				
9	Details of the land , building allotted to the B.Ed/B.Ed.(Integrated)/ B.P.Ed /M.Ed /M.P.Ed college Or programme wise	course	As per norms NCTE Sq.mtr	Actually given sq. mtr	Cost of acquisition (Rs.in Lakhs)	Nature of concession /subsidy Attach documents
	Programme wise	B.Ed.	3000.00	3151.92	15000000	

College / Institute					
	Land				
1)	Freehold				
a.	Govt....				
b.	others	3000.00	3151.92	15000000	
c.	Total				
2)	Lease Hold				
a.	Govt.....				
b.	Others				
c.	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			
Status of the Building :					
If Rented		College/ Institute Yes			
Built up Area (In Sq. Mtr.)		2551.92 Sq. mtr.			
Annual rent (Amt, in Rs.)		1,62,000.00			
If owned		College / Institute No			
Built up Area ( In Sq. Mtr.)		--			
Cost (Amt, in Rs.		--			
Built up Area required, Available as per NCTE norms					
If Rented		College / Institute Yes			
Built up Area (In sq. Mtr.)		2551.92 Sq. mtr.			
If Owned		College / Institute No			
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. Attach documents		No If yes- Amt. Received for the Financial Year		

Enclose all supporting documents.

Date: 30/09/2019

seal Signature of Trustee

Place: Latur

Designation stamp

# Form B

(For NCTE approved courses)

Proforma for Information For B.Ed/B.Ed-M.Ed (Integrated)/B.P.Ed/M.Ed/M.P.Ed/B.A-B.Ed/B.Sc.B.Ed colleges  
(unaided, partially unaided, permanently un- aided, self financed) For the year 2019-2021

Name of the Trust / Society	<b>Maharashtra Shikshan Mandal, Latur</b>			
Name of the Course	<b>B.Ed.</b>		UG	
(a) Whether accreditation given by NAAC	No	If yes Grade	Year	Validity till..... .....
(b) Whether applicable to B.Ed.	No	If yes Grade		
Graduation as on 19.8.2003 vide G.R. No. TEC – 2003/212/03) TE-1, dated 19.8.2003.)				
	Name of the College/ Institute	<b>Rajmata Jijamta Adhyapak Mahavidyalaya, Latur</b>		
1	Address (with Pin code)	<b>Kendre Building, Shiv Nagar, Sutmil Road, Latur - 413512</b>		
	Telephone No. (with STD code) Mobile No:	<b>02382- 247145</b> <b>9765222279</b>		
	Fax No (with STD code)	---		
	E-mail ID	<a href="mailto:rajmata.bed.med@gmail.com"><u>rajmata.bed.med@gmail.com</u></a>		
	Website	<b>www.msml.org</b>		
2	Name of the Director / Principal of the College / Institute	<b>Dr. Ansari M. F.</b>		
3	Sanctioned Intake capacity as per NCTE/ University	<b>100</b>		
4	Total No. of Students admitted for the Programme	<b>100</b>		
5	Year of recognition by NCTE	<b>Attach NCTE letter</b>		
6	Name of the University to which this programme is affiliated whether college is permanently/temporarily affiliated-Attach Copy	<b>Swami Ramanand Teerth Marathwada University Nanded</b>		
7	Whether permitted by State Govt....	Yes		
		(If yes, attach a copy of letter granting permission to start the college)		
8	Whether Hostel Facility is available	No		
	If yes, mention capacity	Boys		
		Girls		
		Total Capacity		

9	Total No. of Laboratories in the college of Edn	Name Laboratory	UG Cost in lakhs	PG Cost in lakhs
	Attach list	1. Science Laboratory	87573.35	
		2. Computer	157229.78	
		3.		
		4.		
Total cost of Equipment's in the various available laboratories	Total	244803.13		
10.	Total Cost of Equipments in college including Rs. In Lakhs & date of Working Condition of each list	a)UG	B.Ed.	
		b)PG		
	a) Whether library facility is available details	No. of Titles	9368	
		No. of Books available	9368	
		No. of Journals subscribed in current year	5	
	b) Carpet Area in Use for Library (in Sq. Mtr.)	18x22	18x22	704
	c) Facilities in Department - Library	1.	Reading Room	
		2.	Internet Facilities	
		3.		
4.				

11.	No. of Staff						
	Attach subject wise statement of teaching & non-teaching staff in the following format						
Teaching Staff for B.Ed.	No. of Units sanctioned by N.C.T.E	As per N.C.T.E. norms regulation dt.28.11.2014	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	Contract		
a) Assistant Professors	4	8	8			8	
b) Associate Professors	4	4	4			4	
c) Professors	4	4	4			4	
Teaching Staff for M.Ed.		As per N.C.T.E. norms	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	contract		
a) Assistant Professors							
b) Associate Professors							
c) professors							
List of approved Staff by the University For B.Ed. & M.Ed. courses separately			Attach subjectwise detailed statement of approved reaching staff with letter of Approval from the Authority				
			Sanctioned Intake			Students on roll	
Student – Teacher Ratio			100			100	
a) With approved staff			16			16	



b) With ( approved adhoc + contract) staff						
Non Teaching Staff (In the Department Attach list) B.Ed. college	As per NCTE regulations Nov 2014	Posts filed in			Total Filled in Posts	Vacant Posts
		Regul ar	Adho c	Contract		
Librarian	1	1			1	
Lab Assistant BCA	1	1			1	

Office cum Account Assistant	1	1			1	
Office assistant cum Computer operator	1	1			1	
Store keeper	1	1			1	
Technical Assistant	1	1			1	
Lab AllendantfficiIper/Suptxm Staff	2	2			2	

Non teaching staff (in the department Attach list) M. Ed. college	As per NCTE Regulations 2014	Posts filled in			Total Filled in Posts	Vacant Posts
Head clerk	NA	NA	NA	NA	NA	
Senior clerk	NA	NA	NA	NA	NA	
Junior derk	NA	NA	NA	NA	NA	
Class IV	NA	NA	NA	NA	NA	
Class IV-Library assistant	NA	NA	NA	NA	NA	

<b>Ratio of Non-Teaching Teaching staff</b>		
---	--	--

12	Staff in Library Department if any	Give details of staff it Library with posts and scale. nature of Appointment etc.
13	Salary given to the staff	Yes If yes : a) Attach Salary Certificate of March b)Attach Certified copy of Form-I 6-A of each Employee

14	Whether Building is owned Rental by College / Institute				
	a)If owned Built -up area in sq. miss.		College Institute /	Others	Total
		Capital investment (Amount Rs. In Lakhs)	NA	NA	NA

	(Attach relevant documents )	Recurring annual expenditure (Amount Rs. In Lakhs)			
	6)11 Rental Built-up area in sq.mtr (Attach relevant documents )	Annual Expenditure (Amount Rs. In Lakhs )	College/ Institute	Others	T otal
			Rent 1,62,000		1,62,000

15	State the Mention relation of landlord with the College / Institute, if any	President
----	---	-----------

16	Financial Information
----	-----------------------

Annual Income (Rs. In lakhs) (attach certified Audited Statement income from all sources of last two years i.e.2017-2018 and 2018-2019

a) College		Approved Courses		Non approved other courses run by college
		Under Graduate	Post Graduate	
	Tuition Fees	3038265.00		
	Admission Fees	-		
	Gymkhana Fees	-		
	Laboratory Fees	-		
	Library Fees	-		
	Fine & Penalty			
	University fees(Specify)			
	Any other fee College Development fund			
	Total (a)	3038265.00		
b) General	Donations Interest (Saving Bank and Fixed Deposits) Dividend Other Miscellaneous in-come (Specify) Total (b)	Approved		Non approved other courses
		Under Graduate	Post Graduates	
		NA		
Grand Total (a + b)		3038265.00		

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

## Annual Expenses (Rs. In lakhs)

Attach audited statement showing expenditure from all sources of last two years i.e. 2017-2018 and 2018-2019

Sr.No	College / Institute				
	Expenses directly attributable to programme (Rs. lakhs)	Share of common expenses (Rs. In lakhs)	Total expenses (Rs. In lakhs)		
i)	Rent Paid	324000.00	-	324000.00	
ii)	Advertisement Expenses ( enclose details)	24900.00	-	24900.00	
iii)	Salary cost	Salaries, wages	7871520.00	-	7871520.00
		Contribution to provident fund (EPF)& other funds	-	-	-
		Staff Welfare & Training Expenses	-	-	-
		Others	-	-	-
iv)	Consumable (Specify with list)	Work shops			
		Components			
		Project Ex			
		Chemicals			
		Others			
v)	Operating & Other Expenses	Electricity	23815.00	-	23815.00
		Telephone, postage, Xerox Expenses	27830.00	-	27830.00
		Water Charges	12000.00	-	12000.00
		Travelling & conveyance	-	-	-
		Repairs & maintenance	-	-	-
		Other specify	-	-	-
vi)	Administrative Expenses	-	-	-	
Vii)	Scholarship	-	-	-	
Viii)	Cost of Software	157229.78	-	157229.78	

Ix)	Printing Expenses	18400.00	-	18400.00	
X)	Stationery	32722.00	-	32722.00	
Xi)	Insurance	-	-	-	
Xii)	Interest on Loan	-	-	-	
Xiii)	Depr eciation	Furniture	23297.00	-	23297.00
		Computers & Others	70392.00	-	70392.00
Xiv)	Educational Tours/Visits expenses for students	-	-	-	
Xv)	Training & Placement expenses for students	-	-	-	
Xvi)	Sports Expenses	-	-	-	
Xvii)	Annual Social Gathering Expenses	-	-	-	
Xviii)	Interest expenses	-	-	-	
Xix)	Taxes (Specify)	-	-	-	
Xx)	Publication of Magazine	-	-	-	
Xxi)	Any other expenses	238424.00	-	238424.00	
<b>Grand Total</b>		<b>8824529.78</b>		<b>8824529.78</b>	

\*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)

19)	List of the Equipment, Furniture, Vehicles etc. (only items costing more than Rs.50000/- to be included)	Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance			
20)	Fixed Asset Details	With all major heads of fixed assets			
	Cost Data	College / Institute / Hostel			
	Particular	Gross block Amount in Rs.	WDV as on Amount in Rs.	Depreciation for the year on 31/3/ 20__ Amount in Rs	Rate of depreciation %
A	Land (area.....)	NA	NA	NA	NA

B	Building(s) ( Built-up area in ..... sq.mtr.)	NA	NA	NA	NA
C	Laboratory	NA	NA	NA	NA
D	Laboratory Equipment's	NA	NA	NA	NA
E	Books	NA	NA	NA	NA
F	Furniture & Dead stock	NA	NA	NA	NA
G	Computers	NA	NA	NA	NA
H	Others	NA	NA	NA	NA

	Projected Addition	College / Institute / Hostel		
	Particulars	- (Rs. In lakhs )	(Rs. In lakhs )	(Rs. In lakhs )
A	Land (area)	-	-	-
B	Buildings (Built – up area in ..... sq. mtr .)	-	-	-
C	Laboratory / Work shop	-	-	-
D	Laboratory equipment's	-	-	-
E	Books	-	-	-
F	Furniture & Dead stock	-	-	-
G	Computers, E.T	-	-	-
H	Others	-	-	-
	Total	-	-	-
21)	The common infrastructure used by the trust for various colleges run by them	Attach detailed list of infrastructure. Also indicate the bases adopted for the appointment of the common infrastructure.		
22)	a)Expenses per student for UG course	Attach detailed calculation for the year		

	b)Expenses per student for PG course	Attach detailed calculations for the year
23)	Fees collected during last two years per student for UG programme - B.Ed	
24)	Fees collected (2017-2018, 2018-2019) per student for UG / PG programme	

No of	Average fees collected per student (Amount in Rs.)	Total fees collected (Amount Rs. In Lakhs)
a)Indian	16684.00	1727084.00
b)NRI	-	-

a)Administrative Staff in the Institute College

Name of the Principal : Dr. Ansari M. F.		Univ approval details (Attach Copy) Acad/Prin/Approval/02/2011-2012/165 Date : 30 June 2011			Regular	
Pay Scale 42120.00						
Sr . No	Name of the Staff	Designation	Details of University approval	Whether required as per UG/?NCTE/UGC State / GOVT.... norms	Scale	Nature of Appointment
1	Dr. Ansari M. F.	Principal	Acad/Prin/Approval/02/2011-2012/165 Date : 30 June 2011	Yes	42120.00	Regular
2	Shri Kardure A.U.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	37400.00	Regular
3	Shri Dhaswadikar A.S.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
4	Sow. Sonsale S.D.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
5	Shri Mandle A.S.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular

6	Shri Kamble J.P.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
7	Shri Ghodke R.S.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
8	Shri Kulkarni K.P.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
9	Shri Ansari A.A.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
10	Shri Padwal H.B.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
11	Shri Bansode P.P.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
12	Shri Khure G.T.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
13	Sow. Jadhav S.V.	Lecturer	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	15600.00	Regular
14	Shri Shaikh H.R.	Physical Teacher	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	9300.00	Regular
15	Shri Lohkare S.S.	Fine Art Teacher	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	9300.00	Regular
16	Sow. Kamble V.A.	Music Teacher	Acad/LCL/Approval/02/2017-2018-2721 Date 30 April 2018	Yes	9300.00	Regular

Sr. No	Designation	Whether required as per UGC / NCTE norms (Details of University approval) attach copy.	Qualification	Scale	Nature of appointment
1	Librarian	Yes	M.Lib.	15600.00	Regular

C) Student – Teacher Ratio (Total no. of students & total no. of staff in the college)

	Ratio
1. Regular approved staff	16
2. Regular + Contract + Adhoc	16

D) Ratio of Non – Teaching – Teaching Staff

--

	Ratio	As per Council Norms
Inclusive of administrative, ministerial, Technical & other unskilled & semi Skilled staff	8	8



## Form B

(For RCI approved courses)

Proforma for Information For **B.Ed Special** colleges (unaided, partially unaided, permanently un-aided, self financed)

For the year.....

Name of the Trust / Society	NOT Applicable		
Name of the Course		UG/PG	
(a) Whether accreditation given by NAAC	Yes / No	If yes Grade	Validity till..... ..... Year
(b) Whether applicable to B.Ed.	Yes / No	If yes Grade	
Graduation as on 19.8.2003 vide G.R. No. TEC – 2003/212/03) TE-1, dated 19.8.2003.)			
	Name of the College/ Institute		
1	Address (with Pin code)		
	Telephone No. (with STD code)		
	Mobile No:		
	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 RCI/ University		
4	Total No. of Students admitted for the Programme		
5	Year of recognition by RCI	Attach RCI letter	
6	Name of the University to which this programme is affiliated whether college is permanently/temporarily affiliated Attach Copy		

7	Whether permitted by State Govt....	Yes / No		
		(If yes, attach a copy of letter granting permission to start the college)		
8	Whether Hostel Facility is available	Yes/ No		
	If yes, mention capacity	Boys		
		Girls		
		Total Capacity		
9	Total No. of Laboratories in the college of Edn	Name of Laboratory	UG Cost in lakhs	PG Cost in lakhs
	Attach list	1.		
		2.		
		3.		
		4.		
Total cost of Equipment's in the various available laboratories	Total			
10	Total Cost of equipments in the college including software (Rs. In Lakhs ) in Working Condition&date of purchase attach list	a)UG		
		b)PG		
	d) Whether library facility is available details	No. of Titles		
		No. of Books available		

			No. of Journals subscribed in current year				
	e) Carpet Area in Use for Library ( in Sq. Mtr.)						
	f) Facilities in Department - Library		1.				
			2.				
			3.				
			4.				
11	No. of Staff  Attach subject wise statement of teaching & non-teaching staff in the following format						
Teaching Staff for B.Ed.	No. of Units sanctioned by R.C.I.	As per N.C.T.E. norms regulation dt.28.11.2014	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	Contract		
d) Assistant Professors							
e) Associate Professors							
f) Professors							
Teaching Staff for M.Ed.		As per N.C.T.E. norms	Posts filed in			Total Filled in Posts	Vacant Posts
			Regular	Adhoc	contract		
d) Assistant Professors							

e) Associate Professors							
f) Professors							
List of approved Staff by the University For B.Ed. & M.Ed. courses separately			Attach subjectwise detailed statement of approved reaching staff with letter of Approval from the Authority				
			Sanctioned Intake			Students on roll	
Student – Teacher Ratio							
c) With approved staff							
d) With ( approved adhoc + contract) staff							
Non Teaching Staff (In the Department Attach list) B.Ed. college	As per RCI regulations	Posts filed in			Total Filled in Posts	Vacant Posts	
		Regular	Adhoc	Contract			
Librarian							
Lab Assistant BCA							
Office cum Account Assistant							
Office assistant cum Computer operator							
Store keeper							
Technical Assistant							
Lab Attendant/Helper/Support Staff							
Non teaching staff (in the department Attach list) M. Ed. college	As per RCI Regulations	Posts filled in			Total Filled in Posts	Vacant Posts	
Head clerk							
Senior clerk							
Junior clerk							

Class IV						
----------	--	--	--	--	--	--

Class IV-Library assistant						
Ratio of Non-Teaching Teaching staff						
12	Staff in Library Department if any	Give details of staff in Library with posts and scale, nature of appointment etc.				
13	Salary given to the staff	Yes/ No If yes : a) Attach Salary Certificate of March b)Attach Certified copy of Form-16-A of each Employee				
14	Whether Building is owned / Rental by College / Institute					
	a)If owned Built –up area in ..... sq. mtrs. (Attach relevant documents )		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 (Attach relevant documents )		College/ Institute	Others	Total	
		Annual Expenditure (Amount Rs. In Lakhs )				
15	State the Mention relation of landlord with the College / Institute, if any					
16	Financial Information					
Annual Income (Rs. In lakhs) (attach certified Audited Statement income from all sources of last two years i.e.- 20...-20... and 20...-20...						
c)	College / Institute	Approved Courses			Non approved other courses run by college	
		Under Graduate	Post Graduate			
	Tuition Fees					

	Admission Fees			
	Gymkhana Fees			
	Laboratory Fees			
	Library Fees			
	Fine & Penalty			
	University fees(Specify)			
	Any other fee College Development fund			
	Total (a)			
d) General		Approved		Non approved other courses
		Under Graduate	Post Graduates	
	Donations			
	Interest (Saving Bank and Fixed Deposits)			
	Dividend			
	Other Miscellaneous in-come (Specify)			
	Total (b)			
Grand Total (a + b)				

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

Annual Expenses (Rs. In lakhs)

Attach audited statement showing expenditure from all sources of last two years i.e. 20...-20... and 20...20...

Sr.No		College / Institute		
		Expenses directly attributable to programme(Rs. In lakhs)	Share of common expenses (Rs. In lakhs)	Total expenses (Rs. In In

									lakhs)
i)	Rent Paid								
ii)	Advertisement Expenses ( enclose details)								
iii)	Salary cost	Salaries, wages							
		Contribution to provident fund (EPF)& other funds							
		Staff Welfare & Training Expenses							
		Others							
iv)	Consumable (Specify with list)	Work shops							
		Components							
		Project Ex							
		Chemicals							
		Others							
v)	Operating & Other Expenses	Electricity							
		Telephone, postage, Xerox Expenses							
		Water Charges							
		Travelling & conveyance							
		Repairs & maintenance							
		Other specify							



vi)	Administrative Expenses				
Vii)	Scholarship				
Viii)	Cost of Software				
Ix)	Printing Expenses				
X)	Stationery				
Xi)	Insurance				
Xii)	Interest on Loan				
Xiii)	Depreciation	Furniture			
		Computers & Others			
Xiv)	Educational Tours/Visits expenses for students				
Xv)	Training & Placement expenses for students				
Xvi)	Sports Expenses				
Xvii)	Annual Social Gathering Expenses				
Xviii)	Interest expenses				
Xix)	Taxes (Specify)				
Xx)	Publication of Magazine				
Xxi)	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)

19)	List of the Equipment, Furniture, Vehicles etc. (only items costing more than Rs.50000/- to be included)	Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance
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20)	Fixed Asset Details	With all major heads of fixed assets
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Cost Data		College / Institute / Hostel			
	Particular	Gross block _____ Amount in Rs.	WDV as on Amount in Rs.	Depreciation for the year on 31/3/ 20__ Amount in Rs	Rate of depreciation %
A	Land (area.....)				
B	Building(s) (Built- up area in ..... sq.mtr.)				
C	Laboratory				
D	Laboratory Equipment's				
E	Books				
F	Furniture & Dead stock				
G	Computers				
H	Others				

	Projected Addition	College / Institute / Hostel		
	Particulars	----- ---- (Rs. In lakhs )	----- - (Rs. In lakhs )	----- (Rs. In lakhs )
A	Land (area)			
B	Buildings (Built – up area in ..... sq. mtr .)			
C	Laboratory / Work shop			
D	Laboratory equipment's			
E	Books			
F	Furniture & Dead stock			
G	Computers, E.T			
H	Others			
	Total			
21)	The common infrastructure used by the trust for various colleges run by them	Attach detailed list of infrastructure. Also indicate the bases adopted for the appointment of the common infrastructure.		
22)	a)Expenses per student for UG course	Attach detailed calculation for the year		
	b)Expenses per student for PG course	Attach detailed calculations for the year		
23)	Fees collected during last two years per student for UG programme - B.Ed			
24)	Fees collected (20__-20__) per student for UG / PG programme			

No of	Average fees collected per student (Amount in Rs.)	Total fees collected (Amount Rs. In Lakhs)
a)Indian		
b)NRI		

a)Administrative Staff in the Institute College

Name of the Principal		Univ approval details (Attach copy)			Regular / Incharge	
Pay Scale						
Sr.No	Name of the Staff	Designation	Details of University approval	Whether required as per UG/?RCI/UGC State / GOVT.... norms	Scale	Nature of Appointment

Sr.No	Designation	Whether required as per UGC / RCI norms (Details of University approval) attach copy.	Qualification	Scale	Nature of appointment
1	Librarian				

C)Student – Teacher Ratio (Total no. of students & total no. of staff in the college)

	Ratio
3. Regular approved staff	

4. 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, **KENDRE DEVIDAS** son of **NAMDEVRAO** 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 **SECRETARY** and I am also competent to submit the same and verify it.

Date : 30/09/2019

Place: LATUR

Trustee

Sign

Name: Kendre Devidas Namdevrao

Stamp

Seal

Principal

Sign

Name: Dr. Ansari M.F.

Designation: Principal

Stamp

Seal

## Form-C

Library Facilities (as per NCTE Regulation 2014)

I) Total No.of students in the college : 200

II) Reading hall capacity : 100

III)Total carpet Area sq. mtr. : 704

a)	No. of Titles	9368	
b)	No.of Books	9368	
c)	No.of National Journals	21	
d)	No.of International Journals	5	
e)	Non-Technical Journals	0	
f)	Total Cost of		
	a)Books	116444.00	Lakhs
	b)Subscription for Journal	-	Lakhs
g)	Cost of furniture	47600.00	Lakhs
h)	Whether Xerox facility is available	No	
i)	Whether Internet facility is available	Yes	
j)	No. of Computers available in the Library	Band Width	
		P III	5
		P IV	5
		P V	0
k)	Whether multimedia facility available	No	
l)	Whether digitization of library is done	Yes	
m)	Any other amenities provided to students in library		

Date: 30/09/2019

Trustee

Principal

Place: Latur

SignSign

Name: Kendre D.N.

Name: Dr. Ansari M.F.

Designation : Secretary

Stamp

Seal

Seal



**FORM-D**

**Information of Central Computing Facilities in the Institute**

1	Whether the central computing facility is available		Yes
2	Number of PC available		10
3	Whether legal licenses of System & Application Software available ?		Yes
4	Number of System Software's available		10
5	Number of Application Software's Available		0
6	Number of Printers available		2
7	Number of Scanners available		1
8	Total cost of the above		173486.00
9	Whether the Generator / UPS back-up available (back-up period and capacity in KVA)		Yes Capacity in KV
10	Whether the Campus is Net worked		Yes
11	Whether the Laboratories are Net worked through LAN		Yes
12	Whether the Internet Connection is available		Yes
13	If Yes specify type Dial-up/ISDN/DSL/Leased Line/any other		DSL
14	Specify Bandwidth available		Yes
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	Yes
	1.System Manager	Yes/No	No
	2.System Analyst	Yes/No	No
	3.Computer Programmer	Yes/No	No
	4.Computer Operator	Yes/No	Yes
	5.Wi- Fi Availability	Yes/No	Yes
	6.Non-Teaching Staff	Yes/No	Yes
	7.Maintenance Staff	Number	Pay Scale 5200.00

Date: 30/09/2019

Place: Latur

Trustee

(Sign with stamp)

**FORM - E**

<b>(A) Details of Teaching and Non-Teaching staff for the Accounting Year 2018 - 2019</b>			
<b>Sr.No.</b>	<b>Particular</b>	<b>Actual requirement of Staff as per respective Council norms</b>	<b>Actual Appointed</b>
1	Teaching	16	16
2	Non-Teaching	8	8

Date : 30/09/2019

Place : Latur

**Signature and Seal of person authorized in terms of section 2 (1) of the Act with Code No.**

## Review Committee

Members - 1) Expert from S.S.S

2) One C.A/One ICWAI

4) One Expert - Educationist.

The committee should review critically the whole proposal & give comments, drawbacks, incorrectness etc.

1) Note to Chartered Accountant or

2) ICWAI qualified cost accountant

### 1) NOTE TO C.A / ICWAI

Chartered Accountant's Report, comments & Recommendation

Name of the C.A:

Registration No.-

Note 1) C.A requested to go through fee calculation forms-----& the norms and make suitable changes for auditing

2) Required list of various Audited statements -----give list 3) Admissible expenditure heads give list

4) Non admissible expenditure give list

5) Any other information.

Cost Accountant's Report, comments & Recommendation OR

Name of the ICWAI – Cost Accountant -----

Registration no -----

Cost accountant should go to norms & fee calculation forms and make suitable changes for costing

Cost Accountant should prepare the format of cost Accounting per student or give formula

2) **NOTE TO EDUCATIONIST**- Expert from Education/ Physical Education College

To check the proposal fulfilling NCTE/UGC/Govt..../Univ. Norms and find out incorrectness/ drawback etc.

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