

जीवाजी विश्वविद्यालय, ग्वालियर

समस्त पत्र व्यवहार कुलसचिव जीवाजी विश्वविद्यालय के नाम से ही किया जावे व कि किसी अन्य पदाधिकारी के नाम से। सम्बन्धित विषय पर यदि पूर्व में पत्र व्यवहार हुआ हो तो पत्र क्रमांक एवं दिनांक अवश्य लिखा जावे जिससे युक्ति हो।



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कुलसचिव,

जीवाजी विश्वविद्यालय

ग्वालियर

क्रमांक : एफ/सम्बद्धता/2018/ 5836

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आवश्यक समय सीमा

प्रति,

प्राचार्य/प्राचार्या

समस्त सम्बन्धित अशासकीय महाविद्यालय

जीवाजी विश्वविद्यालय ग्वालियर (म.प्र)

विषय:- अशासकीय महाविद्यालयों में संचालित सामान्य पाठ्यक्रमों के शुल्क निर्धारण बाबत ।

महोदय/महोदया,

उपरोक्त विषय पर आपको सूचित किया जाता है, कि जीवाजी विश्वविद्यालय ग्वालियर के क्षेत्रांगत संचालित अशासकीय महाविद्यालय जिनमें सामान्य पाठ्यक्रम संचालित है की सत्र 2019-20 से मध्यप्रदेश शासन के निर्णयानुसार एवं जारी शुल्क निर्धारण प्रोफार्मा को 20 अक्टूबर 2018 तक अनिवार्य रूप से भरकर जीवाजी विश्वविद्यालय की सम्बद्धता शाखा में जमा करावें।

उपरोक्त संलग्न शुल्क निर्धारण प्रोफार्मा समस्त महाविद्यालयों द्वारा भरकर कार्यालय में जमा न कराने की स्थिति में आगामी सत्र की सम्बद्धता पर विचार किया जाना संभव नहीं होगा एवं शासन द्वारा जो भी कार्यवाही निर्धारित की जावेगी के लिये वे स्वयं उत्तरदायी होंगे।

संलग्न उपरोक्तानुसार-

डायरेक्टर

महाविद्यालयीन विकास परिषद्

जीवाजी विश्वविद्यालय, ग्वालियर

फीस रेगुलेशन (सामान्य पाठ्यक्रम)

नियम निम्नानुसार -

1. संक्षिप्त नाम तथा प्रारंभ- (1) इस रेगुलेशन का संक्षिप्त नाम सहायता न पाने वाली निजी महाविद्यालयों में सामान्य पाठ्यक्रमों के लिए है।
2. परिभाषाएँ:- इस रेगुलेशन में जब तक संदर्भ से अन्यथा अपेक्षित न हो-
 - (क) "फीस विनियामक समिति" से अभिप्रेत है सामान्य शिक्षण संस्था में प्रवेश के इच्छुक अभ्यर्थियों से प्रभावित की जाने वाली फीस के निर्धारण के लिए नियुक्त समिति।
 - (ख) "सक्षम प्राधिकारी" से अभिप्रेत है, इस निमित्त जीवाजी विश्वविद्यालय द्वारा प्राधिकृत कोई प्राधिकारी।
 - (ग) "शिक्षण संस्था" से अभिप्रेत है शिक्षा प्रदान कर रहा कोई महाविद्यालय या कोई संस्थान, चाहे यह किसी भी नाम से ज्ञात हो, तो जीवाजी विश्वविद्यालय से संबद्ध हो और जो शिक्षण की विनियमित करने वाले किसी सक्षम कानूनी निकाय द्वारा अनुमोदित या मान्यता प्राप्त हो।
 - (घ) उन शब्दों तथा अभिव्यक्तियों का जो इन रेगुलेशन में प्रयुक्त की गई है, किन्तु परिभाषित नहीं की गई, वही अर्थ होगा जो रेगुलेशन में उनके लिए दिया गया है।
3. लागू होना:- ये रेगुलेशन उन महाविद्यालय जो जीवाजी विश्वविद्यालय से संबद्धता प्राप्त हैं पर लागू होंगे।
4. फीस के निर्धारण के लिए मानदण्ड- समिति निम्नलिखित कारणों पर विचार करने के पश्चात विहित रीति में फीस निर्धारित करेगी:-
 - (क) सहायता न पाने वाली निजी महाविद्यालयों की अवस्थिति।
 - (ख) पाठ्यक्रम की प्रकृति।
 - (ग) भूमि और भवन की लागत।
 - (घ) उपलब्ध अवसंचरना, अध्यापन, अध्यापनेतर कर्मचारिवृन्द और उपकरण।
 - (ङ) प्रशासन तथा संधारण पर व्यय।

(च) संस्था की वृद्धि और विकास के लिए अपेक्षित युक्तियुक्त अधिशेष।

(छ) कोई अन्य सुसंगत कारण।

परन्तु समिति, इन क्षेत्रों में महाविद्यालय के संवर्धन के लिए पिछड़े/अविकसित क्षेत्र विकास के लिए अधिमान प्रस्थापित पाठ्यक्रम या गुणवत्ता प्रमाणन (क्वालिटी प्रमाणन) NAAC जैसे आई.एस.ओ. 9002 आदि या अधिमान की प्रोत्साहन देने के लिए भी विनिश्चय कर सकेगी।

5. फीस निर्धारण की प्रक्रिया:- (1) प्रत्येक कलैण्डर वर्ष के प्रारंभ में अर्थात् प्रत्येक वर्ष के जनवारी मास में आवश्यकतानुसार समिति आने वाले शैक्षणिक सत्र के लिए शिक्षण संस्था में प्रवेश के लिए फीस के निर्धारण के संबंध में आवेदन-पत्र आमंत्रित करते हुए विज्ञापन जारी करेगी।

(2) समिति, विभिन्न कारकों को अधिभार देने के लिए अपनी स्वयं की फीस निर्धारण प्रक्रिया तय कर सकेगी।

(3) समिति द्वारा प्रत्येक संस्था को, उसकी फीस संरचना को अंतिम रूप देने हेतु सुना जाएगा।

(4) समिति सहायता न पाने वाली निजी शिक्षण संस्था से यह अपेक्षा करेगी कि वह विज्ञापन में विहित तारीख तक निवेदन करे, कोई नई संस्था, जिसने उपरोक्त विहित तारीख के पश्चात समुचित प्राधिकारी से अनुज्ञा प्राप्त की है, अंतरिम फीस निर्धारित करने हेतु तथा इसके पश्चात समिति द्वारा निर्धारित कलैण्डर वर्ष और प्रक्रिया के अनुसार अंतिम फीस संरचना हेतु समिति के पास जाना चाहिए।

(5) आवेदन-पत्र समिति द्वारा विहित प्रारूप में किया जाएगा तथा उसमें निम्नलिखित दस्तावेज संलग्न होंगे:-

(एक) राज्यशासन द्वारा जारी किया गया अनुज्ञा पत्र।

(दो) रोसाइटी तथा उसकी उपविधियों से संबंधित दस्तावेज एवं जानकारी।

(तीन) शिक्षण संस्था प्रारंभ करने के लिए प्रोजेक्ट रिपोर्ट (परियोजना प्रतिवेदन) की एक प्रति।

(चार) संस्था, उसके हक, स्वामित्व, क्लास रूम की संख्या दर्शाते हुए भवन, प्रशासकीय खण्ड, पुस्तकालय, वाचनालय, अंतर्वासी खेल (यदि कोई हो), के लिए उपलब्ध कक्ष, खेल मैदान, प्रयोगशालाएं तथा साइट प्लान के साथ अन्य सामान्य उपयोगिता के लिए चिन्हित क्षेत्र द्वारा उपलब्ध भौतिक अवसंरचना सुविधाएं।

(पांच) पुस्तकालय सुविधा-विषयवार, रांकायवार तथा सामान्य अध्ययन के लिए पुस्तकों की संख्या।

(छः) वाचनालय सुविधाएं- दैनिक, साप्ताहिक, मासिक पत्रिकाओं, वार्षिक व्यावसायिक पत्रिकाओं की संख्या तथा संस्था में अभिदय साहित्य।

(सात) प्रयोगशाला की सुविधाएं- प्रयोगशाला में उपलब्ध उपकरणों तथा उपकरणों के विषय में जानकारी।

(आठ) अध्ययन संकाय- आचार्यों, रीडर्स (उपाचार्य) कनिष्ठ, वरिष्ठ तथा प्रवर श्रेणी वेतनमान प्राध्यापकगण (पृथकतः उपदर्शित होंगे) की संख्या, उनके नाम शैक्षणिक अर्हताएं तथा उनके जीवनवृत्त, वेतनमान, वेतन तथा भत्ते और कुल परिलब्धियां।

(नौ) संस्था द्वारा प्रदान की जाने वाली प्रस्तावित शिक्षा के समान मदों के उत्पादन में लगे राज्य प्रतिष्ठान, लोक/निगमित निकाय के साथ अनुबंध, यदि कोई हों।

(दस) वित्तीय स्थिति:-

(1) किसी वर्ष के लिए संस्था के वार्षिक प्रस्तावित बजट।

(2) अवसंरचना के वार्षिक संधारण के लिए अपेक्षित रकम।

(3) प्रयोगशालाओं की वृद्धि विस्तार तथा उन्नयन के लिए अपेक्षित रकम।

(4) निक्षेप संस्थाओं के नाम के साथ संस्था के नाम से तथा बैंको के नाम से सावधि तथा चालू दोनों जमा खातों में किया गया निक्षेप।

(5) वित्तीय स्रोत, और

(6) बैंकों अन्य वित्तीय संस्थाओं से लिए गये उधार, यदि कोई हों अवधि तथा उस पर लगने वाले देय ब्याज को दर्शाते हुए।

(ग्यारह) प्रारंभ की तारीख से चार्टर्ड एकाउंटेंट द्वारा सम्यकरूप से अभिप्रमाणित संस्था का तुलन-पत्र तथा आय-व्यय लेखा।

(बारह) निवेदन में प्रस्तुत की गई सूचना के समर्थन में चिन्हित प्रारूप में शपथ-पत्र।

(6) जानकारी प्राप्त होने के पश्चात, समिति या तो स्वयं संस्था का निरीक्षण करेगी या घटना स्थल पर निर्धारण या निवेदन में वर्णित तथ्यों का सत्यापन करने के लिए निरीक्षण दल का गठन कर सकेगी।

(7) समिति द्वारा गठित निरीक्षण दल में निम्नलिखित सम्मिलित होंगे:-

- (क) एक विख्यात शिक्षाविद जो संबंधित पाठ्यक्रम जिसको फीस निर्धारित की जाना है, के कम से कम प्राचार्य अथवा आचार्य स्तर के हों समिति द्वारा अनुमोदित पैनल से कुलपतिजी द्वारा नामनिर्दिष्ट किया जाएगा।
- (ख) विख्यात चार्टर्ड एकाउन्टे जिसे शिक्षण संस्थाओं के लेखाओं की संपरीक्षा करने का अनुभव हो-सदस्य
- (ग) समिति का एक सदस्य जो कुलपति द्वारा निरीक्षण दल के सदस्य सचिव के रूप में नाम निर्दिष्ट किया जाएगा।
- (8) निरीक्षण दल कोई अभिलेख, जब वह आवश्यक समझे, मांग सकेगा तथा अभिलेख मांगने के लिए अध्यक्ष लिखित में की जाएगी और वह माना जाएगा मानों वह समिति द्वारा मांगा गया है।
- (9) निरीक्षण दल संस्था के कार्यकलाप संबंधित किन्ही व्यक्तियों से मौखिक साक्ष्य की वांछ कर सकेगा और ऐसे मौखिक साक्ष्य के लिखित अभिलेख, निरीक्षण दल द्वारा रिपोर्ट के भाग होंगे।
- (10) अध्यापकों, छात्रों आदि का कोई संघ भी अपना निरीक्षण दल को याचिका के माध्यम से प्रति निवेदन कर सकता है, निरीक्षण दल इनकी सुनवाई करेगा और अपने विचारों सहित समिति को याचिका अग्रेषित करेगा।
- (11) निरीक्षण पूर्व होने के पश्चात निरीक्षण दल अपनी रिपोर्ट समिति के अध्यक्ष/डी.सी.डी.सी. को प्रस्तुत करेगा।
- (12) यदि समिति यह महसूस करे कि निवेदन का और अन्वेषण किया जाना आवश्यक है तो वह यह रिपोर्ट तथा दस्तावेजों की इस प्रयोजन के लिए समिति द्वारा मेहनताना देकर लिए गए चार्टर्ड एकाउन्टे द्वारा सत्यापन कराया जाए।
- (13) समिति, निवेदन के साथ प्रस्तुत किए गए दस्तावेज, निरीक्षण टीम द्वारा प्रस्तुत की गई निरीक्षण रिपोर्ट, चार्टर्ड एकाउन्टे की सत्यापन रिपोर्ट पर विचार करेगी।
- (14) समिति, तब विनिश्चय करेगी कि उस संस्था द्वारा प्रस्तावित फीस न्यायोचित है तथा लाभ प्राप्त करने अथवा केपिटेशन फीस के रूप में प्रधारित नहीं है, समिति प्रस्तावित फीस संरचना को अनुमोदित करने अथवा कोई फीस विनिश्चित करने के लिए स्वतंत्र होगी जो संस्था द्वारा प्रभारित की जा सकेगी।

- (15) समिति, उन संस्थाओं की जिन्होंने अपने प्रस्ताव प्रस्तुत नहीं किए हैं, फीस तय करने के लिए स्वतंत्र होगी।
- (16) संस्थाओं द्वारा प्रस्तुत किए गए विभिन्न आंकड़े/जानकारीयों तथा दस्तावेजों की जांच के लिए कुलपतिजी द्वारा चार्टर्ड एकाउन्टेड फर्म नियुक्त की जा सकेगी तथा यथा उल्लेखित कार्य संपादित करने हेतु कहा जा सकेगा।
- (17) संस्था द्वारा विहित प्रोफार्मा में प्रस्तुत प्रस्तावित फीस के साथ चाही गई जानकारी की गणितीय शुद्धता, पूर्णता तथा अपेक्षित दस्तावेजों के प्रस्तुत किए जाने की जांच की जाएगी
- (18) प्रस्तुत की गई जानकारीयों की, उसके साथ प्रस्तुत की गई संपरीक्षा रिपोर्ट और साथ ही न्यास एवं सोसाइटी के अंतिम लेखा के संदर्भ में भी जांच की जाएगी,
- (19) संपरीक्षा रिपोर्ट दी गई आर्हता तथा प्रतिकूल टीका-टिप्पणी या लेखाओं की टीम पर भी विचार किया जाएगा तथा उसके अनुसार संस्था द्वारा प्रस्तुत किए गए प्रस्तावों में आवश्यक समायोजन किया जाएगा,
- (20) एक से अधिक संस्था संचालित करने वाले सोसाइटी/न्यास द्वारा उपगत सामान्य खर्च के अनुपात में विशेष अवधारण दिए जाएंगे।
- (21) संस्था द्वारा प्रस्तुत की गई जानकारी/आंकड़े/दस्तावेजों की जांच समिति द्वारा इसके अधीन स्थापित नियमों के संदर्भ में की जाएगी और जब कभी आवश्यक हो फीस का निर्धारण किया जाने के लिए संस्था द्वारा आंकड़ों में समायोजन किया जाएगा।
- (22) उक्त संवीक्षा में जांच के आधार पर प्राप्त अनियमितता का उनकी गंभीरता के लिए सत्यापन किया जाएगा और जहां आवश्यक हो, सोसाइटी/ट्रस्ट/संस्था को उक्त अनियमितता के संबंध में अपना प्रतिवेदन प्रस्तुत करने के लिए कहा जा सकेगा, उस दशा में जहां समिति यह पाती है कि उपरोक्त अनियमितता की मात्रा अत्यधिक है, जो फीस निर्धारण की प्रक्रिया को प्रभावित कर सकती है, तो वह आवेदन को नामंजूर कर सकेगी और ऐसी सोसाइटी/ट्रस्ट/संस्था के विरुद्ध दण्डात्मक कार्यवाही भी प्रस्तावित कर सकेगी।

- (23) समिति, संस्था को सुनवाई का अवसर प्रदान करेगी और जहां आवश्यक समझे संस्था द्वारा प्रस्तुत सूचना तथा आंकड़ों की शुद्धता सुनिश्चित करने के लिए संस्थाओं का निरीक्षण कर सकेगी।
- (24) समिति संस्था द्वारा फीस का निर्धारण करेगी जिसमें एक वर्ष में संस्था की देय समस्त फीस सम्मिलित होगी।
- (25) जहां संस्था द्वारा प्राप्त जानकारी अपूर्ण या अपर्याप्त हो, वहां समिति संस्था को उसमें सुधार करने के लिए कह सकेगी, जिसके अभाव में समिति को समुचित अनुमान/उपबंध करने के पश्चात् उनकी फीस निर्धारित करने का अधिकार होगा।
- (26) समिति फीस की अंतिम रूप देने की उचित प्रणाली प्रस्तुत करेगी और उससे संबंधित समस्त अभिलेख 5 वर्ष की कालावधि के लिए संधारित करेगी।

6. फीस संरचना के घटक- (1) समिति द्वारा निर्धारित की जाने वाली फीस के निम्नलिखित घटक होंगे:-

- (क) शिक्षण फीस(ट्यूशन फीस)।
- (ख) ग्रोथ तथा विकास।
- (ग) रजिस्ट्रीकरण फीस।
- (घ) बुक-बैंक से अंशदान।
- (ङ) बस फीस/प्रभार्य।
- (च) प्रशिक्षण एवं उधमिता विकास कैरियर गाइडेंस तथा प्लेसमेंट सेल।
- (छ) चिकित्सा बीमा फीस।
- (ज) खेलकूद फीस।
- (झ) सांस्कृतिक गतिविधियों की फीस।
- (ञ) परिचय-पत्र एवं पुस्तकालय कार्ड फीस।
- (ट) छात्रावास कक्ष भाडा (केवल हॉस्टलर्स के लिए)।
- (ठ) मैस चार्ज (केवल हॉस्टलर्स के लिए)।
- (ड) संपूर्ण पाठ्यक्रम के लिए कॉशनमनी।
- (ढ) विश्वविद्यालय फीस संबंधित विश्वविद्यालय द्वारा समय-समय पर विनिश्चित किए गए अनुसार लागू होगी।
- (ण) कोई अन्य फीस जो समिति द्वारा उपयुक्त समझी जाए।

- (2) प्रत्येक शैक्षणिक संस्था फीस या निक्षेप या किसी भी प्रयोजन के लिए संगृहीत की गई अन्य राशि के लिए प्राधिकारिक रसीद जारी करेगी।
- (3) कोई भी महाविद्यालय किसी अभ्यर्थी से एक वर्ष से अधिक की फीस वसूल नहीं करेगी, तथापि, छात्रों को वार्षिक फीस अधिकतम दो किस्तों में जमा करने की स्वतंत्रता होगी, किसी शैक्षणिक वर्ष में एक वर्ष से अधिक की फीस ली जाना कैपिटेशन फीस वसूल करने के रूप में माना जाएगा तथा ऐसी संस्थाएं वैधानिक कार्यवाही के लिए उत्तरदायी होगी।
7. समिति द्वारा निर्धारित फीस की वैधता:- (1) प्रत्येक संस्था के लिए प्रतिछात्र प्रतिवर्ष देय फीस समिति द्वारा विहित की जाएगी तथा 5 वर्ष की कालावधि के लिए बाध्यकारी होगी, कोई भी पुनरीक्षण 3 वर्ष के पश्चात ही अनुज्ञेय होगा, इस प्रकार अवधारित की गई फीस किसी संस्था में उस शैक्षणिक वर्ष में प्रवेश करने वाले छात्र को लागू होगी तथा उक्त संस्था में उसके द्वारा पाठ्यक्रम पूर्ण किये जाने तक पुनरीक्षित नहीं की जाएगी।
- (2) जब कभी भी किन्हीं कारणों से अपील प्राधिकारी अस्तित्व में न हो, तो कुलपति, समिति द्वारा प्रस्तावित फीस के संबंध में शिकायतों को सुन सकेगी तथा फीस संरचना यदि आवश्यक हो, में किसी भी पुनरीक्षण के लिए समुचित आदेश पारित करने के लिए समस्त सुसंगत अभिलेखों को मंगा सकेगी।
8. कैपिटेशन फीस का प्रभारित किया जाना:- तत्समय प्रवृत्त किसी विद्यार्थी में अन्तर्विष्ट किसी बात के होते हुए भी, किसी शैक्षणिक संस्था द्वारा या उसकी ओर से या किसी व्यक्ति द्वारा जो ऐसी संस्था के प्रबंधन के लिए उत्तरदायी हो, उससे या उसके संबंध में, किसी विद्यार्थी के प्रवेश के प्रतिफल स्वरूप तथा किसी अध्ययन पाठ्यक्रम के अग्रसर या उसके उच्चतर स्वरंगान के प्रोन्नति या ऐसी संस्था में श्रेणी हेतु या ऐसी संस्था में उच्चतर मानक या वर्ग की उन्नति हेतु कोई कैपिटेशन फीस नहीं मांगी जाएगी या संगृहीत नहीं की जाएगी।
9. शिकायतों का प्रतिलोषण तथा दण्ड/अनुशासनिक कार्यवाही:- (1) समिति, इसमें अंतर्विष्ट उपबंधों के उल्लंघन में प्रवेश कैपिटेशन फीस अवधारित की गई फीस से अधिक फीस के संग्रहण के संबंध में शिकायतों को पुनः सुन सकेगी और यदि समिति जांच के पश्चात यह पाती है कि सहायता न पाने वाले महाविद्यालय या संस्था की ओर से प्रवेश के उपबंधों का अतिक्रमण किया गया है तो वह संबंधित व्यक्ति को संग्रहीत किए गए अधिक

रकम की वापसी के लिए समुचित अनुशंसा करेगी और कार्यपरिषद को पांच लाख रुपये तक का जुर्माना अधिरोपित करने के लिए भी अनुशंसा करेगी तथा कार्यपरिषद ऐसी अनुशंसा की प्राप्ति पर प्रत्येक ऐसे अतिक्रमण की दशा में जुर्माने को निर्धारित करेगी और संग्रहीत करेगी या ऐसे अन्य कार्यवाही के लिए विनिश्चय करेगी, जैसा कि वह उचित समझे और इस प्रकार नियत की गई रकम उस पर ब्याज के साथ भू-राजस्व के बकाया के तौर पर वसूल की जायेगी और समिति किसी विशिष्ट महाविद्यालय या संस्था में किन्हीं या समस्त स्थानों के संबंध में दिये गए प्रवेश को गुणागुण के विपरीत तथा अविधिमान्य घोषित कर सकेगी तथा विश्वविद्यालय ऐसी संसूचना की प्राप्ति पर ऐसे अभ्यर्थियों को परीक्षा में उपस्थिति होने से विवर्जित करेगा एवं पूर्ण में दी गई परीक्षा के परिणाम को निरस्त कर देगा।

(2) समिति का यदि यह समाधान हो जाता है कि सहायता न पाने वाले किसी निजी महाविद्यालय या संस्था ने इस रेगुलेशन के किसी उपबंध का अतिक्रमण किया है, तो ऐसी दशा में जीवाजी विश्वविद्यालय कार्यपरिषद से पूर्व अनुमोदन प्राप्त करने के पश्चात ऐसे महाविद्यालय या संस्था की मान्यता समाप्त की जा सकेगी तथा अन्य कोई शास्त्रि अधिरोपित कर सकेगी, जैसे कि यह उचित समझे।

10. निर्वाचन:- यदि इन रेगुलेशन्स के संबंध में कोई प्रश्न उद्भूत होता है तो वह कार्यपरिषद को निर्दिष्ट किया जाएगा जिसका उस पर विनिश्चय अंतिम होगा।
11. अधिकारिता:- किसी विवाद की दशा में अधिकारिता केवल मध्यप्रदेश में गठित तथा स्थित न्यायालयों तक ही सीमित रहेगी।

Summary Sheet
Summary information on.....(Course) Of.....
(Institute)

| | | | | |
|----|---|---------|---------|---------|
| 1 | Name of the Trust / Society | | | |
| 2 | Name of the College / Institute | | | |
| | Address (with Pin code) | | | |
| | Telephone No. (with STD code) | | | |
| | Fax No. (with STD code) | | | |
| | E-Mail ID | | | |
| | Website | | | |
| 3 | Name of the Course | | | |
| | Specify whether UG/ PG or Diploma Course | | | |
| | Duration of the course | | | |
| 4 | Sanctioned Intake capacity for first year of the course for the years mentioned herein-against (As approved by regulatory authority) Other then students admitted under Government Fees Waiver Scheme | 2018-19 | 2017-18 | 2016-17 |
| | | | | |
| 5 | Actual number of students admitted in first year of the course during the years mentioned herein against (Other then students admitted under Government Fees Waiver Scheme) | 2018-19 | 2017-18 | 2016-17 |
| | | | | |
| 6 | Sanctioned Intake capacity of students to be admitted under Government Fees Waiver Scheme for first year of the course for the years mentioned herein-against (As approved by regulatory authority) | 2018-19 | 2017-18 | 2016-17 |
| | | | | |
| 7 | Present Fess Structure of the Institute for the course for Academic Years mentioned herein against | 2018-19 | 2017-18 | 2016-17 |
| | | | | |
| 8 | Fees proposed by the Institution for the course's for Academic Years mentioned herein against | 2019-20 | 2020-21 | 2021-22 |
| | | | | |
| 9 | Total Income of the Institute from the course for the period 01.04.2017 to 31.03.2018 | | | |
| 10 | Total Expenditure of the Institute from the course for the period 01.04.2017 to 31.12.2018 | | | |

| | |
|--------------------------|--|
| For AFRC Office use only | |
| AFRC File No. | |

FORM - A (In two copies)
Proforma for Information of the Society

| | | |
|---|--|---|
| 1 | Name of the Trust/Society | |
| | Address (with pin code) | |
| | Telephone No. (with STD code) | |
| 2 | Fax No. (with STD code) | |
| | E-mail ID | - |
| | Website | |
| 3 | Registration No. of the Trust/Society | Registration No. (Enclose copy of certificate of incorporation of the Trust/Society) |
| 4 | Year of Establishment of the Trust | |
| 5 | Name of the Trutees | Enclose list with address along with mobile numbers |
| 6 | Name of the Chairman along with his mobile number | |
| 7 | Name of the Secretary along with his mobile number | |
| 8 | Name of all the educational Institutions established/ funded/ operated by the Trust/ Society and courses conducted by such Institutions for which fess is to be determined by Jiwaji University. | S.No. Name of Institute Courses |
| | | 1 |
| | | 2 |
| | | S.No. Name of Institute Courses |
| | | 1 |
| | | 2 |
| | | S.No. Name of Institute Courses |
| | | 1 |
| | | 2 |

| | | | | |
|----|--|--|--|---------|
| 9 | Name of all the educational Institutions established/ funded/ operated by the Trust/ Society and courses conducted by such Institutions for which fess is not determined by Jiwaji University. | S.No. | Name of Institute | Courses |
| | | | | 1 |
| | | | | 2 |
| | | S.No. | Name of Institute | Courses |
| | | | | 1 |
| | | | | 2 |
| | | S.No. | Name of Institute | Courses |
| | | | | 1 |
| | | | | 2 |
| 10 | PAN of Trust/Soeicity | PAN No. | (Enclose copy of PAN No. of Trust/Society) | |
| 11 | TAN of Trust/Soeicity | TAN No. | (Enclose copy of TAN No. of Trust/Society) | |
| 12 | Annual financial report of Trust/Society for F.Y. 2016-17 and 2017-18 along with the copy of complete Income Tax Return of F.Y. 2016-17 and 2017-18 | Attach certified audited copy along with auditor's report of final accounts and copy of complete Income Tax Return of F.Y. 2015-16 and 2016-17 | | |

Verification

I, _____ (full name in block letters), son/daughter of _____ solemnly declare that to the best of my knowledge, the information given in this Proforma and statements accompanying is correct and complete. I further declare that I am submitting this Proforma in my capacity as _____ and I am competent to submit and verify the same.

Place:

Date:

Signature

(Chairman/Secretary)

Form - B (In two copies)
Proforma for information on undergraduate course name of Institute

| | | | | |
|-----|---|--|--|--|
| 1 | Name of the Course | | | |
| | Specify whether UG/ PG or Diploma Course | | | |
| | Duration of the course | | | |
| 2 | Name of the Director/ Principal of the College/Institute with mobile number | | | |
| 3 | Name of the University to which this course is affiliated | | | |
| 4 | Notices issued by the Jiwaji University for the academic years mentioned herein-against for complain redressal | 2017-18 | | |
| i | Number of notices issued by Jiwaji University. | | | |
| ii | Number of notices replied by the Institution | | | |
| iii | Number of notices resolved | | | |
| iv | Number of notices pending | | | |
| 5 | Number of following nature of notices issued by the Jiwaji University for the academic years mentioned herein-against | 2017-18 | | |
| i | Non-refund of fees to students | | | |
| ii | Excess fees charged from students | | | |
| iii | Denial to return documents to students or demanding/confiscating original documents of students | | | |
| iv | Making optional services (e.g. transportation, T&P, Hostel, Mess, etc.) as compulsory | | | |
| v | Others (Please specify) | | | |
| | Total [(must match with 6(i))] | | | |
| 6 | Whether students grievance cell exists in the Institution | Yes/No (If Yes, furnish the following details) Further also submit name of the chairman with telephone no. and address. | | |
| i | No. of complaints received by the Cell during Upto - 31-03-2018 | | | |
| ii | No. of complaints resolved by the Cell during Upto - 31-03-2018 | | | |
| 7 | Whether students council exists in the Institution | Yes/No (If Yes, furnish the name, address and qualification all the students council members. If No, provide the reason for non-existence of same) | | |
| 8 | Whether like government Institution representative of parent appointed in the governing board of Institution. | Yes/No (If Yes, furnish the name and address of said of parent representative in governing board members. If No, provide the reason for non-appointment of | | |

| | | same) | | | | |
|----|---|---|---------|---------|--|--|
| 9 | Sanctioned Intake capacity for first year of the course's for the years mentioned herein-against | 2018-19 | 2017-18 | 2016-17 | | |
| | | (Enclose copy of latest sanction letter also) | | | | |
| 10 | Actual number of students admitted in first year of the course during the years mentioned herein against | 2018-19 | 2017-18 | 2016-17 | | |
| | - Boys | | | | | |
| | - Girls | | | | | |
| | - Total | | | | | |
| 11 | Furnish the details of actual number of students admitted in first year of the course during the years mentioned herein against (as submitted in Item No. 10 above) | 2018-19 | 2017-18 | 2016-17 | | |
| a | SC/ST Students Admitted | | | | | |
| | - Boys | | | | | |
| | - Girls | | | | | |
| b | OBC Students Admitted | | | | | |
| | - Boys | | | | | |
| | - Girls | | | | | |
| c | Other General Students Admitted | | | | | |
| | - Boys | | | | | |
| | - Girls | | | | | |
| | Total (must match with actual number of students admitted mentioned at point no. 12 above) | | | | | |
| 12 | Furnish number of students admitted for the years mentioned herein-against | 2018-19 | 2017-18 | 2016-17 | | |
| i | Through Entrance examination | | | | | |
| ii | On the basis of other examination: | | | | | |
| | - By the Counselling Authority through centralised counselling | | | | | |
| | - By Institution itself at College level counselling | | | | | |
| | Total (must match with actual number of students admitted mentioned at point no. 10 & 11 above) | | | | | |
| 13 | Regular Students studying as per under mentioned table | | | | | |

| Academic Year | Total No. of regular Students studying the course during the repective year | Studying in | | | | |
|---------------|---|-----------------|------------|------------|-----------|----------|
| | | Ist Year | IIInd Year | IIIrd Year | IVth Year | Vth Year |
| 2016-17 | | | | | | |
| 2017-18 | | | | | | |
| 2018-19 | | | | | | |
| 14 | Drop-out Students (who have taken TC from the Institution) as per under mentioned table | | | | | |
| Academic Year | Total No. of drop-out Students studying the course during the repective year | Drop-out during | | | | |
| | | Ist Year | IIInd Year | IIIrd Year | IVth Year | Vth Year |
| 2016-17 | | | | | | |
| - SC | | | | | | |
| - ST | | | | | | |
| - OBC | | | | | | |
| - Others | | | | | | |
| Total | | | | | | |
| 2017-18 | | | | | | |
| - SC | | | | | | |
| - ST | | | | | | |
| - OBC | | | | | | |
| - Others | | | | | | |
| Total | | | | | | |
| 2018-19 | | | | | | |
| - SC | | | | | | |
| - ST | | | | | | |
| - OBC | | | | | | |
| - Others | | | | | | |
| Total | | | | | | |

Form - B (In two copies)
Proforma for information on Post graduate (Course) Of.....(Institute)

| | | | | | | |
|----|--|--|----------|--------------------|--------------------|--------------|
| 15 | Date and year of initial recognition of course by / state Govt. | | | | | |
| 16 | Date of renewal of recognition of course by state Govt. | (Must enclose a copy of last inspection report of Regulatory Authority). | | | | |
| 17 | Whether there is any pending issue related to Income Tax before any Authority (like AO or any Appellate Authority) of Trust/Society. If yes, give details thereof. | (Also enclose a copy of latest order of said issue) | | | | |
| 18 | Whether Institution is having Accreditation | Yes/No(If Yes, enclose a copy of the certificate) | | | | |
| | - Accreditation from mention Accreditation Agency | Yes/No(If Yes, enclose a copy of the certificate) | | | | |
| 20 | Whether Institution has applied for discontinuance of course | Yes/No (If Yes, Enclose relevant letter from Regulatory Authority) | | | | |
| 21 | Salary and Staff Details | Enclose details as per Annexure-I, Annexure-II and Annexure-III. | | | | |
| 22 | Teaching Staff | Furnish details of teaching staff in the following format | | | | |
| | Requirement as per Statute 27 norms | Filled Post | | | Total Filled Posts | Vacant Posts |
| | | Regular | Adhoc | Contract | | |
| | a) Professors | | | | | |
| | b) Associate Professors/Reader | | | | | |
| | c) Astt.Professors/Lecturers | | | | | |
| | | | | | | |
| 23 | Non Teaching Staff | Furnish details of non- teaching staff in the following format. | | | | |
| | Requirement as per Statute 27 norms | Filled Post | | Total Filled Posts | Vacant Posts | |
| | | Regular | Contract | | | |
| | a) Technical | | | | | |
| | b) Non-Technical | | | | | |
| | i. Steno Typist | | | | | |

| | | | | | | | |
|----|--|---|----|---|---|---|--|
| | ii. Stenographers | | | | | | |
| | iii. Store Keeper cum clerk | | | | | | |
| | iv. Record clerk | | | | | | |
| | c) Class -IV | | | | | | |
| | i. Lab. Attendant | | | | | | |
| | ii. Sweepers | | | | | | |
| | iii. Peons | | | | | | |
| | iv. Van Driver | | | | | | |
| 24 | Student - Teacher Ratio | | | | | | |
| | a) With approved staff only | | | | | | |
| | b) With (regular+ contract) staff | | | | | | |
| 25 | Student - Non- teaching Staff Ratio | | | | | | |
| 26 | Student - Total Staff Ratio | | | | | | |
| 27 | Non- Teaching - Teaching staff Ratio | | | | | | |
| 28 | Furnish details of University results of semester in the following format | | | | | | |
| | For Academic Year 2017-18 | | | | | | |
| | Year | No. of students appeared in examination | | No. of students declared PASS by the University | % of Result | No. of students obtaining more than 75% marks | No. of students in University Merit List |
| | | Regular | Ex | | | | |
| | Ist | | | | | | |
| | IIInd | | | | | | |
| | IIIrd | | | | | | |
| | Ivth | | | | | | |
| 29 | Whether Institution/Society is involved in conducting any activity/ courses apart from the courses for which fees is being fixed by Jiwaji University for F.Y. 2019-20 | | | | Yes/No (If yes, furnish following details of said activities/courses) | | |

| Activity/Course | Fee per student /participant | No. of students /participants | Total fees received | Total expenditure on such activity/course | Surplus/(Deficit) |
|---|---|-------------------------------|--|---|-------------------|
| Others (please specify each course/activity individually) | | | | | |
| 30 | Whether Institution/Society is involved in conducting any activity/ courses apart from the courses for which fees is been fixed by Jiwaji University for the period 2019-20 | | Yes/No (If yes, furnish following details of said activities/courses) | | |
| Activity/Course | Fee per student /participant | No. of students /participants | Total fees received | Total expenditure on such activity/course | Surplus/(Deficit) |
| Others (please specify each course/activity individually) | | | | | |
| 31 | Audited Financial Statements of the course | | Attach Audit Report along with Audited Final Accounts and all necessary schedules for each course separately for the last two years i.e. 2016-17 and 2017-18 along with provisional audited Final Accounts for the period 01.04.2017 to 31.03.2018 and the Budget Estimate for 2019-20 | | |
| 32 | Furnish comparative data of Audited Financial Statements of the course | | Furnish comparative data of Audited Final Accounts in the below mentioned chart for the last two years i.e. 2016-17 and 2017-18 along with for the period 2017-18 and the Budget Estimate for 2019-20 | | |

| | | | | | | | |
|------|--|---|-------------------|--|-------------|--------------|--------------|
| 33 | Financial Information for the year for the period 01.04.17 to 31.03.18 and FY 2016-17 (submissions to following items must be given separately for the period 01.04.17 to 31.03.2018 and FY 2016-17) | | | | | | |
| i. | Give details of common expenses apportioned between different courses in the following format | | | | | | |
| | S.No. | Head of expenditure | Total Expenditure | Amount Apportioned between | | | |
| | | | | Course..... | Course..... | Course | Course |
| | 1 | | | | | | |
| | 2 | | | | | | |
| | 3 | | | | | | |
| | Note: Also enclose working and basis of apportionment of common expenses | | | | | | |
| ii. | Interest paid/ provided on loans | | | Give details as per enclosed Annexure-IVA and Annexure-IVB and also enclose copy of loan sanction letter | | | |
| iii. | Advertisement Expenses | | | Furnish details as per following table: | | | |
| | S.No. | Particulars | | | | | Amount |
| | 1 | Faculty Recruitment | | | | | |
| | 2 | Counseling/admission of students for regular students | | | | | |
| | 3 | Counseling/admission of students for lateral students | | | | | |
| | 4 | Conference/ Seminar | | | | | |
| | 5 | Training and Placement | | | | | |
| | 6 | Others (Please specify each head individually) | | | | | |
| | | TOTAL (must match with audited Income and Expenditure figure) | | | | | |
| iv. | Rent | | | Furnish details as per following table: | | | |
| | S.No. | Particulars | | | | | Amount |
| | 1 | Paid for Building Premises | | | | | |
| | 2 | Paid for staff residence and not debited in salary head | | | | | |
| | 3 | Office Rent | | | | | |
| | 4 | Paid for Vehicle | | | | | |
| | 5 | Paid for Equipment | | | | | |
| | 6 | Others (Please specify) | | | | | |

| TOTAL (must match with audited Income and Expenditure figure) | | | | | |
|---|--|--|--|--|-----------------------------|
| v (a) | Whether Hostel Facility is available | | | Yes/No | |
| | If yes, mention capacity | | | Boys | |
| | | | | Girls | |
| | | | | Total Capacity | |
| (b) | Whether Hostel accounts maintained separately? (i.e. not clubbed with Audited Income & Expenditure furnished in response to item no. 40 above) | | | Yes/No/NA (If Yes, enclose Audited Income & Expenditure Account of the same and also furnish following details. If No, give details in annexure-V) | |
| | No. of students using Hostel facility | Fees charged per student pa | | Total Hostel Fees received | Total Expenses on Hostel |
| vi (a) | Whether Mess Facility is provided to Hostellers | | | Yes/No | |
| (b) | Whether Mess accounts maintained separately? (i.e. not clubbed with Audited Income & Expenditure furnished in response to item no.40 above) | | | Yes/No/NA (If yes, enclose audited Income and Expenditure Account of the same also furnish following details. If No, give details in Annexure-V) | |
| | No. of students using Mess facility | Fees charged per student pa | | Total Mess Fees received | Total Expenses on Mess |
| vii (a) | Whether Transportation Facility is provided to students | | | Yes/No | |
| (b) | Distance of Institution from zero mile stone of the City in which Institution is situated. | | | | |
| (c) | Whether Students Transportation accounts maintained separately? (i.e. not clubbed with Audited Income & Expenditure furnished in response to item no.40 above) | | | Yes/No/NA (If yes, enclose audited Income and Expenditure Account of the same also furnish following details. If No, give details in Annexure-V) | |
| | No. of students using transport facility | Fees charged per student pa | | Total Transport Fees received | Total Expenses on Transport |
| | S.No. | Nature/Head of Transportation Expenses of Students | | | Amount |
| | 1 | Diesel | | | |
| | 2 | Bus hire charges | | | |
| | 3 | Salary of Transport Staff | | | |

| | | | | |
|----------|--|--------------------------|---|-------------------------------------|
| 4 | Repairs & Maintenance | | | |
| 5 | Others (please specify) | | | |
| viii (a) | Whether Training & Placement Facility is provided to students | | Yes/No | |
| (b) | Whether Training & Placement accounts maintained separately? (i.e not clubbed with Audited Income & Expenditure furnished in response to item no.40 above) | | Yes/No/NA (If yes, enclose audited Income and Expenditure Account of the same also furnish following details. If No, give details in Annexure-V) | |
| | Students using Training & Placement facility | | Total Training & Placement Fees received | Total Training & Placement Expenses |
| | Studying in Year | No. of students | | |
| | Ist | | | |
| | IIInd | | | |
| | IIIrd | | | |
| | vth | | | |
| ix | Whether Uniform accounts maintained separately? (i.e. not clubbed with Audited Income & Expenditure furnished in response to item no. 40 above) | | Yes/No/NA (If yes, enclose audited Income and Expenditure Account of the same also furnish following details. If No, give details in Annexure-IV) | |
| | No.of students | Fees charged per student | Total Uniform Fees received | Total Uniform Expenses |
| | | | | |
| | | | | |
| x | Whether University accounts maintained separately? (i.e. not clubbed with Audited Income & Expenditure furnished in response to item no. 32 above) | | Yes/No/NA (If yes, enclose audited Income and Expenditure Account of the same also furnish following details. If No, give details in Annexure-V) | |
| | S.No. | Heads of University Fees | Total Fees Received | Total Fees Paid to University |
| | 1 | Exam Fees | | |
| | 2 | Development Fees | | |
| | 3 | Student welfare Fees | | |
| | 4 | Others (please specify) | | |
| | | Total | | |

| | | | | | | |
|--------|---|---|---|-----------------------|---|------------------------------------|
| xi (a) | Wheter any scholarship / freeship / concessional fess etc. has been granted to students | | Yes/No (if yes, give details of source of scholarship / freeship / concessional fess, etc.) | | | |
| xi (b) | If yes, the amount thereof and the head where it has been parked in the Income and Expenditure Account. | | | | | |
| xii | Whether any amount has been spent on student welfare | | Yes/No (If Yes, furnish the following details) | | | |
| | S.No. | Head where parked in Income and Expenditure Account | Nature of Expenditure | | Amount | |
| | 1 | Insurance | Insurance of Students | | | |
| | 2 | | Provision of medical facilities | | | |
| | 3 | | Others (please specify) | | | |
| | | Total | | | | |
| xiii | Wheter any scholarship / freeship / subsidy in fess etc. has been reimbursed by Central / State Government or any of its depratment in respect of SC/ST students | | Yes/No (If Yes, furnish the following details) | | | |
| | S.No. | No. of students | Fees reimbursed per student | Total Fees reimbursed | Head where parked in Income and Expenditure Account | Name of authority reimbursing fees |
| | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| xiv | Whether Growth and Development Fund accounts maintained separately? (i.e. not clubbed with Audited Income & Expenditure furnished in response to item no. 40 above) | | Yes/No/NA (If yes, enclose audited Income and Expenditure Account of the same also furnish following details. If No, give resons for not maintaining separate accounts and also furnish foolowing details.) | | | |
| | Receipts: | | | | | |
| | Year | No. of Students | Growth & Development fee per Student | | Total Growth & Development Fees Received | |
| | Ist Year | | | | | |
| | IIInd Year | | | | | |
| | IIIrd Year | | | | | |
| | IVth Year | | | | | |
| | Total (A) | | | | | |

| Expenditure on Growth and Development: | | | | | | | |
|---|---|----------------|---|--|---|------------------------------------|--|
| Head of Expenses | | | | | Amount Expended | | |
| Consturction Fixed Assets | | | | | | | |
| Acquition of Fixed Assets | | | | | | | |
| Others | | | | | | | |
| Total (B) | | | | | | | |
| Give reasons for short / excess expenditure [A - B] | | | | | | | |
| xv | Amount of total donation received by the Institute from the date of establishment of Institute till 31.12.2017 from | | | | | | |
| | - Parents of students | | | | | | |
| | - Other then parents of students | | | | | | |
| | Total | | | | | | |
| xvi | Submit the details of caution money returned in the undermentioned format | | | | | | |
| | S.No. | Financial Year | Total Caution Money Returned | No.of students | Average caution money returned per student | Head where parked in Final Account | |
| | 1 | 2014-15 | | | | | |
| | 2 | 2015-16 | | | | | |
| | 3 | 2016-17 | | | | | |
| xvii | Details of Income/Receipts | | Furnish details of all Income (segregating the same nature wise in as much detail as possible) received in the following format | | | | |
| S. No. | Head of Income | Amount | Whether credited in Income and Expenditure Account of Institution. (Yes/No) | Head of Income where reflected in the Income and Expenditure Account | Specify the nature and purpose for which the same has been received | | |
| A | Tuition Fees | | | | | | |
| B | Development Fee | | | | | | |
| C | Sports Fee | | | | | | |
| D | Library/Book Bank Fee | | | | | | |
| E | Internet & Email facility fee | | | | | | |
| F | Cultural Activity fee | | | | | | |
| G | Registration fee | | | | | | |

| | | | | |
|----|--|---|--|--|
| H | Fine & Penalty | | | |
| I | Prospectus Sale | | | |
| J | Books & Study Material Sale | | | |
| K | Alumni Fees | | | |
| L | Admission Fees | | | |
| M | University Fees | | | |
| N | Hostel Fees | | | |
| O | Mess Fees | | | |
| P | Transportation Fees | | | |
| Q | Training & Placement Fees | | | |
| R | Caution Money | | | |
| S | Rent Receipts | | | |
| T | Donation | | | |
| U | Interest | | | |
| | - On FDRs with Regulatory Body | | | |
| | - On Caution Money | | | |
| | - Other Deposit | | | |
| | - Saving Bank | | | |
| | - Other (Please specify) | | | |
| V | Dividend | | | |
| W | Examination and Enrollment Fees | | | |
| X | Any Other Fee(Please Specify) | | | |
| 35 | Fixed Assets and Depreciation | Enclose Fixed Assets schedule for 2017-18 and 01.04.2017 to 31.03.2018 prepared in accordance with the rate of depreciation prescribed as per Annexure-VI as per Gross Block basis along with land details as per Proforma. | | |
| 36 | Details of Tution Fees collected during last four years in under-mentioned Proformas | | | |

I. Under Graduate students admitted (Fill 2 or 3 or 4 years data as applicable on Institution)

| Year | | | | Year | | | | Year | | | |
|------------------|---------------------|------------------|--------------------------------------|------------------|---------------------|------------------|--------------------------------------|------------------|---------------------|------------------|--------------------------------------|
| Open Seats | | | | Open Seats | | | | Open Seats | | | |
| Studying in Year | No. of Students (A) | Fees per Student | Total Fees Collected/Collectible (F) | Studying in Year | No. of Students (A) | Fees per Student | Total Fees Collected/Collectible (F) | Studying in Year | No. of Students (A) | Fees per Student | Total Fees Collected/Collectible (F) |
| F.Y. 2016-17 | | | | F.Y. 2017-18 | | | | F.Y. 2018-19 | | | |
| 1st | | | | 1st | | | | 1st | | | |
| 2nd | | | | 2nd | | | | 2nd | | | |
| 3rd | | | | 3rd | | | | 3rd | | | |
| 4th | | | | 4th | | | | 4th | | | |
| 5th | | | | 5th | | | | 5th | | | |
| Total | | | | Total | | | | Total | | | |

II. Post Graduate (Fill 1 or 2 or 3 year data as applicable on Institution)

| Year | | | | Year | | | | Year | | | |
|------------------|---------------------|------------------|--------------------------------------|------------------|---------------------|------------------|--------------------------------------|------------------|---------------------|------------------|--------------------------------------|
| Open Seats | | | | Open Seats | | | | Open Seats | | | |
| Studying in Year | No. of Students (A) | Fees per Student | Total Fees Collected/Collectible (B) | Studying in Year | No. of Students (A) | Fees per Student | Total Fees Collected/Collectible (B) | Studying in Year | No. of Students (A) | Fees per Student | Total Fees Collected/Collectible (B) |
| F.Y. 2016-17 | | | | F.Y. 2017-18 | | | | F.Y. 2018-19 | | | |
| 1st | | | | 1st | | | | 1st | | | |
| 2nd | | | | 2nd | | | | 2nd | | | |
| 3rd | | | | 3rd | | | | 3rd | | | |
| 4th | | | | 4th | | | | 4th | | | |
| 5th | | | | 5th | | | | 5th | | | |
| Total | | | | Total | | | | Total | | | |

| | | |
|----|--|--|
| 37 | Whether Institution is taking help of external agencies / agents to facilitate . | Yes/No (If Yes, provide the details related to it) |
| 38 | Whether 2017-18 is the first Academic Year of Institution | Yes/No (If Yes, enclose copy of DPR submitted to Regulatory Authority) |

| | | | | |
|----|---|---|---------|--|
| 39 | Fees proposed by the Institution for the course for Academic Years mentioned herein against For Open Seats | 2019-20 | 2020-21 | |
| 40 | Justification for fees proposed as above | Enclose working sheet including justification for the fee proposed as above | | |

Verification

(The person signing the Verification clause must satisfy himself/herself about correctness of the information before affixing his/ her signature)

I, (full name in block letters), son/daughter 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 and I am competent to submit and verify the same.

(Sign with stamp)
Chairman/Secretary

Date :
Place:

Auditors Certificate

We have audited the above said Proforma and Annexures thereof. In our opinion and to the best of our information and according to explanations given to us the particulars given in the said Proforma and Annexures thereof are true and correct.

For XYZ & Co.
Chartered
Accountants

Date :
Place:

(ABC)
Partner/Prop.
M. No.

Note: Above certification should be given by the statutory auditor of Trust/Institution.

Balance Sheet

| LIABILITIES (Heads as per Audited Balance Sheet) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | | ASSETS (Heads as per Audited Balance Sheet) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | |
|---|---------|---------|---|-------------------------|--|---------|---------|---|-------------------------|
| | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 | | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 |
| | | | | | | | | | |
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| | | | | | | | | | |
| TOTAL | | | | | TOTAL | | | | |

Balance Sheet

Cash Flow Statement (Indirect Method)

| Cash flow Schedule (Particulars) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | | Cash Flow (Head as per Audited Particulars) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | |
|--|---------|---------|---|-------------------------|---|---------|---------|---|-------------------------|
| | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 | | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 |
| | | | | | | | | | |
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| | | | | | | | | | |
| TOTAL | | | | | TOTAL | | | | |

Balance Sheet

| LIABILITIES (Heads as per Audited Balance Sheet) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | | ASSETS (Heads as per Audited Balance Sheet) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | |
|---|---------|---------|---|-------------------------|--|---------|---------|---|-------------------------|
| | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 | | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 |
| | | | | | | | | | |
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| | | | | | | | | | |
| TOTAL | | | | | TOTAL | | | | |

Balance Sheet

Cash Flow Statement (Indirect Method)

| Cash flow Schedule (Particulars) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | | Cash Flow (Head as per Audited Particulars) | 2015-16 | 2016-17 | Budget Estimate for 2018-19 | |
|--|---------|---------|---|-------------------------|---|---------|---------|---|-------------------------|
| | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 | | | | Actual data of 01.04.2017 to 31.03.2018 | Estimate For 2018-19 |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL | | | | | TOTAL | | | | |

ANNEXURE – I

A. SALARY STATEMENT OF (Course) ofCOLLEGE / INSTITUTION

I Primary Sheet (As per audited final accounts of(Course) for F.Y. 2017-18)

| S. No. | Heading (as per audited final accounts of F.Y. 2017-18 of College / Institution) | Amount |
|------------------|--|--------|
| 1 | Salary and Wages | 0.00 |
| 2 | Other Heads (if amount of salary covered in any other head) | 0.00 |
| | a) Consultancy | 0.00 |
| | b) EPF | 0.00 |
| | c) Security Expenses | 0.00 |
| | d) Wages and Labour Expenses | 0.00 |
| | e) Rent or other perquisite/facilities provided/paid or reimbursed to Employees | 0.00 |
| | f) Others | 0.00 |
| Total (A) | | 0.00 |

II Secondary Sheet

| S. No. | Particulars | Total Salary during 2017-18 |
|------------------|--------------------------|-----------------------------|
| B1 | For Teaching Staff | 0.00 |
| B2 | For Administrative Staff | 0.00 |
| B3 | Non Teaching Staff | 0.00 |
| B4 | Others, if any | 0.00 |
| Total (B) | | 0.00 |

ANNEXURE – I

A. SALARY STATEMENT OF (Course) ofCOLLEGE / INSTITUTION

Annexure to Item No. B1 of Secondary Sheet (For Teaching Staff)

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Whether included in employees list submitted to University (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary for the period 01.04.17 to 31.03.18 |
|--|-------|-------------|-----|---------------|--------------------------|---|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B1 of Secondary Sheet | | | | | | | | | | Total | 0.00 |

Annexure to Item No. B2 of Secondary Sheet (For Administrative Staff)

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Whether included in employees list submitted to University (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary for the period 01.04.17 to 31.03.18 |
|--|-------|-------------|-----|---------------|--------------------------|---|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B2 of Secondary Sheet | | | | | | | | | | Total | 0.00 |

Annexure to Item No. B3 of Secondary Sheet (Non Teaching Staff)

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Whether included in employees list submitted to University (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary for the period 01.04.17 to 31.03.18 |
|--|-------|-------------|-----|---------------|--------------------------|---|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B4 of Secondary Sheet | | | | | | | | | | Total | 0.00 |

Annexure to Item No. B4 of Secondary Sheet (Other Staff)

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Whether included in employees list submitted to University (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary for the period 01.04.17 to 31.03.18 |
|---|-------|-------------|-----|---------------|--------------------------|---|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B5 of Secondary Sheet | | | | | | | | | | Total | 0.00 |

Report

We have audited the above statement for the period 01.04.17 to 31.03.18 and we certify the correctness of the above statement. Further, we also certify that salary of an employee is considered only in one college/institution or hospital or any other concern run by the Trust/Society out of X no. of institutions etc. run by Trust/Society and not in more than one college/institution or Hospital or any other concern run by the Trust/Society except the list enclosed.

PLACE: _____

DATE: _____

ABC
For X Y Z
& Co. Partner/Prop.
Chartered
Accountants M. No.
123456

- Notes:**
- 1 Above certification should be given by the statutory auditor of trust/institution.
 - 2 Further if an employee's salary is included in more than one college/course etc. then give the name of each college/course, amount of salary debited in each respective college during the period 01.04.2017 to 31.03.2018 and basis of apportionment of such salary.

ANNEXURE – II

A. SALARY STATEMENT OF (Course) ofCOLLEGE / INSTITUTION

I Primary Sheet (As per audited final accounts of(Course) for F.Y. 2017-18)

| S. No. | Heading (as per provisional final accounts of F.Y. 2017-18 of College / Institution) | Amount |
|--------|--|--------|
| 1 | Salary and Wages | 0.00 |
| 2 | Other Heads (if amount of salary covered in any other head) | 0.00 |
| | a) Consultancy | 0.00 |
| | b) EPF | 0.00 |
| | c) Security Expenses | 0.00 |
| | d) Wages and Labour Expenses | 0.00 |
| | e) Rent or other perquisite/facilities provided/paid or reimbursed to Employees | 0.00 |
| | f) Others | 0.00 |
| | Total (A) | 0.00 |

II Secondary Sheet

| S. No. | Particulars | Total Salary during F.Y. 2017-18 |
|--------|--------------------------|----------------------------------|
| B1 | For Teaching Staff | 0.00 |
| B2 | For Administrative Staff | 0.00 |
| B3 | For Non Teaching Staff | 0.00 |
| B4 | Others, if any | 0.00 |
| | Total (B) | 0.00 |

Note: Total (B) must match with Total(A).

ANNEXURE – II

A. SALARY STATEMENT OF (Course) ofCOLLEGE / INSTITUTION

Annexure to Item No. B1 of Secondary Sheet (For Teaching Staff)

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary during 01.04.2017 to 31.12.2018 |
|--|-------|-------------|-----|---------------|--------------------------|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B1 of Secondary Sheet | | | | | | | | | Total | 0.00 |

Annexure to Item No. B2 of Secondary Sheet (For Administrative Staff)

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary during 01.04.2017 to 31.12.2018 |
|--|-------|-------------|-----|---------------|--------------------------|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B2 of Secondary Sheet | | | | | | | | | Total | 0.00 |

Annexure to Item No. B3 of Secondary Sheet (For Non Teaching Staff)

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary during 01.04.2017 to 31.12.2018 |
|---|-------|-------------|-----|---------------|--------------------------|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B4 of Secondary Sheet | | | | | | | | | Total | 0.00 |
| Annexure to Item No. B4 of Secondary Sheet (For others) | | | | | | | | | | |

| S. No. | Names | Designation | PAN | Aadhar Number | Common Resource (Yes/No) | Date of appointment | Date of leaving if left during the year | Pay scale | Gross Salary for March 2018 | Gross Salary during 01.04.2017 to 31.12.2018 |
|--|-------|-------------|-----|---------------|--------------------------|---------------------|---|-----------|-----------------------------|--|
| 1 | | | | | | | | | | 0.00 |
| Note: Must match with Item No. B5 of Secondary Sheet | | | | | | | | | Total | 0.00 |

REPORT: We have audited the above statement for the period 01.04.16 to 31.03.2017 and we certify the correctness of the above statement. Further, we also certify that salary of an employee is considered only in one college/institution or hospital or any other concern run by the Trust/Society out of X no. of institutions etc. run by Trust/Society and not in more than one college/institution or Hospital or any other concern run by the Trust/Society except the list enclosed.

PLACE:

For X Y Z & Co.

ABC

Chartered

Partner/Prop.

DATE:

Accountants

M. No.

123456

Notes:

- 1 Give the name of employees in the sequence of Regular employees first then adhoc employees and lastly employees on contract.
- 2 Above certification should be given by the statutory auditor of trust/institution.
- 3 Further if an employee's salary is included in more than one college/hospital etc. then give the name of each college/hospital, amount of salary debited in each respective college during the period 01.04.2016 to 31.03.2017 and basis of apportionment of such salary.

**ANNEXURE - III
INTEREST STATEMENT**

PART - A

Total Interest as per Audited Final Account of for the period 01.04.17 to 31.03.2018 and FY 2016-17 (Submissions of following information must be given separately for the period 01.04.17 to 31.03.2018 and FY 2017-18)

| S. No. | Particulars (Submit detail of each loan separately) | Rate of Interest | Date of Sanction (enclose sanction letter) | Where Reflected [i.e. in the accounts of Institution/ Society+ Institution] | Loan Amount | Interest Amount |
|--------|---|------------------|--|---|-------------|-----------------|
| 1 | Interest on Term Loan No.1 | | | | | |
| 2 | Interest on Term Loan No.2 | | | | | |
| 3 | Interest on Term Loan No.3 | | | | | |
| 4 | Interest on Unsecured Loan No.1 | | | | | |
| 5 | Interest on Unsecured Loan No.2 | | | | | |
| 6 | Interest on Loan for Working Capital No.1 | | | | | |
| 7 | Interest on Loan for Working Capital No.2 | | | | | |
| 8 | Other Interest (Specify) | | | | | |

Total (Must match with the figure in Income and Expenditure Account. If not matching explain reasons) (A)

PART - B

Total Interest as per Audited Final Account of for the period 01.04.17 to 31.03.2018 and FY 2016-17 (Submissions of following information must be given separately for for the period 01.04.17 to 03.2018 and FY 2017-18)

| S. No. | Particulars | Purpose of Loan | Loan Amount | Interest & Bank Charges etc. | | |
|--------|--|-----------------|-------------|------------------------------|--------|-----------------------|
| | | | | Financial Institution | Others | Total |
| | | | | (i) | (ii) | (iii) [(i) + (ii)] |
| 1 | Interest attributable to amount borrowed for initial infrastructure development. (Give name of lender(s) along with interest paid to each one) | | | | | |

| | | | | | | |
|------------------|---|--|--|--|--|--|
| 2 | Interest attributable to amount borrowed for Modernizations /Expansion forced due to change in norms of Regulatory Body (Give name of lender(s) along with interest paid to each one) | | | | | |
| 3 | Interest attributable to amount borrowed for Modernizations /Expansion by the Institute voluntarily. (Give name of lender(s) along with interest paid to each one) | | | | | |
| 4 | Interest attributable to amount borrowed for Working Capital. (Give name of lender(s) along with interest paid to each one) | | | | | |
| 5 | Others (Please specify the nature) (Give name of lender(s) along with interest paid to each one) | | | | | |
| (B) Total | | | | | | |

Note:-Total (A) should match with Total (B). If not give reasons.

Notes-

| | |
|---|--|
| 1 | Interest and charges on amount borrowed for subsequent development / setting up of infra-structure necessitated due to change in curriculum / course requirement / modernization / quality up gradation. This does not include interest and charges on capital expenditure related to establishment required as per Regulatory Body Norms in years subsequent to establishment which will be includible in item No. 1 i.e. Interest and charges attributable to establishment of institution as per regulatory body norms. |
| 2 | Provide above referred details separately in respect of Loan and Interest accounted for in the books of Institution and in respect of Loan and Interest accounted for in the books of Society / Trust. |
| 3 | Further if Society / Trust has taken a consolidated loan and used it for different Institution/ Courses then provide the basis and working of apportionment of said loan among different Institution/Courses |

ANNEXURE- V

Please submit the details of receipts and expenditure related to mess, transportation, hostel, training & placement, Hospital and such other heads if credited / debited to the Income & Expenditure Account for the financial year 2017-18 and the accounting heads where these receipts / expenses have been parked / debited in the final accounts for FY 2017-18

As per Audited Final Accounts of for the period FY 2015-16 and 2017-18

(Submissions of following information must be given separately for the period FY 2015-16 and 2017-18)

| S. No. | Particulars | Expenditure | | Income | | | |
|--------|-----------------------------------|-------------|-------------------|-----------------------------------|------------------|--------|-------------------|
| | | Amount | Head Where Parked | No. of Students availing facility | Fees per Student | Amount | Head Where Parked |
| 1 | Mess | - | | | | - | |
| 2 | Hostel | - | | | | - | |
| 3 | Transportation | - | | | | - | |
| 4 | Training & Placement | - | | | | - | |
| 5 | Hospital/OPD/Clinic etc. receipts | - | | | | - | |
| 6 | Uniform | - | | | | - | |
| 7 | University Fees | | | | | | |
| a | Exam Fees | | | | | | |
| b | Development Fees | | | | | | |
| c | Student welfare Fees | | | | | | |
| d | Others (please specify) | | | | | | |
| 8 | Any other head of similar nature | - | | | | - | |
| | Total | - | | | | - | |

XYZ & Co.

Chartered Accountants

*11nd Floor,,
Plot No.- 2, H.S. Complex, Gwalior (MP) - 462*

001

E-mail – and Phone No.

AUDIT REPORT FORMAT

We have audited the attached Balance Sheet of the Courses of ABC Institution, Gwalior (Run by DEF Society/Trust) as at 31st March 2017 together with the Income & Expenditure Account of the General Course of ABC Institution for the year ending 31st March 2018 annexed thereto and we report as under:

- (a) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of the audit.
- (b) In our opinion, proper books of account have been kept by the Institution so far as appears from our examination of the books.
- (c) The Balance Sheet and Income & Expenditure Account dealt with by this report are in agreement with the books of account.
- (d) According to information and explanation given to us and books of accounts produced before us, there is no material concealment and misrepresentation about financial affairs.
- (e) No expenses of any other course of institution included in the Income and Expenditure Account. Where-ever the resources are shared with other courses also common expenses has been apportioned on proper basis and not in the arbitrary manner.
- (f) In our opinion, and to the best of our information and according to the explanations given to us, the said Balance Sheet and Income & Expenditure Account give a true and correct view in conformity with the accounting principles generally accepted in India:
 - (i) In so far as it relates to the Balance Sheet, of the state of affairs of the BE Course of ABC Institution as at 31st March, 2017 and
 - (ii) In so far as it relates to the Income & Expenditure Account, of the Profit of the BE Course of ABC Institution for the year ended on that date.

For A B C & Co.
Chartered Accountants

Place:
Gwalior
Date:

XYZ
Partner/Prop.
M. No. 123456

ANNEXURE - VI: FIXED ASSETS & DEPRECIATION SCHEDULE

For the period 01.04.17 to 31.03.2018

| Name of Assets | Rate of Depreciation as per SLM | GROSS BLOCK | | | | DEPRICIATION | | | | NET BLOCK | |
|---------------------------------------|---------------------------------|-------------|----------|-------|----------|--------------|------------|-----------|----------|-----------|----------|
| | | AS AT | ADDITION | SALE | AS AT | UPTO | ADJUSTMENT | FOR THE | UPTO | AS AT | AS AT |
| | | 31.03.17 | | | 31.12.17 | 31.02.18 | | YEAR | 31.12.17 | 31.03.18 | 31.12.18 |
| X | A | B | C | D | E | F | G | H | I | J | |
| Land & Site Development | 0.00% | | | | (A+B-C) | | | (D*X/100) | (E-F)+G | A-E | D-H |
| Building | 1.63% | | | | | | | | | | |
| Lab / workshop / Laboratory Equipment | 7.07% | | | | | | | | | | |
| Other Equipment | 7.07% | | | | | | | | | | |
| DG Set | 7.07% | | | | | | | | | | |
| Plant & Machinery | 4.75% | | | | | | | | | | |
| Computers & Peripherals | 16.21% | | | | | | | | | | |
| - Motor Car | 9.50% | | | | | | | | | | |
| - Buses | 11.31% | | | | | | | | | | |
| Furniture & Fittings | 9.50% | | | | | | | | | | |
| Library Books * | 10.00% | | | | | | | | | | |
| Others | 4.75% | | | | | | | | | | |
| Total :Rs. | | 0 | 0.00 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Year :Rs. | | Input | Input | Input | A | Input | Input | E | Input | Input | I |