

**Fees Regulating Authority**

**Date: 8/4/2022**

**NOTICE**

All the Unaided Private Professional Institutions running graduate and/or postgraduate courses affiliated with the University to take note that the Fees Regulating Authority has decided to accept **only one hardcopy** of the online proposal to be submitted by the college/institution seeking upward revision of fees.

The hard copy of the proposal is to be submitted in the form of **Volume Part – A** and **Volume Part – B**.

In Volume Part - A the documents as per the list published with this notice are to be submitted with proper index, pagination and attestation.

In Volume Part - B the documents as per the list published with this notice are to be submitted with proper index, pagination and attestation.

The institution must ensure that all the documents to be produced must be legible and readable.

The checklist of the documents to be incorporated in Volume Part A and Volume Part B is enclosed herewith to facilitate the institution to prepare the compilation as per the requirement of the Fees Regulating Authority.

The institutions to take note that non-submission of documents as per Volume Part - A and Volume Part - B may lead to drawing the inference that the institution has no documents to support the particular expenditure claimed in the proposal and it may result in the reduction of expenditure to the extent claimed by the institution.

The proforma of an affidavit, Annexure A (Form No. A1 and A2), Annexure B and the checklist of the documents to be incorporated in Volume Part A and Volume Part B have been published herewith.

## LIST OF DOCUMENTS

**(The original/ true copies of documents to be submitted by the college/institute in the form of a hard copy of the proposal seeking upward revision of fees for the academic year 2022-23)**

### Volume - Part A

Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
	INDEX		
1	Challan/Receipt showing proof of payment of processing fee paid to the Fees Regulating Authority.		
2	Affidavit in the prescribed format (as per the proforma published) duly verified and attested by the person duly authorised in terms of section 2(I) of the FRA Act,		
3	Computation sheet for the academic year 2022-2023		
4	Depreciation Chart for the academic year 2022-2023		
5	Proposal Form in Prescribed Proforma A, B, C, D, and E		
6	Proposal Form in Prescribed Proforma of Income and Expenditure		
7	<p>The Audited Financial Statements for the Financial Year 2020-21 <b>duly signed by the Chartered Accountant &amp; countersigned by the person authorised in terms of section 2 (I) of the FRA Act, 2015.</b></p> <p>The audited financial statements must be accompanied by---</p> <p>(i) Audit Report, (ii) Receipt &amp; Payment Account, (iii) Income &amp; Expenditure Account, and (iv) Balance Sheet. (v) All the financial statements as mentioned above should be accompanied by detailed Schedules and Notes to Accounts. (vi) The Auditor's Report must be accompanied by Form No. A1 &amp; A2 (<b>Annexure - A</b>) as prescribed by the FRA and same to be duly signed by the Auditor along with particulars such as Name of Auditor/Firm, firm registration number, name of signing partner or proprietor with particulars his/her Membership Number, UDIN and seal of the Firm. Each page of Form No. A1 and A2 must bear the signature of the Auditor.</p>		

Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
8	TDS return/statement for Salary (teaching and non-teaching) in <b>Form No. 24Q for Quarter-4</b> along with Annexure II (i.e. Annual Salary Details) duly certified by the Auditor or Principal of the college/institute		
9	TDS return/ quarterly statements for Non-Salary in <b>Form No. 26Q</b> along with details of deductee, nature of payment, amount, etc, in an excel sheet duly certified by the Auditor or Principal of the college/institute		
10	Copy of the Audited Financial Statements of the Trust/Society for the Financial Year 2020-21 along with all the Schedules and Notes to Accounts.		
11	Copy of Income Tax return filed by the Trust and/or college/ institute for the Financial Year 2020-21 (i.e. the Assessment Year 2021-22) duly attested by the Auditor/Principal of the college/institute.		
12	Budget of the college/institute for the financial year 2022-23 duly signed by the President/Secretary of the Trust or the Principal of the college/institute.		
13	<p>Certified copies of all the Bank Account Statement(s) of the institute /college for the Financial Year 2020-21 showing debits entries of the salary paid to Teaching and Non-Teaching staff through cheque/NEFT.</p> <p><b>Note:</b> 1. The original copy of the Bank Statements must be attested as 'True Copy' by the Branch Manager of the Bank. 2. All the relevant entries showing payment of salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted.</p>		
14	<p>Certified copy of Bank Account Statement(s) of the college/ institute for the Financial Year 2020-21 showing debits entries of payments made as Non-Salary expenditure.</p> <p><b>Note:</b> 1. The original copy of the Bank Statements must be attested as 'True Copy' by the Branch Manager of the Bank. 2. All the relevant entries showing payment of non-salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted.</p>		
15	Letters of approval of teaching staff issued by the approving Authority duly attested by the Principal of the institute/college.		

Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
16	Letters showing the sanctioned intake capacity approved by the Competent Authority for the academic year 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22 duly attested as a 'True Copy' by the Principal of the institute/college (as per the course duration).		
17	Accreditation Certificate duly attested by the Principal of the Institute/College if the institute claim to be accredited by the Accreditation Committee.		
18	Copy of fees structure approved by the Fees Regulating Authority for the academic year 2018-19, 2019-20, 2020-21, 2021-22 (as per the course duration).		
19	Certified copy of the property card and/or 7/12 extract showing the ownership of the land owned by the institute/trust.		
20	Certified copy of the extract of Property Assessment Register issued by the Municipal Corporation /Municipal Council/ Gram Panchayat assessing the property for the purpose of property tax.		
21	Statement of Fees collected from the students admitted under Management/ Institutional and NRI quota in the prescribed proforma as per <b>Annexure - B</b>		
22	Statement showing the number of students admitted and appeared in the examination and no. of students passed in the examination (as per the course duration).		

Place:

Date:

**Signature**  
**Name, Designation**  
**Seal of the Person duly authorized in**  
**terms of section 2(l) of the Act, 2015.**

## **Volume - Part B**

<b>Sr. No.</b>	<b>Particular Documents to be submitted</b>	<b>Page No.</b>	<b>Office Remark</b>
1	List of Visiting faculties, Qualification, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank).		
2	List of Guest lecturers, Qualification, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank).		
3	The Receipt(s) showing acknowledgement of Affiliation Fees paid to the Affiliating Authority.		
4	The Receipt(s) showing acknowledgement of Inspection Fees paid to the Affiliating Authority.		
5	The Receipt(s) showing acknowledgement of Affiliation Fees paid to the University.		
6	The Receipt(s) of payment of Eligibility fees paid to the University.		
7	The Receipt(s) of payment of Exam Fees paid to the University.		
8	The Receipt(s) of payment of Enrollment Fees paid to the University.		
9	Item wise List of expenses claimed towards 'Repairs & Maintenance of College Building' with course wise bifurcation.		
10	Item wise List of expenses claimed towards 'Repairs and Maintenance expenditure towards Furniture, Equipment, Vehicle, Computers, Electrification, etc.' with course wise bifurcation.		
11	Item wise List of expenses claimed towards 'Other Repairs & Maintenance' with course wise bifurcation		
12	Bills and receipts of expenses claimed towards Advertisement with copies of the advertisement published in the newspaper.		

Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
13	Copy of sanction letter from the Bank/Financial Institution for which interest expenditure is claimed as a deduction on cash credit/ overdraft/ working capital facilities/ TEQIP Loan.		
14	The item-wise list of Other Expenses relating to students' activities claimed under the head of "Expenses related to students i.e. any other expenses relating to students' activity not specifically covered under other heads provided for 'Expenses Related to Students'.		
15	Copies of bills and receipts of payment made to the service provider towards Internet Charges/Services		
16	Copies of bills and receipts of payments made towards electricity charges with course-wise bifurcation claimed as an expenditure in the proposal form.		
17	Copies of bills and receipts of payments made towards water charges with course-wise bifurcation claimed as an expenditure in the proposal form.		
18	Copy of the agreement(s) of the college/institute with the transporter to provide free transport service to the students.		
19	The Receipt(s) of payment made to the Transporter towards free transport service to the students.		
20	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Training and Placement".		
21	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Conference and Seminar of Faculties".		
22	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Conference and Seminar of Students"		
23	Copy of agreement providing manpower in lieu of non-teaching staff if engaged by the institute/college with copies of TDS returns.		

Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
24	Copy of agreement providing manpower in lieu of sweeping and/or cleaning staff/gardening if engaged by the institute/college with copies of TDS returns.		
25	Copy of agreement providing manpower in lieu of security and/or watchman if engaged by the institute/college with copies of TDS returns.		
26	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Laboratory Expenses, Demonstration Material and Chemicals, Consumable etc. expenses"		
27	The processing fee paid to NAAC / NBA / NIRF /NABH/NABL etc. for accreditation (if applicable).		
28	Item-wise list of other expenses claimed under the head of "All other expenses not categorise / not grouped in any heads/subheads given above".		
29	Copies of bills and receipts for addition to the fixed asset during the Financial Year 2020-21.		
30	Item-wise list, bills and receipts of expenses claimed as the purchase of seeds, manure, fertilizer, insecticide, pesticide, and Nursery expenses in the case of Agriculture colleges/institutes		
31	Item-wise list, bills and receipts of expenses claimed as the purchase of Cattle feed, fodder, medicine, etc. in respect of courses conducted by Agriculture colleges/ institutes.		

Place:

Date:

**Signature**  
**Name, Designation**  
**Seal of the Person duly authorized**  
**in terms of section 2(l) of the Act,**  
**2015.**