

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 2024-25)

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 2024-2025		
4	Depreciation Chart for the academic year 2024-2025		
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 2022-23 of the Institute and Hospital (for Health and Science Courses) duly signed by the Chartered Accountant & countersigned by the person authorised in terms of section 2 (I) of the FRA Act, 2015.</p> <p>The audited financial statements must be accompanied by---</p> <p>(i) Audit Report, (ii) Receipt & Payment Account, (iii) Income & 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 & A2 (Annexure - A) 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	Copies of Form No. 16 downloaded from the Income Tax website i.e. Traces in respect of Teaching and Non-Teaching staff		
9	TDS return/statement for Salary (Teaching and Non-Teaching) in Form No. 24Q for All Quarters along with Annexure II (i.e. Annual Salary Details) duly certified by the Auditor or Principal of the college/institute		
10	TDS return/ quarterly statements for Non-Salary in Form No. 26Q 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		
11	Copy of the Audited Financial Statements of the Trust/Society for the Financial Year 2022-23 along with all the Schedules and Notes to Accounts.		
12	Copy of Income Tax return filed by the Trust and/or college/ institute for the Financial Year 2022-23 (i.e. the Assessment Year 2023-24) duly attested by the Auditor/Principal of the college/institute.		
13	Budget of the College/Institute for the financial year 2023-24 and 2024-25 duly signed by the President/Secretary of the Trust or the Principal of the college/institute.		
14	Certified copies of all the Bank Account statements (s) of the institute /college for the Financial Year 2022-23 showing debit entries of the salary paid to Teaching and Non-Teaching staff through cheque/NEFT. Note: 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.		
15	Certified copy of Bank Account Statement(s) of the college/ institute for the Financial Year 2022-23 showing debit entries of payments made as Non-Salary expenditures. Note: 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.		
16	Letters of approval of teaching staff issued by the approving Authority duly attested by the Principal of the institute/college.		
17	Letters showing the sanctioned intake capacity approved by the Competent Authority for the academic year 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 duly attested as a 'True Copy' by the Principal of the institute/college (as per the course duration).		



Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
18	Accreditation Certificate duly attested by the Principal of the Institute/College if the institute claims to be accredited by the Accreditation Committee.		
19	Copy of fee structure approved by the Fees Regulating Authority for the academic year 2020-21, 2021-22, 2022-23, 2023-24 (as per the course duration).		
20	Certified copy of the property card and/or 7/12 extract showing the ownership of the land owned by the institute/trust.		
21	Certified copy of the extract of the Property Assessment Register issued by the Municipal Corporation /Municipal Council/ Gram Panchayat assessing the property for the purpose of property tax.		
22	Statement of Fees collected from the students admitted under Management/ Institutional and NRI quota in the prescribed proforma as per Annexure - B		
23	Statement showing the number of students admitted and appeared in the examination and no. of students who passed 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

Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
1	List of Interns UG students, stipend paid amount, date of payment and mode of payment (Bank/cash)		
2	List of PG students, stipend paid amount, date of payment and mode of payment (Bank/cash)		
3	List of Guest faculties, Qualifications, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank).		
4	List of Visiting faculties, Qualifications, Subject, Amount Paid to individual and mode of Payment (Cash/ Cheque/Bank).		
5	The Receipt(s) showing acknowledgement of Affiliation Fees paid to the Affiliating Authority		
6	The Receipt(s) showing acknowledgement of Inspection Fees paid to the Affiliating/Competent Authority.		
7	The Receipt(s) showing acknowledgement of Affiliation Fees paid to the University.		
8	The Receipt(s) of payment of Eligibility fees paid to the University (Students X University Eligibility Fee per Student = Total and/or (Repeater Students X University Eligibility Fee per Student = Total)		
9	The Receipt(s) of payment of Enrollment Fees paid to the University (Newly Enrolled students X University Enrollment Fee per Student = Total).		
10	The Receipt(s) of payment of Exam Fees paid to the University (Regular Students X University Exam Fee per Student = Total) and/or (Repeater Students X University Exam Fee per Student = Total)		
11	The receipt of payment of the Practical Fee paid to the University (Regular Students X Practical Fee per Student = Total) and/or (Repeater Students X Practical Fee per Student = Total).		
12	Copies of Insurance policy and receipts of payment made towards Student Insurance.		
13	Copies of the Insurance policy and receipts of payment made towards the Building Insurance		



Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
14	Copies of Insurance policy and receipts of payment made towards Furniture, Equipments, Computers, Vehicles etc		
15	Item-wise list of expenses claimed towards 'Repairs & Maintenance of College Building' with course-wise bifurcation including bills and receipts.		
16	Item-wise list of expenses claimed towards 'Repairs and Maintenance expenditure towards Furniture, Equipment, Vehicle, Computers, Electrification, etc.' with course-wise bifurcation including bills and receipts.		
17	Item-wise list of expenses claimed towards "Annual Maintenance Charges (AMC) for e.g. Lift, AC, Fire System, Computer Hardware etc." with course-wise bifurcation including AMC agreement, bills and receipts.		
18	Item-wise List with course-wise bifurcation towards "Software License Renewal Fee, Subscription Charges etc." with course-wise bifurcation including bills and receipts.		
19	Copy of agreement(s) of the college/institute and receipts of payment made to the Transporter towards free transport services to the students/staff.		
20	Receipts of Processing Fee/Review fee paid to Fees Regulating Authority		
21	Receipts Processing fee paid to Admission Regulating Authority		
22	1) Admission published in the newspaper: Item-wise list with course-wise bifurcation along with bills and receipts of expenses copies of the advertisement published in the newspaper.		
	2) Recruitment of Staff published in the newspaper: Item-wise list with course-wise bifurcation along with bills and receipts of expenses copies of the staff recruitment advertisement published in the newspaper.		
	3) Advertisement – General : Item wise List with course-wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc along with the copies of advertisement.		
	4) Cost of other advertisements for recruitment of staff : Item wise List with course-wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc along with the copies of advertisement.		
	5) Cost of other advertisements for Admissions : Item wise List with course-wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc along with the copies of advertisement.		
	6) Cost of advertisement required to be published as per rules, regulation, act or any direction issued by Regulating Authority : Item-wise list with course-wise bifurcation along with bills and receipts of expenses copies of the advertisement published in the newspaper		



Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
23	Detail item-wise list "Training & placement expenses" with course-wise bifurcation, date of training/events, Name of consultant, the amount paid and mode of payment including bills and receipts.		
24	Expenses claimed towards Industrial visit/tour with course-wise bifurcation including Name of the Company visited, date, no of students, charges per head, Travelling, Food and accommodation charges if any		
25	Any other expenses relating to the student's activity not covered by items no.1 to 6		
26	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.		
27	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Conference and Seminar of Faculties".		
28	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Conference and Seminar of Students"		
29	Item-wise list of expenditures claimed under the head of		
	1. Consultancy Fees-legal 2. Consultancy Fees/ NAAC, NBA, NIRF, Autonomous, ICR etc. with documentary proof of payment with a copy of TDS deducted and challan of deposit made		
30	Item-wise list of expenditures claimed under Professional Charges -Other (Chartered Accountant, ICWA, Company Secretary, TDS, GST, Professional Tax, Provident Fund etc.) with documentary proof of payment with copy of TDS deducted and challan of deposit made		
31	Copies of bills and receipts of payment made to the service provider towards Internet Charges/Services		
32	Copies of bills and receipts of payments made towards Electricity charges with course-wise bifurcation claimed as an expenditure in the proposal form.		
33	Copies of bills and receipts of payments made towards Water and Tanker charges with course-wise bifurcation claimed as an expenditure in the proposal form.		



Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
34	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Gardening Material.		
35	Contractual Manpower services in lieu of Non-Teaching/Administration Staff : 1) No. of persons employed (Note: List with designation and remuneration to be paid provided separately) 2) Total amount paid to the contractor 3) TDS amount deducted and deposited with IT 4) GST collected and paid to the GST department		
36	Copy of agreement providing Manpower in lieu of sweeping and/or cleaning staff if engaged by the institute/college with copies of TDS returns. 1) No. of persons employed 2) Total amount paid to the contractor 3) TDS amount deducted and deposited with IT 4) GST collected and paid to the GST department		
37	Copy of agreement providing Manpower in lieu of security and/or watchman if engaged by the institute/college with copies of TDS returns. 1. No. of persons employed 2. Total amount paid to the contractor 3. TDS amount deducted and deposited with IT 4. GST collected and paid to the GST department		
38	Item-wise list of expenditure with bills, receipt(s) of payment made towards the amount claimed under the head of "Laboratory Expenses"		
39	Item-wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Demonstration Material expenses"		
40	Item wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Consumables, Chemicals etc"		



Sr. No.	Particular Documents to be submitted	Page No.	Office Remark
41	Item-wise list of other expenses claimed under the head of "All other expenses not categorise / not grouped in any heads/subheads given above".		
42	The processing fee paid to NAAC / NBA / NIRF /NABH/NABL etc. for accreditation (if applicable).		
43	Item-wise list of Other Expenses claimed under the head of "All other expenses not categories/ not grouped in any heads/sub heads given above"		
44	Copies of bills and receipts for addition to the fixed asset during the Financial Year 2022-23.		
45	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		
46	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.		
47	Proof of online proposal for approval of fees for A.Y. 2024-2025 displayed on the website and notice board of the Institute/ College.		

Place:

Date:



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