

राजस्थान सरकार
तकनीकी शिक्षा विभाग

क्रमांक : प. 18(5)त.शि./2006

जयपुर, दिनांक : 4 सितम्बर, 2012

समन्वयक,
आरपीईटी-2012
प्राविधिक शिक्षा निदेशालय,
जोधपुर।

समन्वयक,
आर.मेट.-2012,
प्राचार्य,
एम.एल.वी.टी.आई.,
भीलवाडा।

समन्वयक,
आर.एम.केट.-2012,
प्राचार्य,
कॉलेज ऑफ इंजीनियरिंग एण्ड टेक्नोलॉजी,
बीकानेर।

रजिस्ट्रार,
राजस्थान तकनीकी विश्वविद्यालय,
अकेलगढ़ रावतभाटा रोड़,
कोटा।

विषय :- Submission of Information by Private Unaided technical Colleges of Rajasthan for determination of fee for the year 2011-12 or earlier to it.

महोदय,

उपर्युक्त विषयान्तर्गत निर्देशानुसार सभी निजी तकनीकी शिक्षण संस्थानों द्वारा जो कि वर्ष 2011-12 या इससे पूर्व से संचालित है, अपने-अपने ऑडिट एकाउन्ट्स फीस कमेटी के कार्यालय में दिनांक 30.09.2012 से पूर्व जमा करवाया जाना है। अतः संलग्न प्रपत्रों में सूचना संस्थानों द्वारा सीधे ही राज्यस्तरीय शुल्क निर्धारण समिति के कार्यालय में जमा कराने के निर्देश हेतु अपनी-अपनी वैबसाइट पर अविलम्ब अपलोड की कार्यवाही करना सुनिश्चित करे।

संलग्न :- उपरोक्तानुसार।

भवदीय,

(आर.के.गुप्ता)
संयुक्त सचिव, त.शि.

Government of Rajasthan
Technical Education Department

No. P 18 (5)/TE/2004/

Jaipur, Dated :

To,
All Private Technical
Institutions in Rajasthan

Subject:- Submission of information by Private Unaided Technical Colleges of Rajasthan for determination of fee for the year 2011-12 from all the institutions established in the year 2011-12 or earlier to it.

As per Supreme Court judgment (Islamic Academy) duty is cast upon the management to submit the proposed fee structure before the academic session starts for the approval of the committee.

But not a single institutions/management has submitted the proposed fee structure for the approval of the committee so far, it clearly amounts to floating the directions of the Apex Court, the consequences may be quite serious.

Now the committee has decided to give one opportunity to all the technical private institutions to submit the required information in the prescribed format.

The Trust/Society/Management of any institution established in 2011-12 or earlier to it is required to place the proposed fee structure course wise with full justification on the basis of Income/Expenditure statements (separate from Society/Trust) along with Audited Balance Sheet and certificate no. 1 and 2 of the auditor duly confirmed for the Year 2011-12 for the approval the committee before 30th Sept. 2012.

The fee structure is to be approved by the committee for the academic session year 2011-12 and for next 2 years. The general instructions and guidelines are being issued in respect to the determination fees and maintenance of accounts as laid down by Hon'ble Courts in its various judgment.

You are advised to study carefully the following judgment in this regard :-

- (i) Y.M.A. Pai Foundation v/s State of Karnataka 2002(8)SCC 697
- (ii) Islamic Academy of Education v/s State of Karnataka 2003 960 SCC 697
- (iii) Modern School v/s Union of Indis & others 2004 (4) Supreme 16

Each institute will be entitled to have its own fee structure (Islamic Academy of Education v/s State of Karnataka).

1. Determination of Fees :

The fee structure will have following three broad heads:

A. Tuition Fees :

The tuitions fee should be so fixed as to recover the actual cost of imparting education on recurring basis. While assessing the tuition fee, the following expenses are to be taken into account :-

- a. Establishment cost of faculty/supporting staff.
- b. Operative and maintenance charges (not more than AICTE guide lines)
- c. Fee charged by AICTE/Affiliating University

B. Development Fee :

Development fee should serve the following purposes:-

- a. Purchases and replacement of the infrastructure.
- b. Betterment, growth and Up-gradation of the institution.
- c. Special amenities to the students.

C. Students Fund :

D. Optional facilities: Hostel, Transport etc.

Hostel Rent, Mess, Transport Charges etc.

Certain other services of facilities such as hostel and transport are also provided by private institutions for which fees may be charged under various heads. Some of the private institutions out sources such facilities by paying certain amount to the service provider and charges fees from the students under different heads. But, it should be provided on no loss no profit basis. It should not be a source of income.

2. How Accounts are to be maintained by Institutions (Modern School v/s Union of India & others 2004 (4) Supreme 16)

Every Institution shall maintain the accounts on the basis of accounting applicable to non business organization/ not for profit organization. In other words, on the basis of “Fund Based System.”

Every Institution shall maintain a ‘Fund’ titled “Recognized unaided Institutions Fund.” The income by way of fees, fine, rent, interest and other charges necessary for the current revenue expenses shall be deposited in this fund. Each item of income shall be accounted for separately under the common head. This income shall be utilized for the payment of salaries, allowances, pension, gratuity, operative & maintenance charges etc.

The management may charge development fee not exceeding 15% of the total amount of tuition fee. The Development fee is to be treated as Capital receipt and shall be collected only if the Institution maintains the “Depreciation Reserve Fund” equivalent to the depreciation charged in the revenue accounts and collected under the relevant head as well as the income generated from the investments made out of this fund.

3. General Instructions :

The Societies/Trust which are running more than one institution shall be required to maintain separate account for each institution course wise. The accounts of the Society/Trust and the institution must be maintained separately, even if the Society

or Trust is running a single institution, as the expenditure for the two entities may be different.

Where a Society/Trust is running more than one institution or having more than one faculty such as B.E., M.B.A., M.C.A. or Pharmacy the expenditure for each institution/ course wise be submitted to arrive at a reasonable figure of sharing to calculate the expenditure of Institution/course wise.

All columns must be filled in and information should be complete in all respects. Incomplete, vague or blank columns will be treated as incomplete information and liable to be rejected by the Committee and fee shall be determined by the committee on its own wisdom. The fee so approved/fixed shall be valid for 3 years 2011-12, 2012-13 & 2013-14.

The fee as prescribed by the committee is to be collected by the institution in its own name and a proper receipt is to be issued to the students. No fee, other than the fee prescribed by the committee will be collected by the Trust/Society from the students/parents.

No fund will be transferred from an institution to Trust/Society in any form what so ever and be utilized for the same institution and not for other institutions.

The required information in the enclosed 'Format' be sent by registered post or in person on the address given below:

Enclosures: 1. Format

Address of Committee:

Member Secretary,
Justice Tiwari State Level Fee Committee,
Technical Education Building, Near Khaitan Polytechnic College,
Jhalana Dungri, Jaipur-(Raj.)

Member Secretary

STATE LEVEL FEE COMMITTEE FOR TECHNICAL EDUCATION INSTITUTIONS
FOR THE STATE OF RAJSTHAN

- Performa for General Information about Society/Trust & Institution

(Part-I is about Society/Trust. Part-II is about institution. Please fill separate Part-II for each Technical College/Institution mark them as Part-II (a) Part (b) so on)

PART – I

1. Information about Society/Trust

i.	Name of Society/Trust	
ii.	Address Including e-mail address of the Society Trust	
iii.	Registration No. of Society/Trust	
iv.	Date of Registration of Society/Trust (Please attach copy of MOA or Trust Deed/By Laws	Mark Annexure-I
v.	Authority with whom society Trust has been registered	
vi.	Name, Address. E-mail address and Telephone Nos. of Chairman's and other members of Board of Directors/ Governors/ Trustees/ Managing Committee of Society/Trust	Mark Annexure-II
vii.	Income tax details	
	a. Registration under I.T. Act. No. and Date b. PAN	Mark Annexure-III

2. List of all types of Educational Institution being run by Society/Trust in the state of Rajasthan

3.a. Is Society/Trust maintaining Annual Accounts of all Institution separately?

Yes

No.

b. If yes, Attach Balance Sheet and Profit & Loss Account of the Society/Trust for the year, 2011-12, with auditors report and comments.

c. What is the source of income of Trust/Society

4. a. (i) How much investment was made by the members of the trust/society/ other than loan?

- (ii) Whether they have taken back or still being utilized by the trust/Institution.
- (iii) How much interest paid to them year wise?
- b. How much loan has been taken by the society/trust/institution from various financial institutions/ banks from the date of establishment of institution? (Year wise)
- c. Whether any benefit is being received by the members of the trust/society or their relatives? If so, please give the details.

PART-II

1. Information about Technical Institution (s) run by the Society/Trust

1	Name of Institution/College									
	Address									
2	Date of	Affiliation by University/ Board			Approved by regulatory Authority/AICTE/By any other authority					
3	Contact Details									
	i.	Name of Head of Institution		Office Ph. No.		Office Fax		Residence Ph.		
	ii.	Designation		E-mail : Website :						
4	Category	1	2	3	4	5	6	7	8	9
		M.E.	M.Pharma	MBA	MCA	ARCHITECTURE	HOTEL Management	Diploma in Engg.	Para Medical Course	Other
		B.E.	B.Pharma	PGDBM			Degree			
		B.Tech	D.Pharma				Diploma			

2. Infrastructure

- (a) Land (as on 31.03.2011) Land from where acquired

i.	Land requirement as per AICTE norms at the Time of establishment of the college (In Acres)	
ii.	Land for which CLU has been obtained from competent authority out of land at (i) above	

iii.	Has any land been added, transferred or alienated after the start of the college? If yes, please give area added or alienated date.	

(b) Building – Total built up area in sq. meter. (as on 31.03.2011)

Covered Area				
S. No.	Carpet Area	Required as per AICTE's Norms	Actually available	Remark
1.	Instructional			
2.	Administrative			
3.	Amenities including toilets			
4.	Total			
5.	Circulation area i.e. corridors, stairs, etc.			
6.	Hostels (Total construction area)			
7.	Any other (Specify)			
	Grand Total			

If building is on rent, its yearly rent? Name of the land lord.

(c) Hostel - Details 2011-12

Area in sq. mtrs.					
S. No.	Description	Seat Capacity	Required as per AICTE	Actually Available	Remark
1.	Boys Hostel				
	I. 3 Seater Room				

	II. 2 Seater Room				
	III. 1 Seater Room				
	IV. Dormitory				
2.	Girls Hostel				
	I. 3 Seater Room				
	II. 2 Seater Room				
	III. 1 Seater Room				
	IV. Dormitory				
	Total				

(d) Library and Learning Resources:

No. of Titles				
S. No.	Description (Books)	As per AICTE Norms	Actually available	Remark
1.	Technical			
2.	Science			
3.	Journals			
4.	Digital Learning Material			
	DVDs			
	CDs			
	VCDs			
	Audit Cassettes			
5.	Data Video Projectors			
6.	Digital Library			
7.	Others (Specify)			

3. Whether building or any part of it is shared by any other institute/ office organization of the same society? If yes, give details.
4. How the cost has been apportioned?
5. Whether part of building is being used for Non AICTE approved courses? If yes, give details.
6. If the Institution is running non AICTE course, please give following information
 - i) Has the Institution obtained approval of AICTE and the University/Board concerned for running such course(s)?
 - ii) Whether following resources of the Institute are being deployed for these courses? Give details against each.

Administrative Block

- a) Class Rooms
- b) Workshops & Laboratories
- c) Computers faculty
- d) Library
- e) Computer Centre
- f) Hostel
- g) Any other, specify

iii) If non AICTE courses are being run in the Institute, whether separate accounts of Income and expenditure are being maintained and whether the surplus from these courses is reduced from expenditure relating to the AICTE courses.

7. Whether part of building is being used for any commercial/profit making activity? If yes, give details, including the revenue being generated from such activities.

8. If there is more than one college of the society in the same campus, whether these colleges are physically separated through boundary walls and whether each college has a separate entrance?

(a) Yes

(b) No

PART – II A

1. Courses with year of commencement, offered by the institution. Please tick whichever is applicable.

Degree – ME, BE, B.Tech., B.Arch., MCA, MBA, PGDBMA, M.Pharmacy, B.Pharmacy and Hotel Management.

Diploma – Pharmacy, Engineering, Paramedical Course, Hotel Management

2. Students Profile :

Course	Year Commencement of course	of of	No. of total students in academic year	
			2010-11	2011-12
ME				
BE/B.Tech.				
B.Arch.				
MBA/PGDBA				
MCA				
M.Pharma				
B.Pharma				
D.Pharma				
BHMCT				
Dip. In Engg.				
Paramedical				
Diploma in Hotel Management				

Part – II B

1.Fee Structure – Fee Charged per student.

	2009-10(Rs.)	2010-11 (Rs.)	2011-12 (Rs.)	Remark
◆ Tuition fee				
◆ Development Fee				
◆ Transportation Fee				
◆ Hostel Fee				
◆ Caution Money				
◆ Other Fees (Pl.) specify				
Total				

2. Please furnish Certificate 1,2 showing total receipt and payments as per books of Accounts duly certified by Chartered Accountant who has audited the accounts for the year 2011-12.
3. Whether separate account in the name of depreciation reserve fund is being maintained ?
4. Submit copy of income & expenditure statement with Balance Sheet duly signed and verified with Auditor's report (observation of auditor) for the year 2011-12
5. Capital Balance of Trust/Society on 31.03.11 Copy of A/c and reconciliation there of.
Capital Balance of Trust/Society on 31.03.12

6. Hostel

- a. If run by the Institute/Society/ Trust or any other person. give full detail about total Income/Expenditure

Fee charged from students:

	2010-11	2011-12
No. of students in the relevant year		
Fee charged per student		
Total receipt		
Total Exp.		
Net Saving/Deficit		

b. If run by the others on behalf and in the premises of the Institution. Submit the details as above.

7. Transport

a. If run by the Institute: give full details about Income/Expenditure

Fee charged from the students

	2010-11	2011-12
No. of students in the relevant year		
Fee charged per student		
Total receipt		
Total Exp.		
Net Income		

b. If run by others but on behalf of the institute submits details as above.

8. Whether separate staff is employed for hostel/transport (Form institution), give details. (Name/Salary/Other benefits)

9. Students fund

Fee charged from the students

	2010-11	2011-12
No. of students in the relevant year		
Fee charged per student		
Total receipt		
Total Exp.		
Net Income		

Part-III

Calculation of payment to teaching staff

Designation	No. of Person	Gross Emoluments per month	Total paid during the year
Director/Principal			
Professors			
Asstt. Professors			
Lecturers			
Total			

Calculation of payment to non teaching staff

Designation	No. of Person	Gross Emoluments per month	Total paid during the year
Adm. Officer			
Accountant			
PA to Principal			
UDC			
LDC			
Store Keeper			
Drivers			
Electrician			
Plumber			
Carpenter			
Peon/Attendants			
Sweepers/Cleaners			
Chowkidar/Watchman			
Gardners			
Medical Officer			
Total			

(1) Details of staff 2011-12

a. Teaching Staff:

Name of employee	Category / Prof./Reader/Lecture	Qualification	Pay-Scale	Exp. (Yrs.)	Permanent/Temporary	Annual cost to institution	
						Please show the total amount paid	
						2010-11	2011-12

					Total		

b.Non-Teaching Staff:

Name of employee	Category / Prof./Reader/Lecture	Qualification	Pay-Scale	Exp. (Yrs.)	Permanent/Temporary	Annual cost to Institution	
						2010-11	2011-12
					Total		
					Total (a + b)		

(2) Details of surplus/deficit: 2009-10 & 2010-11

Year	Surplus/Deficit	Fund directly transferred to Society or Trust	Fund directly transferred to corpus Fund	Excess/Short Fees charged	Saving from Hostel	Saving from Transportation
2009-10 & 2010-11						

**(3) Funds Transferred to Society/Trust or to any other Institution
If so give complete details (copy of account)**

(2) Proposed fee with justification for the year 2012-13 as per circular issued by the Committee.

(3) Attach the Certificate No. 1 and No. 2 duly certified by the chartered Accountant (Specimen of certificate enclosed).

Note: - All columns must be filled in, no column should be left unfilled otherwise information shall

be treated as incomplete and liable to be rejected.

DECLARATION

This is to certify that all information provided above is correct and true to best of my knowledge and belief. Nothing has been concealed. This is to further certify that the projected figures are prepared considering the real expenditure for which the necessary expert opinion has also been obtained.

Signature of Director/Principal/Authorized person

Please read carefully all the column & fill-up properly

CERTIFICATE NO.- 1

To be issued who has audited the accounts. The information furnished should be in conformity with audited accounts.

TOTAL RECEIPTS AND PAYMENTS AS PER BOOKS OF ACCOUNTS FOR THE YEAR 2011-2012

Name of the Institute :
Address :

A - TUITION FEE (RECEIPTS)		2011-12	B - DEPRECIATION, DEVELOPMENT FUND	2011-12 As on 31.03.2012
i	Tuition fees only		i	Capital Balance on 01.04.2011/31.03.2012
ii	Interest / Dividend		ii	Depreciation Charged
iii	Rent		iii	Development Fees (Capital Receipts)
iv	Other Income- PI Specify		iv	Other Receipts if not Covered Head A
v	Total			Loan from financial institutions
EXPENDITURE				
From - Tuition Fees and Other Receipts				
Exp as per Income & Exp. Statement				
Excluding, Depreciation Amount, Interest on unsecured Loan				
1	Establishment (Salary & Other Benefits)		PAYMENTS	
	Total Cost			Give Complete details Itemwise
	(a) Faculty Staff		1	Purchases and Replacement of the infrastructure
	(b) Supporting Staff		2	Betterment, Growth and upgradation of the institution
2	Operative and maintenance charges not more than as per guide lines of AICTE		3	Special Aminties Provided to the Students
3	Other expences (Fee charged by AICTE and Affiliated University)		4	Rrepayment of loan during the year.
	Total			
1	That no Capitation fee charged by the Institute during the year.			
2	That the figures taken are related to the AICTE courses only. Hostel/Transport or any other facility or any other expenditure on other courses has been excluded.			
3	The above information is true and correct to the best of my knowledge and after necessary verification of regular books of accounts.			

Signature of the Auditor

Seal

Cont. to 2 Page

Impact of VIth Pay Commission

A Whether VIth Pay Commission has been implemented in your institution, if yes give the following details :-

Name of Employee	Designation	Date. of Appointment	Basic Pay	Amount paid as arrears with date and period

Total

Suggestions how it should be adjusted or neutralised by raising tuition fee for the relevent year.

B If VIth Pay Commission has not been implemented so far, whether management intends to implement it ? If yes give the following details:

Name of Employee	Designation	Date. of Appointment	Basic Pay	Arrears to be paid

Total

Other facility (s) Income & Expenditure on and non AICTE courses provided by

	Institution/Society/Trust or any other person :	Received		Expenditure		Excess/Short		Balance if any
		2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	
1	Facility : Income Expenditure on other facility (s) provided by the Institution/Societies/Trust or by any other person A. Hostel B. Transport C. Any other facility							
2	Income Expenditure on Non AICTE courses							
3	Students fund							
	Total							

Any excess in Hostel/Transport and in any other facility be carry forward in the next year and be taken into consideration for fixing the charges for the next year.

- 1 Saving / Deficit
- 2 If deficit how it has been adjusted?

Seal

Signature

Name of the person signing
Membership No.
CA Firm Name
Firm Registration No.
Full Address

Date :
Place :

Please read carefully all the column & fill-up properly

CERTIFICATE NO.- 2

To be issued who has audited the accounts. The information furnished should be in conformity with audited accounts.

TOTAL RECEIPTS AND PAYMENTS AS PER BOOKS OF ACCOUNTS FOR THE YEAR 2011-2012

Name of the Institute :

Address :

Calculation of cost per Student

(A) Total expenditure upon students (Course wise) From tuition & other fees as given in certificate no. 1 A				(B) Total expenditure from depreciation & development fund, as given in certificate no. 1 B (Capital Exp.)		
Course	No. of Students	Total Expenditure	Cost per Student	No. of Students	Total Expenditure	Cost per Student
M.E						
BE/ B Tech						
Archet.						
Hotel Manag.						
PGDBM						
MBA						
MCA						
M. Pharma						
B. Pharma						
D. Pharma						
Others						

- 1 Saving / Deficit
- 2 If deficit how it has been adjusted?

Date :
Place :

Signature
Name of the person signing
Membership No.
CA Firm Name
Firm Registration No.
Full Address
E-mail Address
Telephone No.
Fax No.