

Shikshan Shulka Samiti, Mumbai

305, Govt. Polytechnic Building, Ali Yawar Jung Marg, Bandra (E), Mumbai - 400 051 (M.S.),
INDIA

Online Fee Approval Proposal for Academic Year 2015-16

To,
The Hon'ble Chairman,
Shikshan Shulka Samiti,
Maharashtra State,
Mumbai - 400 051

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|---------------------------------------|---|
| Name of the College /Institute | EN3197, ME3197 - Agnel Charities' FR. C. Rodrigues Institute of Technology, Vashi, Navi Mumbai (Undergraduate + Postgraduate) |
| Address | SECTOR 9 A, Near Noor Mohammed Masjid, VASHI, NAVI MUMBAI 400 703. |

CHECK-LIST FOR ONLINE FEE APPROVAL PROPOSAL RECEIPT FOR ACADEMIC YEAR 2015-16

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

| Sr No | Particulars | Status | Page No | For office use |
|-------|---|--------|---------|----------------|
| 1 | Prescribed format of revised norms of Computation & Depreciation | Yes | 1-3 | |
| 2 | Affidavit | Yes | 4-6 | |
| 3 | Prescribed Forms A, B, C, D and E in Duplicate duly filled in. | Yes | 7-75 | |
| 4 | Audited financial statements of Institutes/College (along with Hospital, in case of Health Science Colleges/ Institute) i.e. (i) Receipt & Payment Account, (ii) Income & Expenditure Account and (iii) Balance Sheet along with all the schedules with Audit Report along with notes to accounts and accounts policy for the Financial Year 2013-14 and 2014-15 duly signed by Chartered Accountant and counter signed by Dean/ Principal. All the statements mentioned at (i) to (iii) in Original. (Note: Photocopies or certified photocopies will not be accepted.) Also confirm that the assets scheduled in the information is given as per the requirements of Form B. | Yes | 79-120 | |
| 5 | Sanctioned and Actual intake of the course for the academic year 2013-14 and 2014-15 of Regular and Repeater students (if any), separately- Term / Course / Category - wise. | Yes | 121-122 | |
| 6 | Copy of last two years fees structures finalized by from the Shikshan Shulka Samiti. i.e. for academic year 2013-14 and academic year 2014-15 | Yes | 123-125 | |
| 7 | The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the entire Financial Year 2014-15 along with TDS returns filed quarterly (Photocopies of pay roll should be certified by Dean/Principal by signing on each page as true copy. Salary should be paid by cheque and/or directly transferred to bank account of each employee.) | Yes | 126-147 | |

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|----|---|-----|----------------------------------|--|
| 8 | A tabular statement to be submitted giving following details:- a) Actual no of teaching and non-teaching staff b) Actual required Teaching & Non Teaching staff as per norms c) Actual salary paid to each of them d) Salary which is required to be paid as per norms (See Form No.E) | Yes | 198 - 203 | |
| 9 | Estimate of fees for academic year 2015-16 along with proper justification based on the earlier fee structure. | Yes | 204 - 206 | |
| 10 | Information to be submitted in the form of an Affidavit on Stamp Paper of Rs. 100/- duly signed by head of institute/Dean of Management and Dean/ Principal of Institute/ College along with following points incorporated in it.- (i) Salary paid as per norms of UGC/ AICTE/DTE/GOVT. UNIVERSITIES/PCI etc. (ii) Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner. (iii) Affirmation about the correctness of facts and figures submitted by Head of the institute. (iv) Display copy of fee proposal on its website and Notice Board for a period of one year. | Yes | 207 - 209 238 - 724 | |
| 11 | State the details of other Colleges/courses run and located in the same premises/campus. | Yes | 731 - 733 | |
| 12 | Certificate of approval of admitted students from Pravesh Niyantaran Samiti for the academic year 2014-15 | Yes | 734 - 738 | |
| 13 | Certificate that no refund of fees claims etc. and any other matter communicated by Pravesh Niyantaran Samiti and Shikshan Shulka Samiti are pending at Institution/College level. | Yes | 739 | |
| 14 | Certificate that no other fees/ charges have been collected from students/ parents other than those authorised by Shikshan Shulka Samiti. | Yes | 740 | |
| 15 | Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - H&T - AICTE/ DTE/ COA / PCI Government and University. | Yes | 741 - 751 | |
| 16 | Accreditation Certificate if any.(Norm 2.6.1) | No | - | |
| 17 | Fees collected for the year 2014-15 from students admitted in 15 percent NRI Quota in following format.(If any) Sr. CET Merit Name of candidate NRI/Vacancy Against NRI Total Fees (Rs.) as per SSS | Yes | 752 | |
| 18 | Copies of Service Contracts if any entered into (such as Security etc) The copy of TDS & PF challan | Yes | 753 - 765 | |
| 19 | Income earned by the college during 2014-15 other than fees | No | - | |
| 20 | Any other relevant information/ documents College/ Institution would like to submit before the Samiti. | Yes | - | |
| 21 | Soft copy inclusive of above 1 to 20 items (in Microsoft words or Microsoft Excel) | Yes | ✓ | |



