

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

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	

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 Niyran 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 Niyran 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	✓	



