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Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 25th April, 2017.

GUJARAT SELF FINANCED SCHOOLS (REGULATION OF FEES) ACT, 2017.

No.GH/SH/16/BMS/1117/83/CHH:- In exercise of the powers conferred by section 20 of the Gujarat Self financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017), the Government of Gujarat hereby makes the following rules, namely:-

1. **Short title and commencement.-** (1) These rules may be called the Gujarat Self financed Schools (Regulation of Fees) Rules, 2017.
(2) They shall come into force on the date of their publication in the *Official Gazette*.
2. **Definitions.-** (1) In these rules, unless the context otherwise requires,-
(a) "Act" means the Gujarat Self financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017);
(b) "commencement" means the date on which these rules come into force;
(c) "Fee Regulatory Committee" means the Fee Regulatory Committees constituted under sections 3 of the Act;
(d) "Fee Revision Committee" means the Fee Revision Committee constituted under section 12 of the Act;
(e) "Form" means the form appended to these rules.
(2) The words and expressions used in these rules but not defined hereinabove shall have the same meaning as respectively assigned to them in the Act.

3. **Appointment of Chairperson and other Members of the Fee Regulatory Committees and Fee Revision Committee.-** (1) The State Government shall appoint the Chairperson and Members of the Fee Regulatory Committees and Fee Revision Committee in accordance with the provisions of section 3 and section 12 of the Act immediately after the commencement of these rules.

(2) A person who has been nominated as a Chairperson or a Member of such Committee shall disclose his interests, if any, with affairs of any self financed school before assuming the office. Such interest, if in conflict with the functioning of such Committee shall lead to cancellation of his nomination.

(3) (i) A person who has been nominated as a Chairperson or a Member of such Committee shall maintain utmost confidentiality and secrecy about the deliberations and discussions having taken place in the meetings and decisions taken by the Committee. Disclosure of any such matters or decisions in any manner whatsoever shall make him liable to be removed from such Committee.

(ii) The Chairperson or a Member so removed shall not be eligible for reappointment.

(4) No person who is associated in any manner with the affairs of the Management of any self financed school shall be eligible for being a Member of aforesaid Committee(s) except the Member who is nominated by the State Government under clause (d) of sub-section (4) of section 3 and clause (v) of sub-section (2) of section 12 of the Act, respectively.

4. Terms and Conditions of Appointment of Chairperson and Members of Fee Regulatory Committee and Fee Revision Committee.- (1) The honorarium and other allowances payable and facilities to be provided to the Chairperson and Members other than the *ex-officio* members of the Fee Regulatory Committees and Fee Revision Committee shall be such as may be fixed and specified by the State Government by a general or special order issued in that behalf from time to time.

(2) The term of the Chairperson and Members shall be three years from the date of their assuming the office. In case of vacancy by any reason whatsoever, the same shall be filled in accordance with the provisions of the Act. The term of such member shall be for remainder period of the term of the Chairperson or a Member, as the case may be, in whose place he has been appointed.

(3) The Chairperson, or the Member, as the case may be, shall be eligible for appointment for the period not exceeding two terms.

(4) The Chairperson or Members may resign from the office by giving one month's notice to the State Government and the resignation shall be effective on the date of acceptance of the same by the State Government. The vacancy arisen on account of the resignation shall be filled in as early as possible from the date of occurrence of the vacancy.

5. Meetings of Fee Regulatory Committee.-

(1) The Chairperson shall preside over the meetings of the Fee Regulatory Committee. The Committee may adopt its own procedure for transaction of business as it deems fit.

(2) The date, time and venue of the meeting of the Committee shall be decided by the Chairperson and the same shall be communicated to the members of the Committee by the Co-ordinator of the Committee.

(3) The notice in FORM I, along with the agenda items of the meeting shall be given to the each member of the Committee at least 7 clear days in advance by registered post acknowledgement or any other mode including electronic mode as may be decided by the Committee. The acknowledgement shall be preserved for one year.

(4) Emergency meeting may be called for by the Chairperson of the Fee Regulatory Committee with a short notice of 24 hours.

(5) The quorum at the meeting of the Committee shall be atleast two- third Members of the total strength of the Committee. If there is no quorum at the meeting, the same shall be adjourned for half an hour. Thereafter the meeting shall be held for the transaction of its business.

(6) The District Education Officer, or the District Primary Education officer of the Zonal headquarters, as the case may be, shall be the Co-ordinator of the Committee who shall act as per the directions of the Chairperson and shall prepare proceedings of the meeting and circulate the same to all the Members within seven days from the date of meeting.

(7) All official correspondence relating to administrative nature shall be issued under the signature of the Co-ordinator.

6. Procedure for Submission of Proposal by Self Financed School for Determining of Fee or Fee Structure.- (1) The Self financed school shall prepare and submit to the Fee Regulatory Committee, a proposal in FORM II, for fixation of fee or fee structure, containing the particulars specified in it, for its consideration and approval not later than the 31st October of the year of the proposal. The proposal shall also contain the following matters, namely:-

- (i) proposal shall be for fixation of fee or fee structure for next three years;
 - (ii) audited accounts of the preceding two financial years;
 - (iii) provisional accounts from 1st April to 31st August of the year in which proposal is made alongwith a certificate of Chartered Accountant containing the income and expenditure specifying under the different heads;
 - (iv) proposed budget estimates in respect of the year of proposal with the relevant record and evidence; and
 - (v) expenditure incurred towards the educational related services rendered to the students by the affiliated / holding or subsidiary companies having same or related trustees and directors, directly or indirectly.
- (2) In the event of non-submission of proposal within prescribed time limit or submission of incomplete details for fixation of fee, the Fee Regulatory Committee shall *suo moto* determine the fee structure which shall be binding on such school. The fees structure as determined by the Fee Regulatory Committee *suo moto* shall be applicable for the next three academic years.
- (3) The self financed school shall pay such amount towards the process fee, as may be determined by the State Government, alongwith the proposal.
- (4) The self financed school shall be bound to supply any further information or statements which may be required by the Fee Regulatory Committee within the time limit specified by the Committee.

7. Procedure to be Adopted by Fee Regulatory Committee for determining Fee or Fee Structure.- The Fee Regulatory Committee shall adopt following procedure for determining fee or fee structure or fee commensurate with the facilities provided by the self financed school, namely:-

(1) (a) On receiving the proposal from the self financed school in FORM II, the Fee Regulatory Committee shall scrutinise the proposal in accordance with the provisions of the Act and the rules made thereunder.

(b) The Committee may call for any further information or statements as are necessary for scrutiny of the proposed fee or fee structure from the self financed school within the specified time limit and may offer hearing to the concerned school.

(c) The Committee may authorise any Member or any officer for spot verification of documents and school buildings, etc.

(2) The Committee shall not ordinarily grant more than three adjournments during the course of proceedings.

(3) After considering all the relevant factors as provided in the Act and the rules, the Fee Regulatory Committee shall take a decision on such proposal within a period of ninety days from the date of receipt of the proposal.

(4) The Fee Regulatory Committee shall determine the total fees under a single head which may be levied or collected. The order in FORM III, determining the total fees shall be operative for a period of three years.

(5) In the event of contravention of the Act or the rules, the Fee Regulatory Committee shall pass an order of,-

(a) refund of differential amount in case the school has collected excess fee; and

(b) penalty in case of any contravention of the provisions of the Act or the rules.

(6) The fee determined by the Fee Regulatory Committee for Pre-Primary Schools, Primary Schools, Secondary and Higher Secondary Schools shall be displayed by every such self financed school on its notice board in Gujarati and English as also on its official website.

(7) No Self Financed School shall collect fee amounting to more than one quarter from any student at a time and collection of fee for more than one quarter at a time shall be construed as collection of capitation fee and such school shall be liable to be proceeded against in accordance with the provisions of the Act.

(8) The order determining the fee by the Fee Regulatory Committee shall be binding on the self financed school till the revision application is finally decided by the Fee Revision Committee. In the event of increase in fees by the Fee Revision Committee, the self financed school shall be at liberty to collect the differential amount from the student / parents in the next quarter.

8. Special Provisions for Fee or Fee Structure for Academic Year 2017-18.- (1) Within a period of thirty days from the commencement of these rules, the self financed school shall submit to the Fee Regulatory Committee a proposal for fixation of fees or fee structure in FORM - II alongwith the following information, namely:-

(i) audited accounts for the last two financial years i.e. 2014-2015 and 2015-16; and provisional accounts of financial year 2016-17 alongwith a certificate of Chartered Accountant showing the income and expenditure;

(ii) fee collected from the students for the previous academic year and also fee collected for the academic year 2017-18;

(iii) detailed justification for proposed fee or fee structure shall be given along with necessary accounts and statements relating to income and expenditure and such other matters as may be required by the Fee Regulatory Committee;

(iv) an undertaking to the effect that if the self financed school has collected the fee at the rates of previous academic year and such fee being in excess of the fees fixed by the Fee Regulatory Committee, the difference of the fee collected and fee structure determined by the Fee Regulatory Committee, shall be adjusted in the remaining quarters of the academic year. In case annual fee is taken in advance, excess fee shall be refunded within thirty days.

(2) The Fee Regulatory Committee shall scrutinise the proposal and after giving an opportunity of being heard take a decision within a period of ninety days from the receipt of the proposal.

9. Powers and Functions of Fee Regulatory Committee.- The powers and functions of the Chairperson and the Fee Regulatory Committee amongst others shall be as follows, namely:-

(1) The Chairperson of the Fee Regulatory Committee,-

(i) shall by an order authorise any officer or person for authentication of such orders and such decisions of the Committee under sub-section (3) of section 6 of the Act;

- (ii) may authorise any member of the Fee Regulatory Committee to visit any school for verification;
- (iii) may authorise any officer for inspection of the accounts and records of the self financed school under sub-section (4) of section 13;
- (iv) shall monitor the strict implementation of the provisions of the Act and the rules.

(2) The Fee Regulatory Committee shall –

- (i) make necessary documents available where the revision application is made by the self financed school to the Fee Revision Committee;
- (ii) call for such other information or statements as are necessary for determination of fee structure or require the presence of the authorised person of the self financed school.

(3) The order of the Committee determining the total fee shall also contain directions to refund the difference of fee within the specific time limit mentioned in it.

10. Process Fee.- The State Government shall by an order determine the process fee for submission of proposal for fixation of fee or fee structure to the Fee Regulatory Committee and for filing revision application before the Fee Revision Committee.

11. Exemption.- (1) The Fee Regulatory Committee may exempt such self financed school from determination of fee that charges the amount of fee lower than the fee prescribed by the State Government by notification in the *Official Gazette*. Such self financed school shall file an affidavit to that effect in FORM IV.

(2) If in the opinion of the Fee Regulatory Committee any self financed school charging amount of fee lower than the fee prescribed by the State Government by notification in *Official Gazette*, has increased the fee unreasonably, then, it shall be competent to call for such school's records for fee regulation.

(3) Exclusive pre-primary classes/play groups/crèches not attached to any school shall be exempted under section 9 of the Act.

Explanation.- For the purposes of second proviso to sub-section (1) of section 9 and sub-rule (3), any tie up, agreement, collaboration of any such pre-primary classes/play groups/crèches with any self financed school either directly or indirectly, or operating under functional/financial or administrative control of the same management or of the relatives or the pre-primary schools being run as franchise or agency by the primary school shall be considered to be an attachment with such school.

12. Maintenance of Accounts and Records under section 13.- Every self financed school shall maintain the accounts in the following manner, namely:-

(1) (a) the self financed school shall keep accounts for different kinds of expenditure and transactions such as fee collected, grants received from the Central / State Government / local authority, donations and financial assistance received, payment of salary and allowances to the teaching and non-teaching staff, purchase of machinery, equipments, laboratory apparatus and consumables, library books, stationery, computers software and other such expenditure incurred for imparting educational activities such as building construction / renovation / expansion of the school, etc.;

(b) certificate relating to Tax Deducted at Source (TDS) for salary of teaching and non-teaching staff;

(c) expenditure incurred towards the related trust or affiliated / holding / subsidiary company having same trustees / directors / members or relatives for educational, management service or house keeping services.

(2) The self financed school shall keep the registers, accounts and records within its premises at all reasonable time for inspection by the Fee Regulatory Committee or the authorised officer.

(3) The accounts maintained by the self financed school together with all vouchers relating to various items or receipts and expenditure shall be preserved by that school till the audit of accounts is over and objection, if any, raised is settled or till a period of seven years, whichever is later.

(4) (a) The self financed school shall maintain the following registers and record for the purposes of the Act and the rules, namely:-

- (i) General Register,
- (ii) Admission Registers,
- (iii) Fee receipt,
- (iv) Fee Collection Register,
- (v) Cash Book,
- (vi) Library Register,
- (vii) Staff Attendance Register,
- (viii) Student Attendance Register,
- (ix) Voucher File,
- (x) Cheque Register,
- (xi) Service Books,
- (xii) Stock Registers,
- (xiii) Transfer Certificate Book,
- (xiv) Contingency Expenditure Register,
- (xv) Asset Register,
- (xvi) Building rent Register,
- (xvii) District Information System for Education (DISE) form,
- (xviii) Unified District Information System for Education (U-DISE) form,
- (xix) Minute book of school management,
- (xx) Register for TDS certificate.

(b) The Principal / Head Master / Managing Trustee or authorised person of the self financed school shall be responsible for maintenance of accounts, records and registers.

13. Separate Bank Account.- (1) The self financed school shall open and operate only one bank account by the name “.....” for individual registered school. The student / parents shall make payment of prescribed fees directly to the aforesaid bank account of the concerned school. The acknowledgement of receipt of the total fees collected from the student / parents shall be given in the form of counter foil by the bank, or by the concerned school, as the case may be.

(2) All expenditure towards management, teaching and non-teaching staff, house keeping, etc. shall be incurred from this account.

(3) The payments towards the salary and allowances of the teaching and non-teaching staff members shall be credited directly to their bank account from the aforesaid bank account.

14. Revision Application.- (1) Any self financed school being aggrieved by the order of the Fee Regulatory Committee under section 10 of the Act, may prefer a revision application in FORM V, to the Fee Revision Committee, within a period of twenty-one days from the date of receipt of such order alongwith payment of process fees.

- (2) A statement stating the grounds for preferring the revision application shall be submitted alongwith FORM V.
- (3) In case of delay in preferring the revision application, the applicant self financed school shall also file a delay condonation application with the revision application.
- (4) The Fee Revision Committee may call for additional information from the applicant, as it considers necessary for deciding the revision application. The Fee Revision Committee shall call for the records of proceedings of the Fee Regulatory Committee and after considering the same and giving a reasonable opportunity of being heard to the applicant, may confirm, revise or cancel the order against which the revision application is preferred. The decision of the Fee Revision Committee shall be final and conclusive and shall be binding on the self financed school.
- (5) The Fee Revision Committee shall take decision on revision application within a period of ninety days from the date of receipt of the said application.

15. Meetings of Fee Revision Committee.-

(1) The Chairperson shall preside over the meetings of the Fee Revision Committee. The Committee may adopt its own procedure for transaction of business as it deems fit.

(2) The date, time and venue of the meeting of the Committee shall be decided by the Chairperson and the same shall be communicated to the members of the Committee by the Member-Secretary of the Committee.

(3) The notice in FORM VI alongwith the agenda items of the meetings shall be given to the each Member of the Committee at least seven clear days in advance by registered post acknowledgement or any other mode including electronic mode as may be decided by the Committee. The acknowledgement shall be preserved for the period of one year.

(4) The emergency meeting may be called for by the Chairperson of the Fee Revision Committee with a short notice of 24 hours.

(5) The quorum at the meeting of the Committee shall be atleast two- third members of the total strength of the Committee. If there is no quorum at the meeting, the same shall be adjourned for half an hour. Thereafter the meeting shall be held for the transaction of its business.

(6) The Member - Secretary of the Committee shall prepare the proceedings of the meeting and circulate the same to the all the members within seven days from the date of meeting.

(7) All official correspondence relating to administrative nature shall be issued under the signature of the Member - Secretary of the Committee. The orders and decisions of the Committee shall also be communicated by the Member - Secretary of the Committee. The Committee may authorise any Member of the Committee to visit the school for verification and any officer for inspection of accounts and records.

(8)

16. Procedure for Deciding Revision Application by Fee Revision Committee.- The Fee Revision Committee shall adopt following procedure for deciding the revision application preferred by self financed school in FORM V, namely:-

- (1) On receiving the revision application from the Self financed School in the prescribed manner, the Fee Revision Committee,-
- (i) shall call for the proceedings of the Fee Regulatory Committee;

- (ii) shall go through the proposal of the self financed school submitted to the Fee Regulatory Committee and relevant documents and evidences attached with such proposal;
- (iii) shall examine the grounds on which the revision application is preferred;
- (iv) may call for any information or evidences as may be necessary for deciding the application from the self financed school to be submitted within the specified time limit;
- (v) shall take into consideration the factors on which the Fee Regulatory Committee has determined the fee structure;
- (vi) consider such other matters as it may deem necessary.

(2) After considering all the relevant factors mentioned in sub-rule (1), the Fee Revision Committee shall take a decision on revision application within a period of ninety days from the date of receipt of the said revision application.

(3) The decision of the Fee Revision Committee shall be communicated to the school management and copy of the same shall be endorsed to the Fee Regulatory Committee.

(4) The order of the Fee Revision Committee shall clearly specify determination of total fees to be levied for three years and imposition of penalty in case of contravention.

17. Powers and Functions of Revision Committee.- The powers and functions of the Chairperson and of the Fee Revision Committee amongst others shall be as follows, namely:-

- (1) The Committee may call for any information or evidences as may be necessary for deciding the revision application from the self financed school.
- (2) The Committee may issue such directions as it deems necessary in order to communicate the decision with respect to matters specified in section 14 of the Act.

18. Obligations of Self Financed School.- (1) The self financed school shall submit the complete proposal for fixation of fee in accordance with the provisions of Act and the rules within prescribed time limit.

(2) The school charging amount of fee lower than the fee prescribed by State Government by notification in the *Official Gazette*, shall file an affidavit to the Fee Regulatory Committee.

(3) The school shall send the complete information or statement as may be called for by the Fee Regulatory Committee and the Fee Revision Committee within the time limit given by the Committee.

(4) The school management / authorised person shall remain present before the Committee as and when required.

(5) The school shall refund the fees as per the directions of the Committee within the time limit.

(6) It shall also inform the Fee Regulatory Committee,-

- (i) regarding any tie up, agreement, collaboration with any pre-primary school / play group either directly or indirectly;
- (ii) regarding any franchise given by the management for pre-primary school operating under functional, financial or administrative control of the same management or of relatives;
- (iii) expenditure incurred towards the related trust or affiliated / holding / subsidiary company having same trustees / directors / members or relatives;
- (iv) having tie up, agreement, understanding or franchise with pre-primary schools or playgroups.

19. Interpretation.- If any question arises as to the interpretation of any rule, the matter shall be referred to the State Government and the decision of the State Government in that behalf shall be final.

FORM I

(See rule 5 (3))

Notice for Meeting of Fee Regulatory Committee

No:
Office of the Fee Regulatory
Committee,
.....Zone,
..... City.
Date:

To,
Mr./Ms.....
Member,
Fee Regulatory Committee,
.....Zone,
.....City.

Subject: Notice of Meeting of Fee Regulatory Committee,
.....Zone.

Sir/Madam,

Notice is hereby given under the provision of rule 5 (3) of the Gujarat Self Financed Schools (Regulation of Fees) Rules, 2017, that the meeting of the Fee Regulatory Committee is to be scheduled to held on (Date:.....) (at:.....hrs.) at (Venue:.....). I am, therefore, directed to request you to attend the meeting.

Agenda of the meeting is enclosed herewith.

I am to invite your attention to the provision of sub-rule (5) of rule 5 the said rules 2017, which provides for the quorum at meeting. As per the provision of the rule, the quorum at meeting shall be at least two-third members of the total strength of the Committee.

In the event of non-attendance of the meeting, intimation to that effect may be given to the undersigned.

By order and on behalf of the Chairperson of the Committee,

()
Co-ordinator
Fee Regulatory Committee,
.....Zone.

FORM II

(See rule 6(1))

**Proposal for Fixation of Fee Structure of
_____ School.**

From:

Name of Applicant.

Address of School

With pin code.

Tel No. (o)

Mob. No.

Email Id:

Date:

To,

The Chairperson,

Fee Regulatory Committee,

_____ Zone.

(Ahmedabad/Vadodara/Rajkot/Surat).

Subject: Proposal for Fixation of Fee Structure of

_____ School for the academic years _____

Sir/Madam,

In accordance with the provision of Gujarat Self-Financed Schools (Regulation of Fees) Rules, 2017, the proposal for fixation of the fee structure of the _____ school run by _____ (name of trust/Company/body) is submitted along with Annexure – I and II annexed to the Form.

2. The management of the aforesaid self financed school vide its resolution No. _____ Dated: _____ has decided to fix / revise the fee structure for the academic years _____ to _____ and submit hereby for consideration of the Committee.

3. We have read and understood the provisions of the Gujarat Self Financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017) and the rules made their under and abide by the same.

4. The copies of audited accounts, provisional accounts, certificate of Chartered Accountant and other documents and evidences as required under the said rules are attached here with.

5. An undertaking and affidavit as required under the rules is enclosed here with

Yours Faithfully,

(Name)

Principal/Head Master/

Managing Trustee

School's Name:.....

Trust's Name:.....

Date:.....

Encl: As above.

ANNEXURE – I
(Annexed to FORM II)
UNDERTAKING
(under rule 6)

(To be furnished on Rs.100/- on non-judicial stamp paper by the
authorised person of the self financed school)

I, Mr./Ms.....
undersigned residing at..... age:..... in the
capacity of Principal / Head Master / Director / Managing Trustee / authorised person, hereby state
that.....(Name of the School) has
submitted the proposal for fixation /revision of fee structure under rule 6 of the Gujarat Self
Financed Schools (Regulation of Fees) Rules, 2017, to the Fee Regulatory Committee for the
aforesaid school for the academic years (here specify the year).

- (1) I undertake that –
- (i) the school management shall levy / collect the fee as per the fixation by the Fee Regulatory Committee,
 - (ii) any excess fee collected shall be refunded or adjusted as per the provisions of the rules within stipulated time period.
 - (iii) supply the information or statements and further evidence, if any, as may be required by the Fee Regulatory Committee,
 - (iv) comply with the directions of the Fee Regulatory Committee and Act and rules.
- (2) I state that the
- (i) process fee has been paid in the office of the Fee Regulatory Committee,
 - (ii) copies of accounts and evidences and necessary documents as are required with the application have been provided.

Principal/Head Master/
Managing Trustee/

Place:

Authorised Officer/Person

Date:.....

School's Name:.....

Trust's Society's Name:.....
Company

AFFIRMATION

I, Mr./Ms. undersigned residing at..... age:..... in the capacity of Principal / Head Master / Director / Managing Trustee / authorised person, hereby-

- (1) solemnly declare and affirm that –
- (i) the particulars mentioned in the proposal in Form No. II,
 - (ii) accounts are duly audited by the Chartered Accountant and the provisional accounts with certificate of Chartered Accountant,
 - (iii) statement showing the income and expenditure statement on the basis of separate bank account,
 - (iv) information provided and evidences produced with the proposal are true and correct to the best of my knowledge,
- (2) assure to comply with the provisions of the Act and the rules made thereunder.
- (3) state that I have not suppressed any material facts and not furnished any false or incorrect information.
- (4) state that I am aware that making a false affidavit is a punishable offence.

(Name)

Principal/Head Master/

Managing Trustee/

Authorized Officer/Person

Place:

School's Name:.....

Trust's /Society's Name:.....

Date:.....

Company

Affirm before

Name and Address :-

11. Medium of Instruction:

(If School is imparting education in more than one medium, please specify information (Section wise))

12. For which section you have submitted this Application? Please (✓)

Pre Primary Primary Upper Primary Secondary
Higher Secondary: General Science

13. Standard from to

14. Is the school runs in shifts? Yes/No

If 'Yes' mention details as below in Table . If 'No' mention provide details.

TABLE**A. Number of Classes in First Shift and Time, with the name of In-charge of the shift(Telephone No.).**

Type	Standard from _____to_____	Number of Classes	Medium	Time From _____to_____
(1)	(2)	(3)	(4)	(5)
Pre Primary				
Primary				
Secondary				
Higher Secondary General				
Science				

B. Number of Classes in Second Shift and Time, with the name of In-charge of the shift (Telephone No.).

Type	Standard from _____to_____	Number of Classes	Medium	Time From _____to_____
(1)	(2)	(3)	(4)	(5)
Pre Primary				
Primary				
Secondary				
Higher Secondary General				
Science				

15. Name and Address of Principal/Head Master/Supervisor or person in-charge or authorised person responsible for the academic and administrative affairs of the school (Telephone No). (Please mention details of person who is fully responsible for day to day business of school academic and administration)

3. Details of Non-teaching Staff : (Please attach separate Sheet)

Sr. No	Section	Name	Designation	Qualification with Subject	Date of Appointment in this School	Total Experience	PAN No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

4. Results of last Three Years:

Sr. No	Standard	Result (%)								
		2015 No. of Students			2016 No. of Students			2017 No. of Students		
		Appeared	Pass	%	Appeared	Pass	%	Appeared	Pass	%
1	8 th									
2	9 th									
3	10 th									
4	12th	General								
		Science								

5. Mention Co-Curricular Activities carried on in the school (Give the details of last academic year) : (Please attach separate Sheet)

Sr. No.	Name of the Activity	No. of Students Participate

PART – III
Information relating to Infrastructure

1. Land :

(i) Survey No.:

(ii) Total Area : _____ Sq. Meter

(iii) Built up Area _____ sq. Meters.

(iv) Area of Playground _____ sq. Meters.

(Please attach self-attested photocopy of above mentioned documents)

2. (a). Room Specifications of School:

Sr. No	Particulars	Nos.	Area	Remarks
1	Classrooms			
2	Library			
3	Laboratory			
4	Auditorium			
5	Computer Lab			
6	Common Room/Girls Room			
7	Reading Room			
8	Conference Room			
9	Principal Room			
10	Admin Room			
11	Supervisor Room			
12	Staff Room			
13	Craft Room			
14	Music Room			
15	Sports Room			
16	Drawing Room			
17	Any Other Room Facility			

(b). Sanitation Facilities:

Category	No. of Toilets	No. of Urinals	No. of Bathroom
Boys			
Girls			
Staff			

(c). Miscellaneous information :

- (i) Number of drinking water points:
- (ii) Number of Books in Library:
- (iii) Number of Magazines in Library:
- (iv) Number of Computers:
- (v) Number of Projectors:
- (vi) Number of Smart Class Equipment:
- (vii) Number of Tablets:
- (viii) Number of Benches:
- (ix) Is there BISAG Connectivity? Yes/No.
- (x) Internet connectivity..... Yes/No.

(Please attach photocopy of all the items noted in the pages of the Dead Stock Register mentioned in part (c))

PART - IV
Financial Information

1. Bank Account Details :

- 1) Name of the Bank:
- 2) Type of Account :
- 3) Account No:
- 4) IFSC Code:

2. Names of person authorised to operate and sign the cheques :

- (a) Name : _____ (a) Name : _____
(b) Designation : _____ (b) Designation : _____

3. Balance on the date of Application (In figure and words):

(In figure) _____ (Inwards) _____

(If the school is having more than one account for to manage the affairs of the school, give information of all Accounts In separate sheet in the afore said proforma.)

4. Details of ownership of the school building :

- (A) Name of the owner :
- (B) Relations with the management or school :-
- (C) Total Cost of Land:
 - (a) At the time of purchase: _____
 - (b) As on today as per market Value: _____
- (D) Total amount of construction cost:
- (E) Total carpet area of the building: _____ Sq. meter
- (E) Year of construction:

5. Details of Rent:

- (A) Name of the owner:
- (B) Relation of owner with school management or school:
- (C) Yearly Amount of Rent of Building:
- (D) Yearly Amount of Rent of Playground:
- (E) Duration of Rent Deed:
- (F) Amount of rent paid in last three years :

2014-15	2015-16	2016-17

(G) Details of Account in which rent was credited:

- (i) Name of the Bank:
- (ii) Branch:
- (iii) Name of the Account Holder:
- (iv) Account Number:

6. Details of Income:- Academic Year _____ To _____

(Please mention below details of income of last two academic year in separate sheet, Amount should be shown on yearly bases from 1st April to 31st August, give Account Details as per C.A. Certificate)

Sr. No	Type of Income	Pre-Primary	Primary	Upper Primary	Secondary.	Higher Secondary		Other
						General	Science	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Tuition Fee							
2	Term Fee							
3	Library Fee							
4	Laboratory Fee							
5	Deposit							
6	Gymkhana Fee							
7	Caution money							
8	Examination Fee							
9	Admission Fee							
10	Yoga & Physical Education Fee							
11	Donation							
12	Books Selling							
13	Uniform Selling							
14	Shoes Selling							
15	Computer Fee							
16	Activity Fee							
17	Transportation Fee							
18	Break Fast Or Lunch Fee							
19	Government Grant Received if any							
20	Any other Income							
21	Any other amount collected by school not covered in the aforesaid heads							

7. Details of Salaries and Allowances:

Academic Year _____ to _____

A.

Sr. No.	Section	No. of Academic Staff/ Teaching Staff	Expenditure towards Salary and Allowances of Academic Staff/ Teaching Staff	No. of Non-Academic Staff/ Non-Teaching Staff	Expenditure towards Salary and Allowances of Non-Academic Staff/ Non-Teaching	Total Annual Expenditure towards Salary and Allowances.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Pre Primary Section					

2	Primary Section					
3	Upper Primary					
4	Secondary					
5	Higher Secondary					
	(i) General					
	(ii) Science					
Total						

B. Average expenditure per person of academic staff per year _____

C. Average expenditure per person of non-academic staff per year _____

(Please attach separate sheet of last two academic years)

D. Detail of Total Expenditure:-

Academic Year _____ to _____

Sr. No.	Type of Expenditure	Amount Rs.	Remarks
(1)	(2)	(3)	(4)
1.	Salary and Allowances		
2.	Building and Playground Rent.		
3.	Taxes of Building		
4.	Electricity Bill		
5.	Activity Expenditure		
6.	Amount disbursed to any Agency or Company regarding School Activity		
7.	Expenditure for Maintenance		
8.	Expenditure on Books		
9.	Expenditure on Shoes		
10.	Expenditure on Transportation		
11.	Expenditure on Computers		
12.	Expenditure on Uniform		
13.	Expenditure on House keeping		
14.	Expenditure on examination		
15.	Affiliation Fee (with Board)		
16.	Miscellaneous Expenditure		
Total			

(Please attach separate sheet of last two academic years)

8. Proposed Fee Structure of academic year _____ to _____

Sr. No.	Section	Yearly Fee	If intends to increase the fee, give justification and reasons.
(1)	(2)	(3)	(4)
1.	Pre Primary		

2.	Primary		
3.	Upper Primary		
4.	Secondary		
5.	Higher Secondary General		
	Science		

Note: School may propose commuted amount of different head of fee and propose to determine total fee under a single head to be levied/collected as annual fee.

(Name)
Designation
(Applicant)

Official Seal:

FORM III
(See rule 7 (4))

Order determining the fees under the Gujarat Self Financed Schools
(Regulation of Fees) Rules, 2017.

No.....
Office of the Fee Regulatory Committee
.....Zone
..... City.
Date:

Read:-

- (1) Proposal of the Management of the self-financed (School's Namein Form II along with the documents, evidences, undertaking and affidavit dated.....
- (2) Other documents, information provided and evidences submitted by the school at the time of personal hearing on date.....

ORDER:

1. Whereas the Management of the self financed (School's Namehas submitted the proposal for the fixation of fee structure in Form II along with an undertaking and affidavit of the authorised person of the school on.....*..... under rule 6 of the Gujarat Self Financed Schools (Regulation of Fees) Rules, 2017 made under the Gujarat Self Financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017).

2. Whereas the proposal for fixation of fees has been examined and considered on the basis of the aforesaid factors as well as proofs and documents submitted by the management of the school with reference to the relevant factors and provisions of the Act and the said rules.

3. Whereas the personal hearing was also given to the management of the self financed school.

4. Now, therefore, in exercise of the powers conferred by section 10 of the said Act read with sub-rules (3) and (4) of rule 7 of the said rules and subject to the conditions specified in this order, the Fee Regulatory Committee hereby determines the total fee which shall be levied by the self financed school per student of different standard as specified in column (9) of the Table below :

TABLE

Fee for Pre-primary / Primary / Secondary / Higher Secondary (General / Science Stream)

Sr. No.	Section	No. of Students	Total Income	Total Expenditure	Income per Student	Expenditure per Student	Fees proposed by school per student	Total fees determined per student
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Pre Primary							
2	Primary							
3	Upper Primary							

4	Secondary							
5	Higher Secondary General							
	Science							

Conditions:

1. The total fee determined shall be levied for three academic years commencing from the
2. The school shall not collect fee amounting to more than one quarter fee at one time from any student and collection of fee for more than one quarter at one time shall be construed as collection of capitation fee and such school shall be liable for penalty in accordance with the relevant provisions of the Act and the rules.
3. The fee determined shall be displayed by the school on its notice board and official website in Gujarati and English language.
4. The excess fee collected by the school shall be refunded to the students/parents within a period of thirty days from the date of this order.
5. In case, the fee determined by the Committee is higher than the actual fee collected by the school, then, the difference of fee shall be payable by the students/parents within reasonable time.

By order of the Fee Regulatory Committee,

(Name)

(Designation / Authorise Person)

Fee Regulatory Committee

.....Zone.

Seal of the
Office of the
Fee Regulatory
Committee
..... Zone

FORM IV

(See rule 11(1))

(To be furnished on Rs.100/- on non-judicial Stamp Paper by the Self finance school)

AFFIDAVIT

TheTrust/ Society / Company runs the.....(Name of the School) At:..... City:...../Town:...../Taluka:...../ District: having School Index No.....

The aforesaid school has collected / charged the fee for the academic year 2015-16 and 2016-17 from the students of different standards as per the details given in the Table below:

TABLE
Fee for Pre-primary / Primary / Secondary / Higher Secondary
(General / Science Stream)

Sr. No.	Standard	Medium		Fee collected/ charged		Fee collected for academic year 2017-18	Fee increased after issue of notification by the State Government
		Gujarati	English	2015-16	2016-17		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							
3.							

I am to state that the fee collected /charged by the school is lower than the fee prescribed by the Government Notification, Education Department No.GS/HS/20/BMS/1117/83/CHH, dated the 25th April, 2017.

AFFIRMATION

I, undersigned(Name)....., (age:.....years.....), (mention occupation, name of the school / trust / company and address) residing at..... in the capacity of Principal / Head Master / Managing Trustee / Director/Authorised Person, of (Mention name of School) At:..... City...../ Town...../ Taluka...../ District having School Index No.....hereby solemnly declare that the statements made in the aforesaid paragraphs are true and correct to best of my knowledge and belief and stated on the basis the record of the school.

I have not suppressed any material facts and nor furnished any false or incorrect information. I am aware that making a false affidavit is a punishable offence.

Principal/Head Master/
Managing Trustee/
Authorised Officer/Person

Place:

School's Name:.....

Date:.....

Trust's Name:.....
..... Company

Affirm before

Name and Address :-

FORM V

(See rule 14)

**Revision Application to the Fee Revision Committee
under sub-section (3) of section 12.**

From:
Name and Address of the School.
Date:
Tele. No. (o)
Mobile No.

To,
The Chairperson,
Fee Revision Committee,

.....
.....

Subject: Revision Application against the order of the Fee Regulatory Committee under sub-rule (1) of rule 14 of the Gujarat Self Financed Schools (Regulation of Fees) Rules, 2017.

Ref. : Order of the Fee Regulatory Committee,Zone,No,
..... dated the

Sir / Madam,

The proposal of the School Management of (School Name.....
.....) School dated the _____ presented in Form No.II
before the Fee Regulatory Committee _____ Zone for approval /revision of fee structure has
been refused / rejected / partially granted by the Fee Regulatory Committee for the reasons stated in its order
No. _____ dated the _____.

Being aggrieved by the decision of the Fee Regulatory Committee, this revision application is preferred under sub-section (3) of section 12 of the of Gujarat Self Financed Schools (Regulation of Fees) Act, 2017 read with rule (1) of rule 14 of the Gujarat Self Financed Schools (Regulation of Fees) Rules, 2017 on the grounds as stated in the Statement annexed to this application for appropriate orders and reliefs as also and on the basis of the statement of accounts and supported with documents and evidences which were placed before the Fee Regulatory Committee.

The particular of the school/standard/Division etc. are as under.

1. Name of the Trust /Society / Company:
2. Name of the School:
3. Location of School-
 - (i) Area :
 - (ii) City/Town :
 - (iii) Taluka :
 - (iv) District :
4. Type of School-
 - (i) Pre- primary,
 - (ii) Primary.
 - (iii) Secondary,

(iv) Higher Secondary

5. U- DISE No. :
 6. School Affiliation No:
 7. Board Type (GSHSEB or ICSE or CBSE or Other) :
 8. Medium :
 9. Information in the following Table :

TABLE

Sr. No.	Standard	No. of Classes	Total No. of Students.	No. of Teachers Standard Wise.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					

10. Total Students:.....

11. Class-wise proposed fee:

Sr. No	Standard	Fee for the previous academic years	Proposed Fee structure	Difference of fee (4-3)	Percentage of fee increase/hike	Reasons / Justifications for increase of fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)

The detail of the proposed fee structure and justification for the same is detailed in the accompanying documents.

The prescribed fee for filing this revision application is paid in the office of the Fee Regulatory Committee. (Copy enclosed)

This Revision Application is filed within the prescribed time limit.

The application for condonation for delay is also made along with this revision application as the Revision Application could not be filed within the time limit prescribed by the Act for the reasons stated in the said application. It is requested to condone the delay.

It is respectively prayed to entertain this application and grant the reliefs as prayed for.

On behalf of School Management/ Trust/Society/ Company

Yours faithfully,

()

Principal/Head Master/
 Managing Trustee

School's Name:.....

Trust's Name:.....

Date:.....

FORM VI

(See rule 15(3))

Notice for Meeting of Fee Revision Committee

No:
Office of the Fee Revision
Committee,
Address:.....,
.....
Date:

To,
Shree.....
Member,
Fee Revision Committee,
Address:.....,
.....

Subject: Notice of Meeting of Fee Revision Committee,
.....

Sir/Madam,

Notice is hereby given under the provision of rule 15 (3) of the Gujarat Self Financed Schools (Regulation of Fees) Rules, 2017 that the meeting of the Fee Revision Committee is scheduled to be held on (Date:.....) (at:.....hrs.) at (Venue:.....). I am, therefore, directed to request you to attend the meeting.

Agenda of the meeting is enclosed herewith.

I am to invite your attention to provision of sub-rule (5) of rule 15 the said rules, 2017 which provides for the quorum at meeting. As per the provisions of the said sub-rule, the quorum at meeting shall be at least two-third members of the total strength of the Committee.

You are kindly requested to attend the meeting.

In the event of non-attendance of the meeting, intimation to that effect may be given to the undersigned.

By order and on behalf of the Chairperson of the Committee,

()
Member- Secretary
Fee Revision Committee,
.....

By order and in the name of the Governor of Gujarat,

AJAY BHATT

Deputy Secretary to Government.

EDUCATION DEPARTMENT
NOTIFICATION

Sachivalaya, Gandhinagar, 25th April, 2017.

GUJARAT SELF FINANCED SCHOOLS (REGULATION OF FEES) ACT, 2017.

No.GH/SH/17/BMS/1117/83/CHH:- In exercise of the powers conferred by clause (c) of section 2 of the Gujarat Self financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017), the Government of Gujarat hereby specifies the following districts as the educational districts as shown in column (2) of the Schedule appended to this notification for the purposes of the said Act.

SCHEDULE

Sr. No.	Name of District	Sr. No.	Name of District
(1)	(2)	(1)	(2)
1.	Ahmedabad City	18.	Kachchh
2.	Ahmedabad District(Rural)	19.	Kheda
3.	Amreli	20.	Mahisagar
4.	Anand	21.	Mehsana
5.	Arvalli	22.	Morbi
6.	Banaskantha	23.	Narmada
7.	Bharuch	24.	Navsari
8.	Bhavnagar	25.	Panchmahal
9.	Botad	26.	Patan
10.	Chhotaudepur	27.	Porbander
11.	Dahod	28.	Rajkot
12.	Dang	29.	Sabarkantha
13.	Devbhumi Dwarka	30.	Surat
14.	Gandhinagar	31.	Surendranagar
15.	Gir Somnath	32.	Tapi
16.	Jamnagar	33.	Vadodara
17.	Junagadh	34.	Valsad

By order and in the name of the Governor of Gujarat,

AJAY BHATT

Deputy Secretary to Government.

EDUCATION DEPARTMENT**NOTIFICATION**Sachivalaya, Gandhinagar, 25th April, 2017.**GUJARAT SELF FINANCED SCHOOLS (REGULATION OF FEES) ACT, 2017.**

No.GH/SH/18/BMS/1117/83/CHH:- In exercise of the powers conferred by sub-sections (1), (2) and (4) of section 3 read with section 4 of the Gujarat Self financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017), the Government of Gujarat hereby,-

- (i) constitutes a Fee Regulatory Committee consisting of the following members for each Zone, namely:-

1. Retired District and Sessions Judge or
retired member of All India Service
not below the rank of Principal Secretary or
retired member of Indian Police Service
not below the rank of Additional Director
General of Police..... Chairperson,
2. a Chartered Accountant,..... Member,
3. a Civil Engineer or Government Approved Valuer Member,
4. a representative of the self financed school
management of the respective zone..... Member,
5. a academican of repute..... Member;

(ii) directs that the District Education Officer or the District Primary Education Officer of the concerned district shall act as the Co-ordinator of the Fee Regulatory Committee; and

(iii) specifies that the Fee Regulatory Committee for each Zone and its headquarters shall be as specified in columns (2) and (3) of the Schedule appended to this notification, respectively; and also specifies that the jurisdiction of each Zone shall be comprising of the districts as specified in column (4) of the said Schedule.

SCHEDULE

Sr. No	Name of Zone	Headquarters of Committee		Name of District
(1)	(2)	(3)		(4)
1.	Fee Regulatory Committee, Ahmedabad Zone	Ahmedabad	(1)	Ahmedabad City
			(2)	Ahmedabad District(Rural)
			(3)	Gandhinagar

Sr. No	Name of Zone	Headquarters of Committee		Name of District
(1)	(2)	(3)		(4)
			(4)	Mehsana
			(5)	Patan
			(6)	Sabarkantha
			(7)	Banaskantha
			(8)	Arvali
			(9)	Botad
			(10)	Kachchh
2.	Fee Regulatory Committee, Vadodara Zone	Vadodara	(1)	Vadodara
			(2)	Kheda
			(3)	Anand
			(4)	Mahisagar
			(5)	Panchmahal
			(6)	Dahod
			(7)	Chhotaudepur
3.	Fee Regulatory Committee, Rajkot Zone	Rajkot	(1)	Rajkot
			(2)	Surendranagar
			(3)	Junagadh
			(4)	Gir Somnath
			(5)	Jamnagar
			(6)	Devbhumi Dwarka
			(7)	Amreli
			(8)	Porbander
			(9)	Bhavnagar
			(10)	Morbi
4.	Fee Regulatory Committee, Surat Zone	Surat	(1)	Surat
			(2)	Valsad
			(3)	Tapi
			(4)	Narmada
			(5)	Dang
			(6)	Bharuch
			(7)	Navsari

By order and in the name of the Governor of Gujarat,

AJAY BHATT

Deputy Secretary to Government.

EDUCATION DEPARTMENT**NOTIFICATION**

Sachivalaya, Gandhinagar, 25th April, 2017.

GUJARAT SELF FINANCED SCHOOLS (REGULATION OF FEES) ACT, 2017.

No.GH/SH/19/BMS/1117/83/CHH:- In exercise of the powers conferred by sub-sections (1) and (2) of section 12 of the Gujarat Self financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017), the Government of Gujarat hereby constitutes Fee Revision Committee, for the purpose of this Act, consisting of the following members as follows, namely:-

- | | | |
|----|---|-----------------------|
| 1. | Retired Judge of the High Court.... | Chairperson, |
| 2. | Secretary to Government,
Education Department
(Primary and Secondary) <i>ex-officio</i> | Member, |
| 3. | Secretary to Government, Finance Department or
his representative not below the rank of
Deputy Secretary- <i>ex-officio</i> ... | Member, |
| 4. | Secretary, Secondary and Higher Secondary,
Education Board or
Director of Primary Education,
Gujarat State - <i>ex-officio</i> | Member-
Secretary, |
| 5. | One representative from the self financed
school management..... | Member, |
| 6. | A Chartered Accountant,..... | Member. |

By order and in the name of the Governor of Gujarat,

AJAY BHATT

Deputy Secretary to Government.

EDUCATION DEPARTMENT**NOTIFICATION**

Sachivalaya, Gandhinagar, 25th April, 2017.

GUJARAT SELF FINANCED SCHOOLS (REGULATION OF FEES) ACT, 2017.

No.GH/SH/20/BMS/1117/83/CHH:- In exercise of the powers conferred by sub-section (1) of section 9 of the Gujarat Self financed Schools (Regulation of Fees) Act, 2017 (Guj. 20 of 2017), the Government of Gujarat,-

- (i) hereby specifies that the self financed schools specified in column (2) charging the fee lower than the fee specified in column (3) of the Table shown below, shall be exempted from the determination of fee;
- (ii) directs that the schools which are charging the fee more than the fees specified in column (3) of the said Table shall require to submit the proposal for approval and fixation of fee in accordance with provisions of the said Act.

TABLE

Sr. No.	Category of self financed school	Amount of fee (per annum)
(1)	(2)	(3)
1.	Pre-Primary and Primary Schools	Rs. 15,000/-
2.	Secondary and Higher Secondary Schools (General Stream)	Rs. 25,000/-
3.	Higher Secondary Schools (Science Stream)	Rs. 27,000/-

The fee shall be applicable from the academic year 2017-18.

By order and in the name of the Governor of Gujarat,

AJAY BHATT

Deputy Secretary to Government.
