

TIME BOUND/ URGENT

GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2nd FLOOR, 5 SHAM NATH MARG, DELHI

No.DHE-4(2)/2010-11/ 1167-1246

Dated: 10th June, 2010

To

The Chairman / Director,

Sub: Regarding furnishing of information in the format prescribed by the State Fee Regulatory Committee.

Sir/ Madam,

Some of the Self-financing Institutions affiliated to GGSIP University and their Associations represented to State Fee Regulatory Committee stating that there is no definition of Base Fee which is taken by the State Fee Regulatory Committee. As the Base Fee was fixed in the academic year 2002-03, now, the fee should be increased considering the time gap. Secondly, institutions having 'A', 'B' Grades but started a new in the academic year 2009-10, should be given raise according to their grade, not based on the Base year 2008-09. Hence the fee of the Institutes for the academic year 2009-10 has not been fixed according to the Grade achieved.

The State Fee Regulatory Committee considered both the issues and decided that as the academic year 2009-10 is coming to an end, it was felt that the base fee /fee fixed by the Committee may not be changed, as it would cause inconvenience to the students.

In view of the above, the Committee has decided that the above mentoned requests would be re-considered while fixing the fee for the academic year 2010-11.

*I am directed to enclose herewith two proformae prescribed by the State Fee Regulatory Committee for furnishing the relevant information under the columns specified therein. The required information **in triplicate** should be filled properly and must reach in this Directorate by **21.06.2010** positively. Kindly note that in case the required information is not received on prescribed date, the Committee would not consider their request for enhancement in the fee structure since the marking for fee hike in the fee structure is based on the statements being furnished by the institutes.*

Encl:- As above

Yours faithfully,

U Sumra
10.6.10.

(VEENA SUMRA)

STATISTICAL OFFICER (Hr. Edn.)

Ph. No. 23931025

The para-meters drawn by the State Fee Regulatory Committee for calculating the gradation of the institutions for regulating the fee structure (for placing on web-site):-

S.N.	Details	Maximum Marks
1.	PROPERTY:- i) Area(As per Guidelines) ii) Ownership, iii) Land use, iv) Power Backup (Capacity) – Partial/Full coverage	2 2 2 2
2.	ADMISSION:- i)Cut-off Rank ii) Management Quota - Yes/No	3 3
3.	RANKING/ ACCREDITATION:- i)National by NAAC ii)International (ISO Certificate) iii)Association/Organization/Newspapers/Magazine	3 1 2
4.	JOINT INSPECTION TEAM:- Grading	5
5.	REGULAR FACULTY:- i)Post/ (Prof./ Asstt. Prof./ Lecturer) (record maintained should show,whether the post is advertised,by a selection committee,etc.) ii)Experience (while in the Institute) iii) Qualification iv) Papers/ Magazine published v) Workshops/Seminars/Other activities,organized by the institution ,attended by the faculty-nominated by the institution or on his/herown capacity (whether regular interaction with alumni or otherwise interaction exist) vi)Faculty Development-like higher studies	4 4 2 4 4 2
6.	VISITING FACULTY:- i) Post ii) Experience, iii) Qualification iv) Papers published v) Workshops/Seminars	5
7.	COLLABORATION:- i)International-Collaboration. (not in case of Medical College/ LLB/ B.Ed.) ii)Industry Exposure programme,visit to Industries ,purposes,records maintained iii)Consultancy	2 2 5

8.	STUDENT:- <i>i)Teacher-Student-Ratio</i> <i>ii)Advisory Committee with eminent Educationist (Out-sources)</i> <i>iii)Passed & division</i> <i>ivi)Student Assignment (self-learning methods)</i> <i>purpose of assignment,sample assignments by the</i> <i>students,evaluated by the teacher with comments.</i> <i>v) Outside visit for Education purpose</i> <i>vi)Fellowship,</i> <i>vii) Scholarship</i>	 4 2 2 2 2 2 2 2
9.	REFERENCE FACILITIES:- <i>i)Library,</i> <i>ii)Journals (National/ International/ Online),</i> <i>iii)Computers (Self learning assignments)</i> <i>iv) Complaints/Grievances received/disposed</i>	 3 3 5 2
10.	STUDENTS FACILITIES:- <i>i)Accommodation/ Hostel/Sports facilities.</i> <i>ii) Placement, (not in case of Medical College/ LLB)</i> <i>iii)Additional information (in case of Medical College/LLB) –</i> <i>total marks M.M. -9 and in case of B.Ed. MM- 4.</i>	 5 5 2
	Total	100

Note:- *If regular faculty is appointed as per norms and no visiting faculty exist, maximum marks for calculation of regular faculty is 25)*
- *Records to be produced for verification of each item.*

PROFORMA FOR GRADING OF INSTITUTIONS

	2005-07	2006-08	FEED BACK EVALUATION BY JOINT INSPECTION TEAM	LIBRARY BOOKS	JOURNALS	COMPUTERS	Complaints/ Grievances Recd. Disposed
STUDENTS							
Student / Teacher Ratio				No. of Titles:	National Journals:	Servers: Internet	
No. of Students appeared				No. of Volumes:	Foreign Journals:	Computers for Students:	
No. of students passed					Online journals	Computers for library:	
No. of Students failed					Total No. of Journals:	Computers for Staff:	
Distinctions obtained						Laptops for Faculty:	
Ist Division Obtained						Other Laptops:	
II Division Obtained						Online UPS: 7.5 KV:	
Advisory Committee with eminent educationalist							
Students Assignments self learning method and whether evaluated *							
Outside visit for education purpose.						Online UPS:10 KV:	
Fellowships						Projectors: LCD projectors:	
Scholarships						DLP projectors:	
Counselling						Printers: Laserjet:	
						Printers: Inkjet:	
						Scanners:	
						CD Writers: Internal	
						CD Writers: External	
						Pen Drives: 2GB	
						Pen Drives: 1GB	
* a) purpose of assignment			b) Sample assignments of the students		c) Evaluated by the teacher with comments		

STATE FEE REGULATORY COMMITTEE

**FORMAT OF STATEMENT OF ACCOUNTS TO BE SUBMITTED TO
STATE FEE REGULATORY COMMITTEE**

Balance Sheet and Income & Expenditure Account should be accompanied by the Audit Report.

The auditor shall make a report on the accounts examined by him, and on every balance sheet and Income & Expenditure Account and on every other document to be part of or annexed to the balance sheet or Income & Expenditure Account, and the report shall state whether, in his opinion and to the best of his information and according to the explanations given to him, the said accounts give the information required as per this Format and give a true and fair view :-

In the case of the balance sheet, of the state of the Institute's affairs as at the end of its financial year; and

In the case of the Income & Expenditure Account, of the surplus or deficit for its financial year.

The auditor's report shall also state -

Whether, in his opinion, the Income & Expenditure Account and Balance Sheet complied with the accounting standards issued by ICAI.

NAME OF THE INSTITUTE
BALANCE SHEET AS AT 31st MARCH.

LIABILITIES

SCHEDULE

CURRENT YEAR

PREVIOUS YEAR

CORPUS FUND

RESERVES & SURPLUS

- i) Reserves**
- ii) Income & Expenditure as per last year add/less Surplus/Deficit**

LOAN

- Secured**
- Unsecured from :-**
 - person having substantial interest**
 - Others**

- Current Liabilities & Provisions**
- Current Liabilities**
- Provisions**

ASSETS

FIXED ASSETS

- INVESTMENTS**
 - against Fund**
 - other**

Current Assets, Loans & Advances

- Current Assets**
- Loan & Advances**

MISCELLANEOUS EXPENDITURE
(To the extent not written-off or adjusted)

INCOME & EXPENDITURE ACCOUNT
as per last year
add/less deficit/surplus

to :

- Necessary details should be given in Schedule attached to Balance Sheet.**
- Balance Sheet shall be in the form set about above or as near, there to, as circumstances permit.**

**NAME OF THE INSTITUTE
INCOME & EXPENDITURE ACCOUNT FOR
THE YEAR ENDING 31st MARCH,**

INCOME

**SCH-
DULE**

**CURRENT
YEAR**

**PREVIOUS
YEAR**

Fees
Interest
Donation
Subscription
Sale of Prospectus
Rent
Consultancy Fees
Other Income (Give detail for major head)

1
2
3
4

EXPENSES

Employees Cost
Operating Expenses
Administration & General Expenses

Surplus/Deficit before Depreciation & Interest
Depreciation/Amortisation
Interest

Surplus/Deficit for the year before exceptional items
Exceptional items
Surplus/Deficit for the year

NAME OF THE INSTITUTION
SCHEDULES

**CURRENT
YEAR** **PREVIOUS
YEAR**

SCHEDULE '1' : FEE & RECEIPTS

Tuition Fee
Admission Fee
Other Fee
Transportation Receipts
Academic Fee
University Dues
University's Alumni association Fund

SCHEDULE '2' :

Payments & Provisions for Employees
Salary, Wages, bonus, etc. (regular staff)
(teaching/non-teaching)
Contribution to PF & other fund
Gratuity
Staff Welfare Expenses
Salary (ad hoc/ Temporary staff)
Honorarium to guest faculty
Pension
Consideration in connection with retirement
of Office

SCHEDULE '3'

Other Operating Expenses
Fuel, Power, Electricity & Water
Repair to Building
Other repairs
Lab/Workshop consumable expenses
Student activities
Books & Periodicals
Annual Function
Sports
Co-Curriculum activity
Examination Expenses
Seminar
University Charges
Bus Hire Charges
Other Expenses

SCHEDULES '4'

Administrative & General Expenses

Rent
Licence Fee.
Rate & Taxes
Insurance
Advertising & Publicity
Audit Fee
Professional & Consultation Fee
Lease rentals
Loss on asset sold/discarded
Bad debt written off
Affiliation/Recognition Expenses
Stationery
Postage
Telephone
Conveyance (Travelling)
Maintenance (Building)
Vehicle Expenses
Bank Charges
Security Expenses
Inspection Charges
Meeting Expenses
Entertainment/Hospitality Expenses
Gardening Expenses
Housekeeping Charges
Miscellaneous Expenses

The Statement of Accounts shall be so made to disclose the following :-

- i) Any part of income or property of the trust/institution was lent, or continues to be lent, during the financial year to any person having a substantial interest.
- ii) Any land, building or other property of the trust/institution was made, or continued to be made, available for the use of any such person having a substantial interest during the year and the amount of rent or compensation charged, if any.
- iii) Any payment, capital or revenue in nature, was made to any person having a substantial interest during the year.
- iv) Any service of the trust/institution was made available to any person having a substantial interest during the year together with remuneration or compensation received, if any.
- v) Any property/asset of the trust/institution was sold during the year to the person having a substantial interest together with consideration received.
- vi) Any income or property of the trust/institution was diverted during the year in favour of any interested person having a substantial interest together with the amount of income or value of the property so diverted.
- vii) Miscellaneous Expenses
Any item under which the expenses exceeds 5% of the total revenue or rupees 5,000 whichever is higher shall be shown as a separate & distinct item against an appropriate head in Income & Expenditure account and shall not be combined with any other item to be shown under miscellaneous expenses.
- viii) Give reason for substantial increase in expense in comparison to previous year corresponding figures.
- ix) The Income & Expenditure Account shall be in the form set out above or as near, thereto, as circumstances permit.

Persons having a substantial interest means

- a) The author of the trust or the founder of the institution;
- b) Any person who has made a substantial contribution to the trust or institution, that is to say, any person whose total contribution up to the end of the relevant previous year exceeds Five Lacs Rupees;

- c) Where such author, founder or person is a Hindu undivided family, a member of the family;
- d) Any trustee of the trust or manager (by whatever name called) of the institution;
- e) Any relative of any such author, founder, person, member, trustee or manager as aforesaid;
- f) Any concern in which any of the persons referred to in clauses (a), (b), (c), (d) and (e) has a substantial interest.

For the purpose of clause (e) above relative means

- i) Spouse of the person specified in clause viii (a to d)
- ii) Brother or sister of the person specified in clause viii (a to d)
- iii) Brother or sister of the spouse of the person specified in clause viii (a to d)
- iv) Brother or sister of either of the parents of the person specified in clause viii (a to d)
- v) Any lineal ascendant or descendant of the person specified in clause viii (a to d)
- vi) Any lineal ascendant or descendant of the spouse of the person specified in clause viii (a to d)
- vii) Spouse of the person referred to in clauses (ii) to (vi).

VERIFICATION

I, Son/daughter of solemnly declare that to the best of my knowledge and belief, the information given in formate prescribed by the State Fee Regulatory Committee and schedule thereto is correct and complete and are truly stated in accordance with prescribed formate. I further declare that I am making the verification in my capacity as and I am also competent to verify it.

For

Place :
Dated :

Signature
Designation