### TIME BOUND/ URGENT

### GOVT. OF NCT OF DELHI DIRECTORATE OF HIGHER EDUCATION B-WING, 2<sup>nd</sup> 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.

Yours faithfully,

Usuura

(VEENA SUMRA)

Encl:- As above

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)	2
	ii) Ownership,	2
	iii) Land use,	2
	iv) Power Backup (Capacity) – Partial/Full coverage	2
2.	ADMISSION:-	: 
	i)Cut-off Rank	3
	ii) Management Quota - Yes/No	3
3.	RANKING/ACCREDITATION:-	
	i)National by NAAC	3
	ii)International (ISO Certificate)	I
	iii)Association/Organization/Newspapers/Magazine	2
4.	JOINT INSPECTION TEAM:-	
	Grading	5
5.	REGULAR FACULTY:-	
	i)Post/ (Prof./ Asstt. Prof./ Lecturer)	4
	(record maintained should show, whether the post is advertised, by a selection committee, etc.)	
	ii)Experience (while in the Institute)	4
	iii) Qualification	2
	iv) Papers/ Magazine published	4
	v) Workshops/Seminars/Other activities, organized by the	4
	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	2
6.	VISITING FACULTY:-	5
	i) Post	
	ii) Experience,	-
	iii) Qualification	
	iv) Papers published	
	v) Workshops/Seminars	
<i>7</i> .	COLLABORATION:-	
	i)International-Collaboration (not in case of Medical College/ LLB/B.Ed.)	2
	ii)Industry Exposure programme, visit to Industries	2
	,purposes,records maintained iii)Consultancy	5

8.	STUDENT:-	
	i)Teacher-Student-Ratio	
	ii)Advisory Committee with eminent Educationist (Out-sources)	4
	iii)Passed & division	2
	ivi)Student Assignment (self-learning methods)	2
,	purpose of assignment, sample assignments by the students, evaluated by the teacher with comments.	2
	v) Outside visit for Education purpose	
	vi)Fellowship,	2
	vii) Scholarship	2
		2
9.	REFERENCE FACILITIES:-	
	i)Library,	<b>3</b> .
	ii)Journals (National/ International/ Online),	3
	iii)Computers (Self learning assignments)	5
	iv) Complaints/Grievances received/dispossed	2
10.	STUDENTS FACILITIES:-	
	i)Accommodation/ Hostel/Sports facilities	5
	ii) Placement, (not in case of Medical College/ LLB)	5
	iii)Additional information (in case of Medical College/LLB) -	2
	total marks M.M9 and in case of B.Ed. MM- 4.	
	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.

																		NO.	
																		NAME OF INSTITUTION AND ADDRESS	
							Coverage)	Capicity(Partial/full	Power back up	Land use:		CATIGISTIC.	Ownership of land	Carre of lance.	Status of land:	Area of Land:			
-				-							Conforming		Leased		Build Up			INFRASTRUCTURE	
<b>-&gt;</b>					-						Non -Conforming		Rented Owned		Vacant Area			RE	
											ning								
						,						Management Quota	Cut Off Mark (Median):	Cut Off Mark (Lower):	Cut Off Mark (Highest):		OF THE FIRST AND THE LAST ADMITTED STUDENTS	CUT OFF MARK	
																	ADMITTED STODENTS	ARK	

		 		,								
									NATIONAL by NAAC			
2				A Manager					INTERNATIONAL(ISO Certificate)	RANKING OF INSTITUTION		
									RANKING ORGANISATION Association/Organisation/ News Paper/Magazine)	SN :		
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-								Lecturers :	Asstt.Prof.:	Readers:	Professor:		POSTS *			•
								cd 	of.:		)r:		*			
	**Organised by the Institutes,Attended by the faculty,nominated by the institute or on her/his own capacity	* record maintained Should show whether the post is advertised , selected by selection committee, etc.								***************************************			NAME			
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	culty,nomir	e post is ad										INDUSTRY	II (IN THE	_	,	
	nated by the	vertised ,se												REGULAR FACULTY		
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_	r on her/his	election cor	-										TIONS			
	own capacity	nmittee,etc.										REVIEWED	PAPER			
	•											NOT REVIEWED	PAPERS/MAGAZINE PUBLISHED			
					-		·					REVIEWED NOT REVIEWED Sponsored Self Finance	Workshop/Seminars			
													Faculty development (like higher studies)			

			VIS	VISITING FACULTY	7						
			l				PAPERS	PAPERS/MAGAZINE	Workshop/Seminars	Seminars	Faculty
POSTS *	NAMII	EXPERIENCE (IN THE	(IN THE	QUALI	QUALIFICATIONS		PG	PUBLISHED	Attended **	-	development
		TEACHING	INDUSTRY			R	REVIEWED	WED   NOT REVIEWED Sponsored Self Finance	Sponsored So	elf Finance	
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Readers:											
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	* record maintained Should show whether the post is advertised ,selected by selection committee, etc.	ld show whether the	post is advert	ised ,selected	by selection	committee,e	ic.				
	**Organised by the Institutes. Attended by the faculty, nominated by the institute or on her/his own capacity	s,Attended by the fac	culty,nominate	d by the instit	ute or on her	his own cap	acity				
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		* Visit to Industries,purposes- records maintained	,										(Not is	DETAILS OFINT	
		oses- records main											(Not is cse of medical/College/LLB/B.Ed)	DETAILS OFINTERNATIONAL COLLABORATION	
*		tained										•	∍ge/LLB/B.Ed)	ABORATION	
	<b>o</b>									,			STUDENT	INDUSTR	
					Verify to the second se			:	-		-		FACULTY	INDUSTRY EXPOSURE PROGRAMME*	
								:					Others	OGRAMME*	
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No. of Titles:  No. of Volumes:  Foreign Journalis:  Computers for Students:  Laptops for Faculty:  Other Laptops:  Online UPS: 7.5 KV:  Projectors: LCD projectors:  DLP projectors: Laserjet:  Printers: Inkjet:  Scanners:  CD Writers: Inkjet:  Scanners:  CD Writers: Internal  CD Writers: 26B  Pen Drives: 26B		Students Assignments self learning method and whether evaluated *  Outside visit for education purpose.  Scholarships  Counselling
Netional Journals:  Foreign Journals:  Computers for Students:  Computers for Ilbrary:  Computers for Ilbrary:  Computers for Faculty:  Laptops for Faculty:  Other Laptops:  Online UPS: 7.5 KV:  Online UPS: 10 KV:  Projectors: LCD projectors:  DLP projectors: LCD projectors:  DLP projectors: Internal  CD Writers: Internal  CD Writers: C3B		Students Assignments self learning method and whether evaluated *  Outside visit for education surpose.  Scholarships Counselling
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National Journals: Foreign Journals: Online journals Total No. of Journals:		Advisory Committee
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National Journals: Foreign Journals: Online journals		Distinctions obtained
National Journals: Foreign Journals:		No. of Students falled
National Journals: Foreign Journals:		No. of students passed
National Journals:	No. of	No.of Students appeared
National Journals:		Student / TeacherRatio
	2006-08	2008-07
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DETAILS OF ACCOMMODATION	TION	Placements	ents	DETA	DETAILS OF COURSE	RSE		ADDITIONAL INFORMATION
Specification	Area(Sq. Mt.)	(Not in case of Medical/College/LLB)	lical/College/LLB)					
No. of Class rooms:		No.						
Seminar Room		Avg. Salary		Date of Start:				
Drawing Halls		Max. Salary		Initial Approval:				
Laboratories		Min. Salary		Sanctioned Intake:				
Audio Visual Laboratory			-	No of students:	2007	2008	2009	
Library								
Admn. Block								
Workshop								
Computer Centers								
Toilets								a commence of the commence of
Common Rooms								
Sports facilities								
Play Ground								
Students Canteen								
Hostel: Hired Buildings Boy Hostel::								
Hostel: Hired Buildings Girls Hostel:								
Facility for physically handicapped, First Aid Kit/Rest room/Doctor on call								
Any other facilities								
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### STATE FEE REGULATORY COMMITTEE

### PORMAT OF STATEMENT OF ACCOUNTS TO BE SUBMITED TO STATE FEE REQUIRATORY 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 a Expenditure Account and on every other document to be part of or annexed to the balance sheet or income a 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 compiled with the accounting standards leaded by ICAI.

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### IABILITIES

SCHE-DULE

CURRENT PREVIOUS YEAR

CORPUS FUND

### RESERVES & SURPLUS

I) Reserves

II) income & Expenditure as per last year addless Surplus/Deficit

LOAN

**Secured** 

Unsecured from :-.

person having substantial interest

Others

Current Liabilities & Provisions Current Liabilities

**Provisions** 

### 88118

FIXED ABSETS

**NVESTMENTS** against Fund other

Current Assets, Loans & Advances

**Current Assets** Loan & Advances

AISCELLANEOUS EXPENDITURE (To the extent not written off or adjusted)

**NOOME & EXPENDITURE ACCOUNT** as per last year add/less deficit/eurplus

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 341 MARCH.

SCHE-

DULE

### MOOME

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

### EXPENSES

Interest

Employees Cost
Operating Expenses
Administration & General Expenses

Surplus/Deficit before Depreciation, & Interest
Depreciation/Amortisation

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

CURRENT YEAR PREVIOUS YEAR

### NAME OF THE INSTITUTION SCHEDULES

CURRENT PREVIOUS
YEAR YEAR

### SCHEDULE '1' : PRE & 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 (adhoo/. Temporary staff)
Honorarium to guest faculty
Pension'
Consideration in connection with retirement
of Office

### BOHEDULE .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-Curriculam activity
Examination Expenses
Beminar
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
Bed debt written off
Affiliation/Recognition Expenses
Stationery
Postage
Telephone
Conveyance (Travelling)
Maintenence(Building)
Vehicle Expenses
Bank Charges
Beoutly Expenses
Inspection Charges
Meeting Expenses
Entertainment/Hospitality Expenses
Housekeeping Charges
Miscellaneous Expenses



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

- 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.
- 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 oherged, 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 required.
- 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.
- Miscellaneous Expanses

  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 Lade Rupeae;

- 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 inetitution;
- 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(s),(b), (c),(d) and (e) has a substantial interest.

### For the purpose of clause (a) above relative means

- i) Spouse of the person specified in clause vill (a to d)
- ii) Brother or slater of the person specified in clause vill (a to d)
- iii) Brother or eleter of the spouse of the person specified in clause vill (a to d)
- (a to d)
- v) Any lineal ascendant or descendant of the person specified in clause vill (a to d)
- vi) Any lineal ascendant or descendant of the spouse of the person specified in clause viii (a to d)

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vil) Spouse of the person referred to in clauses (ii) to (vi).

### **VERIFICATION**

I, Son/daughter of solemni
declare that to the best of my knowledge and belief, the information given in formation
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 declar
that I am making the verification in my capacity as and I am als
competent to verify it.
For
Place:
Dated : Signature
Designation