

Fee fixation Proforma for Diploma/UG/PG and Vocational courses (Technical) for Academic session 2024-25.

INSTRUCTIONS

Please read these instructions before filling the Proforma.

Note:	The institutes are requested to go through the Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act, 2012 hosted on the Website i.e. www.techeduhry.nic.in before submitting fee proposal for fixation/revision of fee.
	Before submission of fee proposal, authorized representative of the institute will verify that the information in the proforma are correct and certify that all the columns in the proforma have been duly filled.
1	The Proforma and enclosures thereof must be properly indexed and numbered.
2	The Proforma and enclosures thereof must be submitted in two hard copies and one soft copy in Excel format in Pen drive.
3	Do not change the format except where specified. All the columns in proforma with mark (*) require to be compulsorily filled in.
4	Each page of both the sets of Fee Revision Proforma should bear seal/stamp of the institute and signature in original by the concerned management office bearers/duly authorized representative of the Institute.
5	All the financial data submitted by the Institute should be signed and certified by the Chartered Accountant.
6	For each Course of Institute separate proposal be submitted. Joint proposal will be liable for rejection without consideration.
7	Last date of submission of proforma with complete particular as required, is as notified in the fee fixation schedule. Fee proposal be submitted before last date as mentioned in fee fixation schedule. Any proposal received after last date of receipt of proposal as per schedule shall not be considered. If last date of submission of proposal is holiday, next working day will be considered as last date.
8	Before submission of the proposal it will be ensured by authorized representative that the fee proforma is duly indexed, page marked, required documents have been annexed and are legible.
9	Proforma not duly filled in, or incomplete in any respect will invite rejection of fee proposal.
10	The expenses of previous years on faculty, operational and maintenance charges should match with the expenses shown in the audited balance sheet.

	Instructions regarding maintenance of Accounts by Institution
(i)	Every Private Technical Educational Institution shall maintain accounts on the basis of accounting principles applicable to non business organization, not for profit organization i.e. it shall keep the accounts on "Fund Based Accounting" under accrual basis of accounting.
(ii)	A Private Technical Educational Institution may be allowed development fee not exceeding fifteen percent of the total amount of tuition fee. The development fee shall be treated as capital receipt and shall be collected only if the institution maintains "Depreciation Reserve Fund" equivalent to the depreciation charges in the revenue accounts.
(iii)	The society, trust, organization, association of person, company, firm or any legal entity owning the Private Technical Educational Institution shall be required to maintain separate accounts for the society, trust, organization, association of person, firms and the institution, as the case may be. If the society, trust, organization, association of person, company, firm or any legal entity owning the Private Technical Educational Institution, is running more than one institution, then separate accounts shall be maintained for each institutions. It be ensured that account statement annexed with the proposal are of the institute and in particular regarding the course for which fixation/revision of fee has been sought and not of trust, which run this institute, or is joint statement of number of institute run by a common body i.e. trusts or society.

Points for consideration and factors relevant while calculating the basic tuition fee (BTF) for a course.

1. Factors relevant for determination of fee shall be as per the provisions of section 17(1) of the Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act, 2012.
2. Cost of faculty includes cost of teaching faculty and supporting staff (Non teaching staff). Instructions of AICTE/PCI/council of Architecture or any other regulatory body for such course shall be the basis while calculating cost of faculty as per prescribed teacher: student ratio and salary structure of the faculty shall be as prescribed by the above referred regulatory bodies.
3. Operation and Maintenance charges as defined in section 17(1) of Act of 2012 shall include :
 - i) Expenses on books, Journals, Computers, equipments, software, peripherals networking, server, maintenance of website, Electricity , water, telephone/mobile facility for the office/staff/ faculty, sports, advertisement, basic medical facility for faculty/students, documentation, photocopy etc. shall be taken towards operational cost. This list is not exhaustive and other expenses if any, as justified by the institutes/universities or which appear reasonable to the committee may also be taken and considered towards operational expenses.
 - ii) The cost of maintenance of existing peripherals /infrastructure shall also form part of operational and maintenance charges.
 - iii) The books once purchased shall be used for minimum period of 4 years for coming batches of that course for which it has been purchased and the cost of journals shall not exceed 10% of total cost of books. The books prescribed by the regulatory authorities like AICTE/PCI/Council of Architecture etc. will be preferred while purchasing the books for a particular course. The Institute /Universities may also purchase other book relevant for a course. It may also purchase books for pleasure reading of the students as it deemed fit within the cost factor of 10% prescribed for purchase of journals.

- iv) The life span of the computers and connected peripherals shall be as per the instructions of Govt. of Haryana issued from time to time.
- v) The cost of software, peripherals, networking, server etc. shall be contained upto the limit of 50% of the cost of computers.
- vi) Annual Cost of Non Teaching Faculty including administrative and supporting staff shall not exceed 35% of the cost of teaching faculty. If any institute seeking revision of fee for a pharmacy course intends to claim more than 35% of the cost of teaching faculty towards non-teaching faculty related to pharmacy course, it will furnish full details with reasons for making such claim, which will be considered by the Committee while considering the fixation/revision of fee and it may be allowed cost of non-teaching faculty upto 45% of cost of teaching faculty. Any institute which intend to claim more than 35% or 45% of expenses on teaching faculty as discussed above, towards cost of non teaching faculty shall provide justification and specific reason for such claim.
- vi (a) The institute shall certify that teaching and non-teaching faculty as shown in column 16 & 17 of Form B of fee proposal is exclusively for the course for which fixation of fee has been sought. In case teaching or non-teaching faculty is also being used for student of other courses, the detail of the same be mentioned separately.
- vii) While purchasing and justifying the expenses on books, computers/equipments, sanctioned intake capacity of the institute /number of students actually admitted in a particular course shall be relevant factor. The above expenses shall also be regulated as per instructions/guidelines of regulatory body for that course.
- 4. The fee shall be collected semester wise i.e. at the time of start of a particular semester and not for entire year.
- 5. Following legal expenses shall be considered towards operational expenses:-
 - a) Reply to the legal notice served by any student, their parents/guardians or representatives.
 - b) On defending the case filed in Court by a student, his guardians, parents or representatives.

- c) On legal opinion taken by an institute on any issues which has cropped up during the process of admission. However, no such expenses will be admissible where the opinion is taken regarding implementation of guidelines issued by the universities, regulatory bodies of the course like AICTE/PCI etc.

Note: The institution while claiming the legal expenses as aforesaid will furnish the details in as annexure with justification and also attached proof of payment of fee to the Counsel/legal experts. It is made clear that fee paid through cheque/electronics mode or any other banking process shall only be considered as expenses.

6. For the purpose of fee calculation the relevant factor will be actual sanctioned strength of students for the course.
7. To attract the students for a particular course an Institute /University has to spent on advertisement. The expenses on advertisement shall not exceed Rs.750/- per student per annum. The expenses beyond this limit shall not be considered by the committee while computing the fee.
8. As the expenses on purchase and Maintenance of new books, computers peripherals, infrastructure etc. are considered towards operational expenses while calculating the fee and life span of books/computer etc. is prescribed after which the institute /university may opt for purchase of new item as per its requirement, as such, depreciation cost will not be considered towards operational expenses.
9. The payment of interest on Loan shall not taken into consideration for determining the fee structure.
10. The development fee shall not exceed 15% of the basic tuition fee as provision of Section 19(2) of the Haryana Private Technical Educational Institution (Regulation of Admission and Fee) Act, 2012.
11. "Institutions, in which 75% of the eligible programmes are accredited by NBA or any other agency authorized by Government or have been granted Autonomous status by AICTE with a minimum of 50% of the eligible programmes accredited may charge Tuition Fee 25% more than the BTF".

12. Institute may prefer to seek revision of fee for its courses every three years. Till the fee is revised it will continue to charge the fee already fixed by the Committee. No Institute will charge fee other than the fee determined by Committee (Section 11 of Act No.18 of 2012).
13. Committee may take note of instructions issued by AICTE/PCI/Council of Architecture or any other regulatory body for a particular course in matters relating fixation of fee of any course and consider any other relevant factor as it deemed fit, while calculating expenses of an institute and fixing fee of a course.
14. The proforma shall be supported with the information provided to AICTE/PCI affiliating universities/HSBTE alongwith Form 16 issued to the faculty for the last two sessions so that the fee revision proforma can be analyzed in view of the information submitted to regulatory bodies/affiliating bodies.
15. The fee proposal proforma shall also be supported with mandatory disclosures as per the format provided by AICTE/Affiliating bodies.
16. The expenses under the head other operating expenses in Column 18 of Form B (Operational and Maintenance Charges) shall be considered only if a separate annexure giving the details of these expenses is annexed with the Proforma.

Instructions for submission of Fee Fixation Proposal for B.Voc, D.Voc and Skill Diploma Courses for the Academic Session 2024-25.

The enclosed proforma be used for B.Voc, D.Voc and Skill Diploma Courses. While submitting the fee proposal the Institute will take note of following instructions:-

1. While submitting the application the Institute will confine their expenses as per the instructions/guidelines issued by UGC, AICTE or any other regulatory authority appointed by State or Union Government concerning the faculty, infrastructure like library, classroom, computer centre etc.
2. The Institute will specify the already existing infrastructure which is to be used for vocational courses and confine the expenses for the course keeping in view the additional resources required.
3. The fee proposal will be considered by the Committee as per the guidelines and other instructions issued by State of Haryana, Technical Education Board, Haryana, Affiliating University, AICTE, UGC or any other competent authority.
4. The Institute may specify the expenses specially required for the vocational course, which are in addition to the information called in fee proforma, on a separate sheet, giving justification for such expenses.
5. The Institute will take note of the guideline concerning B.Voc Course issued by UGC that the University/College should use its regular faculty for the conduct of general education component and also for the skill components, if existing. Additionally, they may hire faculty on contractual basis and guest faculty in the core trades only as per UGC norms.

The Institute will also take note of AICTE guidelines which provide norm for running vocational courses as follows:-

- The existing resources of the Institution including faculty, Library, Class Room, Computer Centre, etc. shall be used for running the Vocational courses subject to the condition that AICTE approval had been granted for same or allied sector for regular courses.
- All the requirement shall be met with existing infrastructure/facilities for conduct of programmes under consideration.
- The faculty student ratio shall be 1:30 or whatever applicable by respective Board/University.

(For detailed instructions/guidelines, handbook/notifications issued by UGC, AICTE and State Govt. may be referred.)

6. The instructions for other course as far as applicable shall also apply for B.Voc, D.VOC and Skill Development course.

Fee Fixation Proforma for Diploma/UG/PG and Vocational Courses (Technical) for Academic Session 2024-25					
FORM - A					
Name of Institute _____ . Name of Course _____ . Academic Session 2024-25.					
1*	Name of the Trust/Society				
	Address (with pin code)				
	Telephone No. (with STD code)				
2*	Fax No. (with STD code)				
	E-mail ID				
	Website				
3*	Registration No. of the Trust/Society	Registration No. (Enclose copy of certificate of incorporation of the Trust/Society)			
4*	Year of Establishment of the Trust				
5*	Name of the Trustees	Enclose list with address along with mobile numbers			
6*	Name of the Chairman along with his mobile number/ telephone number				
7*	Name of the Secretary along with his mobile number/ telephone number				
8	Name of all the educational Institutions established/ funded/ operated by the Trust/ Society and courses conducted by such Institutions for which fees is to be determined by A&FRC Branch	S.No.	Name of Institute	Courses	
				1	
				2	
		S.No.	Name of Institute	Courses	
				1	
				2	
		S.No.	Name of Institute	Courses	
				1	
				2	

9	Name of all the educational Institutions established/ funded/ operated by the Trust/ Society and courses conducted by such Institutions for which fees is not determined by A&FRC Branch	S.No.	Name of Institute	Courses	
				1	
				2	
		S.No.	Name of Institute	Courses	
				1	
				2	
		S.No.	Name of Institute	Courses	
				1	
				2	
10*	PAN of Trust/Society	PAN No. (Enclose copy of PAN No. of Trust/Society)			
11*	TAN of Trust/Society	TAN No. (Enclose copy of TAN No. of Trust/Society)			
12	Annual financial report of Trust/Society for F.Y. 2020-2021, 2021-22 & 2022-23 along with the Income Tax Return.	Attach certified audited copy along with auditor's report and copy of Income Tax Return. In case audited financial report of financial year 2022-23 is not ready then submit provisional financial report duly signed by Chartered Accountant.			

Note- Column with star (*) mark are mandatory.

Verification

I, _____ (full name in block letters), son/daughter of _____ solemnly declare that the information given in this Proforma and statements accompanying is correct and complete to the best of my knowledge and belief. I further declare that I am submitting this Proforma in my capacity as _____ and I am competent to submit and verify the same.

Place:
Date:

Signature
(Chairman/Secretary)

Fee Fixation Proforma for Diploma/UG/PG and Vocational Courses (Technical) for academic session 2024-25 Form - B (In two copies)		
Name of Course _____		Academic Session 2024-25
1*	Name of the College / Institute	
	Address (with Pincode)	
	Telephone No. (with STD code)	
	Fax No. (with STD code)	
	E-Mail ID	
	Website	
2*	Date of Establishment of Institute	
3*	Date of Start of Course for which fee proposal is being submitted	
4*	Present fee of the course for which fee fixation/revision is sought	
5*	Mention date and academic session for which last fee was fixed (Attach copy of the order of this committee)	
6*	Specify whether course is UG/ PG/Diploma/Certificate Course/Doctoral and Integrated Course	
7*	Duration of the course	
8	Name of the Director/ Principal of the College/Institute with mobile number	
9	Name of the University/Board to which this course is affiliated (attach copy of affiliation)	
10*	Whether any notice was issued by the committee during last three academic sessions (immediately before submission of present fee proposal on any of the following score, (if answer in affirmative, attach copy of the notice)	
	i) Non-refund of fees to students	
	ii) Excess fees charged from students	
	iii) Denial to return documents to students	
	iv) Making optional services (e.g. transportation, T&P, Hostel, Mess, etc.) as compulsory	
	v) Show Cause Notices	
	vi) Others (Please specify)	

Note- Column with star (*) mark are mandatory.

11*	Sanctioned Intake capacity of the course for the years as mentioned herein (As approved by regulatory authority) (attach extension of approval letter)	Course	2021-22	2022-23	2023-24	2024-25 (Projected)	2025-26 (Projected)
		1st Year					
		2nd Year					
		3rd Year					
		4th Year					
		5th Year					
		Total					
		(Enclose copy of latest sanction letter also)					
12*	Actual number of students admitted, on roll	Course	2021-22	2022-23	2023-24 (Projected)		
		1st Year					
		2nd Year					
		3rd Year					
		4th Year					
		5th Year					
		Total					

Note- Column with star (*) mark are mandatory.

13*	Cost of Books														
	Description	Numbers		Year of Purchase	Value										
		As per Norms	Actual Available		2021-22		2022-23		2023-24 (Projected)				2024-25 (Projected)		2025-26 (Projected)
				Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value
	Books required/prescribed for this course														
	Other Books														
Total Cost of Books:															
Note 1. Give details of books as per AICTE/COA/PCI or any other regulatory body norms. 2. Please give details for each specific programme separately. 3. Please give the details of books purchased during the last three years with quantity and actual/ projected expenses for the present and next academic session.															
14*	Cost on Computer Centre														
	Description	Numbers		Year of Purchase	Value										
		As per Norms	Actual Available		2021-22		2022-23		2023-24 (Projected)				2024-25 (Projected)		2025-26 (Projected)
				Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value
	Computers														
	Softwares														
Peripherals															
Total Cost of Computer Centre:															
Note 1. Give details of computer centre as per AICTE/COA/PCI or any other regulatory body norms 2. Please give the details of computers purchased during the last three years with quantity and actual/ projected expenses for the present and next academic session. 3. In case the computer center is also being used for students of other courses, the details of the same be mentioned separately.															

Note- Column with star (*) mark are mandatory.

15* Cost on Equipments															
Description	Numbers		Year of Purchase	Value											
	As per Norms	Actual Available		2021-22		2022-23		2023-24 (Projected)				2024-25 (Projected)		2025-26 (Projected)	
			Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	
Total Cost of Equipments:															
Note 1. Give lab wise detail as per AICTE/COA/PCI or any other regulatory body norms 2. Please give the details of equipments purchased during the last three years with quantity and actual/ projected expenses for the present and next academic session. 3. In case the equipment is also being used for studentes of other corses, the details of the same be mentioned separately.															
16* Cost on Faculty (Teaching)															
A															
Name	Designation	Department	PAN	Joining Date	Highest Qualification	Pay Scale	Salary Annual								
							2021-22	2022-23	2023-24 (Projected)	2024-25 (Projected)	2025-26 (Projected)				
Total Cost of Teaching Faculty															
Note:-(I) Please provide certificate that the teaching faculty is exclusively utilized for the course for which the fee is to be revised supported with Form16 issued to the faculty. (ii) In case teaching or non-teaching faculty is also being used for student of other courses, the detail of the same be mentioned sepearately.															

B											
Faculty Position	Numbers			Salary Annual							
	As per Norms	Actual	shortage, if any	2021-22	2022-23	2023-24 (Projected)	2024-25 (Projected)	2025-26 (Projected)			
Professors											
Readers/Associate professors											
Lecturers/Assistant Professors											
Total Cost of Teaching staff											
Total Nos. and Cost of Faculty presently working											
Total Nos. and Cost of Faculty left during the year											
Note: 1. Give details as per AICTE/COA/PCI or any other Regulatory Body Norms. 2. Please also submit the copies of Form No. 16 regarding Total Salary and Tax Deducted. 3. There should be separate annexure of each faculty i.e. A.) Professor, B) Reader/Associate Professor, C) Lecturers/Assistant Professors or HOD/Sr. Lecturer/Lecturer. 4. Please also mention the details of faculty left during the year and presently not working at your end.											
17* Cost on Staff (Non Teaching)											
Name	Designation	Department	PAN	Joining Date	Highest Qualification	Pay Scale	Salary Annual				
							2021-22	2022-23	2023-24 (Projected)	2024-25 (Projected)	2025-26 (Projected)
Total Cost of Non-teaching staff											
Note: 1. Give details as per AICTE/COA/PCI of any other Regulatory Body Norms. 2. Please also submit the copies of Form No. 16 regarding Total Salary and Tax Deducted.											
Note- Column with star (*) mark are mandatory. Note: (i) Please provide certificate that the Non-teaching faculty is exclusively utilised for the course for which the fee is to be revised supported with Form 16 issue to the faculty. (ii) In case teaching or non-teaching faculty is also being used for student of other courses, the detail of the same be mentioned seperately.											

18*	Operational and Maintenances Charges				
	Descriptions	Audited	Audited	Projected	Projected
		2021-22	2022-23	2023-24	2024-25
	1 Electricity and Water Charges				
	2 Telephone and postage Expenses				
	3 Travelling & Conveyance expenses on vehicles of staff (attach details of the vehicle with Registration Number/Ownership etc.)				
	4 Vehicle Expenses (attach details of vehicle(s) owned/hired by Institute with purpose for which used)				
	5 Repair & maintenance				
	6 Advertisement and Publicity				
	7 Staff Welfare				
	8 Placement Expenses				
	Others Operating Expenses (attach the details in separate annexure)				
	Total Cost				
	Note:	Give details as per AICTE/COA/PCI or anyother Regulatory body Norms, if any.			

Note- Column with star (*) mark are mandatory.

19*	Head wise details of Receipts / Incomes credited to the Income and Exp. A/c						
	Sr. No.	Particulars	2020-21		2021-22		2022-23 (Projected)
			Nos of Students	Amount in Rs.	Nos of Students	Amount in Rs.	Nos of Students
	1	Tuition Fee					
	2	Examination Fee					
	3	Hostel Fee					
	4	Transport Fee					
	5	Sale of Prospectus					
	6	Interest					
	7	Others (give Headwise Details)					
		TOTAL					
	Note :	The Total should match with Income / Receipts shown in the Income & Expenditure Account.					
20*	Reconciliation of Tuition Fee						
	Particulars	Total Nos. of Students	Fee Fixed by A&FRC	Total	Tuition Fee as per Income & Exp.	Diff. If any with reason thereof	

Note- Column with star (*) mark are mandatory.

21	Whether the institute is accredited with NAAC/NBA or any other body recognized by the Government. If yes, attach proof.			Yes/No/N.A.	Period of validity of accreditation
22*	Proposed Tuition Fee				
	Academic Session	Tuition Fee	Development Fee	Total	
23*	Calculation sheet for fixation of Development Fee				
	Particulars	Previous 2 years	Estimates of the current year	Projection for the next years	Projection for the next years
		2021-22	2022-23	2023-24	2024-25
	Opening balance				
	Addition during the year				
	No. of students				
	Development fee per student				
	Total Dev. Fee				
	Less: Utilization during the year (Head wise)				
	Closing Balance				
	Note: Necessary documents and basis of calculations to be annexed				
	The calculation sheet be certified by the statutory auditors of the institute stating therein that records examined				
	(Development Fee can not exceed 15 % of Tuition Fee as per Section 19 (2) of Haryana Act No.18 of 2012)				
	Note :				
	1	Please Give the Data/ Balance Sheet etc. only relevant to course for which the Fee is to be fixed.			
	2	Please attach Audited Balance Sheet for the session 2021-22, 2022-23 and projected financial report for the session 2023-24, 2024-25 and 2025-26 duly signed by Chartered Accountant.			
	3	Also Enclose Working and basis of apportionment of common expenses audited by Statutory Auditor.			
	4	Please attach Projections and cost per student for year 2023-24, 2024-25 and 2025-26			
	5	Please Also Attach Calculation and Justification of Proposed Tuition Fee and Development Fee.			

Note- Column with star (*) mark are mandatory.

24	Postal Address of the Parents/Guardians/Class Representatives of students of Institute who may be contacted while considering fee fixation/revision.					
	Sr. No.	Roll No.	Full Name	Father Full Name	Full Permanent Address	E-mail Id's

Verification

I, _____ (full name in block letters), son/daughter of _____ solemnly declare that the information given in this Proforma and statements attached are correct and complete to the best of my knowledge and belief. I further declare that I am submitting this Proforma in my capacity as _____ and I am competent to submit and verify the same.

Place:

Date:

Signature

(Chairman/Secretary)

Certificate

I _____ s/o _____ in my capacity as _____ of the Institute, certify that I have checked the fee proposal and the same has been duly filled in. No column in the proforma has been left unanswered. All the documents as required have been annexed and are legible. The fee proposal has been page marked, indexed and the index has been checked and signed by me.

Name _____

Designation _____

Stamp of office _____

Date _____