

FORM - A (In two copies)
Proforma for Information of the Society

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			
7	Name of the Secretary along with his mobile number			
8	Name of all the educational Institutions established/ funded/ operated by the Trust/ Society and courses conducted by such Institutions for which fess 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 fess is not determined by A&FRC Branch	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. 2017-18 & 2018-19 along with the Income Tax Return	Attach certified audited copy along with auditor's report and copy of Income Tax Return		

Verification

I, _____ (full name in block letters), son/daughter of _____, solemnly declare that to the best of my knowledge, the information given in this Proforma and statements accompanying is correct and complete. 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)

Form - B (In two copies)
Proforma for Information of the Institute
(Institute)

1	Name of the College / Institute					
	Address (with Pincode)					
	Telephone No. (with STD code)					
	Fax No. (with STD code)					
	E-Mail ID					
	Website					
2	Name and year of the course for which fee is to be determined					
	Specify whether UG/ PG or Diploma Course					
	Duration of the course					
3	Name of the Director/ Principal of the College/Institute with mobile number					
4	Name of the University to which this course is affiliated (attach copy of affiliation)					
5	Number of following nature of notices issued by the A&FRC Branch for the academic years mentioned herein-against	2018-19	2019-20	2020-21		
	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)					
5 (A)	Mention date and academic session for which last fee fixed					
6	Sanctioned Intake capacity for first year of the course for the years mentioned herein-against (As approved by regulatory authority) (attach extension of approval letter)	Course	2017-18	2018-19	2019-20	2020-21
		1st Year				
		2nd Year				
		3rd Year				
		4th Year				
		Total				
(Enclose copy of latest sanction letter also)						
7	Actual number of students admitted, on roll	Course	2017-18	2018-19	2019-20	2020-21
		1st Year				

2nd Year				
3rd Year				
4th Year				
Total				

8	Cost of Books								
	Description	Numbers		Year of Purchase	Value				
		As per Norms*	Actual Available		2016-17	2017-18	2018-19	2019-20	2020-21
					Qty. Value	Qty. Value	Qty. Value	Qty. Value	Qty. Value
	Technical Books								
	Non Technical Books								
	Total Cost of Books:								
	<p>*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 four years with quantity.</p>								

9	Cost on Computer Centre								
	Description	Numbers		Year of Purchase	Value				
		As per Norms	Actual Available		2016-17	2017-18	2018-19	2019-20	2020-21
					Qty. Value	Qty. Value	Qty. Value	Qty. Value	Qty. Value
	Computers								
	Softwars								
	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 books purchased during the last four years with quantity.												
10	Cost on Equipments											
	Description	Numbers		Year of Purchase	Value							
					2016-17	2017-18	2018-19	2019-20	2020-21			
		As per Norms*	Actual Available									
					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 four years with quantity.												
11	Cost on Faculty											
	A											
	Name	Designation	Department	PAN	Joining Date	Highest Qualification	Pay Scale	Salary Annual				
								2016-17	2017-18	2018-19	2019-20	2020-21
	Total Cost of Faculty											
	B											
	Faculty Position	Numbers			Salary Annual							
		As per Norms*	Actual	shortage , if any	2016-17	2017-18	2018-19	2019-20	2020-21			
	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 of 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. Lect/Lect. 4. Please also mention the details of faculty left during the year and presently not working at your end.												
12	Cost on Staff (Non Teaching)											
	Name	Designation	Department	PAN	Joining Date	Highest Qualification	Pay Scale	Salary Annual				
								2016-17	2017-18	2018-19	2019-20	2020-21

Total Cost of Non-teching 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.**

13	Operational and Maintanances Charges						
	Descriptions	As per norms, if any	Audited	Audited	Audited	Projected	Projected
			2017-18	2018-19	2019-20	2020-21	2021-22
	1 Electricity and Water Charges						
	2 Telephone and postage Expenses						
	3 Travelling & Conveyance						
	4 Vehicle Expenses						
	5 Repair & maintenance						
	6 Advertisement and Publicity						
	7 Staff Welfare						
8 Placement Expenses							
Others Operating Expenses							
Total Cost							
* Note: Give details as per AICTE/COA/PCI or anyother Regularatory body Norms.							

14	Head wise details of Receipts / Incomes credited to the Income and Exp. A/c							
	Sr. No.	Particulars	2018-19		2019-20		2020-21	
			Nos of Students	Amount in Rs.	Nos of Students	Amount in Rs.	Nos of Students	Amount in Rs.
	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.							
15	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	
16	Whether the institute is accredited with NAAC/NBA. If yes, attach proof					Yes/No/N.A.		
17	Proposed Tuition Fee			Amount (Rs.)				
	Year							
18	Calculation sheet for fixation of Development Fee							
	Particulars	Previous 2 years	Estimates of the year for which fee is to be fixed	Projections for the next 2 years				
	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 starting therein records examined								
(Development Fee Can not exceed 15 % of Tuition Fee)								
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 2017-18, 2018-19 and 2019-20																					
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 2020-21 and 2021-22																					
5	Please Also Attach Calculation and Justification of Proposed Tuition Fee and Development Fee.																					
19	Postal Address of the Parents/Guardians/Class Representatives																					
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Roll No.</th> <th>Full Name</th> <th>Father Full Name</th> <th>Full Permanent Address</th> <th>E-mail Id's</th> <th>Mobile No.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Roll No.	Full Name	Father Full Name	Full Permanent Address	E-mail Id's	Mobile No.														
Sr. No.	Roll No.	Full Name	Father Full Name	Full Permanent Address	E-mail Id's	Mobile No.																

Proforma for Fee Fixation of UG/PG Institutions	
<u>INSTRUCTIONS</u>	
Please read these instruction before filling the Proforma.	
1	The Proforma and enclosures thereof must be properly indexed and numbered. Further indexing and numbering must be mentioned in the index forming part of Proforma.
2	The Proforma and enclosures thereof must be submitted in two hard copies and one soft copy in Excel format.
3	Do not change the format except where specified.
4	Both the set of Proforma submitted with A&FRC Branch should be sealed and signed in original by the concerned management office bearers.
5	Only Statutory Auditor should sign the Auditor's Certificate in Part-B of Proforma of both sets in original and on all the pages of Proforma forming part of it including index with Auditor's Report in specified format without any suppression of facts or contradictions. If Audit Report is not furnished in the specified format then the accompanying accounts will be treated as un-audited.
6	Submit separate audit report for each course and Institutions.
7	Last date of submission of proforma with complete particular as required, is as notified in the fee fixation schedule.
8	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 that is it shall keep the accounts on "Fund Based Accounting" under accrual basis of accounting.
(ii)	A Private Technical Educational Institution may charge 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 maintain for each institutions.
9	Soft copy of all the documents including this Proforma be also sent in pen drive.
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.