

CHECK - LIST

FEES APPROVAL PROPOSAL FOR HIGHER & TECHNICAL EDUCATION, COURSES
ACADEMIC YEAR 2014-15.

Name of the College/Institute: Vishwakarma Sahajeevan Institute Of Management Khed

College Code: MB3121 Location: KHONDE KHED Dist:- Ratnagiri.

Last fee finalized by Samiti for: a) Academic Year 2013-2014 b) Amount Rs:90,000

The Institutes/ Colleges have to submit the proposal along with the following relevant documents/information **IN PERSON** in chronological order. The proposal sent by Post/RPAD/Courier will not be Accepted on any count.

Sr. No.	Particulars	Page No.	For Office Use
1	Prescribed format of revised norm of Computation & Depreciation	01 to 03	
2	Affidavit	04 to 07	
3	Prescribed Forms A, B, C and D in Duplicate duly filled in.	08 to 22	
4	Audited financial statements of Institutes/College (along with Hospital, in case of Health Science Colleges/ Institute) i.e. (i) Receipt & Payment Account, (ii) Income & Expenditure Account and (iii) Balance Sheet along with all the schedules with Audit Report along with notes to accounts and accounts policy for the Financial Year 2011-12 and 2012-13 duly signed by Chartered Accountant and counter signed by Dean/ Principal. All the statements mentioned at (i) to (iii) in Original. (Note: Photocopies or certified photocopies will not be accepted.) Also confirm that the assets scheduled in the information is given as per the requirements of Form B.	23 to 47	
5	Sanctioned and Actual intake of the course for the academic year 2012-13 and 2013-14 of Regular and Repeater students (if any), separately- Term / Course / Category - wise.	48	
6	Copy of last two fees structures finalized by from the Shikshan Shulka Samiti. - i.e. for academic year 2012-13 & academic year 2013-14.	49 to 53	
7	The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the months of April 2013, Sept-2013, Dec 2013 & March-2014. Photocopies of pay roll should be certified by Principal by signing on each page as true copy. Salary should be paid by cheque and/or directly transferred to bank account of each employee.	54 to 61	
8	A tabular statement to be submitted giving following details:- a)Actual No.of Teaching and Non-Teaching staff. b)Actual require ! Teaching and Non-Teaching staff as per norms. c)Actual salary paid to each of them. d)Salary which is required to be pay as per norms(see Form no.E)	62	
9	Estimate of fees for academic year 2014-14 along with proper justification based on the earlier fee structure.	63 to 65	

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10	Information to be submitted the form of an Affidavit on Stamp in Paper of Rs. 100/- duly signed by head of institute/Dean of Management and Dean/ Principal of Institute/ College along with following points incorporated in it				66 to 68	
	(i) Salary paid as per norms of UGC/ AICTE/DTE/GOVT. UNIVERSITIES etc. (ii) Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner, (iii) Affirmation about the correctness of facts and figures submitted by Head of the institute, (iv) Display copy of fee proposal on its website and Notice Board for a period of one year.					
11	State all the details of other Colleges/courses run and located in the same premises/campus.				69	
12	Certificate of approval of admitted students from Pravesh Niyran Samiti for the academic year 2013-14.				70 to 73	
13	Certificate that no refund of fees claims etc. and any other matter communicated by Pravesh Niyran Samiti and Shikshan Shulka Samiti are pending at Institution/College level.				74 to 94	
14	Certificate that no other fees/ charges have been collected from students/ parents other than those mentioned in the prospectus and authorised by Shikshan Shulka Samiti.				74 to 94	
15	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - AICTE/ DTE/ NCTE Government and University.State the dates				74 to 94	
16	Accreditation Certificate if any.(Norm 2.6.1)				95	
17	Proof of innovation/Patent if any (norm 2.6.2)				96	
18	Fees collected for the year 2013-14 from students admitted in '15% NRI Quota' in following format. (If any)				97	
	Sr.	CET Merit	Name of candidate	NRI/Vacancy Against NRI		
19	Copies of Service Contracts, if any entered into (such as for security etc.) The copy of TDS & PF Challan.				98	
20	Income earned by the college during 2013-14 other than fees.				99	
21	Any other relevant information/ documents College/ Intuition would like to submit before the Samiti.				100 to 261	
22	Soft copy inclusive of above 1 to 21 items (in Microsoft words or Microsoft Excel).				Attached	

Note: The Proposal should be submitted in Duplicate in **A4 Size Spirally bound**

indicating cover page in the specified format.