

ADMISSION AND FEE REGULATORY COMMITTEE

FRAMEWORK FOR FEE REGULATION OF TECHNICAL EDUCATION INSTITUTIONS

**1. INTRODUCTION**

The framework for fee regulation has been prepared keeping in view the guiding principles provided by 'The Madhya Pradesh Niji Vyavsayik Shikshan Sanstha (Pravesh Ka Viniyaman Avam Shulk Ka Nirdharan) Adhiniyam, 2007 (hereinafter referred to as the Act) and governing rules published on 15-4-2008 and subsequent amendment in the Act on 12 Sept. 2013 and as per the National Fee Committee Report (Constituted by AICTE under the chairmanship of Justice Shri Srikrishna, August 2021.

In accordance with above the AFRC (in short Committee) shall consider proposed fee by individual Institutions for their individual courses and prescribe a reasonable fee structure for each one of them.

Based on the norms defined, fees to be charged to cover costs of providing and maintaining the infrastructure and for covering recurring expenditure towards payment of salaries, consumables etc. will be worked out.

Each Institution being unaided shall have the freedom to propose its own fee structure taking into consideration the need to generate funds to run the Institution and to provide facilities necessary for the benefit of the students.-Charging of capitation fee shall be treated as illegal as provided in the act. Again, commercialization of education is prohibited and profiteering in any form is not permitted.

**2. INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATION**

- 2.1 New institutes are required to obtain UserID for each course separately by applying to AFRC, through registered mail. The email must have attachment of the following mandatory documents: - (1) Permission of AICTE, PCI, COA etc. (2) Affiliation of concerned university. The existing institutes wish to run new course(s) must also apply for UserID as mentioned above. After receiving UserID the institute can pay processing fee of Rs. 25000/- for PG course and 50000/- for U.G. course and submit all relevant information along with required documents on AFRC portal for fixation of fee.
- 2.2 Existing institutes having UserID can directly apply for fixation of fee online.
- 2.3 Institution has to submit an affidavit certifying the accuracy and authenticity of the online data from the competent authority. Penal action may be initiated against the institution if it is found that the institution has submitted any wrong or incorrect information.
- 2.4 It is mandatory that the information submitted by the Institutions should be certified by the Chartered Accountant.
- 2.5 Institute has to submit previous three years audited financial data for the Course, Institute and Society (Income Expenditure Statement and Balance sheet with UDIN). Committee may consider latest audited financial data submitted by the institute.
- 2.6 In case data is received from an Institution which does not fall within the parameters as defined, then it will not be considered for allowing the same for the fee chargeable from the students.



### 3. VERIFICATION OF SUBMITTED DATA AND INFORMATION

- 3.1 Various data / information and documents furnished by the Institutions at AFRC portal will be checked and verified by the AFRC secretariat and the same will be forwarded to chartered accountant firm appointed by the AFRC for further analysis and calculation of fee.
- 3.2 Proforma for submission of information containing Form A, Form B and Form C shall be checked by AFRC secretariat and chartered accountant firm appointed by the AFRC for arithmetical accuracy, completeness and furnishing of required documents.
- 3.3 Notes to Accounts shall also be considered and necessary adjustment be made in the proposals submitted by the Institutions in accordance therewith.
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- 4.2 Caution Money shall not be treated as part of Income and similarly it can not be treated as cost at the time of refund, as it is a refundable deposit. The caution money shall be continued to charge as per existing norms.
- 4.3 Wherever, the engaged human resource is more then the regulatory body norms and of the nature that does not contribute to quality of education may be disallowed while calculating the cost. This measure will help in stopping the institutions for engaging undesired manpower at the cost of students.
- 4.4 All common costs should be apportioned on the basis of total sanctioned student strength and duration for each course.
- 4.5 In case of new institutions where data for the past years does not exist, Minimum fee shall be fixed for one year.
- 4.6 For promoting quality and accelerating growth and development, donations for specific capital expenditure from alumni or others (but not from students) shall be appreciated and shall not be considered as part of regular income.
- 4.7 Scholarship expense shall not be allowed as cost as this expenditure should not be borne by other students and should be provided for by the Institution out of its own funds only.
- 4.8 Fees will be fixed to be charged in multiples of Rs. 500 only.
- 4.9 Immaterial amounts may be ignored for the purposes of regulation of tuition fee.
- 4.10 Incomes earned / expenditure incurred by the Society / Trust will not be taken into account for the purposes of calculation of tuition fee.



- 4.11 It is also specifically provided that for calculation of tuition fee, various incomes / receipts of the institution except incomes / receipts specifically discussed elsewhere in the framework shall be adjusted to arrive at the net expenditure of the Institution.
- 4.12 It is clarified that the governing criteria for charging of tuition fee across the board shall be the year of admission whatever be the mode of entry as decided by regulatory body/competent authority.
- 4.13 Wherever faculty is over and above the mandatory requirement of the concerned Regulatory Authority, the same shall not be considered and the cases where PAN & Aadhar card has not been given, salary of such faculty shall also not be taken into consideration.
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- In case the calculated fee of an institution is more than the existing fee, fee as per calculation will be awarded.
- In case the calculated fee of an institution is found to be less than the minimum fee, then minimum fee will be awarded for one year only.
- 4.18 If the individual institute file appeal before Appellate Authority, Committee is of the opinion that a fee of Rs. 5000/- should be charged for each Appeal.
- 4.19 Latest Norms and Guidelines issued by AICTE vide letter No.3-16/P&AP/Fee.Com./2022/611.dated 16.05.2022 will be implemented for calculation of tuition fee for all the courses.
- 4.20 If sanctioned intake for next year increase or decrease, then fee can be recalculated as per revised sanctioned intake.
- 4.21 Incomplete application form without the required data or documents will not be considered for fixation of fee.
- 4.22 New Institutions will be awarded minimum/basic fee for one academic session as prescribed by AFRC for the courses approved by the competent authority (AICTE/PCI/COA) and affiliated by respective university.



## 5. NORMS FOR CHARGEABLE FEE

Fee to be charged for a course shall cover expenses as mentioned below:

### 5.1 Human resources

- Salary of regular / on contract faculty, technical and non-technical staff
- Remuneration to visiting / adjunct faculty.
- Funding for faculty development & research, for attending seminars/ webinars/conferences, membership of professional bodies

and skill development concerning pedagogy changes, assessment techniques and student mentoring.

These human resources costs will be computed based on Annexure-I.

5.2 **Learning resources:** Library books, Library Journals, e-resources, Newspaper & magazines, Library Software & Automation. These costs will be computed based on Annexure-II.

5.3 **Computers / IT Infrastructure:** Servers, Terminals, Printers, Operating systems and Other Software, Peripherals, Networking and Add-ons, Internet and Intranet, Institute website, Confidential setup for internal assessment records and examinations. These costs will be computed based on Annexure-III.

5.4 **Operational costs:** Electricity, Water, Repairs and Maintenance, Postage & Telecom, Travel / conveyance / vehicle, Photocopying, Documentation, Advertisement for recruitment of faculty and staff, Printing & stationery, Public relations, Audit and accounting fees, Insurance or Taxes, Hospitality. These costs will be computed based on Annexure-IV.

5.5 **Miscellaneous:** Laboratory Consumables, Student activities (Social, Gymkhana, Sports etc.), Identity card and other Certificates, Affiliation / Equivalence / Approvals and Visits therefor, Recruitment expenses, Repairs and maintenance expenses. These costs will be computed based on Annexure-V.

5.6 **Desirables:** Tinkering laboratory, Smart classroom, Public announcement system, ERP, LCD projectors in Class rooms, Innovation cell / Social media cell, Sanitary napkin vending & disposal, Measures for cybersecurity. These costs will be computed based on Annexure-V.

## 6. IMPACT OF OTHER FACTORS

### 6.1 Capital Investment/borrowed capital/interest on borrowed capital

It is the considered opinion of the Committee that a student should bear the cost of education only and he should not be burdened with the cost of establishing the Institution initially or subsequent development/ setting up of additional infrastructure. Thus, there can not be any contribution of the students to the capital cost of the Institution at the time of its set-up / getting approval from the regulatory body or subsequent development/ setting up of additional infrastructure. Hence Capital Investment/borrowed capital/interest on borrowed capital will not be considered as expenditure for calculation of fee.





## 6.2 Depreciation

The trust/society will have to invest funds for procurement of infrastructure i.e. land, building, equipment and furniture. Over the years the land will appreciate whereas the buildings will depreciate. There will not be any provision for recovery of costs of investments. However, expenditure made on procurement and updating of laboratory equipment, library books, ERP, LMS and other software related to examination and assessment has to be allowed and same shall be depreciated as per the rates prescribed in the IT act.

## 6.3 Growth and development

The Development fees shall be limited to 15% of the tuition fees being charged which should take care of expansion of the system and development of education as also the non-recurring expenditure towards major repairs and replacement of laboratory equipment, furniture etc.

## 6.4 Accreditation of Institute/Course

The Institute, which has got accreditation from appropriate authority (e.g. NBA) will be eligible to get 15% of additional tuition fees than the calculated fee of Undergraduate/ Postgraduate degree program. Such additional fees can be charged to the students for the entire duration of the program if the program is accredited at the time of their admission to the program.

## 6.5 Inflation

Impact of inflation is taken on the basis of final Wholesale Price Index for 'All Commodities' for the month of November, 2023 calculated by Chartered Accountant of AFRC is 0.261%. Accordingly the inflation calculated by CA is as follows: -

| Year | WPI Inflation | Base    | Average |
|------|---------------|---------|---------|
| 0    |               | 100     |         |
| 1    | 0.26%         | 0.26    | 0.26    |
|      |               | 100.26  |         |
| 2    | 0.26%         | 0.261   | 0.261   |
|      |               | 100.521 |         |
| 3    | 0.26%         | 0.261   | 0.261   |
|      |               | 100.782 | 0.261   |

**Average of three (3) years**

**0.261%**

Finally, Committee is of the opinion that inflation rate should be maintained same as previous years i.e. 6%.

Effect of inflation should be counted only on operating expenses.



## 6.6 Ancillary Facilities

- 6.6.1 All expenses not directly connected to the cost of education eg. hostel expenditure, mess expenditure, transport expenditure etc. shall not be considered while allowing reasonable fee structure. Similarly, income on such accounts shall also be excluded from computation of Fees chargeable. Such facilities shall be fixed as mentioned hereunder.
- 6.6.2 For facilities like transportation, hostel, mess and T&P activities fee will be fixed on actual cost and no profit no loss basis subject to a reasonable upper cap fixed by the committee. Such fee shall be charged on optional basis from the user only. Each institution shall maintain a separate account for each such head. On specific complaint and otherwise also Committee may call books of accounts to ascertain that no profit is earned on these heads. In order to assure no profiteering on such activities it is mandated by the committee that a governing council comprising of management of the Institution and students/guardian shall be formed to supervise operations of each such activity and said committee should certify the accounts thereof.

**The upper cap of fees for each activity shall as follows:**

| S.No. | Head                   | Upper Cap  |
|-------|------------------------|--|
| 1     | Hostel                 | Rs. 7500/- per semester<br>GST extra at applicable rate. |
| 3     | Transportation         | Rs. 6000/- per semester<br>GST extra at applicable rate. |
| 4     | Training and Placement | Rs. 1000/- per semester in final year.                   |

## 7. NORMS FOR LATE FEES

Considering wide variation in charges levied by various Institutions for late payment of fees, it has been considered necessary to put a cap on such charges also. It is therefore, mandated that penalty for late payment of fees shall not exceed Rs. 25/- per day or Rs. 500.00 for delay upto one month, Rs.1000.00 for delays for more then one month but not exceeding three months and Rs.2000.00 for delays for more than three months but not exceeding six months. No penalty shall be levied if delay is more than six months with an option that institution may act against such students as per University rules.

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## Annexure-I

### Cost of human resources

Maximum percentages permitted for adjunct and contractual faculties:

| Program                  | Allowed Faculty % range |             |
|--------------------------|-------------------------|-------------|
|                          | Adjunct                 | Contractual |
| Engineering & technology | 0 to 10                 | 0 to 20     |
| Applied arts & crafts    | 0 to 10                 | 0 to 20     |
| Design                   | 10 to 20                | 0 to 20     |
| HMCT                     | 0 to 10                 | 0 to 20     |
| Planning                 | 10 to 30                | 0 to 20     |

Faculty students ratio (FSR)

| Level                 | Programme                                | FSR  | Cadre Ratio   |
|-----------------------|--|------|---|
| Diploma/Post Diploma  |  | 1:25 | HOD-01<br>Lecturer-X                                    |
| Under Graduate Degree | Engineering and Technology               | 1:20 | Principal-1<br>Prof.-1x<br>Ass. Prof-2x<br>Ass. Prof-6x |
|                       | Planning                                 | 1:16 |   |
|                       | Applied Arts and Crafts                  | 1:15 |   |
|                       | Design                                   | 1:15 |   |
|                       | Hotel Management and Catering Technology | 1:20 |   |
| Post Graduate Degree  | Engineering and Technology               | 1:15 | Prof.-1x<br>Ass. Prof-1x<br>Ass. Prof-1x                |
|                       | Planning                                 | 1:10 |   |
|                       | Applied Arts and Crafts                  | 1:15 |   |
|                       | Design                                   | 1:15 |   |
|                       | Hotel Management and Catering Technology | 1:12 |   |
|                       | MCA                                      | 1:20 | Principal-1<br>Prof.-1x<br>Ass. Prof-2x<br>Ass. Prof-6x |
|                       | MBA/PGDM                                 | 1:20 |   |

Total salary of non-teaching staff is considered as 30% of the total faculty salary.

In addition, a provision of 10% of the total salary is made for other benefits as mentioned in the Pay commission report.

Salary for Regular Faculty in INR as per VII pay Commission recommendations.

| Post                | Basic with No allowances |              | Including Allowances |          |
|---------------------|--------------------------|--------------|----------------------|----------|
|                     | Min of scale             | Max of scale | Min                  | Max      |
|                     | Monthly                  |              | Monthly              |          |
|                     | Degree                   |              |                      |          |
| Assistant Professor | 57,700                   | 1,17,100     | 83,657               | 1,90,721 |
| Associate Professor | 1,31,400                 | 1,98,700     | 1,84,626             | 3,17,201 |
| Professor           | 1,44,200                 | 1,99,600     | 2,02,162             | 3,18,596 |
|                     | Diploma                  |              |                      |          |
| Lecturer            | 56,100                   | 1,31,400     | 81,465               | 2,12,886 |
| HoD                 | 1,31,400                 | 1,98,700     | 1,84,626             | 3,17,201 |

**Note:**

- Allowances as declared by Central government applicable from July 2021:
- Dearness Allowance 28%,
- Transportation allowance: Minimum Rs 3600+DA thereon, Maximum Rs 7200 + DA thereon House rent allowance: Minimum 9%, Maximum 27%

**Salary structure for Contractual & Adjunct faculty**

| Salaries in INR     | Per month | Per annum |
|---------------------|-----------|-----------|
| Adjunct faculty     | 80,000    | 9,60,000  |
| Contractual faculty | 60,000    | 7,20,000  |

- Industry Institute Interaction sessions allowed per course is 10. Expenses on Industry Institute Interaction sessions is Rs. 3000/- per session.
- Faculty Development funds is Rs. 10000/- per person per annum for upto 25% of regular faculties.
- Research fund : Rs. 20000/- per course per year.



## Annexure-II

### Cost of Learning Resources

| Level                 | Programme                                | Books Allowed to purchase (per course) |
|-----------------------|--|--|
| Diploma/Post Diploma  | Engineering and Technology               | 250                                    |
|                       | Applied Arts and Crafts                  | 200                                    |
|                       | Design                                   | 250                                    |
|                       | Hotel Management and Catering Technology | 250                                    |
| Under Graduate Degree | Engineering and Technology               | 250                                    |
|                       | Planning                                 | 400                                    |
|                       | Applied Arts and Crafts                  | 500                                    |
|                       | Design                                   | 500                                    |
| Post Graduate Degree  | Engineering and Technology               | 100                                    |
|                       | Planning                                 | 100                                    |
|                       | Applied Arts and Crafts                  | 100                                    |
|                       | Design                                   | 100                                    |
|                       | Hotel Management and Catering Technology | 100                                    |
|                       | MCA                                      | 500                                    |
|                       | MBA/PGDM                                 | 500                                    |

- The average cost of each technical book is considered as Rs 750.
- Cost of other learning resources is considered as percentage of cost of books required as mentioned below:
  - Library journals: 25%, e-resources: 25%, Newspaper & magazines: 1%
  - In addition to this, cost of Library hardware and software is considered as 10% of cost of e-resources.

## Annexure-III

### Cost of IT infrastructure

| Level                 | Programme                                | PC/Laptop/Terminal to Student Ratio |
|-----------------------|--|-------------------------------------|
| Diploma/Post Diploma  | Engineering and Technology               | 1:6                                 |
|                       | Applied Arts and Crafts                  | 1:6                                 |
|                       | Design                                   | 1:6                                 |
|                       | Hotel Management and Catering Technology | 1:6                                 |
| Under Graduate Degree | Engineering and Technology               | 1:6                                 |
|                       | Planning                                 | 1:6                                 |
|                       | Applied Arts and Crafts                  | 1:6                                 |
|                       | Design                                   | 1:6                                 |
| Post Graduate Degree  | Engineering and Technology               | 1:4                                 |
|                       | Planning                                 | 1:4                                 |
|                       | Applied Arts and Crafts                  | 1:4                                 |
|                       | Design                                   | 1:4                                 |
|                       | Hotel Management and Catering Technology | 1:4                                 |
|                       | MCA                                      | 1:4                                 |
|                       | MBA/PGDM                                 | 1:4                                 |

Number of Faculty Terminals/Laptops: 1:1

Number of Servers : 2 per course,

Number of printers : 5% of PC,

Average cost of each server, terminal and printer is assumed as Rs 1,00,000, Rs 40,000 and Rs 12,000 respectively.



Cost of peripherals, networking and add-ons is assumed as 20% of costs of servers, terminals and printers.

Average cost of software updates (preference to be given to Open-source software) is taken as Rs 1,50,000 per course.

Internet and Intranet, campus information cost: 50 per user per month.

Additionally, a provision of Rs 30,000 p.a. is made for Institute website maintenance.

#### Annexure-IV

##### Infrastructure operational costs

Table indicates costs considered towards infrastructure operation.

| Head of expenditure           | Rupees Per student (Maximum allowed) |
|-------------------------------|--------------------------------------|
| Electricity                   | 2,200                                |
| Water                         | 150                                  |
| Postage                       | 10                                   |
| Telecom                       | 150                                  |
| Travel / conveyance / vehicle | 75                                   |
| Photocopying                  | 15                                   |
| Documentation                 | 60                                   |
| Advertisement and publicity   | 150                                  |
| Printing & stationery         | 250                                  |
| Public relations              | 60                                   |
| Audit and accounting fees     | 120                                  |
| Taxes                         | 150                                  |
| Hospitality                   | 60                                   |
| Infrastructure insurance      | 300                                  |
| <b>TOTAL</b>                  | <b>3,750</b>                         |

#### Annexure-V

##### Miscellaneous costs

Given Table indicates costs of desirables which are considered to compute fees for the program assuming that an Institute has also complied with the desirable norms.

| Miscellaneous Costs                                | Rupees Per student |
|--|--------------------|
| Student activities (Social, Gymkhana, Sports etc.) | 200                |
| Identity card and other Certificates               | 75                 |
| Recruitment expenses                               | 100                |
| Laboratory Consumables                             | 350                |
| <b>Total for Student services</b>                  | <b>725</b>         |
| Affiliation  | As Per Actuals     |
| Infrastructure repairs and maintenance             | 3100               |
| <b>Desirables</b>                                  |                    |
| o Tinkering laboratory                             | 50                 |
| o Smart classroom/s, auditorium etc.               | 40                 |
| o Public announcement system                       | 25                 |
| o ERP  | 40                 |
| o Innovation / social media cell                   | 20                 |
| o Sanitary napkin vending and disposal             | 50                 |
| o Library automation                               | 25                 |
| <b>Total for Desirable services</b>                | <b>250</b>         |

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18.12.23

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- Remuneration to visiting / adjunct faculty.

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- Funding for faculty development & research, for attending seminars/ webinars/conferences, membership of professional bodies and skill development concerning pedagogy changes, assessment techniques and student mentoring.

5.2 **Learning resources:** Library books, Library Journals, e-resources, Newspaper & magazines, Library Software & Automation.

5.3 **Computers / IT Infrastructure:** Servers, Terminals, Printers, Operating systems and Other Software, Peripherals, Networking and Add-ons, Internet and Intranet, Institute website, Confidential setup for internal assessment records and examinations.

5.4 **Operational costs:** Electricity, Water, Repairs and Maintenance, Postage & Telecom, Travel / conveyance / vehicle, Photocopying, Documentation, Advertisement for recruitment of faculty and staff, Printing & stationery, Public relations, Audit and accounting fees, Insurance or Taxes, Hospitality. These costs will be computed based on Annexure-I.

5.5 **Miscellaneous:** Laboratory Consumables, Student activities (Social, Gymkhana, Sports etc.), Identity card and other Certificates, Affiliation / Equivalence / Approvals and Visits therefor, Recruitment expenses, Repairs and maintenance expenses. These costs will be computed based on Annexure-II.

5.6 **Desirables:** Tinkering laboratory, Smart classroom, Public announcement system, ERP, LCD projectors in Class rooms, Innovation cell / Social media cell, Sanitary napkin vending & disposal, Measures for cybersecurity. These costs will be computed based on Annexure-II.

## 6. IMPACT OF OTHER FACTORS

### 6.1 Capital Investment/borrowed capital/interest on borrowed capital

Interest cost on the loan(s) taken for meeting the capital expenditure in respect of a medical college could be taken into account only if the loans are taken from scheduled commercial banks and not from the promoters or private parties. Similarly, interest cost of a loan taken from a schedule bank for meeting the working capital requirements may also be taken into account for the purpose of computation of fees.

### 6.2 Depreciation

The trust/society will have to invest funds for procurement of infrastructure i.e. land, building, equipment and furniture. Over the years the land will appreciate whereas the buildings will depreciate. There will not be any provision for recovery of costs of investments. However, expenditure made on procurement and updating of laboratory equipment, library books has to be allowed and same shall be depreciated as per the rates prescribed in the IT act.

### 6.3 Growth and development

The Development fees shall be limited to 15% of the tuition fees being charged which should take care of expansion of the system and development of education as also the non-recurring expenditure towards major repairs and replacement of laboratory equipment, furniture etc.

### 6.4 Accreditation of Institute/Course

The institute which has got accreditation by the appropriate authority (e.g. NABH, NABL...), will be eligible to get max 15% additional of the tuition fees. Further weightage of 15% accreditation shall be divided in three categories i.e. 6% for institute accreditation, 3% for NABL certificate & 6% for NABH certificate. Such additional fees can be charged to the

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students for the entire duration of the program if the program is accredited at the time of their admission to the program.

### 6.5 Inflation

Impact of inflation is taken on the basis of final Wholesale Price Index for 'All Commodities' for the month of November, 2023 calculated by Chartered Accountant of AFRC is 0.261%. Accordingly, the inflation calculated by CA is as follows: -

| Year | WPI Inflation | Base    | Average |
|------|---------------|---------|---------|
| 0    |               | 100     |         |
| 1    | 0.26%         | 0.26    | 0.26    |
|      |               | 100.26  |         |
| 2    | 0.26%         | 0.261   | 0.261   |
|      |               | 100.521 |         |
| 3    | 0.26%         | 0.261   | 0.261   |
|      |               | 100.782 | 0.261   |

**Average of three (3) years**

**0.261%**

Finally, Committee is of the opinion that inflation rate should be maintained same as previous years i.e. 6%.

Effect of inflation should be counted only on operating expenses

### 6.6 Ancillary Facilities

- 6.6.1 All expenses not directly connected to the cost of education e.g. hostel expenditure, mess expenditure, transport expenditure etc. shall not be considered while allowing reasonable fee structure. Similarly, income on such accounts shall also be excluded from computation of Fees chargeable. Such facilities shall be fixed as mentioned hereunder.
- 6.6.2 For facilities like transportation, hostel, mess, and T&P activities fee will be fixed on actual cost and no profit no loss basis subject to a reasonable upper cap fixed by the committee. Such fee shall be charged on optional basis from the user only. Each institution shall maintain a separate account for each such head. On specific complaint and otherwise also Committee may call books of accounts to ascertain that no profit is earned on these heads. In order to assure no profiteering on such activities it is mandated by the committee that a governing council comprising of management of the Institution and students/guardian shall be formed to supervise operations of each such activity and said committee should certify the accounts thereof.

The upper cap of fees for each activity shall as follows:

| S.No. | Head                   | Upper Cap  |
|-------|------------------------|--|
| 1     | Hostel                 | Rs. 7500/- per semester<br>GST extra at applicable rate. |
| 3     | Transportation         | Rs. 6000/- per semester<br>GST extra at applicable rate. |
| 4     | Training and Placement | Rs. 1000/- per semester in final year.                   |

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## 7. NORMS FOR LATE FEES

Considering wide variation in charges levied by various Institutions for late payment of fees, it has been considered necessary to put a cap on such charges also. It is therefore, mandated that penalty for late payment of fees shall not exceed Rs. 25/- per day or Rs. 500.00 for delay upto one month, Rs.1000.00 for delays for more than one month but not exceeding three months and Rs.2000.00 for delays for more than three months but not exceeding six months. No penalty shall be levied if delay is more than six months with an option that institution may act against such students as per University rules.

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## Annexure-I

### Infrastructure operational costs

Table indicates costs considered towards infrastructure operation.

| Head of expenditure           | Rupees Per student (Maximum allowed) |
|-------------------------------|--------------------------------------|
| Electricity                   | 2,200                                |
| Water                         | 150                                  |
| Postage                       | 10                                   |
| Telecom                       | 150                                  |
| Travel / conveyance / vehicle | 75                                   |
| Photocopying                  | 15                                   |
| Documentation                 | 60                                   |
| Advertisement and publicity   | 150                                  |
| Printing & stationery         | 250                                  |
| Public relations              | 60                                   |
| Audit and accounting fees     | 120                                  |
| Taxes                         | 150                                  |
| Hospitality                   | 60                                   |
| Infrastructure insurance      | 300                                  |
| <b>TOTAL</b>                  | <b>3,750</b>                         |

## Annexure-II

### Miscellaneous costs

Given Table indicates costs of desirables which are considered to compute fees for the program assuming that an Institute has also complied with the desirable norms.

| Miscellaneous Costs                                | Rupees Per student |
|--|--------------------|
| Student activities (Social, Gymkhana, Sports etc.) | 200                |
| Identity card and other Certificates               | 75                 |
| Recruitment expenses                               | 100                |
| Laboratory Consumables                             | 350                |
| <b>Total for Student services</b>                  | <b>725</b>         |
|  |                    |
| Affiliation  | As Per Actuals     |
| Infrastructure repairs and maintenance             | 3100               |
|  |                    |
| <b>Desirables</b>                                  |                    |
| o Tinkering laboratory                             | 50                 |
| o Smart classroom/s, auditorium etc.               | 40                 |
| o Public announcement system                       | 25                 |
| o ERP  | 40                 |
| o Innovation / social media cell                   | 20                 |
| o Sanitary napkin vending and disposal             | 50                 |
| o Library automation                               | 25                 |
| <b>Total for Desirable services</b>                | <b>250</b>         |

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ADMISSION AND FEE REGULATORY COMMITTEE

FRAMEWORK FOR FEE REGULATION OF TECHNICAL EDUCATION INSTITUTIONS

**1. INTRODUCTION**

The framework for fee regulation has been prepared keeping in view the guiding principles provided by 'The Madhya Pradesh Niji Vyavsayik Shikshan Sanstha (Pravesh Ka Viniyaman Avam Shulk Ka Nirdharan) Adhiniyam, 2007 (hereinafter referred to as the Act) and governing rules published on 15-4-2008 and subsequent amendment in the Act on 12 Sept. 2013.

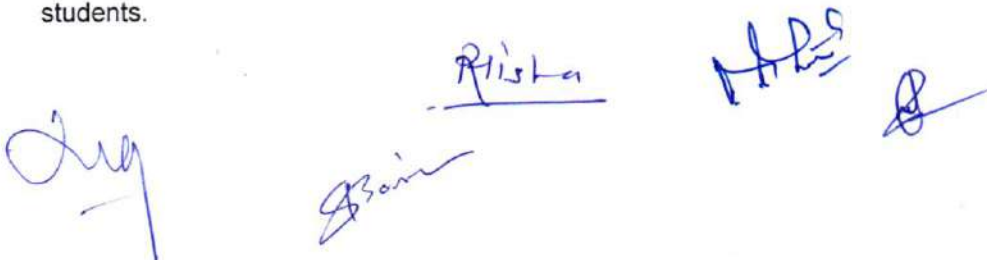
In accordance with above the AFRC (in short Committee) shall consider proposed fee by individual Institutions for their individual courses and prescribe a reasonable fee structure for each one of them.

Based on the norms defined, fees to be charged to cover costs of providing and maintaining the infrastructure and for covering recurring expenditure towards payment of salaries, consumables etc. will be worked out.

Each Institution being unaided shall have the freedom to propose its own fee structure taking into consideration the need to generate funds to run the Institution and to provide facilities necessary for the benefit of the students.-Charging of capitation fee shall be treated as illegal as provided in the act. Again, commercialization of education is prohibited and profiteering in any form is not permitted.

**2. INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATION**

- 2.1 New institutes are required to obtain User ID for each course separately by applying to AFRC, through registered mail. The email must have attachment of the following mandatory documents: - (1) Permission of NCTE, BCI, etc. (2) Affiliation of concerned university. The existing institutes wish to run new course(s) must also apply for User ID as mentioned above. After receiving User ID the institute can pay processing fee of Rs. 25000/- for PG course and 50000/- for U.G. course and submit all relevant information along with required documents on AFRC portal for fixation of fee.
- 2.2 Existing institutes having User ID can directly apply for fixation of fee online.
- 2.3 Institution has to submit an affidavit certifying the accuracy and authenticity of the online data from the competent authority. Penal action may be initiated against the institution if it is found that the institution has submitted any wrong or incorrect information.
- 2.4 It is mandatory that the information submitted by the Institutions should be certified by the Chartered Accountant.
- 2.5 Institute has to submit previous three years audited financial data for the Course, Institute and Society (Income Expenditure Statement and Balance sheet with UDIN). Committee may consider latest audited financial data submitted by the institute.
- 2.6 In case data is received from an Institution which does not fall within the parameters as defined, then it will not be considered for allowing the same for the fee chargeable from the students.

The bottom of the page contains several handwritten signatures in blue ink. From left to right, there is a large signature that appears to be 'Jug', a signature that looks like 'S. B. Jain', a signature that looks like 'Rishi', a signature that looks like 'M. P. S.', and a final signature that is less legible.

### 3. VERIFICATION OF SUBMITTED DATA AND INFORMATION

- 3.1 Various data / information and documents furnished by the Institutions at AFRC portal will be checked and verified by the AFRC secretariat and the same will be forwarded to chartered accountant firm appointed by the AFRC for further analysis and calculation of fee.
- 3.2 Proforma for submission of information containing Form A, Form B and Form C shall be checked by AFRC secretariat and chartered accountant firm appointed by the AFRC for arithmetical accuracy, completeness and furnishing of required documents.
- 3.3 Notes to Accounts shall also be considered and necessary adjustment be made in the proposals submitted by the Institutions in accordance therewith.
- 3.4 Apportionment of common cost incurred by the society / trust running more than one institution may be considered.
- 3.5 Irregularities found based on above said scrutiny will be evaluated for their accuracy and wherever necessary the society / trust / institution may be asked to submit its representation in respect of the said irregularity. In case where the committee finds that the irregularity is of such magnitude as will vitiate the process of allowing proposed fee by the institute to be charged it may reject the application and may also proceed to take penal action against such society / trust / institution.
- 3.6 The Committee shall give an opportunity of hearing to the Institutions before fixation of fee and further wherever found necessary the Institutions may be visited for ascertaining the correctness of the information and data submitted by the Institutions.

### 4. GENERAL GUIDELINES FOR COMPUTATION OF FEE

- 4.1 AFRC will regulate fee for a block of three years i.e. 2024-25, 2025-26 & 2026-27.
- 4.2 Caution Money shall not be treated as part of Income and similarly it can not be treated as cost at the time of refund, as it is a refundable deposit. The caution money shall be continued to charge as per existing norms.
- 4.3 Wherever, the engaged human resource is more then the regulatory body norms and of the nature that does not contribute to quality of education may be disallowed while calculating the cost. This measure will help in stopping the institutions for engaging undesired manpower at the cost of students.
- 4.4 All common costs should be apportioned on the basis of total sanctioned student strength and duration for each course.
- 4.5 In case of new institutions where data for the past years does not exist, Minimum fee shall be fixed for one year.
- 4.6 For promoting quality and accelerating growth and development, donations for specific capital expenditure from alumni or others (but not from students) shall be appreciated and shall not be considered as part of regular income.
- 4.7 Scholarship expense shall not be allowed as cost as this expenditure should not be borne by other students and should be provided for by the Institution out of its own funds only.
- 4.8 Fees will be fixed to be charged in multiples of Rs. 500 only.
- 4.9 Immaterial amounts may be ignored for the purposes of regulation of tuition fee.

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- 4.10 Incomes earned / expenditure incurred by the Society / Trust will not be taken into account for the purposes of calculation of tuition fee.
- 4.11 It is also specifically provided that for calculation of tuition fee, various incomes / receipts of the institution except incomes / receipts specifically discussed elsewhere in the framework shall be adjusted to arrive at the net expenditure of the Institution.
- 4.12 It is clarified that the governing criteria for charging of tuition fee across the board shall be the year of admission whatever be the mode of entry as decided by regulatory body/competent authority.
- 4.13 Wherever faculty is over and above the mandatory requirement of the concerned Regulatory Authority, the same shall not be considered and the cases where PAN & Aadhar card has not been given, salary of such faculty shall also not be taken into consideration.
- 4.14 The fee should be calculated by taking sanction students strength. In case institution is running multiple course and no separate accounts have been submitted or maintained, in that case, fee shall be determined uniformly for all the courses taking all the students in the account.
- 4.15 If the institute does not provide financial data the fee shall not be regulated.
- 4.16 In case of institutions whose fee being regulated first time/ after any gap (except institutes without recognition/zero year by regulatory authority) by AFRC, said institutes shall be treated as new institutes and minimum fee shall be regulated for one year.
- 4.17 If the difference of existing fee (E.F.) and calculated fee (C.F.) is within the range between 0-10% of existing fee, then existing fee will be retained. (For example E.F.(Rs100.)- C.F.(Rs 94) =06, Then the existing fee (i.e. Rs 100/-) will be awarded.
- In case the calculated fee of an institution is more than the existing fee, fee as per calculation will be awarded.
- In case the calculated fee of an institution is found to be less than the minimum fee, then minimum fee will be awarded for one year only.
- 4.18 If the individual institute file appeal before Appellate Authority, Committee is of the opinion that a fee of Rs. 5000/- should be charged for each Appeal.
- 4.19 If sanction intake for next year increase or decrease, then fee can be recalculated as per revised sanctioned intake.
- 4.20 Incomplete application form without the required data or documents will not be considered for fixation of fee.
- 4.21 New Institutions will be awarded minimum/basic fee for one academic session as prescribed by AFRC for the courses approved by the competent authority (NCTE/BCI) and affiliated by respective university.



## 5. NORMS FOR CHARGEABLE FEE

Fee to be charged for a course shall cover expenses as mentioned below:

### 5.1 Human resources

- Salary of regular / on contract faculty, technical and non-technical staff
- Remuneration to visiting / adjunct faculty.
- Funding for faculty development & research, for attending seminars/ webinars/conferences, membership of professional bodies and skill development concerning pedagogy changes, assessment techniques and student mentoring.

5.2 **Learning resources:** Library books, Library Journals, e-resources, Newspaper & magazines, Library Software & Automation.

5.3 **Computers / IT Infrastructure:** Servers, Terminals, Printers, Operating systems and Other Software, Peripherals, Networking and Add-ons, Internet and Intranet, Institute website, Confidential setup for internal assessment records and examinations.

5.4 **Operational costs:** Electricity, Water, Repairs and Maintenance, Postage & Telecom, Travel / conveyance / vehicle, Photocopying, Documentation, Advertisement for recruitment of faculty and staff, Printing & stationery, Public relations, Audit and accounting fees, Insurance or Taxes, Hospitality. These costs will be computed based on Annexure-I.

5.5 **Miscellaneous:** Laboratory Consumables, Student activities (Social, Gymkhana, Sports etc.), Identity card and other Certificates, Affiliation / Equivalence / Approvals and Visits therefor, Recruitment expenses, Repairs and maintenance expenses. These costs will be computed based on Annexure-II.

5.6 **Desirables:** Tinkering laboratory, Smart classroom, Public announcement system, ERP, LCD projectors in Class rooms, Innovation cell / Social media cell, Sanitary napkin vending & disposal, Measures for cybersecurity. These costs will be computed based on Annexure-II.

## 6. IMPACT OF OTHER FACTORS

### 6.1 Capital Investment/borrowed capital/interest on borrowed capital

It is the considered opinion of the Committee that a student should bear the cost of education only and he should not be burdened with the cost of establishing the Institution initially or subsequent development/ setting up of additional infrastructure. Thus, there can not be any contribution of the students to the capital cost of the Institution at the time of its set-up / getting approval from the regulatory body or subsequent development/ setting up of additional infrastructure. Hence Capital Investment/borrowed capital/interest on borrowed capital will not be considered as expenditure for calculation of fee.

### 6.2 Depreciation

The trust/society will have to invest funds for procurement of infrastructure i.e. land, building, equipment and furniture. Over the years the land will appreciate whereas the buildings will depreciate. There will not be any provision for recovery of costs of investments. However, expenditure made on procurement and updating of laboratory equipment, library books has to be allowed and same shall be depreciated as per the rates prescribed in the IT act.

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### 6.3 Growth and development

As per the provisions of the act a justifiable amount should be provided for growth and development of institution. Supreme Court has said that this may vary up to 15%. The Development fees shall be limited to 15% of the tuition fees being charged which should take care of expansion of the system and development of education as also the non-recurring expenditure towards major repairs and replacement of laboratory equipment, furniture etc.

### 6.4 Accreditation of Institute/Course

The Institute, which has got accreditation from appropriate authority (e.g. NBA) will be eligible to get 15% of additional tuition fees than the calculated fee of Undergraduate/ Postgraduate degree program. Such additional fees can be charged to the students for the entire duration of the program if the program is accredited at the time of their admission to the program.

### 6.5 Inflation

Impact of inflation is taken on the basis of final Wholesale Price Index for 'All Commodities' for the month of November, 2023 calculated by Chartered Accountant of AFRC is 0.261%. Accordingly the inflation calculated by CA is as follows: -

| Year | WPI Inflation | Base    | Average |
|------|---------------|---------|---------|
| 0    |               | 100     |         |
| 1    | 0.26%         | 0.26    | 0.26    |
|      |               | 100.26  |         |
| 2    | 0.26%         | 0.261   | 0.261   |
|      |               | 100.521 |         |
| 3    | 0.26%         | 0.261   | 0.261   |
|      |               | 100.782 | 0.261   |

**Average of three (3) years**

**0.261%**

Finally, Committee is of the opinion that inflation rate should be maintained same as previous years i.e. 6%.

Effect of inflation should be counted only on operating expenses

### 6.6 Ancillary Facilities

6.6.1 All expenses not directly connected to the cost of education e.g. hostel expenditure, mess expenditure, transport expenditure etc. shall not be considered while allowing reasonable fee structure. Similarly, income on such accounts shall also be excluded from computation of Fees chargeable. Such facilities shall be fixed as mentioned hereunder.

6.6.2 For facilities like transportation, hostel, mess and T&P activities fee will be fixed on actual cost and no profit no loss basis subject to a reasonable upper cap fixed by the committee. Such fee shall be charged on optional basis from the user only. Each institution shall maintain a separate account for each such head. On specific complaint and otherwise also Committee may call books of accounts to ascertain that no profit is earned on these heads. In order to assure no profiteering on such activities it is

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mandated by the committee that a governing council comprising of management of the Institution and students/guardian shall be formed to supervise operations of each such activity and said committee should certify the accounts thereof.

The upper cap of fees for each activity shall as follows:

| S.No. | Head                   | Upper Cap  |
|-------|------------------------|--|
| 1     | Hostel                 | Rs. 7500/- per semester<br>GST extra at applicable rate. |
| 3     | Transportation         | Rs. 6000/- per semester<br>GST extra at applicable rate. |
| 4     | Training and Placement | Rs. 1000/- per semester in final year.                   |

#### 7. NORMS FOR LATE FEES

Considering wide variation in charges levied by various Institutions for late payment of fees, it has been considered necessary to put a cap on such charges also. It is therefore, mandated that penalty for late payment of fees shall not exceed Rs. 25/- per day or Rs. 500.00 for delay upto one month, Rs.1000.00 for delays for more than one month but not exceeding three months and Rs.2000.00 for delays for more than three months but not exceeding six months. No penalty shall be levied if delay is more than six months with an option that institution may act against such students as per University rules.

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*Risha*

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## Annexure-I

### Infrastructure operational costs

Table indicates costs considered towards infrastructure operation.

| Head of expenditure           | Rupees Per student (Maximum allowed) |
|-------------------------------|--------------------------------------|
| Electricity                   | 2,200                                |
| Water                         | 150                                  |
| Postage                       | 10                                   |
| Telecom                       | 150                                  |
| Travel / conveyance / vehicle | 75                                   |
| Photocopying                  | 15                                   |
| Documentation                 | 60                                   |
| Advertisement and publicity   | 150                                  |
| Printing & stationery         | 250                                  |
| Public relations              | 60                                   |
| Audit and accounting fees     | 120                                  |
| Taxes                         | 150                                  |
| Hospitality                   | 60                                   |
| Infrastructure insurance      | 300                                  |
| <b>TOTAL</b>                  | <b>3,750</b>                         |

## Annexure-II

### Miscellaneous costs

Given Table indicates costs of desirables which are considered to compute fees for the program assuming that an Institute has also complied with the desirable norms.

| Miscellaneous Costs                                | Rupees Per student |
|--|--------------------|
| Student activities (Social, Gymkhana, Sports etc.) | 200                |
| Identity card and other Certificates               | 75                 |
| Recruitment expenses                               | 100                |
| Laboratory Consumables                             | 350                |
| <b>Total for Student services</b>                  | <b>725</b>         |
|  |                    |
| Affiliation  | As Per Actuals     |
| Infrastructure repairs and maintenance             | 3100               |
|  |                    |
| <b>Desirables</b>                                  |                    |
| o Tinkering laboratory                             | 50                 |
| o Smart classroom/s, auditorium etc.               | 40                 |
| o Public announcement system                       | 25                 |
| o ERP  | 40                 |
| o Innovation / social media cell                   | 20                 |
| o Sanitary napkin vending and disposal             | 50                 |
| o Library automation                               | 25                 |
| <b>Total for Desirable services</b>                | <b>250</b>         |

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