

FEE REGULATORY COMMITTEE (MEDICAL) GUJARAT STATE

Near 5 Bungalows, Opp: National Park Society, Behind Polytechnic, Gulbai Tekra, Ahmedabad – 380 015
Phone No.079-26303990 Fax: 079-26303990

No. Fee Proposal/ 783 /2014

Date: 24 / 12 /2014

Sub: - Proposal for Fee Structure of Under graduate / Post graduate Professional courses for the years 2015-16 to 2017-18.

Sir,

As you are all aware, the State Government has passed an Act. No. 3 of 2008 namely "The Gujarat Professional Medical Education Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act. 2007" to make inter alia provisions for determination of fees for the programs/ courses offered by the professional medical educational colleges or institutions in the State and for matters connected therewith or incidental thereto.

As per the provisions laid down in the Act, Government has constituted a Fee Regulatory Committee for determination of fee structure for Medical, Dental, Physiotherapy, Homeopathy, Ayurveda, Optometry, Occupational Therapy, Naturopathy, Orthotics, Audiology and Nursing programs in un-aided professional institutions in the State.

The Committee has decided to invite fee proposals for determination of their fee structure for the years 2015-16 to 2017-18. You are, therefore, requested to submit your proposal in two copies in print along with a Soft Copy in the format enclosed herewith duly completed in all respect with all relevant supporting documents along with Audited Accounts of the institution up to 31/01/2015 between 2PM to 5 PM only in person.

You are instructed to deposit the course wise processing fees with the fee fixation file to the Committee by Demand Draft in name of Fee Regulatory Committee(Medical), Ahmedabad as per attached office order of the Committee.

The format of Information Memorandum can also be down loaded from the website: www.frcmedical.org.

Yours faithfully,



MEMBER SECRETARY

FEE REGULATORY COMMITTEE(MEDICAL) GUJARAT STATE

Near 5 Bungalows, Opp: National Park Society, Behind Polytechnic, Gulbai Tekra, Ahmedabad 380015
Phone No.079-26303990
Website : www.frcmedical.org

No/FRC/782/2014

Date : 23/12/2014

Office Order :

You are hereby instructed to deposit the processing fees alongwith fee fixation file (Information Memorandum) for the year 2015-16, 2016-17 and 2017-18 as decided by the Committee as mentioned below :

SR. NO.	DECIPLINE	PROCESSING FEES
1	Medical	Rs. 1,50,000/- (Separate for UG and PG)
2	Dental	Rs. 1,00,000/- (Separate for UG and PG)
3	Ayurveda	Rs. 1,00,000/- (Separate for UG and PG)
4	Physiotherapy	Rs. 75,000/- (Separate for UG and PG)
5	Homeopathy	Rs. 75,000/- (Separate for UG and PG)
6	Nursing	Rs. 30,000/- (Separate for Diploma, UG and PG)
7	Optometry	Rs. 30,000/- (Separate for UG and PG)
8	Audiology & Naturopathy	Rs. 30,000/- (Separate for UG and PG)

The separate course-wise processing fees will be submitted by Demand Draft in the name of 'Fee Regulatory Committee(Medical), Ahmedabad.'



Member Secretary

To,
The Principal
All the SFI Institutes
Medical/Dental/Physiotherapy/Ayurveda/Homeopathy
/Optometry/Nursing/Audiology/Naturopathy Courses.

Copy Submitted To :

1. The Principal Secretary, Health & Family Welfare Department, Gandhinagar
2. The Additional Director, Medical Education & Research, Gandhinagar.

Information Memorandum

To be submitted to Fee Regulatory Committee (Medical) set up by the Government of Gujarat in exercise of powers conferred by sub-section (1) of Section 9 of the Gujarat Professional Medical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 to determine and fix the fee structure proposed by the Educational Institutions:

Part – I : General Details

1	Name of College				
	Address				
2	Details of Affiliation / Approval	Affiliation to University (Give Name of University, Reference No. of affiliation letter with date)	Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)		
3	Contact Details				
	Name of Head of Institution	Off Phone	Off Fax	Mobile	
	Designation	e-mail id		Website URL	
	Name of the Sponsoring Body				
	Name of the Head of the Sponsoring Body				
	Address:				
	Phone : Office				
	Residence				
	Mobile				
	Fax No.				
	E-mail				
4	Accreditation	Name of Authority			Grade of Accreditation

Part – II: Infrastructure as on 31/03/2014

1.	Land			
(a)	Area : _____ Sq. Mtrs.			
(b)	Cost of Purchase	Rs. In lac	Year of Purchase	
(c)	Area of Land required as per norms of statutory authority: _____ Sq. Mtrs			

2.	College Building			
(a)	Built up area	Sq. Mtrs.	Cost of construction	Rs. In lacs
(b)	Total Cost as on 31.03.2014	Rs in lacs	cost as on today	Rs. In lacs
(c)	No. of Rooms with break up as under:	Total carpet area : Sq. mts.		
(d)	If rented/leased	Rent	Rs.	Per annum
		Rent payable to		

Pl. furnish details of college building as under:

Sr.	Particulars	No.	Area	Remarks
1	Class Rooms			
2	Library			
3	Reading Rooms			
4	Common Rooms			
5	Auditorium			
6	Conference Room			
7	Administrative Offices			
8	Staff Rooms			
9	Any other facilities			

List may be attached with details

Part III

3. A. Other facilities:

Attach a separate note on other facilities such as Laboratories, Cultural Centre, Auditorium, Conference Rooms, Communications, Bandwidth and Connectivity etc.

3. B. Achievements and Excellence:

Attach separate note for achieving academic excellence, paper published in reputed journals, extracurricular programs, students' welfare, faculty development and community services.

3. C. Innovations and new initiatives:

Attach a note highlighting changes and innovations introduced in the area of pedagogy, evaluation methods, course development, new programs etc.

ANNEXURE -IV

- Library Details:

Particulars	No. of Books	Rs in lac
Titles		
Volumes		
Journals		
E Journals (If any)		

ANNEXURE - V

Part -IV : Student Profile

1. Approved intake as per regulatory authority (Council/University)	Date	Letter No.	Intake (No. of students)
2010-11			
2011-12			
2012-13			
2013-14			
2014-15			
2. No. of students admitted during the year	Male	Female	Total
2010-11			
2011-12			
2012-13			
2013-14			
2014-15			

ANNEXURE - VI

Part – V : Fee Structure – Amount per student per annum (Rs.)

Quota Category	Present	Proposed*	Remarks
A			
<u>Tuition Fee:</u>			
Government Quota			
Management Quota			
NRI Quota			

***Full justification & calculation may be attached as a separate note .**

Part – V : Other Fees

	Other Fee	Present (In Rs. Per term)	Remarks
1	Library Fee		
2	Gymkhana/Sports Fee		
3	Lab/Workshop Fee		
4	Exam Fee		
5	University Fee		
6	Hostel Fee		
7	Food/Mess Fee		
8	Transportation Fee		
9	Any other Fee (Pl. specify)		

Part – VI : Any deposit / caution money (refundable or otherwise)

ANNEXURE - VII

Part – VII : Cost Statement as per Annexure “A”

ANNEXURE - VIII

Part – VIII : Details of Staff

(a) Teaching staff

Name of employee	Designation	PAN NUMBER	BANK ACCOUNT NUMBER	Joining Date	Age (Yrs)	Exp (Yrs)	Qualification	Whether part time/visiting faculty? (Y/N)	Total salary paid during			
									2012-13	2013-14	2014-15	
Total (a)												

(a) (1) Pl. provide details of new recruitment and resignation of faculty during 2014-15 separately in the above format.

(b) Non-Teaching staff

Name of employee	Designation	PAN NUMBER	BANK ACCOUNT NUMBER	Joining Date	Age (Yrs)	Exp (Yrs)	Qualification	Whether part time/visiting faculty? (Y/N)	Total salary paid during			
									2012-13	2013-14	2014-15	
Total (a)												

(b) (1) Pl. provide details of new recruitment and resignation of staff during 2014-15 separately in the above format.

ANNEXURE-IX

Part – IX : Details of new investments.

Amount spent on :	2012-13	2013-14	2014-15
Building			
Furniture			
Equipments & Instruments			
Others: Books, Vehicles Computers			
Total			

ANNEXURE – X

Part –X : Scholarship/Aid to Students:

	2012-13	2013-14	2014-15	Total
Nature of Scholarship				
Source from scholarship given				
No of Students taking scholarship				
Amount paid				

*** Enclose the audited list of all beneficiaries.**

ANNEXURE-XI

Part –XI : Utilization of Excess Fees from students admitted under NRI category.

	NRI	Balance up to 31/03/2010	2010-11	2011-12	2012-13	2013-14	2014-15	Total
a	No. of NRI students admitted during the year.							
b	Total students under NRI category as on 31 st March, 2015							
c	Fee collected per NRI students (US \$/INR per year per student)							
d	Total fees collected from all NRI students during the year. US \$ INR							
e	Utilization of the excess fees i) No. of students ii) Total amount paid							

Management Representation: (On stamp paper of Rs. 100)

We hereby confirm that the information and other particulars furnished by us as per the Information Memorandum as well as the Annexure A forming part of the Memorandum are true and correct. The said information is provided to help the Committee determine and fix fees of our college for the years 2015-16, 2016-17 and 2017-18. We further undertake as under:

1. We do not receive or recover any fees other than the fees fixed by the Fee Regulatory Committee.
2. We do not require the students or parents to pay for any service, activity, provision or events directly or indirectly in the college, trust, society or any other entity other than for placement, transport and hostel accommodation and mandatory deposit and fees prescribed / required by the University.
3. The facilities and building infrastructure reported in the Information Memorandum are solely and exclusively used by and for the programs for which this fee proposal is submitted and are not shared with any other program, course or institute.

Signed by

Head of the Institution

Name:

Designation:

Date:

Place:

Head of the Sponsoring Body

Name:

Designation:

Date:

Place:

Instructions:

1. Information as per this format along with any additional information in support of the proposed fee structure should reach latest by 31/01/2015 to:

The Member Secretary,
Fee Regulatory Committee (Medical)
Nr. Five Bunglows, National Park Society, B/h Polytechnic,
Gulbai Tekra, Ambawadi, Ahmedabad 380 015

2. This Information Memorandum should be supported by
 - a. Management Representation on Affidavit of stamp paper of Rs. 100/-.
 - b. Copy of the Audited accounts of the Institution for the year ended 31-03-2012, 31-03-2013, 31-03-2014.
 - c. In case of a fee proposal of PG/Diploma program, separate audited/provisional accounts of PG program should be submitted.
 - d. A note justifying the fee structure proposed for three years period 2015-16 to 2017-18.
 - e. A copy of the printed brochure / information leaflet highlighting all the courses run by the Institution / Trust / Society along with Photographs / CD / Pen Drive of the campus, buildings, supporting infrastructure and other facilities at the discretion of the institution.
 - f. Status of the Institution recognition / approval / accreditation along with a copy of the latest report together with its compliance.
 - g. Copy of all approval from respective council, Govt. of Gujarat and University for approved intake.
 - h. Demand Draft of Processing Fees whichever applicable.

3. All amounts need to be mentioned as Rs in lac up to two decimal points.

4. Section 11 (1) of the Act provides for the factors to be considered by the Committee in fixation of the fees of each institution. Accordingly, the Committee will take into consideration all these factors in dealing with the fee structure proposed by the concerned college / institution.
5. More particularly, the Committee would like to draw attention of the College / Institution to the treatment of major expenses as under:

SALARY:

Salary should include all payments in the forms of remuneration, allowances, perquisites or any other payments by whatever name called, paid or payable only to teaching and non-teaching staff duly appointed as per the applicable norms.

FIXED ASSETS & DEPRECIATION:

Payments made for purchase of fixed assets like Land, Building, Furniture, Equipments, Computers, Vehicles, Heavy Repairs and Renovation are considered as Capital Expenditure and therefore *should not be included in recurring expenses*. The rates of depreciation on the fixed assets on the Straight Line Method (SLM) will be as under:

- Building	5%
- Furniture & Equipments	15%
- Computers	33%
- Books	33%
-- Vehicles & Other	15%

Depreciation will be allowed even if the assets are owned by the Trust or Governing Body so long as the assets are exclusively used by the institution for the educational purposes.

RENT:

Rent for the building will be considered only if it is paid to outsiders. Any rent paid or payable to the Trust / Society running the institution or any other institution run by the trust will be excluded from cost being a notional cost. Instead depreciation will be allowed on such assets as mentioned above.

HOSPITAL EXPENSES

Hospital expenses / net deficit are not to be recovered from the students as part of the fees. In case the services for the hospital are outsourced, the same may be considered as part of the fees if it seems reasonable and justifiable keeping in view the relevance of the services to study course.

However if the Hospital is maintained by the Institution or the Trust and the services and staff is shared between the college and hospital, rationale for allocation of medical care cost for education need to be explained along with appropriate justification based on the guidelines from MCI, DCI or any other concerned regulatory body. Keeping the same in view, the Committee will work out appropriate charge to be recovered from the students towards the cost of teaching hospital.

HOSTEL EXPENSES:

Since the Fee Committee has to approve the fees for education only, the expenses incurred and income realized from running and maintenance of the Hostels should not be included in the cost sheet. As such the expenses incurred on Hostel depreciation, Hostel rent, supply of food, water, electricity, telephone, salary, wages, maintenance and the like need not form part of cost sheet.

INTEREST AND OTHER FINANCE COST:

Interest paid or payable to any financial institutions, banks or trust governing the institute or any other person/s for the fund borrowed by the institute will not be considered as cost of education. Even 'Notional Interest' for return on investment is to be excluded from the cost components of education cost.

TRANSFER TO DEVELOPMENT FUND:

Any sum transferred to Development Fund or any other fund will not be considered as cost. However reasonable surplus for growth and development will be considered by the Committee based on the actual investments made by the concerned institution in last three years.

GENERAL:

A self financed institution is expected to separately maintain the books of accounts and prepare the financial statements and cost sheet in respect of each course including post graduate programs. In case this is not done, self financed institution will submit financial statements showing its separate Income and Expenditure and the Balance Sheet for every course for every financial year duly certified by the Chartered Accountant.

Name of the institution :

Annexure 'AI'

Year of establishment :

Name of the course:

Course duration:

Existing Fee:

Proposed Fee:

Cost Statement prepared by the college as per the guiding Principles prescribed for determination of cost and fee structure of SFIs.						
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
	Audited	Audited	Audited	Provisional	Projected	Projected
Expenses (Note - A)						
1	Salary including retiral benefits					
	Teaching Staff					
	Non -Teaching Staff					
1A	Sub Total	0.00	0.00	0.00	0.00	0.00
2	Power & Electricity					
3	Post, Telephones, Communication					
4 Repairs & Maintenance (Note - B)						
	Building Repairs					
	Equipments/ Furniture Repairs					
	Others Repairs					
4A	Sub Total (Repairs & Maintenance)	0.00	0.00	0.00	0.00	0.00
5	Administrative Expenses (Attach Separate sheet for year wise break up) (Note - B)					
6	Rent and Taxes paid to outsider					
7	Share of Teaching Hospital Exp.					
8	Depreciation on SLM basis (as per attached sheet for each year)					
	Building @ 5%					
	Furniture & Equipments @ 15%					
	Computer @ 33%					
	Books @ 33%					
	Vehicles @ 15%					
8A	Sub Total (Depreciation)	0.00	0.00	0.00	0.00	0.00
9	Grand Total	0.00	0.00	0.00	0.00	0.00
	Number of students on roll as on date on normative A basis					
B	Salary cost per student p.a (1A/A)	0.00	0.00	0.00	0.00	0.00
C	Total Cost per student p.a (9/A)	0.00	0.00	0.00	0.00	0.00

Notes :

A Please provide salary statement / copy of ledger along with form No. 24Q of technical, non technical & admin staff and give reconciliation statement of difference between Form No. 24Q and total salary expenses ledger accounts if any.

B Please attach Bills /Voucher of expense Exceeding Rs. 5000/- with ledger account certified by Statutory Auditors.

FEE REGULATORY COMMITTEE (MEDICAL) GUJARAT STATE

Near 5 Bungalows, Opp: National Park Society, Behind Polytechnic, Gulbai Tekra, Ahmedabad – 380 015
Phone No.079-26303990
Fax: 079-26303990

Proposal for Fee Structure for the years 2015-16, 2016-17 and 2017-18

Check list for documents to be submitted by the institution

Name of the Institution:

Name of the course:

Duration of the course:

Year of establishment:

Following Documents received in Information Memorandum :

Annexure	Name of the document	Received Yes/No
	Details of Infrastructure with relevant documents of ownership.	
1	Description of Equipments/ Instruments	
2	Details of Furniture	
3	Details of any other assets	
4	Library Details	
5	Student Profile	
6	Proposed and Present Fee Structure	
7	Cost statement, Depreciation statement and Fee/Income statement duly filled in for all 3 years columns	
8	Details of Staff (Teaching & Non Teaching)	
9	Details of New Investment	
10	Scholarship to students	
11	Utilization of NRI Fees	
12	Management Representation statement duly signed by the head of the institution and the sponsoring body on affidavit on stamp paper of Rs. 100.	
13	Separate Audited accounts of 2011-12, 2012-13 & 2013-14	
14	All approval letter of respective Council, respective University and Government of Gujarat up to 2014-15.	
15	Photographs and video DVD of Institution	
16	Copy of last fee fixation order issued by the Fee Committee	
17	Demand Draft of Processing Fees.	
18	Soft copy of information memorandum with all annexure(Only Use Excel Sheet for Soft copy data filled by institute.)	

Data received on: _____ Data checked by: _____