

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

FRM Medical / Proposal fee / 15/12/2020

Dec. 15/12/2020

**Sub: - Proposal for Fee Structure of Under graduate / Post graduate Professional courses for
the year 2021-22, 2022-23 and 2023-24**

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 from all SFI institutions for fixation of fee structure for the years.2021-22, 2022-23 and 2023-24 You are, therefore, informed to submit your proposal till 31st Decemer 2020(between 3:00 P.M. to 6:00 PM only during working days) in two copies in print along with a Soft Copy (C.D) in the format enclosed herewith duly completed in all respect with all relevant supporting documents. The fee Proposal shall be submitted in person only, any fee proposal sent by the Courier/Speed Post are not accepted by the Committee. The format of Information Memorandum can also be down loaded from the website: [www.frcmedical.org./](http://www.frcmedical.org/)
www.frcmedical.org/indexold.htm .

All the institute 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.

SR.N O.	DECIPLINE	PROCESSING FEES(UG)	PROCESSING FEES(PG)
1	Medical	Rs. 200000/- (Separate for UG)	Rs.300000/- (Separate for PG)

2	Dental	Rs.1.50000/- (Separate for UG)	Rs.200000/- (Separate for PG)
3	Ayurveda	Rs.1.50000/- (Separate for UG)	Rs.200000/- (Separate for PG)
4	Homeopathy	Rs. 1,00,000/- (Separate for UG)	Rs.1.50000/- (Separate for PG)
5	Physiotherapy	Rs. 75,000/- (Separate for UG)	Rs.1,00,000/- (Separate for PG)
6	Nursing	Rs.30,000/- (Separate for GNM,B.SC M.SC,P.B.B.SC Diploma)	Rs.30,000/- (Separate for GNM,B.SC M.SC,P.B.B.SC Diploma)
7	Optometry	Rs. 30,000/- (Separate for UG and PG)	Rs. 30,000/- (Separate for PG)
8	Audiology & Naturopathy	Rs. 30,000/- (Separate for UG and PG)	Rs.30,000/- (Separate for PG)
9	ANM Nursing	Rs. 20,000/- (Separate for UG and PG)	Rs. 20,000/- (Separate for UG and PG)

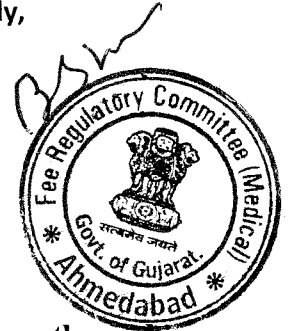
Please Note that it is mandatory to submit the fee proposal of your institute for the fixation of fee structure for the 2021-22, 2022-23 and 2023-24. No institute is allowed to continue with old fees. Submission of fee proposal file to the Committee and taking the new fee fixation order for the years 2021-22, 2022-23 and 2023-24 compulsory. If any Institute is found taking fees from any UG/PG student without approval of FRC will be penalised as per the Act No. 3 of 2008

Kritika

Yours faithfully,

me

MEMBER



To,
All the Principal/Trustee
Self Financed Institute in Undergraduate/Post graduate and Diploma Courses in
Medical/Dental/Physiotherapy/Ayurveda/Homeopathy/Nursing/Optometry/Naturopathy and
Audiology
Speech Language Pathology
state of Gujarat

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 31/03/2020

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

2.	College Building			
(a)	Built up area		Sq. Mtrs.	
(b)	Total Cost as on 31.03.2018		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/Lecture Theater			
2	Library			
3	Reading Rooms			
4	Common Rooms			
5	Auditorium/ Examination Hall			
6	Conference Room			
7	Administrative Offices			
8	Staff Rooms			
9	Any other facilities			

3. Name of Hospital Attachment

Sr.	Hospital Name	No. Of Beds	If Government Hospital then annex order of GOG for attachment of hospital.
1			
2			
3			
4			
5			

Part III

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

Attach separate note for achieving academic excellence, extracurricular programs, students' welfare, participation in national and international program/activity and faculty development and community services.

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

Pl. furnish the details of equipments, instruments as under: (Items costing below Rs. 5 lac may be clubbed together)

[illegible]

ANNEXURE - II

Pl. furnish the details of furniture as under: (Items costing below Rs. 1 lac may be clubbed together)

[illegible]

ANNEXURE - III

Pl. furnish the details of any other assets as under:

Sr.	Description	No.	Amount (Rs.)
1	Vehicles		
2			
3			
4			
5			
6			

ANNEXURE -VI

- 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)
	2014-15			
	2015-16			
	2016-17			
	2017-18			
	2018-19			
	2019-20			

ANNEXURE - VII

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

ANNEXURE - VIII

Part – VII : 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)	Salary paid	Salary paid	Salary paid
									2017-18	2018-19	2019-20
								Total (a)			

(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)	Salary paid	Salary paid	Salary paid
									2017-18	2018-19	2019-20
								Total (a)			

ANNEXURE-IX

Part – VIII : Details of new investments.

Amount spent on :	2017-18	2018-19	2019-20
Building			
Furniture			
Equipments & Instruments			
Others: Books, Vehicles Computers			
Total			

ANNEXURE – X

Part –IX : Scholarship/Aid to Students:

	2017-18	2018-19	2019-20
Nature of Scholarship			
Source from scholarship given			
No of Students taking scholarship			
Amount paid			

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

ANNEXURE-XI

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

	NRI	2017-18	2018-19	2019-20
A	No. of NRI students admitted during the year.			
B	Total students under NRI category as on 31 st March, 2020			
C	Fee collected per NRI students (US \$ 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			

Name of the Trust _____

1. Details of Infrastructure :

Sr. No.	Name of Institute	Program	Intake	Year of Establishment	Required Land	Allotted Land	Constructed Area required	Available Area	Supporting Documents

2. Common Infrastructure / Facilities / Amenities / Vehicles :

➤ Please provide details.

3. Other Non Medical or any other program details run by same Trust or in the same campus:

➤ Checklist of documents to be enclosed

Type of Documents	Yes	No	N. A.
Essentially Certificate			
Bank Guarantee Copy			
Council Permission			
University Affiliation			
Trust Registration Certificate			
Trust Deed			
Necessary Resolution			
Land Documents			
Authorised Approved Building Plans			
B U Permission			
Fire Safety Permission			
Lift Permission			
Hospital Registration			
GPCB Approval			
BMW Certificate			
Hospital Details			
Website Details			
Pharmacy Licence			
Food and Drug Registration			
GST Registration No			
Shop Establishment Certificate			

Management Representation:

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 year 2021-22,202223and202324. 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

Director / Dean of the Institution
Name:

Designation:
Date:
Place:

Managing Trustee of the Trust
Name:

Designation:
Date:
Place:

Chartered Accountant
Name:
Date :
Place :

On stamp paper of Rs.100/-
DECLARATION CUM UNDERTAKING

I, _____, aged _____ years, resident of _____ do hereby solemnly affirm and state on oath as under:-

1. I am Head / Director of _____ (name of the institution) for _____ (name of the programme) . The institution is having Fee Regulatory Institute Code No. _____ I am authorised to make this declaration and submit the undertaking.
2. I state that the institution is not collecting any amounts under different heads over and above the fee structure determined by the Fee Regulatory Committee for any academic year including amount in the name of caution money or deposit or caution deposit or in any other name akin to it, except the enrolment and examination fees levied by the affiliating University.
3. I hereby undertake that the institution will not collect any additional amount under any head over and above the fee structure determined by the committee including amount in the name of caution money or deposit or caution deposit or in any other name akin to it, except the enrolment and examination fees levied by the affiliating University.
4. I am aware that if the statements made above turn out to be false or misleading it will expose me to the criminal prosecution and also penal action under section 13(2) read with section- 14 of the Gujarat Professional Medical Educational Colleges or Institution((Regulation of Admission and Fee Fixation) Act, 2007.) Act 3 of 2008.

Place
Date :

Signature
Head / Director of the institution

Affidavit sworn before me
Executive Magistrate/ Notary Public
(Seal and signature)

Instructions:

1. Information as per this format along with any additional information in support of the proposed fee structure should reach latest by 31/01/2021 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. Copy of the Audited accounts of the Institution up to the year ended 31-03-2020.
 - b. Separate fee proposal should be submitted for each programme run by the trust. In case of a fee proposal of PG program, separate audited/provisional accounts of PG program should be submitted.
 - c. A note justifying the fee structure proposed for three years period 2021-22, 2022-23. And 2023-24
 - d. 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.
 - e. Status of the Institution recognition / approval / accreditation along with a copy of the latest report together with its compliance.
 - f. Copy of latest approval from governing body for approved intake.
 - g. Demand Draft of processing fees in favour of "Fee Regulatory Committee (Medical), Ahmedabad"
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.

Annexure-A

Name of the institution: :

(Parent Trust under which this course run) :

Particulars of courses run under the same Trust :

Sr. No.	Name of Course	Year of Establishment	Course Duration
---------	----------------	-----------------------	-----------------

1
2
3

Particulars of courses for which Cost Sheet is submitted herewith :		
Financial Year	Intake	Actual Admission
For the years 2015-16		
For the years 2016-17		
For the years 2017-18		
For the years 2018-19		
For the years 2019-20		
For the years 2020-21		

Existing Fees:	GQ	MQ
For the years 2018-19		
For the years 2019-20		
For the years 2020-21		
Proposed Fees:		
For the years 2021-22		
For the years 2022-23		
For the years 2023-24		

Cost Statement prepared by the college as per the Guiding Principles prescribed for determination of cost & fee structure of SFIs.

Sr. No.	Expenses	For the year ended 31 st March (Rs. In lac)							
		2017-18 Audited	2018-19 Audited	2019-20 Audited	2020-21 Provisional from 01/04/2020 to 30/09/2020	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
	Expenses								
1	Salary including retiral benefits								
	Teaching Staff								
	Non-teaching Staff								
1A	Sub Total	0.00	0.00						
2	Power & Electricity								
3	Post, Telephones, Communication								
4	Repairs & Maintenance								
	Building Repairs								
	Equipments/Furniture Repairs								
	Others Repairs								
4A	Sub Total (Repairs & Maintenance)	0.00	0.00						
5	Administrative Expenses (Attach separate sheet for year wise break up)								
6	Rent and Taxes to outsider								
7	Share of Teaching Hospital exp.								
8	Depreciation on SLM basis (as per attached sheet for each year cetified by Chartered Accountants)								
	Building @ 5%								
	Furniture & Equipments @ 15%								
	Computers @ 33%								
	Books @ 33%								
	Vehicles @ 15%								
9	Sub Total (Depreciation)	0.00	0.00						
8	Grand Total	0.00	0.00						
A	Number of students on roll on date on normative basis								
B	Salary cost per student p.a (1A/A)	#DIV/0!	#DIV/0!						
C	Total Cost per student p.a. (8/A)	#DIV/0!	#DIV/0!						

Name of the Institution:

FIXED ASSETS AND DEPRECIATION AS PER STRAIGHT LINE METHOD BY APPLYING DEPRECIATION RATES DECIDED BY FEES RAGULARTORY COMMITTEE (MEDICAL).

[illegible]

Note:

Above Depreciation Working Sheet must be certified by Chartered Accountant and submitted along with Cost Sheet in Original.

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 of Under graduate / Post graduate Professional courses for the year 2021-22,2022-23 and 2023-24

Check list for documents to be submitted by the institution

Name of the Institution:

Name of the course:

Duration of course:

Year of establishment:

Documents received:

Sr.no.	Name of the document	Received Yes/No
1	Detail of Infrastructure with relevant documents of ownership.	
2	Description of Equipments/instruments	
3	Details of Furniture	
4	Details of any other assets	
5	Library Details	
6	Student Profile	
7	Proposed and Present Fee Structure	
8	Cost Statement Depreciation statement and Fee/Income statement duly filed in for all 6 years columns	
9	Details of Staff (Teaching and Non Teaching)	
10	Details of New Investment	
11	Scholarship to the students	
12	Management Representation statement duly signed by head of the institution and sponsoring body on affidavit on stamp paper of Rs. 100	
13	Separate Audited accounts of 2017-18, 2018-19 and 2019-20 for each course run by the Institute/Trust	
14	Audited Accounts of the Trust for the years 2017-18, 2018-19 and 2019-20.	
15	If attached hospital not run by The Trust/Institution then attach the copy of MOU of other hospital which is attached for training of students.	
16	All approval letter from Respective Council/ State Government/ University affiliation letter.	
17	Photographs and video pendrive of each part of the Institution.	
18	Copy of Last fee fixation order for the year 2017-18, 2018-19 and 2019-20.	
19	Soft copy of Information Memorandum with all annexure (Only use Excel Sheet for soft copy)	

Data received on:

Data checked by: