

JUSTICE R.J. SHAH (RETD.)
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
Website: www.justicerjshahcommittee.org

No. JRJS/Fee Proposal/2008

Date:- 17 / 12 /2008

To,

**Sub :- Proposal for Fee Structure of Under graduate / Post graduate
Professional courses for the years 2009-10 to 2011-012**

Sir,

It is hereby brought to the notice of all Heads of un-aided Institutions imparting Degree/Diploma courses in Medicine, Dentistry, Ayurveda, Homeopathy, Physiotherapy, Nursing, Orthotic, Optometry, Occupational therapy and Naturopathy disciplines that, the State Government has passed an Act. No. 3 of 2008 namely “**The Gujarat Professional Medical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act. 2007**” to make special provision for regulation of admission in the professional Medical educational colleges or institutions in the State and fixation of fees in such colleges or institutions and for matters connected therewith or incidental thereto.

As per the provisions laid down in the Act. Government has constituted a Fee Regulatory Committee vide Government of Gujarat, Health & Family Welfare Department, Sachivalaya, Gandhinagar's Notification No: GP-16-MCG-1008-587-J, dated 17-6-2008 for determination of fee structure for Degree/Diploma courses in Medicine, Dentistry, Ayurveda, Homeopathy, Physiotherapy, Nursing, Orthotic, Optometry, Occupational therapy and Naturopathy disciplines in un-aided professional institutions in the State.

The Committee has decided to invite fee proposals for the years 2009-2010 to 2011-2012 from all the concerned institutes for validation/determination of the fee structure. You are, therefore, requested to **submit your proposal in two copies with one Soft Copy in Compact Disc (PDF format) in the format of Information Memorandum** completed in all respect with all relevant supporting documents along with Audited Accounts of the institution for the year 2007-08 and actual expenditure for the period from 1-4-2008 to 31-12-2008 **latest by 31-01-2009.** The format of Information Memorandum can be down loaded from the website:**www.justicerjshahcommittee.org**

If the proposal is not received in this office of the Committee within the prescribed time limit, it will be presumed that your institute is not interested for determination of fee structure for your institute for the year 2009-10 onwards and the Committee will not entertain any request afterwards, which may please be noted.

Yours faithfully,

sd/-

MEMBER SECRETARY

Information Memorandum

To be submitted to Justice R.J. Shah (Retd.) Fee regulatory the Committee 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 Institution:

Note: All amount as Rs in lac

Part – I : General Details

| | | | | |
|---------|------------------------------|--|---|--------|
| 1 | Name of College | | | |
| | Address | | | |
| | | | | |
| 2 | Date of | Affiliation to University (Give Name) | Approval by Regulatory Authority (Give Name) | |
| | | dd/mm/yyyy | dd/mm/yyyy | |
| 3 | Contact Details | | | |
| | Name of Head of Institution | Off Phone | Off Fax | Mobile |
| | | | | |
| | Designation | e-mail id | Website URL | |
| | | | | |
| 4 | Accreditation | Name of Authority | Grade of Accreditation | |
| 5 | Name of the Trust | | | |
| | Name of the Managing Trustee | | | |
| | Address of the Trust | | | |
| | | | | |
| | Phone : Office | | | |
| | Residence | | | |
| | Mobile | | | |
| Fax No. | | | | |
| E-mail | | | | |

Part – II : Infrastructure as on 31/3/2008

| | | |
|-----|-----------------------|------------|
| 1. | Land | |
| (a) | Area : _____ Sq. mts. | |
| (b) | Cost of Purchase | Rs. In lac |

| | | | | |
|----|-------------------------|-----------------------------|---------------------|---------------|
| 2. | College Building | | | |
| | (a) | Built up area | Sq. mts. | |
| | (b) | Total Cost as on 31.03.2008 | Rs in lacs | |
| | (c) | No. of Class rooms : | Total carpet area : | Sq. mts. |
| | (d) | If rented/leased | Rent | Rs. Per annum |
| | | | Rent payable to | |

3. Other facilities:

Attach a separate note on other facilities such as:

Hospital, Laboratory, Computers, Library, Reading Rooms, Cultural Centre, Communications, Presentation Rooms, Auditorium, Bandwidth and connectivity etc.

Part – III : Students Profile:

| | | | | |
|----|---|------|--------|-------|
| 1. | No. of total students on roll at the end of the academic year | Male | Female | Total |
| | 2005-06 | | | |
| | 2006-07 | | | |
| | 2007-08 | | | |

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

| | Quota Category | Present | Proposed | Remarks |
|----|----------------|---------|----------|---------|
| a) | | | | |
| b) | | | | |
| c) | | | | |

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

Part – VI : Details of Staff

(a) Teaching staff

| Name of employee | Designation | Joining Date | Age (Yrs) | Exp (Yrs) | Qualification | Salary paid during | | |
|------------------|-------------|--------------|-----------|-----------|------------------|--------------------|--|--|
| | | | | | | 2007-08 | | |
| | | | | | | | | |
| | | | | | Total (a) | | | |

(b) Non-Teaching staff

| Name of employee | Designation | Joining Date | Age (Yrs) | Exp (Yrs) | Qualification | Salary paid during | | |
|------------------|-------------|--------------|-----------|-----------|--------------------|--------------------|--|--|
| | | | | | | 2007-08 | | |
| | | | | | | | | |
| | | | | | Total (b) | | | |
| | | | | | Total (a+b) | | | |

Part – VII : Details of new investments made vis-à-vis budgets.

| Amount spent on : | 2005-06 (Rs.) | | 2006-07 (Rs.) | | 2007-08 (Rs.) | |
|------------------------|---------------|--------|---------------|--------|---------------|--------|
| | Budget | Actual | Budget | Actual | Budget | Actual |
| Building | | | | | | |
| Furniture & Equipments | | | | | | |
| Computers / Laboratory | | | | | | |
| Others | | | | | | |
| Total | | | | | | |

Part -VIII : Scholarship/Aid to Students:

| | 2007-08 (Rs.) |
|-----------------------------------|---------------|
| Nature of Scholarship | |
| Source from scholarship given | |
| No of Students taking scholarship | |
| Amount paid | |

Part -IX : Utilization of Excess Fees from students admitted under NRI category.

| | NRI | 2006-07 | 2007-08 | 2008-09 |
|---|---|----------------|----------------|----------------|
| a | No. of NRI students admitted during the year. | | | |
| b | Total students under NRI category as on 31 st March each year. | | | |
| c | Fee collected per NRI students (US \$ per year per student) | | | |
| d | Total fees collected from all NRI student during the year. US \$ INR | | | |
| e | Utilization of the excess fees i) No. of students ii) Total amount paid | | | |

Audited list of all beneficiaries to be enclosed.**Management Certificate:**

We hereby undertake 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 is true and correct. The said information is provided to help the Committee determine and fix fees for our college for the year 2009-10 and onwards.

Signed by

Head of the Institution
Name:

Designation:
Date:
Place:

Managing Trustee
Name:

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 15th January 2009 to:

**The Member Secretary,
Hon'ble Justice R.J.Shah(Retd.) 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 for the year ended 31st March 2008.
- b. Estimates for the year ended 31st March 2009 based on the actual expenditure for the period from 1st April 2008 to 31st December 2008.
- c. Justifications for the fees proposed based on the actual cost as well as the plan for growth and development over next three (3) years.
- d. A copy of the printed brochure / information leaflet highlighting all the courses run by the Institution / Trust / Society.
- e. Photographs / CD of the campus, buildings, supporting infrastructure and other facilities.
- f. Status of the Institution recognition / approval / accreditation along with a copy of the latest report together with its compliance.
- g. Copy of any approval for a new course / additional intake obtained during the year.
- h. Audited accounts of the Hospital on a standalone basis for the year ended 31st March 2008 along with estimates for the year 2008-09.

3. All amounts need to be mentioned as Rs in lac up to two decimal points except the information in on Fee Structure and for Salary paid to staff, which should be given in actual number.

4. In case the institution proposes to fix quota for the NRIs, the scheme for the same along with quota fixed, fees proposed, justification for the same and scheme of utilization of the fees from NRIs should be provided.

5. 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.
6. 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 payment 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 norms of University and Education dept. of the Govt.

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.

FIXED ASSETS & DEPRECIATION

Payments made for purchase of fixed assets like Land, Building, Furniture, Equipments, Computers, Vehicles, Heavy Repairs and Renovation etc. 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 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 running the institution or any other institution run by the trust will be excluded from cost being a notional cost.

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 rent, supply of food, water, electricity, telephone, salary, wages, maintenance and the like need not form part of the 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 such fund will not be considered as cost. However, reasonable surplus for growth and development may be considered based on investments made in previous three years as well as current growth plans.

GENERAL:

A self-financed institution will have to separately maintain the books of accounts and prepare the financial statements and cost sheet in respect of each course and in no case will merge the same with the Trust Accounts, Hostel Accounts, or the accounts of any other course conducted by the Trust.

In case this is not done, a self-financed institution will submit financial statements showing its separate Income and Expenditure and the Balance Sheet for every financial year duly certified by the Chartered Accountant.

Annexure A:

| Cost Statement prepared as per the Guiding Principles prescribed for determination of cost & fee structure of SFIs. | | | | | | |
|--|--|--|----------------|------------------|------------------|------------------|
| | | For the year ended 31st March (Rs. In lac) | | | | |
| | | 2007 | 2008 | 2009 | 2010 | 2011 |
| Expenses | | Audited | Audited | Estimated | Projected | Projected |
| 1 | Salary including retiral benefits | | | | | |
| | Teaching Staff | | | | | |
| | Non-teaching Staff | | | | | |
| 1A | Sub Total | | | | | |
| 2 | Power & Electricity | | | | | |
| 3 | Post, Telephones, faxes | | | | | |
| 4 | Repairs & Maintenance | | | | | |
| | Building | | | | | |
| | Equipments | | | | | |
| | Others | | | | | |
| 4A | Sub Total | | | | | |
| 5 | Administrative Expenses | | | | | |
| 6 | Rent and Taxes to outsider | | | | | |
| 7 | Other Expenses (Specify) | | | | | |
| 8 | Depreciation on SLM basis | | | | | |
| | Building @ 5% | | | | | |
| | Furniture & Equipments @ 15% | | | | | |
| | Computers @ 33% | | | | | |
| | Books @ 33% | | | | | |
| 8A | Sub Total | | | | | |
| 9 | Grand Total | | | | | |
| A | Number of students on roll at the end of each year based on approved intake. | | | | | |
| B | Salary cost per student p.a (1A/A) | | | | | |
| C | Total Cost per student p.a. (9/A) | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|