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/ 674 **/2013** **Date:-** 31 / 12 **/2013**

Sub: - Proposal for Fee Structure of ANM course for the year 2013-14 and 2014-15

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 the institutions running the course namely ANM(Auxillary Nurse Midwiefery) for determination of their fee structure for the years 2013-14 to 2014-15. 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 **latest by 10/02/2014.** The format of Information Memorandum can also be down loaded from the website: **www.frcmedical.org**

Yours faithfully,

MEMBER SECRETARY

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 /Council (Give Name of Authority/Council and Reference No. of approval letter and validity period)	
3	**Contact Details**			
	Name of the Head of the 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 31/03/2013

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 31.03.2013	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			

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, 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.

Pl. furnish the details of equipments, instruments as under: (Items costing below Rs. 2 lac may be clubbed together)

Sr.	**Description of equipments/instruments**	No.	**Amount (Rs.)**

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

Sr.	**Description**	No.	**Amount (Rs.)**

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

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

- Library Details:

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

Part –IV : Students' Profile

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

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

	Quota Category	**Present**	**Proposed**	**Remarks**
a	Tuition Fee: General NRI			
b	Library Fee			
c	Gymkhana/Sports Fee			
d	Lab/Workshop Fee			
e	Exam Fee			
f	University Fee			
g	Hostel Fee			
h	Food/Mess Fee			
i	Transportation Fee			
j	Any other Fee (Pl. specify)			

Part – VI : Cost Statement (Annexure "A1"), Depreciation Statement (Annexure "A2") and Income/Fee Statement (Annexure "A3")

Part – VII : Details of Staff with individual PAN No. and Bank Account Number of salary.

(a) Teaching staff

Name of the employee	Designation	Joining Date	Age (Yrs)	Experience (Yrs)	Qualifications	Whether part time/visiting faculty? (Y/N)	2011-12	2012-13	2013-14
						Total (a)			

(a) (1) Pl. provide details of new recruitment and resignation of faculty during 2011-12, 2012-13 and 2013-14 separately in the above format.

(b) Non-Teaching staff with individual PAN No. and Bank Account Number of salary.

Name of employee	Designation	Joining Date	Age (Yrs)	Experience (Yrs)	Qualifications	Whether part time/visiting staff? (Y/N)	2011-12	2012-13	2013-14
						Total (b)			

(b) (1) Pl. provide details of new recruitment and resignation of staff during 2011-12, 2012-13 and 2013-14 separately in the above format.

Part – VIII : Details of new investments.

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

Part –IX : Scholarship/Aid to Students:

	2012-13	2013-14
Nature of Scholarship: ____________		
Source of scholarship given: ____________		
No. of Students taking scholarship		
Total Amount paid		

5

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

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

	NRI	2012-13	2013-14
a	No. of NRI students admitted during the year.		
b	Total students under NRI category as on 31st March, 2013 & 31st December, 2013		
c	Fees collected per NRI student (US $ per year per student)		
d	Total fees collected from all NRI students during the year. US $ INR		
e	Utilization of the excess fees for scholarship to students i) No. of students ii) Total amount paid		

Management Representation:

We hereby confirm that the information and other particulars furnished by us as per the Information Memorandum as well as the Annexure A1, A2 & A3 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 2012-13, 2013-14 and 2014-15. We further undertake that:

1. We do not receive or recover any fees other than the fees fixed by the Fee Regulatory body.
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:

<u>Instructions:</u>

1. Information as per this format along with any additional information in support of the proposed fee structure should reach latest by 10/02/2014 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 for the year ended 31-03-2011, 31-03-2012, 31-03-2013 and provisional accounts for the period from 01-04-2013 to 31-12-2013.
   b. In case of audited/provisional accounts of ANM as mentioned in point no. 2.a above are merged with the accounts of the trust or that of GNM, B.Sc. Nursing, PG Nursing or with any other course/s run by the trust, **separate audited/provisional accounts of only ANM program should be submitted.**
   c. Copy of last fee order issued by the appropriate authority.
   d. A note justifying the fee structure proposed for three years 2012-13, 2013-14 and 2014-15.
   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 approval from Gujarat Nursing Council/ Indian Nursing Council, New Delhi for approved intake of 2010-11, 2011-12, 2012-13 & 2013-14.

3. **<u>All amounts need to be mentioned as Rs in lac up to two decimal points.</u>**

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 treated as "Repairs" and included in recurring expenses.*** Instead, depreciation on fixed assets/heavy Repairs and Renovation shall be allowed at the following rates on Straight Line Method (SLM).

- Building	5%
- Furniture, Equipments, Vehicles, Others	15%
- Computers	33%
- Books	33%

Depreciation will be allowed even if the assets are not shown in the separate books of accounts of the program for which the fee is proposed but owned by the Trust or Governing Body and so long as these assets are exclusively used by the institution for the program for which fee proposal is submitted.

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 may 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 rent, supply of food, water, electricity, telephone, salary, wages, maintenance and the like and depreciation on Hostel Building and the same on other assets used for hostel 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 may 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 for the program for which the fee is proposed and prepare separate 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 'A1'

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.

		2010-11	2011-12	2012-13	2013-14	2014-15
	Expenses	Audited	**Audited**	**Audited**	**Provisional**	**Projected**
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**					
	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)**					
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%					
	Computers @ 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**
A	Number of students on roll as on date on normative basis					
B	Salary cost per student p.a (1A/A)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
C	Total Cost per student p.a. (9/A)	#DIV/0!	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**

Name of the Institution:

Annexure 'A2'

FIXED ASSETS AND DEPRECIATION (STRAIGHT LINE METHOD) 2012-13

Sr. No.	Name of the asset		Gross Block				Depreciation				Net Block	
		% of depreciation	As on 01/04/2012	Addition	Deduction	As on 31/03/2013	As on 01/04/2012	For the year	Deduction for the year	As on 31/03/2013	As on 31/03/2013	As on 31/03/2012
	Total											

FIXED ASSETS AND DEPRECIATION (STRAIGHT LINE METHOD) 2013-14 (PROVISIONAL)

Sr. No.	Name of the asset		Gross Block				Depreciation				Net Block	
		% of depreciation	As on 01/04/2013	Addition	Deduction	As on 31/03/2014	As on 01/04/2013	For the year	Deduction for the year	As on 31/03/2014	As on 31/03/2014	As on 31/03/2013
	Total											

FIXED ASSETS AND DEPRECIATION (STRAIGHT LINE METHOD) 2014-15 (PROJECTED)

Sr. No.	Name of the asset		Gross Block				Depreciation				Net Block	
		% of depreciation	As on 01/04/2014	Addition	Deduction	As on 31/03/2015	As on 01/04/2014	For the year	Deduction for the year	As on 31/03/2015	As on 31/03/2015	As on 31/03/2014
	Total											

Name of the institution:

Annexure 'A3'

Year of establishment:
Name of the course:
Course duration:

Existing Fees:
Proposed Fees:

Income statement prepared by the college :

		2011-12			2012-13			2013-14 (up to 31-12-2013)		
		Rs. in lacs								
	Income	No. of students	Fee per student	Total Fee Rs.	No. of students	Fee per student	Total Fee Rs.	No. of students	Fee per student	Total Fee Rs.
1	**Tuition Fee**									
	Students admitted on govt seats									
	Students admitted on management seats									
	Students admitted on NRI seats									
	Others (Pl. Specify)									
	Sub Total (1)	0.00		0.00	0.00		0.00	0.00		0.00
2	**Other Fee/Income from Students**									
	Hostel Fee									
	Mess/Food bill fee									
	Transportation Fee									
	Library Fee									
	Laboratory/Workshop Fee									
	Stationery Fee									
	Sports/Gymkhana Fee									
	Exam Fee									
	University Fee									
	Uniform Fee									
	Kit Fee									
	Orientation Fee									
	Computer Fee									
	Any other Fee (Pl. specify)									
	Sub Total (2)	0.00		0.00	0.00		0.00	0.00		0.00
3	Other Incomes									
	Donations									
	Grant/Aid received from Government or other organization									
	Endowment									
	Sale/rent from immovable property/vehicle									
	Scholarship (Pl. specify the nature & source)									
	Interest Income									
	From other sources (Pl. specify)									
	Sub Total (3)			**0.00**			**0.00**			**0.00**
	Grand Total(1+2+3)			**0.00**			**0.00**			**0.00**

Note: **Grand total should match with total of income side of audited Income & Expenditure Account of 2011-12, 2012-13 and 2013-14.**

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 ANM program for the years 2012-13, 2013-14 and 2014-15

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:

Sr.no.	Name of the document	Received Yes/No
1.	**Information Memorandum**	
	With details of Institution, Infrastructure, Fee structure proposed, Students, Staff, Investment in assets, Scholarship, NRI fees	
	Management Representation statement duly signed by the head of the institution and the sponsoring body	
2.	Cost statement, Depreciation statement and Fee/Income statement duly filled in for all 3 years columns	
3.	Separate Audited accounts of 2010-11, 2011-12, 2012-13 & Provisional accounts up to 31-12-2013 of only ANM program.	
4.	Latest approval letter from Gujarat Nursing Council, Indian Nursing Council, State Government for 2010-11, 2011-12, 2012-13 and 2013-14	
5.	Copy of last fee order issued by the appropriate authority	

Data received on: ________________

Data checked by: ________________ ________________
(Name) Sign (OSD)