

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/ ³²⁰⁻⁵⁵ /2012

Date: 22/03/2012

**Sub: - Proposal for Fee Structure of under graduate / Post graduate Professional courses for the years
2011-12 and 2012-13 to 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 had decided adhoc fee as deposit for the year 2011-12 for your institute. Now, the Committee has decided to invite fee proposals for the years 2011-12 and 2012-2013 to 2014-15 from all the concerned institutions for validation/determination of the fee structure. 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 for the year 2011-12 latest by 30-04-2012. 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 (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 31/03/2012

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 31.03.2012	Rs in lacs		
(c)	No. of Rooms with break up as under:		Total carpet area :	Sq. mtrs.
(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. 5 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 : Student Profile

1.	Approved intake as per regulatory authority (Council/University)	Date	Letter No.	Intake (No. of students)
	2011-12			
2.	No. of students admitted during the year	Male	Female	Total
	2011-12			

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

	Quota Category	Present	Proposed	Remarks
a)	General			
b)	NRI			

Part – VI : Cost Statement as per Annexure "A"

Part – VII : Details of Staff

(a) Teaching staff

Name of employee	Designation	Joining Date	Age (Yrs)	Exp (Yrs)	Qualification	Whether part time/visiting faculty? (Y/N)	Salary including allowances, contribution to funds and other benefits paid/payable during		
							2011-12	2012-13	2013-14
						Total (a)			

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

(b) Non-Teaching staff

Name of employee	Designation	Joining Date	Age (Yrs)	Exp (Yrs)	Qualification	Whether part time/visiting staff? (Y/N)	Salary including allowances, contribution to funds and other benefits paid/payable during		
							2011-12	2012-13	2013-14
						Total (a)			

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

Part – VIII : Details of new investments.

Amount spent on :	2011-12	2012-13(Proposed)
Building		
Furniture		
Equipments & Instruments		
Others: Books, Vehicles Computers		
Total		

Part –IX : Scholarship/Aid to Students:

	2011-12
Nature of Scholarship	
Source from scholarship given	
No of Students taking scholarship	
Amount paid	

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

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

	NRI	2011-12
a	No. of NRI students admitted during the year.	
b	Total students under NRI category as on 31 st March, 2012	
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	

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 for our college for the year 2011-12 and 2012-13, 2013-14 and 2014-15. 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 [REDACTED] 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 31-03-2012.
 - b. 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 next three years.
 - 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.
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 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: _____

Year of establishment: _____

Existing Fees: _____

Name of the course: _____

Fee proposed: _____

Course duration: _____

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

		2011-12	2012-13	2013-14	2014-15
	Expenses	Audited	Projected	Projected	Projected
1	Salary including retiral benefits				
	Teaching Staff				
	Non-teaching Staff				
1A	Sub Total	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
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)				
	Building @ 5%				
	Furniture & Equipments @ 15%				
	Computers @ 33%				
	Books @ 33%				
	Vehicles @ 15%				
9	Sub Total(Depreciation)	0.00	0.00	0.00	0.00
10	Grand Total	0.00	0.00	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!	#DIV/0!	#DIV/0!
C	Total Cost per student p.a. (10/A)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

2011-12

[illegible]

Pl. submit depreciation working in the above format from 2011-12 to 2014-15.

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Proposal for Fee Structure of under graduate / Post graduate

Professional courses for the years 2011-12 and 2012-13 to 2014-15

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.	Information Memorandum	
	With details of Institution, Infrastructure, Students, Staff, Investment in assets	
	Management Representation statement duly signed by head of the institution and sponsoring body	
2.	Cost statement along with depreciation statement duly filled in for all 4 years columns	
3.	Audited accounts of 2011-12	
4.	Latest approval letter from governing body and State Government, University affiliation letter, latest compliance report	

Data received on:

Data checked by: _____
(Name)

Sign (OSD)