

SFRC MATTER
MOST URGENT

GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B –WING, 2ND FLOOR, 5-SHAM NATH MARG, DELHI-54.

No.DHE. 4(70)/SFRC/2012-2013/

Dated:

To

The Chairman/Secretary,

_____.

Sub: Regarding furnishing of information in the format prescribed by the State Fee Regulatory Committee for grading of the institutions for quality assessment for regulating the fee structure for the academic year 2013-14.

Sir/Madam,

The new State Fee Regulatory Committee has been constituted under the Chairmanship of Shri Ramesh Narayanaswami, IAS (Retd)/Ex.Chief Secretary, Govt. of NCT of Delhi vide Notification No.DHE.4(45)/2007-2008/6962/4937-48 dated 01/02/2013 for regulating the fee structure for the Academic Year 2013-14. In this connection, you are requested to furnish the information in the Format (copy enclosed) prescribed by the State Fee Regulatory Committee **(in triplicate)**. The required information should be filled properly and should reach this Directorate by **08/03/2013** positively.

Yours faithfully,

Encl. As above.

(RAJENDRA KUMAR)
SECRETARY (HIGHER EDUCATION)

The para-meters drawn by the State Fee Regulatory Committee for calculating the gradation of the institutions for regulating the fee structure (for placing on web-site): -

S.No.	Details	Maximum Marks
1.	PROPERTY: - i) Area (As per Guidelines) ii) Ownership iii) Land use iv) Power Backup (Capacity)-Partial/Full coverage	2 2 2 2
2.	ADMISSION: - i) Cut-off Rank ii) Management Quota – Yes/No	3 3
3.	RANKING/ACCREDIATION: - i) National by NAAC ii) International (ISO Certificate) iii) Association/Organization/Newspapers/Magazine	3 1 2
4.	JOINT INSPECTION TEAM: - Grading	5
5.	REGULAR FACULTY: - i) Post/(Prof./Asst.Prof./Lecturer) (Record maintained should show whether the post is advertized by a selection committee etc.) ii) Experience (while in the Institute) iii) Qualification iv) Papers/Magazine published v) Workshops/Seminars/Other activities, organized by the institution, attended by the faculty-nominated by the institution or on his/her own capacity (whether regular interaction with alumni or otherwise interaction exist) vi) Faculty Development-like higher studies	4 4 2 4 4 2
6.	VISITING FACULTY: - i) Post ii) Experience iii) Qualification iv) Papers published v) Workshops/Seminars	5
7.	COLLABORATION: - i) International-Collaboration (not in case of Medical College/LLB/B.Ed.) ii) Industry Exposure programme, visit to Industries purposes records maintained iii) Consultancy	2 2 5

8.	STUDENT:- i) <i>Teacher-Student-Ratio</i> ii) <i>Advisory Committee with eminent Educationist (Out-sources)</i> iii) <i>Passed & division</i> iv) <i>Student Assignment (self-learning methods) Purpose of assignment, sample assignments by the students, evaluated by the teacher with comments.</i> v) <i>Outside visit for Education purpose</i> vi) <i>Fellowship</i> vii) <i>Scholarship</i>	4 2 2 2 2 2 2
9.	REFERENCE FACILITIES: - i) <i>Library</i> ii) <i>Journals(National/International/Online)</i> iii) <i>Computers(Self learning assignments)</i> iv) <i>Complaints/Grievances received/disposed</i>	3 3 5 2
10.	STUDENTS FACILITIES: - i) <i>Accommodation/Hostel/Sports facilities</i> ii) <i>Placement (not in case of Medical College/LLB)</i> iii) <i>Additional information (in case of Medical College/LLB)-</i> <i>Total marks M.M.-9 and in case of B.Ed.MM-4</i>	5 5 2

**Note: - If regular faculty is appointed as per norms and no visiting faculty exist, maximum marks for calculation of regular faculty is 25)
Record to be produced for verification of each item.**

STATE FEE REGULATORY COMMITTEE

**FORMAT OF STATEMENT OF ACCOUNTS TO BE SUBMITTED TO STATE
FEE REGULATORY COMMITTEE**

Balance Sheet and Income & Expenditure Account should be accompanied by the Audit Report.

The auditor shall make a report on the accounts examined by him, and on every balance sheet and Income & Expenditure Account and on every other document to be part of or annexed to the balance sheet or Income & Expenditures Account, and the report shall state whether, in his opinion and to the best of his information and according to the explanation given to him, the said accounts give the information required as per this Format and give a true and fair view: -

In the case of the balance sheet, of the state of the Institute's affairs as at the end of its financial year; and

In the case of Income & Expenditure Account, of the surplus or deficit for the financial year,

The auditor's report shall also state: -

Whether, in his opinion, the Income & Expenditure Account and Balance Sheet complied with the accounting standards issued by ICAI.

**PROFORMA FOR
GRADING OF
INSTITUTIONS**

S No.	Name of Institutions and Adress	Infrastructure				Cutt Mark of the First and the Last Admitted Students
		Area of Land				
		Status of Land	Build Up	Vacant Area		Cut off mark (Highest)
						Cut Off Mark (Lower)
		Ownership of Land	Leased	Rented	Owned	Cut off Mark (Mediam)
						Management Quota
		Land Use	Conforming	Non-conforming		
		Power back up				
		Capicity (Partial/full Coverage)				

PROFORMA FOR GRANDING INSTITUTIONS

RANKING OF ISNTITUTION			
National by NAAC	International (ISO Certificate)	Rankings organization Association/Organization News Paper /Magazine)	

PROFORMA FOR GRADING OF INSTITUTIONS

REGULAR FACULTY												
Posts*	Name	Experience (in the institute)		Qualification				Papers/Magazine Published		Workshop/Seminars Attended**		Faculty development (like higher studies)
		Teaching (in the institute)	Industry					Reviewed	Not Reviewed	Sponsored	Self Finance	
Professor:												
Reader:												
Asstt. Prof.:												
Lecturers:												
*Record maintained should show whether the post is advertised, selected by selection committee, etc.												
** Organized by the Institutes, attended by the faculty, nominated by the Institute or on her/his own capacity.												

PROFORMA FOR GRADING OF INSTITUTIONS

VISITING FACULTY												
Posts*	Name	Experience (in the institute)		Qualification				Papers/Magazine Published		Workshop/Seminars Attended**		Faculty development (like higher studies)
		Teaching (in the institute)	Industry					Reviewed	Not Reviewed	Sponsored	Self Finance	
Professor:												
Reader:												
Asstt. Prof.:												
Lecturers:												
*Record maintained should show whether the post is advertised, selected by selection committee, etc.												
** Organized by the Institutes, attended by the faculty, nominated by the Institute or on her/his own capacity.												

PROFORMA FOR GRADING OF INSTITUTIONS

STUDENTS			FEED BACK EVALUATION BY JOINT INSPECTION TEAM	LIBRARY BOOKS	JOURNALS	COMPUTERS	Complaints/ grievances recd. disposed
	2005-07	2006-08		No. of Titles:	National Journals:	Servers:	
Students / Teacher Ratio						Internet	
No. of students appeared				No. of Volumes:	Foreign Journals:	Computers for Students:	
No. of students passed						Computers for library:	
No. of students failed					Online Journals		
Distinctions obtained					Total No. of journals:	Computers for Staff:	
Ist division obtained						Laptops for Faculty:	
IInd Division obtained						Other Laptops:	
Advisory Committee with eminent educationalist						OnlineUPS: 7.5 KV:	
Students assignments self learning method and whether evaluated*							
Outside visit for education purpose.							
Fellowships						Online UPS: 10 KV:	
Scholarships						Projectors : LCD projectors:	
Counseling						DLP projectors:	
						Printers : Laserjet:	
						Printers: Inkjet:	
						Scanners:	
						CD Writers: Internal	
						CD Writers : External	
						Pen Drives: 2GB	
						Pen Drives: 1 GB	

*a) purpose of assignment b) Sample assignments of the students c) Evaluated by the teacher with comments

PROFORMA FOR GRADING OF INSTITUTIONS

Details of Accommodation		Placements	Details of Course				Additional Information
Specification	Area (Sq Mts.)	Not in case of Medical/College/LLB					
No. of Class Rooms		No.					
Seminar Room		Avg. Salry		Date of Start:			
Drawing Halls		Max. salary		Initial Approval;			
Laboratories		Min. Salary		Sanctioned Intake:			
Audio Visual Laboratory				No. of Students;	2007	2008	2009
Library							
Admn. Block							
Workshop							
Computer Centers							
Toilets							
Common Rooms							
Sports Facilities							
Play Ground							
Students Canteen							
Hostel :Hired Buildings Boy Hostel:							
Hostel: Hired Buildings Girls Hostel;							
Facility for physically handicapped, First Aid Kit/Rest Room/Doctor on Call							
Any other facilities							

NAME OF THE INSTITUTE
BALANCE SHEET AS AT 31ST MARCH,

LIABILITIES

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
CORPUS FUND			
<u>RESERVES & SURPLUS</u>			
i) Reserve ii) Income & Expenditure as per last year add/less Surplus/Deficit			
<u>LOAN</u>			
Secured Unsecured from: - Person having substantial Interest Others Current Liabilities & Provisions Current Liabilities Provisions			

ASSETS

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
FIXED ASSETS			
INVESTMENTS against fund other			
Current Assets, Loans & Advances			
Current Assets: - Loans & Advances: -			
MISCELLANEOUS EXPENDITURE (to the extent not written off or adjusted)			
INCOME & EXPENDITURE ACCOUNT As per last year			
Add/less deficit/surplus			

NOTE: -

*Necessary details should be given in Schedule attached to Balance Sheet.
Balance Sheet shall be in the form set about above or as near, there to, as circumstances permit.*

NAME OF THE INSTITUTE
INCOME & EXPENDITURE ACCOUNT FOR
THE YEAR ENDING 31ST MARCH,

INCOME

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
Fees			
Interest			
Donation			
Subscription			
Sale of Prospectus			
Rent			
Consultancy Fees			
Other Income (Give detail for major head)			

EXPENSES

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
Employees Cost			
Operating Expenses			
Administration & General Expenses			
<u>Surplus/Deficit before Depreciation & Interest</u>			
Depreciation/Amortisation			
Interest			
<u>Surplus/Deficit for the year before exceptional Items</u>			
Exceptional Items			
Surplus/Deficit for the year			

NAME OF THE INSTITUTE
SCHEDULES

SCHEDULE '1' :

FEE & RECEIPTS

	CURRENT YEAR	PREVIOUS YEAR
Tuition Fee		
Admission Fee		
Other Fee		
Transportation Receipts		
Academic Fee		
University Dues		
University's alumni association Fund		

SCHEDULE '2' :

Payment & Provisions for Employees

	CURRENT YEAR	PREVIOUS YEAR
Salary, Wages, Bonus etc. (regular staff) (teaching/non-teaching)		
Contribution of PF & Other Fund		
Gratuity		
Staff Welfare Expenses		
Salary (adhoc/. Temporary staff)		
Honorarium to Guest Faculty		
Pension		
Consideration in connection with retirement of office		

SCHEDULE '3' :**Other Operating Expenses**

	CURRENT YEAR	PREVIOUS YEAR
Fuel, Power, Electricity & Water		
Repair to Building		
Other Repairs		
Lab/Workshop consumable expenses		
Student activities		
Books & Periodicals		
Annual Function		
Sports		
Co-Curriculum Activity		
Examination Expenses		
Seminar		
University Charges		
Bus Hire Charges		
Other Expenses		

SCHEDULE '4' :**ADMINISTRATIVE & GENERAL EXPENSES**

	CURRENT YEAR	PREVIOUS YEAR
Rent		
Licence Fee		
Rate & Taxes		
Insurance		
Advertising & Publicity		
Audit Fee		
Professional & Consultation Fee		
Lease Rentals		
Loss on assets sold/discarded		
Bad debt written off		
Affiliation/Recognition Expenses		
Stationary		
Postage		
Telephone		
Conveyance (Travelling)		
Maintenance (Building)		
Vehicle Expenses		
Bank Charges		
Security Expenses		
Inspection Charges		
Meeting Expenses		
Entertainment/Hospitality Expenses		
Gardening Expenses		
Housekeeping Charges		
Miscellaneous Expenses		

The statement of Accounts shall be so made to disclose the following: -

- I) Any part of Income or property of the trust/Institution was lent, or continues to be lent, during the financial year to any person having a substantial interest.
- II) Any land, building or other property of the trust/Institution was made, or continued to be made, available for the use of any such person having a substantial Interest during the year and the amount of rent or compensation charged, if any.
- III) Any payment, capital or revenue in nature, was made to any person having a substantial interest during the year.
- IV) Any service of the trust/institution was made available to any person having a substantial interest during the year together with remuneration or compensation received, if any
- V) Any property/asset of the trust/institution was sold during the year to the person having a substantial interest together with consideration received.
- VI) Any income or property of the trust/institution was sold during the year to the person having a substantial interest together with consideration received.
- VII) Miscellaneous Expenses**

Any item under which the expenses exceeds 5% of the total revenue or Rs. 5000/- whichever is higher shall be shown as a separate & distinct item against an appropriate head in 'Income & Expenditure account and shall not be combined with any other item to be shown under the miscellaneous expenses.
- VIII) Give reason for substantial increase in expenses in comparison of previous year corresponding figures.
- IX) The Income & Expenditure Account shall be in the form set out above or as near, thereto, as circumstances permit,

Persons having a substantial interest means

- a) The author of the trust or the founder of the Institution
- b) Any person who has made a substantial contribution to the trust or Institution, that is to say, any person whose total contribution up to the end of the relevant previous year exceeds Five Lacs Rupees.
- c) Where such author, founder or person is a Hindu undivided family, a member of the family.
- d) Any trustee of the trust or manager (by whatever name called) of the institution.
- e) Any relative of such author, founder, person, member, trustee or manager as aforesaid.
- f) Any concern in which any of the persons referred to in clauses (a)(b)(c)(d) and (e) has a substantial interest.

For the purpose of clause (e) above relative means

- i) Spouse of the person specified in clause VIII(a to d)
- ii) Brother or sister of the person specified in clause VIII (a to d)
- iii) Brother or sister of the spouse of the person specified in clause VIII (a to d)
- iv) Brother or sister of either of the parents of the person specified in clause VIII (a to d)
- v) Any lineal ascendant or descendant of the person specified in clause VIII (a to d)
- vi) Any lineal ascendant or descendant of the spouse of the person specified in clause VIII (a to d)
- vii) Spouse of the person referred to in clauses (ii) to (vi)

VERIFICATION

I, _____
Son/daughter of _____
Solemnly declare that to the best of my knowledge and belief, the information given in format prescribed by the State Fee Regulatory Committee and schedule thereto is correct and complete and is truly stated in accordance with prescribed format. I further declare that I am making the verification in my capacity as _____ and I am also competent to verify it.

For.....

Place: -
Dated: -

Signature

Designation

(TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE ORDINARY)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF HIGHER EDUCATION
(B-WING, 2ND FLOOR, 5 SHAM NATH MARG, DELHI-54)

F. No. DHE.4(45)/2007-08/6962

Dated

NOTIFICATION

FNo. DHE. 4 (45)/2007-08/(1) – In exercise of the powers conferred by Sub-section (1) of Section 6 of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and other Measures to Ensure Equity and Excellence) Act, 2007, the Government of National Capital Territory of Delhi, hereby constitutes the following committee for the purpose of determining fee for pursuing courses in privately managed institutions offering different courses in the National Capital territory of Delhi and to perform the functions assigned to it in the Act, namely:-

State Fee Regulatory Committee

- | | | |
|--------|------------------------------------|---|
| (i) | Chairperson | Shri Ramesh Naranayanaswami, IAS (Retd.)
Ex- Chief Secretary, GNCT of Delhi. |
| (ii) | Member | Chartered Accountant of repute (to be nominated
by Chairperson. |
| (iii) | Member | Dr. M.K. Hada, Advisor-I, AICTE, as
Representative of All India Council of Technical
Education. |
| (iv) | Member | Vice-Chancellor of GGSIP University or
his representative. |
| (v) | Member | Secretary (Training & Technical Education
Department). |
| (vi) | Member | Secretary (Health & Family Welfare
Department). |
| (vii) | Member Secretary | Secretary (Higher Education Department)
(ex-officio). |
| (viii) | Member (nominated by
the Govt.) | Sh. Deepak Malhotra, Principal, Dayal Singh
College, University of Delhi, Delhi. |

The term of above Committee shall be three years commencing from the date following this notification and the term of Chairperson and members shall be co-terminus with the term of the Committee.

**By Order and in the name of the Lt. Governor
Of the National Capital Territory of Delhi**

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(LALMALSAWMA)
Pr. Secretary (Higher Education)

1. OSD to Lt. Governor, Raj Niwas Delhi-110054.
2. Secretary to Hon'ble CM, GNCT of Delhi, Delhi Sectt, New Delhi.
3. Sh. Ramesh Narayanaswami, IAS (Retd.), A-35, Aditi Apartment, Patparganj, Delhi.
4. Secretary, Medical Council of India, Dwarka, New Delhi.
5. Chairman, All India Council of Technical Education, Chanderlok Building Connaught Place, New Delhi.
6. Vice Chancellor, GGSIP University, Kashmere Gate, Delhi-02.
7. Pr. Secy (GAD), alongwith two extra copies with the request to publish in the Delhi Gazette Part-IV Ordinary.
8. The Pr. Secretary (TTE), GNCTD, Pitampura, Delhi.
9. The Pr. Secretary (Health & Family Welfare), GNCTD, Delhi Sectt, New Delhi-02.
10. The Pr. Secretary (L & J), GNCTD, Delhi Sectt, New Delhi.
11. Sh. Deepak Malhotra, Principal, Dayal Singh College, University of Delhi, Delhi.
12. All the Institute affiliated to GGSIP University and Board of Technical Education.

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(LALMALSAWMA)
Pr. Secretary (Higher Education)

**DIRECTORATE OF HIGHER EDUCATION
(B-WING, 2ND FLOOR, 5 SHAM NATH MARG, DELHI-54)**

F. No. DHE.4 (45)/2007-08/6962

Dated

ORDER

F. No. DHE. 4 (45)/2007-08/(1) – In continuation of the earlier Notification **F. No. DHE.4(45)/2007-08/6962/4937-48 dated 01/02/2013** and in exercise of the powers conferred by Sub Section (1) (ii) of Section 6 of the Delhi Professional College or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and other Measures to Ensure Equity and Excellence) Act, 2007, the Chairperson of the State Fee Regulatory Committee, Govt. of NCT of Delhi, hereby nominates **Shri B.S. Jain, Chartered Accountant of Brijendra & Company, Chartered Accountants, 76, Darya Ganj, New Delhi-110002** for the purpose of determining fee for pursuing courses in privately managed institutions offering different courses in the National Capital Territory of Delhi and to perform the functions assigned to it in the Act.

The term of above nomination shall be one year commencing from the date of notification and this nomination can be continued further till the term of this committee.

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**(RAJENDRA KUMAR)
SECRETARY (HIGHER EDUCATION)**

DHE.4 (45)/2007-08/

Dated:-

1. OSD to Lt. Governor, Raj Niwas Delhi-110054.
2. Secretary to Hon'ble CM, GNCT of Delhi, Delhi Sectt, New Delhi.
3. Sh. Ramesh Narayanaswami, IAS (Retd.), A-35, Aditi Apartment, Patparganj, Delhi.
4. Secretary, Medical Council of India, Dwarka, New Delhi.
5. Chairman, All India Council of Technical Education, Chanderlok Building Connaught Place, New Delhi.
6. Vice Chancellor, GGSIP University, Kashmere Gate, Delhi-02.
7. The Pr. Secretary (TTE), GNCTD, Pitampura, Delhi.
8. The Pr. Secretary (Health & Family Welfare), GNCTD, Delhi Sectt, New Delhi-02.
9. The Pr. Secretary (L & J), GNCTD, Delhi Sectt, New Delhi.
10. Sh. Deepak Malhotra, Principal, Dayal Singh College, University of Delhi, Delhi.
11. Shri B.S.Jain, Partner, Brijendra & Company, 76, Darya Ganj, N.Delhi-110002.
12. All the Institute affiliated to GGSIP University and Board of Technical Education.

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**(RAJENDRA KUMAR)
SECRETARY (HIGHER EDUCATION)**