

**PROFORMA-I**

The para-meters drawn by the State Fee Regulatory Committee for grading of the institutions for regulating the fee structure are as follow:-

S.No.	Details		Maximum Marks
1.	PROPERTY: -		
	i)	Area (As per Guidelines)	2
	ii)	Ownership	2
	iii)	Land use	2
	iv)	Power Backup (Capacity)-Partial/Full coverage	2
	<b>Total</b>		<b>08</b>
2.	ADMISSION: -		
	i)	Cut-off Rank (60% & above -3, 50 to 59% -2, 40 to 49%-1)	3
	ii)	Management Quota – Yes (0)/ No ( 3)	3
	<b>Total</b>		<b>06</b>
3.	RANKING/ACCREDITATION BY: -		
	i)	NAAC/NBA	3
	ii)	National Institute of Ranking Framework	2
	iii)	Academic Audit Performance	1
	<b>Total</b>		<b>06</b>
4.	JOINT ASSESSMENT COMMITTEE		
		Grading	<b>05</b>
5.	REGULAR FACULTY: -		
	i)	Post/(Prof./Associate Professor/Astt. Professor) (Record maintained should show whether the post is filled through advertisement and by a duly constituted selection committee etc.)	4
	ii)	Experience (Duration in the Institute ) – ( Less than One Yr. -0, One Yr. -1, Two Yrs. -2, Three Yrs. & more -4)	4
	iii)	Qualification	2
	iv)	Papers published	4
	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)/membership of professional bodies	4
	vi)	Faculty Development, higher studies	2
	<b>Total</b>		<b>20</b>
6.	VISITING FACULTY: -		
		Experience, Qualification	<b>5</b>
7.	OUTCOME & DISTINGUISHING FEATUIRES		
	i)	Result & Placements	5
	ii)	Higher Studies	4
	iii)	International-Collaboration	3
	iv)	Institutional Exposure programme, such as with industry internship, training etc, which is verifiable from records.	2
	v)	Consultancy, entrepreneurship development, incubation centre etc.	2
	<b>Total</b>		<b>16</b>

8.	STUDENT:-		
	i)	Teacher-Student-Ratio	4
	ii)	Advisory Committee with eminent Educationist (from external sources)	2
	iii)	Student Assignment (Self learning Methods)	2
	Purpose of assignment, sample assignments by the students, evaluated by the teacher with comments.		
	iv)	Outside visit for Education purpose	2
	v)	Fellowship	2
	vi)	Scholarship	2
	<b>Total</b>		<b>14</b>
9.	REFERENCE FACILITIES: -		
	i)	Library	3
	ii)	Journals(National/International/Online)	3
	iii)	Computers(Self learning assignments)	3
	iv)	Complaints/Grievances received/disposed	2
	v)	Existence of Committee for Redressal of complaints of "Sexual Harassment at Work Place as also of students"	2
	<b>Total</b>		<b>13</b>
10.	STUDENTS FACILITIES: -		
	i)	Accommodation/Hostel/Sports facilities	5
	ii)	Additional information	2
	<b>Total</b>		<b>07</b>

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.

PROFORMA FOR GRADING OF INSTITUTIONS						
S No.	Name of Institutions and Address	Infrastructure				Cut Marks of the First and the Last Admitted Students
		Area of Land				
		Status of Land	Built Up	Vacant Area		Cut off Marks (Highest)
						Cut Off Marks (Lowest)
		Ownership of Land	Leased	Rented	Owned	Cut off Mark (Medium)
						Management Quota
		Land Use	Conforming	Non-conforming		
		Power back up				
		Capacity (Partial/full Coverage)				

PROFORMA FOR GRADING OF INSTITUTIONS

National Assessment and Accreditation Council (NAAC)	National Board of Accreditation ( NBA)	National Institutional Ranking Framework ( NIRF)
Ranking (Valid up-to)	Certification (Valid up-to)	Grading (State Year)

PROFORMA FOR GRADING OF INSTITUTIONS

REGULAR FACULTY

Posts*	Name	Experience (in the institute)		Qualification				Papers Published		Workshops/Seminars Attended/Organised		Faculty Development (like higher studies)
		Teaching (in the institute)	Industry					Reviewed	Not Reviewed	Sponsored	Self Financed	
Professor:												
Associate Professor												
Asstt. Prof.:												

\*Record maintained should show whether the post is advertised, selected by selection committee, etc.

PROFORMA FOR GRADING OF INSTITUTIONS

VISTING FACULTY

Posts*	Name	Experience (in the institute)		Qualification				Papers Published		Workshops/Seminars Attended/Organised		Faculty Development (like higher studies)
		Teaching (in the institute)	Industry					Reviewed	Not Reviewed	Sponsored	Self Financed	
Professor:												
Associate Professor												
Asstt. Prof.:												

\*Record maintained should show whether the post is advertised, selected by selection committee, etc.



PROFORMA FOR GRADING OF INSTITUTIONS

STUDENTS			FEED BACK EVALUATION BY JOINT ASSESSMENT COMMITTEE	LIBRARY BOOKS	JOURNALS	COMPUTERS	Complaints/ grievances recd.  disposed
	2015-16	2016-17		No. of Titles:	National Journals:	Servers:	
Students / Teacher Ratio						Internet Wi-fi	
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 educationist						UPS	
Students assignments, self learning method and whether evaluated*							
Outside visit for education purpose.							
Fellowships						:	
Scholarships						Projectors : LCD projectors:	
Counselling						Printers :	
						Scanners:	

\*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. Salary		Date of Start:			
Drawing Halls		Max. salary		Initial Approval;			
Laboratories		Min. Salary		Sanctioned Intake:			
Audio Visual Laboratory				No. of Students;	2015	2016	2017
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							

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.

NAME OF THE INSTITUTE  
BALANCE SHEET AS AT 31<sup>ST</sup> MARCH, 2017

LIABILITIES

	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
CORPUS FUND			
<u>RESERVES &amp; 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 31<sup>ST</sup> MARCH, 2017

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 &amp; 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,
- X) 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 X(a to d)
- ii) Brother or sister of the person specified in clause X (a to d)
- iii) Brother or sister of the spouse of the person specified in clause X (a to d)
- iv) Brother or sister of either of the parents of the person specified in clause X(a to d)
- v) Any lineal ascendant or descendant of the person specified in clause X (a to d)
- vi) Any lineal ascendant or descendant of the spouse of the person specified in clause X (a to d)
- vii) Spouse of the person referred to in clauses (ii) to (vi) above

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



**PROFORMA-II**

FURNISHING FURTHER INFORMATION TO THE STATE FEE REGULATORY COMMITTEE FOR GRADING OF THE INSTITUTIONS FOR QUALITY ASSESSMENT FOR REGULATING THE FEE STRUCTURE

S.NO	PARTICULARS	
1	Whether the institution is registered under the Society Registration Act or registered under section 8 of the Companies Act or established under Any other law? If yes, please provide copy of the registration certificate, Memorandum of Association, Rules and regulations along with the list of present office bearers and members.	
2	<p>Please furnish the copy of audited Balance Sheet as at 31<sup>st</sup> March, 2016 and Income and Expenditure Account for the year ended on that date of the institute and also for the society as a whole if the institute is part of the society. Please furnish copy of unaudited accounts for the financial year 2016-17 immediately. Audited accounts for financial year 2016-17 should also be submitted immediately after audit is done, in any case before 30.09.2017.</p> <p>Whether the society/institution is holding certificate of registration u/s 12A(a) of the Income Tax Act and approval u/s 80G of the Income tax Act ? If so, kindly furnish copy of the same along with copy of latest Income tax return filed by the society/institution and also the latest Income tax Assessment order of the society/organization.</p>	
3	In case you own land on freehold or lease hold basis please furnish copy of title deed/ lease deed to support your claim.	
4	Whether the institution/society is maintaining a fixed asset register duly updated to have control over its fixed assets?	
5	Whether recommendation of Sixth Pay Commission has been implemented by your society/institute? Whether D.A. has been released till date or not ?	
6	Whether there is complete fulfilment of the conditions as laid out for continuation of affiliation to GGSIU by the institute/society?	

		PROFORMA - III			Annexure 1									
<b>PART - A</b>														
<b>FURNISHING OF FURTHER INFORMATION TO THE STATE FEE REGULATORY COMMITTEE FOR GRADING</b>														
<b>OF THE INSTITUTIONS FOR QUALTY ASSESSMENT FOR REGULATING THE FEE STRUCTURE FOR THE</b>														
<b>ACADEMIC YEAR 2015-16</b>														
<b>Name &amp; Address of the institution</b>														
Sl No.	Name of the course/Duration	Sanctioned Strength of students For F.Y 2015-16	Actual Intake of students (Year Wise)	Tuition Fee charged per Student in F.Y.2015-16 (Year Wise)	GGSSIP U share of fees per student	Total of tuition fee collected in F.Y 2015-16 (year wise) (b) x (c) Should tally with Schedule -1 annexed								
		Nos.	Nos.	Rs.	Rs.	Rs.								
		(a)	(b)	(c)	(d)	(e)								
<b>1</b>	1st year													
	2nd year													
	3rd year													
	4th year													
	5th Year													
<b>2</b>	1st year													
	2nd year													
	3rd year													
	4th year													
	5th Year													
<b>3</b>	1st year													
	2nd year													
	3rd year													
	4th year													
	5th Year													

<b>4</b>			1st year															
			2nd year															
			3rd year															
			4th year															
			5th Year															
<b>5</b>			1st year															
			2nd year															
			3rd year															
			4th year															
			5th Year															
	<b>Grand Total</b>																	
<b>Notes</b>																		
<b>1</b>	<b>The above details against column (a) to (e) are to be filled up for each individual course separately for each year.</b>																	
<b>2</b>	<b>Grand total of column (e ) above should be reconciled with the figures stated in Income &amp; Expenditure Account for the year ending 31st March 2016. In case of any difference appearing therein please furnish complete details thereof with explanation.</b>																	
<b>3</b>	<b>Please also confirm whether share of tuition fee payable to GGSIPU during the F.Y. 2015-16 has been duly recorded in the books of accounts of the institution ?</b>																	
<b>4</b>	<b>If the space in the chart above is found to be insufficient you may use extra sheets to fill up the complete information .</b>																	



should be duly explained by way of note. Total of all expenses stated in Part B above should match with expenditure stated in Income and expenditure account of the relevant period.

2. The institutions should furnish all the requisite information/documents in duplicate with one additional copy thereof in PDF format on Pen Drive

		PROFORMA - III			Annexure-2									
<b>PART - A</b>														
<b>FURNISHING OF FURTHER INFORMATION TO THE STATE FEE REGULATORY COMMITTEE FOR GRADING</b>														
<b>OF THE INSTITUTIONS FOR QUALTY ASSESSMENT FOR REGULATING THE FEE STRUCTURE FOR THE</b>														
<b>ACADEMIC YEAR 2016-17</b>														
<b>Name &amp; Address of the institution</b>														
Sl No.	Name of the course/Duration	Sanctioned Strength of students For F.Y 2016-17	Actual Intake of students (Year Wise)	Tuition Fee charged per Student in F.Y.2016-17 (Year Wise)	GGSIP U share of fees per student	Total of tuition fee collected in F.Y 2016-17 (year wise) (b) x (c) Should tally with Schedule -1 annexed								
						Nos. (a)	Nos. (b)	Rs. (c)	Rs. (d)	Rs. (e)				
1	1st year													
	2nd year													
	3rd year													
	4th year													
	5th Year													
2	1st year													
	2nd year													
	3rd year													
	4th year													
	5th Year													
3	1st year													
	2nd year													
	3rd year													
	4th year													
	5th Year													

<b>4</b>			1st year															
			2nd year															
			3rd year															
			4th year															
			5th Year															
<b>5</b>			1st year															
			2nd year															
			3rd year															
			4th year															
			5th Year															
	<b>Grand Total</b>																	
<b>Notes</b>																		
<b>1</b>	<b>The above details against column (a) to (e) are to be filled up for each individual course separately for each year.</b>																	
<b>2</b>	<b>Grand total of column (e ) above should be reconciled with the figures stated in Income &amp; Expenditure Account for the year ending 31st March 2017. In case of any difference appearing therein please furnish complete details thereof with explanation.</b>																	
<b>3</b>	<b>Please also confirm whether share of tuition fee payable to GGSIPU during the F.Y. 2016-17 has been duly recorded in the books of accounts of the institution ?</b>																	
<b>4</b>	<b>If the space in the chart above is found to be insufficient you may use extra sheets to fill up the complete information .</b>																	





should be duly explained by way of note. Total of all expenses stated in Part B above should match with expenditure stated in Income and expenditure account of the relevant period.

2. The institutions should furnish all the requisite information/documents in duplicate with one additional copy thereof in PDF format on Pen Drive