

**STATE LEVEL FEE FIXATION COMMITTEE FOR TECHNICAL  
EDUCATION INSTITUTIONS FOR THE STATE OF PUNJAB**

Performa for General Information about Society/Trust & Institution being run by it.

(Part-I is about Society/Trust. Part-II is about institution. Please fill separate Part-II for each course, mark them as Part-II (a) Part (b) so on).

**PART – I**

1. Information about Society/Trust

|      |  |                   |
|------|--|-------------------|
| i.   | Name of Society/Trust  |                   |
| ii.  | Address Including e-mail address of the Society Trust  |                   |
| iii. | Registration No. of Society/Trust  |                   |
| iv.  | Date of Registration of Society/Trust (Please attach copy of MOA or Trust Deed/By Laws as the case may be  | Mark Annexure-I   |
| v.   | Authority with whom society Trust has been registered  |                   |
| vi.  | Name, Address. E-mail address and Telephone Nos. of Chairman's and other members of Board of Directors/ Governors/ Trustees/ Managing Committee of Society/Trust | Mark Annexure-II  |
| vii. | Income tax details   |                   |
|      | a. Registration under I.T. Act. No. and Date<br>b. PAN No.<br>c. Tax Return for the last three years   | Mark Annexure-III |

2. List of all types of Educational Institution being run by Society/ Trust in the state of Punjab, their addresses, annual intake and courses offered etc., give details with year of establishment.
3. a. Is Society/Trust maintaining Annual Accounts of Society/Trust and all Institution separately?

Yes

No.

- b. If yes, Attach Balance Sheet and Profit & Loss Account of the Society/ Trust and Institution course wise for the year ,2007-08, 2008-09,2009-10 with auditors report and their comments.
4. a. (i) How much investment was made by the members of the trust / society / other than loan?  
(ii) Whether they have taken back or still being utilized by the trust / Institution.  
(iii) How much interest paid to them year wise?
- b. How much loan has been taken by the society / trust / institution from various financial institution / banks from the date of establishment of institution? (year wise)
- c. Whether any benefit is being received by the members of the trust /society or their relatives. If so, please give the details.

### PART-II

1. Information about Technical Institution being run by the Society/Trust

|   |                             |                              |   |                   |   |                    |                           |                               |  |              |  |
|---|-----------------------------|------------------------------|---|-------------------|---|--------------------|---------------------------|-------------------------------|--|--------------|--|
| 1 | Name of Institution/College |                              |   |                   |   |                    |                           |                               |  |              |  |
|   | Address                     |                              |   |                   |   |                    |                           |                               |  |              |  |
| 2 | Date of                     | Affiliation to University    |   |                   | Approved by regulatory Authority/ AICTE/ By any other authority |                    |                           |                               |  |              |  |
| 3 | Contact Details             |                              |   |                   |   |                    |                           |                               |  |              |  |
|   | i.                          | Name of Head of Institution  |   | Office            | Ph.   | No.                | Office Fax                | Residence                     | Ph.  |              |  |
|   | ii                          | Designation                  |   | E-mail :          |   |                    |                           |                               |  | Website :    |  |
| 4 | Cat                         | 1<br>M.E.<br>B.E.<br>B. Tech | 2<br>DIPLOMA<br>PHARMACY<br>DEGREE<br>PHARMACY<br>M. PHARMACY | 3<br>MBA<br>PGDBM | 4<br>MCA  | 5.<br>ARCHITECTURE | 6.<br>Hotel<br>Management | 7.<br>Diplomaa<br>In<br>Engg. | 8.<br>Modern<br>Office<br>Practice<br>Course | 9.<br>Others |  |

2. Infrastructure

- (a) Land (as on 31.03.2010) Land from where acquired

|      |   |  |
|------|---|--|
| i.   | Land requirement as per AICTE norms at the Time of establishment of the college (In Acres)  |  |
| ii.  | Land for which CLU has been obtained from competent authority out of land at (i) above  |  |
| iii. | Has any land been added, transferred or alienated after the start of the college? If yes, please give area added or alienated and date thereof. |  |

(b) Building – Total built up area in sq. meter. (As on 31.03.2010)

| Covered Area |  |                               |                    |        |
|--------------|--|-------------------------------|--------------------|--------|
| S. No.       | Carpet Area                                  | Required as per AICTE's Norms | Actually available | Remark |
| 1.           | Instructional                                |                               |                    |        |
| 2.           | Administrative                               |                               |                    |        |
| 3.           | Amenities including toilets                  |                               |                    |        |
| 4.           | Total  |                               |                    |        |
| 5.           | Circulation area i.e.corridors, stairs, etc. |                               |                    |        |
| 6.           | Hostels (Total construction area)            |                               |                    |        |
| 7.           | Any other (Specify)                          |                               |                    |        |
|              | <b>Grand Total</b>                           |                               |                    |        |

If building is on rent, its yearly rent ? Name of the land lord.

(c) Hostel - Details of Hostels of the College as on 31.03.2010

| Area in sq. mtrs. |                    |               |                       |                    |        |
|-------------------|--------------------|---------------|-----------------------|--------------------|--------|
| S. No.            | Description        | Seat Capacity | Required as per AICTE | Actually Available | Remark |
| 1.                | Boys Hostel        |               |                       |                    |        |
|                   | I. 3 Seater Room   |               |                       |                    |        |
|                   | II. 2 Seater Room  |               |                       |                    |        |
|                   | III. 1 Seater Room |               |                       |                    |        |
|                   | IV. Dormitory      |               |                       |                    |        |
| 2.                | Girls Hostels      |               |                       |                    |        |
|                   | I. 3 Seater Room   |               |                       |                    |        |
|                   | II. 2 Seater Room  |               |                       |                    |        |
|                   | III. 1 Seater Room |               |                       |                    |        |
|                   | IV. Dormitory      |               |                       |                    |        |
|                   | <b>Total</b>       |               |                       |                    |        |

3. Whether building or any part thereof is being shared by any other institute/ office organization of the same society? If yes, give details.
4. If part of a building of this Institute has been shared by any other Institute/office of the society, how the cost has been apportioned?
5. Whether part of building is being used for Non AICTE approved courses? If yes, give details.
6. If the Institution is running non AICTE course, please give following information
  - i) Has the Institution obtained approval of AICTE and the University concerned for running such course(s) ?
  - ii) Course wise fee being charged?
  - iii) Whether following resources of the Institute are being deployed for these courses?

Give details against each.

**Administrative Block**

- a) Class Rooms
- b) Workshops & Laboratories
- c) Computers faculty
- d) Library
- e) Computer Centre
- f) Hostel
- g) Any other, specify
- iv. If non AICTE courses are being run in the Institute, whether separate accounts of Income and expenditure are being maintained and whether the income from these courses is being credited in the Income Statement of the Institute.
- v. Are students of the AICTE approved course doing any of the non AICTE course? Give details
7. Whether part of building is being used for any commercial/profit making activity? If yes, give details, including the revenue being generated from such activities.
8. If there is more than one college of the society at the same campus, whether these colleges are physically separated through boundary walls and whether each college has a separate entrance?

(a) Yes

(b) No

(d) Library and Learning Resources:

| No. of Titles |                           |                    |                    |        |
|---------------|---------------------------|--------------------|--------------------|--------|
| S. No.        | Description (Books)       | As per AICTE Norms | Actually available | Remark |
| 1.            | Technical                 |                    |                    |        |
| 2.            | Science                   |                    |                    |        |
| 3.            | Journals                  |                    |                    |        |
| 4.            | Digital Learning Material |                    |                    |        |
|               | DVDs                      |                    |                    |        |
|               | CDs                       |                    |                    |        |
|               | VCDs                      |                    |                    |        |
|               | Audit Cassettes           |                    |                    |        |
| 5.            | Data Video Projectors     |                    |                    |        |
| 6.            | Digital Library           |                    |                    |        |
| 7.            | Others (Specify)          |                    |                    |        |

**PART – II A**

1. Courses with year of commencement, offered by the institution. Please tick whichever is applicable.

Degree – M.E., B.E., B-Arch., MCA, MBA, PGDBMA, M-Pharma B. Pharmacy and Hotel Management

Diploma – Pharmacy, Engineering,  
Modern Office Practice course

2. Students Profile Course wise:

| Course         | AICTE Approved intake |         |         |         | No. of total students in academic year |         |         |         |
|----------------|-----------------------|---------|---------|---------|--|---------|---------|---------|
|                | 2006-07               | 2007-08 | 2008-09 | 2009-10 | 2006-07                                | 2007-08 | 2008-09 | 2009-10 |
| BE             |                       |         |         |         |  |         |         |         |
| B.Pharmacy     |                       |         |         |         |  |         |         |         |
| MBA            |                       |         |         |         |  |         |         |         |
| MCA            |                       |         |         |         |  |         |         |         |
| M. Pharma      |                       |         |         |         |  |         |         |         |
| M.E.           |                       |         |         |         |  |         |         |         |
| D. Pharma      |                       |         |         |         |  |         |         |         |
| BHMCT          |                       |         |         |         |  |         |         |         |
| Dip. In. Engg. |                       |         |         |         |  |         |         |         |
| M.O.P.         |                       |         |         |         |  |         |         |         |
| B.Arch.        |                       |         |         |         |  |         |         |         |

**Part – II B**

**1. Fee Structure – Amount per student.**

|                                   | 2007-08 (Rs.) | 2008-09 (Rs.) | 2009-10 (Rs.) | Remark |
|-----------------------------------|---------------|---------------|---------------|--------|
| ◆ Tuition fee                     |               |               |               |        |
| ◆ Development Fee                 |               |               |               |        |
| ◆ Transportation Fee              |               |               |               |        |
| ◆ Hostel Fee                      |               |               |               |        |
| ◆ Caution Money                   |               |               |               |        |
| ◆ Others, if any -<br>Pl. specify |               |               |               |        |
| <b>Total</b>                      |               |               |               |        |

**2.**

**( Rs. IN LACS )**

|    |  | 2007-08 | 2008-09 | 2009-10 |
|----|--|---------|---------|---------|
| 1. | Income   |         |         |         |
|    | <b>Fee received as per Income &amp; Exp. Statement</b>                   |         |         |         |
|    | ◆ Interest/Dividend  |         |         |         |
|    | ◆ Grant/Subsidy  |         |         |         |
|    | ◆ Donation all types   |         |         |         |
|    | ◆ Rent actually received   |         |         |         |
|    | ◆ Other Income (Pl. specify)   |         |         |         |
|    | <b>Total Income</b>  |         |         |         |
| 2. | Expenditure as per Income & Expenditure Statement:                       |         |         |         |
|    | ◆ Salary & Benefit   |         |         |         |
|    | <input type="checkbox"/> Teaching Staff                                  |         |         |         |
|    | <input type="checkbox"/> Non-Teaching Staff                              |         |         |         |
|    | ◆ Others – Pl. specify<br>1. Overheads<br>2. Depreciation<br>3. Interest |         |         |         |
|    | <b>Total</b>   |         |         |         |

3. Whether separate account in the name of development fund is being maintained.
4. Whether depreciation claimed? If so, in which account it has been credited and utilized
5. Submit copy of income & expenditure statement with Balance sheet duly signed and verified with Auditor's report (observation of auditor) for the year 2007-08, 2008-09 & 2009-10
6. Auditors:

| Name | Address | Telephone & Fax No. | Membership No. (in case of Partnership the detail thereof) |
|------|---------|---------------------|--|
|      |         |                     |  |

7. Hostel

- a. If run by the institute, please give full details:

Fee charged from students:

|                                      | 2007-08 | 2008-09 | 2009-10 |
|--------------------------------------|---------|---------|---------|
| No. of students in the relevant year |         |         |         |
| Fee charged                          |         |         |         |
| Total receipt                        |         |         |         |
| Total Exp.                           |         |         |         |
| Net Income                           |         |         |         |

- b. If run by the others on behalf and in the premises of the Institution. Submit the details as above.

8. Transport

- a. If run by the Institute: give full details

Fee charged from the students

|                                      | 2007-08 | 2008-09 | 2009-10 |
|--------------------------------------|---------|---------|---------|
| No. of students in the relevant year |         |         |         |
| Fee charged                          |         |         |         |
| Total receipt                        |         |         |         |
| Total Exp.                           |         |         |         |
| Net Income                           |         |         |         |

- b. If run by others but on behalf of the management institute submits details as above.
9. Whether separate staff is employed for hostel / transport (Form Institution), give details. (Name / Salary/Other benefits)



## **DECLARATION**

This is to certify that all information provided above is correct and true to best of my knowledge and belief. Nothing has been concealed. This is to further certify that the projected figures are prepared considering the real expenditure for which the necessary expert opinion has also been obtained.

Signature of Director / Principal / Authorized person