



## FEE REGULATORY COMMITTEE (TECHNICAL)

Constituted under Section 9(1) of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (Gujarat Act No. 2 of 2008)

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ક્રમાંક: ફી નિર્ધારણ/નવીસંસ્થા/૨૦૨૩-૨૪/૧૫૭

તા. ૧૬.૦૭.૨૦૨૪

ફી નિયમન સમિતિ (ટેકનિકલ) દ્વારા ખાસ ફરજ પરના અધિકારીને આપવામાં આવેલી સત્તાનીરૂચે નીચેનો પરિપત્ર બહાર પાડવામાં આવે છે

### પરિપત્ર

પ્રતિ

આચાર્યશ્રી/નિયામકશ્રી/ડીનશ્રી/ ટ્રસ્ટીશ્રી

ગુજરાત રાજ્યમાં આવેલ, વ્યાવસાયિક તકનીકી કાર્યક્રમો ચલાવતી,

વર્ષ ૨૦૨૩-૨૪ માં નવા શરૂ થયેલ અભ્યાસક્રમો ચલાવતી સંસ્થાઓ

સંદર્ભ:

1. FRC/NewInst\_2023\_24/2023/Phae-1/99 Date: 05/07/2023
2. FRC/NewInst\_2023\_24/2023/Phae-2/117 Date: 08/08/2023
3. FRC/NewInst\_2023\_24/2023/Phae-3/154 Date: 28/12/2023
4. FRC/2024/Fee Proposal/2024-25 & 25-26/68 Date: 18/06/2024

સંદર્ભ (૧) થી (૩) ના પરીપત્રો દ્વારા ફી નિયમન સમિતિ (ટેકનિકલ) એ વર્ષ ૨૦૨૩-૨૪ માં નવા શરૂ થયેલ અભ્યાસક્રમો ચલાવતી સંસ્થાઓ ની વર્ષ ૨૦૨૩-૨૪ ની ફી નિર્ધારિત કરેલ. ઉપરોક્ત પરીપત્રો માં દર્શાવેલ કુલ ૪૯ સંસ્થાઓ ની વર્ષ ૨૦૨૪-૨૫ તથા ૨૦૨૫-૨૬ ની ફી નિર્ધારિત કરવા માટે સમિતિ દ્વારા ઉપરોક્ત સંદર્ભ-(૪) થી સંબંધિત સંસ્થાઓને જરૂરી દસ્તાવેજો સાથે ફી અંગેની દરખાસ્ત તારીખ ૩૦/૦૬/૨૦૨૪ સુધીમાં રજૂ કરવા જણાવેલ હતું.

જે સંસ્થાઓ તરફથી આ અંગે સંપૂર્ણ દસ્તાવેજો સાથે કોઈ સ્પષ્ટ રજૂઆત કે દરખાસ્ત સમિતિને મળેલ નથી, તેવી તમામ સંબંધિત સંસ્થાઓ ને જણાવવાનું કે, જે સંસ્થાઓ વર્ષ ૨૦૨૩-૨૪ ની સમિતિએ નિર્ધારિત કરેલ પોતાની હયાત ફી માં ૨૦૨૪-૨૦૨૫ અને ૨૦૨૫-૨૬ એમ બંને વર્ષો મળીને કુલ મહત્તમ ૫% સુધીનો વધારો સુચવવા માંગતી હોય તેવી સંસ્થાઓએ જરૂરી દસ્તાવેજો (Appendix-1) સાથેની દરખાસ્ત પ્રોસેસિંગ ફી ના ડીમાંડ ડ્રાફ્ટ સાથે તા. ૩૧/૦૭/૨૦૨૪ સુધી માં સમિતિ ની કચેરી ખાતે રૂબરૂમાં મોકલી આપવાની રહેશે.

જે સંસ્થાઓ વર્ષ ૨૦૨૩-૨૪ ની સમિતિ એ નિર્ધારિત કરેલ હયાત ફી માં ૨૦૨૪-૨૦૨૫ અને ૨૦૨૫-૨૬ એમ બંને વર્ષો મળીને કુલ મહત્તમ ૫% કરતાં વધુ રકમનો વધારો સુચવવા માંગતી હોય તેવી સંસ્થાઓએ જરૂરી દસ્તાવેજો (Appendix-2) પ્રોસેસિંગ ફી ના ડીમાંડ ડ્રાફ્ટ સાથેની દરખાસ્ત તા. ૩૧/૦૭/૨૦૨૪ સુધી માં સમિતિની કચેરી ખાતે રૂબરૂમાં મોકલી આપવાની રહેશે.

નિયત સમયમર્યાદામાં સંબંધિત સંસ્થાઓ તરફથી જરૂરી દસ્તાવેજો સાથેની દરખાસ્ત સમિતિની કચેરી ખાતે જમા નહી કરાવવામાં આવે તેવા સંજોગોમાં સમિતિ દ્વારા વર્ષ ૨૦૨૪-૨૫ અને ૨૦૨૫-૨૬ ની ફી જાહેર કરવામાં આવશે નહિ જેની તમામ સંબંધિત સંસ્થાઓ એ નોંધ લેવી.

ખાસ ફરજ પરના અધિકારી



## **Appendix-1 (For fee rise up to 5% )**

Following documents have to be submitted by respective Institution.

| Sr. No. | Document Name  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
|---------|--|----------------------------------|---------|----------------------------------|---|------------------------|-------------|---|---|-------------|---|-----------------------------|-------------|
| 1       | Forwarding letter on the letterhead of the sponsoring body/university/institution, duly attested by the head/principal of the institution, containing the name of Institution, Program, starting from the year _____, proposed fee structure, and name of Nodal officer along with his mobile number and email.  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 2       | Approval from Apex Authority and/or resolution from Sponsoring body, resolving to start the program/institution and Letter of affiliation from the affiliating University (if applicable).   |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 3       | In the case of the University, the certified copy of the resolution of Governing Body/Board of Governance, resolving to start this program.  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 4       | Declaration cum Undertaking Upto 5% as per format attached, duly sworn before Executive Magistrate/Notary Public and the resolution of the Sponsoring body on the letterhead of the trust/Sponsoring body duly signed by the competent Authority as per format attached.   |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 5       | Demand Draft for processing fee (Circular dated 01.05.2023) as mentioned below, in favour of “Fee Regulatory Committee (Technical)” and payable at Ahmedabad. <table border="1" style="width: 100%; margin-top: 10px;"><thead><tr><th style="text-align: center;">Sr. No</th><th style="text-align: center;">Program</th><th style="text-align: center;">Processing Fee for One Year Only</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td>Diploma Level Programs</td><td style="text-align: center;">Rs. 18000/-</td></tr><tr><td style="text-align: center;">2</td><td>Bachelor-level programs and MBA &amp; MCA Programs.</td><td style="text-align: center;">Rs. 33000/-</td></tr><tr><td style="text-align: center;">3</td><td>Other Master Level Programs</td><td style="text-align: center;">Rs. 43000/-</td></tr></tbody></table> | Sr. No                           | Program | Processing Fee for One Year Only | 1 | Diploma Level Programs | Rs. 18000/- | 2 | Bachelor-level programs and MBA & MCA Programs. | Rs. 33000/- | 3 | Other Master Level Programs | Rs. 43000/- |
| Sr. No  | Program  | Processing Fee for One Year Only |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 1       | Diploma Level Programs   | Rs. 18000/-                      |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 2       | Bachelor-level programs and MBA & MCA Programs.  | Rs. 33000/-                      |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 3       | Other Master Level Programs  | Rs. 43000/-                      |         |                                  |   |                        |             |   |   |             |   |                             |             |

**On stamp paper of Rs.300/-**

**Declaration cum Undertaking**

**(In accordance with proviso to clause(c), sub section-(2) of section-10 of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (as amended vide Guj Act 30, 2019).**

I, \_\_\_\_\_, aged \_\_\_ years, resident of \_\_\_\_\_ do hereby state as under.

1. I am the Principal/Director of (name of the institution as per approval of apex body) (“the Institution” for short) for (name of the program), FRC Code \_\_. The institution is sponsored by (name of the sponsoring body) (“the sponsoring body” for short). I have gone through the entire record relevant for submitting the fee proposal to the Fee Regulatory Committee (Technical) (The “FRC” for short) constituted under section-9 of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 (as amended vide Guj Act 30, 2019) (“the Act” for short) for the determination of the fee structure of the Institution for the block period of three years commencing from the year 2023-24. I am filing this declaration cum undertaking in accordance with the proviso to section- 10(2)(c) of the Act to declare that the proposed rise in the fee for the aforesaid period is up to an aggregate 5% of the existing fee. I have been duly authorized by the sponsoring body to submit the fee proposal to the FRC by its resolution/decision dt. \_\_\_\_\_, copy whereon is annexed herewith.
2. The Sponsoring Body in its meeting dated: \_\_\_\_\_ has resolved to make fee proposal for the institution for the years 2024-25 and 2025-26 as under.

|  |   |   |
|--|---|---|
| The Maximum Ceiling of the fee structure determined by the committee for the year 2023-24 in Rs. Per annum per student | Proposed maximum Ceiling of the fee structure for the year 2024-25 in Rs. Per annum per student | Proposed Maximum Ceiling of the fee structure for the year 2025-26 in Rs. Per annum per student |
|  |   |   |

I state that the proposed rise in fee is up to an aggregate 5% of the fee existing in the year 2023-24.

3. I undertake that the institution has adequate infrastructure, facilities and appointed sufficient faculty members as per the norms, standards and guidelines of the apex bodies, considering the sanctioned intake of the program for which the fee structure is proposed. The details of the infrastructure and the faculty members as on the date of application for the program for which the fees are to be levied are given below.

**Table A:** Intake details

|                     |   |
|---------------------|---|
| Name of the program | Sanctioned intake for the academic year 2024-25 |
|                     |   |

**Table B:** Infrastructure details (Entries are given as a sample, Add/Modify the rows as applicable)

| Sr No | Name of the facility  | Description in numbers and/or area in Sq.Mtr. (As per the norms of apex bodies like PCI, CoA, AICTE etc..) |
|-------|---|--|
| 1     | Academic/ Instructional area                                |  |
| 2     | Circulation area  |  |
| 3     | Common facilities like computer center, design studio etc.. |  |
| 4     | Amenities   |  |
| 5     | Others  |  |
| 6     | .....   |  |

**Table C:** List of the faculty members

| Sr No. | Name | Department | Designation<br>(Professor/Associate Prof/Assistant Prof /Adhoc /Contractual/ Visiting Faculty) | Highest Qualification |
|--------|------|------------|--|-----------------------|
|        |      |            |  |                       |
|        |      |            |  |                       |
|        |      |            |  |                       |
|        |      |            |  |                       |

4. I state that the institution will charge only the fees determined by the Committee which include tuition fee, library fee, laboratory fee, computer fee, caution money fee, Gymkhana fee, Internet, University affiliation fee, Sports and Recreation, Self and personality development fee and such other fees as the Committee may decide or as directed by the State Government.
5. No institution shall collect fees for the full course at the time of admission or at any other time during the entire duration of the course or program. The fees shall be collected per semester or term of 6 (Six) months as the case may be.
6. I state that the institution will not charge, receive, recover or collect any additional amount under any head besides the fee determined by the Committee except reasonable enrolment and examination fees levied by the affiliating University.
7. I undertake to furnish to FRC any information/record pertaining to the institution and relevant for the fee structure subsisting during the block period of 2023-24, 2024-25 and 2025-26 as when required by the FRC-Tech.
8. I state that I am aware of the fact that if any of the statements made herein above, is deliberately turns out to be false or misleading or any material information not disclosed to the FRC that will constitute an offence under the Act as well as the Penal Laws in force and the FRC will be at liberty to take appropriate action against me.

Place :

Signature

Date :

Principal/Director of the institution

**VERIFICATION**

I, \_\_\_\_\_(full name in block letters),  
son / daughter of \_\_\_\_\_do hereby solemnly  
affirm and declare that what is stated in paragraphs No.1 to 8 is true to my  
knowledge as well as it is based on information gathered from the record of  
the institution and I believe the same to be true.

Date :

Deponent

Place:

Sign with Seal

Verified and solemnly affirmed before me on \_\_\_day, \_\_\_\_\_,  
2024 at \_\_\_\_\_.

Executive Magistrate/Notary  
Seal and Signature

સંચાલક મંડળ નું લેટર હેડ

તા.

તા. \_\_\_\_\_ ના રોજ આયોજિત સંચાલક મંડળના ટ્રસ્ટીઓની બેઠકમાં ગુજરાત વ્યવસાયિક ટેકનીકલ કોલેજો અથવા સંસ્થાઓ (પ્રવેશ અને ફી નિર્ધારણ) બાબત અધિનિયમ, ૨૦૦૭ માં ગુજરાત સરકાર દ્વારા કલમ ૧૦ (૨) (સી) માં માહે ડીસેમ્બર-૨૦૧૯ માં કરાયેલ સુધારો વંચાણે લેવામાં આવેલ છે. તેમજ એ બાબતની નોંધ લેવામાં આવેલ છે કે આ સંચાલક મંડળ દ્વારા ચલાવવામાં આવતી સંસ્થાનું નામ, પ્રોગ્રામ, ફી નિયમન સમિતિનો કોડ \_\_\_\_\_ ની વર્ષ ૨૦૨૩-૨૪ માટે નિયત કરાયેલ હયાત ફી નું માળખું રૂપિયા \_\_\_\_\_ છે.

ત્યારબાદ પુખ્ત વિચારણાને અંતે સર્વાનુમતે ઠરાવવા માં આવે છે કે:-

સદર સંસ્થા માટે આગામી ફી બ્લોક ૨૦૨૪-૨૫ અને ૨૦૨૫-૨૬ ના સમયગાળા માટે મહત્તમ ફી ના માળખાનું ધોરણ નીચે જણાવેલ વિગતે, ફી નિયમન સમિતિને દરખાસ્ત સંચાલક મંડળ દ્વારા કરવી:-

| વર્ષ ૨૦૨૪-૨૫ માટે ફી-માળખાની દરખાસ્ત<br>(રૂપિયા પ્રતિ વિદ્યાર્થી પ્રતિ વર્ષમાં) | વર્ષ ૨૦૨૫-૨૬ માટે ફી-માળખાની દરખાસ્ત<br>(રૂપિયા પ્રતિ વિદ્યાર્થી પ્રતિ વર્ષમાં) |
|---|---|
|   |   |

ઉપરોક્ત દરખાસ્ત માં સૂચવેલ ફી વધારાનો એકંદર સરવાળો, ગુજરાત વ્યાવસાયિક ટેકનીકલ કોલેજો અથવા સંસ્થાઓ (પ્રવેશ અને ફી નિર્ધારણ) બાબત અધિનિયમ, ૨૦૦૭ ની કલમ ૧૦ (૨) (સી) માં ગુજરાત સરકાર દ્વારા માહે ડીસેમ્બર-૨૦૧૯ માં કરાયેલ સુધારા અનુસાર સમગ્ર ફી બ્લોક માટે ૫% ની મર્યાદા સાથે સુસંગત છે.

તદુપરાંત, ઉપરોક્ત ઠરાવ્યા પ્રમાણેની ફી ની દરખાસ્ત, ફી નિયમન સમિતિના ઓનલાઈન પોર્ટલ ઉપર નિયત સમયમર્યાદામાં કરવા માટે અને ફી નિયમન સમિતિને આપવા માટે જરૂરી “ડિક્લેરેશન કમ અન્ડરટેકિંગ” માં સહી-સિક્કા કરવા માટે આ સંસ્થાના આચાર્યશ્રી/ડીનશ્રી/\_\_\_\_\_ ને અધિકૃત કરવામાં આવે છે.

તા.

સંચાલક મંડળના અધિકૃત પ્રતિનિધિ

સ્થળ:-

સંચાલક મંડળનું રાઉન્ડ સીલ



## Appendix-2 (For fee rise above 5% )

Following documents have to be submitted by respective Institution.

| Sr. No. | Document Name   |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
|---------|---|----------------------------------|---------|----------------------------------|---|------------------------|-------------|---|---|-------------|---|-----------------------------|-------------|
| 1       | Forwarding letter on the letterhead of the sponsoring body/university/institution, duly attested by the head/principal of the institution, containing the name of Institution, Program, starting from the year _____, proposed fee structure, and name of Nodal officer along with his mobile number and email.   |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 2       | Approval from Apex Authority and/or resolution from Sponsoring body, resolving to start the program/institution and Letter of affiliation from the affiliating University (if applicable).  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 3       | In the case of the University, the certified copy of the resolution of Governing Body/Board of Governance, resolving to start this program.   |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 4       | Declaration cum Undertaking for fee rise above 5% as per format attached, duly sworn before Executive Magistrate/Notary Public and the resolution of the Sponsoring body on the letterhead of the trust/Sponsoring body duly signed by the competent Authority as per format attached.  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 5       | <p>Demand Draft for processing fee (Circular dated 01.05.2023) as mentioned below, in favour of “Fee Regulatory Committee (Technical)” and payable at Ahmedabad.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No</th> <th style="text-align: center;">Program</th> <th style="text-align: center;">Processing Fee for One Year Only</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Diploma Level Programs</td> <td style="text-align: center;">Rs. 18000/-</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Bachelor-level programs and MBA &amp; MCA Programs.</td> <td style="text-align: center;">Rs. 33000/-</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Other Master Level Programs</td> <td style="text-align: center;">Rs. 43000/-</td> </tr> </tbody> </table> | Sr. No                           | Program | Processing Fee for One Year Only | 1 | Diploma Level Programs | Rs. 18000/- | 2 | Bachelor-level programs and MBA & MCA Programs. | Rs. 33000/- | 3 | Other Master Level Programs | Rs. 43000/- |
| Sr. No  | Program   | Processing Fee for One Year Only |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 1       | Diploma Level Programs  | Rs. 18000/-                      |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 2       | Bachelor-level programs and MBA & MCA Programs.   | Rs. 33000/-                      |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 3       | Other Master Level Programs   | Rs. 43000/-                      |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 6       | Information Memorandum  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 7       | Annex –A_ Income Expenditure statement  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |
| 8       | Other Expenses  |                                  |         |                                  |   |                        |             |   |   |             |   |                             |             |

On stamp paper of Rs. 300/-

**Declaration cum Undertaking**

**(In accordance with sub section-(2) of section-10 of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 and its subsequent amendments.**

I, \_\_\_\_\_, aged \_\_\_ years, resident of \_\_\_\_\_ do hereby state as under.

1. I am the Principal/Director of (name of the institution as per approval of apex body) (“the Institution” for short) for (name of the program). The institution is sponsored by (name of the sponsoring body) (“the sponsoring body” for short) and is offering the program from the year 2023-24 onwards. I have gone through the provisions of **the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007 and its amendment from time to time.** I have been duly authorized by the sponsoring body to submit the fee proposal to the FRC.
2. The Sponsoring Body in its meeting dated: \_\_\_\_\_ has resolved to make fee proposal for the institution for the year 2024-25 and 2025-26 as follows.

| Proposed Maximum Ceiling of the fee structure for the year 2024-25 in Rs. Per annum per student | Proposed Maximum Ceiling of the fee structure for the year 2025-26 in Rs. Per annum per student |
|---|---|
|   |   |

I state that the proposed rise in fee is above 5% of the fee existing in the year 2023-24.

- 3 I state that the institution will charge only the fees determined by the Committee which include tuition fee, library fee, laboratory fee, computer fee, caution money fee, Gymkhana fee, Internet, University affiliation fee, Sports and Recreation, Self and personality development fee and such other fees as the Committee may decide or as directed by the State Government.
- 4 I state that the institution will charge only the fees determined by the

Committee which include tuition fee, library fee, laboratory fee, computer fee, caution money fee, Gymkhana fee, Internet, University affiliation fee, Sports and Recreation, Self and personality development fee and such other fees as the Committee may decide or as directed by the State Government.

- 5 No institution shall collect fees for the full course at the time of admission or at any other time during the entire duration of the course or program. The fees shall be collected per semester or term of 6 (Six) months as the case may be.
- 6 I state that the institution will not charge, receive, recover or collect any additional amount under any head besides the fee determined by the Committee except reasonable enrolment and examination fees levied by the affiliating University.
- 7 I undertake to furnish to FRC any information/record pertaining to the institution and relevant for the fee structure subsisting during the block period of 2023-24, 2024-25 and 2025-26 as when required by the FRC-Tech.
- 8 I state that I am aware of the fact that if any of the statements made herein above, is deliberately turns out to be false or misleading or any material information not disclosed to the FRC that will constitute an offence under the Act as well as the Penal Laws in force and the FRC will be at liberty to take appropriate action against me.

Place :

Signature

Date :

Principal/Director of the institution

**VERIFICATION**

I, \_\_\_\_\_ (full name in block letters),  
son / daughter of \_\_\_\_\_ do hereby solemnly  
affirm and declare that what is stated in paragraphs No.1 to 8 is true to my  
knowledge as well as it is based on information gathered from the record of  
the institution and I believe the same to be true.

Date :

Deponent

Place:

Sign with Seal

Verified and solemnly affirmed before me on \_\_\_ day, \_\_\_\_\_,  
2024 at \_\_\_\_\_.

Executive Magistrate/Notary  
Seal and Signature

સંચાલક મંડળ નું લેટર હેડ

તા.

તા. \_\_\_\_\_ ના રોજ આયોજિત સંચાલક મંડળના ટ્રસ્ટીઓની બેઠકમાં ગુજરાત વ્યવસાયિક ટેકનીકલ કોલેજો અથવા સંસ્થાઓ (પ્રવેશ અને ફી નિર્ધારણ) બાબત અધિનિયમ, ૨૦૦૭ માં ગુજરાત સરકાર દ્વારા કલમ ૧૦ (૨) (સી) માં માહે ડીસેમ્બર-૨૦૧૯ માં કરાયેલ સુધારો વંચાણે લેવામાં આવેલ છે. તેમજ એ બાબતની નોંધ લેવામાં આવેલ છે કે આ સંચાલક મંડળ દ્વારા ચલાવવામાં આવતી સંસ્થાનું નામ, પ્રોગ્રામ, ફી નિયમન સમિતિનો કોડ \_\_\_\_\_ ની વર્ષ ૨૦૨૩-૨૪ માટે નિયત કરાયેલ હયાત ફી નું માળખું રૂપિયા \_\_\_\_\_ છે.

ત્યારબાદ પુખ્ત વિચારણાને અંતે સર્વાનુમતે ઠરાવવા માં આવે છે કે:-

સદર સંસ્થા માટે આગામી ફી બ્લોક ૨૦૨૪-૨૫ અને ૨૦૨૫-૨૬ ના સમયગાળા માટે મહત્તમ ફી ના માળખાનું ધોરણ નીચે જણાવેલ વિગતે, ફી નિયમન સમિતિને દરખાસ્ત સંચાલક મંડળ દ્વારા કરવી:-

| વર્ષ ૨૦૨૪-૨૫ માટે ફી-માળખાની દરખાસ્ત<br>(રૂપિયા પ્રતિ વિદ્યાર્થી પ્રતિ વર્ષમાં) | વર્ષ ૨૦૨૫-૨૬ માટે ફી-માળખાની દરખાસ્ત<br>(રૂપિયા પ્રતિ વિદ્યાર્થી પ્રતિ વર્ષમાં) |
|---|---|
|   |   |

ઉપરોક્ત દરખાસ્ત માં સૂચવેલ ફી વધારાનો એકંદર સરવાળો, ગુજરાત વ્યાવસાયિક ટેકનીકલ કોલેજો અથવા સંસ્થાઓ (પ્રવેશ અને ફી નિર્ધારણ) બાબત અધિનિયમ, ૨૦૦૭ ની કલમ ૧૦ (૨) (સી) માં ગુજરાત સરકાર દ્વારા માહે ડીસેમ્બર-૨૦૧૯ માં કરાયેલ સુધારા અનુસાર સમગ્ર ફી બ્લોક માટે ૫% ની મર્યાદા કરતાં વધુ છે.

તદુપરાંત, ઉપરોક્ત ઠરાવ્યા પ્રમાણેની ફી ની દરખાસ્ત, ફી નિયમન સમિતિના ઓનલાઈન પોર્ટલ ઉપર નિયત સમયમર્યાદામાં કરવા માટે અને ફી નિયમન સમિતિને આપવા માટે જરૂરી “ડિક્લેરેશન કમ અન્ડરટેકિંગ” માં સહી-સિક્કા કરવા માટે આ સંસ્થાના આચાર્યશ્રી/ડીનશ્રી/\_\_\_\_\_ ને અધિકૃત કરવામાં આવે છે.

તા.

સંચાલક મંડળના અધિકૃત પ્રતિનિધિ

સ્થળ:-

સંચાલક મંડળનું રાઉન્ડ સીલ

# Fixation of Fees (Information Memorandum)

To be submitted to Fee Regulatory Committee constituted up by the Government of Gujarat in exercise of powers conferred under sub-section (1) of Section 9 of the Gujarat Professional Technical 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 – 1: General Details

|                             |  |                           |  |
|-----------------------------|--|---------------------------|--|
| <b>Institute Name</b>       |  |                           |  |
| <b>Institute Code</b>       |  | <b>Programme</b>          |  |
| <b>Website URL</b>          |  | <b>Establishment Year</b> |  |
| <b>Trust Name</b>           |  | <b>Trust Code</b>         |  |
| <b>*AICTE Permanent No.</b> |  | <b>Zone as per GTU</b>    |  |

\* In case of university, insert 99

|                |                          |  |              |  |                                 |                       |
|----------------|--------------------------|--|--------------|--|---------------------------------|-----------------------|
| <b>Address</b> | <i>Name of Institute</i> |  |              |  |                                 |                       |
|                | <i>Address Line 1</i>    |  |              |  |                                 |                       |
|                | <i>Address Line 2</i>    |  |              |  |                                 |                       |
|                | Taluka                   |  | City/Village |  | District                        |                       |
|                | State                    |  | Pin Code     |  | Is Institute within Urban Area? | (Yes/No) <sup>1</sup> |

<sup>1</sup> In case of Yes, attach document from respective urban area authority

|            |  |  |  |              |  |  |
|------------|--|--|--|--------------|--|--|
| <b>1.A</b> | <b>Contact Details (Institution)</b>             |  |  |              |  |  |
|            | Name of Head of Institution                      |  |  | Designation  |  |  |
|            | Highest Qualification                            |  |  | Mobile       |  |  |
|            | Phone (Office)                                   |  |  | Fax (Office) |  |  |
|            | e-mail id  |  |  |              |  |  |
| <b>1.B</b> | <b>Contact Details (Sponsoring Body / Trust)</b> |  |  |              |  |  |
|            | <i>Name of Sponsoring Body / Trust</i>           |  |  |              |  |  |
|            | <i>Address Line 1</i>                            |  |  |              |  |  |
|            | <i>Address Line 2</i>                            |  |  |              |  |  |
|            | Taluka   |  |  | City/Village |  |  |
|            | District   |  |  | Pin Code     |  |  |

|  |   |  |              |  |
|--|---|--|--------------|--|
|  | Name of the Head of the Sponsoring Body / Trust |  | Designation  |  |
|  | Mobile  |  | e-mail id    |  |
|  | Phone (Office)                                  |  | Fax (Office) |  |

|     |  |  |  |
|-----|--|--|--|
| 1.C | <b>Affiliation / Constituent College to University for the year 2024-25</b><br><b>(Give Name of University, Reference No. of affiliation letter with date)</b> |  |  |
|     | University   |  |  |
|     | Affiliation Letter No. <sup>2</sup>  |  |  |

<sup>2</sup>Attach document related to affiliation to university for the year 2024-25

|     |  |        |                             |
|-----|--|--------|-----------------------------|
| 1.D | <b>Latest Approval by Regulatory Authority<sup>3</sup></b><br><b>(Give Name of Authority and Reference No. of approval letter and validity period)</b> |        |                             |
|     | Authority Name   | Branch | Sanction Intake for 2024-25 |
|     |  |        |                             |
|     |  |        |                             |

<sup>3</sup>Attach approval document from the year 2023-24 to year 2024-25

|     |                      |  |
|-----|----------------------|--|
| 1.E | TAN No. <sup>4</sup> |  |
|-----|----------------------|--|

<sup>4</sup>Attach TAN return document for assessment year 2023-24

**Part – 2: Infrastructure as on 31/03/2024**

|     |                           |                                 |                   |  |
|-----|---------------------------|---------------------------------|-------------------|--|
| 2.A | <b>Land Details:</b>      |                                 |                   |  |
|     | Name of Land Owner        |                                 |                   |  |
|     | Total Land Area (In Acre) |                                 | Registration No.  |  |
|     | Registration Authority    |                                 | Registration Date |  |
|     | Ownership                 | Owned/Rented/ Government Leased | Survey No.        |  |

|                          |                             |   |                            |                |
|--------------------------|-----------------------------|---|----------------------------|----------------|
| 2.B                      | <b>College Building</b>     |   |                            |                |
|                          | (I)                         | Total built up area (In sq. Mtrs.)        |                            |                |
|                          | (II)                        | Total Cost as on 31.03.2024 (Rs. In lakh) |                            |                |
|                          | (III)                       | If rented/leased, rent                    | Rent per annum (In Rs.)    |                |
| Rent payable to          |                             |   |                            |                |
| (IV) Details of building |                             |   |                            |                |
| <b>Sr. No.</b>           | <b>Particulars</b>          | <b>No.</b>                                | <b>Total Area (Sq. m.)</b> | <b>Remarks</b> |
| 1                        | Class Rooms, Tutorial Rooms |   |                            |                |
| 2                        | Laboratories                |   |                            |                |
| 3                        | Workshops                   |   |                            |                |
| 4                        | Library                     |   |                            |                |
| 5                        | Reading Rooms               |   |                            |                |
| 6                        | Common Rooms                |   |                            |                |
| 7                        | Auditorium                  |   |                            |                |
| 8                        | Conference Room             |   |                            |                |
| 9                        | Administrative Offices      |   |                            |                |
| 10                       | Staff Rooms                 |   |                            |                |
| 11                       | Circulation Area            |   |                            |                |
| 12                       | Other                       |   |                            |                |
|                          |                             |   |                            |                |
| <b>Total</b>             |                             |   |                            |                |



**Part – 3: Performance and Accreditation Detail**

| Accreditation Authority | Y/N | In case of Yes <sup>5</sup> |             |        |
|-------------------------|-----|-----------------------------|-------------|--------|
|                         |     | Branch Name                 | Valid Up to | Remark |
| NBA                     |     |                             |             |        |
|                         |     |                             |             |        |
|                         |     |                             |             |        |
|                         |     |                             |             |        |
|                         |     |                             |             |        |
|                         |     | Grade of Accreditation      | Valid Up to | Remark |
| NAAC                    |     |                             |             |        |
| AAA from KCG            |     |                             |             |        |
| Other                   |     |                             |             |        |

<sup>5</sup>In case of Yes, attach supporting document related to accreditation

**Part – 4: Student Details**

|       |  |         |         |
|-------|--|---------|---------|
| 4.A   | <b>Intake of students Year wise</b>  |         |         |
|       | Branch Name  | 2023-24 | 2024-25 |
|       |  |         |         |
|       |  |         |         |
|       |  |         |         |
| 4.B.1 | <b>Admission of students Year wise [Including EWS , Excluding TFW &amp; Lateral Entry]</b> |         |         |
|       |  |         |         |
|       |  |         |         |
|       |  |         |         |
| 4.B.2 | <b>Lateral Entry admission Year wise [Including EWS &amp; Excluding TFW]</b>               |         |         |
|       |  | NA      |         |
|       |  | NA      |         |

**Important Instructions for Details of Students:**

1. Do not include TFW category students in 4.B-1 Total admission of students Year wise and 4.B-2 Lateral Entry admission Year wise.
2. Do not include students admitted directly in the second year through lateral entry in 4.B-1.
3. Consider only the students admitted directly in the second year through lateral entry in 4.B-2.

**Part – 5: Staff Details**

**(A) Summary -- Teaching staff**

| Sr. No. | Name of employee | Designation | Department | Qualification | Joining Date | Mobile No | Salary including allowances, contribution to funds and other benefits payable during 2023-24 |
|---------|------------------|-------------|------------|---------------|--------------|-----------|--|
|         |                  |             |            |               |              |           |  |
|         |                  |             |            |               |              |           |  |

**(B) Summary -- Non Teaching staff**

| Sr. No. | Name of employee | Designation | Department | Qualification | Joining Date | Mobile No | Salary including allowances, contribution to funds and other benefits payable during 2023-24 |
|---------|------------------|-------------|------------|---------------|--------------|-----------|--|
|         |                  |             |            |               |              |           |  |
|         |                  |             |            |               |              |           |  |

(c) Staff Details

|   |                           |                       |                                    |  |
|---|---------------------------|-----------------------|------------------------------------|--|
| 1 | Staff Name                |                       | Designation                        |  |
|   | Department                |                       | Qualification                      |  |
|   | Mobile                    |                       | E-Mail                             |  |
|   | Staff Type                | Teaching/Non Teaching | Gender                             |  |
|   | Joining Date              |                       | Birth date                         |  |
|   | PAN No.                   |                       | Inst. Left date<br>(if applicable) |  |
|   | Bank Name<br>(Salary A/C) |                       | Bank<br>Account No.<br>(Salary)    |  |
|   | 2023-24<br>(Salary)       |                       | 2023-24 (TDS)                      |  |
| 2 | Staff Name                |                       | Designation                        |  |
|   | Department                |                       | Qualification                      |  |
|   | Mobile                    |                       | E-Mail                             |  |
|   | Staff Type                | Teaching/Non Teaching | Gender                             |  |
|   | Joining Date              |                       | Birth date                         |  |
|   | PAN No.                   |                       | Inst. Left date<br>(if applicable) |  |
|   | Bank Name<br>(Salary A/C) |                       | Bank<br>Account No.<br>(Salary)    |  |
|   | 2023-24<br>(Salary)       |                       | 2023-24 (TDS)                      |  |
| 3 |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |
|   |                           |                       |                                    |  |

**Part – 6: Grant/ Income/New Investment Details**

|             |  |                          |                |                        |
|-------------|--|--------------------------|----------------|------------------------|
| <b>6. A</b> | <b>Grant/Subsidy/Financial Benefits from Govt. /Other Statutory Body</b> |                          |                |                        |
|             | <b>Year</b>  | <b>Sponsoring Agency</b> | <b>Scheme</b>  | <b>Amount (In Rs.)</b> |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
| <b>6. B</b> | <b>Sponsored Research / Consultancy Income</b>                           |                          |                |                        |
|             | <b>Year</b>  | <b>Sponsoring Agency</b> | <b>Scheme</b>  | <b>Amount (In Rs.)</b> |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
|             |  |                          |                |                        |
| <b>6. C</b> | <b>Details of New Investments (Rs in Lakhs)</b>                          |                          |                |                        |
|             | <b>Amount spent on</b>   |                          | <b>2022-23</b> | <b>2023-24</b>         |
|             | Building   |                          |                |                        |
|             | Furniture  |                          |                |                        |
|             | Equipments & Instruments   |                          |                |                        |
|             | Books, Magazines, Journals   |                          |                |                        |
|             | Vehicles   |                          |                |                        |
|             | Computers, IT & Communication assets                                     |                          |                |                        |
|             | Other  |                          |                |                        |
|             | <b>Total</b>   |                          |                |                        |

**Part – 7: Expense Details<sup>6</sup>**

|   |            |
|---|------------|
| <b>Have you implemented 6<sup>th</sup> pay recommendation to all faculties &amp; staff?</b> | <b>Y/N</b> |
| <b>Have you implemented 7<sup>th</sup> pay recommendation to all faculties &amp; staff?</b> | <b>Y/N</b> |

<sup>6</sup>Attach Income & Expenditure Statement as per Annexure “A”

Attach copy of audited report for the Financial Year 2023-24 with UDIN No.

**Part – 8: Programs offered and Fee Structure**

|             |                       |                                    |
|-------------|-----------------------|------------------------------------|
| <b>8. A</b> | <b>Branch Details</b> |                                    |
|             | <b>Branch Name</b>    | <b>Sanctioned Intake (2024-25)</b> |
|             |                       |                                    |
|             |                       |                                    |
|             |                       |                                    |

|               |  |                |                       |
|---------------|--|----------------|-----------------------|
| <b>8. B.1</b> | <b>Present Fee Structure – Amount (Student / Annum)</b>              |                |                       |
|               | <b>2023-24</b>   |                | <b>Remarks if any</b> |
|               |  |                |                       |
|               |  |                |                       |
| <b>8. B.2</b> | <b>Proposed Fee Structure – Amount (Student / Annum)<sup>7</sup></b> |                |                       |
|               | <b>2024-25</b>   | <b>2025-26</b> | <b>Remarks if any</b> |
|               |  |                |                       |

<sup>7</sup> Attach document justifying Fee Structure proposed for year 2024-25 and onwards

**Part – 9: Utilization of Excess Funds**

|                 |   |                |
|-----------------|---|----------------|
| <b>9.<br/>A</b> | <b>Utilization of Excess Fees from students admitted under NRI category</b> |                |
|                 |   | <b>2023-24</b> |
|                 | <b>A. No. of NRI students admitted during the year</b>                      |                |
|                 | <b>B. Total students under NRI category as on 31<sup>st</sup> March</b>     |                |
|                 | <b>C. Total fees collected from all NRI students during the year in INR</b> |                |

|  |                                       |                                     |
|--|---------------------------------------|-------------------------------------|
| <b>9. B</b>  | <b>Utilization of the excess fees</b> |                                     |
|  | <b>2023-24</b>                        |                                     |
| <b>Utilization</b>                                     | <b>No. of Students</b>                | <b>Total Amount Utilized in INR</b> |
| Scholarship  |                                       |                                     |
| Financial support                                      |                                       |                                     |
| Growth and development (Specify nature of expenditure) |                                       |                                     |
| Other  |                                       |                                     |



**Part – 10: Scholarship details**

|                |   |                             |                          |                           |                          |
|----------------|---|-----------------------------|--------------------------|---------------------------|--------------------------|
| <b>10. A</b>   | <b>Nature of Scholarship: Financial Aid</b> |                             |                          |                           |                          |
|                | <b>Year</b>                                 | <b>From Excess NRI Fees</b> |                          | <b>From Trust/Society</b> |                          |
|                |   | <b>No of beneficiary</b>    | <b>Amount Paid (Rs.)</b> | <b>No of beneficiary</b>  | <b>Amount Paid (Rs.)</b> |
| <b>2023-24</b> |   |                             |                          |                           |                          |

|                |                                    |                             |                          |                           |                          |
|----------------|------------------------------------|-----------------------------|--------------------------|---------------------------|--------------------------|
| <b>10. B</b>   | <b>Nature of Scholarship: Loan</b> |                             |                          |                           |                          |
|                | <b>Year</b>                        | <b>From Excess NRI Fees</b> |                          | <b>From Trust/Society</b> |                          |
|                |                                    | <b>No of beneficiary</b>    | <b>Amount Paid (Rs.)</b> | <b>No of beneficiary</b>  | <b>Amount Paid (Rs.)</b> |
| <b>2023-24</b> |                                    |                             |                          |                           |                          |

|                |                                     |                             |                          |                           |                          |
|----------------|-------------------------------------|-----------------------------|--------------------------|---------------------------|--------------------------|
| <b>10. C</b>   | <b>Nature of Scholarship: Books</b> |                             |                          |                           |                          |
|                | <b>Year</b>                         | <b>From Excess NRI Fees</b> |                          | <b>From Trust/Society</b> |                          |
|                |                                     | <b>No of beneficiary</b>    | <b>Amount Paid (Rs.)</b> | <b>No of beneficiary</b>  | <b>Amount Paid (Rs.)</b> |
| <b>2023-24</b> |                                     |                             |                          |                           |                          |

|                |                                      |                             |                          |                           |                          |
|----------------|--------------------------------------|-----------------------------|--------------------------|---------------------------|--------------------------|
| <b>10. D</b>   | <b>Nature of Scholarship: Others</b> |                             |                          |                           |                          |
|                | <b>Year</b>                          | <b>From Excess NRI Fees</b> |                          | <b>From Trust/Society</b> |                          |
|                |                                      | <b>No of beneficiary</b>    | <b>Amount Paid (Rs.)</b> | <b>No of beneficiary</b>  | <b>Amount Paid (Rs.)</b> |
| <b>2023-24</b> |                                      |                             |                          |                           |                          |

Signed by (with Seal)

\_\_\_\_\_

Head of the Institution  
Body

Name:

Designation:

Date:

Place:

\_\_\_\_\_

Head of the Sponsoring

Name:

Designation:

Date:

Place:

### Check List of documents: (To be filled in by the institute)

| No. | Documents   | YES/NO | Remarks |
|-----|---|--------|---------|
| 1   | Information memorandum signed by both Head of Institution & Head of the Sponsoring Body |        |         |
| 2   | Institute Basic Detail (Urban Certificate) if applicable                                |        |         |
| 3   | Affiliation to University approval Documents  |        |         |
| 4   | Approval document of the year 2023-24 to year 2024-25                                   |        |         |
| 5   | Approval Documents (Apex)   |        |         |
| 6   | TAN Return Document-2023-24   |        |         |
| 7   | Supporting document related to accreditation if applicable                              |        |         |
| 8   | Annexure "A" (Income & Expenditure Statement)   |        |         |
| 9   | Copy of audited report for the Financial Year 2023-24                                   |        |         |
| 10  | Bifurcation of the Other Expenses (9C in Annexure A- Income & Expenditure Statement)    |        |         |
| 11  | Document justifying Fee Structure proposed for year 2024-25 and 2025-26                 |        |         |
| 12  | Duly Notarized Declaration cum Undertaking (To be Produced on Rs. 300 Stamp Paper)      |        |         |

#### **Important Instruction:**

1. Each and every page of reports and supporting documents should be stamped and duly signed by the Head of Institution.
2. Submit soft copy in "Word" format and in "PDF" format also along with hardcopy
3. Every page should be given chronological page numbers.
4. Use separator and tag as and when required.

**Annexure "A"**  
**Income & Expenditure Statement**

|                                      |  |
|--------------------------------------|--|
| <b>Name of Trust/Sponsoring Body</b> |  |
| <b>Name of Institute</b>             |  |
| <b>Year of Establishment:</b>        |  |
| <b>Name of the Program:</b>          |  |
| <b>Duration of program (years):</b>  |  |
| <b>Sanctioned intake : 2023-24</b>   |  |
| <b>Sanctioned intake : 2024-25</b>   |  |

|                                |  |
|--------------------------------|--|
| <b>Trust Code:</b>             |  |
| <b>Institute Code</b>          |  |
| <b>Existing Fee (2023-24):</b> |  |
| <b>Proposed Fee( 2024-25):</b> |  |
| <b>Proposed Fee 2025-26):</b>  |  |

|                 |   | <b>2023-24</b> |
|-----------------|---|----------------|
| <b>Expenses</b> |   | <b>Audited</b> |
| <b>1</b>        | <b>Employee Emoluments</b>  |                |
| 1 a)            | Teaching Staff  |                |
| 1 b)            | Remu. To Visiting Faculty   |                |
| 1 c)            | Non- Teaching Staff   |                |
|                 | <b>Sub- Total ST(A)</b>   | <b>0.00</b>    |
| <b>2</b>        | Educational & Academic Exp.   |                |
| <b>3</b>        | Energy & Utilities Exp.   |                |
| <b>4</b>        | Communication Exp.  |                |
| <b>5</b>        | Audit & Consulting Exp.   |                |
| <b>6</b>        | Administrative Exp.   |                |
| <b>7</b>        | Repairs to Building, Equip. & Furniture   |                |
| <b>8a</b>       | Travelling Expenses   |                |
| <b>8b</b>       | Advertisement expenses other than promotional activities                          |                |
|                 | <b>Sub- Total ST(B)</b>   | <b>0.00</b>    |
| 9a (i)          | Legal Charges   |                |
| 9a (ii)         | Penalty/Fine  |                |
| 9a (iii)        | Advertisement expenses for promotional activities                                 |                |
| 9a (iv)         | Hostel and Mess expenses  |                |
| 9a (v)          | Transportation expenses   |                |
| 9a (vi)         | Expenses related to University and its members                                    |                |
| 9a (vii)        | Interest and other financial costs  |                |
| <b>9b</b>       | <b>account of the institution</b>   |                |
| <b>9c</b>       | <b>Any other Expenses (CA certificate must be attached for the claim)</b>         |                |
|                 | <b>Sub-Total ST(C) = 9a + 9b +9c</b>  | <b>0.00</b>    |
| <b>GT1</b>      | <b>(This should tally with the audited accounts submitted by the institution)</b> | <b>0.00</b>    |
| <b>9aa</b>      | <b>Depreciation on SLM basis</b>  |                |
| a)              | Buliding @ 5%   |                |
| b)              | Furniture & equipments @15%   |                |
| c)              | Computers & IT assets @ 33%   |                |
| d)              | Books @ 33%   |                |
| e)              | Others ( Specify)   |                |
|                 | <b>Sub-Total (D)</b>  | <b>0.00</b>    |
| <b>GT2</b>      | <b>Grand Total 2 (GT2) : ST(A) + ST(B) + ST(D)</b>                                | <b>0.00</b>    |
| <b>I1</b>       | <b>Less: Any Income generated from the insfrastructure</b>                        |                |
| <b>10</b>       | <b>Final Expenses Considered for Cost Analysis (GT2-I1)</b>                       | <b>0.00</b>    |

**Important Instructions for Expense Details**

1. All amount should be in Rupees.
2. When entering the financial data, refer to the Standard Operating Procedure (SOP, Dated 04-05-2023).
3. Amount in "Grand Total 1(GT1)"should tally with the audited accounts submitted by the institution along with its fee proposal.
4. For amount claimed in "9 aa - Depreciation on SLM basis", Please Provide Depreciation Certificate from CA.
5. In "9.c - Any Other Expenses", enter amount for expenses other than expenses mentioned on "Sr no 1 to 9.b", if applicable. Kindly check and confirm before entering data in 9.c.
6. All financial documents should be signed by Chartered Accountant with UDIN No.

