

## LIST OF DOCUMENTS

(The original/ true copies of documents to be submitted by the college/institute in the form of a hard copy of the proposal seeking upward revision of fees for the academic year 2025-2026)

### Volume - Part A

| Sr. No. | Particular Documents to be submitted   | Page No. | Office Remark |
|---------|--|----------|---------------|
|         | INDEX  |          |               |
| 1       | Challan/Receipt showing proof of payment of processing fee paid to the Fees Regulating Authority.  |          |               |
| 2       | Affidavit in the prescribed format (as per the proforma published) duly verified and attested by the person duly authorised in terms of section 2(I) of the FRA Act,   |          |               |
| 3       | Computation sheet for the academic year 2025-2026  |          |               |
| 4       | Depreciation Chart for the academic year 2025-2026   |          |               |
| 5       | Proposal Form in Prescribed Proforma A, B and C  |          |               |
| 6       | Proposal Form in Prescribed Proforma of Income and Expenditure   |          |               |
| 7       | <p>The Audited Financial Statements for the Financial Year 2023-24 of the <b>Institute and Hospital</b> (for Health and Science Courses) <b>duly signed by the Chartered Accountant &amp; countersigned by the person authorised in terms of section 2 (I) of the FRA Act, 2015.</b> The audited financial statements must be accompanied by---</p> <p>(i) Audit Report,<br/>(ii) Receipt &amp; Payment Account,<br/>(iii) Income &amp; Expenditure Account, and<br/>(iv) Balance Sheet.<br/>(v) All the financial statements as mentioned above should be accompanied by detailed Schedules and Notes to Accounts.<br/>(vi) The Auditor's Report must be accompanied by Form No. A1 &amp; A2 (<b>Annexure - A</b>) as prescribed by the FRA and same to be duly signed by the Auditor along with particulars such as Name of Auditor/Firm, firm registration number, name of signing partner or proprietor with particulars his/her Membership Number, UDIN and seal of the Firm. Each page of Form No. A1 and A2 must bear the signature of the Auditor.</p> |          |               |



| Sr. No. | Particular Documents to be submitted  | Page No. | Office Remark |
|---------|---|----------|---------------|
| 8       | Copies of Form No. 16 downloaded from the Income Tax website i.e. <b>Traces</b> in respect of Teaching and Non-Teaching staff   |          |               |
| 9       | TDS return/statement for Salary (Teaching and Non-Teaching) in <b>Form No. 24Q for All Quarters</b> along with Annexure II (i.e. Annual Salary Details) duly certified by the Auditor or Principal of the college/institute   |          |               |
| 10      | TDS return/ quarterly statements for Non-Salary in <b>Form No. 26Q</b> along with details of deductee, nature of payment, amount, etc., in an Excel sheet duly certified by the Auditor or Principal of the college/institute   |          |               |
| 11      | Copy of the Audited Financial Statements of the Trust/Society for the Financial Year 2023-24 along with all the Schedules and Notes to Accounts.  |          |               |
| 12      | Copy of Income Tax return filed by the Trust and/or college/ institute for the Financial Year 2023-24 (i.e. the Assessment Year 2024-25) duly attested by the Auditor/Principal of the college/institute.   |          |               |
| 13      | Budget of the College/Institute for the financial year 2025-2026 duly signed by the President/Secretary of the Trust or the Principal of the college/institute.   |          |               |
| 14      | Certified copies of all the Bank Account statements (s) of the institute /college for the Financial Year 2023-24 showing debit entries of the salary paid to Teaching and Non-Teaching staff through cheque/NEFT.<br><b>Note:</b> 1. The original copy of the Bank Statements must be attested as 'True Copy' by the Branch Manager of the Bank.<br>2. All the relevant entries showing payment of salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted. |          |               |
| 15      | Certified copy of Bank Account Statement(s) of the college/ institute for the Financial Year 2023-24 showing debit entries of payments made as Non-Salary expenditures.<br><b>Note:</b> 1. The original copy of the Bank Statements must be attested as 'True Copy' by the Branch Manager of the Bank.<br>2. All the relevant entries showing payment of non-salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted.                                       |          |               |
| 16      | Letters of approval of teaching staff issued by the approving Authority duly attested by the Principal of the institute/college.  |          |               |
| 17      | Letters showing the sanctioned intake capacity approved by the Competent Authority for the academic year 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 & 2024-2025 duly attested as a 'True Copy' by the Principal of the institute/college (as per the course duration).  |          |               |



| Sr. No. | Particular Documents to be submitted   | Page No. | Office Remark |
|---------|--|----------|---------------|
| 18      | Accreditation Certificate (NAAC, NBA, NIRF, ICAR, MCAER, etc.) duly attested by the Principal of the Institute/College if the institute claims to be accredited by the Accreditation Committee.  |          |               |
| 19      | Copy of fee structure approved by the Fees Regulating Authority for the academic year 2020-21, 2021-22, 2022-23, 2023-24 & 2024-2025 (as per the course duration).                               |          |               |
| 20      | Certified copy of the property card and/or 7/12 extract showing the ownership of the land owned by the institute/trust.  |          |               |
| 21      | Certified copy of the extract of the Property Assessment Register issued by the Municipal Corporation /Municipal Council/ Gram Panchayat assessing the property for the purpose of property tax. |          |               |
| 22      | Statement of Fees collected from the students admitted under Management/ Institutional and NRI quota in the prescribed proforma as per <b>Annexure – B &amp; Annexure – C.</b>                   |          |               |
| 23      | Statement showing the number of students admitted and appeared in the examination and no. of students who passed the examination (as per the course duration).                                   |          |               |

Place:

Date:

**Signature**  
**Name, Designation**  
**Seal of the Person duly authorized in**  
**terms of section 2(I) of the Act, 2015.**



## Volume - Part B

| Sr. No. | Particular Documents to be submitted   | Page No. | Office Remark |
|---------|--|----------|---------------|
| 1       | List of Interns UG students, stipend paid amount, date of payment and mode of payment (Bank/cash)  |          |               |
| 2       | List of PG students, stipend paid amount, date of payment and mode of payment (Bank/cash)  |          |               |
| 3       | List of Guest faculties, Qualifications, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank).   |          |               |
| 4       | List of Visiting faculties, Qualifications, Subject, Amount Paid to individual and mode of Payment (Cash/ Cheque/Bank).  |          |               |
| 5       | The Receipt(s) showing acknowledgement of Affiliation Fees paid to the Affiliating Authority.  |          |               |
| 6       | The Receipt(s) showing acknowledgement of Affiliation Fees paid to the University.   |          |               |
| 7       | The Receipt(s) showing acknowledgement of Inspection Fees paid to the Affiliating/Competent Authority.   |          |               |
| 8       | The Receipt(s) of payment of Eligibility fees paid to the University<br><b>(Students X University Eligibility Fee per Student = Total and/or (Repeater Students X University Eligibility Fee per Student = Total)</b>  |          |               |
| 9       | The Receipt(s) of payment of Enrollment Fees paid to the University<br><b>(Newly Enrolled students X University Enrollment Fee per Student = Total).</b>   |          |               |
| 10      | The Receipt(s) of payment of Exam Fees paid to the University<br><b>(Regular Students X University Exam Fee per Student = Total) and/or (Repeater Students X University Exam Fee per Student = Total)</b>  |          |               |
| 11      | The receipt of payment of the Other University fees (e.g., Vice-Chancellor Fund, Ashwamedh Fee, Gymkhana Fee, Disaster Fund, E-Charge etc.): <b>(Regular Students X Other Fee per Student = Total) and/or (Repeater Students X Other Fee per Student = Total).</b> |          |               |
| 12      | Copies of Insurance policy and receipts of payment made towards Student Insurance.   |          |               |
| 13      | Copies of the Insurance policy and receipts of payment made towards the Building Insurance   |          |               |
| 14      | Copies of Insurance policy and receipts of payment made towards Furniture, Equipments, Computers, Vehicles etc   |          |               |



| Sr. No. | Particular Documents to be submitted  | Page No. | Office Remark |
|---------|---|----------|---------------|
| 15      | Attach copy of the online expense schedule for 'Repairs & Maintenance of College Building' with course-wise bifurcation <b>including copies of invoices/bills and receipts.</b>   |          |               |
| 16      | Attach copy of the online expense schedule for 'Repairs and Maintenance expenditure towards Furniture, Equipment, Vehicle, Computers, Electrification, etc.' with course-wise bifurcation <b>including copies of invoices/bills and receipts.</b>                                     |          |               |
| 17      | Attach copy of the online expense schedule for "Annual Maintenance Charges (AMC) for e.g. Lift, AC, Fire System, Computer Hardware etc." with course-wise bifurcation <b>including AMC agreement, copies of invoices/bills and receipts.</b>  |          |               |
| 18      | Attach copy of the online expense schedule for "Software License Renewal Fee, Subscription Charges etc." with course-wise bifurcation <b>including copies of invoices/bills and receipts.</b>   |          |               |
| 19      | Copy of agreement(s) of the college/institute and receipts of payment made to the Transporter towards free transport services to the students/staff.  |          |               |
| 20      | Receipts of Processing Fee/Review fee paid to Fees Regulating Authority   |          |               |
| 21      | Receipts Processing fee paid to Admission Regulating Authority  |          |               |
| 22      | <b>1) Admission published in the newspaper:</b> Item-wise list with course-wise bifurcation along with bills and receipts of expenses copies of the advertisement published in the newspaper.   |          |               |
|         | <b>2) Recruitment of Staff published in the newspaper:</b> Item-wise list with course-wise bifurcation along with bills and receipts of expenses copies of the staff recruitment advertisement published in the newspaper.  |          |               |
|         | <b>3) Advertisement – General :</b> Item wise List with course-wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc along with the copies of advertisement.  |          |               |
|         | <b>4) Cost of other advertisements for recruitment of staff :</b> Item wise List with course-wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc along with the copies of advertisement.                            |          |               |
|         | <b>5) Cost of other advertisements for Admissions :</b> Item wise List with course-wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc along with the copies of advertisement.                                      |          |               |
|         | <b>6) Cost of advertisement required to be published as per rules, regulation, act or any direction issued by Regulating Authority :</b> Item-wise list with course-wise bifurcation along with bills and receipts of expenses copies of the advertisement published in the newspaper |          |               |



| Sr. No. | Particular Documents to be submitted  | Page No. | Office Remark |
|---------|---|----------|---------------|
| 23      | Attach copy of the online expense schedule for "Training & placement expenses" <b>including copies of invoices/bills and receipts.</b>  |          |               |
| 24      | Expenses claimed towards Industrial visit/tour with course-wise bifurcation including Name of the Company visited, date, no of students, charges per head, Travelling, Food and accommodation charges if any  |          |               |
| 25      | Attach copy of the online expense schedule for "Any other expenses relating to the student's activity not covered by items no.1 to 6"   |          |               |
| 26      | Copy of sanction letter from the Bank/Financial Institution for which interest expenditure is claimed as a deduction on cash credit/ overdraft/ working capital facilities/ TEQIP Loan.   |          |               |
| 27      | Attach copy of the online expense schedule for "Conference and Seminar of Faculties" <b>including copies of invoices/bills and receipts.</b>  |          |               |
| 28      | Attach copy of the online expense schedule for "Conference and Seminar of Students" <b>including copies of invoices/bills and receipts.</b>   |          |               |
| 29      | Attach copy of the online expense schedule for  |          |               |
|         | <b>1. Consultancy Fees-legal</b><br><b>2. Consultancy Fees/ NAAC, NBA, NIRF, Autonomous, ICR etc.</b><br>with documentary proof of payment with a copy of TDS deducted and challan of deposit made  |          |               |
| 30      | Attach copy of the online expense schedule for <b>Professional Charges -Other (Chartered Accountant, ICWA, Company Secretary, TDS, GST, Professional Tax, Provident Fund etc.)</b> with documentary proof of payment with copy of TDS deducted and challan of deposit made. |          |               |
| 31      | Copies of bills and receipts of payment made to the service provider towards Internet Charges/Services  |          |               |
| 32      | Copies of bills and receipts of payments made towards Electricity charges with course-wise bifurcation claimed as an expenditure in the proposal form.  |          |               |
| 33      | Copies of bills and receipts of payments made towards Water and Tanker charges with course-wise bifurcation claimed as an expenditure in the proposal form.   |          |               |



| Sr. No. | Particular Documents to be submitted   | Page No. | Office Remark |
|---------|--|----------|---------------|
| 34      | Attach copy of the online expense schedule with receipt(s) of payment made towards amount claimed under the head of Gardening Material.  |          |               |
| 35      | <p>Copy of agreement providing Contractual Manpower services in lieu of Non-Teaching/Administration Staff :</p> <p><b>1) No. of persons employed (Note: List with designation and remuneration to be paid provided separately)</b></p> <p><b>2) Total amount paid to the contractor</b></p> <p><b>3) TDS amount deducted and deposited with IT</b></p> <p><b>4) GST collected and paid to the GST department</b></p> |          |               |
| 36      | <p>Copy of agreement providing Manpower in lieu of Sweeping and/or Cleaning staff if engaged by the institute/college with copies of TDS returns.</p> <p><b>1) No. of persons employed</b></p> <p><b>2) Total amount paid to the contractor</b></p> <p><b>3) TDS amount deducted and deposited with IT</b></p> <p><b>4) GST collected and paid to the GST department</b></p>   |          |               |
| 37      | <p>Copy of agreement providing Manpower in lieu of Security and/or Watchman if engaged by the institute/college with copies of TDS returns.</p> <p><b>1. No. of persons employed</b></p> <p><b>2. Total amount paid to the contractor</b></p> <p><b>3. TDS amount deducted and deposited with IT</b></p> <p><b>4. GST collected and paid to the GST department</b></p>   |          |               |
| 38      | Attach copy of the online expense schedule with copies of bills, receipt(s) of payment made towards the amount claimed under the head of "Laboratory Expenses, Demonstration Material, Consumables, Chemicals etc."  |          |               |
| 39      | Attach copy of the online expense schedule for the processing fee paid to NAAC / NBA / NIRF /NABH/NABL etc. for accreditation (if applicable).   |          |               |
| 40      | Attach copy of the online expense schedule for other expenses claimed under the head of "All other expenses not categorise / not grouped in any heads/subheads given above".   |          |               |



| Sr. No. | Particular Documents to be submitted   | Page No. | Office Remark |
|---------|--|----------|---------------|
| 41      | Copies of bills and receipts for addition to the fixed asset during the Financial Year 2023-24.  |          |               |
| 42      | Item-wise list, bills and receipts of expenses claimed as the purchase of seeds, manure, fertilizer, insecticide, pesticide, and Nursery expenses in the case of Agriculture colleges/institutes |          |               |
| 43      | Item-wise list, bills and receipts of expenses claimed as the purchase of Cattle feed, fodder, medicine, etc. in respect of courses conducted by Agriculture colleges/ institutes.               |          |               |
| 44      | Proof of online proposal for approval of fees for academic year 2025-2026 displayed on the website and notice-board of the Institute/ College.   |          |               |

Place:

Date:

**Signature**  
**Name, Designation**  
**Seal of the Person duly authorized**  
**in terms of section 2(l) of the Act,**  
**2015.**

