

## **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></p> <p>The audited financial statements must be accompanied by---</p> <p>(i) Audit Report, (ii) Receipt &amp; Payment Account, (iii) Income &amp; Expenditure Account, and (iv) Balance Sheet. (v) All the financial statements as mentioned above should be accompanied by detailed Schedules and Notes to Accounts. (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	<p>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.</p> <p><b>Note:</b> 1. The original copy of the Bank Statements must be attested as 'True Copy' by the Branch Manager of the Bank. 2. All the relevant entries showing payment of salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted.</p>		
15	<p>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.</p> <p><b>Note:</b> 1. The original copy of the Bank Statements must be attested as 'True Copy' by the Branch Manager of the Bank. 2. All the relevant entries showing payment of non-salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted.</p>		
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(l) 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 <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 <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 <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>  <b>2. Consultancy Fees/ NAAC, NBA, NIRF, Autonomous, ICR etc.</b> 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".		

<b>Sr. No.</b>	<b>Particular Documents to be submitted</b>	<b>Page No.</b>	<b>Office Remark</b>
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(I) of the Act,**  
**2015.**