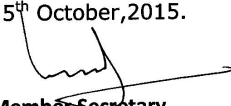


Office of the Committee for fixation of fee structure of Private Educational Institutions.

NOTICE

It is notified for the information of all the Private Educational Institutions that the Committee for fixation of fee structure of Private Educational Institutions, constituted vide Govt.Order 520-Edu of 2013 dated 7.5.2013 read with Govt.Order No.344-Edu of 2015 dated 21.7.2015 and Govt. Order No.363-Edu of 2015 dated 28.7.2015, in its meetings held on 24.8.2015 and 27.8.2015 decided to obtain information from Private Educational Institutions to enable the Committee to regulate the fee structure of Educational Institutions. All the Educational Institutions of the State are hereby directed to submit the information about their Institute as per the proforma enclosed as Annexure-A (two sets) to this notice. The information should reach the office of the Committee located at H.No. 46/1 post office lane, near JK Bank, Hyderpora, Srinagar, within a period of 21 days i.e by 5th October,2015.


Member Secretary
Fee Fixation Committee
(Commissioner/Secretary to Government
School Education Department).

No. FSC/2015/019

Dated:- 14 -09-2015

Annexure -A

FORMAT FOR PRIVATE INSTITUTIONS/SCHOOLS

<u>S.NO.</u>	<u>PARTICULARS</u>	<u>DETAILS</u>
1.	Name of the Institute/School.	
2.	Location (With full Address) Email/Contact No.	
3.	Date of Establishment of the Institution/ School	
4.	<u>Constitution of the Institute/ School</u> a) Trust/Proprietorship/Firm/AOP/BOI/Others--alongwith Bye-Laws	
	b) PAN if any	
	c) Income Tax Return filed if any If yes, Copy of ITR of last 3 years be furnished	
	d) Income Tax Exemption certificate u/s 12A obtained if any If yes, Certificate thereof to be provided.	
5.	Date/Reference No. of Recognition with period/Department.	
6.	Date/Reference No. of Affiliation with period/Department	
7.	Board Viz. JKBOSE/CBSE/ICSE/Others (Specify)	
8.	If recognized, upto which Standard.	

9.	If affiliated, upto which Standard.	
10.	<p>a) Classes (From----- To-----)</p> <p>b) Total Roll in School/ Institution.</p> <p>c) Sections in each Class</p> <p>d) No. of Students in each Class/Sections</p> <p>e)No. of Students availing Concessional Fee & % of Concession</p>	
11.	<p>Infrastructure</p> <p>a)Give details of Infrastructure of your School like Building, Area of Class Rooms, Play Ground, Toilets, Library, Seminar rooms, Computer Rooms etc.</p>	
	b) Nature of Building whether owned/ Rented/ Leased - If rented/ Leased amount of rent/ lease amount alongwith Rent/ Lease deed	
12	Number and Particulars of Teaching Staff (Name, Qualification, Salary,/Pay Scale, Bank A/C of teacher in which Salary is deposited)	
13.	Number and Particulars of Non-Teaching Staff (Name, Qualification, Salary/Pay Scale, Bank A/C of the Staff member in which Salary is deposited)	
14.	Fee Structure as in August-2014 and in April-2015 i.e	
	i)Amount Charged at the Stage of Admission	
	ii) Monthly Fee of each Standard alongwith bifurcation.	
	iii) Whether fee collected Annually, Monthly or Quarterly.	
	iv) Amount of bus fee charged.	

	v) Any other amount charged with full details (including development charges, stationery charges, building fee, charges for extracurricular activities etc.)									
15.	Details of various collections/amounts charged with full details including those for cultural functions, annual day, any other celebration, fine etc.									
16.	a) No. of buses /transport facilities in use , whether owned or taken on lease. If taken on lease, name and particulars of the owner.									
	b) No. of Students availing transport facility.									
	c) Seating Capacity of each Vehicle.									
	d) Whether any Term loan facility availed against purchase of vehicle. If yes, statement to be provided.									
17.	Date of Constitution of Parents Association alongwith Office Bearers and their Contact numbers.									
18.	Last meeting held of Office Bearers and Parents Association									
19.	Date of Last revision of fee alongwith details.									
20.	Is the revision of fee effected in consultation with the Parents Association and minutes thereof.									
21	Whether there is any proposal to enhance fees or any other charges. If yes, indicate details alongwith Cost Analysis.									
	Particulars of Income & Expenditure of preceding Three Financial Years									
	Income	2011-12	2012-13	2013-14	2014-15	Expenditure	2011-12	2012-13	2013-14	2014-15
	Tuition fee					Expenditure against tuition fee				

	Admission fee					Expenditure against admission fee					
	Bus fee					Expenditure against bus fee					
	Exam. fee					Expenditure against exam. fee					
	Any other fee					Expenditure against any other fee					
	Any other Income										
22.	Whether the School/Institute, at the time of establishment, received, Grant –in –Aid /Financial assistance/or any other assistance in the shape of Land, Building etc. from the Govt. or any other Govt. Agency. If yes, details thereof to be provided.										
23.	Whether the Institute gets any assistance/Grant-in Aid or any other Infrastructure facility or relief from Govt. or Govt. Agency. If yes, give the details of such assistance received during financial year 2011-12, 2012-13, 2013-14 & 2014-15.										
24.	Statement of Accounts Audited by the Chartered Accountant for the year 2012-13,2013-14 & 2014-15 i.e Balance Sheet, Income & Expenditure Account , Receipts & Payments Account alongwith audit report on prescribed form (Form 10 BB) applicable to Educational Institutions.										
25.	Particulars of the Property if any owned by the Institute. If Yes, whether any loan raised against such property.										