

PROFORMA FOR UNAIDED PRIVATE DIPLOMA INSTITUTIONS
(TECHNICAL EDUCATION/MEDICAL EDUCATION)

Instruction for submission for required information/documents

1. Please furnish detail of Expenses/Investment in college Assets in attached formats for the each programme/Courses run by the Institute in Diploma Engineering and Technology, Agriculture engineering, Fashion design and Garment Technology, Home Sciences, Textile design, Textile design (printing), Modern office management and secretariat practice, Library and Information science, Diploma in pharmacy, post graduate Diploma in Biotechnology(tissue culture), P.G. Diploma in Computer Application, P.G. Diploma in Marketing and Sales Management, P.G. Diploma customer service Management, P.G. Diploma in Beauty and Health Care, P.G. Diploma in Tourism and Travel Management, P.G. Diploma advertising and public relation, P.G. Diploma in Textile design, P.G. Diploma in fashion technology, Diploma in Mass Communication, Diploma in Hotel Management and Catering Technology, Diploma in Aircraft Maintenance Engineering and post diploma in Information Technology and any other course recognized by AICTE.
2. Please furnish Audited, Balance Sheet of 2012-13
3. Gross Block of the Assets as on 31.03.2011, 31.03.2012 & 31.03.2013
4. Sanctioned strength of student (course wise) as on 31.03.2011, 31.03.2012 & 31.03.2013.
5. The Information must be submitted in rewritable CD in two sets.
6. The Information should also be submitted in 2 sets in hard copies.

DETAILS OF ALL THE EXPENSES IN CONSOLIDATED FORM (YEAR WISE)

NAME OF INSTITUTION AND CODE

Sanctioned Streight of Student Course wise

Student Strength (No.)	Grand Total of Expenses	Basic of apportionment of each expenses on different programme	Diploma	P.G. Diploma	Post Diploma	Course Such as B. Tech, M.B.A. & M.C.A. etc
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1. Salary Expenses:

Teaching

Non Teaching

Salary to staff for college Administration

Sub Total (1)

2. Direct Recuring Expenses on Course:

Computer Software

Lab Consumables

Purchases of Books

Purchases of Journals

Sub Total (2)

3. Common Operative Expenses: College Admn.

Admission Expenses
Advertisement
Newspaper & Periodicals

Consultancy
Electricity Expenses
Faculty Development Exp.
Fees & Subscription
Maintenance / Running Exp. Of Generator
Annual Maintenance of Building
Annual Maintenance of Computers
Annual Maintenance of Other Assets
Annual Maintenance of furniture
Running/Maintenance of Vehicles
Insurance Expenses
Internet
Bank Charges
Office Expenses
Fees & Taxes
Postage & Stamps
Printing & Stationery
Research Activities
Security Charges
Sports Expenses and Annual Function
Student Welfare
Telephone
Travelling Charges/Convyance
Placement Cell Expenses
Sub Total (3)

4. **Interest**

Interest Paid on Finance

Sub Total (4)

5. **Depreciation on Assets**

Building

Furniture
 Computers & Computer software
 Books
 Lab Equipments
 Other Equipments/Assets
Sub Total (5)

GRAND TOTAL OF COMMON EXPENSES

Name of Institution			
Establishment on			

SUMMARY OF EXPENSES

Course, Post Diploma, Diploma any other courses			
Sanctioned Intake of student in each course			
Year wise strenght of students			

1. Expenses on Teaching Staff

(Give a list of teachers with their monthly salary)

(Rs. In Lacs)

POST	Qualificati on	Strenght (No.)	Pay Scale	Gross Pay	Date of Appointm	Total Annual Expenses
Principal						
Head of Department						
Lecturer						
Any Others (Pl. Specify)						

TOTAL

2. Expenses on Non-Teaching Staff

(Rs. In Lacs)

POST	Qualificati on	Strenght (No.)	Pay Scale	Gross Pay	Date of Appointm	Total Annual Expenses
In charge of Library						
Lab Assistant						
Head Clerk						
Junior Clerk						
Head Clerk/cashier/accountant						
Junior Clerk/Data entry operator						
Computer Assitant/Photocopier Operator						
Lab Attendent						
Class Fourth Employees						
Drivers						
Security Guard (Regular)						
College Administration						

TOTAL

3. Investment of Computer Systems

(Rs. In Lacs)

Items	No.	Rate per Item	Total	
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Terminals
Full Computer Systems
Servers
Printers
Networking Cost
Other related Items

TOTAL

4. Investment on College Building:

(PI give details of area specified for each course/programme/activity

**(Rs. In Lacs)
Amou**

Investment in College Buliding
Investment in hostel/mess/sports

TOTAL

5. Investment on Library Books

No. of Books

**(Rs. In Lacs)
Amou**

TOTAL

6. Investment on Furniture

Cost on Furniture One time

**(Rs. In Lacs)
Amou**

TOTAL

7. Investment on Labs

Cost of Lab Equipments One time

**(Rs. In Lacs)
Amou**

TOTAL

8. Cash flow Statement for the year **2012-13** **2013-14** **2013-14**
estimated Projected

9. Course run by Institute which is not recognised by AICTE using the same infrastructure. If yes full detail of courses & infrastructure used for the purpose.

10. Loan taken for the purpose of creating Infrastructure of the Institute other than the Land (Give details as under)
a Name of Lenders & Amount of Loan from each of them
b Yearwise detail of Loan taken
c Rate of Intt. Loan wise
d Utilization for different activities (Year wise)
e Yearly Interest amount
f Repayment period
g Outstanding of loan (Year wise)

11. Please furnish details of Receipts of Fee from Students in the following format

Name of the Course/Programme			
Years		2010-11	2011-12 2012-13
Students Strength Yearwise (No.)			
Amount of Fee (Rs.) per student			

AS per Companies Act, the following Depreciation Rates are prescribed:

Assets	Rate of Depreciation on Straight Line Method
Building	3.34%
Computer	16.21%
Furniture	9.50%
Office Equipment	4.75%
Books	40.00%
Lab Equipment	16.21%
Vehicle	9.50%