

FEES REGULATING AUTHORITY - 2024-25, Mumbai

305, Govt. Polytechnic Building, Ali Yawar Jung Marg, Bandra (E), Mumbai - 400 051 (M.S.), INDIA

Online Fee Approval Proposal for Academic Year 2024-25

To,
The Hon'ble Chairman,
 Fees Regulating Authority,
 Maharashtra State,
 Mumbai - 400 051

Name of the College /Institute	AR3451 - LOKMANYA TILAK INST. OF ARCH. & DESIGN STUDIES
Address	Plot No. 22-23, SECTOR 5,

Online fee approval proposal for academic year 2024-25**INDEX**

Sr No	Particulars	Status
1	Affidavit in the prescribed format (as per the proforma published) duly verified and attested by the person duly authorised in terms of section 2(l) of the FRA Act, 2015	Yes
2	Audited financial statements of the Institute/College for the financial year 2022-23. The audited financial statements must be accompanied --- (i) Audit Report,	Yes
3	(ii)Receipt & Payment Account,	Yes
4	(iii)Income & Expenditure Account, and	Yes
5	(iv)Balance Sheet. Note: Audited Financial statements must be signed by the Chartered Accountant & to be counter signed by the person duly authorised in terms of section 2 (l) of the FRA Act 2015.	Yes
6	(v) All the financial statements as mentioned above should be accompanied by detailed schedules and notes to accounts.	Yes
7	The Auditors Report for the Financial Year 2022-23. Note: The Auditors Report must be in prescribed proforma i.e. form A1 & form A2 (Annexure - A) duly signed by Auditor along with particulars such as Name of firm, firm registration number, name of their partner or proprietor with his/ her membership number, UDIN.	Yes
8	TDS return/statement for salary (Teaching and Non-Teaching) in Form No. 24Q for quarter-4 along with Annexure II (i.e. Annual Salary Details) duly certified by the college/institute.	Yes
9	TDS return/ quarterly statements for non-salary in Form No. 26Q along with details of deductee, nature of payment, amount, etc, in excel sheet duly certified by the college/institute.	Yes
10	Copy of audited annual financial statements of the Trust/Society for the financial year 2022-23 running the colleges/institute along with all schedules and notes to accounts.	Yes
11	Copies of income tax return/assessment order filed by the trust and institute/college for the assessment year 2022-23 & 2023-24 duly attested by the Auditor.	Yes
12	Proposed budget of the institute/college for the financial year 2023-24 duly signed by the President, Secretary of the Trust & the Principal of the institute/college.	Yes
13	Certified copy of the bank account statement(s) of the institute /college for the Financial Year 2022-23 showing debits entries of the salary paid to teaching and Non-Teaching staff through cheque/NEFT. Note: The original copy of the Bank Statements must be attested as true copy by the Branch Manager of the Bank.	Yes
14	Certified copy of bank account statement(s) of the institute /college for the Financial Year 2022-23 showing debits entries of the all payments made as non-salary expenditure made through bank.	Yes
15	Letter of approval of teaching staff issued by the approving Authority duly attested by the Principal of the institute/college.	Yes
16	Letter showing the sanctioned intake capacity approved by the Competent Authority for the academic year 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 duly attested as true copy by the Principal of the institute/college (as per course duration).	Yes
17	Accreditation Certificate i.e. NAAC, NBA and NIRF if any, duly attested by the Principal of the Institute/College.	Yes
18	Copy of fees structure approved by the Fees Regulating Authority for the academic year 2020-21, 2021-22, 2022-23 and 2023-24 (as per course duration).	Yes
19	Certified copy of the property card and/or 7/12 extract showing the ownership of the land owned by the institute/trust.	Yes
20	Certified copy of the Municipal Property Assessment Register issued by the Municipal Corporation /Municipal Council, Gram Panchayat for the purpose of assessing property tax.	Yes
21	Statement showing the number of students admitted in the college for the course, appeared & passed in examination for the academic year 2022-23.	Yes

Expenses Documents			
Sr No	Expenses Head	Particulars	Status
1	Arrears of salary	Upload Teaching Staff Year-wise breakup of arrears of salary paid during the financial year 2022-23	Yes
2	Arrears of salary	Upload - Non-Teaching Staff Year-wise breakup of arrears of salary paid during the financial year 2022-23	Yes
3	Stipend paid to PG Students	Upload list of PG students, stipend paid amount, date of payment and mode of payment (Bank/cash)	Yes
4	Interns students to UG	Upload list of UG students, stipend paid amount, date of payment and mode of payment (Bank/cash)	Yes
5	Remuneration Charges Paid to Visiting Faculties	Upload List of Visiting faculties, Qualifications, Amount Paid to individual & Mode of Payment (Cash/Cheque/Bank)	Yes
6	Remuneration Charges Paid to Guest Lecturer	Upload List of Guest faculties, Qualifications, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank)	Yes
7	Affiliation Fee Paid to Affiliating Authority	Upload the receipt showing acknowledgement of affiliation fees paid to the affiliating authority.	Yes
8	Inspection Fee paid to various Competent / Affiliating Authorities	Upload - the receipt showing acknowledgement of Payment of inspection fee by the affiliating authority	Yes
9	University Affiliation Fee	Upload the receipt showing acknowledgement of Affiliation Fees paid to the University	Yes
10	Eligibility fees	Upload - Receipt of payment made to university (Students X Eligibility Fee per Student = Total and/or (Repeater Students X Eligibility Fee per Student = Total))	Yes
11	Exam Fee paid to University	Upload - Receipt of payment made to university (Regular Students X Exam Fee per Student = Total) and/or (Repeater Students X Exam Fee per Student = Total)	Yes
12	Enrollment Fee	Upload receipt of payment made to university (Newly Enrolled students X Enrollment Fee per Student = Total)	Yes
13	Practical Exam Fee	Upload - receipt of payment made to university (Regular Students X Practical Fee per Student = Total) and/or (Repeater Students X Practical Fee per Student = Total).	Yes
14	Student Insurance	Upload copy of insurance policy made towards Student	Yes
15	Building Insurance	Upload copy of Insurance policy made towards Building	Yes
16	Furniture, Equipments, Computers, Vehicles etc Insurance	Upload copy of Insurance policy made towards Furniture, Equipments, Computers, Vehicles etc	Yes
17	Repairs & Maintenance of College Building	Upload - Item wise List with course wise bifurcation	Yes
18	Furniture, Equipments, Vehicle, Computers, Electrification, etc Maintenance	Upload - Item wise List with course wise bifurcation	Yes
19	Annual Maintenance Charges (AMC) for e.g. Lift, AC, Fire System, Computer Hardware etc.	Upload - Item wise List with course wise bifurcation and Uploaded AMC agreement or related document	Yes
20	Software License Renewal Fee, Subscription Charges etc.	Upload - Item wise List with course wise bifurcation	Yes
21	Transport Vehicles bus specifically for college use provided by free of cost to students/ staff	Upload the list of students/staff, location (Pickup and Drop location), Per head charges	Yes
22	Processing fee/Review fee paid to Fees Regulating Authority	Upload Processing Fee/Review fee paid to Fees Regulating Authority	Yes
23	Processing fee paid to Admission Regulating Authority	Upload - Processing fee paid to Admission Regulating Authority	Yes
24	Recruitment of Staff published in the newspaper	Upload Item wise List with course wise bifurcation along with copies of advertisement towards advertisement published in newspaper	Yes
25	Admission published in the newspaper	Upload Item wise List with course wise bifurcation towards advertisement publish in newspaper	Yes
26	Advertisement - General	Upload Item wise List with course wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc.	Yes
27	Cost of other advertisements for recruitment of staff	Upload Item wise List with course wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc.	Yes
28	Cost of other advertisements for Admissions	Upload Item wise List with course wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc.	Yes
29	Cost of advertisement required to be published as per rules, regulation, act or any direction issued by Regulating Authority	Upload Item wise List with course wise bifurcation along with copies of advertisement towards advertisement published in newspaper	Yes
30	4. Training & placement expenses	Upload Detail item wise list with course wise bifurcation, date of training/events, Name of consultant, amount paid and mode of payment.	Yes
31	5. Industrial visit/tour	Upload Name of the Company visited, date, no of students, charges per head, Travelling, Food and accommodation charges if any	Yes
32	Any other expenses relating to students activity not covered by item no.1 to 6	Upload Separate list to be attached providing details of expenditure itemwise	Yes
33	Bank Interest on the working capital loan	Upload 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	Yes
34	Conferences Seminar - Faculties	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Conference and Seminar of Faculties	Yes
35	Conferences Seminar - Student	Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Conference and Seminar of Student	Yes
36	Consultancy Fees - Legal	Item-wise list with course wise bifurcation of expenditure claimed under Consultancy Charges with a copy of TDS deducted.	Yes
37	Consultancy Fees - Others (e.g. NAAC, NBA, NIRF, Autonomous, ICR etc.)	Item-wise list with course wise bifurcation of expenditure claimed under Consultancy Charges with a copy of TDS deducted.	Yes
38	Professional Fees - Others (Chartered Accountant, ICWA, Company Secretary, TDS, GST, Professional Tax, Provident Fund etc.)	Item-wise list with course wise bifurcation of expenditure claimed under Professional Charges with a copy of TDS deducted.	Yes
39	Internet Charges	Upload - receipt & proof of payment made to provider	Yes
40	Electricity	Upload Electricity Bill and Receipts	Yes
41	Water and Tanker Charges	Upload Copies of bills and receipts of payments made towards water charges with course-wise bifurcation claimed as an expenditure in the proposal form.	Yes
42	Gardening Material	Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Gardening material	Yes
43	Contractual Manpower services in lieu of Non-Teaching/Administration Staff	Upload - following Document in one pdf - 1. No. of persons employed (Note: List with designation and remuneration to be paid provided separately) 2. Total amount paid to contractor 3. TDS amount deducted and deposited with IT 4. GST collected and paid to GST department	Yes
44	Sweeping and cleaning services	Upload - following Document in one pdf - 1. No. of persons employed 2. Total amount paid to contractor 3. TDS amount deducted and deposited with IT 4. GST collected and paid to GST department	Yes
45	Security services	Upload - following Document in one pdf - 1. No. of persons employed 2. Total amount paid to contractor 3. TDS amount deducted and deposited with IT 4. GST collected and paid to GST department	Yes
46	Labortory Material	Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Laboratory Expenses	Yes
47	Demonstration Material	Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Demonstration Material expenses	Yes
48	Consumables, Chemicals etc.	Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Chemicals, Consumable etc. expenses	Yes
49	The processing fee paid to NAAC / NBA / NIRF / NABH/NABL etc. for accreditation (if applicable).	Upload - Payment to be supported with documentary proof	Yes
50	All other expenses not categories/ not grouped in any heads/sub heads given above	Upload - Itemwise list of expenses, with the particulars	Yes

Income Documents			
Sr No	Income Head	Particulars	Status
1	Tuition Fees	Upload No. of regular students and/or repeater students * Tuition fee = Total Tuition Fee (Year-wise and course-wise bifurcation)	Yes
2	Development Fees	Upload No. of regular and/or repeater students * Dev. Fee = Total dev. fee (Year-wise and course-wise bifurcation)	Yes