

परिचर्या पदविका अभ्यासक्रम शिक्षण शुल्क समिती

विद्यार्थी परिचारिका वसतिगृह इमारत, तळ मजला, सेंट जॉर्जेस रुग्णालय आवार, पी.डी.मेलो रोड, फोर्ट, मुंबई - ४०० ००९.

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NURSING DIPLOMA COURSE SHIKSHAN SHULKA SAMITI

Student nurses hostel building, Ground floor, St. Georges hospital campus, p.d'melo road, Fort, Mumbai-४०० ००९

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Norms for NURSING DIPLOMA COURSES for academic year 2023-24

Interim fee and final fee

- 1.1. The interim fee to be collected at the time of admission in the academic year 23-24 (if the final fee is not approved by that time) is 5% more than the fee approved by the Samiti for the year 22-23 and can be collected at the time of admission in the academic year 2023-24. In the receipt issued to the students it is to be specifically mentioned it is only interim fee and it would be finalized by the samiti in course of time which will be payable by the students.
- 1.2. The interim fee is to be put up on the Notice Board of respective colleges and on the website. Similarly the interim fee is also to be put up on the notice board and on the website of the Samiti.
- 1.3. The Ad-hoc fee shall be 5% more than the approved Ad-hoc fee of the last year.
- 1.4. At the beginning of each academic year, The Samiti will declare the maximum recommended ad-Hoc fees for all courses to be applied by all the new colleges or colleges starting the new course of the said discipline in the said academic year.
- 1.5. Since there will not be any audited financial statements for the second year also, the college will collect from the newly admitted students of second year the ad-hoc fees declared by NDCSSS for such second year.
- 1.6. The approval of final fee will be done after submission of accounts, duly audited for the financial year 2022-23 and on scrutiny of the same and connected documents such as copies of service contracts entered into by the Institute, copies of TDS challan about the salary of teaching and non-teaching staff & provident fund challans.
- 1.7. The final fee for the year 2023-24 for the students admitted in 2023-24 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2022-23 and increasing it by 8% to account for the increase in cost.
- 1.8. The students admitted in the academic year 2023-24 and thereafter continuing their studies will pay an enhance fee of 5% till the completion of the course (during the stipulated period of the course).

- 1.9. If any college does not approach the Samiti for approval of fee for 2023-24 then it can only charge fee as charged by Govt. Colleges. The list of colleges who do not submit proposal to be put on the website of the Samiti. Such colleges to charge fees which are charged by non-autonomous govt. colleges, if such course is run and if such course is not run by the Govt. college then 50% of Ad-hoc fee for that year.
- 1.10. It is to be noted that the fees approved for the students admitted in AY 2023-2024 or earlier will continue to remain unchanged except for the payment of VII pay commission to be notified separately by the SSS. This information is to be put up on the website of colleges/institutions.
- 1.11. Colleges/Institute should provide the details of teaching & non teaching staff as per the norms of GOVT./DMER/INC/Nursing council/MUHS/msbnpe, their salaries, no of years they have put in their service and TDS paid, PF amount payment etc. and whether the faculty appointed is as per norms. The institutes need to submit the details along with the relevant documents such as TDS challan, etc. They also need to submit copies of contracts they have entered into with various service agencies such as security etc. if any. They also need to submit details of legal expenses if any, they might have incurred during the said academic year. They may not be approved.

Fees Proposal filing:

- 2.1 The approval of final fee will be done after submission of proposal with accounts, duly audited for the financial year which is two years before the academic year. (Example: The financial statement of financial year 2021-22 and 2022-23 will be considered for finalizing the fees for 2023-24).
- 2.2 It should be noted that the subsequent documents, information and other developments will not ordinarily be considered while fixing the fees. [e.g. while deciding the fees for the academic year 2023-24, the Balance Sheet and all other information such as sanctioned strength, approval status of teaching faculty etc. regarding the year 2021-22, only will be considered. Any developments after 31/03/2022 will be ordinarily not considered.
- 2.3 The Fees proposal shall be filed on the portal of the NDCSSS along with the requisite documents and information as mentioned on the portal. It is hereby specifically declared that information required and asked for on the portal forms the integral part of these norms.
- 2.4 The last date of the fees proposal shall be such as may be prescribed by the NDCSSS from time to time. The NDCSSS may decide different Dates for different courses or class of courses. Last date for all proposals, however, shall not be

later than 31st Oct falling immediately before the academic year for which fees are to be decided.

- 2.5 Details of Expense: Colleges will classify their all expenses in the categories provided on the portal.

Segmental and Mercantile Accounting:

- 2.6 Where colleges are running multiple activities or courses, (whether under NDCSSS or not), the colleges will submit the financial statements (Receipt and Payment Account, Income & Expenditure A/C Balance Sheet and Audit Report) for each activity or course except when combined proposal is submitted for a group of courses.
- 2.7 Financial Statements should be prepared by following principles from Accounting Standard 17 of Segmental Accounts or related Ind AS 108 as prescribed and modified from time to time by Institute of Chartered Accountants of India (ICAI).
- 2.8 The books of account of the college will be maintained on accrual and mercantile principle of accounting. Trust's financial statements will also be submitted. Along with the fees proposal the Colleges should also submit the budget for the academic year as approved by the Governing Council of the College.
- 2.9 It may be noted that Receipt and Payment A/C should reflect Bank/ Cash Transactions only, expenses or incomes on accrual basis should not appear in Receipt & Payment A/C.

Combined proposal:

- 2.10 In most of the cases where a college runs RANM and RGNM courses or any other inter-related Nursing Diploma courses, the expenditure burden is not easily and accurately separable. In such cases colleges will submit the combined proposals. The entire proposal for all courses will be considered together.

Aided and Non-aided course:

- 2.11 Colleges which are running both aided and non-aided courses may submit the proposal to NDCSSS for unaided courses. They will have to give the segregation of expenditure related to both type of courses. The college shall observe utmost fairness and shall be candid in furnishing necessary details.

Salaries: (Human Resource Expenditure)

- 3.1.1 Salary expenditure of teaching and non-teaching staff as per norms prescribed by regularly authorities such as GOVT/DMER/MSBNPE /INC/MUHS, actually paid and certified by auditor.
- 3.1.2 Salary of employees (teaching/non-teaching) is to be paid through bank accounts only and that can only be approved by the Samiti.
- 3.1.3 Institutions which have implemented the 7th pay commission pay scale have to clearly show the payment as per 7th pay commission pay scale and additional payment, including arrears, if any as per 7th pay commission pay scale separately.
- 3.1.4 The actual salary of teaching and non-teaching staff along with photo copy of pay roll for the entire financial year 2021-22 along with TDS returns filed quarterly (photocopies of pay roll should be certified by Dean/principal by signing on each page as true copy. Salary should be paid by cheque and/or directly transferred to bank account of each employee.)

Non salary revenue expenditure- duly audited.

a. Advertisement Expenses:

The Institution is allowed to spend reasonable amount on advertisement and promotion for getting admissions. Advertisement for appointment of staff and admissions of students as mandatorily required by rules will also be allowed. Ordinarily, 3 advertisements in two newspapers each shall be allowed. In case any common advertisement is issued for many institutions, then it will be required to be shared proportionately.

b. Disallowed Expenses:

The following items will not be allowed.

1. Any unreasonable expenditure of any nature and any excessive expenditure like travelling, printing, electricity etc.
2. Rent of building by whatever name called
3. Depreciation at the rates more than those prescribed by the NDCSSS
4. Legal charges
5. Penalty and fines if any,
6. Building Repairs in the nature of capital expenses.

7. Expenditure not related to the conduct of courses.
8. Bus Transport expenses unless provided free of cost to students/ staff
9. Any expenses directly related to Trust and its members.
10. Expenses related to courses or activities not covered by NDCSSS.
11. Any expenditure of capital nature
12. Scholarship/financial support given to students.
13. Amount of unrecovered fees from students.
14. Expenditure by book-entry without actual expenditure
15. Any other item which in the opinion of the NDCSSS needs to be disallowed partly or fully.

Ordinarily non salary expenditure should not exceed 40% of salary expenditure.

3.2 Hostel expenses should not be included only for R.A.N.M. and R.G.N.M. & other nursing diploma courses.

3.3 The basic infrastructure in the form of building and equipment is required to be provided by the trust before starting of the college/institute. Therefore any expenditure incurred in providing the infrastructure cannot be passed on to the students. No interest on loans taken for consideration as building etc. Would be considered.

3.4 The rates of depreciation fixed by the SSS are as detailed under:-

Assets	life	Cost
computers	Life 4 years	25% of cost
Other equipment (For new equipments purchase during 2021-22)	Life 5 years	15% of cost
Furniture	Life 10 years	15% of cost
Books (For new equipments purchase during 2021-22)	Life 5 years	15% of cost

The colleges/Institutes are required to provide the necessary details. These depreciations are to be claimed only until the total cost is recovered.

3.5 The college shall be allowed usage charges for the building at the rate of Rs.3000/- per student per year for RANM and RGNM course. There shall be no separate payment of rent.

3.6 Increase in Usage Charges:

Sr. No.	Location	Increase per student
1.	Colleges / Institutions within 20 km periphery of Municipal Corporations of Mumbai, Thane, Pune, Nagpur, Nashik and Aurangabad	Rs. 1000
2.	Colleges / Institutions within 15 km periphery of Municipal Corporations other than mentioned above	Rs. 800
3.	Colleges / Institutions within 5 km periphery of Municipal Councils	Rs. 500

If the seats remain vacant, the spare facility available on account of vacancies of no use to the existing students and therefore such students cannot be expected to bear the burden due to vacancies.

Denominator Factor:

4.1 While considering the denominator factor sanctioned intake and actual intake, whichever higher shall be relevant.

4.2 The colleges which are running two shifts should give details and the divisor factor would be the total number of adjusted sanctioned or actual strength which is more.

4.3 Advantage in case of less admissions:

If the admissions are up to 80% of sanctioned intake, 5% increase shall be given; If the admissions are up to 60% of sanctioned intake, 15% increase shall be given; If the admissions are up to 40% of sanctioned intake, 20% increase shall be given; Provided that if the admissions are inordinately low like below 15% of the sanctioned strength no vacancy allowance shall be admissible.

Development fee

- 5.1 Reasonable surplus, meant for development or expansion of the college/institution is fixed on the basis of 10% of the tuition fee. This development fee could be charged only if the institution has provided all the infrastructure and facilities as per norms. A copy of the latest approval from INC, MSBNPE etc. is required to be submitted along with the proposal to levy this development fee.
- 5.2 Autonomous Colleges will be given development fees of 12% instead of 10%.
- 5.3 **Accreditation Incentive:-** The Institution will be allowed additional development fees of 15% of development fees on the basis of Accreditation by NAAC or any good NIRF ranking.
- 5.4 The colleges/Intuitions are strictly prohibited from collection any excess fee/charges other than those approved by the SSS and fee levied by the University concerned. Serious view will be taken against those who violate the directive. Such defaulting college/Institute may be punished suitably which may include reduction in fees up to 50%, recommending to the MSBNPE/Govt. for stopping of admission process and to the University for De-affiliation, etc.
- 5.5 The colleges/Intuitions are required to provide the details of their infrastructure and facilities/ amenities on their website before effecting the admission of students. Fees from Affiliated Hospital.
- 5.6 In the case of more than one course is run in the same premises/building/campus, then the colleges/Intuitions to give number of students or each course and time spent such course every day.
- 5.7 The colleges should submit along with fee proposal budget for the year 2023-24 as approved by the Governing Council of the college. It should be signed by the Dean/Principal, Trustee.
- 5.8 Computation sheet made by the college should be displayed at the noticeboard of the college and on web site immediately on submission of proposal.
- 5.9 The fee proposal submitted to the Samiti to be made available by each college in the office for perusal of the students/parents.

- 5.10 The colleges should also state separately if any income is earned by using the college property/infrastructure during 2021-22 other than fees and how.
- 5.11 It is made mandatory to put it whole fee approval proposal on the website of the colleges/Institutions at the time of submission of proposal to the Samiti. Non-compliance thereof may be penalized by reducing fee by 20%.

Revision

- 6.1. can be filed before the Samiti only by students/parents or colleges/institutes as they are directly interested in the approval of fees by the Samiti.
- 6.2 Revision to be filed within a period 15 days of the declaration of fees on the website of the Samiti. But the time required for obtaining Samiti's calculation sheet to be excluded incase such application is made within 1 week if of the declaration. Time may be extended only by 1 month incase good cause is shown for condonation of delay. It is made clear that at the time of hearing revision/review the Samiti shall have a right to reopen the accounts and documents once again.
- 6.3 The heavy expenditure made on repairs of building to be treated as deferred revenue expenditure.
- 6.4 The jump in fee shall not be ordinarily more than 15% considering the fee approved for the last year.
- 6.5 **Reasonable Hospital deficit:** This will be allowed in case of Medical Courses where self-owned hospital is mandatory. Any income earned out of hospital activities like re-imburement of medical bill from any government scheme (like Mahatma Phule Jan Arogya Yojana etc.), Mediclaim insurance, case-paper fees for OPD, medical stores profit etc will be reduced while arriving at hospital deficit. For claiming hospital deficit, the college will have to submit the detailed hospital accounts with audit report.

MISCELLANEOUS:

If it comes to the knowledge of the NDCSSS through any source such as complaint from students, Faculties, Newspaper & TV reports etc. that the college has shown or inflated certain expenditure or earned certain income or collected certain unauthorized and undisclosed fees that has been left out while fixing the fees by NDCSSS, or there is deficiency in in NDCSSS structure, facilities, Faculties etc. or there is falsification of records or manipulation of any nature, the NDCSSS may initiate the action of reducing the fees after making necessary enquiries including visits etc. and also after giving the college the opportunity of being heard.

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Research & Member NDCSSS

19.7.2018
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