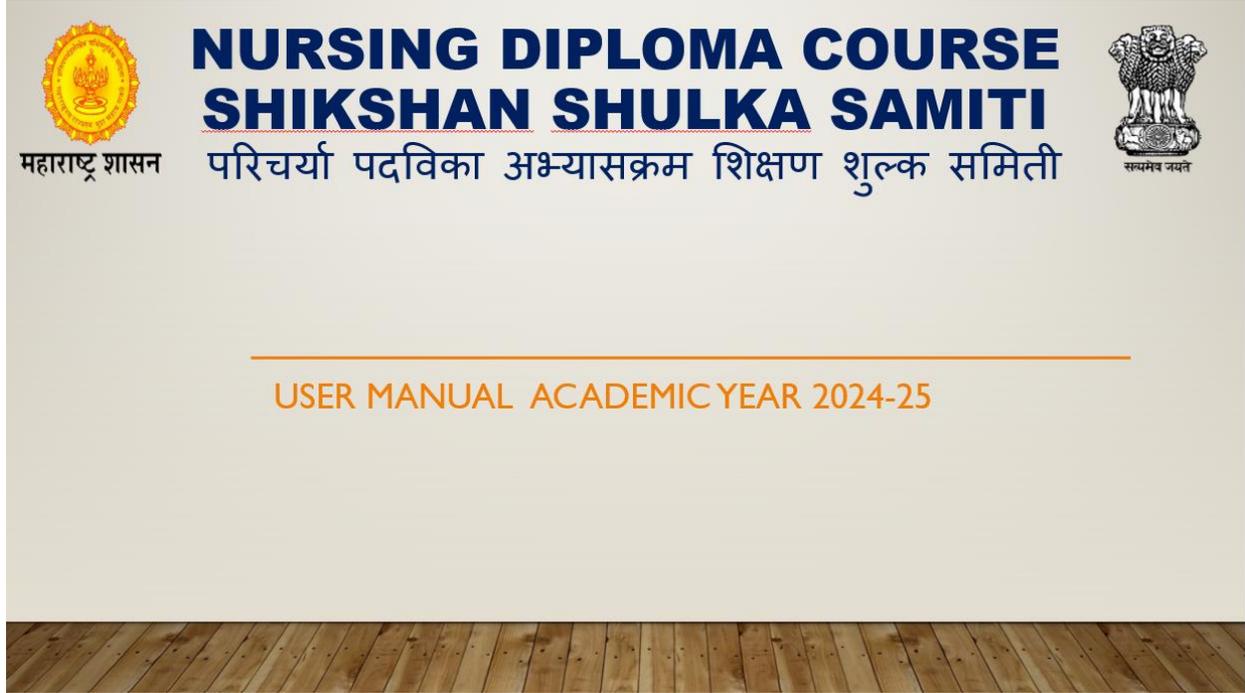
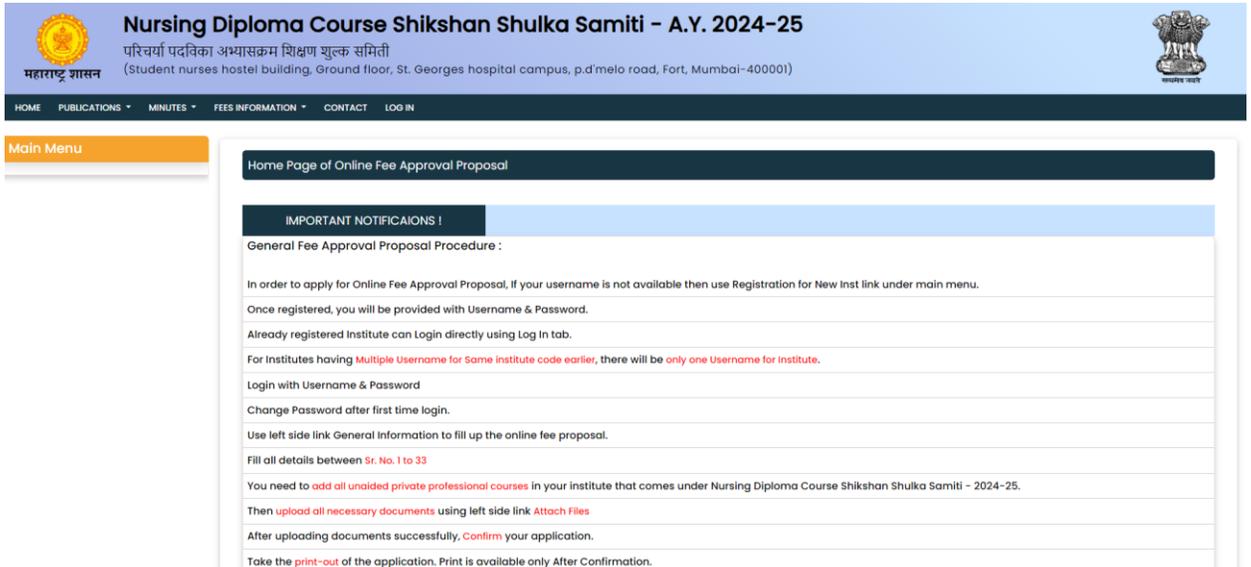


# USER MANUAL FOR NDCSSS



- Visit the link - [ndcsss.info](http://ndcsss.info)
- Indian Nursing Council Norms-  
<https://indiannursingcouncil.org/uploads/pdf/16777602713172325806400970f3f105.pdf>  
Revised GNM syllabus(3 Year), INC website.  
ANM Syllabus (2 Year), INC website.
- Home Page
  - After visiting the link the following page will appear,

- Read all the Important Instructions and fill all the details and click on **LOG IN**,



The screenshot shows the website for the Nursing Diploma Course Shikshan Shulka Samiti for the academic year 2024-25. The header includes the organization's name in English and Marathi, its address, and the state emblem of India. A navigation menu contains links for Home, Publications, Minutes, Fees Information, Contact, and Log In. A 'Main Menu' sidebar is visible on the left. The main content area is titled 'Home Page of Online Fee Approval Proposal' and features an 'IMPORTANT NOTIFICATIONS!' section. The text in this section provides instructions for applying for an online fee approval proposal, including registration details, login procedures, and document upload requirements.

**Home Page of Online Fee Approval Proposal**

**IMPORTANT NOTIFICATIONS !**

**General Fee Approval Proposal Procedure :**

In order to apply for Online Fee Approval Proposal, If your username is not available then use Registration for New Inst link under main menu.

Once registered, you will be provided with Username & Password.

Already registered Institute can Login directly using Log In tab.

For Institutes having **Multiple Username for Same institute code earlier**, there will be **only one Username for institute**.

Login with Username & Password

Change Password after first time login.

Use left side link General Information to fill up the online fee proposal.

Fill all details between **Sr. No.1 to 33**

You need to **add all unaided private professional courses** in your institute that comes under Nursing Diploma Course Shikshan Shulka Samiti - 2024-25.

Then **upload all necessary documents** using left side link **Attach Files**

After uploading documents successfully, **Confirm** your application.

Take the **print-out** of the application. Print is available only After Confirmation.

- After clicking on the LOG IN you will see the following page.
- After getting the username and password click on log in option, and log in with your User Name, Password and Enter Captcha.

**Main Menu**

**Login Page Instructions**

- The portal is more efficient & versatile with latest versions of Mozilla Firefox, Google Chrome & Internet explorer 8 & above. So if you have any problems with Internet Explorer lower versions Please use Mozilla Firefox or Google Chrome or Internet Explorer 8
- [Click here to download Google Chrome](#)
- [Click here to download Mozilla Firefox](#)
- [Click here to download Internet explorer 8](#)

LOGIN	DO'S	DONT'S
<p><b>User Name</b></p> <input type="text" value="Enter Username"/>	<ul style="list-style-type: none"> <li>✓ Update your password regularly for enhanced security.</li> <li>✓ Select a password that's easy to remember without writing it down.</li> <li>✓ Opt for a password with at least 10 characters and symbols.</li> <li>✓ Generate a unique password for each account to prevent duplication.</li> <li>✓ Decline the 'keep me logged in' or 'remember me' options on websites.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Don't share your password with anyone, maintain its confidentiality.</li> <li>✗ Avoid including parts of your username, first name, or last name.</li> <li>✗ Don't store passwords locally or online, prioritize safety.</li> <li>✗ Avoid using predictable patterns such as 1234 or abcd.</li> <li>✗ Don't reuse the same password across different platforms.</li> </ul>
<p><b>Password</b></p> <input type="text" value="Enter Password"/>		
<p><b>Enter Captcha</b></p> <input type="text" value="Enter Captcha [ 9 + 2 = ? ]"/>		
<input type="button" value="Login"/>		



➤ **Institute Login**

- After successful login, you will navigate to the following page,

**Administrator**

- » Home page
- » Change Password
- » User Manual

**Institute Activity**

- » General Information
- » Attach Files
- » Expenses - Attach Files
- » Pay Processing Fees
- » Processing Fees Receipt
- » Confirm

**Other Activities**

**Link Will Activate soon..**

Institute Home Page for Online Fee Approval Proposal

<b>Inst Code and Name</b>	9999 Dummy Institute
<b>Inst Type, Subtype and Level</b>	MEDIC, ANM,

Use left side links to fill all the information.



➤ **Change Password**

- Here you can change the password if you want.

➤ **User Manual**

- Click on the user manual to understand the website neatly.

➤ General Information

- There are multiple links under the General Information.

➤ Trust Information Details

- Fill all the information which is mandatory.
- The fields marked with (\*) are mandatory.
- Click the button "Save Changes" after filling all the details so as to save the information about the Trust.
- To add the Trustee details, click the "Add Trustee Details" button.
- Click on the "Add New Institute" button to add Educational Institution established/ funded/ operated by the Trust/ Society.

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Click the button "Save Changes" after filling all the details so as to save the information about the Trust.
- To add the Trustee details, click the "Add Trustee Details" button.
- Click on "Add New Institute" button to add Educational Institution established/ funded/ operated by the Trust/ Society.

**Note:** It is mandatory to provide details of all the institutions run by the Trust.

Proforma for common information of organization promotion various colleges / institutes for the year 2024-25 (Information of the Trust)	
*Name of the Trust/Society	TRUST DUMMY
*Address (With Pin Code)	ST. JORG HOSPITAL NDCSSS
*District:	Kolhapur
*Select Taluka	Bavda
*Telephone No. with STD Code	023
*Fax No. with STD Code	589966666
*E-mail ID	as@byn.in
*Website	www.ndcsss.com
*Registration No. of the trust	1234567



Institute Trustee Details: Details of Trustee as per the information recorded with the Charity Commissioner.  
 Note: Attached the copy of change report accepted by the Charity Commissioner.

[Add Trustee Details](#)

No file chosen

[View](#)

Sr.No.	Name of Trustees	Designation	Profession of Trustee	Whether Trustee Working As Employee In The Same Institute
1	TRUSTEE 1	PRESIDENT/CHAIRMAN	POLITITION	YES
2	TRUSTEE 2	MEMBER OF THE TRUST	FARMER	NO
3	DHEERAJ PATIL	SECRETARY	MEMBER	YES

Educational Institution established/ funded/ operated by the Trust/ Society

[Add New Institute](#)

Sr.No.	Name of College , School or Activity	Code No	Year of Establish	Courses	Address
1	DUMMY INST 2	111111	2011	MBBS	CSMT 2,MUMBAI
2	DUMMY INST 1	1234	2022	4321	PUNE



## ➤ Form A1

FORM-A1      Last Updated On :- 24/09/2024 05:58 PM      [Prev](#) [Next](#)

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the information of the Institute.
- Attach documents where need

(Proposal for fixation of fees - AY - 2024-25 - FORM -A)

Annual financial report of Trust/ Society for last year

**Details of Land**

Sr. No.	Particulars	Area (in Sq.Mtr.)		Cost of acquisition (Rs Lakhs)	Extent of subsidy / concession
		As Per Norms	Available		
College / Institute					
1	Free Hold				
A	Govt.	<input type="text" value="485"/>	<input type="text" value="35"/>	<input type="text" value="54"/>	<input type="text" value="3456"/>
B	Others	<input type="text" value="2147483647"/>	<input type="text" value="45"/>	<input type="text" value="5464"/>	<input type="text" value="465"/>
1	Total	<b>2147484132</b>	<b>80</b>	<b>5518</b>	<b>3921</b>
2	Lease Hold				
A	Govt.	<input type="text" value="456"/>	<input type="text" value="4566"/>	<input type="text" value="46"/>	<input type="text" value="5"/>



- Fill all the information which is mandatory.
- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information of the Institute.
- Attach documents where need.

## ➤ Institute Courses and Programs

Course Information Confirmed..

Manage Streams

Last Updated On :- 25/09/2024 04:05 PM

Prev Next

### Important Instructions:

- The fields marked with (\*) are mandatory.
- [Click on Add course to add New Course.](#)
- [Click on Edit to Edit Course Information.](#)
- [Click on Delete to delete Course.](#)

### Abbreviations Used :-

**D:-** Duration in Years

**LE:-** Lateral Entry Sanction Intake

**OR:-** On roll Students

### Courses Information

Sr No	Stream	Course	D	SI									Edit	Del
				2022-23			2021-22			2020-21				
				SI	LE	OR	SI	LE	OR	SI	LE	OR		
1	ANM	ANM NURSING	2	60	0	60	60	0	60	40	0	0	<a href="#">Edit</a>	NA
			Total	60	0	60	60	0	60	40	0	0		

### Abbreviations Used :-

**D:-** Duration in Years

**LE:-** Lateral Entry Sanction Intake

**OR:-** On roll Students

### Important Instructions

1. The option of No Upward Revision will be available for any course/courses for which the fee was approved by the Fees Regulating Authority in the immediate previous year and the institute is willing to continue to apply the same fees structure for such course for the next academic year as provided under section 14(1)(b) of the Maharashtra Unaided Private Professional Educational Institutions ( Regulation of Admissions and Fees) Act, 2015.
2. The submission of online proposal shall be mandatory even if the institute opts for No Upward Revision for any course/courses.
3. No communication in the form of letter/email or any other form shall be entertained in respect of No Upward Revision.
4. If the institute wants to retain the fees approved for the academic year 2023-24 then select N0 otherwise select, Yes to submit the fees proposal for the academic year 2024-25.

### Upward Revision Form

Sr No	Stream	Upward Revision Status 2023-24	Upward Revision For A.Y.2024-25
1	ANM	Y	YES <input type="button" value="v"/>

Confirm

- Fill all the information which is mandatory.
- The fields marked with (\*) are mandatory.
- Click on Add Course to add New Course.

- Click on Edit to Edit Course Information.
- Click on Delete to delete the Course.

➤ Form B (Sr No 1-3) (Inst Info)

- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information
- Click On Add Bank Details (Add All bank Account Details in case of Multiple Accounts) For adding Bank Details.

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information
- Click On Add Bank Details (Add All bank Account Details in case of Multiple Accounts) For adding Bank Details

-->

Institutes Details	
*Name of the College /Institute	Dummy Institute
*MSBNPE Code	9999
*Address	mumbai
*Village	andheri
*Select District	Mumbai-City
*Select Taluka	Boriwali
*PIN Code	410005
*Year of Establishment	2022



*Telephone No. (With STD code)	STD Code: <input type="text" value="222"/> Telephone No: <input type="text" value="3333333"/>
*Mobile Number & WhatsApp number	Mobile No: <input type="text" value="999999999"/> WhatsApp No: <input type="text" value="8888888888"/>
*E-Mail ID	<input type="text" value="as@byn.in"/>
*Web Site	<input type="text" value="dummy.com"/>
*Whether Land or Building Allotted by the government or public body	<input type="text" value="No"/>
*Type of Land	<input type="text" value="On Ownership"/>
*Location of College	<input type="text" value="Within Limit of Municipal C"/>
*College is established/located in Hilly Area/Tribal Area	<input type="text" value="Yes"/>
*Whether Aadhar based Biometric Attendance Available for all Staff (Teaching and Non Teaching)	<input type="text" value="Yes"/>
*Whether college is autonomous	<input type="text" value="No"/>
*Ph.D Holders percentage of Total Teaching Staff	<input type="text" value="90"/> %



*Placement of students	<input type="text" value="90"/> %												
*Name of the Director / Principal of the Institution	<input type="text" value="principal"/>												
*Person duly authorised in terms of section 2 (i) of the Act	Name - <input type="text" value="NA"/>												
	Designation - <input type="text" value="OS"/>												
	Mobile - <input type="text" value="777777777"/>												
*Sanctioned Intake capacity as per MSBNPE/INC/ University	<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Sub Type</th> <th>Sanction Intake</th> <th>Actual Intake</th> <th>Appeared</th> <th>Passed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ANM</td> <td>120</td> <td>120</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Sr. No	Sub Type	Sanction Intake	Actual Intake	Appeared	Passed	1	ANM	120	120	0	0
Sr. No	Sub Type	Sanction Intake	Actual Intake	Appeared	Passed								
1	ANM	120	120	0	0								

**Manage Bank Details of Institute/College**

[Click here to Add Bank Details. \(Add All bank Account Details in case of Multiple Accounts\)](#)

Sr. No	Bank Name	Account No	Branch Name	Delete
1	SBI	987456123	MUMBAI	<a href="#">Delete</a>



**Save Changes**

➤ Form B (Sr No 4-11)

- The fields marked with (\*) are mandatory.

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

4.		I Year	II Year	III Year	IV Year	V Year
	(A) Total No. of Students for the Course (Excluding PIO / Foreign National Students)	0	0	0	0	0
	(B) Total No PIO / Foreign National Students for the Course	0	0	0	0	0
5.	Year of recognition by respective council	<input type="text"/>				
6.	Name of the University/Board/Affiliated Body to which this course is affiliated	Maharashtra State Board of Nursing and Paramedical Education ▼				
7.	Whether Permitted by State Govt.	Yes ▼				
8.	Whether Hostel Facility is available	Yes ▼				
	If yes, mention capacity and facilities provided in the hostel	Boys	<input type="text" value="30"/>			
		Girls	<input type="text" value="30"/>			
		Total Capacity	<input type="text" value="60"/>			

8.	Whether Hostel Facility is available	Yes ▼				
	If yes, mention capacity and facilities provided in the hostel	Boys	<input type="text" value="30"/>			
		Girls	<input type="text" value="30"/>			
		Total Capacity	<input type="text" value="60"/>			
9.	Total No. of laboratories in the Department	<input type="text" value="2"/>				
	Total cost of equipment in the department (Rs. in Lakhs)	<input type="text" value="10"/> Rs. in Lakhs				
10	Total Cost of equipment in the Department including software(Rs. in Lakhs) in Working Condition	a) UG	<input type="text" value="10000"/> Rs. in Lakhs			
11	Total cost of equipments in the Department including software (Rs. in Lakhs) in Working Condition	b) PG	<input type="text" value="20000"/> Rs. in Lakhs			

**Save Changes**

- Fill all the details and click on the "Save Changes" button to save the Information.

➤ Form B (Sr No 12-13)

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the information of staff

12	Whether Library facility is available (Departmental) Excluding Central Library if yes give details	No. of Titles	<input type="text" value="100"/>			
		No. of Books available	<input type="text" value="50"/>			
		No. of Journals subscribed in current year	<input type="text" value="10"/>			
	B) Carpet Area in Use for Library (in Sq. Mtr.)	<input type="text" value="5000"/>				
	c) Facilities in Department - Library	1.	<input type="text" value="Comfortable seating arrangement"/>			
2.		<input type="text" value="water cooling"/>				
3.		<input type="text" value="book"/>				
4.		<input type="text" value="journal"/>				
13	No. of Staff					
Teaching Staff	As per Council norms	Posts filled in			Total Filled in Posts	Vacant Posts
		Regular	Adhoc	Contract		
a) Tutors	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	9	



**Save Changes**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information.

## ➤ Form B (Sr No 13-14)

Student - Teacher Ratio		Total Number of Teachers	Sanctioned Intake 120			Student on Roll 120
a) With approved staff		<input type="text" value="15"/>	Student - Teacher Ratio = 8:1			Student - Teacher Ratio = 8:1
b) With (approved adhoc + contract) staff		<input type="text" value="0"/>	Student - Teacher Ratio = :1			Student - Teacher Ratio = :1
Non Teaching Staff (in the Department)	As per council norms	Posts Filled in			Total Filled in Posts	Vacant Posts
		Regular	Adhoc	Contract		
a) Technical	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	3	
b) Non- Technical	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	6	
c) Class- IV	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	6	
TOTAL		5	5	5	15	0
Ratio of Non - Teaching - Teaching staff		<input type="text"/>				

**Save Changes**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information of staff
- Click add details of staff in Library Department with posts and scale, nature of appointment to add library staff

➤ Form B (Sr No 15-12)

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of Land

15	Salary given to the staff (Whether it is as per 5th /6th /7th Pay commission / any other norms)	Yes		
16	Whether Building is owned / <u>Rental by college</u> / Institute:	Owned		
	b) if owned built-up area in 5000 Sq.Mtr.	College / Institute	Others	Total
	Capital investment (Amount Rs. in Lakhs)	100000	10000	110000
	Recurring annual expenditure (Amount Rs. in Lakhs)	20000	2000	22000
	b) if Rental Built-up area in 1000 Sq.Mtr.	College / Institute	Other	Total
	Annual Expenditure (Amount Rs. in Lakhs)	7777	22222	29999
17	Mention relation of the landlord with the college / institute if Any	NA		



Save Changes

- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information.

➤ Form B - Annual Income

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Add Income Details" button to save the Information of the Income.
- **Annual Income (Rs.) (Statements showing income in the Financial Year 2022-23 as per Audited Financial Statements duly certified by the Auditor)**

**Segmental bifurcation of Income**

Sr. No	Income Head	Total Income	ANM	Non NDCSSS	Hostel	Hospital	Trust	Delete
1	EXAM FEE	100000	100000	0	0	0	0	Delete
2	TRANSPORT	250000	250000	0	0	0	0	Delete
Total Income		350000	350000	0	0	0	0	

**ADD INCOME DETAILS**

Income Head	Total Income	Segmental bifurcation of Income				
		ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Income Details



- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Add Income Details" button to save the Information about the Income.

➤ **Form B - Annual Income Conversion**

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Add Income Details" button to save the Information of the Income Details.
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Income**

Sr No	Income Head	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust	Total
1	Tuition Fees	Total <input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="10"/>	<input type="text" value="40"/>	<input type="text" value="0"/>	200
2	Development Fees	Total <input type="text" value="400"/>	<input type="text" value="200"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	800
3	Breakage Fees	Total <input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="0"/>	200
4	Admission / Application Form Fees	Total <input type="text" value="40"/>	<input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	80
5	Fine and Penalties	Total <input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	40

Save Income Details

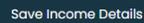


**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Add Income Details" button to save the Information of the Income Details.
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Income**

Sr No	Income Head	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust	Total
48	Statutory fee such as fee prescribed University for exam	Total 120	60	30	30	0	240
49	Statutory fee such as fee prescribed University for sports	Total 100	50	25	25	0	200
50	Statutory fee such as fee prescribed University for eligibility	Total 70	0	0	0	0	70
51	Deficit - Excess Expenditure over Income	Total 0	0	0	0	0	0
Total Income Conversion		12700	5775	4965	990	820	25250



- The fields marked with (\*) are mandatory.
  - Put 0 (Zero) Wherever Not Applicable.
  - When you fill all the details click on the Save Income Details button.
- 
- Form B - Annual Expenses
  - The fields marked with (\*) are mandatory.
  - Fill all the details and click on the "Add Expense Details" button to save the Information of the Expense Details.

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- **Statements showing expenditure made in the Financial Year 2022-23 as per Audited Financial Statements duly certified by the Auditor.**

**Segmental bifurcation of Expense**

Sr. No	Expense Head	Total Expense	ANM	Non NDCSSS	Hostel	Hospital	Trust	Delete
1	TRANSPORT	400000	250000	150000	0	0	0	Delete
Total Expenses		400000	250000	150000	0	0	0	

**ADD EXPENSE DETAILS**

Segmental bifurcation of Expenses						
Expense Head	Total Expense	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Expense Details



- Form B - Annual Expenses - Salary - Teaching
- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust	
Salary - Teaching Staff	Pay	<input type="text" value="200"/>	Total	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
			<input type="text" value="100"/>					
			Paid	<input type="text" value="100"/>				
			Provision for Unpaid	<input type="text" value="0"/>				
			Claimed	<input type="text" value="100"/>				
Salary - Teaching Staff	Colleges Contribution to PF	<input type="text" value="500"/>	Total	<input type="text" value="250"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
			<input type="text" value="250"/>					
			Paid	<input type="text" value="250"/>				

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



➤ Put 0 (Zero) Wherever Not Applicable.

➤ Form B - Annual Expenses - Salary - Non Teaching

Expenses Details with Conversion Last Updated On :- 25/09/2024 10:44 AM Prev Next

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Note:** The expenses made towards contractual services hired through the contractor be shown and claimed under the specific head provider for this same under non-salary expenditure.

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust	
Salary - Non-Teaching Staff	Pay	1000	Total	500	500	0	0	0
			Paid	500				
			Provision for Unpaid	0				
			Claimed	500				
Salary - Non-Teaching Staff	Colleges Contribution to PF	200	Total	100	50	50	0	0
			Paid	100				
			Claimed					

• **Claimed:- Claimed for Fee Calculation.**

Save Expense Details

➤

➤ The fields marked with (\*) are mandatory.

➤ Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.

➤ Claimed:- Claimed for Fee Calculation.

➤ Put 0 (Zero) Wherever Not Applicable.

➤ Form B - Annual Expenses - Stipend, Honorarium, Affiliation, Inspection, Eligibility, Exam, Enrollment Fees, Insurance etc

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSS Courses	Hostel	Hospital	Trust
Stipend / To Interns / Students	Stipend Paid to Students Upload list of PG students, stipend paid amount, date of payment and mode of payment (Bank/cash) <a href="#">View</a>	1000	Total 500 Claimed 500	500	0	0	0
Honorarium/ Remuneration paid to the visiting faculty/Guest lecturer	Guest lecture Upload List of Guest faculties, Qualifications, Subject, Amount Paid to individual & Mode of Payment (Cash/Cheque/Bank)	2000	Total 500 Claimed 500	500	500	500	0
Affiliation	Affiliation Fees Paid to MSBNPE and INC Upload the receipt of payment showing acknowledgement of	200	Total 100 Claimed	100	0	0	0

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B - Annual Expenses - Repairs and Maintenance

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
Repairs and Maintenance	Furniture, Equipments, Vehicle, Computers, Electrification etc Maintenance <b>Upload - Item wise List with course wise bifurcation</b>	500	Total 500 Claimed 500	0	0	0	0
Transport Charges	Transport Vehicles bus specifically for college use provided by free of cost to students/ staff <b>Upload the list of students/staff, location (Pickup and Drop location), Per head charges</b>	600	Total 600 Claimed 600	0	0	0	0
Total Expenses		2100	1600	500	0	0	0
Total Claimed Expenses			1600				

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B - Annual Expenses - Audit Fees, Advertisement, Expenses related to student etc

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
Audit Fees	Audit Fee - College/Legal Upload Audit Fee - College/Legal	100	Total	50	0	0	0
			Claimed	50			
Fee Regulating Authority fees	Processing fees paid to NDCSSS Upload Processing Fee/Review fee paid to Fees Regulating Authority	500	Total	300	0	0	0
			Claimed	200			
Expenditure of Advertisement	Recruitment of Staff published in the newspaper for College Upload Item wise List with course wise bifurcation along with	300	Total	0	0	0	0
			Claimed	300			

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
- Form B - Annual Expenses - Bank Interest / Commission / Charges, Conference and Seminar, Professional Charges etc

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
Bank Interest / Commission / Charges	Bank Charges/Bank Commission Upload Bank Charges/Bank Commission	100	Total 100	0	0	0	0
			Claimed 100				
Bank Interest / Commission / Charges	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	200	Total 200	0	0	0	0
			Claimed 200				
Conference and Seminar	Conferences Seminar - Student Helpline	100	Total	0	0	0	0

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details

- 
- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.
  
- Form B - Annual Expenses - Meeting Fees and Expenses, Communication Expenses, Printing and Stationery etc

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSS Courses	Hostel	Hospital	Trust
Meeting Fees and Expenses	Conveyance, Travelling for Official Purpose to Members Upload Conveyance, Travelling for Official Purpose to Members	100	Total	0	0	0	0
			Claimed	100			
Communication Expenses	Internet Charges Upload - receipt & proof of payment made to provider	200	Total	0	0	0	0
			Claimed	200			
Communication Expenses	Telephone, Fax Charges Upload Telephone, Fax Charges	300	Total	0	0	0	0
			Claimed	300			

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



- The fields marked with (\*) are mandatory.
  - Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
  - Claimed:- Claimed for Fee Calculation.
  - Put 0 (Zero) Wherever Not Applicable.
- 
- Form B - Annual Expenses - Establishment Expenses, Laboratory Material and Other Consumable etc

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
Establishment Expenses	Electricity, Water, Hospital Municipal Tax / Property Taxity Upload Electricity Bill and Receipts	<input type="text" value="1000"/>	Total <input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
			Claimed <input type="text" value="1000"/>				
Contractual Services	Contractual Manpower services in lieu of Non-Teaching/ Administration Staff Contractual Manpower services (Sweeping and Security Services) Upload - following Document in one pdf - I. No. of persons employed (Note: List with designation and remuneration to be paid provided	<input type="text" value="500"/>	Total <input type="text" value="500"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
			Claimed <input type="text" value="500"/>				

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.

### ➤ Form B - Annual Expenses - Hostel Expenses

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.

### ➤ Form B - Annual Expenses - Other, Depreciation, Magazine, Journals, periodicals etc subscription, Excess of income, Rent etc

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
Depreciation	As debited to Income & Expenditure Account Upload As debited to Income & Expenditure Account	100	Total 100 Claimed 100	0	0	0	0
Magazine, Journals, periodicals etc subscription	Magazine, Journals, periodicals etc subscription Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Magazine, Journals, periodicals subscription etc.	200	Total 200 Claimed 200	0	0	0	0
Excess of income over expenditure	Excess of income over expenditure	300	Total	0	0	0	0

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



➤ **Form B - Annual Expenses - Educational Visit, Clinical Experience**

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the information of the Expense Details.
- **Claimed:- Claimed for Fee Calculation.**
- **Put 0 (Zero) Wherever Not Applicable.**

**Segmental bifurcation of Expenses**

Main Head	Sub Head	Total Expenses	ANM	Non NDCSSS Courses	Hostel	Hospital	Trust
Educational Visit	Expenses related to Educational Visit(Permission Letter) Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Expenses related to Educational Visit	100	Total 100 Claimed 100	0	0	0	0
Clinical Experience Expenses	Affiliated Hospital MOU Charges(Fee Receipt) and Permission Letter Upload Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of affiliated	200	Total 200 Claimed 200	0	0	0	0

- **Claimed:- Claimed for Fee Calculation.**

Save Expense Details



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Claimed:- Claimed for Fee Calculation.
- Put 0 (Zero) Wherever Not Applicable.

- Form B (Sr No 19-20)
- The fields marked with (\*) are mandatory.
- Fill all the details and click on the "Save Changes" button to save the Information of the equipment.

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of the Equipments.

Projected Addition		College / Institute / Hostel		
Particulars	2023-24 (Rs.)	2024-25 (Rs.)	2025-26 (Rs.)	
a. Land(area )	1000	2000	3000	
b. Building (built-up area in Sq. Mtr.)	2000	1000	1000	
c. Lab / Work shop	2000	3000	5000	
d. Laboratory equipments	5000	5000	2000	
e. Books	2000	200	200	
f. Furniture & dead stock	500	500	300	
g. Vehicals	600	600	300	
h. Others	500	100	100	
<b>Total</b>	13600	12400	11900	



Save Changes

- Form B (Sr No 21-26)

FORM B9 Last Updated On :- 25/09/2024 11:26 AM Prev Next

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the information of the Infrastructure Details.

21	The common infrastructure used by the trust for various colleges run by them in the same premises	
22	a) Expenses per student for UG course	
	b) Expenses per student for PG course	
23	Fees collected during last year per student for UG course	
Year	No of Students	fees collected (Rs.)
2022-23		
1 <sup>st</sup> Year	<input type="text" value="60"/>	<input type="text" value="300000"/>
2 <sup>nd</sup> Year	<input type="text" value="60"/>	<input type="text" value="400000"/>
3 <sup>rd</sup> Year	<input type="text" value="40"/>	<input type="text" value="50000"/>
4 <sup>th</sup> Year	<input type="text" value="40"/>	<input type="text" value="60000"/>
5 <sup>th</sup> Year	<input type="text" value="40"/>	<input type="text" value="50000"/>
24	Fees collected during last year per student for PG course	
2022-23		
1 <sup>st</sup> Year	<input type="text" value="5000"/>	<input type="text" value="6000"/>
2 <sup>nd</sup> Year	<input type="text" value="500"/>	<input type="text" value="6000"/>
25	Fees collected (2022-23) per student for UG/PG course	
		UG Course - <input type="text" value="500"/>
		PG Course - <input type="text" value="500"/>
No of Students of 1st year	Average fees collected per student(Amount In Rs.)	Total fees collected (Amount Rs. In Lakhs)
a) Indian (Govt. Quota + Management)	<input type="text" value="6000"/>	<input type="text" value="60000"/>
b) PG + Foreign National	<input type="text" value="6000"/>	<input type="text" value="30000"/>
26	Fees proposed for each course during 2024-25.	

[Save Changes](#)



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of the Infrastructure Details.
- Form B - Administrative Staff in the Institute / College

FORM B10 Last Updated On :- 25/09/2024 11:26 AM Prev Next

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the information of the Administration.

Administrative Staff in the Institute / College	
Name of the Principal / Director	<input type="text" value="principal"/>
Regular /incharge	<input type="text" value="Regular"/>
Pay Scale	<input type="text" value="500000"/>

[Save Changes](#)



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of the Administration.

➤ Form B - Teaching & Non-Teaching Ratio

FORM BII
Last Updated On :- 25/09/2024 11:27 AM
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Next

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of Student Staff Ratio.

(c) Student - Teacher Ratio (Total no. students & total no. of staff in the college)						
Sr No	Stream	Total Sanction Intake Capacity	Student: Teacher Ratio	No. of Teaching staff to be employed as per staffing pattern	Whether teaching staff is in excess of required staff as per staffing patterns	If teaching staff employed is less than required staff as per staffing pattern then No. of person short of required staff
1	ANM	120	12	5	0	2
(d) Teaching To Non-Teaching Ratio -						
		Ratio	As per respective Council Norms			
	Inclusive of Technical, Skilled & Unskilled Staff	2	2			

Save Changes



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of the Administration.

## ➤ Form C

FORM C- Library Facility

Last Updated On :- 25/09/2024 11:27 AM

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### Important Instructions:

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

Total No of student in the institute		<input type="text" value="200"/>
Reading hall capacity		<input type="text" value="100"/>
Total carpet Area Sq.Mtr.		<input type="text" value="50000"/>
a)	No. of Titles	<input type="text" value="100"/>
b)	No. of Books	<input type="text" value="50"/>
c)	No. of National Journals	<input type="text" value="30"/>
d)	No. of International Journals	<input type="text" value="20"/>
e)	Non-Teaching Journals	<input type="text" value="10"/>
f)	Total Cost of	

g)	Cost of Furniture	<input type="text" value="3"/>	Lakhs
h)	Whether Xerox facility is available	<input type="text" value="Yes"/>	
i)	Whether Internet facility is available	<input type="text" value="Yes"/>	
	Band Width	<input type="text" value="6"/>	
j)	No. of Computer available in the Library	Pill	<input type="text" value="6"/>
		PIV	<input type="text" value="5"/>
		PV	<input type="text" value="5"/>
k)	Whether multimedia facility is available	<input type="text" value="Yes"/>	
l)	Whether digitization of library is done	<input type="text" value="Yes"/>	
m)	Any other amenities provided to students in library.	<input type="text" value="7"/>	

Save Changes

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

➤ Form D

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

1	Whether the central computing facility is available	Yes <input type="button" value="v"/>
2	Number of PIII or equivalent and above PC available	5 <input type="text"/>
3	Whether legal licenses of System & Application Software available?	Yes <input type="button" value="v"/>
4	Number of System Software's available	5 <input type="text"/>
5	Number of Applications Software's available	2 <input type="text"/>
6	Number of Printers available (Type: DMP/ DeskJet /LaserJet)	2 <input type="text"/>
7	Number of Scanners available	6 <input type="text"/>
8	Total cost of the printers and scanners	6 <input type="text"/>
9	Whether the Generator / UPS back-up available(back-up period and capacity in KVA)	Yes <input type="button" value="v"/>



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

## ➤ Form E

FORM E - Details of Teaching & Non-Teaching Staff

Last Updated On :- 27/09/2024 12:31 PM

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### Important Instructions:

- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

Details of Teaching and Non Teaching staff for the Accounting Year 2022-23

Select Faculty Type	Designation / Post as per norms mentioned	Actual requirement of Staff as per respective Council norms	Actual appointed
Select Type Faculty ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Changes

Details of Teaching and Non Teaching staff for the Accounting Year 2022-23

Sr.No	Faculty Type	Designation	Required	Available	Delete	Update
1	TEACHING	TUTUOR	10	10		Update
2	TEACHING	TUTOR	12	12	Delete	Update
3	NON TEACHING	5	5	5		Update
4	TEACHING	LECTURER	5	5	Delete	Update
Total			32	32		



- The fields marked with (\*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

## ➤ Add Staff Details

Manage Faculty Profile (Teaching and Non Teaching)

### Important Instructions:

- The fields marked with (\*) are mandatory.
- Click on Delete to Delete Faculty.
- Click on Edit to Edit Faculty.
- Click on Add Salary to Add Salary for Faculty.

Add New Faculty

Sr No	Staff Type	Appoint Type	Name	Designation	Joining Date	Add Salary	Salary Status	Annual Salary	Edit	Delete
1	Non Teaching	Adhoc	ASD ABC VVS	5	2022-03-24	(ANM) ,Non_FRA	Not Updated		Edit	Delete
2	Teaching	Regular	BHOSALE RAM SHAM	TUTUOR	2022-03-08	(ANM) (TRUS)	Updated	500000	Edit	Delete
Total Annual Salary - Teaching								500000	100%	
Total Annual Salary - Non Teaching								0	0%	
Total Annual Salary								500000		



- The fields marked with (\*) are mandatory.
- Click on Add New Faculty to add New Faculty.
- Click on Edit to Edit Faculty Information.
- Click on Delete to delete Faculty.

- Statement of Building Area & Calculation of Depreciation
- The fields marked with (\*) are mandatory.
- Depreciation (F)  $F=(B+C1)xA + C2 \times (A/2) - D \times A$  Must be Equal to ( All streams + Non FRA Courses + Hostel + Hospital + Trust)

Calculation of Depreciation for fixation of fee for AY 2024-25 Last Updated On :- 26/09/2024 03:35 PM Prev Next

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Depreciation (F)  $F=(B+C1)xA + C2 \times (A/2) - D \times A$  Must be Equal to ( All streams + Non NDCSSS Courses + Hostel + Hospital + Trust)

Calculation of Depreciation on other assets for AY 2024-25

Sr. No	Item	Rate of Depreciation (A) (%)	Opening WDV as on 01 Apr (B)	Additions upto 30 Sept(C1)	Additions From 01 Oct(C2)	Less Deductions(D)	Net Value (B+C1+C2-D)=E	Depreciation (F) $F=(B+C1)xA + C2 \times (A/2) - D \times A$	(Closing)
1	Computer	25	29053	0	0	10	29043	7261	21782
2	Books	15	41532	0	0	10	41522	6228	35294
3	Furniture	15	440529	0	0	10	440519	66078	374441
4	Machinery	15	114067	0	0	10	114057	17109	96948

**Important Note :** a) Basis of computation of depreciation should be Written Down Value (WDV) method.



Save Changes

- Attach Files

- Click on Document Name to Upload File.
- The maximum size of every document should not be more than 300 MB.

Upload Documents Details Last Updated On :- 25/09/2024 10:49 AM

- The fields marked with (\*) are mandatory.
- Click on Document Name to Upload File.
- Maximum Size of every document should not be more than 300 MB.

Sr No	Document Name	Upload	Status	View File	Size MB
1	Affidavit in the prescribed format (as per the proforma published) duly verified and attested by the person duly authorized.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
2	Audited financial statements of the Institute/College for the financial year 2022-23. The audited financial statements must be accompanied by --- (i) Audit Report,	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
3	(ii) Receipt & Payment Account,	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
4	(iii) Income & Expenditure Account, and	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
5	(iv) Balance Sheet. Note: Audited Financial statements must be signed by the Chartered Accountant & to be countersigned by the person duly authorized.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
6	(v) All the financial statements as mentioned above should be accompanied by detailed schedules and notes to accounts.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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 the partner or proprietor with his/ her membership number, UDIN.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
8	TDS return/statement for salary in Form No. 24Q for quarter-4 along with Annexure II (i.e. Annual Salary Details) duly certified by the college/institute	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
15	The certified copy of the Bank account showing the payment made through cheques/NEFT non salary expenditure by the Hospital run by the Trust and attached to the medical college.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
16	Letter of approval of teaching staff issued by the approving Authority duly attested by the Principal of the institute/college.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
17	Letter showing the sanctioned intake capacity approved by the competent authority for the academic year 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 duly attested as true copy by the Principal of the institute/college (as per course duration).	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
18	Copy of fees structure approved by the FRA/NDCSSS for the academic year 2020-21, 2021-22, 2022-23 & 2023-24 (as per course duration).	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
19	Certified copy of the property card and/or 7/12 extract showing the ownership of the land owned by the institute/trust.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
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.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
21	Fees collected from students admitted from NRI/Management/ Institutional quota in the prescribed proforma as per Annexure - B	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05
22	Statement showing the number of students admitted in the college for the course, appeared & passed in examination.	<a href="#">Upload</a>	Yes	<a href="#">View</a>	0.05

➤ Expenses -Attach Files

- Click on Document Name to Upload File.
- The maximum size of every document should not be more than 300 MB.
- If you want to see uploaded documents click on View.

Upload Documents Details    Last Updated On :- 25/09/2024 10:49 AM

**Important Instructions:**

- The fields marked with (\*) are mandatory.
- Click on Document Name to Upload File.
- Maximum Size of every document should not be more than 300 MB.

Sr No	Expenses Head	Document Name	Upload	View File	Size MB
1	Stipend Paid to Students	Upload list of PG students, stipend paid amount, date of payment and mode of payment (Bank/cash)	<a href="#">Upload</a>	<a href="#">View</a>	
2	Guest lecture	Upload List of Guest faculties, Qualifications, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank)	<a href="#">Upload</a>	Not Uploaded	
3	Affiliation Fees Paid to MSBNPE and INC	Upload the receipt of payment showing acknowledgement of affiliation fees paid to the affiliating authority.	<a href="#">Upload</a>	Not Uploaded	
4	Inspection Fees For MSBNPE and INC	Upload - the receipt of payment showing acknowledgement of Payment of inspection fee by the affiliating authority	<a href="#">Upload</a>	Not Uploaded	
5	Eligibility fees paid to MSBNPE	Upload - Receipt of payment made to university (Students X Eligibility Fee per Student = Total and/or (Repeater Students X Eligibility Fee per Student = Total))	<a href="#">Upload</a>	Not Uploaded	
6	Exam fees paid to MSBNPE	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)	<a href="#">Upload</a>	Not Uploaded	
7	Enrollment Fees paid to MSBNPE	Upload receipt of payment made to university (Newly Enrolled students X Enrollment Fee per Student = Total)	<a href="#">Upload</a>	Not Uploaded	
8	Student Insurance	Upload copy of insurance policy made towards Student	<a href="#">Upload</a>	<a href="#">View</a>	
9	Building Insurance	Upload copy of Insurance policy made towards Building	<a href="#">Upload</a>	Not Uploaded	

➤ Pay Processing Fees :

- Pay Processing Fees online on clicling, PayFees.

➤ Processing Fees Receipt :

- After paid the Pay Processing Fees the fees receipt will available here,

**Institute Activity**

- » General Information
- » Attach Files
- » Expenses - Attach Files
- » Pay Processing Fees
- » Processing Fees Receipt

Fees Receipt

Please fill Approved Format for Computation of fees for AY 2024-25 of all the streams...

[Click Here to Fill Missing Information\(Sr. No. 33\)](#)

➤ e.g

Nursing Diploma Course Shikshan Shulka Samiti - 2024-25, Mumbai	
Shikshan Shiksha Mandal Building, Ground Floor, St. George's Hospital Campus, P.D. Mello Road, Fort, Mumbai-400001	
<b>Fees Payment Receipt</b>	
Institute Name	Dummy Institute
Institute Code	9999
Fee Type	Processing Fees 2024-25
Fees Paid	15000.0
Receipt No	2024-25/
Transaction No	1727351529
UTR No	E2409260AL8GJC
Transaction Date	26-09-2024
Status	userCancelled

➤ Confirm:

- After Completion of all the process, Confirm button shown at left side.
- Click on confirm button ,to confirm the proposal ,after that institute will not able to change /edit information.

**Administrator**

- » Home page
- » Change Password
- » User Manual

**Institute Activity**

- » General Information
- » Attach Files
- » Expenses - Attach Files
- » Pay Processing Fees
- » Processing Fees Receipt
- » Confirm

**Other Activities**

Confirmation of Online Fee Proposal

- The fields marked with (\*) are mandatory.
- Once this form is saved, Institute will not be able to fill/edit in the forms again. Please check all the forms filled once again before saving this form.

Final Confirmation Status

Total Applicable Fees	15000
Total Paid Fees	15000
Fees Difference	0

<b>Institute Name</b>	Dummy Institute
<b>Institute Code</b>	9999
<b>Type</b>	MEDIC
<b>Sub Type</b>	ANM

Confirm

**Note:-Institute will not able to Change/Edit Information after Confirmation.**

END

