

USER MANUAL FOR NDCSSS

- Visit the link - 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**,



- 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.

Nursing Diploma Course Shikshan Shulka Samiti - A.Y. 2025-26
परिचर्या पदविका अभ्यासक्रम शिक्षण शुल्क समिती
(Student nurses hostel building, Ground floor, St. Georges hospital campus, p.d.melo road, Fort, Mumbai-400001)

HOME PUBLICATIONS MINUTES FEE INFORMATION CONTACT LOG IN

Main Menu

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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

User Name
Enter Username

Password
Enter Password

Enter Captcha
Enter Captcha [8 + 3 = ?]

Login

DO'S


- Update your password regularly for enhanced security.
- Select a password that's easy to remember without writing it down.
- Opt for a password with at least 10 characters and symbols.
- Generate a unique password for each account to prevent duplication.
- Decline the 'keep me logged in' or 'remember me' options on websites

DONT'S


- Don't share your password with anyone, maintain its confidentiality.
- Avoid including parts of your username, first name, or last name.
- Don't store passwords locally or online, prioritize safety.
- Avoid using predictable patterns such as 1234 or abcd.
- Don't reuse the same password across different platforms.

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

-
- **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.



Nursing Diploma Course Shikshan Shulka Samiti – A.Y. 2025-26
परिचर्या पदविका अभ्यासक्रम शिक्षण शुल्क समिती
(Student nurses hostel building, Ground floor, St. Georges hospital campus, p.d'melo road, Fort, Mumbai-400001)



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FORM-AI Last Updated On :- 03/07/2025 06:50 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 of the Institute.
- Attach documents where need

(Proposal for fixation of fees - AY - 2025-26 - 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.	12	56	65	452
B	Others	1526	666	5666	56
1	Total	0	0	0	0
2	Lease Hold				
A	Govt.	456	4566	46	5
B	Others	74	54	76	5475

- 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

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Course Information Confirmed..

Manage Streams Last Updated On :- 02/07/2025 10:11 AM

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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

Sr No	Stream	Course	D	Courses Information									Edit	Del
				SI 2023-24			SI 2022-23			SI 2021-22				
				SI	LE	OR	SI	LE	OR	SI	LE	OR		
1	ANM	ANM NURSING	2	40	0	10	40	0	10	40	0	10	Edit	NA
2	GNM	GNM NURSING	3	0	0	0	0	0	0	0	0	0	Edit	NA
Total				40	0	10	40	0	10	40	0	10		

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.



Abbreviations Used :-
 a- 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 2024-25 then select NO otherwise select, Yes to submit the fees proposal for the academic year 2025-26.

Upward Revision Form

Sr No	Stream	Upward Revision Status 2024-25	Upward Revision For A.Y.2025-26
1	ANM		YES ▼
2	GNM	Y	YES ▼

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- 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.

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FORM BI Proposal for fixation of fees- AY 2025-26
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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
- 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

(*)Address
abcd

(*)MSBPE Code
9999

(*)Village
kolhapur

(*)Select District
Kolhapur

(*)Select Taluka
Bhudargad

(*)PIN Code
111111

(*)Year of Establishment
1999

(*)Telephone No. (With STD code)

STD Code:
023

Telephone No:
22222222

(*)Mobile Number
11111111

(*)WhatsApp No:
11111111

(*)E-Mail ID
ajay.vagare@bymaric.in

(*)Web Site
dummy.com

(*)Whether Land or Building Allotted by the government or public body
No

(*)Type of Land
On Lease basis

(*)Location of College
Within Limit of periphery of Municipal Councils

(*)Whether Aadhar based Biometric Attendance Available for all Staff (Teaching and Non Teaching)
No

(*)Whether college is autonomous
No

(*)Ph.D Holders percentage of Total Teaching Staff
99
%

(*)Total number of research publications in International journals & patents filed by the college
0

(*)Placement of students
0
%

(*)Name of the Director / Principal of the Institution

(*)Person duly authorised in terms of section 2 (i) of the Act

Name
aa

Designation
QA

Mobile

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	987456723	MUMBAI	Delete
2	MAHARASHITRA	111	111	Delete

Save Changes

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- Form B (Sr No 4-11)
- The fields marked with (*) are mandatory.

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FORM B2 Last Updated On ~ 03/07/2025 07:22 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

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											
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	No										
	If yes, mention capacity and facilities provided in the hostel	<table border="1"> <tr> <td>Boys</td> <td>30</td> </tr> <tr> <td>Girls</td> <td>45</td> </tr> <tr> <td>Total Capacity</td> <td>75</td> </tr> </table>					Boys	30	Girls	45	Total Capacity	75
Boys	30											
Girls	45											
Total Capacity	75											
9.	Total No. of laboratories in the Department	2										

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

➤ Form B (Sr No 12-13)

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FORM B3 Last Updated On ~ 03/07/2025 07:22 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 staff

12	Whether Library facility is available (Departmental) Excluding Central Library If yes give details	No. of Titles	10				
		No. of Books available	10				
		No. of Journals subscribed in current year	10				
	a) Carpet Area in Use for Library (in Sq. Mtr.)	10					
	c) Facilities in Department - Library	1.	Comfortable seating arrangement				
		2.	water cooling				
		3.	book				
		4.	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	11	3	3	3	9	2	

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)

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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 of staff
- Click add details of staff in Library Department with posts and scale/nature of appointment to add library staff

Student - Teacher Ratio		Total Number of Teachers	Sanctioned Intake 80			Student on Roll 20
a) With approved staff		10	Student - Teacher Ratio = 8:1			Student - Teacher Ratio = 2:1
b) With (approved adhoc + contract) staff		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	1	1	1	1	3	
b) Non- Technical	1	1	1	1	3	
c) Class- IV	1	1	1	1	3	
TOTAL		3	3	3	9	0
Ratio of Non - Teaching - Teaching staff		10				

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)

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FORM B5 Last Updated On :- 03/07/2025 07:24 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 Land

15	Salary given to the staff (Whether it is as per 5th /6th /7th Pay commission / any other name)	No			
16	Whether building is owned / <u>Rental by college</u> / Institute:	Rental			
	b) If owned built-up area in <input type="text"/> Sq.Mtr.		College / Institute	Others	Total
		Capital investment (Amount Rs. in Lakhs)	10.5	1	11.5
		Recurring annual expenditure (Amount Rs. in Lakhs)	1	10.5	11.5
	b) If Rental Built-up area in <input type="text"/> Sq.Mtr.		College / Institute	Other	Total
		Annual Expenditure (Amount Rs. in Lakhs)	1	22222	22223
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

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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 2023-24 as per Audited Financial Statements duly certified by the Auditor)**

Sr. No	Income Head	Total Income	ANM	GNM	Non NDCSSS	Hostel	Hospital	Trust	Delete
1	LABORATORY FEES	50000	25000	25000	0	0	0	0	Delete
2	GAMES AND INCOME	100000	50000	50000	0	0	0	0	Delete
Total Income		150000	75000	75000	0	0	0	0	

ADD INCOME DETAILS

Income Head	Total Income	ANM	GNM	Non NDCSSS Courses	Hostel	Hospital	Trust
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0	0

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

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Income Details with Conversion Last Updated On ~ 04/07/2025 06:22 AM Prev Next

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.**

Information submitted Successfully!!

Segmental bifurcation of Income

Sr No	Income Head	ANM	GNM	Non NDCSS Courses	Hostel	Hospital	Trust	Total
1	Tuition Fees	Total 500	Total 500	100	100	100	100	1400
2	Development Fees	Total 100	Total 100	50	50	50	50	400
3	Breakage Fees	Total 100	Total 100	10	10	10	10	240
4	Admission / Application Form Fees	Total 100	Total 100	100	100	100	100	600
5	Fine and Penalties	Total 100	Total 100	100	100	100	100	600

Save Income Details

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Income Details with Conversion Last Updated On ~ 04/07/2025 06:34 AM Prev Next

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.**

Information submitted Successfully!!

Segmental bifurcation of Income

Sr No	Income Head	ANM	GNM	Non NDCSS Courses	Hostel	Hospital	Trust	Total
43	Stationary charges collected	Total 100	Total 100	100	100	100	50	550
44	Discipline Fine/Fee	Total 100	Total 100	100	100	50	50	500
45	Deficit - Excess Expenditure over Income	Total 500	Total 500	100	50	50	50	1250
46	Repeater Students University Exam Fee Income	Total 450	Total 450	40	10	50	50	1050
Total Income Conversion		76050	76050	700	620	610	560	156590

Save Income Details

- 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.

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Annual Expenses for 2023-24 as per audited income & expenditure
Last Updated On :- 02/07/2025 10:49 AM

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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 2023-24 as per Audited Financial Statements duly certified by the Auditor.

Segmental bifurcation of Expense									
Sr. No	Expense Head	Total Expense	ANM	GMM	Non NDCSSS	Hostel	Hospital	Trust	Delete
1	REPAIRS AND MAINTANCE	500000	200000	300000	0	0	0	0	Delete
2	TEACHING SALARY	500000	250000	250000	0	0	0	0	Delete
3	NON-TEACHING SALARY	200000	100000	100000	0	0	0	0	Delete
Total Expenses		1200000	550000	650000	0	0	0	0	

ADD EXPENSE DETAILS

Segmental bifurcation of Expenses

Expense Head	Total Expense	ANM	GMM	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"/>	<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.

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Expenses Details with Conversion
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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.

Main Head	Sub Head	Total Expenses	ANM	GMM	Non NDCSSS Courses	Hostel	Hospital	Trust
Salary - Teaching Staff	Pay	500000	Total	Total	0	0	0	0
			250000	250000				
			Paid	Paid				
			0	0				
			Provision for unpaid	Provision for unpaid				
		0	0					
		Claimed	Claimed					
		250000	250000					
Salary - Teaching Staff	Colleges Contribution to PF	0	Total	Total	0	0	0	0
			0	0				
			Paid	Paid				
			0	0				
			Provision for unpaid	Provision for unpaid				
		0	0					

Save Expense Details

- Put 0 (Zero) Wherever Not Applicable.

➤ Form B - Annual Expenses - Salary - Non Teaching

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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	GNM	Non NDCSS Courses	Hostel	Hospital	Trust
Salary - Non-Teaching Staff	Pay	200000	Total 100000 Paid 0 Provision for unpaid 0 Claimed 100000	Total 100000 Paid 0 Provision for unpaid 0 Claimed 100000	0	0	0	0
Salary - Non-Teaching Staff	Colleges Contribution to PF	0	Total 0 Paid 0	Total 0 Paid 0	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 - Stipend, Honorarium, Affiliation, Inspection, Eligibility, Exam, Enrollment Fees, Insurance etc

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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	GNM	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) View	0	Total 0 Claimed 0	Total 0 Claimed 0	0	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) View	0	Total 0 Claimed 0	Total 0 Claimed 0	0	0	0	0
Affiliation	Affiliation Fees Paid to MSBNPE and INC Upload the receipt of payment showing acknowledgement of affiliation fees paid to the affiliating authority. View	0	Total 0 Claimed 0	Total 0 Claimed 0	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 - Repairs and Maintenance

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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	ARM	CRM	Non NDCSS Course	Hostel	Hospital	Trust
Repairs and Maintenance	Repairs & Maintenance of College Building Upward - Item wise List with course wise bifurcation View	50000	Total 20000 Claimed 20000	Total 30000 Claimed 30000	0	0	0	0
Repairs and Maintenance	Furniture, Equipments, Vehicle, Computers, Electrification etc. Maintenance Upward - Item wise List with course wise bifurcation View	0	Total 0 Claimed 0	Total 0 Claimed 0	0	0	0	0
Transport Charges	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	0	Total 0 Claimed 0	Total 0 Claimed 0	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 - Audit Fees, Advertisement, Expenses related to student etc

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Expenses Details with Conversion

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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	CRM	Non NDCSS Courses	Hostel	Hospital	Trust
Audit Fees	Audit Fee - College/Legal Upload Audit Fee - College/Legal View	1000	Total 500 Claimed 500	Total 500 Claimed 500	0	0	0	0
Fee Regulating Authority fees	Processing fees paid to NDCSS Upload Processing Fee/Review fee paid to Fees Regulating Authority View	0	Total 0 Claimed 0	Total 0 Claimed 0	0	0	0	0
Expenditure of Advertisement	Recruitment of staff published in the newspaper for College Upload item wise list with course wise bifurcation along with copies of advertisement towards advertisement	0	Total 0 Claimed 0	Total 0 Claimed 0	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 - Bank Interest / Commission / Charges, Conference and Seminar, Professional Charges etc

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Expenses Details with Conversion

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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	CRM	Non NDCSS Courses	Hostel	Hospital	Trust
Bank Interest / Commission / Charges	Bank Charges/Bank Commission Upload Bank Charges/Bank Commission View	20000	Total 10000 Claimed 1000	Total 10000 Claimed 1000	0	0	0	0
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 View	0	Total 0 Claimed 0	Total 0 Claimed 0	0	0	0	0
Conference and Seminar	Conferences Seminar - Student Upload item wise list of expenditure with receipt(s) of payment made towards measured - interest/under the hand	0	Total 0 Claimed	Total 0 Claimed	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

Hide Menu

Expenses Details with Conversion Last Updated On - 02/07/2025 12:16 PM [Print](#) [Reset](#)

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	AIM	GRM	Non MDSS Courses	Hotel	Hospital	Trust
Meeting Fees and Expenses	Conveyance, Travelling for Official Purpose to Members Upload Conveyance, Travelling for Official Purpose to Members	15000	Total 5000 Claimed 5000	Total 5000 Claimed 5000	0	0	0	0
Communication Expenses	Internet Charges Upload - receipt & proof of payment made to provider	0	Total 0 Claimed 0	Total 0 Claimed 0	0	0	0	0
Communication Expenses	Telephone, Fax Charges Upload Telephone, Fax Charges	0	Total 0 Claimed 0	Total 0 Claimed 0	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 - Establishment Expenses, Laboratory Material and Other Consumable etc

Expenses Details with Conversion Last Updated On :- 02/07/2025 12:18 PM

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	GNM	Non NDCBS Courses	Hostel	Hospital	Trust
Other Expenses	All other expenses not categories/ not grouped in any heads/sub heads given above Upload item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of All other expenses not categories/ not grouped in any heads/sub heads given above	1000	Total 100 Claimed 100	Total 500 Claimed 500	0	0	0	0
Depreciation	As debited to Income & Expenditure Account Upload As debited to Income & Expenditure Account	500	Total 50 Claimed 50	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	0	Total 0 Claimed 0	Total 0 Claimed 0	0	0	0	0

Save Expense Details

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

Expenses Details with Conversion Last Updated On :- 04/07/2025 06:34 AM

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	GNM	Non NDCBS Courses	Hostel	Hospital	Trust
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 hospital/MOU charges (Fee Receipt) and Permission Letter	5000	Total 2000 Claimed 2000	Total 3000 Claimed 3000	0	0	0	0
Total Expenses		5000	2000	3000	0	0	0	0
Total Claimed Expenses			2000	3000				

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.

FORM B8

Last Updated On :- 04/07/2025 09:23 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 Equipments.

19

Projected Addition		College / Institute / Hostel		
Particulars	2024-25 (Rs.)	2025-26 (Rs.)	2025-26 (Rs.)	2025-26 (Rs.)
a. Land(aree)	1000	1000		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	1000		100
Total	13600	12300		11900

Save Changes

- Form B (Sr No 21-26)

FORM B9 Last Updated On ~ 03/07/2025 07:25 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.]
2023-24		
1 st Year	50	100000
2 nd Year	60	400000
3 rd Year	40	50000
4 th Year	40	60000
5 th Year	40	50000
24	Fees collected during last year per student for PG course	
2023-24		
1 st Year	5000	6000
2 nd Year	500	6000
25	Fees collected (2023-24) per student for UG/PG course	
		UG Course - 500
		PG Course -

- 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

Hide Menu

FORM B10 Last Updated On ~ 04/07/2025 05:23 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	Shubhagrat
Regular / Incharge	Regular
Pay Scale	III

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 B

Last Updated On: 03/07/2025 07:26 AM

Print

Reset

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	80	80	8	1	2
2	GMM	0				

(d) Teaching To Non-Teaching Ratio -

	Ratio	As per respective Council Norms
Inclusive of Technical, Skilled & Unskilled Staff	1	1

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 ~ 09/07/2025 07:26 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

Total No of student in the institute	200		
Reading hall capacity	100		
Total carpet Area Sq.Mtr.	50000		
a) No. of Titles	100		
b) No. of Books	50		
c) No. of National Journals	30		
d) No. of International Journals	20		
e) Non-Teaching Journals	10		
f) Total Cost of			
a) Books	5	Lakhs	
b) Subscription for Journal	4	Lakhs	
g) Cost of Furniture	3	Lakhs	
h) Whether Xerox facility is available	Yes		
i) Whether internet facility is available	Yes		

a) Books	5	Lakhs
b) Subscription for Journal	4	Lakhs
g) Cost of Furniture	3	Lakhs
h) Whether Xerox facility is available	Yes	
i) Whether internet facility is available	Yes	
j) No. of Computer available in the library	Band Width	5
	P2	5
	P3	5
	P4	5
k) Whether multimedia facility is available	Yes	
l) Whether digitization of library is done	Yes	
m) Any other amenities provided to students in library.	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



FORM D - Centred Computing Facility Last Updated On - 03/07/2025 07:28 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

1	Whether the central computing facility is available	Yes
2	Number of PS or equivalent and above PC available	1
3	Whether legal licenses of System & Application Software available?	No
4	Number of System Software's available	01
5	Number of Applications Software's available	2
6	Number of Printers available (Type: DMF/ Desktop / LaserJet)	2
7	Number of Scanners available	6
8	Total cost of the printers and scanners	6
9	Whether the Generator / UPS back-up available (back-up period and capacity in KVA)	No
10	Whether the Campus is networked	No
11	Whether the Laboratories are networked through LAN	Yes
12	Whether is internet connection is available	No
13	If yes specify type Dialup/ISDN/Cable/Leased Line/ any other	5
14	Specify bandwidth available	-



- 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 - 03/07/2025 06:52 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

Details of Teaching and Non Teaching staff for the Accounting Year 2023-24

Select Faculty Type	Designation / Post as per norms mentioned	Actual requirement of Staff as per respective Council norms	Actual appointed
Select Type Faculty			

[Save Changes](#)

Details of Teaching and Non Teaching staff for the Accounting Year 2023-24

Sr.No	Faculty Type	Designation	Required	Available	Delete	Update
1	TEACHING	TUTOR	10	10		Update
2	TEACHING	TUTOR	12	12		Update
3	NON TEACHING	S	5	5		Update
4	TEACHING	LECTURER	5	5	Delete	Update
5	NON TEACHING	WARDEN	1	1	Delete	Update
6	NON TEACHING	CLERK	1	1		Update
Total			34	34		



- 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	Teaching	Regular	A.A.A	TUTOR	2024-03-31	(ANA) (TRUS)	Not updated		Edit	Delete
2	Non Teaching	Regular	AAA QQQ EEE	CLERK	2024-03-31	(ANA) (TRUS)	Not updated		Edit	Delete
3	Teaching	Regular	PATIL ANKESH JAGANNATH	TUTOR	2023-01-15	(ANA)	Not updated		Edit	Delete
4	Non Teaching	Adhoc	ASD ABC VVS	5	2022-03-24	(ANA) Non_FRA	Not updated		Edit	Delete
5	Teaching	Regular	BHOSALE KAM SHAM	TUTOR	2022-03-08	(ANA) (TRUS)	Not updated		Edit	Delete

- 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) $F = (B + C1) \times A + C2 \times (A/2) - D \times A$ Must be Equal to (All streams + Non FRA Courses + Hostel + Hospital + Trust)

Hide Menu

Calculation of Depreciation for fixation of fee for Financial Year 2023-24 Last Updated On : - 10/02/2025 12:57 PM

Important Instructions:

- Fields marked with an asterisk (*) are mandatory.
- Depreciation (F) should be calculated as $F = (B + C1) \times AS + C2 \times (AS/2) - D \times AS$
- The total depreciation must equal the sum of all streams, non-MC335 courses, hostel, hospital, and trust.

Calculation of Depreciation on other assets for Financial Year 2023-24

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) $F = (B + C1) \times AS + C2 \times (A/2) - D \times A$	(Closing WDV)=E-F	Segmented Allocation of Depreciation as mentioned in (F)			
										ASAT	GRAT	Non MC335 Courses	Hostel
1	Computer	25	29053	0	0	0	29053	7263	21790				
2	Books	15	4932	0	0	0	4932	6230	35302				
3	Furniture	15	440529	0	0	0	440529	66079	374450				
4	Machinery	15	14067	0	0	0	14067	1710	98957				

Important Instructions:

- Basis of computation of depreciation should be Written Down Value (WDV) method.
- The opening Written Down Value (WDV) should match the closing WDV of the financial year 2022-23, as outlined in the NDCSSS proposal for the academic year 2024-25.

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 > 26/09/2024 10:49 AM					
<ul style="list-style-type: none">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.	Upload	Yes	View	0.01
2	Audited financial statements of the Institute/College for the financial year 2023-24. The audited financial statements must accompanied --- (i) Audit Report.	Upload	Yes	View	0.01
3	(ii) Receipt & Payment Account.	Upload	Yes	View	0.01
4	(iii) Income & Expenditure Account, and	Upload	Yes	View	0.01
5	(iv) Balance Sheet. Note: Audited Financial statements must be signed by the Chartered Accountant & to be counter signed by the person duly authorized.	Upload	Yes	View	0.01
6	(v) All the financial statements as mentioned above should be accompanied by detailed schedules and notes to accounts.	Upload	Yes	View	0.01
7	The Auditors Report for the Financial Year 2023-24. 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.	Upload		Not Uploaded	
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	Upload		Not Uploaded	
9	TDS return/ quarterly statements for non-salary in Form No. 26Q along with details of deductees, nature of payment, amount, etc, in excel sheet duly certified by the college/institute	Upload		Not Uploaded	
10	Copy of audited annual financial statements of the Trust/Society for the financial year 2023-24 running the colleges/institute along with all schedules and notes to accounts.	Upload		Not Uploaded	
11	Copies of income tax return/assessment order filed by the trust and institute/college for the assessment year 2023-24 & 2024-25 duly attested by the Auditor.	Upload		Not Uploaded	
12	Proposed budget of the institute/college for the financial year 2024-25 duly signed by the President, Secretary of the Trust & the Principal of the institute/college.	Upload		Not Uploaded	
13	Certified copy of the bank account statement(s) of the institute /college for the Financial Year 2023-24 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. (Highlighted salary transaction)	Upload		Not Uploaded	
14	College letter given to bank monthly salary transaction with employees list with sign and stamp on bank manager (2023-24)	Upload		Not	

10	Copy of audited annual financial statements of the Trust/Society for the financial year 2023-24 running the colleges/institute along with all schedules and notes to accounts.	Upload		Not Uploaded	
11	Copies of income tax return/assessment order filed by the trust and institute/college for the assessment year 2023-24 & 2024-25 duly attested by the Auditor.	Upload		Not Uploaded	
12	Proposed budget of the institute/college for the financial year 2024-25 duly signed by the President, Secretary of the Trust & the Principal of the institute/college.	Upload		Not Uploaded	
13	Certified copy of the bank account statement(s) of the institute /college for the Financial Year 2023-24 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. (Highlighted salary transaction)	Upload		Not Uploaded	
14	College letter given to bank monthly salary transaction with employees list with sign and stamp on bank manager (2023-24)	Upload		Not Uploaded	
15	Certified copy of bank account statement(s) of the institute /college for the Financial Year 2023-24 showing debits entries of the all payments made as non-salary expenditure made through bank.	Upload		Not Uploaded	
16	The certified 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.	Upload		Not Uploaded	
17	MSBME Teachers enrolment list 2023-24.	Upload		Not Uploaded	
18	Affiliation copy from the MSBME for the academic year 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 duly attested as true copy by the Principal of the institute/college (as per course duration).	Upload		Not Uploaded	
19	Copy of fee structure approved by the FRA/NOCSIS for the academic year 2021-22, 2022-23, 2023-24 & 2024-25 (as per course duration).	Upload		Not Uploaded	
20	Certified copy of the property card and/or 7/12 extract showing the ownership of the land owned by the institute/trust.	Upload		Not Uploaded	
21	Certified copy of the Municipal Property Assessment Register issued by the Municipal Corporation /Municipal Council, Gram Panchayat for the purpose of assessing property tax.	Upload		Not Uploaded	
22	Fees collected from students admitted from NR/Management/ Institutional quota in the prescribed proforma as per Annexure - B (submit fee receipt given to the student)	Upload	Yes	View	0.01
23	MSBME student Enrolment list verified copy 2023-24 and Student list examination passed.	Upload	Yes	View	0.01

➤ 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: <ul style="list-style-type: none">• 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)	Upload	View	
2	Guest lecture	Upload List of Guest faculties, Qualifications, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank)	Upload	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.	Upload	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	Upload	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))	Upload	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)	Upload	Not Uploaded	
7	Enrollment Fees paid to MSBNPE	Upload receipt of payment made to university (Newly Enrolled students X Enrollment Fee per Student = Total)	Upload	Not Uploaded	
8	Student Insurance	Upload copy of insurance policy made towards Student	Upload	View	
9	Building Insurance	Upload copy of Insurance policy made towards Building	Upload	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,

Administrator

- Home page
- Change Password
- User Manual

Institute Activity

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

Other Activities

Hide Menu

Institute Home Page for Online Fee Approval Proposal

Institute Code and Name	9999 Dummy Institute
Institute Type, Subtype and Level	MEDIC, ANM

Use left side links to fill all the information.



e.g

Nursing Diploma Course Shikshan Shulka Samiti - 2025-26, Mumbai	
<div> <div> <div>Fee Payment Receipt</div> <div> <div>Institute Name</div> <div>Dummy Institute</div> </div> <div> <div>Institute Code</div> <div>9999</div> </div> <div> <div>Fee Type</div> <div>Processing Fee 2025-26</div> </div> <div> <div>Fee Paid</div> <div>15000</div> </div> <div> <div>Receipt No</div> <div>2025-26-2025</div> </div> <div> <div>Transaction No</div> <div>1751230301</div> </div> <div> <div>UTR No</div> <div></div> </div> <div> <div>Transaction Date</div> <div>21-01-2025</div> </div> <div> <div>Status</div> <div>Success</div> </div> </div> </div>	



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.

Back Confirmation Receipt

Total Applicable Fees	15000
Total Paid Fees	15000
Fees Difference	0

Institute Name	Dummy Institute
Institute Code	9999
Type	MEDIC
Sub Type	ANM

Confirm



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

END