

## परिचर्या पदविका अभ्यासक्रम शिक्षण शुल्क समिती

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

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### **NURSING DIPLOMA COURSE SHIKSHAN SHULKA SAMITI**

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

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#### **Norms for NURSING DIPLOMA COURSES for Academic Year 2024-25**

- 1.1. The interim fee to be collected at the time of admission in the academic year 2024-25 (if the final fee is not approved by that time) will be 5% more than the fee approved by Nursing Diploma Course Shikshan Shulka Samiti (hence forward called as the Samiti) for the Academic Year 2023-24 and can be collected at the time of admission in the Academic Year 2024-25. It is to be specifically mentioned in the receipt issued to the students that it is only interim fee and it would be finalized by the Samiti in due course of time and final fee will be payable by the students.
- 1.2. The interim fee should be displayed on the Notice Board of the concerned Institutions/Colleges and on the website of respective Institutions/colleges. Similarly the interim fee will also be put up on the notice board and on the website of the Samiti.
- 1.3. The Ad-hoc fee of the current A.Y. shall be 5% more than the approved Ad-hoc fee of the last A.Y. year.
- 1.4. At the beginning of each Academic Year the Samiti will declare the maximum recommended Ad-hoc fees for all courses to be applied by all the new colleges or colleges starting the new course of the ANM/GNM disciplines in the said Academic Year.
- 1.5. As there will not be any audited financial statements for the second year the colleges can charge ad-hoc fees declared by NDCSSS for second year from the newly admitted students of second year.
- 1.6. The approval of final fee will be done after submission of accounts, duly audited for the financial year 2023-24 and on scrutiny of the same and relevant documents such as copies of service contracts entered into by the Institute, copies of TDS challan about the salary of teaching and non-teaching staff and provident fund challans etc.

- 1.7. The final fee for A.Y. 2024-25 for the students to be admitted in A.Y. 2024-25 will be computed in the prescribed format by considering the permitted expenditure as per audited accounts of 2023-24 and increasing it by 8% on account the increases in costs.
- 1.8. If any college does not approach the Samiti for approval of fee for A.Y.2024-25 then it should charge fee same as charged by Government ANM/GNM colleges. The list of colleges who will not submit the proposal will be published on the website of the Samiti. Such colleges should charge fee same as charged by Government ANM/GNM colleges if similar courses are run and if similar courses are not run by the Government ANM/GNM colleges then 50% of Ad-hoc fee approved by the Samiti for the same A.Y. should be charged.
- 1.9. It is to be noted that the fees approved for the students admitted in A.Y. 2023-2024 or earlier will continue to remain unchanged for A.Y. 2024-25 except for the payment of VII pay commission to the admissible staff. This information is to be published on the website of respective colleges/institutions.
- 1.10. Institutes/colleges should provide the details of teaching and non-teaching staff as per the norms of INC/GOVT/DMER/Nursing council/MUHS/MSBNPE etc their salaries, number of years of their services and TDS paid, PF amount payment etc. and information about whether the faculty is appointed as per norms or not. The institutes/colleges need to submit the details along with the relevant documents such as TDS challan, etc. They also need to submit copies of contracts they have entered into with various service agencies such as security, etc. if any. They also need to submit details of legal expenses, if any, they have incurred during the said Academic Year. Such legal expenses will not be approved.

**Procedure of filing fee Proposals:**

- 2.1 The approval of final fee will be done after submission of online proposal with the accounts, duly audited for the financial year which is two years prior to the current Academic Year. (e.g. The financial statement of financial year 2022-23 will be considered for finalizing the fees for A.Y.2024-25).



- 2.2 It should be noted that the documents and information submitted after the submission of online proposal will not ordinarily be considered while fixing the fees. (e.g. while deciding the fees for the A.Y. 2024-25, only the Balance Sheet and all other information such as sanctioned strength of staff, approval status of teaching faculty etc. regarding the year 2022-23, will be considered. Any developments after 31/03/2023 will not be considered.)
- 2.3 The Fees proposal should be filed on the portal of the Samiti along with the requisite documents and information as mentioned on the portal. It is hereby specifically declared that information required and asked for on the portal forms are the integral part of these norms.
- 2.4 The option of No Upward Revision can be availed by only those Institutions and course for which the fees was determined by the Shikshan Shulk Samiti for the immediate preceding academic year and the Institution would like to apply the same fees structure approved for the previous academic year for the immediate next Academic Year only.
- 2.5 The last date for the submission of online fees proposal shall be such as may be prescribed by the Samiti from time to time. The Samiti may decide different dates for different courses. Last date for all proposals however, shall not be later than 30<sup>th</sup> November falling immediately before the academic year for which fees are to be decided.
- 2.6 Details of Expenses: Colleges /institutions have to classify their all expenses in the categories provided on the portal.

**Segmental and Mercantile Accounting:**

- 2.7 If colleges/institutions are running multiple activities or courses, (whether under the Samiti or not) they should submit the financial statements (Receipt and Payment Account, Income & Expenditure A/C Balance Sheet and Audit Report etc) for each activity or course except when combined proposal is submitted for a group of courses.

- 2.8 Financial Statements should be prepared as per the set principles of Accounting Standard 17 of Segmental Accounts or related Ind AS 108 as prescribed and modified from time to time by Institute of Chartered Accountants of India (ICAI).
- 2.9 The books of accounts of the college should be maintained on accrual and mercantile principle of accounting. Financial statements have also to be submitted of the Trust's under which the college/institution is run. Along with the proposal of fees the Colleges /institutions should also submit the budget for the academic year as approved by the Governing Council of the College.
- 2.10 It should be noted that Receipt and Payment A/C should reflect Bank/Cash Transactions only. Expenses or incomes on accrual basis should not appear in Receipt and Payment A/C.

**Combined proposals:**

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

**Aided and Non-aided courses:**

- 2.11 Colleges/institutions which are running both aided and non-aided courses may submit the proposal to the Samiti for unaided courses. They should submit separate statements of expenditure related to both type of courses. The college/institutions shall observe utmost fairness and must be candid in furnishing necessary details.

**Salaries: (Human Resource Expenditure)**

- 3.1.1 Salary expenditure of teaching and non-teaching staff as per norms prescribed by regulatory authorities such as GOVT/DMER/MSBNPE/INC/MUHS should be actually paid and certified by the auditor.

- 3.1.2 Salary of employees (teaching/non-teaching) should be paid through bank accounts only and salary paid in cash will not be consider for the fixation of fees by the Samiti.
- 3.1.3 Institutions which have adopted the 7<sup>th</sup> pay commission pay scale have to clearly show the payment as per 7<sup>th</sup> pay commission pay scale and additional payments including arrears, if any, as per 7<sup>th</sup> pay commission pay scale separately.
- 3.1.4 The actual salary of teaching and non-teaching staff along with photo copy of pay roll for the entire financial year 2022-23 along with TDS returns filed quarterly, downloaded form from the Income tax website/ Traces (photocopies of pay roll should be certified by Dean/principal by signing on each page as true copy). Salary should be paid by cheque and/or directly transferred to bank account of each employee.
- 3.1.5 **Provision for salary/salary Payable:** The institute/college shall furnish the details of actual payment made towards provision for salary in the subsequent financial year till the date of filling the FRA proposal in form no. A2 along with supporting evidence of the payment highlighting the entries in the bank statement with the list of names of the employees and the amount paid.
- 3.1.6 **Arrears of salaries:** The Institute must provide the details of arrears of salary claimed on a financial year-wise basis. The Samiti will decide the admissibility of the claim made on account of arrears of salary and payment thereof.  
**Non salary revenue expenditure should be duly audited.**
- 3.1.7 **Advertisement Expenses:**  
The Institution is allowed to spend reasonable amount on advertisement and promotion for getting admissions. Advertisement for appointment of staff and admissions of students as mandatorily required by rules will also be allowed. Ordinarily, 3 advertisements each in two newspapers shall be allowed. In case any common advertisement is issued for many institutions, then it will be required to be shared proportionately.
- 3.1.8 **Disallowed Expenses:**



Following expenditures will not be allowed.

1. Any unreasonable expenditure of any nature and any excessive expenditure like travelling, printing, electricity etc.
2. Rent of building, even though the building is registered in the name of anyone or any institute.
3. Depreciation at the rates more than those prescribed by the Samiti.
4. Legal charges.
5. Penalty and fines, if any.
6. Building Repairs in the nature of capital expenses.
7. Expenditure not related to the conduct of courses.
8. Bus Transport expenses unless provided free of cost to students/staff.
9. Hostel and Mess expenses.
10. Any expenses directly related to Trust and its members.
11. Expenses related to courses or activities not covered by NDCSSS.
12. Any expenditure of capital nature.
13. Scholarship/financial support given to students.
14. Amount of unrecovered fees from students.
15. Expenditure by book-entry without actual expenditure
16. Any other item which in the opinion of the Samiti needs to be disallowed

partly or fully.

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

3.2 Hostel expenses should not be included for fees of R.A.N.M., R.G.N.M. & other nursing diploma courses.

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

3.4 The rates of depreciation fixed by the Samiti are as follows:-

| Assets   | Life     | Cost        |
|--|----------|-------------|
| Computers  | 4 years  | 25% of cost |
| Other equipment's<br>(For new equipment's purchase during 2022-23) | 5 years  | 15% of cost |
| Furniture  | 10 years | 15% of cost |
| Books<br>(For new equipments purchase during 2022-23)              | 5 years  | 15% of cost |

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

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

### 3.6 Increase in Usage Charges:

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

If the seats remain vacant, the burden of facilities created for the entire number of student strength should not fall upon the students admitted. Therefore, no extra fees should be charged on account of vacant seats.

#### Denominator Factor:

- 4.1 While considering the denominator factor sanctioned intake and actual intake whichever higher shall be relevant.
- 4.2 The colleges which are running two shifts should give details and the divisor factor would be the total number of adjusted sanctioned or actual strength which is more.
- 4.3 Advantage in case of less admissions:  
If the admissions are up to 80% of sanctioned intake, fees shall be increased by 5%. Similarly, if the admissions are up to 60% of sanctioned intake, 15% increase may be given; If the admissions are up to 40% of sanctioned intake, 20% increase shall be given; Provided that if the admissions are inordinately low like below 15% of the sanctioned strength no vacancy allowance shall be admissible.

#### Development fees

- 5.1 Reasonable surplus, meant for development or expansion of the college/institution, is fixed on the basis of 10% of the tuition fee. This



### **Fee Revision proposals**

- 6.1. Proposals for the revision of the fees can be filed before the Samiti only by students/parents or colleges/institutes as they are stake holders in the approval of fees by the Samiti.
- 6.2 Revision proposal to be filed within a period 15 days of the declaration of fees on the website of the Samiti. But, the time required for obtaining Samiti's calculation sheet to be excluded in case such application is made within one week of the fixation of the fees. It is made clear that at the time of hearing revision/review the Samiti will have a right to reopen the accounts and documents once again.
- 6.3 The heavy expenditure made on repairs of building to be treated as deferred revenue expenditure.
- 6.4 Notwithstanding anything provided hereinabove, the Samiti may decide any fees which in its opinion is reasonable, which in appropriate cases may result in a reduction from previous years fee or retaining the earlier years fees. Ordinarily, the hike may be restricted to 15% considering the fees actually approved for the last year. This limit of 15%, however, shall not be applicable if the substantial increase in the expenditure is due to a rise in the human resources expenditure owing to revision in the pay scales, taxes, etc.

### **Reasonable Hospital Deficit:**

This will be allowed in case of Medical Courses where self-owned hospital is mandatory. Any income earned out of hospital activities like reimbursement of medical bill from any government scheme (like Mahatma Phule Jan Arogya Yojana etc.), Mediciclaim insurance, case-paper fees for OPD, medical stores profit etc will be reduced while arriving at hospital deficit. For claiming hospital deficit, the college will have to submit the detailed hospital accounts with audit report.

development fee should be charged only if the institution has provided all the infrastructure and facilities as per norms. A copy of the latest approval from INC, MSBNPE etc. is required to be submitted along with the proposal to levy this development fee.

- 5.2 The colleges/Intuitions are strictly prohibited from collection any excess fee/charges other than those approved by the SSS and fee levied by the University concerned. Serious note will be taken against those who violate the directives. Such defaulting colleges/Institutes may be punished suitably which may include reduction in fees up to 50%, recommending to the MSBNPE/Govt. for stopping of admission process and to the University for De-affiliation, etc.
- 5.3 The colleges/Intuitions are required to provide the details of their infrastructure and facilities/amenities on their website before effecting the admission of students.
- 5.4 In the case of more than one courses are run in the same premises/ building /campus, then the colleges/Intuitions should give number of students of each course and time spent for such course every day.
- 5.5 The colleges should submit along with fee proposal budget for the year 2024-25 as approved by the Governing Council of the college. It should be duly signed by the Dean/Principal/ Trustee.
- 5.6 Computation sheet made by the college should be displayed at the notice board of the college and on web site immediately on submission of proposal.
- 5.7 The fee proposal submitted to the Samiti should be made available by each college in their offices for perusal of the students/parents.
- 5.8 The colleges should also state separately, if any, extra income is earned by using the college property/infrastructure during 2022-23 other than fees and shall state how it is earned.
- 5.9 It is mandatory to publish whole fee approval proposal on the website of the respective colleges/Institutions at the time of submission of proposal to the Samiti. Non-compliance there of may be penalized by reducing fees by 20%.

## MISCELLANEOUS:

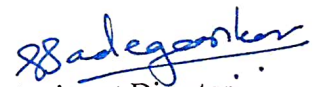
If it comes to the knowledge of the Samiti through any source such as complaint from students, Faculties, Newspaper and TV reports etc. that the college has shown or inflated certain expenditure or earned certain income or collected certain unauthorized and undisclosed fees that has been left out while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



Registrar  
Maharashtra State Board of  
Nursing & Paramedical Education  
& Member NDCSSS



Superintendent of Nursing  
Services  
Medical Education & Research  
& Member NDCSSS



Assistant Director  
Accounts,  
Medical Education & Research  
Member NDCSSS



Director  
Maharashtra State Board of  
Nursing & Paramedical Education  
& Member NDCSSS



Deputy Secretary  
Medical Education &  
Drugs Dept.  
& Member Secretary NDCSS



Commissioner  
(Medical Education and  
Ayush) &  
Chairman NDCSSS