

**Proforma for Fixation and Regulation of Fee of Private Schools**

S.No.	Particulars	Details
1.	Name of the Institution/School	
2.	a) Location (with full postal address) b) Email address; c) Name & Contact number of the Principal/Chairperson/Manager; d) Fax No. (if any)	
3.	Zone – District	
4.	Date of Establishment of the Institution	
5.	Constitution of the Institute/School a) Trust/ Proprietorship/Firm/Association of Persons(AOP)/Body of Individuals (BOI)/Others-along with Bye-Laws; b) PAN if any; Income Tax Return <b>filed</b> , if any; If yes copy of ITR for last three years be furnished; c) Income Tax exemption Certificate under section 12A obtained if any. If yes, Certificate thereof to be provided.	
6.	Date and Reference No. of Recognition with Period/Department;	
7.	Date and Reference No. of Affiliation with period/Department;	
8.	Affiliation with JKBOSE/CBSE/ICSE/others (Specify)	
9.	If recognized, up to which standard	
10.	If affiliated, up to which standard	
11.	a) Classes (from _____ to _____); b) Roll of the students for current year and for the last three years;(Provide class wise details) c) Number of fresh admissions made during last three years (Provide year wise details along with contact no.) d) Section in each class; e) Number of Students in each class/sections; f) Number of Students availing Concessional Fee and percentage of Concession; g) Name, Parentage, Address, Contact details of the students availing concession; h) Pupil: Teacher ratio	
12.	<b><u>Number and Particulars of Teaching Staff</u></b> (Name, Qualification, Salary/Pay Scale(last three years), Bank Account Number / Branch in which salary is deposited duly certified by Head of the Institution with full particulars and contact numbers of the teaching staff (with bank statement)	
13.	<b><u>Number and Particulars of Non-Teaching Staff</u></b> (Name, Qualification, Salary/Pay Scale(last three years), Bank Account Number / Branch in which salary is deposited duly certified by Head of the Institution with full particulars and contact numbers of the officials (with bank statement).	

14.	Academic achievements during last three years	
15.	Extracurricular activities undertaken	
16.	Provision of indoor games	
17.	Achievements in extracurricular activities	
18.	Any other exceptional achievement in any field	
19.	<p><b><u>Fee Structure as on August, 2014, April 2017, August 2018, and present</u></b></p> <p>a) Monthly Tuition Fee Class Wise;</p> <p>b) Admission strength / class</p> <p>c) Details of Admission fee charged and period/session thereof:</p> <p>d) Undertaking for not charging admission fee</p> <p>e) Annual charges/other charges as per <b>proforma “B”</b></p>	
20.	Has the Fee Structure of the School been regulated/fixed/approved by the Committee. If yes, furnish a copy of the Fee Structure along with order of this Committee.	
21.	Date of last revision of fee structure	
22.	Whether there is any proposal to enhance tuition, annual charges or any other charge. If yes, provide details along with cost analysis and justifications for such increase.	
23.	<p>Details of Infrastructure which qualify for enhancement in tuition fee/Annual Charges:-</p> <p>a) Provide details of infrastructure of your School like Building(whether owned or rented, if rented provide rent deed), Area of Class Rooms, Play Ground, Toilets, Library, Seminar Rooms, Computer Rooms, Smart Classes etc;</p> <p>b) Electricity facility</p> <p>c) A/C/heating facility</p> <p>d) Telephone facility</p> <p>e) Total area of land under occupation of the School; whether owned or leased; (provide documents)</p> <p>f) If owned, whether any loan raised against such property, if yes provide the details as below:-</p> <p>i. Loan amount</p> <p>ii. Amount of instalment</p> <p>iii. Amount of Depreciation</p> <p>iv. Amount of Interest</p> <p>g) Any other ground on which the claim for enhancement is based by the School.</p>	
24.	<p><b><u>Transport facility:-</u></b></p> <p>a) Number of Buses;</p> <p>b) Whether owned or on lease. If on lease, name and particulars of the owner;</p> <p>c) Number of students availing transport facility;</p> <p>d) Seating capacity of each vehicle;</p> <p>e) Whether any term loan facility availed against purchase of vehicle. If yes, provide a copy of statement thereof;</p>	
25.	Investment made to establish the School and source of income for such establishment. Give details of the assets of	

	the School.																																																					
26.	Whether the School/Institute at the time of establishment received Grant-in-Aid/Financial Assistance/ yearly grant or any other assistance in the shape of land, building, infrastructure, etc. from the Government or other Agency. If yes, provide details thereof;																																																					
27.	Whether the School/Institute receives any Grant-in-Aid/Financial Assistance/ or any other assistance from the Government or other Agency. If yes, provide details thereof;																																																					
28.	a)Statement of Accounts duly Audited and certified by Chartered Accountant and attested by the Principal/chairman of the School for the year 2017-18, 2018-19 and 2019-20 (i.e. Balance Sheet, Income & Expenditure Accounts, Receipt & Payment) on prescribed Form 10 BB applicable to Educational Institutions/Charitable Institutions. b) Separate Statement of Accounts for Transport Charges audited and certified by the Chartered Accountant and duly attested by the Principal/Chairman of the School for last two years.																																																					
29.	<p><b>Consolidated Position of Income &amp; Expenditure:-</b></p> <table border="1"> <thead> <tr> <th>Income</th> <th>31-3-2018</th> <th>31-3-2019</th> <th>31-3-2020</th> </tr> </thead> <tbody> <tr> <td>Tuition Fee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other Fee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other Income</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <th>Expenditure</th> <th>31-3-2018</th> <th>31-3-2019</th> <th>31-3-2020</th> </tr> <tr> <td>Salary to Staff</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other Exp.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Depreciation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Surplus</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Deficit</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Income	31-3-2018	31-3-2019	31-3-2020	Tuition Fee				Other Fee				Other Income				<b>Total</b>								Expenditure	31-3-2018	31-3-2019	31-3-2020	Salary to Staff				Other Exp.				Depreciation				Surplus				<b>Deficit</b>				<b>Total</b>				
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30.	Details of future plans for expansion of the School, improvement in the educational standard and other activities, if any;																																																					
31.	Details of the programmes which have been planned for the betterment of the institution.																																																					
32.	Any other information which the Educational Institutions may deem relevant.																																																					

### **Proforma “B” for fixation and regulation of Annual Charges**

S.No	Name of the fee Sub head with details	Amount charged per Student in August 2014	Amount charged per student in Aug-2018	Amount charged at present.	Whether Annual fee charged Monthly/ yearly	Details of Utilization
1.						
2.						
3						
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**Note:- Support documents should be annexed, suitably cross referenced.**