

**Proforma for Fixation and Regulation of Fee of Private Schools (2023)**

| S.No. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Details |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.    | Name of the Institution/School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |
| 2.    | a) Location (with full postal address), Rural / Urban/ Town / Municipality etc (Specify)<br>b) email address;<br>c) Name & Contact number of the Principal/Chairperson/Manager;<br>d) Fax No. (if any)                                                                                                                                                                                                                                                                                                                                  |         |
| 3.    | Zone (Summer/Winter- specify) – District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |
| 4.    | Date of Establishment of the Institution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |
| 5.    | Constitution of the Institute/School<br>a) Trust / Proprietorship / Firm / Association of Persons (AOP) / Body of Individuals (BOI) / Others - alongwith Bye-Laws;<br>b) PAN if any; Income Tax Return filed, if any; If yes copy of ITR for last three years be furnished;<br>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 _____);<br>b) Roll of the students for current year and for the last three years;(Provide class wise details)<br>c) Number of fresh admissions made during last three years (Provide year wise details along with contact no.)<br>d) Section in each class;<br>e) Number of Students in each class/sections;<br>f) Number of Students availing Concessional Fee and percentage of Concession;<br>g) Name, Parentage, Address, Contact details of the students availing concession;<br>h) Pupil: Teacher ratio |         |
| 12.   | <b><u>Number and Particulars of Teaching Staff</u></b><br>(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><br>(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                                                                                                                                                                                                                                                                                   |         |

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|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     | 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 of last three academic sessions (2020-21, 2021—22 and 2022-23) and present:</u></b></p> <p>a) Monthly Tuition Fee Class Wise;<br/> b) Admission strength / class<br/> c) Undertaking for not charging admission fee<br/> d) Annual charges/other charges with break up showing amount charged under each head.</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, No. of Laboratories, Seminar Rooms, ,</p> <p>b) No. of Smart Classes, Name of classes and No. of students availing this facility.</p> <p>c) No. of computers, No. of Computer labs. Name of classes and No. of students availing computer facility, No. of Computer teachers.</p> <p>d) Electricity facility</p> <p>e) A/C/heating facility</p> <p>f) Telephone facility</p> <p>g) Total area of land under occupation of the School; whether owned or leased; (provide documents)</p> <p>h) 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>i) 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

|                    | e) Whether any term loan facility availed against purchase of vehicle. If yes, provide a copy of statement thereof;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|-------------|--|--|--|-----------|--|--|--|--------------|--|--|--|--------------|--|--|--|--------------------|------------------|------------------|------------------|-----------------|--|--|--|------------|--|--|--|--------------|--|--|--|---------|--|--|--|----------------|--|--|--|--------------|--|--|--|--|
| 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.                | <p>a) Statement of Accounts duly Audited and certified by Chartered Accountant and attested by the Principal/chairman of the School for the year, 2020-21, 2021-22 &amp; 2022-23 (i.e. Balance Sheet, Income &amp; Expenditure Accounts, Receipt &amp; Payment) on prescribed Form 10 BB applicable to Educational Institutions/Charitable Institutions.</p> <p>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.</p> <p>c) Expenditures incurred during the previous year shall be supported by documentary evidence (Vouchers) etc.</p>                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| 29.                | <p><b>Consolidated Position of Income &amp; Expenditure:-</b></p> <table border="1"> <thead> <tr> <th><b>Income</b></th> <th><b>31-3-2021</b></th> <th><b>31-3-2022</b></th> <th><b>31-3-2023</b></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><b>Expenditure</b></td> <td><b>31-3-2021</b></td> <td><b>31-3-2022</b></td> <td><b>31-3-2023</b></td> </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> | <b>Income</b>    | <b>31-3-2021</b> | <b>31-3-2022</b> | <b>31-3-2023</b> | Tuition Fee |  |  |  | Other Fee |  |  |  | Other Income |  |  |  | <b>Total</b> |  |  |  | <b>Expenditure</b> | <b>31-3-2021</b> | <b>31-3-2022</b> | <b>31-3-2023</b> | Salary to Staff |  |  |  | Other Exp. |  |  |  | Depreciation |  |  |  | Surplus |  |  |  | <b>Deficit</b> |  |  |  | <b>Total</b> |  |  |  |  |
| <b>Income</b>      | <b>31-3-2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>31-3-2022</b> | <b>31-3-2023</b> |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| Tuition Fee        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| Other Fee          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| Other Income       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| <b>Total</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| <b>Expenditure</b> | <b>31-3-2021</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>31-3-2022</b> | <b>31-3-2023</b> |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| Salary to Staff    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| Other Exp.         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| Depreciation       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| Surplus            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| <b>Deficit</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| <b>Total</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                  |                  |                  |             |  |  |  |           |  |  |  |              |  |  |  |              |  |  |  |                    |                  |                  |                  |                 |  |  |  |            |  |  |  |              |  |  |  |         |  |  |  |                |  |  |  |              |  |  |  |  |

**Note:- Support documents should be annexed, suitably cross referenced.**