

Shikshan Shulka Samiti, Mumbai

305, Govt. Polytechnic Building, Ali Yawar Jung Marg, Bandra (E), Mumbai - 400 051 (M.S.), INDIA

**Online Fee Approval Proposal for Academic Year 2015-16**

To, The Hon'ble Chairman, Shikshan Shulka Samiti, Maharashtra State, Mumbai - 400 051	
Name of the College /Institute	MB6164 - Asma Institute of Management, Shivane, Pune
Address	S. No. 85, Shastri Campus, N.D.A. Road, Shivane

CHECK-LIST FOR ONLINE FEE APPROVAL PROPOSAL RECEIPT FOR ACADEMIC YEAR 2015-16

The Institutes/ Colleges have to submit the proposal along with the following relevant documents/information IN PERSON in chronological order. The proposal sent by Post/RPAD/Courier will not be accepted on any count.

Sr No	Particulars	Status	Page No	For office use
1	Prescribed format of revised norms of Computation & Depreciation	Yes		
2	Affidavit	Yes		
3	Prescribed Forms A, B, C, D and E in Duplicate duly filled in.	Yes		
4	Audited financial statements of Institutes/College (along with Hospital, in case of Health Science Colleges/ Institute) i.e. (i) Receipt & Payment Account, (ii) Income & Expenditure Account and (iii) Balance Sheet along with all the schedules with Audit Report along with notes to accounts and accounts policy for the Financial Year 2013-14 and 2014-15 duly signed by Chartered Accountant and counter signed by Dean/ Principal. All the statements mentioned at (i) to (iii) in Original. (Note: Photocopies or certified photocopies will not be accepted.) Also confirm that the assets scheduled in the information is given as per the requirements of Form B.	Yes		
5	Sanctioned and Actual intake of the course for the academic year 2013-14 and 2014-15 of Regular and Repeater students (if any), separately- Term / Course / Category - wise.	Yes		
6	Copy of last two years fees structures finalized by from the Shikshan Shulka Samiti. i.e. for academic year 2013-14 and academic year 2014-15	Yes		
7	The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the entire Financial Year 2014-15 along with TDS returns filed quarterly (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.)	Yes		
8	A tabular statement to be submitted giving following details:- a) Actual no of teaching and non-teaching staff b) Actual required Teaching & Non Teaching staff as per norms c) Actual salary paid to each of them d) Salary which is required to be paid as per norms (See Form No.E)	Yes		
9	Estimate of fees for academic year 2015-16 along with proper justification based on the earlier fee structure.	No		
10	Information to be submitted in the form of an Affidavit on Stamp Paper of Rs. 100/- duly signed by head of institute/Dean of Management and Dean/ Principal of Institute/ College along with following points incorporated in it.- (i) Salary paid as per norms of UGC/ AICTE/DTE/GOVT. UNIVERSITIES/PCI etc. (ii) Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner.	Yes		

	(iii) Affirmation about the correctness of facts and figures submitted by Head of the institute. (iv) Display copy of fee proposal on its website and Notice Board for a period of one year.			
11	State the details of other Colleges/courses run and located in the same premises/campus.	Yes		
12	Certificate of approval of admitted students from Pravesh Niyran Samiti for the academic year 2014-15	Yes		
13	Certificate that no refund of fees claims etc. and any other matter communicated by Pravesh Niyran Samiti and Shikshan Shulka Samiti are pending at Institution/College level.	Yes		
14	Certificate that no other fees/ charges have been collected from students/ parents other than those authorised by Shikshan Shulka Samiti.	Yes		
15	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - H&T - AICTE/ DTE/ COA / PCI Government and University.	Yes		
16	Accreditation Certificate if any.(Norm 2.6.1)	No		
17	Fees collected for the year 2014-15 from students admitted in 15 percent NRI Quota in following format.(If any) Sr. CET Merit Name of candidate NRI/Vacancy Against NRI Total Fees (Rs.) as per SSS	No		
18	Copies of Service Contracts if any entered into (such as Security etc) The copy of TDS & PF challan	No		
19	Income earned by the college during 2014-15 other than fees	No		
20	Any other relevant information/ documents College/ Institution would like to submit before the Samiti.	No		
21	Soft copy inclusive of above 1 to 20 items (in Microsoft words or Microsoft Excel)	Yes		

APPROVED FORMAT FOR COMPUTATION OF FEES FOR AY 2015-16		
1	Name of the College/Institute: Asma Institute of Management, Shivane, Pune Code: MB6164 Location: S. No. 85, Shastri Campus, N.D.A. Road, Shivane	
2	a) Approved fee for Academic Year 2014-15 Rs.	56000
	Approved Interim Fees for AY 2015-16 (5% More than the fee approved by Samiti for 2014-15) Rs.	58800
	Proposed for AY 2015-16 Rs.	66254
	b) Collected fee as per affidavit Rs.	0
	c) Year of recognition by respective council/Government :	2007
2.1	In case the Institute has not submitted its fee approval proposal for 2014-15, the fees collected by it per student Rs.	NA
3.	Whether undertaking on stamp paper submitted reg. refund?	Y
4	Computation of final tuition fee and development fee:	Expenditure incurred (in Rs.)
		Total Per Student (divided by 4.8)
4.1.1	Salary expenditure for 2014-15 to approved teaching /non teaching staff. as per DTE / AICTE / PCI / COA / GOVERNMENT / UNIVERSITY norms the figure to be given of Professors/Associates Professors/Assistant Professors as per the norms required and actual No.	3250157 27085
4.1.2	Salary/Honorarium paid to visiting Faculties	85673 714
4.1.3	Total Salary Expenditure (4.1.1+4.1.2)	3335830 27799
4.2	Non salary revenue expenditure (Rent, Interest on loan, Penalties if any legal charges and unrelated expenditure to be excluded , except interest paid on TEQUIP loan) for 2014-15 (See Norm 2.2)	2739771 22831
4.2.1	a) Less income derived by using college property (See norm 2.14)	0
	b) Hostel expenses, if any (See norm 2.2.2) except in case of RGNM/RANM	0
4.2.2	Total (4.1.3 + 4.2) - (4.2.1)	6075601 50630
4.2.3	10% of 4.2.2 for increase in cost for 2014-15 (See norm 1.5)	607560 5063
4.3	Usage charge for building (See norm 2.4.1) - Regular / First Shift	177000 1475
	Usage charge for building (See norm 2.4.1) - Second Shift	0 0
4.4	Depreciation on other assets at approved rates as on 31.03.2015 (See norm 2.4) - Regular / First Shift	367584 3063
	Depreciation on other assets at approved rates as on 31.03.2015 (See norm 2.4) - Regular as well as Second Shift	0
4.5	Total of (4.2.2 to 4.4)+ 4.1.1	7227745 60231
4.6	Sanctioned strength in the course run in Academic Year 2014-15 (No.) - Regular / First Shift (This is to exclude the Tution Waiver Scheme (TWS) students)	120
	Sanctioned strength in the course run in Academic Year 2014-15 (No.) - Second Shift (This is to exclude the Tution Waiver Scheme (TWS) students)	0
4.7	Actual strength in the course run in Academic Year 2014-15 (No.) - Regular / First Shift	89
	Actual strength in the course run in Academic Year 2014-15 (No.) - Second Shift	0
4.8	Controlling strength (No.)(Higher of 4.6 & 4.7) - Regular / First Shift	120
	Controlling strength (No.)(Higher of 4.6 & 4.7) - Second Shift	0
4.9	Tuition Fee (4.5 / 4.8)	60231
4.10	Development fee (10% of 4.9)	6023
4.10.1	Total fee (4.9 + 4.10)	66254
4.10.2	Credit for accreditation, if any, 3% or 5% of 4.9 (norm 2.6.1)	00
4.10.3	Total Fee (4.10.1 to 4.10.2)	66254
4.11	Additional Expenditure of 6th pay commission if actually paid and not included in 4.1.1 (See norm 2.1.4)	4.11.1 - Total - 4.11.2 - per Student -
The amount in 4.11.2 is to be collected from all the students in the Institution. However for the students admitted in 2015-16 it is already included in their Tuition Fee (See 4.5)		



Calculation of Depreciation for fixation of fee for AY 2015-16					
1. Statement of Building Area :					
1.1	Total area required as per norms:				sqm
1.2	Total area actually Provided:				sqm
2. Calculation of Depreciation on other assets for AY 2015-16 - For Regular Shift					
Sr. No. (1)	Item (2)	Depreciation permitted as in 31.03.2014 Rs. (3)	Cost of Additions during 2014-15 Rs. (4)	Additional Depreciation at approved rates as on 31.03.2015 Rs. (5)	Total Depreciation as on 31.03.2015 Rs. 6(3+5)
1	Computers 25%(Life 4 years)	650700	91800	518429	1169129
2	Equipment 10%(Life 10 years)	34376	0	30938	65314
3	Furniture 10%(Life 10 years)	111082	0	99974	211056
4	Books 25%(Life 4 years)	114355	0	85828	200183
5	Total	910513	91800	735169	1645682
Important Note : Depreciation in column 3 is to be claimed only for items, which have not served their full life Depreciation on Computers & books provided before 31 March 2011 not to be taken into account. Depreciation on Equipment & Furniture provided before 31st March 2005 not to be included.					
2. Calculation of Depreciation on other assets for AY 2015-16 for Regular as well as Second Shift if Applicable					
Sr. No. (1)	Item (2)	Depreciation permitted as in 31.03.2014 Rs. (3)	Cost of Additions during 2014-15 Rs. (4)	Additional Depreciation at approved rates as on 31.03.2015 Rs. (5)	Total Depreciation as on 31.03.2015 Rs. 6(3+5)
1	Computers 25%(Life 4 years)	0	0	0	0
2	Equipment 10%(Life 10 years)	0	0	0	0
3	Furniture 10%(Life 10 years)	0	0	0	0
4	Books 25%(Life 4 years)	0	0	0	0
5	Total	0	0	0	0
Important Note : Depreciation in column 3 is to be claimed only for items, which have not served their full life Depreciation on Computers & books provided before 31 March 2011 not to be taken into account. Depreciation on Equipment & Furniture provided before 31st March 2005 not to be included.					

FORM-A			
Proforma for common information of organization promotion various colleges / institutes for the year 2015-16 (Information of the Trust)			
1.	Name of the Trust/Society	PANDIT SHIVDATTA SHASTRI EDUCATION FOUNDATION	
2.	Address (With Pin Code)	Shastri campus S. No. 85, Shivane, NDA road, Pune -23	
	Telephone No. with STD Code	020- 25291471	
	Fax No. with STD Code	020 - 25291461	
	E-mail ID	director@asma.in	
	Website	www.asma.in	
3.	Registration No. of the trust	F/19150/PUNE	
4.	Year of Establishment of the trust	2003	
5. Trustee Details			
	Sr.No.	Name of Trustees	Designation
	1	ANSHUL SHARMA	SECRETARY
	2	MEGHA SHARMA	CHAIRMAN
6. Names of all the educational institution established/ funded/ operated by the Trust/ Society			
	Sr.No.	Name of Institute	Address
	1	ASMA INSTITUTE OF MANAGEMENT	SHASTRI CAMPUS, S. NO. 85, SHIVANE, NDA ROAD, PUNE
7. Name of the Courses			
	Sr. No.	Courses	Full Time / Part Time
	1	MBA - M. B. A.	FT
			Duration in years
			2

8.	Annual financial report of Trust/ Society for last 2 years					
9.	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						
	Land					
1	Free Hold					
a	Govt.	0	0	0	0	
b	Others	1	1	0	0	
	Total	1	1	0	0	
2	Lease Hold					
a	Govt.	0	0	0	0	
b	Others	0	0	0	0	
	Total	0	0	0	0	
Note : Please give details for each college / Institute separately.						
Wether Income Tax return filed every year by the trust				Y		
Status of the Building:						
	If Rented			College / Institute	Other	Total
a)	Built up Area (in Sq. Mtr.)			0	0	0
	Annual Rent (Amt. in Rs.)			0	0	0
	If Owned			College / Institute	Other	Total
b)	Built up Area (in Sq. Mtr.)			4000	0	4000
	Cost(Amt. in Rs.)			30577840	0	30577840
Built up Area required Available as per AICTE/PCI/COA						
	If Rented			College / Institute	Other	Total
a)	Built up Area (in Sq. Mtr.)			0	0	0
	If Owned			College / Institute	Other	Total
b)	Built up Area (in Sq. Mtr.)			4000	0	4000
10	Whether the Institute / Trust is in receipt of any grants from Central Government / State Government / Quasi Government Bodies				If yes, Amount Received for the Financial Year -	

FORM B								
Proforma for information of Technical Education Institutes								
(Health Science Course and Technical Degree and Diploma and MCA Post Graduation course) for the Academic year 2015-16								
Name of the Trust/Society		PANDIT SHIVDATTA SHASTRI EDUCATION FOUNDATION						
Courses Information								
Sr. No	Stream	Name of Course	UG / PG	NBA	Gradation			
1	MBA	M. B. A.	PG	N - -	N - -			
(Gradation as on 19.8.2003 vide G.R. No. TEC-2003/(212/03)/TE-1, dated 19.8.2003.)								
1.	Name of the College / Institute		Asma Institute of Management, Shivane, Pune					
	Address with Pincode		S. No. 85, Shastri Campus, N.D.A. Road, Shivane					
	Telephone No. (With STD code)		020-25291471					
	Fax No. (With STD code)		020-25291461					
	E-Mail ID		enquiry@asma.in, director@asma.in					
	Web Site		www.asma.in					
2.	Name of the Director / Principal of the Institution		Anshul Sharma					
3.	Sanctioned Intake capacity as per AICTE/PCI/COA/ University		120					
4.				I Year	II Year	III Year	IV Year	V Year
	(A) Total No. of Students for the Course (Excluding PIO / Foreign National Students)			35	42	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			2007				
6.	Name of the University/Board/Affiliated Body to which this course is affiliated			PU				
7.	Whether Permitted by State Govt.			Y				
8.	Whether Hostel Facility is available			Y				
	If yes, mention capacity and facilities provided for the hostel			Boys	100			
				Girls	100			
				Total Capacity	200			
9.	Total No. of laboratories in the Department							
	Total cost of equipment in the department (Rs. in Lakhs)			20.49 Rs. In Lakhs				
10	Total Cost of equipment in the Department including software(Rs. in Lakhs) in Working Condition			a) UG	Rs. In Lakhs			
11	Total cost of equipments in the Department including software (Rs. In Lakhs) in Working Condition			b) PG	7.89 Rs. In Lakhs			
12	Whether Library facility is available (Departmental) Excluding Central Library if yes give details		No. of Titles	1537				
			No. of Books available	4529				
			No. of Journals subscribed In current year	10				
	B) Carpet Area in Use for Library (in Sq. Mtr.)		109					
	c) Facilities in Department - Library		1.	National & International JOurnals				
			2.	Xerox				
3.			Scanning					
4.								
13	No. of Staff							
Teaching Staff		As per		Posts filed in		Total	Vacant	

		Council norms	Regular	Adhoc	Contract	Filled in Posts	Posts	
a) Professors		2	1	0	0	1	1	
b) Assistant Professors / HOD		4	2	0	0	2	2	
c) Lecturers		10	7	2	0	9	1	
List of approved Staff by the University								
Student - Teacher Ratio			Sanctioned Intake			Student on Roll		
a) With approved staff			1/15.0			1/13.5		
b) With (approved adhoc + contract) staff			1/15.0			1/13.5		
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	0	0	1		
b) Non- Technical		4	4	0	0	4		
c) Class- IV		4	4	0	0	4		
		TOTAL	9	0	0	9	0	
Ratio of Non - Teaching - Teaching staff			1/1.0					
14	Staff in the Library Department if any							
Sr. No.	Name	Post	Scale	Nature of Appointment				
1	MANJUSHA BHAT	LIBRARIAN	8550	PERMANENT				
2	SACHIN DALVI	ATTENDANT	5000	SELECT				
15	Salary given to the staff (Whether it is as per 5th /6th Pay commission / any other norms)		Y					
Whether Building os owned / <u>Rental by college/</u> Institute:							O	
16	b) if owned built-up area in 4000 Sq.Mtr.				College / Institute	Others	Total	
			Capital investment (Amount Rs. in Lakhs)		100.02		100.02	
	b) If Rental Built-up area in Sq.Mtr.				College / Institute	Other	Total	
			Annual Expenditure (Amount Rs. in Lakhs)				0	
17	Mention relation of the landlord with the college / institute if Any		Owner					
18	Financial information							
Annual Income (Rs. in lakhs) of last two years i.e. 2013-14, 2014-15)								
a) College / Institute			2013-14			2014-15		
			Approved Courses		Non approved other Courses	Approved Courses		Non approved other Courses
			Under Graduate	Post Graduate		Under Graduate	Post Graduate	
	Tuition Fees			3246381		5199222		
	Development Fee							
	Gymkhana Fee							
	Training & Placement Fee							
	Library Fee							
Laboratories Fee								
Internet & Email Facility Fee								

	Cultural Activity						
	Form & Broacher Fee		34456			23500	
	Exam Fee		367723			480719	
	By way of Fine & Penalty						
	Any other Fee		20686			9232	
	Total(a)	0	3669246	0	0	5712673	0
b) General		2013-14			2014-15		
		Approved Courses		Non approved other courses	Approved Courses		Non approved other courses
		Under Graduate	Post Graduate		Under Graduate	Post Graduate	
		Donation		0		0	
		Interest		0		0	
		Dividend		0		0	
		Other Misc		0		0	
		Total(b)	0	0	0	0	0
	Total(a+b)	0	3669246	0	0	5712673	0

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Annual Expenses (Rs. in lakhs) of Last two Years 2013-14, 2014-15)

		College/Institute Financial Year 2013-14			College/Institute Financial Year 2014-15			
		Expenses directly attributable to course (Rs. In Lakhs)	Share of Common Expenses (Rs. In Lakhs)	Total expenses (Rs. In Lakhs)	Expenses directly attributable to course (Rs. In Lakhs)	Share of Common Expenses (Rs. In Lakhs)	Total expenses (Rs. In Lakhs)	
i.	Rent Paid			0	00		0	
ii.	Advertisement Expense*	158801		158801	153511		153511	
iii.	Salary Cost	Salaries, Wages & Bonus	4004452		4004452	3335830		3335830
		Contribution to provident fund & other fund			0	00		0
		Staff Welfare & training expenses	34373		34373	21967		21967
		Others			0	00		0
iv.	Consumable	Work shop material			0	00		0
		Components			0	00		0
		Project Expenses			0	00		0
		Chemicals			0	00		0
		Others			0	00		0
v.	Operating & Other Expenses*	Electricity Charges	314433		314433	231305		231305
		Telephone, Postage, Xerox expenses	159754		159754	128209		128209
		Water charges			0	00		0
		Traveling & conveyance	254429		254429	198260		198260
		Vehicle expenses			0	00		0
		Repairs & maintenance	20806		20806	10898		10898
		Others			0	00		0

vi.	Administrative Expenses	406981		406981	390820		390820	
vii.	Scholarships			0	00		0	
viii.	Cost of Software's			0	00		0	
ix.	Printing Expenses	129877		129877	60055		60055	
x.	Stationary			0	00		0	
xi.	Insurance	0		0	32151		32151	
xii.	Intrest on Loan	370906		370906	212000		212000	
xiii.	Depreciation	Plant & Machinery		0	00		0	
		Vehicle		0	00		0	
		Furniture	66649		66649	49987		49987
		Computers & Others	479659		479659	317597		317597
xiv.	Education Tours expenses for students	0		0	00		0	
xv.	Training & Placement expenses for students	0		0	170250		170250	
xvi.	Sport Expenses	0		0	20000		20000	
xvii.	Annual Social expenses	52485		52485	29850		29850	
xviii.	Internet expenses	70224		70224	58250		58250	
xix.	Taxes			0	00		0	
xx.	* Any other expenses	496644		496644	654661		654661	
	Grand Total	7020473	0	7020473	6075601	0	6075601	

* Any expenditure which is more than 5% of the total expenses should be shown separately.(Note : In the case of "common" cost which are apportioned, please attach a separate note indicating the bases adopted by you for apportioning such costs, giving your justification for the same)

19					
20	Fixed Asset Details	With all major heads of fixed assets,			
	Cost Data	College / Institute / Hostel			
	Particular	Gross block 31.03.2015 Amount in Rs.	WDV as on 31.03.2015 Amount in Rs.	Depreciation for the year on 31.03.2015 Amount in Rs.	Rate of Depreciation %
a.	Land (area - 1 Acre)	2936430	2936430	0	0
b.	Building(s) (Built-up area in 2000 Sq.Mtr)	10002119	9752066	250053	2.5%
c.	Lab / Work Shop	0	0	0	0
d.	Laboratory equipment	0	0	0	0
e.	Books	171657	128743	42914	25
f.	Furniture & dead stock	499865	449878	49987	10
g.	Vehicle	0	0	0	0
h.	Computers	1036857	777642	259215	25
i.	Others	154692	139223	15469	10
	Total	14801620	14183982	617638	
	Projected Addition	College / Institute / Hostel			
	Particulars	2015-16 (Rs. in Lakhs)	2016-17 (Rs. in Lakhs)	2017-18 (Rs. in Lakhs)	
a.	Land(area 1 Acre)	0	0	0	
b.	Building (Built-up area in Sq. Mtr.)	50	50	50	
c.	Lab / Work shop	0	0	0	
d.	Laboratory equipments	4	2	2	
e.	Books	1	3	3	
f.	Furniture & dead stock	5	3	3	
g.	Vehicals	15	15	15	
h.	Others	0	0	0	

Total		75	73	73	
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 two years per student for UG course				
Year	No of Students		fees collected(Rs.)		
2013-14					
1 st Year					
2 nd Year					
3 rd Year					
4 th Year					
5 th Year					
2014-15					
1 st Year					
2 nd Year					
3 rd Year					
4 th Year					
5 th Year					
24	Fees collected during last two years per student for PG course				
Year	No of Students		fees collected(Rs.)		
2013-14					
1 st Year	33		1688610		
2 nd Year	35		2625000		
2014-15					
1 st Year	59		3304000		
2 nd Year	30		1950000		
25	Fees collected (2014-15) per student for UG/PG course		UG Course - PG Course - 56000		
No of Students of 1st year	Average fees collected per student(Amount in Rs.)		Total fees collected (Amount Rs. in Lakhs)		
a) Indian (Govt. Quota + Management)	56000		5254000		
b) PIO + Foreign National	00		00		
26	Fees proposed for each course during 2015-16. Justification for this.				
(a)	Administrative Staff in the Institute / College				
Name of the Principal / Director	Anshul Sharma				
Regular incharge	Incharge				
Pay Scale	22400				
Sr.No.	Name of the Staff	Designation	Whether required as per AICTE norms	Scale	Nature of Appointment
1	PRADIP ADAGALE	PEON	Y	1909	PERMANENT
2	MS. SAMIKSHA MARNE	OFFICE. SUP	Y	5850	PERMANENT
3	RAJENDRA JARAD	ASSO. PROF.	Y	15360	PERMANENT
4	PRIYANKA SHARMA	ASST. PROF.	Y	8000	PERMANENT
5	AJAY KUMAR	ASSO. PROF.	Y	13500	PERMANENT
6	NARESH BAVISKAR	ACCOUNTS MANAGER	Y	4675	PERMANENT
7	RAHUL KADAM	PEON	Y	1760	PERMANENT
8	MS. NANDA KAMBLE	PEON	Y	1615	PERMANENT

9	RUBIN S.	ASST. PROF.	Y	8000	PERMANENT	
10	MADHURI SALI	ASST. PROF.	Y	8000	PERMANENT	
11	NITIN RASIK	ASST. PROF.	Y	8000	PERMANENT	
12	ANKUSH YADAV	ASST. PROF.	Y	13500	PERMANENT	
(b)	Staff in Central Library					
Sr. No.	Name	Designation	Whether required as per AICTE Norms	Qualification	Pay scale	Nature of Appointment
1	MANJUSHA BHAT	LIBRARIAN	Y	MLIB, NET	8550	PERMANENT
2	SACHIN DALVI	ATTENDANT	Y	HSC	5000	SELECT
(c)	Student - Teacher Ratio (Total no. students & total no. of staff in the college)					
				Ratio		
1	Regular approved staff			1/18.0		
2	Regular + Contract + Adhoc			1/15.0		
(d)	Ratio of Non-Teaching - Teaching Staff -					
				Ratio	As per Council Norms	
	Inclusive of administrative, ministerial, Technical & other unskilled & semi skilled staff			1/15.0	1/15.0	

FORM-C Central Library Facility			
Total No of student in the institute		77	
Reading hall capacity		60	
Total carpet Area Sq.Mtr.		109	
a)	No. of Titles	1537	
b)	No. of Books	4529	
c)	No. of National Journals	8	
d)	No. of International Journals	8	
e)	Non-Teaching Journals		
Total Cost of			
f)	a) Books	8.57	Lakhs
	b) Subscription for Journal	0.30	Lakhs
g)	Cost of Furniture	3.10	Lakhs
h)	Whether Xerox facility is available	Y	
i)	Whether Internet facility is available	Y	
		Band Width	2mbps
j)	No. of Computer available in the Library	PIII	0
		PIV	0
		PV	10
k)	Whether multimedia facility is available	Y	
l)	Whether digitization of library is done	N	
m)	Any other amenities provided to students in library.		

FORM-D				
Information of Central Computing Facilities in the Institute				
1	Whether the central computing facility is available		Y	
2	Number of PIII or equivalent and above PC available		180	
3	Whether legal licenses of System & Application Software available?		Y	
4	Number of System Software's available		04	
5	Number of Applications Software's available		20	
6	Number of Printers available (Type: DMP/ DeskJet /LaserJet)		15	
7	Number of Scanners available		5	
8	Total cost of the printers and scanners		276540	
9	Whether the Generator / UPS back-up available(back-up period and capacity in KVA)		Y	
10	Whether the Campus is Networked.		Y	
11	Whether the Laboratories are Networked through LAN		Y	
12	Whether is internet connection is available		Y	
13	If yes specify type Dialup/ISDN/DSL/Leased Line/ any other		Leased line	
14	Specify Bandwidth available		2MBPS	
15	Specify compression ratio		1:2	
16	Cost of Hardware in Computer Center	Rs. Lakhs	3575600	
17	Cost of Software in Computer Center	Rs. Lakhs	674200	
18	Cost of Furniture in Computer Center	Rs. Lakhs	1065700	
19	Annual fee of the Internet Services in	Rs. Lakhs	58520	
20	Staff in Computer Center		Number	
			Pay Scale	
	1. System Manager	Y	1	25000
	2. System Analyst	N	0	0
	3. Computer Programmer	Y	1	15000
	4. Computer Operator	Y	1	10000
	5. Non - Teaching Staff	Y	2	8000
6. Maintenance Staff	Y	1	7000	

FORM-E			
(A) Details of Teaching and Non Teaching staff for the Accounting Year 2014-15			
Sr No	Particular	Actual requirement of Staff as per respective Council norms	Actual appointed
1	DIRECTOR	1	1
2	DEAN / PRINCIPAL	0	0
3	DY. DEAN / VICE - PRINCIPAL	0	0
4	A) PROFESSOR	2	0
5	B) ASSOCIATE PROFESSOR	4	2
6	C) ASST.PROFESSOR / LECTURER	10	6
7	D) READER	0	0
8	I) PROGRAMMERS	0	0
9	II) ASST PROGRAMMERS	0	0
10	III) COMPUTER OPERATORS	0	0
11	IV) TECHNICIANS	1	1
12	V) LAB ASSISTANTS	1	1
13	A) MANAGER	0	0
14	B) REGISTRAR	0	0
15	C) ADMINISTRATIVE OFFICER	1	1
16	D) ACCOUNTS OFFICER	1	1
17	E) PUBLIC RELATION OFFICER	0	0
18	F) SUPERINDENDENT	1	1
19	G) SENIOR ASSISTANT / CLERK	2	2
20	H) JUNIOR ASSISTANT / CLERK	2	2
21	I) STENO CUM P.A.	0	0
22	J) DATA ENTRY OPERATOR	0	0
23	K) LIBRARIANS	1	1
24	L) ASST LIBRARIAN	1	1
25	M) TYPIST	0	0
26	N) RECORD ASST	0	0
27	O) ATTAINDER	0	0
28	P) DRIVER	2	2
29	Q) TELEPHONE OPERATOR	0	0
30	R) PEON	4	4
31	S) WATCHMAN / SECURITY GUARDS	2	2
32	T) GARDENER	0	0
33	U) SWEEPER	2	2
34	V) ANY OTHER, SPECIFIED IN DETAILS	0	0
Total		38	30

(B) Details of Salary in respect of Teaching and Non Teaching staff for the Accounting Year 2014-15				
Sr.No.	Name of the Staff	Designation	Actually Salary paid (per month)	Salary which is required to be paid as Per respective Council Norms
1	PRADIP ADAGALE	PEON	78000	78000
2	MS. SAMIKSHA MARNE	OFFICE. SUP	20959	20959
3	RAJENDRA JARAD	ASSO. PROF.	53341	53341
4	PRIYANKA SHARMA	ASST. PROF.	28280	28280
5	AJAY KUMAR	ASSO. PROF.	40764	40764

6	NARESH BAVISKAR	ACCOUNTS MANAGER	16960	16960
7	RAHUL KADAM	PEON	5800	5800
8	MS. NANDA KAMBLE	PEON	5500	5500
9	RUBIN S.	ASST. PROF.	28280	28280
10	MADHURI SALI	ASST. PROF.	28280	28280
11	NITIN RASIK	ASST. PROF.	28280	28280
12	ANKUSH YADAV	ASST. PROF.	49119	49119

UNDERTAKING

I hereby declare that above information furnished by me is correct.

Date- _____ Signature of Dean / Principal / Head of the Institute

FOR OFFICE USE ONLY

Received the fee approval proposal for academic year 2015-16

Proposal for Academic Year 2015-16 Returned as Deficient Proposal. Deficiencies mentioned as per the Checklist

Sr. No. _____

Date: / /2015

Verified by
(Name of the Clerk & its Signature)

Signature of Section Officer
Shikshan Shulka Samiti, Mumbai