

# FEES REGULATING AUTHORITY - 2016-17 & 2017-18, Mumbai

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

## Online Fee Approval Proposal for Academic Year 2016-17 & 2017-18

To, <b>The Hon'ble Chairman,</b> Fees Regulating Authority, Maharashtra State, Mumbai - 400 051	
<b>Name of the College /Institute</b>	MB3134 - Bombay St. Xavier College Soc.'s Xavier Institute of Management & Research, Mumbai
<b>Address</b>	St. Xavier College Campus, 5 Mahapalika Marg, Mumbai - 400001

### Check-list for online fee approval proposal receipt for academic year 2016-17 & 2017-18

**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	Scanned copy of Affidavit	Yes		
2	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 last Financial Year duly signed by Chartered Accountant and counter signed by person duly authorised in terms of section 2 (l) of the Act. 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. i.e. for 2015-16	Yes		
3	Copy of last year's fees structures finalised by Shikshan Shulka Samiti i.e. for 2015-16	Yes		
4	The actual salary of teaching and non-teaching staff along with Photo copy of Pay Roll for the entire last Financial Year 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.) i.e. for 2015-16	Yes		
5	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 respective authorities. (ii) Certificate of Management stating that the same Audited statement of accounts has been filed with IT department and office of Charity Commissioner. (iii) Affirmation about the correctness of facts and figures submitted by Head of the institute. (iv) Display copy of fee approval proposal on its website and Notice Board for a period of one year.	Yes		
6	Certificate of approval of admitted students from Pravesh Niyantaran Samiti for the last Academic Year i.e. for 2015-16	Yes		
7	Certificate that no refund of fees claims etc. and any other matter communicated by Pravesh Niyantaran Samiti and Shikshan Shulka Samiti are pending at Institution/College level.	Yes		
8	Certificate that no other fees/ charges have been collected from students/ parents other than those authorised by Shikshan Shulka Samiti.	Yes		
9	Certificate that all approvals/ sanction/ affiliation taken from the concerned relevant authorities - H&T - AICTE/ DTE/ COA / PCI Government and University.	Yes		
10	Accreditation Certificate if any	Yes		
11	Fees collected for the last Academic year from students admitted in 15 percent NRI Quota in prescribed format.(If any) i.e. for 2015-16	Yes		
12	Copies of Service Contracts, if any entered into (such as for security etc.). The copy of TDS & PF Challan.	Yes		
13	Income earned by the college during last academic year other than fees i.e. for 2015-16	Yes		
14	Any other relevant information/ documents College/ Institution would like to submit before the Samiti.	Yes		
15	Certified audited copy for Annual financial report of Trust/ Society for last year i.e. for 2015-16	Yes		
16	Certified attested copies of income tax return by the trust for last three assessment years	Yes		
17	Copy of G.R. granting permission to start the college	Yes		
18	Subject wise detailed statement of approved teaching staff with letter of Approval from Authority	Yes		
19	Certified audited details of cost of equipments with date of purchase & cost of annual maintenance	Yes		
20	Detailed list of infrastructure. Also indicate the bases adopted for the appointment of the common infrastructure.	Yes		
21	Detailed calculations for the current year for expenses per student for UG course i.e. for 2016-17 & 2017-18	Yes		
22	Detailed calculations for the current year for expenses per student for PG course i.e. for 2016-17 & 2017-18	Yes		

**Calculation of Depreciation on other assets for AY 2016-17 & 2017-18 - For Regular Shift**

Sr. No	Item	Rate of Depreciation (A)	Opening WDV as on 1.4.2015 (B)	Aditions upto 30 Sept(C)	Aditions From 01 Oct(C)	Less Deductions(D)	Net Value (B+C-D)=E	Depreciation (F) F=(B+C1)x A + C2 x (A/2) - D x A	(Closing WDV)G=E-F	MBA	Non FRA Courses	Hostel	Hospital	Trust
1	Computer	60	3358758	645531	214088	0	4218377	2466799.8	1751577.2	2466800	0	0	0	0
2	Books	60	925050	65325	45845	0	1036220	607978.5	428241.5	607979	0	0	0	0
3	FURNITURE	10	4802536	30230	0	0	4832766	483276.6	4349489.4	483277	0	0	0	0
4	MACHINERY	15	1818722	72580	18200	0	1909502	285060.3	1624441.7	285060	0	0	0	0

**Important Note** : A) Basis of computation of depreciation should be Written Down Value (WDV) method. B) Calculation of depreciation shall be as per applicable income tax rules.

Date		<b>Signature and Seal of person authorised in terms of section 2 (I) of the Act with Code No.</b>
	<b>Signature and Seal of the certifying Chartered Accountant and Auditors</b>	

**FORM-A****Proforma for common information of organization promotion various colleges / institutes for the year 2016-17 & 2017-18 (Information of the Trust)**

Name of the Trust/Society	The Bombay St. Xavier College Society
Address (With Pin Code)	St. Xavier's College, 5, Mahapalika Marg, Mumbai 400 001
District - Taluka	Mumbai-City-Mumbai
Telephone No. with STD Code	022 65221909/1911
Fax No. with STD Code	022 22650607
E-mail ID	admin@ximr.ac.in
Website	www.ximr.ac.in
Registration No. and date of Trust	Bom. 30/1971/GBBSD--22/01/1971
Year of Establishment of the trust	1971
PAN No - TAN No	AAATT4594Q--MUMT08445D

**Trustee Details**

Sr.No.	Name of Trustees	Designation	Profession of Trustee
1	FR. VERNON DESOUZA	PROVINCIAL	EDUCATIONALIST
2	FR. ANTHONY D SOUZA	RECTOR	EDUCATIONALIST
3	FR. CONRAD PESSO	SECRETARY	EDUCATIONALIST

**Names of all the educational institution established/ funded/ operated by the Trust/ Society**

Sr.No.	Name of College , School or Activity (e.g Hospital , Industry , Oldage Home etc)	Address	Code No.	Establish Year	Courses Run
1	ST. XAVIER S COLLEGE, MUMBAI	ST. XAVIER S COLLEGE, 5 MAHAPALIKA MARG, MUMBAI 400 001	231	1869	B.A., BSC., B.COM., BMS,BMM, BSC IT, MPP, M.A., MSC.
2	XAVIER INSTITUTE OF MANAGEMENT & RESEARCH	ST. XAVIER S COLLEGE, 5 MAHAPALIKA MARG, MUMBAI 400 001	3134	2006	MMS
3	XAVIER INSTITUTE OF COMMUNICATION	ST. XAVIER S COLLEGE, 5 MAHAPALIKA MARG, MUMBAI 400 001	N/A	1969	PG ADVERTISING AND MARKETING ,JOURNALISM.

**Name of the Courses**

Sr.No	Stream	Course	Duration	SI 2015-16	SI 2014-15	SI 2013-14	SI 2012-13	SI 2011-12
1	MBA	M. M. S.	2	60	60	60	60	60

Form A1						
8.	Annual financial report of Trust/ Society for last 2 years					
9.	<b>Details of Land</b>					
Sr. No.	Particulars	Area (in Sq.Mtr.)		Cost of acquisition (Rs Lakhs)	Extent of subsidy / concession	
		As Per Norms	Available			
College / Institute						
<b>Land</b>						
1	Free Hold					
a	Govt.	0	0	0	0	
b	Others	0	0	0	0	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2	Lease Hold					
a	Govt.	4047	12141	0	0	
b	Others	0	0	0	0	
	<b>Total</b>	<b>4047</b>	<b>12141</b>	<b>0</b>	<b>0</b>	
Note : Please give details for each college / Institute separately.						
Wether Income Tax return filed every year by the trust					Y	
Status of the Building:						
a)	<b>If Rented</b>		<b>College / Institute</b>		<b>Other</b>	<b>Total</b>
	Built up Area (in Sq. Mtr.)		0		0	0
	Annual Rent (Amt. in Rs.)		0		0	0
b)	<b>If Owned</b>		<b>College / Institute</b>		<b>Other</b>	<b>Total</b>
	Built up Area (in Sq. Mtr.)		2085		0	2085
	Cost(Amt. in Rs.)		0		0	0
<b>Built up Area required Available as per AICTE/PCI/COA</b>						
a)	<b>If Rented</b>		<b>College / Institute</b>		<b>Other</b>	<b>Total</b>
	Built up Area (in Sq. Mtr.)		0		0	0
b)	<b>If Owned</b>		<b>College / Institute</b>		<b>Other</b>	<b>Total</b>
	Built up Area (in Sq. Mtr.)		2085		0	2085
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 - 0		
Date						
Place						
<b>Signature and Seal of person authorised in terms of section 2 (l) of the Act with Code No.</b>						

## FORM B Proforma for information of Institutes

### Courses Information

Sr.No	Stream	Course	Start Year	Duration	SI 2015-16	SI 2014-15	SI 2013-14	SI 2012-13	SI 2011-12
1	MBA	M. M. S.	2006	2	60	60	60	60	60

### Institute Information

Address	St. Xavier College Campus, 5 Mahapalika Marg, Mumbai - 400001
PIN Code	400001
District - Taluka	Mumbai-City-Mumbai
Telephone No. (With STD code)	022-65221911
Fax No. (With STD code)	022-22650607
E-Mail ID	accounts@ximr.ac.in
Web Site	www.ximr.ac.in
Land Type	Govt Lease.
Whether Biometric Attendance Available for all Staff (Teaching and Non Teaching)	No.
NAAC Accreditation (Accreditation must be valid as on date)	No
Name of the Director / Principal of the Institution	Dr. Vaidyanathan K.N
Person duly authorised in terms of section 2 (l) of the Act	Dr. Vaidyanathan K. N. DIRECTOR 9819316091
Sanctioned Intake capacity as per AICTE/PCI/COA/ University	60

### Bank Details of Institute/College

Sr.No	Bank Name	Account No	Branch Name
1	CORPORATION BANK	053600101013821	MAHAPALIKA MARG MUMBAI
2	AXIS BANK	465010100001151	LAMINGTON ROAD MUMBAI

### Form B2

	I Year	II Year	III Year	IV Year	V Year	
(A) Total No. of Students for the Course (Excluding PIO / Foreign National Students)	0	0	0	0	0	
(B) Total No PIO / Foreign National Students for the Course	0	0	0	0	0	
Year of recognition by respective council	28 June 2006					
Name of the University/Board/Affiliated Body to which this course is affiliated	Mumbai University					
Whether Permitted by State Govt.	Yes					
Hostel Facility Status						
Total No. of laboratories in the Department	0					
Total cost of Equipment in the Department (Rs. in Lakhs)	0 Rs. In Lakhs					
Total Cost of equipment in the Department including software (Rs. in Lakhs) in Working Condition	A) UG	0 Rs. In Lakhs				
Total cost of equipments in the Department including software (Rs. In Lakhs) in Working Condition	B) PG	0 Rs. In Lakhs				
Whether Library facility is available (Departmental) Excluding Central Library if yes give details	<b>No.of Titles</b>	4411				
	No. of Books available	6074				
	No. of Journals subscribed In current year	24				
B) Carpet Area in Use for Library (in Sq. Mtr.)	447					
c) Facilities in Department - Library	1.	Online access for students				
	2.	Issue and Receipts of books				
	3.	Reading Room				
	4.	Library Networking Facility				
No. of Staff						
<b>Teaching Staff</b>	<b>As per Council norms</b>	<b>Posts filed in</b>			<b>Total Filled in Posts</b>	<b>Vacant Posts</b>
		<b>Regular</b>	<b>Adhoc</b>	<b>Contract</b>		
a) Professors	2	2	0	0	2	
b) Assistant Professors / HOD	4	4	0	2	6	
c) Lecturers	2	0	0	2	2	

## Form B4

Student - Teacher Ratio		Total Number of Teachers	Sanctioned Intake :120		Student on Roll : 120	
a) With approved staff		1	Student - Teacher Ratio = 120:1		Student - Teacher Ratio = 120:1	
b) With (approved adhoc + contract) staff		9	Student - Teacher Ratio = 13:1		Student - Teacher Ratio = 13:1	
Non Teaching Staff (in the Department)	As per council norms	Posts Filled in			Total Filled in Posts	Vacant Posts
		Regular	Adhoc	Contract		
a) Technical	0	1	0	2	3	
b) Non- Technical	0	2	0	3	5	
c) Class- IV	0	5	0	0	5	
	<b>Total</b>	<b>8</b>	<b>0</b>	<b>5</b>	<b>13</b>	<b>0</b>
<b>Ratio of Non - Teaching - Teaching Staff</b>		1:1.3				

## Form B5

15	Salary given to the staff (Whether it is as per 5th /6th Pay commission / any other norms)	Y			
16	Whether Building os owned / <u>Rental by college</u> / Institute:	O			
	b) if owned built-up area in 2085 Sq.Mtr.	Capital investment (Amount Rs. in Lakhs)	College / Institute	Others	Total
		Recurring annual expenditure (Amount Rs. in Lakhs)	0	0	0
	b) If Rental Built-up area in Sq.Mtr.	Annual Expenditure (Amount Rs. in Lakhs)	College / Institute	Other	Total
		0	0	0	
17	Mention relation of the landlord with the College / Institute if Any	Society			

Projected Addition		College / Institute / Hostel		
Particulars	2016-17 & 2017-18 (Rs. in Lakhs)	2017-18 (Rs. in Lakhs)	2018-19 (Rs. in Lakhs)	
a. Land(area )	0	0	0	
b. Building (Built-up area in Sq. Mtr.)	0	0	0	
c. Lab / Work shop	0	0	0	
d. Laboratory equipments	10	11	10	
e. Books	3	4	3	
f. Furniture & dead stock	5	6	5	
g. Vehicals	0	0	0	
h. Others	5	7	8	
<b>Total</b>	<b>23</b>	<b>28</b>	<b>26</b>	

## Form B9

Fees collected during last year per student for UG course		
Year	No of Students	fees collected(Rs.)
<b>2015-16</b>		
1 <sup>st</sup> Year		
2 <sup>nd</sup> Year		
3 <sup>rd</sup> Year		
4 <sup>th</sup> Year		
5 <sup>th</sup> Year		
Fees collected during last year per student for PG course		
Year	No of Students	fees collected(Rs.)
<b>2015-16</b>		
1 <sup>st</sup> Year	60	220500
2 <sup>nd</sup> Year	60	220500
Fees collected (2015-16) per student for UG/PG course	UG Course -	
	PG Course - 220500	
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)	220500	12.81
b) PIO + Foreign National	0	0

## Form B10

(A)	<b>Administrative Staff in the Institute / College</b>
<b>Name of the Principal / Director</b>	Dr. Vaidyanathan K.N
<b>Regular incharge</b>	Regular
<b>Pay Scale</b>	37400- 67000

Faculty Details (Teaching and Administrator)

Sr No	Name	Appoint Type	Appoint Date	Joining Date	Streams Teach	Faculty Type	Pay Scale	Grade Pay
1	PATIL VANDANA DAVID	Regular	01-08-2007	01-08-2007	MBA	Administrator	9300-34800	6
2	DIXIT SAMPADA VAIBHAV	Regular	01-10-2006	01-10-2006	MBA	Administrator	15600-39100	6
3	MANKAR RAMCHANDRA HARI	Regular	01-08-2006	01-08-2006	MBA	Administrator	5200-20200	6
4	RAMBADE SAHADEV RAGHO	Regular	01-08-2006	01-08-2006	MBA	Administrator	5200-20200	6
5	PATIL BHARAT GOVIND	Regular	01-08-2006	01-08-2006	MBA	Administrator	4440-7440	6
6	WAGHELA JAISINGH MANILAL	Regular	01-08-2006	01-08-2006	MBA	Administrator	4440-7440	6
7	WAGHELA CHANDU DAYA	Regular	01-08-2006	01-08-2006	MBA	Administrator	4440-7440	6
8	DIAS MALACHY P	Adhoc	01-08-2008	01-08-2008	MBA	Administrator		
9	FERNANDES MARTIN PETER	Adhoc	01-04-2015	01-04-2015	MBA	Administrator		
10	MERGULHAO GEORGE _	Adhoc	01-07-2014	01-07-2014	MBA	Administrator		
11	TRAVASSO PRISCILLA JOAQUIM	Adhoc	01-08-2007	01-08-2007	MBA	Administrator	5200-20200	6
12	CARDOZA LEENA IGNATIUS	Adhoc	01-08-2007	01-08-2007	MBA	Administrator	5200-20200	6
13	CONRAD PESSO CLAUDE	Regular	01-08-2007	01-08-2007	MBA	Teaching	37400-67000	6
14	VAIDYANATHAN NATARAJAN KOLLENGODE	Regular	01-08-2007	01-08-2007	MBA	Teaching	67000-79000	6
15	DEY RAVINDRA A	Regular	01-07-2011	01-07-2011	MBA	Teaching	37400-67000	6
16	NAIK PRANIL PRAKASH	Adhoc	01-08-2013	01-08-2013	MBA	Teaching	37400-67000	6
17	KAMESHWARRAO VENKATASURYA MODEKURTI	Adhoc	01-07-2015	01-07-2015	MBA	Teaching	37400-67000	6
18	SINGH JYOTI KUMARI	Adhoc	01-07-2015	01-07-2015	MBA	Teaching	15600-39100	6
19	RATHI KISHORE NAND	Adhoc	01-04-2013	01-04-2013	MBA	Teaching	37400-67000	6
20	DIAS ANTHONY JOHN	Regular	01-08-2007	01-08-2007	MBA	Teaching	37400-67000	6
21	DABRE NILIMA NAZARETH	Adhoc	01-08-2013	01-08-2013	MBA	Teaching	15600-39100	6
22	VAZ PAUL NACIMENTO	Regular	01-08-2007	01-08-2007	MBA	Teaching	67000-79000	6

(c) Student - Teacher Ratio (Total no. students & total no. of staff in the college)

		Ratio
1	Regular approved staff	1
2	Regular + Contract + Adhoc	22

(d) **Ratio of Non-Teaching - Teaching Staff -**

	Ratio	As per Council Norms
Inclusive of administrative, ministerial, Technical & other unskilled & semi skilled staff	1.6:1	yes

**VERIFICATION**

(The person signing the Verification clause must satisfy himself / herself about correctness of the information before affixing his / her signature)

I, \_\_\_\_\_ (full name in block letters), son / daughter of \_\_\_\_\_ solemnly declare that to the best of my knowledge, the information given in this proforma and statements accompanying is correct and complete. I further declare that I am submitting this proforma in my capacity as \_\_\_\_\_ and I am also authorised in terms of section 2(1) of the Act to submit the same and verify it.

Date

Place

**Signature and Seal of person authorised in terms of section 2 (1) of the Act with Code No.**

**FORM-C Central Library Facility**

<b>Total No of student in the institute</b>		122	
<b>Reading hall capacity</b>		125	
<b>Total carpet Area Sq.Mtr.</b>		447	
a)	No. of Titles	4411	
b)	No. of Books	6074	
c)	No. of National Journals	7	
d)	No. of International Journals	5 + 28000	
e)	Non-Teaching Journals	12	
<b>Total Cost of</b>			
f)	a) Books	7.77	Lakhs
	b) Subscription for Journal	9.56	Lakhs
g)	Cost of Furniture	9.95	Lakhs
h)	Whether Xerox facility is available	Y	
i)	Whether Internet facility is available	Y	
		Band Width	50 MBPS
j)	No. of Computer available in the Library	PIII	0
		PIV	0
		PV	6
k)	Whether multimedia facility is available	Y	
l)	Whether digitization of library is done	Y	
m)	Any other amenities provided to students in library.	Online Database - CMIE,PROWESS, Proquest	
Date			
Place			
<b>Signature and Seal of person authorised in terms of section 2 (l) of the Act with Code No.</b>			



**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		120
3	Whether legal licenses of System & Application Software available?		Y
4	Number of System Software's available		5
5	Number of Applications Software's available		8
6	Number of Printers available (Type: DMP/ DeskJet /LaserJet)		12
7	Number of Scanners available		4
8	Total cost of the printers and scanners		81799
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		50 MBPS
15	Specify compression ratio		1:1
16	Cost of Hardware in Computer Center	Rs. Lakhs	2266513
17	Cost of Software in Computer Center	Rs. Lakhs	949012
18	Cost of Furniture in Computer Center	Rs. Lakhs	779936
19	Annual fee of the Internet Services in	Rs. Lakhs	527140
20	Staff in Computer Center		Number
	1. System Manager	Y	1
	2. System Analyst	N	0
	3. Computer Programmer	N	0
	4. Computer Operator	N	0
	5. Non - Teaching Staff	N	0
	6. Maintenance Staff	N	0
Date			
Place			
<b>Signature and Seal of person authorised in terms of section 2 (l) of the Act with Code No.</b>			

**FORM-E**

<b>(A) Details of Teaching and Non Teaching staff for the Accounting Year 2015-16</b>			
<b>Sr No</b>	<b>Particular</b>	<b>Actual requirement of Staff as per respective Council norms</b>	<b>Actual appointed</b>
1	PEON	0	4
2	ASSISTANT PROFESSOR	2	2
3	CLERK	0	3
4	ACCOUNTANT	1	1
5	COMPUTER ASSISTANT	1	1
6	OFFICE SUPERINTENDENT	1	1
7	ASSOCIATE PROFESSOR	4	6
8	LIBRARIAN	1	1
9	DIRECTOR	1	1
10	PROFESSOR	1	1
11	OFFICE ADMINISTRATOR	1	1
<b>Total</b>		<b>13</b>	<b>22</b>

Date \_\_\_\_\_  
Place \_\_\_\_\_

**Signature and Seal of person authorised in terms of section 2 (l) of the Act with Code No.**

**FOR OFFICE USE ONLY**

Received the fee approval proposal for academic year 2016-17 & 2017-18

Proposal for Academic Year 2016-17 & 2017-18

Accepted

or

Returned as Deficient Proposal. Deficiencies mentioned  
as per the Checklist  
Sr. No. \_\_\_\_\_

Date:     /     /2016

Verified by  
(Name of the Clerk & its Signature)

Signature of Section Officer  
FEES REGULATING AUTHORITY - 2016-17 & 2017-18