

(Short Term Courses)

List of Documents to be attached (Volume A &B) with the hard copy of the online submitted proposal for A.Y. 2025-26

CERTIFICATE

This is to certify that I have gone through the details of the following List of Documents to be attached in Volume A & B and its specific requirements. I have arranged the documents in the same sequence as mentioned below. I have certified by putting the institute stamp and placed the numbers on each and every page. I am also aware that the documents are to be submitted in the spiral bound conditioned.

I am aware that if hard copy of the proposal is not prepared as per the above instructions, the proposal shall not be accepted for submission by the FFC Office.

Place:

Signature

Date:

Name, Designation Seal of the

Person duly authorized

in terms of definition of management in the Norms.

Volume - A

(Short Term Courses)

Sr. No.	Particulars of Documents to be submitted	Page No.
	INDEX	
1	Copy of the Receipt of payment	
2	Original Notarised Affidavit in the prescribed format duly verified and attested by the person authorised in terms of definition of management in the Norms.	
3	Print out of the Computation sheet generated after online submission of proposal for the academic year 2025-2026	
4	Print out of the Depreciation Chart for the academic year 2023-2024 as filled in the online proposal.	
5	Certified copy of the Depreciation chart prepared by Chartered Accountant.	
6	Copies of the Prescribed Proforma A, B, C, D, and E as filled in the online proposal.	
7	Copy of the Income and Expenses details as filled in the online proposal.	
8	The Audited Financial Statements for the Financial Year 2023-24 of the Institute duly signed by the Chartered Accountant & countersigned by the person authorized in terms of definition of management in the Norms. The audited financial statements must be accompanied by (i) Audit Report, (ii) Receipt & Payment Account,	

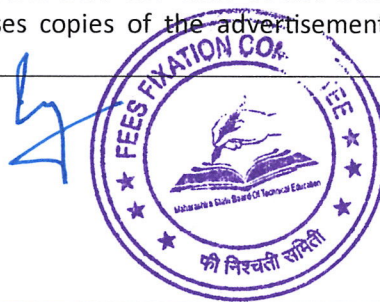


	(iii) Income & Expenditure Account, and (iv) Balance Sheet. (v) All the financial statements as mentioned above should be accompanied, by detailed Schedules and Notes to Accounts. (vi) The Auditor's Report must be accompanied by Form No. A1 & A2 (Annexure - A) as prescribed by the Fees Fixation Committee and same to be duly signed by the Auditor along with particulars such as Name of Auditor/Firm, firm registration number, name of signing partner or proprietor with particulars his/her Membership Number, UDIN and seal of the Firm. Each page of Form A1 and A2 must bear the signature of the Auditor,	
9	Copies of Form No. 16 Part A and Part B downloaded from the Income Tax website i.e. Traces in respect of Teaching and Non-Teaching staff, wherever applicable.	
10	TDS return/statement for Salary (Teaching and Non-Teaching) in Form No. 24Q for All Quarters along with Annexure II (i.e. Annual Salary Details) duly certified by the Auditor or Principal of the college/institute	
11	Receipt(s) of payment made towards amount claimed under the head of - Arrears of salary - Gratuity provision - Leave Encashment - Other Allowances to Staff - Colleges Contribution to PF - Admin Charges PF	
12	TDS return/ quarterly statements for Non-Salary in Form No. 26Q along with details of deducted, nature of payment, amount, etc., in an Excel sheet duly certified by the Auditor or Principal of the College/institute	
13	Copy of the Audited Financial Statements of the Trust/Society for the Financial Year 2023-24 along with all the Schedules and Notes to Accounts.	
14	Copy of Income Tax return filed by the Trust and/or college/institute for the financial Year 2023-24 (i.e. the Assessment Year 2024-25) duly attested by the Auditor/Principal of the	
15	Certified copies of all the Bank Account monthly statements (s) of the institute /college for the Financial Year 2023-24 showing debit entries of the salary paid to Teaching and Non-Teaching staff through cheque/NEFT. Note: 1. The original copy of the monthly Bank Statements must be attested as 'True Copy' by the Branch Manager of the Bank. 2. All the relevant entries showing payment of salary made through the Bank and claimed as expenditure be distinctly marked and highlighted.	
16	Letters Showing the sanctioned intake capacity approved by the Competent Authority for the academic year 2022-23, 2023-24 & 2024-25 duly attested as a 'True Copy' by the Principal of the institute/college (as per the course duration).	
17	Certified copy of the extract of the Property' Assessment Register issued; by the Municipal Corporation /Municipal Council/ Gram Panchayat assessing the property for the purpose of property' tax.	



Volume – B
(Short Term Courses)

Sr. No.	Particulars of Documents to be submitted	Page No.
1	List of students to whom stipend is paid, stipend amount, date of payment and mode of payment (Bank/cash)	
2	List of Guest faculties indicating their Qualifications, Subjects taught and Amount Paid to individual. Mode of Payments (Cash/ Cheque/Bank).	
3	List of Visiting faculties indicating their Qualifications, Subjects taught and Amount Paid to individual and mode of Payment (Cash/ Cheque/Bank).	
4	The Receipt(s) showing acknowledgement of charges paid to Regulatory Apex Authorities MSBTE etc.	
5	The Receipt(s) showing acknowledgement of Inspection Fees paid to the Affiliating/Competent Authority.	
6	The Receipt(s) showing acknowledgement of Affiliation Fees paid to the MSBTE	
7	Copies of Insurance policy and receipts of payment made towards Student Insurance.	
8	Copies of the Insurance policy and receipts of payment made towards the Building Insurance.	
9	Copies of Insurance policy and receipts of payment made towards Furniture, Equipment's, Computers, Vehicles etc.	
10	Item-wise list of expenses claimed towards "Repairs & Maintenance of College Building" with course-wise bifurcation including bills and receipts.	
11	Item-wise list of expenses claimed towards "Repairs and Maintenance expenditure towards Furniture, Equipment, Vehicle, Computers, Electrification, etc." with course-wise bifurcation including bills and receipts.	
12	Item-wise list of expenses claimed towards "Annual Maintenance Charges (AMC) for e.g. Lift, AC, Fire System, Computer Hardware etc." with course-wise bifurcation including AMC agreement, bills and receipts.	
13	Item-wise List with course-wise bifurcation towards "Software License Renewal Fee, Subscription Charges, etc." with course-wise bifurcation including bills and receipts.	
14	Copy of agreement(s) of the college/institute and receipts of payment made to the transport services to the students/ staff/ other.	
15	Receipts of Processing Fee/ Review fee/ Penalties paid to Fees Fixation Committee.	
16	1) Advertisement related to Admission published in the newspaper: Item-wise list of the advertisement published in the newspaper with course-wise bifurcation along with bills and receipts of expenses copies. 2) Recruitment of Staff published in the newspaper: Item-wise list of the staff recruitment advertisement published in the newspaper with course-wise bifurcation along with bills and receipts of expenses copies. 3) Advertisement in the newspaper – General: Item wise List with course-wise bifurcation towards advertisement published in newspaper, social media, magazines, print media, periodicals, etc., along with the copies of advertisement. 4) Cost of other advertisements for recruitment of staff: Item wise List with course-wise bifurcation towards advertisement published in social media, magazines, print media, periodicals, etc., along with the copies of advertisement. 5) Cost of other advertisements for Admissions: Item wise List with course-wise bifurcation towards advertisement published in social media, magazines, print media, periodical. etc., along with the copies of advertisement. 6) Cost of advertisement required to be published as per rules, regulation, act or any direction issued by Regulating Authority : Item-wise list with course-wise bifurcation along with bills and receipts of expenses copies of the advertisement published in the newspaper	



17	Detail item-wise list "Training & Placement expenses" with course-wise bifurcation, date of training/events, Name of consultant, the amount paid and mode of payment including bills and receipts.	
18	Expenses claimed towards Industrial visits/tours with course-wise bifurcation including Name of the Company visited, date, no of students, charges per head, Travelling, Food and accommodation charges if any.	
19	Any other expenses under "expenses towards student related activities" head not covered by items/activities no.1 to 6. 1. Students Gathering Expenses 2. Student sports activities & gymkhana expenses 3. Alumni meet 4. Training & placement expenses 5. Industrial visit/tour 6. Induction Program	
20	Copy of sanction letter from the Bank/Financial Institution for which interest expenditure is claimed as a deduction on cash credit/ overdraft/ working capital facilities.	
21	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Conference and Seminar of Faculties".	
22	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Conference and Seminar of Students".	
23	Item-wise list of expenditures claimed under the head of,- Consultancy Fees-legal	
24	Item-wise list of expenditures claimed under Professional Charges -Other (Chartered Accountant, ICWA, Company Secretary, TDS, GST, Professional Tax, Provident Fund etc.) with documentary proof of payment with copy of TDS deducted and challan of deposit made.	
25	Copies of bills and receipts of payment made to the service provider towards Internet Charges/Services.	
26	Copies of bills and receipts of payments made towards Electricity charges with course-wise bifurcation claimed as an expenditure in the proposal form.	
27	Copies of bills and receipts of payments made towards Water and Tanker charges with course-wise bifurcation claimed as an expenditure in the proposal form.	
28	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Gardening Material.	
29	Contractual Manpower services against vacancy of Non-Teaching/Administration Staff : 1) No. of persons employed (Note: List with designation and remuneration to be paid provided separately), 2) Total amount paid to the contractor, 3) TDS amount deducted and deposited with IT, 4) GST collected and paid to the GST department.	
30	Copy of agreement providing Manpower in lieu of sweeping and/or cleaning staff if engaged by the institute/college with copies of TDS return. 1) No. of persons employed 2) Total amount paid to the contractor 3) TDS amount deducted and deposited with IT 4) GST collected and paid to the GST department	
31	Copy of agreement providing Manpower in lieu of security and/or watchman If engaged by the institute/college with copies of TDS returns. 1. NO. of persons employed 2. Total amount paid to the contractor 3. TDS amount deducted and deposited with IT 4. GST collected and paid to the GST department	



32	Item-wise list of expenditure with bills, receipt(s) of payment made towards the amount claimed under the head of "Laboratory Expenses"	
33	Item-wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Demonstration Material expenses"	
34	Item wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Consumables, Chemicals etc"	
35	Item-wise list of other expenses claimed under the head of "All other expenses not categories / not grouped in any heads/subheads given above".	
36	Copies of bills and receipts for addition to the fixed asset during the Financial Year 2022-23.	
37	Item wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Expenses related to Trust".	
38	Item-wise list of other expenses claimed under the head of "Expenses not related to conduct of courses".	
39	Item-wise list of other expenses claimed under the head of "Conveyance, Travelling, etc. for official purposes to faculty & staff".	
40	Item-wise list of other expenses claimed under the head of "Academic meeting of staff and faculties".	
41	Item-wise list of other expenses claimed under the head of "Fines and Penalties by Authority E.g. MSBTE etc."	
42	Item-wise list of other expenses claimed under the head of "Principal/Dean Car running and Maintenance".	
43	Item wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Magazine, Journals, periodicals etc subscription".	
44	Item wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Prospectus printing".	
45	Item wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Exam papers and form printing".	
46	Item wise list of expenditure with bills, receipt(s) of payment made towards amount claimed under the head of "Other stationary".	
47	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Meeting Fees and Expenses".	
48	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Repairs and Maintenance of Staff / Other Car".	
49	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Audit Fee – College / Trust".	
50	Item-wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of "Building Repairs in the nature of capital expenditure".	
51	Item-wise list of expenditure with Receipt(s) of "Repairs & Maintenance of Residential Accommodation to Dean/ Principal/ Teaching faculties / Non-Teaching".	
52	Item-wise list of expenses with Receipt(s) of payment made towards "Scholarship paid to Students under Social Welfare Scheme & Open Category Students"	
53	Item-wise list of expenses claimed towards "Exam Fee / Eligibility fees / Enrollment Fee Paid to MSBTE" with course-wise bifurcation including bills and receipts.	

