

ANNEXURE – A (Short Term Courses)

FORM A-1

Academic Year 2026-2027

Audit report for fees proposal to be submitted to MSBTE FEES FIXATION COMMITTEE,

1. I/we have examined the balance sheet as on, and the income and expenditure account for the period beginning fromto ending on, attached herewith, of attached herewith, of (Name of the Institute and the course at which fees proposal is submitted), (Location address of the college).
2. I/we certify/ that the balance sheet and the income and expenditure account are in Agreement with the books of accounts.
3. I/we confirm that the mercantile method of accounting is followed while preparing books of accounts and preparing income & expenditure account and balance sheet of the course as at 31st March 2025.
4.
 - (A) I/we have obtained all the information and explanations which, to the best of my/our knowledge and belief were necessary for the purpose of the audit.
 - (B) In my/our opinion, proper books of account have been kept by the institute so far as appears from my/ our examination of the books.
 - (C) In my/our opinion and to the best of my/our information and according to the explanations given to me/us, the said accounts, read with notes thereon, if any, give a true and fair view:
 - i. in the case of the balance sheet, of the state of the affairs of the course as at 31st March 2025;
and
 - ii. in the case of the income and expenditure account of the surplus/deficit of the course for the year ended on that date 31.03.2025.
5. The statement of particulars required to be furnished to Fees Fixation Committee relating to the course for which fees proposal is submitted annexed herewith as Form No. A-2.
6. In my/our opinion and to the best of my/our information and according to explanations given to me/us, the particulars given in the said Form No. A-2 are true and correct.

Place :

Date :

Email-id:

Mobile No.:

Name and Signature of the Chartered Accountant

Name of the Firm

Registration No. of the Firm

Name of the Partner/ Proprietor

Membership No. UDIN (Seal of the CA Firm)



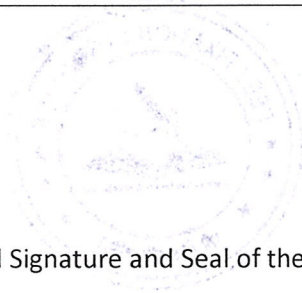
FORM NO. A-2

for the Academic Year 2026-2027

Forming part of the Audit Report under FORM No. A-1

1. Code of the Institution for which the fees proposal is submitted:
2. Name of the Institution.....
3. Correspondence/Registered Address of the Institution.....
4. Location address of the college where the course is carried on:
5. Academic year for which the fees proposal is submitted from 2026 to 2027.....
6. Relevant Financial Year: 2024-2025
7. Break-up of the Annual Salary expenditure:

| Total Salary as per Income & Expenditure Account | Amount in RS. _____ |
|--|----------------------------|
| Teaching staff Salary — Course-wise | |
| Teaching staff - College Contribution PF | |
| Teaching staff — Professional Tax deposit | |
| Arrears of Teaching Staff Salary or earlier financial years - Course-wise | |
| Teaching Staff Gratuity Provision | |
| Teaching Staff Gratuity Paid | |
| Non-Teaching Staff Salary - Course-wise | |
| Non-Teaching Staff - College Contribution PF | |
| Non-Teaching Staff -- Professional Tax Deposit | |
| Arrears of Non-Teaching Staff Salary for earlier financial years - Course-wise | |
| Non-Teaching Staff Gratuity Provision | |
| Visiting and Guest Lecture remuneration - Course-wise | |



(Authorized Signature and Seal of the CA Firm)

8. Mode of Payment of Salary

| | |
|--|----------------------------|
| Teaching Staff Salary <u>course-wise</u> bifurcation during the financial ear 2024-25 | Amount in Rs. _____ |
| Paid by Bank Transfer/RTGS/NEFT during the year | |
| Paid by Account Payee cross cheque | |
| Paid in Cash | |
| Provision at the end of the Financial Year 2024-2025 | |
| Payment made against Provision of salary expenses under subsequent Financial Year till the date of proposal submission | |
| College Contribution towards PF | |

8.1

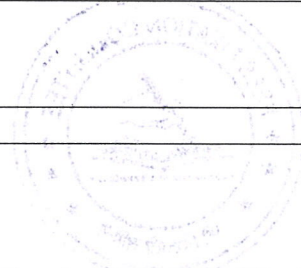
| | |
|---|------------------------|
| Arrears of Teaching Staff Salary for the financial year 2024-2025 | Total Rs. _____ |
| Year-wise and Course-wise breakup of Arrears of Teaching Staff Salary | |

8.2

| | |
|--|------------------------|
| Gratuity Provision of Teaching Staff Salary for the financial year 2024-2025 (attached schedule of Teaching Staff) | Total Rs. _____ |
| Gratuity Paid to Teaching Sta during the financial year 2024-2025 attached schedule of Teaching Staff) | Rs. _____ |

8.3

| | |
|--|------------------------|
| Non-Teaching Staff Salary course-wise during the financial year 2024-25 | Total Rs. _____ |
| Paid by Bank Transfer/RTGS/NEFT during the year | |
| Paid by Account Payee cross cheque | |
| Paid in Cash | |
| Provision at the end of the Financial Year 2024 -2025 | |
| Payment made against Provision of salary expenses under subsequent Financial Year till the date of proposal submission | |
| College Contribution towards PF paid | |



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8.4

| | |
|---|------------------------|
| Arrears of Non-Teaching Staff Salary for the financial year 2024-2025 | Total Rs. _____ |
| Year-wise and course-wise Breakup of Arrears of Non-Teaching Staff Salary | |

8.5

| | |
|---|------------------------|
| Gratuity Provision of Non-Teaching Staff Salary for the financial year 2024-2025 | Total Rs. _____ |
| Gratuity Paid to Non-Teaching Staff during the financial year 2024-2025 (attached schedule of Non-Teaching Staff) | |

8.6

| | |
|---|------------------------|
| Visiting and Guest lecture remuneration expenses during the financial year 2024-25 | Total Rs. _____ |
| Paid by Bank Transfer during the year | |
| Paid by Account Payee cross cheque | |
| Paid in Cash | |
| Provision at the end of the financial Year 2024-2025 | |
| Payment made against Provision of remuneration of Visiting and Guest lecture under subsequent Financial Year till the date of proposal submission | |

9. Teaching staff and Non-Teaching staff

| | |
|--|------------------|
| Total No. of Teaching staff of which salary reflected in the I&E Account for the financial year 2024-2025 | No. _____ |
| Total No. of Non-Teaching staff streamwise of which salary reflected in the I&E Account for the financial year 2024-2025 | No. _____ |



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10. Computation of Depreciation for the financial year 2024-25 as per Fees Fixation Committee Norms :

| Assets | Rate of Depreciation | Opening Balance | Additions during the year | Deletion / Write off/Sales during the Year | Depreciation for the Year | Closing Balance as on 31.3.2025 (WDV) |
|----------------------|----------------------|-----------------|---------------------------|--|---------------------------|---------------------------------------|
| Computer | 25% | | | | | |
| Books | 25% | | | | | |
| Plant & Machinery | 15% | | | | | |
| Furniture & fixtures | 15% | | | | | |
| Total | | | | | | |

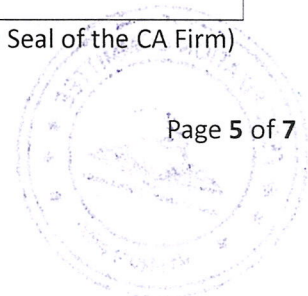
10.1 Computation of Depreciation for the financial year 2023-24 as per Balance Sheet:

| Assets | Rate of Depreciation | Opening Balance | Additions during the year | Deletion / Write off/Sales during the Year | Depreciation for the Year | Closing Balance as on 31.3.2025 (WDV) |
|----------------------|----------------------|-----------------|---------------------------|--|---------------------------|---------------------------------------|
| Computer | | | | | | |
| Books | | | | | | |
| Plant & Machinery | | | | | | |
| Furniture & fixtures | | | | | | |
| Total | | | | | | |

11. Capital expenditure and deferred revenue expenditure debited to the Income and Expenditure Account

| Expenditure head | Nature of Expenditure (mention details) | Deferred Revenue Expenditure | Amount Rs. |
|-----------------------|---|------------------------------|------------|
| Building | | | |
| Furniture | | | |
| Computer | | | |
| Electrical | | | |
| Equipment's | | | |
| Software | | | |
| Books and Periodicals | | | |
| Vehicle | | | |
| Other Assets | | | |
| Total | | | |

(Authorized Signature and Seal of the CA Firm)



12. Details of the Affiliation Fees paid to MSBTE

| | |
|--|--|
| Amount of Affiliation fee paid to MSBTE as per I&E account | |
|--|--|

13. Sanctioned Strength of the Students by the approving Authority. Please note that the information is required not of the actual no. of students who have taken admission but sanction strength (Please mention branch wise details within the course).

| Name Of the Course | Sanctioned no. of students for the Academic Year 2023-2024 | Additional permitted for Academic Year 2024-2025 | Sanctioned no. of students for Academic Year 2024-2025 |
|--------------------|--|--|--|
| Example -Course A | | | |
| Example -Course B | | | |
| | | | |

14. No of students admitted during the academic year 2024-2025 course-wise.

| Name of the Course | Academic Year 2024-25 | No. of Regular students admitted in the academic year 2024-2025 | Repeater Students |
|--------------------|-----------------------|---|-------------------|
| Example -Course A | 1 st Year | | |
| | 2 nd Year | | |
| | 3 rd Year | | |
| Example -Course B | 1 st Year | | |
| | 2 nd Year | | |
| | 3 rd Year | | |
| Total | | | |

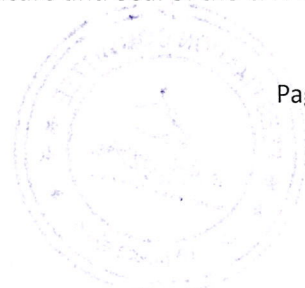
15. Caution Money deposit and refund statement

| Name of the Course / Branch | Academic Year | Opening Balance as on 01.04.2024 | Caution Money collected during the year 2024-2025 | Caution Money Refunded during the year 2024-25 | Balance of Caution Money as on 31.03.2025 | Caution Money due but not paid till 31.03.2025 |
|-----------------------------|---------------|----------------------------------|---|--|---|--|
| | | | | | | |
| | | | | | | |

16. Caution Money Collected per Student during the academic year 2024-2025: Rs.....



(Authorized Signature and Seal of the CA Firm)



Verification and declaration by the Chartered Accountant

I _____ aged _ years resident of _____ the proprietor/ Partner of _____ do hereby verify and declare that the information mentioned in Form A1 and A2 has been recorded on due verification of books of accounts and other records maintained by the institute. I declare that the information mentioned in Form No. A1 and A2 is true and correct.

Place:

Date:

Email-id:

Mobile No.:

Name and Signature of the

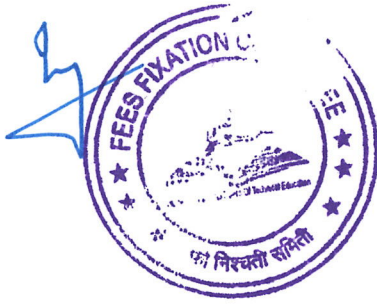
Chartered Accountant

Name of the Firm

Registration No. of the Firm

Name of the Partner/ Proprietor

Membership No. UDIN (Seal of the CA Firm)



Verification and declaration by the Principal of the Institute

I _____ aged _ years resident of _____, the Principal/ Director of the _____, do hereby state and verify that the information recorded in Form No. A1 and A2 is true and correct to my knowledge, information, and belief, and the same is supported by the record maintained by our institute/college.

Place:

Date:

Email -Id:

Mobile No:

Signature

Name of the president/Secretary of the Trust

(Seal of the Trust/Institute)



