

Maharashtra State Board of Technical Education.

Fees Fixation Committee

1. Short title and commencement.—Norms for Fees Fixation for unaided institutions running Diploma in Engineering, Pharmacy, Architecture, Hotel Management and Catering Technology, Government approved Short-Term courses affiliated to Maharashtra State Board of Technical Education for the Academic Year 2025-26.

2. References:

1. Maharashtra Act No XXVIII of 2015, Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission and Fees) Act of 2015.
2. उच्च व तंत्रशिक्षण विभाग, Govt. Resolution No. संकीर्ण -२०१५/प्र. क्र. २५२/तांशि-४ dated 5/7/2018.
3. उच्च व तंत्रशिक्षण विभाग, Govt. Resolution No. ईबीसी-२०१८/ प्र. क्र.३२६/तांशि-४ dated 30/10/2018.
4. MSBTE act of 1997.
5. Maharashtra Act No. XXII of 2023, Maharashtra State Board of Technical Education (Amendment) Act, 2023.
6. उच्च व तंत्रशिक्षण विभाग, Govt. Resolution No. संकीर्ण -२०२३/(प्र. क्र. ६४/२३)/तांशि-५ dated 8/6/2023.
7. उच्च व तंत्रशिक्षण विभाग, Govt Corrigendum No. संकीर्ण -२०२३/(प्र. क्र. ६४/२३)/तांशि-५ dated 7/11/2023.
8. उच्च व तंत्रशिक्षण विभाग, शासन आदेश क्रमांक -संकीर्ण -२०२३/(प्र. क्र. ६४/२३)/तांशि-५ dated 13/09/2023.
9. उच्च व तंत्रशिक्षण विभाग, शासन आदेश क्रमांक- 647051- संकीर्ण -२०२३/(प्र. क्र. ६४/२३)/तांशि-५ dated 4/3/2024.
10. Norms for fees fixation published on 12 April 2024.

3. Preamble:

Govt of Maharashtra vide Ref No 1 published the act of 2015 for regulation of admissions and Fees for the Maharashtra unaided Private Professional educational Institutions. With reference to Ref. No 2, the admissions of Diploma institutes (Engineering, HMCT, Pharmacy) have been taken out from the Admission regulatory authority. Govt of Maharashtra directed FRA Vide Ref No 3, to decide the fees of Diploma institutes (Engineering, HMCT, Pharmacy). Govt of Maharashtra vide ref No 4 and 5, have issued regulations for fixation of fees for Diploma courses affiliated by MSBTE. The constitution of Fees Fixation Committee is given in Ref. No. 6 and 7. Govt

of Maharashtra Constituted the Fees Fixation Committee vide Ref. No. 8 and 9. The fees fixation committee has published the norms vide reference No. 10 and decided the fees for the AY 2023-2024 and 2024-2025 accordingly.

4. Courses

- i. Polytechnic - 3 year duration Diploma in Engineering courses approved by All India Council for Technical Education (AICTE).
- ii. HMCT- 3 year duration Diploma in Hotel Management and Catering Technology course approved by All India Council for Technical Education (AICTE).
- iii. Architecture - 3 year duration Diploma in Architecture approved by Council of Architecture (COA).
- iv. Pharmacy – 2 year duration Diploma in Pharmacy approved by Pharmacy Council of India (PCI)
- v. Short Term – 1 to 3 years duration courses approved by Government.

5. Definitions:-

- a. “appropriate authority” means the authorities declared by the State or Central Government which approve and regulate the professional courses or educational disciplines;
- b. “Fees” means the amount fixed as fee which includes tuition fee, library fee, gymkhana fee, examination fee, development fee or amount payable for any curricular or co-curricular activities, laboratory fee, information brochure fee and any other amount collected from the students, by whatsoever name called, and accepted in whichever manner, that is made payable to a Private Professional Educational Institution, for whatever purpose, by any candidate admitted to a professional course at such institution, but excludes any charges payable towards use of any optional hostel accommodation, mess charges and Students Insurance Fees;
- c. “management” means the managing committee or the governing body, by whatever name called, of the Private Educational Institution to which the affairs of such Institution are entrusted and where such affairs are entrusted to any person, by whatever name or designation called, includes such person;
- d. “Private Educational Institution” means any college, school, institute, institution or other body, by whatever name called, conducting any course or courses approved or recognized by the appropriate authority and affiliated to Maharashtra State Board of Technical Education.

6. Eligibility: - Every institute who has completed two academic years since its inception is eligible to apply for the fees fixation for academic year 2025-26. It is mandatory for such institute to submit fees fixation proposal for the academic year 2025-26.

New institutes starting in the current academic year need not submit fees fixation proposal for academic year 2025-26, such institutes are allowed to charge Ad-hoc fees as prescribed in clause 7.

7. Ad-hoc Fees:

- a. At the beginning of each academic year, the Fees Fixation Committee shall declare the maximum recommended ad-hoc fees for all the new institute (s) starting new courses in the said academic year.
- b. The new institute (s) shall collect ad-hoc fees, as declared by the Fees Fixation Committee for the respective academic year, from the newly admitted students.
- c. The new institute (s) shall collect the same ad-hoc fees from the newly admitted students in the next subsequent academic year.
- d. The Institute(s) shall take undertakings from the students that the current fees charged to them are only ad-hoc fees, and they are subject to changes.
- e. The new institute shall apply for fixation of fees in its third academic year from the academic year of starting the institute.
- f. While finalizing the fees for third academic year, the ad-hoc fees for two previous years shall either be confirmed or altered. In case there is an alteration on either side, the students shall have to pay/receive the difference as the case may be.

Example:

1. If an institute starts in the academic year 2024-25, Ad-hoc fees decided by FFC for the academic year 2024-25 should apply to the institute for the new admissions in the academic year 2024-25 and 2025-26.
2. Students admitted in AY 2024-25 in such institutes and proceeded to second year shall continue to pay same Ad-hoc fees for their second year i.e. AY 2025-26.
3. For the new institute started in the Academic year 2024-25, the Ad-hoc fee decided by the FFC for the academic year 2024-25 shall be confirmed by the FFC in the academic year 2026-27. Therefore, the institute that have collected the ad-hoc fees for the academic year 2024-25 and 2025-26 shall have to mandatorily submit the proposal for the fixation of fees for the academic year 2026-27 for finalization of ad-hoc fees charged for the academic year 2024-2025 and 2025-2026 which will be decided based on Audited financial statement (s) of the financial year 2024-25.

8. Submission of Proposal for approval of Fees to Fees Fixation Committee (FFC):

- a) It is obligatory for the Management of the Unaided Private Diploma Educational Institution(s) to submit the proposal for approval of fees on or before 31st October of the previous academic year in a manner prescribed under the said provision as per the Ref. No 1 and 6.
 - i) In the event of non-submission of the proposal for revision of fees to the Fees Fixation Committee within the time limit specified, the fee structure as approved by the Committee and applicable during the previous academic year shall continue to

- apply. However such institutes need to take permission of Fees Fixation Committee for the respective academic year to execute this option as “**No Revision of Fees**”.
- ii) The option “**No Revision of Fees**” can be availed by only those Institutions and courses for which the fees were determined by the Fees Fixation Committee for the immediate preceding academic year and the Institution would like to apply the same fee structure approved for the previous academic year for the immediate next academic year.
 - iii) The option u/s 14(1)(b) of ref no 1- Act of 2015 to continue and apply the fee structure of the previous academic year shall not be available for the next two or more consecutive academic years.

Illustration: If the Fees Fixation Committee has determined and approved the fees for the academic year 2024-2025 in respect of the ‘A’ course run by the Institution,-

- i. Then such Institution can continue to apply the fees structure approved for the academic year 2024-2025 in respect of said ‘A’ course for the next academic year 2025-2026 by choosing the option of “**No Revision of fees**” for the academic year 2025-2026.
 - ii. However, such Institute shall not be entitled to opt for “**No Revision of Fees**” for the academic year 2026-2027 and onwards based upon the determination of fees by the Fees Fixation Committee for the academic year 2024-2025.
- b) Failure to submit the proposal in a manner prescribed u/s 14(1)(a) of Ref No 1- Act of 2015 within the time prescribed by the Committee shall be liable for penal consequences as provided u/s 20 of Ref No 1 -Act of 2015 and the Principal and the Management running the Institute shall be responsible for such action.
 - c) It is necessary for the Management running the Institute to take care and ensure that the information provided in the proposal is true and correct and is based upon genuine documents and evidences.
 - d) If it is found that the information provided in the proposal was incorrect or the documents were fabricated or fake books of accounts, documents, or any evidence was created for the submission of the proposal to the Fees Fixation Committee, whether or not such act is done for profit or gain, the Management running the Institution shall be liable for commission of offenses punishable u/s 20(2) of Ref No 1 - Act of 2015 as well as the offenses under Indian Penal Code and other prevailing laws.
 - e) If on receipt of complaint / grievance from the Stakeholder(s) or otherwise, it is found that the Institution has charged the fees in excess of the fees approved by the Fee Fixation Committee, such Institution shall be liable to return such fees, to concerned students or to the government if paid by government in the form of scholarship, besides the penalty as provided u/s 20(1)(a) and (b) of the Ref No 1- Act of 2015.

- f) On repetition of contravention and/or irregularity by any Institution, the name of such Institution shall be recommended by the Fees Fixation Committee for the withdrawal of affiliation or approval to the concerned Competent Authority.
- g) Fees for the academic year 2025-2026 shall be finalized on the basis of the proposal submitted along with audited financial statements for the financial year 2023-2024, the proposed budget for the financial year 2024-2025, and the relevant records and evidences as prescribed by the Fee Fixation Committee with the proposal.
- h) It should be noted that the subsequent documents, information, and other developments shall not ordinarily be considered while fixing the fees. While deciding the fees for the academic year 2025-2026, the Balance Sheet and additional information such as sanctioned strength, approval status of teaching faculty, etc.; regarding the financial year 2023-2024 will be considered. Any development after 31-03-2024 will ordinarily not be considered.
- i) The proposal for fees shall be submitted on the portal of the Fee Fixation Committee by uploading the requisite documents and information in the manner and format as prescribed by the Fee Fixation Committee.
- j) While submitting the proposal, the concerned official of the Institution shall ensure that the expenses claimed are shown under corresponding and appropriate heads as provided in the proposal form. The expenses claimed in the proposal form must match with the Audited Income and Expenditure Account.
- k) If any expenditure which is permissible and lawful expenditure made for imparting education/teaching to students but for which no specific head is provided for the same in the proposal form, then all such expenses must be claimed under the head of "Other Expenses". The item-wise list of such other expenses with the details of the nature of expenditure and the amount shall be uploaded with the proposal. Supporting evidence in the nature of genuine bills, etc.; shall also be submitted. Such expenses must match with the Audited Income and Expenditure Account.
- l) The proposal must be submitted along with the required processing fee before submission of the proposal and details of it should be mentioned at the beginning of the portal. The applicable fee will be calculated course-wise at the rate of 0.1% of the proposed fees claimed by the Institute in respect of such course seeking approval of fees, provided that, the processing fee payable shall not be less than Rs. 15,000/- per institute. The processing fee must be paid through the payment gateway as provided. No payment of processing fee shall be accepted by way of deposit of cash, cheque, demand draft, etc. The receipt of payment must be submitted with the hard copy of the proposal as proof of payment of processing fees. If institute wants to avail "**No Revision of Fees**" then the processing fee payable shall be Rs. 7,500/- per institute.
- m) The hardcopy of the proposal must be submitted in person to Fees Fixation Committee office with proper Index and pagination with legible copies of the documents arranged in the manner provided in the checklist within 8 working days, from the date of online submission of the proposal seeking approval of fees. The default and delay in submission of hardcopy may lead to rejection of the proposal.

- n) All the objections raised by the office, in the respect of the proposal, must be removed, rectified, or complied with, within 7 working days, from the date such objections are notified and brought to the notice of the concerned officials of the Institute.
- o) All queries, clarification, explanations, additional information, and documents called by the Committee must be complied with and furnished by the Institute within the time prescribed in such letter of requisition. Failure to which it will be treated that the Institute has no explanation to offer and the Committee shall proceed to decide the proposal by drawing appropriate inference.

9. Segmental and Mercantile Accounting:

- a) The Management running the Institute must follow the Mercantile method of Accounting while maintaining the books of account of the institute(s).
- b) While submitting the proposal, the Management must make a segmental bifurcation of income and expenditures institution-wise, and common overheads must be allocated amongst each Fees Fixation Committee course separately for which the proposal is being submitted.
- c) Where institute(s) are running multiple activities or courses (whether under FFC/ FRA or not), the institute(s) shall submit the Audited financial statements of previous financial years (i.e. Receipt and Payment Account, Income & Expenditure A/C, Balance Sheet along with detailed Annexures/Schedules and Audit Report) for each of such activity and/or course.
- d) Financial Statements should be prepared by following the principles of Accounting Standard 17 on Segmental Accounting or related Ind AS 108 as prescribed and modified from time to time by the Institute of Chartered Accountants of India (ICAI) and relevant Cost Accounting Standards (CAS) issued by The Institute of Cost Accountants of India (ICMAI).
- e) The Institute(s) must submit the budget for the academic year (for which the proposal of fees is being submitted) as approved by the Governing Board/Council of the Institute(s)/Institution.

10.-Fees calculation, consideration of Expenses and Disallowed Expenses,-

Fees shall be determined based on the allowable expenses, as mentioned below-

10.1 Salaries: (Human Resource Expenditure):

a) Details of expenditure related to the following sub-categories.

- i) Teaching staff, including Contract, visiting, and guest faculties (wherever permitted by respective central councils of the concerned course), as per rules of the appropriate authorities
- ii) Administrative staff,
- iii) Stipend for Interns and / or trainees paid.

Details shall consist of the following particulars:

1. Name,
2. designations,
3. stipend/ salaries,
4. qualifications,
5. experience,
6. TDS,
7. professional tax,
8. Provident Fund,
9. approval reference number and date,
10. AICTE, MSBTE (Board), PCI, COA, etc. registration numbers,
11. bank name, account number,
12. Aadhaar card No.,
13. PAN card No.,
14. date of original joining, and
15. All other details as sought on the portal. (If the staff is removed/ resigned and then rejoined, the date of first joining and rejoining needs to be given).
16. The institutes shall submit the details along with the relevant supporting documents such as TDS Challans, Form No.24Q, Form No. 26Q, Form 27A along with detailed working of TDS returns for all the four quarters(Q1, Q2, Q3 & Q4), Form No.16 and Form No.16A downloaded from the Income Tax website/Traces, wherever applicable,
17. PF Returns copies and challans,
18. Profession Tax Challans,
19. Approval letters of appointments by appropriate authorities, etc.

b) Payment of Salaries:

1. Salary expenditure of the entire staff actually paid through the bank by crossed A/c payee cheque or by way of electronic transfers shall only be considered by the Fees Fixation Committee.
2. Photocopies of monthly bank statements showing corresponding credit and debit entries shall accompany the proposal.
3. A copy of the payroll or salary register for the entire Financial Year certified by the Dean/ Principal by signing on each page as a true copy shall be submitted.

c) Provision for Salary/Salary Payable:

The institute/Institute(s) shall furnish the details of actual payment made towards provision for salary in the subsequent financial year till the date of filing the Fee Fixation Committee proposal in Form No. A2 along with supporting evidence of the payment highlights the entries in the Bank Statements with the list of names of the employees and the amount paid

d) Staff Related Expenses:

Employers' Provident Fund Contribution, Gratuity, ESIC, etc. will be allowed provided the institution has furnished supporting evidence along with the proposal.

e) Sudden rise in regular expenditure:

The procedure laid down under provision 14(6) of Ref. no 1- Act of 2015 be followed. An Equalization factor for this effect is mentioned under clause 10.5 (d).

f) Arrears of Salaries:

The Institute must provide the details of arrears of salary claimed on a year-wise basis and the reason for non-payment of salary during the corresponding year. The Committee will decide the admissibility of the claim made on account of arrears of salary and payment thereof. Arrears admissible for the relevant financial year will only be considered.

g) Disallowed Salaries:

i) Following Salaries may be disallowed:

- (1) Payment to Excess staff,
- (2) Payment to unqualified staff,
- (3) Payment to Unapproved staff, if unapproved staff exceeds 60%.

Explanation – Approved means approval granted by the Competent Authority to an individual for his appointment on the particular course. For example, if a person “A” is shown as Principal, it shall be treated as approved only when his/her appointment as Principal is approved by Competent authority, and not in a lower post like a HOD, Selection grade lecturer, etc. The institute(s) shall provide approval reference in the relevant column else individual teaching staff shall be treated as unapproved.

- (4) Salaries paid exceeding the prescribed scales (The scales prescribed shall be in accordance with the relevant Government rules/ notifications/ resolutions in that regard.)
- (5) Salaries paid in cash or through bearer cheque,
- (6) The difference in salary if any, between the salary of individual staff claimed under the proposal and the salary of such person shown in Form No. 16 downloaded from the Income Tax website i.e. Traces,
- (7) Salaries paid where rules of TDS, P.F., and P.T. are not followed.

Provided that instead of disallowing the entire amount of salaries, it may disallow in part, having regard to endeavors made to seek approval.

ii) The institute(s) shall install a biometric attendance system for all staff. The institute(s) shall provide the backup data of biometric attendance of relevant financial year along with the fees proposal.

h) Guest, Adjunct, and Visiting Lecture expenses:

These will be allowed as per related Appropriate Authority's guidelines. The payment shall be through the bank, and TDS shall be deducted wherever applicable. This shall be reflected in the bank statement in the form of corresponding debit entries. The details of all lectures, along with dates, and subjects shall be submitted. Inappropriate expenses on guest lectures and visiting faculty shall not be allowed.

10.2 Non-salary Revenue expenditure:

a) Advertisement Expenses:

1. The Institution is allowed to spend a reasonable amount on advertisement and promotion to improve admissions.
2. Advertisements for the appointment of staff and admissions of students as mandatorily required by rules will also be allowed.
3. Ordinarily, three advertisements in two newspapers each shall be allowed. Similarly, reasonable expenditure incurred by way of advertisement in Social/ Electronic Media will be allowed.
4. In case any common advertisement is issued for many courses, then it will be required to be shared proportionately for different courses.

b) Interest on Working Capital Loan:

1. Interest Paid on Working Capital Loan borrowed from Nationalized or Scheduled Bank and/ or NBFC may be considered as admissible expenditure subject to the upper limit of 2% (two percent) of the Total Revenue Expenditure (excluding the interest) as approved by the Fees Fixation Committee or actual interest whichever less subject to production of a certificate from the Bank certifying the loan amount sanctioned, disbursed and interest charged & paid during such financial year.
2. The expenditure incurred towards interest would be considered admissible on the production of evidence to show that such a working capital loan was utilized to meet the payment of exigencies like payment of salary and other expenditures for working capital requirements for want of receipts of fees from the students or government department.
3. Interest on loans for the purpose of Capital Expenditure such as building, furniture, equipment, etc. shall not be considered admissible expenditure.

c) Disallowed Expenses:

- i) The following expenses will not be allowed.
 - (1) The expenditures which are excessive, unreasonable, unrealistic, exaggerated, and fancy in nature (expenses which are not necessary from the education point of view and could be avoided),
 - (2) The Rent of the building claimed under whatever nomenclature,

- (3) The amount of depreciation claimed to exceed the depreciation to be charged as per FFC norms,
 - (4) The expenditure claimed towards Legal expenses, inspection & initial fees paid to the concerned authorities for first approval,
 - (5) Penalty and fines,
 - (6) Any repairs and maintenance expenses in the nature of capital expenditure,
 - (7) Expenditure not related to the conduct of the course or courses,
 - (8) Hostel and Mess Expenses,
 - (9) Bus Transport expenses except the expenses made towards transportation facilities provided to the students,
 - (10) Expenses directly related to the trust and its members,
 - (11) Expenses related to courses or activities not covered by FFC,
 - (12) Any expenditure of capital in nature,
 - (13) Scholarship/financial support given to students,
 - (14) Amount of unrecovered fees from students,
 - (15) Expenditure by book-entry without actual expenditure,
 - (16) Expenditure on uniform to staff and students,
 - (17) Expenditure on learning material such as Lab manual, etc.,
 - (18) Expenditure on Exam forms and enrollment fees,
 - (19) Expenditure on Alumni association and its activities,
 - (20) Any other item that in the opinion of the FFC needs to be disallowed partly or fully.
- ii) The general guidelines issued by the AICTE/ Appropriate Authority in respect of salary and non-salary expenditure may be considered while considering the reasonableness of expenditure while determining the fees of Courses affiliated to AICTE / Competent Authority.

10.3 Income to be reduced from the expenditure:

- a) The Institute(s) is/ are strictly prohibited from collecting any excess fees/ charges other than those approved by the FFC and any fee levied by the MSBTE (Board). Serious action will be taken against those who violate these directives or suppress the facts.
- b) No Extra fees from students: The institute(s) will not collect any fees other than fees declared by the FFC. No fees/ charges can be collected in the name of Stationery Charges, ID-Card fees, Gymkhana fees, library fees, laboratory fees, excessive fees for breakage, excessive fine for late payment, admission fees, enrolment fees, or any other fee/ charges by whatever name called. These will be considered as income of the institute(s) and as such the same will be reduced from expenses. Even if such amounts are collected from the students in the name of the trust or any other body, the same will be considered as income of the institute(s) and as such will be reduced from expenses.
- c) Disciplinary fine and late payment fee, if levied, shall be reasonable and not excessive and it shall be considered as 'income' to the institute(s) while deciding the tuition fees.
- d) Other Income of Institute(s): The institute(s) shall also state separately if any income is earned by using the institute(s) property/infrastructure or any other source/s during the

academic year other than fees. Any net income earned by the institute(s) using resources of the Institute(s) shall be reduced from the expenses. Example: Running different Non-MSBTE, Non-AICTE / Non-PCI courses in the same premises either in the evening or second shift. Similarly, any amounts collected from students will also be reduced from the expenses. To ascertain the total income of the institute(s), Fees Fixation Committee (FFC) may refer to the financial statements of the trust or other units or institute(s) run by the trust. If an institute(s) receives any grant, sponsorship money, advertisements, canteen or parking contract receipts, or any other income collected by a third party, the same shall be reduced from the total expenditure of the institute(s). The institute(s) should provide the details of a grant received (Government/ Private/ Industry) along with its nature like a recurring or non-recurring or specific grant.

- e) Details of collected fees: The institute(s) shall submit the statement and working of fees collected from the students from different categories (like an institutional quota, NRI quota, etc.) giving year-wise breakup, number of students, and rates of fees. If the institute(s) is found to have collected fees in excess of the fee structure approved by the Fees Fixation Committee (FFC), the institution shall be liable to refund the excess fee to the students, apart from further course of action as per law.
- f) Statutory Fees: Fees prescribed by the MSBTE (Board) for Exams, sports, eligibility, etc. may be collected and paid directly to the MSBTE (Board). Only the net effect will be considered in the fee fixation.
- g) Ordinarily, Non-Salary Revenue Expenditure (after reducing all other income earned by the institute(s)) shall not exceed 45% of salary expenditure as has been allowed by the Fees Fixation Committee (FFC). This percentage may vary at the discretion of the Fees Fixation Committee (FFC) having regard to the location, type of course, etc.
- h) In case any extra collection (more than regular fees) is made from the students in the Institutional/ NRI quota such extra income shall be truthfully disclosed and shall be considered as income earned. Fees Fixation Committee (FFC) reserves its right to initiate penal or legal actions provided u/s 20 of Ref 1 - Act of 2015 in case false, insufficient, wrong, incomplete, or misleading information is provided by the institution.

10.4 Inflation Adjustment:

While computing the fees for the academic year, the inflation adjustment in aggregate 6% over salary and non-salary expenditure made during the previous audited financial year shall be considered.

10.5 Other Fixed Expenses:

a) Depreciation:

(1) The Institute shall be entitled to claim the depreciation at the rates mentioned below on the items specified only:

1.	Books including e-books	25% on the WDV Method
2.	Computers and software	25% on the WDV Method

3.	Machinery, Furniture, Vehicles etc.	15% on the WDV Method
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(2) Details of all asset additions along with proofs shall be submitted along with the proposal.

(3) The depreciation cost will be based on the reasonable capital expenditure incurred in relation to academics. In case the cost of depreciation found to be unreasonable the cost may be disallowed.

b) Usage Charges:

a) The institute(s) shall be entitled to claim usage charges for the Infrastructure at the rate given hereunder per student per year as per sanctioned intake.

MSBTE Approved Diploma and Short-Term Courses:

Sr. No.	Course/ Course duration (Yrs.)	Amount Per student
1.	Diploma in Engineering/ HMCT/ ARCH	Rs.5000/-
2.	Diploma in Pharmacy	Rs.4000/-
3.	Other MSBTE-approved short-term courses < 1yr – 1Yr 2 Yr. 3 Yr.	Rs.1000/- Rs.2000/- Rs.3000/-

c) Additional Usage Charges:

Based on the Location of the Institute, the Institutes running various courses shall be entitled to additional usage charges specified as under:

MSBTE Approved Diploma and Short-Term Courses:

S. No.	Location	Per Student		
		Diploma Engineering / HMCT/ARCH	Diploma Pharmacy	Other short-term courses
1	Within the local limits of the Municipal Corporation of Greater Mumbai (MCGM)	Rs.2500/-	Rs.2000/-	Rs.1500/-
2	Within local limits of Municipal Corporations of Thane, Navi-Mumbai, Kalyan-Dombivali, Mira-Bhaynder, Vasai-Virar Pune, Pimpri-Chinchwad, Nagpur, Nashik, and Aurangabad	Rs.1500/-	Rs.1000/-	Rs.1000/-
3	Within local limits of Municipal Corporations other than mentioned above	Rs.700/-	Rs.700/-	Rs.700/-

4	Within the local limits of the Municipal Council	Rs.500/-	Rs.500/-	Rs.500/-
5	Other than the above (E.g. Gram panchayat)	Nil	Nil	Nil

- i. If the Land or Building has been provided by the government or any other public body, the usage charges and additional usage charges be reduced by 25%.
- ii. If the institute(s) building is used for any other courses not covered by FFC the usage charges shall be proportionately disallowed.

d) Equalization factor:

In view of section 14(6) of the Act of 2015, the Institute running the courses shall be entitled to Equalization Factor at the rate mentioned below during the academic year 2024-2025.

Course duration in year	Equalization factor
2	1.50%
3	3.03%

The benefit of the equalization factor at the rate mentioned above based upon the duration of the course shall be applicable for the academic year 2025-2026 and the same shall be calculated on salary and non-salary expenditure excluding depreciation, usage charges and interest on loan.

10.6 Denominator Factor:

While considering the denominator factor, sanctioned intake and actual intake, whichever is higher shall be considered.

10.7 Advantage in case of fewer admissions:

- a) If the admissions are up to 70% of sanctioned intake, a 5% increase shall be given;
- b) If the admissions are up to 40% of the sanctioned intake, no vacancy allowance shall be admissible.

11. Development fees:

- a) Reasonable surplus, meant for the development or expansion of the institute(s)/institutions is fixed on the basis of 10% of the tuition fees. This development fee could be charged only if the institution has provided all the infrastructure and other facilities as per norms. A copy of the latest AICTE/ PCI/ COA/ MSBTE (BOARD) etc. approval is required to be submitted along with the proposal to claim this development fee. The development fees will not be allowed by the Fees Fixation Committee (FFC) if it is found that only nominal expenditure on development is incurred based on the audited Balance Sheet with respect to the accumulated surplus for the earlier financial years.

As development fees is over and above the tuition fees, a certificate in this regard indicating accumulated amount and expenditure made for development in the relevant financial year, shall be submitted by the management with the proposal.

- b) Autonomous Institute(s) will be given development fees of 12% instead of 10%.
- c) Faculty with approval of DTE/ MSBTE more than 60% will be considered for incentive of 5% of development fees.
- d) Accreditation Incentive: The institute(s)/institution will be allowed additional fees of 15% of development fees based on accreditation by the NBA of at least 50% offered courses by the institute.
- e) Placement of students

Placement of students	Incentive
More than 30%	2% of Development Fees
More than 50%	5% of Development Fees

Provided that in no case the development fee plus incentive for the development fee shall not exceed the limit of 15% of the Tuition Fee.

12. Hike & Reduction in fees:

Notwithstanding anything provided hereinabove, the Fees Fixation Committee (FFC) may decide any fees which in its opinion are reasonable, which in appropriate cases may result in a reduction from previous years' fee or retaining the earlier years' fee. Ordinarily, the hike may be restricted to 10% considering the fees actually approved for the last year. This limit of 10%, however, shall not be applicable if the substantial increase in the expenditure is due to a rise in the human resources expenditure owing to revision in the pay scales, taxes, etc.

13. Disclosure:

- 1) The institute(s)/ institution is required to provide the details of their infrastructure facilities/ amenities, current fee structure with bifurcation about hostel fees, mess fees, library deposit and fees, MSBTE (Board) fees, etc.; on their website before effecting the admission of students.
- 2) The institute(s) is/are required to display on its notice board and on its website the course-wise fees as approved by Fees Fixation Committee (FFC) in Marathi and English.

14. Review Application:

- a) The decision on the fee proposal as and when taken is published on the website (www.msbtfecc.in) of the Fees Fixation Committee (FFC). Simultaneously, the decision along with the calculation sheet is communicated through email and SMS, on the e-mail ID and mobile number provided by the institute(s) in FORM B. It shall be the responsibility of the institute(s) to provide the correct email ID and mobile number and check mail and mobile messages. Any excuse for non-receipt of the communication shall not be entertained.
- b) Online review applications can be filed before the FFC by institute(s)/ institutes within a period of 15 days of the declaration of fees on the website of the FFC. The date of

knowledge of the fee shall be counted after the five clear working days from the date of uploading of decisions.

- c) The Institute may apply u/s 14(6) of the Act of 2015 for the revision of fees finalized if any grounds exist as provided under said provision.

15. Verification of fees Proposals:

With respect to the powers given to the Fees Fixation Committee vide section 13(2), 13(4) and 13(5) of the Maharashtra Act No XXVIII of 2015, the committee may carry out detailed physical verification of few selected institutes' Fees Proposals by appointing an enquiry committee for this purpose.

If it is found that the information provided in the proposal was incorrect or the documents were fabricated or fake books of accounts, documents, or any evidence was created for the submission of the proposal to the Fees Fixation Committee, whether or not such act is done for profit or gain, the Management running the Institution shall be liable for commission of offenses punishable u/s 20(2) of Ref No 1 - Act of 2015 as well as the offenses under Indian Penal Code and other prevailing laws.

16. Miscellaneous:

If it comes to the knowledge of the Fees Fixation Committee (FFC) through any source such as complaints from students, faculties, newspaper & TV reports, etc. that the institute(s) has shown or inflated certain expenditures earned certain income, or collected certain unauthorized and undisclosed fees that have been left out while fixing the fees by Fees Fixation Committee (FFC) or there is a deficiency in infrastructure facilities, faculties, etc. or there is the falsification of records or manipulation of any nature, the Fees Fixation Committee (FFC) may initiate the action of reducing the fees after making necessary inquiries including visits, etc.; and also after giving the Institute(s) the opportunity of being heard. Action shall be initiated under section 20 of reference No.1.

Procedure for Proposal Submission:

- a) Every eligible unaided institute has to visit fees fixation committee website www.msbteffc.in for submission of fees fixation proposal.
- b) Every eligible institute shall be provided with login Username and password on the website.
- c) Read user manual carefully and follow the instructions given there in.
- d) Fill in the information required.
- e) Upload necessary scanned copies of documents wherever required.

Note:- Do not complete the online proposal filling activity by just uploading any arbitrary scanned paper to avoid the online form filling stage. The proposal shall be evaluated only on the basis of scanned copies uploaded while filling the online application. No queries will be sent if it is observed that the

institute has not uploaded proper documents in support of the particular expenditure while filling the online proposal.

- f) Submit the hard copy of the proposal to the Fees Fixation Committee office well within the time prescribed for.
- g) The hard copy of the proposal must contain the same documents as uploaded while filling the online Proposal.

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