

Guidelines for furnishing fee proposals by Private Universities in the State of Andhra Pradesh for the block period 2024-25 to 2026-27.

The Private Universities should follow the ACT 2016 and G.O. MS. NO 22, dt. 18-05-2017 while filling and submitting the application form through online as well as submitting hard copy.

Guidelines to comply for determining the fee structure in the Private Universities for Government Quota Seats:

(1) The Regulatory Authority shall have the power to direct the Private Universities to furnish information as deemed necessary for enabling it to regulate the conduct of admission(s) and/or fix the concessional fee in respect of each course in the universities.

(2) For furnishing the fee proposal by the Universities, the Universities shall submit audited statements of income and expenditure, balance sheets and particulars of expenditure including salaries, infrastructure, hostel & mess facilities and such other information as the Regulatory Authority may prescribe along with the necessary supporting documents, ledgers and Bank statements in PDF files.

(3) The fee proposals furnished by the Universities will be evaluated based on the income and expenditure of the Universities as well as the societies/trusts under whose umbrella the said Universities are established.

(4) The Universities shall submit all the required financial information as per the mercantile (accrual) system of accounting only.

(5) The Universities shall submit the required information such as the details of the fee collections, income and expenditure statements, teaching and non-teaching staff salaries of all kinds, administrative and other expenses, statement of revenue grants received, utilization of amounts collected under the NRI quota, details of term deposits of the Universities and loans received from other non-financial societies, banks/financial institutions and loans received from other non-banking financial institutions, statements of corpus/capital fund, capital grants received and utilized, grants/funds received from any source on account of research projects and their utilization details, legal expenditures, student result particulars and other information.

(6) Permanent Account Number (PAN) for the teaching faculty and the non-teaching staff is mandatory and the Permanent Account Number (PAN) data shall be furnished in their pay slips.

(7) If no Permanent Account Number (PAN) / wrong Permanent Account Number (PAN) data of any employee is given, the expenditure to that extent will not be considered.

(8) AADHAAR number has to be indicated in pay slips both for the teaching faculty and non-teaching staff.

(9) Payment of salaries through account payee cheque/ electronic transfer shall only be considered for expenditure purpose in respect of teaching faculty and non-teaching staff. Cash payments shall not be considered.

(10) The Audit report shall contain the signature of the auditor, his name, Institute of Chartered Accountants of India (ICAI) membership number along with the information of Permanent Account Number (PAN) of the auditor, online Unique Document Identification Number (UDIN) generated from Institute of Chartered Accountants of India (ICAI), email id of the auditor, cell number of the auditor and if the auditor is a partner of the firm, the firm Institute of Chartered Accountants of India (ICAI) registration number, Permanent Account Number (PAN) of the firm,

email id of the firm and the contact number. The Universities shall submit IT return along with Form-10B/9A.

(11) The Universities shall maintain details of student fee collection and utilization, salaries of teaching and non-teaching staff, faculty details subject wise, particulars of infrastructure and other expenditure and furnish the same online to the Commission.

(12) The Universities are required to maintain and submit programme wise statement of income and expenditure along with schedules. **(Schedule 1 to 31).**

(13) All particulars should be uploaded online. The Universities shall provide a hard copy of the uploaded information duly signed by the auditor and the Head of the Universities /their authorized person, by remitting prescribed processing charges. The charges shall be credited to the Account of the Regulatory Authority as notified on the website of the Regulatory Authority.

(14) If a society/ trust runs more than one University, the data/ information shall be furnished University wise.

(15) Tax Deducted at Sources (TDS) returns filed in Form 24 Q and 26Q under Income Tax Act shall be submitted along with the proposal.

(16) Expenditure shown, without corresponding income, shall be disallowed.

(17) The prescribed programme-wise processing charges to be paid through **PAYMENT GATEWAY** is as follows;

Sno	Programme	Processing Charges
GROUP-I		
1	B.Tech.	Rs. 2,00,000/- Per Programme
2	M.Tech.	
3	M.Tech. (5-Year Integrated Course)	
4	MBA	
5	EMBA	
6	MCA	
7	B.Pharmacy.	
8	Pharma D	
GROUP-II		
9	B.Sc.-M.Sc. Data Science (Dual Degree)	Rs. 2,00,000/- Per Programme
10	B.A-M.A. Public Services (Dual Degree)	
11	BBA + MBA (Integrated)	
GROUP-III		
12	M.Sc(Agriculture)	Rs. 1,50,000/- Per Programme
13	M.Sc(Smart Agriculture)	
14	M.Sc(Horticulture)	
15	M.Sc(Forestry)	
16	M.Pharmacy	

17	Pharma (PB)
18	M.Sc.Nursing
19	M P T
20	MD Homeo
21	MD Ayurveda
22	MD Naturopaty
23	MD UNANI
24	M.Sc
25	M.Sc (5-Year Integrated Course)
26	M.Com
27	M.A
28	MHRM
29	M P P (Master of Public Policy)
30	M.Vocational
31	M.L/L.L.M
32	M.Arch.
GROUP-IV	
33	B.Sc(Hons.)Agriculture
34	B.Sc(Hons.)Horticulture
35	B.Sc(Hons.)Forestry
36	B.Sc(Hons.)Sericulture
37	B.Sc(Hons.)Fisheries Science
38	B.Sc(Hons.)Food Science & Technology
39	Arts & Science B.A./B.Sc. (3+1 years)
40	B.Sc
41	B.Sc (5-Year Integrated Course)
42	B.Com
43	B.A
44	BBA
45	BBA (5-Year Integrated Course)
46	BBM
47	BCA
48	BCA (5-Year Integrated Course)
49	BSc (Food technology) & Allied Courses
50	BHMCT
51	BHM
52	BMS
53	BSW
54	B.Design
55	B V A (Bachelor of Visual Arts)
56	B P A (Bachelor of Performing Arts)
57	B P P (Bachelor of Public Policy)
58	B.Vocational
59	B.L./L.L.B(5 YEARS)
60	B.L./L.L.B(3 YEARS)
61	B.A.L.L.B. Hons.(5 YEARS)

Rs. 1,00,000/- Per
Programme

62	B.B.A.L.L.B.Hons.(5 YEARS)
63	B.Sc.Nursing
64	P.B.BSc.Nursing
65	B P T
66	BHMS
67	BAMS
68	BNYS
69	BUMS
70	Paramedics & Allied Health Sciences
71	B.Arch.

Procedure to be adopted for filling the proforma:

- i) Financial details shall be furnished in Rupees only.
 - ii) The per student fee proposed should be programme-wise and for the block period 2024-25 to 2026-27 to be shown in the General Information schedule.
 - iii) Audited financial statements for the years 2022-23 and 2021-22 of the Society/Trust shall also be furnished along with the information relating to the University together with the fee proposals. Scanned copy of the statements shall be furnished by email along with the relevant data.
 - iv) If the University furnishes incomplete data or fails to remit the processing charges as prescribed through Bank, such proposals will not be considered & ignored and the fee proposal will be summarily rejected.
- 1. The University has to submit the following documents along with the fee proposals:**
- i) Formats duly filled in and signed by the Secretary/ Correspondent/ Director/ Registrar of the University;
 - ii) Final audited Statements for the period from 01-04-2021 to 31-03-2022 of the University as well as Society/Trust;
 - iii) Final audited Statements for the period from 01-04-2022 to 31-03-2023 of the University as well as Society/Trust;
 - iv) Form 24Q and 26Q of IT Act for both financial year 2022-23 & 2021-22.
 - v) Statement of amounts paid for both financial years i.e. 2022-23 & 2021-22 towards affiliation, university development fee, examination fee etc.

- vi) Income Tax filed acknowledgement with computation of income and audit report in prescribed form 10B/10BB as applicable for both financial year 2022-23 & 2021-22.
- vii) Documents relating to gratuity fund and payment of gratuity settled by gratuity fund manager.
- viii) Letter of confirmation of conducting audit and certified statements prepared based on the accrual system of accounting issued by the statutory auditor along with auditor details like name, mobile number, e-mail etc.
- ix) Details of sanctioned intake approved by the competent authority course wise to be submitted.
- x) Other information/documents, if any (specify).
2. Copies of approvals given by the competent authorities viz. AICTE/UGC/NMC/DCI/PCI/BCI etc., shall be submitted for fee determination.
3. The fee approved by the Commission shall be valid for the specified period of three (3) years.
4. The following directions of Hon'ble High court of A.P., in the D.B. Judgment dt.29.10.2011 in WP's No.16547/2010 and batch reported in 2012 (3) ALT 686 (D.B.) is brought to the notice of the Universities: -

“.....an Institution which is unresponsive or does not submit statements of income and expenditure, audited balance sheets, and requirements for developmental needs for the immediately preceding year; particulars of expenditure incurred on salaries and infrastructure and other particulars as may be specified (with supporting bills, vouchers or receipts, etc.,) shall not be permitted to collect any fee....”

Accordingly, in case of failure to furnish specified data as mentioned above or submission of proposal with incomplete data the University will not be entitled for determination fee and will not be allowed to collect any fee from the students for the block period 2024-25 to 2026-27 in terms of the said judgment.

MEMBER SECRETARY (FAC)

Andhra Pradesh Higher Education Regulatory and
Monitoring Commission (APHERMC)

MEMBER SECRETARY (FAC)
(A.P. HIGHER EDUCATION REGULATORY
AND MONITORING COMMISSION)

