



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
SECONDARY EDUCATION DEPARTMENT

NOTIFICATION

The 21st August, 2020

The Assam Non- Government Educational Institutions (Regulation of Fees) Rules, 2020

No. ASE.685/2019/58.- In exercise of the powers conferred by section 22 of the The Assam Non-Government Educational Institutions (Regulation of Fees) Act, 2018, the Governor of Assam is hereby pleased to make the following rules, namely:-

- Short title and commencement.-** (1) These rules may be called the The Assam Non-Government Educational Institutions (Regulation of Fees) Rules, 2020.
(2) They shall come into force on the date of their publication in the *Official Gazette*.
- Definitions.-** (1) In these rules, unless the context otherwise requires,-
 - “Act” means the The Assam Non Government Educational Institutions (Regulation of Fees) Act, 2018 (Assam Act No.: XV of 2018);
 - “commencement” means the date on which these rules come into force;
 - “Form” means the form appended to these rules;
 - “relative” means the father, mother, grand father, grand mother, father in-law, mother in-law, grand father in-law, grand mother in-law, spouse, sons, daughters, son in-law and daughter-in law;
 - Words and expressions used in these rules and not defined hereinabove but defined in the Act, shall have the same meanings respectively assigned to them in the Act.
- Appointment of Chairperson and other Members of the Fee Regulatory Committee and Fee Revision Committee.-**
 - The Government shall appoint the Chairperson and Members of the Fee Regulatory Committee and Fee Revision Committee in accordance with the provisions of section 3 and section 13 of the Act.

- (2) A person who has been nominated as a Chairperson or a Member of such Committees shall disclose his interests, if any, with affairs of any self financed school before assuming the office. Such interest, if in conflict with the functioning of such Committees shall lead to cancellation of his nomination.
- (3) (i) A person who has been nominated as a Chairperson or a Member of such Committees shall maintain utmost confidentiality and secrecy about the deliberations and discussions having taken place in the meetings and decisions taken by the Committees. Disclosure of any such matters or decisions in any manner whatsoever shall make him liable to be removed from such Committees.
- (ii) The Chairperson or a Member so removed shall not be eligible for re-appointment.
- (4) No person who is associated in any manner with the affairs of the Management of any non-governmental educational institution shall be eligible for being a Member of aforesaid Committees except the Member who is nominated by the Government under clause (e) of sub-section (4) of section 3 and under clause (v) of sub-section (2) of section 13 of the Act, respectively.

4. Terms and Conditions of Appointment of Chairperson and Members of Fee Regulatory Committee and Fee Revision Committee.-

- (1) The honorarium and other allowances payable and facilities to be provided to the Chairperson and Members other than the *ex-officio* members of the Fee Regulatory Committees and Fee Revision Committee shall be such as may be fixed and specified by the State Government by a general or special order issued in that behalf from time to time.
- (2) The term of the Chairperson and Members shall be three years from the date of their assuming the office.
- (3) In case of vacancy of the office of the Chairperson or any Member for any reason whatsoever, the same shall be filled up in accordance with the provisions of the Act. In such a case, the term of office of such Chairperson or Member, as the case may be, shall be for remainder of the term of the Chairperson or a Member concerned, in whose place he has been appointed.
- (4) After completion of original term of three years as Chairperson or Member, as the case may be, the same person may be re-appointed as the Chairperson or Member, as the case may be, for another term of three years, subject to his/her satisfactory performance during the previous term, provided the person has not completed the age of 65 years on the date of his/her re-appointment:
- Provided also that no person shall be re-appointed more than one term as Chairperson or member as the case may be.
- (5) The Chairperson or Members may resign from the office by giving one month's notice to the State Government and the resignation shall be effective on the date of acceptance of the same by the State Government. The vacancy arisen on account of the resignation shall be filled in as early as possible from the date of occurrence of the vacancy.

5. Meetings of Fee Regulatory Committee.-

- (1) The Chairperson shall preside over the meetings of the Fee Regulatory Committee. The Committee may adopt its own procedure for transaction of business as it deems fit.
- (2) The date, time and venue of the meeting of the Committee shall be decided by the Chairperson and the same shall be communicated to the members of the Committee by the Co-ordinator of the Committee.

- (3) The notice in FORM I, along with the agenda items of the meeting shall be given to the each member of the Committee at least 7 clear days in advance by registered post acknowledgement or any other mode including electronic mode as may be decided by the Committee. The acknowledgement shall be preserved for one year.
- (4) Emergency meeting may be called for by the Chairperson of the Fee Regulatory Committee with a short notice of 24 hours.
- (5) The quorum at the meeting of the Committee shall be at least two- third Members of the total strength of the Committee. If there is no quorum at the meeting, the same shall be adjourned for half an hour. Thereafter the meeting shall be held for the transaction of its business.
- (6) The Director Secondary Education, Assam, shall be the Co-ordinator of the Committee who shall act as per the directions of the Chairperson and shall prepare proceedings of the meeting and circulate the same to all the Members within seven days from the date of meeting.

6. Office and Officers and Staff of the Fee Regulatory Committee.-

- (1) The office of the Committee shall be located in the premises of the Board Of Secondary Education, Assam, Bamunimaidam, Guwahati -781021.
- (2) The following shall be the officers and staff of the committee:-
 - (a) Administrative officer to be appointed from retired AES or ACS officers, who has not completed the age of sixty two years on the date of appointment, maximum for a period of three years. His remuneration shall not be more than Last pay drawn minus Pension received.
 - (b) One post of Financial Analyst. The minimum qualification of the incumbent must be a MBA in Finance from a recognized University or a Chartered Accountant.
 - (c) One post of Assistant Financial Analyst cum Accountant. The minimum qualification must be M.Com or Intermediate passed of the Chartered Accountant course.
 - (d) One post of Private Assistant to Chairperson. The minimum educational qualification must be Graduate with Diploma in computer from a Government recognized Institute.
 - (e) One post of Grade IV . Minimum Qualification should be HSLC passed with knowledge of Computer.
 - (f) The Committee may create additional posts required if any, with the approval of Government.
- (3) All official correspondence relating to administrative nature shall be issued under the signature of the Administrative officer.

7. Finance .-

- (1) The Source of Finance for the Committee shall be,-
 - (a) grants- in-aid from the Government to the Committee as per requirement,
 - (b) the process fee or any other fee received from the non-government educational institutions.
- (2) A Bank account has to be opened in the name of the Committee to be operated jointly by the Chairman of the Committee and Administrative Officer.

8. Procedure for Submission of Proposal by non-government educational institutions for Determining of Fee or Fee Structure.-

- (1) The non-government educational institution shall prepare and submit to the Fee Regulatory Committee, a proposal in FORM II, for fixation of fee or fee structure, containing the particulars specified in it, for its consideration and approval not later than the 31st October of the year of the proposal. The proposal shall also contain the following matters, namely:-
 - (i) proposal shall be for fixation of fee or fee structure for one year or maximum for next three years at a time;
 - (ii) audited accounts of the preceding two financial years;
 - (iii) provisional accounts from 1st April to 31st August of the year in which proposal is made along with a certificate of Chartered Accountant containing the income and expenditure specifying under the different heads;
 - (iv) proposed budget estimates in respect of the year of proposal with the relevant record and evidence; and
 - (v) expenditure incurred towards the educational related services rendered to the students by the affiliated / holding or subsidiary companies having same or related trustees and directors, directly or indirectly.
- (2) In the event of non-submission of proposal within prescribed time limit or submission of incomplete details for fixation of fee, the Fee Regulatory Committee shall *suo moto* determine the fee structure which shall be binding on such school. The fees structure as determined by the Fee Regulatory Committee *suo moto* shall be applicable for the next three academic years.
- (3) The non-government educational institution shall pay such amount towards the process fee, as may be determined by the State Government from time to time, alongwith the proposal.
- (4) The non-government educational institution shall be bound to supply any further information or statements which may be required by the Fee Regulatory Committee within the time limit specified by the Committee.

9. Procedure to be Adopted by Fee Regulatory Committee for determining Fee or Fee Structure :-

The Fee Regulatory Committee shall adopt following procedure for determining fee or fee structure or fee commensurate with the facilities provided by the non-governmental schools, namely:-

- (1) on issue of notice/advertisement by the Fee Regulatory Committee , the non-government educational institution shall submit to the Fee Regulatory Committee a proposal for fixation of fees or fee structure in FORM - II along with the following information, namely:-
 - (i) audited accounts for the last two financial years showing the income and expenditure and budgeted estimate in respect of the year of proposal along with a certificate of Chartered Accountant showing the income and expenditure;
 - (ii) fee collected from the students for the previous academic year and also fee collected for the academic year current year;
 - (iii) detailed justification for proposed fee or fee structure shall be given along with necessary accounts and statements relating to income and expenditure and such other matters as may be required by the Fee Regulatory Committee;

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- (iv) an undertaking to the effect that if the non-government educational institution has collected the fee at the rates of previous academic year and such fee being in excess of the fees fixed by the Fee Regulatory Committee, the difference of the fee collected and fee structure determined by the Fee Regulatory Committee, shall be adjusted in the remaining quarters of the academic year. In case annual fee is taken in advance, excess fee shall be refunded within thirty days.
 - (v) On receiving the proposal from the non-government educational institution in FORM II, the Fee Regulatory Committee shall scrutinise the proposal in accordance with the provisions of the Act and the rules made there under.
 - (vi) The Committee may call for any further information or statements as are necessary for scrutiny of the proposed fee or fee structure from the non-government educational Institutions within the specified time limit and may offer hearing to the concerned school.
 - (vii) The Committee may authorise a sub committee of 3 (Three) members for spot verification of documents and school buildings, etc.
 - (2) The Committee shall not ordinarily grant more than three adjournments during the course of proceedings.
 - (3) After considering all the relevant factors as provided in the Act and the rules, the Fee Regulatory Committee shall take a decision on such proposal within a period of ninety days from the date of receipt of the proposal.
 - (4) The Fee Regulatory Committee shall determine the total fees under a single head which may be levied or collected. The order in FORM III, determining the total fees shall be operative for a period of three years.
 - (5) In the event of contravention of the Act or the rules, the Fee Regulatory Committee shall pass an order for refund and imposing of Penalty in accordance with the provision contained under section 15 of the Act.
 - (6) The fee determined by the Fee Regulatory Committee for Pre-Primary Schools, Primary Schools, Secondary , Higher /Senior Secondary Schools and colleges imparting education in class XI and XII shall be displayed by every such non-government educational institution on its notice board in Assamese and English as also on its official website.
 - (7) No non-government educational institution shall collect fee amounting to more than one quarter from any student at a time. However the non-government educational institution desires to collect annual fee at a time, than a rebate of 5 Percent on the total fees shall be given. Otherwise it shall be construed as collection of capitation fee and such institution shall be liable to be proceeded against in accordance with the provisions of the Act.
 - (8) The order determining the fee by the Fee Regulatory Committee shall be binding on the non-government educational institution till the revision application is finally decided by the Fee Revision Committee. In the event of increase in fees by the Fee Revision Committee, the non-government educational institution shall be at liberty to collect the differential amount from the student / parents in the next quarter.

10. Powers and Functions of Fee Regulatory Committee.- The powers and functions of the Chairperson and the Fee Regulatory Committee amongst others shall be as follows, namely:-

- (1) The Chairperson of the Fee Regulatory Committee , -
 - (i) shall by an order authorise any officer or person for authentication of such orders and such decisions of the Committee under sub-section (3) of section 6 of the Act;
 - (ii) may authorise any member of the Fee Regulatory Committee to visit any school for verification;
 - (iii) may authorise any officer for inspection of the accounts and records of the non-governmental school under sub-section (4) of section 13;
 - (iv) shall monitor the strict implementation of the provisions of the Act and the rules.
- (2) The Fee Regulatory Committee shall, -
 - (i) make necessary documents available where the revision application is made by the non-government educational institution to the Fee Revision Committee;
 - (ii) call for such other information or statements as are necessary for determination of fee structure or require the presence of the authorised person of the non-government educational institution.
- (3) The order of the Committee determining the total fee shall also contain directions to refund the difference of fee within the specific time limit mentioned in it , if required.

11. Process Fee.- The State Government may by notification from time to time determine the process fee for submission of proposal for fixation of fee or fee structure to the Fee Regulatory Committee, for filing revision application before the Fee Regulatory Committee and for obtaining Exemption Certificate from the Fee Regulatory Committee:

Provided that until a notification is issued under this rule, on and from the date of commencement of these rules, the process fees in respect of the said activities shall be as follows:-

- (i) For submission of proposal for fixation of fee or fee structure to the Fee Regulatory Committee for first three years the process fee shall be Rs 5000.00;
- (ii) For filing revision application before the Fee Revision Committee for first three years the process fee shall be Rs 10000.00; and
- (iii) For obtaining Exemption Certificate for first three years the process fee shall be Rs 1000.00

12. Exemption.-

- (1) The Fee Regulatory Committee may exempt such non-government educational institution from determination of fee that charges the amount of fee lower than the fee prescribed by the State Government by notification in the *Official Gazette*. Such non- governmental school shall file an affidavit to that effect in FORM IV.
- (2) The Exemption Certificate issued by the Fee Regulatory Committee has to be displayed in a conspicuous place of the school.

- (3) If in the opinion of the Fee Regulatory Committee any non-government educational institution charging amount of fee lower than the fee prescribed by the State Government by notification in Official Gazette, has increased the fee unreasonably, then, it shall be competent to call for such school's records for fee regulation.
- (4) Exclusive pre-primary classes/play groups/crèches not attached to any school shall be exempted under section 10 of the Act.

Explanation - For the purposes of second proviso to sub-section (1) of section 10 and sub-rule(4), any tie up, agreement, collaboration of any such pre-primary classes/play groups/crèches with any self financed school either directly or indirectly, or operating under functional/financial or administrative control of the same management or of the relatives or the pre-primary schools being run as franchise or agency by the primary school shall be considered to be an attachment with such school.

(5) The non exempted non-government educational institution has to apply for fixation of fees to Fee Regulatory Committee.

13. Maintenance of Accounts and Records under section 13.- Every non-government educational institution shall maintain the accounts in the following manner, namely:-

- (1) (a) the non-government educational institution shall keep accounts for different kinds of receipts and payments as per Generally Accepted Accounting Principle (GAAP) , such as fee collected, grants received from the Central / State Government / local authority, donations and financial assistance received, payment of salary and allowances to the teaching and non-teaching staff, purchase of machinery, equipments, laboratory apparatus and consumables, library books, stationery, computers software and other such expenditure incurred for imparting educational activities such as building construction / renovation / expansion of the school, etc.;
 - (b) certificate relating to Tax Deducted at Source (TDS) for salary of teaching and non-teaching staff;
 - (c) expenditure incurred towards the related trust or affiliated / holding / subsidiary company having same trustees / directors / members or relatives for educational, management service or house keeping services.
- (2) The non-government educational institution shall keep the registers, accounts and records within its premises at all reasonable time for inspection by the Fee Regulatory Committee or the authorised officer.
 - (3) The accounts maintained by the non-government educational institution together with all vouchers relating to various items or receipts and expenditure shall be preserved by that school till the audit of accounts is over and objection, if any, raised is settled or till a period of seven years, whichever is later.
 - (4) (a) The non-government educational institution shall maintain all types of ledger accounts and the following registers and record for the purposes of the Act and the rules either in physical format or Electronic format relating to Academics, Teachers , Students, Co-curricular activities, Accounts as per GAAP including General Register, Admission Register, Fee Receipt, Fee Collection Registers, cash Book, Library Register, Staff Attendance Register, Voucher File, Cheque Register, Service Books, Stock Register, Transfer Certificate Books, Contingency Expenditure

Register, Asset Register, Building Rent Register, Minute Book School Management, Register for TDS Certificate etc., minutes of all types of meetings Unified District Information System for Education (U-DISE) form etc.

(b) The Principal / Head Master / Managing Trustee or authorised person of the non-government educational institution shall be responsible for maintenance of accounts, records and registers as mentioned under clause(a) of this sub-rule.

14. Separate Bank Account.- (1) The non-government educational institution shall open and operate only one bank account by the name “.....” for individual registered school. The student / parents shall make payment of prescribed fees directly to the aforesaid bank account of the concerned school. The acknowledgement of receipt of the total fees collected from the student / parents shall be given in the form of counter foil by the bank, or by the concerned school, as the case may be. However in case of necessity more accounts can be opened and all receipts has to credited to one single account for making all types of payment.

(2) All expenditure towards management, teaching and non-teaching staff, house keeping, etc. shall be incurred from this single account.

(3) The payments towards the salary and allowances of the teaching and non- teaching staff members shall be credited directly to their bank account from the aforesaid bank account.

15. Revision Application.- (1) Any non-government educational institution being aggrieved by the order of the Fee Regulatory Committee under section 11 of the Act, may prefer a revision application in FORM V, to the Fee Revision Committee, within a period of twenty-one days from the date of receipt of such order alongwith payment of process fees.

(2) A statement stating the grounds for preferring the revision application shall be submitted along with FORM V.

(3) In case of delay in preferring the revision application, within twenty-one days from the date of receipt of the orders, the applicant non-government educational institution shall also file an application for condonation of delay with the revision application.

(4) The Fee Revision Committee may call for additional information from the applicant, as it considers necessary for deciding the revision application. The Fee Revision Committee shall call for the records of proceedings of the Fee Regulatory Committee and after considering the same and giving a reasonable opportunity of being heard to the applicant, may confirm, revise or cancel the order against which the revision application is preferred. The decision of the Fee Revision Committee shall be final and conclusive and shall be binding on the non-government educational institution.

(5) The Fee Revision Committee shall take decision on revision application within a period of ninety days from the date of receipt of the said application.

16. Meetings of Fee Revision Committee.-

(1) The Chairperson shall preside over the meetings of the Fee Revision Committee. The Committee may adopt its own procedure for transaction of business as it deems fit.

(2) The date, time and venue of the meeting of the Committee shall be decided by the Chairperson and the same shall be communicated to the members of the Committee by the Member-Secretary of the Committee.

(3) The notice in FORM VI alongwith the agenda items of the meetings shall be given to the each Member of the Committee at least seven clear days in advance by registered post acknowledgement or any other mode including electronic mode as may be decided by the Committee. The acknowledgement shall be preserved for the period of one year.

(4) The emergency meeting may be called for by the Chairperson of the Fee Revision Committee with a short notice of 24 hours.

(5) The quorum at the meeting of the Committee shall be atleast two- third members of the total strength of the Committee. If there is no quorum at the meeting, the same shall be adjourned for half an hour. Thereafter the meeting shall be held for the transaction of its business.

(6) The Coordinator of the Committee shall prepare the proceedings of the meeting and circulate the same to the all the members within seven days from the date of meeting.

(7) All official correspondence relating to administrative nature shall be issued under the signature of the Administrative Officer of the Committee. The orders and decisions of the Committee shall also be communicated by the coordinator or Administrative Officer of the Committee. The Committee may authorise any Member of the Committee to visit the school for verification and any officer for inspection of accounts and records.

17. Procedure for Deciding Revision Application by Fee Revision Committee.- The Fee Revision Committee shall adopt following procedure for deciding the revision application preferred by non-government educational institution in FORM V, namely:-

(1) On receiving the revision application along with the requisite fee from the non-government educational institution in the prescribed manner, the Fee Revision Committee,-

- (i) shall call for the proceedings of the Fee Regulatory Committee;
 - (ii) shall go through the proposal of the non-government educational institution submitted to the Fee Regulatory Committee and relevant documents and evidences attached with such proposal;
 - (iii) shall examine the grounds on which the revision application is preferred;
 - (iv) may call for any information or evidences as may be necessary for deciding the application from the non-government educational institution to be submitted within the specified time limit;
 - (v) shall take into consideration the factors on which the Fee Regulatory Committee has determined the fee structure;
 - (vi) consider such other matters as it may deem necessary.
- (2) After considering all the relevant factors mentioned in sub-rule (1), the Fee Revision Committee shall take a decision on revision application within a period of ninety days from the date of receipt of the said revision application.
- (3) The decision of the Fee Revision Committee shall be communicated to the school management and copy of the same shall be endorsed to the Fee Regulatory Committee.
- (4) The order of the Fee Revision Committee shall clearly specify determination of total fees to be levied for three years and imposition of penalty in case of contravention.

18. Powers and Functions of Fee Revision Committee.-

The powers and functions of the Chairperson and of the Fee Revision Committee amongst others shall be as follows, namely:-

- (1) The Committee may call for any information or evidences as may be necessary for deciding the revision application from the non-government educational institution.

- (2) The Committee may issue such directions as it deems necessary in order to communicate the decision with respect to matters specified in section 14 of the Act.

19. Obligations of non-government educational institution.-

- (1) The non-government educational institution shall submit the complete proposal for fixation of fee in accordance with the provisions of Act and the rules within prescribed time limit.
 - (2) The school charging amount of fee lower than the fee prescribed by State Government by notification in the *Official Gazette*, shall file an affidavit to the Fee Regulatory Committee and have to obtain an exemption certificate from the Fee Regulatory Committee.
 - (3) The school shall send the complete information or statement as may be called for by the Fee Regulatory Committee and the Fee Revision Committee within the time limit given by the Committee.
 - (4) The school management / authorised person shall remain present before the Committee as and when required.
 - (5) The school shall refund the fees as per the directions of the Committee within the time limit.
- (6) It shall also inform the Fee Regulatory Committee,-
- (i) regarding any tie up, agreement, collaboration with any pre-primary school / play group either directly or indirectly;
 - (ii) regarding any franchise given by the management for pre-primary school operating under functional, financial or administrative control of the same management or of relatives;
 - (iii) expenditure incurred towards the related trust or affiliated / holding / subsidiary company having same trustees / directors / members or relatives;
 - (iv) having tie up, agreement, understanding or franchise with pre-primary schools or playgroups.

20. Website .-

The Fee Regulatory Committee and the Fee Revision Committee, as the case may be, shall maintain a robust website portal for collection of all types of applications and issue of all types of orders of the committee. The Committee will make provision for collection of all dues through online system only. All correspondences of the Committee shall be electronic, as far as practicable.

21. Interpretation and Removal of difficulties .- If any question or difficulty as to the interpretation of any provision of these rules arises, the matter shall be referred to the State Government and the decision of the State Government in that behalf shall be final.

PREETOM SAIKIA,
Commissioner & Secretary to the Govt. of Assam,
Secondary Education Department.

FORM I

(See rule 5 (3))

Notice for Meeting of Fee Regulatory Committee

No:

Office of the Fee Regulatory
Committee,

.....Zone,

..... City.

Date:

To,

Mr./Ms.....

Member,

Fee Regulatory Committee,

.....

.....

Subject: Notice of Meeting of Fee Regulatory Committee,

.....

Sir/Madam,

Notice is hereby given under the provision of rule 5 (3) of the The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2020, that the meeting of the Fee Regulatory Committee is to be scheduled to held on (Date:.....) (at:.....hrs.) at (Venue:.....). I am, therefore, directed to request you to attend the meeting.

Agenda of the meeting is enclosed herewith.

I am to invite your attention to the provision of sub-rule (5) of rule 5 the said Rules 2020, which provides for the quorum at meeting. As per the provision of the rule, the quorum at meeting shall be at least two-third members of the total strength of the Committee.

In the event of non-attendance of the meeting, intimation to that effect may be given to the undersigned.

By order and on behalf of the Chairperson of the Committee,

()

Co-ordinator

Fee Regulatory Committee,

FORM II
(See rule 8(1))

Proposal for Fixation of Fee Structure of _____ School.

From:
Name of Applicant.
Address of School
With pin code.
Tel No. (o)
Mob. No.
Email Id:
Date:

To,
The Chairperson,
Fee Regulatory Committee,

Subject: Proposal for Fixation of Fee Structure of
_____ School for the academic years _____

Sir/Madam,

In accordance with the provision of The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2020, the proposal for fixation of the fee structure of the _____ school run by- _____ (name of trust /Company/body) is submitted along with Annexure-I and II annexed to the Form.

2. The management of the aforesaid non-government educational institution vide its resolution No. _____ Dated: _____ has decided to fix / revise the fee structure for the academic years _____ to _____ and submit hereby for consideration of the Committee.
3. We have read and understood the provisions of the The Assam Non Government Educational Institutions (Regulation of Fees) Act, 2018 and the rules made their under and abide by the same.
4. The copies of audited accounts, provisional accounts, certificate of Chartered Accountant and other documents and evidences as required under the said rules are attached here with.
5. An undertaking and affidavit as required under the rules is enclosed here with

Yours Faithfully,

(Name)
Principal/Head Master/
Managing Trustee
School's Name:.....
Trust's Name:.....
Date:.....
Encl: As above.

ANNEXURE – I
(Annexed to FORM II)

UNDERTAKING

(under rule 8)

(To be furnished on Rs.100/- on non-judicial stamp paper by the authorised person of the school)

I, Mr./Ms.....
undersigned residing at..... age:..... in the capacity of Principal / Head Master / Director / Managing Trustee / authorised person, hereby state that.....(Name of the School) has submitted the proposal for fixation /revision of fee structure under rule 8 of the The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2020, to the Fee Regulatory Committee for the aforesaid school for the academic years (here specify the year).

(1) I undertake that –

- (i) the school management shall levy / collect the fee as per the fixation by the Fee Regulatory Committee,
- (ii) any excess fee collected shall be refunded or adjusted as per the provisions of the rules within stipulated time period.
- (iii) supply the information or statements and further evidence, if any, as may be required by the Fee Regulatory Committee,
- (iv) comply with the directions of the Fee Regulatory Committee and Act and rules.

(2) I state that the

- (i) process fee has been paid in the office of the Fee Regulatory Committee,
- (ii) copies of accounts and evidences and necessary documents as are required with the application have been provided.

Principal/Head Master/
Managing Trustee/

Place:

Authorised Officer/Person

Date:.....

School's Name:.....

Trust's Society's Name:.....
Company

AFFIRMATION

I, Mr./Ms. undersigned residing
at..... age:..... in the capacity of Principal / Head
Master / Director / Managing Trustee / authorised person, hereby-

- (1) solemnly declare and affirm that –
- (i) the particulars mentioned in the proposal in Form No. II,
 - (ii) accounts are duly audited by the Chartered Accountant and the provisional accounts with certificate of Chartered Accountant,
 - (iii) statement showing the income and expenditure statement on the basis of separate bank account,
 - (iv) information provided and evidences produced with the proposal
are true and correct to the best of my knowledge,
- (2) assure to comply with the provisions of the Act and the rules made there under.
- (3) state that I have not suppressed any material facts and not furnished any false or incorrect information.
- (4) state that I am aware that making a false affidavit is a punishable offence.

(Name)

Principal/Head Master/

Managing Trustee/

Authorized Officer/Person

Place:

School's Name:.....

Trust's /Society's Name:.....

Date:.....

Company

Affirm before

Name and Address :-

11. Medium of Instruction:

(If School is imparting education in more than one medium, please specify information (Section wise))

12. For which section you have submitted this Application? Please ()

Pre Primary Primary Upper Primary Secondary
Higher Secondary: General Science

13. Standard from to

14. Is the school runs in shifts? Yes/No

If 'Yes' mention details as below in Table . If 'No' mention provide details.

TABLE

A. Number of Classes in First Shift and Time, with the name of In-charge of the shift (Telephone No.).

Type	Standard from _____to_____	Number of Classes	Medium	Time From _____to_____
(1)	(2)	(3)	(4)	(5)
Pre Primary				
Primary				
Secondary				
Senior Secondary				
1.Arts stream				
2.Science stream				
3.Commerce stream				
4.Other stream				

B. Number of Classes in Second Shift , if any , Time with the name of In-charge of the shift (Telephone No.).

Type	Standard from _____to_____	Number of Classes	Medium	Time From _____to_____
(1)	(2)	(3)	(4)	(5)
Pre Primary				
Primary				
Secondary				
Senior Secondary				
1.Arts stream				
2.Science stream				
3.Commerce stream				
4.Other stream				

2. Details of Teaching Staff : (Please attach separate Sheet)

Sr. No	Name	Designation	Qualification	Date of Appointment In This School	Subject	Emoluments per month.	PAN No
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

3. Details of Non-teaching Staff: (Please attach separate Sheet)

Sr. No.	Section	Name	Designation	Qualification	Date of Appointment in this school	Total Emolument per month	PAN No
1	2	3	4	5	6	7	8

6. Results of last Three Years:

Sr. No.	Standard	Result (%)									
		Year _____			Year _____			Year _____			
		No of Students			No of Students			No of Students			
		Appeared	Pass	%	Appeared	Pass	%	Appeared	Pass	%	
1	8 th										
2	9 th										
3	10 th										
4	12 th	Science									
		Others									

5. Mention Co-Curricular Activities carried on in the school (Give the details of last academic year) : (Please attach separate Sheet)

Sr. No.	Name of the Activity and duration thereof	No. of Students Participate

PART – III
Information relating to Infrastructure

1. Land:

- (i) Survey No.:
- (ii) Total Area : _____ Sq. Meter
- (iii) Built up Area _____ sq. Meters.
- (iv) Area of Playground _____ sq. Meters.

(Please attach self-attested photocopy of above mentioned documents)

7. (a). Room Specifications of School:

Sr. No	Particulars	Nos.
1	Classrooms	
2	Library	
3	Laboratory	
4	Auditorium	
5	Computer Lab	
6	Common Room/Girls Room	
7	Reading Room	
8	Conference Room	
9	Principal Room	
10	Admin Room	
11	Supervisor Room	
12	Staff Room	
13	Craft Room	
14	Music Room	
15	Sports Room	
16	Drawing Room	
17	Any Other Facility (Please specify)	

(b). Sanitation Facilities:

Category	No. of Toilets	No. of Urinals	No. of Bathroom
Boys			
Girls			
Staff			

I. Miscellaneous information :

- (i) Number of drinking water points:
- (ii) Number of Books in Library:
- (iii) Number of Magazines in Library:
- (iv) Number of Computers:
- (v) Number of Projectors:
- (vi) Number of Smart Class Equipment:
- (vii) Number of Tablets:
- (viii) Number of Benches:
- (ix) Is there INSAT Connectivity? Yes/No.
- (x) Internet connectivity..... Yes/No.
- (xi) Any other facility/facilities in school.

Please attach proof of existence of the facility along with Photographs ,if possible.

PART – IV**Financial Information****1. Details of the Bank Account from where all expenditures are incurred :**

- 1) Name of the Bank:
- 2) Type of Account :
- 3) Account No:
- 4) IFSC Code:

2. Names of person Authorized to operate and sign the cheques :

- (a) Name : _____ (a) Name : _____
(b) Designation : _____ (b) Designation : _____

3. Balance of all bank accounts on the date of Application (In figure and words):

(In figure) _____ (Inwards) _____

(If the school is having more than one account for to manage the affairs of the school, give information of all Accounts In separate sheet in the afore said proforma.)

4. Details of ownership of the school building :

- (A) Name of the owner :
- (B) Relations with the management or school :-
- (C) Total Cost of Land:
- (a) At the time of purchase: _____
- (b) As on today as per market Value: _____
- (c) Total amount of construction cost:
- (d) Total buildup area of the building: _____ Sq. meter
- (e) Year of construction:

Attach a valuation certificate issued by a approved valuer. Such certificate will be valid for three years.

5. Details of Rent:

- (A) Name of the owner:
- (B) Relation of owner with school management or school:
- (C) Yearly Amount of Rent of Building:

(D) Yearly Amount of Rent of Playground:

(E) Duration of Rent Deed:

(F) Amount of rent paid in last three years :

Year____	Year____	Year____
----------	----------	----------

(G) Details of Account in which rent was credited:

1.Name of the Bank

2. Branch

3. Name of the Account Holder

4. Account Number:

6. Details of Income:- Accounting Year_____ To _____

(Please mention below details of income of last two accounting year in separate sheet, Amount should be shown on yearly bases from 1st April to 31st March, give Account Details as per C.A. Certificate)

Sr. No	Type of Income	Pre-Primary	Primary	Upper Primary	Secondary.	Higher Secondary		Other
						General	Science	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Tuition Fee							
2	Term Fee							
3	Library Fee							
4	Laboratory Fee							
5	Deposit							
6	Club Fee							
7	Caution money							
8	Examination Fee							
9	Admission Fee							
10	Yoga & Physical Education Fee							
11	Donation							
12	Books Selling							
13	Uniform Selling							
14	Shoes Selling							
15	Computer Fee							
16	Activity Fee							
17	Transportation Fee							
18	Break Fast Or Lunch Fee							
19	Government Grant Received if any							
20	Any other Income							
21	Any other amount collected by school not covered in the aforesaid heads (give details)							
	Total Annual Fee							

7. Details of Salaries and Allowances:

Accounting Year _____ to _____

Sr. No.	Section	No. of Academic Staff/ Teaching Staff	Expenditure towards Salary and Allowances of Academic Staff/ Teaching Staff	No. of Non-Academic Staff/ Non-Teaching Staff	Expenditure towards Salary and Allowances of Non-Academic Staff/ Non-Teaching	Total Annual Expenditure towards Salary and Allowances.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Pre Primary Section					
2.	Primary					
3.	Upper primary					
4.	Secondary					
	Senior Secondary					
	(i) Arts					
	(ii) Science					
	(iii) Commerce					
	(iv) Others					

B. Average expenditure per person of academic staff per year _____

C. Average expenditure per person of non-academic staff per year _____

(Please attach separate sheet of last two accounting years)

D. Detail of Total Expenditure:-

Academic Year _____ to _____			
Sr. No.	Type of Expenditure	Amount Rs.	Remarks
(1)	(2)	(3)	(4)
1.	Salary and Allowances		
2.	Building and Playground Rent.		
3.	Taxes of Building		
4.	Electricity Bill		
5.	Activity Expenditure		
6.	Amount disbursed to any Agency or Company regarding School Activity		
7.	Expenditure for Maintenance		
8.	Expenditure on Books		
9.	Expenditure on Shoes		
10.	Expenditure on Transportation		
11.	Expenditure on Computers		
12.	Expenditure on Uniform		
13.	Expenditure on House keeping		
14.	Expenditure on examination		
15.	Affiliation Fee		
16.	Other Expenditure , if any		
17.	Miscellaneous Expenditure		
Total			

(Please attach separate sheet of last two accounting years)	
---	--

8. Proposed Fee Structure of academic year _____ to _____			
Sr. No.	Section	Total Yearly Fee per student (including all types of fee)	If intends to increase the fee, give justification and reasons.
(1)	(2)	(3)	(4)
1.	Pre Primary		
2.	Primary		
3.	Upper Primary		
4.	Secondary		
5.	Senior Secondary		
6.	In science		
	In Arts		
7.	In Commerce		
8.	In other Stream		

Note: School may propose commuted amount of different head of fee and propose to determine total fee under a single head to be levied/collected as annual fee.

(Name)

Designation
(Applicant)

Official Seal:

FORM III*(See rule 9 (4))*

Order determining the fees under the The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2020.

No.....

Office of the Fee Regulatory Committee

Date:

Read:-

- (1) Proposal of the Management of the non government educational institution (School's Namein
Form II along with the documents, evidences, undertaking and affidavit dated.....
- (2) Other documents, information provided and evidences submitted by the school at the time of personal hearing on date.....

ORDER:

1. Whereas the Management of the non governmental (School's Namehas submitted the proposal for the fixation of fee structure in Form II along with an undertaking and affidavit of the authorised person of the school on.....*..... under rule 8 of the The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2019 made under the The Assam Non Government Educational Institutions (Regulation of Fees) Act, 2018.
2. Whereas the proposal for fixation of fees has been examined and considered on the basis of the aforesaid factors as well as proofs and documents submitted by the management of the school with reference to the relevant factors and provisions of the Act and the said rules.
3. Whereas the personal hearing was also given to the management of the self financed school.
4. Now, therefore, in exercise of the powers conferred by section 11 of the said Act read with rule 8 and 9 of the said rules and subject to the conditions specified in this order, the Fee Regulatory Committee hereby determines the total fee which shall be levied by the school per student of different standard as specified in column (9) of the Table below :

TABLE

Fee for Pre-primary / Primary / Secondary / Higher Secondary (General / Science Stream)

Sr. No.	Section	No. of Students	Total Income	Total Expenditure	Income per Student	Expenditure per Student	Fees proposed by school per student	Total fees determined per student
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Pre Primary							
2	Primary							
3	Upper Primary							
4	Secondary							
5	Senior Secondary							
	Science							
	Arts							
	Commerce							
	Other							

Conditions:

1. The total fee determined shall be levied for three academic years commencing from the
2. The School shall not collect fee amounting to more than one quarter from any student at a time . However the School desires to collect annual fee at a time, than a rebate of 5 Percent on the total fees will have to be given. Otherwise it shall be construed as collection of capitation fee and such school shall be liable to be proceeded against in accordance with the provisions of the Act.
3. The fee determined shall be displayed by the school on its notice board and official website in Assamese and English language.
4. The excess fee collected by the school shall be refunded to the students/parents within a period of thirty days from the date of this order.
5. In case, the fee determined by the Committee is higher than the actual fee collected by the school, then, the difference of fee shall be payable by the students/parents within reasonable time.



By order of the Fee Regulatory
Committee,

(Name)
(Designation / Authorised Person)
Fee Regulatory Committee

FORM IV

(See rule 12(1))

(To be furnished on Rs.100/- on non-judicial Stamp Paper by the Self finance school)

AFFIDAVIT

TheTrust/ Society / Company runs the.....(Name of the School) At:..... City:...../Town:...../Taluka:...../ District: having School Index No.....

The aforesaid school has collected / charged the fee for the academic year ___ and ___ from the students of different standards as per the details given in the Table below:

TABLE

Fee for Pre-primary / Primary / Secondary / Higher Secondary (General / Science Stream) for School category -----

Sr. No.	Standard	Medium		Fee collected/ charged		Fee collected For academic year ___	Fee increased after issue of notification by the State Government
				Year__	Year__		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							
3.							

I am to state that the fee collected /charged by the school is lower than the fee prescribed by the Government Notification No._____Dt-_____

AFFIRMATION

I, undersigned(Name)....., (age:.....years.....), (mention occupation, name of the school / trust / company and address) residing at.....

in the capacity of Principal / Head Master / Managing Trustee / Director/Authorised Person, of

..... (Mention name of School) At:..... City...../ Town...../

Taluka...../ District having School Registration No.....hereby solemnly declare

that the statements made in the aforesaid paragraphs are true and correct to best of my knowledge and belief and stated on the basis the record of the school.

I have not suppressed any material facts and nor furnished any false or incorrect information. I am aware that making a false affidavit is a punishable offence.

Principal/Head Master/
Managing Trustee/
Authorised Officer/Person

Place:
Date:

School's Name:.....
Trust's Name:.....
..... Company

Affirm before

Name and Address :-

FORM V*(See rule 15)***Revision Application to the Fee Revision Committee
under sub-section (3) of section 12.**

From:

Name and Address of the School.

Date:

Tele. No. (o)

Mobile No.

To,

The Chairperson,

Fee Revision Committee,
.....
.....

Subject: Revision Application against the order of the Fee Regulatory Committee under sub-rule (1) of rule 14 of the The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2020.

Ref. : Order of the Fee Regulatory Committee,Zone,No,
..... dated the

Sir / Madam,

The proposal of the School Management of (School Name.....
.....) School dated the _____ presented in Form No.II
before the Fee Regulatory Committee _____ for approval /revision of fee structure has
been refused / rejected / partially granted by the Fee Regulatory Committee for the reasons stated in its order
No. _____ dated the _____.

Being aggrieved by the decision of the Fee Regulatory Committee, this revision application is preferred under sub- section (3) of section 13 of the of The Assam Non Government Educational Institutions (Regulation of Fees) Act, 2018 read with rule 15 of the The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2019 on the grounds as stated in the Statement annexed to this application for appropriate orders and reliefs as also and on the basis of the statement of accounts and supported with documents and evidences which were placed before the Fee Regulatory Committee.

The particular of the school/standard/Division etc. are as under.

1. Name of the Trust /Society / Company:
2. Name of the School:
3. Location of School-
 - (i) Area :
 - (ii) City/Town:
 - (iii) Taluka :
 - (iv) District :
4. Type of School-
 - (i) Pre- primary,
 - (ii) Primary.
 - (iii) Secondary

(iv) Higher Secondary

5. U- DISE No. :
6. School Affiliation No:
7. Board Type (AHSEC or SEBA or ICSE or CBSE or Other) :
8. Medium :
9. Information in the following Table :

TABLE					
Sr. No.	Standard	No. of Classes	Total No. of Students.	No. of Teachers Standard Wise.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					

10. Total Students:.....

11. Class-wise proposed fee:

Sr. No	Standard	Fee for the previous academic years	Proposed Fee structure	Difference of fee (4-3)	Percentage of fee increase/hike	Reasons / Justifications for increase of fee
(1)	(2)	(3)	(4)	(5)	(6)	(7)

The detail of the proposed fee structure and justification for the same is detailed in the accompanying documents.

The prescribed fee for filing this revision application is paid in the office of the Fee Regulatory Committee. (Copy enclosed)

This Revision Application is filed within the prescribed time limit.

The application for condonation for delay is also made along with this revision application as the Revision Application could not be filed within the time limit prescribed by the Act for the reasons stated in the said application. It is requested to condone the delay.

It is respectively prayed to entertain this application and grant the reliefs as prayed for.

On behalf of School Management/ Trust/Society/ Company

Yours faithfully,

()

Principal/Head Master/
Managing Trustee

School's Name:.....

Trust's Name:.....

Date:.....

FORM VI

(See rule 16(3))

Notice for Meeting of Fee Revision Committee

No:
Office of the Fee Revision
Committee,
Address:.....
.....
Date:

To,
Shree.....
Member,
Fee Revision Committee,
Address:.....
.....

Subject: Notice of Meeting of Fee Revision Committee,
.....

Sir/Madam,

Notice is hereby given under the provision of rule 16 (3) of the The Assam Non Government Educational Institutions (Regulation of Fees) Rules, 2020 that the meeting of the Fee Revision Committee is scheduled to be held on (Date:.....) (at:.....hrs.) at (Venue:.....). I am, therefore, directed to request you to attend the meeting.

Agenda of the meeting is enclosed herewith.

I am to invite your attention to provision of sub-rule (5) of rule 16 the said rules, 2020 which provides for the quorum at meeting. As per the provisions of the said sub-rule, the quorum at meeting shall be at least two-third members of the total strength of the Committee.

You are kindly requested to attend the meeting.

In the event of non-attendance of the meeting, intimation to that effect may be given to the undersigned.

By order and on behalf of the Chairperson of the Committee,

()
Cordinator
Fee Revision Committee,
.....