

GUIDELINES FOR FIXATION OF FEE STRUCTURE FOR PROFESSIONAL EDUCATIONAL INSTITUTIONS OF ODISHA OFFERING DEGREE/DIPLOMA LEVEL TECHNICAL COURSES/PROFESSIONAL COURSES FROM THE ACADMIC SESSION 2025-26.

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1. Every institution is free to propose its fee structure along with supporting evidence for any academic year.

2. The fees shall be determined by the Fee Structure Committee as per the Orissa Professional Educational Institutions (Regulation of Admission and Fixation of Fee) Act, 2007 and orders of the Hon'ble Supreme Court of India passed in P.A. Inamdar case, to ensure that neither the students are unreasonably burdened/exploited since the fee structure is non-profiteering nor the Colleges suffer and growth to the Education Sector is affected.

3. Regulation of fee is within the domain of the Fee Structure Committee which shall ensure that the fee is not exploitative and reasonable.

4. No fetter can be placed on the exercise of the power for fee fixation by the Committee which shall be in accordance with the factors that are mentioned in Section-7 of OPEI Act.2007.

5. The Fee Structure Committee is not bound to take into account only the audited balance sheet and profit and loss account (Income and expenditure account) to fix the fee.

6. The Fee Structure Committee can direct the Management to furnish any information that is required for the purpose of arriving at a decision that the fee proposed by the Management is neither excessive nor exploitative in nature.

[See *Najiya Neermunda Case* (Civil Appeal No. 606-616/ 2021) (2021) 5 SCC 515]

7. The concerned institutions shall furnish sufficient documentary evidence to establish the expenditure claimed to have been incurred by the Institutions under various heads in a particular Academic year.

8. Where under a Society/Trust more than one institution exists, the concerned Society/Trust shall furnish necessary bifurcated accounts giving identified assets for each specific course and where the common expenditure cannot be bifurcated, the same

shall be appropriated to distribute the common cost to different courses such as common administrative building etc.

9. The Institutions are required to furnish informations as required in the **Form No. I and Form No. II** attached to these guidelines which forms part of the guideline.

10. The concerned institute shall submit affidavit stating that the informations furnished by it both in Format No. I and Format No. II are correct.

11. Institutions are strictly prohibited from accepting payment of fees in cash in order to avoid charging capitation fee.

12. Taking into account the factors prescribed in Section 7(1) of the OPEI Act, 2007 for determination of fee, components of expenditures of the Institutions and reasonable surplus for growth and development of the Institutions, mentioned in Form No.-II, the information required to be furnished by the Institutions shall be taken into consideration for determination of Fee Structure of the concerned Institution in relation to its intake capacity.

13. For the purpose of determination of Fee Structure for the year 2025-26, the Institutions besides furnishing their own proposal with supporting evidences, they are required to furnish all information/data in Form No.-I and Form- No.-II for three preceding financial years i.e. 2021-22, 2022-23 and 2023-24 or any lesser period as the case may be with Audited Balance Sheet and Profit and Loss Account (Income and Expenditure Account) if any available with the institution. On the basis of which fee structure for the academic year 2025-26 shall be determined.

14. In case any Institution commences its courses in the year, 2024-25 itself, then the said Institution is required to furnish information in Form-I and Form-II on projection wherever the actual data/information is not available. The Fee Structure Committee taking into account the information furnished by such Institutions and any other relevant data/information shall determine the Fee for the year, 2025-26.

FORM NO. I

General information required for determination/revision of fee structure during the Academic Session 2025-26 in respect of Private Technical/Professional Colleges/Diploma institutions.

1.(a)	Name of the Institution with detailed address/telephone Nos./Fax Nos. /Website address, Email ID etc.		
(b)	Courses offered & intake on branch-wise (enclose copy of AICTE/NMC/PCI/COA/etc. approval for last five years up to Academic Year 2025-26)		
(C)	Name of Trust/Society with detailed address. Email ID		
(d)	Name of the Chairman/Secretary of the Trust / Society with telephone No. /Mobile No.		
(e)	Name of the Principal with telephone No Mobile No & Email Id.		
(f)	Whether G.B. of the College/Institution has been constituted as per AICTE norm. If yes, indicate the name of G.B. members.		
(g)	Area of land occupied for the College/Institution.		
2.	Year of Establishment of the College/Institution.		
3.(a)	Whether the built up area conforms to AICTE norms.		
(b)	Details regarding equipments in Labs & Workshop including computers. Other such details if any.		
(c)	Provision of play ground, Gym, Indoor Games etc. if any.		
4.	<u>Hostel facilities for Boys & Girls</u>		
(a)	No of hostels available for boys and girls hostel (indicate separately)		
(b)	No. of boys & Girls accommodated		
(c)	Whether the size of rooms conform to AICTE norms.		
(d)	Whether own hostel or rented hostel.		
05	Whether the institution has been accredited by the National Board of Accreditation of AICTE/ NAAC? If yes, indicate the details of NBA /NAAC accreditation		
Sl. No.	Name of the accredited Branch	Mention letter No & Date of AICTE accreditation	Period of Accreditation.

6	Details of income of the institution for the last 3 (three) Years.	2021-22	2022-23	2023-24
(a)	Course Fee			
(b)	Optional Fee			
(i)	Hostel Cost			
(ii)	Transportation Fee (for the benefit of the institution)			
(iii)	Pre-Placement Training Fee			
(iv)	Blazer and uniform			
(v)	Interest earned on Bank deposits			
(vi)	Any other fees collected from students (for the benefit of the institution)			
7.	Details of expenditure for the last 3 years, i.e. 2021-22, 2022-23 and 2023-24 (enclose copy of audited statement of income and expenditure with copies of supporting documents approved by Chartered Accountant empanelled by CAG, Government of India. The Trust / Society running more than one institution, shall submit separate audited statement of accounts in respect of each institution instead of submitting the balance sheet of the Trust / Society.			
8.	Cost of fixed assets including tools, equipment, furniture and building etc. approved by the Chartered Accountant empanelled by CAG, Government of India)			
9	Course wise Proposed Fee from the Academic Session 2025-26 in Rupees with justification			

NB: The floor cost of the building of the institution shall be as per the prevailing P.W.D. rate.

Signature of the Principal with seal.

FORM NO. II**Components of Expenditure to be considered for determination of fee structure.****A. Compulsory fee.**

For Last Three Years:-		2021-22	2022-23	2023-24
01.	Salary and allowances of faculties (Teaching Staff).			
02.	Salary and allowances of Non-teaching staff.			
03	University Affiliation charges & AICTE inspection fee.			
04	Advertisement and publicity (any publication for the benefit of the institution.)			
05	Telephone and FAX.			
06	Printing and Stationery			
07	Traveling & conveyance of staff (for the benefit of the Institution)			
08	Audit & Accounting Fee			
09	Internet Expenses			
10	Sports and Cultural Activity			
11	Seminar, Conference & Industrial tour			
12	Library Books			
13	Magazines and Journals			
14	Electricity charges for the College			
15	Vehicle Hire & Fuel Charges for College vehicle			
16	Rent and Taxes			
17	Staff recruitment expenses			
18	Teaching Aids, Tools & Equipment			
19	Misc. Contingency (specify the item-wise expenditure)			
20	Repair and Maintenance			
21	Interest on Bank loan which is utilized for imparting education to students			
22	Depreciation on fixed assets.			
23	Provision for reasonable surplus for growth and development of Institution.			
	TOTAL			

B. Optional:

(i)	Transportation cost (for the benefit of the institution			
(ii)	Hostel Charges			
(iii)	Uniform and Blazer			
(iv)	Placement			
(v)	Caution Money (One time refundable)			

Signature of the Principal with seal.

If the Institution wants to give any other expenditure which should be taken into account for determination of Fee Structure, the Institution may furnish the same.