

User Manual for Shikshan Shulk Samiti, Maharashtra State Board of Art Education 2024

Access the Portal: [SSS MSBAE Portal](#)

1. Home Page and Login

Shikshan Shulk Samiti, Maharashtra State Board of Art Education
Fees Approval System For Academic Year 2024-25.

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LOGIN

User Name

Password

Enter Captcha

Login

Get Institute UserName and Password

Login Page Instructions

- [Click Here To Get Username & Passowrd](#)

- 1 [User Manual](#)
- 2 For any queries, please contact us at sssmsbae@gmail.com or call 8355870544. This email and phone number are exclusively for the use of Shikshan Shulk Samiti, Maharashtra State Board of Art Education.

1.1. Login Page

- **Accessing the Portal:** Navigate to the SSS MSBAE Portal and click on the "Log In" option.
- **Login Details:** Enter your Username and Password.

Shikshan Shulk Samiti, Maharashtra State Board of Art Education
Fees Approval System For Academic Year 2024-25.

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LOGIN

User Name

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Get Institute UserName and Password

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- **Forgot Credentials:**
 - *Get Institute Username/Password:* Click on the relevant link. If you click on

" Get Institute Username/Password," enter your username, and the password will be sent to your registered email address.

1.2. Post Login

- After first time successful login, the following "Password Change" window will appear. You have to compulsory change the password first then the left side link will get activated.

2. Institute Activity: Click on General Information Link

A) General Information

Sr.No	Form name
1.	Trust Information Details
2.	Form A1
3.	Institute Courses and Programs
4.	Confirm Courses and Programs Course Confirmation Status : Course Information Form has been modified. Course Information Not Confirmed.Below Links will activated only after Course Information Confirmed.

- **Form A: Trust Information Details**

- Enter the trust information in the specified format and save it.
- Two options will be available:
 1. Add Trustee Details
 2. Add Institute Details

Administrator Menu

FORM-A (Trust Information Details) Last Updated On :- **Not Updated Yet** Prev Next

Important Instructions:

- The fields marked with (*) are mandatory.
- Click the button "Save Changes" after filling all the details so as to save the information about the Trust.
- To add the Trustee details, click the "Add Trustee Details" button.
- Click on "Add New Institute" button to add Educational Institution established/ funded/ operated by the Trust/ Society.

Note: It is mandatory to provide details of all the institutions run by the Trust.

Proforma for common information of organization promotion of various institutes for the year 2024-25 (Information of the Trust)

*Name of the Trust/Society	<input type="text"/>
*Address (With Pin Code)	<input type="text"/>
*District:	Select District <input type="text"/>
*Select Taluka	Select Taluka <input type="text"/>
*Telephone No. with STD Code	<input type="text"/>
*Fax No. with STD Code	<input type="text"/>

- **Adding Trustee Details:**

- *Fields to Fill:*
 - Name of the Trustee/Society
 - Address (with PIN code)
 - District & Taluka
 - Telephone No. (with STD code)
 - Fax No. (with STD code)
 - Email Id
 - Website
 - Registration No. of Trust
 - Year of Establishment
 - Registration Date
 - PAN No.
 - TAN No.

Institute Trustee Details: Details of Trustee as per the information recorded with the Charity Commissioner.
 Note: Attached the copy of change report accepted by the Charity Commissioner. Add Trustee Details

Choose File No file chosen

[View](#)

Sr.No.	Name of Trustees	Designation	Profession of Trustee	Whether Trustee Working As Employee In The Same Institute
1	TEST	PRESIDENT/CHAIRMAN	TEST	YES

Educational Institution established/ funded/ operated by the Trust/ Society Add New Institute

Sr.No.	Name of College , School or Activity	Code No	Year of Establish	Courses	Address
No records Found					

• **Adding Institute Details:**

- Fill out the details of the Trust Institute details click on "Add Trustee Institute" to add the trust institutes information.
- **Institute Address:** Provide the complete and accurate address of the institute.
- **Year of Establishment:** Enter the four-digit year the institute was established (e.g., 2010).
- **Institute Code Number:** Input the unique code number assigned to the institute.
- **Courses Offered:** List the names of the courses available at the institute.
- **FFC/Non FFC Status:** Indicate whether the institute is FRA or Non-FRA.
- **Institution Type:** Specify whether the institute is educational or non-educational.
- **Property Ownership Type:** Choose the type of property ownership (Owned, Government-aided).
- **Save Information:** Click on "Add Trustee Institute" to save the entered information.

Form A1

[Menu](#)

FORM-A1 Details of Land and Built up Area Last Updated On :- Not Updated Yet [Prev](#) [Next](#)

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the information of the Institute.
- Attach documents where need

(Proposal for fixation of fees - AY - 2024-25 - FORM -A)

Annual financial report of Trust/ Society for last year

Details of Land

Sr. No.	Particulars	Area (in Sq.Mtr.)		Cost of acquisition (Rs)	Extent of subsidy / concession
		As Per Norms	Available		
Institute					
1	Free Hold				
A	Govt.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B	Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Total	0	0	0	0
2	Lease Hold				

- Fill in details regarding land, building status, built-up area, etc. Attach certified audited copies if applicable. Save the information.
- Add courses and streams, and edit or delete course information as necessary. Confirm the information to proceed.

Manage Courses					Last Updated On :- Not Updated Yet					Prev	Next						
Data From Institute																	
Sr. No.	Course Code	Course Name	Intake	Action													
<p>Important Instructions:</p> <ul style="list-style-type: none"> • The fields marked with (*) are mandatory. • Click on Add course to add New Course. • Click on Edit to Edit Course Information. • Click on Delete to delete Course. 																	
Total Unique Courses Added :- 1										Add New Course							
<p>Abbreviations Used :-</p> <p>D:- Duration in Years</p> <p>LE:- Lateral Entry Sanction Intake</p> <p>OR:- On roll Students</p> <p style="text-align: center;">Print All</p>																	
Courses Information																	
Sr. No.	Course	D	SI 2023-24		SI 2022-23		SI 2021-22		SI 2020-21		SI 2019-20		SI 2018-19		Edit	Del	Print
			SI	OR	SI	OR	SI	OR	SI	OR	SI	OR	SI	OR			

Click on “Add New Course” and the fill the following details:

- **Course Selection:** Choose the appropriate course from the list.
- **Course Start Year:** Enter the four-digit starting year of the course.
- **Course Status:** Select the status of the course (Full-Time/Part-Time).
- **Course Duration:** Specify the duration of the course.
- **Sanctioned Intake:** Enter the sanctioned intake for the years 2015-16, 2014-15, 2013-14, and 2012-13.
- **Total Enrolled Students:** Provide the total number of enrolled students.
- **Students Covered Under Government Scholarships:** Enter the number of students covered under various government scholarships.
- **Students Appeared in Exam:** Indicate the total number of students who appeared for the exam.
- **Students Passed in Exam:** Enter the total number of students who passed the exam.
- **Tuition Fees Collected (Rs):** Specify the tuition fees collected per student.
- **Development Fee (Rs):** Enter the development fees collected per student.
- **Save Information:** Click on "Add New Branch/Course" to save the information.
- **Next Step:** Click on the next link to display the confirmation page.

Important:

- Click on "Confirm" to finalize the Branch and Course Information. Once confirmed, you cannot add or delete any Branch or Course Information.
- You must confirm the courses to proceed with adding further information.

Form B

- **Post-Confirmation:**
 - Click on Form B and fill in all necessary details, including bank information and biometric attendance.

9820395101				
*Sanctioned Intake capacity as per AICTE/State Govt.				
Sr. No	Sanction Intake	Actual Intake	Appeared	Passed
1	1	2	16	20

Manage Bank Details of Institute				
Click here to Add Bank Details (Add All bank Account Details in case of Multiple Accounts)				
Sr. No	Bank Name	Account No	Branch Name	Delete
Save Changes				

- **Institute Name:** Provide the name of the institute or college.
- **Institute Address:** Enter the complete address of the institute.
- **Pin Code:** Input the valid pin code number.
- **District & Taluka:** Select the appropriate district and taluka from the dropdown list.
- **Land Type:** Choose the type of land ownership for the institute (e.g., owned, government-aided).
- **Biometric Attendance:** Indicate whether biometric attendance is available for all staff (teaching and non-teaching) by selecting Yes or No.
- **Telephone Number:** Enter the telephone number along with the STD code.
- **Fax Number:** Enter the fax number with the STD code.
- **Email ID:** Provide a valid email address for the institute.
- **Website:** Enter the official website of the institute.
- **Director/Principal Name:** Provide the name of the institute's director or principal.
- **Manage Bank Details:** Click on the "Add bank details" link to enter the bank name, account number, and branch name.

INSTITUTE BANK DETAILS Prev

- The fields marked with (*) are mandatory.
- Add All bank Account Details in case of Multiple Accounts

Sr. No	Bank Name	Account No	Branch Name	IFSC	MICR	Delete
ADD NEW BANK DETAILS						
	Bank Name	<input type="text"/>				
	Bank Account No :	<input type="text"/>				
	Bank IFSC Code :	<input type="text"/>				
	Bank Branch:	<input type="text"/>				
	Bank Account Holder Name :	<input type="text"/>				
	Branch MICR Code :	<input type="text"/>				
	Bank Type*	Select Bank Faculty v				

Add Bank Details

- Complete all fields with the appropriate information.

Form B2, B3, B4 & B5

- Complete the fields as required, attach documents if needed, and save changes.

FORM B2 Last Updated On :- **Not Updated Yet** Prev Next

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

		I Year	II Year	III Year	IV Year	V Year	VI Year
4.	(A) Total No. of Students for the Course (Excluding PIO / Foreign National Students)	0	0	0	0	0	0
	(B) Total No PIO / Foreign National Students for the Course	0	0	0	0	0	0
5.	Year of recognition by respective authorities	<input type="text"/>					
6.	Name of the Board/Affiliated Body to which this course is affiliated	Maharashtra State Board of Art Education v					
7.	Whether Permitted by State Govt.	Select v					
	Whether Hostel Facility is available	No v					
	Boys	<input type="text"/>					

Income Details

- Enter the total income from all sources, including non-SSS courses, hostels, and trusts. Save the record.
- Use the delete option to remove any incorrectly saved records.
- Ensure all information is accurately filled in.
- Click on "Add Income Details" to save the record.
- Click "Next" to proceed to the following page.

Income Details Last Updated On :- **Not Updated Yet** Prev Next

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Add Income Details" button to save the information of the Income.

Annual Income (Rs.) (Statements showing income in the Financial Year 2024-25 as per Audited Financial Statements duly certified by the Auditor)

Segmental bifurcation of Income

Sr. No	Income Head	Total Income	ART TEACHER DIPLOMA	Non SSS	Hostel	Trust	Delete
Total Income							

ADD INCOME DETAILS

Segmental bifurcation of Income

Income Head	Total Income	ART TEACHER DIPLOMA	Non SSS Courses	Hostel	Trust
<input type="text"/>					

Income Details with Conversion:

- Fields marked with (*) are required.
- Enter the appropriate income amount under the corresponding income head.
- Ensure all information is entered correctly.
- Click "Save Income Details" to store the information.
- Click "Next" to continue to the next page.

Income Details with Conversion Last Updated On :- **Not Updated Yet** Prev Next

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Add Income Details" button to save the information of the Income Details.
- Put 0 (Zero) Wherever Not Applicable.**

Segmental bifurcation of Income

Sr. No.	Income Head	ART TEACHER DIPLOMA	Non SSS Courses	Hostel	Trust	Total
1	Tuition Fees	Total <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
		Deductible <input type="text"/>				
2	Development Fees	Total <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
		Deductible <input type="text"/>				
		Total <input type="text"/>				

Annual Expenses

- Fill in expense details, including salary, stipends, professional charges, fees, and other expenses. Save the information.
- Fields marked with (*) are required.
- Specify the Expense Head (e.g., Electricity).

- Enter the total income from all sources for the previous year.
- Include the income from hostel, hotel, and trust operations.
- Use the delete option to remove any incorrect records.
- Ensure all information is entered accurately.
- Click "Add Income Details" to save the record.
- Click "Next" to proceed to the next page.

Annual Expenses for 2023-24 as per audited income & expenditure
Last Updated On :- Not Updated Yet
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Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Expense Details" button to save the Information of the Expense Details.
- Statements showing expenditure made in the Financial Year 2023-24 as per Audited Financial Statements duly certified by the Auditor.

Segmental bifurcation of Expense

Sr. No	Expense Head	Total Expense	Non SSS	Hostel	Trust	Delete
Total Expenses						

ADD Expense DETAILS

Segmental bifurcation of Expense

Expense Head	Total Expense	Non SSS Courses	Hostel	Trust
<input style="width: 95%;" type="text"/>				

Add Expense Details

Expense Details with Conversion:

- Fields marked with (*) are required.
- This form includes main headings with subheadings. For example, under the main heading "Salary Teaching," there are subheadings such as pay, college contribution to PF, admin charges for PF, leave encashment, gratuity paid, arrears of salary, teaching staff insurance, gratuity provision, etc.
- Enter the correct expense amount under the corresponding expense head.
- Ensure all information is filled in accurately.
- Click "Save Expennses Details" to save the entered details.
- Click "Next" to proceed to the following page.

- Important Instructions:**
- The fields marked with (*) are mandatory.
 - Fill all the details and click on "save Expense Details" button to save the information of the Expense Details.
 - Claimed:- Claimed for Fee Calculations.
 - Put 0 (Zero) Wherever Not Applicable.

Segmental bifurcation of Expenses						
Main Head	Sub Head	Total Expenses		Non SSS Courses	Hostel	Trust
Salary - Teaching Staff	Pay	4	Total			
			Paid	1	1	1
			Provision for unpaid	1		
			Claimed	1		
Salary - Teaching Staff	Institute Contribution to PF	4	Total			
			Paid	1	1	1
			Provision for unpaid	1		
			Claimed	1		
Salary - Teaching Staff	Admin Charges PF	4	Total			
			Paid	1	1	1
			Provision for unpaid	1		
			Claimed	1		

The same procedure applies to the following income and expense categories (with subheadings in parentheses):

- Salary for non-teaching staff (includes Pay, College contribution to PF, Admin charges for PF, Gratuity paid, Arrears of salary, Teaching staff insurance).
- Stipend/Remuneration/Allowance for Interns
- Remuneration/Professional Charges for Visiting Faculties (Guest lectures).
- Affiliation/Inspection expenses (Inspection Expenses).
- University fees paid (includes Eligibility fee, Exam fee, Enrollment fee, Practical exam fee).
- Insurance (Student, Building).
- Scholarships paid (including those for students under social welfare schemes and open category students).
- Repair and maintenance (includes Dean, Faculty, Non-teaching staff, College Building Maintenance, and others).
- Major building maintenance (for Teaching, Non-teaching, and College Building).
- Audit fees, Fee Regulating Authority fees, Advertisement, Social Gatherings/Functions.
- Bank Interest/Commission/Charges, Conference and Seminar, Professional Charges.
- Meeting Fees and Expenses, Communication Expenses, Printing and Stationery.
- Establishment Expenses, Laboratory material.
- Hostel Expenses, Hospital Expenses, Other Expenses.

Form B8: Store Details (Laboratory/Lab/Workshop/Vehicles/Furniture)

In this form, you are required to provide the details of the institute's store assets. Ensure all information is accurately filled in.

- Fields marked with (*) are mandatory.
- Attach a certified audited copy if applicable.
- The same procedure applies to Form 9 and Form 11.

The form includes the following categories:

- Land
- Building
- Lab/Workshop
- Laboratory Equipment
- Books
- Furniture and Dead Stock
- Vehicles
- Others

FORM B8 Last Updated On :- Not Updated Yet

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the information of the Equipments.

Store (Laboratory/Lab/Work shop/Vehicals/Furniture) Details

Projected Addition	College / Institute / Hostel		
	2023-24 (Rs.)	2024-25 (Rs.)	2025-26 (Rs.)
a. Land (area)	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Building (built-up area in Sq. Mtr.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Lab / Work shop	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Laboratory equipments	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Books	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Furniture & dead stock	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Vehicals	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Others	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0

Save Changes

Form B9: Fees Collected During Last Year Per Student for Art Courses

In this form, you need to provide the details of the fees collected by the institute for each year. Please ensure that all information is entered accurately.

- Fields marked with (*) are mandatory.
- Fill in all the required details and click on the "Save Changes" button to save the information.

The form includes the following sections:

- 1st Year Fees
- 2nd Year Fees
- 3rd Year Fees
- 4th Year Fees
- Fees Collected Per Student for Diploma Courses
- Average Fees Collected Per Student

Menu
FORM B9 Last Updated On :- 06/08/2024 01:00 PM
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Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on 'Save Changes' button to save the information of the Infrastructure Details.

Fees collected during last year per student for Diploma courses

Year	No of Students	fees collected(₹.)									
2023-24											
1 st Year	<input type="text"/>	<input type="text"/>									
2 nd Year	<input type="text"/>	<input type="text"/>									
3 rd Year	<input type="text"/>	<input type="text"/>									
4 th Year	<input type="text"/>	<input type="text"/>									
Fees collected (2023-24) per student for Diploma course	Diploma Course - <input type="text"/>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">No of Students of 1st year</th> <th style="width: 30%;">Average fees collected per student(Amount In Rs.)</th> <th style="width: 40%;">Total fees collected (Amount in Lakhs)</th> </tr> </thead> <tbody> <tr> <td>a) Indian (Govt. Quota + Management)</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>b) PIO + Foreign National</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>			No of Students of 1st year	Average fees collected per student(Amount In Rs.)	Total fees collected (Amount in Lakhs)	a) Indian (Govt. Quota + Management)	<input type="text"/>	<input type="text"/>	b) PIO + Foreign National	<input type="text"/>	<input type="text"/>
No of Students of 1st year	Average fees collected per student(Amount In Rs.)	Total fees collected (Amount in Lakhs)									
a) Indian (Govt. Quota + Management)	<input type="text"/>	<input type="text"/>									
b) PIO + Foreign National	<input type="text"/>	<input type="text"/>									

[Save Changes](#)

Form B10: Administrative Staff

- Enter details of the administrative staff, including designations and roles. Save the information.

FORM B10 Last Updated On :- Not Updated Yet
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Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on 'Save Changes' button to save the information of the Administration.

Administrative Staff in the Institute / College

Name of the Principal / Director	VIKRANT BHASKARRAO JOSHI
Regular / Incharge	Regular <input type="text"/>
Pay Scale	<input type="text"/>

[Save Changes](#)

Form B11: Student-Teacher Ratio

- Enter the student-teacher ratio for teaching and non-teaching staff. Fill all the details and Save the information.

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information of Student Staff Ratio.

15:1

(c) Student - Teacher Ratio (Total no. students & total no. of staff in the college)						
Sr. No.	Course	Total Sanction Intake Capacity	Student: Teacher Ratio	No. of Teaching staff to be employed as per staffing pattern	Whether teaching staff is in excess of required staff as per staffing patterns	If teaching staff employed is less than required staff as per staffing pattern then No. of person short of required staff
1		1	15:1			

(d) Teaching To Non-Teaching Ratio -

	Ratio	As per Norms
Inclusive of Technical, Skilled & UnSkilled Staff		

[Save Changes](#)

Form C

- Fill in the following details: number of students, reading hall capacity, carpet area, library amenities, and more. Attach certified audited copies if applicable.

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

Total No of student in the institute		<input type="text"/>
Reading hall capacity		<input type="text"/>
Total carpet Area Sq.Mtr.		<input type="text"/>
a)	No. of Titles	<input type="text"/>
b)	No. of Books	<input type="text"/>
c)	No. of National Journals	<input type="text"/>
d)	No. of International Journals	<input type="text"/>

Form D

- Provide the required information, attach certified copies if applicable, and save changes.

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

1	Whether the central computing facility is available	Select
2	Number of PIII or equivalent and above PC available	
3	Whether legal licenses of System & Application Software available?	Select
4	Number of System Software's available	
5	Number of Applications Software's available	
6	Number of Printers available (Type: DMP/ DeskJet /LaserJet)	

Form E: Details Of Teaching & Non-Teaching Staff

- Fill in the details for both teaching and non-teaching staff, including faculty type, qualifications, experience, and bank details. Save the information.

Important Instructions:

- The fields marked with (*) are mandatory.
- Fill all the details and click on "Save Changes" button to save the Information

Details of Teaching and Non Teaching staff for the Accounting Year 2024-25

Select Faculty Type	Designation / Post as per norms mentioned	Actual requirement of Staff as per norms	Actual appointed
Select Type Faculty			

Save Changes

Update Staff Salary Details:

- Fields marked with (*) are required.
- Select the appropriate option from the list.
- Enter the correct values.
- Click "Save Changes" to save the information.

Important Instructions:

- The fields marked with (*) are mandatory.
- Click on Add New Faculty to add New Faculty.
- Click on Edit to Edit Faculty Information.
- Click on Delete to delete Faculty.

Proforma for common information of organization promotion of various institutes for the year 2024-25 (Information of the Trust)

*College contribution to PF	<input type="text"/>
*Admin charges PF	<input type="text"/>
*Leave Encashment	<input type="text"/>
*Gratuity paid	<input type="text"/>
*Other allowance	<input type="text"/>

- Click on Add New Faculty

Manage Faculty Profile (Teaching and Non Teaching)

Important Instructions:

- The fields marked with (*) are mandatory.
- Click on Delete to Delete Faculty.
- Click on Edit to Edit Faculty.
- Click on Add Salary to Add Salary for Faculty.

Add New Faculty

Teaching List											
Sr No	Staff Type	Appoint Type	Name	Designation	Joining Date	Salary Status	Annual Salary	Edit	Delete	Excess Staff Mark	
1	Teaching	Adhoc	TEST TEST TEST	PROFESSOR	2023-03-31	Updated	434992	Edit	Delete		
As per Norms Teaching Staff Required (25:1)						1					
Added Staff Count:						1					
Excess Staff Count:						Not Added					
Excess Staff Marked Count:						-					
Total Salary:						434992					
Total Staff Excess Salary (It may be disallowed):						0					

- Fields marked with (*) are required.
- Choose the appropriate option from the list.
- Enter the correct numbers.
- Click "Add Faculty Details" to submit the faculty information.

Information to Fill:

- Faculty Profile:**
 - Faculty Type:** Select the appropriate option from the dropdown list, indicating whether the faculty is teaching or administrative.
 - Faculty Designation:** Choose the correct designation from the list (e.g., principal,

professor, clerk, librarian).

c. **Faculty Salutation:** Select the appropriate salutation (Dr., Mr., Mrs., Ms.).

d. **Gender:** Select the appropriate gender.

e. **Date of Birth (DOB):** Choose the correct date, month, and year.

f. **Mobile Number:** Enter a valid 10-digit mobile number.

g. **Email:** Provide a valid email address.

h. **Aadhaar Number:** Enter the Aadhaar number from your Aadhaar card.

i. **PAN Number:** Enter your PAN card number.

j. **Form 16:** Select the relevant Form 16 option from the list (applicable and submitted, applicable but not submitted, or not applicable).

2. Qualification Details:

a. **Qualification:** Indicate the qualification (Degree, Post-graduation, PhD, etc.).

b. **Specialization:** Choose the appropriate specialization for each qualification. If not listed, enter the name manually.

c. **Branch:** Provide the specific branch for the degree, PG, PhD, etc.

d. **Class Obtained:** Select the class obtained (Distinction, I, II, III) from the dropdown list for degree and PG.

e. **University/Board:** Select the university/board from the list.

f. **Highest Qualification:** Choose the highest qualification from the dropdown list.

g. **Qualification for Post:** Select the appropriate option indicating whether the faculty is qualified for the post as per the apex body.

h. **Type of Appointment:** Choose the type of appointment (Regular, Adhoc, Visiting).

i. **Dates:** Enter the dates of appointment, joining, and leaving.

j. **University/Board Approval:** Indicate if the faculty is approved by the university/board and provide the approval reference number.

k. **Additional Employment:** Indicate if the faculty works elsewhere.

l. **Experience:** Enter the teaching and industrial experience in years.

m. **Pay Band and Grade Pay:** Provide the pay band and grade pay details.

n. **Working Stream:** Select the working stream for the faculty.

Add Faculty Profile

• Fields marked with * are Mandatory.

[Back to Faculty List](#)

Faculty Type*	Select Type Faculty
Select Course*	Select Course
Designation*	Select Designation <small>[As per added on Form-E]. If designation is Not available Add desination on Form E.</small>
Faculty Salutation	::: Select Faculty Salutation :::
Faculty Name (Please Enter Proper Faculty Name)*	Surname
	First Name

3. Faculty Bank Details:

Provide the faculty's bank information, including the bank name, account number, IFSC code, branch, account holder's name, MICR code, and bank type (selected from the list menu).

- Click "Add Faculty Details" to save or submit the information.

Total Annual Salary Details (Not monthly)

Basic or Consolli dated	GP	HRA	DA	TA/ All Other	Total Auto Calculate	IT / TDS Deduction	Inst Contribution for PF/EPF ETC	PT/PF/ other statutory deduction	Salary for Selected Stream
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BANK ACCOUNT PARTICULARS OF TEACHING / NON TEACHING STAFF

Salary Mode of Payment :	Select
Bank Account Holder Name :	<input type="text"/>
Bank Name :	<input type="text"/>
Bank Account No :	<input type="text"/>
Bank Branch:	<input type="text"/>
Bank Type*	Select Bank Faculty

[Add Faculty Details](#)

Statement of Building Area & Calculation of Depreciation

- Enter appropriate values and save the information.

Calculation of Depreciation for fixation of fee for AY 2024-25 Last Updated On :- **Not Updated Yet**

[Prev](#)

[Next](#)

Important Instructions:

- The fields marked with (*) are mandatory.
- Depreciation (F) $F = (B+C1) \times A + C2 \times (A/2) - D \times A$ Must be Equal to (Non FFC Courses + Hostel + Trust)**

Calculation of Depreciation on other assets for AY 2024-25

Sr. No	Item	Rate of Depreciation (A) (%)	Opening WDV as on 01 Apr (B)	Aditions upto 30 Sept(C1)	Aditions From 01 Oct(C2)	Less Deductions(D)	Net Value (B+C1+C2-D)=E	Depreciation (F) $F = (B+C1) \times A + C2 \times (A/2) - D \times A$	(Closing WDV)G=E-F
1	Computer	25	<input type="text" value="0"/>	<input type="text" value="0"/>					
2	Books	25	<input type="text" value="0"/>	<input type="text" value="0"/>					
3	Furniture	15	<input type="text" value="0"/>	<input type="text" value="0"/>					
4	Machinery	15	<input type="text" value="0"/>	<input type="text" value="0"/>					

Important Note : a) Basis of computation of depreciation should be Written Down Value (WDV) method.

Then Fill the details of "Approved Format for Computation of fees for AY 2024-25"

Attach File - Upload Documents Details

- Upload applicable PDF documents. Ensure the file size does not exceed 10MB. Attach all required documents.

Upload Documents Details

Last Updated On :- **Not Updated Yet**

- The fields marked with (*) are mandatory.
- Click on Document Name to Upload File.
- Maximum Size of every document should not be more than 300 MB.

Sr No	Document Name	Upload	Status	View File	Size MB
1	Affidavit in the prescribed format (as per the proforma published) duly verified and attested by the person duly authorised in terms of section 2(l) of the FRA Act, 2015	Upload	No	Not Uploaded	
2	Audited financial statements of the Institute/College for the financial year 2022-23. The audited financial statements must be accompanied --- (i) Audit Report,	Upload	No	Not Uploaded	
3	(ii) Receipt & Payment Account,	Upload	No	Not Uploaded	
4	(iii) Income & Expenditure Account, and	Upload	No	Not Uploaded	
5	(iv) Balance Sheet. Note: Audited Financial statements must be signed by the Chartered Accountant & to be counter signed by the person duly authorised in terms of section 2 (l) of the FRA Act 2015.	Upload	No	Not Uploaded	
-	(v) All the financial statements as mentioned above should be accompanied by detailed schedules			Not	

Expense Attach Files- Upload Documents Details

- Upload applicable PDF documents. Ensure the file size does not exceed 10MB. Attach all required documents.

Upload Documents Details

Last Updated On :- **Not Updated Yet**

Important Instructions:

- The fields marked with (*) are mandatory.
- Click on Document Name to Upload File.
- Maximum Size of every document should not be more than 300 MB.

Sr No	Expenses Head	Document Name	Upload	View File	Size MB
1	Arrears of salary	Upload Teaching Staff Year-wise breakup of arrears of salary paid during the financial year 2023-24	Upload	Not Uploaded	
2	Arrears of salary	Upload - Non-Teaching Staff Year-wise breakup of arrears of salary paid during the financial year 2023-24	Upload	Not Uploaded	
3	Stipend paid To Students	Upload list of students, stipend paid amount, date of payment and mode of payment (Bank/cash)	Upload	Not Uploaded	
4	Remuneration / Professional Charges to Visiting Faculties	Upload List of Visiting faculties, Qualifications, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank)	Upload	Not Uploaded	
5	Guest lecture	Upload List of Guest faculties, Qualifications, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank)	Upload	Not Uploaded	

Confirm

- After completing all forms and paying the fees, confirm the submission. Review all information before finalizing, as no changes can be made post-confirmation.

Pay Processing Fees

- Enter the necessary details, select the transaction mode, and pay the fees. A payment receipt will be generated after a successful transaction.

☰ Menu

Apply Online --> Pay Application Fees.

- The fields marked with (*) are mandatory.
- **Before proceed to Payment Please Enable Pop-ups in Your Browser.**
[Click here for Instructions to Enable Pop-ups.](#)

Fees Receipt

Institute Name :	Chitrakala Mahavidyalaya, Tilbhandeshwar Lane, Nashik
Institute Code :	0004
* Email ID :	<input type="text" value="CMVNSK@GMAIL.COM"/>
*Mobile No :	<input type="text"/>
* Billing Address :	<input type="text" value="Do not enter any special character"/> Note:- Do not enter any special characters while entering Billing Address.
Total Late/Penalty Fees :	0
Pay Amount For Year :	0.00 Payment Status -Fees Not paid for Year

After processing fee paid you will get the receipt of payment.

End of Process