

Information on Recognised Allopathic Medical/Dental College.

(For concepts & Definitions to fill this format, kindly see enclosed Annexure-I . Separate format should be filled for each college whether Medical or Dental)

Block-I- Particulars of College/Institution

(i)Name & complete postal address of the Institution and Location (Urban or Rural)						
(ii)Name, designation and Contact Phone No./Fax No./E-mail of Head of Institution						
<u>(iii)Type of Management (Please-Tick mark)</u>				<u>(iv)Institution meant for (Please- Tick mark)</u>		
Govt	Local Govt. Bodies	Pvt. Aided	Pvt. Unaided	Boys only	Girls only	Co-education

Block-II- Course Details

S.No.	The courses	Conducted Yes/No	Recognition granted by MCI/DCI (specify)	Remarks
(0)	(1)	(2)	(3)	(4)
1.	MBBS			
2.	PG Diploma Courses in Medical Science (specify disciplines in remarks column)			

3.	PG Degree Courses in Medical Science (specify disciplines in remarks column)			
4.	Super speciality Courses in medical science (specify disciplines in remarks column)			
5.	BDS			
6.	MDS			

Contd...2/-

Block-III – No. of personnel deployed (at all levels) in the Institution**Reference Period : Academic year 2003-04****MEDICAL EDUCATION**

Type of Personnel deployed	Male					Female					Total				
	SC	ST	OBC	Others	Tot.	SC	ST	OBC	Others	Tot.	SC	ST	OBC	Others	Tot.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Teaching Personnel															
Non Teaching Personnel															
Others (Specify)															
Grand Total															

DENTAL EDUCATION

Type of Personnel deployed	Male					Female					Total				
	SC	ST	OBC	Others	Tot.	SC	ST	OBC	Others	Tot.	SC	ST	OBC	Others	Tot.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Teaching Personnel															
Non Teaching Personnel															
Others (Specify)															
Grand Total															

Contd...3/-

(4) Super Speciality in Medical Science												
(5) BDS												
(6) MDS (Pl.specify speciality wise)												

Block-V – Examination Results – Number Appeared and Passed out (course wise)

Reference Period : Academic year 2003-04

Level of Course/ Number	Final MBBS		Final PG Degree in Medical Science		Final PG Diploma in Medical Science		Final year super speciality in Medical Science		Final BDS		Final MDS	
	Appeared	Passed out	Appeared	Passed out	Appeared	Passed out	Appeared	Passed out	Appeared	Passed out	Appeared	Passed out
1	2	3	4	5	6	7	8	9	10	11	12	13
Male												
Female												
Total												

Contd...4/-

: 4 :

Block-VI Income of the Educational Institution

Reference Period : Financial year 2003-04

Type of Income	Recurring Income (Amount in Rs.)		Non-Recurring Income (Amount in Rs.)	
Fees	Tuition fees			
	Hostel fees		Donations	
	Other fees *		Subscriptions	
Grants	U.G.C.		Sale Proceedings	
	Central Govt.		Interest on bank balance	
	State Govt.			
	Any other source (pl specify)		Rent	
	Other recurring income		Any other source (Pl specify)	
	Total		Total	

* Other fees (excludes transport fees, Exam fee, Registration fee)

Block-VII Expenditure of the Educational Institutions

Reference Period : Financial year 2003-04

S.No.		Recurring (Amount in Rs.)	Non-Recurring (Amount in Rs.)	
1.	Salaries & Allowances		1. Buildings	
2.	Stipend/Scholarship		2. Equipments/ Machinery	
3.	Honorarium			
4.	Office Stationeries		3. Others (Specify)	
5.	Others (Specify)			
	Total		Total	

Concepts and Definition for filling the Numerical and Financial Information in Respect of Medical/Dental College

I. Numerical Data (Blocks I to V)

1. **Academic year** : The academic year is taken as the financial year for the sake of uniformity i.e. from April 1st of a year to March 31st of the next year.

2. **Reference Period** : The numerical data in this form should be reported as on 30th September of the academic year.

3. **Recognized Institutions** : Recognized institutions are those in which the courses of study followed is that which is prescribed/recognized by the MCI &/or DCI, where applicable University/University level Institutions/Board of Secondary Education/Intermediate Education constituted by law. They are open to inspection and the students are eligible for admission to public examination held by Universities/Boards.

4. **Institution** : An Educational Institution comprises of a group of students of one or more grades, organized to receive instructions under one or more than one teacher including the head in a specific institution premises.

(a) **Boys' institution** : where boys only are admitted to all classes

Girls' institution : where girls only are admitted to all classes

Co-educational institution : Both boys and girls are admitted to all classes

5. Institutions by Management :

(a) **Government** : Institutions fully managed and financed by Central/State Governments, Autonomous Organisations under the Centre/State Governments.

(b) **Local body** : Institutions run and financed by Municipal Corporation, District Boards, Municipal Boards, Cantonment Boards, Town Area Committee, Panchayat Samities, Zila Parishads etc. are classified as local body institutions. They usually follow the state norms.

(c) **Private Aided** : A recognized institution, which is run by an individual, trust, or a private organization and is receiving regular maintenance grants either from a Local body or the State or a Central Government.

(d) **Private Unaided** : A recognized institution, which is run by an individual or a private organisation and does not receive regular maintenance grants either from a Local body or Central/State Government. An institution which is in receipt of an ad-hoc grant for a specific purpose like building grant, grant for strengthening of library or laboratory facilities, one time subsidy towards teacher salary etc. but does not receive regular maintenance grant should be treated as an unaided institution.

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II. Financial Data (Blocks VI and VII)

1. **Date of reference** : Income & Expenditure should relate to the financial year i.e. 1st April of the year to 31st March of next year.

2. **Income** : Means receipt of the institutions and expenditure means payment by the institutions. Expenditure should, however, relate to the amount actually spent during the year under report.

3. **Income & Expenditure** in respect of the following items will be excluded as these are neither income to the institutions nor the amount spent out of these institutions fund :-

- (a) Refundable security deposits e.g. college security, library deposits, hostel caution money etc.
- (b) Money collected on behalf of other authorities such as State Government, Boards etc. which is ultimately passed on to State Government/Boards such as Board Registration Fee, Board Examination Fee etc.
- (c) Fees collected from students for providing specific services to them such as transport fee etc.
- (d) Repayment of loans will not be considered as expenditure, however interest on loans paid by the institutions should be considered as an expenditure and will be reported in the Block-VII of the proforma.

4. **Income from other source in Block-VI** : Includes income from donations, subscriptions and contribution from public or from management, fines, sale proceeds of garden produce etc., interest on bank balance, securities etc., rent from building. Other sources also include income from enrolment & fee if any.

5. Fees :

- (a) In case of income from fees, only the net amount collected during the year by way of tuition fees should be reported against tuition fees. The refund of fees to students i.e. collected during the year should be excluded. All payments or contributions from tuition fees that are credited to the Government funds or any other sources will be deducted from them and included in the amount to be shown in tuition fee.
- (b) Income from other fees i.e. other than tuition and hostel fees will include library fee, reading room fee, examination fee magazine fee, Games fee, medical and admission fees etc.
- (c) The amount reimbursed by the State Government on account of free-ships awarded to certain category of students should also be deducted from fees against tuition fee or hostel fees as the case may be.
- (d) The hostel fee should exclude messing fee. However, if the institution contributes anything towards mess from its own funds that amount should be shown under other items.

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- (e) Fees foregone by the institutions on account of free studentship should not be included in income from tuition fee, but in the case of reimbursement of fees by Government or any other agency as compensation towards loss of fee, the institution does receive that amount and it should be shown as income from tuition fees. Again this reimbursement received by the Student as financial assistance and is given by agency who pays towards this reimbursement, and as such should be included in income from that source and expenditure from scholarship, stipends and other financial assistance.

6. **Deficits/loans** : Deficit during the year should not be included under 'Other Sources' on income side but if the deficit is met by the Management in their own funds, this amount should be shown as non-recurring income from the management and the institution is not considered in deficit. In case deficit is met by raising loans, the amount thus received is treated as income for the institutions but it will be shown in the foot note only. Similarly the payment of such loans will not be considered as expenditure. Only the amount paid as interest on account of such loans, if any, will be shown on expenditure side.

7. **Surplus** : Surplus should not be shown against the recurring expenditure in the Expenditure Block.

8. **Expenditure on Nursing and other educational classes** : If nursing and other educational classes were conducted in hospitals, the expenditure on these classes only will be shown against others with properly specifying the same.

9. **Expenditure on Salaries and allowances** : Expenditure on the salaries and allowance of the staff and libraries will be shown against the Library and that of the hostels will be shown against the item Hostels. In no case the expenditure on account of salaries and allowances of these non-teaching staff should be shown against salary and allowances of non-teaching staff. The expenditure against salaries and allowances to non-teaching staff will related to the staff other than those of libraries and hostels.

