

ANNEXURE: FEE STRUCTURE PLANNING (NEXT ACADEMIC SESSION)

1. General Information

Field	Details
Academic Session (Upcoming)	
Planning Date	
Prepared By	
Reviewed By	
Approved By (Management/Principal)	

2. Fee Planning Committee Details

[illegible]

(Add rows as required)

3. Previous Year Fee Review

Fee Component	Previous Amount	Remarks
Tuition Fee		
Admission Fee		
Annual Charges		
Transport Fee		
Other Charges		

4. Proposed Fee Structure (Next Session)

[illegible]

5. Fee Revision Justification

Parameter	Details
Inflation Impact	
Salary Increment	
Infrastructure Development	
Operational Costs	
Other Factors	

6. Compliance & Regulatory Check

Parameter	Status
State Fee Regulation Guidelines Followed	☐ Yes ☐ No
Management Approval Taken	☐ Yes ☐ No
PTA/Parent Body Consultation (if required)	☐ Yes ☐ No
Documentation Maintained	☐ Yes ☐ No

7. Payment Structure & Schedule

Parameter	Details
Payment Frequency	☐ Monthly ☐ Quarterly ☐ Annual
Due Dates	
Late Fee Policy	
Discount/Concession Policy	

8. Communication Plan

Parameter	Status
Circular Draft Prepared	☐ Yes ☐ No
Website Updated	☐ Yes ☐ No
ERP Notification Sent	☐ Yes ☐ No
Parent Meeting Conducted	☐ Yes ☐ No

9. Transparency & Documentation

Parameter	Status
Fee Breakup Clearly Defined	☐ Yes ☐ No
Refund Policy Defined	☐ Yes ☐ No
Receipt System Ready	☐ Yes ☐ No
Fee Records Digitized	☐ Yes ☐ No

10. Risk Assessment

Risk	Mitigation Plan
Parent Concerns	
Regulatory Objections	
Payment Delays	

11. Final Approval Status

Field	Status
Draft Prepared	☐ Yes ☐ No
Reviewed by Management	☐ Yes ☐ No
Final Approved	☐ Yes ☐ No
Effective From	

12. Challenges Faced

1.
2.

13. Suggestions / Improvements

1.
2.

14. Final Remarks

Signatures

Role	Name & Signature	Date
Accounts Head		
Admin Officer		
Principal		
Management Representative		