

Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Rules, 1997

TAMILNADU

India

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Rule

TAMIL-NADU-EDUCATIONAL-INSTITUTIONS-PROHIBITION-OF-COLLECTION-OF-CAPITATION-FEE-RULES-1997

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Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Rules, 1997 Published vide Notification No. G.O. Ms. No. 304, Higher Education, dated 6th June 1997 - No. SRO. A-58 (c)/1997 In exercise of the powers conferred by sub-section (1) of section 14 of the Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Act, 1992 (Tamil Nadu Act 57 of 1992), the Governor of Tamil Nadu hereby makes the following Rules, namely:-

1. Short title and commencement.

(1) These rules may be called the Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Rules, 1997. (2) It shall come into force at once.

2. Definitions.

- In these rules, unless the context otherwise requires, -(a) "Act" means the Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Act, 1992; (b) "Authorised Officer" means an Officer authorised by the Government under sub-section (1) of section 9 of the Act; (c) "Director" means the Director of Technical Education, Director of Medical Education, Director of Collegiate Education and Director of School Education, as the case may be; (d) "Form" means the form in Annexure I of these rules.

3. Maintenance of Registers, Accounts and Records.

(1) Every educational institution shall maintain Registers, Accounts and Records as specified in Annexure I to these rules and keep the said Registers, Accounts and Records up-to-date and maintain correct accounts regarding the financial transactions carried on during the academic year showing the various fees collected, grants received, financial assistance from University Grants Commission or University, if any, received, the expenditure incurred towards salary of the staff, maintenance, etc., separately together with all supporting vouchers, etc. (2) Every educational institution shall keep separate accounts for different kinds of transactions, namely, fees collected, grants received, financial assistance received, payments of staff salary, purchase of machinery and equipments, laboratory articles, library books, stationery and other maintenance expenditure incurred. (3) Every educational institution shall keep the registers, accounts and records within the premises of the educational institution. They shall be made available at all reasonable times for the purposes of enquiry or inspection by the authorised officer. He shall be assisted by a team of officials accompanying him during such enquiry or inspection. (4) Accounts maintained by the educational institution together with all vouchers relating to various items of receipts and expenditure shall be preserved by the educational institution upto and until the audit of accounts is over and the objections raised in the audit reports are settled. (5) The authorised officer shall, at all reasonable times, have free access to the books, registers, accounts, records, documents, securities, cash and other property belonging to or in the custody of the educational institutions and may summon any person in possession of, or responsible for the custody of any such books, registers, accounts, records, documents, securities, cash or other property to produce the same at the educational institution office or at the place as specified by the authorised officer. (6) The authorised officer who had made search and inspection of any educational institution under sub-section (1) of section 9 shall send a report with relevant records, to the Director for necessary action.

4. Submission of returns.

(1) Every educational institution shall submit to the Regional Joint Director/Deputy Director of the Directorate of Technical Education, Medical Education, Collegiate Education/Chief Educational Officer of School Education, as the case may be, an annual financial return in Form 4 for the period ending with 31st day of March of that year or other subsidiary returns, from time to time, not later than the 1st day of July of every year or within such further time as may be permitted by the Regional Joint Director/Deputy Director of the Directorate of Technical Education, Medical Education, Collegiate Education or Chief Educational Officer of School Education, as the case may be. The return shall bear the signature of the Secretary or Correspondent of the educational institution and the Principal. (2) In addition to the returns referred to in sub-rule (1), every educational institution shall, within such time, or within such extended time, as may be fixed by the Regional Joint Director/Deputy Director of the Directorate of Technical Education, Medical Education, Collegiate Education or Chief Educational Officer of the School Education, as the case may be, and furnish to the Regional Joint Director and Chief Educational Officer concerned such returns, statistics or other information that may be required, from time to time, by the Regional Joint Director, Deputy Director and Chief Educational Officer concerned. (3) The Regional Joint Director, Deputy Director of the Directorate of Technical Education, Medical Education, Collegiate

Education and Chief Educational Officer of the School Education, as the case may be, shall for the purpose of this rule, require any educational institution to produce before him the books, registers, records and other documents and furnish any other information relating thereto.(4)The educational institutions shall maintain the various registers and records specified in Annexure I of these rules and keep the entries up-to-date. Annexure I Form A Form of Return [Vide rule 4(1) of the Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Rules, 1997] I.1. Name of the Educational Institution

2. Name of the college

3. Financial year

4. Courses offered

5. Total number of students admitted every year for each course

6. Amount of Tuition fee payable (as per G.O. Ms.No. 432 Education, Science and Technology, dated the 2nd June 1994 for each course, each year)

7. Total amount collectable for each course, each year

8. Total amount actually collected for each course, each year

9. Difference, if any 10. Remarks

II. Details of fees, deposits, any other collection made other than tuition fees under whatever name it may be called

1. Courses: I year, II year, III year

2. Special fees

3. Caution deposits for each course for each year

4. Various types of deposits collected for each course, for each year

5. Any other fee or deposit, if any, collected

Certificate Certified that no other fees or deposits, other than those specified above, were collected either directly or indirectly from students and receipts issued. Date: Designation: Signature: Annexure III List of Registers and Records to be Maintained by an Educational Institution [Vide rule 3(1) of the

Tamil Nadu Educational Institutions (Prohibition of Collection of Capitation Fee) Rules, 1997]

- 1. Fee receipts.**
- 2. Miscellaneous receipts.**
- 3. Daily fee collection register.**
- 4. Register of miscellaneous collection.**
- 5. Admission and withdrawal register.**
- 6. Term fee register.**
- 7. Fee collection register.**
- 8. Application for fee compensation together with the income certificate obtained from the competent authority.**
- 9. Register of scholarshipholders.**
- 10. Leave register for scholarshipholders.**
- 11. Register showing the accounts of endowments of the college and the income derived therefrom.**
- 12. Acquittances relating to the various items of scholarships.**
- 13. Departmental cash book.**
- 14. Daily cash book (Special fees).**
- 15. Daily cash book (General).**
- 16. Ledger (Special fees).**
- 17. Ledger (General).**

- 18. Vouchers (General) (Invoices and stamped receipts to be kept together).**
- 19. Vouchers (Special fees) (Invoices and stamped receipts to be kept together).**
- 20. Scale register.**
- 21. Provident Fund collection and remittance.**
- 22. Bank Pass Books (General and special).**
- 23. Acquittance for the refund of tuition fees.**
- 24. Caution deposit register.**
- 25. Postage account and private stamp account.**
- 26. Stock registers (General funds).**
- 27. Stock registers for laboratory articles, furniture, library books, games articles, audio visual aids, etc.**