

Submitted to 6th SFRC, Govt. of NCT of Delhi

PROFORMA FOR GRADING OF INSTITUTIONS

Name & Address of Institution:- **TECNIA INSTITUTE OF ADVANCED STUDIES**
 3 PSP, Institutional Area Madhuban Chowk, Sector 14,
 Rohini, New Delhi-110085

COMMENTS / OBSERVATION/ SUGGESTIONS FROM THE INSTITUTE

1. Please give specific comments/observations/suggestions of management of the institute for improving the process of the fee determination exercise. (attach copy of resolution):-

Improving the process of fee determination can greatly contribute to transparency, efficiency, and satisfaction among students and stakeholders. The common observation is the need for greater transparency in how fees are calculated and allocated. The management of the institute put forward the following observation and suggestion for improving the process of fee determination: -

Part-I:

- A detailed structure of fee to be communicated to students for understanding of the factors determining the fee structure.
- Feedback from students and parents about their priorities and preferences regarding fee allocation to be collected
- A robust Implementation of financial aid and scholarship programs to support students from economically disadvantaged backgrounds to be ensured.
- Benchmarking data to be shared to identify areas for improvement for determining fee structure accordingly against peer institutions or industry standards to remain competitive and fair.
- To provide training and capacity building for staff involved in the fee determination process to ensure consistency, accuracy, and professionalism in handling inquiries and resolving issues.
- Establishment of clear accountability and governance structures for the fee determination process along with publication of annual reports detailing the outcome of the fee determination process including any changes made and the reason behind them.
- By implementing these suggestions, the fee determination process can be transparent, fair and would meet the needs and expectations of students and stakeholders in a better manner.

Part-II:

- Based on the norms defined, maximum fees should be hiked to cover costs of providing and maintaining the infrastructure and for covering recurring expenditure towards payment of salaries, consumables, procurement and updating of laboratory equipment, Smart Classroom infrastructure, library books, Solar Power Installation, library books, land, buildings and other assets etc. to provide facilities beyond the minimum prescribed standards.
- Institutes should be allowed to charge a reasonable fee to cover expenses of Contingency/Emergency fund, Outreach, Placement, Medical and Counsellor.
- To provide for future expansion and development of the Institute, the institute should be allowed to charge Development fees. The Development fees should be 25% of the tuition fees

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being charged which should take care of expansion of the system and development of education as also the non-recurring expenditure towards major repairs and replacement of laboratory equipment, furniture etc.

- DHE share for 2nd shift should be reduced to 15% of the students' fee.
- TIAS have been continuously maintaining the standard and improved the quality of education. In view of the fact that no hike was given in the fee in the last two years and now we should be considered at par with the Institutions graded "A++" in 2024 to meet and enhance the benchmark set by the GGSIPU by achieving "A++" NAAC Grade.
- In order to comply the requirement for the four years graduation programs it has become pertinent to enhance expenses on augmented infrastructure both physical and digital.

2. Please give specific comments/observations/suggestions of teachers and other staffs of the institute for improving the process of the fee determination exercise:-

Feedback from teachers and staff at Tecnia Institute of Advanced Studies regarding the fee determination process is crucial for enhancing its effectiveness and transparency. Teachers and staff often express the desire for a clearer understanding of the factors influencing fee decisions, such as operational costs, faculty salaries, infrastructure maintenance, and student services. Additionally, there is a consensus among staff members about the importance of involving stakeholders in the fee determination process to ensure fairness and equity. Suggestions from teachers and staff include establishing a formal feedback mechanism, conducting regular cost analyses, and benchmarking fees against similar institutions to remain competitive. Furthermore, teachers and staff emphasize the significance of considering the financial circumstances of students and their families when setting fees, advocating for the availability of scholarships, financial aid, and flexible payment plans to support accessibility. Overall, teachers and staff at Tecnia Institute of Advanced Studies stress the importance of collaboration, communication, and continuous improvement in the fee determination process to better serve the needs of students and the broader community.

- **Feedback Mechanism:** A formal feedback mechanism was established, where teachers and staff provided input anonymously or openly on the fee setting process. This included surveys, suggestion boxes or regular meetings. Foster a collaborative approach where teachers and staff provide input and feedback on the fee determination process by providing their insights into the specific needs and requirements of students that have to be considered in determining fees with an approach avoiding conflicts of interest and must act in the best interests of students and the institute with upholding professional ethics and integrity in the fee determination process.
- **Transparency:** The fee determination process is transparent and easily understandable to all stakeholders. A clear explanation of how fees are calculated and what they cover is provided.
- **Cost Details:** The increase is necessary to take into account the costs associated with running the institution including faculty salaries, maintenance of infrastructure, administrative expenses and any other relevant factors. This allows teachers and staff to justify the reasoning behind fee decisions.
- **Fairness:** The fee structure is fair and equitable, taking into account the financial circumstances of the students and the wider community. Consider offering financial aid or scholarships to assist students who may face financial barriers to education. It has been determined to fulfil that objective.

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- **Financial aid:** The teachers and staff can support and promote financial aid programs and scholarships available to students and assist in identifying students who may benefit from such support and guide them through the application process.
- **Benchmarking:** The institution's fees are compared with similar institutions in the region or industry to ensure competitiveness while maintaining financial stability. This has helped provide context for fee decisions and identify areas for improvement.
- **Review Process:** A regular review process has been established for the fee setting practice, with adjustments as needed based on changes in expenses, enrollment numbers or other relevant factors.
- **Training:** Training and education is provided to teachers and staff on various aspects of education. Training to the teachers and staff to understand the significance of the fee determination process in supporting the institute's financial sustainability and providing resources for quality education with an emphasis on the importance of transparent communication about the fee determination process among teachers, staff, students, and parents. Provision of training program for teachers and staff to enhance their understanding of financial management principles relevant to fee determination like budgeting, cost analysis, and financial planning. This includes sharing information about how fees are determined, allocated, and utilized.
- **New Teaching Techniques:** Provision of training program for teaching staff to enhance their skill in the area of Artificial Intelligence, Internet of Things, Virtual Reality, Robotics etc.
- **Student impact:** Consider the impact of fee decisions on students' access to education and their overall experience at the institution. As one attempts to balance financial considerations with the institution's mission of providing quality education to all students.

By implementing these suggestions, the fee determination process can be transparent, fair and would meet the needs and expectations of students and stakeholders in a better manner.

3. Please give specific comments/observations/suggestions of students of the institute for improving the process of the fee determination exercise:-

Involving students in the process of fee determination is crucial for transparency, accountability, and ensuring that their needs and concerns are adequately addressed. The students of the institute are of opinion of the following: -

1. Students should have access to clear and easily understandable information about how fees are determined, what they cover, and any potential changes in fee structures. This information should be readily available on the institute's website or through other communication channels.
2. Fee concessions to students belonging to socially & economically weaker sections university may charge concessional tuition and examination fees to the students belonging to economically weaker sections of the society in accordance with the schemes of particular State Government and Central Government.
3. Parents usually have to undergo a tedious process right from admissions to fee payments. With their busy schedules, manual processes are time-consuming and inconvenient. Institute face pressure to efficiently track, communicate with, and provide information to applicants. An effective fee management system is needed to simplify data collection, fee payments, and communication.

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4. Create avenues for students to provide feedback and suggestions on the fee determination process through surveys, focus groups, or open forums. This feedback should be actively sought and considered in the decision-making process.
5. A robust financial aid and scholarship program to support students from diverse socioeconomic backgrounds to be framed and implemented.
6. Students should be involved in discussions about fee affordability and its impact on their ability to access education.
7. Explore options for flexible payment plans or installment options to ease the financial burden on students and their families.
8. Empower students with financial literacy education to help them understand the implications of fee structures, make informed decisions about their educational expenses, and advocate for their interests effectively.
9. Provide opportunities for student leadership development and engagement in governance structures related to fee determination, fostering a sense of ownership and responsibility among students.
10. By involving students in the fee determination process and addressing their specific concerns and perspectives, the fee determination process can be transparent, fair and would meet the needs and expectations of students and stakeholders in a better manner.

Signature of the Principal /Director

Name:

Seal: