

**Procedure for Submission of applications for Fee fixation certificate & Renewal
for the Academic year 2023-24.**

1. Visit the FRC web portal at www.feeregulatoryassam.com
2. The institutes need to register themselves to proceed for the application process if not registered already. Go to "Login" section then click on "Institution Login" and click on the "Register Here" link below in the page or in the "INSTITUTION REGISTER" link.
3. On successful registration the institute will get a user id and a password for login to the system, which will be used for applying for certificate and for further processes like checking of application status, renewal of certificates, communication with FRC through queries etc.
4. With the user id and password, the institutes need to login to the FRC portal and once successfully logged in click on "Apply for Certificate" section, then click on "Apply for Exemption/Fixation of Fee" link to apply for a fresh application or for renewal of a fee fixation certificate applied in the previous academic years.
5. Now the institutes need to fill up the forms appearing in the application window one by one carefully. On successful entry of the data the indicator becomes green on each of the forms (usually a green tick mark) on the left-hand side menu of the form. After the completion of all the forms the last stage is to submit the application fees. Once that is done the application process is complete.
6. Any incomplete application will not be entertained and will not be processed. Therefore, for any confusion regarding the entire process the institutes are advised to contact the helpline numbers provided in the FRC portal as well as in this document.
7. Once application is successfully submitted, the certificates will be issued accordingly which an institute can download from their profile. To go to institutes profile, they need to login to the FRC portal using their user id and password and after successful login they must go to the "My Profile" section of the portal on the top right side of the website. Click on "My Applications" and then click on view button which is appearing against the application link in the page to download the certificate. It will appear as "DOWNLOAD ORDER COPY". Then click to print the fee fixation certificate or save it as PDF in the PC.

**The institutes are advised to call to the help line numbers @ 7005686831/9101817904 in office hours only for guidance and technical support if required.

****NB: One photocopy of the fee fixation certificate must be submitted to the Inspector of Schools of the concerned district within specific time as notified.**