## USER MANUAL FOR INSTITUTES REGARDING THE PROCESS OF REGISTRATION AND APPLICATION OF FEE FIXATION CERTIFICATE IN THE FRC PORTAL

1. All the institutes need to visit the Official website of Fee Regulatory Committee, Assam at <a href="https://feeregulatoryassam.com">https://feeregulatoryassam.com</a> and read the ACT and Rules pertaining to the Fees Regulation commissioned by the Govt. of Assam in the ACT/Orders section.



2. First of all, an institute has to register itself in the Login section where the institute will find the **Institution Register** link for registration purpose.



3. Once clicked on the Institution Registration link a Registration Form will appear, where the institute needs to enter their Institute details as well as needs create a login user id and password for them. This User id and password needs to be kept safely since it will be used for applying for the Fee Fixation application process.

11	NSTITUTION REGISTRATION
All fields are mandatory marked with an asterisk (*)	
Institution Code / Affiliation Code	Institution U DISE Code
Enter Institution Code / Affiliation Code	Enter U DISE Code
Name of the Institution *	Year Of Establishment*
Enter Institution Name	Enter of Establishment
Select Recognition Status of the Institution *	
Please select	v
Meaning of School, Relative, Management	
Parent Organization * (Name of trust/Company/body)	
Enter parent organization	

HOME APPLY FOR CERTIFICATE - KNOW SCHOOL FEE -	ACT / ORDERS + COMMITTEE + FAOS ABOUT US SUBMIT GRIEVANCES LOGIN +	
ACCOUNT DETAILS		
* Account which will be used to interact with thi	is portal. FRC may also contact on various stages as and when required.	
Full Name *		
Enter Name		
Select Designation *		_
Please select		r
Username (for login purposes, needs to be unique and v	with no spaces) *	
Enter Username		
10 Digit Mobile Number *	Email Id *	
Enter Valid 10 Digit Mobile Number	Enter Valid Email Id	
Set Password *	Confirm Password *	
	Activate Win	dows
		W

- 4. All the fields indicated with red \* marks are mandatory or required to be provided while proceeding the registration process. Other fields which are not indicated with red \* marks are not mandatory in nature, i.e. this fields can be skipped if an institute does not have the data which they can later update by logging into the FRC website and updating their **Institution details** section.
- 5. After completion of the registration form and successful submission, an account for the Institute will be generated which can be accessed using the Login Id and Password created in the Registration Form. These credentials will also be shared automatically to the email addresses provided in the Registration process. Therefore, it is advised to enter a valid Email ID during the Registration Process since most of the communication will be done through the Email Addresses of the Institutes.
- 6. Using the Credentials the Institute has to login into their account by going to the **Institution Login** section and after successful login the institute has to apply for the certificate in the **Apply for Exemption/Fixation of Fee** in the **Apply for Certificate** section.

In case of renewal of the Fee Fixation Certificate applied in the previous years are also will be done in the same link, i.e. by going to the **Apply for Exemption/Fixation of Fee** link in the **Apply for Certificate** section.

	INSTITUTION LOGIN	
	User Id *	O. R. COLO C
	Password *	A A A
	Enter Your Password	ON NO CON 19
8	Remember Me	
	Forgot Password ?	
	New Institution ? Register here	
	⊘ LOGIN	
A A		



7. Once clicked on the **Apply for Exemption/Fixation of Fee** link the application process with multiple forms will appear, and now the institute can enter their data in the forms. It is advised that the forms must be completed in sequential order since these forms are interrelated, otherwise the data which is entered in the forms may become corrupted.

		Application For Exemp	tion/Fixation of Fee		
₹ Proposed Fee	INSTITU	UTION STRUCTURE			
🔄 Classroom Details	Inctituti	ion Shift Dotails			
🞓 Result Details	Insutuu	On Shirt Details			ADD SHIFT
🔒 Staff Details	SL	Shift Name	From	То	Action
▲ Co-Curricular Activity Details					
A Infrastructure Details	-				
mputer is connected to the internet.	Instituti	on Standard Details			

HOME APPLY FOR CERT	Add Shift	
nstitution Struct	All fields are mandatory marked with an asterisk (*)	
₹ Proposed Fee	Shift Name*	
🔄 Classroom Deta	test shift	
🕿 Result Details	Hour 09 V Minute 00 V AM V	
🔒 Staff Details	To Time*	
de Co-Curricular Ac Details	Hour 12 • Minute 00 • PM •	
🔏 Infrastructure De	Add Close	
🗃 Bank Details	* Add all standards for which you want to apply for fixation of fee.	
🛃 Land & Building I	tails SL Standard Shift Time Action	
<ul> <li>Your computer is connected to the internet.</li> </ul>		

Llick on add standard to add all avallable standards in the institute
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HOME APPLY FOR CERT	Add Standard					PROFILE	
💣 Bank Details	All fields are manda	tory marked with an aster	isk (*)				
🛃 Land & Building	Select Shift*						
🭰 Income Details	test shift ( 09:00	AM-12:00 PM )			▼		
Salary & Allowa	Select Board*						
Expanditure Dat	SEBA				~	ADD STANDARD	
Expenditure De	Select Standard/s	*				tion	
1 Upload Docume	(State all standards av	vailable in your institution. Select r	multiple entries at once by keep	ping the Ctrl button pressed )			
🔚 Submit Applicati							
	Add	Close					
				DUO			
CONTACT US		USEFUL LINKS		РПО	OTO GALLERY		_
Mail Us info@feereg	gulatoryassam.com		Acts and H   Feedback	lules			12 🕥
<ul> <li>Your computer is connected to the internet.</li> </ul>				15			
			nr <u>c</u>	<u>**</u>			
m Institution Structure	1700/	1 Terms & Condition	nn <u>ç</u>	<u>2</u>			
<ul> <li> <u>m Institution Structure</u> ₹ Proposed Fee         </li> </ul>	I.7004	1 Terms & Condition	<u>, , , , , , , , , , , , , , , , , , , </u>				×
m Institution Structure ₹ Proposed Fee	Institution Star	I Terms & Condition	<u></u>				×
	Institution Star	L Terms & Condition ndard Successfully Added ! N STRUCTURE hift Details	<u></u>			04	X DD SHIFT
	Institution Star INSTITUTIO Institution St	I Terms & Condition ndard Successfully Added ! N STRUCTURE hift Details Shift Name	From	То		Action	X DD SHIFT
<u>m Institution Structure</u> ₹ Proposed Fee	Institution Star INSTITUTIO Institution St SL 1	A Terms & Condition  Idard Successfully Added !  N STRUCTURE  hift Details  Shift Name Test Shift	NNC	То 1200 РМ		Action	DD SHIFT
m Institution Structure ₹ Proposed Fee	Institution Star INSTITUTIO Institution St SL 1	I Terms & Condition	From 09:00 AM	То 1200 РМ		Action	DO SHIFT
m Institution Structure ₹ Proposed Fee	Institution Star	A Terms & Condition Indard Successfully Added I IN STRUCTURE Iniff Details Shift Name Test Shift	From           09:00 AM	То 1200 РМ		Action	DD SHIFT
Institution Structure ₹ Proposed Fee	Institution Star	A Terms & Condition	From           09:00 AM	<b>To</b> 1200 PM		Action	DD SHIFT
fr Institution Structure     ₹ Proposed Fee	Institution Star INSTITUTIO Institution St SL 1 Institution St * Add all standar	A Terms & Condition Indard Successfully Added I IN STRUCTURE Iniff Details Shift Name Test Shift tandard Details ds for which you want to apply for	r fluction of fee.	То 1200 РМ		Action	DD SHIFT
Institution Structure ₹ Proposed Fee	Institution Star	I Terms & Condition  Indard Successfully Added !  N STRUCTURE  hift Details  Shift Name  Text Shift  tandard Details  rds for which you want to apply for	r fixation of fee.	То 1200 РМ		Action	DD SHIFT
Institution Structure Image: Proposed Fee	Institution Star INSTITUTIO Institution St St 1 Institution St * Add all standar	I Terms & Condition  Indard Successfully Added !  N STRUCTURE  hift Details  Shift Name  Test Shift  tandard Details  ds for which you want to apply for  Standard	r fixation of fee.	Тіте Тіте		Action  Action  Action  Action	DD SHIFT
π <u>institution Structure</u>	Institution Star Institution Star Institution St SL 1 1	I Terms & Condition       Indard Successfully Added !       N STRUCTURE       Standard Details       Itandard Details       Standard I	Trom 0000 AM	To           1200 PM		Action  Action  Action  Action	DO SHIFT
	Institution Star	I Terms & Condition	r fbation of fee. Shift Text Shift	To           12:00 PM		Action  Action  Action  Action  Action  Action  Action  Action	DD SHIFT

8. We can see that in this stage the Other Forms disappeared from the application are, which will reappear once the proposed fees form is completed. The reason behind this, is that - the portal has an automated algorithm to differentiate the Category of an Institute based on its proposed fees(whether Exemption or Fixation as per the Govt. Slab). Once completed click on "Proceed to Next" button below in the page to proceed to the next form.

Click on Select Academic Year in the Proposed Fees Form to specify the Academic years for which the Institute is applying for fixation of the Fees structure.

₹ Proposed Fee	PROPOS	ED FEE DETAILS			
	Academic	/ear/s For which want to app	ly for Fee Fixation	SELECT ACA	ADEMIC YEARS
	SL	Year		Action	
	Standard * Per Student C * Only visible	I-wise Proposed Fee Pe buy e to FRC for verification and appr	r Student (Yearly)		

HOME APPLY FOR CERTIFICATE * KNOW SC	Select Academic Years	MIT GRIEVANCES MY PROFILE
🏛 Institution Structure 🗸	Select the Academic Year/s for which you want to apply for fixation order	
₹ Proposed Fee A Str •Pe • 0	2024-2025   2025-2026   2026-2027     Add   Cancel      Add Cancel   In Visible to FRC for verification and approval purposes.	on
s	L Standard Justification & Reason for Fee Increase Incl	posed Yearly Fee Per Student luding all types of fees ( In INR ) Action
Your computer is connected to the internet.		

Click on Add proposed fees on the Proposed fees form to add the fees details of a particular class which will be charged from a student of that particular class for the whole year in the upcoming session.

Add Proposed Fee per student for the	entire academic year			
* Per Student Only (Annually)	,			
All fields are mandatory marked with an asteris	< (*)			
Select Standard*				
Standard I ( Govt published Maximum fee for th	is standard is Rs. 27000 )		Ψ.	
Estimated Fee Breakdown				
Against Tuition Fee	5000			
	Percentage :6.42%			
Against Development Fee	6000			
	Percentage :7.71%			
Against Computer Fee	400			
	Percentage :0.51%			
Against Library Fee	500			
Your computer is connected to the internet.	Percentage :0.64%			
	D			
	Percentage :0.13%			
Against Sports & Extra Curricular Fee	32423			
	Percentage :41.65%			
Against Examination Fee	23424			
	Percentage :30.09%			
Others (if any)	E-Bill	10000		
		Percentage :12.85%		
		Add More Others		
			-	
	Total Amount - 779/	17		
	Iotal Allount . 7704	•1		
One Time Fee at the time of fresh student only	5000			
	Percentage :50.00%			
Refundable Fee (if any)	5000			
	Percentage :50.00%			
				Ť
<ul> <li>Your computer is connected to the internet.</li> </ul>	Total Amount - 1000	0		

This process has to be repeated for all the classes until all the classes which are available in the school populated in the list. Once completed click on the "**Proceed to the Next**" button to proceed to the next form.

9. Class Details Form- The institute need to fill the Class room details of all the standards one by one. Click on Add Class Details Button and proceed.

1 Institution Struc	cture 🗸						
₹ Proposed Fee	~	CLAS	SROOM DETA	ILS		O ADD (	CLASS DETAILS
🗗 Classroom Deta	ails						
🞓 Result Details		Institut	ion Classroom Det	tails			
Staff Details		SL	Standard	Responsible Person	Projected Students		Action
Co Curricular A	ctivities						
	cuvities						
A Infrastructure D	letails						
Photos					• PREVIOUS PAGE	PROCEE	D TO NEXT 🔿
💕 Bank Details							
🚹 Land & Building	g Details						
four computer is connected to the internet	g Details						
Cour computer is connected to the internet HOME APPLY FOR CET	g Details t Add Class De	etails				IY PRO	FILE
Land & Building     four computer is connected to the internet     HOME APPLY FOR CEF     Institution Strue	g Details t Add Class De All fields are mi	etails	marked with an ast	erisk (*)		IY PRO	FILE
Computer is connected to the internet HOME APPLY FOR CEF	g Details t Add Class De All fields are m Select Standa	etails andatory ard *	marked with an ast	terisk (*)	*	IY PRO	FILE CLASS DETAILS
Land & Building Your computer is connected to the internel HOME APPLY FOR CEF     Institution Strue     ₹ Proposed Fee     Classroom Det	g Details t Add Class De All fields are mi Select Standa Standard I	etails andatory ard *	marked with an ast	terisk (*)	•	IY PRO	FILE CLASS DETAILS
Land & Building     Your computer is connected to the internet     HOME APPLY FOR CEF	g Details t Add Class De All fields are m Select Standa Standard I SECTION I	etails andatory ard *	marked with an ast	erisk (*)	* ACADEMIC YEAR		FILE CLASS DETAILS
Land & Building Your computer is connected to the internet HOME APPLY FOR CEF	g Details t Add Class De All fields are m Select Standa Standard I SECTION I 2023-2024 Number of co	etails andatory ard * DETAIL 4	marked with an ast	NDARD FOR ONGOING A	× ACADEMIC YEAR	Y PRO	FILE CLASS DETAILS
Land & Building Your computer is connected to the internet HOME APPLY FOR CEF The Institution Strue Proposed Fee Classroom Det Result Details Staff Details Co-Curricular A	g Details t Add Class De All fields are m Select Standa Standard 1 SECTION I 2023-2024 Number of se 2	etails andatory ard * DETAIL 4 ections all	marked with an ast S OF THIS STA located to this stand	NDARD FOR ONGOING A	× ACADEMIC YEAR	ADD o	FILE CLASS DETAILS Action
Land & Building Your computer is connected to the internet HOME APPLY FOR CEF	g Details t Add Class De All fields are m Select Standa Standard I SECTION I 2023-2024 Number of se 2 Total Number	etails andatory ard * DETAIL 4 ections all r of Boys	marked with an ast S OF THIS STA	terisk (*) NDARD FOR ONGOING # dard * Total Number of Gir	* ACADEMIC YEAR	ADD 0	FILE CLASS DETAILS Action
Land & Building Your computer is connected to the internet HOME APPLY FOR CET The Institution Struct Proposed Fee Classroom Det Result Details Carteria Staff Details Co-Curricular A A Infrastructure E F Photos	g Details t Add Class De All fields are m Select Standa Standard I SECTION I 2023-2024 Number of se 2 Total Number 50	etails andatory ard * DETAIL 4 ections all r of Boys	marked with an ast S OF THIS STA located to this stand	terisk (*) NDARD FOR ONGOING A dard * Total Number of Gir 20	v ACADEMIC YEAR	ADD C	FILE CLASS DETAILS Action
Land & Building     Your computer is connected to the internet     HOME APPLY FOR CEF     If Institution Struct	g Details t Add Class De All fields are m Select Standa Standard I SECTION I 2023-2024 Number of se 2 Total Number 50	etails andatory rrd * DETAIL 4 ections all	marked with an ast	NDARD FOR ONGOING A dard * 	* ACADEMIC YEAR	ADD C	FILE CLASS DETAILS Action D TO NEXT Q

Once completed with all the standards click on "Proceed to Next" button to move to the next forms.

10. Result Details Form- Click on "Add Result" to add result details of all the Standards in the school one by one.

HOME APPLY FOR CER	Add Result		IY PROFILE
<b>1</b> Institution Strue	All fields are mandatory marked with an aste	erisk (*)	
₹ Proposed Fee	Select Standard *		
🛃 Classroom Det	Select Standard		·
🞓 Result Details	Result Details of Last 3 Yea	rs In Descending Order (Ex : 2023, 2022 }	ADD RESULT
🤱 Staff Details	Academic Year 1	······, ····, ···, ···, ····, ··, ···, ···, ··, ···, ···, ··	1
🔶 Co-Curricular A	Examination Year ( Recent Exam Year )*		
🙈 Infrastructure 🛙	eg. 2023		
The second secon	Data Not Available		ROCEED TO NEXT O
	Total Students Appeared*	Total Students Passed*	
Sank Details	Enter Total Student Appeared	Enter Total Student Passed	
🖀 Land & Buildin			
Your computer is connected to the internet	Academic Year 2		

11. Staff Details form- Click on "Add Staff" button to add staff details individually for Teaching & Non-Teaching and Third party staff. After completing the staff details an excel format provided in the Staff Details form has to be filled up and needs to be imported by clicking on "Excel Import" Button.

	HOME APPLY FOR CERTIFIC	CATE - KN			RS ▼ COM	MITTEE 👻 FAQS	ABOUT US	SUBMIT GRIEVANCES	MY PRO	FILE	
	1 Institution Structure	e 🗸									
	₹ Proposed Fee	~	STAFF D	ETAILS				Click here	e to Downlo	oad Excel Format	
	Classroom Details	~	Teaching &	Non Teaching	Staff Detail:	s of the Institution	1				
	🞓 Result Details	~	Institution	Staff Detail							
	🔒 Staff Details		Total Staff : 0	Starr Detail	-		Total Sal Third pa	ary per annum : INR 0 rty per annum :INR 0			
	🖨 Co-Curricular Activ	ities	Teaching Staf Teaching Staf Non Teaching	f : 0 f Salary : INR 0 Staff : 0			Employe Third pa	r share for EPF,ESI,NPS rty per anuum :INR 0 ptal for salary per ann	per annun um:0	n 0	
	🗚 Infrastructure Deta	ils	Non Teaching Total Salary :	Staff Salary : I INR 0	NR 0			· · · · · · · · · · · · · · · · · · ·			
	👩 Photos							ADD STAFF	G EXC	CEL IMPORT	
	Bank Details		SL	Name	Salary	Designatio		Qualification		Action	
	🛃 Land & Building De	etails			,	2					
• Your comp	uter is connected to the internet.	_									
	HOME APPLY FOR CERT	Add Inte	rnal Staff						/ PROF	FILE	
	Photos	All fields	are mandatory ma	rked with an as	terisk (*)						
	Bank Details	Staff Ty	pe*			Staff Name*			D EXC	EL IMPORT	
	🛃 Land & Building	Qualific	ation*		Ŷ	Enter Stall Nan	le		on	Action	
	🕹 Fee Details	Enter	Qualification								
	Salary & Allowa	Designa	ation*			Date of Appointr	ment*				
	Income Details	Enter	Designation			dd / mm / yyyy		Ö			
	\Xi Expenditure Det	Total Sa	alary Per Month( Ir	INR)*		Expected Total S on 31-05- 2024*	alary Per Mo	nth as will be			
	1 Upload Docume	Enter	enrollment per m	onth		Enter enrollme	nt per month	١		D 3rd Party	
	🖹 Submit Applicatio					Add		Cancel	ntract riod	Action	
Your comp	outer is connected to the internet.		1 Test	Test	Name	Test	₹1	Full-Time : 1	01-09-202	23	$(\uparrow)$
	HOME APPLY FOR CEP		) - uth c	- Minbi	<u>μ</u>			Part-time* U	IY PROI	FILE	
		AGG STG P 11 fields a	'arty re mandatory mark	ed with an aste	erisk (*)						
	S== Expenditure De	Name of	the Party*								
	1 Upload Docum	Name o	of the Party						• AD	D 3rd Party	
	Submit Applicat	Address o	of the Party*						ontract eriod	Action	
		Addres	s of the Party						I-09-20	23	
		Contact P	Person Name*					11.	7-09-20	23	
		Contact	t Person Name								
		Mobile N	lumber of Contac	t Person*		Email					
		10 Digi	it valid Mobile Nu	mber		Enter Email					
		Nature of	f Activity*								
Your comp	uter is connected to the internet.										

HOME APPLY FOR CERTIFICA	ATE - KNO	OW SCHOOL	FEE 👻 ACT / OI	RDERS ▼ COMMITTEE ▼ FAQS 4	ABOUT US SUBMIT GRI	IEVANCES MY PRO	FILE		
₹ Proposed Fee	~	STAF	DETAILS		Click here to Download Excel Format				
Classroom Details	~	Teachin	g & Non Teachi	ng Staff Details of the Institution					
🞓 Result Details	~	Inctituti	on Staff Det	aile					
Staff Details	~	Total Staf	f:1	ans	Total Salary per annum : INR 240,000 Third party per annum :INR 1				
Co-Curricular Activiti	ies	Teaching Staff : 1 Teaching Staff Salary : INR 20,000 Non Teaching Staff : 0			Employer share for EPF,ESI,NPS per annum 3 Third party per anuum :INR 1 Grand total for salary per annum:240,004				
A Infrastructure Details	5	Non Teac Total Sala	hing Staff Salary ry : INR 20,000	/: INR 0	Grand total for salary	aranu totar for salary per annuni.240,004			
Photos									
📑 Bank Details					<b>ADD STAFF</b>				
🛃 Land & Building Det	tails	SL	Name	Salary	Designation	Qualification	Action		
. Fee Details ur computer is connected to the internet.		1	Test Name Teaching	Current : <b>₹ 20,000</b>	Test	Test			

Once completed with adding all the staff click on "Proceed to Next" button to proceed to the next forms.

12. Co-Curricular Activities form- Click on "Add Activity" button to give details of the Co-Curricular Activity organised in the Institute.

HOME APPLY FOR CERTIFIC	CATE 👻 KNO	)W SCHOOL FE	E ▼ ACT / ORDERS ▼ COI	MMITTEE ▼ FA	QS ABC	OUT US SUBMIT GRIEVANCES	MY PROFILE
1 Institution Structur	e 🗸	EXTRA (	CO-CURRICULAR ACT	IVITIES DET	AILS O	F LAST ACADEMIC YEAF	2
₹ Proposed Fee	<b></b>						
Classroom Details	~	Co-Curri	cular Activities Detai	Year)	ADD ACTIVITY		
定 Result Details	~	SL 1	Name of the activity	From To No. of student part			Action
🚨 Staff Details	~		-				
合 Co-Curricular Activ	ities						
📌 Infrastructure Deta	ils					PREVIOUS PAGE	PROCEED TO NEXT
Photos							
💣 Bank Details							
🛃 Land & Building D	etails						
ur computer is connected to the internet.							
HOME APPLY FOR CERT	Add Co-(	Curricular Ac	tivity				' PROFILE
1 Institution Struct	All fields	are mandatory m	arked with an asterisk (*)				
₹ Proposed Fee	Name o	f the Activity*					
되 Classroom Deta	sports						
🞓 Result Details	From *			To*			add activity
🔒 Staff Details	14/0	972023		15/09/20	23		Action
📤 Co-Curricular Ac	NO. OF S	tudent Participa	tea"				
A Infrastructure De	L						
Photos		Add	Cancel				
🔮 Bank Details							
🛃 Land & Building D	etails						
our computer is connected to the internet							

Once completed with adding the Co-Curricular Activities click on "Proceed to Next" button to proceed to the next forms.

13. Infrastructure Details Form- the institute needs fill up the details asked in this form to add the infrastructure details of the school.

Classroom Details ✓   All fields are mandatory marked with an asterisk (*)   Room SPECIFICATIONS OF THE INSTITUTION   Total No. of Classrooms *   Total No. of Classrooms *   Total No. of Classrooms   Total No. of Computer Lab	₹ Proposed Fee ✓		DETAILS				
ROOM SPECIFICATIONS OF THE INSTITUTION   Staff Details   Total No. of Classrooms*   Total No. of Classrooms   Total No. of Computer Lab   Total No. of Conference Room	🖬 Classroom Details 🛛 🗸	All fields are mandatory marked with an aster	risk (*)				
Staff Details Total No. of Classrooms *   Total No. of Classrooms   Total No. of Computer Lab	🞓 Result Details 🛛 🗸	ROOM SPECIFICATIONS OF THE INST	SPECIFICATIONS OF THE INSTITUTION				
Total No. of Classrooms       Co-Curricular Activities       Total No. of Classrooms       Total No. of Classrooms       Total No. of Classrooms       Total No. of Classrooms       Total No. of Computer Lab	Staff Details	Total No. of Classrooms *	Total No. of Library				
Infrastructure Details       Total No. of Laboratory       Total No. of Auditorium         Image: Photos       Total No. of Computer Lab       Total No. of Common Room (Girls)         Image: Bank Details       Image: Total No. of Reading Room       Total No. of Conference Room         Image: Total No. of Computer Lab       Total No. of Conference Room		Total No. of Classrooms					
A Infrastructure Details       Infrastructure Details         Image: Photos       Total No. of Computer Lab         Total No. of Computer Lab       Total No. of Common Room (Girls)         Image: Photos       Image: Total No. of Computer Lab         Image: Photos       Total No. of Computer Lab         Image: Photos       Image: Total No. of Computer Photos         <	✿ Co-Curricular Activities	Total No. of Laboratory	Total No. of Auditorium				
Image: Photos     Total No. of Computer Lab     Total No. of Common Room (Girls)       Image: Photos     Image: Photos     Image: Photos       Image: Photos     Total No. of Computer Lab     Image: Photos       Image: Photos     Image: Photos     Image: Photo	A Infrastructure Details						
Bank Details     Total No. of Reading Room       Total No. of Conference Room	o Photos	Total No. of Computer Lab	Total No. of Common Room (Girls)				
A Land & Building Details	🚅 Bank Details						
	🛃 Land & Building Details	Total No. of Reading Room	Total No. of Conference Room				

Once completed click on the "Proceed to next" button to proceed to the next forms.

14. Photos form- Click on the "upload photo" button to upload photos of the Institute. Photo of the School Gate and the Photo of the School building is mandatory to be uploaded and these photos must be geotagged.

<u><u><u>m</u> Institution Structure</u></u>			
₹ Proposed Fee	~	UPLOAD PHOTOS	O UPLOAD PHOTO
Classroom Details	~	All The Photo Categories Marked with an asterisk * is mandatory. Maximum 5 photos allowed in a category.	
🞓 Result Details	~	Link #1 To Download Geo-Tagged Enabled Android App from Play Store	
🔝 Staff Details	~	Link #2 To Download Geo-Tagged Enabled Android App from Play Store	
🖨 Co-Curricular Activi	ties✔		
A Infrastructure Detai	ls 🗸		
🗑 Photos		Institute Entrance/Main Gate Photos *	
Bank Details		Upload minimum 1 geo-tagged photo of the Main Gate/Entrance. Must be of	Jpeg/Jpg format.
🛃 Land & Building De	etails	Institute Building Photos *	

HOME APPLY FOR CERT	Upload Photos	
	Select Photo Type	AD PHOTO
🞜 Classroom Deta	School Main Entrance ~	
result Details	Upload Photo ( Maximum Size 5MB, Extension must be of jpeg / jpg / png ) Browse No files selected.	
Staff Details		
A Infrastructure Detai	is 🗸	
Photos	Institute Entrance/Main Gate Photos * Upload minimum 1 geo-tagged photo of the Main Gate/Entrance, Must be of Joeg/Jog format.	
🝠 Bank Details		
🖆 Land & Building De	etails Institute Building Photos * Upload minimum 1 photo of the Institute Building. Not mandatory to upload in Geo-Tagged Format	
Your computer is connected to the internet.		

- Once completed with uploading the photos click on "Proceed to Next" button to proceed to the next forms. 15. Bank Details form- This form will appear in case of schools which charge fees beyond the Govt. prescribed fee
- slab only, therefore it the form appears then fill up the details.

	ICATE - KNO				RIEVANCES			
Institution Structu	re 🗸							
₹ Proposed Fee	~	BANK DETAILS						
🖬 Classroom Details	5 🗸	Institution Bank Det	ails		Г			
🞓 Result Details	~					O AD	D BANK	
🔒 Staff Details	~	SL Bank Name	Account Holder	Account Usage Type	Accoun	t Details	Action	
🖨 Co-Curricular Activ	vities							
A Infrastructure Deta	ails 🗸				ACE			
7 Photos	~				AGE	PROCEED	TO NEXT	
ᢖ Bank Details								
🛃 Land & Building E	Details							
Foo Dotails     Your computer is connected to the internet.								$(\uparrow)$
HOME APPLY FOR CE						IY PROFIL	E	
<u>m</u> Institution Strue	Add Bank	Account of the Institute	S :erisk (*)					
₹ Proposed Fee	Name of t	the Bank *						
🔄 Classroom Det	eg. Sate	Bank of India						
🞓 Result Details	Purpose o	f usage of the Account*				O ADL	) BANK	
🔒 Staff Details	Select				Ŧ	tails	Action	
📤 Co-Curricular A	Meaning o	of Primary Account, Subsidiary A	Account					
A Infrastructure E	Type of th	e Account *	Account N	umber *				
Photos	eg. savi	ngs, Current	Enter Ac	count No.		ROCEED	IO NEXT 🕤	
	Valid IECC	Codo *		nk Palanco (In INIP) *				
🔮 Bank Details	Valid IFSC	Code *	eg. 5000	nk Balance ( In INR ) *				
💣 Bank Details	Valid IFSC	Code *	eg. 5000	nk Balance ( In INR ) *				

Once completed with adding the bank details click on "Proceed to Next" button to proceed to the next forms.

16. Land & Building Details form- The Institute needs to add Land details by clicking on "Add Entry" button and Building details by clicking on "Add Building" button.

₹ Proposed Fee	~	LAN	D AND BU							
🛃 Classroom Details	~	Land I	and Details							
🞓 Result Details	~									
🔒 Staff Details	~	SL	Land Type	Details	Purchase Co	st Rent Annually (IN	() No of Owner/s	Action		
Co-Curricular Activit	Co-Curricular Activities✔	1	Own	Address : Test Address	₹ 50,00,000	NA	Self			
A Infrastructure Details	s 🗸	Build	Building Details				O ADD	ADD BUILDING		
o Photos	~	SL	Details			Built up Area (Sqr. Mtr.)	Notes	Action		
🝠 Bank Details	~	1	Type : Owr	Wyn 50000		50000				
🛃 Land & Building Details	~		(1) Test A	ddress	0					

17. Fee Details form- The institute needs to add the Fee details of the last two accounting years as well as for the current year in this form for all the standards individually.

HOME APPLY FOR CERTIFIC	CATE - KNOW	SCHOOL FEE - ACT / ORDERS	• COMMITTEE • FAQS ABOUT US SUBMIT GRI	EVANCES MY PROFILE
₹ Proposed Fee	~	STANDARD-WISE DE	TAILS OF FEE	
Classroom Details	~	*Any one-time (i.e. taken only once deposit, admission fee may be add	during the student's entire stay in the institution ) fee for any s ded separately and uploaded in Other Documents section and	tandard such as caution deposit , security also mention in Proposed Fee Section's
🞓 Result Details	~	*Give Justification & Reason for Fe		
Staff Details	× .	Fee Details of last 2 acc	counting years 2022-2023 , 2021-2022	
Co-Curricular Activ	ities✔	*Per Student Per Year Only		
📌 Infrastructure Detai	ils 🗸			O ADD FEE
Photos	× .	SL Standard	Total Fee ( In INR )	Action
📑 Bank Details	~			
🛃 Land & Building	~	Fee Details of current a	ccounting year 2023-2024	
Details	-	Per student Per tear Only		♦ ADD FEE
Your computer is connected to the internet.		SL Standard	Total Fee ( In INR )	Action
HOME APPLY FOR CER	Add Fee Deta Note: Dor	ails n't add transpor mandatory marked with an aster:	tation and hostel fee detail	ly profile
Classroom Det	Select Standard	<b>!</b> *		s caution deposit , security Proposed Fee Section's
🞓 Result Details	Select			
🔒 Staff Details	Det	tails of Fee for Accoun	ting Years 2022-2023 and 2021-2022	
🖨 Co-Curricular A				
A Infrastructure D	or Accountir	ng Year 2022-2023		ADD FEE
Photos	Data Not	Available		Action
🔮 Bank Details	Tuition Fee		Term Fee	
🛃 Land & Buildin	Enter Tuition	Fee	Enter Term Fee	
Details	Examination Fe	e	Admission Fee	ADD FEE
	Enter Examina	ation Fee	Enter Admission Fee	Action

Once completed with adding the fees details of the standards click on "Proceed to Next" button to proceed to the next forms.

18. Salary & Allowances details- the institute needs to add the Salary and Allowances details of the last two accounting years in this form for teaching, non-teaching and third party.

₹ Proposed Fee	~	SAL	ARY & A	LLOWANCE DETAILS			
Classroom Details	~	Sala	ry & Allo	Nance	ADD LAST 2 YEAR SALARY		
🞓 Result Details	~	* Add	salary and all	owance details only for the standards	you have selected	L	
🔝 Staff Details	~			Total Salary & Allowance of	Total Salary &		
合 Co-Curricular Activ	ities✔	SL	Year	Teaching & Non Teaching Staff	Allowance of Third Parties if any	Total Amount	Action
A Infrastructure Detai	ils 🗸						
👩 Photos	~						
Bank Details	~						
A Land & Building	~						

Once completed with adding the Salary & Allowance details click on "Proceed to Next" Button to proceed further.

19. Income Details form- The institute needs to enter the income details of the Last two accounting years, Provisional income details of the current year upto August 31st and proposed income details for the upcoming academic year for which the proposal of fee fixation is made.

Institution Structure	<b>~</b>						
₹ Proposed Fee	~	DETAILS	S OF INCOME AS PER AUDITED REPOR	TS			
📮 Classroom Details	~	Income De	tails of last 2 accounting years as per audited repo	rts			
🞓 Result Details	~		······		O ADD INCOME		
🖁 Staff Details	~	SL	Total Income ( In INR )	Action			
Co-Curricular Activiti	es✔						
A Infrastructure Details	~	Provisiona	Provisional Income Details From 1st April/2022 To 31st August/2022				
o Photos	•				O ADD INCOME		
Bank Details	•	SL	Total Income ( In INR )	Action			
🛃 Land & Building Details	~						
Details							

		ow school f	EE + ACT / ORDERS + COM	MMITTEE - FAQS ABOUT US SUBN	AIT GRIEVANCES MY PROFILE			
₹ Proposed Fee	~	DETAIL	S OF INCOME AS PE	R AUDITED REPORTS				
🛃 Classroom Details	~	Income E	Details of last 2 accounting y	ears as per audited reports				
🞓 Result Details	~	SL	SL Total Income ( In INR )		Action			
🌡 Staff Details	🔒 Staff Details 🗸 🗸		(2022-2023)	(2021-2022)				
Co-Curricular Activ	ities✔		Data Not Provided	Data Not Provided				
📌 Infrastructure Deta	ils 🗸							
Photos	~	Provision	Brovicional Income Details From 1st April/2022 To 21st August /2022					
Bank Details	~	SL	Total Income ( In IN	Total Income ( In INP )				
🛃 Land & Building Details	~	1	₹ 11,040		<b>i</b>			
s://www.feeregulatoryassam.com/# e internet.	~							

Once completed with the income details form click on "Proceed to Next" button to proceed to the next forms.

20. Expenditure Details form- The institute needs to enter the Expenditure details of the Last two accounting years, Provisional income details of the current year upto August 31st and proposed income details for the upcoming academic year for which the proposal of fee fixation is made.

HOME APPLY FOR CERTIFI	Cate 👻 KNO	W SCHOOL F	EE 👻 ACT / ORD	ERS▼ COMMITTEE▼ FAQS ABOUT US SUBMI	IT GRIEVANCES	1Y PROFILE	
₹ Proposed Fee	<ul> <li>•</li> </ul>	EXPEN	DITURE DET	AILS OF THE INSTITUTE			
Classroom Details	~	Expendit	ure Details of las	t 2 accounting years as per audited reports			
🞓 Result Details	~				O AI	DD EXPENDITURE	
🔓 Staff Details	~	SL	Year	Total Expenditure ( In INR )		Action	
🖨 Co-Curricular Activ	ities✔						
A Infrastructure Deta	ils 🗸						
Photos	~	Provision current a	nal Expenditure E accounting year 2	Details From 1st April to 31st August of 2023-2024			
Bank Details	~				AI	DD EXPENDITURE	
🛃 Land & Building Details	~	SL	Year	Total Expenditure ( In INR )		Action	
• Your computer is connected to the internet.	~						
HOME APPLY FOR CER	Add Exper	nditure De	tails			IY PROFILE	
<u>III</u> IIISuuuton Suut	Note: D	on't ad	d transpo	rtation and hostel expense o	details		
₹ Proposed Fee	All fields ar	e mandatory m	marked with an as	sterisk (*)			
Classroom Det	Ex	penditure	e Details For	Accounting Years 2022-2023 , 2021-2	2022		
Result Details For Accounting Year 2022-2023						DD EXPENDITURE	
🛣 Staff Details						Action	
Co-Curricular A	🗌 Data	Not Availab	le				
A Infrastructure D	Total Build	ding / Playgro	ound Rent (in INR	) Expenditure on Examination (in INR)			
Photos	eg. 5000	00		eg. 50000			
🔮 Bank Details	Total Building Taxes (in INR)			Total Electricity Bill (in INR)		DD EXPENDITURE	
🛃 Land & Buildin	eg. 50000			eg. 50000		Action	
Details	Expenditure on Activity (in INR)			Expenditure on Advertisement (in INR)	)		1
<ul> <li>Four computer is connected to the internet.</li> </ul>							

Once completed with the income details form click on "Proceed to Next" button to proceed to the next forms.

21. Upload Document Form- The Institutes needs to upload all the necessary documents as mentioned in this forma)Application for proposal for Fixation of Fee, b)Affidavit, c)Affirmation, d)financial documents of current, last two years & proposed year, e)Declaration of Expenditure. For a), b) and c) documents the sample is provided in the Upload documents form itself.

HOME APPLY FOR CERTIFICATE + KN	/ SCHOOL FEE + ACT / ORDERS + COMMITTEE + FAQS ABOUT US SUBMIT GRIEVANCES MY PROFILE						
	UPLOAD DOCUMENTS						
Classroom Details							
= result Details	Upload all the required documents as mentioned below:						
🔝 Staff Details 🛛 🗸	• Application for exposed for Firstian of Foo Doumland appeals *						
▲ Co-Curricular Activities	<ul> <li>Application for proposal for Fixation of Fee Download sample *</li> <li>Letter of Undertaking, to be furnished on Rs. 100 non-judicial stamp paper Download sample *</li> <li>Letter of Affirmation, Download sample *</li> </ul>						
A Infrastructure Details 🗸							
🗟 Photos 🗸 🗸	<ul> <li>Audited accounts of last 2 Accounting years 2022-2023 and 2021-2022 *</li> <li>Provisional Statement of Accounts from 1st April to 31st August of the current Accounting year 2023-2024 *</li> </ul>						
🝠 Bank Details 🛛 🗸	Proposed Budget estimated in respect of the year of proposal with the relevant records and evidences. *						
🛃 Land & Building	Declaration 1 : Declaration of expenditure (If any. If there is none then declaration should be that there is no such     expenditure) incurred towards the educational related services rendered to the students by the affiliated/holding or     subsidiary companies having same or related trustee/s and director/s directly or indirectly.*						
Your computer is connected to the internet.	Declaration 2 : Declaration of expenditure (If any. If there is none then declaration should be that there i	s no such					
HOME APPLY FOR CERTIFICATE - KN	/ SCHOOL FEE + ACT / ORDERS + COMMITTEE + FAQS ABOUT US SUBMIT GRIEVANCES MY PROFILE						
Your computer is connected to the internet HOME APPLY FOR CERTIFICATE - KN	SI Document Type File Name Action  PREVIOU  V SCHOOL FEE - ACT / ORDERS - COMMITTEE - FAQS ABOUT US SUBMIT GRIEVANCES MY PROFILE	S PAGE					
	Document list	ENT					
	SI         Document Type         File Name         Action           1         Application For Proposal For         WhatsApp Image 2023-09-14 At 3.52.32         Lowmload         The December of D	ete					
	Fixation Of Fee PM(1)Jpeg						
	Affidavit PM(1).Jpeg						
	3 Letter Of Affirmation FRC_Staff_Format_new.XIsx	ete					
	4 Audited Accounts Of Last 2 WhatsApp Image 2023-09-14 At 3.52.32 Accounting Years PM(1).Jpeg	ete					
	5 Provisional Accounts FRC_Staff_Format_new.Xlsx	ete					
	6 Proposed Budget Estimated FRC_Staff_Format_new.Xlsx	ete					
Your computer is connected to the internet.	7 Declaration 1 FRC_Staff_Format_new.XIsx	ete U					

Once the upload of the documents is completed the institute can now proceed to the final submission of the Application and proceed for the payment of Processing fees.

HOME APPLY FOR CERTIFICATE	KNOW SCHOOL FEE + ACT / ORDERS + COMMITTEE + FAQS ABOUT US SUBMIT GRIEVANCES MY PROFILE
1 Institution Structure	×
₹ Proposed Fee	SUBMIT APPLICATION
Classroom Details	Read Carefully
🞓 Result Details	
🔒 Staff Details	<ul> <li>You have successfully added all the required information. Please check and verify carefully all the details provided by you before submitting.</li> </ul>
Co-Curricular Activities	
A Infrastructure Details	× .
o Photos	×
Bank Details	×
A Land & Building	PREVIOUS PAGE     PROCEED TO PAYMENT
Details     Your computer is connected to the internet	
	· NIVOW SCHOOL FEE · ACT / UNDERS · COMMITTEE · FAQS ADOUT US SUDWITT UNLEVANCES WIT PROFILE
	View Application Details
1 Institution Structure	
₹ Proposed Fee	SUBMIT APPLICATION
🞜 Classroom Details	
🞓 Result Details	Read Carefully
🚨 Staff Details	You have successfully added all the required information. Please check and verify carefully all the details provided by you before submitting.
Co-Curricular Activities	
R Infrastructure Details	
Photos	

Once the payment of the processing fees is completed successfully a acknowledgement receipt will be generated which indicates the successful submission of the Fee Fixation Application.

The application will be verified and processed in due course of time and the status of the fee fixation proposal will be notified on the portal. For downloading the Certificate an institute needs to login to its account with the credentials created during registration process. After login check for My profile link, then find My Applications link in the left side menu and click to get the list of fee fixation application where they can check the status of the application and view the application details. Click on View button against the Applied proposal in the list and check for the "Download Order Copy" link to download the certificate.

## Thank You.