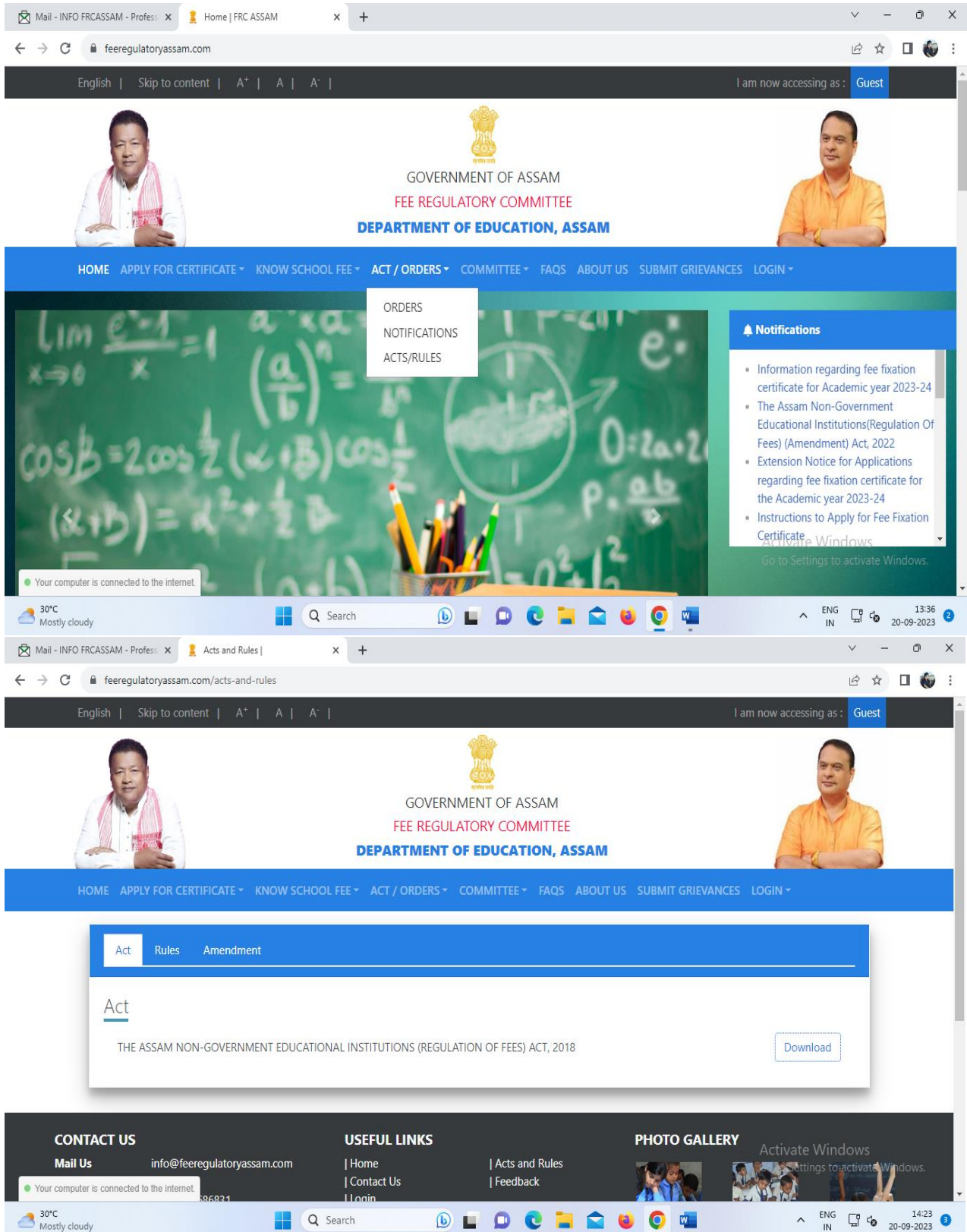
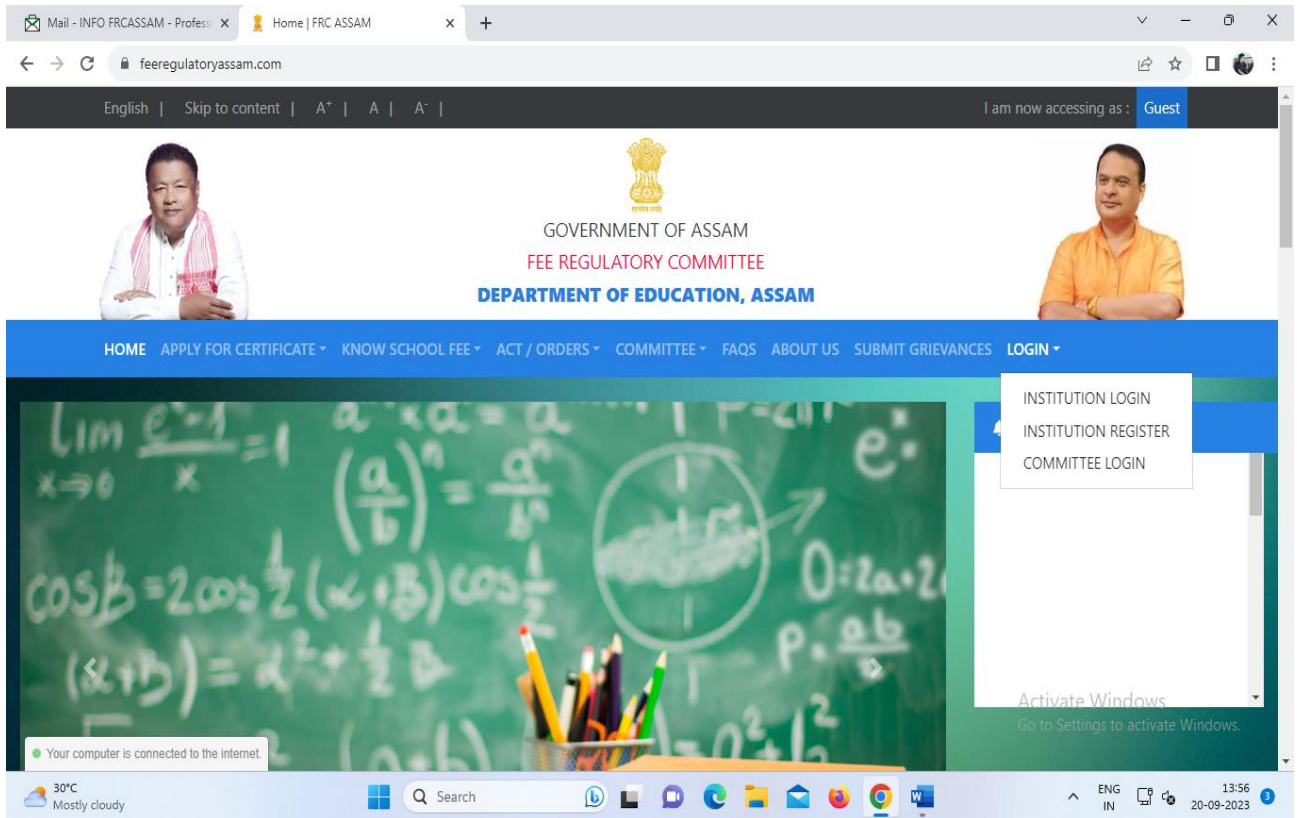


# USER MANUAL FOR INSTITUTES REGARDING THE PROCESS OF REGISTRATION AND APPLICATION OF FEE FIXATION CERTIFICATE IN THE FRC PORTAL

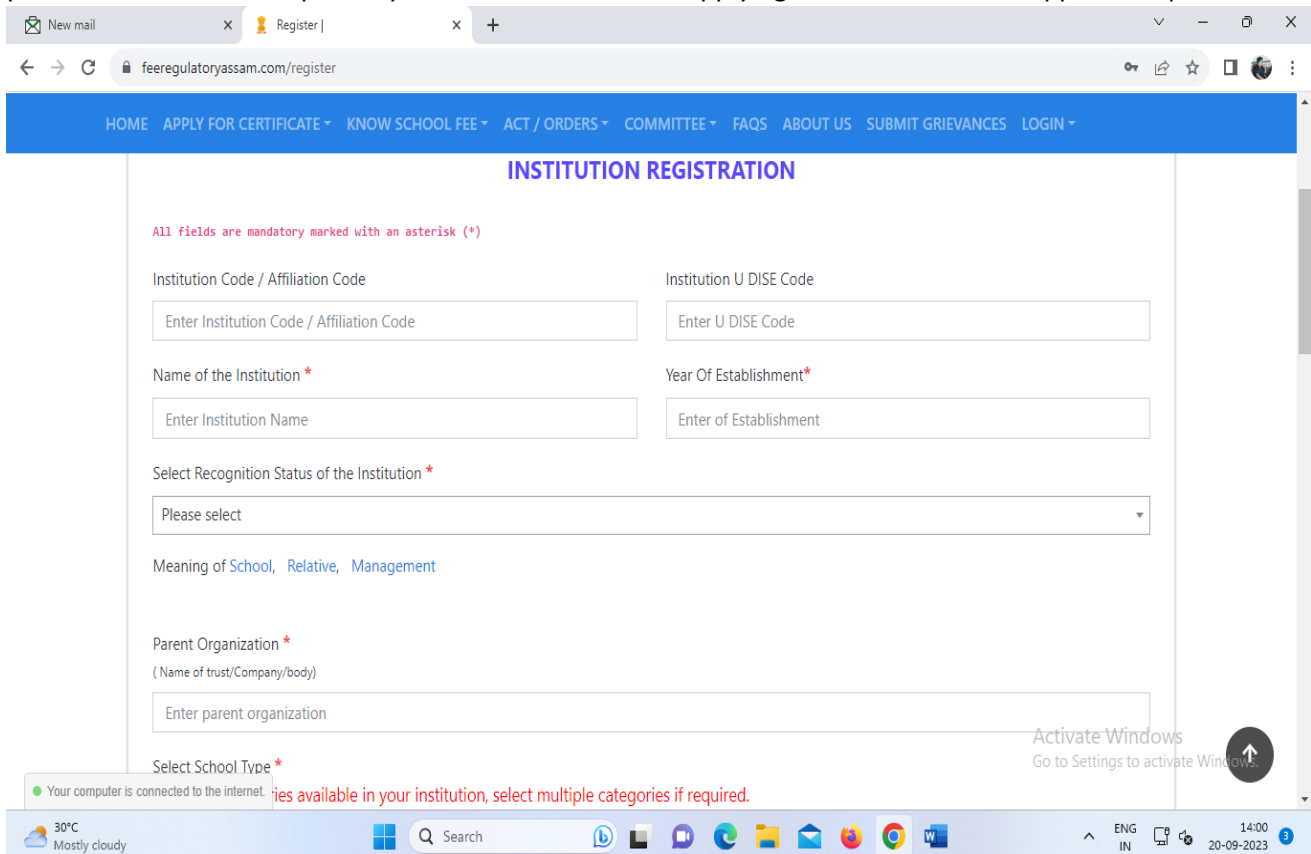
1. All the institutes need to visit the Official website of Fee Regulatory Committee, Assam at <https://feeregulatoryassam.com> and read the ACT and Rules pertaining to the Fees Regulation commissioned by the Govt. of Assam in the ACT/Orders section.



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.



- 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.



Mail - INFO FRCASSAM - Profess x Register | feeregulatoryassam.com/register

HOME APPLY FOR CERTIFICATE KNOW SCHOOL FEE ACT / ORDERS COMMITTEE FAQS ABOUT US SUBMIT GRIEVANCES LOGIN

### ACCOUNT DETAILS

\* Account which will be used to interact with this portal. FRC may also contact on various stages as and when required.

Full Name \*  
Enter Name

Select Designation \*  
Please select

Username (for login purposes, needs to be unique and with no spaces) \*  
Enter Username

10 Digit Mobile Number \*  
Enter Valid 10 Digit Mobile Number

Email Id \*  
Enter Valid Email Id

Set Password \*  
Confirm Password \*

Activate Windows  
Go to Settings to activate Windows

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30°C Mostly cloudy

ENG IN 14:01 20-09-2023

- 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.
- 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.
- 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.

HOME APPLY FOR CERTIFICATE KNOW SCHOOL FEE ACT / ORDERS COMMITTEE FAQS ABOUT US SUBMIT GRIEVANCES LOGIN

### INSTITUTION LOGIN

User Id \*  
Enter Your User Id

Password \*  
Enter Your Password

Remember Me

[Forgot Password ?](#)

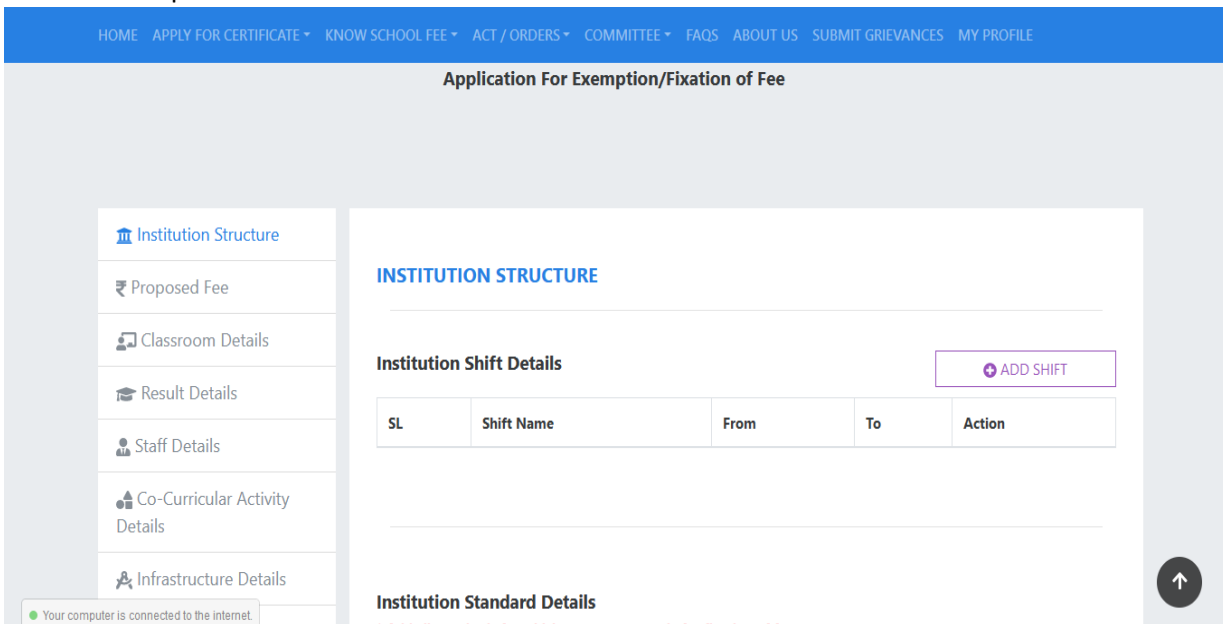
New Institution ? [Register here](#)

LOGIN RESET

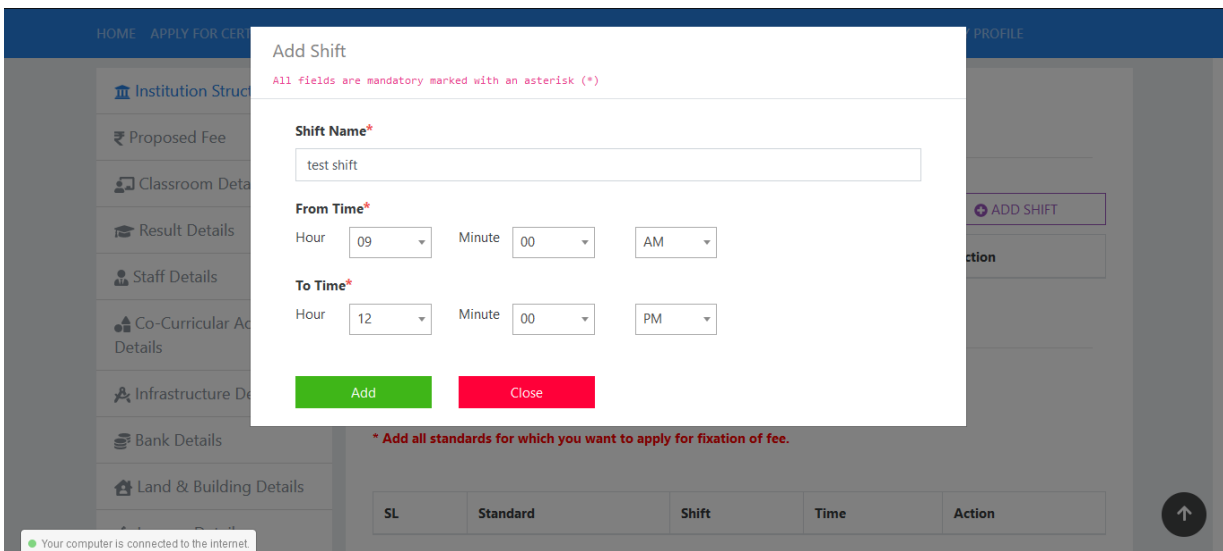
Your computer is connected to the internet.



- 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.



Click on Add Shift to enter shift details in the Institution Structure form-



Click on add standard to add all available standards in the Institute

**Add Standard**

All fields are mandatory marked with an asterisk (\*)

Select Shift\*  
test shift ( 09:00 AM-12:00 PM )

Select Board\*  
SEBA

Select Standard/s\*  
( State all standards available in your institution. Select multiple entries at once by keeping the Ctrl button pressed )  
x Standard I

Add Close

---

**INSTITUTION STRUCTURE**

Institution Standard Successfully Added !

**Institution Shift Details**

SL	Shift Name	From	To	Action
1	Test Shift	09:00 AM	12:00 PM	

**Institution Standard Details**

\* Add all standards for which you want to apply for fixation of fee.

SL	Standard	Shift	Time	Action
1	Standard I	Test Shift	09:00 AM - 12:00 PM	

PROCEED TO NEXT

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 DETAILS**

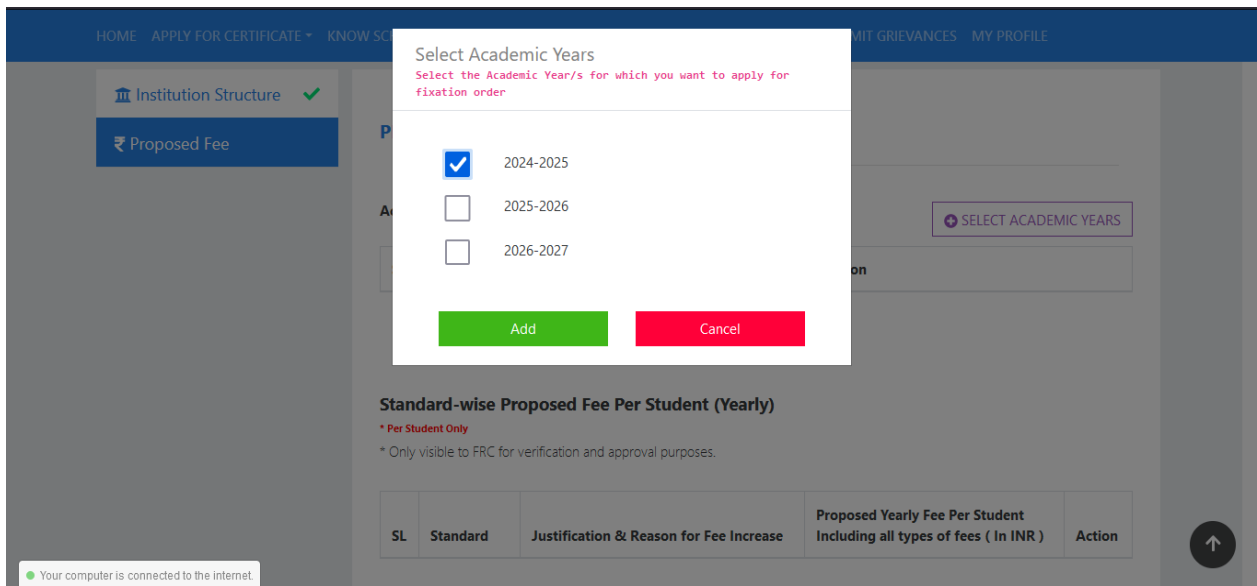
Academic Year/s For which want to apply for Fee Fixation

SL	Year	Action

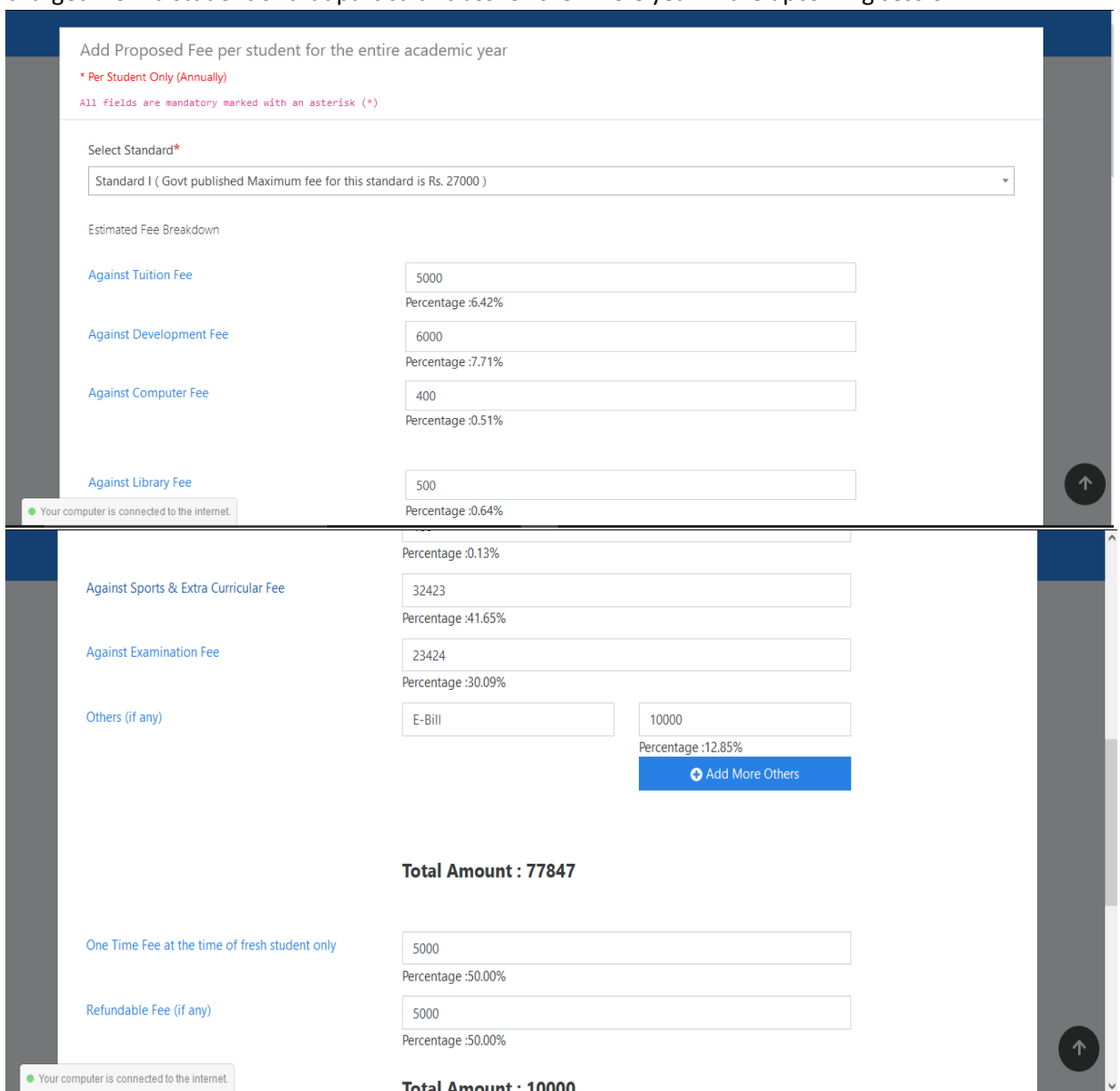
**Standard-wise Proposed Fee Per Student (Yearly)**

\* Per Student Only  
\* Only visible to FRC for verification and approval purposes.

SL	Standard	Justification & Reason for Fee Increase	Proposed Yearly Fee Per Student Including all types of fees ( In INR )	Action



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.



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.

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.

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 CERTIFICATE KNOW SCHOOL FEE ACT / ORDERS COMMITTEE FAQs ABOUT US SUBMIT GRIEVANCES MY PROFILE

Institution Structure ✓

Proposed Fee ✓

Classroom Details ✓

Result Details ✓

**Staff Details ✓**

Co-Curricular Activities

Infrastructure Details

Photos

Bank Details

Land & Building Details

Fee Details

Your computer is connected to the internet.

### STAFF DETAILS

Click here to Download Excel Format



Teaching & Non Teaching Staff Details of the Institution

#### Institution Staff Details

Total Staff : 1  
 Teaching Staff : 1  
 Teaching Staff Salary : INR 20,000  
 Non Teaching Staff : 0  
 Non Teaching Staff Salary : INR 0  
 Total Salary : INR 20,000

Total Salary per annum : INR 240,000  
 Third party per annum : INR 1  
 Employer share for EPF,ESI,NPS per annum 3  
 Third party per annum : INR 1  
 Grand total for salary per annum:240,004

+ ADD STAFF + EXCEL IMPORT

SL	Name	Salary	Designation	Qualification	Action
1	Test Name Teaching	Current : ₹ 20,000	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 CERTIFICATE KNOW SCHOOL FEE ACT / ORDERS COMMITTEE FAQs ABOUT US SUBMIT GRIEVANCES MY PROFILE

Institution Structure ✓

Proposed Fee ✓

Classroom Details ✓

Result Details ✓

Staff Details ✓

**Co-Curricular Activities**

Infrastructure Details

Photos

Bank Details

Land & Building Details

Your computer is connected to the internet.

### EXTRA CO-CURRICULAR ACTIVITIES DETAILS OF LAST ACADEMIC YEAR

#### Co-Curricular Activities Details (Last Academic Year)

+ ADD ACTIVITY

SL	Name of the activity	From	To	No. of student participated	Action
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PREVIOUS PAGE PROCEED TO NEXT

↑

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Institution Structure ✓

Proposed Fee ✓

Classroom Details ✓

Result Details ✓

Staff Details ✓

**Co-Curricular Activities**

Infrastructure Details

Photos

Bank Details

Land & Building Details

Your computer is connected to the internet.

**Add Co-Curricular Activity**

All fields are mandatory marked with an asterisk (\*)

Name of the Activity\*

From\*  To\*

No. of Student Participated\*

Add Cancel

ADD ACTIVITY

Action

PROCEED TO NEXT

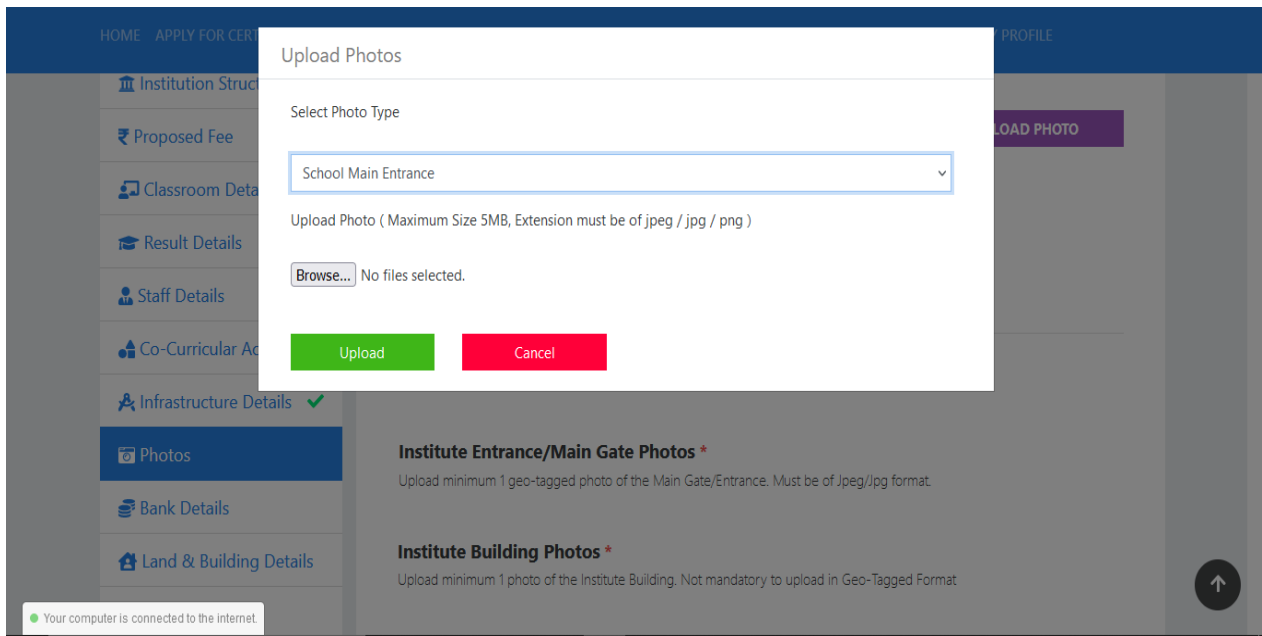
↑

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.

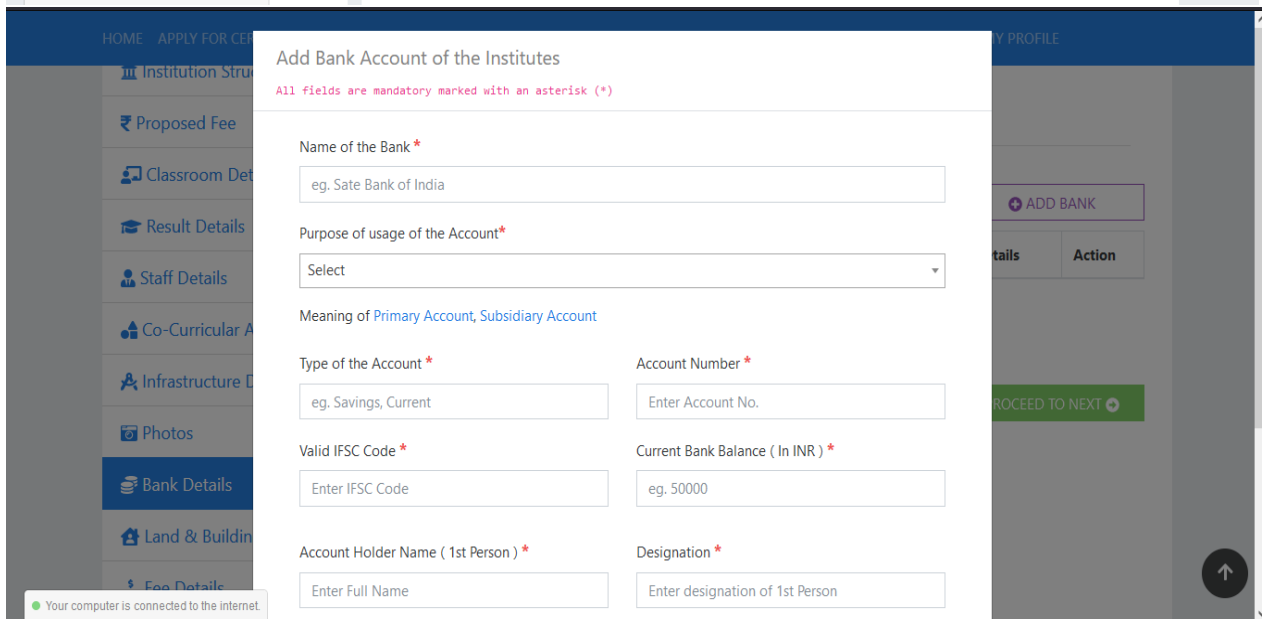
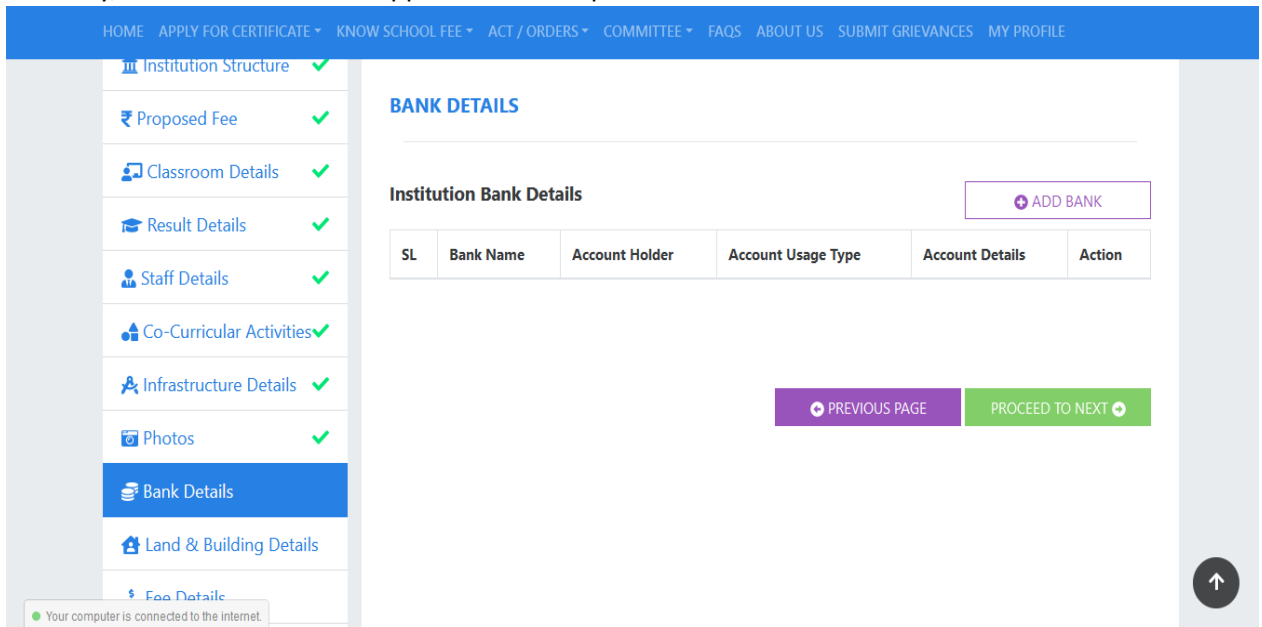
Once completed click on the “Proceed to next” button to proceed to the next forms.

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.



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 if the form appears then fill up the details.



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.

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.

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

- 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.

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



- 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.

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- Proposed Fee ✓
- Classroom Details ✓
- Result Details ✓
- Staff Details ✓
- Co-Curricular Activities ✓
- Infrastructure Details ✓
- Photos ✓
- Bank Details ✓
- Land & Building Details ✓
- Fee Details ✓

### DETAILS OF INCOME AS PER AUDITED REPORTS

Income Details of last 2 accounting years as per audited reports

SL	Total Income ( In INR )		Action
1	(2022-2023)	(2021-2022)	 
	Data Not Provided	Data Not Provided	

Provisional Income Details From 1st April/2022 To 31st August/2022

SL	Total Income ( In INR )		Action
1	₹ 11,040		 

↑

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.

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- Institution Structure ✓
- Proposed Fee ✓
- Classroom Details ✓
- Result Details ✓
- Staff Details ✓
- Co-Curricular Activities ✓
- Infrastructure Details ✓
- Photos ✓
- Bank Details ✓
- Land & Building Details ✓

### EXPENDITURE DETAILS OF THE INSTITUTE

Expenditure Details of last 2 accounting years as per audited reports

[ADD EXPENDITURE](#)

SL	Year	Total Expenditure ( In INR )	Action
----	------	------------------------------	--------

Provisional Expenditure Details From 1st April to 31st August of current accounting year 2023-2024

[ADD EXPENDITURE](#)

SL	Year	Total Expenditure ( In INR )	Action
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### Add Expenditure Details

**Note: Don't add transportation and hostel expense details**  
 All fields are mandatory marked with an asterisk (\*)

#### Expenditure Details For Accounting Years 2022-2023 , 2021-2022

**For Accounting Year 2022-2023**

Data Not Available

Total Building / Playground Rent (in INR) eg. 50000	Expenditure on Examination (in INR) eg. 50000
Total Building Taxes (in INR) eg. 50000	Total Electricity Bill (in INR) eg. 50000
Expenditure on Activity (in INR) eg. 50000	Expenditure on Advertisement (in INR) eg. 50000

[ADD EXPENDITURE](#)

Action

↑

- 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 form- a)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 KNOW SCHOOL FEE ACT / ORDERS COMMITTEE FAQs ABOUT US SUBMIT GRIEVANCES MY PROFILE

- Institution Structure ✓
- Proposed Fee ✓
- Classroom Details ✓
- Result Details ✓
- Staff Details ✓
- Co-Curricular Activities ✓
- Infrastructure Details ✓
- Photos ✓
- Bank Details ✓
- Land & Building Details ✓

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### UPLOAD DOCUMENTS

Upload all the required documents as mentioned below:

- Application for proposal for Fixation of Fee [Download sample](#) \*
- Letter of Undertaking, to be furnished on Rs. 100 non-judicial stamp paper [Download sample](#) \*
- Letter of Affirmation, [Download sample](#) \*
- Audited accounts of last 2 Accounting years **2022-2023** and **2021-2022** \*
- Provisional Statement of Accounts from **1st April to 31st August of the current Accounting year 2023-2024** \*
- Proposed Budget estimated in respect of the year of proposal with the relevant records and evidences. \*
- 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. \*
- Declaration 2** : Declaration of expenditure (If any. If there is none then declaration should be that there is no such

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Submit Application

Further documents may be required at the time of hearing.

### Document list

[+ UPLOAD DOCUMENT](#)

SI	Document Type	File Name	Action

[PREVIOUS PAGE](#)

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HOME APPLY FOR CERTIFICATE KNOW SCHOOL FEE ACT / ORDERS COMMITTEE FAQs ABOUT US SUBMIT GRIEVANCES MY PROFILE

### Document list

[+ UPLOAD DOCUMENT](#)

SI	Document Type	File Name	Action
1	Application For Proposal For Fixation Of Fee	WhatsApp Image 2023-09-14 At 3.52.32 PM(1).Jpeg	<a href="#">Download</a> <a href="#">Delete</a>
2	Letter Of Undertaking / Affidavit	WhatsApp Image 2023-09-14 At 3.52.32 PM(1).Jpeg	<a href="#">Download</a> <a href="#">Delete</a>
3	Letter Of Affirmation	FRC_Staff_Format_new.Xlsx	<a href="#">Download</a> <a href="#">Delete</a>
4	Audited Accounts Of Last 2 Accounting Years	WhatsApp Image 2023-09-14 At 3.52.32 PM(1).Jpeg	<a href="#">Download</a> <a href="#">Delete</a>
5	Provisional Accounts	FRC_Staff_Format_new.Xlsx	<a href="#">Download</a> <a href="#">Delete</a>
6	Proposed Budget Estimated	FRC_Staff_Format_new.Xlsx	<a href="#">Download</a> <a href="#">Delete</a>
7	Declaration 1	FRC_Staff_Format_new.Xlsx	<a href="#">Download</a> <a href="#">Delete</a>

↑

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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.

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.**