

Frequently Asked Questions (FAQ) for MSBTE FFC Web Portal

Q1. What is Link of MSBTE FFC Portal Link for AY 2023-24 & AY 2024-25?

- For A.Y 2023-24 : <https://ay23-24.msbteffc.in/>
- For A.Y 2024-25 : <https://ay24-25.msbteffc.in/>

Q2. How to Get a Username & Password for the MSBTE FFC Portal?

- Go to <https://ay23-24.msbteffc.in/>
- Click on the Login Tab.
- After Clicking on the Login Tab, Please Click on the Click Here To Get Username & Password Link.
- Enter the MSBTE Institute Code & Submit.
- After Submitting, the Password will be sent to the MSBTE Principal Email Address.
- Same Process for <https://ay24-25.msbteffc.in/>

Q3. For which academic year should an institute provide financial statements when applying for an upward revision?

- **For AY 2023-24:** Submit the financial statement for the year 2021-22.
- **For AY 2024-25:** Submit the financial statement for the year 2022-23.

Q4. How to Submit MSBTE FFC Online Application for AY 2023-24?

- First Login on AY 2023-24 Portal <https://ay23-24.msbteffc.in/> Using Username and Password.
- After Login, Please Change the Password, It is Mandatory to Activate links
- After Changing the Password, Please Fill in Trust Information Details, Form A1, and Enter Details of Institute Courses and Programs of the Institutes.
- Please Update the Upward Revision Form Course Streamwise by Selecting the Desired option with mandatory fields.
- You Can Select the “**Yes / No**” Option For Upward Revision In A.Y. 2023-24, Both Options are Available.
- For No Upward Revision, Payment is Not required. You Can Confirm and Proceed for the 2024-25 Application.

- For Yes Upward Revision, Fill out All Forms As per Norms with Mandatory Fields, Upload All Files as per the left slide link, And complete your processing fee payment before submitting your application to FFC. Failure to do so will result in your application not being submitted to FFC and remaining unconfirmed.
- After the Submission of the 2023-24 Application, the 2024-25 Link Will be Activated.

Q5. How to Submit MSBTE FFC Online Application for AY 2024-25?

- For the 2024-25 Application, It is Mandatory to Confirm the Application of AY 2023-24.
- After Confirmation of The 2023-24 Application, Then the 2024-25 Application Link Will be Activated.
- Login on AY 2024-25 Portal <https://ay24-25.msbteffc.in/> Using Username and Password.
- For 2024-25 Only the **"Yes"** Option is Available for Upward Revision.
- All Institutions must Select the Yes Option, **"No"** Upward Revision Option Not Available in 2024-25 Application.
- Fill All Forms with Mandatory Fileds Then Confirm Button Link Will be Activated.
- After Confirmation, the Payment Link is Activated.
- Please complete your processing fee payment before submitting your application to FFC. Failure to do so will result in your application not being submitted to FFC and remaining unconfirmed.

Q6. How to Contact For Technical Query and Issues?

- You Can Write a Mail to: msbteffc.techquery@gmail.com or call us at 8355870544, 8080529153

Q7. How to Add Income Details?

- Click on "Form B - Annual Income" And Add Details of Segmental bifurcation of Income
- You Can Add Multiple Income Heads.
- After Adding in "Form B - Annual Income", Please Click on Next Form "Form B - Annual Income Conversion".
- Add Details of Segmental Bifurcation of Income in Annual Income Conversion.
- Please Match Amount of the **Total Income** of "Form B - Annual Income" With the **Total Income Conversion** of "Form B - Annual Income Conversion"

- If Not Matched Then the Application Can Not be Confirmed.

Q8. How to Add Expenses Details?

- Click on "Form B - Annual Expenses" And Add Details of the Segmental bifurcation of Expenses
- You Can Add multiple Expense Heads.
- After Adding in "Form B - Annual Expenses", Please Click on Next Forms.
- Add All Segmental bifurcation of Expenses in All Next Forms.
- Put 0 (Zero) Wherever Not Applicable.
- Please Match the Amount of the **Total Expenses** of "Form B - Annual Expenses" With the **Grand Total Expenses** of "Form B - Annual Expenses - Other, Depreciation, Magazine, Journals, periodicals etc subscription, Excess of income, Rent etc"
- Also, Match the Amount Stream-wise in Both Forms.
- If Not Matched Then the Application Can Not be Confirmed.

Q9. How To Add Staff?

- Please Click on "FORM E" And Add Designation as per Norms stream-wise and Faculty Type with the required fields.
- Institute Can Add Multiple Designations.
- After Adding Click on Next Form "Add Staff Details"
- Add All Faculty using the button "**Add New Faculty**"
- Add common information of organization promotion various colleges / institutes for the respective year(Information of the Trust)
- Add Faculty with All Mandatory Fields With Annual Salary Details
- Add Faculty Stream-Wise and Faculty Type Wise,
- Match Faculty Added Count in Form E With Stream-Wise and Faculty Type Wise.
- If Excess Faculty is Added, Please Mark Excess Faculty using the Available Checkbox. If Not Marked Then the Application Can Not Confirmed.
- Please **Match** the Amount of All Faculty Salary With the Amount Added in Expense Head Conversion of Teaching and Non-Teaching Head with Total and Stream-Wise.
- If the salary Amount is **Not Matched** Then the Application Can Not be Confirmed

Q10. How to Confirm Application?

- Please click on the Left Side Link "**Confirm**"

- Please Check All Points Mentioned in the Confirm Link and Correct/Update Accordingly. It is mandatory to Update all Points to confirm the Application form.
- If Update All Points which are Mentioned in the Link, Then the Confirm Button Will be Activated.
- Click on the Confirm Button
- After Confirmation Please Pay Processing Fees using Left Side Link.
- After Payment, Your Application will Confirmed And Submit to FFC for Further Processing.
- **If Payment is Not Done, Then the Application Will not be considered Confirmed and Remain Unconfirmed And Not Submitted to FFC for Further Processing.**
- Make a Hard Copy of Your Application As per volumes Part A & Part B with the Required Documents And Submit to the MSBTE FFC office as per Notice.
- **If a Hard Copy is Not Submitted, Then the Application Not be Entertained.**

Q11. Which Prescribed Formats / Proformas are to be Used for Upward Revision Proposal AY 2023-24 ?

- Prescribed formats / proforma For A.Y. 2024-25 are displayed on the website (<https://msbteffc.in>), Same Formats / Proformas are to be used for 2023-24 proposal. The corresponding changes with respect to the academic year, etc are to be made by the institute for 2023-24 on their own