USER MANUAL
For
Fees Fixation Committee, Maharashtra State

Note: - Before filling FFC 2024-25, Please fill up 2023-24.

1. HOME Page and Login

Navigate to the Online FRA Portal. Once there, you will see a form displayed on the screen. Click on the "Log In" menu option.

1.1 Login Page:

a) Enter the Username and Password

b) If you have forgotten your username or password, click on the "Forgot Username" or "Forgot Password" option, respectively.

b1) After clicking on "Forgot Password," a window will appear. Enter your

username, and a password will be sent to your registered email address.

Fees Fixation Committee, Maharashtra State
Fees Approval System For Academic Year 2024-25.
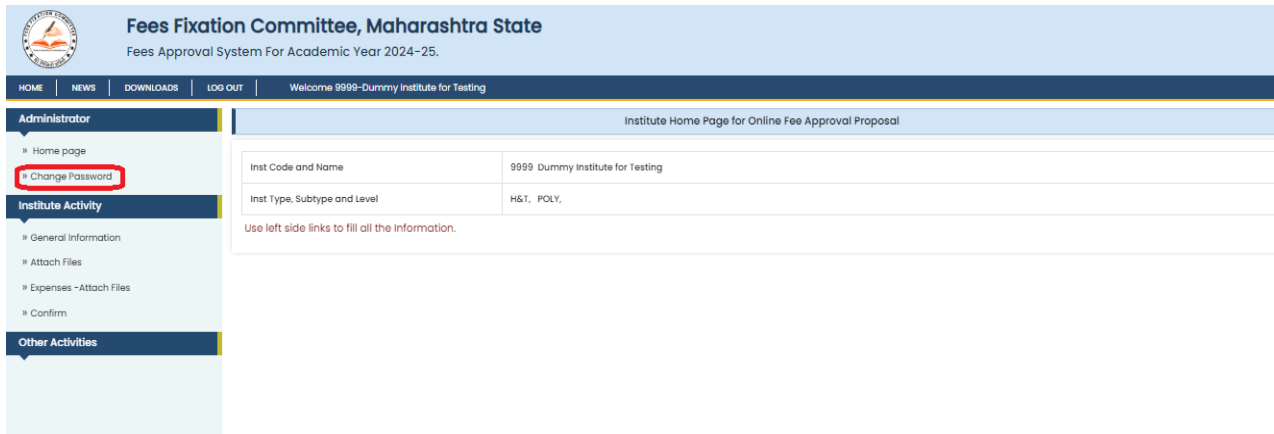
HOME | NEWS | DOWNLOADS | LOG IN

Main Menu

▢Institute Forgot Password Utility

Enter Institute Code *

Submit

1.2 After Successful Log In

a) Following window will appear.
b) If you need to change your password, click on "**Change Password**" on the left side menu bar.

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| HOME | NEWS | DOWNLOADS | LOG OUT | Welcome 9999-Dummy Institute for Testing |

Administrator

» Home page
» Change Password

Institute Activity

» General Information
» Attach Files
» Expenses –Attach Files
» Confirm

Other Activities

Institute Home Page for Online Fee Approval Proposal

| Inst Code and Name | 9999 Dummy Institute for Testing |
| Inst Type, Subtype and Level | H&T, POLY, |

Use left side links to fill all the information.

2. Institute Activity

A) General Information:

Form A: Trust Information

- Here users have to fill information of trust in specific format and save it.

- Under trust information there are two links:

     I) Add Trustee Details.

     II) Add Institute Details.

- After this click on **Add trustee details** link and fill information of trustee.

a. **Name of the Trustee/Society**: Enter name of your trust/society.

b. **Address**: Please enter address of your institute with PIN code.

c. **District & Taluka**: Select district and taluka from list.

d. **Telephone No**: Please enter telephone number with STD code.

e. **Fax No.:** Please enter fax number with STD code.

d. **Email Id:** Enter trust valid email Id.

e. **Website**: Enter your trust website.

d. **Registration No of Trust:** Please enter registration number of your trust.

e. **Year of Establishment**: Enter year of establishment of your trust.

d. **Registration Date**: Enter registration date of your trust.

e. **PAN No:** Enter proper pan card number.

f. **TAN No**: Enter proper TAN number

- **There is also one link to Add Institute details.**

- When users click on **Add Institute Details**, following window will appear. Fill allinformation of institute.
- After filling this information click on **Add Trustee Institute**, then it will save information of trustee.

Trustee Institute Details:

- **Name of Institute:** Enter Name of the Institute/College.

- **Address of Institute:** Enter proper institute address.
- **Year of Establishment:** Enter four digit valid number for e.g. 2010
- **Code No:** Enter institute code number.
- **Courses Run:** Enter the name of courses run in your institute.
- **FRA/Non FRA:** Please select your institute FRA or Non FRA.
- **Educational/Non Educational:** Select your institute educational or non-educational.
- **Property Type:** Select property type of institute. (Owned, Government aided).
- Click on **Add Trustee Institute** to save information.

FORM A1:

- Click on next link then following window will appear.

- The field marked with (*) are mandatory.

- Fill all details of land, Status of Building, built up area required available as per AICTE/PCI/COA.

- Attaches certified audited copy, if applicable.

- Click on save button.

- After clicking on next link following window will occur.
- Fill information properly.

  - Click on Add course to add New Course.
  - Click on Add Stream to add New Stream.
  - Click on Edit, to Edit Course Information.
  - Click on Delete, to delete Course.

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Course Information Confirmed..

Manage Streams   Last Updated On :- 17/04/2024 01:22 PM   Prev Next

Data From Institute Monitoring

Sr. No.	Course Code	Course Name	Intake	Stream	Action
1	CO	Computer Engineering	60	POLY	Add Here
2	CE	Civil Engg.	60	POLY	Add Here
3	EE	ELETCRICAL ENGINEERING	60	POLY	Add Here
4	EJ	Electronics Engineering	60	POLY	Add Here
5	ID	INTERIOR DESIGNING	60	ST	Add Here

Important Instructions:
- The fields marked with (*) are mandatory.
- Click on Add course to add New Course.
- Click on Edit to Edit Course Information.
- Click on Delete to delete Course.

Abbreviations Used : -
D:- Duration in Years
LE:- Lateral Entry Sanction Intake
OR:- On roll Students

Courses Information

Sr. No.	Stream	Course	D	SI 2022-23			SI 2021-22			SI 2020-21			SI 2019-20			SI 2018-19			SI 2017-18			Edit	Del
				SI	LE	OR	SI	LE	OR	SI	LE	OR	SI	LE	OR	SI	LE	OR	SI	LE	OR		
1	POLY	MECHANICAL ENGINEERING	2	60	6	20	60	0	20	60	60	20	60	60	0	60	60	0	60	60	0	NA	NA
			Total	60	6	20	60	0	20	60	60	20	60	60	0	60	60	0	60	60	0		

a. **Select Stream:** Select proper stream for e.g. Poly, D. Pharm., ST

b. **Select Course:** After selection of stream, it will be automatically available or you have to choose proper course.

c. **Course Start Year:** Enter proper four digit starting year of the course.

d. **Course Type:** Select proper option from list i.e. Regular shift/Second shift/Direct Second year full branch.

e. **Course Duration:** Select proper course duration number.

f. **Valid NBA Accreditation:** Select accredited, reapplied, fresh applied, not applied, if accredited then enter grade and valid till date.

g. **Sanction Intake:** Enter sanction intake for year 2015-16, 2014-15, 2013-14, 2012-13, 2012-13.

h. **Total No of Roll Student** (**All**): Enter total number of all enrolled students.

i. **Total No of Student Covered Under Various Govt. Scholarship:** Enter student cover under various government scholarship.

j. **Total No Excluding PIO/FNS:** Enter total number excluding PIO/FNS.

k. **Total No of PIO/FNS:** Enter total number PIO/FNS.

l. **Fees Collected (Rs):** Enter per student fees collected in year wise.

m. **Development Fee (Rs):** Enter year wise development fee.

n. To save information click on **Add New Branch/Course.**

- Click on next link then confirmation page will be displayed.

** Click on Confirm, if you are sure to confirm Courses and Program Information. Once confirm you are not allowed to Add / Delete Course and Program Information.

Form B:

- After Confirmation the List window occurs. Click on Form B (Sr No1-3) following window will appear.

- Fill all information correctly. Add bank details of institute by clicking on **Add Bank details** links.

- **Name of Institute:** Name of the Institute/College readily available.
- **Address of Institute:** Enter proper institute address.
- **Pin Code:** Enter valid pin code number
- **District & Taluka:** Select district and taluka from dropdown list.
- **Land Type:** Select land type of institute (for e.g. owned, government aided)
- **Whether Biometric attendance available for all staff (Teaching and Non-teaching):** Select Yes/No as applicable
- **NAAC Accreditation:** Select Yes/No.
- **Telephone No:** Enter telephone number with STD code.
- **Fax No:** Enter fax number with STD code.
- **Email Id:** Enter institute valid email id.
- **Website:** Enter institute proper website

- **Name of the Director/Principal:** Enter institute director or principal name.
- **Manage Bank Details:** Click on below link of Add bank details and enter bank name, account number, branch name.

Form B2:

1. The field marked with (*) are mandatory.
2. Fill information correctly.
3. Attaches specified document if applicable.
4. Click on Save Changes and then click on Next link.
5. **Same for Form B3, B4, B5.**

Income Details:

1. The field marked with (*) are mandatory.
2. Enter Expense Head
3. Enter total expense from all sources of last year.
4. Enter expense of hostel, hotel, trust.
5. Delete wrong saved record using delete option.
6. Fill all the information properly.
7. Click on Add Expense Details to save record.
8. Click Next to visit next page.

Income Details with Conversion:

1. The field marked with (*) are mandatory.
2. Enter proper income to a specified proper income head.
3. Fill information properly.
4. Click on Save Income Details to save income details.
5. Click Next link to go next page.

Annual Expenses:

1. The field marked with (*) are mandatory.

2. Enter Expense Head (for e.g. Electricity)

3. Enter total income from all sources of last year.

4. Enter income of hostel, hotel, trust.

5. Delete wrong saved record using delete option.

6. Fill information properly.

7. Click on Add Income Details to save record.

8. Click Next to go next page.

Expense Details with Conversion:

1. The field marked with (*) are mandatory.

2. In this form, <u>main heading has sub headings</u>. (For e.g. Salary teaching is a main heading it contains pay, college contribution to PF, Admin charges PF, Gratuity paid, Arrears of salary, teaching staff insurance etc.)

3. Enter proper income to a specified proper income head.

4. Fill information properly.

5. Click on **Save Income Details** to save income details.

6. Click **Next** link to go next page.

The above procedure is same for following income expenses.

(Bracket contains sub heading)

1. Salary Non-teaching (Pay, College contribution to PF, Admin charges PF, Gratuity paid, Arrears of salary, Teaching staff insurance).

2. Stipend/Remuneration/Allowance to Interns

3. Remuneration/ Professional Charges to Visiting Faculties (Guest lecture).

4. Affiliation/Inspection (Inspection Expenses).

5. University fees paid (Eligibility fee, Exam fee, Enrollment fee, Practical exam fee).

6. Insurance (Student, Building).

7. Scholarship paid (Student under social welfare scheme office, Open category students).

8. Repair and maintenance (Dean, Faculty, Non teaching, College Building Maintenance others).

9. Heavy building maintenance (Teaching, Non-teaching, College Building).

10. Audit fees, Fee Regulating Authority fees, Advertisement, Social Gathering/Functions.

11. Bank Interest/Commission/Charges, Conference and Seminar, Professional Charges.

12. Meeting Fees and Expenses, Communication Expenses, Printing and Stationary.

13. Establishment Expenses, Laboratory material.

14. Hostel Expenses, Hospital Expenses, Other Expenses.

Form B8: (Fixed Asset Details)

In this form, you have to fill up Assets details of college/hostel/institute. Please fill all information with correct values.

        a) The field marked with (*) are mandatory.

        b) Attaches certified audited copy if applicable.

        c) ***The same procedure for Form 9 and Form 11***

Following form contains:

1. Land
2. Building
3. Lab/Workshop
4. Laboratory equipment
5. Books
6. Furniture and dead stock
7. Vehicle
8. Computers
9. Others

Form C:

In this form you have to fill following information details.

- The field marked with (*) are mandatory.
- Attaches certified audited copy if applicable.
- Select proper option from list.
- Enter appropriate values.
- Click on Save Changes to save the information.

1) Total number of students in institute
2) Reading hall capacity
3) Total carpet area Sq. meter

     a) Enter number of titles

     b) Enter number of books

     c) Enter number of National journals

     d) Enter number of International journals

     e) Enter non-teaching journals

     f) Enter total cost of-Books, Subscription for journal in lakhs.

     g) Enter cost of furniture

     h) Select whether Xerox facility is available

     i) Select whether digitization of library is done

     j) Enter any other amenities provided to students in library

Form D:

    a) The field marked with (*) are mandatory.

    b) Attaches certified audited copy if applicable.

    c) Select proper option from list.

    d) Enter appropriate values.

    e) Click on **Save Changes** to save the information.

Form E: (Details of teaching and non-teaching staff for year 2024-25)

    a) The field marked with (*) are mandatory.

    b) Select proper option from list.

    c) Enter appropriate values.

    d) Click on Save Changes to save the information.

    e) Click **Prev** will display previous form and click on General Information of left sidewindow to main menu.

Enter/select following details:

Select Faculty Type:

    Faculty type contains Administrative and Teaching. Select appropriate faculty type

Designation/Post:

    Enter designation/post (For e.g. Principal).

Actual required as per council norm:

    Enter number of actual required staff as per council norms.

Actual appointed:

    Enter number of actual appointed staff.

Add Staff Details:

Click on add staff details on list menu. Then following window will appear.

- Click on Add New Faculty

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Save Changes

Manage Faculty Profile (Teaching and Non Teaching)

Important Instructions:
- The fields marked with (*) are mandatory.
- Click on Delete to Delete Faculty.
- Click on Edit to Edit Faculty.
- Click on Add Salary to Add Salary for Faculty.

Add New Faculty

POLY Teaching List

Sr No	Staff Type	Appoint Type	Name	Designation	Joining Date	Salary Status	Annual Salary	Edit	Delete	Excess Staff Mark
			As per Norms Teaching Staff Required(25:1)				5			
			Added Staff Count :				0			
			Excess Staff Count :				Not Added			
			Excess Staff Marked Count :				-			
			Total Salary :				0			
			Total Staff Excess Salary (it may be disallowed) :				0			

POLY Non Teaching List

Sr No	Staff Type	Appoint Type	Name	Designation	Joining Date	Salary Status	Annual Salary	Edit	Delete	Excess Staff Mark
			As per Norms Non Teaching Staff Required (Teaching Staff X 1.5)				8			
			Added Staff Count :				0			
			Excess Staff Count :				Not Added			
			Excess Staff Marked Count :				-			
			Total Salary :				0			

a) The field marked with (*) are mandatory.

b) Select proper option from list.

c) Enter appropriate numbers.

d) Click on Add Faculty Details to add faculty information.

You have to fill following information.

1. **Faculty Profile:**

   a. **Faculty Type**: Select proper option form dropdown list. Whether faculty is teaching or administrative.

   b. **Faculty Designation:** Select proper option from list menu. IT contains principal, professor, clerk, and librarian etc.

   c. **Faculty Salutation**: Select proper salutation like Dr., Mr., Mrs., Ms.

   d. **Gende**r: Click on proper option in gender.

   e. **DOB:** Select proper date, month and year for Date of Birth.

   f. **Mobile No.**: Enter proper 10 digit mobile number.

   g. **Email**: Enter your email id in suitable format.

   h. **Aadhaar No.:** Enter aadhaar number from your aadhaar card.

   i. **PAN No.:** Enter your pan card number.

   j. **Form 16**: Select proper Form 16 type option form list whether applicable and submitted, applicable but not submitted or not applicable.

2. **Qualification Details:**

   Qualification details contains,

a. **Qualification**: Degree, Post graduation, PhD and other.

b. **Specialization**: Select proper specialization for degree, PG, PhD and other. If degree or PG is not in selected list then enter your degree or PG name in below textbox.

c. **Branch**: Please enter proper branch of your degree, PG, PhD and other.

d. **Class Obtained:** Select class obtained (e.g. Distinction, I, II, III) from drop down list for degree and PG.

e. **University/Board**: Select university/Board from the list.

f. Select highest qualification from dropdown list.

g. Select proper option for faculty qualified for the post as per apex body.

h. Select type of appointment of faculty i.e. Regular, Adhoc, Visiting.

i. Select proper Date of appointment, Date of joining and Date of leaving.

j. Select approved by university/board and enter approval reference number.

k. Select proper option for whether faculty working at other place.

l. Enter teaching and industrial experience in years.

m. Enter pay band and grade pay of faculty.

n. Select working stream for faculty.

3. Faculty Bank Details:

Enter bank details of faculty. It contains bank name, bank account number, bank IFSC code, bank branch, bank account holder name, bank MICR code, bank type from list menu.

Click on **Add Faculty Details** to save or submit your data.

BANK ACCOUNT PARTICULARS OF TEACHING / NON TEACHING STAFF	
Salary Mode of Payment :	Select
Bank Account Holder Name :	
Bank Name :	
Bank Account No :	
Bank Branch :	
Bank Type*	Select Bank Faculty

Add Faculty Details

Statement of Building Area & Calculation of Depreciation:

a) The field marked with (*) are mandatory.
b) Enter appropriate values.
c) Click on **Save Changes** to save information.

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Calculation of Depreciation for fixation of fee for AY 2024-25 Last Updated On :- **Not Updated Yet**   [Prev] [Next]

Important Instructions:
- The fields marked with (*) are mandatory.
- Depreciation (F) F=(B+C1)xA + C2 x (A/2) - D x A Must be Equal to (All streams + Non FFC Courses + Hostel + Trust)

Calculation of Depreciation on other assets for AY 2024-25 - For Regular Shift | Segmental Bifurcation of Dep

Sr. No	Item	Rate of Depreciation (A) (%)	Opening WDV as on 01 Apr (B)	Aditions upto 30 Sept(C1)	Additions From 01 Oct(C2)	Less Deductions(D)	Net Value (B+C1+C2-D)=E	Depreciation (F) F=(B+C1)xA + C2 x (A/2) - D x A	(Closing WDV)G=E-F	POLY	
1	Computer	25	0	0	0	0	0	0	0		
2	Books	25	0	0	0	0	0	0	0		
3	Furniture	15	0	0	0	0	0	0	0		
4	Machinery	15	0	0	0	0	0	0	0		

Important Note : a) Basis of computation of depreciation should be Written Down Value (WDV) method.

Save Changes

Approve Format for Computation of Fees:

In main list window, serial number 33 & 34 contains two links for computation of fees for year 2023-24 and 2024-25.

    a) The field marked with (*) are mandatory.
    b) Click on appropriate stream. For e. g. ENGG.
    c) Enter appropriate values.
    d) Click on **Save Changes** to save information.

Attach File:

On home page at left side of window, after general information next link is **AttachFile**. When you click on this link you can see attached document.

- You should have to upload applicable PDF document.
- Check the list. If any document is not uploaded then click on document name and attach thatdocument in PDF format.
- Maximum PDF size will be 10MB.
- The field marked with (*) are mandatory.

3. Pay Fees:

When you fill all forms and upload documents the next link is **Pay fees.**

1. **Before proceed to payment please enable Pop-ups in your browser. Click on the link which is provided on form that enables Pop-ups.**

2. The field marked with (*) are mandatory.

3. Institute name, institute code and amount are readily available.

4. You have to enter email id, mobile number, billing address

5. *Click on submit button to proceed your transaction.*

4. Confirm:

After filling on all form, information correctly and paying fees, you can **Confirm**

- *Once you have confirmed, then you will not able to fill/edit again.*
- Please check all the forms filled once again before saving this form.

5. Print:

You can print your filled document sheet using print option that is provided on left side of Home page.

****************************THE END***********************************