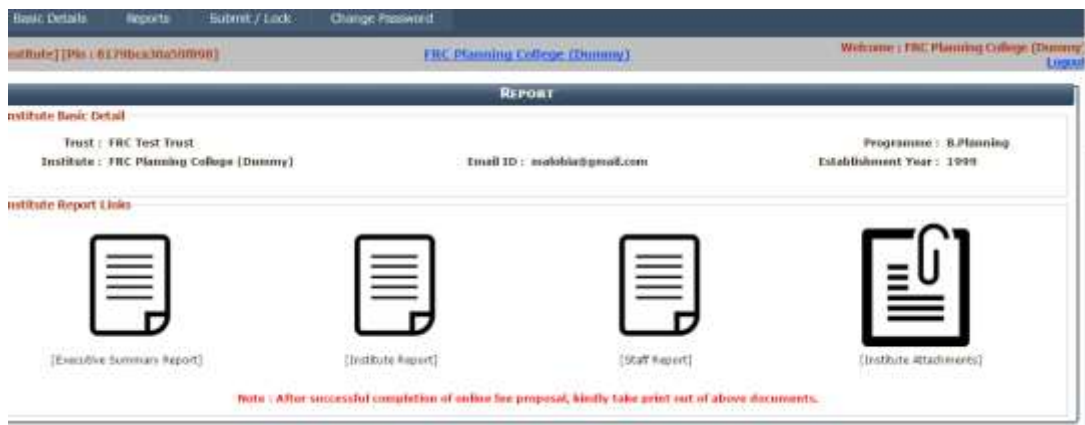
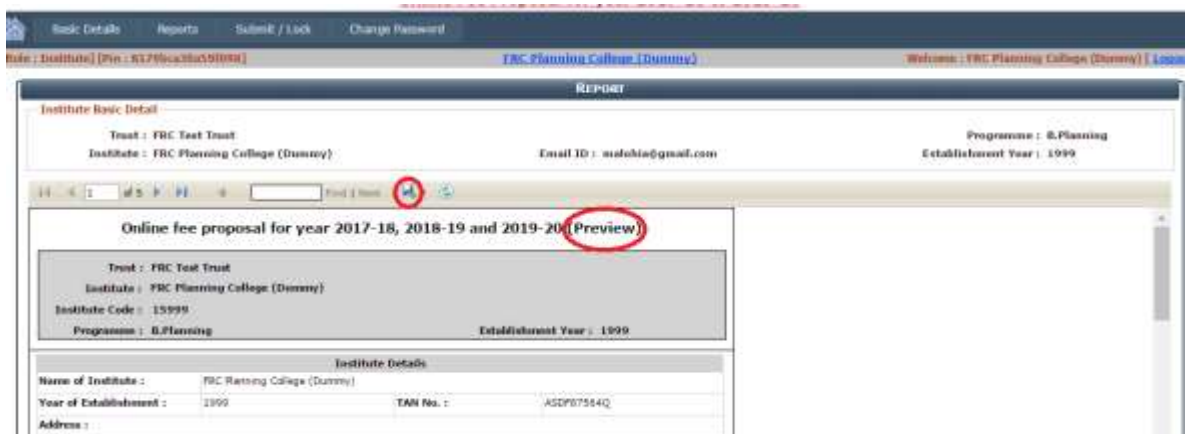


Important Instructions for Institute to Submit Fee Proposal

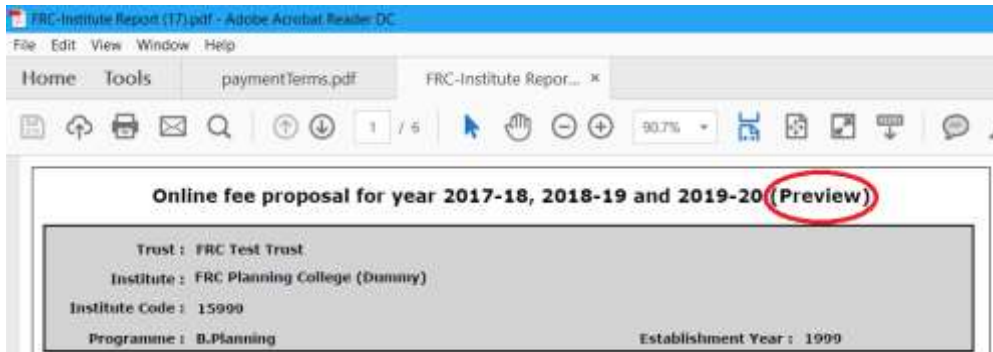
1. Log-in to institute module and fill all the information in various Sub Menus/Heads under “Basic Detail” Menu. It is mandatory to fill the data in fields where asterisk (*) is marked in front of descriptive label. Also upload/attach all supporting documents (in pointed out format/size only) whenever asked at various stages of online proposal.
2. Clicking on “**Reports**” tab, following screen will be displayed. Institute can view various auto generated reports like Executive Summary Report, Institute Report, Staff Report, and Institute attachments report at any point of data filling in the module by clicking on particular report link.



Reports generated before submitting the application will be the “Preview” only as shown below and will not be considered for final submission of proposal to FRC in hardcopy.



Institute can also download reports in PDF by clicking on “**Save**” icon. (Highlighted through red circle). Ensure that all details in generated reports are correct and as required.



3. Clicking on “Submit/Lock” tab undertaking will be displayed as shown below. Click on appropriate choose button “Yes” or “No” regarding personal hearing with the committee. **Choose ‘Yes’ if and only if any important issue needs to be discussed with the committee pertaining to Fee Determination. Choose ‘No’ otherwise.**

Institute has to submit an undertaking by checking the box “Accept”.

Sr. No.	File Name	Is Submitted
1	Institute Basic Detail Form	☑
2	Institute TAN Details Form	☑

As mentioned in point no. 1, institute needs to complete all the forms and upload the supporting documents shown below in “FILE SUBMISSION CHECKLIST”.

If anything is missing at any place, “Accept” check box will not get enabled.

Sr. No.	File Name	Is Submitted
1	Institute Basic Detail Form	☑
2	Institute TAN Details Form	☑
3	Institute Latest Approval by Regulatory Authority Detail (I.C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No. of approval letter and validity period)) Form	☑
4	Institute Approval Documents Detail Form	☑
5	Institute Infrastructure Detail Form	☑
6	Institute Performance and Accreditation (I.B. (I) NBA) Detail Form	☑
7	Institute Performance and Accreditation (Academic Excellence) Detail Form	☑
8	Institute Performance and Accreditation (Extra Curricular Programs) Detail Form	☑
9	Institute Performance and Accreditation (Student Welfare) Detail Form	☑
10	Institute Performance and Accreditation (Faculty Development) Detail Form	☑
11	Institute Performance and Accreditation (Community Service) Detail Form	☑
12	Institute Performance and Accreditation (Innovation and New Initiatives) Detail Form	☑
13	Institute Details of Students (6.A Total strength of students) Form	☑
14	Institute Details of Students (A, B, Placement records (Last three years)) Form	☑
15	Institute Details of Staff (3.B Staff Details) Form	☑
16	Institute Investment Details (3.C Details of New Investments/Support in Lacr)) Form	☑
17	Institute Expense Details (7.A Cost Statement) Form	☑
18	Institute Programs offered & Fee Structure (8.A & 1) Present Fee Structure - Amount (Student / Acream) 8.B (8.B.2) Proposed Fee Structure - Amount (Student / Acream)) Form	☑
19	Institute Utilization Of Excess Funds (9.A Utilization of Excess Fees from students admitted under NRI category.) & (9.D Utilization of the excess Fee) Form	☑
20	Institute Scholarship Details Form	☑

Completed forms will be flagged with tick mark in **“Is Submitted”** flag check boxes while incomplete form, if any, will be highlighted in red color in **“FILE SUBMISSION CHECKLIST”** as shown below.

FILE TAKING

Institute Basic Detail
 Track : PNC Total Detail
 Institute : PNC Planning College (Bawing) Email ID : mshah@pnc.edu.in Program : B.Planning
 Establishment Year : 2009

Disclaimer

- All information and supporting documents provided herein are true and correct to the best of my knowledge and I reserve the right to be true and correct.
- No information and/or data is contained or disseminated without which is integral part for determining both of the processes.
- We reserve all rights only the fees determined by the Fee Regulatory Committee which include (1) the Tuition Fees, (2) Library Fees, (3) Laboratory Fees, (4) Computer Fees, (5) Custom charges and (6) and other fees, as the Controller may prescribe as directed by the State Government and we do not receive or receive any fees other than the fee fixed by the FRC except the fees for placement, transport, hostel accommodation and residential deposit and fees prescribed, imposed by the University.
- We shall return the institution deposit, subject to any monetary adjustments, if necessary, to the concerned student upon his coming out from the institution/college.

Is Management / Institute interested to avail the opportunity of personal testing with the committee ? Yes No

Processing Fees (Rs.): 5

Accept

File Submission Checklist

Sr. No.	File Name	Is Submitted
1	Institute Basic Questionnaire	<input checked="" type="checkbox"/>
2	Institute 90% Detail Form	<input checked="" type="checkbox"/>
3	Institute Letter Approval by Regulatory Authority Detail (I/C: Letter Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)) Form	<input checked="" type="checkbox"/>
4	Institute Approval Documents Detail Form	<input checked="" type="checkbox"/>
5	Institute Infrastructure Detail Form	<input checked="" type="checkbox"/>
6	Institute Performance and Accreditation (I.B. (I) NBA) Detail Form	<input checked="" type="checkbox"/>
7	Institute Performance and Accreditation (Academic Excellence) Detail Form	<input checked="" type="checkbox"/>
8	Institute Performance and Accreditation (Extra Curricular Programs) Detail Form	<input checked="" type="checkbox"/>
9	Institute Performance and Accreditation (I.B. (II) NBA) Detail Form	<input checked="" type="checkbox"/>
10	Institute Performance and Accreditation (Academic Excellence) Detail Form	<input checked="" type="checkbox"/>
11	Institute Performance and Accreditation (Extra Curricular Programs) Detail Form	<input checked="" type="checkbox"/>
12	Institute Details of Students (A: Total strength of students) Form	<input checked="" type="checkbox"/>
13	Institute Details of Students (B: Total strength of students) Form	<input checked="" type="checkbox"/>
14	Institute Details of Staff (SB: Staff Details) Form	<input checked="" type="checkbox"/>
15	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
16	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
17	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
18	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
19	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
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21	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
22	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
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28	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
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30	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
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48	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
49	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>
50	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>

Processing Fees (Rs.): 5

Accept

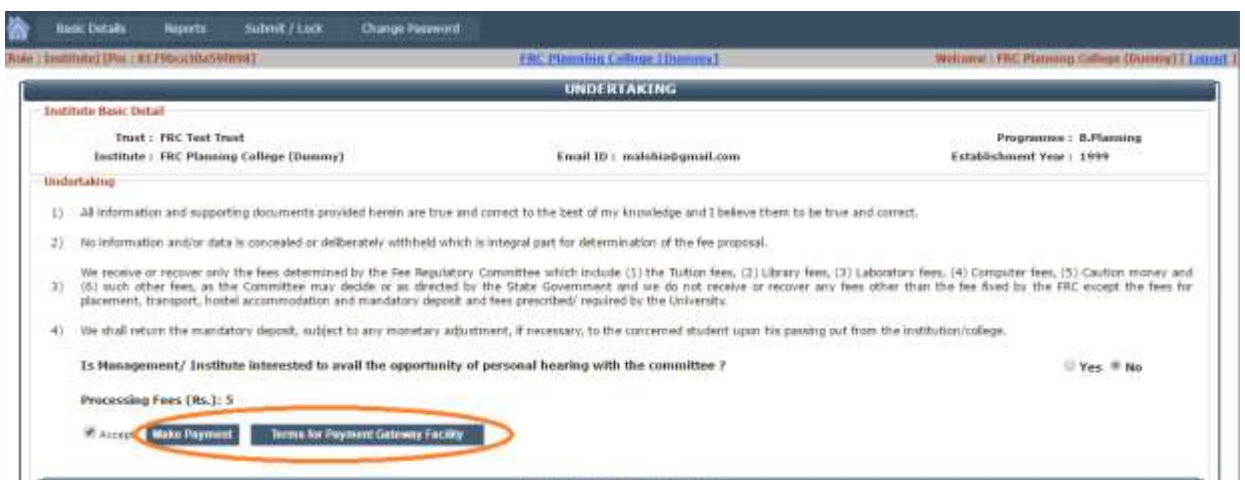
File Submission Checklist

Sr. No.	File Name	Is Submitted
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2	Institute 90% Detail Form	<input checked="" type="checkbox"/>
3	Institute Letter Approval by Regulatory Authority Detail (I/C: Letter Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)) Form	<input checked="" type="checkbox"/>
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50	Institute Investment Details (I/C: Details of New Divestments/Raises in Local) Form	<input checked="" type="checkbox"/>

“Accept” check box gets enabled only if each box in “Is Submitted” flag is ticked as shown below. (i.e. all files/forms are completed)



4. Checking the “Accept” box successfully, two new buttons “**Make Payment**” & “**Terms for Payment Gateway Facility**” will appear beside it as shown below.



5. Payment for the processing fee can be made **online only** through web portal. Before making Payment, go through the terms of payment and transaction charges for online payment by means of debit card/Credit card/net banking via Payment Gateway Facility. User can view it by pressing “**Terms for Payment Gateway Facility**” button after accepting undertaking or visiting FRC official website www.fretech.ac.in.
6. On pressing “**Make Payment**” button, a message window will pop up for confirmation of payment asking “Are you sure for payment Process? Click “OK” to proceed for payment and user will be directed to BillDesk payment gateway page for making online payment.
7. Choose any of the Modes of payment (Credit card/Debit card/ Debit card+ ATM PIN/Internet banking) and enter the required details (Card Number, Expiration Date, CVV/CVC and Card

Holder Name in case of payment via Debit Card /Credit Card. User Name and password in case of Internet Banking). Press **“Make Payment”** button.

103.20.104.102 says:
Are you sure for Payment Process ?

OK Cancel

Institute Basic Detail
Trust : FRC Test Trust
Institute : FRC Planning College (Demmy)

Indertaking

1) All information and supporting documents provided herein are true and correct to the best of my knowledge and I believe them to be true and correct.
2) No information and/or data is concealed or deliberately withheld which is integral part for determination of the fee proposal.
3) We receive or recover only the fees determined by the Fee Regulatory Committee which include (1) the Tuition fees, (2) Library fees, (3) Laboratory fees, (4) Computer fees, (5) Cautien money and (6) such other fees, as the Committee may decide or as directed by the State Government and we do not receive or recover any fees other than the fee fixed by the FRC except the fees for placement, transport, hostel accommodation and mandatory deposit and fees prescribed/ required by the University.
4) We shall return the mandatory deposit, subject to any monetary adjustment, if necessary, to the concerned student upon his passing out from the institution/college.

Is Management/ Institute interested to avail the opportunity of personal hearing with the committee ? Yes No

Processing Fees (Rs.): 5

Accept

FILE SUBMISSION CHECKLIST		
Sr. No.	File Name	Is Submitted
1	Institute Basic Detail form	<input checked="" type="checkbox"/>
2	Institute TAN Details form	<input checked="" type="checkbox"/>
3	Institute Latest Approval by Regulatory Authority Detail (I.C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)) form	<input checked="" type="checkbox"/>
4	Institute Approval Documents Detail form	<input checked="" type="checkbox"/>

Credit Card >

Debit Card

Debit Card + ATM PIN

Internet Banking

Pay by Credit Card

VISA MASTERCARD

Card Number
Enter card number

Expiration Date **CVV/ CVC**
Month Year

Card Holder Name
Enter card holder name

Merchant Name
Fee Regulatory Committee

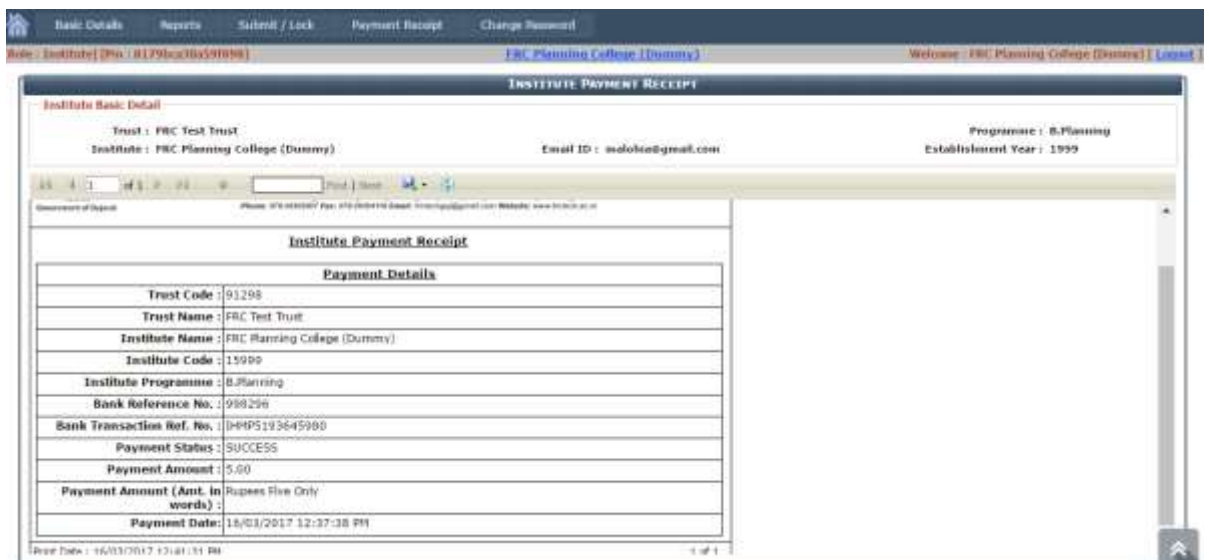
Payment Amount: ₹ 5.00

BillDesk

8. On payment “Payment Details Report” will be generated as shown below. Make sure Payment Status is ‘Success’ in Payment Details Report. (Highlighted through blue circle). User can take print by clicking on “Print Payment Receipt”.



9. A new tab **“Payment Receipt”** will come out between **“Submit/Lock”** and **“Change Password”** tab on successful payment (Highlighted through red circle). User can print / download payment receipt at any time by clicking on **“Payment Receipt”** tab. Institute will have to submit payment receipt while submitting the proposal to FRC in hardcopy.



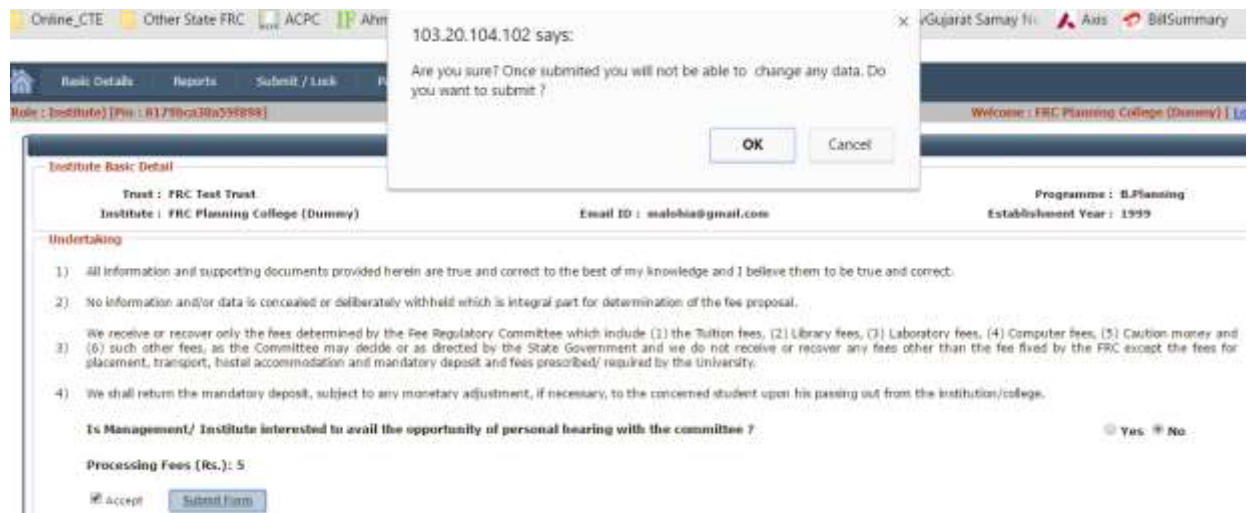
Note: It is possible to modify the data if required at this stage also i.e after making payment.

10. After payment click on **“Reports”** tab. A new button **“Submit Form”** will appear beside ‘Accept’ checkbox as shown below.



11. A message window will pop up for confirmation of submitting the form on pressing “Submit Form” button. Click “OK” to proceed further.

Ensure all information is correctly entered and reflected properly in relevant auto generated report. Check the reports very carefully and thoroughly before submitting the form as once the form submitted, institute will not be able to change/modify any details in the portal.



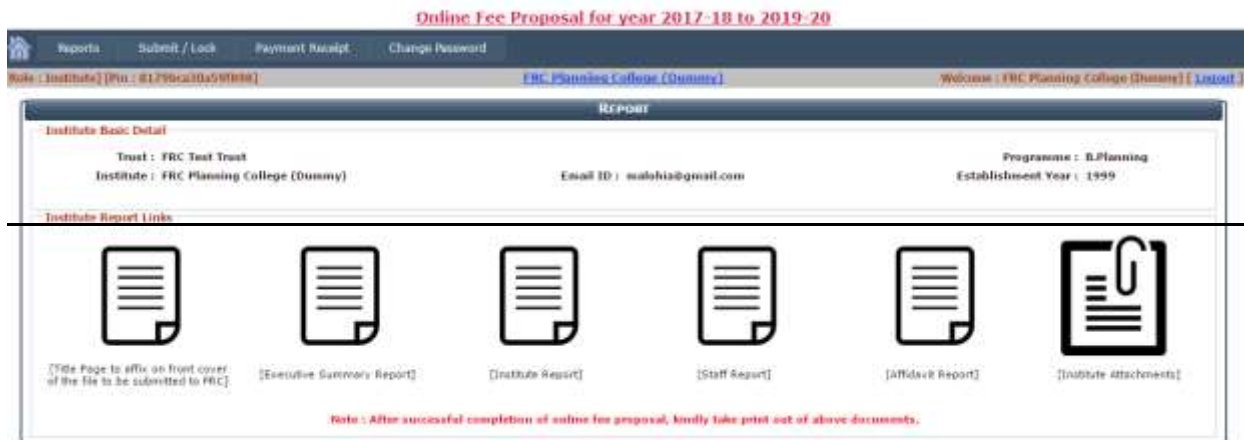
The screenshot shows a web browser window with a confirmation dialog box. The dialog box, titled "103.20.104.102 says:", contains the text: "Are you sure? Once submitted you will not be able to change any data. Do you want to submit?". It has "OK" and "Cancel" buttons. In the background, the portal interface is visible, including a navigation menu with "Basic Details", "Reports", and "Submit / Link". The main content area shows "Institute Basic Detail" for "Trust : FRC Text Trust" and "Institute : FRC Planning College (Dummy)". Below this is an "Undertaking" section with four numbered points and a question: "Is Management/ Institute interested to avail the opportunity of personal hearing with the committee?". At the bottom, there is a "Processing Fees (Rs.): 5" section with a checked "accept" radio button and a "Submit Form" button.

12. On clicking “OK”, a window will pop up for OTP. Press “Send OTP” button to receive OTP on registered mobile of institute. Enter the OTP received and press “Submit” button to submit final proposal online. “Basic Details” menu will disappear on successful submission of proposal and institute will not be able to alter any data online thereafter.



The screenshot shows the same portal interface as above, but with a modal window titled "OTP for Final Submission" overlaid. The modal window contains a "Mobile No.:" field with the value "8980232424" and a "Send OTP" button. Below that is an "OTP:" field and "Submit" and "Back" buttons. The background content is dimmed, showing the "Undertaking" section and the "Processing Fees (Rs.): 5" section.

13. On successful submission of online proposal, title page to affix on front cover of the file and Affidavit report to be submitted with file to FRC will be generated in “Reports” tab apart from four reports as shown below.



14. Institute can view/download/print **final reports** by clicking on particular report link now.



Note that reports generated after submitting the form are final (not in Preview mode) as shown above. Institute need to submit the final copy of reports to FRC in hardcopy along with affidavit (duly notarized by registered Notary) and payment receipt as per the following instruction.

15. Important Instruction for Submitting Fee Proposal in hardcopy to FRC:

- I. Submit the soft-copy (on DVD) along with hard copy in file.
- II. Title page of the file (auto generated in Report tab as mentioned above) needs to be affixed on front cover.
- III. Each and every page of reports and supporting documents should be stamped and duly signed by the Head of Institution.
- IV. Every page should be given chronological page numbers.
- V. Use separator and tag as and when required.
- VI. Order of the documents should be:
 - ✓ Forwarding letter
 - ✓ Affidavit by Institute to be produced on Rs 100/- stamp paper.
 - ✓ Payment receipt
 - ✓ **Justification of fee structure proposed for year 2017-18 and onwards**
 - ✓ Executive Summary Report
 - ✓ Institute Report
 - ✓ Staff Report
 - ✓ Institute Attachments (Tag & Mention Module Name on header of each document)
 - ✓

INSTITUTE ATTACHMENT DETAILS			
Sr. No.	Module	Attachment Uploaded Date	View Attachment File
1	Programs offered & Fee Structure	20/02/2017 12:46:26 PM	
2	Institute Basic Detail (Part-1)	20/02/2017 12:58:04 PM	
3	TAN Return Document-2016-2017	20/02/2017 12:58:09 PM	
4	Approval Documents (Apex)-2016-2017	20/02/2017 01:00:58 PM	
5	Approval Documents (Affiliation)-2016-2017	20/02/2017 01:01:04 PM	
6	Performance and Accreditation (NBA) (Branch-Planning)	20/02/2017 02:04:54 PM	

Additional Documents to be attached :

- ✓ Placement record (Module 4-C)
- ✓ Scholarship awarded by institute (Module 10)
- ✓ Approval from Apex authority for the year 2014-15, 2015-16 (As applicable)(Module 1-C)

The last date of submitting the file to Fee Regulatory Committee Office in person is 11.04.2017. File sent by Post/Courier will not be accepted.