



## FEES REGULATING AUTHORITY

Maharashtra Unaided Private Professional Educational Institutions  
(Regulations of Admission and Fees)

”शिक्षण-नव्हेव्यवसाय -ज्ञान यज्ञ”

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No.: FRA/Notice/270 /2022

Date: 01/04/2022

### Notice

All the Unaided Private Professional colleges/institutions running the **graduate and/or post-graduate courses affiliated to the University** in the State of Maharashtra and mandatorily required to approve the fees from the Fees Regulating Authority constituted under the provisions of The Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (hereinafter referred to as "said Act of 2015") are hereby notified that the link for submission of the online proposal for approval of fee, the link has been made open from 1<sup>st</sup> April 2022. It will remain open up to midnight of 30<sup>th</sup> April 2022. The colleges/institutes can submit their proposal by accessing the link using the user-id and password provided by the Fees Regulating Authority.

**Note No. 1: The link for submission of the online fees proposal for the academic year 2022-2023, those who already registered with the Fees Regulating Authority is as follow:**

Go to [www.mahafra.org](http://www.mahafra.org) -> click on the menu **Online Fees Proposal Application -> Click on "Submission of Online Fee Approval Proposal A.Y. 2022-2023"**

**Note No. 2: The colleges/institutes which are new and not already registered with the fees regulating authority are required to register themselves on the portal of the Fees Regulating Authority before submitting the online proposal as per the link provided above. The new colleges/institutes can register themselves on the portal as follows:**

Go to [www.mahafra.org](http://www.mahafra.org) -> click on the menu **Online Fees Proposal Application -> Click on "New College Registration"** and then fill up the registration form by filling in the required information. After the registration, the concerned college/institute will be provided with a user-id and



password which is to be used for submission of online fees proposal by accessing the portal.

No proposal submitted without payment of processing fees shall be entertained by the Fees Regulating Authority.

The processing fee shall be accepted only through the payment gateway (online payment through the portal of FRA as per the link provided). The copy of the receipt generated after successful payment of the processing fee shall be submitted with the hard copy of the proposal.

Before submitting the online fee proposal, the person authorized by the Management under section 2(I) of the said Act of 2015, must carefully read the norms, instructions and guidelines issued from time to time by the Fees Regulating Authority.

The Management running Unaided Private Professional courses affiliated with the University and required to approve the fee from the Fees Regulating Authority shall submit the online proposal within the period prescribed. No proposal seeking approval of fees for the academic year 2022-23 shall be entertained beyond 30<sup>th</sup> April 2022.

If the Management running Unaided Private Professional Courses and mandatorily required to approve the fee failed to submit the proposal within the limit prescribed and the manner prescribed under the provisions of the said Act of 2015, then same shall be liable for action under the section of 20 the said Act of 2015.

The Authority has decided to make it mandatory for the colleges/institutions to submit the online proposal for the academic year 2022-2023 even if any such college/institute would like to apply the fees approved by the Authority for the previous academic year (2021-2022) for the next academic year (2022-2023) by choosing the option in the drop-down of "Upward Revision Form" in the online proposal form.

All the college/institute to take note that no intimation in the form of a letter or any other form including email or otherwise shall be entertained by the Fees Regulating Authority. The fees claimed as no upward revision shall be notified by the Fees Regulating Authority only in respect of those colleges/institutes which notify the Fees Regulating Authority option to claim no upward revision of fees by choosing the option to that effect on the online portal.

The college/institution shall submit one hard copy of the fee proposal with enclosures/annexures/documents/attested copies/affidavits, as provided in the checklist in the form of compilation with index and pagination within 15 days from the date of submission of the online fee proposal by such college/institution so as to reach the office of Fees Regulating Authority situated at 305, 3<sup>rd</sup> floor, Government Polytechnic Building, Kherwadi, Bandra (East), Mumbai to be submitted by the



responsible person. No hard copy sent through post/courier or any other mode shall be accepted and treated as valid compliance.

The proposal to be submitted for approval of fees for the academic year 2022-2023 must be submitted in a manner provided under section 14(1)(a) of the said Act of 2015. It should accompany the audited accounts of the preceding financial year (2020-2021), the proposed budget in respect of the current financial year (2022-2023), and relevant records and evidence supporting the expenditure claimed as expenses in the fee proposal to determine the reasonable fees for the academic year 2022-2023.

The hard copy of the proposal must contain the original documents as per the checklist provided in the order of chronology, properly paginated and must be signed by the person duly authorized by the Management as provided under section 2(I) of the said Act of 2015.

The hard copy of the proposal must contain the original certificate in the prescribed proforma in Form A1 and A2 to be filled in, signed & seal by the Chartered Accountant who audited the accounts of the college/institution and issued the audit report of the financial year 2020-2021. If the proposal is not accompanied with Form A1 and A2 or incomplete or not signed by the Chartered Accountant then payment claimed as expenditure of salary may be treated as cash and same shall be disallowed as per norms.

The proposal to be submitted must accompany the attested true copies of the Bank Account Statements of the college/institute showing the salary paid to the teaching and non-teaching staff as well as payment mandatorily to be paid to the University and/or the concern the affiliating body/council and any other expenses mandatorily required to any other Authority and admissible as an expenditure made by the college/institute and admissible for the purpose of assessing the reasonable fees of such college/institute. The entries of all such expenditures made by the college/institute through the cheque or bank transfer must be marked and highlighted in the proposal to be submitted.

The proposal submitted without certified or true extract of the Bank Account statements is liable to be rejected. In absence of statements of the bank accounts, the Authority may treat all such expenditure as made in cash and accordingly disallow the expenditure as per the norms.

The college/institute shall ensure that the provisions of the Income Tax Act and all other laws in the force providing restrictions as to transactions in cash being followed by each college/institute while paying the salary to staff, the contractor and vendor and the receipt of fees from the students.



All the payments made to staff, contractors and any other person must be made through an account payee cheque or an electronic mode of transfer from the account of the college/institution maintained with Nationalised, Scheduled Bank recognised by the Reserve Bank of India. The Income Tax be deducted as per the rules from the salary of the staff, the contractor and any other person liable to pay Income Tax and copies of the challan of the amount of Income Tax deposited after deduction must be submitted with the proposal.

All the admissible and major expenditures made by the college/institute and claimed as an expenditure connected with the students and admissible for the purpose of determination of a reasonable fee must be supported with the bills and vouchers and all such payments be made through a cross-account payee cheque or an electronic mode of transfer in favour of the vendor.

While submitting the proposal, the Management running the college/institute and the person verifying and signing the proposal must ensure that all the particulars and information provided in the proposal has been recorded truly and correctly.

The details of the teaching and non-teaching staff such as their names, qualification, the post held, date of appointment, date of joining, date of leaving the job, the gross salary paid in the financial year, the particulars of the bank account of the individual employee, the mode of payment (cash or account payee cheque or NEFT) must be recorded in the appropriate column provided in the proposal form. The person signing the proposal form and swearing the affidavit in support of the correctness of information recorded in the proposal form must ensure before signing the proposal as to the truthfulness and correctness of the information recorded in the proposal form to avoid the consequences to follow for providing false information on oath.

The fees proposal submitted without following the instructions, guidelines or incomplete may be rejected.

If the information recorded in the proposal form is discovered as incorrect and false and/or any documents are fabricated or created and produced along with the proposal to claim higher fees from the Authority then all such person including the Principal of the college/institution and the Members of the Management running the institution liable for action provided under section 20 of the said Act of 2015.

**Date: 01/04/2022**

  
**Under Secretary,  
Fees Regulating Authority, Mumbai**

**By Order**