



FEES REGULATING AUTHORITY

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

"शिक्षण-नव्वेव्यवसाय -ज्ञान यज्ञ"

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No.: FRA/०२२१/2025

Date : 05/02/2025

NOTICE

All Unaided Private Professional Educational Institutions offering graduate and/or postgraduate courses affiliated with the university and those that have submitted/confirmed their online fee proposals for "**Approval of Fees**" as well as intimation of "**No Upward Revision**" for the academic year **2025-2026** are hereby informed that they must submit online details regarding **fee collection from students admitted under the NRI and/or Management/Institutional Quota** for the academic years **2023-2024 and 2024-2025**.

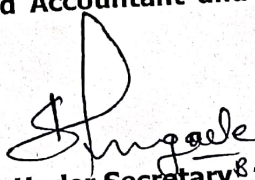
The submission must be completed through the online portal. Institutes can access the relevant section by logging into the **2025-26 academic year portal**, where the "**NRI Management Institutional Quota Details**" link is available under the **Institute Activity menu**. The Institutes who have applied for upward and no upward revision of fees, both will have to update the same.

Steps for Submission:

1. Visit Mahafra.org website
 - o Click on "**Online Fees Proposal Application**"
 - o Select "**Submission of Online Fee Approval Proposal A.Y. 2025-26**"
2. Login
 - o Click "**LOG IN**"
 - o Enter **Username, Password, and Captcha value**
 - o Click "**Login**"
3. Under the **Institute Activity** menu, click on "**NRI Management Institutional Quota Details**".
4. You will find four links for submitting details:
 - o **Fee Collection from students admitted under NRI/Management/Institutional Quota for the academic year 2023-24 (Proforma B)**
 - o **Student list admitted under NRI/Management/Institutional Quota for the academic year 2023-24 (Proforma C) in prescribed excel format.**
 - o **Fee Collection from students admitted under NRI/Management/Institutional Quota for the academic year 2024-25 (Proforma B).**



- Student list admitted under NRI/Management/Institutional Quota for the academic year 2024-25 (Proforma C) in prescribed excel format.
5. **Submitting Fee Collection Details (Proforma B) for the academic year 2023-2024**
 - Click on the academic year 2023-2024 **Proforma B** link.
 - Select **Stream** and fill in the required details.
 - Click "**Save**".
 - Repeat for all streams listed in the "**Select Stream**" dropdown.
 6. **Submitting Student List (Proforma C - Excel Format) for the academic year 2023-2024**
 - Download the **prescribed Excel format**.
 - Fill in student details for the selected academic year.
 - Save the file in **.csv format only**.
 - Select **Academic Year** and **Quota Type**.
 - Click "**Choose File**" to upload the document.
 - Click "**Save**" – The uploaded information will be displayed in table format.
 7. **Repeat steps 5 and 6 for the academic year 2024-2025.**
 8. Once all information is entered, click "**Final Confirm**" button.
 9. Print the submitted information and get it **stamped and signed** by:
 - The **Principal of the Institute**
 - The **Chartered Accountant** who signed the **Audited Financial Statements**
 10. **Scan all documents and merge them into a single PDF.**
 11. **Upload the final PDF document signed by the Chartered Accountant and the Principal of the Institute**


Under Secretary *S.T. Sagade*
Fees Regulating Authority, *5/2/2025*
Mumbai