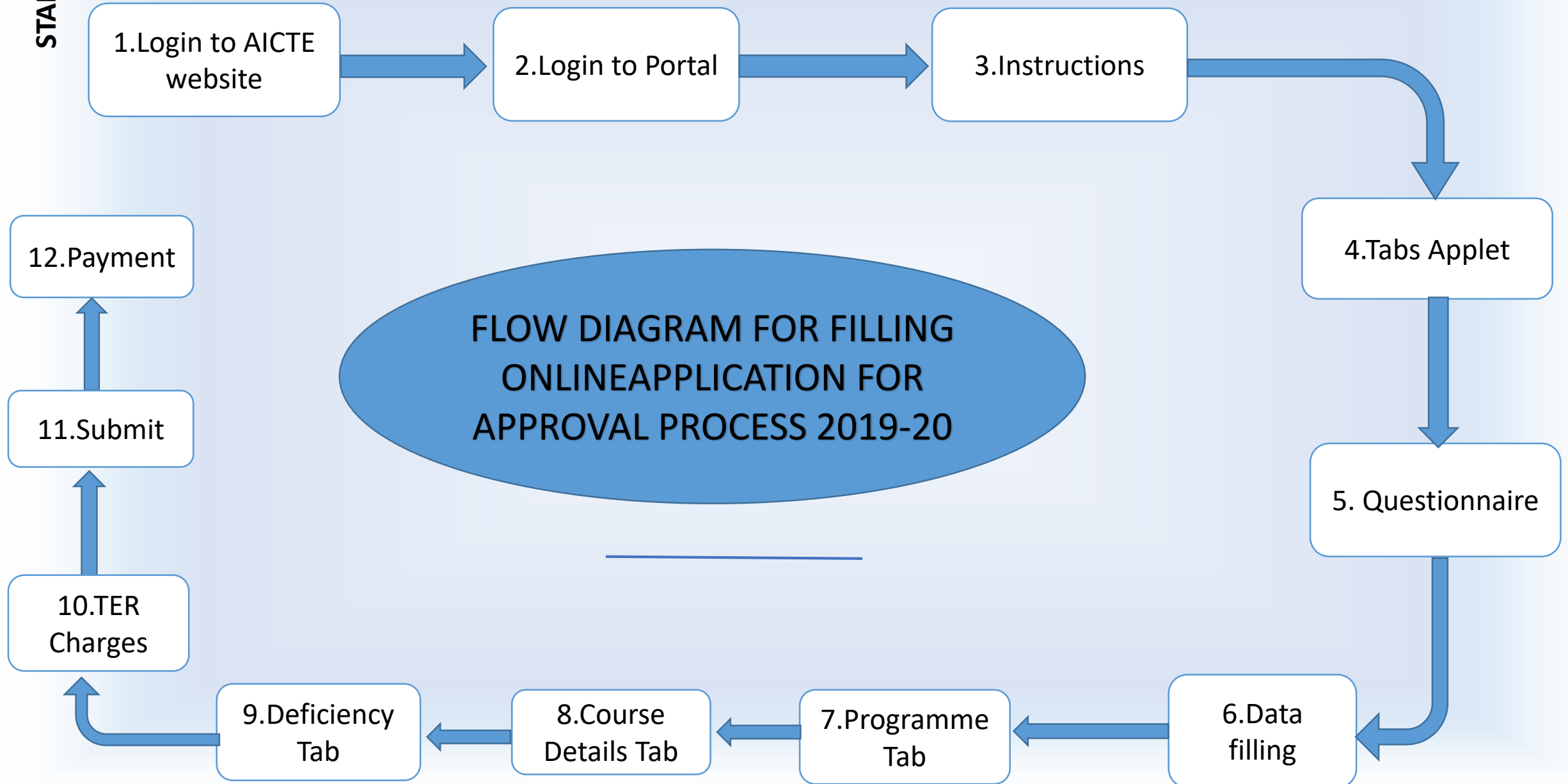


Simple Steps to Apply for Approval Process 2019-20

START



Step 1.Login to AICTE website

- Institute first go to Official website of AICTE.

URL: www.aicte-india.org

Step 2.Login to AICTE webportal

- AT the TOP RIGHT of the home page of AICTE website, there is a “WEBPORTAL LOGIN” button.
- Click on AICTE Webportal button.
- Enter the Login Id and Password,

Step 3. Instructions

- After login, click on Extension Approval Tab.
- A Instruction Page will appear in which general instructions to be followed are listed in a sequential order for all the institutions.
- Institute should go through it and then Click on “Proceed Further” Button.
- Tab Applet Page will OPEN

Step 4.Tab Applet (List)

- Now the Application of 2019-20 will get open. (enabled)
- All the tabs are visible in one page for the institute under Tab Applet.
- Institute can first fill their basic details under Institute Details, Contact Person Details and Head of Institute details tab.
- After filling the details Institute should save the data(filled or modified) by clicking on save button & validate.

Step 5. Questionnaire Tab

- Now Institute should go to Questionnaire Tab.
- Read all the Questions carefully.
- The Institute should go through the Questionnaire Manual available on AICTE Website → Approval Process 2019-20 (Quick Links) → How to Answer Questionnaire related to Approval Process 2019-20.
- Afterwards, Institute should answer the questions as per their requirement as per the provisions of APH 2019-20.
- After answering all the questions, click on save button, then click on Validate button.

Note: Click Validate Button after filling Questionnaire Tab and before Proceeding with the Application

Step 6. Data Filling

- After successful validation of Questionnaire, institute can fill the details under different Tabs.

Step 7. Programme Details Step 8. Course Details

- Fill the Program details and Course Details.
- Note:
 - a) “Technical Staff “ and “Admin and library Staff “ is not required during Approval Process(however these tabs will be enabled in the later stage for the institution to fill the data.
 - b) Institute must clicks on Save & Validate button wherever it is applicable.

Step 9. Deficiency Tab

- After filling all the Tabs, Institute can check for deficiency by clicking on “Calculate Deficiency” button.

Note: Please refer Approval Process Handbook for Deficiency Calculations

Step 10. TER Charges

- Goto “TER Charges” Tab.
- Click on “Check TER Charges” Button.
- Check the Total TER Charges with respect to Application and APH 2019-20.
- If institute inadvertently entered the wrong requirement, then it should be corrected and afterwards again institute has to click on “Check TER Charges” button in order to reflect the correct payment amount.

Step 11. Submit

- After filling all the details, checking the deficiency and checking the TER charges, Institute can Submit their Application by pressing “Submit” button.

Step 12. Payment

- Make necessary online payment as per TER charges shown in portal

- New Institutions to follow communication from AICTE Hq & respective Regional Offices in connection with POST APPLICATION SUBMISSION of Approval Process 2019-20.
- Existing institutions going for changes also should follow the communication from AICTE Hq & respective regional office.

IMPORTANT NOTE

>In case of any issue, Institute Should raise Grievance along with the screenshot at the following link : (if required) through online grievance portal

<https://www.facilities.aicte-india.org/approvalprocess/apformEmail.php>

>For all the latest updates regarding Approval Process 2019-20, keep visiting AICTE website & follow communications from time to time.