# Simple Steps to generate Application Report Part 1, Part 2 & Deficiency Report
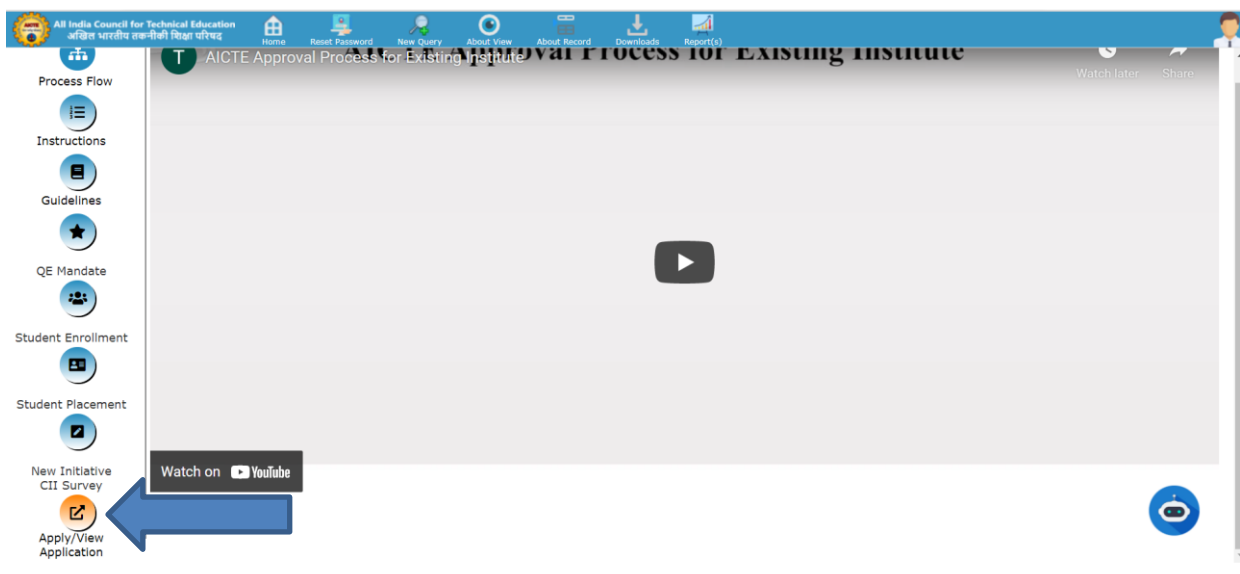
For existing/new Institute/University on AICTE's Web portal.

To generate Application Report Part 1, Part 2 and Deficiency Report, please follow the below mentioned steps.

Step 1: After successful login on AICTE's Web portal, please click on Approval Process icon as shown in the below screenshot.
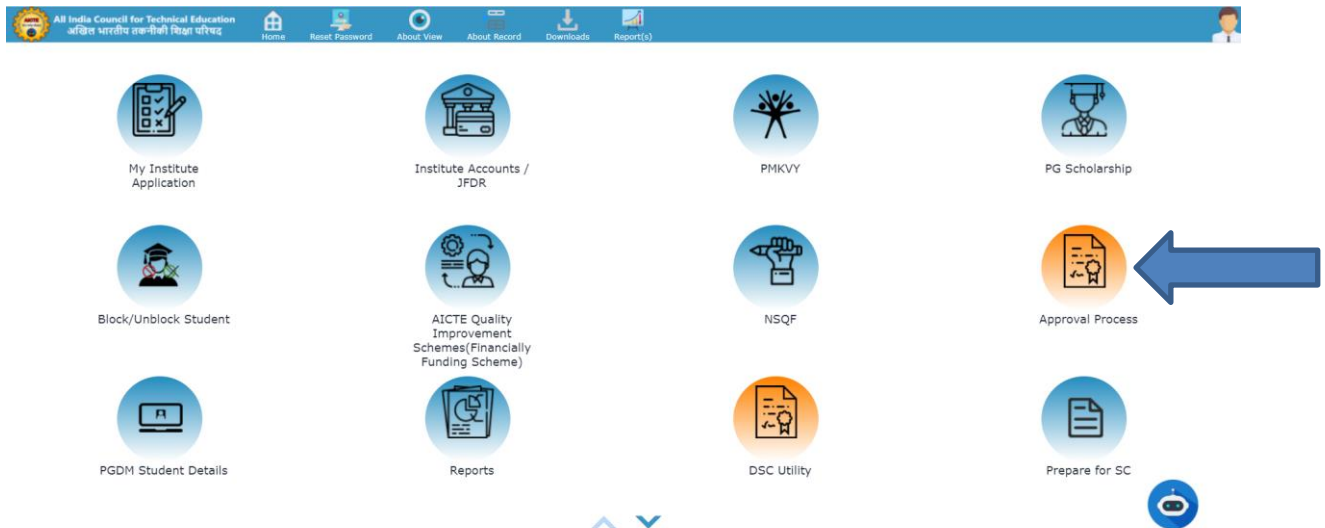
Step 2: Click on the Apply/ View Application icon as shown in the below screenshot.

Step 3: (i) Now click on the Attachments & Submit Tab (Tab 11 for existing Institute/University) as shown in the below screenshot.

(ii) Click on the Attachments & Submit Tab (Tab 7 for new Institute/University) as shown in the below screenshot.
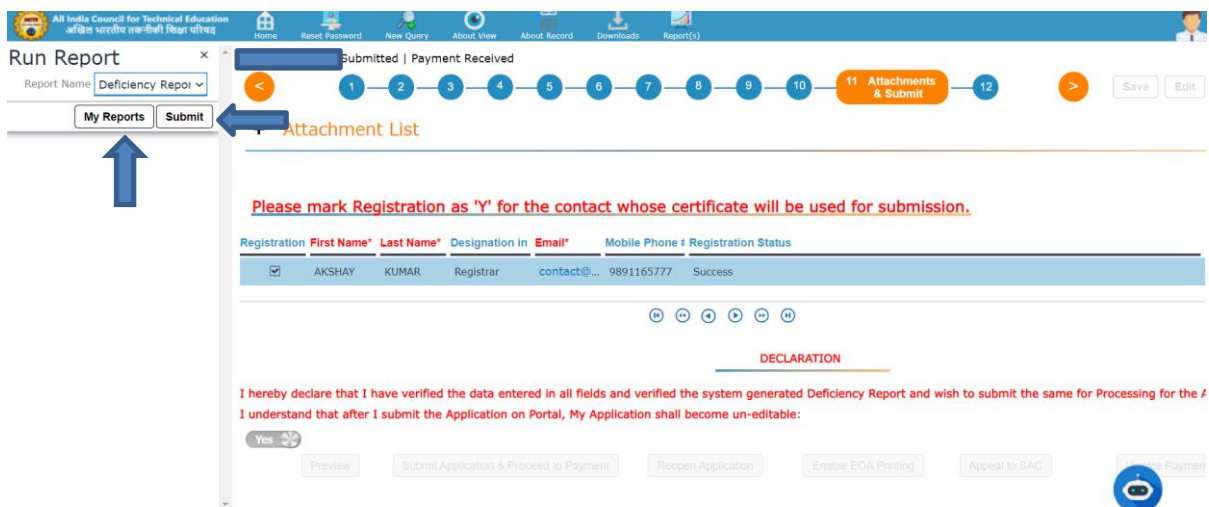
Step 4: Now click on the Reports icon to open the Run Report dialog box as shown in the below screenshot.
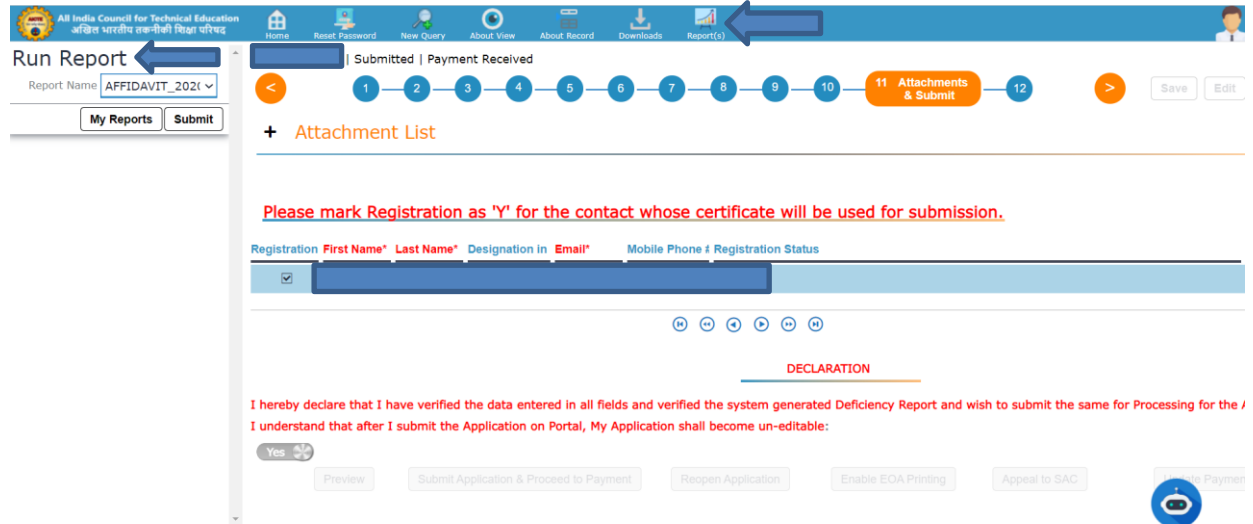
Step 5: Select the report to be generated from the drop down as shown in the below screenshot.
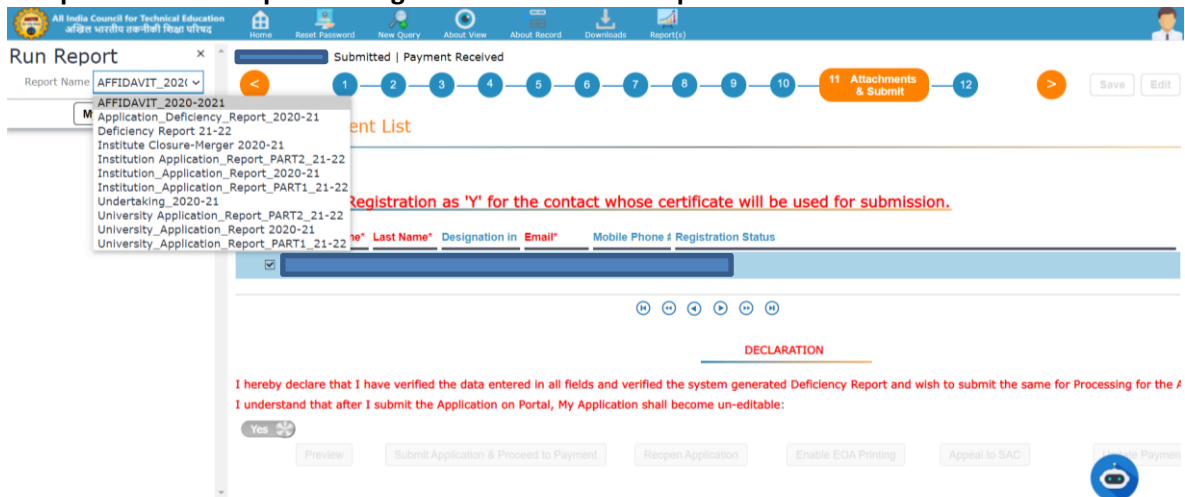
Step 6: Now click on the Submit button to generate reports as shown in the below screenshot.

Step 7: By clicking on the My Reports button(as shown in above screenshot), My Reports screen will be open as shown in the below screenshot. After a while, generated report's status will be updated with Success then only try to download the Report by clicking on the report name. If report generation status is showing with an error, you are requested to generate the report once again.

Step-8: Save the reports on to your desktop or any file/folder as you wish.

Kindly Note: To generate a successful report, Payment Status should be Payment Received or Payment not applicable (in case of Govt. Institute).