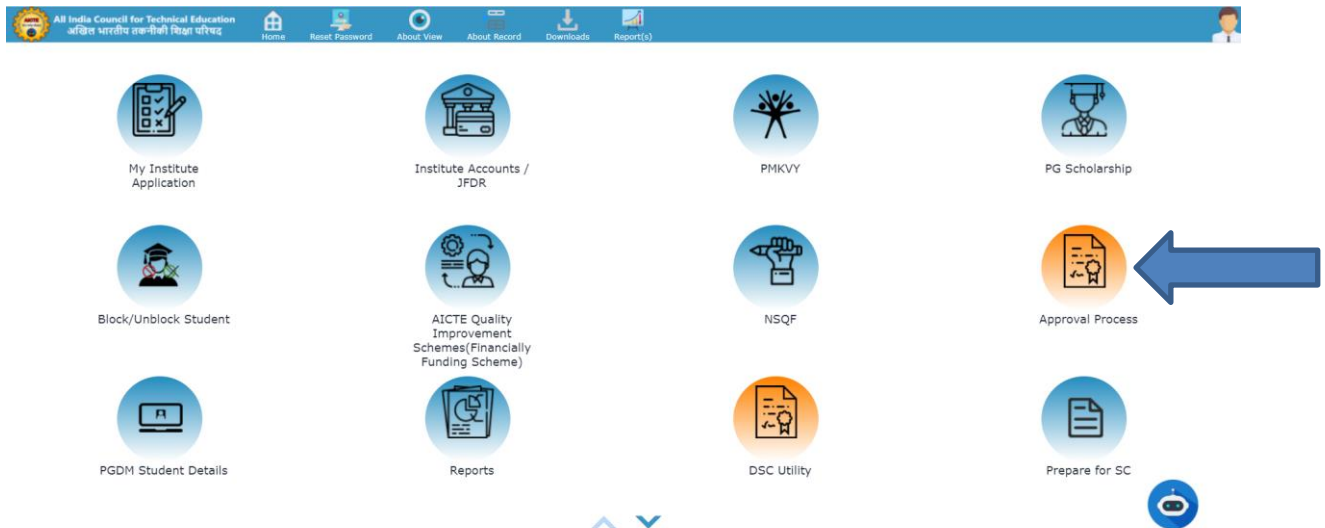


Simple Steps to generate Application Report Part 1, Part 2 & Deficiency Report

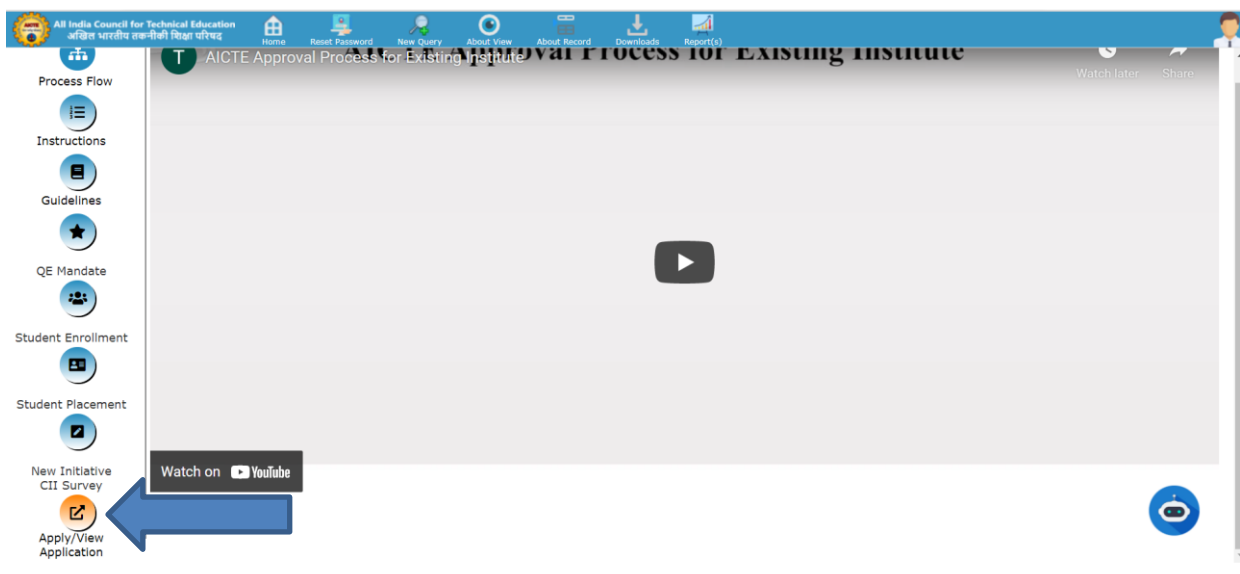
For existing/new Institute/University on AICTE's Web portal.

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.

Submitted | Payment Received

11 Attachments & Submit

+ Attachment List

Please mark Registration as 'Y' for the contact whose certificate will be used for submission.

Registration	First Name*	Last Name*	Designation in Inst	Email*	Mobile Phone #	Registration Status
<input checked="" type="checkbox"/>						

DECLARATION

I hereby declare that I have verified the data entered in all fields and verified the system generated Deficiency Report and wish to submit the same for Processing for the Academic Year 2021-22:
I understand that after I submit the Application on Portal, My Application shall become un-editable:

Yes

Preview Submit Application & Proceed to Payment Reopen Application Enable EDA Printing Appeal to SAC Update Payment Status

(ii) Click on the Attachments & Submit Tab (Tab 7 for new Institute/University) as shown in the below screenshot.

Submitted | Payment Not Applicable

7 Attachments & Submit

- Attachments

Document Type	Attachment Nat	Size (In Bytes)	Type	Modified	Update File	Comments	Uploaded By
No Records							

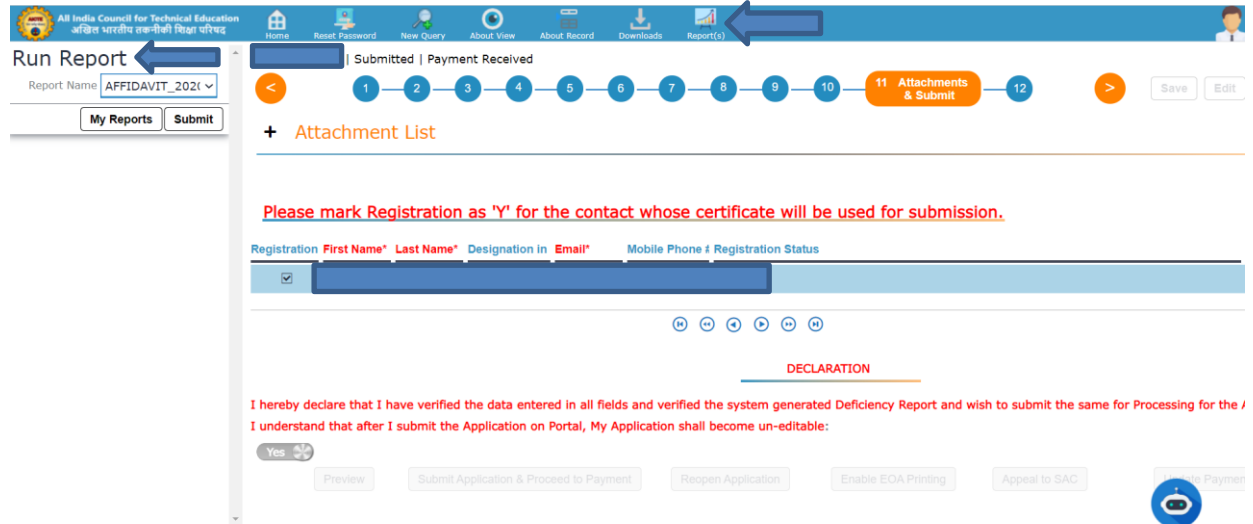
DECLARATION

I hereby declare that I have verified the data entered in all fields and verified the system generated Deficiency Report and wish to submit the same for Processing for the Academic Year 2020-21.:
I understand that after I submit the Application on Portal, My Application shall become un-editable:

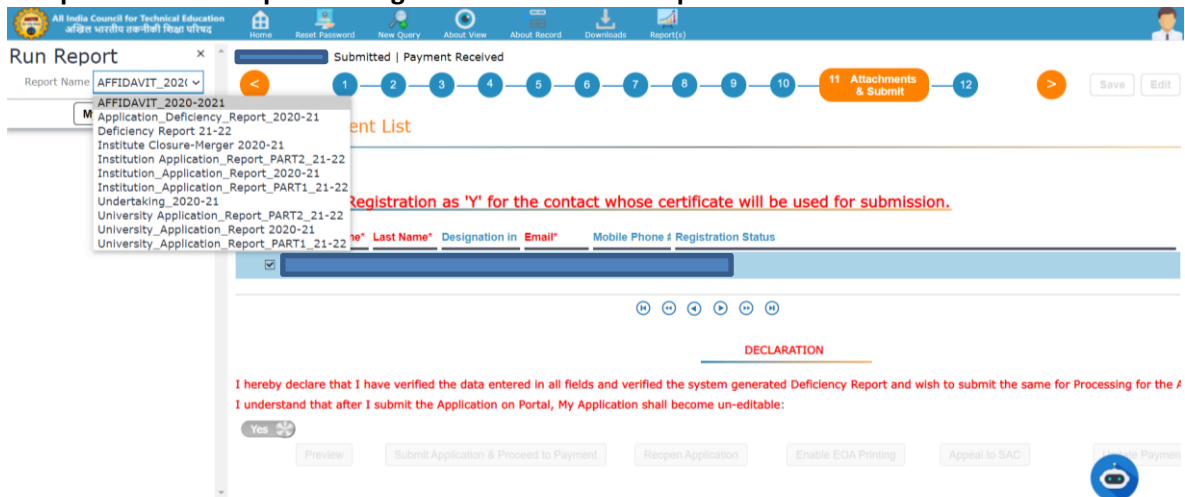
No

Preview Appeal to SAC Submit Application & Proceed to Payment Registration

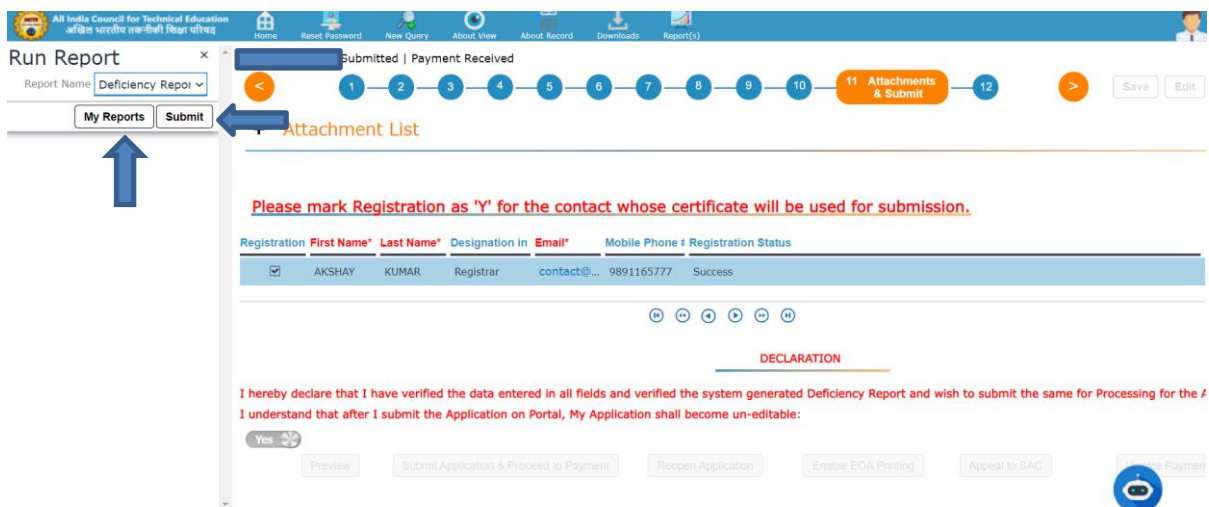
Step 4: Now click on the Reports icon to open the Run Report dialog box as shown in the below screenshot.



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.

The screenshot displays the 'My Reports' interface. At the top, there is a navigation bar with various icons and a 'My Reports' dropdown menu. Below this, a search bar and a table of reports are visible. A blue arrow points to the 'My Reports' button. The table has the following columns: Report Name, Created Date, Owner, Status, File Size, Output Type, Report Access, and Query String. The 'Status' column for all reports is 'Success'. The 'Created Date' and 'Owner' columns are obscured by a large blue rectangle.

Report Name*	Created Date	Owner	Status	File Size	Output Type	Report Access	Query String
University_Application_Report_PART1_21-22			Success	207,334	PDF		d] = '1-4DG13HH'
University_Application_Report_PART2_21-22			Success	207,332	PDF		d] = '1-4DG13HH'
Institution_Application_Report_PART1_21-22			Success	284,880	PDF		d] = '1-4DG13HH'
Institution_Application_Report_PART2_21-22			Success	251,666	PDF		d] = '1-4DG13HH'
Deficiency Report 21-22			Success	244,762	PDF		d] = '1-4DG13HH'
Institution_Application_Report_PART2_21-22			Success	251,665	PDF		d] = '1-4DG13HH'
Institution_Application_Report_PART1_21-22			Success	284,851	PDF		d] = '1-4DG13HH'
AFFIDAVIT_2020-2021			Success	1,153	PDF		d] = '1-4DG13HH'
Deficiency Report 21-22			Success	244,762	PDF		d] = '1-4DG13HH'
Application_Deficiency_Report_2020-21			Success	207,568	PDF		d] = '1-4DG13HH'

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).