All India Council for Technical Education (AICTE)

APPROVAL PROCESS 2018-19

User Manual for New Institutes/University/Department Applying for AICTE Approval on Web Portal

2018-2019

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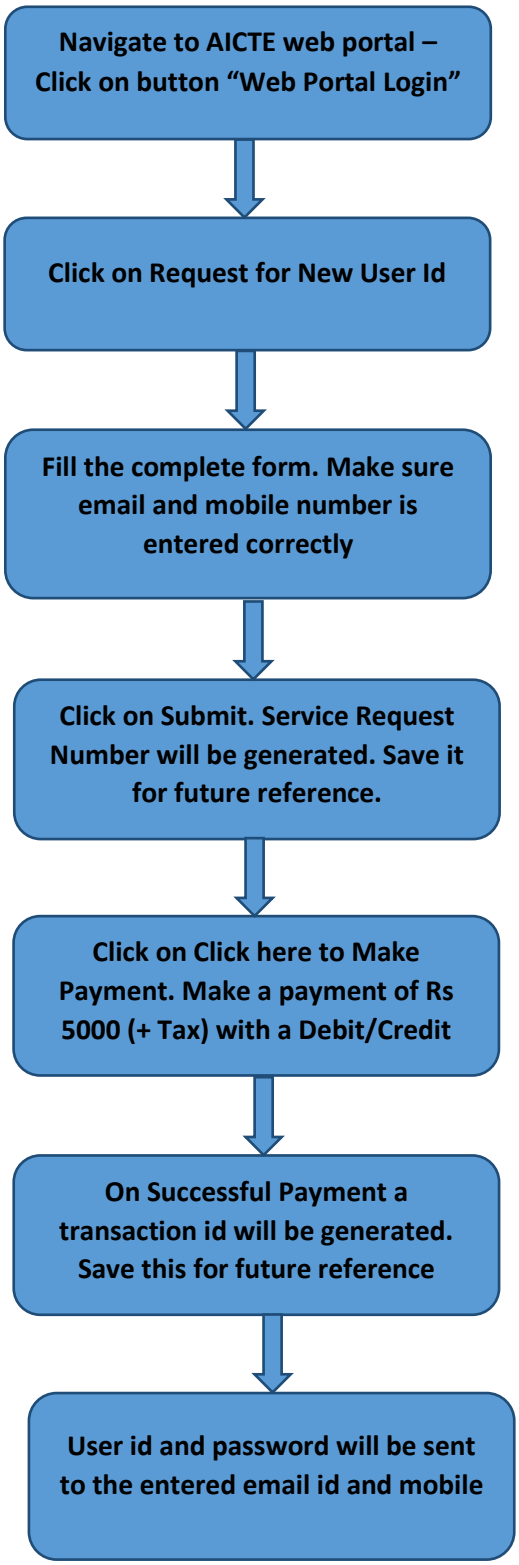
1. New User Id

Process Overview for obtaining user id



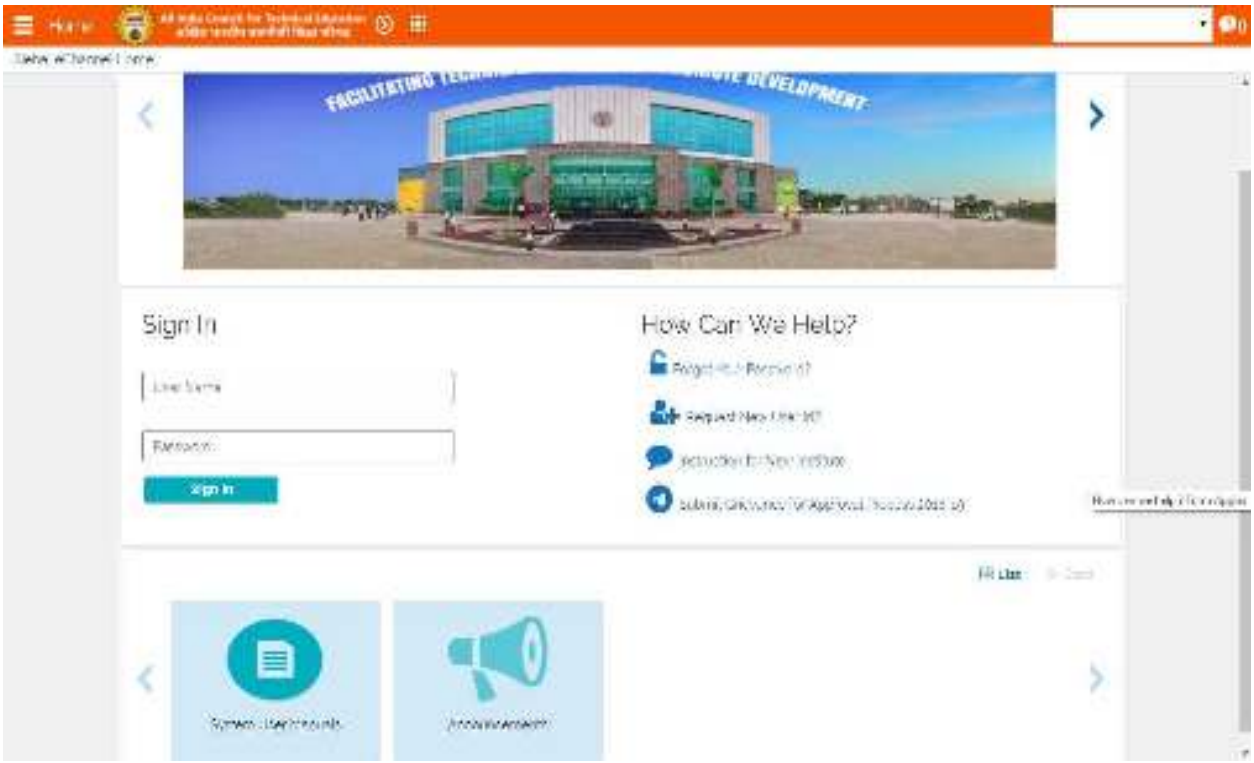
2. Icons for Buttons

Please refer following table in case of any confusion with buttons.

S. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list
12		Navigate to last record
13		Navigate to first record

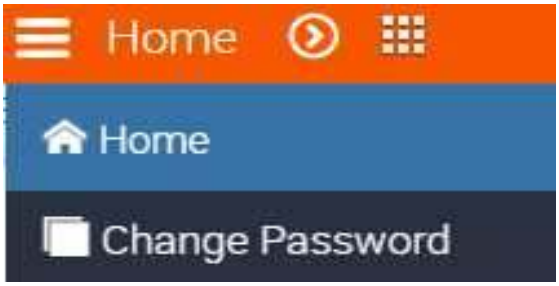
3. Login in AICTE Web Portal

- Navigate to AICTE Website and Click on AICTE Web Portal
- Login with credentials received via Email and SMS

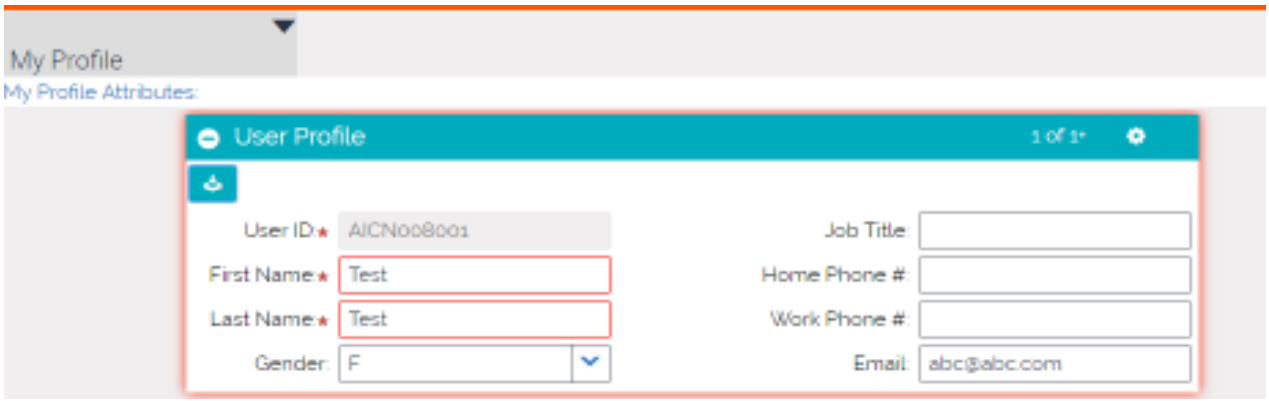


Change Password

- Click on 3 bar icon beside home.
- Click on Change Password



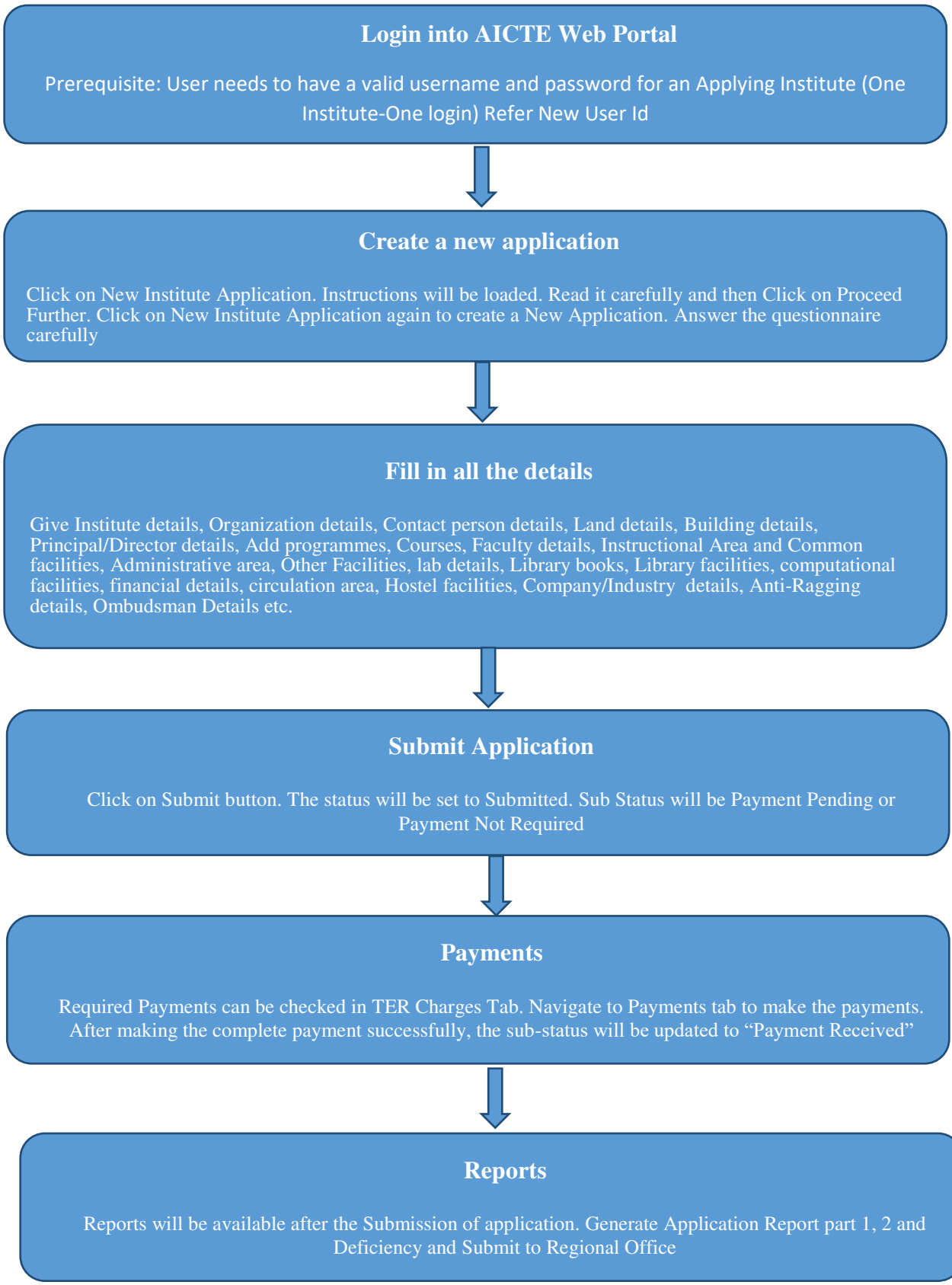
- You will be navigated to My Profile. Change the details and Click on Save.



- Click on Change Password Available in the dropdown beside My Profile.

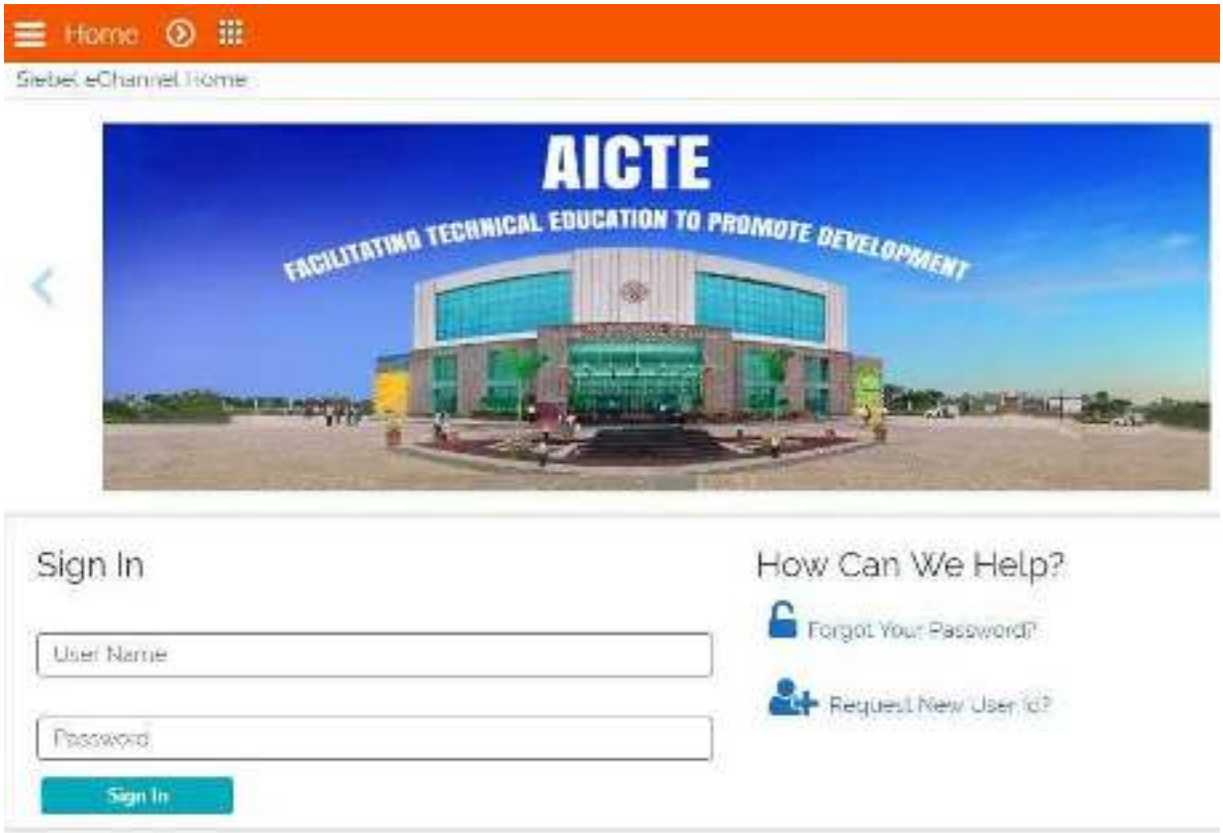
- Enter old and New Password and Click on Save.

4. Process Overview for Approval Process 2018-2019

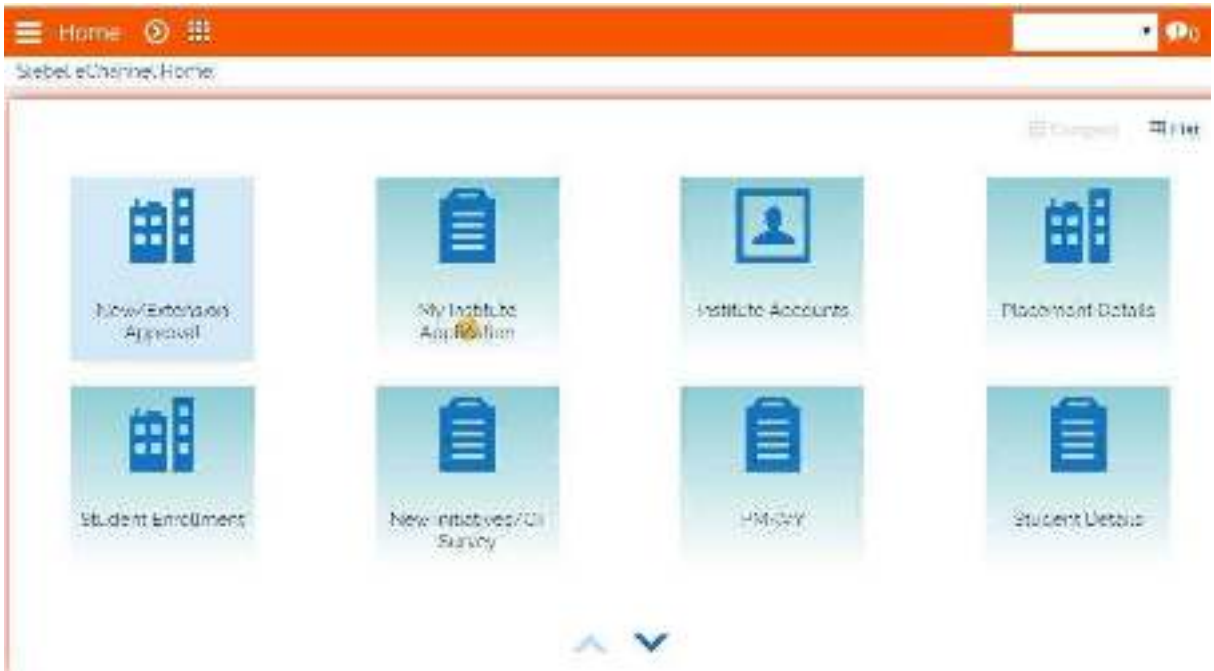


5. Creating ‘New Application’ for New Institutes/University/Department

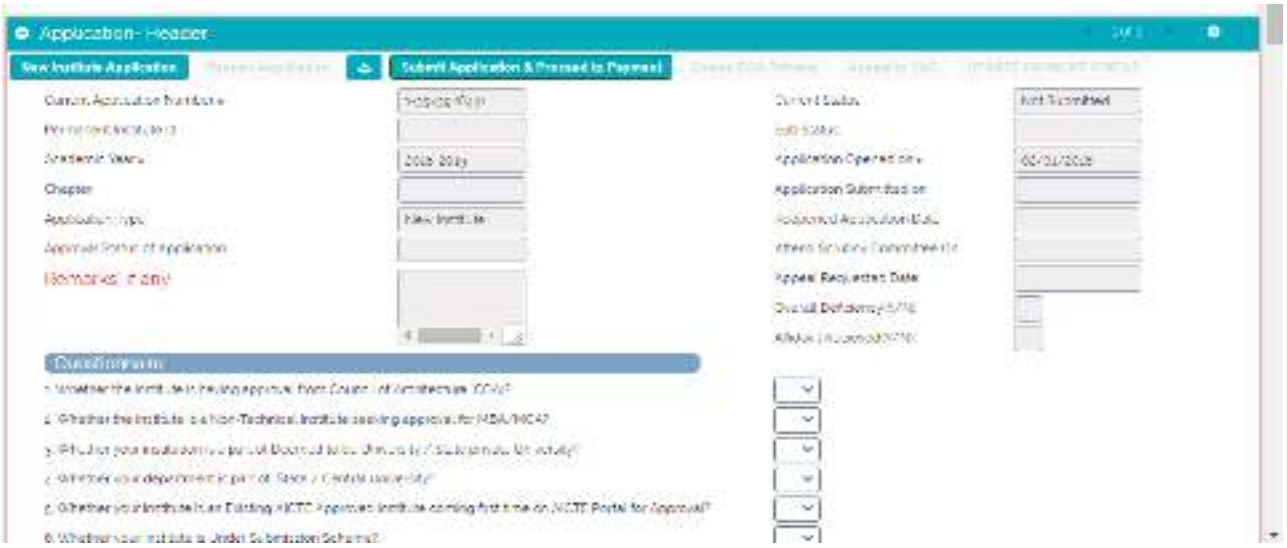
- Login into AICTE Portal with Credentials received on email/mobile.



- Click on the ‘New/Extension Approval’ tab



- Click on New Institute Application. Instructions will be loaded. Read it carefully and then Click on Proceed Further. Click on New Institute Application again to create a New Application.
- The Current Application Number is automatically generated by the system. Note down the Number for future reference.
- Current Status is set to 'Not Submitted' while the Sub-Status field is blank. Academic year is set to 2018-2019
- Application Type is set to "New"
- **Answer the questionnaire (below screen shot) very carefully. All questions 1 to 6 are mandatory**
- **Any one Question can be answered as Y.**
- **If an Institute is not falling under any of the category mentioned in the Questionnaire, then select N against all the questions and proceed to enter data in all the active tabs.**

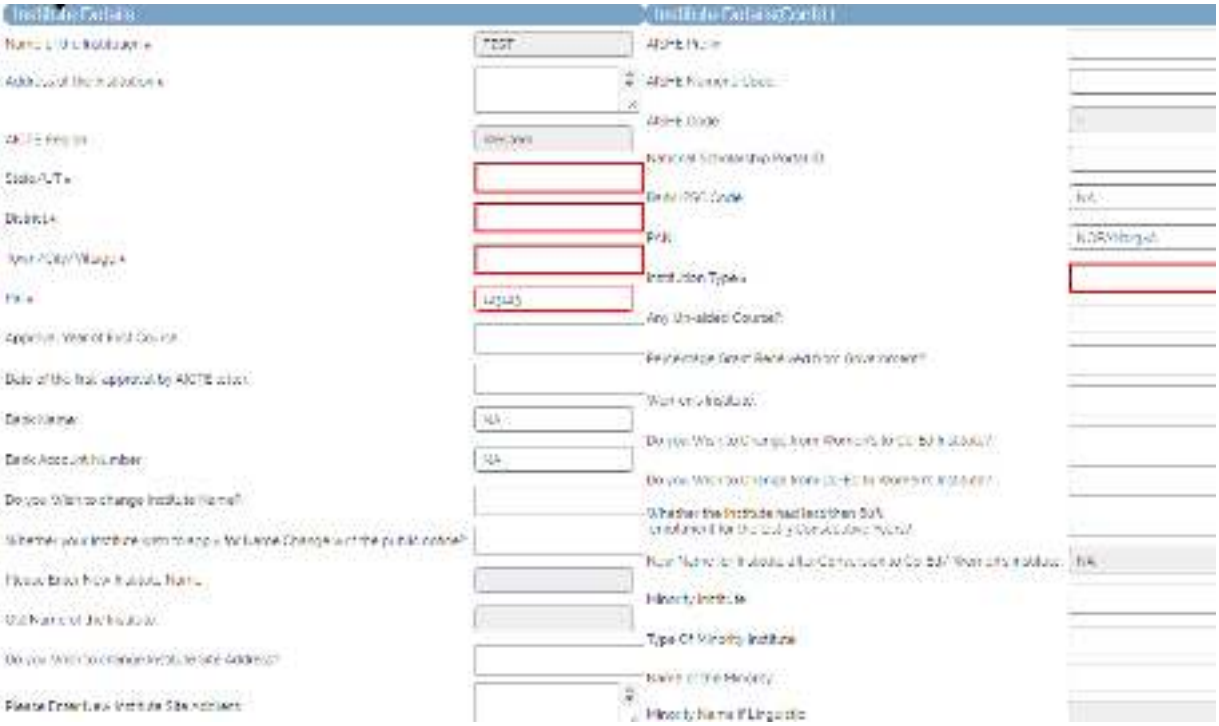


Note: Existing AICTE Approved Institutes coming first on Portal/ Universities/ Departments should enter data in all the tabs (Instructional Area, Common Facilities, Amenities Area, Administrative Area, Computational Facilities etc)

6. Quick links

- Quick links are created for reference
- Click on the required tab for navigating

7. Institute Details

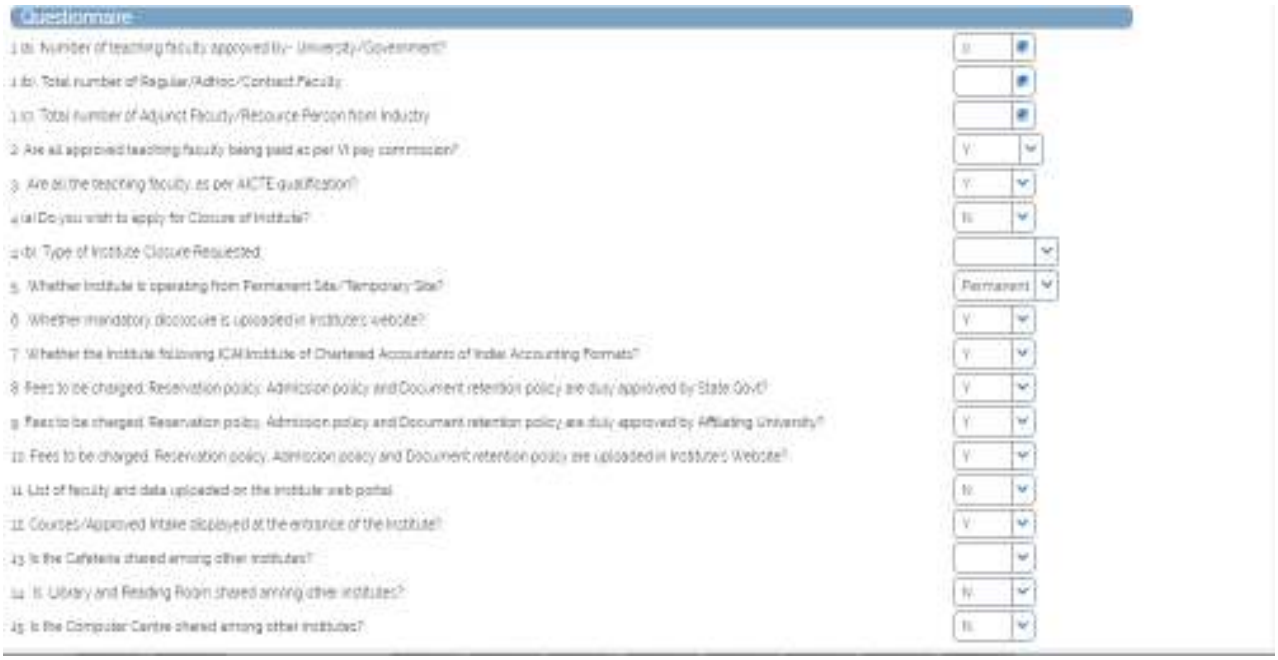


- **Name of the Institution/University/Department**: Enter full Name of the institute (University/Department name to be entered if application is for University/Dept Approval)

- **Address of the institution University/Department**: Enter Address of the institution in the area provided.
- **Town/City/Village:** Enter Name or Town or City or Village of the institute.
- **State/UT:** Select State/UT from the Dropdown List Values.
- **District**: Select District. The list of Districts displayed is dependent on the State selected. This is a Required Field.
- **AICTE Region**: It's a system generated value. This Column will populate the Region Name Automatically Once state is selected.
- **Pin**: Enter 6-digit postal code.
- **Approval Year of First Course:** Select year from the options in which First course was Approved for the Institute or going to be Approved.
- **Date of First Approval by AICTE letter**: Enter the Date of First Approval by AICTE letter. Keep blank for new application.
- **Bank Name**: Enter institute's Bank Name
- **Bank Account Number**: Enter Institute's Bank Account Number
- **Prefix**: Enter Prefix of AISHE code
- **Numeric Code**: Enter Numeric Code of AISHE Code
- **AISHE Code**: It will be auto populated
- **NSP ID**: Enter NSP Id
- **Bank IFSC Code**: Enter Institute's Bank IFSC Code
- **PAN**: Enter PAN Number
- **Institution Type** – Select carefully from the available dropdown
- **Minority Institute:** Select Y if the institute/department is linguistic/religious minority
- **Type Of minority Institute:** "Select from dropdown. It can be edited if Minority Institute is Y
- **Name of the Minority**: Select a Value if 'Type Of Minority institute' is religious. This becomes required when type of minority institute is 'Religious'.
- **Minority Name if Linguistic**: Enter Name of Minority if type of minority Institute is 'Linguistic'. This Becomes required when 'Type Of Minority Institute' is 'Linguistic'.
- **STD Code:** Enter STD code. It should not be more than 6 digits.
- **Land Phone Number:** Enter valid Land Phone Number of the Institute.
- **Cell Number**: Enter 10-digit valid Institute Cell Number for Correspondence**.**
- **FAX Number:** Enter FAX Number.
- **Primary Email:** Enter Valid Email Address of the Institute. Ex: collegename@yahoo.com
- **Alternate Email:** Enter another domain email address different from the primary email address.
- **Website**: Enter Institute Website's URL. Ex: www.institutename.com
- **Do you wish to change Institute Name?:** NA for New Application. Select N from dropdown
- **Please Enter New Institute Name:** NA for New Application.
- **Do you wish to change Institute site Address:** NA for New Application
- **Please Enter New Institute Site Address:** NA for New Application
- **Distance between Old site and New site (in kms)?** NA for New Application
- **Web Site Administrator Details: First Name:** Enter the First Name Last Name: Enter the Last Name
- **Administrator Email:** Enter the Administrator Email
- **Mobile Number:** Enter the Mobile Number
- **Land Phone Number:** Enter the Land Phone Number

Questionnaire:

- Answer the questionnaire in Institute Details (Refer Below screen)



1.(a)**Number of teaching faculty approved by University/Government**? : Enter the number of teachers approved by University/Government?
1.(b) **Total number of Regular/Adhoc/Contract faculty**: Enter the number
1.(c) **Total number of Adjunct Faculty/Resource Person from Industry:** Enter the number

2. **Are all approved teaching faculty being paid as per VI pay commission?:** Please select values from dropdown as Y or N

3. **Are all teachers, as per AICTE qualification?:** Please select values from dropdown as Y or N

4(a). **Do you wish to apply closure of Institute?:** Select N for New Application
4(b). **Type of Institute Closure Requested?:** NA for New Institute

5. **Whether Institute is operating from Permanent Site/Temporary Site**?: Select from dropdown

6. **Whether mandatory enclosure is uploaded in Institute's website**- Please select values from dropdown as Y or N

7. **Whether the Institute following ICAI(Institute of Chartered Accountants of India) Accounting Formats?:** Please select values from dropdown as Y or N

8. **Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by State Govt?:** Please select values from dropdown as Y or N

9. **Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by Affiliating University?**: Please select values from dropdown as Y or N

10. **Fees to be charged, Reservation policy, Admission policy and Document retention policy are uploaded in Institute's Website?:** Please select values from dropdown as Y or N(New Institute should enter N)

11. **List of faculty and data uploaded on the institute web portal:** Please select values from dropdown as Y or N(New Institute should enter N)

12.**Courses/Approved Intake displayed at the entrance of the Institute?:** Please select values from dropdown as Y or N(New Institute should enter N).

13**.Is the Cafeteria shared among other institutes?:** Please select values from dropdown as Y or N(New Institute should enter N)

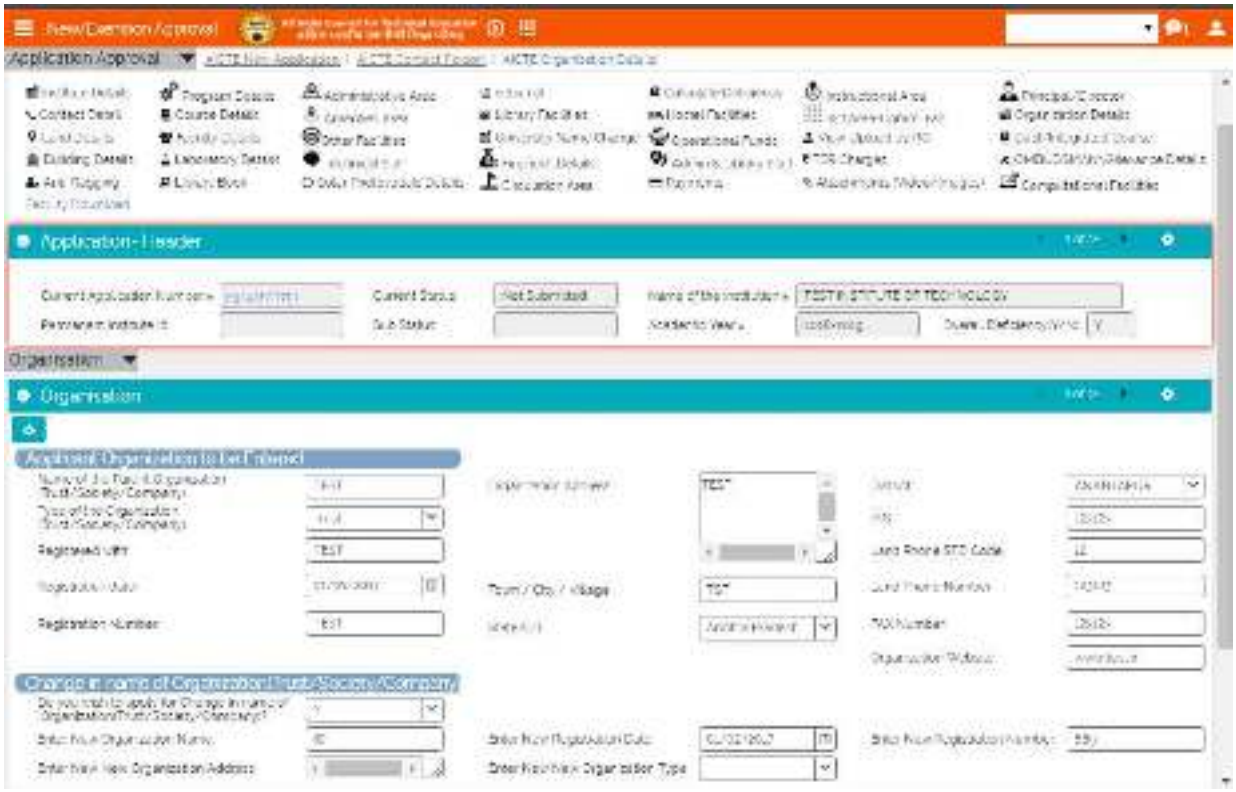
14. **Is Library and Reading Room shared among other institutes?:** Please select values from dropdown as Y or N(New Institute should enter N)

15. **Is the Computer Centre shared among other institutes?:** Please select values from dropdown as Y or N(New Institute should enter N)

Click on "Save" button to save the record.

8. Organization/Trust/Society

- Navigate to Organization tab



- **Name of the Parent Organization (Trust/Society/Company):** Enter full Name of the Organization.
- **Type of the Organization (Trust/Society/Company:** Select a value from the dropdown depending on the Type of your Organization**.** Values are:

    1. Trust: If the organization is a Trust.
    2. Society: If the organization is a Society
    3. Government: If the organization is a Government owned
    4. PPP:
    5. University Managed: If the organization is university managed
    6. Sector 25 Company:

- **Registered with:** Enter registration Details.
- **Registration Date:** Enter the date of Registration
- **Registration Number:** Enter Registration Number.
- **Organization Address:** Enter Address of the Organization.
- **Town/City/Village:** Enter Name of Town or City or village of the Organization.
- **State/UT:** Select State or Union Territory from the Dropdown Values.
- **District:** Select District from the dropdown after selecting the State.
- **PIN:** Enter 6 Digit Pin code.

- **Land Phone STD Code:** Enter STD Code. It should not be more than 6 digits.
- **Land Phone Number:** enter Land Phone Number of the Institute which contains 5 to 10 digits.
- **FAX Number:** Enter 5 to 10-digit FAX Number.
- **Organization website:** Enter URL of the Website (ex: www.organization.com)

Click on "Save" button to save the record.

Trustee

- **Trustee:** To add Trustee Details. Click "Add" (Plus) button
- Enter data in all the fields and Click on Save

9. Contact Person

• Click on 'Contact Person' Tab. Please provide All correct information for this since Communication (Email/SMS) will take place with this contact.

- **Title**: Select title from the values given
- **First Name**: Enter First name of the Person to be contacted for all communication
- **Last Name**: Enter Last name of the Person to be contacted for all communication
- **Address**: Enter address of the Contact Person
- **Town/City/Village**: Enter Name of Town/City/Village

- **State/UT:** Select state/UT from the Dropdown values
- **District**: Select District from the dropdown
- **Postal code:** Enter 6 digit pin code
- **Designation**: Enter Designation of the Contact Person
- **STD Code:** Enter STD Code. It should not be more than 6 digits
- **Land Phone Number**: enter Land Phone Number which contains 5 to 10 digits
- **FAX Number**: Enter 5 to 10 digit FAX Number
- **Cell Number**: Enter valid 10 digit cell number. All SMS communication will be sent at this mobile Number
- **Alternate Cell Number**: Enter valid 10 digit Alternate Cell Number
- **Email Address**: Enter valid 10 digit Email Address ex: Contactperson@yahoo.com
- **Alternate Email Address**: Enter valid Alternate Email Address ex: Contactail@gmail.com

10. Land Details

- Click the "Land Details" Tab and provide all and related details

- **Location**: Select a value from the dropdown. Values are;

  1. Urban
  2. Rural
  3. Mega Metro

- **Total Area in acres**: Enter number of acres of Land (less than 100).
- **Land Registered with**: enter Land Registration Details
- **Date of Registration**: Enter Date of Registration
- **Land in Hilly Area**: Select the value from the dropdown
- **Number of Pieces**: Enter Number of Pieces of land. This becomes a required field if land belongs to North Eastern area
- **Is the Land Mortgaged:** Enter Y/N

- **Land Piece Area 1 in acres:** Enter details
- **Land Piece Area 2 in acres:** Enter details
- **Land Piece Area 3 in acres:** Enter details
- **Max distance in farthest land pieces (Km):** Enter Max distance in farthest land pieces in Kilometers. This Is required if Number of Pieces is greater than 1.
- **Land use certificate issued By:** Enter Details about Land use Certificate
- **Land use certificate issued Date:** Enter Date of certificate issued
- **Latitude(North/South) and Longitude(North/South):** Enter Latitude and Longitude details in degree, Minute and Seconds. Values should be from 0-59 only.
- **Ownership details:** Select from dropdown (Gift Deed, Government Lease or Registered Sale Deed)
- **Is the Land Mortgaged**: Select the value from the dropdown, if Land is mortgaged?
- **Mortgaged Purpose:** Give the purpose for mortgaging.
- **FSI:** Enter FSI if Location is Mega and Metro
- **Built-up Area:** Enter the Built up area **(Area used for construction in Square metre)**

Click on "Save" button to save the record.

Land Details Per Land Registration

- Click on Add button to create record
- Enter details in all fields and click on save

- **Sno**: Serial Number will set automatically at the time of Submit.
- **Land Registration Number**: Please Enter "Land Registration Number", this is a required field.
- **Date of registration**: Please enter 'Date of Registration' of Land, this date should not be beyond the Current date.
- **Area of Land**: Please Enter 'Area of Land' it is a required field.
- **Khasra number**: Please Enter 'Khasra Number' it is a required field.
- **Plot Number/Survey Number**: Enter details.
- **Land Situated at**: Enter details
- **Land registered in the name of**: Please Enter 'Land Registered in the Name of' it is a required field.

- **Ownership or Government Lease**: Select options from Drop Down for Ownership or Government Lease.

    1. Gift Deed: Select this if gift deed
    2. Government Land: Select this if Land Belongs to Government Lease.
    3. Registered Sale Deed
    4. Government Lease
    5. Other

- **Land use Certificate Issued**: Select From Drop Down if 'Land Use Certificate Issued'. By default it is set to no.
- **Name of Land use Certificate Issuing Authority:** Please Enter 'Name of Land Use Certificate Issuing Authority' Name, this becomes required when 'Land use Certificate Issued' is Yes.
- **Is this land Mortgaged**: select from Drop Down if Land is mortgaged. By default it is set to No.
- **Details of Bank if Land is Mortgaged**: Please enter 'Details of Bank if Land is Mortgaged', this becomes Required when 'is this land Mortgaged' is Yes.
- **Land Required at the Time of First AICTE Approval (In Acres):** Please 'Land required at the Time of First AICTE Approval'. The land size should be in Acres Only and it is a required field.

11. Building Details

- Click on 'Building Details' tab
- Provide details for all the fields displayed on the form
- Building status: Select a value from the dropdown. Values are:

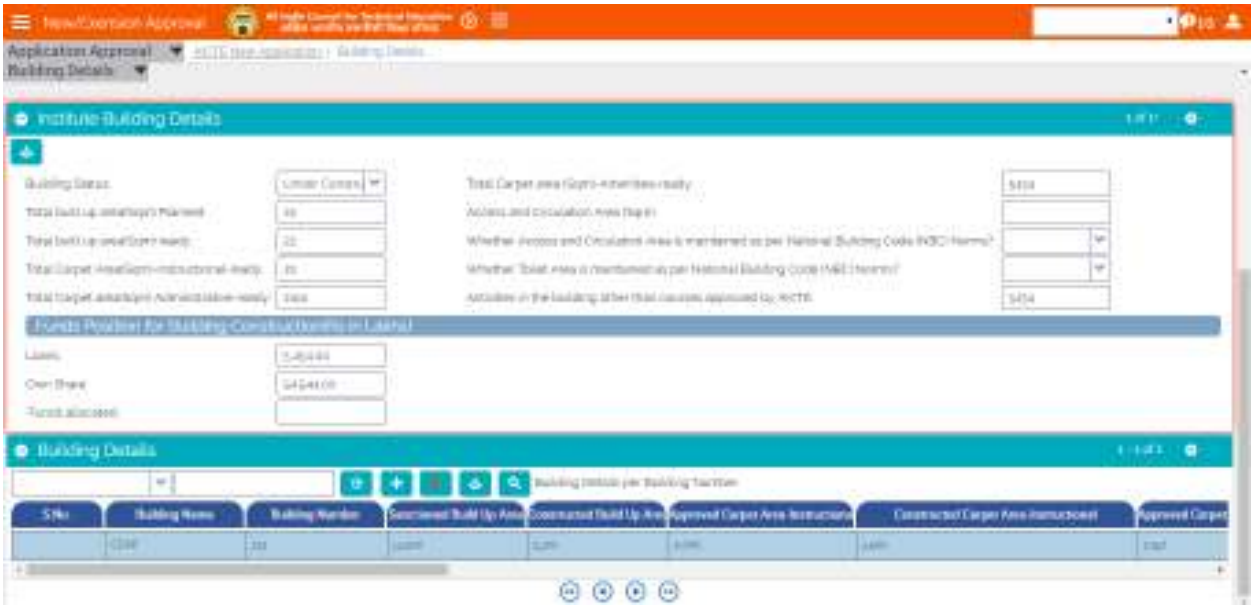
    1. Available: If the Building Construction is completed

2. Under Construction: If the Building is Under construction

3. Proposal: If proposal for Constructing the Building is given

- **Total built up area(sqm) Planned**: Enter planned total built up area in Square meters
- **Total built up area (sqm) ready:** Enter Total Built up area in square meters and is Ready
- **Total Carpet area (sqm)-Instructional-ready**: Enter Instructional Carpet Area in Square meters
- **Total Carpet area(sqm)-Amenities- ready** : Enter Amenities Carpet Area in Square meters
- **Total Carpet area(sqm)-Administrative- ready** : Enter Administrative Area in Square meters
- **Activities in the building other than courses approved by AICTE**: Enter Activities other than courses Approved by AICTE
- **Whether Access and Circulation Area is maintained as per National Building Code (NBC) Norms?** Enter Details
- **Whether Toilet Area is maintained as per National Building Code (NBC) Norms?::** Enter Details
- **Access and Circulation Area (Sqm):** Enter Details
- **Funds Allocated**: Enter the amount of Funds allocated in rupees.
- **Loans**: Enter the amount of loans
- **Own share:** Enter the amount of own share.

Click on "Save" button to save record.

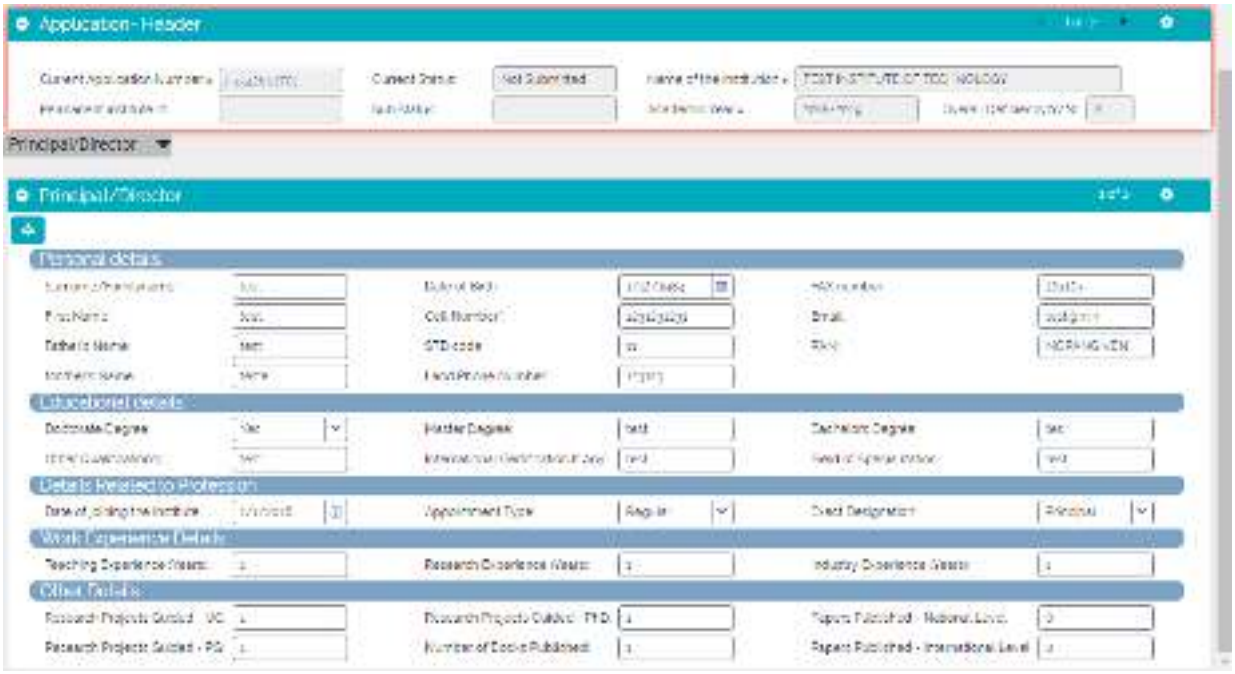


- **Constructed Carpet Area** – Instructional: Enter Constructed Carpet Area in Square meters.
- **Approved Carpet Area** – Administrative: Enter Approved Carpet Area – Administrative in Square meters.
- **Constructed Carpet Area** – Administrative: Enter Constructed Carpet Area – Administrative in Square meters.
- **Approved Carpet Area-Amenities**: Enter Approved Carpet Area – Amenities in Square meters.
- **Constructed Carpet Area** – Amenities: Enter Constructed Carpet Area – Amenities in Square meters.
- **Total Area Approved**: Enter Total area Approved in Square meters.
- **Total Area Constructed**: Enter Total Area Constructed in Square meters.

- **Activities Conducted In the Building**: Enter Activities Conducted In the Building.
- **Non AICTE Approved Courses run in the Building (If Any):** Enter Non AICTE Approved Courses run in the Building (If Any).
- **Name of the Building plan Approving Authority**: Enter Name of the Building plan Approving Authority. It's a required field.
- **Building plan Approval Date**: Enter Building plan Approval Date. It's a required field.
- **Approval Number**: Enter Approval Number.

12. Principal/Director

Click on "Principal/Director" Tab



Enter Personal details/Educational/Professional Details:

- **Surname/Family name**: Enter Surname of Principal/Director.
- **First Name:** Enter First name of Principal/Director.
- **Father's Name:** Enter Father's name of Principal/Director.
- **Mother's Name**: Enter Mother's name of Principal/Director.
- **Date of Birth**: Enter date of Birth
- **Cell Number**: Enter valid 10 digits Cell Number. Communication will be done on this.
- **STD code:** Enter valid STD Code not more than 6 digits.
- **Land Phone Number**: Enter Land phone Number of 5 to 10 digits.
- **FAX number**: Enter valid 10 digits FAX Number.
- **Email**: Enter Valid Email Address Containing "@" and dot (.) Ex: name@yahoo.com. Communication will be done on this.

- **PAN no.:** Enter PAN Number.
- **Doctorate Degree**: Enter details about Doctorate Degree.
- **Master Degree**: Enter details about Master's Degree.
- **Bachelor's Degree**: Enter details about Bachelor's Degree.
- **Other Qualifications**: Enter Details about any other relevant Qualifications.
- **International Certification If Any:** Enter Details about International certifications if any.
- **Field of Specialization:** Enter Field of Specialization.
- **Enter Profession details**: Enter Your Professional Detail.
- **Date of joining the Institute**: Enter Date of joining the Institute as Principal/Director.
- **Appointment Type**: Select a value from the dropdown.
- **Exact Designation**: Select a value from the dropdown.
- **Enter Work experience details**: Enter Your Work Experience Detail.
- **Teaching Experience (Years):** Enter Teaching experience in Years.
- **Research Experience (Years):** Enter Research experience in Years.
- **Industry Experience (Years):** Enter Industry experience (total work experience) in Years.
- **Enter other details:** Enter any other Detail if you acquire.
- **Research Projects Guided – UG:** Enter Number of UG Projects Guided.
- **Research Projects Guided - PG**: Enter Number of PG Projects Guided.
- **Research Projects Guided – PhD:** Enter Number of PhD Projects Guided.
- **Number of Books Published:** Enter Number of books Published.
- **Papers Published - National Level:** Enter No. of Papers Published at National Level.
- **Papers Published - International Level**: Enter No. of Papers Published at International Level

13. Programme

- Click on Programme Tab.
- Click on the "New" button to add Programmes

- **Programme**: Select the Programme to be added from the dropdown. (Only University Department/Existing Institutes can create multiple records.)
- **New/Existing Programme**: Select whether the programme is new or existing to the Institution. New Institutes can select only New Program. Only Existing Institutes (Question 5 is Y in the top questionnaire) can select Existing Programme from dropdown.

- **Instructional Area Housing/Building Details**: Select "Exclusive Building" option if programme is: ENGINEERING AND TECHNOLOGY or APPLIED ARTS AND CRAFTS or PHARM ACY or HOTEL MANAGEMENT AND CATERING or ARCHITECTURE AND TOWN PLANNING.

Note:

1. Values other than the one given in the dropdowns will not be accepted.

2. Programme cannot be duplicated.

3. The 'View all Programmes' Button on the Programs Tab, is for viewing all programs added for the institute.

14. Course Details

- In Course details tab sub tabs are present

    1. Courses (Shift 1 & 2)
    2. Vocational Courses
    3. Closed Courses

- Click on Course Details tab
- Click 'Courses (Shift 1 & 2)' Tab
- Enter all details related to the Courses in the fields of the list. Click on "Add Courses" button to add courses

- **Programme**: Select the programme from the dropdown. Select the program which is available in Program tab.
- **Affiliating Board:** Select the Board Name form the dropdown.
- **Level of course**: Select the Level of the programme from the dropdown. (Only UNDER GRADUATE DIPLOMA, POST DIPLOMA, POST GRADUATE DIPLOMA, POST GRADUATE CERTIFCATE, FELLOWSHIP levels will be available for selection).
- **Department**: Select the department of the course from the dropdown.
- **Name of the course**: Select the name of the course from the dropdown. NOTE: If any course name is not found, user has to call AICTE-HELP DESK. Shift: Select the shift from the dropdown.
- **Course Duration (CD):** Select duration of the course from the dropdown.

- **Year Started**: Select starting year of the course from the dropdown. For New Applications, Year started has to be 2018.
- **Full Time/Part Time**: Select whether the course is Full Time or Part Time from the dropdown
- **Accreditation Status**: Select the accreditation status for the course from the dropdown
- **Accreditation From**: Enter the Accreditation From for the course
- **Accreditation Till**: Enter the Accreditation Till Date for the course
- **Accreditation Letter Date**: Enter the Accreditation Letter Date for the course
- **Accreditation Letter Reference Number**: Enter the Accreditation Letter Reference Number for the course
- **Approved Intake 15-16**: Automatic sets to 0 for new applications
- **Approved Intake 14-15**: Automatic sets to 0 for new applications
- **Approved Intake 13-14**: Automatic sets to 0 for new applications
- **Approved Intake 16-17:** Automatic sets to 0 for new applications
- **Approved Intake 17-18:** Automatic sets to 0 for new applications
- **Intake Applied for 18-19:** Enter the Applied no. of students for the academic year 18-19
- **NRI**: Select the NRI status for the course from the dropdown
- **PIO**: Select the PIO status for the course from the dropdown
- **Number of Faculty**: Enter the number of faculty appointed for the previous academic year for that course
- **State/Govt Recommendation**: Select the State Government Recommendation Status for the course from the dropdown.
- **Univ/Board Recommendation**: Select the University Recommendation Status for the course from the dropdown.
- **Course Type**: Select the Course Type from the dropdown.

Important Validations

- The 'Validate Course' button on the Course Tab is for checking all the course with the validations as specified by AICTE. Please continue validating the courses till you see the message as "Course validations done. No errors found."
- Existing Institutes/University/Departments can create records for all the courses/program currently running for which the approval is required
- New Institutes can take some maximum divisions as mentioned in Approval Process Handbook 2018-19
- New NRI/PIO/FC cannot be applied for New Institutes. Non tech MBA/MCA/ University/Departments where NRI/PIO/FC is currently running can apply.
- CoA (Council of Architecture) approved Institutes can apply for only Architecture program. All the CoA approved courses can be applied for approval.
- Existing Institutes (Approved Offline by AICTE) requesting first time approval on AICTE must enter their Last Approved Intake

Vocational Courses

- Navigate to Vocational Courses under Courses main tab
- Click on New Button to create record
- Select program from the dropdown
- Select Level as B.Voc., D.Voc or Skill Diploma

- Select Vocational Course. Course will be displayed according to selected program
- Enter Intake applied for 18-19

Validation for Vocational Courses

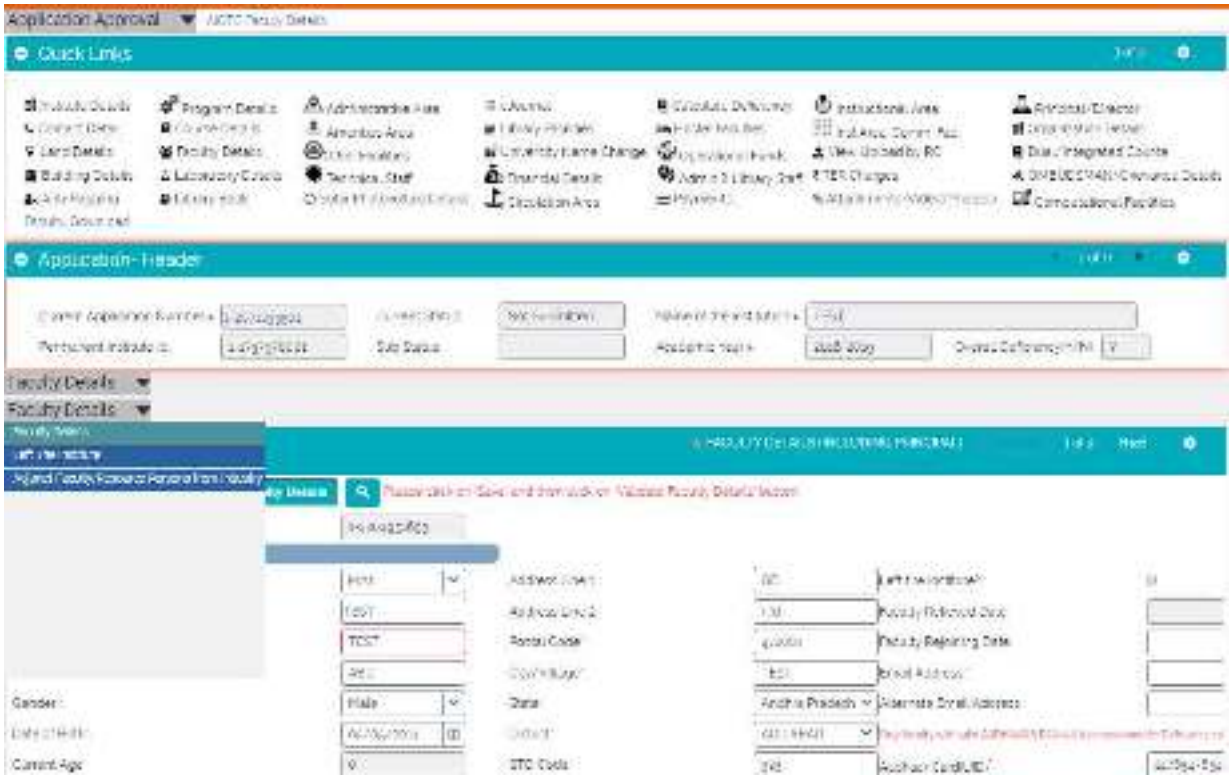
- Intake can be taken in multiples of 25
- A maximum of 100 intake can be applied by an Institute

Closed Courses

- Courses closed in previous Academic Year can be seen in Closed Courses tab
- It is NA for New Institutes

15. Faculty Details

- Click on “Faculty-Institute” Tab.
- There are three sub tabs in faculty details as follows
  1. Faculty Details
  2. Adjunct faculty/ Resource persons from Industry
  3. Left the faculty



Faculty Details

- Click on **“New”** button to Enter details of the faculty

- **Faculty Unique ID**: System Generates a Unique id for the facuty
- **Left the Institute**: Click this check box if the faculty left Institute. NA for new added for faculties
- **Faculty Relieved Date**: Enter Date when faculty left the institute.NA for new added for faculties
- **Title**: Select title from the values given
- **Surname**: Enter Surname of the faculty
- **First Name**: Enter First name of the faculty
- **Middle Name**: Enter Middle name of the faculty
- **Gender**: Select Gender from the Dropdown
- **Father's Name**: Enter father's name of the faculty
- **Mother's Name**: Enter Mother's name of the faculty
- **Address Line 1/Address Line 2:** Enter Address of faculty
- **Postal Code**: Enter 6 digit postal Code
- **City/Village**: Enter City/ Village of the faculty
- **State**: Select State from the options
- **Religion**: Select Religion from the options
- **Caste**: Select Caste from the options
- **Date of Birth**: Enter date of birth of the faculty
- **PAN**: Enter Valid PAN Number
- **STD Code:** Enter Valid STD Code
- **Land Line #:** Enter Landline Number between 5 to 10 digits
- **Mobile Phone #:** Enter Valid 10 digit Mobile Phone Number of Faculty
- **Email Address**: Enter Valid Email Address
- **Fax Phone #:** Enter 5 to10 digits FAX Number. Enter details related to the profession
- **Exact Designation**: Select appropriate Designation of the faculty from dropdown
- **Appointment Type**: Select a Value from the Dropdown. Values are: 1. Regular, 2. Adhoc, 3. Contract, 4. Visiting
- **Programme**: Select programme to which faculty is teaching from the options.
- **Course**: Select a course from the options after selecting a program.
- **Appointment FT/PT:** Select Appropriate Option from the Dropdown FT/PT (Full Time/Part Time)
- **Faculty Type:** Select a value from the options to which faculty is teaching (1. UG, 2. PG, 3. Diploma)
- **Salary Mode:** Select a Value from the Dropdown. (Values are: 1. Cash, 2. Cheque, 3. Credit to Bank Account)
- **Date of Joining**: Enter Date of joining as faculty.
- **Gross Pay per month**: Enter Gross pay per month in Rupees.
- **Pay Scale:** Select a Value from the Dropdown.
- **Is physically handicapped**: Check in this if Faculty is physically handicapped.
- **FY/Common Subject Teacher**: Click it if faculty is first year or common subject teacher. This is a Read Only field if courses are selected in the course field.
- **FY/Common Subject**: Enter the common subject
- **Aadhaar Card (UID):** Enter the valid 12 digit Aadhaar card number.(**Required)**
- **Enrollment Id (EID):** Enter valid 28 digit Enrollment Id.

Click on "Save" button to save the record.

Note:

- Existing Faculty Record cannot be deleted
- Click on validate faculty to verify the faculty records
- Please check Approval Handbook to verify what all faculties will be considered for deficiency calculation

Adjunct faculty/Resource Persons from Industry

- Click on “New” button for adding faculty.
- Select Appointment Type :
    1. Adjunct
    2. Resource Person From Industry
- Enter the data in all fields, Click save and then Validate

Left the Institute

- Navigate to Left the Institute
- Search for the faculty which has rejoined
- Enter Date of Rejoining and Click on Button Faculty Rejoin
- The faculty will be moved to main faculty tab

16. Instructional Area

- Click on “Instructional Area” to add Instructional Area details. To add a record, click “Add button”.
- In this form, please Enter one room information per row
- **Program**: Select a Program from the Dropdown. Program should be present in course tab.

- **Level** : Select from dropdown. It should be present in course tab.
- **Room Type**: Select a value from the Dropdown depending on the room type.
- **Room Id/Name**: Enter room number
- **Area of Room in Sqm**: Enter area of room in Sqm not more than 7 digits in it
- **Building Name:** Enter Building Name
- **Building Number**: Enter Building Number
- **Readiness of flooring**: Select a value from the options either Ready or Not Ready
- **Readiness of Wall & Painting**: Select a value from the options

- **Readiness of Electrification & Lighting**: Select a value from the options
- **Readiness of Furniture/Fixtures:** Select a value from the options
- **Air Conditioning**: Select a value from the options
- Click **"save"** button to save the record.

17. Instructional Area – Common Facilities

- Click on "Instructional Area – Common facilities".
- To add a record Click "Add" button

- **Room Type**: Select a value from the Dropdown depending on the room type.
- **Room Id/Name**: Enter room number.
- **Area of Room in Sqm**: Enter area of room in Sqm not more than 7 digits in it.
- **Readiness of flooring**: Select a value from the options either Ready or Not Ready.

- **Readiness of Wall & Painting**: Select a value from the options.
- **Readiness of Electrification & Lighting**: Select a value from the options.
- **Readiness of Furniture/Fixtures**: Select a value from the options.
- **Air Conditioning**: Select a value from the options.
- **Building Name**: Enter Building Name (Required)
- **Building Number**: Enter Building Number (Required)

18. Administrative Area

- Click on “Administrative Area” and to add a record Click “Add” button In this form
- Please Enter one room information per row

- **Room Type:** Select a value from the Dropdown depending on the room type.
- **Room Id/name**: Enter room number containing not more than 6 alpha numeric characters.
- **Area of Room in Sqm**: Enter area of room in Sqm not more than 7 digits in it.
- **Building Name**: Enter Building Name (Required)
- **Building Number**: Enter Building Number (Required)
- **Readiness of flooring**: Select a value from the dropdown either Ready or Not Ready
- **Readiness of Wall & Painting**: Select a value from the dropdown
- **Readiness of Electricity:** Select a value from the dropdown.
- **Readiness of Furniture/Fixtures**: Select a value from the dropdown.
- **Air Conditioning**: Select a value from the dropdown.

Click “save” button to save the record.

19. Amenities Area

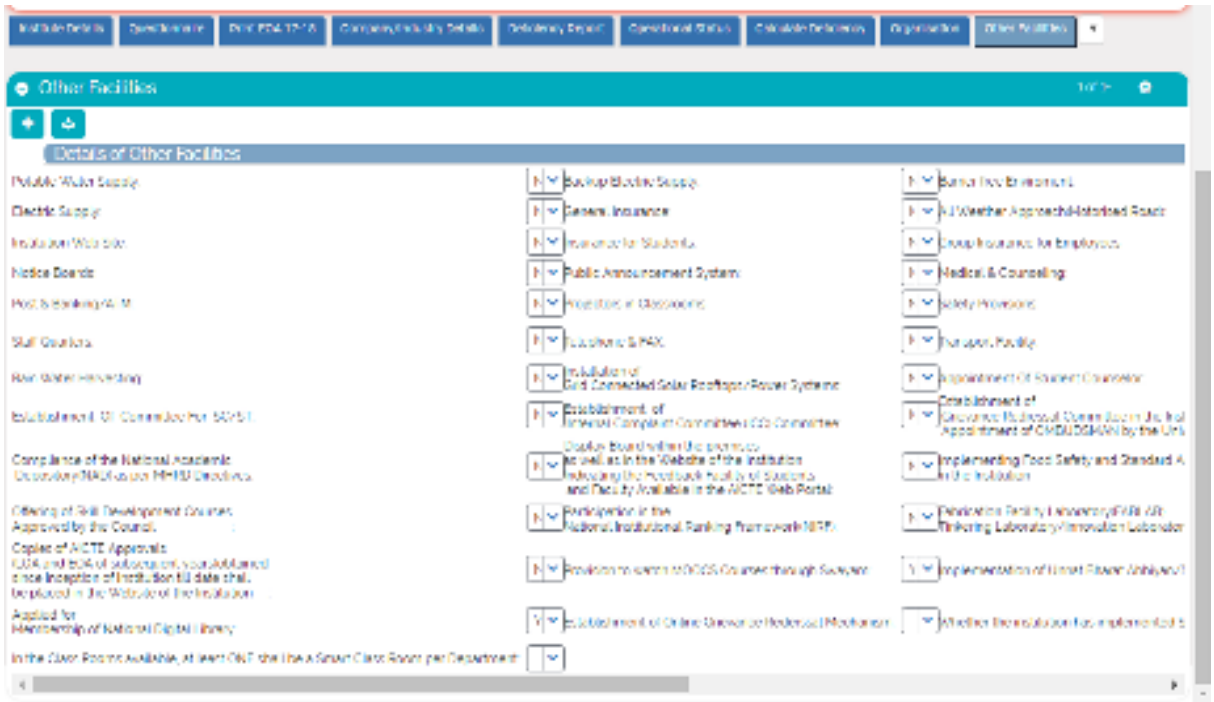
- Click on “Ameninties Area” and to add a record Click “Add” button In this form
- Please Enter one room information per row

- **Room Type:** Select a value from the Dropdown depending on the room type.
- **Room Id/name**: Enter room number containing not more than 6 alpha numeric characters.
- **Area of Room in Sqm**: Enter area of room in Sqm not more than 7 digits in it.
- **Building Name**: Enter Building Name (Required)
- **Building Number**: Enter Building Number (Required)
- **Readiness of flooring**: Select a value from the dropdown either Ready or Not Ready
- **Readiness of Wall & Painting**: Select a value from the dropdown
- **Readiness of Electricity:** Select a value from the dropdown.
- **Readiness of Furniture/Fixtures**: Select a value from the dropdown.
- **Air Conditioning**: Select a value from the dropdown.

Click "save" button to save the record.

20. Other Facilities

- Click on "Other Facilities" to add details about Facilities in the Institute and to add a record Click "Add" button.
- Only One Record is allowed in Other Facilities



- Answer all questions by selecting Y/N from dropdown

- Scroll right to see all questions
- Click on **Save**

21. Laboratory Details

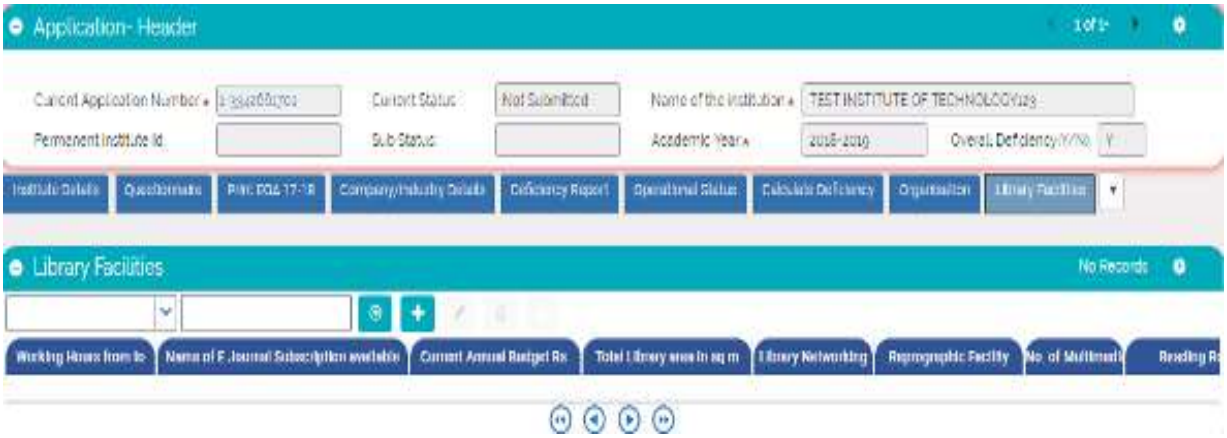
- Click on “Laboratory details” to add details about Lab Facilities in the Institute and to add a record
- Click “Add” button.
- **Program**: Select a Program from the Dropdown
- **Level**: Select from Dropdown
- Department: After Program is Selected Corresponding departments are available here. Select a department.
- **Course**: After Program is Selected Corresponding courses will be available here. Select a Course. **The combination of course, program and level should be present in Courses tab**
- **Yearly Budget-Equipment’s**: Enter yearly budget Equipment’s. Value should not contain more than 10 digits
- **Yearly Budget-consumables**: Enter yearly budget consumables. Value should not contain more than 10 digits.
- **Is it Research lab for PG course?** : Click in it if “Yes”
- **Name of the Laboratory**: Enter Name of the Lab

- **Lab / Major Equipment’s**: Enter Details about Lab Equipment’s
- **Investment till Date**: Enter Investment on Lab till date. Value should not contain more than 10 digits
- **Building Name**: Enter Building Name
- **Building Number**: Enter Building Number

Click “save” button to save the record

22. Library Facilities

- Click on “Library Facilities” to add details about library Facilities in the Institute Click “Add” button
- Only 1 record can be added



- **Working Hours from to:** Enter working timings of the Library.
- **Name of E Journal Subscription available**: Enter Name of e Journal Subscription available.
- **Current annual budget Rs:** Enter Current annual Budget in rupees for Library.
- **Total Library area in Sqm**: Enter total library area in Square meters
- **Library Networking**
- **Reprographic Facility**: Click it if “yes”
- **No. of Multimedia PC’s**: Enter Number of multimedia Pc’s available in the library
- **Reading Room seating capacity**: Enter Reading room seating capacity. Value shouldn’t be more than 999
- **Bar Code or RF Tab Book Handling?:** Select a value from the drop down list
- **Library Management Software?:** Select value from the drop down list

Click “save” button to save the record.

23. Computational Facilities

- Click on “computational Facilities” to Add details about Computational facilities in the Institute
- Click “Add Details” button
- Only 1 record can be added

- **PCs exclusively available to students**: Enter Number of PC's available for Students use
- **PCs available in library**: Enter number of PCs available in library
- **PCs available in Administrative Office**: Enter number of PCs available in Administrative Office
- **PCs available to Faculty Member**: Enter number of PCs available to Faculty members
- **Number of PCs in Language lab**: Enter number of PCs available in Language lab
- **Internet Bandwidth in Mbps:** Enter Internet Bandwidth in Mbps
- **Internet Contention Ratio:** Enter Internet Contention Ration from the Dropdown
- **Printers available to students:** Enter Number of Printers available for use
- **Number of Legal System software:** Enter number of Legal System Software
- **Number of Legal application software**: Enter number of Legal application software

Click "save" button to save the record

24. Circulation Area

- Click on "Circulation Area" tab and Click "Add" button to add Circulation area details

- **Area Type**: Select a Value from the Drop down. Values are: 1. Corridors, 2. Other Common Area (in Sq. m), 3. Other areas (in Sq. m)
- **Average Carpet Area**: Enter average carpet area
- **Flooring**: Select value depending on whether flooring is done or not
- **Painting Done**: Select ready or Not ready depending on whether painting is done or not
- **Sanitary Fittings done**: Click in Check box if 'yes'
- **Electrification & Lightning**: Select ready or Not ready depending on whether Electrification & Lightning is done or not
- **Furniture**: Select ready or Not ready depending on whether Furniture is available or not
- **Building Name**: Enter Building Name
- **Building Number**: Enter Building Number

Click "save" Button to save the Record

25. Hostel Facilities

- Click on “Hostel Facilities” tab and Click “New” button to Enter details about Hostel Facilities

- **Hostel accommodation Boys (1/Room):** Enter Number of one bed/room for Boys
- **Room Area in sq m_B1**: Enter area of one bed/ room
- **Name of the Building_B1**: Enter the name of the building of one bed/room for Boys
- **Building Number_B1**: Enter the building number of one bed/room for Boys
- **Hostel accommodation Boys (2/Room):** Enter Number of two beds/room for Boys
- **Room Area in sq m_B2**: Enter area of two bed/ room
- **Name of the Building_B2**: Enter the name of the building of two beds/room for Boys
- **Building Number_B2:** Enter the building number of two beds/room for Boys
- **Hostel accommodation Boys (3/Room):** Enter Number of three beds /room for Boys
- **Room Area in sq m_B3**: Enter area of three bed/ room
- **Name of the Building_B3**: Enter the name of the building of three beds/room for Boys
- **Building Number_B3**: Enter the building number of three beds/room for Boys
- **Hostel accommodation Boys (4/Room):** Enter Number of four beds /room for Boys
- **Room Area in sq m_B4**: Enter area of four bed/ room
- **Name of the Building_B4**: Enter the name of the building of four beds/room for Boys
- **Building Number_B4**: Enter the building number of four beds/room for Boys
- **Hostel accommodation Girls (1/Room):** Enter Number of one bed/room for girls
- **Room Area in sq m_G1**: Enter area of single bed/ room
- **Name of the Building_G1**: Enter the name of the building of one bed/room for girls
- **Building Number_G1:** Enter the building number of one bed/room for girls
- **Hostel accommodation Girls (2/Room):** Enter Number of two beds /room for girls
- **Room Area in sq m_G2:** Enter area of two beds/ room
- **Name of the Building_G2:** Enter the name of the building of two beds/room for girls
- **Building Number_G2:** Enter the building number of two beds/room for girls
- **Hostel accommodation Girls (3/Room):** Enter Number of three beds /room for girls
- **Room Area in sq m_G3:** Enter area of three beds/ room
- **Name of the Building_G3:** Enter the name of the building of three beds/room for girls
- **Building Number_G3**: Enter the building number of three beds/room for girls
- **Hostel accommodation Girls (4/Room):** Enter Number of four beds/room for girls
- **Room Area in sq m_G4**: Enter area of four beds/ room
- **Name of the Building_G4:** Enter the name of the building of four beds/room for girls
- **Building Number_G4**: Enter the building number of four beds/room for girls
- **Backup Electric Supply**: Click it if “Yes”
- **Electric Supply**: Click it if “Yes”

Click “Save” button to save the record.

26. OMBUDSMAN Details

- Click on “OMBUDSMAN Details” tab and Click “New” button to Enter OMBUDSMAN Details.
- **Grievance Committee**: It is a non-editable field with default value as “No”. The value for this field is set to “Yes” when the user adds a new record in the field Committee Type – “Grievance Redressal‟ in the list Form below.
- **OMBUDSMAN Appointment**: It is a non-editable field with default value as “No”. The value for this field is set to “Yes” when the user adds a new record in the field Committee Type – “OMBUDSMAN” in the list Form below

- Click on “New” button to add OMBUDSMAN/ Grievance Details.

- **Committee Type**: Select value From Dropdown. It’s a required field.

    1. Grievance Redressal
    2. OMBUDSMAN

- **Appointment Order Reference Number**: Enter Appointment Order Reference No.(Required).
- **Date of Appointment**: Enter Date of Appointment. It’s a required field.
- **Name of the Committee Member**: Enter Committee Member Name. It’s a required field.
- **Profession**: Enter Profession
- **Address**: Enter Address
- **Associated with**: Enter the Name of Organization with which committee Member is associated.
- **Mobile Number**: Enter valid 10 digits Mobile Number. It’s a required field.
- **E-mail Address**: Enter Valid Email Number ex. abc@yahoo.com. It’s a required field.
- **Fax no**.: Enter Valid Fax Number.
- **Designation**: Enter value not below the rank of District Retired Judge or a Retired Professor
- **Department**: Enter Department Name

27. Anti-Ragging Details

- **Click on “Anti-Ragging” in Quick Links to go to Anti-Ragging Details Tab.**
- **Constitution of Anti-Ragging Committee:** It is a non-editable field with default value as “No”. The value for this field is set to “Yes” when the user adds a new record in the field Committee Type – “Anti-Ragging Committee” in the list Form below.
- **Constitution of Anti-Ragging Squad:** It is a non-editable field with default value as „No“. The value for this field is set to „Yes“ when the user adds a new record in the field Committee Type – “Anti-Ragging Squad” in the list Form below.

- **Affidavit obtained from all Students:** Select Yes/No. By default the field is set as “No”.
- **Appointment of Counsellors:** Select Yes/No. By default the field is set as “No”.
- **Affidavit obtained from parents of all the students:** Select Yes/No. By default the field is set as “No”.
- **Affidavit obtained from students staying in Hostel:** Select Yes/No/New Hostel. By default the field is set as “No”.
- **Affidavit obtained from parents of students staying in Hostel:** Select Yes/No/New Hostel. By default the field is set as “No”.

- **Click on “New” button to add details about Anti-Ragging.**
- **Committee type: Select Committee Type. It is a required field.**
  1. Anti-Ragging Committee
  Selection of this value changes the value of field “Constitution of Anti-Ragging Committee”: in the form Form as “Yes”.
  2. Anti-Ragging Squad
- **Selection of this field changes the value of field “Constitution of Anti-Ragging Squad”:** in the form Form as “Yes”.
- **Appointment Order Reference Number:** Please enter an Appointment Order Reference number

which can be alphanumeric. It is a required field.

- **Date of Appointment:** Please enter a date less than the current date. It is a required field.
- **Name of the Committee Member:** Please enter name of the Committee Member. It is a required field.
- **Profession:** Please enter the Profession.
- **Address:** Please enter the address. It is a required field.
- **Associated with:** Please enter an appropriate value.
- **Mobile Number:** Please enter a valid 10-digit mobile number. It is a required field.
- **E-mail Address:** Please enter a valid e-mail address. It is a required field.
- **Fax No.:** Please enter a Fax number.
  Click on "Save" button to save the record.

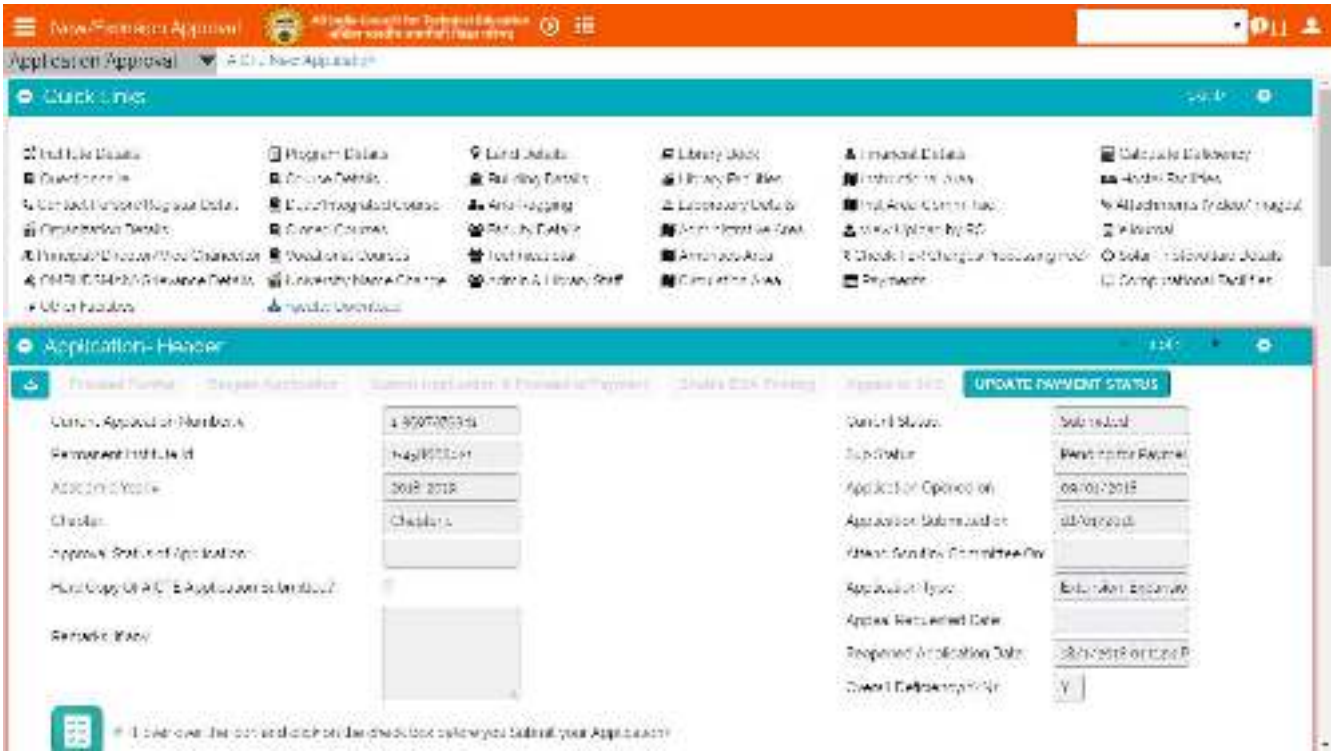
28. eJournal Subscription Proofs

- To add eJournal Publishers for specific application user should navigate to New/Extension Approval Screen In the below available tabs select eJournal Subscription Proofs tab
- Click on "New" Button to enter Program name, publisher name and attachment.
- User can able to select list of programs available in Programme tab otherwise it will be pop up with following error message

29. Submitting Application and Payments

- After filling the details click on submit application and proceed to payment button.

After Submitting the status is set to '**Submitted**' and sub status is set to **Payment required** or **Payment not applicable**



Important Validations

- ❖ All the questions in Other facilities tab should be answered
- ❖ Deficiency and TER charges will be calculated on click of submit. Verify both the tabs.
- ❖ If any required field is left blank, the corresponding error will be displayed
- ❖ If institute has NBA/CoA Approval the document should be uploaded in the Attachments tab

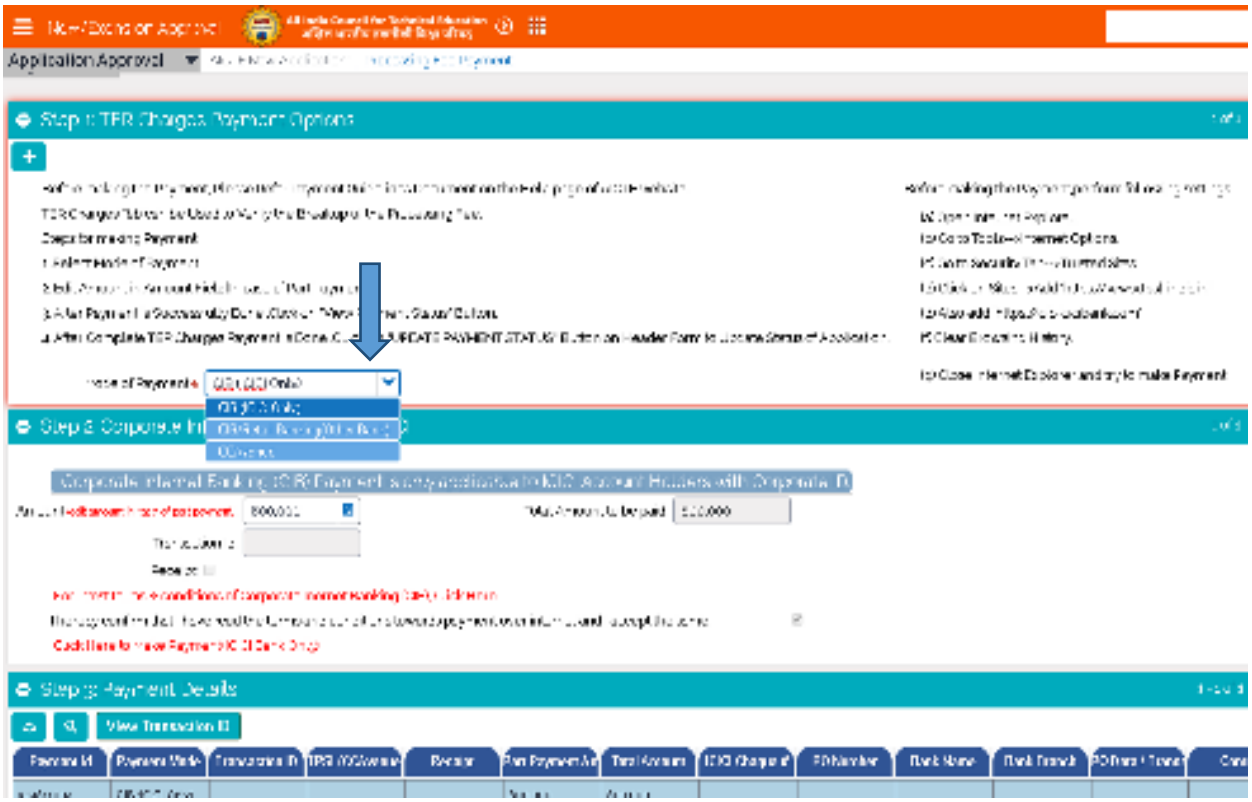
Payments

- If sub status is Payment Required, then navigate to Payments tab to make necessary payments

  3 payment options are available

  - ICCI (Only Net Banking)
  - TPSL (Only Net Banking)
  - Cc Avenue (All Payment methods – Net Banking, Credit Card, Debit Card, Wallet)

Select Payment option using Dropdown as shown in below screenshot:



ICCI Payment method

- Select ICCI Payment method from the drop down and click on the link as show below to make the payment.
- Change the Amount if part payment is to be done

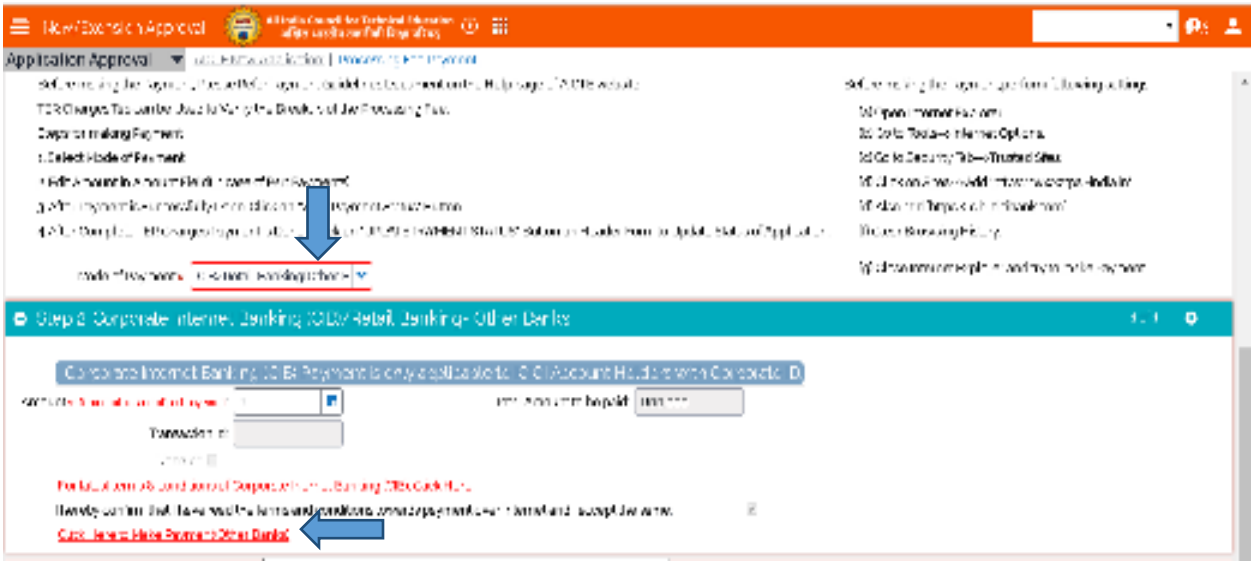
- Click on Pay Now button

- Fill in the details as shown to make the payment

- **Click on View Transaction Id in AICTE portal Payments tab after making the payment**
- **If Sub status is not updated, click on Update Payment Status in Institute Details tab after making complete payment**

TPSL Payment Method

- Select Payment method from the drop down and click on the link as show below to make the payment
- Change the Amount if part payment is to be done



- Click on Click here to Make Payment

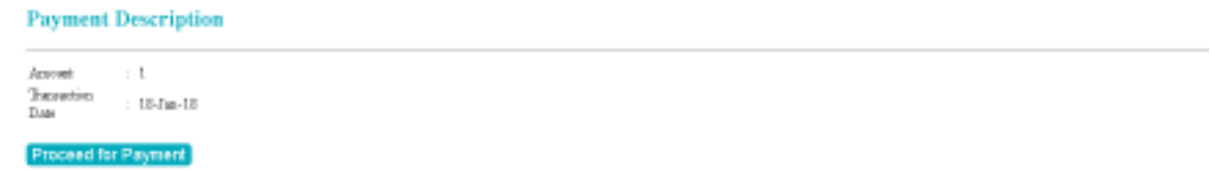
- Fill in the details as shown to make the payment

- **Click on View Transaction Id in AICTE portal Payments tab after making the payment**
- **If Sub status is not updated, click on Update Payment Status in Institute Details tab after making complete payment**

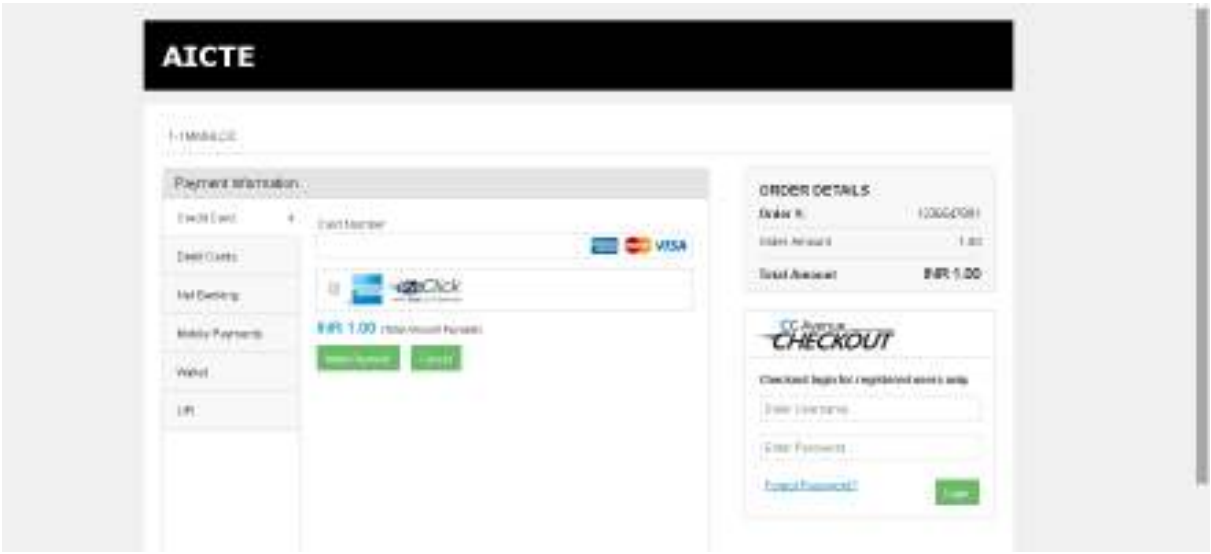
CC Avenue Payment Method

- Select CC Avenue Payment method from the drop down and click on the link as show below to make the payment
- Change the Amount if part payment is to be done

- Click on Proceed to Payment Button



- Fill in the details as shown to make the payment



- Payment will be completed
- **Click on View Transaction Id in AICTE portal Payments tab after making the payment**
- **If Sub status is not updated, click on Update Payment Status in Institute Details tab after making complete payment**

31. Reports

The detailed process of generating the Report is given below:

- In the "**New/Extension Approval Screen**" and Go to "**Institute Details** Tab"
- Click on the Grid icon and then click on "Report" icon as shown below.

- Click on the drop down to select the report which you want to generate and click on submit.
- The report should be of same academic year as the Application selected in Institute Details

- After submitting, click on My Reports, You will be navigated to the My reports screen.
- Click on the report name which you wish to download.
- A pop will appear as shown below. You may download the report.