

All India Council for Technical Education (AICTE)



APPROVAL PROCESS 2018-19

User Manual for Existing Institutes/University
Departments/Constituent Colleges Applying for
Extension of AICTE Approval on Web Portal

2018-19














Contents

Sr.no.	Particulars	Page No.
01.	Icons for Buttons	4
02.	Login into AICTE Web Portal	5
03.	Change Password	5
04.	Process Overview for Approval Process 2018-19	7
05.	Creating 'Application' for Existing Institutes/University Department/Constituent College	8
06.	Quick links	11
07.	Institute Details	11
	i) Change of Name of Institute	13
	ii) Change of Institute Site/Address	13
	iii) Change of Co-Ed to Women's Institute	14
8.	Organization/Trust/Society	15
	i) Applying Change in Organization	16
	ii) Trustee	16
9.	Contact Person/Registrar	17
10.	Land Details	18
11.	Land Details per Land Registration	18
12.	Building Details	20
13.	Principal/Director/Vice Chancellor	22
14.	Programme	23
15.	Course Details	24
	i). Conversion of courses	26
	ii). Merging of courses	27
	iii) Restoration of courses	28
	iv) Add new course at diploma level under UG pharmacy program or vice versa	29
	v) Change of Shift from second to First	30
	vii) Conversion from PGDM to MBA	31
	viii) Important Validations	32
	viii) Vocational Courses	32
	ix) Validation for Vocational Courses	32
	x) Closed Courses	32

xi) Change of Course name	32
16. University name change	33
17. Faculty Details	33
i) Faculty Details	34
ii) Adjunct faculty/Resource Persons from Industry	35
iii) Left the Institute (Faculty).....	36
18. Instructional Area	37
19. Instructional Area – Common Facilities	38
20. Administrative Area	38
21. Amenities Area	39
22. Other Facilities	40
23. Laboratory Details	40
24. Library Facilities	41
25. Computational Facilities	42
26. Circulation Area	43
27. Hostel Facilities	43
28. OMBUDSMAN Details	44
29. Anti-Ragging Details	45
30. e-Journal Subscription Proofs	47
31. Submitting Application and Payments	48
Important Validations	49
Payments.....	49
ICCI Payment method	50
TPSL Payment Method.....	51
CC Avenue Payment Method	52
Reopen Application.....	54
32. Reports	55

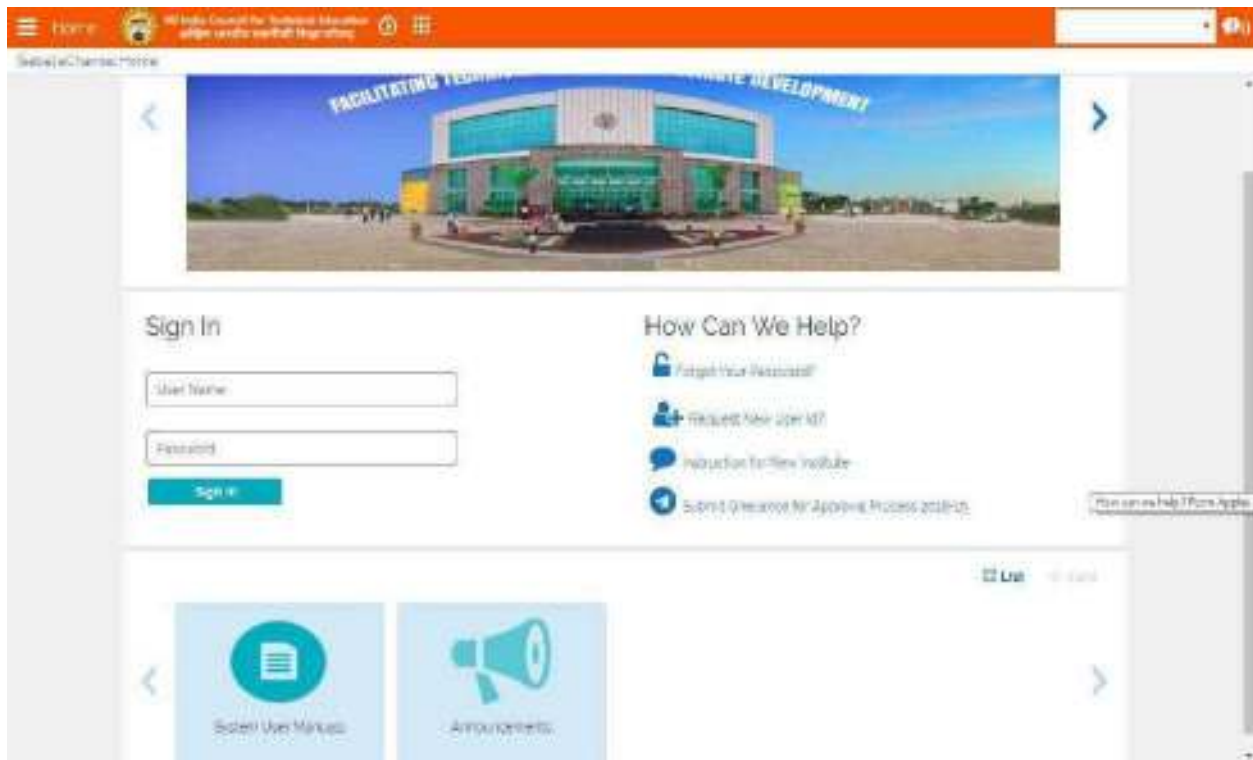
01. Icons for Buttons

Please refer following table to know more about (Meaning) buttons used in portal.

Sr. 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

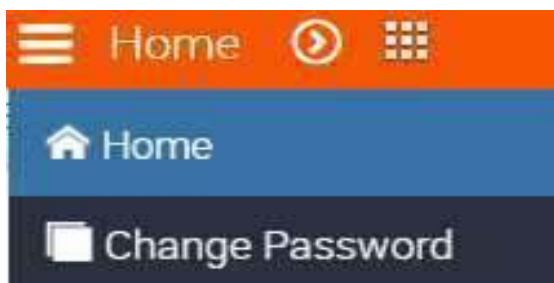
02. Login into AICTE Web Portal

- Navigate to AICTE Website and Click on AICTE Web Portal
- Login with credentials



03. 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.

My Profile ▾
My Profile Attributes

User Profile 1 of 1 ⚙

User ID* AICN008001
 First Name* Test
 Last Name* Test
 Gender: F ▾

Job Title:
 Home Phone #:
 Work Phone #:
 Email: abc@abc.com

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

My Profile ▾ My Profile Attributes

User Profile 1 of 1 ⚙

User ID* AICN006827
 First Name* test
 Last Name* test
 Gender: ▾

Job Title:
 Home Phone #:
 Work Phone #:
 Email:

- Enter old and New Password and Click on Save.

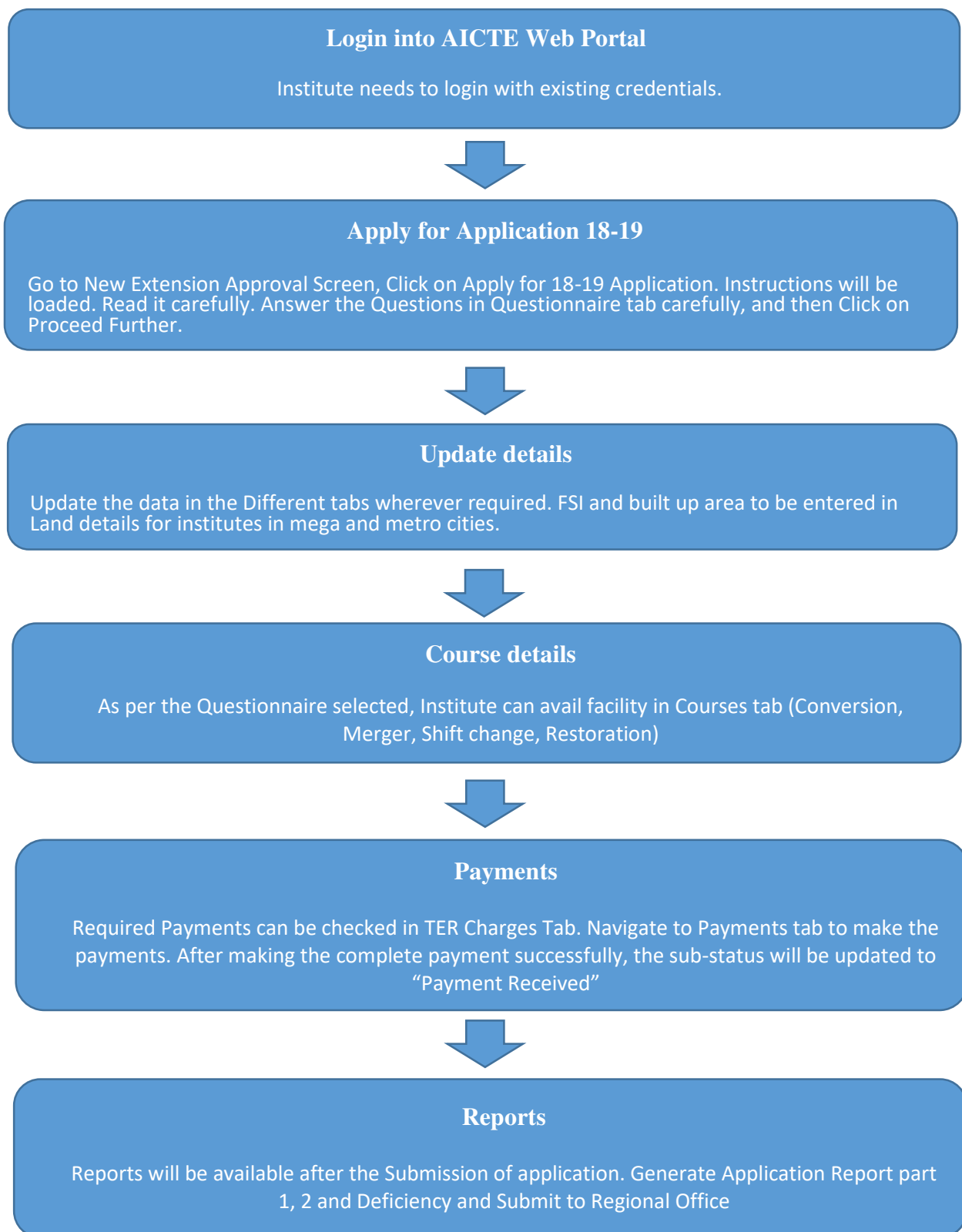
Change Password  All India Council for Technical Education
विद्यया ऽर्थाय कर्मणा च विद्यायाः

Change Password ▾ Password

To change your password, enter your current password first, and then enter the new password.

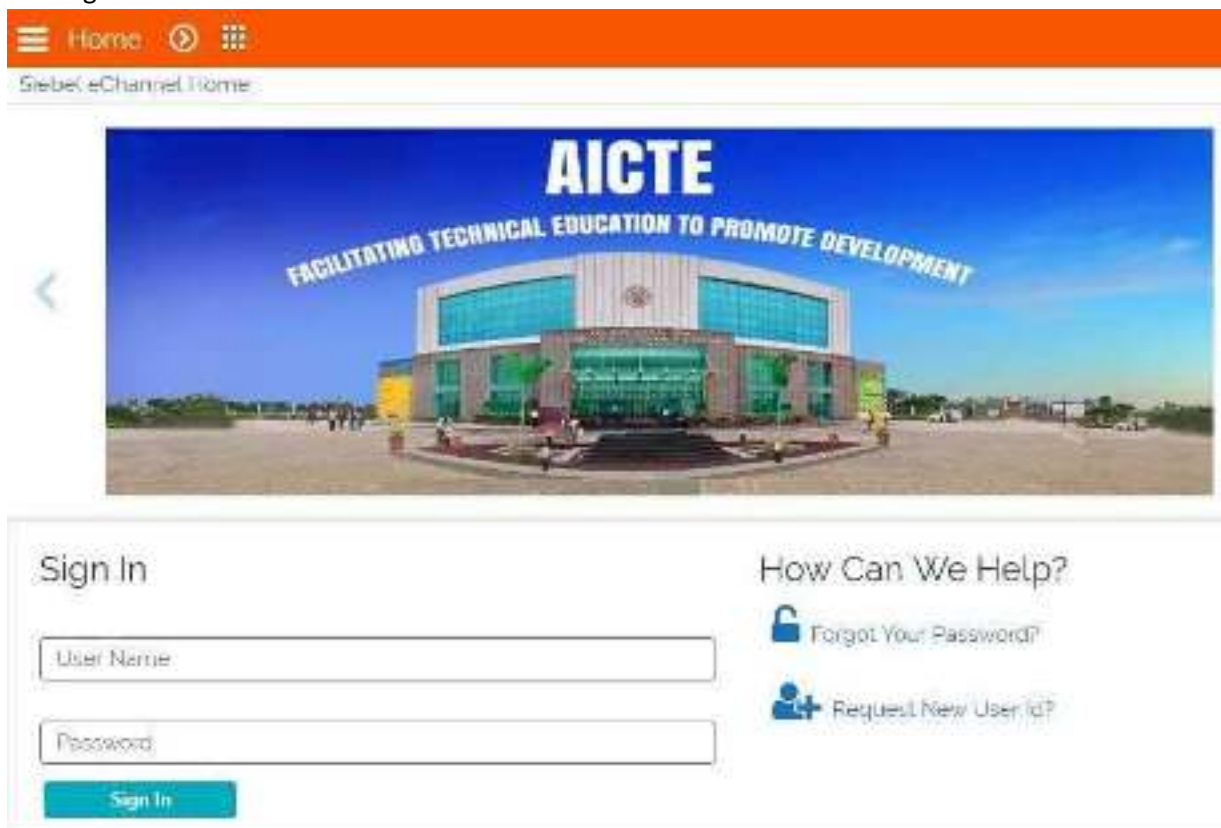
Current Password:
 New Password:
 Verify New Password:

04. Process Overview for Approval Process 2018-19



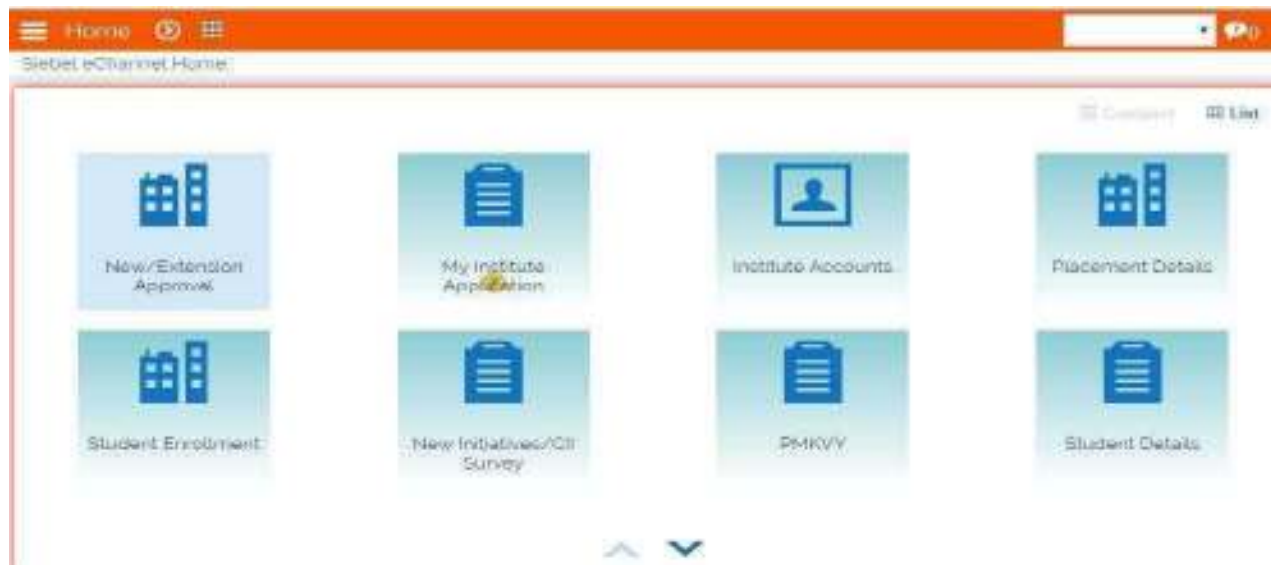
05. Creating 'Application' for Existing Institutes/University Department/Constituent College

- Login into AICTE Portal with Credentials



The screenshot shows the AICTE Siebel eChannel Home page. At the top, there is an orange navigation bar with a home icon, a refresh icon, and a grid icon. Below the navigation bar, the text "Siebel eChannel Home" is visible. The main content area features a large banner image of the AICTE building with the text "AICTE" and "FACILITATING TECHNICAL EDUCATION TO PROMOTE DEVELOPMENT". Below the banner, there is a "Sign In" section with two input fields: "User Name" and "Password". A "Sign In" button is located below the "Password" field. To the right of the sign-in form, there is a section titled "How Can We Help?" with two links: "Forgot Your Password?" and "Request New User Id?".

- Click on the 'New/Extension Approval' tab



- Click on Apply for 2018-2019 Application button, Instructions will be loaded. Read it carefully and then Click on Proceed Further.

Application-Header

Apply for 2018-2019 Application

Current Application Number: 1-Application-HeaderApply for 2018-2019 application

Permanent Institute ID: 2-ALB00002

Academic Year: 2018-2019

Chapter: Chapter 1

Approval Status of Application: Not Submitted

Processing Fee Paid: 000000

Balance Processing Fee: 0

Proceed Further

AICTE Instructions

Proceed Further

To create your application for academic year 2018-19, please read the instructions carefully:-

1. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 1.
2. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 2.
3. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 3.
4. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 4.
5. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 5.
6. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 6.
7. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 7.
8. This is demo instructions i.e. AICTE will be provide as instructions to be released on the application page. This is file number 8.

NOTE: To create application for academic year 2018- 19, please use an 'Demo 2018-19 Application' button.

- 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

- Answer the questionnaire (below screen shot) very carefully.
- 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.

Question 1	Question 2
<p>Do you wish to apply for One-Extension of Approval (EOA) for 2018-19? <input type="button" value="N"/></p> <p>Select "Yes" if you wish to apply for only EOA with or without updating the DATA. Select "No" if you wish to update the DATA and APPLY for any of the following:</p> <ul style="list-style-type: none"> New Increase in Intake, Reduction in Intake, Closure of Program/Course New/Continuation of M.Phil./Ph.D./Foreign National/ New Fellowship Program in Management New/Reduction/ Closure of Integrated Course, Change of Name of the Institute New/Continuation of Foreign Collaboration, Conversion to On-Ed Conversion (M.Phil./Ph.D.) Closure of the Institute, Change of its Location <p>Consider Merge/Restoration/ Addition of new seat under existing Pharmacy Institute.</p>	<p>Whether your Institute (having its Autonomous Status/Ordinary Autonomy) as conferred by the Affiliating University? <input type="button" value="N"/></p> <p>Issued Date: <input type="text"/></p> <p>Every Date: <input type="text"/></p> <p>Autonomy Conferred By: <input type="text"/></p> <p>Order of Conferral: <input type="text"/></p>
Question 3	Question 4
<p>Whether your Institute is having Valid NBA? SELECT YES IF:</p> <ol style="list-style-type: none"> 1. Course accredited by NBA and valid on or after 30-Apr-2018 or 2. Applied For and issued by NBA (accreditation status pending) <p>No. of course against which valid NBA Accreditation represent (Auto-populated): <input type="text"/></p> <p style="background-color: #4F81BD; color: white; padding: 2px;">Institute willing to change Affiliating University</p> <p>Do you wish to apply for University Name Change? IF X: Kindly fill up the University Name Change Tab: <input type="button" value="N"/></p>	<p>Whether your Institute wish to apply for Conversion from "DIPLOMA IN ENGINEERING AND TECHNOLOGY (DET)"? <input type="button" value="N"/></p> <p>Whether your Institute wish to apply for Merge of Courses (ENGINEERING AND TECHNOLOGY) Only? <input type="button" value="N"/></p> <p>Whether your Institute wish to apply for Redesign? (Applicable ONLY to the Institutes whose EOA for 2017-18 granted with Purview Action: No Admission issued Institutes need not have to answer this question) <input type="button" value="N"/></p> <p>Whether your Institute wishes to add New Course at Diploma level under existing UG/ Pharmacy Program or Vice-versa? <input type="button" value="N"/></p> <p>Whether your Institute wish to apply for Change of Seat from Seated to Filled? <input type="button" value="N"/></p> <p>Whether your Institute wish to apply for conversion from PDDM to MBA (MANAGEMENT) ONLY? <input type="button" value="N"/></p> <p>Whether your Institute have the approval from PCI for Ph.D. in and Ph.D. (Post-Bach) <input type="button" value="N"/></p> <p>Whether your Institute has introduced online Author linked Domestic attendance for regular faculty members? <input type="button" value="N"/></p> <p>Whether your Institute wish to apply for Course Name Change? <input type="button" value="N"/></p>

- Click on Institute details Tab from the Quick links and click on proceed further button as shown in the screenshot below:

The screenshot shows a web application interface with a top navigation bar and a main content area. In the 'Quick Links' section, the 'Institute Details' tab is highlighted. Below this, the 'Application Details' section is visible, containing a 'Proceed Further' button. The interface includes various input fields and dropdown menus for data entry.

06. Quick links



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

07. 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

i) Change of Name of Institute

- Navigate to the Institute tab
- For applying for the change of Institute name fill in the below details:
 - **Do you wish to change Institute Name?** Select Y from dropdown
 - **Please Enter New Institute Name:** Provide the new name for the Institute.

The screenshot shows the 'Application Approval' form for AICTE New Applications. The form is divided into two main sections: 'Institute Details' and 'Institute Details (Contd.)'. The 'Institute Details' section includes fields for Name of Institution/University/Department, Address, AICTE Reg. No., State, District, Town/City/Village, Pin, Approval Year of First Course, Date of first approval by AICTE letter, Bank Name, Bank Account Number, 'Do you wish to change Institute Name?' (set to 'Y'), 'Whether you institute wish to apply for Name Change in the public sector?' (set to 'N'), 'Please Enter New Institute Name', Old Name of the Institute, 'Do you wish to change Institute Site Address?' (set to 'N'), and 'Please Enter New Institute Site Address'. The 'Institute Details (Contd.)' section includes fields for AICTE Reg. No., AICTE Number Code, AICTE Code, National Scholarship Portal ID, Date of PC Code, PIN, Institution/Univ. Dept. Type, Any Unadded Course?, Percentage Grant Received from Government, Women's Institute, 'Do you wish to Change from Women's to Co-Ed Institute?', 'Do you Wish to Change from Co-Ed to Women's Institute?', 'Whether the institute had less than 50% enrollment for the last 2 consecutive years?', New Name for Institute after Conversion to Co-Ed/ Women's Institute, Minority Institute, Type of Minority Institute, Name of the Minority, and Minority Name if Language.

Click on “Save” button to save the record.

ii) Change of Institute Site/Address

- Navigate to the Institute tab
- For applying for the change of Institute site address fill in the below details:
 - **Do you wish to change Institute site address?** Select Y from dropdown
 - **Please Enter Institute site address:** Provide the new site address for the Institute.
 - **Enter distance between new and old site**

Click on “Save” button to save the record.

iii) Change of Co-Ed to Women's Institute

- Navigate to the Institute tab
- For applying for the change of Co-Ed to Women's Institute fill in the below details:
 - **Do you wish to change from Co-Ed to Women's Institute?** Select Y from dropdown
 - **Please enter new Name for Institute after Conversion to Co-Ed/ Women's Institute:** Provide the new name for the Institute.

Click on “Save” button to save the record

8. Organization/Trust/Society

- Navigate to Organization tab

The screenshot displays the 'New Education Approval' interface. At the top, there is a navigation menu with various tabs like 'Institute Details', 'Program Details', 'Administrative Area', etc. Below this is the 'Application Header' section with fields for 'Current Application Number', 'Current State', 'Name of the Institution', and 'Academic Year'. The main section is titled 'Organization' and contains two sub-sections: 'Applied Organization to be Entered' and 'Change in name of Department/Trust/Society/Company'. The 'Applied Organization' section has fields for 'Name of the Parent Organization', 'Type of the Organization', 'Registered with', 'Registration date', 'Registration Number', 'Organization Address', 'Town/City/Village', 'State/UT', 'District', 'PIN', 'Land Phone STD Code', 'Land Phone Number', 'PAN Number', and 'Organization Website'. The 'Change in name' section has fields for 'Do you wish to apply for Change in name of Department/Trust/Society/Company?', 'Enter New Organization Name', 'Enter New Registration Date', 'Enter New Registration Number', 'Enter New Organization Address', and 'Enter New Organization Type'.

- **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.

i) Applying Change in Organization

- Navigate to Organization tab
- Select ‘Y’ to change the organization name.
- Enter New Organization Name, Address and type.

Click on “Save” button to save the record.

ii) Trustee

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

Title	First Name	Middle Name	Last Name	Designation	Date of Birth	Trustee Since	Trustee Till	Mobile Phone #	Email	PAN	Profession
	test	test	test	Secretary	11/01/2021	11/01/2021	11/01/2021	1111111111	test@test.com	XXXXXXXXXX	test

9. Contact Person/Registrar

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

Contact Person Details	
Title	Engineer
First Name	TEST
Last Name	TEST
Address	TEST
Town/City/Village	TEST
State/UT	Andhra Pradesh
District	GHANAMANGI
Postal Code	520001
Designation	TEST
STD Code	91
Land Phone Number	123456
Fax Number	123456
Cell Number	75432109
Alternate Cell Number	12345678
Email Address	
Alternate Email Address	test@123.com

- **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: Contacttail@gmail.com

10. Land Details

- Click the “Land Details” Tab and provide all and related details
- Land Details is not Editable for Existing Institutes.
- Only FSI and built-up area to be added for Mega metro cities

Click on “Save” button to save the record.

11. 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.

12. Building Details

The screenshot shows a web application interface for 'Building Details'. The top section, 'Application Header', includes fields for 'Current Application Number', 'Current Status' (set to 'Not Submitted'), 'Name of the Institute' (TEST INSTITUTE OF TECHNOLOGY), 'Permitted Institute id', 'Sub Status', 'Academic Year' (2018-2019), and 'Credit Deficiency (%)'. Below this is the 'Building Details' section, which is further divided into 'Institute Building Details' and 'Funds Position for Building Construction (in Lakhs)'. The 'Institute Building Details' section contains fields for 'Building Status' (a dropdown menu), 'Total Carpet area (sqm)-Amenities- ready', 'Access and Circulation Area (sqm)', 'Whether Access and Circulation Area is maintained as per National Building Code (NBC) Norms?', 'Total Carpet Area (sqm)-Instructional-ready', 'Whether Toilet Area is maintained as per National Building Code (NBC) Norms?', 'Total Carpet area (sqm)-Administrative-ready', and 'Activities in the building other than courses approved by AICTE'. The 'Funds Position' section includes 'Loans', 'Own Share', and 'Funds allocated'. At the bottom, there is a table with columns: 'Site', 'Building Name', 'Building Number', 'Functional Built up Area', 'Contractor Built up Area', 'Approved Carpet Area instructional', and 'Contracted Carpet Area instructional'. The table is currently empty.

- 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.

The screenshot displays a web application interface for 'New/Overseer Approval'. The main section is titled 'Institute Building Details'. It contains several form fields and a table. The form fields include 'Building Status' (set to 'Under Construction'), 'Total Carpet Area (Instructional ready)', 'Approved Carpet Area (Instructional ready)', 'Total Carpet Area (Administrative ready)', 'Total Carpet Area (Amenities ready)', 'Total Area Approved', and 'Total Area Constructed'. There are also checkboxes for 'Whether Access and Circulation Area is mentioned as per National Building Code (NBC) norms?' and 'Whether Total Area is mentioned as per National Building Code (NBC) norms?'. A table below the form is titled 'Building Details per Building Number' and has columns for S.No., Building Name, Building Number, Sanctioned Build Up Area, Constructed Build Up Area, Approved Carpet Area Instructional, Constructed Carpet Area Instructional, and Approved Carpet Area Administrative. The table contains one row of data.

S.No.	Building Name	Building Number	Sanctioned Build Up Area	Constructed Build Up Area	Approved Carpet Area Instructional	Constructed Carpet Area Instructional	Approved Carpet Area Administrative
1	CCIP	100	1000	1000	1000	1000	1000

- **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.

13. Principal/Director/Vice Chancellor

- Click on “Principal/Director/Vice Chancellor” Tab

The screenshot shows a web application interface for entering details of a Principal/Director. The top section, 'Application Header', includes fields for 'Current Application Number', 'Current Status', 'Name of the Institution', 'Remnant Institute Id', 'Sub Status', 'Academic Year', and 'Overall Deficiency/W/O'. Below this is a tabbed interface with the 'Principal/Director' tab selected. The form is organized into several sections:

- Personal details:** Includes fields for Surname/Family name, First Name, Father's Name, Mother's Name, Date of Birth, Cell Number, STD code, Land Phone Number, FAX number, Email, and PAN.
- Educational details:** Includes fields for Doctorate Degree, Other Qualifications, Master Degree, International Certification If Any, Bachelor Degree, and Field of Specialization.
- Details Related to Profession:** Includes fields for Date of joining the Institute, Appointment Type, and Exact Designation.
- Work Experience Details:** Includes fields for Teaching Experience (Years), Research Experience (Years), and Industry Experience (Years).
- Other Details:** Includes fields for Research Projects Guided (UG, PG, PhD) and Papers Published (National Level, International Level).

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

14. Programme

- Click on Programme Tab.
- Existing Institutes can view Programmes in Programme tab.



Note:

- New Programme cannot be added.
- The 'View all Programmes' Button on the Programs Tab, is for viewing all programs added for the institute.

15. Course Details

- In Course details tab two sub tabs are present
 1. Courses (Shift 1 & 2)
 2. 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
- Institute can add new course by clicking on Add icon. New course/ Increase in intake can be taken as per Approval Process handbook 18-19.

The screenshot shows a web application interface for course management. At the top, there's a header with various input fields and buttons. The main section is titled 'Courses - Institute-1313 E 12' and contains a table with columns for course details. Below the table, there are several dropdown menus and text input fields for entering specific course information.

- **Programme:** Select the programme from the dropdown. Select the program which is available in Program tab.
- **Affiliating Board:** Select the Board Name from 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 CERTIFICATE, 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.

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."

The 'View all Courses' button on the Courses Tab, is for viewing all courses added for the institute.

Based on answer of question 4 in Questionnaire tab following operations can be performed

- Conversion
 - Merging
 - Restoration
 - Add New Course at Diploma level under existing UG Pharmacy Program or Vice –Versa
 - Change of Shift from Second to First
 - Conversion from PGDM to MBA
- Navigate to Questionnaire tab to view or edit questionnaire.

The screenshot shows a questionnaire interface with two columns: 'Question 3' and 'Question 4'.
Question 3:
 - Title: Whether your institution is having Valid NEA?
 - Instruction: SELECT Yes if:
 - Option 1: Course accredited by NEA and Validity on or after 31-Apr-2018 (No button)
 - Option 2: Applied For and Validated by NEA (Accreditation result pending) (No button)
 - Field: No of Courses against which valid NEA Accreditation is present (Auto-populated)
 - Section: Institute willing to change Affiliating University
 - Question: Do you wish to apply for University Name Change? (If Yes kindly navigate to University Name Change Tab) (Yes/No dropdown)
Question 4:
 - Question i: Whether your institute wish to apply for Conversion from Diploma to Degree or Vice-versa (ENGINEERING AND TECHNOLOGY) ONLY? (Yes/No dropdown)
 - Question ii: Whether your institute wish to apply for Merge of Courses (ENGINEERING AND TECHNOLOGY) ONLY? (Yes/No dropdown)
 - Question iii: Whether your institute wish to apply for Restoration? (Applicable ONLY to the Institutes where BOP for 2017-18 granted with Punitive Action. No Admission issued institute need not have to answer this question) (Yes/No dropdown)
 - Question iv: Whether your institute wish to add new Course at Diploma level under existing UG Pharmacy Program or Vice-versa? (Yes/No dropdown)
 - Question v: Whether your institute wish to apply for Change of Shift from Second to First? (Yes/No dropdown)
 - Question vi: Whether your institute wish to apply for conversion from PGDM to MBA (MANAGEMENT) ONLY? (Yes/No dropdown)
 - Question vii: Whether your institute have the approval from PCI for Pharm D or para Pharm D (Post Bachel) (Yes/No dropdown)
 - Question viii: Whether your institute has introduced online Assessor (Fixed Barometric attendance for regular faculty members)? (Yes/No dropdown)
 - Question ix: Whether your institute wish to apply for Course Name Change? (Yes/No dropdown)

i). Conversion of courses

For Conversion of courses from DIPLOMA to UG or vice versa institute has to answer first in Question 4(i).

Question 4

i. Whether your institution wish to apply for Conversion from Diploma to Degree or Vice-Versa ('ENGINEERING AND TECHNOLOGY' ONLY)?

ii. Whether your institution wish to apply for Merger of Courses ('ENGINEERING AND TECHNOLOGY' ONLY)?

iii. Whether your institution wish to apply for Restoration? (Applicable ONLY to the Institutes where EoA for 2017-18 granted with Punitive Action. No Admission issued Institutes need not have to answer this question.)

iv. Whether your institution wishes to add New Course at Diploma level under existing UG Pharmacy Program or Vice-Versa?

v. Whether your institute wish to apply for Change of Shift from Second to First?

vi. Whether your institute wish to apply for conversion from PGDM to MBA ('MANAGEMENT' ONLY)?

vii. Whether your institute have the approval from PCI for Pharm.D or/and Pharm D (Post Batch)

viii. Whether your institution has introduced online Aadhar linked Biometric attendance for regular faculty members?

- Based on the answer, convert course button will appear in course detail tab
- After answering of question institute has to click on "Course Details" tab.
- When institute clicks on "Convert Course" one confirmation will be asked. After confirming, courses will get convert to other level.
- Converted to and converted from will be populated.

The screenshot shows the 'Application Approval' interface. At the top, there are navigation tabs for 'Application Approval', 'ACT New Approvals', 'ACT Old Approvals', and 'ACT Old Levels'. Below this is the 'Application-Header' section with fields for 'Current Application Number', 'Current Status', 'Name of the Institute', 'Academic Year', and 'Initial Deficiency/No.'. The 'Course Details' section is active, showing a list of courses for 'Institute: IIS (1 & 2)'. A blue arrow points to the 'Convert Course' button in the course list. The table below shows the course details:

Sr No.	Current Title	Current Unique Id	Programme	Affiliating University/Board	University/Board Type	Level of course	
1		1000000001	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE
2		1000000002	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE
3		1000000003	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE
4		1000000004	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE
5	Converted From 1000000005	1000000005	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE
6	Converted From 1000000006	1000000006	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE
7	Converted From 1000000007	1000000007	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE
8	Converted From 1000000008	1000000008	ENGINEERING AND TECHNOLOGY	Dr. Babasaheb Ambedkar Maharashtra University	State	DIPLOMA COURSE	ONLINE

ii). Merging of courses

For merging of courses of same broad classification, institute has to answer Question 4(ii) first.

Question 4

i. Whether your institution wish to apply for Conversion from Diploma to Degree or Vice-Versa ('ENGINEERING AND TECHNOLOGY' ONLY)? Questionnaire Form Appl...

ii. Whether your institution wish to apply for Merger of Courses ('ENGINEERING AND TECHNOLOGY' ONLY)?

iii. Whether your institution wish to apply for Restoration? (Applicable ONLY to the Institutes where EoA for 2017-18 granted with Punitive Action. No Admission issued Institutes need not have to answer this question.)

iv. Whether your institution wishes to add New Course at Diploma level under existing UG Pharmacy Program or Vice-Versa?

v. Whether your institute wish to apply for Change of Shift from Second to First?

vi. Whether your institute wish to apply for conversion from BCOM to MPA ('MANAGEMENT' ONLY)?

After answering of question, institute has to click on "Course Details" tab.

Following fields will be visible related to merger of courses in course detail tab.

Conversion from 2nd to 1st	Merge Flag	Course to Merge with	Course Duration	Year Started	Full Time/Part Time
				2014	FULL TIME
				2015	FULL TIME
				2016	FULL TIME
				2017	FULL TIME
				2018	FULL TIME
				2019	FULL TIME
				2020	FULL TIME
				2021	FULL TIME

Entrance Exam No Records

Please Enter By Management Courses Only

Percentage

Two fields

- Merger Flag
 - Course to Merge with
- Institute has to choose Y against the courses to be merged and the course name with it will be merged.
 - A pop up will appear on clicking on Course to merge with, as shown below. Select the course with which you want to merge the selected course.



iii) Restoration of courses

The institute under punitive action can restore their courses by answering the question 4(iii).

Question 4

- i. Whether your institution wish to apply for Conversion from Diploma to Degree or Vice-Versa ('ENGINEERING AND TECHNOLOGY' ONLY)?
- ii. Whether your institution wish to apply for Merger of Courses ('ENGINEERING AND TECHNOLOGY' ONLY)?
- iii. Whether your institution wish to apply for Restoration? (Applicable ONLY to the Institutes where EoA for 2017-18 granted with Punitive Action. No Admission issued Institutes need not have to answer this question)
- iv. Whether your institution wishes to add New Course at Diploma level under existing UG Pharmacy Program or Vice-Versa?
- v. Whether your institute wish to apply for Change of Shift from Second to First?
- vi. Whether your institute wish to apply for conversion from PGDM to MBA ('MANAGEMENT' ONLY)?
- vii. Whether your institute have the approval from PCI for Pharm.D or/and Pharm.D (Post Batch)
- viii. Whether your Institution has introduced online Aadhar linked Biometric attendance for regular faculty members?
- ix. Whether your institute wish to apply for Course Name Change?

Steps for restoration.

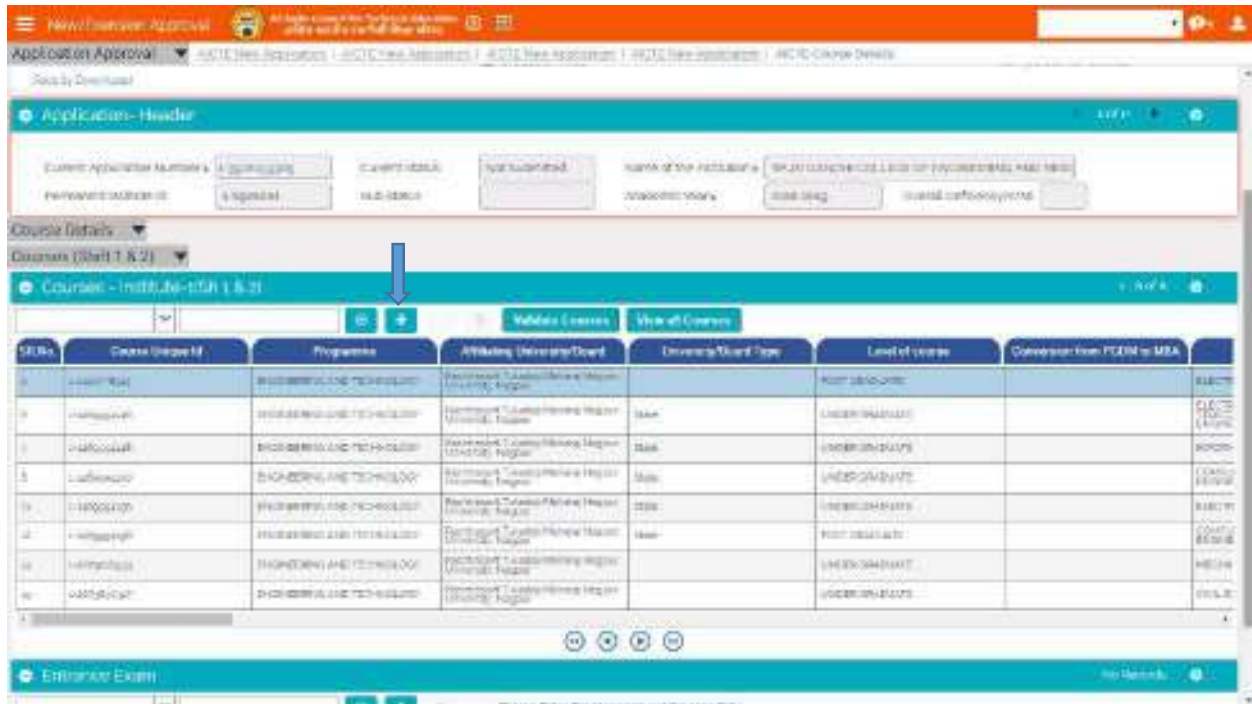
- Institute has to select 'Y' from drop down in field "Do you want to restore Course?" against each course. Institute can restore only that course on which punitive action taken last year.
- If "Y" then institute has to fill "Last AICTE Approved Intake "column.

iv) Add new course at diploma level under UG pharmacy program or vice versa
 Institute can add new course at diploma level under UG Pharmacy Program or Vice versa by answering the question 4(iv).

Question 4

- i. Whether your institution wish to apply for Conversion from Diploma to Degree or Vice-Versa ('ENGINEERING AND TECHNOLOGY' ONLY)?
- ii. Whether your institution wish to apply for Merger of Courses ('ENGINEERING AND TECHNOLOGY' ONLY)?
- iii. Whether your institution wish to apply for Restoration? (Applicable ONLY to the Institutes where EoA for 2017-18 granted with Punitive Action. No Admission issued Institutes need not have to answer this question.)
- iv. Whether your institution wishes to add New Course at Diploma level under existing UG Pharmacy Program or Vice-Versa?
- v. Whether your institute wish to apply for Change of Shift from Second to First?
- vi. Whether your institute wish to apply for conversion from PGDM to MBA ('MANAGEMENT' ONLY)?
- vii. Whether your institute have the approval from PCI for Pharm.D or/and Pharm.D (Post Batch)

After answering of question, institute has to click on “Course Details” tab.



v) Change of Shift from second to First

Institute can change shift from Second to first by answering the question 4(v).

Question 4

i. Whether your institution wish to apply for Conversion from Diploma to Degree or Vice-Versa ('ENGINEERING AND TECHNOLOGY' ONLY)?

ii. Whether your institution wish to apply for Merger of Courses ('ENGINEERING AND TECHNOLOGY' ONLY)?

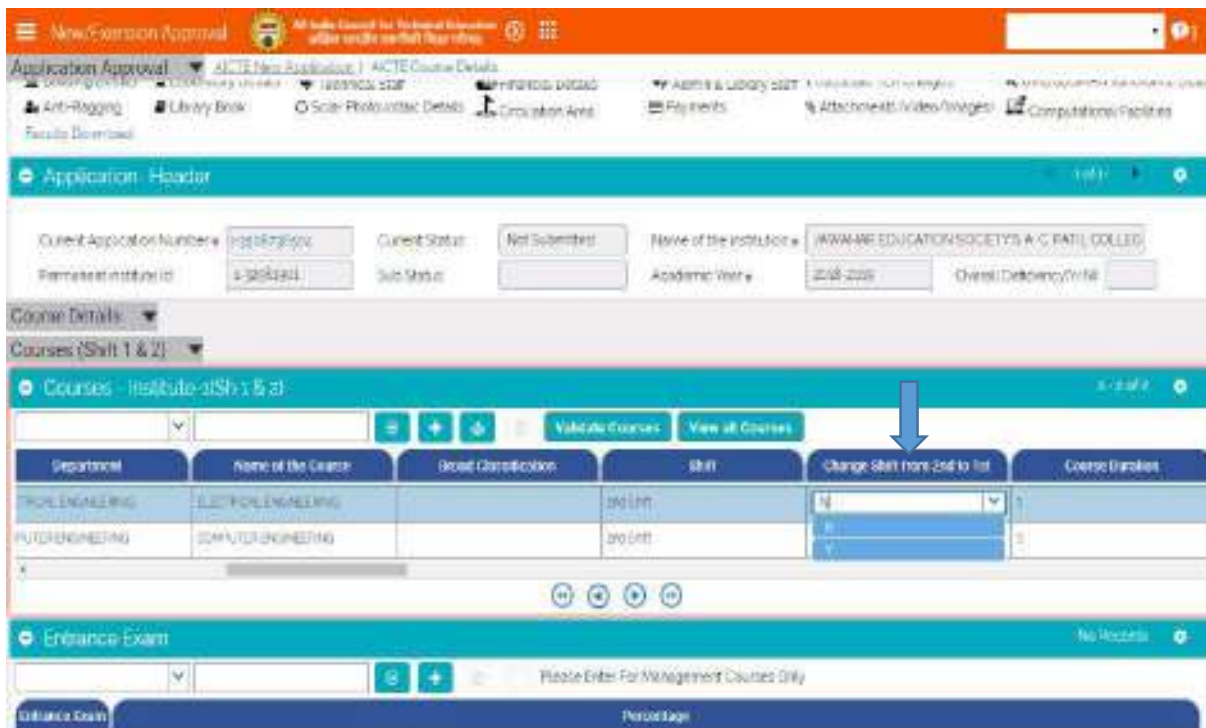
iii. Whether your institution wish to apply for Restoration? (Applicable ONLY to the Institutes where EoA for 2017-18 granted with Punitive Action. No Admission issued Institutes need not have to answer this question.)

iv. Whether your institution wishes to add New Course at Diploma level under existing UG Pharmacy Program or Vice-Versa?

v. Whether your institute wish to apply for Change of Shift from Second to First?

vi. Whether your institute wish to apply for conversion from PGDM to MBA ('MANAGEMENT' ONLY)?

- After answering of question, institute has to click on “Course Details” tab.
- Institute can select ‘Y’ or ‘N’ on the basis of their preference to change Shift. This will be available for only second shift courses.
- Once the flag is select to ‘Y’ the shift will automatically change to 1st Shift.



vii) Conversion from PGDM to MBA

Institute can apply for Conversion from PGDM to MBA by first answering the question 4(vi).

Question 4

i. Whether your institution wish to apply for Conversion from Diploma to Degree or Vice-Versa ('ENGINEERING AND TECHNOLOGY' ONLY)?

ii. Whether your institution wish to apply for Merger of Courses ('ENGINEERING AND TECHNOLOGY' ONLY)?

iii. Whether your institution wish to apply for Restoration? (Applicable ONLY to the Institutes where EoA for 2017-18 granted with Punitive Action. No Admission issued Institutes need not have to answer this question.)

iv. Whether your institution wishes to add New Course at Diploma level under existing UG Pharmacy Program or Vice-Versa?

v. Whether your institute wish to apply for Change of Shift from Second to First?

vi. Whether your institute wish to apply for conversion from PGDM to MBA ('MANAGEMENT' ONLY)?

vii. Whether your institute have the approval from PCI for Pharm.D or/and Pharm.D (Post Batch)

- After answering of question, institute has to click on “Course Details” tab.
- Institute can select ‘Y’ or ‘N’ for conversion from PGDM to MBA. It is available for Management Programme with Post Graduate Diploma.
- After the value is selected as ‘Y’ enter the Affiliating University name,
- Verify the name of course



viii) 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."
- Please refer Approval Process Handbook 2018-2019 to check eligibility of institute for applying new course or Increase in intake.
- Please refer Approval Process Handbook 2018-2019 to check eligibility of institute for applying NRI/FC/PIO

viii) 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

ix) Validation for Vocational Courses

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

x) Closed Courses

- Courses closed in previous Academic Year can be seen in Closed Courses tab

xi) Change of Course name

- Navigate to Questionnaire tab
- Select 'Y' to change the Course name.

The screenshot shows a questionnaire form with two columns of questions. The left column contains questions 1 through 6, and the right column contains questions 7 through 11. Each question has a dropdown menu for the answer. A blue arrow points to the dropdown menu for question 11, which is set to 'Y'.

Question 1	Question 2
1) Whether your institution is having valid NEET NELECT Year 3? 1. Course accredited by NEA and Validity order after 30-Apr-2018? 2. Aided For and validated by NEA (accreditation need pending)?	7) Whether your institute wish to apply for Conversion from Diploma to Degree or vice-versa (ENGINEERING AND TECHNOLOGY ONLY)?
No. of courses applied with valid NEA Accreditation is present (Auto-populated):	8) Whether your institute wish to apply for Merge of Courses (ENGINEERING AND TECHNOLOGY ONLY)?
Institute willing to change Affiliating University	9) Whether your institute wish to apply for Restoration? (Applicable ONLY to the Institutes whose Book for 2017-18 granted with Positive Admit. for Admission (aided Institutes need not have to answer this question)
Do you sign to apply for University name Change? if 'Y' kindly navigate to University Name Change Tab	10) Whether your institute wish to add New Course at Diploma level under existing UG Pharmacy Program or vice-versa?
Institute is Under Submission Scheme	11) Whether your institute wish to apply for Change of Shift from Second to First?
Whether your institute is Under Submission Scheme (Not applicable to Private/Deemed to be Universities - it need to answer in ONLY) a) At the time of 1st Approval, where your institute was located:	12) Whether your institute wish to apply for conversion from B.COM to MBA / MANAGEMENT ONLY?
b) Presently your institute is located at:	13) Whether your institute have the approval from PCI for Pharm.D. or/and Pharm.D (Post Bachel)
	14) Whether your institute has produced online Author linked Biometric attendance for regular faculty members?
	15) Whether your institute wish to apply for Course Name Change?

- After selecting Y all the processing will be done offline. No data is required to be filled online, only the flag has to be selected as Y.

16. University name change

- Navigate to Questionnaire tab
- Select 'Y' to change the University name.

The screenshot shows a questionnaire with two columns of questions. The second column contains the following questions:

1. Whether you intend to apply for Conversion from Diploma/Degree/Diploma (level) ENGINEERING AND TECHNOLOGY ONLY? N Y
2. Whether you intend to apply for M-PhD in Courses ENGINEERING AND TECHNOLOGY ONLY? N Y
3. Whether you intend to apply for Postgraduate (Honours/Diploma) to the Institute when College/DIP is granted with Full-time Action for Admission/Conversion/Conversion level at other Institution? N Y
4. Whether you intend to apply for Conversion from Diploma/Diploma (level) at existing IIT/Pravara/Rajawade/ICET level? N Y
5. Whether you intend to apply for Change of Institute Section/Type? N Y
6. Whether you intend to apply for Conversion from DIPLOMA to B.A/B.Sc/B.Com? N Y
7. Whether you intend to apply for Conversion from B.A/B.Sc/B.Com to B.A/B.Sc/B.Com? N Y
8. Whether your Institute has been approved for PCI for Ph.D. and Post-D-Ph.D Batch? N Y
9. Whether your Institute has been approved for PCI for Ph.D. and Post-D-Ph.D Batch? N Y
10. Whether your Institute has been approved for PCI for Ph.D. and Post-D-Ph.D Batch? N Y
11. Whether your Institute has been approved for PCI for Ph.D. and Post-D-Ph.D Batch? N Y

The question "Institute willing to change Affiliated University" has a dropdown menu with 'Y' selected.

- Navigate to University Name Change

The screenshot shows the 'University Name Change' form in a web application. The form includes fields for 'Existing University Name', 'New University Name', and 'Level'. A blue arrow points to the 'Existing University Name' field.

- Enter Existing University name, New University name, level.
Click on "Save" button to save record.

17. 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

i) Faculty Details

- Click on “New” button to Enter details of the faculty
- **Faculty Unique ID:** System Generates a Unique id for the faculty
- **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

ii) 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

Faculty Details

Adjunct Faculty / Resource Persons from Industry

Faculty Information

Viewable Faculty Details: Faculty click on 'Save' and then click on 'Visible Faculty Details' button.

Faculty Unique ID	<input type="text"/>		
Appointment Type	<input type="text"/>		
Personal Details			
Title	<input type="text"/>	Address Line 1	<input type="text"/>
Last Name	<input type="text"/>	Address Line 2	<input type="text"/>
First Name	<input type="text"/>	Postal Code	<input type="text"/>
Middle Name	<input type="text"/>	City/Village	<input type="text"/>
Gender	<input type="text"/>	State	<input type="text"/>
		District	<input type="text"/>
		Left the Institute	<input type="text"/>
		Faculty Rejoined Date	<input type="text"/>
		Faculty Rejoining Date	<input type="text"/>
		Phone Address	<input type="text"/>
		Alternate Email Address	<input type="text"/>
		Address/ Card/UID	<input type="text"/>

iii) Left the Institute (Faculty)

- 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

18. 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

Programs	Level	Room Type	Room Name	Area of room in Sqm	Building Name	Building Number	Readiness of flooring	Readiness of Wall & Painting
ENGINEERING TECHNOLOGY	LEVEL GRADUATE	Classroom	301	300	304	300	Ready	Ready
ENGINEERING TECHNOLOGY	POST GRADUATE DIPLOMA	Classroom	302A	300	304	300	Ready	Ready
ENGINEERING TECHNOLOGY	POST GRADUATE CERTIFICATE	Classroom	302B	300	304	300	Ready	Ready
ENGINEERING TECHNOLOGY	FELLOWSHIP	Classroom	302C	300	304	300	Ready	Ready
ENGINEERING TECHNOLOGY	DIPLOMA	Classroom	302D	300	304	300	Ready	Ready
ENGINEERING TECHNOLOGY	LEVEL GRADUATE	Classroom	304	300	304	300	Ready	Ready
ENGINEERING TECHNOLOGY	POST DIPLOMA	Classroom	304A	300	304	300	Ready	Ready
ENGINEERING TECHNOLOGY	LEVEL GRADUATE	Special Room	PLAB	07	07	07	Ready	Ready

- **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.

19. 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)

20. 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.

21. Amenities Area

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

Application- Header

Current Application Number: 230266701 Current Status: Not Submitted Name of the institution: TEST INSTITUTE OF TECHNOLOGY123

Permanent Institute Id: Sub Status: Academic Year: 2018-2019 Overall Deficiency(Y/N): Y

Institute Details Questionnaire Print ICA IT 14 Company/Industry Details Deficiency Report Operational Status Calculate Deficiency Organization Amenities Area

PLEASE ENTER 1 ROOM INFORMATION PER ROW

Amenities Area No Records

Room Id/Name	Room Type	Area of room in sqm	Building Name	Building Number	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification
No Records							

- **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.

22. 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

The screenshot shows a web-based form titled "Details of Other Facilities". The form is organized into a grid of questions, each with a dropdown menu for selecting "Y" (Yes) or "N" (No). The questions include:

- Backup Book Supply
- Disaster Insurance
- Insurance for Students
- Public Amusement System
- Projectors in Classrooms
- Telephone & FAX
- Installation of Fire Controlled Gas Cooktop/Power Systems
- Establishment of Internal Complaint Committee (ICC) Committee
- Display Board with the periodic Report on the Website of the Institution including the Feedback Facility of Students and Faculty Available in the ACCTE Web Portal
- Participation in the National Institutional Ranking Framework (NIRF)
- Provision to watch MOOC Courses through GATEWAY
- Establishment of Online Grievance Redressal Mechanism
- Boiler Test Environment
- All Weather Approach/Protected Road
- Salient Insurance for Employees
- Medical & Counseling
- Safety Protocols
- Transport Facility
- Appointment of Guest Courses
- Establishment of Grievance Redressal Committee in the Inst. Appointment of OHS/ES&AF by the Inst.
- Implementing Food Safety and Quality in the Institution
- Refraction Facility (Laboratory/FAR, All) Training Laboratory/Knowledge Laboratory
- Implementation of Unlaid Budget Account
- Whether the Institution has implemented S...

- Answer all questions by selecting Y/N from dropdown
- **Scroll right to see all questions**
- Click on **Save**

23. 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

24. 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.

25. 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

The screenshot shows the 'Computational Facilities' form with the following fields and values:

- Current Application Number:** 2023/2024
- Current Status:** Not Submitted
- Name of the Institute:** TEST INSTITUTE OF TECHNOLOGY
- Academic Year:** 2023-2024
- Overst. Deficiency (%):** 0

The 'Computational Facilities' section contains the following input fields:

- PCs/Laptop exclusively available to students
- PCs/Laptop available in Library
- PCs/Laptop available in Administrative Office
- PCs/Laptop available to Faculty Members
- Number of PCs/Laptop in language lab
- Internet Bandwidth in Mbps
- Internet Contention ratio
- Printers available to students
- Number of All Size Color Printers
- Number of Legal System software
- Number of Legal Application software

- **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

26. Circulation Area

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

The screenshot shows the 'Circulation Area' form. At the top, there is a 'Quick Links' section with various icons for navigation. Below that is the 'Application Header' section, which includes fields for 'Current Application Number', 'Current Status', 'Name of the Institution', 'Permanent Institute Id', 'Sub Status', 'Academic Year', and 'Overall Duration (Y/N)'. A row of buttons is visible below the header, including 'View Details', 'Questionnaire', 'Calculate Deficiency', 'Registration', 'View Uploads by NOHQ', 'Contact Person', 'Land Details', 'Building Details', 'Programme', 'University Name Change', and 'Hostel Facilities'. The main section is titled 'Circulation Area' and contains a table with the following columns: 'Area Type', 'Average Carpet Area', 'Flooring', 'Painting Done', 'Sanitary Fittings Done', 'Electrification & Lighting', 'Furniture', 'Building Name', and 'Building Number'. The table has one row of data with values: 'Corridor', '75', 'Yes', 'Not Done', 'Yes', 'Ready', 'Not', 'Hall', and '101'.

- **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

27. Hostel Facilities

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

The screenshot shows the 'Hostel Facilities' form. At the top, there is a 'Quick Links' section with various icons for navigation. Below that is the 'Application Header' section, which includes fields for 'Current Application Number', 'Current Status', 'Name of the Institution', 'Permanent Institute Id', 'Sub Status', 'Academic Year', and 'Overall Duration (Y/N)'. A row of buttons is visible below the header, including 'View Details', 'Questionnaire', 'Calculate Deficiency', 'Registration', 'View Uploads by NOHQ', 'Contact Person', 'Land Details', 'Building Details', 'Programme', 'University Name Change', and 'Hostel Facilities'. The main section is titled 'Hostel Facilities' and contains a table with the following columns: 'Hostel accommodation boys(U.Room)', 'Room Area (sq ft. B1)', 'Name of the Building_B1', 'Building Number_B1', 'Hostel accommodation boys(U.Room)', and 'Room Area'. The table has one row of data with values: '25', '25', '141', '75', '25', and '25'.

- **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.

28. 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

29. 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.

30. e-Journal 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

Selected Programme is not available in the Programme Tab(SEL-0010151)

Application - Header

Current Application Number: [Field] Current Status: Not Submitted Name of the Institution: TEST

Permanent Institute Id: [Field] Sub Detail: [Field] Academic Year: 2018-2019 Credit Deficiency(Y/N): [Field]

Programme: eJournal Subscription

e-Journal Attachment

Program	Journal Publisher	Publisher Name	Subscription Fee	Subscription Fee	Amount	Year of Program	Type	File (Or) Photo
APPLIED WRITING COURSE								
ARCHITECTURE								
BACHELOR AND DIPLOMA								
BTEC MANAGEMENT AND CUSTOMER MANAGEMENT								
MCA								
MBA								
UNIVERSITY								
DIPLOMA								

DECLARATION

THE INSTITUTE HEREBY DECLARES THAT IT HAS SUBSCRIBED FOR ALL THE REQUIRED E-JOURNALS AS MENTIONED IN A/F/R/C

31. Submitting Application and Payments

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

The screenshot shows the 'Application Approval' page for 'AICTE New Application'. The 'Application-Header' section contains the following fields:

Current Application Number	1-1577902341	Current Status	Not Submitted
Permanent Institute Id	1-15100004	Sub Status	
Academic Year	2018-2019	Application Opened on	29/01/2018
Chapter		Application Submitted on	
Approval Status of Application		Attend Scrutiny Committee On	
Hard Copy Of AICTE Application Submitted?	<input type="checkbox"/>	Application Type	Extension Expired
Remarks, if any		Appl. Requested Date	
		Received Application Date	
		Drawal Deficiency(Y/N)	

A blue arrow points to the 'Submit Application & Proceed to Payment' button.

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

The screenshot shows the 'Application Approval' page for 'AICTE New Application' after submission. The 'Application-Header' section contains the following fields:

Current Application Number	1-1577902341	Current Status	Submitted
Permanent Institute Id	1-15100004	Sub Status	Pending for Payment
Academic Year	2018-2019	Application Opened on	29/01/2018
Chapter	Chapter 1	Application Submitted on	18/01/2018
Approval Status of Application		Attend Scrutiny Committee On	
Hard Copy Of AICTE Application Submitted?	<input type="checkbox"/>	Application Type	Extension Expired
Remarks, if any		Appl. Requested Date	
		Received Application Date	18/01/2018 02:11:54 P
		Drawal Deficiency(Y/N)	

The 'UPDATE PAYMENT STATUS' button is visible in the top right corner of the form.

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 of the questions Questionnaire tab [Q4 (i) to Q4 (vii)] is answered to Y, make sure the same has been applied in courses tab
- ❖ 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:

The screenshot displays the 'Step 1: TER Charges Payment Options' page. At the top, there is a navigation bar with 'New/Extension Approval' and 'All India Council for Technical Education'. Below this, the page title is 'Application Approval' with sub-links for 'AICTE New Application' and 'Processing Fee Payment'. The main content area is titled 'Step 1: TER Charges Payment Options' and includes instructions for making payments. A dropdown menu for 'Mode of Payment' is open, showing three options: 'ICCI (Only Net Banking)', 'TPSL (Only Net Banking)', and 'Cc Avenue'. A blue arrow points to the dropdown menu. Below the dropdown, there is a 'Step 2: Corporate Internet Banking' section with a warning message: 'Corporate Internet Banking (CIB) Payment is only applicable to ICCI Account Holders with Corporate ID'. It also shows 'AMOUNT to be paid in case of part payment: ₹00,000' and 'TOTAL AMOUNT to be paid: ₹00,000'. At the bottom, there is a 'Step 3: Payment Details' section with a 'View Transaction ID' button and a table with columns for Payment ID, Payment Mode, Transaction ID, TPSL/CC Avenue, Receipt, Part Payment Am, Total Amount, ICICI Charge #, PO Number, Bank Name, Bank Branch, PO Date / Trans, and Case.

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

Application Approval | AICTE New Application | Processing Fee Payment

Before making the Payment, Please Refer Payment Guidelines Document on the Help page of NCTE website.
 TSP Charges Table will be used to verify the Breakup of the Processing Fee.

Steps for making Payment:

1. Select Mode of Payment.
2. Get Amount in Amount Field in case of Part Payment.
3. After Payment is Successfully Done, Click on "View Payment Status" Button.
4. After complete and successful payment is done, click on "Update Payment Information" on Home page to update status of Application.

Hide of Payments: **ICCI/ICCI Only**

Before making the Payment perform following steps go:
 1) Open Internet Explorer.
 2) Go to Tools -> Internet Options.
 3) Go to Security Tab -> Trusted Sites.
 4) Click on Site -> Add "https://www.ncte-india.in/"
 5) Add add "https://icci.icibank.com/"
 6) Clear browsing History.
 7) Close Internet Explorer and try to make Payment.

Step 2: Corporate Internet Banking (CIB/ICCI)

Corporate Internet Banking (CIB) Payment is only applicable to ICICI Account Holders with Corporate ID.

Amount to be paid: Total Amount to be paid:

Transaction ID:

Receipt:

For User who is holder of corporate internet banking (CIB) click here
 I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same.
[Click Here to Make Payment \(ICCI Bank Only\)](#)

Step 3: Payment Details

Payment ID	Payment Mode	Transaction ID	PSU/ICCI name	Payment	Part Payment Am.	Total Amount	ICCI Cheque #	PO Number	Bank Name	Bank Branch	ICCI User / Fees	Comments
5470004	ICCI/ICCI Only				1	0.00000						

- Click on Pay Now button



- Fill in the details as shown to make the payment

ICICI Bank
Login to internet banking and view account

Corporate ID:

User ID:

Password:

Use Virtual Keyboard (Recommended)

Virtual Keyboard (for entering password only)

1 2 3 4 5 6 7 8 9 0 * #

Q W E R T Y U I O P

A S D F G H J K L ; ' /

Z X C V B N M , . -

Backspace Clear Close Lock

To know more about Virtual Keyboard, [Click Here](#)

If you have received a new set of passwords from the Bank, please first login to Corporate Internet Banking through the link www.icicibank.com and change both your login and transaction passwords. You will not be able to make online payments till you have changed both your passwords.

- 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

New Exa/Exam Approval | All India Council for Technical Education and its member Institutes

Application Approval | AICTE Fee Application | Processing Fee Payment

Before making the Payment, Please Refer Payment Guidelines Document on the Help page of AICTE website.

TDR Charges Tab can be used to Verify the Breakup of the Processing Fee.

Steps for making Payment

1. Select Mode of Payment.
2. Edit Amount in Amount Field in case of Part Payment.
3. After Payment is Successfully Done, Click on "Payment Status" Button.
4. After Complete TDR Charges Payment is Done, Click "UPDATE PAYMENT STATUS" button in Header Form to Update Status of Application.

Mode of payments:

Before making the Payment, perform following settings:

- (a) Open Internet Explorer
- (b) Go to Tools -> Internet Options
- (c) Go to Security Tab -> Trusted Sites
- (d) Click on Sites -> Add <https://www.aicte.gov.in>
- (e) Add <https://www.icicibank.com>
- (f) Clear browsing History.
- (g) Close Internet Explorer and try to make Payment.

Step 2: Corporate Internet Banking (CIB)/Retail Banking- Other Banks

Corporate Internet Banking (CIB) Payment is only applicable to ICICI Account Holders with Corporate ID.

AMOUNT (Amount in case of part payment): Total Amount to be paid:

Transaction ID:

Mode of payment:

For latest terms & conditions of Corporate Internet Banking (CIB), [Click Here](#)

I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same.

[Click Here to Make Payment \(Other Banks\)](#)

- Click on Click here to Make Payment

Payment Description

Amount : 1
Transaction Date : 18-03-2018

[Proceed for Payment](#)

- Fill in the details as shown to make the payment

Reference No. : 788339
Amount : 1.00

Pay using: Visa MasterCard American Express

* Credit card Debit card

Select Credit Card Option:

VERIFIED by VISA MasterCard paynimo

© 2018 TechNocoin Private Limited. All Rights Reserved. All Rights Reserved.

- **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



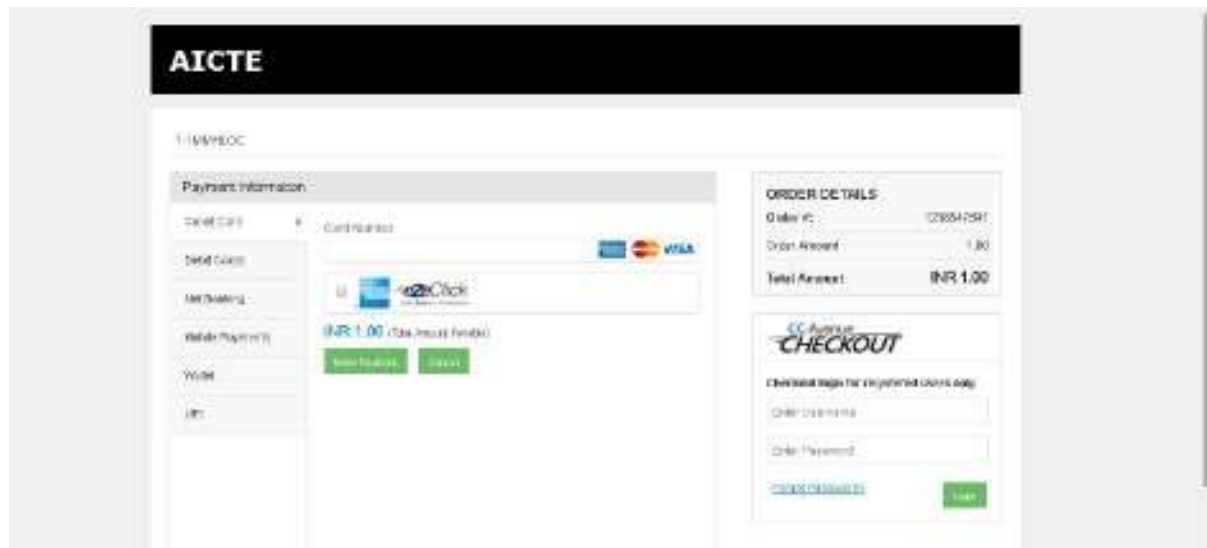
- Click on Proceed to Payment Button

Payment Description

Amount : 1
 Transaction Date : 18-Jan-18

[Proceed for Payment](#)

- 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**

Reopen Application

- After submitting, Reopen Application button will be enabled.
- Institute can click on Reopen Application button to reopen application.
- Reopening is allowed only once
- There should be no payments records created



- After clicking on Reopen Application button Proceed further button will be enabled as shown in the below screenshot:



32. 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.

The screenshot displays the BI Publisher Reports interface. At the top, there is a navigation bar with the text 'BI Publisher Reports' and a search bar. Below this, a 'Reports' section shows a table of reports. A blue arrow points to the first row of the table, which has the report name 'Application Report Part 1'. A 'File Download' dialog box is open in the center of the screen, with a blue arrow pointing to the 'Download' button. The dialog box contains the following text: 'You are downloading the file Application Report Part 1 2010_Priya_1.PDF. This file is not editable. Any modifications made to this file will not be uploaded. Would you like to open the file or save it to your computer?'. Below the dialog box, the 'Report Parameters' section is visible, showing fields for Report Name, Output Type, Local, Error Message, Description, and Tags. The 'Report Parameters' section also includes a 'Task id' field with the value '1005870' and a 'File Size' field with the value '82 KB'.

Report Name	Created Date	Owner	Status	Title Size	Output Type	Report Access	Query String
Application Report Part 1	05/12/2010 10:12:12 AM	ADWASAP	Success	100 KB	PDF	Access	SELECT * FROM ...
Application Report Part 2	05/12/2010 10:12:12 AM	ADWASAP	Success	100 KB	PDF	Access	SELECT * FROM ...
Application Report Part 3	05/12/2010 10:12:12 AM	ADWASAP	Success	100 KB	PDF	Access	SELECT * FROM ...
Application Report Part 4	05/12/2010 10:12:12 AM	ADWASAP	Success	100 KB	PDF	Access	SELECT * FROM ...

Report Parameters

Report Name: Application Report Part 1
 Output Type: PDF
 Local: PDF
 Error Message:
 Description:
 Tags:
 Status: Success
 Owner: ADWASAP
 Report Access: Access
 Task id: 1005870
 File Size: 82 KB
 View Mode: Standard
 Start Time: 05/12/2010 10:12:12 AM
 End Time: 05/12/2010 10:12:12 AM
 Query String: [?Type=New Institute OR Type=Approved OR Type=...]
 Bookmarks: ACTE-H.S Close Search > |?Type=New Institute OR Type=Approved OR Type=...> |?Type=Approved OR Type=Extension-Education-Closure | AND Academic Year Class = '10 AND ...