

# APPROVAL PROCESS 2018-19



## User Manual

for














Downloading LoA Letter 2018-19

# User Manual for Downloading EOA Letter 2018-19

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## Icons for Buttons

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


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

## Printing LoA 2018-2019

Login into AICTE Web-portal

Navigate to New/Extension  
Approval

Select Print LoA 2018-19 from the list of  
available tabs or Click on Print LOA Report  
2018-19 from quicklinks

- 
- Click on Report Icon
  - Select LoA Report 2018-2019 from 'Report Name' dropdown
  - Click on Submit button
  - Click on 'My Reports'
  - Save the Report after Successful report generation

# Select Print LoA 2018-19

The screenshot shows the 'New/Exension Approval' page for 'AICTE New Application'. It includes sections for 'Application Approval' with fields for 'Attend Scrutiny Committee On' (21/02/2018), 'Have You Been Issued LOI Last Year?' (No), and 'Reference Id #'. There are also 'Processing Fee Payment Details' and 'Security Deposit Fee Payment Details' sections with input fields for fees and amounts. A 'Declaration' checkbox is checked. Below this is the 'Institute Details' section with a dropdown menu on the left listing various report types, including 'Print LOA 2018-19'. The main area shows 'Institute Details(Contd.)' with fields for 'TEST', 'Western', 'AISHE Prefix', 'AISHE Numeric Code', 'AISHE Code', and 'National Scholarship Portal ID'.

# Print LoA Report 2018-19

Click on Grid icon and then on Reports Icon as shown below:

This screenshot shows the 'Quick Links' section of the AICTE portal. A grid icon (a 3x3 square) is highlighted with a red box. Below it, the 'Reports' section is expanded, showing a list of report types, with 'Print LOA Report 18-19' selected. Below the list, there is a blue instruction box: 'To Print Letter Of Approval for 2018-19, Click on the Reports Icon and Select Letter Of Approval Report: 2018-19. Navigate to My Reports and refresh till Report Status is Success.'

## Select the report and Click on My reports

**Run Report**

Report Name:

**My Reports**

**Quick Links** 1 of 1\*

- Institute Details
- Questionnaire
- Contact Person/Registrar Detail
- Organization Details
- Principal/Director/Vice Chancellor
- OMBUDSMAN/Grievance Details
- Other Facilities
- Program Details
- Course Details
- Dual/Integrated Course
- Closed Courses
- Vocational Courses
- University Name Change
- Faculty Download
- Land Details
- Building Details
- Anti-Ragging
- Faculty Details
- Technical Staff
- Admin & Library Staff
- Library Book
- Library Facilities
- Laboratory Details
- Administrative Area
- Amenities Area
- Circulation Area
- Financial Details
- Instructional Area
- Inst Area-Comm. Fac.
- View Upload by RO
- Check TER Charges(Processing Fee)
- Payments
- Calculate Deficiency
- Hostel Facilities
- Attachments (Video/Ima
- eJournal
- Solar Photovoltaic Detail
- Computational Facilities

**Reports**

Print LOA Report 18-19

Print LOA 2018-19

**LOA Report 2018-19** 1 of 1\*

To Print Letter Of Approval for 2018-19, Click on the Reports Icon and Select Letter Of Approval Report 2018-19  
 Navigate to My Reports and refresh till Report Status is Success.

## Downloading Report

Refresh the browser till the report Status is seen as 'Success'.

Click on Report Name. The report will be downloaded.

Reports My Reports: 1 - 10 of 10\*

Report Name	Created Date	Owner	Status	File Size	Output Type	Report Access	Query String
LOA-18_19	6/4/2018 01:18:05 PM	AICN006827	Success	207,281	PDF	AICN006827	{ Id  - 1-1BDCCLR}
LOA_18_19	6/4/2018 10:30:47 AM	AICN006827	Success	207,335	PDF	AICN006827	{ Id  - 1-1BDCCLR}
Application R.	8/2/2018 12:41:49 PM	AICN006827	Success	207,465	PDF	AICN006827	{ Id  - 1-1BDCCLR}
Application R.	8/2/2018 11:55:11 AM	AICN006827	Error			AICN006827	{ Id  - 1-1BDCCLR}
Application R.	31/1/2018 03:58:40 PM	AICN006827	Success	92,606	PDF	AICN006827	{ Id  - 1-SOOQ8H}
Application R.	31/1/2018 03:57:18 PM	AICN006827	Success	92,605	PDF	AICN006827	{ Id  - 1-SOOQ8H}
Application R.	17/1/2018 04:26:26 PM	AICN006827	Success	92,605	PDF	AICN006827	{ Id  - 1-SOOQ8H}
Application R.	17/1/2018 04:27:44 PM	AICN006827	Success	18,398	PDF	AICN006827	{ Id  - 1-SOOQ8H}
Application R.	12/1/2018 12:32:27 PM	AICN006827	Success	92,605	PDF	AICN006827	{ Id  - 1-SOOQ8H}
Application R.	12/1/2018 12:30:21 PM	AICN006827	Success	92,605	PDF	AICN006827	{ Id  - 1-SOOQ8H}