

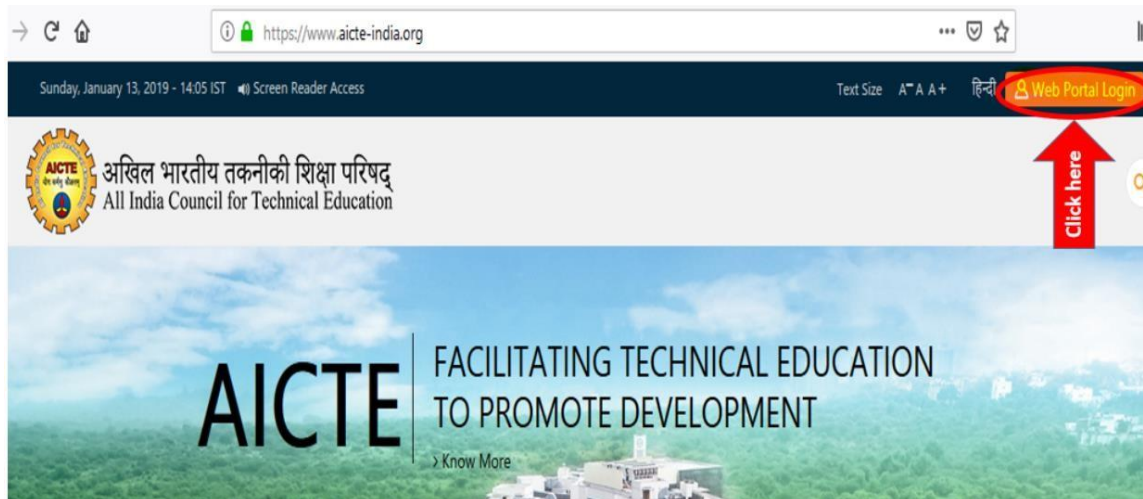
# SIMPLE STEPS TO APPLY for FORGOTTEN PASSWORD



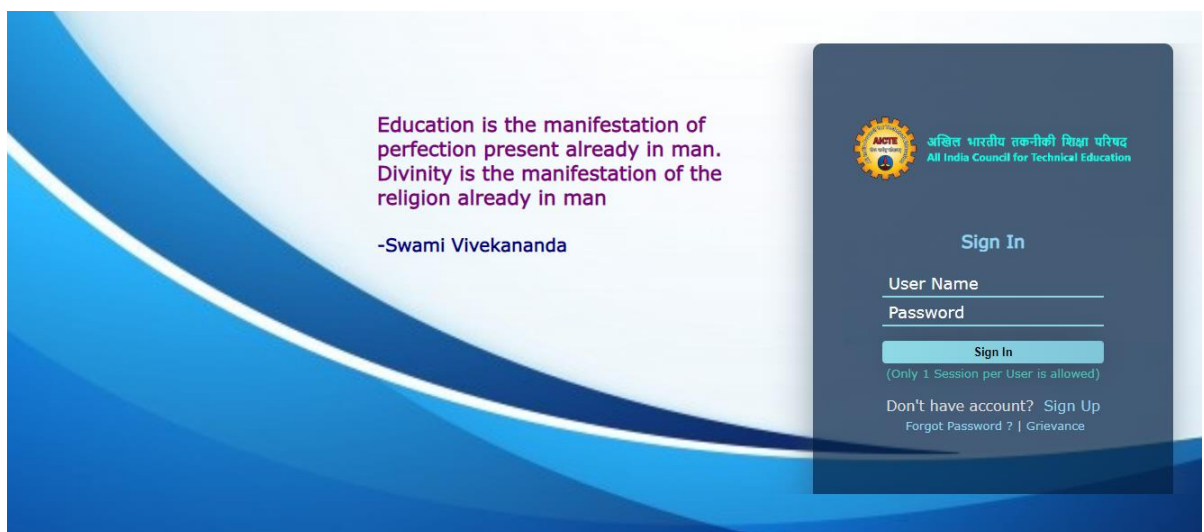
**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,  
NEW DELHI- 110070**

## Simple Steps to Apply for **Forgotten** Password

1. Visit AICTE Website @ <https://www.aicte-india.org> and Click on **Web Portal Login** button on home page of AICTE website.



2. Proceed to **Forgot Password Link** on Login Page of AICTE Webportal.



3. Submit the **Forgot Password Request Form** by entering required information.

**Note: User Id is NOT mandatory. Only Permanent Institute Id is required for existing institute. In case of new institute (received Letter of Approval(LOA) in previous year) can enter Current Application Id.**

**Forgot Password Request Form**

Your Request is of Type  
 Forgot Password Request

Institute Permanent ID \_\_\_\_\_ User Id \_\_\_\_\_

Incase of New Institute Please Enter Application ID \_\_\_\_\_

Is the Email of the Institute Changed  New Email Id (If Yes) \_\_\_\_\_

I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same  **No**

For latest terms & conditions of ePayment, [Click Here](#)

For latest terms & conditions of ePayments, please refer to terms and condition on main page of AICTE website.

You are now required to make a payment towards the issue of Password by using credit card/ debit card on the Online payment gateway by clicking the link in the next page.  
 (The total amount payable shall include fee of Rs.5000 + Bank transaction charges+ taxes)

## 4. Service Request Number & Online Payment

After submission of Forgot Password Form **service request number** will be generated (Refer Screen Shot Below). Note down this Service Request Number for all your future correspondence in respect of forgot password issue. Now the user is requested to make **Online payment using Credit card/ Debit Card**.

**List of Your Request** 1 - 1 of 1

Request Number	Status
1-6500464773	Submitted

### Additional Notification from AICTE

Your Forgot Password Request has been successfully accepted.

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Please note the above mentioned Service Request Number and quote the same in all future communication in this matter.

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You are now required to make a payment towards the issue of Password by using credit card/ debit card on the Online payment gateway by clicking the below link.

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(The total amount payable shall include fee of Rs.5000 + Bank transaction charges+ taxes)

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For latest terms & conditions of ePayments, please refer to terms and condition on main page of AICTE website.

[Click Here to Make Payment](#)

5. **Submit Affidavit<sup>1</sup>** as per the Format Provided in Approval Process handbook 2020-21 (Page 210) to the concerned **Regional Office** along with necessary documents as mentioned in format.

**Affidavit 1****1.0 Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Forgotten Password**

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of ....., aged....., resident of ....., do hereby solemnly affirm, state and undertake to the following in connection with my/ our request to AICTE for new password to our Institution <Name and address of Institution>,

1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;
2. That I/ We have forgotten/ misplaced the password for our <user ID>;
3. That I/ We < Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, authorised to submit the present request and there is no misrepresentation;
4. That I/ We < Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company > have made an online payment of ₹5000/- vide Transaction ID..... date .....
5. That the new login credentials are to be sent to <Name of the Person>, <Address>,<Landline No>, <Mobile No>, <email id>; and
6. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Name of the authorized person executing the undertaking along with his/ her Official Position)  
with (SEAL)

**VERIFICATION**

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)  
(SEAL)

## 6. After Successful verification of Affidavit by Regional Officer, New User Name & Password will be sent to the institution on the Registered e-mail Id.

From: "admin@aicte-india.org" <admin@aicte-india.org>  
To: [REDACTED]  
Cc: [REDACTED]  
Bcc: [REDACTED]  
Date: Tue, [REDACTED]  
Subject: AICTE: Forgot Password Details  
Dear Sir / Madam,

With reference to your request [REDACTED] for the Password, the following Password has been allocated for your Institute –

User Name [REDACTED]

Password: [REDACTED]

Note: -

1. Use this User-Name for log-in to AICTE Web Portal
2. This User-Name and Password need to be protected and the onus of its misuse shall be on the user.
3. Kindly change your password after your first login.
4. To change your Password, goto tab named as 'Change Password'.

General Instructions to Applicant: -

1. Do not share your login Id and password with unauthorized individuals
2. This is system generated mail and hence for any queries please contact helpdesk.

Thanks & Regards,

## NOTE: Grievance for Forgot Password

Institutions are requested to register their grievance at the following url (only in case new password NOT received).

URI : [www.facilities.aicte-india.org/approvalprocess/apformEmail.php](http://www.facilities.aicte-india.org/approvalprocess/apformEmail.php)

Application Form for Grievance/Query related to AICTE Approval Process 2019-20.

Upload File (if any): **(Less than 1 mb)**  No file selected.

Select User:

Nature of Grievance/Query:   
- Select Your Grievance/Query Type -  
Quality Education Mandate related Query  
**Forgot Password not received** ✓  
Other Technical Issue  
Policy related Query