

Instructions for New Institutes/Universities (Departments)

All the institutes (New/Existing) / Universities (Deemed to be/ State Private/State Public/Central) – New/Existing **NOT having AICTE approval*** for any of their Programs/Courses but willing to take AICTE Approval (now) are requested to read the following instructions carefully before applying online for AICTE Approval.

- 1) Login (visit) to **AICTE Website** @ <https://www.aicte-india.org>.
- 2) Read all the **documents** available @ https://www.aicte-india.org/bureaus/approval/ap_2018-19.
- 3) Click on **Web Portal Login** (Top right hand corner of AICTE website home page).
- 4) Click on **Request New User ID** link under http://portal.aicte-india.org/partnerportal_enu to apply for **New User ID & Password**.
- 5) Make Necessary **Payment** for New User Id **ONLY through Debit/Credit card**.
- 6) Once **New User Id and Password** (Login credentials) received on your **registered Email Address**; use the login credentials in the AICTE login Page http://portal.aicte-india.org/partnerportal_enu to login into the Web portal.
- 7) After login to the web portal, please **read carefully all the Questions (Questionnaire)**.
- 8) Out of the following FIVE Questions, ONLY one question can be answered as YES (Y). (If applicable & most appropriate)
 1. *Whether the Institute is having approval from **Council of Architecture (COA)**?*
 2. *Whether the institute is a **Non-Technical Institute seeking approval for MBA/MCA**?*
 3. *Whether your Institution/Department(s) is/are part of **Deemed to be University / State private University**?*
 4. *Whether your Institution/Department(s) is/are part of **State Public University / Central University**?*
 5. *Whether your institute is an **Existing Technical Institute coming for the first time on AICTE Portal for Approval**?*
- 9) If your institute is **NOT falling under any of the categories mentioned** in the Questionnaire (above) then enter **NO (N)** against all questions & proceed to fill the details under all the active tabs.
- 10) For any **Doubts or Clarifications** refer to **Approval Process Handbook 2018-19 & User Manual** placed under link https://www.aicte-india.org/bureaus/approval/ap_2018-19
- 11) Once all required data is filled in, the application can be **Submitted** by clicking on **Submit Tab** and after successful submission only **Payment Tab** will be enabled for making required payment as per Approval Process Handbook 2018-19 (**Payment need to be done, if applicable**).
- 12) Application **once submitted, will not be reopened** under any circumstances. Please verify carefully whether all the fields are correctly filled or not before submitting your application.
- 13) For any **Technical (Portal) or Policy related issue** please raise Query **ONLY through Online Grievance form** which is available at http://portal.aicte-india.org/partnerportal_enu.
- 14) Read **FAQs** available in AICTE Website to have more clarity on AICTE Approval Process related issues.

**May be having the approval of other Regulatory Bodies (UGC/COA, Etc.,)/Having the Approval of AICTE in the past but discontinued later (after converting into a University).*