Welcome To
BBA/BCA/BMS Colleges
Portal registration can be done in two ways:

1. Through AICTE web Portal: [Click Here to Register](#)

2. National Single Window System (NSWS): [Click Here to Register](#)
Registration Through AICTE Portal

Click on the [Click Here to Register](#) to register your Institute/ College/ Trust for AICTE Approval.
If Colleges are facing any difficulty for registration on NSWS portal, there is one more alternative for direct registration on AICTE’s Web portal.

Please click (CTRL+Click) on the below mentioned link.

HTTPS://PORTAL.AICTE-INDIA.ORG/PARTNERPORTAL_ENU/START.SWE?SWECMD=GOTOVIEW&SWEVIEW=AICTE2+NEW+USERID+REQUEST+VIEW

After clicking on the link registration form will be open. Fill all the details in registration form and click on the submit request button as shown on the next slide.
Please fill all the details and click on **Submit request button**
Unique service request number will be generated after submit. User Details preview will be shown then click on "Click here to send user credentials" button as shown in the below screenshot.
Login Credentials will be sent to the registered email id (as given in registration form).
NOTE: Kindly store the request number for all future communications.
Kindly go to the AICTE website and click on Web portal Login.
Enter your **Login Credentials** and click on **Sign in** button
Registration Through NSWS Portal

Click on the [www.nsws.gov.in](http://www.nsws.gov.in) to register your Institute/ College/ Trust for AICTE Approval.
Click on Login and select Investor Login

Access over 644 Central Approvals and 6113 State Approvals

Explore, Apply and Get all the approvals required to start your business in India

"We are laying a red carpet for all global companies to come and establish their presence in India. Very few countries will offer the kind of opportunities India does today."

Hon'ble Prime Minister Narendra Modi
If you are coming First time on portal click on the Sign up Now Button.
Fill all the details and verify your **email Id** and **Mobile number**
Enter the **OTPs** received on your **email Id** and **Mobile number** to verify.
After Successful verification of Mobile and email a green tick will appear.
Now you need to **Set your Password** and click on the **Sign Up Now** Button.
After the successful registration again click on login and fill your credentials and click on Sign in button.
After the Login you have to select **SOLE PROPRIETOR** and fill your **Institute/College/Trust** Name and click on the **next** button.
Fill your PAN Number and click on Get Details Button.
After entering **PAN Number**, your **name** will reflect then tick on the (I accept...) **check box** then click on **next button**

[Image of the PAN card and verification process]

**Tick Here**

**Click Here**

Here your name will reflect as mentioned in PAN
Fill all the details and click on the next button
Click on **Proceed to verify** and verify your **PAN card**.
Click on the **Add New** button to add the detail of Authorized Signatory
Fill the all details of **Authorized Signatory** Cont... (Next Page)

Kindly complete your PAN verification process using your DSC to continue to apply for Approvals in NSWS. [See Details]

- **PAN**: BGNPS7745E [Verify Now]
- **Registered Email**: vermamau31@gmail.com
- **Mobile Number**: +917014598105
- **GSTIN**: Enter your GSTIN (if you have one)
- **Udyam Registration Number**: Enter your Udyam Registration Number (if you have one)
- **IE Code**: Enter your IE Code (if you have one)
After filling all the details click on the **save** button.
Click on proceed now button and verify your PAN with DSC.
Insert **DSC device** connected with **PAN** in your Laptop/Computer and fill the all details and **verify**.

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**3 easy steps to add Digital Signature**

**Step 1**
Download and run emBridge Application.

**Step 2**
Insert your crypto-token Pen Drive into system

**Step 3**
Fill details here to add digital signature

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**Add Digital Signature Certificate**

You need to have a digital signature and latest emBridge application installed in your system before adding the Digital Signature Certificate.

**Provider**

**Certificate**

**Token Password**

**Authorised Signatory PAN**

BGNPS7745E

Your Organization PAN is **BGNPS7745E**
After the Successful verification of PAN & DSC click on My Dashboard.
click on the **Add more Approval** button
Select **Central Approval**

Click Here
Search for **AICTE Approval**
Move cursor on **AICTE Approval** and Click on the **Add Dashboard** button
In your Dashboard AICTE Approval will reflect. Click on Apply Now
Fill all the Details
In Programme section, If you are a **University** select **YES** Otherwise select **NO** if your are **Institute**, then new Question will appear (Is it a **New Institute**) now you select **YES**.
Then you have to select a Programme (from the **Programme List drop down**)

**NOTE 1:** Please select only **Management** as the Programme from the drop down. **Computer Application (BCA)** is not Available in the drop down but it can be added in the AICTE Portal under Course Details Later on
**NOTE 2:** Colleges Willing to take Approval for both **BBA/BMS and BCA** also need to select **Management** as the Programme from the **Programme List drop down**
Example of above page
Fill all the details and click on **Review & Submit**
Now Click on the **Submit Application** Button
After Successful Submission of your Application a new button **Go to Ministry Portal** will appear.

Click on the **Go To Ministry** button then you will Land on **AICTE Portal**.
Now you are on the AICTE Portal, Click Approval Process 2024-25
Click on the Approval Process 2024-2025 ICON.
Click on **Apply/View Application** button
You have to pay Rs. 6000 (Six Thousand) Registration Charge. Click on the **initiate new payment** button and select the **payment gateway** and complete your payment.
After the Successful compilation of Payment you have to once again click on Approval Process 2024-2025
Click on **Create Application** button and fill all the details.
Create New Application & Fill Institute Details

Profile Picture

Institution: Basic Details

This is your Institute Application ID
Fill the Contact & Faculty Details

Contact Person/Registrar Details

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr.</td>
<td>TEST</td>
<td></td>
<td>TEST</td>
<td>CHITTOOR</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Designation</th>
<th>State/UT</th>
<th>Landline Number</th>
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<tbody>
<tr>
<td>TEST</td>
<td>PRINCIPAL</td>
<td>Andhra Pradesh</td>
<td>1234561</td>
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<table>
<thead>
<tr>
<th>Town/City/Village</th>
<th>Postal Code</th>
<th>STD Code</th>
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<tbody>
<tr>
<td>AKKARAMPALLE</td>
<td>343532</td>
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Faculty Details

<table>
<thead>
<tr>
<th>Faculty Designation</th>
<th>First Name</th>
<th>Last Name</th>
<th>Qualification</th>
<th>Date of Joining</th>
<th>Mobile Number</th>
<th>Email Address</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>PAN No</th>
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</thead>
<tbody>
<tr>
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<td>VVJ</td>
<td>HIJHI</td>
<td>5/12/2023</td>
<td>6699797790</td>
<td><a href="mailto:xfgd@dhdd.com">xfgd@dhdd.com</a></td>
<td>11/1/2005</td>
<td>Female</td>
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Questions

1-43651003044 | Not Submitted

**Questionnaire Details**

Do you want to apply for New ODL/Online Stand Alone Institute?:

If you are applying for off-Campus, then please enter your existing Parent Application Id:

Are you an existing institute running BBA \ BCA and coming first time in the portal?:

Y

Save   Edit
Fill the Programme & Course
Infrastructure & Library Cont. (Next Page)

### Land Details: More Information

<table>
<thead>
<tr>
<th>Land Registration Number</th>
<th>Date of Registration</th>
<th>Area of Land</th>
<th>Khasra Number</th>
<th>Plot Number/Survey Number</th>
<th>Land Situated at</th>
<th>Land Registered in the Name</th>
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### Building Details: More Information

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<th>Building Approval Num</th>
<th>Sanctioned Build Up Area</th>
<th>Constructed Build Up Area</th>
<th>Approved Carpet Area-Instructional</th>
<th>Constructed Carpet Area-Instructional</th>
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</table>
# Infrastructure & Library

## Instructional Area - Common Facilities

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Id/Name</th>
<th>Area of Room in sqm</th>
<th>Readiness of Flooring</th>
<th>Readiness of Wall &amp; Painting</th>
<th>Readiness of Electrification &amp; Lighting</th>
<th>Readiness of Furniture/Fixtures</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

No Records

## Library Books

<table>
<thead>
<tr>
<th>Programme Name</th>
<th>Number of Titles</th>
<th>Number of Volumes</th>
<th>Number of Journals Published in India</th>
<th>Number of Journals Published at Abroad</th>
<th>Number of e-Book</th>
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</thead>
<tbody>
<tr>
<td>COMPUTER APPLIC</td>
<td>10</td>
<td>30</td>
<td>32</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>12</td>
<td>36</td>
<td>33</td>
<td>30</td>
<td>6</td>
</tr>
</tbody>
</table>

1 - 2 of 2
Calculation of TER Charges

Technical Education Regulatory (TER) Charges details

- **Total TER Charges:** 100000
- **Total Amount Paid:**
- **Late Fee (if Applicable) (B):** 0
- **Balance Amount to be Paid:** 100000

Options:
- Save
- Edit
Submit and Attachment

After successful submit user need to make payment
Thank You