

**Approval Process 2020-21**

# **User Manual**

**To check the Security Deposit**

**Amount**

**and**

**Pay the Security Deposit**

**Amount Online through**

**AICTE's web portal**

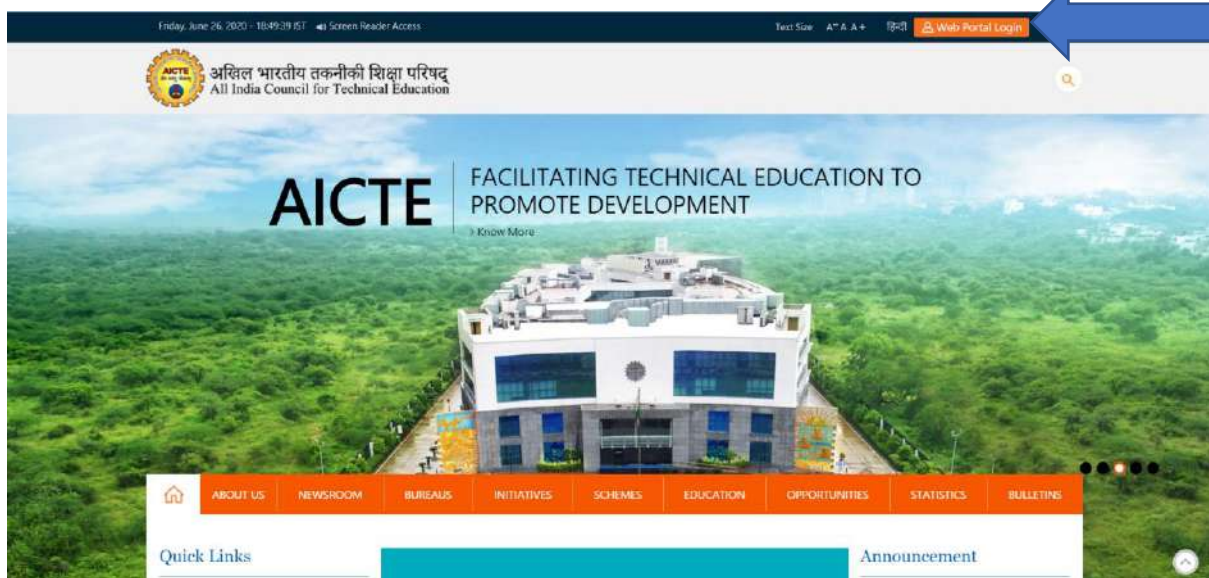
**All India Council for Technical Education**

**New Delhi-110070**

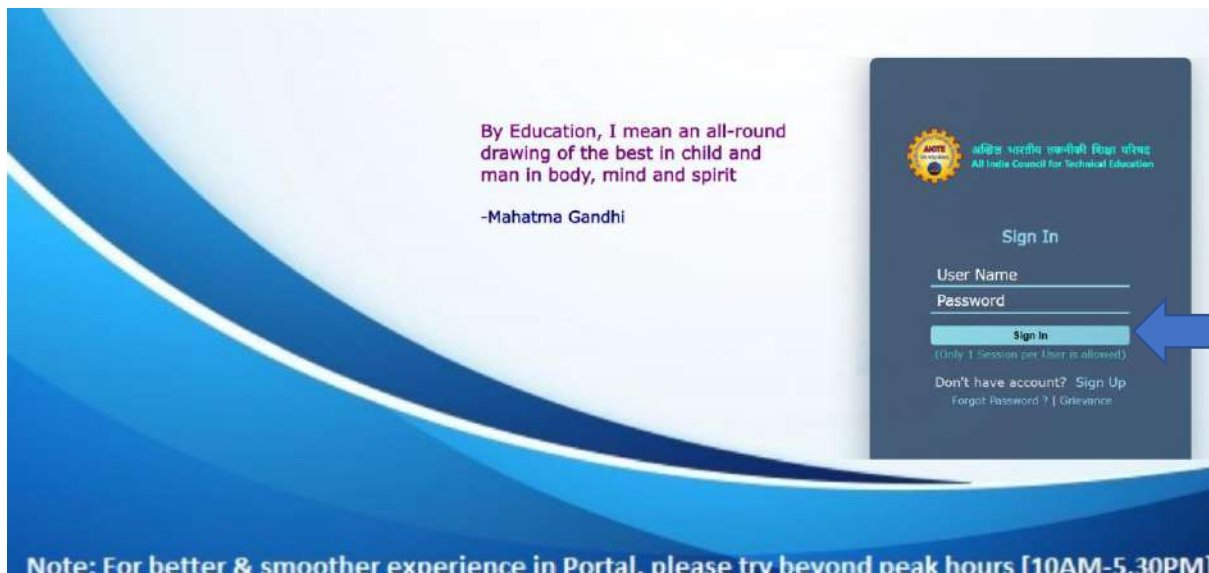
## User Manual to check the Security Deposit Amount and Pay the Security Deposit Amount Online through AICTE's web portal.

**Please follow the below mentioned steps:**

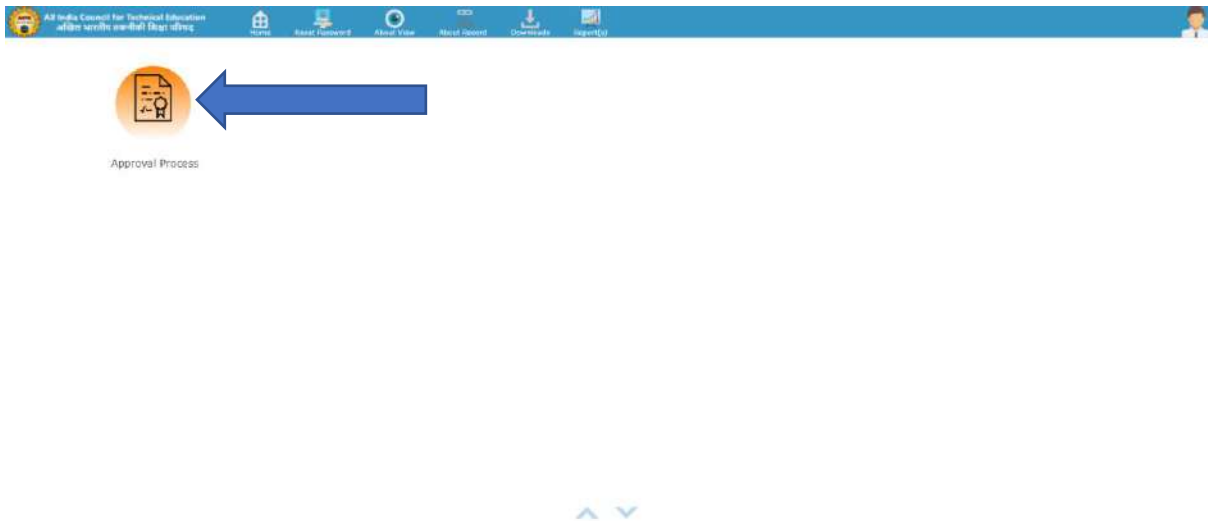
**Step 1:** Open the AICTE's website @ <https://aicte-india.org/> then click on the Web Portal Login button to open the AICTE's web portal as shown in the attached screenshot.



**Step 2:** Login page will open as shown in the below screenshot. Enter the correct login credentials (provided to the institutions) to open the portal.



**Step 3:** After successfully login, portal will open as shown in the below screenshot. Click on the Approval Process Icon.



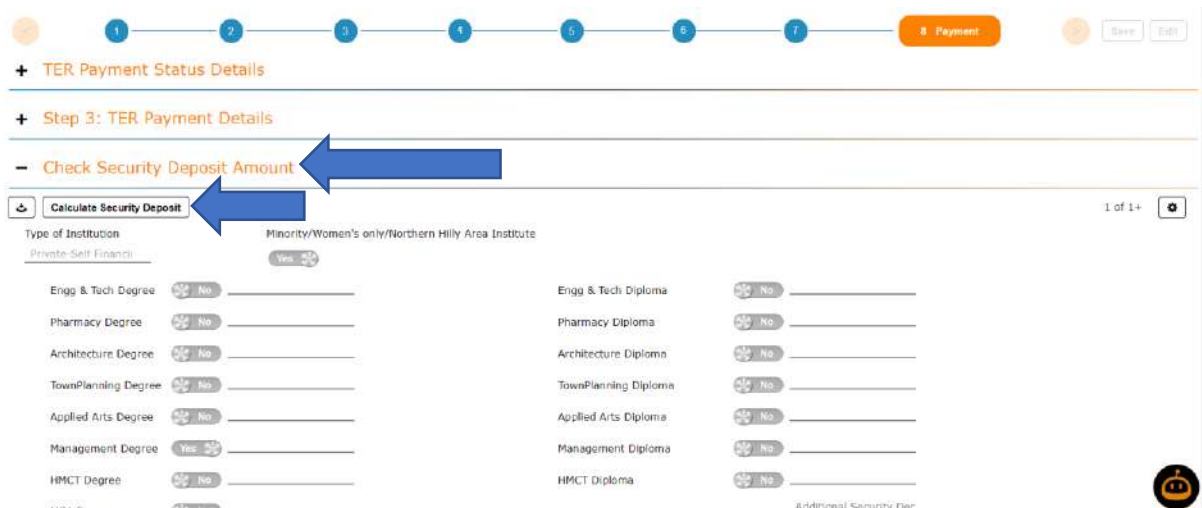
**Step 4:** Now click on the Apply/View Application icon as shown in the below screenshot.



**Step 5:** Now open the Payment screen by click on the Payment (Step 8) tab as shown in the attached screenshot. For Existing Institutions, it will be step 12th.

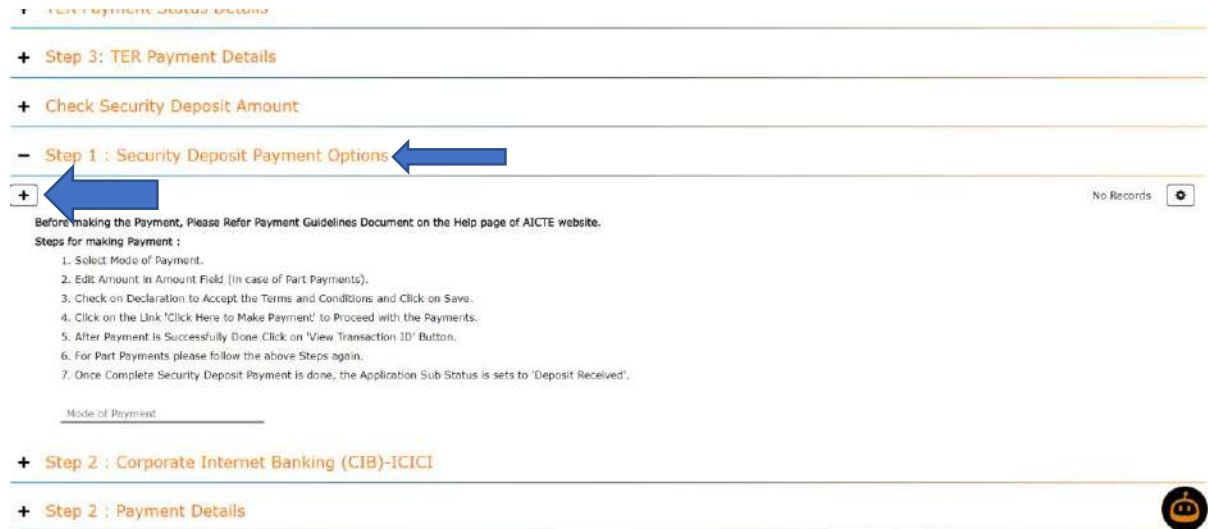


**Step 6:** You may calculate the security deposit amount by clicking on the Calculate Security Deposit button under Check Security Deposit Amount Section as shown in the attached screenshot.

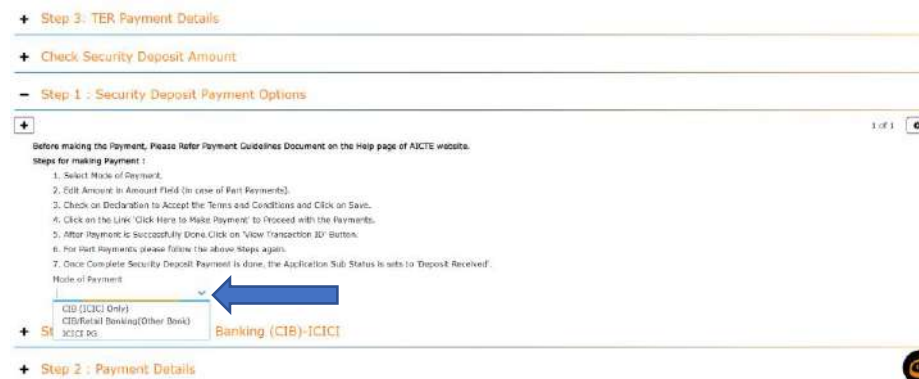


**Note:** Once user clicks on Calculate Security Deposit button, one need to refresh the browser for reflecting Security Deposit Payment option.

**Step 7:** To pay the security deposit amount online through payment gateway, institute need to create the payment record by clicking on the + button under Step 1: Security Deposit Payment Options section as shown in the below screenshot.



**Step 8:** Now select the payment option by clicking on the Mode of Payment dropdown as shown in the below screenshot.



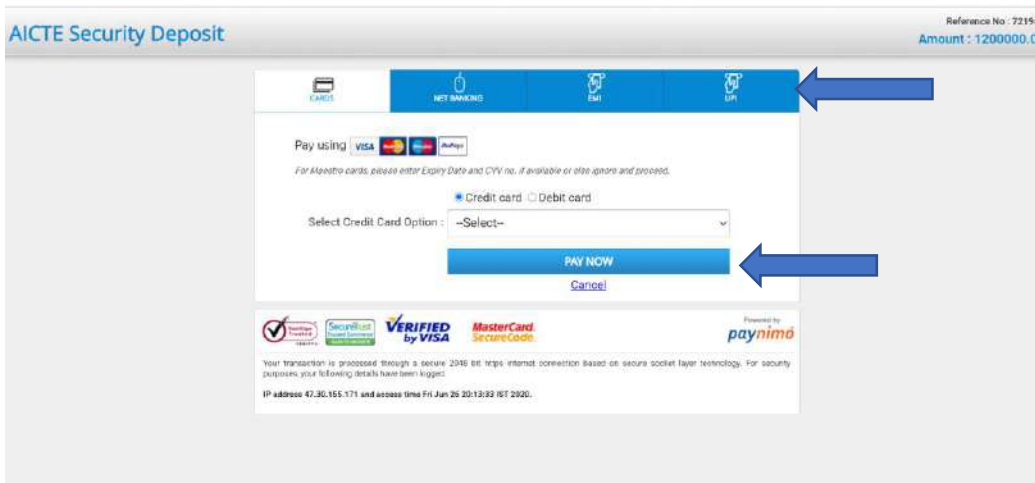
**Step 9:** Now go through the step 2: Corporate Internet Banking (CIB)/ Retail Banking -All Banks section and click on the Click Here to Make Payment link. *In case you wish to make part payment, you can edit the Amount in amount field.*



**Step 10:** Payment Description page will open as shown below. Now click on the Proceed for Payment button for direct the portal to Payment Gateway.



**Step 11:** Payment Gateway page will be open as shown below. You can make payment through Net banking or Credit Card or Debit Card option.



**Note: If the amount has been debited from your bank account. Payment may take 5 minutes to 72 working hours to reflect on the portal.**