

APPROVAL PROCESS 2020-21

General Instructions for Filling Online Application (All Existing Institutions)



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

APPROVAL PROCESS 2020-21

General Instructions for All Existing Institutions

- Application for Approval process starts with Questionnaire tab and will be filled in a sequential flow. Please read carefully all the Questions under 'Questionnaire' Tab.
- All questions need to be answered either Yes (Y) or No (N) **mandatorily**.

Note: By default, all questions under 'Questionnaire' Tab are displayed with answer as "No".

- Fill/update the information under corresponding tabs (as applicable) from 'Questionnaire' Tab to 'Payment' Tab and click on "SAVE" button at each step to Proceed Further.

Note-1: Going through all the Steps (from Step-1 to Step-12) for Existing Institution is mandatory for the institutes /Universities to submit the application (with or without any changes/modifications in the data/information at any step).

Note-2: In case of any change(s) in the answer to the Questions under 'Questionnaire' Tab (or) data/information under any tab(s) subsequently, then also going through all the Steps is mandatory.

Note-3: Any data/information saved once, can be edited/modified only after clicking on "Edit" button. Similarly, clicking on "SAVE" button at each stage after editing the data is Mandatory.

- Once required data/information is filled in all the tabs (if necessary and as applicable), the **application can be submitted** by clicking on "**Submit Application & Proceed to Payment**" button (Step-11). Please verify carefully whether all the fields are correctly filled (or) not before submitting your application.
- In this Approval Process, Application (Part-1) and Application (Part-2) Report are clubbed into a single report and will be available as "**Application Report**".
- **Application Report** and **Deficiency Report** generated before the submission of application has a watermark "**PROVISIONAL**".
- **Application Report** and **Deficiency Report** generated after the submission of application has a watermark "**Application 2020-21**" and "**Deficiency 2020-21**" respectively.

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*Note-1: Even after the application is submitted by clicking on “Submit Application & Proceed to Payment” button, the Institute can re-open the submitted online application **ONLY Once before the last date for submission of application for Approval & before creating any payment/transaction record** for making any changes (if necessary).*

Note-2: Any re-opened application after the submission need to be re-submitted again before the last date for submission of online application. Otherwise, the re-opened application will be treated as “Application Not Submitted” and will NOT be considered for AICTE Approval 2020-21. Penalty in TER charges will be applicable in case of late re-submission.

Note-3: Any re-opened application submitted after last date (without late fee), need to pay late fee as per the provisions of Approval process handbook.

- After successful submission of the online application, “**Payment Tab**” (Step-12) will get enabled for making required payment through online mode ONLY as per the norms of Approval Process Handbook 2020-21(as applicable).
- After making the necessary payment, the application will NOT be reopened under any circumstances.
- For any Doubts or Clarifications regarding Approval Process, please refer to Approval Process Handbook 2020-21.
- Read FAQs and go through User Manuals/Videos available in AICTE Website to have more clarity on “How to fill the Online Application & Approval Process related Issues”.

Additional Instructions

1. Institutes under Punitive Action

- Institutes flagged under “Punitive Action” category/ Institutes having EoA in 2019-20 with some percentage reduction (or) some courses (not all) with ZERO (0) approved Intake should answer “**Yes**” against “**Do you wish to apply for Restoration of intake?**” if interested for restoration of intake into original (or) “**No**”, if not willing for restoration. If not going for restoration, then institute can only go for EoA with same intake which was approved previous year by AICTE, i.e. can’t increase the intake or take New course but can close or reduce the intake further.

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“No Admission” issued Institutes need not answer “Yes” against “Do you wish to apply for Restoration of intake?”, as they are automatically considered for Restoration.

2. Institutions Running PGDM along with other Programs

Institutions running PGDM along with other programs can run as Stand Alone Institute ONLY (from 2020-21 session). Hence, Institution running both “PGDM & MBA” (or) Running “Any other PROGRAMME (s)+MBA+PGDM” together have to Close PGDM and take a new login and apply as a new PGDM Institution. Institute has to provide the Permanent Id of the existing institution (in which the institution was running PGDM course) against the question “Are you an existing PGDM institute?” under the “Questionnaire” Tab while applying as a new PGDM institution.

NOTE: Refer APH 2020-21 for More Details before Applying.

IMPORTANT NOTE FOR ALL INSTITUTIONS

- i. For any Technical (Portal) (or) Policy related issues regarding Approval Process 2020-21, please raise Query ONLY through *Online Grievance Redressal Form* which is available at the following URL:
URL: <http://www.facilities.aicte-india.org/approvalprocess/apformEmail.php>
- ii. ‘Withdrawal of Approval issued Institutes’, [willing to apply for Approval Process 2020-21](#) are requested to contact Approval Bureau through email ONLY at helpdeskab@aicte-india.org for seeking clarifications regarding their eligibility
- iii. Any Queries (except Withdrawal of Approval issue) related to Approval Process 2020-21 will NOT be entertained through email. Please raise all your queries only through Online Grievance Redressal Form.