

APPROVAL PROCESS 2020-21

General Instructions for Filling Online Application (New Institutions)



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

APPROVAL PROCESS 2020-21

General Instructions for New Institutions

- Application for Approval process starts with 'Institution details' 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 are displayed with answer as "No".

- Fill/update the information under corresponding tabs (as applicable) from 'Institution details' 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-8) is mandatory for the New institutions to submit the application.

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-7). 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** generated before the submission of application has a watermark "**PROVISIONAL**". To generate provisional report, click on Preview, go-to report icon and generate the report. Verify report and if required make necessary changes in respective tab and submit the application.

APPROVAL PROCESS 2020-21

- **Application Report** generated after the submission of application has a watermark “**Application 2020-21**” respectively.

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-8) 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”.

IMPORTANT NOTE FOR ALL NEW INSTITUTIONS

- i. 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. **NO Queries will be entertained through email.** Please raise all your queries only through Online Grievance Redressal Form.
- iii. AICTE will NOT be Responsible for responding to any queries pertaining to Approval Process 2020-21 received through e-mail.