

## APPROVAL PROCESS 2021-22

### General Instructions for Filling Online Application



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

## APPROVAL PROCESS 2021-22

### General Instructions for New 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 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-7) is mandatory for the New institutes 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-6). Please verify carefully whether all the fields are correctly filled (or) not before submitting your application.
- **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 2021-22**” and “**Deficiency 2021-22**” respectively.

## APPROVAL PROCESS 2021-22

*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 2021-22. Penalty in TER charges will be applicable in case of late re-submission.*

- After successful submission of the online application, “**Payment Tab**” (Step-7) will get enabled for making required payment through online mode ONLY as per the norms of Approval Process Handbook 2021-22(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 2021-22.
- 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 2021-22, please raise Query ONLY through *AICTE Centralized Grievance System* which is available at the following URL:  
<https://centralgrievances.aicte-india.org/>
- ii. **NO Queries will be entertained through email.** Please raise all your queries only through *AICTE Centralized Grievance System*.
- iii. **AICTE will NOT be Responsible for responding to any queries pertaining to Approval Process 2020-21 received through e-mail.**
- iv. Please follow the simple steps for **DSC registration** available under “Approval Process 2021-22” page at <https://www.aicte-india.org/approvalap2022usermanuals>.