

Simple Steps to Register DSC (Digital Signature Certificate) in AICTE Portal for Approval Process 2021-22

Step 1: Visit www.aicte-india.org website

Step 2: Download AICTE m-Signer application by following the menu Home > Quick Links Approval Process 2021-22 > User manual (DSC) > Link to download '**AICTE mSigner**'

Step 3: Extract .rar file of '**AICTEm-Signer**' and install the application (by double clicking the .exe file) successfully on your system.

Step 4: Insert the DSC purchased in your system through dongle/pendrive/USB token, and login to AICTE web portal

Step 5: Login to AICTE web portal and in the home page, click on **DSC Utility** icon then window will open with message '**Connection successful**', if it doesn't prompt with '**Connection successful**' then check installed AICTE mSigner. In case of New Institute, first click on Approval Process Icon, create Application for 2021-22, fill Institute details, Contact details, create account and then click on **DSC Utility** icon.

Step 6: Provide the details like Name, Email, Mobile no. etc under the '**DSC Registration contact tab**' and then click on '**Register**' to get an acknowledgement as '**Registration Successful**'. If the registration is NOT successful, GOTO Step 7.

Step 7: Troubleshoot the issue by following the procedure mentioned in user manual which is available @ https://www.aicte-india.org/downloads/user_manual_for_dsc.pdf . If problem persist, please raise the grievance through centralized grievance portal available @ <https://centralgrievances.aicte-india.org/>

Step 8: After successful registration of DSC on AICTE Portal, then proceed to Approval process 2021-22 by clicking on '**Approval Process Icon**' and follow the sequential steps as per the portal for creating your institution application for Approval Process 2021-22.

NOTE : *The DSC(dongle/pendrive/USB token) needs to be connected with the system when the user fills the information/Data on portal related to Approval process.*

Step 9: Finally, the User need to authenticate the submission of online application for approval Process 2021-22 with DSC by following the procedure mentioned in the user manual (from Page 13 to 15) which is available @ https://www.aicte-india.org/downloads/user_manual_for_dsc.pdf

NOTE: *Please follow the procedure explained in the user manual mentioned in Step 9(from page 16 to 19) for Signing of Documents Digitally & uploading the documents on portal.*

Resolution of Technical Issues related to DSC registration on AICTE Portal

Sl. No.	Query/General Mistakes/Error Messages	Solution
1.	Server connection issue on 'AICTESigner' application	<ol style="list-style-type: none"> 1. Check whether any other application is restricting the 'AICTESigner' application or not. If so, ask your IT personnel /Administrator to check & resolve the issue. 2. If issue persists, Right-Click on the 'AICTESigner' application icon and run it in administrator Mode. 3. If problem continues, STOP the services of 'AICTESigner' application and Re-Start the services again. 4. If all steps referred above does not solve the issue, Uninstall /Remove the application and Install it again. Services will restart automatically.
2.	Certificate is Already Registered with given Channel ID (e7026^)	Kindly raise a grievance at https://centralgrievances.aicte-india.org/
3.	'Email id already exists' popup appears while clicking on the Register Icon in DSC Utility icon.	Kindly raise a grievance at https://centralgrievances.aicte-india.org/
4.	Register button is not responding	Please reload the page and try again to click on Register button
5.	Trust check failure	Kindly raise a grievance at https://centralgrievances.aicte-india.org/
6.	How to unregister the DSC.	Kindly raise a grievance at https://centralgrievances.aicte-india.org/
7.	If 'Status' column displays 'Failed'	Wait for a minute. Refresh the Portal.

Thanks & Regards,

e-Governance Team