

USER MANUAL for generating/download LOA














Approval Process 2021-22



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

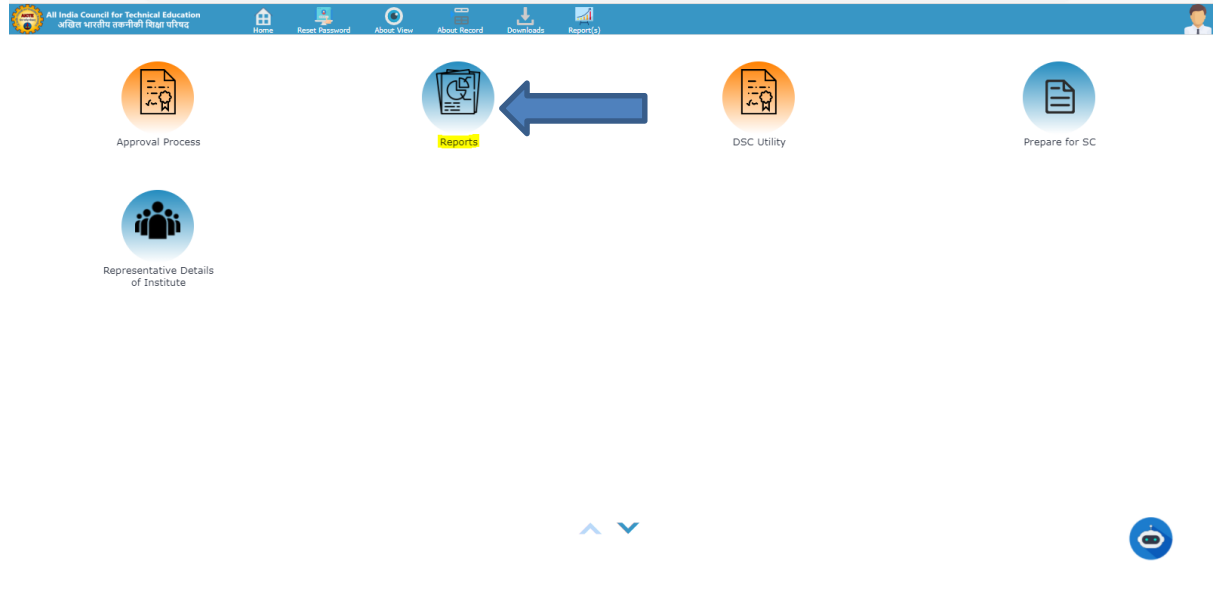
ICONS FOR BUTTONS

Please refer to the following table in case of any confusion with buttons.

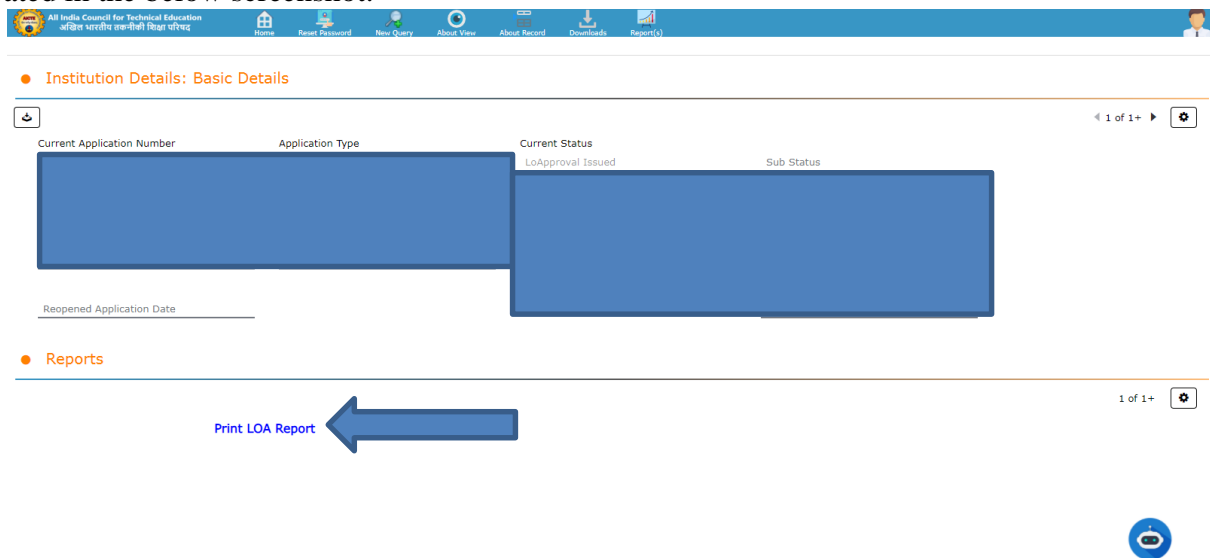
Sr. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list
12		Navigate to last record
13		Navigate to first record

To download Letter of Approval(LOA) Report for the AY 2021-22 from Institution login, please follow the following steps:

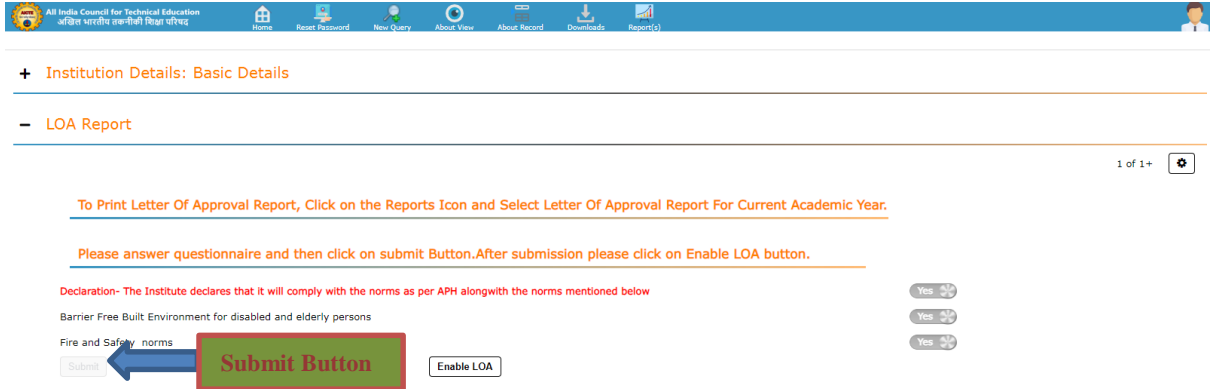
Step 1: Login AICTE Web Portal with valid login credentials. After successful login, Reports icon will be shown on Home Page as shown in the below screenshot.



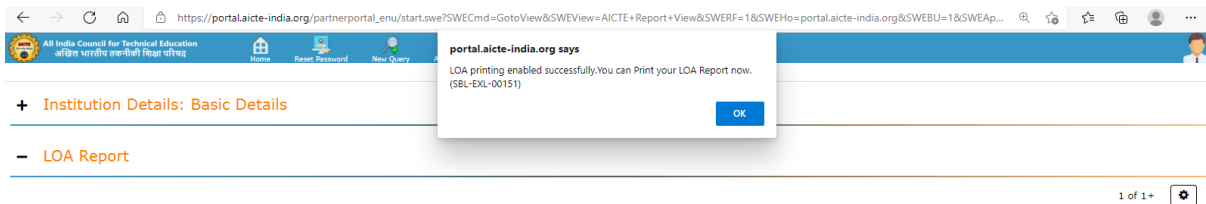
Step 2: Click on the Reports icon. Print LOA Report screen will open. Now click on the Print LOA Report as indicated in the below screenshot.



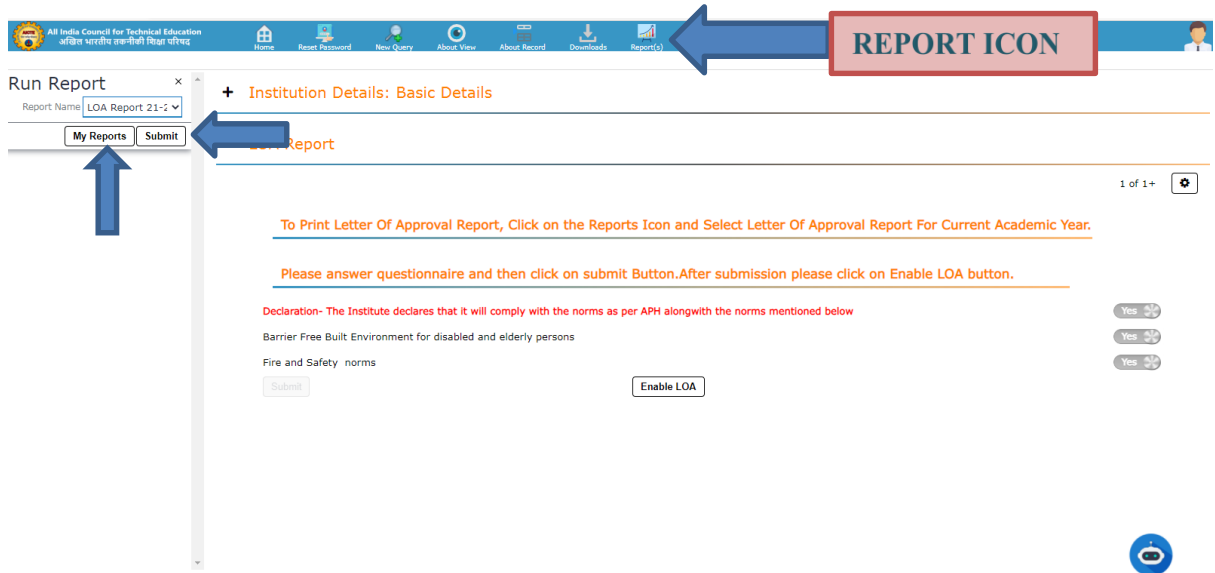
Step 3: Answer the Mandatory questions with “Yes” and click on the Submit button. After successful submission, kindly click on the Enable LOA button.



Step 4: LOA printing enabled successfully pop up msg will be appeared as shown in below screenshot.



Step 5: Now click on the Report icon which is available in Menu bar. Run Report Dialog box will open at the left side pane. Select the LOA Report 21-22 from drop down and click on the Submit button as shown in the below screenshot. Generated report can be download from My Reports button.



Step 6: From My Reports Screen, institute can download LOA Report as shown in the below screenshot.

