

Instructions for Existing AICTE Approved Institutes

All Existing institutes having Online AICTE Approval for the AY 2017-18 OR Institutes having online Approval in the past but not approved in the AY 2017-18, but willing to apply for 2018-19 AICTE Approval are requested to apply online with existing valid User ID and Password (Login Credentials).

Institutes falling in the above category are requested to read the following instructions carefully before applying online for AICTE Approval 2018-19.

- **Step-1:** Login (visit) to AICTE Website@ <https://www.aicte-india.org>.
- **Step-2:** Read all the documents available @https://www.aicte-india.org/bureaus/approval/ap_2018-19.
- **Step-3:** Click on Web Portal Login (Top right hand corner of AICTE website home page).
- **Step-4:** Enter existing Valid User ID& Password under link http://portal.aicte-india.org/partnerportal_enu to login into AICTE Web Portal.
- **Step-5:** Institutes not having valid password or have forgotten the password can apply for Request for Forgot Password through link http://portal.aicte-india.org/partnerportal_enu. (Note: User ID is available at the bottom of online generated AICTE Approval letter).
- **Step-6:** After login to the web portal, please read carefully all the Questions (Questionnaire).
- **Step-7:** All questions need to be answered as either Yes (Y) or No (N) mandatorily. If your institute is NOT falling under any of the categories mentioned in the Questionnaire then enter NO (N) against all questions & proceed to fill the details under all the active tabs.
- **Step-8:** Institutes not having Approval for the AY 2017-18 can only select No (N) against sub-questions (i) to (vii) under Questionnaire Q- 4.
- **Step-9:** Institutes flagged under Punitive Action category can answer Yes(Y) or No (N) against sub-question (iii) under Questionnaire Q-4, but can Answer only as No (N) against (i), (ii), (iv), (v), (vi) & (vii) under Questionnaire Q-4.
- **Step-10:** For any Doubts or Clarifications refer to Approval Process Handbook 2018-19 & User Manual placed under link https://www.aicte-india.org/bureaus/approval/ap_2018-19
- **Step-11:** Application once submitted, will not be reopened under any circumstances. Please verify carefully whether all the fields are correctly filled or not before submitting your application.
- **Step-12:** Once all required data is filled in, the application can be Submitted by clicking on Submit Tab and after successful submission only Payment Tab will be enabled for making required payment as per Approval Process Handbook 2018-19 (Payment need to be done, if applicable).
- **Step-13:** For any Technical (Portal) or Policy related issues please rise Query ONLY through Online Grievance form which is available at http://portal.aicte-india.org/partnerportal_enu.
- **Step-14:** Read FAQs available in AICTE Website to have more clarity on AICTE Approval Process 2018-19 related issues.

Note:- Institutes Issued **Withdrawal of Approval** are requested to contact Approval Bureau (helpdeskab@aicte-india.org) before applying for 2018-19 approval for their eligibility w.r.t. Approval 2018-19.