### **CLEAN & SMART CAMPUS AWARD 2019**



#### **USER MANUAL**

#### for

#### Registration of Clean & Smart Campus Award 2019-20

#### Step 1 – Kindly Follow the link to Clean & Smart Campus Award 2019-20 on the AICTE website

http://www.clean-campus.aicte-india.org/login.php

#### Step2 – New User Should Register before Login.



## Step 3- Kindly register with your Institute Application ID/Permanent ID/Valid Email id to receive OTP



### Step 4 – Kindly Check for OTP received at the registered Email Id.



Step 5- Enter the OTP and submit. A confirmation message for registering successfully will be displayed.

Step 6- Kindly login from the Login credentials sent on the registered Email-id



## Step 7- Your Institute details will be automatically fetched on the Institute Detail Screen.

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	Institute Details										
	Institute Name	Test Institute									
	Institute Address	Test Address									
	Organisation Name	YAVATMAL ZILLA VIKAS SAMITI									
	Email Id	pri232008@gmail.com	Institution Type	Unaided - Private							
	Application Number	1-111111117	Permanent Institute Id	1-1111117							
	Region	Western	State	Maharashtra							
	District	YAVATMAL									
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Step 8- Kindly start filling the form by entering the basic detail of your college and press Save.

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(a) Total in - campus population on a normal working day: Less than 1000 • . (b) Total population of residents staying in campus: Less than 1000 • . (c) Total sectioned electric load: (c) Total sectioned	
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# Step 9 – Kindly click on the questionnaire tab and start filling the questions.



## Step 10- There are 50 questions and 10 pages in the questionnaire. Each pages contain 5 question approx.



Step 11- Kindly refer the "i" button present at end of each question in case of doubt which describes the meaning of the question

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Ø OTHERS - PLEASE SPECIFY						
Add						
4) In case an in-house solid waste disposal facility is not available, then select the external agencies us	ed by the institute to disp	ose off the solid waste: 📵				
MUNICIPAL CORPORATIC Where ever in house facility is not available, the waste from the institute should b	e disposed off in a responsible experts	manner through nominated agency.	The private contra	actor should be inte	erfaced wi	rith the
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✓ OTHERS - PLEASE SPECIFY						
Add						
5) Does the institute have any green club/sustainability cell?						
© YES						222
● NO						
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1 of 10						
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Step 12- Answer all the question on each page and press save button every time while navigating to next page.



Step 13- You can navigate directly to pages through page button present on the top.



Step 14-Kindly save your Data, the validation & Submit button will be available after 3 days of filling the Questionnaire.

