APPROVAL PROCESS 2018-19

User Manual

for

Security Deposit Payment

Sr. No.	Contents	Page No.

Icons for Buttons

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

S. 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

Security Deposit Payment Flow

Login in to AICTE Web Portal

Go to 'New/Extension Approval' screen

Go to 'Check Security Deposit Amount' tab

Go to 'Security Deposit Payment' tab & Make the payment

Login to AICTE Web Portal

Enter credentials and login into AICTE Web Portal.
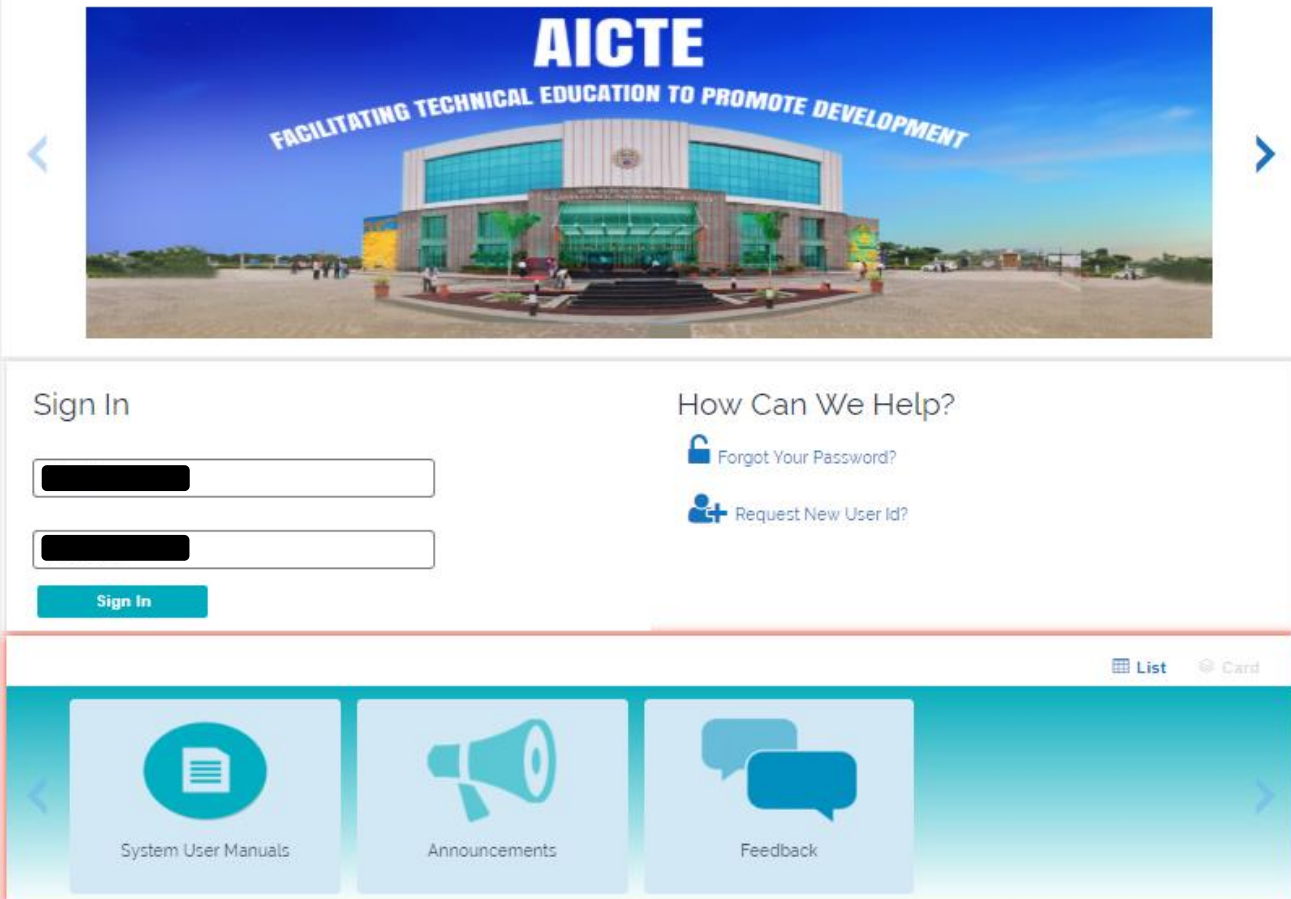
Navigate to 'New/Extension Approval' screen

Click on **New/Extension Approval** tile or link as shown below
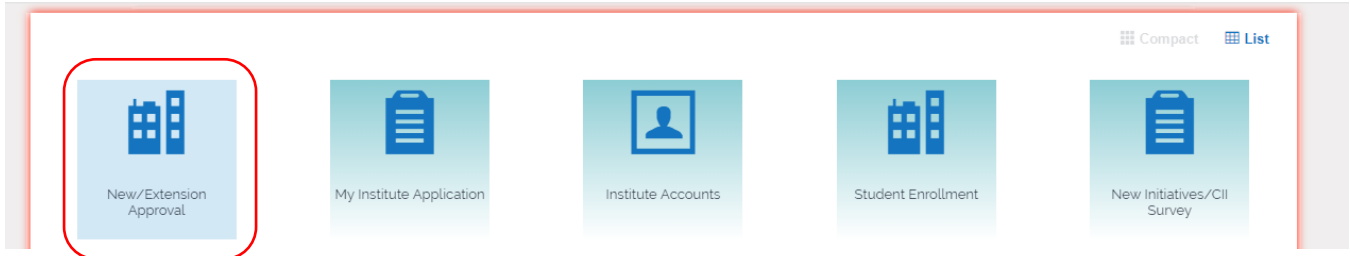
OR
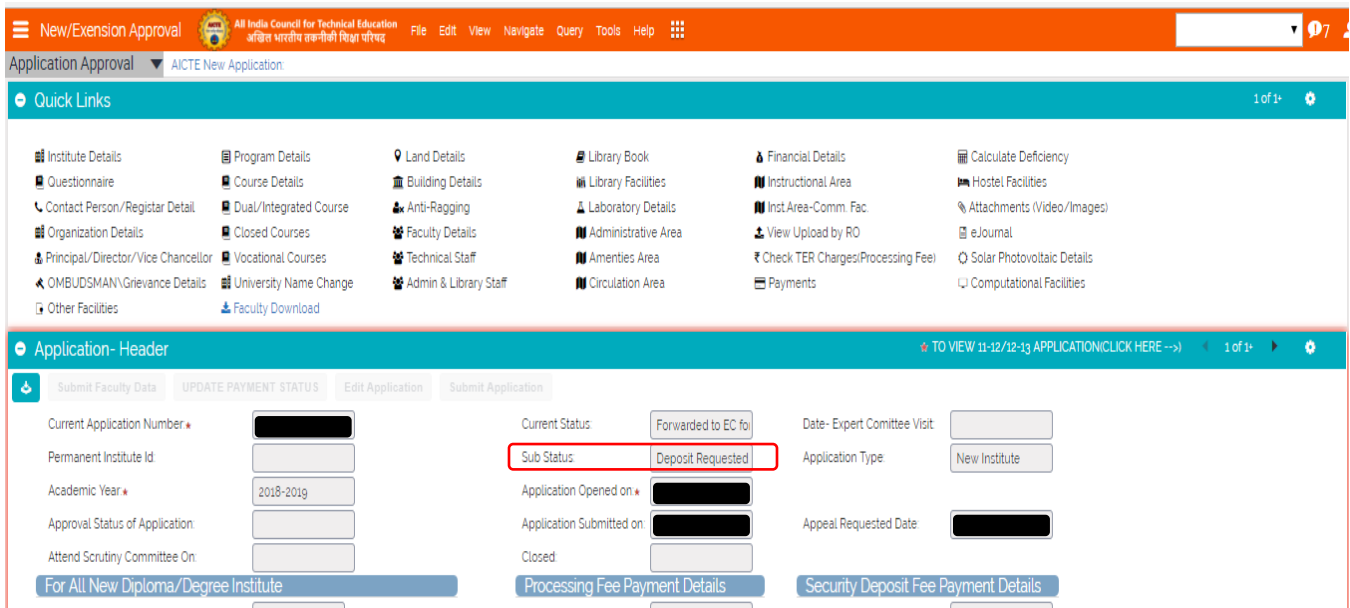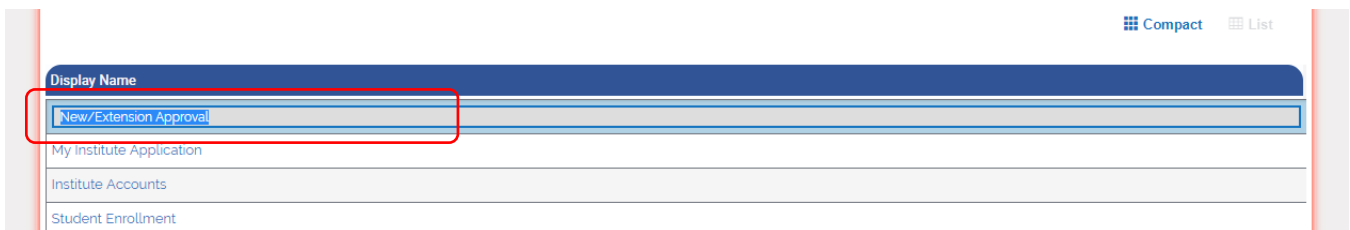
NOTE:

Check sub status of your application and it should be '**Deposit Requested**'.

Navigate to 'Check Security Deposit Amount' screen

Click on the icon ▼ highlighted below.

Click on '**Calculate Security Deposit**' button and check amount in the field '**Total Security Deposit**'. This is the amount which applicant needs to pay as Security Deposit.

NOTE:

'**Calculate Security Deposit**' button will be visible only if status of application is '**Deposit Requested**'.

Navigate to 'Security Deposit Payment' screen

Click on the icon ▼ highlighted below.

Check Security Deposit Amount ▼

Hostel Facilities	
TER Charges	
Payments	
Security Deposit Payment	
Check Security Deposit Amount	
Principal/Director	
OMBUDSMAN Details	
Grants Received	
Anti-Ragging Details	
Solar Photovoltaic Details	

Unaided - Private

Minority/Women's only/Northern Hilly Area Institute: ☐

Engg & Tech Diploma: ☐

Pharmacy Diploma: ☐

1500000   Architecture Diploma: ☐

TownPlanning Diploma: ☐

Applied Arts Degree: ☐   Applied Arts Diploma: ☐

Management Degree: ☐   Management Diploma: ☐

HMCT Degree: ☐   HMCT Diploma: ☐

MCA Degree: ☐

Additional Security Deposit to be paid: [   ]

Total Security Deposit: 1,500,000

Security Deposit Payment ▼

⊖ Step 1 : Security Deposit Payment Options   No Records ⚙

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Before making the Payment. Please Refer Payment Guidelines Document on the Help page of AICTE website.
Steps for making Payment
1. Select Mode of Payment.
2. Edit Amount in Amount Field(In case of Part Payments).
3. Check on Declaration to accept the terms and conditions and Click on save.
4. Click on the Link " Click Here to Make Payment" to proceed with the Payments.
5. After Payment is Successfully Done.Click on "View Transaction ID" Button.
6. For Part Payments please follow the above Steps again.
7. Once Complete Security Deposit Payment is done, the Application Sub Status is sets to "Deposit Received".

Mode of Payment ★ [   ]

⊖ Step 2 : Corporate Internet Banking (CIB)-ICICI   No Records ⚙

Corporate Internet Banking (CIB) Payment is only applicable to ICICI Account Holders with Corporate ID.

Amount (edit amount in case of part payment: [   ]   Total Security Deposit Amount: [   ]

Transaction Id: [   ]

Receipt Flag: ☐

For latest terms & conditions of Corporate Inernet Banking (CIB), Click Here
Click on below declaration checkbox and click on save to proceed for payments

I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same ☐

To make the payment click on icon ![+] .

NOTE:

1. Please read and follow instructions given in the Step 1 and proceed for the payment.
2. If institute want to make payment in parts, then make sure to create a New Record (by pressing + icon) and proceed for it.
3. If transaction is successful and if it is not reflecting in AICTE Web portal, then request you to wait for 2 working days for the transaction to be updated.
4. If transaction is failed and amount is deducted from bank account, then first contact respective bank and check the status.

Once full payment is done, and transaction details are reflected properly in AICTE Web portal, then Click on '**View Transaction ID**' button.
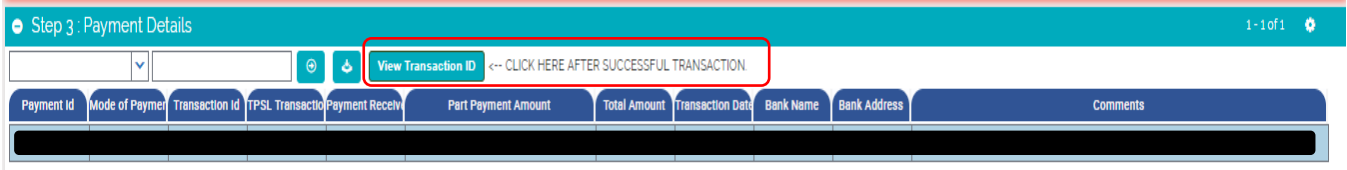
This will update the sub status of your application to '**Deposit Received**' only if, complete Security Deposit is paid and reflected on AICTE Web Portal.