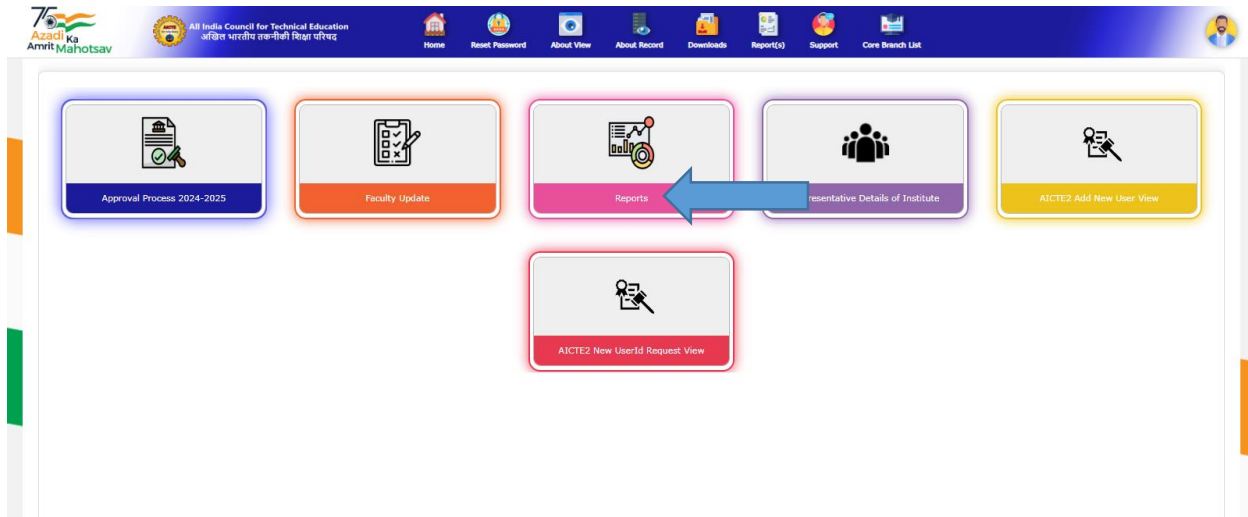


# User Manual

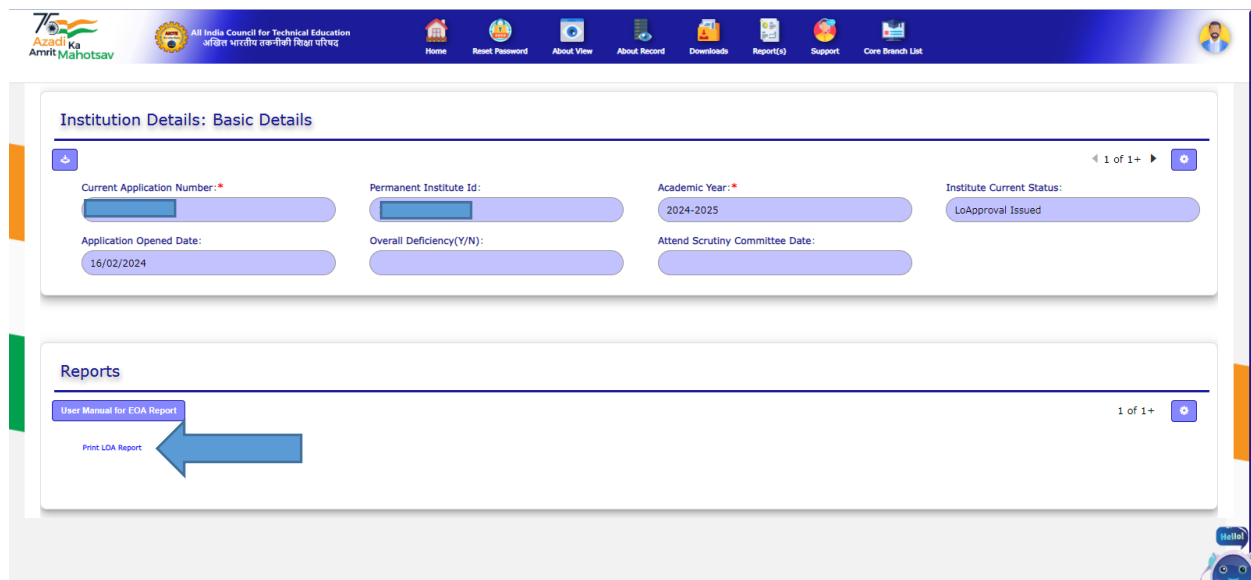
How to generate and Download LOA

Step 1: Login on AICTE's web portal through given credentials. NSW user will login on NSW Portal then switch to the AICTE's web portal.

Step 2: At home page, click on the Reports icon as shown in the below screenshot.



Step 3: On the next screen, click on the Print LOA Report link as shown in the below screenshot.



Step 4: - Fill the IIC Form Details (as shown in the below screenshot).

1. Enter the IIC ID
2. Click on Fetch Institute Details Button to validate Institute Name and State Name
3. Click on Get OTP Button. (OTP will Generate to your IIC login account.)
4. Enter OTP and Verify with click of Verify Button

5. After you pressed the verify button, wait for 5 second and then press the Refresh to see the changes

**IIC Form Details**

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Application ID:\*

Please Enter Your IIC Id in the Below Field

IIC ID:

IIC Id Should Start With IC YEAR Number :

Please Click below on the Fetch Institute Details Button

← **Fetch Institute Details button.**

IIC Institute Name:

IIC Institute State:

Kindly Click on Get OTP Button and Get your OTP from your Institute's IIC Login Account

← **Get OTP button.**

Please Enter Your OTP in the Below Field

Enter OTP:\*   ← **Verify button.**

Remarks:

← **Refresh button.**

Note:-Kindly Click on Refresh Button after Clicking of Fetch Institute Details or Get OTP or Verify Button to Refresh Current Application.

If you are facing any issues related to IIC verification, please mail to your respective zonal mail ids,

CRO - [cro.iic.mic@aicte-india.org](mailto:cro.iic.mic@aicte-india.org) - 01129581517

ERO - [ero.iic.mic@aicte-india.org](mailto:ero.iic.mic@aicte-india.org) - 01129581227

NRO - [nro.iic.mic@aicte-india.org](mailto:nro.iic.mic@aicte-india.org) - 01129581227

NWRO - [nwro.iic.mic@aicte-india.org](mailto:nwro.iic.mic@aicte-india.org) - 01129581513

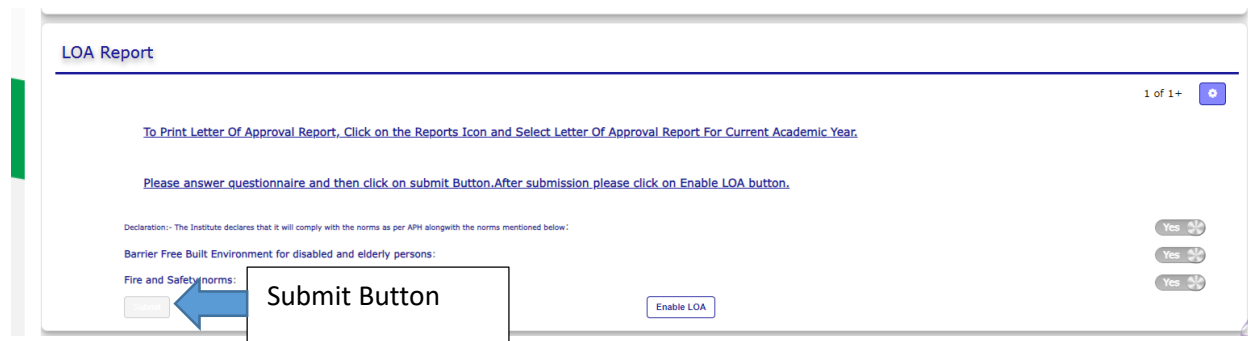
SRO - [sro.iic.mic@aicte-india.org](mailto:sro.iic.mic@aicte-india.org) - 01129581513

SCRO - [scro.iic.mic@aicte-india.org](mailto:scro.iic.mic@aicte-india.org) - 01129581227

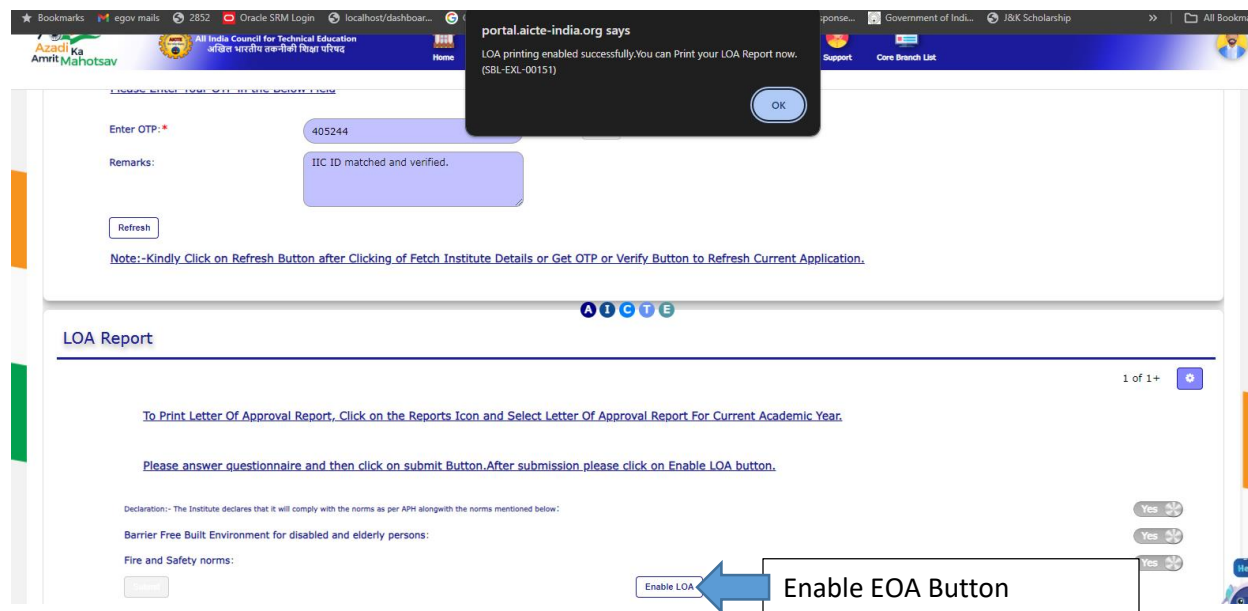
SWRO - [swro.iic.mic@aicte-india.org](mailto:swro.iic.mic@aicte-india.org) - 01129581517

WRO - [wro.iic.mic@aicte-india.org](mailto:wro.iic.mic@aicte-india.org) - 01129581336

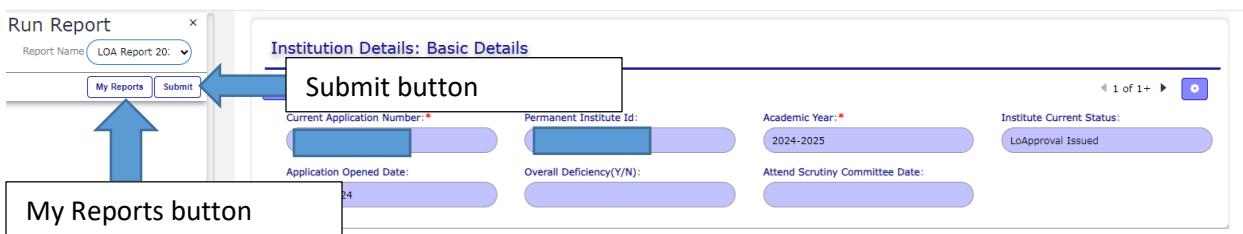
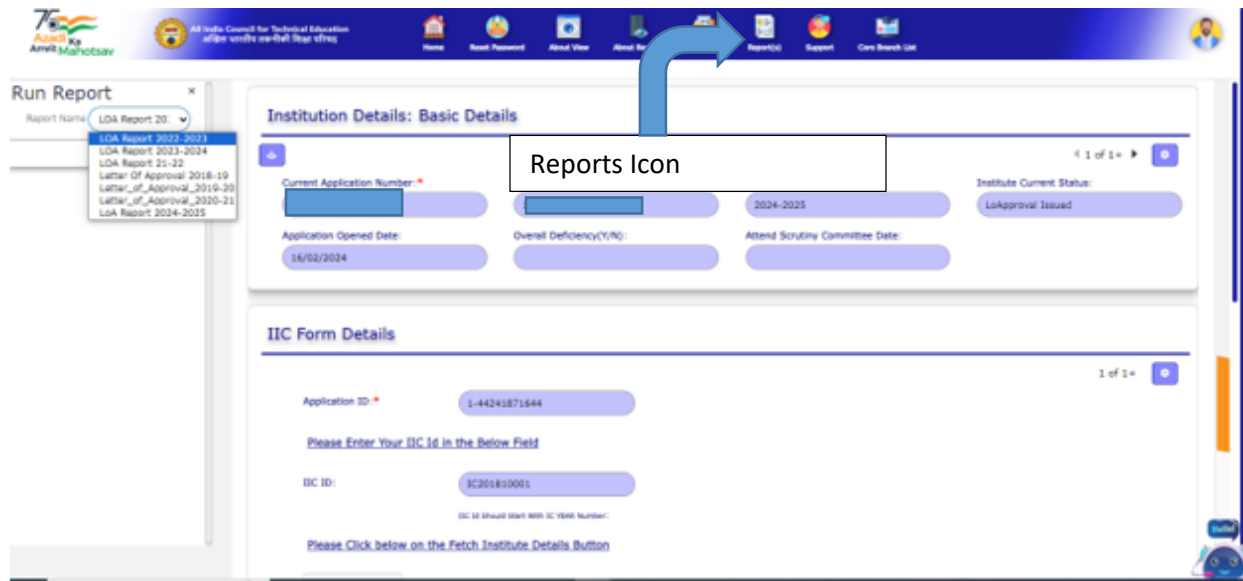
Step 5: Flag yes against declaration, Barrier Free built environment and fire and safety norms questions and submit the response by click on submit button.



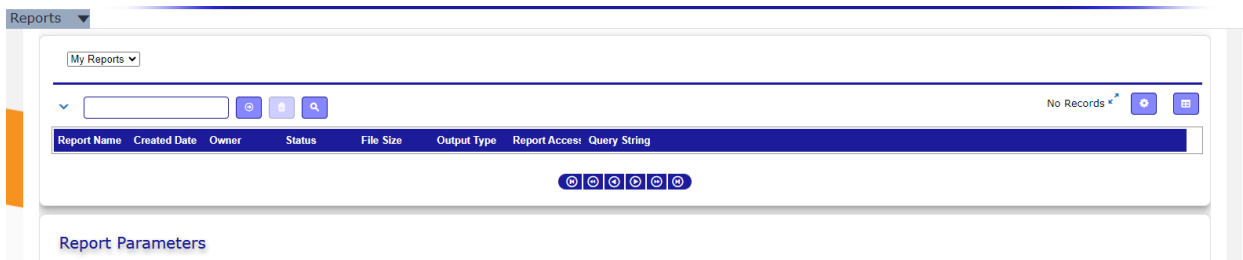
Step 6: Now, click on Enable EOA button. EOA printing enabled successfully msg will be shown on screen as shown in the below screenshot.



Step 7: Click on Reports icon on Menu Bar, from Run Report dialog box, select the LOA Report 2024-25 from the drop down and click on the submit button then click on My Reports button as shown in the below screenshot.



Step 8: Generated report will be shown in My Reports screen.



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