

## User Manual

How to generate and Download LOA

AICTE

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

Step 2: At home page	, click on the	<b>Reports</b> icon	as shown in	n the below	screenshot.
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A	Zadi Ka mrit Mahotsav	All India Council for अखिल भारतीय तकन	Technical Education नीकी सिक्षा परिषद	Home Reset Password	About View About Rec	rd Downloads	Report(s) S	Support Core Branch List		8
ľ				ł				<b>:</b>	隆	
	Appro	vel Process 2024-2025	Faculty	Update	Reports			esentative Details of Institute	AICTE2 Add New User View	
					AICTE2 New UserId R	quest View				

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

Ka Ka lahotsav	cation 🏦 पद Home	Reset Password About View	About Record	Downloads	Eport(s)	Support	Core Branch List			
institution Details: Basic Details										
									◀ 1 of 1+ ►	۰
Current Application Number:*	Permanent Institute	Id:	Ac	ademic Year:*				Institute Current Status:		
Application Opened Date:	Overall Deficiency()	/N):	Att	end Scrutiny Co	ommittee Di	ate:				
16/02/2024										
leports ser Manual for EOA Report									1 of 1+	•
Print LOA Report										
										_

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	
Application ID:*	
Please Enter Your IIC	Id in the Below Field
IIC ID:	
Please Click below on	the Fetch Institute Details Button
Felch Institute Details	Fetch Institute Details button.
IIC Institute State:	Tamil Nadu
Kindly Click on Get OT	P Button and Get your OTP from your Institute's IIC Login Account
Get OTP	Get OTP button.
Please Enter Your OTP	In the Below Field
Enter OTP:*	405244 Verify button.
Remarks:	IIC ID matched and verified.
Refresh Note:-Kindly Click on Refresh Bu	1 button.

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	- 01129581517
ERO	- ero.iic.mic@aicte-india.org	- 01129581227
NRO	- nro.iic.mic@aicte-india.org	- 01129581227
NWRO	- nwro.iic.mic@aicte-india.org	- 01129581513
SRO	- sro.iic.mic@aicte-india.org	- 01129581513
SCRO	- scro.iic.mic@aicte-india.org	- 01129581227
SWRO	- swro.iic.mic@aicte-india.org	- 01129581517
WRO	- 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.

LOA Report	1 of 1+
To Print Letter Of Approval Report, Click on the Reports Icon and Select Letter Of Approval Report For Current Academic Year.	
Please answer questionnaire and then click on submit Button. After submission please click on Enable LOA button.	
Declaration:- The Institute declares that it will comply with the norms as per APH alongwith the norms mentioned below:	Yes 🛠
Barrier Free Built Environment for disabled and elderly persons:	Yes 🛠
Fire and Safetynorms: Submit Button	Yes 📚

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

di ka Mahotsav	a Council for Technical Education In Autralia and Technical Education In Autralia and Telah परिषद	Home (SBL-EXL-00151)	says ssfully.You can Print your LOA Report now.	Support Core Branch List	<i>"</i>	
Enter OTP:* Remarks:	405244 IIC ID matched a	nd verified.	OK			
Refresh Note:-Kindly Click o	n Refresh Button after Clicking	of Fetch Institute Details or Get OTP o	r Verify Button to Refresh Current App	plication.		
LOA Report		00	000			
LOA Report To Print Letter	Of Approval Report, Click on th	Ne Reports Icon and Select Letter Of A	pproval Report For Current Academic	Year.	 1 of 1+	•
LOA Report To Print Letter Please answer	Of Approval Report, Click on the guestionnaire and then click or	e Reports Icon and Select Letter Of A	pproval Report For Current Academic .	Year.	 1 of 1+	0
LOA Report To Print Letter Please answer Destantion: The bashude Barrier Free Built En	Of Approval Report, Click on the questionnaire and then click or lectares that it will comply with the norms as pe vironment for disabled and elderly pr	An exports Icon and Select Letter Of An In submit Button.After submission pleas r APH alongwith the norms mentioned below: ersons:	pproval Report For Current Academic	Year.	 1 of 1+ Yes 😵 Yes 🛠	•

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.

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Run Report * Report Name LOA Report 20: •	Institution Details: Basic Details
LOA Report 3022-303 LOA Report 30-22-303 LOA Report 31-22 Loa Report 31-22 Loa Report 32-301-20 Loa Report 30-30 Loa Report 2034-2035	Current Application Number*
	IIC Form Details
	Please Enter Your IIC Id in the Below Field IIC ID: IC 10:
	Please Click below on the Fetch Institute Details Button
Run Report × Report Name LOA Report 20: •	Institution Details: Basic Details
My Reports Submit	Submit button Uurrent Application Number:  Permanent Institute Id: Academic Year:  Institute Current Status:  LoApproval Issued  Application Opened Date: Overall Deficiency(Y/N): Attend Scrutiny Committee Date:
My Reports button	24

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

Rep	orts 🔻	
	My Reports 💌	
	✓ ③ ■ Q No Records * <sup>*</sup> ♀ ■	Ī
	Report Name Created Date Owner Status File Size Output Type Report Acces: Query String	
	@@@@@@@	
	Report Parameters	

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