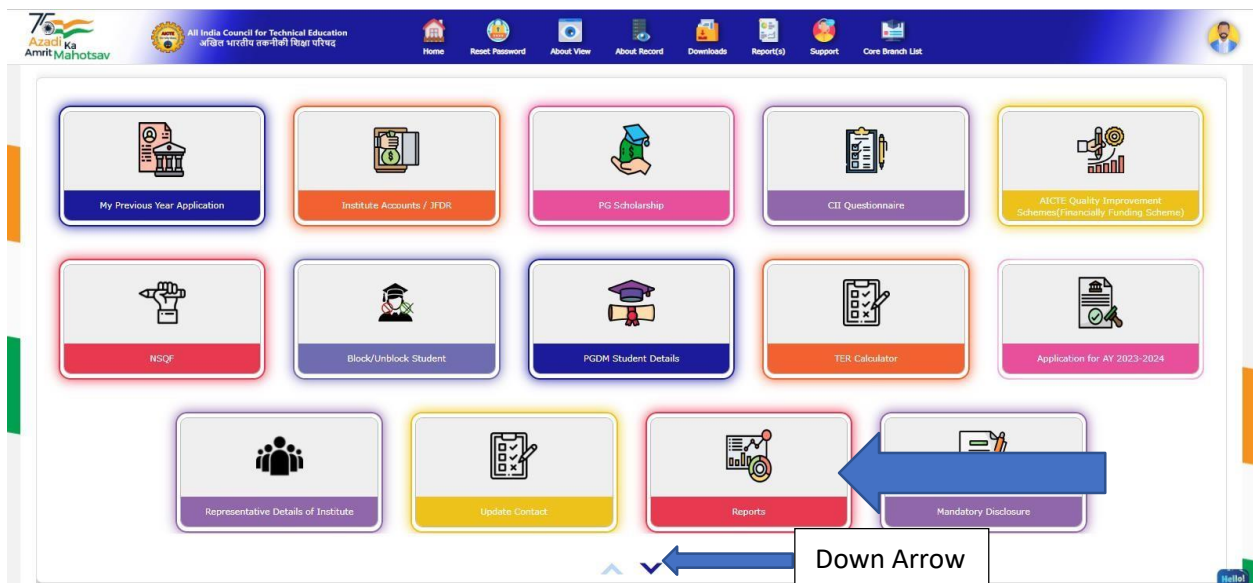# User Manual

How to generate and download EOA

User Manual for how to generate and download EOA through institute login
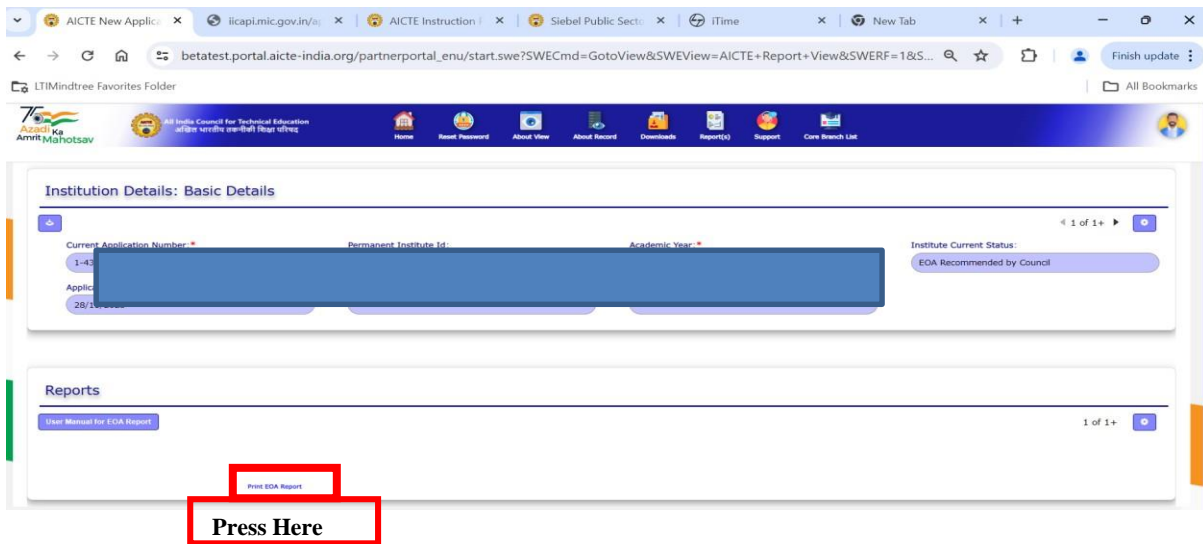
Please follow the below mentioned steps.

Step 1: Login on AICTE's web portal through institute's login credentials. At home page, click on the Reports icon as shown in the below screenshot.

If Institute is unable to find the Reports icon as shown below, then click on down arrow to explore hidden icons.
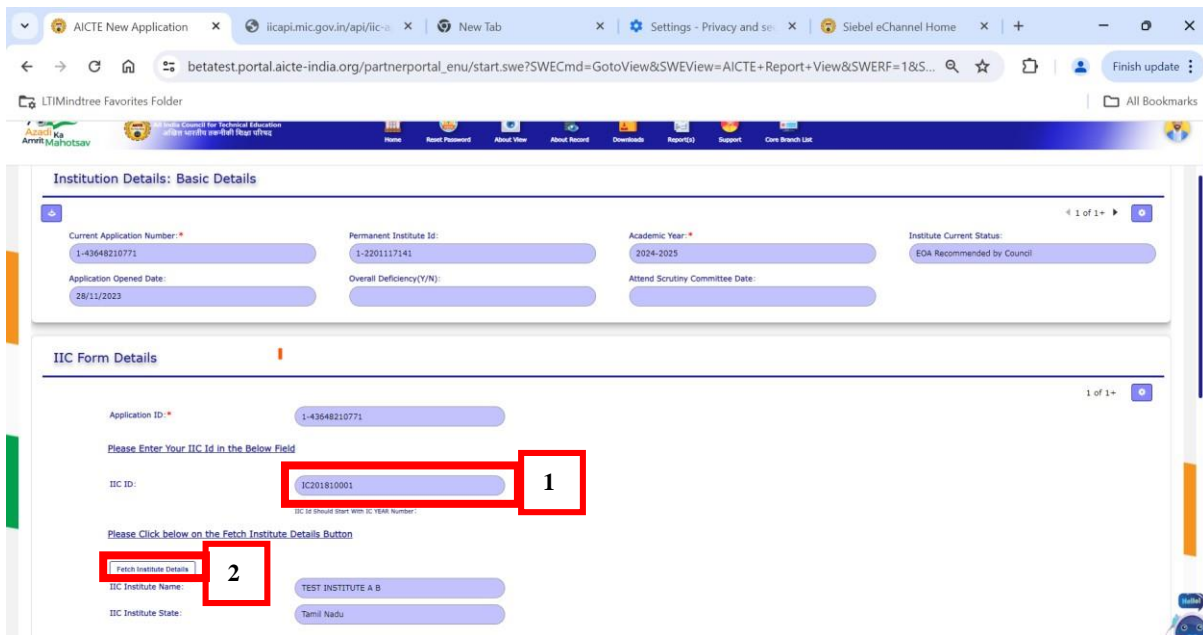
Step 2: Now click on the Print EOA Report link as shown in the below screenshot.

Step 3: - Fill the IIC Form Details

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

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

Get OTP

Please Enter Your OTP in the Below Field :-

Enter OTP: 694929

4 Verify

Note: Please login to your IIC portal and you can get the OTP as a pop-up window after you logged in

Remarks: IIC ID matched and verified.

5 Refresh

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	- 011 2958 1517
ERO	- ero.iic.mic@aicte-india.org	- 011 2958 1227
NRO	- nro.iic.mic@aicte-india.org	- 011 2958 1227
NWRO	- nwro.iic.mic@aicte-india.org	- 011 2958 1513
SRO	- sro.iic.mic@aicte-india.org	- 011 2958 1513
SCRO	- scro.iic.mic@aicte-india.org	- 011 2958 1227
SWRO	- swro.iic.mic@aicte-india.org	- 011 2958 1517
WRO	- wro.iic.mic@aicte-india.org	- 011 2958 1336

Step 4: On the next screen, Answer all the Norms mentioned in below Screen shot and submit the details by clicking on the submit button then click on Enable EOA button.

Institution Details: Basic Details

Report Icon

Institute Current Status:
EOA Recommended by Council

EOA Report

Please answer questionnaire and then click on submit Button.After submission please click on Enable EOA button.

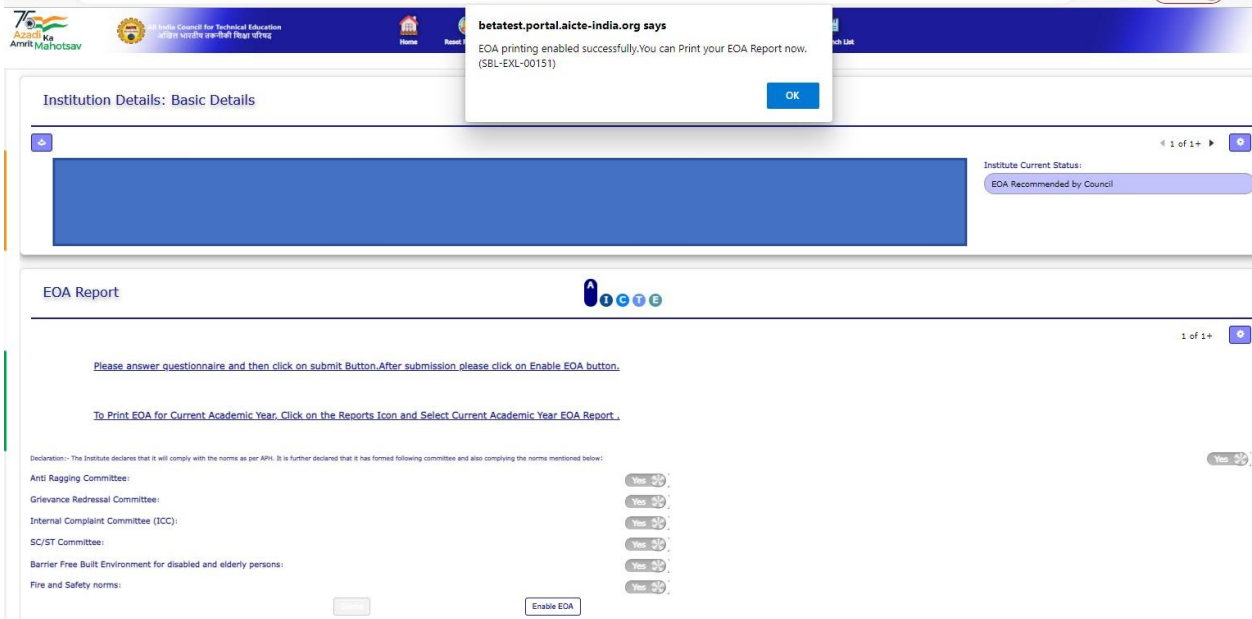To Print EOA for Current Academic Year. Click on the Reports Icon and Select Current Academic Year EOA Report .

Declaration:- The Institute declares that it will comply with the norms as per APH. It is further declared that it has formed following committee and also complying the norms mentioned below:

Anti Ragging Committee:

Grievance Redressal Committee:

Internal Complaint Committee (ICC):

Submit button

SC/ST Committee:

Barrier Free Built Environment for disabled and elderly persons:

Fire and Safety norms:
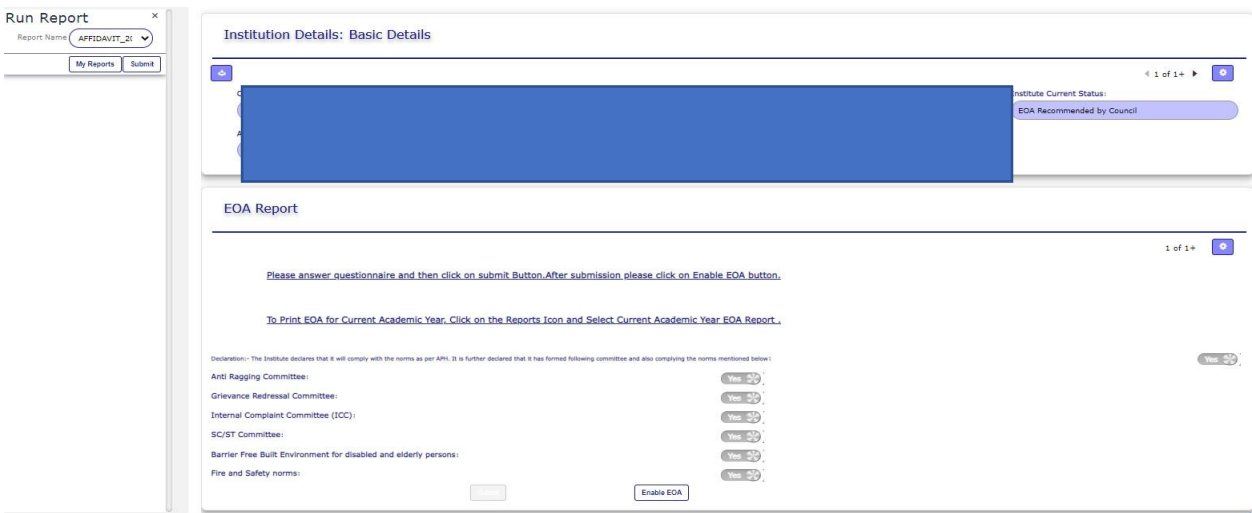
Enable EOA

If EOA printing enabled successfully popup msg is showing on screen as shown in the below screenshot.
Click on Reports icon on Menu Bar as highlighted in above screenshot.

Select EoA Report 2024-25 from dropdown and Submit it.
Go to My Reports to download the generated EoA Report as shown in the below screenshot.

Refer below link to fill Enrolment/Placement/New Initiative _General Information data if asked

https://www.aicte-india.org/sites/default/files/User_Manual_for_Submitting_Student_Enrollment_Placement_New_Initiative_General_Information.pdf

Note: To generate / download EOA, application status should be "EOA recommended by council".