User Manual of Affiliation Management (Portal)
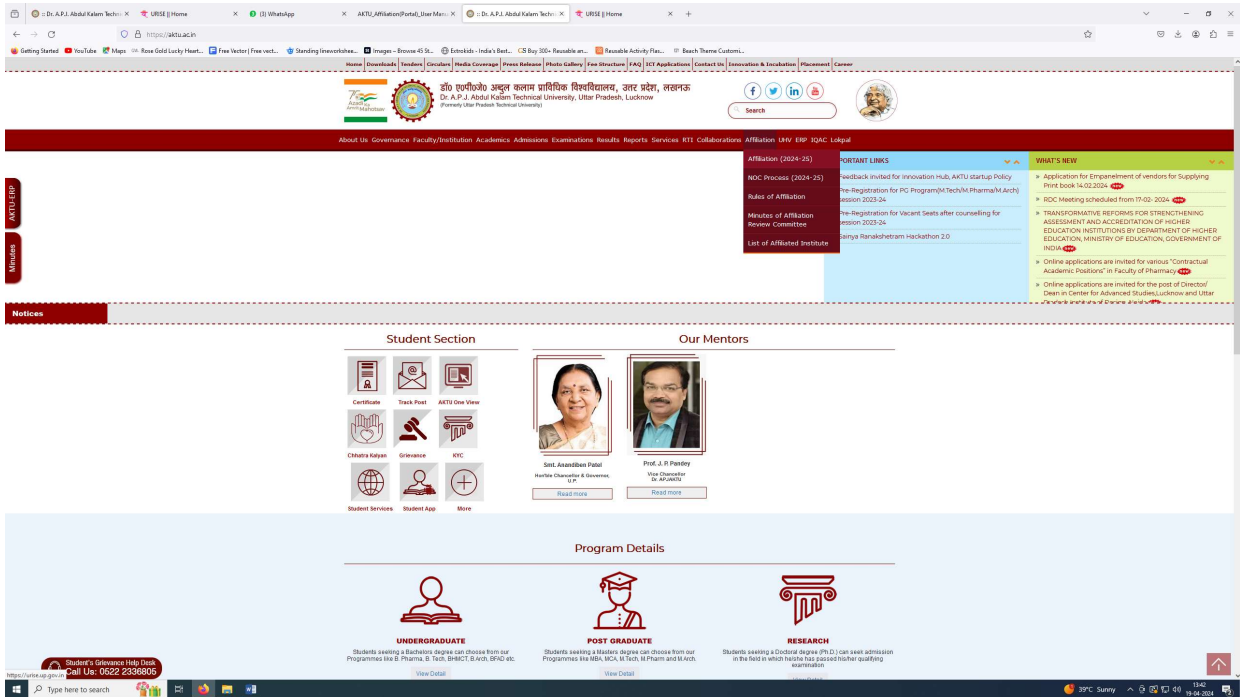
- **General Information**
⇨ **Acronyms and Abbreviations:**

S. No.	Word / Acronyms	Definition / Abbreviation
1.	AKTU	A. P. J. Abdul Kalam Technical University

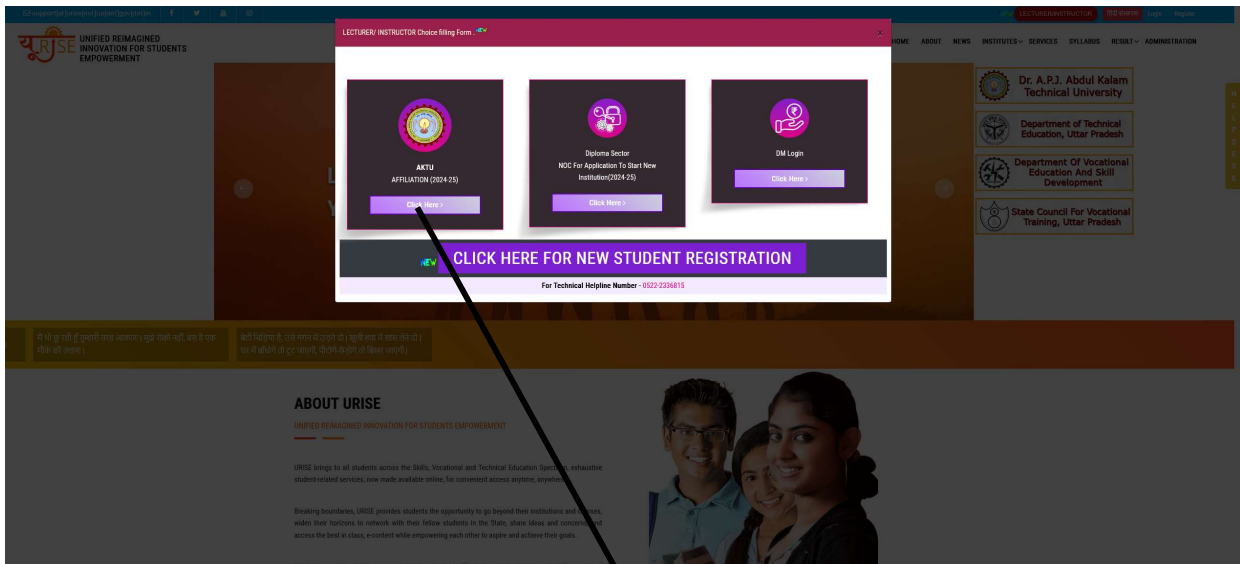https://aktu.ac.in/ ⟶ Affiliation ⟶ Affiliation (2024-25)

Click Here

User will be navigated to Affiliation login page as shown below. From Login Page; College will be able to select active 'Session' and enter valid 'Registration ID' & 'Password'.

First Step

Click here to Create New 'Registration Id' & 'Password' (For Existing College) ' link, (For Existing College) will be able to register required details and apply for affiliation.

⇨ By clicking on **'Click here to pay already registered college (If You have Your registration Id)'** link, Registered College/Society/Trust user will be able to pay registration fee (if not paid during registration).

⇨ By clicking on **'Click here to download Affiliation Hand Book 2024'** link, College/Society/Trust user will be able to download Hand Book for active affiliation.

- ## **Affiliation Registration- Create New ID & Password**

From Login page, College/Society/Trust user will click on '**Click here to apply for New Registration (If You don't have registration Id & Password)**' link, it will open registration page as given below:

Note: There will be three type of registration
⇨ Registration for New Affiliation.
⇨ Registration for Existing College/Society/Trust.
⇨ Registration for new College/Society/Trust who has Already applied Offline.

⇨ **Steps to Register College/Society/Trust:**

• **Session** - Select value from drop down. Values will be displayed as 2024~2025, 2025~2026 etc.

• **Is Existing College?** - Select check box if college has already affiliated, it will open **'Enter College Code'** text box, accordingly user will be able to validate details.

• **If already, applied for NOC/Registered Offline?** - Select check box if college already applied offline, it will open **'Enter Application Id'** text box, accordingly user will be able to validate details.

• **Type of Registration** - Select value from dropdown. Values will be Trust, Society etc.

• **Society/Trust/Section Name** - Enter details in the text box up to defined length.

• **Institute Type** - Select value from drop down.

• **Institute Category** - Select value from drop down.

• **Is Minority?** - Select check box (If Required)

• **Proposed Institute Name** - Enter details in the text box up to defined length.

• **Address** - Enter details in the text box up to defined length.

• **District Name** - Enter details in the text box up to defined length.

• **Tehsil Name** - Enter details in the text box up to defined length.

• **Chairman/Chief/Trustee/MD Name** - Enter details in the text box up to defined length.

• **Mobile No.** - Enter Mobile No. in the text box up to defined length

• **Email Id** - Enter valid Email id up to defined length and click on 'Verify' button, page will be displayed as given below:

- **Enter OTP** - Enter OTP in the text box (Received on registered Email Id), Once OTP is verified, page will be displayed as given below:
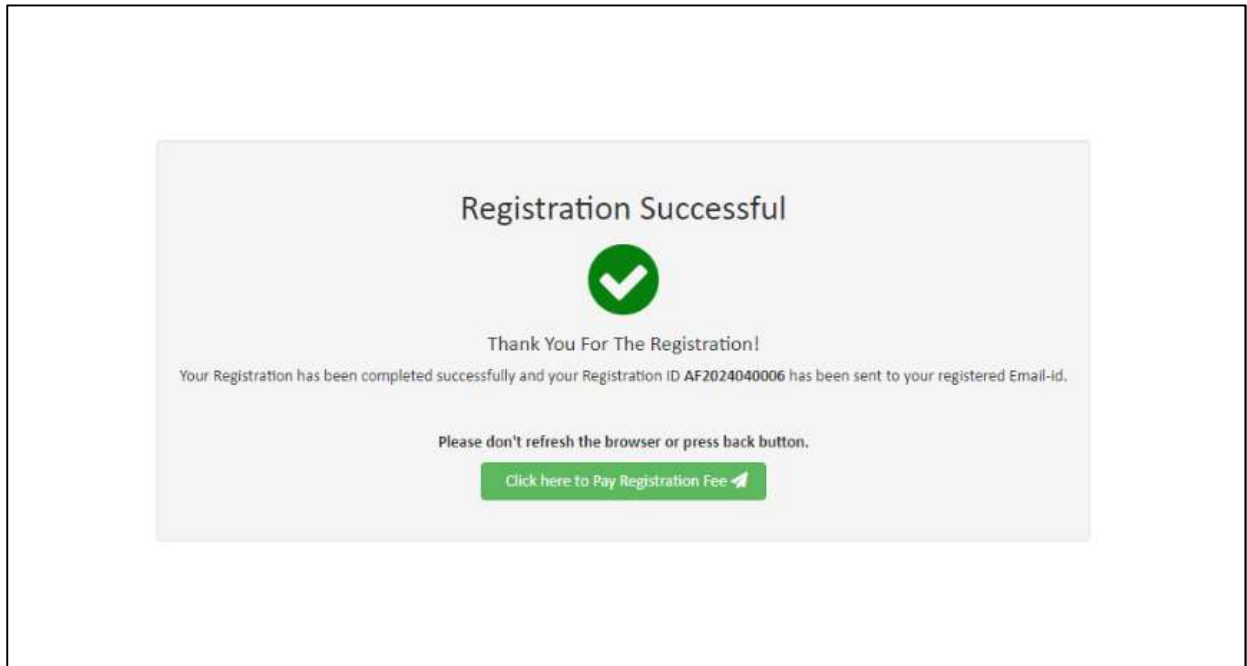

- **Director Name** - Enter details in the text box up to defined length.
- **Director Mobile No.** - Enter Mobile No. in the text box up to defined length
- **Enter Aadhaar** - Enter details in the text box up to defined length
- **Is Autonomous?** - Select Checkbox (If Required)
- **Have You Running Institution Diploma Courses?** - Select check box (If required).
- **The Institution Applied to AICTE or PCI in 2019 to Start the Program** - Select check box (If required).
- **Upload (Relevant Documents)** - Upload relevant document.
- **Password** - Enter password in text box up to defined length.
- **Re-Enter Password** - Enter password in the text box up to defined length
- **Register button** - Click on 'Register' button to make registration ('Register' button will be visible only when entered email has been validated).
- **Reset Button** - Entered data can be flushed out after clicking on 'Reset' button.

Note: Once Affiliation Registration is done, confirmation page will be displayed as give below:

Registration Successful

Thank You For The Registration!

Your Registration has been completed successfully and your Registration ID **AF2024040006** has been sent to your registered Email-id.

Please don't refresh the browser or press back button.

Click here to Pay Registration Fee

Second Step
- ## Affiliation Login

From Login page, Registered College/Society/Trust will be able to login with their valid 'Registration ID' & 'Password' and page will be displayed as given below:

⇨ **Steps to Login:**
- **Registration ID -** Enter valid 'Registration ID'.
- **Password -** Enter valid 'Password'.
- **Login -** Click on 'Login' button to navigate to **'Request for Affiliation'** tab, page will be displayed as given below:

⇨ **Request for Affiliation:**

Using this section, College/Society/Trust user can fill their Request/Sub-Request, Intake etc. details and click 'Save' button.

⇨ **Pay Now:**

From above screen, College/Society/Trust user will be able to pay fee by Clicking on 'Pay Now' link (Fee will be displayed as per selected Request/Sub-Request details), page will be displayed as given below:
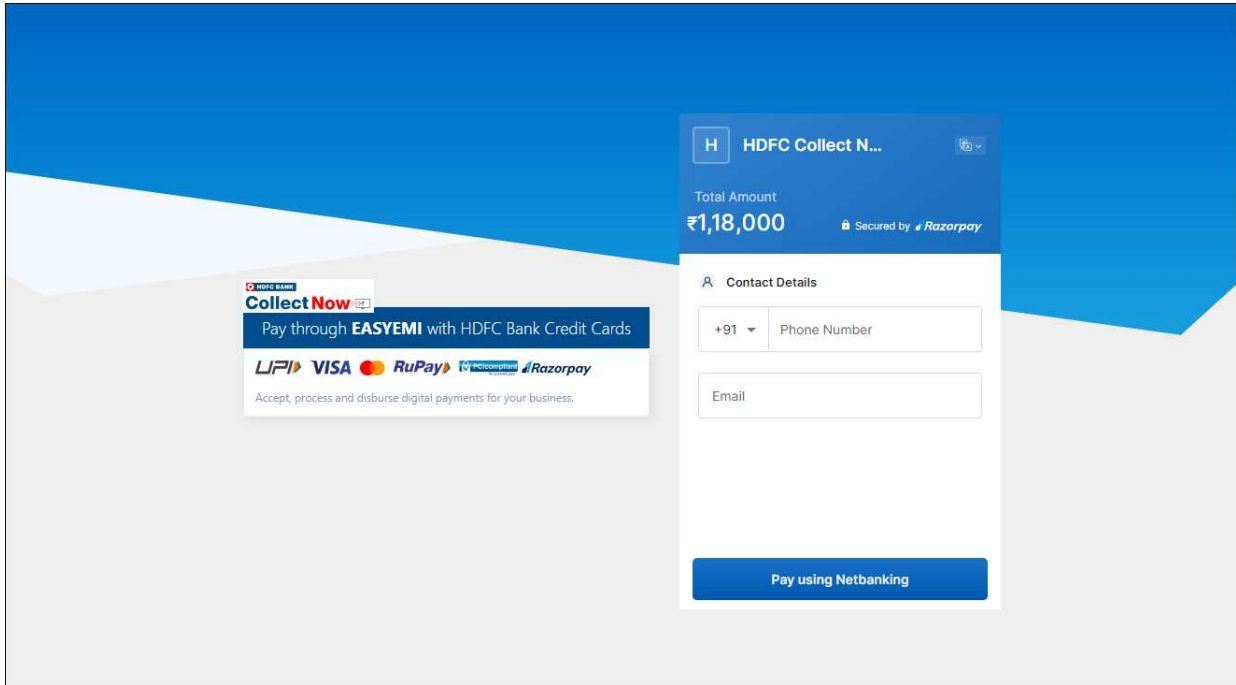
Payment Details

S.No.	Request Name	Sub Request Name	Request Applied on	Course/Discipline Name	Amount	Action	Status	Is NOC
1	Existing Affiliation	Change in the Name of Courses	18/04/2024	M. Pharm	1,18,000.00	Pay Now	PENDING	NOC

(if Required)

⇨ **NOC:**

From above screen, College/Society/Trust user will be able to apply for NOC (if Required), and page will be displayed as given below:

Application for NOC

आवेदक संस्था की संचालक सोसायटी/ट्रस्ट/संगठन का नाम (Name of governing Society/Trust/organization of the applicant institution) :   Yes   Enter Details   Choose File No fil...hosen

संचालक संस्था के पंजीकरण की स्थिति (Status of registration of the governing body) :   Yes   Enter Details   Choose File No fil...hosen

भूमि से संबंधित विवरण व मालिकाना हक (Land related details and title) :   Yes   Enter Details   Choose File No fil...hosen

भवन की उपलब्धता, बिल्डिंग प्लान (Availability of building & building plan) :   Yes   Enter Details   Choose File No fil...hosen

भूकम्प रोधी होने की स्थिति (Earthquake Resistant Condition) :   Yes   Enter Details   Choose File No fil...hosen

कक्ष की संख्या एवं कैम्पस की क्षमता (Number of rooms and campus Capacity) :   Yes   Enter Details   Choose File No fil...hosen

कक्ष की संख्या एवं कैम्पस की क्षमता (Number of rooms and campus Capacity) :	Yes ▾	Enter Details	Choose File No fil...hosen
अग्निशमन यंत्र आदि की उपलब्धता (Availability of fire extinguishers etc) :	Yes ▾	Enter Details	Choose File No fil...hosen
संस्थान की आर्थिक स्थिति/ क्षमता (नियामक संस्था के मानक के अनुसार) (Financial status/capacity of the institution (as per the norms of regulatory body)) :	Yes ▾	Enter Details	Choose File No fil...hosen
संस्थान कैम्पस एवं कक्षों में पूर्व से ही संचालित अन्य पाठ्यक्रम ((Other course already conducted in the institute campus and classroom: as per AICTE/PCI/COA norms)) :	Yes ▾	Enter Details	Choose File No fil...hosen
संस्था तक यातायात की सुविधा, बाउंड्रीवाल की स्थिति, सी. सी.टी.वी. कैमरो की उपलब्धता (Transport facility for institution, position of boundary wall , C.C.T.V. availability : as per AICTE/PCI/COA norms) :	Yes ▾	Enter Details	Choose File No fil...hosen
विद्युत, पेय जल, शौचालय, रैम्प इत्यादि की सुविधा (Facility of electricity , drinking water , toilet, ramp etc: as per AICTE/PCI/COA norms) :	Yes ▾	Enter Details	Choose File No fil...hosen
छात्राओं एवं दिव्यांग जन हेतु उपलब्ध सुविधा (facility available for girl students and disabled people: as per AICTE/PCI/COA norms):	Yes ▾	Enter Details	Choose File No fil...hosen
अक्षांश (Latitude) :	Yes ▾	Enter Details	Choose File No fil...hosen
देशान्तर (Longitude) :	Yes ▾	Enter Details	Choose File No fil...hosen
100 रुपये के स्टाम्प पेपर पर शपथ पत्र (अनुलग्रक ए) (Affidavit on Rs 100 Stamp Paper (Annexure A)) :	Yes ▾	Enter Details	Choose File No fil...hosen

Save NOC Detail   **Reset**

Note: 1) Submitted NOC details will be approved by concern department, accordingly College/Society/Trust user will be able to complete further details.

2) One NOC will be approved, College/Society/Trust user will be able see status.

⇨ **General Information:**

Using this section, College/Society/Trust will be able to fill required 'General Information' details and click on 'Save General Information' button, page will be displayed as given below:

⇨ **Computer Peripheral & Facilities Details**:

Using this section, College/Society/Trust will be able to fill required 'Computer Peripherals & Facilities Details' and click on 'Save Facility Details' button, page will be displayed as given below:

Facility Details

Pre Affiliation Computer Peripheral Details

S.No.	Course Name	Computer Peripheral Type	Available	Delete
1	Select Course Name	Select Facility Details	0	

Add More

Pre Affiliation Library Facility Details

S.No.	Course Name	Library Facility Type	Available	Delete
1	Select Course Name	Select Facility Details	0	

Add More

Save Facility Details   Reset

Right sidebar menu:
- Request For Affiliation
- General Information
- Computer Peripheral & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Questionnaires
- Upload Document
- Preview

⇨ **Administrative & Amenities Details:**

Using this section, College/Society/Trust will be able to fill required 'Administrative & Amenities Details' and click on 'Save Block Details' button, page will be displayed as given below:

Block Details

Pre Affiliation Administrative Details

S.No.	Course Name	Administrative Type	Availability	Available Carpet (in Sq. Meter)	Available Rooms	Delete
1	B. Tech	Department Office	1	Enter Details	Enter Details	🗑

Add More

Pre Affiliation Amenities Details

S.No.	Course Name	Amenities Type	Availability	Available Carpet (in Sq. Meter)	Available Rooms	Delete
1	B. Tech	Boys Common Rooms	1	Enter Details	Enter Details	🗑

Add More

Save Block Details   Reset

Right sidebar menu:
- Request For Affiliation
- General Information
- Computer Peripheral & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Questionnaires
- Upload Document
- Preview

⇨ **Infrastructure Information:**

Using this section, College/Society/Trust will be able to fill required 'Infrastructure Information' and click on 'Save Land and Infrastructure Details' button, page will be displayed as given below:

⇨ **Society Information:**

Using this section, College/Society/Trust will be able to fill required 'Society Information' and click on 'Save & Continue' button, page will be displayed as given below:

⇨ **Faculty Information:**

Using this section, College/Society/Trust will be able to fill required 'Faculty Details' and click on 'Save Faculty Details' button, page will be displayed as given below:

⇨ **Questionnaires:**

Using this section, College/Society/Trust will be able to fill required 'Questionnaires Details' and click on 'Save' button, page will be displayed as given below:

⇨ **Upload Document:**

Using this section, College/Society/Trust will be able to upload required 'Document Details' and click on 'Upload Documents' button, page will be displayed as given below:

Upload Documents

S.No.	Document Name	Upload Documents (File size should be 10KB to 5MB)
1	Land Registration Document *	Choose File / No file chosen
2	The validity of the registration of the Society	Choose File / No file chosen
3	Security FDR *	Choose File / No file chosen
4	Faculty List	Choose File / No file chosen
5	Affidavit	Choose File / No file chosen
6	Clearance/No Objection Certificate	Choose File / No file chosen
7	Document for Registration of the Society/Trust	Choose File / No file chosen
8	Land Use Certificate	Choose File / No file chosen
9	Registered land/Government leased land documents	Choose File / No file chosen
10	Appropriate order from the Government permitting	Choose File / No file chosen
11	Building Plan	Choose File / No file chosen
12	Document by the registered Society/Trust earmarking land and buildings for the proposed college	Choose File / No file chosen
13	Details of the latest fund position	Choose File / No file chosen
14	Project Details	Choose File / No file chosen

Upload Documents   **Reset**

Navigation menu:
- Request For Affiliation
- General Information
- Computer Peripheral & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Questionnaires
- **Upload Document**
- Preview

⇨ **Preview:**

Using this section, College/Society/Trust will be able to preview filled details and submit application by clicking on 'Final Submit' button, and page will be displayed as given below:

Preview Application Details

- Apply for Affiliation +
- General Information +
- Computer Peripheral & Facilities Details +
- Administrative & Amenities Details +
- Infrastructure Information +
- Society Information +
- Faculty Information +
- Questionnaires +
- Upload Document +

Final Submit   **Reset**

Navigation menu:
- Request For Affiliation
- General Information
- Computer Peripheral & Facilities Details
- Administrative & Amenities Details
- Infrastructure Information
- Society Information
- Faculty Information
- Questionnaires
- Upload Document
- **Preview**