



User Manual of Affiliation Management (Portal)



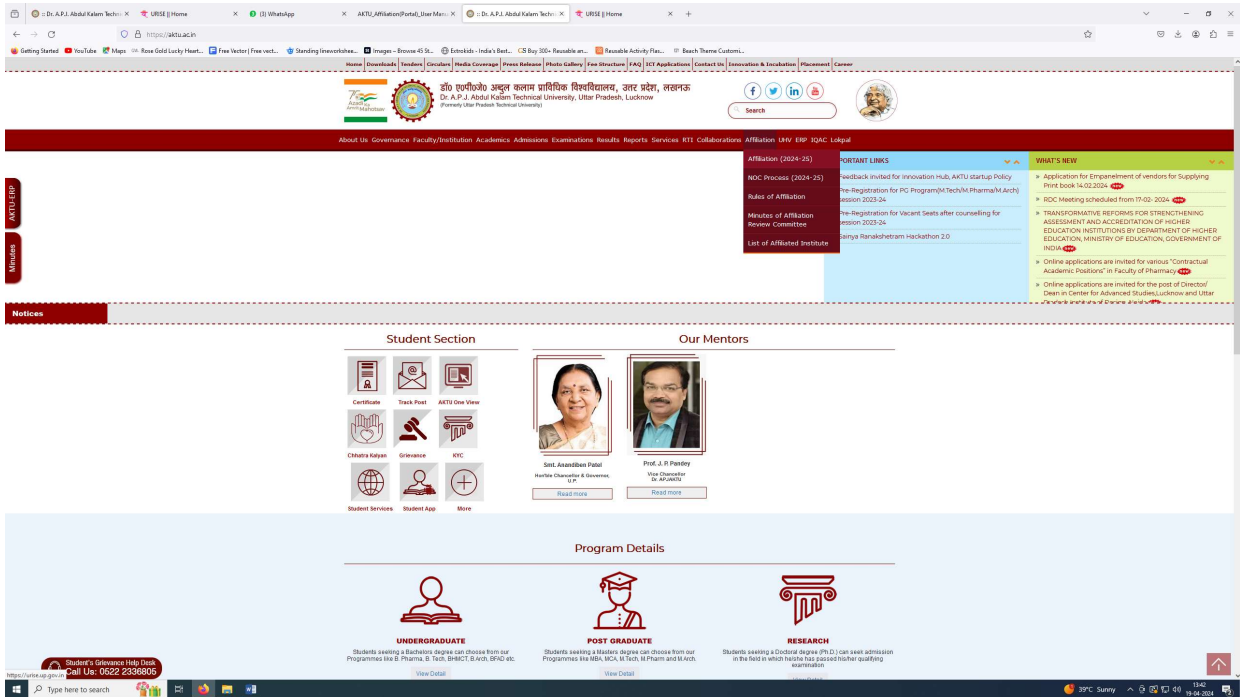
- **General Information**

⇒ **Acronyms and Abbreviations:**

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



User Manual of Affiliation Portal



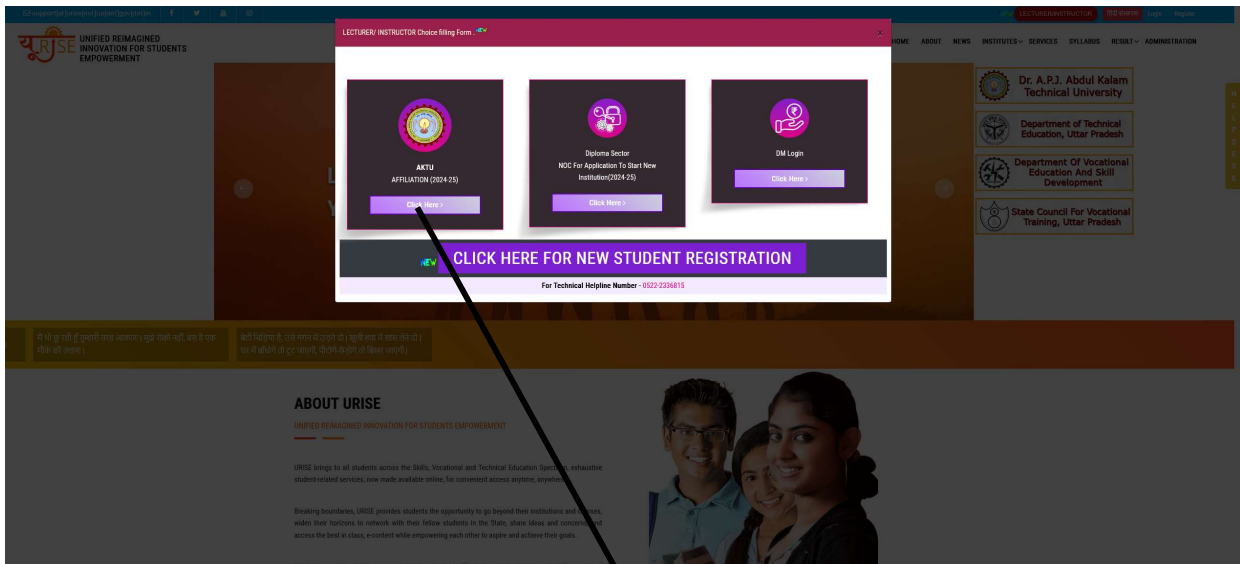
<https://aktu.ac.in/>



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.

The screenshot shows a 'Registration Form' with the following fields and options:

- Session:** 2024-2025 (dropdown)
- Is Existing College ?** **If Already applied for NOC/Registered Offline ?**
- Type of Registration:** Select Type of Registration (dropdown)
- Society/Trust/Section Name:** Society/Trust/Section Name (text input)
- Institute Type:** Select Institute Type (dropdown)
- Institute Category:** Select Institute Category (dropdown)
- Is Minority ?**
- Proposed Institute Name:** Proposed Institute Name (text input)
- Address:** Enter Address (text input)
- Country Name:** India (dropdown)
- State Name:** Select State (dropdown)
- District Name:** Select District Name (dropdown)
- Tehsil Name:** Enter Tehsil Name (text input)
- Chairman/Chief/Trustee/MD Name:** Chairman/Chief/Trustee/MD Name (text input)
- Mobile No.:** Mobile No. (text input)



User Manual of Affiliation Portal

The screenshot shows a registration form with the following fields and options:

- Email Id.**: Text input field with placeholder "Enter Email Id." and a "Verify" button.
- Director Name**: Text input field with placeholder "Director Name".
- Director Mobile No.**: Text input field with placeholder "Director Mobile No..".
- Enter Aadhaar**: Text input field with placeholder "Enter Aadhaar".
- Is Autonomous ?**: Check box.
- Have You Running Institution Diploma Courses ?**: Check box.
- The Institution Applied to AICTE or PCI in 2019 to Start the Program**: Check box.
- Upload (Relevant Documents) ?**: File upload area with a "Choose File" button and "No file chosen" text.
- Password ?**: Password input field with placeholder "Enter Password" and an eye icon.
- Re-Enter Password**: Password input field with placeholder "Re-Enter Password" and an eye icon.

Important Instructions:

- Please enter valid Email Id and click on 'Verify' button to receive OTP on your Email Id.
- Enter OTP (Received on your registered Email Id) in 'Enter OTP' field then only you can Register yourself.

Buttons: "Reset" and "Back to Login".

⇒ 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:

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User Manual of Affiliation Portal

The screenshot shows a registration form with the following fields and values:

- Mobile No.: 9839531889
- Email Id.: akpatel03@gmail.com
- Enter OTP: Enter OTP
- Time Remaining (In Sec.): 298
- Director Name: Amit

A red message "Otp sent to the registered email!" is displayed below the Email Id. field.

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

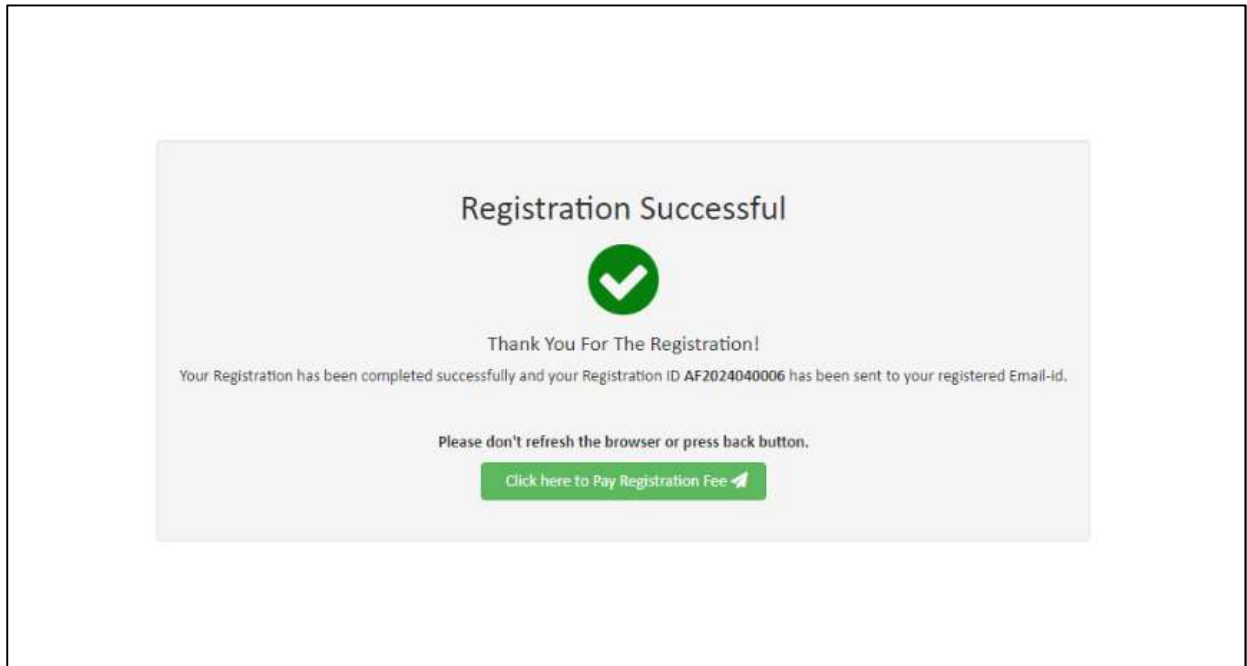
The screenshot shows the registration form after successful email verification:

- Mobile No.: 7021195608
- Email Id.: kradityasingh2899@gmail.com (with a green checkmark)
- Enter OTP:
- Director Name: Mr Singh

A red message "Email Verified Successfully!" is displayed below the Enter OTP field.

- **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:





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:

Welcome to AKTU

Session: 2024~2025

Registration ID: Enter Registration ID

Password: Enter Password

LOGIN

[Click here to apply for New Registration \(If You don't have registration Id & Password\)](#)

[Click here to pay already registered college \(If You have Your registration Id\)](#)

[Click here to download Affiliation Hand Book 2024](#)

⇒ 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.

Apply for Affiliation

Request For Affiliation

Request Name * Sub Request Name *

Regulatory Bodies * Course Name *

Branch/Specialization *

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

Request for Intake Details

Existing institutions shall be eligible for getting 3 years' Extension of Approval (EOA) from the AY-2024-25 by remitting 3 years' TER Charges (Table 2.1) by meeting ANYONE of the following criteria:

- I. Figured in 8th Edition of NIRF ranked Institutions (announcement made on 5th June 2023).
- II. Figured in QS World Ranking Asia-2024 (announcement made on 8th Nov 2023).
- III. Institutions having minimum of 30% eligible courses with NBA accreditation having validity till 30th April 2025. (The Institutions should continue to get accreditation of their programs).
- IV. Institutions with valid NAAC score of 3.01 and above on scale of 4.0.
- V. Institutions having conferred 'Autonomous Status' by UGC/Autonomy by AICTE.
- VI. Institutions having more than 80% admission consecutively for last 5 Academic Years.

S.No.	Program Name	Sub Request Name	Shift	Applied in AICTE	Applied in COPCI	Applied in University

Approved Intake Details

S.No.	Session	Program Name	Approved in AICTE	Approved in COPCI	Approved in University	University Actual Intake

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

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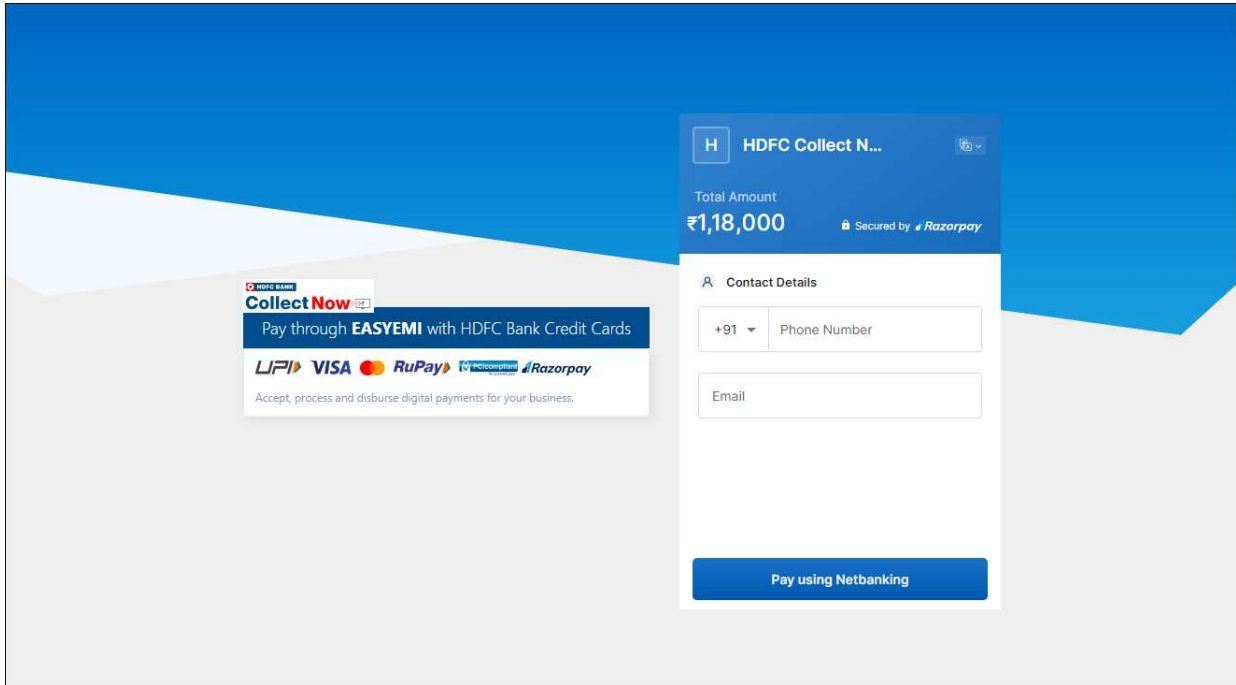
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⇒ **Pay Now:**

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:





User Manual of Affiliation Portal

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) : No fil...hosen

संचालक संस्था के पंजीकरण की स्थिति (Status of registration of the governing body) : No fil...hosen

भूमि से संबंधित विवरण व मालिकाना हक (Land related details and title) : No fil...hosen

भवन की उपलब्धता, बिल्डिंग प्लान (Availability of building & building plan) : No fil...hosen

भूकम्प रोधी होने की स्थिति (Earthquake Resistant Condition) : No fil...hosen

कक्ष की संख्या एवं कैम्पस की क्षमता (Number of rooms and campus Capacity) : No fil...hosen



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कक्ष की संख्या एवं कैम्पस की क्षमता (Number of rooms and campus Capacity) :	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen
अग्निशमन यंत्र आदि की उपलब्धता (Availability of fire extinguishers etc) :	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="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 <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen
संस्थान कैम्पस एवं कक्षाओं में पूर्व से ही संचालित अन्य पाठ्यक्रम ((Other course already conducted in the institute campus and classroom: as per AICTE/PCI/COA norms)) :	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen
संस्था तक यातायात की सुविधा, बाड़-झीवाल की स्थिति, सी. सी.टी.वी. केमरो की उपलब्धता (Transport facility for institution, position of boundary wall , C.C.T.V. availability : as per AICTE/PCI/COA norms) :	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="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 <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen
छात्राओ एवं दिव्यांग जन हेतु उपलब्ध सुविधा (facility available for girl students and disabled people: as per AICTE/PCI/COA norms):	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen
अक्षांश (Latitude) :	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen
देशान्तर (Longitude) :	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen
100 रुपये के स्टाम्प पेपर पर शपथ पत्र (अनुलग्नक ए) (Affidavit on Rs 100 Stamp Paper (Annexure A)) :	Yes <input type="checkbox"/>	<input type="text" value="Enter Details"/>	<input type="button" value="Choose File"/>	No fil...hosen

- 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:

General Information

Type of Registration :	Institution
Institute Type :	CO-ED
Institute Category :	PRIVATE
Is Minority :	<input type="checkbox"/>
Proposed Institute Name :	UNITED COLLEGE OF ENGINEERING & RESEARCH,ALLAHABAD
Address :	Allahabad-211010
Country Name :	India
State :	Uttar Pradesh
District :	Ghazipur
Chairman Chief/Trustee MD Name :	kamini Singh
Mobile No. :	9415856084
Email :	kamini@gmail.com
Mobile No. :	9415856084
Email :	kamini@gmail.com
Chairman Aadhaar No. :	012594879545
Director Name :	Yamini Singh
Director Mobile No. :	8952374855
Register Name :	Viaah Singh
Register Mobile No. :	8451489521
Register Email ID :	viaah@gmail.com
Register Aadhaar No. :	014784512065

[Save General Information](#) [Reset](#)

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



⇒ 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](#)

- Request For Affiliation
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⇒ 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](#)

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⇒ **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:

Land and Infrastructure Details

Pre Affiliation Infrastructure Details

S.No.	Course Name	Computer Peripheral Type	Availability	Available Area (in Sq. Mtr.)	Available Room	Delete
1	B. Tech	Class Room (C)	40	200	1	

[Add More](#)

Pre Affiliation Land Detail(s)

Type of Land :

Available Land in Acres (in Sq. Mtr.) :

Available Constructed Building Area (in Sq. Mtr.) :

[Save Land and Infrastructure Details](#) [Reset](#)

- Request For Affiliation
- General Information
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⇒ **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:

Society Information

Society/ Trust/ Section 25 Detail's Information

Society/ Trust/ Section 25 Detail's Name :

Society/ Trust/ Section 25 Detail's Address :

State Name :

District Name :

Tehsil Name :

Pin Code :

Phone No. :

Email :

Fax :

- Request For Affiliation
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Member Information

Member Name	<input type="text" value="Enter Member Name"/>	Member Aadhaar	<input type="text" value="Enter Member Aadhaar"/>
Member DOB	<input type="text" value="17/04/2024"/>	Member Mobile	<input type="text" value="Enter Mobile No."/>
Member Email ID	<input type="text" value="Enter Email ID"/>	Member Designation	<input type="text" value="Enter Member Designation"/>
Upload Photo	<input type="button" value="Choose File"/> No file chosen	Upload Signature	<input type="button" value="Choose File"/> No file chosen
Upload Memorandum in Corporation Letter	<input type="button" value="Choose File"/> No file chosen		

⇒ 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:

Faculty Details

-
-
-
-
-
-
-
-
-
-

Institute Faculty Detail(s)

S.No.	Faculty Id	Faculty Name	Gender	Date Of Joining	PAN card No.	Father Name	Qualificati
1	<input type="text" value="Enter Facul"/>	<input type="text" value="Enter Faculty Name"/>	<input type="text" value="Select Ge"/>	<input type="text" value="Enter Date"/>	<input type="text" value="ENTER PAN"/>	<input type="text" value="Enter Father Name"/>	<input type="text" value="Enter Qualificat"/>



⇒ **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:

Questionnaires Details

S.No.	Question	Yes/ No	Field 1	Field 2
1	Telephone	No		
2	Electric Supply	No	Supply provided by	Sanctioned load
3	Institute website with Mandatory Disclosure	No	Website Address	Domain name
4	Do the facilities for Sanitary & Hygiene exist in the hostels?	No		
5	Do the Drinking Water facilities exist in the hostels?	No		
6	Is the total land in single plot?	No		
7	Vehicle Parking	No		
8	Is LAN & Internet available in computer center	No		
9	Do the Medical facilities exist in the hostels?	No		
10	Last Inspection by the university	No	Inspection Date	
11	Master Plan issued by the Competent Authority, earmarking the entire proposed Land to show that the Land is contiguous	No		

[Save](#) [Reset](#)

- Request For Affiliation
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⇒ **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 *	<input type="button" value="Choose File"/> No file chosen
2	The validity of the registration of the Society	<input type="button" value="Choose File"/> No file chosen
3	Security FDR *	<input type="button" value="Choose File"/> No file chosen
4	Faculty List	<input type="button" value="Choose File"/> No file chosen
5	Affidavit	<input type="button" value="Choose File"/> No file chosen
6	Clearance/No Objection Certificate	<input type="button" value="Choose File"/> No file chosen
7	Document for Registration of the Society/Trust	<input type="button" value="Choose File"/> No file chosen
8	Land Use Certificate	<input type="button" value="Choose File"/> No file chosen
9	Registered land/Government leased land documents	<input type="button" value="Choose File"/> No file chosen
10	Appropriate order from the Government permitting	<input type="button" value="Choose File"/> No file chosen
11	Building Plan	<input type="button" value="Choose File"/> No file chosen
12	Document by the registered Society/Trust earmarking land and buildings for the proposed college	<input type="button" value="Choose File"/> No file chosen
13	Details of the latest fund position	<input type="button" value="Choose File"/> No file chosen
14	Project Details	<input type="button" value="Choose File"/> No file chosen

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⇒ **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 +

- Request For Affiliation
- General Information
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