

User Manual of Affiliation Management (Portal)

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• General Information

⇒ Acronyms and Abbreviations:

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

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	About Us Governance Faculty/Institution Academics As	dmissions Examinations Results Reports Services RTI Collab	orations Affliation UNV ERP IQAC Lo	kpal	
			Affiliation (2024-25)	PORTANT LINKS	WHAT'S NEW
2			NOC Process (2024-25)	Feedback invited for Innovation Hub, AKTU startup Policy Pre-Registration for PG Program/M.Tech/M.Pharma/M.Arch)	 Application for Empanelment of vendors for Supplying Print book 14.02.2024
			Rules of Affiliation	session 2023-24	RDC Meeting scheduled from 17-02- 2024
8			Minutes of Affiliation Review Committee List of Affiliated Institute	re-Hegistration for Vacant Seats after counceling for ression 2023-24 Sainya Ranakshetram Hackathon 2.0	 INARSFORMATIVE REPORTS FOR STRENGTENING ASSESSMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTIONS BY DEPARTMENT OF HIGHER EDUCATION, INISTRY OF EDUCATION, COVERNMENT OF WIND
Minute					Online applications are invited for various "Contractual Academic Positions" in Faculty of Pharmacy
-					 Online applications are invited for the post of Director/ Dean in Center for Advanced Studies,Lucknow and Uttar Underly instants of Dirice and Studies,Lucknow and Uttar
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		Program Details			
	2	Ż			
	UNDERGRADUATE	POST GRADUATE	RESEARCH		
Student's Grievance Help Desk	Programmes like B. Pharma, B. Tech, BHILCT, B. Arch, BFAD etc.	Programmes like NBA, MCA, M. Tech, M. Pharm and M.Arch.	in the field in which heiste has passed examination	can seek admisatori his/har qualifying	\uparrow
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					19-04-2004 12

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



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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

<u>Click here to Create New 'Registration Id' & 'Password' (For Existing College)</u> *'* 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.

0	Registration Form
Session	2024~2025
Is Existing College ?	If Already applied for NOC/Registered Offline ?
Type of Registration	Select Type of Registration
Society/Trust/Section Name	Society/Trust/Section Name
Institute Type	Select Institute Type
Institute Category	Select Institute Category
Is Minority ?	
Proposed Institute Name	Proposed Institute Name
Address	Enter Address
Country Name	India 🗸
State Name	Select State 🗸
District Name	Select District Name
Tehsil Name	Enter Tehsil Name
Chairman/Chief/Trustee/MD Name	Chairman/Chief/Trustee/MD Name
Mobile No.	Mobile No.

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Email Id.	Enter Email Id. Verify
Director Name	Director Name
Director Mobile No.	Director Mobile No.
Enter Aadhaar	Enter Aadhaar
	Is Autonomous ?
Have You Running In	stitution Diploma Courses ?
The Institution Applied to AICTE or PCI	n 2019 to Start the Program
Uplo	ad (Relevant Documents) Choose File No file chosen
Password ()	Enter Password (
Re-Enter Password	Re-Enter Password
Important Instructions:	r 'Verify' button to receive OTP on your Email Id. d Email Id) in 'Enter OTP' field then only you can Register yourself. Reset
+ 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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Mobile No.	9839531889
Email Id.	akpatel03@gmail.com
	Otp sent to the registered email!
Enter OTP	Enter OTP
	298 Time Remaining (in Sec.)
Director Name	Amit

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

7021195608
kradityasingh2899@gmail.com
·····
Email Verified Successfully:
Mr Singh

- 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

<u>Affiliation Login</u>

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 🗸	
11 -11 11	Registration ID	Enter Registration ID	11 11 1
i i i i	Password	Enter Password	A STATE OF THE OWNER
	C Click here to apply C Click here to pay a C Click here to pay a	LOGIN for New Registration (If You don't have registration Id & Password) Iready registered college (If You have Your registration Id) Isid Strikman) Hans Book 2021	

⇒ 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.

uest Fo	or Affiliation									
unt Nam		Colort Dec. 1	N	Sub Prove	et Namo 8	(cil. :	Design of Marrie		Computer Peri	ipheral & Facilities
uest Ivam		select Request	Name	- Sub Reque	schame *	serect	Request Name	×)	Administrative	& Amenities Deta
ulatory Bo	odies *	Select Regulato	ry Bodies	Course Na	me*	Select	Course Name	*	Infrastructure	Information
ch/Speci	ialization *								Society Inform	ation
				Save Reset					Faculty Inform	c
									Upload Docum	nent
									Preview	
ayment	t 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		
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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:

	H HDFC Collect N
	Total Amount ₹1,18,000 B Secured by <i>₄ Razorpay</i>
	A Contact Details
Pay through EASYEMI with HDFC Bank Credit Cards	+91 - Phone Number
Accept, process and disburse digital payments for your business.	Email



Payment	t Details						_			
S.No.	Request Name	Sub Request Name	Request Applied on	Course/Discipline Name	Amount	Action	Status	is NOC		(if Poquirod)
1	Existing Affiliation	Change in the Name of Courses	18/04/2024	M. Pharm	1,18,000.00	Pay Now	PENDING	NOC	 +	(ii Kequired)

⇒ 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/टूस्ट/संगठन का	Yes	Enter Details	Choose File No filhosen
नाम (Name of governing Society/Trust/organization of the applicant institution) :			
संचालक संस्था के पंजीकरण की स्थिति (Status of registration of the governing body) :	Yes	Enter Details	Choose File No filhosen
भूमि से संबंधित विवरण व मालिकाना हक (Land related details and title) :	Yes	Enter Details	Choose File No filhosen
भवन की उपलब्धता, बिल्डिंग प्लान (Availability of building & building plan) :	Yes	Enter Details	Choose File No filhosen
भूकम्प रोधी होने की स्थिति (Earthquake Resistant Condition) :	Yes	Enter Details	Choose File No filhosen
नक्ष की संख्या एवं कैम्पस की क्षमता (Number of rooms	Yes	Enter Details	Choose File No filhosen

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क्ष की संख्या एवं कैम्पस की क्षमता (Number of rooms	Yes	~	Enter Details	Choose File No filhosen
and campus Capacity) :				
अग्निशमन यंत्र आदि की उपलब्धता (Availability of fire	Yes	~	Enter Details	Choose File No filhosen
extinguishers etc) :				
संस्थान की आर्थिक स्थिति/ क्षमता (नियामक संस्था के	Yes	~	Enter Details	Choose File No filhosen
मानक के अनुसार) (Financial status/capacity of the				
institution (as per the norms of regulatory body)) :				
संस्थान कैम्पस एवं कक्षों में पूर्व से ही संचालित अन्य	Yes	~	Enter Details	Choose File No filhosen
पाठ्यक्रम ((Other course already conducted in the				
institute campus and classroom: as per AICTE/PCI/COA norms)) :				
संस्था तक यातायात की सुविधा, बाउंड्रीवाल की स्थिति,	Yes	~	Enter Details	Choose File No filhosen
सा. सा.टी.वी. कमरों की उपलब्धता (Transport facility				
for institution, position of boundary wall , C.C.T.V. availability : as per AICTE/PCI/COA norms) :				
विदयुत, पेय जल, शौचालय, रैम्प इत्यादि की सुविधा	Yes	~	Enter Details	Choose File No filhosen
(Facility of electricity , drinking water , toilet, ramp				
etc: as per AICTE/PCI/COA norms) :				
छात्राओ एवं दिव्यांग जन हेतु उपलब्ध सुविधा (facility	Yes	~	Enter Details	Choose File No filhosen
available for girl students and disabled people: as				
per AICTE/PCI/COA norms):				
अक्षाश (Latitude) :	Yes	~	Enter Details	Choose File No filhosen
रेणालग् (Loogitude) -	(Crupul	Choose File No fil hosen
Quinty (congroup).	res	×	Enter Details	Choose rile No mininosen
	_			
100 रुपय के स्टाम्प पपर पर शपथ पत्र (अनुलग्नक ए)	Yes	*	Enter Details	Choose File No filhosen
(Attidavit on Rs 100 Stamp Paper (Annexure A)) :				
	52	ve NOC	Detail Reset	
	29	ve NOC	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:

General Information			Request For Affiliation
			General Information
Type of Registration :	Institution	~	Computer Peripheral & Facilities Details
Institute Type :	CO-ED	~	Administrative & Amenities Details
Institute Category :	PRIVATE	~	Infrastructure Information
			Society Information
Is Minority :			Faculty Information
Proposed Institute Name :	UNITED COLLEGE OF ENGINEERING & RESEARCH, ALLAHABAD		Questionnaires
Address :	Allahabad-211010	\$	Upload Document
Country Name :	India	~	Preview
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 :	Viash Singh	\supset	
Register Mobile No. :	8451489521	\supset	
Register Email ID :	viash@gmail.com		
Register Aadhaar No. :	014784512065		
Save Ge	neral Information Reset		

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⇒ 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:

inty De	etails					Request For Affiliation
]	General Information
Pre Affili	ation Computer Peripheral Details					Computer Peripheral & Facilities Detai
						Administrative & Amenities Details
S.No.	Course Name	Computer Peripheral Type		Available	Delete	Infrastructure Information
1	Select Course Name	Select Facility Details	*)	0		Society Information
						Contraction of the second second
						Faculty Information
					Add More	Faculty Information Questionnaires
Pre Affili	ation Library Facility Details				Add More	Faculty Information Questionnaires Upload Document
Pre Affili	ation Library Facility Details				Add More	Faculty Information Questionnaires Upload Document Preview
Pre Affili S.No.	ation Library Facility Details Course Name	Library Facility Type		Available	Add More	Faculty Information Questionnaires Upload Document Preview
Pre Affili S.No. 1	ation Library Facility Details Course Name Select Course Name	Library Facility Type Select Facility Details	~	Available	Add More	Faculty Information Questionnaires Upload Document Preview
Pre Affili S.No. 1	ation Library Facility Details Course Name Select Course Name	Library Facility Type v Select Facility Details	~	Available 0	Add More	Faculty Information Questionnaires Upload Document Preview
Pre Affili S.No. 1	ation Library Facility Details Course Name Select Course Name	Ubrary Facility Type	~	Available 0	Add More	Faculty Information Questionnaires Upload Document Preview
Pre Affili S.No. 1	ation Library Facility Details Course Name Select Course Name	Library Facility Type Select Facility Details	v	Available 0	Add More	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:

									General Information
re Affil	liation Administrative Deta	ails							Computer Peripheral & Facilities Detail
						The second second second			Administrative & Amenities Details
S.No.	Course Name		Administrative Type	Ava	ailability	(in Sq. Meter)	Available Rooms	Delete	Infrastructure Information
1	B. Tech	~	Department Office	~	1	Enter Details	Enter Details	ŵ	Society Information
									Faculty Information
									Faculty Information Questionnaires
							Add N	Nore	Faculty Information Questionnaires Upload Document
۲e Affil	liation Amenities Details						Add N	Nore	Faculty Information Questionnaires Upload Document Preview
۲e Affil S.No.	liation Amenities Details Course Name		Amenities Type	Ava	ailability	Available Carpet (in Sq. Meter)	Add N Available Rooms	Aore Delete	Faculty Information Questionnaires Upload Document Preview
Pre Affil S.No.	liation Amenities Details Course Name B. Tech	~	Amenities Type Boys Common Rooms	Ava	ailability 1	Available Carpet (in Sq. Meter) Enter Details	Add N Available Rooms	Aore Delete	Faculty Information Questionnaires Upload Document Preview
Pre Affil S.No.	iation Amenities Details Course Name B. Tech	>	Amenities Type Boys Common Rooms	Ava	ailability 1	Available Carpet (in Sq. Meter) Enter Details	Add N Available Rooms Enter Details	Delete	Faculty Information Questionnaires Upload Document Preview

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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:

							General Information
Pre Af	ffiliation Infrastructure Details						Computer Peripheral & Facilities Detail
							Administrative & Amenities Details
S.No.	Course Name	Computer Peripheral Type	Availability	Available Area (in Sq.	Available	Delete	Infrastructure Information
				Mtr.)	Room		Society Information
1	B. Tech	Class Room (C)	40	200	1		Faculty Information
							Questionnaires
					Add M	lore	Upload Document
Pre Af	ffiliation Land Detail(s)						Preview
	Type of Land	d : Select Type			~		
	Available Land in Acres (in Sq. Mtr.): Enter Area					
	Available Constructed Building Area (in Sq. Mtr.): Enter Area					

⇒ 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:

lety mornation		Request For Affiliation
		General Information
ociety/ Trust/ Section 25 Detail's Information		Computer Peripheral & Facilities Deta
		Administrative & Amenities Details
Society/ Trust/ Section 25 Detail's Name :	Abhay Sharma	Infrastructure Information
Society/ Trust/ Section 25 Detail's Address :	Rajendra nagar Lucknow	Society Information
State Name:	Uttar Pradesh	Faculty Information
District Name :	Lucknow	Questionnaires
		Upload Document
Tehsil Name :	Lucknow	Preview
Pin Code :	226001	
Phone No. :	8993983938	
Email :	abcde@gmail.com	
E	4224567000	

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Member Name	Enter Member Name	Member Aadhaar	Enter Member Aadhaar
Member DOB	17/04/2024	Member Mobile	Enter Mobile No.
Member Email ID	Enter Email ID	Member Designation	Enter Member Designation
Upload Photo	Choose File No file chosen	Upload Signature	Choose File No file chosen
Upload	Choose File No file chosen		
Memorandum in Corporation			
Letter			

⇒ 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:

								Request For Affiliation
	an ann anns an							General Information
nstitute	Faculty Detail((s)						Computer Peripheral & Facilities Deta
S.No.	Faculty Id	Faculty Name	Gender	Date Of Joining	PAN card No.	Father Name	Qualificati	Administrative & Amenities Details
1	Enter Facul	Enter Faculty Name	Select Ge	Enter Date	ENTER PAN	Enter Father Name	Enter Qualificat	Infrastructure Information
		Line facing frame				Line rance norms		Society Information
								Faculty Information
								Questionnaires
								Upload Document
								Preview
							-	
							Add More	



⇒ 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:

Question	naires Details				General Information
CNA	Quarties	Mar / No.	etable.	ciald a	Computer Peripheral & Facilities Detai
5.190.	Telephone	resy No	Ficia 1	FICIO 2	Administrative & Amenities Details
1	reepinore //	No			Infrastructure Information
2	Electric Supply	No	Supply provided by	Sanctioned load	Society Information Faculty Information
3	Institute website with Mandatory Disclosure	No	Website Address	Domain name	Questionnaires
4	Do the facilities for Sanitary & Hygiene exist in the hostels?	No V			Upload Document
5	Do the Drinking Water facilities exist in the hostels?	No V			Preview
6	Is the total land in single plot?	(No V)			
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			



⇒ 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:

			General Information
S.No.	Document Name	Upload Documents (File size should be 10KB to 5MB)	Computer Peripheral & Facilitie
1	Land Registration Document *	Choose File No file chosen	Administrative & Amenities Det
2	The validity of the registration of the Society	Choose File No file chosen	Society Information
3	Security FDR *	Choose File No file chosen	Faculty Information
4	Faculty List	Choose File No file chosen	Upload Document
5	Affidavit	Choose File No file chosen	Preview
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	

⇒ 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	Request For Affiliation
	General Information
Арріу тог Атпінатіон +	Computer Peripheral & Facilities Details
General Information +	Administrative & Amenities Details
Communication Desirable and R. Easthlife and Destrike	Infrastructure Information
	Society Information
Administrative & Amenities Details +	Faculty Information
Inferentiation Information	Questionnaires
	Upload Document
Society Information	Preview
Faculty Information +	
Questionnaires +	
Upload Document	
Final Submit Reset	

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