

# **Instructions for New as well as seeking conversion from D.Pharm to B.Pharm or PGDBM to MBA Colleges**

**Before starting affiliation process every college has to declare a Director of the college on the link Faculty Information**

1. Click on the link [aktu.online/WebPages/public/preaffiliation/frminstructions.aspx](http://aktu.online/WebPages/public/preaffiliation/frminstructions.aspx)
2. Click on the Instruction link to ensure trouble fee submission of affiliation request.
3. Click on Registration Link
4. Fill the form cautiously.
5. Click on Next step
6. Enter the OTP sent on mobile and email provided in point 4 and click on Validate Link.
7. After successful Validation click on save link.
8. After successful save Pay Now button will be displayed. Click on the button to pay Rs 5000/- on line .
9. If payment has been deducted from the account but not success please use double verification option which has been provided on payment page. If after double verification payment status is failed /failure college will have to repay.
10. After successful payment your request will be submitted to competent authority for approval.
11. One approved college will receive Registration Id in the registered mobile and email.
12. Click on already registered link provided to login for the submission of affiliation request.
13. Please submit information on all the links provided
14. After submitting information on all the links use final submit button .
15. Use Print for the printout of your affiliation request.