

## APPROVAL PROCESS 14-15: Frequently asked questions (FAQ)

Query No	
1	Our Institute was under No admission, No EOA, reduction in intake category in the previous year. We are not able to create 2014-15 application.
Ans.	Please contact Approval Bureau/ Regional Office, for allowing to create application for 2014-15 and restoration of Intake in 2014-15.
2	We are not able to create 2014-15 application on-line. We have been issued manual approval letter of consideration in for 2013-14 /2014-15.
Ans.	Please contact Approval Bureau/ Regional Office, for allowing to create application for 2014-15 and restoration of Intake in 2014-15.
3	We are not able to access the portal.
Ans.	Please refer to the System Requirements and browser settings. You require IE version 8 or below for accessing the portal.
4	We are facing server busy message.
Ans.	If you are getting Server busy message, please try again after some time or try during off peak hours.
5	We are not able to upload student details.
Ans.	Student details tab is temporarily disabled i.e you are not required to enter the student details now. You can submit without entering the Student details.
6	We are an existing Institute and wish to apply for new Program in the existing Institute.
Ans.	Existing Institute can not apply for addition of New Program in the existing Institute. You need to obtain new user id and apply as New Institute having exclusive facility under chapter-I of Approval Process Handbook.
7	We run both UG and Diploma courses. Do we need to apply again for approval of diploma courses even though we have already received approval for running the diploma courses in the academic year 2014-15.
Ans.	Institutes who have both Degree/Diploma courses and have applied and have already obtained approval for Diploma / PGD / PGC courses earlier, will need to reapply again for the Diploma/PGD/PGC courses along with the UG courses. Institutes who have applied for approval of Diploma/PGD courses earlier, their EoA processing fees / Increase / Reduction fees will not be applied again if already paid earlier. The institute can click on Calculate processing fee to check the Balance amount to be paid.
8	We want to change contact details and other details which are non-editable / read-only.
Ans.	For any change in non-editable data in Courses or Institute data please send email to <a href="mailto:egovernance-2014-queries@aicte-india.org">egovernance-2014-queries@aicte-india.org</a>
9	We have unused User id and password obtained earlier, can we use the same for applying new institute under chapter-I.
Ans.	No. you need to obtain new user id. Your earlier id cannot be used. Please apply for new user id for applying for new institute under chapter-I of Approval Process Handbook
10	We have been given approval based on Court direction in the year 2013-14,

	consideration letter for 2014-15. We are unable to create on-line application for 2014-15.
Ans.	Please contact Approval Bureau/ Regional Office, for allowing to create application for 2014-15.
11	We have applied for new Diploma New PGDM Institute earlier. However the same was rejected and we have received Final LOR. Can we apply again for starting New Institute in the same name?
Ans.	Yes. You can apply afresh as new institute under chapter-I of Approval Process Handbook. You need to obtain new user id and apply for new institute using the new user id and required to pay processing fees as applicable. Please note that you cannot use the earlier user id issued earlier.
12	Where to send the queries related to e-governance, payment issues and approval related issues for the academic year 2014-15.
Ans.	For e-governance related queries send your grievance on: <a href="mailto:egovernance-2014-queries@aicte-india.org">egovernance-2014-queries@aicte-india.org</a> For payment related queries send your grievances on: <a href="mailto:payment-2014-queries@aicte-india.org">payment-2014-queries@aicte-india.org</a> For approval related queries send your grievances on: <a href="mailto:approval-2014-queries@aicte-india.org">approval-2014-queries@aicte-india.org</a>
13	We want to apply for the process under Chapter-I like women to co-ed conversion or change of site and also increase in intake and addition of new courses. Can we apply for all these together and how the application will be processed?
Ans.	Yes, you can apply for all these together. However, your application under chapter-I will be processed first for scrutiny of documents and if scrutiny is cleared then EVC will be conducted. Your application for Increase in intake and addition of new course under chapter-II will be approved only if you clear scrutiny and EVC. Please note that you will not get approval for increase in intake and new course even if there is no deficiency in the self disclosure deficiency report generated through web portal.
14	We have an existing technical Institute and wish to apply for new technical institute in the same campus / site / plot. Will there be EVC conducted for all existing institutes including proposed new Institute?
Ans.	Yes EVC will be conducted for all the existing institutions and proposed new Institute to verify the availability of exclusives facilities for approval and running of the proposed new Institute.
15	What is the last date of submission of hard copy application at RO for the applications under Chapter-II
	All the Institutes applying under chapter-II must submit hard copy of the application to respective Regional Office within 3 day from the date of submission of the application on-line on portal.
16	What is the last date of submission of hard copy application at RO for the applications under Chapter-I
	All the Institutes applying under chapter-I must submit hard copy of the application to respective Regional Office on or before the scrutiny of the Instite.
17	The Mahamaya Technical University, Noida and Gatam Budh Technical University, Lucknow are merged in Uttar Pradesh Technical University, Lucknow. How to change the University in the affiliating University under Course Tab.

	Please select the option do you want to change the Affiliating University? Then select Yes. And select the name of new affiliating University: Uttar Pradesh Technical University, Lucknow from the drop down menu. The system will change the affiliating University as a special case without NOC form State and University.	
18	Following tabs are not enabled in our login: Admin & Library Staff, Technical Staff, Financial details, JFDR, Operational funds, Fee structure, Hostel facility, Grant received, Technical campus details.	
	These tabs are temporarily disabled. Please go ahead updating other information and submit your application.	
19	Name of our affiliating University does not appear in the affiliating University dropdown.	
	Please contact Approval Bureau for inclusion of the University name in the portal.	