

## Simple Steps for Existing /New Colleges offering/intend to offer BCA/BMS/BBA programmes/courses and seeking AICTE Approval for the first time

Existing / New Colleges offering/intend to offer BCA/BMS/BBA programmes/courses (Either already offering or without programmes/courses like BA, B.Sc, B.Com, MA, M.Sc etc) seeking AICTE Approval for the first time only for BCA/BMS/BBA Programs/Courses are requested to follow the below mentioned Simple Steps to obtain AICTE Approval:

- **Step-1:** Visit NSWS website at [www.nsws.gov.in](http://www.nsws.gov.in) and register.
- **Step-2:** After successful registration at NSWS portal, login with credentials and add AICTE approval on dashboard of NSWS portal.
- **Step-3:** Now switch to AICTE web portal by clicking on “Go to Ministry Portal” icon at NSWS Portal’s dashboard.
- **Step-4:** Then you will be automatically redirected and land at home page of AICTE web portal. Now, click on “Approval Process 2024-25” icon. Screen with payment details will be opened.
- **Step-5:** Click on payment button and pay the application fee of Rs.6000/- through payment gateway.
- **Step-6:** Now, update the payment status by clicking on the Update Payment Status button.  
**Thereafter**, the application will be opened.
- **Step-7:** Fill and save the details in each of the 8 tabs in sequential manner, then click on **preview button** to view the application filled and then submit the application finally by clicking on **Submit and proceed to payment** button(under 7<sup>th</sup> tab).
- **Step-8:** Pay applicable TER charges as visible in portal through payment gateway from Payment tab(8<sup>th</sup> tab). Now, update the payment status by clicking on the **Update Payment Status** button.  
**Thereafter**, application status will be updated as **Submitted and Payment Received**.
- **Step-9:** Institute can generate the **Application Reports/Affidavit** from Attachments tab by clicking on **Reports icon**.

**Note 1:** Payment can be done within 7 days from submission only after the successful submission

of the application.

**Note 2:** Institute can generate the reports from portal after successful payment made.

**Note 3:** Uploading of applicable documents can be done by the Institute after the submission of application.

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