

Simple Steps for Existing AICTE approved Institutes/Universities intend to offer BCA/BMS/BBA programmes/courses and seeking AICTE Approval

Existing Institutes offering/intend to offer BCA/BMS/BBA programmes/courses (already offering AICTE approved programmes/courses like Engineering & Technology, Management, Computer Applications etc) seeking AICTE Approval for BCA/BMS/BBA Programs/Courses are requested to follow the below mentioned Simple Steps to obtain AICTE Approval:

- **Step-1:** Visit AICTE website at www.aicte-india.org and click on AICTE web portal button to open the AICTE web portal. On AICTE web portal login with the given credentials.
- **Step-2:** After successful login, at home page, click on “Approval Process 2024-25” icon.
- **Step-3:** Under Questionnaire tab, answer the question “Do you wish to apply for New Program/New Level” save the details in each tabs and move to the Program & Courses tab then add the Management program for BBA course and Computer Applications program for BCA course under Program section in **Program & Courses** tab. Existing MCA or MBA institutes, no need to add these programs.
- **Step-4:** Now, add BBA or BCA course under Course Details tab then fill and save the details in each tabs in sequential manner, click on **preview button** to view the application filled and then submit the application finally by clicking on **Submit and proceed to payment** button.
- **Step-5:** Pay applicable TER charges as visible in portal through payment gateway from Payment 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-6:** 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.
