USER MANUAL

How to apply first time for AICTE approval by a new institution
User Manual

Please follow the below mentioned steps:

Step 1: Open the NSWS website through [https://www.nsws.gov.in/](https://www.nsws.gov.in/) website link.

Step 2: Hover the cursor on Login button and select Investor Login option as shown in the below screenshot.

Step 3: Already registered Users needs to enter login credentials and click on Sign in button, new user can click on Sign Up Now button to register as shown in the below screenshot.
Step 4: To register kindly fill the Full Name, Email, Mobile Number and password then click on the Sign Up Now button. User needs to verify the email and mobile no. by clicking on the verify link as shown in the below screenshot.

Step 5: Select legal entity type from the given options as shown in the below screenshot.
Step 6: Select the desired entity type, enter name, click on next button. On next page, enter the PAN No. and click on the Get Details button as shown in the below screenshot.
Step 7: Verify the name on PAN card, accept the declaration and click on “Next” button as shown in the below screenshot.

Step 8: On the next page, enter the address details and press NEXT button as shown in the below screenshot.
Step 9: On the next page, enter the Authorized signatory details and click on the save button.

Step 10: Now, click on the "Central Approvals" option and search AICTE. Click on the AICTE Approval icon and add the approval on your dashboard as shown in the below screenshot.
Step 11: Click on the “Apply now” button, as shown in the below screenshot.

Fill application and click on the Review and Submit button.

Do not use the special characters in User Name.
User needs to switch from NSWS portal to AICTE web portal by clicking on the Go through Ministry Portal icon which is available in NSWS dashboard as shown in the below screenshot.

AICTE web portal will be open as shown in the below screenshot.
On the Next screen, click on the Apply/View Application icon as shown below.

Registration Request page will open; user needs to pay the TER charges for Login Credentials as per Approval Process Handbook 2024-25 as shown in the below screenshot.
Once the payment will be updated on portal, application for AY 2024-25 will be open to enter the details as shown in the below screenshot.

For NSWS portal related queries?
Please submit your queries and feedback on:
https://www.nsws.gov.in/contact-us
Email: contactus-nsws@investindia.org.in
Ph: 1800 102 5841
(Monday - Saturday, 9am - 6pm)
User also can raise concerns and hear directly from National Single Window System technical; Monday - Friday, 3pm to 4pm by clicking on the below mentioned meeting link:
https://investindia.webex.com/webappng/sites/investindia/meeting/info/a2fd013136034460b9d862478a3aaf6c?MTID=m8517619e1b6c825e48240f8c0ddcd5d9

For AICTE web portal related queries?
Kindly contact on below mentioned contact nos. during office hours.
01129581333 / 29581338 / 29581342
Or raise online grievance on CSS(https://css.aicte-india.org/login)