

KTU e-Gov Portal Help Document

Affiliation Process for KTU

This document details the steps to be following by institutions for completing the Affiliation process for the new academic year (Eg: 2016-17) for APJ Abdul Kalam Technological University (KTU).

Colleges which do not have a user account in the KTU e-Gov Portal need to do the registration process by clicking on the **Register New Institute** button in the login page.

Click the **Affiliation** tab and perform the following steps to complete the affiliation process.

Step 1: Provide Institution Profile Details

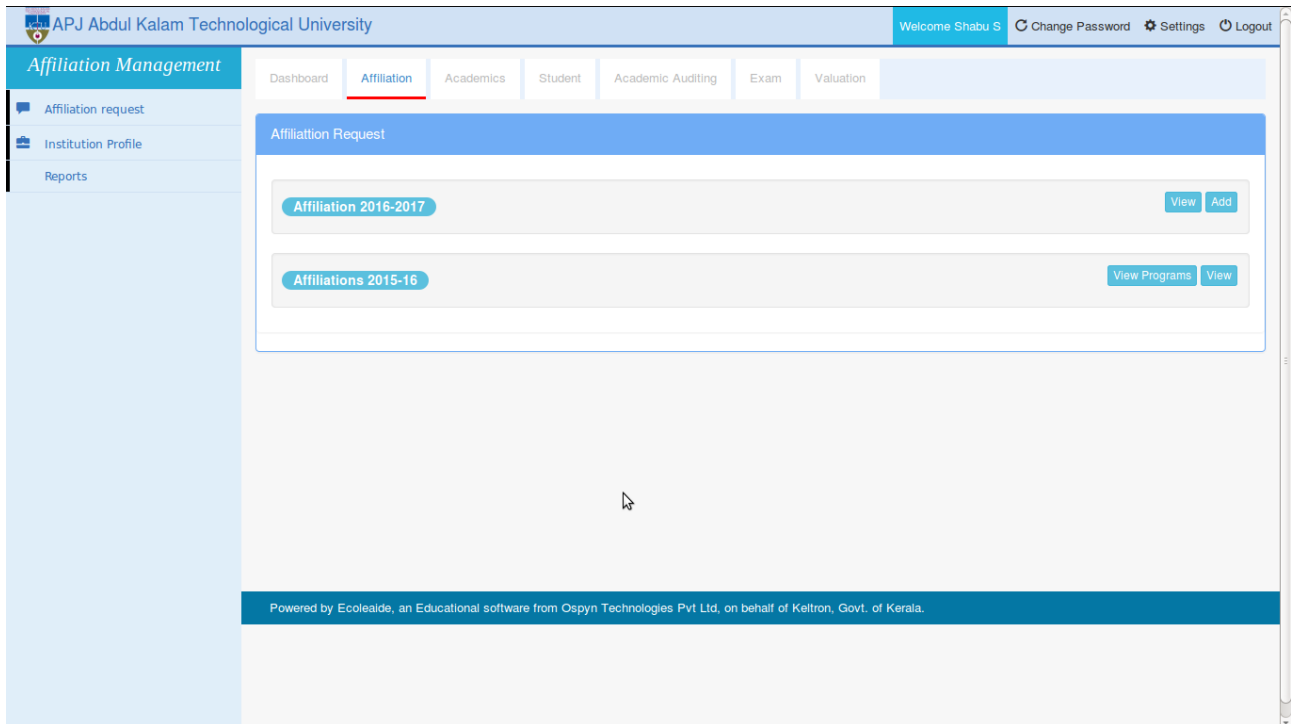
Colleges seeking affiliation to KTU shall satisfy the minimum affiliation requirements mandated by the university. In addition to the information entered, all the documentation proof should be attached by the institution to show that they are fulfilling the mandatory requirements. Registered users can click on the **Institution Profile** menu item on the left to provide the institution profile details to view the following screen.

The screenshot displays the 'Institution Details' form for 'COLLEGE OF ENGINEERING TRIVANDRUM' on the APJ Abdul Kalam Technological University portal. The form is divided into sections: 'Basic details' and 'Contact details'. The 'Basic details' section includes fields for Institution Type (Government), Name of Institution (COLLEGE OF ENGINEERING TRIVANDRUM), Start Year of Institution (1939-1940), KTU registered academic year (2015-2016), Institution Code (TVE), and a Description field. The 'Contact details' section includes fields for Address (Engineering College P O), City/Town (Thiruvananthapuram), District (THIRUVANANTHAPURAM), Pin code (695016), Landline Number (0471-2515555), Mobile Number (9447095470), Fax (0471-2598370), Primary Email (principal@cet.ac.in), Alternative Email (davidavisdale@yahoo.com), KTU Email (cet@ktu.edu.in), and Website (cet.ac.in). A 'Permanent Institution id : 150' is displayed in the top right corner of the form area. A 'Close' button is located in the top right corner of the form area.

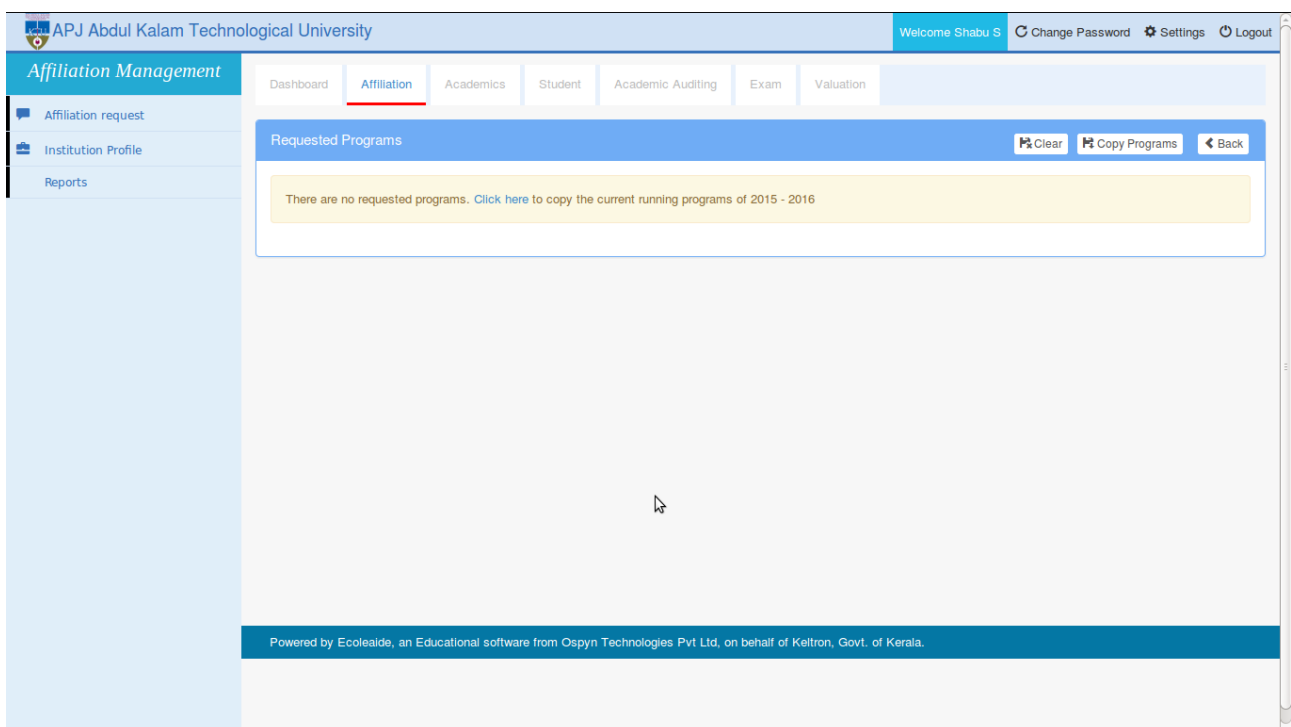
Step 2: View/Add Affiliation Request

To view your previous affiliation request or add a new affiliation request for the upcoming academic year, click the **Affiliation Request** menu item. The below screen is displayed.

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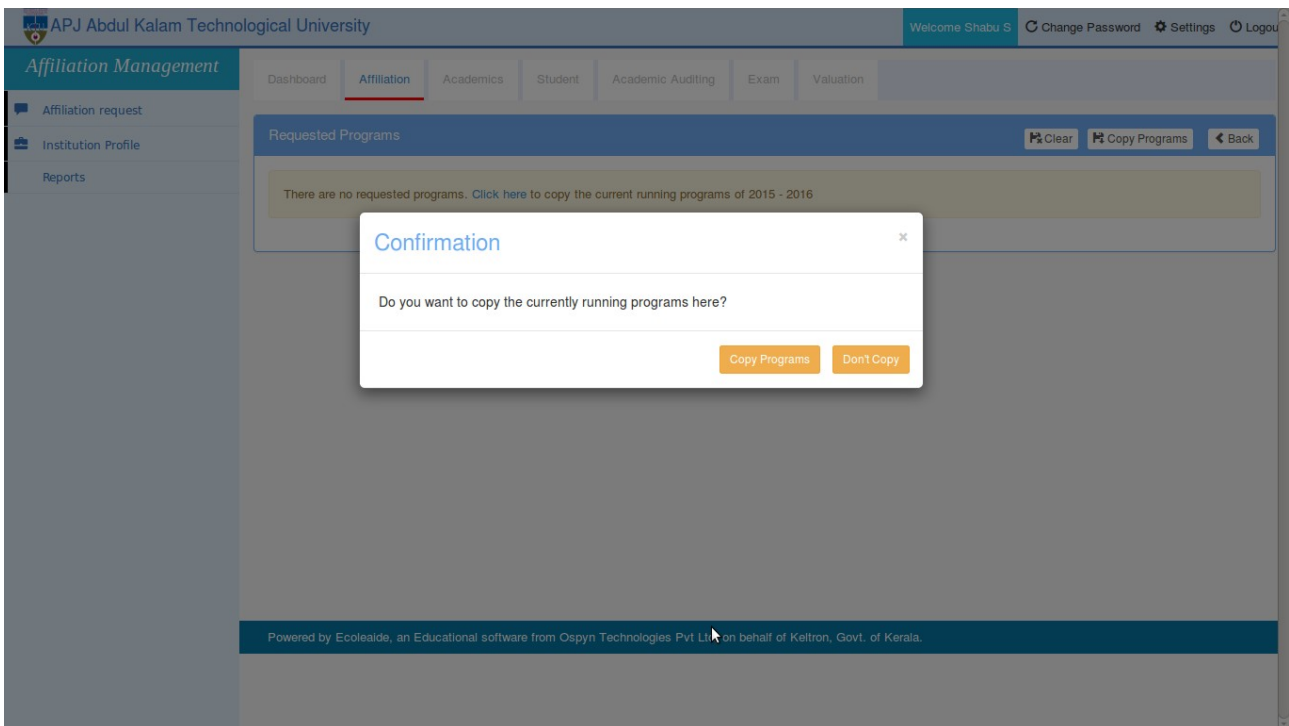


Click the **Add** button against the new academic year (Eg: Affiliation 2016-17) to view the below screen.

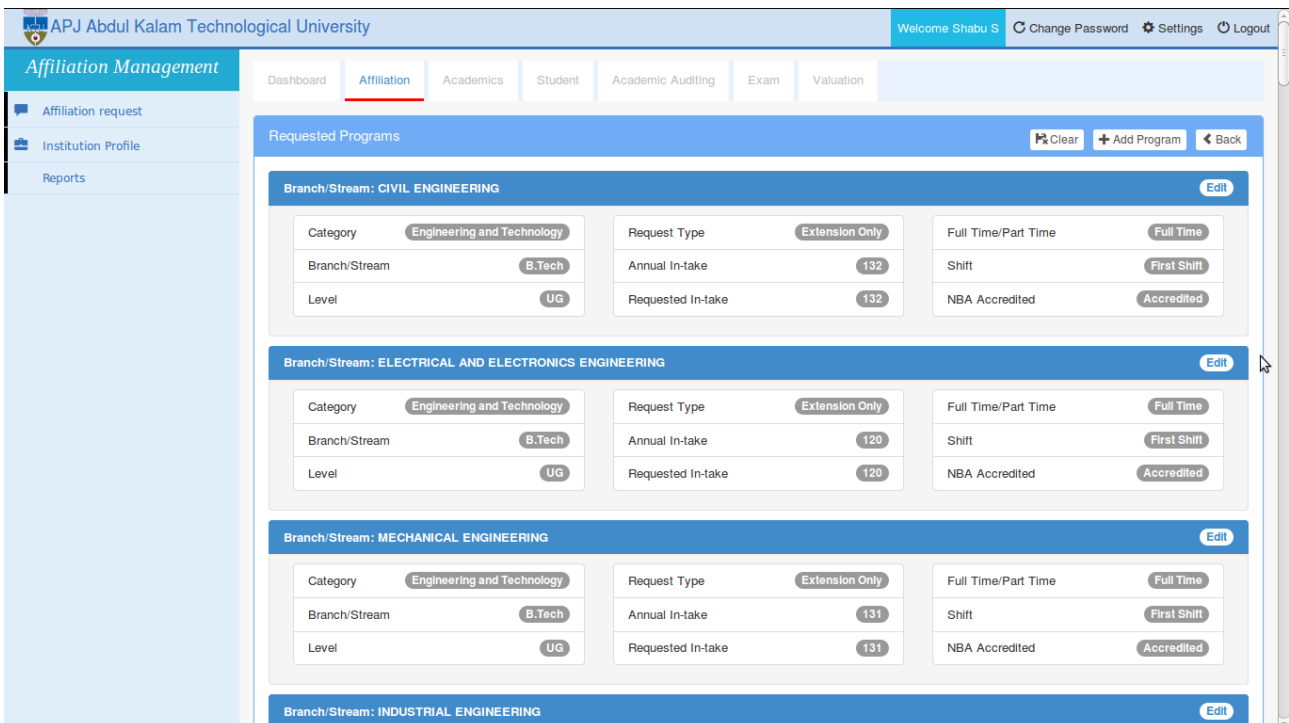


To copy your currently running programs of last year to the new academic year, click the **Copy Programs** link. A confirmation screen appears as shown in the below screenshot.

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Click the **Copy Programs** button to trigger the copying process. Copying happens and the following screen appears with a list of the programs for the new academic year.



Step 3: Add/Edit Programs

New programs can be added by clicking the **Add Program** button. For extension/closure of existing programs, variation in the current seat intake, number of divisions and other changes, click the **Edit Program** button. The below screen appears.

The screenshot shows the 'Add Program 2015-16' form in the APJ Abdul Kalam Technological University portal. The form is divided into several sections:

- Category:** Engineering and Technology
- Program:** B.Tech
- Full Time/Part Time:** Full Time
- Branch/Stream:** CIVIL ENGINEERING
- Request Type:** Extension Only
- Sanctioned In-take:** 132
- Requested In-take:** 132
- Number of Divisions:** 3
- Shift:** First Shift
- Checkboxes:**
 - NRI
 - AICTE Approved
 - FNPIO
 - TFW
 - Lateral Entry
 - Foreign Collaboration
 - NBA Accredited
- Accreditation letter:** No file selected. (Browse... button)

At the bottom right of the form is a **Save** button. Below the form is a 'Requested Programs' section showing 'Branch/Stream: CIVIL ENGINEERING' with an **Edit** button.

After making the necessary changes, click the **Save** button.

Step 4: Verify the details

Once you provide the institution details and details of the programs requested, you can view and confirm the details before finally submitting the request to KTU. Click on **Affiliation Request** menu and click the **View** button against the new academic year to see the below screen. Check all the profile screens and requested programs list in the screen one by one.

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The screenshot shows the 'Affiliation Request Submission' page. The left sidebar contains 'Affiliation Management' with sub-items: 'Affiliation request', 'Institution Profile', and 'Reports'. The main content area is titled 'Affiliation Request Submission' and includes a 'Back' button. The form is divided into several sections:

- Institution and Organization Details:** A table with the following information:

Institution Type	Government	Name	COLLEGE OF ENGINEERING TRIVANDRUM	Institution Address	Engineering College P O
City	Thiruvananthapuram	Pin Code	695016	Landline Number	0471-2515555
Mobile Alternative email	9447095470 daviddavisdale@yahoo.com	Fax	0471-2598370	Primary email	principal@cet.ac.in
- Head of Institution**
- Contact**
- Staff/Faculty**
- Land**
- Building**
- Hostel**
- Library**
- E-journal Subscriptions**
- Computational Facilities**
- Other Facilities**
- Questionnaire**

Step 6: Upload the Affidavit

Scroll to the bottom of the same screen. The scanned copy of the affidavit document needs to be uploaded (template can be downloaded here)

The screenshot shows the 'Affidavit' section of the form. It includes the following elements:

- Instructions:** A message box stating: "Please attach the scanned copy of the affidavit document after filling in the necessary details. Click here to download affidavit template. You also need to send the hard copy of the affidavit to: Registrar, APJ Abdul Kalam Technological University, CET Campus, Thiruvananthapuram-695016."
- Affidavit:** A file upload area with the text "No file selected." and a "Browse..." button.
- Comments:** A large text area for entering comments.
- Declaration:** A section containing a list of terms and conditions:
 - I have carefully gone through the AICTE Notification dated 27th September 2012, published in the Gazette of India - Extraordinary Part 3, Section (iv) and also the various provisions mentioned in the Approval Process Hand Book 2015-16.
 - I am fully aware of the data uploaded by me in respect of my institute in the University e-Gov Platform for KTU.
 - I am aware that there is no provision of correction of data, alteration of data, subsequent editing and appeal etc. for the online application once uploaded in the University e-Gov Platform for KTU.
 - I am also aware that application for seeking affiliation shall be processed as per relevant provisions enumerated in the AICTE Approval Process Hand Book 2015-16.
 - I am aware of the Deficiencies (if any) pointed out in the Report generated online, based on the factual data uploaded by my institute in the University e-Gov Platform for KTU.
- Acceptance:** A checkbox labeled "I have read and understood the terms in the declaration and accept them fully."
- Submit:** A green "Submit" button at the bottom.

Step 5: Submit the affiliation Request

You should click the **Submit** button to submit the request to KTU only after ensuring that all the details are correctly entered. Affiliation requests shall be considered by KTU only on the remittance of the prescribed affiliation fee by the college. You need to submit the request on or before the last date of receipt of applications. When you click the **Submit** button, the request is submitted and the fee details are displayed. Choose the payment gateway and make the payment.