

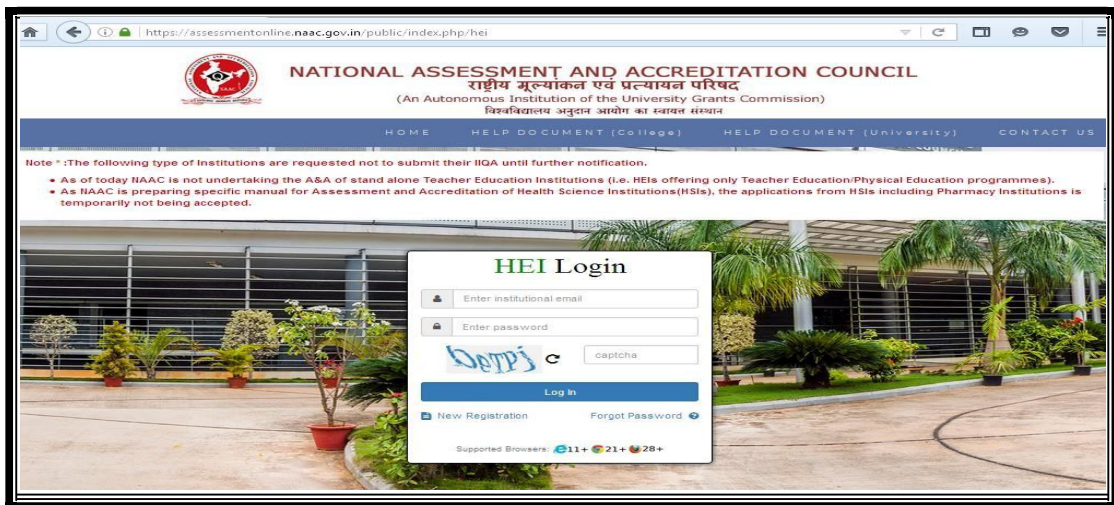
## Steps for Filing & Submission of AQAR:

1. All accredited HEIs have to submit AQAR regularly to NAAC. On completion of the Academic year, HEIs have to submit the AQAR on or before 31st December of every year, irrespective of their Date of Accreditation.

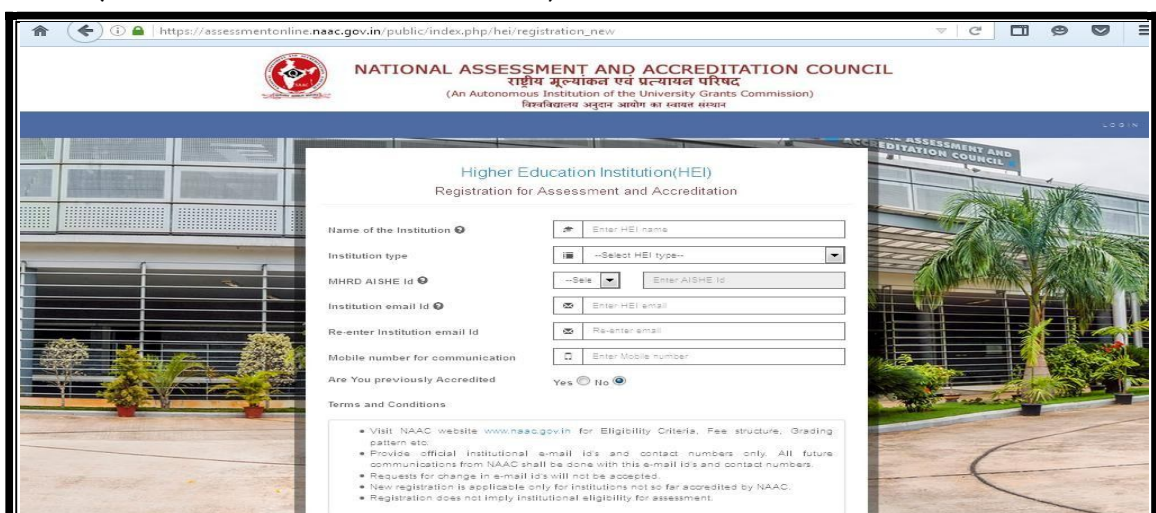
- Ex. 1): If an HEI is accredited on 16 Sept. 2019, the HEI need to submit the AQAR of 2018-2019 before December 31, 2019. It means, previous Completed Academic Year (2018-2019) AQAR needs to be submitted.
- Ex. 2): If an HEI is accredited on 12 March 2020, the HEI need to submit the AQAR of 2019-2020 before December 31, 2020. It means, previous Completed Academic Year (2019-2020) AQAR needs to be submitted.

## Step 1: Registration

1. HEIs registered in new process (RAF) need not register again. They can login directly through HEI portal.
2. HEIs which have registered in the LOI process or not registered in the new process (RAF) should register through the HEI portal (Apply Online page of NAAC Website).



3. Say "YES" to "Are you previously accredited?" After registration credentials are sent by mail to registered email-id. If previous accreditation details submitted by HEI do not match with NAAC data, the registration will require approval by NAAC for HEI to fill the AQAR. (Refer above mentioned screenshot)



4. For all future submissions HEI may login to their portal (HEI portal) with the credentials (Institutional Email id, Password) which are received in HEI's registered email id. You have to submit all your applications or send communications to NAAC only through HEI portal.

## **Step 2: Filling & Submission of AQAR**

### **Requisitions to filling AQAR :**

**Part-A** – Basic details of your Institution

**Part-B**- Data as per AQAR format, previous completed academic year (June to May)

1. After logging into the HEI portal click on Manage AQAR and then select Prepare & submit AQAR in the menu to start filling your AQAR. (Refer below mentioned figure)

The screenshot displays the 'HEI Portal' interface for 'ENGINEERING COLLEGE'. The user is logged in as 'm' with AISHE id: C-28979. The sidebar menu includes options like 'Dashboard', 'Manage IQA', 'Manage SSR', 'Manage DVV', 'Manage Assessment', 'Manage Appeal', 'Manage AQAR', 'Prepare & Submit AQAR', 'AQAR Review Details', 'Reports', 'Support/ Helpdesk', 'Guidelines', and 'FAQ'. The 'Prepare & Submit AQAR' option is highlighted. The main content area is titled 'Prepare AQAR' and contains two dropdown menus: 'Type of Accredited Institution' (set to '-- Accredited Institution Type --') and 'Academic Year to which AQAR has to be submitted' (set to '2017-2018'). A green 'Prepare' button is located below these dropdowns. Below the 'Prepare' button, there is a 'Show 10 entries' dropdown and a 'Search:' input field. A table with columns 'Sino', 'Academic Year', 'Last Updated on', and 'Actions' is displayed, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

2. After entering details few field will be prefilled remaining fields need to be filled, after completing **Part A** click **Proceed to Part B** button to start with next page, simultaneously do for rest of the pages.( Refer below mentioned figures)

HEI Portal ENGINEERING COLLEGE

AISHE Id: C-20070

### Yearly Status Report - Part A

Academic Year to which AQAR has to be submitted : 2017-2018 [View Filled Details](#)

1. Name of the Institution

Name of the Head of the Institution

Designation of Head of Institution

Does the Institution function from own campus  Yes  No

Phone no/Alternate Phone no.

Mobile no.

Registered Email

Alternate Email

Address

12. Significant contributions made by IQAC during the current year (maximum five bullet)

[Add more](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

[Add more](#)

14. Whether AQAR was placed before statutory body ?  Yes  No

15. Whether NAAC/ or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?  Yes  No

16. Whether institutional data submitted to AISHE:  Yes  No

17. Does the Institution have Management Information System ?  Yes  No

[Proceed to Part-B](#)

3. Filled details can be viewed by clicking the View Filled Details link in same page.
4. After submission of AQAR, NAAC officer will review and comment.
5. To view the comments or submitted AQAR select AQAR Review Details in the menu.

HEI Portal TEST COLLEGE

AISHE Id: C-567

### AQAR Reviewed List

AQAR Submitted Details

Show  entries Search:

| SI NO                       | HEI Name | AISHE ID | Academic Year | Submitted Date | Cycle No | Action |
|-----------------------------|----------|----------|---------------|----------------|----------|--------|
| No data available in table  |          |          |               |                |          |        |
| Showing 0 to 0 of 0 entries |          |          |               |                |          |        |

[Previous](#) [Next](#)

Manage AQAR [AQAR Review Details](#)

## **Alerts & Notifications received by HEIs**

1. On submission of an AQAR auto generated mail will be sent.
2. NAAC coordinator will review and give comments and HEIs will be notified by email.

Note : All the mails are sent to the registered Email-id of an HEI.