



Instructions to the Institutions(HEI's) for submission of IIQA

- HEI's intending to apply for Online IIQA, please read the “**Eligibility Criteria**” and click on “**Apply Online IIQA**” button.
- HEI's applying for A &A process for the first time (Accreditation for Cycle1 Process) has to click on “**New Registration**” link and proceed as instructed.
- After Completion of Registration, Login with the credentials (Institutional Email id, Password) which is received in your registered email id.
- HEI's who are applying for A& A process for Cycle 2 onwards or Re-assessment can directly Login
 - and use old credentials which were used for earlier LOI process.
 - In case of Forgot password, Click on “**Forgot Password**” link and follow the instructions.
 - For any queries regarding credentials please contact NAAC helpdesk **naachelpdesk@gmail.com**
- After login with the valid credentials (Institutional Email id, Password) ,the system will automatically display the Cycle number.
- Using the tabs proceed for completing and submitting the IIQA.
- Please verify and edit your data/information prior to submission.
- For IIQA Registration fee please click on Fee structure Link.
- Click on “**IIQA user manual**” for help.

Note: IIQA applications can be submitted within two specific windows in a calendar year. In case of Inaugural window (Current Window) the window would extend from **July 2017 to 31st August 2017.**

List of documents required to be uploaded in .pdf format. (Please note the size should not exceed 1MB.)

- Latest Affiliation letter from the Affiliating University.
- Latest Recognition/approval letter from Statutory Regulatory Authority (SRA) like AICTE, MCI etc...
- UGC 2f and 12(B) recognition certificate along with latest Plan General Development Grant release letter from UGC.
- Letter from UGC regarding award of CPE/UPE.
- For Autonomous colleges, UGC letter conferring Autonomous Status.
- Proof of uploading All India Survey on Higher Education (AISHE) certificate.
- If change in name, submit approvals of relevant authorities/ University /MHRD/UGC.

- Approval of UGC/MHRD/State government for establishment of university.
- AIU or other governmental agencies approval for standalone institutes.
- Upload AQAR's in the website so as to provide URL details.
- Self declaration by the HEI's complying with rules and regulations of Central Government, State Government, UGC, Affiliating University and other applicable SRA in the format provided by NAAC.
- Self declaration with respect to Affiliation status in the format provided by NAAC.