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.
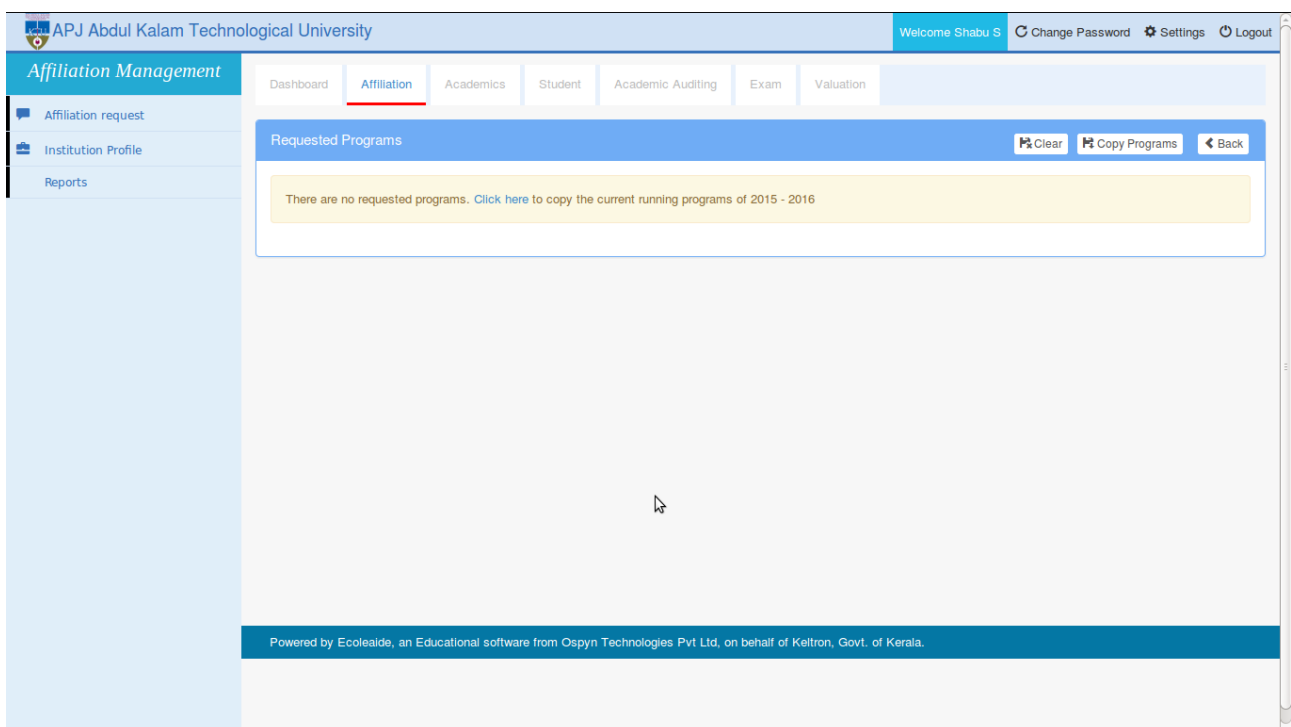

Step 2: View/Add Affiliation Request

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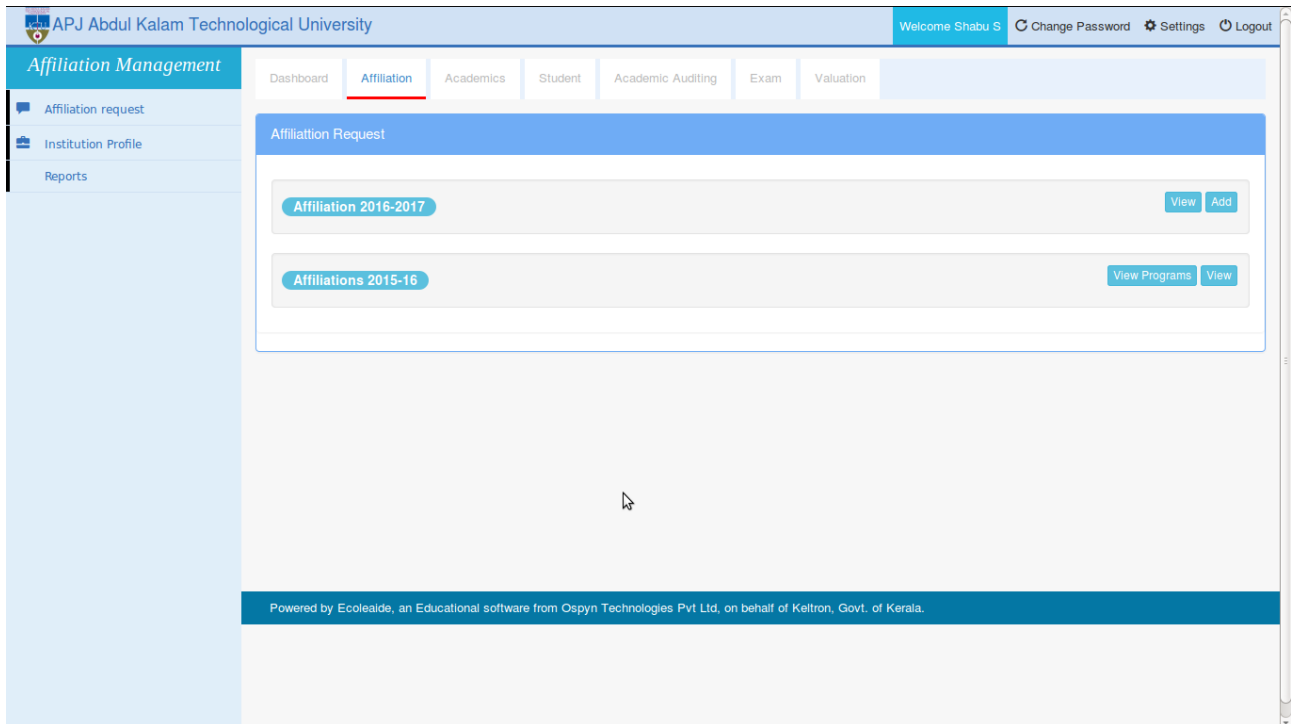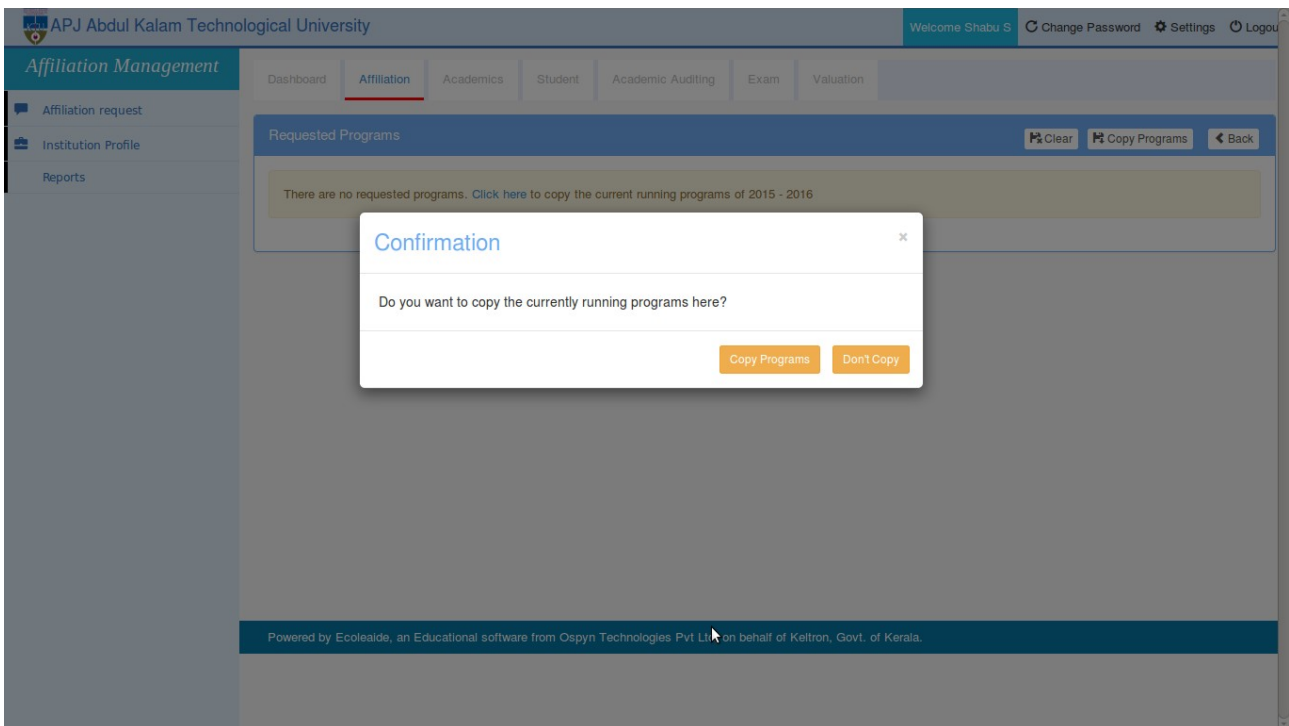
Click the **Add** button against the new academic year (Eg: Affiliation 2016-17) to view the below screen.
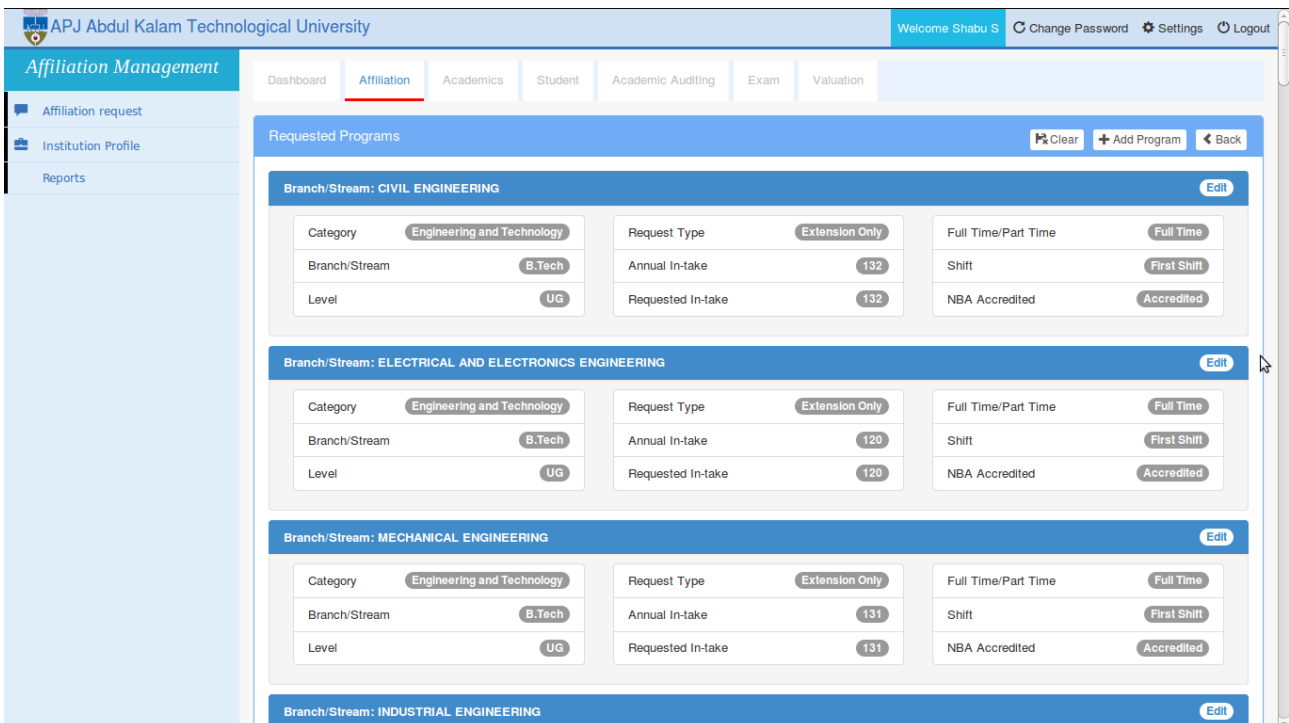

To copy your currently running programs of last year to the new academic year, click the **Copy Programs** link. A confirmation screen appears as shown in the below screenshot.

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.

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 clik 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.

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)

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.