Steps for Filing & Submission of AQAR:

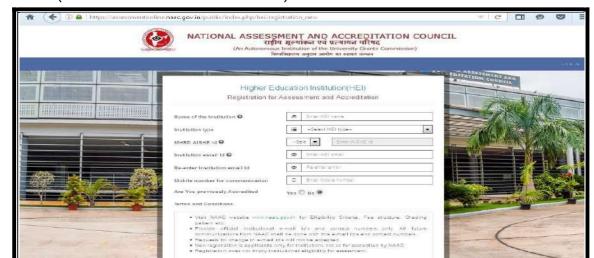
- 1. All accredited HEIs have to submit AQAR regularly to NAAC. On completion of the Academic year, HEIs have to submit the AQAR on or before 31st December of every year, irrespective of their Date of Accreditation.
 - Ex. 1): If an HEI is accredited on 16 Sept. 2019, the HEI need to submit the AQAR 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.

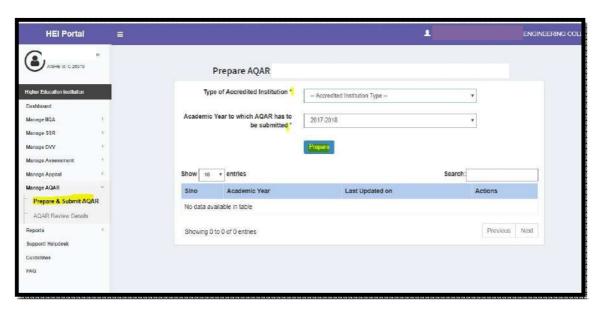
Step 2: Filling & Submission of AQAR

Requisitions to filling AQAR:

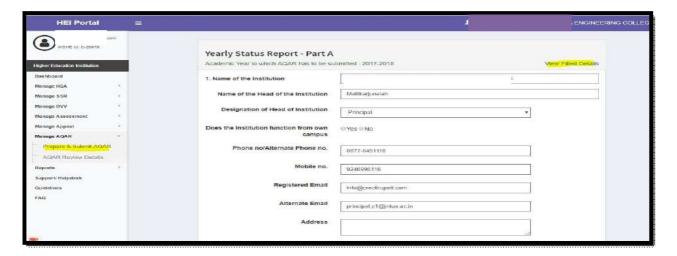
Part-A - Basic details of your Institution

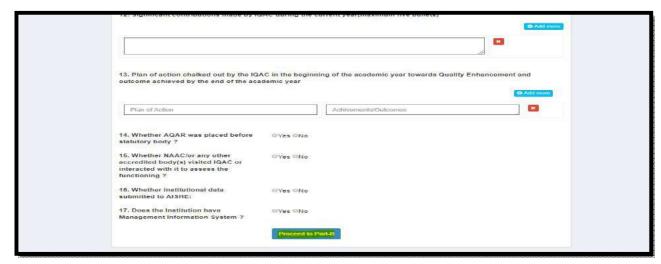
Part-B- Data as per AQAR format, previous completed academic year (June to May)

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)

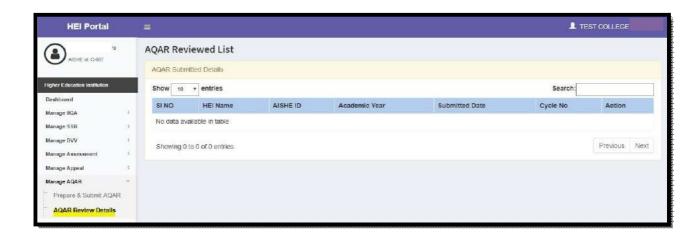


2. After entering details few field will be prefilled remaining fields need to be filled, after completing **Part A** click **Proceed to Part B** button to start with next page, simultaneously do for rest of the pages. (Refer below mentioned figures)





- 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.



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.