**INSTRUCTIONS FOR FILLING THE A-117 FORM FOR THE ACADEMIC YEAR 2017-18**

Educational Societies and Managements of Technical Institutions desirous of seeking Affiliation of JNTUH, Hyderabad for the Academic year 2017-18 under the categories of New / Existing Engineering / Pharmacy / Integrated Campus / Technical Campus / Standalone MBA / MCA Institutions in the State of Telangana and coming under ambit of JNTU Hyderabad are hereby informed that the submission of online applications (format A-117) is available.

The Affiliation process for the A.Y. 2017-18 is pictorially shown as given below:

Issue of Notification by JNTUH for Affiliation process for A.Y.207-18

Filling of the A-117 form by the Colleges for a mentioned duration

Submission of the A-117 form by the Colleges

Generation of the A-117 and A-417 reports by JNTUH

Fact Finding Committee inspection visits by the University officials to the Colleges

Generation of Deficiency reports based on the facts gathered through FFC visits

Opportunity to Colleges through Appeal process against the deficiencies

Generation of the Final Affiliation letters to the Colleges

**The following instructions have to be strictly followed:**

1. The static data submitted by the institutions in the previous year is populated for the current academic year and edit option is provided for only those columns which are dynamic and/or dependant on the academic year.
2. In case of any changes in the static data submitted by the institutions, the request for edit option may be made to the University along with the column number and justification.
3. The last date for online submission of application form is **25th February, 2017.**
4. In the Existing/ Proposed Intake (Item No: 09) mention the “Course Status” (New/ Increase/ Decrease/ No Change/ Closure).
5. The Application fee & Inspection fee for Academic Year 2016-17 will be collected through Online PAYMENT mode only. Demand Drafts are not entertained (Note: Online Payment will take two working days to get update in the portal).
6. While uploading the Faculty details uploading, the Colleges have to be careful this academic year as they have to clearly mention the details (like the department and specialization) of the Faculty to be uploaded. Further, the Faculty identified for UG or PG or UG/PG streams have to be clearly demarcated.
7. .pdf documents of AICTE Part-A and Part-B along with all the enclosures have to be uploaded in the College Enclosures soft copy page (Item No: 36). Part-A and Part-B forms should be in full shape. If upon later verification, found that it is empty or missing, application is treated invalid.
8. The photograph of equipment pertaining to each experiment in a lab has to be uploaded as per the prescribed file size and file format (Min. 50kb to Max. 300kb in .jpg/.png).
9. The List of titles (.pdf documents) available in the Library has to be uploaded in the Library Books page (Item No: 17). Further, the list of books added to the Library during the last three years have to be submitted in a single excel sheet (as per the excel format provided).
10. The MAC addresses of the Computers available in the college have to be given in a “single excel sheet” room-wise (as per the excel format provided).
11. A-117 form and its enclosures have to be submitted through ONLINE mode only. No Hard copies will be entertained.
12. Blank papers/irrelevant material uploaded will not be accepted.
13. While entering the details regarding labs, you are informed that you are facilitated with a summary of lab equipments count ***(“Uploaded Equipments count”*** button).
14. The College has to give the ***“No. of Physical Lab Units”*** – (Item No: 15) per course based on intake.
15. Registration of the Adjunct Faculty (as per AICTE Norms) and uploading Adjunct Faculty details in A-117 at the UAAC web portal are mandatory. If not registered, those Adjunct Faculty will not be considered during the College Inspection.

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**The following are the ITEMS in the College Information which have to be EDIT / not for EDIT during A117 filling:**

|  |  |
| --- | --- |
| **Items for EDIT** | **Items not available for EDIT** |
| 01. College Information |  |
| [02. Educational Society](http://112.133.193.228:71/SocietyInformation/Create) |  |
| [03. Principal / Director](http://112.133.193.228:71/PrincipalDirector/Create) |  |
| [04. Chairperson](http://112.133.193.228:71/Chairperson/Create) |  |
| [05. Other Colleges & Other Courses](http://112.133.193.228:71/OtherColleges) |  |
| -- | [06. Land Information](http://112.133.193.228:71/LandInformation/Create) |
| -- | [07. Administrative Area](http://112.133.193.228:71/AdministrativeLand/Create) |
| -- | [08. Instructional Area](http://112.133.193.228:71/InstructionalLand/Create) |
| [09. Existing & Proposed Intake](http://112.133.193.228:71/CollegeIntakeExisting) |  |
| [10. Academic Performance](http://112.133.193.228:71/AcademicPerformance) |  |
| [11. Teaching Faculty](http://112.133.193.228:71/Faculty/Teaching) |  |
| [12. Non-Teaching Staff](http://112.133.193.228:71/Faculty/NonTeaching) |  |
| [13. Technical Staff](http://112.133.193.228:71/Faculty/Technical) |  |
| [14. Labs](http://112.133.193.228:71/Labs) |  |
| [15. Experiments](http://112.133.193.228:71/Experiments/Summary) |  |
| [16. Library Information](http://112.133.193.228:71/CollegeLibrary/Create) |  |
| [17. Library Books](http://112.133.193.228:71/CollegeLibraryDetails/Create) |  |
| [18. Computers](http://112.133.193.228:71/CollegeComputerStudentRatio/Create) |  |
| [19. Internet Bandwidth](http://112.133.193.228:71/CollegeInternetBandwidth/Create) |  |
| [20. Legal Software](http://112.133.193.228:71/CollegeLegalSoftwar/Create) |  |
| [21. Printers](http://112.133.193.228:71/CollegePrinters/Create) |  |
| [22. Operational Funds](http://112.133.193.228:71/OperationalFunds) |  |
| [23. Income](http://112.133.193.228:71/CollegeIncome/Create) |  |
| [24. Expenditure](http://112.133.193.228:71/CollegeExpenditure/Create) |  |
| [25. Examination Branch](http://112.133.193.228:71/CollegeExaminationBranch/Create) |  |
| [26. EDEP Equipment](http://112.133.193.228:71/CollegeExaminationEDEPEquipment/Create) |  |
| [27. Grievance Redressal](http://112.133.193.228:71/GrievanceRedressalCommittee) |  |
| [28. Anti-Ragging](http://112.133.193.228:71/AntiRaggingCommittee) |  |
| [29. Women Protection Cell](http://112.133.193.228:71/WomenProtectionCell) |  |
| [30. RTI Details](http://112.133.193.228:71/RTIDetails) |  |
| [31. Sports & Games](http://112.133.193.228:71/CollegeSports/Create) |  |
| [32. Desirable Requirements](http://112.133.193.228:71/OtherDesirables/Create) |  |
| [33. Campus Hostel](http://112.133.193.228:71/CampusHostel/Create) |  |
| [34. Placement Cell](http://112.133.193.228:71/CollegePlacement) |  |
| [35. College Photos](http://112.133.193.228:71/CollegeDocuments) |  |
| [36. College Enclosures SoftCopy](http://112.133.193.228:71/CollegeEnclosures) |  |
| [37. Affidavit](http://112.133.193.228:71/SubmitData/Affidavit) |  |
| [38. Data Modifications](http://112.133.193.228:71/StaticdataModifications) |  |
| [39. Fee Details & Payment](http://112.133.193.228:71/CollegeIntakeExisting/FeeDetailsandPayment) |  |
| [40. Declaration](http://112.133.193.228:71/SubmitData/Create) |  |

**BETA TESTING**

**Instructions for filling A-117 form for A.Y. 2017-18**

**available from 26-01-2017 to 31-01-2017**

Educational Societies and Managements of Technical Institutions desirous of seeking Affiliation of JNTUH, Hyderabad for the Academic year 2017-18 under the categories of New / Existing Engineering / Pharmacy / Integrated Campus / Technical Campus / Standalone MBA / MCA Institutions in the State of Telangana and coming under ambit of JNTU Hyderabad are hereby informed that the submission of online applications (format A-117) will be available shortly.

In order to make the entire online submission of the A-117 form a smooth & transparent process, this academic year the University has made a provision called **“BETA TESTING**” prior to the final submission of the A-117 form. This BETA TESTING will also enable the Colleges to get acquainted with the whole online process and in turn forward any further feedback to the University for improving of the Technology / Infrastructure setup.

Predominantly, as far as the A-117 form filling is concerned there is not much of change when compared to the last year’s A-116 form. However, the Colleges are hereby informed to follow the guidelines provided below in order to give your valuable feedback to strengthen the present program for A-117 form filling. :

1. The Colleges have to upload the relevant details (Scanned copies, Images of the equipments, etc.) in the mentioned file formats and file sizes only.
2. While uploading the Faculty details uploading, the Colleges have to be careful this academic year as they have to clearly mention the details (like the department and specialization) of the Faculty to be uploaded. Further, the Faculty identified for UG or PG or UG/PG streams have to be clearly demarcated.
3. For Autonomous Colleges, they have to ensure that the data submitted by the Colleges regarding Laboratory details is the same.
4. While entering the details regarding labs, you are informed that you are facilitated with a summary of lab equipments count ***(“Uploaded Equipments count”*** button).
5. The College has to give the No. of labs ***(“No. of Labs”*** Button) per course based on intake.
6. Any discrepancies during the Beta testing phase has to be brought to the notice of the University with relevant screenshots through [email-id-supportaac@jntuh.ac.in](mailto:email-id-supportaac@jntuh.ac.in) / 8008421860 (M) with the subject as ***“Beta Testing”.***

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