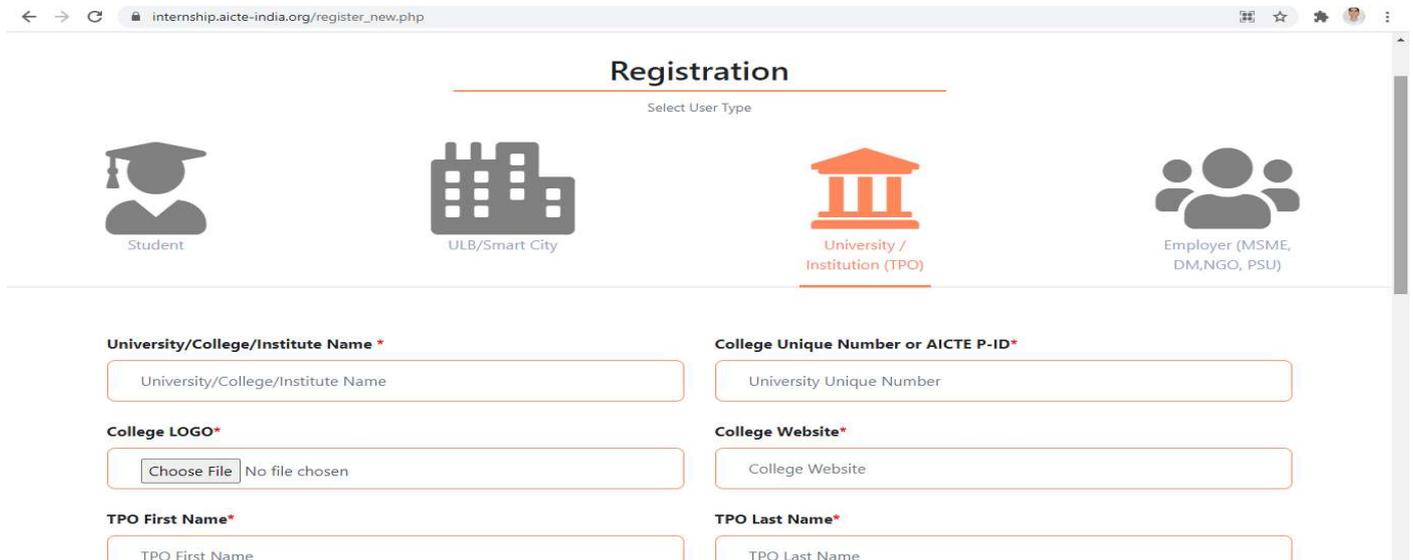


User Manual for register as an Institute/College for AICTE Internship Portal

(<https://internship.aicte-india.org>)

Step 1: Please visit: https://internship.aicte-india.org/register_new.php

Select → University/Institutions (TPO)



Select your University/College/Institute Name from search menu.

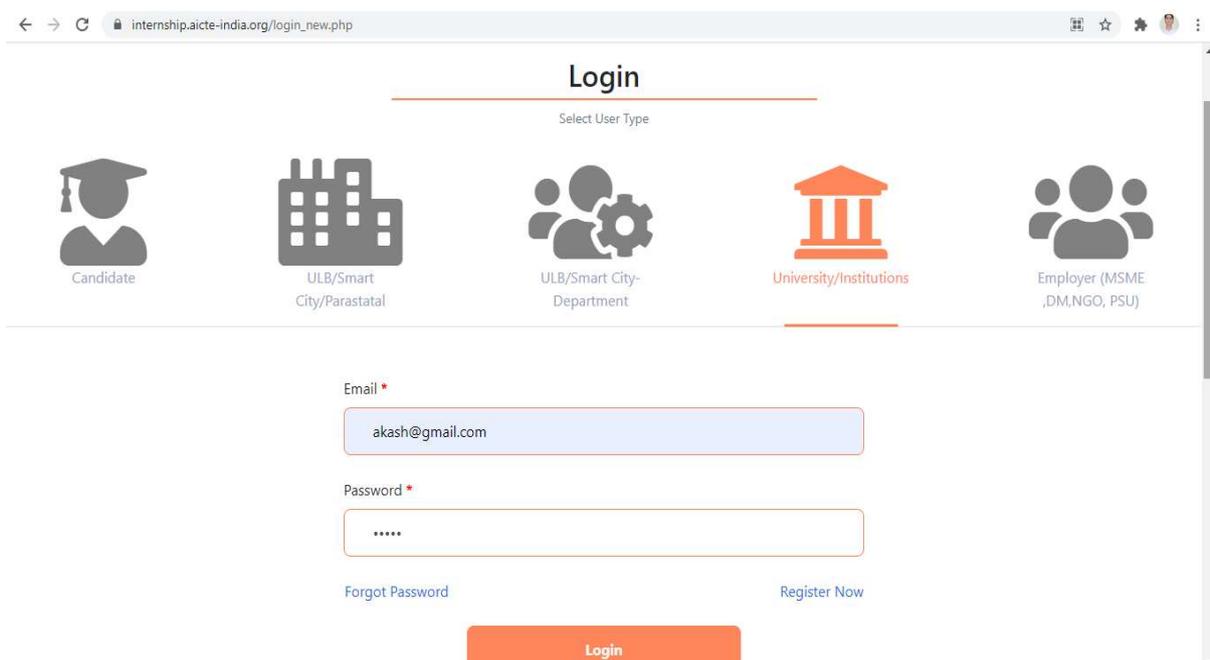
Note: Please search with the name as available in the list of AICTE approved Institutes. You can find the correct name on the below given URL:

<https://facilities.aicte-india.org/dashboard/pages/angulardashboard.php#!/approved>

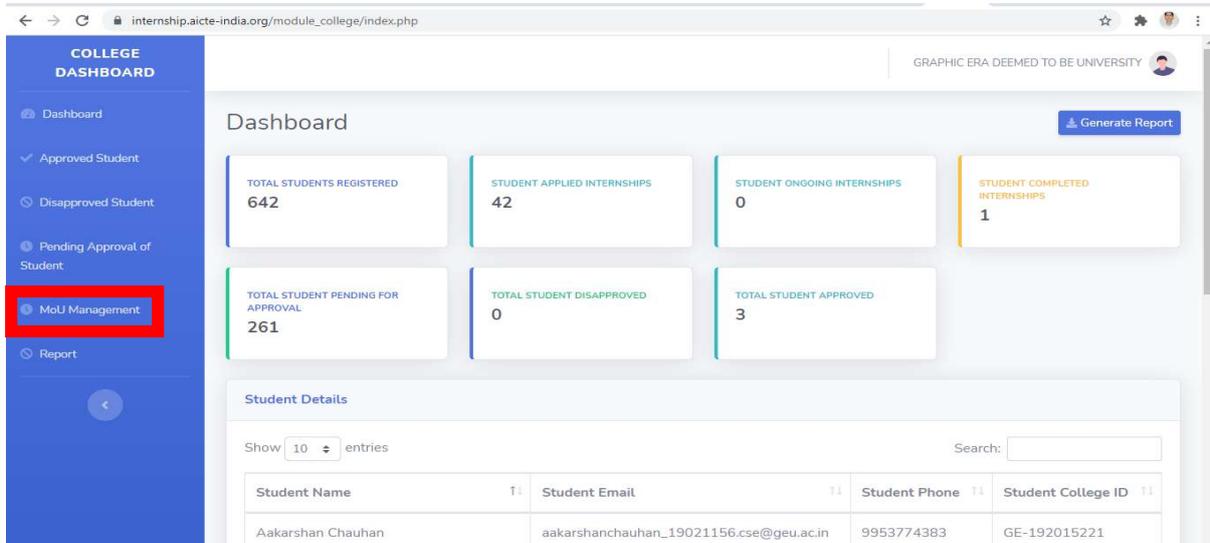
Step 2: After registration, you will receive a verification link on your email ID. Verify your account.

Step 3: Please visit: https://internship.aicte-india.org/login_new.php

Select → University/Institutions → Use your credentials for login



Step -4: Click on the “MoU Management” tab



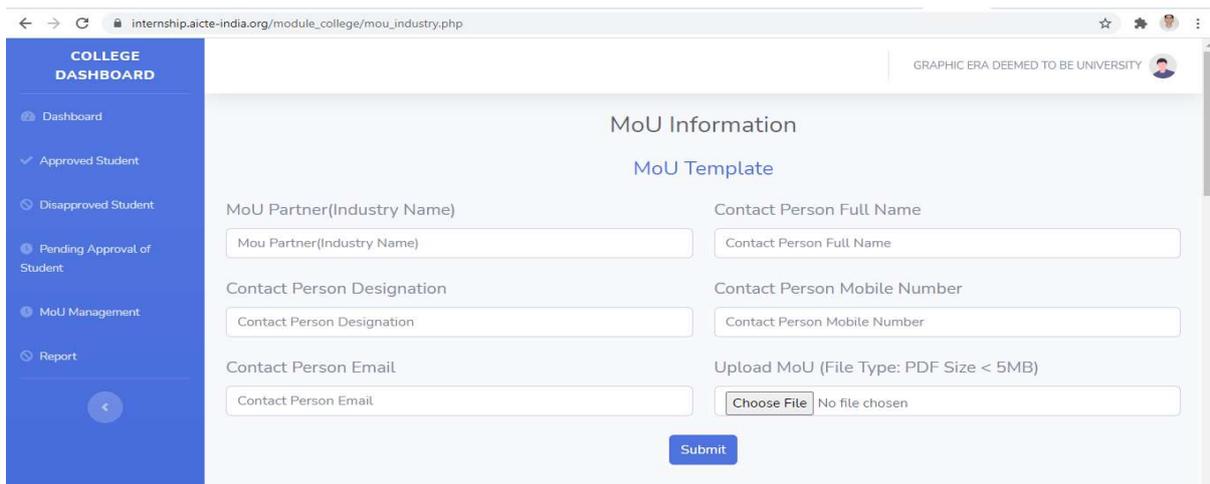
The dashboard displays the following statistics:

- TOTAL STUDENTS REGISTERED: 642
- STUDENT APPLIED INTERNSHIPS: 42
- STUDENT ONGOING INTERNSHIPS: 0
- STUDENT COMPLETED INTERNSHIPS: 1
- TOTAL STUDENT PENDING FOR APPROVAL: 261
- TOTAL STUDENT DISAPPROVED: 0
- TOTAL STUDENT APPROVED: 3

The Student Details table shows the following entry:

Student Name	Student Email	Student Phone	Student College ID
Aakarshan Chauhan	aakarshanchauhan_19021156.cse@geu.ac.in	9953774383	GE-192015221

Step -5: Fill the details of your Industry Partners and upload the MoU then Click on “Submit” button

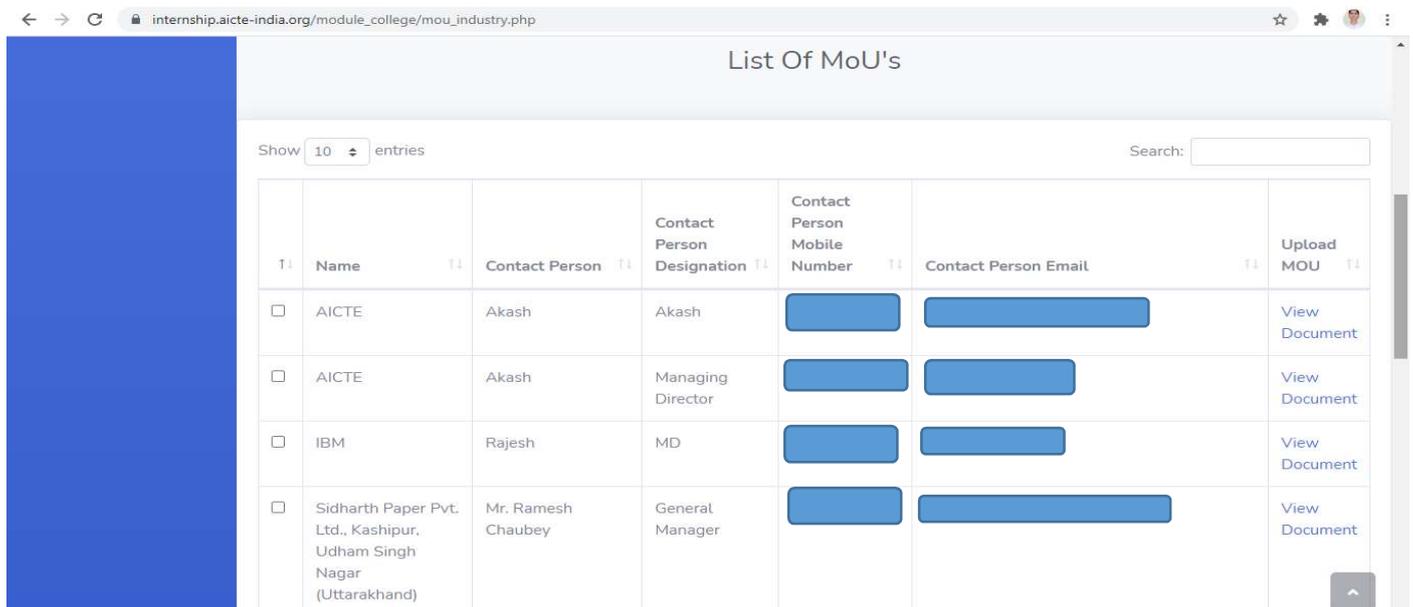


The MoU Information form includes the following fields:

- MoU Partner(Industry Name)
- Contact Person Full Name
- Contact Person Designation
- Contact Person Mobile Number
- Contact Person Email
- Upload MoU (File Type: PDF Size < 5MB)

A "Submit" button is located at the bottom of the form.

Step -5: After that, scroll a little bit down and see the “List of MoU’s”

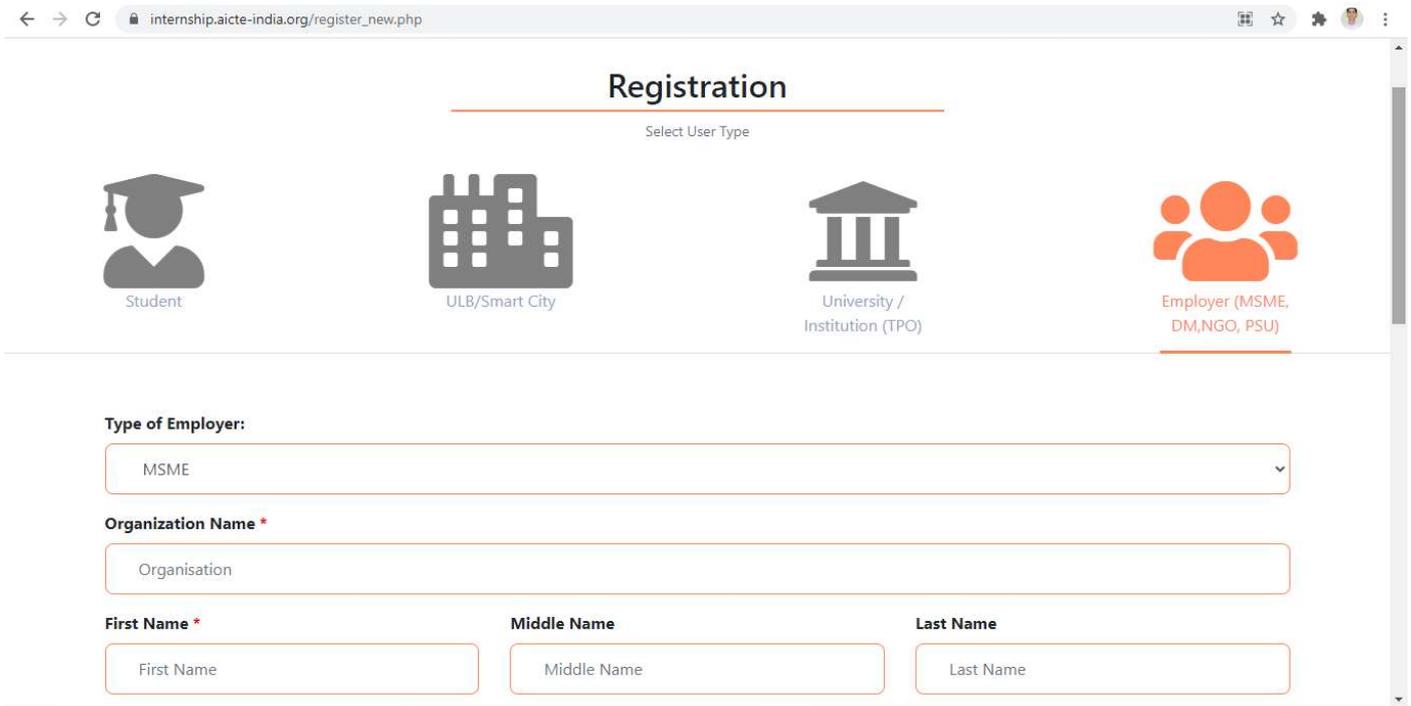


The List of MoU's table displays the following data:

Name	Contact Person	Contact Person Designation	Contact Person Mobile Number	Contact Person Email	Upload MOU
AICTE	Akash	Akash	[Redacted]	[Redacted]	View Document
AICTE	Akash	Managing Director	[Redacted]	[Redacted]	View Document
IBM	Rajesh	MD	[Redacted]	[Redacted]	View Document
Sidharth Paper Pvt. Ltd., Kashipur, Udham Singh Nagar (Uttarakhand)	Mr. Ramesh Chaubey	General Manager	[Redacted]	[Redacted]	View Document

After that ask your industry partner to register on the internship portal

https://internship.aicte-india.org/register_new.php → Select Employer → Select type of the Employer → Fill other details and register



The screenshot shows the 'Registration' page on the AICTE Internship Portal. The page title is 'Registration' and the subtitle is 'Select User Type'. There are four user type options: Student (graduation cap icon), ULB/Smart City (building icon), University / Institution (TPO) (classical building icon), and Employer (MSME, DM, NGO, PSU) (group of people icon). The 'Employer' option is selected and highlighted. Below the user type selection, there is a dropdown menu for 'Type of Employer' with 'MSME' selected. There is a text input field for 'Organization Name *' with the placeholder 'Organisation'. Below that, there are three text input fields for 'First Name *', 'Middle Name', and 'Last Name', each with its respective placeholder text.

Also, please inform your industry partners that they will upload their requirement of interns through AICTE Internship Portal.

[For any query, feel free to contact us](#)

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Dr. K. Elangovan, AD, 9686637128, adneat@aicte-india.org

Mr. Baljeet Singh Sinwar, 9783763748, startupfellow5@aicte-india.org

011-29581423, internship@aicte-india.org