

INSTRUCTIONS AND PROCEDURE/ TERMS & CONDITIONS
FOR ON-LINE PAR FORM

General Instructions:

1. The applicants are requested to read the following instructions/documents carefully, before filling online application: -
 - a) NCTE Act 1993
 - b) NCTE Regulations, 2014 (Recognition Norms and Procedures), as amended from time to time
 - c) Public Notice related to Performance Appraisal Report (PAR) System.
2. **No user can register more than once on the site.** Please note that once you register yourself on the NCTE website, you are deemed to have agreed to the terms and conditions set forth below. If you do not agree with all these terms and conditions, you must not transact on this Website. **Once you have clicked the 'I Agree' buttons at the bottom of these Terms and Conditions page, you have entered into a formal agreement with NCTE for the purpose of terms & conditions and transactions on this website.**
3. In case of self-financed educational institutions established and operated by "not for profit" societies and trusts, registered under the appropriate laws or a company incorporated under the Companies Act, 2013, will register themselves under the respective Societies/Trusts/Companies and not as an Independent Institute.
4. For independent educational institutes or universities, established or financed by Government (including institutions deemed to be universities), they will get registered as institutes/universities, as the case may be.
5. **Please follow the STEPS determined for filing Online PAR.**
6. **The web link to fill up online PAR will remain active from 23rd September 2019 to 31st December, 2019 (till 11.59 P.M.).** Institutions are advised to fill the online PAR well in time/advance, without waiting the last date of applying to avoid any network congestion/hassle. **NCTE shall not be responsible for any last date network error.**
7. Applicants are advised to provide/fill correct and complete details, as this information will get recorded and will be used for further evaluation, communication and references.
8. **Applicants are advised to keep all relevant documents (including Society/Trust/Company Registration Certificate (If applicable), Land Details**

Certificate and Building Completion Certificate and other documents etc., ready before starting with the form filling process.

- 9. Applicants are advised to apply for PAR system from their institution's computer/ICT Lab, as IP address of the computer shall be recorded.**
- 10. Applicants are advised to connect their computing devices to a proper network with stable internet bandwidth/ or by moving to a better Wi-Fi spot, if using a mobile computing device.**
11. The registration process is the one-time activity and the system will not allow for multiple registration with the same credentials. If attempted for getting registered for the same Society/Institute, the system will reply "User Already Exist"
12. Spaces (fields) in online forms are of two types: One, in which the applicant can enter the information manually, and another, in which the applicant can select one or more of the available options.
13. Selective fields are of three types - some fields are to be selected from Dropdown Menu, some are to be selected by clicking on the Radio Button/Box and for entering the date, select Year, Month & Date one by one. In addition, there are fields for uploading scanned document.
14. While filing up the online application form, applicant may press Tab button or use Mouse click to move to the next column/field in the application form.
15. The online information submitted by the Applicants will be verified by the NCTE
16. Applicants are required to provide valid Email ID and Mobile number as the automated messages will be sent to only valid Email ID and Mobile Number.
17. For post verification and approval of the online Registration form, the applicant will be communicated in their Registered Email ID and Mobile Number.
18. The Email ID and Mobile Number is also critical for resetting the Login Credentials including the Login Passwords.
19. Documents to be uploaded should be of **max size 2MB** and **in pdf format**, no other format is allowed. If in any case, applicant has more than one page for uploading in respect of any section, then it should be uploaded **by making single pdf of all pages.**
- 20. Institutions who have been recognized w.e.f. session 2019-20 are not required to fill PAR for the session 2018-19.**
21. For any kind of help/query, please contact NCTE helpline No. **9625670736** or mail to **par@ncte-india.org (For technical help)** and **regulation@ncte-india.org (Regarding regulatory clarifications).**