Steps of filling the online PAR :-

1) **Institute Registration:-** Institute shall register itself at the designated portal i.e. (www.ncte.gov.in/website/parsystem.aspx) (hyperlink with www.ncte.gov.in) with the requisite information.

2) **Parent Organization Details:-** Institute shall fill the details of parent organisation i.e. Trust/Society/ Company (if applicable).

3) Institute shall get the unique id after registration which is required to be stored carefully.

4) After the registration, institute shall login with the username and password created.

5) There shall be two options, after login. First is PAR application 2018-19. Second is faculty registration.

6) Institution concerned shall get registered its faculty that will lead into the unique number generation of its faculty. It will need of the updating the all necessary relevent educational documents, service records, photograph, signature etc. It will be the sole responsibility of the institution to get registered of its faculty with the correct details.

7) **Interdisciplinary Courses Details:-** Fill the details of interdisciplinary courses which are being run by the institution, if any.

8) **Teacher Education Programme Details:-** Fill the details of recognised teacher education programmes which are being run by the institution. Institution shall upload all the concerned recognition order, withdrawal order/restoration order/court order which are relevant to the particular recognised course.

9) **Faculty Details Page:-** Only such faculty will be shown which are registered into the login of the institution. Institution shall fetch the data in the grid shown in the faculty details page and download it into excel format, get it verified from the concerned affiliating body (University/Board/SCERT) and get it uploaded.

10) **Students Details:-** Institution shall upload the details of students of its recognised teacher education programmes of the academic year 2018-19 of all the years in which they have studied, in the given template with all the required details.

11) **Land and Building Details:-** Institution shall fill the land details, land mutation details, building plan, BCC details and upload the certified copies duly approved by the Competent authority such as land registration documents, building plan, building completion certificate, NEC etc.

12) **GIS Information:-** Institution shall fill the GIS details by selecting State, District and exact location of the institution and shall plot the boundary.

13) Financial Management:- Institution shall upload the balance sheet, income and expenditure accounts statement, receipt and payment account statement of the institutions for the financial year 2018-19.

14) Institution shall fill the additional information and other relevant information related to the Institution's.

15) **Website Details:-** Institution shall fill the required information related to the institution website and upload the screen shot of the concerned page of the website.

16) Institute shall upload the photo of the institution's building (front view, rear view, multipurpose hall, library, labs, playground) and video of the institutions.

17) Institution shall confirm the details filled before payment and submit the form.

18) **Payment**:- Institutions shall do the required payment i.e. Rs. 5000/- for Govt. Institutions and Rs. 15000/- for other category Institutions.

    NCTE shall not be responsible for any payment failure due to the network congestion. Applicants are advised to initiate and submit it well in time.

19) Ones successfully payment is done, it will lead to generation of two unique numbers i.e. one will be of the unique id of the institution and second will be the unique id for PAR 2018-19.

20) **Login Details of the Institution:-** This should be carefully retained by the institutions. These shall be used for further communication from NCTE and subsequent PAR application.

21) Institution can reset the password from the forget password link available on the home page of PAR application/module with the registered email id/mobile.

22) There is no need of sending the hardcopy of the filled PAR application and shall not be entertained.

For any technical query, please contact PAR helpline number 9625912179 and 9625670736 (9.00 A.M. to 5.30 P.M.)

Or mail at par@ncte-india.org