

1. Go to page aqar.mu.ac.in and click the register button
2. Select your department you will find the registered email address. The registered email address list for Departments is attached to this email
3. Type a username that will be used for login
4. Type the password and re-enter the password
5. Click to verify OTP
6. Check your email for OTP, (the email which is shown in step 2)
7. Enter that OTP and click submit
8. Now you will be successfully registered and taken to the login page
9. Enter your username which you had set during registration and also enter password
10. Click submit button and you will be logged in to the portal
11. Click the check box and proceed further
12. You will find all the criteria listed in the left-hand side menu
13. Click each criterion and add the information for all the sub-criterion points
14. At the bottom all the entries which you have done are shown
15. Click the edit button to edit the entries
16. Also delete button to delete the entries