The online AQAR has been designed by NAAC and same is available in the NAAC website in word file.
https://assessmentonline.naac.gov.in/public/index.php/hei

The submission of the AQAR by email will be closed by 31st December 2018. (in old format)

The HEI's are requested to submit the AQAR online through application available at NAAC webportal.

The following steps to be followed
1. Create on HEI Portal by registering in the NAAC web portal,
   https://assessmentonline.naac.gov.in/public/index.php/hei

2. Download the AQAR (word file) and prepare the AQAR data to be submitted online through NAAC portal.

3. Submit AQAR by online by using Institutional Password.

4. The Institutions willing to submit the AQAR in the New format by online are welcome. The AQAR for the year 2017-18 may be submitted through online by NAAC Portal.

5. Please note that the changes can be done each Criteria after saving the file. Once final version is submitted to the NAAC you can't change the data.

6. Refer how to submit AQAR by online (word file attached).