How to Register Manual
for participating in the
AIU's 39th Inter-University Youth Festival 2025-26 (UNIFEST)

https://university.aiu.ac.in/University

Login using
https://university.aiu.ac.in/University

Note:

- The **User Name** (e.g., AIU-UNI-XXXX) and **Password** are the same as those allotted to all Member Universities of AIU.

- These credentials are available with the AIU Nodal Officer, Vice-Chancellor's Office, or Registrar's Office of your university.

What if you are not able to trace the Username – Password?

In case you are not able to retrieve the user credentials, please email to computer@aiu.ac.in and cc to youthaffairs.aiu@gmail.com from the email ID of the Vice-Chancellor / Registrar or equivalent competent authority. Backend team will recover the credentials and share back with 1-2 working days.

Steps for Online Registration

- **Filling of Provisional Registration**
- Enter the basic information of the first point of contact and submit provisional registration.
- **Filling Details of Dean/Director – Student Welfare (or equivalent)**
  Enter the basic information of the concerned official.
- **Filling of Contingent Summary**
  Provide the total number of DSWs, Team Managers, Student Participants, Student Accompanists, and Professional Accompanists, along with **gender specifications**.
- **Filling of Team Manager Details**
  Enter the basic details of each Team Manager.
- **Filling of Student Participant Details**
  Enter the basic details of each Student Participant.
- **Filling of Student Accompanist Details**
  Enter the basic details of each Student Accompanist.
- **Filling of Professional Accompanist Details**
  Enter the basic details of each Professional Accompanist.

Steps for Online Registration

- **Filling of Travel Plan**
  Provide the travel details of the entire contingent.

- **Filling of Event-wise Participation Details**
  Fill in the details of participants for each event (for example, participants in *Group Song – Indian*, along with Student and Professional Accompanists).

- **View Provisional Annexures**
  - View Provisional Annexures to see if all data has been filled correctly.

- **Filling of Payment Details**
  - **Payment of Contingent Fee**
    Make the payment to the **Host University Account** as mentioned in the festival brochure and **upload the proof of payment**.
  - **Filling Details of AIU Annual Subscription Fee**
    Provide information regarding the annual subscription payment made to AIU.

Steps for Online Registration

- **Submission at the Host University**
- **Print / Download of Annexures**
  Once the final submission is done, PRINT FINAL ANNEXURE will be activated with the following Annexures:
  - **Annexure I:** Team Registration Form
  - **Annexure II:** Team Details
  - **Annexure III:** Event List
  - **Annexure IV:** List of Event-Wise Participation (previously known as Annexure V)

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A landing page like this will open
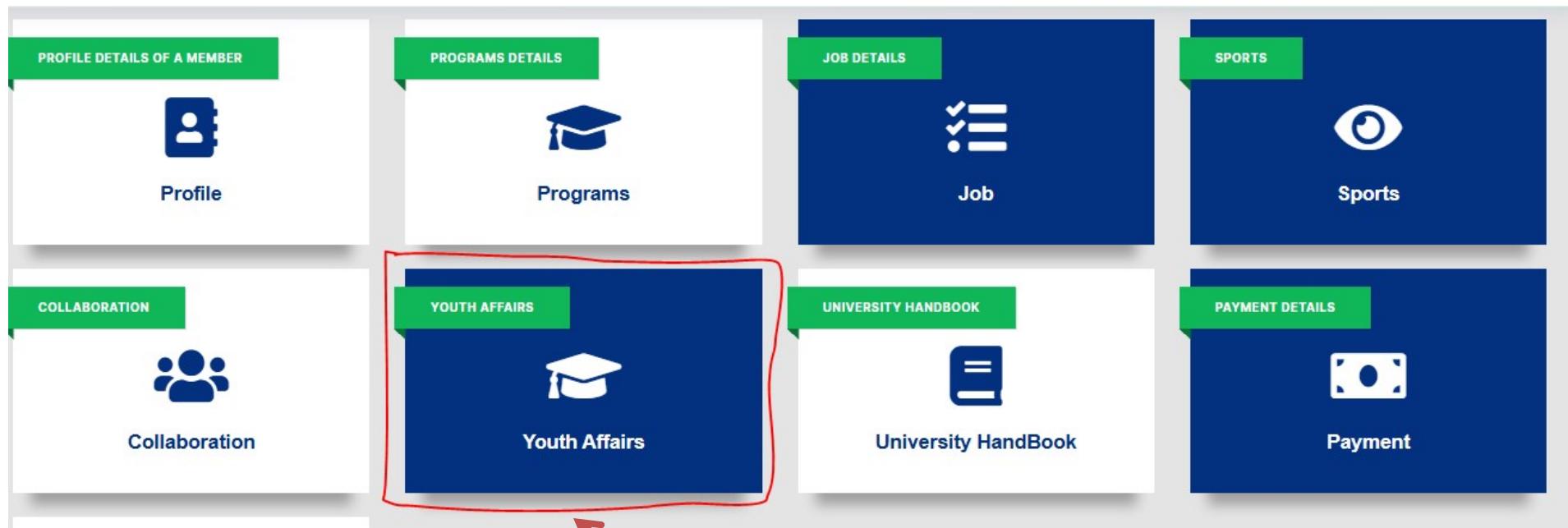
Click of Youth Affairs

Another page like this will open
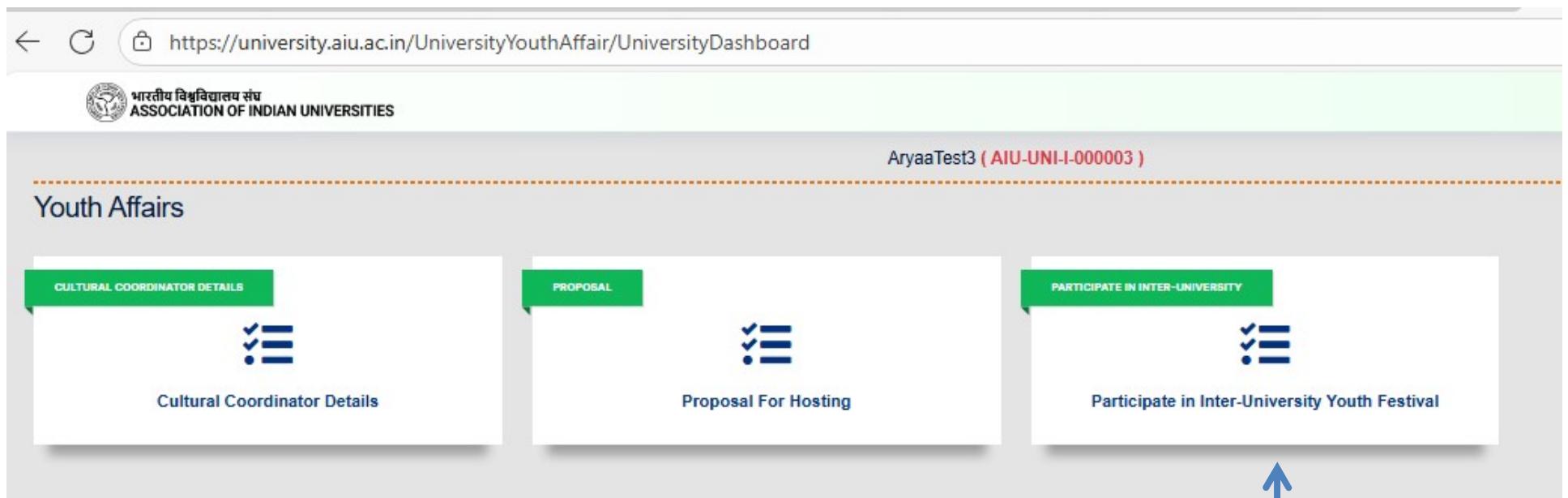
https://university.aiu.ac.in/UniversityYouthAffair/UniversityDashboard

भारतीय विश्वविद्यालय संघ
ASSOCIATION OF INDIAN UNIVERSITIES

AryaaTest3 (AIU-UNI-I-000003)

Youth Affairs

CULTURAL COORDINATOR DETAILS

Cultural Coordinator Details

PROPOSAL

Proposal For Hosting

PARTICIPATE IN INTER-UNIVERSITY

Participate in Inter-University Youth Festival

CLICK ON

On Clicking Participate in Inter-University, the below dashboard will open up

PLEASE FOLLOW EACH STEP ONE AFTER THE OTHER STARTING FROM STEP 1 TO STEP -12.

ALL STEPS ARE MANDATORY. DATA WILL NOT BE ACCEPTED BY PORTAL IF YOU SKIP STEPS.

STEP 1	STEP 2	STEP 3	STEP 4
Provisional Registration	Dean/Director Student's Welfare	Contingent Summary Form	Team Manager
STEP 5	**STEP 6**	**STEP 7**	**STEP 8**
Participants Registration	Student Accompanists	Professional Accompanists	Travel Plan
STEP 9	**STEP 10**	**STEP 11**	**STEP 12**
Event Wise Registration	Annexure	Payment Details	Final Submission

Provisional Registration

Step-1: Provisional Registration

This step informs the host university that your university will participate and provides the contact details of your primary representative.

All of these will be auto-filled

Provisional Registration

University Name | provisionally registers for the AIU's 39th Inter-University | Zone | Zone Youth Festival 2025-26

(UNIFEST), scheduled at | Host Uni. Name | from | Date of the fest

Contact Details

Name:

Contact No.:

WhatsApp No.:

Email ID:

Fill details of whosever your university wishes to be the first point of contact related to the fest.

Save Contact Details

Then **Click**

Step-1: Provisional Registration

PROVISIONAL REGISTRATION

Provisional Registration

This step informs the host university that your university will participate and provides the contact details of your primary representative.

Caution Notes

Are you sure you want to submit the provisional registration?

☐ YES

FINAL SUBMIT

Once you have saved details of First Point of Contact, Select Yes & then **Final Submit**.

Step-2: Fill Dean/ Director Students' Welfare or equivalent

DSW(Dean/Director Student's Welfare)

Name *

DEAN STUDENT WELFARE

Gender *

⦿ Male ○ Female ○ Other

Designation *

DSW

Official Email ID *

dsw@university.com

Mobile Number *

7878987878

Whatsapp No. *

7878987878

Nationality:

⦿ Indian ○ Foreigner

Will be Physically attending the fest?

○ Yes ⦿ No

Would you like to nominate someone to represent you at the fest as Acting DSW or equivalent??

○ Yes ○ No

Upload Passport Size Photo (Max 200KB) *:

Choose File | No file chosen

Activate Windows

If DSW will be attending the fest, select Yes. Registration Fee of 3500/- will be applicable for DSW also.

If DSW wishes to nominate someone to attend the fest, select Yes. Registration Fee of 3500/- will be applicable for nominee too.

DSW

Dean/Director Student's Welfare
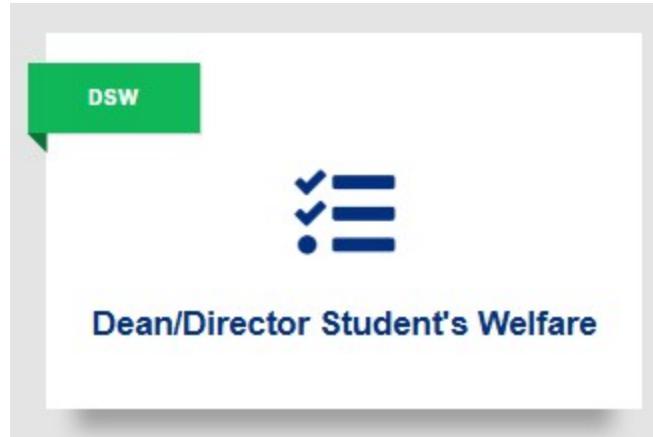
Step-2: In case, Dean / Director Student's Welfare is not coming, and wishes to send a nominee, Nominee Details should be filled

Nominee Details

Name *

NOMINEE DSW

Gender *

◉ Male   ○ Female   ○ Other

Designation *

ASSISTANT DSW

Official Email ID *

adsw@university.com

Mobile Number *

4546464644

WhatsApp Number *

4546464644

Nationality:

◉ Indian   ○ Foreigner

Upload Passport Size Photo (Max 2MB) *:

Choose File   No file chosen

View

CONTINGENT SUMMARY FORM

Contingent Summary Form

Step -3: Fill your contingent composition details i.e Contingent Summary Form

Please Select Gender of Dean/Director Student Welfare or equivalent.

In case neither DSW nor nominee, this figure would automatically be '0' (Zero).

Details	Male	Female	Total
Dean / Director Student Welfare or equivalent	●	○	1
Team Manager	1	1	2
Participants	2	3	5
Student Accompanists	2	2	4
Professional Accompanists	2	3	5
Grand Total			17

Caution about Step - 3

- The **maximum strength of the contingent from each university can be 60**, including **1 Dean/Director or equivalent representative/nominee**, **2 Team Managers** (preferably one male and one female), **student participants**, **student accompanists**, and **professional accompanists**. Universities having female participants are advised to mandatorily depute one female team manager.

- **Universities may bring as many student and professional accompanists as required**, based on their performance needs, provided the **total contingent size does not exceed 60.**

- **Sharing of professional accompanists between universities is permitted. However, in such cases, the professional accompanist will be counted in both contingents (not exceeding 60 in each), and applicable fees will be charged to both universities**.

- **In case neither the Dean / Director Student Welfare or equivalent is coming nor is he/she nominating anyone, then the maximum contingent size will be 59.**

Caution about Step - 3

- **Students** participating in events — whether only as **Participants** or having a dual role (**Participant + Student Accompanist**) — should be registered under the category "**Participant.**"

- **Students** who are **only serving** as **Student Accompanist** and not participating in any event (as a participant) **should be** registered as **Student Accompanists.**

- **DSW / Team Managers / Nominees** who are also **assisting** in any event as a **professional accompanist MUST NOT** be registered again as **Professional Accompanists**.

TEAM MANAGER

Team Manager

Step-4: Fill Team Manager's details one after the other for a maximum of 2 persons

Name	Designation	Official Email ID	Mobile Number

WhatsApp Number	Gender *	Nationality:	Upload Passport Size Photograph (Max 200KB) *:
	○ Male ○ Female ○ Other	○ Indian ○ Foreigner	Choose File No file chosen

Save

Srno	Name	Designation	Official Email ID	Mobile Number	WhatsApp Number	Gender	Nationality	Action
1	TEAM MANAGER ONE	coordinator	coordindator@gmail.com	4545454555	4545454555	Male	Indian	✎ 🗑
2	TEAM MANAGER TWO	Coordinator	coordindator2@gmail.com	7878454555	7878454555	Male	Indian	✎ 🗑

List of team managers already added will be visible at the bottom. Maximum of two managers can be added.

In case any data has been filled wrong, it can be either edited or deleted using the **Edit / Delete Feature**

PARTICIPANTS REGISTRATION

✓✓
•

Participants Registration

Name

University Roll No

Father's Name

Mother's Name

Gender *
○ Male   ○ Female

Date of Birth

dd-----yyyy 🗓

Age as on 1st July 2025

Mobile Number

Email ID

Nationality:
○ Indian   ○ Foreigner

Upload Passport Size Photograph (Max 2MB) *:

Choose File | No file chosen

For date of birth, please pick date from calendar icon

Save

Srno	Name	University Roll	Father's Name	Mother's Name	Gender	Date of Birth	Age as on 1st July 2025	Mobile Number	Email ID	Nationality	Action
1	Test INFLIBNET	12354646456	COLLEGE	UNIVERSITY	Female	2022-06-13	3	1234567890	55@gmail.com	Foreigner	✏️ 🗑

List of participants already added will be visible at the bottom.

In case any data has been filled wrong, it can be either edited or deleted using the **Edit / Delete Feature**

Caution about Step - 5

- Cut off age for participation is 25 Years as on 1st July 2025. Hence, participants with Date of Birth on or before 30th June 2000 will not be eligible to participate.

- **For date of birth, please pick date from calendar icon.** Tying date of birth is not allowed.

- **Please fill Name, Father's Name & Mother's Name as existing in official records i.e Xth Admit Card / Marksheet as the same will be used to create certificates of the festival.**

- Please ensure uploading a **recent passport-size color photograph** in **JPEG / JPG / PNG format** with a **plain white or light-colored background**. The photograph must be **sharp, clear, and well-lit**, without any **shadow on the face or background**. Only the **concerned individual's image** should be uploaded, and utmost care must be taken to ensure its **accuracy and authenticity**, as the same photograph will be used for creating the **Identity Card for the festival**.

Caution about Step - 5

- Please note that the **portal will allow you to add only the number of participants (with gender specifications)** as indicated in your **Contingent Summary Form**.

- In case you wish to **modify or update the participant details or gender specifications** at any point **before making the payment or freezing the data**, you may return to the **Contingent Summary Form** and make the necessary changes.

- Once the payment is made or data is frozen, no further modifications will be allowed.

STUDENT ACCOMPANISTS

Student Accompanists
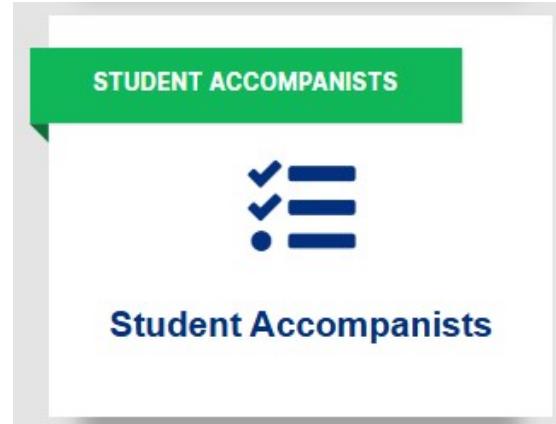
Step-6: Fill Student Accompanists Details one after the other for as many student accompanists as mentioned in Contingent Summary Form

Student Accompanists

← BACK

Name	University Roll No	Father's Name	Mother's Name

Gender *	Mobile Number	Email ID	Nationality:
○ Male ○ Female			○ Indian ○ Foreigner

Upload Passport Size Photograph (Max 2MB) *:

Choose File | No file chosen

Save

Srno	Name	University Roll No	Gender	Father's Name	Mother's Name	Mobile Number	Email ID	Nationality	Action
1	MANIK	UMB001	Male	RAJESH	SUNITA	1515331131	1515331131@gmail.com	Indian	✎ 🗑

List of Student Accompanists already added will be visible at the bottom.

In case any data has been filled wrong, it can be either edited or deleted using the **Edit / Delete Feature**

Caution about Step - 6

- Please ensure that the Contingent Summary Form is filled with the exact number of male and female student accompanists. The portal will not allow adding more student accompanists than those entered in the form. If any change is required, please return to the Contingent Summary Form and make the necessary edits if required.

- Students who are serving only as student accompanists in events and not participating in any other event should be registered under the category of Student Accompanist.

- If a Student Participant is also assisting in another event as an accompanist, they MUST NOT be registered again as a Student Accompanist. Their existing participant registration will cover both roles, and their details will be available in the dropdown of student accompanists while registering for respective events.

PROFESSIONAL ACCOMPANISTS

Professional Accompanists

Professional Accompanists

← BACK

Name

Father's Name

Gender *
○ Male   ○ Female   ○ Other

Mobile Number

Email ID

Nationality:
○ Indian   ○ Foreigner

Upload Passport Size Photograph (Max 2MB) *:
Choose File   No file chosen

Save

| Srno	Name	Father's Name	Gender	Mobile Number	Email ID	Nationality	Action
1	RISHAV	RAKESH	Male	5646446465	5646446465@gmail.com	Indian	✏️ 🗑️
2	SANJANA	JATINDER	Female	6454654645	6454654645@gmail.com	Foreigner	✏️ 🗑️

List of Professional Accompanists already added will be visible at the bottom.

In case any data has been filled wrong, it can be either edited or deleted using the **Edit / Delete Feature**

Caution about Step - 7

- Please ensure that the Contingent Summary Form is filled with the exact number of male and female professional accompanists. The portal will not allow adding more professional accompanists than those entered in the form. If any change is required, please return to the Contingent Summary Form and make the necessary edits if required.

- Individuals who are serving only as professional accompanists in events and are not DSW / Nominee / Team Managers / Student Accompanists should be registered under the category of Professional Accompanist.

- If a DSW / Team Manager / Nominee is also assisting in any event as a professional accompanist, they MUST NOT be registered separately as a Professional Accompanist. Their existing role of DSW / Team Manager / Nominee will cover both roles, and their details will be available in the dropdown of professional accompanists while registering for respective events.
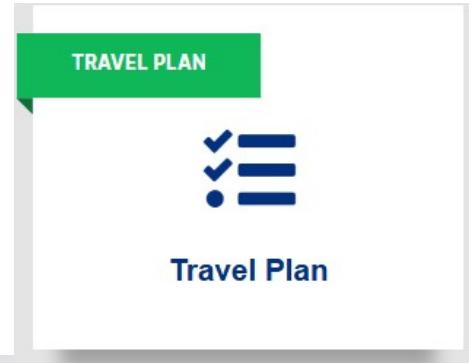
TRAVEL PLAN

Travel Plan

Travel Plans

1. Arrival Plan

Date of Arrival *

dd-----yyyy

Tentative Time of Arrival *

--:-- --

Mode of Travel (Arrival) *

○ Flight ○ Train ○ Public Transport Bus ○ University Bus

Details of Arrival Travel *

2. Departure Plan

Date of Departure *

dd-----yyyy

Tentative Time of Departure *

--:-- --

Mode of Travel (Arrival) *

○ Flight ○ Train ○ Public Transport Bus ○ University Bus

Details of Departure Travel *

Caution about Step-8:
Fill Travel Plan

- DSW / Nominee / Team Managers are requested to **fill in these details carefully**, as the information provided will enable the **host university** to make appropriate **logistical arrangements**, including **pick-up and drop services (if required)**, **accommodation**, and other necessary facilities.

- Accurate and complete information will help ensure a **comfortable and well-coordinated experience for all participants**.

EVENT WISE REGISTRATION

Event Wise Registration

Sr. No.	Event Name	Participants	Accompanists	Details	Status
	MUSIC EVENTS				
1	Classical Vocal Solo (Hindustani or Karnatak)	1	3	Add / Edit	Filled
2	Classical Instrumental Solo (Percussion)	1	3	Add / Edit	Not Filled
3	Classical Instrumental Solo (Non-Percussion)	1	3	Add / Edit	Not Filled
4	Light Vocal (Indian)*	1	3	Add / Edit	Not Filled
5	Western Vocal (Solo)*	1	3	Add / Edit	Not Filled

Please fill details of participants and accompanists for the number of events, a particular university wishes to participate

To fill detail, click on **Add**. To **edit** already filled click on Edit

Filled – means you have filled details for the particular event, while **unfilled** shows you have not yet filled the details.

Step-9: Event Wise Registration

Event Wise Participation Details

Category: **Event: MUSIC EVENTS**

Classical Vocal Solo (Hindustani or Karnatak)

No. Of Participants: 1   **No. Of Accompanists: 3**

Student Accompanists: **Professional Accompanists:**

| 0 | | 0 |

Participant 1:

| Test INFLIBNET | ⌄ |

Select Participants
from Drop Down

Fill No. of Accompanists
(Student Accompanists /
Professional Accompanists as
applicable. Total Not exceeding
maximum No. of accompanists

Step-9: Event Wise Registration

Category: Group Song (Indian)   **Event:** MUSIC EVENTS
No. Of Participants: 6   **No. Of Accompanists:** 5
Student Accompanists: **Professional Accompanists:**

| 1 | | | 3 | |

Participant 1:   **Student 1:**   **Professional 1:**

| --select-- ▾ | | --select-- ▾ | | --select-- ▾ |

Participant 2:   **Professional 2:**

| --select-- ▾ | | --select-- ▾ |

Participant 3:   **Professional 3:**

| --select-- ▾ | | --select-- ▾ |

Participant 4:

| --select-- ▾ |

Participant 5:

| --select-- ▾ |

Participant 6:

| --select-- ▾ |

Update

Select Participants from Drop Down

Select Student Accompanists from dropdown

Select Professional Accompanists from dropdown

Caution about Step-9: Event Wise Registration

- The numbers shown and boxes available for selection indicate the maximum number of participants/accompanists allowed for the event.

- However, you can add and save any number of participants/accompanists up to this limit. The cumulative sum of student accompanists and professional accompanists must be equal to or less than the total number of accompanists permitted in the event.
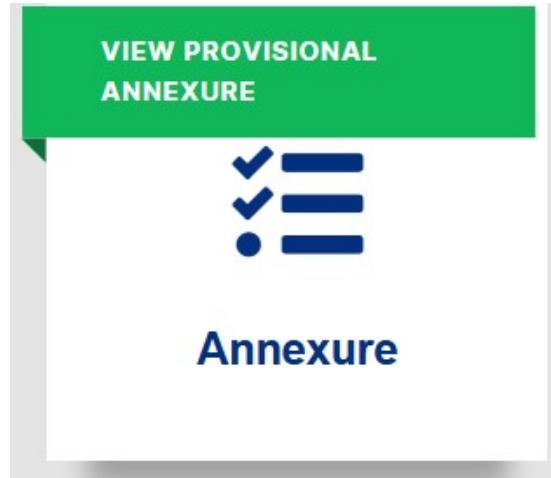
Step-10: View Provisional Annexure

Please visit the Provisional Annexure–I, Annexure-II, Annexure-III & Annexure-IV and check if all your details are correct.

About Annexure

- Annexure-I: Contingent Summary Form
- Annexure-II: Team Details Form
- Annexure-III: Event List
- Annexure-IV: Event Wise Registration Form

Step-11: Payments

PAYMENT DETAILS

Payment Details

REGISTRATION FEE

Registration Fee

AIU SUBSCRIPTION FEE
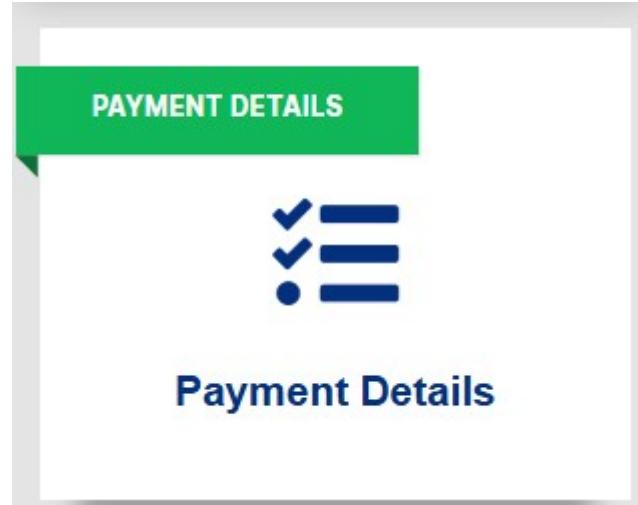
AIU Subscription Fee
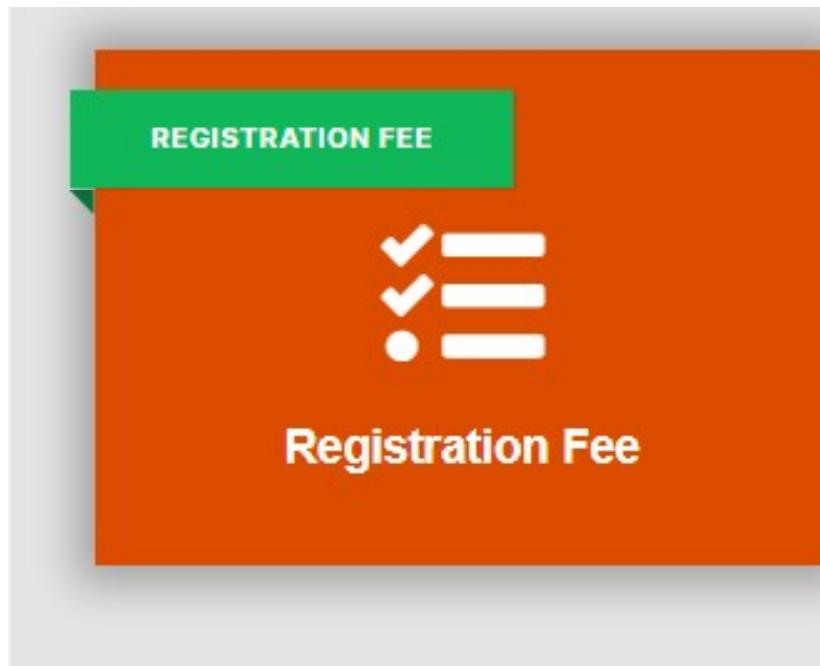
Registration fee of 3500/- per Individual member of the contingent
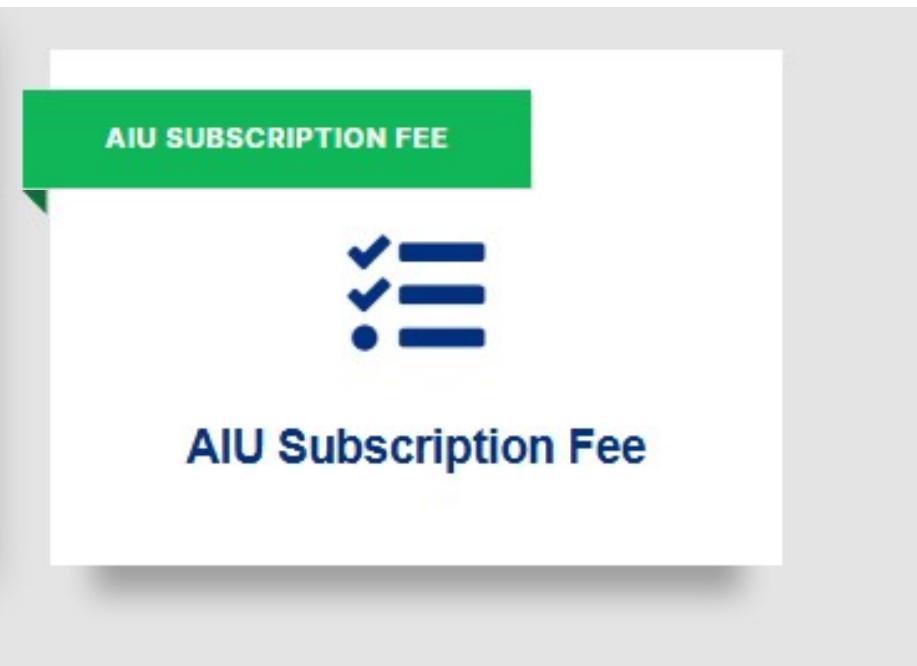
AIU Annual Subscription Fee as applicable

What is AIU Annual Subscription Fee?

- AIU Annual Subscription Fee Notification as applicable to your concerned university can be viewed on the link https://aiu.ac.in/finance/finance-division

Step-11: Payments (Registration Fee)

Payment Details of Registration Fee for Youth Fest

Is Fees Paid? *

-- Select --

Amount Paid *

Date of Transaction *

dd-----yyyy

Mode of Transaction *

-- Select Mode --

UTR Number *

Upload Relevant Proof (PDF, Max 200KB) *:

Choose File   No file chosen

Save

Fill Details of payment made to the Host University as per details available in the Information Brochure of your respective zones.

Please upload a relevant proof of the same. Note UTR no. will be mandatorily required as it helps track the transaction.

Step-11: Payments
(AIU Annual Subscription Fee)

Select University Type ? *

-- Select -- ⌄

Is Fees Paid? *

-- Select -- ⌄

Annual Subscription Fee Paid *

Date of Transaction *

dd-----yyyy 📅

Mode of Transaction *

-- Select Mode -- ⌄

UTR Number *

Upload Relevant Proof (PDF, Max 200KB) *:

Choose File   No file chosen

Save

Fill Details of payment made to the Association of Indian Universities (AIU), New Delhi as per notification available on https://aiu.ac.in/finance/finance-division as AIU Annual Subscription Fee 2025-26.

Step-11: Payments (Registration Fee)

- Once you have filled the details, the same will go to the Host University for approval.

- The approval will take 2-3 working days for approval as the same needs to be verified from Host University's Account / Finance Department

Step-12: Final Submission

Final Submission Confirmation

Are you sure you want to freeze?
Once you freeze, you will not be able to make any changes.

☐ I confirm that the registration fees have been paid

☐ I confirm to freeze my data

Freeze & Submit

Once you are convinced that all data has been filled correctly and verified using Annexure (Provisional), please go for final submission. Please note once final submission is done, all data will be frozen and no changes will be allowed.

Caution about Step-12: Final Submission

- Please ensure to Freeze the data of your university before the last date of registration as communicated by the Host University of your respective zone.

- In case a university does not freeze before the last date, AUTO FREEZE will be activated automatically.

PRINT FINAL ANNEXURES

Print Final Annexures

After Completing Step 1 to 12. Print Final Annexures icon will be activated.

Take Print outs of Annexures

- After freezing data, please Download / Print Annexure-I, Annexure-II, Annexure-III & Annexure-IV for submission to the host university.

For any queries

For further queries please mail at

youthaffairs.aiu@gmail.com