

# All India Council for Technical Education

(Under Ministry of HRD, GOI)

AICTE Quality Improvement Schemes - AQIS



## User Manual for Scheme

## Faculty Development Program - FDP



## Table of Contents

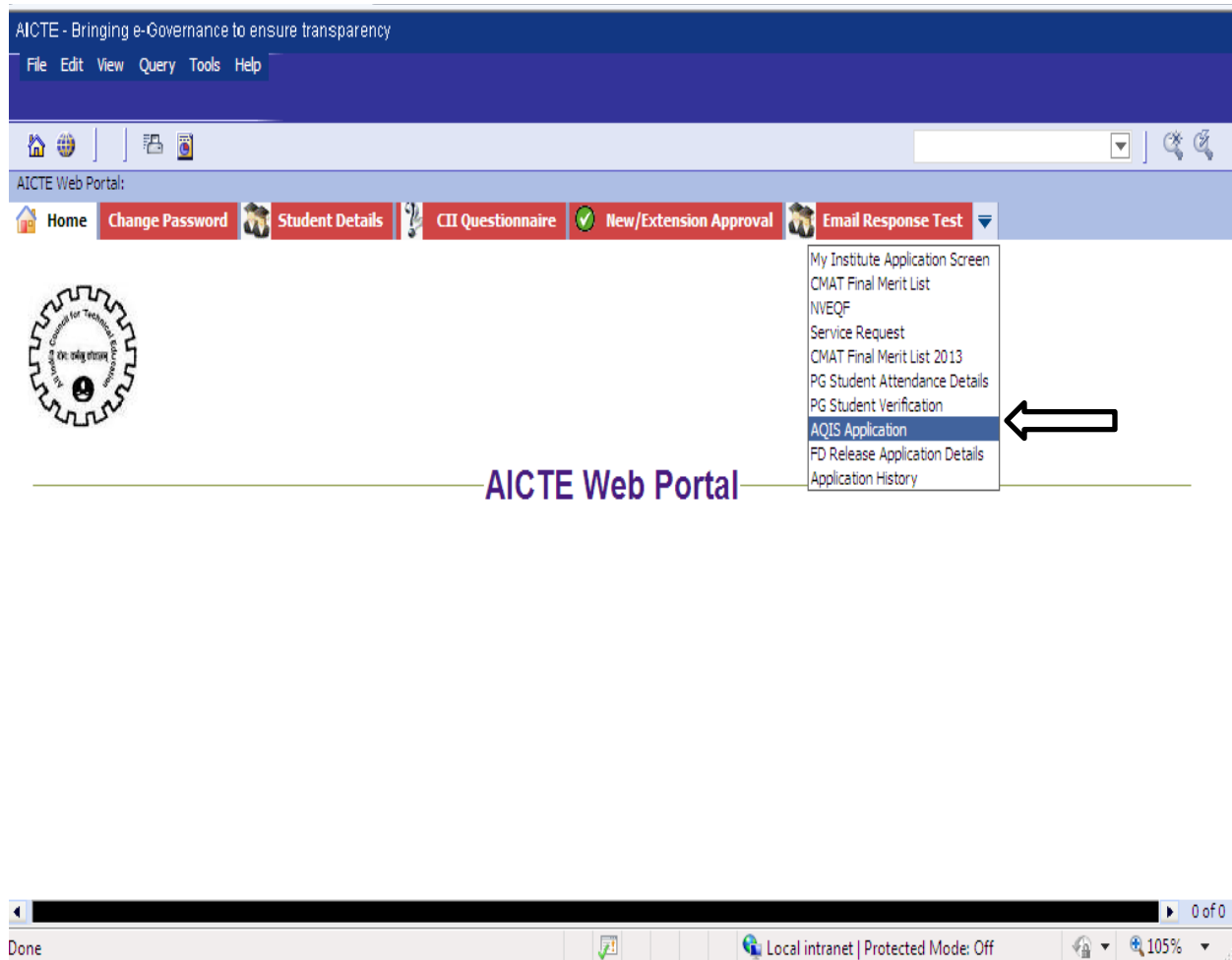
AQIS Application.....	3
1. AQIS Bank Details.....	5
1. Institute Details .....	5
2. Bank Details.....	5
2. FDP - Faculty Development Cell.....	9
1. AQIS Application Details.....	13
2. Budget Non- Recurring.....	15
3. Programme Details .....	16
4. Personalities Expected .....	17
5. Participating Industries .....	18
6. Similar Events.....	19
7. Budget Estimate –Others.....	20
8. Academic Credentials of Coordinator/ PI/ Applicant.....	23
9. Justification.....	25
10. Credential of Institute / Department .....	27
11. Earlier Grants.....	30
12. Any other tab than mentioned above .....	31
13. Validation of Application.....	32
13.1 Institute Budget Proposal .....	33



## AQIS Application

Login to existing AICTE Portal with the credentials provided by AICTE.

Navigate to **AQIS Application** Screen by clicking on 'AQIS Application' screen tab.





Application id of Academic Year **2016-2017** will appear on the 'AQIS Application- Institute Details' Form

File Edit View Query Tools Help

AICTE AQIS Application:

Home Change Password New/Extension Approval(15-16/16-17) - AD New/Extension Approval (14-15) Student Details PG Data Entry CII Questionnaire CII Admin Screen AQIS Application

AICTE-AQIS

**AQIS Application- Institute Details** \*TO VIEW 12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1+

Menu Save Bank Details Confirm Bank Details Edit Bank Details

**Institute Details**

Current Application Number:*	1-2058396111	Institution Type:*	Govt aided	Cell Number:	1234567890
Permanent Institute Id:		University Managed:	Private/Self Financed	FAX number:*	12345678
Academic Year:*	2016-2017	Percentage Grant received from Government:		Land Phone Number:*	12345678
Name of the Institute:*	TEST	PAN Number of Institute*:		STD Code:*	22
Address of the Institution:*	TEST	PAN Card issuing Authority with State*:		Email Id of Institute*:	
State/UT:*	Delhi	PAN Card issuing State:*		Website:*	www.dhfg.d
Institute District*:		PAN Card issuing Date*:			
Town/City/Village:*	EAST DELHI	Reference of Extension of Approval letter for the current year*:			
Pin:*	123456				



## 1. **AQIS Bank Details**

### 1. **Institute Details**

Below Institute Details will auto populate in the AQIS Application –Institute Details & will not be editable for the Institute.

- Current Application Number
- Permanent Institute Id
- Academic Year
- Name of the Institute
- Address of the Institute
- State/UT
- Town/City/Village
- Pin
- Institution Type
- Land Phone Number
- STD Code
- Cell Number – Cell Number should be of 10 digit
- Fax Number - Fax Number should be more than 6 digit
- Website

For differentiating **Government & Private/Self-Financed** Institute-

1. If the Institution Type is Government, Central University, Deemed University (Government), University Managed – Govt, Govt. – Aided with percentage grant more than 50 %, then will be considered as Government.
2. If the Institution Type is Unaided – Private, Deemed University (Private), University Managed – Private, or Institute in point 1 with less than 50% grant from government, it will be considered as Private/Self-Financing.

#### **Details to be filled by the Institute:**

1. District
2. PAN Number of the Institute.
3. PAN Card Issuing Authority with State
4. PAN Card issuing Date – Issuing date should be less than current date
5. Reference of Extension of Approval letter for the current year
6. Email Id of the Institute

### 2. **Bank Details**

#### **Details to be filled by the Institute:**

1. Name of Bank where Grant from AICTE will be deposited- Select Bank from the drop down list
2. Branch Name
3. Bank Branch Address
4. Name of the Account Holder



5. Type of Account- Select Account Type from the drop down
  6. Account Number –Number will be converted to \* while entering Account Number so the user cannot copy the Account Number.
  7. Re-enter Account Number
  8. IFSC Code- IFSC Code will be converted to \* while entering Code & should be of 11 digit
  9. Re-enter IFSC Code
  10. Bank MICR Code
  11. Bank Code
- Check the Declaration flag and then click on **“Save Bank Details”** button.

AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://www.aicte-india.org/prmportal\_enq/start.swe?SWECmd=Start&SWEHo=www.aicte-india.org

File Edit View Favorites Tools Help

Home Change Password New/Extension Approval(13-14) Admin Screen New College Application Extension Approval AQIS Application

**AQIS Application - Institute Details**

Menu Save Bank Details Confirm/Edit Bank Details

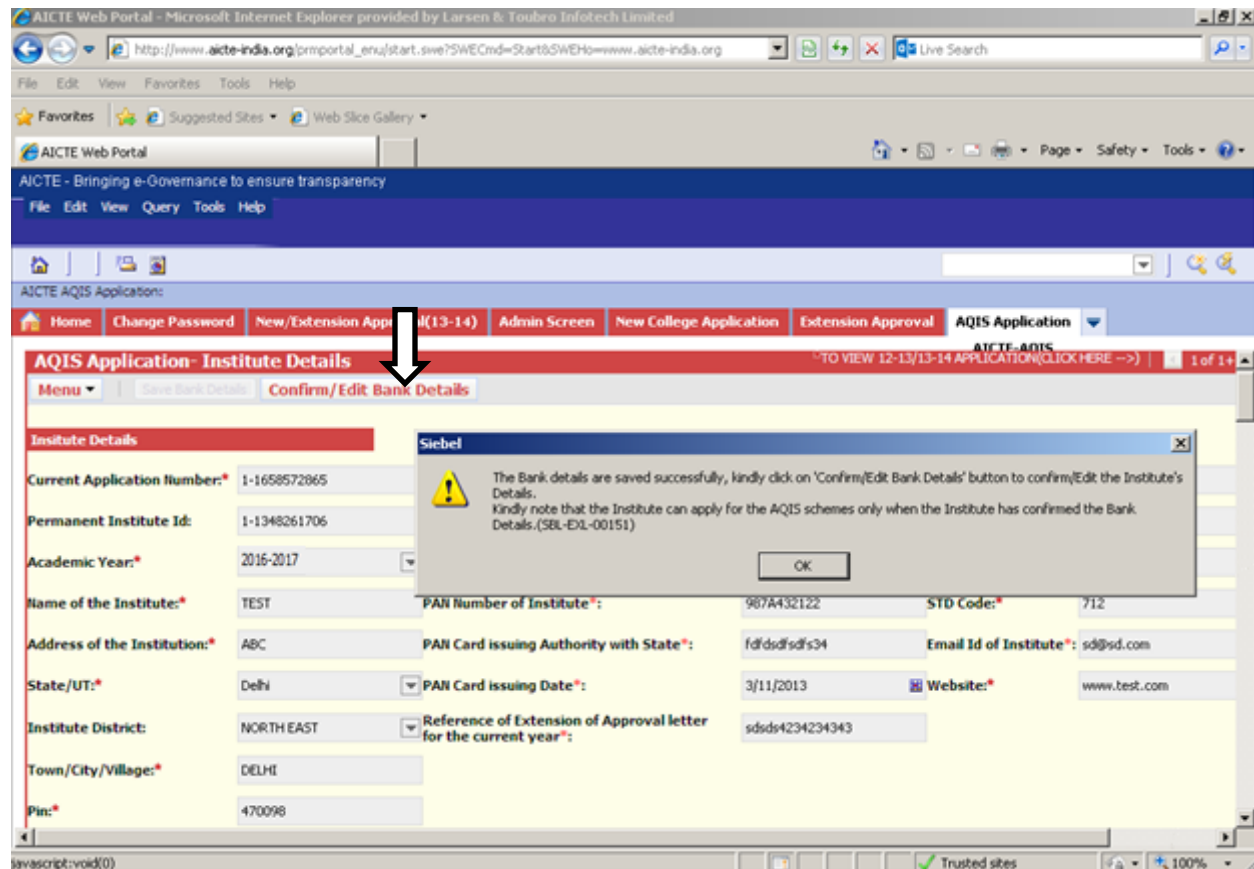
**Institute Details**

Current Application Number:*	1-1658572865	Institution Type:*	Unaided - Private	Cell Number:	9874563210
Permanent Institute Id:	1-1348261706	University Managed:		FAX number:*	987456321
Academic Year:*	2016-2017	Percentage Grant received from Government:		Land Phone Number:*	2758411
Name of the Institute:*	TEST	PAN Number of Institute:*	987A432122	STD Code:*	712
Address of the Institution:*	ABC	PAN Card issuing Authority with State:*	fdldsd/sdfs34	Email Id of Institute:*	sd@sd.com
State/UT:*	Delhi	PAN Card issuing Date:*	3/11/2013	Website:*	www.test.com
Institute District:	NORTH EAST	Reference of Extension of Approval letter for the current year:*	sdids4234234343		
Town/City/Village:*	DELHI				
Pin:*	110001				

Trusted sites 100%



- On clicking on “Save Bank Details” button, all the fields will become Read only & Successful message will be shown.
- “Confirm/Edit bank Details” button will be enabled.



- To confirm/edit the bank detail entered, kindly click on the button ‘Confirm/Edit Bank detail’ button.
- Click on “**Confirm/Edit Bank Details**” button to confirm the Bank details.
- A message will be shown prompting the Bank Details of the Institute.
- If the bank details are incorrect, click on Cancel button to edit the Bank Details again otherwise Ok to confirm the details.
- Once the ‘Ok’ button is clicked the Institute details and Bank details will become read only



AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://www.aicte-india.org/pmportal\_enu/start.swe?SWECmd=StartSWEC&www.aicte-india.org

File Edit View Favorites Tools Help

Home Change Password New/Extension Approval(13-14) Admin Screen New College Application Extension Approval AQIS Application

**AQIS Application- Institute Details**

Menu [Go Back Details](#) [Confirm/Edit Bank Details](#)

**Institute Details**

Current Application Number:\* 1-1658572865

Permanent Institute Id: 1-1348261706

Academic Year:\* 2016-2017

Name of the Institute:\* TEST

Address of the Institution:\* ABC

State/UT:\* Delhi

Institute District: NORTH EAST

Town/City/Village:\* DELHI

Pin:\* 470098

Reference of Extension of Approval letter for the current year\*: sdsds4234234343

**Message from webpage**

Kindly confirm that

1. Name of Account Holder is 'sasas2322'
2. Account Number is 'A1234'
3. IFSC code is '1234567890A'
4. Email Id of Institute is 'sd@sd.com'
5. Institution Type is 'Unaided - Private'
6. Percentage Grants received from Government is "

If the given information is correct please press 'OK' else 'Cancel'.

Kindly note that once the user clicks on OK the 'AQIS Application Institute Details' form will become read only.

OK Cancel

Only after confirming the Bank Details, the “New” button will get enable for adding the AQIS Application

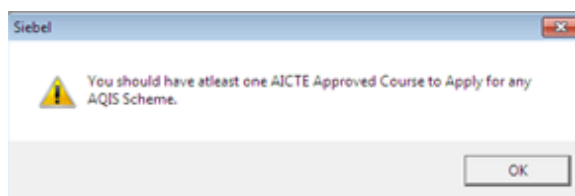




## 2. FDP - Faculty Development Cell

1. Click on “New” button to create AQIS Application.
2. If the Institute is not approved by AICTE, i.e any of the courses of the institute is not approved then Error Message will be displayed.

Note: Select AQIS details tab while creating New AQIS Application.



3. A unique AQIS Application ID will get created.
4. Select the FDP as Scheme from the drop down List.

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File Edit View Query Tools Help

AICTE AQIS App

Home Change Password New/Extension Approval(13-14) Admin Screen New College Application Extension Approval Student Details Security Deposit Payment Admin AQIS Application

AQIS Application Earlier Grants

AQIS APPLICATION DETAILS Previous 7 of 14 Next

Menu New Delete Save

AQIS Application Id: 1-1998138347

Status: New Request

Schemes\*

Details of Co-ordinator

Title:

Surname\*

First Name\*

Father's Name:

Mother's Name:

Date of Birth:

EF - Emirates Fellowship  
CAIT - Career Award For Young Teachers  
SG - Seminar, Symposium, Conference and Workshop Grant  
FDP - Faculty Development Cell  
Employability Enhancement Training Programme  
IPS-Innovation Promotion Scheme  
NCP-Nationally Coordinated Project  
RP- Research Park Scheme  
SWSS-Summer-Winter School Scheme  
VP-Visiting Professorship

PAI:

MobilePhone #:

STD Code:

LandLine #:

Fax Phone #:

Email Address:



5. Following fields will auto populate:
  - AQIS Application Id
  - Status
  - Duration
6. Click on the selection menu icon in **Faculty Id** field to add details of Project Co-ordinator.
7. A pop up window will open with Faculty details present in Institute for Academic Year “2016-2017”.
8. Select the Faculty from the list.

The screenshot shows the AICTE AQIS Application form. A pop-up window titled "Faculty Id - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited" is open, displaying a table of faculty details. The table has columns: Faculty Id, First Name, Last Name, AICTE - Appointm, and Appointment FT/PT. The first row shows Faculty Id 723-7705, First Name JJ, Last Name GH, AICTE - Appointm Visiting, and Appointment FT/PT FT. The main form in the background has fields for AQIS Application Id, Status, Sub Status, Schemes, and Details of Project Co-ordinator. The Faculty Id field is highlighted, and a selection menu icon is visible next to it.

Faculty Id	First Name	Last Name	AICTE - Appointm	Appointment FT/PT
723-7705	JJ	GH	Visiting	FT

9. After selecting Faculty from the list below data gets auto-populates as present in the Faculty details tab in New/Extension Approval Screen.
  - Surname
  - First Name
  - Mother's Name
  - Father's Name
  - Date of Birth
  - Exact Designation
  - Appointment Type
  - Appointment FT/PT
  - Doctorate Degree
  - Other Qualification's
  - Category



- Village
- Religion
- Gender
- State
- PAN
- Mobile Number
- Email Address
- Date of Joining the Institute
- Scale of Pay
- Course/Department in which appointment is done
- UG Degree
- PG Degree
- Area of Specialization

10. Below are the details to be filled by the Institute for the Faculty

- Department
- Title of Proposal
- Technical Field of Proposal
- Abstract
- UG Branch
- PG Branch
- Expected Outcome
- Objective
- Aadhaar Card (UID)

11. Following to be entered by Institute.

- Discipline/Subject Group – to be selected from the dropdown.
- Name of Principal
- Category of Principal
- Contact Number of Principal
- Email of Principal

12. If the Faculty added is other than Full Time & Regular, an error message will be displayed.

13. If any of the field is left blank in AQIS Application Details Tab, error message will be displayed for required fields on click of the 'Validate Application button'.



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File Edit View Query Tools Help

AICTE AQIS Application:

Home Change Password Student Details New/Extension Approval PG Admin PG Student Verification Details RIFD Screen Email Response Test AQIS Application

AICTE-AQIS

AQIS Application Earlier Grants

AQIS APPLICATION DETAILS | Previous 1 of 1 Next

Menu New Delete Save Validate Application

New and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.

While filling the data under the Activities in Budget Estimate Recurring please see the scheme specific guidelines given in the handbook.

Please click on 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id: 1-1785594440

Schemes: FDP - Faculty Develop

Duration: 2 Weeks

Details of Coordinator

Faculty Id\*: 1-1337584513

Title: Architect

Surname\*: TEKAM

Status: New Request

AQIS Application Submission Date: 22/10/2013

MobilePhone #:

Email Address: swati.tekam@intinfotech.

Date of Joining the Institute: 03/09/2012

Siebel

Only the Full Time, Regular Faculty can apply for 'FDP - Faculty Development Cell' Scheme(SBL-EXL-00151)

OK

**NOTE: Following tabs are applicable for FDP Scheme**

- a- AQIS Application Details
- b- Budget Non- Recurring
- c- Programme Details
- d- Personalities Expected
- e- Participating Industries
- f- Similar Events
- g- Budget Estimate -Others
- h- Academic Credentials of Coordinator/ PI/ Applicant
- i- Justification
- j- Credential of Institute / Department



## 1. AQIS Application Details

### 1. Navigate to AQIS Application Details.

Grant Sanctioned under NR:

Grant Sanctioned under R:

Grant Sanctioned as Advance NR - (Y0):

Grant Sanctioned as Advance R - (Y0):

Grant Sanction on Completion of Year1 - NR1:

Grant Sanction on Completion of Year1 - R1:

Grant Sanction on Completion of Year2 - NR2:

Grant Sanction on Completion of Year2 - R2:

Grant Sanction Reimbursement - NR:

Grant Sanction Reimbursement - R:

Utilization Certificate Received:

Utilization Certificate Receipt Date:

**AQIS Application details** | Budget Non-Recurring | Academic Credentials of Coordinator/ PI/ Applicant | Justification | Credentials Of Institution / Department | Major Equipments in Labs | Budget Estimates - Others

Menu | Save | Query Results

AICTE approved Course of the department under which FDP is to be conducted\*: AUTOMOBILE ENGINEERING

Department under which FDP is to be conducted\*: AUTOMOBILE ENGINEER

Types of Training\*: Pedagogical

Tentative dates of the FDP\*: 20/12/2016

Total number of FDP applications applied (including Rejected)\*: 1

Total Number of FDP applications approved and completed\*: 1

Total Number of FDP applications approved and not completed\*: 0

### Details to be filled

#### 1. Following fields are required fields:

- AICTE approved Course of the department under which FDP is to be conducted – Click on box type icon. 2016-17 courses will be displayed. Select relevant course from the pop up window.



AICTE AQIS Application:

Home Change Password Student Details PG Data Entry CII Questionnaire AICTE Change Request Institute Account New/Extension Approval AQIS Application

Grant Sanctioned as Advance R - (Y0):  
Grant Sanction on Completion of Year1 - R  
Grant Sanction on Completion of Year1 - R  
Grant Sanction on Completion of Year2 - R  
Grant Sanction on Completion of Year2 - R  
Grant Sanction Reimbursement - NR:  
Grant Sanction Reimbursement - R:  
Utilization Certificate Received:  
Utilization Certificate Receipt Date:

AQIS Application details Budget Non-R

Menu Save

AICTE approved Course of the department under which FDP is to be conducted\*: MOBILE ENGINEERING

Department under which FDP is to be conducted: AUTOMOBILE ENGINEERING

Types of Training\*: Pedagogical Training

Category of Project Coordinator\*:

Tentative dates of the FDP\*: 23/12/2016

Total number of FDP applications applied (including Rejected)\*: 8

Total Number of FDP applications approved and completed\*: 0

Total Number of FDP applications approved and not completed\*: 0

Course Id	Department	Course	Programme	Level
1-1372033482	AUTOMOBILE ENGINEERING	AUTOMOBILE ENGINEERING	ENGINEERING AND	UNDER GRADUATE
1-1372033465	CIVIL ENGINEERING	CIVIL ENGINEERING	ENGINEERING AND	UNDER GRADUATE
1-1403039473	CIVIL ENGINEERING	CIVIL ENGINEERING	ENGINEERING AND	UNDER GRADUATE
1-1372033472	COMPUTER ENGINEERING	COMPUTER ENGINEERING	ENGINEERING AND	UNDER GRADUATE
1-1404550614	COMPUTER ENGINEERING	COMPUTER ENGINEERING	ENGINEERING AND	POST GRADUATE
1-1372033470	ELECTRONICS AND	ELECTRONICS AND	ENGINEERING AND	UNDER GRADUATE
1-1372033480	ELECTRONICS AND	ELECTRONICS AND	ENGINEERING AND	POST GRADUATE
1-1372033474	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	ENGINEERING AND	UNDER GRADUATE
1-1372033478	MECHANICAL ENGINEERING	MANUFACTURING SYSTEMS	ENGINEERING AND	POST GRADUATE

- Department under which FDP is to be conducted
- Types of training – Select from drop-down
- Tentative dates of the FDP
- Total number of FDP applications applied (including Rejected)
- Total number of FDP applications approved and completed
- Total number of FDP applications approved and not completed
- Number of Participants

2. 'Department' must be same as that of 'Department under which the lab is established' in 'AQIS Application details' tab, else following error will be displayed on click of 'Validate Application' button.

Delete Save Validate Application

and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.

While filling the data under the Activities in Budget Estimate Recurring please see the scheme specific guidelines given in the handbook.

Please click on 'Validate Application' button before clicking on 'Submit' button.

S Application Id: 1-264678538 Status: New Request

Department: FDP - Faculty Development Cell AQIS Application Submission Date:

Category of Project Coordinator:

Category of Project Coordinator: 1-265215516

Category of Project Coordinator: Engineer

Siebel

The coordinator must be from the same department under which the lab is to be modernized (SBL-EXL-00151)

OK

ramesh@mod.in.org

Once all the details are filled click on 'Save' button



## 2. Budget Non- Recurring

1. Navigate to Budget Non-Recurring tab for FDP Scheme.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

Grant Sanctioned as Advance NR - (Y0):  
Grant Sanctioned as Advance R - (Y0):  
Grant Sanction on Completion of Year1 - NR1:  
Grant Sanction on Completion of Year1 - R1:  
Grant Sanction on Completion of Year2 - NR2:  
Grant Sanction on Completion of Year2 - R2:  
Grant Sanction Reimbursement - NR:  
Grant Sanction Reimbursement - R:  
Utilization Certificate Received:  
Utilization Certificate Receipt Date:

AQIS Application details Budget Non-Recurring Academic Credentials of Coordinator/ PI/ Applicant Justification Credentials Of Institution / Department Major Equipments in Labs Time and Activity

Budget Non-Recurring Menu New Add Query No Records

Proposed Equipments	Specifications	Cost per Unit (in Rs)	Number of Units	Cost in Rupees	Justification	Recommended by expert	Number of units recommended by expert	Amount recommended by expert (in Rs.)
---------------------	----------------	-----------------------	-----------------	----------------	---------------	-----------------------	---------------------------------------	---------------------------------------

Done

Trusted sites | Protected Mode: Off

100%

2. Click on “New” button to add Budget Non-Recurring Details.
3. Details to be filled:
  - Proposed Equipment
  - Specifications
  - Cost per Unit (in Rs)
  - Number of Units
  - Cost in Rupees
  - Justification
4. Validation – Cost in Rupees cannot be greater than Cost per Unit (in Rs.) \* Number of Units

**NOTE:** All the fields mentioned above are required fields.



### 3. Programme Details

1. Navigate to Programme Details in Labs tab for FDP Scheme.

The screenshot displays the AICTE AQIS Application web interface. At the top, there is a header bar with the text "AICTE - Bringing e-Governance to ensure transparency" and a menu bar with options: File, Edit, View, Query, Tools, Help. Below this is a navigation bar with tabs: Home, Institute Information, Change Password, New/Extension Approval(11-12), Institute Details, New/Extension Approval(12-13), New/Extension Approval(13-14), Admin Screen, College, and AQIS Application. The AQIS Application tab is selected, and a sub-tab "Programme Details" is also selected. The main content area is divided into two sections. The top section, labeled "AICTE-AQIS", contains a form with the following fields: Grant Sanctioned as Advance NR - (Y0):, Grant Sanctioned as Advance R - (Y0):, Grant Sanction on Completion of Year1 - NR1:, Grant Sanction on Completion of Year1 - R1:, Grant Sanction on Completion of Year2 - NR2:, Grant Sanction on Completion of Year2 - R2:, Grant Sanction Reimbursement - NR:, Grant Sanction Reimbursement - R:, Utilization Certificate Received: (with a dropdown arrow), and Utilization Certificate Receipt Date: (with a calendar icon). A large black arrow points down from the bottom of this section to the "Programme Details" section below. The "Programme details" section has a red header bar with a "Menu" dropdown, a "New" button, and a "Records" button. Below the header, there is a table with the following columns: Date and Time, Venue, Activity, and Infrastructural requirements and availability. The table is currently empty, and a "No Records" message is displayed on the right. The bottom of the screenshot shows a browser status bar with "Done", "Trusted sites | Protected Mode: Off", and a zoom level of 100%.

2. Click on "New" button to add Record.
3. Details to be filled:
  - Date and Time
  - Venue
  - Activity –select value from Drop down.
  - Infrastructure requirements and availability

**NOTE:** All the fields mentioned above are required fields.





#### 4. Personalities Expected

1. Navigate to Personalities Expected tab for FDP Scheme.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

Grant Sanctioned as Advance NR - (Y0):  
Grant Sanctioned as Advance R - (Y0):  
Grant Sanction on Completion of Year1 - NR1:  
Grant Sanction on Completion of Year1 - R1:  
Grant Sanction on Completion of Year2 - NR2:  
Grant Sanction on Completion of Year2 - R2:  
Grant Sanction Reimbursement - NR:  
Grant Sanction Reimbursement - R:  
Utilization Certificate Received:  
Utilization Certificate Receipt Date:

AQIS Application details Budget Non-Recurring Academic Credentials of Coordinator/ PI/ Applicant Justification Credentials Of Institution / Department Major Equipments in Labs Personalities Expected

Eminent personalities expected to participate Menu New Delete Save No Records

Name of Participant	Designation	Organization	Activity
---------------------	-------------	--------------	----------

Done Trusted sites | Protected Mode: Off 100%

2. Click on “New” button to add Record.
3. Details to be filled:
  - Name of Participant
  - Designation
  - Organization
  - Activity –select value from Drop down.

**NOTE:** All the fields mentioned above are required fields.



## 5. Participating Industries

1. Navigate to Participating Industries tab for FDP Scheme.

The screenshot displays the AICTE AQIS Application web interface. The top navigation bar includes links for Home, Institute Information, Change Password, New/Extension Approval(11-12), Institute Details, New/Extension Approval(12-13), New/Extension Approval(13-14), Admin Screen, College, and AQIS Application. The main content area is divided into two sections. The top section, titled 'Grant Sanctioned as Advance NR - (Y0):', contains several input fields for grant details. The bottom section, titled 'Participating Industries', features a table with columns for Name of Industry/Organization, Address, Website, Contact Person Name, Contact Person Designation, Contact Email, Role of collaborating/participating Industry, and Financial Commitment Rs. A blue arrow points to the 'New' button in the table's header, indicating where to click to add a new record.

2. Click on “New” button to add Record.
3. Details to be filled:
  - Name of Industry/Organization
  - Address
  - Website
  - Contact Person Name
  - Contact Person Designation
  - Contact Email
  - Role of collaborating/participating Industry
  - Financial Commitment Rs.

**NOTE:** All the fields mentioned above are required fields.



## 6. Similar Events

1. Navigate to Similar Events tab for FDP Scheme.

The screenshot displays the AICTE AQIS Application portal. The top navigation bar includes links for Home, Institute Information, Change Password, New/Extension Approval(11-12), Institute Details, New/Extension Approval(12-13), New/Extension Approval(13-14), Admin Screen, College, and AQIS Application. The main content area is divided into two sections. The top section, titled 'Grant Sanctioned as Advance HR - (Y0):', contains several input fields for grant details. The bottom section, titled 'Similar Event Organized By The Institute Earlier, If Any', features a table with columns: Title Of The Activity, Subject, Date From, Date To, Level, Name Of External Body, If Any, and Grant By AICTE, Rs. A blue arrow points to the 'Similar Events' tab in the navigation bar. The table is currently empty, and the status 'No Records' is displayed.

Title Of The Activity	Subject	Date From	Date To	Level	Name Of External Body, If Any	Grant By AICTE, Rs.
-----------------------	---------	-----------	---------	-------	-------------------------------	---------------------

2. Click on “New” button to add Record.
3. Details to be filled:
  - Title of The Activity and its required field.
  - Subject
  - Date From and its required field.
  - Date To and its required field.
  - Level and its required field –select value from Drop down.
  - Name Of External Body, If Any
  - Grant By AICTE, Rs. – If its not filled by user its automatically set to ‘0’.



## 7. Budget Estimate –Others

1. Navigate to Budget Estimate –Others tab for FDP Scheme.

The screenshot displays the AICTE AQIS Application portal. The top navigation bar includes links for Home, Institute Information, Change Password, New/Extension Approval(11-12), Institute Details, New/Extension Approval(12-13), New/Extension Approval(13-14), Admin Screen, College, and AQIS Application. The AQIS Application dropdown menu is open, showing options like AQIS Application details, Budget Non-Recurring, Academic Credentials of Coordinator/ PI/ Applicant, Justification, Credentials Of Institution / Department, Major Equipments in Labs, and Budget Estimates – Others. The Budget Estimates – Others tab is selected, showing a table with columns: Head of Expenditure, Assistance requested from Council in Rs., Amount Recommended by experts in Rs., and Amount Sanctioned. The table is currently empty, and a 'New' button is visible. A blue arrow points to the 'Budget Estimates – Others' tab in the navigation bar.

2. Click on “New” button to add Record.

3. Details to be filled:

- Head of Expenditure and its required field –select value from Drop down.
- Assistance requested for Council in Rs and its required filed.
- Amount Recommended by expert in Rs and its Read-Only field.
- Amount Sanctioned and its Read-Only field.



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File Edit View Query Tools Help

AICTE AQIS Application:

Home Change Password Student Details New/Extension Approval PG Admin All AQIS Applications PG Student Verification Details RIFD Screen Email Response Test AQIS Application

AICTE-AQIS

AQIS APPLICATION DETAILS Previous 5 of 14+ Next

Menu New Delete Save Validate Application

New and Submit Button for AQIS Application will be enabled only after the application is approved.  
While filling the data under the Activities in Budget Estimate - Others Tab(SBL-EXL-00151)  
Please click on 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id: 1-1786352601

Schemes: FDP - Faculty Development Cell

Duration: 2 Weeks

AQIS Application Submission Date:

Details of Coordinator

Faculty Id\*: 1-1337584513

Title: Architect

Surname\*: TEKAM

MobilePhone #:

Email Address: swati.tekam@intinfotech.

Date of Joining the Institute: 03/09/2012

Siebel

Please enter record for each Head of Expenditure in 'Budget Estimate - Others' Tab(SBL-EXL-00151)

OK

## Validations:

1. All the 'Head of Expenditure' are required for the 'Budget Estimate -Others' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE AQIS Application:

Home Change Password Student Details New/Extension Approval PG Admin All AQIS Applications PG Student Verification Details RIFD Screen Email Response Test AQIS Application

AICTE-AQIS

AQIS APPLICATION DETAILS Previous 5 of 14+ Next

Menu New Delete Save Validate Application

New and Submit Button for AQIS Application will be enabled only after the application is approved.  
While filling the data under the Activities in Budget Estimate - Others Tab(SBL-EXL-00151)  
Please click on 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id: 1-1786352601

Schemes: FDP - Faculty Development Cell

Duration: 2 Weeks

AQIS Application Submission Date:

Details of Coordinator

Faculty Id\*: 1-1337584513

Title: Architect

Surname\*: TEKAM

MobilePhone #:

Email Address: swati.tekam@intinfotech.

Date of Joining the Institute: 03/09/2012

Siebel

Please enter record for each Head of Expenditure in 'Budget Estimate - Others' Tab(SBL-EXL-00151)

OK

2. User can add only 1 record for each 'Head of Expenditure' field.



If the user wants to enter the same parameter more than once, following error message will be displayed on click of 'Save' button.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

Grant Sanctioned under NR:  
Grant Sanctioned under R:  
Grant Sanctioned as Advance NR - (Y0):  
Grant Sanctioned as Advance R - (Y0):  
Grant Sanction on Completion of Year1 - NR1:  
Grant Sanction on Completion of Year2 - NR2:  
Grant Sanction on Completion of Year2 - R2:  
Grant Sanction Reimbursement - NR:  
Grant Sanction Reimbursement - R:  
Utilization Certificate Received:  
Utilization Certificate Receipt Date:

Siebel

Kindly delete the duplicate record and proceed further. You cannot create more than one record for same Head of Expenditure:  
SBL-DAT-00521

OK

AQIS Application details Budget Non-Recurring Academic Credentials or Coordinator / w/ Applicant Justification Credentials or Instruction / Department Major Equipments in Labs Budget Estimates - Others

Budget Estimates Menu New Delete Save 1 - 2 of 2

Head of Expenditure	Assistance requested from Council in Rs.	Amount Recommended by experts in Rs.	Amount Sanctioned
Boarding & Lodging to the participants	12,313		
Boarding & Lodging to the participants	123,123		

javascript:void(0)

Trusted sites | Protected Mode: Off

**NOTE:** There should be only one record for each value of 'Head of Expenditure' field.



## 8. Academic Credentials of Coordinator/ PI/ Applicant

1. Navigate to Academic Credentials of Coordinator/ PI/ Applicant tab for FDP Scheme.

3. Click on “New” button to add Record.
4. Details to be filled:
  - Parameter/ Criteria – Select from drop down list and it’s a required Field
  - Yes/No – select value from drop down list
  - Count/Number
  - Area of Specialization/Details
5. Following fields will be auto populated on click of save button -
  - Marks Awarded by the Experts
  - Marks Awarded by the System
  - Max. Marks

### Validations:

- a) If parameter selected is PG or PhD then ‘Area of Specialization’ is required field and Count/Number is read only field
- b) For all other parameters except from PG and PhD ‘Count/Number’ is a required field.
- c) If ‘Yes/No’ field value is NO then ‘Parameter Count’ and ‘Area of Specialization’ will be read only fields.



6. All the parameters are required for the 'Academic Credentials of Coordinator/ PI/ Applicant' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.
7. User can add only 1 record for each parameter in 'Parameter/Criteria' field.
8. If the user creates more than 1 record the same parameter more than once, following error message will be displayed on click of 'Save' button.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) AQIS Application

AICTE-AQIS

Grant Sanctioned as Advance NR - (Y0):

Grant Sanctioned as Advance R - (Y0):

Grant Sanction on Completion of Year1 - NR1:

Grant Sanction on Completion of Year1 - R1:

Grant Sanction on Completion of Year2 - NR2:

Grant Sanction on Completion of Year2 - R2:

Grant Sanction Reimbursement - NR:

Grant Sanction Reimbursement - R:

Utilization Certificate Received:

Utilization Certificate Receipt Date:

Siebel

Kindly delete the duplicate record and proceed further. You cannot create more than one record for same Parameter/Criteria.: SBL-DAT-00521

OK

AQIS Application details Budget

Academic Credentials of Coordinator

Parameter/ Criteria	Yes/No	Count/Number	Area of Specialization/Details	Marks Awarded by the Experts	Marks Awarded
Ph. D	YES		test1		3
Ph. D	NO				0
PG	YES		test		1

**NOTE:** There should be only one record for each value of 'Parameter/Criteria' field.





## 9. Justification

1. Navigate to Justification tab for FDP Scheme.

Grant Sanction on Completion of Year2 - R2:

Grant Sanction Reimbursement - NR:

Grant Sanction Reimbursement - R:

Utilization Certificate Received:

Utilization Certificate Receipt Date:

AQIS Application details Budget Non-Recurring Academic Credentials of Coordinator/ PI/ Applicant Justification

Justification Menu New Delete Save No Records

Parameter/ Criteria	Details	Maximum Marks	Marks Awarded by the Experts
---------------------	---------	---------------	------------------------------

2. Click on “New” button to add Record.
3. Details to be filled:
  - Parameter/ Criteria – Select from drop down list and it’s required Field.
  - Details - Required Field.

Read only fields-

  - Max. Marks – Auto Populate on click of save button
  - Marks Awarded by the Experts
4. All the parameters are required for the ‘Justification’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.



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File Edit View Query Tools Help

AICTE AQIS Application:

Home Change Password Student Details New/Extension Approval PG Admin All AQIS Applications PG Student Verification Details RIFD Screen Email Response Test AQIS Application

AICTE-AQIS

AQIS Application Earlier Grants AQIS Institute Attachments AQIS Siebel

Menu New Delete Save Validate Application

New and Submit Button for AQIS Application will be enabled only  
While filling the data under the Activities in Budget Estimate Re  
Please click on 'Validate Application' button before clicking on 'S

AQIS Application Id: 1-1786352601 Status: New Request  
Schemes: FDP - Faculty Development Cell  
Duration: 2 Weeks  
AQIS Application Submission Date:

Details of Coordinator

Faculty Id: 1-1337584513 MobilePhone #:

AQIS APPLICATION DETAILS Previous 5 of 14+ Next

Please enter record for each parameter in 'Justification of Project' Tab(SBL-EXL-00151)

OK

5. User can add only 1 record for each parameter in 'Parameter/Criteria' field.
6. If the user creates more than 1 record for same parameter, following error message will be displayed on click of 'Save' button.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

AQIS Application details Budget Non-Recurring Academic Credit

Justification Menu New Delete Save

Parameter/ Criteria Details Maximum Marks Marks Awarded by the Experts

Objectives & Context	test2	15	
Relevance	test	10	
Objectives & Context	test	15	

1 - 3 of 3

Siebel

Kindly delete the duplicate record and proceed further. You cannot create more than one record for same Parameter/Criteria.: SBL-DAT-00521

OK

**NOTE:** There should be one record for each value of 'Parameter/Criteria'.



## 10. Credential of Institute / Department

1. Navigate to 'Credential of Institute / Department' tab for FDP Scheme.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

Grant Sanctioned as Advance NIR - (Y0):  
Grant Sanctioned as Advance R - (Y0):  
Grant Sanction on Completion of Year1 - NR1:  
Grant Sanction on Completion of Year1 - R1:  
Grant Sanction on Completion of Year2 - NR2:  
Grant Sanction on Completion of Year2 - R2:  
Grant Sanction Reimbursement - NIR:  
Grant Sanction Reimbursement - R:  
Utilization Certificate Received:  
Utilization Certificate Receipt Date:

AQIS Application details Budget Non-Recurring Academic Credentials of Coordinator/ PI/ Applicant Justification **Credentials Of Institution / Department** Major Equipments in Labs Time and Activity

Credentials of Institution / Department Menu New Delete Back No Records

Parameter/ Criteria	Yes/No	Count/Number	Details	Maximum Marks	Marks Awarded by the System	Marks Awarded by the Experts
---------------------	--------	--------------	---------	---------------	-----------------------------	------------------------------

Done Trusted sites | Protected Mode: Off 100%

2. Click on "New" button to add Record.
3. Details to be filled:
  - Parameter/ Criteria – Select from drop down list and it's a required Field.
  - Yes/No – Select from drop down list and it's a required Field.
  - Count/Number
  - Details

Read only fields-

- Marks Awarded by the System – Auto populate on click of Save button
  - Maximum Marks - Auto populate on click of Save button
  - Marks Awarded by the Experts
4. For parameter 'Number of Years of Establishment of Institute' the Count/Number will auto populate by the system based on the first year of course approval of the institute.



## 5. Validations:

- a. If 'Yes/No' field value is NO then 'Count/Number' and 'Details' will be read only fields.
  - b. If Parameter field value is 'Number of courses Accredited in the Institute' and the 'Yes/No' field value is Yes then Count/Number is required field.
6. All the parameters are required for the 'Credential of Institute/ Department' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

The screenshot displays the AICTE AQIS Application portal. The top navigation bar includes links for Home, Change Password, Student Details, New/Extension Approval, PG Admin, All AQIS Applications, PG Student Verification Details RIFD Screen, Email Response Test, and AQIS Application. The main content area shows the 'AQIS Application' tab with sub-tabs for Earlier Grants, AQIS Institute Attachments, and AQIS Payments. A red banner at the top of the application details section contains instructions: 'New and Submit Button for AQIS Application will be enabled only after While filling the data under the Activities in Budget Estimate Recurring. Please click on 'Validate Application' button before clicking on 'Submit'.' Below this, the 'AQIS Application Details' form is visible, with fields for AQIS Application Id (1-1786352601), Schemes (FDP - Faculty Development Cell), Duration (2 Weeks), Faculty Id (1-1337584513), and MobilePhone #. An error message dialog box is displayed over the form, stating: 'Please enter record for each parameter in 'Credentials of Institute' Tab(SBL-EXL-00151)'. The dialog box has an 'OK' button.

7. User can add only 1 record for each parameter in 'Parameter/Criteria' field.
8. If the user wants to enter the same parameter more than once, following error message will be displayed on click of 'Save' button.



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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

Grant Sanctioned under NR:  
Grant Sanctioned under R:  
Grant Sanctioned as Advance NR - (Y0):  
Grant Sanctioned as Advance R - (Y0):  
Grant Sanction on Completion of Year1 - NR1:  
Grant Sanction on Completion of Year1 - R1:  
Grant Sanction on Completion of Year2 - NR2:  
Grant Sanction on Completion of Year2 - R2:  
Grant Sanction Reimbursement - NR:  
Grant Sanction Reimbursement - R:  
Utilization Certificate Received:  
Utilization Certificate Receipt Date:

Siebel

Kindly delete the duplicate record and proceed further. You cannot create more than one record for same Parameter/Criteria.: SBL-DAT-00521

OK

AQIS Application details Budget Non-Recurring Academic Credentials of Coordinator / VV Applicant Justification Credentials of Institution / Department Major Equipments in Labs Time and Activity

Credentials of Institution / Department Menu New Delete Save 1 - 3 of 3

Parameter/ Criteria	Yes/No	Count/Number	Details	Maximum Marks	Marks Awarded by the System	Marks Awarded by the Experts
Number of Years of Establishment of Institute	Yes	20		3	2	
Number of courses Accredited in the Institute	No			4	0	
Number of Years of Establishment of Institute	Yes	20		3	2	

0 of 0

javascriptvoid(0)

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**NOTE:** There should be one record for each value of 'Parameter/Criteria'.



## 11. Earlier Grants

1. Navigate to 'Earlier Grants' tab to add the details of all the AQIS grants received by the Institute in the past.
2. Click on "New" button to add record for Earlier Grants.
3. Details to be filled:

- Year
- Scheme
- Name of Coordinator
- Amount-Sanctioned-Non Recurring
- Amount-Sanctioned-Recurring
- Sanctioned Letter Date
- Sanctioned Letter Number
- Funds Utilization Position
- Funds Utilization details

**It is required to create record in Earlier Grants if any FDP grant was approved earlier for the institute (including completed and not completed.)**

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

AQIS Application	Status	AQIS Schemes	Faculty Id	Title	Surname	First Name	Father's Name	Mother's Name	MobilePhone #	Email Address	Scale of Pay	Exact Designation
1-1786687133	New Request	FDP - Faculty Devel	1-1774216409	Mr.	SDFSDA	DSFDSF	SADFSADF	SDFASDF	1234567890	a@a.com	V1th Pay Scale	ASST PROFESSOR
1-1786559488	New Request	FDP - Faculty Devel	1-1774216409	Mr.	SDFSDA	DSFDSF	SADFSADF	SDFASDF	1234567890	a@a.com	V1th Pay Scale	ASST PROFESSOR
1-1785304941	Submitted	FDP - Faculty Devel	1-1774446307	Miss	ZXFG	C			9930663567	m@m.com		ASST PROFESSOR

↓

AQIS Application Earlier Grants

Menu New Delete Save No Records

Year	Scheme	Name of the Coordinator	Amount Sanctioned- Non Recurring	Amount Sanctioned-Recurring	Sanctioned Letter Date	Sanctioned Letter Number	Funds Utilisation	Utilisation Certificate det
------	--------	-------------------------	----------------------------------	-----------------------------	------------------------	--------------------------	-------------------	-----------------------------

Done

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## 12. Any other tab than mentioned above

If user clicks on 'New' button then error message is displayed.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Change Password Student Details New/Extension Approval PG Admin PG Student Verification Details RIFD Screen Email Response Test AQIS Application

AICTE-AQIS

Grant Sanctioned as Advance NR - (Y0):  
Grant Sanctioned as Advance R - (Y0):  
Grant Sanctioned on Completion of Year1 - NR1:  
Grant Sanctioned on Completion of Year1 - R1:  
Grant Sanctioned on Completion of Year2 - NR2:  
Grant Sanctioned on Completion of Year2 - R2:  
Grant Sanction Reimbursement - NR:  
Grant Sanction Reimbursement - R:  
Utilization Certificate Received:  
Utilization Certificate Receipt Date:

Siebel

Time And Activity is applicable only for Schemes:  
1. NDF - National Doctoral Fellowship  
2. CAYT - Career Award For Young Teachers(SBL-EXIL-00151)

OK

AQIS Application details Budget Non-Recurring Academic Credentials

Time And Activity Menu New Update Save No Records

Activity	From Month	To Month	Total Months	Comments
----------	------------	----------	--------------	----------

0 of 0

javascript:void(0)

Trusted sites | Protected Mode: Off

100%



### 13. Validation of Application

1. Once the user has filled all the data in the above mentioned tab, user should click on 'Validate Application' button on the 'AQIS Application' tab.
2. Once the users clicks on **"Validate Application"** Button, complete validation of AQIS Application will be done.
3. On clicking Validate Application button below operations are performed.

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Change Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) New/Extension Approval(13-14) Admin Screen College **AQIS Application**

**All AQIS Application Information** Menu New Delete Save 1 - 3 of 3

Faculty Id	AQIS Application Id	Status	AQIS Schemes	Title	Surname	First Name	Father's Name	Mother's Name	MobilePhone #	Scale of Pay
1-1774216409	1-1786687133	New Request	FDP - Faculty Development Cell	Mr.	SDFSDA	DSFDSF	SADFSADF	SDFASDF	1234567890	Vith Pay Sc
1-1774216409	1-1786559488	New Request	FDP - Faculty Development Cell	Mr.	SDFSDA	DSFDSF	SADFSADF	SDFASDF	1234567890	Vith Pay Sc
1-177446307	1-1785304941	Submitted	FDP - Faculty Development Cell	Miss	ZNFG	C			9930663567	

**AQIS Application** Earlier Grants

AQIS APPLICATION DETAILS Previous 2 of 3 Next

Menu New Delete Save **Validate Application**

New and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.

While filling the data under the Activities in Budget Estimate Recurring please see the scheme specific guidelines given in the handbook.

Please click on 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id: 1-1786559488 Status: New Request

Schemes: FDP - Faculty Development Cell AQIS Application Submission Date:

Duration: 2 Weeks

Details of Coordinator

Done Trusted sites | Protected Mode: Off 100%





## 13.1 Institute Budget Proposal

1. Total of amount entered in the cost field in Budget Non – Recurring is set in the Total Cost (Rs.) field under Budget Non Recurring Label.
2. The same will be displayed in the ‘Total Funds Requested’ under label ‘Payment Disbursement Schedule’

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File Edit View Query Tools Help

AICTE AQIS Application:

Home Institute Information Login Password New/Extension Approval(11-12) Institute Details New/Extension Approval(12-13) /Extension Approval(13-14) Admin Screen College AQIS Application

AICTE-AQIS

**Institute Budget Proposal**

Limit of Funding(Rs.): 700,000

Total Fund Requested:

**Sanctions and Payment Disbursement Schedule**

Grant Sanctioned:

Total Grants Sanctioned (NR + R):

Date of Sanction of Grant-In-Aid Bill:

Date of Completion:

Grant Sanctioned under NR:

Grant Sanctioned under R:

Grant Sanctioned as Advance NR - (Y0):

Grant Sanctioned as Advance R - (Y0):

Grant Sanction on Completion of Year1 - NR1:

Grant Sanction on Completion of Year1 - R1:

Grant Sanction on Completion of Year2 - NR2:

Grant Sanction on Completion of Year2 - R2:

Grant Sanction Reimbursement - NR:

Grant Sanction Reimbursement - R:

Utilization Certificate Received:

Utilization Certificate Receipt Date:

**Participating Industries**

Total Financial Commitments (Rs.):

**Budget - Non Recurring**

Total Cost (Rs.):

**Budget Estimates - Others**

Total Assistance requested from Council (R):

AQIS Application details Budget Non-Recurring Academic Credentials of Coordinator/ PI/ Applicant Justification Credentials Of Institution / Department Major Equipments in Labs Time and Activity

Done

Trusted sites | Protected Mode: Off

100%



After Successful completion of Validation, a message will be displayed.

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File Edit View Query Tools

AICTE AQIS Application:

Home Institute Information Change Password Institute Details New/Extension Approval(11-12) All New/Extension (13-14) Applications AQIS Application

AICTE-AQIS

AQIS Application Earlier Grants AQIS Payments

AQIS APPLICATION DETAILS Previous 1 of 1 Next

Menu New Delete Save Validate Application

New and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.

While filling the data under the Activities in Budget Estimate Recurring please see the scheme specific guidelines given in the handbook.

Please click on 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id: 1-264678538 Status: New Request

Schemes: FDP – Faculty Development Cell AQIS Application Submission Date:

Duration: Siebel

Details of Coordinator

Faculty Id: Validation for Scheme: 'FDP – Faculty Development Cell' is completed Successfully  
Total Fund requested is '20594'

Title: ramesh@mod.in.org

Surname: MODANI Date of Joining the Institute: 01/10/2002

First Name: RAMESH Scale of Pay: Vth Pay scale

Father's Name: BHARAT Course/Department in which Appointment is done: BUSINESS MANAGEMENT

Mother's Name: BHRATI UG Degree: B.A.F.

Date of Birth: 01/10/1986 UG Branch:

Exact Designation: ASSOCIATE PROFES: PG Degree: N/A

User Manual for Vocational Education (New Institutes) 1 of 6

javascript:void(0) Local intranet 100%