

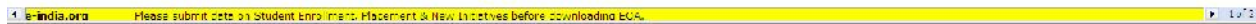
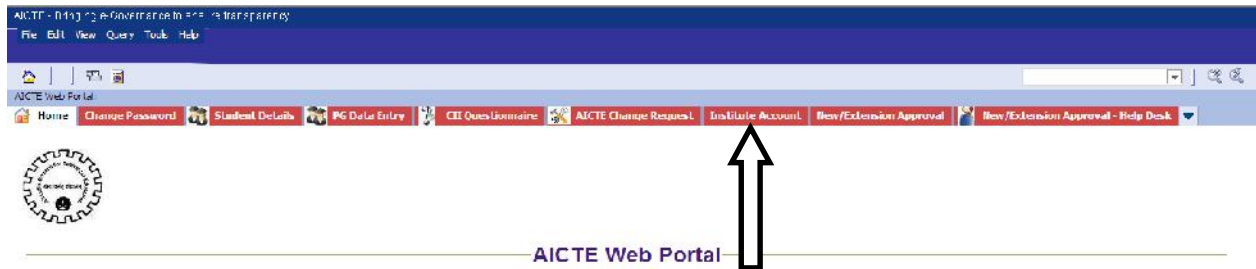
User Manual for Institute

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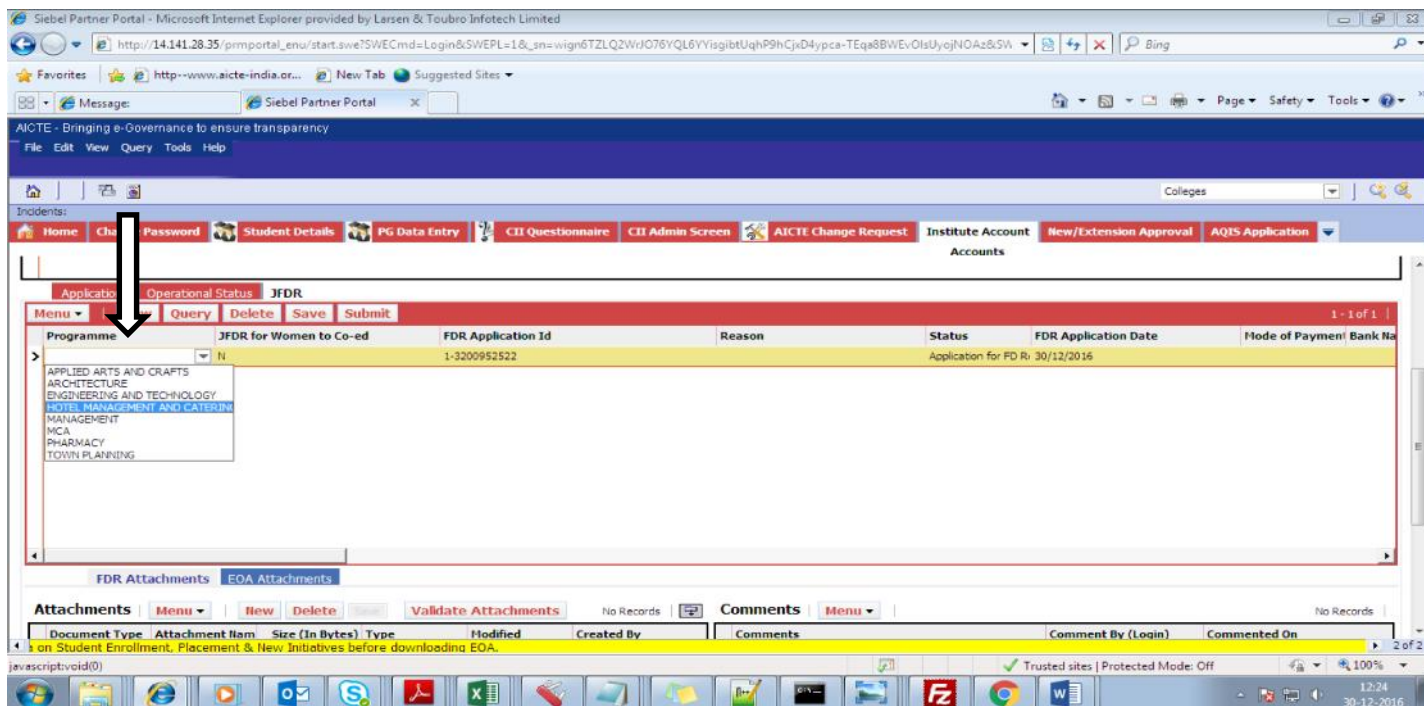
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Step1: Institute Applies For FDR

1. Institute logs in AICTE website with its login credentials.
2. Navigates to “Institute Account Screen”.



3. User clicks on “New” to apply for a JFDR.



4. Institutes can only apply for only those JFDR Applications that has maturity date lesser or equal to today's date.

Following Fields are required:

- Program.
- JFDR for Women to Co-ed
- Mode of Payment.
- JFDR Number.
- JFDR Creation Date.
- JFDR Maturity Date.
- JFDR Amount.
- Contact Person Title.
- Contact Person First Name.
- Contact Person Last Name.
- Contact Person Mobile Number.
- Contact Person Email Address.
- Reason.
- Organization/trust/Society Email Address.

Following Fields are optional:

- RPGF Date (RPGF Date should be less than or equal to JFDR Creation date).
- RPGF Number.
- RPGF DD no.

Note: Combination of Program and JFDR for Women to Coed should be unique.

Applications Operational Status JFDR

Menu New Query Delete Save Submit

Programme	JFDR for Women to Co-ed	FDR Appli
APPLIED ARTS AND CRAFTS	N	1-3059400
APPLIED ARTS AND CRAFTS	Y	1-3059400
PHARMACY	Y	1-3059168
APPLIED ARTS AND CRAFTS	N	1-3059354114
MANAGEMENT	Y	1-3058848212

Siebel

Please enter one record for each Programme: SBL-DAT-00521

CK

FDR Application Date
26/09/2016
26/09/2016
12/09/2016
23/09/2016
10/08/2016

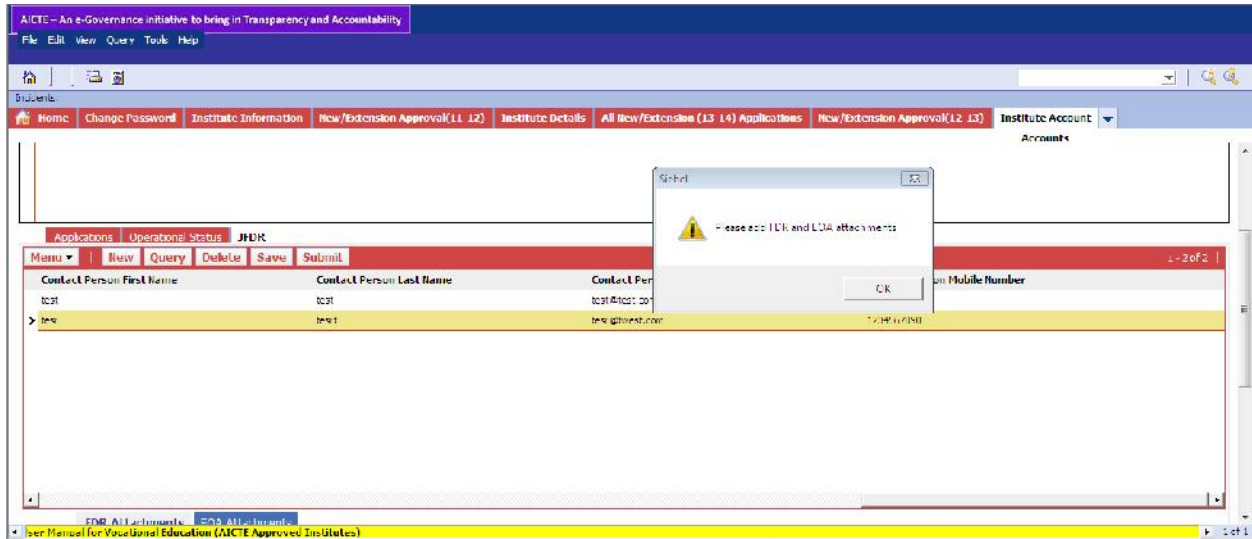
FDR Attachments EOA Attachments

Please submit data on Student Enrcllment, Placement & New Initiatives before downloading EOA.

Step2: Adding attachments by Institute

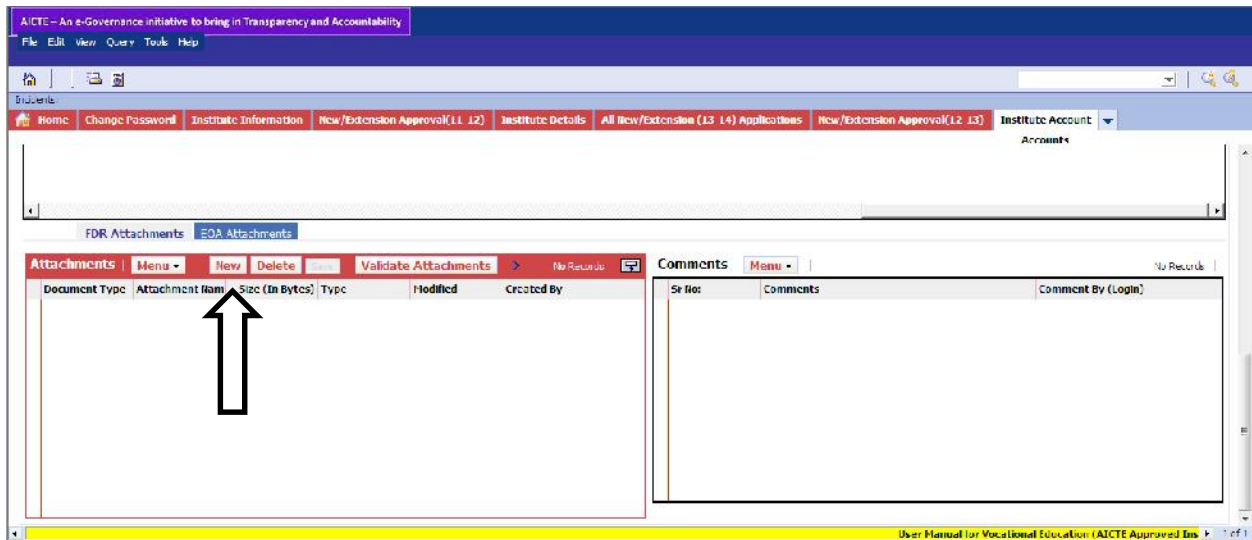
There are two types of attachments to be added FDR and EOA :

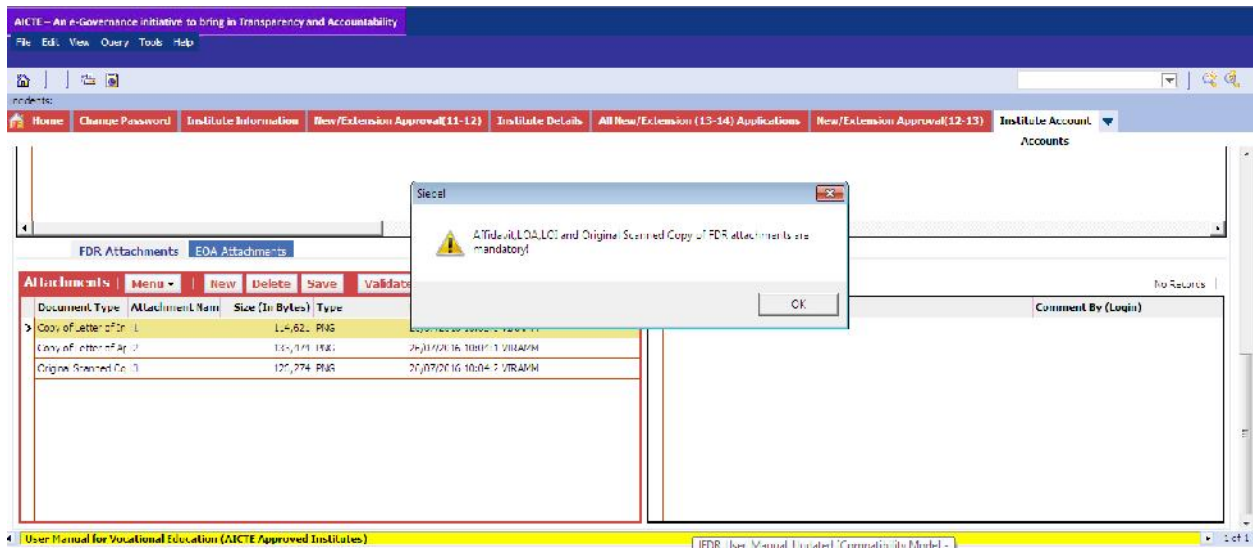
1. Institute navigates to “FDR Attachments”



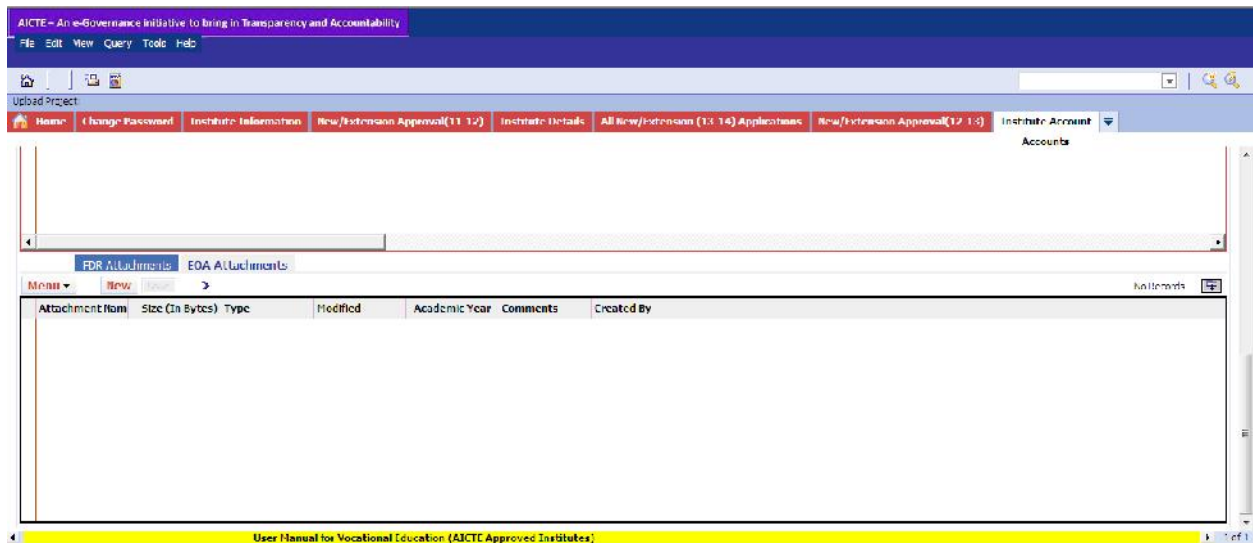
2. Institute clicks on **NEW** button and adds following types of documents in FDR Attachments:

- Certificate from Tehsildar
- Copy of Letter of Intent (LOI) [Mandatory]
- Copy of Letter of Approval (LOA) [Mandatory]
- Original Scanned Copy of FDR [Mandatory]
- Certificate stating that no Cognizable action is pending
- Pending Enquiry
- Pending Public Grievance case/enquiry
- Pending Ragging case
- NOC
- Others
- Affidavit [Mandatory]
- Copy of Institute Closure [Mandatory if Reason is “Institute Closure Approved”.]

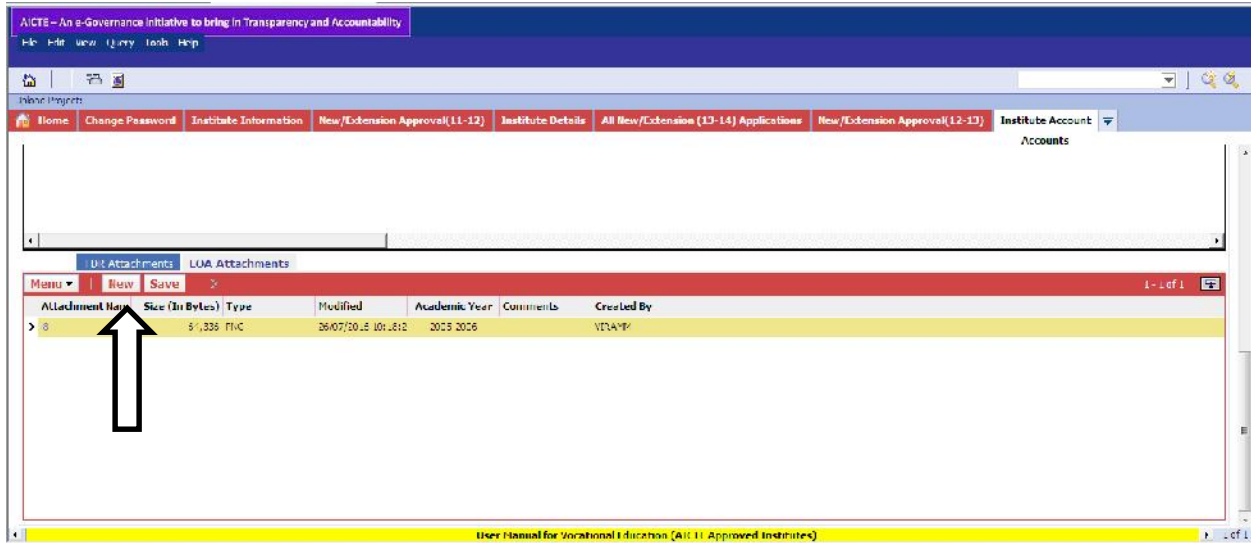




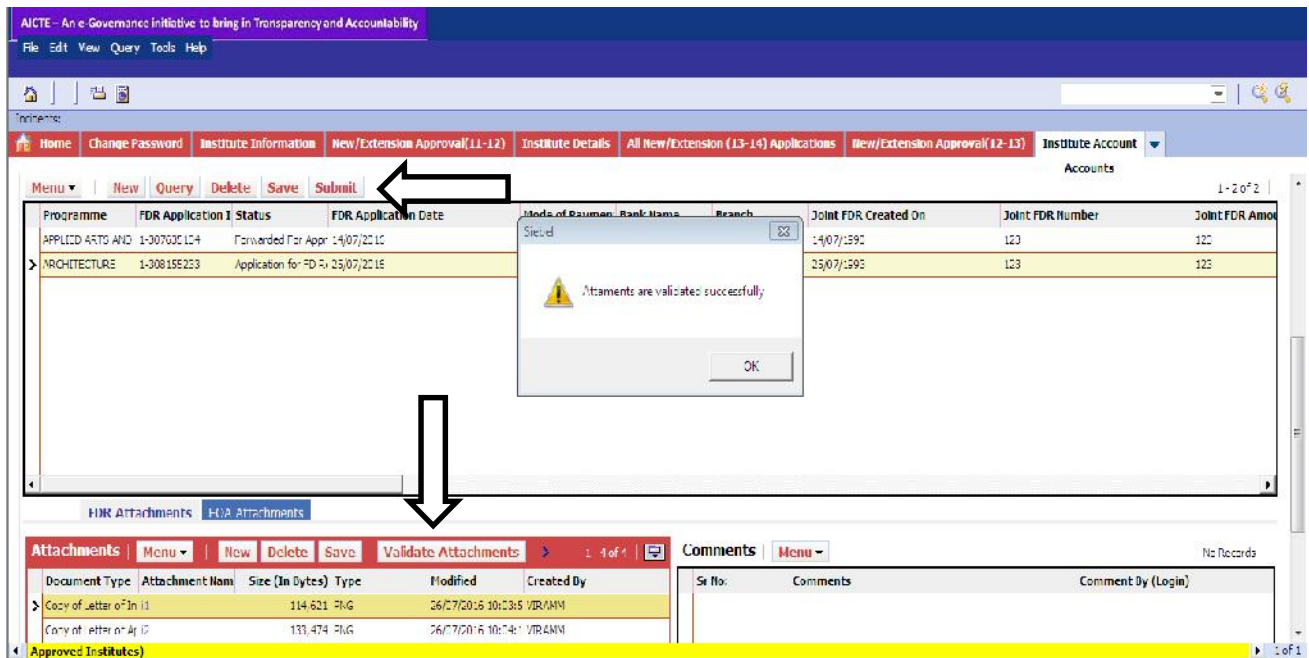
3. For EOA Attachments, Institute navigates to “EOA Attachments”



4. To Add an attachment Institute clicks on “New” Button.



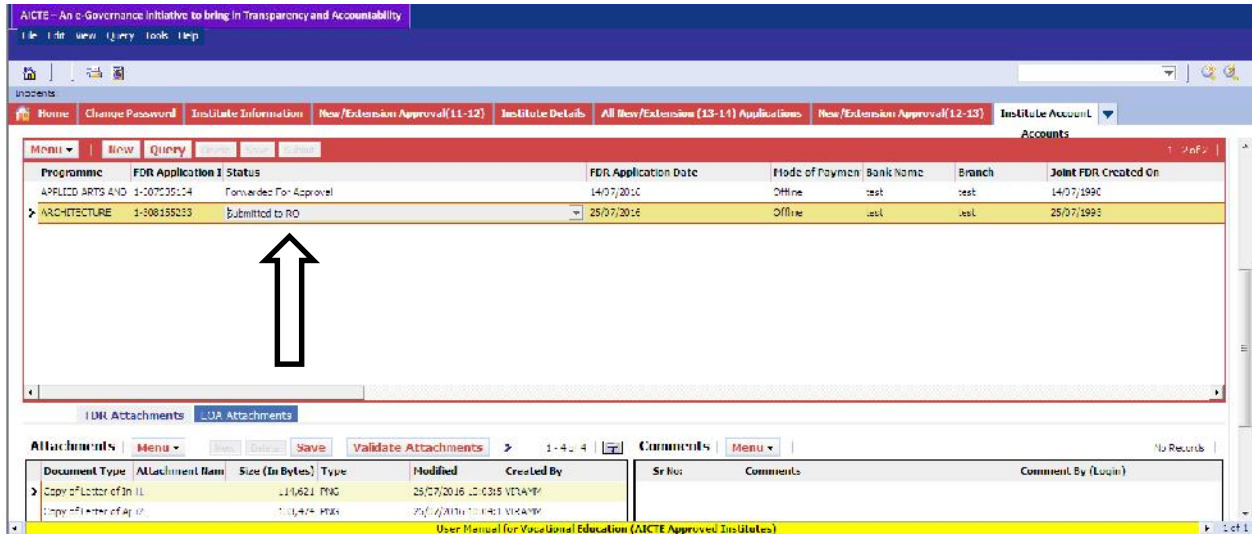
5. Click on “Validate Attachments”.



Institute Click on **“Submit”** Button.

Status will be changed to **“Submitted to RO”**.

An email and SMS will be triggered to the contact person of the Institute and organization on Submission of FDR application.



Note: Once the application is submitted it will become read only for institute.