



User Manual

Enrollment, Placement, New Initiative & General Information

Index

Contents

| | |
|---|----|
| Enrollment, Placement, New Initiative & General Information | 1 |
| How to submit the Student Enrollment details on portal..... | 4 |
| How to submit the Student Placement details on portal | 7 |
| How to submit the New Initiatives/General Information details on portal | 11 |

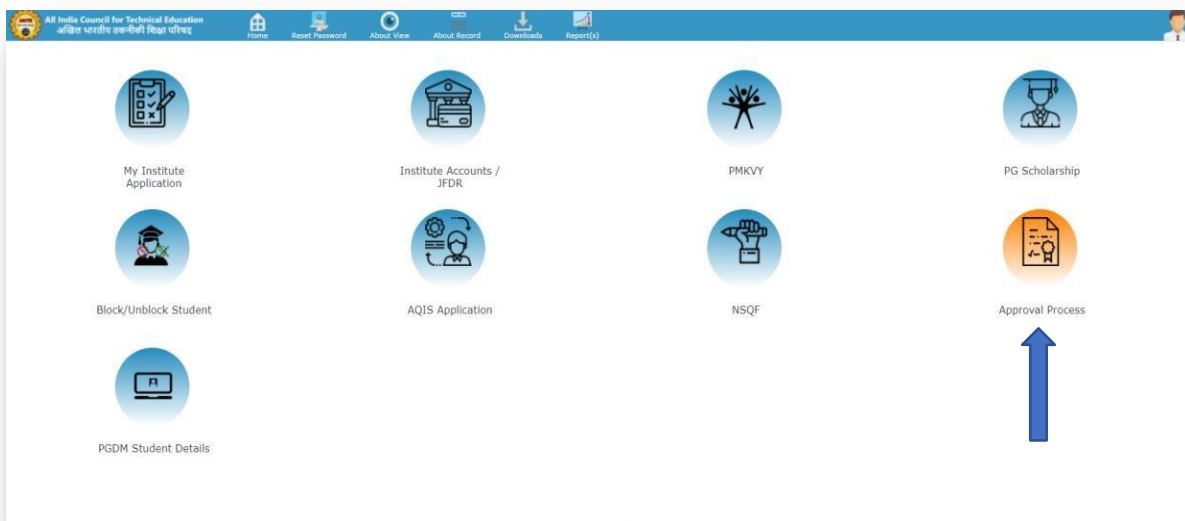
User Manual for submitting the Student EnrollmentDetails, Student Placement Details and New Initiatives/General Information Details on Portal.

How to submit the Student Enrollment details on portal

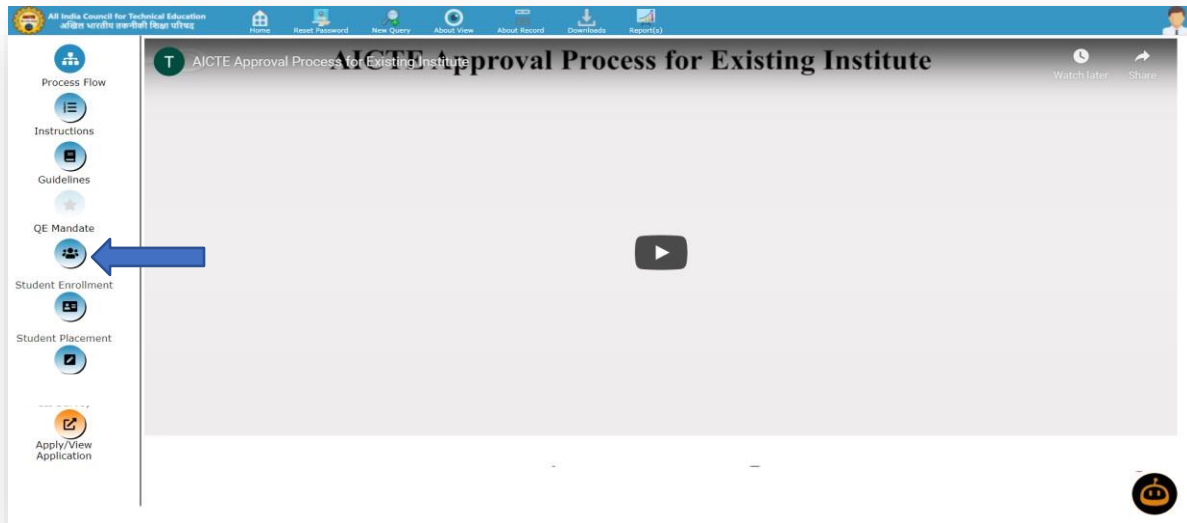
Please follow the steps to submit the Student Enrollment details on portal.

Step 1: Kindly Login on AICTE's Web portal.

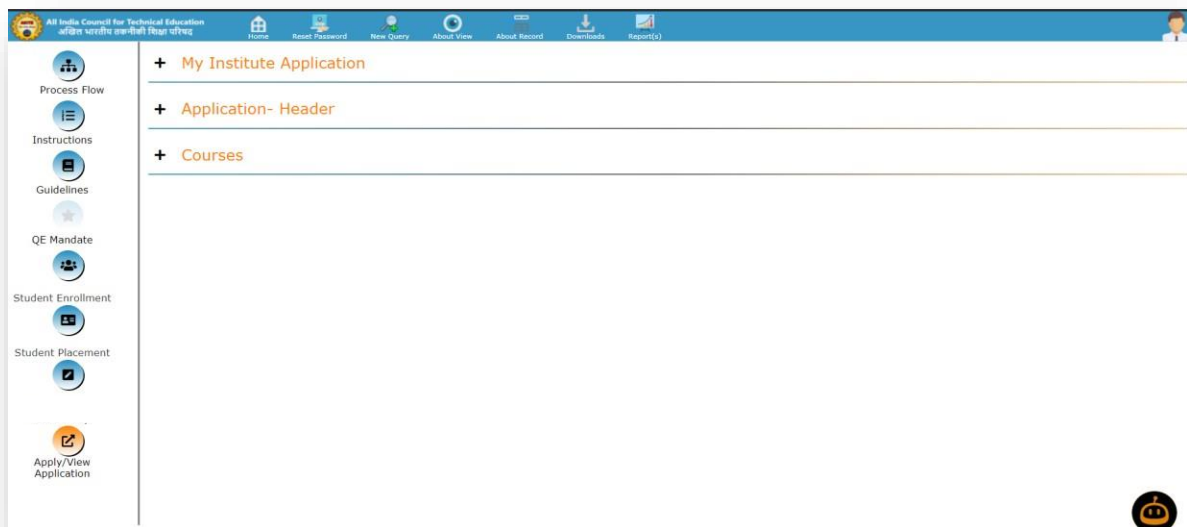
Step 2: Click on Approval Process icon as shown in the below screenshot.



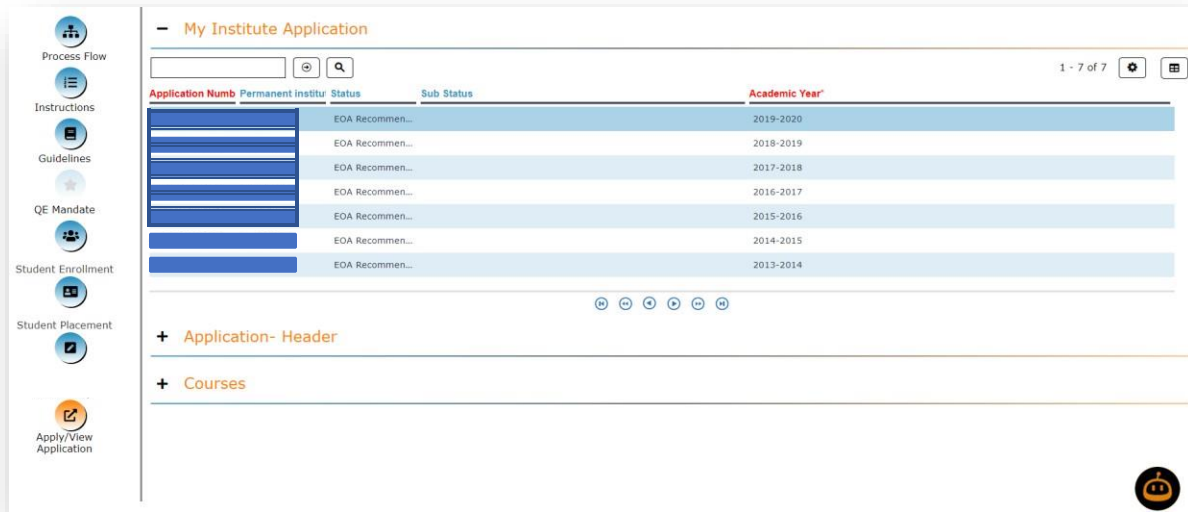
Step 3: To fill the student enrollment details, please click on the Student Enrollment icon as shown in the below screenshot.



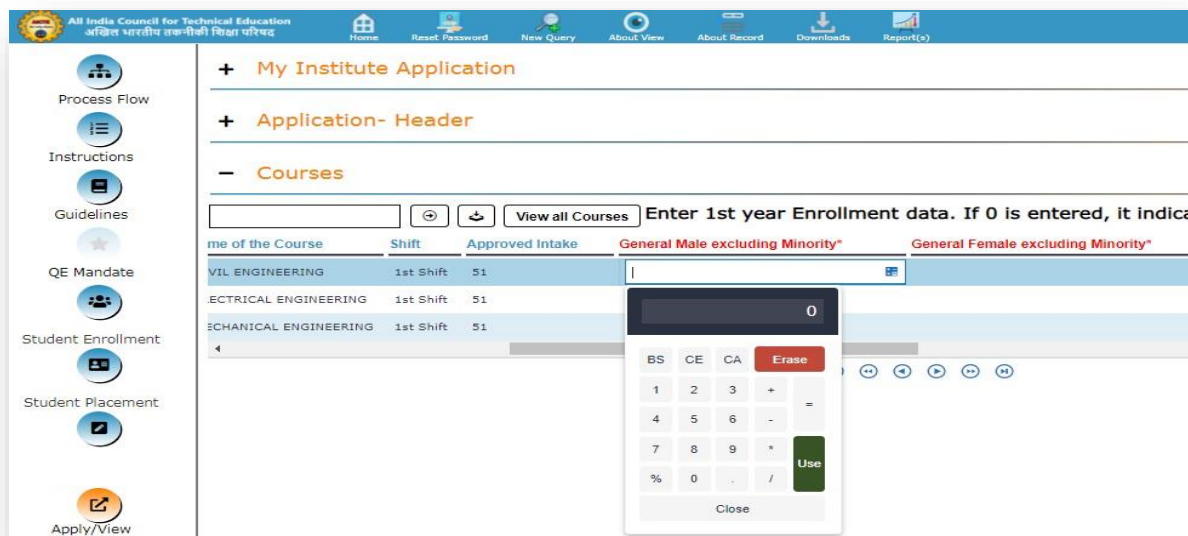
Step 4: Student Enrollment screen will open as shown in the below screenshot. You are requested to click only on the Student Enrollment Icon NOT on the title to open Student Enrollment Screen.



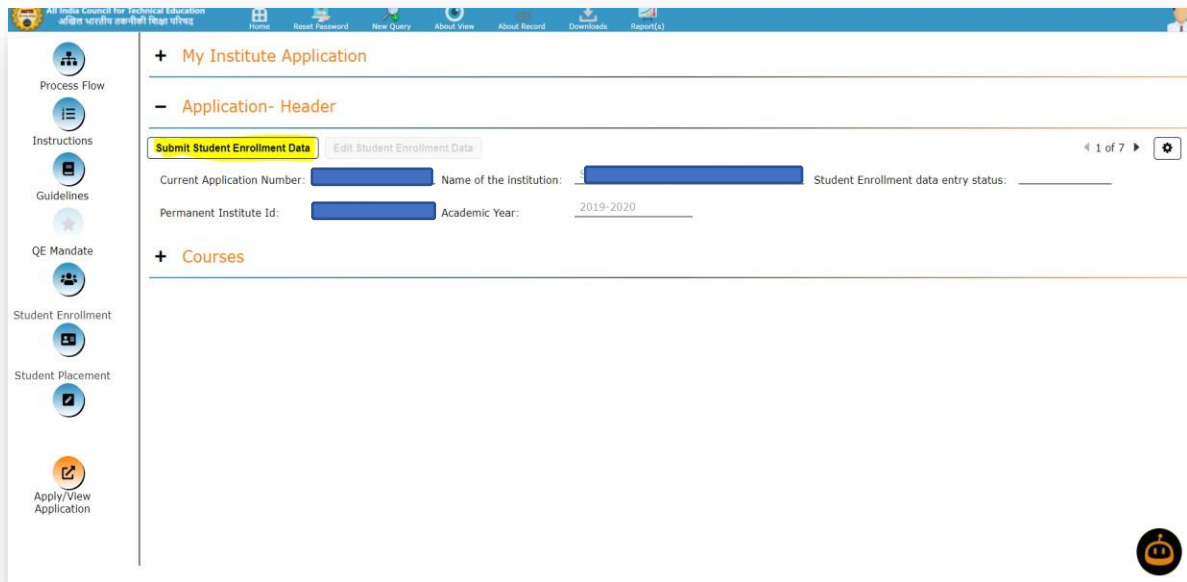
Step 5: Click on the My Institute Application section. All academic year records will be shown. Follow the below screenshot.



Step 6: Now select 2023-24 row and click on the Courses section to fill the student enrollment against each approved course as shown in the below screenshot. Fill the student enrollment details carefully.



Step 7: To submit the student enrollment data, please click on the Submit Student Enrollment Data button as highlighted in the below screenshot. Once the details will be successfully saved and submitted, this button [Submit Student Enrollment Data] will be disabled.

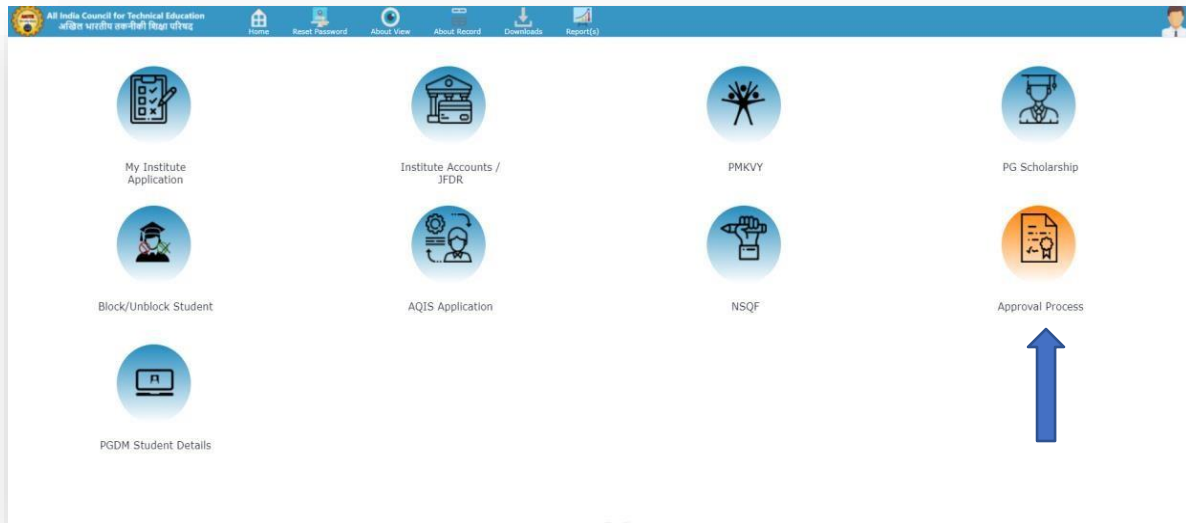


How to submit the Student Placement details on portal

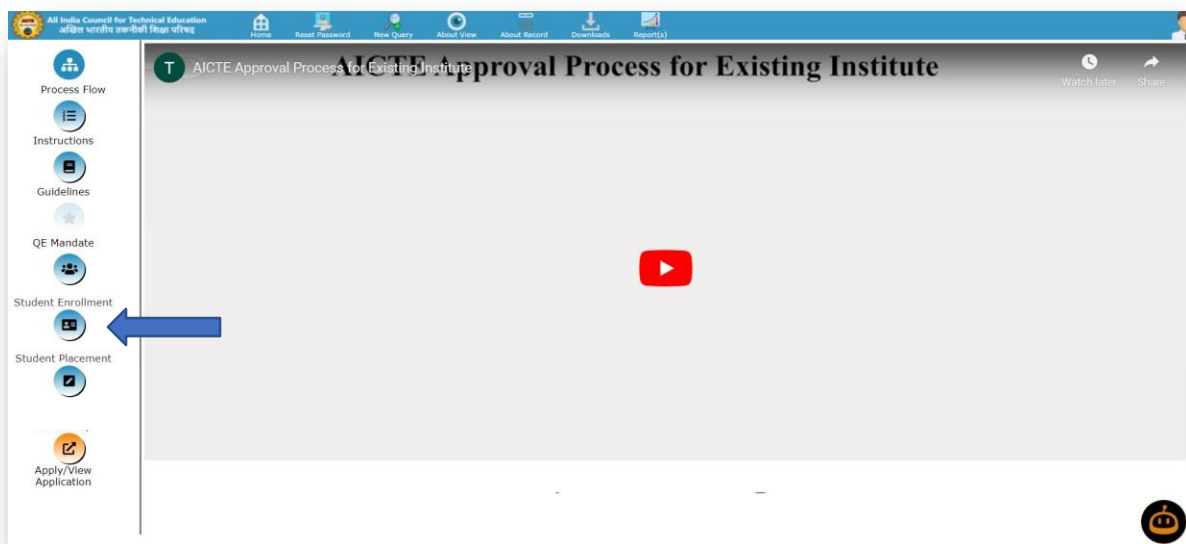
Please follow the steps to submit the Student Placement details on portal.

Step 1: Kindly Login on AICTE's Web portal.

Step 2: Click on Approval Process icon as shown in the below screenshot.

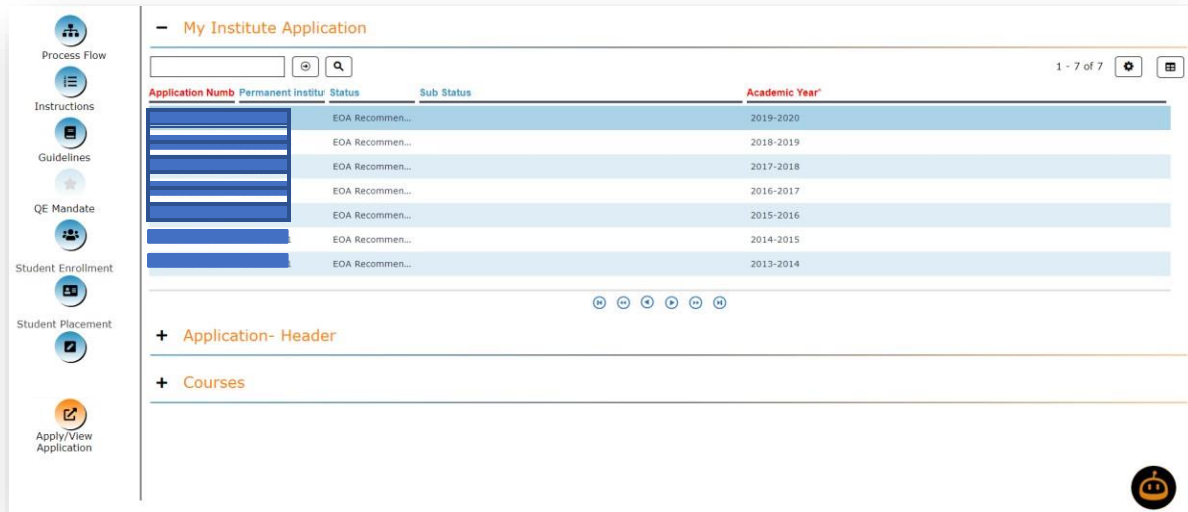


Step 3: To fill the Student Placement details, please click on the Student Placement icon as shown in the below screenshot.

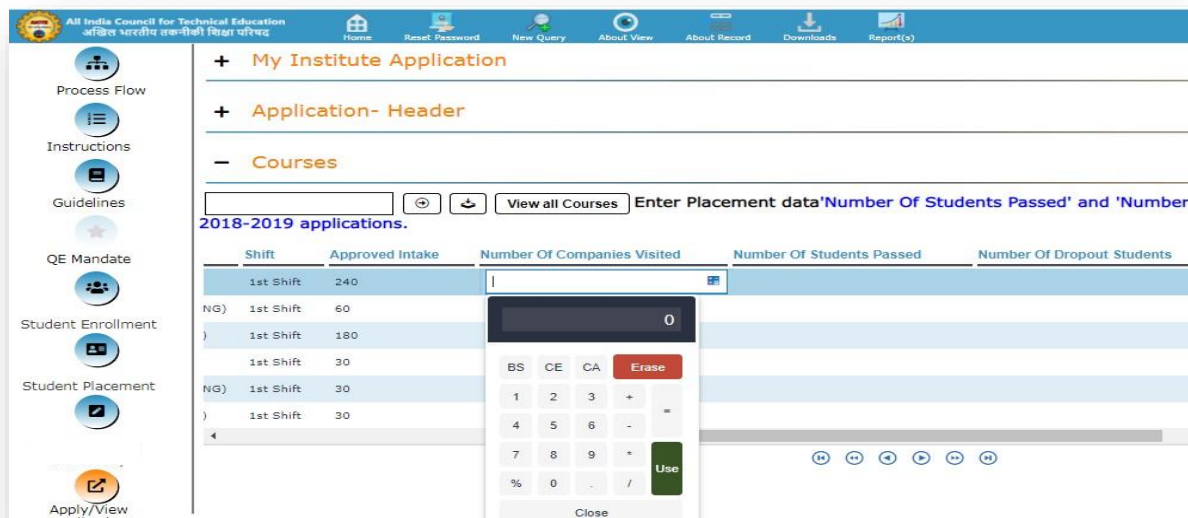


Step 4: Student Placement screen will open as shown in the below screenshot. You are requested to click only on the Student Placement Icon NOT on the title to open Student Placement Screen.

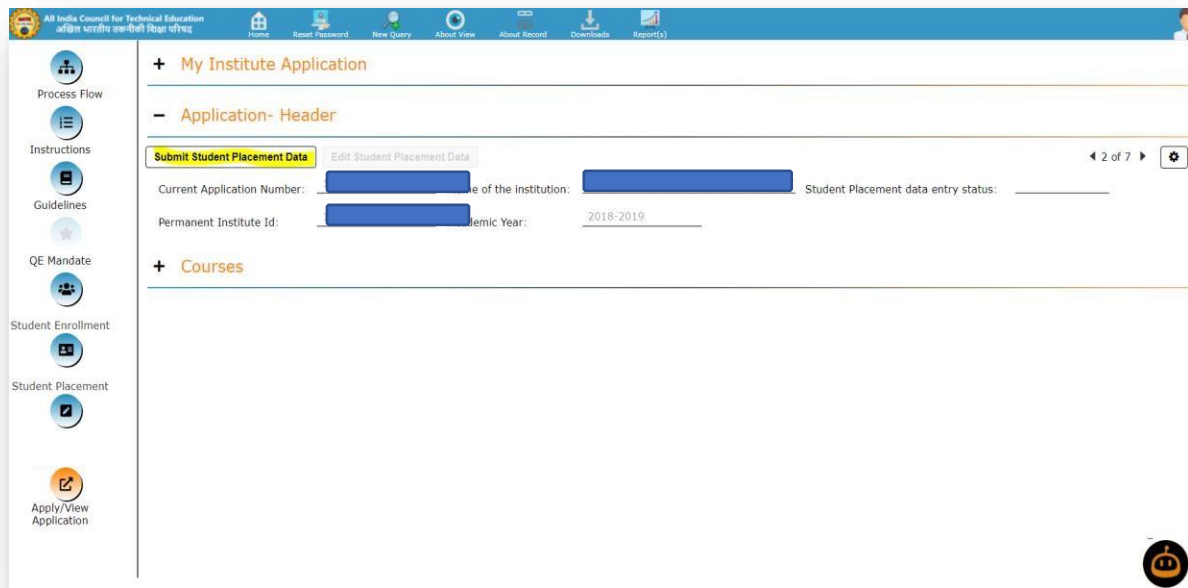
Step 5: Click on the My Institute Application section. All academic year records will be shown. Follow the below screenshot.



Step 6: Now select 2023-24 row and click on the Courses section to fill the student Placement/Passed details against each approved course as shown in the below screenshot. Fill the student placement details carefully.



Step 7: To submit the student placement data, please click on the Submit Student Placement Data button as highlighted in the below screenshot. Once the details will be successfully saved and submitted, this button [Submit Student Placement Data] will be disabled.



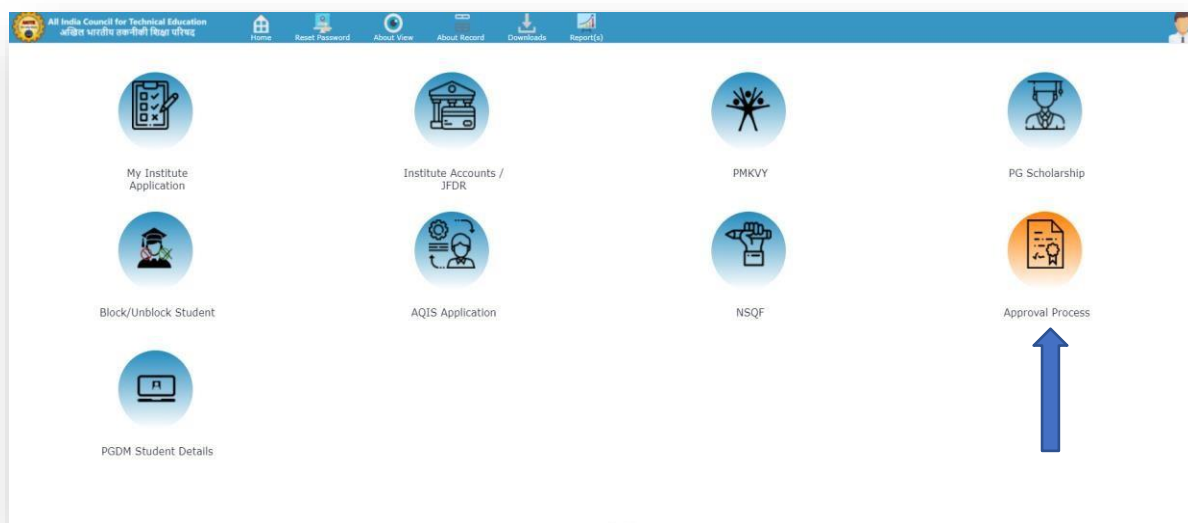
Also, Institute is Requested to fill Passed & Dropout student data for 2022-23 Year

How to submit the New Initiatives/General Information details on portal

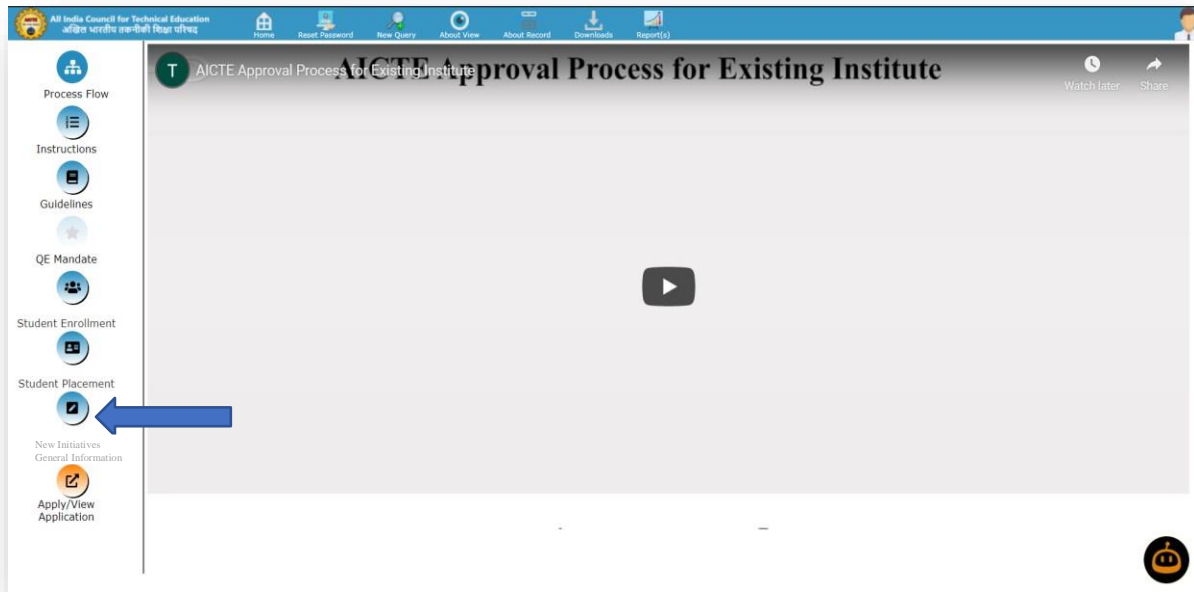
Please follow the steps to submit the New Initiatives / General information details on portal.

Step 1: Kindly Login on AICTE's Web portal.

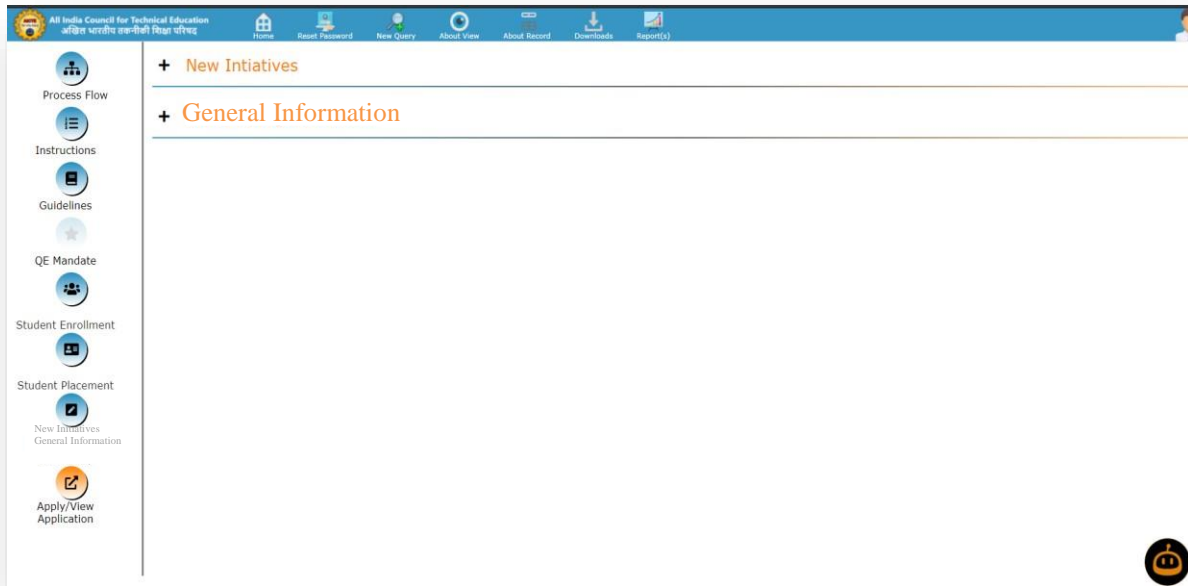
Step 2: Click on Approval Process icon as shown in the below screenshot.



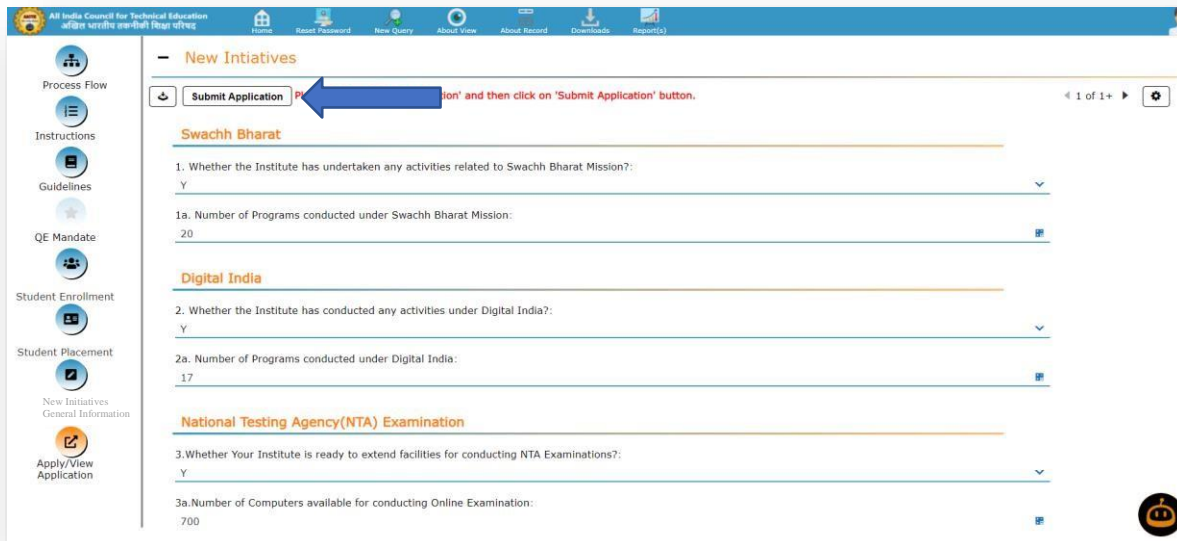
Step 3: To fill the New Initiatives / General Information details, please click on the New Initiatives / General Information icon as shown in the below screenshot.



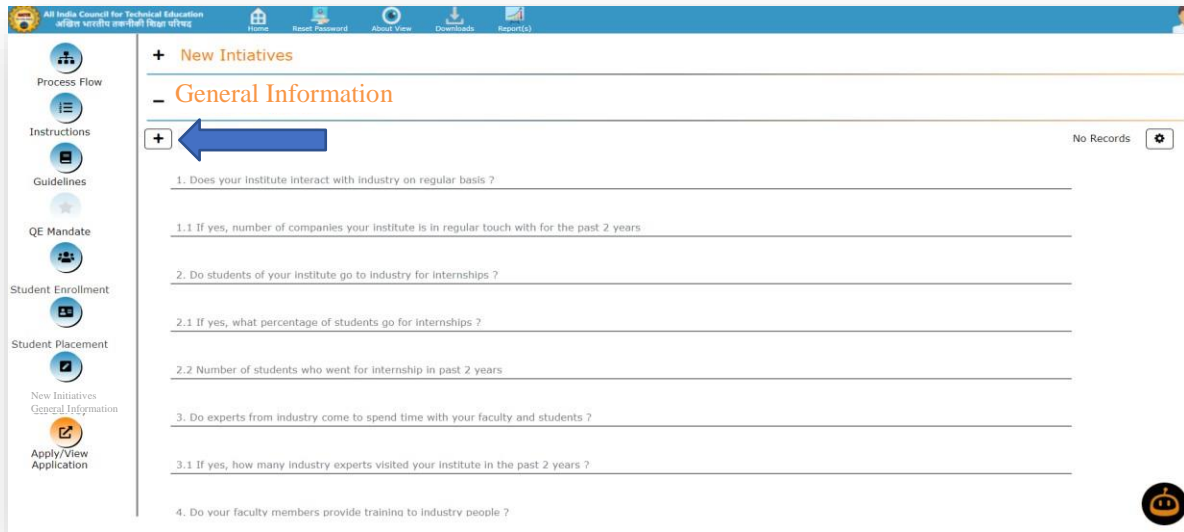
Step 4: New Initiatives / General Information details screen will open as shown in the below screenshot. You are requested to click only on the New Initiatives / General Information details Icon NOT on the title to open New Initiatives / General Information details Screen.



Step 5: Now click on the New Initiatives section then fill and submit the New Initiatives details by clicking on the Submit Application button as shown in the below screenshot.



Step 6: Now click on the General Information section then click on the + button to enable the screen to fill and submit the General Information details as shown in the below screenshot.



Step 6: As the user will click on the + button Save and Submit Application button will be enabled. Please fill the details carefully and submit the General Information details by clicking on the Submit Application button as shown in the below screenshot.

