

## User Manual

**Enrollment, Placement, New Initiative & General Information** 

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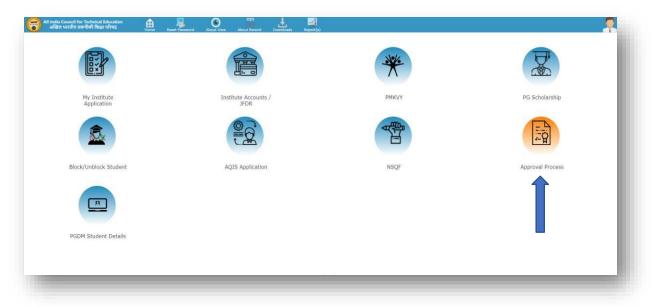
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**1 |** P a g e

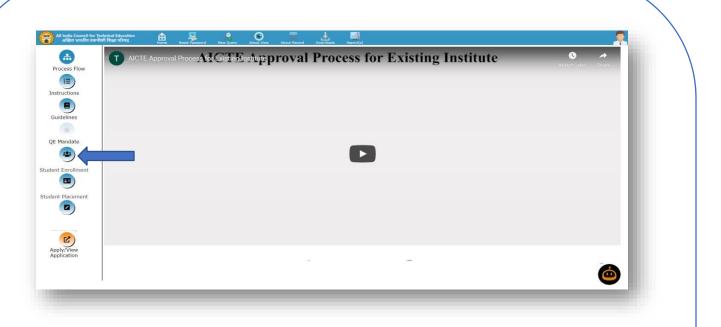
User Manual for submitting the Student EnrollmentDetails, Student Placement Details and New Initiatives/General Information Details on Portal.

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.

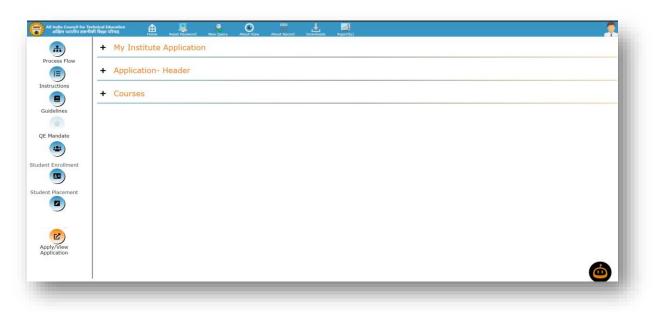
Step 2: Click on Approval Process icon as shown in the below screenshot.



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



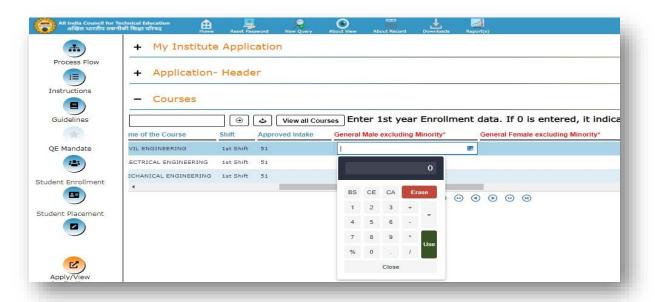
Step 4: Student Enrollment screen will open as shown in the below screenshot. You are requested to click only on the Student Enrollment Icon NOT on the title to open Student Enrollment Screen.



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

IE Applie	( ) ( <b>Q</b> )		1 - 7 of 7 🔯 🔳
ructions	ation Numb Permanent institut Status Sub Status	Academic Year* 2019-2020	
	EOA Recommen	2019-2020 2018-2019	
idelines	EOA Recommen	2017-2018	
*	EOA Recommen	2016-2017	
Mandate	EOA Recommen	2015-2016	
- ا	EOA Recommen	2014-2015	
t Enrollment	EOA Recommen	2013-2014	
• –			
t Placement +	Application- Header		
+	Courses		

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.

**4 |** P a g e

- Application- Header			
Submit Student Enrollment Data	ent Enrollment Data		4 1 of 7 ▶
Current Application Number:	Name of the institution:	Student Enrollment data entry status:	
Permanent Institute Id:	Academic Year: 2019-2020		

## 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.

All India Council for Technical Education क्षेत्र अखिल भारतीय तजनीकी विक्रा परिषद Home Re	net Password About View About Recard Downloads Report(s)		
E		*	
My Institute Application	Institute Accounts / JFDR	PMKVY	PG Scholarship
Block/Unblock Student	AQIS Application	NSQF	Approval Process
			Î
PGDM Student Details			

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

All India Council for Te अखिल भारतीय तकनी	echnical Education विनी शिक्षा परिषद्य स्वता	e Reset Password	New Query About View	About Record Downloads	Report(s)		2
<b>.</b>	T AICTE Appro	oval Process for	SimBistupp	roval Pro	cess for Existi	ng Institute	S A
Process Flow							
Instructions							
Guidelines							
QE Mandate					_		
-							
Student Enrollment							
•							
Student Placement							
<b>(2</b> )							
Apply/View Application							
				-	-		
	1						•

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.

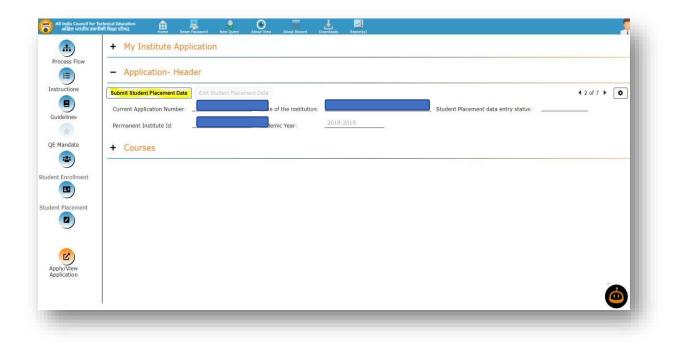
Step 5: Click on the My Institute Application section. All academic year records will be shown. Follow the below screenshot.

	٩		1 - 7 of
Application Numb Permanent institu	Status Sub Status	Academic Year*	
	EOA Recommen	2019-2020	
	EOA Recommen	2018-2019	
	EOA Recommen	2017-2018	
	EOA Recommen	2016-2017	
	EOA Recommen	2015-2016	
	EOA Recommen	2014-2015	
	EOA Recommen	2013-2014	
-	6		
+ Application- Head			
+ Courses			

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.

	+	Applic	ation- Header	-								
Instructions	_	Cours	es									
Guidelines				🖒 🛛 Viev	w all C	Course	s Enter I	Place	ement data'Nun	nber Of S	Studer	nts Passed' and 'Number
	2018		oplications.									
QE Mandate	-	Shift	Approved Intake	Number	OfCo	ompan	ies Visited		Number Of Student	ts Passed		Number Of Dropout Students
		1st Shift	240	1				86				
Student Enrollment	NG)	1st Shift	60				0					
	>	1st Shift	180			_						
		1st Shift	30	BS	CE	CA	Erase					
Student Placement	NG)	1st Shift	30	1	2	3	+					
	)	1st Shift	30		5	6						
	4			4	5	6	-					
				7	8	9	* Use		• •		••	(1)
<b>Z</b> )				%	0		/					
Apply/View	1.					Close						
				_				-				

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.



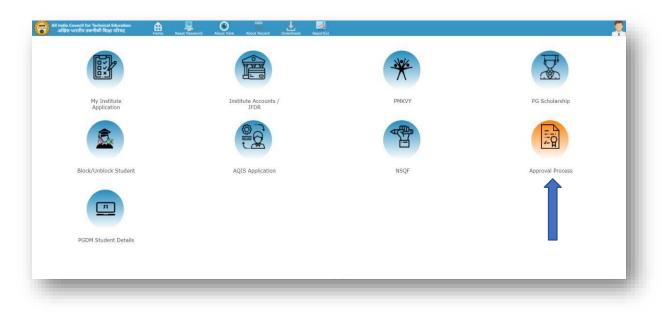
Also, Institute is Requested to fill Passed & Dropout student data for 2022-23 Year

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

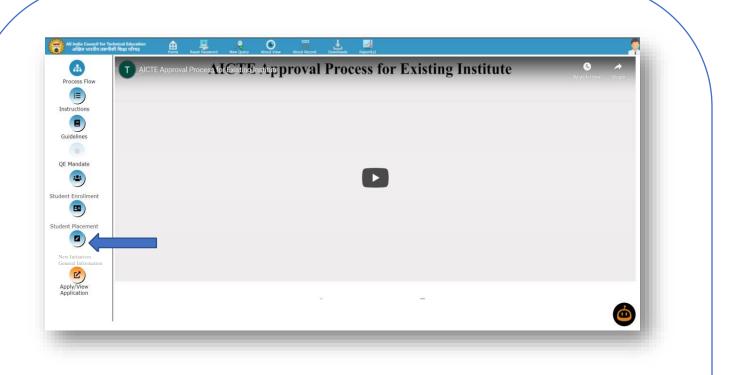
Please follow the steps to submit the New Initiatives / General information details on portal.

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

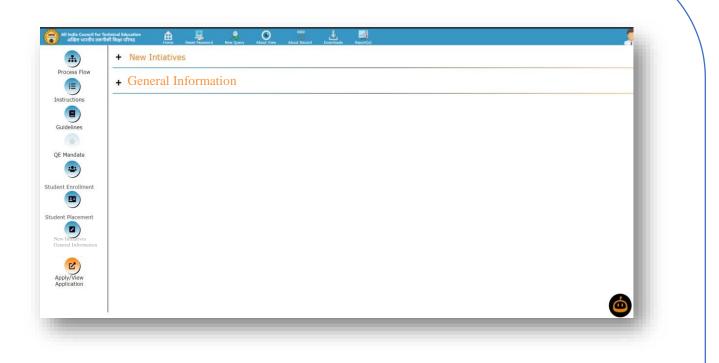
Step 2: Click on Approval Process icon as shown in the below screenshot.



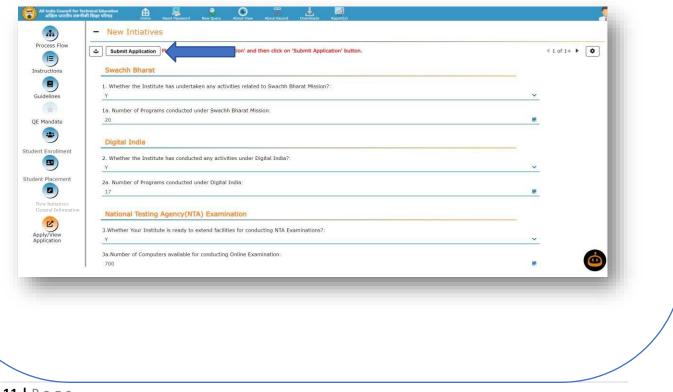
Step 3: To fill the New Initiatives / General Information details, please clickon the New Initiatives / General Information icon as shown in the below screenshot.



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 openNew 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.

<b>—</b>	+ New Intiatives	
Tocess Flow	- General Information	
tructions		No Records
idelines	1. Does your institute interact with industry on regular basis ?	
Mandate	1.1 If yes, number of companies your institute is in regular touch with for the past 2 years	
Enrollment	2. Do students of your institute go to industry for internships ?	
	2.1 If yes, what percentage of students go for internships ?	
t Placement	2.2 Number of students who went for internship in past 2 years	
Initiatives eral Information	3. Do experts from industry come to spend time with your faculty and students ?	
ly/View lication	3.1 If yes, how many industry experts visited your institute in the past 2 years ?	
	4. Do your faculty members provide training to industry people ?	Ċ

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.

	+ New Intiatives	
Flow	- General Information	
is (	+ 🕹 Submit Application	1 of 1 🗳
s	1 s your institute interact with industry on regular basis ?	~
fate	1.1 If yes, number of companies your institute is in regular touch with for the past 2 years	
	2. Do students of your institute go to industry for internships ?	
ollment	No	<u>~</u>
	2.1 If yes, what percentage of students go for internships ?	
cement	2.2 Number of students who went for internship in past 2 years	
rmation	3. Do experts from industry come to spend time with your faculty and students ?	
	No	×
lew lion	3.1 If yes, how many industry experts visited your institute in the past 2 years ?	
	4. Do your faculty members provide training to industry people ?	6
	No	× 🙂