



e-Governance Frequently Asked Questions

Que: 1 How to make browser settings for AICTE Portal?

Ans: Browser settings required for AICTE web portal are available in AICTE website. Following link can be referred for browser settings: <http://www.aicte-india.org/downloads/Browser%20Settings%20for%20the%20institutes.pdf>

Que:2 I have forgotten password for logging in AICTE Web Portal. What is the procedure to recover this?

Ans: Forgot password can be applied through AICTE Website. Click on 'Request for Forgot Password' in <http://www.aicte-india.org/>. Kindly fill User Id or Institute Permanent Id or any of the Application Ids and click on 'Submit Request'. Click on 'Click Here to Make Payment' and make Online Payment of Rs 5000. Within 48 hours new password will be mailed to the e-mail id registered with AICTE web portal. No other web page should be opened while applying for forgot password.

Que:3 Is PAN No. field is mandatory for 'Forgot Password' form?

Ans: No, PAN Card is not mandatory. Only User Id or any one of the Application Ids is required.

Que:4 Can I open AICTE web portal in any browser?

Ans: No. AICTE Web Portal can be opened in only Internet Explorer Version 8.0. All the requirements and browser settings are mentioned in the following link '<http://www.aicte-india.org/downloads/Browser%20Settings%20for%20the%20institutes.pdf>'

Que:5 When I login with Institute's login details, error message 'Invalid username and password' is displayed. What should I do?

Ans: Recheck the login credentials. Confirm whether someone else has logged in with the same credentials. In case issue persists you can "Request for forgot password".

Que:6 How to import student details, faculty details excel file?

Ans: Check the required browser settings and instructions as listed in following link <http://www.aicte-india.org/downloads/generalinstructionsforfillingfacultyexcelsheet.pdf>

Que:7 I have made Online Payment but amount is not updated in portal?

Ans: Payment is updated within 48 hours (2 working days). In case it is not updated even after that, please send details of the transaction (Transaction Id generated while making the payment) and application to AICTE helpdesk.

Que:8 I am not able to Edit/Delete wrong attachment in PG Scholarship Step 3?

Ans: Edit/Delete facility is not given. But new attachment can be uploaded. The latest uploaded document will be considered for further processing of the scholarship.

Que:9 I am not able to download EOA report from AICTE web portal.

Ans: Student Enrollment data should be filled before downloading EOA Report. Go to Students Enrollment tab, fill all the details of first year students enrolled in different courses in all academic years from 2012-13 to current academic year. Click on 'Submit Student Enrollment data' in each academic year. After Student data is successfully submitted, EOA Report can be downloaded.

Que:10 How to Approve or Disapprove PG student in Institute Login?

Ans: Following document can be referred http://www.aicte-india.org/downloads/User_Manual_of_PG_Scholarship_for_Institutions_12_11_2013.pdf

Que:11 How to delete student record from student details tab.

Ans: Student record cannot be deleted. Student can be marked as Duplicate or Left the Institute in 'Student Details' tab.

Que:12 How to upload attendance for pg students in portal?

Ans: Navigate to 'Block/Unblock' Student tab. Institute can Block/Unblock a student by selecting the appropriate student record and clicking on the 'BlockStudent'/'UnblockStudent' Button. For further details Step IV can be referred in <http://www.aicte-india.org/downloads/User%20Manual%20of%20PG%20Scholarship%20for%20Institutions-21%2002%202013.pdf>

Que:13 How to block or unblock student ?



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Ans: Navigate to 'Block/Unblock' Student tab. Institute can Block/Unblock a student by selecting the appropriate student record and clicking on the 'BlockStudent'/'UnblockStudent' Button. For further details Step IV can be referred in following document http://www.aicte-india.org/downloads/User_Manual_of_PG_Scholarship_for_Institutions_12_11_2013.pdf

Que:14 In which format should I upload my docs for PG Scholarship?

Ans: All documents should be uploaded in pdf format only.

Que:15 In AQIS tab, new button is not enabling.

Ans: Enter all the details of the bank and click on 'Save Bank Details' and then on 'Confirm Bank Details'. Once the bank details are confirmed the 'New' button will be enabled.

Que:16 Can I Edit Bank Details in AQIS after confirming Bank Details?

Ans: Yes. Click on 'Edit Bank Details' button. The fields will be become editable. After editing click on save and confirm buttons.

Que:17 How to get Student Id and Institute Id for applying PG Scholarship?

Ans: Navigate to following link: <http://www.aicte-india.org/PGScholarship.php> **To obtain Institute Id- Click on 'Get Institute ID', to open the pdf of 'List of AICTE approved institutions' To obtain Student Id- Click on 'Get PG Student Id', enter the required details and click on 'Get Student Id'**

Que:18 When I try to submit PG Scholarship application in Step 3, I get an error regarding duplicity of E-mail address, Contact No., Aadhar Number.

Ans: Only one application should be created and forwarded for processing. Please check whether any other application exists for the particular student. In case more than one application exists, Institute should mark Student as a duplicate student in 'Student Details' tab. Contact AICTE helpdesk with the Student Id in case the issue still persists.

Que:19 How should I apply for PG scholarship in case I have changed my Institution?

Ans: The student should be marked as 'Left the Institute' by the Institute as detailed in http://www.aicte-india.org/downloads/User_Manual_of_PG_Scholarship_for_Institutions_12_11_2013.pdf. Then Student should login in PG Scholarship Step 3 and enter the details of new institute. The new institute should login with their credentials in AICTE web portal and approve the student. Thereafter, normal procedure is followed.

Que:20 I have filled registration form for J&K renewal Scholarship. But I did not receive user id and password.

Ans: Check the inbox and spam mails of e-mail id which was entered during registration. In case user id and password is not received, contact J&K Cell.

Que:21 "Verification awaited by institute" status is coming in Status set by institute field at PG Scholarship Step 3. What should I do?

Ans: Institute has not verified the details. Contact institute.