User Manual for Scheme

Modernisation & Removal of Obsolescence Program - MODROBS
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## Icons for Buttons

Please refer following table in case of any confusion with buttons.

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<td>1</td>
<td><img src="image" alt="Save Record Icon" /></td>
<td>Save Record</td>
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<tr>
<td>2</td>
<td><img src="image" alt="New Record Icon" /></td>
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<td><img src="image" alt="Notification by AICTE Icon" /></td>
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<td><img src="image" alt="Navigation to next record in list Icon" /></td>
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**Navigation:** To see all the tabs alphabetically click Control + Shift + A
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 **2017-2018** will appear on the ‘AQIS Application- Institute Details’ Form.
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

   - **University Managed** - 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.
- 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.

Only after confirming the Bank Details, the “New” button will get enable for adding the AQIS Applications.
2. MODROBS - Modernisation & Removal of Obsolescence

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 MODROBS as Scheme from the drop down List.
5. If the Institute applying for MODROBS does not have at least 10 Years of Existence with AICTE, an error message will be displayed.

6. If the Institute has AICTE approved course for academic year 2017-2018 & has existence with AICTE for 10 years, the MODROBS Scheme will get created successfully.
7. Following fields will auto populate:
   • AQIS Application Id
   • Status
   • Duration
   • Creation Date

8. Click on the selection menu icon in **Faculty Id** field to add details of Project coordinator.

9. A pop up applet will open with Faculty details present in Institute for Academic Year “2017-2018”.

10. Select the Faculty from the list.

11. 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
   • 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

12. Below are the details to be filled by the Institute for the Faculty
• Department
• Title of Proposal
• Abstract
• Category
• Village
• Religion
• Gender
• State
• PAN
• UG Branch
• PG Branch
• Expected Outcome for Proposal
• Objective
• Technical Field of Proposal
• Request for Recurring Budget
• Aadhaar Card (UID)

13. 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

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

15. 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’.

Request for Recurring budget - If the institute wishes to opt for Recurring budget, Option ‘YES’ must be selected from drop down else ‘NO’.
For Private Institute, only 3 MODROBS Schemes are allowed so when Institute tries to apply more than 3 MODROBS Scheme, error message is displayed.

16. For Government Institute, only 10 MODROBS Schemes are allowed so when Institute tries to apply for more than 10 MODROBS Scheme, error message is displayed.

NOTE: Following tabs are applicable for MODROBS Scheme

1. AQIS Application Details
2. Budget Non Recurring
3. Major Equipment in Labs
4. Academic Credentials of Coordinator/PI/Applicant
5. Justification of Project
6. Credential of Institute / Department
1. **AQIS Application Details**

1. Navigate to AQIS Application Details.

Details to be filled

1. **Following fields are required fields and it is supplied by institute:**
   - Name of the Lab to be funded
   - The Relevant AICTE Approved UG/PG Course for which the project proposal is submitted – Click on the icon as shown below
- Department under which the lab is established
- Year of Establishment of the Institute
- Number of courses Accredited in the Institute
- Year of Establishment of Department
- Whether the course under which the proposal is submitted, is accredited by NBA as on date of submission
- Category of Project Coordinator
- Total no. of MODROBS applications applied (including rejected)
- Total no. of MODROBS applications approved and completed
- Total no. of MODROBS applications approved and not completed

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

Once all the details are filled click on ‘Save’ button
2. **Budget Non-Recurring**

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

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
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. Major Equipment in Labs

1. Navigate to Major Equipment in Labs tab for MODROBS Scheme.
2. Click on “New” button to add Record.

3. Details to be filled:
   - Name of Equipment
   - Make and Model
   - Year Purchased – Should be less than Current Year.
   - Cost in Rs.

Validations:

1. If there is no record present in Major Equipment in Labs tab then it will auto-populate below error message on click of ‘Validate Application’ button.

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

4. **Academic Credentials of Coordinator/PI/Applicant**

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

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
   • Area of Specialization/Details

4. Following fields will be auto populated on click of save button and its read-only fields-
   • 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 ‘Count/Number’ and ‘Area of Specialization’ will be read only fields.

5. 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.

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

NOTE: There should be only one record for each value of ‘Parameter/Criteria’ field.
5. **Justification**

1. **Navigate to Justification tab for MODROBS Scheme.**

![Image of Justification tab]

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.**

4. **Read only fields:**
   - **Max. Marks – Auto Populate on click of save button**
5. 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.

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

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

6. **Credentials of Institute / Department**

1. Navigate to ‘Credentials of Institute / Department’ tab for MODROBS Scheme.
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
4. 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
5. 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.

Validations:
a. If ‘Yes/No’ field value is NO then ‘Count/Number’ and ‘Details’ will be read only fields.
b. If Parameter filed value is ‘Number of courses Accredited in the Institute’ and ‘Yes/No’ field value is Yes then parameter count is required field.

6. All the parameters are required for the ‘Credentials of Institute / Department’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.

8. User can add only 1 record for each parameter in ‘Parameter/Criteria’ field.
9. If the user wants to enter the same parameter more than once, following error message will be displayed on click of ‘Save’ button.
NOTE: There should one record for each value of ‘Parameter/Criteria’.

7. 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 and following required fields:
   - Year
   - Scheme
   - Name of Coordinator
   - Amount-Sanctioned-Non Recurring
   - Amount-Sanctioned-Recurring
   - Sanctioned Letter Date
   - Sanctioned Letter Number
   - Funds Utilization Position
   - Funds Utilization details
8. **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.

![Image of AQIS Application form](image-url)
8.1 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. If institute has opted for Budget Recurring as Yes, Budget Recurring Amount will calculate automatically.

3. The same will be displayed in the ‘Total Funds Requested’ under label ‘Payment Disbursement Schedule’
After Successful completion of Validation, a message will be displayed.

9. **Submission of Application**

1. Click on “Submit” button.
2. Message will be displayed for confirmation of application submission. Click ‘OK’ to continue else click ‘Cancel’.

3. Once users click on ‘OK’ button following changes are reflected on application.
4. Once user clicks on ‘OK’ button, users have to check Declaration checkbox present in AQIS Application tab as shown below.

![AQIS Application Interface]

5. After checking Declaration checkbox and then clicking on ‘Submit’ button of AQIS Application tab, one confirmation message gets auto populated as below.

6. Once users click on ‘OK’ button following changes are reflected on AQIS Application.

   a. Status will change from ‘New Request’ to ‘Submitted’.
   b. ‘AQIS Application Submission Date’ will be updated to date of submitting the Application.
   c. Whole AQIS application became Read-Only.