AQIS Application ........................................................................................................................................4

1. AQIS Bank/Institute Details .................................................................................................................5
   1.1 Institute Details................................................................................................................................5
   1.2 Bank Details.......................................................................................................................................6

2. RPS – Research Promotion Scheme ....................................................................................................9
   2.1 AQIS Application Details ................................................................................................................11
   2.2 Budget Non-Recurring .....................................................................................................................13
   2.3 Budget Recurring ...............................................................................................................................18
   2.4 Academic Credentials of Coordinator/ PI/ Applicant ......................................................................14
   2.5 Justification ........................................................................................................................................16
   2.6 Credential of Institute / Department ................................................................................................18
   2.7 Earlier Grants ....................................................................................................................................19
   2.8 Any other tab than mentioned above ..............................................................................................20
   2.9 Validation of Application ..................................................................................................................21
   2.9 Institute Budget Proposal ................................................................................................................21
   2.10 Submission of Application ..............................................................................................................22
## Icons for Buttons

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="save-icon.png" alt="Save Record" /></td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td><img src="new-record-icon.png" alt="New Record" /></td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td><img src="delete-record-icon.png" alt="Delete Record" /></td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td><img src="search-record-icon.png" alt="Search Record" /></td>
<td>Search Record</td>
</tr>
<tr>
<td>5</td>
<td><img src="collapse-icon.png" alt="Collapse" /></td>
<td>Collapse</td>
</tr>
<tr>
<td>6</td>
<td><img src="expand-icon.png" alt="Expand" /></td>
<td>Expand</td>
</tr>
<tr>
<td>7</td>
<td><img src="notification-icon.png" alt="Notification by AICTE" /></td>
<td>Notification by AICTE</td>
</tr>
<tr>
<td>8</td>
<td><img src="next-record-icon.png" alt="Navigation to next record in list" /></td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>9</td>
<td><img src="previous-record-icon.png" alt="Navigation to previous record in list" /></td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>10</td>
<td><img src="next-set-icon.png" alt="Navigation to next set of records in list" /></td>
<td>Navigation to next set of records in list</td>
</tr>
<tr>
<td>11</td>
<td><img src="first-set-icon.png" alt="Navigation to first set of records in list" /></td>
<td>Navigation to first set of records in list</td>
</tr>
<tr>
<td>12</td>
<td><img src="last-record-icon.png" alt="Navigate to last record" /></td>
<td>Navigate to last record</td>
</tr>
<tr>
<td>13</td>
<td><img src="first-record-icon.png" alt="Navigate to first record" /></td>
<td>Navigate to first record</td>
</tr>
</tbody>
</table>

**Navigation:** To see all the tabs alphabetically click Control + Shift + A
Log into 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/Institute Details

1.1 Institute Details
Below Institute Details will auto populate in the AQIS Application – Institute Details and 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

For differentiating Government and 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. Institute District
2. Percentage Grant received from Government
3. PAN Number of the Institute.
4. PAN Card Issuing Authority with State
5. PAN Card Issuing State
6. PAN Card issuing Date – Issuing date should be less than current date
7. Reference of Extension of Approval letter for the current year
8. Email Id of the Institute
1.2 **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 and should be of 11 digit
9. Re-enter IFSC Code
10. Bank MICR Code
11. Bank Code
12. Pin 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 and Successful message will be shown.
- “Confirm Bank Details” button will be enabled.
To confirm the bank details entered, kindly click on the button ‘Confirm Bank Details’ button.

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.

After confirming the Bank details, the data entered will become read only.

“Edit Bank Details” button will get activated.

Click on “Edit Bank Details” button to edit the Bank details.

Once user clicks on “Edit Bank Details” button, the “New” button on ‘All AQIS Application Information’ will be disabled till the user again follows the procedure for Saving and Confirming the Bank details as described above.

Edit Bank Details button will be available only if no application is submitted by institute.

Only after confirming the Bank Details, the “New” button will get enable for adding the AQIS Application
2. **RPS – Research Promotion Scheme**

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 RPS – Research Promotion Scheme as Scheme from the drop down List.
5. Following fields will auto populate:
   - AQIS Application Id
   - Status
   - Duration

6. Click on the selection menu icon in Faculty Id field to add details of Project coordinator.
7. A pop up window will open with Faculty details present in Institute for Academic Year “2016-2017”.
8. Select the Faculty from the list.

9. 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
   - Category
   - Village
   - Religion
   - Gender
   - State
   - PAN
   - 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

10. Below are the details to be filled by the Institute for the Faculty
• Department
• Title of Proposal
• Technical Field of Proposal
• Abstract
• UG Branch
• PG Branch
• Expected Outcome
• Objective
• Aadhaar Card (UID)

11. 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

12. If the Faculty added is other than Full Time & Regular, an error message will be displayed.
13. 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.

NOTE: Following tabs are applicable for RPS Scheme

a- AQIS Application Details
b- Budget Non- Recurring
c- Academic Credentials of Coordinator/ PI/ Applicant
d- Justification
e- Credential of Institute / Department

2.1 AQIS Application Details
1. **Navigate to AQIS Application Details.**

![Image of AQIS Application Details]

**Details to be filled**

- **Whether any ongoing AICTE sponsored RPS project by the PI**
- **Does the Institute have a AICTE approved PG course under which the proposal for the RPS is requested?** - To be selected from drop-down
- **AICTE approved PG Course of the department under which the research is to be conducted** - To be selected by clicking on box icon. Select relevant course from the pop-up window.
- **Name of the Lab where the research would be conducted**
- **Department** – Auto-populate on selecting the course

If department does not match Department under which the lab is established error message will be displayed- ‘Department’ must be same as that of ‘Department under which the lab is established’.

‘AQIS Application details’ tab on click of ‘Validate Application’ button.

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

1. Navigate to Budget Non-Recurring tab for RPS 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
   - Justification

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.
2.4 Academic Credentials of Coordinator/ PI/ Applicant

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

1. Click on “New” button to add Record.
2. Details to be filled:
   - Parameter/ Criteria – Select from drop down list and it’s a required Field
   - Yes/No – select value from drop down list. Required field.
   - Count/Number
   - Area of Specialization/Details

3. Following fields will be auto populated on click of save button-
   - Marks Awarded by the Experts
   - Marks Awarded by the System
   - Max. Marks

Validations:

a) If parameter selected is PG, PhD, Membership of the Professional / Learned bodies/ Societies or Awards then ‘Area of Specialization’ is required field and Count/Number is read only field
b) For all other parameters ‘Count/Number’ is a required field.
c) If ‘Yes/No’ field value is NO then ‘Parameter Count’ and ‘Area of Specialization’ will be read only fields.
4. 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.

5. User can add only 1 record for each parameter in ‘Parameter/Criteria’ field.

6. If the user creates more than 1 record the same parameter more than once, following error message will be displayed on click of ‘Save’ button.

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

1. Navigate to Justification tab for RPS Scheme.

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.
   - Read only fields-
     - Max. Marks – Auto Populate on click of save button
     - Marks Awarded by the Experts

4. 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.
5. User can add only 1 record for each parameter in ‘Parameter/Criteria’ field.

6. If the user creates more than 1 record for same parameter, following error message will be displayed on click of ‘Save’ button.

NOTE: There should be one record for each value of ‘Parameter/Criteria’.
2.6 Credential of Institute / Department

1. Navigate to ‘Credential of Institute / Department’ tab for FDP 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

   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

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

5. All the parameters are required for the ‘Credential of Institute / Department’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.
7. User can add only 1 record for each parameter in ‘Parameter/Criteria’ field.
8. If the user tried to create record for 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’.

### 2.7 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 to add record for Earlier Grants.
3. Details to be filled:
   - Year
   - Scheme
   - Name of Coordinator
   - Amount-Sanctioned-Non Recurring
   - Amount-Sanctioned-Recurring
   - Sanctioned Letter Date
   - Sanctioned Letter Number
   - Funds Utilization Position
   - Funds Utilization details

**It is required to create record in Earlier Grants if any FDP grant was approved earlier for the institute (including completed and not completed.)**
2.8 Any other tab than mentioned above

If user clicks on ‘New’ button then error message is displayed.
2.9 Validation of Application

2.9.1 Validation
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 user clicks on “Validate Application” Button, complete validation of AQIS Application will be done.
3. On clicking Validate Application button below operations are performed.

2.9 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 requested for Budget Recurring is YES then Total of amount entered in the cost field in Budget Recurring is set in the Total Cost (Rs.) field under Budget Recurring Label.
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.

2.10 Submission of Application

- After Validation is completed successfully, read the declaration, check it and click on Save.

- Click on “Submit” button to submit the application.
- Again confirmation message will be displayed, click on Ok to proceed or Cancel to edit the application.

The status of application will change to Submitted and date of submission will set to current date.