

All India Council for Technical Education

(Under Ministry of HRD, GOI)

AICTE Quality Improvement Schemes - AQIS



User Manual for Scheme

RPS – Research Promotion Scheme



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Icons for Buttons

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

S. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list
12		Navigate to last record
13		Navigate to first record

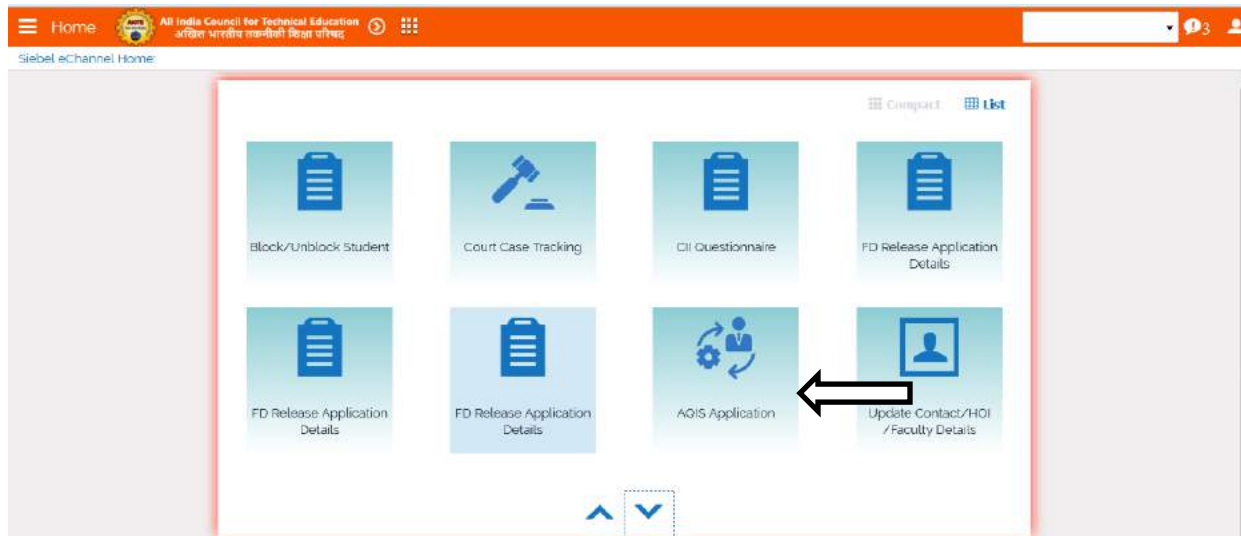
Navigation: To see all the tabs alphabetically click Control + Shift + A



AQIS Application

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

The screenshot shows the 'AQIS Application - Institute Details' form. The form is divided into several sections: 'Institute Details', 'Bank Details', and 'Declaration'. The 'Academic Year' field is set to '2017-2018', which is highlighted with a black arrow. The form contains various fields for institute information, including 'Current Application Number', 'Permanent Institute Id', 'Name of the Institute', 'Address of the Institution', 'State/UT', 'Institute District', 'Town/City/Village', 'Pin', 'Institution Type', 'University Managed', 'Percentage Grant received from Government', 'PAN Number of Institute', 'PAN Card issuing Authority with State', 'PAN Card issuing State', 'PAN Card issuing Date', 'Reference of Extension of Approval letter for the current year', 'Cell Number', 'FAX number', 'Land Phone Number', 'STD Code', 'Email Id of Institute', and 'Website'. The 'Bank Details' section includes fields for 'Name of Bank where Grant from AICTE will be deposited', 'Branch Name', 'Bank Branch Address', 'Name of Account Holder', 'Type of Account', 'Account Number', 'Re-Enter Account Number', 'IFSC Code', 'Re-Enter IFSC Code', 'Bank MICR Code', 'Bank Code', and 'Pin Code'. The 'Declaration' section contains a text box with the following text: 'This is an Institute level account. This has to be entered correctly in consultation with the Finance Officer and Head of Institute. Once entered it will become non-editable. The same account will be used for disbursement of grants by AICTE. For any wrong entry in the above data, the concerned individual/institute will be responsible. I have read the declaration and accept it by ticking this checkbox'. Below the declaration is a 'Quick Links' section.



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.

The screenshot shows the 'AOIS Application - Institute Details' form. The 'Save Bank Details' button is highlighted with a red arrow. The form contains the following fields:

Current Application Number*	<input type="text"/>	Institution Type*	<input type="text"/>	Cell Number	<input type="text"/>
Permanent Institute Id	<input type="text"/>	University Managed	<input type="radio"/> Government Funded <input type="radio"/> Private/Self Financed	FAX number *	221175
Academic Year*	2017-2018	Percentage Grant received from Government		Land Phone Number*	221184
Name of the Institute *	<input type="text"/>	PAN Number of Institute*	<input type="text"/>	STD Code *	2382
Address of the Institution *	<input type="text"/>	PAN Card issuing Authority with State*	<input type="text"/>	Email Id of Institute*	abc@abc.com
State/UT *	Maharashtra	PAN Card issuing State*	HIMACHAL PRADES	Website *	www.grwpl.org.in

- 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.

The screenshot shows the 'AOIS Application - Institute Details' form after clicking 'Save Bank Details'. The 'Confirm Bank Details' button is highlighted with a red arrow. The form fields are now read-only. The 'State/UT' field is now 'Maharashtra' and the 'PAN Card issuing State' is 'HIMACHAL PRADES'.

Current Application Number*	<input type="text"/>	Institution Type*	<input type="text"/>	Cell Number	<input type="text"/>
Permanent Institute Id	<input type="text"/>	University Managed	<input type="radio"/> Government Funded <input type="radio"/> Private/Self Financed	FAX number *	221175
Academic Year*	2017-2018	Percentage Grant received from Government		Land Phone Number*	221184
Name of the Institute *	<input type="text"/>	PAN Number of Institute*	<input type="text"/>	STD Code *	2382
Address of the Institution *	<input type="text"/>	PAN Card issuing Authority with State*	tamil	Email Id of Institute*	abc@abc.com
State/UT *	Maharashtra	PAN Card issuing State*	HIMACHAL PRADES	Website *	www.grwpl.org.in



- 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

Kindly confirm that 1. Name of Account Holder is 'test' 2. Account Number is '123654123654' 3. IFSC code is 'QWER1234567' 4. Email Id of Institute is 'abc@abc.com' 5. Institution Type is 'Government' 6. Percentage Grants received from Government is ' '. If the given information is correct please press 'OK' else 'Cancel'. Kindly note that once the user clicks on OK the 'AQIS Application Institute Details' form 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

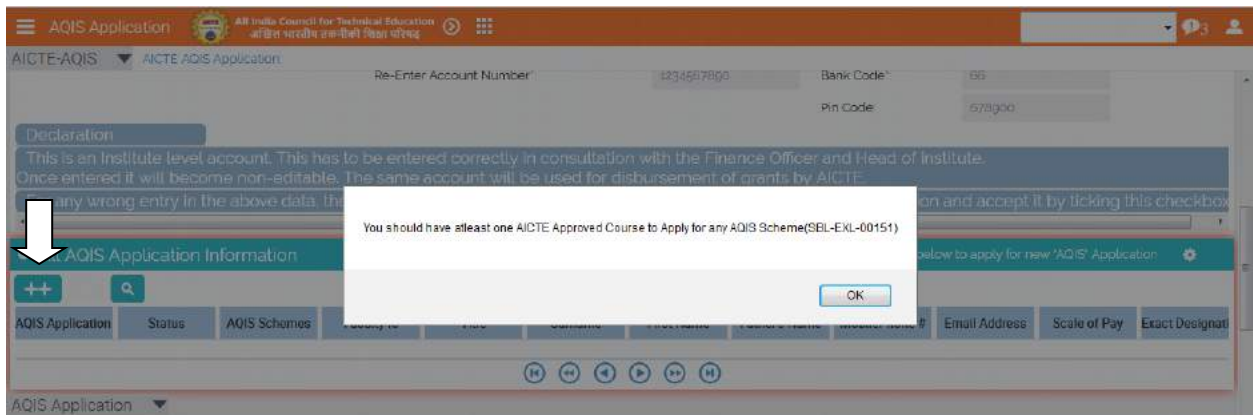




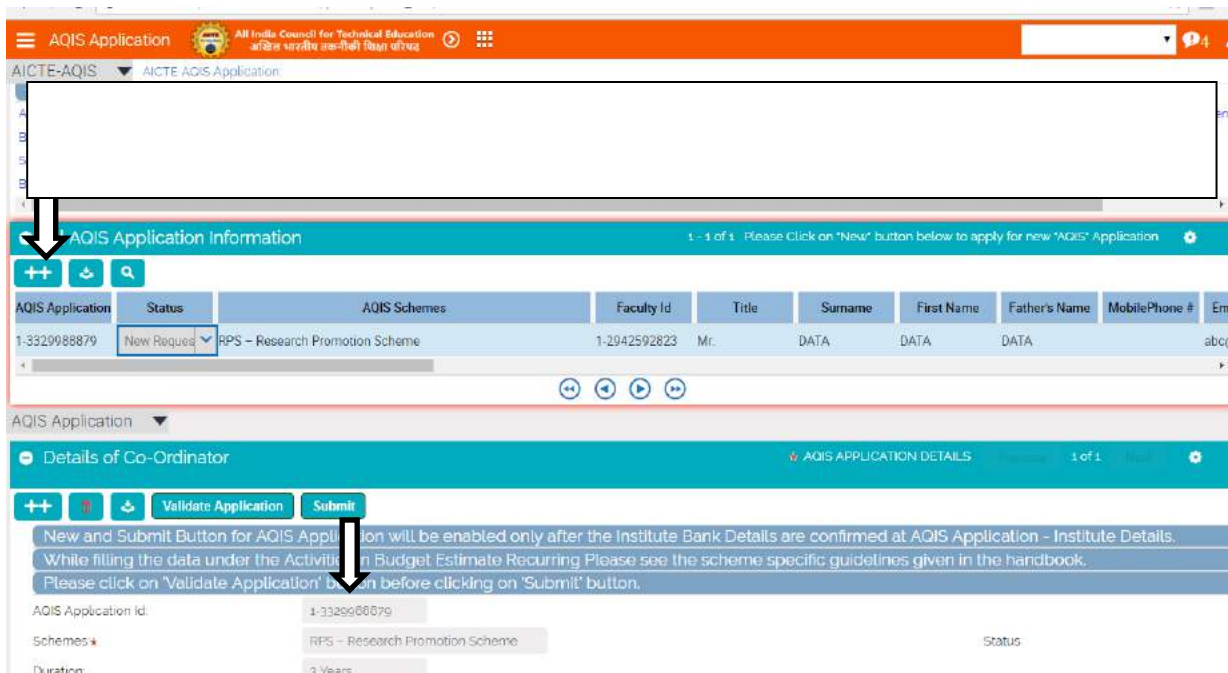
2. RPS – Research Promotion Scheme

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.

The screenshot shows the AQIS Application interface. The main form is titled "Details of Co-Ordinator" and has a "Faculty Id" field. A pop-up window is open over the "Faculty Id" field, displaying a table of faculty members. The table has the following columns: Faculty Id, First Name, Last Name, AICTE - Appoin, and Appointment FT/PT. The table contains two rows of data:

Faculty Id	First Name	Last Name	AICTE - Appoin	Appointment FT/PT
1-2942592810	DATA	DATA	Regular	FT
1-2942592823	DATA	DATA	Regular	FT

The pop-up window also has "OK" and "Cancel" buttons at the bottom right. The background form has a "Validate Application" button and a "Details of Principal Investigator" section.

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**



1. Navigate to 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.

The screenshot shows the AICTE AQIS Application interface. The top navigation bar includes the AICTE logo and the text 'अखिल भारतीय तकनीकी शिक्षण परिषद'. Below the navigation bar, there is a list of grant categories on the left and a table of proposed equipment details on the right. A red arrow points to the 'Budget Non-Recurring' tab.

Proposed Equipments	Specifications	Cost per Unit (in Rs.)	Number of Units	Cost in Rupees	Justification	Recommended by	Number of units	Amount recommended by expert (in Rs.)
testy	test	20	20	100	test			
Test2	Test4	10	10	100	test5			

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.

The screenshot shows the AQIS Application interface. The top navigation bar is orange and contains the text 'AQIS Application' and 'All India Council for Technical Education'. Below the navigation bar, there is a list of application types, including 'Grant Sanctioned as Advance NR - (Yo)', 'Grant Sanctioned as Advance R - (Yo)', 'Grant Sanction on Completion of Years - NRz', 'Grant Sanction on Completion of Year1 - R1', 'Grant Sanction on Completion of Year2 - NRz', 'Grant Sanction on Completion of Year2 - R2', 'Grant Sanction Reimbursement - N', 'Grant Sanction Reimbursement - R', 'Utilization Certificate Received', and 'Utilization Certificate Receipt Date'. A blue arrow points to the 'New' button in the top navigation bar. Below the list, there is a table with the following data:

Parameter/ Crite	Yes/No	Count/Number	Area of Speciali	Marks Awarded	Max. Marks	Marks Awarded by the Experts
PG	NO			0	2	
Ph D	YES		FF	4	4	
Teaching						

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.

192.168.1.110:7778 says:

Kindly delete the duplicate record and proceed further. You cannot create more than one record for same Parameter/Criteria: SBL-D&T-00521

OK

Grant Sanctioned under R

Grant Sanctioned as Advance NR - (Y0)

Grant Sanctioned as Advance R - (Y0)

Grant Sanction on Completion of Year1 - NR1

Grant Sanction on Completion of Year1 - R1

Grant Sanction on Completion of Year2 - NR2

Grant Sanction on Completion of Year2 - R2

Grant Sanction Reimbursement - NR

Grant Sanction Reimbursement - R

Utilization Certificate Received:

Utilization Certificate Receipt Date:

Academic Credentials of Coordinator/ PI/ Applicant

Academic Credentials of Coordinator/ PI/ Applicant 1 - 10 of 10

Parameter/ Crite	Yes/No	Count/Number	Area of Specialia	Marks Awarded	Max. Marks	Marks Awarded by the Experts

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.

The screenshot shows the AQIS Application interface. The top navigation bar is orange and contains the AQIS Application logo and the All India Council for Technical Education logo. Below the navigation bar, there is a list of parameters for the AICTE-AQIS Application. A blue arrow points to the 'Justification' tab header, which is highlighted in teal. Below the tab header, there is a table with columns for Parameter/ Criteria, Details, Maximum Marks, and Marks Awarded by the Experts. The table has one row with the parameter 'Expected Outcome and Benefit to the Society' and a value 'aa' in the Details column.

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.

The screenshot shows the AQIS Application interface with an error message dialog box. The dialog box contains the text: "Please enter record for each parameter in 'Justification' Tab(SBL-EXL-00152) (SBL-EXL-00152)". The dialog box has an "OK" button. The background shows the AQIS Application interface with a table of parameters and a "Details of Co-Ordinator" tab.



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.

The screenshot displays the AQIS Application interface. A modal dialog box is open, displaying an error message: "192.168.1.110:7778 says: Kindly delete the duplicate record and proceed further. You cannot create more than one record for same Parameter/Criteria: SBL-DAT-00521". The background shows a form with various parameters for grant sanctioning, such as "Grant Sanctioned as Advance NR - (Y0)", "Grant Sanction on Completion of Years - NR1", "Grant Sanction on Completion of Year2 - NR2", "Grant Sanction Reimbursement - NR", and "Grant Sanction Reimbursement - R". The bottom of the screen shows a "Justification" section with a "1 - 6 of 6" indicator.

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.

The screenshot shows the AQIS Application web interface. The top navigation bar includes 'AQIS Application' and 'All India Council for Technical Education'. Below the navigation bar, there is a list of application types with a search bar. A red arrow points to the 'Credential of Institute / Department' tab. Below the tab, there is a table with the following columns: Parameter/ Criteria, Yes/No, Count/Number, Details, Maximum Marks, Marks Awarded, and Marks Awarded by the Experts. The table is currently empty.

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.



All AQIS Application Information 1 - 1 of 1. Please Click on "New" button below to apply for new "AQIS" Application

AQIS Application	Status	AQIS Schemes	Faculty Id	Title	Surname	First Name	Father's Name	MobilePhone #	Email Address	Scale of Pay	Exact Designati
1-3329888879	New Request	RPS - Research Promotion Scheme	1-2942592810	Mr.	DATA	DATA	DATA		abc@abc.com	Vth Pay scale	DIRECTOR

Earlier Grants

Details of earlier grants awarded to the Institute 1 - 1 of 1

2.8 Any other tab than mentioned above

If user clicks on 'New' button then error message is displayed.

AQIS Application All India Council for Technical Education

AICTE-AQIS AICTE AQIS Application AICTE AQIS Application

Date of Completion:

Grant Sanctioned under NR:

Grant Sanctioned under R:

Grant Sanctioned as Advance NR - (Y0):

Grant Sanctioned as Advance R - (Y0):

Grant Sanction on Completion of Year1 - NR1:

Grant Sanction on Completion of Year1 - R1:

Grant Sanction on Completion of Year2 - NR2:

Grant Sanction on Completion of Year2 - R2:

Grant Sanction Reimbursement - NR:

Grant Sanction Reimbursement - R:

Utilization Certificate Received:

Utilization Certificate Receipt Date:

Personalties Expected

Eminent personalities expected to participate No Records

192.168.1.110:7778 says:
The 'Personalties Expected' tab is not applicable for RPS - Research Promotion Scheme(SBL-EXL-00151)

OK

Salary Expenses

Total salary expenses for academic year 1:

Total salary expenses for academic year 2:

Total salary expenses for academic year 3:



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 users clicks on "**Validate Application**" Button, complete validation of AQIS Application will be done.
3. On clicking Validate Application button below operations are performed.

The screenshot shows the AQIS Application interface. At the top, there is a navigation bar with the AICTE logo and the text 'All India Council for Technical Education'. Below this, there is a header for 'AQIS Application' and a menu for 'AICTE-AQIS'. The main content area displays 'Details of Co-Ordinator' with fields for 'New Request', 'RPS - Research Promotion Scheme', 'Mr.', 'DATA', 'DATA', 'DATA', 'abc@abc.com', 'Vth Pay scale', and 'DIRECTOR'. A large black arrow points to the 'Validate Application' button. Below the button, there are two informational messages: 'New and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.' and 'Please click on 'Validate Application' button before clicking on 'Submit' button.' Below these messages, there is a table of application details:

AQIS Application Id	1-3329988579	Status
Schemes	RPS - Research Promotion Scheme	
Duration	3 Years	
AQIS Application Submission Date	27/12/2016	
Creation Date	24/12/2016	

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'

The screenshot shows the 'Institute Budget Proposal' section of the AQIS Application interface. It features a table with the following data:

Limit of Funding(Rs.)	2,35,000	Budget - Non Recurring	Total Cost (Rs.)
Total Fund Requested	23529	Budget - Recurring	Total Cost (Rs.)

Below the table, there is a section for 'Sanctions and Payment Disbursement Schedule' with the following fields:

Grant Sanctioned		Participating Industries	Total Financial Commitments
Total Grants Sanctioned (NR + R)		Details of Salary Expenses	Total salary expenses for academic year 1
Date of Sanction of Grant-In-Aid Bill			Total salary expenses for academic year 2
Date of Completion			
Grant Sanctioned under NR			
Grant Sanctioned under R			



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.