

# All India Council for Technical Education

(Under Ministry of HRD, GOI)

AICTE Quality Improvement Schemes - AQIS



## User Manual for Scheme

## STTP – Short Term Training Program



## Table of Contents

AQIS Application .....	4
1. AQIS Bank/Institute Details.....	5
1.1 Institute Details.....	5
1.2 Bank Details.....	5
2. STTP – Short Term Training Program.....	7
2.1 AQIS Application Details .....	10
2.2 Budget Non- Recurring.....	<b>Error! Bookmark not defined.</b>
2.3 Programme Details .....	<b>Error! Bookmark not defined.</b>
2.4 Personalities Expected .....	12
2.5 Participating Industries .....	13
2.6 Similar Events.....	13
2.7 Budget Estimate –Others .....	15
2.8 Academic Credentials of Coordinator/ PI/ Applicant.....	17
2.9 Justification .....	19
2.10 Credential of Institute / Department.....	21
2.11 Earlier Grants .....	23
2.12 Any other tab than mentioned above .....	24
2.13 Validation of Application.....	25
2.14 Submission of Application.....	26



## Icons for 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

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

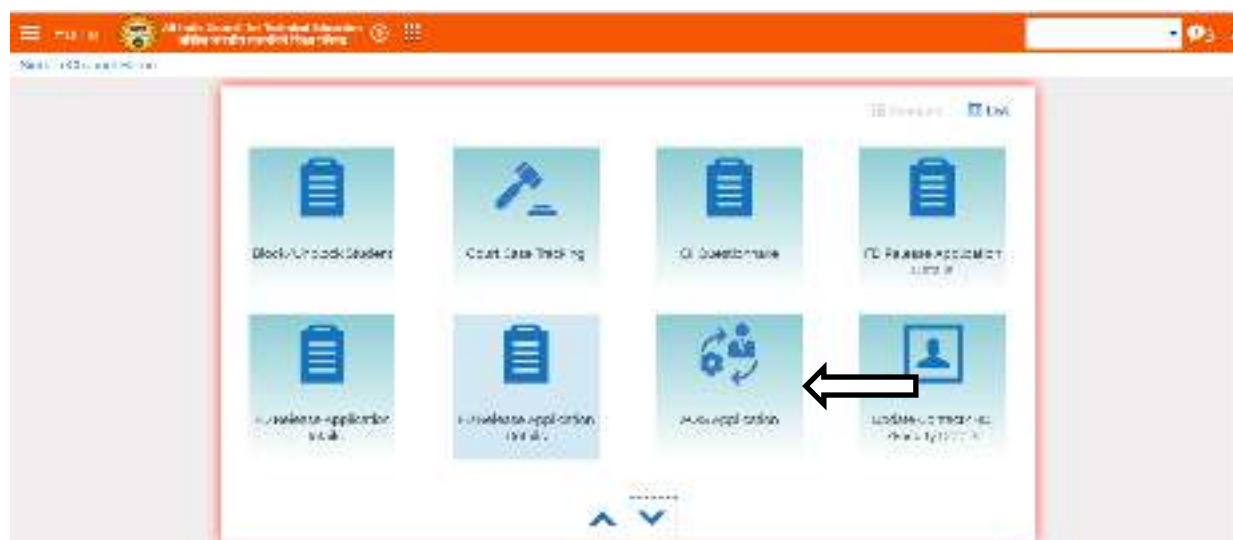
**Navigation:** To see all the tabs alphabetically click Control + Shift + A



## AQIS Application

Login to existing AICTE Portal with the credentials provided by AICTE.

Navigate to **AQIS Application** Screen by clicking on 'AQIS Application' screentab.



Application id of Academic Year **2017-2018** will appear on the 'AQIS Application- Institute Details' Form

Institute Details	
Current Application Number	12345678
Permanent Institute Id	12345678
Academic Year	2017-2018
Name of the Institute	GOVT
Address of the Institute	12345
Website	12345
Institute Code	12345678
State/Union Territory	12345678

Bank Details	
Name of the Bank	12345678
Branch Name	12345678
Type of Account	12345678
Account Number	12345678
Pin Code	123456

**Declaration**

This is an Institute level account. This has to be opened correctly in consultation with the Finance Officer and Head of Institute. Government will provide a guarantee. This 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 filling this checkbox.

☒ Quick Link



## 1. AQIS Bank/Institute Details

### **1.1 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

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

### **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 & 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.

The screenshot shows the 'AGIS Application - Institute Details' form. The form is divided into several sections. The 'Save Bank Details' button is located at the top left of the form, next to the 'Institute Details' tab. The form contains various fields for entering institute and bank information.


Current Principal/Institute Number	1234567890	Institute Type	Government	Cell Number	9876543210
Principal/Institute Name	ABCDEF GHIJKL	Principal/Institute Address	Government of Karnataka	AGIS Number	123456
Principal/Institute Address	1234567890	Principal/Institute Address	Government of Karnataka	Cell Phone Number	9876543210
Name of the Institute	GOVERNMENT DEPT. OF	Principal/Institute Address	Government of Karnataka	OTD Code	1234
Address of the Institute	1234567890	Principal/Institute Address	Government of Karnataka	Cell Phone Number	9876543210
Bank/ATM	1234567890	Principal/Institute Address	Government of Karnataka	OTD Code	1234

- 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.

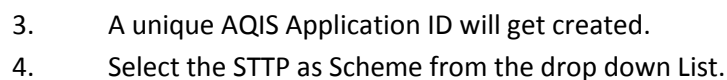
The screenshot shows the 'AGIS Application - Institute Details' form after clicking the 'Save Bank Details' button. The 'Confirm/Edit Bank Details' button is now enabled and highlighted. The form fields are now read-only.

Current Principal/Institute Number	1234567890	Institute Type	Government	Cell Number	9876543210
Principal/Institute Name	ABCDEF GHIJKL	Principal/Institute Address	Government of Karnataka	AGIS Number	123456
Principal/Institute Address	1234567890	Principal/Institute Address	Government of Karnataka	Cell Phone Number	9876543210
Name of the Institute	GOVERNMENT DEPT. OF	Principal/Institute Address	Government of Karnataka	OTD Code	1234
Address of the Institute	1234567890	Principal/Institute Address	Government of Karnataka	Cell Phone Number	9876543210
Bank/ATM	1234567890	Principal/Institute Address	Government of Karnataka	OTD Code	1234

- 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



- Note: Select AQIS details tab while creating New AQIS Application.







AQIS Application Id	Status	Faculty Id	Faculty Name	Title	Duration	Extension	Project Name	Project Description	Project Location	Project Start Date	Project End Date	Project Type
1-00000001	New Request											
1-00000002	New Request											
1-00000003	New Request											
1-00000004	New Request											
1-00000005	New Request											
1-00000006	New Request											
1-00000007	New Request											
1-00000008	New Request											
1-00000009	New Request											
1-00000010	New Request											
1-00000011	New Request											
1-00000012	New Request											
1-00000013	New Request											
1-00000014	New Request											
1-00000015	New Request											
1-00000016	New Request											
1-00000017	New Request											
1-00000018	New Request											
1-00000019	New Request											
1-00000020	New Request											

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 Co-ordinator.

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

8. Select the Faculty from the list.

Faculty Id	Faculty Name	Title	Duration	Project Name	Application Id
1-00000001	Dr. J. K. Singh	Professor	10	Project A	1
1-00000002	Dr. A. B. Singh	Associate Professor	5	Project B	2
1-00000003	Dr. C. D. Singh	Assistant Professor	3	Project C	3
1-00000004	Dr. E. F. Singh	Research Officer	2	Project D	4
1-00000005	Dr. G. H. Singh	Research Officer	2	Project E	5

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

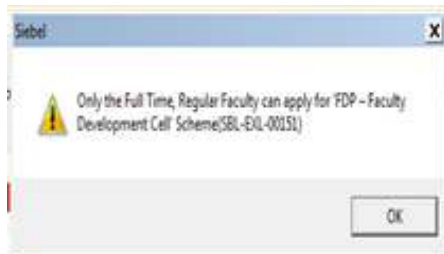




- Mother's Name
  - Father's Name
  - Date of Birth
  - Exact Designation
- 
- Appointment Type
  - Appointment FT/PT
  - Doctorate Degree
  - Other Qualification's
  - Category
  - Village
  - Religion
  - Gender
  - State
  - PAN
  - Mobile Number
  - Email Address
  - Date of Joining the Institute
  - 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 STTP Scheme**

- a- **AQIS Application Details**
- b- **Budget Non- Recurring**
- c- **Programme Details**
- d- **Personalities Expected**
- e- **Participating Industries**
- f- **Similar Events**
- g- **Budget Estimate -Others**
- h- **Academic Credentials of Coordinator/ PI/ Applicant**
- i- **Justification**
- j- **Credential of Institute / Department**

## 2.1 AQIS Application Details

1. Navigate to AQIS Application Details.



- AICTE approved Course of the department under which STTO is to conducted – Click on box type icon. 2017-18 courses will be displayed. Select relevant course from the pop up window.

- Department under which STTP is to be conducted
- Types of training – Select from drop-down
- Tentative dates of the STTP
- Total number of STTP applications applied (including Rejected)
- Total number of STTP applications approved and completed
- Total number of STTP applications approved and not completed
- Number of Participants

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

The screenshot shows the ACTE AQS application portal. The main page is titled "Details of Co-ordinator". It contains a table with the following information:

Field	Value	Action
Agency ID	1-4602487	More
Scheme ID	EDP - Faculty Development Cell	AGS Application Submission Code
District	Chennai	Choice Code
Faculty ID	1-4602487	Holdphone #
Title	Dr.	Email Address

A modal window is open, displaying a message about the user's department and the next steps for the application process. The message reads:

localhost8881 says:  
The user department for the user department under which EDP is to be conducted (DR-ED-8878235-01-0001)

Once all the details are filled click on 'Save' button



## 2.4 Personalities Expected

1. Navigate to Personalities Expected tab for STTP Scheme.

The screenshot shows the AGIS Application interface. The top navigation bar is orange with the text 'AGIS Application' and 'All tasks are offline'. Below this is a dropdown menu for 'ACTE-AGIS'. The main content area is divided into two sections. The top section is a list of grant sanction types, including 'Grant Sanctioned under HR', 'Grant Sanctioned under IT', 'Grant Sanctioned as Advance HR - FY18', 'Grant Sanctioned as Advance R - FY18', 'Grant Sanction on completion of Year 1 - HRs', 'Grant Sanction on Completion of Year 1 - R1', 'Grant Sanction on Completion of Year 2 - HRs', 'Grant Sanction on completion of Year 2 - R1', 'Grant Sanction Reimbursement - HR', 'Grant Sanction Reimbursement - R', 'Utilization - Scale received', and 'Utilization - Scale Receipt Date'. A blue arrow points to the 'New' button in the table header. The bottom section is titled 'Personalities Expected' and contains a table with the following columns: 'Name of Participant', 'Designation', 'Organization', and 'Activity'. The table is currently empty, and a 'New' button is visible in the top right corner of the table header.

2. Click on “New” button to add Record.
3. Details to be filled:
  - Name of Participant
  - Designation
  - Organization
  - Activity – select value from Drop down.

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



## 2.5 Participating Industries

1. Navigate to Participating Industries tab for STTP Scheme.

The screenshot shows the AGIS Application interface. The top header is orange with the text 'AGIS Application' and a logo. Below the header, there is a sidebar with a list of tabs. The 'Participating Industries' tab is highlighted in blue, and a blue arrow points to it. The main content area shows a table with columns for 'Parameters/Cats', 'Input By Institute', 'Maximum Marks', and 'Marks Awarded By Expert'. The table is currently empty, and a 'No Records' message is displayed at the bottom right.

2. Click on “New” button to add Record.
3. Details to be filled:
  - Name of Industry/Organization
  - Address
  - Website
  - Contact Person Name
  - Contact Person Designation
  - Contact Email
  - Role of collaborating/participating Industry
  - Financial Commitment Rs.

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

## 2.6 Similar Events

1. Navigate to Similar Events tab for STTP Scheme.



AGS Application

AICTE-AGS

Grant Sanctioned Under FRI

Grant Sanctioned Under R

Grant Sanctioned as Advance Rpt - FRI

Grant Sanctioned as Advance R - FRI

Grant Sanction on Completion of Year 1 - HRI

Grant Sanction on Completion of Year 1 - RI

Grant Sanction on Completion of Year 2 - HRI

Grant Sanction on Completion of Year 2 - RI

Grant Sanction Reimbursement - FRI

Grant Sanction Reimbursement - RI

Upload Certificate Received

Upload Certificate receipt date

Similar Events

Similar Event Organized By The Institute Earlier, If Any

No Records

Title Of The Act	Subject	Date From	Date To	Level	Name Of Extern	Grant By AICTE, Rs.
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2. Click on “New” button to add Record.

3. Details to be filled:

- Title of The Activity and its required field.
- Subject
- Date From and its required field.
- Date To and its required field.
- Level and its required field – select value from Drop down.
- Name Of External Body, If Any
- Grant By AICTE, Rs. – If its not filled by user its automatically set to ‘0’.





## 2.7 Budget Estimate –Others

1. Navigate to Budget Estimate –Others tab for STTP Scheme.

2. Click on “New” button to add Record.
3. Details to be filled:

- Head of Expenditure and its required field – select value from Drop down.
- Assistance requested for Council in Rs and its required field.
- Amount Recommended by expert in Rs and its Read-Only field.
- Amount Sanctioned and its Read-Only field.

### Validations:

1. All the ‘Head of Expenditure’ are required for the ‘Budget Estimate –Others’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.



2. User can add only 1 record for each 'Head of Expenditure' field.

If the user wants to enter the same parameter more than once, following error message will be displayed on click of 'Save' button.

The screenshot shows the AQIS Application interface. On the left, there is a list of expenditure categories under 'Grant Sanctioned under NR'. The main area displays a table with columns for 'Head of Expenditure' and 'Amount'. A modal dialog box is open, displaying an error message: 'Error! Wrong field values or value types detected in Field Head of Expenditure. Please re-enter your field values. If you need additional assistance, please refer to the documentation (URL: URL-00000). [X] (X) Only delete the duplicate record and proceed further. You cannot create more than one record for same Head of Expenditure. (URL: URL-00001)'. The dialog has an 'OK' button.

**NOTE:** There should be only one record for each value of 'Head of Expenditure' field.



## 2.8 Academic Credentials of Coordinator/ PI/ Applicant

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

Parameter/ Criteria	Yes/No	Count/Number	Area of Specialization	Marks Awarded	Max. Marks
PG	YES	Text		1	3

3. Click on “New” button to add Record.
4. 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
  - Count/Number
  - Area of Specialization/Details
5. 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.
- 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.



6. 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.
7. User can add only 1 record for each parameter in 'Parameter/Criteria' field.
8. 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.

The screenshot displays the 'AQS Application' form. On the left, there is a list of parameters for the 'Academic Credentials of Coordinator/ PI/ Applicant' tab. These parameters include: Date of Completion, Grant Sanctioned under HR, Grant Sanctioned under RI, Grant Sanctioned as Advance HR - PI, Grant Sanctioned as Advance RI - PI, Grant Sanction on Completion of Year 1 - HR, Grant Sanction on Completion of Year 1 - RI, Grant Sanction on Completion of Year 2 - HR, Grant Sanction on Completion of Year 2 - RI, Grant Sanction Reimbursement - HR, Grant Sanction Reimbursement - RI, Utilization Certificate Received, and Utilization Certificate Receipt Date. A modal dialog box is open in the center, displaying the error message: 'local host:8081 says: Kindly delete the duplicate record and proceed further. You cannot create more than one record for same Parameter/Criteria: SRL-CAT-88521'. The dialog box has a blue 'OK' button. The form's header shows 'AQS Application' and 'All India Quotient'. The footer shows 'Academic Credentials of Coordinator/ PI/ Applicant' and '1 - 18 of 17'.

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



## 2.9 Justification

1. Navigate to Justification tab for STTP 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.



AGIS Application

local host 8081 says:

Kindly delete the duplicate record and proceed further. You cannot delete more than one record for same Parameter/Criteria: DR, CAT-8081

OK

AGIS Application

Grant Sanctioned under NR

Grant Sanctioned under R

Grant Sanctioned as Advance NR - Pnd

Grant Sanctioned as Advance R - Pnd

Grant Sanction on Completion of Year 1 - NR

Grant Sanction on Completion of Year 1 - R

Grant Sanction on Completion of Year 2 - NR

Grant Sanction on Completion of Year 2 - R

Grant Sanction Reimbursement - NR

Grant Sanction Reimbursement - R

Utilization Certificate Received

Utilization Certificate Receipt Date

Justification

0 Justification

1 - 7 of 7

Parameter/ Criteria	Details	Maximum Marks	Marks Awarded by the Experts
Objectives & Content	NR		
Objectives & Content	NR		

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





## 2.10 Credential of Institute / Department

1. Navigate to 'Credential of Institute / Department' tab for STTP 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. 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.
  5. **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.
  6. 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.



- [illegible]

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



## 2.11 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 STTP grant was approved earlier for the institute (including completed and not completed.)**



## 2.12 Any other tab than mentioned above

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





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.

### 2.13.2 Institute Budget Proposal

1. The same will be displayed in the 'Total Funds Requested' under label 'Budget Estimates Others'

After Successful completion of Validation, a message will be displayed.



The screenshot shows the AICTE AQIS Application portal. At the top, there is a header with the AICTE logo and the text "AQIS Application". Below the header, there is a table with columns for "Application No.", "Status", "Date", and "Action". The table contains two rows of data. The first row shows an application with status "Submitted" and a date of "1-24-2024 12:23". The second row shows an application with status "New Request" and a date of "1-24-2024 12:23". To the right of the table, there is a section for "Application Details" which includes a "Total Fund Required" of "₹10000000.00" and a "Total Fund Released" of "₹0.00".

## 2.14 Submission of Application

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

The screenshot shows the AICTE AQIS Application portal with the "Details of the Principal of the Institute" form. The form includes fields for "Principal Name", "Principal Category", "Principal ID", and "Principal Email". Below these fields, there is a section for the declaration. The declaration text reads: "I/We solemnly confirm and verify that the information uploaded on the portal in respect of this proposal for seeking grant from AICTE under AQIS is true and correct to the best of our knowledge and belief. In case, at any point of time it is found that information provided in this proposal is false or incorrect, AICTE will be at liberty to withdraw the grant given to us and we shall be liable to refund the entire amount of the grant with interest thereon and also liable for any other action that AICTE may deem fit. We also understand that AICTE may not consider our future proposal in this circumstance." Below the declaration text, there are two buttons: "Save as Draft Proposal" and "Redirection to Declaration".

- 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.

**After the application is Submitted - The status of application will change to Submitted and date of submission will set to current date.**