AICTE – CII Survey of Industry-Linked Technical Institutes
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1. CII APPLICATION

1) Login to portal and click the **CII Questionnaire** tab

2) Under this tab, click the **CII Application** link.

3) Click the **New Application** button.

4) Select the type of institute that applies to you from the drop-down list

**Note:** The institutes are categorized into three types, namely:

<table>
<thead>
<tr>
<th>Type</th>
<th>Institute Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>‘IIT’, ‘NIT’, ‘IIIT’</td>
</tr>
<tr>
<td>3</td>
<td>‘IIM’</td>
</tr>
</tbody>
</table>

**Note:**
- **Type 1 Institutes** (Registered with AICTE --‘Self-financing’, ‘Government’, ‘Government-aided’): Institute Details will get populated automatically.
- **Type 2 (‘IIT’, ‘NIT’, ‘IIIT’) and Type 3 (‘IIM’) Institutes:** Fill all the required details e.g. Institute Details, Contact Details, etc.
5) After reading and agreeing to the ‘Terms and Conditions’, click the **Questionnaire** button.

**Note:** Don’t click the **Submit Application** button before filling the rest of the Questionnaire data. Because once the application is submitted, all data become **Read Only**.

6) After clicking on **Questionnaire button**, you will be navigated to ‘Questionnaire’ tab. Here, you’ll see 8 different tabs.
You will have to fill in information pertaining to **8 tabs** depending on the type of institute and the course type, namely:

1. **Companies**
2. **Disciplines**
3. **Governance**
4. **Curriculum Input**
5. **Faculty**
6. **Infrastructure**
7. **Services**

**Note:** This is applicable only for Degree courses

**OR**

**Project And Skill Development**

**Note:** This is applicable only for Diploma courses.

8. **Placement Details**
2. COMPANIES

1) Click the **Companies** tab.
   Prepare a list of all the companies with which your institute has any kind of collaboration, for all courses/streams. Add these companies’ names in this table.

2) For your help, a list of companies has been uploaded for you to choose from. Click the **Add Company** button and choose from the list that pops-up.
3) If a company name does not appear in the list, you can add a new company by clicking the **New Company** button.

4) A new screen opens, where you can add a new company along with its details. Click the **New** button and add the new company details.
5) After adding the new company details, click the **Save** button.

**Note:** Once company details are saved, you will not be allowed to edit the data.

6) On clicking the **Save** button, a message pops up. Click the **OK** button, if you are done.

7) Now click the **Questionnaire** tab and add this company by clicking the **Add Company** button. Then, query for the company you created before. This new company name would appear in the list that pops up.
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Sector</th>
<th>Incorporation Name</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOSHIBA Components Ltd.</td>
<td>Engineering</td>
<td>Private</td>
<td>Small</td>
</tr>
<tr>
<td>TOSHIBA Circuits Ltd.</td>
<td>Engineering</td>
<td>Private</td>
<td>Small</td>
</tr>
<tr>
<td>AARVY MINTWERS</td>
<td>Retail</td>
<td>Private</td>
<td>Small</td>
</tr>
<tr>
<td>JITECHSO TECHNOLOGIES</td>
<td>IT</td>
<td>Private</td>
<td>Small</td>
</tr>
<tr>
<td>A &amp; G TECH</td>
<td>IT</td>
<td>Private</td>
<td>Medium</td>
</tr>
<tr>
<td>A &amp; G TECH</td>
<td>IT</td>
<td>Private</td>
<td>Small</td>
</tr>
<tr>
<td>AROS</td>
<td>IT</td>
<td>Private</td>
<td>Large</td>
</tr>
<tr>
<td>BIZNUMERICS</td>
<td>Consulting</td>
<td>Private</td>
<td>Small</td>
</tr>
<tr>
<td>AMTCH</td>
<td>Engineering</td>
<td>Private</td>
<td>Large</td>
</tr>
<tr>
<td>BUDGETSTONE INDIA</td>
<td>Manufacturing</td>
<td>Private</td>
<td>Medium</td>
</tr>
</tbody>
</table>
3. DISCIPLINES

1) Click the Discipline tab.
Here you need to enter details about disciplines / streams offered by your institute.

Note: You can’t add more than one discipline of same type.

❖ For Type 1 Institutes i.e. institutes registered with AICTE (‘Self-financing’, ‘Government’, ‘Government-aided’), you can choose among the following 9 disciplines:

1) Architecture/Planning
2) Chemical Engineering and Allied
3) Civil Engineering and Allied
4) Computer & IT Engineering and Allied
5) Electrical Engineering and Allied
6) Electronics Engineering and Allied
7) Management
8) Mechanical Engineering and Allied
9) Pharmacy

❖ For Type 2 Institutes i.e. NITs, IITs & IIITs, you can choose among the following 6 disciplines:

1) Chemical Engineering and Allied (NIT, IIT, IIT)
2) Civil Engineering and Allied (NIT, IIT, IIT)
3) Computer & IT Engineering and Allied (NIT, IIT, IIT)
4) Electrical Engineering and Allied (NIT, IIT, IIT)
5) Electronics Engineering and Allied (NIT, IIT, IIT)
6) Mechanical Engineering and Allied (NIT, IIT, IIT)

❖ For Type 3 Institutes i.e. for IIMs, you have to choose following discipline.

1) Management (IIMs)

2) Click the New button, to fill following details in Discipline tab:

a. Discipline – It is the drop-down list where you can select disciplines mentioned above.
b. Level – It is a drop-down list where you can select Degree/Diploma for Type 1 Institutes i.e. AICTE and Degree for Type 2 (NITs, IITs, & IIITs) & Type 3 Institutes (IIMs).
c. **Year of Inception** – Here you need to fill the year in which your institute started offering the course.

d. **Number of Sub streams** – It is auto-populated depending on the number of records in the **Sub Streams** tab (at the bottom of the page).

e. **Number of Faculty** - Here you need to fill the total number of faculty in all sub streams.

f. **No of eligible Final Year students for placement** - This field gets populated automatically when the institute enters ‘No of eligible Final Year students for placement’ for each **Sub-Stream** under Disciplines. It is the sum of student count of all Sub-Streams under a Discipline.
3) Details need to be filled in the Sub Streams tab for each record of Discipline tab:
   a. **Sr. No**
   b. **Sub stream Name** – On clicking the icon, you can select a one Sub stream from pop-up window having single/multiple Sub streams.
   c. **Year of Inception** of the sub stream.
   d. **No of eligible Final Year students for placement**—Here you need to enter sum of number of students eligible for placement in year 2018-19 and 2019-20 for the particular sub-stream.

**Note:** In the subsequent tabs, you would be able to select only the disciplines you add here.
1) Click the Governance tab.
Here you need to provide information of those companies, which had their representatives on your institute’s Board of Governors in 2019-20.

2) To add a company, click the New button. Then click the box icon under the Company Name.

3) Click the New button, to fill the following details in the Governance tab:

   a. **Company Name** - Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you need to add.
   b. **Company Sector** – It is auto-populated on selecting Company Name.
   c. **Incorporation Status** - It is auto-populated on selecting Company Name.
   d. **First Name**
   e. **Last Name**
   f. **Designation**
   g. **Type of Governing Body** – It is drop-down list of values.
After filling in the company and representative details, you are required to fill the Meeting Details of each representative. Scroll down the page to enter ‘Meeting Details’
Here you need to enter meeting details such as Meeting Number, Meeting Date, whether attended or not. Similarly, choose other representatives and fill in their corresponding meeting details below.

Note:
• If there is more than one representative from one company, then mention his/her name in subsequent row by again filling the company name.
• If at this moment you wish to add a new company, then you will need to go back to the Companies tab and follow the steps to add a new company.
5. CURRICULUM INPUT

1) Click on the Curriculum Input tab.

2) Under this tab there are five sub tabs:
   a. Student Internship
   b. Student Industrial Visit
   c. Visiting Faculty from Industry
   d. Guest Lecture
   e. Change in Curriculum
5.1 Student Internship

1) Click the **Student Internship** tab.
   Here you need to provide information of those companies which provided in-company student internship/ training in 2018-20.

2) To add a company, click the **New** button and fill following details:
   a. **Company Name** - Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name.
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name.
   d. **Discipline** – Upon clicking the symbol, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you like to add.
   e. **Level** – It gets auto-populated on selecting Discipline.
   f. **Date From**
   g. **Date To**
   h. **No Of Students**

![Image of a questionnaire interface](image)

**Note:**
- If one company has provided internship to students of more than one disciplines, then mention the other discipline in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.
5.2 Student Industrial Visit

1) Click the **Student Industrial Visit** tab.
   Here you need to provide information of those companies where industrial visits were conducted for student of your institute in 2018-20.

2) To add a company, click the **New** button and fill the following details:
   a. **Company Name** - Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name.
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name.
   d. **Discipline** – Upon clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
   e. **Level** – It gets auto-populated on selecting Discipline.
   f. **Date From**
   g. **Date To**
   h. **No Of Students**

Note:
- If one company has provided industrial visit to students of more than one disciplines, then mention the other disciplines in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.
5.3 Visiting Faculty from Industry

1) Click the Visiting Faculty from Industry tab. Here you need to provide information of those companies whose representatives (Visiting Faculty) conducted course lectures for students in 2018-20.

2) To add a company, click the New button and fill the following details:
   a. Company Name - Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. Company Sector – It gets auto-populated on selecting Company Name.
   c. Incorporation Status – It gets auto-populated on selecting Company Name.
   d. First Name
   e. Last Name
   f. Designation
   g. Discipline – Upon clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   h. Level – It gets auto-populated on selecting Discipline.
   i. Date of Lecture

Note:
- If one company has provided input in more than one courses, then mention the other courses in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
5.4 Guest Lecture

1) Click the Guest Lecture tab. Here you need to provide information of those companies whose representatives provided guest lectures/seminars in your institute for the students in 2018-20.

2) To add a company, click the New button and fill the following details
   a. **Company Name** - Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name.
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name.
   d. **First Name**
   e. **Last Name**
   f. **Designation**
   g. **Student Discipline** – Upon clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   h. **Level** – It gets auto-populated on selecting Discipline.
   i. **Date of Lecture**
   j. **No of Student Attended**

**Note:**
- If one company representative has provided multiple guest lectures, then mention each lecture in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
5.5 Change in Curriculum

1) Click the Change in Curriculum tab.
   Here you need to provide information of those companies whose representatives recommended changes in Curriculum in 2018-20.

2) To add a company, click the New button and fill following details:
   a. **Company Name** - Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name.
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name.
   d. **First Name**
   e. **Last Name**
   f. **Designation**
   g. **Discipline** – On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   h. **Level** – It gets auto-populated on selecting Discipline.
   i. **Name of the Course / Module** – Here, name the course/module in which the curriculum was revised.
   j. **Year** - Here, mention the year in which the curriculum was revised.

**Note:**
- If one company representative has provided recommendations for multiple course/modules, then mention each course/module in subsequent rows by again filling the company names.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
6. FACULTY

1) Click the Faculty tab.

2) Under this tab we have seven sub tabs:
   a. Faculty Linked to Industry
   b. Faculty providing training to Industry
   c. Faculty on Board of Industry
   d. Executive Programmes attended by Industry
   e. Faculty trained by Industry
   f. Faculty Patents leading to Industry Products
   g. Papers Authored to Industry by Faculty
6.1 Faculty Linked to Industry

1) Click the Faculty Linked to Industry tab.
   Here you need to provide information on faculties who are linked to industry.

2) Click the New button to add a new faculty and fill the following details:
   a. Faculty First Name - On clicking the box icon, a pop-up opens with a list of faculty in your institute. NITs, IITs, IIITs, & IIMs need to enter details of their faculty.
   b. Faculty Last Name
   c. Faculty Id
   d. Discipline - On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   e. Level – It gets auto-populated on selecting Discipline.

Note: In the subsequent links related to faculty, you will be able to select only from the faculty added here.
6.2 Faculty providing training to Industry

1) Faculty providing training to Industry tab.

Here you need to provide information of those companies which were provided in-company training by your institute’s faculty in 2018-20.

2) To add a company, click the New button and fill the following details:
   a) Company Sector – It gets auto-populated on selecting Company Name
   b) Incorporation Status – It gets auto-populated on selecting Company Name
   c) Faculty First Name – Follow the same procedure as for selecting Company Name
   d) Faculty Last Name – It gets auto-populated on selecting Faculty First Name
   e) Faculty Id – It gets auto-populated on selecting Faculty First Name
   f) Discipline – It gets auto-populated on selecting Faculty First Name
   g) Level – It gets auto-populated on selecting Faculty First Name
   h) Date of Lecture
Note:

- If one faculty provided in-company training to multiple companies, then mention each in subsequent row by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
6.3 Faculty on Board of Industry

1. Click the Faculty on Board of Industry tab.
   Here you need to provide information of those companies which had your institute’s faculty on their Board in 2018-20.

2. To add a company, click the New button and fill following details:
   a. **Company Name** – Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name
   d. **Type of Board/ Council** – Select the relevant option from the drop-down list.
   e. **Faculty First Name** – Follow the same procedure as selecting Company Name.
   f. **Faculty Last Name** – It gets auto-populated on selecting Faculty First Name.
   g. **Faculty Id** – It gets auto-populated on selecting Faculty First Name
   h. **Discipline** – It gets auto-populated on selecting Faculty First Name
   i. **Level** – It gets auto-populated on selecting Faculty First Name
   j. **Member Since**

**Note:**
- If one faculty is on Board of multiple companies, then mention each in subsequent rows by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
6.4 Executive Programs attended by Industry

1) Click the **Executive Programmes attended by Industry** tab.
   Here you need to provide information of those companies, employees of which have attended your institute’s executive programmes/ training in 2018-20.

2) To add a company, click the **New** button and fill following details:
   a. **Company Name** - On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name
   d. **Faculty First Name** – Follow the same procedure as selecting Company Name.
   e. **Faculty Last Name** – It gets auto-populated on selecting Faculty First Name.
   f. **Faculty Id** – It gets auto-populated on selecting Faculty First Name
   g. **Discipline** – It gets auto-populated on selecting Faculty First Name
   h. **Level** – It gets auto-populated on selecting Faculty First Name
   i. **Programme Name**
   j. **Date From**
   k. **Date To**
   l. **No of Executive Attending**

**Note:**
- If one faculty has provided multiple executive programmes, then mention each programme in subsequent rows by again filling the company name, the employees of which were provided the programmes.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab.
6.5 Faculty trained by Industry

1) Click the Faculty trained by Industry tab. Here you need to provide information of those companies where your institute’s faculty was trained/oriented in 2018-20.

2) To add a company, click the New button and fill following details:
   a. Company Name - On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. Company Sector – It gets auto-populated on selecting Company Name
   c. Incorporation Status – It gets auto-populated on selecting Company Name
   d. Faculty First Name – Follow the same procedure as selecting Company Name.
   e. Faculty Last Name – It gets auto-populated on selecting Faculty First Name.
   f. Faculty Id – It gets auto-populated on selecting Faculty First Name
   g. Discipline – It gets auto-populated on selecting Faculty First Name
   h. Level – It gets auto-populated on selecting Faculty First Name
   i. Start Date
   j. End Date

Note:
- If one faculty was provided training by multiple companies, then mention each training in subsequent rows by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
6.6 Faculty Patents leading to Industry Products

1) Click the Faculty Patents leading to Industry Products tab. Here you need to provide information of those companies, which have created products from your institute’s faculty patents in 2018-20.

2) To add a company, click the New button and fill following details:
   - **Company Name** - On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   - **Company Sector** – It gets auto-populated on selecting Company Name
   - **Incorporation Status** – It gets auto-populated on selecting Company Name
   - **Faculty First Name** – Follow the same procedure as selecting Company Name.
   - **Faculty Last Name** – It gets auto-populated on selecting Faculty First Name.
   - **Faculty Id** – It gets auto-populated on selecting Faculty First Name
   - **Discipline** – It gets auto-populated on selecting Faculty First Name
   - **Level** – It gets auto-populated on selecting Faculty First Name
   - **Date of Adoption**
   - **Patent Number**
   - **Granted/Filed** – Select the relevant option from the drop-down list.
   - **Patent Owner** -- Select the relevant option from the drop-down list.
   - **Year** – Select the relevant option from the drop-down list.

**Note:**
- If one faculty had multiple patents adopted by companies, then mention each in subsequent rows by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
6.7 Papers Authored to Industry by Faculty

1) Click the **Papers Authored to Industry by Faculty** tab. Here you need to provide information of those companies where your institute faculty sent/presented papers, published by them, during the years 2018-20.

2) To add a company, click the New button and fill following details:
   a. **Company Name** - On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name
   d. **Faculty First Name** – Follow the same procedure as selecting Company Name.
   e. **Faculty Last Name** – It gets auto-populated on selecting Faculty First Name.
   f. **Faculty Id** – It gets auto-populated on selecting Faculty First Name
   g. **Discipline** – It gets auto-populated on selecting Faculty First Name
   h. **Level** – It gets auto-populated on selecting Faculty First Name
   i. **Date Sent or Presented**
   j. **Paper Title**
   k. **Assignment Type** – Select the relevant option from the drop-down list.

**Note:**
- If one faculty sent/presented many papers to Industry, then mention each in subsequent rows by again filling the faculty name corresponding to the Paper Title and other details.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.
7. INFRASTRUCTURE

1) Click the **Infrastructure** tab.
   Here you need to provide information of those companies which have sponsored your institute’s infrastructure during 2019-20.

2) To add a company, click the **New** button and fill following details:
   a. **Company Name** – On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name
   d. **Discipline** – On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
   e. **Level** – It gets auto-populated on selecting Discipline.
   f. **Name of Infrastructure**
   g. **Type of Infrastructure** – Select the relevant option from the drop-down list.
   h. **Total Expenditure on setting up of the cell / Body (INR)**
   i. **Amount contributed by Industry at the time of setting up of the cell (INR)**
   j. **Start Year** - Select the relevant option from the drop-down list.
   l. **Completion Year** - Select the relevant option from the drop-down list.
   m. **Infrastructure Used By** - Select the relevant option from the drop-down list.
Note:
- If one infrastructure was sponsored by multiple companies, then mention each in subsequent row by again filling the infrastructure name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
1) Click the Services tab.
Here you need to provide information of those companies which have assigned research/consulting/advisory services to your institute during 2018-20.

2) To add a company, click the New button and fill following details:
   a. **Company Name** – On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name
   d. **Faculty First Name** – Follow the same procedure as selecting Company Name.
   e. **Faculty Last Name** – It gets auto-populated on selecting Faculty First Name.
   f. **Faculty Id** – It gets auto-populated on selecting Faculty First Name
   g. **Discipline** – It gets auto-populated on selecting Faculty First Name
   h. **Level** – It gets auto-populated on selecting Faculty First Name
      a. **Title of Service**
      b. **Type of Service** – Select the relevant option from the drop-down list.
      c. **Start Date**
      d. **End Date**
      e. **Fees Received from Industry**

**Note:** Here you can select Faculty with Level ‘Degree’ only.
Note: If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
9. PROJECT AND SKILL DEVELOPMENT

Note: This tab is applicable to Institutes registered with AICTE only

1) Click the Project And Skill Development tab.

2) Under this tab you will find following three sub tabs:
   a. Skill Development Programmes
   b. Social Responsibility and Community Development Programmes
   c. Product Details
9.1 Skill Development Programmes

1) Click the **Skill Development Programmes** tab.
   
   Here you need to provide information of those companies which participated in skill development programmes during 2018-20.

2) To add a company, click the **New** button and fill following details:
   
   a. **Company Name** - On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
   
   b. **Company Sector** – It gets auto-populated on selecting Company Name
   
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name
   
   d. **Discipline** – On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
   
   e. **Level** – It gets auto-populated on selecting Discipline.
   
   f. **Type of Project / Skill Development**
   
   g. **Title of Development**
   
   h. **Total number of persons trained under the programme.**

**Note:** Here you can select Disciplines with level **Diploma** only.

- If same faculty has participated in multiple skill development programmes, then mention each in subsequent rows by again filling the Title of Development corresponding to the companies.

- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.
9.2 Social Responsibility and Community Development Programmes

1) Click the Social Responsibility and Community Development Programmes tab. Here you need to provide information of those companies which were involved in social responsibility and community development programmes with the institute during 2018-20.

2) To add a company, click the New button and fill following details:
   a. **Company Name** - On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. **Company Sector** – It gets auto-populated on selecting Company Name
   c. **Incorporation Status** – It gets auto-populated on selecting Company Name
   d. **Discipline** – On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   e. **Level** – It gets auto-populated on selecting Discipline.
   a. **Type of Project / Skill Development**
   b. **Title of Development** – Select the relevant option from the drop-down list.

**Note:** Here you can select Disciplines with level Diploma only.

**Note:**
- If same faculty has participated in multiple skill development programmes, then mention each in subsequent rows by again filling the Title of Development corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
9.3 Product Details

1) Click the Product Details link.
Here you need to provide information about Products manufactured in the institute during 2018-20.

2) To add a record, click the New button and fill following details:
   a. Discipline – On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   b. Level – It gets auto-populated on selecting Discipline.
   c. Product Name
   d. No. of products manufactured
   e. Per unit cost of the product
   f. Total revenue generated in rupees

Note: Here you can select Disciplines with level Diploma only.
10. PLACEMENT

1) Click the Placement tab.

2) Under this tab you will find following two sub tabs:
   a. Placement Details
   b. Student Self-Employment

10.1 Placement Details

1) Click the Placement Details sub-tab.
   Here you need to provide information of those companies which have come to your institute for campus recruitments during 2018-20.

2) To add a company, click the New button and fill following details:
   a. Company Name - On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the Companies tab. Select the company that you want to add.
   b. Company Sector – It gets auto-populated on selecting Company Name
   c. Incorporation Status – It gets auto-populated on selecting Company Name
   d. Discipline – On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   e. Level – It gets auto-populated on selecting Discipline.
   f. Year – Select the relevant option from the drop-down list.
   g. Total Number of Eligible Final Year Students - It gets auto-populated on selecting Discipline.
      (NOTE: Make sure applicant have filled at least one sub Stream against each Discipline in ‘Sub Streams’ tab present under ‘Disciplines’ tab)
   h. No of Students Offered Jobs
   i. Highest Salary (INR)
   j. Lowest Salary (INR)
Note: If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.
10.2 Student Self-Employment

1) Click the Student Self-Employment sub-tab. Here you need to provide information of those students who have opted for self-employment in the year 2018-20.

2) To add self-employment details, click the New button and fill following details:
   a. Student First Name – Add first name of the student.
   b. Student Last Name – Add last name of the student.
   c. Type of Self Employment – Select the relevant option from the drop-down list.
   d. Discipline – On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the Discipline tab. Select the Discipline that you want to add.
   e. Level – It gets auto-populated on selecting Discipline.
   f. Year – Select the relevant option from the drop-down list.
## CII Details

- Placement
- Student Self-Employment

### AICTE3 Placement List Aplet

<table>
<thead>
<tr>
<th>Student First Name</th>
<th>Student Last Name</th>
<th>Type of Self-employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start up, Consultancy, NPO, Others</td>
</tr>
</tbody>
</table>

Enter Company Details (which came for Campus Recruitment during 2018-19)

Architects/Ranking, Degree, Year: 2018-2020
11. SUBMISSION OF CII APPLICATION

1) Click the CII Application tab.
2) To submit the CII Application, click the Submit Application button.
3) On submitting CII Application, it will prompt the user a message saying:

   “Once submitted, the application would only be read-only. Please make sure that you have filled all the tabs in the questionnaire before submitting. Once submitted you will not be allowed to add further information. Are you sure you want to Continue?”

   Click the OK button to submit OR click the Cancel button if you need to revise your application.

The following validations are done once you click the Submit Application button:

a. Whether data is properly entered in entire Questionnaire
b. Whether institute has selected Institute Type in CII Application tab
c. Whether institute has agreed to the Terms and Conditions mentioned

On fulfilling above requirements, your institute’s CII application will get submitted successfully.
Note: On successful submission of the application, the CII Status field, will get changed from New to Submitted and entire Questionnaire data will become read only.
12. IMPORT FUNCTIONALITY

We have facility to import data using excel templates. To import data using excel templates, first download templates from the AICTE Web site as given below. Use www.aicte-india.org website for same.

Go to Quick Links and click on Collaborations (MoUs). It will open page containing all collaboration details. Scroll down the page and visit third last link for AICTE – CII Collaboration as shown below.
It will open another page. Go to end of page and click on ‘AICTE – CII Survey of Industry-Linked Technical Institutes 2020’ link. It will open page shown below.

This page contains all the excel templates require for Import facility provided for Governance, Curriculum, Faculty, Infrastructure, Services, Project & Skill Development and Placement tabs.
For example, if we consider data for Governance tab. To download the Governance excel template, click on the link ‘Format for importing ‘Governance’ from Excel Sheet’ and it will download the excel template. Excel template consist of one or two demo records. Please remove the demo records and fill data as per your requirements in the excel template. NOTE: Please do not modify the templates.

Once the excel data is ready, click on the add (+) button as highlighted in below screenshot.

Click on the icon of search in the File Name and it will open option for browsing excel file. Browse excel file and click on Open button. Save the record using save button and then click on ‘Import Committee’ button.
After clicking on import button, system will show message as shown below.

Please download the excel sheet to see the results in the last column of excel which will indicate whether data is imported properly or not. To download the excel, click on file name link.

NOTE: While importing corrected data again, applicant should not import records which were inserted properly to avoid duplicates of records in the system.