

USER MANUAL for FACULTY IMPORT



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
NEW DELHI- 110070



ICONS FOR BUTTONS

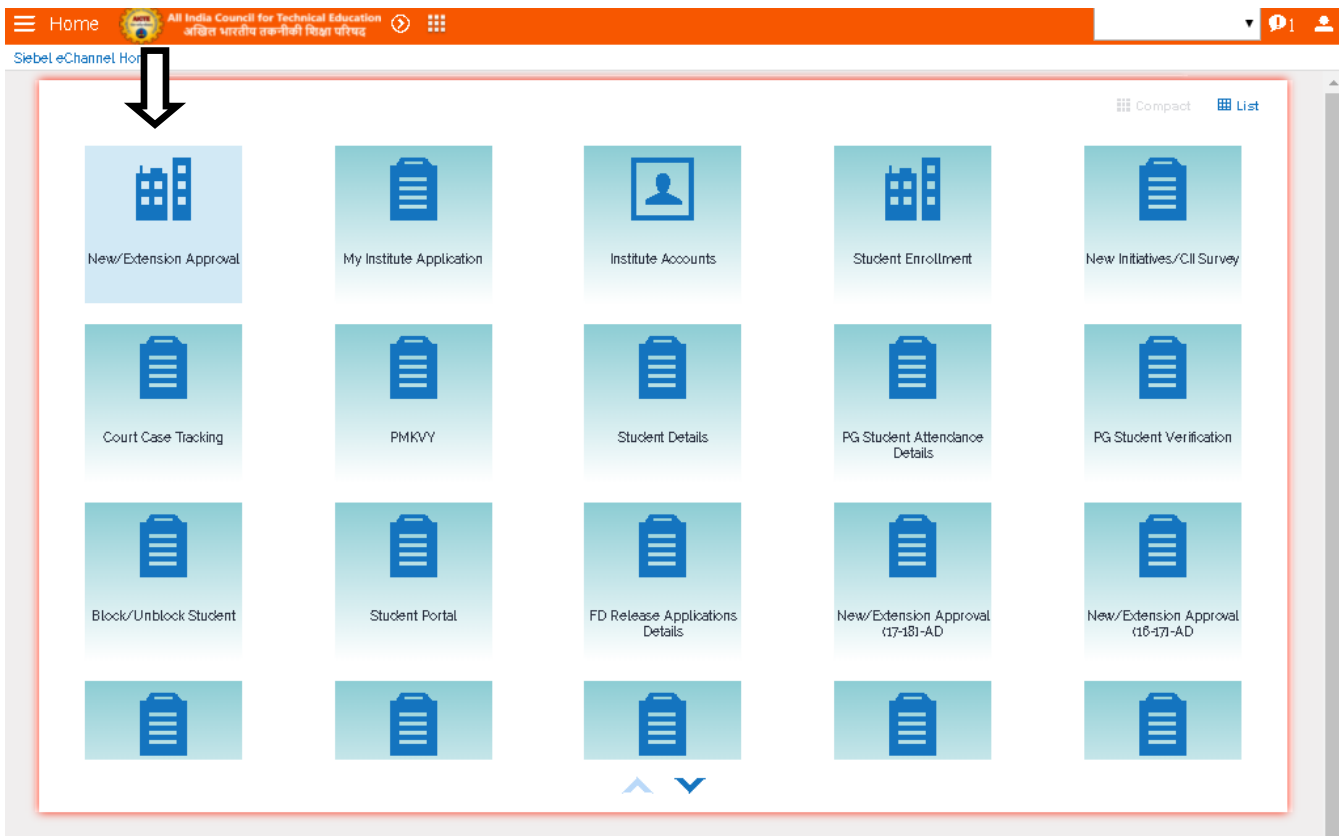
Please refer following table in case of any confusion with buttons.

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



STEP 1

- Login into AICTE Portal <https://portal.aicte-india.org/partnerportal> enu and Navigate to New/Extension Approval Screen as below screen shot.
OR
After login, press Ctrl+Shift+A.





STEP 2

- Click on the Faculty Download link as below screen shot.

The screenshot displays the AICTE New Application portal interface. At the top, there is a navigation bar with the text "New/Extension Approval" and "All India Council for Technical Education". Below this, the "Application Approval" section is visible, with "AICTE New Application" selected. The "Quick Links" section contains a grid of icons for various services, with "Faculty Download" highlighted by a red box. Below the Quick Links is the "Application-Header" section, which includes a "Proceed Further" button and a form for entering application details. The form fields include:

Current Application Number	<input type="text"/>	Current Status	Not Submitted
Permanent Institute Id	<input type="text"/>	Sub Status	<input type="text"/>
Academic Year	<input type="text"/>	Application Opened on	<input type="text"/>
Chapter	Chapter 1	Application Submitted on	<input type="text"/>
Approval Status of Application	<input type="text"/>	Attend Scrutiny Committee On	<input type="text"/>
Hard Copy Of AICTE Application Submitted?	<input type="checkbox"/>	Application Type	Extension-Expan
Remarks, if any	<input type="text"/>	Appeal Requested Date	<input type="text"/>
		Reopened Application Date	<input type="text"/>
		Overall Deficiency(Y/N)	Y

At the bottom left, there is a small icon and a note: "if (Hover over the icon and click on the check box before you Submit your Application)".



STEP 3

- Open the downloaded Faculty.xlsm file and follow the instruction to fill the data as below screen shot.

A	B
	Instructions:
	After downloading the excel sheet you can update/insert faculty details as follows:
	Do not forget to enable macros once you download the excel sheet.
	Do not make any modification in Generated Faculty.csv file.
	To update the existing faculty
	- Fill in the details for existing faculty
	- Fields marked red are mandatory
	- Atleast one column is mandatory for fields which are marked blue
	- After filling the faculty details click on validate button
	- If you get the message "Data Validation Done Successfully" then click "Ok" which will open another prompt window to save the file as .CSV format. The file will be saved in 'Documents' folder,
	then Go to Siebel Partner Portal -> New Extension Approval Screen->Faculty Deatils tab.
	- Attach above csv saved file to File Import Applet and save it.then Click Import Button.
	- Under the Faculty Details List Applet click on Update Faculty
	- Wait till you get the pop up message "File Import is completed."
	- Open your Faculty.csv excel sheet to see the error log for individual records
	To add a new faculty
	- Leave the Faculty ID column blank
	- Fill the remaining details of the new faculty
	- Fields marked red are mandatory
	- Atleast one column is mandatory for fields which are marked blue
	- After filling the faculty details click on validate button
	- If you get the message "Data Validation Done Successfully" then click "Ok" which will open another prompt window to save the file as .CSV format. The file will be saved in 'Documents' folder,
	then Go to Siebel Partner Portal -> New Extension Approval Screen->Faculty Deatils tab.
	- Attach above .csv saved file to File Import Applet and save it.then Click Import Button.
	- Under the Faculty Details List Applet click on Update Faculty
	- Wait till you get the pop up message "File Import is completed."
	- Open your Faculty.csv excel sheet to see the error log for individual records
	* Please do not leave any rows blank before last record in excel as it may not lead to Update/insertion of record
	* Before updating in siebel always validate for errors, if any.
	* Close the excel sheet Before updating/inserting the details.



STEP 4

- For New faculty entries FACULTY UNIQUE ID should be kept blank.
- Already entered faculty can be updated in the same excel, e.g. if faculty is left, then mark Y under Column Left the institute and enter Relieving Date.
- After filling all data click on Validate Button, if Data Validation is Successful as below screen shot, click Ok.

	A	M	N	O	P	
1	VALIDATE					
4	FACULTY UNIQUE ID	ADDRESS LINE 2	POSTAL CODE	CITY/VILLAGE	STATE	DISTRICT
5	1-3543943544		123654	qq	Andhra Pradesh	KURNOO
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

Microsoft Excel

Data Validation done successfully

OK



STEP 5

- Now it will ask for Saving the file into .CSV format as below screen shot. Click 'Yes' to save the file into Document folder(This is the default folder in every computer).

	A	M	N	O	P	
1	VALIDATE					
4	FACULTY UNIQUE ID	ADDRESS LINE 2	POSTAL CODE	CITY/VILLAGE	STATE	DISTRICT
5	1-3543943544	Test	123654	Naini	Andhra Pradesh	KURNOO
6						
7						
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Microsoft Excel dialog box: "Want to save your changes to 'Faculty.csv'?" with buttons: Save, Don't Save, Cancel.



STEP 6

- Above Step will save Faculty.CSV file into your Document folder. Attach the same file into Faculty Import applet into Faculty Details screen as below screen shot and click save.

New/Exension Approval All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद

Application Approval AICTE New Application | AICTE Faculty Details

No of books Published: Number of Publications in National Conference: No. of Doctorate Students Guided:
Number of Publications in International Conference: Number of Publications in National Journal: Patents:
Number of Publications in International Journal: No. of PG Projects Guided: FY/Common Subject Teacher?:
Would you like to work as Expert Member on various committees of AICTE? FY/Common Subject:

Faculty List

1 - 1 of 1

Import Faculty Data Update Faculty

Is Duplicate	Faculty Unique ID	Left the Institute?	Faculty Relieved	Title	Last Name	First Name	Middle Name	Gender	Address Line 1	Address Line 2	Postal Code	City
N	1-4136320			Dr.	TEST1	TEST1		Male	TEST		500006	HYDE

Faculty Import

1 - 1 of 1

ImportExcel Note: Attach Faculty.csv file from Document Folder

Attachment Name	Size (In Bytes)	Type	Modified
Faculty	7,426	csv	13/1/2019 01:11:16 PM



GRIEVANCE/QUERY

- Institutions are requested to register their grievance at the following url :

www.facilities.aicte-india.org/approvalprocess/apformEmail.php

Application Form for Grievance/Query related to AICTE Approval Process 2019-20.

Upload File(if any): **(Less than 1 mb)** No file selected.

Select User:*

Nature of Grievance/Query:*
- Select Your Grievance/Query Type -
Quality Education Mandate related Query
Forgot Password not received
Other Technical Issue
Policy related Query