User Manual

for

Downloading EOA Letter 2018-19

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**Icons for Buttons**

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

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<tr>
<th>S. No.</th>
<th>Icon</th>
<th>Meaning</th>
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<tr>
<td>1</td>
<td><img src="image" alt="Save Record" /></td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td><img src="image" alt="New Record" /></td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td><img src="image" alt="Delete Record" /></td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td><img src="image" alt="Search Record" /></td>
<td>Search Record</td>
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<tr>
<td>5</td>
<td><img src="image" alt="Collapse" /></td>
<td>Collapse</td>
</tr>
<tr>
<td>6</td>
<td><img src="image" alt="Expand" /></td>
<td>Expand</td>
</tr>
<tr>
<td>7</td>
<td><img src="image" alt="Notification by AICTE" /></td>
<td>Notification by AICTE</td>
</tr>
<tr>
<td>8</td>
<td><img src="image" alt="Navigation to next record in list" /></td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>9</td>
<td><img src="image" alt="Navigation to previous record in list" /></td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>10</td>
<td><img src="image" alt="Navigation to next set of records in list" /></td>
<td>Navigation to next set of records in list</td>
</tr>
<tr>
<td>11</td>
<td><img src="image" alt="Navigation to first set of records in list" /></td>
<td>Navigation to first set of records in list</td>
</tr>
<tr>
<td>12</td>
<td><img src="image" alt="Navigate to last record" /></td>
<td>Navigate to last record</td>
</tr>
<tr>
<td>13</td>
<td><img src="image" alt="Navigate to first record" /></td>
<td>Navigate to first record</td>
</tr>
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</table>
Login in to AICTE Web Portal

1. Submit Student Enrolment Data
2. Submit Dual/Integrated Courses Enrolment Data
3. Submit Placement Details
4. Submit New Initiatives/CII Survey
5. Submit Hard Copy to Regional Office

Click on ‘Enable EOA Printing’ button in New/Extension Approval Screen

- Click on Report Icon in New/Extension Approval Screen
- Select EOA Report 2018-2019 from ‘Report Name’ dropdown
- Click on Submit button
- Click on ‘My Reports’
- Save the Report after Successful report generation
Navigate to ‘Student Enrolment’ Screen

Navigate to AICTE Website → Click on Student Enrolment → You will be navigated to screen
Fill Student Enrolment Data

Fill Student Enrolment data for AY 2017-2018 and for all the other applications present in ‘Student Enrolment’ screen for which enrolment not yet submitted.
Fill NRI/PIO Data:

Fill the NRI Male, NRI Female fields for all the NRI Approved courses for the Approved Applications visible in this screen.
Fill the PIO Male, PIO Female fields for all the PIO Approved courses for the Approved Applications visible in this screen.

Click on ‘Submit Student Enrolment Data’ after filling entire data.

For all the previously Student Enrolment Submitted applications, NRI/PIO Male/Female fields can be filled if at all ‘Submit Student Enrolment Data’ button is disabled.

On Click of ‘Submit Student Enrolment Data’ button for AY 2017-2018, following error message will be displayed if any NRI, PIO approved course doesn’t have NRI/PIO Male/Female student intake value in any of the year.
Please fill the corresponding data in the year mentioned.
Submit Enrolment for all the visible Applications in screen

Submit Student Enrolment Data for 2017-2018 year by clicking on ‘Submit Student Enrolment Data’ after filling all the data and rectifying all the errors after clicking ‘OK’ on confirmation as shown below.

Also Submit the data for previous years where ever it is not already Submitted and ‘Submit Student Enrolment Data’ button is enabled.
Navigate to ‘Student Enrolment -> Dual/Integrated Courses’ Screen

Navigate to AICTE Website → Click on Student Enrolment-> Dual/integrated Courses → You will be navigated to screen
## Fill Enrolment Data for Dual/Integrated Courses

Fill enrolment data for Dual/Integrated Courses for AY 2017-2018 and for all the other applications present in 'Student Enrolment' screen for which enrolment not yet submitted.
Submit Dual/Integrated Courses Enrolment for all the visible Applications in screen

Submit Enrolment Data Dual/Integrated Courses for 2017-2018 year by clicking on ‘Submit Integrated Data’ after filling all the data and rectifying all the errors after clicking ‘OK’ on confirmation as shown below.

Also Submit the data for previous years where ever it is not already Submitted and ‘Submit Integrated Data’ button is enabled.
Navigate to ‘Placement Details’ Screen

1. Navigate to AICTE Website
2. Click on Placement Details
3. You will be navigated to screen

Images of the AICTE placement details screen are shown.
Fill Placement Details

Fill Placement Details for AY 2017-2018 and for all the other applications present in ‘Placement Details’ screen for which placement details not yet submitted.

Enter Placement Data for all approved courses. Enter 0 if there is if no student was placed or no batch has passed out.

Enter Placement Data for all approved courses. Enter 0 if there is if no student was placed or no batch has passed out.

Note:

‘Number of Students Passed’ and ‘number of Dropout Students’ column must be filled till 2016-2017 applications.

Fill the student placement data for all 6 years, if applicable. (2012-13, 2013-14,2014-15,2015-16, 2016-17, 2017-2018). Submit Student Placement Data button has to be clicked for each year, once the data entry is completed.

Ensure that “Student Placement data entry status” is set to ‘yes’ for all year applications.
Submit Placement Details for all the visible Applications in screen

Submit Placement Details for 2017-2018 year by clicking on ‘Submit Student Placement Data’ after filling all the data and rectifying all the errors after clicking ‘OK’ on confirmation as shown below.

Also Submit the data for previous years where ever it is not already Submitted and ‘Submit Student Placement Data’ button is enabled.
New Initiative / CII Survey

Login to the AICTE Web Portal

Click on New Initiatives/CII Survey

You will be navigated to New Initiative screen
**Fill Details of New Initiatives:**

New Initiative Details have been enabled for application of academic year 2018-2019. For the existing institutions, some of the details have been already present under this screen.

Those institutes getting Extension of Approval for the first time, will have to fill all the details present under the New Initiative as given in below snapshot.
Institute has to fill all details as per their curriculum on below mentioned sections. Institute has to answer main question as ‘Y’ or ‘N’. Based on the answer of main question, sub question will be made editable.

- **Swachh Bharat**

  1. Whether the Institute has undertaken any activities related to Swachh Bharat Mission?:  
     - Yes: [Y]  
     - No: [N]  
     - 1a. Number of Programs conducted under Swachh Bharat Mission: 

- **Digital India**

  2. Whether the Institute has conducted any activities under Digital India?:  
     - Yes: [Y]  
     - No: [N]  
     - 2a. Number of Programs conducted under Digital India: 

- **CMAT/ GPAT**

  3. Whether this Institute is ready to provide facility for CMAT and GPAT examination as centers?:  
     - Yes: [Y]  
     - No: [N]  
     - 3a. Number of computers available for the Examination:  
     - 3b. Whether Provision of 10% additional Computers has been made to meet redundancy: 

- **Unnat Bharat Abhiyan**

  4. Whether the Institute has conducted any activities under Unnat Bharat Abhiyan?:  
     - Yes: [Y]  
     - No: [N]  
     - 4a. Number of Programs conducted under Unnat Bharat Abhiyan: 

- **International Yoga Day**

  5. Whether the Institute has conducted any activities under International Yoga Day:  
     - Yes: [Y]  
     - No: [N] 

- **Skilled/ Vocational Programme (NSQF)**

  6. Whether the Institute/College is running any Skill Development / Vocational Programme (NSQF):  
     - Yes: [Y]  
     - No: [N]
- **Research Center**

<table>
<thead>
<tr>
<th>Research Center</th>
</tr>
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<tbody>
<tr>
<td>7. Whether your institution is having an approved Research Centre by the affiliating University?: Y</td>
</tr>
<tr>
<td>7a. Which are the departments offering PhD Program?:</td>
</tr>
<tr>
<td>7b1. Number of PhDs awarded in 2017-2018:</td>
</tr>
<tr>
<td>7b2. Number of PhDs awarded in 2016-2017:</td>
</tr>
<tr>
<td>7b3. Number of PhDs awarded in 2015-2016:</td>
</tr>
</tbody>
</table>

- **Start-Up Initiative**

<table>
<thead>
<tr>
<th>Start-Up Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Whether your institution is having any Start-Up Initiative?: Y</td>
</tr>
<tr>
<td>8a. Number of Start-Ups in last three years:</td>
</tr>
<tr>
<td>8b. Number of Jobs created under Start-Up in last three years:</td>
</tr>
</tbody>
</table>

- **NIRF Information**

<table>
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<tr>
<th>NIRF Information</th>
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</thead>
<tbody>
<tr>
<td>10. Whether your Institute has participated in National Institutional Ranking Framework (NIRF) 2018?: Y</td>
</tr>
<tr>
<td>10a. Enter NIRF-2018 Institute Id:</td>
</tr>
<tr>
<td>10b. NIRF Rank (if any):</td>
</tr>
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</table>

- **Others**

<table>
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<tr>
<td>9. Whether your institution is located in Tribal Area?: N</td>
</tr>
</tbody>
</table>
Following tabs will get enable only after answering 'Y' to question 6 under Skilled/Vocational Programme (NSQF). Portal will ask to either fill details of NSQF Compiled Details or Non-NSQF Compiled Details.

Details needs to be fill for NSQF Compiled are:

- Certifying Body
- Other Certifying Body
- Sector
- Specialization
- Level
- Student Enrolled in 2014-15
- Student Enrolled in 2015-16
- Student Enrolled in 2016-17
- Student Enrolled in 2017-18

Details to be filled for Non-NSQF Compiled are:

- Certifying Body
- Other Certifying Body
- Non-NSQF Programme
- Other Programme
- Sector
- Specialization
- Level
- Student Enrolled in 2014-15
- Student Enrolled in 2015-16
- Student Enrolled in 2016-17
- Student Enrolled in 2017-18
Once all the details are filled, institute can submit their New Initiative Details using submit button. On clicking ‘Submit Application’ button, AICTE Web portal will prompt message for Submission information. Portal will also prompt message as per rules designed, required for submission of accurate New Initiative data.

Once the all details filled by institution and submit the application following message will be displayed.

portal.aicte-india.org says
New Initiatives Application Submitted Successfully(SBL-EXL-00151)
The form will be read only and value in the field ‘New Initiative data entry status’ will indicate whether New Initiative data is submitted to not submitted.
Fill Details of CII Survey:

To fill data related to CII Survey, please click on icon 📖 as shown in below screen shot and click on ‘CII Survey’.

This screen is applicable for the existing application having status of their application other than New. (+) button and Submit Application button will be enabled for those only.
Once (+) button is clicked, Save and Submit Application button gets enables.

NOTE: Based on the answers to main question sub questions will be enabled. AICTE Web portal will prompt for the message if data is not given as per rules that means if user select ‘Yes’ to question, then its mandatory to answer its sub question otherwise system will prompt message like as below based on the question you have answered.
Once all the required information is filled by the institute, the institute can move ahead for submission of CII Survey data and this is achieved by clicking on ‘Submit Application’.

AICTE Web portal will prompt the following message confirming submission and non-editable of CII Survey data.

**portal.aicte-india.org says**

CII Survey data will be submitted. No editing will be allowed further. Do you wish to continue?

![Prompt message](image)

CII Survey details will become read-only after giving confirmation on prompt message.
Enable EOA Printing

After submitting data in 'Student Enrolment', 'Dual/Integrated Courses', 'Placement Details', 'New Initiative/CII Survey' screens and submitting hard copy of application to Regional Officer and get it marked from Regional Officer on AICTE Web Portal, navigate to 'New/Extension Approval' screen.

Click on 'Enable EOA Printing' button.

If any of the data submission for above mentioned screens is remaining, the same will be displayed in pop up message.

If all the data is filled, EoA printing will be enabled successfully.
Click on ‘Enable EOA Printing’ button in New/Extension Approval Screen

Click on the “Print EOA Report 18-19” in the Quick Links

Click on Report Icon and then in New/Extension Approval Screen

Select EOA Report 2018-2019 from ‘Report Name’ dropdown

Click on Submit button

Click on ‘My Reports’

Save the Report after Successful report generation