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1. **Registration**

1. Go to “idealnet.aicte-india.org” and click on “Register” link to register.

2. Enter your Institute’s Permanent Id and Press the Get Details button.

3. The details of the Institute including Name, Address and Email will auto populate.

4. Enter all the mandatory details.

5. Enter a password (Format: at least one uppercase, one lower case, one number and one special character and minimum 8 characters).

6. Re-enter the password for Confirmation and register.
2. Account Activation

Dear Test Institute of Technology,

Thank you for registering on AICTE-IDEA LAB application portal. We require some more information to complete the registration process, which includes confirmation of your email address. Once you verify you can login in to the AICTE-IDEA LAB application portal.

Kindly click on button below to confirm your email address.

Verify Email

If you have problem kindly contact on idealab@aicte-india.org or itidc@aicte-india.org

Thanks and regards
AICTE-IDEA LAB Team,
Institutional Development Cell,
All India Council for Technical Education
Nelson Mandela Marg, Vasant Kunj,
New Delhi -110070

After successful registration, the user will get an e-mail for the account activation to the registered Email Id during registration.

Click on the Verify Email button in the e-mail to activate your account.
3. Login

After the successful account activation, you can login to the website using the email id and password.
4. Institute Details

When you login.

The landing page is the Institute details.

You can click on icon in the header to expand and collapse the side menu bar for your convenience.

You can click on icon in the top right corner of the header for full screen view.

Fill the required data and Click on **Save button** to save the details.
5. Head of Institute & Faculty Coordinator Details

Navigate to “HOI & Faculty Coordinator Details” tab, using the side menu bar.

Fill the required data under Head of Institute Details, Faculty Coordinator Details and Faculty Co-ordinator Details. Click on Save button to save the details.

Faculty Coordinator and Faculty Co-ordinator cannot be same.
6. Build up Area Details

Navigate to “Build up Area Details” tab, using the side menu bar.

![3. Details of the Build Up Area (in sq.ft)](image)

Fill the required data and Click on **Save button** to save the details.

7. Credentials of Institute/Department

Navigate to “Credentials of Institute/Department” tab, using the side menu bar.

![4. Credentials of Institute/Department](image)

Fill the required data and Click on **Save button** to save the details.
8. Credentials of Chief Mentor (HOI)

Navigate to “Credentials of Chief Mentor (HOI)” tab, using the side menu bar.

<table>
<thead>
<tr>
<th>Parameter/Criteria</th>
<th>Enter values (in numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Total cost of all projects (funded by AICTE &amp; other agencies) implemented, Rs. (in lakhs)</td>
<td>250000</td>
</tr>
<tr>
<td>(b) Years of experience as Head of Institute (HOI), (in years and months) entered</td>
<td>5</td>
</tr>
</tbody>
</table>

Fill the required data and Click on **Save button** to save the details.

9. Credentials of Faculty Coordinator

Navigate to “Credentials of Faculty Coordinator” tab, using the side menu bar.

<table>
<thead>
<tr>
<th>Parameter/Criteria</th>
<th>Enter values (in numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Teaching/research experience in years (in years and months)</td>
<td>12</td>
</tr>
<tr>
<td>(b) Research papers published/presented</td>
<td>5</td>
</tr>
<tr>
<td>(c) Total cost of all projects (funded by AICTE &amp; other agencies) implemented, Rs. (in lakhs)</td>
<td>560000</td>
</tr>
<tr>
<td>(d) No. of national/international events organized</td>
<td>167</td>
</tr>
</tbody>
</table>

Fill the required data and Click on **Save button** to save the details.
10. **Credentials of Faculty Co-coordinator**

Navigate to “Credentials of Faculty Co-coordinator” tab, using the side menu bar.

<table>
<thead>
<tr>
<th>Parameter/Criteria</th>
<th>Enter values (in numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Teaching/research experience in years (in years and months):</td>
<td>5</td>
</tr>
<tr>
<td>(b) Research papers published/presented:</td>
<td>69</td>
</tr>
<tr>
<td>(c) Total cost of all projects (funded by AICTE &amp; other agencies) implemented, Rs. (in lakh):</td>
<td>960000</td>
</tr>
<tr>
<td>(d) No. of national/international events organized:</td>
<td>66</td>
</tr>
</tbody>
</table>

Fill the required data and Click on **Save button** to save the details.
11. Proposal for the project

Navigate to “Proposal for the project” tab, using the side menu bar.

**8. Proposal for the project**

<table>
<thead>
<tr>
<th>Parameter/Denomination</th>
<th>Enter Input (Not more than mentioned words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Vision for the IDEA Lab</td>
<td>Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry’s standard dummy text ever since the 1600s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.</td>
</tr>
<tr>
<td>(b) Benefits to students (UG/IPG/Projects/internship) and staff (FDP/Projects) to be mentioned quantitatively</td>
<td>Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry’s standard dummy text ever since the 1600s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.</td>
</tr>
<tr>
<td>(c) Integration of IDEA Lab with existing facilities</td>
<td>Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry’s standard dummy text ever since the 1600s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.</td>
</tr>
</tbody>
</table>

Fill the required data and Click on **Save button** to save the details.
12. **Non-Recurring Expenditure**

Navigate to “Non-Recurring Expenditure” tab, using the side menu bar.

This consists of Four tabs. Part-I (Equipment), Part-II (Consumables), Part-III (Tools) and Part-IV (Optional Equipment/Consumable/Tool).
Fill the required data and Click on **Save button** to save the details.

Summation of Part-I, Part-II and Part-III will be the grand total of Non-Recurring Expenditure.

Grand total of Part-IV will be the “Financial contribution beyond the estimated project cost”.
13. **Recurring Expenditure**

Navigate to “Non-Recurring Expenditure” tab, using the side menu bar.

This consists of two parts. Part-I and Part-II.

**Fill the required data and Click on Save button to save the details.**

**Summation of Part-I and Part-II will be the grand total of Recurring Expenditure.**

**Summation of Non-Recurring Expenditure and Recurring Expenditure will be the grand total of “AICTE Idea Lab Grand Total Budget”**.
14. Contribution to Budget

Navigate to “Contribution to Budget” tab, using the side menu bar.

<table>
<thead>
<tr>
<th>11. Contribution to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Contribution</strong></td>
</tr>
<tr>
<td>(a) Expected contribution from AICTE (in lakhs) = | AICTE IDEALAB Grand Total budget (\frac{1}{2}) not more than 55 lakhs (\text{(P)})</td>
</tr>
<tr>
<td>(b) Proposed contribution from Industry(in lakhs) (\text{(O)})</td>
</tr>
<tr>
<td>(c) Proposed contribution from Institute(in lakhs) (\text{(R)})</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Fill the required data and Click on **Save button** to save the details.

The Grand Total of Non-Recurring Expenditure and Recurring Expenditure will be auto populated in the total section, rest of the fields should be filled accordingly to compensate the grand total.

You Should fill this form after completing the “Non-Recurring Expenditure” and “Recurring Expenditure” forms.

If you do some changes in either “Non-Recurring Expenditure” or “Recurring Expenditure” forms after filling “Contribution to budget”, your existing filled details in the “Contribution to Budget” form will be cleared and you have to fill it again as per the new changes accordingly.
15. Attachments

Navigate to “Contribution to Budget” tab, using the side menu bar.

Fill the required data and Click on Save button to upload the files.

Format for “Endorsement Certificate” is given as a link. Only pdf files are allowed for all.

16. Preview & Submit

Navigate to “Preview & Submit” tab, using the side menu bar.

You can check all the filled details and can submit the application by clicking on Submit button after checking the declaration. You cannot edit any details once submitted.