

**User Manual
for
QUALITY EDUCATION MANDATE
(Only for 2019-20 AICTE Approved Institutions)**



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
NEW DELHI- 110070**



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IMPORTANT NOTE

Institutions who filled “Quality Education Mandate(QEM)” Application last year(in Approval Process 2019-20), such Institution’s “Quality Education Mandate” screen will be shown with pre-filled data(i.e, with last year made entries). Such institutions should update the data in all the tabs (if necessary/required) before pressing Submit button.

IMPORTANT INSTRUCTION

If the question/information is NOT applicable for the institute, in such cases institute should enter numeric zero “0”(for quantitative) or “NA” (for qualitative) against those fields appropriately.

After filling all the QE Mandate details click on **SUBMIT** button (refer last page of this manual) , on successful Submission screen the form will become un-editable. If something is missed by the user while filling up the form, user cannot submit the application.



ICONS FOR BUTTONS

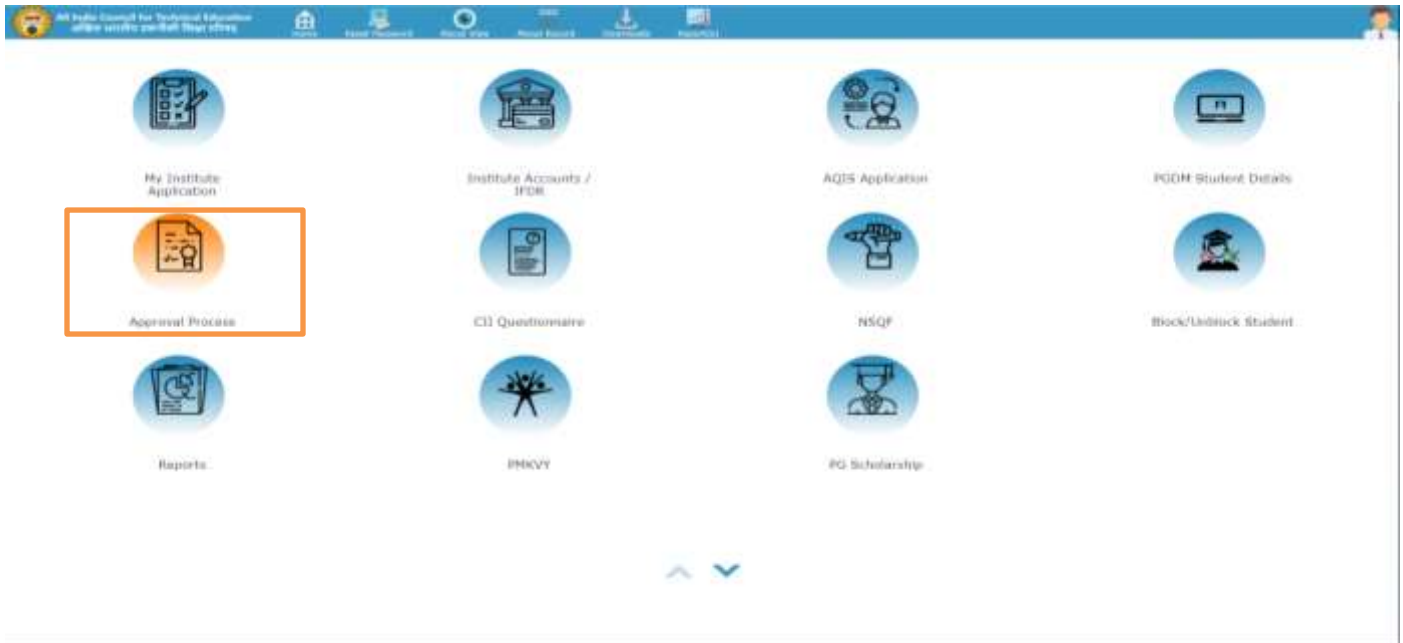
Please refer following table in case of any confusion with buttons.

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

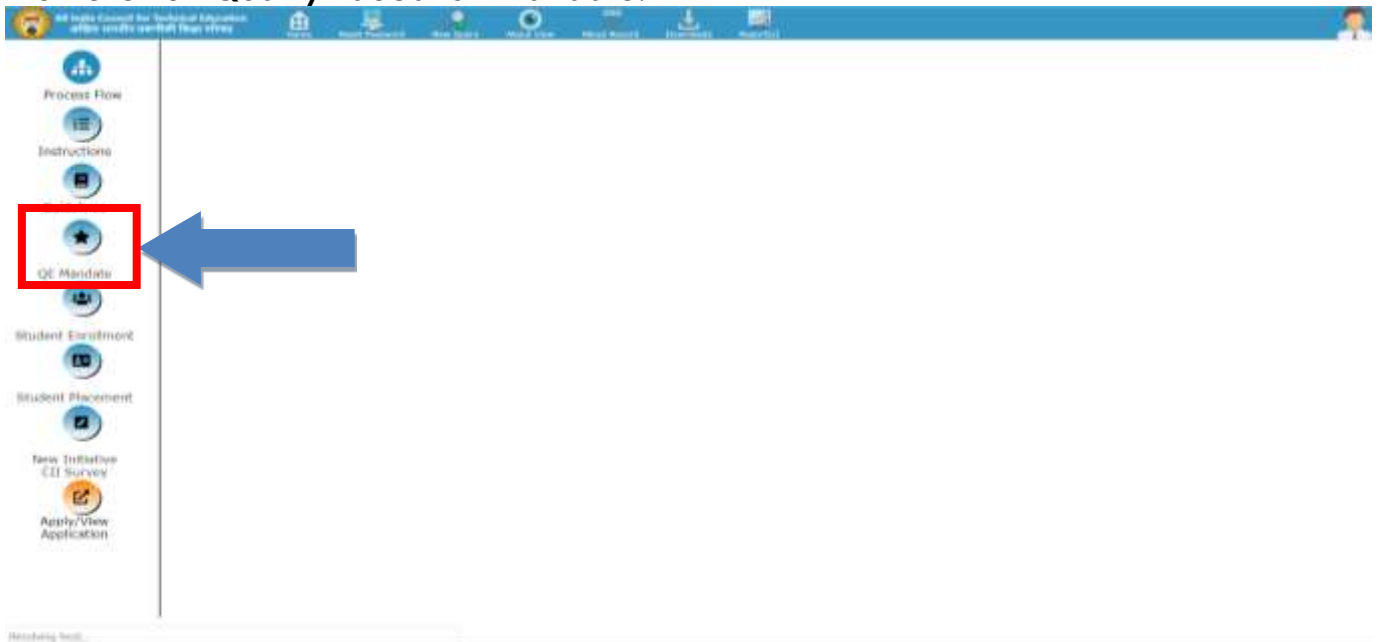


QE MANDATE SCREEN

- 1) Login to AICTE portal using existing login Credentials. List of icons will be visible, click on **Approval Process**



- 2) .Then click on **Quality Education Mandate**.





ABBREVIATION USED

FDP = Faculty Development Program

NBA= National Board of Accreditation

SIP = Student Induction Program

UHV= Universal Human Values

IIPC= Industry Institution Partnership Cell

QE MANDATE (BASIC)

The questions are related to following four point:

- I) ACCREDITATION
- II) INDUCTION PROGRAMME FOR FRESHER
- III) START UP CENTRE
- IV) INSDUSTRY READINESS
- V) SUMMER INTERNSHIP

I) **ACCREDITATION**

- a. **Number of Approved Course(s) for Last Year** – Enter total number of approved courses.
- b. **Number of Course(s) eligible for applying for Accreditation** – This field should have value less than or equal to value entered in field “(a)”.
- c. **Number of Approved Course(s) actually Accredited by NBA** - This field should have value less than or equal to value entered in field “(a)”.
- d. **Percentage approved accredited by NBA** – This is an auto populated field.
- e. **Number of Approved Course(s) eligible to Apply for Accreditation, but not Applied** - This field should have value less than or equal to value entered in field “(a)”.
- f. **Reason for not Applying Approved Course(s) for Accreditation** – Enter the reason for not applying for accreditation.
- g. **Number of Approved Course(s) Applied for Accreditation but Rejected at Pre-**



Qualification level -This field should have value less than or equal to value entered in field "(a)".

- h. **Reason for Rejection from Accreditation and Steps taken for Rectification** – Enter the reason for rejection and steps taken for rectification.
- i. **Month & Year by which at least 75 Percent of Approved Courses would be Accredited** : These fields should be populated with month and year by which 75% of approved courses would be accredited.

This field is not mandatory for Institutions having Percentage approved accredited by NBA greater than 75.

- j. **Year by which at least 75 Percent of Programmes would be Accredited** : These fields should be populated with list of year by which 75% of approved courses would be accredited.

This field is not mandatory for Institutions having Percentage approved accredited by NBA greater than 75.

Accreditation	
a) Number of Approved Course(s) for Last Year	0
b) Number of Course(s) eligible for applying for Accreditation	0
c) Number of Approved Course(s) actually Accredited by NBA	1
d) Percentage approved accredited by NBA	
e) Number of Approved Course(s) eligible to Apply for Accreditation, but not Applied	7
f) Reason for not Applying Approved Course(s) for Accreditation	na
g) Number of Approved Course(s) Applied for Accreditation but Rejected at Pre-Qualification level	1
h) Reason for Rejection from Accreditation and Steps taken for Rectification	na
i) Month & Year by which at least 75 Percent of Approved Courses would be Accredited	Not Applicable
j) Year by which at least 75% of programmes would be accredited	2028

Note: In case, If NBA accreditation is not applicable for the course(s) under any of the programme(s), such institutions need to enter the specific reason against point "f".



II) INDUCTION PROGRAMME FOR FRESHER

Q1)

a) Induction Program (as per AICTE guidelines) done or not(Y/N): Kindly choose the answer as Y/N accordingly.

b) What is the Percentage of Attendance in the Induction Program: Kindly enter the percentage.

c) Reason for not Conducting Induction Program: If the answer is N against field "a", then only this field will become active and accordingly institute should enter the reason.

d) Likely date for Starting the Induction Program: Select the date accordingly.

Q2) Have an active SIP Cell with all members oriented through 7/8-day FDP-SI (Yes/No) : Kindly choose the answer as Y/N accordingly.

Q3) Have adequate UHV Faculty in every department / discipline (in ratio of 1 UHV faculty for every 20 first-year students) (Yes/No) : Kindly choose the answer as Y/N accordingly.

Q4) Are conducting the mandatory SIP For a college / institution (Yes/No) : Kindly choose the answer as Y/N accordingly.

Q5) No. of people in policy making / management positions (like VC, directors, principals, deans, etc.) who have attended UHV FDPs (3-day or 7/8-day) : Enter total number of people in Policy making

Q6) No. of faculty who have attended 3-day and 7/8-day UHV FDPs: : Enter total number of faculty who Have attended 3-day and 7/8 UHV FDPs

Q7) No. of UHV FDPs organized : Enter total number of UHV FDPs organized

Q8) Preparedness for UHV-II(Yes/No) : Kindly choose the answer as Y/N accordingly.

Q9) Offers open electives in value education related topics? What exactly are the topics : Enter all the Topics with a comma (i.e. - ',') after every topic.

Q10) Number of faculty members

a)Have attended 3-day UHV FDP : Kindly choose the answer as Y/N accordingly

b)Have attended 7/8-day UHV FDP : Kindly choose the answer as Y/N accordingly

c)Have you conducted UHV-I during SIP : Kindly choose the answer as Y/N accordingly

d)Have you conducted any UHV course/elective: Kindly choose the answer as Y/N accordingly

e)How many 3-day UHV FDPs have you conducted in last AY : Enter total number of 3-day UHV FDPs conducted in last Academic year

f)How many 7/8-day UHV FDPs have you conducted in last AY : Enter total number of 7/8-day UHV FDPs conducted in last Academic year



III) **START UP CENTRE**

Answer accordingly.

IV) **INDUSTRY READINESS**

Answer accordingly.

V) **SUMMER INTERNSHIP**

1.Total no. of MoUs signed with industry for internship related activities : Enter total number of MoUs signed with industry for internship related activities

2.Percentage of students who got industrial internships in last Academic Year : Kindly enter the percentage

3.Percentage of students who participated in AICTE Activity Point Program in last Academic Year : Kindly enter the percentage

4.Percentage of Final Year Students who got campus placement in last Academic Year : Kindly enter the percentage

5.Has your institute registered on AICTE Internship Portal? (YES/NO) : Kindly choose the answer as Y/N accordingly

a.If YES, Number of current students (not alumni) whose details you have uploaded on AICTE Internship Portal : Enter the number of current students (not alumni) whose details have been uploaded on the AICTE Intership portal.



TEACHERS TRAINING DETAILS

This tab will contain already created course records.

- a) **Number of Teachers** – Enter the total number of Teachers against each course.
- b) **Number sent for orientation/refresher training (during last 2 years)** – Enter total number of teachers sent for training.
- c) **Number who took online MOOCs(through SWAYAM, NPTEL, etc)** – Enter total number of teachers who took online MOOCs.
- d) **Number of Faculty trained in 1 Day Workshop** - Enter total number of Faculty Trained in 1 Day Workshop.
- e) **Number of Faculty trained in 3 Days Workshop** - Enter total number of Faculty Trained in 3 Days Workshop.

NOTE: INSTITUTE SHOULD INCLUDE BASIC SCIENCE/HUMANITIES FACULTY MEMBER APPROPRIATELY WITH ANY OF THE COURSE(S)

Programme	Level of course	Name of the Course	Number of Teachers	Number sent for orientation/refresher training	Number who took online MOOCs
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	Bachelor of Technology	15	15	0
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	B.Tech	18	18	1
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	B.Tech	10	10	1
ARCHITECTURE AND PLANNING	UNDER GRADUATE	ARCHITECTURE	4	1	0
MANAGEMENT	POST GRADUATE	MBA	16	12	4
MANAGEMENT	POST GRADUATE	MBA	15	2	0
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	MECHANICAL & ELECTRONICS/ELECTRONIC SV...	10	5	5
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	ARTIFICIAL INTELLIGENCE	7	4	3



REVISION CURRICULUM

- a) **Branch of Program** – This field should be filled with Approved Courses
- b) **Whether revision of Course done?** – This field should be filled with Y/N value from the dropdown, whether revision of course was done or not.
- c) **If Yes, in which year last revision done.** – This field should be filled with year in which last revision was done.

Name of Program	Level of Course	Branch of Programme	Whether Revision of Course done?	If Yes, in which Year last Revision done
ENGINEERING A.	UG	Bachelor of Technology	Y	2015
ENGINEERING A.	UG	B.Tech	N	2015
ENGINEERING A.	UG	B.Tech	Y	2009
ARCHITECTURE	UG	ARCHITECTURE	Y	2018
MANAGEMENT	PG	MBA	Y	2017
MANAGEMENT	PG	MBA	Y	2005
ENGINEERING A.	UG	MECHANICAL & ELECTRONICS/MECHATRONIC SYSTEMS	N	2008
ENGINEERING A.	UG	ARTIFICIAL INTELLIGENCE	N	



INNOVATION DRIVE

Click on add button (+)

- a) **Innovation Drive** – This field should be entered with Innovation Drives undertaken / participated in.
- b) **Number of Students Participated** – This field should be entered with number of students participated in the specified innovation drives.
- c) **Details of Prizes Won, if any** – This field should be entered with details of the prizes won in the specified innovation drives.

The screenshot shows the AICTE portal interface. On the left is a navigation menu with icons for Process Flow, Instructions, Guidelines, QE Mandate, Student Enrollment, Student Placement, New Initiative CSE Survey, and Apply View Application. The main content area is titled "Institute Details" and contains several expandable sections: "QE Mandate(Basic)", "Teachers Training Details", "Revision Curriculum", and "Innovation Drives". The "Innovation Drives" section is highlighted with a red box. Below this section, there is a table with the following data:

Innovation Drive	Number of Students Participated	Details of Prizes Won, if any
Smart India Hackathon 2017	16	
Smart India Hackathon 2018	12	



INDUSTRY READINESS TAB

Click on add button (+)

- a) **Name of the Member** – This field should be filled with the name of the member.
- b) **Name of the Industry** – This field should be filled with the name of the industry.
- c) **Email ID of concerned Person (HR or any other)from the Industry-** This field should be filled with the Email of the person from the Industry.
- d) **Phone Number of concerned Person (HR or any other)from the Industry-** This field should be filled with the phone number of the person from the Industry.
- e) **Whether the Industry visits your institute for Campus Recruitment (Yes/No)** – Select Y or N from dropdown.

The screenshot shows the AICTE portal interface. On the left, there is a navigation menu with icons for Process Flow, Instructions, Guidelines, QE Mandate, Student Enrollment, Student Placement, New Initiative, and Apply/View Application. The main content area displays a list of tabs: Institute Details, QE Mandate(Basic), Teachers Training Details, Revision Curriculum, Innovation Drives, and Industry Readiness. The 'Industry Readiness' tab is selected and highlighted with a red box. Below the tab, there is a table with columns: Name of the Member, Name of the Industry, Email ID of concerned Person (HR or any other) from the Industry, Phone No. of concerned person (HR or any other) from the Industry, and Whether the Industry visits your institute for Campus Recruitment (Yes/No). The table has two rows of data, each with empty input fields for the first four columns. The 'Whether the Industry visits your institute for Campus Recruitment (Yes/No)' column has a dropdown menu. At the top left of the table, there is an 'Add' button (+) and other icons. At the top right, there is a '1 - 2 of 2' indicator and a search icon.



INDUSTRY PROJECT TAB

Click on ADD button (+) to add the details and under the following columns:

- Level** – This field should be filled with the level of the Project ie. PG/PHD or UG/Diploma
- Project Title** – This field should be filled with the Title of the Project.
- Name of the Industry** - This field should be filled with the name of the industry

S.No.	Level	Project Title	Name of the Industry
1	UG/Diploma		
2	PG/PHD		



SUMMER INTERNSHIP DETAILS

Click on ADD button (+)

Against questions a),b),c),d) and e)

1) **1st year Students** – Please enter number of students admitted.

2) **2nd year Students** – Please enter number of students

3) **3rd year Students** – Please enter number of students

Note – 1) If there are no records to be filled in b, c, d, e, then kindly enter zero.

2) **FOR THE PROGRAMMES LESS THAN 4 YEARS DURATION, UNDER SUCH CASE, INSTITUTIONS HAVE TO ENTER "0" UNDER THAT STUDENT YEAR COLUMN WHICH IS NOT APPLICABLE FOR THEM.**

Total number of Students	1st year Students	2nd year Students	3rd year Students
a) Total number of students	1,505	1,391	1,536
b) Number secured summer internships	0	1,391	1,000
c) Of the (b) above, number placed through campus	0	916	800
d) Number of industries/companies offered internship for Students	0	545	500
e) Of the (d) above, number found internship on their own	0	428	300



TPO/TPC AND PROGRAM IN-CHARGE

Click on ADD button (+)

- a) **Name**- This field should be filled with the name of the Person.
- b) **Designation** - This field should be filled with the Designation of the Person.
- c) **Email Id** - This field should be filled with the Email Id
- d) **Phone No** - This field should be filled with the Phone Number.
- e) **No of Staff** - This field should be filled with the No of Staff.

The screenshot shows the AKTE portal interface. On the left is a sidebar menu with icons for Process Flow, Instructions, Guidelines, QE Mandate, Student Enrollment, Student Placement, New Initiative CII Survey, and Apply/View Application. The main content area has a list of expandable sections: Teachers Training Details, Revision Curriculum, Innovation Drives, Industry Readiness, Industrial Project, Summer Internship Details, and TPO/TPC and Program In-charge (highlighted with a red box). Below this list is a table with the following data:

Name*	Designation*	Email ID*	Phone No*	No. of Staff*
<input type="text"/>	Program In-charge	<input type="text"/>	<input type="text"/>	18
<input type="text"/>	TPC	<input type="text"/>	<input type="text"/>	20
<input type="text"/>	Program In-charge	<input type="text"/>	<input type="text"/>	1



STUDENT INTERNSHIP DETAILS

Click on ADD button (+)

- a) **Level** - This field should be filled with the level of the Student i.e. Diploma/UG/PG.
- b) **Year** - This field should be filled with the Year of the Student.
- c) **Number of students who completed the Internship** - Enter the number of students who completed the Internship.
- d) **Total Number of Student in the batch**- Enter the total number of Students in the Batch.

Level*	Year*	Number of students who completed the internship*	Total Number of Students in the batch*
Diploma	PG 1st Year	25	25
PG	UG 2nd Year	25	25
UG	Diploma 2nd Year	25	25



START UP CENTER DETAILS

Click on ADD button (+)

- a) **Name of the Start-Up Incubation Center** – This field should be filled with name of the **Start-Up Incubation Center**.
- b) **Number of the Start-Up Units located in the Center** – This field should be filled with the Number of the startup units located in the center.
- c) **Year in Which Start-Up Incubation Center Started** – This field should be filled with the year in which the startup incubation center was started.

The screenshot displays the AKTE web portal interface. The top navigation bar includes icons for Home, Start-Up Centre, Start-Up, Start-Up Details, and Start-Up. The left sidebar contains various menu items: Process Flow, Instructions, Guidelines, QC Manifest, Student Enrollment, Student Placement, New Initiative CI Survey, and Apply/View Application. The main content area lists several expandable sections: Revision Curriculum, Innovation Drives, Industry Readiness, Industrial Project, Summer Internship Details, TPO/TPC and Program In-charge, Student Internship Details, and Start Up Centre Details. The 'Start Up Centre Details' section is highlighted with a red box. Below this section, there is a table with the following columns: Name of the Start-Up Incubation Centre, Number of Start-Up Units located in the Centre, and Year in Which Start-Up Incubation Centre Started. The table contains one row with the following data: 'AKTE', '1', and '2019'. The table also includes a pagination control showing '1 - 1 of 1' and a search icon.

Name of the Start-Up Incubation Centre*	Number of Start-Up Units located in the Centre*	Year in Which Start-Up Incubation Centre Started*
AKTE	1	2019



IMPORTANT NOTE

After filling all the QE Mandate details hit **SUBMIT** button as shown below if there would be any data discrepancy then error message will pop up otherwise on successful Submission screen will go read-only.

The screenshot displays the AICTE portal interface. On the left is a vertical navigation menu with icons for Process Flow, Instructions, Guidelines, QE Mandate, Student Enrollment, Student Placement, New Initiative CII Survey, and Apply/View Application. The main content area is divided into two sections: 'Institute Details' and 'QE Mandate(Basic)'. The 'Institute Details' section contains two input fields: 'Permanent Institute ID' and 'Name of the Institution'. The 'QE Mandate(Basic)' section features a 'Submit' button highlighted with a red box and a blue arrow pointing to it. Below the button is a blue instruction: 'Please fill data in required tabs/Quick Links under QE Mandate and then Submit the Application.' Underneath this is an 'Accreditation' section with four numbered input fields: a) Number of Approved Course(s) for Last Year, b) Number of Course(s) eligible for applying for Accreditation, c) Number of Approved Course(s) actually Accredited by NBA, and d) Percentage approved accredited by NBA.