User Manual for Scheme

Grant for Organizing Conference - GOC
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Icons for Buttons
Please refer following table in case of any confusion with buttons.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1.png" alt="Icon" /></td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td><img src="image2.png" alt="Icon" /></td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td><img src="image3.png" alt="Icon" /></td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td><img src="image4.png" alt="Icon" /></td>
<td>Search Record</td>
</tr>
<tr>
<td>5</td>
<td><img src="image5.png" alt="Icon" /></td>
<td>Collapse</td>
</tr>
<tr>
<td>6</td>
<td><img src="image6.png" alt="Icon" /></td>
<td>Expand</td>
</tr>
<tr>
<td>7</td>
<td><img src="image7.png" alt="Icon" /></td>
<td>Notification by AICTE</td>
</tr>
<tr>
<td>8</td>
<td><img src="image8.png" alt="Icon" /></td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>9</td>
<td><img src="image9.png" alt="Icon" /></td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>10</td>
<td><img src="image10.png" alt="Icon" /></td>
<td>Navigation to next set of records in list</td>
</tr>
<tr>
<td>11</td>
<td><img src="image11.png" alt="Icon" /></td>
<td>Navigation to first set of records in list</td>
</tr>
<tr>
<td>12</td>
<td><img src="image12.png" alt="Icon" /></td>
<td>Navigate to last record</td>
</tr>
<tr>
<td>13</td>
<td><img src="image13.png" alt="Icon" /></td>
<td>Navigate to first record</td>
</tr>
</tbody>
</table>

**Navigation:** To see all the tabs alphabetically click Control + Shift + A
Login to existing AICTE Portal with the credentials provided by AICTE.

Navigate to **AQIS Application** Screen by clicking on ‘AQIS Application’ screen tab.

Application id of Academic Year **2018-2019** will appear on the ‘AQIS Application- Institute Details’ Form.
1. AQIS Bank Details

1.1 Institute Details

Below Institute Details will auto populate in the AQIS Application – Institute Details & will not be editable for the Institute.

- Current Application Number
- Permanent Institute Id
- Academic Year
- Name of the Institute
- Address of the Institute
- State/UT
- Town/City/Village
- Pin
- Institution Type
- Land Phone Number
- STD Code
- Cell Number – Cell Number should be of 10 digit
- Fax Number – Fax Number should be more than 6 digit
- Website

- **University Managed** - For differentiating **Government & Private/Self-Financed** Institute -
  1. If the Institution Type is Government, Central University, Deemed University (Government), University Managed – Govt, Govt.–Aided with percentage grant more than 50%, then will be considered as Government.
  2. If the Institution Type is Unaided – Private, Deemed University (Private), University Managed – Private, or Institute in point 1 with less than 50% grant from government, it will be considered as Private/Self-Financing.

**Details to be filled by the Institute:**

1. Institute District
2. Percentage Grant received from Government
3. PAN Number of the Institute.
4. PAN Card Issuing Authority with State
5. PAN Card Issuing State
6. PAN Card issuing Date – Issuing date should be less than current date
7. Reference of Extension of Approval letter for the current year
8. Email Id of the Institute
1.2 **Bank Details**

**Details to be filled by the Institute:**

1. Name of Bank where Grant from AICTE will be deposited—Select Bank from the dropdown list
2. Branch Name
3. Bank Branch Address
4. Name of the Account Holder
5. Type of Account—Select Account Type from the dropdown
6. Account Number—Number will be converted to* while entering Account Numbers the user cannot copy the Account Number.
7. Re-enter Account Number
8. IFSC Code—IFSC Code will be converted to* while entering Code it should be of 11 digit
9. Re-enter IFSC Code
10. Bank MICR Code
11. Bank Code
12. Pin Code

- Check the Declaration flag and then click on "Save Bank Details" button.

- On clicking on “Save Bank Details” button, all the fields will become Read only and Successful message will be shown.
• “Confirm Bank Details” button will be enabled.

• To confirm the bank details entered, kindly click on the button ‘Confirm Bank Details’ button.

• A message will be shown prompting the Bank Details of the Institute.

• If the bank details are incorrect, click on Cancel button to edit the Bank Details again otherwise Ok to confirm the details.

• Once the ‘Ok’ button is clicked the Institute details and Bank details will become read only

Only after confirming the Bank Details, the “New” button will get enabled for adding the AQIS Applications.
• After confirming the Bank details, the data entered will become read only.
• “Edit Bank Details” button will get activated.
• Click on “Edit Bank Details” button to edit the Bank details.

2. GOC- Grant for Organizing Conference

1. Click on “New” button to create AQIS Application.
2. If the Institute is not approved by AICTE, i.e., any of the courses of the institute is not approved then Error Message will be displayed.

Note: Select AQIS details tab while creating New AQIS Application.

3. A unique AQIS Application ID will get created.
4. Select the GOC as Scheme from the dropdown List.
5. If the Institute applying for GOC does not have at least 10 Years of Existence with AICTE, an error message will be displayed.
6. Following fields will autopopulate:
   - AQIS ApplicationId
   - Status
   - Duration
7. Click on the selection menu icon in FacultyId field to add details of Project coordinator.
8. A popup applet will open with Faculty details present in Institute for AcademicYear “2017-2018”.
9. Select the Faculty from the list.

10. After selecting Faculty from the list below data gets auto-populated as present in the Faculty details tab in New/Extension Approval Screen.
   - Title
   - Surname
   - FirstName
   - Mother’sName
   - Father’sName
   - Date of Birth
   - Exact Designation
   - Appointment Type
   - Appointment FT/PT
   - Doctorate Degree
   - Other Qualification’s
   - Mobile Phone#
   - PAN
   - STD Code
   - Landline#
   - FaxPhone#
   - Email Address
   - Date of Joining the Institute
   - Scale of Pay
• Course/Department in which appointment is done
• UG Degree
• PG Degree
• Area of Specialization
• Industry Experience in years
• Aadhaar Card (UID)—It should be of length 12

Below data gets auto-populated as present in the Faculty details tab in New/Extension Approval Screen. If blank then user has to fill it as these details are required

• Category
• Village
• Religion
• Gender
• State
• PANNo.—It should be of length 10 (If blank, then user must enter it as it’s a required field)

11. Below are the details to be filled by the Institute for the Faculty
• Technical Field of Proposal
• Abstract
• UG Branch
• PG Branch
• Expected Outcome
• Objective

Required Fields:

• Title of Conference/Symposium/Seminar/Invited lecture
• Department
• Request for Recurring Budget
12. Following to be entered by Institute.
   • Discipline/Subject Group—to be selected from the dropdown.
   • Name of Principal
   • Category of Principal
   • Contact Number of Principal
   • Email of Principal

13. If the Faculty added is other than Full Time & Regular, an error message will be displayed.

14. ‘Department’ must be same as that of ‘Department’ in ‘AQIS Application details’ tab, else following error will be displayed on click of ‘Validate Application’ button.

15. If any of the required fields is left blank in AQIS Application Details Tab, error message will be displayed for required fields on click of the ‘Validate Application’ button.

NOTE: Following tabs are applicable for GOC Scheme

a- AQIS ApplicationDetails
b- Academic Credentials of Coordinator
c- Justification of Project
f- Credentials of Institution/Department
1. Navigate to ‘AQIS Application Details’ tab.
Details to be filled
Following fields are required fields:
• Title of the Conference
• Number of Participants
• Duration (Days)
• Tentative dates of the Conference
• Technical field of the Conference
• AICTE approved Course of the department under which seminar has to be conducted
• Department under which Conference is to be conducted
• Duration of Seminar (Days)
• Tentative dates of the Seminar
• Number of Conferences sanctioned but not completed
• Number of Conferences
1. **Academic Credentials of Coordinator / PI/Applicant**

1. Navigate to ‘Academic Credentials of Coordinator/PI/Applicant’ tab for GOC Scheme.

<table>
<thead>
<tr>
<th>Parameter/Criteria</th>
<th>Yes/No</th>
<th>Count/Number</th>
<th>Area of Specialization/Details</th>
<th>Marks Awarded by the Experts</th>
<th>Marks Awarded by the System</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Sanctioned under NR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanctioned under R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanctioned as Advance NR - (Yr1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanctioned as Advance R - (Yr2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanction</td>
<td></td>
<td></td>
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<tr>
<td>Grant Sanction on Completion of Years - NR1</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanction on Completion of Years - R1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanction on Completion of Year2 - NR2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanction Reimbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Sanction Reimbursement</td>
<td></td>
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</tr>
<tr>
<td>Utilization Certificate Received</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Utilization Certificate Received</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Click on “New” button to add Record.

3. Details to be filled:
   - Parameter/Criteria – Select from dropdown list and it’s a required Field
   - Yes/No – select from the drop down
   - Count/Number
   - Area of Specialization/Details

4. Following fields will be auto-populated on click of save button:
   - Marks Awarded by the Experts
   - Marks Awarded by the System
   - Max. Marks

**Validations:**

a) If ‘Parameter/Criteria’ selected is ‘PG’ or ‘Ph. D’ then ‘Area of Specialization/Details’ is required and ‘Count/Number’ is read only.

b) If ‘Parameter/Criteria’ selected is ‘UG-Teaching Experience in years’, ‘PG-Teaching Experience in years’, ‘Research Projects completed in last 5 years’, ‘Papers published in national Journals in last 5 years’, ‘Papers published in International Journals in last 5 years’, ‘Papers presented in
Conferences in last 3 years’, ‘Consultancy Projects completed in last 3 years, or ‘Industrial Experience in years’ and ‘Yes/No’ is ‘Yes’ then ‘Count/Number’ is required.

c) If ‘Parameter/Criteria’ selected is ‘Books Published’, ‘Awards Conferred’, ‘Fellowship Received’ or ‘Membership of esteemed society’ and ‘Yes/no’ is ‘Yes’ then ‘Area of Specialization/Details’ is required.

5. All the parameters are required for the ‘Academic Credential of the Coordinator/ PI/ Applicant’ tab and if any of the parameter is missing then following error message are displayed on click of ‘Validate Application’ button.

6. User can add only 1 record for each parameter in ‘Parameter/Criteria'field.

7. If the user enters the same parameter more than once, following error message will be displayed on click of ‘Save’ button.
**NOTE:** There should be only one record for each value of ‘Parameter/Criteria’ field.
5. Credentials of Institution/Department

Navigate to ‘Credentials of Institution / Department’ tab for GOC Scheme.

1. Click on “New” button to add Record.
2. Details to be filled:
   a. Parameter/Criteria–Select from dropdown list and it’s a required Field.
   b. Yes/No–Select from dropdown list and it’s a required Field.
   c. Count/Number
   d. Details

3. Following fields will be autopopulated on click of save button-
   - Marks Awarded by the System
   - Maximum Marks
   - Marks Awarded by the Experts

4. All the parameters are required for the ‘Credentials of Institution / Department’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.
5. User can add only 1 record for each parameter in ‘Parameter/Criteria’ field.

6. If the user wants to enter the same parameter more than once, following error message will be displayed on click of ‘Save’ button.

**NOTE:** There should be one record for each value of ‘Parameter/Criteria’. 
6. Justification

1. Navigate to ‘Justification’ tab for GOC Scheme.

1. Click on “New” button to add Record.

2. Details to be filled:
   - Parameter/Criteria—Select from dropdownlist and it’s a required Field.
   - Details—Required Field.

3. Following fields will be autopopulated on click of save button—
   - Max. Marks —
   - Marks Awarded by the Experts

4. All the ‘Parameter/Criteria’ are required for the ‘Justification’ tab and if any of the ‘Parameter/Criteria’ is missing then following error message is displayed on click of ‘Validate Application’ button.
5. User can add only 1 record for each parameter in ‘Parameter/Criteria’ field.

6. If the user enters the same parameter more than once, following error message will be displayed on click of ‘Save’ button.

**NOTE:** There should be one record for each value of ‘Parameter/Criteria’.

7. Any other tab than mentioned above

The ‘New’ button is disabled for the tabs not applicable for the scheme.

8. Validation of Application

1. Once the user has filled all the data in the above mentioned tab, user should click on ‘Validate Application’ button on the ‘AQIS Application’ tab.

2. Once the user clicks on “Validate Application” Button, complete validation of AQIS Application will be done.

3. On clicking Validate Application button below operations are performed.
8.1 Mandate Form

1. After clicking on validate Application user will get pop up message to attach a Mandate Form as below.

   User needs to download Mandate from by clicking button Download Mandate Form as shown below.

   After downloading the Mandate form fill the details and upload the mandate form.

2. User needs to attach the Mandate Form in the AQIS Institute attachment tab shown as below.
After Successful completion of Validation, a message will be displayed.