All India Council for Technical Education
(Under Ministry of HRD, GOI)

AICTE Quality Improvement Schemes - AQIS

User Manual for Scheme

Hostel for SC/ST Students - HFS
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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>
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<tbody>
<tr>
<td>1</td>
<td><img src="#" alt="Save Record Icon" /></td>
<td>Save Record</td>
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<tr>
<td>2</td>
<td><img src="#" alt="New Record Icon" /></td>
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<td>3</td>
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<td>6</td>
<td><img src="#" alt="Expand Icon" /></td>
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<td>7</td>
<td><img src="#" alt="Notification by AICTE Icon" /></td>
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<td><img src="#" alt="Navigation to Next Record Icon" /></td>
<td>Navigation to next record in list</td>
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<td><img src="#" alt="Navigation to Previous Record Icon" /></td>
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<td>12</td>
<td><img src="#" alt="Navigate to Last Record Icon" /></td>
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Process Flow for Hostel for SC/ST Students

1. Open AICTE Portal and Navigate to AQIS Application
2. Update Bank Details. Click on Save and Confirm
3. Create a new AQIS Application for Hostel SC/ST Students
4. Enter Data in AQIS Application, Budget Estimate HFS, Students Enrolled and Profile of Collaborating Industries
5. Click on Validate. And then on Submit after successful validation
6. Generate Report. Take a print out, attach all the required documents as per scheme document on website. Check mark the documents attached in generated report.

Send the hard copy to AICTE Office – RIFD Section
AQIS Application

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
(I) AQIS Bank Details

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. District
   2. PAN Number of the Institute.
   3. PAN Card Issuing Authority with State
   4. PAN Card issuing Date – Issuing date should be less than current date
   5. Reference of Extension of Approval letter for the current year
   6. Email Id of the Institute

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 drop down list
2. Branch Name
3. Bank Branch Address
4. Name of the Account Holder
5. Type of Account- Select Account Type from the drop down
6. Account Number – Number will be converted to * while entering Account Number so the user cannot copy the Account Number.
7. Re-enter Account Number
8. IFSC Code- IFSC Code will be converted to * while entering Code & should be of 11 digit
9. Re-enter IFSC Code
10. Bank MICR Code
11. Bank 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 & Successful message will be shown.
- “Confirm Bank Details” button will be enabled.

- To confirm bank detail entered, kindly click on the button ‘Confirm Bank detail’ button.
- Click on “Confirm/Edit Bank Details” button to confirm the Bank details.
- 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 enable for adding the AQIS Applications.

(II) HFS - Hostel for SC/ST Students

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.

You should have atleast one AICTE Approved Course to Apply for any AQIS Scheme(S8L-EXL-00151)

3. A unique AQIS Application ID will get created.
4. Select the HFS-Hostel for SC/ST Students as Scheme from the drop down List.
5. Following fields will auto populate:
   • AQIS Application Id
   • Status as New Request
   • Duration

6. Enter following details of Principal:
   • Surname
   • First Name
   • Mother’s Name
   • Father’s Name
   • Date of Birth
   • Exact Designation
   • Appointment Type
   • Appointment FT/PT
   • Doctorate Degree
   • Other Qualification’s
   • Category
   • Village
   • Religion
   • Gender
   • State
   • PAN
   • Mobile Number
   • Email Address
   • Date of Joining the Institute
   • Scale of Pay
   • Course/Department in which appointment is done
   • UG Degree
   • PG Degree
   • Area of Specialization
7. If any of the required field is left blank in AQIS Application Details Tab, error message will be displayed for required fields on click of the 'Validate Application button.

8. Data in following two fields will autopopulate according to data in Students Enrollment tab
   - Total Students
   - Total SC/ST Students

   - Create record for each year in students enrollment and enter sum of all students studying in that academic year (including first year, second year, third and fourth year).
   - Sum of all these records will be populated in above two fields.

**NOTE:** Following tabs are applicable for Hostel for SC/ST Scheme

a- [AQIS Application Details](#)
b- [Budget Estimates for HFS](#)
c- [Students Enrolled](#)
d- [Details of Present Hostel Facilities](#)
1. AQIS Application Details

1. Navigate to AQIS Application Details.

Details to be filled

1. Following fields are required fields:

- Hostel type proposed for SC/ST Students — Select from drop-down as Girls or Boys
- No. of seats proposed for SC/ST Students
- Presently have Hostel Facility – Select checkbox if Yes
- Distance from the Institute building
- Additional facility at the hostel
- Carpet Area (in sqm.) – Should be greater than 1200 sq m
- Will the hostel have add on facility of Community Skill Development Centre for SC/ST students? – Select from dropdown as Yes/No
- Justification of Requirement of Hostel – Enter Justification for the project. Click and expand the icon for increasing the size of field (in chrome browser).
- Read and check the declaration

Once all the details are filled click on ‘Save’ button
2. **Budget Estimate for HFS**

Enter data in following fields:

- **Head of Expenditure** – Select from dropdown. It is mandatory to create record for each dropdown value. There should be only one record for each value.
- **Details**
- **Anticipated Expenditure** – Value in this fields should not greater than sum of (a),(b),(c)
- **Budget by Parent Organization (a)**
- **External Assistance (b)**
- **Assistance Requested from Council (c)**

3. **Details of Present Hostel Facilities**

Enter Data in Following Fields

- **Hostel Type** – Select from down
- No. of Rooms with Single Occupancy
- No. of Rooms with Double Occupancy
- No. of Rooms with Triple Occupancy
- No. of Rooms with More Occupancy
- Total Capacity Total Actual Occupants in %

4. Students Enrolled

Enter Data in Following Fields

- Academic Year – Select from down
- Course
- Programme---Gets populated once you select the Course
- Approved Intake ---Gets populated once you select the Course
- Student Gender
- No of SC Students
- No. of ST Students
- No. of Other Students
- Sub Total(Including Other Students)
- Total No of SC/ST Students

After filling up the details sum of Total No of SC/ST Students and Total No of SC/ST Including Others gets populated.
5. Profile of Collaborating Agency

Enter Data in Following Fields

- Name
- Address
- Website
- Type
- Type of Funding
- Commitment
- Contact Person
- Email Id
(III) Earlier Grants

1. Navigate to ‘Earlier Grants’ tab to add the details of all the AQIS grants received by the Institute in the past.
2. Click on “New” button to add record for Earlier Grants.
3. Details to be filled:
   - Year
   - Scheme
- Name of Coordinator
- Amount-Sanctioned-Non Recurring
- Amount-Sanctioned-Recurring
- Sanctioned Letter Date
- Sanctioned Letter Number
- Funds Utilization Position
- Funds Utilization details

(IV) Any other tab than mentioned above

If user clicks on ‘New’ button, then error message is displayed mentioning that the tab applicable for which schemes.

(V) 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 users clicks on “Validate Application” Button, complete validation of AQIS Application will be done.
3. On clicking Validate Application button below operations are performed.
   - Validation on all required fields
   - Data entered in required tabs or not
   - If data is not filled completely corresponding message will be displayed. Do the changes accordingly and click on Validate again.
   - Make sure that save button is clicked before validation.
VI. 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.

1. 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 stating validation is successful.
(VI) Submission of Application

Click on Submit Button after entering all the required data.

All the data will be validated. If the data is correct, status will be updated to Submitted and Date of Submission will be set.

(VII) Report Generation

- After the application is Submitted, report can be generated.
- Click on Reports icon as shown in following screen shot

- On click of the reports icon, reports window will open on the left as shown in below screen shot

- Click on Submit and then on My reports
- You will be navigated to Reports tab.
- When the report is successfully generated the status will be shown as Success.

Note: Please refresh till the status of Report is shown as Success/Failure.
8. Navigation to the schemes

http://www.aicte-india.org

Select Schemes from the tab

Select Institutional Development Schemes

HOSTELS FOR SC/ST STUDENTS