User Manual for Scheme

STTP – Short Term Training Program
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## Icons for Buttons

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

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

**Navigation**: To see all the tabs alphabetically click Control + Shift + A
Log into 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/Institute 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

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

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 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/Edit bank Details” button will be enabled.

- To confirm/edit the bank detail entered, kindly click on the button ‘Confirm/Edit 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
2. STTP – Short Term Training Program

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 STTP as Scheme from the drop down List.
5. Following fields will auto populate:
   - AQIS Application Id
   - Status
   - Duration

6. Click on the selection menu icon in **Faculty Id** field to add details of Project Co-ordinator.

7. A pop up window will open with Faculty details present in Institute for Academic Year “2017-2018”.

8. Select the Faculty from the list.

9. After selecting Faculty from the list below data gets auto-populates as present in the Faculty details tab in New/Extension Approval Screen.
   - 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

10. Below are the details to be filled by the Institute for the Faculty
• Department
• Title of Proposal
• Technical Field of Proposal
• Abstract
• UG Branch
• PG Branch
• Expected Outcome
• Objective
• Aadhaar Card (UID)

11. 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
12. If the Faculty added is other than Full Time & Regular, an error message will be displayed.

13. If any of the field 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 STTP Scheme

a- AQIS Application Details
b- Programme Details
c- Personalities Expected
d- Participating Industries
e- Similar Events
f- Budget Estimate - Others
g- Academic Credentials of Coordinator/ PI/ Applicant
h- Justification
i- Credential of Institute / Department

2.1 AQIS Application Details

1. Navigate to AQIS Application Details.
1. **Following fields are required fields:**

- **AICTE approved Course of the department under which STTO is to conducted** – Click on box type icon. 2017-18 courses will be displayed. Select relevant course from the pop up window.
  
- **Department under which STTP is to be conducted**
- **Types of training** – Select from drop-down
- **Tentative dates of the STTP**
- **Total number of STTP applications applied (including Rejected)**
- **Total number of STTP applications approved and completed**
- **Total number of STTP applications approved and not completed**
- **Number of Participants**

2. ‘Department’ must be same as that of ‘Department under which the lab is established’ in ‘AQIS Application details’ tab, else following error will be displayed on click of ‘Validate Application’ button.

Once all the details are filled click on ‘Save’ button.
2.4 Personalities Expected

1. **Navigate to Personalities Expected tab for STTP Scheme.**

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

3. **Details to be filled:**
   - Name of Participant
   - Designation
   - Organization
   - Activity – select value from Drop down.

**NOTE:** All the fields mentioned above are required fields.
2.5 Participating Industries

1. Navigate to Participating Industries tab for STTP Scheme.

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

3. Details to be filled:
   - Name of Industry/Organization
   - Address
   - Website
   - Contact Person Name
   - Contact Person Designation
   - Contact Email
   - Role of collaborating/participating Industry
   - Financial Commitment Rs.

**NOTE:** All the fields mentioned above are required fields.

2.6 Similar Events

1. Navigate to Similar Events tab for STTP Scheme.
2. Click on “New” button to add Record.

3. Details to be filled:

- Title of The Activity and its required field.
- Subject
- Date From and its required field.
- Date To and its required field.
- Level and its required field – select value from Drop down.
- Name Of External Body, If Any
- Grant By AICTE, Rs. – If its not filled by user its automatically set to ‘0’.
2.7 Budget Estimate – Others

1. Navigate to Budget Estimate – Others tab for STTP Scheme.

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

3. Details to be filled:
   - Head of Expenditure and its required field – select value from Drop down.
   - Assistance requested for Council in Rs and its required field.
   - Amount Recommended by expert in Rs and its Read-Only field.
   - Amount Sanctioned and its Read-Only field.

Validations:

1. All the ‘Head of Expenditure’ are required for the ‘Budget Estimate – Others’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.
2. User can add only 1 record for each ‘Head of Expenditure’ field.

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 only one record for each value of ‘Head of Expenditure’ field.
2.8 Academic Credentials of Coordinator/ PI/ Applicant

1. Navigate to Academic Credentials of Coordinator/ PI/ Applicant tab for STTP Scheme.

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

3. **Details to be filled:**
   - **Parameter/Criteria** – Select from drop down list and it’s a required Field
   - **Yes/No** – select value from drop down list
   - **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 selected is PG, PhD, Membership of the Professional/ Learned bodies/ Societies, or Awards then ‘Area of Specialization’ is required field.

b) For all other parameters ‘Count/Number’ is a required field.

c) If ‘Yes/No’ field value is NO then ‘Parameter Count’ and ‘Area of Specialization’ will be read only fields.
6. All the parameters are required for the ‘Academic Credentials of Coordinator/PI/Applicant’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.

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

8. If the user creates more than 1 record 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.
2.9 Justification

1. Navigate to Justification tab for STTP Scheme.

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

3. Details to be filled:
   - Parameter/ Criteria – Select from drop down list and it’s required Field.
   - Details - Required Field. Read only fields-
     - Max. Marks – Auto Populate on click of save button
     - Marks Awarded by the Experts

4. All the parameters are required for the ‘Justification’ 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 creates more than 1 record for same parameter, following error message will be displayed on click of ‘Save’ button.
NOTE: There should be one record for each value of ‘Parameter/Criteria’.
2.10 Credential of Institute / Department

1. Navigate to ‘Credential of Institute / Department’ tab for STTP Scheme.

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

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

   Read only fields:
   - Marks Awarded by the System – Auto populate on click of Save button
   - Maximum Marks - Auto populate on click of Save button
   - Marks Awarded by the Experts

4. For parameter ‘Number of Years of Establishment of Institute’ the Count/Number will auto populate by the system based on the first year of course approval of the institute.

5. Validations:
   a. If ‘Yes/No’ field value is NO then ‘Count/Number’ and ‘Details’ will be read only fields.
   b. If Parameter field value is ‘Number of courses Accredited in the Institute’ and the ‘Yes/No’ field value is Yes then Count/Number is required field.

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

8. 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’.
2.11 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

   **It is required to create record in Earlier Grants if any STTP grant was approved earlier for the institute (including completed and not completed.)**
2.12 Any other tab than mentioned above

If user clicks on ‘New’ button then error message is displayed.
2.13 Validation of Application

2.13.1 Validation

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.

2.13.2 Mandate Form

1. After clicking on validate Application user will get pop up message to attach a Mandate Form as 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.
2.13.3 Institute Budget Proposal

1. The same will be displayed in the ‘Total Funds Requested’ under label ‘Budget Estimates Others’

After Successful completion of Validation, a message will be displayed.
2.14 Submission of Application

- After Validation is completed successfully, read the declaration, check it and click on Save.
- Click on “Submit” button to submit the application.
- Again confirmation message will be displayed, click on Ok to proceed or Cancel to edit the application.

After the application is Submitted - The status of application will change to Submitted and date of submission will set to current date.