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

AICTE Quality Improvement Schemes - AQIS

User Manual for Scheme

Travel Grant Scheme - TGS
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# Icons for Buttons

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

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<tr>
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<th>Icon</th>
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<tbody>
<tr>
<td>1</td>
<td><img src="image" alt="Icon" /></td>
<td>Save Record</td>
</tr>
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<td>2</td>
<td><img src="image" alt="Icon" /></td>
<td>New Record</td>
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<td>6</td>
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<td><img src="image" alt="Icon" /></td>
<td>Navigation to next record in list</td>
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<td>Navigation to next set of records in list</td>
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<td><img src="image" alt="Icon" /></td>
<td>Navigation to first set of records in list</td>
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<td>Navigate to last record</td>
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<tr>
<td>13</td>
<td><img src="image" alt="Icon" /></td>
<td>Navigate to first record</td>
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**Navigation:** To see all the tabs alphabetically click Control + Shift + A
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

**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 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 and 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 enable 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.

- Once user clicks on “Edit Bank Details” button, the “New” button on ‘All AQIS Application Information’ will be disabled till the user again follows the procedure for Saving and Confirming the Bank details as described above.
2. **TGS – Travel Grant Scheme**

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 TGS as Scheme from the drop down List.
5. If the Institute applying for TGS does not have at least 10 Years of Existence with AICTE, an error message will be displayed.

6. Following fields will auto populate:
   - AQIS Application Id
   - Status
   - Duration

7. Click on the selection menu icon in **Faculty Id** field to add details of Project coordinator.
8. A pop up applet will open with Faculty details present in Institute for Academic Year “2018-2019”.
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
- First Name
- Mother’s Name
- Father’s Name
- Date of Birth
- Exact Designation
- Appointment Type
- Appointment FT/PT
- Doctorate Degree
- Other Qualification’s
- Mobile Phone #
- PAN
- STD Code
- Landline#
- Fax Phone#
- 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
• PAN No. – 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 TGS Scheme

- **a**- AQIS Application Details
- **b**- Travel Plan Details
- **c**- Financial Assistance
- **d**- Academic Credentials of Coordinator
- **e**- Justification of Project
- **f**- Assistance from Council
1. AQIS Application Details

1. Navigate to ‘AQIS Application Details’ tab.

Details to be filled
Following fields are required fields:

- Whether AICTE funded Travel Grant availed previously?
- Total number of TGS applications approved in last two years.
- Date of Travel
- Department
- The Relevant AICTE Approved UG/PG Course for which the project proposal is submitted
- Category of Project Coordinator
- Whether the above UG/PG course is NBA Accredited?
- Department -This will auto populate on course selection.
- Category of Project Coordinator – Select Category from the drop down List
- Whether the course is accredited by NBA?

2. If ‘Whether AICTE funded Travel Grant availed previously?’ is ‘Yes’ then ‘Date of Travel’ is a required field and it must be greater than past 2 years from current date, else error will be displayed on click of ‘Validate Application’ button. If ‘No’ then ‘Date of Travel’ is a read-only field.
Once all the details are filled click on ‘Save’ button

2. **Travel Plan Details**

1. Navigate to ‘Travel Plan Details’ tab for TGS Scheme.

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

3. Details to be filled:
   - Travel From Country – Select from drop down list and it’s a required Field
   - Travel From City
   - Travel To Country – Select from drop down list and it’s a required Field
   - Travel To City
   - Mode of Travel
   - From Date
To Date
Stay At
Expenditure

Validations:

1. All the fields are required.

2. ‘Travel From Country’ and ‘Travel To Country’ can’t be same.

3. ‘From Date’ cannot be greater than Today’s date. ‘To Date’ cannot be less than ‘From Date’.
3. **Financial Assistance**

1. Navigate to ‘Financial Assistance’ tab for TGS Scheme.
2. Click on “New” button to add Record.
3. Details to be filled:
   - Financial Industry Name
   - Financing Industry website
   - Financing Industry Address
   - Contact Person Name
   - Contact Designation
   - Contact Email
   - Status of Application
   - Finance Assistance Requested/Agreed in Rs.

**Validations:**

1. All the fields are required fields.
2. If no value entered in ‘Finance Assistance Requested/Agreed in Rs.’ field then it will automatically become zero.
4. **Academic Credentials of Coordinator / PI/ Applicant**

1. Navigate to ‘Academic Credentials of Coordinator/ PI/ Applicant’ tab for TGS 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 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.
1. Navigate to ‘Justification’ tab for TGS Scheme.
2. Click on “New” button to add Record.
3. Details to be filled:
   a. Parameter/ Criteria – Select from drop down list and it’s a required Field.
   b. Area of Specialization/Details - Required Field.
4. Read only fields-
   a. Max. Marks – Auto Populate on click of save button
   b. Marks Awarded by the Experts
5. All the parameters are required for the ‘Justification of Project’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.
6. A user can add only 1 record for each parameter in ‘Parameter/Criteria’ field.
7. 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. **Assistance from Council**

1. Navigate to ‘Assistance from Council’ tab for TGS Scheme.

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

3. Details to be filled:
   
   a. **Head of Expenditure** – Select from drop down list and it's a required Field.
   
   b. **Number of Days** – Select from drop down list
   
   c. **Expenditure Rs.**
   
   d. **Assistance from other agencies Rs.**
   
   e. **Assistance requested from the Council Rs.**

4. Read only fields: 
   
   a. **Amount recommended by the expert**
   
   b. **Total Expenditure in Rs.**

5. All the parameters are required for the ‘Assistance from Council’ tab and if any of the parameter is missing then following error message is displayed on click of ‘Validate Application’ button.

**Validations:**

1. If ‘Head of Expenditure’ is ‘Travel’, ‘Stay’, ‘Per day allowance’ or ‘Registration fees, Printing & Stationery / office Exp, if any’ then following fields are required: 
   
   a. **Expenditure Rs.**
b. Assistance from other agencies Rs.
c. Assistance requested from the Council Rs.

2. If ‘Head of Expenditure’ is ‘Per day allowance’ then ‘Number of Days’ is also a required field.

3. If requested amount i.e. ['Total Expenditure in Rs.' - 'Assistance from other agencies Rs.'] is greater than amount of 'Assistance requested from the Council Rs.' then error will be displayed.

4. Sum of Assistance requested from council and Assistance from other agencies should be equal to Total Expenditure.

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

9. 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 one record for each value of ‘Head of Expenditure.'
9. **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 and following required fields:
   a. Year
   b. Scheme
   c. Name of Coordinator
   d. Amount-Sanctioned-Non Recurring
   e. Amount-Sanctioned-Recurring
   f. Sanctioned Letter Date
   g. Sanctioned Letter Number
   h. Funds Utilization Position
   i. Funds Utilization details

![Earlier Grants Tab](image)

10. **Any other tab than mentioned above**

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

11. **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.
Following fields will be calculated by system and will be auto-populated.

- Total of amount entered in the ‘Assistance requested from the Council Rs.’ field in ‘Assistance from Council’ is set in the ‘Total Assistance requested from the Council (Rs.)’ field under ‘Assistance from Council’ ‘Label.’
- The same will be displayed in the ‘Total Fund Requested’ under label ‘Payment Disbursement Schedule’

12. **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 form by clicking button Download Mandate Form as shown below.

![Download Mandate Form]

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.

![Attach Mandate Form]

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

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