USER MANUAL FOR STUDENT ENROLLMENT

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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" alt="Icon" /></td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td><img src="image2" alt="Icon" /></td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td><img src="image3" alt="Icon" /></td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td><img src="image4" alt="Icon" /></td>
<td>Search Record</td>
</tr>
<tr>
<td>5</td>
<td><img src="image5" alt="Icon" /></td>
<td>Collapse</td>
</tr>
<tr>
<td>6</td>
<td><img src="image6" alt="Icon" /></td>
<td>Expand</td>
</tr>
<tr>
<td>7</td>
<td><img src="image7" alt="Icon" /></td>
<td>Notification by AICTE</td>
</tr>
<tr>
<td>8</td>
<td><img src="image8" alt="Icon" /></td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>9</td>
<td><img src="image9" alt="Icon" /></td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>10</td>
<td><img src="image10" alt="Icon" /></td>
<td>Navigation to next set of records in list</td>
</tr>
<tr>
<td>11</td>
<td><img src="image11" alt="Icon" /></td>
<td>Navigation to first set of records in list</td>
</tr>
<tr>
<td>12</td>
<td><img src="image12" alt="Icon" /></td>
<td>Navigate to last record</td>
</tr>
<tr>
<td>13</td>
<td><img src="image13" alt="Icon" /></td>
<td>Navigate to first record</td>
</tr>
</tbody>
</table>
Process Flow:

1. Login in AICTE Web-portal
2. Click on ‘Student Enrollment’ link
3. Fill all the Enrollment data
4. Fill NRI Male, NRI Female, PIO Male, PIO Female fields for NRI and/or PIO approved courses of all the AY applications visible in the screen (wherever Applicable)
5. Submit Enrollment for all the visible Applications in screen if not submitted
Navigate To ‘Student Enrollment’ Screen

- Login to AICTE web portal with existing credentials
- Click on right arrow buttons to navigate to Student Enrollment. Click on Student
- You will be navigated to screen

OR

Login and then Press “ctrl+shift+A” from keyboard and Click on Student Enrollment to navigate to the screen
Fill Student Enrollment Data

Fill Student Enrollment data for AY 2017-2018 and all the other applications present in ‘Student Enrollment’ screen which are not already Submitted.

Note:- For Approved Applications of all Academic years Institute has to provide Enrollment and need to click on submit Student Enrollment data button individually year-wise (if not Provided/submitted already).
Fill NRI/PIO Data:

AICTE is capturing the student enrollment against NRI/PIO quota

Fill the NRI Male, NRI Female fields for all the NRI Approved courses for the Approved Applications visible in this screen.

Fill the PIO Male, PIO Female fields for all the PIO Approved courses for the Approved Applications visible in this screen.

Note: - Institutes NOT having approval for NRI/PIO can also see the columns related to NRI/PIO enrollment. However, Institute need not have to enter any Enrollment data.

Click on ‘Submit Student Enrollment Data’ after filling entire data for AY 2017-18.

For all the previous years Student Enrollment Submitted applications, NRI/PIO Male/Female fields can be filled even though ‘Submit Student Enrollment Data’ button is disabled.

On Click of ‘Submit Student Enrollment Data’ button for AY 2017-2018, following error message will be
displayed if any NRI, PIO approved course doesn’t have NRI/PIO Male/Female student intake value in any of the year.

Please fill the corresponding data in the year mentioned.
Submit Enrollment for all the visible Applications in screen

After filling all the data and rectifying all the errors, submit Student Enrollment Data for 2017-2018 year by clicking on ‘Submit Student Enrollment Data’ as shown below.

Also submit the data for previous years wherever it is not already submitted or ‘Submit Student Enrollment Data’ button is enabled.