All India Council for Technical Education (AICTE)

USER MANUAL for AICTE Approved Institutes having PhD Students
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**Icons for Buttons**

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

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<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>
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<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>
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<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>
**Step 1: Login with AICTE Portal and enter Student details**

Visit to AICTE website [https://www.aicte-india.org](https://www.aicte-india.org)

Enter Login credentials.

Press ctrl+shift+A after login.

Navigate to AICTE PhD Institute Student Details Screen

Fill in all the data related to student.

Follow same process as followed for PG Scholarship Students.

Provide System generated student id to students along with Institute permanent id.

**Note**: Bulk import facility is not available under this module.
**Step 2: Student login**

http://portal.aicte-india.org/partnerportal_enu/start.swe?SWECmd=GotoView&SWEBHWND=&SWEView=AICTE+PhD+Student+ID+Verification+View&SRN=&SWEHo=portal.aicte-india.org&SWETS=1531724975

Click on the above link

Enter State, Institute Permanent Id, Student Id & DOB.

After entering all the fields, click on ‘Validate’ button.

Following screen will appear on Successful Validation.

Enter Exam details, Personal details, Bank and Aadhaar Details.
Upload attachments clicking on + button as shown in below screen.

Once entered all the details, click on Submit button.
**Step 3: Institute Student Verification**

Login into AICTE Portal Application and Navigate to AICTE PhD Institute Student Verification Screen.

Once Student submits the application, student will appear in the above screen,
Set the Date of Commencement and approve the record.
Step 4: Attendance Creation by the Institute

Click on AICTE PhD Student Attendance details tab

Create attendance record and click on Approval for each month button.

For any Technical related queries write on

ndfsupport@aicte-india.org