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

AICTE Quality Improvement Schemes - AQIS

User Manual for Scheme

Skill & Personality Development Programme Centre - SPDP
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## Icons for Buttons

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

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<th>S. No.</th>
<th>Icon</th>
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<tr>
<td>2</td>
<td><img src="image" alt="New Record" /></td>
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<td>3</td>
<td><img src="image" alt="Delete Record" /></td>
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<td>4</td>
<td><img src="image" alt="Search Record" /></td>
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**Navigation:** To see all the tabs alphabetically click Control + Shift + A
AQIS Application

Log into existing AICTE Portal with the credentials provided by AICTE.

Navigate to AQIS Application Screen by clicking on ‘AQIS Application’ screentab.

Application id of Academic Year 2017-2018 will appear on the ‘AQIS Application- Institute Details’ Form
### Declaration

This is an institute level account. This has to be entered correctly in consultation with the Finance Officer and Head of institute. Once entered it will become non-editable. The same account will be used for disbursement of grants by AICTE. For any wrong entry in the above data, the concerned individual/institute will be responsible. I have read the declaration and accept it by ticking this checkbox.

### Quick Links
1. **AQIS Bank Details**

1.1 **Institute Details**
Below Institute Details will auto populate in the AQIS Application – Institute Details and 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 and 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
• Whenever the Edit Bank Details Button is clicked the Institute will receive an Email regarding the same.
• Also the Edit Bank Details Button will be disabled after any one Scheme has been submitted.

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. **SPDP-Skill and Personality Development Programme Centre 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.

3. A unique AQIS Application ID will get created.
4. Select the SPDP as Scheme from the drop down List.
5. If the Institute applying for SPDP does not have at least 5 Years of Existence with AICTE, an error message will be displayed.

6. If the institute has existence for at least 5 or more than 5 years then the user will be able to create a new AQIS application.
7. Following fields will auto populate:
   - AQIS Application Id
   - Status
   - Duration
   - Creation Date

8. Click on the selection menu icon in Faculty Id field to add details of PrincipalInvestigator.

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

11. After selecting the ‘Faculty Id’ from the list, below data gets auto-populates 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#
• 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
• Category
• Village
• Religion
• Gender
• State
• PAN No.
• Aadhaar Card (UID)

12. 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
• Aadhaar Card (UID)— It should be of length 12

Required Fields:
• Title of Proposal
• Department
• Category
• Village
• Religion
• Gender
• State
• PAN No.– It should be of length 10

13. 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

14. If the Faculty added is other than Full Time and Regular, an error message will be displayed.

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 ELCTEScheme

a- AQIS Application Details
b- Budget Recurring
c- Facilities/Equipment
d- Academic Credentials of Coordinator
e- Justification of Project
f- Credentials of Institute

2.1 AQIS Application Details

1. Navigate to ‘AQIS Application Details’ tab for ELCTE Scheme.
Details to be filled:
Following fields are required fields:
- Total Number of SC/ST students on roll during last three years? – Enter the Value
- Do the Institute/ University Department has ample built-up accommodation with proper infrastructure of its own to start the centre as per the scheme guidelines? – Select From Drop-down

Validations:

1. 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.

2. If the value entered for Total Number of SC/ST students on roll during last three years? Is less than 150 then a error message will be displayed.

3. If the value of Do the Institute/ University Department has ample built-up accommodation with proper infrastructure of its own to start the centre as per the scheme guidelines is “No” then error message will be displayed as follows.
2.2 **Budget Non-Recurring**

1. Navigate to ‘Budget Non-Recurring’ tab for SPDP Scheme

2. Click on “New” button to add Budget Non-Recurring Details

3. Details to be filled:
   - Proposed Equipments
   - Specifications
   - Cost per Unit (in Rs)
   - Number of Units
   - Cost in Rupees
   - Justification

**Validations:**

Cost in Rupees cannot be greater than [Cost per Unit (in Rs.) * Number of Units]

**NOTE:** All the fields mentioned above are required
2.4 Academic Credentials of Coordinator / PI/ Applicant

1. Navigate to ‘Academic Credentials of Coordinator/ PI/ Applicant’ tab for SPDP 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 ‘Yes/No’ is No then ‘Count/Number’ and ‘Area of Specialization/Details’ will be read only fields.

b) If ‘Parameter/Criteria’ selected is ‘PG’, ‘PhD’, ‘Membership of the Professional/ Learned bodies/Societies’, ‘Experience of organizing any technical event’ or ‘Awards’ then ‘Area of Specialization/Details’ is required field and ‘Count/Number’ is read only field.

c) If ‘Parameter/Criteria’ selected is ‘Research Experience in years ’, ‘Industrial Experience in Years’, ‘Teaching Experience in years’, ‘Number of Publications in last 3 years (National /
International journals), ‘Number of Patents Registered’ or ‘Number of Ph D students guided’ then ‘Count/Numbers’ is a required field.

5. All the ‘Parameter/Criteria’ are required for the ‘Academic Credential of the Coordinator/ PI/ Applicant’ tab and if any of the ‘Parameter/Criteria’ is missing then following error message is 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/Criteria’ 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.
2.5 Justification

1. Navigate to ‘Justification’ tab for SPDP 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.
   - Details - Required Field.

4. Following fields will be auto populated on click of save button-
   - Max. Marks –
   - Marks Awarded by the Experts

5. All the ‘Parameter/Criteria’ are required for the ‘Justification tab and if any of the ‘Parameter/Criteria’ is missing then following error message is 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 one record for each value of ‘Parameter/Criteria’.
2.6 Credentials of Institution / Department

1. Navigate to ‘Credentials of Institution / Department’ tab for SPDP 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

4. Following fields will be auto populated on click of save button:
   - Marks Awarded by the System
   - Maximum Marks
   - Marks Awarded by the Experts

Validations:

a) If ‘Yes/No’ is No then ‘Count/Number’ and ‘Details’ fields will be read only fields.

b) If ‘Parameter/Criteria’ is ‘Number of NBA Accredited courses in the Institute’, ‘Research projects completed in last 5 years’, ‘Consultancy projects completed in last 5 years’ or ‘Total number of students as on roll in AICTE approved courses’ and ‘Yes/No’ is ‘Yes’ then ‘Count/Number’ is a required field.

c) If ‘Parameter/Criteria’ is ‘Type of Institute-Whether selected under TEQIP’ and ‘Yes/No’ is ‘Yes’ then ‘Count/Number’ is a read only field.

d) If ‘Parameter/Criteria’ is ‘Number of Years of Establishment of Institute’ then all the fields will be auto-populated.

4. All the ‘Parameter/Criteria’ are required for the ‘Credential of Institution / Department’ tab and if any of the ‘Parameter/Criteria’ 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 enters 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 ‘Parameter/Criteria’.
2.7 **Facilities/Equipment**

1. Navigate to ‘Facilities/Equipment’ tab for ELCTE Scheme.

   - Click on “New” button to add Record.
   - Details to be filled:
     - Name of Equipment
     - Make and Model
     - Cost in Rs.
     - Year Purchased

   - User has to enter at least one record in this tab. If the user does not enter any record in this tab then error will be displayed.
2.8 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 the 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

2.9 Any other tab than mentioned above

If user clicks on ‘New’ button then error message is displayed mentioning the schemes for which the current tab is applicable.
2.10 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.
4. Following fields will be calculated by system and will be auto-populated.

- Total of amount entered in the ['Cost in Rs.'] field in 'Budget Non – Recurring' and ['Estimate for Year 1 (R1)']+'['Estimate for Year 2 (R2)']+'['Estimate for Year 3 (R3)'] in 'Budget Recurring' is set in the 'Total Fund Requested' field under label 'Payment Disbursement Schedule'.

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

After Successful validation of the Scheme SPDP, the user can click on Submit Button to submit the mentioned AQIS Application.

If the user tries to click on Submit button directly without validating the application First then they will receive Error Message as "Please Click on 'Validate Application' button first before submitting the Scheme".

Kindly check the Declaration before trying to submit the application, if left unchecked then the user will receive an error.
After Declaration is checked click on the submit button to submit the AQIS Application.

Kindly click on OK Button if you want to proceed with the submission of AQIS Application.

The total fund requested will be displayed, kindly click on OK to continue.

After submitting AQIS Application all the fields will become read only.