User Manual for
Grant for Organizing Conference (GOC) Scheme
Under AICTE Quality Improvement Schemes (AQIS)

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
अखिल भारतीय तकनीकी शिक्षा परिषद
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## Icons for the Buttons

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Icon for Button</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>📦</td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td>📦</td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td>🗑</td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td>🔍</td>
<td>Search Record</td>
</tr>
<tr>
<td>5</td>
<td>📊</td>
<td>Expand</td>
</tr>
<tr>
<td>6</td>
<td>📊</td>
<td>List of record</td>
</tr>
<tr>
<td>7</td>
<td>📊</td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>8</td>
<td>⏩</td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>9</td>
<td>⏪</td>
<td>Navigation to next set of records in list</td>
</tr>
<tr>
<td>10</td>
<td>⏪</td>
<td>Navigation to first set of records in list</td>
</tr>
<tr>
<td>11</td>
<td>⏪</td>
<td>Navigate to last record</td>
</tr>
<tr>
<td>12</td>
<td>⏩</td>
<td>Navigate to first record</td>
</tr>
</tbody>
</table>
AICTE portal login

Step 1: Visit the AICTE website https://www.aicte-india.org

Step 2: Click on the “Web Portal Login” button.
Step 3: - Login to AICTE portal with the credentials provided by the AICTE.

Step 4: - After successful logging the home page of the institute appear.
AQIS Application

Step 1: - After login, navigate to AQIS application screen please click on “AICTE Quality Improvement Schemes (Financially Funded Scheme)” icon.

Step 2: - The AQIS application page of the institute is open.
Step 3: - Click on the “AQIS Application- Institute details”

Step 4: - Institute and Bank Details will auto populate in “AQIS Application – Institute Details” Please check and update according to changes.

Note: - 1) Bank Account should be Saving Account.
2) Account holder name should not be personal name.
Step 5: - Check the declaration flag, then click on “Save Bank Details” button.

Step 6: - To confirm the bank details entered, kindly click on the “Confirm Bank Details” button.
Step 7: - If the bank details are incorrect, click on Cancel button to edit the bank details again otherwise click on OK to confirm the details.

**Note:** - Once the ‘OK’ button is clicked. The Institute details and Bank details will be become read only mode.

Step 8: - Click on the “All AQIS Application Information”

Step 9: - Click on the “Download Mandate Form” and “Download Declaration Certificate”
Step 10: - Click on the “AQIS Document Attachment”

Step 11: - Click on the new record (+) button.

Step 12: - After attaching the Mandate form, click on the save (✓) button.

Note: - Please attach Verified Bank Mandate Form scanned PDF format (Maximum Size10 MB).
Application for ‘Grant for Organising Conference’

● Initiating New application

Step 1: - After uploading the attachment of mandate form, Click on the “All AQIS Application Information”

Step 2: - Click on the new record (+) button.
Step 3: - Select the “GOC- Grant for Organising Conference” in AQIS Schemes dropdown.

Step 4: - Click on AQIS Application ID
Step 5: - AQIS Detail Application for GOC.

- Coordinator/PI/Applicant Details
- AQIS Application Details
- Academic Credentials of Coordinator/ PI/ Applicant
- Credentials of Co_Coordinator
- Credentials of Institution / Department
- Justification of proposal
- Foreign participants/invited speakers to the conference
- Financial commitment from other organisation/agencies
- Budget Estimates GOC
- AQIS Application Attachments
- Keywords related to conference
Section A: - Coordinator/PI/Applicant Details

Step 1: - Click on the Coordinator/PI/Applicant Details

Step 2: - “Has the Institute being sanctioned any conference by AICTE in last 2 financial years?”, Select appropriate option.
Step 3: Click on the selection menu icon( ) in Faculty ID field to add details of conference coordinator. Select the faculty ID from the Faculty ID list and click on OK button.

Step 4: Fill all the fields of Details of the Coordinator section.
Step 5: Click on the selection menu icon in Co-coordinator Faculty ID field to add details of conference Co-coordinator. Select the faculty ID from the Faculty ID list and click on OK button.

Step 6: Fill all the fields of Details of the Co-coordinator section.
Step 7: - AICTE has identified conferences of repute, organised/sponsored by leading Professional Bodies/institutions organised at a set frequency. Select appropriate filed.

Step 8: - Confirm the declaration
Section B: - AQIS Application Details

Step 1: - Click on the AQIS Application Details

Step 2: - Navigate to the AQIS Application Details, fill all the fields
Step 3: - After filling all the required details in the fields, click on the Save(✓) button.
Section C: - Academic Credentials of Coordinator / PI / Applicant

Step 1: - Click on the Academic Credentials of Coordinator / PI / Applicant

Step 2: - Click on new record (+) button to add Record and select the parameter Criteria.
Step 3: - Select “YES/NO” according to the parameter, fill the Count/Number and fill the Area of Specialisation. Click on save (下げ) button.

Note: - Further repeat the above Step 2 and 3 for the following Parameters/Criteria

- Any state / National/International awards received ?
- Membership of the Professional / Learned bodies/ Societies
- No. of National/International conferences organised
- Number of Patents Registered
- Number of Ph. D students Guided
- Papers published in International Journals in last 3 years
- Papers published in national Journals in last 3 years
- Relevant experience of conducting / coordinating similar programmes from AICTE and other funding agencies in past three years
- Research Experience in years
- Teaching/Industry Experience in years
- Whether Coordinator having Ph. D
Step 4: After filling all the required details in the fields, click on the Save button.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Yes/No</th>
<th>Coordinator</th>
<th>Area of Specialization/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant experience of conducting/coordinating</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Ph.D. Registered</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any state/international awards received?</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of National/International conferences organised</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership of the Professional/ Learned bodies/ Soc.</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Ph. D students Guided</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Papers published in International Journals in last 5 yrs</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Papers published in national Journals in last 5 yrs</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Experience in years</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching/Industry Experience in years</td>
<td>5</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

- Coordinator/PI/Applicant Details
- AQIS Application Details
- Academic Credentials of Coordinator/ PI/ Applicant
- Credentials of Co-Coordinator
- Credentials of Institution / Department
- Justification of proposal
Section D: - Credentials of Co-coordinator

Step 1: - Click on the Credentials of Co-coordinator

Step 2: - Click on new record (➕) button to add Record and select the parameter Criteria.
Step 3: Select “YES/NO” according to the parameter, fill the Count/Number and fill the Area of Specialisation/Details. Click on save (✓) button.

Note: Further repeat the above Step 2 and 3 for the following Parameters/Criteria

- No. of National/International conferences organised
- Number of Ph. D students Guided
- Membership of the Professional / Learned bodies/ Societies
- Papers published in International Journals in last 3 years
- Papers published in national Journals in last 3 years
- Whether Coordinator having Ph. D
- Teaching/Industry Experience in years
- Relevant experience of conducting / coordinating similar programmes from AICTE and other funding agencies in past three years
- Research Experience in years
Step 4:- After filling all the required details in the fields, click on the Save button.
Section E: Credentials of Institution / Department

Step 1: Click on the Credentials of Institution / Department

Step 2: Click on new record (+) button to add Record and select the parameter Criteria.
Step 3: - Select “YES/NO” according to the parameter, fill the Count/Number and fill the Details. Click on save (✓) button.

Note: - Further repeat the above Step 2 and 3 for the following Parameters/Criteria

- For organizing conference institute is collaborating with Industry
- Is institute collaborating with technical Society for organizing conference
- Number of conferences already conducted in the institute in last 3 years
- Number of courses Accredited in the Institute
- Is institute collaborating with any reputed Institute or Laboratory for organizing conference
- Number of Years of Establishment of Institute
- Whether level of the course under which conference is to be conducted is PG?
- Whether the course under which the proposal is submitted, is accredited by NBA?
Step 4: After filling all the required details in the fields, click on the Save button.
Section F: - Justification of proposal

Step 1: - Click on the Justification of proposal

Step 2: - Click on new record (+) button to add Record and select the parameter Criteria.
Step 3: Select parameter/ Criteria, fill the Details and Click on save button.

**Note:** Further repeat the above Step 2 and 3 for the following Parameters/Criteria

- Benefits to Faculty
- Benefits to Students
- Expected Outcome & Impact on Academic
- Expected Outcome & Impact on Research
- Name of Guest speakers with designation and organization
- Number of participants expected
- Objectives & Context
- Relevance
Step 4: After filling all the required details in the fields, click on the Save button.
Section G: - Foreign participants/invited speakers to the conference

Step 1: - Click on the Foreign participants/invited speakers to the conference

Step 2: - Click on new record (+) button to add Record

Step 3: - After filling all the fields click on the (✓) Save button.
Section H: - Financial commitment from other organisation/agencies

Step 1: - Click on the Financial commitment from other organisation/agencies.

Step 2: - Click on new record (+) button to add Record

Step 3: - After filling all the fields click on the (Save) button.
Section I: - Budget Estimates GOC

Step 1: - Click on the Budget Estimates GOC

Step 2: - Click on new record (➕) button to add Record

Step 3: - Select ‘Head of Expenditure’, fill the ‘Anticipated Expenditure’ and ‘Justification’ of that expenditure.
Note: - Further repeat the above Step 2 and 3 for the following ‘Head of Expenditure’

1) For Online Conferences
   - Certificate/Brochure and other documents designing.
   - Conference website designing & updating.
   - Honorarium to Experts/ Resource Persons.
   - Publication of Proceedings.
   - Miscellaneous.

2) For Onsite Conferences
   - Pre-conference printing (announcements, abstracts, etc.)
   - Banners/Folders, Pen and other stationery material for registration and Certificate printing and brochure printing
   - Hospitality to participants /resource persons (Tea, Snacks & Lunch)
   - Boarding and lodging charges for out stationed participants/ Experts/ resource persons
   - TA/DA & Honorarium to Experts/ resource persons
   - Misc. expenditure including Photography, LCD projector, screen, bouquets, mementoes, short visit (if any) etc.
   - Publication of Proceedings (Online/printed/CD)
   - Any other required expenditure

Step 4:- After filling all the fields click on the (✔) Save button.
Section J: AQIS Application Attachment

Step 1: Click on the AQIS Application Attachment

Step 2: Click on new record (+) button to add Record

Step 3: Click on the ( ) button in ‘Attachment Name’ to attach the Declaration certificate of GOC.
Step 4: After attaching the Declaration Certificate, click on the save button.

Note: Please attach verified Declaration Certificate scanned copy PDF format (Maximum Size 10 MB).
Section K: - Keywords related to conference

Step 1: - Click on the Keywords related to conference

Step 2: - Click on new record (➕) button to add Record

Step 3:- After filling all the fields click on the (✔)Save button.

Note:- Minimum 5 Keywords related to conference themes are required to submit the application.
• **Validate and submit the application**

Step 1: - Click on the Coordinator/PI/Applicant Details

Step 2: - Click on the Validate application button.
Step 3: - After clicking on the Validation button the message will be populated and stated as “Validation for Scheme: 'GOC- Grant for Organizing Conference' is completed Successfully”

Click on OK button.

Step 4: - Click on the Submit button.
THANK YOU