



All India Council for Technical Education (AICTE)



USER MANUAL for PG/PGDM

Student Import



Contents

<i>Contents</i>	<i>2</i>
<i>Icons for Buttons</i>	<i>3</i>
<i>Step 1 : Template Download and Data Insertion</i>	<i>4</i>
<i>Step2: Data Validation</i>	<i>5</i>
<i>Step3: Login and Screen Navigation</i>	<i>10</i>
<i>Step4: Tab Selection for Data Import.....</i>	<i>11</i>
<i>Step5: File Upload on AICTE Portal</i>	<i>12</i>
<i>Step6: Error Log Download, Error Check and Data Reload</i>	<i>14</i>



Icons for Buttons

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

S. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list
12		Navigate to last record
13		Navigate to first record



Step 1 : Template Download and Data Insertion

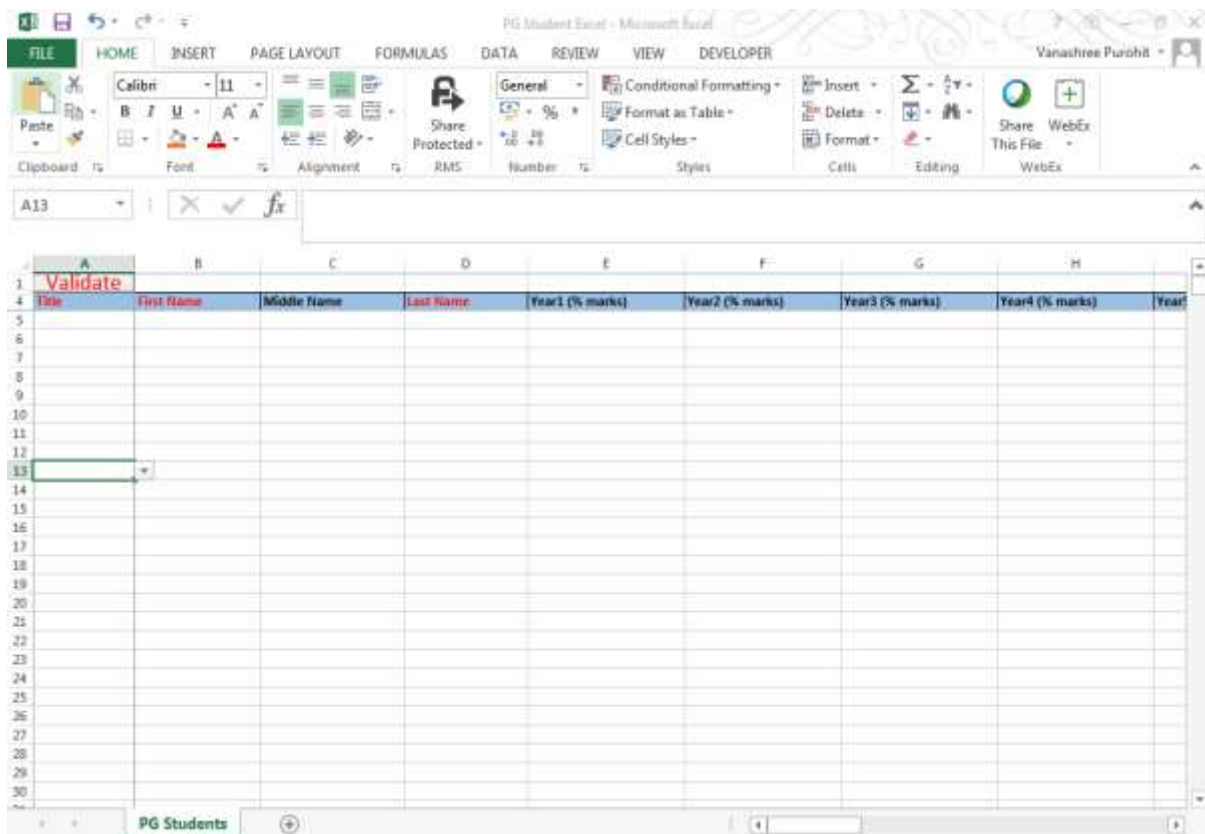
Visit to AICTE website <https://www.aicte-india.org>

Navigate to PG Scholarship (GATE/GPAT) or Click on the below link.

<https://www.aicte-india.org/schemes/students-development-schemes/PG-Scholarship-Scheme>

Download 'Sample PG or PGDM Student Import.xlsx' and 'Instructions.xlsx' under Instructions to Institute for Importing PG and PGDM Students data in bulk for Reference.

Download Template 'PG Student Excel.xlsm' for Student Data Import (as shown in below image).



Fill in all the data in the template.

Please follow all the instruction given in 'Instructions.xls' file under Instructions to Institute for Importing PG and PGDM Students data in bulk.

Do not DELETE any of the rows / columns of the PG Student Excel.xlsm file.



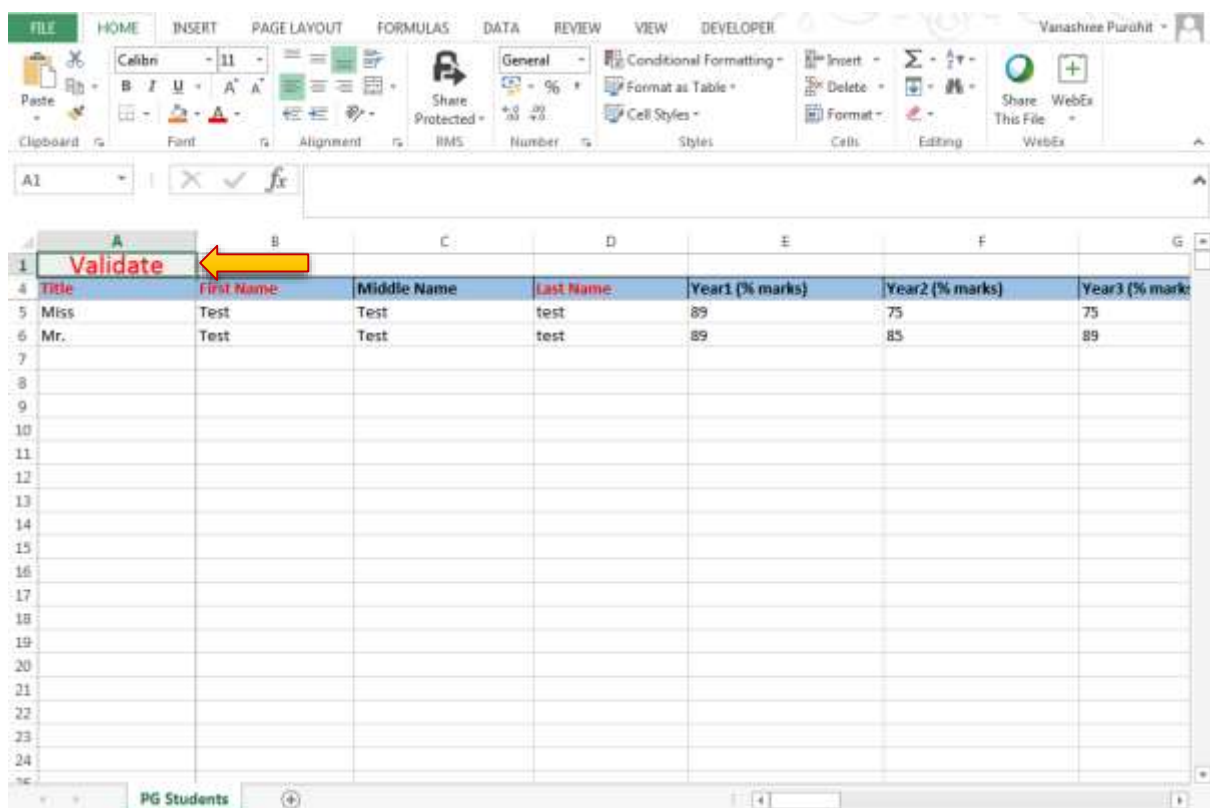
Step2: Data Validation

After entering all the records in PG Student Excel.xlsm, click on '**Validate**' button.

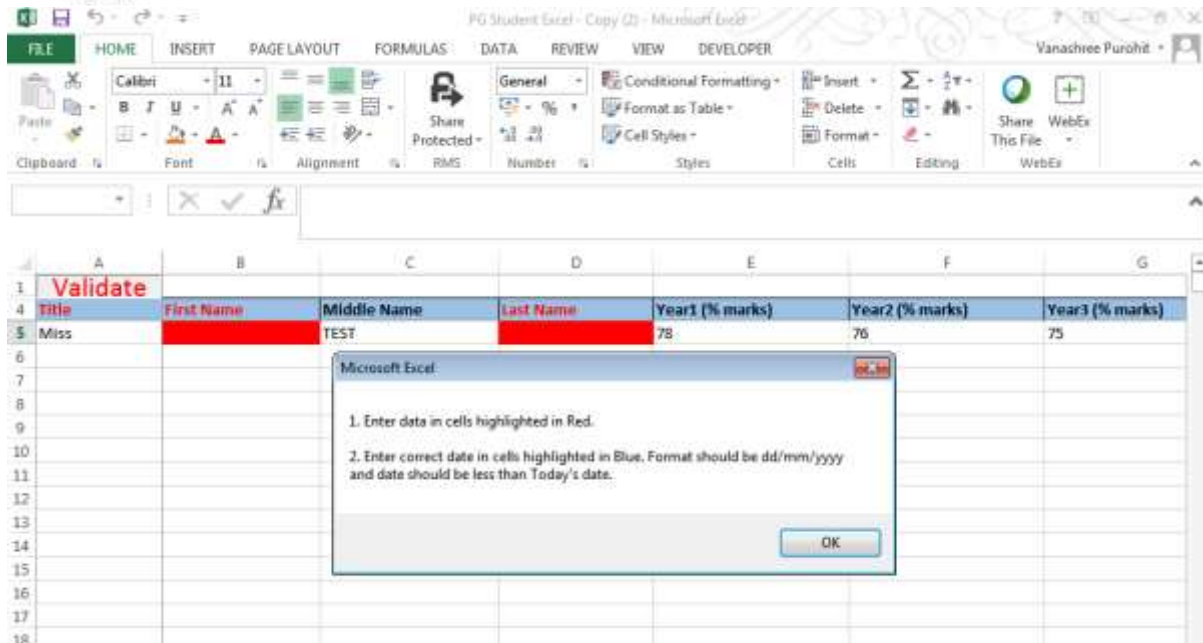
Please do not leave blank or enter incorrect course id.

Course ids can be checked under Course details tab of New/Extension Approval Screen in Institute login.

Please Note Fields marked in **RED** are mandatory.

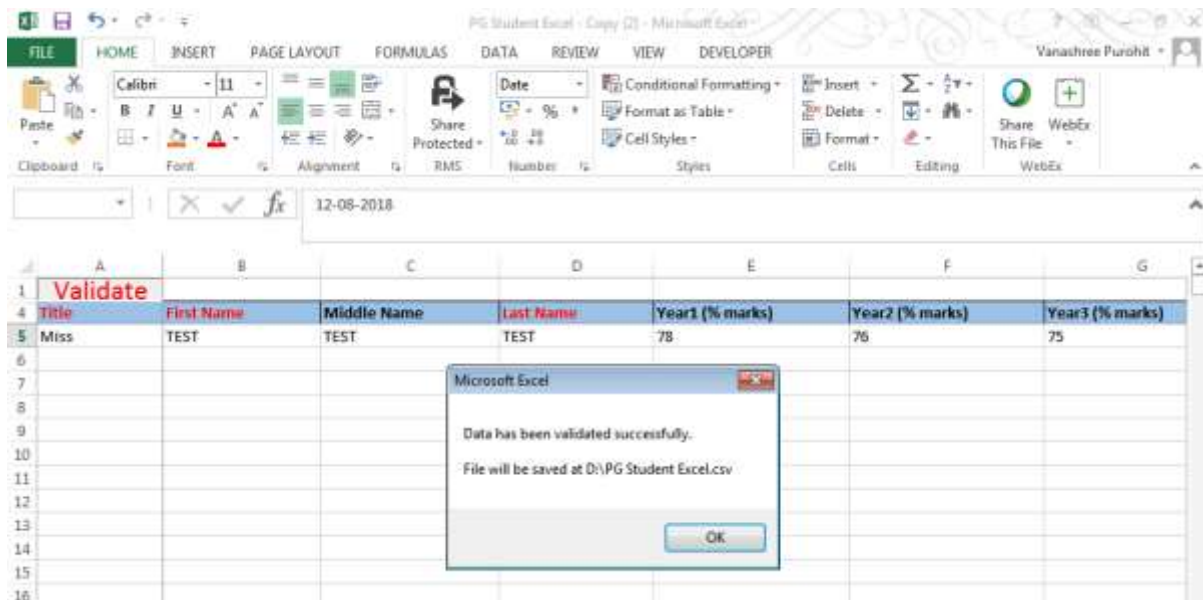


Errors will be displayed for any of the wrong data/format entry.



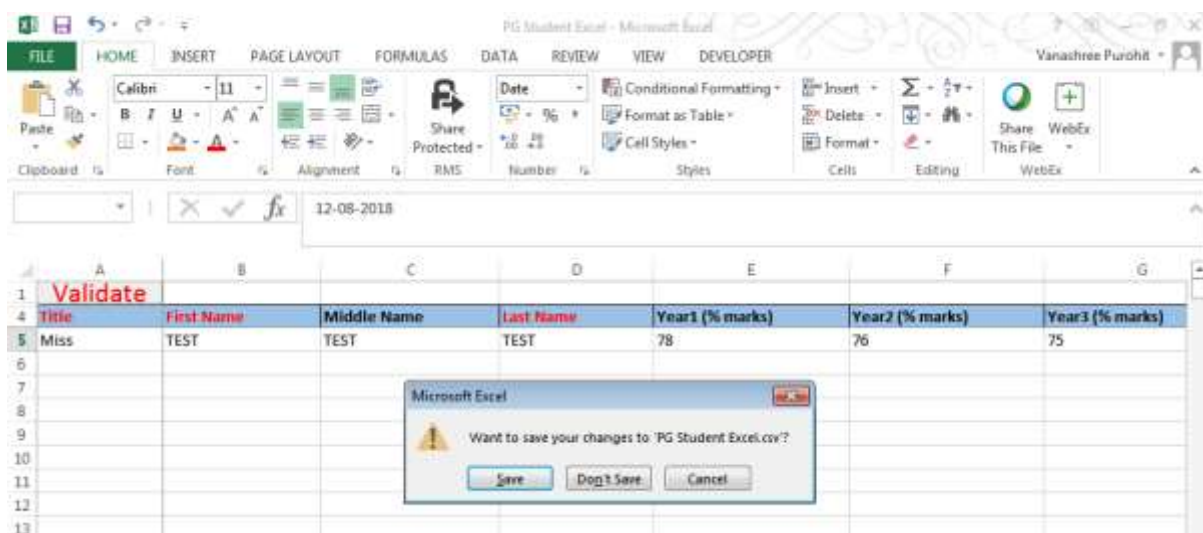
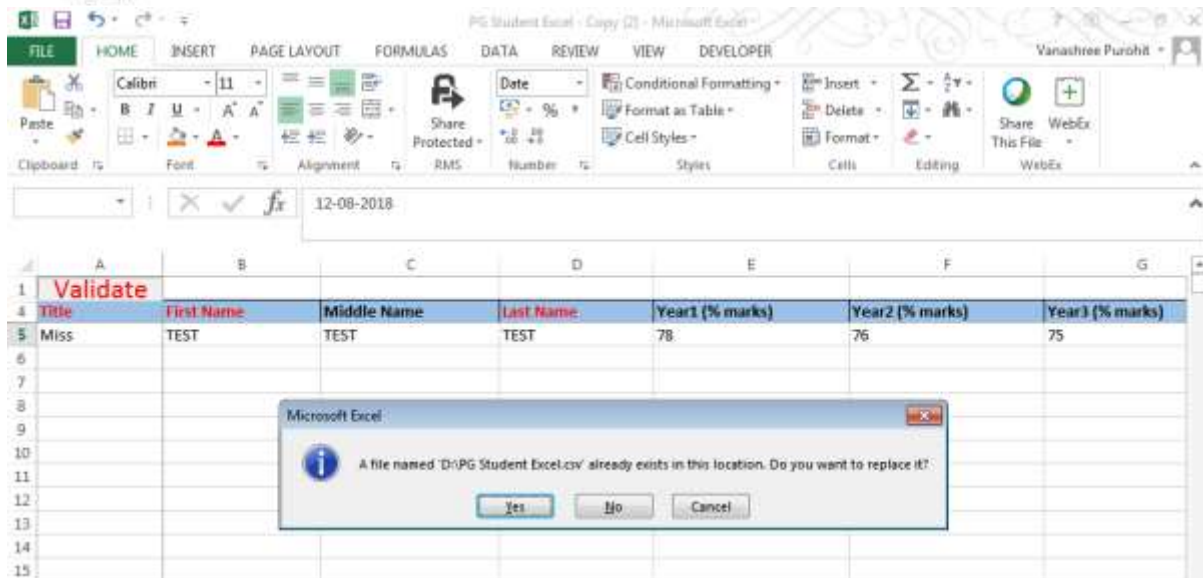
Correct the data as per error message and Validate again.

After Successful data validation Success message will be shown as shown in below image.



After Clicking OK, another message will be shown as below to create 'PG Student Excel.csv' file in D drive of your system. Click Yes to proceed.

Click on No or Cancel to cancel the process.



Click on 'Save' to create the file in D drive.

Please note, user must use this csv file only to perform Student Import. Name of the csv file can be altered but not the content.

DO NOT MAKE ANY CHANGES IN THE CSV FILE. ANY MODIFICATION IN CSV WILL LEAD TO FAILURE OF IMPORT.

Do not DELETE any of the rows / columns of the csv file. This will lead to FAILURE OF IMPORT.

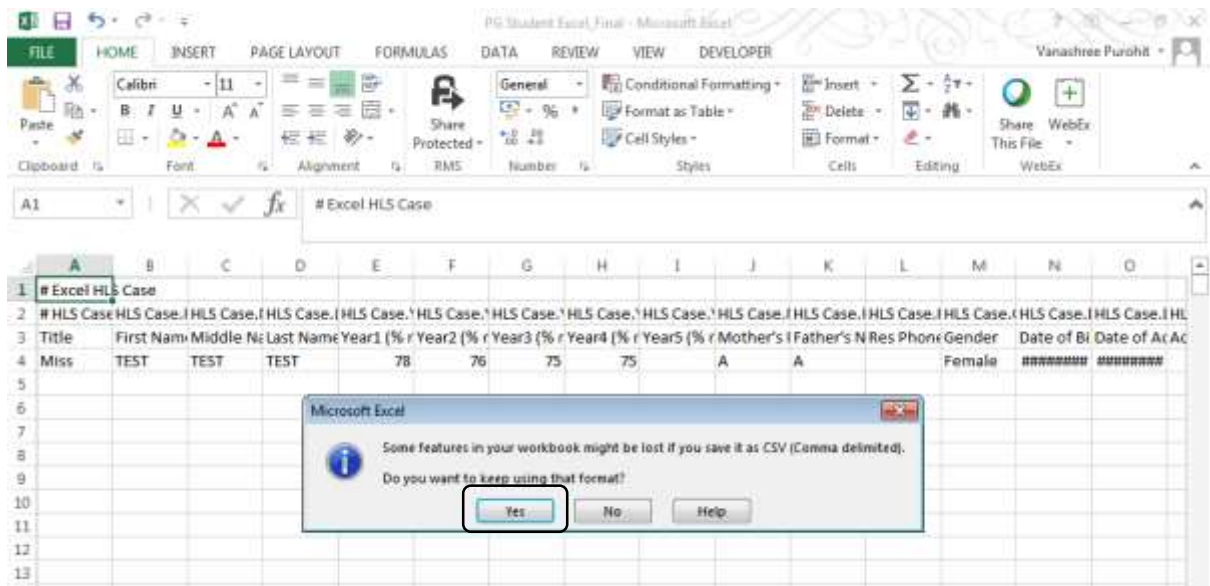
ONCE CSV FILE IS GENERATED IN D DRIVE, OPEN THE CSV FILE AND PERFORM 'SAVE AS' AND SAVE THE FILE WITH NEW NAME AND USE THIS FILE FOR IMPORT.

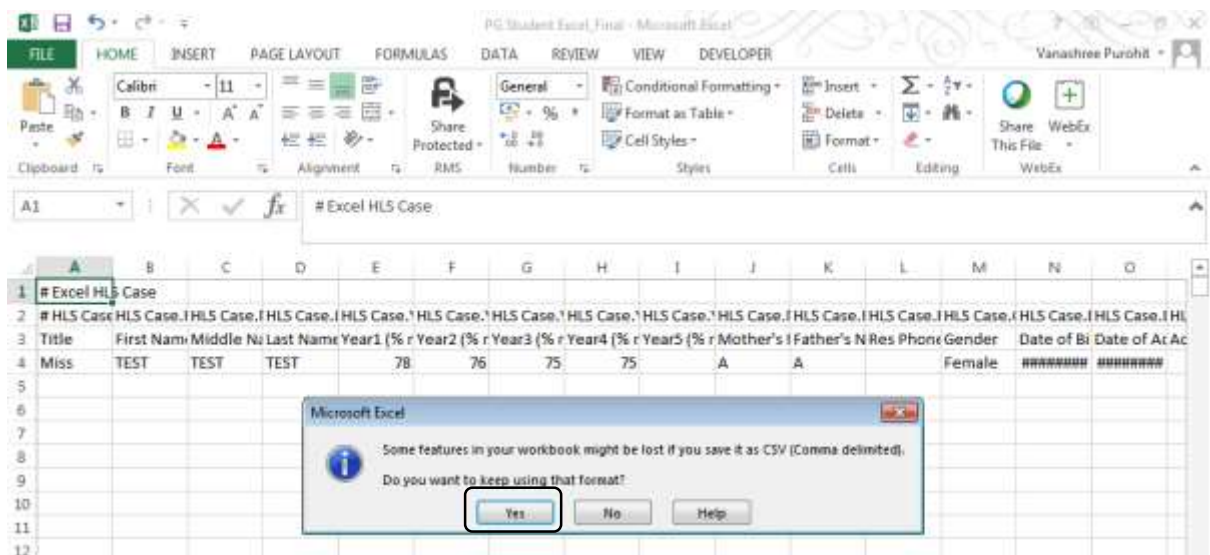
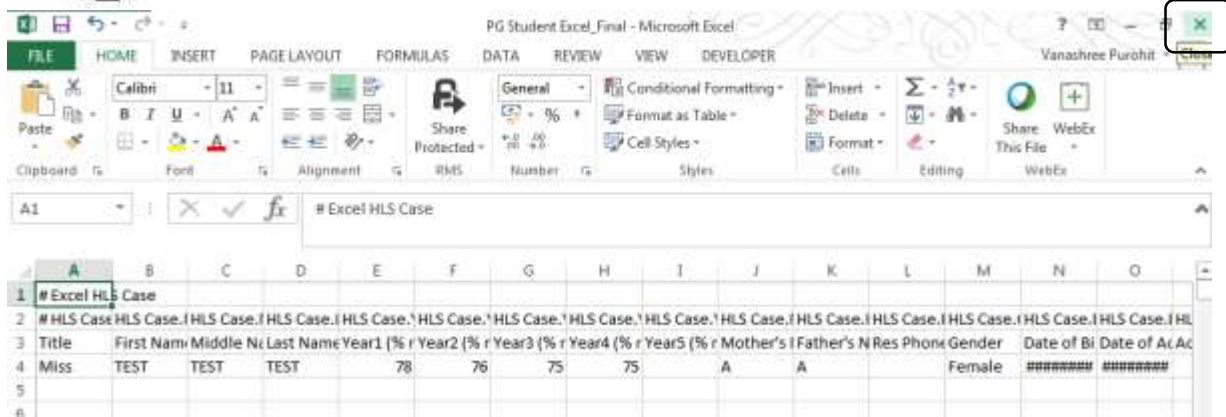


PG Student Excel - Microsoft Excel

Vanashree Purohit

Save As

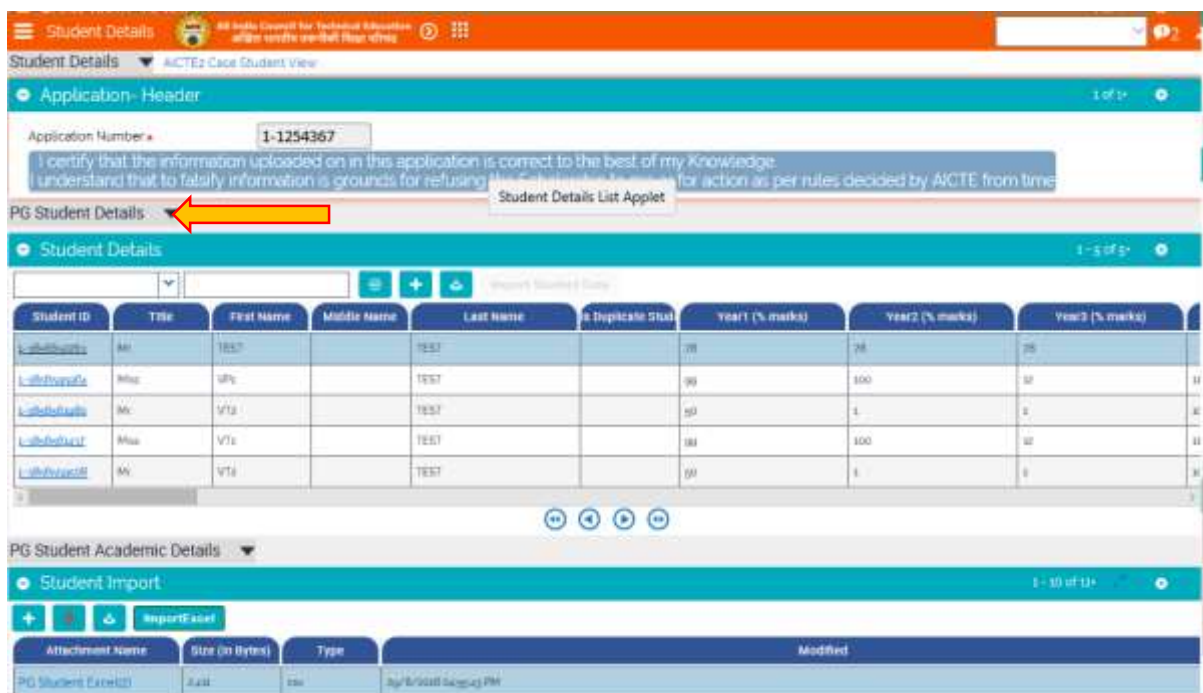
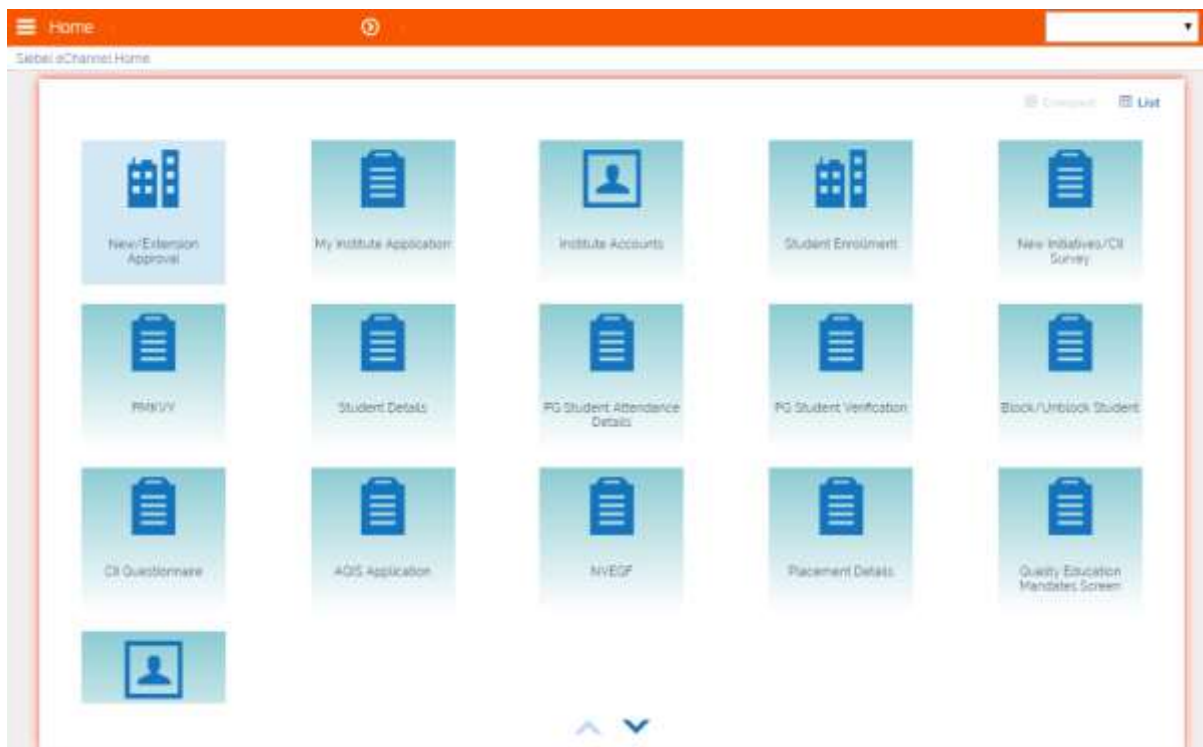






[Step3: Login and Screen Navigation](#)

Login into AICTE Portal Application and Navigate to Student Details Screen as below image.





Step4: Tab Selection for Data Import

If 'PG' Students data is to be inserted then use the 'PG Student Details' tab.


If PGDM Students data is to be inserted then navigate to 'PGDM Student Details' tab from the dropdown.

The screenshot shows the AICTE Student Details application interface. At the top, there is a header bar with the AICTE logo and the text 'All India Council for Technical Education'. Below the header, there is a navigation bar with tabs for 'Student Details', 'PG Student Details', and 'PGDM Student Details'. The 'PG Student Details' tab is currently selected, and a red arrow points to it from the 'PGDM Student Details' tab. Below the navigation bar, there is a form for 'PG Student Details' with fields for 'First Name', 'Middle Name', 'Last Name', 'Is Duplicate Stud', 'Year1 (% marks)', 'Year2 (% marks)', and 'Year3 (% marks)'. The form is currently empty. Below the form, there is a table with the following data:


Attachment Name	Size (in Bytes)	Type	Modified
PG Student Ex...	1.88B	csv	22/5/2018 09:45:18 PM
PG Student Ex...	1.88B	csv	22/5/2018 09:45:18 PM
PG Student Ex...	2.44B	csv	22/5/2018 09:45:18 PM



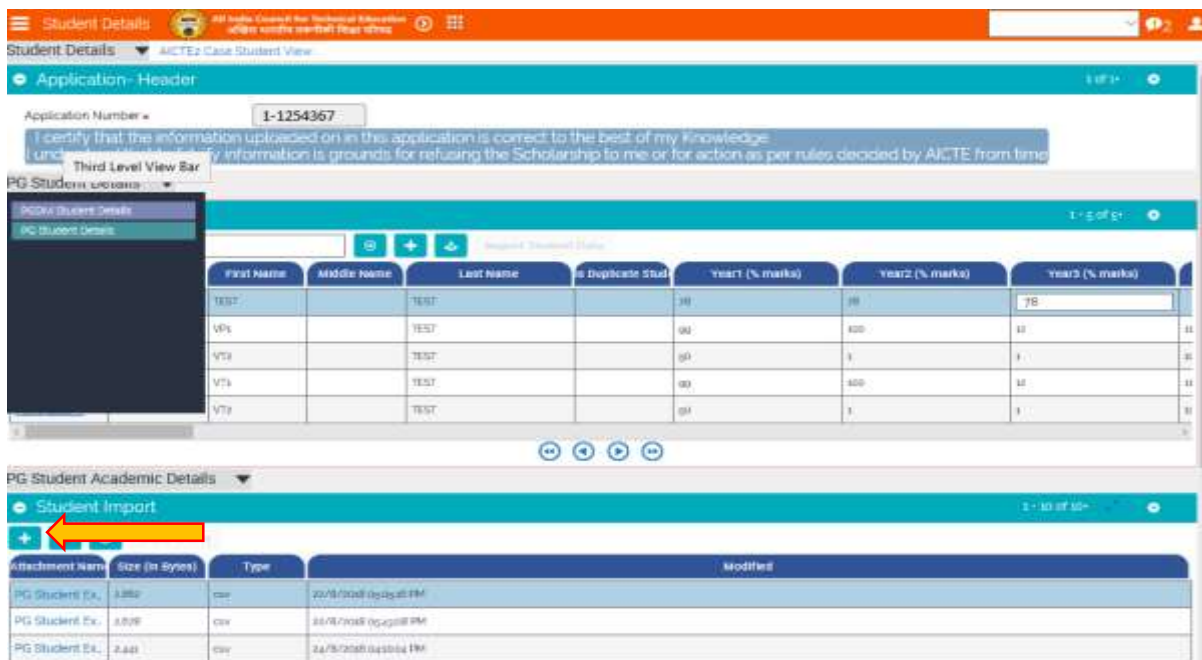
Step5: File Upload on AICTE Portal

Click on  button as shown below under student import to upload csv file saved in D drive.

One row will be created where csv file need to be browsed, file can be renamed before browsing but extension of file should be csv only.

After uploading the file click on  to save the record.

After Saving record click on 'Import Excel' button to Import the data and wait for message 'Student Import Completed.'



The screenshot displays the AICTE Student Details portal. The top navigation bar includes 'Student Details' and 'AICTE Case Student View'. The main section is titled 'Application-Header' and shows the 'Application Number' as 1-1254367. Below this, there is a 'Third Level View Bar' and a 'PG Student Academic Details' section. The 'Student Import' section is highlighted, showing a table with columns: Attachment Name, Size (in bytes), Type, and Modified. A red arrow points to the '+' button in the 'Student Import' section, indicating where to click to upload a file.

Attachment Name	Size (in bytes)	Type	Modified
PG Student Ex.	3.85B	csv	22/5/2018 05:15:45 PM
PG Student Ex.	3.85B	csv	22/5/2018 05:15:45 PM
PG Student Ex.	3.85B	csv	22/5/2018 05:15:45 PM



Student Details

All India Council for Technical Education
अखिल भारतीय औद्योगिक शिक्षा परिषद

Student Details

Application- Header

Application Number 1-1254367

I certify that the information uploaded on in this application is correct to the best of my knowledge
I understand that to falsify information is grounds for refusing the Scholarship to me or for action as per rules decided by AICTE from time

PG Student Details

Student Details

Student ID	Title	First Name	Middle Name	Last Name	Is Duplicate Stud	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)
Link to Profile	M	TEST		TEST		98	98	98
Link to Profile	M	VTs		TEST		90	90	90
Link to Profile	M	VTs		TEST		90	90	90
Link to Profile	M	VTs		TEST		90	90	90
Link to Profile	M	VTs		TEST		90	90	90

PG Student Academic Details

Student Import

Import Excel (Sortable)

Attachment Name	Size (in Bytes)	Type	Modified
PG Student Ex.	3.8Kb	doc	03/05/2018 09:09:48 PM

Student Details

All India Council for Technical Education
अखिल भारतीय औद्योगिक शिक्षा परिषद

Student Details

Application- Header

Application Number 1-1254367

I certify that the information uploaded on in this application is correct to the best of my knowledge
I understand that to falsify information is grounds for refusing the Scholarship to me or for action as per rules decided by AICTE from time

PG Student Details

Student Details

Student ID	Title	First Name	Middle Name	Last Name	Is Duplicate Stud	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)
Link to Profile	M	TEST		TEST		98	98	98
Link to Profile	M	VTs		TEST		90	90	90
Link to Profile	M	VTs		TEST		90	90	90
Link to Profile	M	VTs		TEST		90	90	90
Link to Profile	M	VTs		TEST		90	90	90

PG Student Academic Details

Student Import

Import Excel (Sortable)

Attachment Name	Size (in Bytes)	Type	Modified
PG Student Ex.	3.8Kb	doc	03/05/2018 09:09:48 PM

Add Attachment

Please specify a File Name or URL.

File Name Browse...

URL

Cancel



Student Details | All India Council for Technical Education
AICTE Case Student View

Application- Header | 1 of 1

Application Number: 1-1254367

I certify that the information uploaded on in this application is correct to the best of my knowledge.
I understand that to falsify information is grounds for refusing the Scholarship to me or for action as per rules decided by AICTE from time to time.

PG Student Details | 1 of 5

Student Details | 1 - 5 of 5

Student ID	Title	First Name	Middle Name	Last Name	Is Duplicate Stud	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)
L-1254367-01	Mr	TEST		TEST		98	98	98
L-1254367-02	Miss	VT1		TEST		99	100	10
L-1254367-03	Mr	VT2		TEST		98	1	1
L-1254367-04	Miss	VT1		TEST		99	100	12
L-1254367-05	Mr	VT2		TEST		98	1	1

PG Student Academic Details | 1 - 10 of 13

Student Import | 1 - 10 of 13

[ImportExcel](#)

Attachment Name	Size (In Bytes)	Type	Modified
PG Student Excel2	848	CSV	16/8/2018 14:55:43 PM
PG Student Excel 1 Aug -	2884	CSV	22/8/2018 05:05:31 PM

Step6: Error Log Download, Error Check and Data Reload

Once the Import is completed, Download the same attachment and look for 'Error' column.

Student Details | All India Council for Technical Education
AICTE Case Student View

Application- Header | 1 of 1

Application Number: 1-1254367

I certify that the information uploaded on in this application is correct to the best of my knowledge.
I understand that to falsify information is grounds for refusing the Scholarship to me or for action as per rules decided by AICTE from time to time.

PG Student Details | 1 of 5

Student Details | 1 - 5 of 5

Student ID	Title	First Name	Middle Name	Last Name	Is Duplicate Stud	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)
L-1254367-01	Mr	TEST		TEST		98	98	98
L-1254367-02	Miss	VT1		TEST		99	100	12
L-1254367-03	Mr	VT2		TEST		98	1	1
L-1254367-04	Miss	VT1		TEST		99	100	12
L-1254367-05	Mr	VT2		TEST		98	1	1

PG Student Academic Details | 1 - 10 of 13

Student Import | 1 - 10 of 13

[ImportExcel](#)

Attachment Name	Size (In Bytes)	Type	Modified
PG Student Excel2	848	CSV	16/8/2018 14:55:43 PM
PG Student Excel 1 Aug -	2884	CSV	22/8/2018 05:05:31 PM



This will indicate the status of each Student record.

Once uploaded successfully will have error as 'Record Inserted Data Copied Successfully'.

If not inserted successfully, then it will show corresponding error logged into it. Refer 'Sample PG Student Excel.xlsx' file to understand the error messages from 'Comment' column.

	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1											
2	HLS Case.	IHL Case.	IHL Case.	IHL Case.	IHL Case.	IHL Case.	IHL Case.	Course Id	HLS Case.	Level	HLS Case.
3	Institute F	Hostel F	Fees Claimed	U Claimed	U Paid Upto	U Paid Upto	Course Id	Level	Admission	Error	HLS Case.
4	78000		January	2016	January	2016	1-1432423123	POST GRADUATE	GATE/GPA	Record Inserted Data Copied Successfully	
5	78522	5000	January	2016	January	2016		FELLOWSHIP	GATE/GPA	Non PGDM course cannot be added from this tab. Please add from 'PG Student Details' view.	
6											
7											
8											
9											

Records failed to insert should only be again inserted in new template with correct data and entire process should be followed again.

Avoid adding data of successfully inserted data in new batch of import. It will lead to duplicate record creation of the same Student.

If in case any Student Record is added twice, then please click 'Is Duplicate Student' Y against additional record/s of Student.

Added record if need to be modified, then it can be done directly on portal manually.