

NEEM- Importing Trainee Data in Bulk



User Manual














for

Importing Trainee details under NEEM
Application

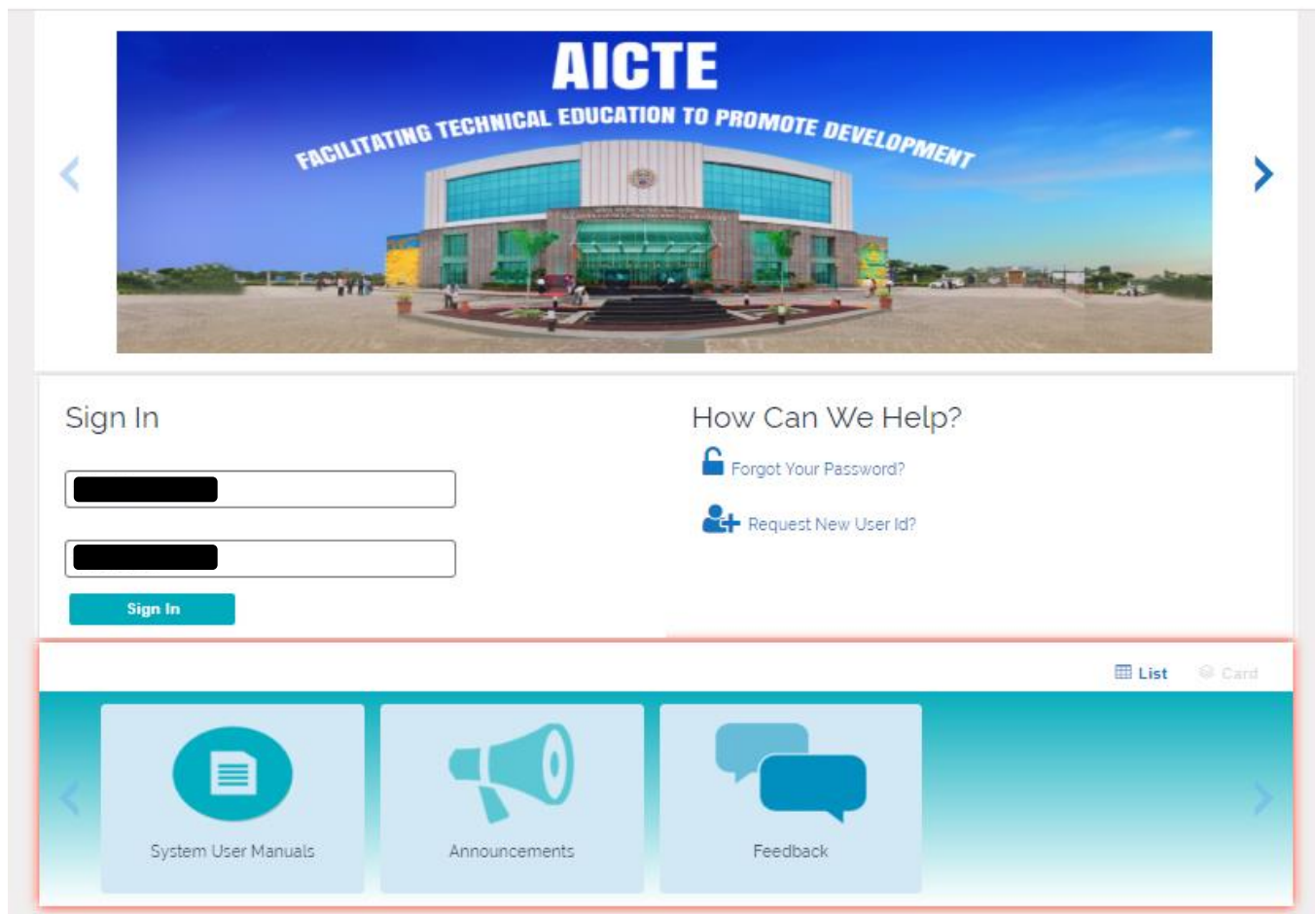
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| Navigate to 'NEEM Trainee Information screen' | 5 |
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Icons for Buttons

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 |

Login to NEEM AICTE Web Portal



The image shows the login page of the NEEM AICTE Web Portal. At the top is a banner with the AICTE logo and the tagline "FACILITATING TECHNICAL EDUCATION TO PROMOTE DEVELOPMENT" over a building image. Below the banner, on the left, is a "Sign In" section with two input fields (username and password) and a "Sign In" button. On the right, under "How Can We Help?", are links for "Forgot Your Password?" and "Request New User Id?". At the bottom, a horizontal menu contains three items: "System User Manuals", "Announcements", and "Feedback", each with a corresponding icon. The menu has "List" and "Card" view toggles on the right and navigation arrows on the left and right.

AICTE
FACILITATING TECHNICAL EDUCATION TO PROMOTE DEVELOPMENT

Sign In

Sign In

How Can We Help?

[Forgot Your Password?](#)

[Request New User Id?](#)

System User Manuals

Announcements

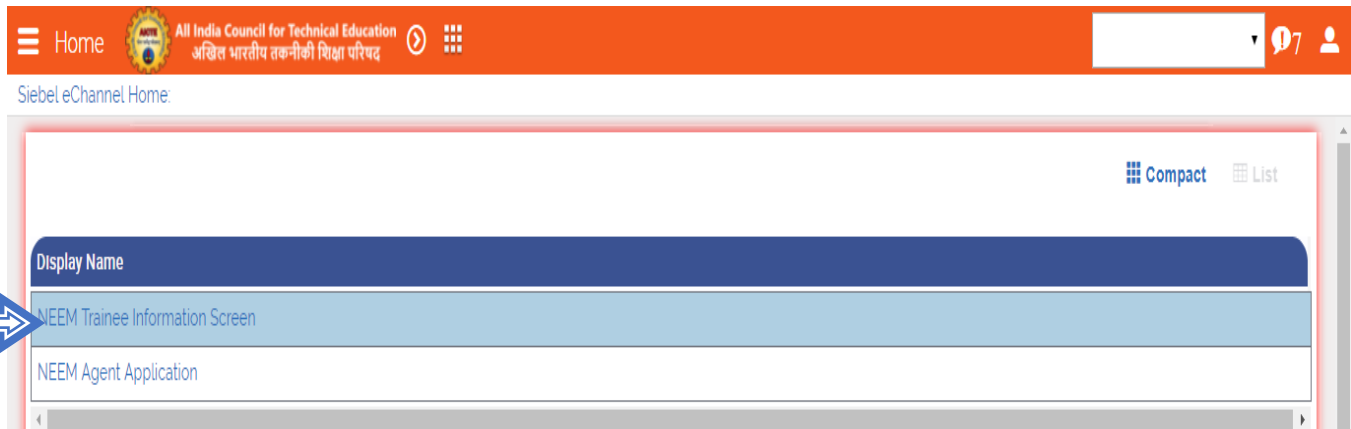
Feedback

List Card

Enter credentials and login into NEEM AICTE Web Portal.

Navigate to 'NEEM Trainee Information screen'

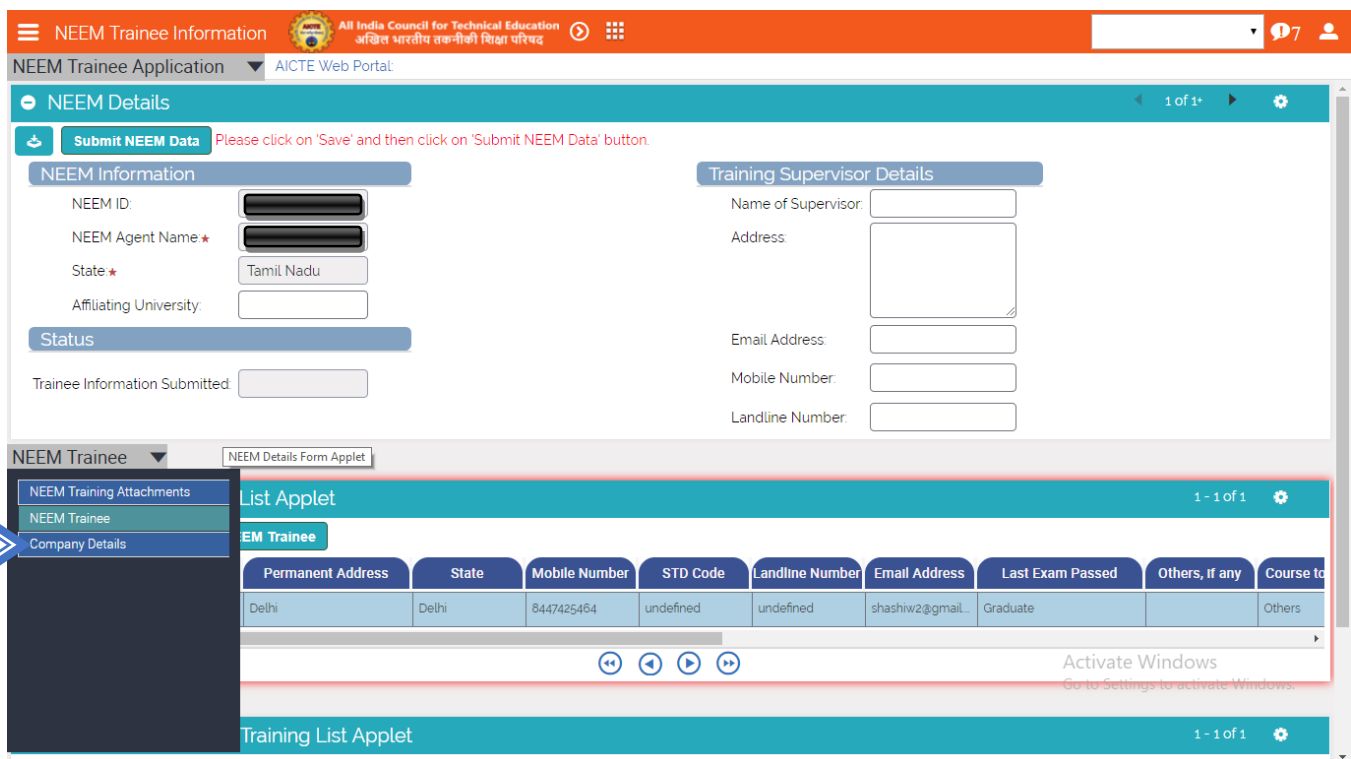
Click on NEEM Trainee information Screen.



The screenshot shows the Siebel eChannel Home interface. At the top, there is a navigation bar with 'Home', the All India Council for Technical Education logo, and a search bar. Below the navigation bar, the text 'Siebel eChannel Home:' is visible. A list of items is displayed under the heading 'Display Name'. The items are 'NEEM Trainee Information Screen' and 'NEEM Agent Application'. A blue arrow points to the 'NEEM Trainee Information Screen' item, indicating it is the selected option.

Enter Training Supervisor Details.

Go to Company Details to enter Name of Training Company.



The screenshot shows the NEEM Trainee Information screen. The top navigation bar includes 'NEEM Trainee Information', the All India Council for Technical Education logo, and a search bar. Below the navigation bar, the text 'NEEM Trainee Application' and 'AICTE Web Portal' are visible. The main content area is divided into two sections: 'NEEM Details' and 'Training Supervisor Details'. The 'NEEM Details' section contains fields for 'NEEM ID', 'NEEM Agent Name', 'State', 'Affiliating University', 'Status', and 'Trainee Information Submitted'. The 'Training Supervisor Details' section contains fields for 'Name of Supervisor', 'Address', 'Email Address', 'Mobile Number', and 'Landline Number'. Below these sections, there is a 'NEEM Trainee' dropdown menu and a 'NEEM Details Form Applet'. The 'NEEM Trainee' dropdown menu is open, showing options: 'NEEM Training Attachments', 'NEEM Trainee', and 'Company Details'. A blue arrow points to the 'Company Details' option. Below the dropdown menu, there is a 'List Applet' table with columns: 'Permanent Address', 'State', 'Mobile Number', 'STD Code', 'Landline Number', 'Email Address', 'Last Exam Passed', 'Others, if any', and 'Course to'. The table contains one row of data: 'Delhi', 'Delhi', '8447425464', 'undefined', 'undefined', 'shashiw2@gmail...', 'Graduate', 'Others', and 'Others'. Below the table, there is a 'Training List Applet' section.

Note: - Before entering Trainee details through excel import facility, name of the training Company(s) should be added under Company details, other-wise trainees will not be imported successfully.

Entering Data in Excel Template

Download the excel file format available at NEEM registration section of AICTE website.

https://www.aicte-india.org/education/vocational-education/neem_agents

After entering the details in the excel (explained as follows) Click on Validate.

Enter the following details in the Excel (Sheet Trainee).

- Name
- Permanent Address
- State- State of Trainee
- Mobile Number
- STD Code
- Landline Number
- Email Address
- Last Exam Passed
- Others, if any- To be entered, if the last exam passes is others
- Course to which Currently Enrolled(If any)
- Gender
- Category
- Is the Trainee Placed in Company
- Aadhaar Number
- Identity proof
- Identity ID

Once details of Trainees entered, click on Validate button, unique id will be generated against each trainee.

Go to Training Sheet, and enter the details for the following values

- Excel Id for NEEM- Select from Drop-down
- Name of Company - Enter exact name as entered in Company details
- Address of Company - Enter exact address as entered in Company details
- Sector - Select from Drop-down
- Specialization - Select from Drop-down
- NSQF Level
- Place of training
- Job Role
- Date of Joining
- Date of Completion
- Duration of the Course (in Days)

- Amount of stipend paid (in Rs.)

Go to Placement Sheet, and enter the details for the following values

If Trainee is placed in company, then details can be entered in placement sheet of same excel

OR It can be left blank.

- Excel Id for NEEM
- Company Name
- Company Address
- Name of the Post
- Salary per month
- Status of Post
- State

Once entered, Save the excel and go to NEEM training Attachments tab.

NEEM Trainee Information

All India Council for Technical Education

NEEM Trainee Application

NEEM Training Attachments

NEEM Details

Submit NEEM Data

Please click on 'Save' and then click on 'Submit NEEM Data' button.

NEEM Information

NEEM ID: 1-1841655141

NEEM Agent Name: BOARD OF APPRE

State: Tamil Nadu

Affiliating University:

Status

Trainee Information Submitted:

Training Supervisor Details

Name of Supervisor:

Address:

Email Address:

Mobile Number:

Landline Number:

NEEM Training Attachments

NEEM Training Attachments

NEEM Trainee

Company Details

Import Excel

Size (In Bytes)

Type

Modified

Update File

Comments

No Records

Click on  button, browse excel file in Attachment name field and click on Import Excel.

Comments can be entered, if required.

Once clicked on Import button, message will display as Import is successful.

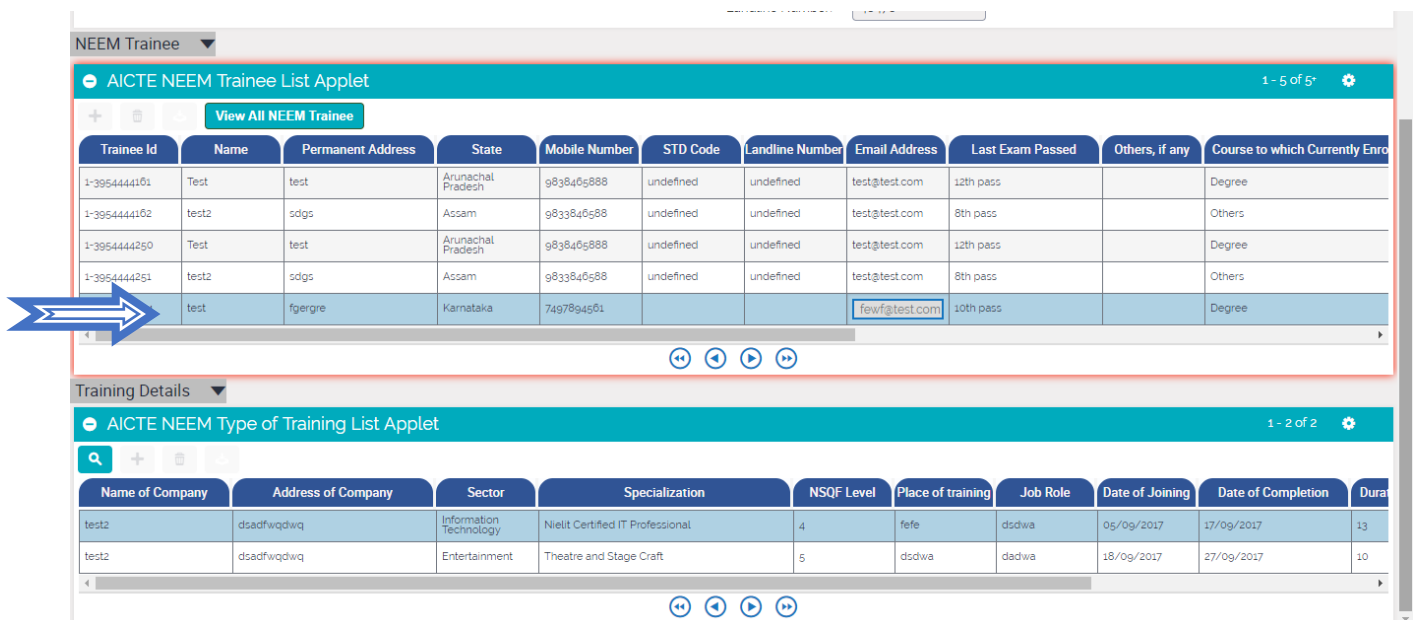
After Importing Excel, click on Cntrl + S to save record. **Download the excel to verify for errors.**

Under NEEM Trainee detail tab all students will be visible which were present in Excel.

To Generate Certificate for the Trainee

Select student record for which Certificate need to be generated.

To generate Certificate date of completion under Training details tab should be less than current date,



NEEM Trainee

AICTE NEEM Trainee List Applet 1 - 5 of 5

View All NEEM Trainee

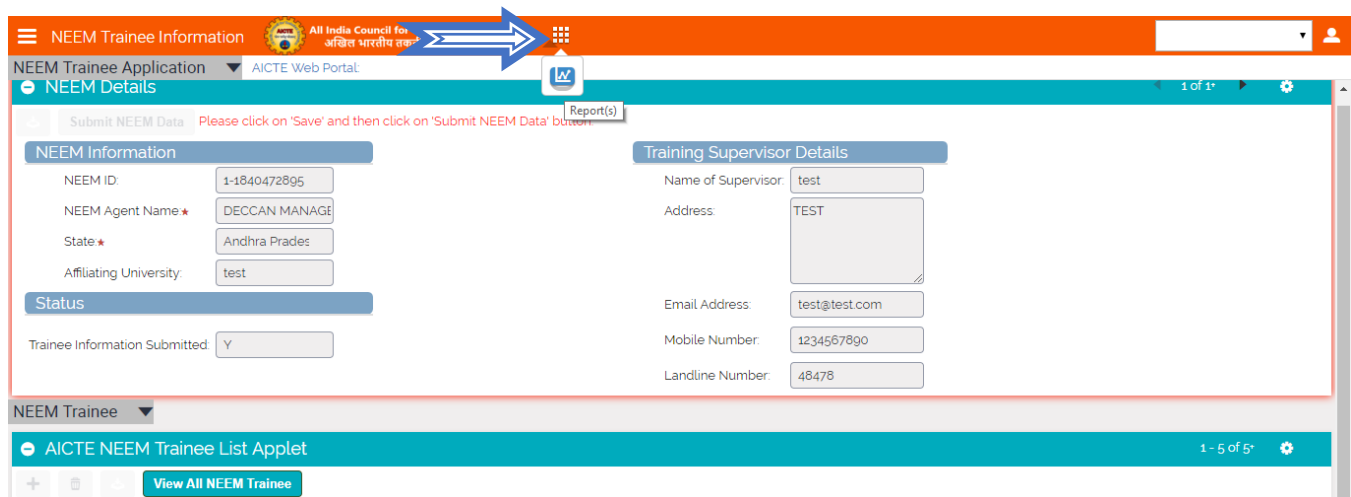
| Trainee Id | Name | Permanent Address | State | Mobile Number | STD Code | Landline Number | Email Address | Last Exam Passed | Others, if any | Course to which Currently Enro |
|--------------|-------|-------------------|-------------------|---------------|-----------|-----------------|---------------|------------------|----------------|--------------------------------|
| 1-3954444161 | Test | test | Arunachal Pradesh | 9838465888 | undefined | undefined | test@test.com | 12th pass | | Degree |
| 1-3954444162 | test2 | sdgs | Assam | 9833846588 | undefined | undefined | test@test.com | 8th pass | | Others |
| 1-3954444250 | Test | test | Arunachal Pradesh | 9838465888 | undefined | undefined | test@test.com | 12th pass | | Degree |
| 1-3954444251 | test2 | sdgs | Assam | 9833846588 | undefined | undefined | test@test.com | 8th pass | | Others |
| | test | fgergre | Karnataka | 7497894561 | | | fewf@test.com | 10th pass | | Degree |

Training Details

AICTE NEEM Type of Training List Applet 1 - 2 of 2

| Name of Company | Address of Company | Sector | Specialization | NSQF Level | Place of training | Job Role | Date of Joining | Date of Completion | Dura |
|-----------------|--------------------|------------------------|----------------------------------|------------|-------------------|----------|-----------------|--------------------|------|
| test2 | dsadfwqdwq | Information Technology | Nielit Certified IT Professional | 4 | fefe | dsdwa | 05/09/2017 | 17/09/2017 | 13 |
| test2 | dsadfwqdwq | Entertainment | Theatre and Stage Craft | 5 | dcdwa | dadwa | 18/09/2017 | 27/09/2017 | 10 |

Click on Report Icon



NEEM Trainee Information

All India Council for Technical Education

NEEM Trainee Application AICTE Web Portal

NEEM Details

Submit NEEM Data Please click on 'Save' and then click on 'Submit NEEM Data' button

Report(s)

NEEM Information

NEEM ID: 1-1840472895

NEEM Agent Name: DECCAN MANAG

State: Andhra Pradesh

Affiliating University: test

Status

Trainee Information Submitted: Y

Training Supervisor Details

Name of Supervisor: test

Address: TEST

Email Address: test@test.com

Mobile Number: 1234567890

Landline Number: 48478

NEEM Trainee

AICTE NEEM Trainee List Applet 1 - 5 of 5

View All NEEM Trainee

Submit the report and then click on My reports

NEEM Trainee Information

NEEM Trainee Application

Run Report

Report Name: NEEM Certificate

My Reports Submit

NEEM Details

Submit NEEM Data Please click on 'Save' and then click on 'Submit NEEM Data' button.

NEEM Information

NEEM ID: 1-1840472895

NEEM Agent Name: DECCAN MANAGE

State: Andhra Pradesh

Affiliating University: test

Status

Trainee Information Submitted: Y

Training Supervisor Details

Name of Supervisor: test

Address: TEST

Email Address: test@test.com

Mobile Number: 1234567890

Landline Number: 48478

NEEM Trainee

AICTE NEEM Trainee List Applet

View All NEEM Trainee

| Trainee Id | Name | Permanent Address | State | Mobile Number | STD Code | Landline Number | Email Address | Last Exam Passed |
|------------|------|-------------------|-------|---------------|----------|-----------------|---------------|------------------|
|------------|------|-------------------|-------|---------------|----------|-----------------|---------------|------------------|

Report status will be updated as Success,

if status is blank then refresh the browser until status gets updated.

BI Publisher Reports

Reports

My Reports

My Reports

| Report Name | Created Date | Owner | Status | File Size | Output Type | Report Access | Query String |
|------------------|-----------------------|------------|---------|-----------|-------------|---------------|--------------------|
| NEEM Certificate | 22/6/2018 12:57:55 PM | AICNEEM005 | Success | 4,433 | PDF | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:30:22 PM | AICNEEM005 | Error | | | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:29:54 PM | AICNEEM005 | Error | | | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:06:25 PM | AICNEEM005 | Success | 6,526 | PDF | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:05:23 PM | AICNEEM005 | Success | 996 | PDF | AICNEEM005 | {[Id] - '1-UFRPZ3} |

Report Parameters

Click on hyperlink of report name and download the certificate.

My Reports

| Report Name | Created Date | Owner | Status | File Size | Output Type | Report Access | Query String |
|------------------|-----------------------|------------|---------|-----------|-------------|---------------|--------------------|
| NEEM Certificate | 22/6/2018 12:57:55 PM | AICNEEM005 | Success | 4,433 | PDF | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:30:22 PM | AICNEEM005 | Error | | | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:29:54 PM | AICNEEM005 | Error | | | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:06:25 PM | AICNEEM005 | Success | 6,526 | PDF | AICNEEM005 | {[Id] - '1-UFRPZ3} |
| NEEM Certificate | 14/6/2018 03:05:23 PM | AICNEEM005 | Success | | | AICNEEM005 | {[Id] - '1-UFRPZ3} |

Report Parameters

Report Name: NEEM Certificate

Status: Success

Task Id: 14680128

File Size: 4,433

Output Type: PDF

Owner: AICNEEM005

Created Date: 22/6/2018 12:57:55 PM

File Size: 4,433

File Download

You are downloading the file NEEM Certificate.PDF. This file is not editable. Any modifications made to this file will not be uploaded. Would you like to open the file or save it to your computer?

Download Cancel