User Manual for Scheme
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## Icons for Buttons

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1" alt="Icon" /></td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td><img src="image2" alt="Icon" /></td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td><img src="image3" alt="Icon" /></td>
<td>Delete Record</td>
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<tr>
<td>4</td>
<td><img src="image4" alt="Icon" /></td>
<td>Search Record</td>
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<tr>
<td>5</td>
<td><img src="image5" alt="Icon" /></td>
<td>Collapse</td>
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<tr>
<td>6</td>
<td><img src="image6" alt="Icon" /></td>
<td>Expand</td>
</tr>
<tr>
<td>7</td>
<td><img src="image7" alt="Icon" /></td>
<td>Notification by AICTE</td>
</tr>
<tr>
<td>8</td>
<td><img src="image8" alt="Icon" /></td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>9</td>
<td><img src="image9" alt="Icon" /></td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>10</td>
<td><img src="image10" 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" alt="Icon" /></td>
<td>Navigation to first set of records in list</td>
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<tr>
<td>12</td>
<td><img src="image12" alt="Icon" /></td>
<td>Navigate to last record</td>
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<tr>
<td>13</td>
<td><img src="image13" alt="Icon" /></td>
<td>Navigate to first record</td>
</tr>
</tbody>
</table>

**Navigation**: To see all the tabs alphabetically click Control + Shift + A
AQIS Application

Login to existing AICTE Portal with the credentials provided by AICTE.

Navigate to **AQIS Application** Screen by clicking on ‘AQIS Application’ screen tab.

Application id of Academic Year *2017-2018* will appear on the ‘AQIS Application- Institute Details’ Form
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 Numbers should be of 10 digit
- Fax Number – Fax Numbers 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 **BankDetails**

Details to be filled by the Institute:

1. Name of Bank where Grant from AICTE will be deposited—Select Bank from the dropdown list
2. Branch Name
3. Bank Branch Address
4. Name of the Account Holder
5. Type of Account—Select Account Type from the dropdown
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 digits.
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.

“ConfirmBankDetails” button will be enabled.

To confirm the bank details entered, kindly click on the button ‘ConfirmBankDetails’ 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.

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. PRERANA-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 PRERANA-Programme Centre for SC/ST Students as Scheme from the dropdown List.
5. If the Institute has already applied for PRERANA-Programme Centre for SC/ST Students then the following error will be displayed.
### AQIS Application Information

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Status</th>
<th>AQIS Scheme</th>
<th>Faculty Id</th>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
<th>Father's Name</th>
<th>MobilePhone</th>
<th>Email Address</th>
<th>Scale of Pay</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0025</td>
<td>New Request</td>
<td>IDC: Grant for Organizing Conference</td>
<td></td>
<td>TRAHER</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>Vth Pay Scale</td>
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<tr>
<td>0012</td>
<td>New Request</td>
<td>IDP - Faculty Development Program</td>
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<td>MDR- Sheme and Mentor Institutions (Mangalshen)</td>
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<td>IDD: Research Innovation Scheme</td>
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<td>STT: Short Term Training Program</td>
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<td>S2: Seminar and Workshop Grant</td>
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<td>TGS: Travel Grant Scheme</td>
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<td>S2P: Skill and Personality Development Programme Centre for SC/ST Students</td>
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<td>FICL: Forgotten Centre for Technical Education</td>
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<td>DUR: Hostel for SC/ST Students</td>
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<td>PRERANA: Programme Centre for SC/ST Students</td>
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<td>SAMRASHI: Programme Centre for SC/ST Students</td>
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</tbody>
</table>
6. If the institute is applying for PRERANA for the first time then it will be to create a new application. Select the scheme from the dropdown list.

7. Following fields will autopopulate:
   - AQIS ApplicationId
   - Status
   - Duration
   - CreationDate

8. Click on the selection menu icon in FacultyId field to add details of Principal Investigator.

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

10. Select the ‘FacultyId’ from the list.
11. After selecting the ‘FacultyId’ from the list, below data gets auto-populates as present in the Faculty details tab in New/ExtensionApprovalScreen.

- Title
- Surname
- FirstName
- 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.
14. 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 PRERANA-Programme Centre for SC/ST Students
a- AQIS Application Details
b- Budget Estimates – Others
c- Academic Credentials of Coordinator
d- Justification of Project
e- Credentials of Institute
2.1 AQIS Application Details

1. Navigate to ‘AQIS Application Details’ tab for PRERANA-Programme Centre for SC/ST Students.
Details to be filled:
Whether the Institute/University Department have ample built-up space with proper infrastructure of its own to start the centre as per the scheme guidelines?, if yes, then it allows to proceed further or it will throw error as below.

/AQIS Application Details

Eligibility

We solemnly confirm and verify that the information uploaded on the portal in respect of this proposal for seeking grant for AQIS and correct to the best of our knowledge and belief. In case at any point of time it is found that information provided is false or incorrect, AICTE will be at liberty to withdraw the grant given to us and we shall be liable to refund the entire amount of the grant with interest thereon and liable for any other action that AICTE may deem fit.

We also understand that AICTE may not consider our future proposals in this circumstance.

/I/we have read the declaration and I/we confirm the same.
2.1 Budget Estimates - Others

1. Navigate to ‘Budget Estimates – Others’ tab for PRERANA-Program Centre for SC/ST Students

2. Click on “New” button to add Budget Estimates – Others Details

3. Details to be filled:
   - Head of Expenditure
   - Number of Resource Person/Student
   - Expense Occurred Per Person
   - Estimated Cost in Rs

4. Following fields will be read-only:
   - Experts Recommendation

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

1. Navigate to ‘Academic Credentials of Coordinator/PI/Applicant’ tab for UBAScheme.

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 dropdown
   • 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’ or ‘Patents Registered’ then ‘Area of Specialization/Details’ is required field and ‘Count/Numbers’ is read only field.

c) If ‘Parameter/Criteria’ selected is ‘Total experience including teaching, industrial and research’, ‘Number of Publications in last 3 years (National / International journals)’ or ‘Number of Ph D students guided’ then ‘Count/Numbers’ is 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.
2.3 Justification

1. Navigate to ‘Justification’ tab for UBAScheme.

2. Click on "New" button to addRecord.

3. Details to be filled:
   - Parameter/Criteria – Select from dropdown list and it’s a requiredField.
   - Details - RequiredField.

4. Following fields will be autopopulated 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’.
2.4 Credentials of Institution/Department

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

2. Click on “New” button to add a record.

3. Details to be filled:
   - Parameter/Criteria – Select from dropdown list and it’s a required field.
   - Yes/No – Select from dropdown list and it’s a required field.
   - Count/Number
   - Details

4. Following fields will be autopopulated 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 courses Accredited in the Institute’, ‘Research projects completed in last 3 years’ or ‘Consultancy projects completed in last 3 years’ and ‘Yes/No’ is ‘Yes’ then ‘Count/Number’ is a required field.
c) If 'Parameter/Criteria' is 'Type of Institute-Whether selected under TEQIP-I' or 'Type of Institute-Whether selected under TEQIP-II' and 'Yes/No' is 'Yes' then 'Count/Number' is a read only field.

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.

Error image

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 be one record for each value of 'Parameter/Criteria'.
2.5 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.
2.6 Validation of Application

1. Once the user has filled all the data in the above mentioned tab, the 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 the system and will be auto-populated.
5. After successful completion of validation, a validation completion message will be displayed.