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="#" alt="Save Record Icon" /></td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td><img src="#" alt="New Record Icon" /></td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td><img src="#" alt="Delete Record Icon" /></td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td><img src="#" alt="Search Record Icon" /></td>
<td>Search Record</td>
</tr>
<tr>
<td>5</td>
<td><img src="#" alt="Collapse Icon" /></td>
<td>Collapse</td>
</tr>
<tr>
<td>6</td>
<td><img src="#" alt="Expand Icon" /></td>
<td>Expand</td>
</tr>
<tr>
<td>7</td>
<td><img src="#" alt="Notification Icon" /></td>
<td>Notification by AICTE</td>
</tr>
<tr>
<td>8</td>
<td><img src="#" alt="Next Record Icon" /></td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>9</td>
<td><img src="#" alt="Previous Record Icon" /></td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>10</td>
<td><img src="#" alt="Next Set Icon" /></td>
<td>Navigation to next set of records in list</td>
</tr>
<tr>
<td>11</td>
<td><img src="#" alt="First Set Icon" /></td>
<td>Navigation to first set of records in list</td>
</tr>
<tr>
<td>12</td>
<td><img src="#" alt="Last Record Icon" /></td>
<td>Navigate to last record</td>
</tr>
<tr>
<td>13</td>
<td><img src="#" alt="First Record 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 dates 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.
- “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.

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. SAMRIDDHI-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 be created.
4. Select the SAMRIDDHI-Programme Centre for SC/ST Students as Scheme from the dropdown List.
5. If the Institute has already applied for SAMRIDDHI-Programme Centre for SC/ST Students then the following error will be displayed.
<table>
<thead>
<tr>
<th>Application</th>
<th>Status</th>
<th>AQIS Schemes</th>
<th>Faculty Id</th>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>542809207</td>
<td>New Request</td>
<td>SOC - Grant for Organizing Conference</td>
<td>749567018</td>
<td>Ms</td>
<td>TLAST</td>
<td>TFIRST</td>
<td>TFA</td>
</tr>
<tr>
<td>542809207</td>
<td>New Request</td>
<td>MODROGS - Modernisation &amp; Removal of Obsolescence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>542809207</td>
<td>New Request</td>
<td>ESP - Faculty Development Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>542809207</td>
<td>New Request</td>
<td>PRPS - Research Promotion Scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>542809207</td>
<td>New Request</td>
<td>STIP - Short Term Training Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>544809207</td>
<td>New Request</td>
<td>TOS - Travel Grant Scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of Co-Ordinator:
- SPOP - SM and Personality Development Programme Centre for SC/ST Students
- USA - Sri Lanka
- HES - India
- PRERANA - Programme Centre for SC/ST Students
- SAMROOH - Programme Centre for SC/ST Students
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’sName
- Father’sName
- Date ofBirth
- ExactDesignation
- AppointmentType
- AppointmentFT/PT
- DoctorateDegree
- OtherQualification’s
- MobilePhone#
- STDCode
- Landline#
- Fax Phone#
- EmailAddress
- DateofJoiningtheInstitute
12. **Below are the details to be filled by the Institute for the Faculty**
   - TechnicalFieldofProposal
   - Abstract
   - UGBranch
   - PGBranch
   - ExpectedOutcome
   - Objective
   - Aadhaar Card (UID) – It should be of length 12

**RequiredFields:**
- Title ofProposal
- Department
- Category
- Village
- Religion
- Gender
- State
- PANNo.–It should be of length 10

13. **FollowingtobeenteredbyInstitute.**
- Discipline/SubjectGroup–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 SAMRIDDHI-Programme Centre for SC/ST Students

- AQIS Application Details
- Budget Estimates – Non Recurring Samriddhi
- Academic Credentials of Coordinator
- Justification of Project
- Credentials of Institute
- Budget Recurring
2.1 AQIS Application Details

1. Navigate to ‘AQIS Application Details’ tab for SAMRIDDHI-Programme Centre for SC/ST Students.
Details to be filled:
All the three questions needs to be filled as shown in the screen shot below.

If any of the answer is No error message gets displayed as below.
2.1 Budget Estimates – Non Recurring Samriddhi

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

2. Click on “New” button to add Budget Estimates – Non Recurring Samriddhi

3. Detailstobefilled:
   • Students Name
   • Present Qualification with Branch
   • Students Phone Number
   • Student Email
   • Specification of the Project
   • Estimated Cost in Rs

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 SAMRIDDHI-Programme Centre for SC/ST Students

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/Number’ is readonly 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 add Record.

3. Details to be filled:
   - Parameter/Criteria—Select from dropdown list and it’s a required field.
   - Details—Required Field.

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 CredentialsofInstitution/Department

1. Navigateto ‘CredentialsofInstitution/Department’tabforUBAScheme.

2. Clickon“New”button to addRecord.

3. Details to be filled:
   • Parameter/Criteria—Selectfromdropdownlistit’s arequiredField.
   • Yes/No—Selectfromdropdownlistit’sarequiredField.
   • Count/Number
   • Details

4. Following fields will be autopopulated on click of savebutton—
   • MarksAwardedbytheSystem
   • MaximumMarks
   • MarksAwardedbytheExperts

Validations:
   a) If‘Yes/No’is Nothen‘Count/Number’and‘Details’fieldswill bereadonlyfields.
   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 arequiredfield.
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 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 Budget recurring

1. Click on “New” button to add Record.
2. Details to be filled:
   - Details of the Expenditure – Need to choose from Dropdown
   - Estimate For Year 1(R1).
   - Estimate For Year 2(R2).
   - Estimate For Year 3(R3). –Read Only

5. Following fields will be Read Only-
   - Expert Recommendation R1
   - Expert Recommendation R2
   - Expert Recommendation R3
2.7 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.
5. After Successful completion of Validation, a Validation completion message will be displayed.