

# User Manual

Enrollment, Placement, New Initiative & CII Survey

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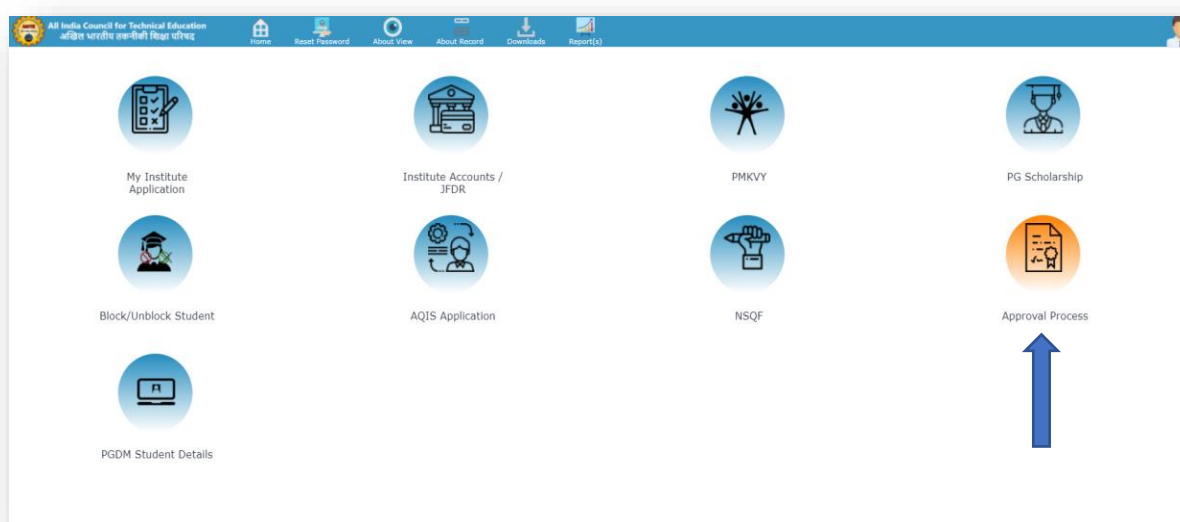
## User Manual for submitting the Student Enrollment Details, Student Placement Details and New Initiatives/CII Survey Details on Portal.

### How to submit the Student Enrollment details on portal

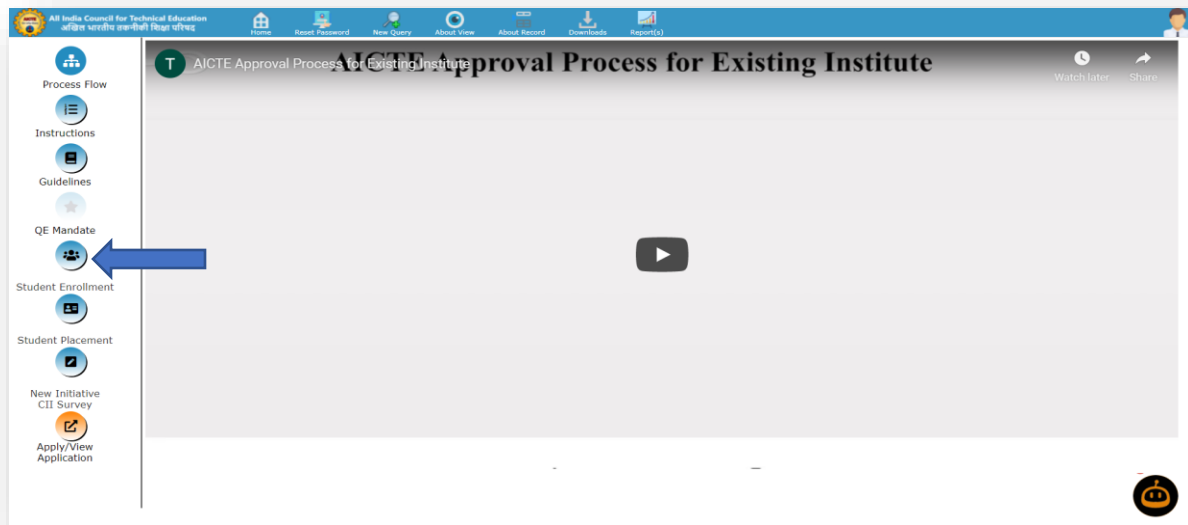
Please follow the steps to submit the Student Enrollment details on portal.

Step 1: Kindly Login on AICTE's Web portal.

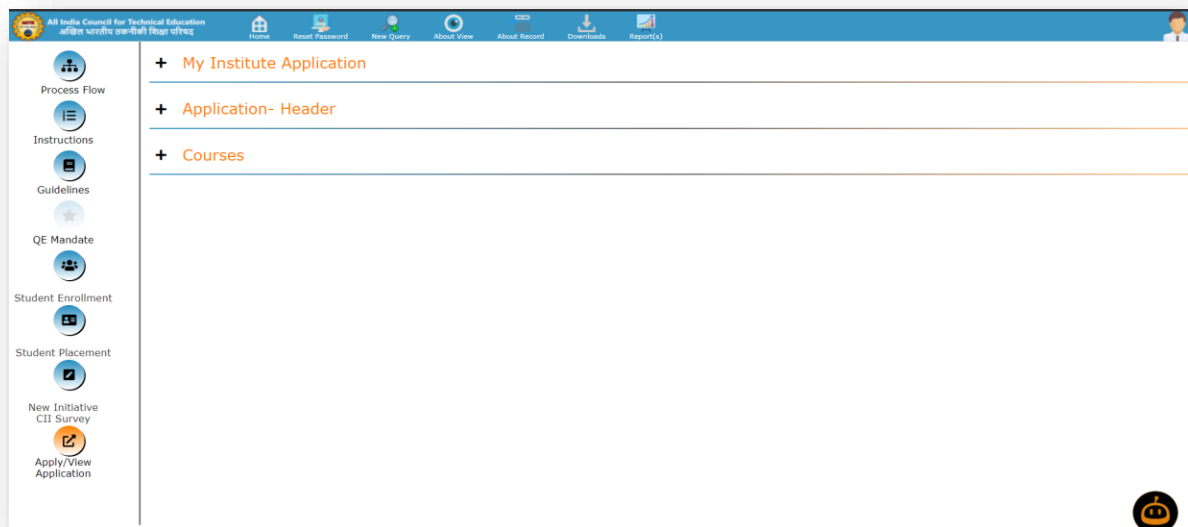
Step 2: Click on Approval Process icon as shown in the below screenshot.



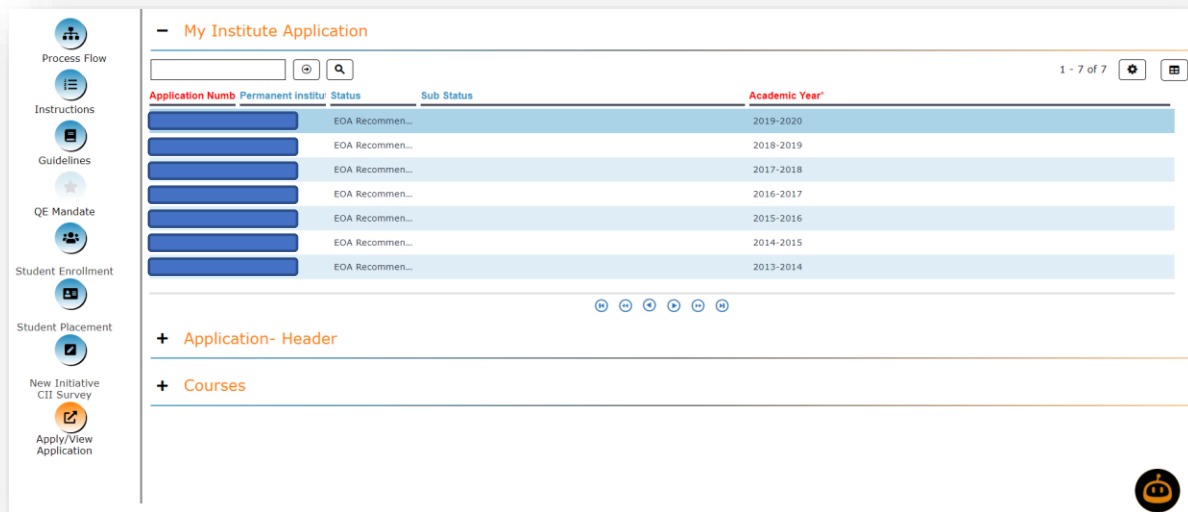
Step 3: To fill the student enrollment details, please click on the Student Enrollment icon as shown in the below screenshot.



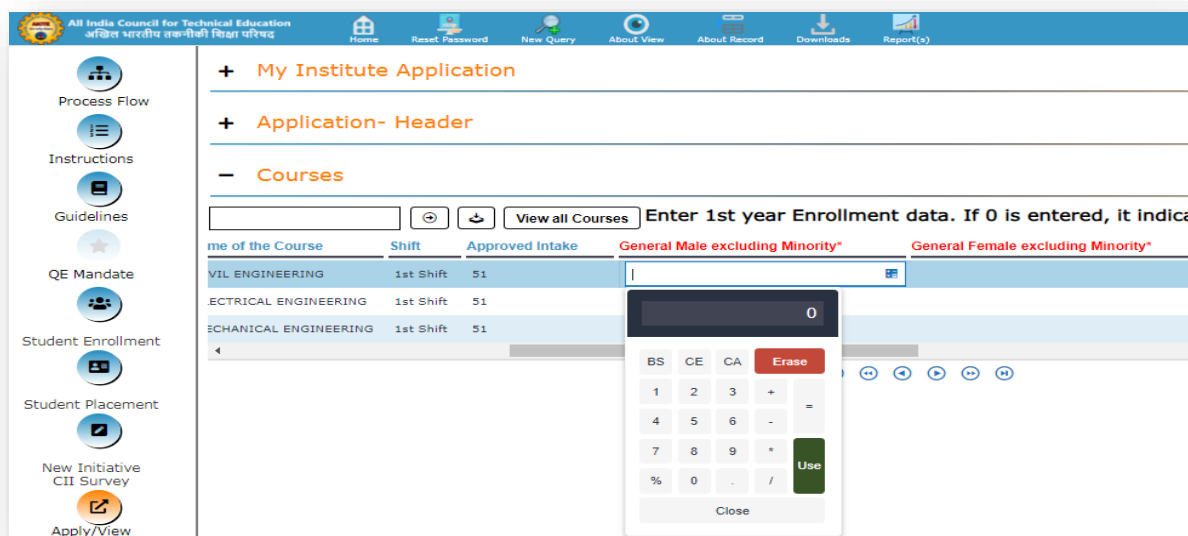
Step 4: Student Enrollment screen will open as shown in the below screenshot. You are requested to click only on the Student Enrollment Icon NOT on the title to open Student Enrollment Screen.



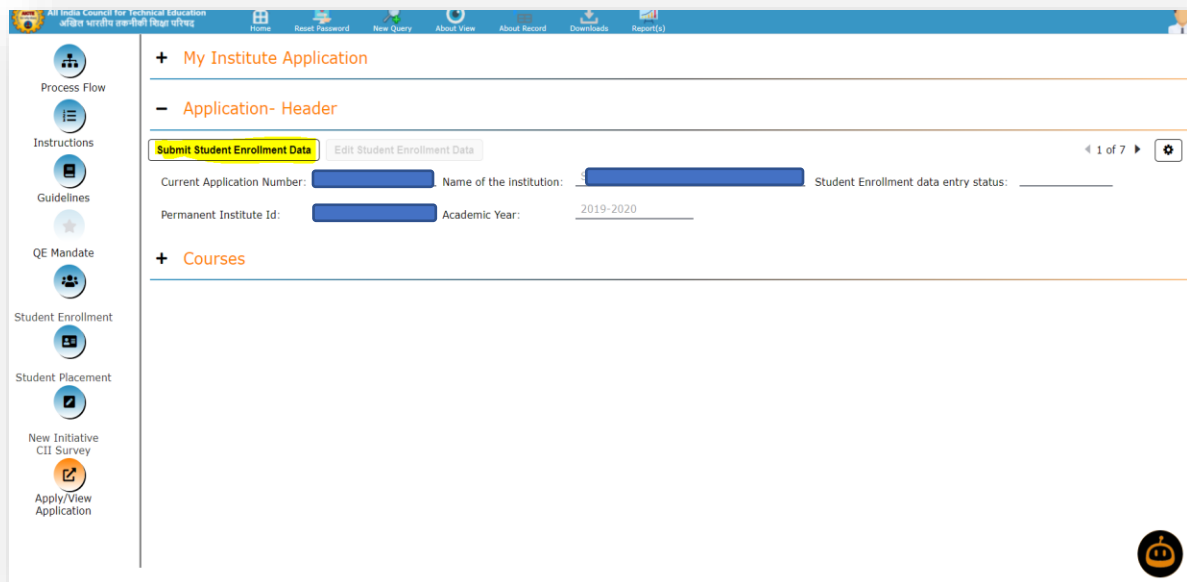
Step 5: Click on the My Institute Application section. All academic year records will be shown. Follow the below screenshot.



Step 6: Now select 2019-20 row and click on the Courses section to fill the student enrollment against each approved course as shown in the below screenshot. Fill the student enrollment details carefully.



Step 7: To submit the student enrollment data, please click on the Submit Student Enrollment Data button as highlighted in the below screenshot. Once the details will be successfully saved and submitted, this button [Submit Student Enrollment Data] will be disabled.

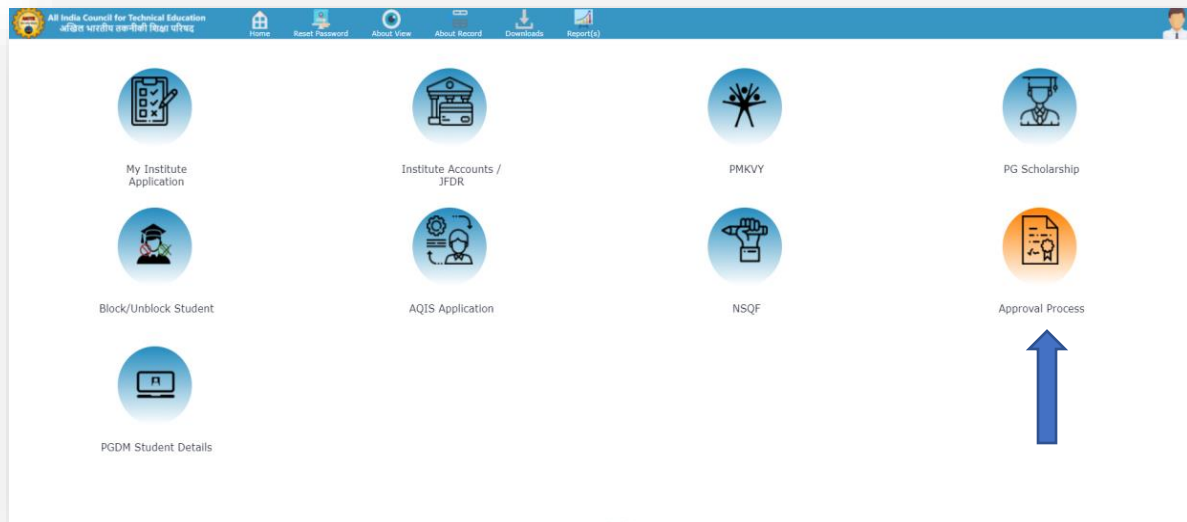


## How to submit the Student Placement details on portal

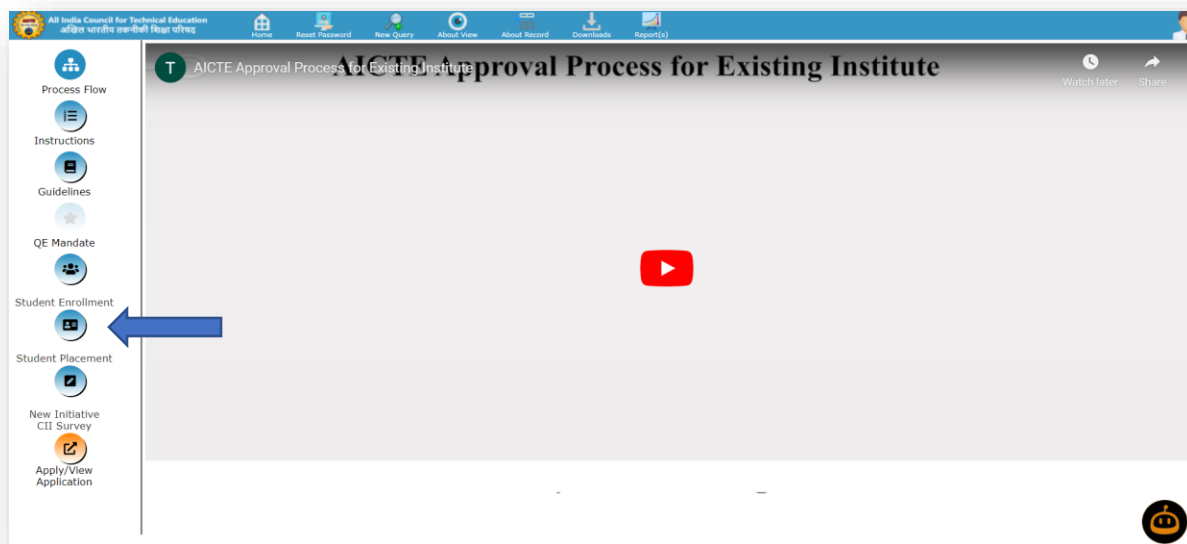
Please follow the steps to submit the Student Placement details on portal.

Step 1: Kindly Login on AICTE's Web portal.

Step 2: Click on Approval Process icon as shown in the below screenshot.

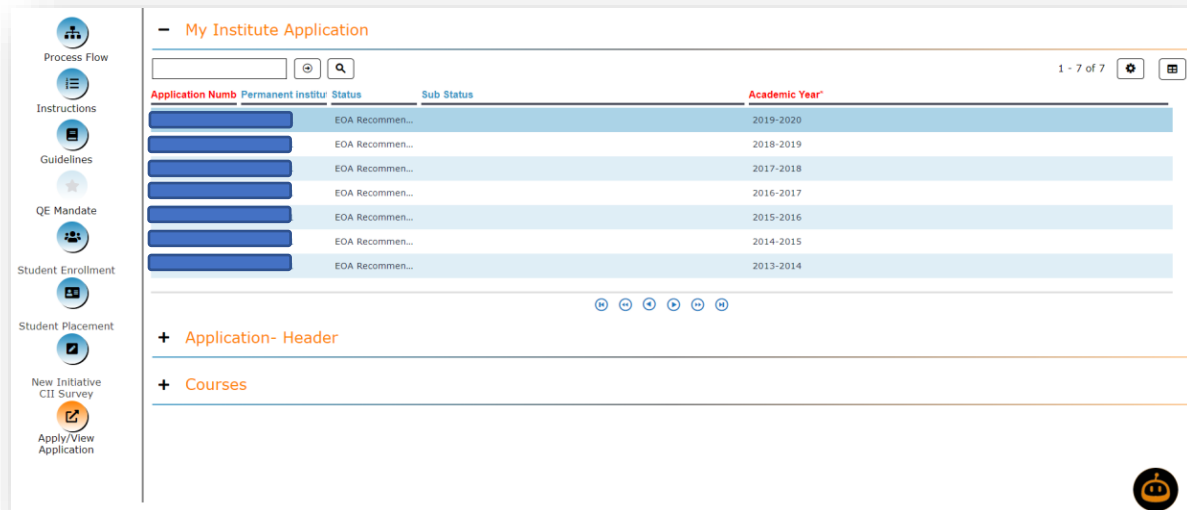


Step 3: To fill the Student Placement details, please click on the Student Placement icon as shown in the below screenshot.

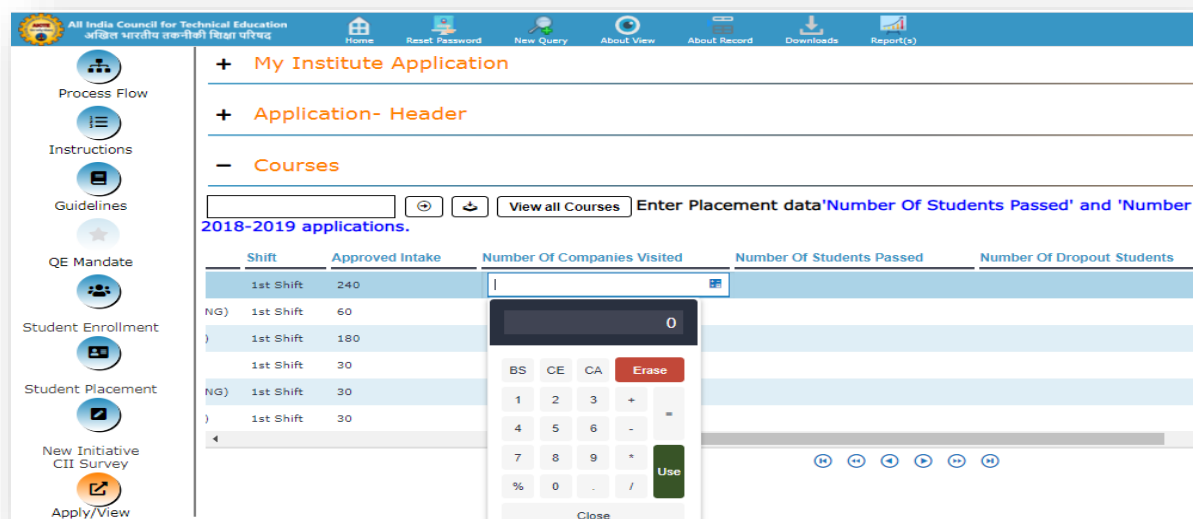


Step 4: Student Placement screen will open as shown in the below screenshot. You are requested to click only on the Student Placement Icon NOT on the title to open Student Placement Screen.

Step 5: Click on the My Institute Application section. All academic year records will be shown. Follow the below screenshot.



Step 6: Now select 2019-20 row and click on the Courses section to fill the student Placement/Passed details against each approved course as shown in the below screenshot. Fill the student placement details carefully.





Step 7: To submit the student placement data, please click on the Submit Student Placement Data button as highlighted in the below screenshot. Once the details will be successfully saved and submitted, this button [Submit Student Placement Data] will be disabled.

The screenshot displays the AICTE portal interface. The top navigation bar includes links for Home, Reset Password, New Query, About View, About Record, Downloads, and Report(s). The left sidebar lists various navigation options: Process Flow, Instructions, Guidelines, QE Mandate, Student Enrollment, Student Placement, New Initiative CII Survey, and Apply/View Application. The main content area is titled 'My Institute Application' and contains a sub-section 'Application- Header'. Within this section, the 'Submit Student Placement Data' button is highlighted in yellow. Below the button, there are input fields for 'Current Application Number', 'Name of the Institution', 'Permanent Institute Id', 'Academic Year' (set to 2018-2019), and 'Student Placement data entry status'. A '+ Courses' section is visible below the main form area.

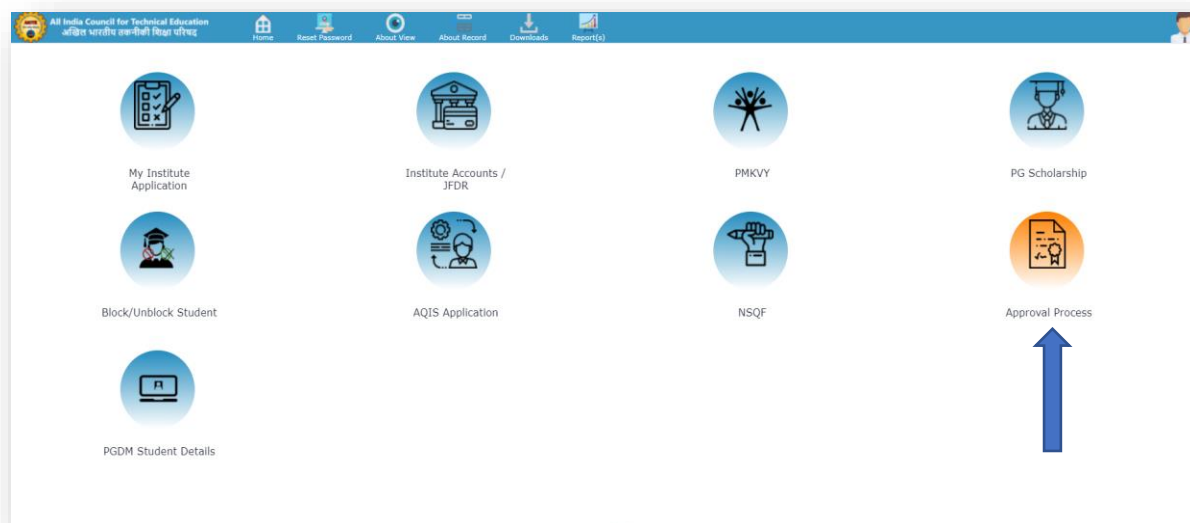
Also, Institute is Requested to fill Passed & Dropout student data for 2018-19 Year

## How to submit the New Initiatives/AICTE CII Questionnaire details on portal

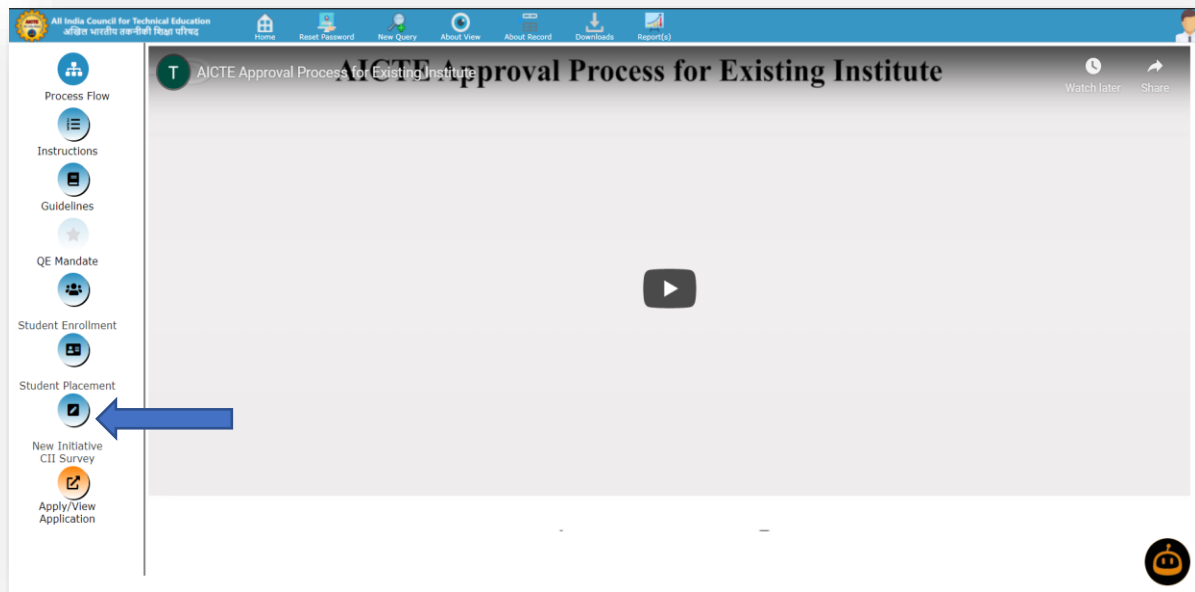
Please follow the steps to submit the New Initiatives / AICTE CII Questionnaire details on portal.

Step 1: Kindly Login on AICTE's Web portal.

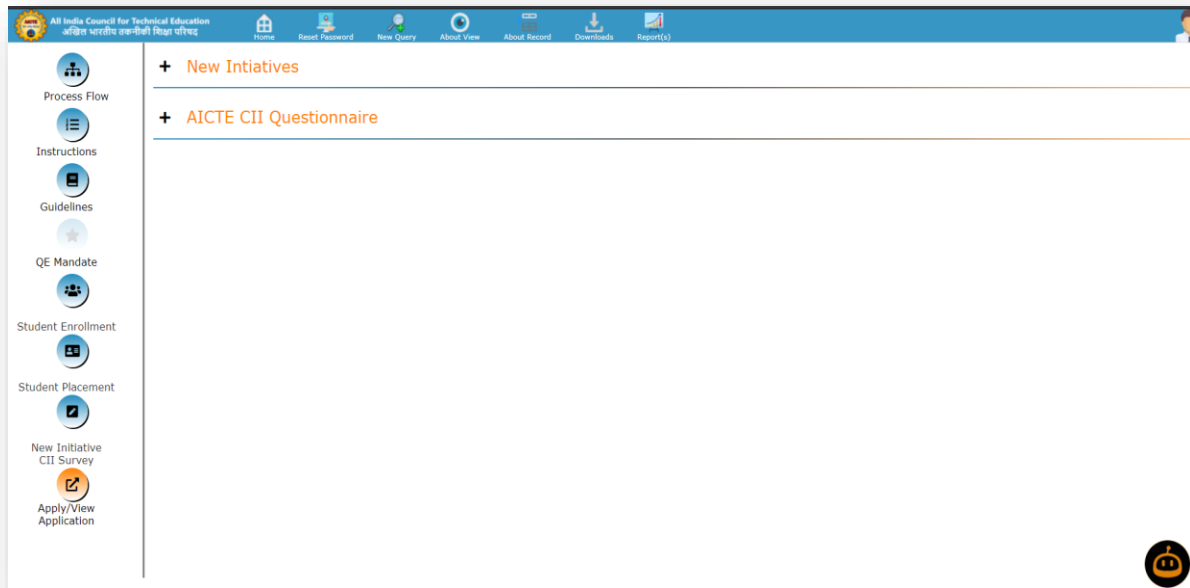
Step 2: Click on Approval Process icon as shown in the below screenshot.



Step 3: To fill the New Initiatives / AICTE CII Survey details, please click on the New Initiatives / CII Survey icon as shown in the below screenshot.



Step 4: New Initiatives / AICTE CII Survey details screen will open as shown in the below screenshot. You are requested to click only on the New Initiatives / AICTE CII Survey details Icon NOT on the title to open New Initiatives / AICTE CII Survey details Screen.



Step 5: Now click on the New Initiatives section then fill and submit the New Initiatives details by clicking on the Submit Application button as shown in the below screenshot.

**New Initiatives**

Submit Application

**Swachh Bharat**

1. Whether the Institute has undertaken any activities related to Swachh Bharat Mission?:  
Y

1a. Number of Programs conducted under Swachh Bharat Mission:  
20

**Digital India**

2. Whether the Institute has conducted any activities under Digital India?:  
Y

2a. Number of Programs conducted under Digital India:  
17

**National Testing Agency(NTA) Examination**

3. Whether Your Institute is ready to extend facilities for conducting NTA Examinations?:  
Y

3a. Number of Computers available for conducting Online Examination:  
700

Step 6: Now click on the AICTE CII Questionnaire section then click on the + button to enable the screen to fill and submit the CII Survey details as shown in the below screenshot.

The screenshot displays the AICTE CII Questionnaire interface. On the left, a sidebar contains navigation icons for Process Flow, Instructions, Guidelines, QE Mandate, Student Enrollment, Student Placement, New Initiative CII Survey, and Apply/View Application. The main content area is titled 'New Initiatives' and 'AICTE CII Questionnaire'. A blue arrow points to a '+' button next to the 'AICTE CII Questionnaire' section. Below this, there are several questions for the survey, such as '1. Does your institute interact with industry on regular basis?' and '2. Do students of your institute go to industry for internships?'. The interface also shows 'No Records' and a settings icon.

Step 6: As the user will click on the + button Save and Submit Application button will be enabled. Please fill the details carefully and submit the CII Survey details by clicking on the Submit Application button as shown in the below screenshot.

All India Council for Technical Education  
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Home
Reset Password
About View
Download
Report(s)

Process Flow

Instructions

Guidelines

QE Mandate

Student Enrollment

Student Placement

New Initiative CII Survey

Apply/View Application

+
New Initiatives

-
AICTE CII Questionnaire

+
↓
Submit Application

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1.
Does your institute interact with industry on regular basis ?

No

1.1
If yes, number of companies your institute is in regular touch with for the past 2 years

2.
Do students of your institute go to industry for internships ?

No

2.1
If yes, what percentage of students go for internships ?

2.2
Number of students who went for internship in past 2 years

3.
Do experts from industry come to spend time with your faculty and students ?

No

3.1
If yes, how many industry experts visited your institute in the past 2 years ?

4.
Do your faculty members provide training to industry people ?

No