USER MANUAL

How to Apply for Research Promotion Scheme (RPS)
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IMPORTANT NOTE

Institutions who would like to apply for “Research Promotion Scheme” and its variants please check scheme document on the website. In a single scheme document, all the variants are mentioned.

IMPORTANT INSTRUCTION

Faculty can only apply through login credentials of the institute. Provision for new registration is not available.
**Icons for the Buttons**

Please refer following table to avoid any confusion with buttons while using the portal

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Icons</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>📊</td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td>📊</td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td>🗑️</td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td>🔍</td>
<td>Search Record</td>
</tr>
<tr>
<td>5</td>
<td>📊</td>
<td>Expand</td>
</tr>
<tr>
<td>6</td>
<td>📊</td>
<td>List of record</td>
</tr>
<tr>
<td>7</td>
<td>⏩</td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>8</td>
<td>⏪</td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>9</td>
<td>⏪</td>
<td>Navigation to next set of records in list</td>
</tr>
<tr>
<td>10</td>
<td>⏪</td>
<td>Navigation to first set of records in list</td>
</tr>
<tr>
<td>11</td>
<td>⏪</td>
<td>Navigate to last record</td>
</tr>
<tr>
<td>12</td>
<td>⏪</td>
<td>Navigate to first record</td>
</tr>
</tbody>
</table>
AICTE portal login

Step 1: Visit the AICTE website https://www.aicte-india.org

Step 2: Click on the “Web Portal Login” button.
Step 3: - Login to AICTE portal with your institute’s credentials.

Step 4: - After successful logging the home page of the institute appear.
Step 5: - The AQIS application page of the institute is open.

Step 6: - Click on the “AQIS Application- Institute details”

Step 7: - Institute and Bank Details will auto populate in “AQIS Application – Institute Details” Please check and update according to changes.

Note: 1) Bank Account should be Saving Account.

2) Account holder name should not be personal name.
Step 8: - Check the declaration flag, then click on “Save Bank Details” button.

Step 9: - To confirm the bank details entered, kindly click on the “Confirm Bank Details” button.
Step 10: - If the bank details are incorrect, click on Cancel button to edit the bank details again otherwise click on OK to confirm the details.

Note: - Once the ‘OK’ button is clicked. The Institute details and Bank details will be become read only mode.

Step 11: - Click on the “All AQIS Application Information”

Step 12: -Click on the “Download Mandate Form” and “Download Declaration Certificate”
Step 13: - Click on the “AQIS Document Attachment”

Step 14: - Click on the new record (+) button.

Step 15: - After attaching the Mandate form, click on the save (✓) button.
Note: - Please attach Verified Bank Mandate Form scanned PDF format (Maximum Size 10 MB).

Note: Download mandate form and certificate of declaration from the highlighted tab and upload them in the section of AQIS document attachments and after that also fill Details of earlier grants
Application for ‘Research Promotion Scheme’

- Initiating New application

Step 1: - After uploading the attachment of mandate form, Click on the “All AQIS Application Information”

Step 2: - Click on the new record (++) button.

Step 3: - Select the “RPS-Research Promotion Scheme” in AQIS Schemes dropdown.

Step 4: - Click on AQIS Application ID
Step 5: After clicking on AQIS application id fill further application.
(Fill all the heads by clicking on plus sign one-by one)

Note: Kindly fill details of coordinator by filling all the heads for RPS scheme. RPS variant will be displayed under “DETAILS of the RPS PROPOSAL IS REQUESTED” under “Details of Co-ordinator”. Select from the drop down your required variant. Further application will proceed according to the variant one chooses. If some tabs are disabled that mean that particular filled in not for that selected variant.
Step 6: After that fill AQIS application details.
Step 7: Fill academic credentials of PI by clicking on plus sign you will find a row of parameters, for filling each parameter you need to select plus sign every time.

Step 8: Similarly, like step 7 you need to fill all the below parameters.

Step 9: After filling all heads please validate your application and submit. You will find validate and submit button under first head of details of coordinator.
For any query send your query screenshot with the login credentials (ID and Password) and AQIS application id on the below mentioned Email-Ids:

Itfdc2@aicte-india.org, itfdc@aicte-india.org

Contact No: 011-29581524