

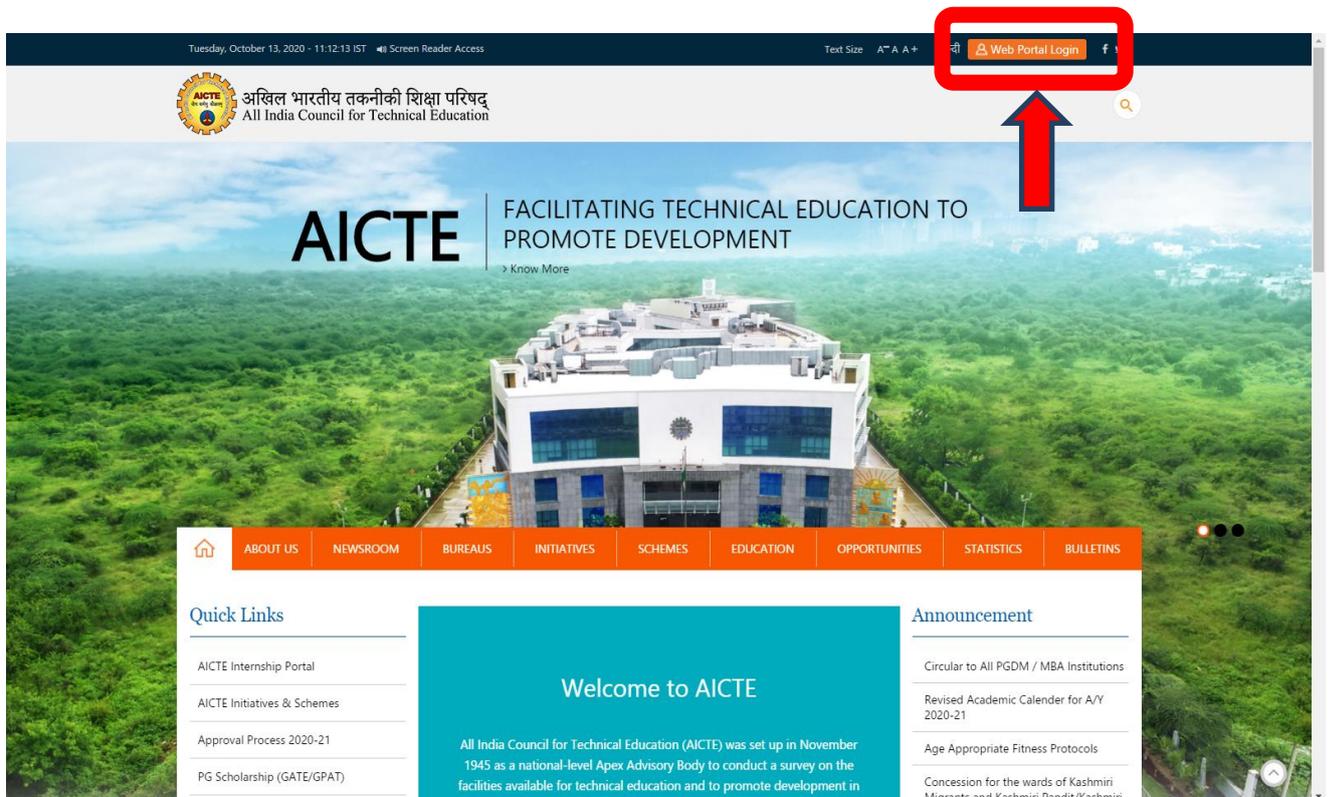
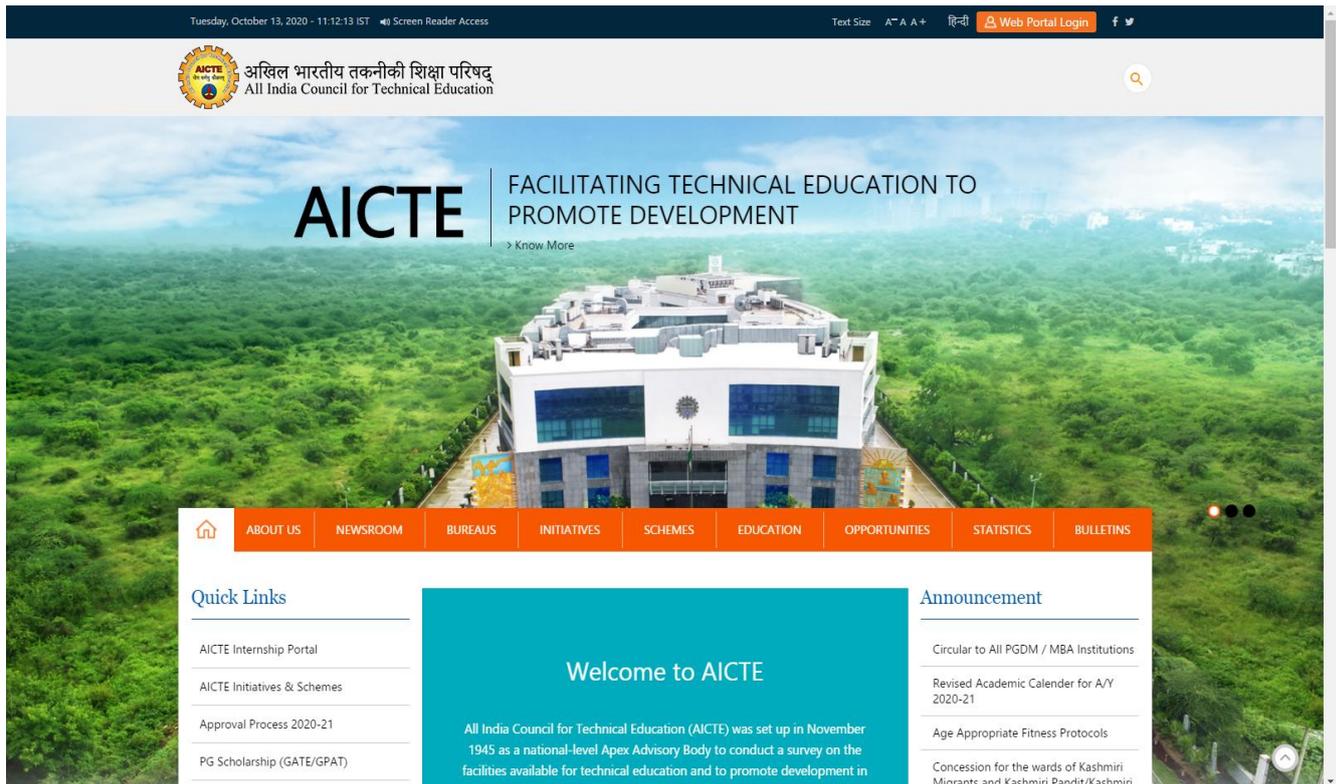
## USER Manual for AQIS

Sr. No.	Icon for Button	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Expand
6		List of record
7		Navigation to next record in list
8		Navigation to previous record in list
9		Navigation to next set of records in list
10		Navigation to first set of records in list
11		Navigate to last record
12		Navigate to first record

1.Login with your institute credentials by clicking on 'web portal' tab on AICTE website.

[AICTE portal login](#)

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

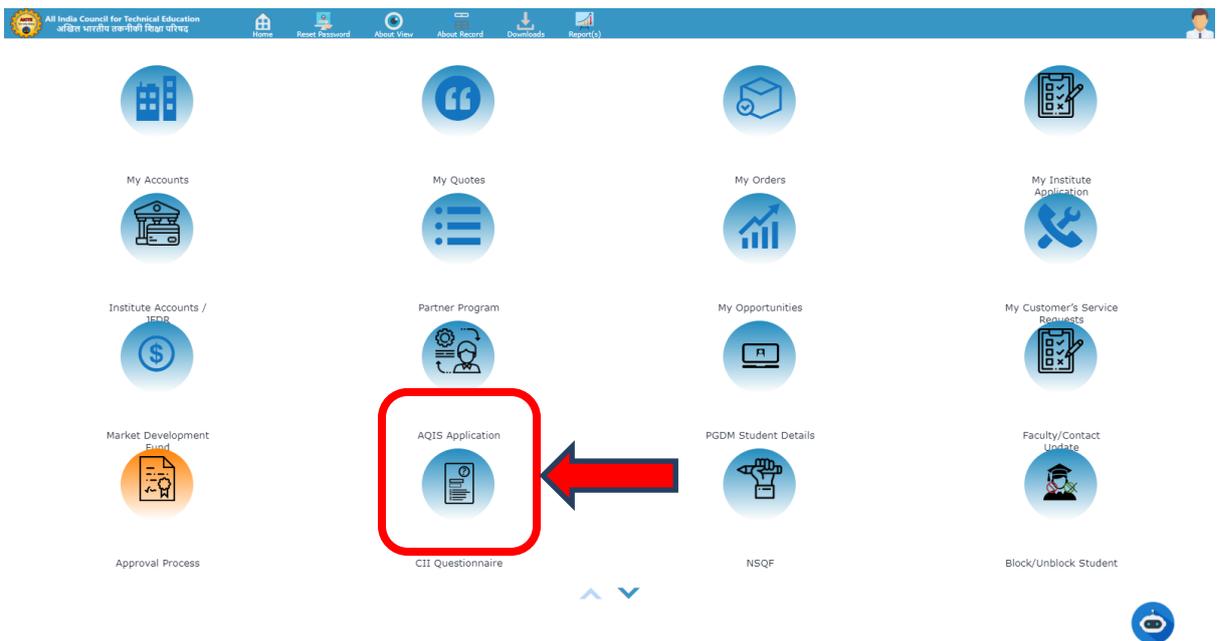


Step 2: - Click on the “Web Portal Login” button.

Step 3: - Login to AICTE portal with the credentials provided by the AICTE.



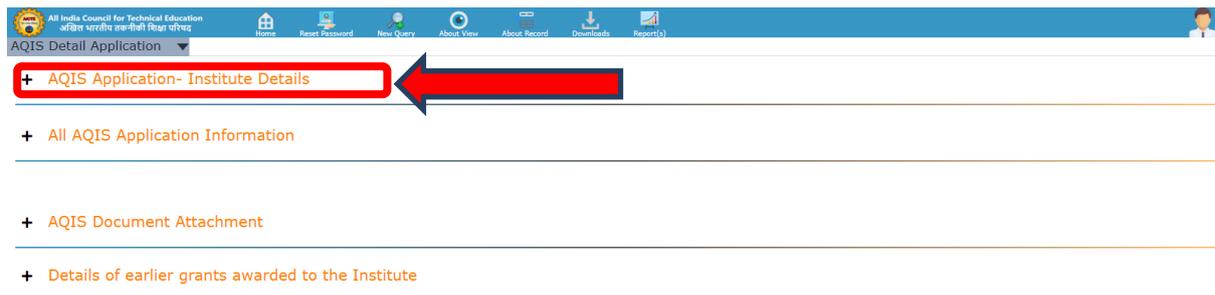
Step 4: -After successful logging the home page of the institute appear.



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.

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Home | Reset Password | New Query | About View | About Record | Downloads | Report(s)

AQIS Detail Application

— AQIS Application- Institute Details

Save Bank Details | Confirm Bank Details | Edit Bank Details

1 of 1+ | Settings

### Institute Details

Current Application Number 1-7016157555	Institute District* ANANTNAG	University Managed	Cell Number 1231231230
Permanent Institute Id 1-2059775821	Town/City/Village test	Percentage Grant received from I	FAX number 335456
Academic Year 2020-2021	Pin 474009	PAN Number of Institute* CGBDE0000U	Landline Number 23384559
Address of the Institution TEST NAGAR, TEST COLONY MA	Institution Type Government	PAN Card issuing Date* 3/6/2019	STD Code 751
Name of the Institute TEST INSTITUTE	Reference of Extension of Approval letter for the current year* Test	PAN Card issuing State* ANDHRA PRADESH	Email Id of Institute* abc@mail.com
State/UT Maharashtra		PAN Card issuing Authority with State* Test	Website www.test.com

### Bank Details

Account should be savings account and in the name of Principal/Director/Registrar only, along with Institute's Name

Name of Bank where Grant from AICTE will be deposited* BASSEIN CATHOLIC CO-OPER	Name of Account Holder* Test	Re-Enter Account Number* 123456789	Bank MICR Code* 123456
Branch Name* Test	Type of Account* Savings Account	IFSC Code* *****	Bank Code* 1724

Step 8: - Check the declaration flag, then click on “Save Bank Details” button.

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AQIS Detail Application

— AQIS Application- Institute Details

Save Bank Details | Confirm Bank Details | Edit Bank Details

1 of 1+ | Settings

### Institute Details

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Permanent Institute Id 1-2059775821	Town/City/Village test	Percentage Grant received from I	FAX number 335456
Academic Year 2020-2021	Pin 474009	PAN Number of Institute* CGBDE0000U	Landline Number 23384559
Address of the Institution TEST NAGAR, TEST COLONY MA	Institution Type Government	PAN Card issuing Date* 3/6/2019	STD Code 751
Name of the Institute TEST INSTITUTE	Reference of Extension of Approval letter for the current year* Test	PAN Card issuing State* ANDHRA PRADESH	Email Id of Institute* abc@mail.com
State/UT Maharashtra		PAN Card issuing Authority with State* Test	Website www.test.com

### Bank Details

Account should be savings account and in the name of Principal/Director/Registrar only, along with Institute's Name

Name of Bank where Grant from AICTE will be deposited* BASSEIN CATHOLIC CO-OPER	Name of Account Holder* Test	Re-Enter Account Number* 123456789	Bank MICR Code* 123456
Branch Name* Test	Type of Account* Savings Account	IFSC Code* *****	Bank Code* 1724

Step 9: - To confirm the bank details entered, kindly click on the “Confirm Bank Details” button.

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 AQIS Detail Application

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- AQIS Application- Institute Details

Save Bank Details **Confirm Bank Details** Edit Bank Details

1 of 1

### Institute Details

Current Application Number 1-7016157555	Institute District* ANANTNAG	University Managed test	Cell Number 1231231230
Permanent Institute Id 1-2059775821	Town/City/Village test	Percentage Grant received from test	FAX number 335456
Academic Year 2020-2021	Pin 474009	PAN Number of Institute* CGBDE000U	Landline Number 23384559
Address of the Institution TEST NAGAR, TEST COL	Institution Type Government	PAN Card issuing Date* 3/6/2019	STD Code 751
Name of the Institute TEST INSTITUTE	Reference of Extension of Approval letter for the current year* Test	PAN Card issuing State* ANDHRA PRADESH	Email Id of Institute* abc@mail.com
State/UT Maharashtra		PAN Card issuing Authority with State* Test	Website www.test.com

### Bank Details

Account should be savings account and in the name of Principal/Director/Registrar only, along with Institute's Name

Name of Bank where Grant from AICTE will be deposited* BASSEIN CATHOLIC CO-OPER	Name of Account Holder* Test	Re-Enter Account Number* 123456789	Bank MICR Code* 123456
Branch Name* Test	Type of Account* Savings Account	IFSC Code* *****	Bank Code* 1234

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"

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 AQIS Detail Application

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+ AQIS Application- Institute Details

**+ All AQIS Application Information**

+ AQIS Document Attachment

+ Details of earlier grants awarded to the Institute

Step 12: -Click on the "Download Mandate Form" and "Download Declaration Certificate"

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 AQIS Detail Application

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+ AQIS Application- Institute Details

- All AQIS Application Information

+ [Download Mandate Form] [Download Declaration Certificate]

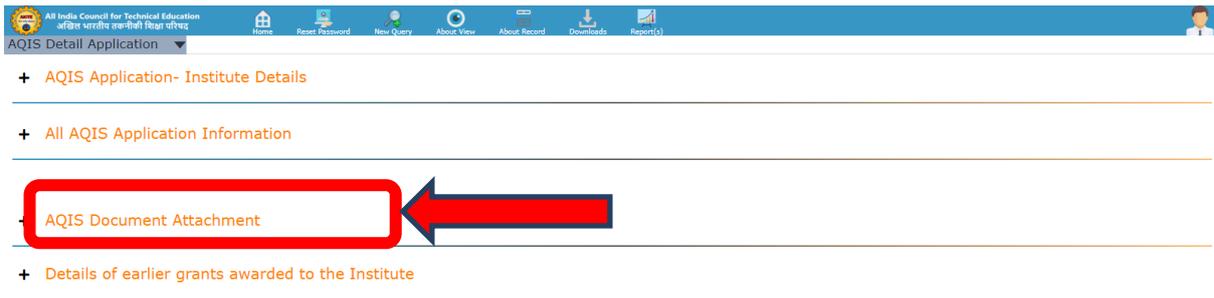
Please Download Mandate Form/Declaration Certificate, after filling attach the form below in Attachments Tab

Please click on AQIS Application Id to fill more details related to Scheme and Submit the Application

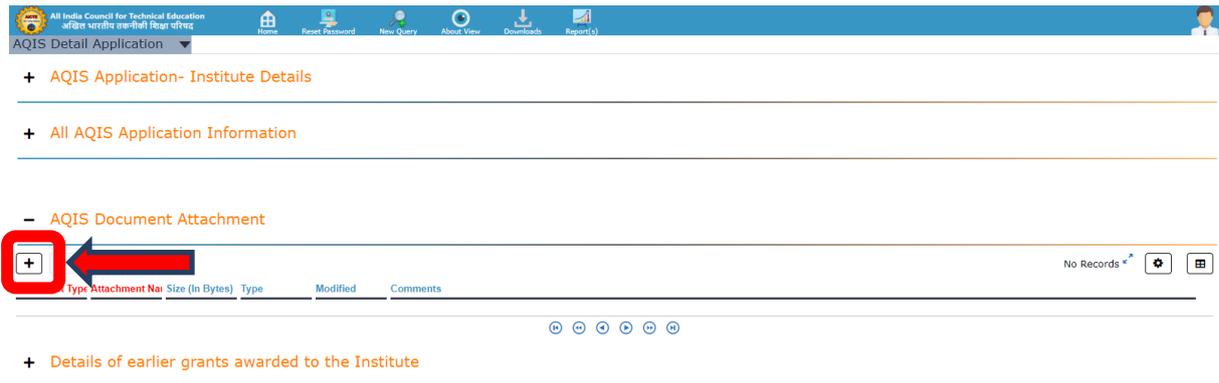
No Records

AQIS Applicat Status AQIS Schemes Created On Duration Approx.Limit of Funding

### Step 13:- Click on the “AQIS Document Attachment”

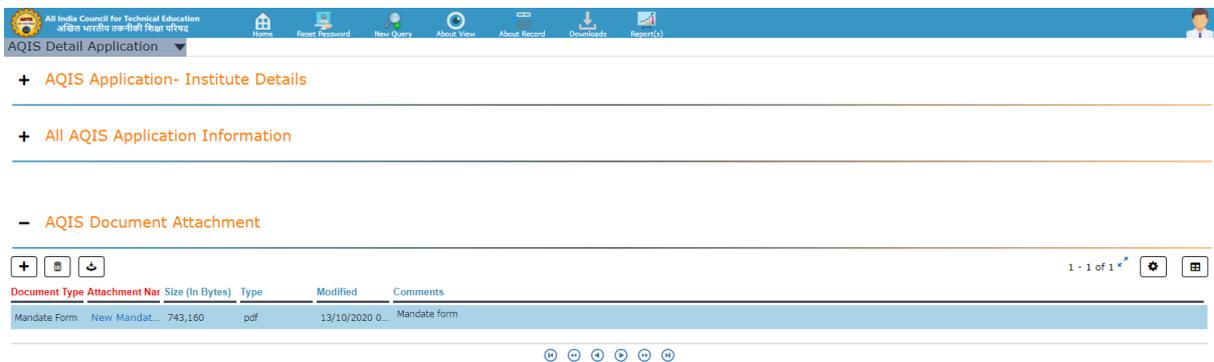


### Step 14: - Click on the new record (+) button.



### 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).

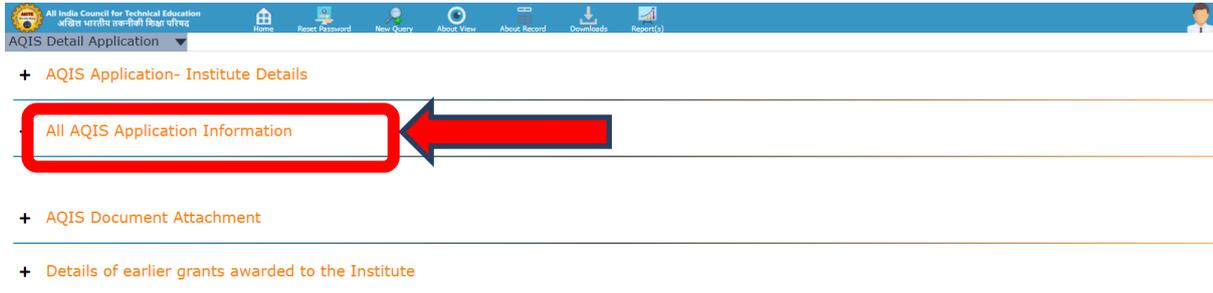


Note: Download mandate form and certificate of declaration from the highlighted tab and upload them in the section of AQIS document attachments and after that also fill Details of earlier grants.

## Application for 'Research Promotion Scheme'

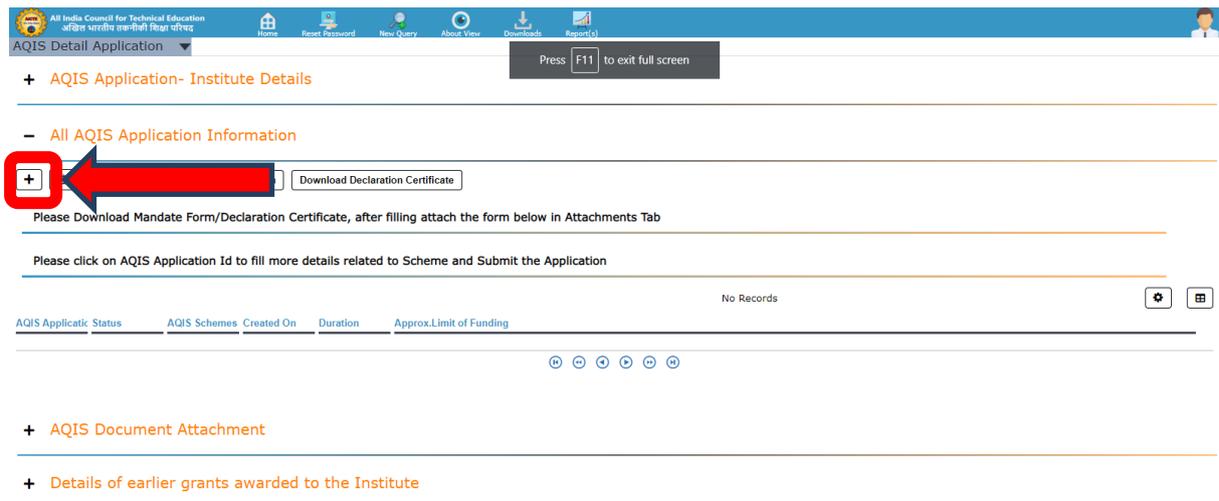
- **Initiating New application**

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



The screenshot shows the 'AQIS Detail Application' page. The navigation bar includes 'Home', 'Reset Password', 'New Query', 'About View', 'About Record', 'Downloads', and 'Reports'. The main content area has three expandable sections: '+ AQIS Application- Institute Details', '+ AQIS Document Attachment', and '+ Details of earlier grants awarded to the Institute'. The 'All AQIS Application Information' link is highlighted with a red box and a red arrow pointing to it.

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



The screenshot shows the 'AQIS Detail Application' page with the 'All AQIS Application Information' section expanded. The '+' button is highlighted with a red box and a red arrow pointing to it. The page displays a table with columns: 'AQIS Applicat', 'Status', 'AQIS Schemes', 'Created On', 'Duration', and 'Approx.Limit of Funding'. The table is currently empty, showing 'No Records'. Below the table are navigation controls and a 'Download Declaration Certificate' button. The page also includes a 'Please click on AQIS Application Id to fill more details related to Scheme and Submit the Application' instruction and a 'Press F11 to exit full screen' button.

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

Step 4: - Click on AQIS Application ID

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AQIS Detail Application

+ AQIS Application- Institute Details

- All AQIS Application Information

Download Mandate Form Download Declaration Certificate

Please Download Mandate Form/Declaration Certificate, after filling attach the form below in Attachments Tab

Please click on AQIS Application Id to fill more details related to Scheme and Submit the Application

AQIS Application Id	Status	AQIS Schemes	Created On	Duration	Approx.Limit of Funding
1-8935525101			20	12 Months	400,000

1 - 1 of 1

+ AQIS Document Attachment

+ Details of earlier grants awarded to the Institute

Step 5: After clicking on AQIS application id fill further application.

(Fill all the heads by clicking on plus sign one-by one)

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AQIS Detail Application

+ Details of Co-Ordinator

+ AQIS Application Details

+ Academic Credentials of Coordinator/ PI/ Applicant

+ Credentials of Institution / Department

+ Justification of proposal

+ Budget Non-Recurring

+ Budget Recurring

+ AQIS Application Attachments

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.

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AQIS Detail Application

Details of Co-Ordinator

+ Validate Application Main Page Submit 1 of 1+

- New and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.
- While filling the data under the Activities in Budget Estimate Recurring please see the scheme specific guidelines given in the handbook.
- Please click on 'Save' and 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id: 1-9289518641 Duration: 3 Years Status: New Request AQIS Application Submission Date

Schemes: RPS - Research Promotion Schem... Institute Type: Does the Institute have a AICTE approved PG course under which the proposal for the RPS is requested?\*: Yes

Details of Principal Investigator

Faculty Id\*: 1-424070241 Title: Dr. Surname: KALASKAR First Name: MOHAN

MobilePhone #: 8149448119 Email Address: kalaskar.mohan@gmail.com Appointment FT/PT: FT Appointment Type: Regular/Approved

Department\*: PHARMACY PG Degree: MPHARM PG Branch: Pharmacognosy

Whether any ongoing AICTE sponsored RPS project: Request for Recurring Budget\*

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AQIS Detail Application

Co PI 2 Faculty Id: 1-421308361 Co PI 2 First Name: PRITAM Co PI 2 Last Name: JAIN Co PI 2 Email: pritash79@yahoo.com

Co PI 2 Mobile Number: 7620227021 Co PI 2 Appointment Type: Regular/Approved Co PI 2 Department: PHARMACY

Details of the RPS Proposal is Requested

Applied for: RPS General

PI supported any NDF Scholar: House Rent Announcement in Percent: Name of Institute of Scholar:

Subject of Scholar's Project: Department of NDF Scholarship: Department of Scholar:

Yes I/We solemnly confirm and verify that the information uploaded on the portal in respect of this proposal for seeking grant from AICTE under AQIS is true and correct to the best of our knowledge and belief. In case, at any point of time it is found that information provided in this proposal 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 also liable for any other action that AICTE may deem fit. We also understand that AICTE may not consider our future proposal in this circumstance.

Institute Budget Proposal Budget - Non Recurring Budget - Recurring

Limit of Funding(Rs.): 2,500,000 Total Cost (Rs.): 0 Total Cost (Rs.): 0

Step 6: After that fill AQIS application details.

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AQIS Detail Application

AQIS Application Details

Details of Principal Investigator

Title of the project proposal: Bioavailability studies and Chromatographic standardization of Triphaldi Churna using bioactive phytochemicals AICTE approved PG Course of the department under which the research is to be conducted\*: PHARMACOGNOSY Department: PHARMACY Name of the Lab where the research would be conducted\*: Pharmacognosy

Department under which the lab is established\*: PHARMACOGNOSY AND PHYTC

+ Academic Credentials of Coordinator/ PI/ Applicant

+ Credentials of Institution / Department

+ Justification of proposal

+ Budget Non-Recurring

+ Budget Recurring

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.

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Parameter/ Criteria	Yes/No*	Count/Number	Area of Specialization/Details
PI done PG	YES	1	Pharmacognosy
PI done Ph. D	YES	1	Pharmacy
PI Teaching Experience in years	YES	16	Pharmacognosy
PI Research & Industrial Experience in years	YES	9	Pharmacognosy
PI Number of Publications in last 3 years (National / Internat...	YES	10	Pharmacognosy, Phytochemistry, analytical chemistry and formulation development
PI Membership of the Professional / Learned bodies/ Societies	YES	2	APTI, IPA
Co PI done PG	YES	1	Pharmaceutical Chemistry
Co PI done Ph. D	YES	1	Pharmacy
Co PI Teaching Experience in years	YES	15	Pharmaceutical Chemistry
Co PI Research & Industrial Experience in years	YES	9	Pharmaceutical Chemistry and analysis

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

PI Research & Industrial Experience in years	YES	9	Pharmacognosy
PI Number of Publications in last 3 years (National / Internat...	YES	10	Pharmacognosy, Phytochemistry, analytical chemistry and formulation development
PI Membership of the Professional / Learned bodies/ Societies	YES	2	APTI, IPA
Co PI done PG	YES	1	Pharmaceutical Chemistry
Co PI done Ph. D	YES	1	Pharmacy
Co PI Teaching Experience in years	YES	15	Pharmaceutical Chemistry
Co PI Research & Industrial Experience in years	YES	9	Pharmaceutical Chemistry and analysis

+ Credentials of Institution / Department

+ Justification of proposal

+ Budget Non-Recurring

+ Budget Recurring

+ AQIS Application Attachments

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**.

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AQIS Detail Application

- Details of Co-Ordinator

+ Validate Application Main Page Submit 1 of 1+

- New and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.
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- Please click on 'Save' and 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id 1-9289518641 Duration 3 Years Status New Request AQIS Application Submission Date

Schemes RPS - Research Promotion Scheme Institute Type Yes Does the Institute have a AICTE approved PG course under which the proposal for the RPS is requested?\*

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MobilePhone # 8149448119 Email Address kalaskar.mohan@gmail.com Appointment FT/PT FT Appointment Type Regular/Approved

Department\* PHARMACY PG Degree MPHARM PG Branch Pharmacognosy

Whether any ongoing AICTE sponsored RPS project

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Department\* PHARMACY PG Degree MPHARM PG Branch Pharmacognosy

Whether any ongoing AICTE sponsored RPS project

For any query send your query screenshot with login credentials (ID and Password) and AQIS application id on the below Email Ids

[itfdc2@aicte-india.org](mailto:itfdc2@aicte-india.org), [itfdc@aicte-india.org](mailto:itfdc@aicte-india.org)

Contact No: 011-29581524