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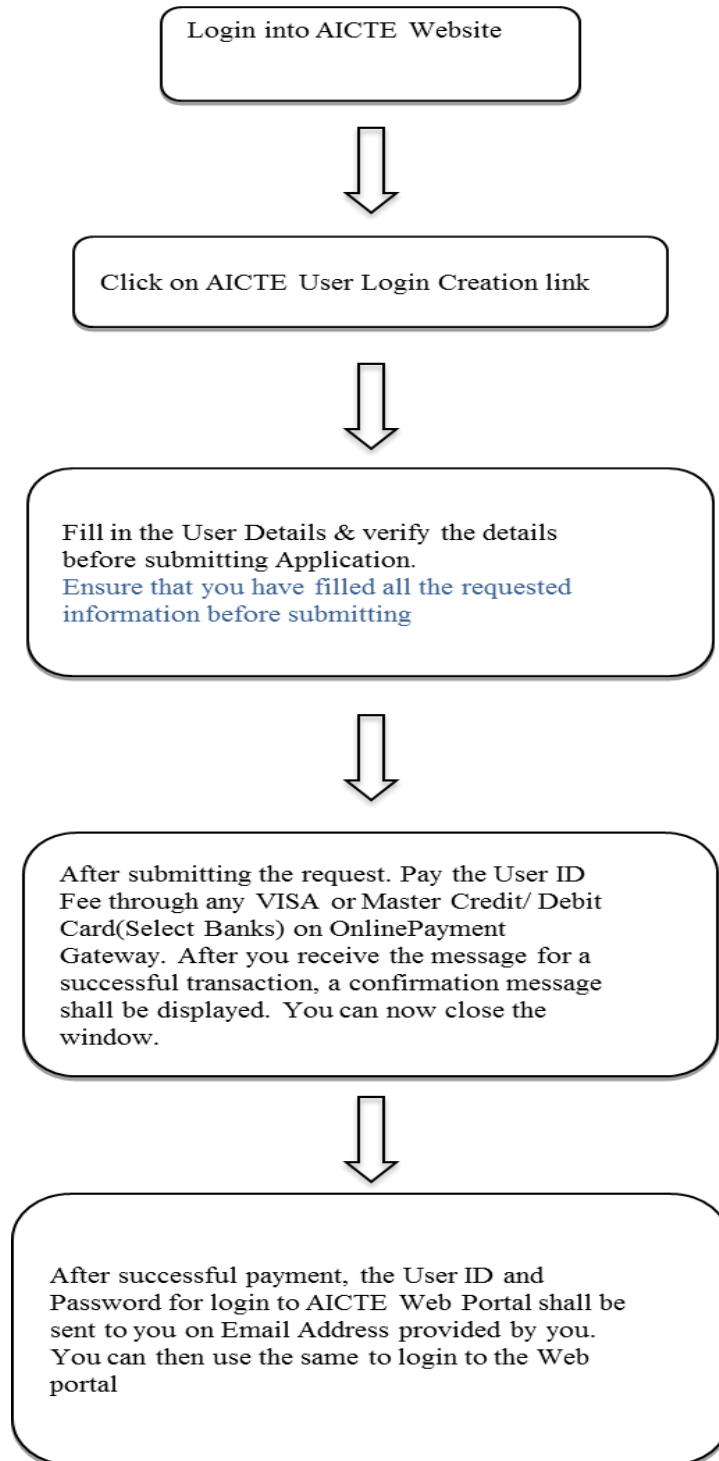
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New User Id

Process Overview





Help Manual For AICTE Website

Creation of Login ID and Password to AICTE Website (www.aicte-india.org)

Step 1: Visit AICTE official website www.aicte-india.org and Click on “Request New User ID” Tab.

The screenshot shows the AICTE website homepage. The navigation menu at the top includes: About Us, Departments, Grievance, MIS/Reports, Statistics, Education, Students, and Publicity. The main content area is divided into several sections:

- Request for Expert User ID**: Login for Expert Application, Help - Enroll as AICTE Expert.
- Important Links**: 300 Polytechnics RPP mode, India Education Portal, 50th Anniv.
- Welcome to AICTE**: The economic progress of a country is strongly linked with Quality Education with values for all. It is therefore, necessary for our technical education to undertake periodic review of the curriculum and subject content of the technical programmes to ensure that they are up to date not outdated or obsolete and to effectively fulfil the technological requirements of the country. The beginning of formal Technical Education in India can be dated back to the mid 19th Century. The major policy initiatives in the pre-independence period included appointment of the Indian Universities Commission in 1902, issue of the Indian Education policy resolution in 1904 and the Governor-General's policy statement.
- Declared****: Login for AICTE Web Portal, Request New User ID, Request for change password. Existing users please login using the above link. Login for AICTE Web Portal & New users please register using the above link 'Request New User ID'.
- Announcements**: is waiting for more than 2 New courses to meet the increase in Division for a PG course in Computer Science/IT. AICTE Institute will be able to offer the following four courses as a part of a 2nd option.

A red box highlights the "Request New User ID" link in the "Declared**" section.



Help Manual For AICTE Website

ICICI Bank

Welcome to PAYBEAL
ICICI Bank Secure Payment Gateway

Dear Customer,
PayBeal will secure your payment to AICTE India

Card type *

Card number *
(Please enter your card number without any spaces)

Expiry date *
(Please enter expiry date specified on your card)

CVV2/CVC2 number *
(CVV2/CVC2 is the three digit security code printed on the back of card)

Name on card
(Please enter your name specified on the card)

Purchase amount: INR 5117

Word Verification
Type the characters you see in the picture below

After pressing Pay, to ensure a successful transaction, DO NOT close your browser.

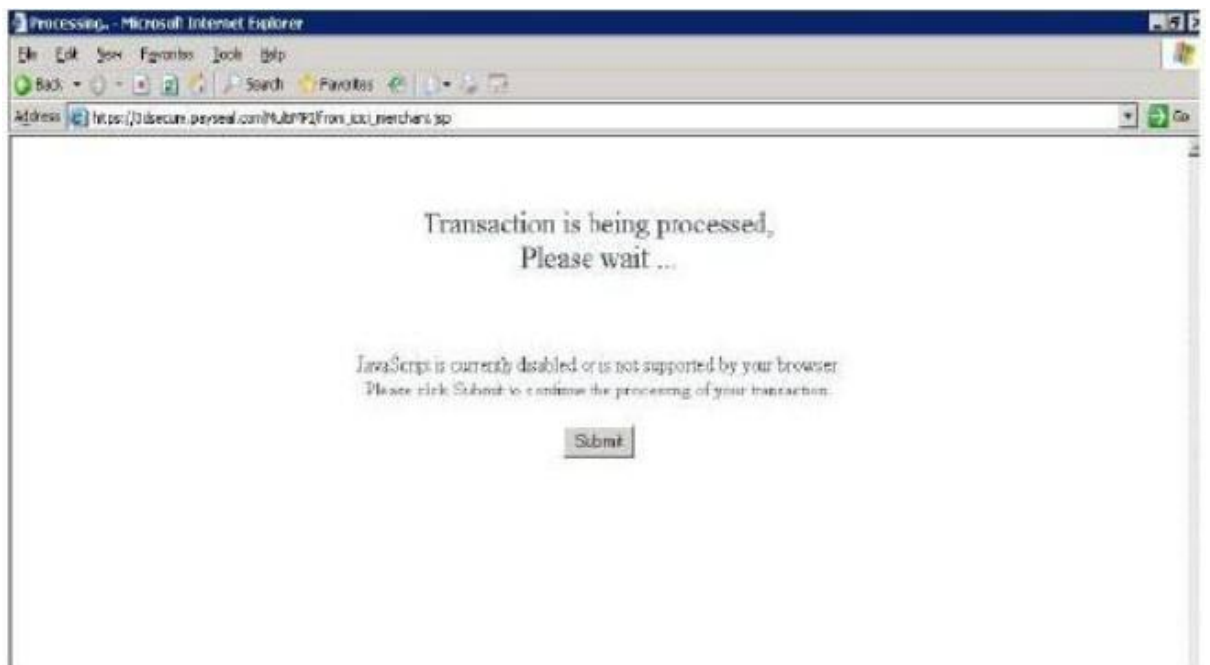
A service provided to you by ICICI Bank.

Note: This page will expire in 5 Minutes and if you fail to complete the transaction in 5 Minutes you will be redirected to the order page of AICTE India. If you wish to discontinue with the order request you to click on Cancel button, you will be redirected to the order page of AICTE India.

- m) You will then be redirected to ICICI Bank Payment gateway. Please input the Credit/Debit Card* details. The amount payable shall include AICTE fee along with convenience fees & taxes.
- n) After entering the details, click on “Pay”. You would then be prompted to enter 3D verification details of your card for necessary validation of the card.



Help Manual For AICTE Website



- o)
- n) Post validation of correct details provided, the transaction shall be processed and you shall receive a message displaying successful payment. You shall then be redirected back to AICTE server, where the following message shall be displayed informing you of the payment



Help Manual For AICTE Website

transaction Id & informing that the User ID & Password will be sent to the Email Address you provided in the Login form.



- p) In case of unsuccessful payment because of invalid card details provided or declining of the transaction by the card issuing bank, or unavailable credit limit on the card you may reattempt the same with corrective action at your end using same card or any other card.

Important Note:

Credit Cards issued by Master or Visa and VISA Debit cards of select banks namely, ICICI Bank,

Allahabad Bank, Andhra Bank, Axis Bank Limited, Bank of Baroda, Bank of India, Bank of Maharashtra,

Barclays Bank plc, Canara Bank, Central Bank of India, Centurion Bank of Punjab limited, City Union Bank

ltd, Corporation Bank, Dena Bank, Deutsche Bank AG, Development Credit Bank Ltd., GE Money, HDFC

Bank Limited, IDBI Bank Ltd., Indian Overseas Bank, IndusInd Bank Limited, ING Vysya Bank Limited,

Karnataka Bank Limited, Kotak Mahindra Bank Ltd, Oriental Bank of Commerce, Standard Chartered Bank

, State Bank of India, Syndicate Bank, Tamilnad Mercantile Bank limited, The Bank of Rajasthan limited,

The Catholic Syrian Bank Limited, The Cosmos Co-op Bank Limited, The Dhanalakshmi Bank limited, The



Help Manual For AICTE Website

Federal Bank Ltd, The Hongkong and Shanghai Banking Corporation Limited, The Karur Vysya Bank Ltd,

The Lakshmi Vilas Bank Ltd, The Saraswat Co-operative Bank Ltd, UCO Bank, Union Bank of India, Vijaya Bank



Login to AICTE web portal with the User ID and Password provided on e-Mail

Please refer following link for Internet Explorer (Version 8 or below) settings to open AICTE Web portal:

<http://www.aicte-india.org/ApprovalProcess15-16.php>


Step1: With the User ID and Password provided to you through email, login to the AICTE web portal.

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File Edit View Query Tools Help

AICTE Web Portal:

Home



AICTE Web Portal

User Login

Login Name:*

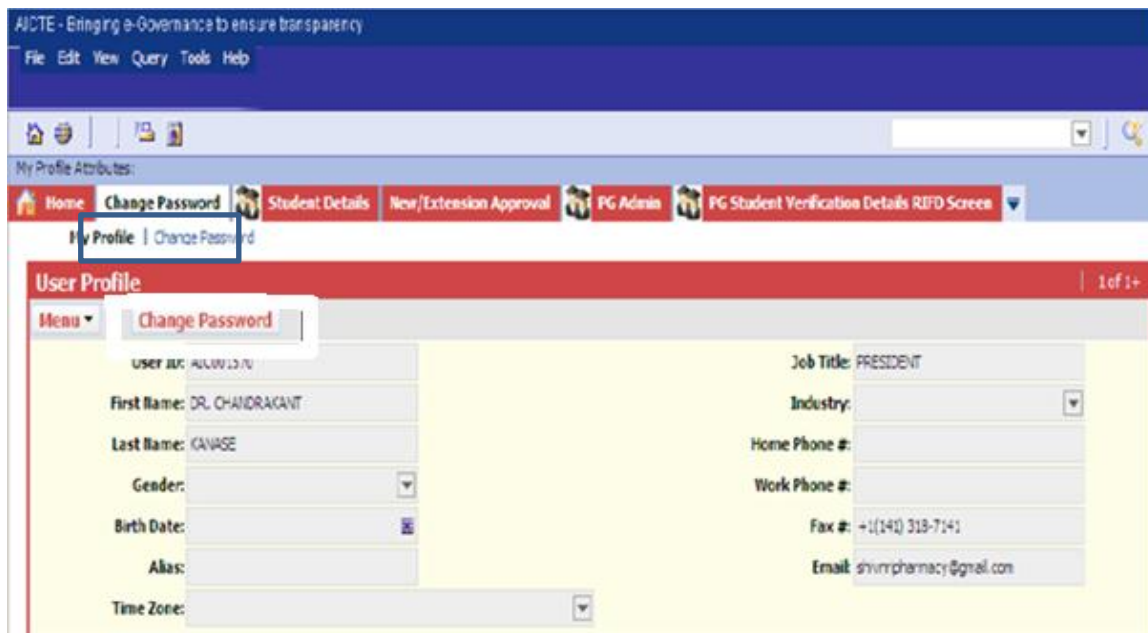
Password:*

Remember my User ID and Password

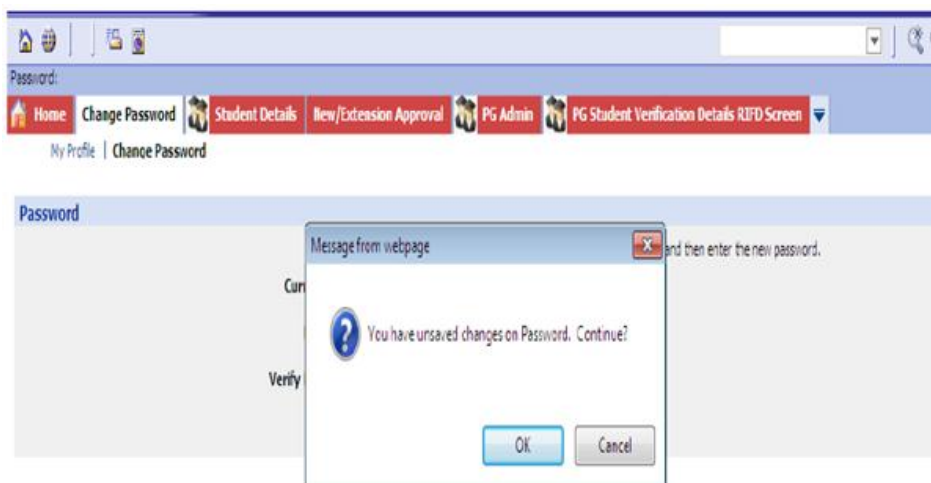
OK



Step 2: To Change the Password: To change your password, go to “Change Password” tab & Click “Change Password” Button



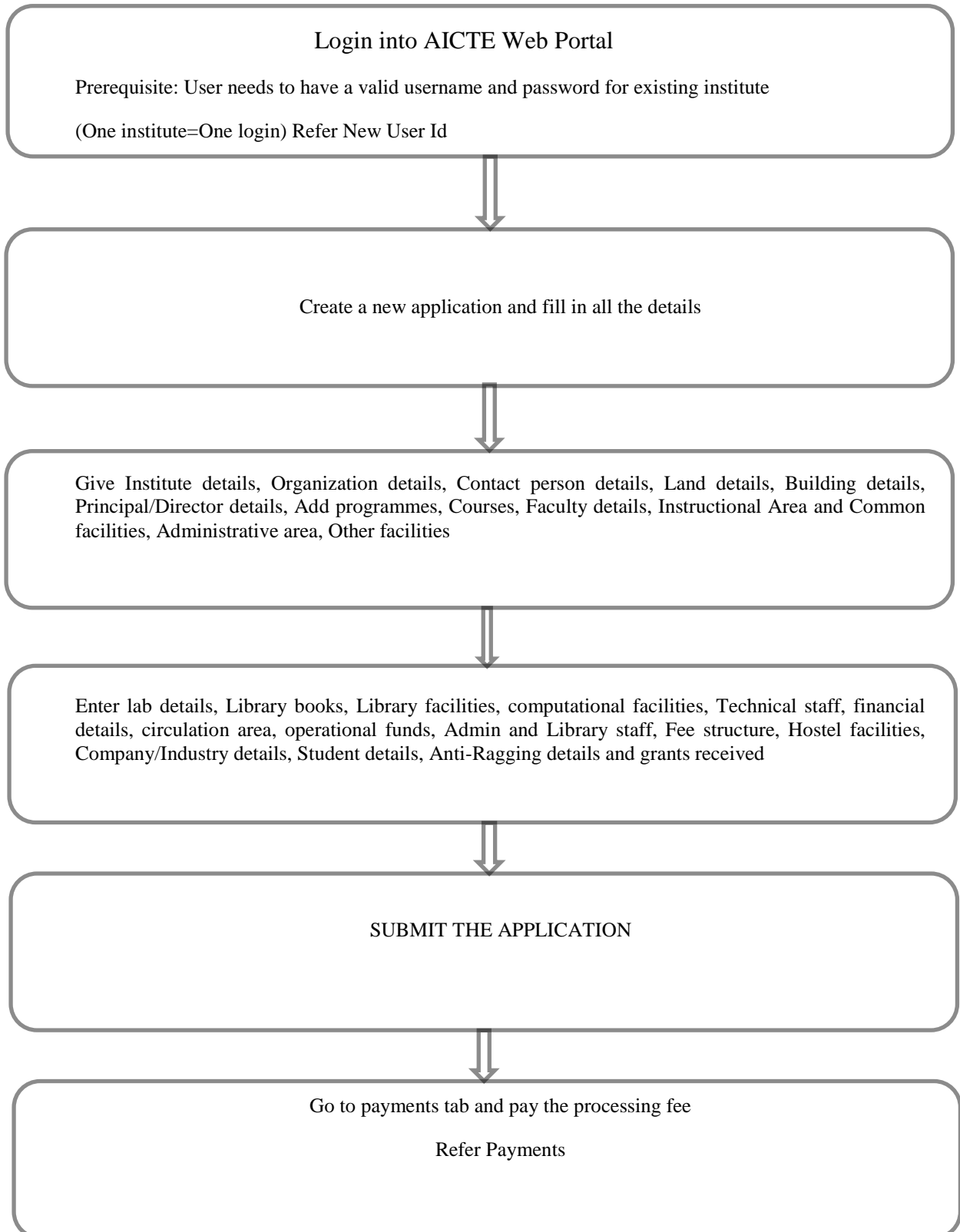
Enter your Old Password, New Password & verify New Password. Click “Save” Button. Once you click Save, A popup window will appear as “You have Unsaved Changes in Password. Continue?” Click



Once you click Ok, your Password will be changed & you will be redirected to “My Profile View”.



Process Overview





Creating 'New Application'

For creation of 2015-2016 Application

Login into AICTE web portal with New User Id

http://14.141.28.35/pmpportal_enu/start.swe?SWECmd=Logoff&

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ORACLE

You are currently logged out. Please enter your user ID and password to log in.
[Back to Home](#)

User Login

*User ID

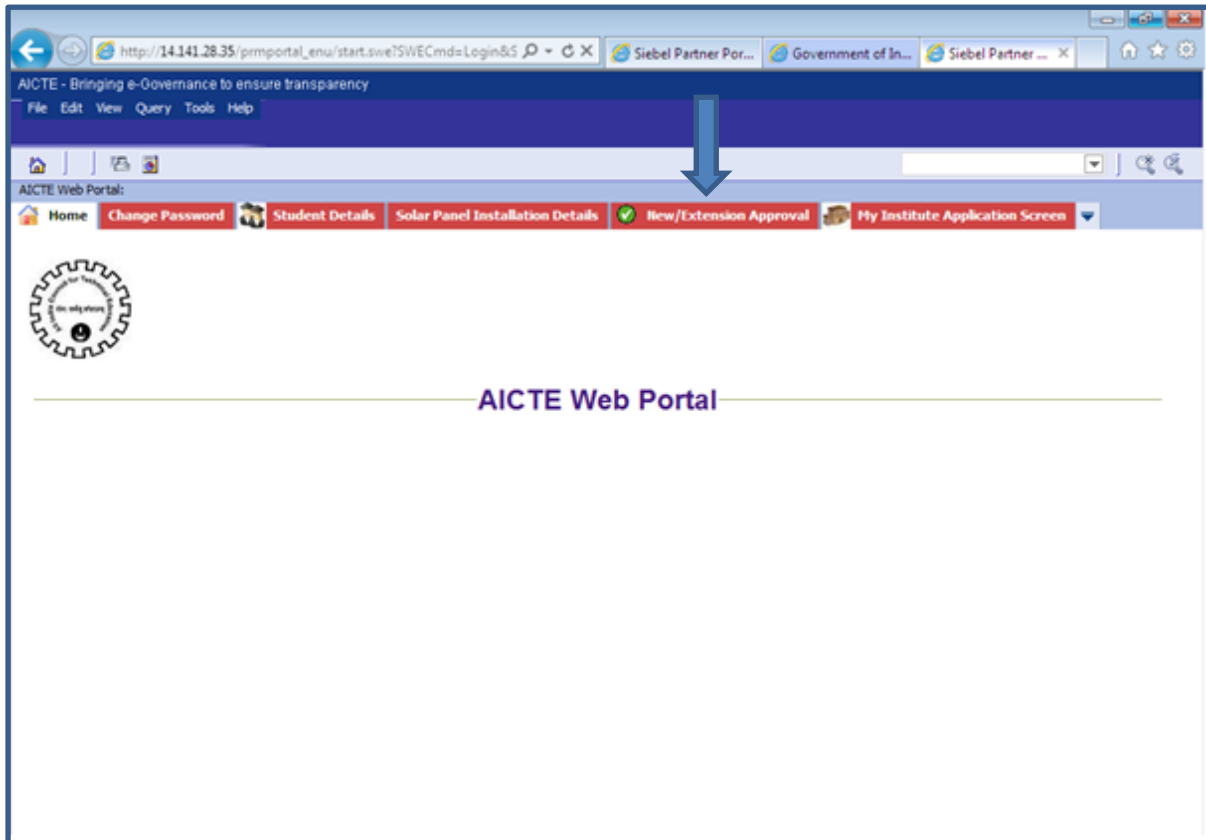
*Password

Remember my User ID and Password



Help Manual For AICTE Website

Click on the 'New/Extension Approval' tab



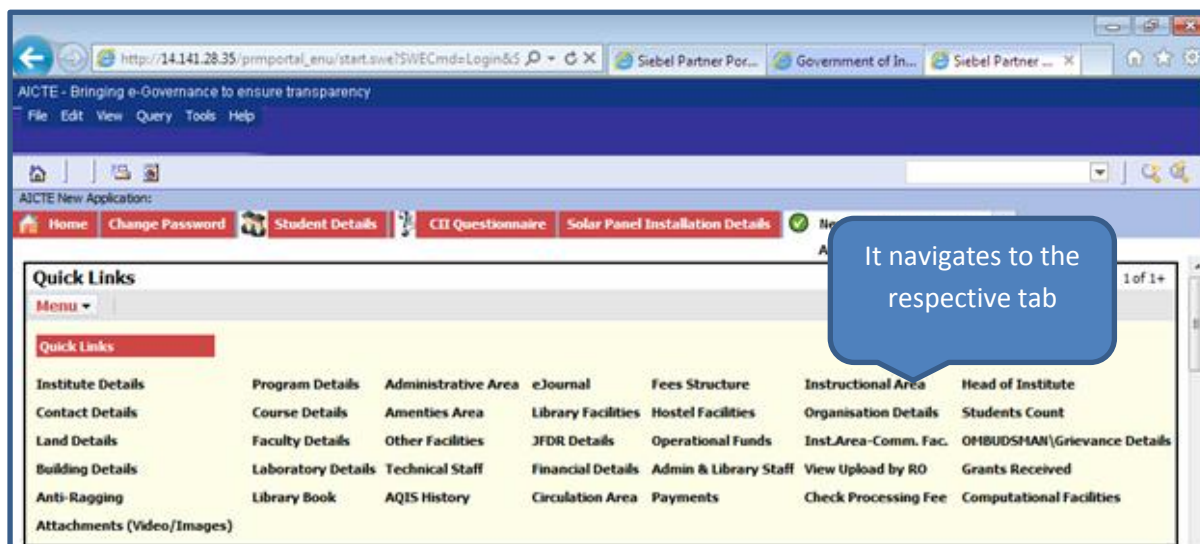


Help Manual For AICTE Website

Quick Links

Quick links are used to navigate to different tabs by simply clicking on links.

Note: You should have at least one application to navigate to different tabs.



Institute Details: Clicking on Institute Details will take the user to the “Institute Details” tab.

Organisation Details: Clicking on Organisation Details will take the user to the “Organisation” tab.

Contact Details: Clicking on Contact Details will take the user to the “Contact Person” tab.

Land Details: Clicking on Land Details will take the user to the “Land Details” tab.

Building Details: Clicking on the Building Details will take the user to the “Building Details” tab.

View Uploads by RO: Clicking on the View Uploads by RO will take the user to the “View Uploads by RO” tab.

Program Details: Clicking on the Program Details will take the user to the “Programme” tab.

Course Details: Clicking on the Course Details will take the user to the “Courses (Shift 1&2)” tab.

Faculty Details: Clicking on the Faculty Details will take the user to the “Faculty Details” tab.

Instructional Area: Clicking on the Institute Details will take the user to the “Instructional Area” tab.

Inst.Area-Comm. Fac: Clicking on the Inst.Area-Comm.Fac will take the user to the “Instructional Area-Common Facilities” tab.

Administrative Area: Clicking on the Administrative Area will take the user to the “administrative Area” Tab.

Amenities Area: Clicking on the Amenities Area will take the user to the “Amenities Area” tab.



Help Manual For AICTE Website

Other Facilities: Clicking on the Other Facilities will take the user to the “Other Facilities” tab.

Laboratory Details: Clicking on the Laboratory Details will take the user to the “Laboratory Details” tab.

Library Books: Clicking on the Library Books will take the user to the “Library Books” tab.

eJournal: Clicking on the eJournal Subscription will take the user to the “eJournal Subscription” tab.

Library Facilities: Clicking on the Library Facilities will take the user to the “Library Facilities” tab.

Computational Facilities: Clicking on the Computational Facilities will take the user to the “Computational Facilities” tab.

Technical Staff: Clicking on Technical Staff will take the user to the “Technical Staff” tab.

JFDR Details: Clicking on JFDR Details will take the user to the “JFDR Details” tab.

Financial Details: Clicking on Financial Details will take the user to the “Financial Details” tab.

Circulation Area: Clicking on Circulation Area will take the user to the “Circulation Area” tab.

Operational Funds: Clicking on Operational Funds will take the user to the “Operational Funds” tab.

Admin & Library Staff: Clicking on Admin & Library Staff will take the user to the “Admin & Library Staff” tab.

Fees Structure: Clicking on Fees Structure will take the user to the “Fees Structure” tab.

Hostel Facilities: Clicking on Hostel Facilities will take the user to the “Hostel Facilities” tab.

Check Processing Fee: Clicking on Check Processing Fee will take the user to the “Check Processing Fee” tab.

Payments: Clicking on Payments will take the user to the “Payments” tab.

AQUIS Application: Clicking on AQUIS Application will take the user to the “AQUIS Application” tab.

AQUIS History: Clicking on AQUIS History will take the user to the “AQUIS History” tab.

Principal/Director: Clicking on Principal/Director will take the user to the “Principal/Director” tab.

Students Count: Clicking on Students Count will take the user to the “Students Count” tab.

Company/Industry Details: Clicking on Company/Industry Details will take the user to the “Company/Industry Details” tab.

OMBUDSMAN Details: Clicking on OMBUDSMAN Details will take the user to the “OMBUDSMAN Details” tab.

Anti-Ragging Details: Clicking on Anti-Ragging Details will take the user to the “Anti-Ragging Details” tab.

Grants Received: Clicking on Grants Received will take the user to the “Grants Received” tab.



Help Manual For AICTE Website

New Application for the Academic Year 2015-2016 can be created using the below method:

1. Creating 2015-2016 Application for “New Institute”

“New Institute Application” button will be enabled for the users. Click on ‘New Institute Application’ button to create a 2015-2016 application. Institute can then enter the details.

The screenshot shows the AICTE New Application web interface. The browser title is "AICTE - Bringing e-Governance to ensure transparency". The page has a menu bar with "File", "Edit", "View", "Query", "Tools", and "Help". Below the menu is a navigation bar with tabs: "Home", "Change Password", "Student Details", "New/Extension Approval", "My Institute Application Screen", and "Vocational Course Education". The main content area is titled "Application Approval" and contains a grid of links for various application details: Contact Details, Land Details, Building Details, Anti-Ragging, Attachments (Video/Images), Course Details, Faculty Details, Laboratory Details, Library Book, Amenities Area, Other Facilities, Technical Staff, Solar Photovoltaic Details, Library Facilities, JFDR Details, Financial Details, Circulation Area, Hostel Facilities, Operational Funds, Admin & Library Staff, Payments, Organisation Details, Inst.Area-Comm. Fac., View Upload by RO, Students Count, OMBUDSMAN\Grievance Details, and Grants Received. Below this is the "Application- Header" section, which includes a "Menu" dropdown, a "New Institute Application" button, and a "Save" button. The form contains several input fields: "Current Application Number:*" (with a red error icon), "Permanent Institute Id:" (with a red error icon), "Academic Year:*" (with a dropdown and red error icon), "Chapter:" (with a dropdown), "Approval Status of Application:", "Current Status:*" (with a dropdown), "Sub Status:" (with a dropdown), "Application Opened on:*" (with a date picker), "Application Submitted on:" (with a date picker), "Attend Scrutiny Committee On:" (with a dropdown), "Application Type:" (with a dropdown), "Appeal Requested Date:" (with a date picker), "Overall Deficiency(Y/N):" (with a text input), and "Affidavit Recieved(Y/N):" (with a text input). There is a "Remarks, if any" section with a text area and a "Declaration" section with a text area and a "Year:*" dropdown. At the bottom, there is a checkbox for "I understand that after I submit the application on Portal, my application shall become un-editable:". The browser status bar shows "Done", "Trusted sites | Protected Mode: Off", and "100%".



Help Manual For AICTE Website

Application- Header

Menu | New Institute Application | Save | Submit Application & Proceed to Payment | Appeal | UPDATE PAYMENT STATUS

VIEW 12-13/13-14/14-15 APPLICATION (CLICK HERE -->) 1 of 1

Current Application Number:*	1-2403719961	Current Status:*	New	Attend Scrutiny Committee On:	
Permanent Institute Id:		Sub Status:		Application Type:	New Institute
Academic Year:*	2015-2016	Application Opened on:*	02/02/2015	Appeal Requested Date:	
Chapter:		Application Submitted on:		Overall Deficiency(Y/N):	
Approval Status of Application:				Affidavit Recieved(Y/N):	

Remarks, if any

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated

For any queries related to application and approval process please send email to approval-2015-queries@aict 1 of 2

The Current Application Number is automatically generated by the system. Note down the Number for future reference.

Current Status is set to 'New' while the Sub-Status field is blank.

Academic year is set to 2015-2016

Application Type is set to "New Institute"

Scroll down the Application to enter Institute details



Help Manual For AICTE Website

2. Creation of 2015-2016 Application for an Existing Institute

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File Edit View Query Tools Help

AICTE New Application:

Home Change Password New/Extension Approval(13-14) Admin Screen New College Application Extension Approval New/Extension Approval

Building Details Laboratory Details Technical Staff Financial Details Admin & Library Staff View Upload by RO Application Approval Grants Received

Anti-Ragging Library Board Solar Photovoltaic Details Circulation Area Payments Check Processing Fee Computational Facilities

Attachments (Video/Images)

Application- Header TO VIEW 12-13/13-14/14-15 APPLICATION(CLICK HERE -->) 1 of 1+

Menu Save Apply for 2015-2016 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:* 1-2071233501 Current Status:* New Attend Scrutiny Committee On:

Permanent Institute Id: 1-1737970001 Sub Status: Application Type: New Institute

Academic Year:* 2014-2015 Application Opened on:* 06/02/2014 Appeal Requested Date:

Chapter: Chapter 1 Application Submitted on: Overall Deficiency(Y/N): Y

Approval Status of Application:

Processing Fee Payment Details

Total Processing Fee: 700,000

Processing Fee Paid: 0

Balance Processing Fee: 700,000

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year:

Year:* 2014-2015

I understand that after I submit the application on Portal, my application shall become un-editable:

Institute Details Print LOA 2014 2015 Print EOA for Dual Degree Courses 14-15 Print LOR for Integrated Courses 14-15

Application- Header

Menu Save

Institute Details

Name of the Institution:* TEST Enter AISHE Code

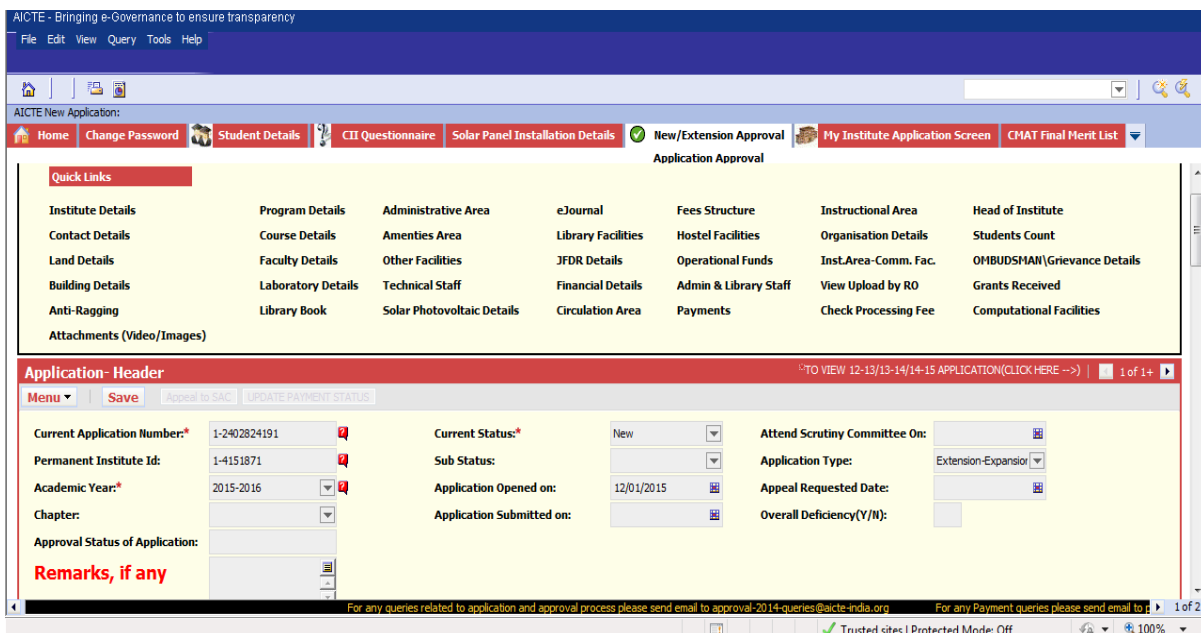
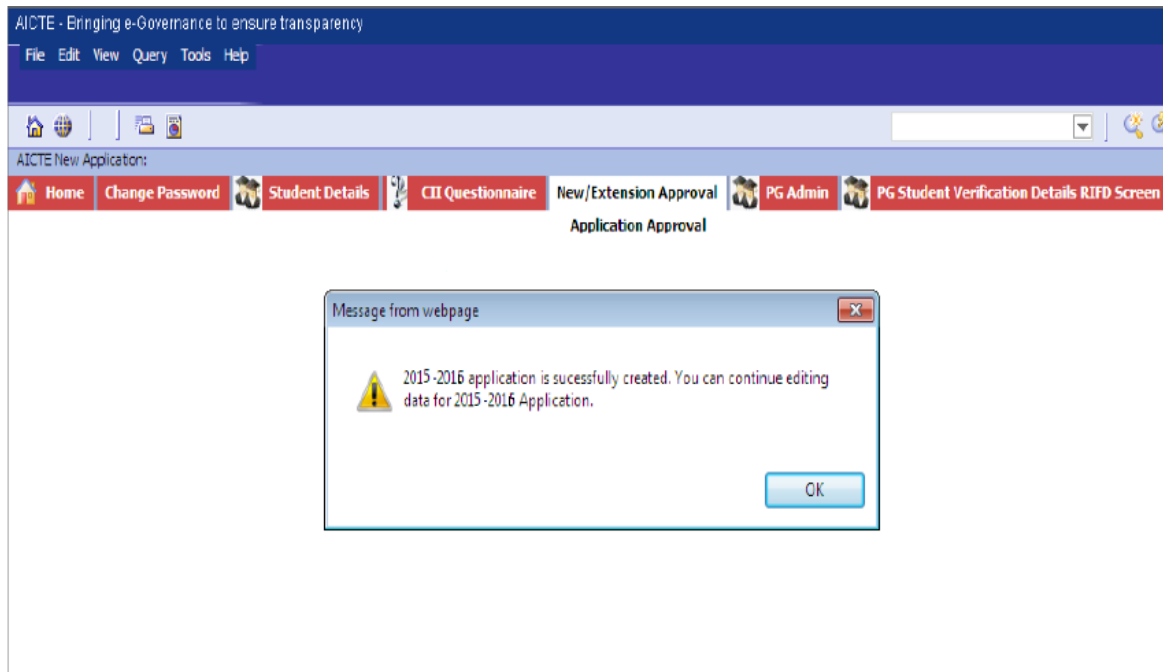
For any queries related 1 of 2

Done Trusted sites | Protected Mode: Off 100%

2015-2016 Application will be visible to the institute.



Help Manual For AICTE Website



The Current Application Number is automatically generated by the system. Note down the Number for future reference.

Current Status is set to 'New' while the Sub-Status field is blank.

Academic year is set to 2015-2016. Application Type is set to "Extension-Expansion Closure"



Help Manual For AICTE Website

The Current Application Number is automatically generated by the system.

If the Institute is approved in 14-15 then the institute is allowed to create 15-16 application.

Now the newly copied data for Academic year 2015-2016 can be edited by the user.

Follow Manual Instructions while entering the following details:

New Programme cannot be added by Existing Institutes

For add New programme the institute should apply using a new login

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File Edit View Query Tools Help

AICTE New Application:

Home Change Password New/Extension Approval(13-14) Admin Screen New College Application Extension Approval New/Extension Approval

Application Approval

Application- Header

Menu Save Proceed Further Submit Application & Proceed to Payment Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:* 1-2446605711 Current Status:*

Permanent Institute Id: 1-2059775821 Sub Status:

Academic Year:* 2015-2016 Application Opened on:

Chapter: Chapter 2 Application Submitted on:

Approval Status of Application:

Remarks, if any:

Do you wish to apply for "Only Extension of Approval (EOA) for 2015-16"? Yes

Select "Yes" if you wish to apply for Only EoA with or without updating the DATA

Select "No" if you wish to update the DATA and APPLY for any of the following:

1. New/Increase in Intake (1st Shift/2nd Shift/Part time courses)
2. Reduction intake/Closure of Program/Course
3. New/Continuation of NRI/PIO
4. New/Increase Fellowship program in management
5. New/Reduction/Closure of Dual Degree/Integrated course
6. Change of Name of the Institute
7. New/Continuation Foreign collaboration
8. Women's to Co-Ed Conversion
9. Closure of the Institute
10. Change of site/Location

(For more Information please refer Approval Process Handbook for the year 2015-16)

Student Details, Admin & Library Sta 1 of 4

Trusted sites | Protected Mode: Off 100%

Do you wish to apply for "Only Extension of Approval (EOA) for 2015-16"? : Select 'Yes' if you want to apply for Only EOA with (or) without updating the data, else select 'No'.

If you have entered 'Yes' for above question then all the courses will automatically become 'EoA Only'.

If you have entered 'No' for above question then you can apply for any of the above mentioned points (from 1 to 10) as shown in the screen shot.



Help Manual For AICTE Website

After selecting 'Yes' (or) 'No' click on 'Proceed Further' button.

When you click on 'Proceed Further', the application becomes editable and 'Submit Application & Proceed to Payment' button will be enabled.

Before submitting the application you need to check the Declaration for AY 2015-2016.

Click on 'Submit Application & Proceed to Payment' button to submit your application.

On first click the amount to be paid will be displayed. Click on the button again to finally submit the application.

Chapter and Application submitted date will be set automatically.

Navigate to Payments tab to make the required Payment.

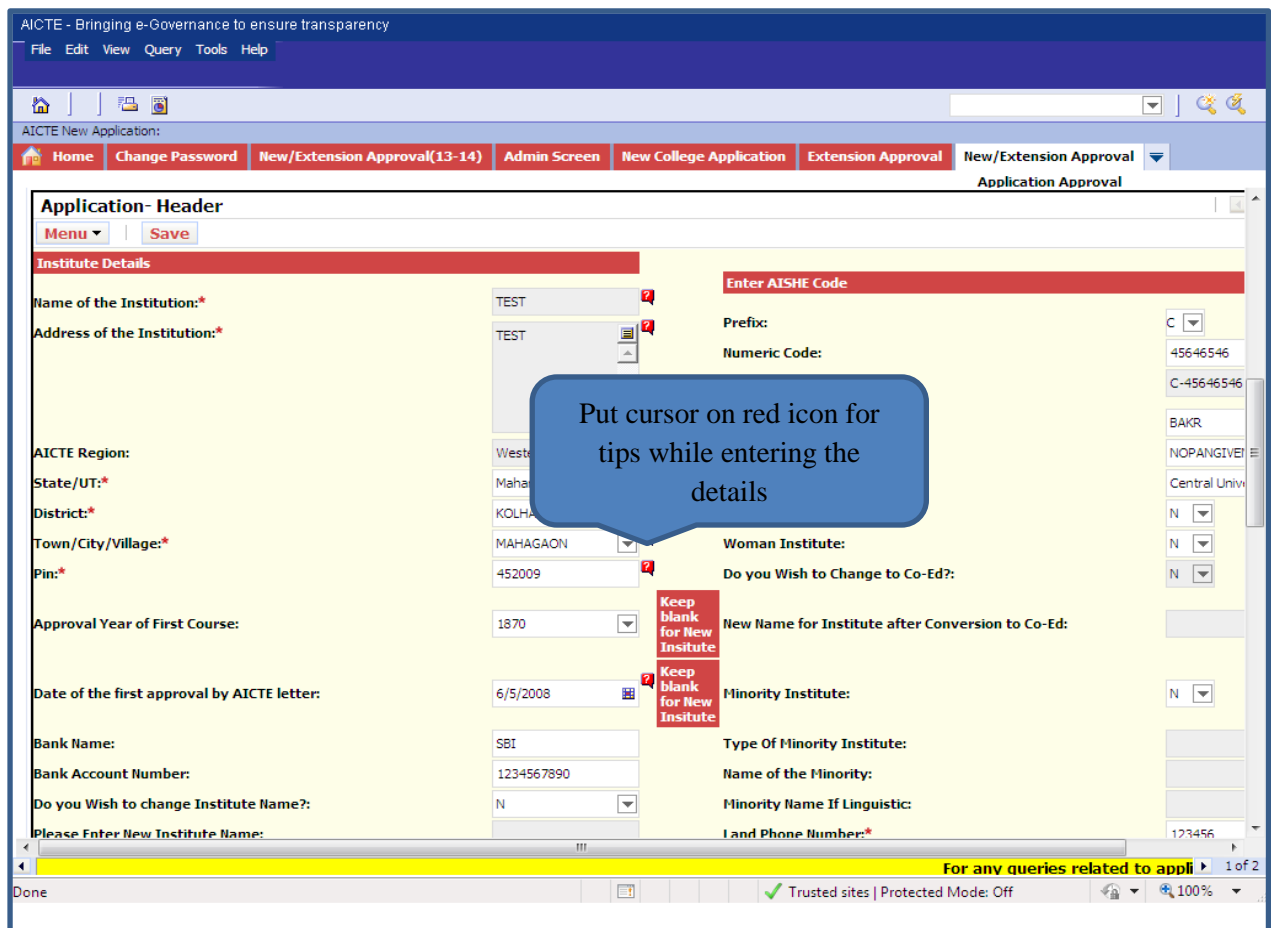


Institute Details

Click “Institute Details” tab.

Enter details for all the fields displayed.

Put cursor on the Red icon beside the field for tips on particular field.





Help Manual For AICTE Website

http://14.141.28.35/prmportal_enu/start.swe?SWECmd=Login&S Siebel Partner Por... Government of In... Siebel Partner ...

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File Edit View Query Tools Help

AICTE New Application: > AICTE New Application:
Home Change Password Student Details CII Questionnaire Solar Panel Installation Details New/Extension Approval

Application Approval

Questionnaire

1. Total number of teaching faculty in the Institute for all Programmes: 46

2. Number of teaching faculty approved by University/Government?: 9

3. Are all approved teaching faculty being paid as per VI pay commission?: Y

4. Are all the teaching faculty, as per AICTE qualification?: Y

5. Do you wish to apply closure of Institute/Program?: N

6. Percentage Grant Received from Government?: 0

7. Whether Institute is operating from Permanent Site/ Temporary Site?: Permanent Site

8. Whether mandatory disclosure is uploaded in Institute's website?: Y

9. Whether the Institute following ICAI(Institute of Chartered Accountants of India) Accounting Formats?: Y

10. Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by State Govt?: Y

11. Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by Affiliating University?: Y

12. Fees to be charged, Reservation policy, Admission policy and Document retention policy are uploaded in Institute's Website?: Y

Please Select Reason for Name Change:

Institutes Applying for New Program

Existing Institute Applying for New Program
None of the Above

**Institute Permanent ID:
(Applicable for Existing Institute applying for New Programme):**

Institute willing to change Affiliating University

Do you want to change the Affiliating University: N

Enter name of the new Affiliating University:
(If the university name does not exist in the drop-down list then you can type the university Name)



Help Manual For AICTE Website

The screenshot shows the 'AICTE New Application' form. It includes a navigation bar with 'Home', 'Change Password', 'Student Details', 'CII Questionnaire', 'Solar Panel Installation Details', and 'New/Extension Approval'. The main form area contains 17 numbered questions, each with a dropdown menu for 'Y' or 'N'. A red banner states 'Institute willing to change Affiliating University'. Below this, there are fields for 'Do you want to change the Affiliating University?' and 'Enter name of the new Affiliating University:'. The 'Application Approval' section on the right includes 'Existing Institute Applying for New Program' and 'None of the Above' options, and 'Institute Permanent ID: (Applicable for Existing Institute applying for New Programme):'.

Name of the Institution: Enter full Name of the institute.

Address of the institution: Enter Address of the institution in the area provided.

Town/City/Village: Enter Name or Town or City or Village of the institute.

State/UT: Select State/UT from the Dropdown list Values.

District: Select District. The list of Districts displayed is dependent on the State selected. This is a Required Field.

AICTE Region: It's a system generated value. This Column will populate the Region Name automatically Once state is selected.

Pin: Enter 6 digit postal code.

Approval Year of First Course: Select year from the options in which First course was approved for the Institute.

Date of First Approval by AICTE letter: Enter the Date of First Approval by AICTE letter.

Bank Name: Enter institute's Bank Name

Bank Account Number: Enter Institute's Bank Account Number

Bank IFSC Code: Enter Institute's Bank IFSC Code



Help Manual For AICTE Website

PAN: Enter PAN Number

Institution Type: Select a value from the options. Values are:

1. Government: If it's a Government Institute.
2. Govt. aided: If the Institute is Govt. aided.
3. Unaided-private: If it is a Private Institute.
4. University Managed-Govt: If it is Managed by the Government University.
5. University Managed-Private: If it is Managed by the Private University.
6. Private Aided: if the institute is private aided.
7. Deemed University (Government): If the institute is Government Deemed University.
8. Deemed University (Private): If the institute is Private Deemed University.
9. Central University: If it is a Central University.

The screenshot shows the 'AICTE New Application' form. The 'Institution Type' dropdown is set to 'Central University'. A blue arrow points to this dropdown. A red box highlights the 'Keep blank for New Institute' instruction for the 'Year of First Course' and 'Date of first approval by AICTE letter' fields. The form includes fields for: Institution Name, Address, PIN, District, State, Bank IFSC Code, PAN, Numeric Code, AISHE Code, Any Un-aided Course?, Woman Institute, Do you Wish to Change to Co-Ed?, New Name for Institute after Conversion to Co-Ed, Minority Institute, Type Of Minority Institute, Name of the Minority, Minority Name If Linguistic, Land Phone Number, Cell Number, FAX number, STD Code, and Primary Email.

Any Un-Aided Course: Select from the drop down if you have any Un-aided courses in your Institute.

Women Institute: Select from the drop down if it is Women's Institute.

Do you wish to Change to Co-Ed? : Select from the drop down if you want to change your Institute from Girls Institute to Co-education, fees will be applicable.

New Name for Institute after Conversion to Co-Ed: Enter New Name of the Institute if you wish to



Help Manual For AICTE Website

Change the Institute Name after Conversion to Co-Ed. You can enter this value only if you click the above Check box.

Minority Institute: Select a Value from the options if it is a 'Minority Institute'.

Type Of minority Institute: Select a value from the options: Values are:

- 1) Linguistic: Select 'Linguistic' if Minority Institute Type is Language Based.
- 2) Religious: Select 'Religious' if Minority Institute Type is Religious Based.

Name of the Minority: Select a Value if 'Type Of Minority institute' is religious. This becomes required when type of minority institute is 'Religious'.

Minority Name if Linguistic: Enter Name of Minority if 'type Of minority Institute is' 'Linguistic'. This Becomes required when 'Type Of Minority Institute' is 'Linguistic'.

STD Code: Enter STD code. It should not be more than 6 digits.

Land Phone Number: Enter Land Phone Number of the Institute which contains 5 to 10 digits.

Cell Number: Enter 10 digit Cell Number for Correspondence.

FAX Number: Enter 5 to 10 digit FAX Number.

Primary Email: Enter Valid Email Address of the Institute. _____

Ex: collegename@yahoo.com

Alternate Email: Enter another domain email address different from the primary email address.

AICTE File Number: This defaults to 'New' if you are applying for new institute. If you are applying for Extension Approval Remove NEW and Enter AICTE File Number.

Website: Enter Institute Website's URL. _____

Ex: www.institutename.com

Do you wish to change Institute Name?: Click in this check box if you want to change institute name.

Please Enter New Institute Name: Enter New institute name. Make sure to enter this if you click the Above check box.

Do you wish to change Institute site Address: Click in this check box if you wish to change institute site address.

Please Enter New Institute Site Address: Enter New Institute Site Address.

Distance between Old site and New site(in kms)?: Enter the distance between Old and New site(in kms)

If Technical Campus is in same plot of Land: click in this check box if technical campus is in same plot of land

Name of New Technical Campus: Enter New Technical Campus Name.

Web Site Administrator Details:



Help Manual For AICTE Website

First Name: Enter the First Name

Last Name: Enter the Last Name

Administrator Email: Enter the Administrator Email

Mobile Number: Enter the Mobile Number

Land Phone Number: Enter the Land Phone Number

Has the Name of the Institute changed since first Approval?: Please select values from dropdown,

Dropdown values are:

1. Yes
2. No

Please Enter Old Name of the Institute: Enter the name of the institute before institute name was Changed. This field is mandatory if value of the field – Has the Name of the Institute changed since first Approval? Is “yes”.

Please Select Reason for Name Change: Select the reason for name change of the institute. Please Select values from dropdown, dropdown values are:

1. Integrated Campus
2. Technical Campus
3. Women’s to Co-ed
4. Request for Name Change

This field is mandatory if value of the field – Has the Name of the institute changed since first Approval? Is “yes”.

Questionnaire:

1. Total number of teaching faculty in the Institute for all Programmes::

Enter the total number of teachers in the Institute for all programmes.

Note: This number should be equal to the total number of faculty in the Faculty Details Tab(Excluding Visiting Faculty. Left the Institute and Duplicate Faculty), otherwise on Submit Application, it will give an Error.



Help Manual For AICTE Website

2. Number of teaching faculty approved by University/Government?:

Enter the number of teachers approved by University? Government.

3. Are all approved teachers being paid as per VI pay commission?: Please select values from dropdown,

Dropdown values are:

1. Y
2. N

4. Number of teaching faculty approved by University/Government?:

Please select values from dropdown, dropdown values

Are:

1. Y
2. N

5. Do you wish to apply closure of Institute?: Please select values from dropdown, dropdown values are:

1. Y
2. N

6. Percentage Grant Received from Government?: Please enter percentage grant received from

Government.

7. Whether Institute is operating for Permanent Site/Temporary Site?: Please select the value from drop

Down, the values are:

1. Permanent Site
2. Temporary Site

8. Whether mandatory disclosure is uploaded in Institute website?: Please select values from dropdown,

Dropdown values are:

1. Y
2. N

Fees to be changed, Reservation policy, Admission policy, Document retention policy are duly



9. Whether the Institute following ICAI(Institute of CharteredAccountants of India) Accounting Formats?:

Please select values from dropdown,

Dropdown values are:

1. Y
2. N

10.Fees to be charged, Reservation policy, Admissionpolicy and Document retention policy are duly approved by State Govt?:

Please select values from dropdown,

Dropdown values are:

1. Y
2. N

11.Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by Affiliating University?:

Please select values from dropdown, dropdown values are:

1. Y
2. N

12. Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by Affiliating University?:

Please select values from dropdown, dropdown values are:

1. Y
2. N

13. Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by Affiliating University?

Please select values from dropdown, dropdown values are:

1. Y
2. N

14.Courses/Approved Intake displayed at the entrance of the Institute?:

Please select values from dropdown, dropdown values are:

1. Y



2. N

15. Is the Cafeteria shared among other institutes?: Please select values from dropdown, dropdown values are:

1. Y

2. N

16. Is Library and Reading Room shared among other institutes? ?: Please select values from dropdown, dropdown values are:

1. Y

2. N

17. Is the Computer Centre shared among other institutes? ?: Please select values from dropdown, dropdown values are:

1. Y

2. N

18. Do you have a valid NBA Accreditation?(Course should be accredited by NBA and Accreditation Till date should be on or after 10-Apr-2015):? If 'yes' attachment will be required for the same:

1. Y

2. N

19.No of courses against which valid NBA Accreditation is present? This field will be auto populated according to number of courses:

There are 3 Options given under Institutes Applying for New program Section

1. All new Institute

2. Existing Institute Applying for New program

3. None of the Above

If 'Existing Institute Applying for New Program' is selected, Institute Permanent ID becomes a required field.

Click on "Save" button to save the record.



Organization

Click 'Organization' Tab

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File Edit View Query Tools Help

AICTE Organisation Details:

Home Change Password New/Extension Approval (14-15) Student Details Solar Panel Installation Details New/Extension Approval Application Approval

Overall Deficiency(Y/N): Y

Institute Details Company/Industry Details Print Final LOR 14-15 Operational Status Calculate Deficiency **Organisation** View Uploads by RO

Menu Save

Applicant Organization to be Entered

Name of the Parent Organization: JHJ Organization Address: JHJH District: BANKA

Type of the Organization: Trust PIN: 123456

Registered with: KJKL Land Phone STD Code: 454545

Registration date: 09/08/2013 Land Phone Number: 545454

Registration Number: 5454 Town / City / Village: KGHKJH FAX Number: 545454

State/UT: Bihar Organization Website: www.kjgjk.com

Trustee Menu Add Save Query No Records

Title	First Name	Middle Name	Last Name	Designation	Date of Birth	Trustee Since	Trustee Till	Mobile Phone #	Email
-------	------------	-------------	-----------	-------------	---------------	---------------	--------------	----------------	-------

Fill in all the Details:

Name of the Parent Organization: Enter full Name of the Organization.

Type of the Organization: Select a value from the dropdown depending on the Type of your

Organization Values are:

1. **Trust:** If the organization is a Trust.
2. **Society:** If the organization is a Society
3. **Government:** If the organization is a Government owned
4. **PPP:**
5. **University Managed:** If the organization is university managed
6. **Sector 25 Company:**

Registered with: Enter registration Details.

Registration Date: Enter the date of Registration.



Help Manual For AICTE Website

Registration Number: Enter Registration Number.

Organization Address: Enter Address of the Organization.

Town/City/Village: Enter Name of Town or City or village of the Organization.

State/UT: Select State or Union Territory from the Dropdown Values.

District: Select District from the dropdown after selecting the State.

PIN: Enter 6 Digit Pin code.

Land Phone STD Code: Enter STD Code. It should not be more than 6 digits.

Land Phone Number: enter Land Phone Number of the Institute which contains 5 to 10 digits.

FAX Number: Enter 5 to 10 digit FAX Number.

Organization website: Enter URL of the Website _____

(ex: www.organization.com)

Click on “Save” button to save the record.



Trustee

Trustee: To add Trustee Details. Click “Add” button

The screenshot shows the AICTE website interface. At the top, there is a navigation menu with options like Home, Change Password, New/Extension Approval (14-15), Student Details, Solar Panel Installation Details, and New/Extension Approval. Below this, there is a section for 'Applicant Organization to be Entered' with various input fields for organization details. A blue arrow points to the 'Add' button in the 'Trustee' section. Below the form is a table for 'Trustee' with columns for Title, First Name, Middle Name, Last Name, Designation, Date of Birth, Trustee Since, Trustee Till, Mobile Phone #, and Email. The table currently shows 'No Records'.

Title	First Name	Middle Name	Last Name	Designation	Date of Birth	Trustee Since	Trustee Till	Mobile Phone #	Email
No Records									

Title: Select a value from the options

First Name: Enter First name of the trustee

Middle Name: Enter Middle Name of the trustee

Last Name: Enter Last name of the trustee

Designation: Select appropriate Designation of the Trustee

Date of Birth: Enter Date of Birth of trustee

Trustee Since: Enter Date since he/she was acting as Trustee for the Organization

Trustee Till: Enter Date till He/She will be acting as a Trustee for the organization

Mobile Phone Number: enter 10 digit Mobile Phone Number



Help Manual For AICTE Website

STD Code: Enter STD Code. It should not be more than 6 digits.

Land Phone Number: Enter Land Phone Number which contains 5 to 10 digits.

FAX Number: Enter 5 to 10 digit FAX Number.

Email Address: Enter Valid Email Address of the Trustee containing “@” and dot(.)

Ex: Trustee@yahoo.com

PAN: Enter PAN Number

Profession: Enter Profession of the Trustee

Academic Qualification: Enter Academic qualification of the trustee

Address Line1/Address line2: Enter Address

City/Village: Enter City/Village of the trustee

State: Select State from the Dropdown

Postal Code: Enter 6 digit postal code

Country: Select Country name from the Dropdown

Click on “Save” button to save the record.



Contact Person

Click on 'Contact Person' Tab. Please provide **All Information for this since all**

Communication (Email/SMS) will take place with this contact. All information is Required.

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File Edit View Query Tools Help

AICTE New Application: > AICTE Contact Person:

Home Change Password New/Extension Approval (14-15) Student Details Solar Panel Installation Details New/Extension Approval

Application Approval

Institute Details	Program Details	Administrative Area	eJournal	Fees Structure	Instructional Area	Principal/Director
Contact Details	Course Details	Amenities Area	Library Facilities	Hostel Facilities	Organisation Details	Students Count
Land Details	Faculty Details	Other Facilities	JFDR Details	Operational Funds	Inst.Area-Comm. Fac.	OMBUDSMAN\Grievance Details
Building Details	Laboratory Details	Technical Staff	Financial Details	Admin & Library Staff	View Upload by RO	Grants Received
Anti-Ragging	Library Book	Solar Photovoltaic Details	Circulation Area	Payments	Check Processing Fee	Computational Facilities
Attachments (Video/Images)						

Application- Header TO VIEW 12-13/13-14/14-15 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Application Number:* 1-2059775821 Current Status:* EVC Recommended Name of the institution:* TE
Permanent Institute Id: Sub Status: Academic Year:* 20 2015
Overall Deficiency(Y/N): Y

Institute Details Company/Industry Details Print Final LOR 14-15 Operational Status Calculate Deficiency Organisation Contact Person

Menu Save Test Email Test SMS

Title:	Mr.	Town/city/Village:	JHJHJ	Land Phone Number:	545445
First Name:	JKHJKH	State/UT:	Bihar	Fax Number:	5454545
Last Name:	JHJHJK	District:	ARWAL	Cell Number:	9930665724
Address:	JHJHJ	Postal Code:	123456	Alternate Cell Number:	4545454454
		Designation:	KGKHJGKH	Email Address:	swati.tekam@Intinfoted
		STD Code:	22	Alternate Email Address:	

For any queries rela 1 of 2

Provide details for all the fields displayed on the form

Title: Select title from the values given

First Name: Enter First name of the Person to be contacted for all communication

Last Name: Enter Last name of the Person to be contacted for all communication

Address: Enter address of the Contact Person

Town/City/Village: Enter Name of Town/City/Village

State/UT: Select state/UT from the Dropdown values.

District: Select District from the dropdown.

Postal code: Enter 6 digit pin code.

Designation: Enter Designation of the Contact Person



Help Manual For AICTE Website

STD Code: Enter STD Code. It should not be more than 6 digits.

Land Phone Number: enter Land Phone Number which contains 5 to 10 digits.

FAX Number: Enter 5 to 10 digit FAX Number.

Cell Number: Enter valid 10 digit cell number. All SMS communication will be sent at this mobile Number.

Alternate Cell Number: Enter valid 10 digit Alternate Cell Number. _____

Email Address: Enter valid 10 digit Email Address ex: Contactperson@yahoo.com

Alternate Email Address: Enter valid Alternate Email Address ex: Contactail@gmail.com



Land Details

Click the “Land Details” Tab and provide all Land related details

Location: Select a value from the dropdown. Values are;

1. **Rural:** Select this if the land belongs to Rural
2. **Other than Rural:** Select this if the Land belongs to Metro City or Mega City

Total Area in acres: Enter number of acres of Land(less than 100).

Land Registered with: enter Land Registration Details

Date of Registration: Enter Date of Registration

Land in North Eastern Area: Select the value from the dropdown, if the land belongs to North Eastern area

Number of Pieces: Enter Number of Pieces of land. This becomes a required field if land belongs to North Eastern area

Max distance in farthest land pieces (Km): Enter Max distance in farthest land pieces in Kilometers. This



Help Manual For AICTE Website

Is required if Number of Pieces is greater than 1.

Land use certificate issued By: Enter Details about Land use Certificate

Land use certificate issued Date: Enter Date of certificate issued

Latitude(North/South) and Longitude(North/South): Enter Latitude and Longitude details in Degree, Minute and Seconds. Values should be from 0-59 only.

The screenshot shows the AICTE Land Details form. The form includes the following fields:

- Location: Rural
- Total Area in acres: 5
- Land registered with: MAHARASHTRA SABHU
- Date of Registration: 30/08/08
- Land in Northern Hilly Area: N
- Number of Pieces: [Empty]
- Max distance in farthest land pieces (Km): [Empty]
- Land use certificate issued By: TEHSILDAR
- Land use certificate issued Date: 21/11/2008
- Ownership details: Other
- Is the Land Mortgaged: N
- Mortgaged Purpose: [Empty]
- Latitude (North/South): NORTH
- Longitude (East/West): EAST
- Latitude Degree: 30
- Latitude Minute: 15
- Latitude second: 0
- Longitude Degree: 79
- Longitude Minute: 15
- Longitude second: 0

Below the form is a table titled "Land Details Per Land Registration" with the following columns: S.No, Land Registration, Date of Registrat, Area of Land, Khasra Number, Plot Number/Sur, Land Situated at, Land Registered, Ownership or Gov, Land Use.

Ownership details: Select a value from dropdown. Values are:

1. Gift Deed
2. Government Lease
3. Registered Sale Deed

Is the Land Mortgaged Select the value from the dropdown, if Land is mortgaged.

Mortgaged Purpose: Give the purpose for mortgaging. This becomes a required field once the above Field (Is the Land Mortgaged) is checked.

Click on "Save" button to save the record.



Help Manual For AICTE Website

The screenshot shows the AICTE website interface. The browser address bar displays the URL: http://14.141.28.35/prmportal_enu/start.swe?SWECmd=Login&S. The page title is "AICTE - Bringing e-Governance to ensure transparency". The navigation menu includes: Home, Change Password, Student Details, CII Questionnaire, Solar Panel Installation Details, and New/Extension Approval. The main content area is titled "AICTE New Applications: > AICTE Land Details: Application Approval". It contains several input fields: "Date of Registration" (30/6/1908), "Land use certificate issued Date" (21/11/2008), "Land in Northern Hilly Area" (N), "Latitude (North/South)" (NORTH), "Longitude (East/West)" (EAST), "Latitude Degree" (30), "Longitude Degree" (79), "Latitude Minute" (15), "Longitude Minute" (15), "Latitude Second" (0), and "Longitude Second" (0). Below these fields is a "Land Details" section with a "Menu" dropdown and a table titled "Land Details Per Land Registration". The table has columns: S.No, Land Registration, Date of Registrat, Area of Land, Khasra Number, Plot Number/Sur, Land Situated at, Land Registered, and Ownership or Gov. Land Us. The table currently shows "No Records".

Sno: Serial Number will set automatically at the time of Submit.

Land Registration Number: Please Enter "Land Registration Number", this is a required field.

Date of registration: Please enter 'Date of Registration' of Land, this date should not be beyond the Current date.

Area of Land: Please Enter 'Area of Land' it is a required field.

Khasra number: Please Enter 'Khasra Number' it is a required field.

Plot Number/Survey Number: Please Enter 'Land Situated At' this is a required Field.

Land registered in the name of: Please Enter 'Land Registered in the Name of' it is a required field.

Ownership or Government Lease: Select options from Drop Down for Ownership or Government Lease.

1. **Ownership:** Select this if you Own Land.
2. **Government:** Select this if Land Belongs to Government Lease.

Land use Certificate Issued: Select From Drop Down if 'Land Use Certificate Issued'. By default it is set to no.

Name of Land use Certificate Issuing Authority: Please Enter 'Name of Land Use Certificate Issuing Authority' Name, this becomes required when 'Land use Certificate Issued' is Yes.



Help Manual For AICTE Website

Is this land Mortgaged: select from Drop Down if Land is mortgaged. By default it is set to No.

Details of Bank if Land is Mortgaged: Please enter 'Details of Bank if Land is Mortgaged', this becomes Required when 'is this land Mortgaged' is Yes.

Land Required at the Time of First AICTE Approval (In Acres): Please 'Land required at the Time of First AICTE Approval'. The land size should be in Acres Only and it is a required field.

Land Available at the Time of First AICTE Approval (In Acres): please Enter 'Land Available at the Time Of First AICTE Approval(In Acres)'. The land size should be in Acres Only and it is a required field.



Building Details

Click on 'Building Details' tab

Provide details for all the fields displayed on the form

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File Edit View Query Tools Help

AICTE New Application: > AICTE Contact Person: > Building Details:

Home Change Password New/Extension Approval (14-15) Student Details Solar Panel Installation Details New/Extension Approval

Application Approval

Current Application Number:* 1-2059775821 Current Status:* EVC Recommended Name of the institution:* Academic Year:* 4-2015

Permanent Institute Id: Sub Status: Overall Deficiency(Y/N): Y

Institute Details Company/Industry Details Print Final LOR 14-15 Operational Status Calculate Deficiency Organisation Building Details

Menu Save

Building Status: Available Total Carpet area (Sqm) Administrative-ready: 45454

Total built up area (Sqm) Planned: 5454 Total Carpet area (Sqm)-Amenities-ready: 5454

Total built up area (Sqm) ready: 5454 Activities in the building other than courses approved by AICTE: 5454

Total Carpet Area (Sqm)-Instructional-ready: 54545

Funds Position for Building Construction (Rs in Lakhs)

Funds allocated: 4,545.00

Own Share: 45,454.00

Loans: 54.00

Building Details Menu New Delete Save Query Building Details per Building Number 1 - 1 of 1

S.No.	Building Name	Building Number	Sanctioned Build Up Area	Constructed Build Up Area	Approved Carpet Area-Instructional	Constructed Carpet Area
1	TEST	453	1,000	100	2	11

For any queries related

Forward Message Trusted sites | Protected Mode: Off 100%

Building status: Select a value from the dropdown. Values are:

1. Available: If the Building Construction is completed
2. Under Construction: If the Building is Under construction
3. Proposal: If proposal for Constructing the Building is given

Total built up area (sqm) Planned: Enter planned total built up area in Square meters

Total built up area (sqm) ready: Enter Total Built up area in square meters and is Ready

Total Carpet area (sqm)-Instructional-ready: Enter Instructional Carpet Area in Square meters

Total Carpet area (sqm)-Amenities-ready: Enter Amenities Carpet Area in Square meters

Activities in the building other than courses approved by AICTE: Enter Activities other than courses

Approved by AICTE



Help Manual For AICTE Website

Funds Allocated: Enter the amount of Funds allocated in rupees.

Loans: Enter the amount of own share.

Click on “Save” button to save record.

Constructed Carpet Area – Instructional: Enter Constructed Carpet Area in Square meters.

Approved Carpet Area – Administrative: Enter Approved Carpet Area – Administrative in Square meters.

Constructed Carpet Area – Administrative: Enter Constructed Carpet Area – Administrative in Square meters.

Approved Carpet Area-Amenities: Enter Approved Carpet Area – Amenities in Square meters.

Constructed Carpet Area – Amenities: Enter Constructed Carpet Area – Amenities in Square meters.

Total Area Approved: Enter Total area Approved in Square meters.

Total Area Constructed: Enter Total Area Constructed in Square meters.

Activities Conducted In the Building: Enter Activities Conducted In the Building.

Non AICTE Approved Courses run in the Building (If Any): Enter Non AICTE Approved Courses run in the Building (If Any).

Name of the Building plan Approving Authority: Enter Name of the Building plan Approving Authority. It's a required field.

Building plan Approval Date: Enter Building plan Approval Date. It's a required field.
Approval Number: Enter Approval Number. It's a required field.



Principal/Director:

Click on “Principal/Director” Tab.

The screenshot shows the AICTE website interface for the Principal/Director application. The top navigation bar includes 'Home', 'Change Password', 'New/Extension Approval (14-15)', 'Student Details', 'Solar Panel Installation Details', and 'New/Extension Approval'. The 'Principal/Director' tab is selected. The form is titled 'Application-Header' and contains the following fields:

- Current Application Number*: 1-2059775821
- Permanent Institute Id: [Empty]
- Overall Deficiency (N): Y
- Current Status*: EVC Recommended
- Sub Status: [Empty]
- Name of the institution: TEST
- Academic Year*: 2014-2015

The 'Personal details' section includes:

- Surname/Familyname*: [Empty]
- First Name*: [Empty]
- Father's Name: [Empty]
- Mother's Name: [Empty]
- Date of Birth: [Empty]
- Cell Number*: [Empty]
- STD code: [Empty]
- Land Phone Number: [Empty]
- FAX number: [Empty]
- Email: [Empty]
- PAN: [Empty]

The 'Educational details' section includes:

- Doctorate Degree: [Empty]
- Master Degree: [Empty]
- Other Qualification's: [Empty]
- International Certification If Any: [Empty]
- Bachelors Degree: [Empty]
- Field of Specialization: [Empty]

The 'Details Related to Profession' section is currently empty. A yellow banner at the bottom of the form reads 'For any queries related to a'.

Click on the Add Button and fill all the details of Principal/Director.

Enter Personal details: Surname/Family name: Enter Surname of Principal/Director.

First Name: Enter First name of Principal/Director.

Father's Name: Enter Father's name of Principal/Director.

Mother's Name: Enter Mother's name of Principal/Director.

Date of Birth: Enter date of Birth

Cell Number: Enter valid 10 digits Cell Number.

STD code: Enter valid STD Code not more than 6 digits.

Land Phone Number: Enter Land phone Number of 5 to 10 digits.



Help Manual For AICTE Website

FAX number: Enter valid 10 digits FAX Number.

Email: Enter Valid Email Address of the Trustee Containing “@” and dot (.)
Ex: name@yahoo.com

PAN no. : Enter PAN Number.

Enter Educational Details:

Doctorate Degree: Enter details about Doctorate Degree.

Master Degree: Enter details about Master’s Degree.

Bachelor’s Degree: Enter details about Bachelor’s Degree.

Other Qualifications: Enter Details about any other relevant Qualifications.

International Certification If Any: Enter Details about International certifications if any.

Field of Specialization: Enter Field of Specialization.

Enter Profession details: Enter Your Professional Detail.

Date of joining the Institute: Enter Date of joining the Institute as Principal/Director.

Appointment Type: Select a value from the dropdown.

Exact Designation: Select a value from the dropdown.

Enter Work experience details: Enter Your Work Experience Detail.

Teaching Experience (Years): Enter Teaching experience in Years.

Research Experience (Years): Enter Research experience in Years.

Industry Experience (Years): Enter Industry experience (total work experience) in Years.

Enter other details: Enter any other Detail if you acquire.

Research Projects Guided – UG: Enter Number of UG Projects Guided.

Research Projects Guided - PG: Enter Number of PG Projects Guided.

Research Projects Guided – PhD: Enter Number of PhD Projects Guided.

Number of Books Published: Enter Number of books Published.

Papers Published - National Level: Enter No. of Papers Published at National Level.

Papers Published - International Level: Enter No. of Papers Published at International Level

Click on “Save” button to save the record.



Programme

Click on Programme Tab.

Enter all details related to the Programmes in the fields of the list.

Click on the “New” button to add Programmes.

The screenshot shows the AICTE website interface. The browser address bar displays <http://infva05506.vshodc.Intinfotech.com/start.swe>. The page title is "AICTE2 Program Details:". The navigation menu includes "Home", "Change Password", "Institute Information", "New/Extension Approval(11-12)", "Institute Details", and "New/Extension Approval". The "New/Extension Approval" dropdown menu is open, showing options like "Application Approval", "Check Processing Fee", and "Computational Facilities". The "Application-Header" form is visible, with fields for "Current Application Number", "Current Status", "Name of the institution", "Permanent Institute Id", "Sub Status", and "Academic Year". The "Programme" dropdown menu is also open, showing "MANAGEMENT" as the selected option. The "Add Program" button is highlighted.

Programme: Select the Programme to be added from the dropdown. Institute will not be allowed to select MCA Programme.

New/Existing Programme: Select whether the programme is new or existing to the Institution.

Instructional Area Housing/Building Details: Select “Exclusive Building” option if programme is:

ENGINEERING AND TECHNOLOGY or APPLIED ARTS AND CRAFTS or PHARMACY or HOTEL MANAGEMENT AND CATERING or ARCHITECTURE AND TOWN PLANNING.

“Use of FSI/FAR” is not allowed for the above programs.



Help Manual For AICTE Website

The screenshot displays the AICTE website interface. The browser address bar shows the URL: <http://infva05506.vshodc.Intinfotech.com/start.swe>. The website has a navigation menu with options like Home, Change Password, Institute Information, New/Extension Approval(11-12), and Institute Details. The main content area is titled 'Application- Header' and contains a form with fields for 'Current Application Number', 'Current Status', 'Name of the institution', 'Permanent Institute Id', and 'Academic Year'. A modal dialog box is open in the center, displaying a warning message: 'Use of FSI / FAR' is not allowed for 'ENGINEERING AND TECHNOLOGY'(SBL-EXL-00151)'. The dialog has an 'OK' button. The footer of the page contains the text: 'User Manual for Vocational Education (New Institutes) Lolita Post all your AICTE related queries to Helpdesk Email helpdesk@aicte-inida.org Post all your v 1 of 6'.

Note:

1. Values other than the one given in the dropdowns will not be accepted.
2. Programme cannot be duplicated.
3. Institute cannot have more than one new Programme.

The 'View all Programmes' Button on the Programs Tab, is for viewing all programs added for the institute.



Help Manual For AICTE Website

Courses (Shift 1 & 2)

Click ‘Courses (Shift 1 & 2)’ Tab

Enter all details related to the Courses in the fields of the list.

Click on “Add Courses” button to add courses.

S.No.	Course Unique Id	Programme	Affiliating University/Board	University/Board	Level of course	Department	Name of the Course	Shift
1	1-1347934374	MANAGEMENT	None		POST GRADUATE DIPLOMA	MANAGEMENT	POST GRADUATE DIPLOMA IN	1st Shift
2	1-1347934377	MANAGEMENT	None		POST GRADUATE DIPLOMA	MANAGEMENT	POST GRADUATE DIPLOMA IN	1st Shift
3	1-1347934381	MANAGEMENT	None		POST GRADUATE DIPLOMA	MANAGEMENT	POST GRADUATE DIPLOMA IN	1st Shift
4	1-1347934383	MANAGEMENT	Omanya University, Hyderabad	State	POST GRADUATE	MANAGEMENT	MASTERS IN BUSINESS ADMIN	1st Shift
5	1-1347934385	MANAGEMENT	None		POST GRADUATE DIPLOMA	MANAGEMENT	POST GRADUATE DIPLOMA IN	1st Shift
6	1-1347934387	MANAGEMENT	None		POST GRADUATE DIPLOMA	MANAGEMENT	POST GRADUATE DIPLOMA IN	2nd Shift
7	1-1347934389	MANAGEMENT	None		POST GRADUATE DIPLOMA	MANAGEMENT	POST GRADUATE DIPLOMA IN	1st Shift

Programme: Select the programme from the dropdown. (MCA Programme cannot be selected).

Affiliating Board: Select the Board Name form the dropdown.

Board Type: Automatically gets the type corresponding to the type of selected Board.

Level of course: Select the Level of the programme from the dropdown. (Only DIPLOMA, POST DIPLOMA, POST GRADUATE DIPLOMA, POST GRADUATE CERTIFCATE, FELLOWSHIP levels will be available for selection).

Department: Select the department of the course from the dropdown.

Name of the course: Select the name of the course from the dropdown.

NOTE: If any course name is not found, user has to call AICTE-HELP DESK.

Shift: Select the shift from the dropdown.

Approved Intake 14-15: Enter the Approved Intake for the academic year 14-15.

Course Duration (CD): Select duration of the course from the dropdown.

Year Started: Select starting year of the course from the dropdown.



Help Manual For AICTE Website

Full Time/Part Time: Select whether the course is Full Time or Part Time from the dropdown.

Accreditation Status: Select the accreditation status for the course from the dropdown.

Accreditation From: Enter the Accreditation From for the course.

Accreditation Till: Enter the Accreditation Till Date for the course.

(NOTE: For Course to be considered as Valid NBA Accredited, 'Accreditation Status' should be 'Accredited', 'Accreditation From' should be 'NBA' and 'Accreditation Till' date must be on or after '10th April,2015)

Accreditation Letter Date: Enter the Accreditation Letter Date for the course.

Accreditation Letter Reference Number: Enter the Accreditation Letter Reference Number for the course.

Approved Intake 13-14: Enter the Approved no. of students for the academic year 13-14.

Approved Intake 12-13: Enter the Approved no. of students for the academic year 12-13.

Approved Intake 11-12: Enter the Approved no. of students for the academic year 11-12.

Approved Intake 10-11: Enter the Approved no. of students for the academic year 10-11.

Intake Applied for 15-16: Enter the Applied no. of students for the academic year 15-16.

Application: Type of Course (set according to the Approved Intake 14-15 & Intake Applied for 15-16 values).

NRI: Select the NRI status for the course from the dropdown.

PIO: Select the PIO status for the course from the dropdown.

Annual Fees Approved for 14-15: Enter the annual approved for the previous academic year for that course.

Number of Faculty: Enter the number of faculty appointed for the previous academic year for that course.

State/Govt Recommendation: Select the State Government recommendation Status for the course from the dropdown.

Univ/Board Recommendation: Select the University recommendation Status for the course from the dropdown.

Course Type: Select the Course Type from the dropdown.



Help Manual For AICTE Website

Course Details

Menu | Save | Delete | Query

As a National Policy, if the Institute is applying for more than 1 New Course or more than 1 Increase in Division for a PG course in Computer Science/IT, AICTE requests you to add one of the following four courses at PG level as a 2nd option

I. CYBER SECURITY
II. INFORMATION TECHNOLOGY(INFORMATION AND CYBER WARFARE)
III. BIO METRICS & CYBER SECURITY
IV. CYBER FORENSICS AND INFORMATION SECURITY

Courses Unique Id: 1-1507025112

Course Details

Programme:* MANAGEMENT | Name of the Course:* MASTERS IN BUSINE | Full Time/Part Time:* FULL TIME
Affiliating University/Board:* Lalit Narayan Mithila | Level of the Course:* POST GRADUATE | Shift:* 1st Shift
University/Board Type: State | Department:* OTHER
Year Started:* 1991 | Course Duration:* 2

Accreditation Details

For any queries related to application and approval process please send email to approval-2014-queries@aicte-india.org For any Payment queries please send email to payment-2014-queries@aicte-india.org 1 of 2

The ‘**Validate Course**’ button on the Course Tab is for checking all the course with the validations as specified by AICTE. Please continue validating the courses till you see the message as “**Course validations**” done. No errors found.”

The ‘**View all Courses**’ button on the Courses Tab, is for viewing all courses added for the institute.



Student Count

Click on “Students Count” Tab.

Click on “New” button to Enter details of the Students Count per each course.

The screenshot shows the AICTE Siebel Partner Portal interface. The 'Students Count' tab is selected, and a table of courses is displayed. A blue arrow points to the 'New' button in the 'Students Count' section.

Programme	Affiliating University/Board	University/Board	Level of course	Department	Name of the Course	Shift	Foreign Collaborati
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State		DIPLOMA	ELECTRONICS AND	ELECTRONICS & COMMUNICA	1st Shift	N
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State		DIPLOMA	CIVIL ENGINEERING	CIVIL ENGINEERING	1st Shift	N
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State		DIPLOMA	MECHANICAL ENGIN	MECHANICAL ENGINEERING (f	1st Shift	N
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State		DIPLOMA	MECHANICAL ENGIN	MECHANICAL ENGINEERING (u	1st Shift	N
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State		DIPLOMA	ELECTRICAL ENGIN	ELECTRICAL ENGINEERING	1st Shift	N

Students Count | Menu | New | Delete | Save | Please Enter Student Count For Each Course

Programme	Name of the Cour	Level of Course	Shift	Academic Year	No of 1st Yr Stud	No of 2nd Yr Stud	No of 3rd Yr Stud	No of 4th Yr Stud	No of 5th Yr Stud	No of 6th Yr Stud	No of 7th Yr Stud
ENGINEERING AND	ELECTRONICS & CO DIPLOMA		1st Shift	2014-2015	57	9	11				

Programme: System generates the value for Programme value.

Name of the course: System generates the value for the Name of the course.

Level of Course: System generates the value for level of course.

Shift: System generates the value for the Shift.

Academic Year: Select the values from the drop down, values are



Help Manual For AICTE Website

Students Count:

Home Change Password Student Details CII Questionnaire Solar Panel Installation Details **New/Extension Approval**

Application Approval

Programme	Name of the Course	Level of Course	Shift	Academic Year	No of 1st Yr Stud	No of 2nd Yr Stud	No of 3rd Yr Stud	No of 4th Yr Stud	No of 5th Yr Stud
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State	DIPLOMA		2009-2010	50				
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State	DIPLOMA		2013-2014					
ENGINEERING AND TECHNOLOGY	Directorate Of Technical Education, Srinagar(State	DIPLOMA		2008-2009	30				
				2009-2010		50			
				2010-2011	30	41	50		
				2011-2012					
				2012-2013	52	33	47		
				2013-2014	14	11	37		
				2014-2015					
				2014-2015	57	9	11		

Students Count Menu New Delete Save Please Enter Student Count For Each Course 1 - 7 of 7

For any queries related to application and approval 1 of 2

No of 1st Year Students: Enter the 1st Year Students Count

No of 2nd Year Students: Enter the 2nd Year Students Count

No of 3rd Year Students: Enter the 3rd Year Students Count

No of 4th Year Students: Enter the 4th Year Students Count

No of 5th Year Students: Enter the 5th Year Students Count

No of 6th Year Students: Enter the 6th Year Students Count

No of 7th Year Students: Enter the 7th Year Students Count.



Faculty

Click on “Faculty-Institute” Tab.

Click on “New” button to Enter details of the faculty.

The screenshot shows the AICTE Faculty Details form. The top navigation bar includes links for Home, Change Password, New/Extension Approval(13-14), Admin Screen, New College Application, Extension Approval, and New/Extension Approval. The main content area has a red header with the text "Faculty Educational Details is Mandatory against each Faculty:". Below this is a form with the following fields:

Faculty Unique ID:	1-2190649103		
Personal Details			
Title*:	Miss	Address Line 1*:	GJ
Last Name*:	TEST1	Address Line 2:	fjg
First Name*:	TEST1	Postal Code*:	123456
Middle Name:	TEST1	City/Village*:	
Gender*:	Female	State*:	Andhra Pradesh
Father's Name*:	GSD	District*:	
Mother's Name*:	S	STD Code:	
Date of Birth*:	18/04/2013	LandLine #:	
Current Age:	1	MobilePhone #:	
Religion*:	Hindu	Fax Phone #:	

Faculty Unique ID: System Generates a Unique id for the faculty.

Left the Institute: Click this check box if the faculty left Institute.

Faculty Relieved Date: Enter Date when faculty left the institute.

Enter Personal Details: Enter Your Personal Detail.

Title: Select title from the values given.

Surname: Enter Surname of the faculty.

First Name: Enter First name of the faculty.

Middle Name: Enter Middle name of the faculty.

Gender: Select Gender from the Dropdown.

Father's Name: Enter father's name of the faculty.

Mother's Name: Enter Mother's name of the faculty.

Address Line 1/Address Line 2: Enter Address.

Postal Code: Enter 6 digit postal Code.

City/Village: Enter City/ Village of the faculty.



Help Manual For AICTE Website

State: Select State from the options.

Religion: Select Religion from the options.

Caste: Select Caste from the options.

Left the Institute: Check the box if faculty leaves the institute.

Faculty Relieved Date: Enter the date when the faculty was relieved from job from the institute.

Date of Birth: Enter date of birth of the faculty.

PAN: Enter Valid PAN Number.

STD Code: Enter Valid STD Code not more than 6 digits.

Land Line #: Enter Landline Number between 5 to 10 digits.

Mobile Phone #: Enter Valid 10 digit Mobile Phone Number of Faculty.

Email Address: Enter Valid Email Address.

Fax Phone #: Enter 5 to 10 digits FAX Number.

Enter details related to the profession.

Exact Designation: Select appropriate Designation of the faculty.

Appointment Type: Select a Value from the Dropdown.

Values are:

1. Regular
2. Adhoc
3. Contract
4. Visiting

Programme: Select programme from the options.

Course: Select a course from the options after selecting a program.

Appointment FT/PT: Select Appropriate Option from the Dropdown FT/PT.

Faculty Type: Select a value from the options.

1. UG
2. PG
3. Diploma

Salary Mode: Select a Value from the Dropdown. Values are:

1. Cash: If salary to be taken in Cash.
2. Cheque: If salary to be taken as Cheque.



Help Manual For AICTE Website

3. Credit to Bank Account: If Salary to be Credited to Faculty's Bank Account .

Date of Joining: Enter Date of joining as faculty.

Gross Pay per month: Enter Gross pay per month in Rupees.

Pay Scale: Select a Value from the Dropdown.

1. Vth Payscale.
2. VIth Payscale.
3. Consolidated.

PF Number: Enter PF Number.

Basic Pay: Enter Basic Pay of Faculty in Rupees.

DA %: Enter DA% of Faculty in Rupees.

HRA in Rs: Enter House rent allowances of faculty in Rupees.

Other Allowances in Rs: Enter other allowances of faculty in Rupees.

Enter educational details: Enter Details about your Education.

Doctorate Degree: Enter Details about Doctorate Degree.

PG Degree: Enter Details about Post Graduate Degree.

UG Degree: Enter details about bachelor's Degree.

Other Qualification: Enter details about any other Relevant Qualifications.

Area of Specialization: Enter Area of Specialization of faculty.

Enter work experience details: Enter the Details of your work experience.

Teaching Experience in Years: Enter teaching experience in Years.

Total Work Experience in Years: Enter Total Work Experience in Years.

Research Experience in Years: Enter Research Experience in Years.

Enter other details: Enter any other Details if you acquire.

Bank Account Number: Enter Bank Account Number.

Bank Name: Enter Bank Name.

Bank Branch Name: Enter Bank Branch Name.

IFSC Code: Enter IFSC Code of the Bank.



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National publications: Enter Number of National Publications.\

Patents: Enter Number of Patents.

No. of PG Projects Guided: Enter No. of PG Projects Guided.

No. of Doctorate Students Guided: Enter Number of Doctorate Students Guided.

International publications: Enter Number of International Publications.

No of books Published: Enter Number of Books Published.

Is physically handicapped: Check in this if Faculty is physically handicapped.

FY/Common Subject Teacher: Click it if faculty is first year or common subject teacher. This is a Read Only field if courses are selected in the course field.

FY/Common Subject: Make sure to select a value once above check box is clicked. Select a value from the options.

1. Physics
2. Computer science
3. Electrical
4. Electronics
5. Mathematics

1. Would you like to work as Expert Member on various committees of AICTE? :

Check in this if Yes.

2. Did you ever applied to AICTE for any grants/assistance? :

Click it if is Yes.

Click on “Save” button to save the record.

Note: Faculty Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute click in “**Left the Institute**” check box.

Left the Institute: Click this check box if the faculty left Institute.

Faculty Relieved Date: Enter Date when faculty left the Institute.

Faculty Rejoining Date: Enter date when faculty rejoined the Institute.

Aadhaar Card (UID): Enter the valid 12 digit Aadhaar card number.

Enrollment Id (EID): Enter valid 28 digit Enrollment Id.



Help Manual For AICTE Website

Is Duplicate	Faculty Unique ID	Left the Institute	Faculty Relieved	Title	Gender	Father's Name	Mother's Name	Address Line		
N	1-2236470952			Dr.	Female	RAMESH	K KUMAR	SURYA RE		
N	1-42401			Dr.	Male	LATE NAGA	MANEMMA	PLOT NO.		
N	1-4240			Mr.	Male	ANNA PUN	UNARNA KJ	FLAT NO.		
N	1-4240			Dr.	Male	V. ANAND	YABHAMA	FLAT NO.		
N	1-4240			Mr.	Male	A S	KALAYANA KUMAR	SWAMP	ARI	DF2-104
N	1-42			Dr.	Male	ABUGARI	R RAJ	RAMA S	WARAMMA	H.NO.2-1
N	1-4246	13/7/2012		Dr.	Male	ACHANT	RAVI PR	A.S.PRAE	A LAKSHMI	H.NO:1-8
N	1-4240			Dr.	Male	YADI	AN KUMAR	A.VESWAN	JAPURNA	PLOT NO:
N	1-42407			Dr.	Female	BHARU	SAJ SAI	B.S.SESHA	HEELA RANI	SWATI RE
N	1-42431	3/9/2012		Dr.	Male	CHALLA	THARAMAYYA	C V RAMAN	MANAMMA	FLAT NO :

The “**Import Faculty Data**” button on the Faculty Tab, is for importing data from Microsoft Office Excel Sheet to the Application, on a button click.

But the rules for entering data should be followed in the sheet itself, or else it will abort the importing action.

Enter the Faculty Educational Details.

Click on the “**New**” button to enter Faculty Educational Details.



Help Manual For AICTE Website

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File Edit View Query Tools Help

AICTE New Application: > AICTE Faculty Details:

Home Change Password Student Details CII Questionnaire Solar Panel Installation Details New/Extension Approval

Application Approval

N	1-2306191542	Mr.	GAHLOUT	ACHAL	KUMAR	Male
N	1-2310468542	Mr.	SADFI	AFZAL		Male
N	1-2310468548	Mr.	VERMA	ANUJ		Male

New Edit Delete Save

Faculty Educational Details Menu New Delete Save 1 - 2 of 2

Qualification	Year of Passing	University	Institute	% Marks	Mode Regular/Di	Area of Specials: Projects guided
Bachelor	2011	H.N.B.G.U.	DHANAURI DEGREE	60	Regular	PHYSICS
Masters	2013	GURUKUL KANGRI U KGM HARIDWAR		62	Regular	PHYSICS

Qualification: Select a Value from the Options

1. Post Doc
2. PhD
3. Masters
4. Bachelor
5. Diploma
6. Other

Year Passed: Select the Year of Pass out of faculty for respective Qualification from the drop down.

University: Enter the University in which the Faculty has got qualified.

Institute: Enter the Institute in which Faculty got qualified.

CGPA %: Enter the CGPA Percentage of Faculty.

Regular/Distance: Select either Regular or Distance from the drop down.

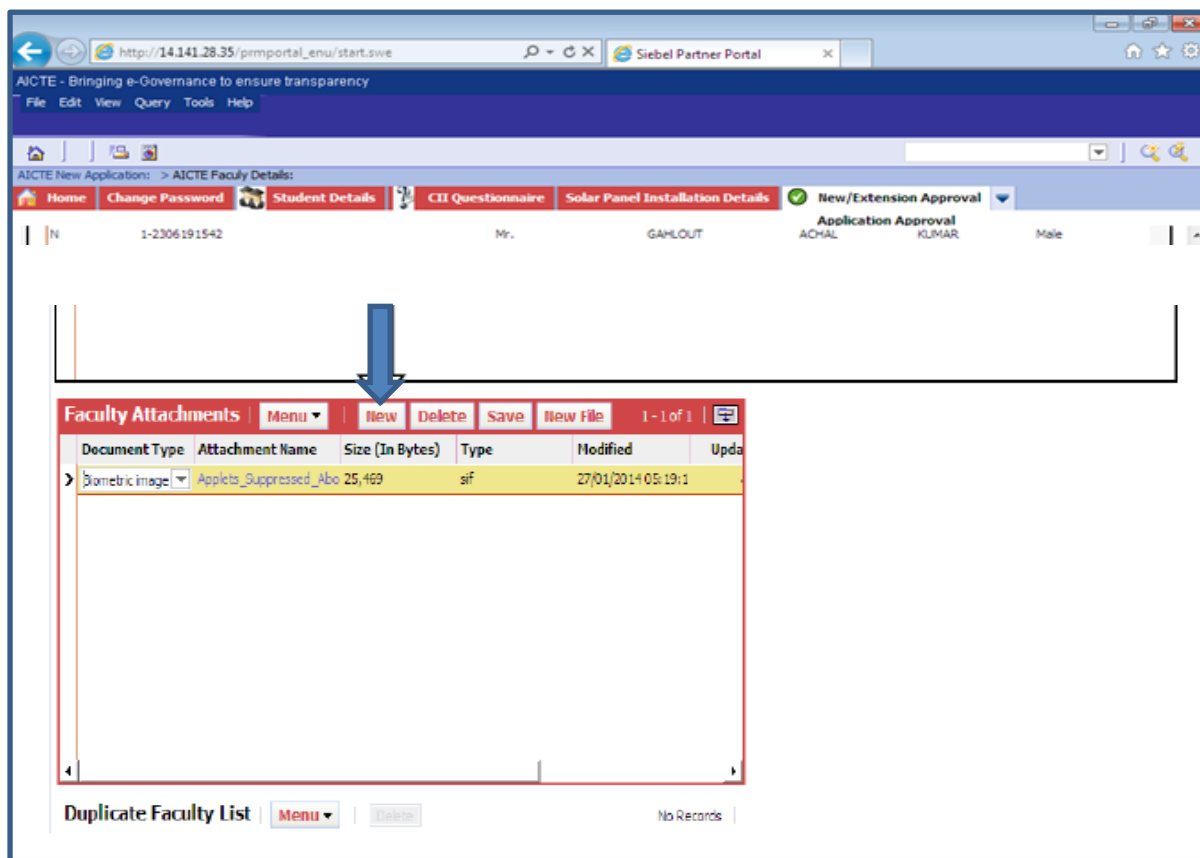
Specialisation: Enter the specialisation.

Attach the Faculty Attachments.



Help Manual For AICTE Website

Click on the “New” or “New File” button to attach the documents of Faculty.



Document Type: Select the Document Type from the drop down.

1. Biometric image of right thumb
2. Passport size Photograph

Attachment Name: Browse the attachment of Document Type from the Desktop.

Size (In Bytes): Size of the browsed file is automatically populated.

Type: Type of the browsed file is automatically populated.

Modified: Last modified Date and Time of the browsed file is automatically populated.

Update File: Automatically checked.

Comments: Enter the comments if necessary.

Faculty Repeat the procedure (Attach the Faculty Attachments) to add all the attachments for the Specified.

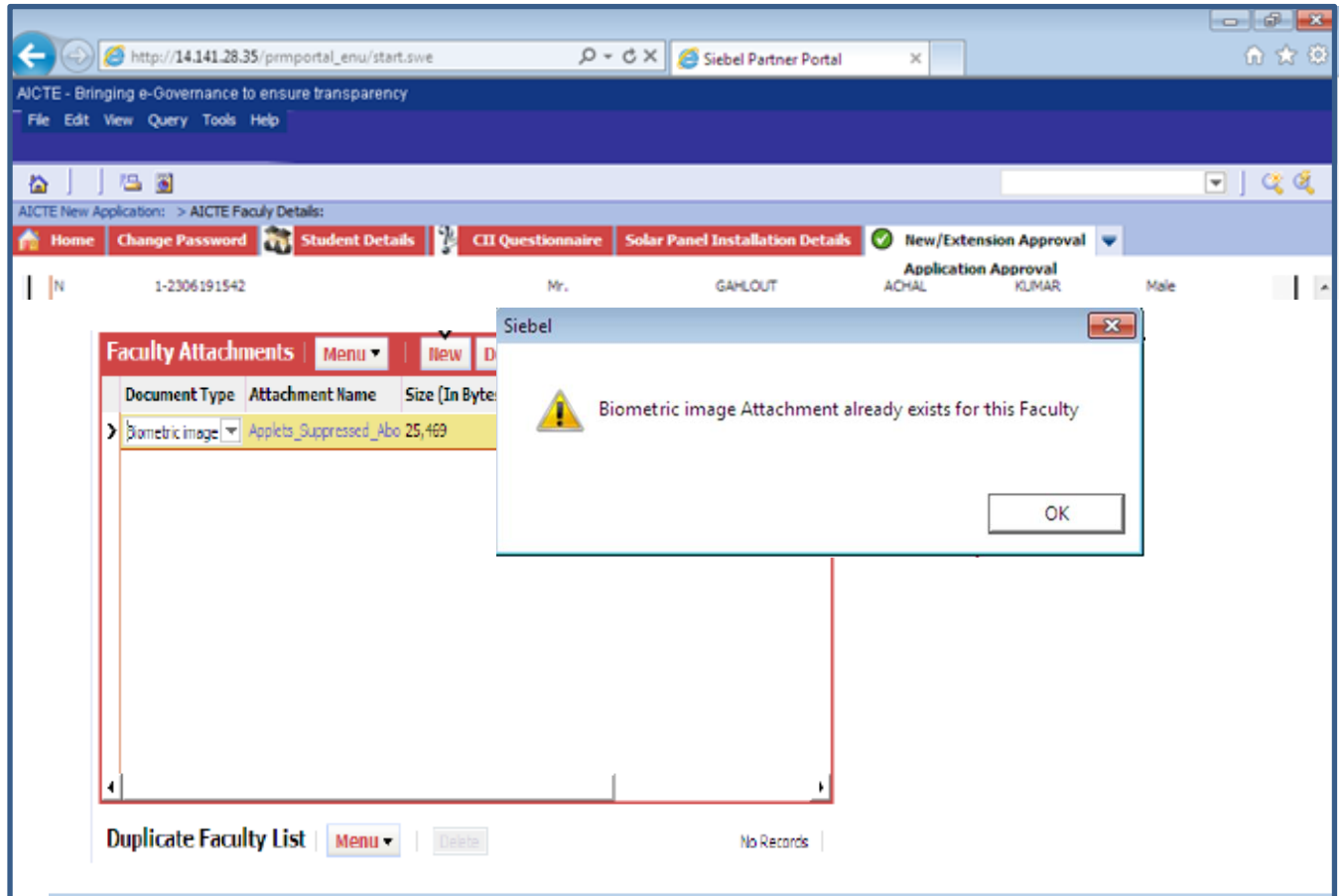
Repeat the procedure for all the faculties available in your institute.



Help Manual For AICTE Website

Note: Each Faculty should have only one” **Biometric image of right thumb**” and “**Passport size Photograph**”.

Following error is thrown if you try to attach the same type of document to the same faculty again.



If you want to change the document attached then you can delete the existing document by clicking on “**Delete**” button and add new one.



Instructional Area

Click on “**Instructional Area**” to add Instructional Area details.

To add a record, click “**Add button**” .

In this form, please Enter one room information per row.

Program: Select a Program from the Dropdown.

Level : Only DIPLOMA, POST DIPLOMA, POST GRADUATE DIPLOMA, POST GRADUATE CERTIFICATE, FELLOWSHIP levels will be available for selection.

Room Type: Select a value from the Dropdown depending on the room type.

Room Id/Name: Enter room number.

Area of Room in Sqm: Enter area of room in Sqm not more than 7 digits in it.

Building Name: Enter Building Name.

Building Number: Enter Building Number.



Help Manual For AICTE Website

Readiness of flooring: Select a value from the options either Ready or Not Ready.

Readiness of Wall & Painting: Select a value from the options.

Readiness of Electrification & Lighting: Select a value from the options.

Readiness of Furniture/Fixtures: Select a value from the options.

Air Conditioning: Select a value from the options.

Click “**save**” button to save the record.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.
3. Before adding record in Instructional Area please ensure that the particular program is added in courses tab.



Instructional Area – Common Facilities

Click on “Instructional Area – Common facilities”.

To add a record Click “Add” button.

The screenshot displays the AICTE website interface for the 'Instructional Area - Common Facilities' section. The top navigation bar includes links like Home, Change Password, New/Extension Approval(13-14), Admin Screen, New College Application, Extension Approval, and New/Extension Approval. The main content area features a grid of menu items such as Land Details, Faculty Details, Other Facilities, JFDR Details, Operational Funds, Inst.Area-Comm. Fac. OMBUDSMAN\Grievance Details, Building Details, Laboratory Details, Technical Staff, Financial Details, Admin & Library Staff, View Upload by RO, Grants Received, Anti-Ragging, Library Book, Solar Photovoltaic Details, Circulation Area, Payments, Check Processing Fee, and Computational Facilities. Below this is the 'Application- Header' section with a form containing fields for Current Application Number (1-2446605711), Permanent Institute Id (1-2059775821), Overall Deficiency (Y), Current Status (Submitted to RO), Sub Status, Name of the institution (TEST), and Academic Year (2015-2016). A table below the form is titled 'Instructional Area - Common Facilities' and has columns for Room Type, Room Id/Name, Area of room in Sqm, Readiness of flooring, Readiness of Wall & Painting, and Readiness of Electrification & Lighting. The table currently displays 'No Records'. The bottom of the page shows a status bar with 'Done', 'Trusted sites | Protected Mode: Off', and '100%' zoom level.

Room Type: Select a value from the Dropdown depending on the room type.

Room Id/Name: Enter room number.

Area of Room in Sqm: Enter area of room in Sqm not more than 7 digits in it.

Readiness of flooring: Select a value from the options either Ready or Not Ready.

Readiness of Wall & Painting: Select a value from the options.

Readiness of Electrification & Lighting: Select a value from the options.

Readiness of Furniture/Fixtures: Select a value from the options.



Air Conditioning: Select a value from the options.

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Administrative Area

Click on “Administrative Area” and to add a record Click “Add” button

In this form, please Enter one room information per row.

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File Edit View Query Tools Help

AICTE Administrative Area:

Home Change Password Student Details CII Questionnaire Solar Panel Installation Details New/Extension Approval

Attachments (Video/Images)

Application- Header

Menu

Current Application Number: 1-240281 Current Status: New Name of the institution: UTTA (TECHNIC)

Permanent Institute Id: 1-44212 Sub Status: Academic Year: 2015-2016

Overall Deficiency (/M):

Institute Details Print EOA 2014-15 Operational Status Company/Industry Details Calculate Deficiency Print EOA 2011-12 Administrative Area

Menu Add Delete Save

Room Id/Name	Room Type	Area of room in Sqm	Building Name	Building Number	Readiness of flooring	Readiness of Wall & Painting
BR-1	Board Room	20			Ready	Ready
CST	Central Store	40			Ready	Ready
DOCIV	Department Office	20			Ready	Ready
DOELT	Department Office	20			Ready	Ready
DOELX	Department Office	20			Ready	Ready
DOMAU	Department Office	20			Ready	Ready
DOMPR	Department Office	20			Ready	Ready
ECO	Exam Control Office	40			Ready	Ready
HCIV	Cabin for Head of Di	10			Ready	Ready
HELT	Cabin for Head of Di	10			Ready	Ready

For any queries related to application and approval process please send email to approval-2014-queries@aicte-india.org For any Payment queries please send email to na...

Room Type: Select a value from the Dropdown depending on the room type.

Room Id/name: Enter room number containing not more than 6 alpha numeric characters.

Area of Room in Sqm: Enter area of room in Sqm not more than 7 digits in it.

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Readiness of flooring: Select a value from the dropdown either Ready or Not Ready

Readiness of Wall & Painting: Select a value from the dropdown.

Readiness of Electricity: Select a value from the dropdown.

Readiness of Furniture/Fixtures: Select a value from the dropdown.



Air Conditioning: Select a value from the dropdown.

Click “**save**” button to save the record.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Amenities Area

Click on “Amenities Area” and to add a record Click “Add” button.

In this form, please Enter one room information per row.

The screenshot displays the AICTE Amenities Area web application. At the top, there is a navigation bar with options like Home, Change Password, Student Details, CII Questionnaire, Solar Panel Installation Details, and New/Extension Approval. Below this is the 'Application-Header' section with fields for Current Application Number (1-2402), Current Status (New), Name of the institution (UT), Permanent Institute Id (1-442128), Sub Status, and Academic Year (2015-16). A blue arrow points to the 'Amenities Area' tab in the navigation bar. Below the tab, there is a table with the following data:

Room Id/Name	Room Type	Area of room in sqm	Building Name	Building Number	Readiness of flooring	Readiness of Wall
BCR	Boys Common Room	120			Ready	Ready
CAFE	Cafeteria	150			Ready	Ready
FAID	First aid cum Sick Ro	10			Ready	Ready
GCR	Girls Common Room	100			Ready	Ready
SAC	Student activity / GK	140			Ready	Ready
STS	Stationery Store	20			Ready	Ready
WROOM	Toilet	360			Ready	Ready

Room Type: Select a value from the Dropdown depending on the room type.

Room Id/name: Enter room number.

Area of Room in Sqm: Enter area of room in Sqm.

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Readiness of flooring: Select a value from the options either Ready or Not Ready.

Readiness of Wall & Painting: Select a value from the options.

Readiness of Electricity: Select a value from options.

Readiness of Furniture/Fixtures: Select a value from the options.

Air Conditioning: Select a value from the options.

Click “save” button to save the record.

Note:-



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1. Building Name is a required Field.
2. Building Number is a required Field.



Other Facilities

Click on “**Other Facilities**” to add details about Facilities in the Institute and to add a record Click “**Add**” button.

Only One Record is allowed in Other Facilities.

The screenshot shows the AICTE website interface. At the top, there is a navigation bar with options like Home, Change Password, Student Details, CII Questionnaire, Solar Panel Installation Details, and New/Extension Approval. Below this is the 'Application- Header' section with the following fields:

Current Application Number*	1-2402	Current Status*	New	Name of the institution*	UTTAF :CHNIC
Permanent Institute Id:	1-4421	Sub Status:		Academic Year*	2015-2016
Overall Deficiency (Y/N):					

Below the header is a section for 'Details of Other Facilities' with the following fields:

Potable Water Supply:	Y	Backup Electric Supply:	Y	Barrier free Environment:	Y	CCTV Security:	N
Electric Supply:	Y	General Insurance:	Y	All Weather Approach(Motorised Road):	Y	ERP Software:	N
Institution Web Site:	Y	Insurance for Students:	Y	Group Insurance:	Y	First Aid:	Y
Notice Boards:	Y	Public Announcement System:	Y	Medical & Counseling:	Y	Sewage Disposal System:	Y
Post & Banking/ATM:	N	Projectors in Classrooms:	Y	Safety Provisions:	Y	Vehicle Parking:	Y
Staff Quarters:	N	Telephone & FAX:	Y	Transport Facility:	Y	Language laboratory (Minimum 25 PCs up to total intake of 1000. Further additional 25 PCs per intake of 1000):	Y

Potable Water Supply: Click if this Facility is available.

Electric Supply: Click if this Facility is available.

Institution Web Site: Click if this Facility is available.

Notice Boards: Click if this Facility is available.

Post & Banking/ATM: Click if this Facility is available.

Staff Quarters: Click if this Facility is available.

Backup Electric Supply: Click if this Facility is available.

General Insurance: Click if this Facility is available.

Insurance for Students: Click if this Facility is available.

Public Announcement System: Click if this Facility is available.



Help Manual For AICTE Website

Projectors in Classrooms: Click if this Facility is available.

Telephone & FAX: Click if this Facility is available.

Barrier free Environment: Click if this Facility is available.

All Weather Approach (Motorised Road): Click if this Facility is available.

Group Insurance: Click if this Facility is available.

Medical & Counselling: Click if this Facility is available.

Safety Provisions: Click if this Facility is available.

Transport Facility: Click if this Facility is available.

CCTV Security: Click if this Facility is available.

ERP Software: Click if this Facility is available.

First Aid: Click if this Facility is available.

Sewage Disposal System: Click if this Facility is available.

Vehicle Parking: Click if this Facility is available.

Language Laboratory (Minimum 25 PCs up to total intake of 1000. Further additional 25 PCs per intake Of 1000): Click if this Facility is available.

Click “**Save**” to save the record.



Laboratory Details

Click on “**Laboratory details**” to add details about Lab Facilities in the Institute and to add a record Click “**Add**” button.

Programme	Department	Course	Level	Yearly budget – Equipments	Yearly budget – Consumables	Name of the Laboratory
ENGINEERING AND	ELECTRONICS AND	ELECTRONICS AND	DIPLOMA	50000	20000	ANALOG ELECTRONICS LA
ENGINEERING AND	MECHANICAL ENGI	MECHANICAL ENGI	DIPLOMA	50000	20000	AUTO ELECTRICAL & ELEC
ENGINEERING AND	MECHANICAL ENGI	MECHANICAL ENGI	DIPLOMA	50000	20000	AUTO ENGINE LAB
ENGINEERING AND	MECHANICAL ENGI	MECHANICAL ENGI	DIPLOMA	25000	10000	AUTOMOBILE PROJECT LA
ENGINEERING AND	MECHANICAL ENGI	MECHANICAL ENGI	DIPLOMA	50000	20000	AUTOMOBILE WORKSHOP
ENGINEERING AND	ELECTRICAL ENGI	ELECTRICAL ENGI	DIPLOMA	50000	20000	BASIC ELECTRICAL ENGG I
ENGINEERING AND	MECHANICAL ENGI	MECHANICAL ENGI	DIPLOMA	50000	20000	AUTOMOBILE WORKSHOP
ENGINEERING AND	MECHANICAL ENGI	MECHANICAL ENGI	DIPLOMA	50000	20000	CHASSES BODY & TRANSM
ENGINEERING AND	FIRST YEAR/OTHER	FIRST YEAR/OTHER	DIPLOMA	20000	50000	CHEMISTRY LAB
ENGINEERING AND	ELECTRONICS AND	ELECTRONICS AND	DIPLOMA	20000	20000	COMMUNICATIONS LAB

Program: Select a Program from the Dropdown.

Level: Only DIPLOMA, POST DIPLOMA, POST GRADUATE DIPLOMA, POST GRADUATE CERTIFICATE, FELLOWSHIP levels are available for selection.

Department: After Program is Selected Corresponding departments are available here. Select a department.

Course: After Program is Selected Corresponding courses will be available here. Select a Course.

Level: Select level from the options

Yearly Budget-Equipment's: Enter yearly budget Equipment's. Value should not contain more than 10 digits

Yearly Budget-consumables: Enter yearly budget consumables. Value should not contain more than 10 digits.

Is it Research lab for PG course? : Click in it if “Yes”.

Name of the Laboratory: Enter Name of the Lab.



Help Manual For AICTE Website

Lab / Major Equipment's: Enter Details about Lab Equipment's.

Investment till Date: Enter Investment on Lab till date. Value should not contain more than 10 digits.

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Click “**save**” button to save the record or go to Menu button for save record option.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Library Books

Click on “**Library Books**” to Add details about library Books in the Institute Click “**Add**” button.

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File Edit View Query Tools Help

AICTE Library Books:

Home Change Password New/Extension Approval(13-14) Admin Screen New College Application Extension Approval New/Extension Approval Application Approval

Land Details Faculty Details Other Facilities JFDR Details Operational Funds Inst.Area-Comm. Fac. OMBUDSHAN\Grievance Details
Building Details Laboratory Details Technical Staff Financial Details Admin & Library Staff View Upload by RO Grants Received
Anti-Ragging Library Book Solar Photovoltaic Details Circulation Area Payments Check Processing Fee Computational Facilities
Attachments (Video/Images)

Application- Header *TO VIEW 12-13/13-14/14-15 APPLICATION(CLICK HERE -->) 1 of 1

Menu

Current Application Number:* 1-2446605711 Current Status:* New Name of the institution:* TEST
Permanent Institute Id: 1-2059775821 Sub Status: Academic Year:* 2015-2016
Overall Deficiency(Y/N): Y

Institute Details Print EOA for Dual Degree Courses 14-15 Print EOA for Integrated Courses 14-15 Print LOA for Dual Degree Courses 14-15 Library Books

Menu Add Delete Save 1 - 1 of 1

Programme	Number of Titles	Number of Volumes	Number of National Journals	Number of International Journals	Number of eBook Titles	Number of eBook Volumes
ENGINEERING	8	300	8	8	0	200

Student Details, Admin & Library Staff details and Technical Staff details is disabled 1 of 1

Done Trusted sites | Protected Mode: Off 100%

Program: Select a Program from the Dropdown.

Number of Titles: Enter Number of Titles.

Number of Volumes: Enter Number of volumes.

Number of National Journals: Enter Number of National Journals.

Number of International Journals: Enter Number of International Journals.

Number of eBook Titles: Enter Number of eBook Titles.

Number of eBook Volumes: Enter Number of eBook Volumes

eJournals: Check it if e journals are available.

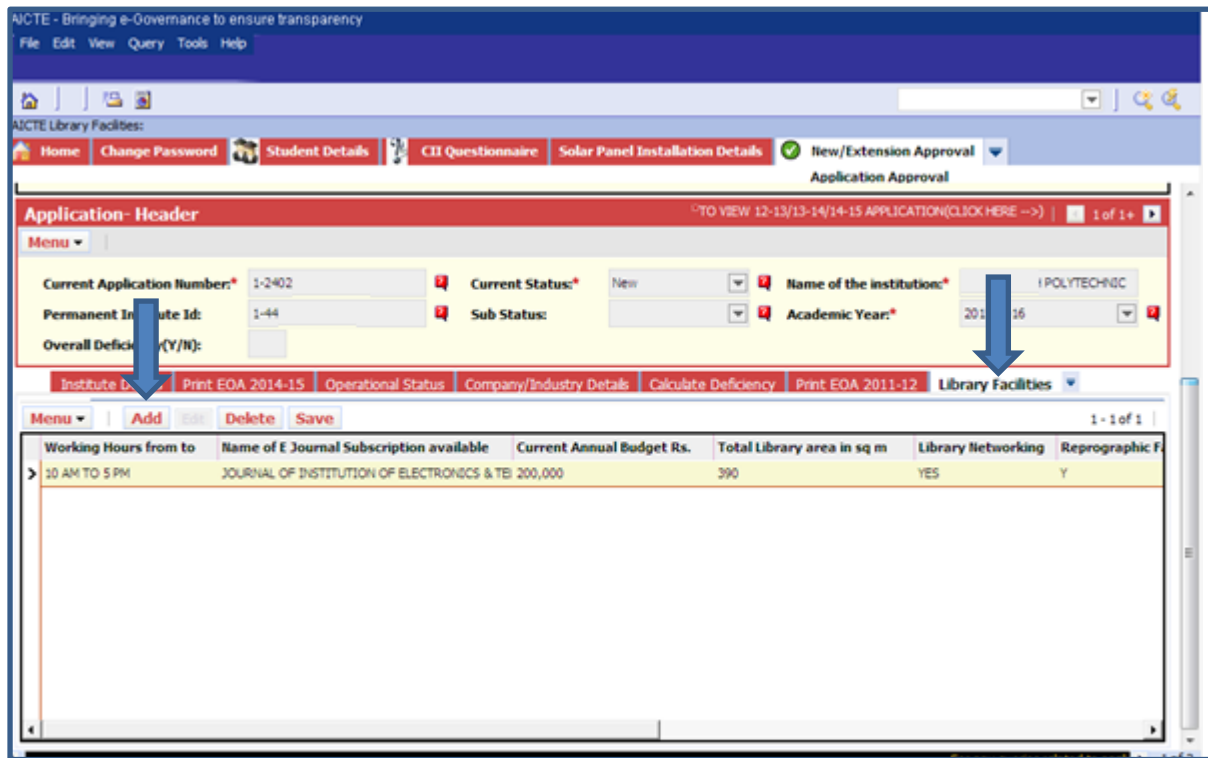
Click “**save**” button to save the record or go to Menu button for save record option.



Library Facilities

Click on “**Library Facilities**” to add details about library Facilities in the Institute Click “**Add**” button.

Only 1 row can be added.



Working Hours from to: Enter working timings of the Library.

Name of E Journal Subscription available: Enter Name of e Journal Subscription available.

Current annual budget Rs: Enter Current annual Budget in rupees for Library.

Total Library area in Sqm: Enter total library area in Square meters

Library Networking:

Reprographic Facility: Click it if “yes”.

No. of Multimedia PC’s: Enter Number of multimedia Pc’s available in the library.

Reading Room seating capacity: Enter Reading room seating capacity. Value shouldn’t be more than 999.

Bar Code or RF Tab Book Handling?: Select a value from the drop down list.

Library Management Software?: Select value from the drop down list.

Click “**save**” button to save the record.



Computational Facilities

Click on “**computational Facilities**” to Add details about Computational facilities in the Institute

Click “**Add Details**” button

Only 1 record can be added

The screenshot displays the AICTE Computational Facilities web application. The top navigation bar includes links for Home, Change Password, Student Details, CII Questionnaire, Solar Panel Installation Details, and New/Extension Approval. The main menu lists various categories such as Land Details, Faculty Details, Other Facilities, JFDR Details, Operational Funds, Inst.Area- Comm. Fac., OMBUDSMAN/Grievance Details, Building Details, Laboratory Details, Technical Staff, Financial Details, Admin & Library Staff, View Upload by RO, Grants Received, Anti-Ragging, Library Book, AQIS History, Circulation Area, Payments, Check Processing Fee, and Computational Facilities. The 'Computational Facilities' section is active, showing an 'Add Details' button. Below this, the 'Application-Header' section contains fields for 'Current Application Number' (1-240), 'Current Status' (New), 'Name of the institution' (DYTECH-00), 'Permanent Institute Id' (1-442), 'Sub Status', and 'Academic Year' (2015-16). The 'Computational Facilities' section includes fields for 'PC exclusively available to students' (160), 'Internet Bandwidth in Mbps' (2), 'PCs available in Library', 'Internet Contention ratio' (1:1), 'PCs available in Administrative Office', 'Printers available to student' (16), 'PCs available to Faculty Members', 'Number of Legal System software' (3), 'Number of PCs in language lab', and 'Number of Legal Application software' (20). A blue arrow points to the 'Add Details' button.

PC’s exclusively available to students: Enter Number of PC’s available for Students use.

PCs available in library: Enter number of PCs available in library.

PCs available in Administrative Office: Enter number of PCs available in Administrative Office.

PCs available to Faculty Member: Enter number of PCs available to Faculty members.

Number of PCs in Language lab: Enter number of PCs available in Language lab.

Internet Bandwidth in Mbps: Enter Internet Bandwidth in Mbps.

Internet Contention Ratio: Enter Internet Contention Ration from the Dropdown.

Printers available to students: Enter Number of Printers available for use.



Help Manual For AICTE Website

Number of Legal System software: Enter number of Legal System Software.

Number of Legal application software: Enter number of Legal application software.

Click “**save**” button to save the record and “**Delete**” button for deleting record.



Technical Staff

Click on “**Technical Staff**” to Add details about Technical Staff of the Institute.

Click “**Add**” button to add details about Technical staff.

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File Edit View Query Tools Help

AICTE New Application: > AICTE Faculty Details: > Instructional Area: > Instructional Area - Common Facilities: > AICTE Technical Staff Details:

Home Change Password New/Extension Approval(13-14) Admin Screen New College Application Extension Approval New/Extension Approval

Application Approval

Application-Header TO VIEW 12-13/13-14/14-15 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Application Number:* 1-2446605711 Current Status:* Submitted to RO Name of the institution:* TEST

Permanent Institute Id: 1-2059775821 Sub Status: Academic Year:* 2015-2016

Overall Deficiency(Y/N): Y

Institute Details Print EOA for Dual Degree Courses 14-15 Print EOA for Integrated Courses 14-15 Print LOA for Dual Degree Courses 14-15 Technical Staff

Menu Add Delete Save Import Technical Staff Data No Records

Is Duplicate	Title	First Name	Middle Name	Surname	Mother's Name	Father's Name	Address Line 1	Address Line 2	City / Village
--------------	-------	------------	-------------	---------	---------------	---------------	----------------	----------------	----------------

Technical Staff Attachments Menu New Delete Save New File No Records

Document Type	Attachment Name	Size (In Bytes)	Type	Modified	Update File	Comments
---------------	-----------------	-----------------	------	----------	-------------	----------

1 of 3

Trusted sites | Protected Mode: Off 100%

Title: Select Title from the options.

Surname: Enter Surname of the technical staff.

First Name: Enter First Name of the technical staff.

Middle Name: Enter Middle Name of the technical staff.

Father's Name: Enter Father's name.

Mother's Name: Enter the Mother's name.

Address line 1/Address Line 2: Enter Address.

City/Village: Enter name of City/Village.

State/UT: Select State/UT from the Dropdown Values.



Help Manual For AICTE Website

Postal Code: Enter 6 Digit Pin code.

Res Phone: Enter 5 to 8 digit Residence Phone no.

Mobile Phone #: Enter 10 Mobile no.

Date of Birth: Enter date of Birth.

Program: Select a Program from the Dropdown.

Course: After Program is Selected Corresponding courses will be available in courses dropdown. Select a Course.

Department: After Program is Selected Corresponding departments are seen. Select department.

Level: select level from the values.

PhD: Enter Doctorate degree

Master Degree: Enter Master's Degree

Bachelor Degree: Enter Bachelor's Degree

Diploma: Enter Diploma Degree

Other: Enter Other Degree

Exact Designation: Select Exact Designation from a given dropdown

Appointment type: Select Appointment Type from a given dropdown

Date of joining the Institute: Enter Date of joining the Institute as Staff.

Position: Enter Position

PF Number: Enter PF Number of the Technical Staff

Salary Type: Enter salary type

Salary Mode: Select Salary Mode from a dropdown

Gross pay per Month: Enter the Gross pay per month

Bank Name: Enter the Bank Name

Bank Account Number: Enter the bank account no.

IFSC Code: Enter the bank IFSC code.

PAN number: Enter the PAN number

Click “**save**” button to save the record.

Note: Technical Staff Record Created before 05/10/2011 cannot be deleted.



Help Manual For AICTE Website

If Faculty has left the institute clicks in “Left the Institute” check box.
Left the Institute: Click this check box if the Technical Staff left Institute.

Technical Staff Relieved Date: Enter Date when Technical Staff left the institute.

Aadhaar Card (UID): Enter Valid 12 digit Aadhaar Card Number.

Enrolment Id (EID): Enter Valid 28 Digit Enrolment Id Number.

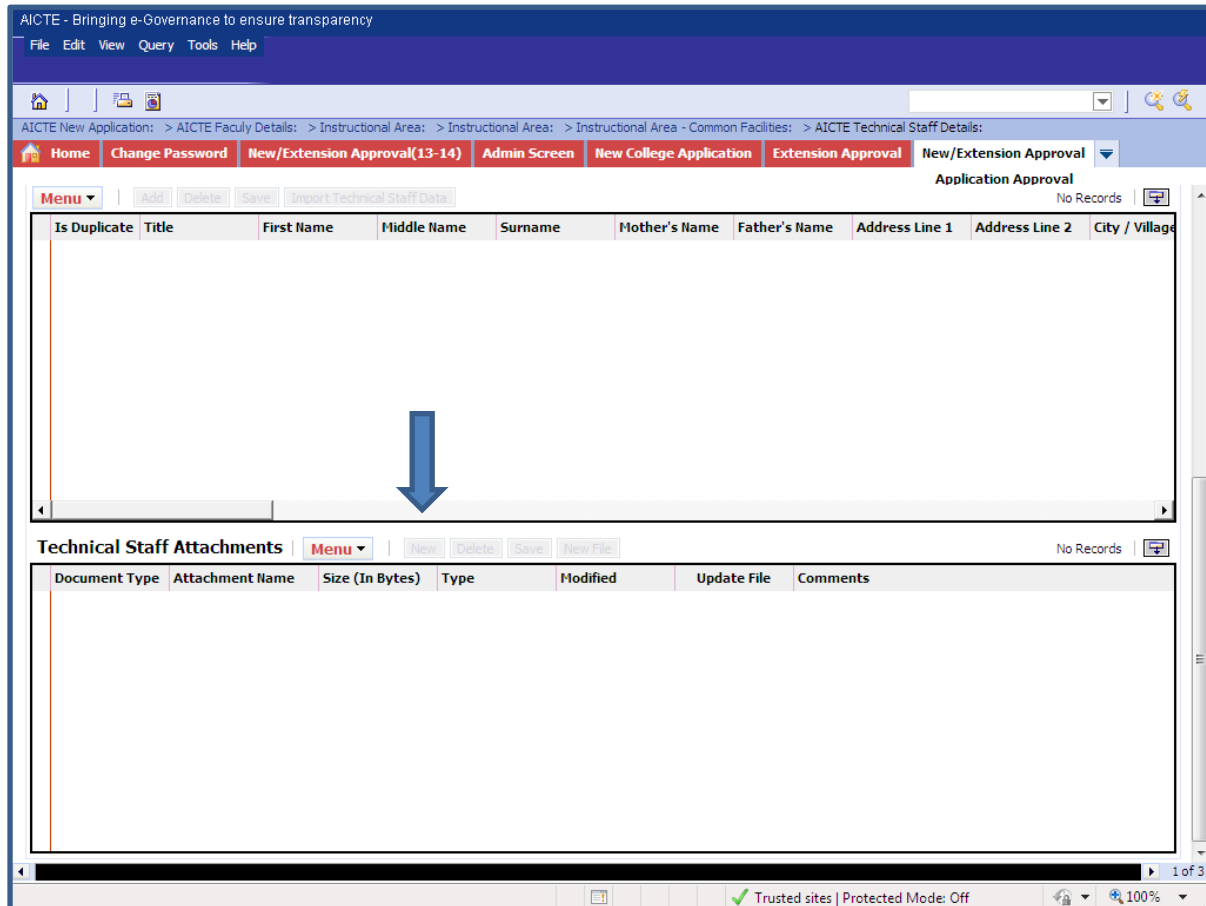
The screenshot displays the Siebel Partner Portal interface. The main content area shows the 'Technical Staff Details' page for a specific staff member. A modal dialog box is overlaid on the page, displaying an error message: "You cannot delete a Tech. Staff record created before 01/01/2015.(SBI-EXL-00151)". The background page includes a navigation menu with options like 'Home', 'Change Password', 'Student Details', 'CII Questionnaire', 'Solar Panel Installation Details', 'New/Extension Approval', 'My Institute Application Screen', and 'CMAT Final Merit List'. Below the navigation, there are input fields for 'Current Application Number', 'Permanent Institute Id', and 'Overall Deficiency(V/N)'. A table of technical staff records is visible, with columns for 'Is Duplicate', 'Title', 'First Name', 'Middle Name', 'Surname', 'Address Line 2', 'City / Village', 'State', and 'Postal Code'. The table contains several rows of staff information, including names like MANMADA REDDY, CHANDU, R. KAVITHA, OSMAN, PADMAJA, and Y. SHALAJA.



Help Manual For AICTE Website

Attach the Technical Staff Attachments

Click on the “New” or “New File” button to attach the documents of Technical Staff.



Document Type: Select the Document Type from the drop down

1. Appointment Letter
2. Biometric image of right thumb
3. Certificates-UG, PG, PhD degree
4. Form 16
5. Joining Report
6. Passport size Photograph
7. Faculty1-Other
8. Faculty2-Other

Attachment Name: Browse the attachment of Document Type from the Desktop

Size (In Bytes): Size of the browsed file is automatically populated

Type: Type of the browsed file is automatically populated

Modified: Last modified Date and Time of the browsed file is automatically populated

Update File: Automatically checked



Help Manual For AICTE Website

Comments: Enter the comments if necessary

Technical Staff repeat the procedure (Attach the Technical Staff Attachments) to add all the attachments for the specified.

Repeat the procedure for all the technical Staff available in your institute



JFDR Details

Click on “JFDR Details” tab

Click “New” button to add Joint FDR details of the institute

Mode of Payment	Bank Name	Branch	Joint FDR Created On	Joint FDR Number	Joint FDR Amount	Joint FDR Maturity Date
	BANK C	ORVVE	24/08	351	1,500,000	24/08/20

Bank Name: Enter the Bank Name

Branch: Enter the Branch of the Bank

Joint FDR Created On: Select the date from the calendar on which the Joint FDR is created

Joint FDR Amount: Enter the Joint FDR Amount

Joint FDR Maturity Date: Select the date from the calendar for Joint FDR Maturity date

Whether Encashed: Check the checkbox if the amount is encashed

Date on which Encashed: If the amount is encashed, select the date from the calendar for Date of encash

Repeat the Procedure for all the JFDR's



Financial Details

Click on “**Financial Details**” tab

Click “**Add**” button to add financial details of the institute

Only 1 record can be added.

Income from Central Govt: Enter income from central government

Income from State Govt: Enter income from state government

Income from Student Fees: Enter student fee income

Income from Donations: Enter income from donations

Income from UGC: Enter income from UGC

Income from Other Bodies: Enter income other bodies

Income from Other/ Internal Revenue: Enter income from other/internal revenue

Total Income: Enter total income



Help Manual For AICTE Website

Expenditure

Salary Teaching Staff: Enter teaching staff salary

Remuneration to Visiting/Guest: Enter remuneration details

Salary Non-teaching Staff: Enter Non - teaching staff salary

Library: Enter Library expenditure

Equipment: Enter equipment expenditure

Building Maintenance: Enter maintenance expenditure

Other Expenditure: Enter other expenditures

Total Expenditure: Enter total expenditure

Surplus / Deficit: This will be auto calculated

Click “**Save**” button to save the record.



Circulation Area

Click on “**Circulation Area**” tab and Click “**Add**” button to add Circulation area details

Area Type	Average Carpet Area	Flooring	Painting Done	Sanitary Fittings Done	Electrification & Lighting	Furniture	Building Name
> Corridors	1,080	Yes	Ready	Y	Ready	Ready	
Other Common Area	710	Yes	Ready	Y	Ready	Ready	

Area Type: Select a Value from the Drop down. Values are:

1. Corridors
2. Other Common Area (in Sq. m)
3. Other areas (in Sq. m)

Average Carpet Area: Enter average carpet area

Flooring: Select value depending on whether flooring is done or not

Painting Done: Select ready or Not ready depending on whether painting is done or not

Sanitary Fittings done: Click in Check box if ‘yes’.

Electrification & Lightning: Select ready or Not ready depending on whether Electrification & Lightning is done or not

Furniture: Select ready or Not ready depending on whether Furniture is available or not

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Click “**save**” Button to save the Record



Help Manual For AICTE Website

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Operational Funds

Click on “Operational Funds” tab and Click “Add” button to add Operational Funds details

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File Edit View Query Tools Help

CTE Operational Funds:
Home Change Password Student Details CII Questionnaire Solar Panel Installation Details New/Extension Approval
Anti-Ragging Library Book AQIS History Circulation Area Payments Application Approval Check Processing Fee Computational Facilities
Attachments (Video/Images)

Application - Header TO VIEW 12-13/13-14/14-15 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Application Number* 1-240 Current Status* New Name of the institution* CH POLYTECHNIC
Permanent Institute Id: 1-4421 Sub Status: Academic Year* 2015-2016
Overall Deficiency(Y/N):

Institute Data Print EOA 2014-15 Operational Status Company/Industry Details Calculate Deficiency Print EOA 2011-12 Operational Funds

Menu Add Delete Save 1 - 4 of 4

Bank	Account Number / FD Number	Cash Balance / FDR	Bank Statement Date
AKIS BANK,	10007172408	6,327	31/1/2014
BANK OF	0200011252	304,067	31/1/2014
O. B. C.,	1131000414	2,453	31/1/2014
ALLAHAE	9744914	8,584	31/1/2014

Bank: Enter bank name

Account Number / FD Number: Enter Account Number or FD number

Cash Balance / FDR: Enter Cash Balance/ FDR in Rupees.

Bank Statement Date: Enter Bank Statement Date.

Click “save” Button to save the Record.



Admin & Library Staff

Click on “Admin & Library Staff” tab and Click “Add” button to add Admin and other staff details
Record cannot be deleted if it is created before 1st Jan 2015

The screenshot shows the AICTE Admin & Library Staff application form. The form is titled "Application Approval" and contains the following fields:

- Current Application Number: 1-2446605711
- Permanent Institute Id: 1-2059775821
- Overall Deficiency (Y/N): Y
- Current Status: Submitted to RO
- Sub Status: (empty)
- Name of the institution: TEST
- Academic Year: 2015-2016

Below the form is a table for "Admin and Library Staff Attachments". The table has the following columns: Document Type, Attachment Name, Size (In Bytes), Type, Modified, Update File, and Comments. The table is currently empty.

Title: Select appropriate option from the dropdown

First Name: Enter First Name of the staff member

Middle Name: Enter Middle Name of the staff member

Surname: Enter Surname of the staff member

Father's Name: Enter Father's name

Mother's Name: Enter Mother's name

Address Line1 / Address Line2: Enter Address

Exact Designation: Select a value from the dropdown.

Date of joining the Institute: Enter Date of joining the Institute as staff member



Help Manual For AICTE Website

Date of Birth: Enter date of Birth

City/Village: Enter Name of City/village.

State: Select State/UT from the Dropdown Values.

Postal Code: Enter 6 Digit Postal code.

Res Phone: Enter Landline No.

Mobile Phone #: Enter valid 10 digit Cell Number

Date of Birth: Enter date of birth

Gender: Select Gender

PhD: Enter Doctorate degree

Master Degree: Enter master degree

Bachelor Degree: Enter bachelor's degree

Diploma: Enter Diploma Degree

Other: Enter Other Degree

Exact Designation: Select Exact Designation from dropdown

Appointment Type: Select Appointment Type from dropdown

Date of Joining: Enter date of joining

PF Number: Enter PF Number

Salary Type: Enter Salary Type

Salary Mode: Select Salary Mode from dropdown

Gross pay per Month: Enter gross pay per month

Bank Name: Enter Bank name

Bank Account Number: Enter Bank account number

Bank IFSC Code: Enter IFSC Code

Email: Enter Valid Email Address Containing “@” and dot (.) ex: name@yahoo.com

PAN: Enter valid PAN number

Religion: Select religion from the dropdown

Caste: Select Caste from the Dropdown

Clicks “save” to save the record.



Help Manual For AICTE Website

Note: Admin/Library Staff Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute clicks in “**Left the Institute**” check box.

Left the Institute? : Click this check box if the Admin Staff left Institute.

Staff Relieved Date: Enter Date when Admin Staff left the institute.

Aadhaar Card (UID): Enter Valid 12 digit Aadhaar Card Number.

Enrollemnt Id (EID): Enter Valid 28 Digit Enrollement Id Number.



Help Manual For AICTE Website

Attach the Admin & Library Staffs Attachments

Click on the “New” or “New File” button to attach the documents of Admin & Library Staff.

Document Type: Select the Document Type from the drop down

1. Appointment Letter
2. Biometric image of right thumb
3. Certificates-UG, PG, PhD degree
4. Form 16
5. Joining Report
6. Passport size Photograph
7. Faculty1-Other
8. Faculty2-Other

Attachment Name: Browse the attachment of Document Type from the Desktop

Size (In Bytes): Size of the browsed file is automatically populated

Type: Type of the browsed file is automatically populated

Modified: Last modified Date and Time of the browsed file is automatically populated

Update File: Automatically checked

Comments: Enter the comments if necessary

Admin & Library Staff repeat the procedure (Attach the Admin & Library Staff Attachments) to add all the attachments for the specified

Repeat the procedure for all the admin & library staff available in your institute



Fee Structure

Click on “Fee Structure” tab and Click “Add” button to add Admin and Fee Structure details

The screenshot displays the AICTE website interface. At the top, there is a navigation menu with options like Home, Change Password, New/Extension Approval(13-14), Admin Screen, New College Application, Extension Approval, and New/Extension Approval. Below this is a breadcrumb trail: AICTE New Application: > AICTE Faculty Details: > Instructional Area: > Instructional Area: > Instructional Area - Common Facilities: > AICTE Technical Staff Details: > AICTE Admin & Library Staff: > AICTE Admin & Library Staff. The main content area is titled 'Application Approval' and contains a grid of links for various categories: Land Details, Faculty Details, Other Facilities, JFDR Details, Operational Funds, Inst.Area-Comm. Fac. OMBUDSMAN(Grievance Details), Building Details, Laboratory Details, Technical Staff, Financial Details, Admin & Library Staff, View Upload by RO, Grants Received, Anti-Ragging, Library Book, Solar Photovoltaic Details, Circulation Area, Payments, Check Processing Fee, Computational Facilities, and Attachments (Video/Images). Below this is the 'Application- Header' section, which includes a 'Menu' dropdown and a 'TO VIEW 12-13/13-14/14-15 APPLICATION(CLICK HERE -->)' link. The form fields are: Current Application Number: 1-2446605711, Current Status: Submitted to RO, Name of the institution: T..., Permanent Institute Id: 1-2059775821, Sub Status: ..., Academic Year: 2016, Overall Deficiency(Y/N): Y. Below the form is a navigation bar with links: Institute..., Print EOA for Dual Degree Courses 14-15, Print EOA for Integrated Courses 14-15, Print LOA for Dual Degree Courses 14-15, and Fee Structure. The 'Fee Structure' section has a 'Menu' dropdown and 'Add', 'Delete', and 'Save' buttons. Below this is a table with the following columns: Program, Course, Level, Admission Quota, Approved Tuition fee, Other Fees, Total Fees, and Fee Approving Body. The table currently shows 'No Records'.

Program: Select Program.

Course: Select Course for that program

Level: Select level from the values

Admission Quota: Select Value from the dropdown

Approved Tuition Fee: Enter the Tuition Fee that was approved in the last year

Other Fees: Enter the Other fees.

Total Fees: Enter the Total Fees.

Fee Approving Body: Enter the name of the approving body

Date of Approval of the Fees: Enter the Date of Approval of the fees



Hostel Facilities

Click on “Hostel Facilities” tab and Click “New” button to Enter details about Hostel Facilities

The screenshot shows the AICTE Hostel Facilities application form. The form is titled "Application-Header" and contains the following fields:

- Current Application Number: 1-240
- Permanent Institute Id: 1-4421
- Overall Deficiency (Y/N):
- Current Status: New
- Sub Status:
- Name of the institution: POLYTECHNIC
- Academic Year: 2015

Below the form is a table with the following columns:

Hostel accommodation Boys(1/Room)	Room Area in sq m_B1	Name of the Building_B1	Building Number_B1
No Records			

The "New" button is located in the table's toolbar. Blue arrows point to the "New" button and the "Name of the institution" field.

Hostel accommodation Boys (1/Room): Enter Number of one bed/room for Boys

Room Area in sq m_B1: Enter area of one bed/ room

Name of the Building_B1: Enter the name of the building of one bed/room for Boys

Building Number_B1: Enter the building number of one bed/room for Boys

Hostel accommodation Boys (2/Room): Enter Number of two beds/room for Boys

Room Area in sq m_B2: Enter area of two bed/ room

Name of the Building_B2: Enter the name of the building of two beds/room for Boys

Building Number_B2: Enter the building number of two beds/room for Boys

Hostel accommodation Boys (3/Room): Enter Number of three beds /room for Boys

Room Area in sq m_B3: Enter area of three bed/ room

Name of the Building_B3: Enter the name of the building of three beds/room for Boys

Building Number_B3: Enter the building number of three beds/room for Boys

Hostel accommodation Boys (4/Room): Enter Number of four beds /room for Boys



Help Manual For AICTE Website

Room Area in sq m_B4: Enter area of four bed/ room

Name of the Building_B4: Enter the name of the building of four beds/room for Boys

Building Number_B4: Enter the building number of four beds/room for Boys

Hostel accommodation Girls (1/Room): Enter Number of one bed/room for girls

Room Area in sq m_G1: Enter area of single bed/ room

Name of the Building_G1: Enter the name of the building of one bed/room for girls

Building Number_G1: Enter the building number of one bed/room for girls

Hostel accommodation Girls (2/Room): Enter Number of two beds /room for girls

Room Area in sq m_G2: Enter area of two beds/ room

Name of the Building_G2: Enter the name of the building of two beds/room for girls

Building Number_G2: Enter the building number of two beds/room for girls

Hostel accommodation Girls (3/Room): Enter Number of three beds /room for girls

Room Area in sq m_G3: Enter area of three beds/ room

Name of the Building_G3: Enter the name of the building of three beds/room for girls

Building Number_G3: Enter the building number of three beds/room for girls

Hostel accommodation Girls (4/Room): Enter Number of four beds/room for girls

Room Area in sq m_G4: Enter area of four beds/ room

Name of the Building_G4: Enter the name of the building of four beds/room for girls

Building Number_G4: Enter the building number of four beds/room for girls

Backup Electric Supply: Click it if “Yes”

Electric Supply: Click it if “Yes”

Click “**Save**” button to save the record.



Company/Industry Details

Click the “Company/Industry Details” Tab and provide all Company/Industry Details

Are you a Company/Industry interested in Setting up an Institute? : Select Yes/No

Type of Company/Industry: Select type of Company/Industry

1. Private Ltd
2. Public Ltd

Is the Company having minimum 100cr Turnover for the last 3 years? (Attach Supporting Doc): Select from the drop down (Yes/No)

Company/Industry PAN Number: Enter company/Industry PAN Number

Company/Industry TAN Number: Enter company/Industry TAN Number

Company/Industry Registered Address: Enter company/Industry Registered Address

Company/Industry Year of Registered: Select company/Industry Year of Registration from drop down

Click on “Save” button to save the record.

Note:

1. By default, are you a Company/Industry interested in Setting up an Institute? Is “No”.
2. All the above Fields are required, if user is interested in setting up an Institute.
3. If there is no Program in the Program Tab, user cannot select “Yes” for setting up an Institute.
4. If in Program tab, there is already an existing Program, user cannot select “Yes” for setting up an Institute.



Help Manual For AICTE Website

5. If Are you a Company/Industry interested in setting up an institute is “Yes”, then Company/Industry should have minimum turnover of 100cr for last 3 years.

Company Document Attachment

Click on “**Company Document Attachment**” and click on “**Add**” button to enter Company Document Attachment details.

The screenshot shows a web browser window with the URL http://14.141.28.35/grimportal_enu/start.sive. The page title is 'AICTE - Bringing e-Governance to ensure transparency'. The navigation menu includes 'Home', 'Change Password', 'Student Details', 'CEI Questionnaire', 'Solar Panel Installation Details', and 'New/Extension Approval'. The main content area is titled 'Application Approval' and contains the following form fields:

- Company/Industry Name:
- Company/Industry PAN Number:
- Are you a Company/Industry interested in setting up a New Institute?:
- Company/Industry TAN Number:
- Type of Company/Industry:
- Company/Industry Registered Address:
- Is the company having Minimum 100 Cr Turnover for the last 3 years? (Attach supporting doc):
- Company/Industry Year of Registered:

Below the form is a section titled 'Company Document Attachment' with a 'Menu' dropdown and 'Add', 'Delete', and 'Save' buttons. It shows a table with the following columns: Document Type, Attachment Name, Size (In Bytes), Type, Modified, Update File, and Comments. The table is currently empty, displaying 'No Records'.

Document Type: Select document type from drop down

1. Certificate of Registration of Companies
2. Memorandum Association Article of Association
3. Certificate of Incorporation
4. Companies General Rules and Terms
5. Particulars of Directors, Managers or Secretaries
6. NOC from Directors or Promoters
7. Audited Statement for last 3 years clearly indicating turnover through operations
8. Turnover for previous three years shall be more than 100 Cr per year

Attachment Name: Add Attachment of the document

Comments: Write Comment if any

Click on “**Save**” button to save the record.

Note:



Help Manual For AICTE Website

1. Document Type and Attachment Name are Required Fields.
2. Attachment name should be unique for multiple attachments.
3. If Are you a Company/Industry interested in setting up an institute is “No”, then user cannot attach Documents.



OMBUDSMAN Details

Click on “OMBUDSMAN Details” tab and Click “New” button to Enter OMBUDSMAN Details.

The screenshot shows the AICTE website interface. At the top, there is a navigation menu with options like Home, Change Password, New/Extension Approval(13-14), Admin Screen, New College Application, Extension Approval, and New/Extension Approval. Below the menu, there is a form for Application Approval. The form contains several fields: Current Application Number (1-2446605711), Permanent Institute Id (1-2059775821), Overall Deficiency (Y/N) (Y), Current Status (Submitted to RO), Sub Status, Name of the institution (TEST), and Academic Year (2015-2016). A blue arrow points to the 'OMBUDSMAN Details' tab. Below the form, there is a table for OMBUDSMAN Grievance Details. The table has the following data:

Committee type	Appointment Order Reference Number	Date of Appointment	Name of the Committee Member	Profession	Address
Grievance Redressal	90	15/1/2015	jh	h	hh

Grievance Committee: It is a non-editable field with default value as “No”. The value for this field is set to “Yes” when the user adds a new record in the field Committee Type – “Grievance Redressal” in the list Form below.

OMBUDSMAN Appointment: It is a non-editable field with default value as “No”. The value for this field is set to “Yes” when the user adds a new record in the field Committee Type – “OMBUDSMAN” in the list Form below.



OMBUDSMAN/ Grievance Details

Click on “New” button to add OMBUDSMAN/ Grievance Details.

Committee Type: Select value From Dropdown. It’s a required field.

1. Grievance Redressal
2. OMBUDSMAN

Appointment Order Reference Number: Enter Appointment Order Reference No. It’s a required field.

Date of Appointment: Enter Date of Appointment. It’s a required field.

Name of the Committee Member: Enter Committee Member Name. It’s a required field.

Profession: Enter Profession

Address: Enter Address

Associated with: Enter the Name of Organization with which committee Member is associated.

Mobile Number: Enter valid 10 digits Mobile Number. It’s a required field.

E-mail Address: Enter Valid Email Number ex. abc@yahoo.com. It’s a required field.

Fax no.: Enter Valid Fax Number.

Designation: Enter Designation not below the rank of District Retired Judge or a Retired Professor

Department: Enter Department Name



Anti-Ragging Details

Click on “Anti-Ragging” in Quick Links to go to Anti-Ragging Details Tab.

The screenshot shows the AICTE New Application form Part A: Anti-Ragging Details. The form is divided into several sections:

- Application- Header:** Contains fields for Current Application Number (1-240), Current Status (New), Name of the institution (M POLYTECHNIC), Permanent Institute Id (1-442), Sub Status, and Academic Year (2015-2016).
- Anti-Ragging Details:** Contains fields for Constitution of Anti-Ragging Committee (Yes), Constitution of Anti-Ragging Squad (Yes), Affidavit obtained from all Students (Yes), Appointment of Counselors (Yes), Affidavit obtained from parents of all the students (Yes), Affidavit obtained from students staying in Hostel (No Hostel), and Affidavit obtained from parents of students staying in Hostel (No Hostel).

At the bottom of the form, there are buttons for **ANTI-RAGGING Details**, **Menu**, **New**, **Delete**, and **Save**. A blue arrow points to the **Anti-Ragging Details** tab in the navigation bar.



Help Manual For AICTE Website

Overall Deficiency(Y/N): Y

Application Approval

Institute Details Print EOA for Dual Degree Courses 14-15 Print EOA for Integrated Courses 14-15 Anti-Ragging Details

Menu

Constitution of Anti-Ragging Committee: Yes No
Constitution of Anti-Ragging Squad: No
Affidavit obtained from all Students: No
Appointment of Counsellors: No

Affidavit obtained from parents of all the students: No
Affidavit obtained from students staying in Hostel: No
Affidavit obtained from parents of students staying in Hostel: No

ANTI-RAGGING Details Menu New Delete Save 1 - 1 of 1

Committee type	Appointment Order Reference Number	Date of Appointment	Name of the Committee M	Profession	Address
> Anti-Ragging Committee	aa	1/1/2015	aa	aa	aa

Constitution of Anti-Ragging Committee: It is a non-editable field with default value as “No”. The value for this field is set to “Yes” when the user adds a new record in the field Committee Type – “Anti-Ragging Committee” in the list Form below.

Constitution of Anti-Ragging Squad: It is a non-editable field with default value as „No“. The value for this field is set to „Yes“ when the user adds a new record in the field Committee Type – “Anti-Ragging Squad” in the list Form below.

Affidavit obtained from all Students: Select Yes/No. By default the field is set as “No”.

Appointment of Counsellors: Select Yes/No. By default the field is set as “No”.

Affidavit obtained from parents of all the students: Select Yes/No. By default the field is set as “No”.

Affidavit obtained from students staying in Hostel: Select Yes/No/New Hostel. By default the field is set as “No”.

Affidavit obtained from parents of students staying in Hostel: Select Yes/No/New Hostel. By default the field is set as “No”.



Click on “**New**” button to add details about Anti-Ragging.

Committee type: Select Committee Type. It is a required field.

1. Anti-Ragging Committee

Selection of this value changes the value of field “Constitution of Anti-Ragging Committee”: in the form Form as “Yes”.

2. Anti-Ragging Squad

Selection of this field changes the value of field “Constitution of Anti-Ragging Squad”: in the form Form as “Yes”.

Appointment Order Reference Number: Please enter an Appointment Order Reference number which can be alphanumeric. It is a required field.

Date of Appointment: Please enter a date less than the current date. It is a required field.

Name of the Committee Member: Please enter name of the Committee Member. It is a required field.

Profession: Please enter the Profession.

Address: Please enter the address. It is a required field.

Associated With: Please enter an appropriate value.

Mobile Number: Please enter a valid 10 digit mobile number. It is a required field.

E-mail Address: Please enter a valid e-mail address. It is a required field.

Fax No.: Please enter a Fax number.

Click on “**Save**” button to save the record.



Grants Received

Click on “Grants Received” tab and Click “New” button to Enter details about Grants Received.

The screenshot shows the AICTE website interface. At the top, there is a navigation bar with tabs: Home, Change Password, Student Details, CII Questionnaire, Solar Panel Installation Details, and New/Extension Approval. Below this is the 'Application-Header' section with various input fields: Current Application Number (1-24), Current Status (New), Name of the institution (POLYTECHNIC), Permanent Institute Id (1-4421), Sub Status, and Academic Year (2015-16). A blue arrow points to the 'Grants Received' tab in the navigation bar. Below the tabs is a 'New' button and a 'Query' button. The main content area is a table with columns: Name of the Grant, Year in which Grant Sanctioned, Letter No, Date of Sanctioning, Date of Receiving Grant, Activity related to Grant conducted From, Activity related to Grant conducted Up to, Submitted Final Utilization Certificate, and Date of Final Settlement. The table is currently empty.

Name of the Grant: Enter name of the Grant

Year in which Grant was sanctioned: Select year in which Grant was Sanctioned from drop down.

Sanctioned Letter No: Enter Sanctioned Letter Number.

Date of Sanctioned Grant: Select Date of Sanctioned Grant

Date of Receiving Grant: Select Date of Receiving Grant

Activity Related to Grant conducted From: Enter Date for Activity Related to Grant conducted from

Activity Related to Grant conducted Up to: Enter Date for Activity Related to Grant Conducted up to

Submitted Final Utilization Certificate: Select Submitted Final Utilization Certificate from list Yes/No.

Utilization certificate Reference Number: Enter Utilization Certificate Reference Number

Date of submission of Final Utilization Certificate: Select Date of Submission of Final Utilization Certificate

Final Settlement of the Grant: Select Final Settlement of the Grant from list Yes/No.



Help Manual For AICTE Website

Balance of Grant to be received from AICTE: Enter the balance of Grant to be received from AICTE.

Balance of Grant to be refunded to AICTE: Enter the Balance of the Grant to be refunded to AICTE.

Remarks: Select Remarks from the list (Yes/No)

Click on “**Save**” button to save the record, and “**Delete**” button for deleting a record.



eJournal Subscription Proofs

To add eJournal Publishers for specific application user should navigate to New/Extension Approval Screen
In the below available tabs select eJournal Subscription Proofs tab

The screenshot displays the AICTE website interface. At the top, there is a navigation menu with options: Home, Change Password, New/Extension Approval(13-14), Admin Screen, New College Application, Extension Approval, and New/Extension Approval. The 'New/Extension Approval' tab is selected. Below the menu, there is a form for application details with the following fields:

- Current Application Number: 1-2446605711
- Permanent Institute Id: 1-2059775821
- Overall Deficiency(Y/N): Y
- Current Status: Submitted to RO
- Sub Status: (empty)
- Name of the institution: TEST
- Academic Year: 2015-2016

Below the form, there is a red banner that reads "PLEASE CHECK e JOURNAL SUBSCRIPTION DECLARATION". Underneath this banner, there is a table with the following columns: Program, Select Publisher, Publisher Name, Subscription From, Subscription Till (Amount), Proof Of Payment, Type, and Size (In Bytes). The table is currently empty. Below the table, there is a section titled "e JOURNAL SUBSCRIPTION DECLARATION" with a checkbox and the text: "BY CLICKING THIS CHECK BOX THE INSTITUTE HEREBY DECLARES THAT IT HAS SUBSCRIBED FOR ALL THE REQUIRED E-JOURNALS AS MENTIONED IN APPROVAL PROCESS HANDBOOK".



Help Manual For AICTE Website

Click on “New” Button to enter Program name, publisher name and attachment.

The screenshot displays the AICTE eJournal application approval interface. The top navigation bar includes 'Home', 'Change Password', 'Student Details', 'CII Questionnaire', 'Solar Panel Installation Details', and 'New/Extension Approval'. The 'New/Extension Approval' section contains the following fields:

- Current Application Number: 1-240
- Permanent Institute Id: 1-442
- Overall Deficiency(Y/N):
- Current Status: New
- Sub Status:
- Name of the institution: POLYTECHNIC
- Academic Year: 2015-2016

Below these fields, there are buttons for 'Institute Details', 'Print EOA 2014-15', 'Operational Status', 'Company/Industry Details', 'Calculate Deficiency', 'Print EOA 2011-12', and 'eJournal Subscription'. A red banner reads 'PLEASE CHECK e JOURNAL SUBSCRIPTION DECLARATION'. The main table has the following columns:

Program	Select Publisher	Publisher Name	Subscription From	Subscription Till	Amount	Proof Of Payment	Type	Size (In Bytes)
---------	------------------	----------------	-------------------	-------------------	--------	------------------	------	-----------------

At the bottom, there is a section for 'e JOURNAL SUBSCRIPTION DECLARATION' with a '1 of 1+' indicator. A footer message reads: 'For any queries related to application and approval process please send email to: approval-2014-queries@aicte-india.org For any Payment queries please send email to: payment-2014-queries@aicte'.

User can able to select list of programs available in Programme tab otherwise it will be pop up with following error message



Help Manual For AICTE Website

Application Approval

Current Application Number: 1-251881303
Current Status: New
Name of the institution: RETGERTERY
Year: 2015-2016

Selected Programme is not available in the Programme Tab

Program	Select Publisher	Publisher Name	Subscription From	Subscription Till	Amount	Proof Of Payment	Type	Size (In Bytes)
MCA	ELSEVIER	BETHLEHEM	01/01/2014	22/01/2014	40,000	Application_Report_pdf		59,550

Attachments (Video/Images):

Click on “Attachments” tab and Click “Add” button to Enter Attachments Details.

Application- Header

Current Application Number: 1-2402810783
Current Status: New
Name of the institution: SRI INDU INSTITUTE OF ENGI
Sub Status:
Academic Year: 2015-2016

Attachments

Document Type	Attachment Name	Size (In Bytes)	Type	Modified	Update File	Comments
Video CD of all facilities Institute Images NBA Accreditation Lette					✓	

Document Type: Choose Document type from Drop down.

Attachment Name: Browse for the attachment and click on Ok to upload.

Note: In Questionnaire if Answer for Question no 18 is Yes then attachment ‘NBA Accreditation Letter’ is compulsory



SUBMITTING THE APPLICATION:

Now Submit the Application by clicking '**Submit Application and Proceed to Payment**' Button.

Declaration: Check the Declaration flag on the Institute Detail tab before submitting the application.

Chapter: Chapter field will be set automatically depending on the criteria.

Overall Deficiency: The Deficiency for the Institute will be calculated and the Overall Deficiency Flag will be Set accordingly.

Status will change to '**Submitted to RO**'



Help Manual For AICTE Website

Application Approval

Quick Links

Application-Header

Current Application Number: 1-103912-09
Current Status: New
Sub Status:
Application Opened on: 05/12/2012
Application Submitted on:
Overall Deficiency(Y/N):

Processing Fee Payment Details

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year:
Year: 2012-2014

I understand that after I submit the application on Portal, my application shall become un-editable:



Student details

Click on “**Student Details**” and to add a record Click “**New**” button

The screenshot shows the AICTE Student Details web application. The top navigation bar includes 'Home', 'Change Password', 'Student Details', 'CII Questionnaire', 'Solar Panel Installation Details', and 'New/Extension Approval'. The 'Student Details' menu item is selected. Below the navigation bar is the 'Application-Header' section, which contains an 'Application Number' field with the value '1-442128963'. A red banner below the application number contains the text: 'I certify that the information uploaded on in this application is correct to the best of my Knowledge. I understand that to falsify information is grounds for refusing the Scholarship to me or for action as per rules decided by AICTE from time'. Below the application header is a tabbed interface with 'UG Student Details', 'PG Student Details', 'Diploma Student Details', and 'Student Detail Others'. The 'UG Student Details' tab is active. Below the tabs is a table with columns: 'Student ID', 'First Name', 'Middle Name', 'Last Name', 'Is Duplicate Stud Year1 (% marks)', and 'Year2 (% marks)'. A 'New' button is located above the table. Two blue arrows point to the 'Student Details' menu item and the 'New' button.



Help Manual For AICTE Website

Title: Select the Title of the Student from the drop down

1. Miss.
2. Mr
3. Ms
4. Mrs
5. Dr.

First Name: Enter First name of the Student

Middle Name: Enter the Middle name of the Student

Surname: Enter Surname of the Student

Mother's Name: Enter Mother's name of the Student

Father's Name: Enter Father's name of Student

Res Phone: Enter 5-10 digit Residential Phone Number of Student

Mobile Number: Enter 10 digit Mobile Number of Student

Gender: Select Gender

Date of Birth: Enter date of Birth

Status: Select the status of student from the drop down

Program: Select the Program under which the Student is to be enrolled from the drop down list

Course: Select the Course name from the drop down list

Level: Select the Level of the Student from drop down list

Date of joining the Institute: Enter Student's Date of Joining into the Institute

Admitted To: Select the year into which the Student is admitted

1. First Year
2. Second Year
3. Other

Roll Number: Enter the Roll Number of the Student

Email Address: Enter Valid Email Address of the Student

Religion: Select Religion of the Student from the dropdown

Caste: Select the Caste of the Student from the dropdown

Reserve Category: Click if 'Yes'

Is Physically Handicapped: Click if 'Yes'

Econ Backward: Click if 'Yes'



Help Manual For AICTE Website

Home/Hostel: Select the type of Stay of the Student

1. Home
2. Hostel

Institute Fees Paid: Enter the amount of Institute fees paid by the Student

Hostel Fees/Month: Enter the amount of Hostel fees paid by the Student

Year1 (% marks): Enter Students Year1 percentage of marks

Year2 (% marks): Enter Students Year2 percentage of marks

Year3 (% marks): Enter Students Year3 percentage of marks

Year4 (% marks): Enter Students Year4 percentage of marks

Year5 (% marks): Enter Students Year5 percentage of marks

Aadhaar Card (UID): Enter Valid 12 digit Aadhaar Card Number

Enrolment Id (EID): Enter Valid 28 Digit Enrolment Id Number

Gate Score: Enter Gate Score

Gate Exam Number: Enter Gate Exam Number

Gate Score- Year Valid From: Select “**Gate Score- Year Valid From**” from the drop down list

Gate Score- Year Valid To: Select “**Gate Score- Year Valid to**” from the drop down list

Click ‘**save**’ button to save the record

Repeat the Procedure for all the students

The ‘**Import Student**’ button is used for importing bulk student data.

The ‘**Delete**’ button can be used for removing duplicate student data. Do not use delete button, students leaving the institute. They are to be set with Status “**Completed the course**”.

Note: Student Record Created before 05/10/2011 cannot be deleted.

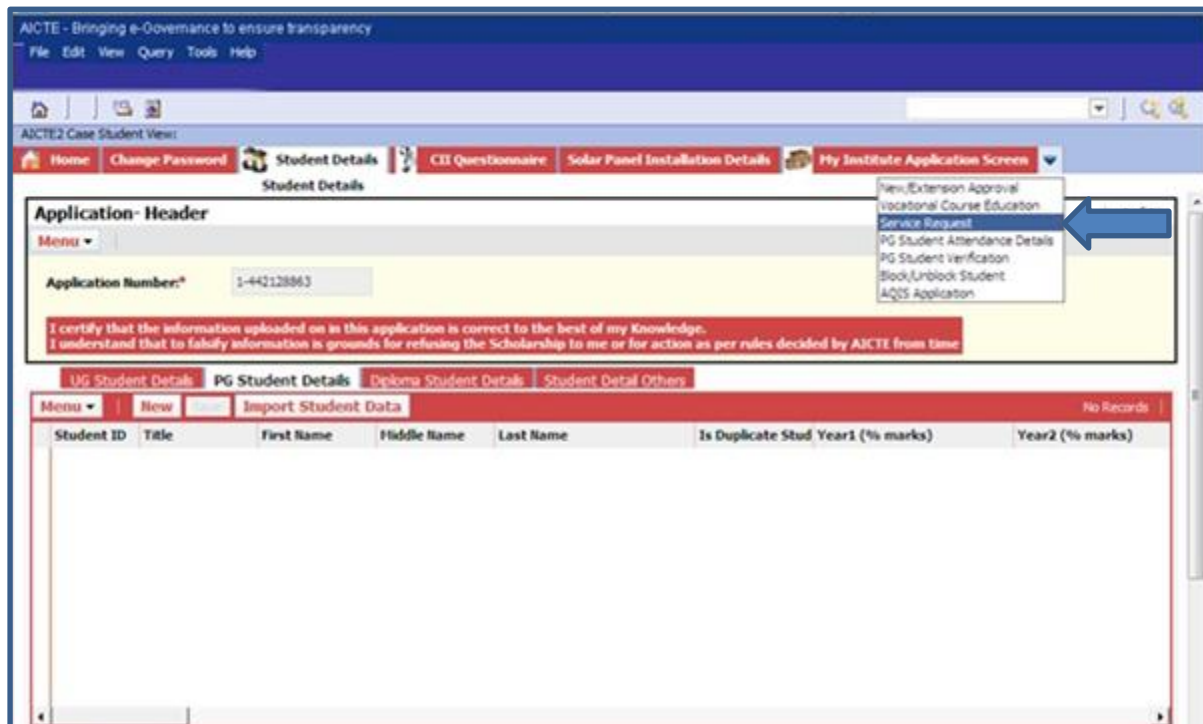
Note: You can add Student Detail Records before or after Submitting the Application.



Institute Related Queries:

For any Institute related queries please log on your queries in “**Service Request Screen**”.

Navigate to Screen as shown in screen shot.





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Click on “New” Button to create new service request.

The screenshot displays the AICTE New Application form Part A: Service Request. The form includes the following fields:

- Current Application Number: 1-1347
- Permanent Institute Id: 1-415
- Academic Year: 2013-2014
- Name of the institution: PUBLIC E
- Current Status: EOA Recommended
- Sub Status: [Dropdown]
- Application Type: Extension-Expansion
- Application Opened on: 04/10/2012
- Application Submitted on: 13/01/2013

Below the form is a table with the following data:

SR #	Status	Type	Description	Owner	Opened
1-2197919496	Submitted	Portal Issues	we got LoA,EOA for AE037061		17/5/2014 09:36:02 AM

A blue arrow points to the 'New' button in the table's menu.

Select Type with respective to your query.

For Example:

If you have any query related to Processing fee then **select Type: “Processing Fee Payments”**, If you have any query related to Portal then **select Type: “Portal Issues”**



Help Manual For AICTE Website

Add the detail description. Also you can attach some snapshot for easy reference.

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CTE New Application Form Part A:

Home Change Password Student Details CII Questionnaire Solar Panel Installation Details New/Extension Approval My Institute Application Screen Service Request

Application-Header *TO VIEW 11-12/12-13 APPLICATION(Click HERE -->) 1 of 1

Menu Save

Current Application Number: 1-1347 Name of the institution: BLJC E Application Type: Extension-Expansion
Permanent Institute ID: 1-4151 Current Status: EOA Recommended Application Opened on: 04/10/2012
Academic Year: 2013-2014 Sub Status: Application Submitted on: 13/01/2013

Service Request
Attachment

To Attach Documents for a Service Request Please Scroll Down

Menu New Save Query 1-1 of 1

SR #	Status	Type	Description	Owner	Opened
1-2197919496	Submitted	Portal Issues	we got LoA/EOA for AEO37061		17/5/2014 09:36:02 AM

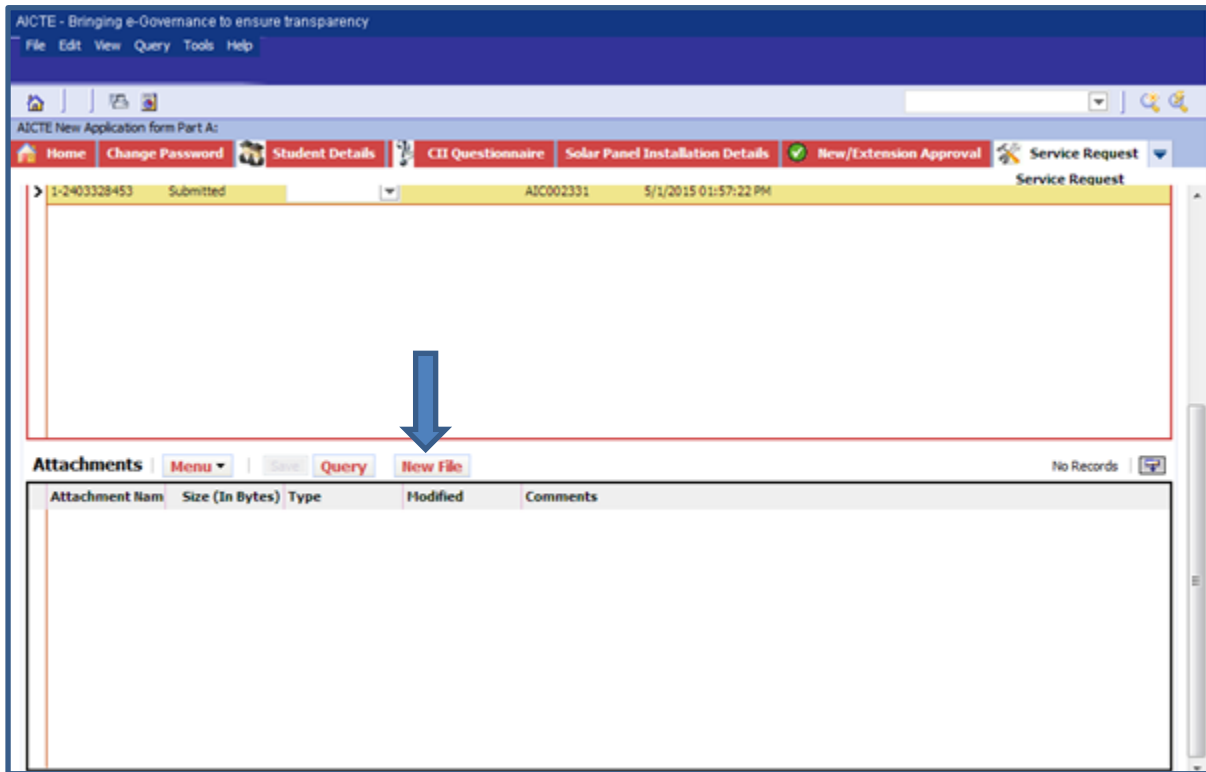
Approved Intake
Increase
Closure
Reduction in Intake
Portal Issues
Security Deposit Payment
Processing Fee Payments
EVC
Scrutiny
Vocational Application

For any queries related to application and approval process please send email to approval2014.queries@aicte.edu



Attachments:

Click on “**New File**” to upload any attachments.





Successful message will be displayed

Click on '**Save**' button to save the copied data for academic year 2015-2016.

Institutes can submit the application after entering all details.





Navigation between previous year applications

Institutes can navigate to previous year applications by the following methods:

1. Click on the 'My Institute Application Screen' tab

The screenshot shows the AICTE website interface. The top navigation bar includes tabs for Home, Change Password, Student Details, CII Questionnaire, Solar Panel Installation Details, and My Institute Application Screen. The 'My Institute Application Screen' tab is selected, and a blue arrow points to it. Below the navigation bar, there is a table titled 'My Institute Application' with the following data:

Application Num	Permanent instit	Status	Sub Status	Academic Year
1-2402876590	1-442128863	New		2015-2016
1-2010732618	1-442128863	EOA Recommended		2014-2015
1-2403263801		New		2013-2014
1-2263015691	1-442128863	New		2013-2014
1-2403263803		New		2013-2014
1-1503221302	1-442128863	EOA Recommended		2013-2014
1-794068362	1-442128863	Submitted to RO	Payment Received	2012-2013
1-442128863		Recommended to EC		2011-2012



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- Click on appropriate application number to navigate to previous year & 15-16 academic year applications.
Navigation can be easily done from this view.

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All New Applications View:

Home Change Password Student Details CII Questionnaire Solar Panel Installation Details My Institute Application Screen

My Institute Application Menu Query 1 - 8 of 8

Application Num	Permanent instit	Status	Sub Status	Academic Year
1-2402876590	1-442128863	New		2015-2016
1-2010732618	1-442128863	EOA Recommended		2014-2015
1-2403263801		New		2013-2014
1-2263015691	1-442128863	New		2013-2014
1-2403263803		New		2013-2014
1-1503221302	1-442128863	EOA Recommended		2013-2014
1-794068362	1-442128863	Submitted to RO	Payment Received	2012-2013
1-442128863		Recommended to EC		2011-2012

- Click on below stated button to navigate to the any application



Application Report

The detailed process of generating the Application Report is given below:

1. In the “New/Extension Approval Screen” and Go to “**Institute Details Tab**”

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AICTE New Application:
Home Change Password Student Details CII Questionnaire Solar Panel Installation Details **New/Extension Approval** Application Approval

Declaration
I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year.
Year: 2015-20
I understand that after I submit the application on Portal, my application shall become un-editable:

Institute Details Print EOA, 2014-15 Operational Status Company/Industry Details Calculate Deficiency Print EOA, 2011-12 Print EOA, 2012-13

Application-Header
Menu Save

Institute Details

Name of the Institution:*	UTTARATECH POLYTEC	Enter AISHE Code
Address of the Institution:*	DHANAUJI,	Prefic:
		Numeric Code:
		AISHE Code:
AICTE Region:	Northern	Bank IFSC Code: UTIB0000249
		PAR: AAATU1831H



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2. Click on **Reports Icon**.

The screenshot shows the AICTE New Application web interface. At the top, there is a navigation bar with a 'Reports Icon' highlighted by a blue arrow. Below the navigation bar, there is a 'Quick Links' section with a grid of menu items. The 'Application Header' section contains various fields for application details, and a 'Remarks, if any' section is visible at the bottom.

Quick Links						
Institute Details	Program Details	Administrative Area	eJournal	Fees Structure	Instructional Area	Head of Institute
Contact Details	Course Details	Amenities Area	Library Facilities	Hostel Facilities	Organisation Details	Students Count
Land Details	Faculty Details	Other Facilities	JFDR Details	Operational funds	Inst.Area-Comm. Fac.	OMBUDSMAN\Grievance Details
Building Details	Laboratory Details	Technical Staff	Financial Details	Admin & Library Staff	View Upload by RO	Grants Received
Anti-Ragging	Library Book	AQIS History	Circulation Area	Payments	Check Processing Fee	Computational Facilities

Application Header	
Current Application Number:	1-2402876590
Permanent Institute Id:	1-442128863
Academic Year:	2015-2016
Chapter:	
Approval Status of Application:	
Current Status:	New
Sub Status:	
Application Opened on:	09/12/2014
Application Submitted on:	
Attend Scrutiny Committee On:	
Application Type:	Extension-Expansor
Appeal Requested Date:	
Overall Deficiency(Y/N):	
Affidavit Recieved(Y/N):	

Remarks, if any



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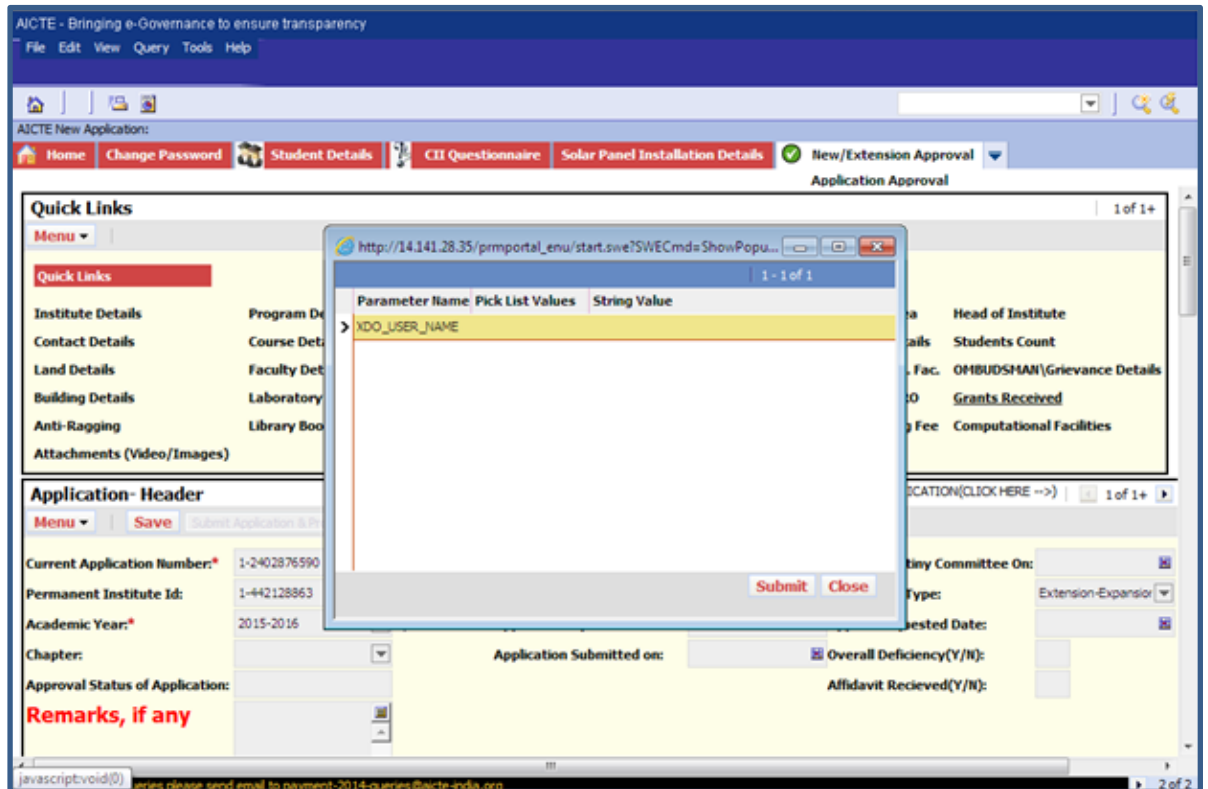
3. Select “Application Report Part 1 2014-2015”.

The screenshot displays the AICTE website interface. At the top, there is a navigation bar with 'Home' and 'Char' buttons. A dropdown menu is open, showing the following options: 'Application Report Part 2 2013-2014', 'Application Report Part 1 2014-2015', 'Application Report Part 2 2014-2015', 'Application Report Part 1 2013-2014', 'Application Report Part1', 'Application Report Part2', 'EVC Evaluation Report', and 'My BE Publisher Reports'. The 'Application Report Part 1 2014-2015' option is highlighted. Below the menu, there is a grid of links for various categories such as 'Institute Detail', 'Contact Details', 'Land Details', 'Building Details', 'Anti-Ragging', 'Attachments (Video/Images)', 'Faculty Details', 'Other Facilities', 'Library Facilities', 'Hostel Facilities', 'Organisation Details', 'Students Count', 'Inst.Area-Comm. Fac.', 'OHBUISHAN(Grievance Details)', 'Financial Details', 'Admin & Library Staff', 'View Upload by RO', 'Grants Received', 'Circulation Area', 'Payments', 'Check Processing Fee', and 'Computational Facilities'. The 'Application- Header' section is visible at the bottom, containing fields for 'Current Application Number', 'Permanent Institute Id', 'Academic Year', 'Chapter', 'Approval Status of Application', 'Current Status', 'Sub Status', 'Application Opened on', 'Application Submitted on', 'Attend Scrutiny Committee On', 'Application Type', 'Appeal Requested Date', 'Overall Deficiency(Y/N)', and 'Affidavit Recieved(Y/N)'. The 'Remarks, if any' field is also present.



Help Manual For AICTE Website

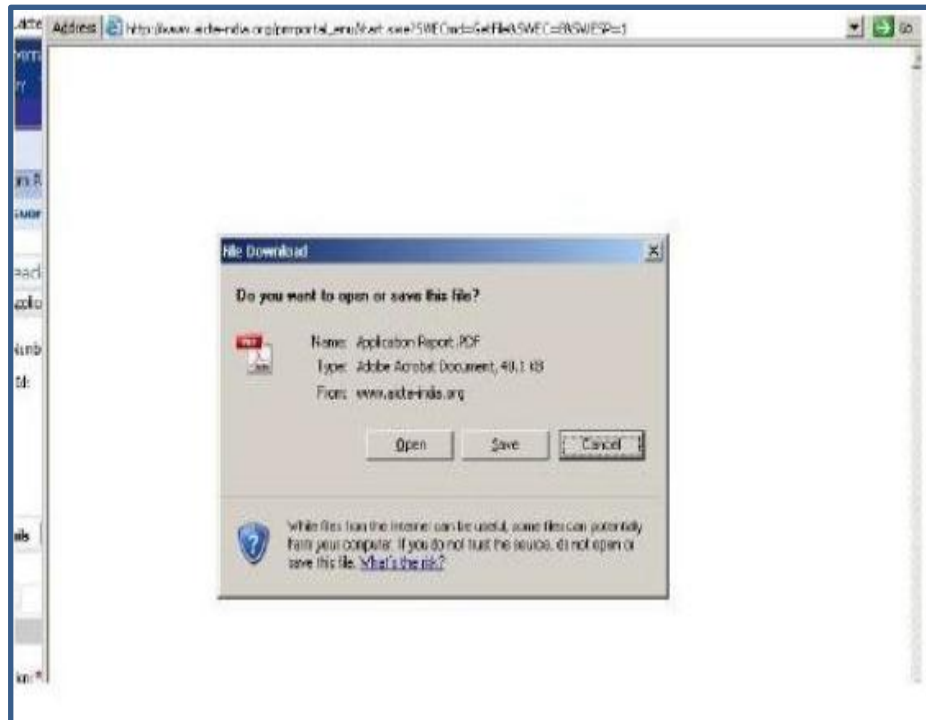
4. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)





Help Manual For AICTE Website

- Once you click on submit another pop up window will open asking to Open or save the report. Click Save.



- Mention the path where you want to save & click ok.





Help Manual For AICTE Website

7. Sometimes, you may find that at step 5, when you click on ‘Open’ or ‘Save’, the Application

Report doesn’t get displayed and the small window that popped up does not respond or refreshes. In such cases, you are required to close this pop-up window in the system. (Please do not close the main application window) and Go to reports and click “**My BI Publisher Reports**” as given below.

The screenshot displays the AICTE website interface. At the top, there is a navigation bar with 'Home' and 'Char' buttons. Below this is a 'Quick Links' section with a 'Menu' dropdown. A dropdown menu is open, showing several options: 'Application Report Part 2 2013-2014', 'Application Report Part 1 2014-2015', 'Application Report Part 2 2014-2015', 'Application Report Part 1 2013-2014', 'Application Report Part1', 'Application Report Part2', 'EVC Evaluation Report', and 'My BI Publisher Reports'. The 'My BI Publisher Reports' option is highlighted. The main content area is titled 'Application Approval' and contains a grid of links for various reports and documents. Below this is an 'Application- Header' section with a 'Menu' dropdown and a 'Save' button. The header contains several fields for application details, including 'Current Application Number', 'Permanent Institute Id', 'Academic Year', 'Chapter', 'Approval Status of Application', 'Current Status', 'Sub Status', 'Application Opened on', 'Application Submitted on', 'Attend Scrutiny Committee On', 'Application Type', 'Appeal Requested Date', 'Overall Deficiency(Y/N)', and 'Affidavit Received(Y/N)'. There is also a 'Remarks, if any' field.



8. You will be navigated to the My Reports View

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My Reports:

Home Change Password Student Details CII Questionnaire Solar Panel Installation Details New/Extension Approval BIP Reports Server

My Reports

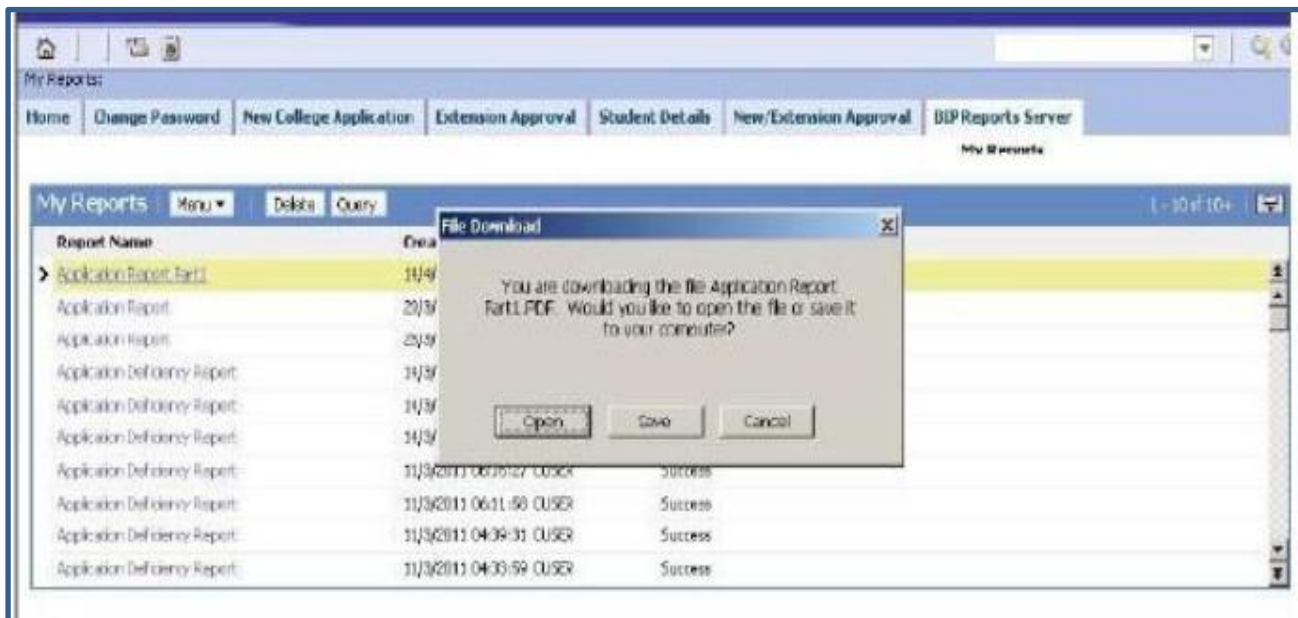
Report Name	Created Date	Owner	Status
EOA Report 2014-1	17/9/2014 07:42:47	ASC002331	Success
EOA Report 2014-1	17/9/2014 07:42:08	ASC002331	Success
EOA Report 2014-1	13/8/2014 12:50:18	ASC002331	Success
EOA Report 2014-1	13/8/2014 12:49:38	ASC002331	Success
EOA Report 2014-1	13/8/2014 12:49:20	ASC002331	Success
EOA Report 2014-1	13/8/2014 12:48:33	ASC002331	Success
EOA Report 2014-1	20/5/2014 06:21:27	ASC002331	Success
Application Report P	27/2/2014 12:14:12	ASC002331	Success
Application Report P	27/2/2014 12:13:45	ASC002331	Success
Application Report P	27/2/2014 12:11:59	ASC002331	Success

Success



Help Manual For AICTE Website

9. Select the record with recent date and time and Report name '**Application Report Part 1**' and Check if Status is '**Success**'. Click on the hyperlink on the Report name .The file will start downloading.



10. Click Save Button & give the path where you want to save. Then take the Print out.
Generating Application Report Part2



Help Manual For AICTE Website

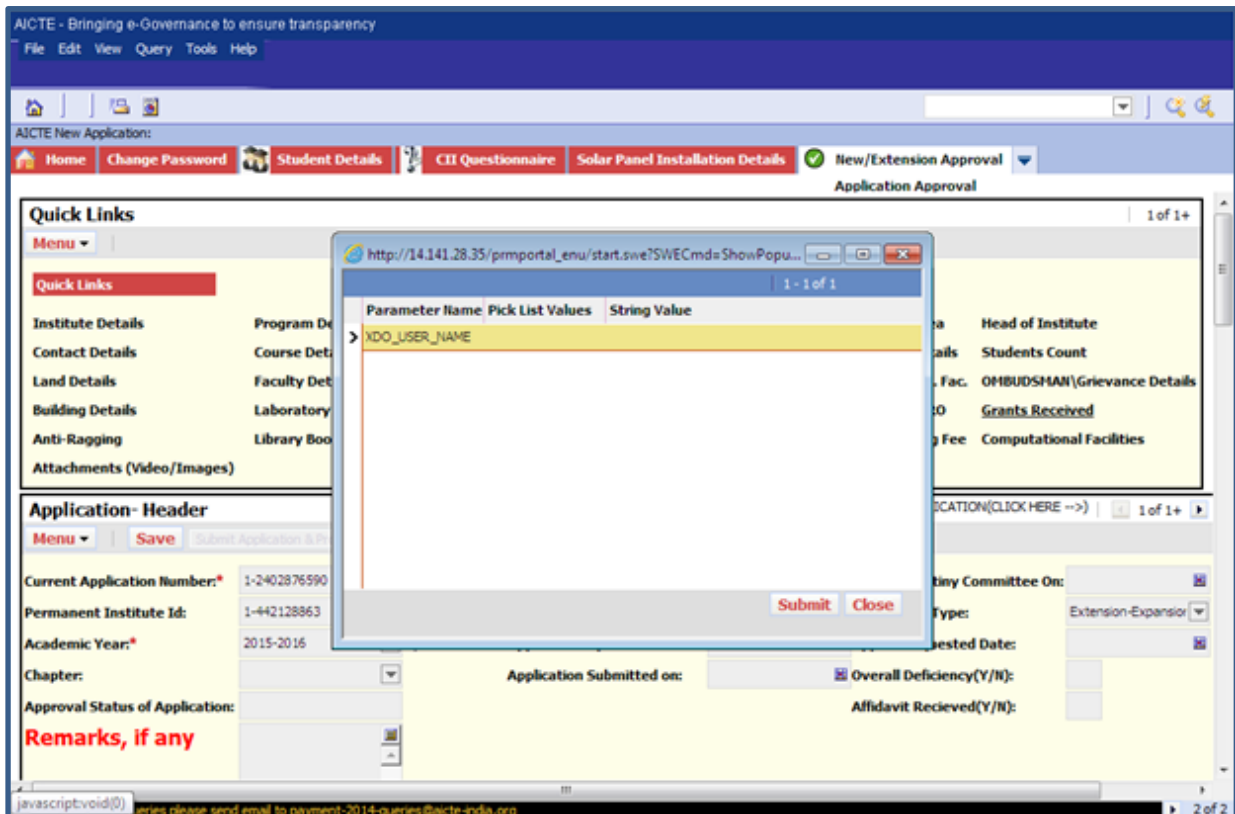
11. Click on Reports Icon & select Application Report Part2_2015-2016

The screenshot displays the AICTE website interface. At the top, there is a navigation bar with 'Home' and 'Char' buttons. Below this, a 'Quick Links' menu is visible, with a 'Reports' icon highlighted. A dropdown menu is open, showing the following options: 'Application Report Part 2 2015-2016', 'Application Report Part 1 2014-2015', 'Application Report Part 2 2014-2015', 'Application Report Part 1 2013-2014', 'Application Report Part1', 'Application Report Part2', 'EVC Evaluation Report', and 'My BI Publisher Reports'. The 'Application Report Part 2 2015-2016' option is selected. The main content area shows a grid of links for various institute details and facilities. Below this, the 'Application-Header' section is visible, containing fields for 'Current Application Number', 'Permanent Institute Id', 'Academic Year', 'Chapter', 'Current Status', 'Sub Status', 'Application Opened on', 'Application Submitted on', 'Attend Scrutiny Committee On', 'Application Type', 'Appeal Requested Date', 'Overall Deficiency(Y/N)', and 'Affidavit Received(Y/N)'. The 'Current Application Number' field is filled with '1-2402876590' and the 'Academic Year' field is filled with '2015-2016'. The 'Current Status' is set to 'New' and the 'Application Type' is 'Extension-Expansior'. The 'Application Opened on' date is '09/12/2014'. The 'Application Submitted on' field is empty. The 'Attend Scrutiny Committee On' field is empty. The 'Application Type' is 'Extension-Expansior'. The 'Appeal Requested Date' field is empty. The 'Overall Deficiency(Y/N)' field is empty. The 'Affidavit Received(Y/N)' field is empty. The 'Remarks, if any' field is empty. The page number '1 of 1+' is visible in the bottom right corner.

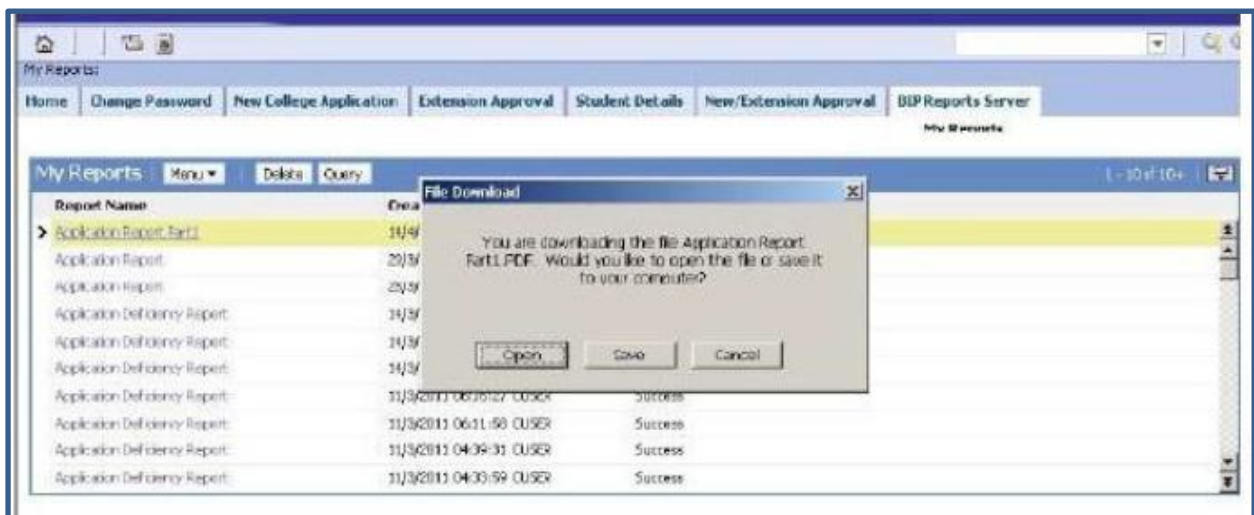


Help Manual For AICTE Website

12. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the Submit button)



13. Once you click submit another pop up window will open asking to Open or save the report. Click Save.





14. Mention the path where you want to save & click ok.



15. Sometimes, you may find that at step 12, when you click on ‘Open’ or ‘Save’, the Application

Report Part 2 doesn't get displayed and the small window that popped up does not respond or refreshes. In such cases, you are required to close this pop-up window in the system. (Please do not close the main application window) and Go to reports and click “**My BI Publisher Reports**” and follow steps 7 to 10 to download the file.



Help Manual For AICTE Website

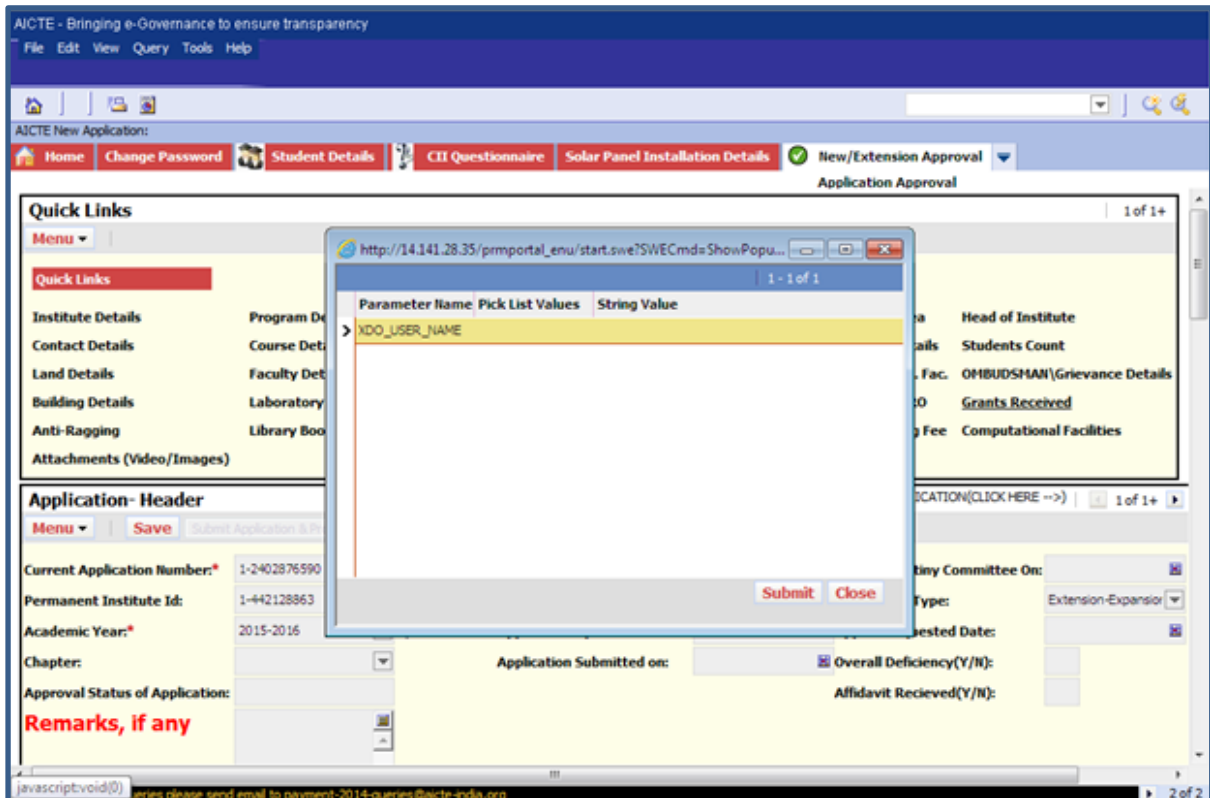
16. Click on Reports Icon & select EVC Evaluation Report

The screenshot displays the AICTE website interface. At the top, there is a navigation bar with 'Home' and 'Char' buttons. Below this is a 'Quick Links' section with a 'Menu' dropdown. A 'Reports' icon is highlighted, and a dropdown menu is open, showing several report options. The 'EVC Evaluation Report' option is selected, indicated by a blue arrow pointing to it. Below the menu, there is a grid of various report categories such as 'Institute Detail', 'Contact Details', 'Land Details', 'Building Details', 'Anti-Ragging', 'Attachments (Video/Images)', 'Faculty Details', 'Other Facilities', 'Library Facilities', 'Hostel Facilities', 'Organisation Details', 'Students Count', 'JFDR Details', 'Operational Funds', 'Inst.Area-Comm. Fac.', 'OMBUFSMAN/Grievance Details', 'Financial Details', 'Admin & Library Staff', 'View Upload by RO', 'Grants Received', 'Circulation Area', 'Payments', 'Check Processing Fee', and 'Computational Facilities'. Below the grid is the 'Application-Header' section, which contains fields for 'Current Application Number', 'Permanent Institute Id', 'Academic Year', 'Chapter', 'Approval Status of Application', 'Current Status', 'Sub Status', 'Application Opened on', 'Application Submitted on', 'Attend Scrutiny Committee On', 'Application Type', 'Appeal Requested Date', 'Overall Deficiency(Y/N)', and 'Affidavit Recieved(Y/N)'. The 'Remarks, if any' field is also visible. At the bottom, there is a footer with the text 'For any queries related to application and app' and '1 of 2'.

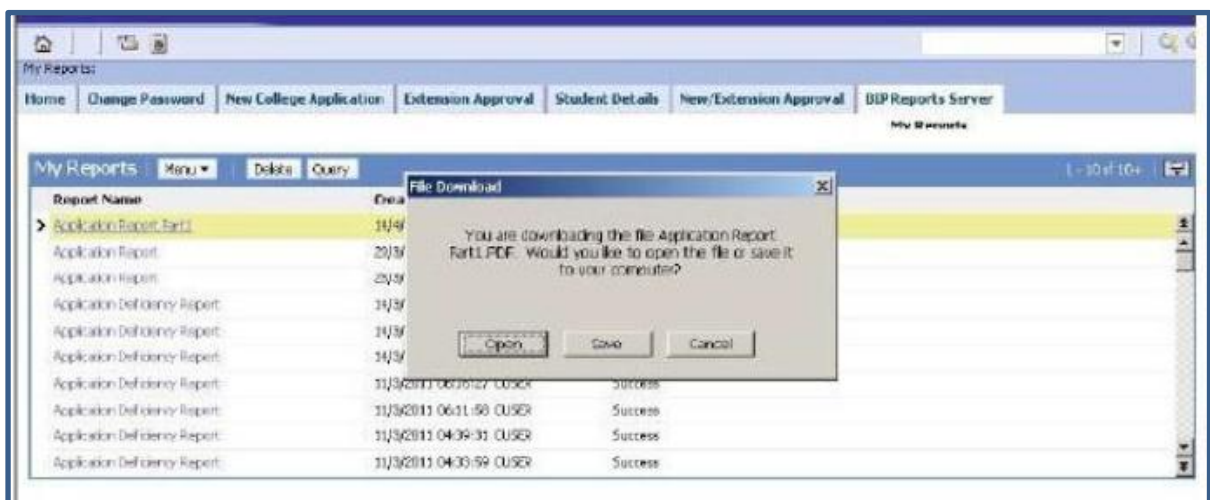


Help Manual For AICTE Website

17. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)



18. Once you click submit another pop up window will open asking to Open or save the report. Click Save.





Help Manual For AICTE Website

19. Mention the path where you want to save & click ok.





Deficiency Report

The detailed process of generating the Deficiency Report is given below:

1. Go to “**Calculate Deficiency**” Tab

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File Edit View Query Tools Help

AICTE Calculate Deficiency:

Home Change Password Student Details CII Questionnaire New/Extension Approval My Institute Application Screen

Annulment Renewal

Menu

THE INSTITUTES ARE ADVISED TO PRINT THE DEFICIENCY REPORT ONLY AFTER SUBMITTING THE APPLICATION I.e. SUBMIT BUTTON IS PRESSED AND THE APPLICATION IS IN SUBMITTED STATUS.

PLEASE SEE THE DETAILS OF DEFICIENCY, AVAILABLE ON SCREEN FOR VERIFICATION, AFTER PRESSING "CALCULATE DEFICIENCY" BUTTON, IN CALCULATE DEFICIENCY TAB.

User Manual for Application Report

User Manual for Deficiency Report

Deficiency Report | Menu | Calculate Deficiency

AFTER MAKING ANY CHANGES TO THE APPLICATION, PLEASE CLICK ON 'CALCULATE DEFICIENCY' BUTTON BEFORE GENERATING THE REPORT

1 - 10 of 10+

Program	Details
> Administrative Area	
Amenities Area	
Anti-Ragging Details	
Computational Facility	
ENGINEERING AND Instructional Area	
Faculty	



Help Manual For AICTE Website

2. Click on **Reports Icon** & select **Application Deficiency Report 14-15** or **Application Deficiency Report 13-14** or **Application Deficiency Report 12-13** or **Application Deficiency Report 11-12** depending upon the application's year for which you are generating the deficiency report.

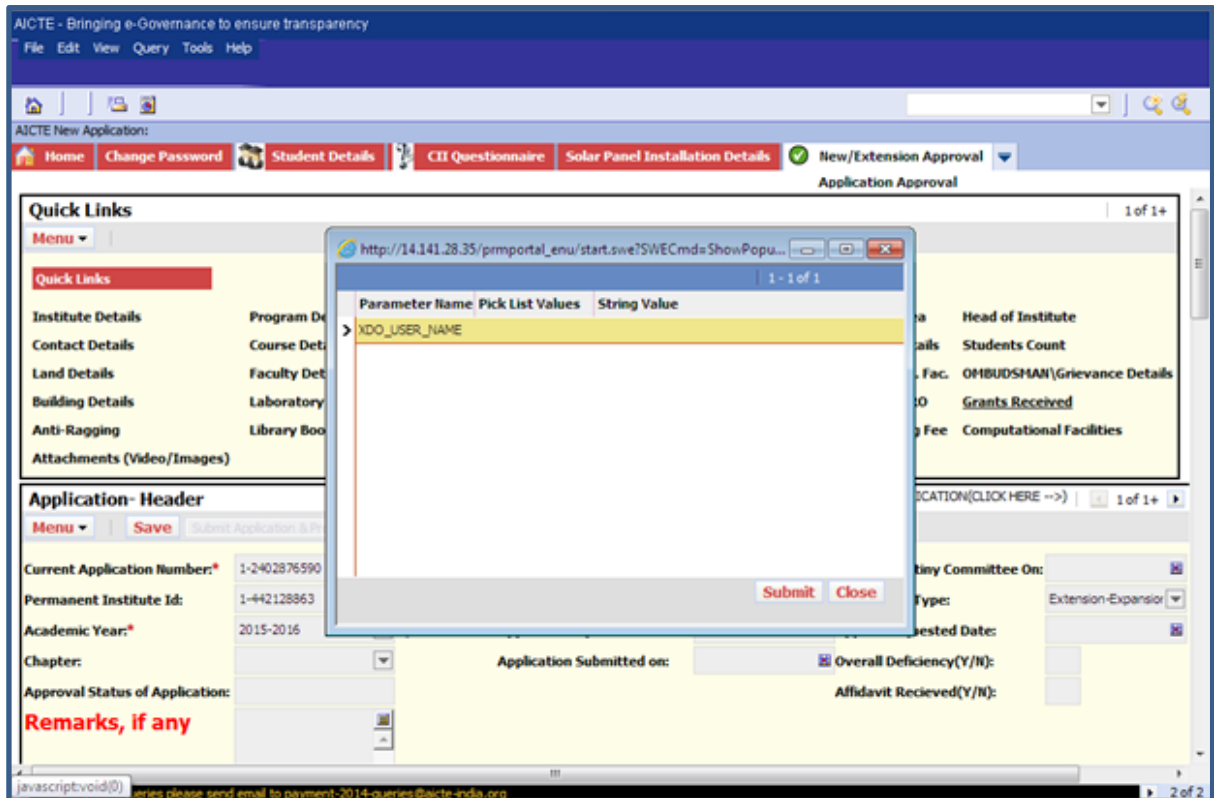
N.B: Depending on the application you have selected, the academic year of the application will be checked and if Deficiency report for that academic year is not generated then report will generate a message prompting user to select the correct academic year's application before generating the report.

The screenshot displays the AICTE website interface. At the top, there is a navigation bar with 'Home' and 'Char' buttons. Below this, a dropdown menu is open, showing options for 'Application Deficiency Report 11-12', 'Application Deficiency Report 12-13', 'Application Deficiency Report 13-14', 'Application Deficiency Report 14-15', and 'My BI Publisher Reports'. A blue arrow points to the 'Application Deficiency Report 13-14' option. The main content area features a 'Deficiency Report' section with a 'Menu' dropdown and a 'Calculate Deficiency' button. Below this, there is a table with columns for 'Program', 'Details', 'Area Type', 'Deficiency Status', 'Level', 'Actual Room Area/Land Area', 'Expected Room Area/Land Area', and 'Intake Considered'. The table currently shows 'No Records'. At the bottom, there is a footer with contact information and a '1 of 2' page indicator.



Help Manual For AICTE Website

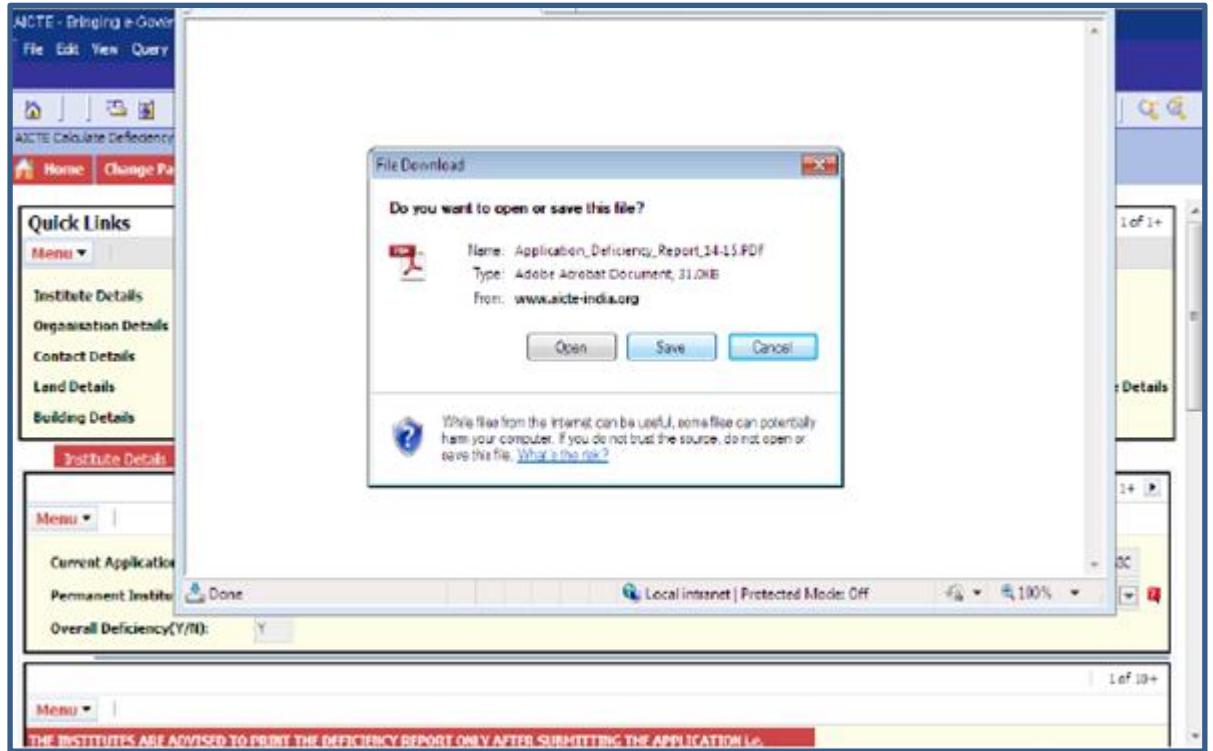
3. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)





Help Manual For AICTE Website

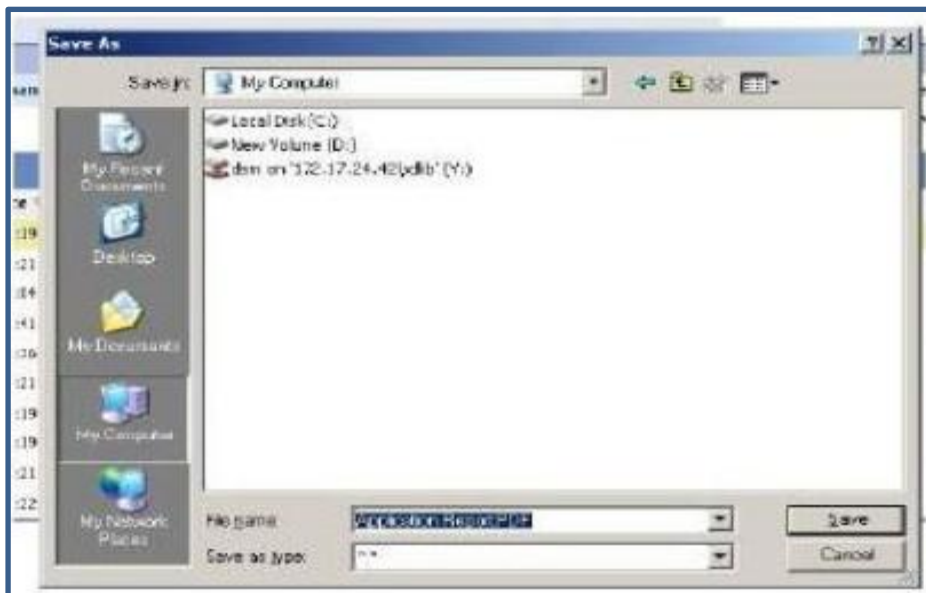
4. Once you click submit another pop up window will open asking to Open or save the report. Click Save.





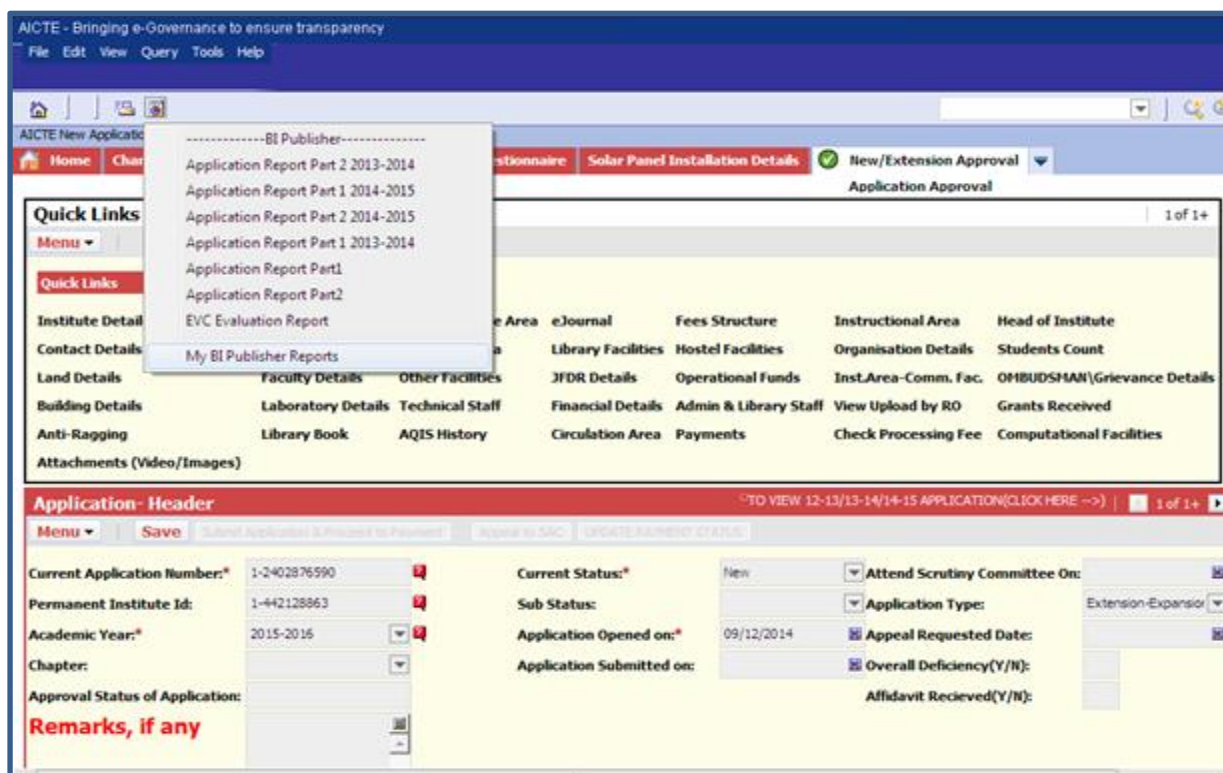
Help Manual For AICTE Website

5. Mention the path where you want to save & click ok.



6. Sometimes, you may find that at step 5, when you click on 'Open' or 'Save', the Deficiency

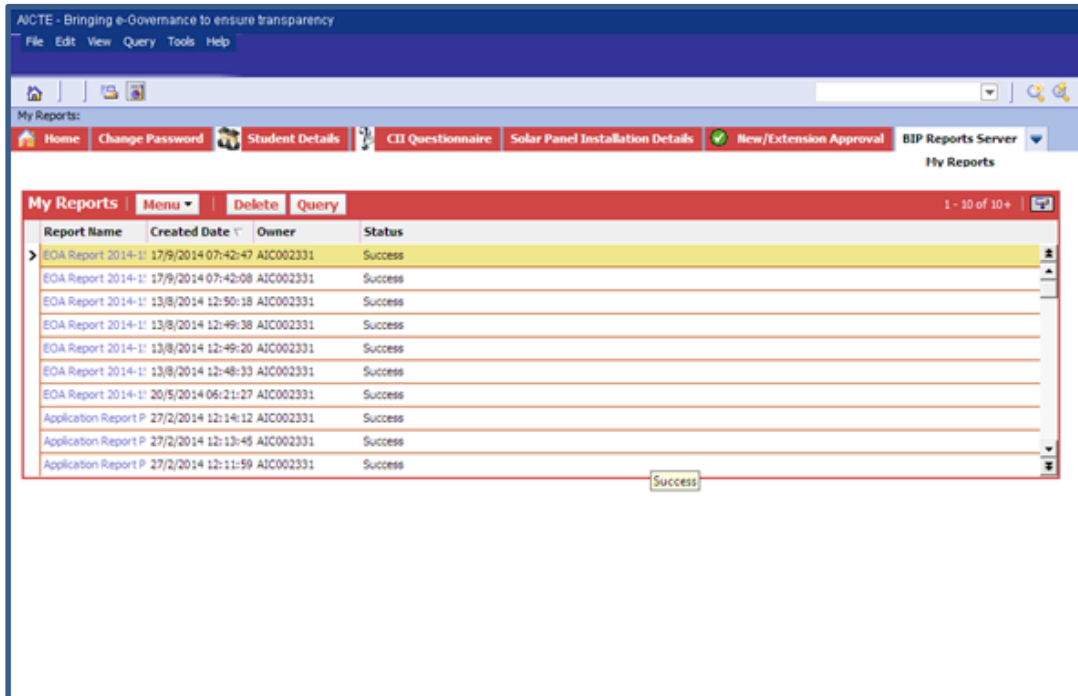
Report doesn't get displayed and the small window that popped up does not respond or refreshes. In such cases, you are required to close this pop-up window in the system. (Please do not close the main application window) and Go to reports and click "My BI Publisher Reports" as given below.



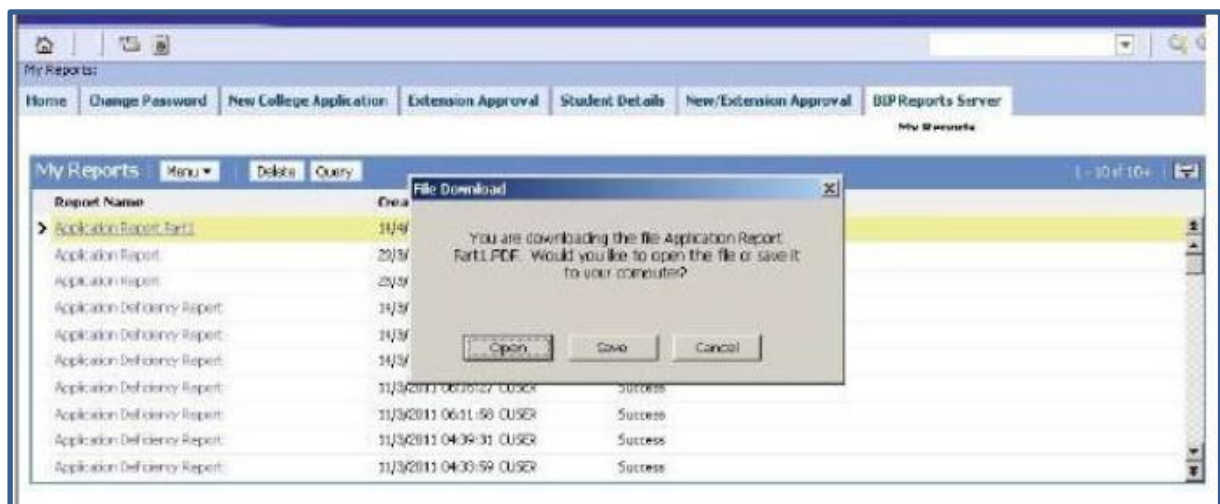


Help Manual For AICTE Website

20. You will be navigated to the My Reports View



21. Select the record with recent date and time and Report name '**Application Deficiency Report**' and check if Status is '**Success**'. Click on the hyperlink on the Report name. The file will start downloading.



22. Click Save Button & give the path where you want to save. Then take the Print out.



Check Processing Fee

To check the breakup of the payment before or after submitting an application, go to “**Check Processing Fee**” Tab & click on “**Calculate processing fee**” Button.

Processing Fees Applicable for :	Processing Fee as on date: 26/12/2014
Application Type: Extension-Expansion	100,000
Conversion of Women Only Institute to Co-Ed: <input type="checkbox"/>	0
Change in Name of Institution: <input type="checkbox"/>	0
Change in Institute Site Address: <input type="checkbox"/>	0
Dual Degree/Integrated Course: <input type="checkbox"/>	0

Once you click the Calculate Processing Button Fees that are applicable for all cases will be generated as above:

Any time before submitting the application user can check their Processing Fees using the “**Calculate Processing Fee**” Button.



Payments

Inside the New/Extension Approval tab, click on the Payments tab.

The screenshot shows the AICTE website interface. At the top, there is a navigation bar with the following tabs: Home, Change Password, Student Details, CII Questionnaire, Solar Panel Installation Details, and New/Extension Approval. The 'New/Extension Approval' tab is selected, and the 'Payments' sub-tab is active. The 'Application - Header' section displays the following information:

Current Application Number*	1-2402876590	Current Status*	New	Name of the institution*	SRATECH POLYTECHNIC
Permanent Institute Id:	1-442128863	Sub Status:		Academic Year*	-2016
Overall Deficiency(Y/N):					

Below the application details, there is a navigation bar with the following tabs: Institute Details, Print EOA 2014-15, Operational Status, Company/Industry Details, Calculate Deficiency, Print EOA 2011-12, and Payments. The 'Payments' tab is selected.

The 'Payments' section displays the following instructions:

- Before making the Payment, Please Refer Payment Guidelines Document on the Help page of AICTE website.
- Check Processing Fee Tab can be Used to Verify the Breakup of the Processing Fee.
- Steps for making Payment:
 1. Select Mode of Payment.
 2. Edit Amount in Amount Field(In case of Part Payments).
 3. After Payment is Successfully Done ,Click on "View Payment Status" button.
 4. After Complete Processing Fee Payment is Done .Click on "UPDATE PAYMENT STATUS" Button on Header form to Update Status of Application.

At the bottom of the 'Payments' section, there is a 'Mode of Payment*' dropdown menu.



Help Manual For AICTE Website

Inside the payments tab, click on Select mode of Payment button. Then select the mode of payment from the options available in the list. For making payment via Corporate Internet Banking or Retail Banking of banks other than ICICI, select the option CIB/Retail Banking(Other Bank).

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File Edit View Query Tools Help

Processing Fee Payments

Home Change Password Student Details CII Questionnaire New/Extension Approval My Institute Application Screen

Application Approval

1. Select Mode of Payment.
2. Edit Amount Field(In case of Part Payments).
3. After Payment Successfully Done .Click on "View Payment Status" Button.
4. After Completion of Processing Fee Payment is Done .Click on "UPDATE PAYMENT STATUS" Button on Header Form to Update Status of Application.

Mode of Payment: <Case Required>

CIB (ICICI Only)

CIB Retail Banking(Other Bank)

CIB Retail Banking(Other Bank)

Step 2: Corporate Internet Banking (CIB)-ICICI No Records

Menu Enter Query

Corporate Internet Banking (CIB) Payment is only applicable to ICICI Account Holders with Corporate ID.

Amount [edit amount in case of part payment]: Total Amount to be paid:

Transaction Id: <Case Required>

Receipts

For latest terms & conditions of Corporate Internet Banking (CIB), Click Here

I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same:



Help Manual For AICTE Website

List of Banks available for payment:

Below is the list of banks available for payment via CIB/Retail Banking (Other Bank) mode of payment.
Retail Corporate Internet

Bank Name	Retail Banking	Corporate Banking	Internet
Allahabad Bank	Available	Not Available	
Axis Bank	Available	Not Available	
Bank of Bahrain and Kuwait	Available	Not Available	
Bank of Baroda	Available	Available	
Bank of India	Available	Available	
Bank of Maharashtra	Available	Available	
City Union Bank	Available	Available	
Corporation Bank	Available	Not Available	
DCB Bank	Available	Not Available	
Deutsche Bank	Available	Not Available	
Dhanlaxmi Bank	Available	Not Available	
Federal Bank	Available	Available	
ICICI Bank	Available	Not Available	
IDBI Bank	Available	Not Available	
Indian Bank	Available	Not Available	
Indian Overseas Bank	Available	Available	
J and K Bank	Available	Available	
Karnataka Bank	Available	Not Available	
Karur Vysya Bank	Available	Available	
Oriental Bank of Commerce	Available	Available	
South Indian Bank	Available	Available	
Standard Chartered Bank	Available	Not Available	
State Bank of Hyderabad	Available	Not Available	



Help Manual For AICTE Website

State Bank of India	Available	Not Available
State Bank of Mysore	Available	Not Available
State Bank of Travencore	Available	Not Available
Tamilnad Mercantile Bank	Available	Not Available
Union Bank of India	Available	Available
United Bank of India	Available	Available
Vijaya Bank	Available	Available
Yes Bank	Available	Not Available



Help Manual For AICTE Website

Now on **Step 3:** Payment Details, a payment detail containing the payment Id, payment mode and payment amount for our application is present. Now on Step 2: Corporate Internet Banking / Retail Banking –Other Banks click on the link Click Here to make Payment(Other Banks).

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File Edit View Query Tools Help

Processing Fee Payment:

Home Change Password Student Details New/Extension Approval PG Admin PG Student Verification Details RIFD Screen

Application Approval

Step 2: Corporate Internet Banking (CIB)/Retail Banking- Other Banks

Menu

Corporate Internet Banking (CIB) Payment is only applicable to Account Holders with Corporate ID.

Amount: 200,000

Transaction Id: 0295405410

Receipt:

For latest terms & conditions of Corporate Internet Banking (CIB), Click Here

I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same:

[Click Here to Make Payment\(Other Banks\)](#)

Step 3: Payment Details

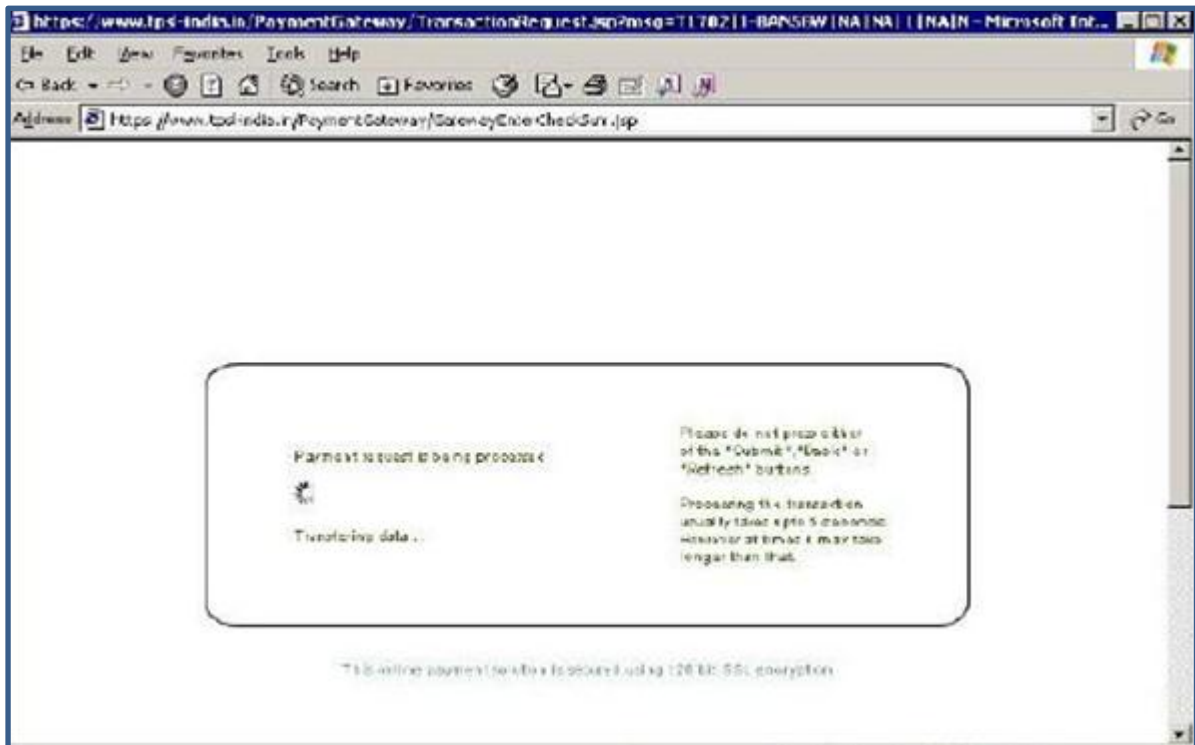
Menu Save Query New Payment Status

Payment Id	Payment Mode	Bank Transaction	TPSL Transaction	Receipt	Part Payment An	Total Amount	ICICI Cheque #	PO Number	Bank Na
561555994	CIB/Retail Banking[C	0295405410	62773931	Y	200,000	100,000			



Help Manual For AICTE Website

You will be redirected to the banks payment page. Don't refresh the page.

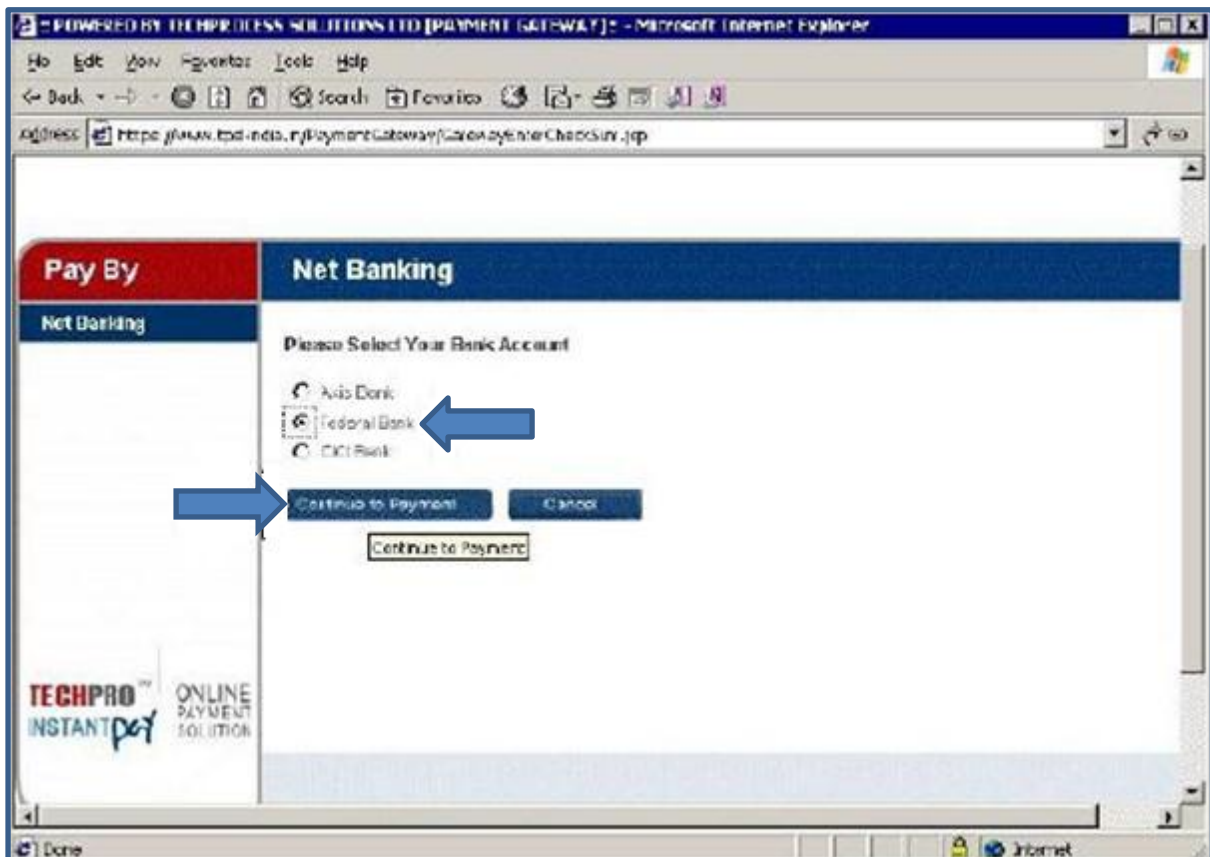




Help Manual For AICTE Website

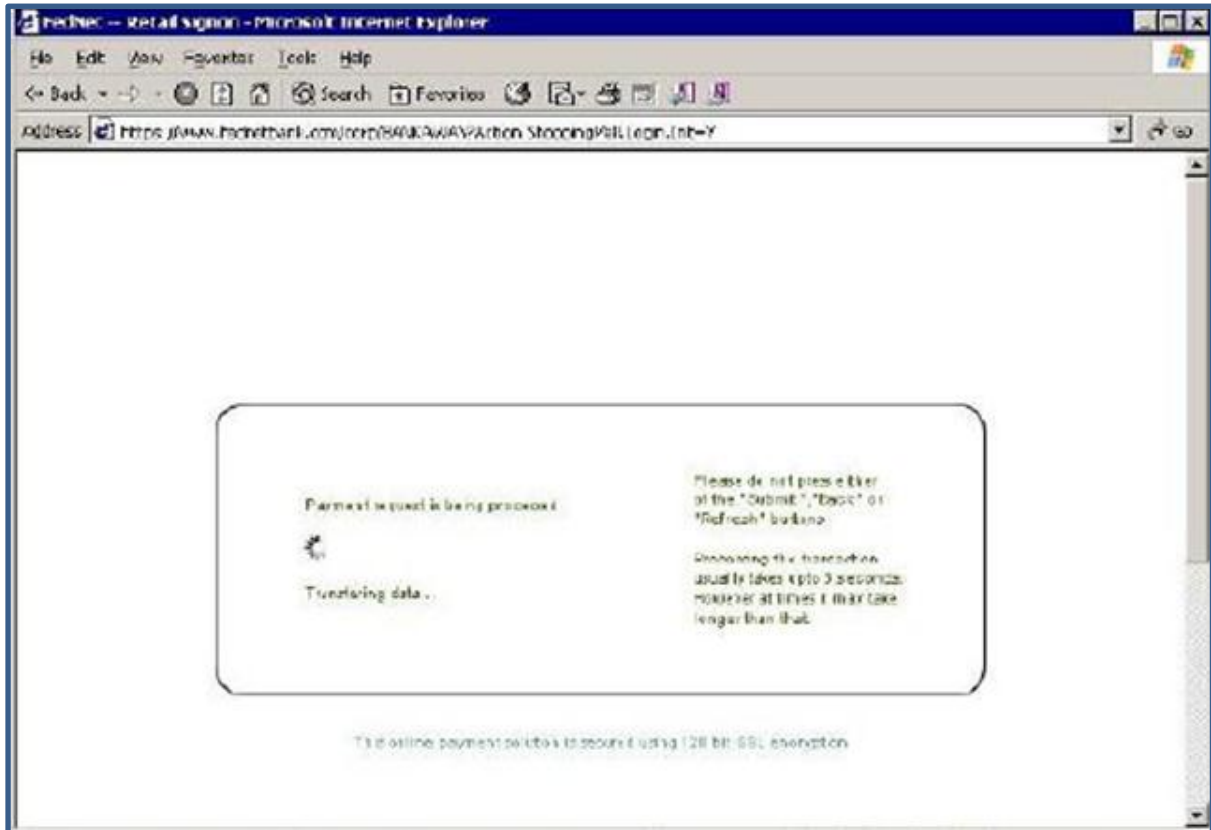
Choose the bank to make the payment and click on the button Continue to Payment.

To make payment by Federal Bank, Choose the bank and click on the button Continue to Payment.





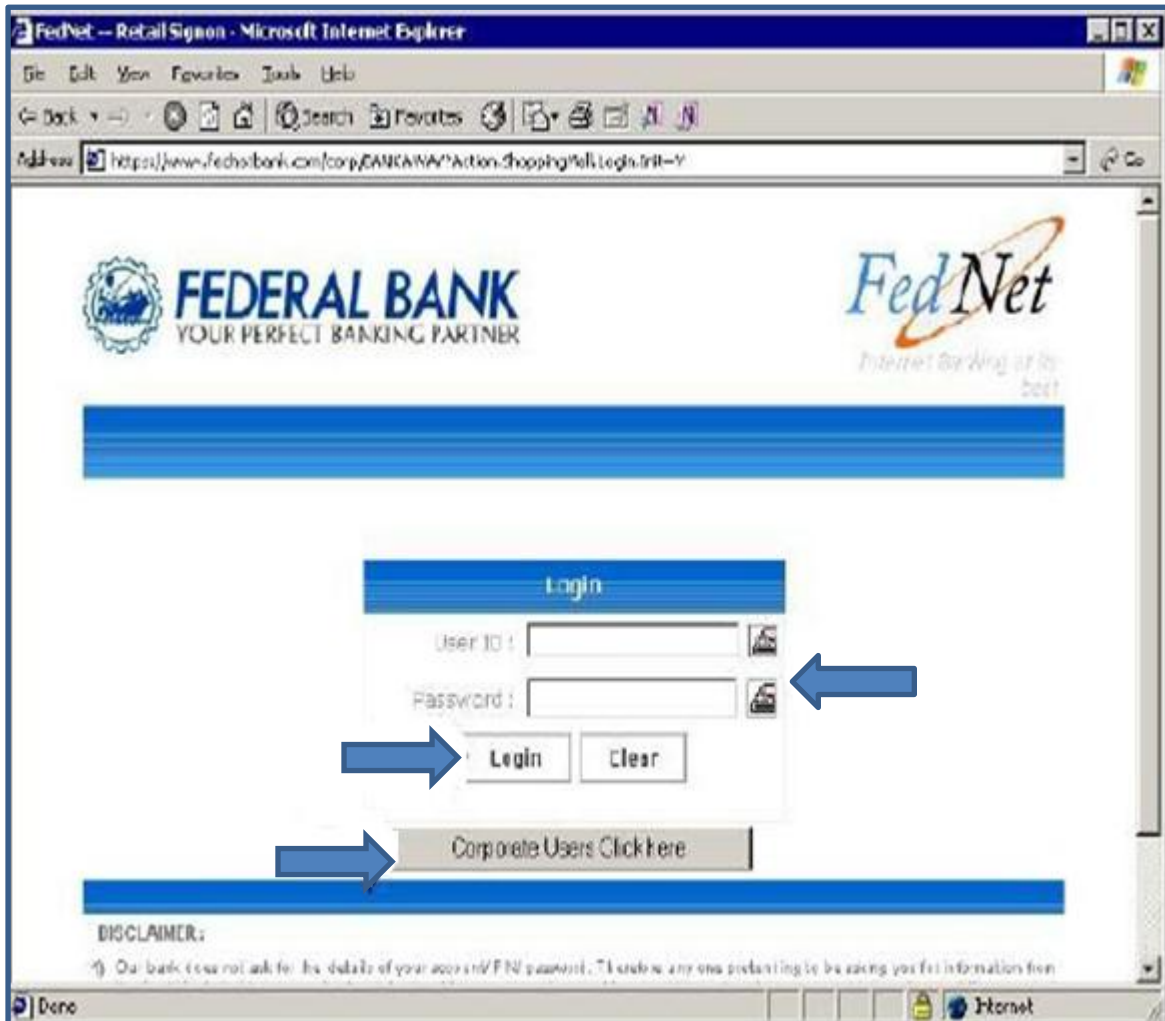
Help Manual For AICTE Website





Help Manual For AICTE Website

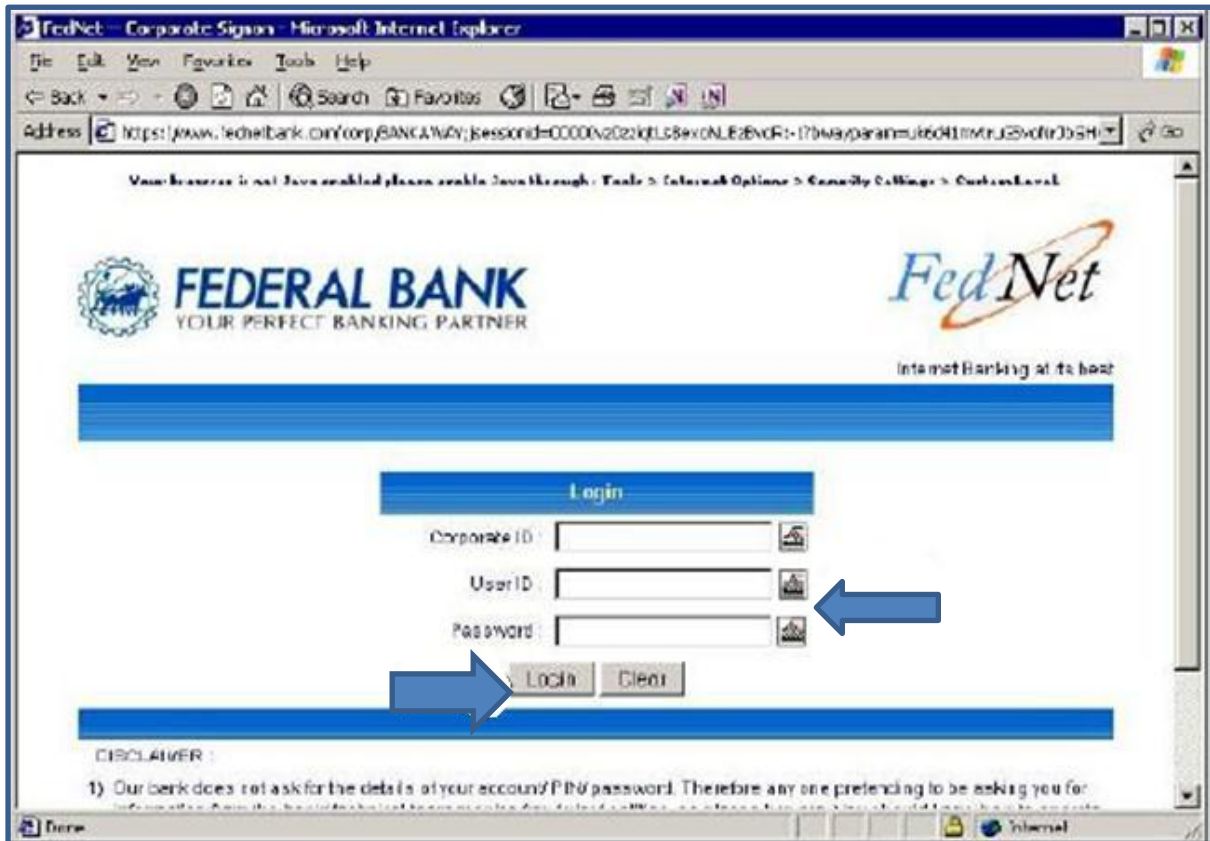
If you wish to make payment by Retail Banking, enter the User ID / Password and click on the Login button. If you want to make payment by Corporate Internet Banking click on the Corporate Users Click here button.





Help Manual For AICTE Website

To make payment by Corporate Internet Banking, enter the Corporate ID / User ID / Password and click on the Login button.





Help Manual For AICTE Website

After you have successfully made the payment from your bank account, the below pop up message will be displayed. Click on OK.



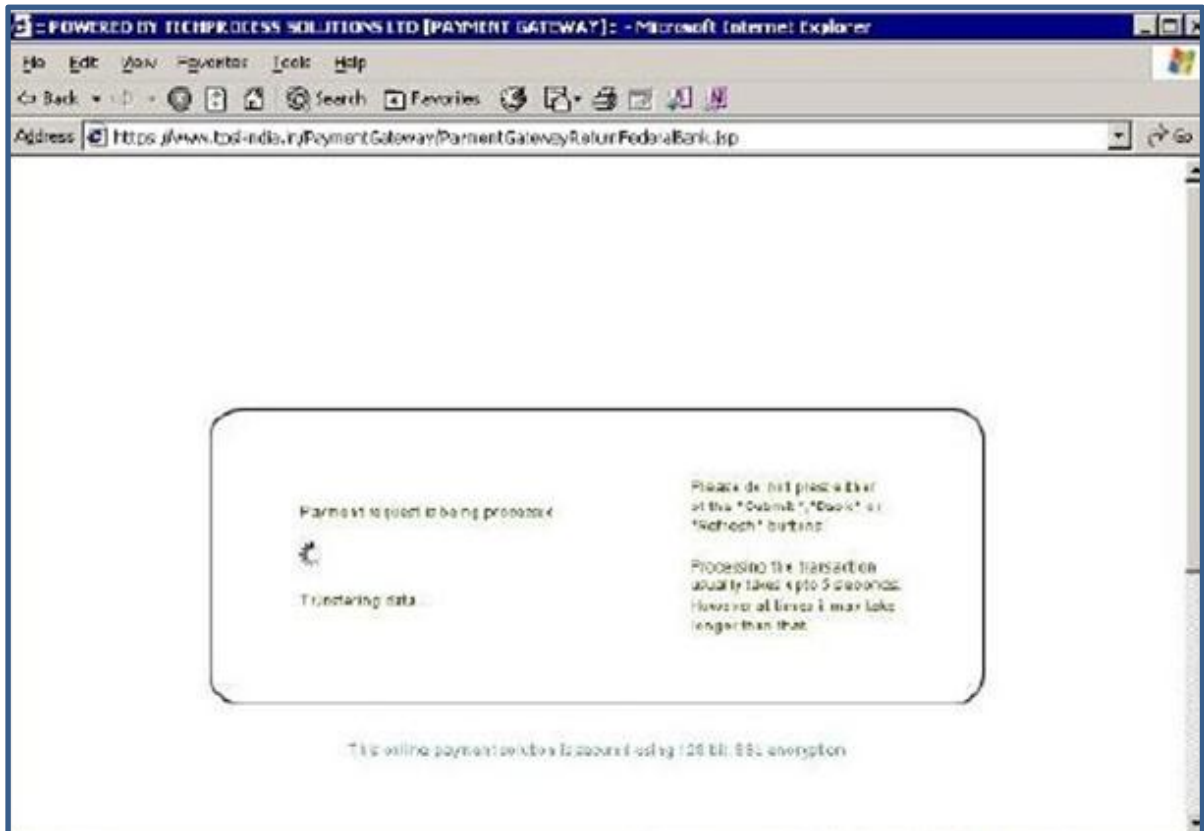
Then click on Please click here to complete the transaction button.





Help Manual For AICTE Website

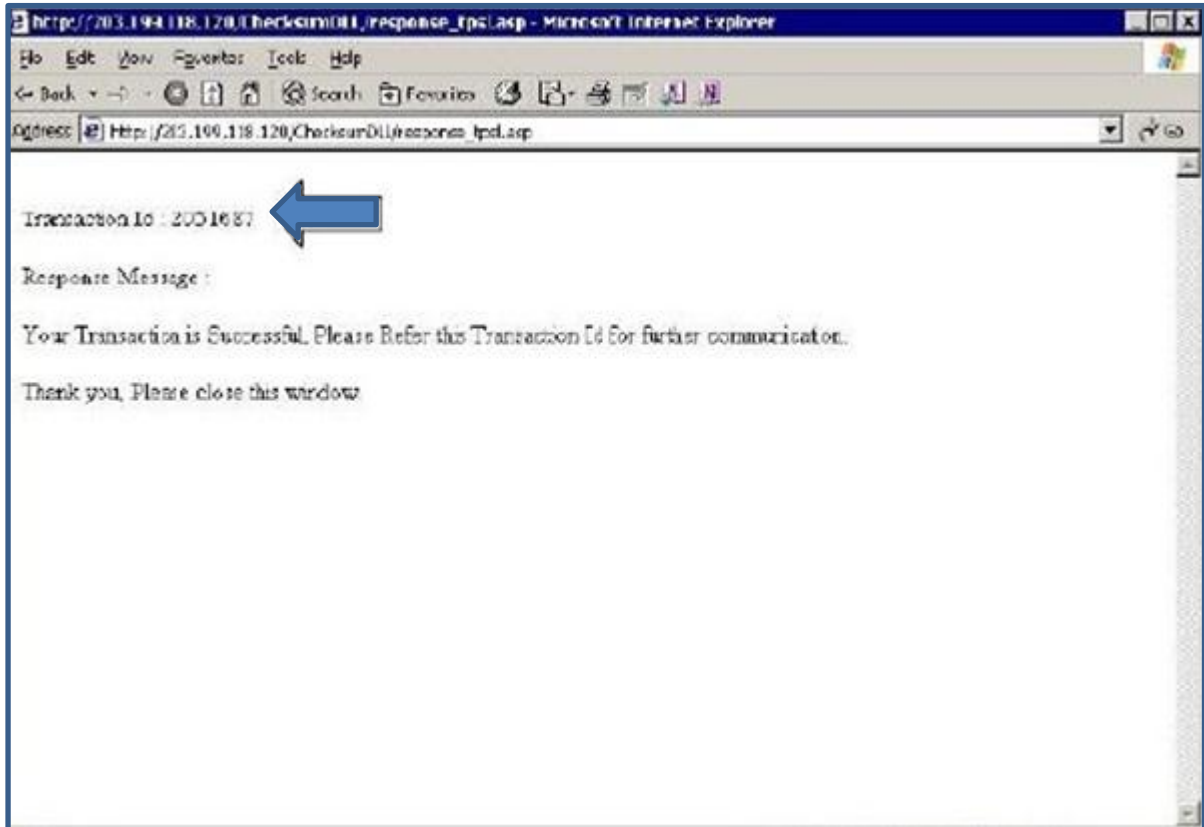
Now you will be redirected to the response page. Don't refresh the page.





Help Manual For AICTE Website

In the response page, note down the Transaction Id, you can now close the window.





Help Manual For AICTE Website

Now click on the View Transaction ID button to view the transaction id.



Now in the application you can observe that the Transaction ID and Receipt flag are populated. The payment has been successfully done.

Once the Payment is successfully done you can see the payment sub status will be change to **“Payment Received”**



Help Manual For AICTE Website

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File Edit View Query Tools Help

Processing Fee Payment:

Home Change Password Student Details CII Questionnaire Solar Panel Installation Details New/Extension Approval

Application Approval

Quick Links

1 of 1+

Menu

Institute Details	Program Details	Administrative Area	eJournal	Fees Structure	Instructional Area	Head of Institute
Contact Details	Course Details	Amenities Area	Library Facilities	Hostel Facilities	Organisation Details	Students Count
Land Details	Faculty Details	Other Facilities	JFDR Details	Operational Funds	Inst.Area-Comm. Fac.	OMBUDSMAN/Grievance Details
Building Details	Laboratory Details	Technical Staff	Financial Details	Admin & Library Staff	View Upload by RO	Grants Received
Anti-Ragging	Library Book	AQIS History	Circulation Area	Payments	Check Processing Fee	Computational Facilities

Attachments (Video/Images)

Application- Header

TO VIEW 12-13/13-14/14-15 APPLICATION(CLIK HERE -->) | 1 of 1+

Menu

Current Application Number:*	1-2402876590	Current Status:*	New	Name of the institution:*	UTTARATECH POLYTECHNIC
Permanent Institute Id:	1-442128863	Sub Status:		Academic Year:*	2015-2016
Overall Deficiency(Y/N):					



Payment Queries Help File

Case 2: Format of e-mail to be sent in case of problem relating to Processing Fee Payment using Payorder/ ICICI Cheque modes: (Please ensure not depositing any bank drafts)

The e-mail should be sent to the mail id: payment.query@aicte-india.org or aicte.payment.query@gmail.com containing the following details:

Subject: Processing Fee Payment – Payorder/ICICI Cheque Payment Problem : <Institute Name> <Application ID><Payment ID> (As printed on challan)

Mention following details in the body of the mail:

Institution Name:

Application ID:

Contact Person:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Deposit in ICICI Bank Branch:

Amount of Payment :

In case of ICICI Bank cheque, Please mention Cheque number:

In case of ICICI Bank cheque, Please mention ICICI Bank Account Number & Name:

In case of Payorder, Please mention :

Payorder Number:

Issuing Bank name:

Issuing Bank branch

Payable at location:

Name & Address of ICICI Bank branch at which payment was submitted:

Branch Transaction ID (if available):

Important : Please also attach the scanned copy of the challan submitted by you at ICICI Bank branch (acknowledged by branch) along with this email.

Case 3: Format of e-mail to be sent in case of problem relating to Processing Fee Payment using Corporate Internet Banking:

The e-mail should be sent to payment.query@aicte-india.org containing following details:

Subject: Processing Fee Payment – Corporate Internet Banking <Institute Name> <Application



Help Manual For AICTE Website

ID><Payment ID> (as provided by AICTE server) ; <Transaction ID> (generated at ICICI Bank server if payment successful)

Mention following details in the body of the mail:

Institution Name:

Application ID:

Payment ID :

Contact Person Name :

Contact Person Designation:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Payment:

Amount of payment:

ICICI Bank Account number from which payment was made:

ICICI Bank Account name from which payment was made:

Transaction ID (if available):

For any Miscellaneous query related to payments, please write into payment.query@aicte-india.org or call at 011 – 23724675



Payment Queries for credit card

In case of query/ problem pertaining to the payment of User Id creation or payment of Processing Fees at AICTE portal, kindly follow the below mentioned procedure:

Step 1: Call the AICTE Helpline numbers in case of payments related query.

Step 2: If so advised by the helpline operator, you should send an email in the specified format (as mentioned below) for resolution of issues related to :

- Confirmation Page not getting generated after Credit/ Debit card payment through Payment gateway for User ID creation
- Double Payment using Payment Gateway
- Payment status not updated for processing fee payment after specified time period mentioned in the user manual has elapsed(i.e. 4-5 days for Payorder payments, 1-2 Days for ICICI cheque payments)
- Non-updation of payment status for Processing fee payments done through Corporate Internet Banking.

Case 1: Format of e-mail to be sent in case of problem relating to Payment for User ID creation through Credit Card / Debit Card Payment gateway .

The e-mail should be sent to the mail id : payment.query@aicte-india.org containing the following details:

Subject: User ID Creation - Payment Gateway Problem: <Institute Name><Service request number>

Mention following details in the body of the mail:

Institution Name:

Service request number (As provided by AICTE server):

Contact Person:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Payment:

Payment through Credit/ Debit Card:

Name of Bank whose card was used:

Transaction ID (if available):

Authorization Code (if available) (this can be obtained from the bank whose card was used):

In Case of Double Payments, mention 2nd Transaction ID



AICTE Helpline

For any queries please contact at the following helpline numbers

- 011 – 23724670 (Fax number for sending AICTE portal related queries)
- 011 – 23724673
- 011 – 23724675 (For Payment related queries)