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Steps to be followed for disbursement of PG-Scholarships through direct cash transfer scheme

### Instructions for Institutions

### **Student Details:**

- 1. The institute log's in to the portal.
- 2. Navigate to Student Details View.
- 3. Click on the new button to create new student record.
- 4. To create new students for academic year 13-14 click on the 'New' button. To search for students of academic year 12-13 you can search in the existing 'Student Details' view for the student as the record has been created in the previous year.

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ð		ge Password	Student Deta		stionnaire 🔗 N	ew/Extension Appr	oval All AQIS Applications	PG Student Attendance Details
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	Record Create	d C Student ID	Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)
	19/03/2011	1-503166841	Mr.	NIKHIL	ARJUN	WANVE		±
>	19/03/2011	1-503166885	Mr.	VINAY	MADHUSUDAN	FULEKAR		<u> </u>
	23/03/2011	1-505921411	Mr.	TRUSHANK	GIRISH	DAND	0	63
	23/03/2011	1-505921413	Mr.	AMIT	VISHWAS	AHIREKAR		
	23/03/2011	1-505921415		VASHISHT	NARENDER	BANSAL		
	23/03/2011	1-505921417	Mr. Mr.	SUMIT	JAMSING	BHAMARE		
	23/03/2011	1-505921419	Mr.	ROHIT	SOLOMAN	BHOPALE		
	23/03/2011	1-505921421	Mr.	SURYAJI	VINAYAK	BHOSALE		
	23/03/2011	1-505921423	Mr.	UJWAL	PRAKASHCHANDJI	BHUTADA		-
	23/03/2011	1-505921425	Mr.	SAMEER	MAHESH	BIDAYE		Ŧ
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	Menu 🔻	New Delete	e Save					1 - 4 of 4
	Exam	Enter If Any O	the % Marks	Mode Regu	lar/ Di Year Of Pass	ing		
>	10th	sasa	12	asf				
	Diploma	ASH		14	1990			

5. In Student Details view the fields that are mandatory are, First Name, Last Name, Title Father's Name, Mother's Name, Student Status, Date of Birth, Date of Joining, Course, Programme, Permanent Address Line 1, Home District of the student, Home state of the student.



6. The Institute can select the approved course from the list applet and its corresponding programme, level, shift, full time/part time and course id get populated automatically. (Kindly select course with level 'POST GRADUATE', any other level course will not be verified.)

# Fig 2

plication- H	eader	http://124.247.235.1	32/?SWECmd=ShowPopupFrames&SWEDIC=1&SWEU=/p	rmportal_enu/start.swe%3fSWECmd% -	Microsoft Internet Explorer p		<b>Z</b>	10
enu –							1 - 10 of 10+	
		Course Id	Course $ ightarrow$	Programme	Level	Shift Fu	Ill Time/Part Time	
pplication Numb	er:* 1-14	> 1-1404805769	BIOMEDICAL ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift FL	LL TIME 📩	
		1-1404805763	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift FL	LL TIME	1 10 10
enu 🔹 👘 Nev		1-1404805773	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	POST GRADUATE	1st Shift FL		1 - 10 of 1
ather's Name	Res Pho	1-1404805779	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift FL	LL TIME	Til Date of Ad
	9850681	1-1404805777	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	POST GRADUATE	2nd Shift FL	LL TIME	8/8/2010
	9833575	1-1404805767	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift FU	LL TIME	10/7/2010
IRISH	2411124	1-1404805783	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift FU	LL TIME	10/9/2009
ISHWAS	9867888	1-1404805765	ELECTRONICS ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift FL	LL TIME	11/9/2009
IARENDER	2414588	1-1494274935	ELECTRONICS ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift FL		10/9/2009
AMSING	9224340	1-1404805775	INFORMATION TECHNOLOGY	ENGINEERING AND TECHNOLOGY	POST GRADUATE	2nd Shift FL		4/6/2013
OLOMAN	2666074	4					•	3/6/2013
INAYAK	9860333						OK Cancel	5/8/2009
RAKASHCHAND II	9049926							21/8/2009

7. Institutes can import student records in bulk by clicking on the button 'Import Student Data'. You need to save the Student Excel Sheet in D:\StudentExcel.xls Update the StudentExcel.xls file with all student records that have to be created and click on 'Import Student Data' button. This will create records in Student Details View.

User Manual for Importing Student Details is available in AICTE Website -> Students -> Scholarships -> PG Scholarship GATE/GPAT -> Help Manual for Student Import faculty

Student Excel Sheet for Importing Student Details is available in AICTE Website -> Students -> Scholarships -> PG Scholarship GATE/GPAT -> Format for importing student Data



- 8. All student records of an institute that have been created by the Institute will be seen in this screen. The students who have registered themselves on AICTE web portal & updated their details and documents will also be visible.
- 9. Institute can also add exam details of students along with the year of passing, percentage of marks score and mode regular/distance in 'Academic Details' list applet below. For entering exam details click on 'New' button, enter the details and click on 'Save' button to save the record. Exam field is mandatory, if user does not enter exam details and clicks on 'Save' an error message is displayed as shown in fig 3.

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/ear4 (% mark	s) Year5 (% marks)	Mother's Name	Fathe			Date of Birth	Student Status	Course Id	Program	Course
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				Please Enter the Exam D	etalls.(SBL-EAL-00151)	15/12/1987		1-1404805773	ENGINEERING AND	COMPL
			GIRIS			23/9/1990			ENGINEERING AND	' INFORI
			VISHV			22/5/1984			MANAGEMENT	MASTE
			NARE		ОК	10/5/1986			MANAGEMENT	MASTE
			JAMSI	522 15 10 520	Marc	2/11/1987			MANAGEMENT	MASTE
			SOLOMAN	26660745	Male	28/1/1988			MANAGEMENT	MASTE
			VINAYAK	9860333410	Male	16/7/1988			MANAGEMENT	MASTE
			PRAKASHCHANDJI	9049926999	Male	5/1/1987			MANAGEMENT	MASTE
			MAHESH	9870427099	Male	18/8/1986			MANAGEMENT	MASTE
										•
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10. The Institute can upload attachments in the 'Attachments' view as shown in fig 4.

- a. Utilization certificate for the last grant released.
- b. Receipt and Payment account statement
- c. Indemnity Bond duly signed by the Head of the Institute

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Student ID	Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)	Year4 (% marks)	Year5 (			
		First Name	Middle Name ARJUN	Last Name WANVE	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)	Year4 (% marks)	Year5 (			
Student ID 1 1-503166841 M 1-503166885 M	Mr.				Year1 (% marks)	Year2 (% marks)	Year3 (% marks)	Year4 (% marks)	Year5 (			
1-503166841	Mr. Mr.	NIKHIL	ARJUN	WANVE	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)	Year4 (% marks)	Year5 (			
1-503166841 M	Mr. Mr. Mr.	NIKHIL VINAY	ARJUN MADHUSUDAN	WANVE FULEKAR				Year4 (% marks)	Year5 (			
1-503166841 M 1-503166885 M 1-505921411 M	Mr. Mr. Mr. Mr.	NIKHIL VINAY TRUSHANK	ARJUN MADHUSUDAN GIRISH	WANVE FULEKAR DAND				Year4 (% marks)	Year5 (			
1-503166841 1-503166885 1-505921411 1-505921413 1-50592141414 1-505921414144 1-505921441444444444444444444444444444444444	Mr. Mr. Mr. Mr.	NIKHIL VINAY TRUSHANK AMIT	ARJUN MADHUSUDAN GIRISH VISHWAS	WANVE FULEKAR DAND AHIREKAR				Year4 (% marks)	Year5 ('			
1-503166841 M 1-503166885 M 1-505921411 M 1-505921413 M 1-505921415 M	Mr. Mr. Mr. Mr. Mr.	NIKHIL VINAY TRUSHANK AMIT VASHISHT	ARJUN MADHUSUDAN GIRISH VISHWAS NARENDER	WANVE FULEKAR DAND AHIREKAR BANSAL				Year4 (% marks)	Year5 ('			
1-503166841         M           1-503166885         M           1-505921411         M           1-505921413         M           1-505921413         M           1-505921413         M           1-505921413         M           1-505921413         M	Mr. Mr. Mr. Mr. Mr. Mr.	NIKHIL VINAY TRUSHANK AMIT VASHISHT SUMIT	ARJUN MADHUSUDAN GIRISH VISHWAS NARENDER JAMSING	WANVE FULEKAR DAND AHIREKAR BANSAL BHAMARE				Year4 (% marks)	Year5 (			
1-503166841 1-503166885 1-505921411 1-505921413 1-505921415 1-505921417 1-505921419 1-50592149 1-50592149 1-50592149 1-50592149 1-50592149 1-50592149 1-505921	Mr. Mr. Mr. Mr. Mr. Mr. Mr.	NIKHIL VINAY TRUSHANK AMIT VASHISHT SUMIT ROHIT	ARJUN MADHUSUDAN GIRISH VISHWAS NARENDER JAMSING SOLOMAN	WANVE FULEKAR DAND AHIDEKAR BANSAL BHAMARE BHOPALE BHOSALE				Year4 (% marks)	Year5 (			



Help Manual for PG Approval Process Step I: Verification and Approval of PG student details

- 11. The Institute log's into portal.
- 12. Navigate to 'PG Student Verification' Screen in Fig 5.
- 13. Before any Student record is approved, 'Date of Commencement of 1<sup>st</sup> Year PG Classes' has to be set and verified using the 'Verify Date of Commencement of Classes' button. After clicking on the button the Date becomes read-only and cannot be edited.
- 14. All PG students of the institute who have updated and 'Submitted' their details on AICTE web portal will be seen in this screen. The status of the student record is changed to 'Verification Awaited by Institute' after the student 'Submits' details on the Web Portal. In Query PG Students applet the user selects the approved course from the dropdown and clicks on "**GO**" button, all student records for that particular course will be seen in 'PG Student Verification' applet below.
- 15. If user clicks on "**View All Students**" button, all student records for all the courses for that institute are seen in 'PG Student Verification' applet below.





- 16. After verification of list of students and the attachments by the Institute, the Principal/Director shall set appropriate status by selecting "Y" or "N" in Principal/Director column. (Fig 6).
  - a) The Student record is verified after clicking on 'Approve' button for each student record if Principal/Director is set to 'Y', as shown in (Fig 7).
     After Clicking on Approve Button user gets the message 'Student Data is Verified' and status is changed to 'Student Data Verified by Institute'. (Fig 8) If Principal/Director is set to 'N' status is changed to 'Verification Pending'.
  - b) The Student record is disapproved by clicking on 'Disapprove' button for each student record, as shown in (Fig 9)

After clicking on Disapprove button

- (i) If the Comments is blank an error message 'Please add Comments' is displayed(Fig 10)
- (ii) If the Comments have been entered user gets a message 'Student has been rejected' and Student status is changed to 'Data Entry Error/Disapproved', SMS and Email with the message 'Your application for PG Scholarship is not processed due to data entry error/corrections. Please correct the data on the portal and follow the procedure as done before to submit the application. Thereafter contact your institute representative for further verification.' is sent to the student
- 17. If institute has not set the approval for a student record i.e. the Principal/Director Approval is not set to 'Y' or 'N', user gets following message after clicking on Approval button(Fig 11)



Image: Change Password Image: Student Details   Image: Cha
Nome Change Password Student Details Image Password Cll Questionnaire New/Extension Approval PG 6 Admin PG 6 Student Verification Details RIJPD Screen Email Response Test PG 6 Student Verification
PG Student Verification   PG Student Rev         pplication - Header         femu ×       Verify Date of Commencement of Classes         Application Number.*       1-14068319         vate of Commencement of 1st Year PG Classes: 30/7/2013       Image: Commencement of 1st Year PG Classes: 30/7/2013         uery PG Students       1 of Commencement of View All Students         select Course:       COMPUTER ENGINEES
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Application Number* 1:14068819 ate of Commencement of 1st Year PG Classes: 30/7/2013 32 uery PG Students 10 enu  GO View All Students Select Course: COMPUTER BNGINEES
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S Student Verification   Menu •   Approve Disapprove Save Query 1-10 of IC
Bank Beneficiary Code Bank Account Number Bank Branch Name Bank IFSC Code Bank Name Left the Course Left the Course Date Principal/Dir D of Admission of 1st Year PG
Bank Beneficiary Code         Bank Account Number         Bank Branch Name         Bank ITSC Code         Bank Name         Left the Course         Left the Course Date         Principal/Dir         G         Admission of 1st Year PG           32806728925         KALYAN - EAST, SHEETAL COK SBIN0015250         ANDHRA BANK         V         29/1/2014         Y         2         12
32806728925         KALYAN - EAST, SHEETAL CON SBIN0015250         ANDHRA BANK         28/1/2014         Y         2         12           243         sd         ssss666666         ALLA         30/1/2014         N         4         4         20/1/2014         N         4         5         12         13         12         12         12         13         12         12         12         13         12         12         12         12         13         12         12         12         12         13         12         12         12         12         12         12         12         13         12         12         12         12         13         12         12         12         12         12         12         13         12         12         12         12         12         12         12         12         13         12
32806728925         KALYAN - EAST, SHEETAL CON SBIN0015250         ANDHRA BANK         ✓         28/1/2014         Y         2         12           13         13         13         14         ✓         30/1/2014         N         14
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Application Nu	mber:*	1-14068819						
Date of Comm	encement of Class	ses: 4/6/2013	<b>E</b>					
PG Stude	nt Verification							
	GO View All S Course: INFORMAT ogram: ENGINEER	TION TECF 🖸						
PG Student	Verification,	Арр	rove Save	Query				1 - 10 (
Verification 9	tatus	Verification Approv	Student ID	First Name	Last Name	Principal/Dire	Date of Birth	Gender
> Verification aw	ited		1-1784670765	TEST55	TEST55	<b></b>	30/7/2012	Male
Verification aw	ited		1-1784670773	TEST77	TEST77	Y	6/3/2012	Male
Student Data \	erified	12/8/2013	1-1784869531	TEST12083	TEST12083	Y	5/8/2008	Female
Student Data \	erified	7/8/2013	1-1784670753	TEST22	TEST22	Y	21/1/2013	Male



Fig 8

ICTE2 Case Student View:					
	Student Details	🖞 CII Questionn	aire 🕜 New/Extension App	proval All AQIS Applications 🔭 PG	Student Verifica
					udent Verificatio
Application- Header					
Menu 🔹 📔 Verify Date	of Commencement a	f Classes			
Application Number:*	1-14068819				
Date of Commencement of (	Classes: 4/6/2013	<b>H</b>			
PG Student Verificatio	n				
Menu View / Select Course: INFOR Select Program: ENGIN PG Student Verification	IEERING AND TEC	prove Save Que	ry		1-
Verification Status	Verification Appro	ov ⊽ Student ID Fir	st Name Last Name	Principal/Dir <sup>,</sup> Date of Bir	th Gender
Student Data Verified	12/8/2013	1-1784670765 TE	5T55 TEST55	Y 30/7/2012	Male
Verification awaited		1-1784670773 TE	5T77 TEST77	6/3/2012	Male
Student Data Verified	12/8/2013	1-1784869531 TE	5T12083 TEST12083	Y 5/8/2008	Female

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E2 Case Student View:									
lome Change Password 👔	Student Details 🦹 CII Q	uestionnaire New/Extensi	ion Approval 🛛 🔭 I	PG Admin 🛛 💏 PG	Student Verification	1 Details RIFD Screen	Email R	esponse Test 🛛 🕅 F	PG Student Verification
				-					tion PG Student Reveri
Application Number:*	1-14068819 1st Year PG Classes: 30/7/201	13 📓							
uery PG Students									1 of 1+
lenu - 60 Vie	w All Students								
	w All Students								
Select Course: CO Select Program: ENC	MPUTER ENGINEERING S								
Select Course: CO	MPUTER ENGINEERING 🖸	pprove Disapprove	e Save Quo	ery					1 - 10 of 10+
Select Course: CO Select Program: ENC	MPUTER ENGINEERING 🖸	pprove Disapprove Bank Branch Name	e Save Que Bank IFSC Code	ery Bank Name	Left the Course	Left the Course Date	e Principa	sl/Dir Date of Admissi	
Select Course: CO Select Program: EK G Student Verificati	MPUTER ENGINEERING 🔄 SINGERING AND TECHNOLC		Bank IFSC Code		Left the Course	Left the Course Date 28/1/2014	e Principa Y	20/7/2012	
Select Course: CO Select Program: EK G Student Verificati	MPUTER ENGINEERING I SINEERING AND TEOHNOLC ION Menu V Ap Bank Account Humber 32806728925	Bank Branch Name KALYAN - EAST, SHEETAL CO	Bank IFSC Code	Bank Name	~	28/1/2014	Y	20/7/2012 3/6/2013	
Select Course: co Select Program: EK G Student Verificati	MPUTER ENGINEERING INVERING AND TECHNOLC ION Menu  App Bank Account Number 32806728925 243	Bank Branch Name	Bank IFSC Code	Bank Name ANDHRA BANK ALLA			Y	20/7/2012 3/6/2013 8/8/2013	
Select Course: co Select Program: EK G Student Verificati	MPUTER ENGINEERING GINEERING AND TECHNOLC ION   Menu ▼ App Bank Account Humber 32806728925 243 222	Bank Branch Name KALYAN - EAST, SHEETAL CC sd rr	Bank IFSC Code DF SBIN0015250 SSSS66666666 qqqq1234567	Bank Name ANDHRA BANK ALLA ADCB	~	28/1/2014	Y N E N	20/7/2012 3/6/2013 8/8/2013 13/11/2013	
Select Course: CO Select Program: EK G Student Verificati	MPUTER ENGINEERING 3 SINEERING AND TEO+NOLC ION   Menu ▼   App Bank Account Humber 32806728925 243 222 657	Bank Branch Name KALYAN - EAST, SHEETAL CC sd rr jhk	Bank IFSC Code SBIN0015250 SSS56666666 qqqq1234567 yyyy6666666	Bank Name ANDHRA BANK ALLA ADCB ADCB	~	28/1/2014	Y N W Y	20/7/2012 3/6/2013 8/8/2013 13/11/2013 6/9/2012	
Select Course: CO Select Program: EK G Student Verificati	MPUTER ENGINEERING SINEERING AND TECHNOLC ION Menu  Applier Bank Account Number 32806728925 243 222 657 3654	Bank Branch Name KALYAN - EAST, SHEETAL CC sd rr jnk fdg	Bank IFSC Code           DS SBIN0015250           ssss6666666           qqq1234567           yyyy6666666           ffff444444	Bank Name ANDHRA BANK ALLA ADCB ADCB ADCB	~	28/1/2014	Y N BB N Y Y	20/7/2012 3/6/2013 8/8/2013 13/11/2013 6/9/2012 1/6/2012	
Select Course: CO Select Program: EK G Student Verificati	MPUTER ENGINEERING 3 SINEERING AND TEO+NOLC ION   Menu ▼   App Bank Account Humber 32806728925 243 222 657	Bank Branch Name KALYAN - EAST, SHEETAL CC sd rr jhk	Bank IFSC Code SBIN0015250 SSS56666666 qqqq1234567 yyyy6666666	Bank Name ANDHRA BANK ALLA ADCB ADCB	~	28/1/2014	Y N W Y	20/7/2012 3/6/2013 8/8/2013 13/11/2013 6/9/2012	



# Fig 10

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E2 Case Student View:									
ome Change Password	👫 Student Details  7 CII Qu	ectionnaire New	Extension Approval	PG Admin	PG Student Verification Details RIFD Scree	n 💦 Email Reg	nonco Tort	PG Student Ver	rification
change Password		esconnaire new	Extension Approva		ra student vernication betails kurb stree		G Student Verifical		
ocice i rogrami -							o student renned		
6 Student Verifica	tion   Menu 🗸   Ap	prove Disap	prove Save	Query					of 10+
omments	Verification Approval Date 🗸	Student ID	First Name	Last Name	Documents Verified	Documents Ve	rifi Date of Birth	Gender	Pre
jdshfkjdsjfhjkdshf		1-1497803940	AMIT	MAURYA	Documents Not Verified	23/1/2014	21/3/1991	Male	E
		1-1785316336	Siebel	And the second	nent Not Approved by RIFD		2/9/2008	Male	E_
		1-1786099725		-			8/8/1992	Male	E
		1-1787602011					13/2/2013	Male	E
	20/11/2013	1-1786290571	🔰 🗼 Plea	se add comments.(SBL-E	XL-00151) nent Not Approved by RIFD		1/8/2012	Female	E
	20/11/2013	1-1786290575					3/11/2011	Male	E
	19/11/2013	1-1786283861		_	nent Not Approved by RIFD		5/11/2003	Male	E
	18/11/2013	1-1786211801			OK nent Not Approved by RIFD		5/11/1996	Male	E
	18/11/2013	1-1786211839			nent Not Approved by RIFD		8/8/1999	Male	E
	18/11/2013	1-1786211853	5	5	Document Not Approved by RIFD		5/11/1998	Female	E
									8
Student Attachn	nent List   Menu 🕶	Query						1 - )	2 of 2
ocument Type	Attachment Name	Size(Bytes)	Туре	Modified					
hoto Copyof SBI Bank Passbook		407,753		15/1/2014 04:43:48 PM					

AICT	E2 Case Student View: Home Change Password PG Student Verification	Student Details	CII Questio	nnaire 🔗 New	/Extensi Approval All AQ	IS Application		nt Verificatior Verification
	Menu - GO View All St	tudents						
	Select Course: INFORMATI	ON TECH 🔽	Siebel					
	Select Program: ENGINEERIN	NG AND TEC	<u>.</u> '		from Principal(SBL-EXL-00151)			
Р	G Student Verification	Menu - Appro	V	ОК				1 - 10 0
	ation Status	Verification Approv $\nabla$	Student ID	First Name	Last Name	Principal/Dir	Date of Birth	Gender
	Student Data Verified		1-1497803882	ANURATH	MANE	γ	24/10/1988	Male
	Student Data Verified		1-1497803940	AMIT	MAURYA	γ	21/3/1991	Male
>	Verification awaited		1-1784670773	TEST77	TEST77	N	6/3/2012	Male
	Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	γ	5/8/2008	Female
	Student Data Verified	12/8/2013	1-1784670765	TEST55	TEST55	γ	30/7/2012	Male
	Student Data Verified	7/8/2013	1-1784670753	TEST22	TEST22	Y	21/1/2013	Male



#### Attendance Screen

Step II: Institute has to select 'PG Student Attendance Details' Tab

 The institute navigates to 'PG Student Attendance Details' screen. All verified students with status 'Student Data Verified by Institute' will be seen in this screen. Here application number and date of commencement of classes are seen at institute level and are read only. (Fig 12)

			Fig 12			
AICTE2 Case Student View						
home Change P	assword 🚮 Stude	nt Details 🦉 CII Questio	nnaire 🛛 🕜 New/Extension Approv	val All AQIS Applications	PG Student At	tendance De
				Student Attendance I	Details   View of All Stud	lents Attendar
PG Student Attenda	ince Details 💌					1 c
Menu 🔻						
Number	:* 1-1406	8819	This is to certify that all th best of my knowledge	e documents and data up they are in order for disbu		
	ment of Classes: 4/6/20	13 🔳				
Query PG Stude	ents View All Students					10
Select Progra	m: ENGINEERING AND TE		iery Approval For Each Month			1 - 10 of 1
Student ID	First Name	Surname / Family name	Course	Date of Admission	Left The Course	
> 1-1497673669	MITHIL	GHARAT	COMPUTER ENGINEERING	6/12/2012		
1-1497673671	SANKUSU	SHARMA	COMPUTER ENGINEERING	6/12/2012		
1-1497749591	SNEHAL	ANDHARE	COMPUTER ENGINEERING	16/6/2012		
1-1497803875	TUSHAR	GHUDE	COMPUTER ENGINEERING	6/12/2012		
1-1497803878	ABHISHEK	CHAWAN	COMPLITER ENGINEERING	6/12/2012	Y	



2. In 'Query PG Students' applet the user selects the approved course from the dropdown and clicks on "**GO**" button, all student records for that particular course will be seen in 'PG Student Attendance Details' applet (Fig 13).

				гig	13				
AICT	FE2 Case Student View:								
<b>m</b>	Home Change Passy	vord 📆 Studer	ıt Details 🦉 CII Qı	uestionnaire	🔗 New/Extension	Approval All AQIS /	Applications	📸 PG Student Al	tendance De
						Student A	ttendance Det	ails   View of All Stu	dents Attendar
I	PG Student Attendance	Details 💌							1 c
Μ	tenu 🔻								
,	Application Number:*	1-1406	8819	V		at all the documents a wledge they are in ord			
D	ate of Commer ement	of Classes: 4/6/20	13 🔳						
0	Juery PG St Jents								10
	V	ew All Students							1 20
	Select Course: C Select Program: E	OMPUTER ENGINEE			Π				
Р	G Student Attenda	nce Details	Menu - Save	Query /	Appr Val For Each	Month			1 - 10 of 1
	Student ID	First Name	Surname / Family na	ame Cou	rse	Date of Ac	Imission	Left The Course	
>	1-1497673669	MITHIL	GHARAT	COM	PUTER ENGINEERING	6/12/2012			
	1-1497673671	SANKUSU	SHARMA	COM	PUTER ENGINEERING	6/12/2012			
	1-1497749591	SNEHAL	ANDHARE	COM	PUTER ENGINEERING	16/6/2012			
	1-1497803875	TUSHAR	GHUDE	COM	PUTER ENGINEERING	6/12/2012			
	1-1497803878	ABHISHEK	CHAWAN	COM	PLITER ENGINEERING	6/12/2012		۷	



3. In 'Query PG Students' applet if user clicks on 'View All Students' button, all students records for all the courses for that institute are seen in applet 'PG Student Attendance Details''. (Fig 14)

			•		
CTE2 Case Student View:					
Home Change Pa	issword 📷 Stude	nt Details 🛛 🦹 CII Question	naire 🛛 🐼 New/Extension Approva	All AQIS Applications	🛛 🔭 PG Student Attendance De
				Student Attendance I	Details   View of All Students Attendar
PG Student Attendar	ıce Details 💌				10
Menu 🔻					
Application Number:*	• 1-1406	58819			loaded on portal are verified and to rsement of PG Scholarship to stude
Date of Commencem	ent of C sses: 4/6/20	13 🔳			
Query PG Studer	nts 7				10
	View All Students				
	E: COMPUTER ENGINEE	_	ry Appro J For Each Month		1 - 10 of 1
Student ID	First Name	Surname / Family name	Course	Date of Admission	Left The Course
1-505921417	SUMIT	BHAMARE	MASTERS IN MANAGEMENT STUDIES	4/6/2013	
1-505921419	ROHIT	BHOPALE	MASTERS IN MANAGEMENT STUDIES	3/6/2013	
1-1497673669	MITHIL	GHARAT	COMPUTER ENGINEERING	6/12/2012	
1-1497673671	SANKUSU	SHARMA	COMPUTER ENGINEERING	6/12/2012	



- To create new attendance record for a student click on 'New' button and select month from list and the year is auto populated. Validations are as below,
  - 'Date of Admission' of the student & 'Date of commencement of classes' of the Institute is compared, Scholarship fees for the first month are calculated according to the later date (No. of days college attended \* 8000/ (30/31) days based on the month). Fees for months after the first month are Rs.8000.
  - Creation of Attendance records for the student is allowed from the month & year in the later date, after comparing 'Date of Admission' and 'Date of commencement of classes'. If attendance records are created for earlier months it gives an error message and does not allow record creation. (Fig 15)

File Edit View Qu	uery Tools Help				▼ 2 2
AICTE2 Case Student V Home Change Pa		val(11-12) New/Extension Approv	val(12-13) College	Admin Screen PG Student Attendance Student Attendance Details   View of A	e Details 🔻
Menu 🔹 🛛 N	ew Save				<b>I</b> 1of 1
Status: Attendance App	roval Date:	Amount to be Credited: Principal/Director Approval:		Date of Transfer: Transaction Id:	
Month: Year:	April June May	Payment ID:     Amount Credited:		Payment Status: Money Transferred:	
PG Student At Status	tendance and Payment E Attendance Approval Date	Details Menu  Month Year	Amount to be Cre	Principal/Directo Payment ID Amo	1 - 1 of 1
>					



5. For Approving the Student records, The Principal/Director of the Institute can enter 'Approved'. Thereafter, the institute shall click on "Approval for each Month", so that approval is granted for that month as shown in (Fig 16)

E2 # Student View:						
ne Change Password	New/Extension Approv	al(11-12) New/I	Extension Appro	val(12-13) College	Admin Screen PG Student Atte	endance Details 🔻
$\mathbf{V}$					Student Attendance Details   Vi	ew of All Students Attendance Deta
						🔟 1 of 1 🕑
enu - New S	Save					
Status:		Amount to be	Credited:		Date of Transfer:	E
Attendance Approval D	ate:	Principal/Direc	tor Approval:		tion Id:	
Month:	June	Payment ID:		Approved Not Approved	Payment Status: Money Transfe	erred:
Year:	2013	Amount Credit	ed:			
) Student Attenda	nce and Payment D	etails Menu	•			1-1of1
Status Atter	ndance Approval Date	Month	Year	Amount to be Cre	Principal/Directo Payment ID	Amount Credited Date of Tr
		June	2013			



6. If the Principal/Director of the Institute enters 'Approved' and clicks on 'Approval for Each Month' button, it will display following message as shown in (Fig17) and Status of the attendance record changes to "Attendance Verified by Institute". All attendance records of all students of that Institute that are valid and have Principal/Director set as 'Approved' are approved and status changes to 'Attendance Verified by Institute'.

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CTE2 Case Studer	nt View:									
me Change	Password N	ew/Extension A	pproval(11	-12) New/E	xtension Appro	oval(12-13) Coll	lege	Admin Scree	PG Student Attendanc	e Details 🔻
								Student Att	endance Details   Vew of A	I Students Attendance Detai
PG Student A	ttendance Deta	is 🔽 丨								1 of 1+
Menu 👻 👘	Query Result	4								
Application N	umber:* 558-1	206							nd data uploaded on portal a r for disbursement of PG Sc	
4enu 👻	New Send	Mail For Appre	oval Sa	ve Query	Approval F	or Each Month				1-4of4
Student ID	First Name	Surname /	Family nan	ne Cours	e		Date	e of Admissio	Date of com: Left The Cou	rse
604-296621	х	z		ARCHI	TECTURE (HOUSI	DNG)	02/0	6/2013	03/06/2013	
604-300001	Y	H Siebe						×	80/06/2013	
604-300022	D	33						<u>~</u>	30/06/2013	
604-327801	PG	H3KH				been approved by			25/06/2013	
tenu 👻 🗌	New S							ОК		1 of 1 🕨
Status:	Ŷ	Attendance verif		mount to be (		1334		Date of Tra		
status:		Attendance verif	neo A	mount to be t	realited:	1334		Date of Tra	inster:	
Attendance A	opproval Date:	25/07/2013	M P	rincipal/Direct	or Approval:	Approved	¥	Transactio	n Id:	
			T P	ayment ID:				Payment S	tatus: Honey Transferred:	
Honth:		June								
Honth: Year:		2013		mount Credito	d:					
Year:	Attendance		▼ A							1-10f1
Year:		2013	T A			Amount to b	e Cre I	Principal/Dire	cto Payment ID Amo	1 - 1 of 1 unt Credited Date of Tra



If the Principal/Director of the Institute enters 'Not Approved' and clicks on 'Approval for Each Month' button (Fig 18) the Status of the attendance records changes to "Attendance pending".

CTE2 Case Student Vew:							- I C
	New/Extension App	roval(	11-12) New/Extension Appr	oval(12-13) Coll	ege Admin Scr	een PG	tails 🔻
					Student A	ttendance Details    View of Al Stud	ients Attendance D
PG Student Attendance De	tails 💌						1 of 1
Menu 🔹 👘 Query Resul	ts						
Application Number:* 558	-1206					and data uploaded on portal are vo fer for disbursement of PG Scholar	
Menu - Send	I Mail For Approv	al S	Save Query pproval F	or Each Month			1 - 4 of 4
Student ID First Name	Surname / Fa	mily n	ame Course		Date of Admiss	io Date of comi Left The Course	
604-296621 X	z		ARCHETECTURE (HOUS	ING)	02/06/2013	03/06/2013	
604-300001 Y	H Siebe	el			×	30/06/2013	
604-300022 D	33					30/06/2013	
604-327801 FG	H3KH		0 Students attendance records hav	e been approved by P	vincipal and	25/06/2013	
		<u> </u>	declaration is also accepted.				
							1 of 1
Menu • New Sav	ne i				OK		
						j.	
Status:	Attendance pending	9	Amount to be Credited:	1334	Date of Tr	ransfer:	
Attendance Approval Date		88	Principal/Director Approval:	Not Approved	Transacti	on Id:	1
		-					
Honth:	June	-	Payment ID:		Payment	Status: Honey Transferred:	
Year	2013	¥	Amount Credited:				

- 7. As per above Message, once institute click on the 'Approval for each Month', system will approve all student's attendance record that are approved by Principal/Director. (Hence first query on all records and set the status as Approved/ Not Approved and then click on button 'Approval for Each Month', as clicking on this button will approve all attendance records for all students that have the field 'Principal/Director Approval' set as "Approved". The records that have field 'Principal/Director Approval' set as "Not Approved" will not be approved and the status will be set to "Attendance Pending".)
- 8. Message also displays count of attendance record of the students that are approved.



- SMS and Email is sent to the Head of Institute (HOI), every time HOI clicks on 'Approval for each Month' Button. HOI will get SMS as 'Attendance of (count of approved student) students has been approved for [month][year] for PG Scholarship Disbursement'.
- 10. All Student Attendance record approved by institute will be visible to Head Office.
- 11. Institute shall repeat above entire process for every month for both verification and Attendance.
- 12. Institute will set "Left the Course" as "Y" and the 'Left the Course Date' is set with the current date in "PG Student Verification" screen, if the student has left the course after the creation of attendance record, attendance records for this student will be disabled.

E - Bringing e-Governance to e									
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2 Case Student View:									·
Home Change Password	Student Details 🖗 (TT)	Questionnaire New/Extens	sion Approval	PG Admin 🕅 PG	Student Verificatio	n Details PIED Screen	Email P		G Student Verification
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plication- Header									1 of 1-
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Select Program: ENGINEER	ER ENGINEE								
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enu • GO View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	R ENGINEE 4 RING AND TEC Menu - 1 Bank Account Number	Bank Branch Name	Bank IFSC Code	Bank Name		Left the Course Date		I/Dir Date of Admissio	n of 1st Year PG
nu • 60 View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	R ENGINEES RING AND TEC Menu V I Concold 20 Bank Account Number 32806728925	Bank Branch Name KALYAN - EAST, SHEETAL CO	OF SBIN0015250	ANDHRA BANK	Left the Course	Left the Course Date 28/1/2014	Y	20/7/2012	n of 1st Year PG
nu • 60 View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	R ENGINEES RING AND TEC Bank Account Number 32900/278925 243	Bank Branch Name KALYAN - EAST, SHEETAL CO	ON SBIN0015250 ssss6666666	ANDHRA BANK ALLA				20/7/2012 8/8/2013	n of 1st Year PG
nu • 60 View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	R ENGINEES RING AND TEC Menu V I Concold 20 Bank Account Number 32806728925	Bank Branch Name KALYAN - EAST, SHEETAL CO sd rr	OF SBIN0015250	ANDHRA BANK			Y	20/7/2012 8/8/2013 13/11/2013	n of 1st Year PG
nu • 60 View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	R ENGINEES RING AND TEC Bank Account Number 3200672925 243 222	Bank Branch Name KALYAN - EAST, SHEETAL CO	OF SBIN0015250 ssss6666666 qqqq1234567	ANDHRA BANK ALLA ADCB			Y N	20/7/2012 8/8/2013	n of 1st Year PG
enu • GO View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	R ENGINEES Menu V I Connect on Bank Account Number 3200672925 243 222 3554	Bank Branch Name KALYAN - EAST, SHEETAL CO sd rr fdg	ON SBIN0015250 ssss6666666 qqqq1234567 ffff4444444	ANDHRA BANK ALLA ADCB ADCB			Y N Y	20/7/2012 8/8/2013 13/11/2013 1/6/2012	n of 1st Year PG
enu • GO View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	RINGINEE	Bank Branch Name KALYAN - EAST, SHEETAL CC sd rr fdg dfg	ON         SBIN0015250           ssss6666666         qqqq1234567           ffff4444444         fdgs2222222	ANDHRA BANK ALLA ADCB ADCB ADCB			Y N Y Y	20/7/2012 8/8/2013 13/11/2013 1/6/2012 10/11/2013	n of 1st Year PG
enu • GO View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	RENGINEES RING AND TEC Bank Account Number 3200/07/28925 243 222 3554 224 3254	Bank Branch Name KALYAN - EAST, SHEETAL CO sd rr fdg dfg def	ON         SBIN0015250           ssss6666666         qqqq1234567           ffff444444         fdgs2222222           dddd2222222         dddd2222222	ANDHRA BANK ALLA ADCB ADCB ADCB ADCB			Y N Y Y Y	20/7/2012 8/8/2013 13/11/2013 1/6/2012 10/11/2013 1/11/2013	n of 1st Year PG
enu • GO View All Select Course: COMPUTE Select Program: ENGINEE Student Verification	RENGINEES RING AND TEC Bank Account Number 3200/07/28925 243 222 3554 224 3254	Bank Branch Name KALYAN - EAST, SHEETAL CO sd rr fdg dfg def	ON         SBIN0015250           ssss6666666         qqqq1234567           ffff444444         fdgs2222222           dddd2222222         dddd2222222	ANDHRA BANK ALLA ADCB ADCB ADCB ADCB			Y N Y Y Y Y	20/7/2012 8/8/2013 13/11/2013 1/6/2012 10/11/2013 1/11/2013 28/7/2013	n of 1st Year PG
GO View All	RENGINEES RING AND TEC Bank Account Number 3200/07/28925 243 222 3554 224 3254	Bank Branch Name KALYAN - EAST, SHEETAL CO sd rr fdg dfg def	ON         SBIN0015250           ssss6666666         qqqq1234567           ffff444444         fdgs2222222           dddd2222222         dddd2222222	ANDHRA BANK ALLA ADCB ADCB ADCB ADCB			Y N Y Y Y Y Y	20/7/2012 8/8/2013 13/11/2013 1/6/2012 10/11/2013 1/11/2013 28/7/2013 4/6/2013	



13. If Institute set "Left the Course" as "Y" in "PG Student Verification", then creation of attendance record for this student will be disabled in PG Student Attendance (Fig 20)

	s Help								
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2 Case Student View:									
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- 14. If Institute sets 'Left the Course' as "Y" then existing attendance records will not be editable.
- 16 The institute should navigate to "**View of All Student Attendance Details**" and click on "**Export**" option from menu button (Fig 21).
- 17 Institute shall Export the list of approved students in Excel file using "Menu" button, print this list and distribute the same to all the departments concerned for entry of month wise percentage attendance and amount of scholarship to be disbursed against each student.



# Help Manual for PG Approval Process

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Help Manual for PG Approval Process

#### Step III: Re-Verification and Approval of PG student details

- If the Attendance record is disapproved by any of the RIFD or Account users the status of the Student record is set as 'Data Entry Error/ Disapproved' and the Status of the attendance record is set to '(\*Position of RIFD or Account User) Disapproved' and Principal/Director against the attendance record is set to 'Not Approved'. Principal/Director is editable for the attendance record with status '(\*Position of RIFD or Account User) Disapproved'
- 2. These records are visible to the Institute in PG Student Verification Screen PG Student Re-verification' Tab as shown in (Fig 22)

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**Fig 22** 

3. An SMS and Email is sent to the HOI with the message "Attendance record of student student\_id StudentName for the month of month year has been disapproved, kindly check the comments."



- 4. After the Student updates their details on the portal the status of the student record changes to 'Verification Awaited by Institute'
- 5. These student records are now visible to the Institutes in 'PG Student Verification' Screen PG Student Verification' Tab as shown in Fig 23

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- 6. Institute can then approve these students as done in the verification process in Step I.
- 7. After the student is verified Status of the record changes to 'Student Data Verified by Institute' and the records are visible in PG Student attendance screen.
- 8. Institute can then click on approval for each month and set Principal/director approval field to Approved. All records are approved and status changes to 'Attendance Verified by Institute'.
- 9. These records are then available to the Consultant RIFD users for approval. And the approval process is as given in Step II.



Step IV: Block/Unblock Student

 Institute can Block a Student by selecting the appropriate student record and clicking on the 'BlockStudent' Button, 'Student Blocked?' is set to 'Y' and the student record is not visible in 'PG Student Verification' and 'PG Student Attendance details' Screen (Fig 24). Block Students are visible in 'Student Details' Screen

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2. Institute can Unblock a Student by selecting the appropriate student record and clicking on the 'Unblock Student' Button, 'Student Blocked?' is set to 'N' and the student is visible in 'PG Student Verification' and 'PG Student Attendance details' Screen(Fig 25)

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