



## Help Manual for PG Approval Process

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## Help Manual for PG Approval Process

### 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.

Fig 1

Application Number: 1-14068819

Record Created	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		
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	Mr.	VASHISHT	NARENDER	BANSAL		
23/03/2011	1-505921417	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		

Exam	Enter If Any Othe % Marks	Mode Regular/ Di	Year Of Passing
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.



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- 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

The screenshot displays the AICTE Case Student View interface. A pop-up window titled "Student Details" is open, showing a list of courses. The table below represents the data shown in the pop-up window:

Course Id	Course	Programme	Level	Shift	Full Time/Part Time
1-1404805769	BIOMEDICAL ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1404805763	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1404805773	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	POST GRADUATE	1st Shift	FULL TIME
1-1404805779	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift	FULL TIME
1-1404805777	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	POST GRADUATE	2nd Shift	FULL TIME
1-1404805767	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1404805783	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift	FULL TIME
1-1404805765	ELECTRONICS ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1494274935	ELECTRONICS ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift	FULL TIME
1-1404805775	INFORMATION TECHNOLOGY	ENGINEERING AND TECHNOLOGY	POST GRADUATE	2nd Shift	FULL TIME

The background interface shows the "Student Details" view for a student named MAHESH, with fields for Father's Name, Res Ph, and various application details.

- 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



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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.

Fig 3

The screenshot displays the 'AICTE Case Student View' interface. At the top, there is a navigation bar with buttons for Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, All AQIS Applications, My Institute Application Screen, CHAT Final Merit List, IVEQF, and Service Request. Below this is a 'Student Details' section with a table of student records. The table has columns for Year4 (% marks), Year5 (% marks), Mother's Name, Father's Name, Date of Birth, Student Status, Course Id, Program, and Course. An error message dialog box titled 'Siebel' is overlaid on the table, displaying a warning icon and the text 'Please Enter the Exam Details.(SBL-EXL-00151)'. Below the table, there is a 'New' button and a 'Save' button. At the bottom, there is a form for entering exam details, including fields for 'Exam', 'Enter If Any Othe % Marks', and 'Mode Regular / D Year Of Passing'. Arrows point to the 'New' button and the 'Exam' field.

Year4 (% marks)	Year5 (% marks)	Mother's Name	Father's Name	Date of Birth	Student Status	Course Id	Program	Course
		DAIVSHALA		2/5/1991		1-140-4805769	ENGINEERING AND	BIOME
				15/12/1987		1-140-4805773	ENGINEERING AND	COMPL
		GRISH		23/9/1990			ENGINEERING AND	INFORI
		VISHN		22/5/1984			MANAGEMENT	MASTE
		NARE		10/5/1986			MANAGEMENT	MASTE
		JAMSI		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

Fig 4

The screenshot displays the AICTE2 Case Student View interface. At the top, there is a navigation bar with options: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, My Institute Application Screen, CMAT Final Merit List, and Vocational Course Education. Below this, the 'Student Details' section is active, showing an 'Application- Header' with 'Application Number: 1-14068819'. The 'Attachment' tab is selected, and a table of student details is visible below. The table has columns for Student ID, Title, First Name, Middle Name, Last Name, Year1 (% marks), Year2 (% marks), Year3 (% marks), Year4 (% marks), and Year5 (% marks). The first row is highlighted in yellow.

Student ID	Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)	Year4 (% marks)	Year5 (% marks)
1-503166841	Mr.	NIKHIL	ARJUN	WANVE					
1-503166885	Mr.	VINAY	MADHUSUDAN	FULEKAR					
1-509921411	Mr.	TRUSHANK	GIRISH	DAND	0	63	68		
1-509921413	Mr.	AMIT	VISHWAS	AHIREKAR					
1-509921415	Mr.	VASHISHT	NARENDER	BANSAL					
1-509921417	Mr.	SUMIT	JAMSING	BHAMARE					
1-509921419	Mr.	ROHIT	SOLOMAN	BHOPALE					
1-509921421	Mr.	SURYAJI	VINAYAK	BHOSALE					
1-509921423	Mr.	UJWAL	PRAKASHCHANDJI	BHUTADA					
1-509921425	Mr.	SAMEER	MAHESH	BIDAYE					



## 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.

Fig 5

The screenshot displays the AICTE web portal interface for PG Student Verification. The top navigation bar includes links for Home, Change Password, New/Extension Approval(13-14), Admin Screen, New College Application, Extension Approval, Student Details, Security Deposit Payment Admin, and PG Student Verification. The main content area is divided into several sections:

- Application-Header:** Contains a 'Verify Date of Commencement of Classes' button and a form for 'Date of Commencement of 1st PG Classes' (1/7/2013).
- Query PG Students:** Contains a 'GO' button and a 'View All Students' button.
- Form Fields:** 'Select Course: ADVANCED COMMUN...' and 'Select Program: ENGINEERING AND TECH'.
- PG Student Verification Table:** A table with columns: Verification Status, Comments, Verification Date, Student ID, First Name, Last Name, Date of Birth, Gender, Program, Course, Level, Email Address, and GATE/GPAT I.

Verification Status	Comments	Verification Date	Student ID	First Name	Last Name	Date of Birth	Gender	Program	Course	Level	Email Address	GATE/GPAT I
Student Data Verifie		30/10/2013	1-1954275921	RAKESH	TEST	1/10/1986	Female	ENGINEERING AND	ADVANCED COMMUN	POST GRADUA	a@gmail.com	rrrr
Verification awaited		28/10/2013	1-1872655237	VTESTFIRST	VTESTLAST	1/8/2008	Male	ENGINEERING AND	ADVANCED COMMUN	POST GRADUA	abc@ac.or	3ewr



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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)



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### Fig 6

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval PG Admin PG Student Verification Details RIFD Screen Email Response Test PG Student Verification

**Application- Header**

Menu | Verify Date of Commencement of Classes

Application Number: 1-14068819

Date of Commencement of 1st Year PG Classes: 30/7/2013

**Query PG Students**

Menu | GO View All Students

Select Course: COMPUTER ENGINEE

Select Program: ENGINEERING AND TEC

**PG Student Verification** | Menu | Approve Disapprove Save Query

Bank Beneficiary Code	Bank Account Number	Bank Branch Name	Bank IFSC Code	Bank Name	Left the Course	Left the Course Date	Principal/Dir	Date of Admission of 1st Year PG
	32806728925	KALYAN - EAST, SHEETAL CO	SBIN0015250	ANDHRA BANK	✓	28/1/2014	Y	2/8/2012
	243	sd	ssss6666666	ALLA	✓	30/1/2014	N	13/7/2013
	222	rr	qqqq1234567	ADCB				6/9/2012
	657	jhk	yyyyy6666666	ADCB				1/6/2012
	3654	fdg	ffff4444444	ADCB				2/8/2012
	328067289235	TRY	TTTT5555555	ALLA				3/10/2013
	213	we	aaaa2222222	ADCB				3/10/2013
	3465	gfh	ssss2222222	ADCB				6/9/2013
	2222	ds	ssss2222222	AUCB				

Done Trusted sites | Protected Mode: Off 100%

### Fig 7

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Verificator PG Student Verification

**Application- Header**

Menu | Verify Date of Commencement of Classes

Application Number: 1-14068819

Date of Commencement of Classes: 4/6/2013

**PG Student Verification**

Menu | GO View All Students

Select Course: INFORMATION TECH

Select Program: ENGINEERING AND TEC

**PG Student Verification** | Approve Save Query

Verification Status	Verification Approv	Student ID	First Name	Last Name	Principal/Dir	Date of Birth	Gender
Verification awaited		1-1784670765	TEST55	TEST55		30/7/2012	Male
Verification awaited		1-1784670773	TEST77	TEST77		6/3/2012	Male
Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	Y	5/8/2008	Female
Student Data Verified	7/8/2013	1-1784670753	TEST22	TEST22	Y	21/1/2013	Male





## Help Manual for PG Approval Process Fig 8

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications **PG Student Verification**

**Application- Header**

Menu | Verify Date of Commencement of Classes

Application Number\*: 1-14068819

Date of Commencement of Classes: 4/6/2013

**PG Student Verification**

Menu | GO View All Students

Select Course: INFORMATION TECH

Select Program: ENGINEERING AND TEC

**PG Student Verification** | Menu | Approve Save Query | 1 - 10 of 10

Verification Status	Verification Approv	Student ID	First Name	Last Name	Principal/Dir	Date of Birth	Gender
Student Data Verified	12/8/2013	1-1784670765	TEST55	TEST55	Y	30/7/2012	Male
Verification awaited		1-1784670773	TEST77	TEST77		6/3/2012	Male
Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	Y	5/8/2008	Female

Fig 9

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval PG Admin PG Student Verification Details RIFD Screen Email Response Test **PG Student Verification**

Application Number\*: 1-14068819

Date of Commencement of 1st Year PG Classes: 30/7/2013

**Query PG Students** | 1 of 1+

Menu | GO View All Students

Select Course: COMPUTER ENGINEERING

Select Program: ENGINEERING AND TECHNOLC

**PG Student Verification** | Menu | Approve Disapprove Save Query | 1 - 10 of 10+

Bank Beneficiary Code	Bank Account Number	Bank Branch Name	Bank IFSC Code	Bank Name	Left the Course	Left the Course Date	Principal/Dir	Date of Admission of 1st Year PG
	32806728925	KALYAN - EAST, SHEETAL CO	SBIN0015250	ANDHRA BANK	✓	28/1/2014	Y	20/7/2012
								3/6/2013
	243	sd	ssss6666666	ALLA	✓	30/1/2014	N	8/8/2013
	222	rr	qqqq1234567	ADCB			N	13/11/2013
	657	jhk	yyyy6666666	ADCB			Y	6/9/2012
	3654	fdg	ffff4444444	ADCB			Y	1/6/2012
	328067289235	TRY	TTTT5555555	ALLA			Y	2/8/2012
	213	we	aaaa2222222	ADCB			Y	3/10/2013



## Help Manual for PG Approval Process

Fig 10

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval PG Admin PG Student Verification Details RIFD Screen Email Response Test PG Student Verification

PG Student Verification | Menu | Approve Disapprove Save Query 1 - 10 of 10+

Comments	Verification Approval	Date	Student ID	First Name	Last Name	Documents Verified	Documents Verifi	Date of Birth	Gender	Proc
kgdshfgdsjfhkjdsfh			1-1497803940	AMIT	MAURYA	Documents Not Verified	23/1/2014	21/3/1991	Male	E
			1-1785316336			Document 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			Document Not Approved by RIFD		1/8/2012	Female	E
20/11/2013			1-1786290575					3/11/2011	Male	E
19/11/2013			1-1786283861			Document Not Approved by RIFD		5/11/2003	Male	E
18/11/2013			1-1786211801			Document Not Approved by RIFD		5/11/1996	Male	E
18/11/2013			1-1786211839			Document Not Approved by RIFD		8/8/1999	Male	E
18/11/2013			1-1786211853	S	S	Document Not Approved by RIFD		5/11/1998	Female	E

PG Student Attachment List | Menu | Query 1 - 2 of 2

Document Type	Attachment Name	Size(Bytes)	Type	Modified
Photo Copy of SBI Bank Passbook	12-13	407,753	FILE	15/1/2014 04:43:48 PM
Photo Copy of GATE Score Card	table_export	70	FILE	15/1/2014 04:43:36 PM

javascriptvoid(0) Trusted sites | Protected Mode: Off 125%

Fig 11

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Verification PG Student Verification

PG Student Verification

Menu | GO View All Students

Select Course: INFORMATION TECH

Select Program: ENGINEERING AND TEC

Siebel Please take approval from Principal(SBL-EXL-00151)

PG Student Verification | Menu | Approve 1 - 10 of 10+

Verification Status	Verification Approv	Student ID	First Name	Last Name	Principal/Dir	Date of Birth	Gender
Student Data Verified		1-1497803882	ANURATH	MANE	Y	24/10/1988	Male
Student Data Verified		1-1497803940	AMIT	MAURYA	Y	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	Y	5/8/2008	Female
Student Data Verified	12/8/2013	1-1784670765	TEST55	TEST55	Y	30/7/2012	Male
Student Data Verified	7/8/2013	1-1784670753	TEST22	TEST22	Y	21/1/2013	Male



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### Attendance Screen

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

1. 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

PG Student Attendance Details

Number: 1-14068819

Commencement of Classes: 4/6/2013

Query PG Students

Select Course: COMPUTER ENGINEERING

Select Program: ENGINEERING AND TEC

PG Student Attendance Details

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	ARHISHIK	CHAWAN	COMPUTER ENGINEERING	6/12/2012	Y



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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).

Fig 13

The screenshot displays the AICTE2 Case Student View interface. At the top, there is a navigation bar with options: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, All AQIS Applications, and PG Student Attendance Details. Below this, the 'PG Student Attendance Details' applet is visible, showing fields for Application Number (1-14068819) and Date of Commencement of Classes (4/6/2013). A red warning message states: "This is to certify that all the documents and data uploaded on portal are verified and to the best of my knowledge they are in order for disbursement of PG Scholarship to students." Below this, the 'Query PG Students' applet is shown, featuring a 'GO' button and a 'View All Students' button. The 'Select Course' dropdown is set to 'COMPUTER ENGINEERING', and the 'Select Program' is 'ENGINEERING AND TEC'. Below the applets, the 'PG Student Attendance Details' table is displayed, showing a list of students with columns for Student ID, First Name, Surname / Family name, Course, Date of Admission, and Left The Course. The table contains five rows of student data.

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	ARHISHFK	CHAWAN	COMPUTER ENGINEERING	6/12/2012	Y



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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)

Fig 14

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Attendance Details

Student Attendance Details | View of All Students Attendance

PG Student Attendance Details 1 of

Menu

Application Number:\* 1-14068819  This is to certify that all the documents and data uploaded on portal are verified and to best of my knowledge they are in order for disbursement of PG Scholarship to student

Date of Commencement of Classes: 4/6/2013

Query PG Students 1 of

Menu GO View All Students

Select Course: COMPUTER ENGINEER

Select Program: ENGINEERING AND TEC

PG Student Attendance Details Menu Save Query Approval For Each Month 1 - 10 of 10

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	



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- 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)

Fig 15

The screenshot displays the 'PG Student Attendance Details' form. At the top, there is a menu bar with options: Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), College, Admin Screen, and PG Student Attendance Details. Below the menu bar, there are buttons for 'Menu', 'New', and 'Save'. The form contains several input fields: Status, Amount to be Credited, Date of Transfer, Attendance Approval Date, Principal/Director Approval, Transaction ID, Month (a dropdown menu showing April, June, and May), Payment ID, Payment Status: Money Transferred, and Amount Credited. Below the form, there is a table titled 'PG Student Attendance and Payment Details' with columns: Status, Attendance Approval Date, Month, Year, Amount to be Credited, Principal/Director Approval, Payment ID, Amount Credited, and Date of Transfer. The table is currently empty. Arrows in the image point to the 'New' button, the 'Month' dropdown, and the 'Attendance Approval Date' field.



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- 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)

Fig 16

The screenshot shows a web browser window with the following elements:

- Browser menu: File, Edit, View, Query, Tools, Help
- Address bar: AICTE2... Student View:
- Navigation bar: Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), College, Admin Screen, PG Student Attendance Details
- Form title: Student Attendance Details | View of All Students Attendance Details
- Form controls: Menu, New, Save
- Form fields:
  - Status:
  - Amount to be Credited:
  - Date of Transfer:
  - Attendance Approval Date:
  - Principal/Director Approval:  (dropdown menu open)
  - Month:
  - Payment ID:
  - Year:
  - Amount Credited:
  - Payment Status: Money Transferred:
- Table: PG Student Attendance and Payment Details | Menu | 1 - 1 of 1 |

Status	Attendance Approval Date	Month	Year	Amount to be Credited	Principal/Director Approval	Payment ID	Amount Credited	Date of Transfer
>		June	2013					



## Help Manual for PG Approval Process

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'.

Fig 17

The screenshot displays the 'PG Student Attendance Details' web application. At the top, there is a navigation menu with options like 'Home', 'Change Password', 'New/Extension Approval(11-12)', 'New/Extension Approval(12-13)', 'College', 'Admin Screen', and 'PG Student Attendance Details'. Below the menu, there is a search bar for 'Application Number' with the value '558-1206'. A red banner message states: 'This is to certify that all the documents and data uploaded on portal are verified and to the best of my knowledge they are in order for disbursement of PG Scholarship to students:'. Below this, there is a table of student attendance records with columns: Student ID, First Name, Surname / Family name, Course, Date of Admissio, and Date of com. Left The Course. A modal dialog box is open in the center, displaying a warning icon and the message: '7 Students attendance records have been approved by Principal and declaration is also accepted.' Below the table, there is a form for 'PG Student Attendance and Payment Details' with fields for Status (Attendance verified), Amount to be Credited (1334), Date of Transfer, Attendance Approval Date (25/07/2013), Principal/Director Approval (Approved), Month (June), Year (2013), and Amount Credited. At the bottom, there is a table showing the updated record for the student.

Student ID	First Name	Surname / Family name	Course	Date of Admissio	Date of com. Left The Course
604-296621	X	Z	ARCHITECTURE (HOUSING)	02/06/2013	03/06/2013
604-300001	Y	H			00/06/2013
604-300022	D	JJ			00/06/2013
604-327801	PG	H3KH			25/06/2013

Status	Attendance Approval Date	Month	Year	Amount to be Cr	Principal/Directo	Payment ID	Amount Credited	Date of Tra
Attendance verified	25/07/2013	June	2013	1334	Approved			





## Help Manual for PG Approval Process

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**".

Fig 18

PG Student Attendance Details

Application Number: 558-1206

This is to certify that all the documents and data uploaded on portal are verified and to the best of my knowledge they are in order for disbursement of PG Scholarship to students:

Send Mail For Approval Save Query Approval For Each Month

Student ID	First Name	Surname / Family name	Course	Date of Admissio	Date of com	Left The Course
604-296621	X	Z	ARCHITECTURE (HOUSING)	02/06/2013	03/06/2013	
604-300001	Y	H Siebel			30/06/2013	
604-300022	D	JJ			30/06/2013	
604-327801	FG	HJKH			25/06/2013	

0 Students attendance records have been approved by Principal and declaration is also accepted.

Status: Attendance pending Amount to be Credited: 1334 Date of Transfer:

Attendance Approval Date: Principal/Director Approval: Not Approved Transaction ID:

Month: June Payment ID: Payment Status: Money Transferred:

Year: 2013 Amount Credited:

PG Student Attendance and Payment Details

Status	Attendance Approval Date	Month	Year	Amount to be Cr	Principal/Directo	Payment ID	Amount Credited	Date of Tra
Attendance pending		June	2013	1334	Not Approved			

- 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".)
- Message also displays count of attendance record of the students that are approved.



## Help Manual for PG Approval Process

- 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' .
- All Student Attendance record approved by institute will be visible to Head Office.
- Institute shall repeat above entire process for every month for both verification and Attendance.
- 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.

Fig 19

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval PG Admin PG Student Verification Details RIFD Screen Email Response PG Student Verification

PG Student Verification | PG Student Verification

Application- Header

Menu Verify Date of Commencement of Classes

Application Number: 1-14068819

Date of Commencement of 1st Year PG Classes: 30/7/2013

Query PG Students

Menu GO View All Students

Select Course: COMPUTER ENGINEE

Select Program: ENGINEERING AND TECH

PG Student Verification | Menu Approve Disapprove Save Query

Bank Beneficiary Code	Bank Account Number	Bank Branch Name	Bank IFSC Code	Bank Name	Left the Course	Left the Course Date	Principal/Dir	Date of Admission of 1st Year PG
>	32806728925	KALYAN - EAST, SHEETAL CO	SBIN0015250	ANDHRA BANK	✓	28/1/2014	Y	20/7/2012
	243	sd	ssss6666666	ALLA			N	8/8/2013
	222	rr	qqqq1234567	ADCB				13/11/2013
	3654	fdg	ffff4444444	ADCB			Y	1/6/2012
	224	dfg	fdgs2222222	ADCB			Y	10/11/2013
	3254	def	dddd2222222	ADCB			Y	1/11/2013
	121231241	qweq	asdf1234567	ABHY			Y	28/7/2013
							Y	4/6/2013
							Y	1/6/2013
					✓		Y	18/6/2012

Trusted sites | Protected Mode: Off



## Help Manual for PG Approval Process

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)

Fig 20

Student Data Verified	Roll Number	Name	Department	Attendance Status
Student Data Verified	1-1497803921	AWAB FAKIH	ELECTRONICS & TELE-COMMUNICATION	18/6/2012 Y
Student Data Verified	1-1497803940	AMIT MAURYA	ELECTRONICS & TELE-COMMUNICATION	20/7/2012 Y
Student Data Verified	1-1784677901	SNEHA PANDEY	COMPUTER ENGINEERING	4/6/2013 N
Student Data Verified	1-1784773222	TEST 06 TEST 06	COMPUTER ENGINEERING	9/7/2013 N
Student Data Verified	1-1784876614	TEST12084 TEST12084	INFORMATION TECHNOLOGY	12/5/2013 N
Student Data Verified	1-1784888181	TEST13081 TEST13081	ELECTRONICS AND TELECOMMUNICATIO	2/10/2012 N
Student Data Verified	1-1784888186	TEST13082 TEST13082	INFORMATION TECHNOLOGY	1/6/2012 N
Student Data Verified	1-1784926931	THELMA PINTO	MASTERS IN MANAGEMENT STUDIES	1/6/2013 N
Student Data Verified	1-1784976974	TEST91 TEST91	COMPUTER ENGINEERING	4/6/2013 N
Student Data Verified	1-1786211831	2 2	COMPUTER ENGINEERING	1/11/2013 N

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

Fig 21

The screenshot shows a web application interface with a menu open on the left. The menu items are: New Query [Alt+Q], Run Query [Alt+ENTER], Refine Query [Alt+R], About Record [Ctrl+Alt+K], Record Count [Ctrl+Shift+3], Create Bookmark..., Print Preview..., Print..., Columns Displayed [Ctrl+Shift+K], Advanced Sort [Ctrl+Shift+O], Import..., Export... (highlighted), Apply List, and Save List. The main content area shows a navigation bar with tabs: Student Details, CII Questionnaire, New/Extension Approval, All AQIS Applications, and Student Attendance Details. Below the navigation bar, there is a section titled 'Commencement of Classes' with a search box containing '4068819' and a date field set to '4/6/2013'. At the bottom, a table displays student attendance details.

Student ID	First Name	Surname / Family name	Status	Attendance Appr	Year	Month	Amount to b	Principal/Dir	Payment ID	A
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	June	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	July	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	August	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	September	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	October	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	November	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	December	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2013	January	8000	Y		



## Help Manual for PG Approval Process

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

1. 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)

Fig 22

The screenshot displays the PG Student Verification interface. At the top, there is a navigation bar with tabs: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, PG Admin, PG Student Verification Details RIFD Screen, Email Response Test, and PG Student Verification. The 'PG Student Verification' tab is selected. Below the navigation bar, there is an 'Application-Header' section with fields for 'Application Number' (1-14068819) and 'Date of Commencement of 1st Year PG Classes' (30/7/2013). Below this is a 'Query PG Students' section with 'Select Course' (COMPUTER ENGI) and 'Select Program' (ENGINEERING AND). The main section is 'PG Student Verification', which contains a table of student records. The table has columns: Verification Status, Comments, Verification Appr, Student ID, First Name, Last Name, Documents \ Documents \ Date of Birth, Gender, and Progra. The table shows several records, with one record highlighted in yellow: 'Data Entry Error/Disapproved', 'sdfvgsdfvgsdf', '18/11/2013', '1-1786211835', '3', '3', 'Documents Not 28/1/2014', '1/11/2001', 'Female', 'ENGINE'. Below the table is a 'PG Student Attachment List' section with columns: Document Type, Attachment Nam, Size(Bytes), Type, and Modified. It shows two attachments: 'Photo Copy of GATE VOC\_NON\_TECH' (176,805 bytes, FILE, 18/11/2013 01:01:27 PM) and 'Photo Copyof SBI Bi VOC\_NON\_TECH\_W' (178,213 bytes, FILE, 18/11/2013 01:01:36 PM). A white arrow points to the 'PG Student Verification' tab in the navigation bar, and another white arrow points to the table of records.

Verification Status	Comments	Verification Appr	Student ID	First Name	Last Name	Documents \ Documents \ Date of Birth	Gender	Progra
Data Entry Error/Disapproved	AAS	6/8/2013	1-505921417	SUMIT	BHAMARE	Document Not 17/1/2014 2/11/1987	Male	ENGINE
Data Entry Error	kjdhfkjdsjfhkjdsfh		1-1497803882	ANURATH	MANE	Documents Not 24/10/1988	Male	ENGINE
Data Entry Error/Disapproved		12/8/2013	1-1497803898	ABHAY	SONONE	Document Verif 21/5/1987	Male	ENGINE
Data Entry Error/Disapproved		6/8/2013	1-1784670781	TEST99	TEST99	Document Verif 22/10/2012	Male	ENGINE
Data Entry Error/Disapproved	sghsdfghg		1-1784976978	TEST92	TEST92	Documents Not 28/1/2014 6/8/2008	Female	ENGINE
Data Entry Error/Disapproved		20/8/2013	1-1784976981	TEST100	TEST100	Document Verif 1/8/2008	Male	ENGINE
Data Entry Error/Disapproved	sdfvgsdfvgsdf	18/11/2013	1-1786211835	3	3	Documents Not 28/1/2014 1/11/2001	Female	ENGINE
Data Entry Error/Disapproved		18/11/2013	1-1786211869	9	9	Document Verif 8/9/1990	Male	ENGINE

Document Type	Attachment Nam	Size(Bytes)	Type	Modified
Photo Copy of GATE VOC_NON_TECH	VOC_NON_TECH	176,805	FILE	18/11/2013 01:01:27 PM
Photo Copyof SBI Bi VOC_NON_TECH_W	VOC_NON_TECH_W	178,213	FILE	18/11/2013 01:01:36 PM

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."



## Help Manual for PG Approval Process

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

Fig 23

Verification Status	Comments	Verification Approval Date	Student ID	First Name	Last Name	Documents Verified	Documents Verifi Date
Student Data Verified			1-1785316336	RIFD TEST5	RIFD TEST5	Document Not Approved by RIFD	2/9
Verification awaited			1-1786099725	TESTB	TESTB	Documents Not Verified	8/8
Verification awaited			1-1787602011	TEST33	TEST33	Documents Not Verified	13/
Student Data Verified		20/11/2013	1-1786290571	TEST1	TEST1	Document Not Approved by RIFD	1/8
Verification awaited		20/11/2013	1-1786290575	TEST2	TEST2	Documents Not Verified	3/1
Student Data Verified		19/11/2013	1-1786283861	11	11	Document Not Approved by RIFD	5/1
Student Data Verified		18/11/2013	1-1786211801	1	1	Document Not Approved by RIFD	5/1

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.



## Help Manual for PG Approval Process

### Step IV: Block/Unblock Student

1. 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

Fig 24

The screenshot shows the AICTE web application interface. The top navigation bar includes 'Home', 'Change Password', 'Student Details', 'CII Questionnaire', 'New/Extension Approval', 'Email Response Test', 'My Institute Application Screen', 'CMAT Final Merit List', and 'Block/Unblock Student'. The 'Block/Unblock Student' button is highlighted with a red arrow. Below the navigation bar, there is an 'Application-Header' section with fields for 'Application Number' (1-14068819) and 'Date of Commencement of PG Classes' (4/6/2013). Below this, there is a 'Query Results' table with the following data:

Student Blocked?	Student Bloc	Verification Statu	Student ID	First Name	Surname / Family name	Date of Birth	Gender	Program	Course	Exam Type
N			1-2072615601	TEST_13MARCH	TEST_13MARCH	1/3/2001	Male	ENGINEERING AND TECHNOLOGY	COMPUTER ENGINEE	
N		Data Entry Error/Die	1-2072690201	TEST_PG_MARCH	TEST_PG_MARCH	4/3/2009	Female	ENGINEERING AND TECHNOLOGY	COMPUTER ENGINEE	GPAT



## Help Manual for PG Approval Process

- 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)

Fig 25

Application- Header

Application Number: 1-14068819

Date of Commencement of 1st Year PG Classes: 4/6/2013

Student Blocked?	Student Bloc	Verification Statu	Student ID	First Name	Surname / Family name	Date of Birth	Gender	Program	Course	Exam Type
Y			1-2072615601	TEST_13MARCH	TEST_13MARCH	1/3/2001	Male	ENGINEERING AND TECHNOLOGY	COMPUTER ENGINEE	
N		Data Entry Error/Disc	1-2072690201	TEST_PG_MARCH	TEST_PG_MARCH	4/3/2009	Female	ENGINEERING AND TECHNOLOGY	COMPUTER ENGINEE	GPAT