



AICTE – CII SURVEY of INDUSTRY-LINKED TECHNICAL INSTITUTES 2014

HELP MANUAL





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1. SITE REQUIREMENTS

1) Desktop / PC Platform Requirements

Microsoft Windows XP Professional SP2 or above with Internet Explorer 6.0 or above. Cumulative Security Update for Internet Explorer 6 Service Pack 2 (KB867801) or above is a prerequisite. OR

Microsoft Vista with SP1 or above 4 with Internet Explorer 7.0 and above

2) Screen / Monitor Resolution

Best viewed with 1024x768 screen resolution

3) Other Software Requirements

Sun Java Runtime Environment (JRE) 1.5.0 or above is a prerequisite. Java Script needs to be enabled

4) Browser (Internet Explorer) Settings

Note: Please take the help of your system administrator/expert to make the below changes to your browser (internet explorer). Depending on your browser version, some of these settings might be at different a place/tab.

a. Window 7 (Settings)

- Click Tools > Internet Options > Security > Trusted sites > Sites > Add <u>www.aicte-india.org</u>
- Uncheck the Require server verification (https:) for all sites in this zone checkbox
- Click on OK then apply and then OK

b. Microsoft Java Virtual Machine (MSJVM)

- Select Tools > Internet Options
- (Only if Sun JRE is also present) Select the Advanced tab > select Java (Sun) > verify that the
 "use Java <XXXX>" entry is not enabled or checked

c. Sun Java Runtime Environment (JRE)

- Choose Tools > Internet Options
- Select the Advanced tab
- When the Advanced settings appear, choose Java (Sun)> and enable/check the use Java
 <XXXX> entry. (XXXX = version)





d. Security Settings – ActiveX Controls and Plugins

- Choose Tools > Internet Options.
- Select the Security tab, and then select Custom Level.
- When the Security settings appear, select ActiveX Controls and Plug-ins > Download Signed ActiveX Controls > Enable.
- When the Security settings appear, select ActiveX Controls and Plug-ins > Run ActiveX Controls and Plug-ins > Enable.
- When the Security settings appear, select ActiveX Controls and Plug-ins > Script ActiveX Controls marked Safe for scripting > Enable.
- When the Security settings appear, select ActiveX Controls and Plug-ins > Script ActiveX controls marked safe for scripting > Prompt.

e. Security Settings – Script Settings

- Choose Tools > Internet Options > Security tab.
- In Security settings, select Miscellaneous > set Active Scripting to prompt or enable.
- In Security settings, select Miscellaneous > set Scripting of Java Applets to prompt or enable.

f. Security Settings – Downloads

- Choose Tools > Internet Options
- Select the Security tab, choose Custom Level
- When the Security settings appear, select Downloads > File Download > Enable

g. Security Settings - IFRAMES / Miscellaneous Settings

- Choose Tools > Internet Options
- Select the Security tab
- In Security settings, select Miscellaneous > set "Launching Programs and files in an IFRAME" to prompt or enable. Enable is recommended

h. Advanced Settings - Script Debugging

- Choose Tools > Internet Options
- Select the Advanced tab > select Browsing > Download Signed ActiveX Controls > select disable script debugging

i. Security Settings – Secure Sockets Layer

- Choose Tools > Internet Options.
- Select the Security tab, and then select Custom Level.
- When the Security settings appear, select Miscellaneous > Display Mixed Content > Enable.





j. Microsoft Java Virtual Machine (MSJVM)

- Choose Tools > Internet Options.
- Select the Security tab, then select medium-low or lower for the deployment security Zone or Custom.
- (Only if Custom is selected) When the Security settings appear, select Microsoft VM > Java Permissions > low or medium safety.

Note:

To access this setting for Internet Explorer 6.0:

- Choose Tools > Internet Options.
- Select the Privacy tab.
- In Privacy settings, select Advanced button > Ensure the "Override automatic cookie handling" box is checked.





2. CII APPLICATION

- 1) Login to portal and click the CII Questionnaire tab
- 2) Under this tab, click the CII Application link.
- 3) Select the type of institute that applies to you from the drop-down list

Note: The institutes are categorized into three types, namely:

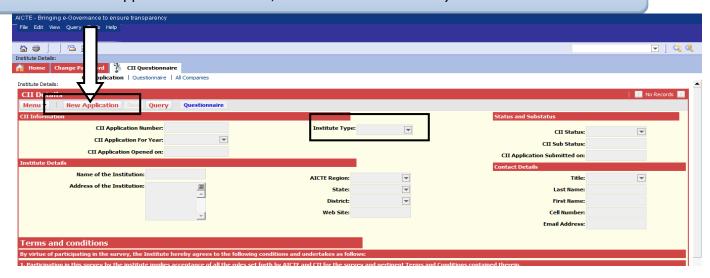
Туре	Institute Type
1	AICTE ('Self-financing', 'Government', 'Government-aided')
2	'IIT','NIT', 'IIIT'
3	'IIM'

4) Click the New Application button.

Note:

- Type 1 Institutes (Registered with AICTE --'Self-financing', 'Government', 'Government-aided'): Institute Details will get populated automatically.
- Type 2 ('IIT','NIT', 'IIIT') and Type 3 ('IIM') Institutes: Fill all the required details e.g. Institute

Note: <u>Don't click the **Submit Application** button</u> before filling the rest of the Questionnaire data. Because once the application is submitted, all data become *Read Only*.

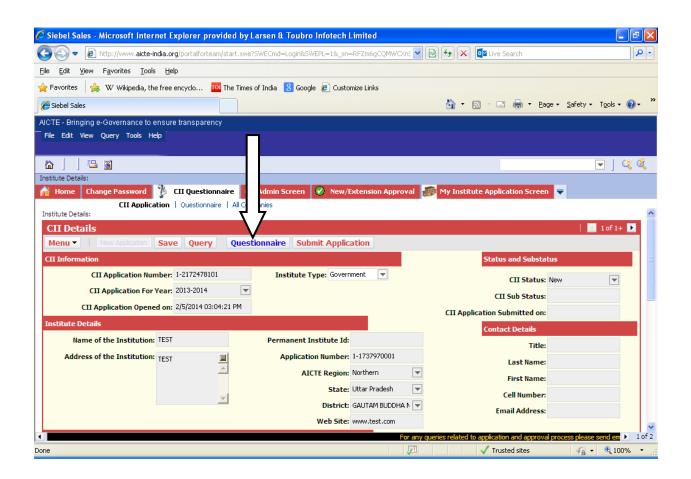






5) After reading and agreeing to the 'Terms and Conditions', click the Questionnaire button.

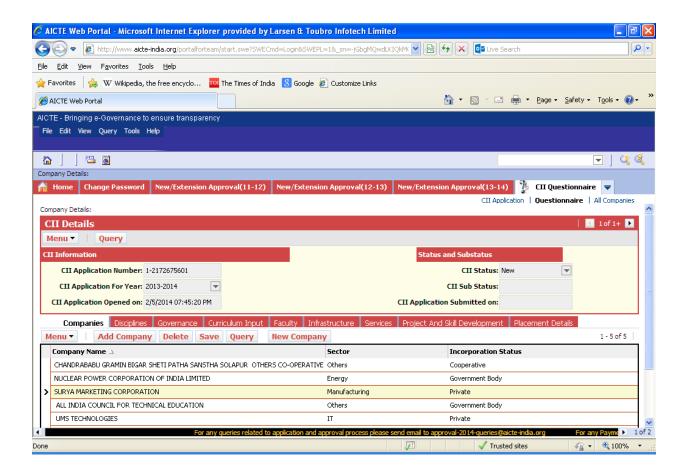
Note: <u>Don't click the **Submit Application** button</u> before filling the rest of the Questionnaire data. Because once the application is submitted, all data become *Read Only*.







6) After clicking on **Questionnaire button**, you will be navigated to 'Questionnaire' tab. Here, you'll see 8 different tabs.







You will have to fill in information pertaining to **8 tabs** depending on the type of institute and the course type, namely:

- 1. Companies
- 2. Disciplines
- 3. Governance
- 4. Curriculum Input
- 5. Faculty
- 6. Infrastructure
- 7. Services

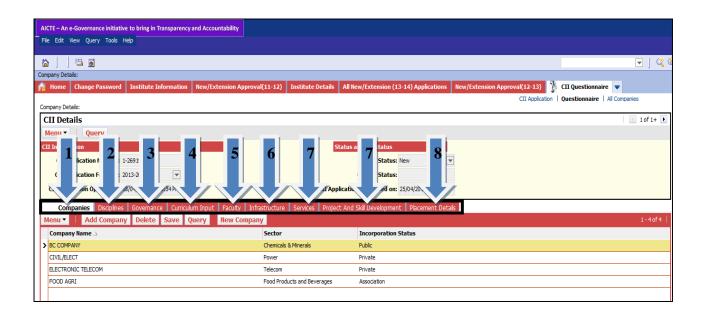
Note: This is applicable only for Degree courses

<u>OR</u>

Project And Skill Development

Note: This is applicable only for Diploma courses.

8. Placement Details

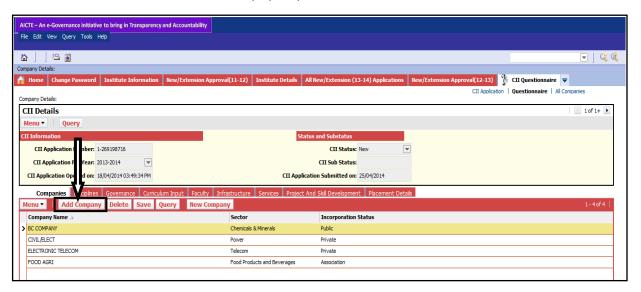


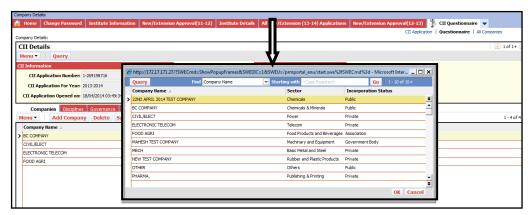




3. COMPANIES

- Click the Companies tab.
 Prepare a list of all the companies with which your institute has any kind of collaboration, for all courses/streams. Add these companies' names in this table.
- 2) For your help, a list of companies has been uploaded for you to choose from. Click the **Add Company** button and choose from the list that pops-up.

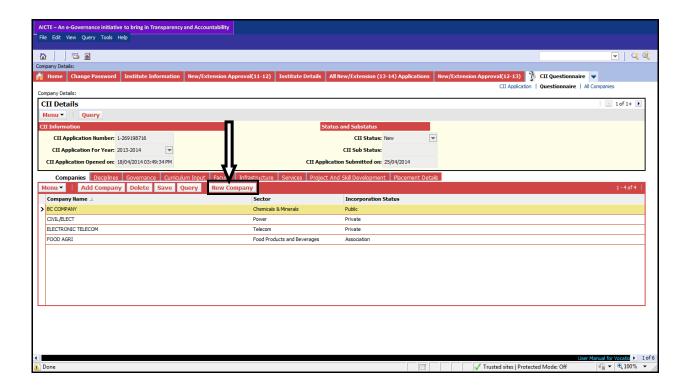








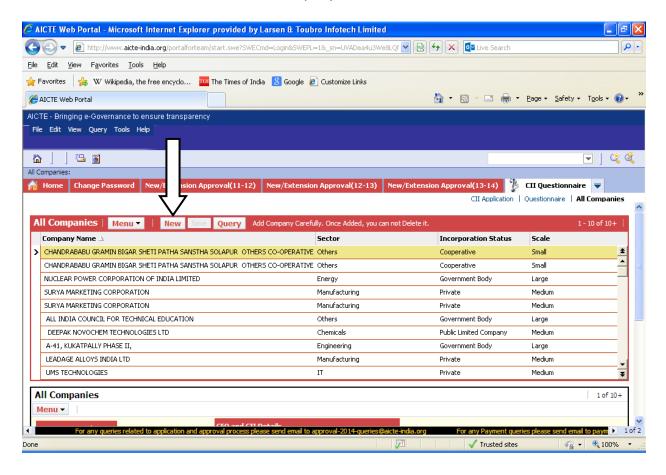
3) If a company name does not appear in the list, you can add a new company by clicking the **New Company** button.







4) A new screen opens, where you can add a new company along with its details. Click the **New** button and add the new company details.



Note: Please add a new company carefully. Once added, you will not be allowed to delete it.

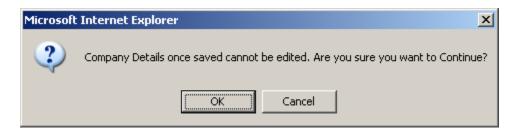




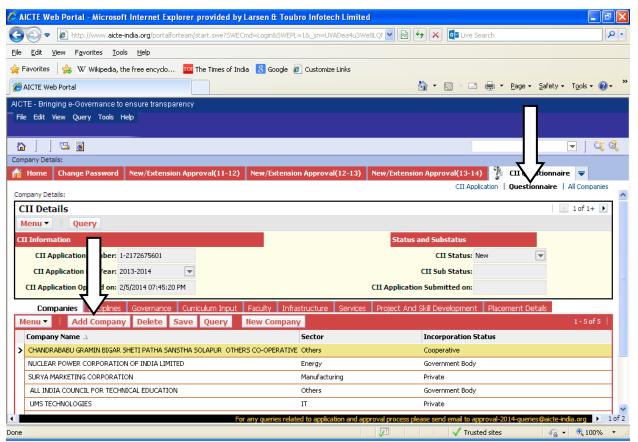
5) After adding the new company details, click the **Save** button.

Note: Once company details are saved, you will not be allowed to edit the data.

6) On clicking the **Save** button, a message pops up. Click the **OK** button, if you are done.



7) Now click the Questionnaire tab and add this company by clicking the Add Company button. Then, query for the company you created before. This new company name would appear in the list that pops up.







4. DISCIPLINES

1) Click the **Discipline** tab.

Here you need to enter details about disciplines / streams offered by your institute.

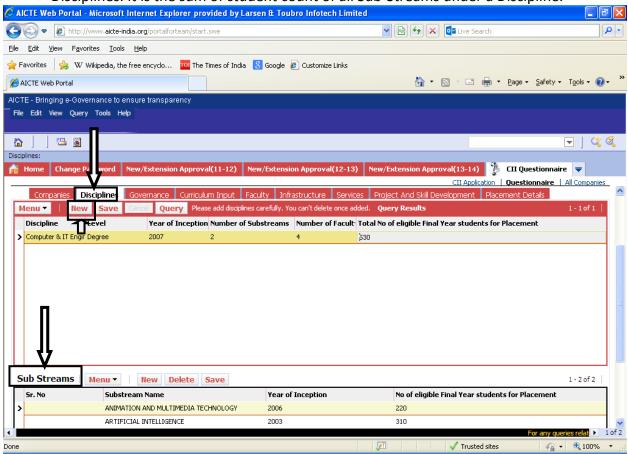
Note: You can't add more than one discipline of same type.

- For Type 1 Institutes i.e. institutes registered with AICTE ('Self-financing', 'Government', 'Government-aided'), you can choose among the following 9 disciplines:
 - 1) Architecture/Planning
 - 2) Chemical Engineering and Allied
 - 3) Civil Engineering and Allied
 - 4) Computer & IT Engineering and Allied
 - 5) Electrical Engineering and Allied
 - 6) Electronics Engineering and Allied
 - 7) Management
 - 8) Mechanical Engineering and Allied
 - 9) Pharmacy
- For Type 2 Institutes i.e. NITs, IITs & IIITs, you can choose among the following 6 disciplines:
 - 1) Chemical Engineering and Allied (NIT, IIT, IIIT)
 - 2) Civil Engineering and Allied (NIT, IIT, IIIT
 - 3) Computer & IT Engineering and Allied (NIT, IIT, IIIT)
 - 4) Electrical Engineering and Allied (NIT, IIT, IIIT)
 - 5) Electronics Engineering and Allied (NIT, IIT, IIIT)
 - 6) Mechanical Engineering and Allied (NIT, IIT, IIIT)
- For Type 3 Institutes i.e. for IIMs, you have to choose following discipline.
 - 1) Management (IIMs)





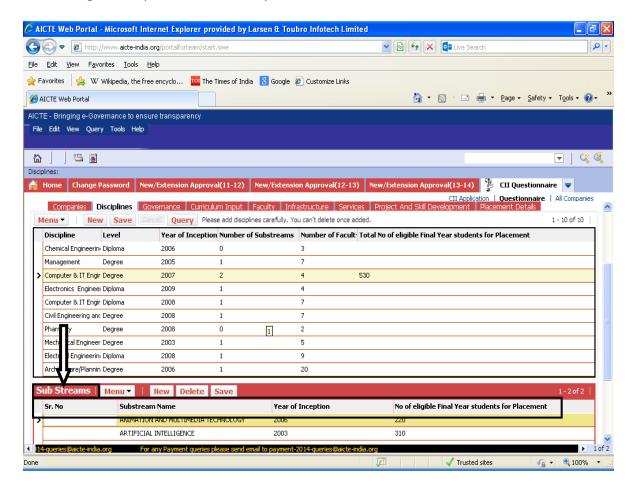
- 2) Click the **New** button, to fill following details in **Discipline** tab:
 - a. **Discipline** It is the drop-down list where you can select disciplines mentioned above.
 - b. **Level** It is a drop-down list where you can select Degree/Diploma for Type 1 Institutes i.e. AICTE and Degree for Type 2 (NITs, IITs, & IIITs) & Type 3 Institutes (IIMs).
 - c. **Year of Inception** Here you need to fill the year in which your institute started offering the course.
 - d. **Number of Sub streams** It is auto-populated depending on the number of records in the **Sub Stream**s tab (at the bottom of the page).
 - e. Number of Faculty Here you need to fill the total number of faculty in all sub streams
 - f. No of eligible Final Year students for placement- This field gets populated automatically when the institute enters 'No of eligible Final Year students for placement' for each Sub-Stream under Disciplines. It is the sum of student count of all Sub-Streams under a Discipline.







- 3) Details need to be filled in the **Sub Streams** tab for each record of **Discipline** tab:
 - a. Sr. No
 - b. **Sub stream Name** On clicking the icon, you can select a one Sub stream from pop-up window having single/multiple Sub streams.
 - c. Year of Inception of the sub stream.
 - **d.** No of eligible Final Year students for placement-Here you need to enter number of students eligible for placement for the particular sub-stream.



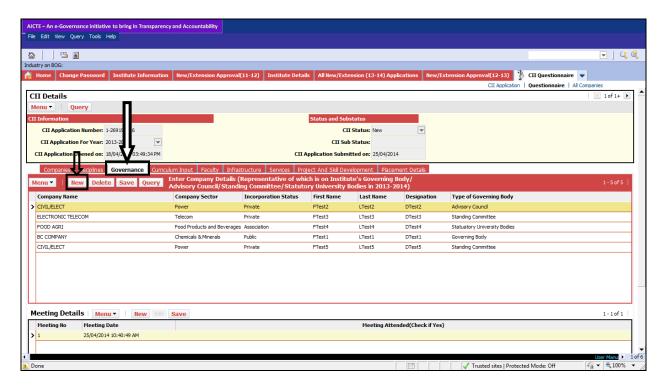
Note: In the subsequent tabs, you would be able to select only the disciplines you add here.



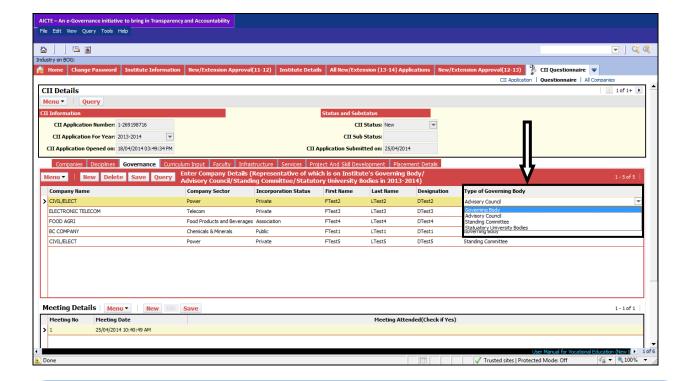


5. GOVERNANCE

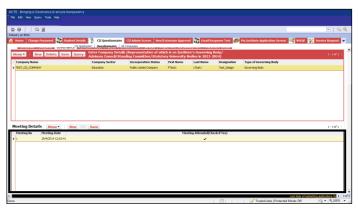
- Click the Governance tab.
 Here you need to provide information of those companies, which had their representatives on your institute's Board of Governors in 2013-14.
- 2) To add a company, click the **New** button. Then click the box icon under the **Company Name.**
- 3) Click the **New** button, to fill the following details in the **Governance** tab:
 - a. **Company Name** Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you need to add.
 - b. **Company Sector** It is auto-populated on selecting Company Name.
 - c. Incorporation Status It is auto-populated on selecting Company Name.
 - d. First Name
 - e. Last Name
 - f. Designation
 - g. Type of Governing Body It is drop-down list of values.







- If there is more than one representative from one company, then mention his/her name in subsequent row by again filling the company name.
- If at this moment you wish to add a new company, then you will need to go back to the **Companies** tab and follow the steps to add a new company.
- 4) After filling in the company and representative details, you are required to fill the Meeting Details of each representative. Scroll down the page to enter 'Meeting Details' Here you need to enter meeting details such as Meeting Number, Meeting Date, whether attended or not. Similarly, choose other representatives and fill in their corresponding meeting details below.

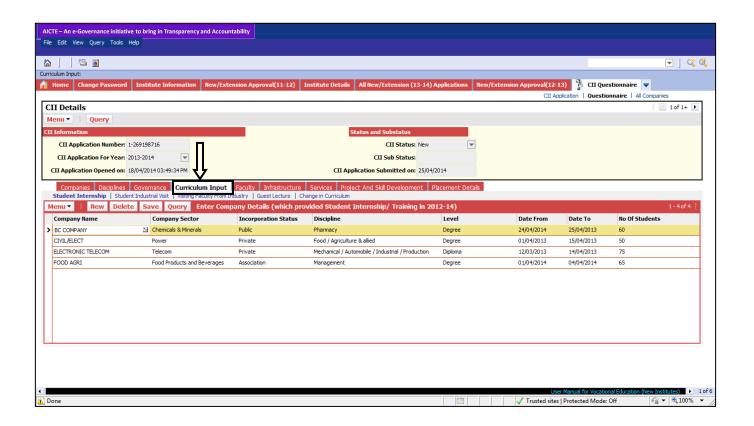






6. CURRICULUM INPUT

- Click on the Curriculum Input tab.
- Under this tab there are five sub tabs:
 - a. Student Internship
 - b. Student Industrial Visit
 - c. Visiting Faculty from Industry
 - d. Guest Lecture
 - e. Change in Curriculum

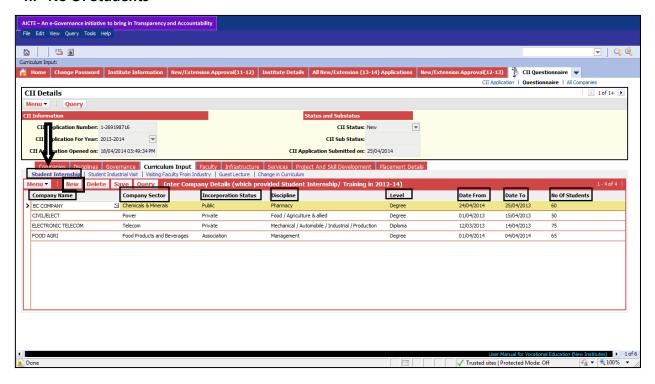






6.1 Student Internship

- Click the Student Internship tab.
 Here you need to provide information of those companies which provided in-company student internship/ training in 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - **b.** Company Sector It gets auto-populated on selecting Company Name.
 - **c. Incorporation Status** It gets auto-populated on selecting Company Name.
 - **d. Discipline** Upon clicking the symbol, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you like to add.
 - e. Level It gets auto-populated on selecting Discipline.
 - f. Date From
 - g. Date To
 - h. No Of Students



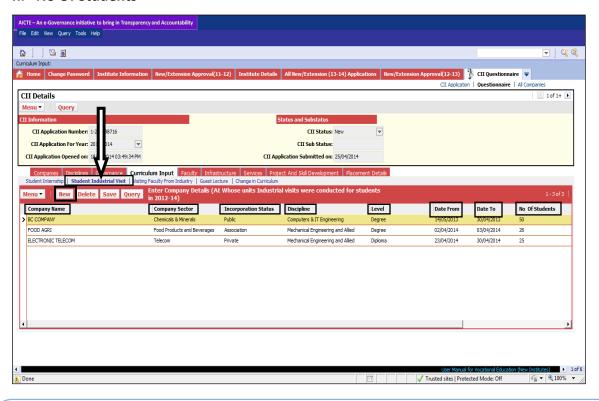
- If one company has provided internship to students of more than one disciplines, then mention the other discipline in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





6.2 Student Industrial Visit

- 1) Click the **Student Industrial Visit** tab.
 - Here you need to provide information of those companies where industrial visits were conducted for student of your institute in 2012-14.
- 2) To add a company, click the **New** button and fill the following details:
 - **a. Company Name** Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - **b.** Company Sector It gets auto-populated on selecting Company Name.
 - c. Incorporation Status It gets auto-populated on selecting Company Name.
 - **d. Discipline** Upon clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - e. Level It gets auto-populated on selecting Discipline.
 - f. Date From
 - g. Date To
 - h. No Of Students



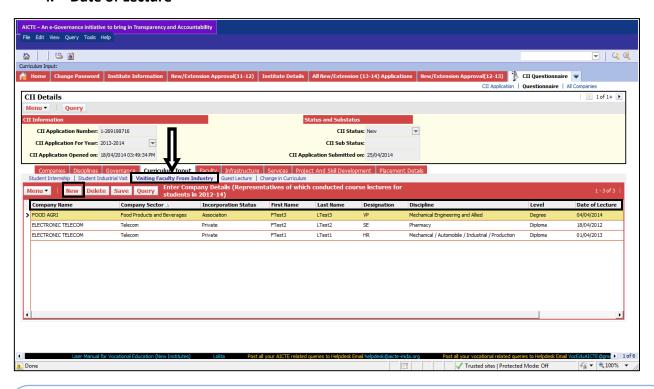
- If one company has provided industrial visit to students of more than one disciplines, then mention the other disciplines in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the Companies tab and follow the steps to add a new company.





6.3 Visiting Faculty from Industry

- 1) Click the Visiting Faculty from Industry tab.
 - Here you need to provide information of those companies whose representatives (Visiting Faculty) conducted course lectures for students in 2012-13.
- 2) To add a company, click the **New** button and fill the following details
 - **a. Company Name** Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - **b.** Company Sector It gets auto-populated on selecting Company Name.
 - c. Incorporation Status It gets auto-populated on selecting Company Name.
 - d. First Name
 - e. Last Name
 - f. Designation
 - **g. Discipline** Upon clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - **h.** Level It gets auto-populated on selecting Discipline.
 - i. Date of Lecture



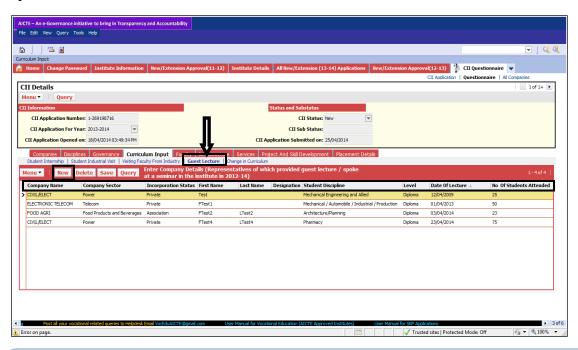
- If one company has provided input in more than one courses, then mention the other courses in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





6.4 Guest Lecture

- 1) Click the Guest Lecture tab.
 - Here you need to provide information of those companies whose representatives provided guest lectures/ seminars in your institute for the students in 2012-14.
- 2) To add a company, click the **New** button and fill the following details
 - a. **Company Name** Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - **b.** Company Sector It gets auto-populated on selecting Company Name.
 - **c. Incorporation Status** It gets auto-populated on selecting Company Name.
 - d. First Name
 - e. Last Name
 - f. Designation
 - g. **Student Discipline** Upon clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - h. **Level** It gets auto-populated on selecting Discipline.
 - i. Date of Lecture
 - j. No of Student Attended



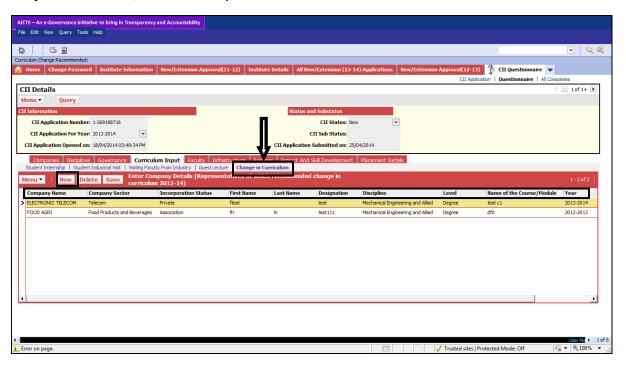
- If one company representative has provided multiple guest lectures, then mention each lecture in subsequent rows by again filling the company name.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





6.5 Change in Curriculum

- 1) Click the **Change in Curriculum** tab.
 - Here you need to provide information of those companies whose representatives recommended changes in Curriculum in 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - **b.** Company Sector It gets auto-populated on selecting Company Name.
 - c. Incorporation Status It gets auto-populated on selecting Company Name.
 - d. First Name
 - e. Last Name
 - f. Designation
 - **g. Discipline** On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - h. Level It gets auto-populated on selecting Discipline.
 - i. Name of the Course / Module Here, name the course/module in which the curriculum was revised.
 - **j.** Year Here, mention the year in which the curriculum was revised.



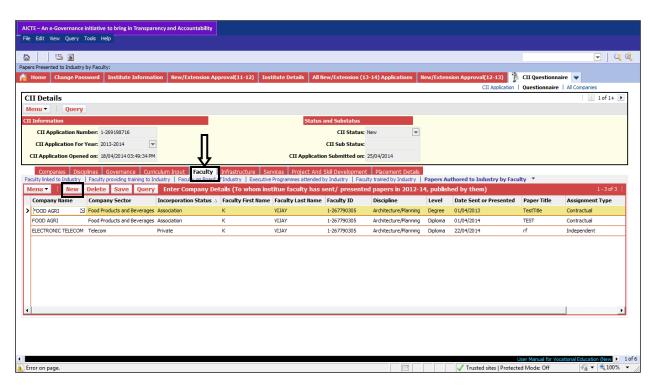
- If one company representative has provided recommendations for multiple course/modules, then mention each course/module in subsequent rows by again filling the company names.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





7. FACULTY

- 1) Click the Faculty tab.
- 2) Under this tab we have seven sub tabs:
 - a. Faculty Linked to Industry
 - b. Faculty providing training to Industry
 - c. Faculty on Board of Industry
 - d. Executive Programmes attended by Industry
 - e. Faculty trained by Industry
 - f. Faculty Patents leading to Industry Products
 - g. Papers Authored to Industry by Faculty

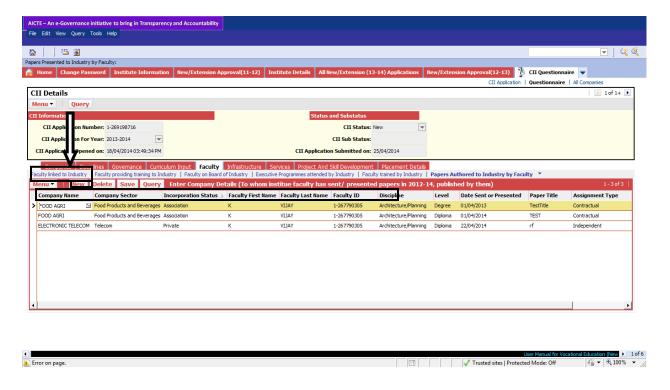






7.1 Faculty Linked to Industry

- Click the Faculty Linked to Industry tab.
 Here you need to provide information on faculties who are linked to industry.
- 2) Click the **New** button to add a new faculty and fill the following details:
 - a. **Faculty First Name** On clicking the box icon, a pop-up opens with a list of faculty in your institute. NITs, IITs, & IIMs need to enter details of their faculty.
 - b. Faculty Last Name
 - c. Faculty Id
 - d. **Discipline** On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - e. **Level** It gets auto-populated on selecting Discipline.



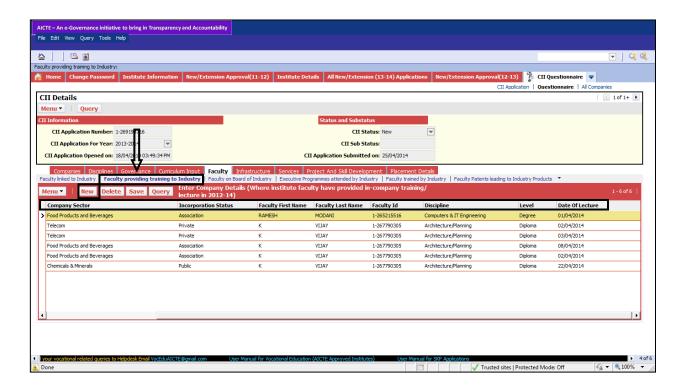
Note: In the subsequent links related to faculty, you will be able to select only from the faculty added here.



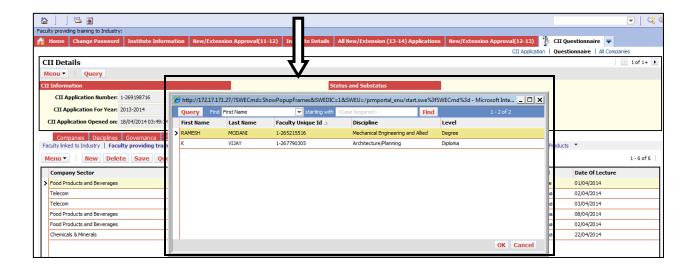


7.2 Faculty providing training to Industry

- Click the Faculty providing training to Industry tab.
 Here you need to provide information of those companies which were provided in-company training by your institute's faculty in 2012-14.
- 2) To add a company, click the **New** button and fill the following details:.
 - a) Company Sector It gets auto-populated on selecting Company Name
 - b) Incorporation Status It gets auto-populated on selecting Company Name
 - c) Faculty First Name Follow the same procedure as for selecting Company Name
 - d) Faculty Last Name It gets auto-populated on selecting Faculty First Name
 - e) Faculty Id It gets auto-populated on selecting Faculty First Name
 - f) Discipline It gets auto-populated on selecting Faculty First Name
 - g) Level It gets auto-populated on selecting Faculty First Name
 - h) Date of Lecture







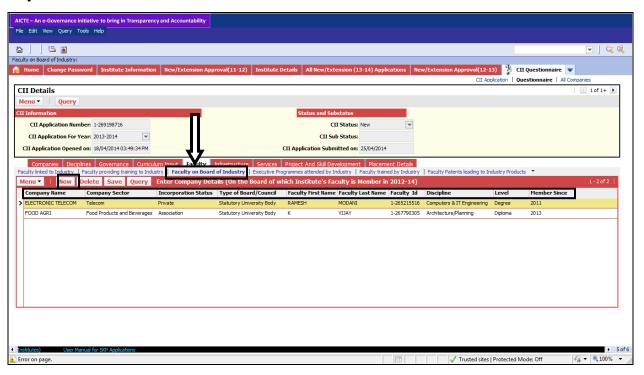
- If one faculty provided in-company training to multiple companies, then mention each in subsequent row by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





7.3 Faculty on Board of Industry

- Click the Faculty on Board of Industry tab.
 Here you need to provide information of those companies which had your institute's faculty on their Board in 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** Upon clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d.** Type of Board/ Council Select the relevant option from the drop-down list.
 - e. Faculty First Name Follow the same procedure as selecting Company Name.
 - **f.** Faculty Last Name It gets auto-populated on selecting Faculty First Name.
 - g. Faculty Id It gets auto-populated on selecting Faculty First Name
 - h. Discipline It gets auto-populated on selecting Faculty First Name
 - i. Level It gets auto-populated on selecting Faculty First Name
 - j. Member Since



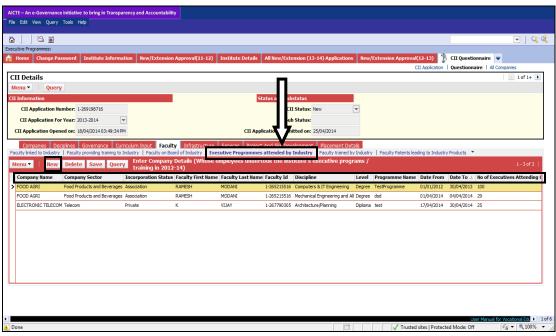
- If one faculty is on Board of multiple companies, then mention each in subsequent rows by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





7.4 Executive Programmes attended by Industry

- Click the Executive Programmes attended by Industry tab.
 Here you need to provide information of those companies, employees of which have attended your institute's executive programmes/ training in 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d.** Faculty First Name Follow the same procedure as selecting Company Name.
 - e. Faculty Last Name It gets auto-populated on selecting Faculty First Name.
 - f. Faculty Id It gets auto-populated on selecting Faculty First Name
 - g. Discipline It gets auto-populated on selecting Faculty First Name
 - h. Level It gets auto-populated on selecting Faculty First Name
 - Programme Name
 - i. Date From
 - k. Date To
 - No of Executive Attending



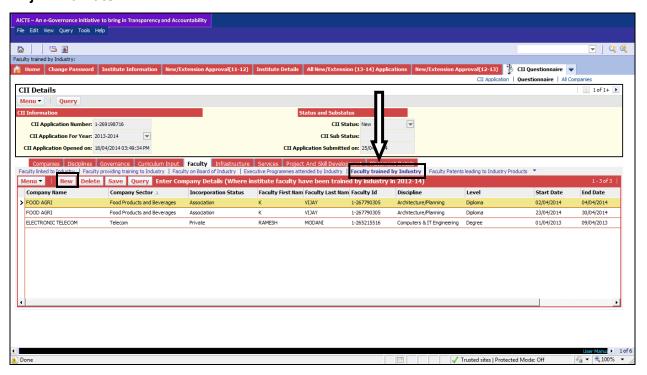
- If one faculty has provided multiple executive programmes, then mention each programme
 in subsequent rows by again filling the company name, the employees of which were
 provided the programmes.
- If at this moment you wish to add a new company, then you will have to go back to the





7.5 Faculty trained by Industry

- Click the Faculty trained by Industry tab.
 Here you need to provide information of those companies where your institute's faculty was trained/oriented in 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - d. Faculty First Name Follow the same procedure as selecting Company Name.
 - e. Faculty Last Name It gets auto-populated on selecting Faculty First Name.
 - f. Faculty Id It gets auto-populated on selecting Faculty First Name
 - g. Discipline It gets auto-populated on selecting Faculty First Name
 - **h.** Level It gets auto-populated on selecting Faculty First Name
 - i. Start Date
 - j. End Date



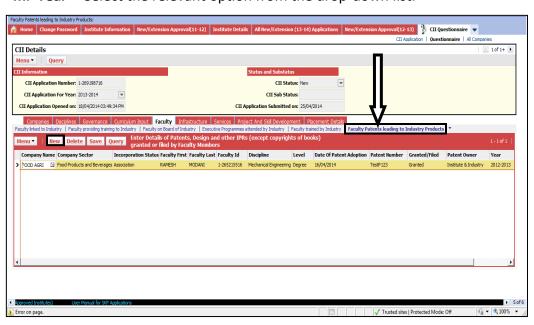
- If one faculty was provided training by multiple companies, then mention each training in subsequent rows by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





7.6 Faculty Patents leading to Industry Products

- Click the Faculty Patents leading to Industry Products tab.
 Here you need to provide information of those companies, which have created products from your institute's faculty patents in 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d.** Faculty First Name Follow the same procedure as selecting Company Name.
 - **e.** Faculty Last Name It gets auto-populated on selecting Faculty First Name.
 - f. Faculty Id It gets auto-populated on selecting Faculty First Name
 - g. Discipline It gets auto-populated on selecting Faculty First Name
 - Level It gets auto-populated on selecting Faculty First Name
 - i. Date of Adoption
 - i. Patent Number
 - **k. Granted/Filed** Select the relevant option from the drop-down list.
 - I. Patent Owner -- Select the relevant option from the drop-down list.
 - m. Year -- Select the relevant option from the drop-down list.



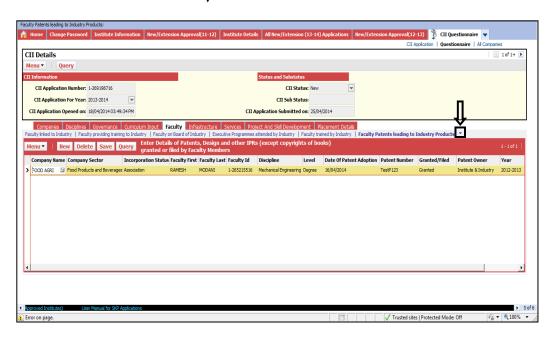
- If one faculty had multiple patents adopted by companies, then mention each in subsequent rows by again filling the faculty name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.





7.7 Papers Authored to Industry by Faculty

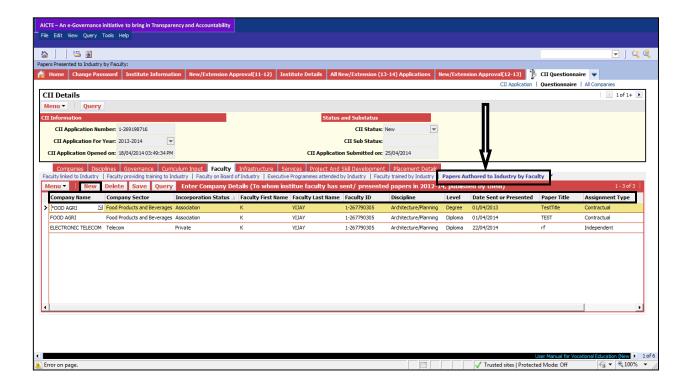
1) To access this tab, click the vicon next to the Faculty Patents leading to Industry Products tab.



- 2) Click the Papers **Authored to Industry by Faculty** tab.

 Here you need to provide information of those companies where your institute faculty sent/ presented papers, published by them, during the years 2012-14.
- 3) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d.** Faculty First Name Follow the same procedure as selecting Company Name.
 - e. Faculty Last Name It gets auto-populated on selecting Faculty First Name.
 - f. Faculty Id It gets auto-populated on selecting Faculty First Name
 - g. Discipline It gets auto-populated on selecting Faculty First Name
 - **h.** Level It gets auto-populated on selecting Faculty First Name
 - i. Date Sent or Presented
 - j. Paper Title
 - **k.** Assignment Type— Select the relevant option from the drop-down list.





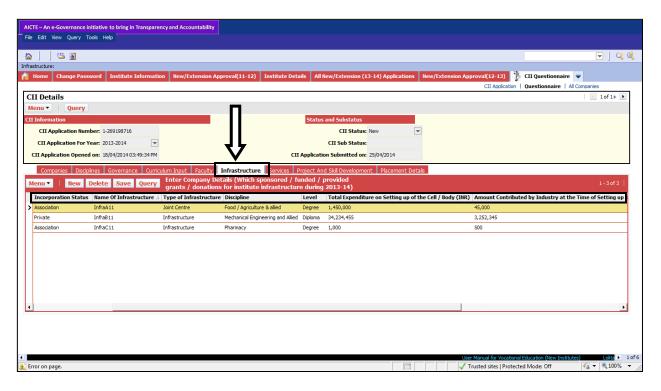
- If one faculty sent/presented many papers to Industry, then mention each in subsequent rows by again filling the faculty name corresponding to the Paper Title and other details.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.



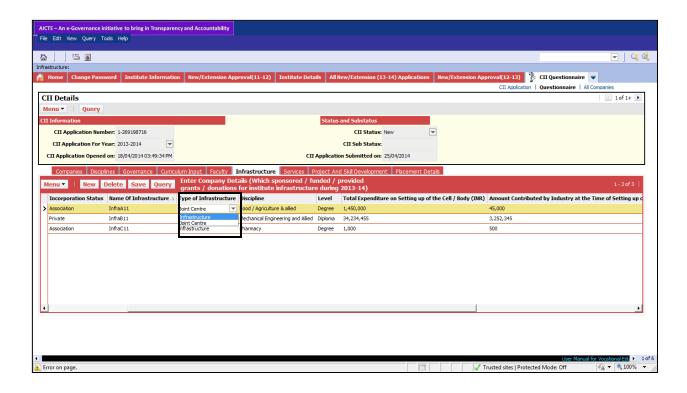


8. INFRASTRUCTURE

- 1) Click the **Infrastructure** tab.
 - Here you need to provide information of those companies which have sponsored your institute's infrastructure during 2013-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d. Discipline** On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - e. Level It gets auto-populated on selecting Discipline.
 - f. Name of Infrastructure
 - g. Type of Infrastructure Select the relevant option from the drop-down list.
 - h. Total Expenditure on setting up of the cell / Body (INR)
 - i. Amount contributed by Industry at the time of setting up of the cell (INR)
 - j. Start Year Select the relevant option from the drop-down list.
 - **I.** Completion Year Select the relevant option from the drop-down list.
 - m. Infrastructure Used By Select the relevant option from the drop-down list.







- If one infrastructure was sponsored by multiple companies, then mention each in subsequent row by again filling the infrastructure name corresponding to the companies.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.

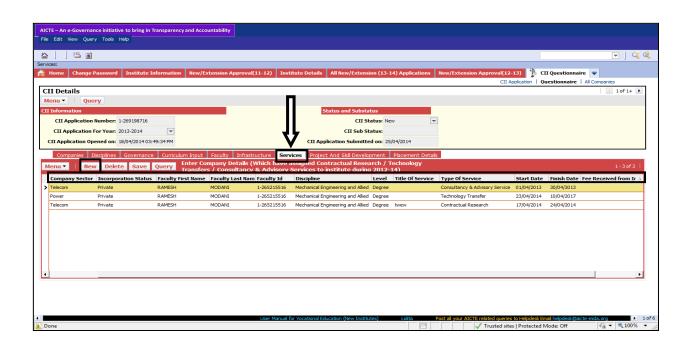




9. SERVICES

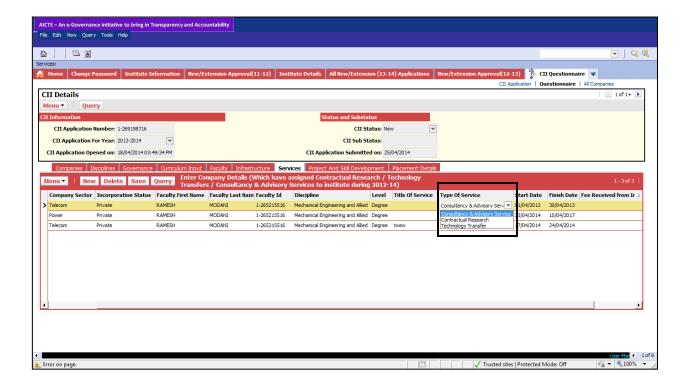
- 1) Click the Services tab.
 - Here you need to provide information of those companies which have assigned research/ consulting/advisory services to your institute during 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d.** Faculty First Name Follow the same procedure as selecting Company Name.
 - e. Faculty Last Name It gets auto-populated on selecting Faculty First Name.
 - f. Faculty Id It gets auto-populated on selecting Faculty First Name
 - g. Discipline It gets auto-populated on selecting Faculty First Name
 - h. Level It gets auto-populated on selecting Faculty First Name
 - a. Title of Service
 - **b.** Type of Service Select the relevant option from the drop-down list.
 - c. Start Date
 - d. End Date
 - e. Fees Received from Industry

Note: Here you can select Faculty with Level 'Degree' only.









Note: If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.

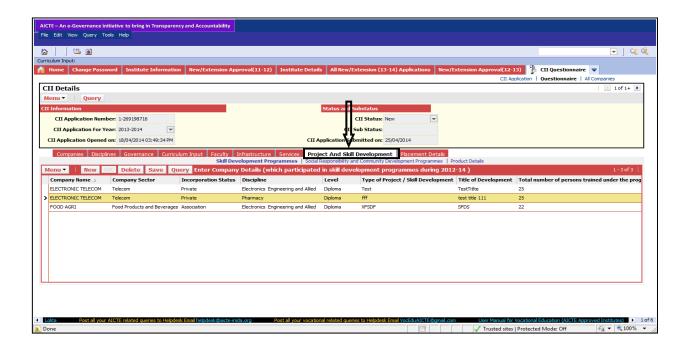




10. PROJECT AND SKILL DEVELOPMENT

Note: This tab is applicable to Institutes registered with AICTE only

- 1) Click the **Project And Skill Development** tab.
- 2) Under this tab you will find following three sub tabs:
 - a. Skill Development Programmes
 - b. Social Responsibility and Community Development Programmes
 - c. Product Details



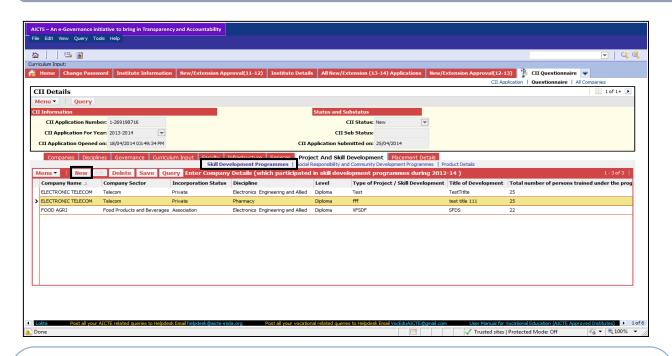




10.1 Skill Development Programmes

- Click the Skill Development Programmes tab.
 Here you need to provide information of those companies which participated in skill development programmes during 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d. Discipline** On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - **e.** Level It gets auto-populated on selecting Discipline.
 - f. Type of Project / Skill Development
 - g. Title of Development
 - h. Total number of persons trained under the programme.

Note: Here you can select Disciplines with level Diploma only.



- If same faculty has participated in multiple skill development programmes, then mention
 each in subsequent rows by again filling the Title of Development corresponding to the
 companies.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.

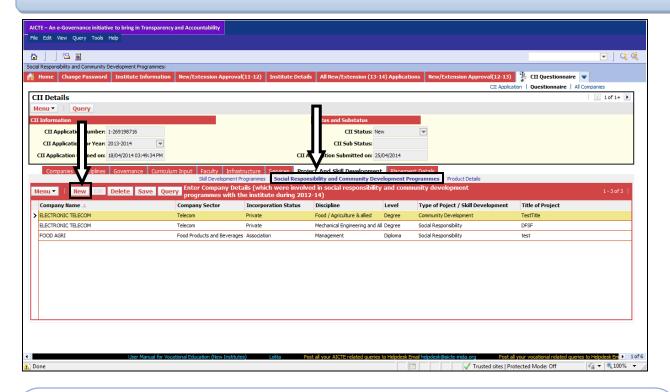




10.2 Social Responsibility and Community Development Programmes

- Click the Social Responsibility and Community Development Programmes tab.
 Here you need to provide information of those companies which were involved in social responsibility and community development programmes with the institute during 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d. Discipline** On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - e. Level It gets auto-populated on selecting Discipline.
 - a. Type of Project / Skill Development
 - b. **Title of Development** Select the relevant option from the drop-down list.

Note: Here you can select Disciplines with level Diploma only.



- If same faculty has participated in multiple skill development programmes, then mention
 each in subsequent rows by again filling the Title of Development corresponding to the
 companies.
- If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.

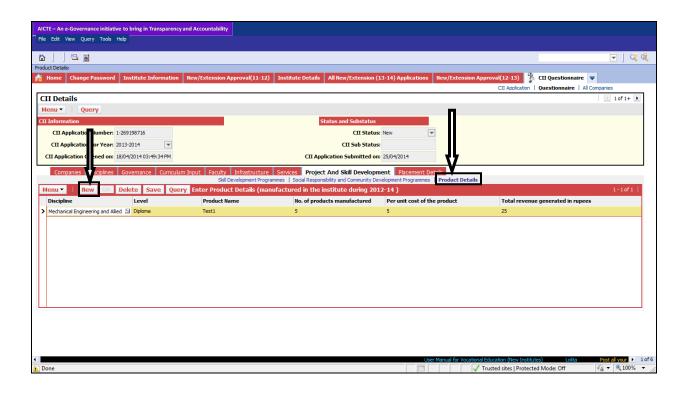




10.3 Product Details

- Click the Product Details link.
 Here you need to provide information about Products manufactured in the institute during 2012-14.
- 2) To add a record, click the **New** button and fill following details:
 - **a. Discipline** On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - **b.** Level It gets auto-populated on selecting Discipline.
 - c. Product Name
 - d. No. of products manufactured
 - e. Per unit cost of the product
 - f. Total revenue generated in rupees

Note: Here you can select Disciplines with level **Diploma** only.

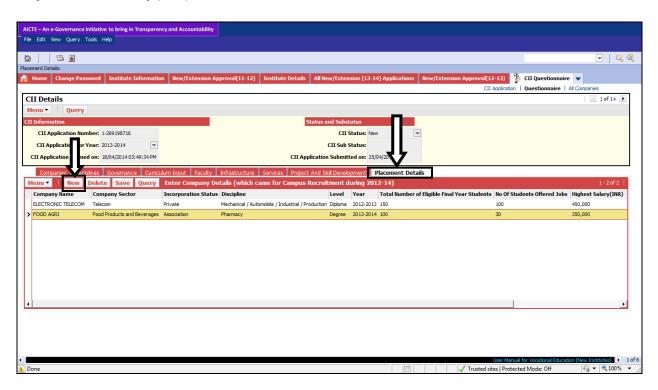




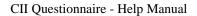


11. PLACEMENT DETAILS

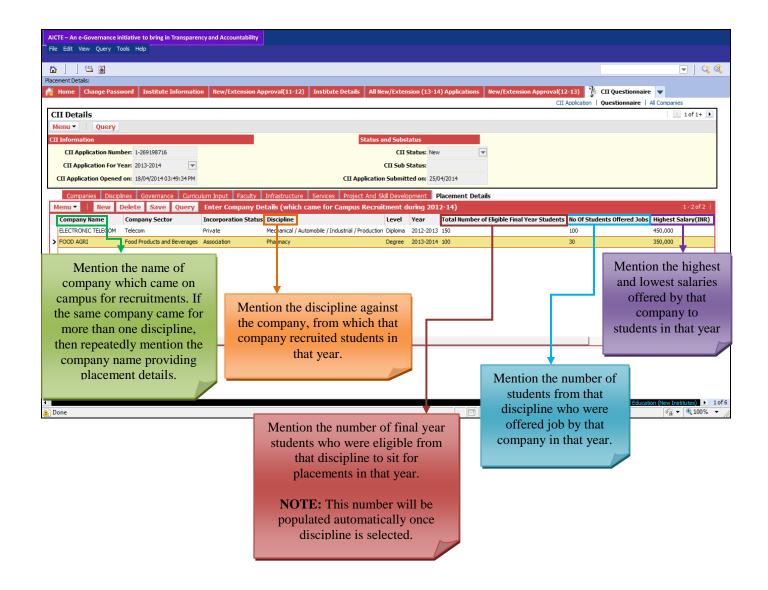
- 1) Click the **Placement Details** tab.
 - Here you need to provide information of those companies which have come to your institute for campus recruitments during 2012-14.
- 2) To add a company, click the **New** button and fill following details:
 - **a. Company Name** On clicking the box icon, a pop-up opens with a list of companies that were previously selected by you in the **Companies** tab. Select the company that you want to add.
 - b. Company Sector It gets auto-populated on selecting Company Name
 - c. Incorporation Status It gets auto-populated on selecting Company Name
 - **d. Discipline** On clicking the box icon, a pop-up opens with a list of Disciplines that were previously selected by you in the **Discipline** tab. Select the Discipline that you want to add.
 - e. Level It gets auto-populated on selecting Discipline.
 - **f.** Year Select the relevant option from the drop-down list.
 - g. Total Number of Eligible Final Year Students It gets auto-populated on selecting Discipline.
 - h. No of Students Offered Jobs
 - i. Highest Salary (INR)
 - j. Lowest Salary (INR)



Note: If at this moment you wish to add a new company, then you will have to go back to the **Companies** tab and follow the steps to add a new company.









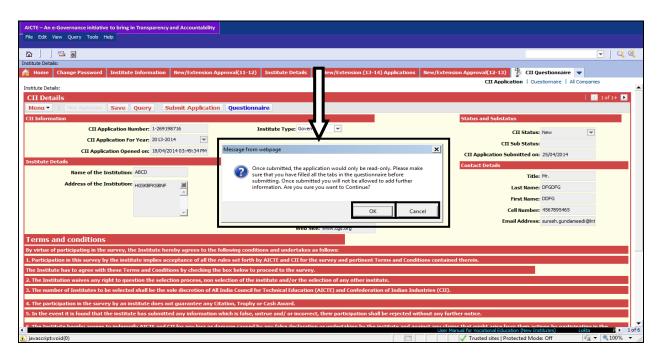


12. SUBMISSION OF CII APPLICATION

- 1) Click the CII Application tab.
- 2) To submit the CII Application, click the **Submit Application** button.
- 3) On submitting CII Application, it will prompt the user a message saying:

"Once submitted, the application would only be read-only. Please make sure that you have filled all the tabs in the questionnaire before submitting. Once submitted you will not be allowed to add further information. Are you sure you want to Continue?"

Click the **OK** button to submit OR click the **Cancel** button if you need to revise your application.



The following validations are done once you click the **Submit Application** button:

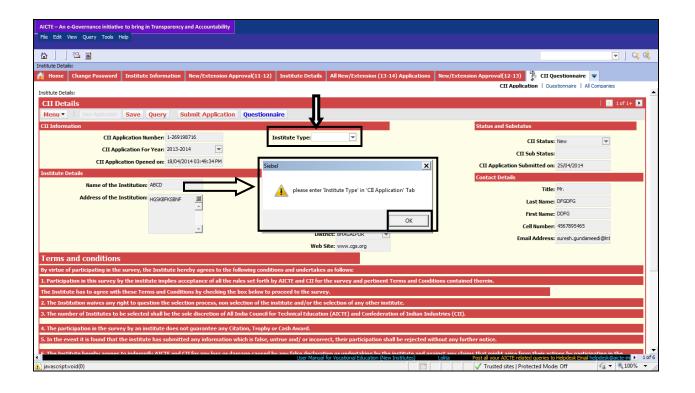
- a. Whether data is properly entered in entire Questionnaire
- b. Whether institute has selected Institute Type in CII Application tab
- c. Whether institute has agreed to the Terms and Conditions mentioned

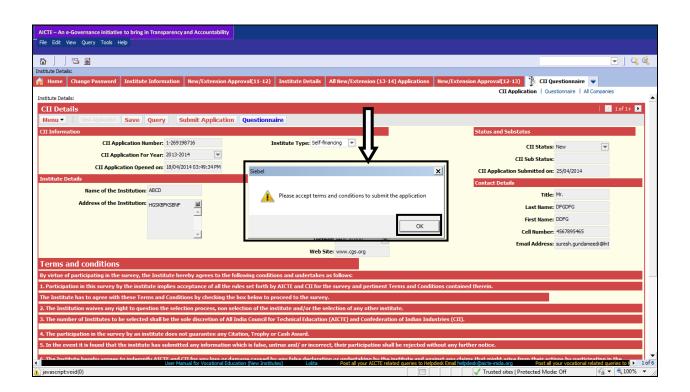
On fulfilling above requirements, your institute's CII application will get submitted successfully.

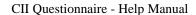


CII Questionnaire - Help Manual













Note: On successful submission of the application, the CII Status field, will get changed from **New** to **Submitted** and entire Questionnaire data will become read only.

