# Contents

## Icons for Buttons

Please refer following table in case of any confusion with buttons.

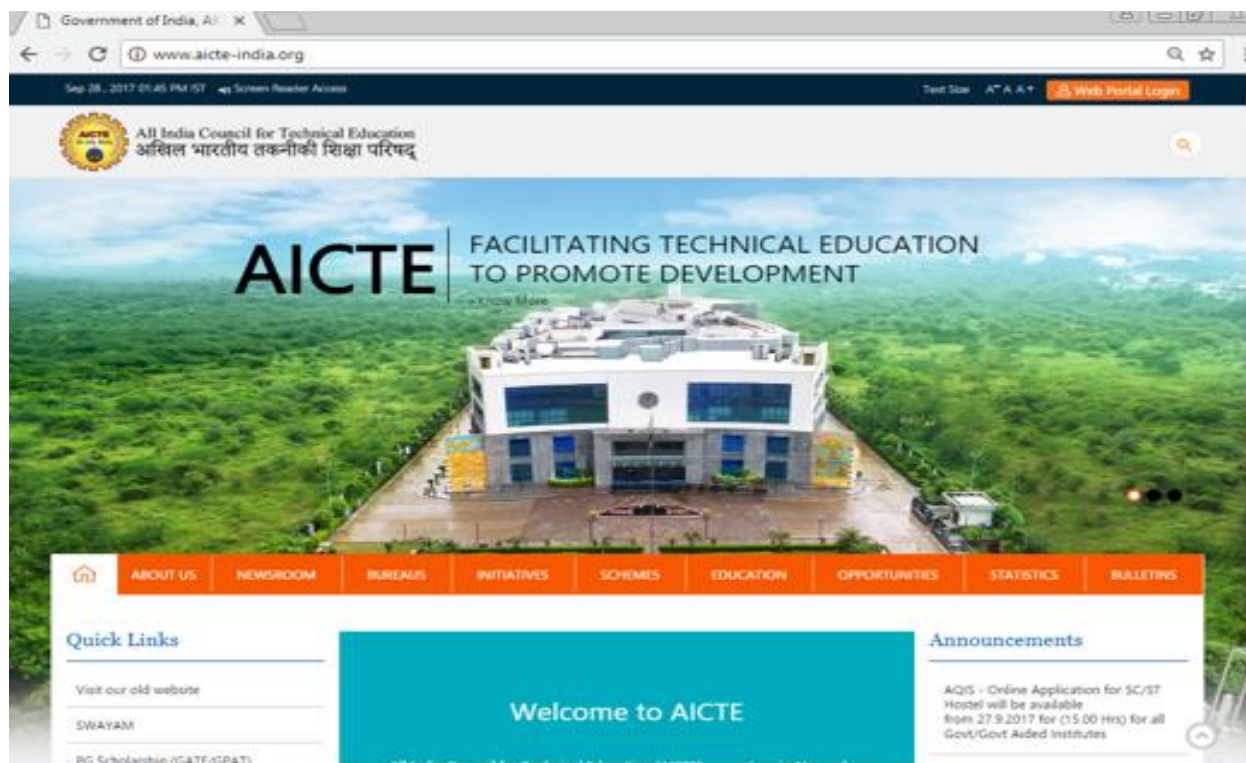| S. No. | Icon | Meaning |
|--------|------|---------|
| 1 | | Save Record |
| 2 | | New Record |
| 3 | | Delete Record |
| 4 | | Search Record |
| 5 | | Collapse |
| 6 | | Expand |
| 7 | | Notification by AICTE |
| 8 | | Navigation to next record in list |
| 9 | | Navigation to previous record in list |
| 10 | | Navigation to next set of records in list |
| 11 | | Navigation to first set of records in list |
| 12 | | Navigate to last record |
| 13 | | Navigate to first record |

# SKP / VOC Registration

SKP can create New Application for vocational education in 2 steps:

1: User Registration for username and password

2: Provide SKP and Vocational Education details and make the payment.

i) User Registration for username and password  Go to AICTE website http://www.aicte-india.org/

ii) Navigate to tab Education -> Vocational Education.



iii) Click on Important Links of Vocational Education

iv) Click on Registration By Skill Knowledge providers (SKP) to provide hands-on Training skills for Vocational Educational Programmes

v) Fill in all the information in the form



a) Enter your Skill Knowledge Provider Name.

b) Enter the Contact Person's First Name, Last Name& Designation.

c) Enter a Valid 10 Digit Mobile Number for Contact by AICTE when required.

d) Enter valid Email Address in Contact Email Address Field. Your User Name & Password will be sent to this Email Address.

e) Your "Confirm Email Address" and "Email Address" should be same or else an error will be displayed.

f) Enter the Street Address1, Street Address2, City, District, State and Pin Code.

g) Select a Security Question & provide Security Answer. Do remember your Security Question and Security Answer. You have to provide them in case of Password Reset or Change.

h) Before Submitting the Application, kindly verify whether you have provided all necessary details correctly and check the 'I Accept' checkbox to accept the latest terms and conditions for ePayments.

I) Once you submit the form, you will be directed to the following page to make the Payment for Creation of User Id through Online Payment Gateway.

**Note**: Save Request Number for future reference

Vi) Note down your Request Number and click "Click here to make Payment" link. This will open ICICI page as shown below. Fill in the details and make the required payment.



vii) Click n proceed to payment to initiate the payment request that will redirect to the ICICI bank page

## Order Form

| | | |
|---|---|---|
| SR Id | : | 1-1MF7THZ |
| SR Type | : | New User Login Request |
| SR Number | : | 1-3532597271 |
| Transaction Type | : | Sale |
| Transaction Date Time | : | 2017:10:04-18:27:26 |
| Chargetotal | : | 5127 |

**Proceed for Payment**

viii) You will then be redirected to ICICI Bank Payment gateway. Please input the Credit/Debit Card* details. The amount payable shall include AICTE fee along with convenience fees & taxes.



ix) After entering the details, click on "Pay". You would then be prompted to enter 3D verification details of your card for necessary validation of the card.

x) Post validation of correct details provided, the transaction shall be processed and you shall receive a message displaying successful payment. You shall then be redirected back to AICTE Help Manual for Skill Knowledge Provider 11 server, where the following message shall be displayed informing you of the payment transaction Id & informing that the User ID & Password will be sent to the Email Address you provided in the Login form.

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

**Note**: Save transaction number for future reference

# EDUCATION COMPONENT ( Vocational Education)

1. **User/Institute** login to existing **AICTE Portal** with the credentials provided by AICTE.
2. Go to **NVEQF**Screen to view the '**Education Component**' tab.
3. Click on '**Education Component**' tab inside **NVEQF** Screen.
4. For **AICTE Approved** institute, **Permanent Institute Id** will populate on the **Application Number** field & the Status will be '**New'.**
5. If Institute permanent id is blank, **Current Application number** will populate on the **Application Number** field with status as '**New'.**



## VOCATIONAL FACULTY

1. Click on '**New'** button to add **Faculty Details** on **Vocational Faculty** Tab.
2. Select the **Faculty Type** from the drop down.
3. If the **Faculty Type** is '**Institute**', Enter the Faculty Id which is present as a Institute Faculty.
4. If the **Faculty Id** entered does not match with any of the Faculty Id present in the Institute Faculty details, an error message will prompt.
5. If the **Faculty Id** entered is correct, the Faculty record will auto populate as it ispresenting the Institute Faculty details.

6. If the **Faculty Type** is '**Vocational Faculty**', a Unique **Faculty Id** will generate and it will be Read only.

7. Enter First Name, Last Name, Address, Mobile No., Email Id, Total Experience, UG Degree & PG Degree of the Faculty. All the details are required for the Faculty.

8. Enter 12 digit UID number of the Faculty.

9. Enter 28 digit EID number of the Faculty.



## VOCATIONAL COURSE EDUCATION

### SECTOR

1. Click on '**New**' button to add **Sector** for **Vocational Course Education.**

2. Select value of **Sector** from the drop down.

3. Select value of **Specialization** from the drop down.

## COURSE

1. Click on '**New**' button to create courses details with respect to the sector added on the Sector Form.

2. After clicking on **New** button, a Unique **Course Id**, Course applied for Year the Sector against which the course details is added will get auto populated.

3. Select the value of **Specialization** from the drop down.

4. Select the **Affiliating University/Technical** Board from the drop down.

5. Enter the amount of **Fees Charged** for the Course.

6. Select the **level of course** from the drop down.

7. Enter the **Number of faculty** for the course.

8. Enter the **Total class Room Area (in sqft)**.

9. Enter the **Intake Applied** for the Course. Intake Applied value should not be more than 500.

10. Enter the **Batch Size** for the Course. Batch size for the Course should not be more than 100.

11. According to the **Batch Size**, Number of batch is gets calculated.

12. Enter the **Timing** for the course.

## FACULTY DETAILS

1. Click on '**New'** button to add Faculty Details for the respective Course.



2. Click on the icon in the **Faculty Unique Id** field, a window will open in which the Faculty which has been added in the Vocational Faculty will appear.

3. Select the **Faculty details** from the list.

## SKP

1. Click on '**Add'** button to add the SKP Details.
2. On clicking on '**Add'** button, a window will appear in which all the SKP details are present.
3. Select the **SKP** which has to be added.
4. All the SKP details will auto populate according to the SKP selected.
5. Enter the **Distance between SKP & Institute** (in Km).

## ATTACHMENT

1. Click on '**New**'button to add Attachment.
2. Select the **Document type** from the drop down.

## SECTOR

1. After entering all the course details, click on '**Validate All Courses Details**'.
2. If the number of Faculty entered in the course details does not match with the total Faculties added in the Faculty details, an error message will be prompt.
3. If all the details entered are correct, a message will be shown 'Course Validation completed successfully with no error'.



4. After all validations are successful, click on '**Submit**' button to submit the Application.
5. After submitting the **Status** will change to 'Submitted'.

# SKILL COMPONENT (SKP)

1. User/Institute login to existing AICTE Portal with the credentials provided by AICTE.

2. Click on 'Skill Component' tab to view the Skill Knowledge Provider component.

3. Click on 'New' button. On clicking new button all the institute details will populate automatically.

4. Status will be set to new and sub-status will be blank.



**\*Vocational Application Id:** Generated automatically when vocational component details are filled.

## ORGANISATION

- Click on Organization to add tab to add organization details.

- Click on New button.



**DETAILS TO BE FILLED**

**Name of the Parent Organization:** Enter the name of parent organization

**Type of Organization:** Select type of organization from the drop down provided.

**Registered with: Enter the name**

**Registration date:** Enter the date on which registration was done

**Registration Number:** Enter the registration number

**Organization Address:** Enter the address of the organization

**Town/City/Village:** Enter the name of town, city or village where organization is located

**State/UT:** Select State/UT from the list of drop down provided where organization is located

**District:** Select District from list of drop down provided

**PIN:** Enter the PIN Code of the organization location

**Land Phone STD Code:** Enter STD code of organization landline phone number

**Land Phone Number:** Enter organization land line phone number

**FAX Number:** Enter fax number of the organization

**Organization website:** Enter organization website

## BRANCHES

- Click on branches tab to add details about various branches.

- Click on New button to add new branch.



**DETAILS TO BE FILLED**

**Main Branch:** Select one main branch from all the branches added

  **\*Only one main brach can be selected**

**Branch Unique Id:** Auto populated

**State:** Select branch state from the list of drop down provided

**District:** Select branch district from the list of drop down provided

**City**: Enter the name of the city

**Address:** Enter the address of the branch

**Payment Receipt:** It is set to Y after payment is made

## SECTOR

**Click on Sector tab to add details about various sectors.**



**DETAILS TO BE FILLED:**

**Sector:** Select from the list of drop down provided.

**Specialization:** Select from the list of drop down provided. Specialization drop down depends

on sector value.

## COURSES

Click on Courses tab to add details of courses

Click on new button to add new course

**DETAILS TO BE FILLED :**

**Sector Name and Specialization:** Click on Sector Name to add Sector and specialization name.

Value depends on the sector and specialization chosen in Sector tab. Choose the sector and

click on OK.

**Branch:** Click on Branch to select branch for the particular course. Value here comes from the branches added in branch tab.



**City:** Selected itself when branch is selected.

**Address:** Selected itself when branch is selected.

**Level:** Select from the list of dropdown provided

**Intake Applied:** Enter the Intake applied for the particular course.

**Fees Charged:** Enter the amount of fees charged for the particular course.

# ATTACHMENTS

- **Click on attachments tab to add attachments**



**DETAILS TO BE FILLED:**

**Document Type:** Select document type from the list of drop down provided.

**Attachment Name:** Click on attachement name to browse for attachment.

**Size:** Auto populates on selecting attachment name

**Type:** Auto populates on selecting attachment name

**Comments**: Enter comments

# INSTRUCTOR

- **Click on Instructor tab for adding details about all the instructors**

- **Click on New button for adding a new instructor**



**DETAILS TO BE FILLED:**

**Title:** Select from the list of drop down provided

**Surname:** Enter the last name of the instructor

**Middle Name:** Enter First Name of the instructor

**Gender:** Select gender of faculty from the drop down provided

**Father's Name:** Enter father's name of the instructor

**Mother's Name:** Enter mother's name of the instructor

**Address:** Enter address of the instructor

**State:** Select from the list of drop down provided

**District:** Select from the list of drop down provided

**Date of Birth:** Select from the calendar provided. (DD/MM/YYYY)

**PAN:** Enter PAN number

**Landline:** Enter landline phone number

**Mobile:** Enter valid 10 digit mobile number

**Email Address:** Enter email address e.g. abcd@abcd.com

**EID:** Enter 28 digit employment Id

**UID:** Enter 12 digit Adhar card number

**Branch:** Select branch where instructor is posted

**Address:** Populates once branch is selected.

**City:**Populates once branch is selected.

## MoU's Signed

- **Click on MoU's signed tab to add details about the MoU' signed.**



**DETAILS TO BE FILLED:**

**MoU Signed With:** Select from the list of drop down provided; AICTE Approved Institute or

Other Institute

**Institute Name:** Select Institute name with which MoU is signed, If MoU is signed with AICTE

Approved Institute
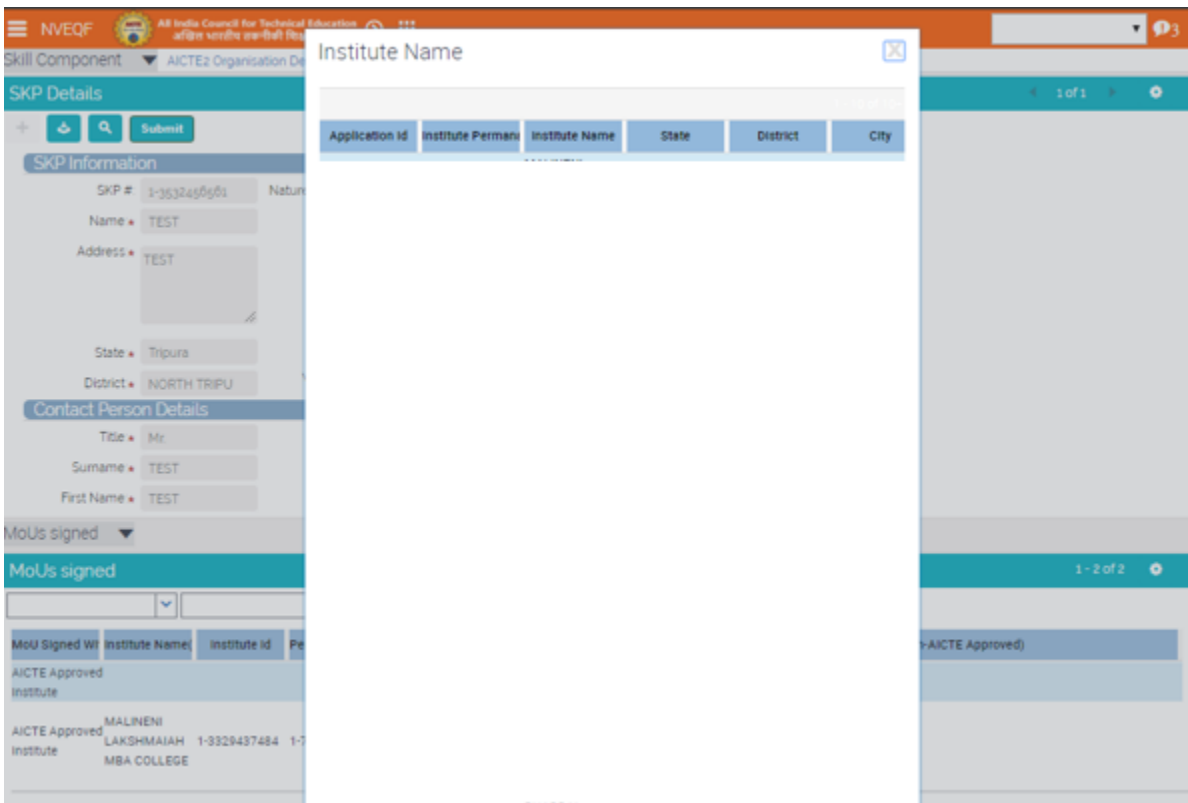
**Institute Id:** Populates itself on selecting Institute Name

**Permanent Id**: Populates itself on selecting Institute Name

**Address:** Populates itself on selecting Institute Name

**State:** Populates itself on selecting Institute Name

**District:** Populates itself on selecting Institute Name

**Institute Name(Non AICTE Approved):** Enter Name of Institute if MoU is signed with Institute

　　　　　other than AICTE approved

## Equipments/Machine Details

- **Click On equipments/ machine details to add details**



**DETAILS TO BE FILLED**

**Branch:** Select from given values(based on values entered in branches tab)

**City:** Self populate on selecting branch

**Address:** Self populate on selecting branch

**Name of Equipment:** Enter name of equipment

**Make of the Equitment/Machine:** Enter the name of equipment/Machine

**Cost of Equipment/ Machine:** EnterCost of Equipment/ Machine

**Year of Purchase:** Enter the year in which machinery was purchased.

**Condition of Machinery:** Enter Condition of Machinery

# FACILITIES AVAILABLE

- **Click on facilties available tab to add details**



**DETAILS TO BE FILLED:**

**Type of Facility:** Select from drop down provided.

**Branch**: Select from given values(based on values entered in branches tab)

**City**: Self populate on selecting branch

**Address**: Self populate on selecting branch

**Area:** Enter area of the facility selected in square metres.

**Count Of Selected Facility:** Enter count of selected facility

**Ready To Use:** Choose Yes/No.

# LIBRARY FACILITIES

- Click on library facilties tab to add details

- Click on add button



**DETAILS TO BE FILLED:**

**Branch**: Select from given values(based on values entered in branches tab)

**City:** Self populate on selecting branch

**Address**: Self populate on selecting branch

**Working Hours (from - to):** Enter the timings of library

**Name of ejournal subscription available:** Enter the name of ejournal subscribed.

**Current Annual Budget:** Enter the current year's annual budget of thje library

**Total Library area in sq m:** Enter the area of library in square metres

**Library Networking:** Enter library networking

**Reprographic Facility**: Select of library has reprographic facility

**Number of multimedia PCs:** Enter the number of PCs in library

**Reading Room Seating Capacity:** Enter the maximum number of seats available in reading room.

**Library Management Software:** Select from dropdown

## LIBRARY BOOKS

- Click on Library books to add details of books available in the library.

- Click on add button to number of book in each branch



**DETAILS TO BE FILLED**

**Sector:** Select from the values provided.(depends on values added in Sector tab)

**Specialization:** Self populates on selecting sector

**Branch:** Select from given values(based on values entered in branches tab)

**City:** Self populates on selecting branch

**Address:** Self populates on selecting branch

**Number of Titles:** Enter the number of titles

**Number of Volumes:** Enter the number of volumes

**Number of National Journals:** Enter the number of national journals

**Number of International Journals: :** Enter the number of international journals

## SKP PROFILE

- Click on SKP Profile to add complete details of the skill knowledge provider.

- Click on New button to add SKP Profile.

  *Only One SKP Profile can be made



**DETAILS TO BE ADDED:**

**Basic Information**

**Name of Chief Executive:** Enter the name of Chief executive of SKP

**Place of Establishment:** Enter the place where SKP was estbalished

**Date of establishment:** Enter the date on which SKP was estbalished

**Bank Account and Signatories**

**Name of Bank**: Enter the name of bank

**Address**: Enter the address of bank

**Account Number**: Enter the account number in the bank

**IIFSC Code**: Enter IIFSC code of the bank

**Account in Name of**: Enter the name of account holder

**Offices of Company**

**Total Offices:**Enter the total number of offices

**Head Office:**Enter the number of Head Offices

**Field Office:** Enter the number of field offices

**Goals and Objectives**

**Goals:** Enter the goals of the SKP

**Objectives:** Enter the goals of the SKP

**Existing Donors:** Enter the goals of the SKP

**Vision and Mission Statement**

**Vision:** Enter the Vision of SKP

**Mission:** Enter the Mission of SKP

**Written Policy, Procedure and Manual:** Enter the details about Written Policy, Procedure and Manual

**Existing Projects/Programs:** Enter the existing programs undertaken by SKP

**Background Information:** Enter the Background Information of SKP

**Membership/Partnership and Collaboration with other Organization/agencies:** Enter partnership details with organizations or agencies if any.

## SKP PAYMENT

- Click on Save and then Submit after filling all the required detail.

- Status is changed to submitted



- **Click On SKP Payment to make the payments. Payment to be made before EVC is conducted.**

- Click on **'Select Mode of Payment'** Button to begin the Payment process.

- Select the mode of payment from the options available in the list. There are two mode of Payments options available:

- ☐ **CIB (ICICI Only)** - For users who want to make payment from Corporate Internet Banking Account of ICICI Bank.

- ☐ **CIB/Retail Banking(Other Bank)** - For users who want to make payment from Retail Banking Account of other banks (including ICICI bank) and Corporate
Internet Banking Account of other banks.

## Payment Description

| | | |
|---|---|---|
| Amount | : | 1 |
| Transaction Date | : | 04-10-2017 |

**Proceed for Payment**

List of Banks available for payment:
Below is the list of banks available for payment via CIB/Retail Banking (Other Bank) mode
of payment.

| Bank Name | Retail Banking | Corporate Internet Banking |
|---|---|---|
| Allahabad Bank | Available | Not Available |
| Axis Bank | Available | Not Available |
| Bank of Bahrain and Kuwait | Available | Not Available |
| Bank of Baroda | Available | Available |
| Bank of India | Available | Available |
| Bank of Maharashtra | Available | Available |
| City Union Bank | Available | Available |
| Corporation Bank | Available | Not Available |
| DCB Bank | Available | Not Available |
| Deutsche Bank | Available | Not Available |
| Dhanlaxmi Bank | Available | Not Available |
| Federal Bank | Available | Available |
| ICICI Bank | Available | Not Available |

| | | |
|---|---|---|
| IDBI Bank | Available | Not Available |
| Indian Bank | Available | Not Available |
| Indian Overseas Bank | Available | Available |
| J and K Bank | Available | Available |
| Karnataka Bank | Available | Not Available |
| KarurVysya Bank | Available | Available |
| Oriental Bank of Commerce | Available | Available |
| South Indian Bank | Available | Available |
| Standard Chartered Bank | Available | Not Available |
| State Bank of Hyderabad | Available | Not Available |
| State Bank of India | Available | Not Available |
| State Bank of Mysore | Available | Not Available |
| State Bank of Travencore | Available | Not Available |
| Tamilnad Mercantile Bank | Available | Not Available |
| | | |
| Union Bank of India | Available | Available |
| United Bank of India | Available | Available |
| Vijaya Bank | Available | Available |
| Yes Bank | Available | Not Available |

## Corporate Internet Banking (CIB)

For making payment via Corporate Internet Banking of ICICI Bank, select the Mode of Payment **'CIB (ICICI Bank Only)'.**



After selecting the mode of payment, the Amount will be calculated automatically. The Amount needs to be paid for Skill Knowledge Provider is Payment is Rs1,00,000.

Click on the link 'Click Here to Make Payment (ICICI Bank Only)' to continue with the Payment process.

Click on 'Proceed for PaymentButton to Make Payment (ICICI Bank Only)

## Payment Description

| | | | |
|---|---|---|---|
| Amount | : | 1 | |
| Transaction Date | : | 04-10-2017 | |

Proceed for Payment

You will be redirected to ICICI bank CIB payment Page. Enter Corporate ID/User ID /Password and click on 'Login' Button.

After completion of transaction.Do click on "View Payment Status" Button.

'Transaction ID', 'Receipt Flag' and 'Transaction Date' are populated once the Payment has been successfully done.

For queries related to issues faced in Payments, you can send mail to
payment.query@aicte-india.org containing the following details:

1. **Date & Time of Payment**
2. **Name of the Bank**
3. **Name of Account Holder**
4. **Account Number**
5. **Mode of Payment (CIB or Retail Banking)**
6. **Payment Conformation Number**
7. **Amount**
8. **Bank Transaction Id**
9. **TPSL Transaction Id (applicable for payments via CIB/Retail Banking (Other Banks))**
10. **Application Number**
11. **Payment Id**

## SKP Security Deposit

- **Security Deposit is enabled when Sub Status of the application is "Deposit Requested"**

- Navigate to Security Deposit tab for making the security deposit payment

- Payment Procedure to be followed same as SKP Payment

# New Vocational Application (Non AICTE Institutes)

- To be filled for Vocational Education Application
- Navigate to New Vocational Application (Non AICTE Institutes) Screen
- Click on New button
- Current Status will be set to New
- Select Application Type from the dropdown menu
- Fill the data in all the tabs (available as dropdown below institute details) and Click on Submit