



User manual for Updating NEEM Trainee Information














Table of Contents

Icons for Buttons.....	2
Step 1: Login.....	2
Step 2: Enter Trainee Supervisor Details	3
Step 3: NEEM Trainee Details	3
Step 4: Trainee Document(Attachment).....	6
Step 5: Training Details	6
Step 5: Trainee Document(Attachment).....	7
Step 6: Placement Details.....	8
Important Points	9



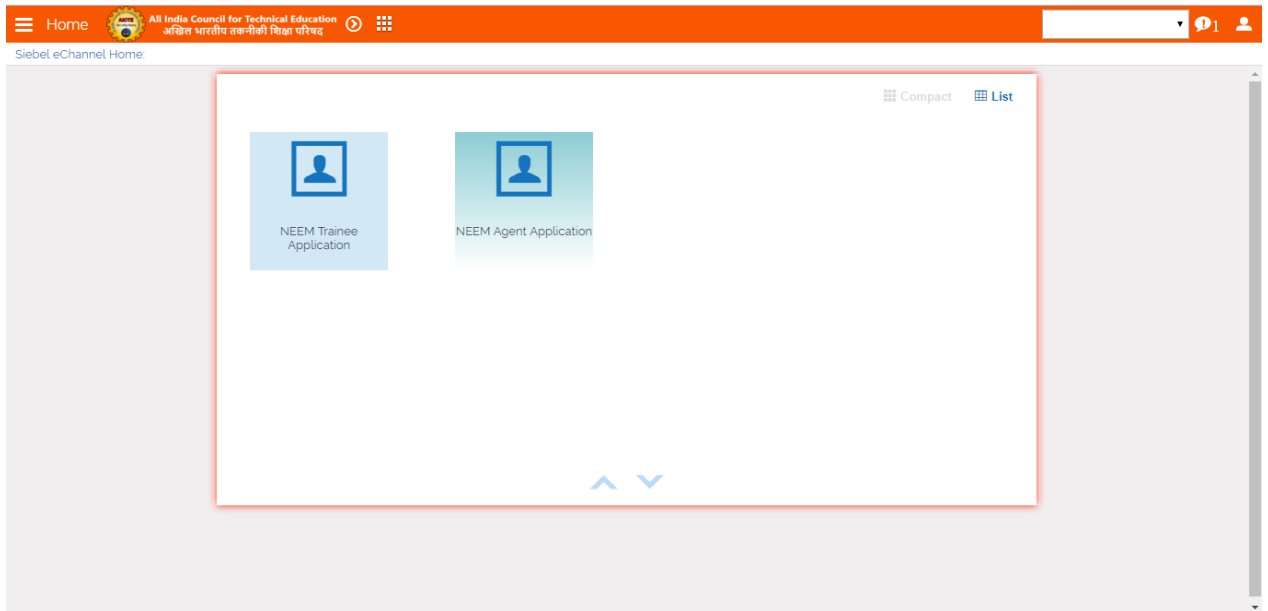
Icons for Buttons

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

Step 1: Login

- ❖ Login with Existing NEEM Credentials in AICTE Web portal.
- ❖ Navigate to NEEM Trainee Information.



Step 2: Enter Trainee Supervisor Details



Enter data in following fields:

- **Name of Supervisor** योग: कर्मसु कौशलम्
- **Address**
- **Email Address**
- **Mobile Number**
- **Landline** – Enter landline number with STD code without any space or special character

❖ Enter the **Name of Affiliating University**

Note: All the fields are required.

NEEM Information		Training Supervisor Details	
NEEM ID:	1-1840472895	Name of Supervisor:	TEST
NEEM Agent Name:	TEST	Address:	TEST ADDRESS
State:	Arunachal Prax	Email Address:	test@test.com
Affiliating University:	TEST UNIVERSITY	Mobile Number:	1234567890
		Landline Number:	1234567090
Status			
Trainee Information Submitted:	N		

Step 3: NEEM Trainee Details

❖ Click on 'New' button to create a New Record in NEEM Trainee. Trainee Id will be auto-populated.

❖ Enter details of Trainee in following fields:

- **Name**
- **Permanent Address**
- **State – State of Trainee**
- **Mobile Number**
- **STD Code**
- **Landline Number**
- **Email Id**
- **Last Exam Passed** – Select from drop-down
- **Others, If Any** – To be entered if the last exam passed is Others
- **Course to which currently Enrolled (If Any)**- Select from drop-down if the trainee is currently enrolled in some course.
- Other courses enrolled-To be entered, if the Course to which Currently Enrolled is others
- **Gender** – Select from drop-down
- **Category** – Select from drop-down
- Other Category- To be entered, if the Category is others
- **Is the Trainee Placed in the company**-Select from drop down
- **Aadhar Number**
- **Identity proof- Select from Drop-down**
- **Identity ID**
- **Date of birth**

NEEM Trainee Application

+ NEEM Details

NEEM Trainee

- NEEM Trainees


View All NEEM Trainee

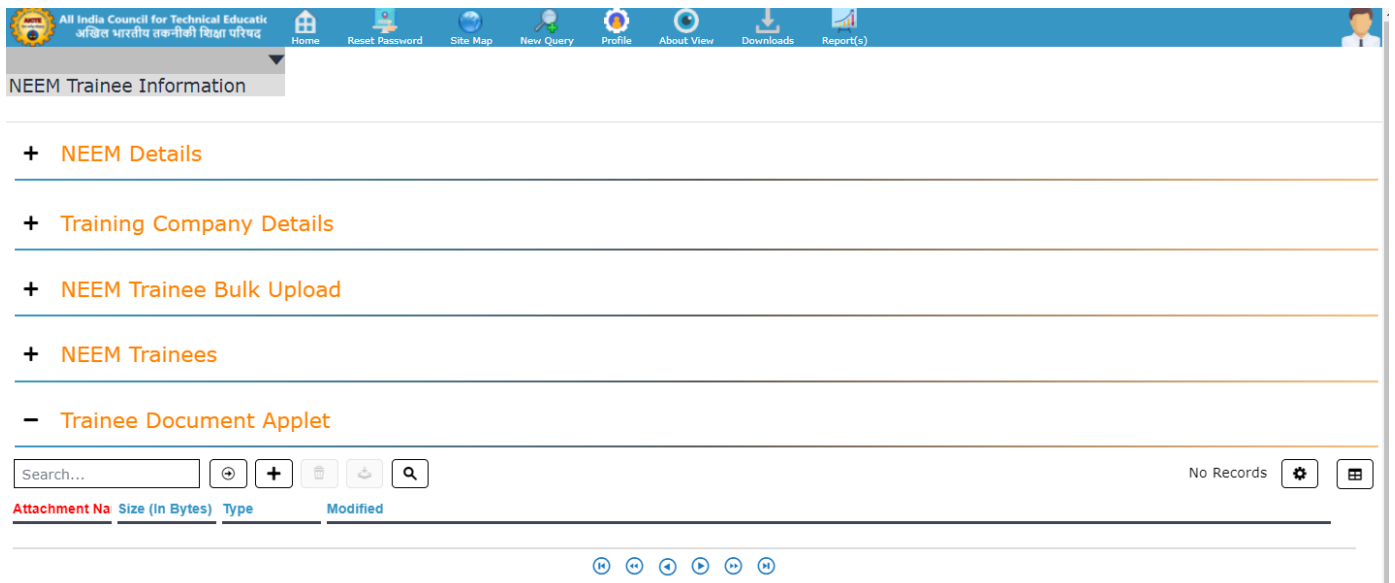
1 - 1 of 1

Trainee Id	Name*	Permanent Address*	State*	Validation Status	Mobile Number*	STD Code	Landline Number	Email Address*	Highest Qualification*	Highest
1-3875073847	test trainee	test address	Kerala	N	7894561230			test@test.com	Others	yuiy

Note: Field highlighted in Red are required.

Step4: NEEM Training Attachment (Identity Proof)

Click on  button, browse excel file in Attachment name field, Comments can be entered, if required. Click on Save icon or press Ctrl+S to save record.



The screenshot shows the NEEM Trainee Information web application interface. At the top, there is a navigation bar with the logo of the All India Council for Technical Education (AITE) and the text "अखिल भारतीय तकनीकी शिक्षा परिषद". The navigation bar includes links for Home, Reset Password, Site Map, New Query, Profile, About View, Downloads, and Report(s). Below the navigation bar, there is a dropdown menu for "NEEM Trainee Information". The main content area contains several expandable sections: "+ NEEM Details", "+ Training Company Details", "+ NEEM Trainee Bulk Upload", "+ NEEM Trainees", and "- Trainee Document Applet". Below these sections, there is a search bar with a "Search..." placeholder and a search icon. To the right of the search bar, there is a "No Records" message and a settings icon. Below the search bar, there is a table header with columns for "Attachment Na", "Size (in Bytes)", "Type", and "Modified". At the bottom of the page, there are several navigation icons.

Step 5: NEEM Training Company

Details

- ❖ Navigate to NEEM Training Company Details to add the details of the Training Companies
- ❖ Click on New button and add data in following fields:
 - Name of Training Company
 - Address of Training Company
 - Name of contact person from Training company
 - Cell Number of contact person from Training company
 - State
 - Pincode
 - Name of Training supervisor of NEEM facilitator
 - NEEM supervisor Contact number
 - Email Address
 - Date of MOU

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Home Reset Password Site Map New Query Profile About View About Record Downloads Report(s)

NEEM Trainee Application

+ NEEM Details

NEEM Training Company Details

NEEM Trainee

NEEM Training Company Details **ny Details**

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Name of Training Company*	Address of Training Company	Name of Contact Person from Training Company	Cell Number	State	Pincode	N:
test1	test address	test sup	7894561230			
test2	test address	test3	7418529630			

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Home Reset Password Site Map New Query Profile About View About Record Downloads Report(s)

NEEM Trainee Application

+ NEEM Details

NEEM Training Company Details

- Training Company Details

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Name of Training Company*	Address of Training Company	Name of Contact Person from Training Company	Cell Number	State	Pincode	N:
test1	test address	test sup	7894561230			
test2	test address	test3	7418529630			

Step 6: Training Details

- ❖ Click on 'New' button to create a New Record in NEEM Training Details of the particular Trainee (Training detail will be of the particular Trainee which is selected in Trainee Details)
- ❖ Enter the data in following fields:
 - **Name of Company**- Click on square icon (Refer Figure below). List of Companies added in NEEM Training Company Details will be visible. Select the particular training company for the particular Trainee.

The screenshot shows the NEEM Training Details interface. A 'Training Company Pickapplet' dialog box is open, displaying a list of training companies. The dialog box has a search field for 'Name of Training Comps' and a table with two columns: 'Name of Training Company' and 'Address of Training Company'. The table contains two rows: 'TEST COMPANY' with 'TEST ADDRESS' and 'TEST COMPANY2' with 'TEST ADDRESS 2'. The dialog box also has 'OK' and 'Cancel' buttons and a '1 - 2 of 2' indicator.

Below the dialog box, the 'Trainee List Applet' table is visible. It has columns: Trainee Id, Name, Permanent Address, State, Mobile Number, STD Code, Landline Number, Email Address, Last Exam Passed, Others, if any, and Course to which Currently Enro. The table contains one row: '1-3477309963', 'TEST', 'TEST ADDRESS1', 'Kerala', '1234567890', '12345', '1234567890', 'test@test.com', 'Graduate', 'Others, if any', 'Diploma'.

Below the 'Trainee List Applet', the 'Type of Training List Applet' table is visible. It has columns: Name of Company, Address of Company, Sector, Specialization, NSQF Level, Place of training, Job Role, Date of Joining, Date of Completion, and Durat. The table contains one row: 'TEST COMPANY2', 'TEST ADDRESS 2', 'Hotel Management', 'Others', '3', 'TEST', 'ABC', '09/10/2017', '31/10/2017', '23'.

- **Sector** – Select from drop-down
- **Specialization**– Select from drop-down
- **Other Specialization**- to be entered, if specialization is others
- **NSQF Level** – Select from drop-down
- **Place of Training**
- **Job Role**
- **Date of Joining**
- **Date of Completion**
- **Duration of Course** – Auto-populated according to date of joining and completion
- **Amount of Stipend**

❖ Multiple Records can be added if the Trainee is under Training for more than 1 specialization.

Note: All the fields are required

Step 7: Placement Details

- ❖ Click on 'New' button to create a New Record in NEEM Trainee Placement Details of the particular Trainee. (Placement detail will be of the particular Trainee which is selected in Trainee Details)

NEEM Trainee ▾

AICTE NEEM Trainee List Applet 1 - 1 of 1 ⚙

+ Delete View All NEEM Trainee

Trainee Id	Name	Permanent Address	State	Mobile Number	STD Code	Landline Number	Email Address	Last Exam Passed	Others, if any	Course to which Currently Enro
1-3477309963	TEST	TEST ADDRESS1	Kerala	1234567890	12345	1234567890	test@test.com	Graduate		Diploma

Placement Details ▾

Training Details

Placement Information List Applet No Records ⚙

Placement Details

Company Name	Company Address	Name of the post	Salary per month	Status of post	State
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NEEM Trainee ▾

AICTE NEEM Trainee List Applet 1 - 1 of 1 ⚙

+ Delete View All NEEM Trainee

Trainee Id	Name	Permanent Address	State	Mobile Number	STD Code	Landline Number	Email Address	Last Exam Passed	Others, if any	Course to which Currently Enro
1-3477309963	TEST	TEST ADDRESS1	Kerala	1234567890	12345	1234567890	test@test.com	Graduate		Diploma

Placement Details ▾

AICTE NEEM Placement Information List Applet 1 - 1 of 1 ⚙

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Company Name	Company Address	Name of the post	Salary per month	Status of post	State
TEST	TEST	ABC	12,345	Temporary	Karnataka

- ❖ Enter data in following fields:
 - **Name of the Company-** in which the Trainee is placed
 - **Name of the Post**
 - **Company address**
 - **Salary per month**
 - **Status of Post**
 - **State**

Note: All the fields are required

Important Points

1. Enter values in all required fields
2. At least one record is mandatory in [NEEM Training Details](#) for all the [NEEM trainees](#)
3. At least one record will be mandatory in [Placement Details](#) if the [Is the trainee Placed is Yes in NEEM Training Details](#)
4. Upload Identity proof document against each trainee.
5. Check Validation status column on Portal. If it is 'Y', it means you have filled all the mandatory details required for the trainee. If it is 'N', it means you missed some mandatory field required for the trainee, then you have to check and update the required details



