# All India Council for Technical Education (AICTE)



APPROVAL PROCESS 2018-19

# USER MANUAL For generating Application Reports

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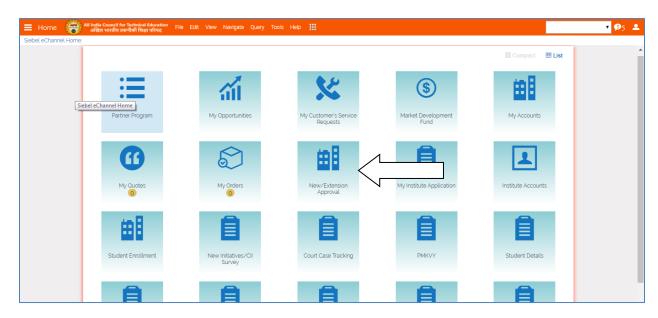
## **Icons for Buttons**

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

S. No.	lcon	Meaning
1	<u>w</u>	BIP Report icon
2	+	New Record
3		Delete Record
4	٩	Search Record
5	•	Collapse
6	•	Expand
7	<b>9</b> 0	Notification by AICTE
8	$\mathbf{\mathfrak{b}}$	Navigation to next record in list
9	$\bigcirc$	Navigation to previous record in list
10	$\odot$	Navigation to next set of records in list
11	$\overline{}$	Navigation to first set of records in list
12	Θ	Navigate to last record
13	$(\mathbf{k})$	Navigate to first record

#### Step1: Institute Navigates to Screen

- 1. Login in AICTE Web Portal with existing login credentials.
- 2. Navigate to "New/Extension Approval".



3. Select 2018-19 Application Number for which the Report needs to be generated

New/Exension Approval	All India Council for Technical Edu अखिल भारतीय तकनीकी शिक्षा परि aw Application:	बद File Edit View Navigate	Query Tools Help 🚻			<b>▼ 9</b> 8
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I hereby declare that I have verified t report and wish to submit the same	he data entered in all fields and v for processing for the year 2018-:	erified the system generated defici	ancy .	Overall Deficiency(Y/N):		
Also, I understand that after I submit						

#### 4. Click on the Grid icon and then click on "BIP Report" icon as shown below.

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## Step2: Generation of Report

- 1. After you Press the Report icon a dialog box will appear.
- 2. Select Application Report Part 1 2018-19 from the dropdown in Report Name field as shown below.

Application Approval  AICTE New	Application							
Run Report × ^								
Repet Name Application Defici 🔻	Institute Details	Program Details	Land Details	🛢 Library Book	Financial Details	E	Calculate Deficie	ency
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Application Report Part 2 20	18-19 ration Details	Closed Courses	🖀 Faculty Details	🕅 Administrative Area	🛓 View Upload by R	C E	eJournal	
	& Principal/Director/Vice Chancellor	Vocational Courses	🖀 Technical Staff	🕅 Amenties Area	₹ Check TER Charges	(Processing Fee)	Solar Photovolta	aic Def
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	Other Facilities	Left Faculty Download						
	<ul> <li>Application- Header</li> </ul>						▲ 1 of 1+ →	
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					Ap	peal Requested Dat	e: 04/09/	/2017
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						· · · · ·		
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	I hereby declare that I have verified report and wish to submit the same	d the data entered in all fields a be for processing for the year 2	nd verified the system genera 018-10	ited deficiency 🖉				

3. Click on **Submit** button and then Click on **My Reports** button to view the status of your report.

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Run Report × Report Name Application Report My Reports Submit		institute Details Contact Person/Registar Detail Contact Person/Registar Detail Orincipal/Director/Vice Chancellor AOMBUDSMANNGrievance Details Other Facilities	-	<ul> <li>♀ Land Details</li> <li>  Building Details</li> <li>▲ Anti-Ragging</li> <li>  Faculty Details</li> <li>  Faculty Details</li> <li>  Technical Staff</li> <li>  Admin &amp; Library Staff</li> </ul>	<ul> <li>Library Boo</li> <li>Library Fac</li> <li>Laboratory</li> <li>Administra</li> <li>Amenties A</li> <li>Circulation</li> </ul>	tilities Nurr Details Nurr tive Area	inancial Detail Instructional Ar Ist Area-Comr iew Upload bj Neck TER Char Nayments	ea n. Fac.	Hostel Attachn eJourn Solar P	nents (Video/Images)
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		Academic Year.*				2018-2019		Application Opened	on	06/02/2017
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	-						11	Overall Deficiency(Y	/N):	Y
		I hereby declare that I have verified report and wish to submit the sam	I the data entered in all fields a ie for processing for the year 20	nd verified the system genera 018-19.	ted deficiency	2				_
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4. Once you Click on My Reports Button you will be redirected to a screen shown below.

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pplication Report Part 1 2018-19	7/2/2018 10:32:47 AM	AICN006827				AICN006827		
plication Report Part 1 2018-19	7/2/2018 10:31:57 AM	AICN006827	Success	279.947	PDF	AICN006827	([id] - '1-1BDCCLR')	
plication Report Part 1 2017-2018	31/1/2018 03:58:40 PM	AICN006827	Success	92.606	PDF	AICN006827	([ld] - '1-SQQQ8H)	
plication Report Part 1 2017-2018	31/1/2018 03:57:18 PM	AICN006827	Success	92.605	PDF	AICN006827	([id] = '1-SQQQ8H')	
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7.Now you can download report by clicking on the name of the report.

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### Step3: Downloading the Report

1. As you click on the name of report a dialog box will pop up with download option in it.

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Report Name	Created Date	Owner	Status	File Size	Output Type	Report Access	Query String	
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#### 2. Click on Download button to download the report and the report will get downloaded.

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Report Name	Created Date▲▼	Owner	Status	File Size	Output Type	Report Access	Query String
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oplication Report Part 1 2018-19	7/2/2018 10:31:57 AM	AICN006827	Success	279.947	PDF	AICN006827	([Id] = '1-1BDCCLR')
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• To generate Application Part 2 2018-19 Report similar steps needs to be followed as above you need to select Application Part 2 2018-19 from the drop-down list and follow the same steps as mentioned above to download the Report.

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	Remarks, if any:						Reopened Applicatio	on Date:		
						11	Overall Deficiency(Y/	(N):	Y	
	I hereby declare that I have verified	I the data entered in all fields a	nd verified the system genera	ted deficiency 🖉						

• To generate Application Deficiency Report 2018-19 Report similar steps needs to be followed as above you need to select Application Deficiency Report 2018-19 from the drop-down list and follow the same steps as mentioned above to download the Report .

