

# USER MANUAL

## How to Apply for Research Promotion Scheme (RPS)



**ALL INDIA COUNCIL OF TECHNICAL EDUCATION  
NEW DELHI - 110070**

## List of Contents

Icons for Button.....	3
AICTE Portal Login.....	4
Steps to fill the Application.....	5-14

### IMPORTANT NOTE













**Institutions who would like to apply for “Research Promotion Scheme” and its variants please check scheme document on the website. In a single scheme document, all the variants are mentioned.**

### IMPORTANT INSTRUCTION

**Faculty can only apply through login credentials of the institute. Provision for new registration is not available.**

## Icons for the Buttons

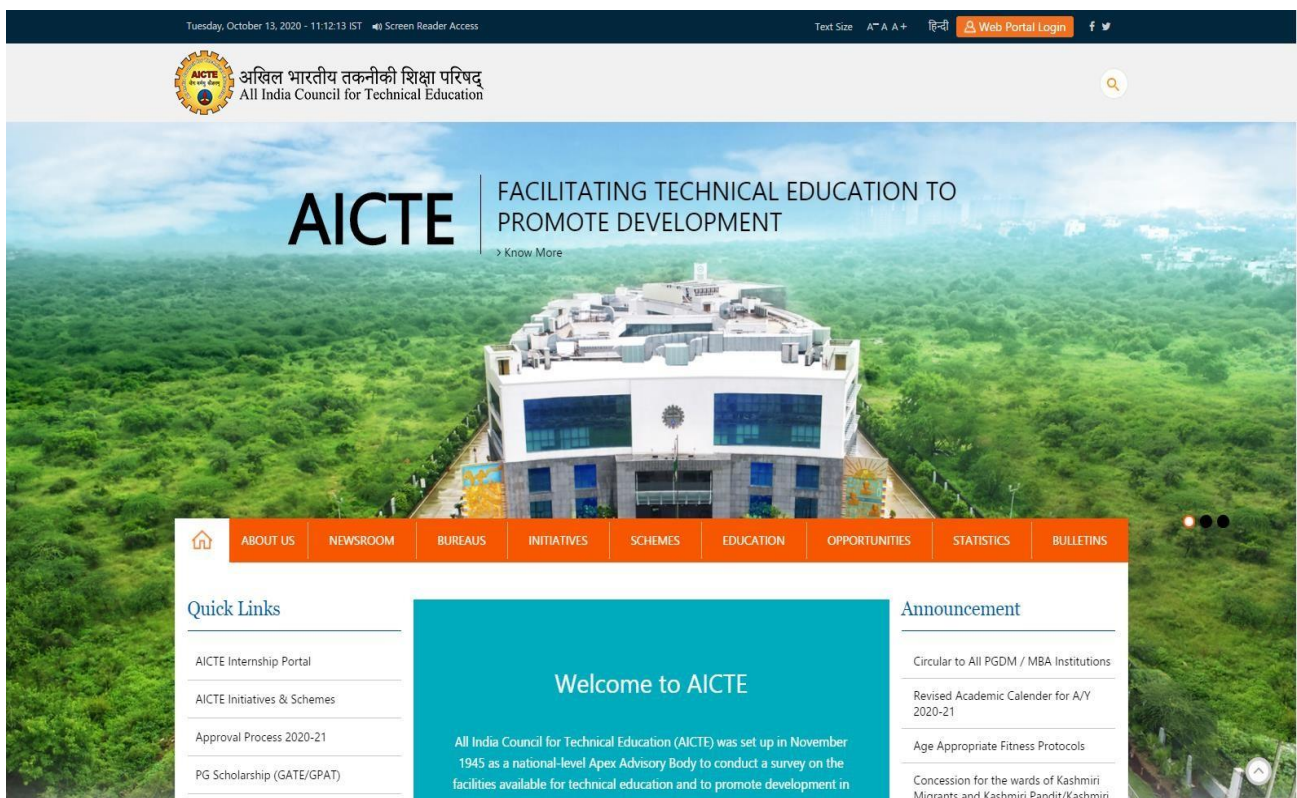
Please refer following table to avoid any confusion with buttons while using the portal

Sr. No.	Icons	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Expand
6		List of record
7		Navigation to next record in list
8		Navigation to previous record in list
9		Navigation to next set of records in list
10		Navigation to first set of records in list
11		Navigate to last record
12		Navigate to first record



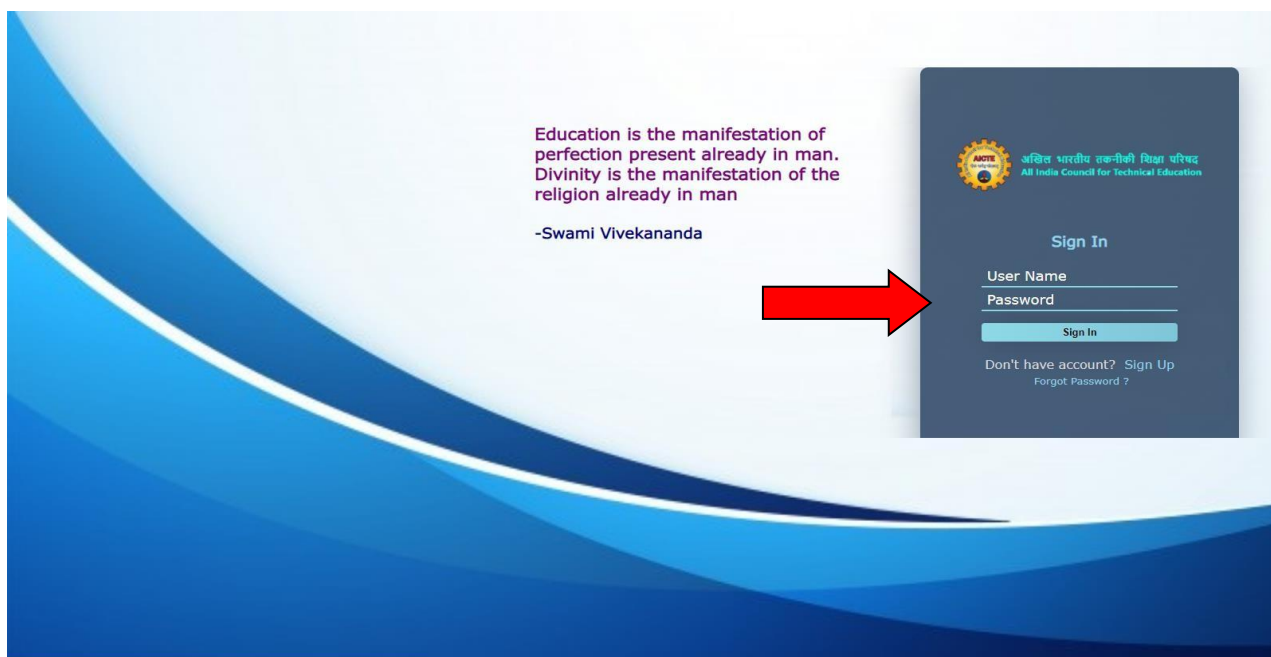
## AICTE portal login

Step 1:- Visit the AICTE website <https://www.aicte-india.org>

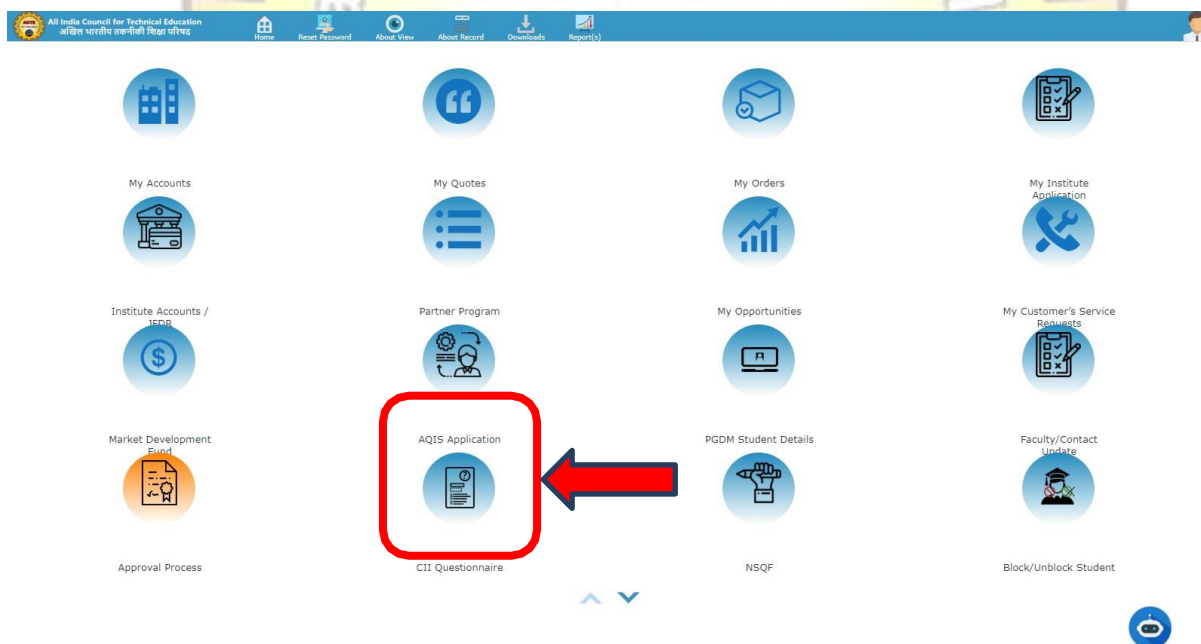


Step 2: - Click on the “Web Portal Login” button.

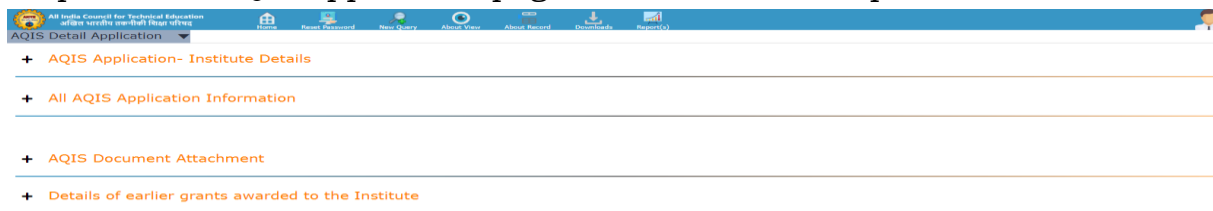
Step 3: - Login to AICTE portal with your **institute's credentials**.



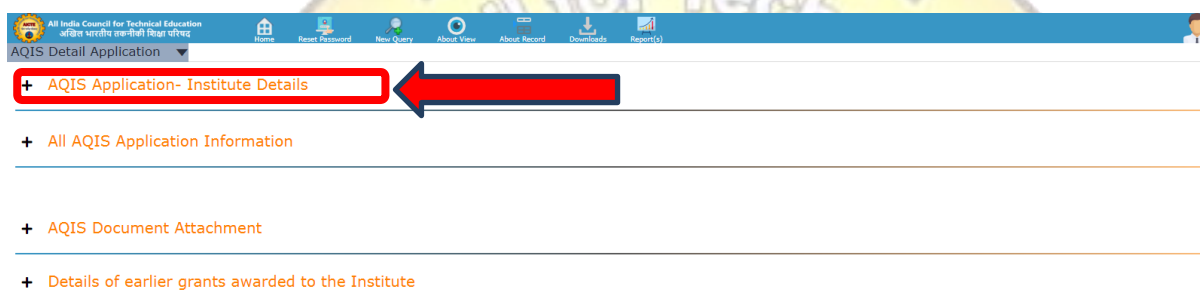
Step 4: -After successful logging the home page of the institute appear.



Step 5: - The AQIS application page of the institute is open.



Step 6: - Click on the “AQIS Application- Institute details”



Step 7: - Institute and Bank Details will auto populate in “AQIS Application – Institute Details” Please check and update according to changes.

- Note:** - 1) Bank Account should be Saving Account.  
2) Account holder name should not be personal name.



**AQIS Application- Institute Details**

Save Bank Details | Confirm Bank Details | Edit Bank Details

**Institute Details**

Current Application Number 1-7016157555	Institute District* ANANTNAG	University Managed	Cell Number 1231231230
Permanent Institute Id 1-2059775821	Town/City/Village test	Percentage Grant received from i	FAX number 335456
Academic Year 2020-2021	Pin 474009	PAN Number of Institute* CGBDE0000U	Landline Number 23384559
Address of the Institution TEST NAGAR, TEST COLONY MAI	Institution Type Government	PAN Card issuing Date* 3/6/2019	STD Code 751
Name of the Institute TEST INSTITUTE	Reference of Extension of Approval letter for the current year* Test	PAN Card issuing State* ANDHRA PRADESH	Email Id of Institute* abc@mail.com
State/UT Maharashtra		PAN Card issuing Authority with State* Test	Website www.test.com

**Bank Details**

Account should be savings account and in the name of Principal/Director/Registrar only, along with Institute's Name

Name of Bank where Grant from AICTE will be deposited* BASSEIN CATHOLIC CO-OPER	Name of Account Holder* Test	Re-Enter Account Number* 123456789	Bank MICR Code* 123456
Branch Name* Test	Type of Account* Savings Account	IFSC Code* *****	Bank Code* 1734

Step 8: - Check the declaration flag, then click on “Save Bank Details” button.

**AQIS Application- Institute Details**

**Save Bank Details** | Confirm Bank Details | Edit Bank Details

**Institute Details**

Current Application Number 1-7016157555	Institute District* ANANTNAG	University Managed	Cell Number 1231231230
Permanent Institute Id 1-2059775821	Town/City/Village test	Percentage Grant received from i	FAX number 335456
Academic Year 2020-2021	Pin 474009	PAN Number of Institute* CGBDE0000U	Landline Number 23384559
Address of the Institution TEST NAGAR, TEST COLONY MAI	Institution Type Government	PAN Card issuing Date* 3/6/2019	STD Code 751
Name of the Institute TEST INSTITUTE	Reference of Extension of Approval letter for the current year* Test	PAN Card issuing State* ANDHRA PRADESH	Email Id of Institute* abc@mail.com
State/UT Maharashtra		PAN Card issuing Authority with State* Test	Website www.test.com

**Bank Details**

Account should be savings account and in the name of Principal/Director/Registrar only, along with Institute's Name

Name of Bank where Grant from AICTE will be deposited* BASSEIN CATHOLIC CO-OPER	Name of Account Holder* Test	Re-Enter Account Number* 123456789	Bank MICR Code* 123456
Branch Name* Test	Type of Account* Savings Account	IFSC Code* *****	Bank Code* 1734

Step 9: - To confirm the bank details entered, kindly click on the “Confirm Bank Details” button.

**AQIS Detail Application**

**- AQIS Application- Institute Details**

Save Bank Details **Confirm Bank Details** Edit Bank Details

**Institute Details**

Current Application Number 1-7016157555	Institute District* ANANTNAG	University Managed test	Cell Number 1231231230
Permanent Institute Id 1-2059775821	Town/City/Village test	Percentage Grant received from test	FAX number 335456
Academic Year 2020-2021	Pin 474009	PAN Number of Institute* CGBDE0000U	Landline Number 23384559
Address of the Institution TEST NAGAR, TEST COL	Institution Type Government	PAN Card issuing Date* 3/6/2019	STD Code 751
Name of the Institute TEST INSTITUTE	Reference of Extension of Approval letter for the current year* Test	PAN Card issuing State* ANDHRA PRADESH	Email Id of Institute* abc@mail.com
State/UT Maharashtra		PAN Card issuing Authority with State* Test	Website www.test.com

**Bank Details**

Account should be savings account and in the name of Principal/Director/Registrar only, along with Institute's Name

Name of Bank where Grant from AICTE will be deposited* BASSEIN CATHOLIC CO-OPER	Name of Account Holder* Test	Re-Enter Account Number* 123456789	Bank MICR Code* 123456
Branch Name* Test	Type of Account* Savings Account	IFSC Code* *****	Bank Code* 1234

Step 10: - If the bank details are incorrect, click on Cancel button to edit the bank details again otherwise click on OK to confirm the details.

**Note:** - Once the 'OK' button is clicked. The Institute details and Bank details will be become read only mode.

Step 11: - Click on the "All AQIS Application Information"

**AQIS Detail Application**

- + AQIS Application- Institute Details
- + All AQIS Application Information**
- + AQIS Document Attachment
- + Details of earlier grants awarded to the Institute

**All AQIS Application Information**

Download Mandate Form Download Declaration Certificate

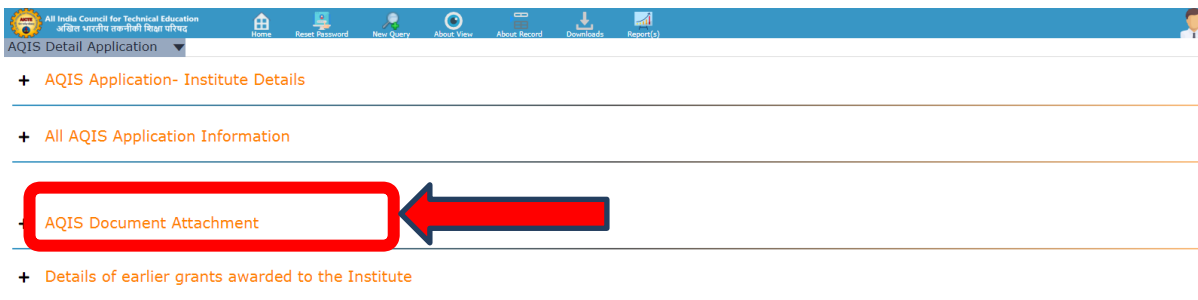
Please Download Mandate Form/Declaration Certificate, after filling attach the form below in Attachments Tab

Please click on AQIS Application Id to fill more details related to Scheme and Submit the Application

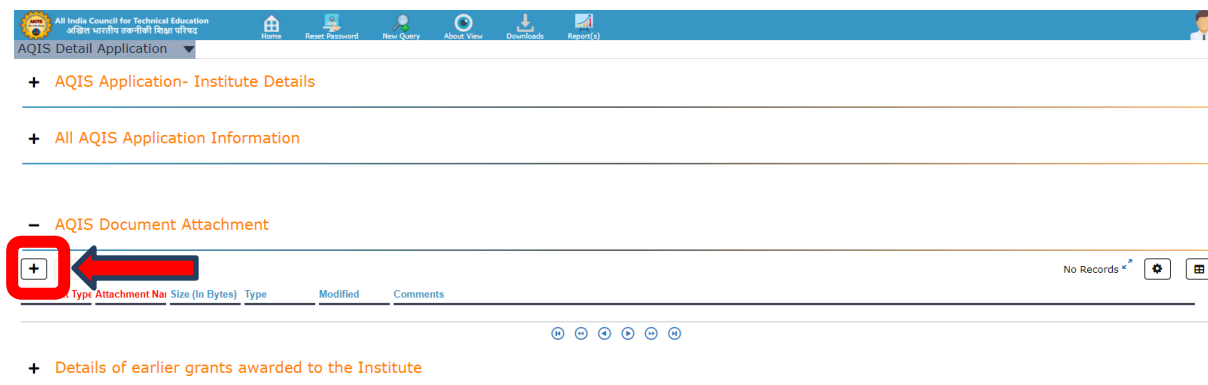
AQIS Applicatio Status AQIS Schemes Created On Duration Approx.Limit of Funding No Records



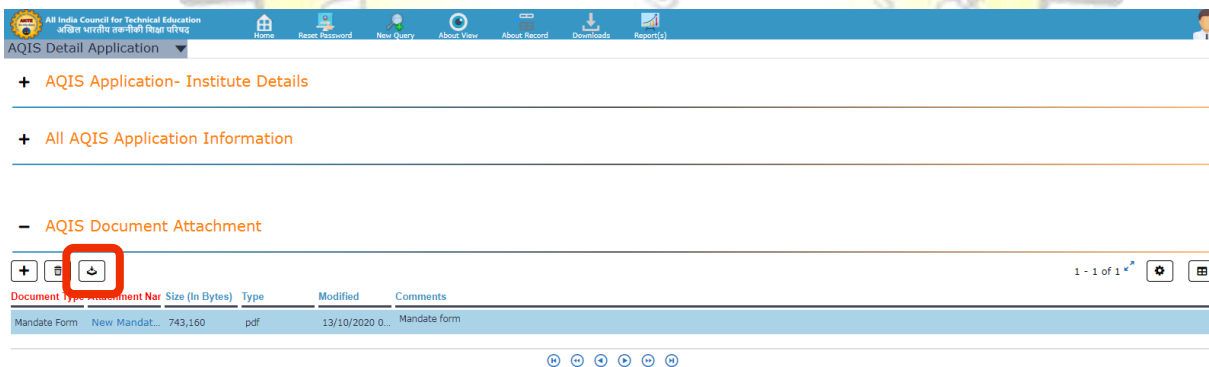
Step 13: - Click on the “AQIS Document Attachment”



Step 14: - Click on the new record ( + ) button.



Step 15: - After attaching the Mandate form, click on the save ( ) button.  
 Note: - Please attach Verified Bank Mandate Form scanned PDF format (Maximum Size 10 MB).

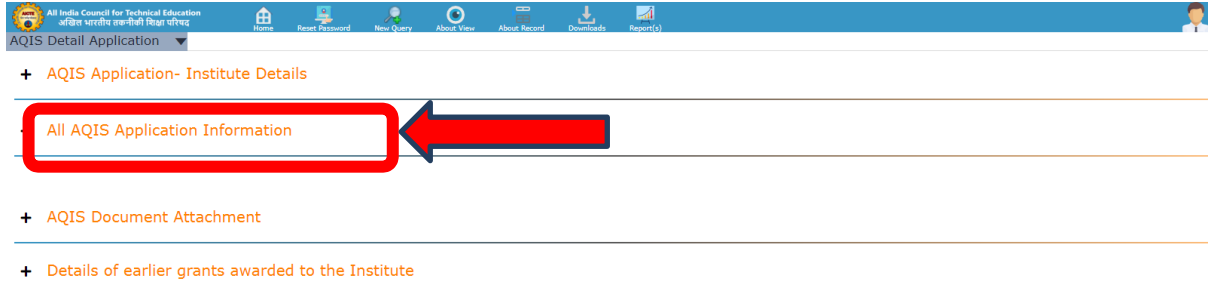


Note: Download mandate form and certificate of declaration from the highlighted tab and upload them in the section of AQIS document attachments and after that also fill Details of earlier gran

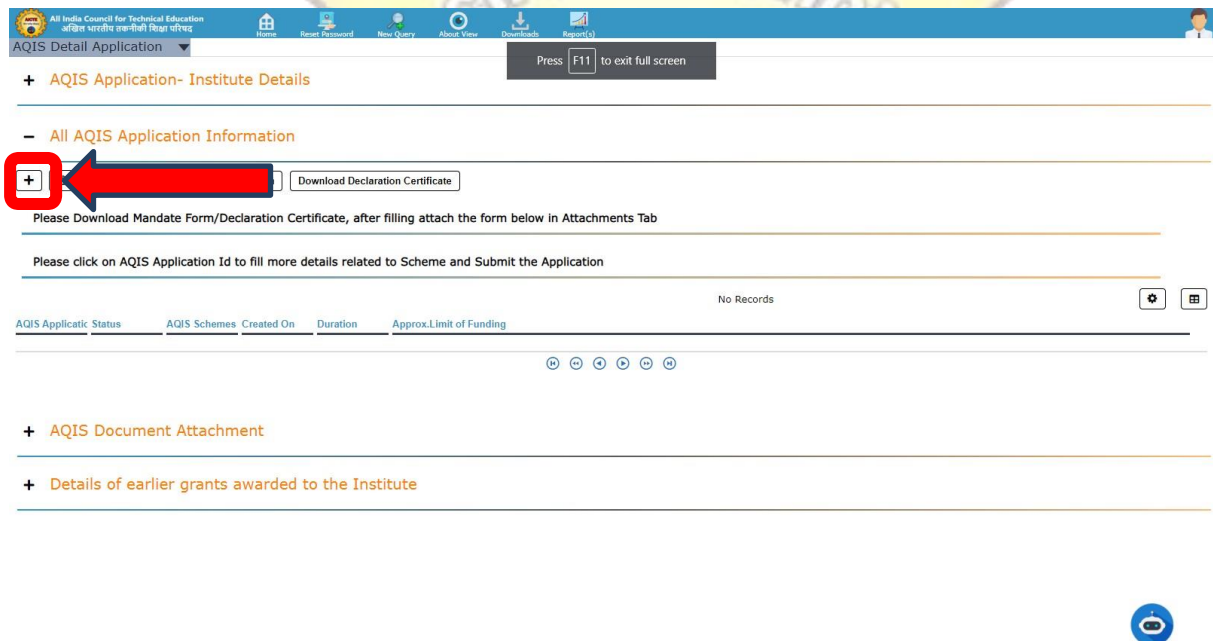
## Application for 'Research Promotion Scheme'

- **Initiating New application**

Step 1: - After uploading the attachment of mandate form, Click on the “All AQIS Application Information”



Step 2: - Click on the new record ( + )button.



Step 3: - Select the “RPS-Research Promotion Scheme” in AQIS Schemes dropdown.

Step 4: - Click on AQIS Application ID

The screenshot shows the AQIS portal interface. At the top, there is a navigation bar with the AICTE logo and text in Hindi: "All India Council for Technical Education" and "अखिल भारतीय तकनीकी शिक्षा परिषद". Below this, there are several menu items: Home, Reset Password, New Query, About View, About Record, Downloads, and Report(s). The main content area is titled "AQIS Detail Application" and contains several expandable sections: "+ AQIS Application- Institute Details", "- All AQIS Application Information", "Download Mandate Form", and "Download Declaration Certificate". Below these are instructions: "Please Download Mandate Form/Declaration Certificate, after filling attach the form below in Attachments Tab" and "Please click on AQIS Application Id to fill more details related to Scheme and Submit the Application". A table with columns "AQIS Application Id", "Status", "AQIS Schemes", "Created On", "Duration", and "Approx.Limit of Funding" is displayed. The first row has the value "1-8935525101" in the "AQIS Application Id" column, which is highlighted with a red box and a red arrow pointing to it. The table also shows "20" in the "Status" column, "12 Months" in the "Duration" column, and "400,000" in the "Approx.Limit of Funding" column. Below the table are more expandable sections: "+ AQIS Document Attachment" and "+ Details of earlier grants awarded to the Institute".

Step 5: After clicking on AQIS application id fill further application.

(Fill all the heads by clicking on plus sign one-by one)

The screenshot shows the "AQIS Detail Application" page with the "Details of Co-Ordinator" section expanded. The navigation bar is the same as in the previous screenshot. The main content area shows several expandable sections: "+ Details of Co-Ordinator", "+ AQIS Application Details", "+ Academic Credentials of Coordinator/ PI/ Applicant", "+ Credentials of Institution / Department", "+ Justification of proposal", "+ Budget Non-Recurring", "+ Budget Recurring", and "+ AQIS Application Attachments".

Note: Kindly fill details of coordinator by filling all the heads for RPS scheme. RPS variant will be displayed under “DETAILS of the RPS PROPOSAL IS REQUESTED” under “Details of Co-ordinator”. Select from the drop down your required variant. Further application will proceed according to the variant one chooses. If some tabs are disabled that mean that particular filled in not for that selected variant.

All India Council for Technical Education  
 अखिल भारतीय तकनीकी शिक्षा परिषद

AQIS Detail Application

**Details of Co-Ordinator**

1 of 1+

- New and Submit Button for AQIS Application will be enabled only after the Institute Bank Details are confirmed at AQIS Application - Institute Details.
- While filling the data under the Activities in Budget Estimate Recurring please see the scheme specific guidelines given in the handbook.
- Please click on 'Save' and 'Validate Application' button before clicking on 'Submit' button.

AQIS Application Id 1-9289518641	Duration 3 Years	Status New Request	AQIS Application Submission Date
Schemes RPS - Research Promotion Schem	Institute Type	Does the Institute have a AICTE approved PG course under which the proposal for the RPS is requested? Yes	

**Details of Principal Investigator**

Faculty Id* 1-424070241	Title Dr.	Surname KALASKAR	First Name MOHAN
MobilePhone # 8149448119	Email Address kalaskar.mohan@gmail.com	Appointment FT/PT FT	Appointment Type Regular/Approved
Department** PHARMACY	PG Degree MPHARM	PG Branch Pharmacognosy	

Whether any ongoing AICTE sponsored RPS project

All India Council for Technical Education  
 अखिल भारतीय तकनीकी शिक्षा परिषद

AQIS Detail Application

Co PI 2 Faculty Id 1-421308361	Co PI 2 First Name PRITAM	Co PI 2 Last Name JAIN	Co PI 2 Email pritash79@yahoo.com
Co PI 2 Mobile Number 7620227021	Co PI 2 Appointment Type Regular/Approved	Co PI 2 Department	

**Details of the RPS Proposal is Requested**

Applied for

RPS General

PI supported any NDF Scholar

House Rent Announcement in Percent

Name of Institute of Scholar

PI of NDF Scholarship

Department of Scholar

I/we solemnly confirm and verify that the information uploaded on the portal in respect of this proposal for seeking grant from AICTE under AQIS is true and correct to the best of our knowledge and belief. In case, at any point of time it is found that information provided in this proposal is false or incorrect, AICTE will be at liberty to withdraw the grant given to us and we shall be liable to refund the entire amount of the grant with interest thereon and also liable for any other action that AICTE may deem fit. We also understand that AICTE may not consider our future proposal in this circumstance.

**Institute Budget Proposal**      **Budget - Non Recurring**      **Budget - Recurring**

Limit of Funding(Rs.) 2,500,000	Total Cost (Rs.)	Total Cost (Rs.) 0
------------------------------------	------------------	-----------------------

Step 6: After that fill AQIS application details.

All India Council for Technical Education  
 अखिल भारतीय तकनीकी शिक्षा परिषद

AQIS Detail Application

**AQIS Application Details**

**Details of Principal Investigator**

Title of the project proposal Bioavailability studies and Chromatographic standardization of Triphaldi Churna using bioactive phytochemicals	AICTE approved PG Course of the department under which the research is to be conducted** PHARMACOGNOSY	Department PHARMACY	Name of the Lab where the research would be conducted** Pharmacognosy
		Department under which the lab is established** PHARMACOGNOSY AND PHYTC	



Step 7: Fill academic credentials of PI by clicking on plus sign you will find a row of parameters, for filling each parameter you need to select plus sign every time.

Parameter/ Criteria	Yes/No*	Count/Number	Area of Specialization/Details
PI done PG	YES	1	Pharmacognosy
PI done Ph. D	YES	1	Pharmacy
PI Teaching Experience in years	YES	16	Pharmacognosy
PI Research & Industrial Experience in years	YES	9	Pharmacognosy
PI Number of Publications in last 3 years (National / Internat...	YES	10	Pharmacognosy, Phytochemistry, analytical chemistry and formulation development
PI Membership of the Professional / Learned bodies/ Societies	YES	2	APTI, IPA
Co PI done PG	YES	1	Pharmaceutical Chemistry
Co PI done Ph. D	YES	1	Pharmacy
Co PI Teaching Experience in years	YES	15	Pharmaceutical Chemistry
Co PI Research & Industrial Experience in years	YES	9	Pharmaceutical Chemistry and analysis

Step 8: Similarly, like step 7 you need to fill all the below parameters.

PI Research & Industrial Experience in years	YES	9	Pharmacognosy
PI Number of Publications in last 3 years (National / Internat...	YES	10	Pharmacognosy, Phytochemistry, analytical chemistry and formulation development
PI Membership of the Professional / Learned bodies/ Societies	YES	2	APTI, IPA
Co PI done PG	YES	1	Pharmaceutical Chemistry
Co PI done Ph. D	YES	1	Pharmacy
Co PI Teaching Experience in years	YES	15	Pharmaceutical Chemistry
Co PI Research & Industrial Experience in years	YES	9	Pharmaceutical Chemistry and analysis

Step 9: After filling all heads please validate your application and submit. You will find **validate and submit** button under first head of **details of coordinator**.

**For any query send your query screenshot with the login credentials (ID and Password) and AQIS application id on the below mentioned Email-Ids:**

[Itfdc2@aicte-india.org](mailto:Itfdc2@aicte-india.org), [itfdc@aicte-india.org](mailto:itfdc@aicte-india.org)

Contact No: 011-29581524

