

User Manual for Grant for Organizing Conference (GOC) Scheme Under AICTE Quality Improvement Schemes (AQIS)



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION अखिल भारतीय तकनीकी शिक्षा परिषद

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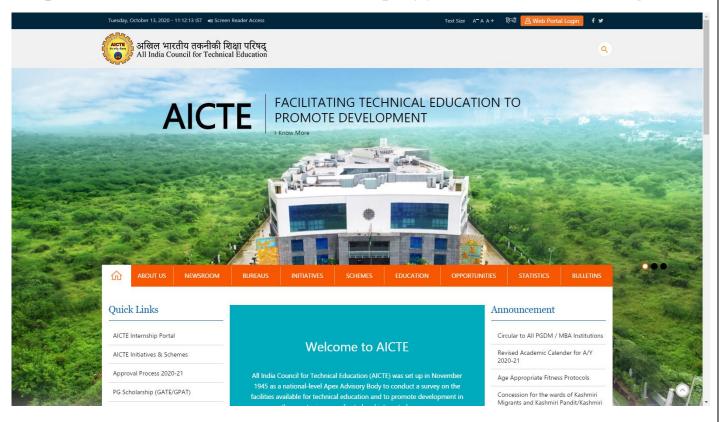
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Icons for the Buttons

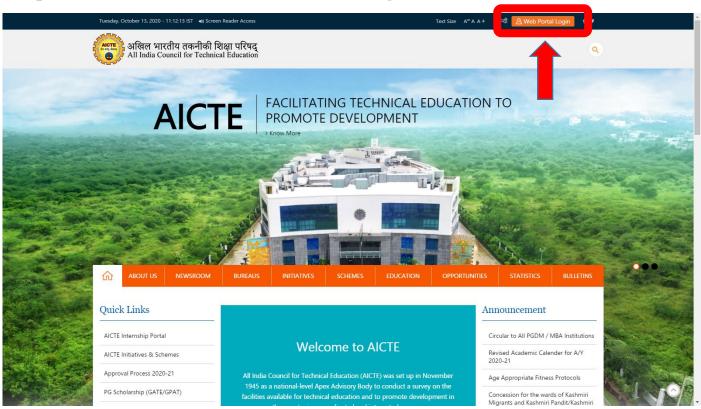
Sr. No.	Icon for Button	Meaning
1	\$	Save Record
2	+	New Record
3		Delete Record
4	Q	Search Record
5		Expand
6	Q	List of record
7	•	Navigation to next record in list
8	•	Navigation to previous record in list
9	⊕	Navigation to next set of records in list
10	⊕	Navigation to first set of records in list
11	Э	Navigate to last record
12	(H)	Navigate to first record

AICTE portal login

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



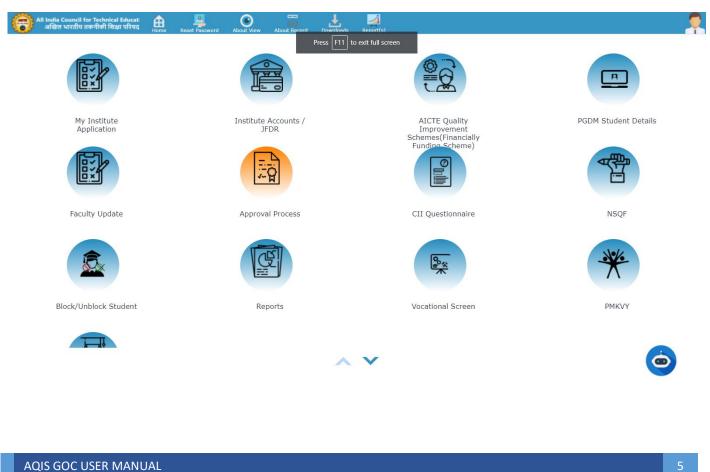
Step 2: - Click on the "Web Portal Login" button.



Step 3: - Login to AICTE portal with the credentials provided by the AICTE.

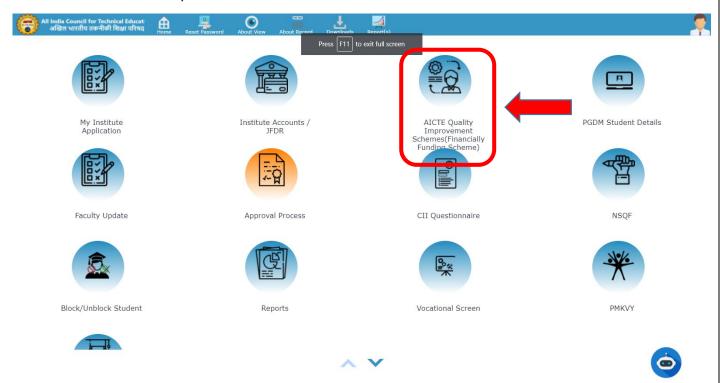


Step 4: -After successful logging the home page of the institute appear.



AQIS Application

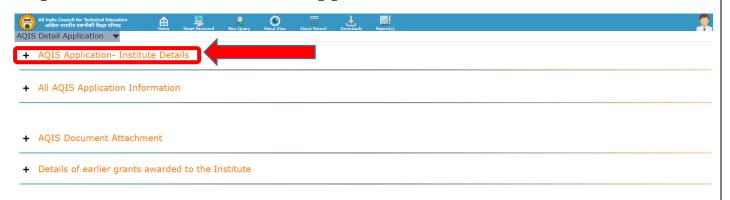
Step 1: - After login, navigate to AQIS application screen please click on "AICTE Quality Improvement Schemes (Financially Funded Scheme)" icon.



Step 2: - The AQIS application page of the institute is open.

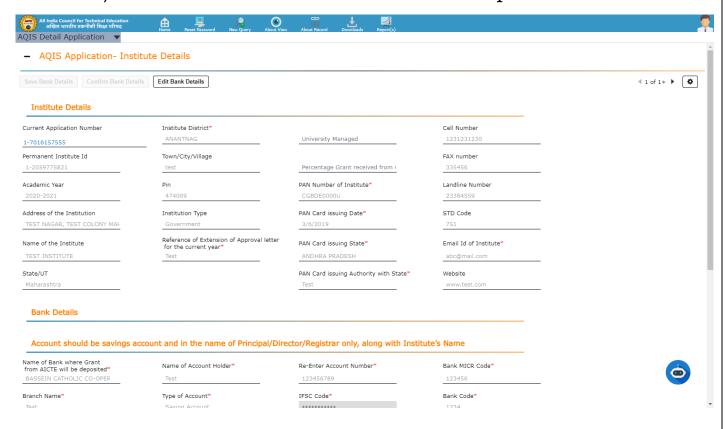


Step 3: - Click on the "AQIS Application- Institute details"

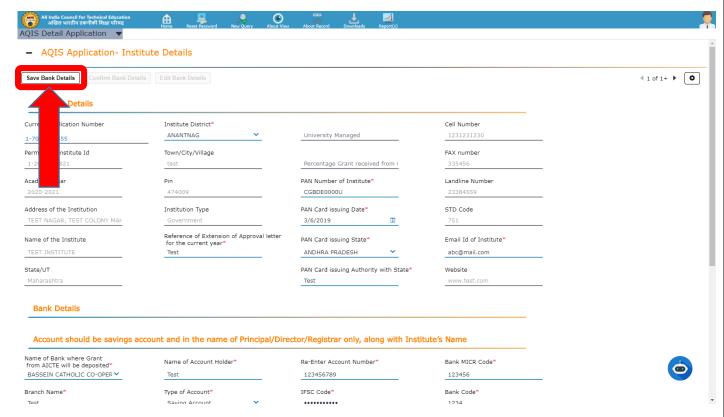


Step 4: - Institute and Bank Details will auto populate in "AQIS Application – Institute Details" Please check and update according to changes.

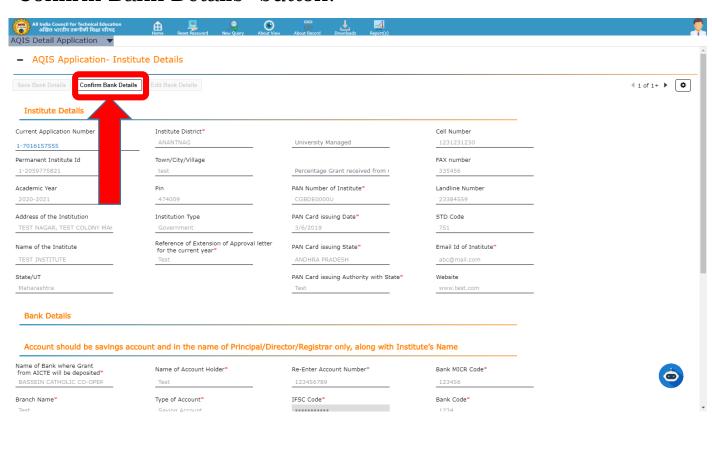
- Note: 1) Bank Account should be Saving Account.
 - 2) Account holder name should not be personal name.



Step 5: - Check the declaration flag, then click on "Save Bank Details" button.

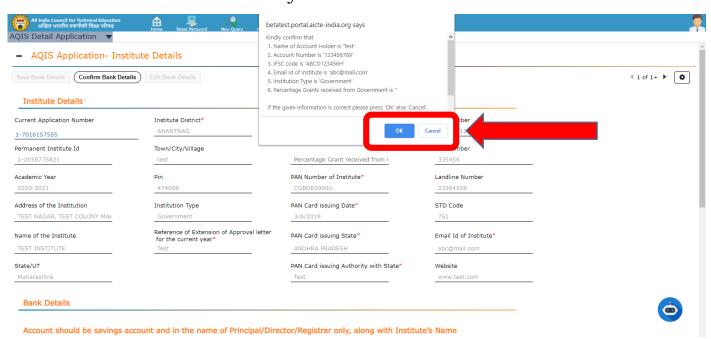


Step 6: - To confirm the bank details entered, kindly click on the "Confirm Bank Details" button.

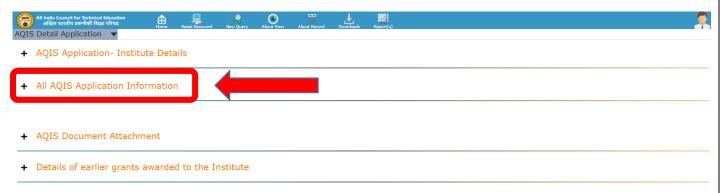


Step 7: - If the bank details are incorrect, click on Cancel button to edit the bank details again otherwise click on OK to confirm the details.

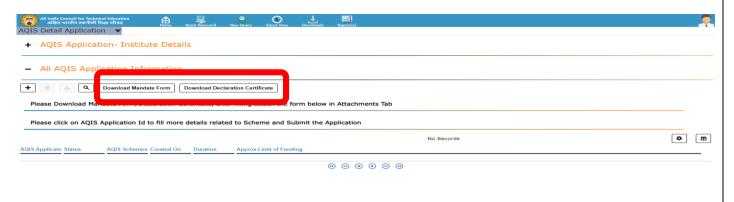
Note: - Once the 'OK' button is clicked. The Institute details and Bank details will be become read only mode.

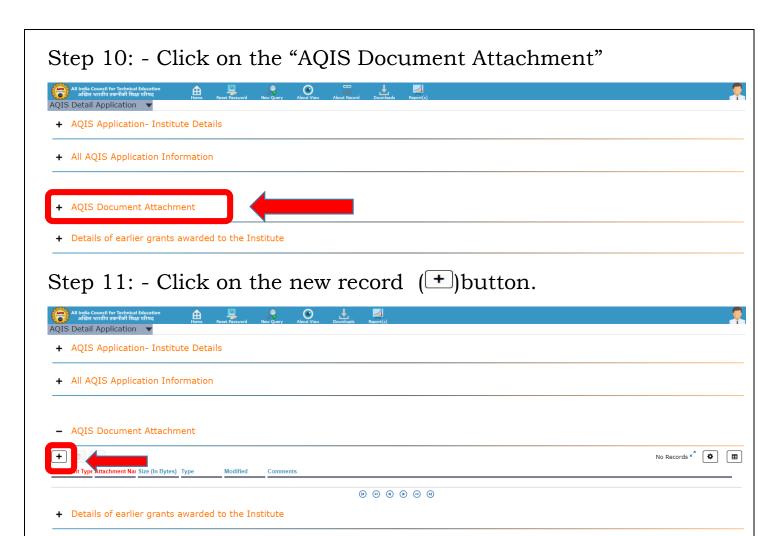


Step 8: - Click on the "All AQIS Application Information"



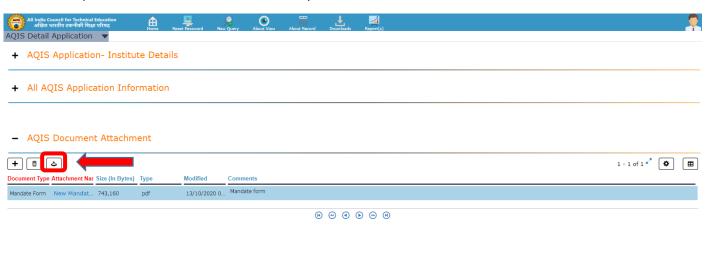
Step 9: -Click on the "Download Mandate Form" and "Download Declaration Certificate





Step 12: - After attaching the Mandate form, click on the save (button.

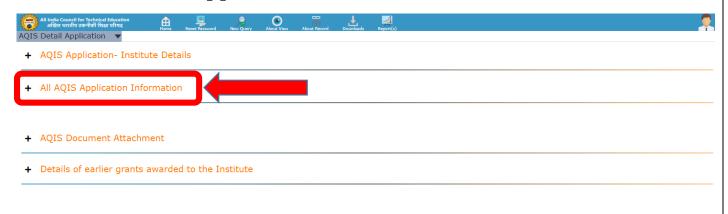
Note: - Please attach Verified Bank Mandate Form scanned PDF format (Maximum Size10 MB).



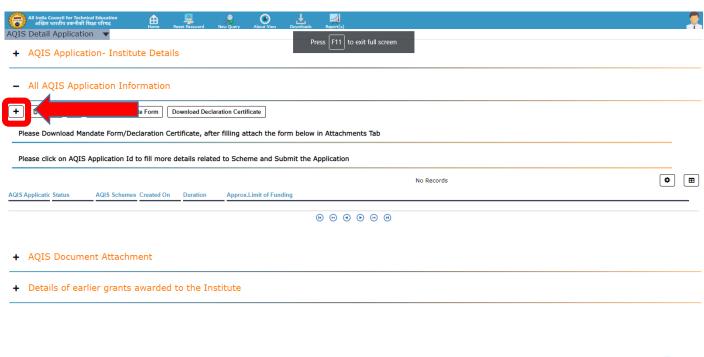
Application for 'Grant for Organising Conference'

Initiating New application

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

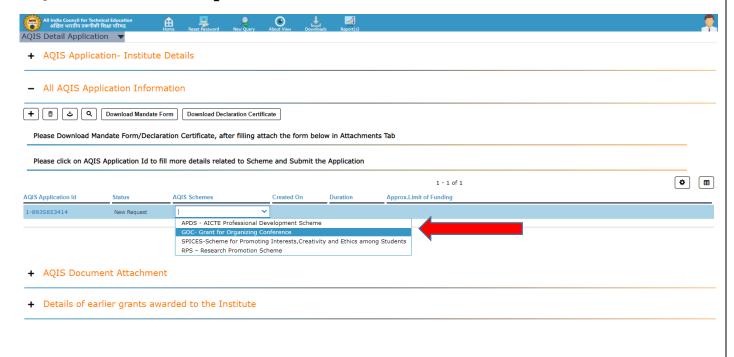


Step 2: - Click on the new record (+)button.

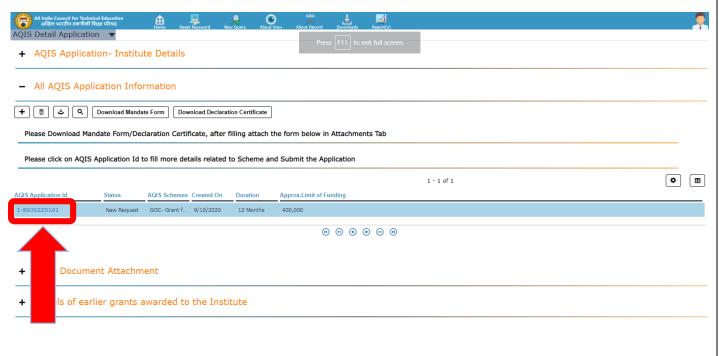


0

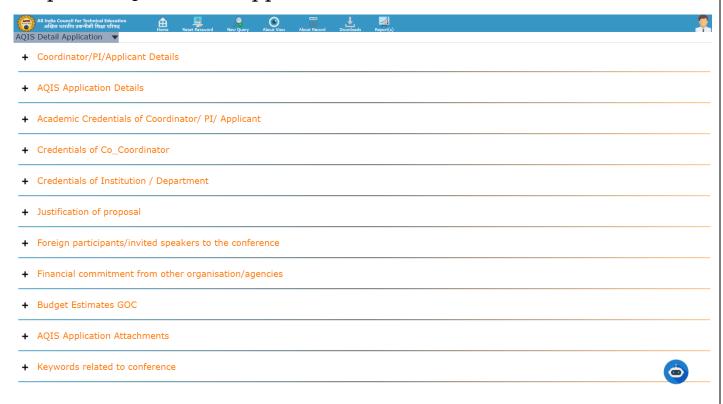
Step 3: - Select the "GOC- Grant for Organising Conference" in AQIS Schemes dropdown.



Step 4: - Click on AQIS Application ID

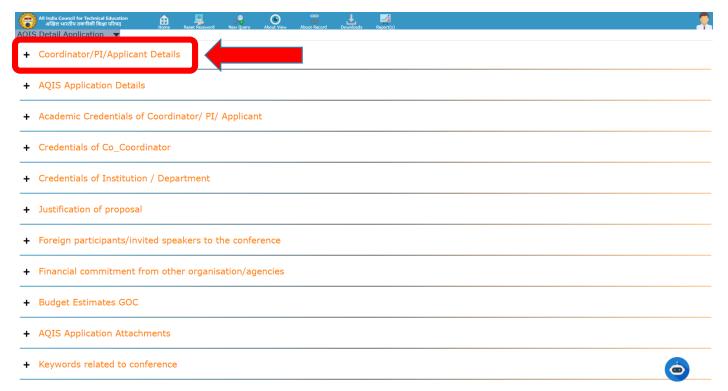


Step 5: - AQIS Detail Application for GOC.

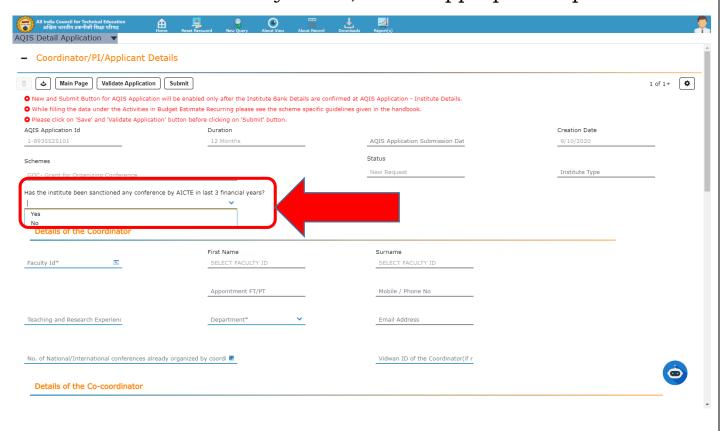


Section A: - Coordinator/PI/Applicant Details

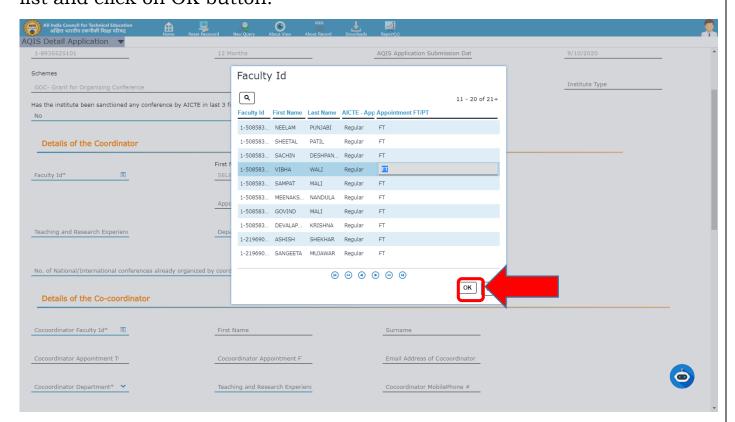
Step 1: - Click on the Coordinator/PI/Applicant Details



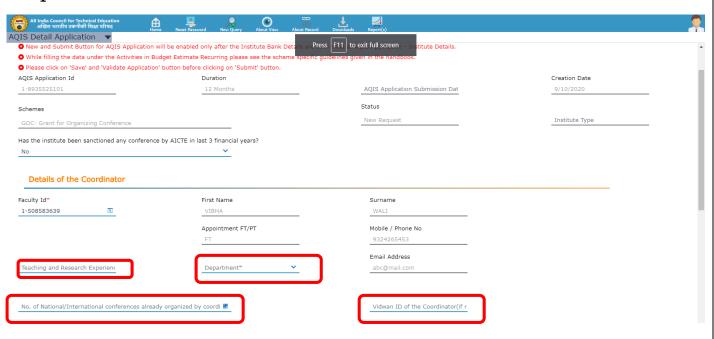
Step 2: - "Has the Institute being sanctioned any conference by AICTE in last 2 financial years?", Select appropriate option.



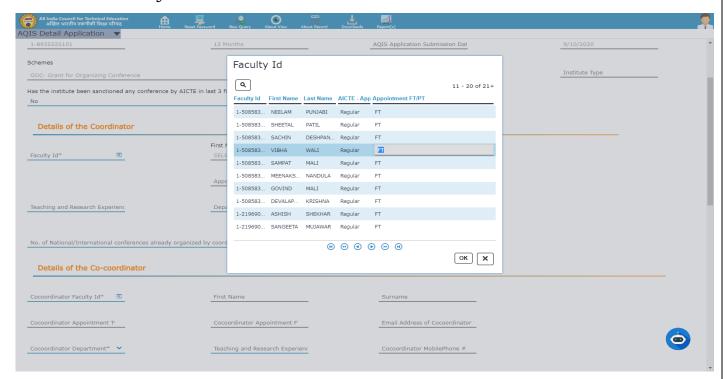
Step 3:- Click on the selection menu icon() in Faculty ID field to add details of conference coordinator. Select the faculty ID from the Faculty ID list and click on OK button.



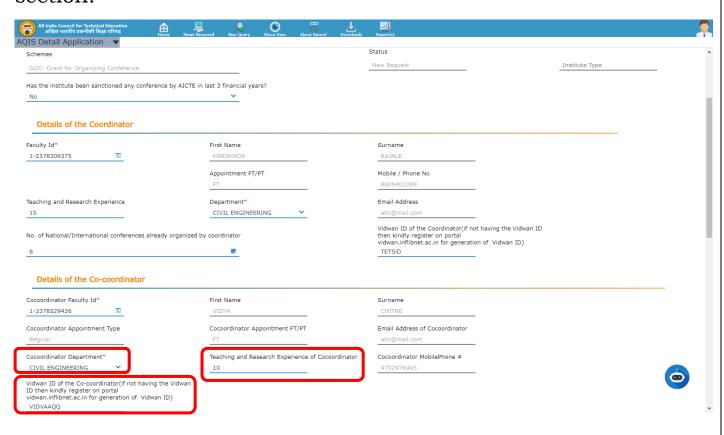
Step 4: - Fill all the fields of Details of the Coordinator section.



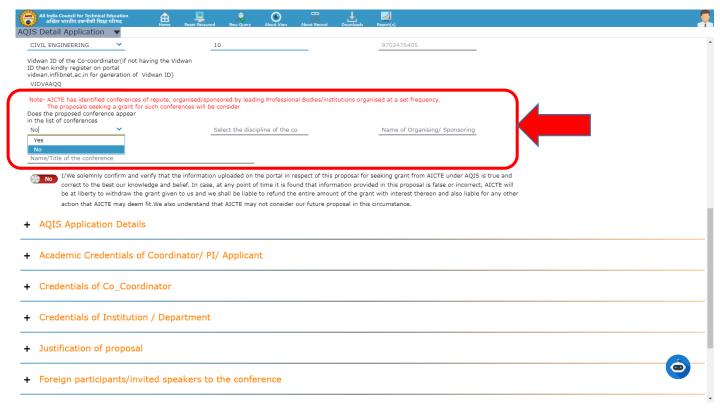
Step 5:- Click on the selection menu icon() in Co-coordinator Faculty ID field to add details of conference Co-coordinator. Select the faculty ID from the Faculty ID list and click on OK button.



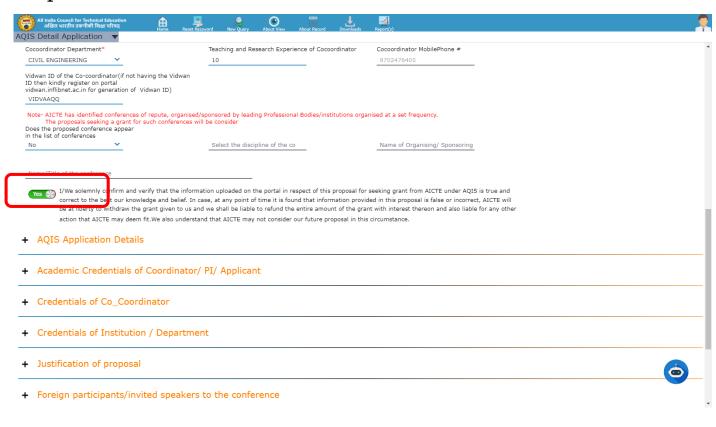
Step 6: - Fill all the fields of Details of the Co-coordinator section.



Step 7: - AICTE has identified conferences of repute, organised/sponsored by leading Professional Bodies/institutions organised at a set frequency. Select appropriate filed.

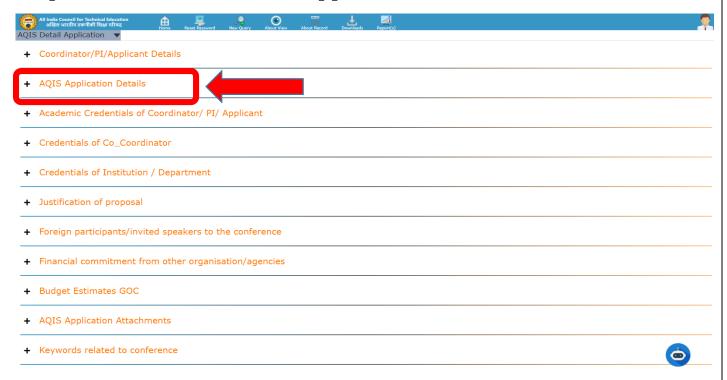


Step 8: - Confirm the declaration

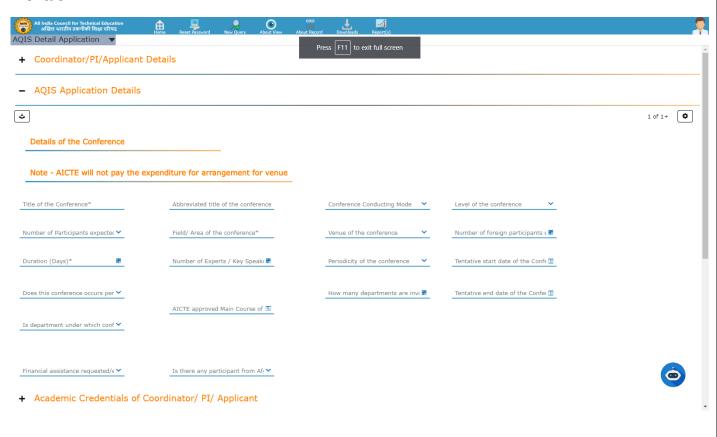


Section B: - AQIS Application Details

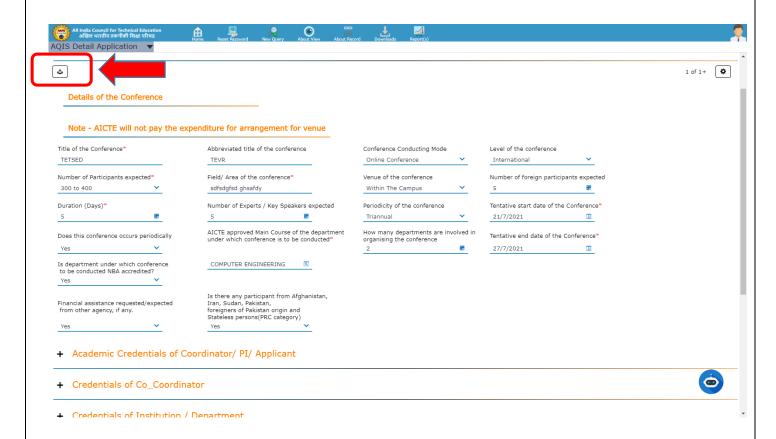
Step 1: - Click on the AQIS Application Details



Step 2: - Navigate to the AQIS Application Details , fill all the fields

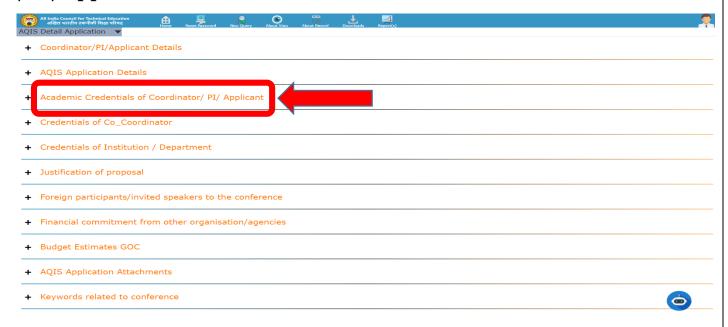


Step 3: - After filling all the required details in the fields, click on the Save() button.

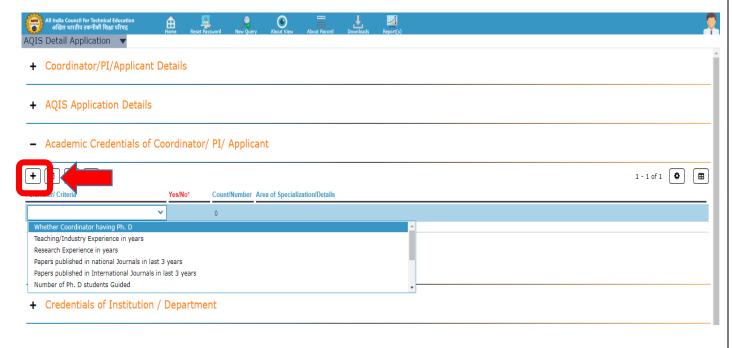


Section C: - Academic Credentials of Coordinator /PI/Applicant

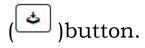
Step 1: - Click on the Academic Credentials of Coordinator /PI/Applicant

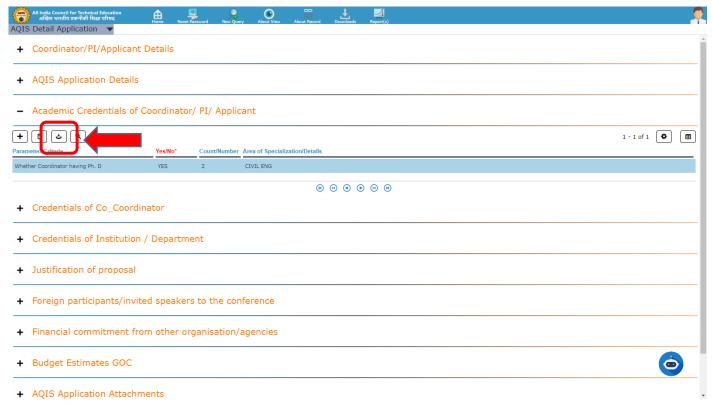


Step 2: - Click on new record (button to add Record and select the parameter Criteria.



Step 3: - Select "YES/NO" according to the parameter, fill the Count/Number and fill the Area of Specialisation. Click on save

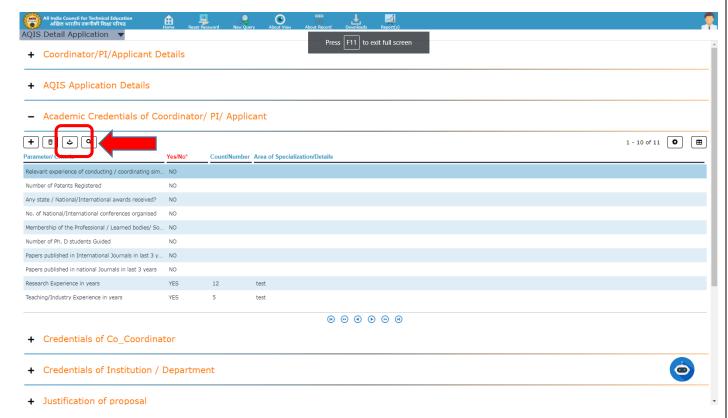




Note: - Further repeat the above Step 2 and 3 for the following Parameters/Criteria

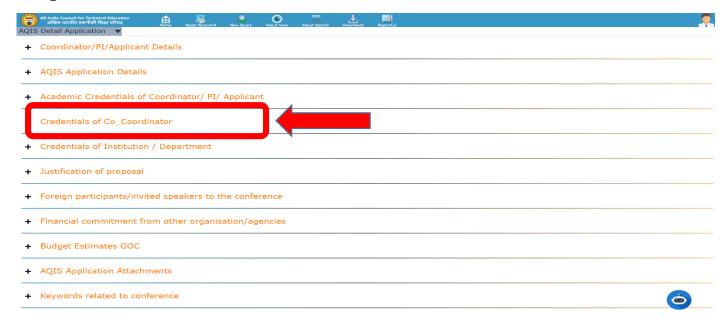
- Any state / National/International awards received ?
- Membership of the Professional / Learned bodies/ Societies
- No. of National/International conferences organised
- Number of Patents Registered
- Number of Ph. D students Guided
- Papers published in International Journals in last 3 years
- Papers published in national Journals in last 3 years
- Relevant experience of conducting / coordinating similar programmes from AICTE and other funding agencies in past three years
- Research Experience in years
- Teaching/Industry Experience in years
- Whether Coordinator having Ph. D

Step 4:- After filling all the required details in the fields, click on the Save() button.

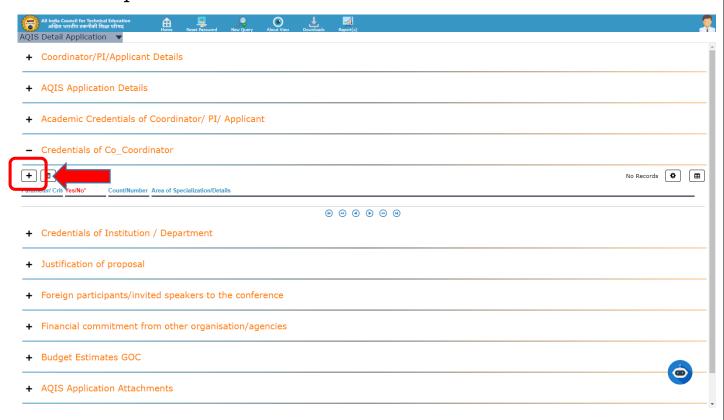


Section D: - Credentials of Co-coordinator

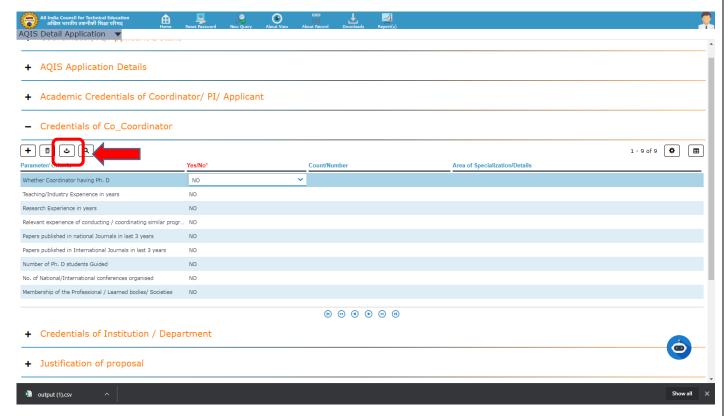
Step 1: - Click on the Credentials of Co-coordinator



Step 2: - Click on new record (button to add Record and select the parameter Criteria.



Step 3: - Select "YES/NO" according to the parameter, fill the Count/Number and fill the Area of Specialisation/Details. Click on save (b) button.

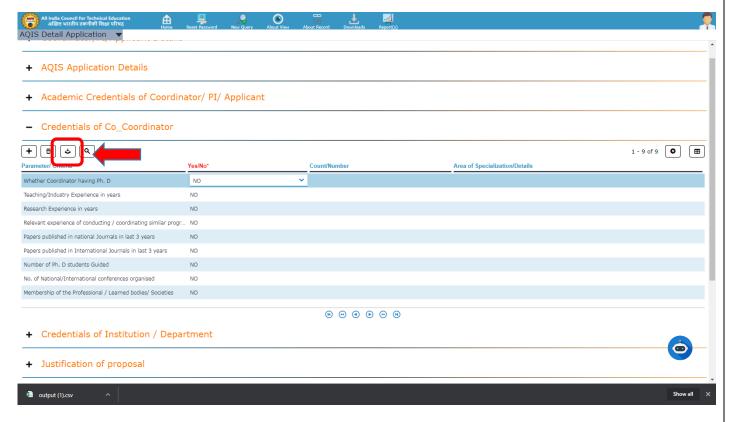


Note: - Further repeat the above Step 2 and 3 for the following Parameters/Criteria

- No. of National/International conferences organised
- Number of Ph. D students Guided
- Membership of the Professional / Learned bodies/ Societies
- Papers published in International Journals in last 3 years
- Papers published in national Journals in last 3 years
- Whether Coordinator having Ph. D
- Teaching/Industry Experience in years
- Relevant experience of conducting / coordinating similar programmes from AICTE and other funding agencies in past three years

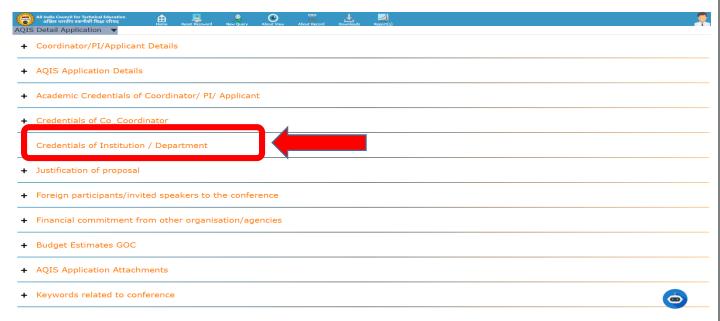
• Research Experience in years

Step 4:- After filling all the required details in the fields, click on the Save() button.

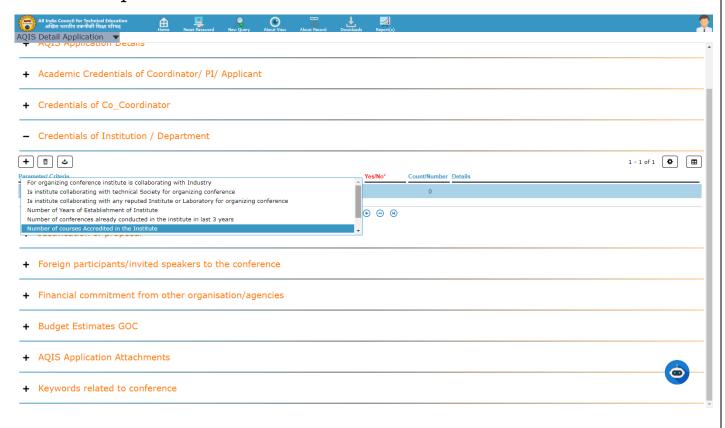


Section E: - Credentials of Institution / Department

Step 1: - Click on the Credentials of Institution / Department

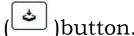


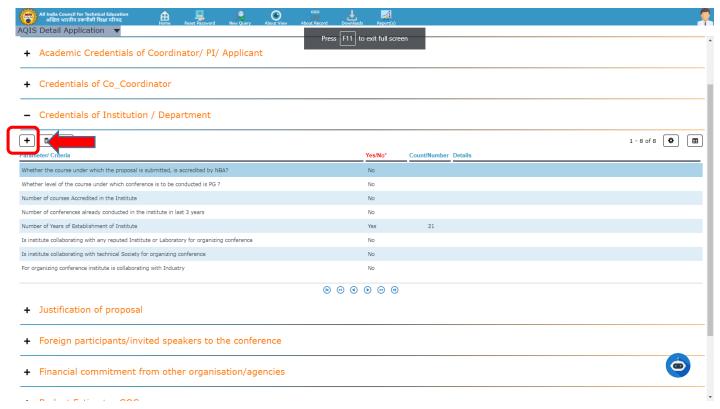
Step 2: - Click on new record (button to add Record and select the parameter Criteria.



Step 3: - Select "YES/NO" according to the parameter, fill the

Count/Number and fill the Details. Click on save (



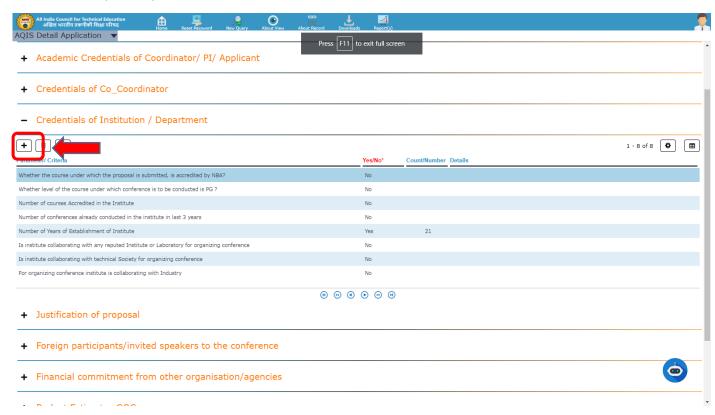


Note: - Further repeat the above Step 2 and 3 for the following

Parameters/Criteria

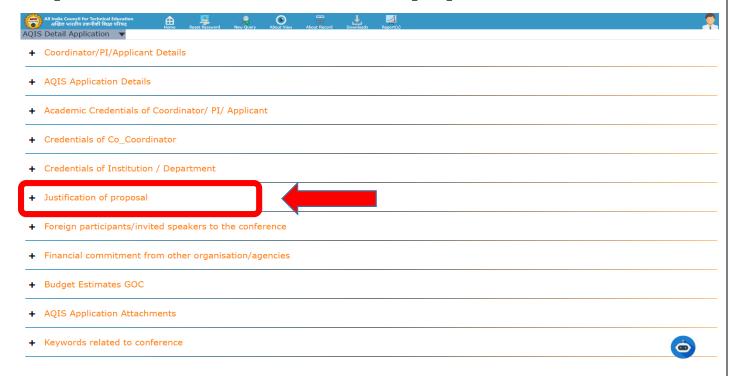
- For organizing conference institute is collaborating with Industry
- Is institute collaborating with technical Society for organizing conference
- Number of conferences already conducted in the institute in last 3 years
- Number of courses Accredited in the Institute
- Is institute collaborating with any reputed Institute or Laboratory for organizing conference
- Number of Years of Establishment of Institute
- Whether level of the course under which conference is to be conducted is PG?
- Whether the course under which the proposal is submitted, is accredited by NBA?

Step 4:- After filling all the required details in the fields, click on the Save() button.

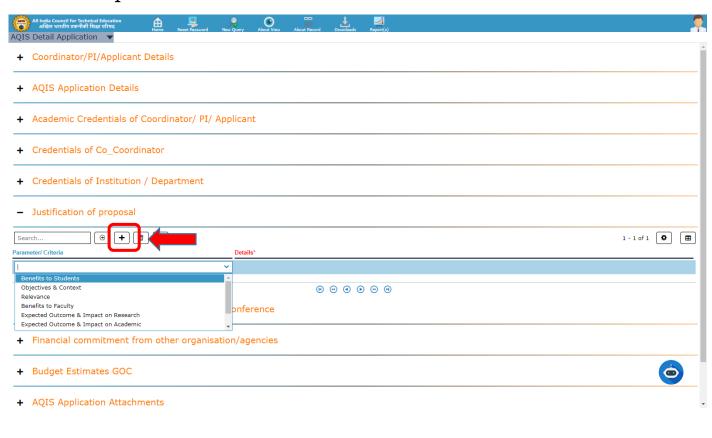


Section F: - Justification of proposal

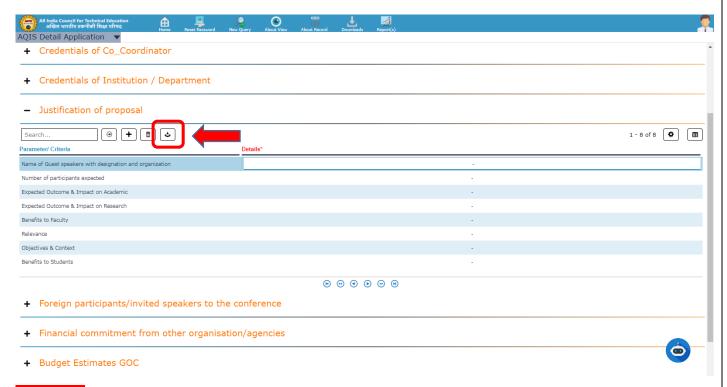
Step 1: - Click on the Justification of proposal



Step 2: - Click on new record (button to add Record and select the parameter Criteria.



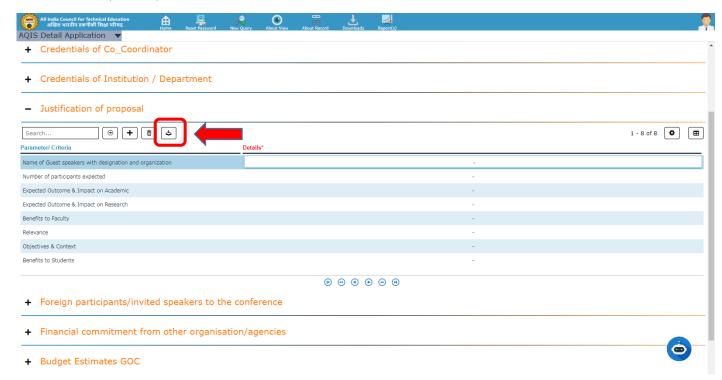
Step 3:- Select parameter/ Criteria, fill the Details and Click on save ()button.



Note: - Further repeat the above Step 2 and 3 for the following Parameters/Criteria

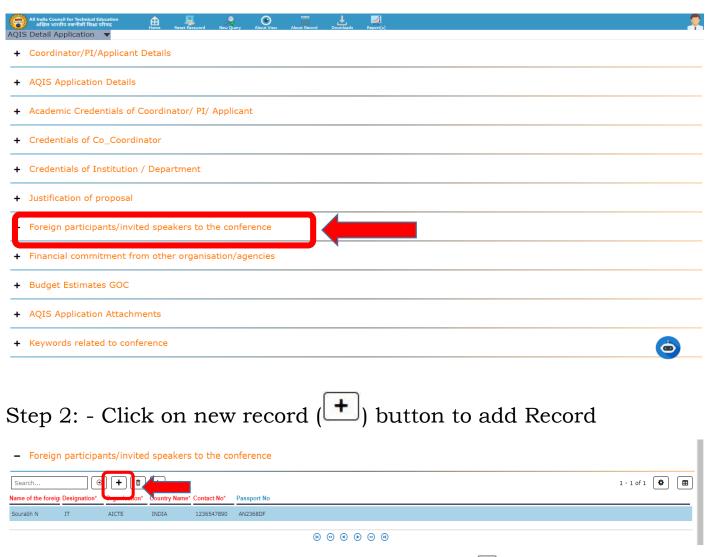
- Benefits to Faculty
- Benefits to Students
- Expected Outcome & Impact on Academic
- Expected Outcome & Impact on Research
- Name of Guest speakers with designation and organization
- Number of participants expected
- Objectives & Context
- Relevance

Step 4:- After filling all the required details in the fields, click on the Save() button.

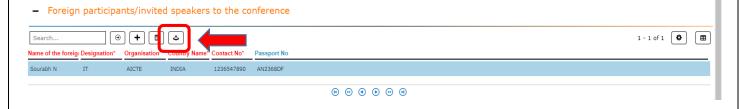


Section G: - Foreign participants/invited speakers to the conference

Step 1: - Click on the Foreign participants/invited speakers to the conference



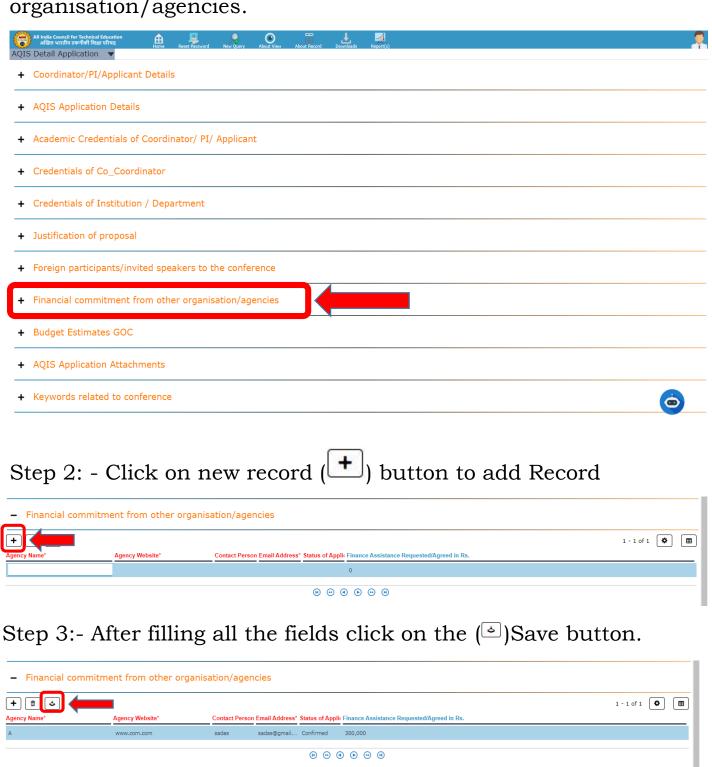
Step 3:- After filling all the fields click on the () Save button.



Section H: - Financial commitment from other

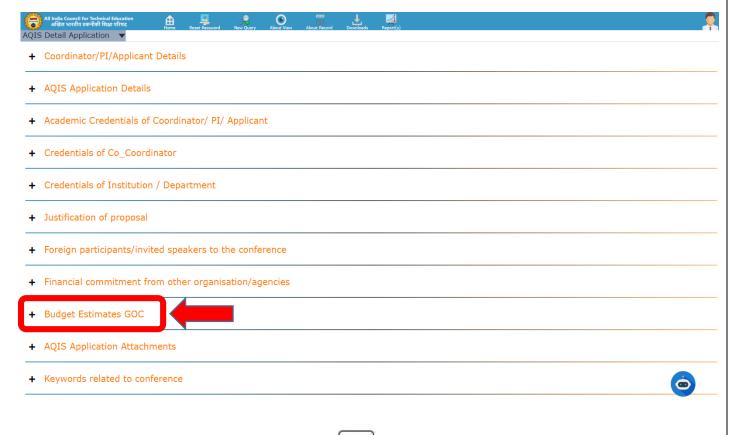
organisation/agencies

Step 1: - Click on the Financial commitment from other organisation/agencies.



Section I: - Budget Estimates GOC

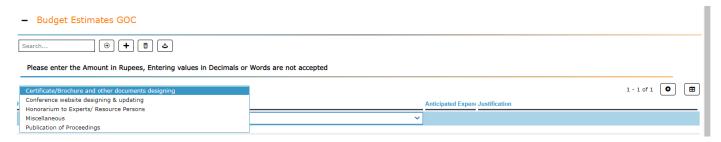
Step 1: - Click on the Budget Estimates GOC



Step 2: - Click on new record (button to add Record



Step 3: - Select 'Head of Expenditure', fill the 'Anticipated Expenditure' and 'Justification' of that expenditure.



Note: - Further repeat the above Step 2 and 3 for the following 'Head of Expenditure'

1) For Online Conferences

- Certificate/Brochure and other documents designing.
- Conference website designing & updating.
- Honorarium to Experts/ Resource Persons.
- Publication of Proceedings.
- Miscellaneous.

2) For Onsite Conferences

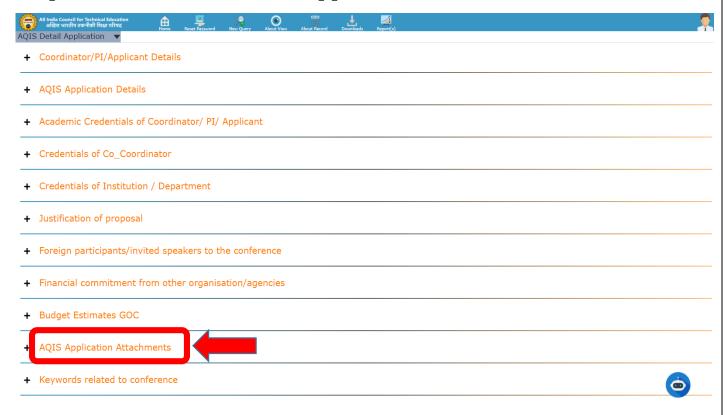
- Pre-conference printing (announcements, abstracts, etc.)
- Banners/Folders, Pen and other stationery material for registration and Certificate printing and brochure printing
- Hospitality to participants /resource persons (Tea, Snacks & Lunch)
- Boarding and lodging charges for out stationed participants/ Experts/ resource persons
- TA/DA & Honorarium to Experts/ resource persons
- Misc. expenditure including Photography, LCD projector, screen, bouquets, mementoes, short visit (if any) etc.
- Publication of Proceedings (Online/printed/CD)
- Any other required expenditure

Step 4:- After filling all the fields click on the () Save button.



Section J: - AQIS Application Attachment

Step 1: - Click on the AQIS Application Attachment



Step 2: - Click on new record (button to add Record

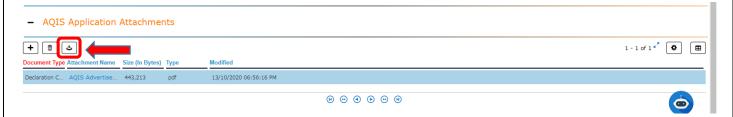


Step 3: - Click on the () button in 'Attachment Name' to attach the Declaration certificate of GOC.



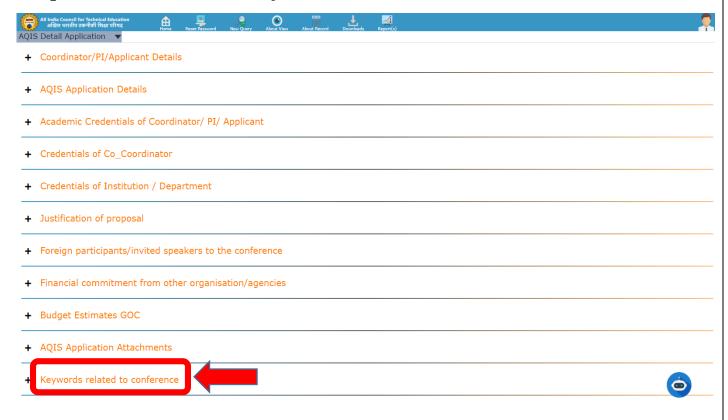
Step 4: - After attaching the Declaration Certificate, click on the save () button.

Note: - Please attach verified Declaration Certificate scanned copy PDF format (Maximum Size10 MB).



Section K: - Keywords related to conference

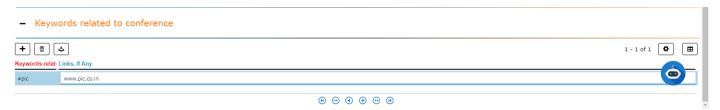
Step 1: - Click on the Keywords related to conference



Step 2: - Click on new record (button to add Record



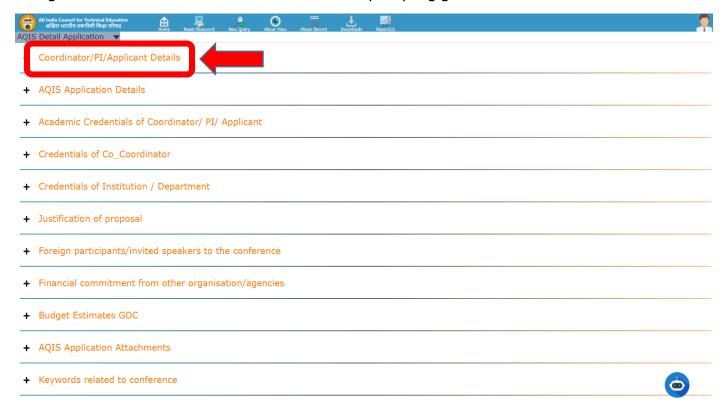
Step 3:- After filling all the fields click on the ()Save button.



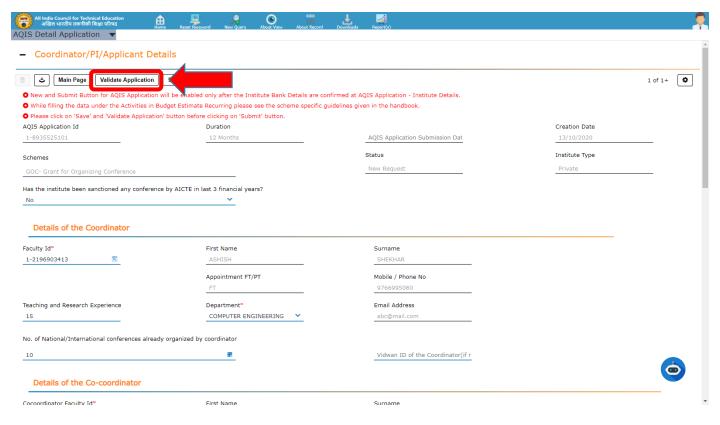
Note:- Minimum 5 Keywords related to conference themes are required to submit the application.

Validate and submit the application

Step 1: - Click on the Coordinator/PI/Applicant Details

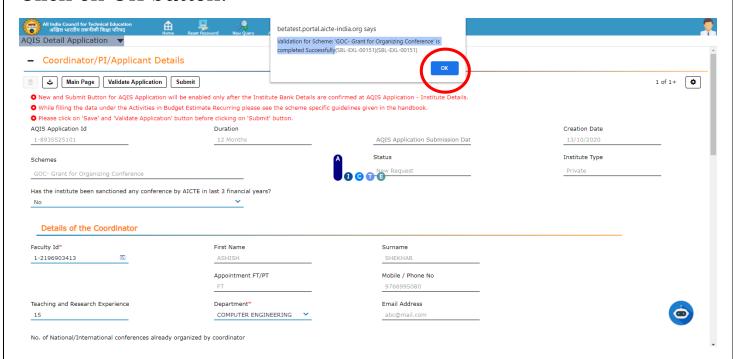


Step 2: - Click on the Validate application button.

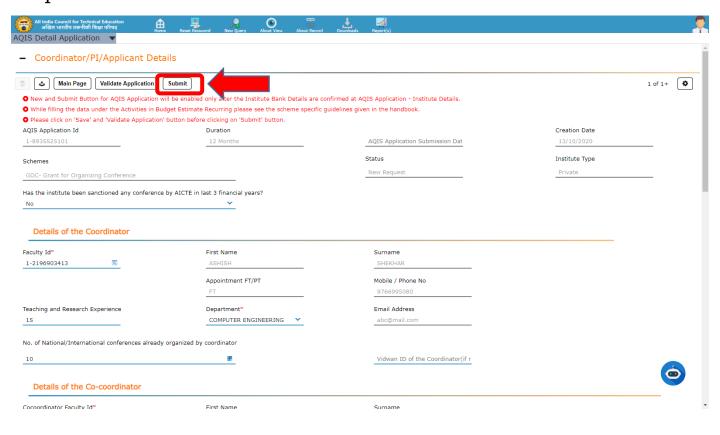


Step 3: - After clicking on the Validation button the message will be populated and stated as "Validation for Scheme: 'GOC- Grant for Organizing Conference' is completed Successfully"

Click on OK button.



Step 4: - Click on the Submit button.



THANK YOU