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# All India Council for Technical Education (AICTE)

# USER MANUAL for PGDM
# Student Import

# 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 |

# *Step 1 : Template Download and Data Insertion*

Visit to AICTE website https://www.aicte-india.org

Navigate to BUREAU→APPROVAL BUREAU→PGDM STUDENTS BULK IMPORT or Click on the below link.

https://www.aicte-india.org/bureaus/approval/PGDM_Bulk

Download 'PGDM Student Import.xlsx' and 'Instructions.xlsx' under Instructions to Institute for Importing PGDM Students data in bulk for Reference.

Download Template 'PGDM Student Excel.xlsm' for Student Data Import (as shown in below image).
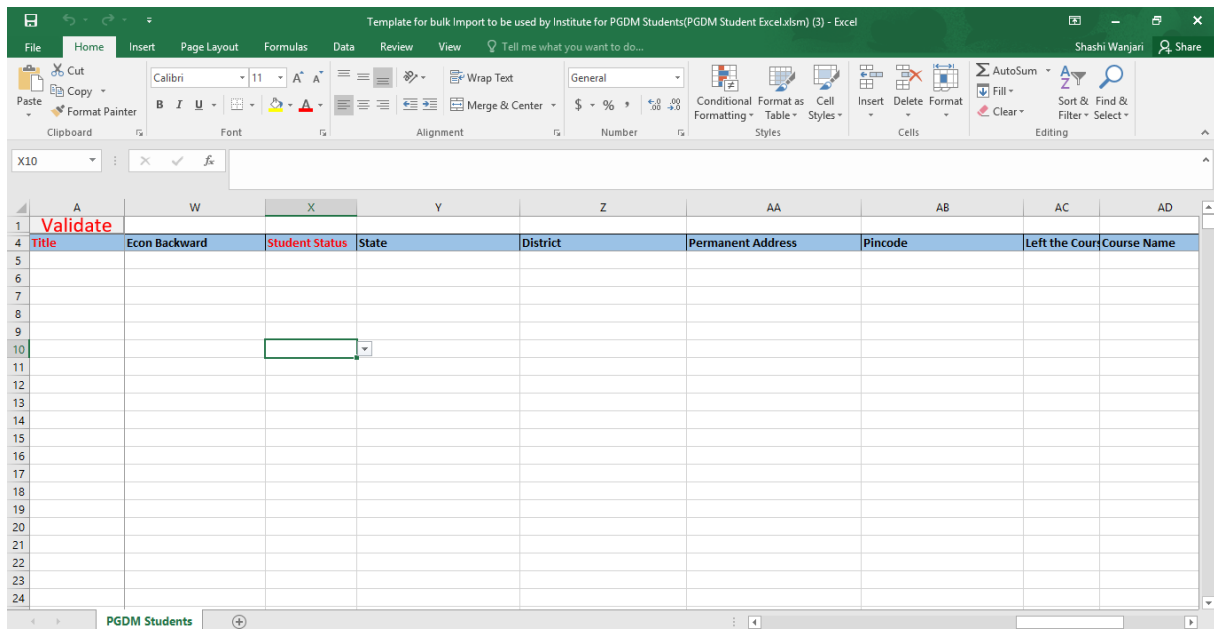


Fill in all the data in the template.

Please follow all the instruction given in 'Instructions.xls' file under Instructions to Institute for Importing PGDM Students data in bulk.

If course name/id not available in the current approved course tab, then that course can be entered manually keeping course id blank.

**Do not DELETE any of the rows / columns of the PGDM Student Excel.xlsm file.**

## *Step2: Data Validation*

After entering all the records in PGDM Student Excel.xlsm, click on **'Validate'** button.

Please do not leave blank or enter incorrect course id.

Course ids can be checked under Course details tab of New/Extension Approval Screen in Institute login.



Errors will be displayed for any of the wrong data/format entry.

| Validate | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | J |
| 4 Title | First Name | Middle Name | Last Name | Year1 (% marks) | Year2 (% marks) | PGDM Year1 (CGPA) | PGDM Year2 (CGPA) | Mother's Name |
| 5 Mr. | Test | | Test | | | | | Test |

Microsoft Excel

Please enter value in either PGDM Year or CGPA in cells highlighted in Blue

OK



| Validate | | | | | | | |
|---|---|---|---|---|---|---|---|
| Title | First Name | Middle Name | Last Name | Year1 (% marks) | Year2 (% marks) | PGDM Year1 (CGPA) | PGI |
| Mr. | Test | | Test | 10 | | | |

Microsoft Excel

Please enter value in Year 1 and Year 2 of PGDM

OK

Correct the data as per error message and Validate again.

After Successful data validation Success message will be shown as shown in below image.

After Clicking OK, another message will be shown as below to create 'PGDM Student Excel.csv' file in D drive of your system. Click Yes to proceed.



Click on 'Save' if want to continue or 'Don't Save' if want to add some more entries or 'Cancel' the process.

If clicked on 'Save', csv file will be saved in D drive.

Please note, user must use this csv file only to perform Student Import. Name of the csv file can be altered but not the content.

DO NOT MAKE ANY CHANGES IN THE CSV FILE. ANY MODIFICATION IN CSV WILL LEAD TO FAILURE OF IMPORT.

Do not DELETE any of the rows / columns of the csv file. This will lead to FAILURE OF IMPORT.

ONCE CSV FILE IS GENERATED IN D DRIVE, OPEN THE CSV FILE AND PERFOEM 'SAVE AS' AND SAVE THE FILE WITH NEW NAME AND USE THIS FILE FOR IMPORT.

## *Step3 : Login and Screen Navigation*

Login into AICTE Portal Application and Navigate to Student Details Screen as below image.
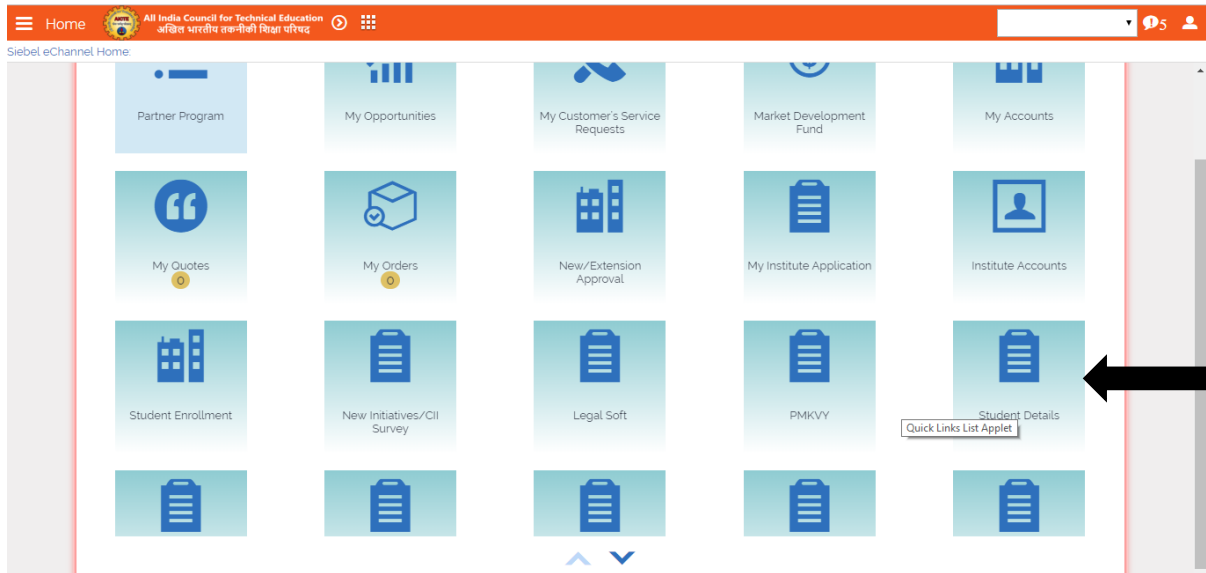


## *Step4: Tab Selection for Data Import*
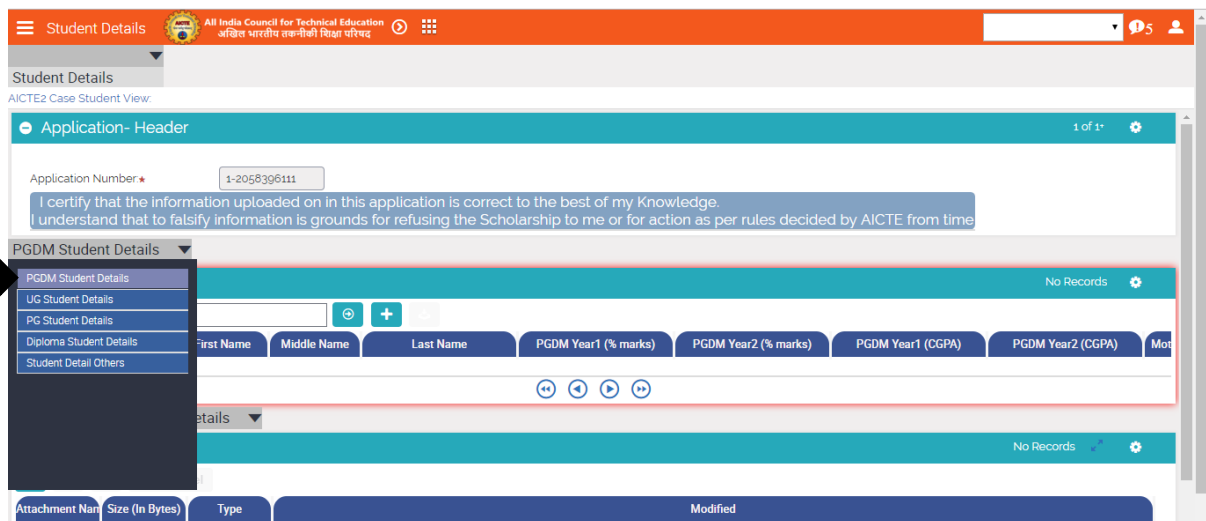


If 'PGDM' Students data is to be inserted, then use the 'PGDM Student Details' tab.
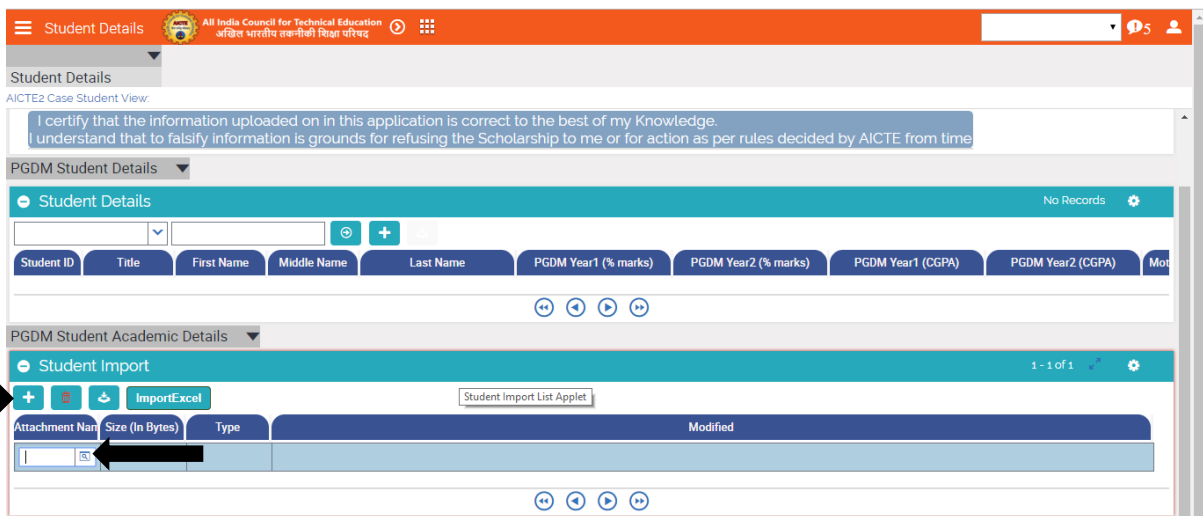
If PGDM Students data is to be inserted, then navigate to 'PGDM Student Details' tab from the dropdown.
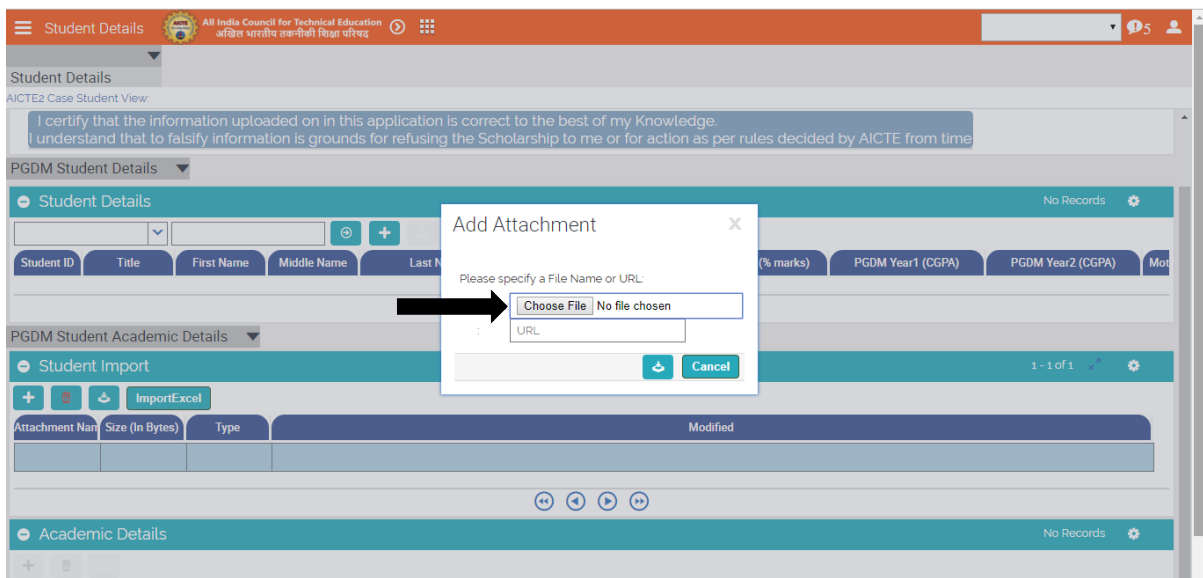
# *Step5: File Upload on AICTE Portal*

Click on  button as shown below under student import to upload csv file saved in D drive.

One row will be created where csv file need to be browsed, file can be renamed before browsing but extension of file should be csv only.

After uploading the file click on  to save the record.

After Saving record click on 'Import Excel' button to Import the data and wait for message 'Student Import Completed.'

Once the Import is completed, Download the same attachment and look for 'Error' column.



This will indicate the status of each Student record.

Once uploaded successfully will have error as 'Record Inserted Data Copied Successfully'.

If not inserted successfully, then it will show respective error logged into it. Refer 'Sample PGDM Student Excel.xlsx' file to understand the error messages from 'Comment' column.

**Note:**

Records failed to insert should only be again inserted in new template with correct data and entire process should be followed again.

Avoid adding data of successfully inserted records in new batch of import. It will lead to duplicate record creation of the same Student.

If in case any Student Record is added twice, then please click 'Is Duplicate Student' Y against additional record/s of Student.

Added record if need to be modified, then it can be done directly on portal manually.

## Step7: To enter Courses approved but not available in Current course tab.

Go to Student details tab.



Click on PGDM course details.



Click on  button to add record.

Enter Course name/Level/Shift/Academic Year/Approved Intake/Enrollment.

Like-wise Institute need to update all the courses not having in current course tab but approved once in the past.

Student entries made in the PGDM Student details tab should match with the enrollment entered.