



All India Council for Technical Education (AICTE)



USER MANUAL for PGDM Student Import



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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

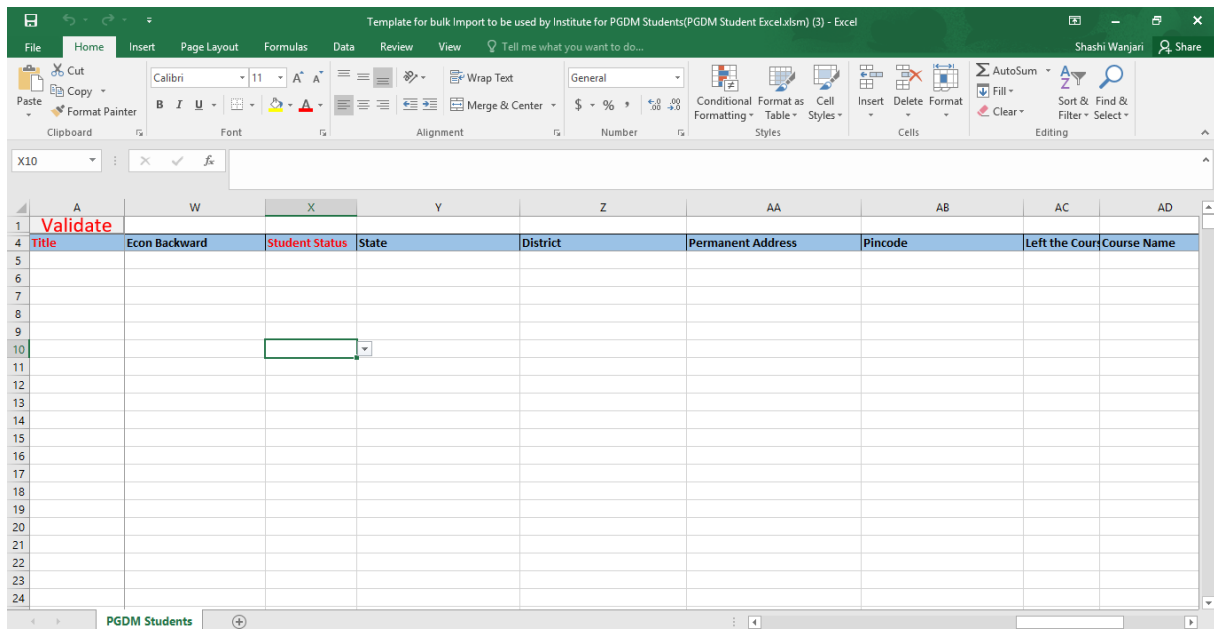
Visit to AICTE website <https://www.aicte-india.org>

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.

The screenshot shows the Microsoft Excel interface with the 'Validate' button highlighted in red in cell A4. The spreadsheet contains a table with the following headers: Title, Econ Backward, Student Status, State, District, Permanent Address, Pincode, Left the Course, and Course Name. The 'Student Status' column has a dropdown menu open in row 10.

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

The screenshot shows the Microsoft Excel interface with the 'Validate' button highlighted in red in cell A4. The spreadsheet contains a table with the following headers: Reserve Category, Is Physically Handicapped, Econ Backward, Student Status, State, and District. The 'Student Status' cell in row 5 is highlighted in red. A dialog box is displayed with the message: "Enter data in cells highlighted in Red." and an "OK" button.



Validate								
Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)	PGDM Year1 (CGPA)	PGDM Year2 (CGPA)	Mother's Name
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)	PGDM Year2 (CGPA)
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.



Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)	PGDM Year1 (CGPA)	PGDM Year2 (CGPA)	Mother's Name
Mr.	TEST		TEST	87	88			TEST

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.

Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)	PGDM Year1 (CGPA)	PGDM Year2 (CGPA)	Mother's Name
Mr.	TEST		TEST	87	88			TEST

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.

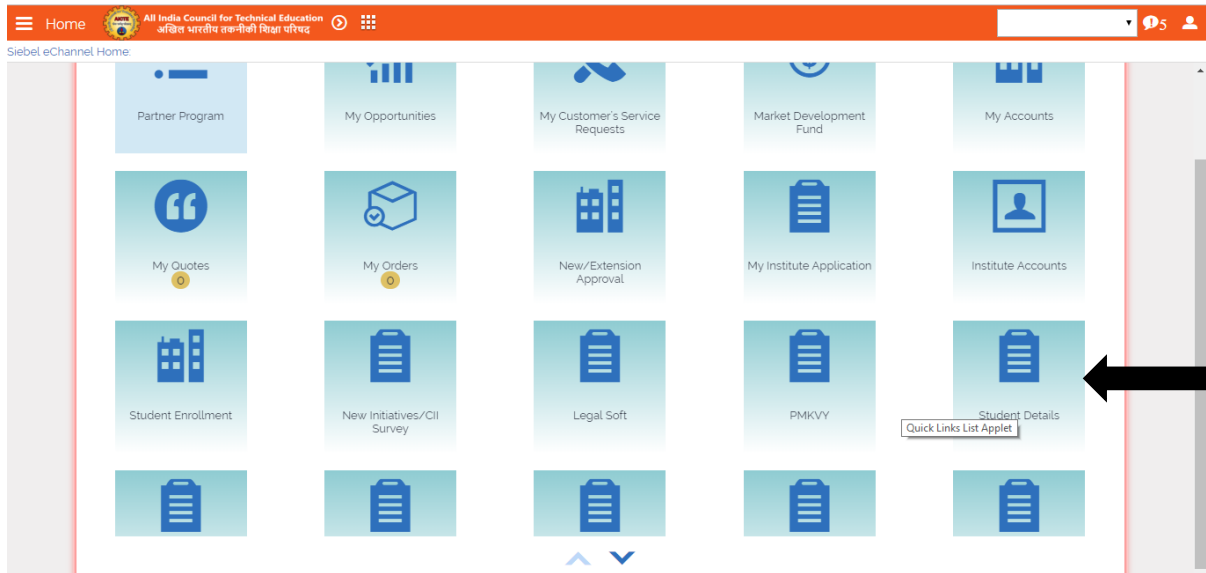
Do not DELETE any of the rows / columns of the csv file. This will lead to FAILURE OF IMPORT.

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

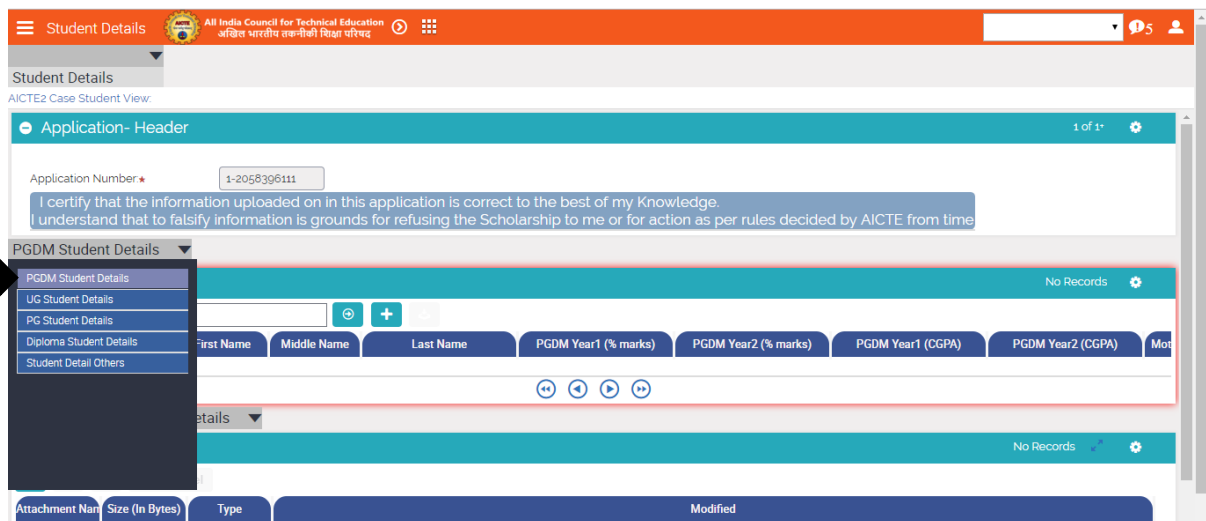


Step3 : Login and Screen Navigation

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.

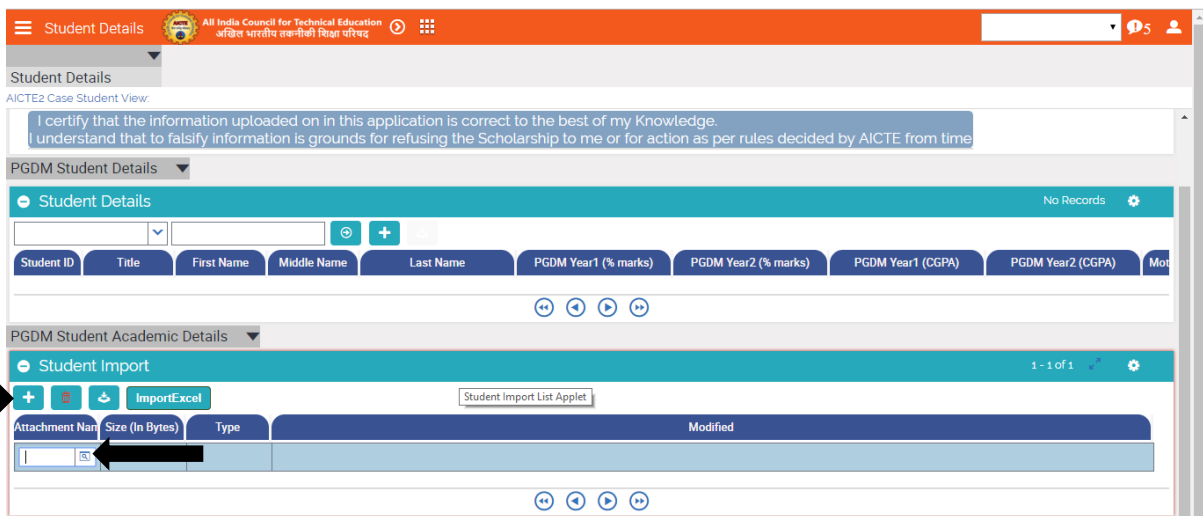
If PGDM Students data is to be inserted, then navigate to 'PGDM Student Details' tab from the dropdown.



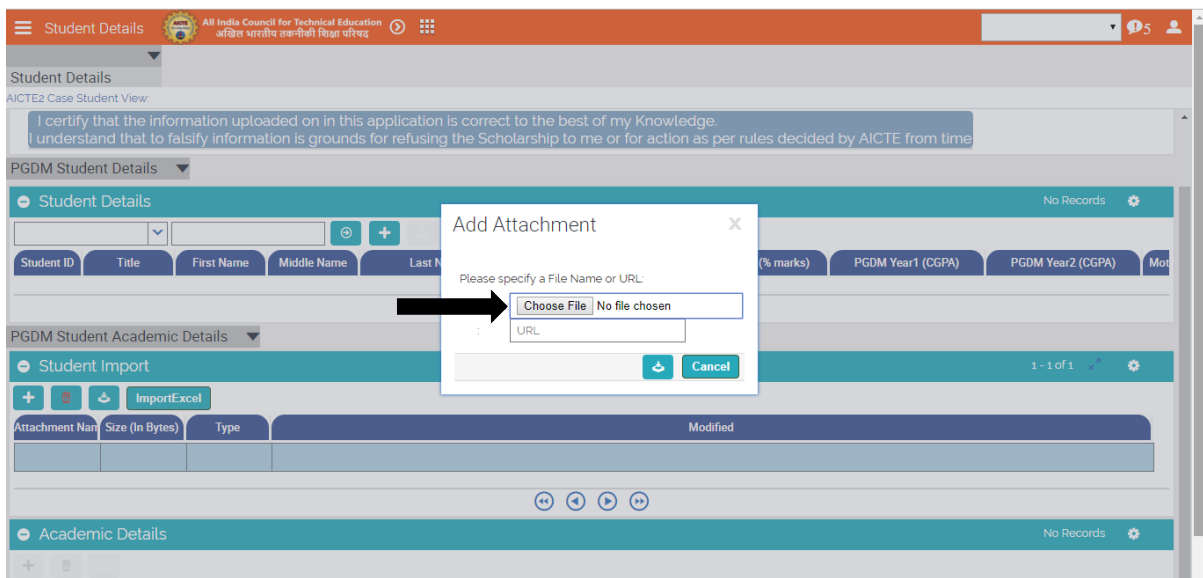
Step5: File Upload on AICTE Portal

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.



The screenshot shows the AICTE portal interface. The top navigation bar includes the AICTE logo and the text "All India Council for Technical Education". Below this, there are sections for "Student Details" and "PGDM Student Details". The "Student Import" section is highlighted, showing a table with columns for "Attachment Name", "Size (In Bytes)", "Type", and "Modified". A black arrow points to the plus icon in the top left of the "Student Import" section, and another arrow points to the "Attachment Name" input field in the table.



The screenshot shows the AICTE portal interface with the "Add Attachment" dialog box open. The dialog box has a title "Add Attachment" and a close button. Below the title, it says "Please specify a File Name or URL:". There are two input fields: "Choose File" (with a file icon) and "No file chosen". Below these, there is a "URL" input field. At the bottom of the dialog box, there are "Choose File" and "Cancel" buttons. A black arrow points to the "Choose File" button in the dialog box.




The screenshot shows a web application interface for student management. The top navigation bar includes the AITCE logo and the text "All India Council for Technical Education" in Hindi. The main content area is divided into sections: "Student Details" and "Student Import".

The "Student Details" section displays a table with the following columns: Student ID, Title, First Name, Middle Name, Last Name, PGDM Year1 (% marks), PGDM Year2 (% marks), PGDM Year1 (CGPA), and PGDM Year2 (CGPA). The table currently shows "No Records".

The "Student Import" section includes an "ImportExcel" button and a table with the following columns: Attachment Name, Size (In Bytes), Type, and Modified. The table contains one row of data:

Attachment Name	Size (In Bytes)	Type	Modified
PGDM Stude...	13.1 KB	csv	6/11/2018 10:02:13 AM

After uploading the file click on  to save the record.



Student Details

All India Council for Technical Education
अखिल भारतीय तकनीकी शिक्षा परिषद

Student Details

AICTE Case Student View

PGDM Student Details

Student Details

Student ID	Title	First Name	Middle Name	Last Name	PGDM Year1 (% marks)	PGDM Year2 (% marks)	PGDM Year1 (CGPA)	PGDM Year2 (CGPA)	Mot
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PGDM Student Academic Details

Student Import

ImportExcel

Attachment Name	Size (In Bytes)	Type	Modified
PGDM Stude...	10133	csv	0/11/2018 10:02:13 AM

Academic Details

Student Import List Applet

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



Step6: Error Log Download, Error Check and Data Reload

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

The screenshot shows the 'Student Import' section of the AICTE portal. It includes a table with the following data:

Attachment Name	Size (In Bytes)	Type	Modified
1PGDM Stud_	13129	csv	6/11/2016 10:04:56 AM

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.

Student ID	Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)	Year4 (% marks)
1-3832339951	Mr.	SIDDHESH	ULHAS	MASURKAR				
1-3480947522	Miss	SAYALI	SANJAY	SAPKALE				
1-3160492310	Miss	MAYURI	NARHARI	SEWATKAR				
1-3055987839	Miss	PRADNYA	SUNIL	DHIWAR				
1-3000081800	Mr.	DAI ASH	VIII AC	BHANDAR				

Click on PGDM course details.

Course Id	Course Name	Level	Shift	Academic Year	Approved Intake	Enrolled Students
10192931	Test	FULL TIME	1st Shift	1970-1971	10	10

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.