## All India Council for Technical Education (Under Ministry of HRD, GOI) COLLABORATIVE RESEARCH SCHEME (CRS) UNDER TEQIP



# User Manual for Scheme

COLLABORATIVE RESEARCH SCHEME (CRS) UNDER TEQIP



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# **Icons for Buttons**

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

S.	lcon	Meaning
No.		
1	4	Save Record
2	+	New Record
3		Delete Record
4	٩	Search Record
5	•	Collapse
6	•	Expand
7	<b>P</b> 0	Notification by AICTE
8	$\odot$	Navigation to next record in list
9	$\overline{\mathbf{O}}$	Navigation to previous record in list
10	$\odot$	Navigation to next set of records in list
11	$\overline{\bullet}$	Navigation to first set of records in list
12	$\overline{\boldsymbol{\Theta}}$	Navigate to last record
13	R	Navigate to first record

Navigation: To see all the tabs alphabetically click Control + Shift + A



Login to AICTE Portal with the credentials provided by AICTE.

Navigate to **CRS Application** Screen by clicking on 'CRS Application' screen tab.

CRS Application 🛛 🖓 All India Council for Technical Education 🕥 🏭	
Application VAICTE ACIS Application   AICTE ACIS Application	
<u> </u>	
Cardona	
Screens	
Click a screen hyperlink to see all the views for the screen	
AICTE PG Student Awaiting Attendance Approval Screen	Fulfilment
AICTE PhD Attendance Details	< Home
AICTE PhD Institute Student Venification Screen	Info Center
<ul> <li>AICTE PhD Student Awaiting Attendance Approval Screen</li> </ul>	<ul> <li>Institute Account.</li> </ul>
<ul> <li>AICTE PhD Student Details Screen</li> </ul>	+ Legal Soft
AOIS Application	<ul> <li>List Management</li> </ul>
<ul> <li>Accounts</li> </ul>	<ul> <li>My Institute Application</li> </ul>
Activities	NVEOF
Admin Screen	New College
<ul> <li>Administration - BI Publisher Reports.</li> </ul>	<ul> <li>New Initiatives/Cll Survey</li> </ul>
<ul> <li>Application Deployment Manager</li> </ul>	New/Exension Approval
- Applications	<ul> <li>New/Extension Approval (15-16) - RO</li> </ul>
Assets	<ul> <li>New/Extension Approval (16-17) - RO</li> </ul>
BI Publisher Reports	<ul> <li>New/Extension Approval - Help Desk</li> </ul>
<ul> <li>Block/Unblock Student</li> </ul>	New/Extension Approval Screen_15_16
* Brefings	<ul> <li>Opportunities</li> </ul>
Cli Questionnaire	Orders
CRS Application	PG Course Left Student Details Screen
- Calendar	<ul> <li>PG Data Entry</li> </ul>



## 1. CRS Bank/Institute Details

## 1.1 Institute Details

Below Institute Details will auto populate in the CRS Application – Institute Details and will not be editable for the Institute.

- Current Application Number
- Permanent Institute Id
- Academic Year
- Name of the Institute
- Address of the Institute
- State/UT
- Town/City/Village
- Pin
- Institution Type
- Land Phone Number
- STD Code
- Cell Number Cell Number should be of 10 digit
- Fax Number Fax Number should be more than 6 digit
- Website

## For differentiating Government and Private/Self-Financed Institute-

- If the Institution Type is Government, Central University, Deemed University (Government), University Managed – Govt, Govt. – Aided with percentage grant more than 50 %, then will be considered as Government.
- If the Institution Type is Unaided Private, Deemed University (Private), University Managed – Private, or Institute in point 1 with less than 50% grant from government, it will be considered as Private/ Self-Financing.

## Details to be filled by the Institute:

- 1. Institute District
- 2. Percentage Grant received from Government
- 3. PAN Number of the Institute.
- 4. PAN Card Issuing Authority with State
- 5. PAN Card Issuing State
- 6. PAN Card issuing Date Issuing date should be less than current date
- 7. Reference of Extension of Approval letter for the current year
- 8. Email Id of the Institute



1.2 <u>Bank Details</u> Details to be filled by the Institute:

- 1. Name of Bank where Grant from AICTE will be deposited- Select Bank from the drop down list
- 2. Branch Name
- 3. Bank Branch Address
- 4. Name of the Account Holder
- 5. Type of Account- Select Account Type from the drop down
- 6. Account Number –Number will be converted to \* while entering Account Number so the user cannot copy the Account Number.
- 7. Re-enter Account Number
- 8. IFSC Code- IFSC Code will be converted to \* while entering Code and should be of 11 digit
- 9. Re-enter IFSC Code
- 10. Bank MICR Code
- 11. Bank Code
- 12. Pin Code
- Check the Declaration flag and then click on "Save Bank Details" button.
- On clicking on "Save Bank Details" button, all the fields will become Read only and Successful message will be shown.

Sove Bank Details	tan e	seni, tare adia				8
Current Application Number +		Institution Type +		Cell Number:		6
Permanent institute ld		University Managed	© Government Funded © Private/Self Financed	FAX number +	121125	683
Academic Year +	2012-2018	Percentage Grant received from Government.		Land/Phone Number 4	225554	
Name of the institute's		PAN Number of Institute'		STD Code +	23/2	
Address of the Institution +		PAN Card issuing Authority with State		Email id of visiteuter	abopatic.com	
State-"UT+	Maharashtra	PAN Card issuing State"	HIMACHIK, PRADES	Website +	weiegreplorgin	191. 191

• "Confirm Bank Details" button will be enabled.

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Address of the institution +		PAN Card issuing Authority with Stater	tani.	Email id of institute'	abcdabcoom
State/UT+	Makarah0a	PMN Card issuing State:	HIMACHAL BRADES	Website *	wawgraptiopin



- To confirm the bank details entered, kindly click on the button 'Confirm Bank Details' button.
- A message will be shown prompting the Bank Details of the Institute.
- If the bank details are incorrect, click on Cancel button to edit the Bank Details again otherwise Ok to confirm the details.
- Once the 'Ok' button is clicked the Institute details and Bank details will become read only



- After confirming the Bank details, the data entered will become read only.
- "Edit Bank Details" button will get activated.
- Click on "Edit Bank Details" button to edit the Bank details.
- Once user clicks on "Edit Bank Details" button, the "New" button on 'All CRS Application Information' will be disabled till the user again follows the procedure for Saving and Confirming the Bank details as described above.

Edit Bank Details button will be available only if no application is submitted by institute.

Only after confirming the Bank Details, the "New" button will get enable for adding the CRS Application

## 2. CRS - COLLABORATIVE RESEARCH SCHEME (CRS) UNDER TEQIP

1. Click on "New" button to create CRS Application.

2. If the Institute is not approved by AICTE, i.e. any of the courses of the institute is not approved then Error Message will be displayed.

Note: Select CRS details tab while creating New CRS Application.

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- 3. A unique CRS Application ID will get created.
- 4. Select the CRS COLLABORATIVE RESEARCH SCHEME as Scheme from the drop down List.
- 5. Click on the selection menu icon in **TEQIP Faculty Id** field to add details of TEQIP Faculty Id.
- 6. A pop up window will open with Faculty details present in Institute for current

#### 7. Select the Faculty from the list.

CRS Application	All India Counc अखिल भारती	il for Technical य तकनीकी शिक्ष	Education 🕥					-		Ŧ
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I-4105741801 New Request	CRS- Collaborative Research Scheme	1-21950125								

#### NOTE: Following tabs are applicable for CRS Scheme

- 1. CRS Application
  - a. CRS Institute Details
  - b. Collaborative Research Scheme Details
  - c. Academic Credentials of Coordinator PI
  - d. CRS Attachments
  - e. CRS Budget Non-Recurring
  - f. CRS Budget Recurring
  - g. CRS Project Justification
  - h. CoPI 1 Details
  - i. CoPI 2 Details
  - j. CoPI 3 Details
  - k. CoPI 4 Details
  - I. Credentials Of Institution / Department
  - m. Equipments in Lab
  - n. PI Details
- 2. CRS Faculty Details/Mandate Form Attachment
  - a. CRS Faculty Details
  - b. CRS Institute Attachments

## 2.1 CRS Faculty Details/ Mandate Form Attachment

1. Navigate to CRS Application

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CRS Faculty Details/Mandate Form Attachment			i of it
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University Managed © Government Funded Private/Self Financer	FAX number *	2724101125	
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NeKAR MARGA PAN Card issuing Authority with State' Affdhkjdshfdjilhdf	Email id of Institute	hufkjifigaskjifskyfilyscili@gr	
State/UT * Maharashtra PAN Card issuing State CHANDIGARH	Website *	www.itedum	
Institute District KOEHAPUR PAN Card issuing Date 1/4/2010	]		
Town/City/Village * MUMBAL Reference of Extension of Approval letter 780-89-348/EI/ET/99	j		
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Bank Details			
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#### 2. Further Navigate to CRS Faculty Details

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S Faculty Details/Man	date Form Attachmen	t 🛛 🝸 ARCTE ADI'S Application				
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SRS Faculty Details		

- Enter the faculty details:
  - Name
  - Designation
  - Faculty TypeE-Mail ID

- Mobile Number
- Program
- Discipline/Subject Group
- Institutes Details
- o Address

#### 3. Further Navigate to CRS Institute Attachments

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• Upload the institutes mandate form for the same bank details which are entered initially.

## 2.2 CRS Application Details

- 1. Navigate to CRS Application details
- 2. Click on the system generated CRS application ID an enter the details

RS Application VIC	TE AGIS Application						
Bank Details							
ame of Bank where Grant rom AICTE will be deposited.	BANK OF INDIA	Name of Account Holder:	gjiljidskjits	IPSC Code	********		
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		Re-Enter Account Number".	101010101	Bank Code':	jafkadhfs		
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## 2.2.1 Collaborative Research Scheme Details

After clicking on CRS application ID, user will be navigated to new page

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Status.	New Request				
Collaborative Research	ch Scheme Details	< <u> &lt;</u> _			
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4					
Title of Project Prop	osai	Name o	the Lab where the research would be con	ducted	
		The Dep	artment under which the lab is established	d:	
Areia of the Proposal	~	]			
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- Enter the details:
  - Title of the proposal
  - Area of Proposal
  - $\circ~$  Name of the Lab where the research would be conducted
  - Department under which the lab is established

Once all the details are filled click on 'Save' button

• Scroll Down you will see the Proforma's of the Documents which needs to be downloaded for the attachments

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Title of Project Proposal	Name of th	e Lab where the r	esearch would be (	conducted:			
Area of the Proposal:	; The Depart	ment under whic	h the <mark>lab is establis</mark>	hed:			
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## 2.2.2 PI Details

## 1. Navigate to PI Details tab for CRS Scheme

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CR Application Details	titte 🔘
6	1
CPS Application at Subjects Scheme Name CPS Collaborative Status Status Set Testers	
Pi Details 💘	
Colaborative Research Serverte Datable	1470 <b>Q</b>
Cohi S Densis Co	
Activenes Coverenties of Coordinator D Lest Name T40000 If any organing Project by PL planae-provide details. Distribution (Distribution (Distribution (Distribution (Distribution Active)) Refer of Conducting Aparts	

- Enter details as: •
  - Department
  - Address
  - Whether any other ongoing sponsored project by the PI
     If any ongoing Project by PI, please provide details

Once all the details are filled click on 'Save' button

## 2.2.3 CRS CO-PI 1 Details

#### 1. Navigate to CRS CO-PI 1 PI Details tab for CRS Scheme

PI 1 Details	ADDILABOE 1 ARTIE CHS ADDILBUS	
CRS CoPi 1 Details		
	N	
Details of Co Principal Inv	istigator 1	
Co- Principal Investigator	i Should be from same institute	
acuity kd	🕅 Research & Industrial Expension in Visairs 🖉	
rst Name.	Teaching Expensance in Years	
ddie Name	PG V	
ist Name	Area of Specialization in PG	
Sdress.	Prid V	
	Area of Specialization in Phd	
nat D	No of National Journalis Published	
ehile ha	No of International Journals Published.	
ame of the institute	No of Patents Registered	
ppontment Type	No of PHD Students Quided	
in an		

- Enter details as:
  - Faculty ID
  - o Name
  - Address
  - Name of the Institute
  - Department
  - Research Experience
  - Industrial Experience

Number of Paper Published ○
 Number of Patents registered ○
 No. of PHD students Guided ○
 Educational Qualifications

2. Validation: CO-PI 1 should preferably belong to the faculty of host institute

Once all the details are filled click on 'Save' button

## 2.2.4 CRS CO-PI 2, 3, 4 Details

1. Navigate to CRS CO-PI 2,3,4 PI Details tab for CRS Scheme

CRS Application	tion 🕥 🏢		
CRS Application 👻 ARTE AGE Casher LACTE CPS AN	minatore		
CRS CoPI 3 Details	1		
Details of Co Principal Investigator 3			
Whether the CO-PI3 is faculty at any institute?	*		
Whether the Faculty is from same institute?	×.		
If Faculty is from same institute then Faculty id	86		
If Faculty is NOT from same institute then Faculty ki is	30		
Fest Name	- 22 1	Research & Industrial Experiance in Years	
Middle Name	1	Teaching Expensation in Vears	
Last Name		PQ.	×
Address		Area of Specialization in PG	
		Phd	×
Email.		Area of Specialization in Phd	
Hoble No	- 1	No of National Journals Published	
Name of the institute		No of International Journals Published	
Appointment Type.		No of Patent's Registered:	
Department	*	No of PHD Students Guided	

- Enter details as:
  - $\circ$  Faculty ID
  - Name
  - o Address
  - Name of the Institute
  - Department
  - Research Experience
  - Industrial Experience

 $\circ\,$  Number of Paper Published  $\,\circ\,$  Number of Patents registered  $\,\circ\,$  No. of PHD students Guided

#### • Educational Qualifications

3. Validation: CO-PI 2,3,4 can be a faculty from host institute/ IIT/ NIT/ other Institute/ Abroad Faculty

Once all the details are filled click on 'Save' button

## 2.2.5 Academic Credentials of Coordinator/ PI/ Applicant

Navigate to Academic Credentials of Coordinator/ PI/ Applicant tab for CRS Scheme.

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CRS Application 🐨 ACTE ACIS Application / ACTE CRS Application	
CR Application Details	soft 🧕
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CRS-Application Ht 1-4505/R5211 Scheme Name CRS-Collaborative	
Status New Request.	
Academic Credentials of Coordinator PI 👻	
Academic Credentials of Pl	1-20/2 🗿
+ • • • •	
Parameter/ Criteria Yes/No Count/Number Area of SpecializatioNarks Awarded by a Max. Marks	
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Namoer of Faterits No.	
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- 1. Click on "New" button to add Record.
- 2. Details to be filled:
  - Parameter/ Criteria Select from drop down list and it's a required Field
  - Yes/No select value from drop down list. Required field.
  - Count/Number
  - Area of Specialization/Details
- 3. Following fields will be auto populated on click of save button-
  - Marks Awarded by the Experts
  - Marks Awarded by the System
  - Max. Marks

#### Validations:

- a) If parameter selected is PG, PhD, Membership of the Professional / Learned bodies/ Societies or Awards then 'Area of Specialization' is required field and Count/Number is read only field
- b) For all other parameters 'Count/Number' is a required field.
- c) If 'Yes/No' field value is NO then 'Parameter Count' and 'Area of Specialization' will be read only fields.

4. All the parameters are required for the 'Academic Credentials of Coordinator/ PI/ Applicant' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

5. User can add only 1 record for each parameter in 'Parameter/Criteria' field.

6. If the user creates more than 1 record the same parameter more than once, following error message will be displayed on click of 'Save' button.

NOTE: There should be only one record for each value of 'Parameter/Criteria' field.

## 2.2.6 CRS Project Justification

Navigate to CRS Project Justification tab for CRS Scheme.

CRS Application	nten 🕥 🌐		7 9	10 🚨
CRS Application T ACTE ADS Application ( ACTE 0954	ppication	297°		
<ul> <li>CR Application Details</li> </ul>			1010	٠
4				
CRS Application Id T-states/Nglini Scheme Nan Status. New Request	CRS-Collaborative			
CRS Project Justification	100			
CRS Project Justification			1-20/2	٠
Parameter/ Criteria	Details	Maximum Marks		ľ
Possible patentability of the research outcome				Ĵ
Objectives and Relevance of the Research project	60 <sup>°</sup> 10			112
	000			6

- 1. Click on "New" button to add Record.
- 2. Details to be filled:
  - Parameter/ Criteria Select from drop down list and it's required Field.
  - Details Required

Field. Read only fields-

- Max. Marks Auto Populate on click of save button
- Marks Awarded by the Experts

3. All the parameters are required for the 'Justification' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

4. User can add only 1 record for each parameter in 'Parameter/Criteria' field.

5. If the user creates more than 1 record for same parameter, following error message will be displayed on click of 'Save' button.

## 2.2.7 Credential of Institute / Department

1. Navigate to 'Credential of Institute / Department' tab for CRS Scheme.

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<ul> <li>CR Application Details</li> </ul>					1 of 1º	٠
4						
CRS Application Id 3-4805249838	Scheme Name	CRS-Collaborativ	(K)			
Status New Request			-			
Credentials Of Institution / Department	~< -					
Credentials of Institution / Depr	artment				3-240	٠
+	1. C.					
Parameter/ Criteria	Yes/No	Count/Number	Details Maxa	mum Marks	Marks Awarded by the System	
Research projects completed in last 5 years	~					
Reamber of Courses Accredited in the insteades	140		8.		Ø.	
<u>31</u>	dit .	र्थक की				×
			(e) (e)	• • • •		

- 2. Click on "New" button to add Record.
- 3. Details to be filled:
  - Parameter/ Criteria Select from drop down list and it's a required Field.
  - Yes/No Select from drop down list and it's a required Field.
  - Count/Number
  - Details

Read only fields-

- Marks Awarded by the System Auto populate on click of Save button
- Maximum Marks Auto populate on click of Save button

## 4. Validations:

a. If 'Yes/No' field value is NO then 'Count/Number' and 'Details' will be read only fields.

b. If Parameter field value is 'Number of courses Accredited in the Institute' and the 'Yes/No' field value is Yes then Count/Number is required field.

5. All the parameters are required for the 'Credential of Institute / Department' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

6. User can add only 1 record for each parameter in 'Parameter/Criteria' field.

7. If the user tried to create record for the same parameter more than once, following error message will be displayed on click of 'Save' button.

NOTE: There should be one record for each value of 'Parameter/Criteria'.

## 2.2.8 CRS Budget Non- Recurring

#### 1. Navigate to CRS Budget Non-Recurring tab for CRS Scheme.

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CRS Application 🛛 🛪 AICTE AGE Agelication   AICTE CRS Application	
CR Application Details	idir 🔮
CRS Application Id 9-4105/149211 Scheme Name CRS-Collaborative Status New Request	
CRS Budget Non-Recurring 💌	
Budget Non-Recurring	1-2011 O
V 8 + 3 9	
Proposed Equipments Specifications Cost per Unit (in Rs) Number of Units	Cost in Rupres

- 2. Click on "New" button to add Budget Non-Recurring Details.
- 3. Details to be filled:
- Proposed Equipment
- Specifications
- Cost per Unit (in Rs)
- Number of Units
- 4. Validation Cost in Rupees = Cost per Unit (in Rs.) \* Number of Units

NOTE: All the fields mentioned above are required fields.

## 2.2.9 Equipment's in Lab

1. Navigate to Equipments in lab tab for CRS Scheme.

CRS Application	⊚ ⊞	•	<b>1</b> 10 🚨
CRS Application 🗶 AICTE ACCE Application 1 AICTE CRS Applie	A -	1.1	
<ul> <li>CR Application Details</li> </ul>			•
۵			
CRS Application Id 4-905049233 Scheme Name	CRS-Collaborative		
Status New Retry			
Equipments in Lab			
Facilities/ equipment available in the Department	nt in the area of proposed research	1 - 1/d/1	0
~ · · · · · · · · · · · · · · · · · · ·	1 & A		
Please enter the Cost in Rupees. Entering values in Decimals	or Words are not accepted		
Name of equipmidiake and model Year purchased	Cost in Re		
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- 2. Click on "New" button to add Equipments Details.
- 3. Details to be filled:
- Name of the Equipment
- Make and Model

- Year Purchased
- Cost

Details of Facilities/ equipment available in the Department in the area of proposed research

**NOTE:** All the fields mentioned above are required fields.

Please enter the Cost in Rupees, Enter values in Decimals or Words are not accepted

#### 2.2.10 CRS Budget Recurring

1. Navigate to CRS Budget Recurring tab for CRS Scheme.

CRS Application alter stole sector for Technical Reporting	⊙ #
CRS Application 🔫 ACTE ADS Application   ARCTE CRS Applic	abon .
CR Application Details	1012
۵.	
CRS Application Id 14805769233 Scheme Name	CRS-Collaborative
Status. Nervi Request	
CRS Budget Recurring 💌	
Budget Recurring For CRS	a 1964 - 1
· · · · · · · · · · · · · · · · · · ·	
Please enter the Cost in Rupees: Entering values in Decimats	or Words are not accepted
Components Specifications	Extensited Cost in Re
Consumation Inct ago ono	

- 2. Click on "New" button to add Budget Recurring Details.
- 3. Details to be filled:
- Components
- Specifications
- Estimated Cost in Rs
- Validation Consumables should not be more than Rs. 2,50,000
   Contingencies should not be more than Rs. 2,50,000
   Domestic Travel should not be more than Rs. 3,75,000
   Miscellaneous should not be more than Rs. 1,25,000

NOTE: All the fields mentioned above are required fields.

#### 2.2.11 CRS Attachments

Download the Proforma and attach the filled scanned copy in the CRS Attachment tab, attachment should be in Pdf or image.

☰ CRS Application 👘 All India Council for Technical Education 💿 🏢	• <b>9</b> 10 💄
RS Application V AICTE CRS Application:   AICTE CRS Application:	
CR Application Details	1 of 1• 🔅
CRS Application Id 1-4105772501 Scheme Name CRS-Collaborative Status New Request	
Collaborative Research Scheme Details 🔍 🔻	
COPI 2 Details       al         COPI 3 Details       Image: Copi 3 Details         CoPI 4 Details       Image: Copi 4 Details         Academic Credentials of Coordinator PI       Image: Credentials of Coordinator PI         CRS Project Justification       Image: Credentials of Coordinator PI         Credentials Of Institution / Department       Image: Credentials of Coordinator PI         Equipments in Lab       Image: Credentials of Coordinator PI         CRS Budget Recurring       Image: Credentials of Coordinator PI         CRS Attachments       Image: Credentials of Coordinator PI	10f1* 🔇

#### Choose the attachment name from the drop down as below

🚍 CRS Application 🦉 All India Council for Technical Education 💿 🏢	
CRS Application V AICTE CRS Application:   AICTE CRS Application:	
CR Application Details	
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CRS Application Id: 1-4105772501 Scheme Name: CRS-Collaborative	
Status. New Request	
CRS Attachments 🔍	
CRS Application Attachments	
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Document Type Attachment Name Size (In Bytes) Type Modified	
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Bio data CoPI 4	
Equipment list	