

# NEEM- Importing Trainee Data in Bulk



# User Manual

for

**Importing Trainee details under NEEM  
Application**














**Contents****Page No.**

Icons for Buttons.....	3
Login to NEEM AICTE Web Portal.....	4
Navigate to 'NEEM Trainee Information screen'.....	5
Entering Data in Excel Template.....	6
Upload identity proof Document againstv each trainee.....	9

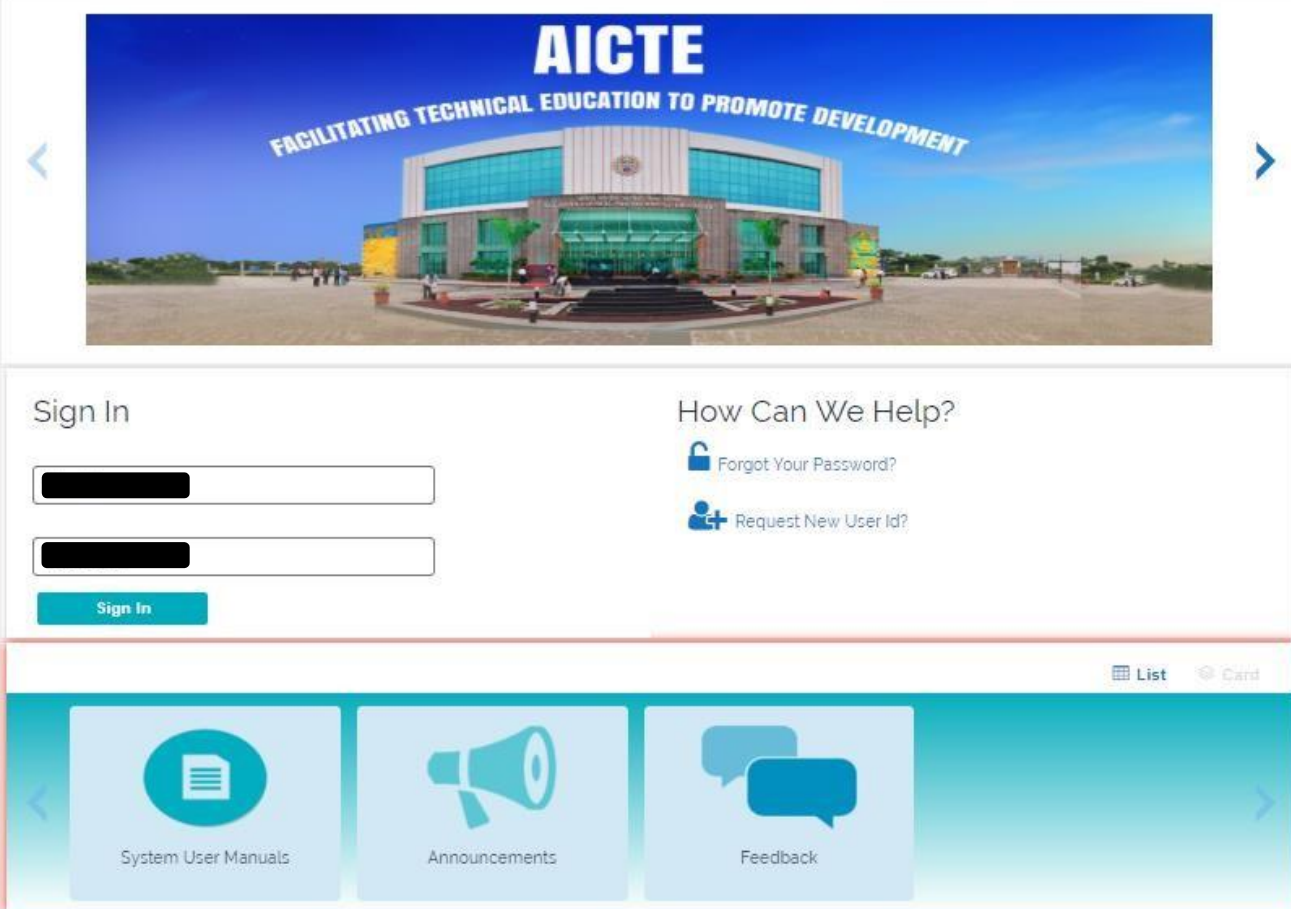
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## Icons for Buttons

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

## Login to NEEM AICTE Web Portal



**AICTE**  
FACILITATING TECHNICAL EDUCATION TO PROMOTE DEVELOPMENT

Sign In

How Can We Help?

Forgot Your Password?

Request New User Id?

System User Manuals

Announcements

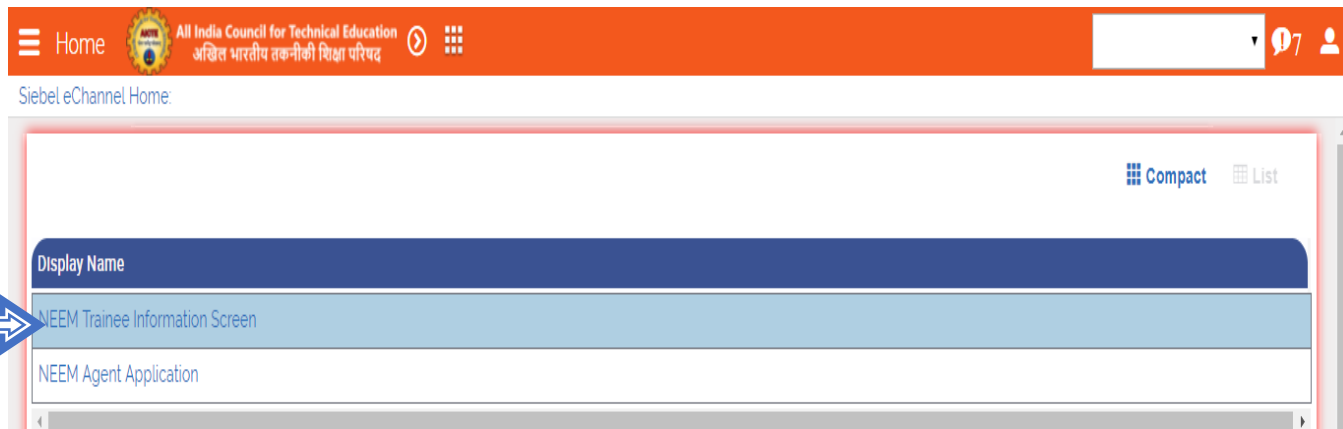
Feedback

List Card

Enter credentials and login into NEEM AICTE Web Portal.

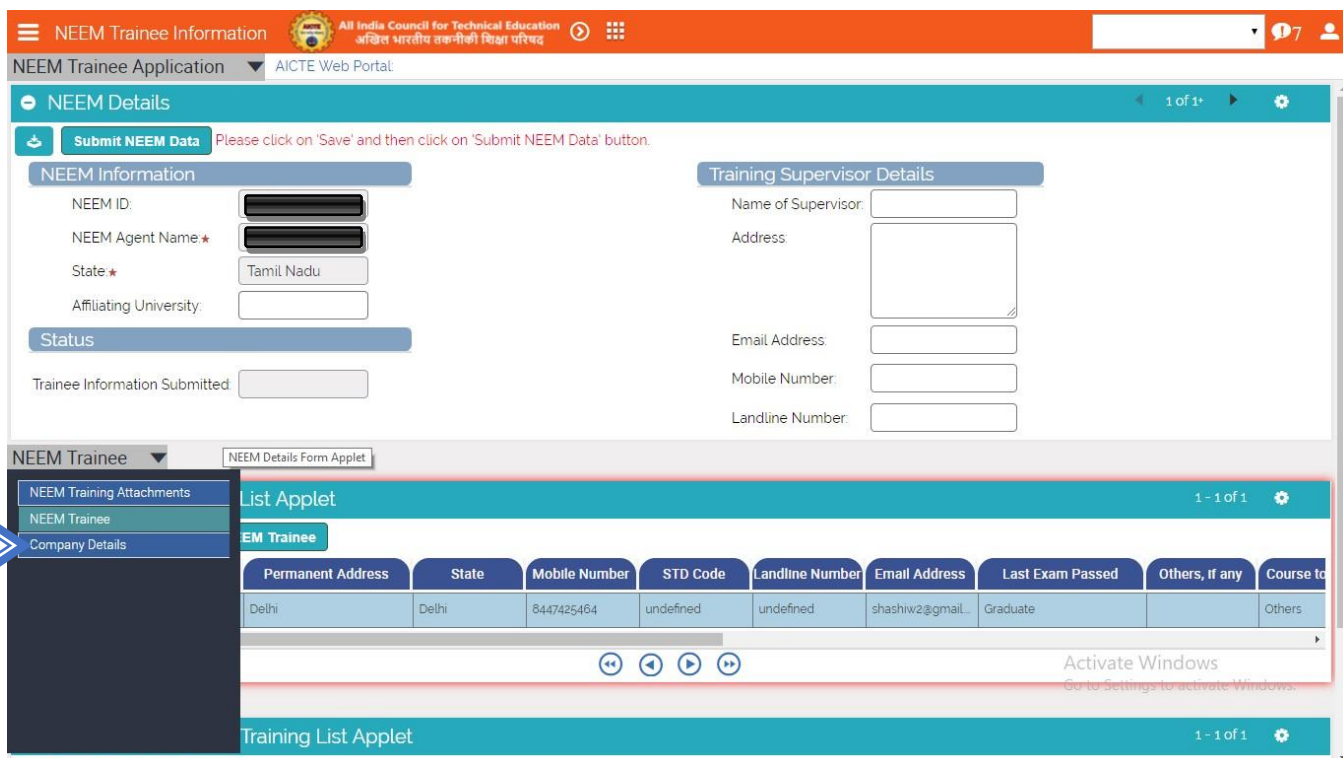
## Navigate to 'NEEM Trainee Information screen'

Click on NEEM Trainee information Screen.



Enter Training Supervisor Details.

Go to Company Details to enter Name of Training Company.



**Note: - Before entering Trainee details through excel import facility, name of the training Company(s) should be added under Company details, other-wise trainees will not be imported successfully.**

## Entering Data in Excel Template

Download the excel file format available at NEEM registration section of AICTE website.

[https://www.aicte-india.org/education/vocational-education/neem\\_agents](https://www.aicte-india.org/education/vocational-education/neem_agents)

After entering the details in the excel (explained as follows) Click on Validate.

**Enter the following details in the Excel (Sheet Trainee).**

- Name
- Permanent Address
- State- State of Trainee - **Select from Drop-down**
- Mobile Number
- STD Code
- Landline Number
- Email Address
- Last Exam Passed- **Select from Drop-down**
- Others, if any- To be entered, if the last exam passes is others
- Course to which Currently Enrolled (If any)- **Select from Drop-down**
- Other courses enrolled-To be entered, if the Course to which Currently Enrolled is others
- Gender- **Select from Drop-down**
- Category- **Select from Drop-down**
- Other Category- To be entered, if the Category is others
- Is the Trainee Placed in Company- **Select from Drop-down**
- Aadhar Number
- Identity proof- **Select from Drop-down**
- Identity ID
- Date of Birth

Once details of Trainees entered, click on Validate button, unique id will be generated against each trainee.

**Go to Training Sheet, and enter the details for the following values**

- Excel Id for NEEM- Select from Drop-down
- Name of Company - Enter exact name as entered in Company details
- Address of Company - Enter exact address as entered in Company details
- Sector - Select from Drop-down
- Specialization - Select from Drop-down
- Others, If any- To be entered ,if Specialization is others
- NSQF Level
- Place of training
- Job Role
- Date of Joining
- Date of Completion
- Duration of the Course (in Days)
- Amount of stipend paid (in Rs.)

**Go to Placement Sheet, and enter the details for the following values**

If Trainee is placed in company, then details can be entered in placement sheet of same excel

OR It can be left blank if it is not placed.

Excel Id for NEEM-Select from drop down

Company Name

Company Address

Name of the Post


Salary per month

Status of Post- Select from drop down

State -Select from drop down

Once entered, **Save As the excel into xlsx format.**

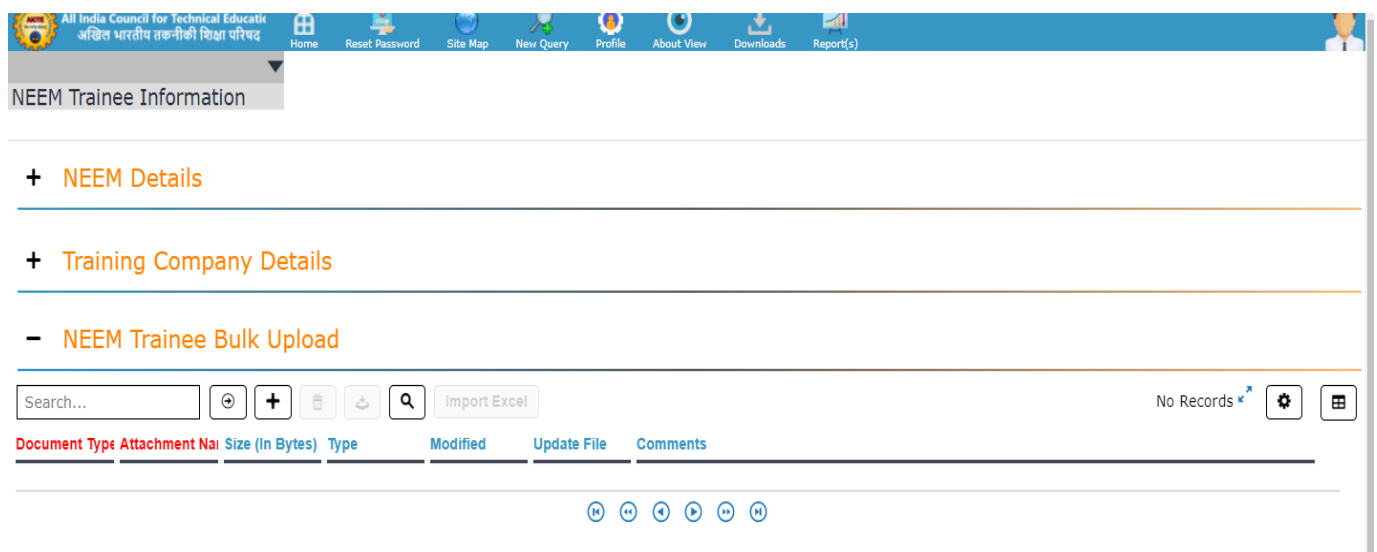
**Go to NEEM Trainee Bulk Upload Applet,**

Click on  button, browse excel file in Attachment name field, Comments can be entered, if required. Click on Save icon or press Ctrl+S to save record.

After saving the attachment, click on Import Excel button.

Once clicked on Import button, message will display as Import is successful. **Download the excel to verify for error.**

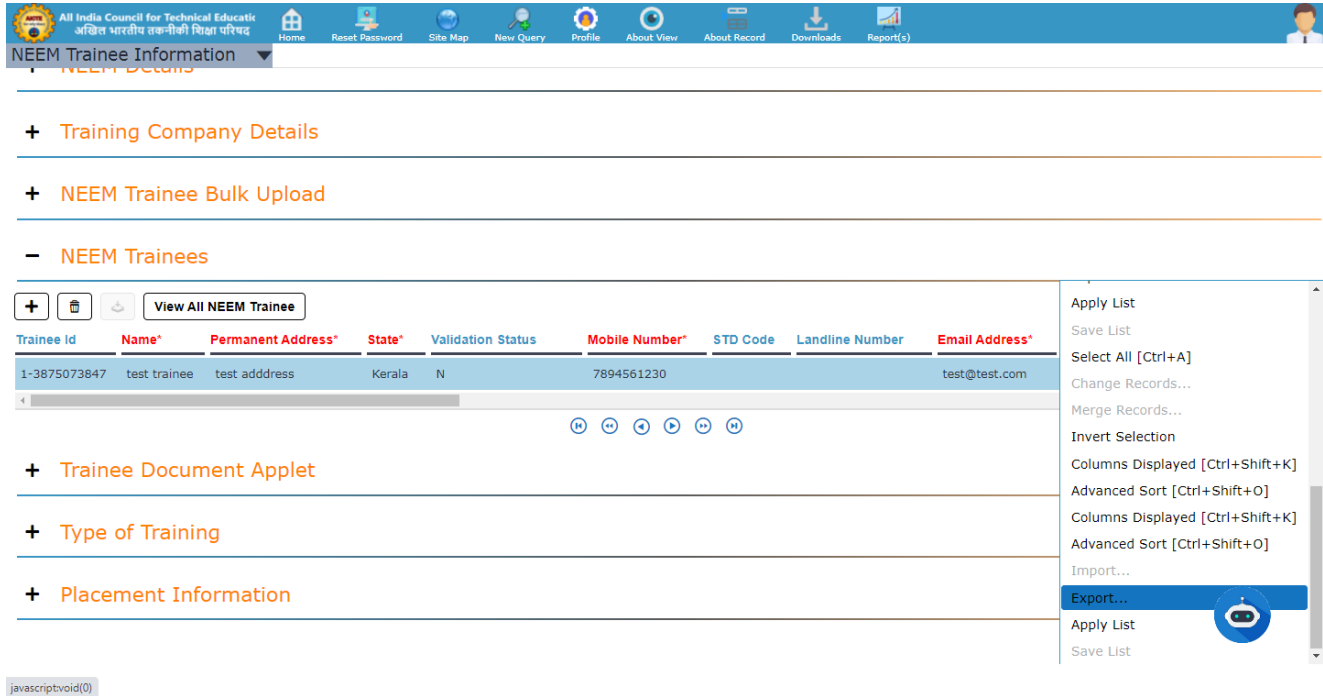
Under NEEM Trainee detail tab all students will be visible which were present in Excel.





## How to Download the imported/ Updated data on Portal.

1. Click on the Setting symbol on the right side of the NEEM trainees' applet.
2. Click on Export option. It will download the data in the Excel file.
3. Verify your data in the excel.




The screenshot displays the NEEM Trainee Information portal. At the top, there is a navigation bar with the All India Council for Technical Education logo and text in Hindi, along with menu items: Home, Reset Password, Site Map, New Query, Profile, About View, About Record, Downloads, and Report(s). Below the navigation bar, the page title is 'NEEM Trainee Information'. The main content area is divided into sections: '+ Training Company Details', '+ NEEM Trainee Bulk Upload', and '- NEEM Trainees'. Under the '- NEEM Trainees' section, there is a table with columns: Trainee Id, Name\*, Permanent Address\*, State\*, Validation Status, Mobile Number\*, STD Code, Landline Number, and Email Address\*. The table contains one row of data: Trainee Id: 1-3875073847, Name: test trainee, Permanent Address: test address, State: Kerala, Validation Status: N, Mobile Number: 7894561230, and Email Address: test@test.com. Below the table, there are navigation icons. To the right of the table, a dropdown menu is open, showing options: Apply List, Save List, Select All [Ctrl+A], Change Records..., Merge Records..., Invert Selection, Columns Displayed [Ctrl+Shift+K], Advanced Sort [Ctrl+Shift+O], Columns Displayed [Ctrl+Shift+K], Advanced Sort [Ctrl+Shift+O], Import..., Export... (highlighted), Apply List, and Save List. A blue circular icon with a white 'X' is visible next to the 'Export...' option. At the bottom left, there is a small text box containing 'javascriptvoid(0)'.

## Upload Trainee Document under Trainee Document Applet

The screenshot shows the NEEM Trainee Information web application. The header includes the All India Council for Technical Education logo and navigation links: Home, Reset Password, Site Map, New Query, Profile, About View, Downloads, and Report(s). The main menu is expanded to show 'NEEM Trainee Information' with sub-options: NEEM Details, Training Company Details, NEEM Trainee Bulk Upload, NEEM Trainees, and Trainee Document Applet (which is currently selected and expanded). Below the menu is a search bar with a search icon and a 'No Records' status. A table header is visible with columns: Attachment Na, Size (In Bytes), Type, and Modified. At the bottom, there are navigation arrows.

Go to NEEM **trainees Applet**, Search for Trainee id ( **press Alt +Q under Trainees id Column**) for which you want to upload the document , then go Trainee Document Applet

Click on  button, browse excel file in Attachment name field, Comments can be entered, if required. Click on Save icon or press Ctrl+S to save record.

