NEEM- Importing Trainee Data in Bulk

User Manual

for

Importing Trainee details under NEEM Application

Contents	Page No.

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

Enter credentials and login into NEEM AICTE Web Portal.

Navigate to 'NEEM Trainee Information screen'

Click on NEEM Trainee information Screen.
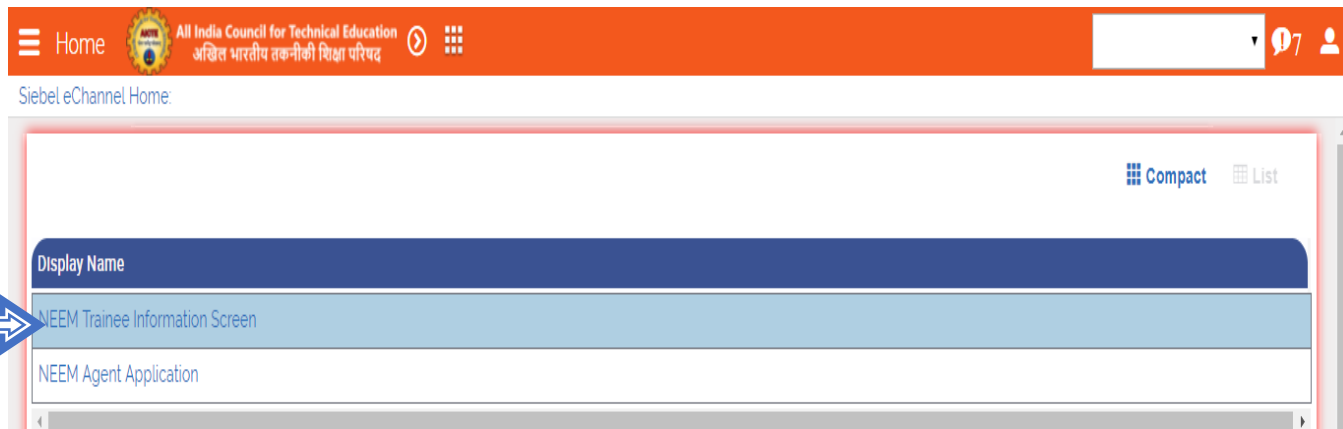
Enter Training Supervisor Details.

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.
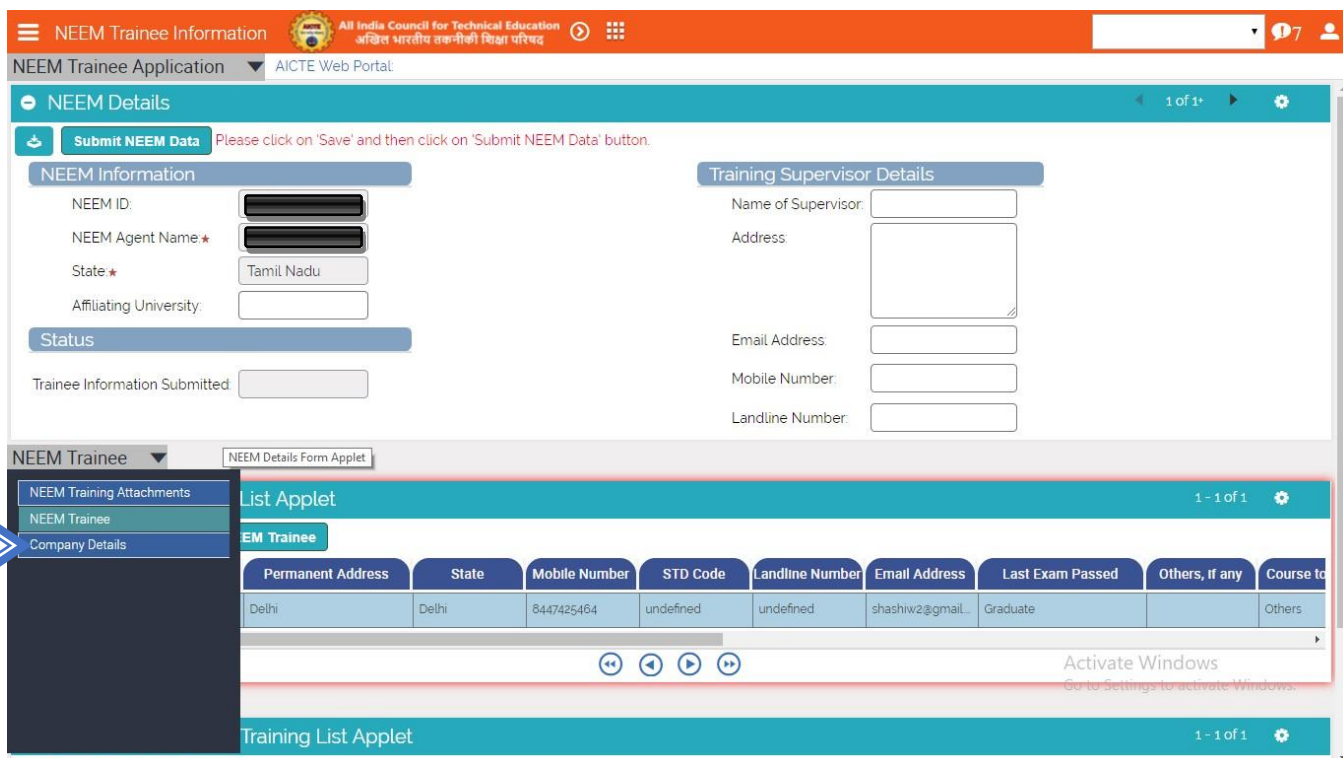
Entering Data in Excel Template

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

https://www.aicte-india.org/education/vocational-education/neem_agents

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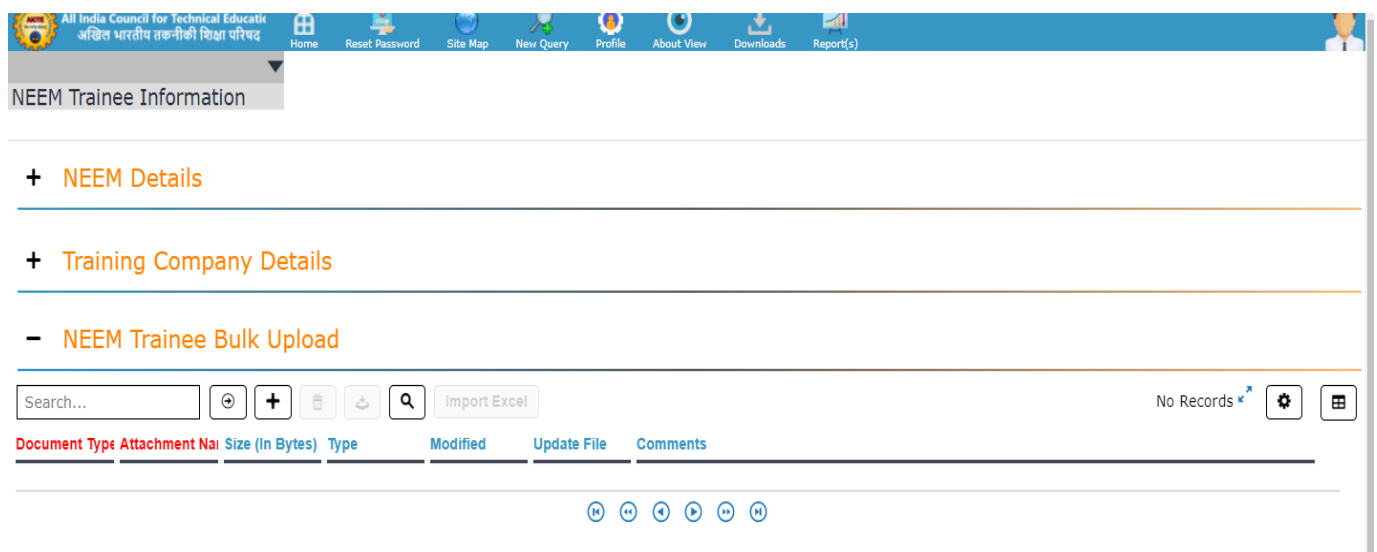
Once entered, **Save As the excel into xlsx format.**

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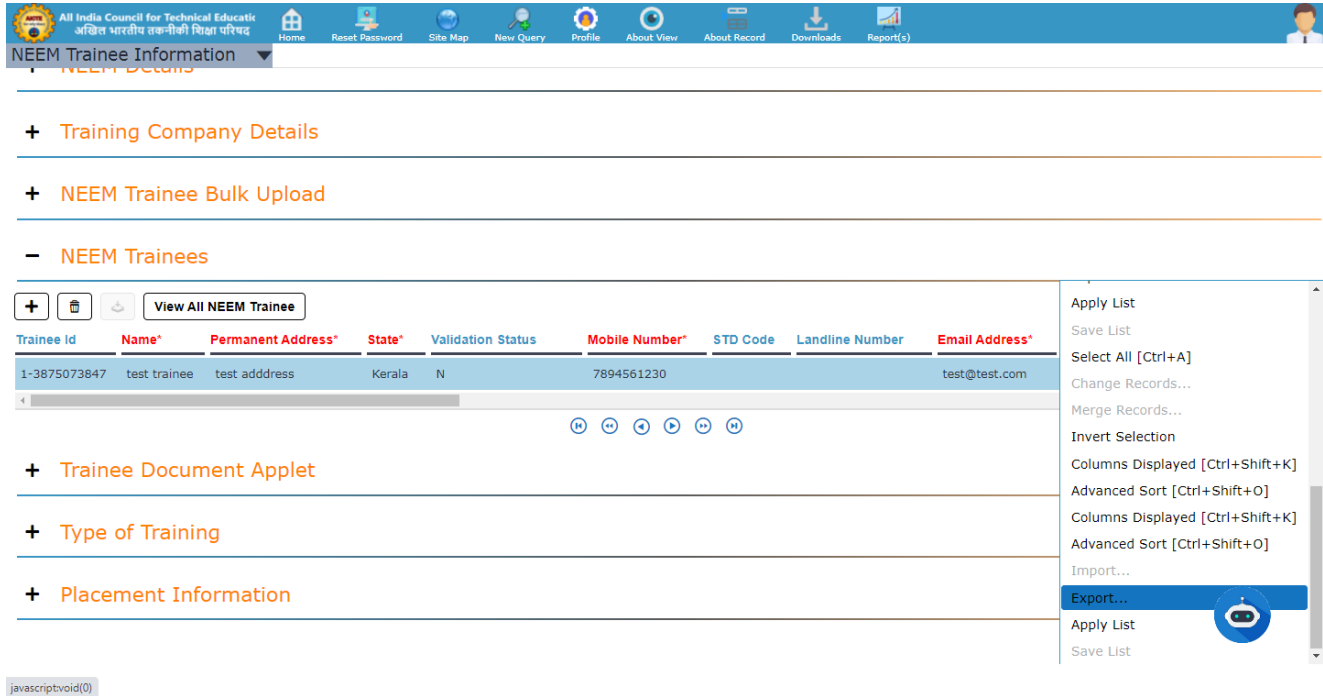
Under NEEM Trainee detail tab all students will be visible which were present in Excel.

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.

Upload Trainee Document under Trainee Document Applet

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.