USER MANUAL FOR PRINTING EOA 2017-18

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Printing EOA 2017-2018

Login in AICTE Web Portal

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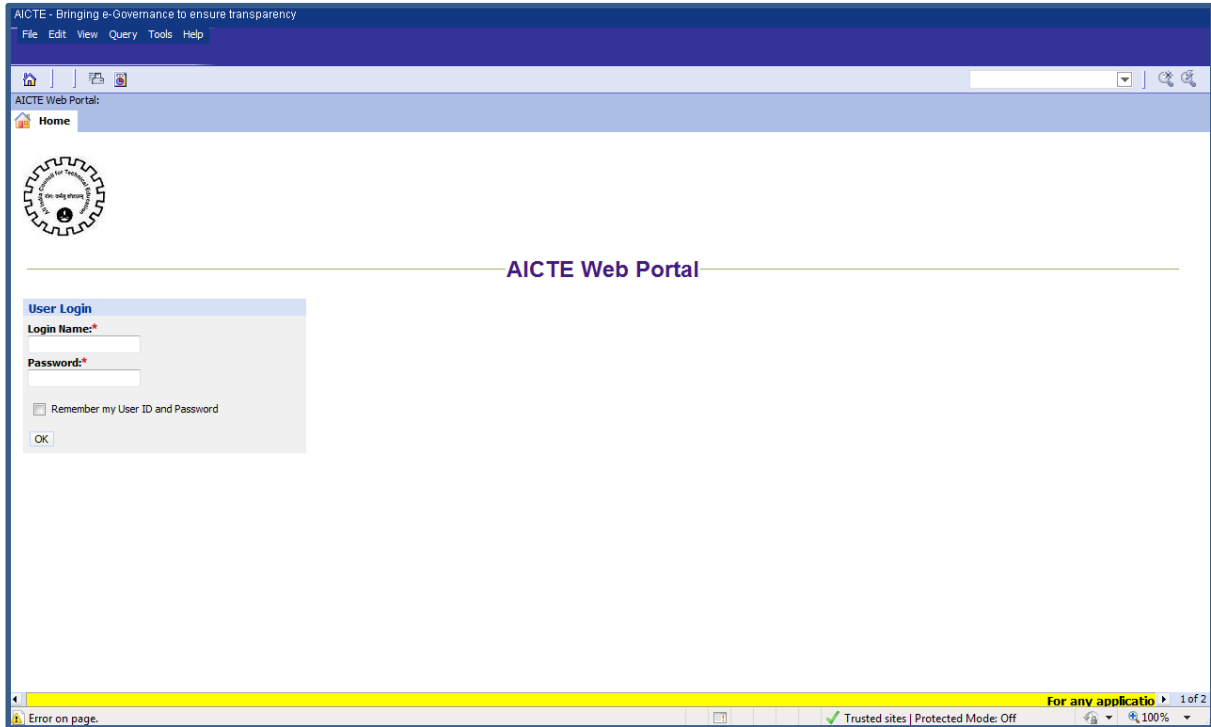4. Submit Hard Copy to Regional Office

Click on Enable EOA Printing in New/Extension Approval Screen

- Navigate to Print EOA 2017-2018 tab in New/Extension Approval Screen
- Click on Report icon
- Select EOA Report 2017-2018
- Click on Submit in the pop up
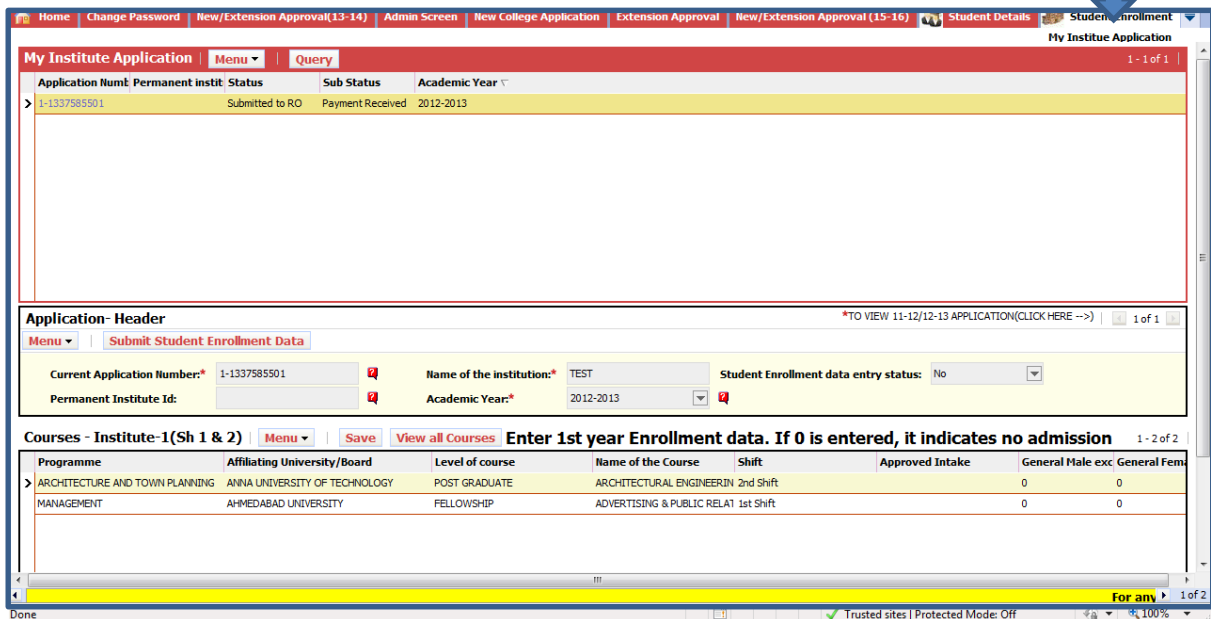- Save the Report

1. Student Enrolment Data

Step 1: Login to portal.

Step 2

Navigate to "Student Enrolment" screen. Approved applications for 2012-13, 2013-14, 2014-15 ,2015-16 and 2016-17 will be seen. Select each year application and enter student enrolment data against each course

Note: Only Approved Applications are visible

Step 3: Enter values in SC (Male and Female)/ST(Male and Female)/OBC(Male / Female including(VJ,NT-DT,SBC ,Others))/Minority(Male and Female)/Physical Handicapped(Male and Female)/TFW(Male and Female)/General fields Excluding Minority(Male and Female) against all the approved courses. All fields are required

Note: In "Total Student (SC+ST+OBC+GENERAL+Minority)" field, sum of the Categories SC (Male + Female), ST (Male + Female), OBC (Male + Female), GENERAL (Male + Female), Minority (Male + Female) will be displayed

Kindly enter Student Enrollment Data for all applicable years. Enter 0 if there is no admission

Step 4: Once student enrolment data entry for a year is completed. Click on "Submit Student Enrollment Data" button. On click of this button, Student Enrollment data entry status will be set to "Yes".

Note:

Fill the student enrollment data for all 5 years, if applicable. (2012-13, 2013-14,2014-15,2015-16, 2016-17). Submit Student Enrollment Data button has to be clicked for each year, once the data entry is completed.

Ensure that "Student Enrollment data entry status" is set to 'yes' for all year applications.

2. Placement Details

Step 1

Navigate to "Placement Details" screen. Approved applications for 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 will be seen. Select each year application and enter placement data against each course.

Step 2

Fill the details against each course: Number of Companies Visited, Number Of Students Passed, Number Of Eligible Students, Number of Students placed in IT, Number of Students Placed in Non IT, Lowest Package (In Lakhs) Highest Package (In Lakhs) and Number of drop-out students

Number Of Students Placed will be sum of Number of Students placed in IT, Number of Students Placed in Non IT

Note: Kindly enter Placement Data for all approved. Enter 0 if there is if no student was placed or no batch has passed out.

Step 3

Once placement data entry for a year is completed. Click on "Submit Student Placement Data" button. On click of this button, Student Placement data entry status will be set to "Yes".

Note:

'Number of Students Passed' and 'number of Dropout Students' column must be filled till 2015-2016 applications.

Fill the student placement data for all 5 years, if applicable. (2012-13, 2013-14,2014-15,2015-16, 2016-17). Submit Student Placement Data button has to be clicked for each year, once the data entry is completed.

Ensure that "Student Placement data entry status" is set to 'yes' for all year applications.

3. New initiatives/CII Survey
Step 1

Navigate to **"New Initiatives"** tab.

Step 2
Following Questions to be answered

Swachh Bharat
1.a. Whether the Institute has undertaken any activities related to Swachh Bharat? – To be selected from drop down

1.b. Number of Programs conducted under Swachh Bharat mission – To be entered only if the answer to 1.a. is 'Y'.

Digital India
2.a. Whether the Institute has conducted any activities under Digital India? To be selected from drop down

2.b. Number of Programs conducted under Digital India: To be entered only if the answer to   2.a. is 'Y'.

CMAT/GPAT
3. a. Whether this institute is ready to provide facility for CMAT and GPAT examination as centres? To be selected from drop down

3. b. Number of computers available for the Examination: To be entered only if the answer to 3.a. is 'Y'.

3.c. Whether Provision of 10% additional Computers has been made to meet redundancy? : To be entered only if the answer to 3.a. is 'Y'.

Unnat Bharat Abhiyan

4.a. Whether the Institute has conducted any activities under Unnat Bharat Abhiyan? - To be selected from drop down

4.b. Number of Programs conducted under Digital India - To be entered only if the answer to 4.a. is 'Y'.

International Yoga Day

5. Whether the Institute has conducted any activities under International Yoga Day - To be selected from drop down

Skilled Vocational Programme(NSQF)

6. Whether the Institute/College is running any Skill Development / Vocational Programme (NSQF) – To be selected from drop down

NSQF-Complied Details and Non-NSQF Complied Details:

If the answer of the question (6) is "Y" then it's mandatory to enter at least one record in either NSQF-Complied Details Tab/NON-NSQF Complied Details Tab or both. If the institute has not entered the record then an error message will be displayed.

If the answer of the question (6) is "N" and the institute has entered a record in NSQF Complied or Non- NSQF complied tab, the following message will be displayed. In such case, if the institute wants to delete the record, it has to change its answer to (6) as "Y" and then delete the record.

Application– Header

Menu ▼ | Submit Application

Current Application Number:* 1-269824
Permanent Institute Id: 1-133758
New Initiative data entry status:

Siebel

⚠ Details have been added in NSQF Complied/ Non-NSQF Complied Details but Answer to Q6. is N. Please delete the records in NSQF Complied/ Non-NSQF Complied Details or change the answer to Q6 as Y and submit the data.(SBL-EXL-00151)

OK

New Intiatives

Menu ▼ | Save Application | Please click on 'Save Application' and then click on 'Submit Application' button.

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i) NSQF Complied Details:

a)   Click on new Button to create a record.

6. Whether the Institute/College is running any Development / Vocational Programme (NSQF)?: Y ▾

NSQF Complied Details | Menu ▼ | New | Delete | Save | Query   No Records

Sector	Specialization	Level	Students Enrolled in 2013-14	Students Enrolled in 2014-15	Students Enrolled in 2015-16

b)   Following fields are to be filled and are required

- Certifying Body – To be selected from drop-down
- Other Certifying Body (Only if Certifying body is selected as "Any Other" from drop-down)
- Sector– To be selected from drop-down
- Specialization– To be selected from drop-down
- Level– To be selected from drop-down
- Students enrolled in 2013-14
- Students enrolled in 2014-15
- Students enrolled in 2015-16
- Students enrolled in 2016-17

ii) Non-NSQF Complied Details

a) Click on new Button to create a record.

b) Following fields are to be filled and are required

- Certifying Body– To be selected from drop-down

- Other Certifying Body – Body (Only if Certifying body is selected as "Any Other" from drop-down)
- Sector – To be entered
- Specialization – To be entered
- Level– To be selected from drop-down
- Students enrolled in 2013-14
- Students enrolled in 2014-15
- Students enrolled in 2015-16

Step 3
Submit New Initiatives

If the institute has filled all the required details, it will be asked for confirmation for submitting the application. Institute can click on "OK" to confirm the submission of application or "Cancel" in order to edit the application

Note: Please click on "Save Application" and then click on "Submit Application"

4. CII Survey 2017

Step 1

Navigate to "CII Survey 2017" tab in New Initiatives/CII Survey

Step 2

Click on 'Add' button to add details related to CII Questionnaire.

On clicking 'Add' button, CII Questionnaire details will become editable and 'Add' button will be disabled automatically. Also default answer to all the questions is automatically set to 'No'.

Step 3

Applicant can modify the answer of questions as per their information. Applicant can able to edit sub questions only if they give answer of that particular main question as 'Yes'.

NOTE: After clicking 'Save' button, 'Submit Application' button will be enabled.

It is mandatory to answer the sub questions if the applicant have selected 'Yes' as answer to the main question.

NOTE: Applicant will be unable to submit their CII Questionnaire information, if they have skipped any mandatory sub questions. To avoid such cases, applicant must click on 'Save' button and follow system instructions as shown below.

Applicant can modify the answer of questions as per their information. Applicant can edit sub questions only if they give answer of that particular main question as 'Yes'.

Step 4

Once the CII Survey information is filled by applicant, they can proceed for submission.

To submit CII Questionnaire data, applicant must click on 'Submit Application' button. On clicking 'Submit Application' button, confirmation message will be prompt as follows.

On clicking 'OK' to confirmation message, CII Questionnaire data becomes non editable as below.

NOTE: After submission, data will become read only. If CII questions are still editable, please verify the answers to all the questions and click on Save. It is mandatory to answer all questions.

5 Print EoA 2017-18

Step 1 Navigate to New Extension Approval

Step 2 Navigate to Print EoA 2017-18 tab

Step 3 Click on Reports Icon

Step 4 Select EoA Report 2017-18 from available options

A pop up window will be displayed as shown below. Click on Submit button.

Step 5 Saving Report

EoA report will be generated and a message will be shown below the screen as shown in following figure. Click on Save/Save As to Save the report.
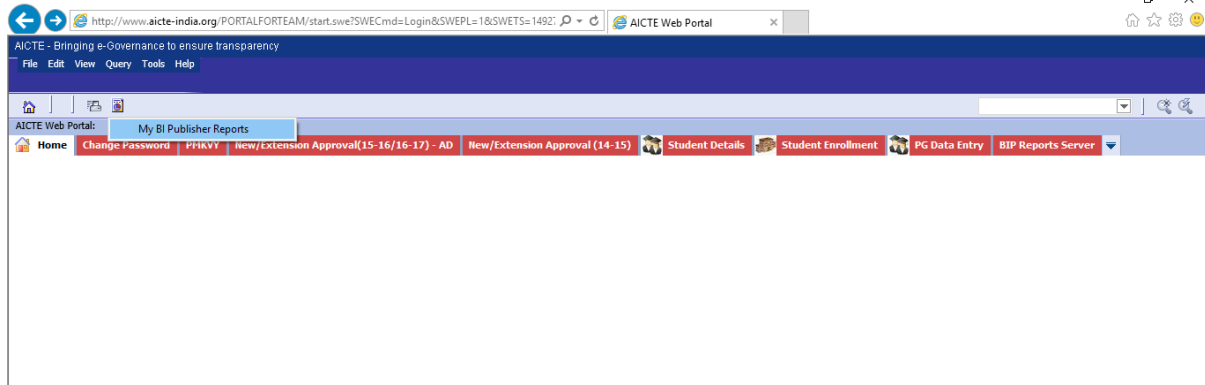

Note: In case Data is not filled in any of the required, the message will be shown in the EoA report.

6 Viewing Existing Downloaded Reports

Previously downloaded reports can be viewed and downloaded again through My BI Publisher Report.

Click on Reports icon and select My BI Publisher Report.

The successfully downloaded reports can be viewed by clicking on required report as shown below