



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

# User Manual for Applying for NEEM on AICTE Web-portal
















**NATIONAL  
EMPLOYABILITY  
ENHANCEMENT  
MISSION**

## Contents

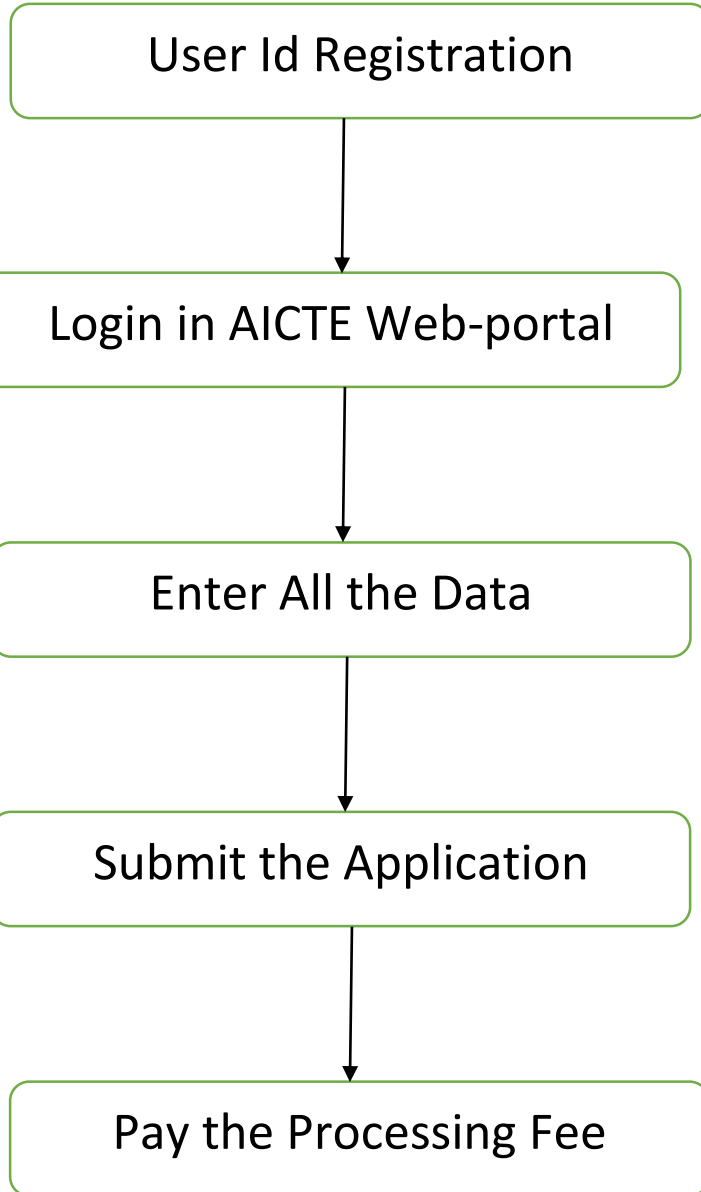
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## Icons for Buttons

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

## Process Flow



## User Registration

Navigate to AICTE Website

Click on Education and then  
on Vocational Education

Scroll down and click on  
Registration of NEEM agents

The screenshot shows the 'User Name Request Form for NEEM' on the AICTE Web Portal. The form includes the following fields and instructions:

- Your Request is of Type:** New User Login Request (dropdown menu)
- Name of NEEM Agent:** (text input)
- Contact First Name:** (text input)
- Contact Last Name:** (text input)
- Contact Person's Designation:** (text input)
- Contact Mobile # (10 digit):** (text input) with error message: "Please Enter Valid 10 Digit Mobile Number"
- Contact Email Address:** (text input) with error message: "Please Enter Valid Email Address."
- Confirm Contact Email Address:** (text input) with error message: "Your Username and Password will be sent to this Email Address"
- Street Address 1:** (text input)
- Street Address 2:** (text input)
- City:** (text input)
- District:** (text input)
- Pin Code:** (text input)
- State:** (dropdown menu)
- Security Question:** (dropdown menu)
- Security Answer:** (text input)

Below the form, there are three blue informational boxes:

- "I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same"
- "I Accept" checkbox followed by "For latest terms & conditions of ePayment, Click Here"
- "You are now required to make a payment towards the issue of Username and password by using credit card/ debit card on the Online payment gateway by clicking the link in the next page"
- "(The total amount payable shall include fee of Rs 5000 + Bank transaction charges+ taxes)"

A green "Submit Request" button is located at the bottom of the form.

- Enter your NEEM Agent
- Enter the Contact Person's First Name, Last Name & Designation.
- Enter a Valid 10 Digit Mobile Number for Contact by AICTE when required.
- Enter valid Email Address in Contact Email Address Field. Your User Name & Password will be sent to this Email Address.
- Your "Confirm Email Address" and "Email Address" should be same or else an error will be displayed.
- Enter the Street Address1, Street Address2, City, District, State and Pin Code.

g) Select a Security Question & provide Security Answer. Do remember your Security Question and Security Answer. You have to provide them in case of Password Reset or Change.

h) Before Submitting the Application, kindly verify whether you have provided all necessary details correctly and check the 'I Accept' checkbox to accept the latest terms and conditions for ePayments.

I) Once you submit the form, you will be directed to the following page to make the Payment for Creation of User Id through Online Payment Gateway.

j) Note down your Request Number and click **“Click here to make Payment”** link. This will open ICICI page as shown below.

k) A confirmation of your having read the terms and conditions towards the payment over internet would be required for you to proceed further. You may confirm the same by clicking the check box, provided “I hereby confirm having read the terms and conditions towards the payment over internet and I accept the same.” To view the terms and conditions in details, please click on the link on Terms and conditions available on same page.

**PAYSEAL - ICICI Bank Payment Gateway - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://payseal.icicibank.com/mpi/ssl.jsp?txnId=836EC0F569A6FFAE7ED24D9AA09F302626BD80EF3C2DD89F> Go

**ICICI Bank**

**Welcome to PAYSEAL**  
**ICICI Bank Secure Payment Gateway**

Dear Customer,  
PaySeal will secure your payment to **AICTE India**

**Card Type \*** -- Select --

**Card Number \***      
(Please enter your card number without any spaces)

**Expiry date \*** MM / YYYY  
(Please enter expiry date provided on your card)

**CVV2/CVC2 Number \***     
(CVV2/CVC2 is the three digit security code printed on the back of card)

**Name on Card**

**Purchase Amount** INR 5127

**Word Verification:**  
Type the characters you see in the picture below

**GVQ9Rgf**

**Pay** **Cancel**

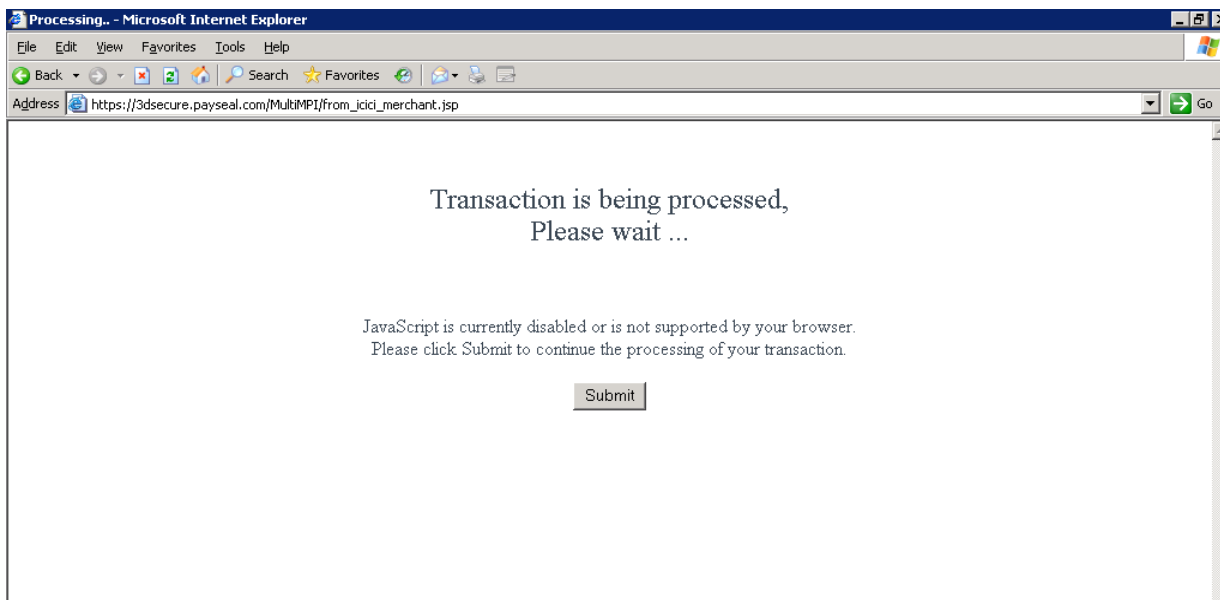
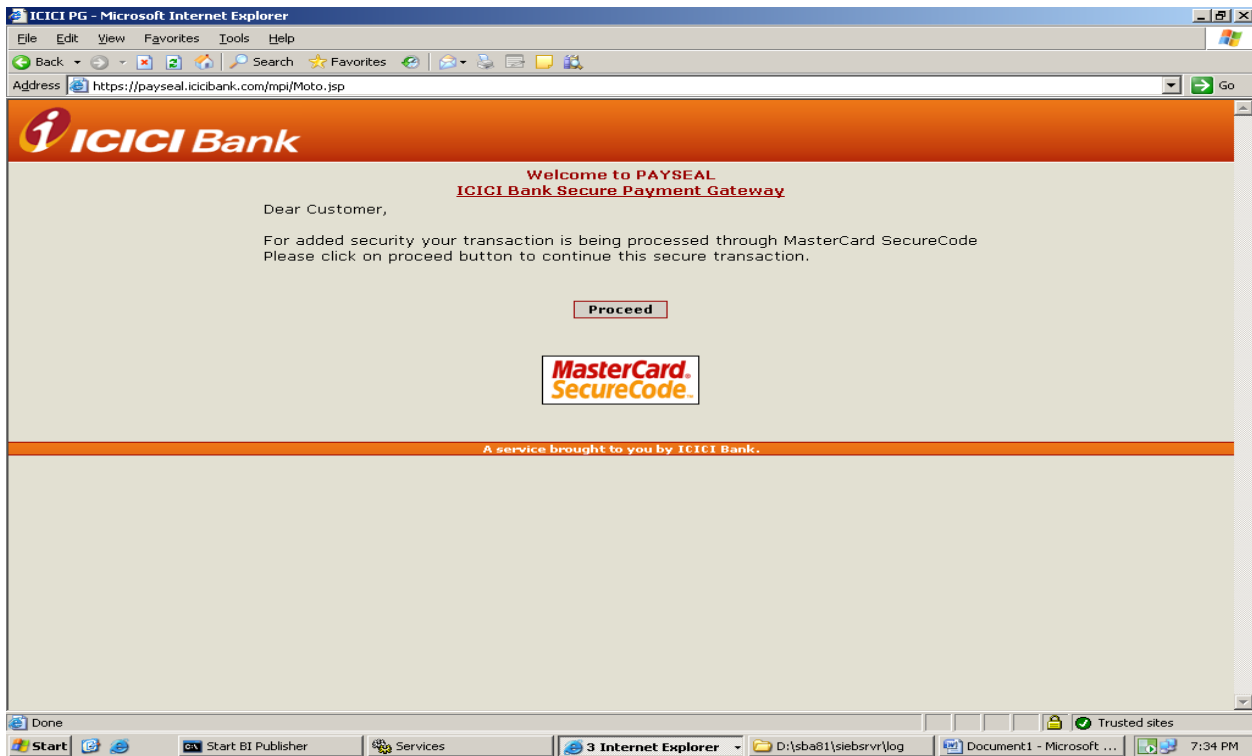
**After pressing Pay, to ensure a successful transaction, DO NOT close your browser.**

**A service brought to you by ICICI Bank.**

**Note:** This page will expire in 5 Minutes and if you fail complete the transaction in 5 Minutes you will be redirected to the order page of AICTE India. If you wish to discontinue with the order request you to click on Cancel button, you will be redirected to the order page of AICTE India.

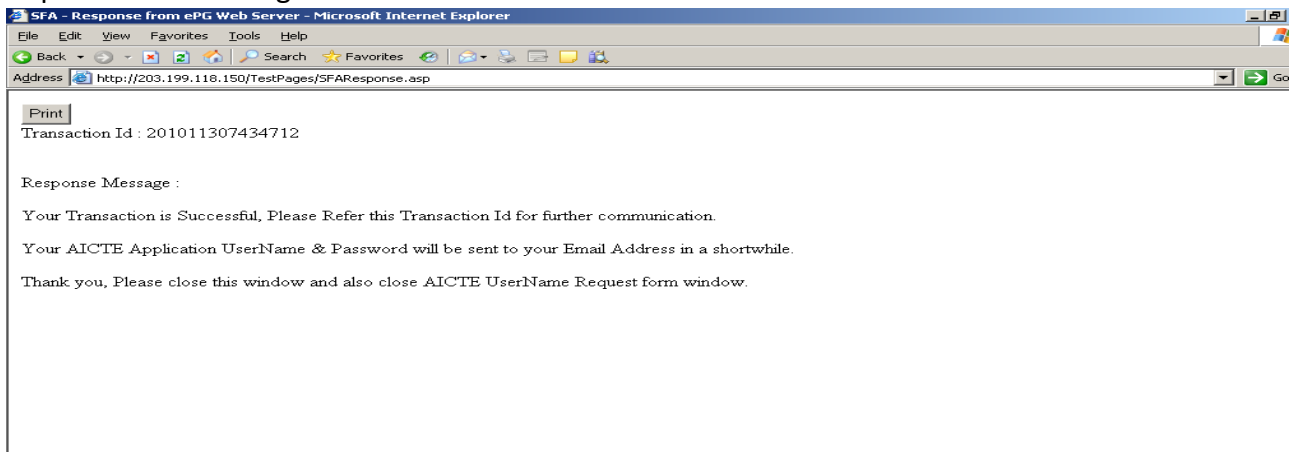
L) You will then be redirected to ICICI Bank Payment gateway. Please input the Credit/Debit Card\* details. The amount payable shall include AICTE fee along with convenience fees & taxes.

M)After entering the details, click on “Pay”. You would then be prompted to enter 3D verification details of your card for necessary validation of the card.



n) Post validation of correct details provided, the transaction shall be processed and you shall receive a message displaying successful payment. You shall then be redirected back to AICTE

server, where the following message shall be displayed informing you of the payment transaction Id & informing that the User ID & Password will be sent to the Email Address you provided in the Login form.



o) In case of unsuccessful payment because of invalid card details provided or declining of the transaction by the card issuing bank, or unavailable credit limit on the card you may reattempt the same with corrective action at your end using same card or any other card.

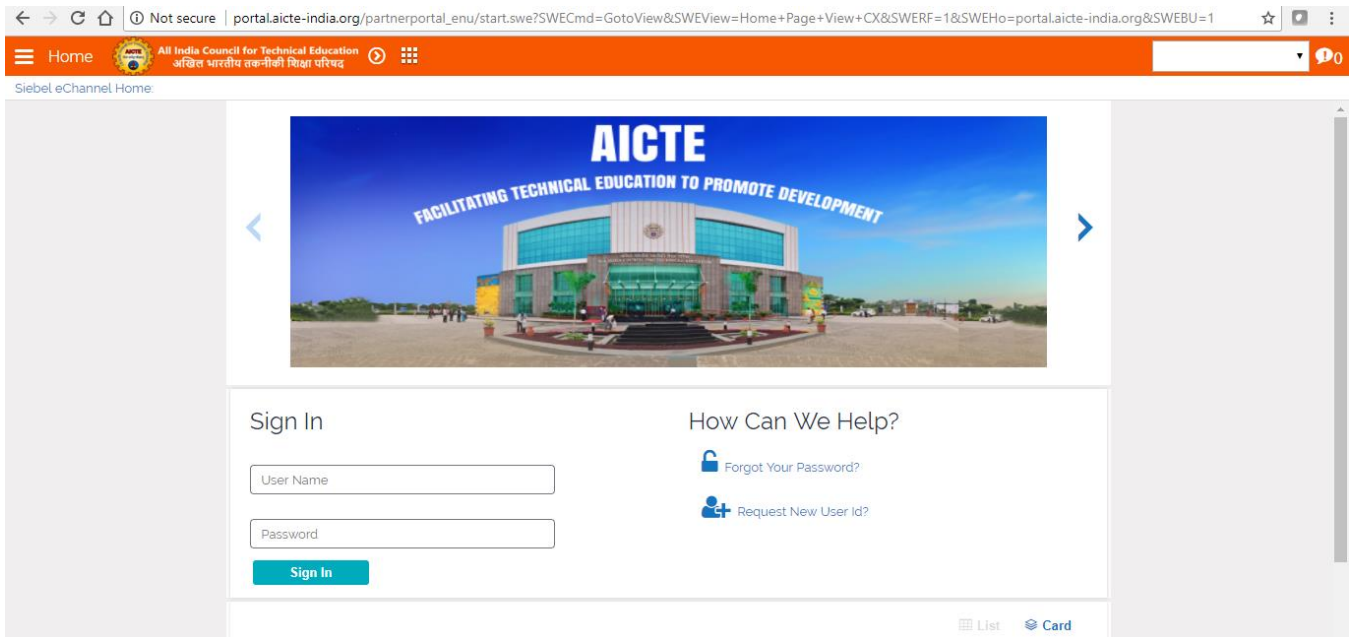
**Important Note:**

\* Credit Cards issued by Master or Visa and VISA Debit cards of select banks namely, ICICI Bank, Allahabad Bank, Andhra Bank, Axis Bank Limited, Bank of Baroda, Bank of India, Bank of Maharashtra, Barclays Bank plc, Canara Bank, Central Bank of India, Centurion Bank of Punjab limited, City Union Bank Ltd, Corporation Bank, Dena Bank, Deutsche Bank AG, Development Credit Bank Ltd., GE Money, HDFC Bank Limited, IDBI Bank Ltd., Indian Overseas Bank, IndusInd Bank Limited, ING Vysya Bank Limited, Karnataka Bank Limited, Kotak Mahindra Bank Ltd, Oriental Bank of Commerce, Standard Chartered Bank , State Bank of India, Syndicate Bank, Tamilnad Mercantile Bank limited, The Bank of Rajasthan limited, The Catholic Syrian Bank Limited, The Cosmos Co-op Bank Limited, The Dhanalakshmi Bank limited, The Federal Bank Ltd, The Hongkong and Shanghai Banking Corporation Limited, The Karur Vysya Bank Ltd, The Lakshmi Vilas Bank Ltd, The Saraswat Co-operative Bank Ltd, UCO Bank, Union Bank of India, Vijaya Bank



## Login to AICTE web portal with the User ID and Password provided on e-Mail

- Click on Button AICTE Web-Portal on AICTE Website – aicte-india.org
- Enter User Id and Password as Received in mail for logging in AICTE Webportal



## Change Password

- Click on the three bar line and then on Change Password as shown below



- Navigate to Change Password as shown below

The screenshot shows the 'User Profile' form within the 'Change Password' application. The form is titled 'User Profile' and is the first of one page. It contains the following fields:

User ID *	AICNEEM078	Job Title	<input type="text"/>
First Name *	Mayuri	Home Phone #	<input type="text"/>
Last Name *	D	Work Phone #	<input type="text"/>
Gender	<input type="text"/>	Email	mayuridhingra@lntinfotech.com

The screenshot shows the 'Change Password' form within the 'Change Password' application. The form is titled 'Change Password' and is the first of one page. It contains the following fields and buttons:

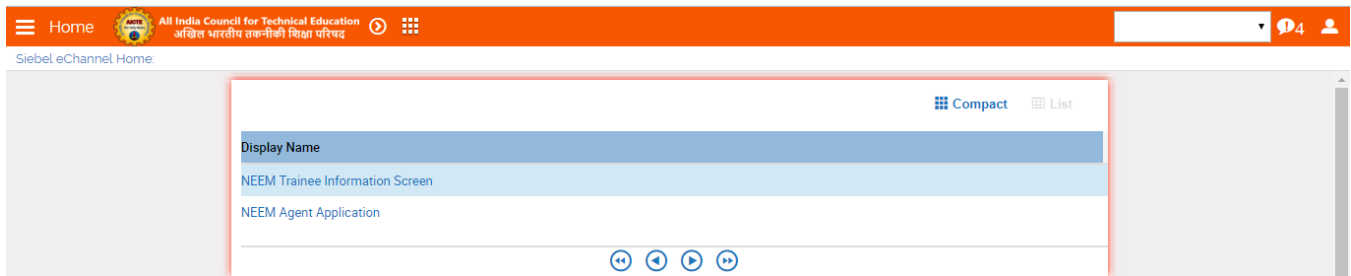
To change your password, enter your current password first, and then enter the new password.

Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Verify New Password:	<input type="text"/>

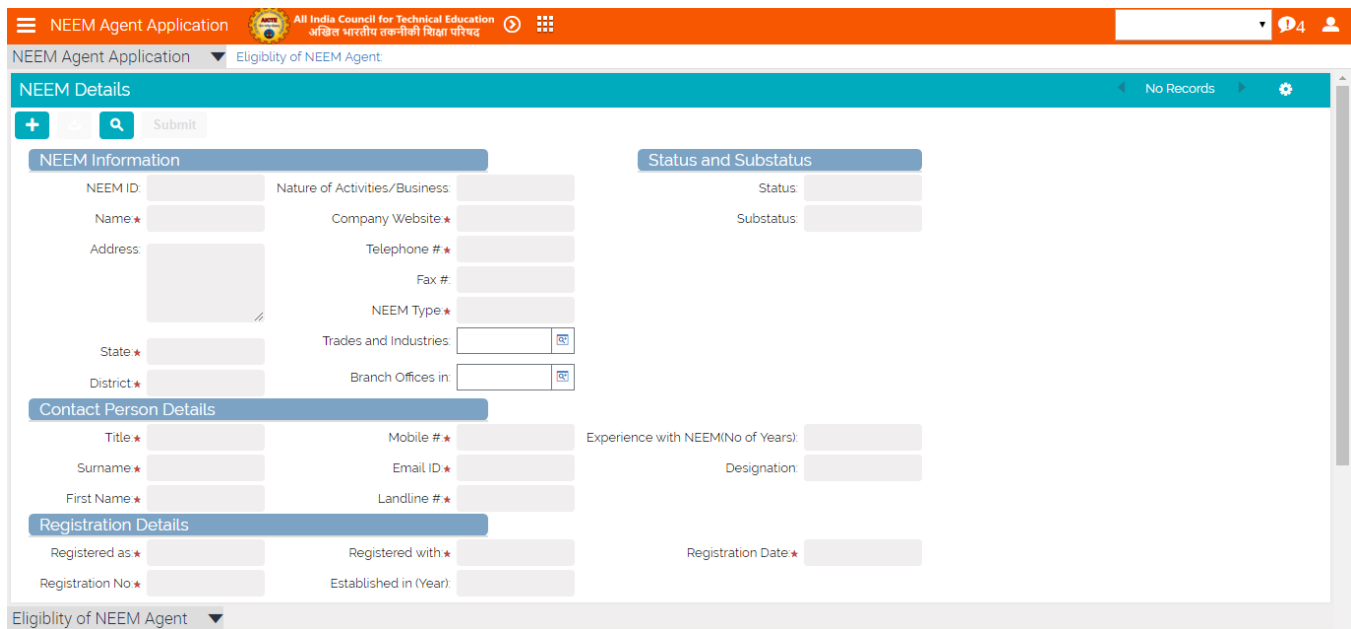
- Enter your Old Password, New Password & verify New Password. Click "Save" Button

## NEEM Agent Application

- Click on NEEM Agent Application



- Following Screen Will Open

A screenshot of the NEEM Agent Application form. The top navigation bar is orange and contains the text 'NEEM Agent Application', the All India Council for Technical Education logo, and the text 'अखिल भारतीय तकनीकी शिक्षा परिषद'. Below the navigation bar, a search bar and a notification icon with the number '4' are visible. The main content area is titled 'NEEM Agent Application' and 'Eligibility of NEEM Agent'. The form is divided into several sections: 'NEEM Information' (NEEM ID, Name, Address, State, District, Nature of Activities/Business, Company Website, Telephone #, Fax #, NEEM Type, Trades and Industries, Branch Offices in), 'Status and Substatus' (Status, Substatus), 'Contact Person Details' (Title, Surname, First Name, Mobile #, Email ID, Landline #, Experience with NEEM/No of Years, Designation), and 'Registration Details' (Registered as, Registration No, Registered with, Established in (Year), Registration Date). The form has a 'Submit' button and a 'No Records' message.

1. Click on “New” button (Plus icon), a unique NEEM Id gets created.
2. Status of the Application will be set to “New”.

3. Enter the NEEM Information like Name, Address, State, District, Nature of Activities/Business, Company Website, Telephone Number, Fax no.
4. Select NEEM Type from the drop down List. List contains the below values:
  - Society
  - Trust
  - Section 25 Company
  - Central Govt. Body
  - State Government Body
  - Others
5. Select Trades & Industries by clicking on the icon in the left side of the field. A Trades & Industries window will appear. Select any number of values from the drop down of Trades & Industries.
6. Select Branch Offices in by clicking on the icon in the left side of the field. Branch window will appear. Select branches for NEEM from the list.
7. Email ID, Landline Number, Experience with NEEM (No of Years) and Designation.
8. Enter the Registration details like Registered as, Registration No., Registered with, Established in (Year) & Registration Date.
9. Select the 'Registered as' from the drop down List. List contains the below values:
  - 🔍 NGO
  - 🔍 Trust
  - 🔍 Society
  - 🔍 Private
  - 🔍 Section 25 Company
  - 🔍 Limited Company
  - 🔍 Public Limited Company
  - 🔍 Other
10. Click on Save button to save the record.

Name, State, District, Company Website, Telephone#, NEEM Type, Trades & Industries, Title, Surname, First Name, Mobile#, Email ID, Landline#, Registered as, Registration No., Registered with, Registration Date are required field.

## Eligibility of NEEM Agent Tab

The screenshot displays the NEEM Agent Application form on the portal. The form is divided into several sections: 'Contact Person Details', 'Registration Details', and 'Eligibility of NEEM Agent'. The 'Eligibility of NEEM Agent' section is currently active and contains a questionnaire with six questions, each with a 'Yes' or 'No' dropdown menu. A 'NEEM Agent Eligibility Form Applet' is visible next to question 6. At the bottom of the form, there is a declaration statement and a 'Save' button.

portal.aicte-india.org/partnerportal\_enu/start.swe?SWECmd=GotoView&SWEView=AICTE2+User+Profile+View&SWERF=1&SWEHo=portal.aicte-india.org&SWEBU=1

NEEM Agent Application All India Council for Technical Education  
अखिल भारतीय तकनीकी शिक्षा परिषद

NEEM Agent Application Eligibility of NEEM Agent

State \* [ ] District \* [ ] Branch Offices in: [ ]

Contact Person Details

Title \* [ ] Mobile # \* [ ] Experience with NEEM (No of Years): [ ]

Surname \* [ ] Email ID \* [ ] Designation: [ ]

First Name \* [ ] Landline # \* [ ]

Registration Details

Registered as \* [ ] Registered with \* [ ] Registration Date \* [ ]

Registration No \* [ ] Established in (Year): [ ]

Eligibility of NEEM Agent

NEEM Agent Eligibility 1 of 1

1. Is a Society/Trust/Company registered under section 25 of Companies Act.1956/Bodies of Central Government/Bodies of State Government? [ Nc ]

2. Is in the business of training for at least five years? [ Nc ]

3. Is capable to place at least 10,000 students per year in registered companies/industries for the purpose of providing training under the objectives of NEEM? [ Nc ]

4. Is Affidavit attached? [ Nc ]

5. Is facing any enquiry including a vigilance enquiry / criminal investigation / prosecution by police or CBI? [ Nc ]

6. Is the turnover Rs 50 Crore for the past 3 years? [ Nc ]

NEEM Agent Eligibility Form Applet

I hereby declare that the information submitted in the application and affidavit is correct

1. Answer the questionnaire by selecting Yes or No values from the drop down list.
2. Select the checkbox if all the above information is correct & affidavit is correct.
3. Click on Save button to save the record.

## Attachment

Navigate to Attachment tab as shown below

**Contact Person Details**

Title \*  Mobile # \*  Experience with NEEM No of Years:

Surname \*  Email ID \*  Designation:

First Name \*  Landline # \*

**Registration Details**

Registered as \*  Registered with \*  Registration Date \*

Registration No \*  Established in (Year):

**Eligibility of NEEM Agent**

**Eligibility of NEEM Agent**

**Attachment**

No. of Employees  Many registered under section 25 of Companies Act,1956/Bodies of Central Government/Bodies of State Government?

NEEM Payment  Third Level View Bar

Is facing any enquiry including a vigilance enquiry / criminal investigation / prosecution by police or CBI?

Is the turnover Rs 50 Crore for the past 3 years?

1 of 1

**NEEM Agent Application** All India Council for Technical Education  
अखिल भारतीय तकनीकी शिक्षा परिषद

**NEEM Agent Application** Attachment

Address:  Telephone # \*  12345678

Fax #

State \*  Jammu and Ka NEEM Type \*  Trust

District \*  RAMBAN Trades and Industries:

Branch Offices in:

**Contact Person Details**

Title \*  Mrs. Mobile # \*  1234567890 Experience with NEEM No of Years:

Surname \*  test Email ID \*  test@test.com Designation:

First Name \*  test Landline # \*  123456789

**Registration Details**

Registered as \*  Society Registered with \*  test Registration Date \*  08/10/1998

Registration No \*  test Established in (Year):

**Attachment**

**NEEM Agent Attachments** No Records

Document Type Attachment Name Size (In Bytes) Type Modified Update File Comments

1. Click on new button to attach scan copy Affidavit.
2. Click on the icon in the Attachment Name field & attach the file.
3. Click on save button to save the record & delete button to delete the record.

## No. of Employees

Registered as \* Society Registered with \* test Registration Date \* 08/10/1998  
Registration No \* test Established in (Year):

No. of Employees

### Employee Count

No. of Employees:

1. Officers -

Senior Level Count:

Middle Level Count:

Junior Level Count:

2. Other Staff -

Supporting Technical Staff:

1. Enter the employees count detail for officers as Senior Level Count, Middle Level Count & Junior Level Count.
2. Enter the Supporting Technical Staff count.
3. Click on Save button to save the record

## Submission of Application

Click on Submit Button after entering all the data

portal.aicte-india.org/partnerportal\_enu/start.swe?SWECmd=GotoView&SWEView=AICTE2+User+Profile+View&SWERF=1&SWEHo=portal.aicte-india.org&SWEBU=1

NEEM Agent Application All India Council for Technical Education  
अखिल भारतीय तकनीकी शिक्षा परिषद्

NEEM Agent Application No. of Employees:

### NEEM Details

NEEM Information

NEEM ID: 1-3533877651 Nature of Activities/Business:

Name \* TEST Company Website \* www.test.com

Address:  NEEM Details Form Applet: 12345678

Fax #:

State \* Jammu and Ka NEEEM Type \* Trust

District \* RAMBAN Trades and Industries:

Branch Offices in:

Status and Substatus

Status: New

Substatus:

Contact Person Details

Title \* Mrs. Mobile # \* 1234567890 Experience with NEEM (No of Years):

Surname \* test Email ID \* test@test.com Designation:

First Name \* test Landline # \* 123456789

Registration Details

Registered as \* Society Registered with \* test Registration Date \* 08/10/1998

Registration No \* test Established in (Year):

No. of Employees

## NEEM Agent Processing Fee Payment:

Once you have submitted the application you can proceed with NEEM Agent Processing Fee payment

The screenshot displays the NEEM Agent Application portal. The top navigation bar includes the NEEM logo and the text 'All India Council for Technical Education'. The main content area is titled 'NEEM Agent Application' and 'NEEM Payment'. It contains several input fields for registration details, including 'First Name', 'Landline #', 'Registered as', 'Registered with', 'Registration Date', 'Registration No', and 'Established in (Year)'. Below this, there are three steps for payment: Step 1: NEEM Fee Payment Options, Step 2: Corporate Internet Banking (CIB)-ICICI, and Step 3: Payment Details. Step 1 includes a 'Mode of Payment' dropdown menu. Step 2 provides instructions for CIB payment and includes a confirmation checkbox. Step 3 shows a 'View Payment Status' button.

Click on **Plus Icon** for Online NEEM Agent Processing fee Payment

Select the mode of payment from the options available in the list. There are two mode of Payments options available:

❓ **CIB (ICICI Only)** – For users who want to make payment from Corporate Internet Banking Account of ICICI Bank.

❓ **CIB/Retail Banking(Other Bank)** – For users who want to make payment from Retail Banking Account of other banks (including ICICI bank) and Corporate Internet Banking Account of other banks

List of Banks available for payment:

Below is the list of banks available for payment via **CIB/Retail Banking (Other Bank)** mode of payment.

Bank Name	Retail Banking	Corporate Internet Banking
-----------	----------------	----------------------------



Allahabad Bank	Available	Not Available
Axis Bank	Available	Not Available
Bank of Bahrain and Kuwait	Available	Not Available
Bank of Baroda	Available	Available
Bank of India	Available	Available
Bank of Maharashtra	Available	Available
City Union Bank	Available	Available
Corporation Bank	Available	Not Available
DCB Bank	Available	Not Available
Deutsche Bank	Available	Not Available
Dhanlaxmi Bank	Available	Not Available
Federal Bank	Available	Available
ICICI Bank	Available	Not Available
IDBI Bank	Available	Not Available
Indian Bank	Available	Not Available
Indian Overseas Bank	Available	Available
J and K Bank	Available	Available
Karnataka Bank	Available	Not Available
Karur Vysya Bank	Available	Available
Oriental Bank of Commerce	Available	Available
South Indian Bank	Available	Available
Standard Chartered Bank	Available	Not Available
State Bank of Hyderabad	Available	Not Available
State Bank of India	Available	Not Available
State Bank of Mysore	Available	Not Available
State Bank of Travencore	Available	Not Available
Tamilnad Mercantile Bank	Available	Not Available
Union Bank of India	Available	Available
United Bank of India	Available	Available
Vijaya Bank	Available	Available
Yes Bank	Available	Not Available

### **Corporate Internet Banking (CIB)**

For making payment via Corporate Internet Banking of ICICI Bank, select the Mode of Payment '**CIB (ICICI Bank Only)**'.

After selecting the mode of payment, the Amount will be calculated automatically.  
The Amount that needs to be paid for NEEM Agent Processing fee is 50,000.

NEEM Agent Application | All India Council for Technical Education  
अखिल भारतीय तकनीकी शिक्षा परिषद

NEEM Agent Application | NEEM Payment

Registration No: test | Established in (Year):

NEEM Payment

**Step 1 : NEEM Fee Payment Options** 1 of 2

Before making the Payment, Please Refer Payment Guidelines Document on the Help page of AICTE website.

Mode of Payment:

**Step 2 : Corporate Inter**  1 of 2

Corporate Internet Banking (CIB) Payment is only applicable to ICICI Account Holders with Corporate ID.

Amount: 50,000

Transaction Id:

Receipt Flag:

[For latest terms & conditions of Corporate Internet Banking \(CIB\), Click Here.](#)

portal.aicte-india.org/TestPages/NEEMa.asp

Pay Now

You will be redirected to ICICI bank CIB payment Page. Enter Corporate ID/User ID

ICICI Bank Limited [IN] | https://cib.icicibank.com/corp/BANKAWAY?Action.ShoppingMall.Login.Init=Y&BankId=ICI&USER\_LANG\_ID=001&AppType=corporate&UserType=2



Login to Electronic Bills Payment and Presentment

Corporate ID:

User ID:

Password:

Use Virtual keyboard (Recommended)

**Virtual Keyboard (for entering password only)**

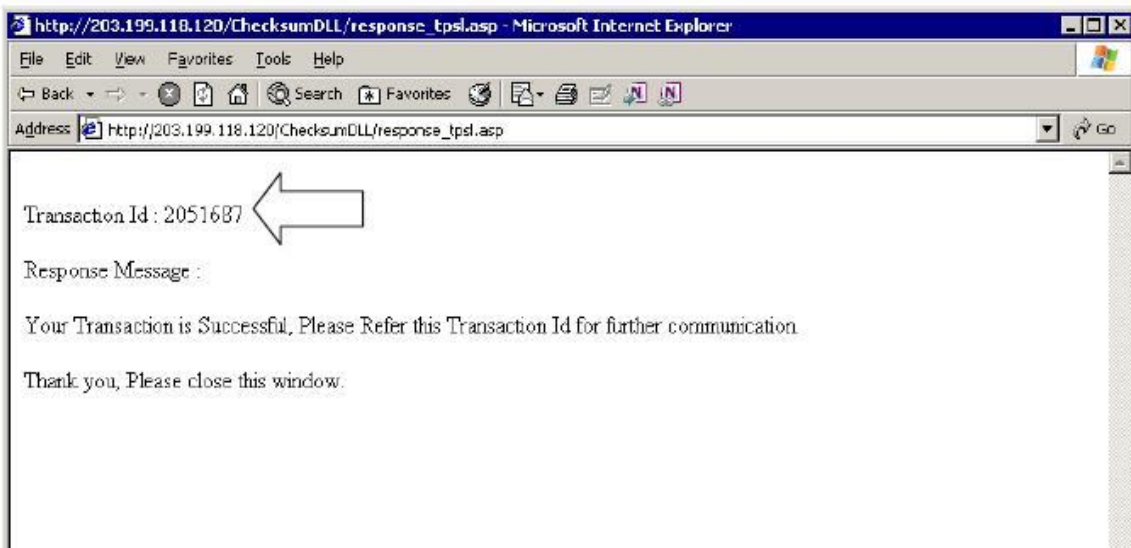
m	i	c	n	w	x	e	f	l	g	1	2	8
b	o	v	y	u	s	p	q	k	7	9	3	
a	d	z	r	t	j	h	6	0	5			
.	@	[	(	&	_	,	:	-	4			
=	)	"	'	{	\$	/	}	~	^	\		
<	?	*	%	#	;		>	]	+	!		
Back Space			Clear			Caps Lock						

To know more about Virtual Keyboard, [Click Here](#)

Login Clear

If you have received a new set of passwords from the Bank, please first login to Corporate Internet Banking through the link [www.icicibank.com](http://www.icicibank.com) and change both your login and transaction passwords. You will not be able to make online payments till you have changed both your passwords.

Now you will be redirected to the response page, note down the Transaction Id, you can now close the window.



After Closing the Window. Do Click on **“View Payment Status”** Button. To Complete Your Transaction

**‘Transaction ID’**, **‘Receipt Flag’** and **‘Transaction Date’** are populated once the Payment has been successfully done

Also, you can observe that the **Sub Status** of the application is changed to **“Payment Received”**.