

All India Council for Technical Education (AICTE)



APPROVAL PROCESS 2018-19

USER MANUAL For generating Application Reports

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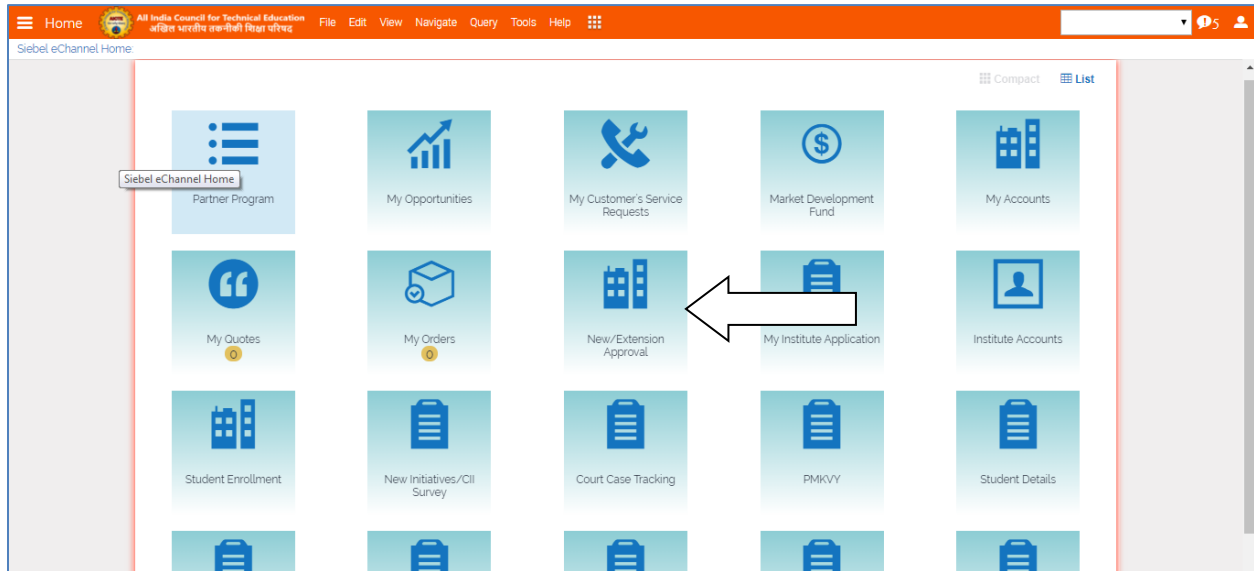
Icons for Buttons

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

S. No.	Icon	Meaning
1		BIP Report icon
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

Step1: Institute Navigates to Screen

1. Login in AICTE Web Portal with existing login credentials.
2. Navigate to “New/Extension Approval”.



3. Select 2018-19 Application Number for which the Report needs to be generated

The screenshot shows the 'New/Extension Approval' application form. The page has a navigation bar at the top with 'New/Extension Approval' and 'All India Council for Technical Education'. Below the navigation bar, there are several tabs for different application types. The 'Application Approval' tab is selected. The form contains various fields for entering application details. A white arrow points to the 'Current Application Number' field, which contains the value '1-2864321487'. Other fields include 'Permanent Institute Id', 'Academic Year', 'Chapter', 'Approval Status of Application', 'Hard Copy Of AICTE Application Submitted?', and 'Remarks, if any'. There are also buttons for 'Submitted', 'Payment Received', and 'UPDATE PAYMENT STATUS'. A red message at the bottom states: '* REOPEN APPLICATION : Submitted Application can be reopened only if no payment record has been created in the 'Payments' tab'.

4. Click on the Grid icon and then click on "BIP Report" icon as shown below.

The screenshot displays the AICTE New Application portal interface. At the top, there is a navigation bar with the title "New/Extension Approval" and the AICTE logo. Below this, a menu bar contains various application categories. A grid icon is highlighted with a white arrow, and a "BIP Report" icon is also highlighted with a white arrow. The main content area is titled "Application- Header" and contains a form with various fields and buttons. The form includes a warning message about reopening applications, a declaration section, and a status section.

Application- Header

Proceed Further | Submit Application & Proceed to Payment | Reopen Application * | Enable EOA Printing | Appeal to SAC | UPDATE PAYMENT STATUS

REOPEN APPLICATION: Submitted Application can be reopened only if no payment record has been created in the 'Payments' tab.

Current Application Number: 1-2864321487

Permanent Institute Id: 1-4088244

Academic Year: 2018-2019

Chapter: Chapter 1

Approval Status of Application: [Empty]

Hard Copy Of AICTE Application Submitted?:

Remarks, if any: [Text Area]

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the year 2018-19.
Also, I understand that after I submit the application on Portal, my application will become un-editable.

Current Status: Submitted

Sub Status: Payment Received

Application Opened on: 06/02/2017

Application Submitted on: 06/02/2017

Attend Scrutiny Committee On: [Empty]

Application Type: Extension-Expansion

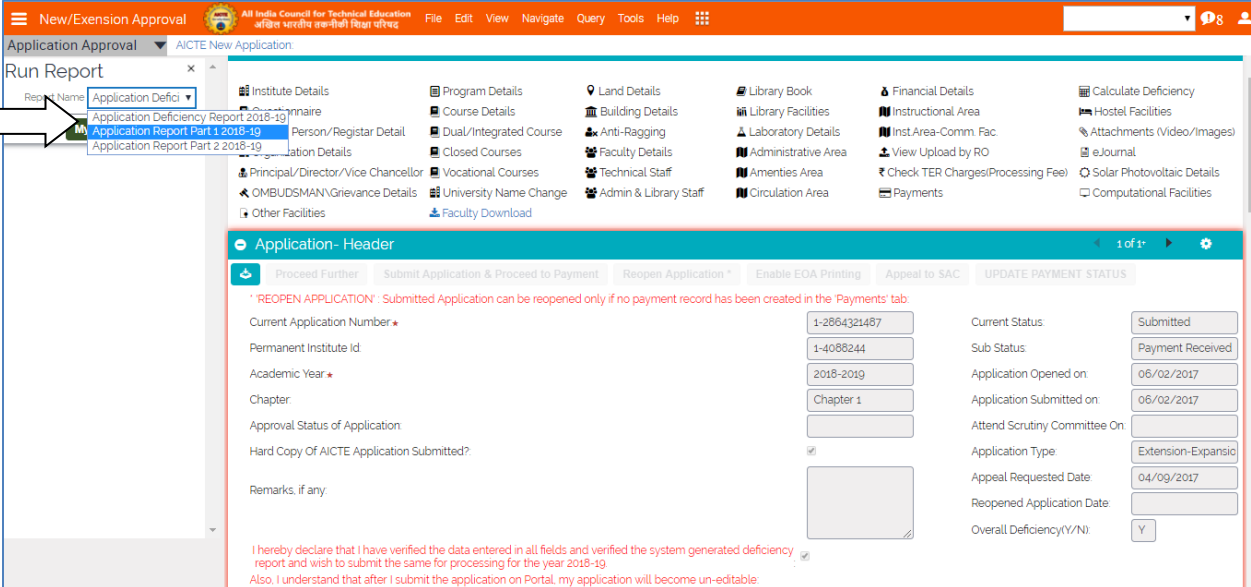
Appeal Requested Date: 04/09/2017

Reopened Application Date: [Empty]

Overall Deficiency(Y/N): Y

Step2: Generation of Report

1. After you Press the Report icon a dialog box will appear.
2. Select Application Report Part 1 2018-19 from the dropdown in Report Name field as shown below.



The screenshot displays the AICTE New Application portal interface. At the top, the header includes the logo of the All India Council for Technical Education and the text 'All India Council for Technical Education' and 'अखिल भारतीय तकनीकी शिक्षा परिषद'. The main menu includes 'New/Extension Approval', 'Application Approval', and 'AICTE New Application'. The 'Run Report' dialog box is open, showing a dropdown menu for 'Report Name' with the following options: 'Application Deficiency Report 2018-19', 'Application Report Part 1 2018-19', and 'Application Report Part 2 2018-19'. The 'Application Report Part 1 2018-19' option is selected. The background shows the 'Application- Header' form with various fields and buttons. The 'Current Application Number' is 1-2864321487, and the 'Permanent Institute Id' is 1-4088244. The 'Academic Year' is 2018-2019, and the 'Chapter' is Chapter 1. The 'Approval Status of Application' is 'Submitted'. The 'Hard Copy Of AICTE Application Submitted?' checkbox is checked. The 'Remarks, if any' field is empty. The 'Overall Deficiency(Y/N)' is 'Y'. The 'Application Type' is 'Extension-Expansie'. The 'Appeal Requested Date' is 04/09/2017. The 'Reopened Application Date' is empty. The 'Attend Scrutiny Committee On' is empty. The 'Application Submitted on' is 06/02/2017. The 'Application Opened on' is 06/02/2017. The 'Sub Status' is 'Payment Received'. The 'Current Status' is 'Submitted'. The 'UPDATE PAYMENT STATUS' button is visible. The 'REOPEN APPLICATION' warning message is: 'REOPEN APPLICATION : Submitted Application can be reopened only if no payment record has been created in the 'Payments' tab:'. The 'Proceed Further', 'Submit Application & Proceed to Payment', 'Reopen Application *', 'Enable EOA Printing', and 'Appeal to SAC' buttons are also visible.

3. Click on **Submit** button and then Click on **My Reports** button to view the status of your report.

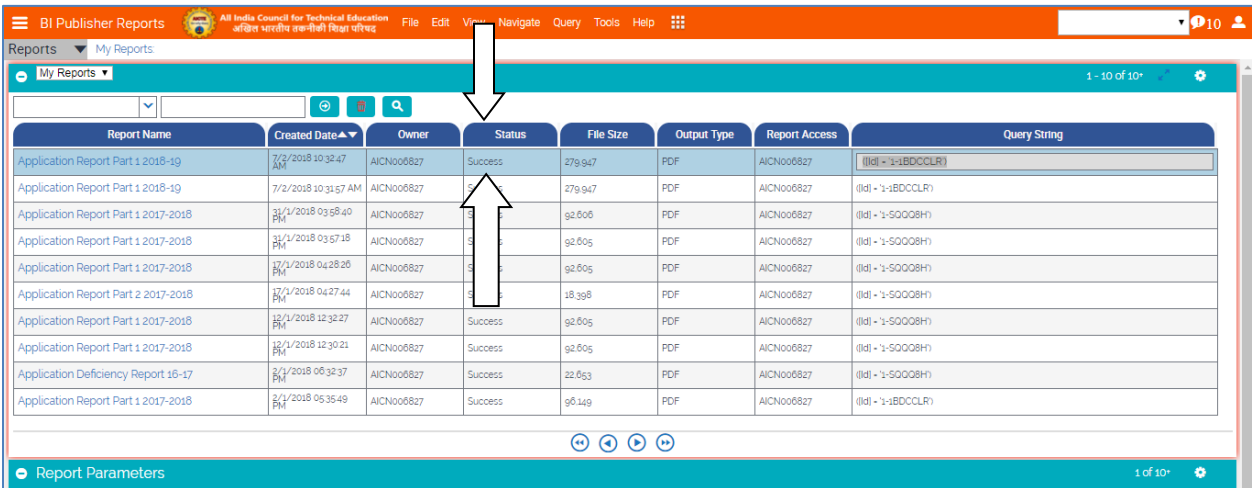
The screenshot shows the 'Run Report' form in the AICTE New Application portal. The form includes a sidebar with a list of categories such as Institute Details, Program Details, Land Details, Library Book, Financial Details, and Calculate Deficiency. The main form area contains several input fields for application details, including Current Application Number, Permanent Institute Id, Academic Year, Chapter, Approval Status of Application, and Hard Copy Of AICTE Application Submitted?. There is also a 'Remarks, if any' text area and a declaration statement at the bottom. A 'Submit' button is located at the top right of the form, and a 'My Reports' button is located at the top left. Two white arrows point to these buttons.

4. Once you Click on My Reports Button you will be redirected to a screen shown below.

The screenshot shows the 'My Reports' page in the BI Publisher Reports portal. The page displays a table with the following columns: Report Name, Created Date, Owner, Status, File Size, Output Type, Report Access, and Query String. The table lists several application reports and deficiency reports.

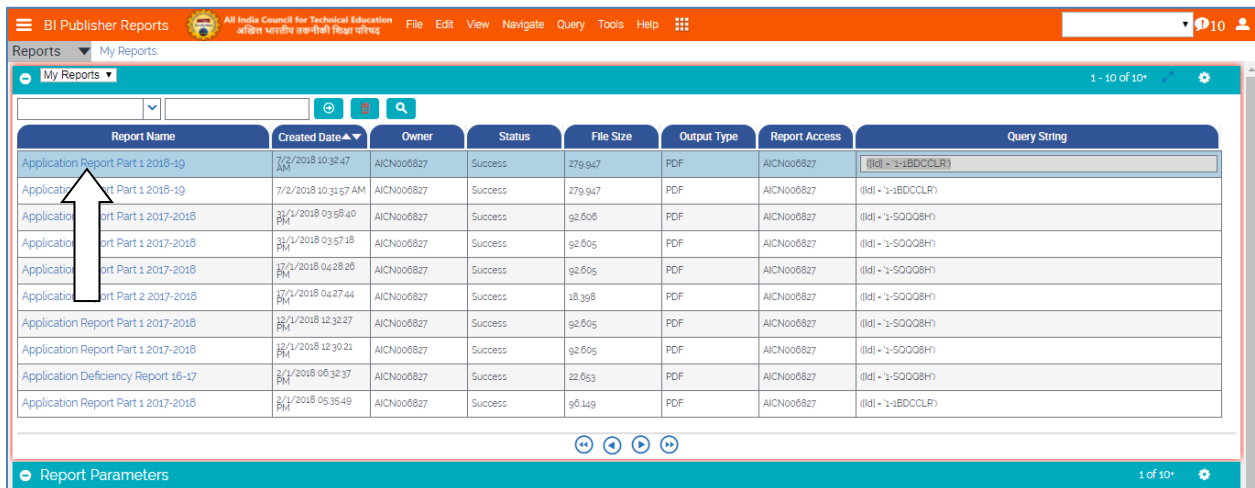
Report Name	Created Date	Owner	Status	File Size	Output Type	Report Access	Query String
Application Report Part 1 2018-19	7/2/2018 10:32:47 AM	AICN006827				AICN006827	
Application Report Part 1 2018-19	7/2/2018 10:31:57 AM	AICN006827	Success	279.947	PDF	AICN006827	{@id} - '1-BDCCLR
Application Report Part 1 2017-2018	31/1/2018 03:58:40 PM	AICN006827	Success	92.606	PDF	AICN006827	{@id} - '1-S0008H
Application Report Part 1 2017-2018	31/1/2018 03:57:18 PM	AICN006827	Success	92.606	PDF	AICN006827	{@id} - '1-S0008H
Application Report Part 1 2017-2018	27/1/2018 04:28:26 PM	AICN006827	Success	92.606	PDF	AICN006827	{@id} - '1-S0008H
Application Report Part 2 2017-2018	17/1/2018 04:27:44 PM	AICN006827	Success	18.398	PDF	AICN006827	{@id} - '1-S0008H
Application Report Part 1 2017-2018	12/1/2018 12:32:27 PM	AICN006827	Success	92.606	PDF	AICN006827	{@id} - '1-S0008H
Application Report Part 1 2017-2018	22/1/2018 12:30:21 PM	AICN006827	Success	92.606	PDF	AICN006827	{@id} - '1-S0008H
Application Deficiency Report 16-17	2/1/2018 06:32:37 PM	AICN006827	Success	22.653	PDF	AICN006827	{@id} - '1-S0008H
Application Report Part 1 2017-2018	2/1/2018 05:35:49 PM	AICN006827	Success	96.149	PDF	AICN006827	{@id} - '1-BDCCLR

5. Here you can see the status of your report. Initially it would be blank you will have to refresh the page and in about few seconds you would be able to see the success status of your report as shown below.



Report Name	Created Date	Owner	Status	File Size	Output Type	Report Access	Query String
Application Report Part 1 2018-19	7/2/2018 10:32:47 AM	AICN006827	Success	279,947	PDF	AICN006827	{ ld - '1-BDCCLR}
Application Report Part 1 2018-19	7/2/2018 10:31:57 AM	AICN006827		279,947	PDF	AICN006827	{ ld - '1-BDCCLR}
Application Report Part 1 2017-2018	31/1/2018 03:58:40 PM	AICN006827		92,606	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	31/1/2018 03:57:18 PM	AICN006827		92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	17/1/2018 04:28:26 PM	AICN006827		92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 2 2017-2018	17/1/2018 04:27:44 PM	AICN006827		18,398	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	12/1/2018 12:32:27 PM	AICN006827	Success	92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	12/1/2018 12:30:21 PM	AICN006827	Success	92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Deficiency Report 16-17	2/1/2018 06:32:37 PM	AICN006827	Success	22,653	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	2/1/2018 05:35:49 PM	AICN006827	Success	96,149	PDF	AICN006827	{ ld - '1-BDCCLR}

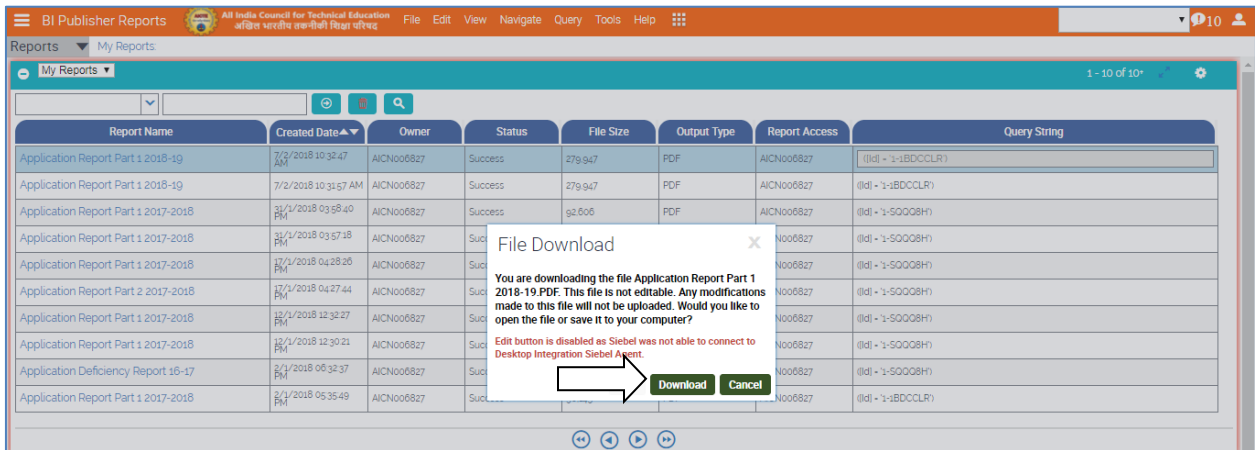
7. Now you can download report by clicking on the name of the report.



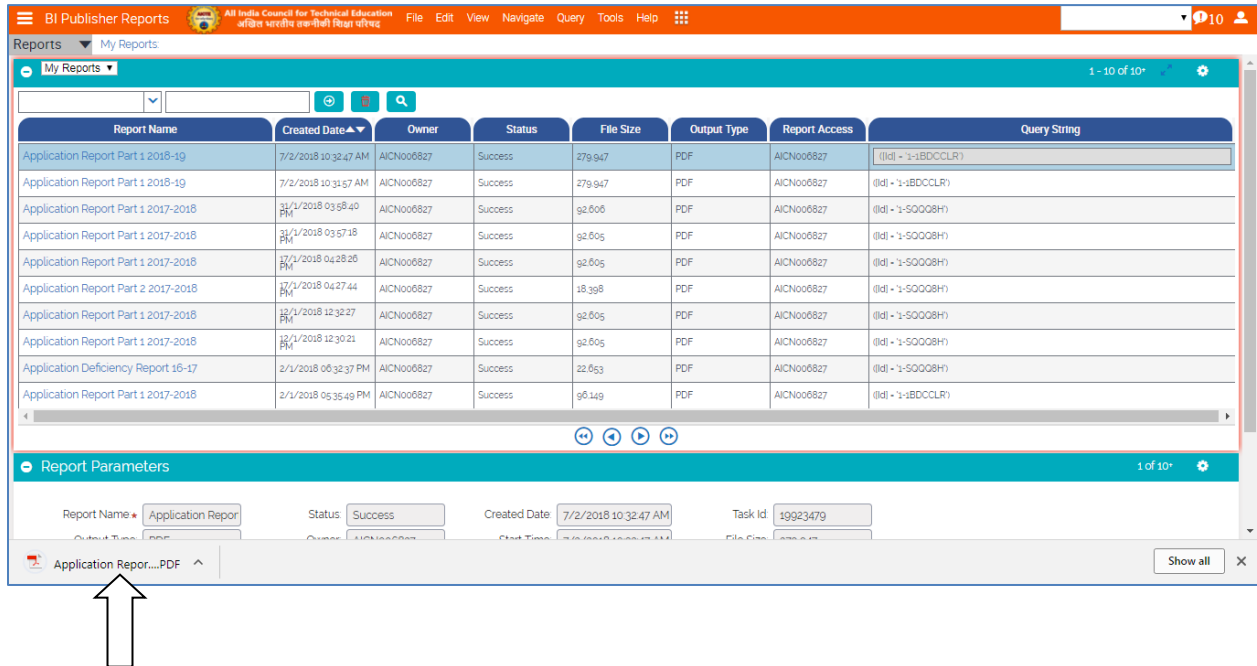
Report Name	Created Date	Owner	Status	File Size	Output Type	Report Access	Query String
Application Report Part 1 2018-19	7/2/2018 10:32:47 AM	AICN006827	Success	279,947	PDF	AICN006827	{ ld - '1-BDCCLR}
Application Report Part 1 2018-19	7/2/2018 10:31:57 AM	AICN006827	Success	279,947	PDF	AICN006827	{ ld - '1-BDCCLR}
Application Report Part 1 2017-2018	31/1/2018 03:58:40 PM	AICN006827	Success	92,606	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	31/1/2018 03:57:18 PM	AICN006827	Success	92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	17/1/2018 04:28:26 PM	AICN006827	Success	92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 2 2017-2018	17/1/2018 04:27:44 PM	AICN006827	Success	18,398	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	12/1/2018 12:32:27 PM	AICN006827	Success	92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	12/1/2018 12:30:21 PM	AICN006827	Success	92,605	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Deficiency Report 16-17	2/1/2018 06:32:37 PM	AICN006827	Success	22,653	PDF	AICN006827	{ ld - '1-SOOQBH}
Application Report Part 1 2017-2018	2/1/2018 05:35:49 PM	AICN006827	Success	96,149	PDF	AICN006827	{ ld - '1-BDCCLR}

Step3: Downloading the Report

1. As you click on the name of report a dialog box will pop up with download option in it.



2. Click on Download button to download the report and the report will get downloaded.



- To generate Application Part 2 2018-19 Report similar steps needs to be followed as above you need to select Application Part 2 2018-19 from the drop-down list and follow the same steps as mentioned above to download the Report.

The screenshot shows the 'Run Report' section of the AICTE New Application form. The 'Report Name' dropdown menu is open, and 'Application Part 2 2018-19' is selected. The form includes various quick links and a detailed application header section.

Application- Header

Proceed Further | Submit Application & Proceed to Payment | Reopen Application * | Enable EOA Printing | Appeal to SAC | UPDATE PAYMENT STATUS

* REOPEN APPLICATION : Submitted Application can be reopened only if no payment record has been created in the 'Payments' tab

Current Application Number	1-2864321487	Current Status	Submitted
Permanent Institute Id	1-4088244	Sub Status	Payment Received
Academic Year	2018-2019	Application Opened on	06/02/2017
Chapter	Chapter 1	Application Submitted on	06/02/2017
Approval Status of Application		Attend Scrutiny Committee On	
Hard Copy Of AICTE Application Submitted?	<input checked="" type="checkbox"/>	Application Type	Extension-Expansio
Remarks, if any		Appeal Requested Date	04/09/2017
		Reopened Application Date	
		Overall Deficiency(Y/N)	Y

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency

- To generate Application Deficiency Report 2018-19 Report similar steps needs to be followed as above you need to select Application Deficiency Report 2018-19 from the drop-down list and follow the same steps as mentioned above to download the Report .

The screenshot shows the 'Run Report' section of the AICTE New Application form. The 'Report Name' dropdown menu is open, and 'Application Deficiency Report 2018-19' is selected. The form includes various quick links and a detailed application header section.

Application- Header

Proceed Further | Submit Application & Proceed to Payment | Reopen Application * | Enable EOA Printing | Appeal to SAC | UPDATE PAYMENT STATUS

* REOPEN APPLICATION : Submitted Application can be reopened only if no payment record has been created in the 'Payments' tab

Current Application Number	1-2864321487	Current Status	Submitted
Permanent Institute Id	1-4088244	Sub Status	Payment Received
Academic Year	2018-2019	Application Opened on	06/02/2017
Chapter	Chapter 1	Application Submitted on	06/02/2017
Approval Status of Application		Attend Scrutiny Committee On	
Hard Copy Of AICTE Application Submitted?	<input checked="" type="checkbox"/>	Application Type	Extension-Expansio
Remarks, if any		Appeal Requested Date	04/09/2017
		Reopened Application Date	