User Manual
for
QUALITY EDUCATION MANDATE
(Only for 2018-19 AICTE Approved Institutions)

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
NEW DELHI- 110070

CONTENTS

IMPORTANT NOTE

Institutions who filled "Quality Education Mandate(QEM)" Application last year(in Approval Process 2018-19), such Institution's "Quality Education Mandate" screen will be shown with pre-filled data(i.e, with last year made entries). Such institutions should update the data in all the tabs (if necessary/required) before pressing Validate button.

IMPORTANT INSTRUCTION

If the question/information is NOT applicable for the institute, in such cases institute should enter numeric zero "0"(for quantitative) or "NA" (for qualitative) against those fields appropriately.

ICONS FOR BUTTONS

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

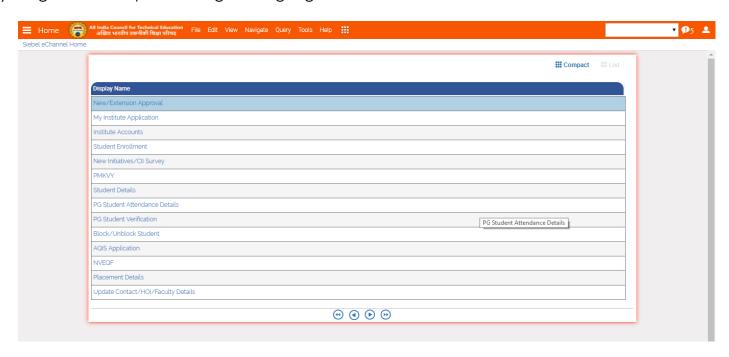| S. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list
12		Navigate to last record
13		Navigate to first record

NOTE: If the question/information is NOT applicable for the institute, in such cases institute should enter numeric zero "0"(for quantitative) or "NA" (for qualitative) against those fields appropriately.
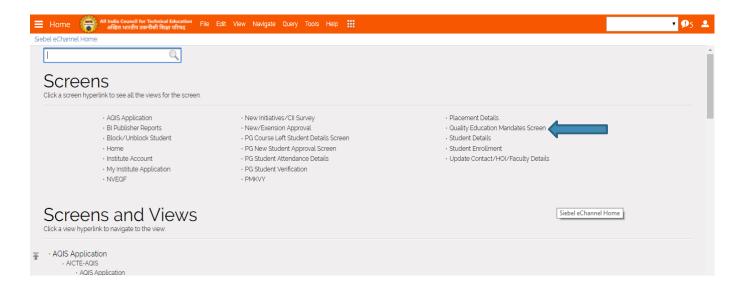
1) Login to AICTE portal using existing login Credentials.

2) Compact view or list view will be visible, press ctrl+shift+A from keyboard. Click on **Quality Education Mandate Screen.**

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INSTITUTE DETAILS

The questions are related to following four point:

I)   ACCREDITATION
II)   INDUCTION PROGRAMME FOR FRESHER
III)   START UP CENTRE
IV)   INSDUSTRY READINESS

I)   **ACCREDITATION**

a. **Number of Approved Course(s) for Last Year –** Enter total number of approved courses.

b. **Number of Course(s) eligible for applying for Accreditation –** This field should have value less than or equal to value entered in field "(a)".

c. **Number of Approved Course(s) actually Accredited by NBA -** This field should have value less than or equal to value entered in field "(a)".

d. **Percentage approved accredited by NBA –** This is an auto populated field.

e. **Number of Approved Course(s) eligible to Apply for Accreditation, but not Applied -** This field should have value less than or equal to value entered in field "(a)"..

f. **Reason for not Applying Approved Course(s) for Accreditation –** Enter the reason for not applying for accreditation.

g. **Number of Approved Course(s) Applied for Accreditation but Rejected at Pre-Qualification level -** This field should have value less than or equal to value entered in field "(a)".

h. **Reason for Rejection from Accreditation and Steps taken for Rectification –** Enter the reason reason for rejection and steps taken for rectification.

i. **Month & Year by which at least 75 Percent of Approved Courses would be Accredited** – These fields should be populated with month and year by which 75% of approved courses would be accredited.

   This field is not mandatory for Institutions having Percentage approved accredited by NBA greater than 75.

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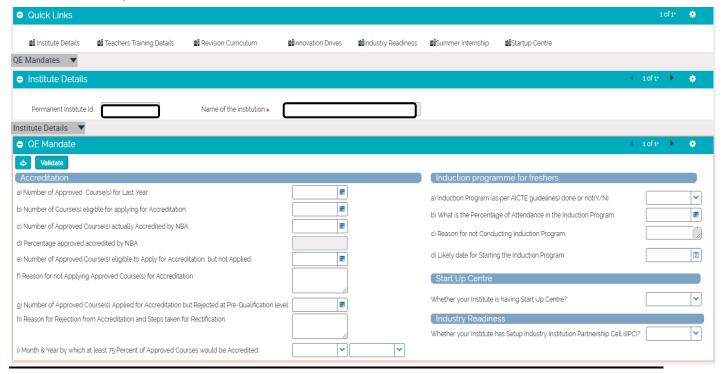
II) INDUCTION PROGRAMME FOR FRESHER

a) **Induction Program (as per AICTE guidelines) done or not(Y/N):** Kindly choose the answer as Y/N accordingly.

b) **What is the Percentage of Attendance in the Induction Program:** Kindly enter the percentage.

c) **Reason for not Conducting Induction Program:** If the answer is N against field "a", then only this field will become active and accordingly institute should enter the reason.

d) **Likely date for Starting the Induction Program:** Select the date accordingly.

III) START UP CENTRE

Answer accordingly.

IV) INSDUSTRY READINESS

Answer accordingly.

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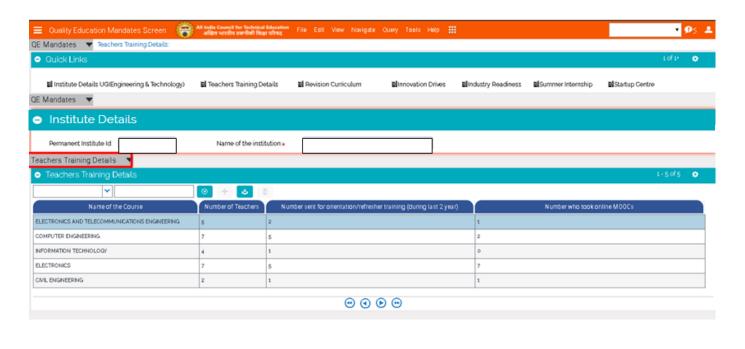
TEACHERS TRAINING DETAILS

This tab will contain already created course records.

a) **Number of Teachers –** Enter the total number of Teachers against each course.

b) **Number sent for orientation/refresher training (during last 2 years) –** Enter total number of teachers sent for training.

c) **Number who took online MOOCs(through SWAYAM, NPTEL, etc) –** Enter total number of teachers who took online MOOCs.

NOTE: INSTITUTE SHOULD INCLUDE BASIC SCIENCE/HUMANITIES FACULTY MEMBER APPROPRIATELY WITH ANY OF THE COURSE(S)

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a) **Branch of Program –** This field should be filled with Approved Courses

b) **Whether revision of Course done? –** This field should be filled with Y/N value from the dropdown, whether revision of course was done or not.

c) **If Yes, in which year last revision done. –** This field should be filled with year in which last revision was done.
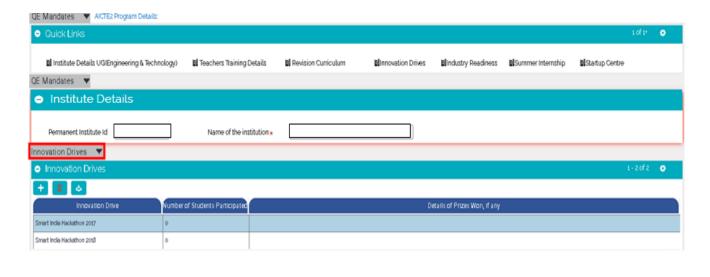

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Click on add button (+)

a) **Innovation Drive –** This field should be entered with Innovation Drives undertaken / participated in.

b) **Number of Students Participated –** This field should be entered with number of students participated in the specified innovation drives.

c) **Details of Prizes Won, If any –** This field should be entered with details of the prizes won in the specified innovation drives.

Click on add button (+)

a) **Name of the Member –** This field should be filled with the name of the member.

b) **Name of the Industry –** This field should be filled with the name of the industry.

c) **Whether the Industry visits your institute for Campus Recruitment (Yes/No) –** Select Y or N from dropdown.

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Click on ADD button (+)

Against questions a),b),c),d) and e)

1) **1st year Students –** Please enter number of students admitted.
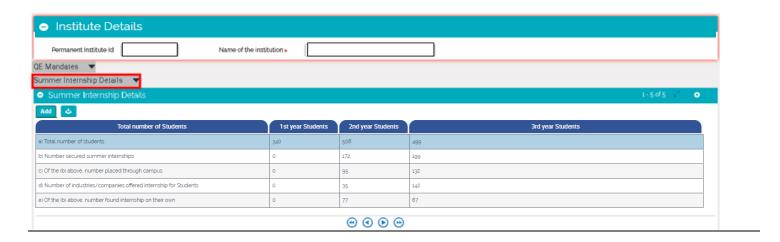
2) **2nd year Students –** Please enter number of students

3) **3rd year Students –** Please enter number of students

Note – 1) If there are no records to be filled in b, c, d, e, then kindly enter zero.

2) <mark>FOR THE PROGRAMMES LESS THAN 4 YEARS DURATION, UNDER SUCH CASE , INSTITUTIONS HAVE TO ENTER "0" UNDER THAT STUDENT YEAR COLOUMN WHICH IS NOT APPLICABLE FOR THEM.</mark>

Total number of Students	1st year Students	2nd year Students	3rd year Students
a) Total number of students	340	506	499
b) Number secured summer internships	0	172	199
c) Of the (b) above, number placed through campus	0	95	132
d) Number of industries/companies offered internship for Students	0	35	142
e) Of the (b) above, number found internship on their own	0	77	67

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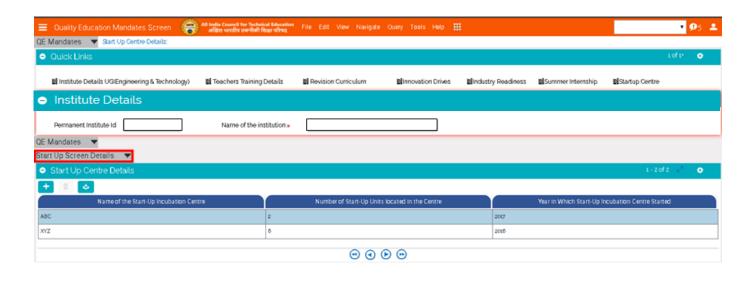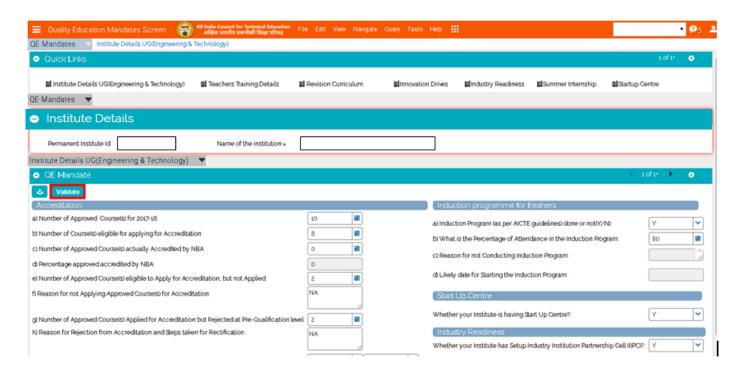
Click on ADD button (+)

a) **Name of the Start-Up Incubation Center –** This field should be filled with name of the **Start-Up Incubation Center.**

b) **Number of the Start-Up Units located in the Center –** This field should be filled with the Number of the startup units located in the center.

c) **Year in Which Start-Up Incubation Center Started –** This field should be filled with the year in which the startup incubation center was started.

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4) **After filling all the QE Mandate details hit <u>Validate</u> button as shown below if there would be any data discrepancy then error message will pop up otherwise on successful validation screen will go read-only.**
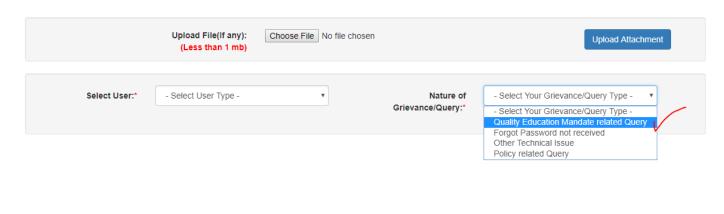
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Institutions are requested to register their grievance at the following url :

www.facilities.aicte-india.org/approvalprocess/apformEmail.php

All India Council for Technical Education

Application Form for Grievance/Query related to AICTE Approval Process 2019-20.

Upload File(If any): Choose File No file chosen
(Less than 1 mb)

Upload Attachment

Select User:* — Select User Type —

Nature of Grievance/Query:* — Select Your Grievance/Query Type —

- Select Your Grievance/Query Type -
Quality Education Mandate related Query
Forgot Password not received
Other Technical Issue
Policy related Query

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NOTE: Quality Education Mandate is not a part of approval process 2019-20 application. However, institutions are requested to provide the information before applying for approval process 19-20.

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