



Help Manual for PG Approval Process

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Steps to be followed for disbursement of PG-Scholarships through direct cash transfer scheme

Instructions for Institutions

Student Details:

1. The institute log's in to the portal.
2. Navigate to – **Student Details** View.
3. Click on the new button to create new student record.
4. To create new students for academic year 13-14 click on New button. To search for the students for academic year 12-13 you can search in the existing view for the student as the record has been already created previous year.

Application Number: 1-14068819

Menu | New | Delete | Save | Import Student Data | 1 - 10 of 11+

Record Created	Student ID	Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)
19/03/2011	1-503166841	Mr.	NIKHIL	ARJUN	WANVE		
19/03/2011	1-503166885	Mr.	VINAY	MADHUSUDAN	FULEKAR		
23/03/2011	1-505921411	Mr.	TRUSHANK	GIRISH	DAND	0	63
23/03/2011	1-505921413	Mr.	AMIT	VISHWAS	AHIREKAR		
23/03/2011	1-505921415	Mr.	VASHISHT	NARENDER	BANSAL		
23/03/2011	1-505921417	Mr.	SUMIT	JAMSING	BHAMARE		
23/03/2011	1-505921419	Mr.	ROHIT	SOLOMAN	BHOPALE		
23/03/2011	1-505921421	Mr.	SURYAJI	VINAYAK	BHOSALE		
23/03/2011	1-505921423	Mr.	UJWAL	PRAKASHCHANDJI	BHUTADA		
23/03/2011	1-505921425	Mr.	SAMEER	MAHESH	BIDAYE		

Menu | New | Delete | Save | 1 - 4 of 4

Exam	Enter If Any Other % Marks	Mode Regular/ Di	Year Of Passing
10th	9999	12	asf
Diploma	ASH	14	1990

5. In Student Details view the fields that are mandatory are, First Name, Last Name, Title Father's Name, Mother's Name, Student Status, Date of Birth, Date of Joining, Course, Programme, Permanent Address Line 1, Home District of the student, Home State of the Student. Once student selects the course from pick applet Course Id, Programme, Level, Shift gets populated automatically.



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- The Institute can select the approved course from the pick applet and its corresponding programme, level, shift, full time/part time and course id get populated automatically.

The screenshot displays the AICTE2 Case Student View interface. The top navigation bar includes links for Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, All AQIS Applications, My Institute Application Screen, CHAT Final Merit List, NVEQF, and Service Request. The main content area is divided into two sections: 'Application-Header' and 'Student Details'.

The 'Application-Header' section shows the Application Number (1-1404805769) and a list of students with their names, father's names, and registration numbers. The 'Student Details' section shows a list of courses with columns for Course Id, Course, Programme, Level, Shift, and Full Time/Part Time. The table lists various engineering courses, including Biomedical Engineering, Computer Engineering, Electronics and Telecommunications Engineering, and Information Technology, with details on their levels, shifts, and full-time/part-time status.

Course Id	Course	Programme	Level	Shift	Full Time/Part Time
1-1404805769	BIOMEDICAL ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1404805763	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1404805773	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	POST GRADUATE	1st Shift	FULL TIME
1-1404805779	COMPUTER ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift	FULL TIME
1-1404805777	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	POST GRADUATE	2nd Shift	FULL TIME
1-1404805767	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1404805783	ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift	FULL TIME
1-1404805765	ELECTRONICS ENGINEERING	ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	1st Shift	FULL TIME
1-1494274935	ELECTRONICS ENGINEERING	ENGINEERING AND TECHNOLOGY	UG 2nd Yr DIRECT	2nd Shift	FULL TIME
1-1404805775	INFORMATION TECHNOLOGY	ENGINEERING AND TECHNOLOGY	POST GRADUATE	2nd Shift	FULL TIME

- Institutes can import student records in bulk by clicking on the button 'Import Student data'. You need to save the Student Excel Sheet in D:\StudentExcel.xls. Update the StudentExcel.xls with all student records that need to be created and click on 'Import Student data button'. This will create records in Student Details View.

Student Excel Sheet for Importing Student Details is available in AICTE Website -> Students -> Scholarships -> PG Scholarship GATE/GPAT -> Format for importing student Data

User Manual for Importing Student Details is available in AICTE Website -> Students -> Scholarships -> PG Scholarship GATE/GPAT -> Help Manual for Student Import faculty

- All the PG students of that particular institute who have registered themselves on AICTE web portal will be seen in this screen. The documents that are attached by students will also be visible.



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- Students can also add exam details along with year of passing, percentage of marks scored, mode regular/distance. For entering exam details user clicks on **"New"** button and then enters the exam details and clicks on **"Save"** button. Exam field is mandatory. If user does not enter exam details and clicks on **"Save"** user will get an error message as shown in the below figure.

The screenshot displays the AICTE2 Case Student View interface. At the top, there is a navigation bar with tabs: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, All AQIS Applications, My Institute Application Screen, CHAT Final Merit List, IVEQF, and Service Request. Below this, the 'Student Details' section is active, showing a table of student records. A modal dialog box titled 'Siebel' is open, displaying an error message: 'Please Enter the Exam Details.(SBL-EXL-00151)' with an 'OK' button. At the bottom of the interface, there is a 'New' button, which is highlighted by a white arrow. Below the 'New' button, there is a form for entering exam details, including fields for 'Exam', 'Enter If Any Othe % Marks', and 'Mode Regular/ D Year Of Passing'. The 'Exam' field is currently empty, and a white arrow points to it.

Year4 (% marks)	Year5 (% marks)	Mother's Name	Father's Name	Date of Birth	Student Status	Course Id	Program	Course
		DAIVSHALA		2/5/1991		1-1404805769	ENGINEERING AND BIOME	
				15/12/1987		1-1404805773	ENGINEERING AND COMPL	
		GIRISH		23/9/1990			ENGINEERING AND INFOR	
		VISHN		22/5/1984			MANAGEMENT	MASTE
		NARE		10/5/1986			MANAGEMENT	MASTE
		JAMSI		2/11/1987			MANAGEMENT	MASTE
		SOLOMAN	26660745	Male	28/1/1988		MANAGEMENT	MASTE
		VINAYAK	9860333410	Male	16/7/1988		MANAGEMENT	MASTE
		PRAKASHCHANDJI	9049926999	Male	5/1/1987		MANAGEMENT	MASTE
		MAHESH	9870427099	Male	18/8/1986		MANAGEMENT	MASTE



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10. The Institute can upload the attachments given below in the Attachments view as shown in the below figure

- Utilisation certificate for the last grant released.
- Receipt and Payment account statement
- Indemnity Bond duly signed by the Head of the Institute

The screenshot displays the AICTE Case Student View interface. At the top, there is a navigation bar with links: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, My Institute Application Screen, CMAT Final Merit List, and Vocational Course Education. Below this, the 'Application-Header' section shows the 'Application Number' as 1-14068819. The 'Student Details' section is active, showing a table of student records. An arrow points to the 'Attachment' tab in the 'Student Details' section.

Student ID	Title	First Name	Middle Name	Last Name	Year1 (% marks)	Year2 (% marks)	Year3 (% marks)	Year4 (% marks)	Year5 (% marks)
1-503166841	Mr.	NIKHIL	ARJUN	WANVE					
1-503166885	Mr.	VINAY	MADHUSUDAN	FULEKAR					
1-505921411	Mr.	TRUSHANK	GORISH	DAND	0	63	68		
1-505921413	Mr.	AMIT	VISHWAS	AHIREKAR					
1-505921415	Mr.	VASHISHT	NARENDER	BANSAL					
1-505921417	Mr.	SUMIT	JAMISING	BHAMARE					
1-505921419	Mr.	ROHIT	SOLOMAN	BHOPALE					
1-505921421	Mr.	SURYAJI	VINAYAK	BHOSALE					
1-505921423	Mr.	UJWAL	PRAKASHCHANDJI	BHUTADA					
1-505921425	Mr.	SAMEER	MAHESH	BIDAYE					



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Step I: Verification and Approval of PG student details

11. The institute log's into portal.
12. Navigate to – **PG Student Verification Screen** (Fig-1)
13. Before any Student record is approved, 'Date of Commencement of Classes' has to be set and verified using the 'Verify Date of Commencement of Classes' button.
14. All the PG students of that particular institute who have registered themselves on AICTE web portal will be seen in this screen. In PG Student Verification applet, as the user selects the approved course from the pick applet and clicks on the **"GO"** button all the student records for that particular course will be seen in the applet below.
15. If user clicks on **"View All Students"** button, all students records for all the courses for that institute are seen in the applet below.

Fig 1

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Verification

PG Student Verification

Application- Header

Menu Verify Date of Commencement of Classes

Application Number: 1-14068819

Date of Commencement of Classes: 4/6/2013

PG Student Verification

Menu GO View All Students

Select Course: INFORMATION TECH

Select Program: ENGINEERING AND TEC

PG Student Verification Menu Approve Save Query

Verification Status	Verification Approval Date	Student ID	First Name	Last Name	Date of Birth	Gender
Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	5/8/2008	F
Student Data Verified	7/8/2013	1-1784670753	TEST22	TEST22	21/1/2013	M
Student Data Verified	6/8/2013	1-505921417	SUMIT	BHAMARE	2/11/1987	M
Student Data Verified	6/8/2013	1-505921419	ROHIT	BHOPALE	28/1/1988	M



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16. After verification of list of students and the attachments by the Institute, the Principal/Director shall set appropriate status by selecting “Y” or “N” in Principal/Director column. (Fig 2).

Fig 2

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Verification

PG Student Verification

Application- Header

Menu Verify Date of Commencement of Classes

Application Number:* 1-14068819

Date of Commencement of Classes: 4/6/2013

PG Student Verification

Menu GO View All Students

Select Course: INFORMATION TECH

Select Program: ENGINEERING AND TEC

PG Student Verification Menu Approve Save Query 1 - 10

Verification Status	Verification Approv	Student ID	First Name	Last Name	Principal/Di	Date of Birth	Gender
> Verification awaited		1-1784670765	TEST55	TEST55		30/7/2012	Male
Verification awaited		1-1784670773	TEST77	TEST77	Y	6/3/2012	Male
Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	Y	5/8/2008	Female
Student Data Verified	7/8/2013	1-1784670753	TEST22	TEST22	Y	21/1/2013	Male



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17. This process of verification shall be done by clicking “**Approve**” button for each student record. (Fig 3).

Fig 3

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Verification

PG Student Verification

Application- Header

Menu | Verify Date of Commencement of Classes

Application Number:* 1-14068819

Date of Commencement of Classes: 4/6/2013

PG Student Verification

Menu | GO View All Students

Select Course: INFORMATION TECH

Select Program: ENGINEERING AND TEC

PG Student Verification Approve Save Query 1 - 10

Verification Status	Verification Approv	Student ID	First Name	Last Name	Principal/Di	Date of Birth	Gender
> Verification awaited		1-1784670765	TEST55	TEST55		30/7/2012	Male
Verification awaited		1-1784670773	TEST77	TEST77	Y N	6/3/2012	Male
Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	Y	5/8/2008	Female
Student Data Verified	7/8/2013	1-1784670753	TEST22	TEST22	Y	21/1/2013	Male



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12. After Clicking on Approve Button user gets the message '**Student Data is Verified**', status is changed to '**Student Data Verified**'.(Fig 4)

Fig 4

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Verification

Application- Header

Menu | Verify Date of Commencement of Classes

Application Number*: 1-14068819

Date of Commencement of Classes: 4/6/2013

PG Student Verification

Menu | GO View All Students

Select Course: INFORMATION TECH

Select Program: ENGINEERING AND TEC

PG Student Verification | Menu | Approve Save Query 1 - 10

Verification Status	Verification Approv	Student ID	First Name	Last Name	Principal/Dir	Date of Birth	Gender
Student Data Verified	12/8/2013	1-1784670765	TEST55	TEST55	Y	30/7/2012	Male
Verification awaited		1-1784670773	TEST77	TEST77		6/3/2012	Male
Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	Y	5/8/2008	Female



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13. If institute has not set the approval for a student record i.e. the Principal/Director Approval is set to 'N' or ' ', user gets following message after clicking on Approval Button.

Fig 5

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Verification

PG Student Verification

Menu GO View All Students

Select Course: INFORMATION TECH Select Program: ENGINEERING AN EC

Siebel Please take approval from Principal(SBL-EXL-00151) OK

PG Student Verification Menu Approv 1 - 10

Verification Status	Verification Approv	Student ID	First Name	Last Name	Principal/Dir	Date of Birth	Gender
Student Data Verified		1-1497803882	ANURATH	MANE	Y	24/10/1988	Male
Student Data Verified		1-1497803940	AMIT	MAURYA	Y	21/3/1991	Male
> Verification awaited		1-1784670773	TEST77	TEST77	N	6/3/2012	Male
Student Data Verified	12/8/2013	1-1784869531	TEST12083	TEST12083	Y	5/8/2008	Female
Student Data Verified	12/8/2013	1-1784670765	TEST55	TEST55	Y	30/7/2012	Male
Student Data Verified	7/8/2013	1-1784670753	TEST22	TEST22	Y	21/1/2013	Male



Help Manual for PG Approval Process Attendance Screen

Step II: Institute has to select 'PG Student Attendance Details' Tab

1. The institute navigates to '**PG Student Attendance Details**' screen. All the verified students of step 1 will be seen in this screen. Here application number and date of commencement of classes are set at institute level and both fields are read only.
(Fig 6)

Fig 6

AICTE Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Attendance Details

Student Attendance Details View of All Students Attendance

PG Student Attendance Details

Menu

Number: 1-14068819

Commencement of Classes: 4/6/2013

This is to certify that all the documents and data uploaded on portal are verified and to the best of my knowledge they are in order for disbursement of PG Scholarship to students.

Query PG Students

Menu GO View All Students

Select Course: COMPUTER ENGINEERING

Select Program: ENGINEERING AND TEC

PG Student Attendance Details Save Query Approval For Each Month

Student ID	First Name	Surname / Family name	Course	Date of Admission	Left The Course
1-1497673669	MITHIL	GHARAT	COMPUTER ENGINEERING	6/12/2012	
1-1497673671	SANKUSU	SHARMA	COMPUTER ENGINEERING	6/12/2012	
1-1497749591	SNEHAL	ANDHARE	COMPUTER ENGINEERING	16/6/2012	
1-1497803875	TUSHAR	GHUDE	COMPUTER ENGINEERING	6/12/2012	
1-1497803878	ARHISHFEK	CHAWAN	COMPUTER ENGINEERING	6/12/2012	Y



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2. In '**Query PG Students**' applet as the user selects the course from pick applet and clicks on '**GO**' button, all the students records for selected course will be shown in '**PG Student Attendance Details**' applet. (Fig 7)

Fig 7

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Attendance Details

Student Attendance Details View of All Students Attendance

PG Student Attendance Details

Menu

Application Number: 1-14068819

Date of Commencement of Classes: 4/6/2013

This is to certify that all the documents and data uploaded on portal are verified and to the best of my knowledge they are in order for disbursement of PG Scholarship to student.

Query PG Students

Menu GO View All Students

Select Course: COMPUTER ENGINEERING

Select Program: ENGINEERING AND TEC

PG Student Attendance Details

Menu Save Query Approval For Each Month

Student ID	First Name	Surname / Family name	Course	Date of Admission	Left The Course
1-1497673669	MITHIL	GHARAT	COMPUTER ENGINEERING	6/12/2012	
1-1497673671	SANKUSU	SHARMA	COMPUTER ENGINEERING	6/12/2012	
1-1497749591	SNEHAL	ANDHARE	COMPUTER ENGINEERING	16/6/2012	
1-1497803875	TUSHAR	GHUDE	COMPUTER ENGINEERING	6/12/2012	
1-1497803878	ABHISHEK	CHAWAN	COMPUTER ENGINEERING	6/12/2012	Y



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3. In 'Query PG Students' applet if user clicks on 'View All Students' button then all the students records for all the courses which are approved for that institute are seen in applet 'PG Student Attendance Details'. (Fig 8).

Fig 8

AICTE2 Case Student View:

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Attendance Det.

Student Attendance Details View of All Students Attendance

PG Student Attendance Details 1 of

Menu

Application Number: 1-14068819 This is to certify that all the documents and data uploaded on portal are verified and to best of my knowledge they are in order for disbursement of PG Scholarship to student

Date of Commencement of Classes: 4/6/2013

Query PG Students 1 of

Menu GO View All Students

Select Course: COMPUTER ENGINEERING

Select Program: ENGINEERING AND TEC

PG Student Attendance Details Menu Save Query Approval For Each Month 1 - 10 of 10

Student ID	First Name	Surname / Family name	Course	Date of Admission	Left The Course
1-505921417	SUMIT	BHAMARE	MASTERS IN MANAGEMENT STUDIES	4/6/2013	
1-505921419	ROHIT	BHOPALE	MASTERS IN MANAGEMENT STUDIES	3/6/2013	
1-1497673669	MITHIL	GHARAT	COMPUTER ENGINEERING	6/12/2012	
1-1497673671	SANKUSU	SHARMA	COMPUTER ENGINEERING	6/12/2012	

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4. Click on New button to enter attendance Record and select month from list, it displays **previous 3 months and year**. This allows institute to create attendance records for the past 3 months, year is auto populated.
- Validations are as below,
- 'Date of Admission' of the student & 'Date of commencement of classes' of the Institute is compared, Scholarship fees for the first month are calculated according to the later date ($\text{No. of days college attended} \times 8000/30$). Fees for months after the first month are Rs 8000.
 - Creation of Attendance records for the student is allowed from the month & year in the later date, after comparing 'Date of Admission' and 'Date of commencement of classes'. If attendance records are created for earlier months it gives an error message and does not allow record creation. (Fig 9)

Fig 9

[illegible]



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- For Approving the Student records, The Principal/Director of the Institute can enter '**Approved**'. Thereafter, the institute shall click on "**Approval for each Month**", so that approval is granted for that month as shown in (Fig 10)

Fig 10

The screenshot shows the 'PG Student Attendance Details' form. The 'Principal/Director Approval' dropdown is open, showing 'Approved' and 'Not Approved' options. A table below the form shows the PG Student Attendance and Payment Details for June 2013.

Status	Attendance Approval Date	Month	Year	Amount to be Credited	Principal/Director Approval	Payment ID	Amount Credited	Date of Transfer
		June	2013					



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6. If the Principal/Director of the Institute enters '**Approved**' and clicks on '**Approval for Each Month**' button, it will display following message as shown in (fig11) and Status of the attendance record changes to "**Attendance verified**".

Fig 11

The screenshot shows the 'PG Student Attendance Details' web application. The top navigation bar includes links like Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), College, Admin Screen, and PG Student Attendance Details. The main content area displays a table of student attendance records. A message box is overlaid on the table, stating: '7 Students attendance records have been approved by Principal and declaration is also accepted.' The status of the attendance record changes to 'Attendance verified'. The bottom section shows the 'PG Student Attendance and Payment Details' table.

Student ID	First Name	Surname / Family name	Course	Date of Admission	Date of completion	Left The Course
604-296621	X	Z	ARCHITECTURE (HOUSING)	02/06/2013	03/06/2013	
604-300001	Y	H			00/06/2013	
604-300022	D	JJ			00/06/2013	
604-327801	FG	HJHM			05/06/2013	

Status	Attendance Approval Date	Month	Year	Amount to be Credited	Principal/Director Approval	Payment ID	Amount Credited	Date of Transfer
Attendance verified	25/07/2013	June	2013	1334	Approved			

If the Principal/Director of the Institute enters '**Not Approved**' and clicks on '**Approval for Each Month**' button (fig12) the Status of the attendance record changes to "**Attendance pending**".



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Fig 12

PG Student Attendance Details

Menu Query Results

Application Number: 558-1206

This is to certify that all the documents and data uploaded on portal are verified and to the best of my knowledge they are in order for disbursement of PG Scholarship to students:

Menu Send Mail For Approval Save Query Approval For Each Month

Student ID	First Name	Surname / Family name	Course	Date of Admission	Date of completion	Left The Course
604-296621	X	Z	ARCHITECTURE (HOUSING)	02/06/2013	03/06/2013	
604-300001	Y	H	Siebel		30/06/2013	
604-300022	D	JJ			30/06/2013	
604-327801	PG	HJXH			25/06/2013	

0 Students attendance records have been approved by Principal and declaration is also accepted.

Menu New Save

Status: Attendance pending Amount to be Credited: 1334 Date of Transfer:

Attendance Approval Date: Principal/Director Approval: Not Approved Transaction ID:

Month: June Payment ID: Payment Status: Money Transferred:

Year: 2013 Amount Credited:

PG Student Attendance and Payment Details

Status	Attendance Approval Date	Month	Year	Amount to be Cred	Principal/Directo	Payment ID	Amount Credited	Date of Tr
Attendance pending		June	2013	1334	Not Approved			

- As per above Message, once institute click on the '**Approval for each Month**', system will approve all student's attendance record that are approved by Principal/Director. (Hence first query on all records and set the status as Approved/ Not Approved and then click on button 'Approval for Each Month', as clicking on this button will approve all attendance records for all students that have the field 'Principal/Director Approval' set as "Approved". The records that have field 'Principal/Director Approval' set as "Not Approved" will not be approved and the status will be set to "Attendance Pending".)
- Message also displays count of attendance record of the students that are approved.
- SMS is sent to PG students whose attendance record was approved. Each Approved student will get SMS as '**Your attendance record for [month] [Year] has been approved for PG Scholarship Disbursement**'.
- SMS is sent to the Head of Institute (HOI), every time HOI clicks on '**Approval for each Month**' Button. HOI will get SMS as '**Attendance of (count of approved**



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student) students has been approved for [month][year] for PG Scholarship Disbursement’ .

11. All Student Attendance record approved by institute will be visible to Head Office.
12. Institute shall repeat above entire process for every month for both verification and Attendance.
13. Institute will set **“Left the Course”** as **“Y”** in **“PG Student Verification”** screen, if the student has left the course after the creation of attendance record, attendance records for this student will be disabled.

Fig 13

Application- Header

Menu | Verify Date of Commencement of Classes

Application Number: 1-14068819

Date of Commencement of Classes: 4/6/2013

PG Student Verification

Menu | GO View All Students

Select Course: COMPUTER ENGINEE

Select Program: ENGINEERING AND TEC

PG Student Verification | Menu | Approve Save Query

Verification Status	Verifica	Student ID	First Name	Last Name	Date of Birth	Gender	Program	Course	Gate Exam N	Left the Course
> Student Data Verified		1-1497803882	ANURATH	MANE	24/10/1988	Male	ENGINEERING AND	COMPUTER ENGINEERING	CS2155329	<input checked="" type="checkbox"/>
Verification awaited		1-1497803921	AWAB	FAKIH	13/11/1989	Male	ENGINEERING AND	ELECTRONICS & TELE-COMMI		
Student Data Verified		1-1497803940	AMIT	MAURYA	21/3/1991	Male	ENGINEERING AND	ELECTRONICS & TELE-COMMI	EC2072061	
Verification awaited		1-1783615611	LLL	SS	29/8/2012	Male	ENGINEERING AND	ACCOUNTS & AUDIT		



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14. If Institute set “**Left the Course**” as “**Y**” in “**PG Student Verification**”, then creation of attendance record for this student will be disabled in PG Student Attendance (Fig 14)

Fig 14

ADCTED Case Student View

Home Change Password Student Details CII Questionnaire New/Extension Approval All AQIS Applications PG Student Attendance De

PG Student Attendance Details

Menu

Application Number: 1-14068819

Date of Commencement of Classes: 4/6/2013

This is to certify that all the documents and data uploaded on portal are verified and to the best of my knowledge they are in order for disbursement of PG Scholarship to students:

Query PG Students

Menu GO View All Students

Select Course: ELECTRONICS

Select Program: ENGINEERING AN

PG Student Attendance and Payment Details

Menu Save

Status: Amount to be Credited: Date of Transfer: Attendance Approval Date: Principal/Director Approval: Transaction ID: Month: Payment ID: Payment Status: Money Transferred: Year: Amount Credited:

PG Student Attendance Details

Menu Save Query

Student ID	First Name	Surname / Family name	Course	Date of Admission	Left The Course
> 1-1497803921	AWAB	FAKIH	ELECTRONICS & TELE-COMMUNICATION	18/6/2012	Y

15. If Institute sets ‘Left the Course” as “Y” then existing attendance records will not be editable.

- 16 The institute should navigate to “**View of All Student Attendance Details**” and click on “**Export**” option from menu button (Fig 12).



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- 17 Institute shall Export the list of approved students in Excel file using “Menu” button, print this list and distribute the same to all the departments concerned for entry of month wise percentage attendance and amount of scholarship to be disbursed against each student.

Fig 12

The screenshot displays a web application interface. On the left, a menu is open, showing options such as 'New Query', 'Run Query', 'Refine Query', 'About Record', 'Record Count', 'Create Bookmark...', 'Print Preview...', 'Print...', 'Columns Displayed', 'Advanced Sort', 'Import...', 'Export...', 'Apply List', and 'Save List'. An arrow points to the 'Export...' option. The main content area shows a table of student attendance data. The table has columns for Student ID, First Name, Surname / Family name, Status, Attendance Appr, Year, Month, Amount to b, Principal/Dir, Payment ID, and A. The data is filtered by 'menement of Classes' and shows 10 records.

Student ID	First Name	Surname / Family name	Status	Attendance Appr	Year	Month	Amount to b	Principal/Dir	Payment ID	A
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	June	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	July	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	August	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	September	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	October	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	November	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2012	December	8000	Y		
1-1497673669	MITHIL	GHARAT	Attendance verified		2013	January	8000	Y		