Help Manual for PG Approval Process
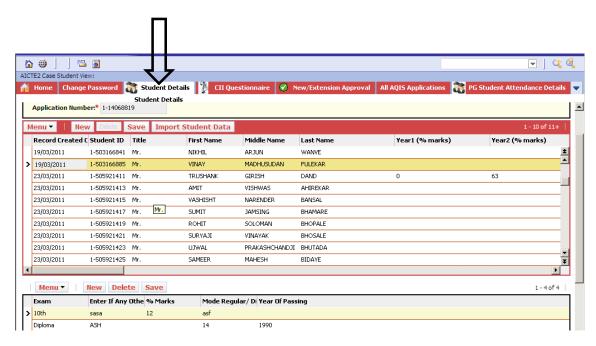
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Steps to be followed for disbursement of PG-Scholarships through direct cash transfer scheme
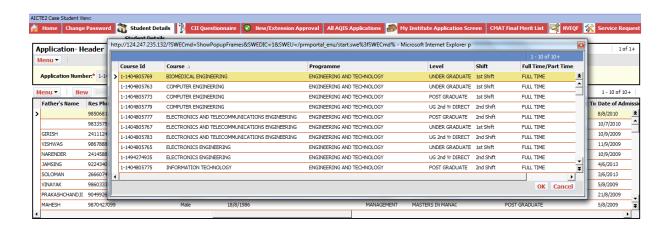
Instructions for Institutions

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.

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.

6. 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.

7. 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.
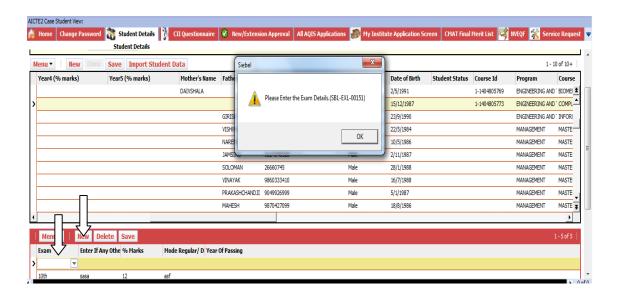
   Student Excel Sheet for Importing Student Details is available in AICTE Website -> Students -> Scholarships -> PG Scholarship GATE/GPAT -> Format for importing student Data

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

8. 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.
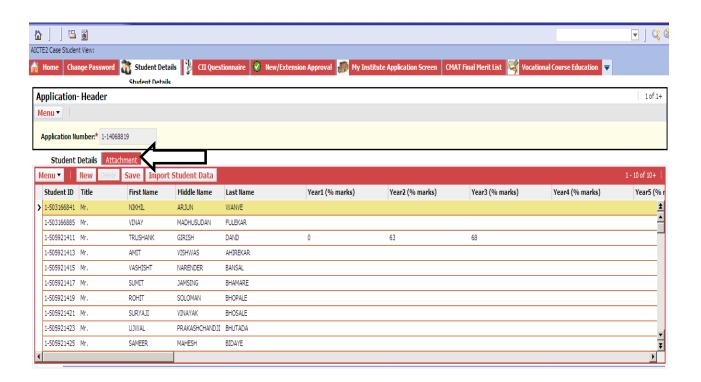
9. Students can also add exam details along with year of passing, percentage of marks scored, mode regular/distance. For entering exam details user clicks on "**New"** button and then enters the exam details and clicks on "**Save"** button. Exam field is mandatory. If user does not enter exam details and clicks on "**Save"** user will get an error message as shown in the below figure.
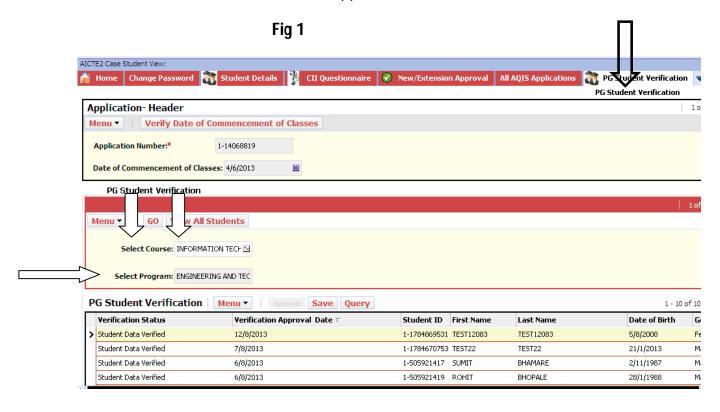
10. The Institute can upload the attachments given below in the Attachments view as shown in the below figure

    a. Utilisation certificate for the last grant released.

    b. Receipt and Payment account statement

    c. Indemnity Bond duly signed by the Head of the Institute

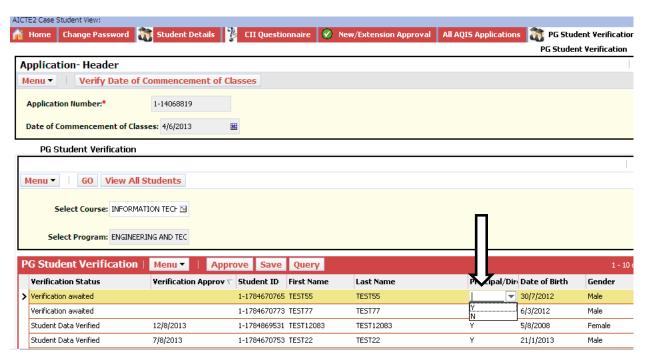## Step I: Verification and Approval of PG student details

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

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).
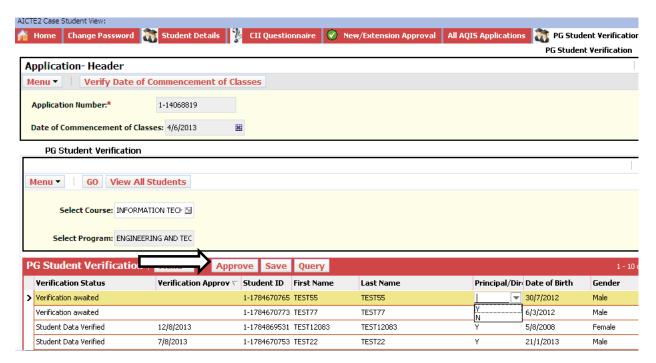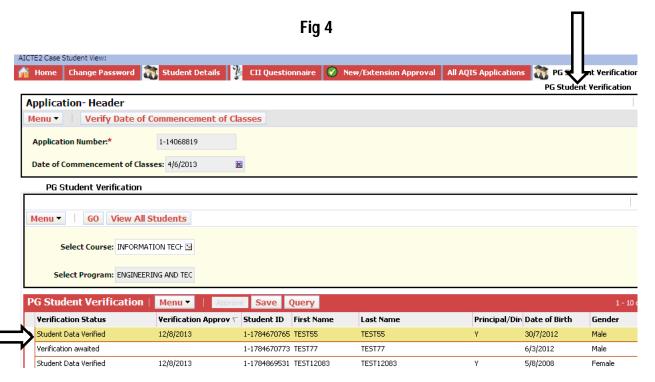
Fig 2

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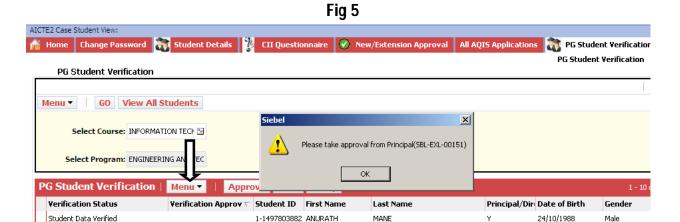student record. (Fig 3).

Fig 3

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

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

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

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

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

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 (No. of days college attended * 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

5. 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

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

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**".

7. 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".)

8. Message also displays count of attendance record of the students that are approved.

9. 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'.**

10. 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**

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

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

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).

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

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		