User Manual for Scheme

Unnat Bharat Abhiyan - UBA
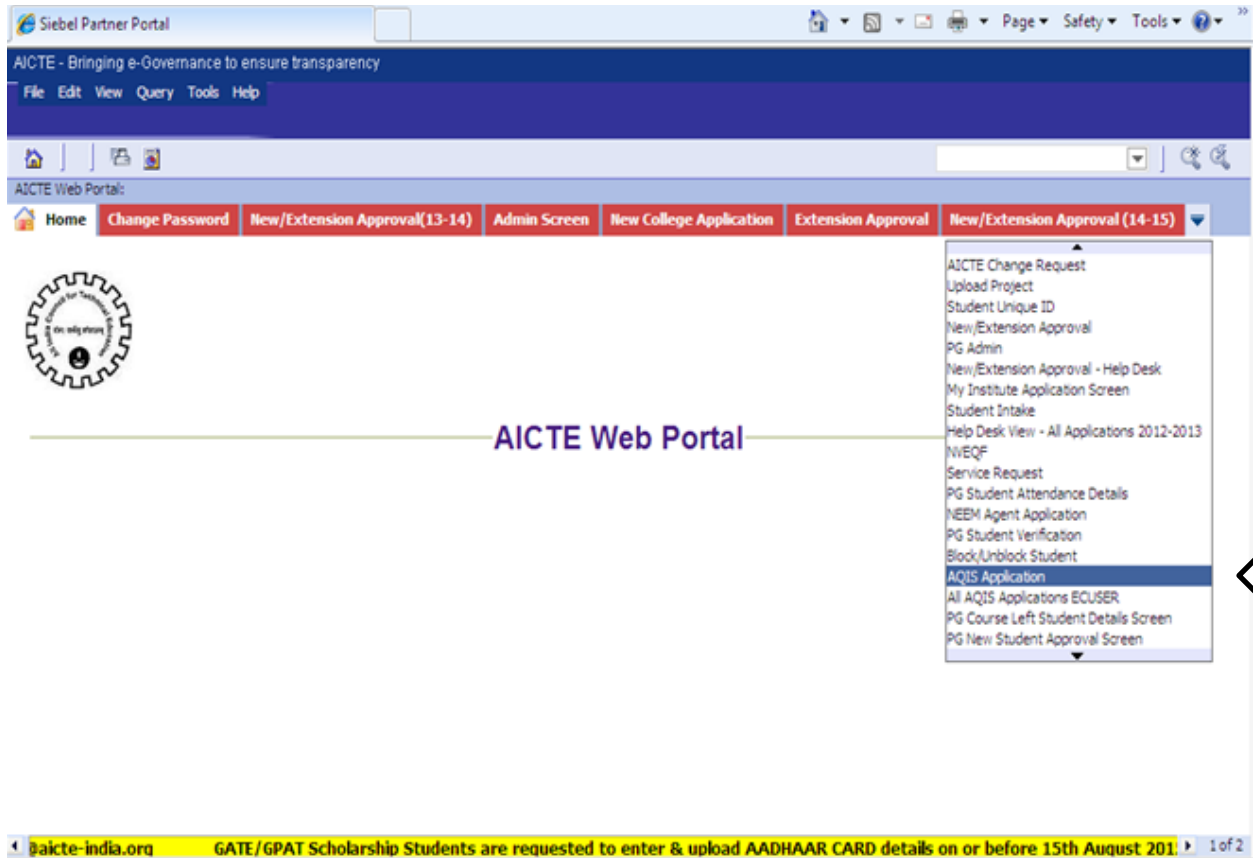
Table of Contents

AQIS Application

Login to existing AICTE Portal with the credentials provided by AICTE.

Navigate to **AQIS Application** Screen by clicking on 'AQIS Application' screen tab.

Application id of Academic Year **2016-2017** will appear on the 'AQIS Application- Institute Details' Form

1.   AQIS Bank Details

1.1   Institute Details
Below Institute Details will auto populate in the AQIS Application – Institute Details and will not be editable for the Institute.

- Current Application Number
- Permanent Institute Id
- Academic Year
- Name of the Institute
- Address of the Institute
- State/UT
- Town/City/Village
- Pin
- Institution Type
- Land Phone Number
- STD Code
- Cell Number – Cell Number should be of 10 digit
- Fax Number - Fax Number should be more than 6 digit
- Website

- **University Managed**- For differentiating **Government and Private/Self-Financed** Institute-
1.   If the Institution Type is Government, Central University, Deemed University (Government), University Managed – Govt, Govt. – Aided with percentage grant more than 50 %, then will be considered as Government.
2.   If the Institution Type is Unaided – Private, Deemed University (Private), University Managed – Private, or Institute in point 1 with less than 50% grant from government, it will be considered as Private/ Self-Financing.

Details to be filled by the Institute:

1.   Institute District
2.   Percentage Grant received from Government
3.   PAN Number of the Institute.
4.   PAN Card Issuing Authority with State
5.   PAN Card Issuing State
6.   PAN Card issuing Date – Issuing date should be less than current date
7.   Reference of Extension of Approval letter for the current year
8.   Email Id of the Institute

1.2   Bank Details
Details to be filled by the Institute:

1.	Name of Bank where Grant from AICTE will be deposited- Select Bank from the drop down list
2.	Branch Name
3.	Bank Branch Address
4.	Name of the Account Holder
5.	Type of Account- Select Account Type from the drop down
6.	Account Number –Number will be converted to * while entering Account Number so the user cannot copy the Account Number.
7.	Re-enter Account Number
8.	IFSC Code- IFSC Code will be converted to * while entering Code and should be of 11 digit
9.	Re-enter IFSC Code
10.	Bank MICR Code
11.	Bank Code
12.	Pin Code

- Check the Declaration flag and then click on "**Save Bank Details**" button.

- On clicking on "Save Bank Details" button, all the fields will become Read only and Successful message will be shown.
- "Confirm Bank Details" button will be enabled.
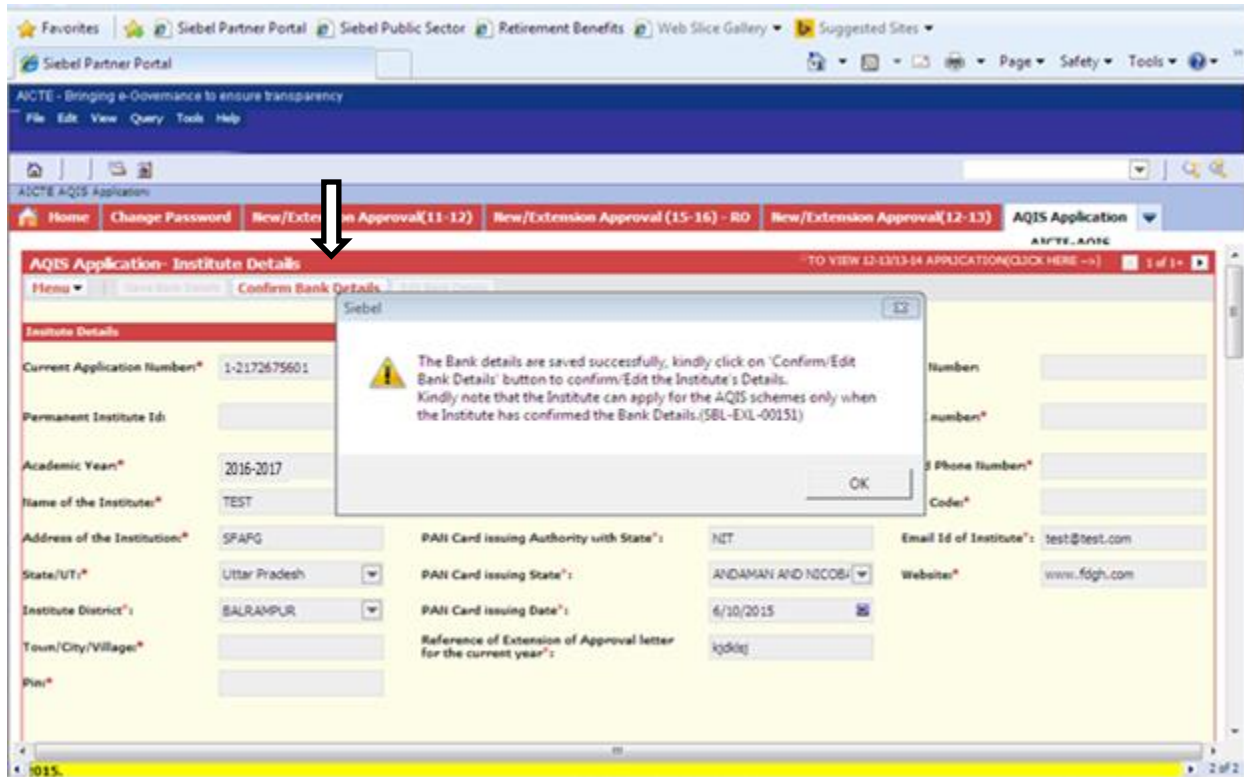
- To confirm the bank details entered, kindly click on the button 'Confirm Bank Details' button.
- A message will be shown prompting the Bank Details of the Institute.
- If the bank details are incorrect, click on Cancel button to edit the Bank Details again otherwise Ok to confirm the details.
- Once the 'Ok' button is clicked the Institute details and Bank details will become read only
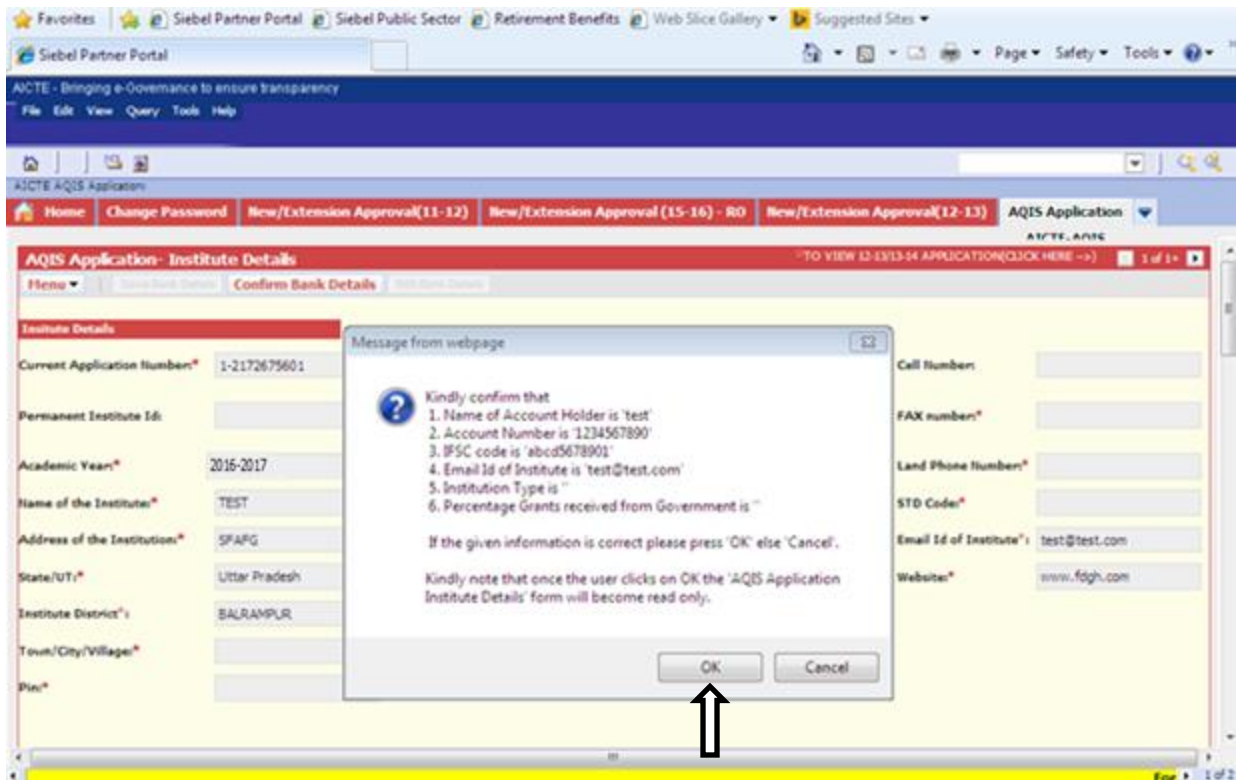
Only after confirming the Bank Details, the **"New"** button will get enable for adding the AQIS Applications.

- After confirming the Bank details, the data entered will become read only.
- "**Edit Bank Details**" button will get activated.
- Click on "**Edit Bank Details**" button to edit the Bank details.

- Once user clicks on "**Edit Bank Details**" button, the **"New"** button on 'All AQIS Application Information' will be disabled till the user again follows the procedure for Saving and Confirming the Bank details as described above.

2.   UBA - Unnat Bharat Abhiyan

1.   Click on "New" button to create AQIS Application.
2.   If the Institute is not approved by AICTE, i.e. any of the courses of the institute is not approved then Error Message will be displayed.

> Note: Select AQIS details tab while creating New AQIS Application.

3.   A unique AQIS Application ID will get created.
4.   Select the UBA-Unnat Bharat Abhiyan as Scheme from the drop down List.
5.   If the Institute has already applied for UBA- Unnat Bharat Abhiyan then the following error will be displayed.

6. If the institute is applying for UBA for the first time then it will be to create a new application. Select the scheme from the drop down list

7. Following fields will auto populate:
   - AQIS Application Id
   - Status
   - Duration
   - Creation Date
8. Click on the selection menu icon in **Faculty Id** field to add details of Principal Investigator.
9. A Pop up window will open with Faculty details present in Institute for Academic Year "2015-2016".
10. Select the 'Faculty Id' from the list.
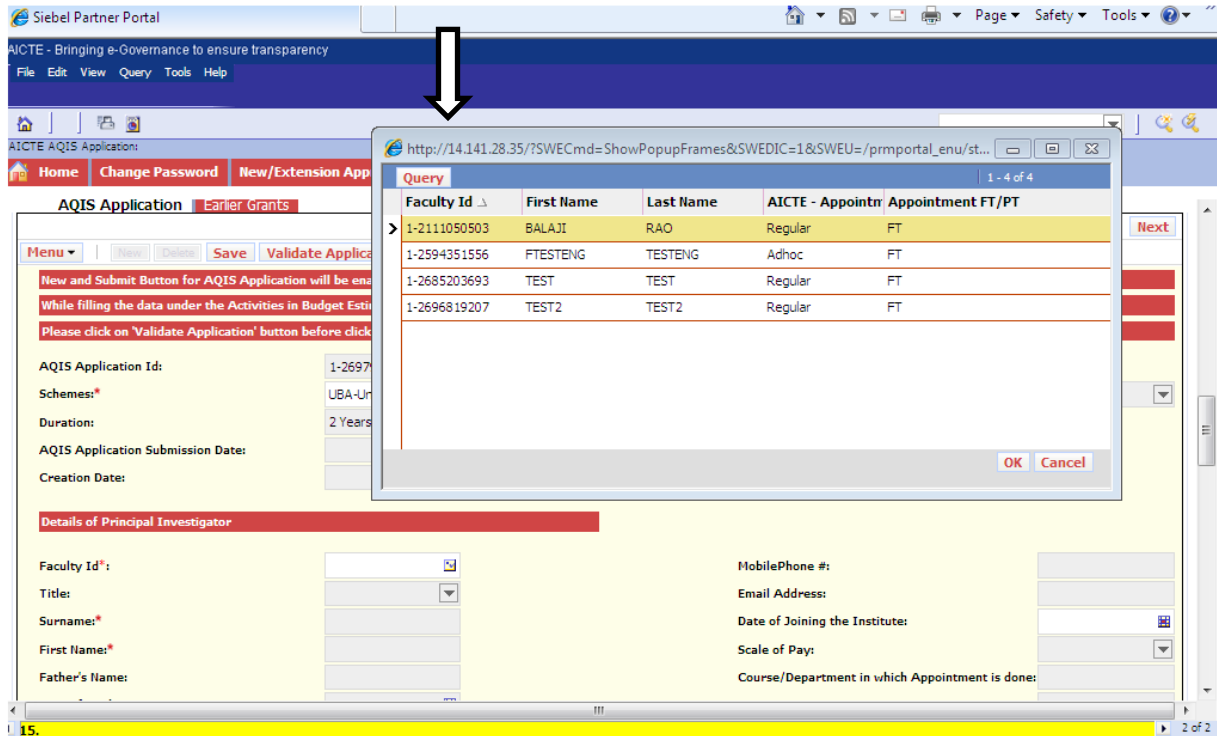
11. After selecting the 'Faculty Id' from the list, below data gets auto-populates as present in the Faculty details tab in New/Extension Approval Screen.

- Title
- Surname
- First Name
- Mother's Name
- Father's Name
- Date of Birth
- Exact Designation
- Appointment Type
- Appointment FT/PT
- Doctorate Degree
- Other Qualification's
- Mobile Phone#
- STD Code
- Landline #
- Fax Phone #
- Email Address
- Date of Joining the Institute

- Scale of Pay
- Course/Department in which appointment is done
- UG Degree
- PG Degree
- Area of Specialization
- Category
- Village
- Religion
- Gender
- State
- PAN No.
- Aadhaar Card (UID)

12. Below are the details to be filled by the Institute for the Faculty
- Technical Field of Proposal
- Abstract
- UG Branch
- PG Branch
- Expected Outcome
- Objective
- Aadhaar Card (UID) – It should be of length 12

Required Fields:
- Title of Proposal
- Department
- Category
- Village
- Religion
- Gender
- State
- PAN No. – It should be of length 10

13. Following to be entered by Institute.
- Discipline/Subject Group – to be selected from the dropdown.
- Name of Principal
- Category of Principal
- Contact Number of Principal
- Email of Principal

14. If the Faculty added is other than Full Time and Regular, an error message will be displayed.

14.   If any of the required fields is left blank in 'AQIS Application Details' Tab, error message will be displayed for required fields on click of the 'Validate Application' button.

NOTE: Following tabs are applicable for UBA Scheme

a-   AQIS Application Details

b-   Budget Recurring

c-   Budget Non Recurring

d-   Academic Credentials of Coordinator

e-   Justification of Project

f-   Credentials of Institute

2.1   AQIS Application Details

1.   Navigate to 'AQIS Application Details' tab for UBA Scheme.

Details to be filled:

- Number of NBA Accredited courses in Institute
- Number of Patents
- Number of Publications

Validations:

1. If any of the required fields is left blank in AQIS Application Details Tab, error message will be displayed for required fields on click of the 'Validate Application' button.
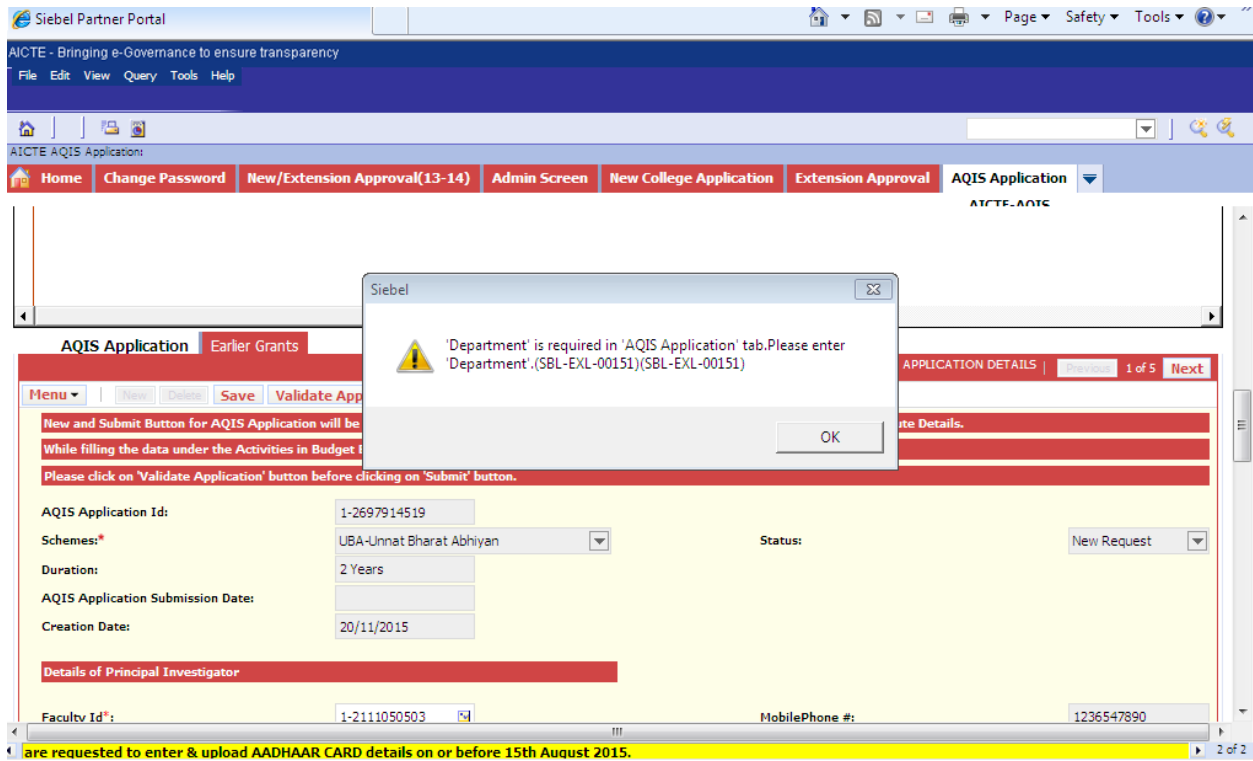
2.2   Budget Recurring

1.   Navigate to 'Budget Recurring' tab for UBA Scheme

2.   Click on "New" button to add Budget Non-Recurring Details

3.   Details to be filled:
- Details of the Expenditure
- Estimate for Year 1 (R1)
- Estimate for Year 2 (R2)
- Estimate for Year 3 (R3)

4.   Following fields will be read-only:
- Experts Recommendation for Year 1 (R1)
- Experts Recommendation for Year 2 (R2)
- Experts Recommendation for Year 3 (R3)

NOTE: All the fields mentioned above are required

2.3   Budget Non-Recurring

4.   Navigate to 'Budget Non-Recurring' tab for E Scheme

5.   Click on "New" button to add Budget Non-Recurring Details

6.   Details to be filled:
- Proposed Equipments
- Specifications
- Cost per Unit (in Rs)
- Number of Units
- Cost in Rupees
- Justification

Validations:

 Cost in Rupees cannot be greater than [Cost per Unit (in Rs.) * Number of Units]

NOTE: All the fields mentioned above are required

2.4 Academic Credentials of Coordinator / PI/ Applicant

1. Navigate to' Academic Credentials of Coordinator/ PI/ Applicant' tab for UBA Scheme.

2. Click on "New" button to add Record.

3. Details to be filled:
- Parameter/ Criteria – Select from drop down list and it's a required Field
- Yes/No – select from the drop down
- Count/Number
- Area of Specialization/ Details

4. Following fields will be auto populated on click of save button -
- Marks Awarded by the Experts
- Marks Awarded by the System
- Max. Marks

Validations:

a) If 'Yes/No' is No then 'Count/Number' and 'Area of Specialization/Details' will be read only fields.

b) If 'Parameter/Criteria' selected is 'PG', 'PhD' or 'Patents Registered' then 'Area of Specialization/Details' is required field and 'Count/Number' is read only field.

   c) If 'Parameter/Criteria' selected is 'Total experience including teaching, industrial and research ', 'Number of Publications in last 3 years (National / International journals)' or 'Number of Ph D students guided 'then 'Count/Numbers' is a required field.

5. All the 'Parameter/Criteria' are required for the 'Academic Credential of the Coordinator/ PI/ Applicant' tab and if any of the 'Parameter/Criteria' is missing then following error message is displayed on click of 'Validate Application' button.
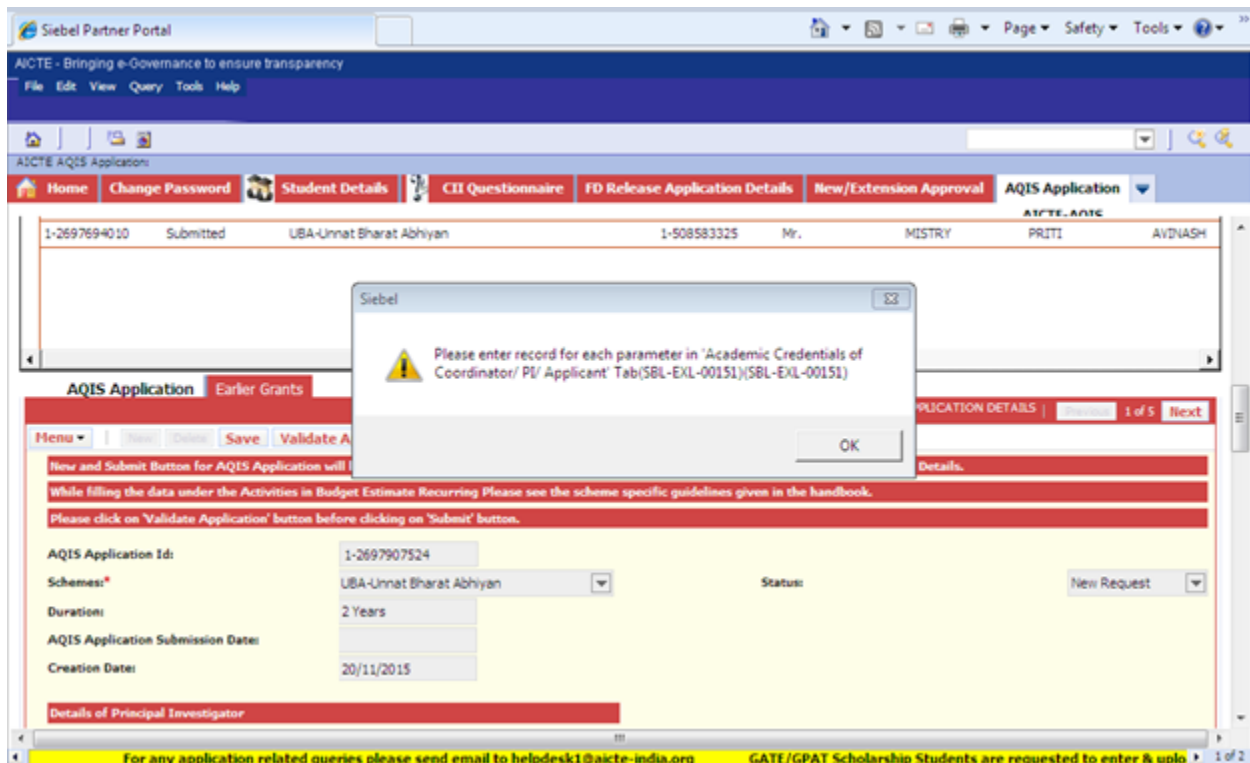
6. User can add only 1 record for each parameter in 'Parameter/Criteria' field.
7. If the user enters the same 'Parameter/Criteria' more than once, following error message will be displayed on click of 'Save' button.

NOTE: There should be only one record for each value of 'Parameter/Criteria' field.

2.5   Justification

1.   Navigate to 'Justification' tab for UBA Scheme.

2.   Click on "New" button to add Record.

3.   Details to be filled:
- Parameter/ Criteria – Select from drop down list and it's a required Field.
- Details - Required Field.

4.   Following fields will be auto populated on click of save button -

- Max. Marks –
- Marks Awarded by the Experts

5.   All the 'Parameter/Criteria' are required for the 'Justification tab and if any of the 'Parameter/Criteria' is missing then following error message is displayed on click of 'Validate Application' button.
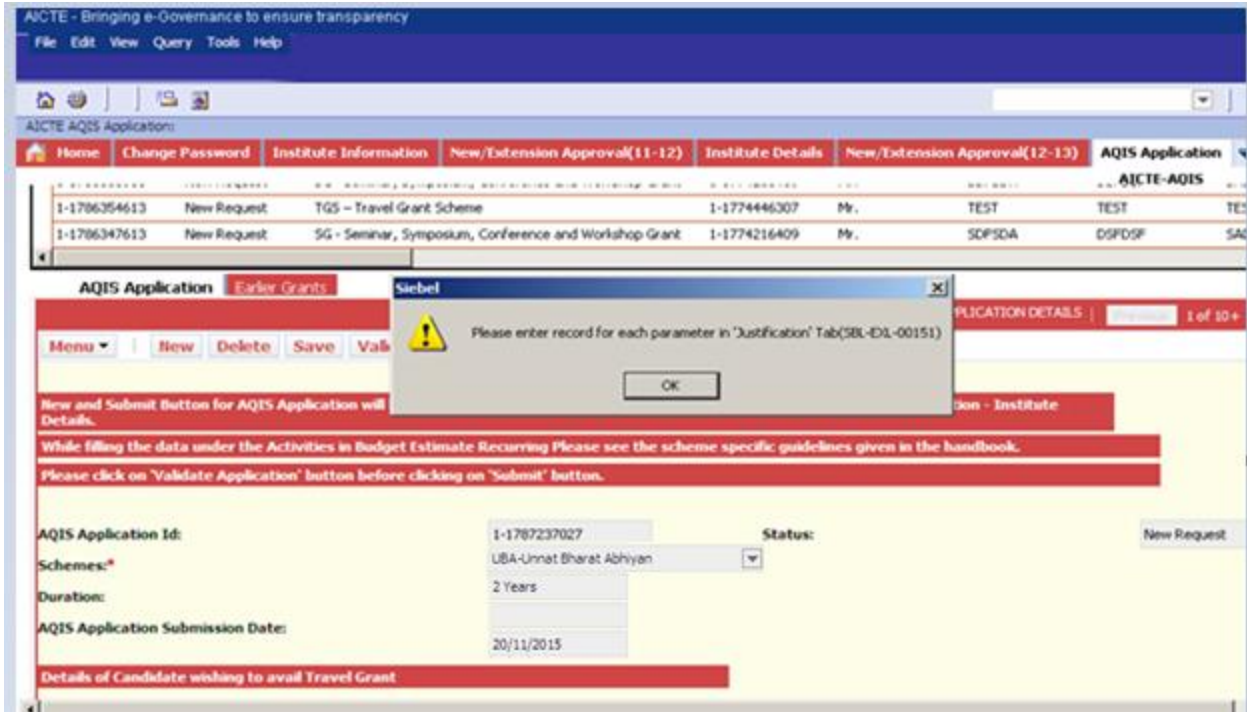
6. User can add only 1 record for each parameter in 'Parameter/Criteria' field.

7. If the user enters the same parameter more than once, following error message will be displayed on click of 'Save' button.
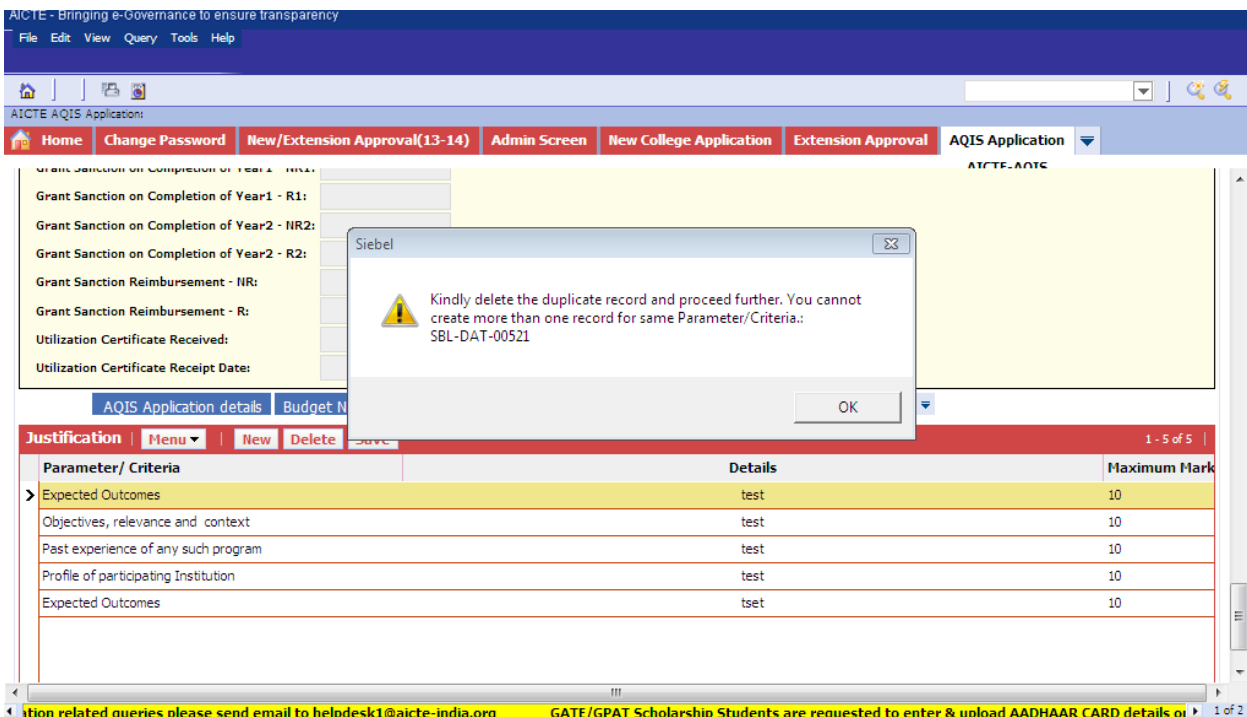
NOTE: There should be one record for each value of 'Parameter/Criteria'.

2.6   Credentials of Institution / Department

1.   Navigate to 'Credentials of Institution / Department' tab for UBA Scheme.

2.   Click on "New" button to add Record.

3.   Details to be filled:
- Parameter/ Criteria – Select from drop down list and it's a required Field.
- Yes/No – Select from drop down list and it's a required Field.
- Count/Number
- Details

4.   Following fields will be auto populated on click of save button -
- Marks Awarded by the System
- Maximum Marks
- Marks Awarded by the Experts

Validations:
a)   If 'Yes/No' is No then 'Count/Number' and 'Details' fields will be read only fields.
b)   If 'Parameter/Criteria' is 'Number of courses Accredited in the Institute', 'Research projects completed in last 3 years' or 'Consultancy projects completed in last 3 years' and 'Yes/No' is 'Yes' then 'Count/Number' is a required field.

c) If 'Parameter/Criteria' is 'Type of Institute-Whether selected under TEQIP-I' or 'Type of Institute-Whether selected under TEQIP-II' and 'Yes/No' is 'Yes' then 'Count/Number' is a read only field.

4. All the 'Parameter/Criteria' are required for the 'Credential of Institution / Department' tab and if any of the 'Parameter/Criteria' is missing then following error message is displayed on click of 'Validate Application' button.

Error image

5. User can add only 1 record for each parameter in 'Parameter/Criteria' field.

6. If the user enters the same parameter more than once, following error message will be displayed on click of 'Save' button.
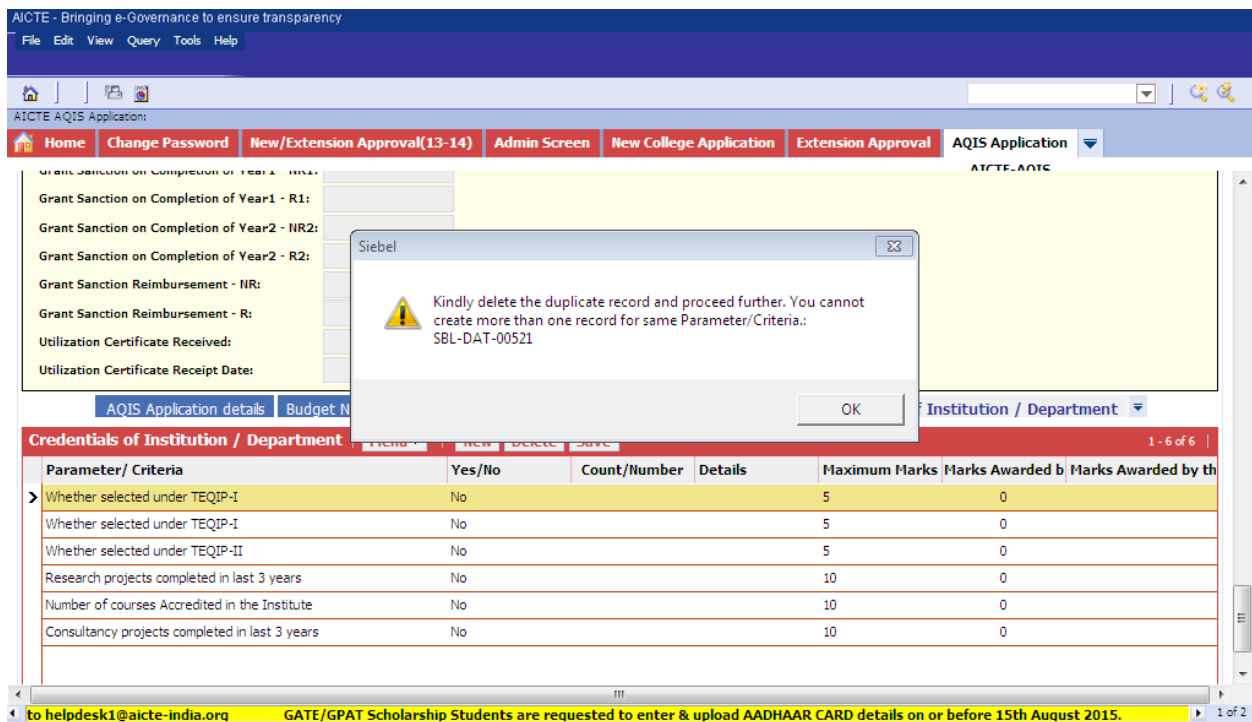
NOTE: There should one record for each value of 'Parameter/Criteria'.
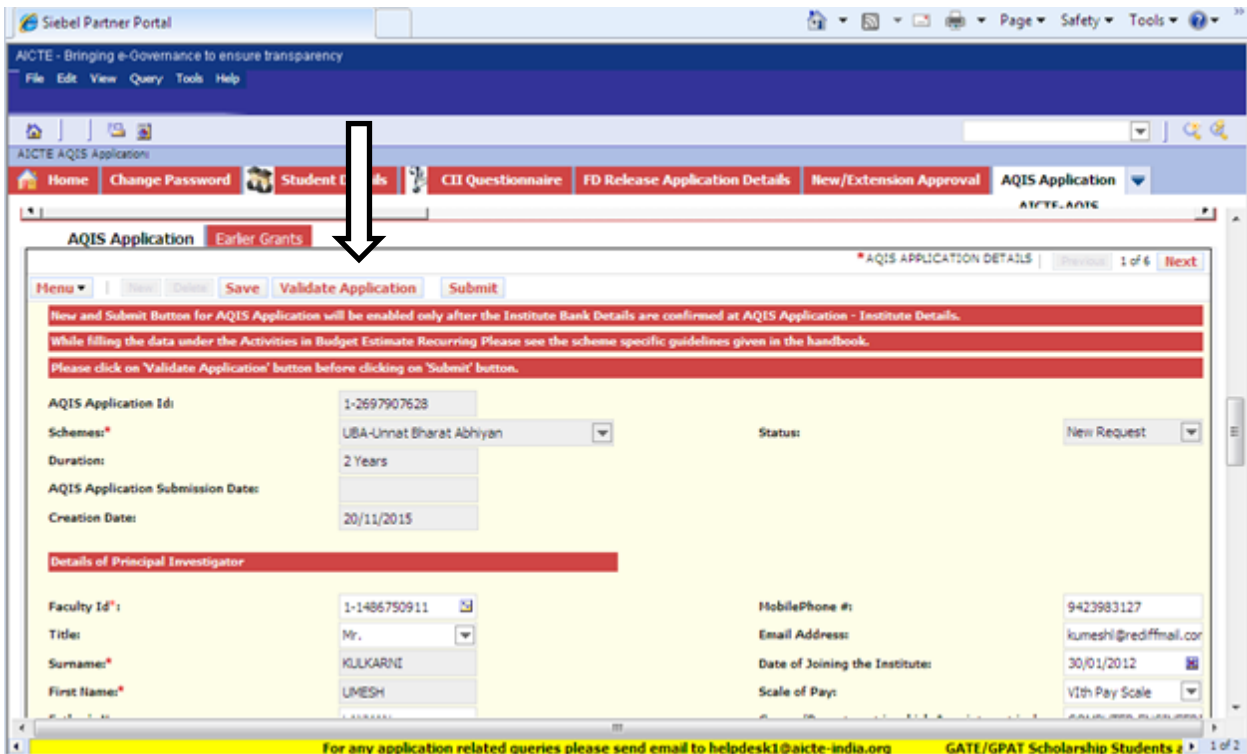
2.7   Any other tab than mentioned above

If user clicks on 'New' button then error message is displayed mentioning the schemes for which the current tab is applicable.
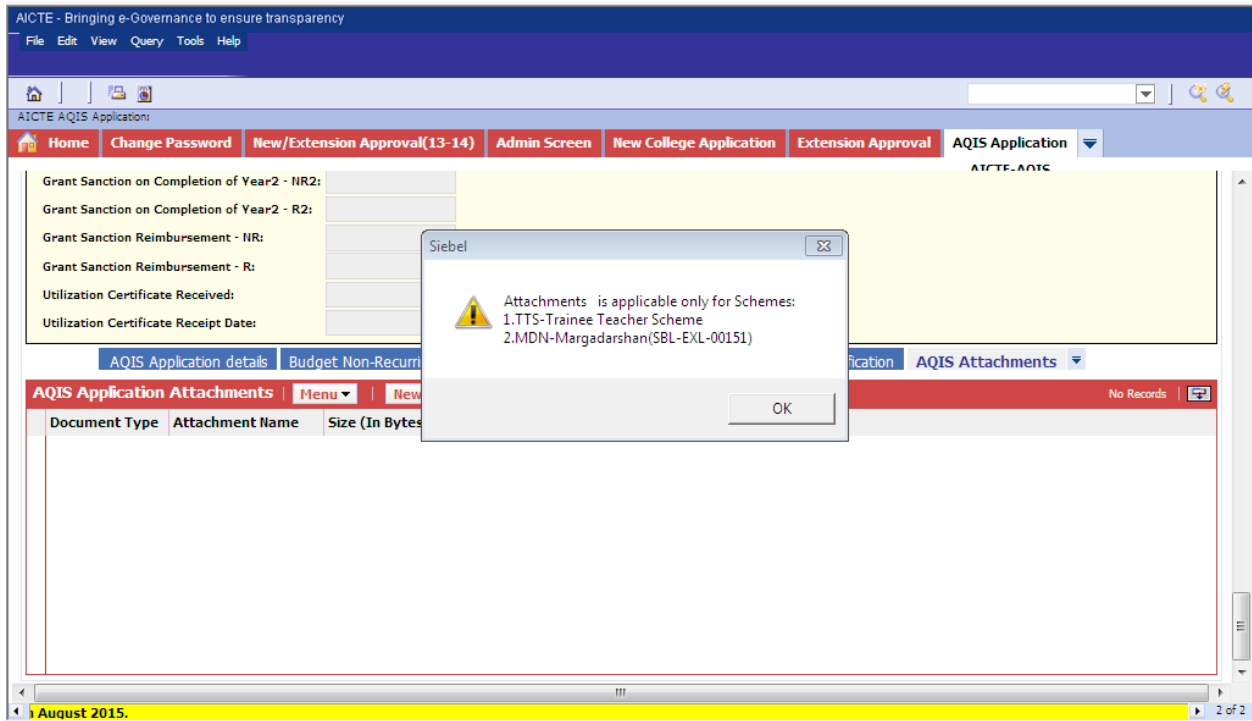
2.8   Validation of Application

1.   Once the user has filled all the data in the above mentioned tab, user should click on 'Validate Application' button on the 'AQIS Application' tab.
2.   Once the user clicks on "**Validate Application**" Button, complete validation of AQIS Application will be done.
3.   On clicking Validate Application button below operations are performed.

4. Following fields will be calculated by system and will be auto-populated.

- Total of amount entered in the ['Cost in Rs.'] field in 'Budget Non – Recurring' and ['Estimate for Year 1 (R1)'+'Estimate for Year 2 (R2)'+' 'Estimate for Year 3 (R3)'] in 'Budget Recurring' is set in the 'Total Fund Requested' field under label 'Payment Disbursement Schedule'.

5. After Successful completion of Validation, a Validation completion message will be displayed.