

On Line Fee Proposal Submission - 2014

Technical Education Information System
(TEIS)

*Help
Document*

FEE REGULATORY COMMITTEE, AHMEDABAD

WELCOME NOTE

We are pleased to inform you that the Fee Regulatory Committee has initiated the process of determination of fees for the professional courses for the block period of academic year 2014-15, 2015-16 & 2016-17. We take this opportunity to thank you all for the support extended to the Committee for determination of the fee structure in the past.

As you know the fee structure approved by the Fee Regulatory Committee is valid up to the academic year 2013-14. As per the provisions of the Act, the fee structure needs to be revised after three years. As such for all the Self-Financed professional Institutions, new fee structure needs to be approved OR the existing fee structure needs to be validated by the Committee for the students to be admitted in the academic year 2014-15 onwards.

This time, the Committee has decided to invite fee proposals through online submission on web portal and MIS software has been developed for this purpose. All the Self-Financed Institutions and its Trust/Management/University are required to submit their proposal through this portal only. Once the data has been uploaded through the system, a final proposal will be generated through the web-portal, a print out of which has to be taken and submitted to the Fee Regulatory Committee within the stipulated time limit. We seek your support and cooperation to enable the Committee for timely completion of the process and declare the fees well in time.

Chairman

Technical Education Information System (TEIS)

Technical Education Department is designing the “Technical Education Information System” model to prepare strategy plan, design, develop and implement appropriate information Technology based solutions for all its stakeholders. CTE (Commissionerate of Technical Education) is planning for a system which can take care of transactions done by approximately 100000 students and 6000 faculty, supporting staff and other employees simultaneously. It will support public management information for students, faculties, parents, affiliated institutes, colleges, and government offices associated with the department. It will also provide a query and reporting system that will summarize CTE and college specific operational data.

CTE aims to achieve the following objectives through “Technical Education Information System”

- Enhance administrative transparency, efficiency and operating costs.
- Enhance teaching learning activity by involving faculty and students through single domain E-Mail cluster
- Share learning resources, assignments, test, quiz on a common platform.
- Providing transparency through forum discussion, grievance redresses and status updating of activities/issue raised by students, faculties, industry, parents etc..
- Bring in automation in common academic and administrative tasks.
- Serve as a common platform to industry for placement activities.
- Serve as common platform to faculty by providing information regarding seminars, conferences, research papers etc...

As a first step towards achieving transparency with the help of automation, the fees of Self-Finance Institutes will be determined by on-line data filling in the web portal designed for Fee Regulatory Committee. The module involves filling of data in various categories like College Details, Infrastructure Detail, Performance and Accreditation, Student Details, Staff Details, Investment details, Expense details, Programs offered and fee structure, Utilization of excess funds and Scholarship details. The module also involves statistical analysis of the data filled by the Institute.

This document will serve as a guideline to fill the data in various categories. Important tips as well as brief guideline are illustrated in step by step manner. It is mandatory to fill the data in fields where asterisk (*) is marked in front of descriptive label.

Brief Guidelines for filling up online details for fee fixation process for the academic year 2014-15, 2015-16 and 2016-17 for Professional Courses:

Trust/management/university can login to the web portal with the help of E-mail Id as Login ID, and the password received in their Email. The link will be sent by respective trust/management/university to institute/college. Institute can login with the help of clicking on the link received in their E-mail and can enter their password on first login. The login ID cannot be changed and should be unique for all colleges.

For subsequent login, visit website “www.frctech.ac.in” and click on the link for on-line proposal. Use login ID and your password to enter the web-portal.

To fill the various sections of the form it is advisable to keep following things handy at Trust/University level

- Basic details of the trust/university i.e. address, contact number etc..
- Details of the members of the Governing Board, Council and Academic / Advisory Councils or any other statutory body.
- List of all Institutes/Colleges under the trust/university.
- E-mail Id's of all the heads of colleges (Institute relevant Information is to be filled by individual colleges separately)

To fill the various sections of the form it is advisable to keep the following things handy at Institute/College level

1. College Details:

- Name and address of Institute.
- Year of Establishment
- Contact details of Head of Institute
- Affiliation details with University (Act number and date in case of standalone University)
- Approval details of regulatory authority e.g. AICTE, PCI, DCI, CoA, University etc. with branch name and sanctioned intake

2. Infrastructure:

- Land details, Total area, Name of owner, Registration authority, Registration no., Survey no. etc.
- College building details with total built-up area and cost as on 31/12/2013
- Details of other infrastructure facilities.

3. Performance and Accreditation:

- Details of activities carried out during last three years for
 - Academic, Extra-curricular programs, Students' welfare, Faculty development, Community service, Innovation and new initiatives. Scan copy of the related documents (if any) stored as JPEG file format with file size not more than 150 Kb
 - Accreditation details like NBA, NAAC, AAA from KCG, Any other

4. Student Details:

- Branch wise sanctioned intake and total number of students on roll
- Placement record: Number of students placed with average and highest package offered

5. Details of Staff: (Can be uploaded in fixed excel format downloaded from portal)

- Teaching and Non-teaching, Qualification, Department, Designation, PAN details, Mobile number, Bank details with account number, Date of birth, Date of joining the institute, Date of leaving the institute (In case staff has left the institute during last three year), Total annual salary paid and TDS deducted in last three years.

6. Investment Details:

- Grant/Subsidy/Financial Benefits received from Govt./Other Statutory Body
- Sponsored Research / Consultancy / Income
- Details of new Investments on Building, Furniture, Equipment /Instruments, Books, Vehicles, Computer/IT communication assets etc.

7. Income-Expenditure Details:

- Salary Cost: Salary cost of teaching staff, visiting faculty and non-teaching staff.
- Cost Other than salary cost i.e., Educational & Academic Expenses, Energy & Utilities Expenses, Communication Expenses, Legal & Consulting Expenses, Administrative Expenses, Repairs to Buildings, Equipment's & Furniture, Travelling Expenses, Depreciation.
- Total number of students on normative basis (intake base) and actual.
- Upload audited account statement of the institution for year 2011-12, 2012-13 and provisional certified accounts of 2013-14.

8. Programs offered & Fee Structure:

- Branch and branch wise intake will be displayed automatically. Please check and notify the discrepancies, if any. (If any discrepancy is found, use "**Send Query**" TAB in the portal)
- Existing fee structure per annum
- Proposed fee structure per annum

9. Utilization of Excess Funds:

- Details of number of NRI students admitted and fees collected.
- Utilization of excess fees collected from NRI students.
- Details of scholarship/financial support offered.

10. Scholarship Details:

- Details of scholarship in form of financial aid, loan, books, etc. offered in the last three years from excess NRI fees collected and from trust/society.

If the management/Institute is willing to avail the opportunity of personal hearing with the Committee, they may give consent as 'YES' on line. Otherwise the committee shall decide the fee structure considering the details submitted with this proposal.

An Undertaking has to be given by the Management/Institute by clicking on “**SUBMIT**” button and submit the Undertaking on a Non-judicial Stamp Paper worth Rs.100/- along with the hardcopy of the proposal generated to the office of the Fee Regulatory Committee, Ahmedabad.

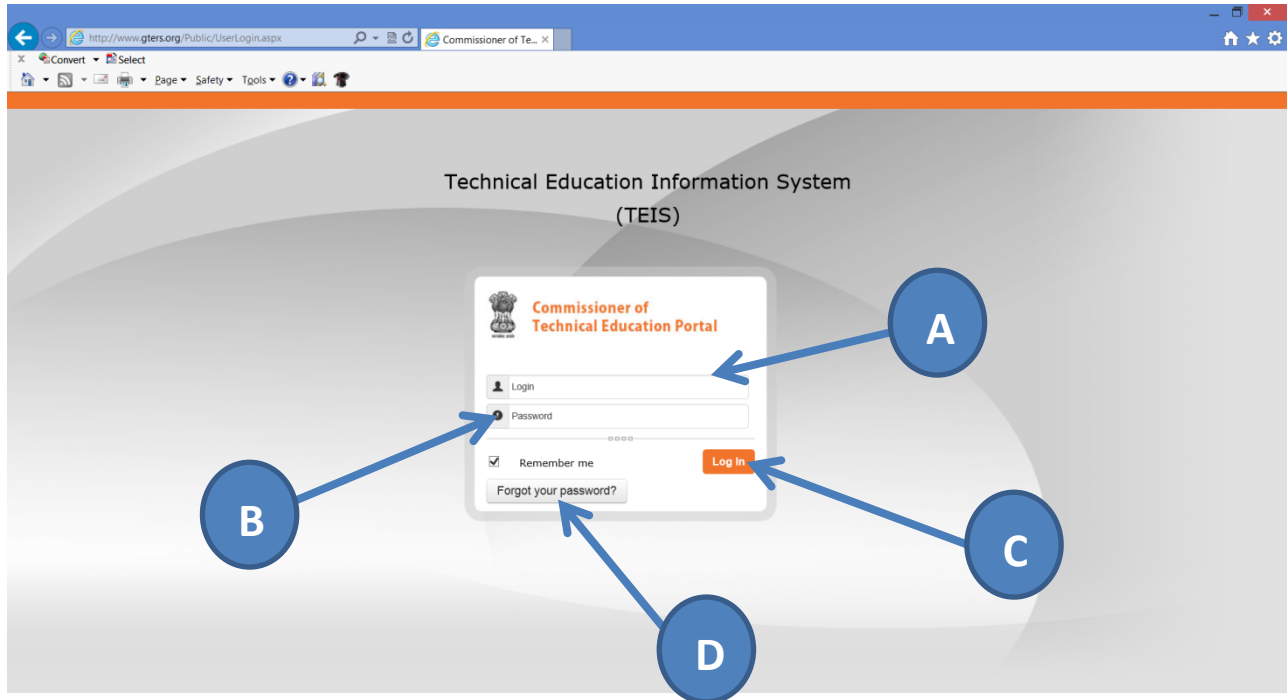
The document is divided into two parts: Part–A is related to basic Management details and to be filled by Management of institutes. Part–B is related to college details and to be filled by the head of the institute.

PART – A

Technical Education Information System (TEIS)

Logging into the System:

Management can log-in to TEIS (Technical Education Information System) with the help of password sent to their respective E-mail. Please enter following address **www.frctech.ac.in** in the explorer to visit the portal. The Log-In screen will appear as below.



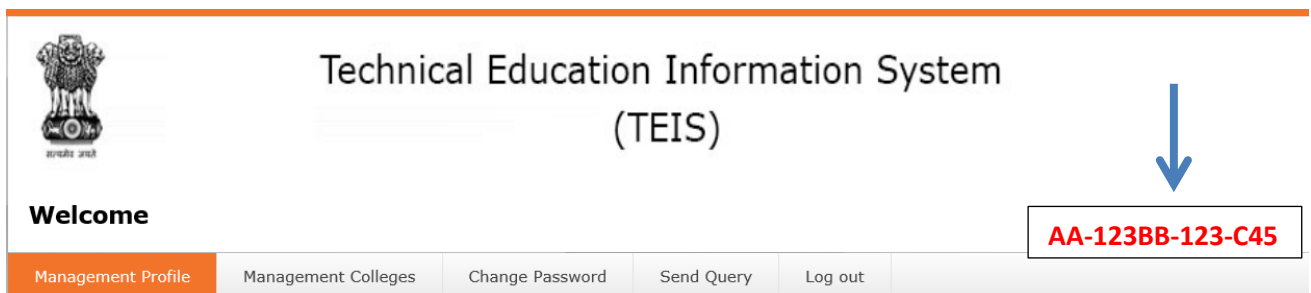
[A] Enter your E-mail ID as User ID

[B] Enter password which is sent to you in your E-mail

[C] Click on “**Log In**” Button to Log-in to the System.

[D] In case you forget the password you can click on the “**forgot your password?**” and new activation link will be sent to you.

On successful login, the screen will appear as shown below:



Note down the number shown on the left hand side as indicated by arrow. This number is your PIN and this will be required in case you forget your password and want to regenerate the link

Forgot Password:

In case you forget your password, clicking on the “**Forgot your password?**” button, the screen will appear as shown below:

The diagram shows the 'Forgot password?' form with the following elements:

- Callout A:** Points to the 'User ID' input field.
- Callout B:** Points to the 'Pin' input field.
- Callout C:** Points to the 'Send Link To Email' button.

The form contains the following text and fields:

Forgot password?
Reset your password

User ID :

Pin :

Send Link To Email

[A] Enter your E-mail ID as User ID

[B] Enter 16 digits PIN

[C] Click on “**Send Link To Email**” Button to reset password.

The screenshot shows the 'Forgot password?' form with the following data entered:

Forgot password?
Reset your password

User ID :

Pin :

Send Link To Email

A blue arrow points from the 'Send Link To Email' button to a confirmation message box:

Message from webpage [X]

Email sent

OK

After filling details as shown above and clicking on “**Send Link To Email**” Button you will receive “**Email sent message**” as shown above and will receive activation link in your Email.

Important Tips:

User – ID (your E-mail ID) and Password (sent on your E-mail) is case sensitive so make sure to type it correctly for successful Log In.

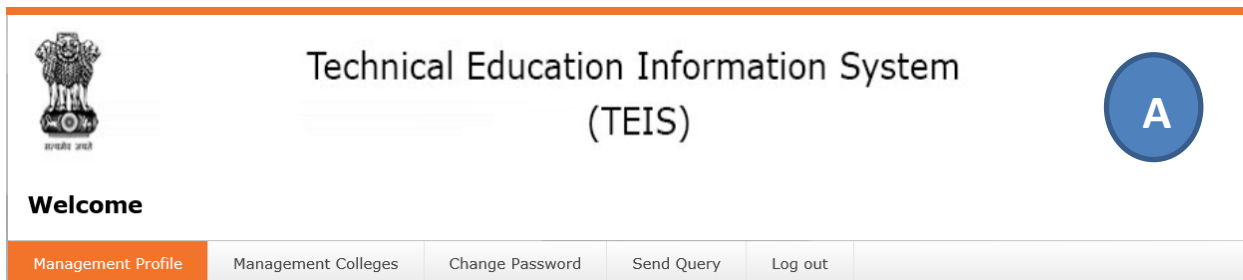
The screenshot shows the login page of the 'Commissioner of Technical Education Portal'. It includes the following elements:

- Logo of the Government of India.
- Text: **Commissioner of Technical Education Portal**
- User ID field:
- Password field:
- Remember me checkbox: ☒
- Log In button
- Forgot your password? link

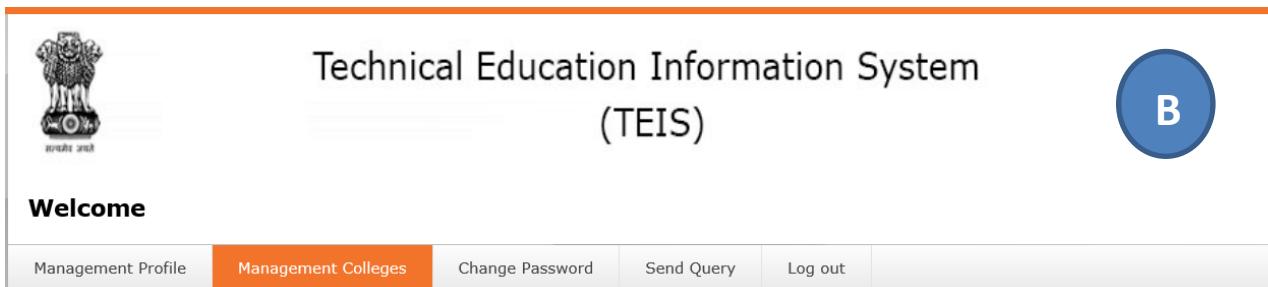
Technical Education Information System (TEIS)

Management Log-in:

On successful log-in, the Management screen will appear with five important TABs as shown below:



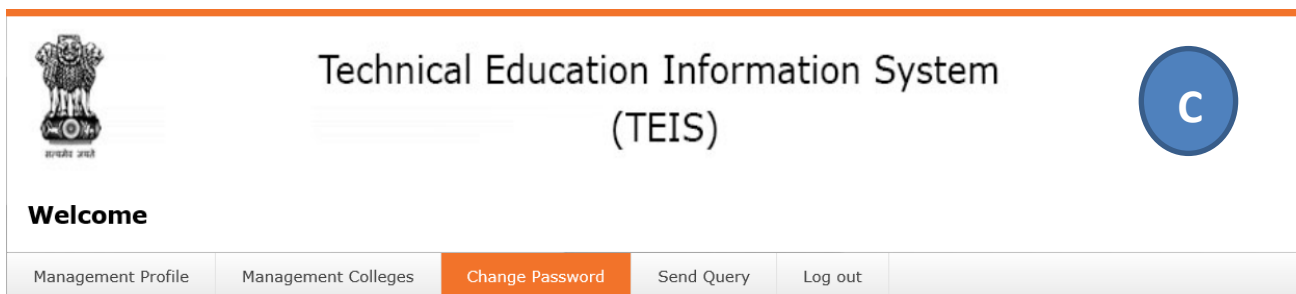
In **Management Profile** TAB, Management has to enter basic details like address, contact information, registration details, board of governance members, academic council members' etc...



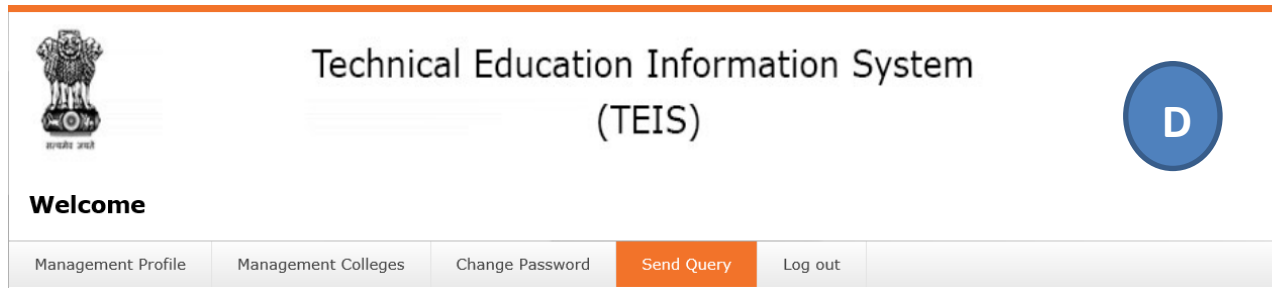
In **Management Colleges** TAB, the list of all colleges under management will be displayed. Management will select individual colleges with their respective heads E-mail ID and send E-mail to activate the colleges on the portal.

Important Tips:

Please verify that all colleges under management are displayed. In case of any deletion, updating in name or addition of college, use "Send Query" TAB to send the query.



In **Change Password** TAB, Management can change the password assigned for Log-In. It is advisable to change the password after first Log-IN.

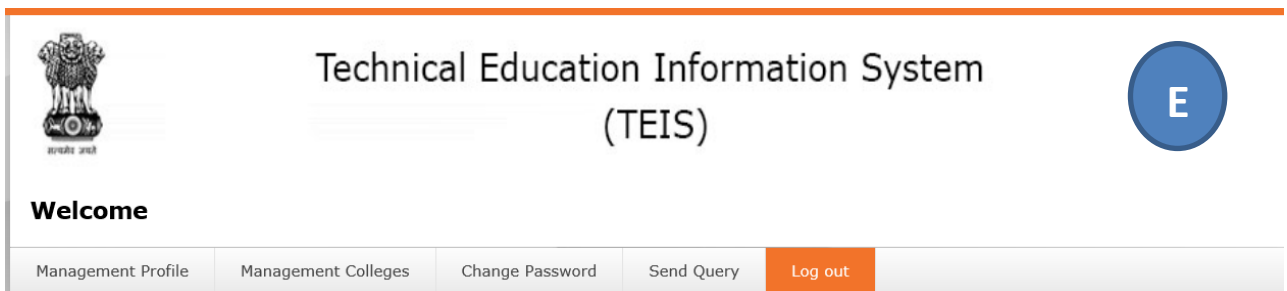


Technical Education Information System (TEIS)

Welcome

Management Profile	Management Colleges	Change Password	Send Query	Log out
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In **Send Query** TAB, Management can send query regarding correction in college name, deletion of college or addition of college.



Technical Education Information System (TEIS)

Welcome

Management Profile	Management Colleges	Change Password	Send Query	Log out
--------------------	---------------------	-----------------	------------	---------

In **Log out** TAB, Management can Log-Off from the portal.

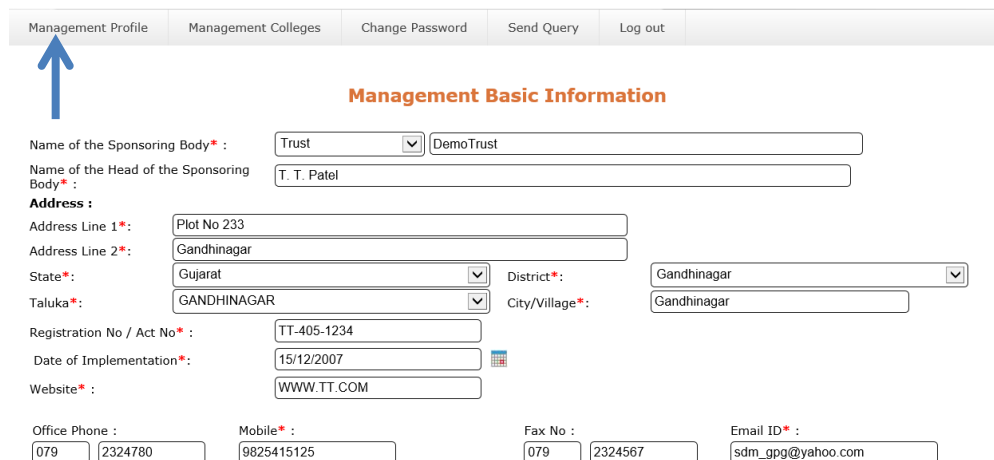
Important Tips:

Before Logging Off from the application please make sure that the last data filled is saved properly. It is advisable to use this TAB for quitting the portal.

[A] Management Profile TAB

Clicking on **Management Profile** TAB you will get the screen as shown below:


I - Basic information and II- Governing body, Academic council and/or any statutory body.



Management Basic Information


Name of the Sponsoring Body* :		<input type="text" value="Trust"/> <input type="text" value="DemoTrust"/>	
Name of the Head of the Sponsoring Body* :		<input type="text" value="T. T. Patel"/>	
Address :			
Address Line 1* :		<input type="text" value="Plot No 233"/>	
Address Line 2* :		<input type="text" value="Gandhinagar"/>	
State* :	<input type="text" value="Gujarat"/>	District* :	<input type="text" value="Gandhinagar"/>
Taluka* :	<input type="text" value="GANDHINAGAR"/>	City/Village* :	<input type="text" value="Gandhinagar"/>
Registration No / Act No* :		<input type="text" value="TT-405-1234"/>	
Date of Implementation* :		<input type="text" value="15/12/2007"/>	
Website* :		<input type="text" value="WWW.TT.COM"/>	
Office Phone :	Mobile* :	Fax No :	Email ID* :
<input type="text" value="079"/> <input type="text" value="2324780"/>	<input type="text" value="9825415125"/>	<input type="text" value="079"/> <input type="text" value="2324567"/>	<input type="text" value="sdm_gpg@yahoo.com"/>

Technical Education Information System (TEIS)





Governing Body :

Name of Member * : Designation * : Present Position : Highest Qualification * :


Off Phone : Off Fax : Mobile * : EmailID *  :

Save **Cancel**



Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
Y Y YYYYY	Chairman	YYYY	M. Phil.	777777	777777	7777777777	EE@YY.COM	 

Academic Council :

Name of Member * : Designation * : Present Position : Highest Qualification * :

Off Phone : Off Fax : Mobile * : EmailID *  :

Save **Cancel**

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
C C CCCCC	Member	HFHFH	Post. Graduation	99999999	99999999	9999999999	DD@DD.COM	 

☐ If any other statutory body, Please specify

Save

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[I] Enter institute information with contact data as shown above. Remember to add mobile number (10 digit), and Email and Website address in standard format.


Important Tips:


In case of invalid entry (particularly mobile no, website, email address) the data will not be saved and screen will be marked with error description in red. Mobile number should be of 10 digits. Email should be in xx@yyy.com format and website in www.xyz.com format.

[II] Governing Body Member can be added by filling basic details as shown below and clicking on “Save” button

Governing Body :


Name of Member * : Designation * : Present Position : Highest Qualification * :

Off Phone : Off Fax : Mobile * : EmailID *  :

 **Save** **Cancel**

Academic Council :

Name of Member * : Designation * : Present Position : Highest Qualification * :

Off Phone : Off Fax : Mobile * : EmailID *  :

Save **Cancel**

[II] System will prompt you with “**Data Saved Successfully**” message and member data will be displayed in pane as shown below:

Message from webpage
✕

Data Saved Successfully..!

OK

Governing Body :

Name of Member * :

Off Phone :

Designation * :

Off Fax :

Highest Qualification * :

EmailID * :

Save

Cancel

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email		
X X XXXX	Secretary	head CCC	Ph. D.	0000000	00000000	000000000	AA@YY.COM		

[II] All members can be added one by one as explained above

Message from webpage
✕

Data Saved Successfully..!

OK

Governing Body :

Name of Member * :

Off Phone :

Designation * :

Off Fax :

Present Position :

Mobile * :

Highest Qualification * :

EmailID * :

Save

Cancel

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email		
X X XXXX	Secretary	head CCC	Ph. D.	0000000	00000000	000000000	AA@YY.COM		
Y Y YYYYY	Chairman	YYYYY	M. Phil.	777777	777777	7777777777	EE@YY.COM		

[II] To modify any detail of member, click on “**pen symbol**” as shown by arrow of respective member. Click “**Update**” button to save modified data.

Message from webpage
✕

Data Saved Successfully..!

OK

Governing Body :

Name of Member * :

Off Phone :

Designation * :

Off Fax :

Present Position :

Mobile * :

Highest Qualification * :

EmailID * :

Update

Cancel

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email		
X X XXXX	Secretary	head CCC	Ph. D.	0000000	00000000	000000000	AA@YY.COM		
Y Y YYYYY	Chairman	YYYYY	M. Phil.	777777	777777	7777777777	EE@YY.COM		

- [II]** To delete any member click on respective **“cross symbol”** as shown by arrow, Message will appear to confirm on clicking **“OK”** and the member will be deleted.

1

Governing Body :

Name of Member *:

Designation *:
-Select- v

Present Position :

Highest Qualification *:
-Select- v

Off Phone :

Off Fax :

Mobile *:

EmailID * ? :

Save
Cancel

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
Y Y YYYYY	Chairman	YYYYY	M. Phil.	777777	777777	8888888888	EE@YY.COM	
X XX XXXX	Chairman	XXXXXX	M. Phil.	1111111	111111	1234567891	SS@SS.COM	

2

Governing Body :

Name of Member *:

Designation *:
-Select- v

Present Position :

Highest Qualification *:
-Select- v

Off Phone :

Off Fax :

Mobile *:

EmailID * ? :

Save
Cancel

Message from webpage

? Are you sure want to Delete..?

OK
Cancel

3

Governing Body :

Name of Member *:

Designation *:
-Select- v

Present Position :

Highest Qualification *:
-Select- v

Off Phone :

Off Fax :

Mobile *:

EmailID * ? :

Save
Cancel

Message from webpage

! Data deleted Successfully...!

OK

4

Governing Body :

Name of Member *:

Designation *:
-Select- v

Present Position :

Highest Qualification *:
-Select- v

Off Phone :

Off Fax :

Mobile *:

EmailID * ? :

Save
Cancel

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
Y Y YYYYY	Chairman	YYYYY	M. Phil.	777777	777777	8888888888	EE@YY.COM	

[II] Academic council members can be added through same process as explain above as for governing body members.

13 | Page

Fee Regulatory Committee Module

[II] If any other statutory body is there, then please check mark the option by clicking as shown below by arrow.

Academic Council :

Name of Member *:	Designation *:	Present Position :	Highest Qualification *:
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text" value="-Select-"/>
Off Phone :	Off Fax :	Mobile *:	EmailID * :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Cancel**

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
C C CCCCC	Member	HFHFH	Post. Graduation	99999999	99999999	9999999999	DD@DD.COM	

☐ If any other statutory body, Please specify

[II] In case of other statutory body, checking the box, screen as shown below will appear. Enter name of other Body and then members can be added through same process as explain above for governing body members.

☒ If any other statutory body, Please specify Name of Other Body :

Name of Member *:	Designation *:	Present Position :	Highest Qualification *:
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text" value="-Select-"/>
Off Phone :	Off Fax :	Mobile *:	EmailID * :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Cancel**

Save

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[II] Click on “Save” button as shown in screen below once all the data is completely filled.

Academic Council :

Name of Member *:	Designation *:	Present Position :	Highest Qualification *:
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text" value="-Select-"/>
Off Phone :	Off Fax :	Mobile *:	EmailID * :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Cancel**

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
C C CCCCC	Member	HFHFH	Post. Graduation	99999999	99999999	9999999999	DD@DD.COM	
A A AAAAA	Member	AAAAAAAAAAAA	Ph. D.	777777	777777	4444444444	SS@PP.COM	

☒ If any other statutory body, Please specify Name of Other Body :

Name of Member *:	Designation *:	Present Position :	Highest Qualification *:
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text" value="-Select-"/>
Off Phone :	Off Fax :	Mobile *:	EmailID * :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Cancel**

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
SSSS	Member	KKKKKKK	Ph. D.	9999999	99999999	6666666666	YY@YY.COM	

Save

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[II] In case of any error, the data will not be saved and you may get error indication as shown in the screen below.

Address :


Address Line 1* :


Address Line 2* :

State* : District* :

Taluka* : City/Village* :

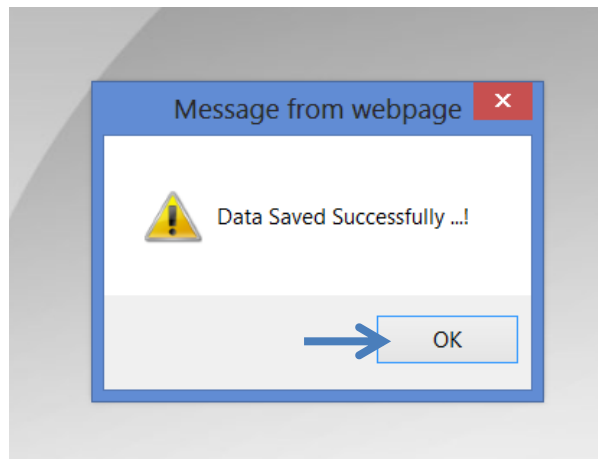
Registration No / Act No* :

Date of Implementation* :  Please Check.! Invalid date.

Website* :  Wrong Website Format

Office Phone : Mobile* : Fax No : Email ID* :

[II] Click on “**Save**” button after modifying the data. On successful saving of data, message will appear as shown below.



Important Tips:

Remember to save data by clicking “**Save**” button at the bottom most of the screen as shown in screen below, whenever any updating of the data is done. Always confirm through message as above to ensure data is saved successfully.

Head Of Institution	Designation	Present Position	Qualification	Off. Phone	Off. Fax	Mobile	Email	
SSSS	Member	KKKKKKK	Ph. D.	9999999	999999999	6666666666	YY@YY.COM	 

Save

[B] Management Colleges TAB

Clicking on **Management Colleges** TAB, the list of all colleges under management will be displayed as shown below. Verify that all the colleges under your management are displayed in the screen. In case any addition, deletion or modification is required, click on “**Send Query**” TAB to send query.

Welcome

Management Profile	Management Colleges	Change Password	Send Query	Log out
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DemoTrust
Management Colleges

Add Colleges

College Name	CourseName	Add College
Demo College 1	Degree Engineering	Add College
Demo College 2	Degree Pharmacy	Add College
Demo College 3	Degree Architecture	Add College
Demo College 4	Degree Hotel And Tourism Management	Add College
Demo College 5	Master in Computer Application	Add College
Demo College 6	Master in Business Management	Add College
Demo College 7	Diploma Engineering	Add College

Added Colleges

College Name	CourseName	EmailID	Email Sent	Submitted form
All College Remaining To Add				

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For activating College for data entry, Click on “**ADD Colleges**” button of the respective college as shown below:

Welcome

Management Profile	Management Colleges	Change Password	Send Query	Log out
--------------------	----------------------------	-----------------	------------	---------

DemoTrust
Management Colleges

Add Colleges

College Name	CourseName	Add College
Demo College 1	Degree Engineering	Add College
Demo College 2	Degree Pharmacy	Add College
Demo College 3	Degree Architecture	Add College
Demo College 4	Degree Hotel And Tourism Management	Add College
Demo College 5	Master in Computer Application	Add College
Demo College 6	Master in Business Management	Add College
Demo College 7	Diploma Engineering	Add College

Added Colleges

College Name	CourseName	EmailID	Email Sent	Submitted form
All College Remaining To Add				

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Technical Education Information System (TEIS)

System will prompt you for Entering E mail Address.

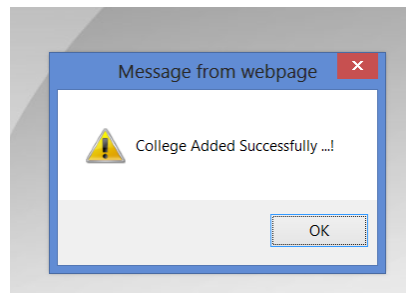
The screenshot shows a web form titled "Add Colleges" with a table containing three rows of demo colleges. A modal window titled "Candidate Login" is overlaid on top, prompting the user to "Please Add Email Address". A blue arrow points to the email input field in the modal. The modal has "OK" and "Cancel" buttons.

College Name	Degree	Action
Demo College 1	Degree Engineering	Add College
Demo College 2	Degree Pharmacy	Add College
Demo College 3	Degree Architecture	Add College

Enter E mail Address of the College head and press **OK** button.

The screenshot shows the "Candidate Login" modal with the email address "sdm_gpg@yahoo.com" entered in the input field. A blue arrow points to the "OK" button. The modal has "OK" and "Cancel" buttons.

On successful College addition you will get the message "College Added Successfully", Click "OK" button to acknowledge the same.



College will be Added and displayed in second pane namely "Added Colleges" as shown below:

DemoTrust
Management Colleges

Add Colleges		
College Name	CourseName	
Demo College 2	Degree Pharmacy	Add College
Demo College 3	Degree Architecture	Add College
Demo College 4	Degree Hotel And Tourism Management	Add College
Demo College 5	Master in Computer Application	Add College
Demo College 6	Master in Business Management	Add College
Demo College 7	Diploma Engineering	Add College

Added Colleges				
College Name	CourseName	EmailID		Is Email Sent?
Demo College 1	Degree Engineering	girish_modha@hotmail.com	Send College Login Details	<input type="checkbox"/>

Technical Education Information System (TEIS)

Similarly you have to add all colleges under your management one by one by clicking on “Add Colleges” and specifying unique Email IDs to that college.

Management Profile	Management Colleges	Change Password	Send Query	Log out
--------------------	---------------------	-----------------	------------	---------

DemoTrust
Management Colleges

Add Colleges

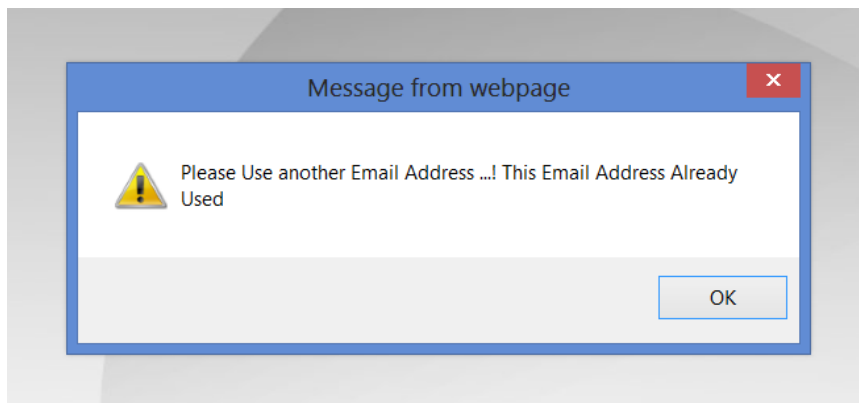
College Name	CourseName	
Demo College 3	Degree Architecture	Add College
Demo College 6	Master in Business Management	Add College
Demo College 7	Diploma Engineering	Add College

Added Colleges

College Name	CourseName	EmailID		Email Sent	Submitted form
Demo College 1	Degree Engineering	sdm_gpg@yahoo.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 2	Degree Pharmacy	girish_modha@hotmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 4	Degree Hotel And Tourism Management	bhavanmodha@gmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 5	Master in Computer Application	kavanmodha@gmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>

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In case of Email address already used for one college or in conflict with the Email already in the system, you will get following message.



Important Tips:

Unique E-Mail ID should be used for every college under your management. In case of E-Mail already entered or registered for one college, on using same ID, College will not be added in second pane.

Enter E-Mail ID carefully, as the activation link for the college will be mailed directly on the E-mail specified for further data filling.

Technical Education Information System (TEIS)

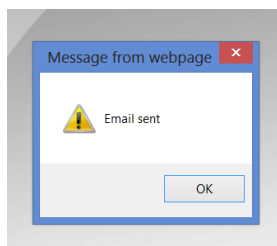
For activating college for data entry, you have to send College Login activation link as shown below:

Added Colleges

College Name	CourseName	EmailID		Email Sent	Submitted form
Demo College 1	Degree Engineering	sdm_gpg@yahoo.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 2	Degree Pharmacy	girish_modha@hotmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 4	Degree Hotel And Tourism Management	bhavanmodha@gmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 5	Master in Computer Application	kavanmodha@gmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>

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Click on “**Send College Login Details**”, and auto generated Email will be sent to the college E-mail and you will get the status message as shown below:



Status of the second pane will also be updated as below on successful transfer of login activation link to college E-mail

Added Colleges

College Name	CourseName	EmailID		Email Sent	Submitted form
Demo College 1	Degree Engineering	sdm_gpg@yahoo.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo College 2	Degree Pharmacy	girish_modha@hotmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 4	Degree Hotel And Tourism Management	bhavanmodha@gmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>
Demo College 5	Master in Computer Application	kavanmodha@gmail.com	Send College Login Details	<input type="checkbox"/>	<input type="checkbox"/>

Similarly all the colleges have to send their login activation link and verify their status as shown below:

Added Colleges

College Name	CourseName	EmailID		Email Sent	Submitted form
Demo College 1	Degree Engineering	sdm_gpg@yahoo.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo College 2	Degree Pharmacy	girish_modha@hotmail.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo College 4	Degree Hotel And Tourism Management	bhavanmodha@gmail.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo College 5	Master in Computer Application	kavanmodha@gmail.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Important Tips:

Please make sure that each and every college is transferred to the second pane: means from “Add College” pane to “Added College” pane. Also ensure that login details are mailed to each and every college by verifying status that E-mail is sent.

To verify the status regarding submission of on-line form to FRC, management can verify through the “**Submitted form status**” as shown in screen below.

Added Colleges

College Name	CourseName	EmailID		Email Sent	Submitted form
Demo College 1	Degree Engineering	sdm_gpg@yahoo.com	Send College Login Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo College 2	Degree Pharmacy	girish_modha@hotmail.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo College 4	Degree Hotel And Tourism Management	bhavanmodha@gmail.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo College 5	Master in Computer Application	kavanmodha@gmail.com	Send College Login Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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[C] Change Password TAB

On Clicking **Change password** TAB, management can change the password by entering old password (I), entering new password (II) and confirming the same (III). Click on “**Change Password**” Button to change password. Message will be prompted on successful change of password. New password will be activated on next Login.

Management Profile	Management Colleges	Change Password	Send Query	Log out
--------------------	---------------------	-----------------	------------	---------



DemoTrust

Change Password

Old Password: I

New Password: II & III

Confirm Password:

ChangePassword

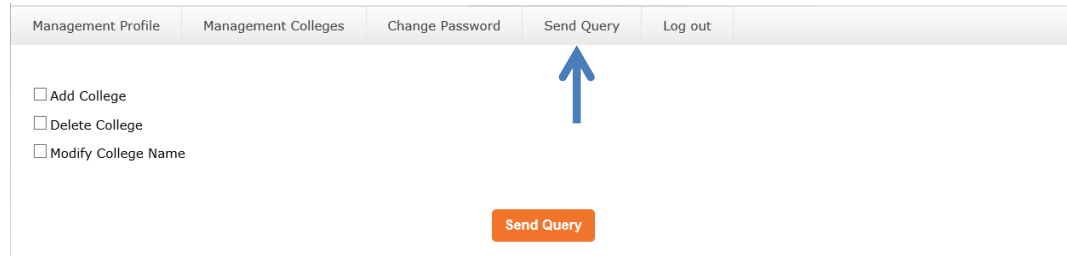


Important Tips:

It is advisable to change the password after first Log-IN.

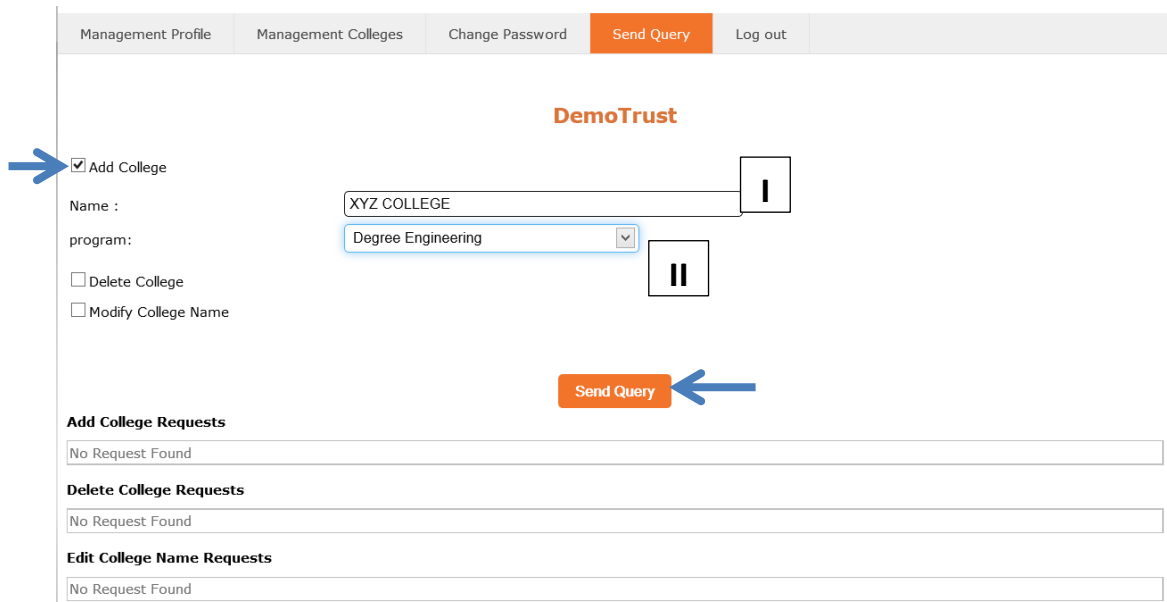
[C] Send Query TAB

On Clicking **Send Query** TAB, management can send query regarding Addition of college, Deletion of college, or modify the name of the college by selecting appropriate check box and clicking on “**Send Query**” Button

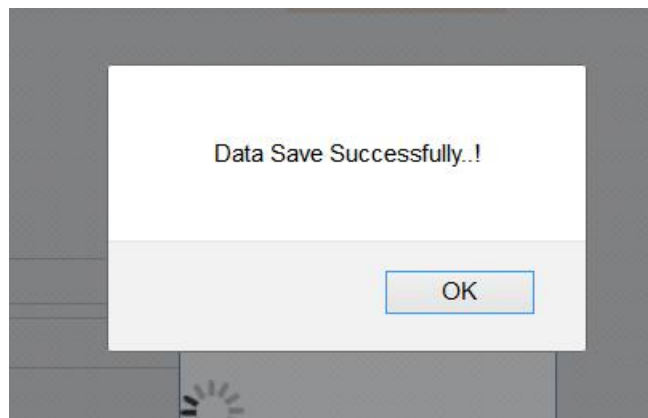


The screenshot shows the 'Send Query' tab selected in the top navigation bar. Below the navigation bar, there are three checkboxes: 'Add College', 'Delete College', and 'Modify College Name'. A blue arrow points to the 'Send Query' button at the bottom center.

Query regarding “Adding the college” can be sent as shown in the screen below. Click on check box as shown by arrow, enter name **(I)** of the college to be added, select program **(II)** in which the college is required to be added. Click on “**Send Query**” button to send query. Message will be prompted as “**Data Save Successfully**”



The screenshot shows the 'Send Query' tab selected. The 'Add College' checkbox is checked, indicated by a blue arrow. The 'Name' field is filled with 'XYZ COLLEGE' and labeled with a circled 'I'. The 'program' dropdown menu is set to 'Degree Engineering' and labeled with a circled 'II'. A blue arrow points to the 'Send Query' button. Below the form, there are three sections: 'Add College Requests', 'Delete College Requests', and 'Edit College Name Requests', each showing 'No Request Found'.



Technical Education Information System (TEIS)

Status pane will be updated and will be as shown in the screen below:

Sr. No	College Name	Program Name	Status
1	XYZ COLLEGE	Degree Engineering	Pending

Query regarding “Deletion of the college” can be sent as shown in the screen below. Click on check box indicated by arrow, select name (I) of program, select name of college (II) to be deleted. Click on “**Send Query**” button to send query.

program: Degree Engineering (I)

College: Demo College 1 (II)

Send Query

Query regarding “Modification in name of the college” can be sent as shown in the screen below. Click on check box indicated by arrow, select name (I) of program, select name of college (II) to be modified, enter modified name (III) in text box. Click on “**Send Query**” button to send query.

program: Degree Engineering (I)

College: Demo College 1 (II)

Modified College Name: Demo College (III)

Send Query

Important Tips:

Sending query is not direct updating of data. Query received will be verified by authority at FRC in due course of time. Management will receive the status of their queries in the same window as below.

Management Profile

Management Colleges

Change Password

Send Query

Log out

DemoTrust

☐ Add College

☐ Delete College

☒ Modify College Name

program:

Degree Engineering

College:

Demo College 1

Modified College Name:

Demo College

Send Query

Add College Requests**Delete College Requests**

No Request Found

Edit College Name Requests

No Request Found

PART – B

College Link Activation for Login:

As soon as management will send the E-Mail link to College head/authority, notification will be received by College head/authority as shown below:

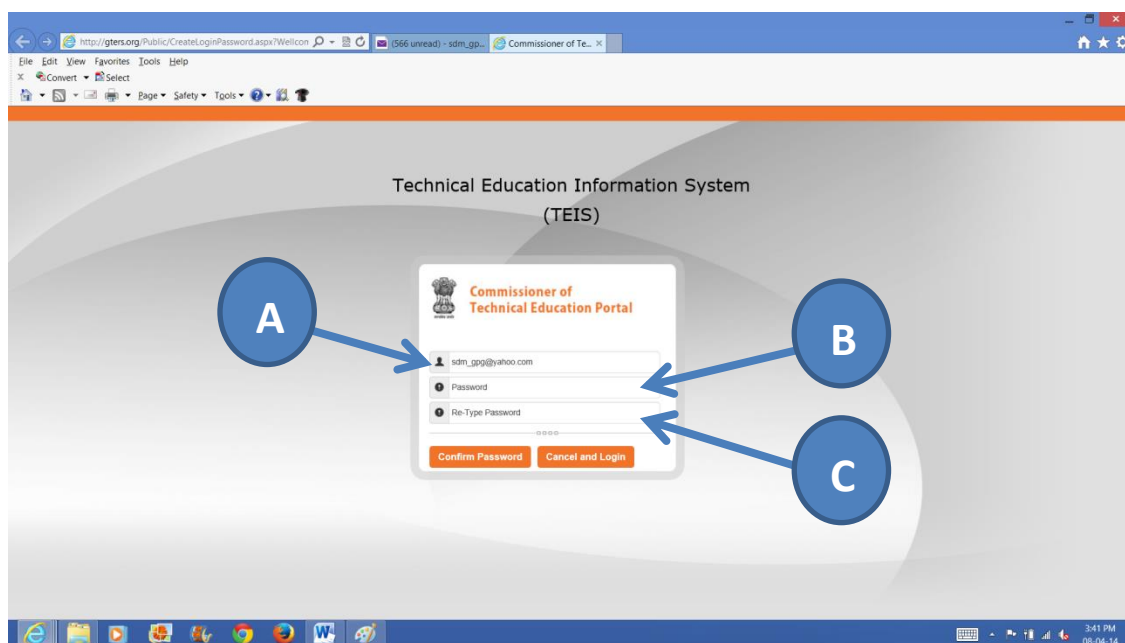
- Commissioner of Technical Education Portal : Link For College Login

- **Commissioner of Technical Education**

To Me

[Click Here](#), To Login for Commissioner of Technical Education Portal For College Login.

On clicking on the “**Click here**” as indicated by arrow, the following login screen will appear



[A] This is non-editable User-ID assigned (College authority E-Mail is User-ID for College)

[B] Enter Password of your choice, this will be used for subsequent log-in.

[C] Retype the same password and click on “**Confirm Password**” to activate College

Important Tips:

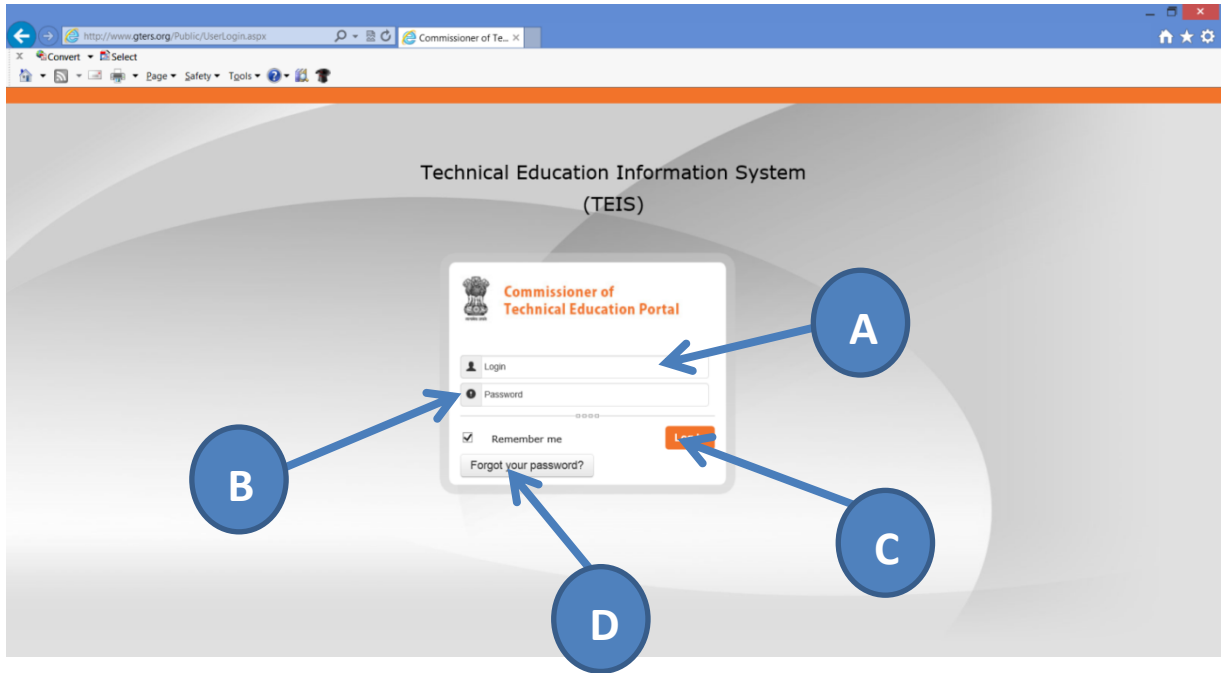
Password should be of minimum 6 characters having combination of letters, alphabets and minimum one special character.

Link Activation is one time only. Once the password is entered and college is activated, normal login is to be used for logging into the portal.

Technical Education Information System (TEIS)

Logging into the System:

College can log-in to TEIS (Technical Education Information System) with help of password set at the time of activating the link. Please enter following address "www.frctech.ac.in" in the explorer to visit the site. Log-In screen will open as below.



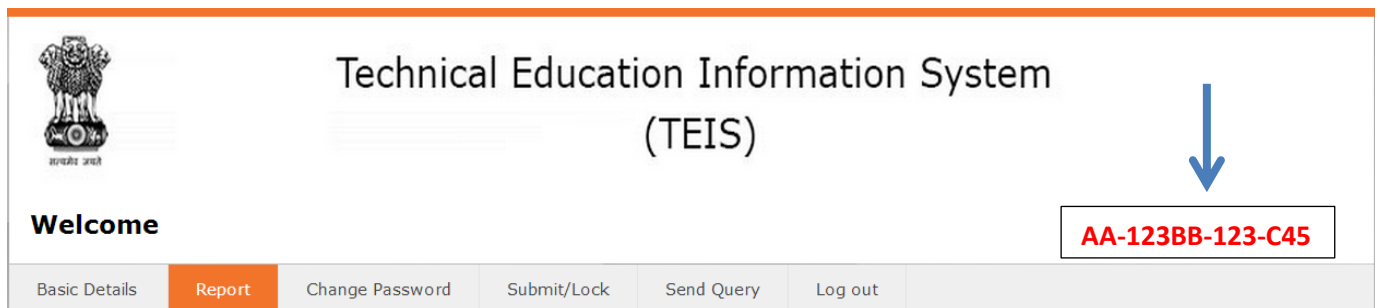
[A] Enter your E-mail ID as User ID

[B] Enter password that is sent to you on your E-mail

[C] Click on Log In Button to Log-in to the System.

[D] In case you forget the password you can click on the "**Forgot your password**" and activation link will be sent to your E-mail.

On successful Login screen will appear as below:



Note down the number shown on the left hand side as indicated by arrow. This number is your PIN, and this will be required in case you forget your password and want to regenerate the link.

Forgot Password:

In case you forget your password, clicking on the “**Forgot your password?**” button, the screen will appear as shown below:

The diagram shows the 'Forgot password?' form with three callouts: A points to the 'User ID' field, B points to the 'Pin' field, and C points to the 'Send Link To Email' button. The form includes the text 'Reset your password' and fields for 'User ID' and 'Pin'.

[A] Enter your E-mail ID as User ID

[B] Enter 16 digits PIN

[C] Click on “**Send Link To Email**” Button to reset password.

The screenshot shows the 'Forgot password?' form with the following details: User ID : jacobohm@gmail.com, Pin : 12ABC1-12RED-W34. The 'Send Link To Email' button is highlighted with a blue arrow pointing to a confirmation message box that says 'Message from webpage', 'Email sent', and has an 'OK' button.

After filling details as shown above and clicking on “**Send Link To Email**” Button you will receive “**Email sent message**” as shown. You will receive activation link in your Email.

Important Tips:

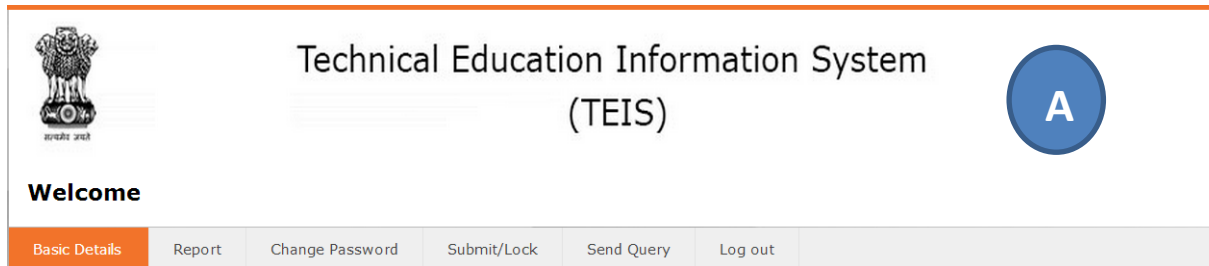
User – ID (your E-mail), Password (set on activation) and PIN is case sensitive, make sure to type correctly for successful Log In.

The screenshot shows the login page for the 'Commissioner of Technical Education Portal'. It includes fields for 'User ID' (jacobohm@gmail.com) and 'Password' (masked with asterisks), a 'Remember me' checkbox, a 'Log In' button, and a 'Forgot your password?' link.

Technical Education Information System (TEIS)

Institute/College Log-in:

On successful log-in, the screen will appear with six tabs as illustrated as below:



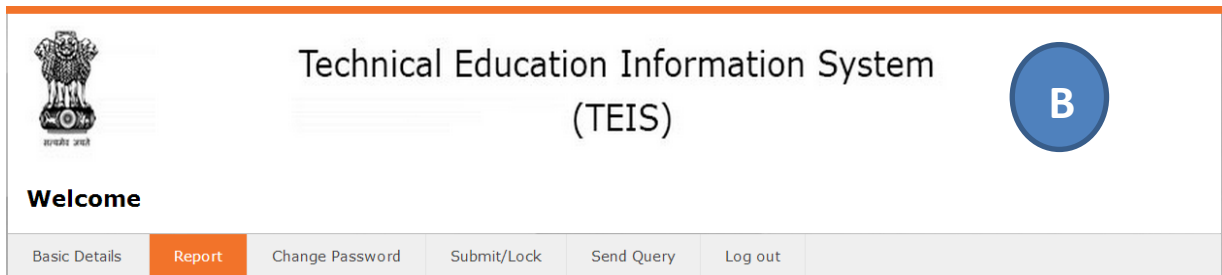
Technical Education Information System (TEIS)

Welcome

Basic Details Report Change Password Submit/Lock Send Query Log out

This screenshot shows the TEIS home page after a successful login. The header includes the Indian emblem, the system name 'Technical Education Information System (TEIS)', and a blue circular icon with the letter 'A'. Below the header, the word 'Welcome' is displayed. A horizontal menu bar contains six tabs: 'Basic Details' (highlighted in orange), 'Report', 'Change Password', 'Submit/Lock', 'Send Query', and 'Log out'.

In **Basic Details** TAB, information related to college, fees structure, investment, scholarship, infrastructure, performance are required to be filled.



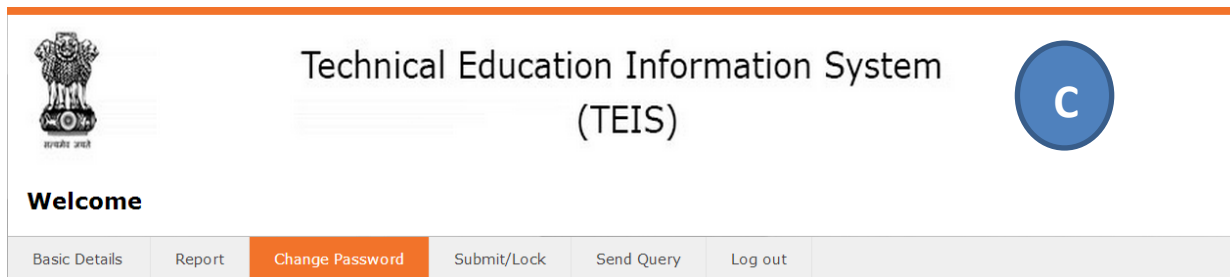
Technical Education Information System (TEIS)

Welcome

Basic Details Report Change Password Submit/Lock Send Query Log out

This screenshot shows the TEIS home page with the 'Report' tab highlighted in orange in the menu bar. The header and 'Welcome' message remain the same. The blue circular icon now contains the letter 'B'.

In **Report** TAB, you can take print out of the form after filling all the data. **Preview** (before Lock of data) as well as **Final** (After locking data) options is available. Please submit Form titled as “**FINAL**” after locking the data.



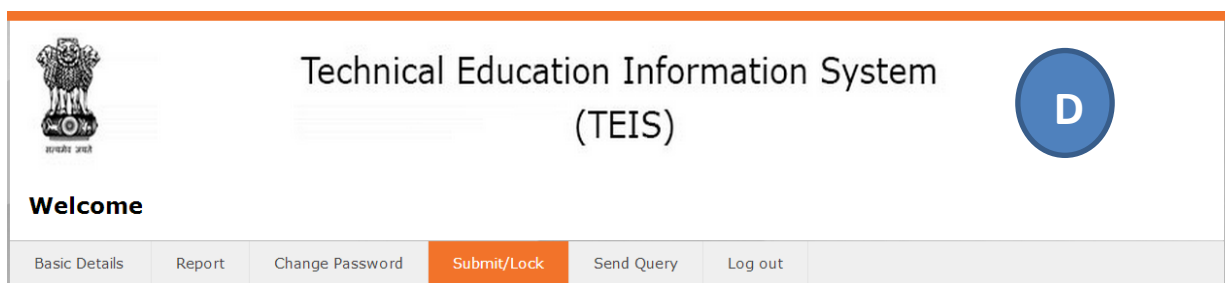
Technical Education Information System (TEIS)

Welcome

Basic Details Report Change Password Submit/Lock Send Query Log out

This screenshot shows the TEIS home page with the 'Change Password' tab highlighted in orange in the menu bar. The header and 'Welcome' message remain the same. The blue circular icon now contains the letter 'C'.

In **Change Password** TAB, College can change the password used to Log-In. It is advisable to change the password after first Log-IN.



Technical Education Information System (TEIS)

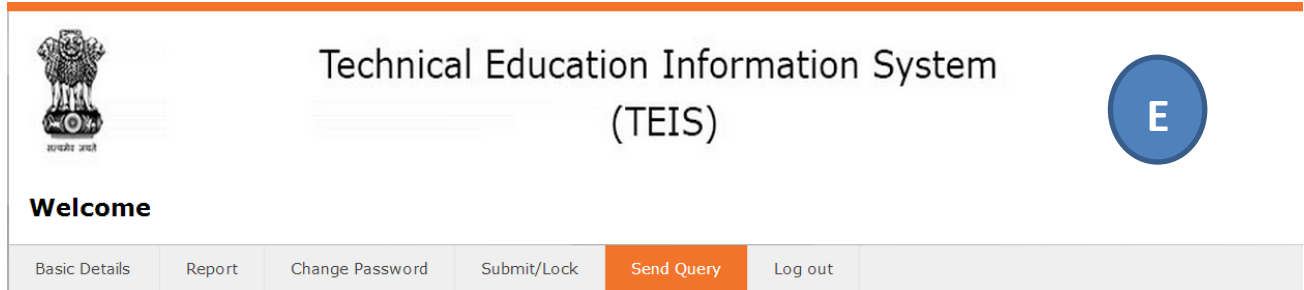
Welcome

Basic Details Report Change Password Submit/Lock Send Query Log out

This screenshot shows the TEIS home page with the 'Submit/Lock' tab highlighted in orange in the menu bar. The header and 'Welcome' message remain the same. The blue circular icon now contains the letter 'D'.

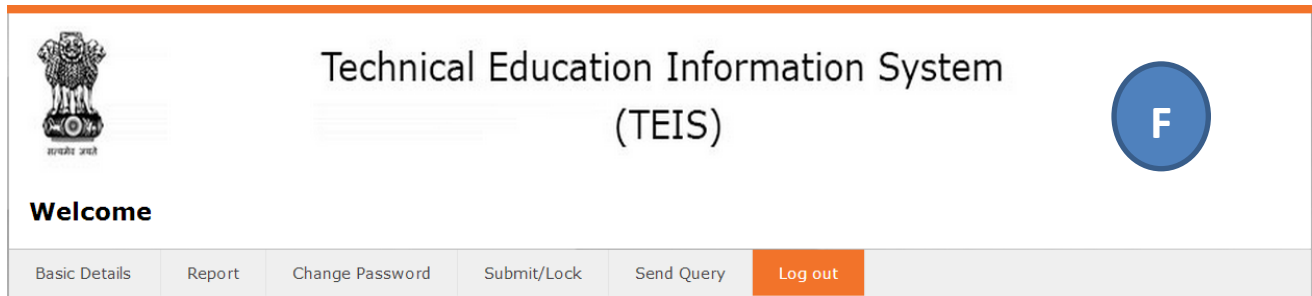
Technical Education Information System (TEIS)

In **Submit/Lock** TAB, College can Lock the form and submit form on-line to FRC. Once submitted the data cannot be modified.



The screenshot shows the TEIS login page. At the top left is the Government of India emblem. The title 'Technical Education Information System (TEIS)' is centered. A blue circular button with the letter 'E' is on the right. Below the title is a 'Welcome' message. A horizontal menu bar contains the following tabs: 'Basic Details', 'Report', 'Change Password', 'Submit/Lock', 'Send Query', and 'Log out'. The 'Send Query' tab is highlighted in orange.

In **Send Query** TAB, College can send query regarding corrections like addition of branch, deletion of branch or change in intake of branch.



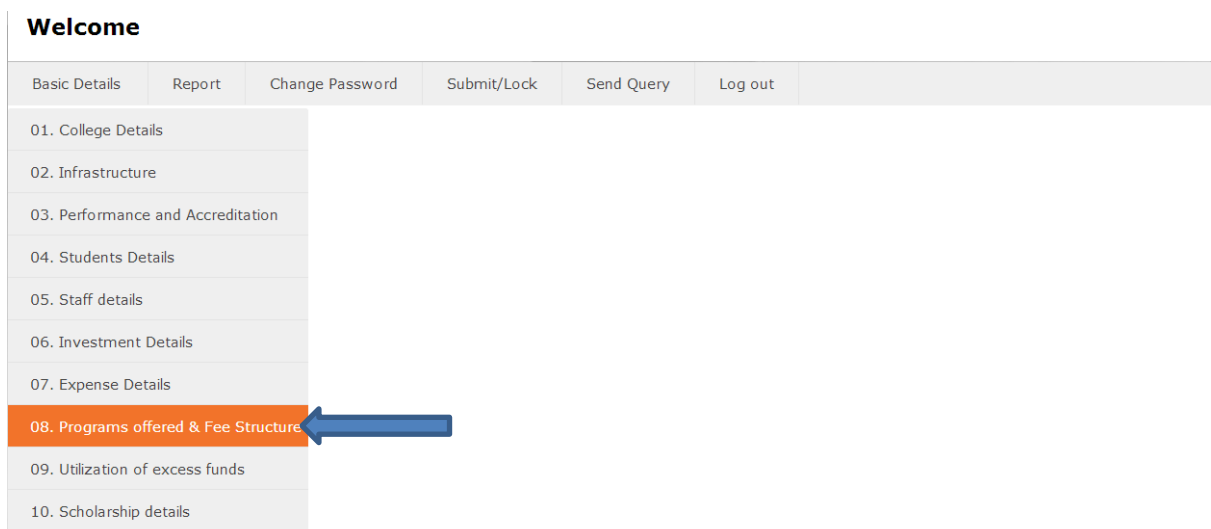
This screenshot is similar to the previous one, showing the TEIS interface. The 'Log out' tab in the menu bar is highlighted in orange, and a blue circular button with the letter 'F' is on the right.

In **Log out** TAB, College can Log-Off from the portal.

Important Tips:

Please verify before filling data that all branches under your college are displayed as shown below. In case of any deletion, addition of branch or change in intake clicks on “Send Query” TAB to send query.

Click on “Programs offered & Fee Structure” TAB under “Basic Detail” TAB as shown below



This screenshot shows the 'Basic Details' section of the TEIS interface. It lists ten items: '01. College Details', '02. Infrastructure', '03. Performance and Accreditation', '04. Students Details', '05. Staff details', '06. Investment Details', '07. Expense Details', '08. Programs offered & Fee Structure', '09. Utilization of excess funds', and '10. Scholarship details'. The '08. Programs offered & Fee Structure' item is highlighted in orange, and a blue arrow points to it from the right.

Technical Education Information System (TEIS)

Verify the “**Branch Details**” **8.A** as shown below; make sure that all branches and their intake are displayed before filling the information in the portal.

08. Programs offered & Fee Structure

8.A. Branch Details :

BranchName	Sanctioned Intake
AERONAUTICAL ENGINEERING	60
CIVIL ENGINEERING	60
CHEMICAL ENGINEERING	60
ELECTRONICS & COMMUNICATION ENGINEERING	60



8.B. 1) Present Fee Structure – Amount (Student / Annum)

Type of Seats	11-12	12-13	13-14	Remarks
1) Government (Rs.)	5656.00	5656.00	5656.00	
2) Management (Rs.)	556.00	5656.00	656.00	
3) Management NRI(US \$)	5656.00	556.00	5656.00	

8.B. 2) Proposed Fee Structure – Amount (Student / Annum)

Type of Seats	14-15	15-16	16-17	Remarks
1) Government (Rs.)	5656.00	5656.00	556.00	
2) Management (Rs.)	5656.00	5656.00	5656.00	
3) Management NRI(US \$)	5656.00	5656.00	5656.00	

Update & Continue

Cancel

[A] Basic Detail TAB

Basic Detail TAB includes important SUB-TABs (Categories) as shown below, Category wise information filling formats are defined and can be filled in any order.

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
01. College Details					
02. Infrastructure					
03. Performance and Accreditation					
04. Students Details					
05. Staff details					
06. Investment Details					
07. Expense Details					
08. Programs offered & Fee Structure					
09. Utilization of excess funds					
10. Scholarship details					

[01] College Detail Category

On clicking the “College Details” under the “Basic Details”, College can fill basic data related to this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

01. College Details

02. Infrastructure

03. Performance and Accreditation

04. Students Details

05. Staff details

06. Investment Details

07. Expense Details

08. Programs offered & Fee Structure

09. Utilization of excess funds

10. Scholarship details

**** Please verify Programs offered by your college before starting filling data in portal.**

College details are mainly divided into 4 parts: Basic college information, contact details (1A), affiliation related information (1B) and Course wise Approval of regulatory authority (1C)

01. College Details

Name of College :

Demo College 1

Year of Establishment :

2001

Address

Street*:

mm

Area*:

mm

State*:

Gujarat

District*:

Porbandar

Taluka*:

KUNTIYANA

City/Village*:

vvvv

1.A. Contact Details

Name of Head of Institution : *

bb

Office Phone :

666

6666

Office Fax :

666

6666

Mobile :

5555555555

Highest Qualification:

Graduation

Designation :

Lecturer (proterm)

EmailID :

dd@yy.con

Website URL :

www.ee.com

1.B. Affiliation / Constitute College to University (Give Name of University, Reference No. of affiliation letter with date)

University*:

GUJARAT TECHNOLOGY UNIVERSITY, AHMEDABADBAD

Reference No/ Act No:

tytfutu

Date of Implementation:

02-Apr-2014

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Fee Regulatory Committee Module

Technical Education Information System (TEIS)

1.C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)

Name of Authority *: Branch*: Sanctioned Intake*: Validity period*: From To

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Information shown in the box as above can be filled directly. Filling of information of part 1 C is illustrated below:

C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)

Name of Authority *: Branch*: Sanctioned Intake*: Validity period*: From To

dum1.aspx

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Select the appropriate options from combo box and click on “**Save**” button to add details of the Branch as shown by arrow above

Data will be saved and displayed in pane as shown below:

C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)

Name of Authority *: Branch*: Sanctioned Intake*: Validity period*: From To

Authority Name	Approval/Course Conduct	Branch	Sanctioned Intake	Valid From	Valid To	
GTU		AERONAUTICAL ENGINEERING	60	2002	2003	

Enter all the branch data as explained above, all the added branches will be displayed in the pane as shown below. Make sure that data of all branches of college are added and are in the pane.

C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)

Name of Authority *: Branch*: Sanctioned Intake*: Validity period*: From To


Authority Name	Approval/Course Conduct	Branch	Sanctioned Intake	Valid From	Valid To	
GTU		AERONAUTICAL ENGINEERING	60	2002	2003	
GTU		CIVIL ENGINEERING	60	2004	2005	
GTU		CHEMICAL ENGINEERING	60	2005	2007	
GTU		ELECTRONICS & COMMUNICATION ENGINEERING	60	2006	2008	

Technical Education Information System (TEIS)

To modify any branch detail, click on “**pen symbol**” as shown by arrow of respective branch data to be modified. After modification of data click “**Update**” button to save the data.

C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)

Name of Authority *: Branch *: Sanctioned Intake *: Validity period *: From To

Authority Name	Approval/Course Conduct	Branch	Sanctioned Intake	Valid From	Valid To	
GTU		AERONAUTICAL ENGINEERING	60	2002	2003	 
GTU		CIVIL ENGINEERING	60	2004	2005	 
GTU		CHEMICAL ENGINEERING	60	2005	2007	 
GTU		ELECTRONICS & COMMUNICATION ENGINEERING	60	2006	2008	 




To delete any branch detail click on “**cross symbol**” indicated by arrow of respective branch, the branch will be deleted.

B. Affiliation / Constitute College to University (Give Name of University and Reference No of affiliation letter with date)

University *: Reference No: Affiliation Letter Date:


C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)

Name of Authority *: Branch *: Sanctioned Intake *: Validity period *: From To

Authority Name	Approval/Course Conduct	Branch	Sanctioned Intake	Valid From	Valid To	
GTU		AERONAUTICAL ENGINEERING	60	2002	2003	 
GTU		CIVIL ENGINEERING	60	2004	2005	 
GTU		CHEMICAL ENGINEERING	60	2005	2007	 
GTU		ELECTRONICS & COMMUNICATION ENGINEERING	60	2006	2008	 

Click on “**OK**” button if you are sure to delete the branch data. System will prompt with “**Data deleted successfully**”

Message from webpage







 Data deleted Successfully...!

B. Affiliation / Constitute College to University (Give Name of University and Reference No of affiliation letter with date)

University *: Reference No: Affiliation Letter Date:


C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period)

Name of Authority *: Branch *: Sanctioned Intake *: Validity period *: From To

Authority Name	Approval/Course Conduct	Branch	Sanctioned Intake	Valid From	Valid To	
GTU		AERONAUTICAL ENGINEERING	60	2002	2003	 
GTU		CIVIL ENGINEERING	60	2004	2005	 
GTU		ELECTRONICS & COMMUNICATION ENGINEERING	60	2006	2008	 

Save the filled data using “**Update and Continue**” button and move to the next category.

Technical Education Information System (TEIS)



Update & Continue **Cancel**

idum1.aspx

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**** Be sure to click “Update and Continue” to save the data, data will be saved only after clicking this button.**

Important Tips:

In case of invalid entry (particularly mobile no, website, email address) data will not be saved and screen will be marked with error description in red. Mobile number should be of **10 digits**. Email should be in xx@yy.com format and website in www.xyz.com format.

1.A. Contact Details


Name of Head of Institution :*	Office Phone :	Office Fax :	Mobile :	Highest Qualification:
<input type="text" value="bb"/>	<input type="text" value="666"/> <input type="text" value="6666"/>	<input type="text" value="666"/> <input type="text" value="6666"/>	<input type="text" value="5555555555"/>	<input type="text" value="Graduation"/>
Designation :	EmailID :	Website URL :		
<input type="text" value="Lecturer (proterm)"/>	<input type="text" value="dd@yy.com"/>	<input type="text" value="www.ee.com"/>		

You can also click on? As shown by arrow to get help of exact format.

[02] Infrastructure Category

On clicking the “**Infrastructure**” under the “**Basic Details**”, College can fill basic data related with this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
01. College Details					
02. Infrastructure					
03. Performance and Accreditation					
04. Students Details					
05. Staff details					
06. Investment Details					
07. Expense Details					
08. Programs offered & Fee Structure					
09. Utilization of excess funds					
10. Scholarship details					

Technical Education Information System (TEIS)

Enter Details as shown in screen below. Click “Update and continue” button to save and continue with next category.

Infrastructure

2.A Land Details

Total Land Area : Acre

Name of Land Owner :

Registration Authority :

Survey No. :

Registration No. :

Registration Date :

Ownership : ☐ Owned ☐ Rented ☒ Leased

2.B. College Building

(I) Total Built up area Sq. m.

(II) Total Cost as on 31.12.2013 Rs in lacs

(III) If rented/leased , Rent Rs Per annum Rent payable to

(IV) Pl. furnish details of building as under:

Sr. Particulars	Total No.	Total Area (Sq.m.)	Remarks
1 Class Rooms, Tutorial rooms	<input type="text" value="1"/>	<input type="text" value="2.00"/>	<input type="text" value="yyy"/> <input type="button" value="v"/>
2 Laboratories	<input type="text" value="11"/>	<input type="text" value="22.00"/>	<input type="text" value="zzz"/> <input type="button" value="v"/>
3 Workshops	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
4 Library	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
5 Reading Rooms	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
6 Common Rooms	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
7 Auditorium	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
8 Conference Room	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
9 Administrative Offices	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
10 Staff Rooms	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
11 Circulation Area	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
12 Other <input type="text" value="hhh"/>	<input type="text" value="33"/>	<input type="text" value="44.00"/>	<input type="text"/> <input type="button" value="v"/>
13 Other <input type="text" value="xx"/>	<input type="text" value="44"/>	<input type="text" value="44.00"/>	<input type="text"/> <input type="button" value="v"/>
14 Other <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text"/> <input type="button" value="v"/>
15 Total	<input type="text" value="89"/>	<input type="text" value="112.00"/>	<input type="text"/> <input type="button" value="v"/>

[03] Performance & Accreditation Category

On clicking the “Performance & Accreditation” under the “Basic Details”, College can fill data related with this category as shown in screen below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

01. College Details
02. Infrastructure
03. Performance and Accreditation
04. Students Details
05. Staff details
06. Investment Details
07. Expense Details
08. Programs offered & Fee Structure
09. Utilization of excess funds
10. Scholarship details

This category is divided into two main parts **3.A** is related with the “Performance of activities” of the college in last three years and **3.B** is related with the current “Accreditation” status. In part **3.A** six activities are identified and the college has to enter data related to this activities. College has to upload the relevant documents, if any for all six activities.

03. Performance and Accreditation

3.A.

1
Academic Excellence

Name of Activity *
Sponsoring agency *
Year *
No of Participants *

Outcome : *
Upload Document :
Browse...

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Add Clear

Activity Name	Sponsoring Agency	Year	No. of Participants	Outcome	File Name	
XYZ	AICTE	2013 - 14	20	XYZ	TEST.bmp	✗
PQR	MHRD	2013 - 14	44	PQR	TEST.bmp	✗

2
Extra Curricular Programs

Name of Activity *
Sponsoring agency *
Year *
No of Participants *

Outcome : *
Upload Document :
Browse...

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Add Clear

Technical Education Information System (TEIS)

3 Students' welfare

Name of Activity *

Sponsoring agency *

-Select-

Year *

2013 - 14

No of Participants *

Outcome : *

^

v

Upload Document :

Browse...

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Add

Clear

4 Faculty Development

Name of Activity *

Sponsoring agency *

-Select-

Year *

2013 - 14

No of Participants *

Outcome : *

^

v

Upload Document :

Browse...

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Add

Clear

5 Community Service

Name of Activity *

Sponsoring agency *

-Select-

Year *

2013 - 14

No of Participants *

Outcome : *

^

v

Upload Document :

Browse...

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Add

Clear

6 Innovation and new initiatives

Name of Activity *

Sponsoring agency *

-Select-

Year *

2013 - 14

No of Participants *

Outcome : *

^

v

Upload Document :

Browse...

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Add

Clear

3.B. Accreditation :

1) NBA : Branch Name *

-Select-

Validity Upto :

dd-MMM-yyyy

Save

Clear

Branch Name	Validity Upto	
AERONAUTICAL ENGINEERING	30-Mar-2014	✗
CIVIL ENGINEERING	01-Apr-2014	✗

2) NAAC : Grade of Accreditation : Validity Upto :

dd-MMM-yyyy

3) AAA from KCG : Grade of Accreditation : Validity Upto :

dd-MMM-yyyy

4) Other : Grade of Accreditation : Validity Upto :

dd-MMM-yyyy

Update and Continue

Cancel

Entering data and uploading of document for “Academic Excellence” 3.A (1) activity is illustrated on next page

Technical Education Information System (TEIS)

Enter/Select appropriate data for each sub-activity one by one. For each sub-activity you have to upload relevant document if any. Click on “**Browse...**” button to upload the document related to activity under “**Academic Excellence**” activity.

03. Performance and Accreditation

3.A.

1

Academic Excellence

Name of Activity * Sponsoring agency * Year * No of Participants *

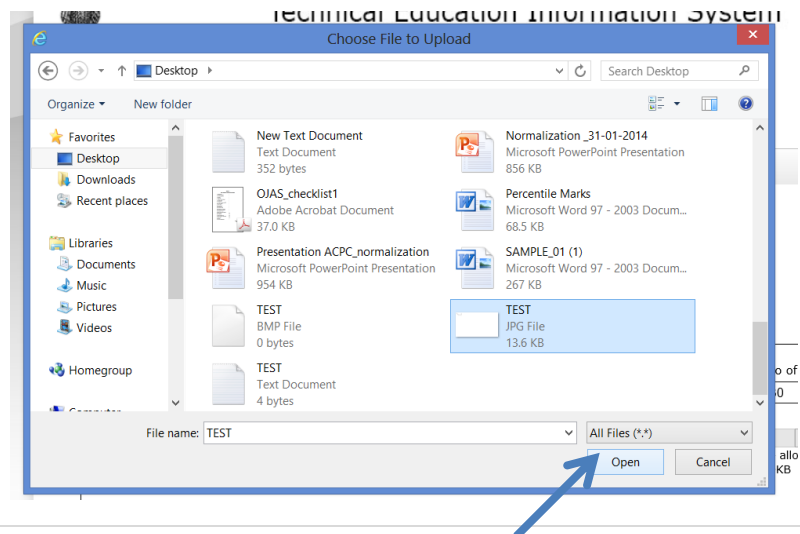
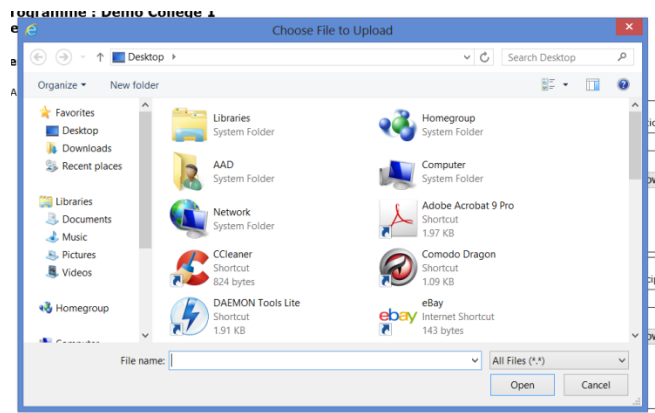
Outcome : *

Upload Document :

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Activity Name	Sponsoring Agency	Year	No. of Participants	Outcome	File Name	
XYZ	AICTE	2013 - 14	20	XYZ	TEST.bmp	✗
PQR	MHRD	2013 - 14	44	PQR	TEST.bmp	✗

The portal will prompt you to select document. Select the appropriate path where the related document is stored. Click on “**Open**” button to select the file to be uploaded.



Technical Education Information System (TEIS)

Click on “Add” button to add this activity as shown by arrow in screen below. System will prompt you with “**Data Saved Successfully**”. Activity will be displayed in pane as shown below with your uploaded document.

03. Performance and Accreditation

3.A.

1 **Academic Excellence**

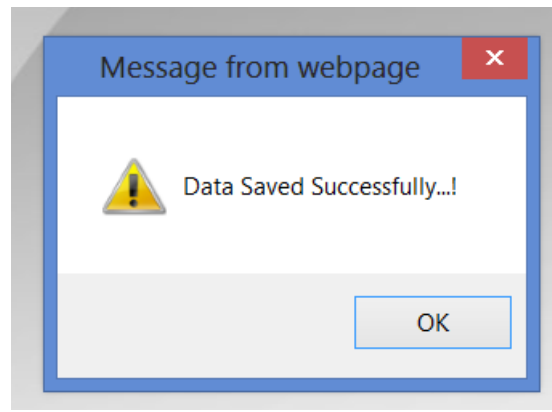
Name of Activity * Sponsoring agency * Year * No of Participants *

Outcome : *

Upload Document :

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Activity Name	Sponsoring Agency	Year	No. of Participants	Outcome	File Name	
XYZ	AICTE	2013 - 14	20	XYZ	TEST.bmp	✗
PQR	MHRD	2013 - 14	44	PQR	TEST.bmp	✗



03. Performance and Accreditation

3.A.

1 **Academic Excellence**

Name of Activity * Sponsoring agency * Year * No of Participants *

Outcome : *

Upload Document :

* Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Activity Name	Sponsoring Agency	Year	No. of Participants	Outcome	File Name	
XYZ	AICTE	2013 - 14	20	XYZ	TEST.bmp	✗
PQR	MHRD	2013 - 14	44	PQR	TEST.bmp	✗
XXX	AICTE	2013 - 14	30	AA	TEST.jpg	✗

Important Tips:

Scan the document and make sure that the file size is minimum. Files with the JPG and JPEG can only be uploaded with size limitation of 150Kb.

Similarly you can add another sub-activity under this activity. To delete any sub-activity you can click on the symbol of “cross” as shown by arrow of respective activity. System will prompt you with confirmation message to delete this sub-activity. Clicking “OK” button will delete this sub-activity.

03. Performance and Accreditation

3.A.

1 **Academic Excellence**

Name of Activity * Sponsoring agency * Year * No of Participants *

Outcome : *

Upload Document : * Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Activity Name	Sponsoring Agency	Year	No. of Participants	Outcome	File Name	
XYZ	AICTE	2013 - 14	20	XYZ	TEST.bmp	
PQR	MHRD	2013 - 14	20	PQR	TEST.bmp	
XXX	AICTE	2013 - 14	20	XXX	TEST.jpg	

Message from webpage

Are you sure want to Delete..?

03. Performance and Accreditation

3.A.

1 **Academic Excellence**

Name of Activity * Sponsoring agency * Year * No of Participants *

Outcome : *

Upload Document : * Only JPG / JPEG files are allowed.
* Maximum File Size : 150KB

Activity Name	Sponsoring Agency	Year	No. of Participants	Outcome	File Name	
XYZ	AICTE	2013 - 14	20	XYZ	TEST.bmp	
XXX	AICTE	2013 - 14	20	XXX	TEST.jpg	

Message from webpage

Data deleted Successfully...!

Activity Name	Sponsoring Agency	Year	No. of Participants	Outcome	File Name	
XYZ	AICTE	2013 - 14	20	XYZ	TEST.bmp	
XXX	AICTE	2013 - 14	30	AA	TEST.jpg	

Similarly you can add/delete sub-activities in all six activities under 3.A

3. B part is related with the accreditation. Fill data related to your college. In NBA you can add branch wise status of NBA by clicking on “**Save**” button for each selected branch one by one.

3.B. Accreditation :

1) **NBA :** Branch Name * Validity Upto

Save **Clear**

Branch Name	Validity Upto	
AERONAUTICAL ENGINEERING	30-Mar-2014	✗
CIVIL ENGINEERING	01-Apr-2014	✗

2) **NAAC :** Grade of Accreditation : Validity Upto

3) **AAA from KCG :** Grade of Accreditation : Validity Upto

4) **Other :** Grade of Accreditation : Validity Upto

Update and Continue **Cancel**

um3.aspx

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3.B. Accreditation :

1) **NBA :** Branch Name * Validity Upto

Save **Clear**

Branch Name	Validity Upto	
AERONAUTICAL ENGINEERING	30-Mar-2014	✗
CIVIL ENGINEERING	01-Apr-2014	✗
CHEMICAL ENGINEERING	25-Apr-2014	✗

2) **NAAC :** Grade of Accreditation : Validity Upto

3) **AAA from KCG :** Grade of Accreditation : Validity Upto

4) **Other :** Grade of Accreditation : Validity Upto

Update and Continue **Cancel**

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Click “**Update and continue**” button to save and continue with next category.

Important Tips:

Please be sure to provide correct validity period as well as grade of accreditation. Attach certificates or relevant documents with final hard copy for verification.

In case of any other accreditation of your college please mention in “(4) other” - the name of accreditation agency

[04] Student Details Category

On clicking the “Student Details” under the “Basic Details” College can fill basic data related with this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

- 01. College Details
- 02. Infrastructure
- 03. Performance and Accreditation
- 04. Students Details**
- 05. Staff details
- 06. Investment Details
- 07. Expense Details
- 08. Programs offered & Fee Structure
- 09. Utilization of excess funds
- 10. Scholarship details

This category is divided in two parts. Part **4.A** where total strength of students is entered branch wise as shown below. In part **4.B** record related with pass out and placement in terms of numbers with package offered by industry is to be entered.

04. Details of Students

4.A Total strength of students

		No of student In Year 2014 - 15					
Sr. No	Branch	Sanctioned Intake	1st Year	2nd Year	3rd Year	4th Year	Total
1	AERONAUTICAL ENGINEERING	60	0	0	0	0	0
2	CIVIL ENGINEERING	60	0	0	0	0	0
3	CHEMICAL ENGINEERING	60	0	0	0	0	0
4	ELECTRONICS & COMMUNICATION ENGINEERING	60	0	0	0	0	0
Total		240	0	0	0	0	0

 **Save**

4. B. Placement record: (Last three years)

Year	No. of students passed	No. of students placed	No. of Companies participated	Package offered	
				Average	Highest
2013-14	55	55	55	5555	5555
2012-13	55	55	55	5555	5555
2011-12	55	55	55	5555	5555

 **Update** **Save and Continue**

Click “Update and continue” button to save and continue with next category.

[05] Staff Details Category

On clicking the “Staff Details” under the “Basic Details”, the college can fill basic data related with this category as shown below:



Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

01. College Details
02. Infrastructure
03. Performance and Accreditation
04. Students Details
05. Staff details
06. Investment Details
07. Expense Details
08. Programs offered & Fee Structure
09. Utilization of excess funds
10. Scholarship details

Details of Staff - teaching as well as non-teaching can be added as shown below. Staff can be added using two different methodologies:

05. Details of Staff



Upload Excel File

[Download Excel Format](#)

5.A Staff Details

Title

First Name

Father's/Husband's Name

Surname

Gender:

-Select-

Type:

-Select-

PAN No.

Mobile

Name Of Bank(Salary A/C)

-Select-

Date of Joining

dd-MMM-yyyy

Date of Birth

dd-MMM-yyyy

☐ Add Date of leaving Institute

Highest Qualification

-Select-

Designation

-Select-

Department

-Select-

EmailID :

Account Number(Salary A/C)

Salary including allowances, contribution to funds and other benefits paid (Rs.)

2011 - 12 (Salary)

2012 - 13 (Salary)

2013 - 14 (Salary)

Income Tax Deducted at Source (Rs.)

2011 - 12 (TDS)

2012 - 13 (TDS)

2013 - 14 (TDS)




1. Staff Detail through uploading Excel:

First download the excel format by clicking “**Download Excel Format**” link as shown in screen below. Save this format on your PC. Enter details in the format (Excel) file.

05. Details of Staff

Download Excel Format

Upload Excel File

5.A Staff Details

Title **First Name** **Father's/Husband's Name** **Surname**

Gender: **Highest Qualification**

Type **Designation**

PAN No. **Department**

Mobile **EmailID :**

Name Of Bank(Salary A/C) **Account Number(Salary A/C)**

Date of Joining **Date of Birth**

☐ Add Date of leaving Institute

Salary including allowances, contribution to funds and other benefits paid (Rs.)

2011 - 12 (Salary) **2012 - 13 (Salary)** **2013 - 14 (Salary)**

Income Tax Deducted at Source (Rs.)

2011 - 12 (TDS) **2012 - 13 (TDS)** **2013 - 14 (TDS)**

Sr.No	Title	First Name	Middle Name	Last Name	Designation	Department	Highest Qualification	Mobile	E-Mail
1	Mr	fff	fff	ffff	Vice Chancellor	B.Tech. (Hons. In ICT with Minor CS)	Graduation	6565666	dd@pp.cpm

Once the file is ready you can click “**Browse**” button to select path of the file in your PC. Select the file and Click “**Upload**” button to upload the file.

Important Tips:

The data uploaded by you will be verified and if found as per the format, then message will be prompted and you will be able to see all data in pane below.

In case of error in any record, you will be prompted with the record number where the problem is and the uploaded file will be discarded. You have to correct the error and upload the file again.

On successful loading of the excel file, you cannot upload another excel file. In case you want to upload new excel file, you have to delete all data from the pane and options for downloading and uploading will be visible.

You can add staff detail using Method 2 even after uploading excel file.

2. Staff Detail in conventional way:

Enter details of staff and click on “Add” button to add. Staff will be added to the pane as shown below:

5.A Staff Details

Title: First Name: Father's/Husband's Name: Surname:

Gender: Highest Qualification:

Type: Designation:

PAN No.: Department:

Mobile: EmailID:

Name Of Bank(Salary A/C): Account Number(Salary A/C):

Date of Joining: Date of Birth:

☒ Add Date of leaving Institute:

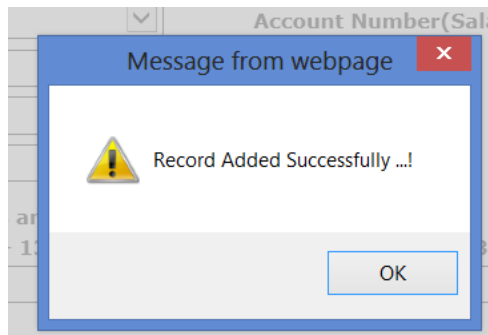
Salary including allowances, contribution to funds and other benefits paid (Rs.)

2011 - 12 (Salary): 2012 - 13 (Salary): 2013 - 14 (Salary):

Income Tax Deducted at Source (Rs.)

2011 - 12 (TDS): 2012 - 13 (TDS): 2013 - 14 (TDS):

Sr.No	Title	First Name	Middle Name	Last Name	Designation	Department	Highest Qualification	Mobile	E-Mail	
1	Mr	fff	fff	ffff	Vice Chancellor	B.Tech. (Hons. In ICT with Minor CS)	Graduation	6565666	dd@pp.cpm	



On successful addition of staff you will get a prompt message as above. Addition of staff will be in displayed in the pane as below:

Sr.No	Title	First Name	Middle Name	Last Name	Designation	Department	Highest Qualification	Mobile	E-Mail	
1	Mr	fff	fff	ffff	Vice Chancellor	B.Tech. (Hons. In ICT with Minor CS)	Graduation	6565666	dd@pp.cpm	
2	Mr	XX	XX	XX	Professor	Bio Medical Engineering	Post. Graduation	1111111111	SS@SS.COM	

Technical Education Information System (TEIS)

To edit the staff member detail, click on respective “pen” symbol as shown by arrow below. Update the details and click “Update” button to save the changes. Similarly you can delete respective staff member by clicking on “cross” symbol

5.A Staff Details

Title	First Name	Father's/Husband's Name	Surname
Mr <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender:	<input type="button" value="-Select-"/> <input type="button" value="v"/>	Highest Qualification	<input type="button" value="-Select-"/> <input type="button" value="v"/>
Type	<input type="button" value="-Select-"/> <input type="button" value="v"/>	Designation	<input type="button" value="-Select-"/> <input type="button" value="v"/>
PAN No.	<input type="text"/>	Department	<input type="button" value="-Select-"/> <input type="button" value="v"/>
Mobile	<input type="text"/>	EmailID : <input <="" td="" type="button" value="?"/> <td><input type="text"/></td>	<input type="text"/>
Name Of Bank(Salary A/C)	<input type="button" value="-Select-"/> <input type="button" value="v"/>	Account Number(Salary A/C)	<input type="text"/>
Date of Joining	<input type="text" value="dd-MMM-yyyy"/> <input type="button" value="Calendar"/>		
Date of Birth	<input type="text" value="dd-MMM-yyyy"/> <input type="button" value="Calendar"/>		
<input type="checkbox"/> Add Date of leaving Institute	<input type="text" value="dd-MMM-yyyy"/> <input type="button" value="Calendar"/>		
Salary including allowances, contribution to funds and other benefits paid (Rs.)			
2011 - 12 (Salary)	2012 - 13 (Salary)	2013 - 14 (Salary)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Income Tax Deducted at Source (Rs.)			
2011 - 12 (TDS)	2012 - 13 (TDS)	2013 - 14 (TDS)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add

Cancel

Sr.No	Title	First Name	Middle Name	Last Name	Designation	Department	Highest Qualification	Mobile	E-Mail	
1	Mr	fff	fff	fff	Vice Chancellor	B.Tech. (Hons. In ICT with Minor CS)	Graduation	6565666	dd@pp.cpm	<input type="button" value="pen"/> <input type="button" value="X"/>
2	Mr	XX	XX	XX	Professor	Bio Medical Engineering	Post. Graduation	111111111	SS@SS.COM	<input type="button" value="pen"/> <input type="button" value="X"/>

Save & Continue

Click “Save and continue” button to save and continue with the next category.

Important Tips:

Staff member list can also be uploaded in excel format. Please follow the following steps for successful uploading of “Staff member file”.

- Download the format (excel) for staff member information.
- In Excel enter or fill data as per the format downloaded.
- Upload the excel file.
- After verification the data will be displayed in the pane.

For successful verification of data, the format downloaded should not be changed and appropriate data should be filled in each and every field.

Download and upload options will be available on the same form.

[06] Investment Details Category

On clicking the “Investment Details” under the “Basic Details”, College can fill basic data related with this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

- 01. College Details
- 02. Infrastructure
- 03. Performance and Accreditation
- 04. Students Details
- 05. Staff details
- 06. Investment Details**
- 07. Expense Details
- 08. Programs offered & Fee Structure
- 09. Utilization of excess funds
- 10. Scholarship details

Enter the details as shown below. You can add multiple details in **6.A** and **6.B** sections. Click on “Save” to enter each activity in **6.A** and **6.B** sections.

06. Investment Details

6.A Grant/Subsidy/Financial Benefits from Govt./Other Statutory Body

Year * 2013 - 14 Amount* Scheme* Sponsoring Agency* -Select-

Save Cancel

Year	Scheme	Amount	Sponsoring Agency	
2013 - 14	46hfg	34353535.00	MHRD	X
2012 - 13	yryrt	565656.00	AICTE	X

6.B Sponsored Research / Consultancy / Income

Year * 2013 - 14 Amount* Scheme* Sponsoring Agency* -Select-

Save Cancel

Year	Scheme	Amount	Sponsoring Agency	
2013 - 14	rgrr	54645656.00	MHRD	X

6.C Details of New Investments.(Rupees in Lacs)

Amount spent on :	2011 - 12	2012 - 13	2013 - 14	Estimated for 2014 - 15	Estimated for 2015 - 16	Estimated for 2016 - 17
Building	444.00	444.00	444.00	444.00	444.00	444.00
Furniture	555.00	555.00	666.00	777.00	888.00	222.00
Equipments & Instruments	0.00	0.00	0.00	0.00	0.00	0.00
Books, Magazines, Journals	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Computers, IT & Communication assets	0.00	0.00	0.00	0.00	0.00	0.00
Other Other	0.00	0.00	0.00	0.00	0.00	0.00
Total	999.00	999.00	1110.00	1221.00	1332.00	666.00

Update and Continue

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Click “Update and continue” button to save and continue with the next category.

[07] Expense Category

On clicking the “Expense Details” under the “Basic Details”, College can fill the basic data related with this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
01. College Details					
02. Infrastructure					
03. Performance and Accreditation					
04. Students Details					
05. Staff details					
06. Investment Details					
07. Expense Details					
08. Programs offered & Fee Structure					
09. Utilization of excess funds					
10. Scholarship details					

Data related with expenses as per description specified below for the college is filled in Item number 1 to 9. The subtotal and grand total will be calculated automatically.


07. Expense Details



7.A Cost Statement prepared by the college as per the Guiding Principles prescribed for determination of cost and fee structure of SFIs.

Item No.	Description	For the year ended 31st March (Rs. In lac)					
		2011 - 12 Audited	2012 - 13 Audited	2013 - 14 Provisional	2014 - 15 Projected	2015 - 16 Projected	2016 - 17 Projected
	Expenses						
1	Employee Emoluments:						
	1.a) Teaching Staff	1.00	0.00	0.00	0.00	0.00	0.00
	1.b) Remuneration to visiting faculty	2.00	0.00	0.00	0.00	0.00	0.00
	1.c) Non-teaching Staff	3.00	0.00	0.00	0.00	0.00	0.00
	Sub Total (A)	6.00	0.00	0.00	0.00	0.00	0.00
2	Educational & Academic Expenses:	1.00	0.00	0.00	0.00	0.00	0.00
3	Energy and Utilities Expenses	2.00	0.00	0.00	0.00	0.00	0.00
4	Communication Expenses	3.00	0.00	0.00	0.00	0.00	0.00
5	Legal and Consulting Expenses	4.00	0.00	0.00	0.00	0.00	0.00
6	Administrative Expenses	5.00	0.00	0.00	0.00	0.00	0.00
7	Repairs to Buildings, Equipments & Furniture	6.00	0.00	0.00	0.00	0.00	0.00
8	Travelling Expenses	7.00	0.00	0.00	0.00	0.00	0.00
09	Depreciation on SLM basis (as per attached sheet) 						
	a) Building @ 5%	8.00	0.00	0.00	0.00	0.00	0.00
	b) Furniture & Equipments @ 15%	9.00	0.00	0.00	0.00	0.00	0.00
	c) Computers, IT & Communication assets @ 33%	10.00	0.00	0.00	0.00	0.00	0.00
	d) Books @ 33%	11.00	0.00	0.00	0.00	0.00	0.00
	e) Others (Specify)	12.00	0.00	0.00	0.00	0.00	0.00
	Sub Total (B)	78.00	0.00	0.00	0.00	0.00	0.00
10	Grand Total (A) + (B)	84.00	0.00	0.00	0.00	0.00	0.00

Technical Education Information System (TEIS)

7.A Cost Statement prepared by the college as per the Guiding Principles prescribed for determination of cost and fee structure of SFIs.

Item No.	Description	For the year ended 31st March (Rs. In lac)					
		2011 - 12 Audited	2012 - 13 Audited	2013 - 14 Provisional	2014 - 15 Projected	2015 - 16 Projected	2016 - 17 Projected
	Expenses						
1	Employee Emoluments: 						
	1.a) Teaching Staff		0.00	0.00	0.00	0.00	0.00
	1.b) Remuneration to		0.00	0.00	0.00	0.00	0.00
	1.c) Non-teaching Staff		0.00	0.00	0.00	0.00	0.00
	Sub Total (A)	6.00	0.00	0.00	0.00	0.00	0.00



All employee related expenses like Salary, Contribution to Retirement Benefit Schemes and Staff Welfare Expenses are accounted under this head of expense.

All employee related expenses like Salary, Contribution to Retirement Benefit Schemes and Staff Welfare Expenses are accounted under this head of expense.

Click on ? TAG related to each component to get description of what type of expense is to be entered for each of the components as shown above.




College has to enter **11 A “number of students on roll on date on normative basis (intake base)”** as well as **11 B “number of students on roll on date on actual basis (on roll) ”**. The calculation of related fields will be done automatically. Upload the audited/provisional statement as shown below:

11 A. Number of students on roll on date on normative basis	100	0	0	0	0	0
a) Salary cost per student p.a (1A/11A)	0.06	0.00	0.00	0.00	0.00	0.00
b) Other cost per student p.a (9B/11A)	0.78	0.00	0.00	0.00	0.00	0.00
c) Total Cost per student p.a. (10/11A)	0.84	0.00	0.00	0.00	0.00	0.00
11 B. Number of students on roll on date on actual basis	10	0	0	0	0	0
a) Salary cost per student p.a (1A/11B)	0.60	0.00	0.00	0.00	0.00	0.00
b) Other cost per student p.a (9B/11B)	7.80	0.00	0.00	0.00	0.00	0.00
c) Total Cost per student p.a. (10/11B)	8.40	0.00	0.00	0.00	0.00	0.00
12 Upload Audited/Provisional Report As Per Mentioned Below						
a) Upload Zip File [2011-12] Audited Statement	Browse...	Upload				
b) Upload Zip File [2012-13] Audited Statement	Browse...	Upload				
c) Upload Zip File [2013-14] Provisional Statement	Browse...	Upload				
			Update and Continue			

Click “Update and continue” button to save and continue with the next category.

Important Tips:

You have to upload audited statement in ZIP or RAR format. Please make sure that file size is not more than 500Kb. Please make sure to select proper file to be uploaded at proper place. Successful uploading will be notified as show below:

File	DownLoad
TEST.rar	
TEST.rar	
TEST.rar	

[VIII] Programs Offered & Fee structure Category

On clicking the “Programs Offered & Fee structure” under the “Basic Details”, College can fill the basic data related with this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

01. College Details

02. Infrastructure

03. Performance and Accreditation

04. Students Details

05. Staff details

06. Investment Details

07. Expense Details

08. Programs offered & Fee Structure

09. Utilization of excess funds

10. Scholarship details

Enter Details and click “Update and continue” button to save and go to next category.

08. Programs offered & Fee Structure

8.A. Branch Details :

BranchName	Sanctioned Intake
AERONAUTICAL ENGINEERING	60
CIVIL ENGINEERING	60
CHEMICAL ENGINEERING	60
ELECTRONICS & COMMUNICATION ENGINEERING	60

8.B. 1) Present Fee Structure – Amount (Student / Annum)

Type of Seats	11-12	12-13	13-14	Remarks
1) Government (Rs.)	5656.00	5656.00	5656.00	
2) Management (Rs.)	556.00	5656.00	656.00	
3) Management NRI(US \$)	5656.00	556.00	5656.00	

8.B. 2) Proposed Fee Structure – Amount (Student / Annum)

Type of Seats	14-15	15-16	16-17	Remarks
1) Government (Rs.)	5656.00	5656.00	556.00	
2) Management (Rs.)	5656.00	5656.00	5656.00	
3) Management NRI(US \$)	5656.00	5656.00	5656.00	



[X] Utilization of Excess funds Category

On clicking the “Utilization of Excess funds” under the “Basic Details”, College can fill basic data related with this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

- 01. College Details
- 02. Infrastructure
- 03. Performance and Accreditation
- 04. Students Details
- 05. Staff details
- 06. Investment Details
- 07. Expense Details
- 08. Programs offered & Fee Structure
- 09. Utilization of excess funds**
- 10. Scholarship details

Enter Details and click “Update and continue” button to save and go to next category.

09. Utilization Of Excess Funds

9.A Utilization of Excess Fees from students admitted under NRI category.

	2011 - 12	2012 - 13	2013 - 14
A. No. of NRI students admitted during the year	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
B. Total students under NRI category as on 31st March	<input type="text" value="22"/>	<input type="text" value="22"/>	<input type="text" value="22"/>
C. Total fees collected from all NRI students during the year in INR	<input type="text" value="2222.00"/>	<input type="text" value="2222.00"/>	<input type="text" value="2222.00"/>

D. Utilization of the excess fees

	No. of students	Total Amt. paid	No. of students	Total Amt. paid	No. of students	Total Amt. paid
(a) No. of students for scholarship	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
(b) Financial support	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
(c) Growth and development (Specify nature of expenditure)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Update and Continue](#)

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[XI] Scholarship Detail Category

On clicking the “Scholarship Detail” under the “Basic Details”, College can fill basic data related with this category as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

- 01. College Details
- 02. Infrastructure
- 03. Performance and Accreditation
- 04. Students Details
- 05. Staff details
- 06. Investment Details
- 07. Expense Details
- 08. Programs offered & Fee Structure
- 09. Utilization of excess funds
- 10. Scholarship details**

Enter Details and click “**Update**” button to save and go to next category:

10. Scholarship Details

10.A Nature of Scholarship : Financial Aid

Year	Source of Scholarship Fund	No of beneficiarry	Amount Paid (Rs.)
2013 - 14	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="555"/>	<input type="text" value="555.00"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0.00"/>
2012 - 13	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>
2011 - 12	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>

10.B Nature of Scholarship : Loan

Year	Source of Scholarship Fund	No of beneficiarry	Amount Paid (Rs.)
2013 - 14	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>
2012 - 13	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>
2011 - 12	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>

10.C Nature of Scholarship : Books

Year	Source of Scholarship Fund	No of beneficiarry	Amount Paid (Rs.)
2013 - 14	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>
2012 - 13	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>
2011 - 12	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>

10.D OTHERS :

Year	Source of Scholarship Fund	No of beneficiarry	Amount Paid (Rs.)
2013 - 14	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>
2012 - 13	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>
2011 - 12	<input type="checkbox"/> From Excess NRI Fees	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/> From Trust/Society	<input type="text" value="0"/>	<input type="text" value="0"/>

 **Update**

[B] Report TAB

Clicking on **Report** TAB, college can print the form after filling all the data. Attach all relevant documents with the form printed through application. Ensure to submit **final** printout of data after “Submit/Lock” is done. A sample of report is shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	---------------	-----------------	-------------	------------	---------

Trust : DemoTrust College : Demo College 1 Programme : Degree Engineering Year : 2014 - 15					
College Details					
Name of College :		Demo College 1			
Year Of Establishment:		2001			
Address :					
Street:	mm`	Area:	mm		
State:	Gujarat	District:	Porbandar		
Taluka:	KUNTIYANA	City/Village:	vvvv		
A. Contact Details:					
Name of Head of Institution:		Office Phone :	Office Fax :	Mobile :	Highest Qualification:
bb		6666	666- 6666	5555555555	
Designation :		EmailID :	Website URL :		
Lecturer (proterm)		dd@yy.con	www.ee.com		
B. Affiliation to University (Give Name of University, Reference No. of affiliation letter with date)					
University:		GUJARAT TECHNOLOGY UNIVERSITY, AHMEDABADBAD			
Reference No./Act No:		tytfutu			
Date of Implementation:		02-Apr-2014			
C. Latest Approval by Regulatory Authority (Give Name of Authority and Reference No of approval letter and validity period) :					
Authority Name	Approval/Course Conduct	Branch	Sanctioned Intake	Valid From	Valid To
GTU		AERONAUTICAL ENGINEERING	60	1997	2000
GTU		CIVIL ENGINEERING	60	1995	2004
GTU		ELECTRONICS & COMMUNICATION ENGINEERING	60	1998	2007

UNDERTAKING

I, _____ (full name), _____ (Designation), head of the sponsoring body, r/o. _____, do hereby solemnly affirm and state on oath as under.

- All information and supporting documents provided herein are true and correct to the best of my knowledge and I believe them to be true and correct.
- No information and/or data is concealed or deliberately withheld which is integral part for determination of the fee proposal.
- We receive or recover only the fees determined by the Fee Regulatory Committee which include (1) the Tuition fees, (2) Library fees, (3) Laboratory fees, (4) Computer fees, (5) Caution money and (6) such other fees, as the Committee may decide or as directed by the State Government and we do not receive or recover any fees other than the fee fixed by the FRC except the fees for placement, transport, hostel accommodation and mandatory deposit and fees prescribed/ required by the University.
- We shall return the mandatory deposit, subject to any monetary adjustment, if necessary, to the concerned student upon his passing out from the institution/college.

Date :
Place :

Signature
Name :
Designation :
Institute :

Note: Undertaking to be given on oath duly notarized on Rs.100/- stamp paper.



Click on “**print**” button to print the report.

[C] Change Password TAB

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

On clicking **Change password** TAB, management can change the password by entering old password (I) and entering new password (II) and confirming the same (III). Click on **Change Password** Button to change password. Message will prompt on change of password. Password will be activated on next Login.

Change Password

Old Password: I

New Password:

Confirm Password: II & III

ChangePassword

[D] Submit/Lock TAB

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

On clicking **Submit/Lock** TAB, college cannot modify the data. It is mandatory to Submit/Lock the form. After locking, college can take final the printout for submission to FRC. Click on “**Accept**” checkbox as shown below:

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

UNDERTAKING

1 All information and supporting documents provided herein are true and correct to the best of my knowledge and I believe them to be true and correct.

2 No information and/or data is concealed or deliberately withheld which is integral part for determination of the fee proposal.

3 We receive or recover only the fees determined by the Fee Regulatory Committee which include (1) the Tuition fees, (2) Library fees, (3) Laboratory fees, (4) Computer fees, (5) Caution money and (6) such other fees, as the Committee may decide or as directed by the State Government and we do not receive or recover any fees other than the fee fixed by the FRC except the fees for placement, transport, hostel accommodation and mandatory deposit and fees prescribed/ required by the University.

4 We shall return the mandatory deposit, subject to any monetary adjustment, if necessary, to the concerned student upon his passing out from the institution/college.

Is Management/ Institute willing to avail opportunity of personal hearing will the ☐ Yes ☒ No

☐ Accept

Technical Education Information System (TEIS)

On clicking on box as shown below “**Submit Form**” button will appear. Click on “**Submit Form**” button to submit the form.

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

UNDERTAKING

- 1 All information and supporting documents provided herein are true and correct to the best of my knowledge and I believe them to be true and correct.
- 2 No information and/or data is concealed or deliberately withheld which is integral part for determination of the fee proposal.
- 3 We receive or recover only the fees determined by the Fee Regulatory Committee which include (1) the Tuition fees, (2) Library fees, (3) Laboratory fees, (4) Computer fees, (5) Caution money and (6) such other fees, as the Committee may decide or as directed by the State Government and we do not receive or recover any fees other than the fee fixed by the FRC except the fees for placement, transport, hostel accommodation and mandatory deposit and fees prescribed/ required by the University.
- 4 We shall return the mandatory deposit, subject to any monetary adjustment, if necessary, to the concerned student upon his passing out from the institution/college.

Is Management/ Institute willing to avail opportunity of personal hearing will the ☐ Yes ☒ No

☒ Accept

Submit Form

Portal will prompt you with the message. If you are sure that there are no modifications required in the data, then click “**OK**” button to submit the form.

Welcome

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

UNDERTAKING

1 All information and supporting documents provided herein are true and correct to the best of my knowledge and I believe them to be true and correct.

2 No information and/or data is concealed or deliberately withheld which is integral part for determination of the fee proposal.

3 We receive or recover only the fees determined by the Fee Regulatory Committee which include (1) the Tuition fees, (2) Library fees, (3) Laboratory fees, (4) Computer fees, (5) Caution money and (6) such other fees, as the Committee may decide or as directed by the State Government and we do not receive or recover any fees other than the fee fixed by the FRC except the fees for placement, transport, hostel accommodation and mandatory deposit and fees prescribed/ required by the University.

4 We shall return the mandatory deposit, subject to any monetary adjustment, if necessary, to the concerned student upon his passing out from the institution/college.

Message from webpage

?


Are you sure? Once submitted you will not be able to change any data. Do you want to submit?

OK

Cancel

Technical Education Information System (TEIS)

Menu TABs will be as shown below, now you cannot modify data.



Technical Education Information System (TEIS)

Welcome

[Report](#) [Change Password](#) [Send Query](#) [Log out](#)

[E] Send Query TAB

Welcome

[Basic Details](#) [Report](#) [Change Password](#) [Submit/Lock](#) [Send Query](#) [Log out](#)

On Clicking **Send Query** TAB, the institute/college can send query regarding Addition of branch, Deletion of branch or modify the intake of branch by selection of appropriate check box and clicking on “**Send Query**” Button.

Query regarding adding the branch can be sent as shown in the screen below. Click on check box indicated by arrow, Select **(I)** - branch to be added, **(II)** - enter intake of the branch. Click on “**Send Query**” button to send query.

[Basic Details](#) [Report](#) [Change Password](#) [Submit/Lock](#) [Send Query](#) [Log out](#)

☒ Add Branch ☐ Delete Branch ☐ Change Intake

Branch :

Intake:

Add Branch Requests

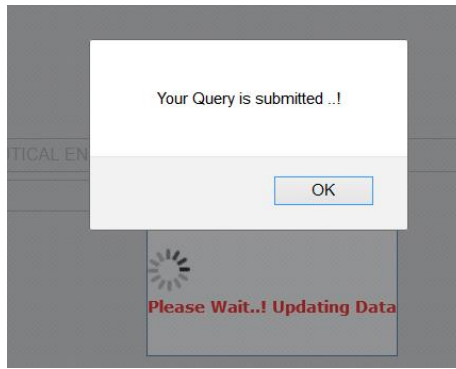
Sr. No	Branch Name	Intake	Status
1	CIVIL ENGINEERING (SECOND SHIFT)	60	Done

Delete Branch Requests

No Request Found

Change Intake Requests

No Request Found



Query regarding deletion of the branch can be sent as shown in the screen below. Click on check box indicated by arrow, Select name **(I)** of branch to be deleted. Click on “**Send Query**” button to send query.

Basic Details | Report | Change Password | Submit/Lock | Send Query | Log out

☐ Add Branch
☒ Delete Branch
☐ Change Intake

Branch: AERONAUTICAL ENGINEERING **I**

Send Query

Add Branch Requests

Sr. No	Branch Name	Intake	Status
1	CIVIL ENGINEERING (SECOND SHIFT)	60	Done
2	AUTOMOBILE ENGINEERING	60	Pending

Delete Branch Requests
No Request Found

Change Intake Requests
No Request Found

Query regarding modification in intake of the branch can be sent as shown in the screen below. Click on check box indicated by arrow, Select **(I)** - name of the branch, **(II)** - enter modified intake in text box. Click on “**Send Query**” button to send query.

Basic Details | Report | Change Password | Submit/Lock | Send Query | Log out

☐ Add Branch
☐ Delete Branch
☒ Change Intake

Branch: CHEMICAL ENGINEERING **I**

Intake: 50 **II**

Send Query

Add Branch Requests

Sr. No	Branch Name	Intake	Status
1	CIVIL ENGINEERING (SECOND SHIFT)	60	Done
2	AUTOMOBILE ENGINEERING	60	Pending

Delete Branch Requests
No Request Found


Change Intake Requests
No Request Found

Important Tips:

Sending query is not direct updating of data. Query received will be verified by authority at FRC in due course of time. Management will receive the status of their queries in the same window as shown below:

Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out
---------------	--------	-----------------	-------------	------------	---------

☒ Add Branch
Branch :
Intake:
☐ Delete Branch
☐ Change Intake


Add Branch Requests

Sr. No	Branch Name	Intake	Status
1	CIVIL ENGINEERING (SECOND SHIFT)	60	Done
2	AUTOMOBILE ENGINEERING	60	Pending

Delete Branch Requests

No Request Found

Change Intake Requests

No Request Found

[F] Log out TAB

On clicking **Log out** TAB, College can Log-Off from the portal.

Welcome					
Basic Details	Report	Change Password	Submit/Lock	Send Query	Log out