All India Council for Technical Education

(Under Ministry of HRD, GOI)

COLLABORATIVE RESEARCH SCHEME (CRS)

UNDER TEQIP

User Manual for Scheme

COLLABORATIVE RESEARCH SCHEME (CRS) UNDER TEQIP

CRS Application 4
1. CRS Bank/Institute Details 5
1.1 Institute Details 5
1.2 Bank Details 6
2. CRS – COLLABORATIVE RESEARCH SCHEME (CRS) UNDER TEQIP 8
2.1 CRS Faculty Details/ Mandate Form Attachment 9
2.2 CRS Application Details 11
2.2.1 Collaborative Research Scheme Details 12
2.2.2 PI Details 13
2.2.3 CRS CO-PI 1 Details 13
2.2.4 CRS CO-PI 2, 3, 4 Details 14
2.2.5 Academic Credentials of Coordinator/ PI/ Applicant 15
2.2.6 CRS Project Justification 16
2.2.7 Credential of Institute / Department 17
2.2.8 CRS Budget Non-Recurring 18
2.2.9 Equipment's in Lab 18
2.2.10 CRS Budget Recurring 19
2.2.11 CRS Attachments 19

Icons for Buttons

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

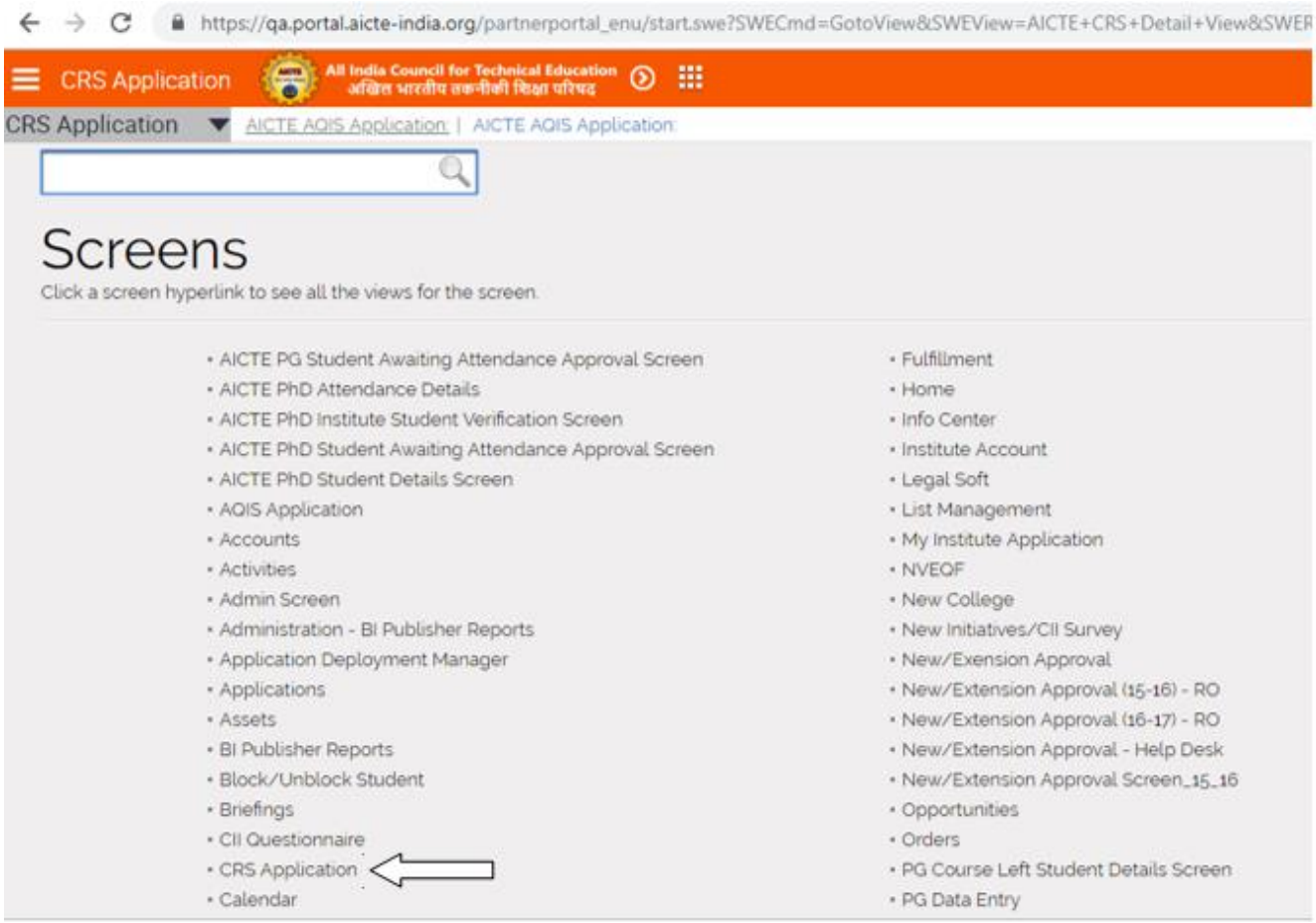
S. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list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

Navigation: To see all the tabs alphabetically click Control + Shift + A

CRS Application

Login to AICTE Portal with the credentials provided by AICTE.

Navigate to **CRS Application** Screen by clicking on ‘CRS Application’ screen tab.



1. CRS Bank/Institute Details

1.1 Institute Details

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

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

For differentiating **Government and Private/Self-Financed** Institute-

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

Details to be filled by the Institute:

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

1.2 Bank Details

Details to be filled by the Institute:

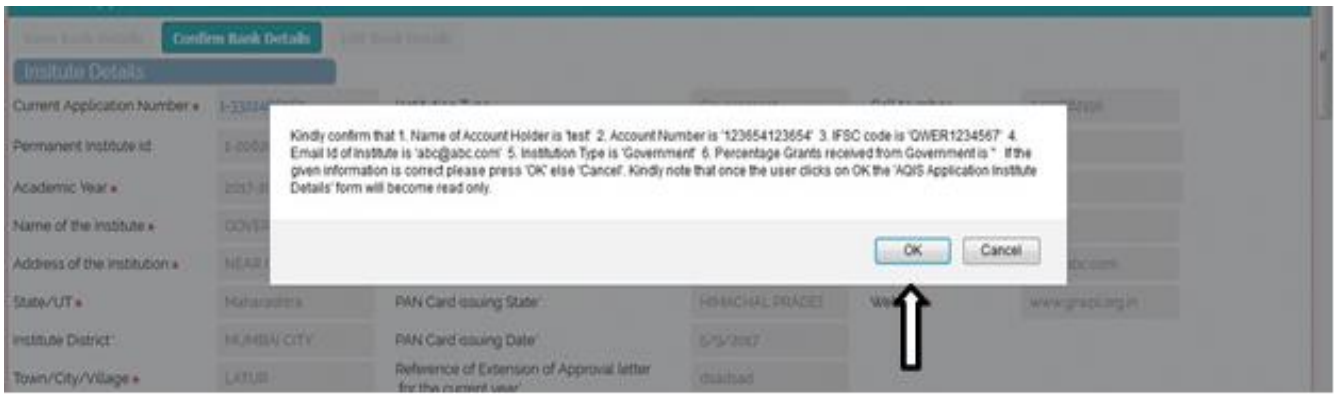
1. Name of Bank where Grant from AICTE will be deposited- Select Bank from the drop down list
2. Branch Name
3. Bank Branch Address
4. Name of the Account Holder
5. Type of Account- Select Account Type from the drop down
6. Account Number–Number will be converted to * while entering Account Number so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

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

- On clicking on "Save Bank Details" button, all the fields will become Read only and Successful message will be shown.

- "Confirm Bank Details" button will be enabled.

- To confirm the bank details entered, kindly click on the button 'Confirm Bank Details' button.
- A message will be shown prompting the Bank Details of the Institute.
- If the bank details are incorrect, click on Cancel button to edit the Bank Details again otherwise Ok to confirm the details.
- Once the 'Ok' button is clicked the Institute details and Bank details will become read only



- After confirming the Bank details, the data entered will become read only.
- "**Edit Bank Details**" button will get activated.
- Click on "**Edit Bank Details**" button to edit the Bank details.
- Once user clicks on "**Edit Bank Details**" button, the **"New"** button on 'All CRS Application Information' will be disabled till the user again follows the procedure for Saving and Confirming the Bank details as described above.

Edit Bank Details button will be available only if no application is submitted by institute.

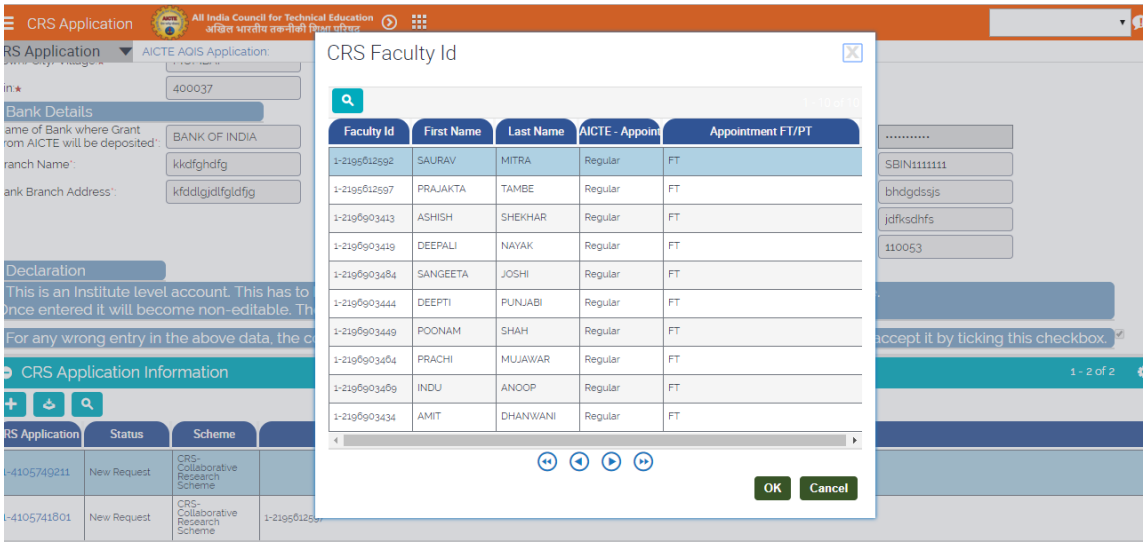
Only after confirming the Bank Details, the "New" button will get enable for adding the CRS Application

2. CRS - COLLABORATIVE RESEARCH SCHEME (CRS) UNDER TEQIP

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

Note: Select CRS details tab while creating New CRS Application.

3. A unique CRS Application ID will get created.
4. Select the CRS – COLLABORATIVE RESEARCH SCHEME as Scheme from the drop down List.
5. Click on the selection menu icon in **TEQIP Faculty Id** field to add details of TEQIP Faculty Id.
6. A popup window will open with Faculty details present in Institute for current Academic Year
7. Select the Faculty from the list.



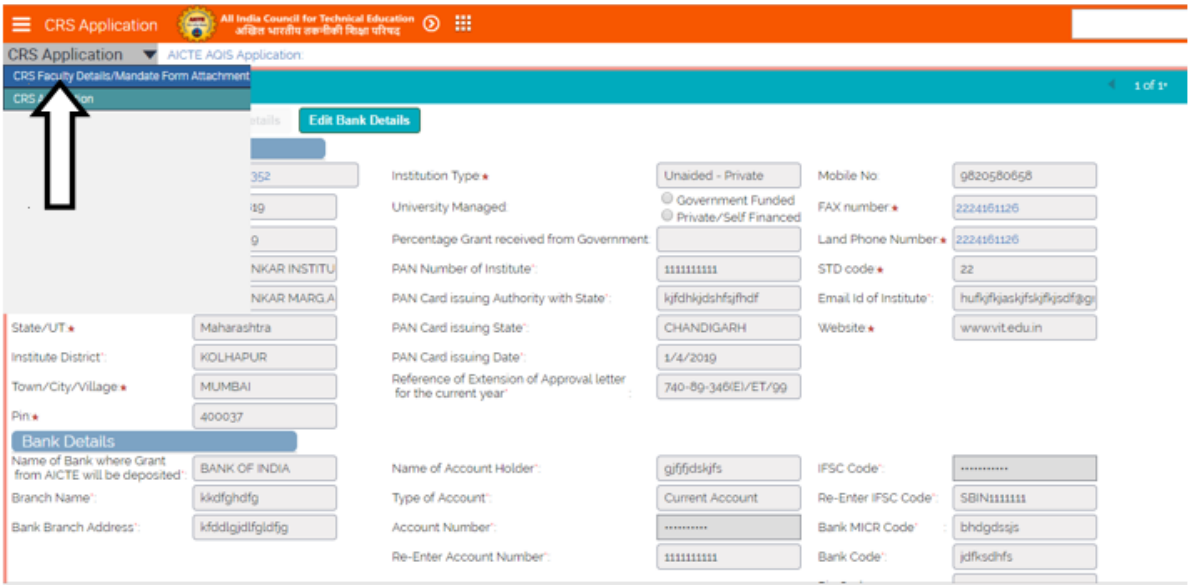
NOTE: Following tabs are applicable for CRS Scheme

1. **CRS Application**
    a. **CRS Institute Details**
    b. **Collaborative Research Scheme Details**
    c. **Academic Credentials of Coordinator PI**
    d. **CRS Attachments**
    e. **CRS Budget Non-Recurring**
    f. **CRS Budget Recurring**
    g. **CRS Project Justification**
    h. **CoPI 1 Details**
    i. **CoPI 2 Details**
    j. **CoPI 3 Details**
    k. **CoPI 4 Details**
    l. **Credentials Of Institution / Department**
    m. **Equipments in Lab**
    n. **PI Details**

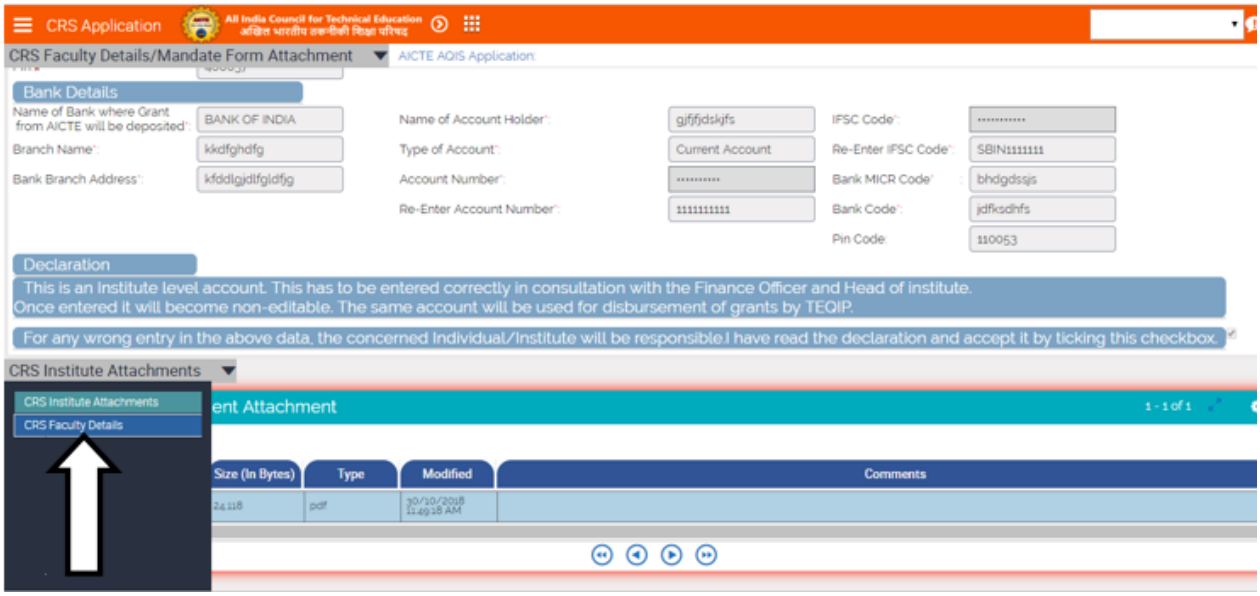
2. **CRS Faculty Details/Mandate Form Attachment**
    a. **CRS Faculty Details**
    b. **CRS Institute Attachments**

2.1 CRS Faculty Details/ Mandate Form Attachment

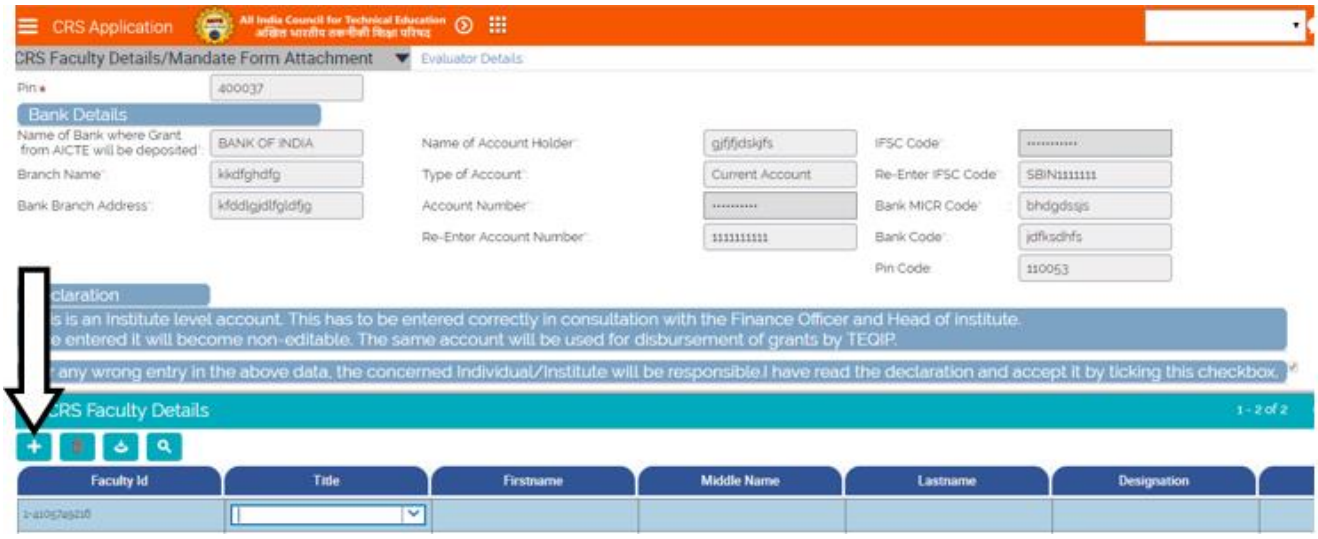
1. Navigate to CRS Application



2. Further Navigate to CRS Faculty Details



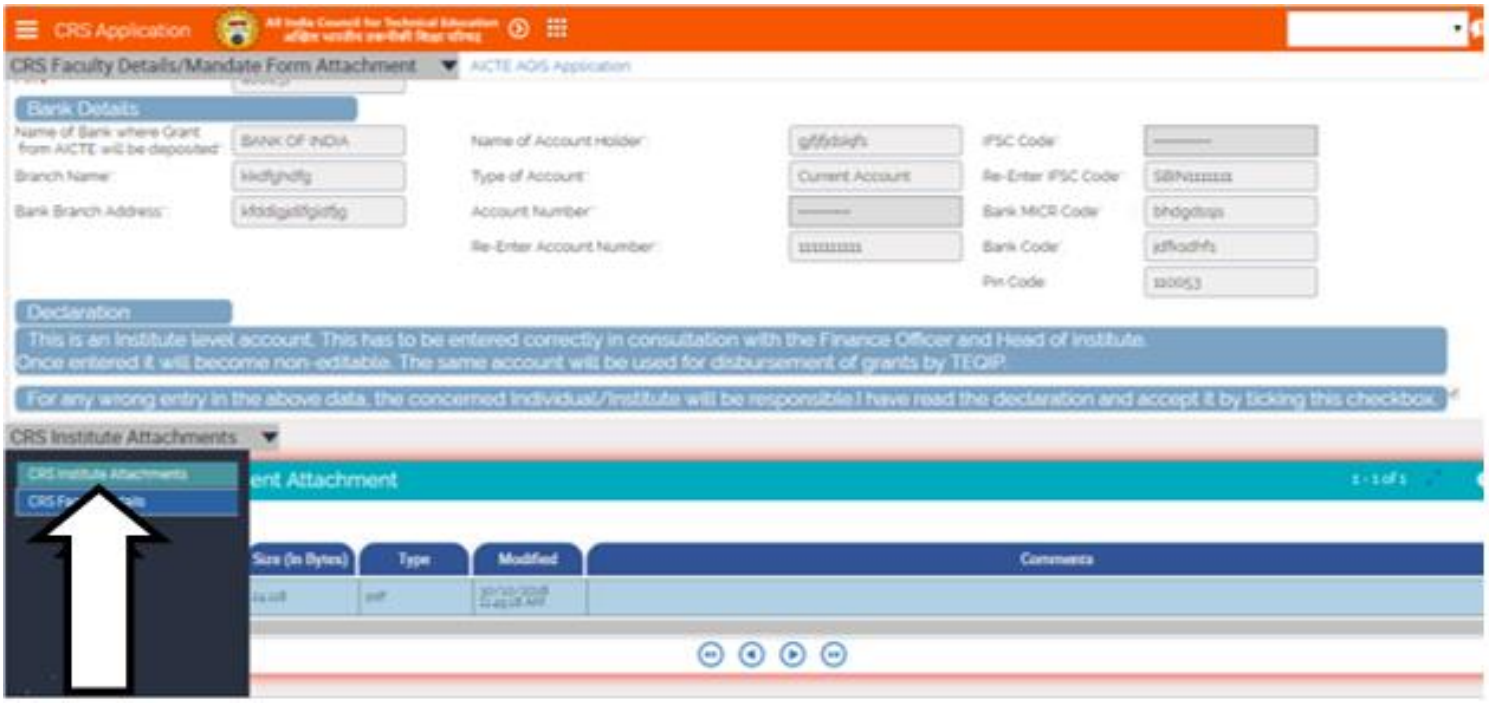
- **Create the database of all the CO-PIs (Co-PI 2,3,4) by clicking on "NEW" icon:**



- **Enter the faculty details:**
  - **Name**
  - **Designation**
  - **Faculty Type**
  - **E-Mail ID**

- **Mobile Number**
- **Program**
- **Discipline/Subject Group**
- **Institutes Details**
- **Address**

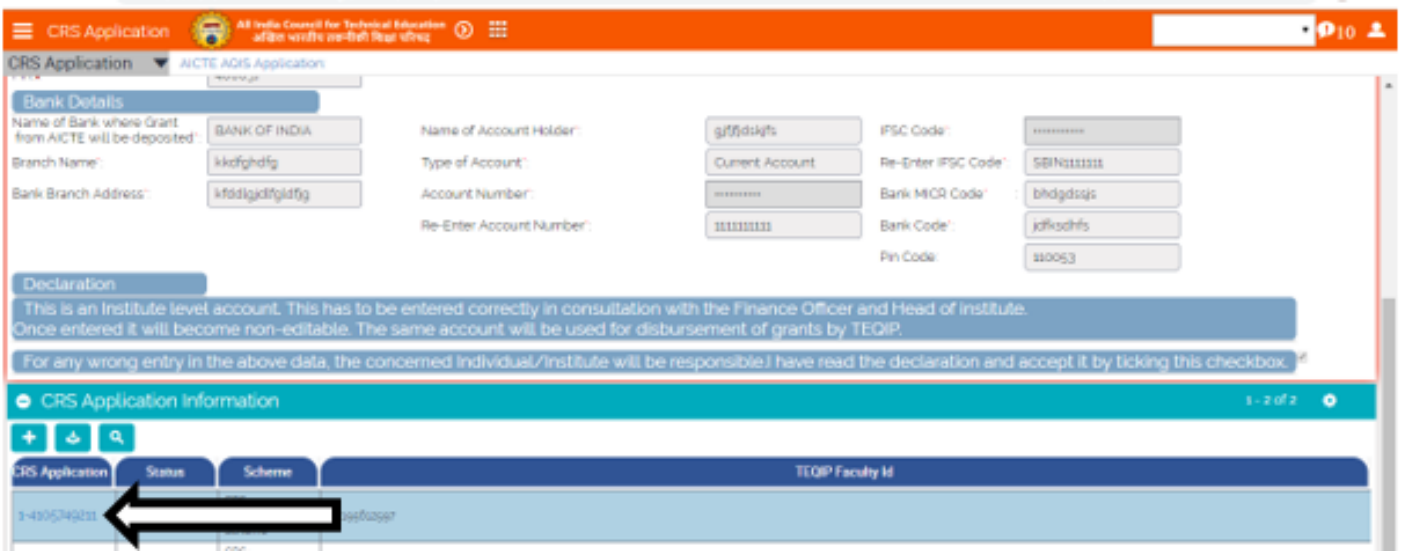
3. Further Navigate to CRS Institute Attachments



- **Upload the institutes mandate form for the same bank details which are entered initially.**

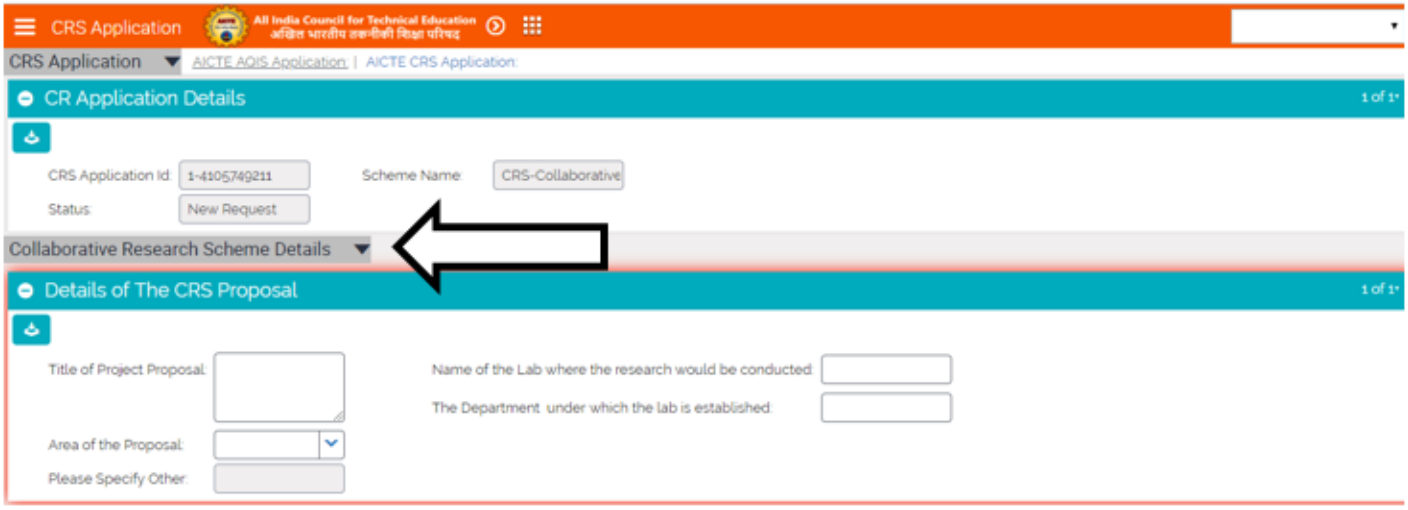
2.2 CRS Application Details

1. **Navigate to CRS Application details**
2. **Click on the system generated CRS application ID an enter the details**



2.2.1 Collaborative Research Scheme Details

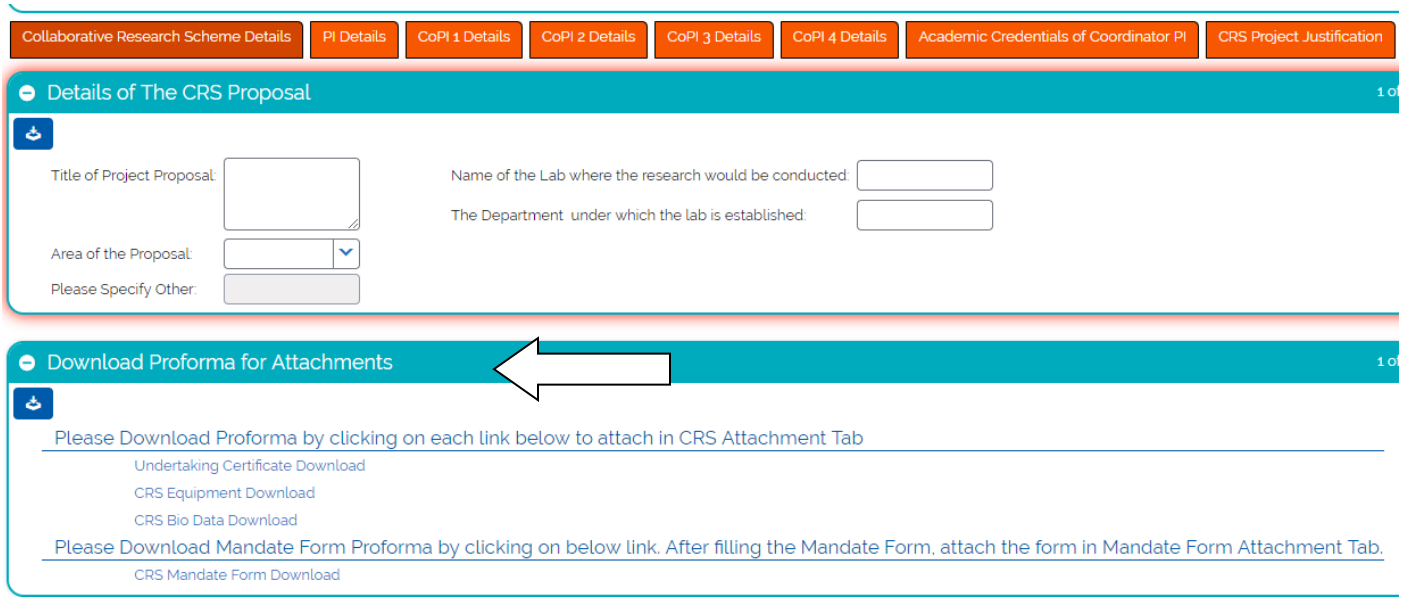
After clicking on CRS application ID, user will be navigated to new page



- **Enter the details:**
  - **Title of the proposal**
  - **Area of Proposal**
  - **Name of the Lab where the research would be conducted**
  - **Department under which the lab is established**

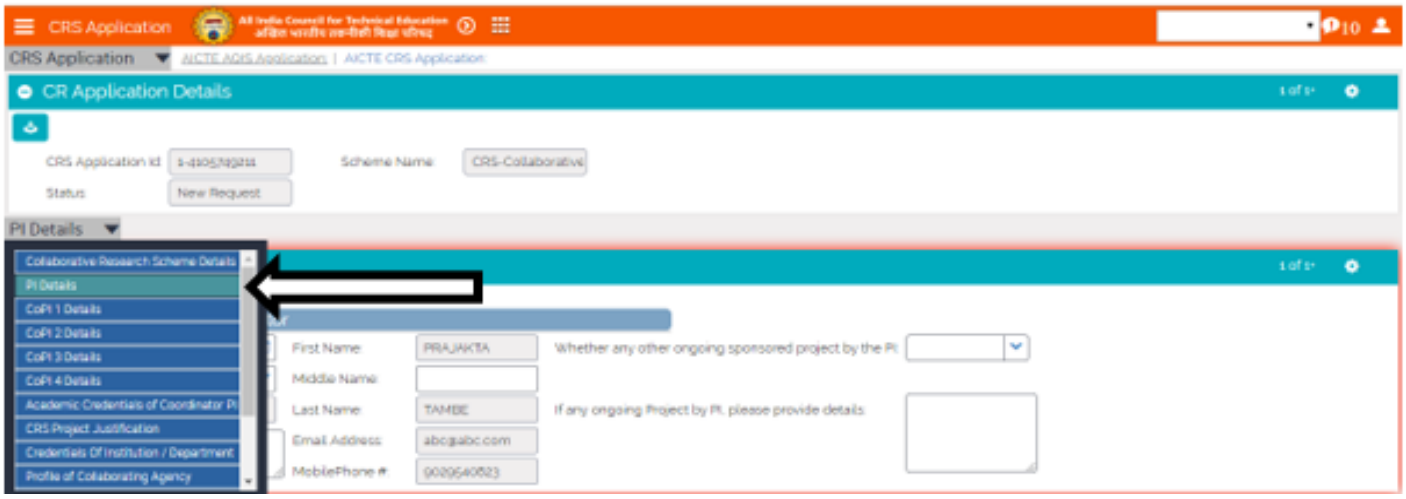
Once all the details are filled click on 'Save' button

- **Scroll Down you will see the Proforma's of the Documents which needs to be downloaded for the attachments**



2.2.2 PI Details

1. **Navigate to PI Details tab for CRS Scheme**

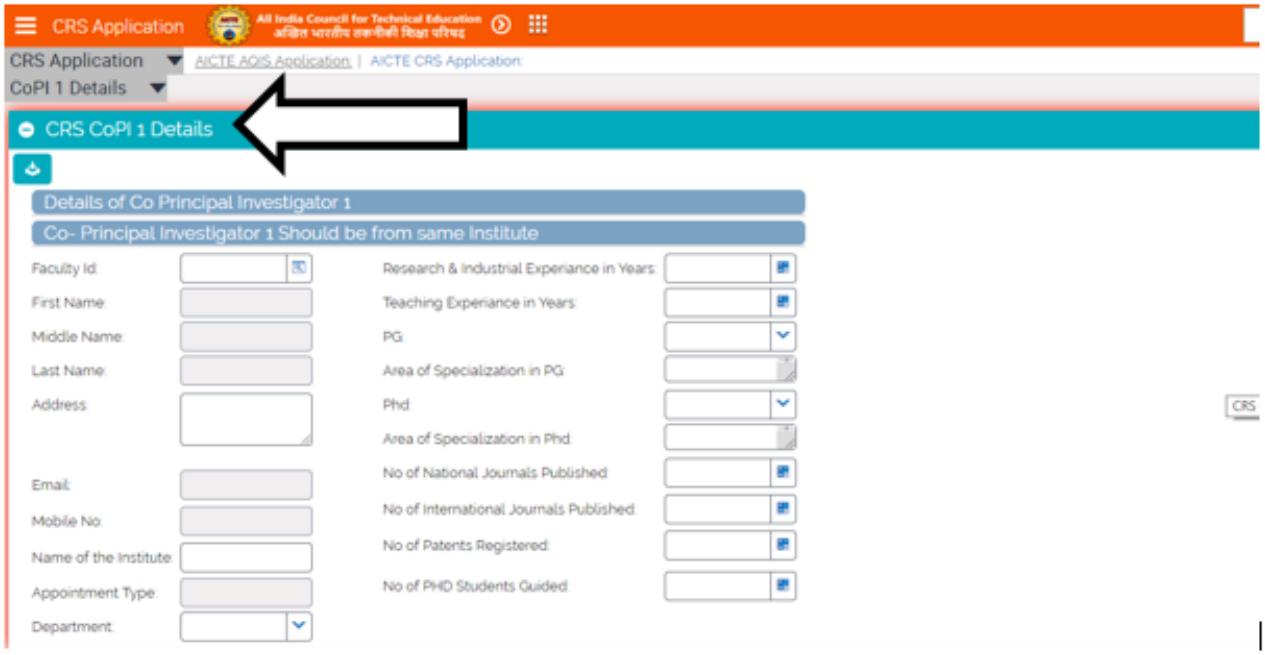


- **Enter details as:**
  - **Department**
  - **Address**
  - **Whether any other ongoing sponsored project by the PI**
  - **If any ongoing Project by PI, please provide details**

Once all the details are filled click on 'Save' button

2.2.3 CRS CO-PI 1 Details

1. **Navigate to CRS CO-PI 1 PI Details tab for CRS Scheme**



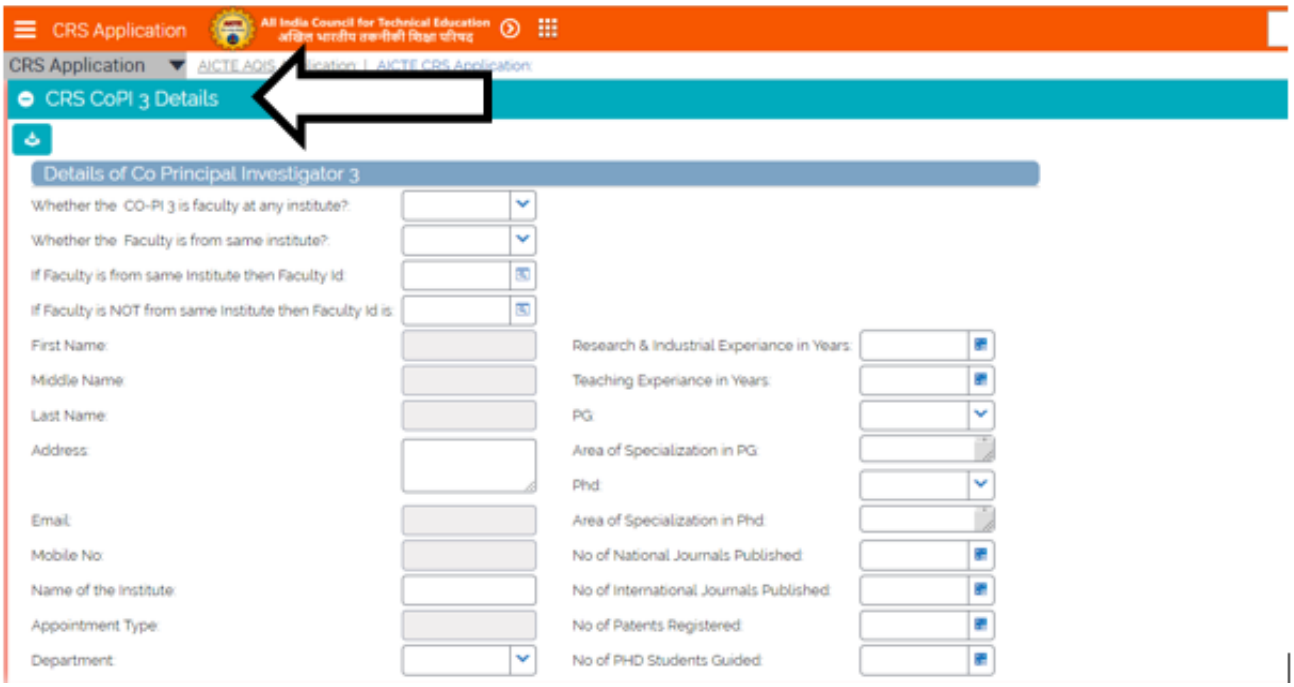
- Enter details as:
  - Faculty ID
  - Name
  - Address
  - Name of the Institute
  - Department
  - Research Experience
  - Industrial Experience
  - Number of Paper Published
  - Number of Patents registered
  - No. of PHD students Guided
  - Educational Qualifications

2. Validation: CO-PI 1 should belong to the faculty of host institute

Once all the details are filled click on 'Save' button

2.2.4 CRS CO-PI 2, 3, 4 Details

1. Navigate to CRS CO-PI 2,3,4 PI Details tab for CRS Scheme



- Enter details as:
  - Faculty ID
  - Name
  - Address
  - Name of the Institute
  - Department
  - Research Experience
  - Industrial Experience
  - Number of Paper Published
  - Number of Patents registered
  - No. of PHD students Guided

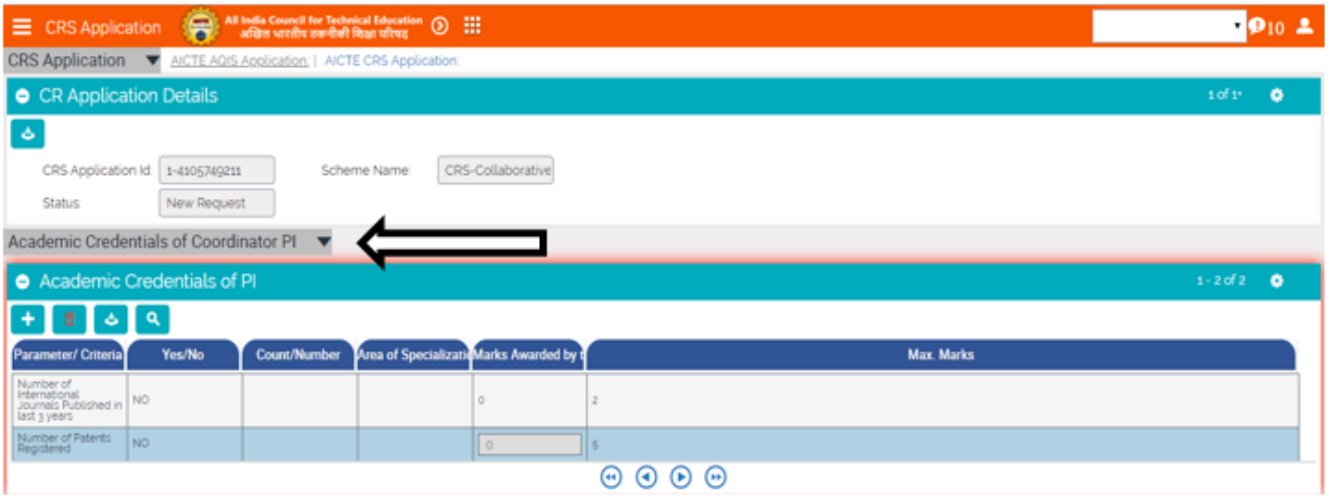
- **Educational Qualifications**

3. **Validation: CO-PI 2,3,4 can be a faculty from host institute/ IIT/ NIT/ other Institute/ Abroad Faculty**

Once all the details are filled click on 'Save' button

2.2.5 Academic Credentials of Coordinator/ PI/ Applicant

Navigate to Academic Credentials of Coordinator/ PI/ Applicant tab for CRS Scheme.



1. Click on "New" button to add Record.
2. Details to be filled:
   - Parameter/ Criteria – Select from drop down list and it's a required Field
   - Yes/No – select value from drop down list. Required field.
   - Count/Number
   - Area of Specialization/Details

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

Validations:

a) If parameter selected is PG, PhD, Membership of the Professional / Learned bodies/ Societies or Awards then 'Area of Specialization' is required field and Count/Number is read only field
b) For all other parameters 'Count/Number' is a required field.
c) If 'Yes/No' field value is NO then 'Parameter Count' and 'Area of Specialization' will be read only fields.

4. All the parameters are required for the 'Academic Credentials of Coordinator/ PI/ Applicant' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

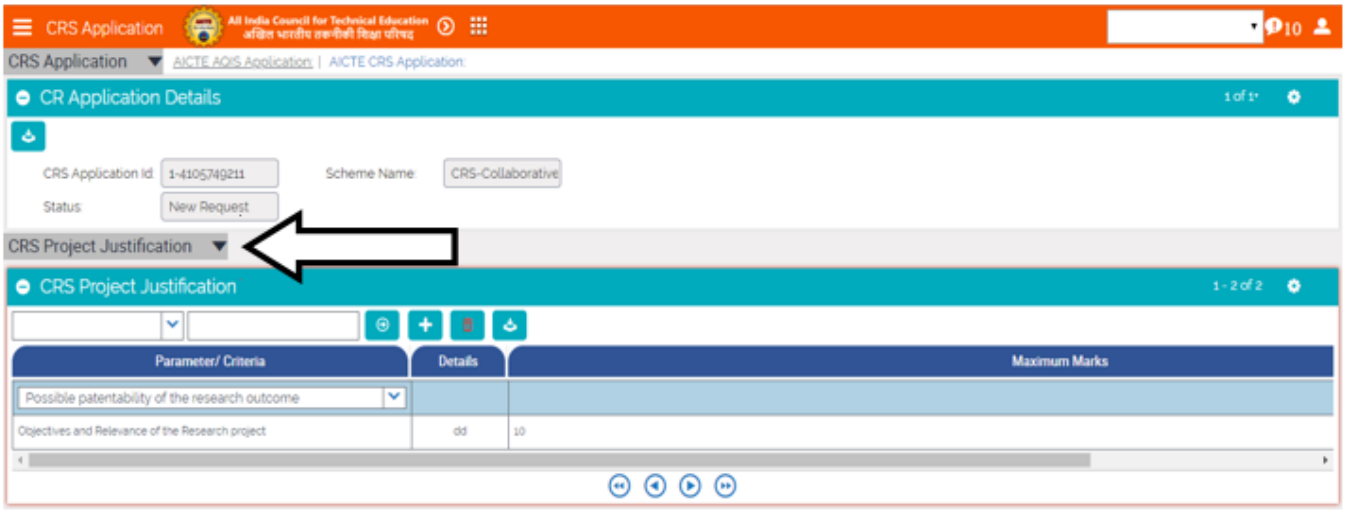
5. User can add only 1 record for each parameter in 'Parameter/Criteria' field.

6. If the user creates more than 1 record the same parameter more than once, following error message will be displayed on click of 'Save' button.

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

2.2.6 CRS Project Justification

Navigate to CRS Project Justification tab for CRS Scheme.



1. Click on "New" button to add Record.
2. Details to be filled:
    - Parameter/ Criteria – Select from drop down list and it's required Field.
    - Details - Required Field.

    Read only fields-
    - Max. Marks – Auto Populate on click of save button
    - Marks Awarded by the Experts

3. All the parameters are required for the 'Justification' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

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

5. If the user creates more than 1 record for same parameter, following error message will be displayed on click of 'Save' button.

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

2.2.7 Credential of Institute / Department

1. Navigate to 'Credential of Institute / Department' tab for CRS Scheme.

2. Click on "New" button to add Record.
3. Details to be filled:
    - Parameter/ Criteria – Select from drop down list and it's a required Field.
    - Yes/No – Select from drop down list and it's a required Field.
    - Count/Number
    - Details

    Read only fields-

    - Marks Awarded by the System – Auto populate on click of Save button
    - Maximum Marks - Auto populate on click of Save button

4. Validations:

a. If 'Yes/No' field value is NO then 'Count/Number' and 'Details' will be read only fields.

b. If Parameter field value is 'Number of courses Accredited in the Institute' and the 'Yes/No' field value is Yes then Count/Number is required field.

5. All the parameters are required for the 'Credential of Institute / Department' tab and if any of the parameter is missing then following error message is displayed on click of 'Validate Application' button.

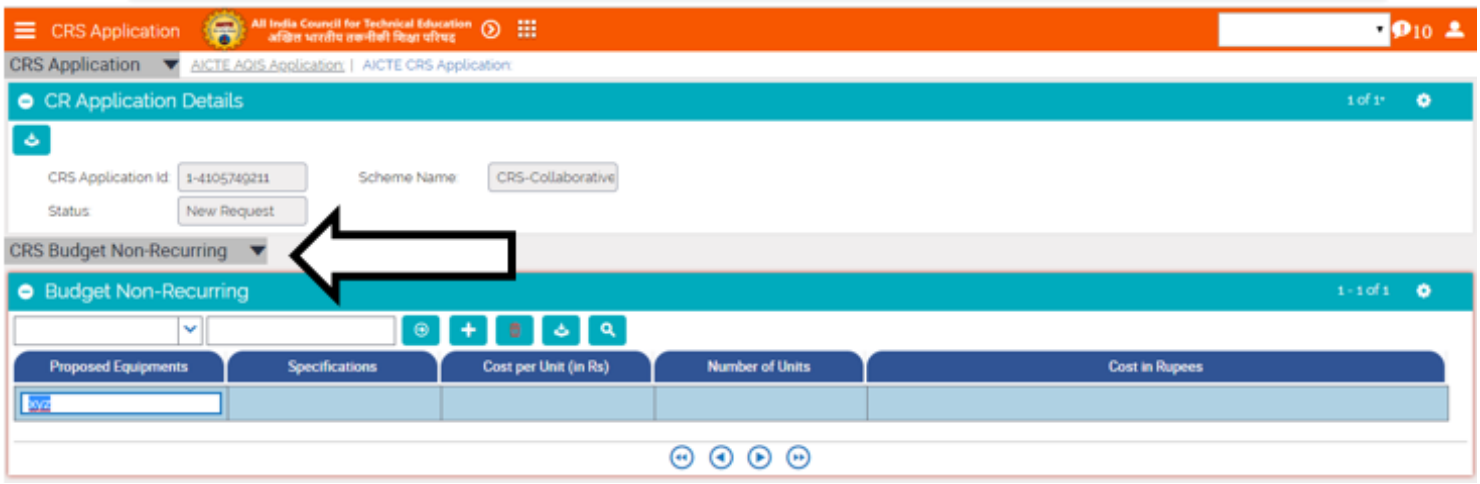
6. User can add only 1 record for each parameter in 'Parameter/Criteria' field.

7. If the user tried to create record for the same parameter more than once, following error message will be displayed on click of 'Save' button.

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

2.2.8 CRS Budget Non- Recurring

1. Navigate to CRS Budget Non-Recurring tab for CRS Scheme.



2. Click on "New" button to add Budget Non-Recurring Details.
3. Details to be filled:

- Proposed Equipment
- Specifications
- Cost per Unit (in Rs)
- Number of Units

4. Validation – Cost in Rupees = Cost per Unit (in Rs.) * Number of Units

NOTE: All the fields mentioned above are required fields.

2.2.9 Equipment's in Lab

1. Navigate to Equipments in lab tab for CRS Scheme.

2. Click on "New" button to add Equipments Details.
3. Details to be filled:

- Name of the Equipment
- Make and Model

- Year Purchased
- Cost

Details of Facilities/ equipment available in the Department in the area of proposed research

NOTE: All the fields mentioned above are required fields.

Please enter the Cost in Rupees, Enter values in Decimals or Words are not accepted

2.2.10 CRS Budget Recurring

1. Navigate to CRS Budget Recurring tab for CRS Scheme.

2. Click on "New" button to add Budget Recurring Details.
3. Details to be filled:

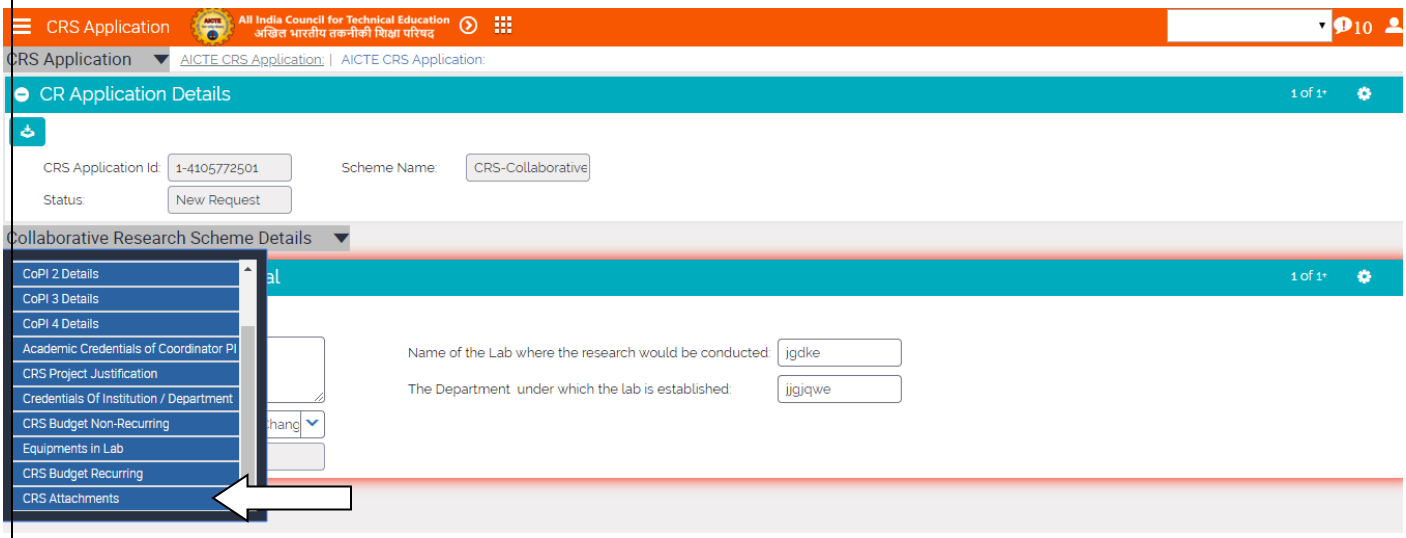
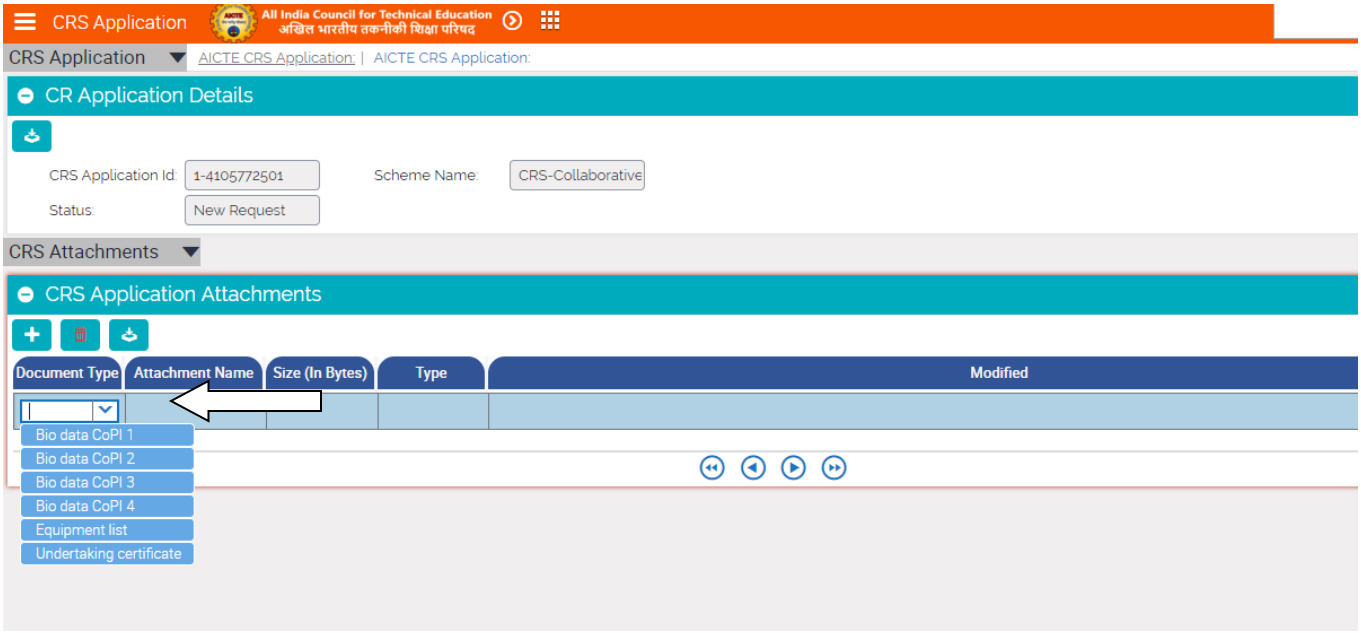
- Components
- Specifications
- Estimated Cost in Rs

4. Validation – Consumables should not be more than Rs. 2,50,000
   Contingencies should not be more than Rs. 2,50,000
   Domestic Travel should not be more than Rs. 3,75,000
   Miscellaneous should not be more than Rs. 1,25,000

NOTE: All the fields mentioned above are required fields.

2.2.11 CRS Attachments

Download the Proforma and attach the filled scanned copy in the CRS Attachment tab, attachment should be in Pdf or image.



Choose the attachment name from the drop down as below