अखिल भारतीय तकनीकी शिक्षा परिषद्
All India Council for Technical Education

AICTE
IDEALab

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1. Registration

1. Go to "**idealnet.aicte-india.org**" and click on "**Register**" link to register.

2. Enter your Institute's Permanent Id and Press the Get Details button.

3. The details of the Institute including Name, Address and Email will auto populate.

4. Enter all the mandatory details.

5. Enter a password (Format: at least one uppercase, one lower case, one number and one special character and minimum 8 characters).

6. Re-enter the password for Confirmation and register.

2. Account Activation

AICTE - IDEA LAB - New User Registration

Dear Test Institute of Technologu,

Thank you for registering on AICTE-IDEA LAB application portal. We require some more information to complete the registration process, which includes confirmation of your email address. Once you verify you can login in to the AICTE-IDEA LAB application portal.

Kindly click on button below to confirm your email address.
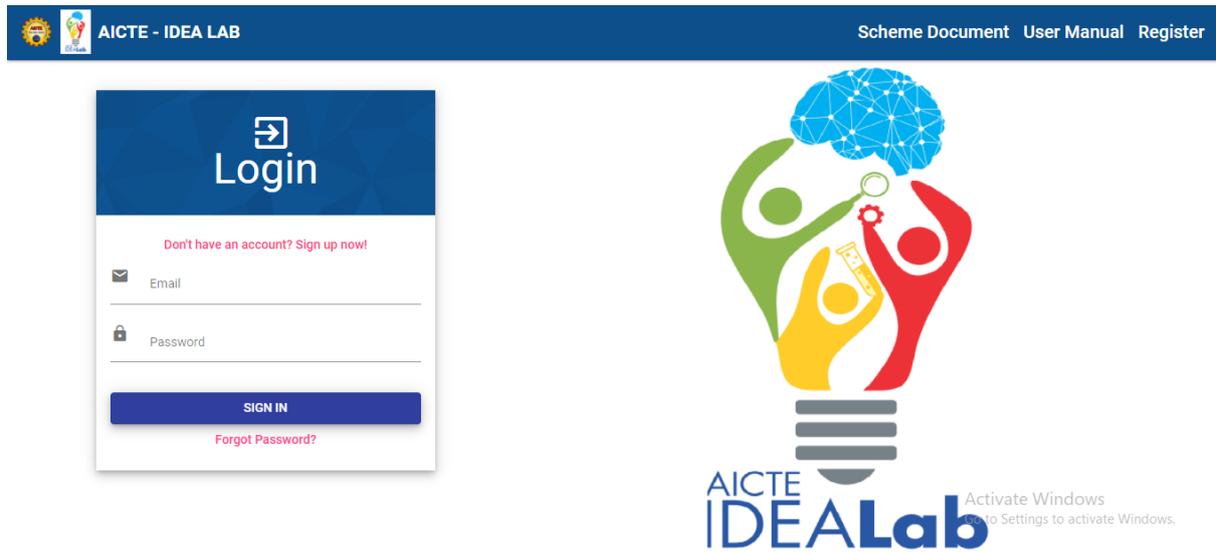
Verify Email

If you have problem kindly contact on idealab@aicte-india.org or itidc@aicte-india.org

Thanks and regards
AICTE-IDEA LAB Team,
Institutional Development Cell,
All India Council for Technical Education
Nelson Mandela Marg, Vasant Kunj,
New Delhi -110070

After successful registration, the user will get an e-mail for the account activation to the registered Email Id during registration.

Click on the **Verify Email** button in the e-mail to activate your account.

3. Login

After the successful account activation, you can login to the website using the email id and password.

4. Institute Details

When you login.

The landing page is the Institute details.

You can click on ▤ icon in the header to expand and collapse the side menu bar for your convenience.

You can click on ⤢ icon in the top right corner of the header for full screen view.

Fill the required data and Click on **Save button** to save the details.

5. Head of Institute & Faculty Coordinator Details

Navigate to "HOI & Faculty Coordinator Details" tab, using the side menu bar.

2. Head of Institute Details

Name
Test HOI

Appointment Type
Regular

Faculty ID *
1-1002

Mobile Number
7738030654

Email
m_____m

Save

Faculty Coordinator Details

Name
Manoj

Appointment Type
Regular

Faculty ID
1-1000

Department
Faculty Coordinator Department

Mobile Number
9820718179

Email
facultyc@gmi.co

Save

Faculty Co-coordinator Details

Name
Ravi

Appointment Type
Regular

Faculty ID
1-1001

Department
Faculty Co-cordinator Department

Mobile Number
8097493126

Email
facultycc@gmi.co

Save

Fill the required data under Head of Institute Details, Faculty Coordinator Details and Faculty Co-ordinator Details. Click on **Save button** to save the details.

Faculty Coordinator and Faculty Co-ordinator cannot be same.

6. Build up Area Details

Navigate to "Build up Area Details" tab, using the side menu bar.

3. Details of the Build Up Area (in sq.ft)

	Description	Space proposed in sq.ft
(a)	Lab Space:	2222
(b)	Meeting / Conference room space:	1234
(c)	Work station space :	56
(d)	Additional space :	64

Save

Fill the required data and Click on **Save button** to save the details.

7. Credentials of Institute/Department

Navigate to "Credentials of Institute/Department" tab, using the side menu bar.

4. Credentials of Institute/Department

	Parameter/Criteria	Enter values (in numbers)
(a)	Number of courses Accredited in the Institute:	10
(b)	Total cost of all projects (funded by AICTE & other agencies) implemented in last 10 years, Rs. (in lakh) :	100000
(c)	"NIRF Ranking in 2020 (Please select from range):	1-100
(d)	Number of projects implemented which involved more than one department:	26

Save

Fill the required data and Click on **Save button** to save the details.

8. Credentials of Chief Mentor (HOI)

Navigate to "Credentials of Chief Mentor (HOI)" tab, using the side menu bar.

5. Credentials of Chief Mentor of AICTE IDEA Lab (Head of Institution)

	Parameter/Criteria	Enter values (in numbers)
(a)	Total cost of all projects (funded by AICTE & other agencies) implemented, Rs. (in lakh) :	250000
(b)	Years of experience as Head of Institute (HoI), (in years and months) enter :	5

Save

Fill the required data and Click on **Save button** to save the details.

9. Credentials of Faculty Coordinator

Navigate to "Credentials of Faculty Coordinator" tab, using the side menu bar.

6. Credentials of Faculty Coordinator

	Parameter/Criteria	Enter values (in numbers)
(a)	Teaching/ research experience in years (in years and months):	12
(b)	Research papers published/ presented :	5
(c)	Total cost of all projects (funded by AICTE & other agencies) implemented, Rs. (in lakh):	560000
(d)	No. of national/ international events organized:	167

Save

Fill the required data and Click on **Save button** to save the details.

10.   Credentials of Faculty Co-coordinator

Navigate to "Credentials of Faculty Co-coordinator" tab, using the side menu bar.

7. Credentials of Faculty Co-coordinator

	Parameter/Criteria	Enter values (in numbers)
(a)	Teaching/ research experience in years (in years and months):	5
(b)	Research papers published/ presented :	69
(c)	Total cost of all projects (funded by AICTE & other agencies) implemented, Rs. (in lakh) :	960000
(d)	No. of national/ international events organized:	66

Save

Fill the required data and Click on **Save button** to save the details.

11.   Proposal for the project

Navigate to "Proposal for the project" tab, using the side menu bar.

8. Proposal for the project

	Parameter/Criteria	Enter Input (Not more than mentioned words)
(a)	Vision for the IDEA Lab :	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.
(b)	Benefits to students (UG/PG/Projects/Internship) and staff (FDP/Projects) to be mentioned quantitatively :	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.
(c)	Integration of IDEA Lab with existing facilities:	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Fill the required data and Click on **Save button** to save the details.

12. Non-Recurring Expenditure

Navigate to "Non-Recurring Expenditure" tab, using the side menu bar.

This consists of Four tabs. Part-I (Equipment), Part-II (Consumables), Part-III (Tools) and Part-IV (Optional Equipment/Consumable/Tool).

Fill the required data and Click on **Save button** to save the details.

Summation of Part-I, Part-II and Part-III will be the grand total of Non-Recurring Expenditure.

Grand total of Part-IV will be the "Financial contribution beyond the estimated project cost".

13.   Recurring Expenditure

Navigate to "Non-Recurring Expenditure" tab, using the side menu bar.

This consists of two parts. Part-I and Part-II.

10. Estimated Budget for Recurring Expenditure for the Proposed IDEA Lab

Part I   Part II

Sr. No.	Event & Duration	Target & Batch size	Frequency/Numbers per year	Per event cost (In Rupees)	Total no of event in ty
1	FDP (06 Days)	Faculty (20)	100	50	200
2	Skilling Programs (06 Days)	Students (20-30)	200	10	400
3	Bootcamps (12 Days)	Faculty (05 to 10)	500	50	1000
4	Ideation workshops(03-	Students (30			

10. Estimated Budget for Recurring Expenditure for the Proposed IDEA Lab

Part I   Part II

Sr. No.	Budget Head	Estimated cost for First Year (in lakhs)	Estimated cost for Second Year (in lakhs)	Total Estimated Cost
1	Maintenance of equipments	500000	500000	1000000
2	Consumables	500000	500000	1000000
3	TA/DA for training (if required)	500000	500000	1000000
4	Contingencies and miscellanous	500000	500000	1000000

Fill the required data and Click on **Save button** to save the details.

Summation of Part-I and Part-II will be the grand total of Recurring Expenditure.

Summation of Non-Recurring Expenditure and Recurring Expenditure will be the grand total of "AICTE Idea Lab Grand Total Budget".

14.   Contribution to Budget

Navigate to "Contribution to Budget" tab, using the side menu bar.

11. Contribution to Budget

	Budget Contribution	Non-recurring expenditure(a)	Recurring expenditure(b)	Total expenditure(c) = (a+b)
(a)	Expected contribution from AICTE (in lakhs) = [AICTE IDEA LAB Grand Total budget (T) / 2] not more than 55 lakh. (P)	1000000	1995310	2995310
(b)	Proposed contribution from industry(in lakhs) (Q)	100000	200000	300000
(c)	Proposed contribution from institute(in lakhs) (R)	125620	2569690	2695310
	Total	1225620	4765000	5990620
				Save

Fill the required data and Click on **Save button** to save the details.

The Grand Total of Non-Recurring Expenditure and Recurring Expenditure will be auto populated in the total section, rest of the fields should be filled accordingly to compensate the grand total.

You Should fill this form after completing the "Non-Recurring Expenditure" and "Recurring Expenditure" forms.

If you do some changes in either "Non-Recurring Expenditure" or "Recurring Expenditure" forms after filling "Contribution to budget", your existing filled details in the "Contribution to Budget" form will be cleared and you have to fill it again as per the new changes accordingly.

15. Attachments

Navigate to "Contribution to Budget" tab, using the side menu bar.

12. Attachments

Quotations of Equipment/s (All quotations must be in single PDF file only)	Choose file	Browse
Industrial Contribution Commitment Letter (File should be in pdf format only)	Choose file	Browse
Institute Contribution Commitment Letter (File should be in pdf format only)	Choose file	Browse
Endorsement from the Head of Institute (File should be in pdf format only)	Choose file	Browse

Click here for sample Endorsement Certificate

Save

Fill the required data and Click on **Save button** to upload the files.

Format for "Endorsement Certificate" is given as a link. Only pdf files are allowed for all.

16. Preview & Submit

Navigate to "Preview & Submit" tab, using the side menu bar.

You can check all the filled details and can submit the application by clicking on **Submit button** after checking the **declaration**. You cannot edit any details once submitted.

AICTE - IDEA LAB ☰

I/We solemnly confirm and agree to:

- Allow 24x7 access the students, faculty and industry for full utilization of facilities therein
- Have the Head of Institution as Chief Coordinator, besides, nominate Faculty Coordinator & Student Ambassadors (3) for running the IDEA Lab. Student Ambassadors will be selected from senior classes and given responsibility on a rotation basis.
- Integrate activities/ pursuits at the IDEA Lab with academic programmes run by the institution
- Allow linkages of the IDEA lab with facilities like library, clubs, incubation center etc in the campus
- Ensure security of IDEA Lab (controlled access) and safe working environment inside for the users
- Proactively reach out users and conduct programmes aimed at utilization of IDEA Lab
- Strive to generate revenue to maintain and continuously upgrade the infrastructure
- Be integral part of IDEA LABS Network (IDEALNET) - a national network of IDEA Labs created by AICTE overseen and guided by National IDEA Labs Steering Committee
- Enthusiastically undertake activities identified for constituents of IDEALNET
- Provide data on the infrastructure, activities and achievements of the IDEA Lab
- Maintain a distinct physical identity in the campus and promote it in all forms/ formats of media with right use of the logo of IDEA Lab.
- Maintain a separate jointly-operated bank account for IDEA Lab
- Participate in national initiatives of the governments announced from time to time
- Abide by rules/ regulations/ norms of AICTE or other regulatory bodies, as applicable to other departments/ cells/ units in the campus

Date: Mon Jan 04 2021
Place: Madurai, Tamil Nadu

Test HOI

Submit