



अखिल भारतीय तकनीकी शिक्षा परिषद्  
All India Council for Technical Education



AICTE  
IDEALab

## Table of Contents

### Contents

1. Registration.....	3
2. Account Activation .....	4
3. Login.....	5
4. Institute Details .....	6
5. Head of Institute & Faculty Coordinator Details .....	7
6. Build up Area Details.....	8
7. Credentials of Institute/Department .....	8
8. Credentials of Chief Mentor (HOI).....	9
9. Credentials of Faculty Coordinator.....	9
10. Credentials of Faculty Co-coordinator.....	10
11. Proposal for the project.....	11
12. Non-Recurring Expenditure .....	12
13. Recurring Expenditure .....	14
14. Contribution to Budget .....	15
15. Attachments .....	16
16. Preview & Submit.....	16

# 1. Registration

AICTE - IDEA LAB

Scheme Document User Manual Login

## Register

Already have an account? [Log in!](#)

Enter the Permanent Id

Name of the Institute

Address of the Institute

Email

AICTE IDEALab

Activate Windows  
Go to Settings to activate Windows.

1. Go to “[idealnet.aicte-india.org](http://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

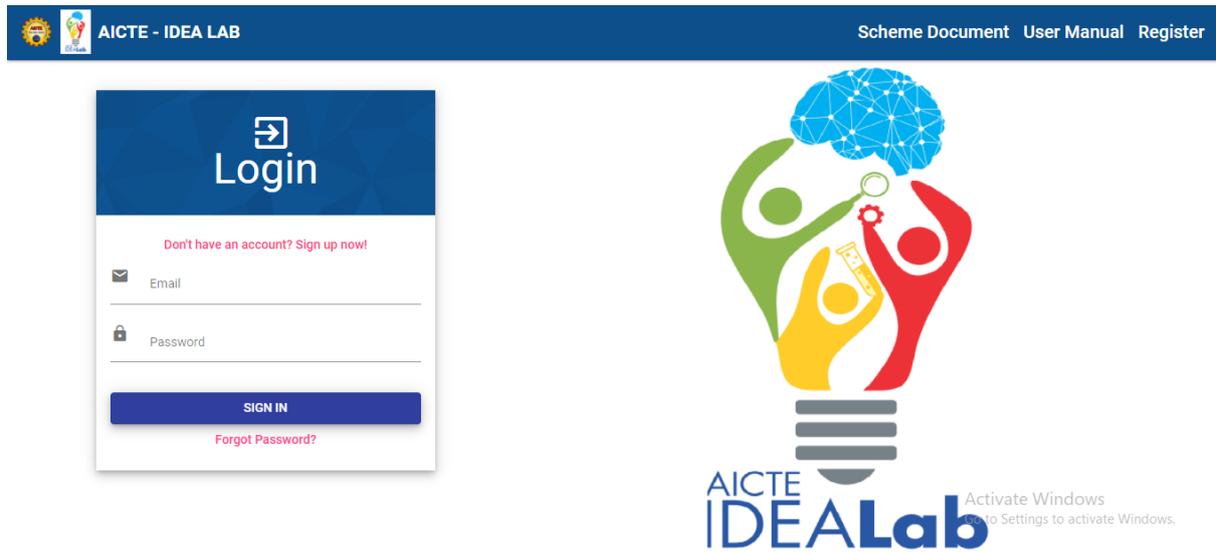
If you have problem kindly contact on [idealab@aicte-india.org](mailto:idealab@aicte-india.org) or [itidc@aicte-india.org](mailto:itidc@aicte-india.org)

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



The screenshot displays the AICTE - IDEA LAB website interface. At the top, a dark blue navigation bar contains the AICTE logo, the text "AICTE - IDEA LAB", and links for "Scheme Document", "User Manual", and "Register". The main content area features a white login form on the left with a blue header that says "Login" with a right-pointing arrow icon. Below the header, there is a red link: "Don't have an account? Sign up now!". The form includes two input fields: "Email" with an envelope icon and "Password" with a lock icon. A blue "SIGN IN" button is positioned below the fields, followed by a red link: "Forgot Password?". To the right of the form is the AICTE IDEALab logo, which depicts a lightbulb shape formed by three stylized human figures in green, yellow, and red. The green figure holds a magnifying glass over a gear, the yellow figure holds a ruler, and the red figure holds a gear. The lightbulb's top is a blue brain-like network. Below the logo, the text "AICTE IDEALab" is displayed in blue, with "AICTE" in a smaller font above "IDEALab". A small watermark "Activate Windows Go to Settings to activate Windows." is visible in the bottom right corner of the logo area.

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

## 4. Institute Details

**1. Institute Details**

Current Application No.:	1-101010
Institute Permanent ID No.:	1-1000000
Name of the Institute:	Test Institute of Technologu
Address:	Test Address
State:	Tamil Nadu
City:	Madurai
Pincode:	625012
Region:	Southern
Location:	Urban
Type:	Private-Self Financing

Activate Windows  
Go to Settings to activate Windows.

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.

**1. Institute Details**

Location:	Urban
Type:	Private-Self Financing
Year of Establishment:	2020
No. of Courses Accredited:	10
Mobile Number:	7 <input type="text"/>
Email:	<input type="text"/>
Fax:	100000
Telephone:	1000000
AICTE Approval Letter Number 2020-21	LetterNo12345
Approval Letter Date	1/1/2020

Save

Activate Windows  
Go to Settings to activate Windows.

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.

The image displays three sequential screenshots of a web form, each with a blue header and a 'Save' button in the bottom right corner.

- 2. Head of Institute Details:** Name: Test HOI; Appointment Type: Regular; Faculty ID: 1-1002; Mobile Number: 7738030654; Email: [redacted]@m.
- Faculty Coordinator Details:** Name: Manoj; Appointment Type: Regular; Faculty ID: 1-1000; Department: Faculty Coordinator Department; Mobile Number: 9820718179; Email: facultyco@gmi.co.
- Faculty Co-coordinator Details:** Name: Ravi; Appointment Type: Regular; Faculty ID: 1-1001; Department: Faculty Co-coordinator Department; Mobile Number: 8097493126; Email: facultyco@gmi.co.

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:	<input type="text" value="2222"/>
(b)	Meeting / Conference room space:	<input type="text" value="1234"/>
(c)	Work station space :	<input type="text" value="56"/>
(d)	Additional space :	<input type="text" value="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:	<input type="text" value="10"/>
(b)	Total cost of all projects (funded by AICTE & other agencies) implemented in last 10 years, Rs. (in lakh) :	<input type="text" value="100000"/>
(c)	*NIRF Ranking in 2020 (Please select from range):	<input type="text" value="1-100"/>
(d)	Number of projects implemented which involved more than one department:	<input type="text" value="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) :	<input type="text" value="250000"/>
(b)	Years of experience as Head of Institute (HoI), (in years and months) enter :	<input type="text" value="5"/>

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):	<input type="text" value="12"/>
(b)	Research papers published/ presented :	<input type="text" value="5"/>
(c)	Total cost of all projects (funded by AICTE & other agencies) implemented, Rs. (in lakh):	<input type="text" value="560000"/>
(d)	No. of national/ international events organized:	<input type="text" value="167"/>

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):	<input type="text" value="5"/>
(b)	Research papers published/ presented :	<input type="text" value="69"/>
(c)	Total cost of all projects (funded by AICTE & other agencies) implemented, Rs. (in lakh) :	<input type="text" value="960000"/>
(d)	No. of national/ international events organized:	<input type="text" value="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 :	<p> 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.</p>
(b)	Benefits to students (UG/PG/Projects/Internship) and staff (FDP/Projects) to be mentioned quantitatively :	<p> 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.</p>
(c)	Integration of IDEA Lab with existing facilities:	<p> 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.</p>

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).

**9. Estimated Budget for Non- Recurring Expenditure for the Proposed IDEA Lab (Equipments / Consumables /Tools)**

- Institute can shift equipment available with it to IDEA Lab for exclusive use and must agree to maintain it. Cost of such equipment will not add to the budget for non-recurring expenses.
- Institute can select equipment and their quantity in this form, to arrive at the budget for non-recurring expenses.
- Institute can propose any other equipment required for aligning the focus of IDEA lab with any national initiative Sustainable Development Goals, MSME cluster etc or making it self-sustainable.

Part I (Equipments)		Part II (Consumables)	Part III (Tools)	Part IV (Optional Equipment/Consumables/Tool)	
Name	Equipment	Status	Quantity	Unit Price	Total Price
1. Laser Cutter	Mandatory Equipment	To be procured	1000	100	100000
2. Vinyl Cutter	Mandatory Equipment	To be procured	2	2	4
3. 3D Printer	Mandatory Equipment	To be procured	30	3	90

**9. Estimated Budget for Non- Recurring Expenditure for the Proposed IDEA Lab (Equipments / Consumables /Tools)**

- Institute can shift equipment available with it to IDEA Lab for exclusive use and must agree to maintain it. Cost of such equipment will not add to the budget for non-recurring expenses.
- Institute can select equipment and their quantity in this form, to arrive at the budget for non-recurring expenses.
- Institute can propose any other equipment required for aligning the focus of IDEA lab with any national initiative Sustainable Development Goals, MSME cluster etc or making it self-sustainable.

Part I (Equipments)		Part II (Consumables)	Part III (Tools)	Part IV (Optional Equipment/Consumables/Tool)	
Name	Consumables	Status	Quantity	Unit Price	Total Price
1. Vacuum Cleaner	Mandatory Consumables	To be procured	1	1	1
2. Hot Air Gun- 5 Nos.	Mandatory Consumables	To be procured	2	2	4
3. Measuring Equipment [Vernier calliper (0-200/0.01), Vernier height	Mandatory	To be procured	3	3	90

9. Estimated Budget for Non- Recurring Expenditure for the Proposed IDEA Lab (Equipments / Consumables /Tools)

- Institute can shift equipment available with it to IDEA Lab for exclusive use and must agree to maintain it. Cost of such equipment will not add to the budget for non-recurring expenses.
- Institute can select equipment and their quantity in this form, to arrive at the budget for non-recurring expenses.
- Institute can propose any other equipment required for aligning the focus of IDEA lab with any national initiative Sustainable Development Goals, MSME cluster etc or making it self-sustainable.

Part I (Equipments)	Part II (Consumables)	Part III (Tools)	Part IV (Optional Equipment/Consumables/Tool)		
Name	Equipment	Status	Quantity	Unit Price	Total Price
1. Hacksaw (5 Nos.)	Mechanical Tools	To be procured	1000	100	100000
2. Micro Chisel Set (3 Nos.)	Mechanical Tools	To be procured	2000	200	400000
3. Pliers (3 Sets)	Mechanical Tools	Already Available	0	0	0

9. Estimated Budget for Non- Recurring Expenditure for the Proposed IDEA Lab (Equipments / Consumables /Tools)

- Institute can shift equipment available with it to IDEA Lab for exclusive use and must agree to maintain it. Cost of such equipment will not add to the budget for non-recurring expenses.
- Institute can select equipment and their quantity in this form, to arrive at the budget for non-recurring expenses.
- Institute can propose any other equipment required for aligning the focus of IDEA lab with any national initiative Sustainable Development Goals, MSME cluster etc or making it self-sustainable.

Part I (Equipments)	Part II (Consumables)	Part III (Tools)	Part IV (Optional Equipment/Consumables/Tool)		
Name	Equipment	Status	Quantity	Unit Price	Total Price
1. Coil Winding M/c motorized	Optional Equipments	Already Available	0	0	0
2. Plotter -Printer	Optional Equipments	Already Available	0	0	0

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 the year
1	FDP (06 Days)	Faculty (20)	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="200"/>
2	Skilling Programs (06 Days)	Students (20-30)	<input type="text" value="200"/>	<input type="text" value="10"/>	<input type="text" value="400"/>
3	Bootcamps (12 Days)	Faculty (05 to 10)	<input type="text" value="500"/>	<input type="text" value="50"/>	<input type="text" value="1000"/>
4	Ideation workshops(03-	Students (30)	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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	<input type="text" value="500000"/>	<input type="text" value="500000"/>	<input type="text" value="1000000"/>	
2	Consumables	<input type="text" value="500000"/>	<input type="text" value="500000"/>	<input type="text" value="1000000"/>	
3	TA/DA for training (if required)	<input type="text" value="500000"/>	<input type="text" value="500000"/>	<input type="text" value="1000000"/>	
4	Contingencies and miscellaneous	<input type="text" value="500000"/>	<input type="text" value="500000"/>	<input type="text" value="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)	<input type="text" value="1000000"/>	<input type="text" value="1995310"/>	<input type="text" value="2995310"/>
(b)	Proposed contribution from industry(in lakhs) (Q)	<input type="text" value="100000"/>	<input type="text" value="200000"/>	<input type="text" value="300000"/>
(c)	Proposed contribution from institute(in lakhs) (R)	<input type="text" value="125620"/>	<input type="text" value="2569690"/>	<input type="text" value="2695310"/>
	Total	<input type="text" value="1225620"/>	<input type="text" value="4765000"/>	<input type="text" value="5990620"/>
				<input type="button" value="Save"/>

Acti

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**

Activate Windows  
Go to Settings to activate Windows.