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**KLE ACADEMY OF HIGHER EDUCATION & RESEARCH BELAGAVI**  
Deemed-to-be-University (Formerly known as KLE University)

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*Certificate of Excellence*  
IN PURSUIT OF EXCELLENCE TOWARDS PRACTICING SUSTAINABLE EDUCATION, THIS CERTIFICATE IS AWARDED TO  
**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH**  
Institutional Grade : **A++**  
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**World Institutional RANKING**

Executive President

30 March 2023

Parents / Students Login

Click on Faculty Login and select incentive port

KAHER - TOOL

incentive.kaher.edu.in/account/login

Welcome Back !  
Sign in to continue to KAHER-Tool.

Please Enter Your Email

Please Enter Your Password

Log In

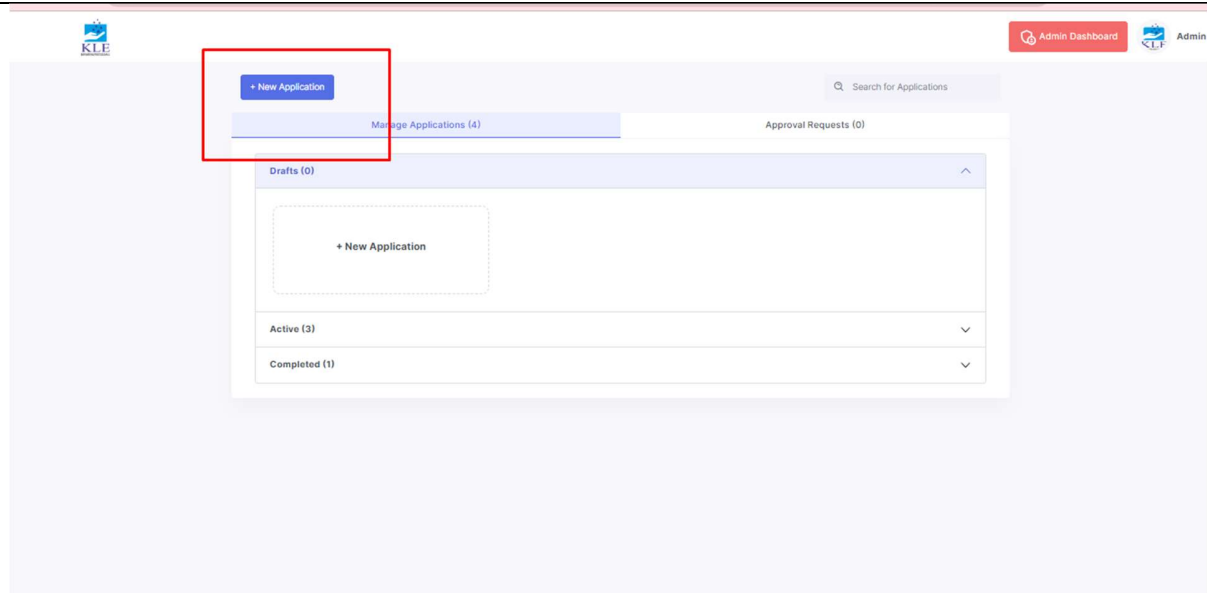
Forgot your password?

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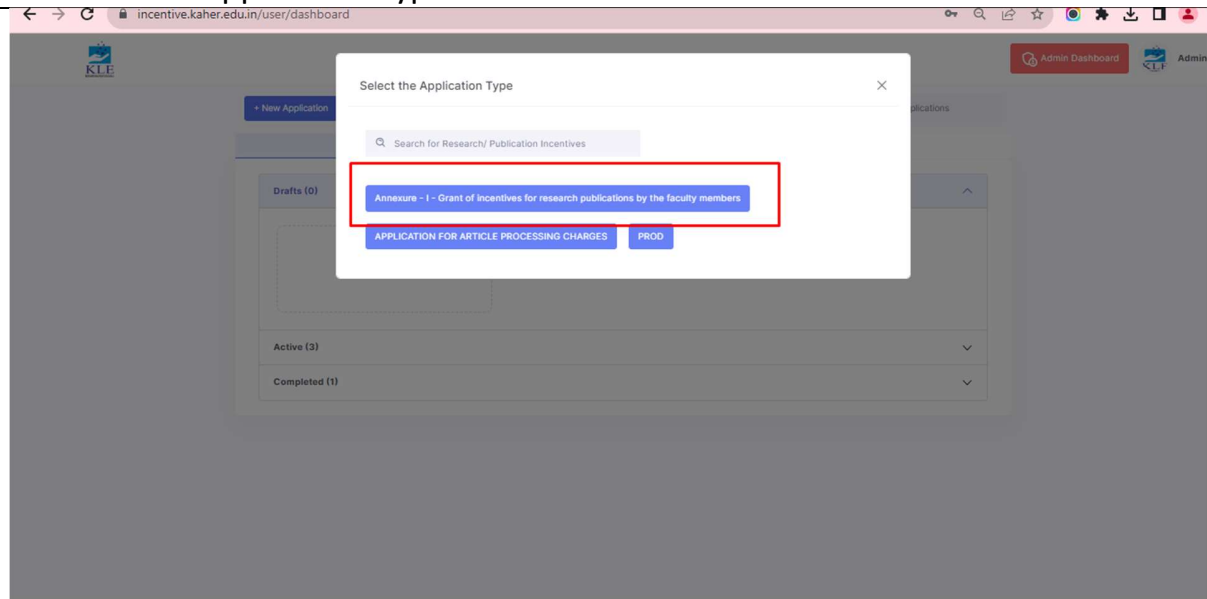
To Login – Enter User Name as Employee ID - 10111302 and Password -Kaher@1234

## Steps and Screenshots for New Application

### 1. Click on create new application



### 2. Select the Application Type



3. We have to fill all the mandatory and non-mandatory fields according to our preference

The screenshot shows a web browser window with the URL [incentive.kaher.edu.in/user/create-application/6528d8e93ac77b89a516b1ce](http://incentive.kaher.edu.in/user/create-application/6528d8e93ac77b89a516b1ce). The page title is "Annexure - I - Grant of incentives for research publications by the faculty members". The form contains the following fields:

- Title \***: A text input field containing "Application".
- 1. Annexure - I (Not Started)**: A progress indicator.
- Select One from the below**: A section header.
- 1. Type of publication**: A dropdown menu with "Choose" selected.
- Enter Other Publication Name**: A text input field.
- 2. If other Publication**: A text input field.
- Mention Name of the Corresponding Author**: A section header.
- 3. Name of the Corresponding Author**: A text input field.

At the bottom right, there are two buttons: "Go To Previous Form" and "Save".

4. Click on save button to save all the information

This screenshot is identical to the previous one, showing the same form and fields. The only difference is that the "Save" button at the bottom right is now highlighted with a red box, indicating the next step in the process.

5. If you want to change any details on the form after saving it you can make the changes and click on update form to save the changes

The screenshot shows a web browser window with the URL [incentive.kaher.edu.in/user/create-application/6528d8e93ac77b89a516b1ce?applicationID=653a51a6ef2e65234f7e4924](http://incentive.kaher.edu.in/user/create-application/6528d8e93ac77b89a516b1ce?applicationID=653a51a6ef2e65234f7e4924). The page title is "Annexure - I - Grant of incentives for research publications by the faculty members". The form includes a "Title" field with the placeholder "Application", a "Submit Application" button, and a "Save as draft" button. Below this is a progress indicator "1 Annexure - I (Completed)". The form has sections for "1. Type of publication" with a dropdown menu, "Enter Other Publication Name", "2. If other Publication" with a text input, and "Mention Name of the Corresponding Author". At the bottom right, the "Update Form" button is highlighted with a red box.

6. Click on save as draft button if you don't want to submit the application atm

This screenshot is identical to the one above, showing the same application form. However, in this instance, the "Save as draft" button is highlighted with a red box, indicating the action to be taken if the user does not wish to submit the application immediately.

## 7. Click on Submit application if you want to submit the application

The screenshot shows a web browser window with the URL `incentive.kaher.edu.in/user/create-application/6528d8e93ac77b89a516b1ce?applicationID=653a5599a8ed048f56bae6ea`. The page title is "Annexure - I - Grant of incentives for research publications by the faculty members". There is a "Back" button in the top left. The main form has a "Title \*" field with the value "Application". To the right of this field are two buttons: "Submit Application" (highlighted with a red box) and "Save as draft". Below the title field is a progress indicator showing "1 Annexure - I (Completed)". The form then asks to "Select One from the below" for "1. Type of publication", with a dropdown menu currently set to "Any other". Below this is a field for "Enter Other Publication Name" and another field for "2. If other Publication". At the bottom, there is a field for "Mention Name of the Corresponding Author" and two buttons: "Go To Previous Form" and "Update Form".

## 8. You can see/view all the drafts application under the drafts section and submit it

The screenshot shows the user dashboard at `incentive.kaher.edu.in/user/dashboard`. The dashboard has a "New Application" button and a search bar. There are two main sections: "Manage Applications (6)" and "Approval Requests (0)". Under "Manage Applications", there is a "Drafts (2)" section. This section contains two draft application cards. The first card is titled "Application" and has a timestamp of "10-26-2023 5:16 pm". The second card is titled "App test A" and has a timestamp of "10-26-2023 5:33 pm"; this card is highlighted with a red box. To the right of the draft cards is a "+ New Application" button. Below the drafts section, there are sections for "Active (3)" and "Completed (1)".

## 9. You can see/view all the submitted applications under the Active section

The screenshot shows the user dashboard for KLE. The browser address bar displays `incentive.kaher.edu.in/user/dashboard`. The dashboard features a navigation bar with a '+ New Application' button and a search bar labeled 'Search for Applications'. Below this, there are two main sections: 'Manage Applications (6)' and 'Approval Requests (0)'. The 'Manage Applications (6)' section is expanded to show three categories: 'Drafts (2)', 'Active (3)', and 'Completed (1)'. The 'Active (3)' category is highlighted with a red border and contains three application cards. Each card displays the application name, a timestamp, and a 'Waiting' status button. The application names are 'New Application', 'Application 1', and 'Application 123'. The timestamps are '10-26-2023 2:49 pm', '10-26-2023 3:56 pm', and '10-26-2023 4:08 pm' respectively. Below the active applications, there is a '+ New Application' button. The 'Completed (1)' section is partially visible at the bottom of the expanded menu.

## 10. You can see/view all the approved applications under the completed section

The screenshot shows the user dashboard for KLE, similar to the previous one. The browser address bar displays `incentive.kaher.edu.in/user/dashboard`. The dashboard features a navigation bar with a '+ New Application' button and a search bar labeled 'Search for Applications'. Below this, there are two main sections: 'Manage Applications (6)' and 'Approval Requests (0)'. The 'Manage Applications (6)' section is expanded to show three categories: 'Drafts (2)', 'Active (3)', and 'Completed (1)'. The 'Completed (1)' category is highlighted with a red border and contains one application card. The card displays the application name 'New Application 1', a timestamp '10-26-2023 3:07 pm', and an 'Approved' status button. To the right of the card is a '+ New Application' button. The 'Active (3)' and 'Drafts (2)' sections are partially visible above the completed section.