

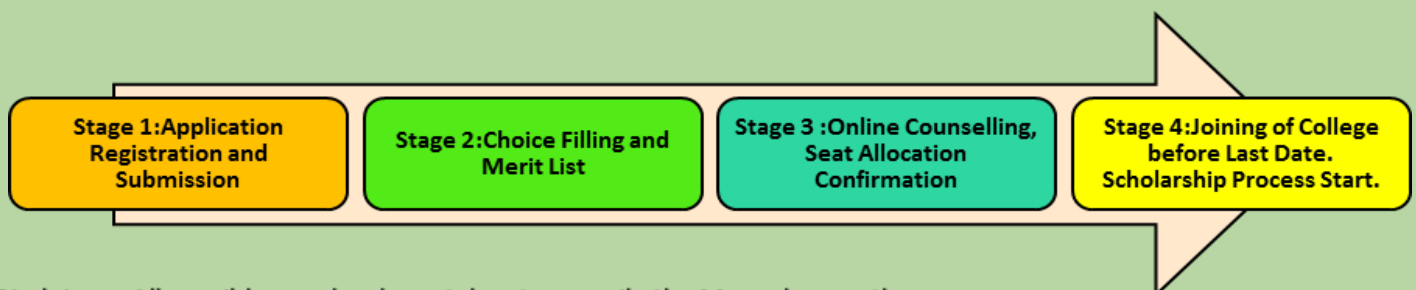
All India Council for Technical Education (AICTE) Prime Ministers' Special Scholarship Scheme



User Manual

for

Uploading the Joining Report and submitting the claim of Scholarship under
Prime Ministers' Special Scholarship Scheme (PMSSS) AY 2020-21

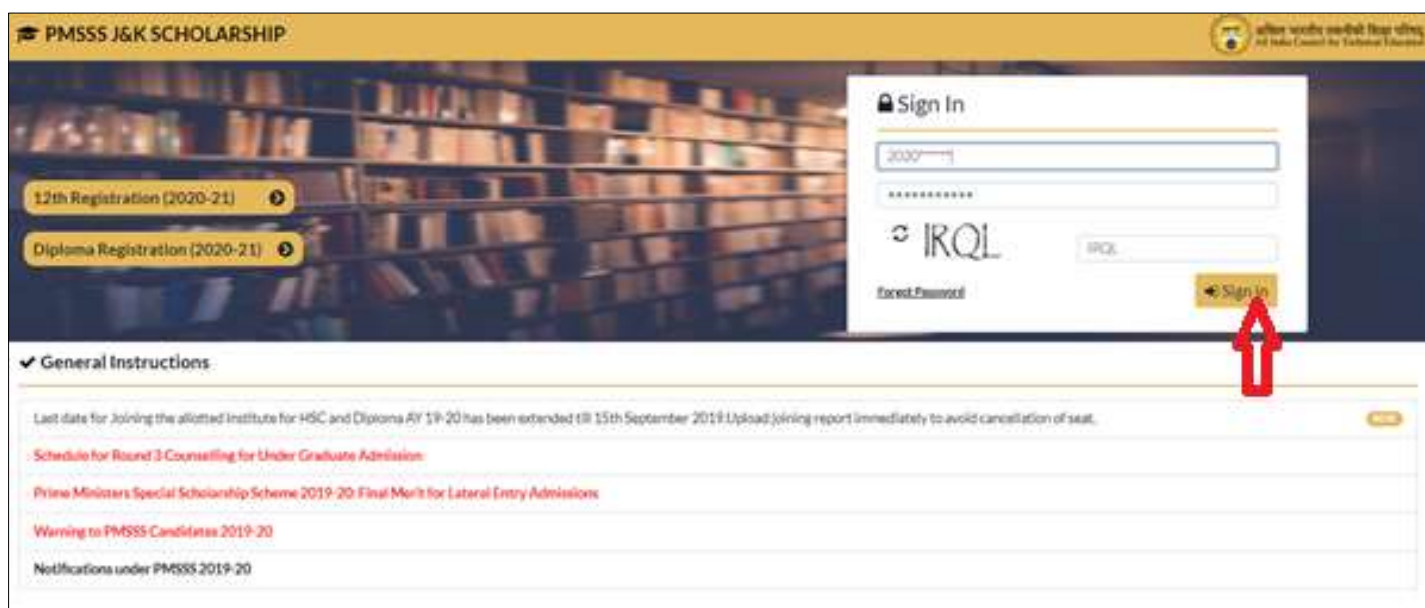


Disclaimer: All possible care has been taken to compile the Manual correctly

STEPS TO BE TAKEN FOR UPLOADING THE ONLINE JOINING REPORT AND CLAIM
OF SCHOLARSHIP UNDER
PRIME MINISTERS' SPECIAL SCHOLARSHIP SCHEME (PMSSS) AY 2020-21

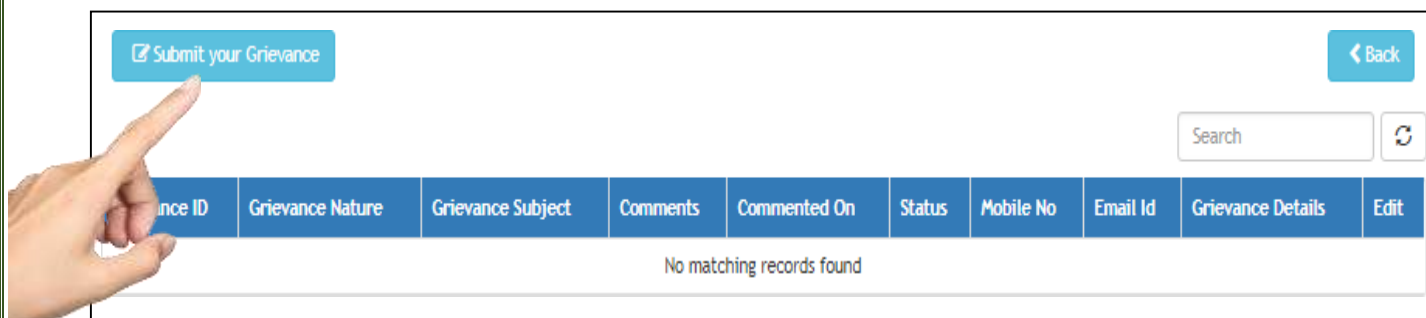
1. Steps to be followed by students:

STEP 1: Candidates to log-in to PMSSS AICTE Portal through website <https://qa.aicte-jk-scholarship-gov.in/> using the username and password as shown below.



Grievances:

- ❖ If facing any problem/issue candidate is required to submit grievance or may report to nodal officer.
- ❖ Login to your account using login credentials via link: <https://www.aicte-jk-scholarship-gov.in/>



Note for Candidate: Candidate is advised to not to share his/her login credentials with anyone.

STEP 2: Candidates who have freezed/confirmed the seat allotted to them will then be required to download the allotment letter from their login and upload the essential documents as shown below :

Congratulations, You are Provisionally admitted GEO INFORMATICS Branch of ANDHRA UNIVERSITY COLLEGE OF ENGINEERING college. Now, You can Download Allotment letter from your login. You are requested to join college with in due time and collect the Joining Report from College in the Institute letterhead and upload as early as possible.

Last date for admission and uploading of joining report is 10-11-2020 failing which your seat will be cancelled automatically.

NOTE:

1. Kindly upload files in .jpg/.png format for attachments. If files are not getting uploaded (preview) in .jpg format try uploading files in .png format.
2. Size of the file should be **less than 2 MB**.
3. Instructions for Online Joining: [Click Here](#)

Attachments Details		UPLOAD DOCUMENTS	Preview	Uploaded
Transfer Certificate:*	Transfer / Migration /School Leaving Certificate from 12th Board	<input type="button" value="Browse"/>		
Character Certificate:*	Character Certificate of 12th Class	<input type="button" value="Browse"/>		
Xth Marksheet:*	Xth (10th) Class Mark sheet	<input type="button" value="Browse"/>		
XIth Marksheet:*	XIth (10+2) Class Mark sheet	<input type="button" value="Browse"/>		
Xth Passing Certificate:*	Passed 10th Class Certificate from School Authority showing Date of Birth	<input type="button" value="Browse"/>		
XII Passing Certificate:*	Passed 10+2 Certificate from J&K Board or CBSE Affiliated Schools located in UTs of J&K	<input type="button" value="Browse"/>		

* Required Attachments. Click on to see the Uploaded file. represents file not yet uploaded. represents the success of file uploaded.

If you meet the required eligibility and if the College finds your documents in order, the College will "Approve" your admission. After the approval is done by the College you are required download joining attachment and sign and re-upload and proceed for DBT.

Allotment Letter

DOWNLOAD ALLOTMENT LETTER

Note: In case the college wants any other document against admission, they may collect from the candidate accordingly and keep in their records.

STEP 3: The **online joining letter** will be available in student login window after the institute's verification of the documents which candidates have to download, sign and then upload along with filling the date of joining.

Congratulations! You have provisionally secured admission at "ANDHRA UNIVERSITY COLLEGE OF ENGINEERING" in "COMPUTER SCIENCE & ENGINEERING" and your documents are found in correct order w.r.t admission.

Admission Letter

Details of Joining:

Note: Kindly download joining attachment and sign and re-upload below:

Joining Report :	<input type="text" value="Joining Report"/>	DOWNLOAD THIS REPORT
Joined on:	<input type="text" value="Date of Joining"/>	FILL DATE OF JOINING

UPLOAD SIGNED JOINING REPORT

Save & Upload

STEP 4: Click on **Proceed for DBT Tab**. Go through the methodology then click on **Proceed Further Tab** to access DBT application. Click on the **Basic Details Tab, Institute Details Tab & Bank Details Tab** and fill in all the necessary information.

XIth Marksheet:*	XIth (10+2) Class Mark sheet	Browse	👁	✓
Xth Passing Certificate:*	Passed 10th Class Certificate from School Authority showing Date of Birth	Browse	👁	✓
XII Passing Certificate:*	Passed 10+2 Certificate from JHK Board or CBSE Affiliated Schools located in U/P of JH	Browse	👁	✓

* Required Attachments. Click on 👁 to see the Uploaded file. ✖ represents file not yet uploaded. ✓ represents the success of file uploaded.

Congratulations! You have provisionally secured admission at "ANDHRA UNIVERSITY COLLEGE OF ENGINEERING" in "GEO INFORMATICS" and your documents are found in correct order w.r.t admission.

Admission Letter **Proceed for DBT**

Annexure-I

SPECIAL SCHOLARSHIP SCHEME FOR THE CANDIDATES OF UNION TERRITORIES OF JAMMU & KASHMIR AND LADAKH DURING ACADEMIC YEAR 2020-21

ABOUT THE SCHEME:

An Expert Group was constituted by the Prime Minister on 18th August, 2010 in the context of enhancing employment opportunities among youths of UTs of Jammu & Kashmir and Ladakh to formulate job plan involving public and private sectors. Every year fresh scholarships were given to UTs of J&K and Ladakh candidates to pursue undergraduate studies outside the UTs for improving their skills by providing access to education. Scheme was started in 2011 and modified from time to time to make the scheme student friendly. The scheme envisages to build capacities of the youth of J&K and Ladakh to enable them to compete in the normal course. Scholarship is awarded to meet the expenditure towards Academic Fees and Maintenance Allowances (for hostel, mess, cost of books and other incidental charges) to candidates who are admitted through AICTE's counseling process.

1. NUMBER OF SCHOLARSHIPS, ACADEMIC FEE & MAINTENANCE EXPENSES:






Proceed Further

STEP 5: Click on **Attachment Tab** and upload Scanned Copies of relevant documents. At this stage the joining report document is signed by the candidate and Institute both. Joining Report is visible in candidates' login.

DBT APPLICATION STATUS: New

[Instructions for Disbursal](#)

Overall Progress 25%

 Basic Details	 Institute Details	 Bank Details	 Attachments
--	--	---	--

STEP 6: Click on save & upload and finally click on Submit application.

Joining Report:*	Joining Report	Browse		
Bank Pass Book:*	C:\fakepath\IMG_0001.pdf	Browse		
	(Upload Scanned Copy of First Page containing account details)			
Aadhar Card:	Aadhar Card	Browse		
	(Click here for the format of Mandate Form)			
Mandate Form:	C:\fakepath\IMG_0001.pdf	Browse		

[Previous](#) [Save & Upload](#)

[Submit Application](#)

Note: Do not share your Login Password with college or anyone. Complete the admission process before the closing of last date. Aadhar Seeding with bank account is mandatory. Submission of DBT application along with uploading of Joining Report should be completed before the last date prescribed by the Authority.

Some Important Points:

1. Candidate need not visit the College at any time during the admissions. The entire process will be done through online mode.
2. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled.
3. Applicants are advised to exercise extreme care to ensure that they meet the requirements for the course/college. The applicants themselves will be solely responsible for ensuring their eligibility by carefully examining the eligibility requirements.
4. Candidates are requested to contact the allotted Institution with respect to completion of admission formalities (online) and procedures, further collect the Joining Report online from the Institution/College within the stipulated time. They are advised to keep checking their login/email and contact the College as soon as possible so that the admission can be approved.

2. Steps to be followed by Institution:

Pre-Requisites → The following documents are to be uploaded in the Institute login.

- a. **College Fee Structure/Academic fee** (*in the prescribe format available on AICTE PMSSS portal*)
- b. **Fee as per SFRC** (State Fee Regulatory Committee/Authority) /State Govt. issued fee fixation notification for AY 2020-21.
- c. **Institute Mandate Form** - Institution accounts details (*in prescribed format available on AICTE website under PMSSS 2020-21 tab*)
- d. **Passbook Copy/Cancelled cheque** clearly indicating Bank Name, Account holders Name, Account Number, IFSC code, MICR Code, Bank Address. The Institution bank account should not be in the name of **Trust/Society**. (bank details provided in the mandate form should tally with the details printed on Passbook Copy/Cancelled cheque)

1. For New Institution (Institutions with NO PMSSS Candidates in previous years):

- ❖ **Step 1: Registration:** If the Institute is admitting PMSSS students for the first time they should apply for the issuance of User ID & Password by clicking at < <https://www.aicte-jk-scholarship.gov.in/institutes/login.php>>. After which Institute will receive "User Id" & "Password", send on the official email address. (within 48 to 72 hrs)

https://www.aicte-jk-scholarship.gov.in/institutes/login.php

PMSSS J&K Scholarships

Sign In

Institute ID

.....

Login

(New Institution (Institutions with NO PMSSS Candidates in previous years)) → Click here to Register

- ❖ **Step 2: Login:** Login on to J & K Institute Portal using authorized "User Id" & "Password", sent on your official email address.

❖ **Step3: Institute Details:** Fill in the necessary information & upload documents namely in 3 tabs: **Institute Details, Bank Details and Fee Details.**

Institute Details:

Institute Details Bank Details Fee Details

Kindly use "Google Chrome" for better performance.

(Fill Inst.,bank,fee details)

1. Institute Basic Details
(To be filled by Head of the Institution)

Institute Id:*	<input type="text" value="10338"/>
Name:*	<input type="text" value="CENTR XXXXXX XXXXXX XXXXXX"/>
Address:*	<input type="text" value="XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX"/>
State:*	<input type="text" value="XXXXXX"/>
District:*	<input type="text" value="XXXXXX"/>
City:*	<input type="text" value="City"/>
Affiliating University:*	<input type="text" value="XXXXXX XXXXXX XXXXXX"/>
Stream:*	<input type="text" value="Engineering and Technology"/>

Principal/Head of Institute Details
(To be filled by Head of the Institution)

Name:*	<input type="text" value="DEBKUMAR XXXXXX"/>
Email-Id:*	<input type="text" value="XXXXXX XXXXXX"/>
Alternate Email:	<input type="text" value="XXXXXX XXXXXX"/>
Mobile Number:*	<input type="text" value="XXXXXX"/>
Alternate Mobile:	<input type="text" value="XXXXXX"/>
Landline (with STD Code) :*	<input type="text" value="XXXXXX"/>
Alternate Landline (with STD Code):	<input type="text" value="XXXXXX"/>

↓
Save & Next

Bank Details :

Institute Details Bank Details Fee Details



2. Institute Bank Account Details (To be filled by Head of the Institution)

Account Holder Name:*	<input type="text" value="Account Holder Name."/>
Bank Name:*	<input type="text" value="- Select bank Name -"/>
Bank Branch Name:*	<input type="text" value="Bank Branch Name."/>
Branch Code:*	<input type="text" value="Branch Code"/>
Bank IFSC Code:*	<input type="text" value="Bank IFSC Name."/>
Bank MICR Code:*	<input type="text" value="0"/>
Bank Account Number:*	<input type="text" value="Bank Account Number"/>
Confirm-Bank Account Number:*	<input type="text" value="Confirm-Bank Account Number"/>
Bank Address:*	<input type="text" value="Bank Address"/>

Attachment

Kindly upload files (less than 1Mb size) in (.jpg/.png/.pdf) format only. If files are not getting uploaded in .jpg format try uploading files in .png/.pdf format.

		Preview	Status
Bank Details:*	<input type="text" value="First page of Bank PassBook (Refer Instructions)"/> <input type="button" value="Browse"/>		
	(Click here for the format of Mandate Form)		
Mandate Form:*	<input type="text" value="Mandate Form (Refer Instructions)"/> <input type="button" value="Browse"/>		

(click save and move to next tab)

1. Click on to see the Uploaded file. 2. represents file not yet uploaded. 3. represents the success of file uploaded.

(upload the bank details and mandate form)

Previous

Save & Next



Fee Details:

Institute Details Bank Details **Fee Details**

3. Academic Fee Details (To be filled by Head of the Institution)

Whether Fee for all Courses/Programme run by your Institute is same?*

Do you have any 2015-16 J&K Student admitted?*

Do you have any 2016-17 J&K Student admitted?*

Do you have any 2017-18 J&K Student admitted?*

Do you have any 2020-21 J&K Student admitted?*

Select Academic Year to fill up Fee Details : *
(After selecting academic year click on Add/Edit Yearwise Fee & Attachments button)

Kindly upload files (less than 1Mb size) in (.jpg/.png/.pdf) format only. If files are not getting uploaded in .jpg format try uploading files in .png/.pdf format.

			Preview	Status
Academic Fee:*	Fees to be paid by AICTE to the IIT	Refer Instructions	Browse	👁️ ❌
Fee as per State Fee Regulatory Committee/Authority:*	Fee amount as per the State Fee	Copy of Govt. Order	Browse	👁️ ❌

(upload the academic fee document and SFRC)

Submit & Proceed for Student Verification

(Finally Submit & Proceed for Candidate Verification)

3. For Virtual Admission (Verification and Joining)

A. Virtual Joining:

Step 1: Institute to log-in to PMSSS AICTE Portal through website <https://www.aicte-jk-scholarship.gov.in/institutes/login.php> using the username and password as shown below.

Sign In

INST*****|

Login

[Click here to Register](#)

Step 2: Click on the AY 2020-21, under the section **Allotted candidates** to verify the students.

Student Status ▾ Apply for Scholarship ▾ Institute Details Edit Institute Details Allotted Candidates (New) ▾ Verify Payments ▾ Passbook Announcements Course Completion ▾

Virtual Student Verification

2019-20
2020-21 [click here](#)

Sr. No	Announcement	Date
1	Circular to Admission of students under the PMSSS AY 2019-20 to J&K students	12-07-2019
2	User Manual for Uploading the Joining Report and claim of scholarship under Prime Ministers' Special Scholarship Scheme (PMSSS) AY 2019-20	02-07-2019
3	Steps to be taken for Uploading the Joining Report and claim of scholarship under Prime Ministers' Special Scholarship Scheme (PMSSS) AY 2019-20	27-06-2019
4	Upload Signed Sanctioned Order / Utilization Certificate from the Passbook Tab (Format can be downloaded from the same tab)	23-02-2018
5	Appointment of One Faculty Member by as PMSSS Nodal Officer and update the information on the Portal ('Edit Institute Details' tab)	08-02-2018

Step 3: Click on the **Virtual Joining** section and verify each student under PMSSS.

Institute Details Edit Institute Details Allotted Candidates (New) ▾ Verify Payments ▾ Passbook Announcements Course Completion ▾

List of (2020-21) Students allotted to your Institute Under PMSSS

Search [↻](#) [☰](#)

Admission Mode	Course Name	Application Status	DBT Status	Bank/Aadhar Details	Joining Report	Virtual Joining
Through Centralised counselling	BIOTECHNOLOGY	Seat Allocated	New	Not Submitted	Not Submitted	↕ click here
Through Centralised counselling	COMPUTER SCEINCE & ENGINEERING	Seat Allocated	New	Not Submitted	Not Submitted	↕
Through Centralised counselling	GEO INFORMATICS	Seat Allocated	New	Not Submitted	Not Submitted	↕

Step 4: Institutes are required to verify and give remarks on each document uploaded by the candidate. Click on the “eye” button a dialog box will open for action.

Attachments to verify:			
Attachment Name:	Click to Verify	Status:	Comments:
Transfer Certificate:		Accepted	Test
Character Certificate:		Accepted	Test Test
Xth Marksheet:		Accepted	Test 3
XIth Marksheet:		Accepted	Test
Xth Passing Certificate:		Accepted	Test
XIth Passing Certificate:		Accepted	Test

Step 5: Download the joining report format to fill details and put college stamp/seal on it.

Admission Details:

Allotment Letter:

Download Joining Report Format from Here: [Joining Report](#) **DOWNLOAD THIS TO FILL AND STAMP**

Course Id: 1002316 Course Name: COMPUTER SCIENCE & ENGINEERING

Is Student Admitted?: Admitted Not Admitted

Joining Report :

Virtual Classes Start Date: 25-11-2020

Remarks:

* I Principal/Director of Institute , do hereby declare/attest that, the documents of the above student are in order and is found eligible to take the admission in the institute .The information furnished by him/her is correct as per the records uploaded. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled.

Step 6: Upload duly filled and stamped joining report along with filling joining date and remarks and finally click on the submit button as shown below to complete the process of virtual joining. Institute can reopen the form in case they are marking the candidate as not admitted.

Admission Details:

Allotment Letter:

Download Joining Report Format from Here: [Joining Report](#)

Course Id: 1002316 Course Name: COMPUTER SCIENCE & ENGINEERING

Is Student Admitted?: **SELECT ADMITTED** Admitted Not Admitted

Joining Report : **UPLOAD FILLED AND STAMPED JOINING REPORT**

Virtual Classes Start Date: 25-11-2020

Remarks: **GIVE REMARKS**

* I Principal/Director of Institute , do hereby declare/attest that, the documents of the above student are in order and is found eligible to take the admission in the institute .The information furnished by him/her is correct as per the records uploaded. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled.

Note: In case the college wants any other document against admission, they may collect from the candidate accordingly and keep in their records.

Step 7: The online joining letter will be available in student login window after the institute's verification of the documents which candidates have to download, sign and then upload along with filling the date of joining. Further Proceed for DBT. Institute needs to Verify Bank and Aadhar details and joining report uploaded by student after which the student will be virtually joined and it will reflect as shown below:

Aadhar Card And Bank Details Verification

JAKAOPLOURA

Bank Address:
Jammu and Kashmir, J an

Bank Branch Name:
Paloura, Jammu

Comments:

Aadhar Status:
 Accepted
 Not Accepted

Bank Status:
 Accepted
 Not Accepted

(verify aadhar status)

(verify bank status)

Confirm **Close**

Apply for Scholarship - Institute Details Edit Institute Details Allotted Candidates (New) - Verify Payments - Passbook Announcements Course Completion -

List of (2020-21) Students allotted to your Institute Under PMSSS

Name	Admission Mode	Course Name	Application Status	DBT Status	Bank/Aadhar Details	Student Joining Report	Virtual Joining	Physical Joining
WANSH BASOTRA	Through Centralised counselling	COMPUTER SCEINCE & ENGINEERING	Seat Allocated	Consultant Approved	Verified	Verified	Submitted	

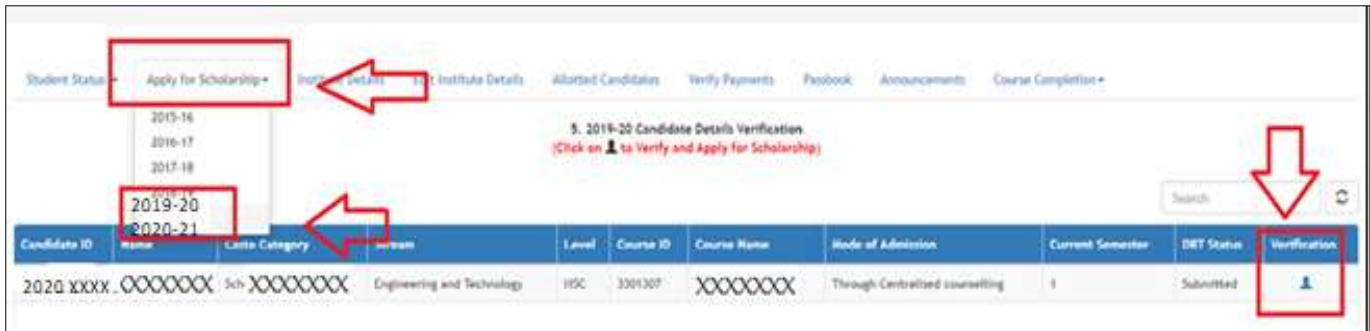
A. Verification of Candidate for Maintenance Allowance:

The institute may note that the academic fee of the candidate would be credited to the mandated bank account of the Institute by AICTE through PFMS as per the scheme guidelines subject to commencement of the on-line classes. However, the Institute can collect only refundable deposits/ caution money (if any). Hostel/ Mess charges shall be collected from the candidates **only after students physically join the institute**. Maintenance Allowance of Rs.1.00 lakh per annum will be paid to the student in Nine (9) instalments to bear expenses towards hostel /mess /books & stationary etc. First instalment of which Rs. 20,000/- will be released immediately on verification of physical joining report by the Institute. Remaining Eight (8) instalments of Rs.10, 000/- each will be released on monthly basis subject to online verification of student's attendance by the concerned Institute.

B. Submission of DBT for Academic Fees Disbursal:


Step 8: Click on “Apply for Scholarship Tab”>> Select “20-21 Tab”.


Step 9: Select Candidate and Click on  (button) under verification column.







Student Status - Apply for Scholarship - Institute Details - Allocated Candidates - Verify Payments - Passbook - Announcements - Course Completion -

2015-16
2016-17
2017-18
2018-19
2019-20
2020-21

5. 2019-20 Candidate Details Verification
(Click on  to Verify and Apply for Scholarship)

Candidate ID	Name	Centre Category	Program	Level	Course ID	Course Name	Mode of Admission	Current Semester	DBT Status	Verification
2020 XXXX	XXXXXXXX	Sch XXXXXXXX	Engineering and Technology	HSC	3001307	XXXXXXXX	Through Centralized counselling	1	Submitted	

Joining Report  Bank Passbook  Aadhaar Card  Mandate Form 


Is Student Admitted? Yes

Course Duration:* -Select Duration-

Examination Type:* - Select Type -

Remarks: Remarks for student

Pre-Receipt:* Pre-Receipt

 I certify that the information uploaded on this application by the Student is correct to the best of my Knowledge and the documents are verified.

NOTE: "Not Approved" will enable the Candidate to edit his information & resubmit again

Step 10: Verify and Fill up the required information and submit the Application.

Step 11: DBT Application can be seen under “Student Status Tab”.

Step 12: After verifying the above details payment record will be generated automatically in **Verify Payments Tab**. Maintenance Allowance will be released on monthly basis subject to online verification of student’s attendance by the concerned Institute.

4. For Existing Institution (Institutions with PMSSS Candidates):

Step 1: If the Institute has already admitted students under PMSSS, then you may use the old User ID and Password and Submit DBT form for the Academic Year 2020-21 to verify students.

Step 2: Follows the steps for Virtual Admission mentioned above. (Verification of Documents and Joining)
Repeat Step 1 to Step 12

Step 3: Fill in the necessary information & upload the SFRC, College Fee Structure/Academic fee, Institute Mandate Form and Passbook Copy/Cancelled Cheque in the “Edit Institute Details Tab” >> Select “Apply Button”.

FILL FEES AND ATTACH DOCUMENTS

Academic Year	Academic Fee	Academic Fee Attachment	Fee as per State Fee Regulatory Committee	State Fee Attachment	Delete Fee Details
2017-18	21000		10000		✘
2018-19	21000		10000		✘
2019-20	21000		10000		✘
2020-21	200		200		✘

Please Note: Institute can pause and mark the candidate as left the Institute from *Verify Payments Tab* as and when required.

NOTE: The students who are allotted seats through on-line counselling process of PMSSS are only eligible for scholarship, subject to their meeting other eligibility conditions.

IMPORTANT LINKS	
Institutions not having username and password for PMSSS should fill online form linked at	https://www.aicte-jk-scholarshipgov.in/institutes/login.php
Details of the Scheme	https://www.aicte-india.org/bureaus/jk
Grievance Portal	https://www.aicte-jk-scholarship-gov.in/
For any other registration and technical related query	jkadmission2020@aicte-india.org or helpdesk1@aicte-india.org
Helpline Number for Grievances	011-29581043 , 011-29581007 (Timings 09:30hrs to 17:30 hrs Monday -Friday)

