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 2019-20



Stage 2:Choice Filling and Merit List Stage 3 :Online Counselling, Seat Allocation Confirmation Stage 4: Joining of College before Last Date. Scholarship Process Start.

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

Steps to be taken for Uploading the Joining Report and Claim of Scholarship

<u>under</u>

Prime Ministers' Special Scholarship Scheme (PMSSS) AY 2019-20

1. The following steps are to be followed for student:

Step 1: Candidates to log-in to PMSSS AICTE Portal through website <u>https://www.aicte-jk-scholarship-gov.in/</u> using the username and password.

★ PMSSS J&K SCHOLARSHIP	The state of the s
	Sign In 2019***** JGBL Enter Captcha Exercic Fascenced
✓ General Instructions	1
PMSSS- 2019-20 - Provisional Allotment: Round 1	
Warning to PMSSS Candidates 2019-20	
Merit List for PMSSS (Under Graduate) for AY 2019-20	
Choice Filling window for Round 2 Allotment is opened for PMSSS 2019-20 from 23rd to 26th June, 2019 (11:59pm).	
Notifications under PMSSS 2019-20	
Helpline Number for students under PMSSS 2019-20 is 0120-2446701 (between 09:30 am till 05:30 pm Monday to Saturday)	
Show More	

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.

C Submit yo	ur Grievance							Search	< Back		
Ince ID	Grievance Nature	Grievance Subject	Comments	Commented On	Status	Mobile No	Email Id	Grievance Details	Edit		
No matching records found											

Step 2: Candidates who have been allotted seat can download their allotment letter and welcome letter generated by the Head of the Institute just after receiving communication by AICTE. Further, candidate is requested to contact the allotted Institution with respect to completion of admission formalities and procedures and collect the Joining Report physically from the Institution/College.

Congratulations, You are Provisionally admitted CIVIL ENGINEERING Branch of >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>											
	Details of Student:										
Name :		FAKHIRA SHAKEEL (20190 XXXXX			F	ather Name:		XXXXX			
Gender:		Female			C	Caste Category:		Open (OP)			
Merit Rank:		XXXXX			A	Application Stat	us:	Seat Allocated			
Mode of Admission:		Through Online Counselling			G	Grievance Centr	e:	Srinagar			
			Deta	ails of Colleg	e/Course Allotted:						
College Id :	XXXX	X (A CENTRAL UNIVERSITY)(10442	2)	Address: XXXXX							
Course Name (Id):	CIVIL ENGIN	EERING(1044202)		Allotment D)ate:	XXXXX					
NBA Accreditated:	-NA-			NAAC Accre	ditated:	-NA-					
Stream:	Engineering			Medium of	nstruction:	English					
Type of Institute:	Government	:		is Women Ir	nstitute?:	No					
				Details	of Hostel:						
Hostel Fee Per Semester:	2350	Hostel Fee	Per Annu	m:	4700		Mess Fee monthly (appr	rox): 2250			
Download allotment letter and welcome letter	>[Allotment Letter	V	Welcome Lette	r of the Institute		Proceed for DBT				

Step 3: 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.

Details of Hostel:									
Hostel Fee Per Semester:	2350	Hostel Fe	ee Per Annum:	4700	Mess Fee monthly	y (approx) : 2250			
						(click on proceed forDBT			
		Allotment Letter	Welcome Le	tter of the Institute	Proceed for DBT				

ACADEMIC YEAR 2019-20

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 Jammu and Kashmir and to formulate job plan involving public and private sectors. Every year fresh scholarships were given to J&K candidates to pursue undergraduate studies outside the state of Jammu & Kashmir 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 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 courseling process.

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

- Scholarship towards academic fee will be reimbursed directly to Institution as per actual or as per maximum fee permitted by State Fee Regulatory Authority or ceiling fixed under PMSSS for different streams of education, whichever is less and within overall ceiling of the guidelines. All the Institutions may note that upper ceiling of Academic Fee reimbursable by AICTE shall be at actuals for all the components taken together with a maximum ceiling of Rs. 1,25,000/- for Professional Streams which includes Engineering, Pharmacy, Nursing, HMCT, Architecture; Rs. 30,000/- and for General Stream and Rs. 3,00,000 for Medical Stream. Even if the institute total fee is more than the ceiling, neither AICTE shall reimburse extra amount nor institute can charge to the students.
- The ceiling for maintenance expenses will be Rs. 1.00 lakh per annum for all streams and will be paid through PFMS mechanism in candidates account directly. Maintenance during first year will be released in 9 instalments i.e. first instalment of Rs. 20,000/ on verification of joining report by the Institute and eight monthly instalments of Rs. 10,000/ per month. The release of the monthly instalments would be subject to online verification of student's attendance by the concerned institute every month. If the absence of student is not communicated before 15th of the concerned month, it will be assumed that student is present for the month and monthly emoluments shall be transferred into students account. The responsibility of not communicating absence of the student shall be vested in the college administration.
- The maintenance expenses instalments in the following year will be released subject to

(click on proceed further tab)

Proceed Further

Basic Details Tab	o, Institut	e Details Tab &	Bank De	tails Tab		
Basic Details		Institute Detai	ls	Bank	Č Details	Attachments
$\widehat{\mathbf{A}}$	(Fill In	st.details)	(Fill ba Basic det	ank details) ails	$\overline{\boldsymbol{\lambda}}$	
Fill basic details)	andidate Id:*	20190 XXXXXX				(Upload
Can	ididate Rank:	61				attachmen
	Name:*	FAKHIRA : XXXXXX	K			
	Gender:*	Female				T
	Mobile No:*	788 XXXXXX				
Alternate	e Mobile No:*	959_XXXXXX				
Primary Em	ail Address:*	fakhira XXXXX	x			
Alternate Email Add	ress (If Any):	anikat XXXXXXX	-			
Aadhar C	ard Number:	4935 XXXXXX				
Do you reside in col	llege Hostel:*	⊖ Yes ⊛ No				
P	ermanent Reside	ential Address			Current Residential Addr	ess
				(Enter Hostel/Rer	ntal Address where residing f	or the purpose of educat
Address:	Khan XXXXX XXXXXXXX	x xxxxxx		Address:*	XXXXXXX	
State:	xxxxxx			State:*	XXXXXXX	•
District:	SRINAGAR			District:*	XXXXXXX	•
City:	City			city:*	New delhi	
Pincode:	xxxxxx			Pincode:*	XXXXXXX	



- Step 4: Click on Attachment Tab and upload Scanned Copies of:
 - 1. Joining Report (in prescribed format available on AICTE website under PMSSS 2019-20 tab).
 - 2. Bank Pass Book showing Account Holders Name, Bank Name, Bank Branch Name, Branch Code, Account Number, IFSC Code, Bank Address (utmost care should be taken while entering bank details regarding its correctness so that bank transactions do not fail).
 - **3. AADHAAR Card** (candidate name on the portal, name on aadhaar and name on bank passbook must be same).
 - 4. Beneficiary Mandate Form (in prescribed format available on AICTE website under PMSSS 2019-20 tab).
- **Step 5:** Finally click on Save & Upload, Verify & **Submit Application**.
- Step 6: Candidate should now contact the Institution for verification of DBT application and Joining Report from the Institute Login on PMSSS Portal which is submitted online.

Please 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 of admission.

DBT APPLICATION STATUS: New					
Overall Progress					100%
Basic Details	Institute Details	Eank Details		Attachment	z
	Attachment	Details		Ĺ	1
Kindly upload files (less ti format.	han 1Mb) in .pdf/.jpg/.png format only.If file	s are not getting uploaded(preview) in .jp	g format try upl	oading files in	.png/.pdf
				Preview	Uploaded
Reported to college :*	⊛ Yes ○ No				
Joining Report:*	Joining Report		Browse	۲	×
Bank Pass Book:*	Bank Pass Book		Browse	۲	×
	(Upload Scanned Copy o	f First Page containing account details)			
Aadhar Card:	Aadhar Card		Browse	۲	×
	(Click here for the for	mat of Mandate Form)			
Mandate Form:	Mandate Form		Browse	۲	×
合					
(upload the		Prev	rious	Save & U	pload
relevant					
documents)	Submit A	pplication		- 1	1

2. The following steps are to be followed for Institute:

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 2019-20.
- *c.* **Institute Mandate Form** Institution accounts details (*in prescribed format available on AICTE website under PMSSS 2019-20 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 < <u>https://www.aicte-jk-scholarship-gov.in/institutes/login.php</u>>. 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 pr	revious years))

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

https://www.aicte-jk-scholarship-gov.in/institutes/login.php	
PMSSS J&K Scholarships	
	Sign In
	INSTXXXX
	Login
	Click here to Register

- Step3: Institute Details: Fill in the necessary information & upload documents namely in 3 tabs: Institute Details, Bank Details and Fee Details.
- Step 4: Submit & Proceed for Candidate Verification.

Institute Details :			
Institute Details Bank Deta	ails Fee Det	etails	
<u> </u>	4	Kindly use "Google Chrome" for better performance.	
(Fill Inst.,bank,f	ee details)	1. Institute Basic Details (To be filled by Head of the Institution)	
In	stitute Id:*	10338	
	Name:*	CENTR XXXXXXX XXXXXXX XXXXXXX	
	Address:*		
	State:*	XXXXXX	
	District:*	XXXXXXX	
	City:*	City	
Affiliating U	University:*	XXXXXX XXXXXXX XXXXXXX	
	Stream:*	Engineering and Technology	
		Principal/Head of Institute Details (To be filled by Head of the Institution)	
Name:*	DEBKUMAR		
Email-Id:*	XXXXXX	X XXXXXX	
Alternate Email:	XXXXXX	X XXXXXXX	
Mobile Number:*	XXXXXX	X	
Alternate Mobile:	XXXXXX	x	
Landline (with STD Code) :*	XXXXXXX	x	
Alternate Landline (with STD Code):		× ۲	
		Save & Next	t

Bank Details :

Institute Details Bank Details Fee	Details			
	2. Institute Bank Account Details (To be filled by Head of the Institution)			
Account Holder Name:*	Account Holder Name.			
Bank Name:*	- Select bank Name -		٣	
Bank Branch Name:*	Bank Branch Name.			
Branch Code:*	Branch Code			
Bank IFSC Code:*	Bank IFSC Name.			
Bank MICR Code:*	0			
Bank Account Number:*	Bank Account Number			
Confirm-Bank Account Number:*	Confirm-Bank Account Number			
Bank Address:*	Bank Address			
Kindly upload files (less than 1Mb s	Attachment ize) in (.jpg/.png/.pdf) format only. If files are not getting uploaded in .j	jpg format try	uploading fi	les in .png/.pdf format.
		Preview	Status	
Bank Details:*	First page of Bank PassBook (Refer Instructions) Browse	۲	×	
	(Click here for the format of Mandate Form)			
Mandate Form:*	Mandate Form (Refer Instructions) Browse	۲	×	
1. Click on To see the Up waded file. 2. * repr (upload the bank details and	esents file not yet uploaded. 3. 🛩 represents the success of file uploaded.	((click save	e and move to next tab)
mandate form)		Pre	vious	Save & Next

Fee Details:

nstitute Details Bank Details	Fee Details					
	3. Academic Fee Det	ails(To be filled by Head of the Ins	titution)			
Whether Fee for all Courses/Pro	ogramme run by your institute is same? *	Yes	Ŧ			
Do you have any 2	2015-16 J&K Student admitted?*	No	Ŧ			
Do you have any 2	2016-17 J&K Student admitted?*	No	Ŧ			
Do you have any 2	2017-18 J&K Student admitted?*	No	Ŧ			
Do you have any 2	2019-20 J&K Student admitted?*	Yes	• (ma	rk as yes w	rt particul	lar year)
Select Academ	mic Year to fill up Fee Details : *	2019-20	▼ Add/E	idit Yearwise Fe	e & Attachmer	nts
(Arter selecting academic year c	Attachments button)					
ndly upload files (less than 1/lb si	Attachments button)	f files are not getting uploaded in	.jpg format try (uploading files i	in .png/.pdf fo	ormat.
ndly upload files (less than 1//b si	Attachments button)	f files are not getting uploaded in	.jpg format try t	ploading files i	in .png/.pdf fo Preview	ormat. Status
ndly upload files (less than 1Mb si	Attachments button) ize) in (.jpg/.png/.pdf) format only. I (Click here for the format o	f files are not getting uploaded ir of Academic Fee)	.jpg format try t	ploading files i	in .png/.pdf fc Preview	ormat. Status
ndly upload files (less than 1//b si Academic Fee:*	(Click here for the format of Fees to be paid by AICTE to the Ir	f files are not getting uploaded in of Academic Fee) Refer instructions	.jpg format try t	ploading files i Browse	in .png/.pdf fc Preview	ormat. Status
Academic Fee:* Tee as per State Fee Regulatory Committee/Authority:*	(Click here for the format only. I Fees to be paid by AICTE to the Ir Fee amount as per the State Fee I	f files are not getting uploaded in of Academic Fee) Refer instructions Copy of Govt. Order	i .jpg format try t	ploading files i Browse Browse	in .png/.pdf fc Preview ()	ormat. Status X
Academic Fee:* iee as per State Fee Regulatory Committee/Authority:*	(Click here for the format only. I (Click here for the format only. I Fees to be paid by AICTE to the Ir Fee amount as per the State Fee	f files are not getting uploaded in of Academic Fee) Refer instructions Copy of Govt. Order	i .jpg format try t	iploading files i Browse Browse	in .png/.pdf fc Preview (3)	status
Academic Fee:* Fee as per State Fee Regulatory Committee/Authority:*	(Click here for the format only. I (Click here for the format only. I Fees to be paid by AICTE to the Ir Fee amount as per the State Fee	f files are not getting uploaded in of Academic Fee) Refer instructions Copy of Govt. Order	.jpg format try t	ploading files i Browse Browse	in .png/.pdf fc Preview ©	ormat. Status X
Academic Fee:* Fee as per State Fee Regulatory Committee/Authority:* upload the academic fee	(Click here for the format only. I (Click here for the format only. I Fees to be paid by AICTE to the Ir Fee amount as per the State Fee I	f files are not getting uploaded in of Academic Fee) Refer instructions Copy of Govt. Order	.jpg format try o	ploading files i Browse Browse	in .png/.pdf fc Preview ③ ③ Save & Up	ormat. Status X X

A. Verification of Candidate for Maintenance Allowance:

Step 5: Firstly, Verify the Aadhar and Bank details of the Allotted Candidates and secondly the Joining Report in Allotted Candidates Tab.

Status 💌	Apply f	or Schola	rship • Insi	t <mark>itute</mark> Deta	ils Edit Institute	Details Allotter List of (2019-20	d Candidates	erify Payments Pa	ssbook Announcen der PMSSS	nents Course (Completion +			
							(new candidates w	rill be visible here)				Search		c III
Student Id	Level	Rank	Name	Gender	Caste Category	Admission Year	Admission Mode	Application Status	Course Name	Joining Report	Joining Status	Aadhar Status	Bank Statu	ıs Edit
2019 XXXX	HSC	x000X	XXXXXXX XXXXXX	Male	Open (OP)	2019-20	Through Centralised counselling	Seat Allocated	MECHANICAL ENGINEERING	Uploaded	Not Yet Verified	Yet to be Verified	Yet to be Verified	G
20190XXXXX	HSC	XXXXX	XXXXXXX XXXXXX XXXXX XXXXX	Male	Socially and Economically Backward Classes (SEBC)	2019-20	Through Centralised counselling	Seat Allocated	ELECTRONICS AND COMMUNICATIONS ENGINEERING	Uploaded	Not Yet Verified	Yet to be Verified	Yet to be Verified	ß
2019 XXXXX	HSC	X000X	xxxxxx xxxxx xxxxx	Male	Open (OP)	2019-20	Through Centralised counselling	Seat Allocated	ELECTRICAL AND ELECTRONICS ENGINEERING	Uploaded	Not Yet Verified	Yet to be Verified	Yet to be Verified	G
20191-XXXX	HSC	XXXXX	XXXXXXX XXXXX	Male	Scheduled Caste (SC)	2019-20	Through Centralised counselling	Seat Allocated	CIVIL ENGINEERING	Uploaded	Accepted	Accepted	Accepted	G
2019 XXXX	HSC	XXXXX	XXXXXXX XXXXXX XXXXX	Male	Socially and Economically Backward Classes (SEBC)	2019-20	Through Centralised counselling	Seat Allocated	INFORMATION TECHNOLOGY	Uploaded	Not Yet Verified	Yet to be Verified	Yet to be Verified	G





B. Submission of DBT for Academic Fees Disbursal:

♦ Step 6: Click on "Apply for Scholarship Tab">> Select "19-20 Tab".

Step 7: Select Candidate and Click on **(button)** under verification column.



ioning Report	٢	Dalik Passbook	۲	Addiaar Card	۲	Mangate Form	۲
ls Studen	t Admitted?	Yes				٣	
Course Duration:*		-Select Duration-	Ŧ				
Examination Type:"		- Select Type -				•	
	Remarks:	Remarks for student					
Pi	re-Receipt:*	Pre-Receipt				Browse	
C certify that the in	formation up	loaded on this application	by the Studen	it is correct to the best o	f my Knowledg Approved	e and the documents are Admitted & S	verified. ubmit
OTE: "Not Approve	ed" will ena	able the Candidate to	edit his ir	nformation & resub	mit again		Back

Step 8: Verify and Fill up the required information and submit the Application.

Step 9: DBT Application can be seen under "Student Status Tab".

T Application	Status: Subn	nitted		Level:		HSC	Current Semester:	1
Personal Det	olfa:							
Candidate Id							2	
Name of the	candidate:							
Year of Coun	elling:							
Candidate Ra	nk:							
Gender:								
Joining Rep	ort	Bank Pas	sbook	۲	Aadhaar Card		Mandate Form	۲
	Course Duration:" Select Duration: Sele Examination Type:" Select Type - Sele Remarks: Remarks: Remarks:			Select Cours Select Type Fill App	e Duration of Exam (Semes ropriate remark	ster/Yearly)	* *	
				Uplo	ad pre- <mark>r</mark> eceipt (Prescribed fo	rmat available on website	2)
E i erti	fy that the informatio	n uploaded on ti	is application b	y the Studen	is correct to the l	best of my Knov	vledge and the documents are	e verified.
						Not Approved	Admitted &	Submit

Step 10: 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.

Studen	t Status +	Apply for Sche	olarship • Institute	Details Edit Institu	te Details All Verify Paym	ents Passbook Candid seen he	Announcements Course Comple late's Fee can be ere	ition -	
-	Se No.	Studential	8-122			1000	and the second	Search	C III
	1	2019 XXX		Female	XXXXX	HSC	Through Centralised counselling	1	Seat Allocated
9	2	2019XXX		Male	XXXXXX XXXXXX	HSC	Through Centralised courselling	1	Seat Allocated
9.)	3	2019CXXX	AKHTER XXX	Female	XXXXX	HSC	Through Centralised counselling	1	Seat Allocated
Ð.	4	2019(XXX	AMIT XXX	Male	XXXXXX	HSC	Through Centralised counselling	1	Seat Allocated
Studen	t Payment I	Details	Amount	Da	te on which payment will be auto approved	for disbursemen	it.	To Fo payn to ca	rward the rent for Disbursal ndidate
	201	19 XXXXXX	20000	Ist Semester	July 15-07-2019	PMSSS Approved	d, Pending with Head PMSSS		1 =

2. 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 & Password and Submit DBT form for the Academic Year 2019-20 to verify students.
- Step 2: Firstly, Verify the Aadhar and Bank details of the Allotted Candidates and secondly the Joining Report in Allotted Candidates Tab.
- 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".
- **Step 3:** Repeat from Step 6 to Step 10.

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 WEB LINKS				
Institutions not having username and password for PMSSS should fill online form linked at	https://www.aicte-india.org/bureaus/jk/2019-2020			
Details of the Scheme	https://www.aicte-india.org/bureaus/jk/2019-2020			
Grievance Portal	https://www.aicte-jk-scholarship-gov.in/			
For any other registration and technical related query	jkadmission2019@aicte-india.org or helpdesk1@aicte- india.org			
Helpline Number for Grievances	0120-2446701 (Timings 09:30 hrs to 17:30 hrs Monday -Saturday)			