Instructions for Institutes for requesting Assessment on AICTE portal under PMKVY-TI for AY 2017-18

PMKVY-TI approved institutes/ Polytechnics whose courses are about to finish, are supposed to submit the request for Assessment of course to the Council. As per the guidelines of the scheme, different Job Roles will be assessed and certified by the respective Sector Skill Councils. The detailed instructions for institutes to submit the request for Assessment of approved Courses on AICTE portal are as under: -

Steps to be followed for submitting Assessment request:

1. Login in AICTE – PMKVY portal.
2. Select the Course for Assessment from the approved courses at your Institute
3. Fill in the column "Student Appearing for Assessment".
4. Update the "Actual Date of Assessment"
5. Click the button for "Request Assessment"

Brief Description:

I.   To submit the request for Assessment, Institutes are requested to login into the AICTE Portal, under PMKVY-TI Tab for AY 2017-18 and select the Course for Assessment from the "PMKVY Student Batch Information" for which the Assessment has to be conducted.

II.   Next fill in the column **"Student Appearing for Assessment"** under the PMKVY Student List Applet. Choose **Yes/No** from the available drop-down. Click **"Yes"** for students who are willing to appear for Assessment.

III. Scroll to the right end and look for the column **"Actual Date of Assessment" under "PMKVY Student Batch Information".** Update the date of Assessment from the available window. You can change the date of assessment as per your convenience.

IV. Finally, click on the button **"Request Assessment"**. Once the button is clicked, an auto-generated mail will go to the concerned Sector Skill Council, informing your institutes details along with the list of students appearing for assessment.

On receiving your request, the concerned Sector Skill Council (SSC) will send you the payment link and other necessary details to complete the process of Assessment at your Institute.

Note:

- *Repeat the same process as above of initiating the Assessment request for each Course by selecting the Course separately, for which the Institute wants Assessment to be conducted.*
- *For any queries or assistance, drop a mail to: pmkvy-ti@aicte-india.org **or call at 011-29581031/32/33/12**.*