## Instructions for Institutes for requesting Assessment on AICTE portal under PMKVY-TI for <u>AY 2017-18</u>

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.

E PMKVY	· 🐨 "**	a Council for Technics In verific another the	ar afras	8							2	• <b>9</b> 5 å
PMKVY Stud	lent Enrollmen	t 🔻 PMANYS	ioudent Ervolamen	£								
				Desi	griation			Alternate	Mobile Numb	pe .		
Declaratio												
					iy in consultati				institute.			
and the second second					vill be used for		Contraction of Manufacture of		on and an	met it hu liebin	g this checkbex	1
Sector Sector Sector	Annual Instantia Pour		a, uno cornor		to a calculo we	r de response	don nowe reas	o the declarat	on and acc	opene by beauty	des checkord	
PMKVY Stud	lent Batch	1										_
PMKVY	Student Bat	ch Informatio	0									•
	×		0	+ 4 :	Database 1	Apply Ford Book Store	about (A)	and the Sol Constant	mark Harr	and Assessment		
f allowe	on the wet Aller	stmort Limal will	Del serie so concer									_
Batch ID	Batch 5 w1 Da	te Sector	Specialization	NSQFLevel	Batch Status	No of Barch IS	uder Enrollmen	t Closure Date N	of Number	inimum Qualific Acti	ual Date of Ada No of S	udent Costs
1-3758003401	00/00/3	Agrouture	Hydroporecs Technican	4	Append for gell Industrient	170 25/0. 1	25/02/2018	e 👘	1 3	Citos 04	es-tault a	
	1										12.0	
-					•	<ul> <li>● ● ●</li> </ul>	)					
PMKVY Stud	lent Enrollmen	t 💌										
· PMKVY	Student List	Applet									1-3 (6)	۲
+	۵.											
Student Id	Title	Fast Name	Madde Name	Last Name	Mother's Name	Father's Name	Landline No	Mobile Number	Gender	Date of Beth	Sector	
1-priorites	A452	magar			heit	test		and a second second		81/05/2007	TEM	
	14/	Text	16578	Telt	12.1	Test .		457895643	1H		TExt	

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.

MKVY Student Enrollment 🔍 PN	KVY Student Enrollme	nt:							
×	$\Theta$	+ 3	Submit	Apply For 2nd I	Apply for 3rd Installment	tallment	Request Assess	ment	
Once Clicked on Request Assessment Ema									
Batch ID Batch Start Date Sec		on NSQF Lev			Studer Enrollment Closure Date	No of TNur		ificActual Date of <i>I</i>	As No of Student Cor
3784003461 08/02/2018 Agricultu	e Hydroponics Technician	4	Applied for 3 Installment	rd 270 26/0	3 25/02/2018	2 2	10th Class Preferably	04/05/2018	3
					~				
				• • • •	<i>»</i> )				
KVY Student Enrollment 🛛 🔻									
PMKVY Student List Applet									
FMRV F Student List Applet									1-3 of 3 🔅
									1-3of3 🄅
		Disease	Develo		Developen Effective Ver-Ale				
	Country	Pincode	Result	Student Placed	Student Eligible Yes/No	Stu	dent Continuing	Students app	1 - 3 of 3 🔅
•	Country	Pincode	Result Pass	Student Placed	Student Eligible Yes/No Yes	Stu Yes	dent Continuing		
Home District of the student				Student Placed	Ŭ		dent Continuing	Yes	earing for Assessme
Home District of the student	india	123456	Pass	Student Placed	Yes	Yes	dent Continuing		earing for Assessme
Home District of the student	india India	123456 456621	Pass Pass	Student Placed	Yes No	Yes	dent Continuing	Yes	earing for Assessme
Home District of the student RACHANDPUR DA	india India	123456 456621	Pass Pass Pass	Student Placed	Yes No Yes	Yes	dent Continuing	Yes	earing for Assessme
Home District of the student RACHANDPUR DA NTAPUR	india India	123456 456621	Pass Pass Pass		Yes No Yes	Yes	dent Continuing	Yes No	earing for Assessme
Home District of the student RACHANDPUR DA NTAPUR Attachments	india India India	123456 456621 456698	Pass Pass Pass		Yes No Yes	Yes	dent Continuing	Yes No	earing for Assessme
Home District of the student	india India	123456 456621 456698	Pass Pass Pass		Yes No Yes	Yes	dent Continuing	Yes No	earing for Assessme

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.

	ABHYUDAYA C		IFSC Code":	ALLA0210056	Account Number':	4222	156789	~	1		
3ank Name":				ALLA0210056			150709	0	-		
Bank Branch':	TEST		Confirm IFSC Code':		Confirm Account Number	·: _ · · · ·					
ccount Holder Name"	TEST		Account Type':	Current Accou	MICR Code':	1234	156789				
AN Number':	DFGHJ2145J		Target allocated:	20							
Contact Person D	etails										
lame":	Test		Email":	test@test.com	Mobile Number':	456	987412	5			
			Designation:		Alternate Mobile Number:						
Declaration						_			_		
This is an Institute	level account. This	has to be ente	ered correctly in consulta	ation with the Finance Offi	cer and Head of institute.	4 N	lay		▼ 201	8	
				or disbursement of grants		Su	Мо	Tu	We	Th Fr	
	ry in the above dat	a, the concern	ed Individual/Institute w	ill be responsible.I have re	ead the declaration and accept it b				2	3 4	
-or any wrong en									9	10 11	
, v						6		8	<b>,</b>		
KVY Student Batch						6 13	7 14	8 15		17 18	3
KVY Student Batch	Batch Information			And the Andrew Proved	ta da fa Sada a di ang				16		
KVY Student Batch	n <b>v</b>	•	+ 👌 🔒 Submit	Apply For 2nd Installment	Apply for 3rd Installment Request Asse	13	14	15	16	17 18 24 25	
KVY Student Batch	Batch Information	•			Apply for 3rd Installment Request Asse	13 20 27	, 14 21 28	15 22	16 23	17 18 24 25	

 IV. Finally, click on the button "Request Assessment". Once the button is clicked, an autogenerated 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.

MKVY Student Enrollment 🛛 🔻 РМКV	Y Student Enrollment:								
Once entered it will become non-e	editable. The same	e account will I	be used for c	disburseme	nt of grants by AICTE.				
For any wrong entry in the above of	lata, the concerne	d Individual/II	nstitute will b	pe responsit	ole.I have read the dec	claration	and accept it by	y ticking this c	heckbox.
IKVY Student Batch 🛛 🔻									
PMKVY Student Batch Informat	ion								1 - 1 of 1 🔅
▼		3	Submit Ap	ply For 2nd In	stallment Apply for 3rd	Installment	Request Asses	ssment	<b>6</b>
nce Clicked on Request Assessment Email w									
Batch ID Batch Start Date Sector	Specialization	NSQF Level	Batch Status	No of Batch IS	Studer Enrollment Closure Da	ate No of 1	Numbe Minimum Qu	alific Actual Date o	of As No of Student C
784003461 08/02/2018 Agriculture	Hydroponics Technician	4	Applied for 3rd Installment	270 25/0	3 25/02/2018	2	2 10th Class Preferably		3
			0						
			•		$\mathbf{D}$				
IKVY Student Enrollment 🛛 🔻			()	<ul><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><li>(•)</li><l< td=""><td>)</td><td></td><td></td><td></td><td></td></l<></ul>	)				
			(··)	(4) (b) (b)	)				1 - 3 of 3 🔅
				(4) (b) (b)	)				1 - 3 of 3 🔹
MKVY Student Enrollment  MKVY Student List Applet  MKVY Student List Applet  Mome District of the student	Country	Pincode		( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	Student Eligible Yes/No		Student Continuing	Students a	1 - 3 of 3 🔹
PMKVY Student List Applet		Pincode 456 Pass	Result Stu	udent Placed		Ves	Student Continuing	Students a	
PMKVY Student List Applet     Control     Contro     Control     Control     Control	india 123		Result Stu	udent Placed	Student Eligible Yes/No	Ves Ves	Student Continuing	Students a	

## 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: <u>pmkvy-ti@aicte-india.org</u> or call at 011-29581031/32/33/12.