

**Instructions for Institutes for uploading students on AICTE portal
under PMKVY-TI
(AY 2017-18)**

I. Procedure for Submission of Application

Step 1: To upload the details under PMKVY-TI, Institutes are required login at AICTE web portal at below given link with the registered User ID & Password and submit the details of students under PMKVY-TI tab.

AICTE Link: http://portal.aicte-india.org/partnerportal_enu/start.swe?SWECmd=GotoView&SWEView=Home+Page+View+CX&SWERF=1&SWEHo=portal.aicte-india.org&SWEBU=1

Step 2: After login, under the Institute details, submit the Bank Details of the institute.
Please note: Account Holder Name and Institute Name should be same. If the Account Name and institute name will differ, the grant will not be processed.

Step 3: Enter the Contact details of Principal/ Nodal Officer of PMKVY-TI of your institute.

Step 4: Create a New Batch of approved Sector Specialization/ Job Role. A separate batch needs to be created for each approved sector and specialization.

Step 5: After creating a batch, submit the details of students enrolled. Institutes must ensure that the enrolled students fulfill the minimum education qualification and experience of the selected course/ Job Role as mentioned in approved list uploaded on AICTE portal at:
www.aicte-india.org/sites/default/files/PMKVY%20Final%20Recommended%20Data%202017-18.compressed.pdf

Step 6: After submitting student details, attach the following documents: -

1. Against Students: Upload scan copy of AADHAR card for each student. Aadhar Card is mandatory except for Jammu and Kashmir and North East Students. In case of students of J&K and North–East States, institute can upload students Voter-Id Card/Pan Card.
2. Against Institute: Mandate form is mandatory in Institute Attachments to process the release of funds under PMKVY-TI. Mandate to be on name of Institute. Detail in Mandate Form should be same as furnished in step 2. If the mandate form is not clearly filled in and stamped by the bank, the release of grant will not be processed.

Step 7: The batch details have to be submitted individually for each batch. Institute can submit the detail of students Course wise i.e. if any institute has mobilized students of one batch only, can upload and submit the details of particular batch and later on submit the other approved batch details.

Please Note: After submitting the application, institute can start the training as per their proposed “Batch Start Date” without waiting for any confirmation from AICTE or funds from AICTE.

RELEASE OF GRANT

1. The grant under PMKVY-TI will be released in 04 instalments 30:30:20:20 directly to the bank account of respective institutes through RTGS.
2. The grant will be released for all eligible students as per the minimum qualification of the course prescribed by the NSDC/SSC for the particular Job Role/ Specialization.
3. The grant released by Council will be inclusive of mobilization of candidates, placement and post-placement expenses, Trainers training, recurring cost for maintaining the facilities, raw material, salary of trainers, Assessment fees, certification etc.
4. Training cost will be paid as per the guidelines of the scheme applicable at the time of submitting application.
5. **1st Installment** of 30% of the total Grant will be released after submitting details on PMKVY-TI Portal.
6. The **2nd installment** of 30% of Grant will be released on utilization of 70% of the first instalment and continuation of training with at least 70% of initial trainees.

All institutes are required to **update** the status of students on AICTE portal regarding continuity and submit the Utilization Certificate in original by post to AICTE HQ's duly signed by the Principal/Director of the institute and verified by the Chartered Accountant. Any amount earned as Interest has also to be mentioned in the UC. The Performa of Utilization Certificate id attached as **Annexure 'A'**.
7. The **3rd instalment of Grant** of 20% of the total Grant will be released on Completion of training and certification of the successful trainees.

Institutes are required to update the result of students on AICTE portal and submit the Utilization Certificate in original by post to AICTE HQ's duly signed by the Principal/Director of the institute and verified by the Chartered Accountant.
8. The **4th and Final installment** will be released on placement/self-employment of successful candidates as per the guidelines of the scheme.

For filling up the placement details, refer to the user manual at: [www.aicte-india.org/sites/default/files/user manual Assessment.pdf](http://www.aicte-india.org/sites/default/files/user_manual_Assessment.pdf)
9. ***Institutes are required to update the information submitted on AICTE portal regarding continuation of students, tentative date of assessment, students appearing for Assessment and placement details of students for subsequent release of Installment.***

II. Assessment & Certification:

1. For scheduling of Assessment of a course/ Job Role, Institutes shall provide the tentative date of Assessment on the PMKVY-TI Portal under the field "**Tentative**

Date of Assessment” and update the list of continuing students/ students appearing for assessment.

2. The Assessment will be conducted by the concerned Sector Skill Council as per the norms prescribed by NSDA.
3. The contact details of all Sector Skill Council is available at https://www.aicte-india.org/schemes/other-schemes/pmkvy/pmkvy_2017-18
4. Result will be declared by the concerned SSC and will share the Certificates link with the institute. Institute can download the Certificate and share with students.
5. Institutes need to update the Assessment result of each Student on the PMKVY-TI portal. For filling up the Result details, refer to the user manual at: www.aicte-india.org/sites/default/files/user_manual_Assessment.pdf

III. Placement of Candidates

1. Each Institute will have to upload Placement/Self-employment of individual students on AICTE Portal as per the guidelines of the scheme.

Further information is available at: www.aicte-india.org/schemes/other-schemes/pmkvy/pmkvy_2017-18

For any queries or assistance, drop a mail to: pmkvy-ti@aicte-india.org or call **011-29581031/32/33/12**.