# Steps regarding Uploading of Bio-metric/Manual Attendance on PMKVY Portal.

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#### Step 1: Login into the AICTE College portal

### Step 2: Open the PMKVY Screen:

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#### Step 3: Click the PMKVY tab

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## Step 4: Select the PMKVY "Student Enrollment" tab under PMKVY Application

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Step 5 - Select the Batch under PMKVY Student Batch Information one by one

Step 6: Now Select the PMKVY Institute Attachment from the Dropdown Menu

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Step 7 :Please upload the Bio-metric Attendance with the undertaking Certificate (available on the portal) of selected batch

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With every document type the Attachment is uploaded

Note: If Bio Metric attendance is not available, please upload the scanned copy of Manual Attendance.

#### Step 8:

Please Upload the attendance of every individual batch and only one Undertaking certificate is uploaded for every institute. Select the Next batch and follow the Step 5/6/7 again.