

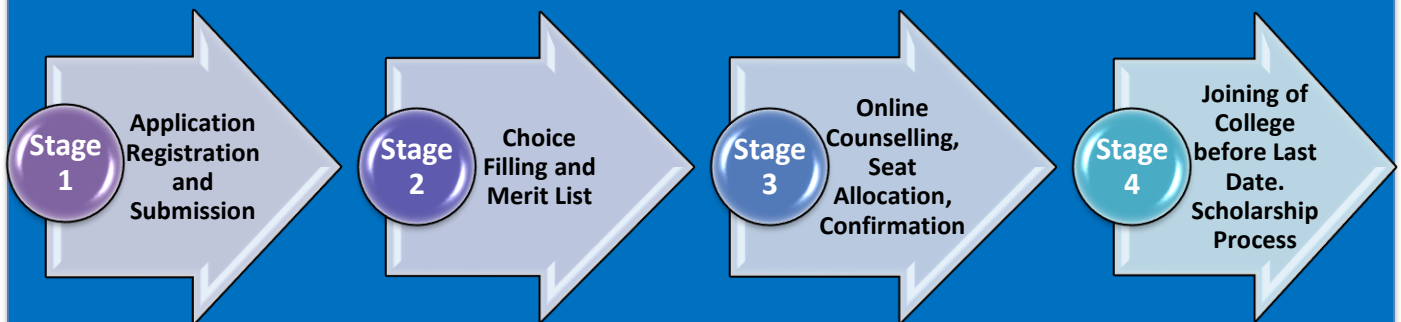
# Instruction Manual

## For

### Prime Ministers' Special Scholarship Scheme



## PMSSS AY 2020-21



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

## PROCESS FLOW UNDER PMSSS: OVERVIEW

- Notification in Newspaper and AICTE Website
- Online Registration by the Student
- Online Application Submission by the Student
- Online Document Verification by the Facilitation Centre
- Choice Filling by the Candidate
- Announcement of Merit List on AICTE website
- Online Seat Allocation by AICTE (Multiple Rounds)
- Seat Confirmation/Opting for next Round by the Student
- Grievances from Candidate's Login
- Uploading of Joining Report (assistance given by Nodal Officer)
- Verification of Joining Report and Bank Details by Institute
- Claim by the Candidate and Verification by Institute (assistance given by Nodal Officer)
- Disbursal of Scholarship to Candidate
- 5000 scholarships to be offered to J&K Students on Merit Basis.
- Maintenance Allowance to be released in 9 instalments: first instalment of Rs. 20,000/ (on verification of joining report and bank details by Institute) and eight monthly instalments of Rs. 10,000/.
- 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 specific date 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.(Deemed Approval by Institution)
- 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/- for General Stream** and **Rs. 3,00,000/- for Medical Stream to the Institute.**

### **1. Registration and Application Submission by the Student:**

#### **A. 10+2 Scheme**

Students who have passed 12<sup>th</sup> examination from J&K Board or CBSE affiliated schools located in J&K in the academic year 2019-20 and 2018-19 can only submit their application on AICTE Portal for registration. Candidates are advised to fill exact particulars as furnished at the time of registration for class 12<sup>th</sup> examination. Students whose credentials do not match with the particulars available in AICTE-portal will not be able to register online. On successful registration, eligible students will be issued username and password to fill online form on AICTE Portal.

#### **B. Lateral Entry Scheme**

All the eligible diploma passed students in Engineering from the Polytechnic Institutes affiliated with J&K State Technical Board during AY 2018-19 onwards have to follow same procedure for registration, verification of documents and choice filling. The availability of seats is based on the vacancy in AY 2019-20 under PMSSS for Engineering stream only.

### **2. Document Verification and Choice Filling:**

The applicant is required to get her/his uploaded documents verified with the originals at the nearest Facilitation Centres set-up by Government of J&K and once it got verified and uploaded with stamp on portal of Facilitation Centres and then only choice filling window will be activated for only The choice filling window will be blocked on the last date, after that no change will be allowed in order of preference. After document verification from the facilitation center the candidate should collect the copy of document verification report without fail.

### **3. Seat Allocation by AICTE:**

- ❖ Allotment of seat will be done through online counseling only.
- ❖ No admission will be allowed in any circumstances without participation in online counseling process as mentioned above.

- ❖ List of Institutions / Universities has been prepared and is being displayed in candidate's login for choice filling. Eligible students under the Scheme are directed to choose the courses from these Institutions/ Universities only. It may be noted that no scholarship will be paid to the students who take admission in other than the list of Institutions/ Universities available on the portal of AICTE except MBBS/ BDS/BAMS etc. /admission through national level entrance examination for which supernumerary quota is not available.
- ❖ Merit list of students based on the marks obtained in CBSE/JKBOSE will be displayed well before the first round of counseling result.

#### **4. Seat Confirmation/Opting for next Round by the Student:**

- ❖ Once the candidate has confirmed her/his seat with respect to allotted course and college, Welcome Letter will be sent from the College login to the candidate.
- ❖ Candidate may contact the Nodal Officer of the Institute to know the joining formalities.

#### **5. Uploading of Joining Report:**

- ❖ Candidate will be required to upload the joining report after giving the confirmation of allotted seat, as per prescribed format from her/his login. Candidate who will not upload their joining report on the portal of AICTE on or before the last date of joining, their seats will be cancelled automatically and will be allotted to the students in the next rounds of counselling.
- ❖ The joining report will be online verified by the Institute (from Institute Login).
- ❖ The Institute will also verify the bank details and aadhaar number (if any) of the candidate.

**Note:** The candidate may arrange her/his travel plan accordingly to report to the Institute during working hours to avoid any kind of inconvenience and the same may be shared to Nodal Officer/Allotted College to enable college to make necessary arrangements.

## 6. 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 her/his login credentials with anyone.

Submit your Grievance

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Search

Grievance Nature	Grievance Subject	Comments	Commented On	Status	Mobile No	Email Id	Grievance Details	Edit
No matching records found								

## SEAT CONFIRMATION

### 1. FREEZE SEAT:

1. Once the college has been allotted to the candidate with respect to online counseling and as per the merit list, choice filling and scheme guidelines, the candidate has to give her/his confirmation on the seat.
2. In case, a candidate desires to continue in the college / course allotted to her/him at the time of admission (*i.e. does not want himself/herself to be considered for next/ subsequent rounds of counseling*), then she/he must submit online freezing request through AICTE Website using their login. The online provisional Allotment Letter with Welcome Letter of Institute will be generated in the candidate's login account on AICTE website for the candidates who get an allotment.
3. Candidate is requested to explore each and every detail with respect to college before freezing the seat. It is hereby informed that the admission of the candidate is provisional and will be confirmed after the fulfilment of the specific eligibility criteria for the course as prescribed by the affiliating University/Institution, and will be the responsibility of the concerned candidate.

**NOTE: COLLEGE/ BRANCH ONCE FROEZED CANNOT BE REVERTED AND WILL BE TREATED AS FINAL.**

 **Freeze Seat:**

Dear ABRAR ALTAF LONE (201:

Congratulations ! The allotted college is given to you based on your merit and choices filled in. You may explore the institute details from the respective Institute website before freezing the seat with in 10 days from the date of Allotment.

**Details of College Allotted:**

College Id :	ARYA COLLEGE OF ENGINEERING AND RESEARCH CENTRE(32879)	Address:	Sp-40 Riico Industrial AreaKukasJaipur(Rajasthan),Jaipur,Rajasthan
Course Name (Id):	CIVIL ENGINEERING(3287901)	Student Rank:	807
Allotment Date:	17-06-2018	Application Status:	Seat Allocated
Mode of Admission:	Through Online Counselling	Grievance Centre:	Jammu

**Details of Mentor:**

Name :	Dr. Himanshu Arora	Designation:	Principal
Email & Mobile :	director@aryajaipur.com & 9001990992	Website:	www.aryacollege.org

Select any one of the following option based on Decision made you :

1. If you have decided to join this allotted college and course then PRESS (button Freeze).

**Note: Once seat is Confirmed cannot be reverted.**

OR

2. If you are not interested in this given allotment of the college or course and wish to participate in 2nd round of college then PRESS (button float).

**Note: In-case of FLOAT option you may or you may not get seat as it is purely based on merit and vacancy of seat,if any exist in first round of counselling. Once seat is surrendered it cannot be reverted back.**

OR

3. If you are not at all interested to take admission in the PMSSS Admission 2018-19 then click button (not interested in PMSSS).

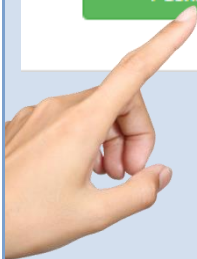
**NOTE: Once you clicked on (button not interested in PMSSS) button, you would not be eligible for Admission under PMSSS counselling process for the Academic year 2018-19.Selection wont be reverted back in any case.**

I Confirm the Seat (Freeze)

Opt for Next Round (Float)

Not Interested in PMSSS

**Note: If you don't select any of the three options, your seat will be cancelled automatically.**



**Information After Seat Confirmation/Freeze:**


Congratulations, You are Provisionally admitted to COMPUTER SCIENCE AND ENGINEERING Branch of JODHPUR INSTITUTE OF ENGINEERING & TECHNOLOGY college. Now, You can Download Allotment letter from your login. You are requested to join college with in due time and collect the Joining Report from College in the Institute letterhead and upload as early as possible.

Details of College Allotted:			
College Id :	JODHPUR INSTITUTE OF ENGINEERING & TECHNOLOGY(32539)	Address:	Jiet Universe,N.H. -66, Pali Road,Mogra,Luni,Jodhpur,Rajasthan
Course Name (Id):	COMPUTER SCIENCE AND ENGINEERING(3253906)	Student Rank:	1979
Allotment Date:	17-06-2016	Application Status:	Seat Allocated
Mode of Admission:	Through Online Counselling	Grievance Centre:	Jammu

Details of Mentor:			
Name :	DR RAKESH KOTHARI	Designation:	REGISTRAR
Email & Mobile :	info@jietjodhpur.ac.in & 9829214772	Website:	www.jietjodhpur.ac.i

Details of Joining:	
Joining Report :	<input type="text" value="Joining Report"/> <a href="#">Browse</a>
Joined on:	<input type="text" value="Date of Joining"/>

[Save & Upload](#) [Allotment Letter](#) [Welcome Letter of the Institute](#)



## 2. FLOAT SEAT:

1. If the candidate is not satisfied with the allotted college/course & willing to surrender the allotted college/course by knowing the risk involved. But wish to participate in the next round of counselling for better choice of College/Course can use this option.

**NOTE: COLLEGE/ BRANCH ONCE SURRENDERED CANNOT BE REVERTED AND WILL BE TREATED AS FINAL.**

## Float Seat:

Dear ABRAR ALTAF LONE (2017065647),

Congratulations ! The allotted college is given to you based on your merit and choices filled in. You may explore the institute details from the respective Institute website before freezing the seat with in 10 days from the date of Allotment.

### Details of College Allotted:

College Id :	ARYA COLLEGE OF ENGINEERING AND RESEARCH CENTRE(32879)	Address:	Sp-40 Rilco Industrial AreaKukasJaipur(Rajasthan),Jaipur,Rajasthan
Course Name (Id):	CIVIL ENGINEERING(3287901)	Student Rank:	807
Allotment Date:	17-06-2018	Application Status:	Seat Allocated
Mode of Admission:	Through Online Counselling	Grievance Centre:	Jammu

### Details of Mentor:

Name :	Dr. Himanshu Arora	Designation:	Principal
Email & Mobile :	director@aryajaipur.com & 9001990992	Website:	www.aryacollege.org

Select any one of the following option based on Decision made you :

1. If you have decided to join this allotted college and course then PRESS (button Freeze).

**Note: Once seat is Confirmed cannot be reverted.**

OR

2. If you are not interested in this given allotment of the college or course and wish to participate in 2nd round of college then PRESS (button float).

**Note: In-case of FLOAT option you may or you may not get seat as it is purely based on merit and vacancy of seat,if any exist in first round of counselling. Once seat is surrendered it cannot be reverted back.**

OR

3. If you are not at all interested to take admission in the PMSSS Admission 2018-19 then click button (not interested in PMSSS).

**NOTE: Once you clicked on (button not interested in PMSSS) button, you would not be eligible for Admission under PMSSS counselling process for the Academic year 2018-19.Selection wont be reverted back in any case.**

I Confirm the Seat (Freeze)

Opt for Next Round (Float)

Not Interested in PMSSS

**Note: If you don't select any of the three options, your seat will be cancelled automatically.**

### 3. NOT INTERESTED IN PMSSS:

1. If candidate has decided NOT to take admissions through PMSSS 2020-21. Accordingly, decided to quit the counselling with immediate effect.

**NOTE: ONCE CLICKED ON NOT INTERESTED IN PMSSS, CANNOT BE REVERTED AND WILL BE TREATED AS FINAL.**



## ➔ Not Interested IN PMSSS

Dear ABRAR ALTAF LONE (2017065647),

Congratulations ! The allotted college is given to you based on your merit and choices filled in. You may explore the institute details from the respective Institute website before freezing the seat with in 10 days from the date of Allotment.

### Details of College Allotted:

College Id :	ARYA COLLEGE OF ENGINEERING AND RESEARCH CENTRE(32879)	Address:	Sp-40 Rilco Industrial AreaKukasJaipur(Rajasthan),Jaipur,Rajasthan
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### Details of Mentor:

Name :	Dr. Himanshu Arora	Designation:	Principal
Email & Mobile :	director@aryajaipur.com & 9001990992	Website:	www.aryacollege.org

Select any one of the following option based on Decision made you :

1. If you have decided to join this allotted college and course then PRESS (button Freeze).  
**Note: Once seat is Confirmed cannot be reverted.**

OR

2. If you are not interested in this given allotment of the college or course and wish to participate in 2nd round of college then PRESS (button float).  
**Note: In-case of FLOAT option you may or you may not get seat as it is purely based on merit and vacancy of seat,if any exist in first round of counselling. Once seat is surrendered it cannot be reverted back.**

OR

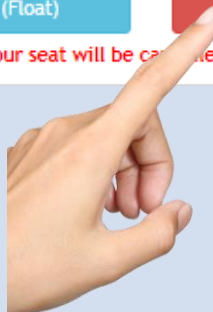
3. If you are not at all interested to take admission in the PMSSS Admission 2018-19 then click button (not interested in PMSSS).  
**NOTE: Once you clicked on (button not interested in PMSSS) button, you would not be eligible for Admission under PMSSS counselling process for the Academic year 2018-19.Selection wont be reverted back in any case.**

I Confirm the Seat (Freeze)

Opt for Next Round (Float)

Not Interested in PMSSS

**Note: If you don't select any of the three options, your seat will be cancelled automatically.**



## ONLINE COUNSELING : FIRST ROUND

### Seat Allotment – General Rules

During this step, the choices submitted by the candidates will be processed centrally and seats will be allotted in the order of merit, scheme guidelines and on the basis of the locked choices.

- ❖ The choices filled by the candidates during ONLINE registration will be processed centrally; **hence the candidates are requested to fill their choices carefully.** Online Provisional Admission letter will be generated in the candidate's login account on AICTE website for the candidates who get an allotment in this round. Candidates must

take a print out of this letter and report to the allotted University/ Institute as per the schedule.

- ❖ After the completion of the first round, the vacant seat available will be used for the for next /subsequent round of counselling.
- ❖ In case, a candidate desires to continue in the branch allotted to her/him at the time of admission (i.e. she/he does not want to be considered in subsequent rounds of counseling), then she/he must submit an online request (**FREEZE SEAT**) through AICTE website using candidate's login.
- ❖ It may be noted that "No Scholarship" will be paid to the candidates who take admission in other than the list of Institutions/ Universities available on the portal of AICTE except MBBS/ BDS /BAMS courses/Central/State Govt. for which supernumerary quota is not available.

### ONLINE COUNSELING : SECOND ROUND

- ❖ **No fresh registrations shall be allowed in this round.**
- ❖ **The candidates who have opted for the next /subsequent round of counselling shall be considered in this round and also the left over candidates subject to the availability of seats.**
- ❖ It is advised to candidates that they should exercise all the possible choices across Universities/Institutes while filling the choices.
- ❖ Candidates can fill in as much number of choices in the order of preference as they wish to fill, from the list of available choices.

### ONLINE COUNSELING : THIRD ROUND

Same as Second round.

**NOTE: SUBJECT TO THE AVAILABILTY OF VACANT SEATS**

### ONLINE COUNSELING : FOURTH ROUND

Same as Third round.

**NOTE: SUBJECT TO THE AVAILABILTY OF VACANT SEATS**

## RULES FOR SEAT ALLOCATION TO CANDIDATE

- ❑ The choices submitted by the candidates will be processed centrally and seats will be allotted in the order of merit, scheme guidelines and on the basis of the locked choices, also keeping in view reservation policy.
- ❑ Once the candidate has confirmed her/his seat by using freeze option with respect to allotted course and college, Welcome Letter will be received by her/him from the college itself.
- ❑ Choices filled by candidate would be locked automatically after respective period is over. Prior every round of counseling, choice filling option will be opened based on the vacant seats where candidate can fill their preferences i.e each candidate has to fill fresh choices for next round of counselling.
- ❑ Candidates who have not opted any of the choice for confirming (freeze)/surrendering (float)/ not interested in PMSSS their seat will be cancelled automatically and the same will be offered to the next candidate as per merit and vacancy.
- ❑ If the candidate has opted for the float option with a specific course and college in any round, then she/he will not get the same combination (course & college) during subsequent rounds of counseling.

## GENERAL INSTRUCTIONS TO CANDIDATE

- ❑ **Candidate should positively ensure uploading of joining report on the portal of AICTE** on or before the last date of joining, which will be verified by the Institute, after which DBT application will be opened by the eligible candidates.
- ❑ Candidate who will not upload their joining report on the portal of AICTE on or before the last date of joining, their seats under the scheme will be cancelled automatically and will be allotted to the students in the next/subsequent rounds of counselling (if any).
- ❑ Candidates are required **to report for admission at allotted University / Institution** on the date specified as per the counselling schedule along with the original documents / testimonials / certificates required at the time of admission.
- ❑ Nodal Officer may guide the candidate during her/his stay in the college campus.

- ❑ Candidates are advised to visit AICTE website ([www.aicte-india.org](http://www.aicte-india.org)-><https://www.aicte-india.org/bureaus/jk>-><https://www.aicte-india.org/bureaus/jk/2020-2021> ) for all PMSSS updates.
- ❑ NO fresh registrations shall be allowed in next/subsequent rounds of counselling.
- ❑ Candidates must bring the **ORIGINAL** and one set of **SELF-ATTESTED** photocopies of the documents at the time of reporting for final admission in allotted University / Institute.
- ❑ The candidates are advised to refer the fees structure and other details of Institute before freezing of seat.

## DETAILS OF THE SCHEME / IMPORTANT LINKS

IMPORTANT LINKS	
Institutions not having username and password for PMSSS should fill online form linked at	<a href="https://www.aicte-jk-scholarship-gov.in/institutes/login.php">https://www.aicte-jk-scholarship-gov.in/institutes/login.php</a>
Details of the Scheme	<a href="https://www.aicte-india.org/bureaus/jk">https://www.aicte-india.org/bureaus/jk</a>
Grievance Portal	<a href="https://www.aicte-jk-scholarship-gov.in/">https://www.aicte-jk-scholarship-gov.in/</a>
For any other registration and technical related query	<a href="mailto:jkadmission2020@aicte-india.org">jkadmission2020@aicte-india.org</a> or <a href="mailto:helpdesk1@aicte-india.org">helpdesk1@aicte-india.org</a>
Helpline Number for Grievances	011-29581043 , 011-29581007 (Timings 09:30hrs to 17:30 hrs Monday -Friday)

# For Further Updates Of Admission

Refer AICTE  
website/link:

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⇒ [www.aicte-india.org](http://www.aicte-india.org)

⇒ <https://www.aicte-india.org/bureaus/jk/2020-2021>