Steps for Institutes to claim scholarship

Step by Step Procedure to Fill & Upload Documents for Institutes

1. Before log on to J & K Admission Portal, keep the following Information and documents ready:

   i. Institute Bank Account Details

   ii. Scanned Copy of First Page of Bank Account Pass Book showing Account Holders Name, Account Number, IFS Code, MICR, Bank Address

   iii. Mandate Form in prescribed format

   iv. Scanned Copy of Government Order in connection with Official Fee Notified by your State Government (As per the State Government Rules (or) As recommended by State Fee Regulatory Authority/Committee and Accepted by State Government).

2. Login on to J & K Admission Portal using authorized "**User Id**" & "**Password**" sent on your official email address.

3. Fill in the necessary Information & upload relevant documents under three Tabs namely **"Institute Details", "Bank Details"** & **"Fee Details" Submit & Proceed for "Candidate Verification".**

4. Verify the details of all the students one by one. After Verification of all the Students move on to **"Verified & Admitted Students Tab"** & **"Institute Details Tab"** to see the list of Verified & Admitted Students in your Institution and details of Your Institute along with Bank Details entered by you.

5. Finally Log out.