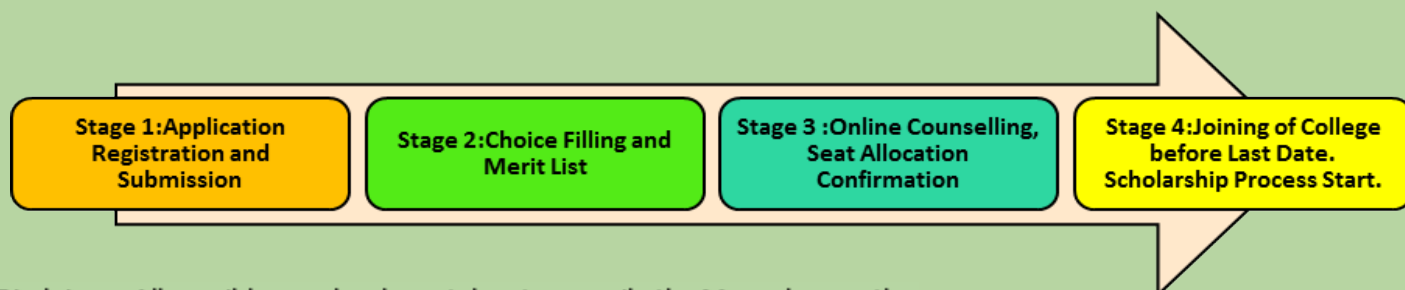


# All India Council for Technical Education (AICTE) Prime Ministers' Special Scholarship Scheme



## User Manual for

**Prime Ministers' Special Scholarship Scheme (PMSSS) AY 2021-22**  
**Uploading the Joining Report and submitting the claim of Scholarship under**

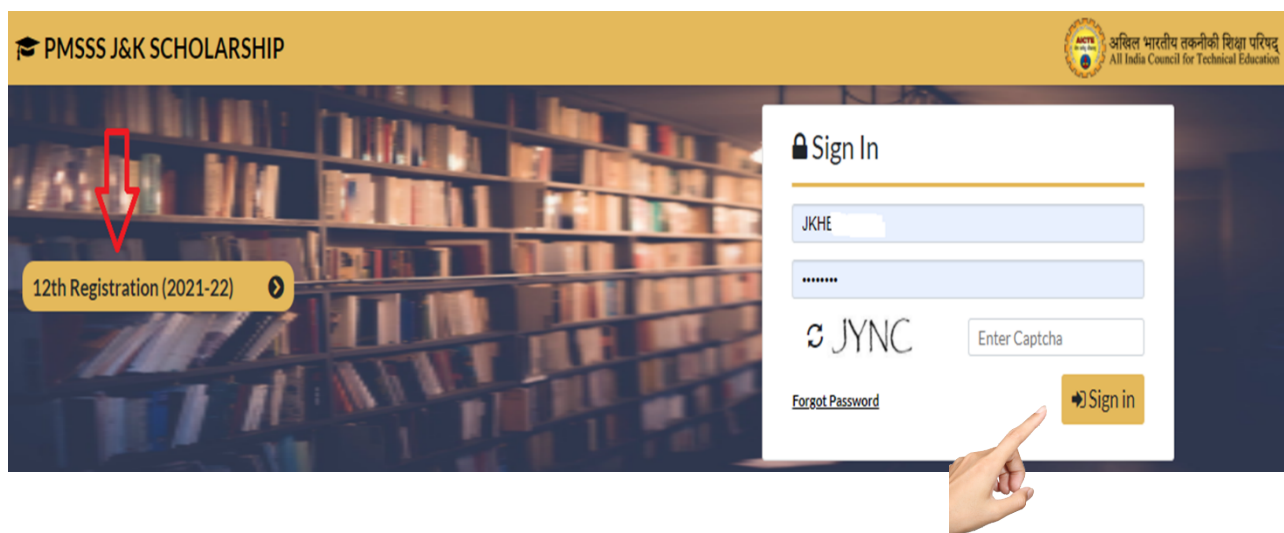


Disclaimer: All possible care has been taken to compile the Manual correctly

**STEPS TO BE TAKEN FOR UPLOADING THE ONLINE JOINING REPORT AND CLAIM  
OF SCHOLARSHIP UNDER  
PRIME MINISTERS' SPECIAL SCHOLARSHIP SCHEME (PMSSS) AY 2021-22**

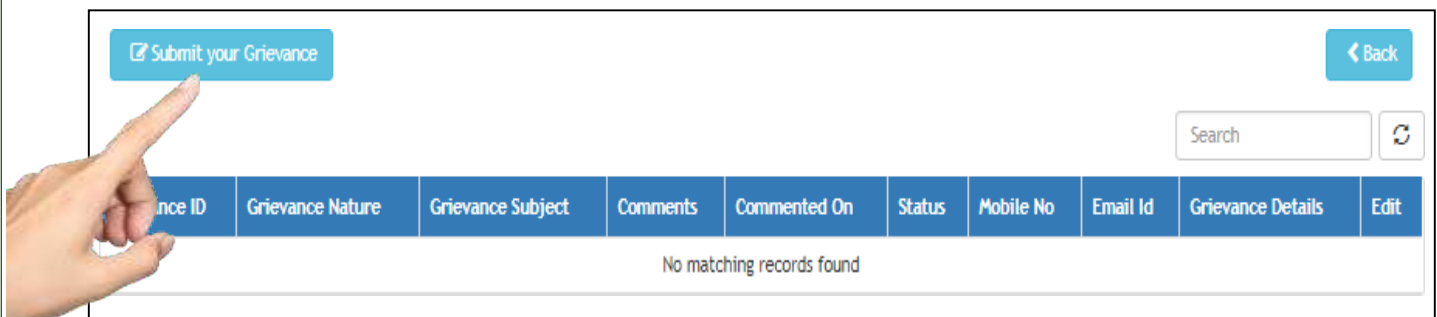
**1. Steps to be followed by students:**

**STEP 1:** Candidates to log-in to PMSSS AICTE Portal through website <https://qa.aicte-jk-scholarship-gov.in/> using the username and password as shown below.



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 his/her login credentials with anyone.

**STEP 2:** Candidates who have freeze/confirmed the seat allotted to them will then be required to download the allotment letter from their login and upload the essential documents as shown below :

Congratulations, You are Provisionally admitted CIVIL ENGINEERING Branch of ANDHRA UNIVERSITY COLLEGE OF ENGINEERING 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.

📎 \* Required Attachments 📎 Click on 📎 to see the Uploaded file. 📎 \* represents file not yet uploaded. 📎 ✓ represents the success of file uploaded.

If you meet the required eligibility and if the College finds your documents in order, the College will "Approve" your admission. After the approval is done by the College you are required download joining attachment and sign and re-upload and proceed for DBT.

Allotment Letter

**DOWNLOAD ALLOTMENT LETTER**

Note: In case the college wants any other document against admission, they may collect from the candidate accordingly and keep in their records.

**NOTE:**

1. Kindly upload files in .jpg/.png format for attachments. If files are not getting uploaded(preview) in .jpg format try uploading files in .png format.
2. Size of the file should be **less than 2 MB**
3. Instructions for Online Joining: [Click Here](#)

Attachments Details

**UPLOAD DOCUMENTS**



Preview

Uploaded

Transfer Certificate:*	Transfer / Migration /School Leaving Certificate from 12th Board	Browse		✓
Character Certificate:*	Character Certificate of 12th Class	Browse		✓
Xth Marksheet:*	Xth (10th) Class Mark sheet	Browse		✓
XIth Marksheet:*	XIth (10+2) Class Mark sheet	Browse		✓
Xth Passing Certificate:*	Passed 10th Class Certificate from School Authority showing Date of Birth	Browse		✓
XII Passing Certificate:*	Passed 10+2 Certificate from J&K Board or CBSE Affiliated Schools located in UTs of J&K	Browse		✓



Save & Upload

Submit for Verification

**STEP 3:** The **online joining letter** will be available in student login window after the institute's verification of the documents which candidates have to download, sign and then upload along with filling the date of joining.

Congratulations! You have provisionally secured admission at "ANDHRA UNIVERSITY COLLEGE OF ENGINEERING" in "COMPUTER SCIENCE & ENGINEERING" and your documents are found in correct order w.r.t admission.

Allotment Letter

**Details of Joining:**

Note: Kindly download joining attachment and sign and re-upload below:

Joining Report :	<input type="text" value="Joining Report"/>	DOWNLOAD THIS REPORT
Joined on:	<input type="text" value="Date of Joining"/>	FILL DATE OF JOINING

UPLOAD SIGNED JOINING REPORT

Save & Upload

**STEP 4:** Click on **Proceed for DBT Tab**. Go through the instructions then click on **Proceed Further Tab** to access DBT application. Click on the **Basic Details Tab**, **Institute Details Tab** & **Bank Details Tab** and fill in all the necessary information.

Income Certificate::	✓	👁
Caste Certificate:	✗	👁
Aadhar Card:	✓	👁

**Counselling Details:**

Mode of Admission:	Through Centralised counselling
Grievance Centre:	Srinagar

**Admission Details:**

Congratulations! You have provisionally secured admission and your documents are found in correct order w.r.t admission.

[User Manual for uploading the Joining Report](#)

Entrance Examinations  
(If taking admission on your own)

Print Application Form

Proceed for DBT



**INSTRUCTIONS FOR DISBURSAL OF SCHOLARSHIP UNDER SPECIAL  
SCHOLARSHIP SCHEME FOR JAMMU & KASHMIR**

**RATE OF SCHOLARSHIPS:-**

The components of scholarship under the scheme are as under :

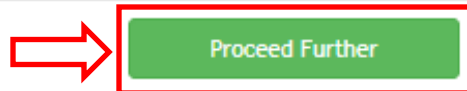
**Tuition Fees:**

- Upto Rs.30,000/- per annum for General Degree Courses OR
  - Upto Rs.1.25 lakhs per annum for Engineering Courses OR
  - Upto Rs.3.00 lakhs per annum for medical studies, including Bachelor of Dental Surgery.
- Tuition Fee, payment will be made as per actuals or as per the norms laid down by State Fee Regulatory Authority, whichever is less and within the overall ceiling of the guidelines.

**Hostel fees and incidentals:**

Upto Rs. 1 lakh per annum, including maximum reimbursement of Rs 15,000/- towards Books and stationery.

- Course fees, Hostel fees, etc. would be paid as per 'actuals', subject to the production of receipts.
- Reimbursement of Hostel Charges/mess (dining) charges and expenses towards books and stationery would be based on the certification by the college / institute authorities and



**STEP 5:** Click on **Attachment Tab** and upload Scanned Copies of relevant documents. At this stage the joining report document is signed by the candidate and Institute both. Joining Report is visible in candidates' login.





**STEP 6:** Click on save & upload and finally click on Submit application.

Joining Report:*	Joining Report	Browse		
Bank Pass Book:*	C:\fakepath\IMG_0001.pdf	Browse		
	(Upload Scanned Copy of First Page containing account details)			
Aadhar Card:	Aadhar Card	Browse		
	(Click here for the format of Mandate Form)			
Mandate Form:	C:\fakepath\IMG_0001.pdf	Browse		

[Previous](#) [Save & Upload](#)

[Submit Application](#)

**Note:** Do not share your Login Password with college or anyone. Complete the admission process before the closing of last date. Aadhar Seeding with bank account is mandatory. Submission of DBT application along with uploading of Joining Report should be completed before the last date prescribed by the Authority.

### Some Important Points:

1. Candidate need not visit the College at any time during the admissions. The entire process can be done through online mode.
2. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled.
3. Applicants are advised to exercise extreme care to ensure that they meet the requirements for the course/college. The applicants themselves will be solely responsible for ensuring their eligibility by carefully examining the eligibility requirements.
4. Candidates are requested to contact the allotted Institution with respect to completion of admission formalities (online) and procedures, further collect the Joining Report online from the Institution/College within the stipulated time. They are advised to keep checking their login/email and contact the College as soon as possible so that the admission can be approved.

## 2. Steps to be followed by Institution:

**Pre-Requisites** → The following documents are to be uploaded in the Institute login.

- a. **College Fee Structure/Academic fee** (*in the prescribe format available on AICTE PMSSS portal*)
- b. **Fee as per SFRC** (State Fee Regulatory Committee/Authority) /State Govt. issued fee fixation notification for AY 2021-22.
- c. **Institute Mandate Form** - Institution accounts details (*in prescribed format available on AICTE website under PMSSS 2021-22 tab*)
- d. **Passbook Copy/Cancelled cheque** clearly indicating Bank Name, Account holders Name, Account Number, IFSC code, MICR Code, Bank Address. The Institution bank account should not be in the name of **Trust/Society**. (bank details provided in the mandate form should tally with the details printed on Passbook Copy/Cancelled cheque)

### 1. For New Institution (Institutions with NO PMSSS Candidates in previous years):

- ❓ **Step 1: Registration:** If the Institute is admitting PMSSS students for the first time they should apply for the issuance of User ID & Password by clicking at < <https://www.aicte-jk-scholarship.gov.in/institutes/login.php>>. After which Institute will receive "User Id" & "Password", send on the official email address. (within 48 to 72 hrs)

https://www.aicte-jk-scholarship.gov.in/institutes/login.php

PMSSS J&K Scholarships

Sign In

Institute ID

.....

Login

(New Institution (Institutions with NO PMSSS Candidates in previous years)) → Click here to Register

- ❓ **Step 2: Login:** Login on to J & K Institute Portal using authorized "User Id" & "Password", sent on your official email address.

**Step3: Institute Details:** Fill in the necessary information & upload documents namely in 3 tabs: **Institute Details, Bank Details and Fee Details.**

**Institute Details:**

Institute Details Bank Details Fee Details

Kindly use "Google Chrome" for better performance.

(Fill Inst.,bank,fee details)

1. Institute Basic Details  
(To be filled by Head of the Institution)

Institute Id:\* 10338

Name:\* CENTR XXXXXXX XXXXXXX XXXXXXX

Address:\* XXXXXXX XXXXXXX XXXXXXX XXXXXXX XXXXXXX

State:\* XXXXXXX

District:\* XXXXXXX

City:\* City

Affiliating University:\* XXXXXXX XXXXXXX XXXXXXX

Stream:\* Engineering and Technology

Principal/Head of Institute Details  
(To be filled by Head of the Institution)

Name:\* DEBKUMAR XXXXXXX

Email-Id:\* XXXXXXX XXXXXXX

Alternate Email: XXXXXXX XXXXXXX

Mobile Number:\* XXXXXXX

Alternate Mobile: XXXXXXX

Landline (with STD Code) :\* XXXXXXX

Alternate Landline (with STD Code): XXXXXXX

Save & Next



## Bank Details :

Institute Details

Bank Details

Fee Details



### 2. Institute Bank Account Details (To be filled by Head of the Institution)

Account Holder Name:\*

Account Holder Name.

Bank Name:\*

- Select bank Name -

Bank Branch Name:\*

Bank Branch Name.

Branch Code:\*

Branch Code

Bank IFSC Code:\*

Bank IFSC Name.

Bank MICR Code:\*

0

Bank Account Number:\*

Bank Account Number

Confirm-Bank Account Number:\*

Confirm-Bank Account Number

Bank Address:\*

Bank Address

### Attachment

Kindly upload files (less than 1Mb size) in (.jpg/.png/.pdf) format only. If files are not getting uploaded in .jpg format try uploading files in .png/.pdf format.

Bank Details:\*

First page of Bank PassBook (Refer Instructions)

Browse

Preview

Status



(Click here for the format of Mandate Form)

Mandate Form:\*

Mandate Form (Refer Instructions)

Browse



(click save and move to next tab)

1. Click on to see the Uploaded file. 2. represents file not yet uploaded. 3. represents the success of file uploaded.

(upload the bank details and  
mandate form)

Previous

Save & Next



## Fee Details:

Institute Details Bank Details **Fee Details**

3. Academic Fee Details (To be filled by Head of the Institution)

Whether Fee for all Courses/Programme run by your Institute is same?

Do you have any 2015-16 J&K Student admitted?

Do you have any 2016-17 J&K Student admitted?

Do you have any 2017-18 J&K Student admitted?

Do you have any 2020-21 J&K Student admitted?  (mark as yes wrt particular year)

Select Academic Year to fill up Fee Details : \*    
(After selecting academic year click on Add/Edit Yearwise Fee & Attachments button)

Kindly upload files (less than 1Mb size) in (.jpg/.png/.pdf) format only. If files are not getting uploaded in .jpg format try uploading files in .png/.pdf format.

			Preview	Status
(Click here for the format of Academic Fee)				
Academic Fee:*	<input type="text" value="Fees to be paid by AICTE to the IIT"/>	<input type="text" value="Refer Instructions"/> <input type="button" value="Browse"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fee as per State Fee Regulatory Committee/Authority:*	<input type="text" value="Fee amount as per the State Fee"/>	<input type="text" value="Copy of Govt. Order"/> <input type="button" value="Browse"/>	<input type="checkbox"/>	<input type="checkbox"/>

(upload the academic fee document and SFRC)

(Finally Submit & Proceed for Candidate Verification)

## 3. For Virtual Admission (Verification and Joining)

### A. Virtual Joining:

**Step 1:** Institute to log-in to PMSSS AICTE Portal through website <https://www.aicte-jk-scholarship.gov.in/institutes/login.php> using the username and password as shown below.

Sign In

INST\*\*\*\*\*|

\*\*\*\*\*

Login

[Click here to Register](#)

**Step 2: Click on the AY 2022-22, under the section Allotted candidates to verify the students.**

[Student Status](#) ▾
 [Apply for Scholarship](#) ▾
 [Institute Details](#)
[Edit Institute Details](#)
[Allotted Candidates \(New\)](#) ▾
 [Passbook](#)
[Announcements](#)
[Course Completion](#) ▾

2019-20

2020-21

2021-22

Sr. No	Announcement	Date
1	mat for academic session 2021-22	20-09-2021
2	i. Information regarding CONTINUATION CERTIFICATE For PMSSS Students ii. Updated Fomat for CONTINUATION CERTIFICATE For PMSSS Students	29-01-2021
3	Information regarding academic excellence and extra-curricular activities at the Campus in respect of the students admitted under PMSSS.	22-01-2021
4	Last date for Joining the Institute for the candidates who have freezed the seat (HSC and Diploma) has been extended till 7.12.2020 (HSC and Diploma)	04-12-2020
5	User Manual for Admission 2020-21	31-10-2020

**Step 3: Click on the Virtual Joining section and verify each student under PMSSS.**

[Institute Details](#)
[Edit Institute Details](#)
[Allotted Candidates \(New\)](#) ▾
 [Passbook](#)
[Announcements](#)
[Course Completion](#) ▾

List of (2021-22) Students allotted to your Institute Under PMSSS (HSC ▾)

[User Manual for Admission 2021-22](#)

Search



Admission Mode	Course Name	Application Status	DBT Status	Bank/Aadhar Details	Student Joining Report	Virtual Joining	Mark Left/Not Admitted
Through Centralised counselling	ELECTRICAL AND ELECTRONICS ENGINEERING	Seat Allocated	New	Not Submitted	Not Submitted	Not Submitted	<a href="#">🔗</a>
Through Centralised counselling	CIVIL ENGINEERING	Seat Allocated	New	Not Submitted	Not Submitted	Submitted	<a href="#">🔗</a>



Click here to verify the students

**Step 4:** Institutes are required to verify and give remarks on each document uploaded by the candidate. Click on the “eye” button a dialog box will open for action.

Attachments to verify:			
Attachment Name:	Click to Verify	Status:	Comments:
Transfer Certificate:		Accepted	Test
Character Certificate:		Accepted	Test Test
Xth Marksheet:		Accepted	Test 3
XIth Marksheet:		Accepted	Test
Xth Passing Certificate:		Accepted	Test
XIth Passing Certificate:		Accepted	Test

**Step 5:** Download the joining report format to fill details and put college stamp/seal on it.

Admission Details:	
Allotment Letter:	
Download Joining Report Format from Here:	<a href="#">Joining Report</a> <b>Download this to fill and sign &amp; stamp</b>
Course Id:	1002305 Course Name: CIVIL ENGINEERING
Is Student Admitted?:	<input type="radio"/> Admitted <input type="radio"/> Not Admitted
Joining Report : Maximum Upload Size 2MB	<input type="text" value="Joining Report"/> <input type="button" value="Browse"/> <input type="button" value="X"/>
Virtual Classes Start Date:	<input type="text" value="30-10-2021"/>
Remarks:	<input type="text"/>
<input type="checkbox"/> * I Principal/Director of Institute , do hereby declare/attest that, the documents of the above student are in order and is found eligible to take the admission in the Institute .The information furnished by him/her is correct as per the records uploaded. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled.	
<input type="button" value="Submit"/>	

**Step 6:** Upload duly filled and stamped joining report along with filling joining date and remarks and finally click on the submit button as shown below to complete the process of virtual joining. Institute can reopen the form in case they are marking the candidate as not admitted.

Admission Details:	
Allotment Letter:	
Download Joining Report Format from Here:	<a href="#">Joining Report</a>
Course Id:	1002305 Course Name: CIVIL ENGINEERING
Is Student Admitted?:	<input checked="" type="radio"/> Admitted <input type="radio"/> Not Admitted <b>Select admitted</b>
Joining Report : Maximum Upload Size 2MB	<input type="text" value="C:\fakepath\All_India_Council_for_Technical_Edu"/> <input type="button" value="Browse"/> <b>Upload filled and stamped joining report</b>
Virtual Classes Start Date:	<input type="text" value="30-10-2021"/>
Remarks:	<input type="text" value="Verified"/> <b>Give Remarks</b>
<input checked="" type="checkbox"/>	* I Principal/Director of Institute , do hereby declare/attest that, the documents of the above student are in order and is found eligible to take the admission in the Institute .The information furnished by him/her is correct as per the records uploaded. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled. <b>Tick Checkbox</b>
<input type="button" value="Submit"/>	

Note: In case the college wants any other document against admission, they may collect from the candidate accordingly and keep in their records.

**Step 7: The online joining letter** will be available in student login window after the institute's verification of the documents which candidates have to download, sign and then upload along with filling the date of joining. Further Proceed for DBT. Institute needs to Verify Bank and Aadhar details and joining report uploaded by student after which the student will be virtually joined and it will reflect as shown below:

List of (2021-22) Students allotted to your Institute Under PMSSS (HSC)

User Manual for Admission 2021-22

Search

Admission Mode	Course Name	Application Status	DBT Status	Bank/Aadhar Details	Student Joining Report	Virtual Joining
Through Centralised counselling	CIVIL ENGINEERING	Seat Allocated	Submitted	Verify ←	Verify ←	Accepted
Through Centralised counselling	ELECTRICAL AND ELECTRONICS ENGINEERING	Seat Allocated	New	Not Submitted	Not Submitted	Not Submitted

**Aadhar Card And Bank Details Verification**

**Bank Address:**

**Bank Branch Name:**

**Comments:**

**Aadhar Status:**  
 Accepted ←  
 Not Accepted ←

**Bank Status:**  
 Accepted ←  
 Not Accepted ←

Aadhar Card:

(verify aadhar status)

(verify bank status)

Confirm

List of (2021-22) Students allotted to your Institute Under PMSSS (HSC)

User Manual for Admission 2021-22

Search

Admission Mode	Course Name	Application Status	DBT Status	Bank/Aadhar Details	Student Joining Report	Virtual Joining
Through Centralised counselling	CIVIL ENGINEERING	Seat Allocated	Submitted	Verified	Verified	Accepted

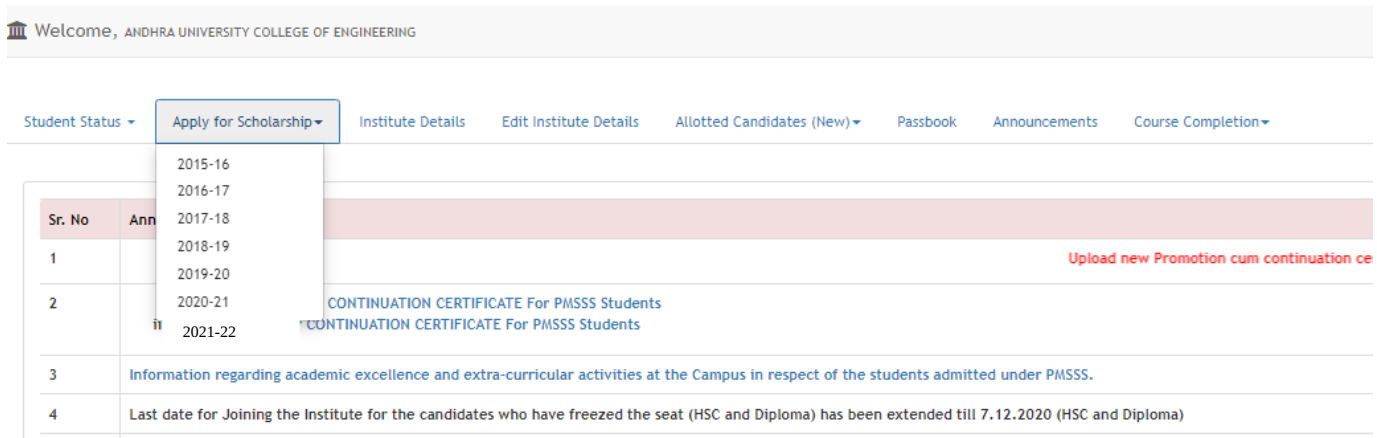
## A. Verification of Candidate for Maintenance Allowance:

The institute may note that the academic fee of the candidate would be credited to the mandated bank account of the Institute by AICTE through PFMS as per the scheme guidelines subject to commencement of the on-line classes. However, the Institute can collect only refundable deposits/ caution money (if any). Hostel/ Mess charges shall be collected from the candidates **only after students physically join the institute**. Maintenance Allowance of Rs.1.00 lakh per annum will be paid to the student in Nine (9) instalments to bear expenses towards hostel /mess /books & stationary etc. First instalment of which Rs. 20,000/- will be released immediately on verification of physical joining report by the Institute. Remaining Eight (8) instalments of Rs.10, 000/- each will be released on monthly basis subject to online verification of student's attendance by the concerned Institute.

## B. Submission of DBT for Academic Fees Disbursal:

**Step 8:** Click on "Apply for Scholarship Tab">> Select "21-22 Tab".

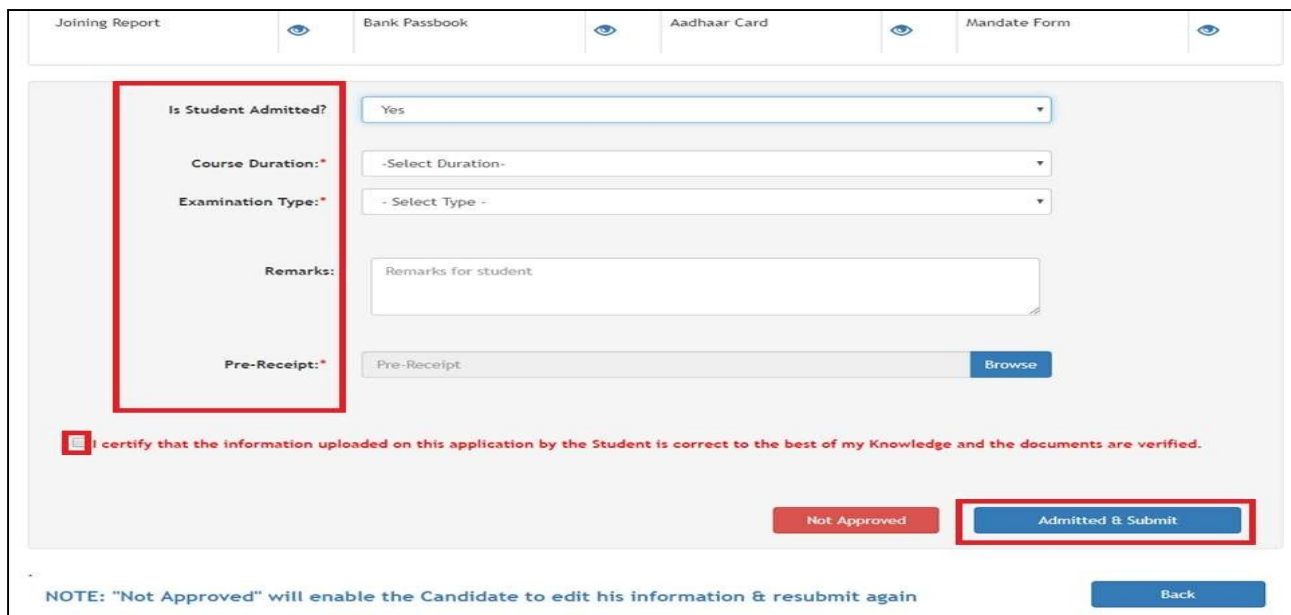
**Step 9:** Select Candidate and Click on  (button) under verification column.



Welcome, ANDHRA UNIVERSITY COLLEGE OF ENGINEERING

Student Status ▾ Apply for Scholarship ▾ Institute Details Edit Institute Details Allotted Candidates (New) ▾ Passbook Announcements Course Completion ▾

Sr. No	Ann	
1	2015-16 2016-17 2017-18 2018-19 2019-20	Upload new Promotion cum continuation ce
2	2020-21 2021-22	CONTINUATION CERTIFICATE For PMSSS Students CONTINUATION CERTIFICATE For PMSSS Students
3		Information regarding academic excellence and extra-curricular activities at the Campus in respect of the students admitted under PMSSS.
4		Last date for Joining the Institute for the candidates who have freezed the seat (HSC and Diploma) has been extended till 7.12.2020 (HSC and Diploma)



Joining Report Bank Passbook Aadhaar Card Mandate Form

Is Student Admitted? Yes

Course Duration: \* -Select Duration-

Examination Type: \* - Select Type -

Remarks: Remarks for student

Pre-Receipt: \* Pre-Receipt Browse

I certify that the information uploaded on this application by the Student is correct to the best of my Knowledge and the documents are verified.

Not Approved Admitted & Submit

NOTE: "Not Approved" will enable the Candidate to edit his information & resubmit again Back



**Step 10:** Verify and Fill up the required information and submit the Application.

**Step 11:** DBT Application can be seen under “Student Status Tab”.

**Step 12:** After verifying the above details payment record will be generated automatically in **Verify Payments Tab**. Maintenance Allowance will be released on monthly basis subject to online verification of student’s attendance by the concerned Institute.

## 2. For Existing Institution (Institutions with PMSSS Candidates):

**Step 1:** If the Institute has already admitted students under PMSSS, then you may use the old User ID and Password and Submit DBT form for the Academic Year 2021 -22 to verify students.

**Step 2:** Follows the steps for Virtual Admission mentioned above. (Verification of Documents and Joining) Repeat Step 1 to Step 12

**Step 3:** Fill in the necessary information & upload the SFRC, College Fee Structure/Academic fee, Institute Mandate Form and Passbook Copy/Cancelled Cheque in the “Edit Institute Details Tab” >> Select “Apply Button”.

CLICK HERE

Student Status - Apply for Scholarship - Institute Details - **Edit Institute Details** - Allotted Candidates (New) - Verify Payments - Passbook - Announcements - Course Completion -

Virtual Student Verification

Apply here if you have students but have not submitted Academic Fee and SFRC for any of the Academic Year

CLICK ON APPLY

Apply

Academic Year	Academic Fee	Academic Fee Attachment	Fee as per State Fee Regulatory Committee	State Fee Attachment	Delete Fee Details
2017-18	21000		10000		✘
2018-19	21000		10000		✘
2019-20	21000		10000		✘
2020-21	21700		10000		✘
<b>2021-22</b>	21700		10000		✘

**Please Note:** Institute can pause and mark the candidate as left the Institute from **Verify Payments Tab** as and when required.

**NOTE:** The students who are allotted seats through on-line counselling process of PMSSS are only eligible for scholarship, subject to their meeting other eligibility conditions.

## **IMPORTANT LINKS**

Institutions not having username and password for PMSSS should fill online form linked at	<a href="https://www.aicte-jk-scholarshipgov.in/institutes/login.php">https://www.aicte-jk-scholarshipgov.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:jkadmission2021@aicte-india.org">jkadmission2021@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)