



INSTRUCTION MANUAL

For
Prime Ministers'
Special Scholarship
Scheme AY 2018-19
(PMSSS)

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

PROCESS FLOW UNDER PMSSS:

- Registration by the Student *Completed
- Application Submission by the Student *Completed
- Document Verification by the Facilitation Centre *Completed
- Choice Filling by the Candidate *Completed
- Seat Allocation by AICTE (Multiple Rounds)
- Seat Confirmation/Opting for next Round by the Student
- Grievances
- Uploading of Joining Report (assistance given by Nodal Officer)
- Application for DBT by the Candidate (assistance given by Nodal Officer)

Registration and Application Submission by the Student :

A. 10+2 Scheme

Students who have passed 12th examination from J&K Board or CBSE affiliated schools located in J&K in the academic year 2017-18 and 2016-17 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 12th 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 2016-17 onwards have to follow same procedure for registration, verification of documents and choice filling. The availability of seats is based on the vacancy in Engineering stream in AY 2017-18 under PMSSS.

Document Verification and Choice Filling :

The applicant is required to get his / her 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. The choice filling window would be activated for only those candidates having successfully registered and got there documents verified at any one of the Facilitation Centres. The choice filling window will be blocked on the last date, after that no change would 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.

Seat Allocation By AICTE:

- ❖ Allotment of all the scholarships will be done through online counseling only.
- ❖ No admission will be allowed in any circumstances without participation in online counselling and colleges available for choice filling.
- ❖ List of Institutions / Universities where admissions offered would be prepared and will be displayed on website of AICTE. 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 or allied medicinal courses for which supernumerary quota is not available.
- ❖ Merit list of students based on the marks obtained in CBSE/JK Bose will be displayed well before the first round of counseling result.

Seat Confirmation/Opting for next Round by the Student :

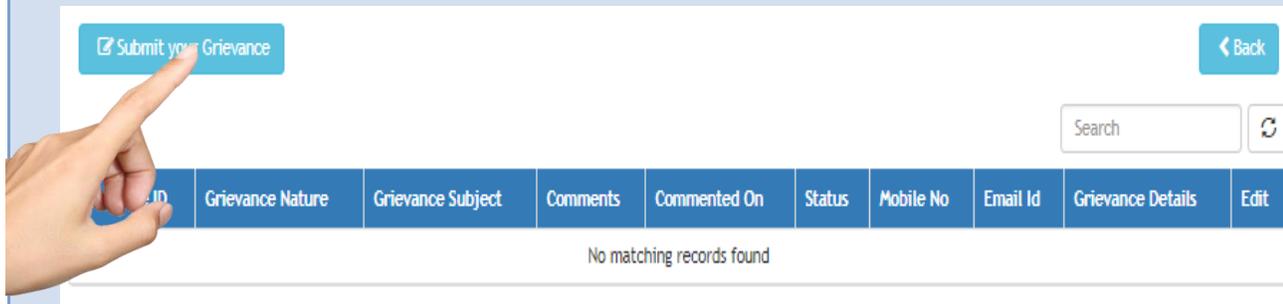
Once the candidate has confirmed his/her seat with respect to allotted course and college , Welcome Letter will be sent from the College login to the candidate.

Grievances:

- ❖ If facing any problem/issue you are requested to submit your grievance or can report to your nodal officer
- ❖ Login to your account using login credentials via link:

 <https://www.aicte-jk-scholarship-gov.in/>

- ❖ The candidate is advised to not to share his/her login credentials with anyone.



Uploading of Joining Report:

Candidate will upload the joining report after giving the confirmation of allotted seat, as per prescribed format from his/her login. 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. Candidate would send his /her consent through online and would report physically to the Institute by 25th July 2018 with all original documents, failing which her / his admission shall be cancelled automatically.

SEAT ALLOCATION EVENTS

S.No	Events	Date of Completion of Event
1	Round 1 Online Counseling By AICTE (Seat Allotment)	22 nd June 2018
NOTE: Branch freezing has to be done online during reporting days of each round.		
2	Confirmation from the Candidate against the Seat Allocation (Freeze/Participating/Choice Filling in the next round of Counseling)	Till 2 nd July 2018 (5 pm)
NOTE: Branch freezing has to be done online during reporting days of each round.		
3	Second Round seat allocation for the vacant seats	Till 5 th July 2018
NOTE: Branch freezing has to be done online during reporting days of each round.		
4	Reporting of the students ,to the allotted Institutes and uploading of joining report by the student	Upto 25 th July 2018

SEAT CONFIRMATION

1. FREEZE SEAT:

- 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 his/her confirmation on the seat .
- In case, a candidate desires to continue in the college /course allotted to him/her at the time of admission (*i.e. does not want himself/herself to be considered for next/ subsequent rounds of counseling*) , then he/she 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.
- Candidate is requested to explore each and every detail with respect to college before freezing the seat.

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

 Freeze 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 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 :

- If you have decided to join this allotted college and course then PRESS (button Freeze).
Note: Once seat is Confirmed cannot be reverted.
OR
- 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
- 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. -65, Pali Road,Mogra,Luni,Jodhpur,Rajasthan
Course Name (Id):	COMPUTER SCIENCE AND ENGINEERING(3253906)	Student Rank:	1979
Allotment Date:	17-06-2018	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"/> <input type="button" value="Browse"/>
Joined on:	<input type="text" value="Date of Joining"/> <input type="button" value="Calendar"/>

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 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.



3. NOT INTERESTED IN PMSSS:

1. If candidate has decided NOT to take admissions through PMSSS 2018-19. 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 him/her at the time of admission (i.e. he/she does not want to be considered in subsequent rounds of counseling), then he/she must submit an online request (**FREEZE SEAT**) through AICTE website using candidate's login.

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 seat.**
- ❖ 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

INSTRUCTIONS FOR SEAT ALLOCATION TO CANDIDATE

- ❑ Once the candidate has confirmed his/her seat by using freeze option with respect to allotted course and college, Welcome Letter will be received by him/her from the college itself.
- ❑ **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 AICTE, 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 / Institute** on the date specified as per the counselling schedule along with the original documents / testimonials / certificates required at the time of admission.
- ❑ Nodal Officer need to guide the candidate during his stay at the campus.
- ❑ Candidates are advised to visit AICTE website (www.aicte-india.org) 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.
- ❑ Choices filled by candidate would be locked automatically after respective period is over.

DETAILS OF THE SCHEME / IMPORTANT LINKS

LINKS	
Institutions not having username and password for PMSSS should fill online form linked at	https://www.aicte-india.org/bureaus/jk/2018-2019
Details of the Scheme	https://www.aicte-india.org/bureaus/jk/2018-2019
Grievance Portal	https://www.aicte-jk-scholarship-gov.in/
For any other registration and technical related query	jkadmission2018@aicte-india.org or helpdesk1@aicte-india.org
Helpline Number for Grievances	0120-2446701 (Timings 09:30hrs to 17:30 hrs Monday -Saturday)

For Further Updates Of Admission

Refer AICTE
website/link:

→ www.aicte-india.org

→ <https://www.aicte-india.org/bureaus/jk/2018-2019>