Student Help Manual for Applying for PG Scholarship via DBT
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1) Open AICTE Website aicte-india.org

Follow the below steps to navigate to PG Scholarship tab in AICTE Website

i) Direct Navigation Via Quicklinks:
   a) Click on More in Quick Links

   ![Quick Links Image]

   b) Then on PG Scholarhip to navigate directly to Student portal Step-3

   ![Quick Links Image]
ii) Navigation via Schemes  
   a) Navigate to Schemes

![Image of AICTE website with a link to schemes]

Learn more about the various student and staff development by AICTE

b) Click on Learn More in Students Development Schemes

![Image of AICTE website with a link to schemes]

Learn more about the various student and staff development by AICTE

Students Development schemes
Explore various, schemes and special scholarship run by AICTE to promote technical education  
> Learn More
c) Click on Read More in PG Scholarship

Explore various, schemes and special scholarship run by AICTE to promote technical education

PG SCHOLARSHIP

Scholarship is awarded to full time GATE/GPAT qualified students admitted to M.E/ M.Tech/ M. Arch and M Pharma courses in AICTE approved Institutions/Colleges. Rs. 12,400/- P.M. student.

> Read More

PRIME MINISTER'S SPECIAL SCHOLARSHIP SCHEME – PMSS

Objective of the Scheme is to build up capacities in youth of J&K, educate, enable and empowering them to compete in normal course, enhancing and boosting employment potentials in students of J&K. Total 360 scholarship are given (Rs. 10000/-) as Maintenance Charges and academic fee in Rs. 3000/- to General Degree, Rs. 15000/- to Engineering Degree & Rs. 30000/- to Medical Degree each year.

d) Step 1, Step 2 and Step 3 to be followed as explained in following sections

PG Scholarship GATE/GPAT/DBET

Process for Students to Register on the portal with GATE Score and Bank Account details

- Actions to be taken by Students and institutes
- System Requirements for Students
- Instructions for Students
  - Step 1: Get Institute ID
  - Step 2: Get PG Student ID
  - Step 3: PG Scholarship GATE/GPAT

Process for Institutes

- Instructions for Institutes
- Help Manual for Student Import Facility
- Format for Importing Student data from Excel Sheet
2) Step 1 – Get Institute Id
   a) Click on Step-1 in website.
      
      b) Pdf document will open. Search for your Institute Id. Save it for reference as will be required for next step.

3) Step 2 – Get PG Student Id
   a) Click on Step 2 PG Student Id. Following window will open.
      
      b) Enter All the Details and click on Get Student Id
         One click of button student id will be displayed. Note it for future reference. It will be required in Step 3 as well.

Note: In case, Student ID is not displayed, the student shall contact the institute and make sure that the data entered by the institute on AICTE portal is correct. In case of variation, the institute will correct this data on AICTE portal. The student will then enter the correct data and obtain “Student ID” following the steps as above.
4) Step 3(Part – 1) – Verification of Student Id

a) Enter the details to enter Step 3 (Part -2).

b) Only “ENGINEERING AND TECHNOLOGY”, “ARCHITECTURE AND TOWN PLANNING” and “PHARMACY” students with the level “Post Graduate” are eligible. If student id of any other program or level is entered, the next screen will be blank.

5) Step 3 (Part – 2) Application for Scholarship

a) On successful validation in step 2 following screen will be displayed. Certain fields will be auto-populated.

b) Enter Data in the application form as explained in following steps:

1. Student will enter ‘Exam Type’, ‘GATE/GPAT Exam Number’ and ‘GATE/GPAT Score-Valid From’.

2. If the Exam Type selected by the student is ‘GATE’, and ‘Exam Type’, ‘GATE/GPAT
Exam Number’ and ‘GATE/GPAT Score- Valid From’ is correct following will be populated:
  - ‘GATE Score’
  - ‘Marks Out of 100(GATE)’
  - ‘GATE/GPAT Score- Valid To’
  - ‘Category as per GATE/GPAT score card’
  - ‘GATE Examination Paper’
  - ‘Student Name as per GATE/GPAT Score Card’
  - ‘Qualifying Marks(GATE)’

In case the details are incorrect following message will be displayed:
‘Please enter valid ‘GATE/GPAT Exam Number’ and ‘GATE/GPAT Score- Valid From’

3. If the Exam Type selected by the student is ‘GPAT’, and ‘Exam Type’, ‘GATE/GPAT Exam Number’ and ‘GATE/GPAT Score- Valid From’ is correct following will be populated:
   - ‘%Marks Obtained(GPAT)/GPAT Score’
   - ‘GATE/GPAT Score- Valid To’
   - ‘Category as per GATE/GPAT score card’
   - ‘Student Name as per GATE/GPAT Score Card’
   - ‘Qualifying Marks(GPAT)’

In case the details are incorrect following message will be displayed:
‘Please enter valid ‘GATE/GPAT Exam Number’ and ‘GATE/GPAT Score- Valid From’

4. ‘Exam Type’, ‘GATE/GPAT Exam Number’ and ‘GATE/GPAT Score- Valid From’ are mandatory.
   - In field “GATE/GPAT Score- Year Valid From” values 2014, 2015, 2016, 2017 can be entered.
   - GATE/GPAT score is valid for 3 years thus, in the field “GATE/GPAT Score- Year Valid To” maximum of 3 years can be entered from valid from date.
   - The ‘Date of Admission in First Year’ must be between “GATE/GPAT Score- Year Valid From” and “GATE/GPAT Score- Year Valid To”. If it’s not then the Institute needs to update the ‘Date of Admission’ of the Student.

5. Student will enter ‘Address Details’, ‘Permanent Address Line1’, ‘Permanent Address Line2’, ‘Permanent Address Line3’, ‘Student Home State’, ‘Student Home District’ and ‘Pin code’. All Address details are mandatory except ‘Permanent Address Line2’ and ‘Permanent Address Line3’. ‘Pin code’ should be of 6 digits only.
6. Student will enter Bank details like ‘Bank Name’, ‘Bank Branch Name’, ‘Bank IFSC Code’ and ‘Bank Account Number’. All Bank details are mandatory. ‘Bank Account Number’ should be in digits only. ‘Bank IFSC Code’ should be of 11 characters.

7. Student will enter ‘Personal Details’, ‘Email Address’, ‘Alternate Email Id’, ‘Mobile Number’, ‘Alternate Mobile/Land Number’, ‘Aadhar Card Number (UID)’ and ‘Enrollment Id (EID)’. ‘First Name’, ‘Last Name’, ‘Gender’ and ‘Email Address’ fields are mandatory.
   ‘Category’, ‘Reserve Category’, ‘Economically Backward’, ‘Physically Disabled’ and ‘Religion’ are also displayed.
   Student can update this data if it is incorrect.

8. If the Student enters ‘Do you have National Population Register(NPR) Card?’ as ‘Yes’ then the ‘NPR Card Number’ field is mandatory.

9. If the Student enters ‘Do you have Aadhar Card?’ as ‘Yes’ then the ‘Aadhar Card Number(UID)’ field is mandatory. Aadhar Card is required.

10. The student will then click on “New” button and attach scanned copies of the following:
    a. "Photo Copy of GATE/GPAT Score Card" - Mandatory
    b. "Photo Copy of Bank Passbook" - Mandatory
    c. "Category Certificate" (Mandatory if ‘Category as per GATE/GPAT score card’ is ‘OBC’ or ‘SC’ or ‘ST’ or ‘PD’)
    d. "Aadhar Card Copy" (Mandatory if ‘Do you have Aadhar Card?’ is ‘Yes’) 
    e. "Physically Disabled Certificate" (Mandatory if ‘Physically Disabled’ is ‘Y’) 
    f. "NPR Card Copy" (Mandatory if ‘Do you have National Population Register(NPR) Card?’ is ‘Yes’)
11. After completing all steps, student will click on “Submit Application” button which saves student data, the Student Status is set to ‘Verification Awaited by Institute’ and student details will be read only and cannot be updated by the student. Institute can then view updated Student record.
12. If there is error on Submit, please make the corrections which will be displayed in the error message. Click on Submit.
13. After the Documents are verified by RIFD, Institute can start forwarding the monthly attendance of student.

Note:
- After the Documents are verified by RIFD, student details are forwarded to PFMS portal for generation of Beneficiary Code.
- Only after the beneficiary code is generated and attendance is forwarded by Institute, Scholarship can be disbursed.
- Scholarship will be disbursed only for the months for which attendance has been forwarded.
## Icons for Buttons

Please refer following table in case of any confusion with buttons.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1.png" alt="Icon" /></td>
<td>Save Record</td>
</tr>
<tr>
<td>2</td>
<td><img src="image2.png" alt="Icon" /></td>
<td>New Record</td>
</tr>
<tr>
<td>3</td>
<td><img src="image3.png" alt="Icon" /></td>
<td>Delete Record</td>
</tr>
<tr>
<td>4</td>
<td><img src="image4.png" alt="Icon" /></td>
<td>Search Record</td>
</tr>
<tr>
<td>5</td>
<td><img src="image5.png" alt="Icon" /></td>
<td>Collapse</td>
</tr>
<tr>
<td>6</td>
<td><img src="image6.png" alt="Icon" /></td>
<td>Expand</td>
</tr>
<tr>
<td>7</td>
<td><img src="image7.png" alt="Icon" /></td>
<td>Notification by AICTE</td>
</tr>
<tr>
<td>8</td>
<td><img src="image8.png" alt="Icon" /></td>
<td>Navigation to next record in list</td>
</tr>
<tr>
<td>9</td>
<td><img src="image9.png" alt="Icon" /></td>
<td>Navigation to previous record in list</td>
</tr>
<tr>
<td>10</td>
<td><img src="image10.png" alt="Icon" /></td>
<td>Navigation to last record in list</td>
</tr>
<tr>
<td>11</td>
<td><img src="image11.png" alt="Icon" /></td>
<td>Navigation to first record in list</td>
</tr>
</tbody>
</table>