

User manual for Institute Login

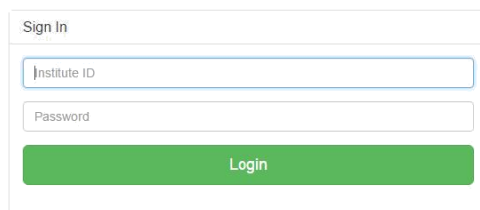
Table of Contents

Step 1: Login	2
Step 2: Enter Institute Details	2
List of Fields Basic Institute Details	5
List of Fields Principle/Head of Institute	5
Step 3: Enter Bank Details	6
List of Fields Principle/Head of Institute	6
Step 4: Enter Fee Details	6
Step 5: Students Status-----	10
Step 6: Apply for Scholarship-----	12
Step 7: Edit Institute Details-----	15

Step 1: Login

- Kindly use “Google Chrome” for better performance.
- Login on: <http://www.aicte-jk-scholarship-gov.in/institutes/login.php>
- Add the provided institute Id and password

 PMSSS J&K Scholarships



The screenshot shows a 'Sign In' form with two input fields: 'Institute ID' and 'Password'. Below the fields is a green 'Login' button. The form is titled 'Sign In' and is part of a larger interface.

Step 2: Enter Institute Details

- After login, Institute has to fill up Institute details, Bank details, Fee details in respective tabs and submit the application.

Institute Details Bank Details Fee Details

1. Institute Basic Details

(To be filled by Head of the Institution)

Institute Id*	20001
Name*	NORTH EAST INSTITUTE OF MANAGEMENT SCIENCE(NEIMS)
Address*	Address
State*	- Select State -
District*	-- Select District --
City*	City
Affiliating University*	Affiliating University
Stream*	General

Principal/Head of Institute Details

(To be filled by Head of the Institution)

Name*	Name of the Principal
Email-Id*	Email-Id
Alternate Email*	Alternate Email-Id

Note: Institute Id, Name and Stream will be auto populated.

After filling the basic details institute has to fill the Principle/Head of Institute Details.

List of Fields Basic Institute Details

Fields marked in red are mandatory fields.

Field	Remarks
Institute ID	Auto populated
Name	Auto populated
Address	Filled by institute
State	Filled by institute
District	Filled by institute
City	Filled by institute
Affiliating University	Filled by institute

List of Fields Principle/Head of Institute

Fields marked in red are mandatory fields.

Field	Remarks
Name	Filled by institute
Email Id	Filled by institute
Alternate Email	Filled by institute
Mobile Number	Filled by institute
Alternate Mobile	Filled by institute
Alternate Landline (with STD Code)	Filled by institute
Landline (with STD Code)	Filled by institute

Click Save button and move to next tab

Fields marked in red are mandatory fields.

Field	Remarks
Account Holder Name	Filled by institute
Bank Name	Filled by institute
Bank Branch Name	Filled by institute
Branch Code	Filled by institute
Bank IFSC Code	First four character then seven Alphanumeric
Bank MICR Code	Nine digit
Bank Account Number	Filled by institute
Confirm-Bank Account Number	Fill same Confirm-Bank Account Number
Bank Address	Filled by institute

Step 4: Enter Fee Details

PMSSS J&K Scholarships

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?* Yes

Do you have any 2015-16 J&K Student admitted?* No

Do you have any 2016-17 J&K Student admitted?* No

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

- Select Academic Year - Add/Edit Yearwise Fee & Attachments

No Academic records found...

Submit & Proceed for Student Verification

Give answer to the question by “yes/No” for Whether Fee for all Courses/Programme run by your institute is same?*. If No is selected the give proper reason for the same.

PMSSS J&K Scholarships

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?* No

Reason (Specify):* Reason Please Specify

Do you have any 2015-16 J&K Student admitted?* No

Do you have any 2016-17 J&K Student admitted?* No

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

- Select Academic Year - Add/Edit Yearwise Fee & Attachments

No Academic records found...

Sticky Notes

Submit & Proceed for Student Verification

Answer this question, if 'No' then give proper reason for the same

Fill up academic fee details for the academic year 2015-16 and 2016-17 if institute has students in corresponding years by clicking “Add/Edit Year wise Fee & Attachments button”. Institute can modify/create academic fee details by selecting the academic year from dropdown

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?*

Yes

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

No

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

No

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

- Select Academic Year -

Answer the question and fill up 2015-16 academic fee details "do you have any 2015-16 J&K student admitted?" is answered yes

Select 2016-17 academic year and click on Add/Edit year wise fee and attachment to fill up 2016-17 academic fee and attachment details

Add/Edit Yearwise Fee & Attachments

No Academic records found...

Submit & Proceed for Student Verification

- Fill up below academic fee related attachments with proper academic fee and state fee amounts and click on "Save and Upload" to save the academic details.

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

No

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

No

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

2015-16

Add/Edit Yearwise Fee & Attachments

No Academic records found...

			Preview	Status
Academic Fee:*	Fees to be paid by AICTE to the	Refer instructions	Browse	✗
Fee as per State Fee Regulatory Committee/Authority:*	Fee amount as per the State Fee	Copy of Govt. Order	Browse	✗
			Cancel	Save & Upload

Submit & Proceed for Student Verification

After saving academic details below table will be shown,

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?

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

Add/Edit Yearwise Fee & Attachments

Academic Year	Academic Fee	Academic Fee Attachment	Fee as per State Fee Regulatory Committee	State Fee Attachment	Delete Fee Details
2015-16	1223		12321		

Submit & Proceed for Student Verification

- After adding respective year's fee details, submit the institute application. To submit click on "Submit and proceed for student Verification" button. Confirm Submit. Your application will get submitted

PMSSS J&K Scholarships

Institute Details Bank Details Fee Details

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

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

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

Add/Edit Yearwise Fee & Attachments

Academic Year	Academic Fee	Academic Fee Attachment	Fee as per State Fee Regulatory Committee	State Fee Attachment	Delete Fee Details
2015-16	1223		12321		

Submit & Proceed for Student Verification

Confirm Submit

You are not allowed to Edit the details once submitted. Are you sure you want to submit?

Cancel Submit

Step 5: Student Status

After successful submission of your Institute Details, you can see the below screen. This screen has 3 tabs.

1. Student Status
2. Apply for Scholarship
3. Edit Institute Status

Student Status ▾ Apply for Scholarship ▾ Edit Institute Details

List of (2015-16) Students with Payment Details

Showing 2 Students

Search [X] [Refresh] [Menu]

Select	Sr. No.	Student Id	Name	Gender	Caste Category	Year of Admission	Mode of Admission	Current Semester	DBT Status	Full Details
<input type="radio"/>	1	10003	Test 2	Male	Open (OP)	2015-16	Through Centralised counselling	4	AICTE RIFD Approved	[Details]
<input type="radio"/>	2	100323	Test 3	Male	Scheduled Tribe (ST)	2015-16	Through Centralised counselling	3	Submitted	[Details]

Under “Student Status” tab, all the students allotted/studying in your Institute will be shown according to the academic Year. And you can see the complete details of any particular student (Current Semester, DBT Status of the Current Semester, Successful Payment Details, Personal Details, Family Details, Education Details, Bank Details, Academic Details, etc.,)

Student Status ▾ Apply for Scholarship ▾ Edit Institute Details

2015-16
2016-17 ←

List of (2015-16) Students with Payment Details

Showing 2 Students

Search [X] [Refresh] [Menu]

Select	Sr. No.	Student Id	Name	Gender	Caste Category	Year of Admission	Mode of Admission	Current Semester	DBT Status	Full Details
<input type="radio"/>	1	10003	Test 2	Male	Open (OP)	2015-16	Through Centralised counselling	4	AICTE RIFD Approved	[Details]
<input type="radio"/>	2	20180126	Test 3	Male	Scheduled Tribe (ST)	2015-16	Through Centralised counselling	3	Submitted	[Details]

All the Details of the student can be seen by clicking on the “Full Details” icon.

Student Status ▾
Apply for Scholarship ▾
Edit Institute Details

2015-16
2016-17

List of (2015-16) Students with Payment Details

Showing 2 Students

Search

Select	Sr. No.	Student Id	Name	Gender	Caste Category	Year of Admission	Mode of Admission	Current Semester	DBT Status	Full Details
<input type="radio"/>	1	10003	Test 2	Male	Open (OP)	2015-16	Through Centralised counselling	4	AICTE RIFD Approved	
<input type="radio"/>	2	1234343	Test 3	Male	Scheduled Tribe (ST)	2015-16	Through Centralised counselling	3	Submitted	

Successful Payment Details (Maintenance Fee for Student and Academic Fee for Institute) can be seen by click on the “Radio Button” against the particular student.

List of (2016-17) Students with Payment Details

Showing 5 Students

Search

Select	Sr. No.	Student Id	Name	Gender	Caste Category	Year of Admission	Mode of Admission	Current Semester	DBT Status	Full Details
<input type="radio"/>	3	123456	Test 5	Male	Scheduled Tribe (ST)	2016-17	On your Own	2	Submitted	

Student Status ▾
Apply for Scholarship ▾
Edit Institute Details

2015-16
2016-17

List of (2015-16) Students with Payment Details

Showing 2 Students

Search

Select	Sr. No.	Student Id	Name	Gender	Caste Category	Year of Admission	Mode of Admission	Current Semester	DBT Status	Full Details
<input type="radio"/>	1	10003	Test 2	Male	Open (OP)	2015-16	Through Centralised counselling	4	AICTE RIFD Approved	
<input type="radio"/>	2	20180126	Test 3	Male	Scheduled Tribe (ST)	2015-16	Through Centralised counselling	3	Submitted	

Step 6: Apply for Scholarship

All the Eligible Students for claiming Scholarship will be available under “Apply for Scholarship” tab according to the academic year.

Student Status ▾ Apply for Scholarship ▾ Edit Institute Details

2015-16
2016-17

5. 2015-16 Candidate Details Verification
(Click on to Verify and Apply for Scholarship)

Search

Candidate ID	Name	Caste Category	Stream	Course ID	Course Name	Mode of Admission	Current Semester	DBT Status	Verification
123456	Test 3	Scheduled Tribe (ST)	Engineering and Technology	2107402	B.A (Hons.)	Through Centralised counselling	3	Submitted	

Click on Verification to verify the details of the student and apply for claiming scholarship.

Student Status ▾ Apply for Scholarship ▾ Edit Institute Details

2015-16
2016-17

5. 2015-16 Candidate Details Verification
(Click on to Verify and Apply for Scholarship)

Search

Candidate ID	Name	Caste Category	Stream	Course ID	Course Name	Mode of Admission	Current Semester	DBT Status	Verification
123456	Test 3	Scheduled Tribe (ST)	Engineering and Technology	2107402	B.A (Hons.)	Through Centralised counselling	3	Submitted	

Institute can see the details and attachment uploaded by student like Joining Report, Bank Passbook, Aadhaar Card.

After proper verification, the Institute have to fill all the required fields and they can either Apply or Not Approve.

Attachment:					
Joining Report		Bank Passbook		Aadhaar Card	

Is Student Admitted?

Course Duration:*

Examination Type:*

Remarks:

☒ 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.

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

Activate Windows
Go to Settings to activate Windows.

Institute have to fill all the below mentioned required fields,

1. Course Duration
2. Exam Type
3. Remarks (optional) in case of approving the student details.
4. Check on Declaration and submit the student form

Institute can click on "Not Approved" button for not approving (reopening) the student.

NOTE: After clicking "Not Approved" button application will be editable for student for resubmitting

Institute can click on "Approve & Apply for 3rd Semester" button for adding the academic year details of students.

Remarks:

☒ 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.

Kindly fill up below academic details for student

[Approve & Apply for 3rd Semester](#)

Semester/Year	Percentage/SGPA Obtained	Roll Number	Result	Continuation/Promotion Certificate	Marksheet	Certifi
1st Sem	<input type="text" value="Percentage/SGPA Obtained"/>	<input type="text" value="Roll Number"/>	<input type="text" value="- Select Resi"/>	Continuation 1st-2nd Sem	1st Sem	
2nd Sem	<input type="text" value="Percentage/SGPA Obtained"/>	<input type="text" value="Roll Number"/>	<input type="text" value="- Select Resi"/>	Promotion 2nd-3rd Sem	2nd Sem	

[Save & Upload](#)

[Back](#)

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

Go to Settings to activate Windows.

By clicking on the "Left the Institute", the student will be marked as "Left" and you cannot apply for further semesters.

33C Marksheet		33C Marksheet		33C Marksheet	
Caste Certificate:					

Admission Details:			
Is Student Admitted?:	Yes	Is Declared by Institute	Yes
Examination Type:	Semester	Course Duration:	3

Successful Maintenance Fee Payments					
Amount	Semester	Transaction Id	Transaction Date	Payment Status	Finance Remarks
50000	1st Semester			Payment Disbursed by Finance	GIA Issued

Successful Academic Fee Payments					
Academic Fee	Semester	Transaction Id	Transaction Date	Payment Status	Finance Remarks
6700	1st Year			Payment Disbursed by Finance	GIA Issued

[Left the Institute](#)

[Apply](#)

Activate Windows

Go to Settings to activate Windows.

Note: The Course Duration, Exam Type, Is Student Admitted and other details can be filled only once.

Step 7: Edit Institute Details

Under “Edit Institute Details” tab, Institute can update the details like Basic Details, Principal Details and Mentor Details any time.

Student Status ▾ Apply for Scholarship ▾ Edit Institute Details ←

Apply here if you have students but have not submitted Academic Fee and SFRC for the Academic Year of 2015-16 or 2016-17 **NEW** Apply

Basic Institute Details

Institute Id :	123401
Name:	TEST ENGINEERINGG
Address:	test 1
City:	test
District:	Mumbai
State:	Maharashtra
Affiliating University:	Affiliating University
Stream:	Engineering and Technology

Activate Windows
Go to Settings to activate Windows.

Mentor Details

Name of the Mentor:	Test Mentor
Address:	Test Address
Email Id:	test@gmail.com
Mobile Number:	6666565656
Landline Number:	56986598

Number of Students studying Details

2015-16:	1	2016-17:	1
----------	---	----------	---

- Click “Save” button to update the details.

Attachment Name	Status	View
Bank Passbook:	✓	
Mandate Form:	✓	

Fee Details:				
Academic Year	Academic Fee	Academic Fee Attachment	Fee as per State Fee Regulatory Committee	State Fee Attachment
2015-16	4343		3443	
2016-17	4343		3443	

Remarks By AICTE RIFD		
Basic Details:	AICTE RIFD Approved	Status: AICTE RIFD Approved
Fee Details 2015-16:	Approved and Verified	Status: AICTE RIFD Approved
Fee Details 2016-17:	Approved and Verified	Status: AICTE RIFD Approved

Activate Windows
Go to Settings to activate Windows.

Save

On clicking on “Apply” Button, Institute can Apply the Academic Details of the Institute(Academic Fee Details, SFRC Details etc.,) for the academic year either 2015-16 or 2016-17.

Student Status ▾ Apply for Scholarship ▾ Edit Institute Details

Apply here if you have students but have not submitted Academic Fee and SFRC for the Academic Year of 2015-16 or 2016-17 **NEW!**

Apply

Basic Institute Details	
Institute Id :	123402
Name:	TEST Nursing
Address:	TEST
City:	dfgdfg
District:	Amravati
State:	Maharashtra
Affiliating University:	TEST
Stream:	Nursing

Activate Windows
Go to Settings to activate Windows.

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

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

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

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

- Select Academic Year -

Add/Edit Yearwise Fee & Attachments

Academic Year	Academic Fee	Academic Fee Attachment	Fee as per State Fee Regulatory Committee	State Fee Attachment
2015-16	100		100	

Activate Windows
Go to Settings to activate Windows.

Back