All India Council for Technical Education

(Under Ministry of HRD, GOI)



User manual for PMKVY Student Enrollment



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Step 1: Login

- Login with Existing Credentials in AICTE Web portal.
- Navigate to PMKVY Screen.
- Navigate to PMKVY Student Enrollment (Fig 1)

AICTE - Bringing e-Governance to	ensure transparency							
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Bank Branch*:	sa	Confirm IFSC Code*:	******		Confirm Account Nun	ber*: *****	*	

Fig 1



Step 2: Enter Data in Institute Details

- Enter Bank Details in following fields (Fig 2):
 - a) Bank Name: Select from drop-down
 - b) Bank Branch: Verify and edit if required
 - c) Account Holder Name: Verify and edit if required
 - d) IFSC Code: Verify and edit if required
 - e) Confirm IFSC Code: Enter IFSC Code
 - f) Account Type: Select from drop-down
 - g) Account Number: Verify and edit if required
 - h) Confirm Account Number: Enter Account Number
 - i) MICR Code: Verify and edit if required
 - j) PAN Card

Â	Home	Change Pass	word	New/Extension Appro	val(15-16/16-17) - AD	New/Extension Approval (14-15)	Student Details	PG Data Entry	CII Questionnaire	CII Admin Screen	PMKVY	₹
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	Bank Bra	nch*:		sa		Confirm IESC Code*:	*****		Confirm Account Nu	mber*: *****	**	
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	Account	Holder Name*	:	tes		Account Type*:	Saving Account		MICR Code*:	12345	6789	
	PAN Num	ber*:				Target allocated:						
	Contact P	erson Details										
	Name*:					Email*:			Mobile Number*:			
	Declaratio	n										
	This is an AICTE.	Institute level	accoun	it. This has to be entere	ed correctly in consultati	on with the Finance Officer and Hea	ad of institute. Once ent	ered it will become non-e	ditable. The same acco	unt will be used for d	isburseme	nt of grants by
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	Tor any w	ong enu y lii t	inc abov	re data, the concerned	individually insurate will	The responsiblear have read the dec	and accept it by	reading this checkbox.				

Fig 2



- Enter PMKVY Contact Person Details (Fig 2)
 - a) Name: Full Name to be entered
 - b) Email Address: Email id of PMKVY contact person in the institute to be entered here
 - c) Mobile Number: Mobile Number of PMKVY contact person in the institute to be entered here

• Declaration (Fig 3): Read the declaration and accept it by ticking the check box

Declaration	
This is an Institute level account. This has to be entered correctly in consultation with the Finance Officer and Head of institute. Once entered it will become non-editable. The same account will be used for disbursement of grants be	
For any wrong entry in the above data, the concerned Individual/Institute will be responsible. I have read the declaration and accept it by ticking this checkbox.	/

Fig 3

Step 3: Submit the Institute Details

- Fill all the required information and click on 'Save'
- Click on 'Submit Bank Details' to submit the data (Fig 4)

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PMKVY Basic Institute	PMKVY Basic Institute Details 10									
Menu Save Subn	nit Bank Details									
Institute Details										
Application Number:	1-2059775821	Institute Name:	TEST	State:	Maharashtra 💌					
Permanent ID:		Region:	Western	District:	MUMBAI CITY					
Bank Details										
Bank Name*:	II GRAMEENA BANK 💌	IFSC Code*:	ibkl0002626	Account Number*:	1234567					
Bank Branch*:	sa	Confirm IFSC Code*:	******	Confirm Account Number*:	******					
		comministic code i								



Note: Please note that New button in Batch details will be enabled only after the details are submitted



Step 4: Creating a New Batch

- After filling the complete data in the institute details, scroll down to PMKVY Student Batch
- Click on **New** button to create a new record in the batch details
- Enter Data in Following Field:
 - a) Batch Start Date
 - b) Batch End Date
 - c) Students Enrolled in that particular sector specialization
 - d) Enrollment Closure Date
 - e) No. of Training Days per week
 - f) Number of Training hours per day

	ndine::				CIIIdii `;				Mobile Number :	PMKVY Application	PMKVY Stude	nt Enrollment
	eclaration											
	his is an Institut ICTE.	e level account. This h	as to be entered o	orrectly in consultati	ion with the Finan	ce Officer and Hea	ad of institute. Once	entered it will become non-e	ditable. The same accou	nt will be used for d	isbursement of	grants by
	or any wrong en	try in the above data, t	he concerned Ind	lividual/Institute wil	l be responsible.I	have read the dec	laration and accept	it by ticking this checkbox.				
Б	PMKVY Stud	Jent Batch										1 - 1 of 1
f	Batch ID	Batch Start Date	Sector	Specialization	NSOF Level	No of Hours	Batch End Date	Students Enrollec Enrollme	nt Closure Date	No of Training Da	vs Per Week	1-1011
)	1-3059260001	02/09/2016	Agriculture	Micro Irrigation Tec	:-••		30/09/2016	100			,	

Fig 5

g) **Sector:** Select sector from the popup window. (Fig 6) Click on the icon in the sector field. Once sector is selected, NSQF Level, Sector, Specialization and No. of hours will be auto populated

ec Enrollment Closure Date No of Training Days Per Week
,



Step 5: Enter the details of Students Enrolled

- After creating a Batch, scroll down to PMKVY Student Enrollment
- Create a New record by Clicking on New button
- Enter the details in the following fields:
- a) Title: Select from drop-down
- b) First Name
- c) Middle Name
- d) Last Name
- e) Mother's Name
- f) Father's Name
- g) Res Phone
- h) Mobile Number
- i) Gender
- j) Date of Birth(DD/MM/YYYY)
- k) Sector: Auto populated
- I) Specialization/Job Role: Auto populated
- m) NSQF Level: Auto populated
- n) Record Created On: Auto populated
- o) Date of Admission(DD/MM/YYYY)
- p) If Left the Course Date on which left the course
- q) Email Address
- r) Alternate e-mail address
- s) Religion: Select from drop-down
- t) Category as per Caste/Validity Certificate: Select from drop-down
- u) Is Physically handicapped: Select from drop-down
- v) Type of Disability:
- w) Date of completion of Training
- x) % Marks Obtained /Grade (If awarded)
- y) Aadhar ID (UID)
- z) Do you have National Population Register(NPR) card: Select from drop-down
- aa) NPR Card Number
- bb) Permanent Address line 1
- cc) Permanent Address Line 2
- dd) Permanent Address Line 3
- ee) Home State of the student
- ff) Highest Education Attained



- gg) Training Status
- hh) Home District of the student
- ii) Country
- jj) Pincode

Create separate batch for each sector and specialization. Scroll down to add Students in that particular batch.

Step 6: Attachment Against Students

- Scroll down to Attachments
- Click on New
- Select attachment type from drop-down and upload the attachment.
- Aadhaar Card id required against all the students.
- One by one select each student and scroll down to add Aadhaar card against that particular student.

Step 7: Attachment Against Institute

- Navigate to PMKVY Institute Attachment Fig 7
- Click on New button to create new record
- Select attachment type from drop-down and upload the attachment. Mandate form is mandatory in Institute Attachments.
- Click on Mandate Form to navigate to Mandate Form.

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1 2050260001	Datch Start Date	Agriculture	Specialization	insQr Level	NO OF HOURS	20/00/2016	Students Enrollet	chroninent cio	sure Date	NO OF TRAINING Days Per V	VEEK
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Training Statu	lew Delete Save	Email Address	Alternate Email	Religion Muslim	Category as per Open	Caste/Validity Cer I	Physically Handicar)? ▼	Type of disability	Date of Completic	1 - 1 of n of Training

Fig 7



Step 8: Submission of Batch Details

- Ensure all the details are filled and attachments are attached.
- All the attachments should be either pdf or image (jpg or png)
- Click on 'Submit' button as shown in Fig 8
- The batch details have to be submitted individually for each batch.
- Select each batch one by one and click on Submit.
- No editing will be allowed in the particular batch once details are submitted.

'	Name*:	test			Email*:		ss@ss.com		Mobile Number*:	PMKVY Application 123456 /890
D	eclaration his is an Institute	level account. This has	to ntered co	rrectly in consultati	on with the Finan	ce Officer and Hea	d of institute. Once	entered it will become no	on-editable. The same accou	int will be used for disbursement of grants by
A	ICTE. or any wrong entr	ry in the above data, th	e cc rned Indiv	idual/Institute wil	be responsible.I	have read the decl	aration and accept	it by ticking this checkbo	X.	7
M	PMKVY Stude	ent Batch w Save Delete	Submit							1 - 3 of 3
	Batch ID	Batch Start Date	Sector	Specialization	NSQF Level	No of Hours	Batch End Date	Students Enrolled	Enrollment Closure Date	No of Training Days Per Week
	1-3059471601	01/10/2016	Apparel	Layer Man	4	50	29/10/2016	1	20/10/2016	3
>	1-3059477711									
	1-3059308201	01/09/2016	Construction	Mason Concrete	4	40	30/09/2016	1	19/09/2016	4





All India Council for Technical Education

Nelson Mandela Marg, Vasant Kunj, New Delhi - 110067

Mandate Form (For Institutes / Colleges)

Name of the Institute	
Permanent ID of the Institute	
Head of the Institute (Tick one)	Director/Registrar/ Principal
Type of Institute (Tick one)	Govt./Self Finance/Private etc.
Address of Institute	
	PIN
PAN of the Institute	
Telephone No. of the Head of the	
Institute	
E-Mail id of the Head of the Institute	
Name of Bank where RTGS amount is	
to be sent	
Branch Name	
Address of the Bank	
	PIN
Telephone No. of the Bank	
Name of the A/c holder	
Account Type (Tick one)	Savings Bank/Current Account
Account Number (Full):	
Banker's IFSC Code:	

It is declared that all information we have provided are true in all respect.

Signature of Account holder Or authorized Signatory with Seal

Banker's Signature and Seal

Date : Place :

- **Note:** (1) All Data needs to be filled mandatorily for facilitating RTGS transfer of the amount against Institute name.
 - (2) Name of Institute and Name of Account holder should be same for remitting RTGS.