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)

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**

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 by AICTE.

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)**

Fig 4

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

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

Fig 6

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
l) **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**.

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.

PMKVY Student Batch

Menu ▼ | New | Save | Delete | 1 - 1 of 1

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	N
> 1-3059260001	02/09/2016	Agriculture	Micro Irrigation Tech			30/09/2016	100			

PMKVY Student Enrollment | PMKVY Institute Attachment

Menu ▼ | New | Delete | Save | 1 - 1 of 1

Training Status	Course Left Date	Email Address	Alternate Email	Religion	Category as per Caste/Validity Cer	Physically Handicap?	Type of disability	Date of Completion of Training
>				Muslim	Open			
				Muslim				

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.

Fig 8

All India Council for Technical Education

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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.