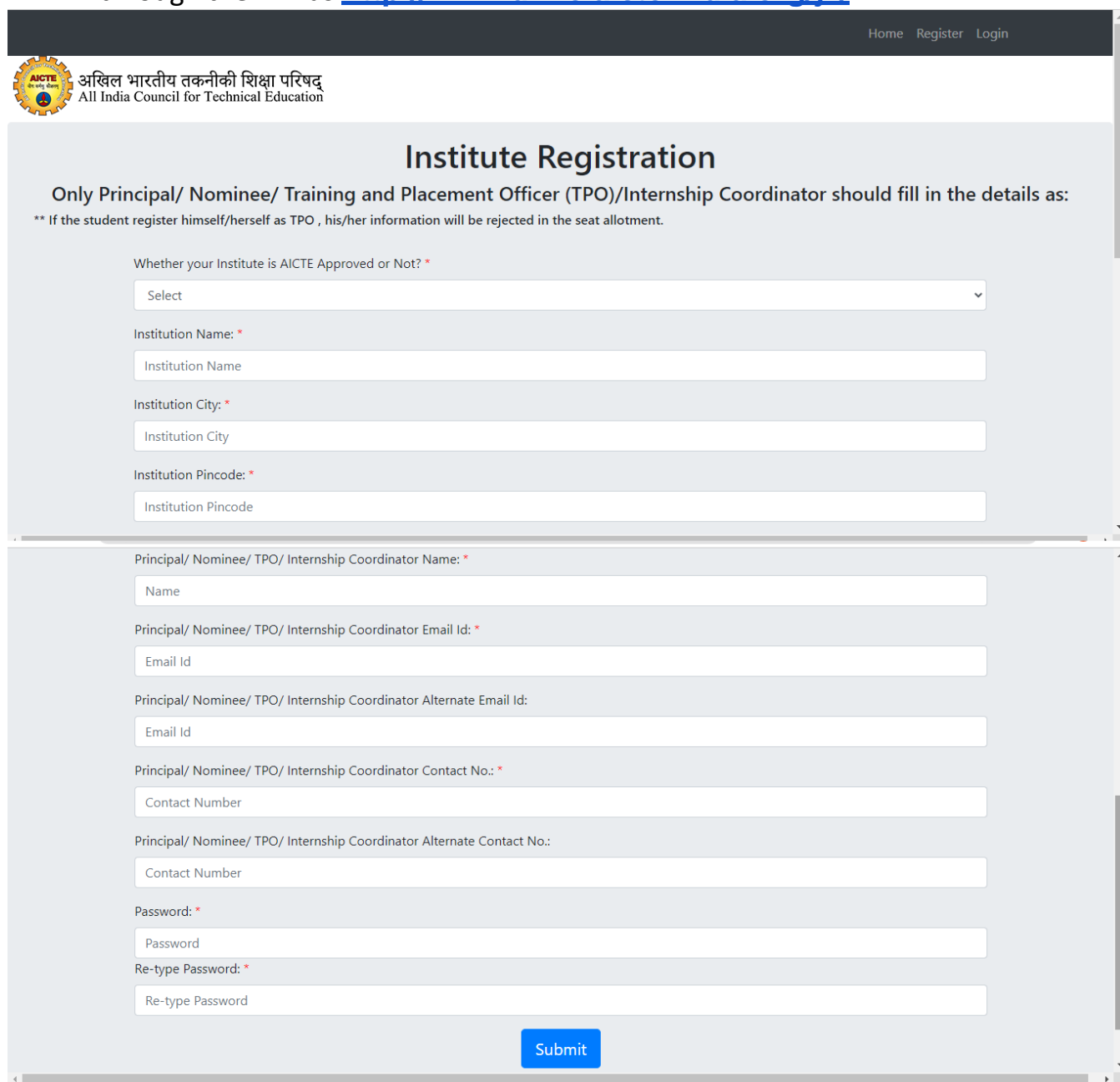


Guidelines – How to Apply?

Any higher education Institute situated in Jammu, Kashmir & Ladakh can nominate the students through Training and Placement Officer/Internship Coordinator/Director/Principal/Nodal Officer.

The steps are as follows: -

- TPO/Internship Coordinator/Director/Principal/Nodal Officer can register online through the link available at **AICTE Website** (<https://www.aicte-india.org/>) under **Quick Links** section or directly through the link as <http://www.drive.aicte-india.org/jk/>



The screenshot shows the 'Institute Registration' form on the AICTE website. The form is titled 'Institute Registration' and includes a note: 'Only Principal/ Nominee/ Training and Placement Officer (TPO)/Internship Coordinator should fill in the details as: ** If the student register himself/herself as TPO , his/her information will be rejected in the seat allotment.' The form fields are as follows:

- Whether your Institute is AICTE Approved or Not? * (Dropdown menu with 'Select' option)
- Institution Name: * (Text input field)
- Institution City: * (Text input field)
- Institution Pincode: * (Text input field)
- Principal/ Nominee/ TPO/ Internship Coordinator Name: * (Text input field)
- Principal/ Nominee/ TPO/ Internship Coordinator Email Id: * (Text input field)
- Principal/ Nominee/ TPO/ Internship Coordinator Alternate Email Id: (Text input field)
- Principal/ Nominee/ TPO/ Internship Coordinator Contact No.: * (Text input field)
- Principal/ Nominee/ TPO/ Internship Coordinator Alternate Contact No.: (Text input field)
- Password: * (Text input field)
- Re-type Password: * (Text input field)

A blue 'Submit' button is located at the bottom of the form.

- After the successful registration, TPO can login to the portal through login credential provided on his email id.

- Now TPO can add the details of the student which are as follows:
 - Student Name, Date of Birth (DOB), Email id, Roll Number, Level (UG or PG), Branch (Major Discipline), Preference1, Preference2, Preference3, 10th Percentage, 12th Percentage, UG percentage.
 - For PG Students, UG percentage is necessary and for UG students it is not the required field.
 - At least one preference should be given for one student.
 - Before deciding the preferences, TPO can download the total seat distribution in different Institutes (branch and level wise) from the home page.

Note:

1. If you submit after adding students you will not be able to change any information of those students.
2. If you save after adding students you will be able to change any information of those students.
3. The data once submitted cannot be changed, so submit all the data carefully.
4. For Under Graduate students, XIIth %age is required and for Post Graduate students UG %age is required.
4. For Under Graduate students, UG %age is not required, you can fill 0.

drive.aicte-india.org/jk/institute.php?msg=successfully_logged_in&id=1626948216

Student Information

Note:

1. If you submit after adding students you will not be able to change any information of those students.
2. If you save after adding students you will be able to change any information of those students.
3. The data once submitted cannot be changed, so submit all the data carefully.
4. For Under Graduate students, XIIth %age is required and for Post Graduate students UG %age is required.
4. For Under Graduate students, UG %age is not required, you can fill 0.

Number of students whose details is to be added: *

Name *	Date of Birth *	Email id *	Contact Number *	Enrollment No. *	Pursuing *	Major Discipline *	Preference1 *	Preference2	Preference3	Xth (%) *	XIIth (%) *	%age in UG
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Save Submit

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- TPO can save the details of the student if they want to edit it in future. Once submitted, student's details cannot be edited.

drive.aicte-india.org/jk/institute.php?msg=successfully_logged_in&id=1626948216

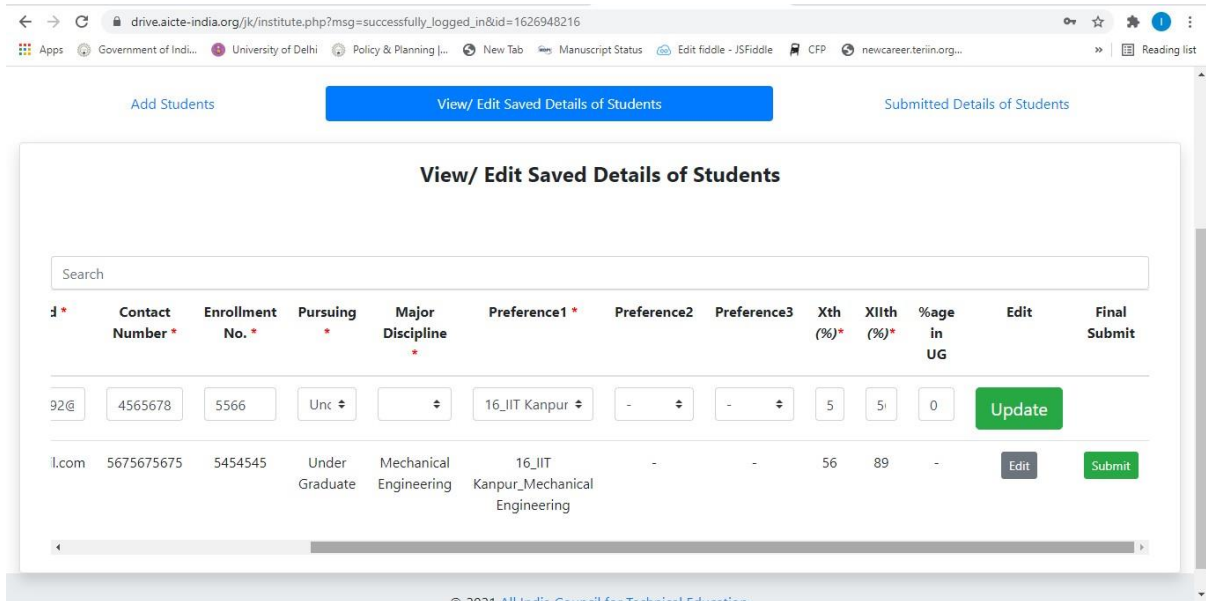
Add Students View/ Edit Saved Details of Students Submitted Details of Students

View/ Edit Saved Details of Students

Search

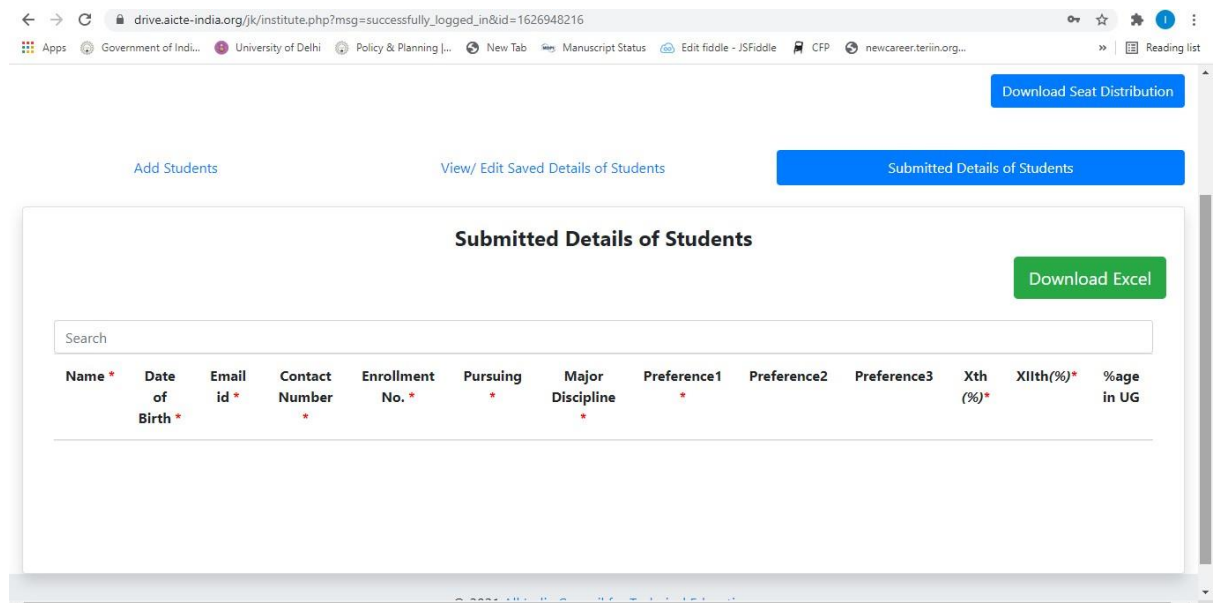
mail id *	Contact Number *	Enrollment No. *	Pursuing *	Major Discipline *	Preference1 *	Preference2	Preference3	Xth (%) *	XIIth (%) *	%age in UG	Edit	Final Submit
2@gmail.com	4565678678	5566	Under Graduate	Mechanical Engineering	16_IIT Kanpur_Mechanical Engineering	-	-	56	56	0	Edit	Submit
gmail.com	5675675675	5454545	Under Graduate	Mechanical Engineering	16_IIT Kanpur_Mechanical Engineering	-	-	56	89	-	Edit	Submit

- For the saved students' details, there are two options available:
 - 1) Edit: On clicking, TPO can modify the details and save/update it.



2) Final Submit: Once all the correct details of the student have been filled, TPO can submit the details finally.

- After submitting the details, TPO can check the details under **Submitted Details Tab**



- After last date of submission is over only submitted details will be considered for evaluation and seat allocation. So TPO should submit all the details carefully before last date i.e., 31th May, 2023.
- After the deadlines, TPO will not be able to add any student's details, he/she can only see the details of the student submitted.