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/

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uder	ncipal/ Nominee/ Training and Placement Officer (TPO)/Internship Coordinator should fill in the out tregister himself/herself as TPO , his/her information will be rejected in the seat allotment.	details
	Whether your Institute is AICTE Approved or Not? *	
	Select ~	
	Institution Name: *	
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	Principal/ Nominee/ TPO/ Internship Coordinator Name: *	
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	Principal/ Nominee/ TPO/ Internship Coordinator Contact No.: *	
	Contact Number	
	Principal/ Nominee/ TPO/ Internship Coordinator Alternate Contact No.:	
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• After the successful registration, TPO can login to the portal through login credential provided on his email id.

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- 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 studentsit 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.

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			Download Seat Distribution
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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.

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

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- 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**

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- 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.