



# Directorate of Students' Welfare

MOST URGENT

Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-110078,

Website: <http://ipu.ac.in>, Email id: [sports@ipu.ac.in](mailto:sports@ipu.ac.in)

No. F. /IPU/DSW/19/ 1154

Dated: - 10.01.2025

## Notice

**Subject:- Submission of Online Time Registration (OTR) on SSSJKL Portal.**

Reference email received from office of Hon'ble Vice Chancellor dated 10.01.2025 forwarding the email of SSSJK&L, regarding **Submission of Online Time Registration (OTR) on SSSJKL Portal of Jammu & Kashmir and Ladakh Students for the academic year 2024-25.**

All the Students of the University belongs to UTs of Jammu & Kashmir and Ladakh are requested to mandatorily generate OTR at <https://scholarships.gov.in/Students> as per attached details.

*Vandana*  
(Prof. Vandana Singh)  
Associate Director, SW

**Copy to:-**

1. All Deans/Director, USS/Centre, GGSIPU
2. All Directors/Principals of the affiliated Institutes of the University.
3. Project Director, UITS with a request to please upload the notice on the University website under the link of Directorate of Students' Welfare.
4. AR to VC for information of the Hon'ble Vice Chancellor.
5. AR to Registrar for information of the Registrar.
6. Guard File.

{(Please circulate the notice  
among all students)

*Surinder Singh*  
10/01/25  
(Surinder Singh)  
Section Officer, SW



# **PRADHAN MANTRI UCHCHATAR SHIKSHA PROTSAHAN YOJANA**

**SPECIAL SCHOLARSHIP SCHEME FOR THE  
STUDENTS OF UTs OF JAMMU & KASHMIR AND LADAKH  
ACADEMIC SESSION 2024-25**

**Implemented By:**

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, NELSON MANDELA ROAD,  
VASANT KUNJ NEW DELHI**

**Website: [www.aicte-india.org](http://www.aicte-india.org) [Email-jkadmission2024@aicte-india.org](mailto:Email-jkadmission2024@aicte-india.org), Ph-011-29581051**

# WORKFLOW FOR IMPLEMENTING THE OTR PROCESS IN THE INSTITUTE PREVIOUS SESSIONS

## STEPS FOR INSTITUTE TO COMPLETE THE OTR PROCESS

- **Step 1: Enter Institute ID and Password.** The institute needs to log in by entering their unique Institute ID and password on the portal's login page.

 PMSSS J&K Scholarships

Sign In

[Click here to Register](#)

Once the portal is opened, please select the appropriate session (e.g., 2021-22).

You will then see the number of students allocated for that session. Please repeat this process for all the sessions.

After selecting a session, you will be able to view the list of students for that particular session.

The screenshot shows a web portal interface. At the top, there is a navigation bar with several menu items: Student Status, Apply for Scholarship, Institute Details, Edit Institute Details, Allotted Candidates (New), Verify Payments, Passbook, Announcements, and Course Completion. Below this, there are more options: Undertaking and Academic Fee. The main content area displays "List of (2024-25) Students" and "User Management" with a dropdown menu for "Under PMSSS" set to "HSC" and a year selection dropdown currently showing "2024-25". A search bar and refresh icon are also present. Below the navigation is a table with the following columns: Sr. No., Student Id, Name, Admission Mode, Course Name, Application Status, DBT Status, OTR, Aadhar Details, Physical Joining, and Mark Left/Not Admitted. The table contains six rows of student data.

Sr. No.	Student Id	Name	Admission Mode	Course Name	Application Status	DBT Status	OTR	Aadhar Details	Physical Joining	Mark Left/Not Admitted
1	2024069546	AMIT KUMAR	Through Centralised counselling	CIVIL ENGINEERING	Seat Allocated - RC	New	Fill OTR	Accepted	Accepted	
2	2024099668	TANIA SHARMA	Through Centralised counselling	MECHANICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
3	2024100898	ANKIT SHARMA	Through Centralised counselling	CIVIL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
4	2024105062	DIVANSHI SHARMA	Through Centralised counselling	CHEMICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
5	2024107385	SAMRAT SURYA DEV SINGH	Through Centralised counselling	METALLURGICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
6	2024125427	SAGAR SHARMA	Through Centralised counselling	MECHANICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	

- For each student listed, click on the "FILL OTR" option to enter the OTR details. Kindly ensure that you enter the correct OTR ID for each student. Important: If you enter an incorrect OTR ID, please email the correct details to [pmsssnodalofficer@aicte-india.org](mailto:pmsssnodalofficer@aicte-india.org).

The screenshot displays a web portal interface. At the top, there are navigation links: "Student Status", "Apply for Scholarship", "Institute", "Classbook", "Announcements", and "Course Completion". Below these are "Undertaking" and "Academic Fee" sections. A modal window titled "One Time Registration Details for: AMIT KUMAR" is open, showing a form to "Enter the OTR Id:" with a text input field and a "Submit" button. Below the modal is a table with the following data:

Sr. No.	Student Id	Name	Admission Mode	Course Name	Application Status	DBT Status	OTR	Aadhar Details	Physical Joining	Mark Left/Not Admitted
1	2024069546	AMIT KUMAR	Through Centralised counselling	CIVIL ENGINEERING	Seat Allocated - RC	New	Fill OTR	Accepted	Accepted	
2	2024099668	TANIA SHARMA	Through Centralised counselling	MECHANICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
3	2024100898	ANKIT SHARMA	Through Centralised counselling	CIVIL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
4	2024105062	DIVANSHI SHARMA	Through Centralised counselling	CHEMICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
5	2024107385	SAMRAT SURYA DEV SINGH	Through Centralised counselling	METALLURGICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	
6	2024125427	SAGAR SHARMA	Through Centralised counselling	MECHANICAL ENGINEERING	Seat Allocated	New	Fill OTR	Accepted	Accepted	

- Once the OTR ID is submitted, it should be **visible** on the institute portal. Please repeat this process for all the students across all sessions that have been allotted.



**Note to INO's:** Please ensure that this task is completed by the end of the day.






Student Status ▾ Apply for Scholarship ▾ Institute Details Edit Institute Details Allotted Candidates (New) ▾ Verify Payments ▾ Passbook Announcements Course Completion ▾

Undertaking **NCMI** ▾ Academic Fee **NCMI** ▾

List of (2023-24) Students allotted to your Institute Under PMSSS HSC ▾

User Manual for Admission 2023-24

Search   

Sr. No.	Student Id	Name	Admission Mode	Course Name	Application Status	DBT Status	OTR	Aadhar Details	Physical Joining	Mark Left/Not Admitted
1	2023101923	PAWAN KUSHVAHA	Through Centralised counselling	MECHANICAL ENGINEERING	Seat Allocated	Admitted and Verified	OTRww32	Accepted	Accepted	
2	2023148537	GULSHAN KUMAR	Through Centralised counselling	ELECTRICAL AND ELECTRONICS ENGINEERING	Seat Allocated - RC	Admitted and Verified	234234	Accepted	Accepted	
3	2023148538	ABHIJEET SHARMA	Through Centralised counselling	ELECTRONICS & COMMUNICATION ENGG	Seat Allocated - RC	Admitted and Verified	202325002044258	Accepted	Accepted	
4	2023175616	DIVAKSHI RATHORE	Through Centralised counselling	COMPUTER SCEINCE & ENGINEERING	Seat Allocated	Admitted and Verified	testOTR	Accepted	Accepted	
5	2023153367	KANIKA BHARDWAJ	Through Centralised counselling	CHEMICAL ENGINEERING	Seat Allocated - RC	Consultant Approved	12345678910	Accepted	Accepted	
6	2023257448	SAHIL BHAGAT	Through Centralised counselling	METALLURGICAL ENGINEERING	Seat Allocated - RC	Submitted	12345678910	Accepted	Accepted	