

**GENERAL INSTRUCTIONS FOR FILLING UP OF RENEWAL APPLICATION**  
**FORM for 2022-23**

1. Read the following instructions carefully before filling up of Renewal Application Form for Pragati/ Saksham Scholarship Scheme.
2. Candidates can upload their correct documents by logging through their registered User ID & Password in AICTE portal.
3. For filling and submitting the application form, the following mandatory documents are required to be attached:
  - i) **Promotion Certificate:** Please download the format of Promotion Certificate (as enclosed) and upload the same duly signed by the Head of the Institution on the letterhead of the institution.
  - ii) **Tuition Fee Receipt:** Tuition Fee paid receipt for current academic year 2022-23 of the course, clearly indicating the tuition fee amount.
  - iii) **Miscellaneous Fee Receipt:** Miscellaneous fee receipt of amount paid towards the purchase of Books/ Equipment/ Softwares/ Laptop/ Desktop/ Vehicle/ Fee paid towards competitive examination applications forms/exam.
4. Tuition fee reimbursement will not be considered without tuition fee paid receipt issued by institution.
5. Clearly mention the Tuition and Miscellaneous fees at the space provided.
6. The document size not more than 2MB and must be ".pdf" ".jpg" or ".jpeg" format.
7. If documents are not getting uploaded (preview) in .jpg format, try to upload files in .png/ .pdf format.
8. The documents must be legible. failing which, your document will not be considered for reimbursement purpose.
9. Before submitting renewal application, students are advised to ensure that promotion certificate, tuition fee receipt, miscellaneous fee receipt etc. have been uploaded in the application form correctly. After submission of application, no further request shall be entertained to upload any leftover/ additional documents in support of claim.
10. Last date for submission of application has been extended till 17<sup>th</sup> January 2023. failing which, your case will be treated as closed.