Capacity building Program on Online Portal of Swami Vivekananda Merit cum Means Scholarship (https://svmcm.wbhed.gov.in)

for

Head of the Institutions

Government of West Bengal
Education Directorate

NIC

Timeline for Online Application

Application Type	Start Date	End Date
Fresh Application 2017	11th September, 2017	30th November, 2017
Kanyashree (K3) Application 2017	11th September, 2017	30th November, 2017
Renewal of Application 2016	11th September, 2017	----

Eligibility Criteria for Fresh Application

- For **Higher Secondary level** minimum **75%** marks in **10th Standard** from State board /Madrasha board/Visva Bharati

- For **Undergraduate level** minimum **75%** marks in **10+2 exam** from State board /Madrasha board /Visva Bharati

- For **Post graduation level** minimum **53%** marks in **Graduation**(**55%** for Engineering and Technical students under DTE)

- Family income should not be more than Rs. **2,50,000**

- Should have **domicile of West Bengal**

- **No academic year Gap** with previous board/council/university examination

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Eligibility Criteria for K3

- **Sanctioned K2 beneficiary**

- **Graduate** at the time of application & get **admission for PG in current academic session**

- Secured minimum **45%** marks in **Graduation**

- **No year Gap** between Graduation and Post Graduation

- Both **married** and **unmarried** girls can apply

- **No age limit**

- Should have **domicile of West Bengal**

Eligibility Criteria for Renewal Application

- Admission in the next higher class due to promotion by passing in the first attempt

- Minimum **60% marks in aggregate** should be obtained in **promotional examination** under **Higher Secondary Level, UG Level and Diploma Level**

- **50%** marks in **promotional examination** at **PG Level**

- Should have **domicile of West Bengal**

Process Description for Fresh Application

1 Register Online

2 Login and Submit Scholarship Application

3 Upload Scanned Supporting Document

4 Finalize Scholarship Application

5 Generate HOI verification certificate

6 Final Submission of Scholarship Application

Process Description for K3 Application

1 — **Kanyashree Authentication:** Authentication of K2 data with K2 year, Kanyashree ID, Beneficiary name, DOB, Father's name and Mother's name

2 — Register Online after successful authentication

3 — Login and Submit K3 Application

4 — Upload Scanned Supporting Document

5 — Finalize K3 Application

6 — Generate HOI verification certificate

7 — Final Submission of K3 Application

Process Description for Renewal Application

1 — **Renewal Authentication:** Authentication of Renewal data with the Bank A/C No. of Applicant on which 1st year scholarship was sanctioned

2 — Register Online after successful authentication

3 — Login and Submit Renewal Application

4 — Upload Scanned Supporting Document

5 — Finalize Renewal Application

6 — Generate HOI verification certificate

7 — Final Submission of Renewal Application

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Supporting Documents To be Uploaded

For Fresh and Kanyashree(K3) Application:

- **Admit Card** of Madhyamik Examination or its equivalent

- **Mark sheet** of Madhyamik Examination or its equivalent (Both sides)

- **Admit Card** of last Board/Council/University/College examination

- **Mark sheet** of last Board/Council/University/College examination (Both sides)

- **Income certificate** of family (**Not Applicable for Kanyashree**)

- **Income Affidavit** (**Not Applicable for Kanyashree**)

Supporting Documents To be Uploaded

For Fresh and Kanyashree(K3) Application:

- **Domicile certificate** as **Voter ID/Ration card/Aadhaar ID/Certificate Issued by competent authority**

- Scanned copy of **Bank Passbook** (1st Page, **containing A/C No.**)

For Renewal application:

- Copy of the **Mark sheet** of the **last promotional examination** in the present course of study (Both sides and in case of semester examination system, year wise semester Mark sheets)

- **Admission receipt** for the promotion to the next higher class

- **1st page of the Bank Passbook** and the leaf of the Passbook in which the credited **Scholarship amount of last year has been shown**

Responsibilities of HOI

- **Verify signed HOI verification certificate**

- **View and download** the scholarship application

- **Verify** scholarship application

- Key areas for verification is as follows,

   a) **Marks obtained in last examination**   b) **Family Income certificate**

   c) **No academic year gap**   d) **Domicile certificate issued by competent authority**

   e) **Admission receipt** for the promotion to the next higher class(**for Renewal Application**)

- **Forward** the scholarship application to the directorate end with remarks

- **Reject** the scholarship application **with reason** for rejection

- **Change password** using password policy

Screen Shots(Home Page)

Screen Shots(Login)

DIRECTORATE LEVEL USER
- DPI Administrator (DPI-A)
- DME Administrator (DME-A)
- DTE Administrator (DTE-A)
- DTE&T Administrator (DTE&T-A)
- DSE Administrator (DSE-A)
- Directorate of Public Instruction (DPI)
- Directorate of Medical Education (DME)
- Directorate of Technical Education (DTE)
- Directorate of Technical Education & Training (DTE&T)
- Directorate of School Education (DSE)
- DPI ASSISTANCE (DPI)
- DME ASSISTANCE (DME)
- DTE ASSISTANCE (DTE)
- DTE&T ASSISTANCE (DTE&T)
- DSE ASSISTANCE (DSE)

DISTRICT LEVEL USER
- District Inspector of School (DI)

INSTITUTE LEVEL USER
- HEAD OF INSTITUION (HOI)

Sign In for Scholarship

Select User Type

User Name

Password

62qbzn   Security Code

Login

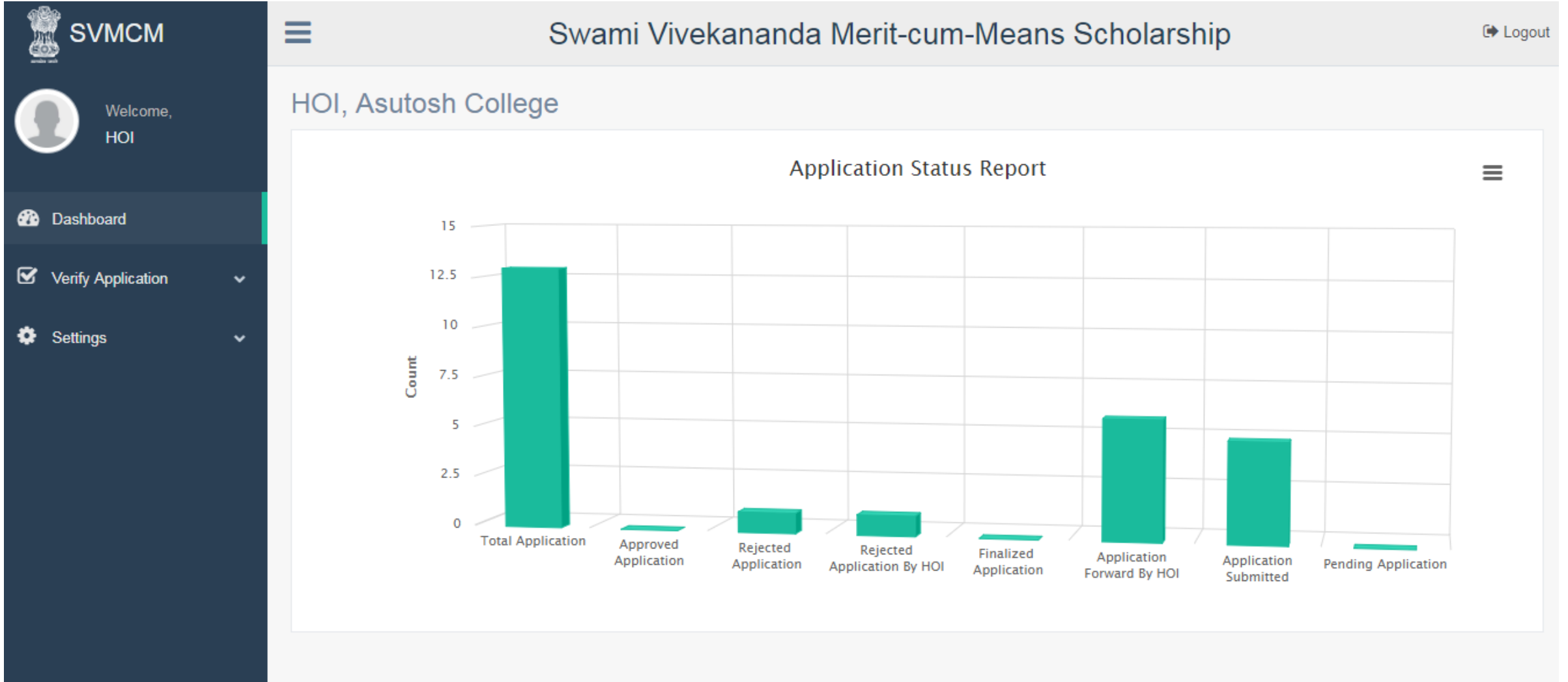**Select User Type**

Enter User Name

Enter Password

Enter Security Code

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Screen Shots(Dashboard)

Screen Shots(Verify Application)

Welcome,
HOI

Dashboard

Verify Application

View Fresh Application

View Renewal Application

View Kanyashree Application

Settings

Applicant List of Asutosh College

Select Course : *   ALL

Course wise filtration of Scholarship Application

All List | Forward List | Reject List | Pending List

Status wise filtration of Scholarship Application

Show 10 entries

Search:

Key value wise filtration

All Applicant List

#	Applicant ID	Applicant Name	Course	Decipline	Status	Action
1	WB1171504955341	SUMITRA CHATTERJEE	MFA	FA	Application Submitted	View Profile
2	WB1171505898588	SURYA RAY	M.LIB	LIB	Application Forwarded by HOI	View Profile
3	WB1171505905760	RAMAN SEN	M.LIB	LIB	Application Submitted	View Profile
4	WB1171505916592	RAMEN HALDER	MLF		Application Submitted	View Profile
5	WB1171504678193	SONIA SEN	B.SC	COMPUTER SCIENCE	Application Submitted	View Profile
6	WB1171505974152	SUKANTA SEN	B.A		Application Forwarded by HOI	View Profile

View Scholarship Application

Showing 1 to 6 of 6 entries

Previous 1 Next

Screen Shots(View Application)

View Applicant Profile

Download Scholarship Application

⬇ Download Application Details

Basic Details	˅

Personal Details	˅

Upload Documents	˅

Admit Card of Madhyamik Examination or its equivalent	Download	Mark sheet of Madhyamik Examination or its equivalent(Both sides)	Download
Admit Card of last Board/Council/University/College Examination	Download	Mark sheet of last Board/Council/University/College Examination	Download
Income Certificate of Family	Download	Income Certificate Affidavit	Download
Domiciliary certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority	Download	Scan copy of Bank Passbook (1st Page containing A/C number)	Download
Delcaration of Head of the Institution	Download		

Verify & Forward to Directorate

Verify & Forward Application   Reject Application

Reject Scholarship Application

NIC

Screen Shots(Forward Application)

View Applicant Profile   ✕

⚠ Confirmation   ✕

Are you sure to Forward Scholarship
Application to Directorate level?

⬇ Download Application Details

Basic Details   ⌄

Personal Details   ⌄

YES   NO

Upload Documents   ⌄

ENTER REMARKS

Enter Remarks for Verification

Admit Card of Madhyamik
Examination or its equivalent   valent(   )

Admit Card of last   Download
Board/Council/University/College   ity/College
Examination

Income Certificate of Family   davit   Download

Submit   Cancel

Domiciliary certificate as Aadhaar   Download   Sca copy of Bank Passbook (1st   Download
ID/Voter ID/Ration card/Certificate   containing A/C number)
Issued by concerned authority

Click on Submit

Delcaration of Head of the Institution   Download

Verify & Forward Application   Reject Application

Screen Shots(Reject Application)

View Applicant Profile   ✕

⬇ Download Application Details

⚠ Confirmation   ✕

Are you sure to Reject Scholarship
Application?

Basic Details   ⌄

Personal Details   YES   NO   ⌄

Upload Documents   ⌄

Admit Card of Madhyamik   D   ENTER CAUSE OF REJECTION   **Enter**
Examination or its equivalent   ivalent   **Reason for**
                                                                     Rejection

Admit Card of last   D   Download
Board/Council/University/College   ity/College
Examination

Income Certificate of Family   D   davit   Download

Domiciliary certificate as Aadhaar   Download   S n copy of Bank Passbook (1st   Download
ID/Voter ID/Ration card/Certificate   P e containing A/C number)
Issued by concerned authority

Delcaration of Head of the Institution   Download

                              Submit   Cancel

**Click on
Submit**

Verify & Forward Application   Reject Application

Password Activation Process for Head of the Institution
of
Swami Vivekananda Merit cum Means Scholarship

Password Activation link will be sent to the registered Email ID of the HOI

Enter the password using password policy and click on "Submit" to activate the password

Password Policy

- **Password should be strong**

- **Password should contain minimum "Eight Characters"**

- **Password should contain atleast one "Upper Case Alphabet(i.e. A-Z)"**

- **Password should contain atleast one "Lower Case Alphabet(i.e. a-z)"**

- **Password should contain atleast one "Numeric Character(i.e. 0-9)"**

- **Password should contain atleast one "Special Character(i.e.@#$^*_)"**

Thank You