Password Activation Process through Registration (For HOI under DPI)

i. First open the web portal of Swami Vivekananda Merit cum Means Scholarship from any browser. (https://svmcm.wbhed.gov.in)



Fig:1

ii. Then click on 'Login Activation For HOI Under DPI' option, given at top right side of the home page.



Government of West Bengal	erit-cum-Means Scholarship	Home About	How To Apply	Downloads -	Contact
College Registration					
Select District*	Please Select		~		
Select Institution*			×		
Enter AISHE Code*					
Enter Name of HOLE	(For Example: if AISHE code is C-1234 then enter C1234)				
Enter Mobile No. of HOI*					
Enter Office Phone No.					
Enter Email ID of HOI*					
	Submit Registration				
	Fig:3				
Select District*	SILIGURI		÷		
Select Institution*	TEST COLLEGE		~		
Enter AISHE Code*	C1234				
	(For Example: if AISHE code is C-1234 then enter C1234)				
Enter Name of HOI*	DF 1651 Name				
Enter Mobile No. of HOI^	022654847112				
Enter office I flohe fito.					

iv. After the submission of registration form a success message regarding the registration will be shown

Registration has been don	e successfully. The Password Activation link has been send to the Email address:soumyapratimbanerjee@outlook.com
Select District*	Please Select V
Select Institution*	
Enter AIGUE Codet	
Enter AISHE Code*	(For Example: if AISHE code is C-1234 then enter C1234)
Enter Name of HOI*	
Enter Mobile No. of HOI*	

If the given College Name, AISHE code and Email Id is verified with the data stored in the application then v. Password Activation Link will be sent to the registered mail id immediately after the registration. Otherwise an approval from Directorate end will be needed. After the approval from Directorate end, Password Activation Link will be sent to the registered mail id.

Inbox 9	Password Activation link from Swami Vivekananda Merit cum Means Scholarship
Junk Email Drafts Sent Items	Swami Vivekananda Merit cum Means Scholarship Portal <system-noreply@gov.in> 🖪 🦻 Reply all 🗸 Today, 10:49 You 🗧</system-noreply@gov.in>
Deleted Items Archive	Sir/Madam,
	We are sending the password activation link for your early necessary action. Please dick on the link below and set password for institution login.
	https://svmcm.wbhed.gov.in /page/active_password_for_institution.php?param1=QRVMuZFRNhnVGFUP1m2===AUVZ1caVIWzdIRRJjUspVU1m3=QRVMSZIRJhnVGFUP1 m4==AFVx4mVVR2ShFjTWZVb0VIVW9GeZhFaSJIVaNVTWJVU

On click of the link in the mail, user will be forwarded to password activation page. Set a pasword vi. according to the password policy. After that click on 'Submit' button.

Enter Password*	******	Password Pol
	Passwords match!	
Enter Confirm Password*	•••••	
680019	b8cqj9	0

Fig:7

vii. After successful activation of password, a success message will be shown and an email containing User Id will be sent to the registered mail id.

Your Password has been activated successfully. Confirmation regarding the password activation details has been sent to your registered email address.
Fig.9





ix. A pop up to sign in will be appeared. At first select the user type as '**HEAD OF THE INSTITUTION**', then enter **User Id**, received at registered email and chosen **Password**, set from password activation link. At last enter the **Security Code** and click on the '**Login**' button.

Swami Vivekananda Merit-cun	Sign In for Scholarship ×	How To Apply Downloads+ Contact
Government of West Bengal	HEAD OF INSTITUION (HOI) C1234	How to Apply Downloads.
		Helpdesk 1800 102 8014 Zhelpdesk.svmcm-wb@gov.in

Fig:11

x. After successful login, dashboard of the concerned HOI will be appeared.

