

GUIDELINES FOR ONLINE REGISTRATION

1. ONLINE REGISTRATION

Online Registration is to be done by students to apply for any scholarship.

The Registration page can be accessed at,

i. Home Page> Online Registration

OR

ii. Home Page> Post Matric Scholarship (PMS) > Apply Online

1.1 Mandatory Information

- a Matriculation Register number/ Roll number and year of passing (Item 1).
- b Personal details (Item 2), permanent address (Item 3) and communication addresses (Item 4).
- c Contact mobile number (not necessarily in students' name) and Contact Email ID (not necessarily in students' name) (In item 3).
- d Contact Email ID (not necessarily in students' name) (In item 3).
- e Details of present Institution and Course including Admission Number (Item 5).
- f Details of of course including Marks/ Grades obtained, based on which scholarship is sought (Item 6).
- g Details of Bank Account in the name of student (Item 7). Applicant must have savings bank account in their name either in one among the Nationalized, scheduled, commercial Banks which has IFSC code

1.2 Procedure

- 1 Click **Online Registration** in *Home Page*.
- 2 Select the 'Board' under which you have passed Matriculation.
- 3 Enter Register Number/ Roll Number.
- 4 Select the 'Year of Passing' using the *Drop-down arrow*. Your **Registration ID** is displayed in the field below Item 2.
- 5 Fill in *Personal Details* in Item 2.
- 6 Fill in *Permanent Address* details in Item 3.
- 7 If the *Communication Address* is the same as the *Permanent Addresses*, just click the 'check-box' (the address will be copied). If not type in the *Communication Address*.

- 8** Fill in the *Details of Present Institution and Course* using the *Drop-down arrow* in Item 5.
- 9** Fill in *Details of course based on which scholarship is being sought*.
- Select the *Examination Passed, Stream/Course/Main* and *Year of Passing* using the *Drop-down arrow*.
 - Fill *Total Marks Secured* and *Maximum Marks*. The *Mark Percentage* will appear automatically.
 - If the *Mark List* shows only *Grades*, Click on the **Mark Calculator** button on the right.
 - Select the **Course**.
 - Type in the number of subject (e.g. **5**) and Click **Go** button.
 - Select the **Grade** for each subject.
 - Click **Calculate** and Close the **Calculator**.
 - The *Marks details* will appear automatically.
 - Confirm whether you receive any other *Scholarship* or not.
- 10** Select the *Bank Details* by selecting various fields. Confirm the data by verifying the **Branch Address** displayed by the system. Fill in your **Account Number**.
- 11** **Set Password (Item 8)**.
- Type in the *Password* and Re-enter it to confirm.
 - **Note down your Registration ID and Password for future use.**
 - Under *Declaration*, click the check-box '**I agree**' to confirm the correctness of the information provided.
 - Click the **Submit** button to complete the *Registration*.
 - You will be taken to the "**Application for Scholarship**" page.
- 12** **Relevant Information**
- If you are not able to complete *Registration* ensure that you have filled in all * marked fields. If not fill them and re-submit.
 - **In case you loose your Password, contact your Institution.**

2. STUDENT ONLINE APPLICATION FOR SCHOLARSHIP

I Mandatory Information

- a. The mandatory information regarding Scholarship application is *Scholarship specific*.
- b. Refer the specific Instructions regarding the Scholarship for this information.
- c. Candidates can get the **Instructions** regarding specific scholarships by,
 - o Clicking on the specific Scholarship in the Home Page.
 - o Clicking on **Download Instructions** on the right side window.

The Instructions may be keep it for references regarding eligibility and other details.

II Procedure

Students can apply Online for Scholarships in the following **Three** ways;

- a. **After completion of Registration**Candidates are directly taken to **Application for Scholarship** page.
 - o Follow procedure listed in **Section III**. below.
- b. After clicking specific Scholarship in **Home Page** and then clicking on **Apply Online** button in the Scholarship details.
 - o If the student is registered, **Login**. For login see **Section 4** below.
 - Select **Edit Scholarship Details** from Menu.
 - o Follow **Section III**. below.
 - o If the student is not Registered, follow **Section 1** above for **Online Registration**.
- c. From *Candidate Menu* after **Candidate Login**.
 - o Select **Edit Scholarship Details** from Menu.
 - o Follow **Section III** below.

III. APPLYING FOR SCOLARSHIP

- o Select the **Scholarship Type**.
- o Fill in the required fields.
- o Click the **Submit** button.
- o Take the **Registration printout** for the concerned Scholarship.

After Online Application Process is Complete,

- Submit the Registration Printout along with the supporting documents to the Verifying Officer of your Institution.
- The list of supporting documents is given in **Instructions**.
- To download Instructions see **Section 2-I**.

3. EDIT REGISTRATION DETAILS

Students can edit their Personal Registration details on clicking 'Edit Registration'

- Students are prompted to *Login* if they are registered. To Login see **Section 4**.
- If not registered, they can register through 'Online Registration'. For details and procedure see **Section 1** above.
- Candidates logged in from here are directed to **Edit Personal Details** page.
- Once editing is complete, candidate has to click the **Submit** button and **take fresh Registration Printout** related to the specific scholarship for Verification.
- **Logged in candidates can avail features** listed in next section.

4 CANDIDATE LOGIN

Candidates can login and access various features using this menu.

ON CLICK

- Registered Candidates are prompted to *Login*. Details such as Registration ID, Date of Birth (in **DD/MM/YYYY**) format and Password are needed to login.
- Fill in the details and Click **Submit** button.
- Students not registered can register. For new registration see **Section 1** above.
- After logging in candidates are taken to the **Candidate Home** page.
- This page displays the **Status of Scholarships** the candidate has applied for.
- The left hand side **Menu** has the following features.

A. STATUS OF SCHOLARSHIPS

- This feature is available in the **Candidate Home Page**.

B. EDITING PERSONAL DETAILS

- This feature is available in the **Candidate Home Page**.

- Allows the candidate to edit his/ her personal details related to *Online Registration*. **This feature has restrictions if the application is verified by the Institution.**
- Further processes are mentioned in **Section 3** above.

C. EDIT SCHOLARSHIP DETAILS:

- This feature is available in the **Candidate Home Page**.
- By this the candidate to edit his/ her Scholarship Details.
- Candidate can select the Scholarship using the drop-down arrow to edit the concerned field.
- After completing editing, click the **Submit** button.
- Take **fresh Registration Printout** related to the Scholarship and submit it for Verification.
- **This feature disabled if the application is verified by the Institution.**

D. VIEW/PRINT APPLICATION

- This feature is available in the **Candidate Home Page**.
- Allows candidate to download the Registration details in PDF format to **View/ Print**.

E. COMPLAINTS AND SUGGESTIONS

- For Registered students to submit their complaints and suggestions.
- This feature is available in the **Candidate Home Page**.

ON CLICK

- Candidate's email ID and Name are displayed.
- Type in the **Subject, Message** and **Contact number**.
- Click **Send** button. The message is sent.

F. CHANGE PASSWORD

- For Registered candidates to change their password.
- This feature is available in the **Candidate Home Page**.

ON CLICK

- Fill in the following details.
 - Registration ID.
 - Date of Birth in **dd/mm/yyyy** format.
 - Current Password.
 - New Password.
 - New Password (again for confirmation).
- Click **Submit** button. The password is changed now.

G. LOGOUT

This feature enables the Candidates to logout to **Scholarship Home Page**.