

**User Manual for**  
**Online Application Process in**  
**Swami Vivekananda Merit cum Means Scholarship (V4.0)**  
Government of West Bengal

**<https://svmcm.wbhed.gov.in>**



## Steps to be followed to apply online for Swami Vivekananda Merit Cum Means Scholarship:

**Step 1:** Open the home page of e-Governance portal Banglar Uchchashiksha (<https://banglaruchchashiksha.wb.gov.in>) and click on **SVMCM Scholarship** tab to open the web portal of Swami Vivekananda Merit Cum Means Scholarship in any browser and click on **Registration** option on the right side of the menu. [Shown in Fig:01 ,Fig:02]

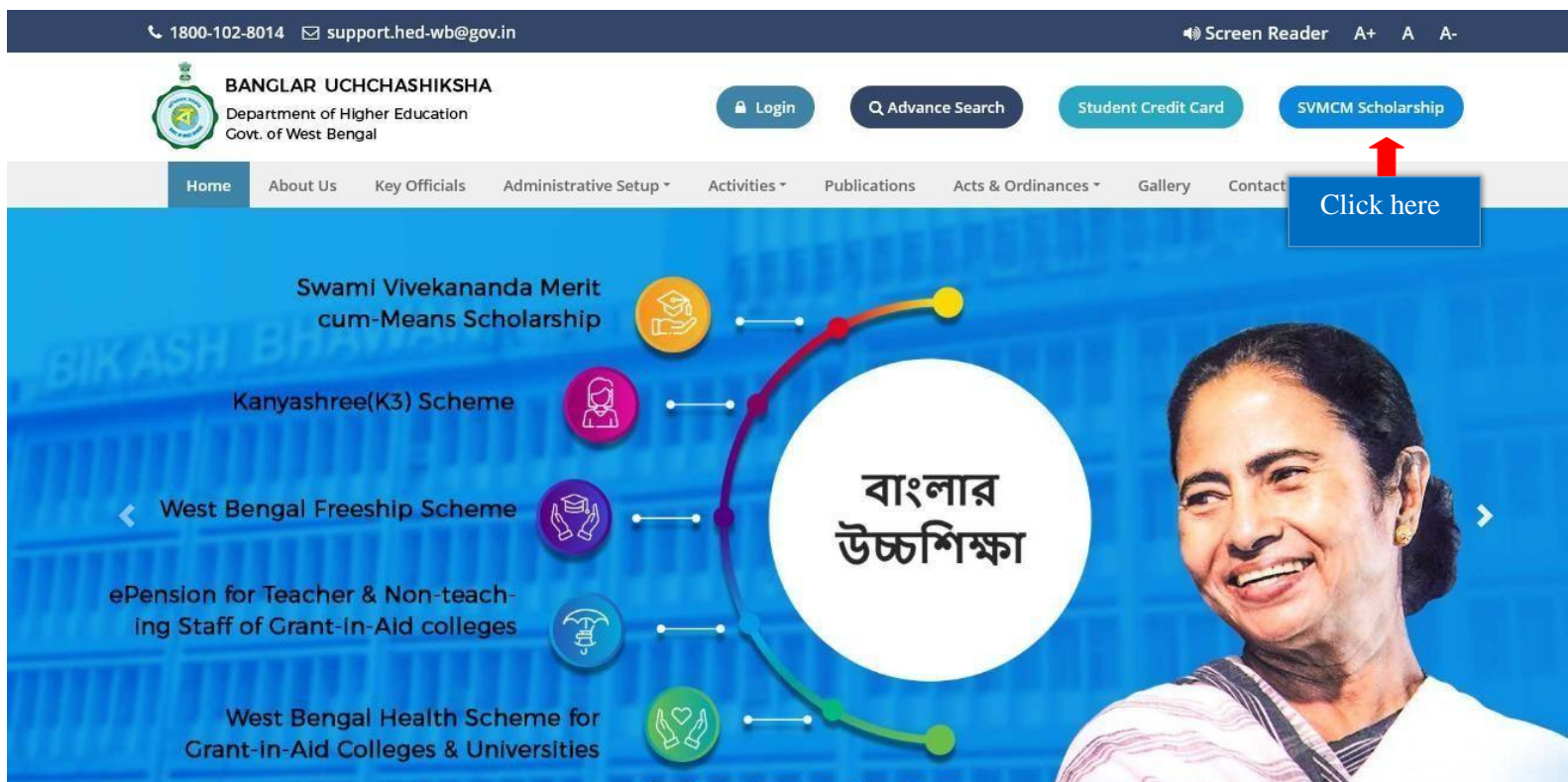


Fig: 01



1800-102-8014 | helpdesk.svmcm-wb@gov.in

"Education is the manifestation of the perfection already in the man."  
- Swami Vivekananda

Medical and Nursing Institutions | Engineering and General Degree Universities | General Degree Colleges | Polytechnic Colleges and Institutions | Degree Engineering Colleges | Higher secondary Schools

Fig: 02

**Step 2:** Please download the operation manual before proceeding for registration, by clicking on **Download User Manual** button and also read the **Instructions** given in the page. After that click on the checkbox to agree terms and then **Proceed for Registration**. [Shown in Fig: 02]

## Instructions for submission of Online Application of Swami Vivekananda Merit Cum Means Scholarship

 Please download and go through the **Guidelines** of Swami Vivekananda Merit Cum Means Scholarship carefully before you start filling the Online Application Form.

### SVMCM & Kanyashree(K3) Applications

M.Phil/NON-NET/NET-LS Research Fellow

### Schedule for Online Application

| Application Type                       | Opening Date | Closing Date |
|--|--------------|--------------|
| Fresh Application 2022(Only Clas XI)   | 17.08.2021   | ----         |
| Renewal(Only Clas XI) Application      | 17.08.2021   | ----         |
| Fresh Kanyashree (K3) Application 2022 | ----         | ----         |

### Application Procedure: Steps to be followed to apply online

#### Step 1

**Online Registration:** At first applicants need to fill up and submit the online registration form. On successful submission of the Registration Form, an Applicant ID of 15 characters will be generated and it will be used to login and complete the remaining Steps of the Application Form. The Applicant ID also required for all future correspondences. Please maintain the Password Policy, for choosing the Password in the Registration Form, as instructed. Please download the Registration Slip or note down the system generated Applicant ID for future use. The Applicant ID will also be sent to the mail id, entered at the time of registration.

Applicants, willing to apply for K3 are required to fill up the authentication form to verify their existence in Kanyashree(K2) with the input fields **Kanyashee(K2) Year of Application, Kanyashree ID, Applicant's Name, Applicant's Date of Birth, Father's Name, Mother's Name**. On successful completion of K2 authentication applicants will be forwarded to registration form. The rest of the process is same as fresh application procedure.

**\*\* Girls' students pursuing regular course of Post-graduation in Science/Arts/Commerce but do not have any Kanyashree(K2) ID are requested to apply under Directorate of Public Instruction category. The criteria and benefits are same as Kanyashree(K3).**

**For Renewal of existing beneficiaries, Online registration is not needed,** rather they can login with their previous Applicant ID and Password to apply for renewal.

**Note:** Eligibility criteria for application in Swami Vivekananda Merit cum Means Scholarship 2022 are mentioned in advertisement and also in the About section, available under **Downloads** menu and **About** menu respectively.

**If Applicants forget their Applicant ID or Password, they can retrieve the same using Forgot Applicant ID/Password option from Applicant Login option.**

#### Step 2

**Online Application:** Login with the generated Applicant ID, Password (which was set during Registration Process) and Captcha (Security Code). After successful login, fill up rest of the application forms. While uploading Scanned Copy of Image and Signature, please maintain **File Format and File Size** as mentioned. Image and Signature format should be **JPG/JPEG** and size should be in between **20KB-50KB** and **10KB-20KB** respectively.

#### Step 3

**Upload Documents:** After successful submission of application forms, **Scanned Supporting Document Upload** form will be appeared. Upload all necessary documents as mentioned in the form. While uploading, please maintain the **File format and File size**, as mentioned. Files should be in **PDF** format and size should not exceed **400KB**.

In the upload documents form, select the Competent Authority (BDO/SDO/Jt. BDO / BLRO (Panchayat Area), Executive Officer / Finance Officer / Education Officer in case of municipality, Commissioner / Dy. Com / Municipal secretary in case of Corporation Area, G.R-A Gazetted Officer) whom the Income Certificate is issued from.

#### Documents to be uploaded for Fresh and Kanyashree Application:

- Mark sheet of Madhyamik Examination or its equivalent (Both sides)
- Mark sheet of last Board/Council/University/College examination (Both sides)
- Admission receipt
- Income certificate of family (**Not Applicable for Kanyashree**)
- Domicile certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority
- Scanned copy of Bank Passbook (1st Page, containing A/C No. and IFSC)

#### Documents to be uploaded for Renewal Application:

- Copy of the Marksheet of the last examination in the present course of study. (Both sides and in case of semester examination system, both semester Marksheets).
- Admission receipt for the promotion to the next higher class

**Format for Income Certificate is available under Downloads option in the Top menu in all pages.**

#### Step 4

**Submission:** After successful upload, Check the application in view mode & click on **Submit Application** to complete the application process.

#### Step 5

**Edit:** After submission of application form in the portal there will generally not be any option to edit application details. However, if any modification (for example, change of Institution details etc.) is needed after submission, applicant may approach concerned HOI/DI for such modification. HOI/DI will then unlock the application and the applicant will then be able to edit the application details. The applicant may also approach helpdesk by sending email (he/she must give registered mobile number in the email) for getting such edit option.

This is to declare that I have read the instructions properly and I agree to abide by them.





**Step 3:** Choose appropriate **Directorate** and then click on **Apply for Fresh application**. [Shown in Fig:03]



Fig:03



**Step 4:** Online Registration:

**Fresh Application Process:**

For Fresh Application, fill up the Registration form and then Click on **Register** button.

Obtained Marks, Total Marks and Obtained Percentage of applicants from Qualifying Examination Board of **WBBSE** or **WBCHSE** or **WBSCT&VE&SD (for Lateral)** will be filled up automatically.

[Shown in Fig:04, Fig:05 and Fg:06]

## REGISTRATION FOR SCHOLARSHIP

## Details of Last Eligible Qualifying Board/Council/University Examination for Scholarship ?

Name of qualifying public examination\*

HIGHER SECONDARY/EQUIVALENT



Name of the Board/Council/College/University\*

West Bengal Council of Higher Secondary Education



Year of Qualifying Examination\*

2019



Roll Number of last eligible Board/Council/College/University examination for Scholarship\*

1001111152



Passing Year of 10th Standard Board/Council Examination\*

2017



Roll No of 10th Standard Board/Council Examination\*

11225E0257



Total marks obtained(Excluding additional or optional marks)\*

429

Out of\*

500

Overall percentage(Excluding additional or optional marks)(%)\*

85.80

SS

## Basic Details ?

First Name\*

TEST



Middle Name

MIDDLE NAME

Last Name

APPLICANT



Mobile No\*

9874563210



Email Id\*

test.applicant@yahoo.in



Religion\*

HINDUISM



Fig: 05

**Present Course of Study**

|                                     |   |
|-------------------------------------|---|
| Select District<br>KOLKATA          | Name of Institution*<br>Bethune College |
| Name of Present Course*<br>B.A      | Discipline of Course*<br>GEOGRAPHY      |
| Duration of Course (In years)*<br>3 | Date of Admission*<br>01-08-2018        |

**Password**

|                    |                            |
|--------------------|----------------------------|
| Password*<br>..... | Confirm Password*<br>..... |
|--------------------|----------------------------|

Passwords matched!

Cancel Register

Password should be strong.  
Password should contain  
minimum eight characters,  
consisting of atleast One Upper  
Case Alphabet (i.e. A-Z), One  
Lower case Alphabet (i.e. a-z),  
One Numeric Character (i.e. 0-9)  
& One Special Character (i.e.  
@#\$\_%^&\*\_).

Hover the  
Mouse here to  
See the  
Password  
Policy

Click here to  
Register

Fig:06

### Kanyashree (K3) Application Process:

Applicants are required to **Authenticate** their previous Kanyashree Details for registration under Kanyashree(K3) application. [Shown in Fig:07, Fig:08 and Fig:09]

The screenshot shows a 'Kanyashree authentication' form with the following fields and callouts:

- Year of Kanyashree(K2) Application:** 2015-2016 (Callout: Select Year)
- Enter Kanyashree ID (Case Sensitive)\*:** 19063901c10130000226 (Callout: Kanyashree ID)
- First Name of Applicant\*:** TEST (Callout: Enter Name)
- Middle Name of Applicant:** MIDDLE NAME OF APPLICANT
- Last Name of Applicant:** APPLICANT (Callout: Enter Name)
- Enter Applicant DOB\*:** 01-10-1995 (Callout: Enter DOB)
- Father's First Name\*:** DEMO (Callout: Father's Name)
- Father's Middle Name:** FATHER'S MIDDLE NAME
- Father's Last Name:** FATHER (Callout: Father's Name)
- Mother's First Name\*:** DEMO (Callout: Mother's Name)
- Mother's Middle Name:** Mother's Middle Name
- Mother's Last Name:** MOTHER (Callout: Mother's Name)

At the bottom right, there are two buttons: 'Cancel' and 'K2 Authentication'. A callout 'Click here to Authenticate' points to the 'K2 Authentication' button.

Fig:07



Successful  
Authentication Message

Kanyashree applicant's authentication has been done successfully

Basic Details ?

Year of Kanyashree(K2) Application

2013-2014

Enter Kanyashree ID (Case Sensitive)\*

19063901cl0130000226

First Name of Applicant\*

TEST

Middle Name of Applicant

Middle Name of Applicant

Last Name of Applicant

APPLICANT

Mobile No\*

8777025144

Email Id\*

testapplicant2018@yahoo.in

Roll No of 10th Standard Board/Council Examination\*

11205E22658

Passing Year of 10th Standard Board/Council Examination\*

2013

### Details of Last Qualifying Board/Council/University Examination Eligible for Scholarship

Year of Qualifying Examination\*

Name of qualifying public examination\*

Name of the Board/Council/College/University\*

Roll Number Of Last Eligible Board/Council/College/University Examination for Scholarship\*

Total marks obtained(Excluding additional or optional marks)\*

Out of\*

Overall percentage(Excluding additional or optional marks)(%)\*

Fig:08

**Present Course of Study** ⓘ

|                                |                       |
|--------------------------------|-----------------------|
| Select District                | Name of Institution*  |
| NADIA ✓                        | Kalyani University ✓  |
| Name of Present Course*        | Discipline of Course* |
| M.SC ✓                         | PHYSICS ✓             |
| Duration of Course (In years)* | Date of Admission*    |
| 2 ✓                            | 01-09-2018 ✓          |

**Password** ⓘ

|                    |                   |
|--------------------|-------------------|
| Password*          | Confirm Password* |
| ..... ✓            | ..... ✓           |
| Passwords matched! |                   |

Hover the Mouse here to See the Password

Cancel Register

Click here to Register

Fig:0

**Renewal Application Process:**

Renewal Applicants are not required to register rather they will login directly with their previous SVMCM Applicant Id and Password and complete the application process.

(Please scroll down to see the login process). [Shown from fig:11]

**Step 5:** After clicking on the **Register** button, enter the **OTP** sent to the mobile no. given at the time of registration. After successful verification of Mobile No., an **Applicant Id** will be generated. The **Login Credentials** will be sent to your registered mobile no and an email containing the Applicant ID and a copy of **Registration Slip** will also be sent to your registered Email ID. **Note down the Id** for subsequent login to complete rest of the Application Process and also for future use. [Shown in Fig:10 and Fig:11]

The image shows a registration form with a 'MOBILE NO. VERIFICATION' pop-up. The form fields include: Name of qualifying (HIGHER SECOND), Roll Number of last (1001115252), Roll No of 10th Standard Board/Council Examination (11225E0257), Passing Year of 10th Standard Board/Council Examination (2017), Total marks obtained (400), Out of (500), Overall percentage (80.00), and Year of Qualifying Examination (2019). The pop-up asks for an OTP for ID #40924 and has 'Close' and 'Verify' buttons.

Fig:10

A success message box with a green checkmark icon. The text reads: 'MOBILE NO. VERIFIED AND REGISTRATION DONE SUCCESSFULLY'. Below this, it states 'Your Applicant ID is WB1201602830445 and the same has been sent to your registered Mail Id.' It includes instructions: '\* Please Login with the Applicant ID and Password, chosen at the time of filling up the Scholarship Application.' and '\*\* Please keep this Applicant ID and Password for further use.' At the bottom, there are two buttons: 'Download Registration Slip' and 'Close'.

Click here to Download Registration Details

Fig:1

**Step 6:** Now click on **Applicant Login** option from any of the pages. Enter the **Applicant Id, Password** (Which was set during registration process) and **Security Code** in the appeared pop-up. Then click on the **Login** button. [Shown in Fig:12 and Fig:13]

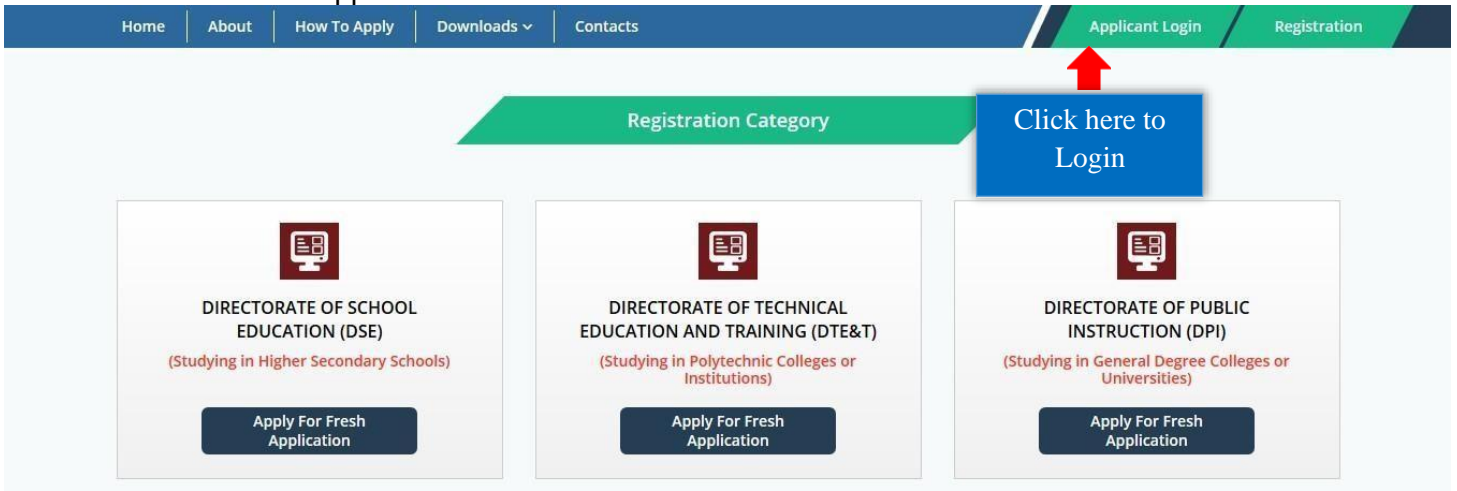
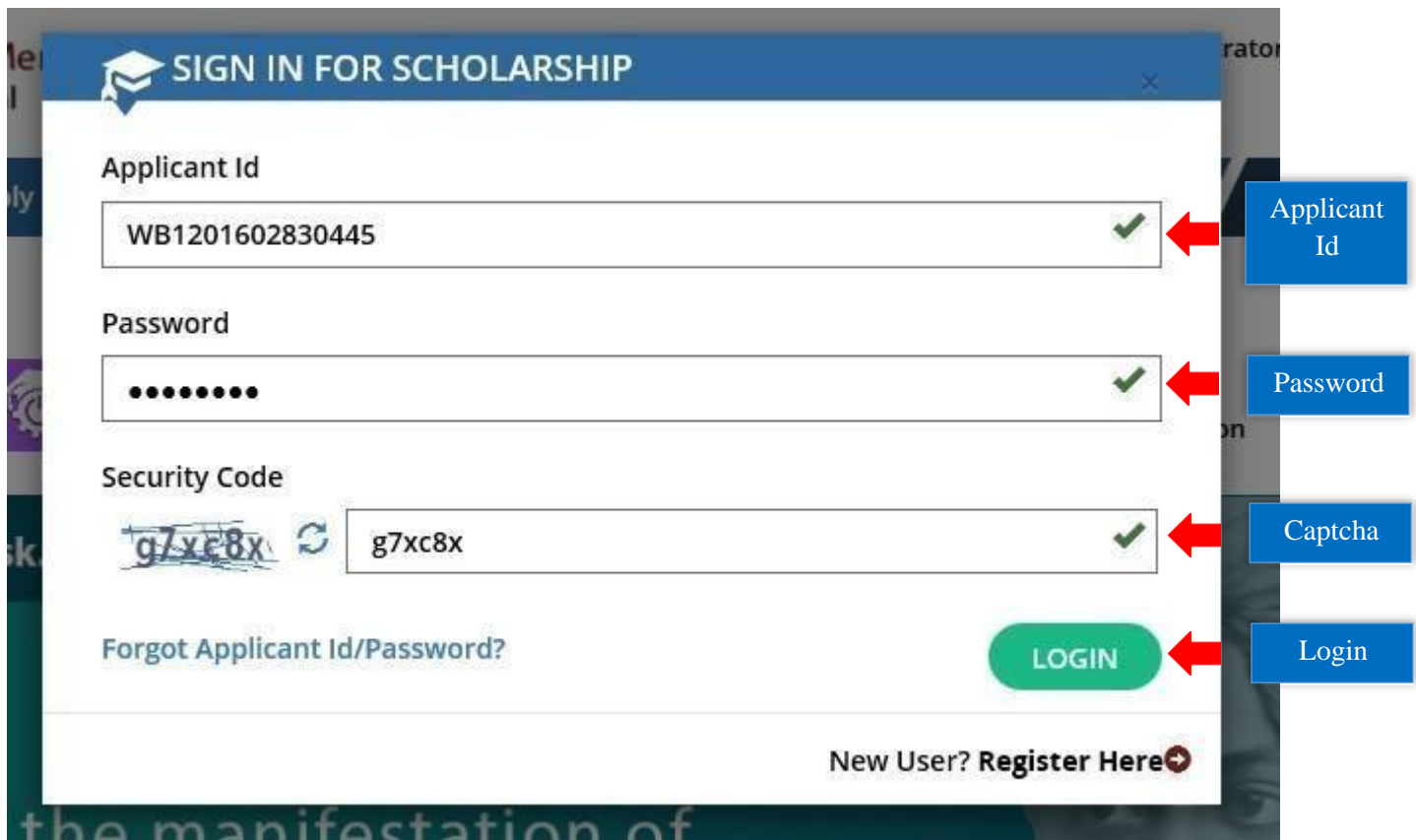


Fig:12



**Step 7:** After successful login, **Dashboard** of the concerned applicant will be appeared. Click on **Edit Profile** or **Edit Application** to continue the application process. Application process for Fresh and Kanyashree are same. [Shown in Fig:14]

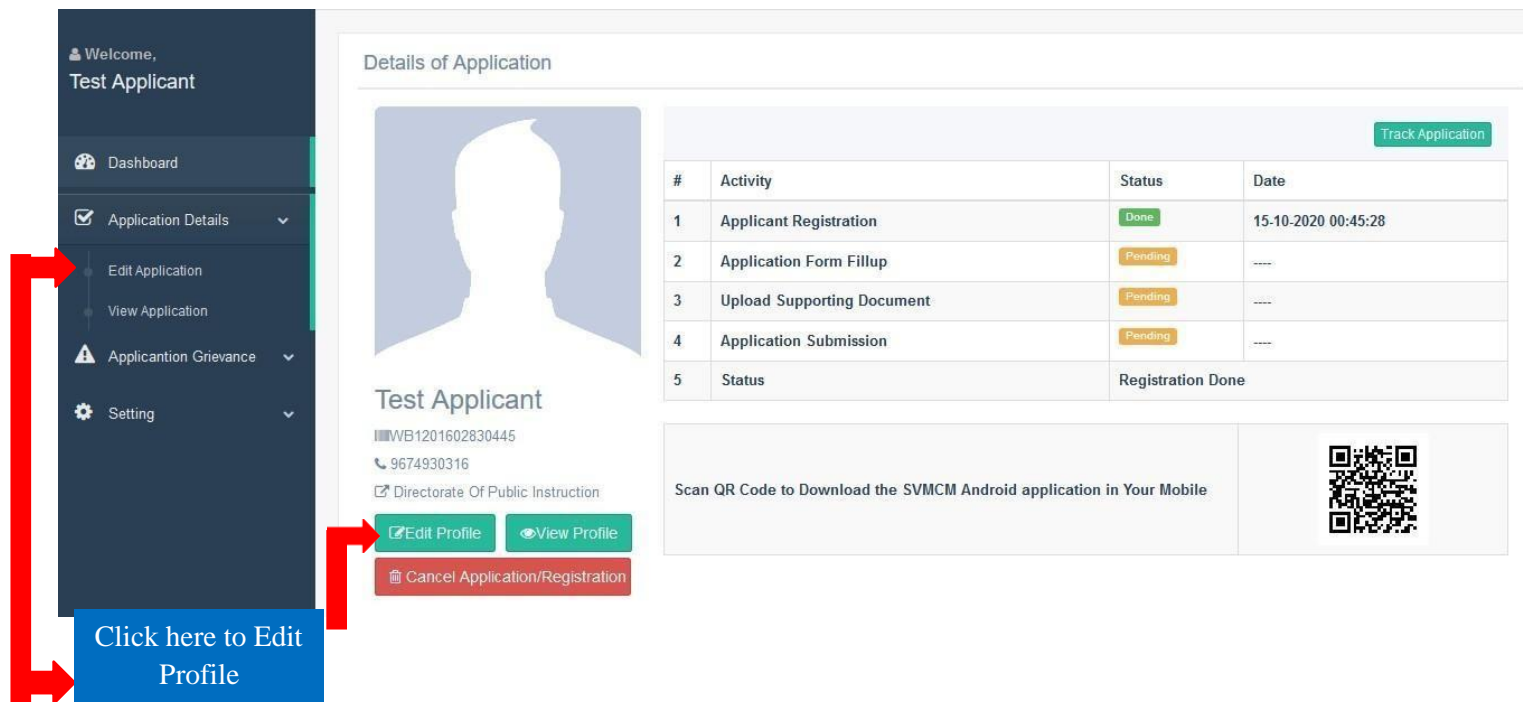


Fig:14

**Step 8:** At first fill up the **Basic Details** form and then click on **Save & Continue** button. Star marked fields are mandatory fields. Please maintain the **File Format** and **File Size** of Image and Signature t the time of upload of the same as mentioned in the form. In the Basic Details form, applicants only have to upload the image and signature as the other fields are already filled up during the time of the registration. [Shown in Fig:15]

# User Manual for Online Application Process in SVMCM

## Basic Details

|   |                 |  |                            |
|---|-----------------|--|----------------------------|
| Applicant Registration No.  | WB1201602830445 | Applicant Name   | TEST APPLICANT             |
| Mobile No.  | 9674930316      | Email Id   | subha_ghosal.new@gmail.com |
| Roll Number of 10th standard Board/ Council Examination or Equivalent | 807821N0055     | Year of 10th standard Board/ Council Examination or Equivalent | 2017                       |

## Details of the qualifying public examination, eligible for scholarship:

|  |   |   |            |
|--|---|---|------------|
| Name of the examination                                      | HIGHER SECONDARY/EQUIVALENT                       | Year of the examination conducted by Board/Council/University | 2019       |
| Reason regarding not applying for SVMCM in 2019-2020         | Last due date of application was expired          |   |            |
| Name of the Board/Council/University                         | West Bengal Council of Higher Secondary Education | Roll No. of the Board/Council/University Exam                 | 4611111444 |
| Total marks obtained(Excluding additional or optional marks) | 417   | Out Of  | 500        |
| Overall percentage obtained(%)                               | 83.40   |   |            |

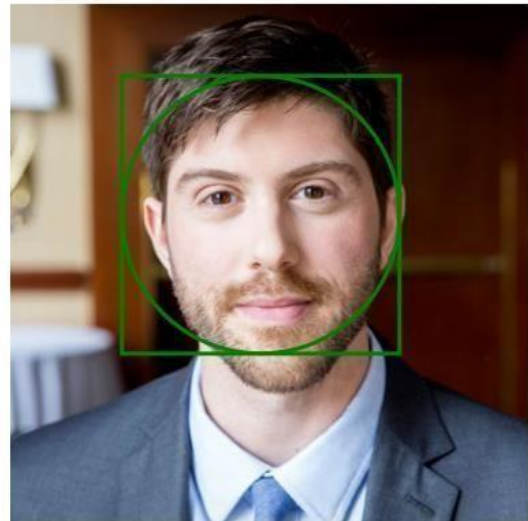
## Present course of study

|                                 |                    |                                  |   |
|---------------------------------|--------------------|----------------------------------|---|
| Name of the course              | B.SC               | Discipline of course             | GEOGRAPHY, ECONOMICS, POLITICAL SCIENCE |
| Duration of Course (in Years)   | 3.00               | Date of admission in this course | 07-07-2019                              |
| Name of the present Institution | Vidyasagar College | District                         | KOLKATA                                 |

## Upload Photograph

Photograph of Applicant:\*  
(Image Size: 20KB-50KB  
Image Format: JPG/JPEG)

Browse... Tanmay\_bk.jpg



## Upload Signature

Signature of Applicant:\*  
(Signature Size: 10KB-20KB  
Signature Format: JPG/JPEG)

Browse... WB11815324...ature.JPG



Click here to  
Save & Continue



Save & Continue

**Step 9:** After successful submission of Basic Details form, **Personal Details** form will be appeared. Fill up the form and then click on **Save & Continue** button. Star marked fields are mandatory fields. While entering the Bank Details, enter the correct IFSC, Bank Name and Branch Name will automatically be fetched. [Shown in Fig:16]

Basic details of application has been updated successfully.

### Personal Details

|   |   |  |                                      |
|---|---|--|--------------------------------------|
| Name of Father                                | <input type="text" value="TEST"/>         | MIDDLE NAME  | <input type="text" value="FATHER"/>  |
| Name of Mother                                | <input type="text" value="TEST"/>         | MIDDLE NAME  | <input type="text" value="MOTHER"/>  |
| Profession of Father                          | <input type="text" value="BUSINESS"/>     |  |                                      |
| Name of guardian*                             | <input type="text" value="TEST"/>         | MIDDLE NAME  | <input type="text" value="FATHER"/>  |
| Profession of guardian*                       | <input type="text" value="BUSINESS"/>     | Relation with Guardian*                              | <input type="text" value="FATHER"/>  |
| Date of Birth*                                | <input type="text" value="12-04-2002"/>   | Sex*   | <input type="text" value="MALE"/>    |
| Religion*                                     | <input type="text" value="HINDUISM"/>     | Caste*   | <input type="text" value="GENERAL"/> |
| Any Linguistic/Religious minority Community:* | <input type="text" value="No"/>           | Whether the applicant is domiciled in West Bengal: * | <input type="text" value="No"/>      |
| Whether Differently Able:                     | <input type="text" value="No"/>           |  |                                      |
| Aadhaar No.:                                  | <input type="text" value="918268216321"/> |  |                                      |

### Present Family address

|   |  |               |  |
|---|--|---------------|--|
| House No.:  | <input type="text" value="1A"/>          | Street Name.: | <input type="text" value="BUSSTAND RD"/> |
| Town/Village.:  | <input type="text" value="KANDI"/>       | Post Office.: | <input type="text" value="KANDI"/>       |
| PIN Code.:  | <input type="text" value="742137"/>      | District*     | <input type="text" value="MURSHIDABAD"/> |
| State*  | <input type="text" value="WEST BENGAL"/> |               |  |
| Whether the applicant is in receipt of any other State/Central Government scholarship/stipend for the present course: *                 | <input type="text" value="No"/>          |               |  |
| Whether the applicant has been nominated/has received any other State/Central Government scholarship for the present course of study: * | <input type="text" value="No"/>          |               |  |
| Total income of family, in rupees, from all sources for the period from 1st April 2018 to 31th March 2019.:                             | <input type="text" value="150000"/>      |               |  |

### Bank details(Major A/C in the name of the Beneficiary concerned)

|              |  |               |  |
|--------------|--|---------------|--|
| IFS Code.:   | <input type="text" value="SBIN0013984"/>     | Name of Bank* | <input type="text" value="STATE BANK OF INDIA"/> |
| Branch Name: | <input type="text" value="KANDI BUS STAND"/> | A/C No.:      | <input type="text" value="33254784782"/>         |
| Branch code: | <input type="text" value="013984"/>          | MICR Code:    | <input type="text" value="MICR Code"/>           |

[Previous](#)

Click here to Save & Continue

➔

Save & Continue

Fig:16



### For Kanyashree:

Kanyashree applicants may change their bank details as required. In that case, they have to select a reason for the change from the given list. If, they choose 'Others' they have to mention the reason by themselves. [Shown in Fig:17]

**Bank details(Major A/C in the name of the concern Beneficiary)**

|                                 |                           |                     |   |
|---------------------------------|---------------------------|---------------------|---|
| Name of Bank*                   | ORIENTAL BANK OF COMMERCE | A/C No:*            | XXXXXXXXXXXXXXXX64  |
| IFS Code:*                      | ORBC0100481               | Branch Name:        | BONKAPASI   |
| Branch code:                    | BRANCH CODE               | MICR Code:          | MICR Code   |
| Do you want to change Bank A/C* | YES                       | Reason for Change:* | ---PLEASE SELECT---<br>---PLEASE SELECT---<br>BANK A/C CLOSED<br>BANK A/C DORMANT<br>TINY A/C<br>CHANGE OF ADDRESS<br>MINOR A/C<br>OTHERS |

Previous

Fig:17

**Step 10: Upload Scanned Supporting Documents** form will appear after successful submission of Personal Details form. Upload all the necessary documents as required and then click on **Submit Application** button. While uploading the documents, please maintain the **File Format** and **File Size** as instructed in the form. [Shown in Fig:17 and Fig:18 and Fig:19]

- **A Pop-up will be appeared for Fresh Applicants regarding the Competent Authorities for Issuing Income Certificate. Close the Pop-up before uploading documents. An extra field regarding Income Certificate Issuing will also be appeared for Fresh applicants. Make sure that the income certificate is issued from the mentioned authorities. Otherwise It may not be accepted.**

### For Fresh:

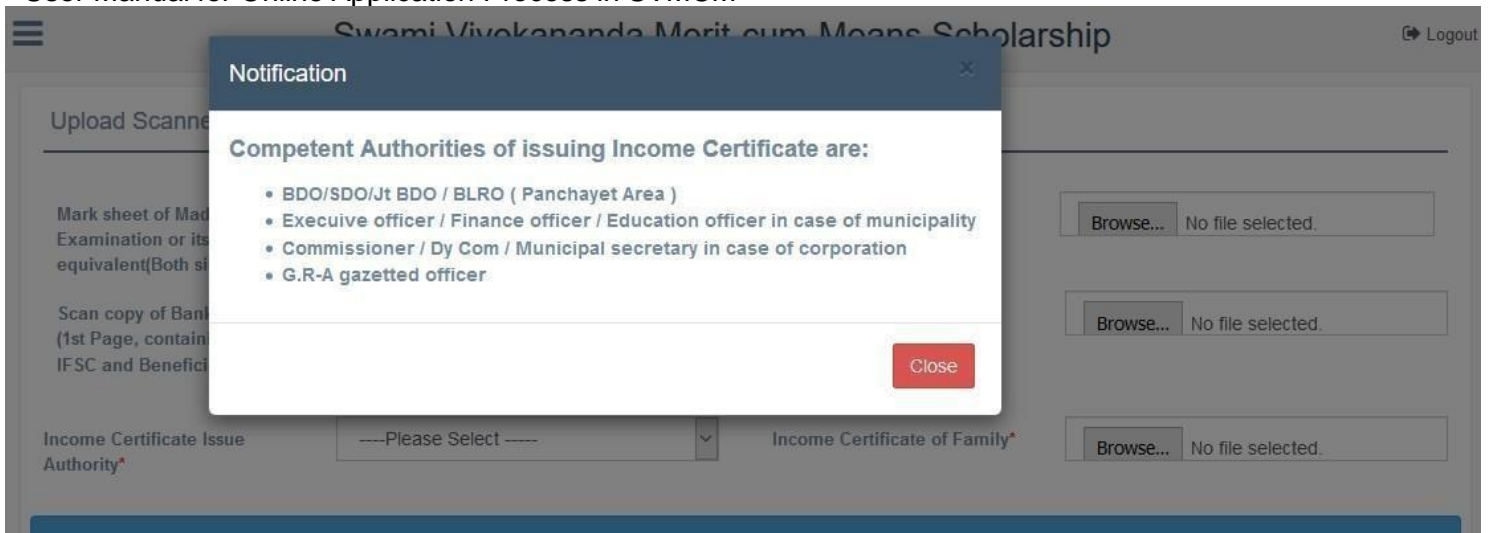


Fig:17

Upload Scanned Supporting Document

|   |  |   |  |
|---|--|---|--|
| Mark sheet of Madhyamik Examination or its equivalent(Both sides)*                    | <input type="button" value="Browse..."/> No file selected. | Mark sheet of last Board/Council/University /College Examination*                                     | <input type="button" value="Browse..."/> No file selected. |
| Admission Receipt*  | <input type="button" value="Browse..."/> No file selected. |   |  |
| Scan copy of Bank Passbook (1st Page, containing A/C No., IFSC and Beneficiary Name)* | <input type="button" value="Browse..."/> No file selected. | Domiciliary certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority* | <input type="button" value="Browse..."/> No file selected. |
| Income Certificate Issue Authority*   | ----Please Select ----                                     | Income Certificate of Family*   | <input type="button" value="Browse..."/> No file selected. |

Note: Files should only be in PDF format & File size must not exceed 400KB.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or fallacious or misleading or misrepresenting, I am aware that I may be held liable for it. My A/C No. is: 59045685019 and IFS Code is: ALLA0211278 which is major one with the first name of mine.

Check to Agree the Declaration

Fig:1

➤ The uploading of Income Certificate is not needed for K3 applicants.

## For Renewal:

Basic Details of Renewal Application Has Been Submitted successfully.

### Upload Scanned Supporting Document

---

Mark sheet of last qualifying Examination in the present course of study 2017-2018 (Both sides and in case of semester examination system, copy of both Marksheets for the year)\*

Browse... No file selected.

Admission receipt for the promotion to the next higher class:\*

Browse... No file selected.

Note: Files should only be in PDF format & File size must not exceed 400KB.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or fallacious or misleading or misrepresenting, I am aware that I may be held liable for it. My A/C No. is: 0156010238939 and IFS Code is: UTBI0BBA246 which is major one with the first name of mine.

PreviousSubmit Application

Check to Agree the Declaration

Click here to Save & Continue

Fig:1

**Step 11:** After successful uploading of the documents, a success message will be displayed. Applicants may download the Application details by clicking on the **Download Application Details** button. Click on **Submit Application** button to submit the application. [Shown in Fig:20]

| Basic Details   |   |  |   |
|---|---|--|---|
| Applicant Registration No.  | WB1201602830445                                   | Applicant Name   | TEST APPLICANT                          |
| Mobile No.  | 9674930316  | Email Id   | subha.ghosal.new@gmail.com              |
| Roll Number of 10th standard Board/ Council Examination or Equivalent   | 807821N0055                                       | Year of 10th standard Board/ Council Examination or Equivalent | 2017                                    |
| Details of the qualifying public examination, eligible for scholarship (Last Board/Council/University examination passed) |   |  |   |
| Name of the examination   | HIGHER SECONDARY/EQUIVALENT                       | Year of the examination conducted by Board/Council/University  | 2019                                    |
| Reason regarding not applying for SVMCM 2019-2020   | Last due date of application was expired          |  |   |
| Name of the Board/Council/University  | West Bengal Council of Higher Secondary Education | Roll No. of the Board/Council/University Exam                  | 4611111444                              |
| Total marks obtained(Excluding additional or optional marks)  | 417   | Out Of   | 500                                     |
| Overall percentage obtained:(%)   | 83.40   |  |   |
| Present course of study   |   |  |   |
| Name of the course  | B.SC  | Discipline of course   | GEOGRAPHY, ECONOMICS, POLITICAL SCIENCE |
| Duration of Course (in Years)   | 3.00  | Date of admission in this course                               | 07-07-2019                              |
| Name of the present Institution   | Vidyasagar College                                | District   | KOLKATA                                 |
| Personal Details  |   |  |   |
| Upload Documents  |   |  |   |

Click here to  
Submit the  
Application

Submit Application

Fig:20

➤ **Note that, once an application is submitted, it cannot be edited unless the application is unlocked from concerned HOI end.**

- After submission, a success message regarding successful submission of the application will be displayed. [Shown in Fig:21]

Application Submitted Successfully

[View Application](#)

| Basic Details   |   |  |   |
|---|---|--|---|
| Applicant Registration No.  | WB1201602830445                                   | Applicant Name   | TEST APPLICANT                          |
| Mobile No.  | 9674930316  | Email Id   | subha.ghosal.new@gmail.com              |
| Roll Number of 10th standard Board/ Council Examination or Equivalent   | 807821N0055                                       | Year of 10th standard Board/ Council Examination or Equivalent | 2017                                    |
| Details of the qualifying public examination, eligible for scholarship (Last Board/Council/University examination passed) |   |  |   |
| Name of the examination   | HIGHER SECONDARY/EQUIVALENT                       | Year of the examination conducted by Board/Council/University  | 2019                                    |
| Reason regarding not applying for SVMCM 2019-2020   | Last due date of application was expired          |  |   |
| Name of the Board/Council/University  | West Bengal Council of Higher Secondary Education | Roll No. of the Board/Council/University Exam                  | 461111444                               |
| Total marks obtained(Excluding additional or optional marks)  | 417   | Out Of   | 500                                     |
| Overall percentage obtained:(%)   | 83.40   |  |   |
| Present course of study   |   |  |   |
| Name of the course  | B.SC  | Discipline of course   | GEOGRAPHY, ECONOMICS, POLITICAL SCIENCE |
| Duration of Course (in Years)   | 3.00  | Date of admission in this course                               | 07-07-2019                              |
| Name of the present Institution   | Vidyasagar College                                | District   | KOLKATA                                 |
| Personal Details  |   |  |   |
| Upload Documents  |   |  |   |

Fig:21

# User Manual for Online Application Process in SVMCM

- To view the Profile/Application, click on **View Profile** option in Dashboard or click on **View Application** option under **Application Details** tab in Menu area. To track application activity, click on **Track Profile** button, given on the dashboard. [Shown in Fig:22 and Fig:23]

Click here to Track Profile

Click here to View Profile

| # | Activity                   | Status                | Date                |
|---|----------------------------|-----------------------|---------------------|
| 1 | Applicant Registration     | Done                  | 15-10-2020 00:45:28 |
| 2 | Application Form Fillup    | Done                  | 16-10-2020 13:12:31 |
| 3 | Upload Supporting Document | Done                  | 16-10-2020 13:18:54 |
| 4 | Application Submission     | Done                  | 16-10-2020 13:22:58 |
| 5 | Status                     | Application Submitted |                     |

Fig:22

### Swami Vivekananda Merit-cum-Means Scholarship

#### Application Status Tracking

Show 5 entries Search:

| SL. NO. | DATE & TIME            | STATUS                | REMARKS |
|---------|------------------------|-----------------------|---------|
| 1       | 15-10-2020 00:45:28 PM | Application Submitted |         |
| 2       | 16-10-2020 13:22:58 PM | Registration Done     |         |

Showing 1 to 2 of 2 entries Previous 1 Next

Close

## Forgot Applicant Id/Password:

- To retrieve Applicant Id/Password click on **Forgot Applicant Id/Password** option on the Login pop-up from the **Applicant login** option. [Shown in Fig:24]

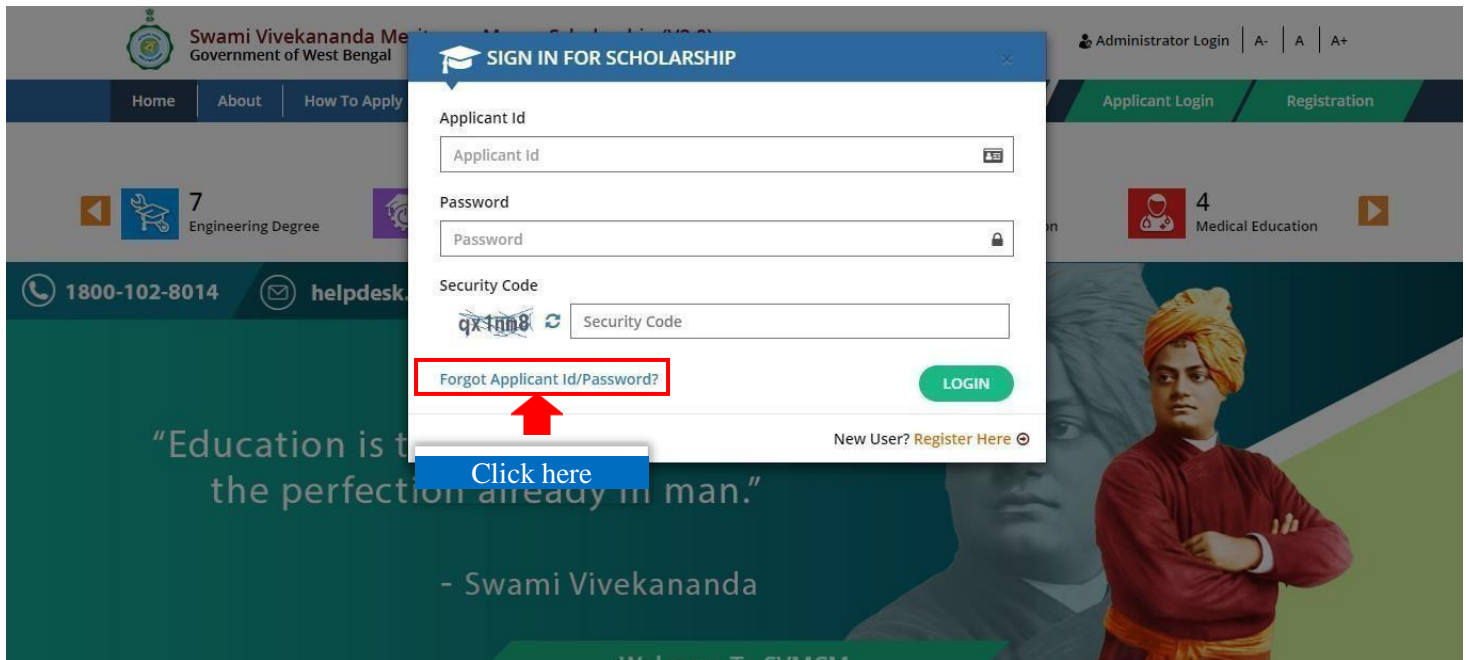


Fig:24

- Select what is to retrieve from the given option and then click on the **Proceed** button. After selecting a option the relevant form will be appeared. [Shown in Fig:25]

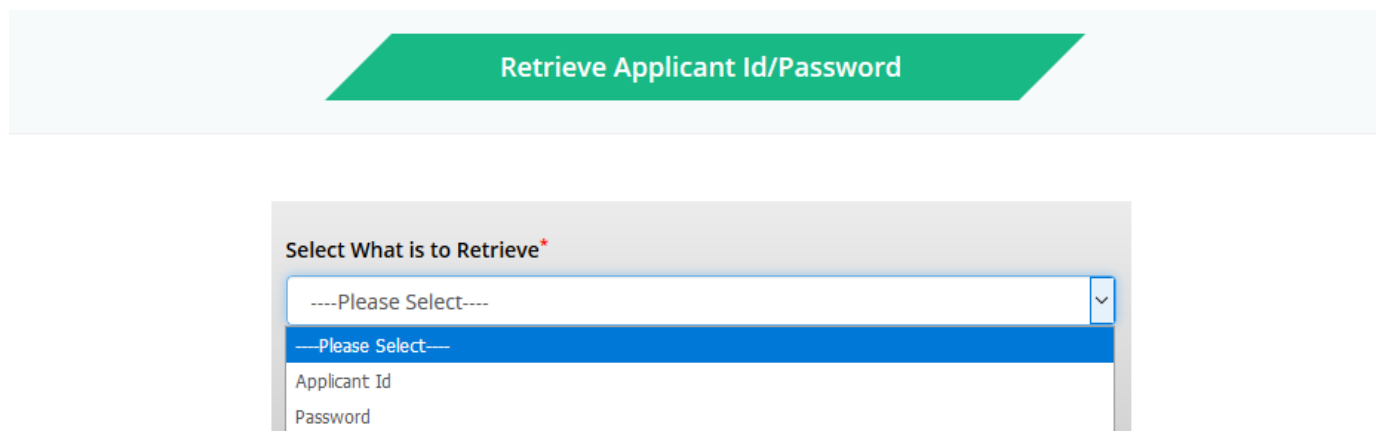


Fig:25

**For Applicant Id:**

- Select **Applicant Type, Mobile No. and Security Code** and then click the **Proceed** button. An **OTP** will sent to the mobile no., registered in SVMCM Application. Enter the correct OTP and then click **Verify** button.[Shown in Fig:26 and Fig:27]

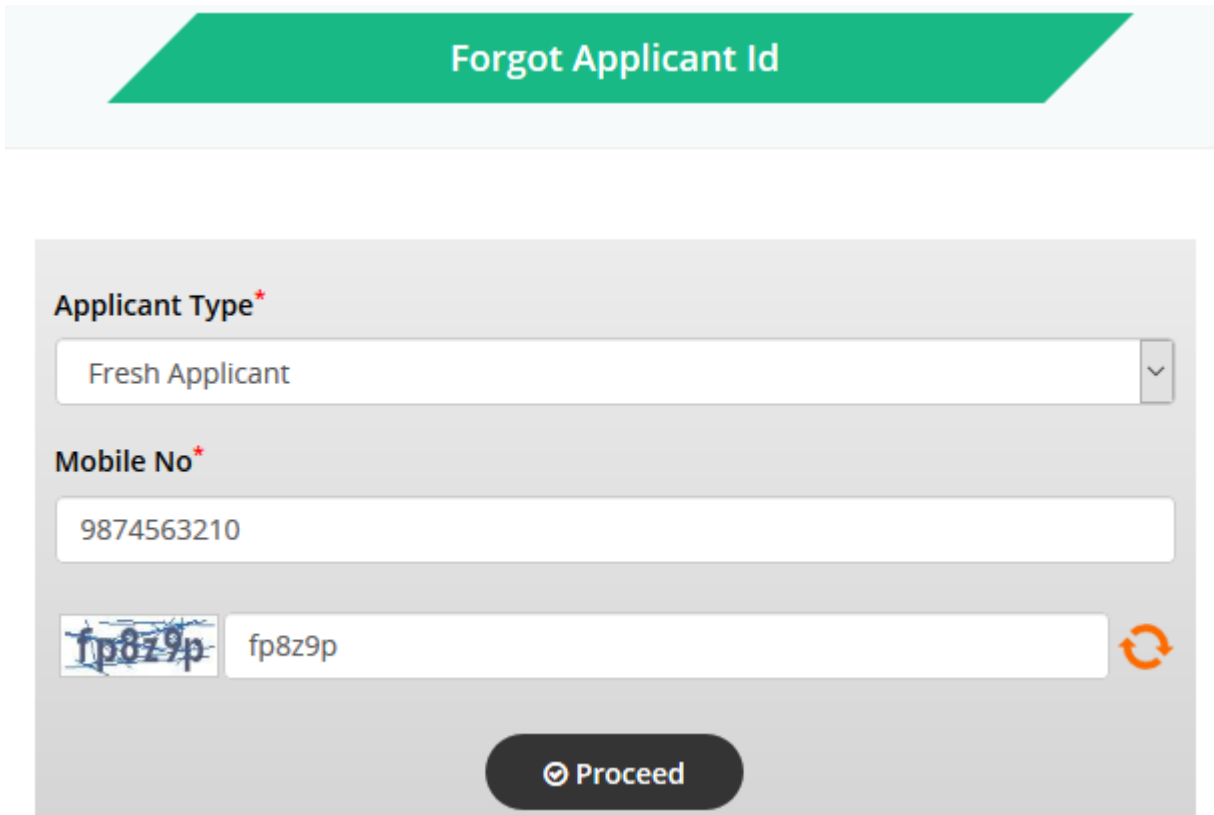


Fig:26

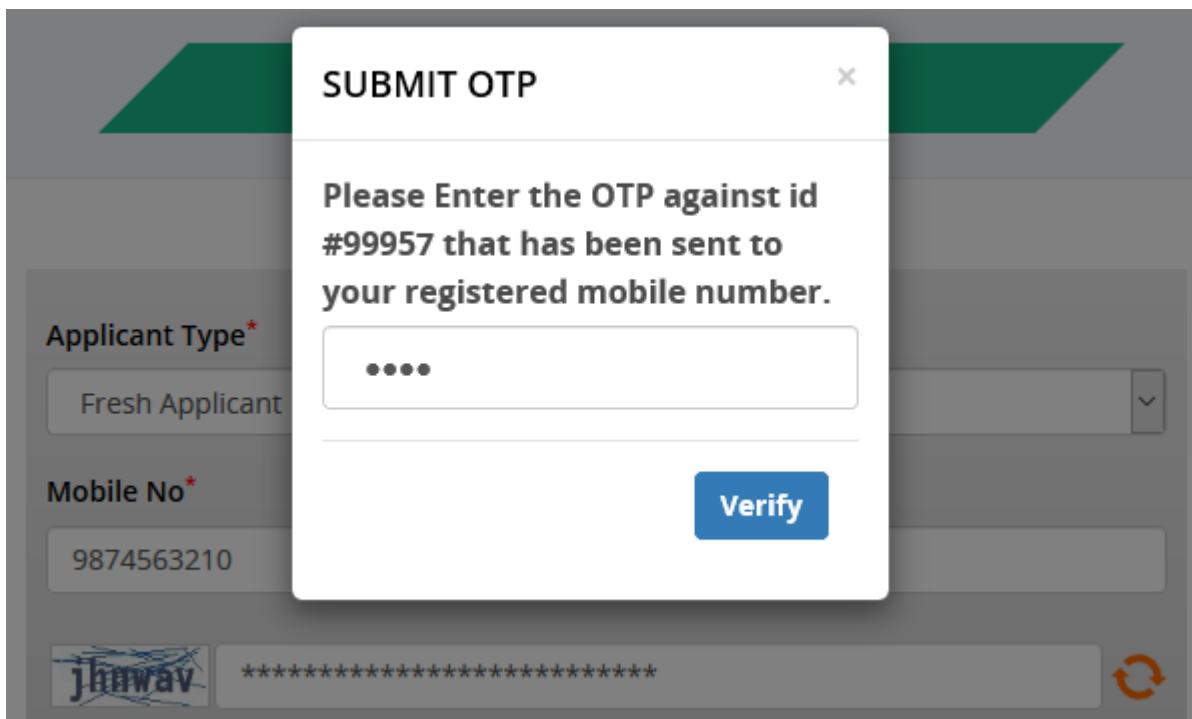


Fig:27

- After successful authentication your Applicant Id will be shown on your screen. [Shown in Fig:28]



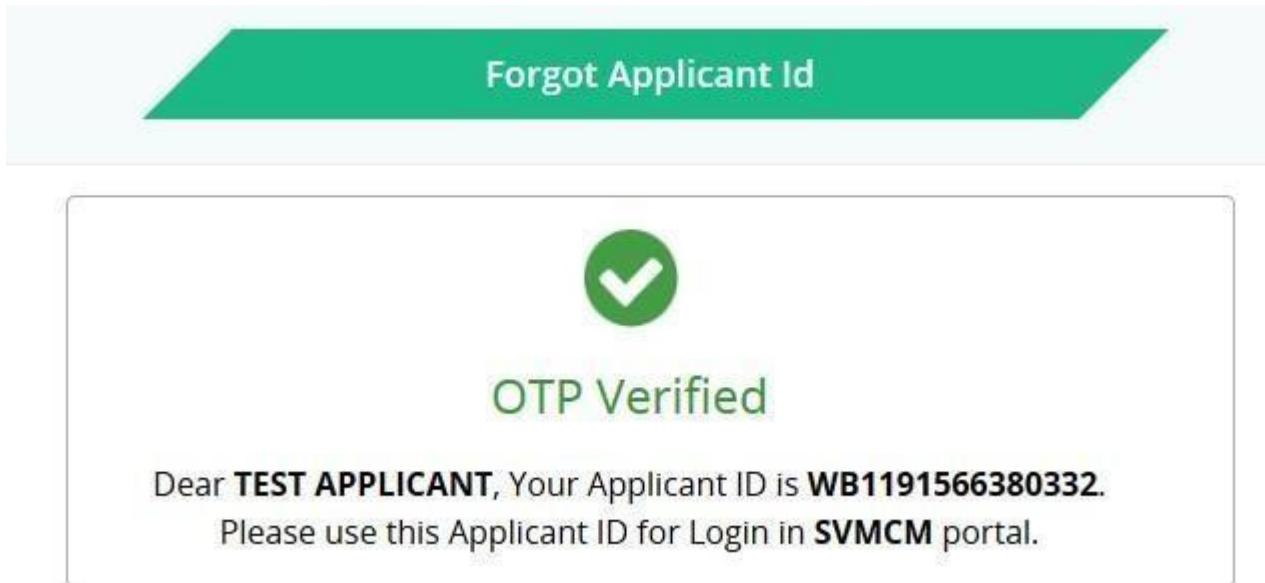


Fig:28

**For Password:**

- Select Applicant Type, enter Applicant ID, Mobile No, registered in SVMCM application. An **OTP** will sent to the mobile no., registered in SVMCM Application. Enter the correct OTP and then click **Verify** button.[Shown in Fig:29 and Fig:30]

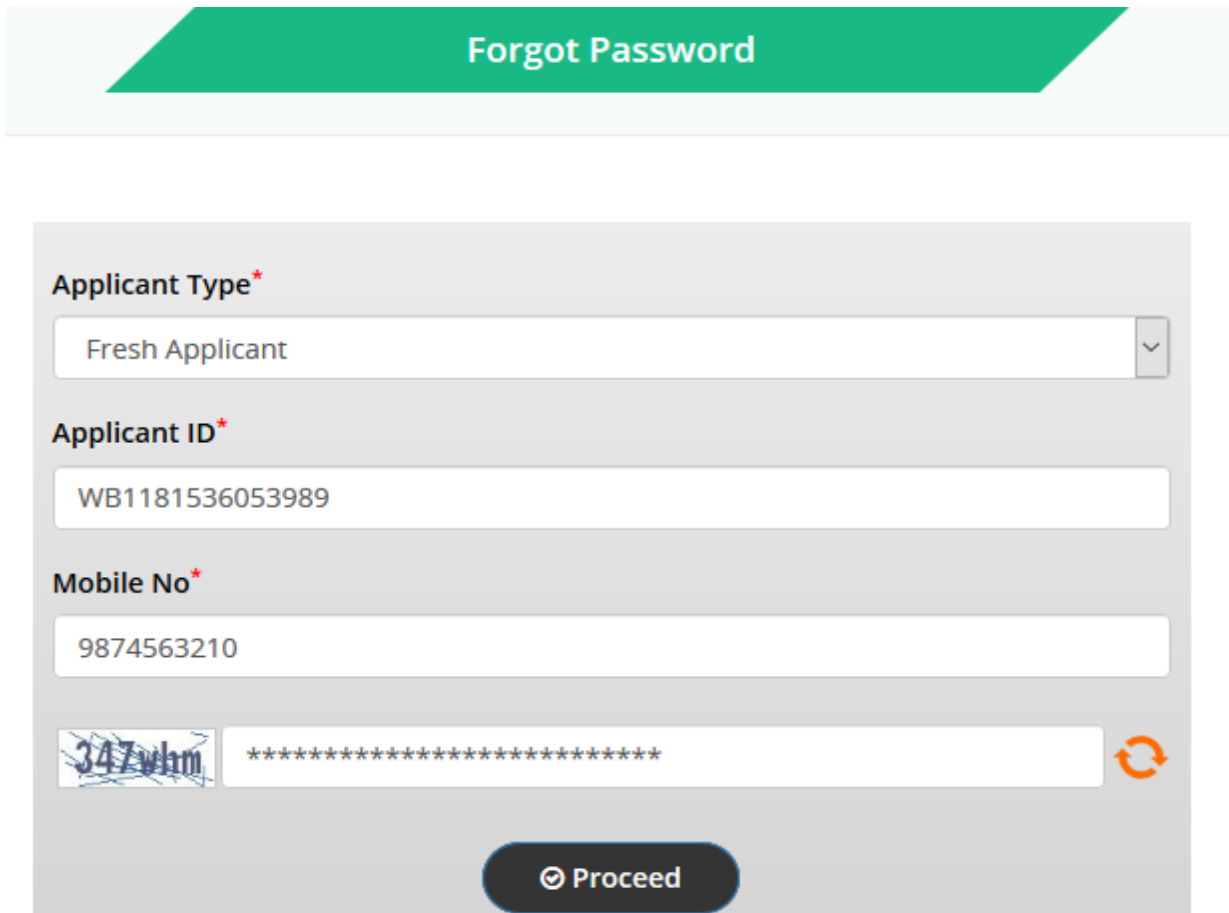


Fig:29

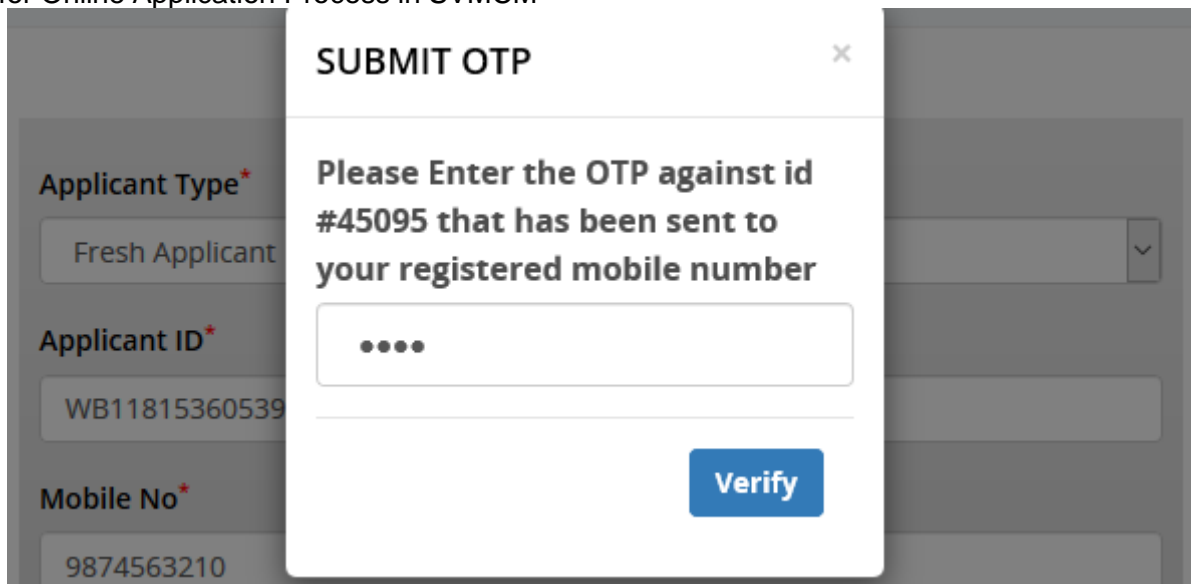


Fig:30

- After successful verification of mobile no., a form to reset password will appear. Set a new password according to the password policy and click on **Reset Password** button. [Shown in Fig:31]

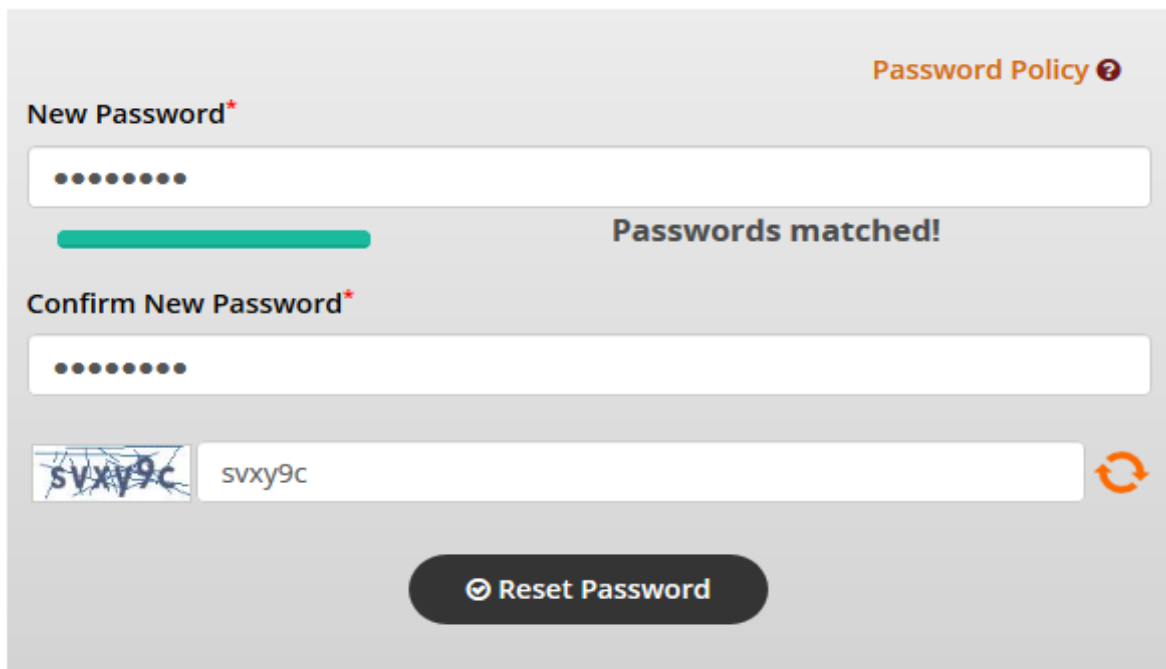
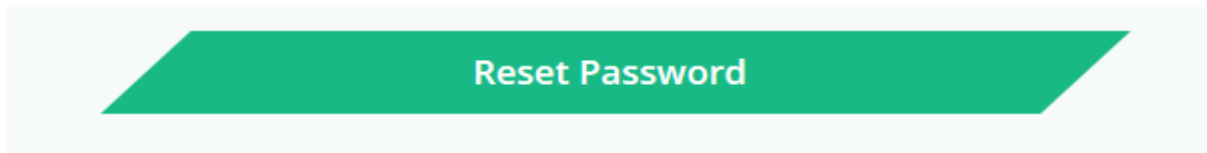


Fig:31

- After successful submission of new password a success message will be shown. [Shown in Fig:32]

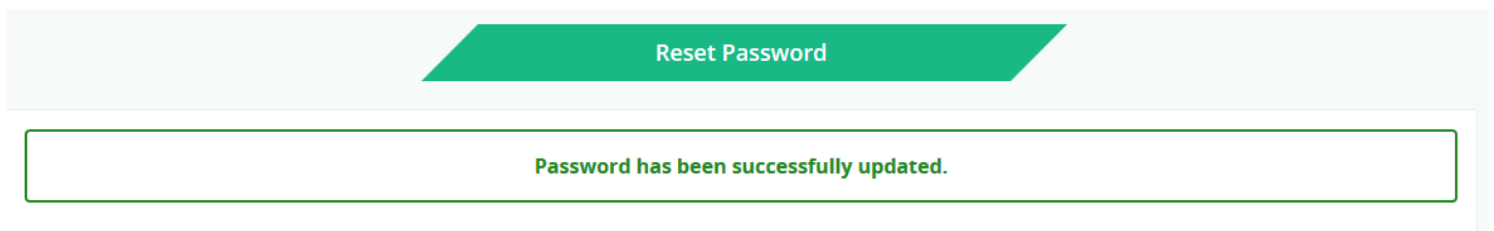


Fig:32

### Change Password:

- To change Profile Password, Click on **Reset Password** option under **Setting** tab in Menu area. First enter the Existing Password, then New Password for confirmation and Captcha. Click on **Update Password** button. [Shown in Fig:33]

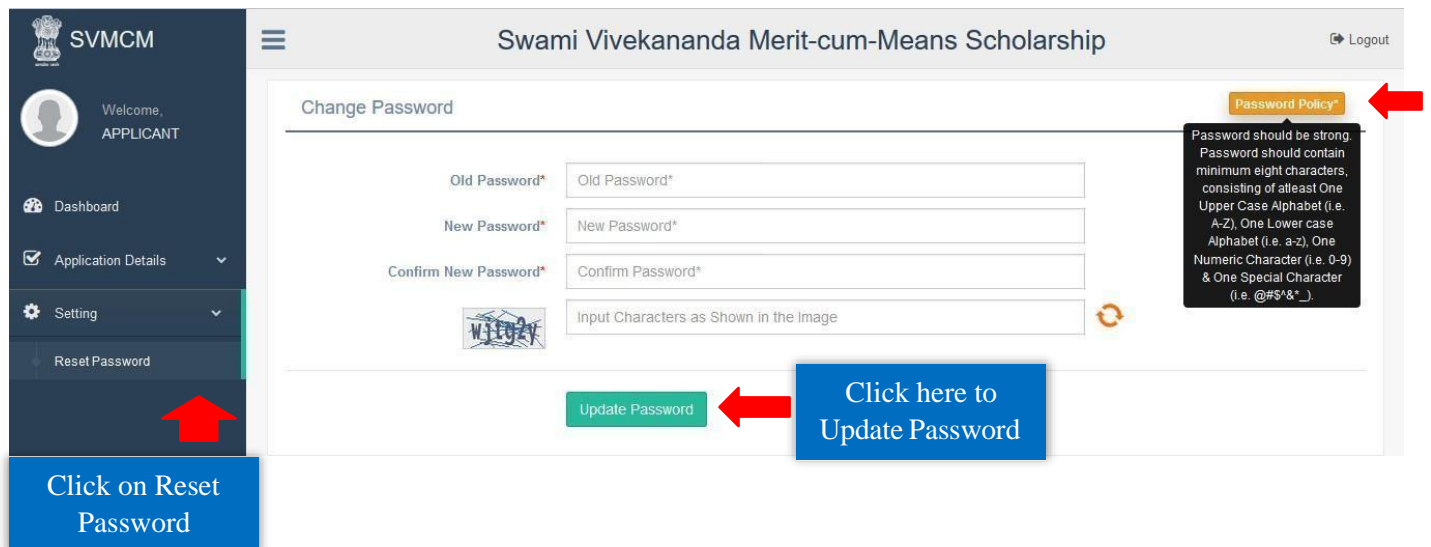


Fig:33

## ➤ **Technical Helpdesk:**

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Please contact us for further queries and consequent operational support via Helpdesk for user support.

- **Support mail id: [helpdesk.svmcm-wb@gov.in](mailto:helpdesk.svmcm-wb@gov.in)**
- **Toll free help line no: 1800 102 8014** (10 AM to 6 PM except Sundays)