

User Manual for
Online Application Process in
Swami Vivekananda Merit cum Means Scholarship (V3.0)
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 for Swami Vivekananda Merit Cum Means Scholarship (<https://svmcm.wbhed.gov.in>) in any browser and click on **Registration** option on the right side of the menu. [Shown in Fig:01]

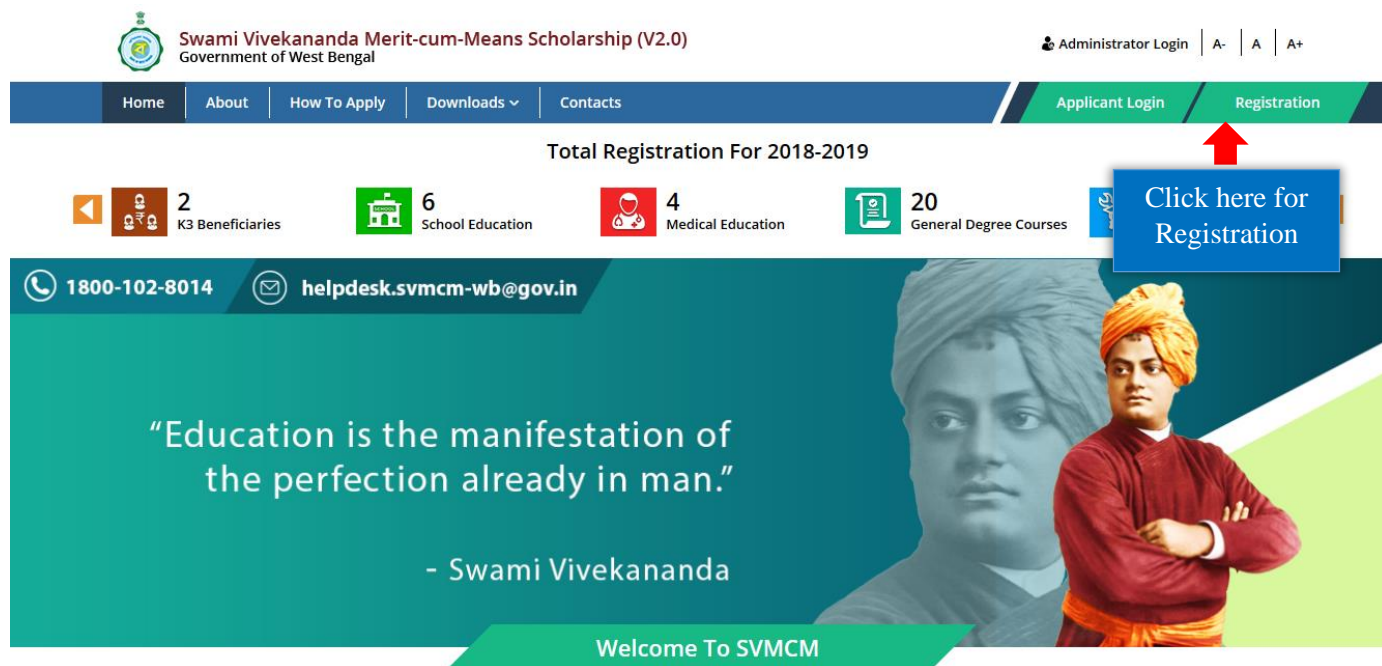


Fig: 01

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 2019	11.09.2019	15.11.2019
Renewal(including K3 Renewal) Application 2018	11.09.2019	----
Fresh Kanyashree (K3) Application 2019	11.09.2019	15.11.2019



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.

Note: Please enter valid mobile no and email id as an OTP will be sent to during the registration process for verification of the mobile no and also sms and email will be sent after completion of registration and submission of application.

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 **Kanyashree(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.

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 2019 are mentioned in detail 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)
- 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, year wise 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.

Check to Agree the Declaration

Step 4

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

Step 5

Unlock from HOI end: After submission there will not be any option to edit application details. However, if any modification is needed after submission, applicants may approach concerned HOI for unlocking the application. After that they will be able to edit the application details.

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

Click here to proceed for Registration

Proceed for Registration

Download User Manual

Click here to download the User Manual

Fig:02

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

The figure shows a 'Registration Category' selection screen. It features a green header with the text 'Registration Category'. Below the header, there are six rectangular boxes arranged in a 2x3 grid. Each box contains a computer icon, a directorate name in a red-bordered box, a description in red text, and a dark blue button labeled 'Apply For Fresh Application' with a red arrow pointing to it.

Directorate	Description
DIRECTORATE OF SCHOOL EDUCATION (DSE)	(Studying in Higher Secondary Schools)
DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING (DTE&T)	(Studying in Polytechnic Colleges or Institutions)
DIRECTORATE OF PUBLIC INSTRUCTION (DPI)	(Studying in General Degree Colleges or Universities)
DIRECTORATE OF TECHNICAL EDUCATION (DTE)	(Studying in Degree Engineering or Technical Colleges or Universities)
DIRECTORATE OF MEDICAL EDUCATION (DME)	(Studying in Medical/Nursing Colleges or Institutions)
KANYASHREE PRAKALPA (K3)	(For General PG Courses of Kanyashree(K2) Girls)

Fig:03

Click on Apply For Fresh Application

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]

➤ *Note that, if an applicant selects 2018 as Year of Last Qualifying Exam, then an extra field will appear where the applicant has to enter a reason for not applying for SVMCM Scholarship in 2018.*

REGISTRATION FOR SCHOLARSHIP

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

Name of qualifying public examination*

Name of qualifying public examination*

Name of the Board/Council/College/University*

Name of the Board/Council/College/University*

Year of Qualifying Examination*

Select Year of Qualifying Examination

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

ROLL NUMBER OF LAST BOARD/COUNCIL/COLLEGE/UNIVERSITY EXAMINATION ELIGIBLE FOR SCHOLARSHIP

Passing Year of 10th Standard Board/Council Examination*

Select Year of Passing

Roll No of 10th Standard Board/Council Examination*

ROLL NO OF 10TH STANDARD BOARD/COUNCIL EXAMINA

Total marks obtained(Excluding additional or optional marks)*

Total marks obtained(Excluding additional or optional ma

Out of*

Out of

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

Overall percentage obtained (Excluding additional or opti

Basic Details ?

First Name*

FIRST NAME

Middle Name

MIDDLE NAME

Last Name

LAST NAME

Mobile No*

Mobile No

Email Id*

Email Id

Religion*

Religion*

Present Course of Study ?

Select District

Please Select District*

Name of Institution*

Name of present Institution*

Name of Present Course*

Name of Present Course*

Discipline of Course*

DISCIPLINE OF COURSE

Duration of Course (In years)*

Duration of Course (In years)

Date of Admission*

Date of Admission

Password ?

Password*

Enter Password*

Confirm Password*

Confirm Password

Cancel

Register

Fig: 04

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

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

KOLKATA

Name of Institution*

Bethune College

Name of Present Course*

B.A

Discipline of Course*

GEOGRAPHY

Duration of Course (In years)*

3

Date of Admission*

01-08-2018

Password ?

Password*

.....

Confirm Password*

.....

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
View 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 web form titled "Kanyashree authentication". The form contains several input fields with red arrows pointing to them from blue callout boxes on the right:

- Select Year**: Points to the "Year of Kanyashree(K2) Application" field containing "2015-2016".
- Kanyashree ID**: Points to the "Enter Kanyashree ID (Case Sensitive)*" field containing "19063901cl0130000226".
- Enter Name**: Points to the "First Name of Applicant*" field containing "TEST".
- Enter DOB**: Points to the "Enter Applicant DOB*" field containing "01-10-1995".
- Father's Name**: Points to the "Father's Last Name" field containing "FATHER".
- Mother's Name**: Points to the "Mother's Last Name" field containing "MOTHER".

At the bottom right, there are two buttons: "Cancle" (misspelled) and "K2 Authentication". A red arrow points from a blue box labeled "Click here to Authenticate" 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*

2019



Name of qualifying public examination*

B.SC



Name of the Board/Council/College/University*

Kalyani University



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

22515156854



Total marks obtained(Excluding additional or optional marks)*

800



Out of*

1000



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

80



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

the
here

Password ?


Password*

.....



Confirm Password*

.....



Passwords matched!

Hover the
Mouse here
to View the
Password
Policy

Cancle

[Register](#)

Passwords matched!

Click here to
Register

Fig:09

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]

MOBILE NO. VERIFICATION

Enter the OTP for OTP ID #40924, sent to your Mobile No (XXXXXXX210)

••••

Close

Verify

Details of Last

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(Excluding additional or optional marks)*

400

Out of*

500

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

80.00

Year of Qualifying Examination*

2019

Fig:10

MOBILE NO. VERIFIED AND REGISTRATION DONE SUCCESSFULLY

Your Applicant ID is **WB1191566380332** and the same has been sent to your registered Mail Id.

* Please Login with the Applicant ID and Password, chosen at the time of filling up the Scholarship Application.

** Please keep this Applicant ID and Password for further use.

Download Registration Slip

Close

Click here to Download Registration Details

Fig:11

Page 11 of 28

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]

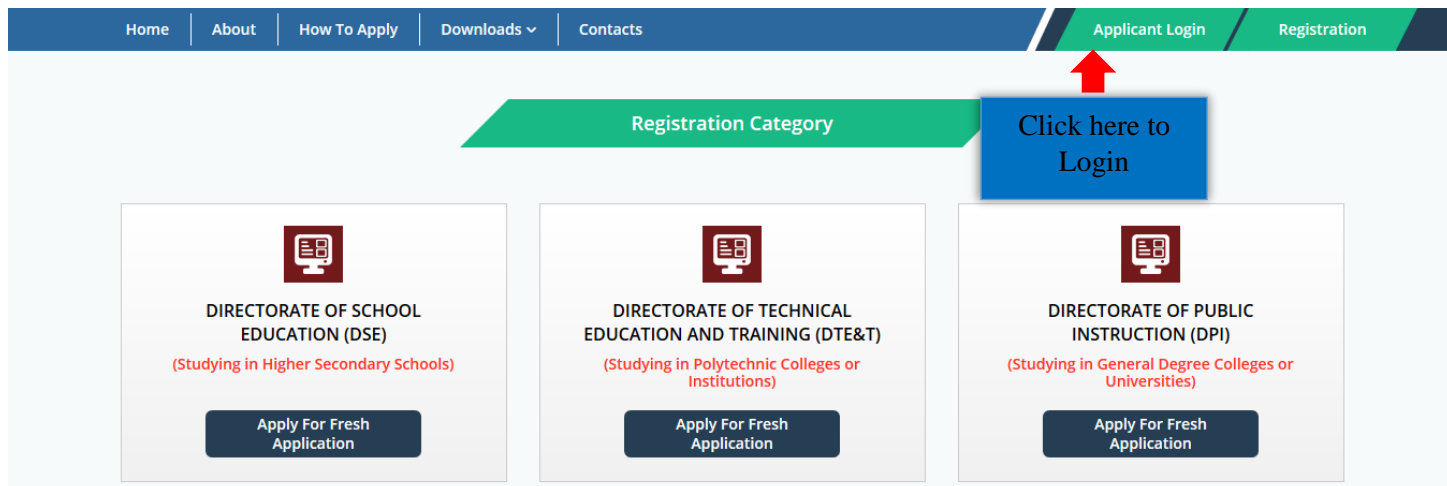


Fig:12

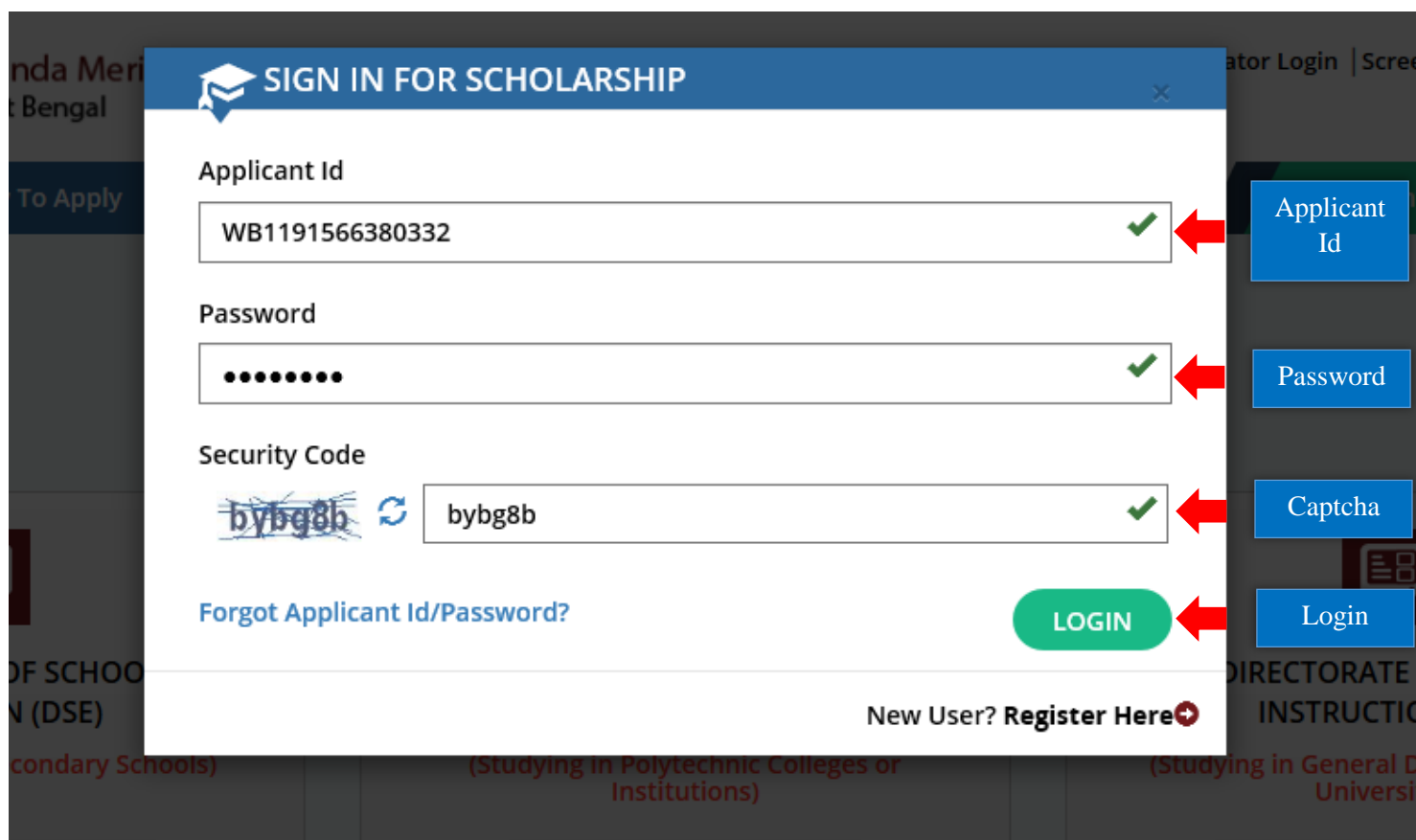


Fig:13

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]

Welcome, Test Applicant

Dashboard

Application Details

- Edit Application
- View Application

Application Grievance

Setting

Details of Application

Test Applicant

WB1191566380332

9874563210

Directorate Of Public Instruction

[Edit Profile](#) [View Profile](#)

[Cancel Application/Registration](#)

User Activity Report [Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	06-09-2019 15:39:23
2	Application Form Fillup	Pending	----
3	Upload Supporting Document	Pending	----
4	Application Submission	Pending	----
5	Status	Registration Done	

Click here to Edit Profile

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]

Basic Details

Applicant Registration No.	WB1191567762763	Applicant Name	TEST APPLICANT
Mobile No.	9874563210	Email Id	test.applicant@gmail.com
Roll Number of 10th standard Board/ Council Examination or Equivalent	11225E0257	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
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education	Roll No. of the Board/Council/University Exam	1001111152
Total marks obtained(Excluding additional or optional marks)	429	Out Of	500
Overall percentage obtained(%)	85.80		

Present course of study

Name of the course	B.A	Discipline of course	GEOGRAPHY
Duration of Course (in Years)	3.00	Date of admission in this course	01-08-2019
Name of the present Institution	Bethune College	District	KOLKATA

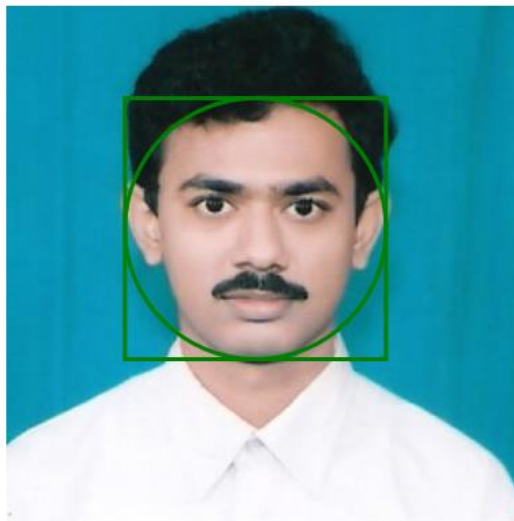
Upload Photograph

Photograph of Applicant:*

(Image Size: 20KB-50KB)

(Image Format: JPG/JPEG)

Browse... Tanmay.jpg

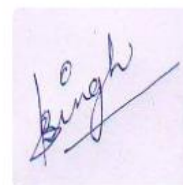
**Upload Signature**

Signature of Applicant:*

(Signature Size: 10KB-20KB)

(Signature Format: JPG/JPEG)

[Change Signature](#)



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

Present Family address

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

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

IFS Code:*	SBIN0013984	Name of Bank*	STATE BANK OF INDIA
Branch Name:	KANDI BUS STAND	A/C No:*	33254784782
Branch code:	013984	MICR Code:	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:*	XXXXXXXXXXXX64
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--- ---PLEASE SELECT--- BANK A/C CLOSED BANK A/C DORMANT TINY A/C CHANGE OF ADDRESS MINOR A/C 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:

The screenshot shows the SVMCM application interface. A notification box is displayed in the center, titled "Notification". It lists the "Competent Authorities of issuing Income Certificate are:" followed by four bullet points:

- BDO/SDO/Jt BDO / BLRO (Panchayet Area)
- Executive officer / Finance officer / Education officer in case of municipality
- Commissioner / Dy Com / Municipal secretary in case of corporation
- G.R-A gazetted officer

 The notification box has a "Close" button at the bottom right. In the background, the application form is visible, showing sections for "Upload Scanned Supporting Document" and "Income Certificate Issue Authority".

Fig:17

The screenshot shows the "Upload Scanned Supporting Document" section of the SVMCM application. It contains several upload fields:

- Mark sheet of Madhyamik Examination or its equivalent(Both sides)*
- Scan copy of Bank Passbook (1st Page, containing A/C No., IFSC and Beneficiary Name)*
- Income Certificate Issue Authority*
- Mark sheet of last Board/Council/University /College Examination*
- Domiciliary certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority*
- Income Certificate of Family*

 Each field has a "Browse..." button and a "No file selected." message. Below these fields is a blue note box stating: "Note: Files should only be in PDF format & File size must not exceed 400KB."

 At the bottom, there is a declaration section with a checkbox and the text: "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: 33254788782 and IFS Code is: SBIN0013984 which is major one with the first name of mine."

 There are three buttons at the bottom: "Previous", "Click here to Save & Continue", and "Save & Continue". A red arrow points from the checkbox to the "Click here to Save & Continue" button.

Fig:18

➤ 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.

Previous

Submit Application

Check to Agree the Declaration

Click here to Save & Continue

Fig:19

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]

Documents Uploaded successfully.

View Application

Click here to Download the Application Details

➔

Download Application Details

Basic Details			
Applicant Registration No.	WB1191567762763	Applicant Name	TEST APPLICANT
Mobile No.	9874563210	Email Id	test.applicant@gmail.com
Roll Number of 10th standard Board/ Council Examination or Equivalent	11225E0257	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
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education	Roll No. of the Board/Council/University Exam	1001111152
Total marks obtained(Excluding additional or optional marks)	429	Out Of	500
Overall percentage obtained:(%)	85.80		
Present course of study			
Name of the course	B.A	Discipline of course	GEOGRAPHY
Duration of Course (in Years)	3.00	Date of admission in this course	01-08-2019
Name of the present Institution	Bethune College	District	KOLKATA

Personal Details

Upload Documents

Submit Application

➔

Click here to Submit the 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](#)

[Download Application Details](#)

Basic Details ▼

Applicant Registration No.	WB1191567762763	Applicant Name	TEST APPLICANT
Mobile No.	9874563210	Email Id	test.applicant@gmail.com
Roll Number of 10th standard Board/ Council Examination or Equivalent	11225E0257	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
Name of the Board/Council/University	West Bengal Council of Higher Secondary Education	Roll No. of the Board/Council/University Exam	1001111152
Total marks obtained(Excluding additional or optional marks)	429	Out Of	500
Overall percentage obtained:(%)	85.80		
Present course of study			
Name of the course	B A	Discipline of course	GEOGRAPHY
Duration of Course (in Years)	3.00	Date of admission in this course	01-08-2019
Name of the present Institution	Bethune College	District	KOLKATA

Personal Details ▼

Upload Documents ▼

Fig:21

- 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]



Welcome, Test Applicant

Dashboard

Application Details

View Application

Application Grievance

Setting

Details of Application



Test Applicant

WB1191567762763

9874563210

Directorate Of Public Instruction

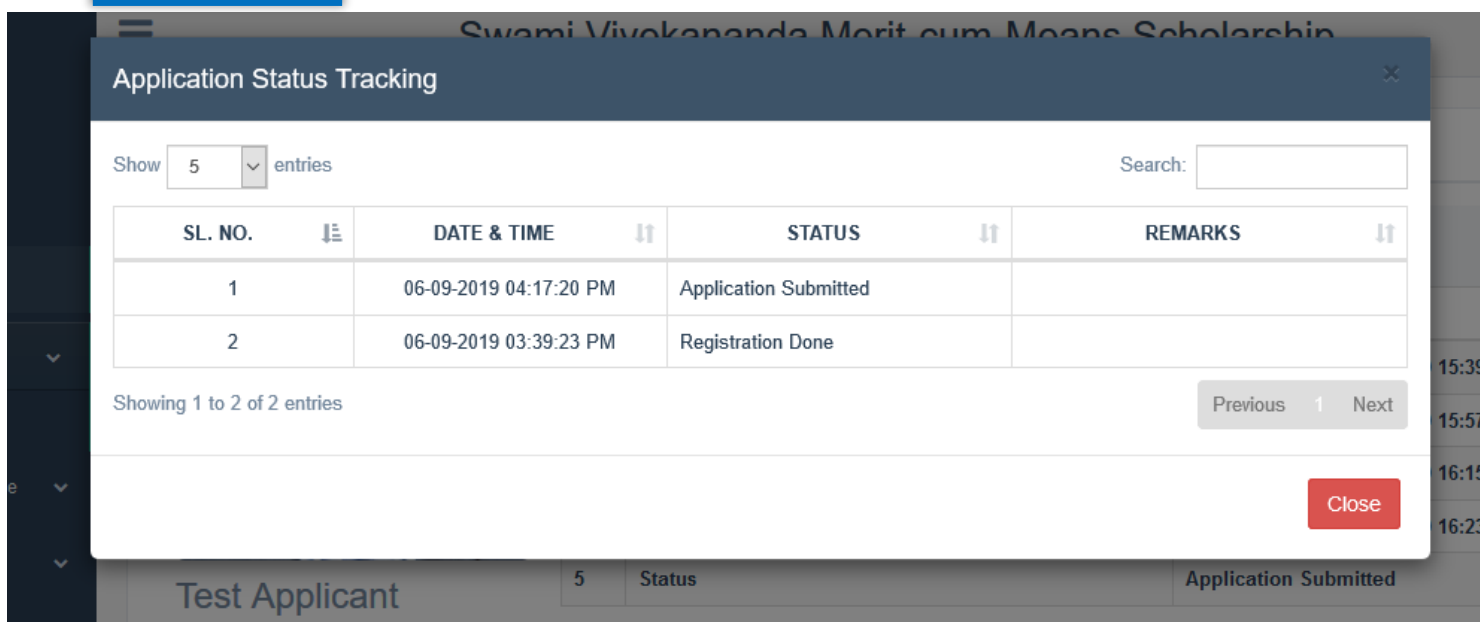
[View Profile](#)

User Activity Report

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	06-09-2019 15:39:23
2	Application Form Fillup	Done	06-09-2019 15:57:29
3	Upload Supporting Document	Done	06-09-2019 16:15:06
4	Application Submission	Done	06-09-2019 16:23:43
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	06-09-2019 04:17:20 PM	Application Submitted	
2	06-09-2019 03:39:23 PM	Registration Done	

Showing 1 to 2 of 2 entries

Previous 1 Next

Close

Test Applicant

5 Status

Application Submitted

Fig:23

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]

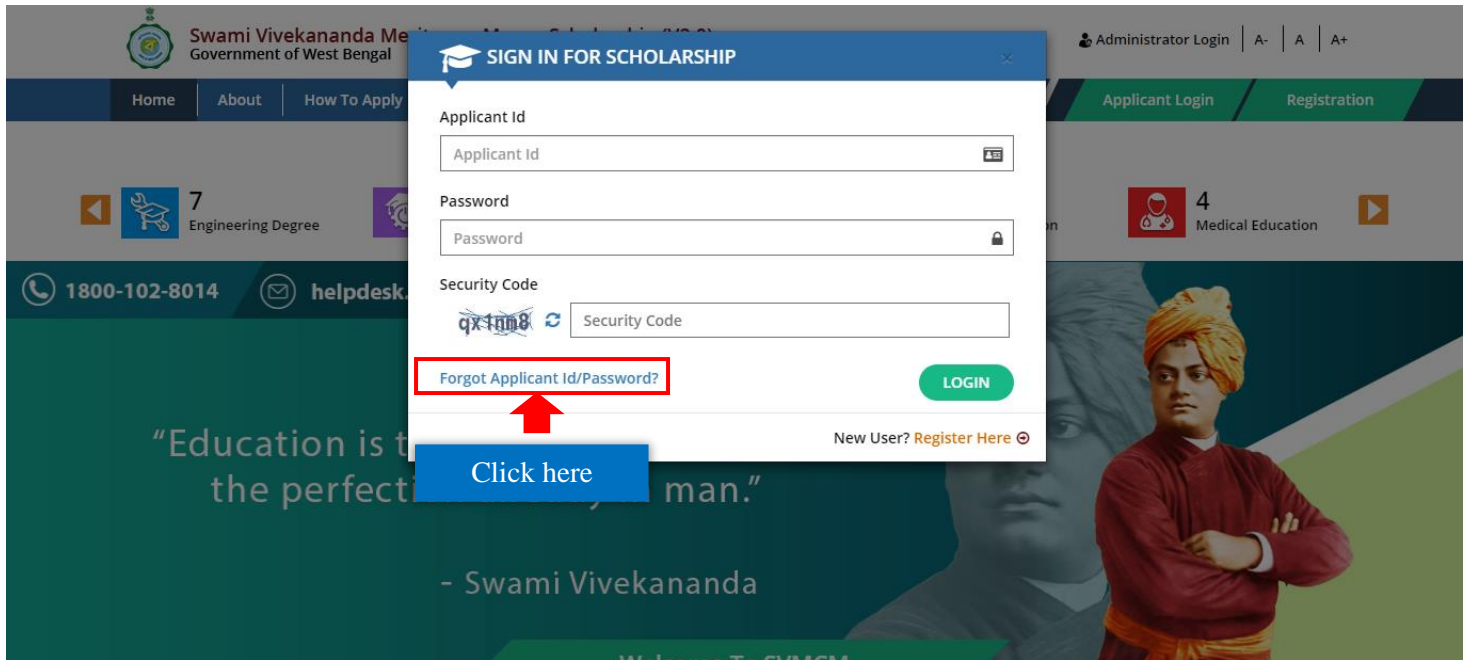


Fig:24

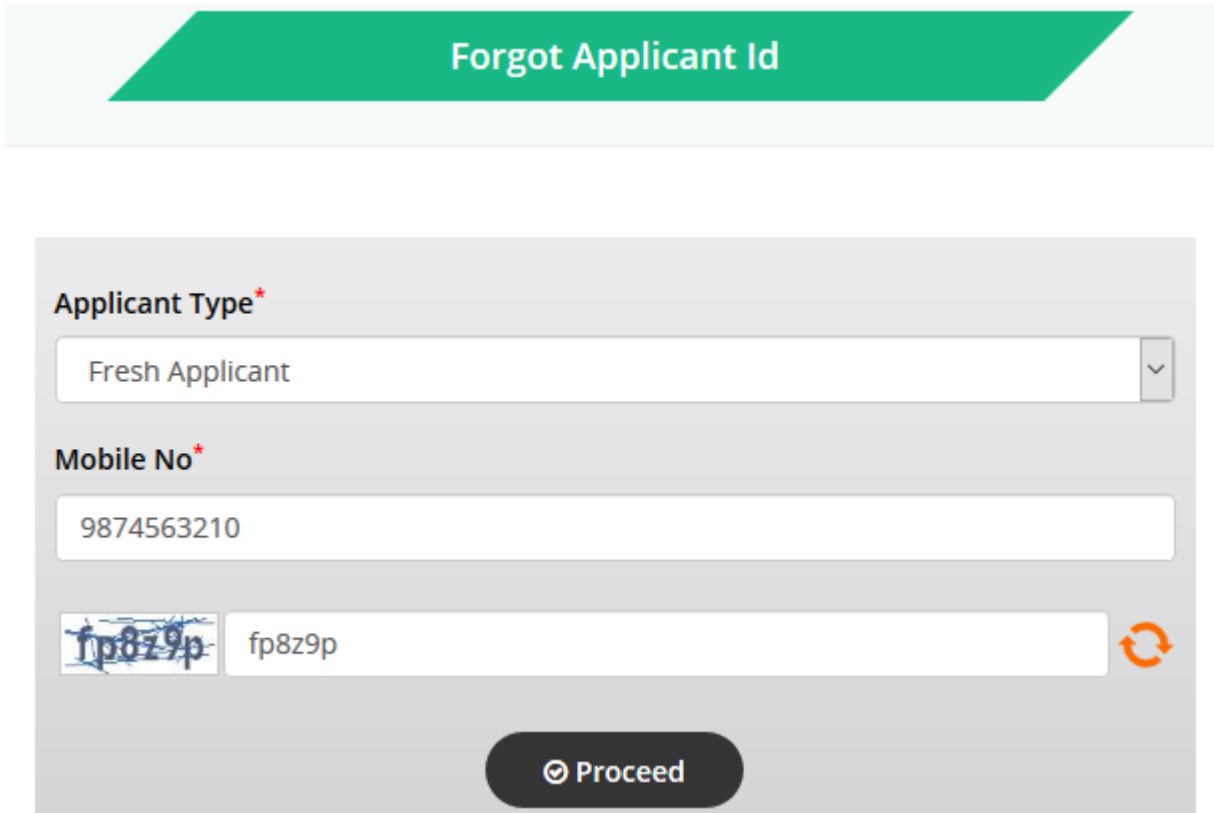
- Select what is to retrieve from the given option and then click on the **Proceed** button. After selecting a option the relevant form will be appeared. [Shown in Fig:25]

A screenshot of a web form titled 'Retrieve Applicant Id/Password'. The form has a dropdown menu labeled 'Select What is to Retrieve*'. The dropdown is open, showing three options: '----Please Select----', '---Please Select---', and 'Applicant Id'. The 'Applicant Id' option is currently selected and highlighted in blue. Below the dropdown, there is a text input field for the selected option, which currently contains 'Password'. The form is set against a light gray background.

Fig:25

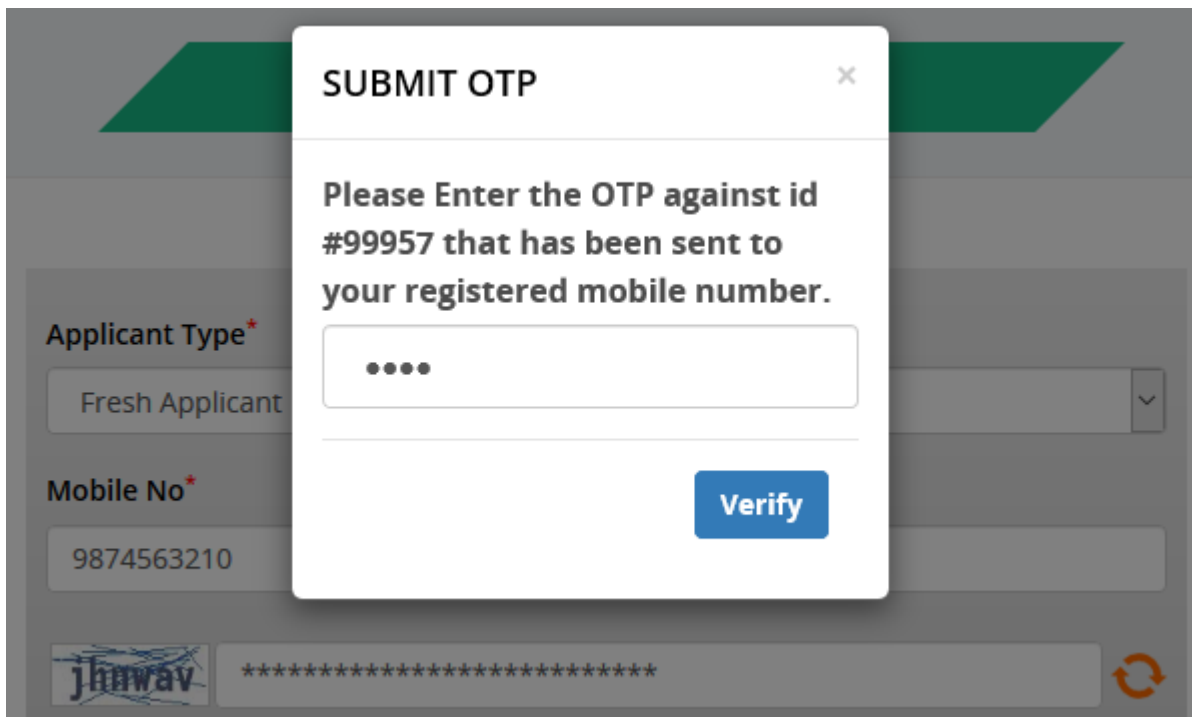
For Applicant Id:

- 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]



The screenshot shows a web form titled "Forgot Applicant Id" in a green header. The form has three main input sections: "Applicant Type*" with a dropdown menu showing "Fresh Applicant"; "Mobile No*" with a text input field containing "9874563210"; and "Security Code*" with a CAPTCHA image showing "fp8z9p" and a text input field also containing "fp8z9p". A circular refresh icon is to the right of the security code field. At the bottom is a dark button with a checkmark icon and the text "Proceed".

Fig:26



The screenshot shows a modal dialog box titled "SUBMIT OTP" with a close button (X) in the top right corner. The dialog contains the text: "Please Enter the OTP against id #99957 that has been sent to your registered mobile number." Below this text is a text input field with four dots (••••) indicating where to enter the OTP. At the bottom right of the dialog is a blue button labeled "Verify". The background shows a blurred version of the "Forgot Applicant Id" form from Figure 26.

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

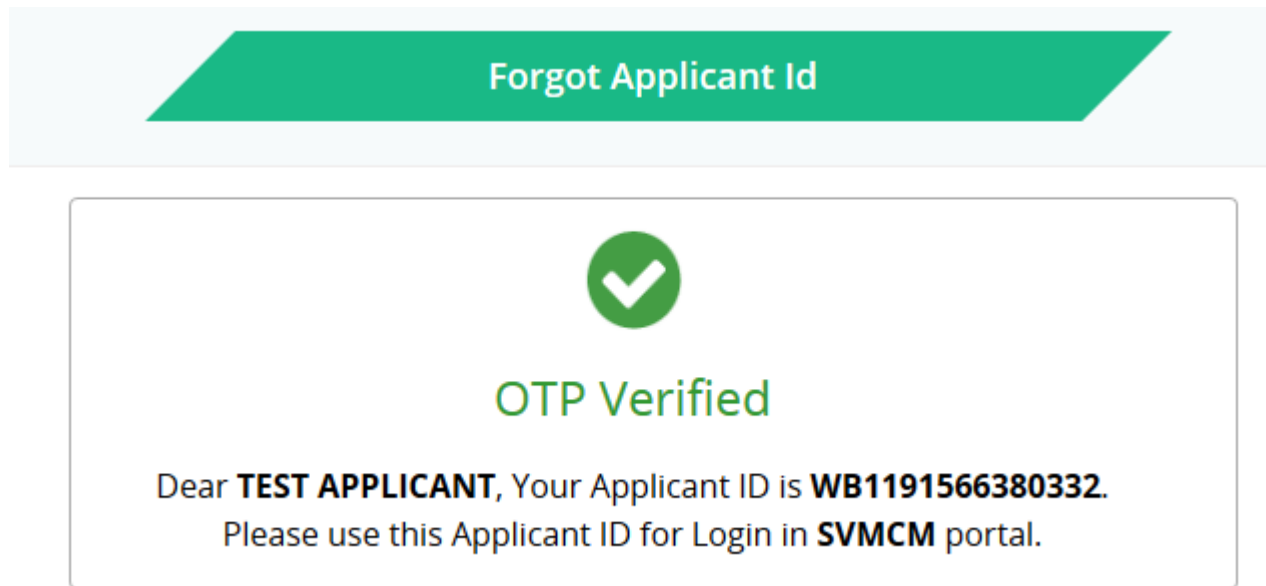


Fig:28

For Password:

- Select Applicant Type, enter Applicant ID, Mobile No, registered in SVMCM application. An **OTP** will be 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]

The image shows a user interface for 'Forgot Password'. At the top, there is a green banner with the text 'Forgot Password'. Below this, the form contains the following elements:

- Applicant Type***: A dropdown menu with 'Fresh Applicant' selected.
- Applicant ID***: A text input field containing 'WB1181536053989'.
- Mobile No***: A text input field containing '9874563210'.
- A captcha/OTP field with a blue and white image on the left and a text input field with asterisks on the right. An orange circular refresh icon is to the right of the input field.
- A dark blue button with a white eye icon and the text 'Proceed' at the bottom.

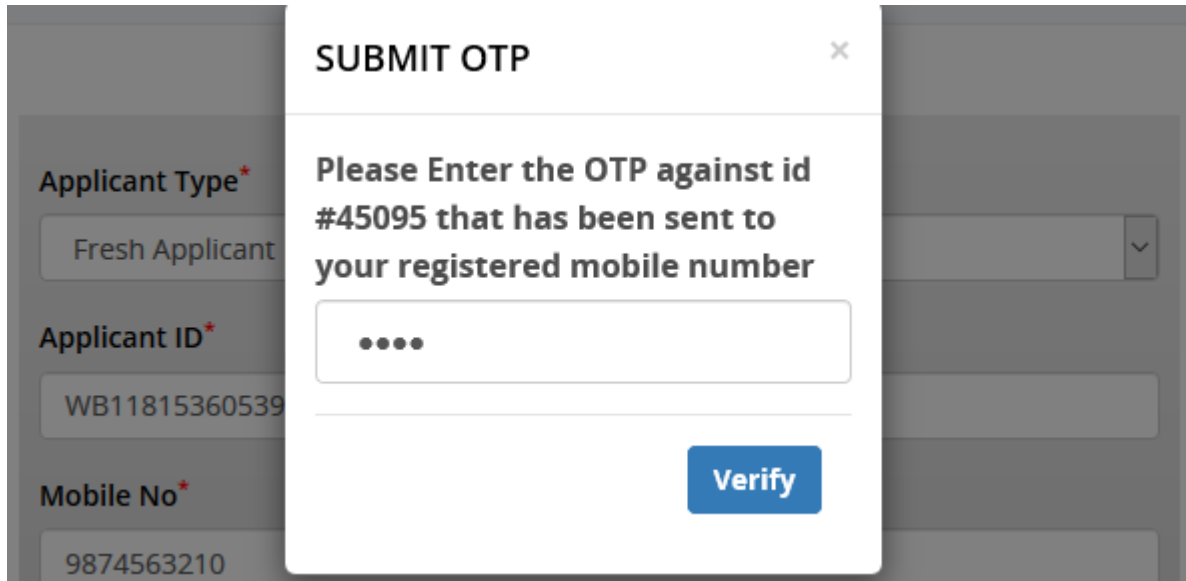
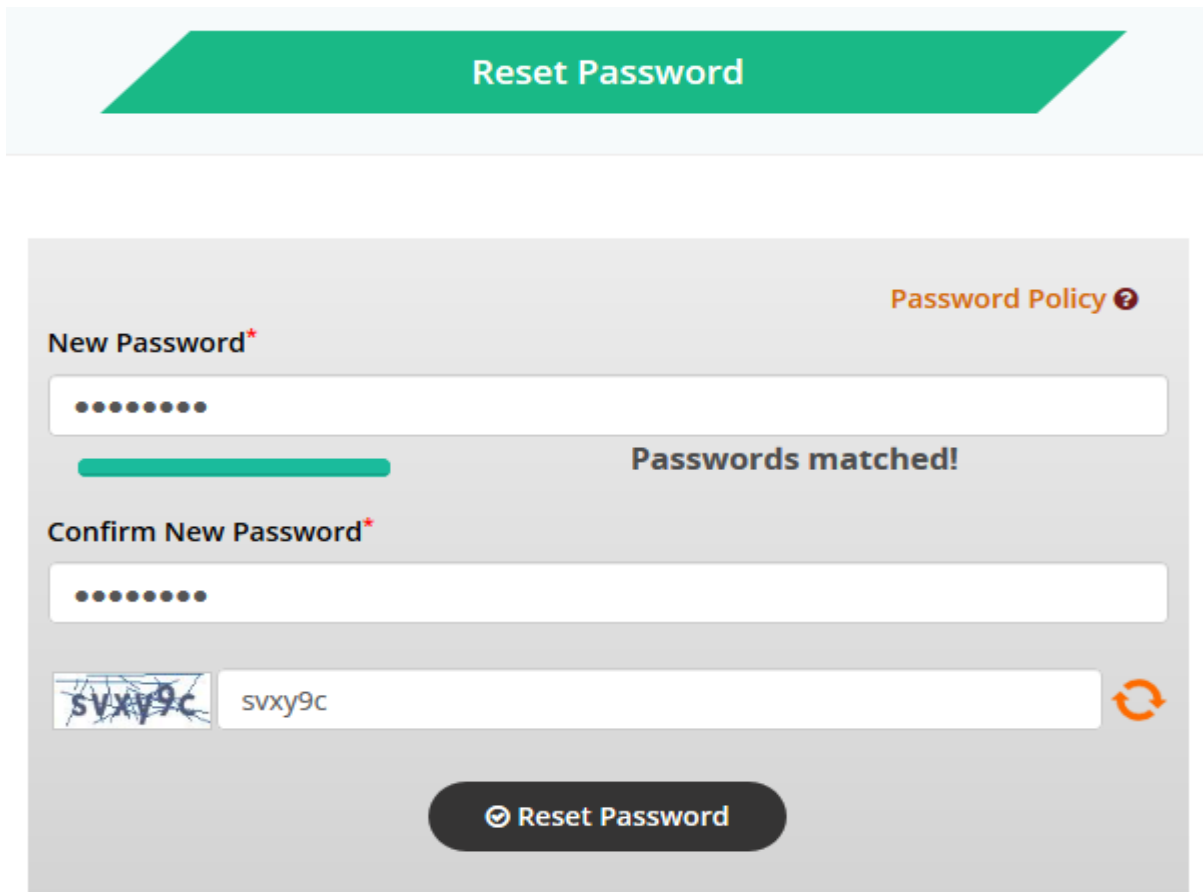


Fig:30

- 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]



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

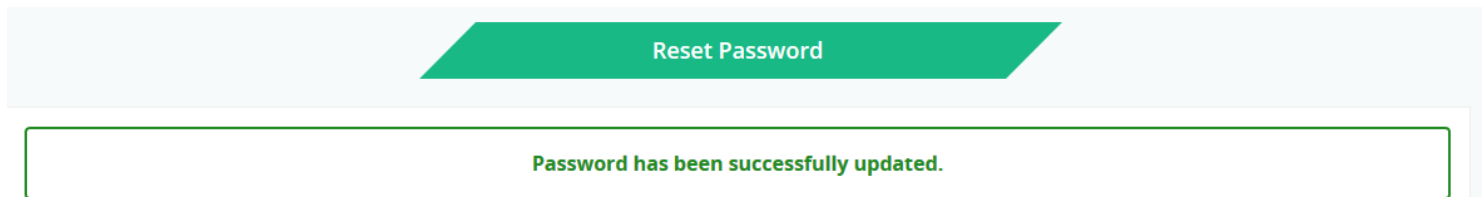


Fig:32

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]

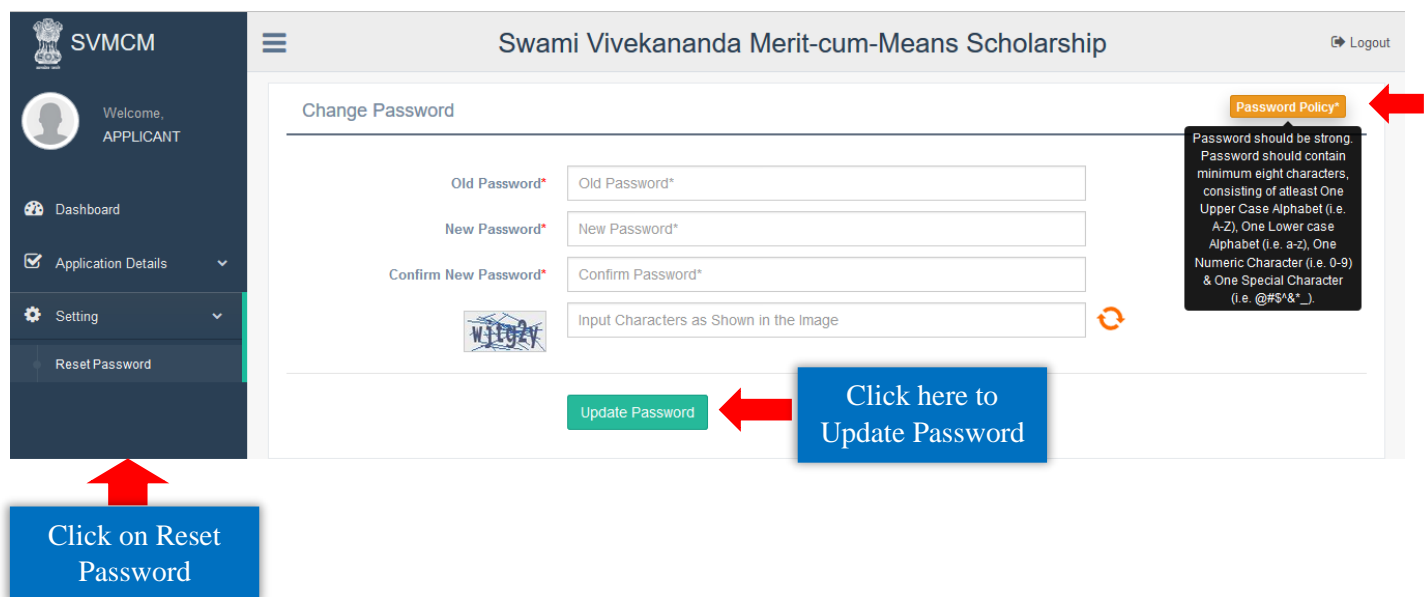


Fig:33

➤ **Technical Helpdesk:**

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

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