



Kabi Jagadram Roy Government General Degree College Policy Document of Scholarships and Freeships

Prepared by Scholarship Committee

- **Aims and Objectives**

Kabi Jagadram Roy Government General Degree College gives scholarships to the needy students with the objective to encourage them for better performance. In consonance with the vision of the college which is to impart higher education especially to the desiring and deserving students belonging to socially and economically backward and unprivileged section of the rural society, the institution believes that no student must be deprived of higher education due to financial barrier for that scholarship is given to the needy students.

- **The Context**

The college has no funds till now for disbursement of scholarship of its own. Nevertheless, the college follows another mechanism for providing scholarships to students. As most of the students of the college belong to economically weaker section of society, they face problems in paying for exam form filling, books and other contingencies. There is a Scholarship Committee in the college under Teachers' Council which guides the needy students and students from backward caste to apply for different scholarships provided by Government and Non-Government institutions. The college has no freeship facility till now. But the college is very hopeful to start the freeship facility in the near future.

- **The Practice**

There are different types of scholarships. Students must choose any one of the scholarships based on their need and criterion of the scholarship. Worthwhile to mention that Kanyashree scheme is considered to be a onetime grant. Hence a girl student may avail any scholarship along with Kanyashree. The nature, criterion, eligibility, amount etc. to get different scholarships and Kanyashree are discussed below.

- **Kanyashree Prakalpa (K1 & K2):**

Department of Women Development and Social Welfare, Government of West Bengal (DWD&SW) has designed the Kanyashree Prakalpa - a conditional




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cash transfer scheme with the aim of improving the status and well being of the girl child in West Bengal.

All girl students, across all boards (HS/ISC/CBSE) who are 18 years of age are eligible for a one-time Kanyashree grant of Rs. 25,000/- during their graduation course.

Girls who are not yet 18 are usually eligible for the K1 grant.

Such girls who have not applied for KanyashreePrakalpa grant during their school years also may apply for this grant, if eligible by age.

No income bar.

Applicant has to be a domicile of the state of West Bengal.

For further details: https://www.wbkanyashree.gov.in/kp_4.0/index.php

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● **Swami Vivekananda Merit cum Means Scholarship:**

With a view to assisting the meritorious students belonging to economically backward families in the State of West Bengal to pursue higher studies, the Government of West Bengal introduces this scheme of giving scholarships at different levels of higher studies, at educational institutions based in West Bengal. The Swami Vivekananda Merit Cum Means Scholarship Scheme has been thoroughly revamped in the year 2016 to cover more number of students as well as to enhance the scholarship amounts significantly. The upper ceiling for family income has been fixed at Rs.2,50,000/- per annum. Candidates opting for these scholarships and found eligible, will not be allowed to enjoy any other governmental (central/state) scholarship or stipend for the same course/stage of study. However, one time grants or assistances received from any source, or free or partly-free studentship allowed by the host institutions will not debar the students from availing of the benefits of this scheme.




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Eligibility:

60% marks in the last qualifying examination for Higher Secondary or under-graduate courses

53% marks in Honours subject for Post Graduate courses General Education

55% marks in Graduation for Post Graduate courses Engineering Education

Annual family income less than Rs. 2,50,000/-

Students must be resident of West Bengal

Not applying in any other Govt. scholarship.

Rates:

Class/ Course Amount (₹ P.M.)

UG (Arts/Commerce) 1000/-

UG (Science) 1500/-

Mode of application:

Online application to be made within the specified period as notified. Details will be available in the portal.

Another scheme is known as K3, in which one time scholarship is provided to those girl students who are pursuing their post graduation in various P.G. Departments. However, in order to apply for K3 scholarship a candidate need to complete K2 authentication process. The website of this scholarship is same as Swami Vivekananda Merit cum Means Scholarship.

For further details: <https://svmcm.wbhed.gov.in/>

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● **Minority Scholarship:**

Students belonging to minority communities i.e. Buddhist, Christian, Jain, Muslim, Parsee & Sikh are eligible to apply for various Scholarship schemes to provide different scholarships - Merit-Cum-Means, Post Matric, Pre Matric and Talent support stipend (TSP) for poor and meritorious students. This Scholarship is awarded to students for pursuing studies from class XI and onwards up to Ph.D. The students have to be a resident of West Bengal and have to pass their last final examination securing more than 50% marks. He/she should have been continuing his/her studies in regular mode.

Go to www.wbmdfcscholarship.in and click on New Registration option and continue the process. State Govt. has launched state minority scholarship scheme named "Aikhyashree". There are two existing schemes named TSP and SVMCM.

For Scheme and guideline please visit
<https://wbmdfcscholarship.org/main/guidelines>

● **Minority Scholarship (Below 50%):**

Talent Support stipend is a State Government sponsored programme under MA& ME Department, Government of West Bengal. This stipend is awarded to the students who are resident of West Bengal and have passed their last final examination securing less than 50% marks. He/she should have been continuing his/her studies in regular mode. Scholarship is awarded to students for pursuing studies from class XI and onwards up to Ph.D. Annual Family Income of the student should be upto 2 lakhs. 30 % quota of scholarship has been earmarked for girl students.

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- **Corporate House Scholarship:**

College provides opportunities for the students to apply for different Corporate Houses, who has provision for sanctioning scholarships under their CSR activities. At present, SR Jindal Scholarship by Jindal Steel & Power Company has sanctioned scholarships to our students. The eligibility criteria, amount and others are available in the website.

For further Details:

https://jngec.ac.in/academics/downloads/application_form_SR%20Jindal%20Scholarships.pdf

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- **National Scholarship:**

Students interested in applying for any scholarship that is processed under the National Scholarship Portal 2.0 have to visit the link given below for further information: <https://scholarships.gov.in/>

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- **Evidence of Success**

Each year the number of student beneficiaries availing institutional Scholarship is increasing and there is a consensus among the students and the community at large that economic hardship is no longer an obstacle in the path of achieving higher education. Many of the beneficiaries have been able to continue higher studies despite all odds at home specifically at the financial front. Few of them have now got jobs in various government/non-government institutions/organizations.




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The
Kolkata Gazette



सत्यमेव जयते

Extraordinary
Published by Authority

JYAISTHA 30]

THURSDAY, JUNE 20, 2019

[SAKA 1941

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
Minority Affairs & Madrasha Education Department
Nabanna
325, Sarat Chatterjee Road, Howrah - 711102

No. 1203-MD

Dated: 20.06.2019

NOTIFICATION

The undersigned is directed by the order of the Governor to say that the Governor is pleased to start "Aikyashree-West Bengal State Scholarship Scheme for Minority Students" from the financial year 2019-20 onwards, to be funded entirely from the State Budget, and to formulate its guidelines as follows:

**GUIDELINES FOR "AIKYASHREE" – WEST BENGAL STATE SCHOLARSHIPS
FOR MINORITY STUDENTS**

1. INTRODUCTION :

To address the growing aspiration for education in the minority communities of the state and with a view to providing them more avenues for socio-economic and educational mobility by extending financial support and encouragement to the meritorious students belonging to the minority communities, the State Government has decided to set up the "Aikyashree" – West Bengal State Scholarships for Minority Students in West Bengal to be fully funded from the State budget from the financial year 2019-20 onwards.

2. TYPES OF SCHOLARSHIP :

Three types of scholarships will be provided under this scheme :

- (i) Pre-matric Scholarship (for meritorious students from Class-I to Class-X),
- (ii) Post-matric Scholarship (for meritorious students from Class-XI to Ph.D), and
- (iii) Merit-cum-Means Scholarships (for pursuing technical & professional courses).

3. OBJECTIVES :

The primary objective of the Pre-matric Scholarship is to encourage the minority communities to send their children to schools and to prevent drop-out.

The Post-matric scholarship intends to encourage students to continue their pursuit of higher education.

The objective of Merit-cum-Means scholarship for professional and technical courses is to support the students to pursue professional / technical studies for consequently increasing their employability potential.

4. ELIGIBILITY CRITERIA :

A. For Pre-matric Scholarship, and

B. Post-matric Scholarship

- (i) Applicant must be a domicile of West Bengal.
- (ii) Must be studying in a School/ Institution recognized by an educational Board/ Council/ University of the State/ Central Government.
- (iii) Must have secured not less than 50% marks or equivalent grade in the previous final examination.
- (iv) The annual family income should not exceed Rs.2 lakh.
- (v) Students studying in institutes outside West Bengal will not be eligible for pre-matric or post-matric scholarship.

C. For Merit-cum-Means Scholarship

- (i) The applicant must be a domicile of West Bengal.
- (ii) Must have got admission in a technical / professional course.
- (iii) Must have secured at least 50% marks in the last Higher Secondary/ Graduation examination.
- (iv) Annual family income of the student should not be more than Rs.2.5 lakh.
- (v) The students who are residents of West Bengal but pursuing studies in listed institutions located outside West Bengal, as may be notified from time to time by the West Bengal Minorities' Development and Finance Corporation, are also eligible for applying.

5. SELECTION PROCEDURE :

Scholarships will be provided to eligible students in order of merit and subject to the budgetary allocation provided by the State Government.

For renewal, the applicant will be eligible for the scholarship if he/she has obtained 50% marks in his/her previous examination.

6. RATES OF SCHOLARSHIPS :

The proposed rates of scholarships are as follows :

Figures in Rupees

Sl. No.	Types of Scholarship	Class of Study	Day Scholars			Hosteller			Remarks
			Admission fee & tuition fee	Maintenance Allowance	Total	Admission fee & tuition fee	Maintenance Allowance	Total	
1	Pre Matric	I to V	0	1100	1100	0	0	0	(1) Admission and tuition fee are subject to actuals (2) Hostellers include students not staying in hostel of the institute concerned but are staying as paying guest or on rent (3) Maintenance allowance is payable for a period not
		VI to X	4400	1100	5500	4400	6600	11000	
2	Post Matric	XI & XII	7700	2500	10200	7700	4200	11900	
		XI & XII (technical & vocational courses of this level)	11000	2500	13500	11000	4200	15200	
		Undergraduate & Post Graduate	3300	3300	6600	3300	6300	9600	
		M.Phil & Ph.D	3300	6000	9300	3300	13200	16500	

Sl. No.	Types of Scholarship	Class of Study	Day Scholars			Hosteller			Remarks
			Admission fee & tuition fee	Maintenance Allowance	Total	Admission fee & tuition fee	Maintenance Allowance	Total	
3	Merit-cum-Means	Medical Engineering, Management, Law, CA etc. courses	22000	5500	27500	22000	11000	33000	exceeding 10 months in an academic year (4) Full course fee may be reimbursed for the listed institutions

7. SANCTION PROCEDURE :

The applications will be received online through a portal designed for this purpose. The applications will be verified by the Nodal Teachers of the respective School.

The selection will be made as per the eligibility criteria and the disbursement will be made through Direct Bank Transfer.

8. NODAL ORGANISATION :

The West Bengal Minorities' Development & Finance Corporation (WBMDFC) will be the Nodal Organisation for this scheme.

9. CONDITIONS FOR SCHOLARSHIP :

- (i) The applicant has to submit a certificate regarding family income at the time of application.
- (ii) For 'renewal' applicants, the continuance of scholarship will be subject to securing 50% marks in the previous year examination.
- (iii) Maintenance allowance will be provided to hostellers and day scholars.
- (iv) Students should be regular in attendance, for which the yardstick will be decided by the competent authority of the school.
- (v) If a student violates school discipline or any other terms and conditions of the scholarship, scholarship may be suspended or cancelled. The State Government can also directly cancel the award if duly satisfied of the reasons of violation of these regulations governing the scheme.
- (vi) If a student is found to have obtained a scholarship by false statement, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered.
- (vii) The course/tuition fees and maintenance allowance will be credited to the student's bank account directly under Direct Benefit Transfer (DBT) mode.
- (viii) An amount not higher than 2% may be kept for administrative expenses by the WBMDFC for implementation of the Scheme.

This issues with the concurrence of Finance Department, Government of West Bengal vide their U.O. No.:0356 dated 03/06/2019.

By order of the Governor,

VIVEK KUMAR

Principal Secretary to the Government of West Bengal

Standard Operating Procedures

National Scholarship Portal (NSP)

Version 1.0

24th July 2019



Ministry of Electronics and Information Technology
Government of India

[Handwritten Signature]
24/7/20

Director, National Institute of Training & Research
Government of India
Ministry of Electronics and Information Technology



Document control**Document Title:** Standard Operating Procedures

Document Creation:

Release No.	Date	Revision Description	Author/Reviewer
Ver 1.0	24-July-19	First Published Version after review & Incorporation of Comments	NSP Team, NIC DBT Mission, Central Ministries of the onboarded schemes

Deputy Director Medical Education Training & Research
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Acronyms and Abbreviations

Abbreviation	Description
AISHE	All India Survey on Higher Education
DBT	Direct Benefit Transfer
FAQs	Frequently Asked Questions
MeitY	Ministry of Electronics and Information Technology
MMP	Mission Mode Project
NCVT	National Council for Vocational Training
SCVT	State Council for Vocational Training
NIC	National Informatics Centre
NSP	National Scholarship Portal
NUEPA	National University for Education Planning and Administration
OTP	One Time Password (delivered on mobile)
PFMS	Public Financial Management System
PMU	Project Management Unit
SMART	Simplified, Mission-oriented, Accountable, Responsive and Transparent
U-DISE	Unified District Information System for Education

1. National Scholarship Portal Overview

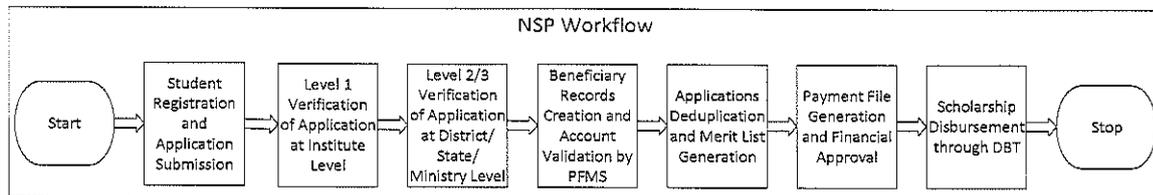
NSP is one-stop solution through which various services starting from student application, application receipt, verification, processing, and disbursement of various scholarships to students are facilitated. National Scholarship Portal is taken as Mission Mode Project (MMP) under Digital India. This initiative aims at providing a Simplified, Mission-oriented, Accountable, Responsive and Transparent 'SMART' System for faster and effective disbursement of Scholarship to eligible applicants directly into their account through Direct Benefit Transfer (DBT) without any leakages.

2. Purpose of the Document

This document defines Roles and Responsibilities of all users of NSP, and briefly conveys the high-level processes involved while operating NSP.

3. Overall NSP Workflow

The overall workflow for NSP is as below:



The steps involved in NSP are as follows:

- Step-1: Student Registration and Application Submission
- Step-2: Level 1 Verification of Application at Institute Level
- Step-3: Level 2/3 Verification of Application at District/State/Ministry Level
- Step-4: Beneficiary Records Creation and Account Validation by PFMS
- Step-5: Applications Deduplication and Merit List Generation
- Step-6: Payment File Generation and Financial Approval
- Step-7: Scholarship Disbursement through DBT

Kindly refer User manual(s) for steps involved at each of the above steps.

4. Users of NSP and their Roles and Responsibilities

This section enlists the essential users of NSP, and enumerates their brief roles and responsibilities.

4.1. Users of NSP

The primary users of NSP are as under:

- a) Student / Applicant
- b) Institute Nodal Officer
- c) District/ State/ Ministry Nodal Officer
- d) Scheme owner Ministries / Departments / Other Govt. bodies
- e) Ministry of Electronics & Information Technology
- f) Direct Benefit Transfer(DBT) Mission, Cabinet Secretariat
- g) National Informatics Center (NIC)
- h) Help Desk

4.2. Roles & Responsibilities

The user-wise Roles & Responsibilities are as per the subsections below:

4.2.1. Student/ Applicant

The primary role of the Student/ Applicant is to register and submit the application at NSP. The student/applicant who is applying for the first time on NSP portal, is referred to as Fresh Students, and the students who have been granted scholarship in any of the scheme on-boarded at NSP in the immediately preceding Academic Year, are referred to as Renewal students. The student/applicant using the NSP must adhere to the following:

1. Registration Process for Fresh Students:

- a) Students applying for scholarship for the first time need to "**Register**" on the portal as fresh applicant, using the icon "New Registration" at NSP Portal URL - <https://scholarships.gov.in/>, by providing accurate and correct information as per their documents.
- b) Before initiating registration process, students are advised to carefully go through the "Guidelines for Registration on National Scholarship Portal" and keep their

Educational and other documents such as Aadhaar number, Enrolment number, Bank passbook etc. in hand.

- c) Fields marked as '*' are mandatory.
- d) Students who have been assigned Aadhaar shall mandatorily provide their Aadhaar number in their application.
- e) Student(s)/The Student who do not possess Aadhaar shall provide the enrolment ID (if available), and upload scanned copy Bank Passbook with Photograph, in PDF or JPEG format (Maximum size 200 KB). The student will also be required to upload bonafide student certificate from Institute / School in along with their application form.
- f) Upon submitting all the details on registration page, student will get a unique application ID and password through SMS on the provided(registered) mobile number.
- g) The student shall login to NSP using application ID and password received. The student must change the password upon first login. This password has to be kept safely and confidentially. The student can change the mobile number only before the first login, i.e. before changing the received password.
- h) The student can apply in any of the scheme on-boarded on NSP by providing accurate and correct information as per their documents, and shall submit the documents to the Institute after Final submission of the application at NSP portal.
- i) The detailed procedure for filling the application form has been provided in the User Manual for Applicants.

2. Process for Renewal Students:

- a) Renewal Students are the students who have been granted scholarship in any of the scheme on-boarded at NSP, in the immediately preceding Academic Year.
- b) Renewal Students can only apply for renewal of scholarship in the same scheme, for which they have been granted scholarship in the previous Academic Year. Student is required to update their marks obtained in previous year and submit the application on NSP Portal. The student must keep the account in which scholarship was received in previous year as active (i.e. non-dormant) and functional to receive scholarship amount.
- c) In case the student wish to apply for any other scheme, he/she must login using their previous year's application ID and password, select the option for withdrawing the

renewal application, and then register as a Fresh Student in the current Academic Year. Thereafter, they shall follow the process for Fresh Application.

3. Precautions to be taken

- a) The student/applicant must ensure that the Bank Account details (A/c Number, IFSC Code) submitted is correct and keep the account active (i.e. non-dormant) and functional to receive scholarship amount (i.e. Any condition imposed on accounts by bank, like seeding of AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with).
- b) The student/applicant must ensure that the resolution/quality of documents uploaded is adequate so that they are clear and readable.
- c) The student/applicant must ensure that the mobile number provided in the application is correct and belongs to the student/ applicant.
- d) The student/applicant must select the desired scheme from list of schemes available as per the eligibility criteria of the scheme(s).
- e) The student/applicant must take timely action(s) on the SMS received from NSP.
- f) The student/applicant must follow up with Institutes for application verification before the deadlines.
- g) The student/applicant must rectify the error(s) and comply with the remarks made in the application in case the application is marked as defective in NSP.
- h) The student/applicant shall note that applications marked rejected / fake by the nodal officer during the verification / reverification process will not be considered for further processing on NSP.
- i) The student/applicant must carefully select their institute. If applicant selects some other institute by mistake, he or she will have to get their application marked defected from the selected institute and then Institute can be corrected.
- j) The student/applicant shall note that priority for Scholarship Disbursement will be given to the Aadhaar seeded bank accounts.
- k) The student/applicant shall note that NSP provides only one chance for updating bank account details (only in case when bank accounts details are not validated by PFMS). Applicants should be cautious to exercise this option, failing which the application will not be considered for scholarship.

4.2.2. Institute Nodal Officer

The primary role of the Institute Nodal officer is 1st Level verification of the applications submitted by applicants at NSP. The application form for student has been simplified with minimal uploading of scanned documents by students on NSP. Hence, the role of the Institute Nodal officer becomes very critical in the entire chain of verification process. The Institute Nodal officer using NSP must adhere to the following:

1. Institute Registration Process

- a) The Institute/School/ITI shall possess a valid AISHE/DISE/NCVT/SCVT code, before registering on NSP.
- b) The Institute/School/ITI with valid AISHE/DISE/NCVT/SCVT codes can register on NSP. To know whether Institute/School/ITI is registered on NSP Portal or not, go to <https://scholarships.gov.in> and click on “Search Institute/School/ITI”.
- c) The Institute/School/ITI, with valid AISHE/DISE/NCVT/SCVT code and not registered on NSP can request the District or State Nodal Officer, of any Scholarship scheme onboarded on NSP, to add it on NSP.
- d) The District or State Nodal Officer will search for the Institute based on AISHE/DISE/NCVT/SCVT code. In case the institute is not registered, the Nodal Officer can add it by providing the requisite details. The system generated User credentials and password will be sent on the mobile number provided.
- e) Colleges/Universities/Institutes/Schools and any other educational establishments onboarded on NSP shall be referred to as Institutes.

2. Institute Nodal Officer: Registration process

- a) From Academic Year 2019-20 onwards, Institute logging in the first time will have to mandatorily fill the Institute Nodal Officer Registration Form.
- b) The Institute Nodal officer will login on NSP using the user credentials, and complete Institute Nodal Officer Registration Form by entering his/her details and uploading the identity document. The Institute Nodal officer after locking the form using the OTP received, will take the print, paste his/her photograph on the Form, get it attested by the Institute Head (Signature and Institute seal/stamp), will submit the physical form to the respective District/ State/ Ministry Nodal officer of any scheme onboarded on NSP.

- c) The District/ State/ Ministry Nodal Officer will verify the physical form and the details entered in system, and approve/reject the Institute Nodal Officer Registration Form details on NSP using the option “Verify Institute Registration Form” under the Administration section in his login. The User credentials and new password will be sent to the registered mobile number of the Institute Nodal officer. The original physical copy of the form should be kept with District/ State/ Ministry Nodal Officer and a duplicate copy is to be shared with Institute Nodal officer, who shall keep the same in Institute’s records.
- d) The institute Nodal officer can login using the new User credentials, password and OTP received on his/her mobile number. The concerned officer can reset the password by clicking the “Forgot Password” on Institute Login page on NSP.
- e) For the cases of registration, where previous Institute Nodal has been transferred and has not provided the login credentials to the new Institute Nodal Officer, the new Institute Nodal Officer shall formally request District/ State/ Ministry Nodal Officer to change the mobile number and send the login credentials to the new mobile number. The new Nodal Officer is responsible for updating the profile with his/her credentials.
- f) In case the new Institute Nodal Officer has access to the previous Nodal Officer, the registered mobile number can be changed by existing Nodal Officer. The system asks for the OTP on previous mobile number and the new mobile number to be registered. The existing Nodal Officer is also primarily responsible for updating the profile with credentials of the new Nodal Officer.

3. Institute Nodal Officer: Profile updation

- a) The Institute Nodal Officer shall submit the Institute details in the profile, and select the Course Levels offered by the Institute.
- b) The Institute Nodal Officer shall ensure that the profile details of the Institute are updated from time to time.
- c) The Institute Nodal Officer shall submit the correct bank account details of the Institute.
- d) The Institute Nodal Officer shall update the offered courses and course fee charged for each course Level.
- e) The Institute Nodal Officer shall regularly change the password.
- f) The Institute Nodal Officer shall ensure that the profile is updated profile with the details of the New Nodal officer before updating the mobile number and email ID, in case of change of Nodal officer.

4. 1st Level Verification Process & Steps

- a) The Institute Nodal officer must verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant, and maintain physical copies of supporting documents submitted by the student/ applicant. The District/State/Ministry Nodal Officer can ask for copies of these documents from the Institute Nodal Officers, as and when required.
- b) The Institute Nodal officer has the option to either Verify the application, Reject the application or Defect the application. In case she/he chooses to Reject or Defect the application, the reasons for rejection or defect must be provided, so that the same can be displayed to the student/applicant.
- c) The Application defected by the Institute will be returned to student/applicant for correcting the same, and once submitted by the student/applicant, the application will be shown under Reverification section of NSP application.
- d) The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedure as prescribed by Institute authorities / Government are followed.
- e) The Institute Nodal Officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.
- f) The Institute Nodal Officer shall ensure that there are no pending applications, as on last date of LI verification for that particular scheme, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).
- g) The Institute Nodal Officer can mark any application as Fake at any stage before the payment is made, using the option “Mark as Fake” under the Verification section in his/her profile, in case a fraud is suspected in the application.

4.2.3. District/ State/ Ministry Nodal Officer

The primary role of District/ State/ Ministry Nodal officer is 2nd/3rd Level verification (as per the scheme guidelines) of the applications submitted at NSP and verified by Institutes. The District/ State/ Ministry Nodal officer using NSP must comply with the following-

1. District/ State level Nodal Officer User Creation Process

- a) The login credentials for State Nodal Officers are created when the Ministry Nodal officers create the user for State. The Ministry Nodal officer enters the following details

to create the State user – State Name, State Nodal Officer Name, Designation, Mobile No., Email ID and Address of the State Nodal Officer. Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the mobile no. of State Nodal Officer as registered by the Ministry Nodal officer.

- b) The login credentials for District Nodal Officers are created when the State Nodal officers create the user for District. The State Nodal officer enters the following details to create the District user – District Name, District Nodal Officer Name, Designation, Mobile No., Email ID and Address of the District Nodal Officer. Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the mobile no. of District Nodal Officer as registered by the State Nodal officer.
- c) In case of change in District Nodal officer, she/he shall approach the State Nodal Officer with a request to reset the password and change mobile number.
- d) Similarly, in case of State Nodal Officer, she/he shall approach Ministry level Nodal officer with a request to reset the password and change mobile number.

2. District/ State/ Ministry Nodal Officer: Adding / Verification of Institute(s)

- a) The District/ State/ Ministry Nodal Officer reset the password of a registered Institute using the option “Reset Institute Login Password” under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. He/She can select the Institute from the list displayed in search results, and click on reset the password. He/She also has the facility to change the mobile number of Institute Nodal Officer through this option, so that the OTP is received on the mobile number of current officer.
- b) The District/ State/ Ministry Nodal Officer can add new Institute using the option “Add Institute/School” under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. If the Institute is already registered, the District/ State/ Ministry Nodal Officer can reset the password. If Institute is not registered, he/she can register the Institute and create User credentials of the Institute by providing details such as Institute Nodal Officer Name and Mobile number. The User credentials will be generated by the system, and will be sent as an SMS to the provided mobile number. The Institute Nodal Officer can then proceed for the Institute Nodal Officer registration as per the process.

- c) The District/ State/ Ministry Nodal Officer shall ensure that the Institute Nodal Officer registration is approved on the NSP portal after physically verifying the certified Institute Registration form submitted by the Institute Nodal Officer, along with photograph and identity proof.

3. 2nd Level Verification Process & Steps

- a) The District/ State/ Ministry Nodal Officer shall verify the correctness of details in the application form and uploaded documents submitted by the student/applicant as per guidelines of the related scheme.
- b) The District / State / Ministry Level Nodal officer can either Verify the application, Defect the Application, Reject the applications or Mark the application as Fake. In case she/he chooses to Defect the Application, Reject the application or Mark the application as fake, the reasons must be provided, so that the same can be displayed to the student/applicant.
- c) The District / State / Ministry Level Nodal officer shall monitor overall pendency of the applications for the scheme at Institute Level.
- d) The District / State / Ministry Level Nodal officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.

4. 3rd Level Verification Process & Steps

- a) For the schemes that require third level of verification, the State/ Ministry Nodal Officer shall follow the same process as followed for 2nd Level Verification.

4.2.4. Scheme owner Ministries / Departments / Other Govt. bodies

The primary role of the Scheme Owner Ministries/ Departments/Other Govt. bodies is to onboard the scheme at NSP, and monitor the overall progress of the scheme. This includes all three types of schemes, i.e. Central Schemes, Centrally Sponsored Schemes and State Schemes.

The Scheme Owner Ministries/ Departments/ Other Govt. bodies must:

- a) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide confirmation for adherence to the NSP guidelines.
- b) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide Scheme guidelines, Configuration details, FAQs to NIC.

- c) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide PFMS configuration details (agency ID, Agency name, PFMS scheme code, DBT mission code, beneficiary type, payment purpose code) at the time of onboarding schemes only.
- d) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall ensure that the given PFMS details are properly configured at PFMS Portal.
- e) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall act as Data fiduciary for all data at NSP, for their scheme(s).
- f) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall verify the correctness of Scheme configuration on NSP, including but not limited to the eligibility criteria, important dates etc.
- g) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall monitor overall progress of the scheme, including L1 and L2/L3 verification progress.
- h) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall issue timely instructions to District/State/Ministry Nodal Officers.
- i) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide trainings to State/District Nodal officers from time to time.
- j) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide name of Central / State Nodal Officers along with contact details to be displayed on the portal, and validate the same from time to time.
- k) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide data and reports concerning the scheme to Govt. organizations, as may be required, using different pre-defined standard reports/ query generated by NSP.
- l) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall abide by IT Act, Aadhaar Act and all other Government rules and regulations, from time to time.
- m) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall operate NSP portal for all activities.
- n) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall answer the queries of any law enforcement agency / RTI related to Scheme(s), Applications received at NSP, Timelines of the scheme(s), workflow, operations, servers, the content data and transaction data, etc.



4.2.5. Ministry of Electronics & Information Technology

The Ministry of Electronics & Information Technology (MeitY) is the overall owner of National Scholarship Portal (NSP), and shall oversee the end-to-end processes of NSP.

Designated officers from MeitY shall:

- a) Provide administrative approvals for NSP to NIC.
- b) Provide inputs for value addition in NSP.
- c) Monitor and review the NSP.

4.2.6. Direct Benefit Transfer (DBT) Mission, Cabinet Secretariat

The Direct Benefit Transfer(DBT) Mission, Cabinet Secretariat, Government of India plays pivotal role in administration of National Scholarship portal, and is primarily responsible for overall coordination with all the Scheme Owner Ministries/ Departments/ Other Govt. bodies, streamline the processes, and provide guidance to MeitY and NIC from time to time.

Designated officers from DBT mission shall:

- a) Provide approval for the Important dates and deadlines for all Schemes on-boarded on NSP.
- b) Review the Standard Operating Procedures / Guidelines / User Manuals and other key documents, which are to be circulated to NSP users.
- c) Provide guidance and coordinate for integration and data sharing with key bodies such as AISHE, DISE, NCVT, PFMS, UIDAI, etc.
- d) Provide time-to-time guidance and suggestions for improvisations in NSP.
- e) Review the forms/report/workflows etc. for NSP.

4.2.7. National Informatics Center (NIC)

National Information Center (NIC) is the technical agency for developing and maintaining the NSP, as per the guidance provide by Scheme Owner Ministries/Departments/Other Govt. bodies, DBT Mission and MeitY. NIC shall:

- a) Develop and Maintain NSP infrastructure, including software and hardware components.
- b) Receive the requests for onboarding of schemes at NSP.

- c) Share the NSP guidelines with the Scheme Owner Ministries/ Departments/ Other Govt. bodies.
- d) Configure the Scheme as per details provided by the Scheme Owner Ministries/ Departments/ Other Govt. bodies.
- e) Make changes in NSP application as per the recommendations of Scheme Owner Ministries/Departments/Other Govt. bodies, DBT Mission and MeitY.
- f) Draft important documents such as Standard Operating Procedures, Guidelines, User Manuals etc. in English language, and regularly update the same.
- g) Undertake security audit of NSP from time to time.
- h) Manage the integrations and data exchange with external applications.
- i) Manage helpdesk for operations at NSP.

4.2.8. Help Desk

Help Desk for NSP is maintained by NIC, with support from external call center agency. The primary role of the helpdesk is to provide first level assistance to the users of NSP. The helpdesk shall:

- a) Assist the student(s)/applicant(s) for filling the registration and application forms, and provide technical support.
- b) Escalate the critical issues to NSP team, as and when required.
- c) Maintain a list of User category-wise FAQs for several users of the portal.
- d) Keep the operators of call center agency updated about the processes at NSP.

5. General Terms and Conditions in respect of stakeholders:

1. The source code/ technical artifacts/ utilities of the application software developed by NIC will be the property of NIC. NIC can reuse the common and standard code/ artifacts/ utilities used in the software applications in other Govt. Projects wherever these are needed.
2. All parties undertake to act in good faith in respect of/with respect to each other's rights under this understanding and to adopt all reasonable measures to ensure the realization of the objectives of this project as per the roles and responsibilities.

3. Government may take action against any illegal or unauthorized activity on the NSP portal.
4. NIC will not be directly answering any RTI related queries/ clarifications/ law enforcement agency/ court cases and cannot be asked by respective Scheme Owner Ministries/ Departments or Other Govt. bodies whose Scholarship Schemes are operational to be present before the Information Commission/ Courts either at State/ National levels or any other such body.
5. The outcome of validation(s) done by external agencies like PFMS, UIDAI will be treated as final. Any grievance related with such outcome should be dealt with by nodal verifying agency.
6. NIC shall be entitled for full disclaimer and immunity from all aspects of data and its safety along with its handling by any functionary of the respective Scheme Owner Ministries/ Departments or Other Govt. bodies.

K-17/1/2020-SCD-V-Part (2)
Government of India
Ministry of Social Justice & Empowerment
(Department of Social Justice & Empowerment)
(SCD-V)

Shastri Bhawan, New Delhi-110001
the 25th July ,2022

To,

Addl. Chief Secretary/
Principal Secretary/ Secretary
Addl. Secretary/ InCharge
Social Welfare Department/SC/OBC Welfare Department
All States/UTs

Subject: Revamp in implementation process of Post Matric Scholarship Scheme for SC Students and Pre-Matric Scholarship Scheme for SC Students and others w.e.f. 2022-23-reg.

Respected Madam/Sir,

In continuation of this Ministry's letter no. K-17/1/2020-SCD-V-Part (2) dated 22.07.2022 on the subject mentioned above, in light of the technical and practical problems brought to the notice of this department by various States in the registration process for scholarships conveyed by this Ministry's letter no. 05.07.2022, I am directed to submit that the registration as well as the application process shall be initiated by the students only on the States' portals and would not be done on NSP - PMSSC for 2022-23. You are requested to make sure that appropriate directions are issued to all concerned and wide publicity be given regarding this, so that all eligible beneficiaries can take full benefit of the Scholarship Schemes.

Yours faithfully

Digitally Signed by Govind

Mishra
(Govind Mishra)

Under Secretary to the Govt. of India

Date: 25-07-2022 15:02:39
Email: govind.mishra@nic.in

Reason: Approved

To:

- (i) Sh. ShashiBhushan, DDG, NSP, NIC
- (ii) Sh. H.S. Baweja, Sr. Technical Director, NIC

Copy for information to:

- (i) Secretary, D/o SJ&E
- (ii) JS (SCD-B), D/o SJ&E

(iii) JS&FA, D/o SJ&E

No.K-11017/1/2022-SCD-V
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment
(SCD-V Section)

Shastri Bhawan, New Delhi
Date: 20th November, 2023

To,
Additional Chief Secretary/Principal Secretary/Secretary/
Additional Secretary/Incharges/
Social Welfare Department/SC/OBC Welfare Department
All States/UTs as per list

Subject: Additional instructions w.r.t 'instructions regarding implementation of Post Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SC Students & Others for AY:2023-24, dated 5th Oct 2023'-reg.

Respected Madam/Sir,

I am directed to refer to this Ministry's letter no. K-11017/1/2022-SCD-V dated 05th October 2023 (copy enclosed) vide which instructions were issued to all States/UTs for the implementation of Post Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SC Students & Others for AY:2023-24.

2. In this context, it is informed that during the recently held regional cluster meetings/trainings/handholding programmes conducted by this department in different States/UTs to review the status of the implementation of Scheme for 2023-24, it has come to the notice that State Governments/UTs seek further clarification on the process flows regarding the various aspects and additional instructions issued vide letter dated 5th October, 2023 under both the scholarship schemes i.e., Post Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SC Students & Others. Also the clarification becomes important in the wake of bio-authorisations of the SNO/DNOs/HoIs/INOs to be done by the States/UTs.

3. Accordingly, the following are required to be incorporated by all States/UTs on their respective State portals as listed below:

A. Aadhaar based Biometric eKYC for all INOs/HoI/DNOs/SNOs

Referring to the point 1(f) of Revised Instructions letter issued to all States/UTs vide letter no. K-11017/1/2022-SCD-V dated 05th October 2023, starting from 2023-24, by which States/UTs were recommended to complete the Aadhaar based Bio-matric eKYC for all INOs, HoIs, DNOs & SNOs preferably from 2023-24. This step aims to bolster the authenticity and accuracy of identity verification processes.

However, if States/UTs are facing any difficulty while completing the Aadhaar based Bio-metric eKYC for all INOs, HoIs, DNO and SNOs, they may follow the existing procedure for verification of applications for the year 2023-24 to enable

timely disbursement of scholarship to the eligible beneficiaries. The said instruction will be optional while pushing the data to NSP for Central share disbursement for the year 2023-24.

Further, from 2024-25 onwards, it will be mandatory for all the States/UTs to do Biometric based Aadhaar eKYC for INOs, HoIs, DNO and SNOs.

B. Aadhaar based eKYC for all Beneficiaries

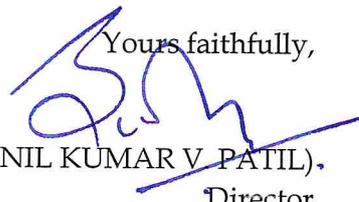
States/UTs during the cluster meetings shared and informed that applications have been received on their State portals and starting the exercise at this crucial point may further delay the disbursement process. Referring to the point 2 (a) of Revised Instructions letter issued to all States/UTs vide letter no. K-11017/1/2022-SCD-V dated 05th October 2023, States/UTs were suggested to preferably start One Time Password (OTP) based Aadhaar eKYC of the students/applicants from 2023-24.

However, to smoothly implement the scheme for 2023-24, and to mitigate any hardship for applicants, States/UTs can continue with the existing process for the current year 2023-24. However, if the States/UTs wish to do the One Time Password (OTP) based Aadhaar eKYC of the students/applicants from 2023-24, they may do this as per their policy decision. The said instruction will be optional while pushing the data to NSP for Central share disbursement for the year 2023-24.

Further, from 2024-25 onwards it will be mandatory for all the States/UTs to implement Biometric-based eKYC for all beneficiaries. This decision has been made to ensure a higher level of authentication and to mitigate potential risks associated with identity verification.

4. For all the State Governments/UTs on-boarded on NSP, no relaxation of 3(A) and 3(B) above for AY 2023-24 shall be given. They are strictly required to comply with the additional instructions issued dated 5th October, 2023 and are required to undertake Aadhaar based Bio-metric eKYC for all INOs/HoI/DNOs/SNOs and OTP based Aadhaar eKYC for all the students/applicants as mentioned in the Instruction letter dated 5th October, 2023.

Yours faithfully,


(ANIL KUMAR V. PATIL),

Director

Copy to:

1. Chief Secretary, All States/UTs as per list; for information pls.
2. Shri Saurabh K Tiwari, Joint Secretary, DBT Mission, Cabinet Secretariat, New Delhi.
3. Shri Shashi Bhushan, HoG, NSP NIC, New Delhi.
4. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of School Education, All States/UTs as per list; for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
5. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of Higher Education, All States/UTs as per list; for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
6. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of Medical Education, All States/UTs as per list; for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
7. Commissioner/Director, Department of School Education, All States/UTs as per list; for necessary follow up and action.
8. Commissioner/Director, Department of Higher Education, All States/UTs as per list; for necessary follow up and action.
9. Commissioner/Director, Department of Medical Education, All States/UTs as per list; for necessary follow up and action.
10. HoG, National Scholarship Portal (NSP), NIC HQ.

Rate of Grants Under Different Educational Schemes of Backward Classes Welfare & Tribal Development Directorate with effect from
(S.C / OBC)

Sl. No.	Name of the Scheme	Rate of Grant		Ceiling of Family Income	Quota if there be any	Duration
1.	Shikshashree to SC	V-VIII - Rs 800/- P.A.		Rs. 2,50,000/-p.a.	No Quota	Once in a Year
2.	Hostel Grant for S.C. Students Lodging in School attached Hostel	Rs 1000/-p.m. Per Student		Rs. 36,000/-p.a.	55,000	10 Months in a Year
3.	Ashram Hostel Grant for S.C Students reading Classes I to X	Rs 1000/-p.m. Per Student +Rs 125/- p.m. for meeting other Expenses		Rs. 36,000/-p.a.	Number of students that can be accommodated	12 Months
4.	Post-Matric Scholarship to S.C.	<u>Hosteller (Yearly) –2021-22</u> State Rate Gr. I - Rs. 13,500/- Gr. II - Rs. 12,000/- Gr. III - Rs. 12,000/- Gr. IV - Rs. 12,000/-	GOI Rate Rs. 13,500/- Rs. 9,500/- Rs. 6,000/- Rs. 4,000/-	<u>Day Scholar (Yearly) 2021-22</u> Rs. 7,000/- Rs. 6,500/- Rs. 3,000/- Rs. 2,500/-	Rs. 2,50,000/- p.a.	No Quota 12 Months M.C. + Fees subject to capping
5.	Merit Scholarship (V-X) for S.C Girls	V - VI-Rs100/- p.m. VII - VIII-Rs 125/- p.m. IX - X- Rs 150/- p.m.		Rs. 60,920 /-p.a.	1962	12 Months
6.	Merit Scholarship(IX-XII) for SC	Rs 400/-p.m.		Rs. 36,000/-p.a.	790	12 Months
7.	Unclean Occupation from classes I-X (GOI & State rate)	<u>Hosteller (Yearly) – 2022-23</u> Rs. 8,000/-	<u>Day Scholar (Yearly) – 2022-23</u> Rs. 3500/-	No ceiling	No quota	10 months.
8.	Pre-Matric(CS) Scholarship for students belonging to SC (IX & X)	<u>Hosteller (Yearly) – 2022-23</u> State Rate Rs. 10,000/-	GOI Rate Rs. 7,000/-	<u>Day Scholar (Yearly) - 2022-23</u> Rs. 3,500/-	Rs. 2,50,000/-p.a.	No quota Per Annum
9.	Pre-Matric Scholarship to O.B.C. Students	Hosteller & Day Scholar V to X – 4000/- <u>(Per Annum)</u>		Rs. 2,50,000/-p.a.	No Quota	Per Annum
10.	Post-Matric Scholarship to O.B.C. Students (XI onwards) G.O.I.& State Rate	<u>Hosteller & Day Scholar(Per Annum)</u> Gr.A – 10000(A) + 10000 (T) = 20000/- Gr.B – 8000(A) + 5000 (T) = 13000/- Gr.C - 6000(A) + 2000 (T) = 8000/- Gr.D -- 5000(A) + 0(T) = 5000/- (A) – Academic Allowance (T) – Tuition Fees		Rs. 2,50,000/-p.a.	No Quota	Per Annum

Rate of Grants Under Different Educational Schemes of Backward Classes Welfare & Tribal Development Directorate with effect from 23.08.2022 (S.T)

Sl. No.	Name of the Scheme	Rate of Grant		Ceiling of Family Income	Quota if there be any	Duration
1.	Shikshashree to ST	Rs 800/-p.a. Per Student		Rs. 2,50,000/-p.a.	No Quota	Once in a Year
2.	Hostel Grant for S.T. Students lodging in School attached Hostel	Rs 1000/-p.m. Per Student		Rs. 36,000/-p.a.	49,500	10 Months in a Year
3.	Ashram Hostel Grant for Classes I to X	Rs 1000/-p.m. Per Student +Rs 125/- p.m. for meeting other Expenses		Rs. 36,000/-p.a.	Number of students that can be accommodated	12 Months
4.	Post-Matric Scholarship.	<u>Hosteller(p.m.)</u> State rate Gr. I Rs 1200/-p.m Gr. II Rs 1000/- p.m Gr. III Rs 1000/-p.m Gr. IV Rs 1000/-p.m G.O.I.rate Rs 1200/-p.m. Rs 820/-p.m. Rs 570/-p.m. Rs 380/-p.m.	<u>Day Scholar</u> Rs550/-p.m. Rs530/-p.m. Rs300/-p.m. Rs230/-p.m.	Rs. 2,50,000/- p.a.	No Quota	12 Months M.C. + Fees
5.	Merit Scholarship (V-X) for S.T Girls	V - VI-Rs. 100/- p.m. VII - VIII-Rs 125/- p.m. IX - X- Rs 150/- p.m.		Rs. 60,920 /-p.a.	1038	12 Months
6.	Merit Scholarship(IX-XII)	Rs 400/-p.m.		Rs. 36,000/-p.a.	410	12 Months
7.	Feeder School	Hosteller Rs. 1000/- p.m+ Fees	Day Scholar Fees only	No ceiling	1500	12 Months
8.	Pre-Matric (CS) Scholarship for students (IX & X) w.e.f. 01.12.2019	<u>Hosteller</u> State Rate Rs. 1000/-p.m Adhoc Grant: Rs. 1000/-p.a	GOI Rate Rs. 525/-p.m Rs. 1000/-p.a	<u>Day Scholar</u> Rs. 225/-p.m Adhoc Grant 750/- p.a.	Rs. 2,50,000/-p.a.	No quota 10 Months

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]

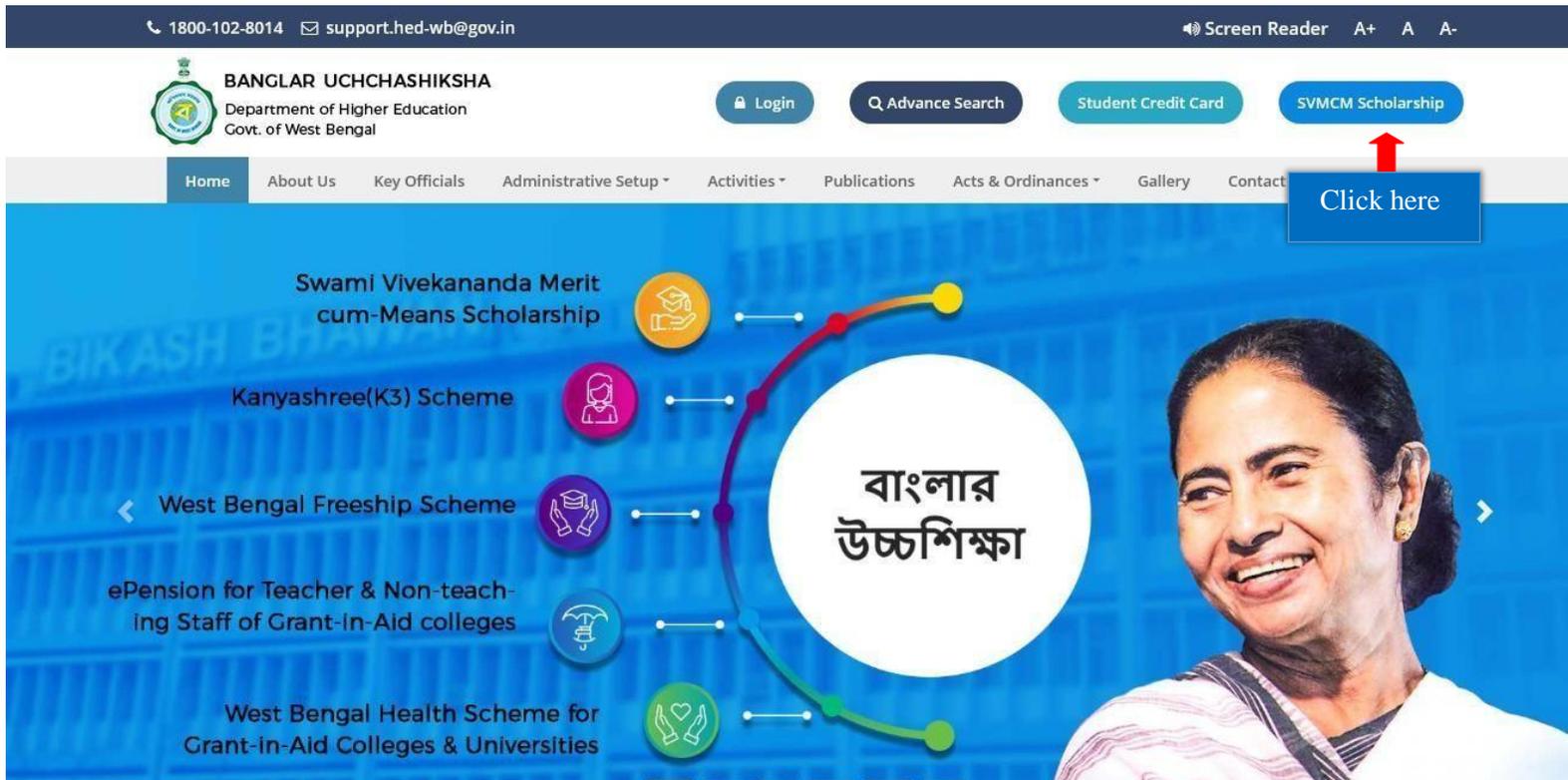


Fig: 01



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 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 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 of the form, 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*

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 ✓

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 screenshot shows a registration form with a 'MOBILE NO. VERIFICATION' pop-up window. 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(Excluding additional or optional marks): 400
- Out of: 500
- Overall percentage(Excluding additional or optional marks)(%): 80.00
- Year of Qualifying Examination: 2019

The pop-up window contains the following text and elements:

- Header: MOBILE NO. VERIFICATION
- Text: Enter the OTP for OTP ID #40924, sent to your Mobile No (XXXXXXXX210)
- Input field: A text box with four dots representing the OTP.
- Buttons: 'Close' (red) and 'Verify' (green).

Fig:10

A success message box with a green checkmark icon at the top. The text reads:

MOBILE NO. VERIFIED AND REGISTRATION DONE SUCCESSFULLY

Your Applicant ID is **WB1201602830445** 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.

At the bottom, there are two buttons: 'Download Registration Slip' (with a download icon) 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]

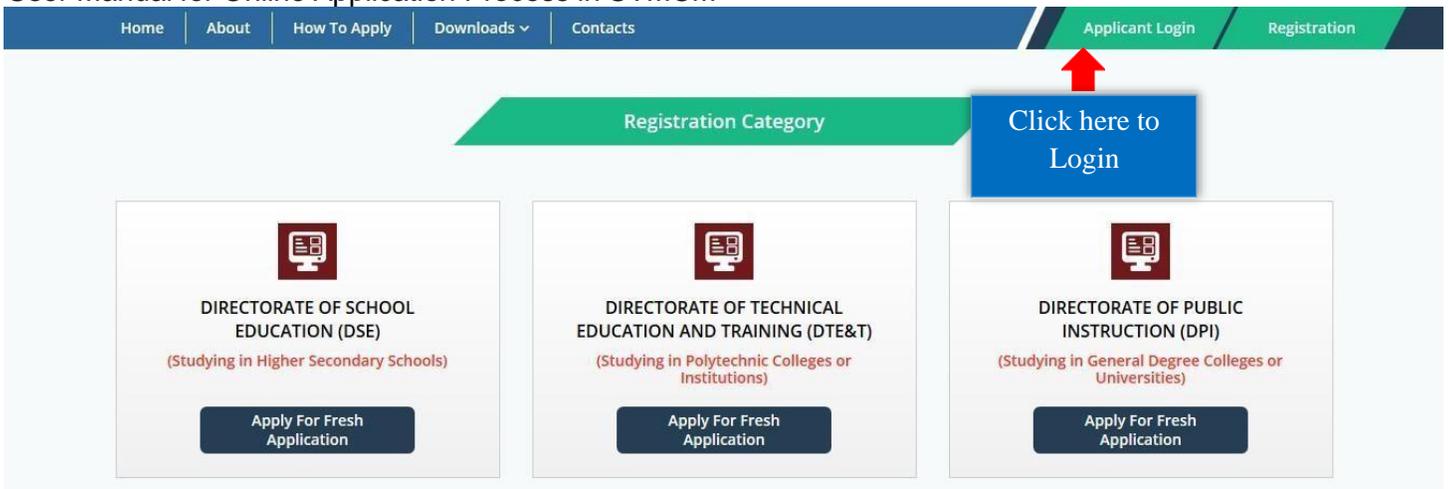
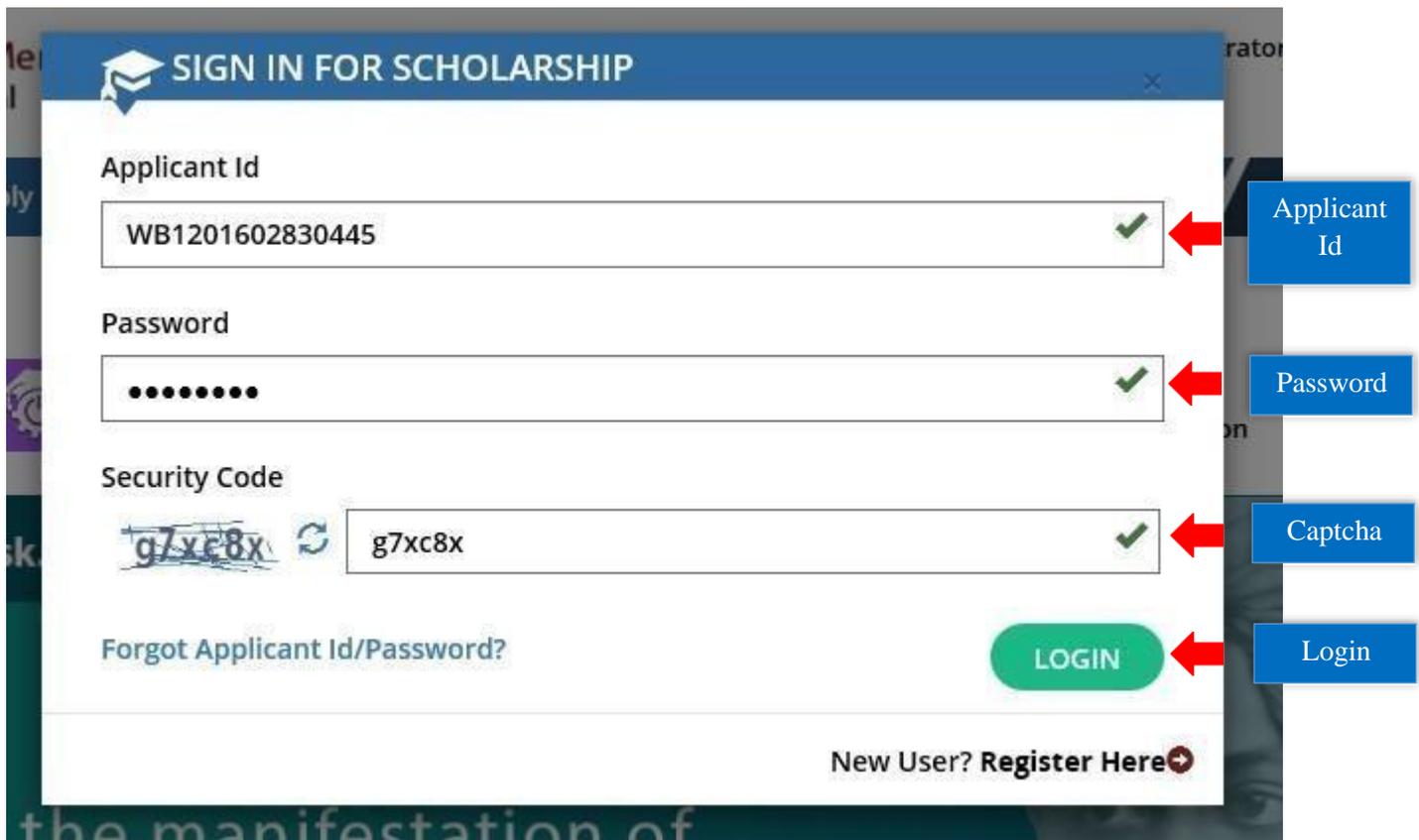


Fig:12



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]

Details of Application

Track Application

#	Activity	Status	Date
1	Applicant Registration	Done	15-10-2020 00:45:28
2	Application Form Fillup	Pending	----
3	Upload Supporting Document	Pending	----
4	Application Submission	Pending	----
5	Status	Registration Done	

Test Applicant

WB1201602830445
9674930316
Directorate Of Public Instruction

Edit Profile View Profile
Cancel Application/Registration

Scan QR Code to Download the SVMCM Android application in Your Mobile

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]

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		

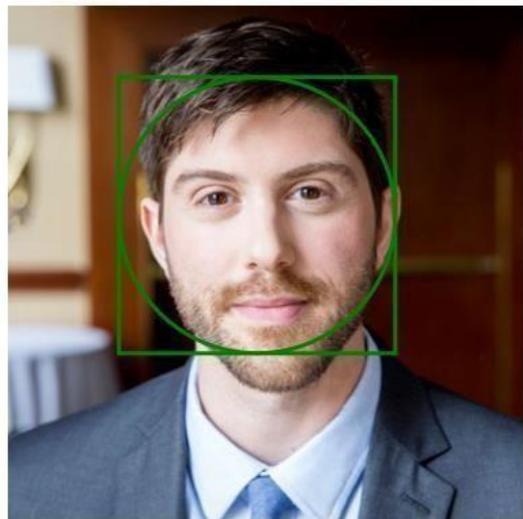
Present course of study

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--- ---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:

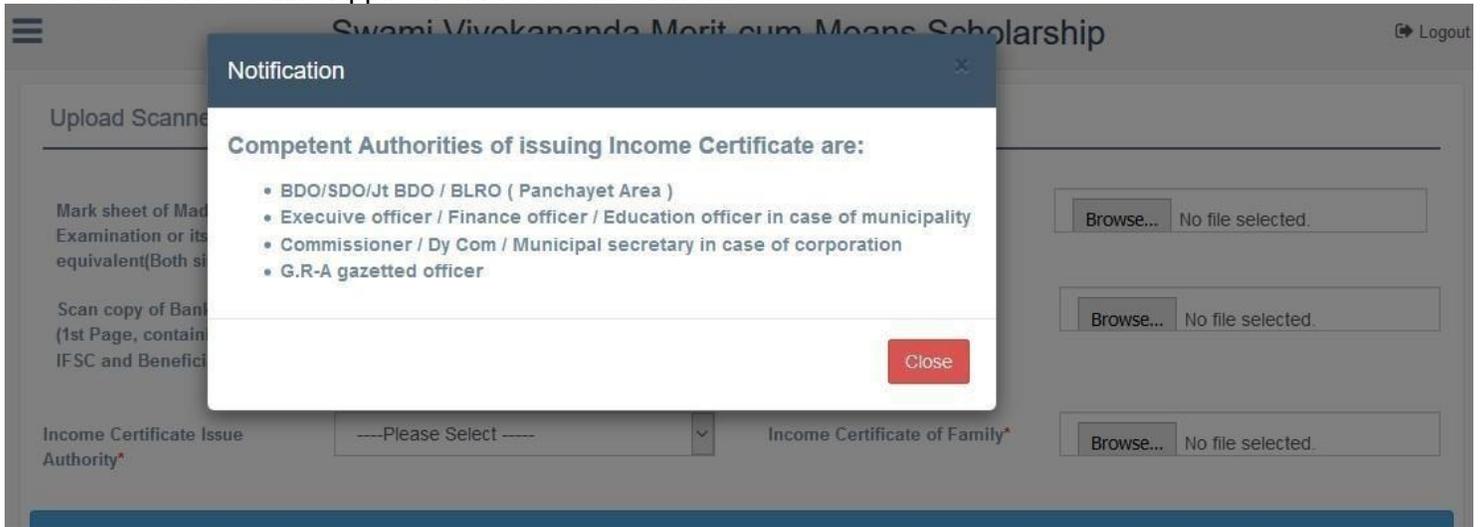


Fig:17

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.

Previous

Submit 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]

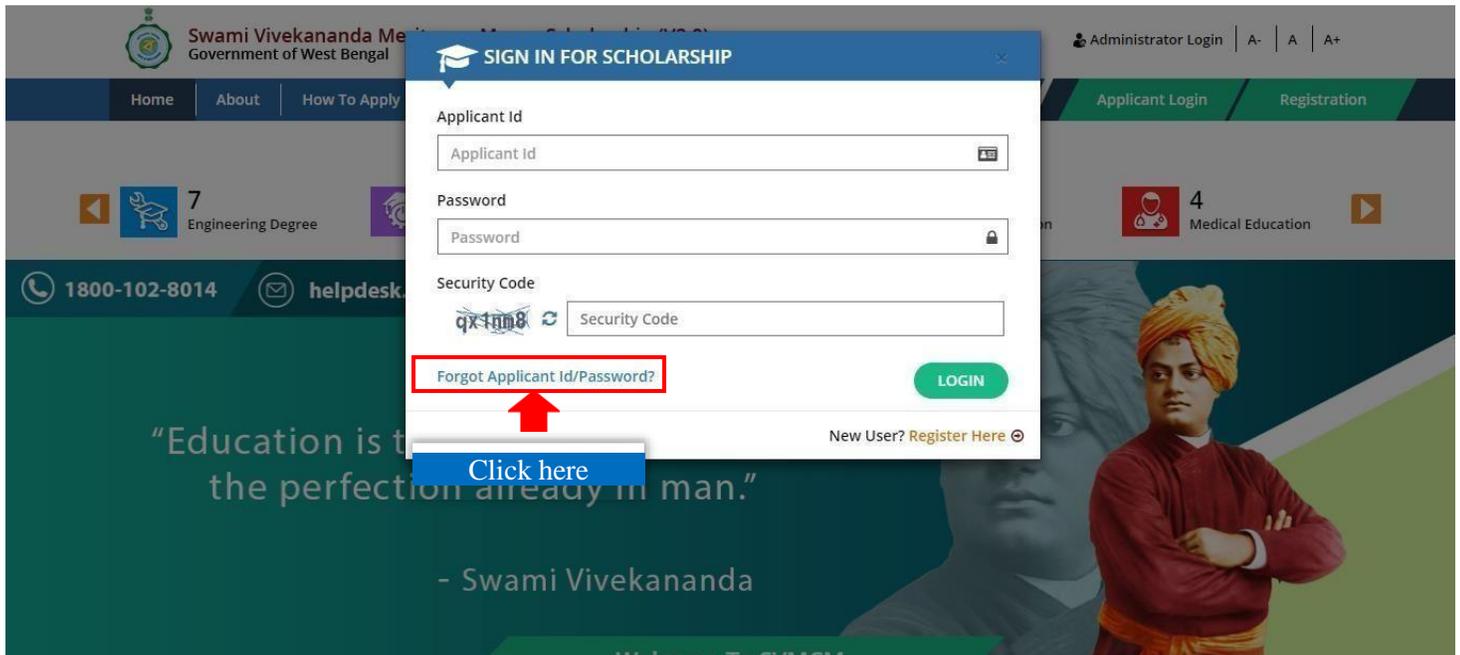


Fig:24

- 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]

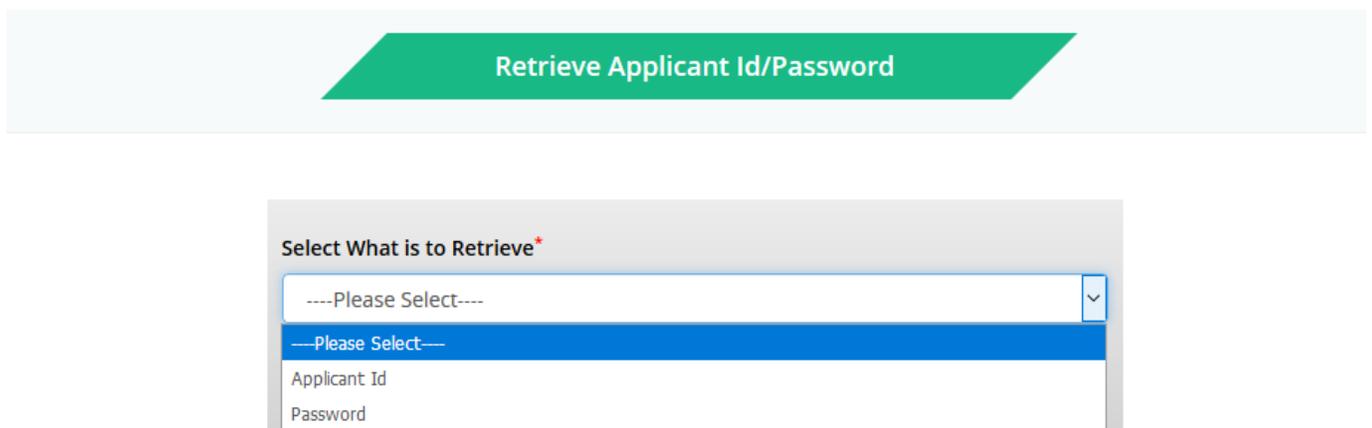


Fig:25

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]

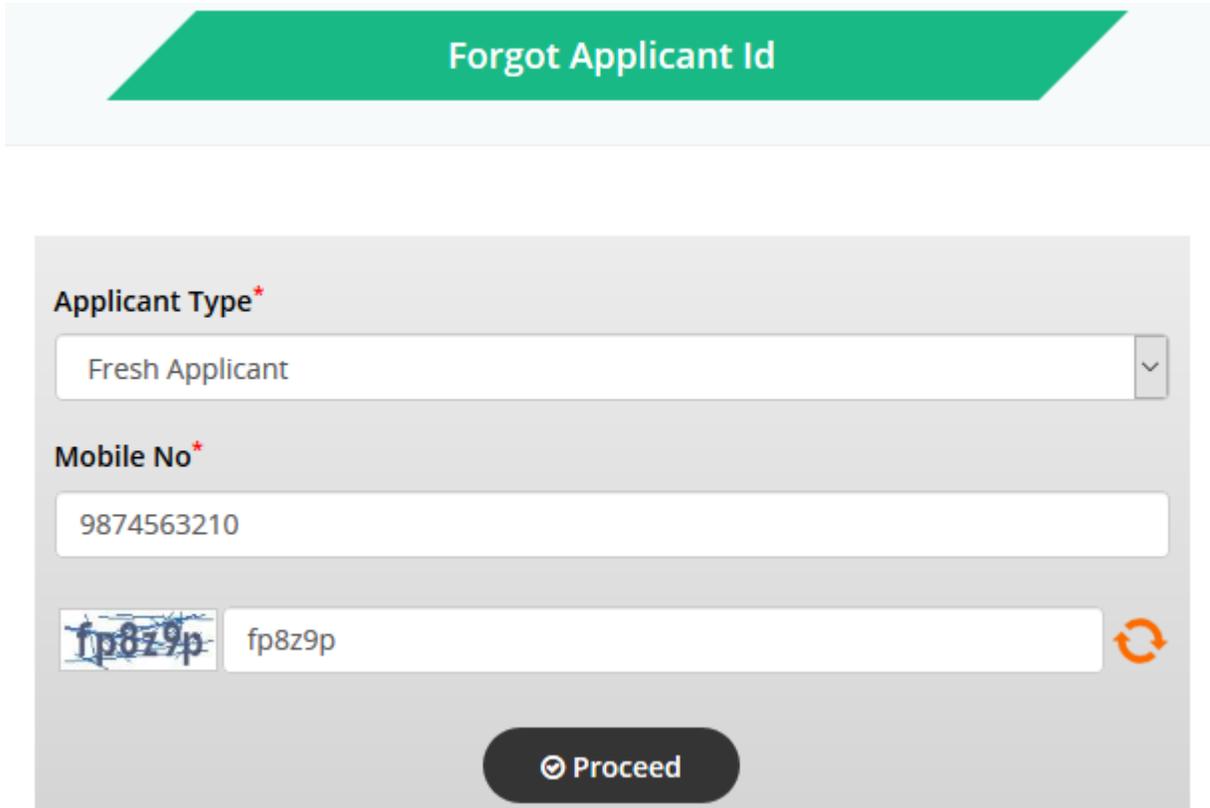


Fig:26

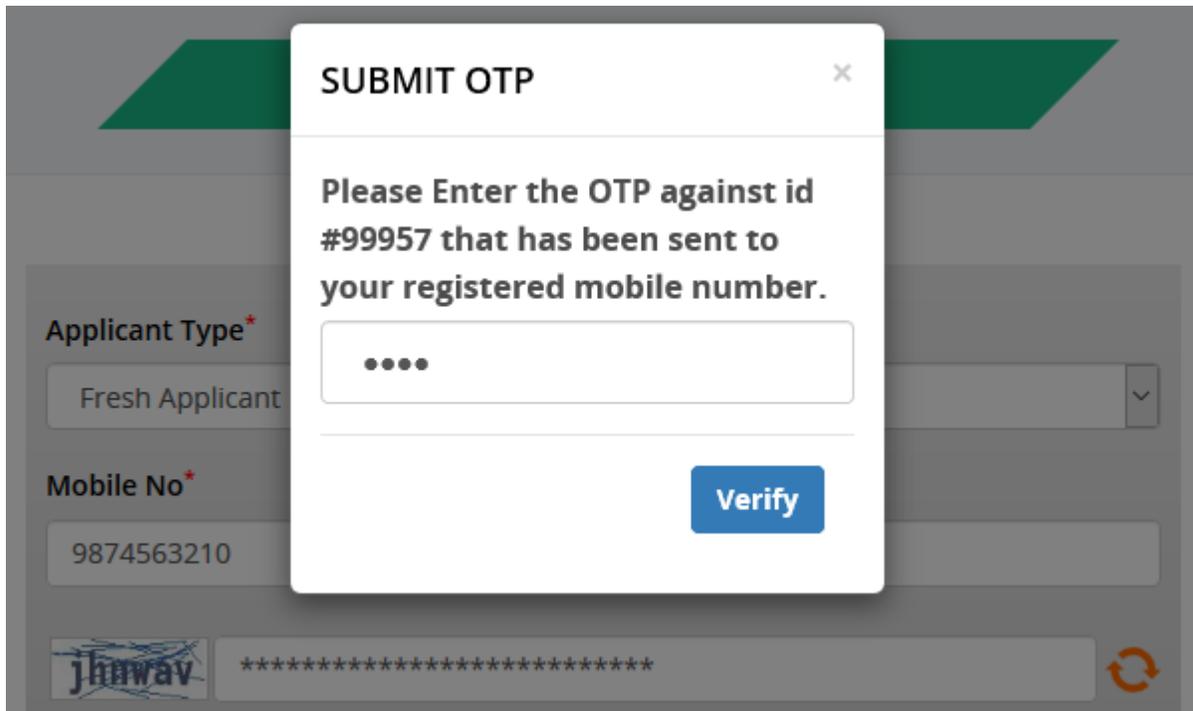


Fig:27

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

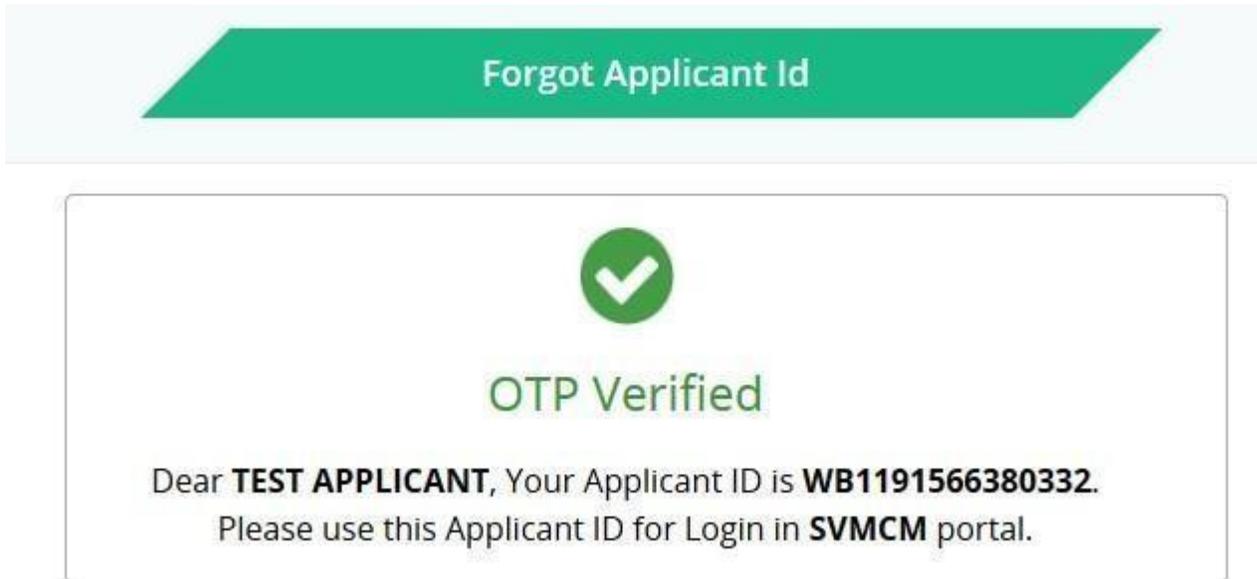


Fig:28

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]

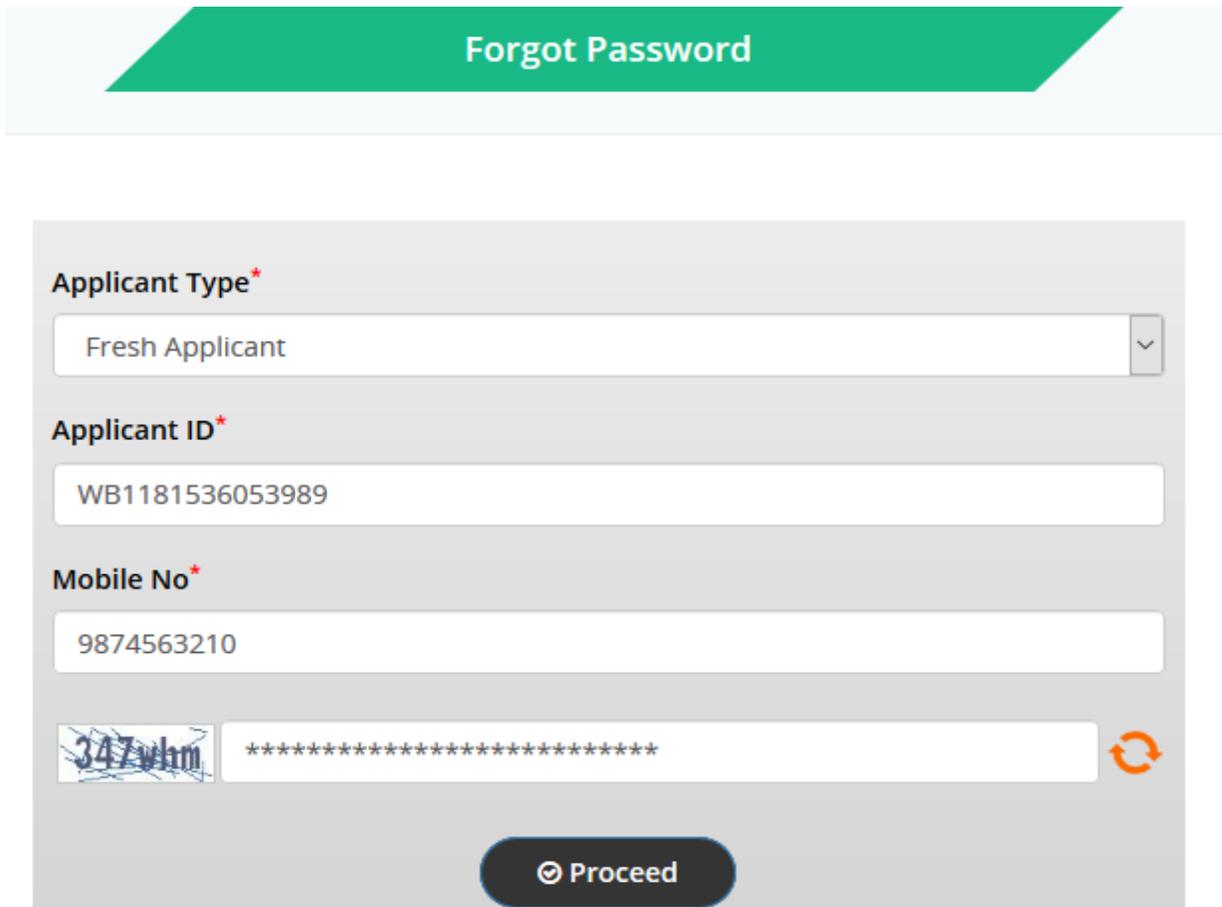


Fig:29

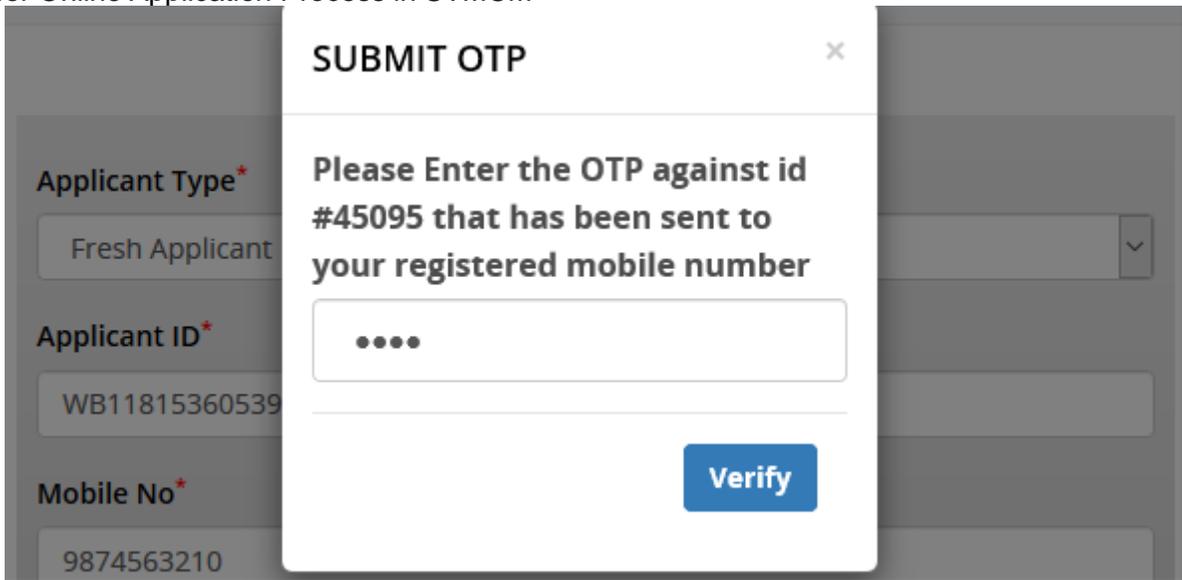


Fig:30

- 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]

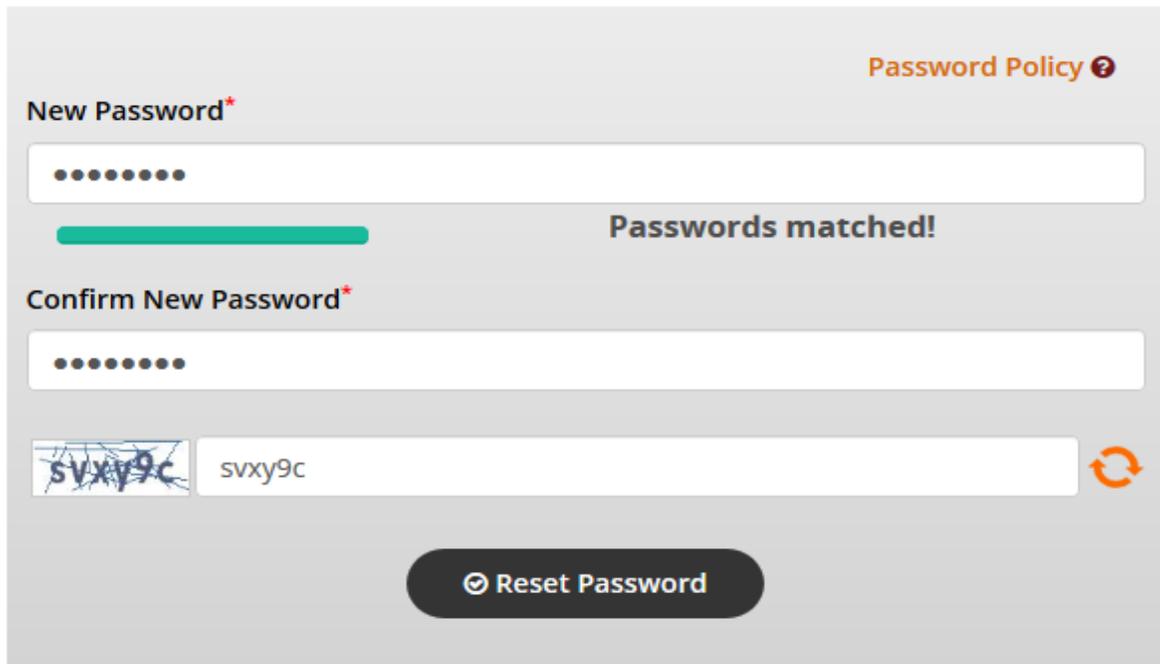
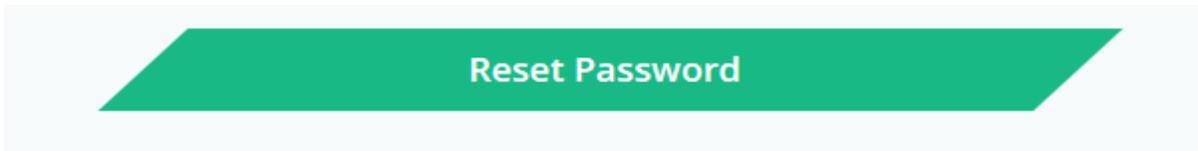


Fig:31

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

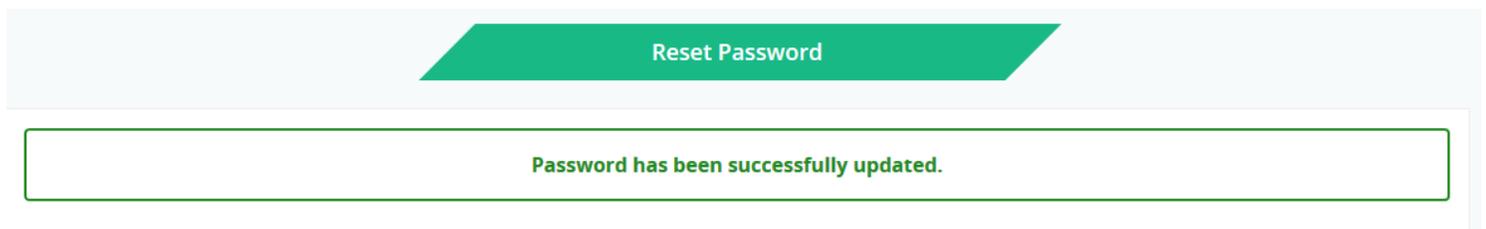


Fig:32

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]

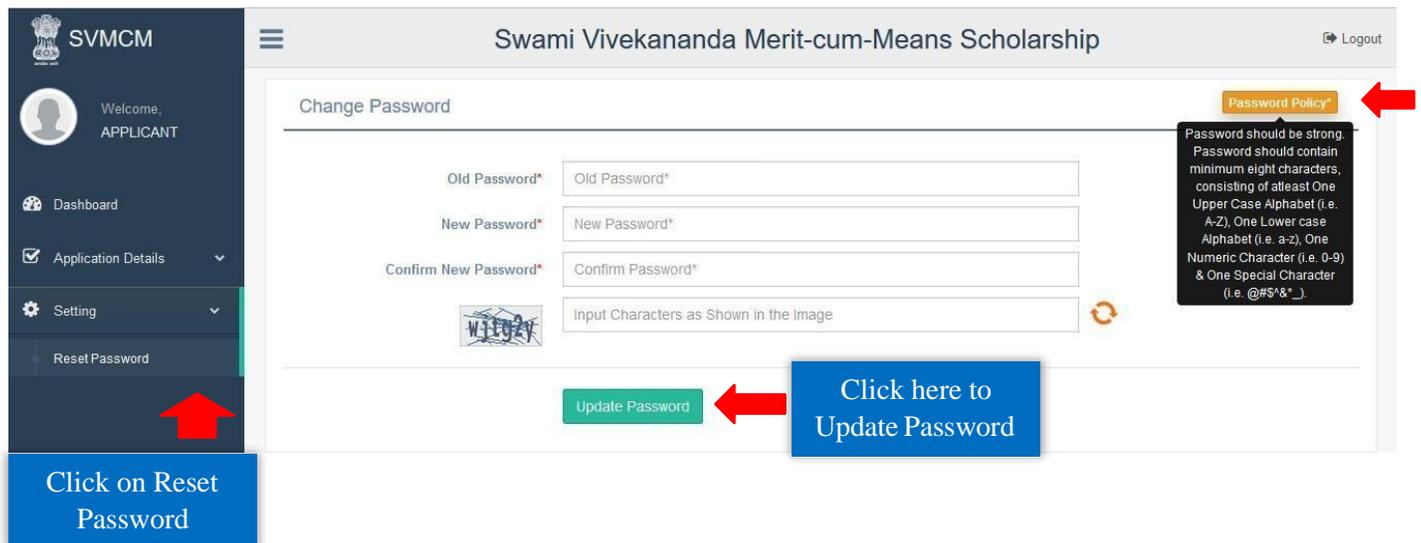


Fig:33

➤ **Technical Helpdesk:**

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)

With a view to assisting the meritorious students belonging to economically backward families in the State of West Bengal to pursue higher studies, the Government of West Bengal introduces this scheme of giving scholarships at different levels of higher studies, at educational institutions based in West Bengal. The Swami Vivekananda Merit Cum Means Scholarship Scheme has been thoroughly revamped in the year 2016 to cover more number of students as well as to enhance the scholarship amounts significantly..

Scope

- The scheme benefits students studying in regular mode of Class XI and XII, and at under Graduate level in Science/Arts/Commerce, Engineering, Medical and Technical / Professional courses. Post Graduate level students pursuing Science/Arts/Commerce & Technical/Management. These scholarships will be sanctioned to deserving students on merit-cum-means criteria.
- Students should pass in the year 2023 or 2022 or 2021 (unable to get admission in the year 2022 or 2021 due to unavoidable reason and taking admission in the year of advertisement) with at least (a)60%(75% for 2020 passout candidates) marks in aggregate in the last qualifying examination from West Bengal Board of Secondary Education/West Bengal Council for Higher Secondary Education/Madrassa Education for Higher Secondary level or Under Graduate level Scholarship (b) 60%(75% for 2020 passout candidates) marks in aggregate in diploma course from Institutes approved by AICTE and affiliated to WBSCT&VE&SD for Under Graduate level Scholarship (in 2nd year Engineering/Technology/Pharmacy courses through Lateral Entry) or affiliated by State Medical Faculty for Under Graduate level Scholarship (in 2nd year Pharmacy course through Lateral Entry) (c) 53% marks in aggregate in Graduation (Honours Subject) from any State University for Post Graduate Level Scholarship (General Education) /55% marks in Graduate Courses from any State University or AICTE approved Institute of West Bengal for Post Graduate Level Scholarship (Engineering/Technology/Pharmacy).
- Students pursuing M.Phil courses and Doctoral courses (NON-NET JUNIOR RESEARCH FELLOW and NET-LECTURERSHIP) from State-aided Institutions will come under the purview of this Scholarship Scheme.
- Girls Students pursuing Post Graduate courses in Science, Arts and Commerce stream from Universities of this State after obtaining Under Graduate Degree with 45% marks in aggregate from Institutions of this State will come under the aegis of this Scholarship Scheme as Kanyashree(K3) applicants.
- The upper ceiling for family income has been fixed at Rs.2,50,000/- per annum.

As the payment will be made by direct beneficiary transfer only, furnishing of Bank details of the applicant, i.e. A/C No., Bank Name, IFS Code of Bank is mandatory.

- There will be no need to submit hard copy of the application.
- Candidates opting for these scholarships and found eligible, will not be allowed to enjoy any other governmental (central/state) scholarship or stipend for the same course/stage of study. However, one time grants or assistances received from any source, or free or partly-free studentship allowed by the host institutions will not debar the students from availing of the benefits of this scheme.

ALLOCATION AND RATE OF SCHOLARSHIP

The basic allocation and rates will be as under :

DIRECTORATE	COURSE	Eligibility Criteria	SCHOLARSHIP RATE PER MONTH (RS.)
DPI	UG (ARTS)	At least 60% marks in Last Qualifying Exam	1000/-
	UG(COMMERCE)	At least 60% marks in Last Qualifying Exam	1000/-
	UG (SCIENCE)	At least 60% marks in Last Qualifying Exam	1500/-
	UG (OTHER PROFESSIONAL COURSES, UGC APPROVED)	At least 60% marks in Last Qualifying Exam	1500/-
	PG (ARTS)	At least 53% marks for SVMCM and 45% for Kanyashree(K3 applicants in Last Qualifying Exam	2000/-
	PG (COMMERCE)	At least 53% marks for SVMCM and 45% for Kanyashree(K3 applicants in Last Qualifying Exam	2000/-
	PG (SCIENCE)	At least 53% marks for SVMCM and 45% for Kanyashree(K3 applicants in Last Qualifying Exam	2500/-
	PG (OTHER PROFESSIONAL COURSES, UGC APPROVED)	At least 53% marks in Last Qualifying Exam	2500/-
	NON NET M.PHIL./NON NET PH.D.	Date of Enrolment/Date of Registration not before 01.04.2017	5000/- / 8000/- Respectively
DSE	HS	At least 60% marks in Last Qualifying Exam	1000/-
	D.El.Ed	At least 60% marks in Last Qualifying Exam(Minimum Qualification H.S)	1000/-
DTE	UG (ENGG.), PG (ENGG.) AND OTHER PROFESSIONAL COURSES (AICTE APPROVED)	UG: 1. 60% 2. 60% in Diploma Course from WBSCT&VE&SD for lateral entry scheme. PG: 55% in Graduation from any State University/AICTE approved institute institute in West Bengal	5000/-
DTE&T	POLYTECHNIC (DIPLOMA COURSES)	At least 60% marks in Last Qualifying Exam	1500/-
DME	UG (MEDICAL-DEGREE) AND DIPLOMA COURSES	At least 60% marks in Last Qualifying Exam	5000/- AND 1500/- RESPECTIVELY

MEANS JUDGING CRITERIA

The total family income for the prospective scholars will be not more than Rs. 2,50,000/- per annum.

Any deliberate falsification in the Income documents discovered at any stage will be considered as a grievous offence and may invite serious disciplinary actions leading to (i) compulsory and immediate refund of the amount of scholarship already enjoyed by the scholar, (ii) complete forfeiture of his/her right to apply for any governmental scholarship in future and (iii) may also attract penal provisions of other relevant laws for the time being in force.

MERIT JUDGING CRITERIA

Candidates whose family income is not more than Rs. 2,50,000/- per annum will be judged according to their academic merit in the under noted manner.

For HS - level:

The minimum qualifying marks for being considered for award of scholarships will be 60% in aggregate, in Madhyamik Pariksha, and the total marks obtained in the Madhyamik Parkisha excluding pass marks in the additional subject, if any, will be the sole criterion for consideration. Candidates from outside the West Bengal Board of Secondary Education will not be eligible to apply for this scholarship.

For Diploma Courses (Polytechnic under DTE&T) - level:

Students who are enrolled after passing-out in Secondary (M.P.) Examination or its equivalent as stated above in 2022 for first year Diploma (Polytechnic) courses [H.S. Examination or its Equivalent for Diploma in 1) Pharmacy, 2) Modern Office Practice & Management and 3) 3-D Animations & Graphics of 2 year duration] and after passing-out H.S./ equivalent Examination or ITI 2 years for 2nd year Diploma (Polytechnic) courses on lateral entry basis, will be eligible to apply. Candidates must obtain at least 60% marks in aggregate in the qualifying examination [excluding the marks secured in the optional elective subject, if any].

The Diploma (Polytechnic) courses of the State have to be approved by All India Council for Technical Education (AICTE) / Pharmacy Council of India (PCI) / Council of Architecture (CoA) and affiliated to West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCT&VE&SD), a Statutory Body under the Department of Technical Education, Training & Skill Development, Government of West Bengal.

For UG - level:

The minimum qualifying marks for being considered for award of scholarships will be 60% in aggregate, in the H.S. Examination conducted by the W.B. Council of H.S. Education/Madrassa Siksha Parishad. For the UG (Arts), UG (Commerce), UG (Science) separate merit lists will be prepared.

For PG - level:

Candidates should be graduates securing at least 53% marks in the Honours subject at the graduation level. The marks obtained in Honours subject will be the only deciding criterion academically for award of the PG-level scholarships. Kanyashree recipients (K-2) (married/unmarried) pursuing Post Graduate courses in Science, Arts and Commerce stream from Universities of this State after obtaining Under Graduate Degree with 45% marks in aggregate from Institutions of this State will come under the aegis of this Scholarship Scheme. There is no need to submit Income Certificate and Income Affidavit in respect of Kanyashree students applying for K-3 scholarship under Swami Vivekananda Merit-cum-Means Scholarship Scheme.

For PG - level:

Candidates should be graduates securing at least 53% marks in the Honours subject at the graduation level. The marks obtained in Honours subject will be the only deciding criterion academically for award of the PG-level scholarships. Kanyashree recipients (K-2) (married/unmarried) pursuing Post Graduate courses in Science, Arts and Commerce stream from Universities of this State after obtaining Under Graduate Degree with 45% marks in aggregate from Institutions of this State will come under the aegis of this Scholarship Scheme. There is no need to submit Income Certificate and Income Affidavit in respect of Kanyashree students applying for K-3 scholarship under Swami Vivekananda Merit-cum-Means Scholarship Scheme.

For Research Level:

The financial assistance will be admissible to those non-NET candidates and NET-LS candidates registered as full time M.Phil. or Ph.D. research scholars as on 01/04/2017 or on a date thereafter, with effect from 01/04/2017 and (subject to the overall time limit of two years for M.Phil. and four years for Ph.D.) up till the day of submission of the Dissertation and no further. Further, NET-LS scholars shall stop receiving the assistance from the day they are appointed as teachers and it shall be their duty to inform the University authorities of the same. and the same shall be informed forthwith to this Department.

APPLICATION AND SANCTION PROCEDURES

Candidates for different categories will submit their applications online in the scholarship portal and applications i.r.o scholarship cases would be arranged in descending order (on the basis of marks obtained in the qualifying examination apart from income/means criteria), and scholarship would be sanctioned as per the availability of fund and strictly on the basis of the merit list. fund may be transferred to the beneficiaries account if the documents are in order.

For failed transaction of scholarship money, the last date of correction at respective Directorate end is 30th June of each year for the previous financial year failed transaction as per IFMS norms.

RENEWAL OF SCHOLARSHIP

For renewal of scholarship, application must be submitted online to the concerned scholarship sanctioning authority within one month from the date of his/her admission in the next higher class due to promotion by passing in the first attempt (In case of Semester mode-All Semester Examinations need to be cleared in the first attempt). Renewal cases (concentrated only at a particular level of study) will be sanctioned subject to good academic performance (Minimum 60% marks should be obtained from Higher Secondary Level to Undergraduate Level(**combining both semester**) at the promotional examination) and 50% marks (**combining both semester**) at Post Graduate Level.

DIRECTIONS FOR RENEWAL OF SVMCM SCHOLARSHIP OF GENERAL DEGREE/POST GRADUATE DEGREE STUDENTS UNDER DIRECTORATE OF PUBLIC INSTRUCTIONS:

1st Renewal: Submission of SEM 1 and SEM 2 Marksheet required

2nd Renewal: Submission of SEM 3 and SEM 4 Marksheet required

DIRECTIONS FOR RENEWAL OF SVMCM SCHOLARSHIP OF MBBS STUDENTS

1st Renewal: With submission of 1st MBBS marksheet

2nd Renewal: 2nd Prof MBBS marksheet will need to be furnished for the 2nd renewal in the following year.

3rd And Final Renewal: 3rd Prof Part 1 MBBS marksheet will need to be furnished for the 3rd and final renewal in the following year.



List of all Notices:

Sl. No.	Notice detail
1	Post Matric Scholarship Scheme
2	Kanyashree Scholarship
3	National Scholarship
4	Swami Vivekananda Merit Cum Means Scholarship
5	Post Matric Scholarship Scheme
6	Kanyashree Scholarship
7	Central Staff Selection Commission
8	Student Credit Card Scheme
9	Swami Vivekananda Merit Cum Means Scholarship



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No. 006/0818/Scholarship

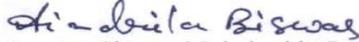
Date: 06.08.2018

OFFICE OF THE PRINCIPAL
Kabi Jagadram Roy Government General Degree College at Mejia
Notice

According to the criteria of S.R. Jindal Scholarship Scheme and Post Matric Scholarship Scheme of the Government of West Bengal the students who have submitted the applications for either one or both of these two scholarships are hereby notified that if they have applied for any other scholarship in the year 2018-2019 then they are not eligible to apply for any of these two scholarships.


Officer-in-charge
KJRGDC, Mejia

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.


Students' welfare and Scholarship Committee

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.





Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.



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No. 011 /1118/Scholarship

Date: 24.11.2018

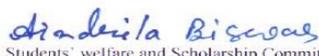
OFFICE OF THE PRINCIPAL
Kabi Jagadram Roy Government General Degree College at Mejia
Notice

The following Kanyashree Applicants for the year 2018-2019 are hereby asked to submit their 'Unmarried Certificate' to the college scholarship committee by 28.11.2018 (Wednesday) without failure.

Application ID	Name	Application ID	Name
1] 19130500302130000028	SATABDI LAYEK	2] 19130500302130000055	ITU AKHULI
3] 19130502101130000071	SWARNALI SEN	4] 19130504602130000010	SEULI MAJI
5] 19130504602130000011	SUDIPA KARMAKAR	6] 19130505202130000227	ATASI LAYAK
7] 191305065021300000301	JOYA MAJI	8] 19131200302130000060	SARADA GORAI
9] 19131200302130000152	SOMA MAJI	10] 19131202102130000044	ARPITA DUTTA
11] 19131202102130000105	PRIYANKA KUMBHAKAR	12] 19131202102130000111	BULTI MONDAL
13] 19131203002130000135	INDIRA GORAI	14] 19131203002130000136	CHAITALI PAIK
15] 19131203002130000251	SHAMPA BAURI	16] 19131203002130000275	RENU GHOSH
17] 19131203002130000299	TABASUM KHATUN	18] 19131203002130000352	APARUPA ROY
19] 19131203002130000382	RINKIKUMARI THAKUR	20] 19131203002130000433	CHAITALI PAL
21] 19131203002130000501	ATASI SINGHA	22] 19131203002140000056	PIU MODAK
23] 19131203002160000183	MAMONI NAG	24] 19131203002160000225	PRIYA BHUI
25] 19131204601130000102	RIYA DEY	26] 19131908803130000079	NISHI BADYAKAR
27] 19131909703130000100	MITA KARMAKAR	28] 19131910101130000066	KOYEL DHIBAR
29] 19131910101160000032	ARPITA MUDIKORA		


Officer-in-charge
KJRGDC, Mejia
Officer-in-Charge

Kabi Jagadram Roy Govt. General Degree College


Students' welfare and Scholarship Committee
DR. ANDRIELA BISWAS
(W.B.E.S.)
Asst. Professor of Commerce





Officer-in-Charge
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No. 012/1118/Scholarship

Date: 24.11.2018

OFFICE OF THE PRINCIPAL

Kabi Jagadram Roy Government General Degree College at Mejia

Notice

The following students who have applied for the renewal of the National scholarship for the year 2018-2019 are hereby asked to submit the following documents to the college office by 27.11.2018.

- 1] Copy of Marksheet of Semester I and Semester II examination
- 2] Copy of Marksheet of Higher Secondary examination
- 3] Copy of Bank Passbook
- 4] Copy of any Identity proof
- 5] Income Certificate

The Names of the students are as follows:

- 1]. WB201718000295176 TANUJA
- 2]. WB201718000477302 ARPITA DUTTA
- 3]. WB201718000484978 ASROFA KHATUN
- 4]. WB201718000838189 MEGHNA MONDAL
- 5]. WB201718001047493 NARAYAN MONDAL
- 6]. WB201718002651558 SWARNALI SEN
- 7]. WB201718003674643 SARADA GORAI
- 8]. WB201718003699634 KAKALI MAJI
- 9]. WB201718004023120 SATHI ADHIKARY
- 10]. WB201718004176422 SIMA AKHULI
- 11]. WB201718004195431 TINA MANDAL
- 12]. WB201718004997173 SAMAPTI MAJI
- 13]. WB201718005189868 SUMANTA MAJI
- 14]. WB201718005831476 CHITRA MUKHERJEE
- 15]. WB201718006043532 SHIKHA LAYEK
- 16]. WB201718006737122 KALPANA PAL
- 17]. WB201718007534973 PUJA ASH
- 18]. WB201718007748627 SHILPI MONDAL
- 19]. WB201718009703900 KARABI MUKHERJEE
- 20]. WB201718010339240 SATABDI LAYEK
- 21]. WB201718010447848 PUJA DAS

Officer-in-charge
KJRGDC, Mejia

Officer-in-Charge
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DR. AINDRILA BISWAS
(W.B.E.S.)
Asst. Professor of Commerce
Kabi Jagadram Roy GDC
MEJIA



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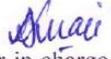
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No. 020/0219/Scholarship

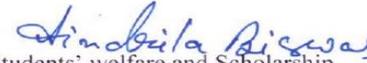
Date: 25.02.2019

OFFICE OF THE PRINCIPAL
Kabi Jagadram Roy Government General Degree College at Mejia
Notice

The students have already been informed as per notice no. 018/0119/CM/SVMCM-Letter dated 29th of January, 2019 that the Government of West Bengal has decided to convey best wishes to all the beneficiaries of Swami Vivekananda Merit Cum Meaps Scholarship for the year ended 2017-2018 and 2018-2019 (fresh applications only). The recipients of the Swami Vivekananda Merit Cum Means Scholarship for the year ended 2017-2018 and 2018-2019 are hereby asked to collect their respective certificates immediately from the college office by 26.02.2019.


for Officer-in-charge
KJRGDC, Mejia

Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.-Bankura,W.B.


Students' welfare and Scholarship
Committee

DR. AINDRILA BISWAS
(W.B.S.)
Asst. Professor of Commerce
Kabi Jagadram Roy GGDC
MEJIA





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No. 022/0319/Scholarship

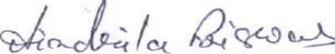
Date: 07.03.2019

OFFICE OF THE PRINCIPAL
Kabi Jagadram Roy Government General Degree College at Mejia
Notice

The students are hereby informed that the Government of West Bengal has decided to convey best wishes to all the beneficiaries of Post Metric Scholarship for SC/ST/OBC students for the year 2017-2018 and 2018-2019. The recipients of the Post Metric Scholarship for SC/ST/OBC students for the year ended 2017-2018 and 2018-2019 are hereby asked to collect their respective certificates immediately from the college office by 13.03.2019.


Officer-in-charge
KJRGDC, Mejia

Officer - in - Charge
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- Mejia - 722143, Dist. - Bankura, W.B.


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Committee

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Office of the Principal
Kabi Jagadram Roy Govt. General Degree College

Notice No.: 031/0522/Kanyashree

Date: 13th May 2022

NOTICE

Students who have not provided their KANYASHREE Application ID (Fresh & Renewal) to the college for the year 2020-2021 and for the year 2021-2022 and hereby have not received the KANYASHREE grant till date are hereby notified to submit their application ID to the college office within 16/05/2022. In case the students do not submit their application ID within this deadline they will not be entitled to receive any KANYASHREE Grant. For further assistance please call 9064351805(11 AM to 4 PM).

Officer-in-Charge

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Office of the Principal
Kabi Jagadram Roy Govt. General Degree College

Notice No.: 032/Notice/KJRGDC

Date: 02.06.2023

NOTICE

All the students are hereby informed that an awareness program on different employment opportunities through **Central Staff Selection Commission** will be held on **7/06/2023** at **11 A.M.** in the seminar room. The program will be conducted by the **Officials** of the **Central Staff Selection Commission**. They will discuss about recruitment in Group B (Non Gazetted) and Group C posts of the Central Government Ministries/Departments/Offices. This is an immense opportunity for all the students as they can interact with the Officials from the Ministry directly. If any ex-student of our institution wants to participate in this program he is also welcome.

Sd/-
Officer-in-Charge.



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Office of the Principal
Kabi Jagadram Roy Govt. General Degree College

Notice No.: 040/Student_CC

Date: 22.07.2022

NOTICE

All the students are hereby informed that **West Bengal Student Credit Card Scheme** is running very successfully. Students specially SC/ST students who are yet to apply for this scheme are advised to visit the WBSCC Website by clicking <https://wbccc.wb.gov.in> to apply for Student Credit Card immediately so that they can avail better academic facilities.

Officer-in-Charge

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Web: ggdcmejia.in

Office of the Principal
Kabi Jagadram Roy Govt. General Degree College

Notice No.: 072/Scholarship_SVMCM

Date: 26.12.2023

URGENT NOTIFICATION FOR STUDENTS

স্বামী বিবেকানন্দ স্কলারশিপের নতুন (Fresh) এবং পুরোনো (Renewal) স্টুডেন্টের অ্যাপ্লিকেশন এর কয়েকটি নথি ত্রুটিপূর্ণ হওয়ার কারণে তাদের অ্যাপ্লিকেশনগুলি আনলক করা হয়েছে। তাদের জানানো হচ্ছে দ্রুত পোর্টালে গিয়ে তাদের তথ্যের বা নথিপত্রের ত্রুটি শুধরে নিয়ে পুনরায় আবেদন করার জন্য। আনলক করা ছাত্র ছাত্রীদের তালিকা নিম্নে দেওয়া হল।

Fresh (SVMCM) Application (2023-2024) Status Report

Sl. No.	Applicant ID	Applicant Name	Institution Unlock Reason
1	WB1230130868922	ANIMESH BHUI	SCAN COPY OF BANK PASS BOOK IS NOT CLEAR
2	WB1237001118818	JHUMPA RAJAK	UPLOAD SCANNED COPY COLLEGE FEES BOOK IN ADMISSION RECEIPT TAB AND BANK PASS BOOK SCAN IS NOT CLEAR
3	WB1232317043177	PRIYA MAJI	UPLOAD SCANNED COPY OF COLLEGE FEES BOOK
4	WB1231696657243	RIKITA DAS	UPLOAD SCANNED COPY OF COLLEGE FEES BOOK
5	WB1230924947054	ROHIT KARAR	ADMISSION RECEIPT NOT SCANNED PROPERLY
6	WB1237794365749	SHRABANI BHUI	UPLOAD SCANNED COPY OF COLLEGE FEES BOOK
7	WB1231702546940	SHRABANI KARMAKAR	UPLOAD SCAN COPY COLLEGE FEES BOOK
8	WB1237969576405	SIPRA CHAKRABORTY	UPLOAD SCAN COPY COLLEGE FEES BOOK
9	WB1234495640313	SOMNATH GHOSH	SCAN COPY OF BANK PASSBOOK IS NOT CLEAR
10	WB1232878768344	SURAJIT MAJI	UPLOAD SCANNED COPY OF COLLEGE FEES BOOK IN ADMISSION RECEIPT TAB AND ALSO UPLOAD CLEAR SCANNED COPY OF BANK PASS BOOK

Renewal (SVMCM) Application (2023-2024) Status Report

Sl. No.	Applicant ID	Applicant Name	Institution Unlock Reason
1	WB1225332087248	SAMPA PATAR	FAULTY UPLOAD OF MARKSHEET
2	WB1228903545570	SUMITRA MODAK	FAULTY UPLOAD OF MARKSHEET

Office of the Principal, Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.

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