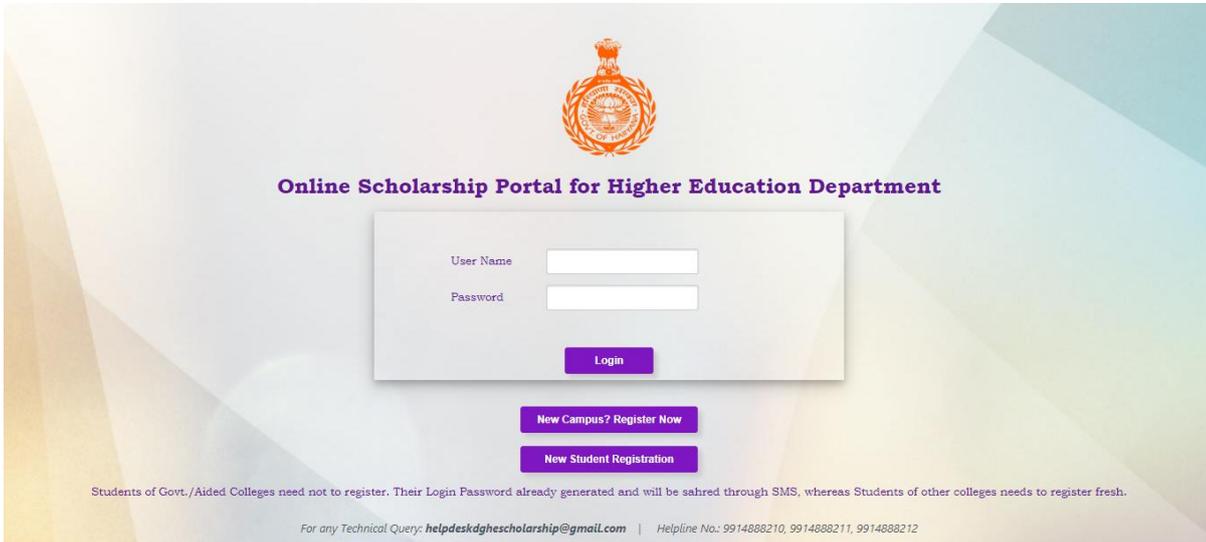


Help Module for Online Scholarship Portal

User Type: Student

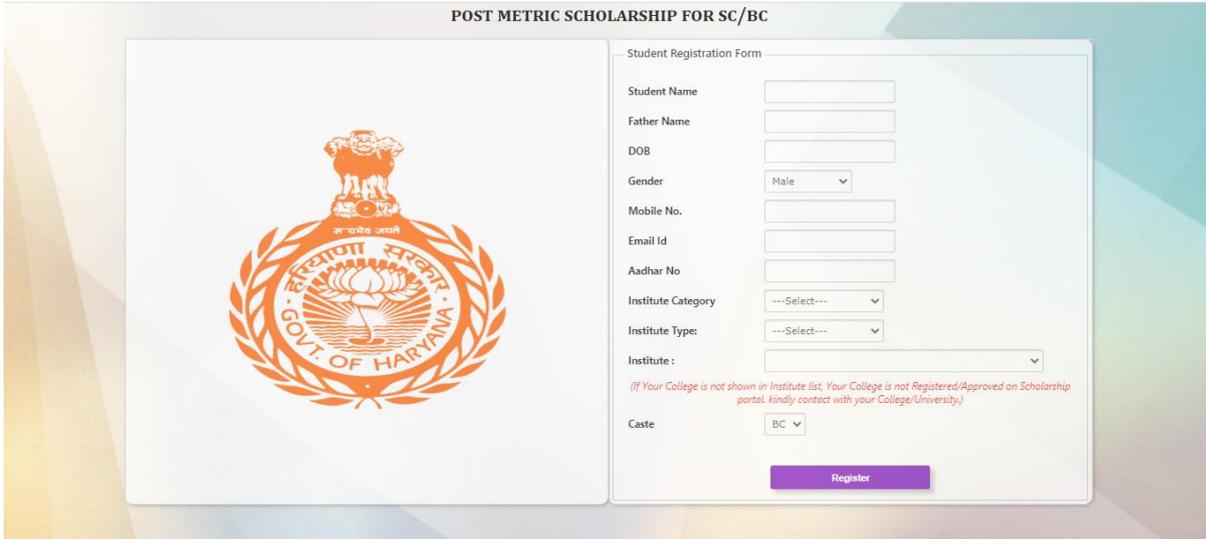
Step 1: Registration of Student



The screenshot shows the login and registration interface of the Online Scholarship Portal for Higher Education Department. At the top center is the Government of Haryana emblem. Below it, the text "Online Scholarship Portal for Higher Education Department" is displayed. The main area contains a login form with fields for "User Name" and "Password", and a "Login" button. Below the login form are two buttons: "New Campus? Register Now" and "New Student Registration". At the bottom, there is a note: "Students of Govt./Aided Colleges need not to register. Their Login Password already generated and will be shared through SMS, whereas Students of other colleges need to register fresh." and contact information: "For any Technical Query: helpdeskdgshescharship@gmail.com | Helpline No.: 9914888210, 9914888211, 9914888212".

1. Click on "New Student Registration" button to register as shown in above screenshot.

Step II: Registration Form: Student fill his basic details for registration as shown in below screenshot.



The screenshot shows the "POST METRIC SCHOLARSHIP FOR SC/BC" registration form. On the left is the Government of Haryana emblem. The form is titled "Student Registration Form" and contains the following fields: "Student Name", "Father Name", "DOB", "Gender" (with a dropdown menu set to "Male"), "Mobile No.", "Email Id", "Aadhar No", "Institute Category" (with a dropdown menu set to "---Select---"), "Institute Type" (with a dropdown menu set to "---Select---"), "Institute:" (with a dropdown menu), and "Caste" (with a dropdown menu set to "BC"). A "Register" button is located at the bottom right. A note in red text states: "(If Your College is not shown in Institute list, Your College is not Registered/Approved on Scholarship portal, kindly contact with your College/University)".

Step – III: After Registration, Student will get Username and Password for Login.

Step IV: Apply for Scholarship:

1. Click on “Apply of Scholarship” under “Scholarship” tab.
2. Select Session “2019-20” from dropdown.

APPLY POST MATRIC SCHOLARSHIP FOR SC/BC

Select Session

Student Name	<input type="text" value="Rinky"/>	Institute Name	<input type="text" value="Ambala - GC Naraingarh [Govt]"/>
DOB	<input type="text" value="07/03/2000"/>	Gender	<input type="text" value="Female"/>
Mobile No.	<input type="text" value="9991845406"/>	Email Id	<input type="text" value="GARGINCAFE@GMAIL.CC"/>
Caste	<input type="text" value="BC"/>	Course	<input type="text" value="---Select---"/>
Year	<input type="text" value="I"/>	Course Type	<input type="text" value="UG"/>
College Roll No.	<input type="text" value="2053620121"/>	University Roll No.	<input type="text"/>
Admission Date	<input type="text"/>	Area Type	<input type="text" value="Rural"/>
Family Income (In Rs.)	<input type="text" value="70000"/>	BoardingType	<input type="text" value="Day Scholar"/>
Domicile of Haryana	<input type="text" value="Yes"/>	District	<input type="text" value="---Select---"/>
Address	<input type="text" value="VILLAGE MUKANDPUR ,MUKANDPUR"/>		
AadharNo	<input type="text" value="796206517321"/>		

3. Fill the information as shown in above screenshot.
4. Upload all the supporting certificates as shown in above screenshot.
5. After filling and uploading certificates, click on “Submit Application”. After submitting, Student can take printout of his application in PDF.

Student Image	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <small>Only JPG/JPEG files allowed and upto 200KB allowed</small>		Student Signature/ LHT	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <small>Only JPG/JPEG files allowed and upto 50KB allowed</small>	<input type="text"/>
Aadhar Copy	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
Income Certificate	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
Caste Certificate	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
Domicile Certificate	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
Hostel Certificate	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
Matriculation (10th) DMC	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
10+2 DMC	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
Last Exam Passed DMC (For only who passed out 1st Year/Semester)	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
Fee Receipt Copy	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
If Father has Died, Father Death Certificate (In case BC Category)	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				
BPL Certificate (In case BC/BPL Category)	<input type="button" value="Choose File"/> No file chosen <small>(Only JPG/JPEG/PDF file and upto 1 MB allowed)</small>				

User Type: College/University Login:

Step 1: College University can Login with their Username and password from Login Page.

Step 2: After Login, Click on “Post Matric Scholarship” link from menu tab. List of Students will be shown here who have applied for PMS scholarship.

Sr No	StudentName	DOB	Gender	Course Name	Caste	MobileNo	Applied On	Scholarship Status (at College)	Verification Action
1	Deepanjali	29-06-1999	Female	BCA	BC	9911131590	30-06-2020 16:54:47	Pending	Proceed for Verification
2	Akmit	12-08-2000	Male	B.SC.	BC	9467996608	30-06-2020 18:19:14	Pending	Proceed for Verification
3	Rahul Kumar Roy	12-07-2000	Male	BCA	BC	8076880526	02-07-2020 10:06:53	Pending	Proceed for Verification
4	Vipul	12-03-2000	Male	B.A. (HONS)ENGLISH	BC	9050924301	02-07-2020 11:42:39	Pending	Proceed for Verification
5	Vishal	31-03-2001	Male	B.SC. (NON-MEDICAL)	BC	9817298472	02-07-2020 12:08:44	Pending	Proceed for Verification
6	Sonu Pal	06-07-2000	Male	BCA	BC	7982465668	02-07-2020 12:14:47	Pending	Proceed for Verification
7	Priyanka	12-01-1996	Female	MCA	BC	7065100801	02-07-2020 12:25:29	Pending	Proceed for Verification
8	Kumar Sahab	25-03-2002	Male	B.A	BC	8930131824	02-07-2020 16:12:57	Pending	Proceed for Verification
9	Mrityunjay	23-11-2001	Male	B.SC. (BIO-TECH)	BC	8396972794	02-07-2020 21:18:06	Pending	Proceed for Verification
10	Akash	03-08-1995	Male	MCA	BC	8860519919	03-07-2020 11:01:29	Pending	Proceed for Verification
11	Naveen Kumar	30-09-1995	Male	M.A (ECONOMICS)	BC	9728930448	03-07-2020 18:15:13	Pending	Proceed for Verification
12	Preeti	03-08-2000	Female	M.SC (MATHS)	BC	9992857232	03-07-2020 21:22:39	Pending	Proceed for Verification

Step 3: Click in “Proceed for Verification” button for each students to verify their application.

STUDENT BASIC DETAILS	VERIFICATION BY COLLEGE
StudentName: Deepanjali	Student Photo: 
FatherName: Ashok Kumar	Student Signature/LHT: 
DOB: 29/06/1999	RR No.:
Gender: Female	Attendance Percentage: 0
Caste: BC	Maintenance Rate (in Rs.) [A]: 0
Mobile No.: 9911131590	Maintenance (No. of Month) [B]: 0
Email Id: DEEPANJALI2906@GMAIL.COM	Total Maintenance Allowance (in Rs.) [C+A*B]: 0
Session: 2019-20	Fee Paid By Student (in Rs.) [D]: 0
Institute Name: GC Sector-9 Gurugram.	Scholarship Ammount (in Rs.) [E]: 0
Course Name: BCA	Non Refundable Fee (in Rs.) [F]: 0
College Roll No: 2062420007	Total Amount Scholarship (in Rs.) [C+D]: 0
University Roll No: 3537	ApplicationStatus: Approve
Admission Date: 10/07/2019	Remarks:
Area Type: Rural	DDO Name:
Family Income: 150000	DDO Sign / LHT: <input type="button" value="Browse..."/> No file selected. (Only .JPG file and upto 50 KB allowed)
Boarding Type: Day Scholar	<input type="checkbox"/> I hereby declare that the information and documents given in this student application is verified to the best of my knowledge. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.
Domicile: No	<input type="button" value="Save & Submit"/>
Address: GOVT. SCHOOL WALI GALLI DUNDAHERA	
Aadhar No: 283265367285	
Aadhar Copy: Click Here to View	
Income Certificate: Click Here to View	
Caste Certificate: Click Here to View	
Domicile Certificate: Click Here to View	
Hostel Certificate: Click Here to View	
Matriculation DMC: Click Here to View	
10+2 DMC: Click Here to View	
Last Exam Passed DMC: Click Here to View	
Fee Receipt Copy: Click Here to View	
If Father has Died, Father Death Certificate: Click Here to View	

Step 4: A Verification Page will open for the student where College can verify the details filled by the students, Further College will add the Attendance, Maintenance Rate, Fee Paid by Student,

Application Status, DDO/Competent Authority Name & Signature and save the application as shown in the below screenshot.