

# GUIDELINES FOR ONLINE REGISTRATION

## 1. ONLINE REGISTRATION

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

The Registration page can be accessed at,

i. Home Page> Online Registration

OR

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

### 1.1 Mandatory Information

- a Matriculation Register number/ Roll number and year of passing (Item 1).
- b Personal details (Item 2), permanent address (Item 3) and communication addresses (Item 4).
- c Contact mobile number (not necessarily in students' name) and Contact Email ID (not necessarily in students' name) (In item 3).
- d Contact Email ID (not necessarily in students' name) (In item 3).
- e Details of present Institution and Course including Admission Number (Item 5).
- f Details of of course including Marks/ Grades obtained, based on which scholarship is sought (Item 6).
- g Details of Bank Account in the name of student (Item 7). Savings Bank account in SBT/ SBI/ Federal Bank/ South Indian Bank is mandatory.

### 1.2 Procedure

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

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

## 2. STUDENT ONLINE APPLICATION FOR SCHOLARSHIP

### I Mandatory Information

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

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

### II Procedure

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

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

### III. APPLYING FOR SCOLARSHIP

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

**After Online Application Process is Complete,**

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

### 3. EDIT REGISTRATION DETAILS

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

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

### 4 CANDIDATE LOGIN

Candidates can login and access various features using this menu.

ON CLICK

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

#### A. STATUS OF SCHOLARSHIPS

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

#### B. EDITING PERSONAL DETAILS

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

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

#### **C. EDIT SCHOLARSHIP DETAILS:**

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

#### **D. VIEW/PRINT APPLICATION**

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

#### **E. COMPLAINTS AND SUGGESTIONS**

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

##### **ON CLICK**

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

#### **F. CHANGE PASSWORD**

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

##### **ON CLICK**

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

## **G. LOGOUT**

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