User Manual for

M.Phil. / NON-NET / NET-LS Reseach Fellow Under

Swami Vivekananda Merit cum Means Scholarship(V3.0)

https://svmcm.wbhed.gov.in

Steps to be followed to apply online for Swami Vivekananda Merit Cum Means Scholarship(M.Phil./NON-NET/NET-LS) at Applicant end

After successful registration of an applicant from the HOI (Head of the Institution) end, login credentials (username and password) will be sent to the applicant's mobile number that has been given by the HOI at the time of registration.If an applicant does not receive the credentials then he/she must contact the respective HOI, requesting to resend it.

On receiving the credentials applicant must follow the steps below:

Step 1: Open the home page of e-Governance portal for Swami Vivekananda Merit Cum Means Scholarship (https://svmcm.wbhed.gov.in) in any browser and click on **Applicant Login** option visible at the right side of the menu bar. [Shown in Fig:01]

Fig:01

- Login with the credentials received at the applicant's registered mobile number [Shown in Fig:02]

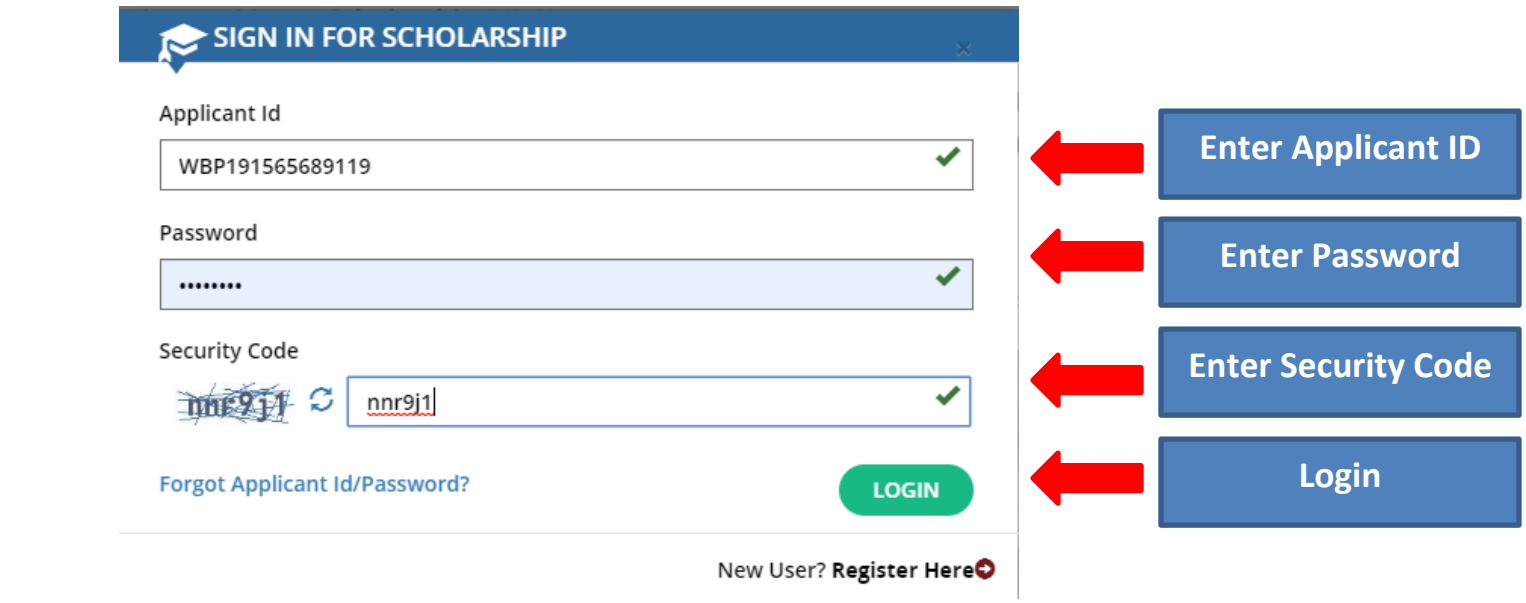

Fig:02

Step 2: After successful login, **Dashboard** of the concerned applicant will be appeared. Click on **Edit Profile** button or **Edit Application** sub menu under **Application Details** main menu to continue the application process. [Shown in Fig:03]

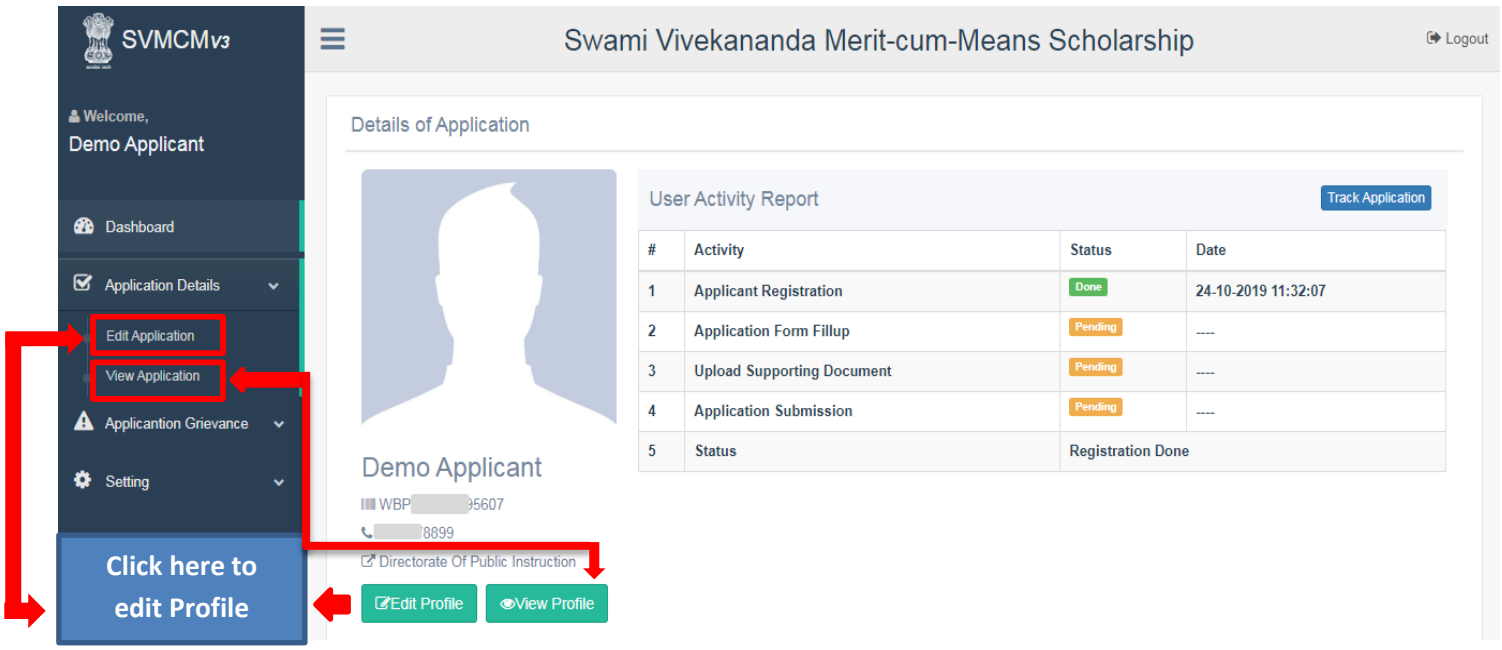

Fig:03

Step 3 : Applicant needs to fill up the basic details. [Shown in Fig:04]

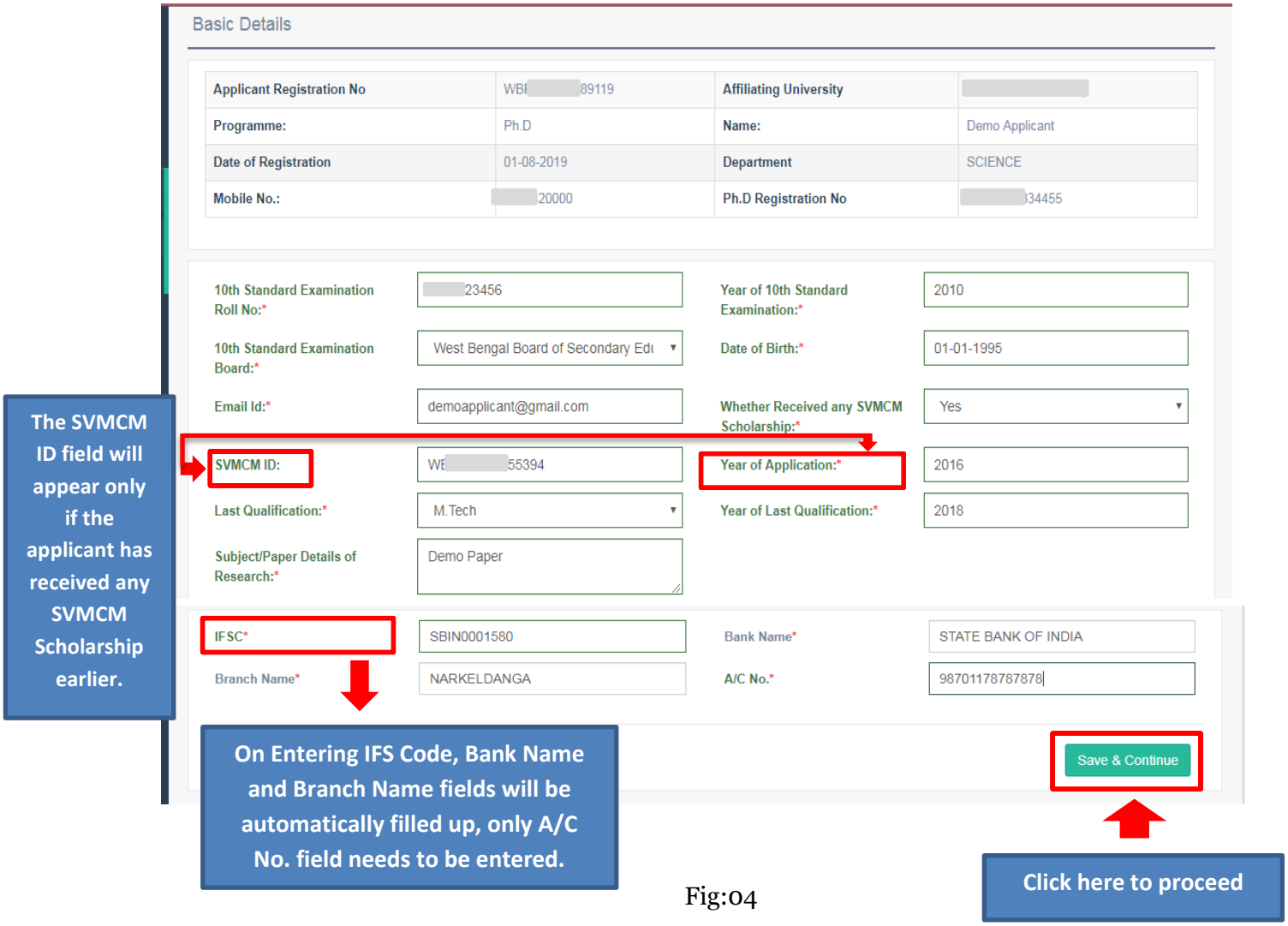

Fig:04

Step 4: After successful submission of the Application, a success message will be displayed. Applicant then need to upload all the required documents . [Shown in Fig:05]

- Applicant needs to upload the scanned copy of the following documents :
  - Photograph
  - Signature
  - Marksheet or Admit Card of 10th Standard
  - Ph.D registration/M.Phil Admission Proof
  - Cancelled Cheque
- Applicant must upload a valid photograph as face detection feature is applied.

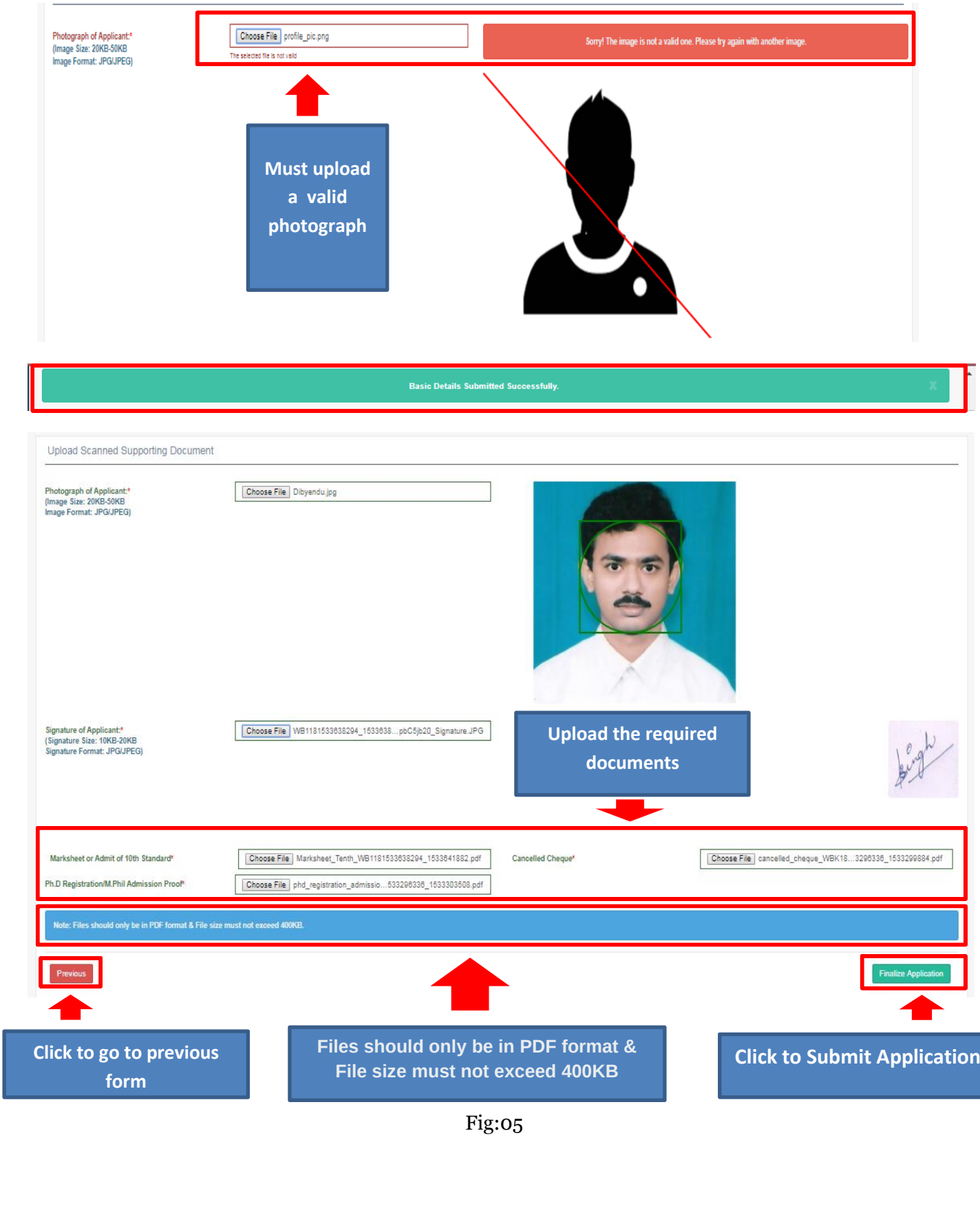
Photograph of Applicant:*
(Image Size: 20KB-50KB
Image Format: JPG/JPEG)
Choose File profile_pic.png
The selected file is not valid
Sorry! The image is not a valid one. Please try again with another image.
Must upload a valid photograph
Basic Details Submitted Successfully.
Upload Scanned Supporting Document
Photograph of Applicant:*
(Image Size: 20KB-50KB
Image Format: JPG/JPEG)
Choose File Dibyendu.jpg
Signature of Applicant:*
(Signature Size: 10KB-20KB
Signature Format: JPG/JPEG)
Choose File WB1181533638294_1533638...pbC5jb20_Signature.JPG
Upload the required documents
Marksheet or Admit of 10th Standard*
Choose File Marksheet_Tenth_WB1181533638294_1533641882.pdf
Cancelled Cheque*
Choose File cancelled_cheque_WBK18...3296336_1533299884.pdf
Ph.D Registration/M.Phil Admission Proof*
Choose File phd_registration_admissio...533296336_1533303508.pdf
Note: Files should only be in PDF format & File size must not exceed 400KB.
Previous
Finalize Application
Click to go to previous form
Files should only be in PDF format & File size must not exceed 400KB
Click to Submit Application

Fig:05

Step 5: After successful submission of the Application, a success message will be displayed. Applicant can view all the uploaded documents and he/she must check all the declarations before clicking the Finalize Application button [Shown in Fig:06].

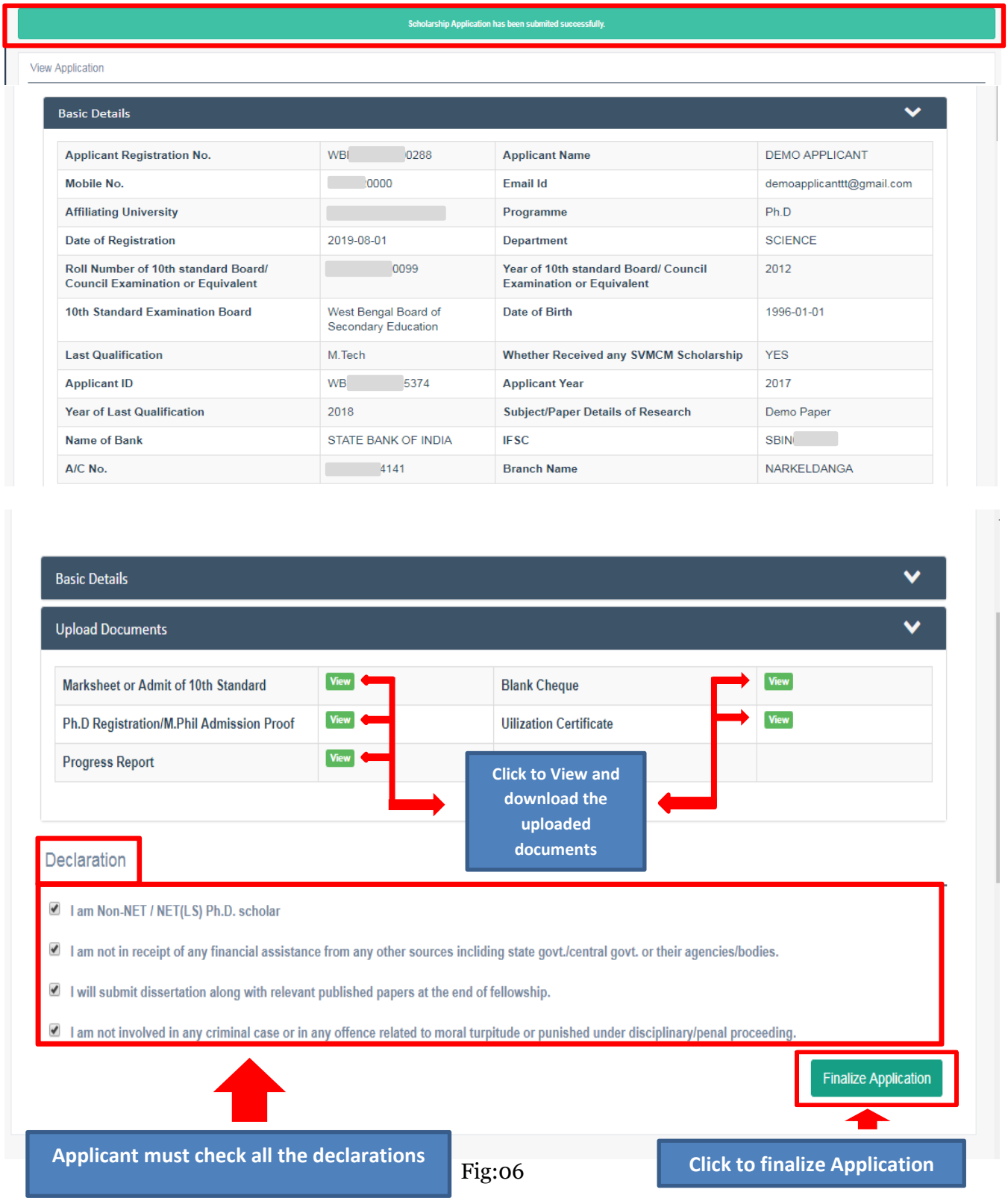

Fig:06

Step 6: After finalizing the Application, a pop up will appear for final confirmation. [Shown in Fig:07]

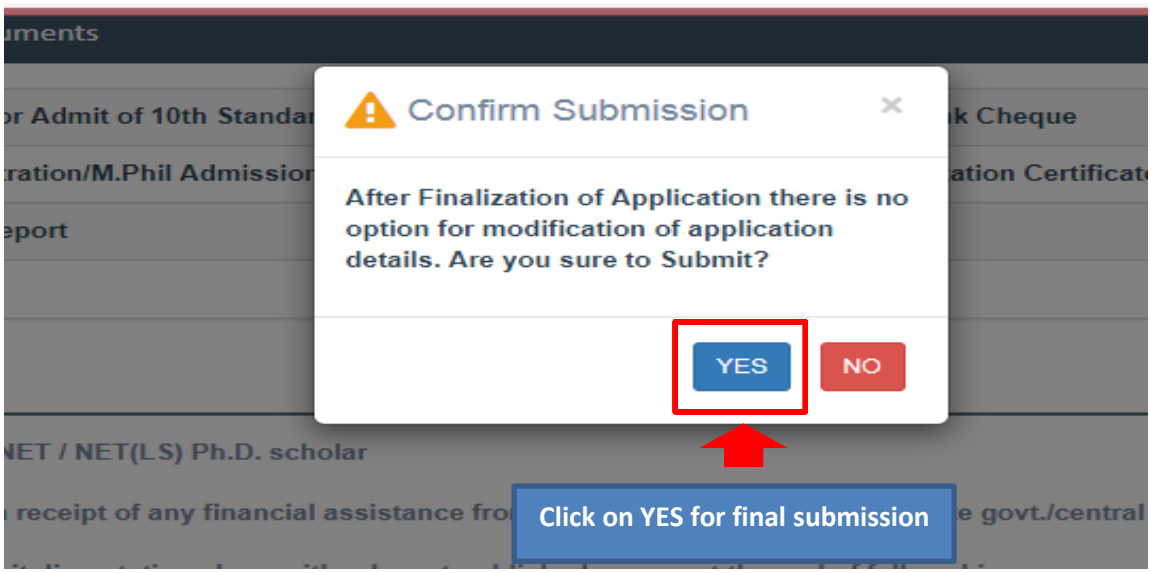

Fig:07

Step 7: After confirming the final submission a success message will be shown. Applicant now must download the available certificate(s) (**For Fresh Applicant (Registered on or after 1st October 2019) only Claim Certificate is to be downloaded & For Renewal Applicant (Registered before 1st October 2019) Utilization Certificate and Progress Report are to be downloaded**) and get the certificate(s) attested with official seal by supervisor and HOD. After that the signed and sealed scanned copy of the downloaded certificate(s) is to be uploaded to complete the application process. [shown in Fig:08]

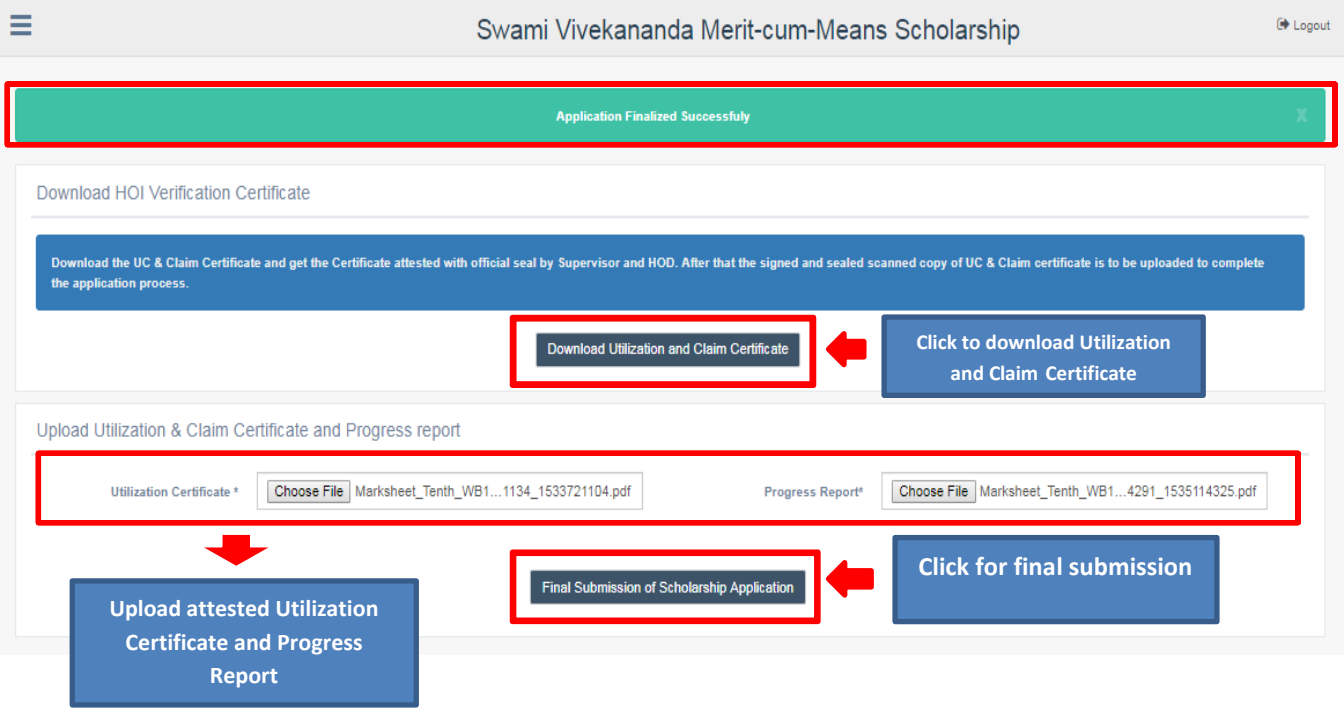

Fig:08

Step 8: After final submission of the application a success message will be shown [shown in Fig:09].

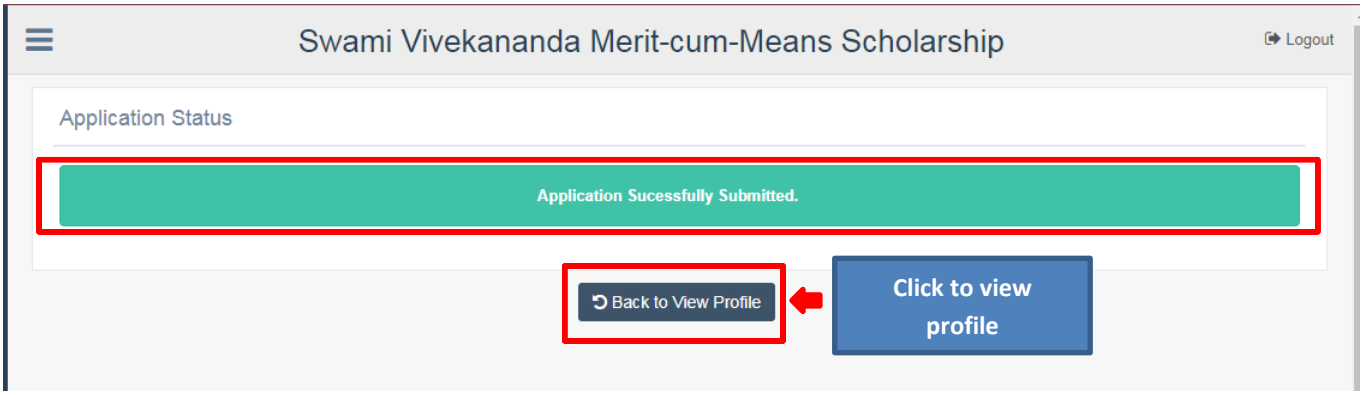

Fig:09

Step 9: Applicant can view his/her profile,download application details in PDF format and also can track the application. [Shown in Fig:10 and Fig:11]

Fig:10

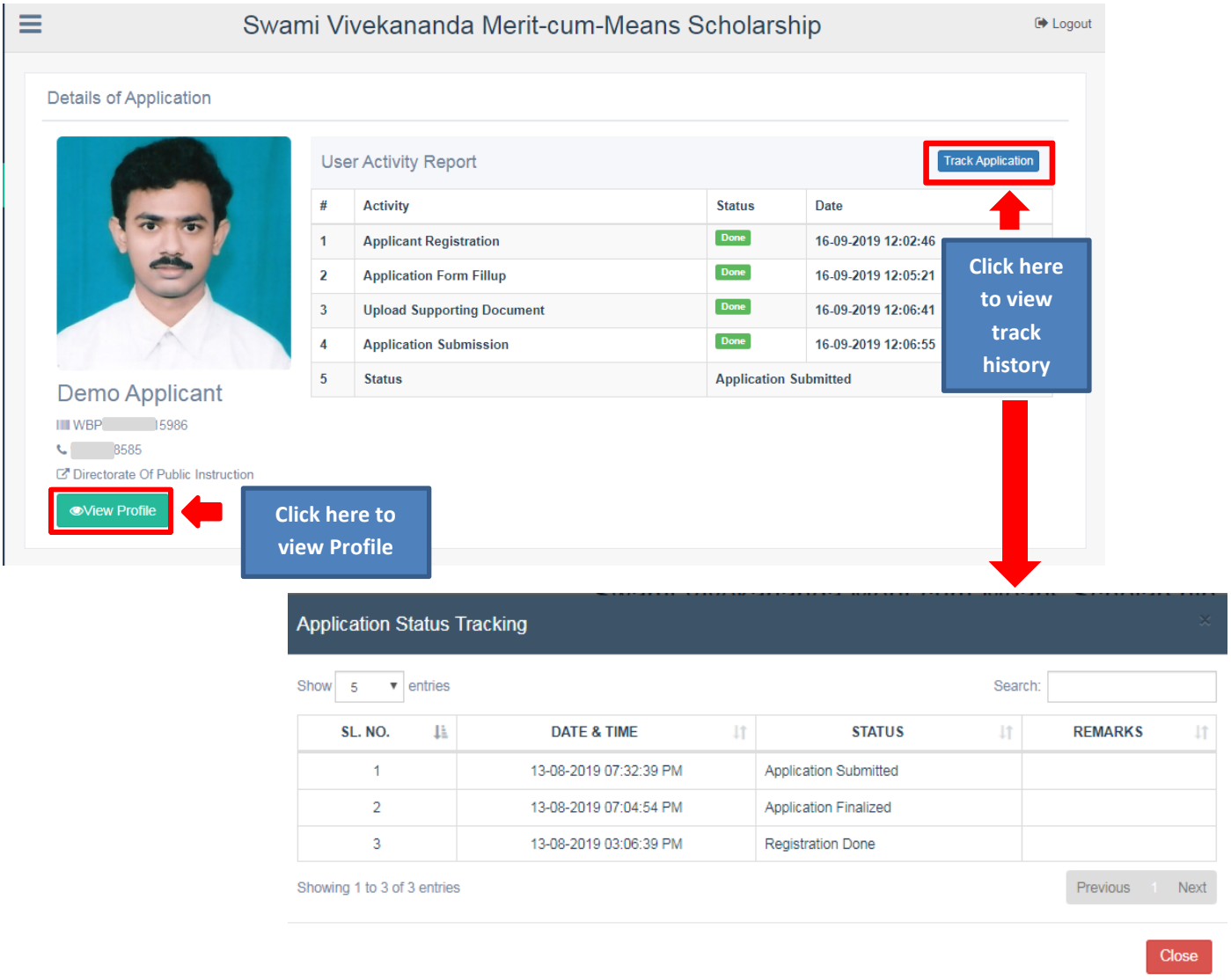

Fig:10

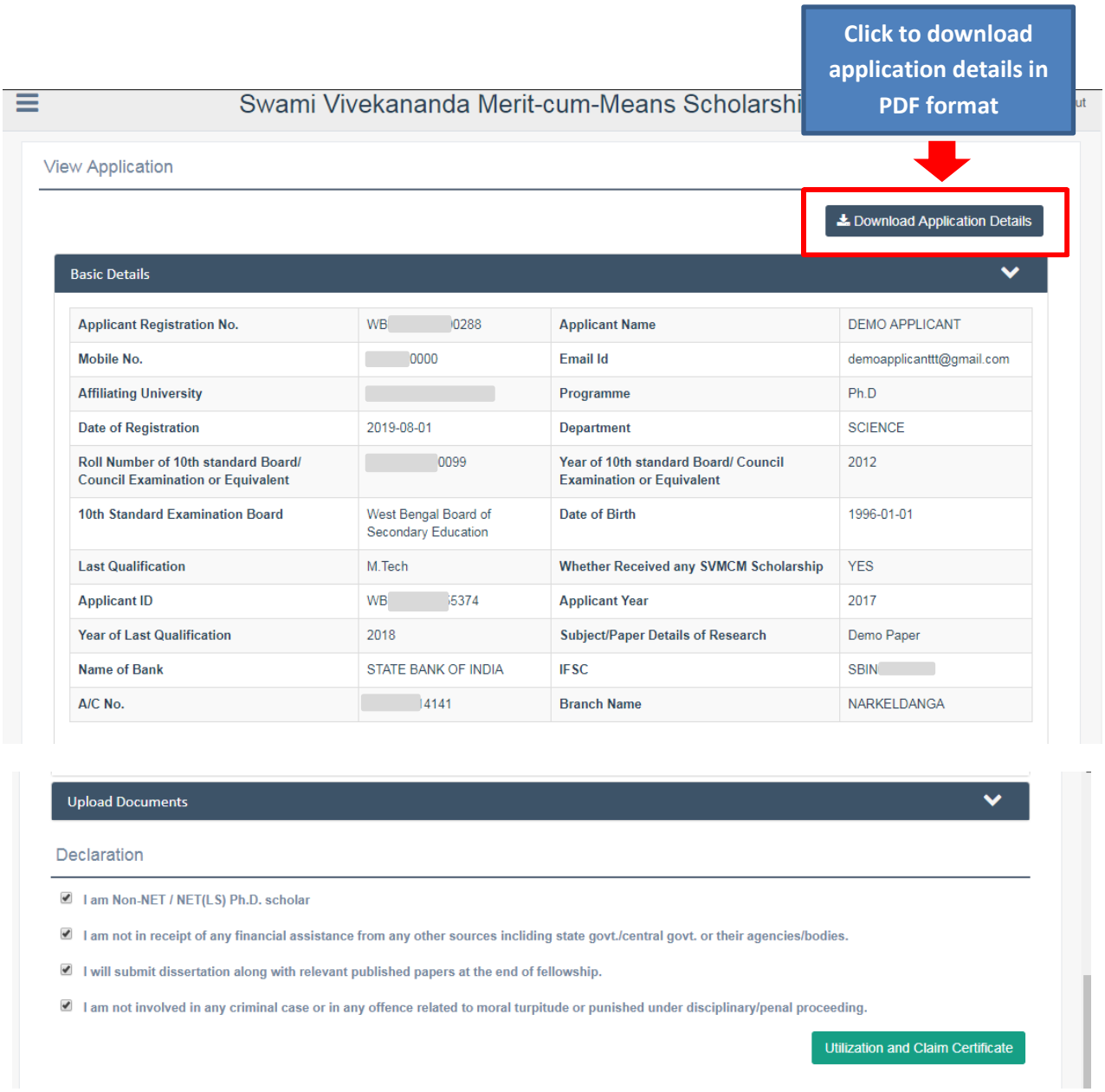
Click to download application details in PDF format
Swami Vivekananda Merit-cum-Means Scholarshi
View Application
Download Application Details
Basic Details
Applicant Registration No.
WB 0288
Applicant Name
DEMO APPLICANT
Mobile No.
0000
Email Id
demoapplicanttt@gmail.com
Affiliating University
Programme
Ph.D
Date of Registration
2019-08-01
Department
SCIENCE
Roll Number of 10th standard Board/ Council Examination or Equivalent
0099
Year of 10th standard Board/ Council Examination or Equivalent
2012
10th Standard Examination Board
West Bengal Board of Secondary Education
Date of Birth
1996-01-01
Last Qualification
M.Tech
Whether Received any SVMCM Scholarship
YES
Applicant ID
WB 5374
Applicant Year
2017
Year of Last Qualification
2018
Subject/Paper Details of Research
Demo Paper
Name of Bank
STATE BANK OF INDIA
IFSC
SBIN
A/C No.
4141
Branch Name
NARKELDANGA
Upload Documents
Declaration
I am Non-NET / NET(LS) Ph.D. scholar
I am not in receipt of any financial assistance from any other sources incliding state govt./central govt. or their agencies/bodies.
I will submit dissertation along with relevant published papers at the end of fellowship.
I am not involved in any criminal case or in any offence related to moral turpitude or punished under disciplinary/penal proceeding.
Utilization and Claim Certificate

Fig:11

Step 10: The QR code on the downloaded document can be scanned to get the applicant details . [Shown in Fig:12]

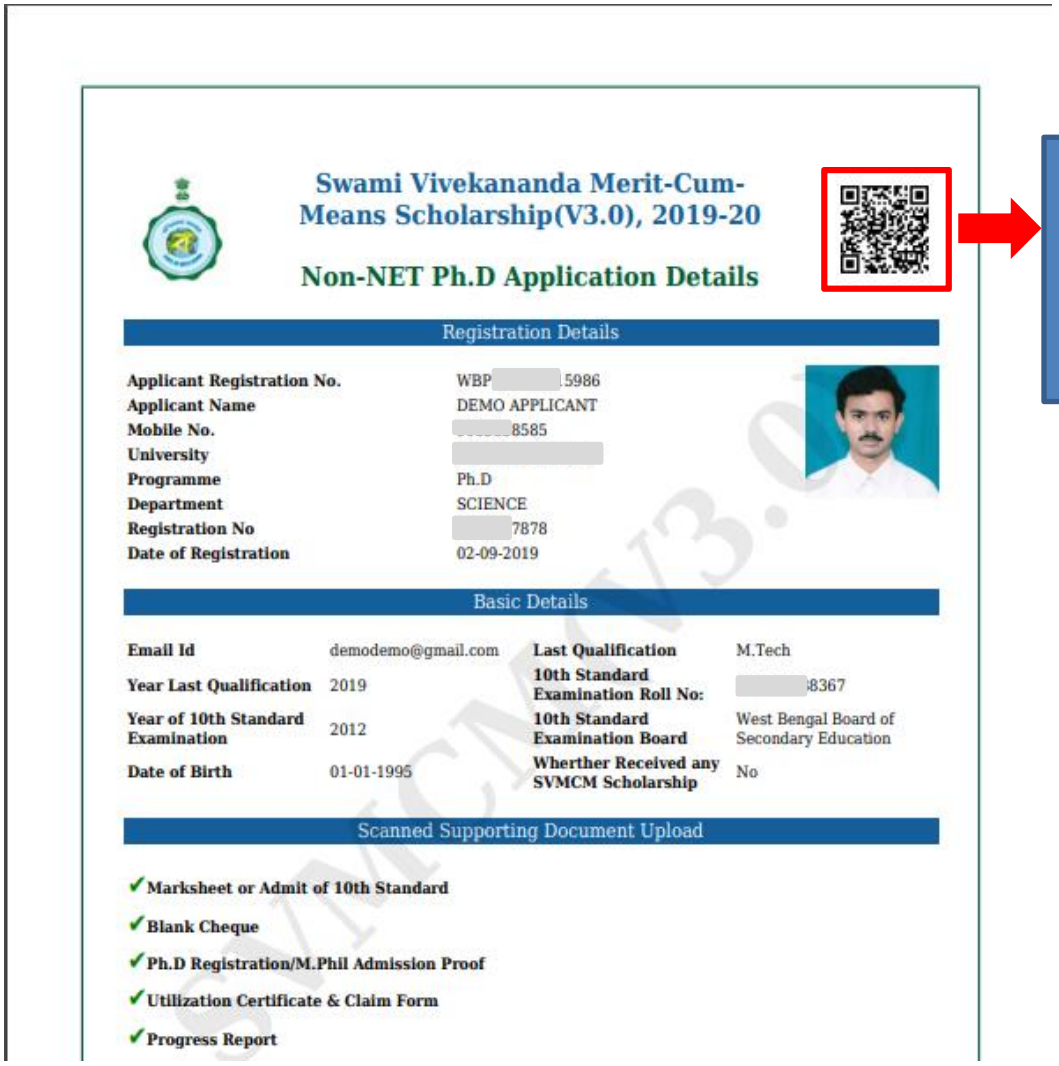

Fig:12

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)