

User Manual for
Swami Vivekananda Merit cum Means Scholarship
Government of West Bengal

<http://www.svmcm.wbhed.gov.in>



Prepared by

Steps to be followed to apply online for Swami Vivekananda Merit Cum Means Scholarship



Step 1: Open the home page of Swami Vivekananda Merit Cum Means Scholarship Portal from any browser and click on **Register here** under **Sign In for Scholarship** Section.

Welcome to SVMCM

The Higher Education Department is a successor to the erstwhile Department of Education. The Department of Mass Education Extension was carved out of the Department of Education to deal with, among other things, the subject of adult education, in terms of Notification No. 5106 –A.R. dated the 21st April 1988.

The Department of Technical Education & Training was similarly created in terms of Notification No. 16129 –A.R. dated the 29th June 1991 The Polytechnic institutions which had so long functioned under the Higher Education wing of the erstwhile Education.

Department were taken over by the newly created department. Finally, the Education Department was abolished and in its place were created two departments, namely, the School Education Department and the Higher Education Department..

[learn more](#)

Sign In for Scholarship

Applicant Id

Password

 Security Code

[Forget Password?](#) [Submit](#)

New user? [Register here](#)

[Click here for Registration](#)

Step 2: Before you proceed for registration, Download the guidelines by clicking on **Download Guidelines** button and also read the **Instructions** given the page. After that click on the checkbox to agree terms and then **Proceed for Registration**.

Instructions for submission of Online Application of Swami Vivekananda Merit Cum Means Scholarship

 Download User Manual

Click here to download
User Manual

1. Please download and go through the **Guidelines** of Swami Vivekananda Merit Cum Means Scholarship carefully before you start filling the Online Application Form.

2. Schedule for Online Application

Application Type	Opening Date	Closing Date
Fresh Application 2017	11.09.2017	30.11.2017
Renewal Application 2017	11.09.2017	30.11.2017
Kanyashree (K3) Application 2017	11.09.2017	30.11.2017

3. Application Procedure: Steps to be followed to apply online

Step 1: Online Registration: On successful submission of the Registration Form, an Applicant ID will be generated and it will be used to complete the remaining Steps of the Application Form and also required for all future correspondence. While selecting the Password please maintain the completion of **K2** authentication applicants will be forwarded to registration form. The rest of the process is same as fresh application procedure.

For Renewal of existing beneficiaries, **Bank A/C Number** of previous year is required for authentication. Successful authentication process will lead to subsequent Registration form and after Successful submission Registration form candidates will have the system generated **Applicant ID** and chosen **Password** to fill up the detail application process.

Note: Detail eligibility criteria for application in Swami Vivekananda Merit cum Means Scholarship 2017 are mentioned in detail advertisement, available under Downloads menu of this website.

Step 2: Online Application: Login with the generated Applicant ID, Password (which was given during Registration Process) and Captcha (Security Code). After successful login, fill up rest of the application forms, i.e. **Basic Details, Personal Details**. 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 Basic Details and Personal Details form, **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 in the form. Files should be in **PDF** format and size should not exceed **1MB**.

Documents to be uploaded for Fresh and Kanyashree Application:

- Admit Card of Madhyamik Examination or its equivalent
- Mark sheet of Madhyamik Examination or its equivalent (Both sides)
- Admit Card of last Board/Council/University/College examination
- Mark sheet of last Board/Council/University/College examination (Both sides)
- Income certificate of family (**Not Applicable for Kanyashree**)
- Income Certificate Affidavit (**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.)

Documents to be uploaded for Renewal Application:

- Copy of the Marksheet of the last examination in the present course of study (Both sides and in case of semester examination system, year wise semester Mark sheets)
- Admission receipt for the promotion to the next higher class
- 1st page of the Bank Passbook and the leaf of the Passbook in which the credited Scholarship amount of last year has been shown

Formats for Income Certificate and Income Affidavit are available under Downloads option in the Top menu all pages.

After successful upload, **Finalize** the application.

Note: Please note that once an application is finalized, that application cannot be edited anymore.

Step 4: Final Submission: After finalizing the application, download the **Verification Certificate** which contains two pages. First page is the Applicant Copy and second page is the HOI(Head of the Institution) Copy. After verification and signed by HOI, applicant will scan his copy and upload this in the application portal to complete the application process. HOI will retain his copy.

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

Check to Agree the
Declaration

 Proceed for Registration

Click here to proceed
for Registration

Step 3: Choose appropriate **Directorate** and then click on **Apply for Fresh application** or **Apply for Renewal Application** or **Apply for Kanyashree Prakalpa** (Applicable for DPI only).

Registration Category

DIRECTORATE of SCHOOL EDUCATION (DSE)
(Studying in Higher Secondary Schools)

- ✓ Apply for Fresh Application
- ✓ Apply for Renewal Application



DIRECTORATE of TECHNICAL EDUCATION AND TRAINING (DTE&T)
(Studying in Polytechnic Colleges or Institutions)

- ✓ Apply for Fresh Application
- ✓ Apply for Renewal Application



DIRECTORATE of PUBLIC INSTRUCTION (DPI)
(Studying in General Degree Colleges or Universities)

- ✓ Apply for Fresh Application
- ✓ Apply for Renewal Application
- ✓ Apply for Kanyashree Prakalpa(k3)



DIRECTORATE of TECHNICAL EDUCATION (DTE)
(Studying in Degree Engineering or Technical Colleges or Universities)

- ✓ Apply for Fresh Application
- ✓ Apply for Renewal Application



DIRECTORATE of MEDICAL EDUCATION (DME)
(Studying in Medical Colleges or Institutions)

- ✓ Apply for Fresh Application
- ✓ Apply for Renewal Application



Click on Fresh Application
or Renewal Application or
Kanyashree Prakalpa (K3)

Step 4: Online Registration:

For Fresh:

For Fresh Application, fill up the Registration form and then Click on **Register** button.

The screenshot shows a 'Scholarship Registration' form with the following fields and sections:

- Header:** Scholarship Registration (with a close button 'x')
- Name Fields:** FIRST NAME OF APPLICANT*, MIDDLE NAME OF APPLICANT, LAST NAME OF APPLICANT
- Contact Fields:** Mobile Number of Applicant*, Email ID of Applicant
- Exam Details:** ROLL NUMBER OF 10TH STANDARD BOARD/COUNCIL EXAMINATION OR EQUIVALENT*
- Exam Selection:** Name of the qualifying public examination eligible for scholarship* (dropdown menu)
- Year Selection:** Year of the qualifying public examination eligible for scholarship* (dropdown menu)
- Institution Selection:** Name of the Board/Council/College/University eligible for scholarship* (dropdown menu)
- Performance Fields:** Total marks obtained(Excluding additional or optional marks) and Out of*
- Percentage Field:** Overall percentage obtained (Excluding additional or optional marks)(%)*
- Authentication:** Password* and Confirm Password*
- Policy:** Password Policy
- Security Questions:** QUESTION 1: WHAT IS THE NAME OF YOUR BIRTH PLACE and QUESTION 2: WHAT IS THE NAME OF YOUR FIRST SCHOOL
- Buttons:** Close and Register



Scholarship Registration

TEST ✓	MIDDLE NAME OF APPLICANT	TEST ✓
9988776655 ✓	test@mail.com ✓	
ABCD1234 ✓		
MADHYAMIK/EQUIVALENT ✓		
2017 ✓		
West Bengal Board of Secondary Education ✓		
600 ✓	800 ✓	
75 ✓		
..... ✓ ✓	
..... ✓ ✓	
Password Policy	Passwords match!	
DEMO PLACE NAME ✓	DEMO SCHOOL NAME ✓	

Password Policy
 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

Close Register

For Kanyashree:

For **Kanyashree Application**, first **Authenticate** previous Kanyashree Details first and then proceed to **Registration Form**.

The image shows a screenshot of the 'Kanyashree(K3) Registration' form. The form is titled 'Kanyashree(K3) Registration' in a blue header. It contains several input fields and buttons. Red arrows point from blue callout boxes to specific fields. A 'Close' button and a 'K2 Authentication' button are located at the bottom right. A blue box with the text 'Click here to Authenticate' has a red arrow pointing to the 'K2 Authentication' button.

Field	Value	Annotation
Year	2013-2014	Select Year
Kanyashree ID	XXXXXXXXXXXXXXXXXXXX37	Kanyashree ID
Applicant Name	KARABI ✓	Enter Name
Middle Name of Applicant	MIDDLE NAME OF APPLICANT	
Santra	SANTRA	
DOB	07-06-1995	Enter DOB
Father's Name	MEGHNATH ✓	Father's Name
Father's Middle Name	FATHER'S MIDDLE NAME	
Santra	SANTRA	
Mother's Name	JYOSTNA ✓	Mother's Name
Mother's Middle Name	MOTHER'S MIDDLE NAME	
Santra	SANTRA	

Buttons: Close, K2 Authentication

Annotation: Click here to Authenticate (points to K2 Authentication)

Scholarship Registration

Kanyashree ID(K2 ID) has been verified successfully.

2013-2014

19092303102130000037

KARABI

MIDDLE NAME OF APPLICANT

SANTRA

9988776655

testmail@mail.in

ABC12345

B.A

2017

Kalyani University

800

1000

80

.....

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.
@#S^&* _).

.....

Passwords match!

MURSHIDABAD

GIRLS SCHOOL

Close

Register

Hover the
Mouse
here to See
the
Password

Click here to
Register

Step 5: After successful registration, an **Applicant Id** will be generated. **Note down the Id** for subsequent login to complete rest of the Application Process and also for future use.

The screenshot shows a 'Scholarship Registration' window with a green success message: 'Applicant Registration Completed Successfully.' Below this, a light blue box contains the text: 'Your Applicant ID is **WB5171504505397.**' followed by instructions: '* Please Login with this Applicant ID and password, chosen at the time of filling the Scholarship Application.' and '** Please keep this Applicant ID and Password for further use.' At the bottom of the window are two buttons: 'Download Registration Slip' and 'Login'. Below the window, two blue callout boxes with red arrows point to these buttons. The first callout says 'Click here to Download Registration Details' and the second says 'Click here to Get Back to Login Page'.

Step 6: Now login by Entering the generated **Applicant Id**, **Password** (which was entered during the registration process) and **Captcha** in the Sign In for Scholarship section in the home page.

The screenshot shows the SVMCM home page. At the top right, there is contact information: '+91 9988776655' and 'helpdesk.svmcm-wb@gov.in'. On the left, there is a 'Welcome to SVMCM' section with introductory text and a 'learn more' link. On the right, there is a 'Sign In for Scholarship' form. The form has four input fields: 'Applicant Id' (containing 'WB4171503295690'), 'Password' (masked with dots), 'Captcha' (containing 'sa58pp'), and a 'Login' button. Red arrows point from blue callout boxes on the right to each of these four fields. Below the form, there are links for 'Forget Password?' and 'New user? Register here'.

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.

The screenshot shows a user dashboard for an applicant. On the left is a dark sidebar with a navigation menu containing: 'Dashboard', 'Application Details' (with a dropdown arrow), 'Edit Application', 'View Application', and 'Setting' (with a dropdown arrow). The main content area is titled 'Details of Application' and features a profile card for 'Test Test' with contact information and two buttons: 'Edit Profile' and 'View Profile'. To the right is a 'User Activity Report' table. A red arrow originates from a blue callout box at the bottom left that says 'Click here to Edit Profile', pointing to the 'Edit Profile' button in the profile card.

#	Activity	Status	Date
1	Applicant Registration	Done	21-08-2017 11:08
2	Application Form Fillup	Pending	----
3	Upload Supporting Document	Pending	----
4	Application Finalization	Pending	----
5	Upload Authentication Certificate	Pending	----
6	Status	Registration Done	

Step 8: First fill up the **Basic Details** form and then click on **Save & Continue** button. Star marked fields are mandatory fields. While uploading Image and Signature please maintain the **File Format** and **File Size** as mentioned in the form.

Basic Details

Applicant Name*	TEST	Middle Name	TEST
Mobile No.*	9988776655	Email Id	test@mail.com
Roll Number of 10th standard Board/ Council Examination or Equivalent: *	ABCD1234		

Details of the qualifying public examination, eligible for scholarship:

Name of the examination *	MADHYAMIK/EQUIVALENT	Year of the examination conducted by Board/Council /University: *	2017
Name of the Board/Council /University*	West Bengal Board of Secondary Edu	Total marks obtained(Excluding additional or optional marks): *	600
Out Of(Excluding additional or optional marks):*	800	Overall percentage obtained:(%)*	75.00

Present course of study:

Name of the course: *	ELECTRONICS & COMMUNICATION E	Discipline of course:	ECE
Duration of Course:*	3	Date of admission in this course: *	01-08-2017
District*	KOLKATA		
Name of the present Institution: *	ADYAPEATH ANNADA POLYTECHNIC		

Address of Present Institution

Street No:*	50	Street Name:*	DD Mondal Ghat Road
Town/Village:*	Adyapeath	Post Office:*	Dakshineswar
PIN Code:*	700076	District*	KOLKATA
State*	WEST BENGAL	Phone No. of the Institution:	3322334455

Upload Photograph

Photograph of Applicant: * [Change Photograph](#)
(Image size must be in between 20KB to 50KB)



Upload Signature

Signature of Applicant: * [Change Signature](#)
(Signature size must be in between 10KB to 20KB)



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.

Basic details of application has been updated successfully.

Personal Details

Name of Father	DEMO	Middle Name	TEST
Name of Mother	DEMONEW	Middle Name	TEST
Profession of Father	BUSINESS		
Name of guardian*	DEMO	Middle Name	TEST
Profession of guardian*	BUSINESS	Relation with Guardian*	FATHER
Sex*	MALE	Religion*	HINDUISM
Caste*	GENERAL	Any Linguistic/Religious minority Community:*	No
Whether Differently Able:	No		
Aadhaar No.:	499118665246	Whether the applicant is domiciled in West Bengal: *	No

Present Family address

House No.:	1	Street Name:*	ABC STREET
Town/Village:*	DEMO VILLAGE	Post Office:*	DEMP POST OFFICE
PIN Code:*	742137	District*	MURSHIDABAD
state*	WEST BENGAL		
Whether the applicant is in receipt of any other State/Central Government scholarship/stipend for the present course: *	No		
Whether the applicant has been nominated/has received any other State/Central Government scholarship for the present course of study: *	Yes	Name of the Scholarship:*	DEMO SCHOLARSHIP
Total income of family, in rupees, from all sources for the period from 1st April 2016 to 31th March 2017:*	175000		

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

Name of Bank*	STATE BANK OF INDIA	A/C No.:	34567890112
IFS Code:*	SBIN0012345	Branch Name:	DEMO BRANCH
Branch code:	12345	MICR Code:	567543232

Save & Continue

Click here to
Save & Continue

For Kanyashree:

Kanyashree applicant may change her bank details, if she wants to. For that case, she has to select a reason for it from the given list. If she selects 'Others', then she has to mention the reason by herself.

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---

Previous

- PLEASE SELECT---
- BANK A/C CLOSED
- BANK A/C DORMANT
- TINY A/C
- CHANGE OF ADDRESS
- MINOR A/C
- OTHERS

Step 10: After successful submission of Personal Details form, **Scanned Supporting Documents** form will be appeared. 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.

For Fresh:

Personal details of application has been updated successfully.

Scanned Supporting Document Upload

Admit Card of Madhyamik Examination or its equivalent*

Browse... 1491557643.pdf

Mark sheet of Madhyamik Examination or its equivalent(Both sides)*

Browse... 1497267408.pdf

Admit Card of last Board/Council/University /College Examination*

Browse... 1491557643.pdf

Mark sheet of last Board/Council/University /College Examination*

Browse... 1497267408.pdf

Income Certificate of Family*

Browse... 1491557643.pdf

Income Certificate Affidavit*

Browse... 1497267408.pdf

Domiciliary certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority*

Browse... 1491557643.pdf

Scan copy of Bank Passbook (1st Page)*

Browse... 1491557643.pdf

Note: Files should only be in PDF format & File size must not exceed 1MB.

Submit Application

Click here to Save & Continue

For Kanyashree:

For Kanyashree Applicants, Income Certificate and Income Affidavit are not needed.

For Renewal:

Scanned Supporting Document Upload

Mark sheet of last qualifying Examination*

No file selected.

Admission receipt for the promotion to the next higher class:*

No file selected.

1st page of the Bank Passbook and the leave of the Passbook in which the last year Scholarship had been credited:*

No file selected.

Note: Files should only be in PDF format & File size must not exceed 1MB.



Step 11: After successful submission of the Application, a success message regarding the submission will be displayed. You can download the Application details by clicking on the **Download Application Details** button. Click on **Finalize Application** button to finalize the application.

The screenshot displays a user interface for an applicant. At the top, a green banner states "Scholarship Application has been submitted successfully." Below this, the "View Application" section is active. A blue callout box with a red arrow points to the "Download Application Details" button. The application details are organized into several sections:

- Basic Details:**
 - Applicant Registration No.: WB4171503295690
 - Applicant Name: TEST TEST
 - Mobile No.: 9988776655
 - Email Id: test@mail.com
 - Roll Number of 10th standard Board/ Council Examination or Equivalent: ABCD1234
- Details of the qualifying public examination, eligible for scholarship:**
 - Name of the examination: MADHYAMIK/EQUIVALENT
 - Year of the examination conducted by Board/Council/University: 2017
 - Name of the Board/Council/University: West Bengal Board of Secondary Education
 - Total marks obtained(Excluding additional or optional marks): 600
 - Out Of: 800
 - Overall percentage obtained:(%): 75.00
- Present course of study:**
 - Name of the course: ELECTRONICS & COMMUNICATION ENGG
 - Discipline of course: ECE
 - Duration of Course: 3
 - Date of admission in this course: 01-08-2017
 - Name of the present Institution: ADYAPEATH ANNADA POLYTECHNIC COLLEGE
- Address of Present Institution:**
 - Street No: 50
 - Street Name: DD Mondal Ghat Road
 - Town/Village: Adyapeath
 - Post Office: Dakshineswar
 - PIN Code: 700076
 - District: KOLKATA
 - State: WEST BENGAL

At the bottom right, a "Finalize Application" button is highlighted with a red arrow and a blue callout box that says "Click here to Finalize the Application".

➤ **Note that, once an application is finalized, it cannot be edited anymore.**

Step 12: After finalization, a page regarding Head of the Institution Verification Certificate upload will be appeared. At first, click on **Download Head of the Institution Verification Certificate** button to download the certificate. Then **get the certificate attested** with Signature and Official Seal of concerned Head of the Institution. After that upload the scanned copy of the attested certificate and click on **Final Submission of Scholarship Application** button for final submission of the application.

- After final submission, a success message regarding successful submission of the application will be displayed.

Application Status

Application Successfully Submitted.

- 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.

#	Activity	Status	Date
1	Applicant Registration	Done	21-08-2017 11:08
2	Application Form Fillup	Done	21-08-2017 13:08
3	Upload Supporting Document	Done	21-08-2017 13:08
4	Application Finalization	Done	21-08-2017 13:08
5	Upload Authentication Certificate	Done	21-08-2017 13:08
6	Status	Application Submitted	



To change Profile Password, Click on **Reset Password** option under **Setting** tab in Menu area. First enter the Existing Password, then New Password, New Password again for confirmation and Captcha. After that click on **Update Password** button.

The screenshot displays the SVMCM portal interface. On the left, a dark sidebar contains the menu with 'Reset Password' highlighted. The main content area is titled 'Swami Vivekananda Merit-cum-Means Scholarship' and shows the 'Change Password' form. The form consists of four input fields: 'Old Password*', 'New Password*', 'Confirm New Password*', and a captcha field labeled 'Input Characters as Shown in the Image'. A 'Password Policy*' tooltip is shown on the right, detailing requirements: '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. @\$%&*_.)'. A blue callout box with the text 'Click here to Update Password' points to the green 'Update Password' button at the bottom of the form.

➤ **Technical Helpdesk:**

For further queries, contact us via our support helpdesk.

- **Support mail id: helpdesk.svmcm-wb@gov.in**
- **Toll free help line no: 1800 102 8014** (11 AM to 4 PM except Sundays)