

**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]

#	Activity	Status	Date
1	Applicant Registration	Done	24-10-2019 11:32:07
2	Application Form Fillup	Pending	---
3	Upload Supporting Document	Pending	---
4	Application Submission	Pending	---
5	Status	Registration Done	

Fig:03

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

**Basic Details**

Applicant Registration No	WBI [redacted] 89119	Affiliating University	[redacted]
Programme:	Ph.D	Name:	Demo Applicant
Date of Registration	01-08-2019	Department	SCIENCE
Mobile No.:	[redacted] 20000	Ph.D Registration No	[redacted] 34455

10th Standard Examination Roll No:*	[redacted] 23456	Year of 10th Standard Examination:*	2010
10th Standard Examination Board:*	West Bengal Board of Secondary Edu	Date of Birth:*	01-01-1995
Email Id:*	demoapplicant@gmail.com	Whether Received any SVMCM Scholarship:*	Yes
SVMCM ID:*	WE [redacted] 55394	Year of Application:*	2016
Last Qualification:*	M.Tech	Year of Last Qualification:*	2018
Subject/Paper Details of Research:*	Demo Paper		
IFSC*	SBIN0001580	Bank Name*	STATE BANK OF INDIA
Branch Name*	NARKELDANGA	A/C No.*	987011787878]

**Annotations:**

- The SVMCM ID field will appear only if the applicant has received any SVMCM Scholarship earlier.
- On Entering IFS Code, Bank Name and Branch Name fields will be automatically filled up, only A/C No. field needs to be entered.
- Click here to proceed

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 10<sup>th</sup> 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)

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)

Dibyendu.jpg

Signature of Applicant\*  
(Signature Size: 10KB-20KB  
Signature Format: JPG/JPEG)

WB1181533838294\_1533838...pbC5jb20\_Signature.JPG

**Upload the required documents**

Marksheet or Admit of 10th Standard\*  Marksheet\_Tenth\_WB1181533838294\_1533841882.pdf

Cancelled Cheque\*  cancelled\_cheque\_WBK18...3298338\_1533299884.pdf

Ph.D Registration/M.Phil Admission Proof\*  phd\_registration\_admissio...533298338\_1533303508.pdf

Note: Files should only be in PDF-format & File size must not exceed 400KB.

**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].

Scholarship Application has been submitted successfully.

View Application

Basic Details ▼

Applicant Registration No.	WBI [redacted] 0288	Applicant Name	DEMO APPLICANT
Mobile No.	[redacted] 0000	Email Id	demoapplicanttt@gmail.com
Affiliating University	[redacted]	Programme	Ph.D
Date of Registration	2019-08-01	Department	SCIENCE
Roll Number of 10th standard Board/ Council Examination or Equivalent	[redacted] 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 [redacted] 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 [redacted]
A/C No.	[redacted] 4141	Branch Name	NARKELDANGA

Basic Details ▼

Upload Documents ▼

Marksheet or Admit of 10th Standard	<a href="#" style="color: green; font-weight: bold;">View</a>	Blank Cheque	<a href="#" style="color: green; font-weight: bold;">View</a>
Ph.D Registration/M.Phil Admission Proof	<a href="#" style="color: green; font-weight: bold;">View</a>	Utilization Certificate	<a href="#" style="color: green; font-weight: bold;">View</a>
Progress Report	<a href="#" style="color: green; font-weight: bold;">View</a>		

Click to View and download the uploaded documents

Declaration

- I am Non-NET / NET(LS) Ph.D. scholar
- I am not in receipt of any financial assistance from any other sources including 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.

Finalize Application

Applicant must check all the declarations

Fig:06

Click to finalize Application

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

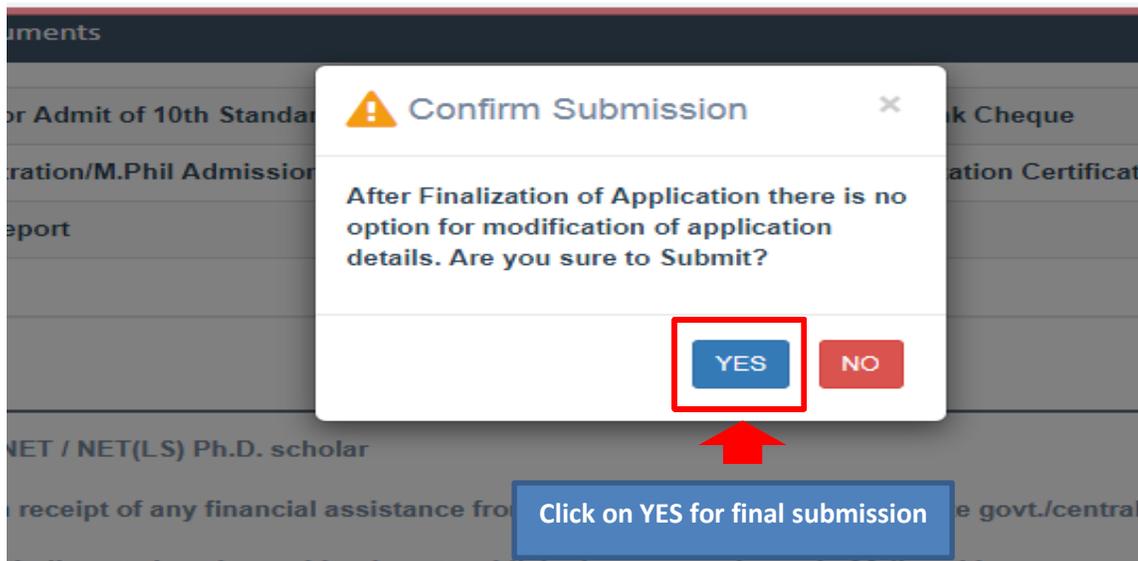


Fig:07

**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 1<sup>st</sup> October 2019) only Claim Certificate is to be downloaded & For Renewal Applicant (Registered before 1<sup>st</sup> 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]

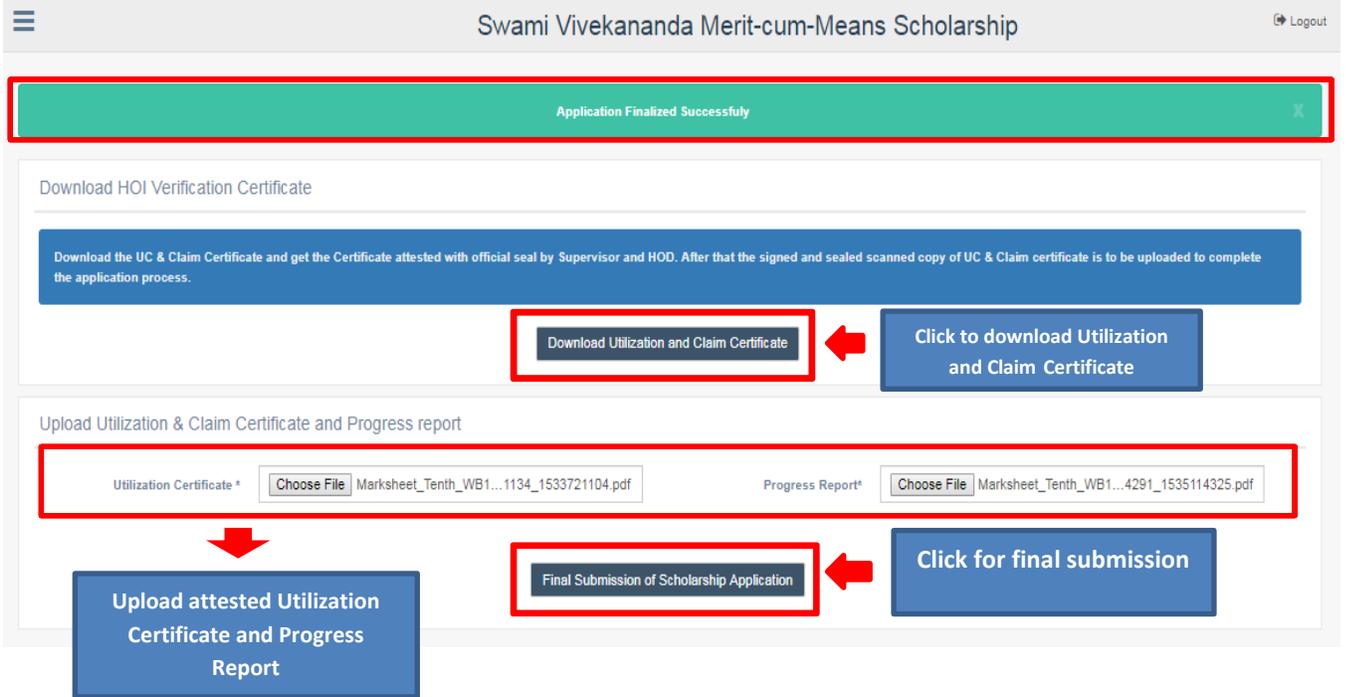


Fig:08

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

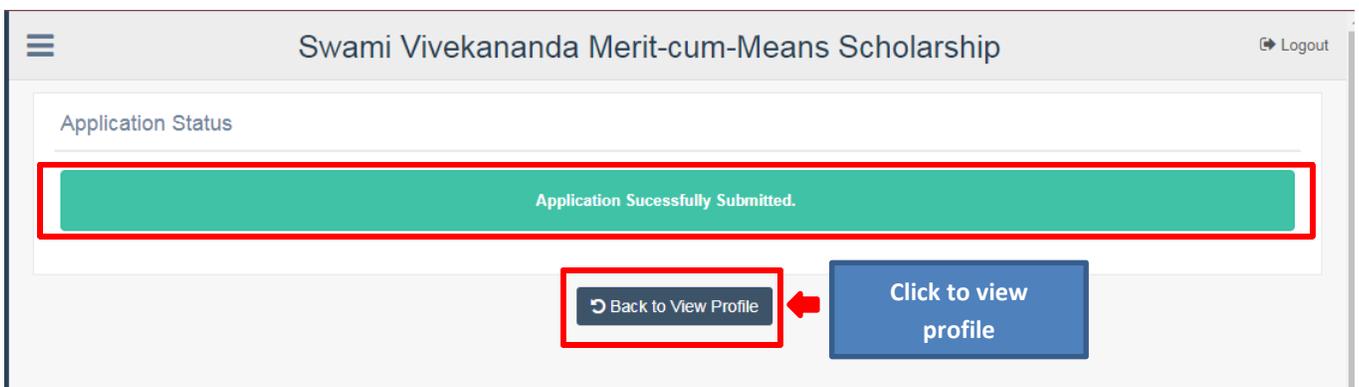


Fig:09

**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

Swami Vivekananda Merit-cum-Means Scholarship

Logout

Details of Application

**Track Application**

**Click here to view track history**

**Click here to view Profile**

**View Profile**

**Application Status Tracking**

Show 5 entries Search:

SL. NO.	DATE & TIME	STATUS	REMARKS
1	13-08-2019 07:32:39 PM	Application Submitted	
2	13-08-2019 07:04:54 PM	Application Finalized	
3	13-08-2019 03:06:39 PM	Registration Done	

Showing 1 to 3 of 3 entries Previous 1 Next

**Close**

Fig:10

Click to download application details in PDF format



Download Application Details

View Application

Basic Details

Applicant Registration No.	WB [redacted] 0288	Applicant Name	DEMO APPLICANT
Mobile No.	[redacted] 0000	Email Id	demoapplicanttt@gmail.com
Affiliating University	[redacted]	Programme	Ph.D
Date of Registration	2019-08-01	Department	SCIENCE
Roll Number of 10th standard Board/ Council Examination or Equivalent	[redacted] 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 [redacted] 5374	Applicant Year	2017
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Name of Bank	STATE BANK OF INDIA	IFSC	SBIN [redacted]
A/C No.	[redacted] 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 including 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]

**Swami Vivekananda Merit-Cum-Means Scholarship(V3.0), 2019-20**  
**Non-NET Ph.D Application Details**

**Registration Details**

Applicant Registration No.	WBP [REDACTED] 5986	
Applicant Name	DEMO APPLICANT	
Mobile No.	[REDACTED] 8585	
University	[REDACTED]	
Programme	Ph.D	
Department	SCIENCE	
Registration No	[REDACTED] 7878	
Date of Registration	02-09-2019	

**Basic Details**

Email Id	demodemo@gmail.com	Last Qualification	M.Tech
Year Last Qualification	2019	10th Standard Examination Roll No:	[REDACTED] 8367
Year of 10th Standard Examination	2012	10th Standard Examination Board	West Bengal Board of Secondary Education
Date of Birth	01-01-1995	Whether Received any SVMCM Scholarship	No

**Scanned Supporting Document Upload**

- ✓ Marksheet or Admit of 10th Standard
- ✓ Blank Cheque
- ✓ Ph.D Registration/M.Phil Admission Proof
- ✓ Utilization Certificate & Claim Form
- ✓ Progress Report

Fig:12

## ➤ **Technical Helpdesk:**

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Please contact us for further queries and consequent operational support via Helpdesk for user support.

- **Support mail id: [helpdesk.svmcm-wb@gov.in](mailto:helpdesk.svmcm-wb@gov.in)**
- **Toll free help line no: 1800 102 8014** (10 AM to 6 PM except Sundays)