

# Student Manual

1. Register yourself (one time registration) with your basic details.
2. Login using user id and password shared after registration process (through SMS).
3. Apply for scheme you are eligible for (as per the category selected by the student, list of eligible schemes will be shown after they login)
4. Upload all required documents.
5. Submit to School/institute.

## Registration

**STUDENT REGISTRATION FORM**

Student's Name : (*)	<input type="text" value="FIRST NAME"/>	<input type="text" value="MIDDLE NAME"/>	<input type="text" value="SURNAME"/>
Gender : (*)	<input type="text" value="SELECT"/> ▼	Category : (*)	<input type="text" value="SELECT"/> ▼
Date of Birth: (DD-MM-YYYY) (*)	<input type="text" value="DD-MM-YYYY"/>	Aadhar No. (12 digits): (*)	<input type="text" value="AADHAR NO."/>
Name in Aadhar Card:	<input type="text" value="STUDENT'S NAME IN AADHAR CARD"/>		
House No. :(*)	<input type="text" value="HOUSE NO."/>	Waddo/ Street :(*)	<input type="text" value="WADDO / STREET"/>
Village Panchayat/ Municipality :(*)	<input type="text" value="VILLAGE PANCHAYAT/MUNI"/>	District : (*)	<input type="text" value="SELECT"/> ▼
Taluka : (*)	<input type="text" value=""/> ▼	Assembly/Constituency : (*)	<input type="text" value=""/> ▼
City/Town/Village :	<input type="text" value=""/> ▼	Pincode :(*)	<input type="text" value="PINCODE NUMBER"/>
Mobile Number (10 digits):(*)	<input type="text" value="MOBILE NO."/>	Email ID :	<input type="text" value="EMAIL ID"/>
Password: (*)	<input type="text" value="ENTER PASSWORD"/>		
Confirm Password:	<input type="text" value="CONFIRM PASSWORD"/>		

\*\* Password should be 8 to 15 characters long \*\*

## Fresh Application

Steps:

1. Fill online application form
2. Upload Required Documents.
3. Submit Application to School/institute.

# Renewal Application

Students will be able to fill online application only after school/institute updates his/her result along with marks obtained by student

Thereafter students can fill renewal application along with required documents.

Steps:

1. School/institute update result and marks of student.
2. Student fill online renewal application.
3. Upload required documents.
4. Submit to school/institute.

# Check eligibility

Students can view details of all schemes available on portal and check for which scheme they are eligible for

GUIDELINES TO APPLY FOR DIFFERENT  
**SCHEMES**

ALL SCHEMES    DIRECTORATE OF TRIBAL WELFARE    DIRECTORATE OF SOCIAL WELFARE    DIRECTORATE OF EDUCATION

<b>Incentive Scheme</b>	<b>Post Matric Scholarship Scheme for SC and OBC Students</b> (Centrally Sponsored Scheme)	<b>Stipend Scholarship Scheme for SC and OBC Students</b> (Centrally Sponsored Scheme)
<b>Pre Matric Scholarship Scheme for children of Parents/Guardians engaged in unclear or hazardous occupation</b> (Centrally Sponsored Scheme)	<b>Scholarship Scheme for Disabled Student (class 9th till higher education)</b>	<b>Stipend Scheme for Disabled Student (class 1st to 12th)</b>
<b>Gagan Bharari Scheme for SC Students</b>	<b>Gagan Bharari Scheme for OBC(Dhangar) Students</b>	<b>Merit Based Scheme for SC Students</b>

Merit Based Scheme for OBC(Dhangar) Students

Pre Metric Scholarship Scheme for ST Students

Gagan Bharari Scholarship Scheme for ST Students

Merit Based Scholarship Scheme for ST Students

Nursing Scheme for ST Students

Nursing Scheme for SC,OBC,Minority and Disabled Students

Kanya Dhan Scheme

[VIEW ALL SCHEMES](#)

## Track your application

Provision is there to track your applications using your Aadhar number and date of birth on home page

**TRACK YOUR APPLICATION**

Student Aadhar No. :  Date of Birth :

\*\*--Kindly enter your aadhar number and date of birth to Track Your Application--\*\*

# School / Institute Manual

Registration: Schools/institutes can check whether they are registered on cm scholarship portal or not by checking their UDISE/AISHE code on “List of Registered Schools” page.

In case school/institute is not registered, kindly send your UDISE/AISHE Code, School/Institute Name, Principal/HOD Mobile No., School/institute Email ID, Principal/HOD Alternate Mobile No., landline No., District and taluka to [dir-tw.goa@nic.in](mailto:dir-tw.goa@nic.in) and [rama.kv@nic.in](mailto:rama.kv@nic.in)

Update Profile: All schools and institutes have to mandatorily update their details and login

User Management -> Update School Profile

UDISE / AISHE Code :(*)	<input type="text" value="30010100101"/>		
School/Institute Name :(*)	<input type="text" value="Shree Sateri English High School, Ibrampur, 403 512"/>		
<b>School Details</b>			
School/Institute Address :(*)	<input type="text" value="SCHOOL ADDRESS"/>		
District :	<input type="text" value="North Goa"/>	Taluka :	<input type="text" value="PERNEM"/>
Village :	<input type="text"/>	Pincode :(*)	<input type="text"/>
Whether Government / Private :(*)	<input type="text" value="Select"/>	Whether Rural/Urban :(*)	<input type="text" value="Select"/>
School/Institute Medium :(*)	<input type="text" value="Select"/>	School/Institute Type :(*)	<input type="text" value="Select"/>
School/Institute Category :(*)	<input type="text" value="Select"/>	School/Institute Management :(*)	<input type="text" value="Select"/>
School/Institute Board :(*)	<input type="text" value="Select"/>	Class / Course :(*)	<input type="text" value="Select"/>
Establishment Year:	<input type="text" value="Establishment Year"/>	School/Institute Email ID :(*)	<input type="text" value="saterividyamnadiribrampur@"/>
<b>School Principal</b>			
Principal Name :(*)	<input type="text" value="School Principal Name"/>	Mobile No. (10 Digits):(*)	<input type="text" value="7350296300"/>
Alternate Mobile No. :	<input type="text" value="Mobile Number"/>	Telephone Number:	<input type="text" value="Mobile Number"/>
<input type="button" value="Save"/>			

# School / institute level Nodal Officer Registration

Nodal officer at school/institute level can be registered in school/institute login by the principal of school / head of the institute.

Basic details are captured in registration form and required documents has to be uploaded for verification.

After registration of nodal officer by school/institute, the registration application goes to Directorate of Tribal welfare for approval of registration.

Only after approval of Directorate of Tribal welfare, the nodal officer is registered on the portal.

Thereafter, nodal officer can login using user id and password as entered while registration and carry out verification process of various applications.

**Nodal Officer Registration Form**

Aadhar no. :(\*)

Name:(\*)

Designation:(\*)

Date of Birth: DD-MM-YYYY(\*)

Date of Retirement:(\*)

Email ID :

Mobile No. :(\*)

Password:(\*)

Confirm Password :(\*)

🔄 Register

**Documents Required for Registration**

1. Aadhar Card Scanned image  
2. Photograph Scanned image  
3. ID Card Issued by School Scanned image

Please upload files in jpg/pdf format  
File size should be less than 100kb

**Password Policy:**

Password should be 8 to 15 characters long

After Successful registration and upload of supporting documents, Nodal Officer can login with Aadhar No. as userid and your password

## Upload Supporting Documents for Verification Purpose

Aadhar Card	Photograph	School ID
		