

# SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calcutta

Recognized by the University Grants Commission



Memo No. :

Date :

26/11/21

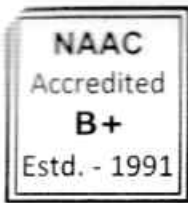
## NOTICE

### **FRESH / RENEWAL APPLICATION FOR THE SAWMI VIVEKANANDA MERIT-CUM-MEANS SCHOLARSHIP: 2021-22**

All concerned students of Semester I, Semester-III, and Semester-V of the college who have applied/will apply (renewal/fresh) online for **SAWMI VIVEKANANDA MERIT-CUM-MEANS SCHOLARSHIP: 2021-22** are hereby directed to submit the application form with the following documents in softcopy to the email id provided below and hardcopy of the same to college office within two working days from the online application date (**Monday to Friday, between 11 a.m. to 3 p.m.**).

**Email id: [sacm.svmcms@gmail.com](mailto:sacm.svmcms@gmail.com)** (for Softcopy)

- Students who have already applied till the date 25.11.2021, but not yet submitted documents for verification, are directed to submit those documents in softcopy to the given email id & in hardcopy to college office within 30.11.2021.
- Students who will apply for renewal of their SVMCM Scholarship, are advised to apply with their Original Mark sheets.
- If a dropout or a defaulter applicant of previous year (2020-21) selects 2020 as Year of Last Qualifying Exam, then an extra field will appear. Applicant has to enter a valid reason in that field for not applying for SVMCM Scholarship in 2020 and complete the application.



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**The following documents are to be submitted for Fresh Application:**

- i. Mark sheet of Madhyamik Examination or its equivalent (Both sides)
- ii. Mark sheet of last Board/Council/University/College examination (Both sides)
- iii. Admission receipt
- iiii. Income certificate of family (**As mention in the SVMCMs website**)
- iv. Domicile certificate as Aadhaar Card/Voter ID/Ration card/Certificate Issued by competent authority.
- v. Bank Passbook (1st Page, containing A/C No. and IFSC)

**The following documents to be submitted for Renewal Application:**

- i. Copy of the Marksheet of the last examination in the present course of study. (Both sides and in case of semester examination system, both semester Marksheets).
- ii. Admission receipt for the promotion to the next higher class

**Requirements for Online Application in SVMCM Scholarship:**

1. Valid mobile no and email id for OTP verification
2. Scanned Copy of Image/Photo (size-20KB-50KB) and Signature (size-10KB-20KB) in JPG/JPEG format.
3. Documents (size-400KB) to be uploaded in PDF format for **Fresh Application:**
  - i. Mark sheet of Madhyamik Examination or its equivalent (Both sides)
  - ii. Mark sheet of last Board/Council/University/College examination (Both sides)
  - iii. Admission receipt
  - iiii. Income certificate of family (**Format for Income Certificate is available under Downloads option in the Top menu in all pages.**)
  - iv. Domicile certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority
  - v. Scanned copy of Bank Passbook (1st Page, containing A/C No. and IFSC)

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**4. Documents(size-400KB) to be uploaded in PDF format to be uploaded for Renewal Application:**

- i. Copy of the Marksheet of the last examination in the present course of study. (Both sides and in case of semester examination system, both semester Marksheets).
- ii. Admission receipt for the promotion to the next higher class

**Procedure for Online Application:**

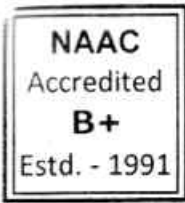
**Step -1: Online Registration:** At first applicants need to fill up and submit the online registration form. On successful submission of the Registration Form, an Applicant ID of 15 characters will be generated and it will be used to login and complete the remaining Steps of the Application Form. The Applicant ID will also be sent to the mail id, entered at the time of registration.

**(If a dropout applicant of previous year selects 2020 as Year of Last Qualifying Exam, then an extra field will be appeared. Applicant has to enter a valid reason in that field for not applying for SVMCM Scholarship in 2020.)**

**(For Renewal of existing beneficiaries, Online registration is not needed, rather they can login with their previous Applicant ID and Password to apply for renewal.)(If Applicants forget their Applicant ID or Password, they can retrieve the same using Forgot Applicant ID/Password option from Applicant Login option.)**

**Step – 2: Online Application:** Login with the generated Applicant ID, Password (which was set during Registration Process) and Captcha (Security Code). After successful login, fill up rest of the application forms.

**Step – 3: Upload Documents**



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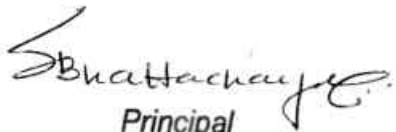
Date :

**Step – 4: Submission:** After successful upload, Check the application in view mode & click on Submit Application to complete the application process.

## NOTE:

**Correction for Wrong Entry/Edit:** After submission of application form in the portal there will generally not be any option to edit application details. However, if any modification (for example, change of Institution details etc.) is needed after submission, applicant may approach concerned HOI/DI for such modification. HOI/DI will then unlock the application and the applicant will then be able to edit the application details. The applicant may also approach helpdesk by sending email (he/she must give registered mobile number in the email) for getting such edit option.

**N.B: THE COLLEGE WILL NOT BE ABLE TO VERIFY APPLICATIONS FOR STUDENTS WHO FAIL TO SUBMIT THEIR DOCUMENTS IN TIME (For softcopy – and hardcopy – Within the two working days (Monday to Friday, between 11 a.m. to 3 p.m.).**

  
*Principal*  
Saheed Anurup Chandra Mahavidyalaya  
Burul, South 24 Parganas