

WEST BENGAL HIGHER EDUCATION DEPARTMENT

Instruction for HOIs for processing of SVMCM Scholarship:

1. Please visit the portal svmcm.wbhed.gov.in for all relevant and necessary information.
2. NEET UG/ JENPAS/ SMFWB/ WBJEE Board (as is applicable) allotment letter mentioning course and institution must be uploaded along with admission receipt. If applications have already been forwarded without this document, then a list of forwarded applications, authenticated by the HOI, mentioning i) Application ID ii) Name of applicant iii) Course of study must be submitted at the office of DME, Swasthya Bhawan, along with NEET UG/ JENPAS/ SMFWB/ WBJEE Board (as is applicable) allotment letter mentioning course and institution.
3. Applications must not be kept pending in your portal. Examine them. If it is in order forward it. If some information or document is missing or is incorrect, then please unlock them so that the students can edit the mistakes and resubmit.
4. Please ensure that the applicant is a bona fide student of your Institute and the course mentioned is correct. If yes, please mention this in the remarks column and confirm the course mentioned by the applicant. You can write any other relevant information in this column.
5. Profession of father/ guardian (if the father is dead or not the guardian due to some other reason) must be mentioned, this column cannot remain blank. If the student has not filled in this input then send back the application by unlocking.
6. **The model proforma of Income Certificate is for Non-salaried individuals.** If profession of father is mentioned as Service, or any kind of job like para-teacher, MSK Samprasarak, etc then salary certificate/ pay slip must be uploaded.
7. If the application is Forwarded/ Rejected by HOI, then mistakes made by the applicant cannot be corrected. So, if there is any mistake/ discrepancy, please consult us before forwarding the application.
8. Please log in and examine thoroughly the application and documents that have been uploaded in the portal before forwarding. Do not forward on the basis of hard copies of documents only, because there can be mismatch. Please verify the Roll Nos of Class X and XII recorded in Basic detail part with uploaded mark sheets.
9. **Fresh applications will be from students who have taken admission in 2021-22 session.**
10. All the Fresh applicants who had passed HS in 2020 but have joined the present course in 2021: if they had taken admission in some other course in 2020 and had received SVMCM Scholarship for some other course in 2020, they are to declare the fact and furnish such documents for fast processing of their applications. Their declaration along with bank passbook/ message of sanction of scholarship are to be submitted. **Any suppression of fact must not be done.**