

## USER MANUAL

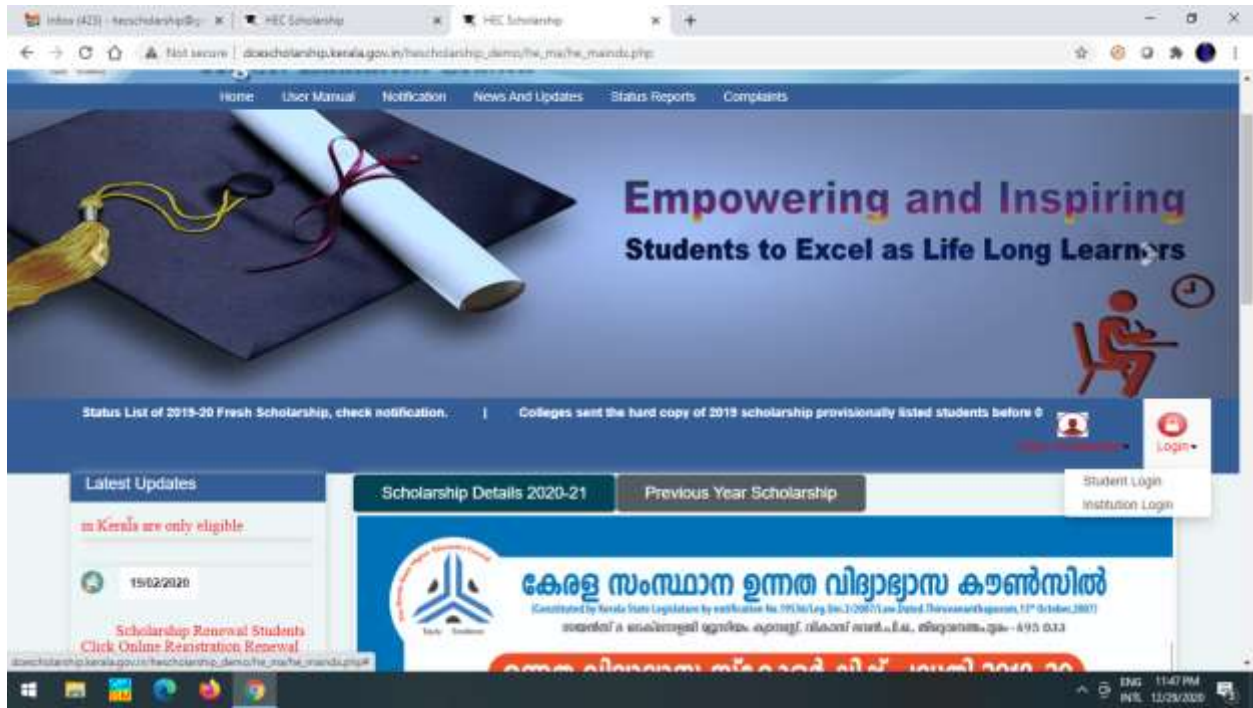
- Visit: [www.kshec.kerala.gov.in](http://www.kshec.kerala.gov.in)
- Click **Scholarship Menu** and then Click on **Online Registration, Verification & Approval (Fresh)**.

The screenshot displays the website [www.kshec.kerala.gov.in](http://www.kshec.kerala.gov.in) with a navigation menu at the top. The menu includes: HOME, ACT AND RULES, ACTIVITIES, PUBLICATIONS, HIGHER EDUCATION SURVEY, SCHOLARSHIP, SAAC, RTI, LIBRARY, E-LEARNING HUB, PLAN 2019-20, and CONTACT US. Below the menu, a paragraph of text describes the scholarship process, followed by a "Read More" button. The main content area features a vertical list of scholarship categories, each with a blue header and a white body:

- HE Scholarship(2020-21)**  
Online Registration, Verification & Approval (Fresh)
- HE Scholarship (2019-20)**  
Online Registration, Verification & Approval
- HE Scholarship(2018-19)**  
Online Registration, Verification and Approval (First Renewal)
- HE Scholarship (2017-18)**  
Online Registration, Verification and Approval (Second Renewal)
- HE Scholarship (2016-17)**  
Online Registration, Verification and Approval (Third Renewal)
- HE Scholarship(2015-16)**  
Online Registration, Verification and Approval (Fourth Renewal)

The Windows taskbar at the bottom shows the system tray with the date 12/22/2020 and time 9:29 PM.

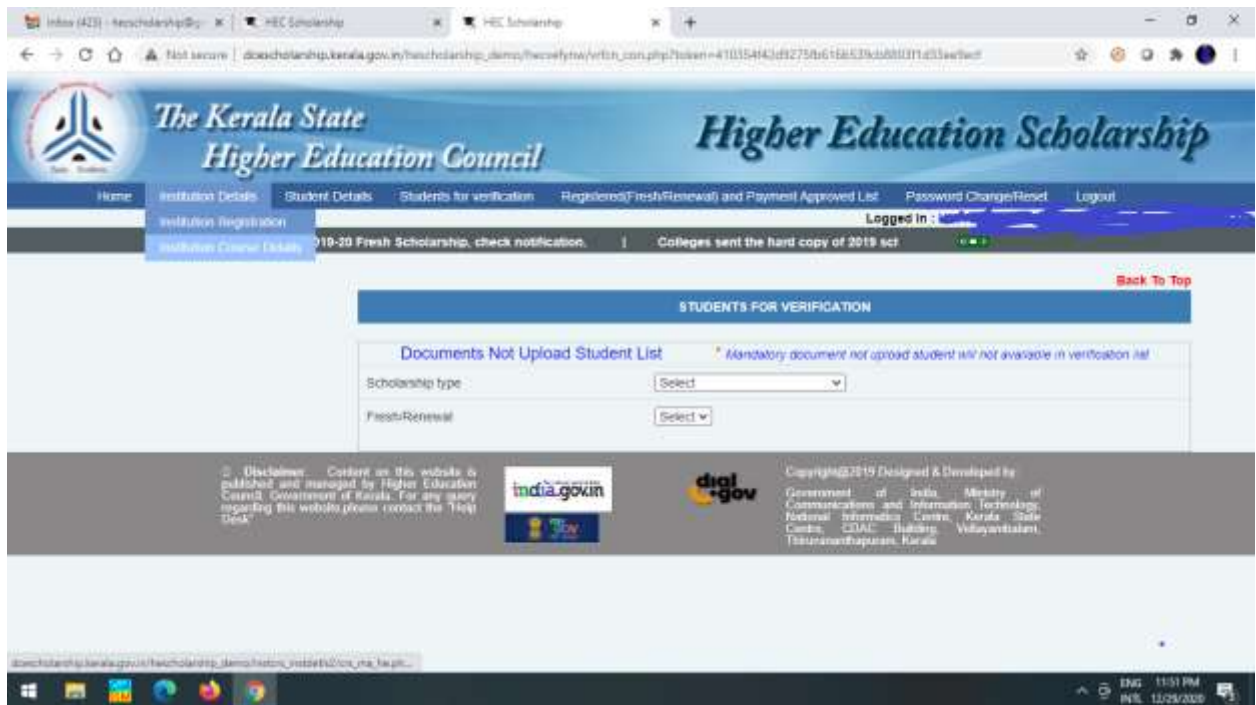
- Click on Login and then do Institution Login



### Institution has two step process

- 1) Log in with Verification id for Verification of Application
- 2) Log in with Approval id for Approval of Application.  
Only Verified applications will be available for Approval.  
Both Verification & Approval has to be done by institution .

- For Verification, Login with verification id and select “Students For Verification”



- Students who upload all the mandatory documents only will be available for verification.
- Click on Student Details and choose edit registration for editing applications if required.
- Institution has the provision to take print out of applications and reset the password of students.(Click on Registered students List)
- Institutions must Click on “Institution details” for adding or editing new UG aided courses only and its sanctioned strength for first year only.

- The mail id and phone numbers of scholarship in charge of institutions must be updated.
- After the completion of verification process then do **HEAD LOGIN** for Approval of Applications. Only Online Verified & Approved Application will be considered for selection
- Institution must ensure the correctness of Percentage of marks entered by student and category applied(OBC,BPL,SC/ST ,PH), course is aided and non- professional.
- After Online Verification & Approval by institution keep all the applications, once the provisional list is published send the hard copies of selected applications only to Council, all the documents must be attested by head of institution.