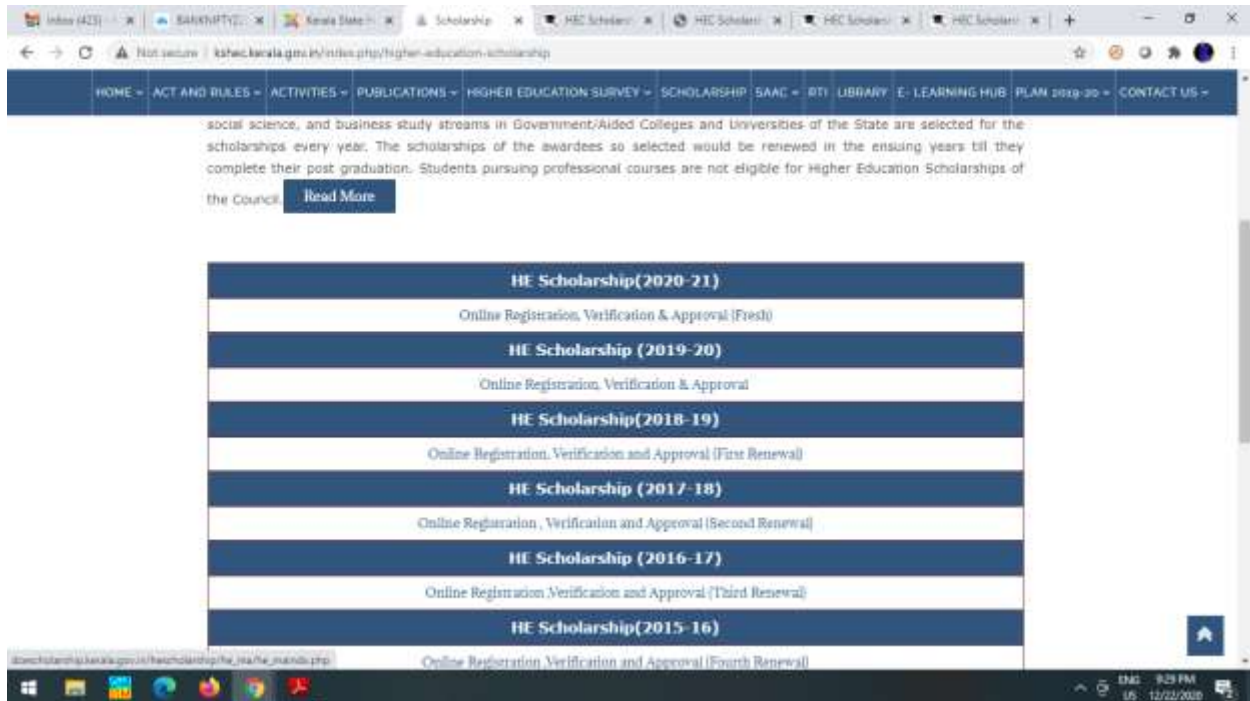


USER MANUAL

How to Apply for The Kerala State Higher Education Council Scholarship?

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



- Click on **Apply Scholarship** and choose **New Registration**



➤ STEP 1: Personal Details

➤ Use your SSLC/ 10th standard details in the first paragraph of registration

The screenshot shows the 'STUDENT ONLINE REGISTRATION' page. On the left, there is a sidebar with a 'HelpDesk' section stating 'Candidates can contact the Help Desk for resolution of the technical problems' and an email address 'hec@scholarship@gmail.com'. The main form area has a blue header and a note: '* Marked Fields are Mandatory'. The first section, '1. Matriculation/Tenth Standard or equivalent examination passed by the applicant', includes fields for: a) Board of Examination (dropdown), b) Roll No of Examination (text input with a note: 'ICSE, Students: Fill in all digits leaving Symbols & Alphabets'), and c) Year of passing the examination (dropdown). The second section, '2. Basic details of Applicant', includes a 'REGISTRATION ID' field, a) Name of Applicant (text input), b) Date of Birth (DD/MM/YYYY) with dropdowns for Day, Month, and Year, c) Sex (dropdown), d) Nationality (dropdown with note: 'Only INDIAN National can Apply'), and e) Name of Father/Mother/Guardian (text input).

The screenshot shows the 'Password Settings' section of the registration form. It includes fields for: g) Occupation of Father/Mother/Guardian (text input), h) Mother Name (text input), i) Aadhaar Enrolment Status (dropdown, currently 'Not Enrolled'), j) Aadhar ID/Enrolment Number (text input), k) Contact Mobile No (text input with a note: 'Do not prefix Zero. Please provide a valid number. Further communications will be sent to the same number'), and l) Contact Email id (text input). Below this is the 'Password Settings' section with fields for: a) User ID (Registration ID) (text input), b) Enter new Password (text input), and c) Re-enter Password (text input). At the bottom, there is a CAPTCHA image with the characters 'gqh65' and a text input field for the characters. A 'SAVE & PROCEED>>' button is located at the bottom center.

After completing the step 1, your registration id will be send to registered email id

➤ STEP 2: ADDRESS DETAILS

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'Scholarship' and the address bar shows a URL from 'dbscholarship.kerala.gov.in'. The page content is a form titled 'STEP 2: ADDRESS DETAILS' with a sub-header 'Marked Fields are mandatory'. There are two main sections: 'Domestic Address' and 'International Address'. Each section contains a list of fields: 'i) House No./Name', 'ii) Street/Locality', 'iii) Name of City/Town/Village', 'iv) Post Office', 'v) State', 'vi) District', 'vii) Pincode', and 'viii) Land Phone'. The 'International Address' section also includes a 'Country' dropdown menu. At the bottom of the form, there are buttons for 'Back to Previous' and 'SAVE & NEXT'. The Windows taskbar is visible at the bottom of the screen, showing the time as 9:41 PM on 12/22/2020.

Field Label	Value
i) House No./Name	101
ii) Street/Locality	101
iii) Name of City/Town/Village	101
iv) Post Office	101
v) State	India
vi) District	Tiruvananthapuram
vii) Pincode	101001
viii) Land Phone	Code: 101 101

Field Label	Value
i) House No./Name	101
ii) Street/Locality	101
iii) Name of City/Town/Village	101
iv) Post Office	101
v) State	India
vi) District	Tiruvananthapuram
vii) Pincode	101001
viii) Land Phone	Code: 101 101

➤ STEP 3: COLLEGE & COURSE Details

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'Scholarship' and the address bar shows a URL from 'doascholarship.kerala.gov.in'. The page content is a form with two main sections: 'Details of Programme & Institution for applicant's existing studies' and 'Details of previous Examination and Qualification'. The form fields are as follows:

Details of Programme & Institution for applicant's existing studies	
a) State*	Kerala
b) District*	Thiruvananthapuram
c) Institution Type*	GOVERNMENT COLLEGE
d) Name of the College/Institution*	UNIVERSITY COLLEGE THIRUVANANTHURAM
e) Programme Type*	UNDER GRADUATE
f) Name of the Programme*	B SC PHYSICS
g) Year of Study	First Year
h) Date of Admission*	Day: 3 / Month: Jan / Year: 2020
i) Admission Number*	123456
j) Attending Full Time Programme*	YES

Details of previous Examination and Qualification	
a) Examination Passed*	HIGHER SECONDARY
b) Stream/Course/Mark*	Physics, Chemistry, Biology, Mathematics
c) Year of Passing*	2019-20
d) Total Marks Secured*	450
e) Maximum Marks*	500
f) Percentage of Mark*	90 %
g) Receiving any Other Scholarship*	NO / If Yes Specify: _____

At the bottom of the form, there are two buttons: '<< BACK TO PREVIOUS' and 'SAVE & NEXT >>'. The Windows taskbar at the bottom shows the time as 9:41 PM on 12/22/2020.

➤ STEP 5: SCHOLARSHIP Details

Not secure | doascholarship.kerala.gov.in/scholarship_demo/ha_mca/feedback_live.php?token=ba157b9b145d438db9280671a1fa4e508011b6722

* Marked Fields are Mandatory

Scholarship Details

a) Category*	General
Annual income	0
b) Whether Physically Handicapped?*	NO <i>If Physically Handicapped Students select 'YES'</i>
c) Whether BPL?*	NO
d) Marks Secured in SSLC Exam or Equivalent*	450 <input type="button" value="Mark Calculator"/>
e) Total mark in SSLC Exam or Equivalent*	300
f) Percentage of Marks in SSLC Exam or Equivalent*	50

Declaration

(i) I hereby declare that the information furnished above is correct. I agree
(ii) I will not avail any other scholarship except fee concession or lumpsum grant
(iii) I shall abide by the terms and conditions for the scholarship scheme.
(iv) I undertake that if at any stage, it is found to the satisfaction of the sanctioning authority that the information given by me is false or if I have violated the terms and conditions of the scholarship, the scholarship sanctioned to me, may be cancelled and the entire amount of scholarship will be refunded by me, or recovered from me, apart from liability for such penal action as warranted by law.

1365 9:44 PM
05/12/22/2020

➤ STEP 6: DOCUMENTS UPLOAD

Photo and Signature must be in Jpeg format and other documents in PDF (200KB)

The screenshot shows the Higher Education Council website's document upload page. The browser address bar shows the URL: doescholarship.kerala.gov.in/scholarship_demo/hi_max/centraluploadfile.php?token=bc071b9c145e439d18290671a7fa4508e51bc722. The page title is "Higher Education Council". The user is logged in as "XX/020002012318".

The main content area is titled "Registration Step 6 : Upload Certificates". It includes a "Back To Top" link and a "Please Note" section: "Please Note : Only PDF/JPG files allowed to upload, Signature and Photo JPEG Files Only Allowed. File Size Allowed is 200KB".

There are six rows for document uploads, each with a "Choose File" button and a "No file chosen" status:

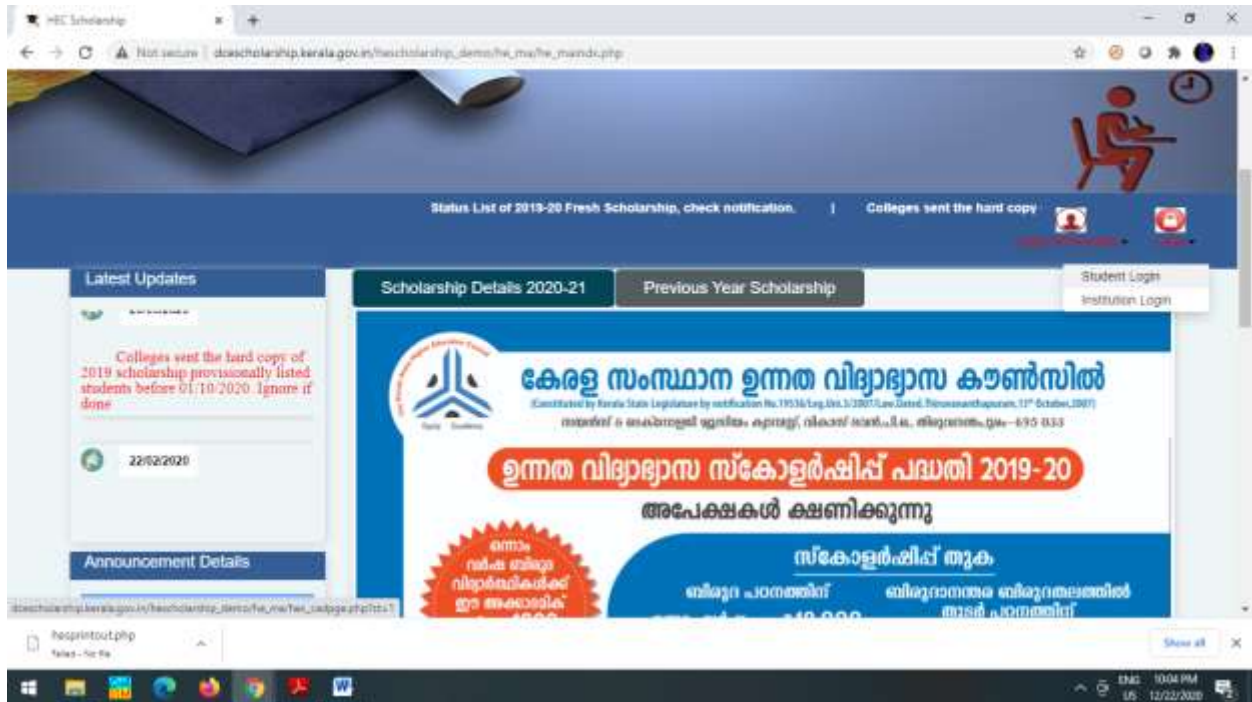
- 1 RECENT PHOTO*
- 2 SIGNATURE*
- 3 SSLC CERTIFICATE*
- 4 BANK PASSBOOK*
- 5 PLUS TWO MARK SHEET*
- 6 NATIVITY OR BIRTH CERTIFICATE*

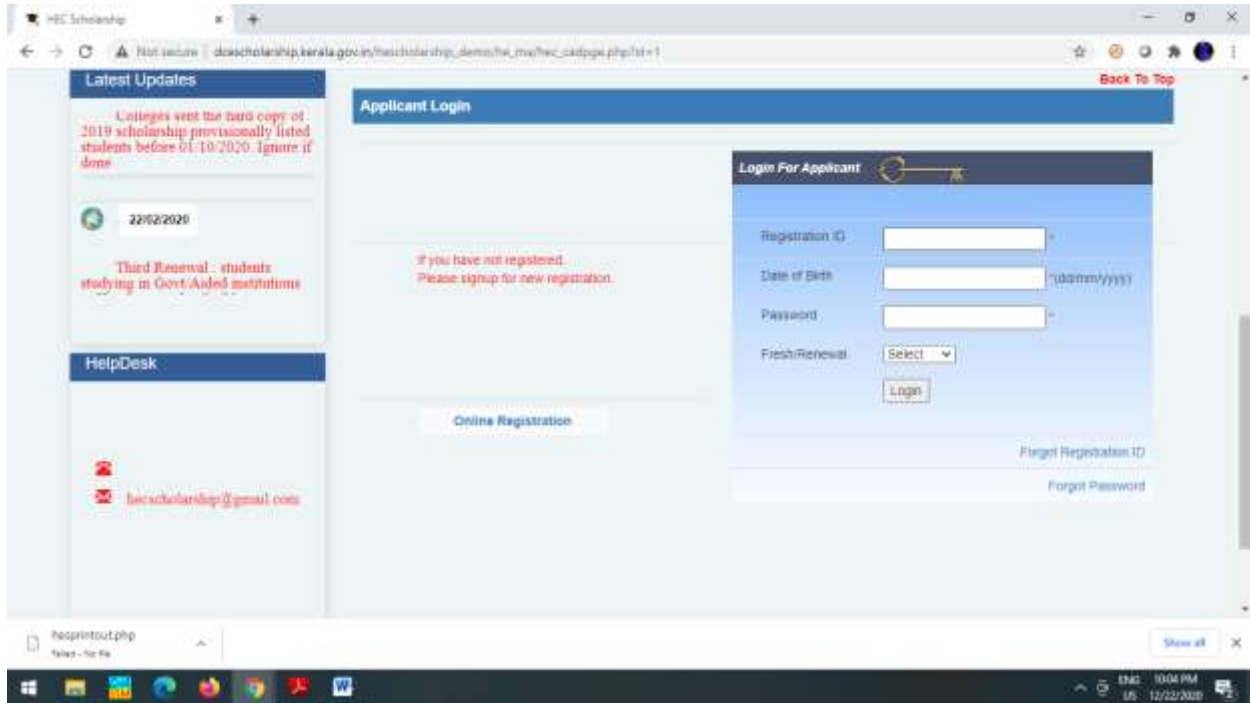
Below the upload section is a "View Uploaded Documents" table:

SNO	Register No	Fresh/Renewal	Scholarship Type	Scholarship Year	Upload File	Document Verity Status	Delete Document	View Document

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After getting Registration id and password, can do student Login for editing application or for status checking.





If you forgot password, click on Forgot password option, new password will be send to registered email id.

Note:

If you have already registered with Directorate of Collegiate Education (DCE) and Directorate of Minority Welfare (DMW) Scholarship, do Applicant login and 'Edit Applicant Details' and complete the application.

Prof. Joseph Mundassery Scholarship Award (PJMS) and URDU Scholarship Applied students do Applicant Login and 'Enter Current Institution and Course Details'