

RENEWAL POLICY – 2024-2025

Guidelines for changing profile and submitting applications for the current academic year, for candidates already registered in the portal

Dear Applicant,

In order to apply the scheme for new academic year, make sure below changes should be done in your user profile (Note: User profile is in editable format)

Step 1:- Personal Information: If any updation done in your aadhaar card then in Personal information tab click on Update Profile as per Aadhaar.

Step 2:- Address Information: Update address information Correspondence Address Details. (Only if Required)

Step 3:- Other Information: Update other information. (Only if Required)

Step 4:- Current course: In Current Course Section following details needs to be updated.

Example I:- If your current course was first year pursuing for A.Y 2023-24 then for A.Y 2024-25 follow the below steps

1. Click on delete button to delete the entirely filled pursuing course information and again fill all details of last year pursuing course and select as completed and then fill current year pursuing course details accordingly
2. Enter Percentage
3. Select from drop down for Result
4. Upload Mark sheet.
5. Add Second year details as pursuing
6. Update Admission date
7. Update fees paid
8. Upload fee receipt

Example II:- If the Applicant Current course for Under Graduate Course was last year pursuing and now applicant is pursuing his first year Post Graduate Course then follow below step.

1. Delete all Under Graduate Course details from Current course and put the same in Past qualification.
2. In current course for A.Y 2024-25 Insert first year Post Graduate Course details.

Example III:- If Applicant changes his course for first year even after receiving scholarship for his old course.

1. Delete all details from Current course.
2. Add New Details in Current Course.

Step 5:-Past Qualification: Make the changes in the past qualification (if applicable).

Step 6:-Hostel Details: Make the changes in the Hostel Details (if applicable).