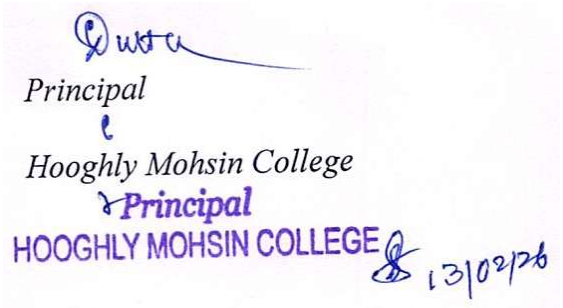
Hooghly Mohsin College

Notice

No.53/2026 Date: 13th February, 2026

As per The University of Burdwan guidelines (Attached herewith) it is hereby informed to all the students who are willing to fill up the SVMCM (Swami Vivekananda Merit Cum Means) scholarship are directed to fill up the Google Link within 20th February, 2026 positively.

Google Link: *https://forms.gle/jSjX24HFnqCwBiYaA*



User Manual for University Data Provider

Please download the sample excel formal and provide data exactly according to it.

Before uploading, please read the instructions below:

Scenario 1: We need data since 2021 as there are previous years pass out students are allowed to apply in this portal. For 2021 to 2025 pass out students, only provide Degree Percentage, i.e. Student Name, AADHAAR No., Admission Year, University Registration No., University Roll No, Registration Year, Exam Year, Course Year and Degree Percentage. Leave the Year Percentage field blank or 0.

Scenario 2: For the first-year students, i.e. Students admitted in 2025, only provide Student Name, AADHAAR No., Admission Year, University Registration No., Registration Year. Leave rest of the fields blank.

Scenario 3: For the students who are continuing in 2025, i.e. 2nd, 3rd, 4th year students, provide Year Percentage, i.e. Student Name, AADHAAR No., Admission Year, University Registration No., University Roll No, Registration Year, Exam Year, Course Year and Degree Percentage. Leave the Degree Percentage field blank or 0.

**Scenario 2 and 3 are not applicable for open universities.

*If AADHAAR No. is not available then leave it blank or enter 0. Please do not use special character or space in between in AADHAAR No.

* Please do not use space in between or any special character in Registration No.

*Admission Year -> Year, which the student took the admission in.

*Registration Year -> Year, which the student got registered in.

*Exam Year -> Last Examination Year (Degree examination or Year examination, whichever is applicable).

*University Roll No. -> Last Examination Roll No. (Degree examination or Year examination, whichever is applicable. Please do not use space in between or any special character)

*Course Year -> The Year for which the data is being provided. Suppose you are providing data for a student who passed out the 2nd year examination and took admission in 3rd year, then the Course Year should be 2. For the First-year students, this field should be Blank or 0.

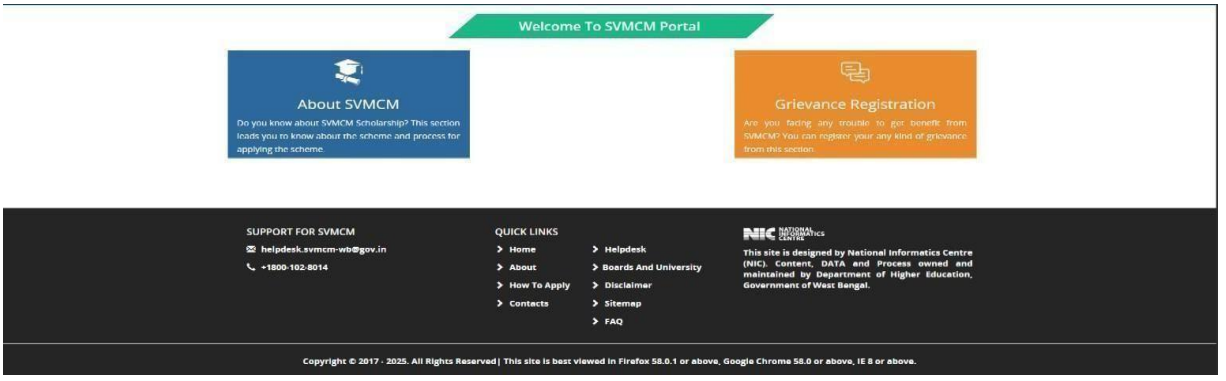
*Year Percentage: Percentage of the last year examination. This field should be blank or 0 for the final year passed out students.

*Degree Percentage: Percentage only for the final year pass out students. In rest of the scenarios, leave this field Blank or 0.

*Data is to be uploaded for all UG and PG students.

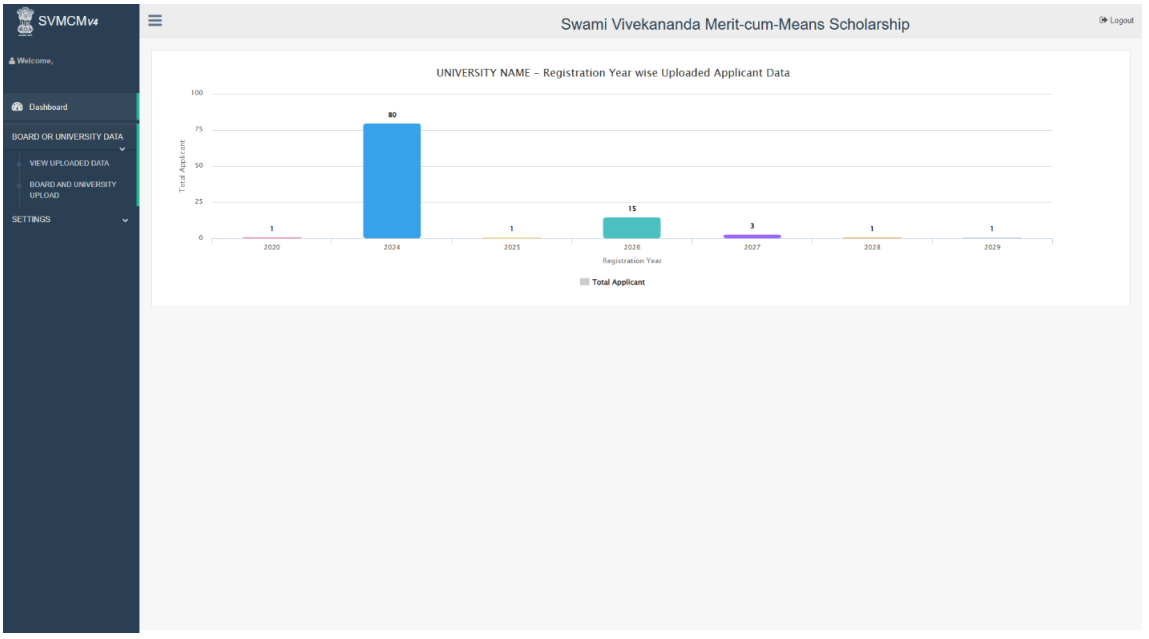
Now please follow the steps as follow:

CLICK ON BOARD AND UNIVERSITY



Step 1: Login into portal using provided login ID and Password

Step 2: Dashboard after successful Login

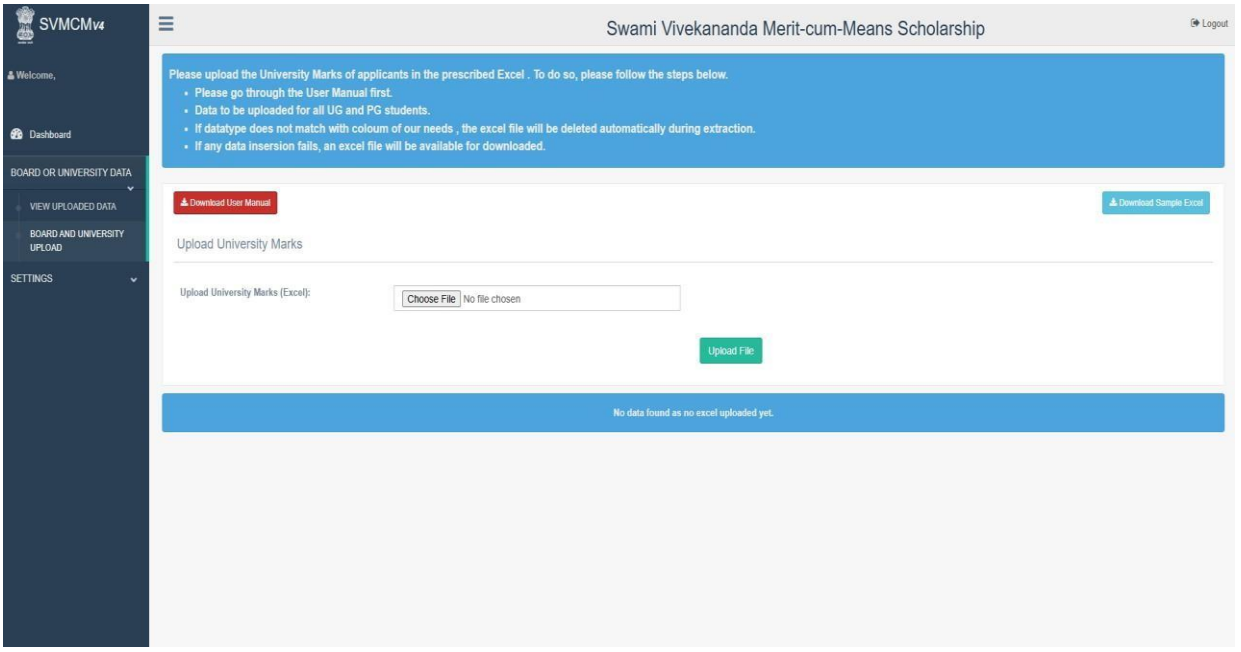


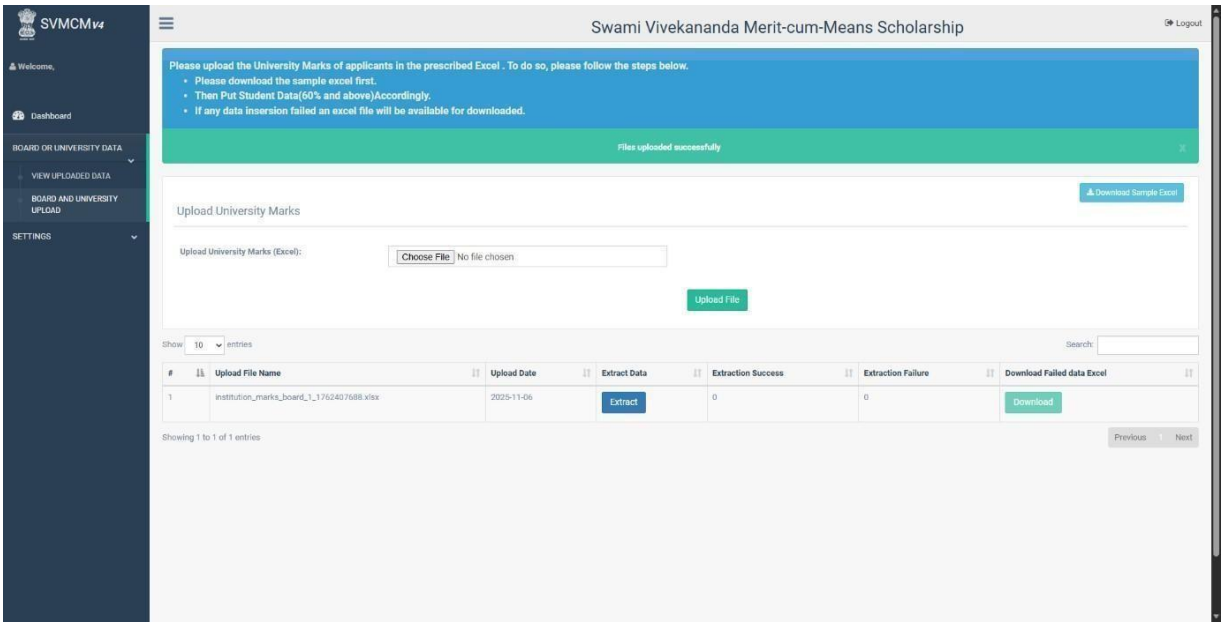
Step 3: click on “BOARD AND UNIVERSITY UPLOAD” and read the instruction carefully

Step 4: Download sample excel available on right top of the page,

Fill Student Data accordingly and upload the excel using “UPLOAD FILE” button

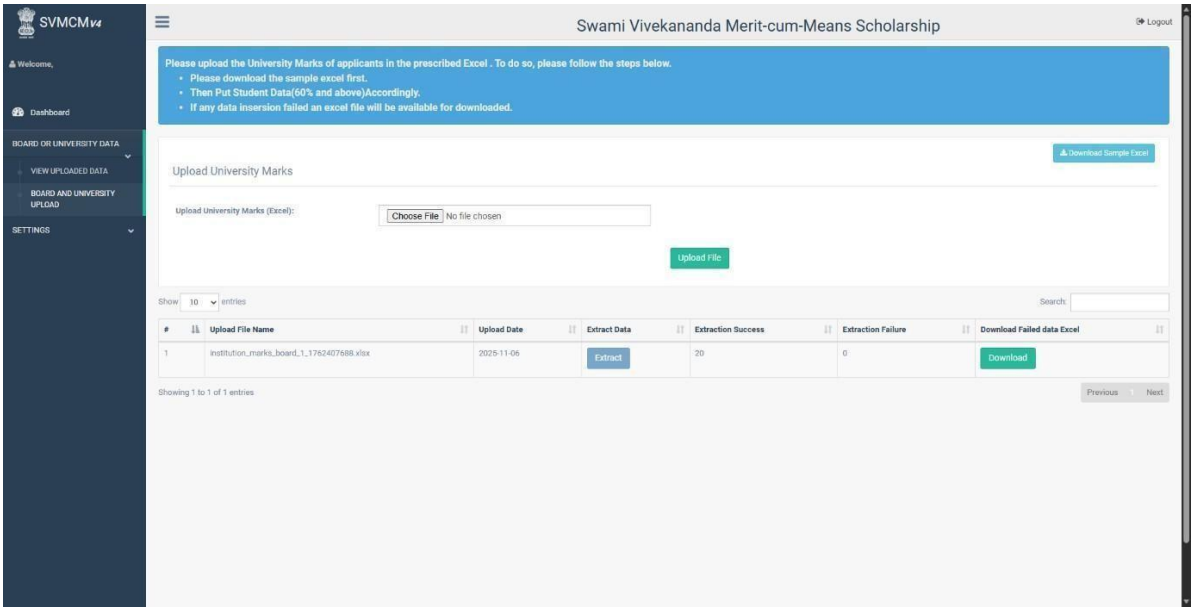
(*Please do not append any extra column or empty rows in between filled-in rows)



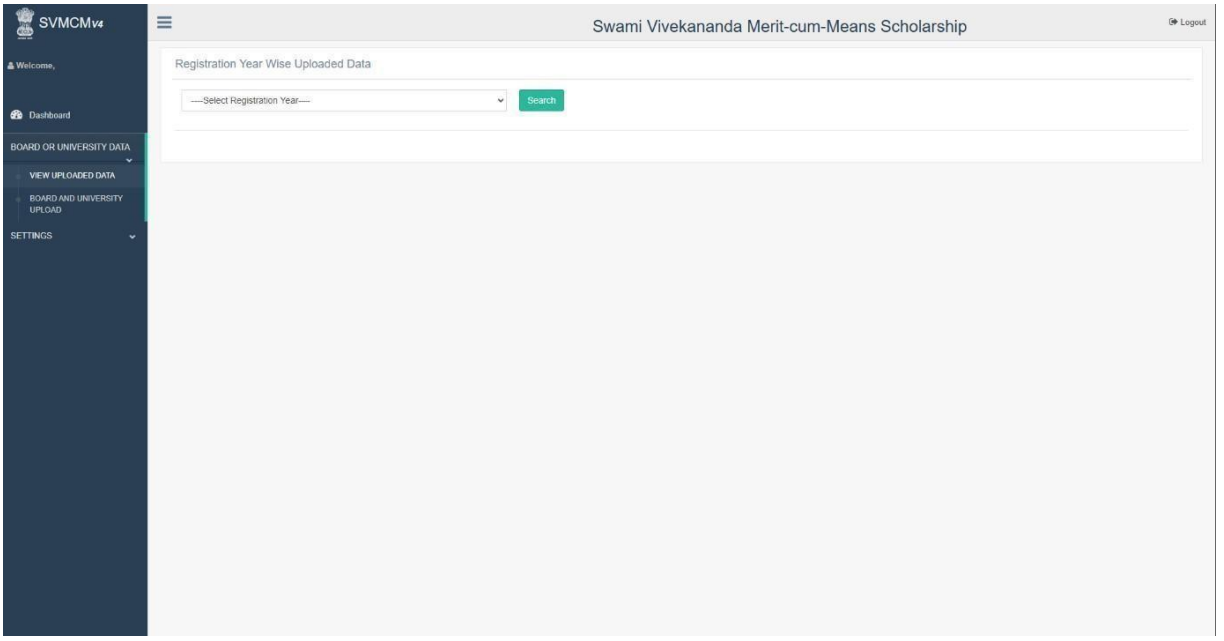


Step 5: After successful upload of the file a tabular form will come.

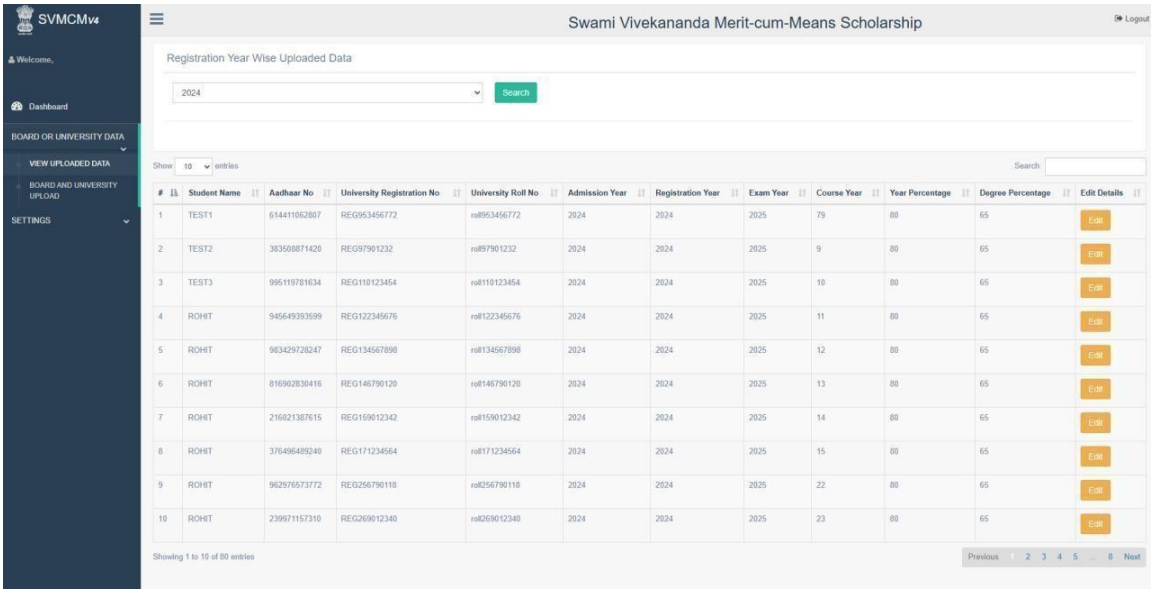
Step 6 : click on “EXTRACT” button to extract data from that excel file. After extraction user can able to see the count of successful and failure extraction from that file. If any data extraction fails , a download button will active to download any failure data extraction with cause alongwith.



Step 7: After extraction click on “VIEW UPLOADED DATA” to view the Student data.

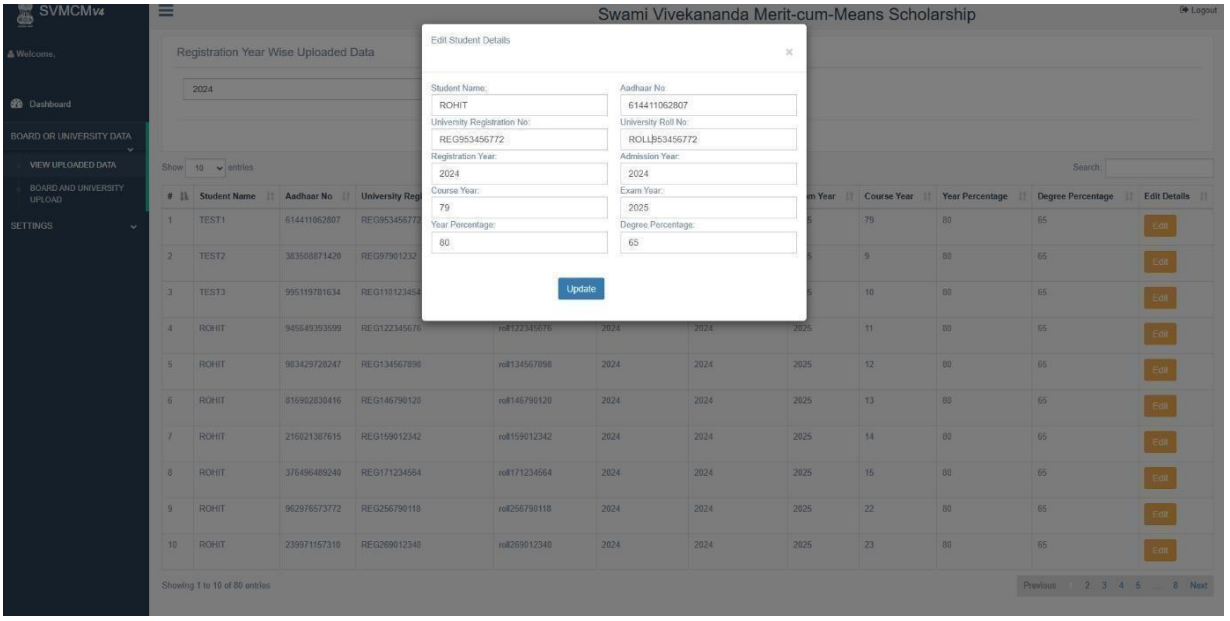
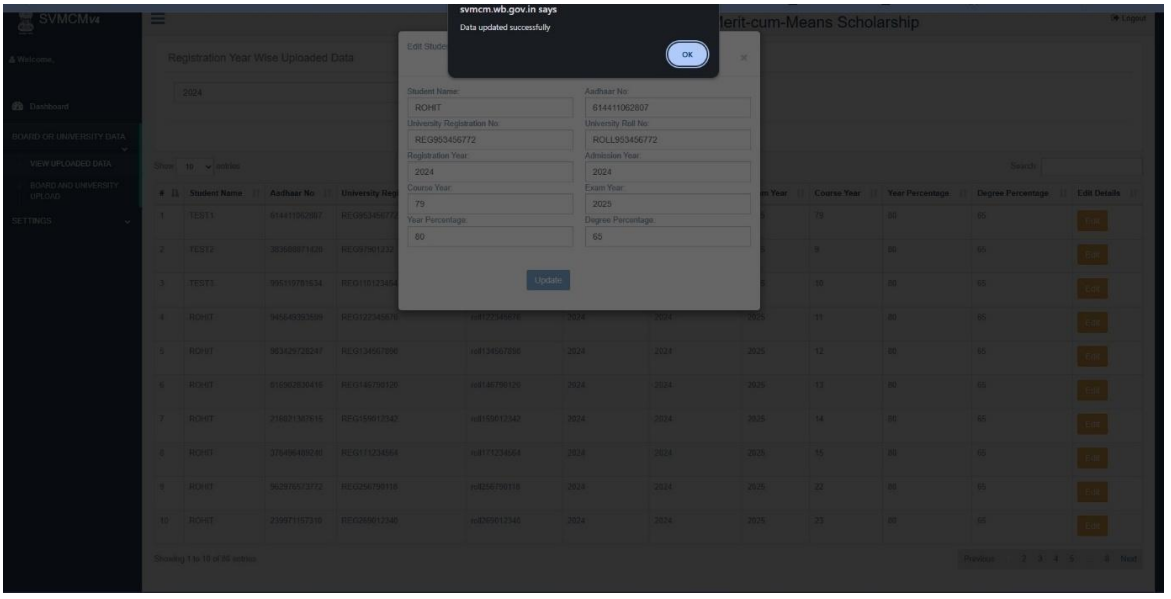


Step 8: choose registration year to view uploaded data in tabular form



Step 9: An edit option is provided in that tabular structure to edit student data (if needed). After clicking“EDIT” button a pop-up will come and change the student data in the form and click “UPDATE”.

(*Edit option is only available for a particular applicant until their application is submitted.)



Step 10: After successful updating of data, a pop-up will come with success message. Student data can be update only for once.