

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:

Swami Vivekananda Merit-cum-Means Scholarship (v4.2)
Government of West Bengal

Administrator Login | Screen Reader | A+ | A- | A

Home About How To Apply Downloads Contacts Weblinks WB State Emergency Relief Fund Applicant Login Registration

Total Fresh Applicants Applied In 2024-25

82777 School Education 10929 Medical Education 180644 General Degree Courses 24588 Engineering Degree 5629 Polytechnic Courses

1800-102-8014 helpdesk.svmcm-wb@gov.in

"Education is the manifestation of the perfection already in the man."
- Swami Vivekananda

Medical and Nursing Institutions
Engineering and General Degree Universities
General Degree Colleges
Polytechnic Colleges and Institutions
Degree Engineering Colleges
Higher secondary Schools

Welcome To SVMCM Portal

About SVMCM
Do you know about SVMCM Scholarship? This section leads you to know about the scheme and process for applying the scheme.

Grievance Registration
Are you facing any trouble to get benefit from SVMCM? You can register your any kind of grievance from this section.

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About Boards And University
How To Apply Disclaimer
Contacts Sitemap
FAQ

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CLICK ON BOARD AND UNIVERSITY

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QUICK LINKS
Home Helpdesk
About Boards And University
How To Apply Disclaimer
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FAQ

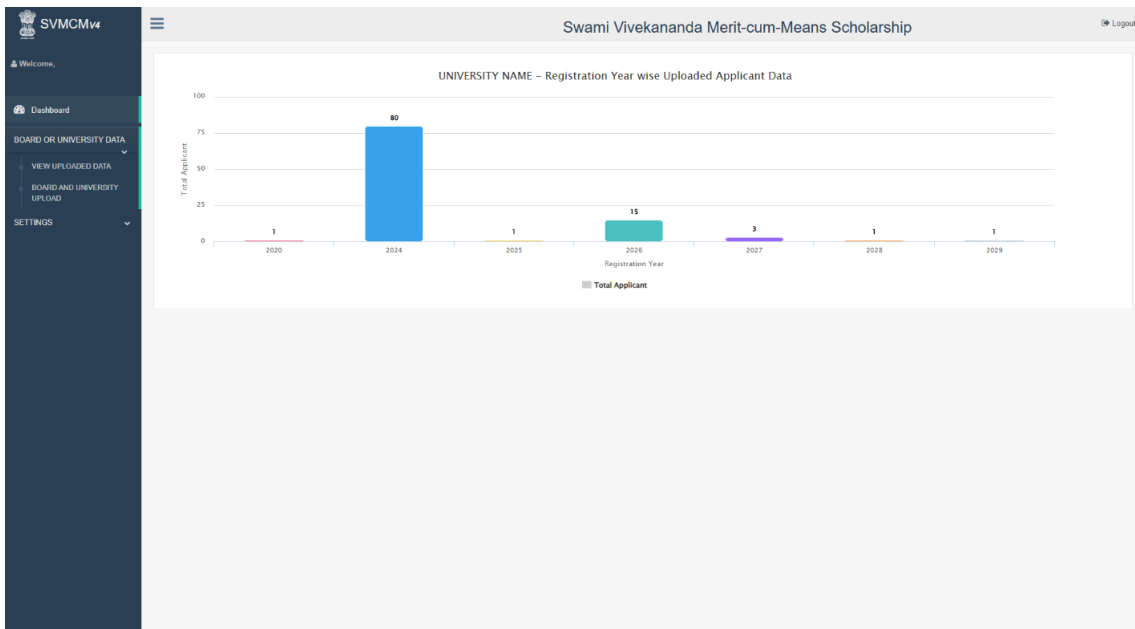
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Step 1: Login into portal using provided login ID and Password



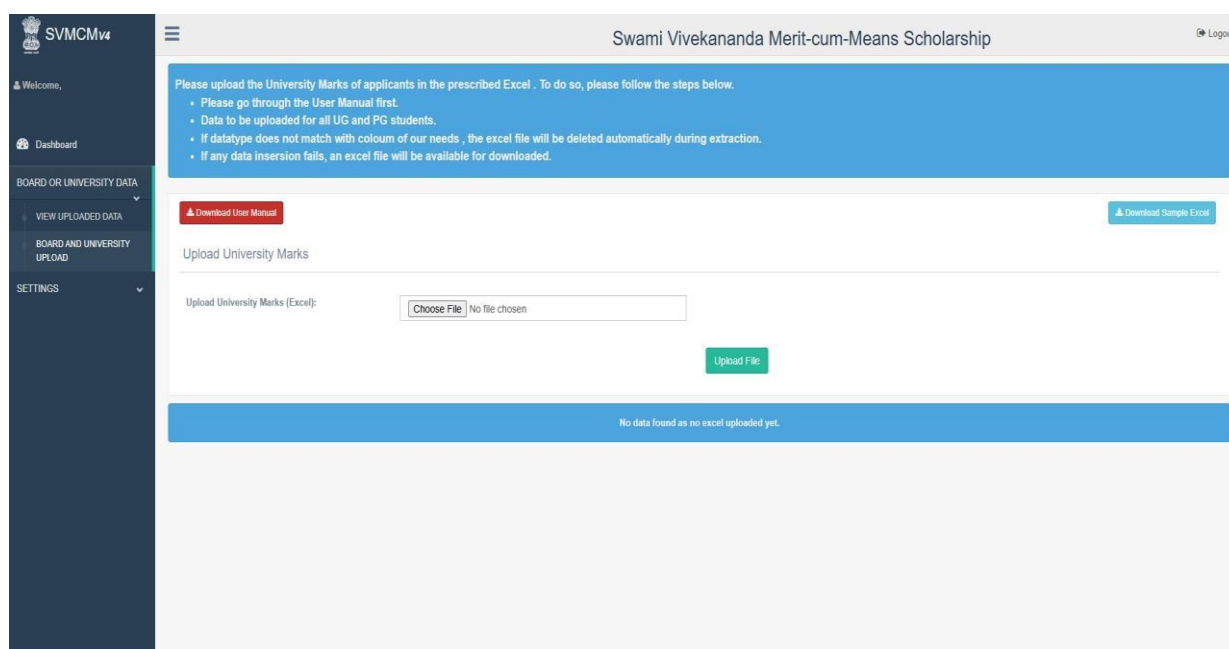
Step 2: Dashboard after successful Login

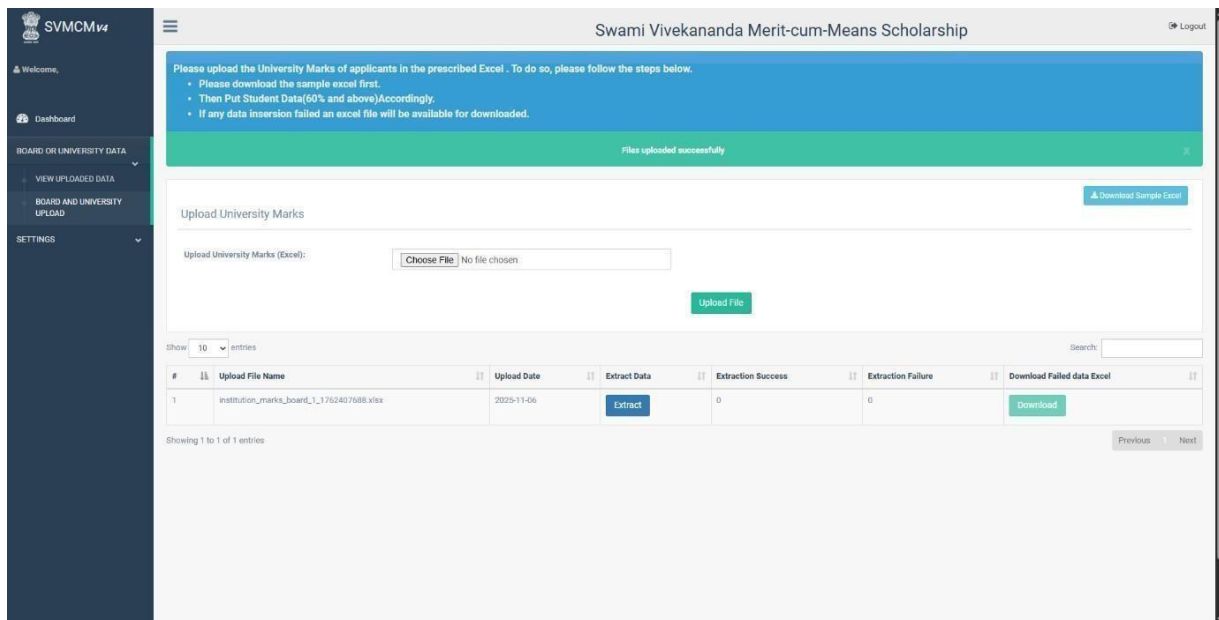


Step 3: click on “BOARD AND UNIVERSITY UPLOAD” and read the instruction carefully

Step 4: Download sample excel available on right top of the page, fill Student Data accordingly and upload the excel using “UPLOAD FILE” button

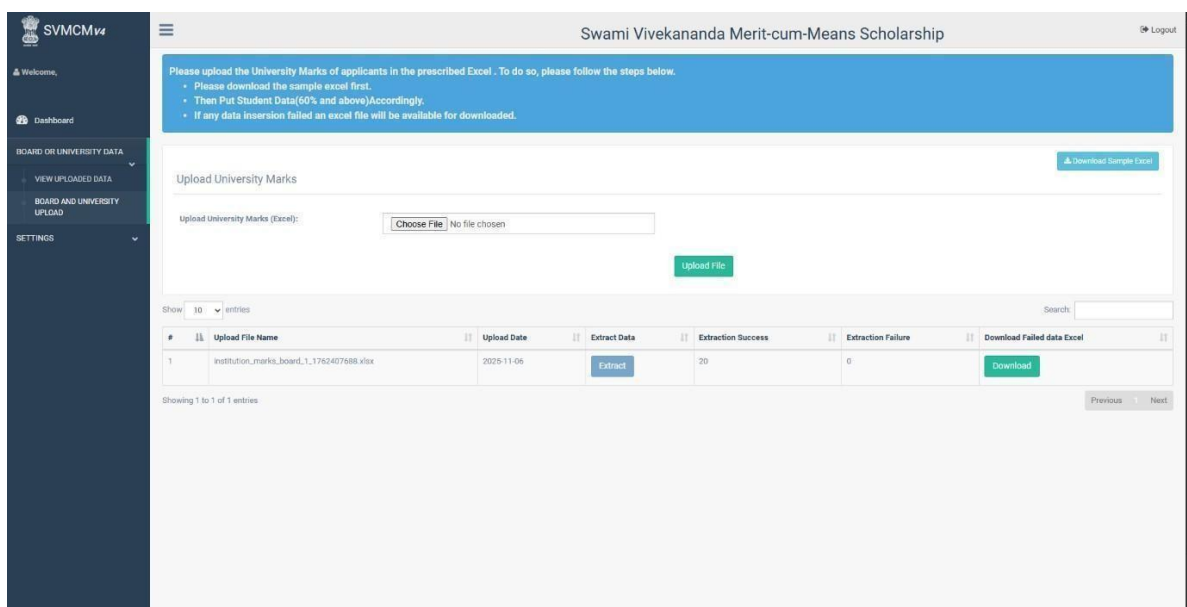
(*Please do not append any extra column or empty rows in between filled-in rows)



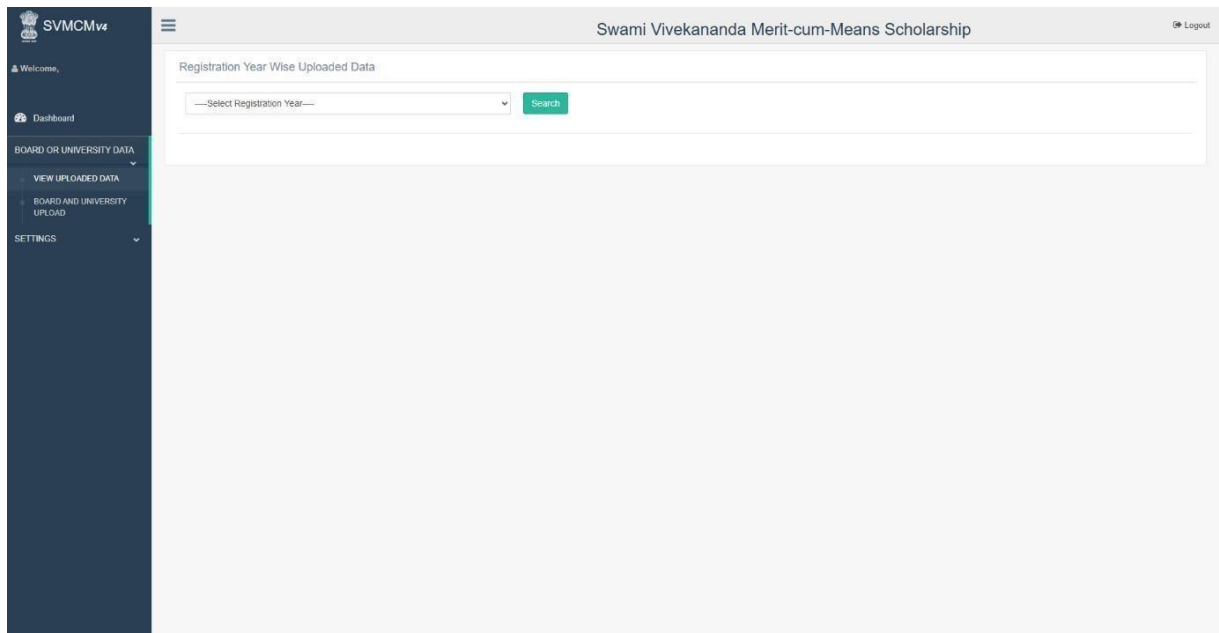


Step 5: After successful upload of the file a tabular form will come.

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.

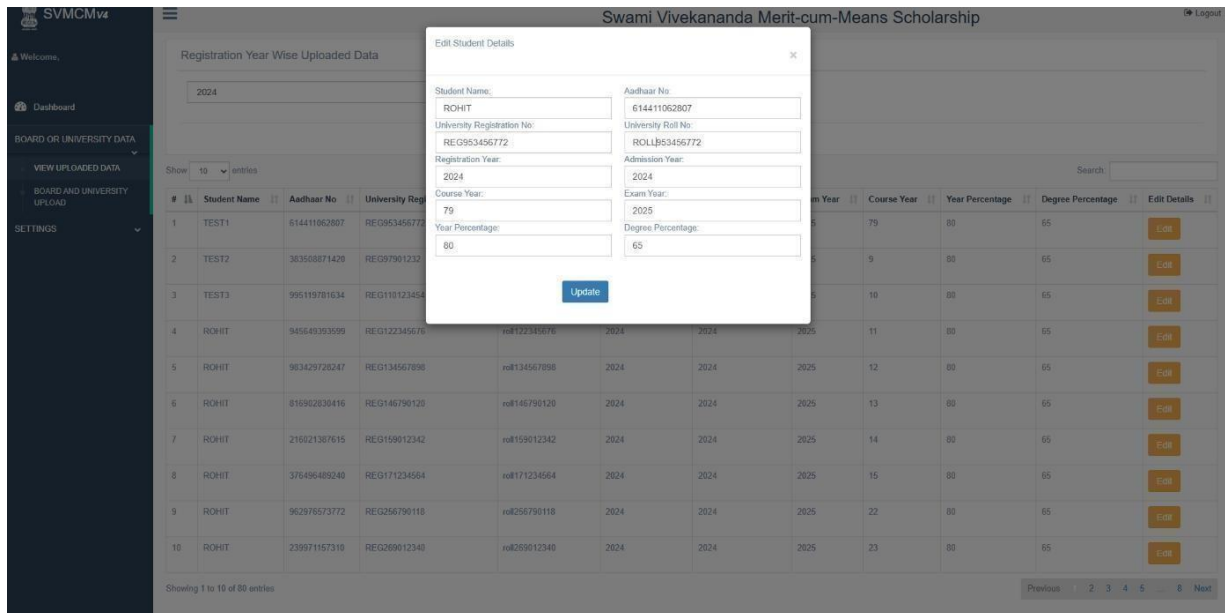


Step 8: choose registration year to view uploaded data in tabular form

#	Student Name	Aadhaar No	University Registration No	University Roll No	Admission Year	Registration Year	Exam Year	Course Year	Year Percentage	Degree Percentage	Edit Details
1	TEST1	614411052807	REG953456772	ro8953456772	2024	2024	2025	79	80	65	Edit
2	TEST2	383508871420	REG97901232	ro897901232	2024	2024	2025	9	80	65	Edit
3	TEST3	995119781634	REG110123454	ro8110123454	2024	2024	2025	10	80	65	Edit
4	ROHIT	94564933099	REG122345676	ro8122345676	2024	2024	2025	11	80	65	Edit
5	ROHIT	98342970247	REG134567898	ro8134567898	2024	2024	2025	12	80	65	Edit
6	ROHIT	816902830416	REG146790120	ro8146790120	2024	2024	2025	13	80	65	Edit
7	ROHIT	216021387615	REG159012342	ro8159012342	2024	2024	2025	14	80	65	Edit
8	ROHIT	376496489240	REG171234564	ro8171234564	2024	2024	2025	15	80	65	Edit
9	ROHIT	962976673772	REG256790118	ro8256790118	2024	2024	2025	22	80	65	Edit
10	ROHIT	239971157310	REG269012340	ro8269012340	2024	2024	2025	23	80	65	Edit

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.

