

M.S. KAKADE COLLEGE

ARTS, COMMERCE AND SCIENCE SOMESHWARNAGAR - WAGHALWADI, Dist: Pune

Pin. - 412 306

Affiliated to Savitribai Phule Pune University (Id No.PU/PN/AC/034-(1972) **DR.Devidas Bhimrao Waydande**

'NAAC' REACCREDITED 'B++ GRADE' IS O 9001: 2015 Standard

College Code No. 111 雷: (Principal) (02112) 283017 (Office) (02112) 282126

Email: principalmsk@gmail.com Date:

/20

Ref. No.:

M.A., Ph.D., Net, Set

Mob.No.:9860164612,9823079216

Principal

Criterion 6 - Governance and Leadership

- 6.2.2 Implementation of e-governance in areas of operation
 - 1. Administration
 - 2. Finance and Accounts
 - 3. Student Admission and Support
 - 4. Examination

List of Documents

Sr. No.	Particular
1.	Vriddhi ERP for 1. Admission 2. Accountants and Finance 3. Library Module 4. Fee Module 5. MIS 6. Exam
2.	LMS
3.	MAHADBT
4.	KOHA
5.	PFMS

Internal Quality Assurance Cell (IQAC) M. S. Kakade College, Someshwarnagar

Mugutrao Sahebrao Kakade College Someshwarnagar, Dist . Pune-412306

What is a College ERP software?

A College ERP system is an integrated system of software modules that capture unique data, process the information, and make it available for retrieval in various report formats. It ensures seamless flow of information in an MIS system to enable informed decision making.

College ERP Modules

A College ERP system is a suite of various modules for different departments and functions.

The modules are focused on Admissions, Academic Planning, Library Management, Examinations, Fee Collection, HR and Payroll, Accounts and Finance, among others.

Here's a brief overview of each module included in Vriddhi College Management Software.



The exam fee can be collected and receipts can be sent to students or parents. Other exam related processes such as seat number generation, hall ticket distribution, seating arrangement, supervision allotment and so on can be managed quite efficiently in real-time.

HR & Payroll Module

The HR module takes care of salary calculation, allowance settings, pay slip printing, salary deduction report, tax calculation, bank advice printing, Form 16, and leave management.

Library Module

The Library module enables Memberships and ID printing, accessioning books and discs, fine calculation, stock verification, OPAC/web OPAC, library attendance, and reports.

Accounts And Finance

Accounts and Finance module enables record-keeping and management of cash book, receipts and payments, ledger extract, trial balance, balance sheet, and day book summary.

Hostel Module

This module defines hostel and hosteller categories, manages room occupancy, collects hostel fee, records hostel attendance, and pending hostel fees.

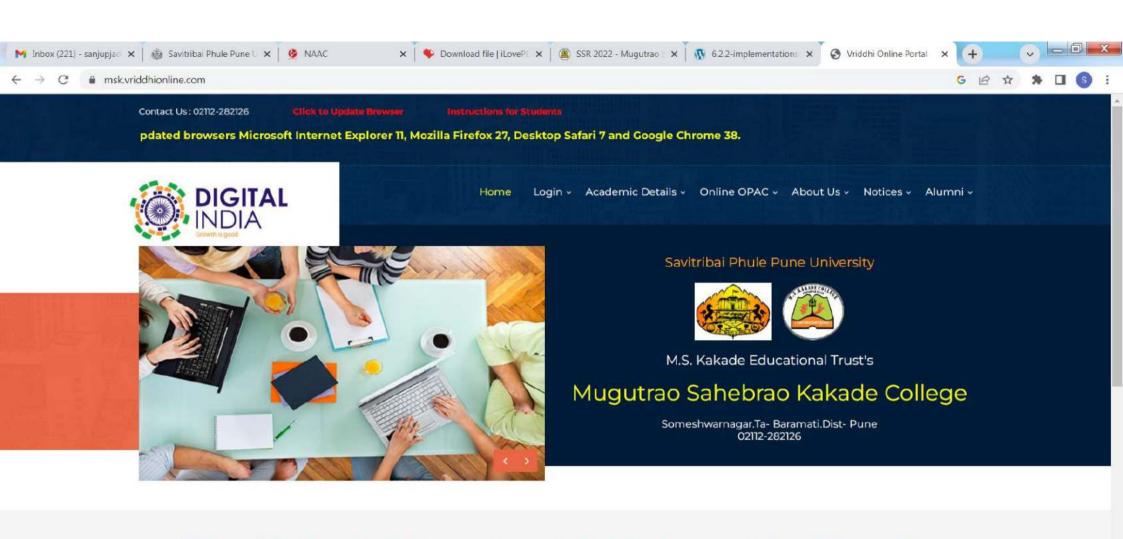
Fee Module

This module has provisions to accept fees in cash mode as well as online mode, fee concessions as per government rule, generate pending fees status, and to send fees reminders and alerts.

MIS

Management Information System generates various reports required to make quick and effective decisions. The reports summarize data and reports from all other modules.

[†] MIS modules allows more than 400 reports to be generated, making it important for devising strategies for future.



Click on following video links to understand admission form, merit form filling and fee payment process.

Understanding Online Admission Process and Payment Cateway

Dayment Cateway and Delated Overy





User Manual of Learning Management System

for



Mugutrao Sahebrao Kakade College

Someshwarnagar, Tal. Baramati, Dist. Pune, Pin - 412306.

https://mskcollege.edu.in/



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Web Application

Mobile Application

Cloud Technology



Institute Profile:

- ➤ The Institution aims to impart an education that is man-making, character building and creating an ideal citizen in the global perspective. Such education is imparted that may boost career opportunities for self-fulfillment.
- ➤ This college provides various course options in the Arts, Commerce and Science Faculties for obtaining a Certificate / Diploma / Degree.
- ➤ It imparts instruction for various course options provided to the students at different levels from Higher Secondary to Post Graduate classes.
- ➤ To provide excellent support services like sports and recreational facilities to the students.
- ➤ To provide excellent educational services like excellent teaching and learning environment inclusive of adequate and competent teaching staff and an excellent library facility.

LMS Software System:

Institute has a Technology-based Education system which is an all-in-one, stable, robust, secure, personalized software system to run their academics and administration simultaneously.

It is a quality end-to-end Cloud-based software solution for all educational institutes stakeholders including faculties, students, parents and Management.





This software system is NEP 2020 government policy complaints like inter-disciplinary learning, Outcome Based Education (OBE) and CBCS pattern.

It enhances the college's NAAC score.

Full personalized Mobile App supported. Available on all devices like desktops, laptops, tablets & mobiles.

Full feature of Assignments, Assessments, MIS/Reports, and attendance system.

Secure Software, Complete Protection of Content and User Data, Simple, Modern, easy-to-use interface.

Fully scalable to accommodate Unlimited users, usage and content.

Core Modules:

User Management System: Users are managed by the personalized login form. This page will have all information related to institutes that students, faculty, management and administration department should know about this software. It will have a description about how-to-use this LMS along with important infographics. This page has promotional text and important announcements one should know about this software.









Web Application

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Dashboard: This page will have a listing of all enrolled courses, chat with fellow students, and calendar with important dates. It depicts course progress and important reports. All key stakeholders have distinct dashboards according to their privileges and permissions.







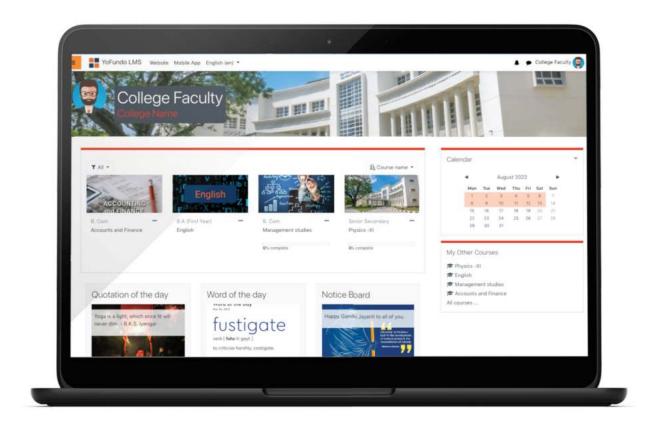


Web Application

Mobile Application

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Web Application

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Programs and Course Management: The course coordinator/Admin creates courses and uploads users using this software. They can create departments, sections, programs and courses. Preparing lesson plans and all. They add all course-related activities and resources. Unlimited courses (in doc, pdf, lecture video, lecture audio, digital book, images and other education resources) and study material upload and sharing. Youtube and another online video embed. Fast forwarding prevention feature for videos. The course will be intended for self-learning with the provision of live classes.

These courses are aligned with Outcome Based Education (OBE) which measures student performance i.e. outcomes by assessing knowledge, skills, beliefs, values and attitudes. It provides Active learning to students and provides freedom to learn at their own pace. Learners are assessed on an ongoing basis by online quizzes for critical thinking and creativity.







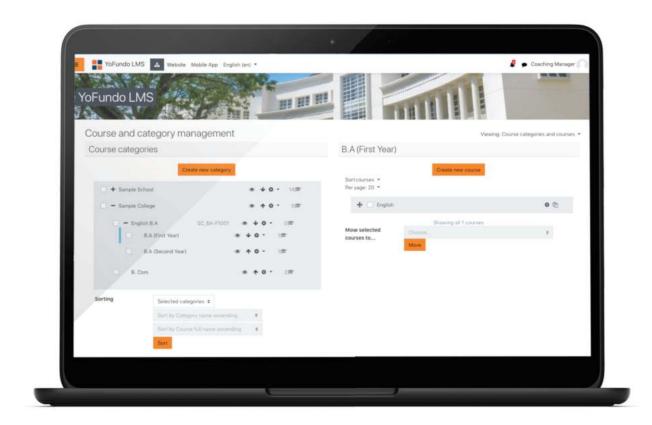


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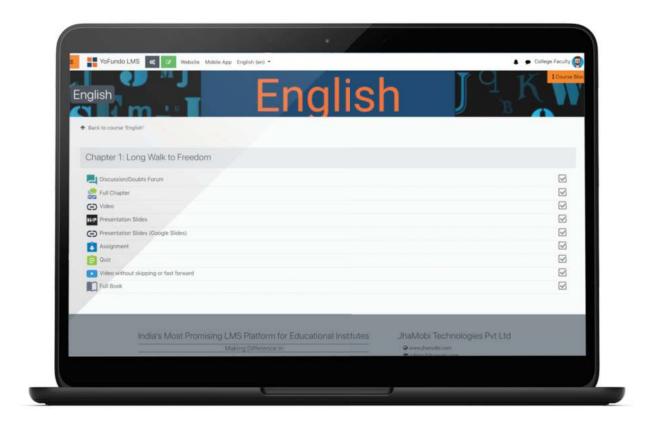
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Content Management System: It consists of all activities and resources. It has all digital contents in pdf form, Audio, Videos, Forums, Live classrooms, Presentations, Attendance systems, Assignments, and Evaluations through Assessments, tests, and quizzes. Courses have certification handling mechanisms also.









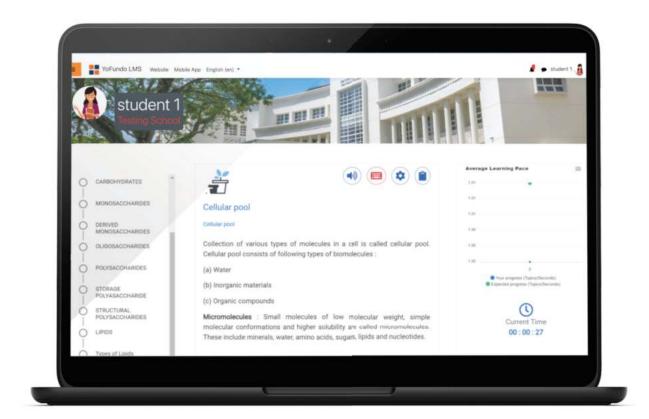


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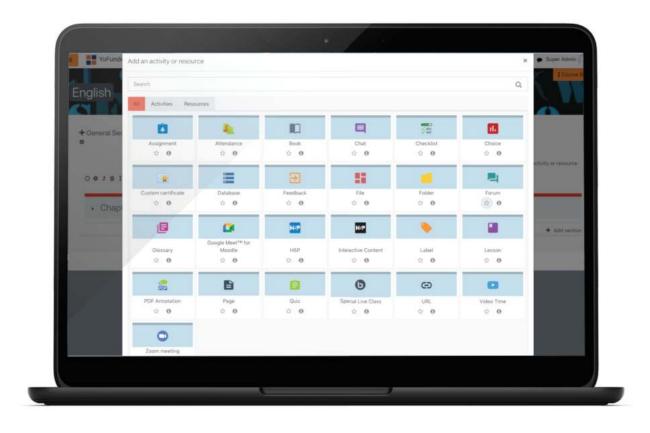
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Cloud Technology



Activity and Resources: Course administration and Teachers have the right to add activities and resources to complete a course with lesson plans. All activities and resources come with access restriction features and completion criteria. Courses are associated with a completion certificate. It offers communication tools to facilitate seamless communication between key stakeholders







Courses are associated with some Advanced activities also like

Interactive Videos: It has an excellent tool that allows converting any YouTube
video from passive to active learning by programming the video to pause
periodically, prompting students to answer questions that reinforce key
concepts. Learners can be evaluated by responding to these videos.

Here's a list of the types of questions supported by the tool:

- multiple choice (with one or multiple correct answers)
- true or false
- fill in the blanks
- drag and drop
- mark the words
- open-ended question









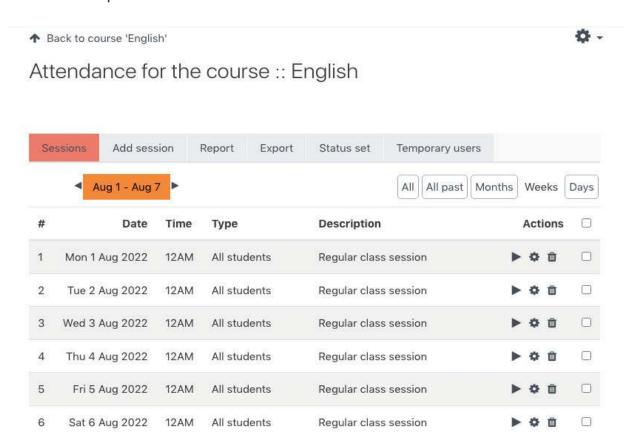
Web Application

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Attendance: It has an automated and flexible attendance system. It creates attendance reports.







Forums: Forums to discuss doubts with image attachments. Forums with each course. It could be unidirectional or bidirectional.

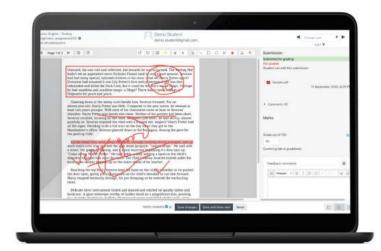






Assignments: Teachers can prepare and schedule (Start-date, due date, cut-off date) assignments. Assignments could be Subject-wise, Chapter-wise, and Class-wise assignments for students. Teachers can share assignments with groups of students in one go. Time-bound assignment. Assignment submission notification.

After defining the desired outcome by teachers, strategies and methodologies are decided and assignments are given accordingly. Assignments could be Application level, analysis level, synthesis level, or other cognitive levels.



Online exam /Test/Assignment/ Assessment



Offline Exam/Test/Assignment/ Assessment









Web Application

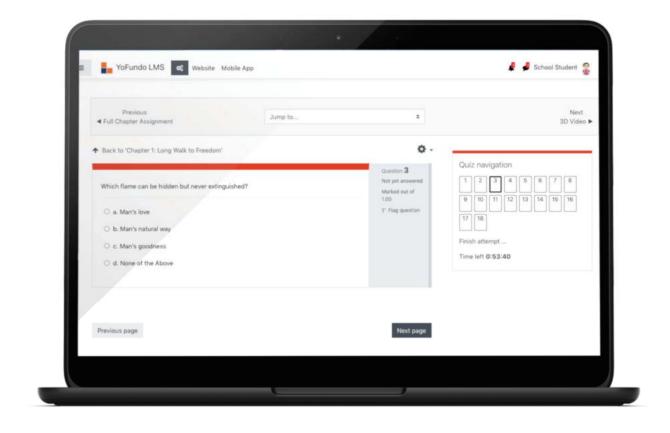
Mobile Application

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Assessments/Quizzes/MCQ Exam: Conduct online exam, Regular Quiz creation by the Course Coordinator, distribution, scoring, and Solution. Bulk Question bank upload by MS word import. Proctored exam system. Multiple Choice Questions, Single/Multiple attempts, Image-based, Video-based, Audio-based Quiz.

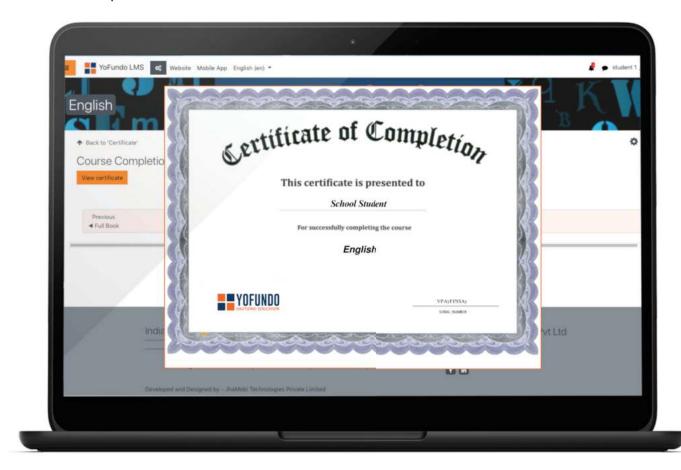
Proctored exam: state-of-the-art, cloud-based proctoring service, Proctoring log report. Provides utmost strictness to an examination drive and eliminates any unwanted incident.







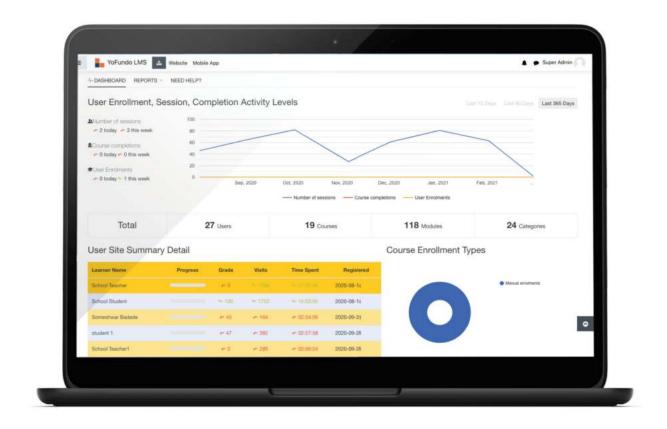
Course Certificate: Students can get a Course completion certificate which they can download and print.





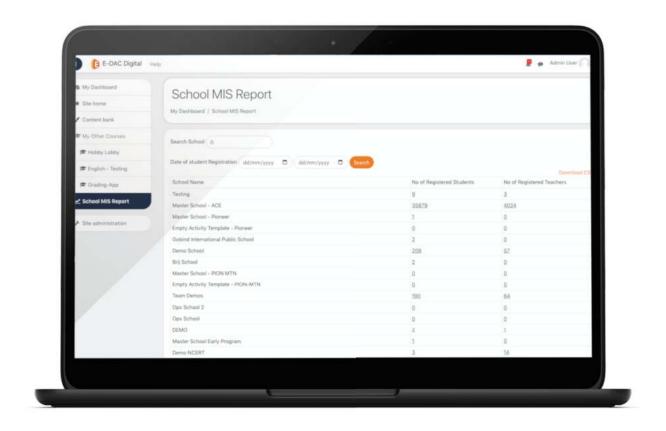


MIS/Reports: Every student's performance has to be tracked by generating various reports (Live reporting, Previous reporting and Progress report). Module-wise, Topic-wise, and Student-wise reports will be generated to assess performance. Every user's usability has to be tracked for generating various reports.









Live Classroom: The course coordinator manages/schedules virtual classrooms. Students get real-time mail notifications for these classes and can join by using Meeting details. Class recording video and audio will be automatically saved in the software for future access. It has unlimited class recording capacity, public and private chat, screen sharing, video sharing, unlimited webcam sharing, Whiteboard for collaboration, and unlimited users. Timetable, Class scheduling.



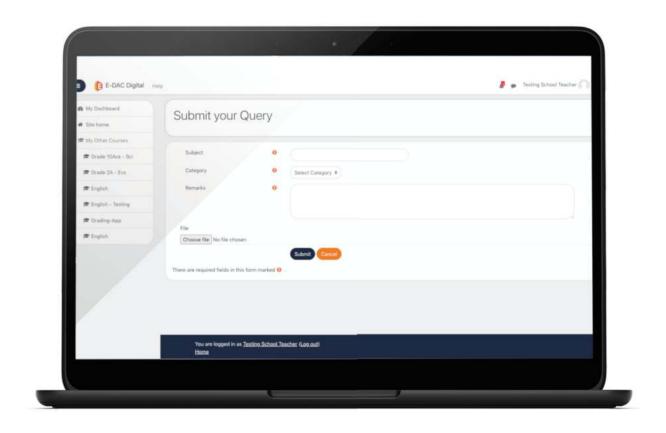




Third-Party software integration: This software has an advanced mechanism to integrate with various 3rd Party Software. It integrates through API with third party content provider Khan Academy, and technical support ticketing software like Zoho. It integrates to single-sign-on tools through LTI. Integrate with all major Payment Gateways.







System backup system: This software has an advanced backup/restore mechanism. Full or incremental Course and eContent data could be archived on a daily basis/weekly basis/custom basis with a maximum number of backups kept. Equipped with Application-level backup and Server level backup. This backup/restoration





scheme will help teachers in the coming academic years for getting references.

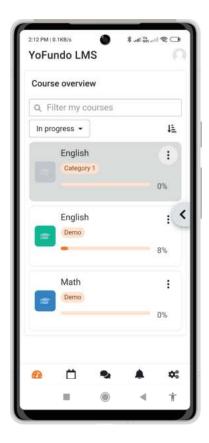


Mobile App Modules

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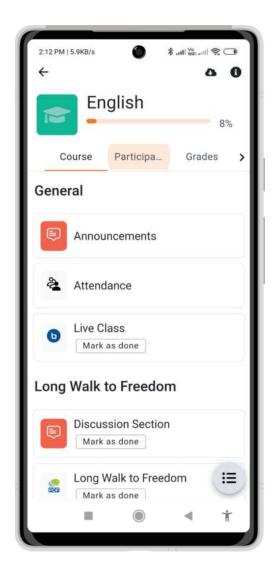




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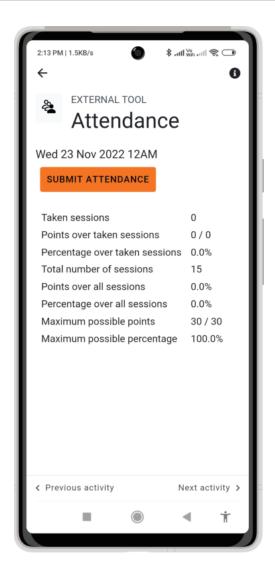




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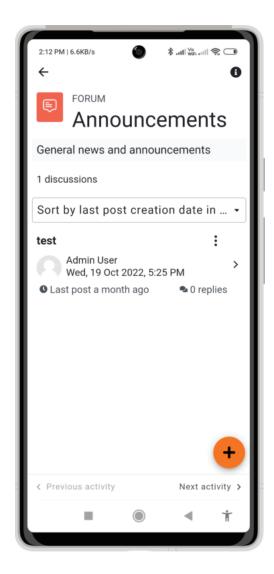




Forums/Announcement: Forums to discuss doubts with image attachments. Forums with each course. It could be unidirectional or bidirectional.



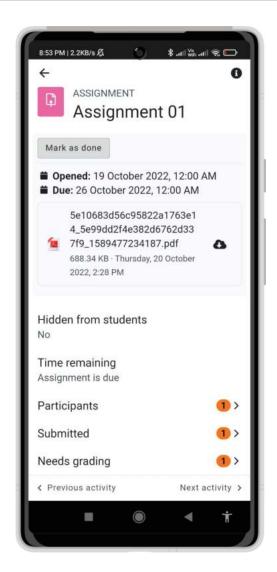


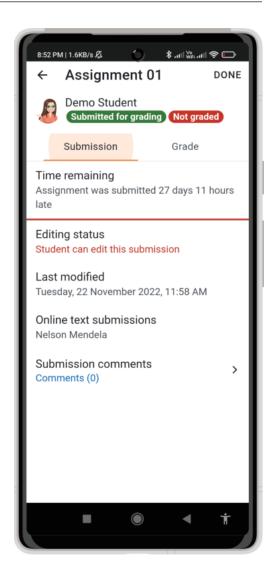


Assignments: Students can access the assignment and its schedule (Start-date, due date, cut-off date). Assignments could be Subject-wise, Chapter-wise, and Class-wise assignments.





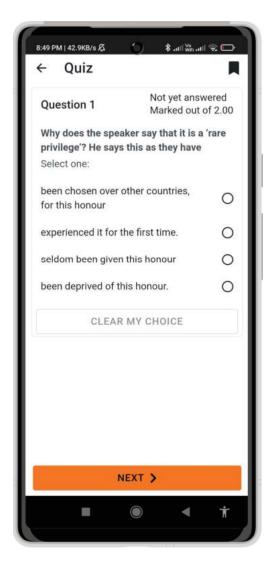


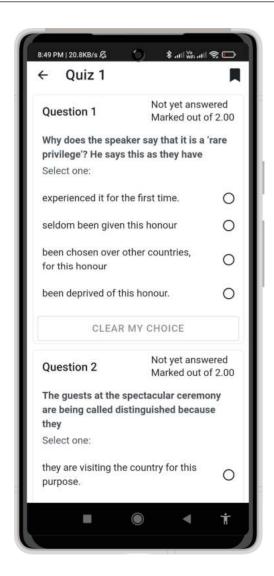


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Push Notification:











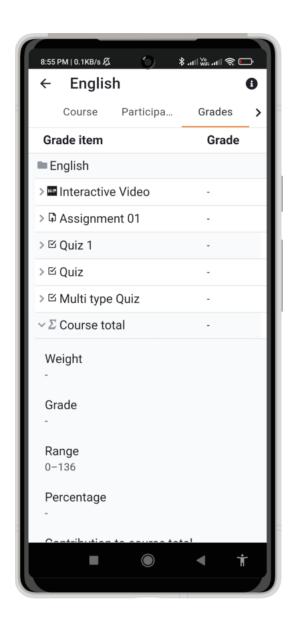
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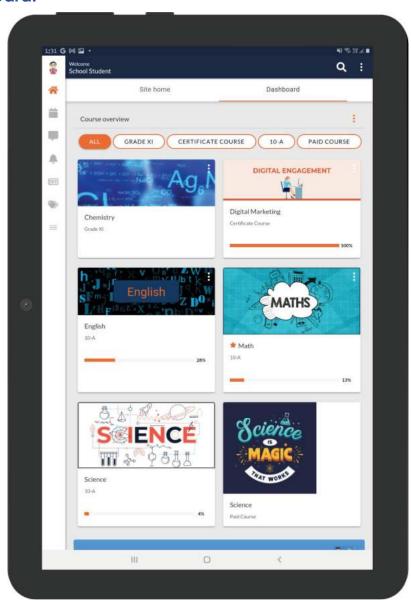
Grade: Display activity-wise grade and course total for enrolled students.







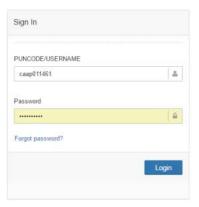
Tablet Dashboard:



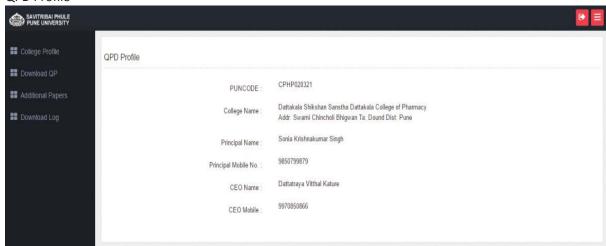


1) QPD College Login

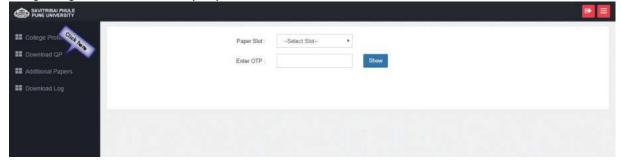
QPD Online: College Login



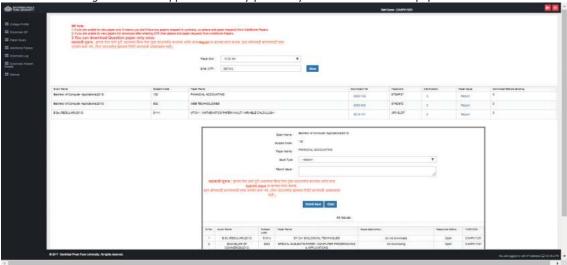
2) QPD Profile



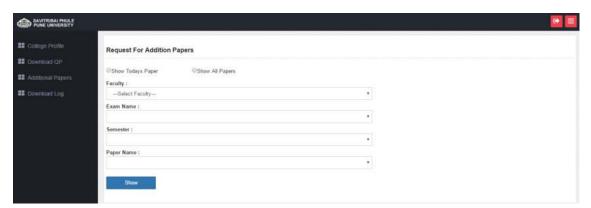
3. Download papers on every day for every session/slot (morning/afternoon), College will get One Time Password (OTP).



4) After click following window will appear and if any problem you can submit related paper issue.



5. Additional paper request for non-receipt on question paper, enter following information.



6. Download answer sheets.



Aaple Sarkar DBT Portal

Aaple Sarkar DBT Portal (Direct Benefit Transfer) is an initiative taken by the Government of Maharashtra, which is a unique Platform for Citizens to help them to avail benefits through the schemes.

The main objective of Aaple Sarkar DBT is for Development of a State DBT and Services Portal as the front end and the work flow management and content management platform as back end to various DBT schemes and services starting with scholarship schemes.

1. Aaple Sarkar DBT Features

The main features of Aaple Sarkar DBT:

Citizens can Register and submit their application form online (For applying state sponsored scholarship schemes) from anywhere, anytime.

Citizens can View/Track the status of their own application by entering the Application ID in the Application Tracking module.

Uploading of supporting documents (such as Mark sheets, TC Certificate, Caste certificate, Income certificate...etc.,) for easy verification and transparency.

Applicants will receive SMS and email alerts at various stages of application processing.

Direct disbursal of benefits to the registered applicants Aadhaar linked Bank Account.

Easy sanctioning of application process for Sanctioning Authority

Creation of Role Based Unique Login ID and Password

Transparency in monitoring of Scholarship by Department / State Government or both.

2. Guidelines for filling the Online Application form on the Aaple Sarkar DBT Portal for Students

Aadhaar Number is needed from the Academic Session 2018-19 onwards. Students not having Aadhaar number can also register on DBT Portal.

Applicants are advised to go through the Instructions Bulletin carefully and acquaint themselves with all requirements to fill-up the scholarship form on Aaple Sarkar DBT Portal.

It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply (Refer Check eligibility module) and fulfills all the conditions prescribed for the scholarship.

In case of in-eligibility of the applicant, which detected during any stage by verification by authorities, his/her scholarship will be rejected / cancelled with remarks.

Applicant must check that all details provided by him/her are correct before final submission, as there will be provision for edit only if application is sent back for minor changes .

Mode of submission of application for scholarship will be through online only. No other mode will be entertained.

Titles / Labels which carrying star marked (* required!) are compulsory fields in Application form.

3. Aaple Sarkar DBT Online Portal Access:

Use any of the installed Browser of your system (Desktop or Laptop).

The Supporting browsers are as follows:

Browsers -

Internet Explorer (IE)

Google Chrome

Mozilla Firefox

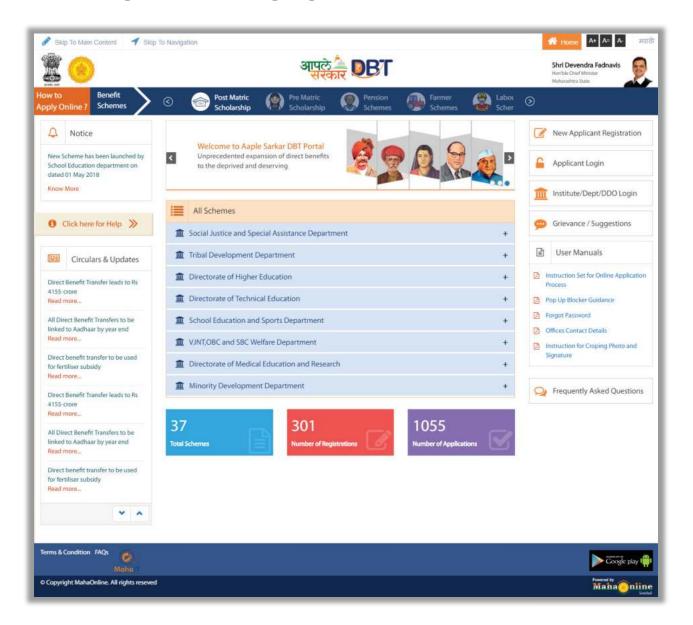
Recommended Version

10+55+54+

Enter the valid URL of Aaple Sarkar DBT http://www.aaplesarkardbt.gov.in & press Enter key to view

the Aaple Sarkar DBT Home Page.

4. Home Page/Portal Landing Page:



About Us Notice Grievance Circulars & Updates FAQ **User Manuals** Important Links Departments Schemes Login Registration Help Desk **Funds Disbursed** Registered Users Schemes Applied

Following are the features displayed in the Home page/Landing page – Aaple Sarkar DBT Portal:

About us:

The aim of reforming the Government delivery system of benefits by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, avoid duplication and reducing leakages in the existing system.

Aaple Sarkar DBT is the highest priority and focus area of the Government of Maharashtra.

Notice:

Notice board displays latest Government schemes and announcements of various updated schemes.

Grievance:

Grievance option will help citizen send issues and suggestions via the system

Circular & Updates:

Circular & Updates option will display latest circulars and updates released by the government and its bodies

FAQ:

FAQ will display the questionnaires related to the portal

User Manuals:

User Manual will be a pdf file displaying all the contents, queries and other portal related questions

Important Links:

Links in the portal related to the schemes as provided by the government. Schemes can be internal and external

Departments:

Names and information of the government departments providing the schemes and the benefits

Schemes:

Scheme information provided by departments for the general information to the citizen

Login:

Login screen to login into the portal for the registered users

Registration:

New user will register on this portal and then get scheme related benefits after login in through the registered username and password.

Help Desk:

Helpline number for the citizen for helping out and communicating via telephone

Funds Disbursed:

Funds disbursed by the government through the various schemes information will be displayed here

Schemes Applied:

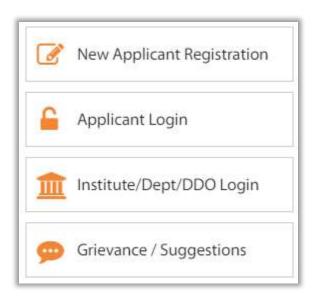
Total Schemes applied through the portal information will be displayed under schemes applied.

5. Online Registration for Aaple Sarkar DBT:

Applicants will be able to register themselves through online registration process.

Online Registration done through the website http://www.aaplesarkardbt.gov.in from any of the internet access point.

New user to Register into the portal, click on —New Applicant Registration button



5.1. Registration using Aadhaar Number

Registration process explained below.

New Registration	All * marks fields are mandatory
Do You Have Aadhaar Number?* Yes No	

Step 1- Do You Have Aadhaar Card?

If selected —Yes, click on Continue button to continue with Registration process.

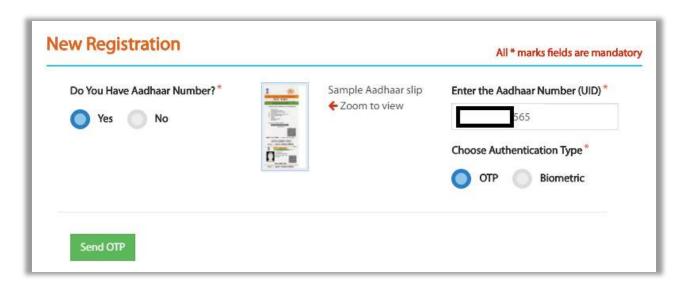
Step 2 - Choose Authentication Type - There are two types of authentication available.

OTP - If the mobile number registered with Aadhaar, then the user can select the authentication type —OTP

Biometric – If the mobile number not registered with Aadhaar, then the user can select the authentication type as Biometric.

If your Mobile Number is registered with Aadhaar, then choose the authentication type as $-\mathsf{OTP}$.

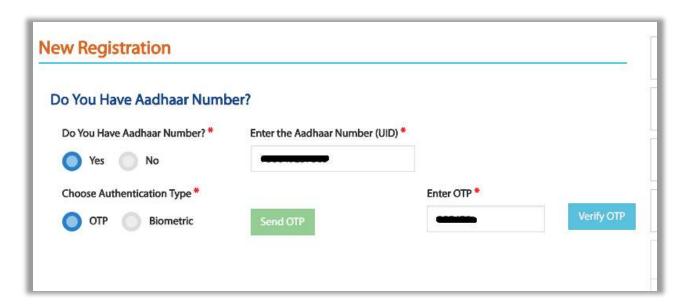
Tick on the consent check box to agree to share your information with Maharashtra government for DBT purpose



Enter Aadhaar number and click on "Send OTP" button. The system validates the aadhaar number and sends the system generated "OTP" to the registered mobile number



An alert message displayed saying that – OTP for Aadhaar authentication has been sent to your Aadhaar linked registered Mobile number. Click on OK button.



Enter the received OTP in the system and click on —Verify OTP button

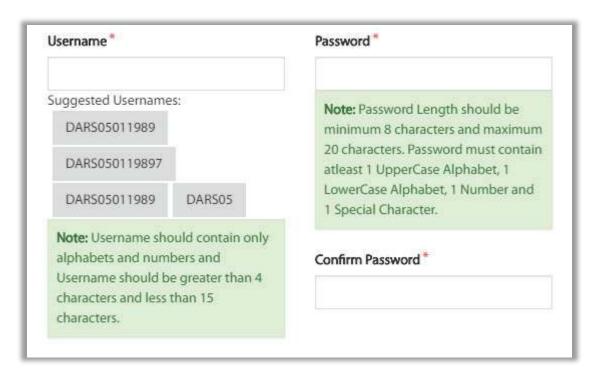
Post successful OTP verification an alert message —Authentication Successful! Please click on Continue will be displayed on the screen. Click on OK button to continue with registration

Step 3: Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the Personal details fields Personal Details, Address Details, Bank Details.

If there is any change in the details, the applicant should contact UIDAI to update the relevant information

New Registration		All * marks fields are mandatory
	Aadhaar Number (UID)	Applicant Name
	xxxxxxxx0313	
	Applicant Name (Marathi)	Date Of Birth
	Gender *	
	Address*	
	State *	District *
	Taluka *	PinCode *
	Username *	Password *
	DARS05011989 DARS050119897	Note: Password Length should be minimum 8 characters and maximum- 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1
	DARS05011989 DARS05	LowerCase Alphabet, 1 Number and 1 Special Character.
	Note: Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.	Confirm Password *
	Note: Email ID if entered then Email ID	mail ID verification is mandatory.
		Get OTP for Email ID Verification
	Note: Mobile Number verification	n is mandatory.
	Mobile Number*	
		Get OTP for Mobile Number Verification
	Captcha	Refresh Enter Captcha
	90391	Note: Only after entering correct captcha Save button will enable.
	Save Back to	o Login Reset

Step 4- Creation of Applicant's Username and Password - Applicant will need to create the User Name and Password to access the system in this step.

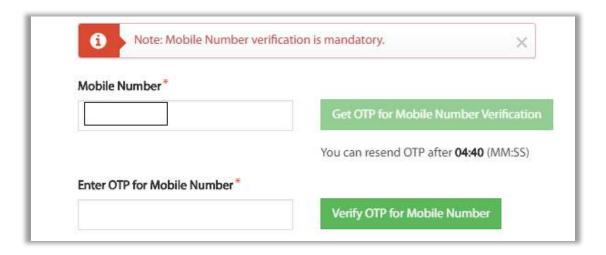


For Username, suggestion is also provided which are not used in the system as it should be unique. Also Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

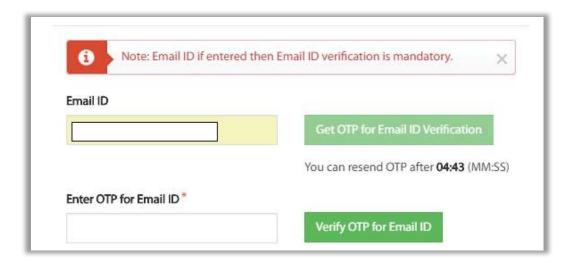
Password format is also provided in the note section

Applicant should enter the User Name, Password, Confirm Password

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on "Get OTP for Mobile Number Verification". On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on "Verify OTP for Mobile number" button. OTP will be verified for 30 minutes



Applicant should enter valid Email – ID and click on "Get OTP for email ID verification". Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on "Get OTP for Email ID Verification". On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on "Verify OTP for Email ID" button. OTP will be verified for 30 minutes



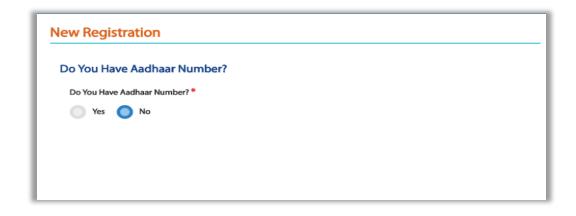
After verification, CAPTCHA should be entered and click on save

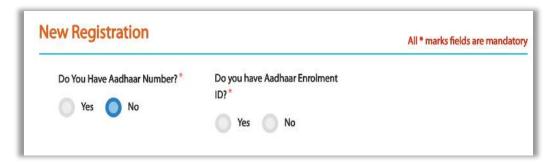
User can use the registered User Name and Password to login into the Aaple Sarkar DBT portal.

5.2. Registration using Non Aadhaar

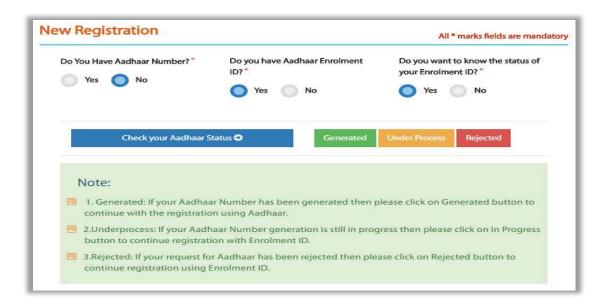
Step 1: Click on New Applicant Registration. Applicant can have multiple Scenarios for Registration as below.

A) For Question - Do you have Aadhaar Number? Select No option and continue





After No is selected - "Do you have Aadhaar Enrollment ID?" is asked



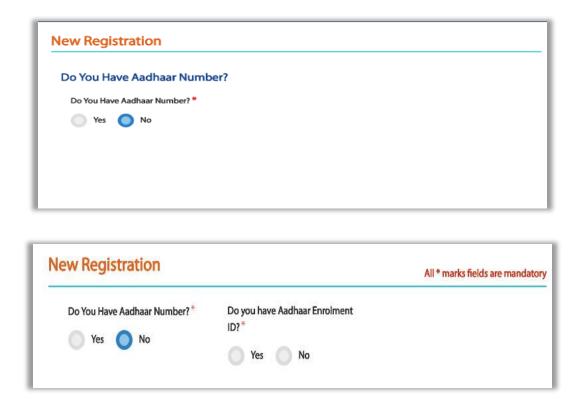
If Yes is selected, "Do you want to know the status of Enrollment ID?" is asked and again if Yes is selected, the above screen will get displayed on the Portal UIDAI page will get opened in new tab

If Applicant clicks on "Generated" button then will be proceeded for Registration with Aadhaar number screen

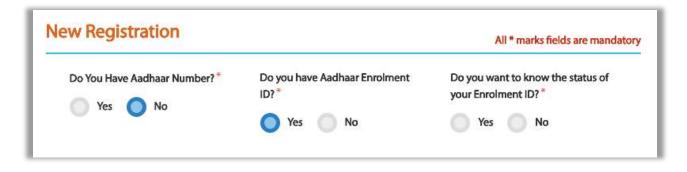
If Applicant clicks on "Under Process" button then will be proceeded for Registration with Non-Aadhaar number screen.

If Applicant clicks on "Rejected" button then will be proceeded for New Registration (Non Aadhaar flow)

B) For Question - Do you have Aadhaar Number? Select —No option and continue

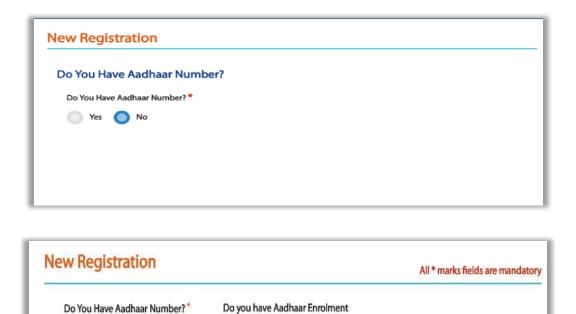


After No is selected - "Do you have Aadhaar Enrollment ID?" is asked and if Yes is selected



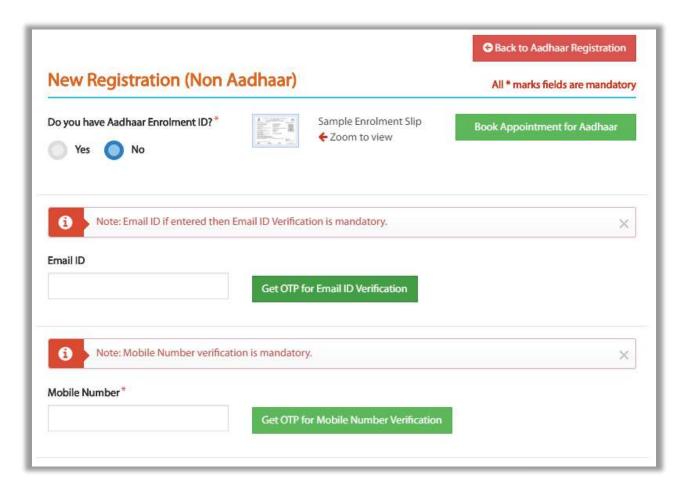
Again question will be asked, "Do you want to know the status of your Enrollment ID? And if No is selected then New Registration (Non Aadhaar flow) screen will be displayed.

C) For Question - Do you have Aadhaar Number? Select —No option and continue



After No is selected - "Do you have Aadhaar Enrollment ID?" is asked where if user selects No then user is redirected to New Registration (Non – Aadhaar flow)

Step 2: New Registration (Non Aadhaar) form page will be displayed -

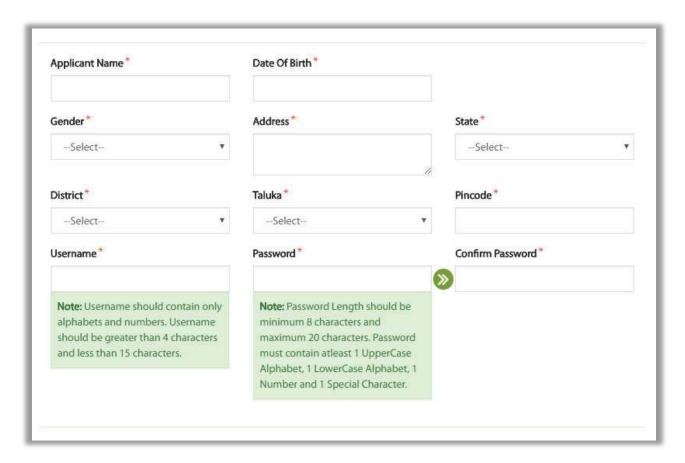


User can also click on "Book Appointment for Aadhaar" to get enrolled in Aadhaar Scheme

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on "Get OTP for Mobile Number Verification". On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on "Verify OTP for Mobile number" button. OTP will be verified for 30 minutes

Applicant should enter valid Email – ID and click on "Get OTP for email ID verification". Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on "Get OTP for Email ID Verification". On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on "Verify OTP for Email ID" button. OTP will be verified for 30 minutes

Step 3: Enter Further Form details



User should enter the basic details in the Non-Aadhaar Workflow

Enter Applicant Name.

Select Date of Birth

Select Gender from the given dropdown options.

Enter Address of the applicant

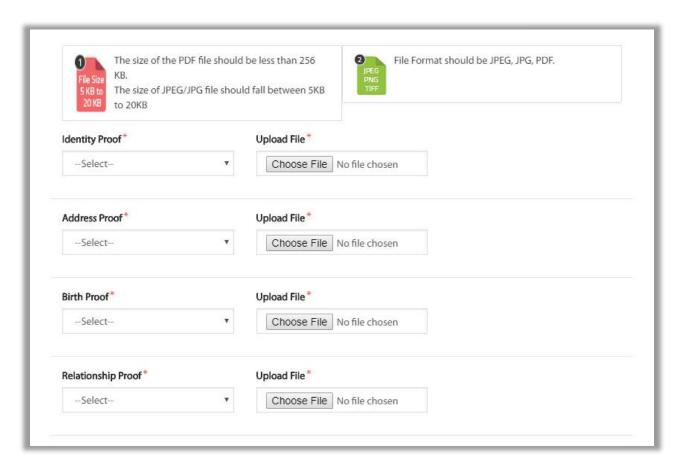
Select State from the dropdown options provided

Select District from the dropdown options. List will be displayed as per the State selected.

Select Taluka from the dropdown options. List will be displayed as per the District selected

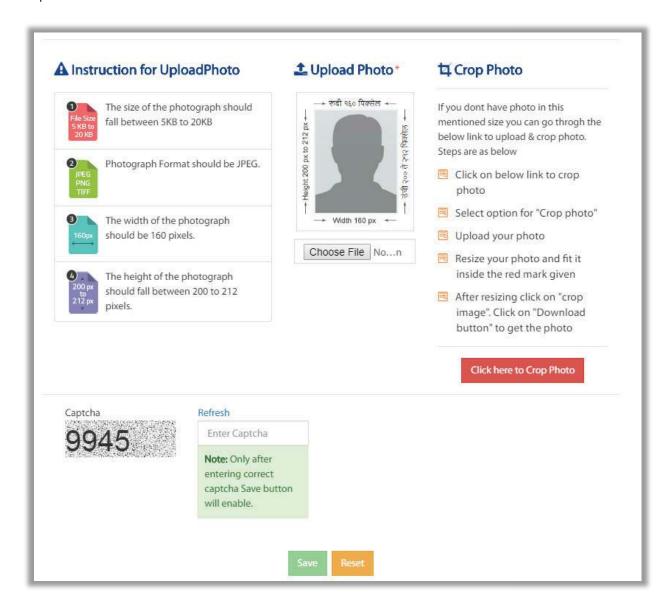
Enter Pincode.

Step 4: Upload Identification Proofs required -



- Identity Proof Select from the dropdown values and upload file
 PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb
- Address Proof Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb
- Birth Proof Select from the dropdown values and upload file PDF file should be less
 than 256kb and size of jpeg/jpg file should be between 5kb to 20kb
- 4. Relationship Proof Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

Step 5:



Here user will upload the photo required according to the Portal's requirement. In case Applicant is not having the image as per requirement, applicant can click on "Click here to Crop Photo" button and on new tab screen will get opened.

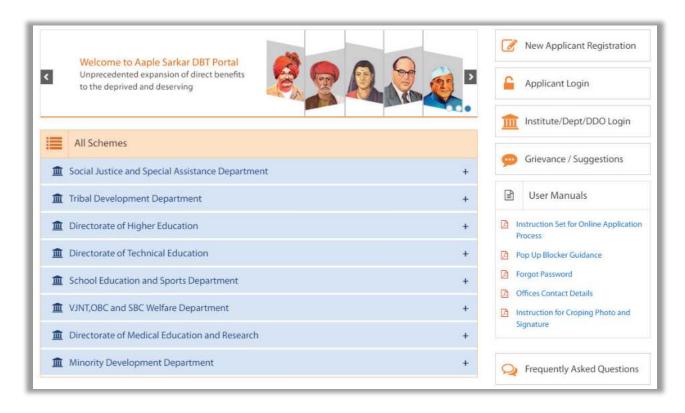
Applicant can edit the signature as well as photo and then upload it to the portal.

After the above steps, User needs to enter the CAPTCHA and click on save in order to get Registered.

6. User Login

To login into Aaple Sarkar DBT portal, Applicant has to perform following steps.

a) Click on "Applicant Login" button -

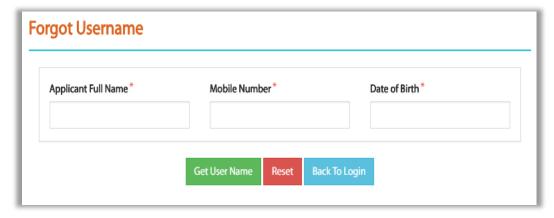


- b. Username & Password Enter the Username and Password as entered during registration.
- C. Captcha Enter the valid Captcha and Click on Login

Forgot User Name:

If Applicant Forgets User Name then Click on Forgot User Name button on the Home DBT page.



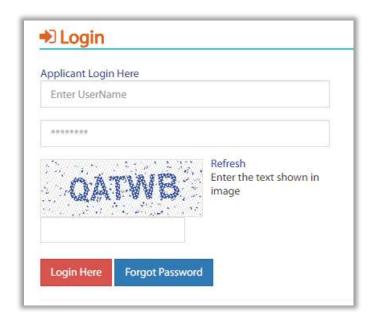


Applicant will have to enter Full Name, Mobile number which is registered on the portal and Date of birth

After entering the details, Click on Get User Name button. Applicant will receive SMS on the Mobile number which was used while registration into the Portal.

Forgot Password:

If Applicant Forgets Password then Click on Forgot Password button on the Home DBT page.





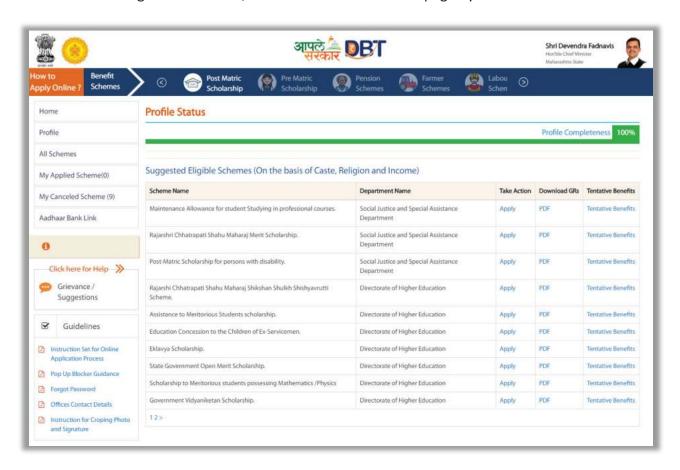
Applicant will have to enter Username as Registered on the Portal

After the above step user will have to click on "Get OTP" button. SMS will be received on Registered mobile number.

User will have to enter OTP. Enter New Password ,Confirm Password and click on Set Password button.

7. User Dashboard:

After Successful Login to the Portal, the user will see Welcome page by default.



7.1. Left panel - Menu

The following items shown on the Left panel of the Applicant dashboard after login

1. Home

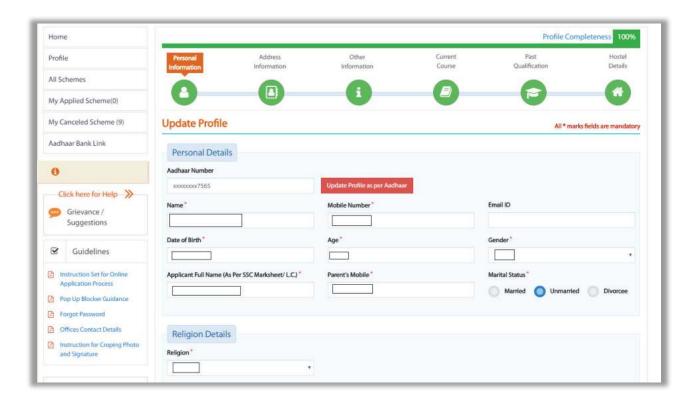
The applicant will land on Home page after login

1 Home Page Information: The applicant can view profile completeness status and add or update accordingly. User can also view the "Suggested Eligible Schemes" according to the profile as filled up

2. Profile

User will click on profile button in order to fill in details of profile. Profile is divided into the following categories

 Personal Information – User will fill in Personal Information details relating to -Personal Details, Domicile Details, Income Details, Personal Eligibility Details, Caste Details -



Personal details

Personal Details:

Applicants have to fill all mandatory fields in the form

Aadhaar Number

Name

Mobile number

Email ID

Date of Birth

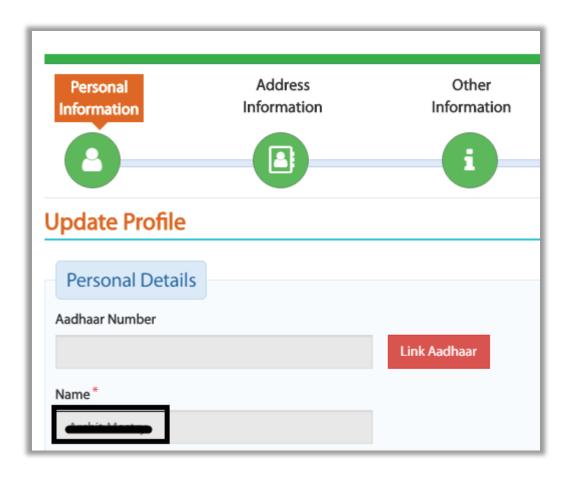
Age

Gender

Religion (Dropdown)

Marital Status (Married/Unmarried)

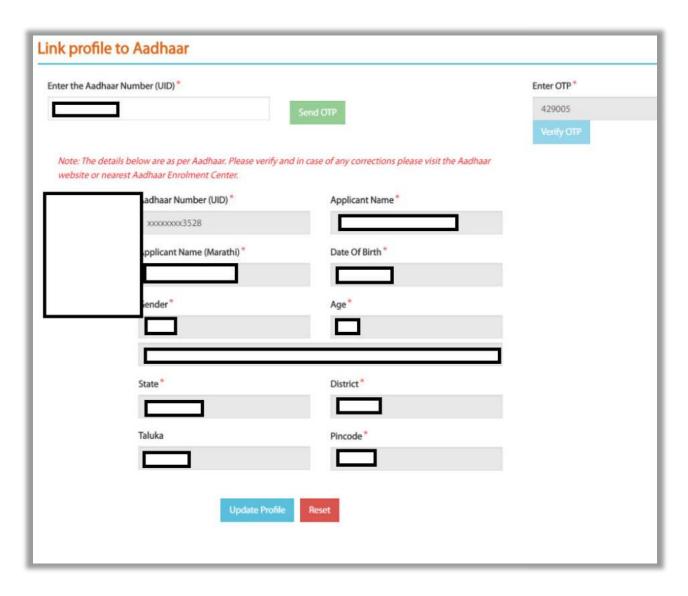
Note – Applicants registered via Non – Aadhaar flow, should click on "Update Profile as per Aadhaar" as it is mandatory for DBT scheme benefit disbursement. Applicant after acquiring Aadhaar number should enter the number –



User should click on Link Adhaar button

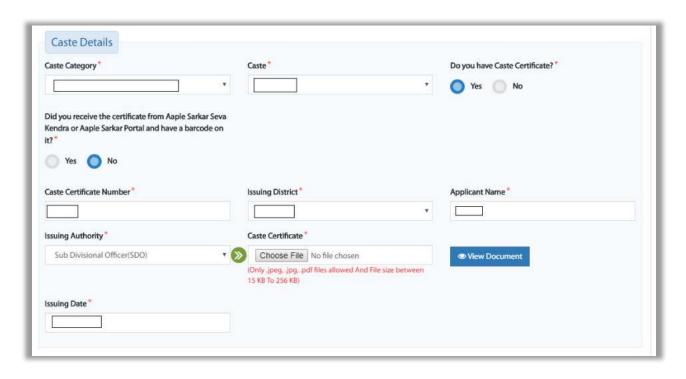


After Entering aadhaar number click on send OTP and enter the OTP in the box



After verifying OTP successfully, data will be displayed of the applicant on screen. Applicant should verify and click on Update Profile button in order to update the Profile with Aadhaar details.

Caste Details



Caste Details:

Applicants have to fill all mandatory fields in the form

Caste Category

Caste

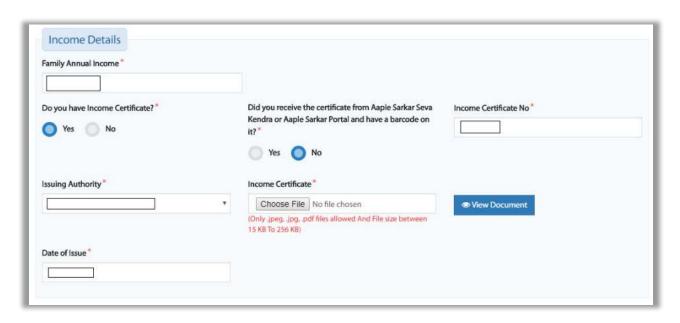
Sub Caste

Do you have Caste Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Caste Certificate Number

Income Details



Income Details:

Applicants have to fill all mandatory fields in the form

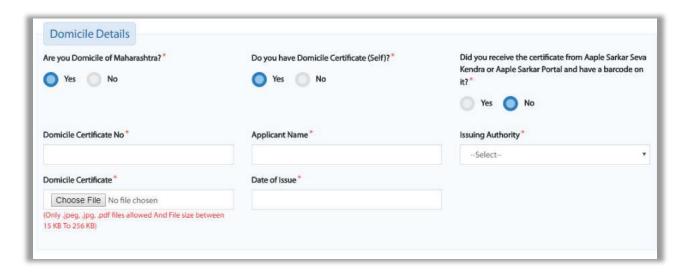
Family Income

Do you have Income Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Here

Domicile Details



Domicile Details:

Applicants have to fill all mandatory fields in the form

Are you Domicile of Maharashtra?

Do you have Domicile Certificate (Self/Parents)?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Details



Personal Eligibility Details

Personal Eligibility Details:

Applicants have to fill all mandatory fields in the form

Are you Salaried?

Job type

Disability Type

Person with Disability?

Do you have Disability Certificate (Yes/No)

Sibling Number

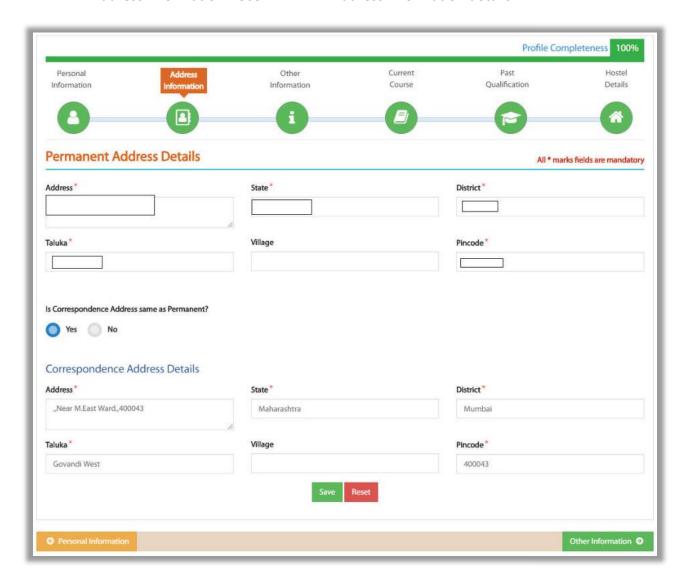
Bank Details



Bank Details:

Is your Jandhan Account linked with your Aadhaar?

2. Address Information - User will fill in Address Information details -



Permanent and Correspondence Address Details

Permanent Address Details

Applicants have to fill all mandatory fields in the form

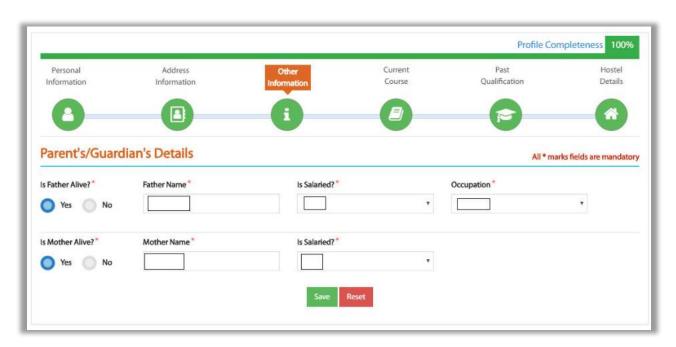
Address

State

District

Taluka
Village
Pincode
If "is Correspondence Address as same as Permanent?" if Yes is selected then Permanent address content details will get copied in Correspondence address. If no is selected, then Applicant will have to manually enter Correspondence Address Details
Correspondence Address Details
Applicants have to fill all mandatory fields in the form
Address
State
District
Taluka
Village
Pincode

3. Other Information – User will fill in Parent's/Guardian's details relating to –



Parent's/Guardian's Details

Parent's/Guardian's Details:

Applicants have to fill all mandatory fields in the form

Is Father alive? (Yes/No)

Father Name

Is Salaried?

Occupation

Applicants have to fill all mandatory fields in the form

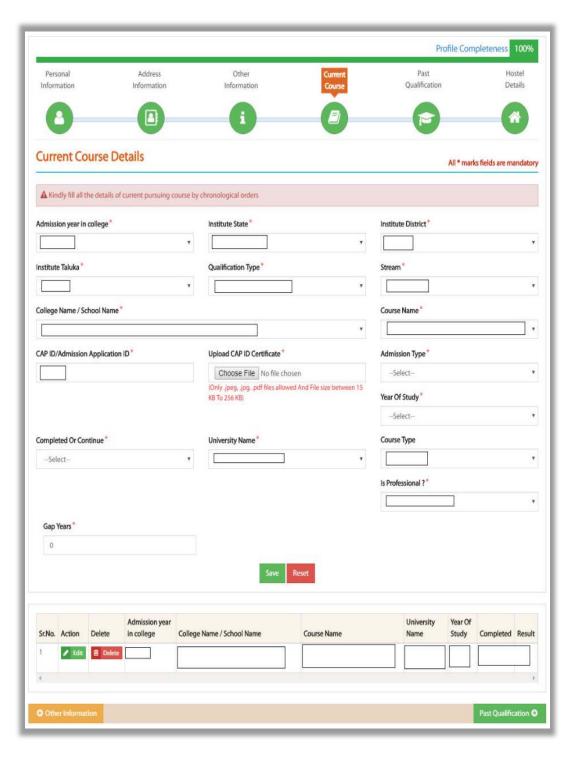
Is Mother alive? (Yes/No)

Mother Name

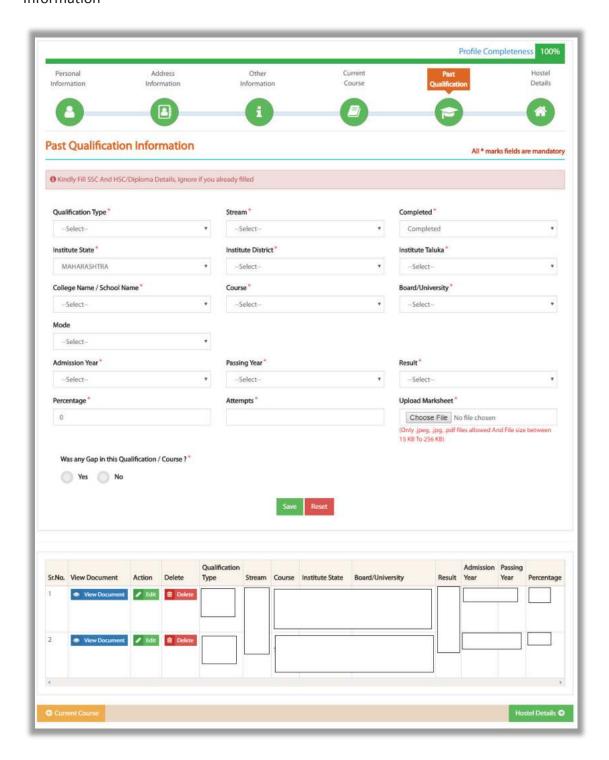
Is Salaried?

Occupation

4. Course Applied – User will fill in Current Course details information



5. Past Qualification Information – User will fill in Details relating to Past Qualification Information



Past Qualification Information

Past Qualification Information

Applicants have to fill all mandatory fields in the form

Qualification type

Degree

Subject

Completed or Pursuing

State

Board/University

Admission Date

Result

Passing Year

Attempts

Percentage

Course Duration (in months)

Class/Grade

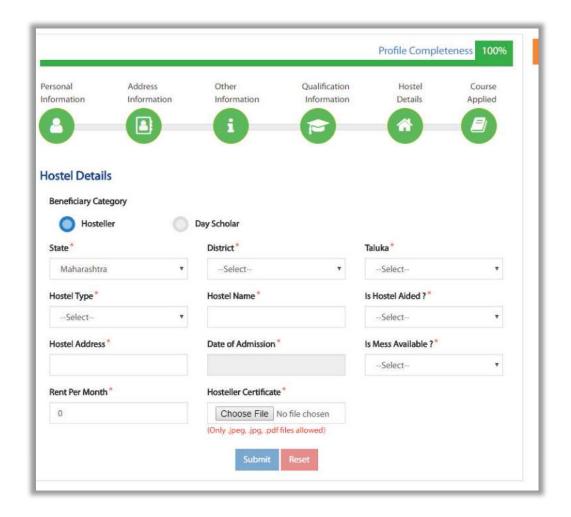
Mode

Upload Marksheet

Was any GAP in this Qualification/Course? (Yes/No)



6. Hostel Details – User will fill in Hostel / Day Scholar information



In hostel information, if day scholar is selected then no form will be displayed. Applicant will click on save button

Hostel Details

Applicants have to fill all mandatory fields in the form

Beneficiary Category (Hosteller/Day Scholar)

State

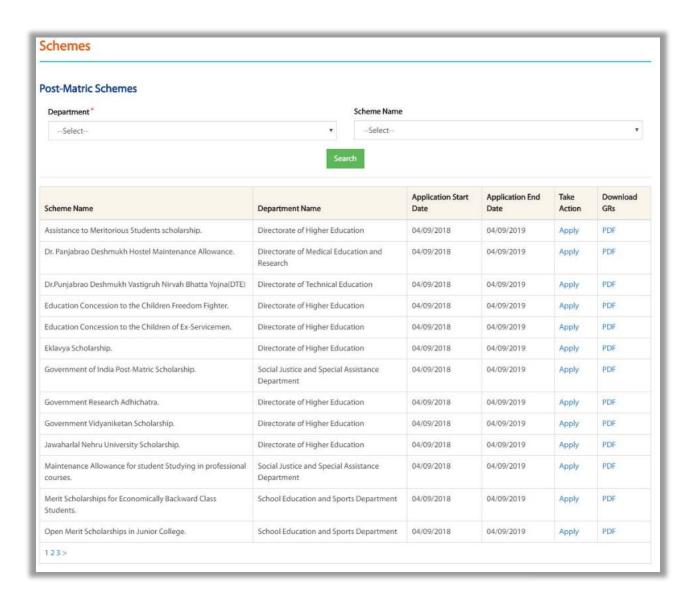
District

Taluka

Hostel Type
Hostel Name
Is Hostel Aided?
Hostel Address
Date of Admission
Is mess available?
Rent per Month
Hosteller Certificate
After saving the profile, User can either click on All schemes button or Home button
Home button will display the landing page of the Portal where "Suggested eligible Schemes" according to the Profile will be displayed.
decording to the Frome will be displayed.
System will suggest schemes to applicant only after filling up the profile to 100 % completeness
and on the basis of Caste, Religion & Income.
If clicked on All schemes, System will display all the schemes on the Portal.

3. All Schemes

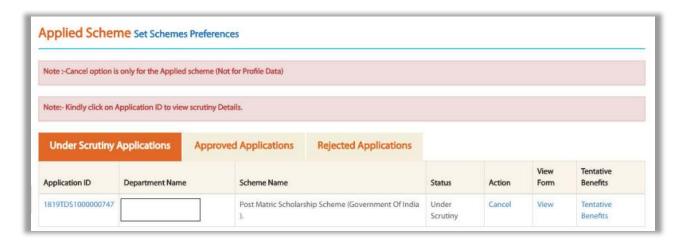
This screen will display all the Post Matric schemes after clicked on All Schemes



User can either apply for schemes or Click on PDF to view the GR of the schemes

4. My Applied Scheme

In order to check for the total number of schemes applied, applicant should click on applied schemes button.



Under Scrutiny Applications -

Under Applied Schemes option, user can view -

- 1. Application ID
- 2. Department Name
- 3. Scheme Name
- 4. Status
- 5. Action
- 6. View Form
- 7. Tentative Benefits

After Application is submitted successfully by applicant, it will be displayed in under Scrutiny Applications section.

Applicant can click on Cancel button if want to take back application form.

Applicant can click on view button if want to view Applicant Details section.

For example - After application is submitted and applicant wants to view the details filled in, it is possible on click on view button under view form and also can take the print out of the form after click of Print button which is present to the bottom of the page

It is also possible, Application is sent successfully but during scrutiny major/minor issue is found. At such stage, Desk officers can send the application back and Applicant can view the application again after login.

Reason for sent back will also be provided by respective officer which will be displayed to the Applicant.

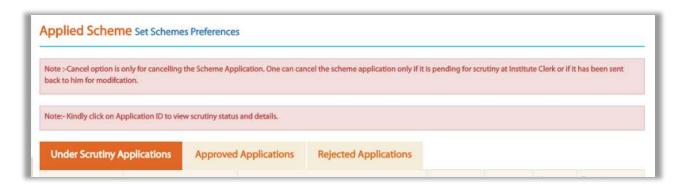


Here Applicant should make the necessary changes in the Profile as per the given reason for sent back and click on the Re – apply button under My Applied Scheme option

4.1 Set Scheme Preferences

In the DBT system, applicant can apply for multiple schemes if applicable according to the criteria.

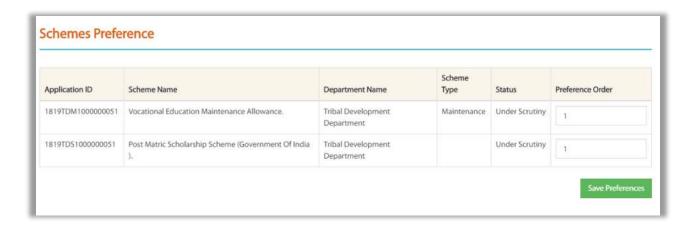
If applicant applies for two schemes, then applicant should give preference as "1" and "2" according to the choice.





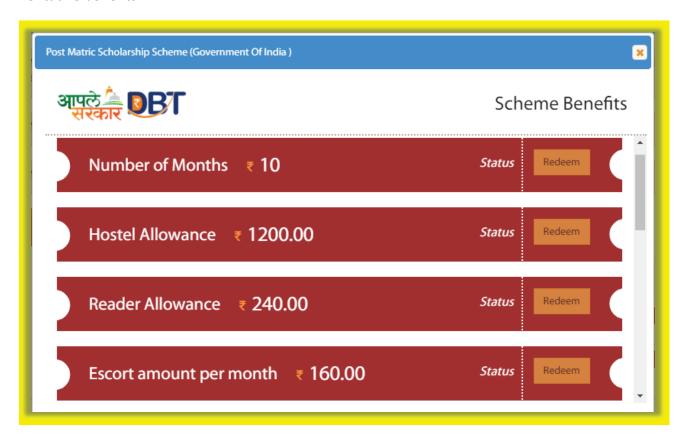
As displayed in above image, both schemes are of type "Merit", hence user needs to set Preference as "1" or "2" as per the choice Also For example – Under Tribal development department, if applicant is studying a professional course and if eligible with the other scheme criteria, then applicant can apply for Post Matric Scholarship (GOI) scheme and Vocational Education Maintenance Allowance scheme from the same department.





As displayed above, user can apply for Maintenance scheme and Scholarship scheme where user can apply simultaneously hence Preference can be set as "1" for both the schemes.

Tentative benefits -



Applicant can also view the Tentative benefits by clicking on Tentative benefits button.

These are the Tentative Benefit calculation which are displayed by System as per the Profile filled by the Applicant and as per the scheme applied by applicant.

Approved Applications -

After the successful submission of application from applicant's login. Application will be checked by respective Institute and Department.

After the Application is approved by Desk 2 officer of Department, Status of the Application will change to Approved and will be displayed under Approved Applications tab from Under Scrutiny.



Rejected Applications -

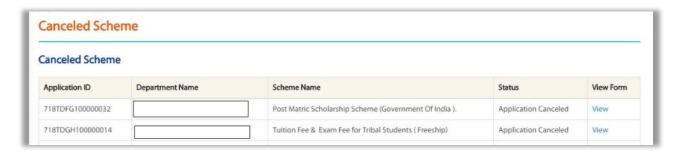
After the successful submission of application from applicant's login. Application will be checked by respective Institute and Department.

If under any of the Desk officer Application is rejected, then the application will be displayed under Rejected Applications tab. Rejection can be totally invalid Application or maybe also Fraud applications.

In My Applied Scheme, User can Set Schemes Preferences- Applicant can be eligible for more than one scheme in the Portal. At such situations, User can apply for more than one scheme but Scholarship/Freeship amount will be disbursed into bank account only for one scheme, according to the Preference set by the Applicant.

5. My Canceled Scheme

Applicant can cancel the scheme after successful submission to the respective Institute/School by clicking on Cancel button under Action column in My Applied Scheme option.



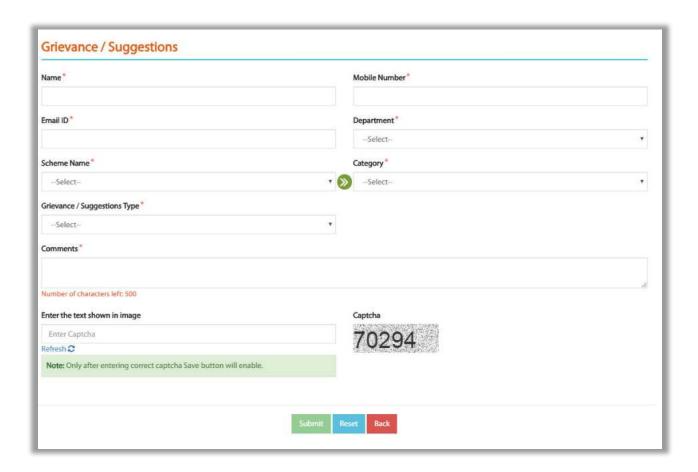
Transaction history will be maintained for the Canceled scheme.

7. Grievance/Suggestions -

Applicant May have Grievance (Complaint) / Suggestions for Aaple Sarkar DBT Portal.

In Such scenarios, Applicant should click on Grievance/Suggestions which is displayed after login under left hand side panel of the page.

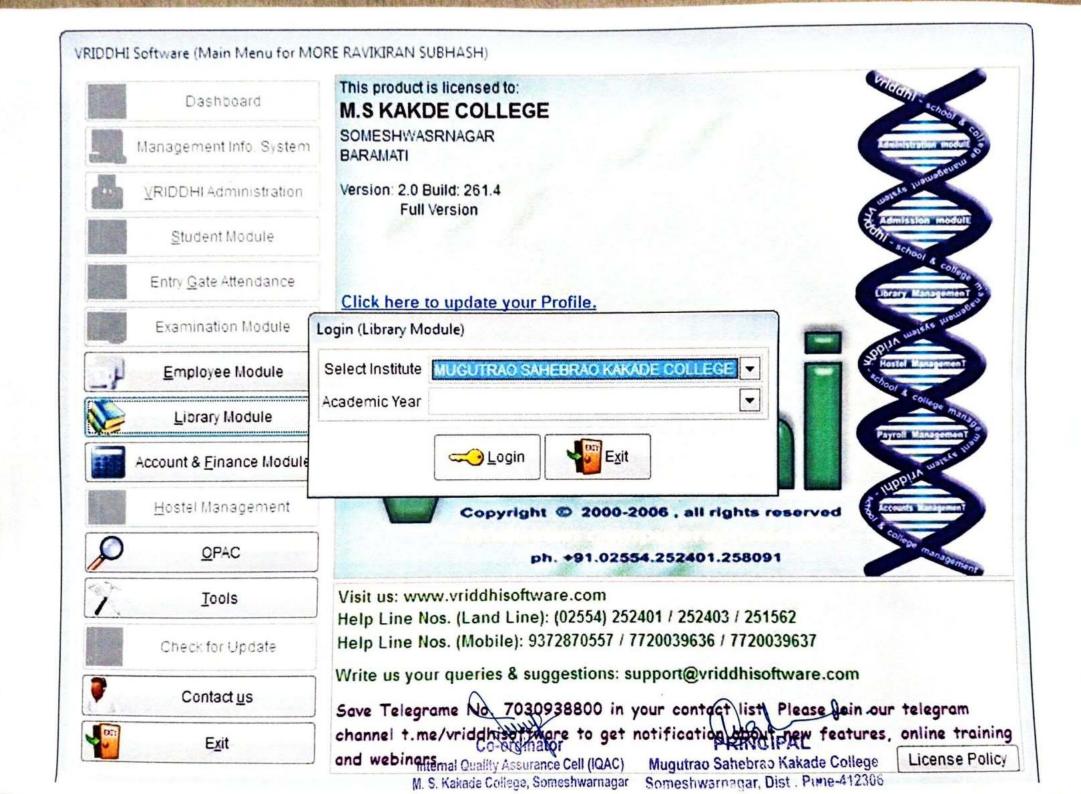


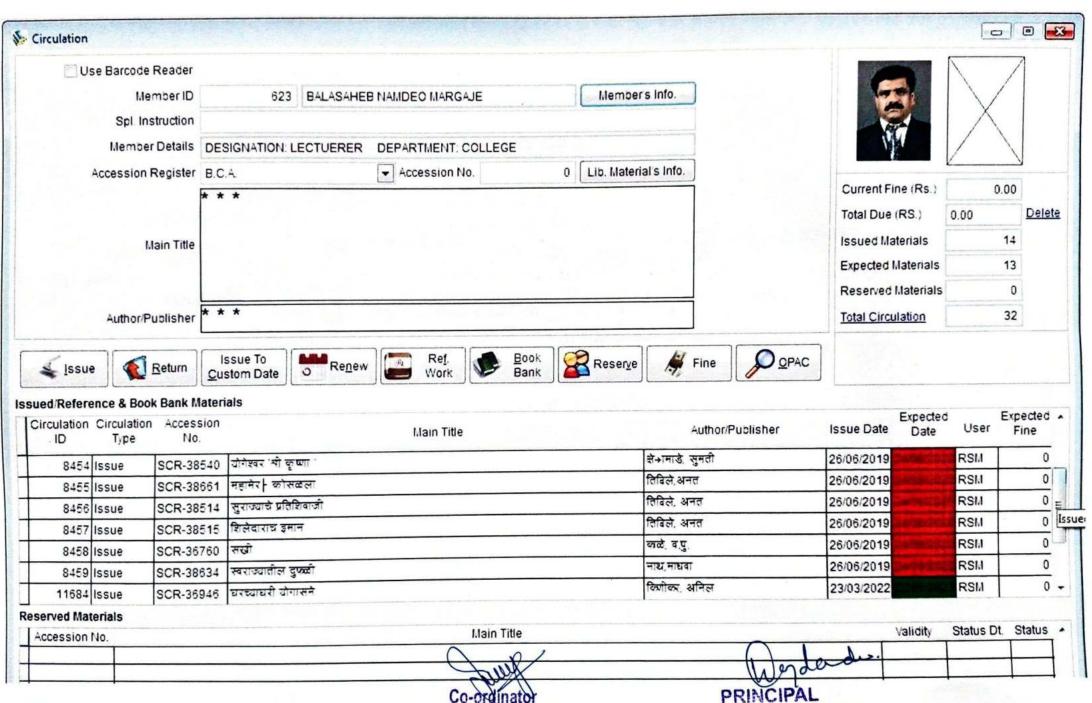


Here Applicant will have to fill up all the Mandatory fields –

- 1. Name
- 2. Mobile Number
- 3. Email ID
- 4. Department
- 5. Scheme Name
- 6. Category
- 7. Grievance/ Suggestions type
- 8. Comments

Also it is necessary to enter the CAPTCHA, only then Submit button will be enabled.





Internal Quality Assurance Cell (IQAC) M. S. Kakade College, Someshwarnagar PRINCIPAL

Mugutrao Sahebrao Kakade College Somoshy, argana, Dist . Pune-412306

