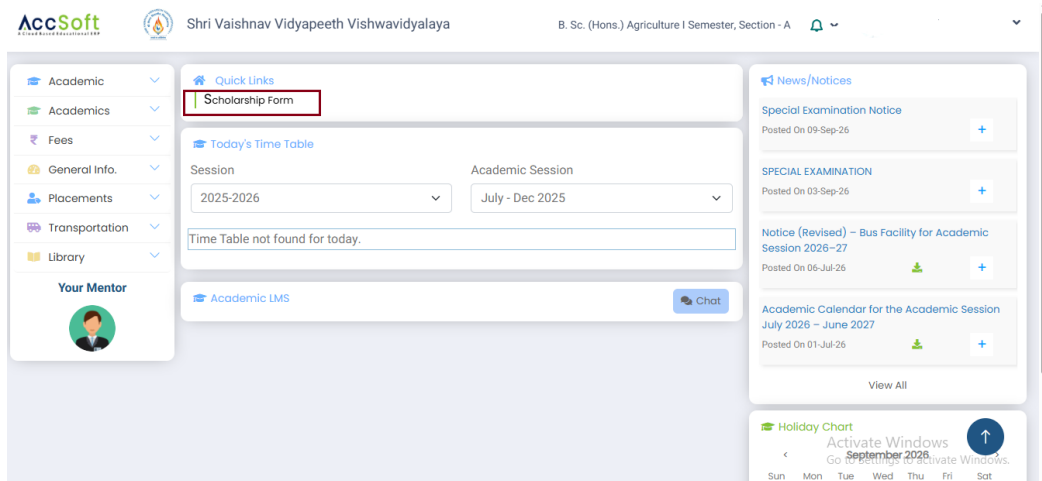


## STEPS TO FILL THE SCHOLARSHIP FORM

1. Log in to the ERP portal using your Login ID and Password On your dashboard, you will find the **Scholarship Form** link.



2. Click on the Scholarship Form link. Your available details will be displayed automatically in the form. Please verify the information carefully.

The screenshot shows the 'Scholarship Application Form' with the subtitle 'Student application intake for scholarship / exemption scheme.' The form is for the 'Academic Year 2026-2027' and has a 'Back' button. A banner at the top indicates 'APPLICATION NUMBER - AUTO-GENERATED' with a submission date of '12 Sep 2026'. The 'Student Details' section is pre-filled with the following information:

| ACADEMIC YEAR | APPLICATION NO. | SUBMISSION DATE | NAME       |
|---------------|-----------------|-----------------|------------|
| 2026-2027     | -               | 12 Sep 2026     | [Redacted] |

| FATHER'S NAME | GENDER | MOBILE NO. | E-MAIL ID  |
|---------------|--------|------------|------------|
| [Redacted]    | Male   | [Redacted] | [Redacted] |

| CATEGORY | TOTAL ANNUAL FAMILY INCOME (₹) |
|----------|--------------------------------|
| OBC      | 0                              |

The form also includes a 'Back' button and a note 'auto-filled from ERP'.

3. Select the required **Scholarship Scheme** from the available options.

The screenshot shows a web form titled "Scholarship Scheme" with a sub-header "Showing active scholarship / exemption schemes for batch 2023-2024." Below this is a table with three columns: "SELECT", "SCHOLARSHIP SCHEME", and "STATUS". The table lists 17 different scholarship schemes, each with a radio button in the "SELECT" column and an "Enable" button in the "STATUS" column. The "Physically Challenged Students (40% physical disability)" option is selected with a blue dot. A watermark "Activate Windows Go to Settings to activate Windows." is visible on the right side of the form.

| SELECT                           | SCHOLARSHIP SCHEME                                                                                    | STATUS |
|----------------------------------|-------------------------------------------------------------------------------------------------------|--------|
| <input type="radio"/>            | Children of Deceased/Retired/In service Defence Personnel/Central Armed Police Force                  | Enable |
| <input type="radio"/>            | Employee and their Wards of SVVV and Shri Vaishnav Group of Institutes                                | Enable |
| <input type="radio"/>            | Girls Student (First Year Only)                                                                       | Enable |
| <input type="radio"/>            | Meritorious Student (First Year Only - 10+2/UG Marks 81% to 90.99%)                                   | Enable |
| <input type="radio"/>            | Meritorious Student (First Year Only - 10+2/UG Marks 91% and Above)                                   | Enable |
| <input type="radio"/>            | Meritorious Student MBA/Engineering (First Year Only - CAT/MAT/KAT/ATMA/CMAT/JEE Score 71% to 84.99%) | Enable |
| <input type="radio"/>            | Meritorious Student MBA/Engineering (First Year Only - CAT/MAT/KAT/ATMA/CMAT/JEE Score 85% and Above) | Enable |
| <input type="radio"/>            | OBC Category                                                                                          | Enable |
| <input checked="" type="radio"/> | Physically Challenged Students (40% physical disability)                                              | Enable |
| <input type="radio"/>            | SC Category                                                                                           | Enable |
| <input type="radio"/>            | Scholarship for Loss or Terminal Illness of Parent                                                    | Enable |
| <input type="radio"/>            | Siblings (Only 1 Youngest Child)                                                                      | Enable |
| <input type="radio"/>            | Sports/Arts/Cultural - National Level Winner Students                                                 | Enable |
| <input type="radio"/>            | ST Category                                                                                           | Enable |
| <input type="radio"/>            | Student from Shri Vaishnav Group of Schools/College                                                   | Enable |
| <input type="radio"/>            | Teaching Assistanceship M. Tech /Ph.D Scholars                                                        | Enable |
| <input type="radio"/>            | Wards of Alumni                                                                                       | Enable |

4. Upload all the required documents and click on **Save** to submit the form.

The screenshot shows a web form titled "Required Documents" with a sub-header "depends on scheme - PDF only". Below this is a table with two rows, each representing a required document. Each row has a "MANDATORY - PDF" label, a "Choose File" button, and a "No file chosen" status. The first row is for "Supporting Document for 'Certificate of Physical Disability'" and the second row is for "Supporting Document for 'Last Qualifying Marksheet'". A "Submit Application" button is located at the bottom right. A watermark "Activate Windows Go to Settings to activate Windows." is visible on the right side of the form.

| Document Name                                                | MANDATORY - PDF | Choose File | No file chosen | Status           |
|--------------------------------------------------------------|-----------------|-------------|----------------|------------------|
| Supporting Document for "Certificate of Physical Disability" |                 |             |                | Not uploaded yet |
| Supporting Document for "Last Qualifying Marksheet"          |                 |             |                | Not uploaded yet |

Fields marked "auto-filled" are pulled from the ERP student database and are read-only.

5. After saving the form, you can print the **Acknowledgment** from the available option. Once the form is saved, it will be forwarded for the **approval process**