

### 5.1.1.1. 3) The policy document of the HEI for award of scholarship and freeships

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**FOUNDER SECRETARY**

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**Jayawantrao Sawant College of Engineering**  
 (Approved by AICTE, New Delhi, Govt of Maharashtra and Affiliated to University of Pune)  
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**Dr. Rajendra D. Kanphade**  
M.E. Ph.D. (Electronics Engg.)  
LMISTE, FIETE, SMIEEE  
**Principal**

## JSPM Scholarship 2017-18: Eligibility Criteria

Jayawantrao Sawant College of Engineering, Hadapsar invites educational scholarship applications for the students of Class 11th to graduation level. JSPM Scholarship 2017-18 is meant for the poor, needy and meritorious students. The mission of JSPM scholarship 2017-18 scheme is to financially help the poor, needy and meritorious students to achieve educational goals without facing any monetary problem.

### JSPM Scholarship 2017-18: Eligibility Criteria

In order to apply for the JSPM Scholarship 2017-18 eligibility students have to fulfill the following JSPM scholarship eligibility conditions:

- Students who belong to the poor, needy and meritorious students and have a good academic background can apply for this scholarship.
- Students pursuing class professional courses are eligible to apply.

### JSPM Education Scholarship Rewards 2017-18

The scholarship will be offered to the eligible candidates on the basis of fund availability and the need for the scholarship. The scholarship amount of around INR 1.2 lacs is distributed to the awardees.



*[Signature]*  
**Principal**  
 JSPM'S Jayawantrao Sawant  
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**Principal**

## JSPM FINANCIAL INITIATIVE FOR STUDENTS IN PANDEMIC

Jayawantrao Sawant College of Engineering, Hadapsar invites applications for the students of graduation level whose father & mother passed away in covid 19 pandemic . JSPM initiative for students in pandemic is meant for the students suffered in pandemic and lost parents .

### Eligibility Criteria

In order to apply for have to fulfill the following eligibility conditions:

- Students can avail financial initiative by JSPM if he/she lost father & mother during covid 19 pandemic.

The scholarship will be offered to the eligible candidates on the basis of fund availability the scholarship .Amount of tuition fees is waved of .



*Principal*  
**Principal**  
 JSPM'S Jayawantrao Sawant  
 College of Engineering,  
 Hadapsar, Pune - 28

# Lila Poonawalla Foundation (LPF) Scholarship 2020

## Merit-cum-Need Based Scholarship for girls

### Who Can Apply?

- Girls who hold the citizenship of India.
- Girls who are planning to pursue Bachelors/Masters Degree.
- Girls secured/awaiting admission for the 1st academic year in 2020 in any college in Pune District.

### Eligibility Criteria

Sr No	Educational Category	Sub Category	Minimum Marks	Maximum Family Income per year	Age Limit (Years)	Scholarship Amount per year*
1	Bachelor of Engineering (after 12th std.)	Any	70% (10th & 12th std.)	Rs. 3,50,000	Below 20	upto Rs. 60,000
2	Bachelor of Engineering (after Diploma)	Any	70% (10th std. & Diploma)	Rs. 3,50,000	Below 21	upto Rs. 60,000
3	Bachelor of Science	Animation Biochemistry Bioinformatics Computer Application Computer Science Mathematics Physics Statistics	70% (10th & 12th std.)	Rs. 3,50,000	Below 20	upto Rs. 60,000
4	Bachelor of Science (BSc) (Nursing)	Nursing	60% (10th & 12th std.)	Rs. 3,50,000	Below 20	upto Rs. 1,00,000
5	Bachelor of Pharmacy	Pharmacy	70% (10th & 12th std.)	Rs. 3,50,000	Below 20	upto Rs. 75,000
6	Postgraduation Master of Science (MSc.) Master of Engineering (M.E.) Master of Pharmacy (M.Pharm.)	MSc. Biotechnology Bioinformatics Computer Science Mathematics Nursing Physics Statistics	70% (10th,12th std. & Graduation)	Rs. 3,50,000	Below 30	upto Rs. 60,000

\*Scholarship amount will be based on the merit and need of the girl.

\* The final decision with regards to the scholarship amount will be at the Trustees discretion.

- Application form links will be available from 1st September onwards.
- Limited forms available on first come first serve basis.
- Form Fee - Rs 300/- (Online Payment).

# 2021-22

## Student Registration Guide



This document provides guidelines to the students for filling up the online application form to get scholarship for higher education.

Khushboo Charitable Trust

1/1/2021

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## Getting Started

### Introduction

Over the years, Khushboo Charitable Trust has helped more than 4,803 students to fulfil their career aspirations and realize their dreams. However, every dream begins with a first step like, filling up the online application form for scholarship for higher education. In continuation to our endeavour to make our process simple and help deserving students to apply for scholarships easily, we have created this Student Registration Guide. We encourage you to read this Guide before filling up your online application form.

The Trust authorities validate the eligible student for the scholarship from the information, that is fetched during the exclusive interview with the student, and the home visits scheduled to meet the family members. After which the deserving students are selected and offered scholarships.

Students residing in Pune city, PCMC, Ahmedabad, and Gandhinagar are eligible to apply for the scholarship program. The scholarship is provided for professional courses such as Medical, Pharmacy, Nursing, and Engineering. The students must try to get admission in colleges, those which provide multiple opportunities of campus placements. The Trust authority's scholarship decision remains final and binding.

### Eligibility Criteria:

This is an initiative by the Khushboo Charitable Trust to support needy students who face financial constraints to pursue their higher education. This program is solely based on the academic performance of the students and their desire to pursue higher education.

The following is the eligibility criteria for the students who are applying for this scholarship program:

1. The total income of the student's family must be less than ₹ 3.0 lakh per annum.
2. The student must have scored minimum 60% marks in aggregate in Class 10<sup>th</sup> and Class 12<sup>th</sup> or Diploma exam of the valid academic year.
3. The student needs to get admission in Government or Private college on their merit only.
4. The student needs to submit mark sheets and college fee structure to get the scholarship for next year.
5. The scholarship will be renewed on a yearly basis only.
6. The student's admissions based on donation will 'NOT' be considered for scholarship.
7. The scholarship will be discontinued in case the student fails in any subject during the academic year.



## Points to Remember:

- Please read the 'Student Registration Guide 2021-22' before filling the online form.
- The students must have their own email address and provide a valid mobile number.
- It is compulsory for all students to complete the form, and then submit the form online.
- The information fields marked with \* are compulsory to be completed.
- Students can submit the online form only once.
- No correction can be done once the form is submitted.
- Fill in the online submission before the last date mentioned on the site.
- The forms submitted after the last date is not considered as a valid application.
- Trust will 'NOT' consider the form, which is not filled properly, incomplete, or not submitted.
- In case of failure to submit any documents as requested, the Trust will not consider the student's form.
- Do not follow up or call to know the status of your application.

## For queries contact:

You can also write your queries in an email to [csr\\_team@cybage.com](mailto:csr_team@cybage.com) mentioning your **Unique ID**.

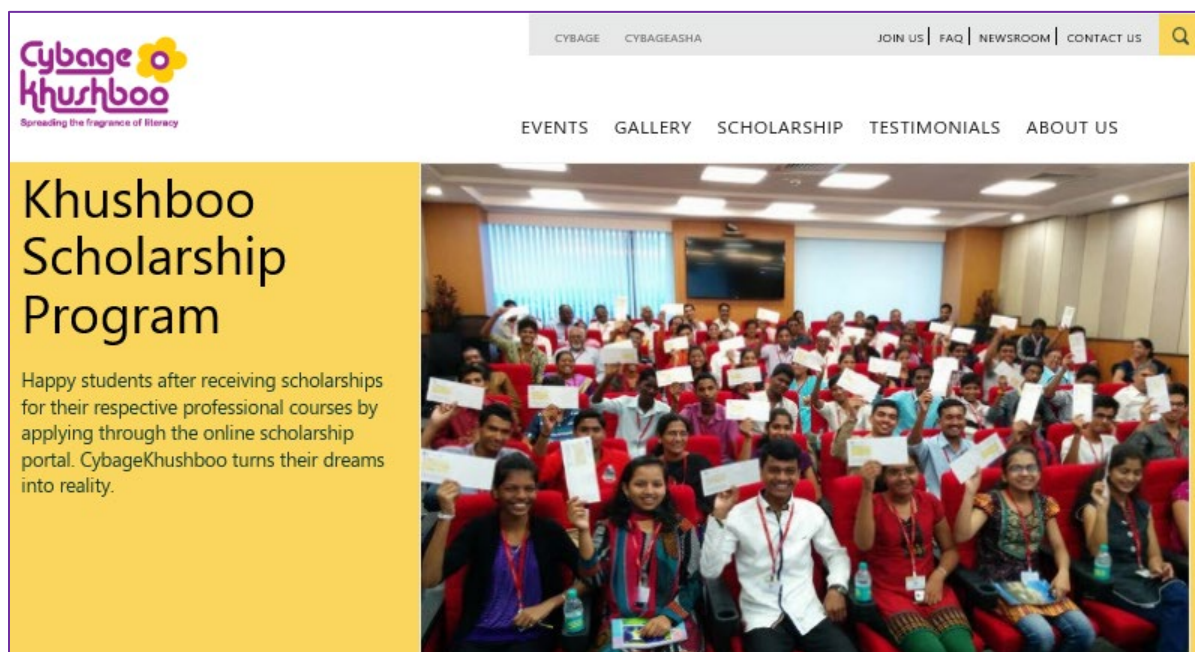
- **Prashant:** +91- 9657702907
- **Vaishali** +91- 7722077393
- **Sonali:** +91- 7038536948

## Related links for Online Registration:

- [Selection Process](#)
- [Steps to Complete the Online form](#)
- [Signing Up for Scholarship](#)
- [Logging on to the Student's Socio-Economic Assessment Form](#)
- [Changing the Password](#)
- [Resetting the Password](#)

## Selection Process

1. The submitted application forms are sorted to select accurate and eligible student applications.
2. Interviews are conducted for the selected students. Khushboo Charitable Trust representatives call the selected students to confirm their interview date, time and place. (Do not follow up or call to know the status of your application).
3. Home visits are arranged for the selected students. Khushboo Charitable Trust representatives call the selected students to confirm their home visit date and time. Parents or guardian must be present at the time of the home visit. All documents must be kept ready for verification (For example, rent agreement, passbook and other educational documents).
4. After receiving the information about college and expected fee amount, final selection will be done. Students should send the fee structure received from college to [csr\\_team@cybage.com](mailto:csr_team@cybage.com)
5. Khushboo Charitable Trust representatives invite the selected students, and their parents for the scholarship distribution program.
6. The scholarship amount distributed to students is between the range of 60-80% depending on the fee structure the student's course.



## Steps to Complete the Online Form

The online Socio-Economic Assessment Form can be easily filled using the following steps.

In case of any difficulty while filling the online form, please use the **Unique ID**, which is displayed on the upper-right corner of all the pages of the **Student's Socio-Economic Assessment Form**, to get your queries resolved.

### Steps to complete the online form:

1. First, you will need to sign up for the scholarship form. For more information, see [Signing up for Scholarship](#).

#### Note:

- It is compulsory for you to sign up before you can log on to apply for the scholarship.
- You should remember or note down the details in your personal notebook the details you enter during sign up. These details will be helpful for changing or resetting your password.

2. You can now log on using your **Email Address** and **Password** that you registered during signing up. For more information, see [Logging on to Student's Socio-Economic Assessment Form](#).
3. By default, after logging on, the **Personal** page of the **Student's Socio-Economic Assessment Form** is displayed.
4. On the **Personal** page, fill information in the **Personal Details**, **Proposed Course Details**, **Health Details**, **Permanent Address**, and **Contact Details** sections. For more information, see [Personal Page](#).

#### Note:

- Click the **Save** button frequently to save the information filled on the page.
- After the **Personal** page is saved, the **Unique ID** is automatically generated by the system and displayed on the upper-right corner of all the pages of the **Student's Socio-Economic Assessment Form**.
- Note down the **Unique ID** that is used as the reference number to get difficulties or queries resolved while filling the form.

5. After you fill information in all the sections on the **Personal** page and click the **Save** button, the **Next** button will be displayed.

#### Note:

The system does not enable the **Next** button and allow you to access the next page, until you have filled all the required details on the current page.

6. Click the **Next** button to open the **Educational** page, and fill information in the **Education Details** section. For more information, see [Educational Page](#).

#### Note:

- You must fill in all the previous education details by using the **Add Details** button. After filling in the details for one standard, click the **Add Details** button, and then the **Educational Detail Summary** table will be displayed.
- On the **Educational** page, click the **Previous** button to go to the previous page to modify the filled information.
- If the student is applying for a degree courses, then it is compulsory for the student to fill in the 11th, 12<sup>th</sup>, or diploma details. Otherwise the application form is rejected.
- The system does not enable the **Next** button until the **Tenth** standard educational details are filled.

7. Click the **Next** button to open the **Financial** page, fill information in the **Financial Background** and **Residential Details** sections. For more information, see [Financial Page](#).

**Note:**

- On the **Financial** page, click the **Previous** button to go to the previous page to modify the filled information.
- After the information on the **Financial** page is saved, the system enables the **Next** button.

8. Click the **Next** button to open the **Family** page, and fill information in the **Add Family Member Details** and **Health Information** sections. For more information, see [Family Page](#).

**Note:**

- You must fill in the details for all the family members. After filling in the details for one family member, click the **Add Member** button, and then the **Family Member Details - Summary** table will be displayed.
- On the **Family** page, click the **Previous** button to go to the previous page to modify the filled information.
- The system does not enable the **Next** button until at least one family member's detail is filled.

9. Click the **Next** button to open the **Upload Documents** page, and then upload the required documents. For more information, see [Upload Documents Page](#).
10. After all the documents are uploaded, select the check-box at the bottom of the form to enable the **Submit** button.
11. Click the **Submit** button to submit the completed **Student's Socio-Economic Assessment Form**.

The **After you submit the form, it will be available in read-only mode. You will not be able to edit it** message is displayed.

## Online Registration

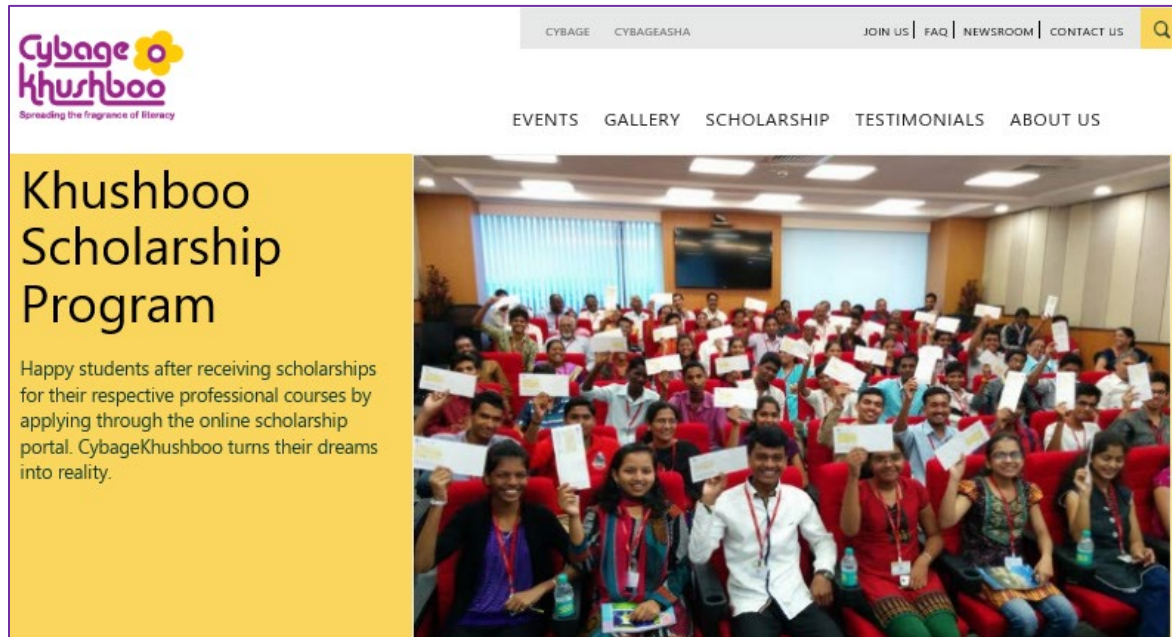
### Signing Up for Scholarship

You must first sign up to register for the scholarship form.

Steps to sign up:

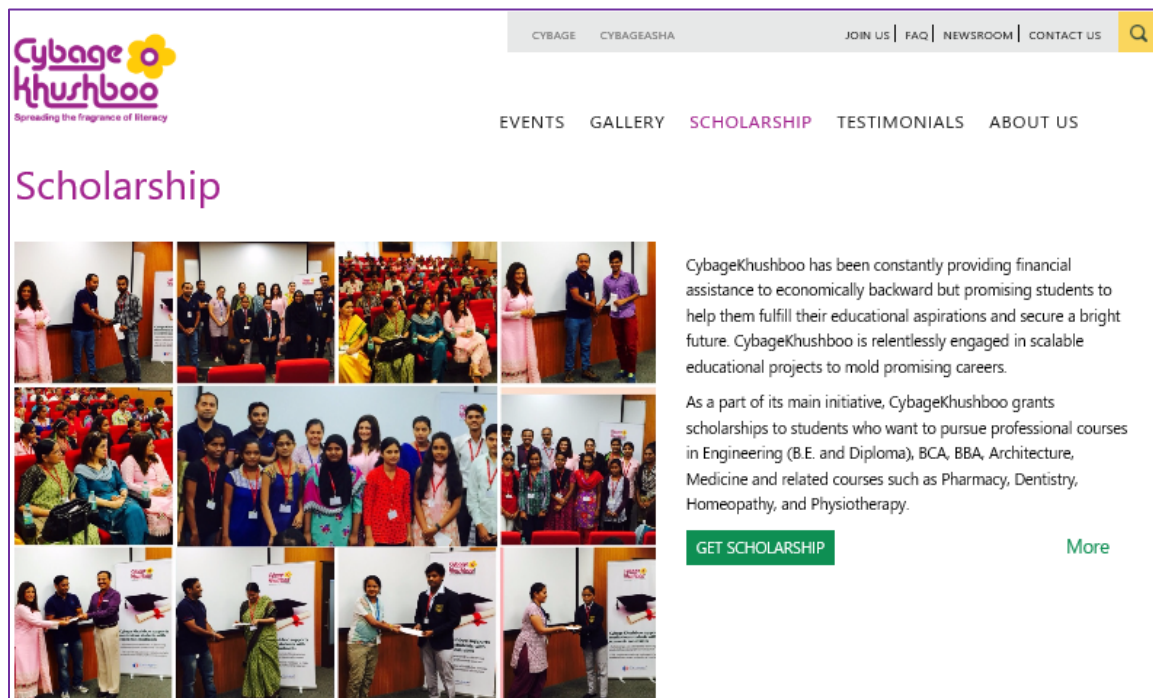
1. Type the URL: <http://www.cybagekhushboo.org> in the web browser window.

The **Cybage Khushboo** page opens.



2. On the menu bar, click **SCHOLARSHIP > APPLY 2021-22**.

The **SIGN UP FOR SCHOLARSHIP** form opens.






**Note:**

- Alternatively, on the **SCHOLARSHIP** section, you can click the **GET SCHORLARSHIP** button to open the **SIGN UP FOR SCHOLARSHIP** form.
- You should click the **DOWNLOAD GUIDE** button to download and read the **Student Registration Guide** before you sign up for the scholarship registration.
- You should remember and note down the details in your personal notebook the details you enter during sign up. These details will be helpful for changing or resetting your password.


3. On the **SIGN UP FOR SCHORLARSHIP** form, fill in the information.



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### CYBAGEKHUSHBOO SCHOLARSHIP PROGRAM 2021-22




**Registrations for the Cybagekhushboo Annual scholarship program 2021-22 will open soon. Please register only if you fulfill the following eligibility criteria:**

1. You have scored more than 60% marks in Class 10, Class 10+2, or Diploma final examination.
2. The total income of your family is less than Rs. 3 lakh per annum.
3. You have secured admission or are seeking admission in a government or private institution on the basis of merit and not through capitation.
4. This year we will be offering scholarships only to students opting for professional courses such as Engineering, Medical, pharmacy and Nursing. Students from other branches will not be eligible for the scholarships.

[DOWNLOAD GUIDE](#)

### SIGN UP FOR SCHOLARSHIP

First Name \*   
 Last Name \*   
 Email Address \*   
 Password \*  ⓘ  
 Self Mobile No. \*   
 Date Of Birth \*   
 Captcha Code \*   
 Captcha   
 Refresh  
☐ I have read the Student Registration Guide

[Sign Up](#)
[Login](#)

The following table describes the **SIGN UP FOR SCHOLARSHIP** form fields.

The fields marked with \* are compulsory.

Fields	Action
First Name*	Type your first name.
Last Name*	Type your last name.
Email Address*	Type your email address.
Password*	Type a password. <b>Note:</b> Choose an alphanumeric password that has 8 characters, including at least one capital letter, one number, and one special character. For example, Sanjay@100 or Amit@123.
Self Mobile No.*	Type your mobile number. <b>Note:</b> If you do not have your own mobile number, then please provide your mother's, father's, or guardian's mobile number, so that the Khusboo Charitable Trust member is able to contact you.
Date of Birth*	Type your date of birth.
Captcha Code*	Type the <b>Captcha</b> characters as displayed. <b>Note:</b> Click <b>Refresh</b> to get another <b>Captcha</b> .

- Select the check box adjacent to **I have read the Student Registration Guide**, and then click the **Sign Up** button to register for scholarship.

The **User registered successfully, please login** message is displayed.



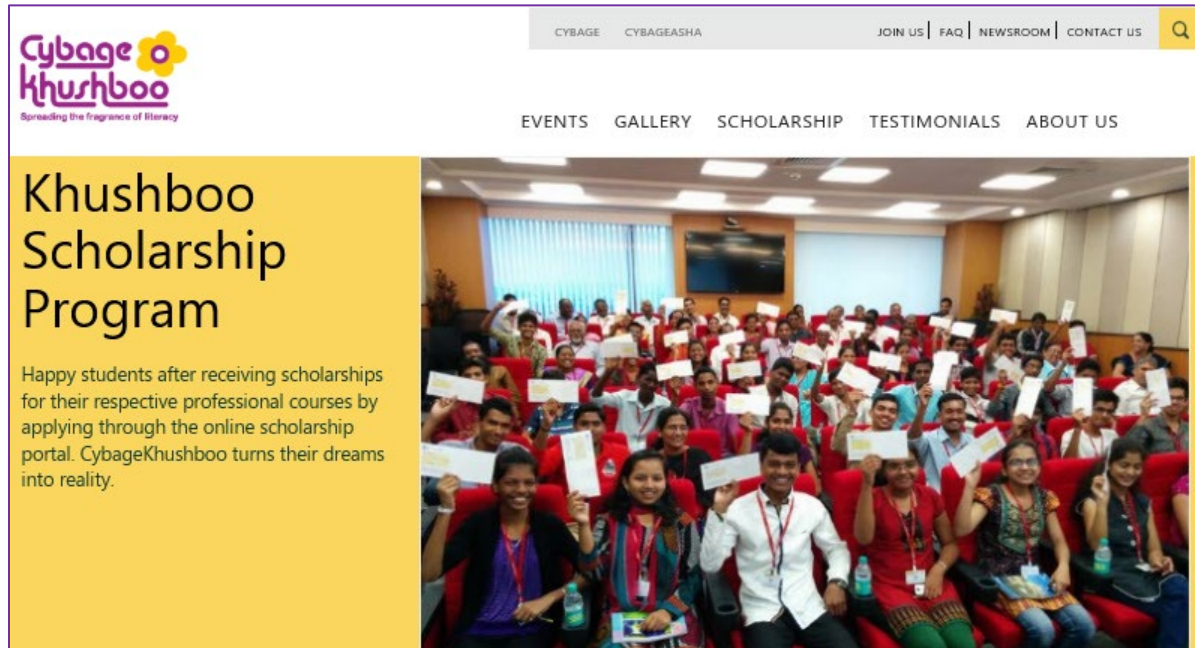
## Logging on to the Student's Socio-Economic Assessment Form

You must first sign up to register for the scholarship form and then only you can log on.

Steps to log on:

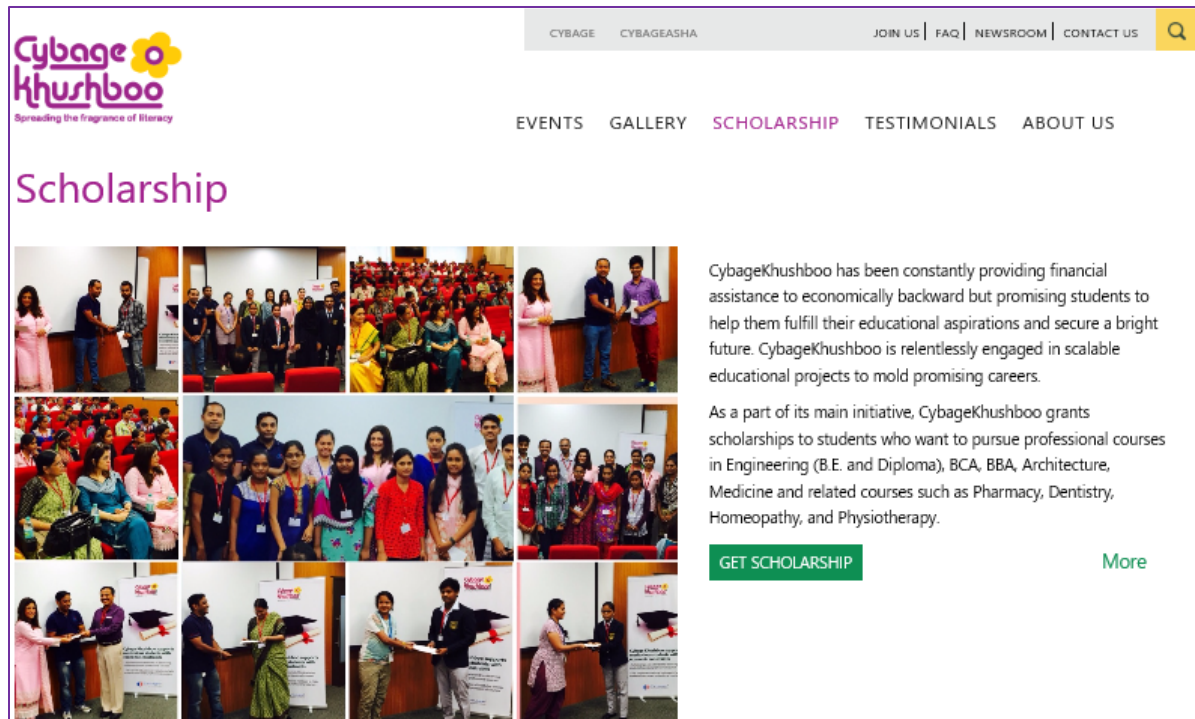
1. Type the URL: <http://www.cybagekhushboo.org> in the web browser window.

The **Cybage Khushboo** page opens.



2. On the menu bar, click **SCHOLARSHIP > APPLY 2021-22**.

The **SIGN UP FOR SCHOLARSHIP** form opens.



**Note:**

- Alternatively, on the **SCHOLARSHIP** section, you can click the **GET SCHORLARSHIP** button to open the **SIGN UP FOR SCHOLARSHIP** form.
- To log on to the scholarship form, you must first sign up to register for the scholarship. For more information, see [Signing Up for Scholarship](#).

3. Click **Login**.

The **LOGIN** page opens.

The screenshot displays the website for the Cybage Khushboo Scholarship Program 2021-22. The header includes the logo, navigation links (CYBAGE.COM, CYBAGEASHA, FEEDBACK, JOIN US, CONTACT US, FAQ), and a search icon. The main navigation bar lists NEWS, GALLERY, EVENTS, SCHOLARSHIP, TESTIMONIALS, and ABOUT US. The page is divided into two main sections: a banner for the scholarship program and a login form. The banner features a group photo of students and the text 'CYBAGEKHUSHBOO SCHOLARSHIP PROGRAM 2021-22'. The login form, titled 'LOGIN', contains fields for 'Email Address' and 'Password', both marked with an asterisk. Below these fields are 'Login' and 'Sign Up' buttons. At the bottom of the form are links for 'Change Password' and 'Forgot Password'.

4. In the **Email Address\*** box, type the email address that you registered while signing up.

5. In the **Password\*** box, type the password that you registered while signing up.

6. Click **Login** to open the scholarship form.

The **Student's Socio-Economic Assessment Form** opens. For more information, see [Socio-Economic Assessment Form](#).

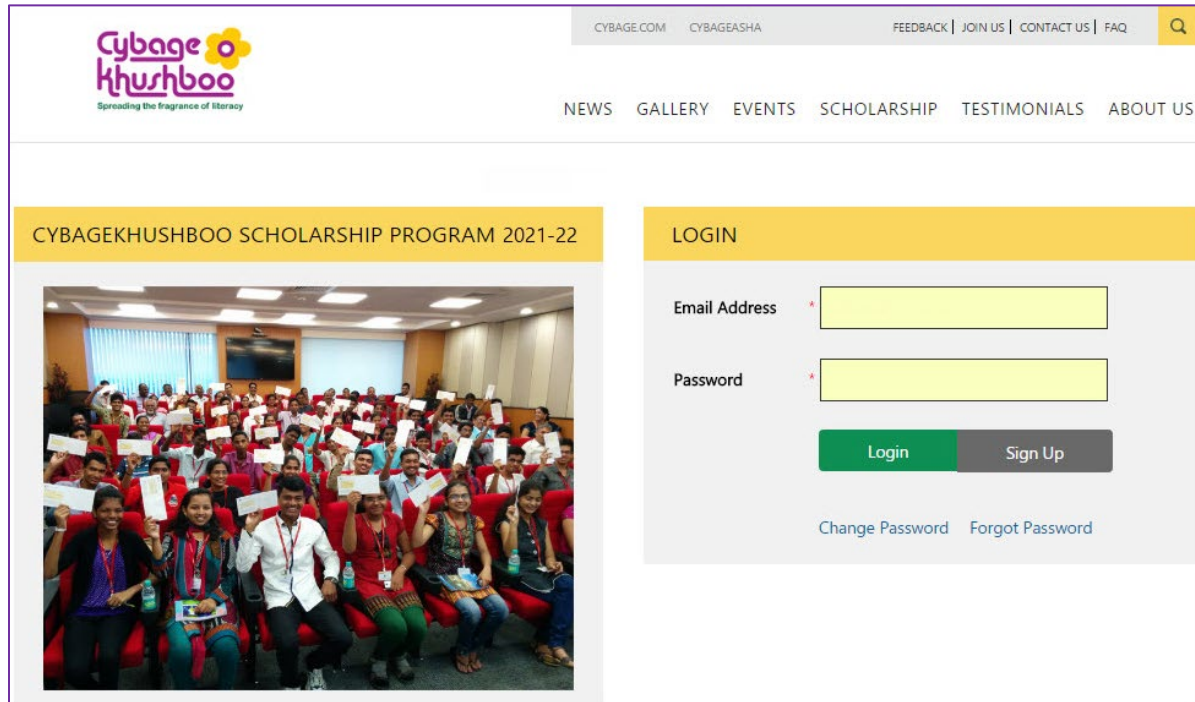
## Changing the Password

You can change the password of the scholarship form.

Steps to change the password:

1. Open the **LOGIN** page.

For more information, see [Logging on to Student's Socio-Economic Assessment Form](#).



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CYBAGEKHUSHBOO SCHOLARSHIP PROGRAM 2021-22

LOGIN

Email Address \*

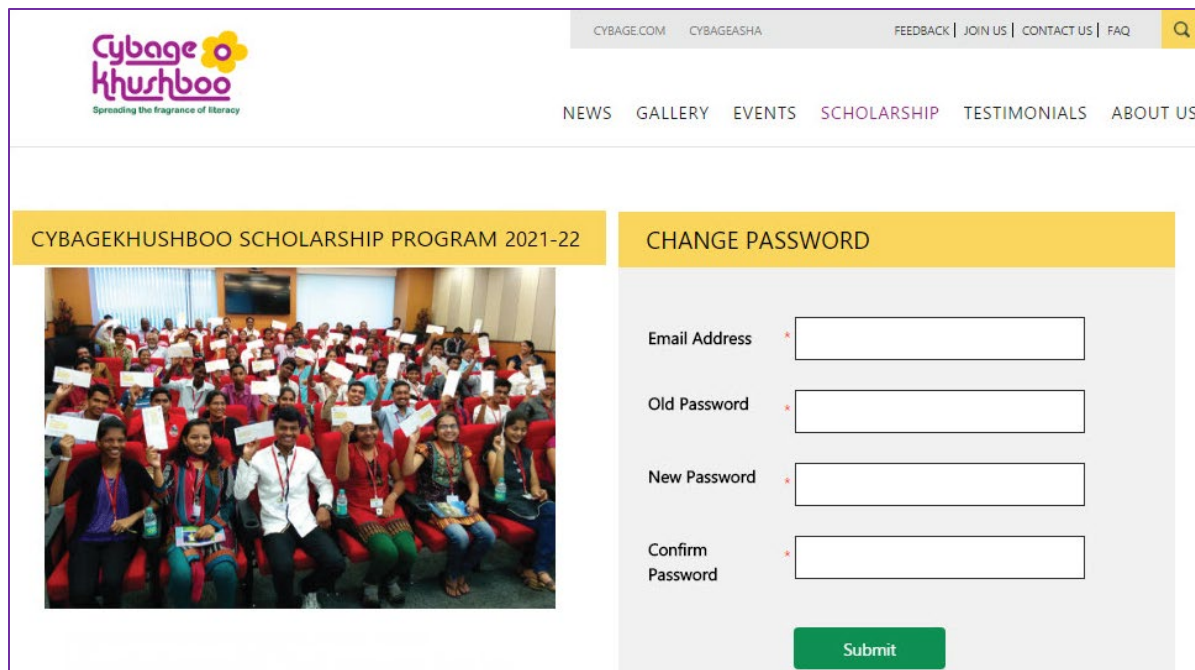
Password \*

Login Sign Up

[Change Password](#) [Forgot Password](#)

2. On the **LOGIN** page, click **Change Password** to change the password.

The **CHANGE PASSWORD** page opens.



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CHANGE PASSWORD

Email Address \*

Old Password \*

New Password \*

Confirm Password \*

Submit

The following table describes the **CHANGE PASSWORD** fields.

The fields marked with \* are compulsory.

Fields	Action
Email Address*	Type your email address.
Old Password*	Type your previous password.
New Password *	Type your new password.
Confirm Password*	Type the new password to confirm.

3. Click **Submit** to change the password.

The **Password changed successfully** message is displayed.



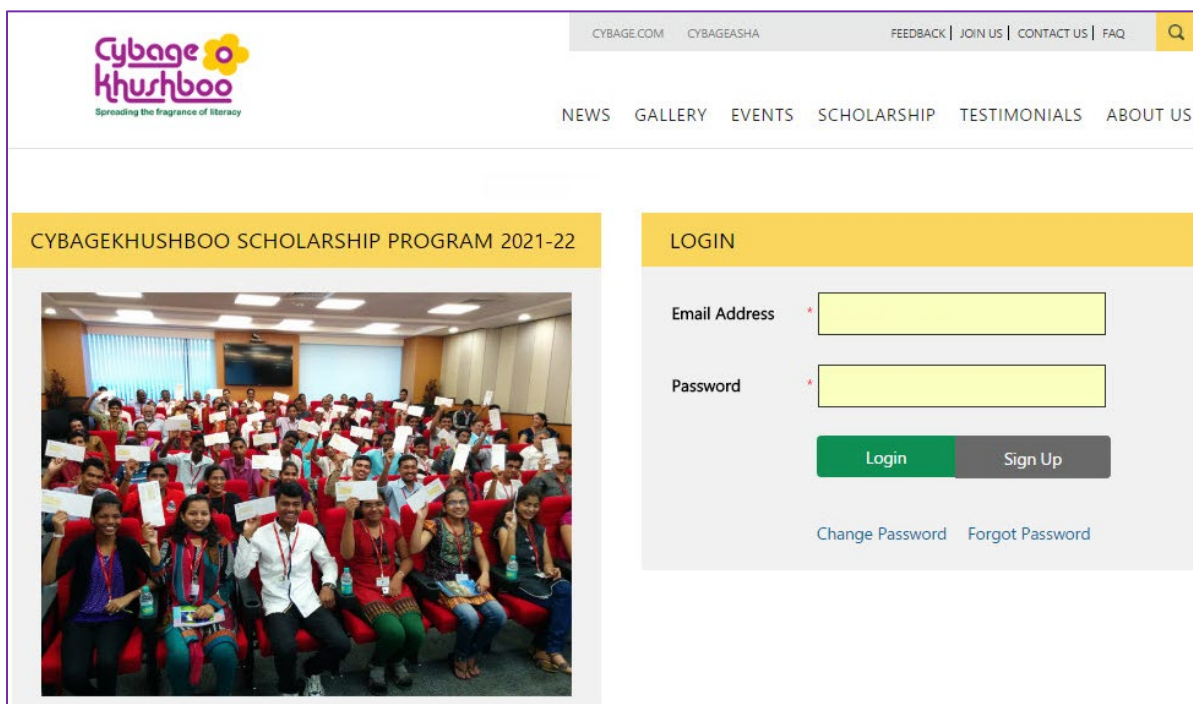
## Resetting the Password

You can reset the password of the scholarship form, if you forget the password.

Steps to change the password:

1. Open the **LOGIN** page.

For more information, see [Logging on to Student's Socio-Economic Assessment Form](#).



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**CYBAGEKHUSHBOO SCHOLARSHIP PROGRAM 2021-22**

**LOGIN**

Email Address \*

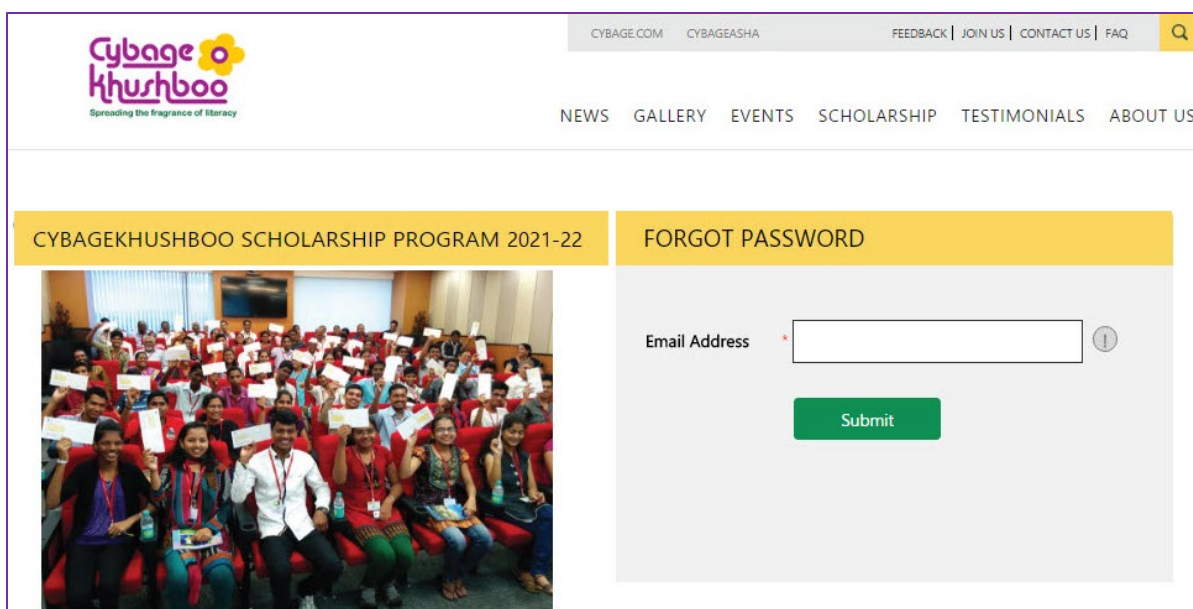
Password \*

Login Sign Up

[Change Password](#) [Forgot Password](#)

2. Click **Forgot Password** to reset the password.

The **FORGOT PASSWORD** page opens.



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**CYBAGEKHUSHBOO SCHOLARSHIP PROGRAM 2021-22**

**FORGOT PASSWORD**

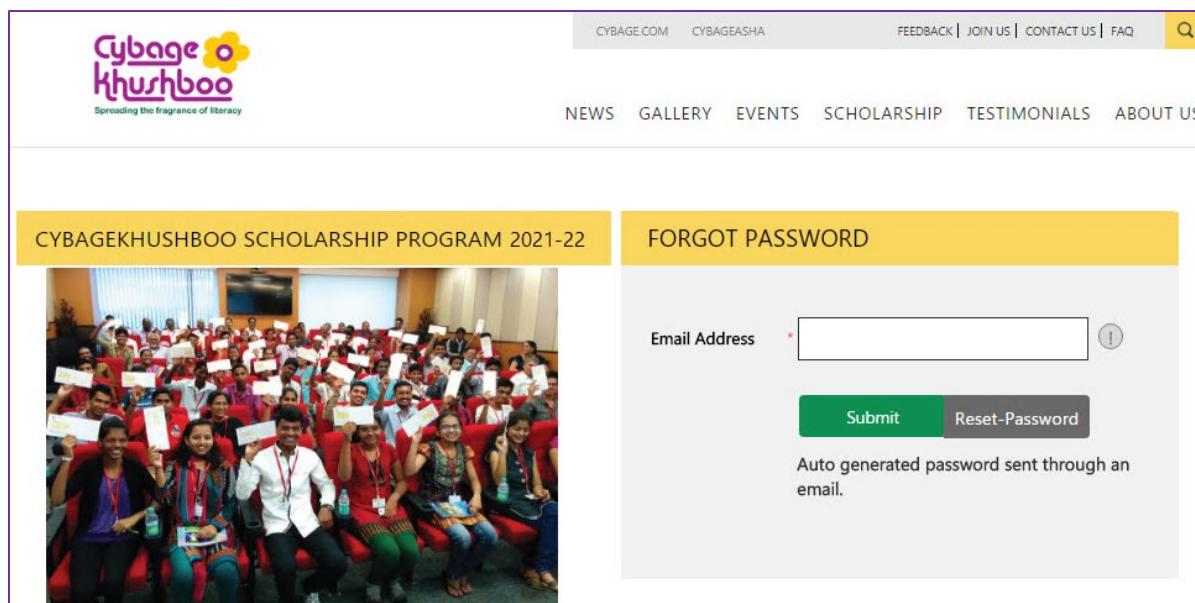
Email Address \*  ⓘ

Submit

3. In the **Email Address\*** box, type your registered email address.

4. Click **Submit**.

The **FORGOT PASSWORD** page opens. A **Reset Password** button with the **Auto generated password sent through an email** message is displayed.



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**CYBAGEKHUSHBOO SCHOLARSHIP PROGRAM 2021-22**

**FORGOT PASSWORD**

Email Address \*

Submit Reset-Password

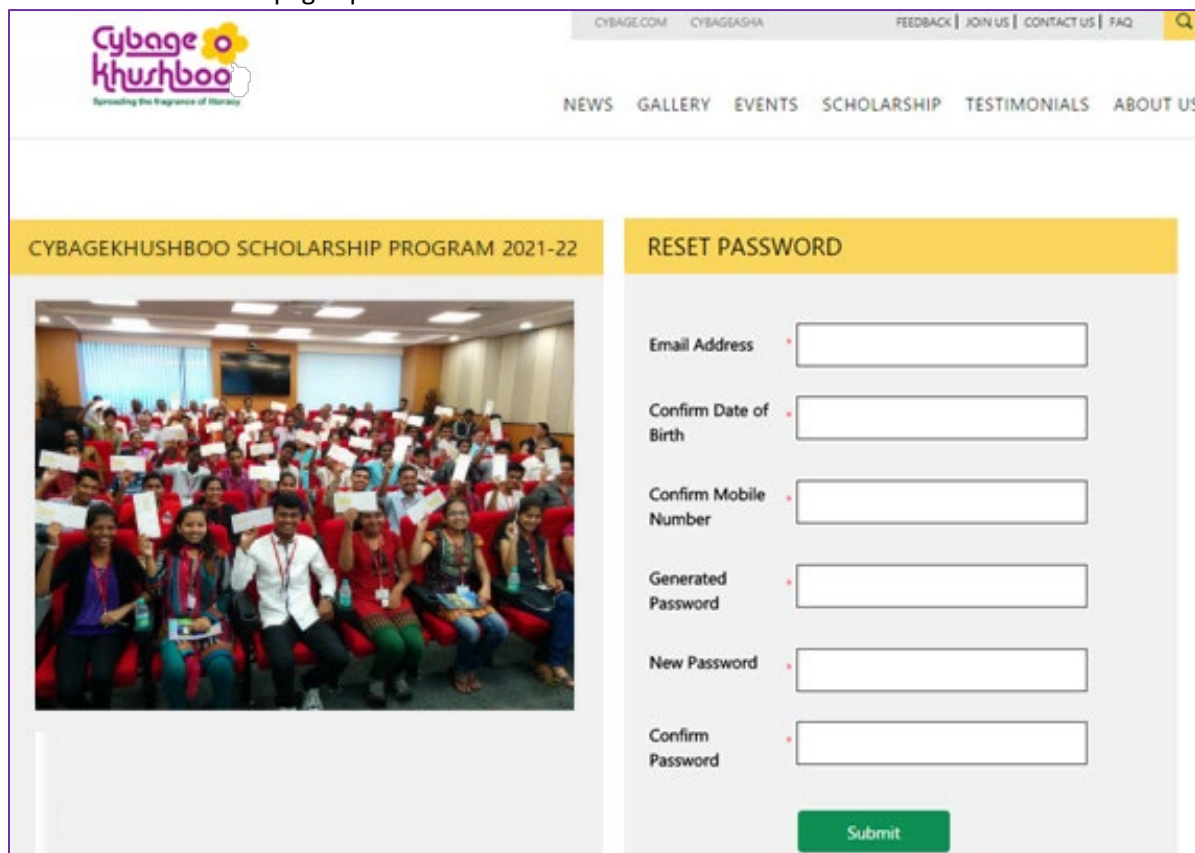
Auto generated password sent through an email.

**Note:**

An auto-generated mail will be sent with a system-generated password and a link to your registered email address. Please click on the link to reset your password.

5. On the **FORGOT PASSWORD** page, click the **Reset Password** link.

The **RESET PASSWORD** page opens.



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**RESET PASSWORD**

Email Address \*

Confirm Date of Birth \*

Confirm Mobile Number \*

Generated Password \*

New Password \*

Confirm Password \*

Submit

The following table describes the **RESET PASSWORD** page fields.

The fields marked with \* are compulsory.

Fields	Action
Email Address*	Type your registered email address.
Confirm Date of Birth*	Type your date of birth.
Confirm Mobile number*	Type your mobile number.
Generated Password*	Type the auto generated password sent to your email address. <b>Note:</b> Go to the Inbox of your registered email account to see the auto generated password.
New Password*	Type a new password.
Confirm Password*	Type the new password again to confirm.

6. Click **Submit** to reset the password.

The **Password updated successfully** message is displayed.



## Socio-Economic Assessment Form

The Student's Socio-Economic Assessment Form helps us to evaluate eligible students for the scholarship. The form must be filled in a sequence so that we can get complete information about the student.

### Note:

You must take some precautions while filling the form. For more information, see [Points to Remember](#). Follow the sequence of filling the form strictly. For more information, see [Steps to Follow](#).

To fill the socio-economic assessment form:

1. Log on to open the **Student's Socio-Economic Assessment Form** page. For more information, see [Login to Student's Socio-Economic Assessment Form](#).

### Note:

The system does not enable the **Next** button and allow you to access the next page, until you enter all the required details on the current page.

## Personal Page

The **Socio-Economic Assessment** Form opens with the **Personal** page, by default. The **Personal** page consists of **Personal Details**, **Proposed Course Details**, **Health Details**, **Permanent Address**, and **Contact Details** sections.

2. On the **Personal** page, fill information in the following sections: **Personal Details**, **Proposed Course Details**, **Health Details**, **Permanent Address**, and **Contact Details**.
3. In the **Personal Details** section, fill in your basic information in the required format.


### Note:

The **First Name**, **Last Name**, and **Date Of Birth** is automatically displayed from the information you entered while you signed up for the scholarship.

The following table describes the **Personal Details** section fields.

The fields marked with \* are compulsory.

Fields	Action
Gender*	Select <b>Male</b> or <b>Female</b> .
Father's First Name*	Type your father's first name.
Mother's First Name*	Type your mother's first name.
Caste*	Select your caste from the drop-down list. <b>Note:</b> You must provide the correct caste certificate for validating your caste.
Select From* Scholarship	Select a place from the drop-down list of places from where you want to apply for scholarship. The places include <b>Pune</b> and <b>Gandhinagar</b> . <b>Note:</b> The <b>Unique ID</b> is generated based on the scholarship centre you select. After the <b>Personal</b> page is saved, you cannot edit this field again.

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Student's Socio-Economic Assessment Form Logout

Personal > Educational > Financial > Family > Upload Documents Compulsory Fields \*

### Personal Details

<b>First Name</b> Prashant	<b>Last Name</b> Mahamuni
<b>Date Of Birth</b> 14/03/1972	<b>Gender *</b> <input type="radio"/> Male <input type="radio"/> Female
<b>Father's First Name *</b> <input type="text"/>	<b>Mother's First Name *</b> <input type="text"/>
<b>Caste *</b> <input type="text" value="Select"/>	<b>Select Scholarship *</b> <input type="text" value="Select"/> <span>!</span>

### Proposed Course Details

<b>Proposed Course Name *</b> <input type="text" value="Select"/> <span>!</span>	<b>Alternate Course Name</b> <input type="text" value="Select"/> <span>!</span>
<b>Applying for year *</b> <input type="text" value="Select"/>	

### Health Details

**Any Health Problem? \*** ☐ Yes ☒ No

**Physically Challenged/Divyang? \*** ☐ Yes ☒ No

### Permanent Address

<b>Address Line 1 *</b> <input type="text"/>	<b>Address Line 2</b> <input type="text"/>
<b>State *</b> <input type="text" value="Select"/>	<b>District *</b> <input type="text" value="Select"/>
<b>Village / Town / City *</b> <input type="text"/>	<b>Pin Code *</b> <input type="text"/>
<b>Country</b> India	
<input type="checkbox"/> Current address different than permanent address	

### Contact Details

<b>Self Mobile No.</b> 9657702907	<b>Email Address</b> prashantm@cybage.com
<b>Landline No.</b> <input type="text" value="020"/> <input type="text"/>	<b>Parent/Guardian No *</b> <input type="text"/>

Save

- a. In the **Proposed Course Details** section, select the name of a course.

The following table describes the **Proposed Course Details** section fields.

The fields marked with \* are compulsory.

Fields	Action
Proposed Course Name*	Select a course name from the drop-down list. <b>Note:</b> Select the course for which you need scholarship in the current academic year. Please select other, if the course name is not in the list.
Alternate Course Name	Select an alternative course name from the drop-down list. <b>Note:</b> Select another course name, if you do not get admission in the proposed course.
Applying for year*	Select the year from the drop-down list. The year includes <b>First, Second, Third, or Fourth.</b>

- b. In the **Health Details** section, select **Yes** or **No** as required.

**Note:**

If you select **Yes**, then another section is displayed for you to fill in the health details.

The following table describes the **Health Details** section fields, when **Yes** is selected.

The fields marked with \* are compulsory.

Fields	Action
<b>Any Health Problem?*</b>	
Type of Illness*	Type the name of the illness you are diagnosed for that requires regular medication.
Hospitalization in last 1 year	Select <b>Yes or No</b> , as applicable.
How many Times?	Type the number of times you were hospitalized in the last 1 year.
Total Medical Expenses	Type the total medical expenses for hospitalization in the last 1 year.
<b>Physically Challenged/Divyang*</b>	
Nature of Disability*	Type your disability details as mentioned on the disability certificate. <b>Note:</b> Type the name of your disability or deformity in brief as mentioned in the certificate you receive from the authority; for example, vision impairment and uneven limbs.

- c. In the **Permanent Address** section, fill in the address details.

The following table describes the **Permanent Address** section fields.

The fields marked with \* are compulsory.

Fields	Action
Address Line 1*	Type the first line of your address.
Address Line 2	Type the second line of the address.
State*	Type the state name.
District*	Type the district name.
Village/Town/City*	Type the village, town, or city name.
Pin Code*	Type the pin code number.
Country	The name of the country is predefined.
Current address different than permanent address	Select the check box, if your current address is different than your permanent address.  <b>Note:</b> When you select the check box, <b>Current Address</b> section with similar fields are displayed to fill the current address details.

- d. In the **Contact Details** section, the **Self Mobile No.** and **Email Address** are automatically displayed.

The following table describes the **Contact information** section.

The fields marked with \* are compulsory.

Fields	Action
Landline No.	Type your house landline number, if available.
Parent/Guardian Mobile No.*	Type the mobile number of your parent or guardian.

4. Click the **Save** button, and then the **Next** button is displayed.

**Your information is successfully saved, Your Unique ID is XXX/21-22/xxxx, please click on next button** message is displayed.

**Note:**

- After the **Personal** page is saved, the **Unique ID** is automatically generated by the system and displayed on the upper-right corner of all the pages of the **Student's Socio-Economic Assessment Form**.
- The **Unique ID** is generated based on the place selected in the **Scholarship Applied From** field in the **Personal Details** section. After the **Personal** page is saved, you cannot edit this field again.
- The **Unique ID** syntax is < **Place/Year/ID No.**>, represents the name of the place from where the scholarship is applied, the year of the scholarship, and the unique identification number of the student's form. For example: **PUN/21-22/0005**.
- The system does not enable the **Next** button and allow you to access the next page, until you have filled all the required details on the current page.

5. Click the **Next** button.

The **Educational** page opens.

**Note:**

You can click the **Previous** button to open the previous page and update the filled details.

## Educational Page

The **Educational** page consists of the **Education Details** section where the details of the education pursued by the student till now are filled.

To fill information in the **Educational** page:

The screenshot displays the 'Student's Socio-Economic Assessment Form' with the 'Educational' tab selected. The 'Educational Details' section contains the following fields:

- Standard \***: A dropdown menu with 'Select' as the current option.
- School/College \***: A text input field.
- Year of Passing \***: A dropdown menu with 'Select' as the current option.
- Select Percentage/Grade \***: A section with radio buttons for 'Percentage' and 'Grade', and an information icon.

At the bottom of the form, there are three buttons: 'Add Details', 'Previous', and 'Next'. The top right corner of the page shows the 'Unique ID: PUN/19-20/0003' and a 'Logout' link.

### Note:

After the **Personal** page is saved, the **Unique ID** is automatically generated by the system and displayed on the upper-right corner of all the pages of the **Student's Socio-Economic Assessment Form**, which is used as the reference number to get difficulties or queries resolved while filling the form.

1. In the **Educational Details** section, fill in all the previous education details.

The following table describes the **Educational Details** section fields.

The fields marked with \* are compulsory.

Fields	Action
Standard*	Select an option from the drop-down list. The options are <b>Tenth, Eleventh, Twelfth, Diploma, Graduation, and Post Graduation</b> .
School College *	Type the name of your school or college.
Year of Passing*	Select your year of passing from the drop-down list.
Select Percentage/Grade*	As required, select <b>Percentage</b> or <b>Grade</b> , and then a new section opens for you to fill in the details. <b>Note:</b> If the option is <b>Percentage</b> , type the <b>Total Marks Obtained*</b> , <b>Out of*</b> , and <b>Percentage</b> in the section displayed. If the option is <b>Grade</b> , select the <b>Grade*</b> from the drop-down list and for <b>Grade in Percentage</b> , type the percentage in the section displayed.

2. Click the **Add Details** button.

The **Educational Detail Summary** table with the **Record saved successfully, add another record** if any message is displayed.

3. Similarly, fill in the education details for all standards, as applicable.

**For example:** If you are applying for a Graduation scholarship, and you have completed Twelfth, then fill in the educational details of Tenth, Eleventh, and Twelfth. Otherwise the application form is rejected.

**Note:**

The system does not enable the **Next** button and allow you to access the next page, until the **Tenth** standard education details are filled.

4. Click the **Next** button.

The **Financial** page opens.

**Note:**

You can click the **Previous** button to open the previous page and update the filled details.

## Financial Page

The **Financial** page consists of the **Financial Background** and **Residential Details** sections where details about finance and residence of the students and their families are filled.

To fill information in the **Financial** page:

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Student's Socio-Economic Assessment Form Logout

Personal > Educational > Financial > Family > Upload Documents

Compulsory Fields \*  
Unique ID : PUN/18-19/0013

**Financial Background**

Total Earning Members \* 0 Total Dependent Members \* 0

Total Monthly Income of Family \* 0

**Residential Details**

Type of House \* Select Ownership Status \* Select

Own Agricultural Land \* ☐ Yes ☒ No

Save Previous

### Note:

After the **Personal** page is saved, the **Unique ID** is automatically generated by the system and displayed on the upper-right corner of all the pages of the **Student's Socio-Economic Assessment Form**, which is used as the reference number to get difficulties or queries resolved while filling the form.

1. In the **Financial Background** section, fill in the financial details of the family.

The following table describes the **Financial Background** section fields.

The fields marked with \* are compulsory.

Fields	Action
Total Earning Members *	Type the total number of earning members in your house.
Total Dependent Members *	Type the total number of dependent members in your house.
Total Monthly Income of Family *	Type the total monthly income of your family.
	<b>Note:</b> The total income of the student's family must be less than ₹ 3.0 lakh per annum.



2. In the **Residential Details** section, fill in the residential details your family.

The following table describes the **Residential Details** section fields.

The fields marked with \* are compulsory.

Fields	Action
Type of House*	<p>Select the type of house from the drop-down list. Types of house include <b>Pucca</b>, <b>SemiPucca</b>, and <b>Kuchha</b>.</p> <p><b>Note:</b> <b>Pucca</b>: Cemented flooring, roof, and walls. <b>Semi-Pucca</b>: Cemented wall and floor with temporary roof. <b>Kuchha</b>: Thatched roofs and mud walls with no flooring.</p>
Ownership Status*	<p>Select the ownership status from the drop-down list. The <b>Ownership status</b> includes <b>Own</b>, <b>Rented</b>, and <b>Any Other</b>.</p> <p><b>Note:</b> If the option selected is <b>Own</b>, the <b>Owned House Details</b> section opens. Select the <b>No. of Rooms*</b> and <b>Yes</b> or <b>No</b> is selected for <b>Is there any tenant?*</b>. If the option selected is <b>Rented</b>, the <b>Rented House Details</b> section opens. Type the rent paid in the <b>Rent Amount Paid Per Month Rs*</b> and the number of rooms rented in the <b>No. of Rooms Rented*</b> text box. If the option selected is <b>Any Other</b>, the <b>Other Details</b> section opens. Type the details of the house, if you are staying with a friend or relative.</p>
Own Agricultural Land*	<p>Select <b>Yes</b> or <b>No</b>, as applicable.</p> <p><b>Note:</b> If <b>Yes</b> is selected, the <b>Owned Agricultural Land Details</b> section opens. Type the area of land in the <b>How many Acres*</b> and the annual income from the land in the <b>Annual Income from Land?*</b> text box.</p>

3. Click **Save**.

**Your information is successfully saved, please click on next button** message is displayed.

**Note:**

The system does not enable the **Next** button and allow you to access the next page, until you have filled all the required details on the current page.

4. Click the **Next** button.

The **Family** page opens.

**Note:**

You can click the **Previous** button to open the previous page and update the filled details.

## Family Page

The **Family** page consists of the **Add Family Member Details** and **Health Information** sections where the details about the student's family members and their health information are filled.

To fill information in the **Family** page:

The screenshot shows the 'Family' page of the Socio-Economic Assessment Form. The page has a header with the Cybage Khushboo logo and navigation links. The main content area is titled 'Student's Socio-Economic Assessment Form' and includes a breadcrumb trail: Personal > Educational > Financial > Family > Upload Documents. The 'Add Family Member Details' section contains the following fields:

- Name of Family Member\***: Text input field.
- Age\***: Text input field.
- Relationship with Student\***: Dropdown menu with 'Select' as the placeholder.
- Educational Status\***: Dropdown menu with 'Select' as the placeholder.
- Occupation\***: Dropdown menu with 'Select' as the placeholder.

Below these fields is the **Health Information** section, which includes a radio button for **Any Health Problems\*** with options 'Yes' and 'No'. At the bottom of the form are three buttons: 'Add Member', 'Previous', and 'Next'. A unique ID 'PUN/18-19/0013' is displayed in the top right corner.

1. In the **Add Family Member Details** section, fill in the details of a family member.

The following table describes the **Add Family Member Details** section fields:

The fields marked with \* are compulsory.

Fields	Action
Name of the Family Member*	Type name of your family member.
Age*	Type the age of the family member.
Relationship with Student*	Select the relation of the family member with the student from the drop-down list.
Educational Status*	Select the educational status of the family member from the drop-down list.
Occupation*	<p>Select the occupation of the family member from the drop-down list. The occupation includes <b>Working</b>, <b>Non Working</b>, and <b>Student</b>.</p> <p><b>Note:</b></p> <p>If <b>Working</b> is selected, the <b>Work Details</b> section opens. Select the <b>Source of Income</b> to enter the details. For more information, see <a href="#">Work Details</a> table.</p> <p>If <b>Student</b> is selected, the <b>Educational Details</b> section opens. For more information, see <a href="#">Educational Details</a> table.</p>

**Note:**

After the **Personal** page is saved, the **Unique ID** is automatically generated by the system and displayed on the upper-right corner of all the pages of the **Student's Socio-Economic Assessment Form**, which is used as the reference number to get difficulties or queries resolved while filling the form.

[Work Details](#)

When the **Occupation** of the family member is selected as **Working**, then the **Work Details** section is displayed. In the **Work Details** section, select the required **Source of Income**. The source of income is **Service, Business, Farming, Daily Wages, and Other**.

The following table describes the **Work Details** sub-section fields for the various sources of income.

The fields marked with \* are compulsory.

Fields	Action
<b>Source of Income -- Service</b>	
Name of the office*	Type the name of your family member's office.
Designation*	Type the designation of your family member.
Total Year of Working*	Type the total number of working years of the family member.
Salary per Month*	Type the salary per month of the family member.
<b>Source of Income -- Business</b>	
Type of Business*	Type the name of your family member's business.
Location	Type the name of the place your family member's business is situated in.
Approximate Monthly Income*	Type the approximate monthly income of the family member from business.
<b>Source of Income -- Farming</b>	
Approximate Monthly Income*	Type the approximate monthly income of the family member from farming.
<b>Source of Income -- Daily Wages</b>	
Approximate Monthly Income*	Type the approximate monthly income of the family member from daily wages.
<b>Source of Income -- Other</b>	
Please Specify	Type the name of the other income source of the family member.
Approximate Monthly Income*	Type the approximate monthly income of the family member from any other source.

[Educational Details](#)

If the family member is a **Student** than the **Educational Details** section is displayed.

The following table describes the **Educational Details** section fields.

The fields marked with \* are compulsory.

Fields	Action
Standard*	Type the highest standard passed by the family member.
School College *	Type the name of the school or college of the family member.
Total Annual Fees*	Type the total annual fees required for the education of the family member.
Khushboo Scholarship Availed? *	Select <b>Yes</b> , if the CybageKhushboo Scholarship was availed by the family member.

2. In the **Health Information** section, select **Yes** or **No** as required.

**Note:**

If you select **Yes**, then another section is displayed for you to fill in the health details.

The following table describes the **Health Information** section fields, when **Yes** is selected.

The fields marked with \* are compulsory.

Fields	Action
Type of Illness*	Type the name of the illness you are diagnosed for that requires regular medication.
Hospitalization in last 1 year?	Select <b>Yes</b> or <b>No</b> , as applicable
How many Times?	Type the number of times the family member was hospitalized in the last 1 year.
Total Medical Expenses	Type the total medical expense spent for the hospitalization in the last 1 year.

3. Click the **Add Member** button.

The **Family Member Details - Summary** table with the **Record saved successfully, add information for all family members** message is displayed.

4. Similarly, fill in the details of all your family members.

**Note:**

The system does not enable the **Next** button and allow you to access the next page, until at least one family member detail is filled.

5. Click the **Next** button.

The **Upload Document** page opens.

**Note:**

You can click the **Previous** button to open the previous page and update the filled details.

## Upload Documents Page

On the **Upload Documents** page, the scanned copies of student's documents are uploaded. The document should be in DOC, PDF, JPG, PNG, and JPG formats only and the size of scanned file should not exceed more than 500KB each.

The screenshot displays the 'Upload Documents' page within the 'Student's Socio-Economic Assessment Form'. The page header includes the Cybage Khushboo logo and navigation links. The breadcrumb trail shows the path: Personal > Educational > Financial > Family > Upload Documents. A unique ID, PUN/18-19/0013, is displayed in the top right corner. The main content area lists eight documents to be uploaded, each with a 'Browse...' button and an 'Upload' button. The documents are: Photograph, 10th Statement of Marks, CET/NEET, School Leaving Certificate, Ration Card, Aadhar Card, Income Certificate, and Bank Passbook. A 'Previous' button is located at the bottom right of the form.

Document Type	Browse...	Upload
Photograph *	<a href="#">Browse...</a>	<a href="#">Upload</a>
10th Statement of Marks *	<a href="#">Browse...</a>	<a href="#">Upload</a>
CET/NEET	<a href="#">Browse...</a>	<a href="#">Upload</a>
School Leaving Certificate *	<a href="#">Browse...</a>	<a href="#">Upload</a>
Ration Card	<a href="#">Browse...</a>	<a href="#">Upload</a>
Aadhar Card	<a href="#">Browse...</a>	<a href="#">Upload</a>
Income Certificate *	<a href="#">Browse...</a>	<a href="#">Upload</a>
Bank Passbook *	<a href="#">Browse...</a>	<a href="#">Upload</a>

[Previous](#)

### Note:

After the **Personal** page is saved, the **Unique ID** is automatically generated by the system and displayed on the upper-right corner of all the pages of the **Student's Socio-Economic Assessment Form**, which is used as the reference number to get difficulties or queries resolved while filling the form.

To upload the documents:

1. Click the **Browse** button to choose the required scanned file, and then click the **Upload** button.

**Note:**

The **Photograph, 10th Statement of Marks, School Leaving Certificate, Income Certificate, and Bank passbook Photo-shot** are compulsory documents for all students. The other documents depend on the **Educational Details** and **Caste** selected while filling in the form.

2. After all the documents are uploaded, select the check-box next to the message **I have read and I agree to the terms of use by CybageKhushboo Charitable Trust.**

The **Submit** button is enabled with a disclaimer that **After you submit the form, it will be available in read-only mode. You will not be able to edit it.**

**Note:**

You can click the **Previous** button to open the previous page and update the details entered.

3. Click the **Submit** button to submit the **Student's Socio-Economic Assessment Form.**

A message is displayed.

