



## 1. Rules for application for re-applying any scheme In A.Y. 2020-21

Before applying application to any scheme for A.Y. 2020-21, all your applications from previous year i.e. A.Y. 19-20 should be disposed. Disposed means the status of the application must be Approved, Rejected, Allotted or Disbursed. Please note, you cannot apply the application for A.Y. 20-21 if your application is in under scrutiny or send back status.

As we have clarified the cases below, the applicant must follow the steps as per your applicable case.

### ➤ Case-1

#### **Fresh Student to the Portal for AY 2020-21**

- ✓ Applicant should register on MahaDBT Portal
- ✓ Applicant should login into MahaDBT Portal
- ✓ Applicant should create his/her profile
- ✓ Applicant should apply for scheme

### ➤ Case-2

#### **Last year Passed (A.Y. 2019-20) Students or Students with Gap & also benefits received Students**

##### **Scenario-1: Fresh Application- (Previous year all the applications disposed)**

- ✓ Applicant should register on MahaDBT Portal
- ✓ Applicant should login into MahaDBT Portal
- ✓ Applicant should create his/her profile
- ✓ Applicant should apply for scheme

##### **Scenario-2: Re-Apply Case- (Scrutiny desk sent back the application to re-apply)**

- ✓ Applicant will have to update the required information in the profile or scheme specific as requested by the scrutiny
- ✓ Applicant have to re-apply application
- ✓ Application Scrutiny should be completed
- ✓ Allotment will be done



➤ **Case-3**

**Last year Passed (A.Y.19-20) Students but Scrutiny still Pending for AY 19-20**

- ✓ Application scrutiny should be completed
- ✓ Application allotment will be done
- ✓ Applicant will be able to apply for A.Y. 20-21

➤ **Case-4**

**Reapply Pending Student (A.Y.19-20) {Both Schemes Specific & Profile related changes}**

- ✓ Applicant will have to update the required information in the profile or scheme specific as requested by the scrutiny
- ✓ Applicant have to re-apply application
- ✓ Application scrutiny should be completed
- ✓ Application allotment will be done
- ✓ Applicant will be able to apply for A.Y. 20-21

➤ **Case-5**

**Non Aadhaar Registered Student (A.Y. 19-20) if updated Aadhaar then 1 step back**

- ✓ If applicant update to Aadhaar then again scrutiny by last concern desk
- ✓ Application allotment will be done
- ✓ Applicant will be able to apply for A.Y. 20-21



## 2. Guidelines for changing profile and submitting applications for the new academic year, for candidates already registered in the portal

**Dear Applicant,**

In order to apply the scheme for new academic year, make sure below changes should be done in your user profile (Note: User profile is in editable format)

**Step 1:-** Personal Information: If any updation done in your aadhaar card then in Personal information tab click on Update Profile as per Aadhaar.

**Step 2:-** Address Information: Update address information Correspondence Address Details.(Only if Required)

**Step 3:-** Other Information: Update Other information.(Only if Required)

**Step 4:-** Current course:1. In Current Course Section following details needs to be updated.

**Example I:-** If your current course was first year pursuing for A.Y 2018-19 then for A.Y 2019-20 follow the below steps

1. Click on delete button to delete the entirely filled pursuing course information and again fill all details of last year pursuing course and select as completed and then fill current year pursuing course details accordingly
2. Enter Percentage
3. Select from drop down for Result
4. Upload Mark sheet.
5. Add Second year details as pursuing
6. Update Admission date
7. Update fees paid
8. Upload fee receipt

**Example II:-** If the Applicant Current course for Under Graduate Course was last year pursuing and now applicant is pursuing his first year Post Graduate Course then follow below step.

1. Delete all Under Graduate Course details from Current course and put the same in Past qualification.
2. In current course for A.Y 2019-20 Insert first year Post Graduate Course details.



**Example III:-** If Applicant changes his course for first year even after receiving scholarship for his old course.

1. Delete all details from Current course.
2. Add New Details in Current Course.

Step 5:-Past Qualification: Make the changes in the past qualification (if applicable).

Step 6:-Hostel Details: Make the changes in the Hostel Details(if applicable).