Step 1: Login with your **Office ID** (12345office).

Step 2: First "Update Institution" details and Save it, then move to next step.

Step 3: Click Scholarship menu.

Scholarship for GOVT/GOVT Aided Colleges

- Student Bank Acc Report new
- Institution Course Directory
- New Course Directory (2012-2013)
- Course Fee Update
- Scholarship Fee Report
- Student Registration (Fresh)
- Edit Student Registration (Fresh)
- Renewal-(Sch.Applications)
- Update-(Renewed Appln.)
- Freeze & Print Appl
- Upload Student Documents
- Update Accreditation for Courses
- Update Acc No - Reverted Batches new
- Print for Dispatch
- Institution Manual

Step 4: Click Institution course Directory there the courses allotte for the institution. If any course have Missed or need to add new course let us know to the following email address with necessary documents(Scanned copy of Affiliation & Approved Order copy) cadw.tn@nic.in

Step 5a: Govt/Govt Aided Colleges has to click Course Fee Update. There Govt/Govt Aided Colleges have to update their fee structure and forward it to District Adi Dravidar Welfare oficer concerned to get it approved. After the fee structre is approved, they can start updating Fresh / Renewal students details.

Step 5b: Click Update Accreditation for courses there Update whether the Course is Accredited or Non-Accredited for new course and existing course allowed only once.

A - Accredited, N - Non Accredited.

Click update button to save the details.

Scholarship for Self-Finance Colleges

- Student Bank Acc Report new
- Institution Course Directory
- New Course Directory (2012-2013)
- Student Registration (Fresh)
- Edit Student Registration (Fresh)
- Renewal-(Sch.Applications)
- Update-(Renewed Appln.)
- Freeze & Print Appl new
- Upload Student Documents new
- Update Accreditation for Courses
- Update Acc No - Reverted Batches new
- Print for Dispatch
- Institution Manual

Step 4: Click Institution course Directory there the courses allotte for the institution. If any course have Missed or need to add new course let us know to the following email address with necessary documents(Scanned copy of Affiliation & Approved Order copy) cadw.tn@nic.in

Step 5b: Click Update Accreditation for courses there Update whether the Course is Accredited or Non-Accredited for new course and existing course allowed only once.

A - Accredited, N - Non Accredited.

Click update button to save the details.

Both for Govt/Govt Aided and Self-Finance

Step 6 a): Click Enter fresh student details in "Student Registration (Fresh)"

Step 6 b): Update all the mandatory fields (Marked as *) and Save it. Student ID will be generated like **201403236ADW00001**

Step 7: Students detail will appear in Edit Student registration (fresh) there we can edit the student's details if any mistake is found.

Step 8: Click Renewal (Sch. Applications) in that click Course Name there we can Renew , Discontinued / Reject the students.

Step 9: Once Renew the students then Click Update (Renewed Appln) there we can edit the students details.

Step 10: Check whether all entries made in respect of the student are correct and then Click Freeze & Print Appl menu.

Step 11: There we can see the student's details with a Freeze button. We have to Click freeze button (Once we click the Freeze but we cannot edit the students details) Then the button caption will automatically changed as Print.

Step 12: If we click the Print button, will show the student details as student Application

Step 13: Take printout of the Student Application then Affix student photo, signed by the student as well as Principal.

Step 14: Then Click Upload Students Documents *new

Step 15: Then click No. of files Upload 0 it will show

1.Application Form

2.Declaration of Family Income

3.Community Certificate

All Uploading Documents must be in PDF Format only. Each File cannot be exceed 125kb.

Step 16: Then Choose File button and select the PDF file (Application Form, Income Certificate, Community certificate) then Click Upload button a pop-up message will appear as Uploaded Successfully. Like that upload all the 3 pdf files. There it show as View Remove. If the upload file is wrong we can remove it here. Then Click Finalize & Submit for each and every student.

Step 17: Then login with your Principal ID (12345principal),There principal have to verify and view the students details as well as documents.

Step 18: Principal of the institution after ensuring that every particular are correct, should submit the application by selecting the check box against each and every student and click the Submit button.

Step 19: Then Click Print for Dispatch menu in the office login to take print out of the claim raised by the institution. Only if the institution takes print out and handover the printout to the district officer concerned, the district officer wiil be able to acknowledge the claims received though online.