

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 allotted for the institution. If any course has 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 officer concerned to get it approved. After the fee structure 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.

The screenshot shows a web browser window with the URL 10.163.2.251/demoadw/admin/institute/upldStudDocs.html. The page header includes the Tamil Nadu e-District logo and navigation links like 'Scholarship', 'Refund', 'Update Institution', 'Change Password', and 'MIS Reports'. The main content area is titled 'DEPARTMENT OF ADI DRAVIDAR AND TRIBAL WELFARE' and 'Welcome Assistant, Kancheepuram'. It displays instructions for document upload and a table for the student's documents.

Instructions :

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

Student Id : 201403236ADW00001 Academic Year : 2014-2015

S.No.	Documents	Select
1	Application Form *	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <input type="button" value="clear"/>
2	Declaration of Family Income *	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <input type="button" value="clear"/>
3	Community Certificate *	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <input type="button" value="clear"/>

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10:10 AM 12/4/2014

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 will be able to acknowledge the claims received though online.



The screenshot displays the Tamil Nadu e-District portal interface. The header includes the Tamil Nadu state emblem and the text "Tamil Nadu e-District" with the tagline "A Citizen - Centric Portal". Below the header, there are navigation links for "Scholarship", "Refund", "Update Institution", "Change Password", and "MIS Reports". The main content area is titled "DEPARTMENT OF ADI DRAVIDAR AND TRIBAL WELFARE" and includes a "Welcome Assistant," message. The page shows a "Scholarship Applications Received Summary" table with a search field for "Institute Name".

Batch No.	No. of Students	Amount Claimed	Submitted Date	Despatched Date
20140001	1	46800.00	04-12-2014	

At the bottom of the page, there is a "Back" button and a footer that reads "Designed & Hosted By: National Informatics Centre, Chennai." The taskbar at the bottom shows the system date and time as 11:35 AM on 12/4/2014.