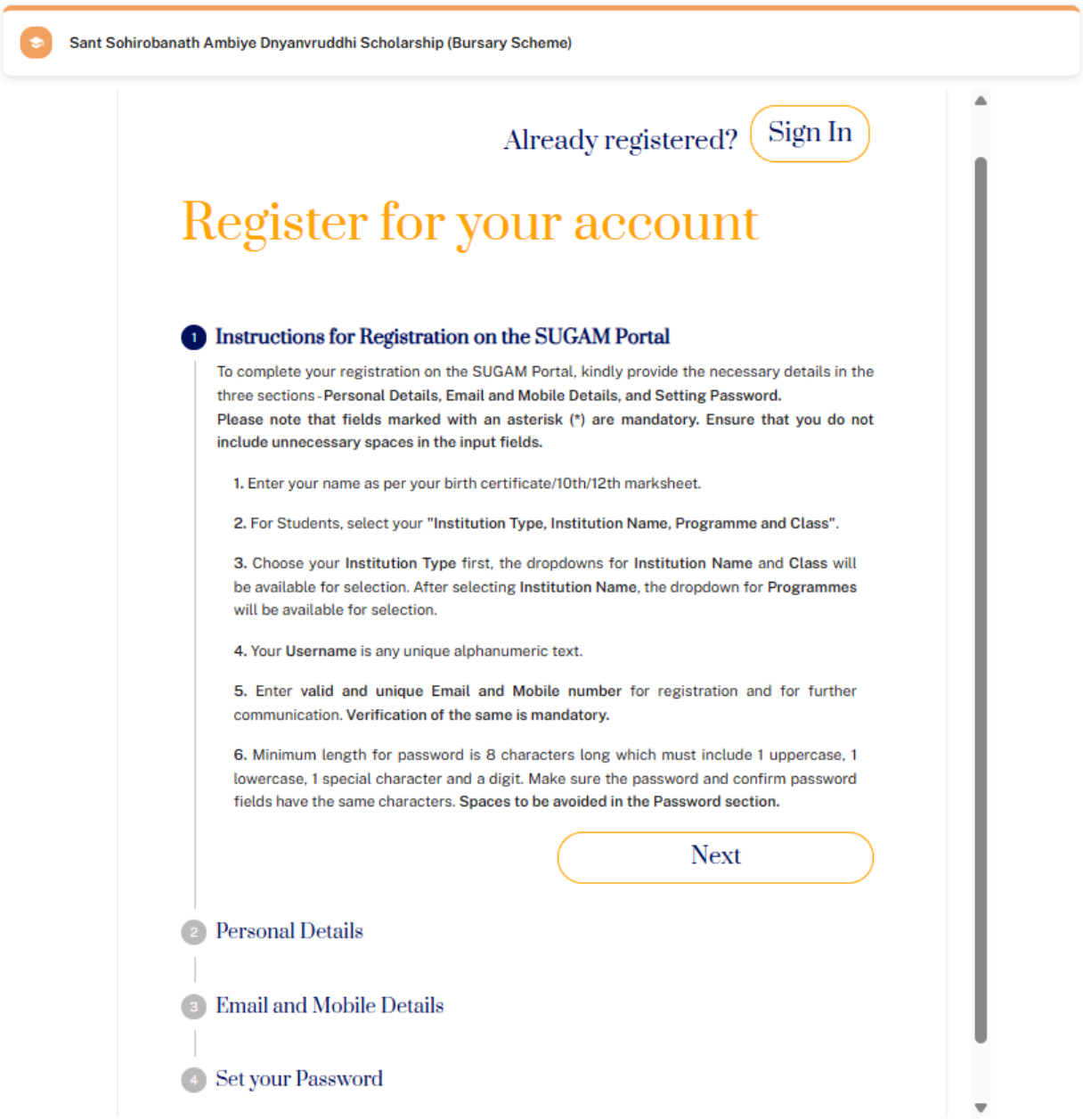
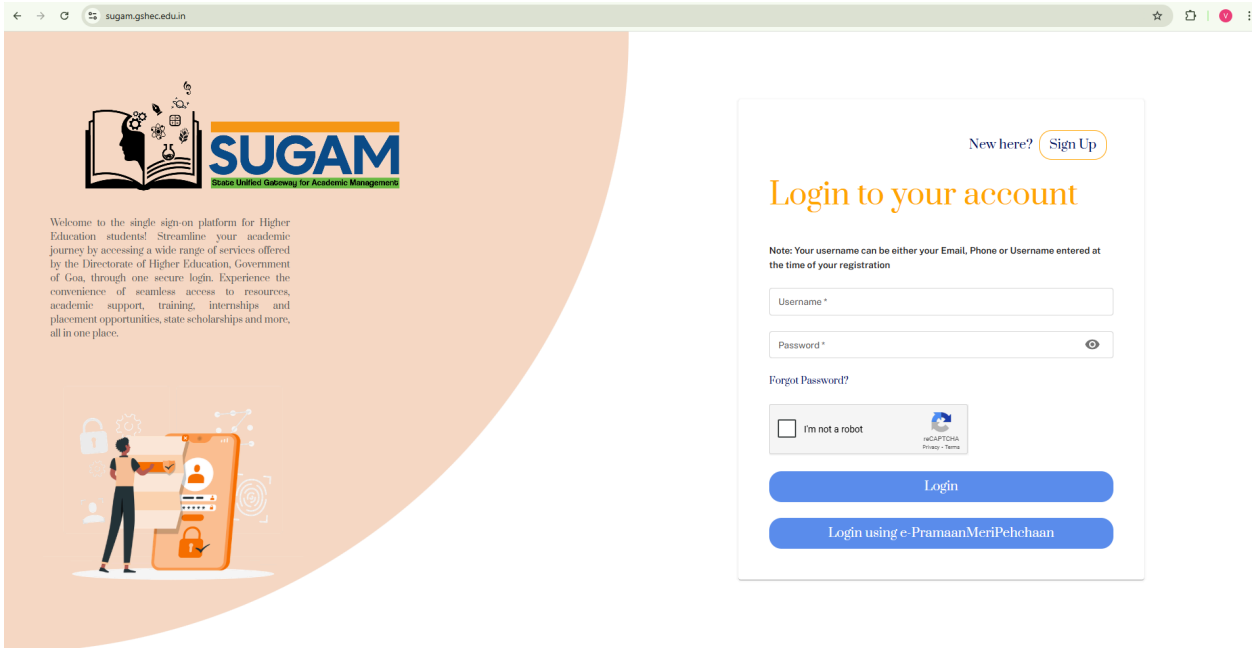
SUGAM

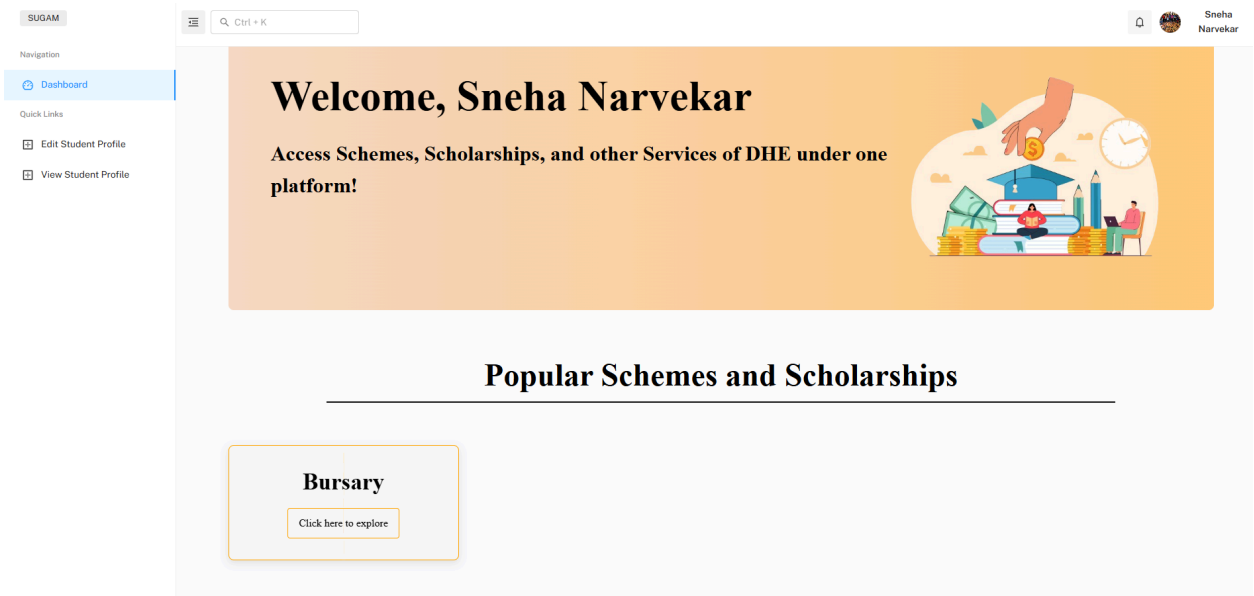
Students will first have to register themselves on the SUGAM platform in order to be able to access the Bursary platform.
(https://sugam.gshec.edu.in/)



Then they will have to login using their credentials.

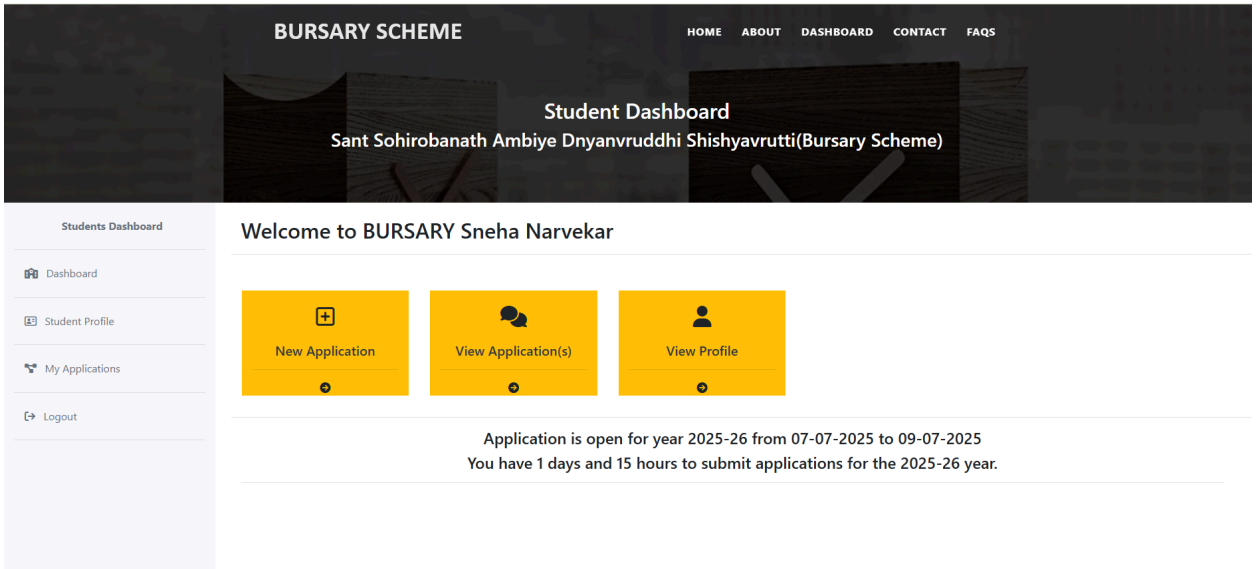


After logging in, the student will be able to see all the schemes that they can apply for. They will need to click on the Bursary scheme card in order to access it.

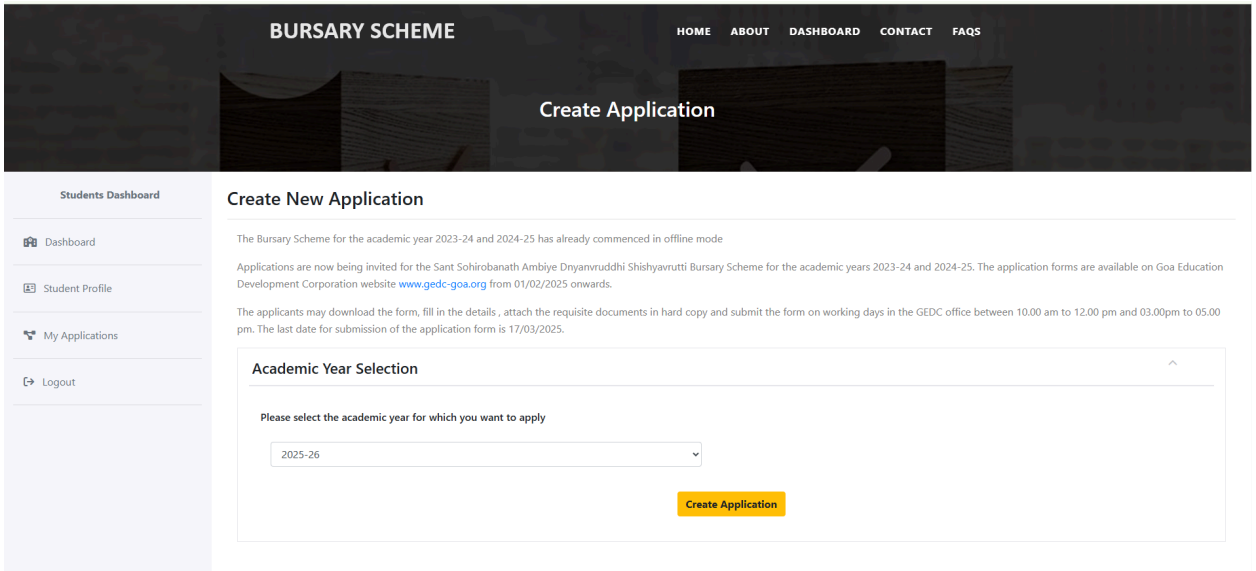


After clicking on the Bursary scheme card, the students will be redirected to the Bursary portal where they will be able to see the student dashboard.

BURSARY

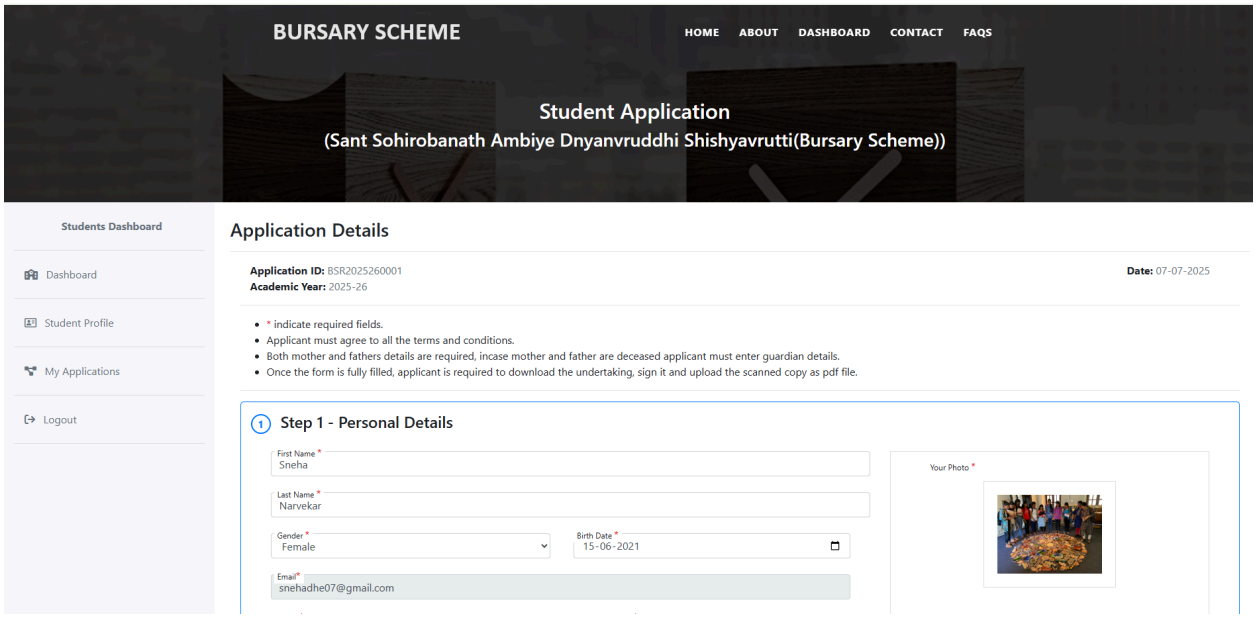


If a scheme is open for an academic year then only they will be able to apply and then only will the ‘new application’ tab be visible for the student.

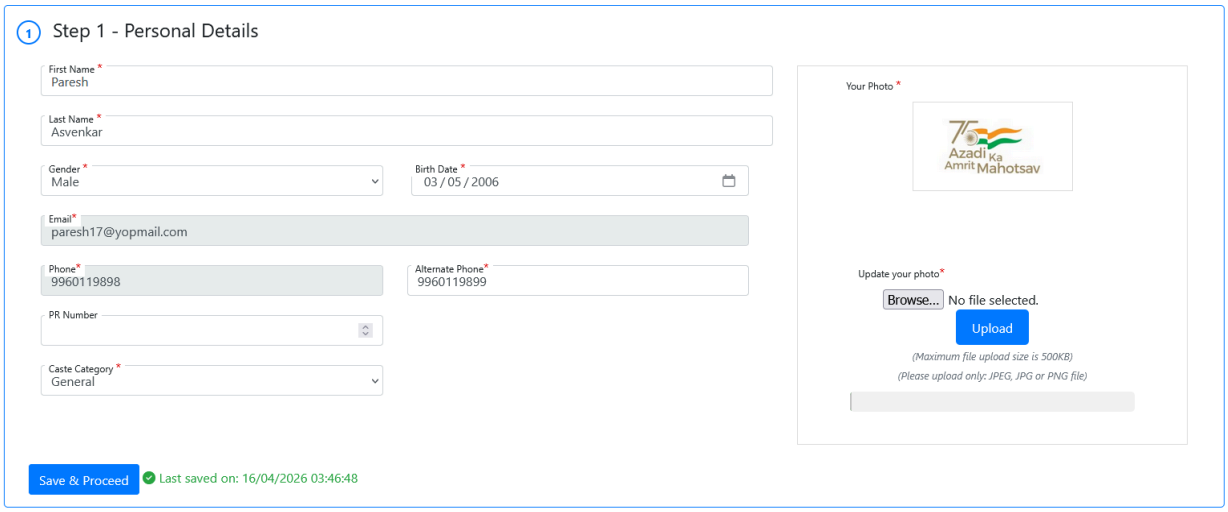


Once you click on ‘New Application’ they will be redirected to the page above.
Here the student must choose the academic year from the dropdown(assuming that there is more than one scheme live/active) in which they wish to apply for.

Once we click on ‘Create Application’, we will be redirected to this page. Here all students need to be filled properly.



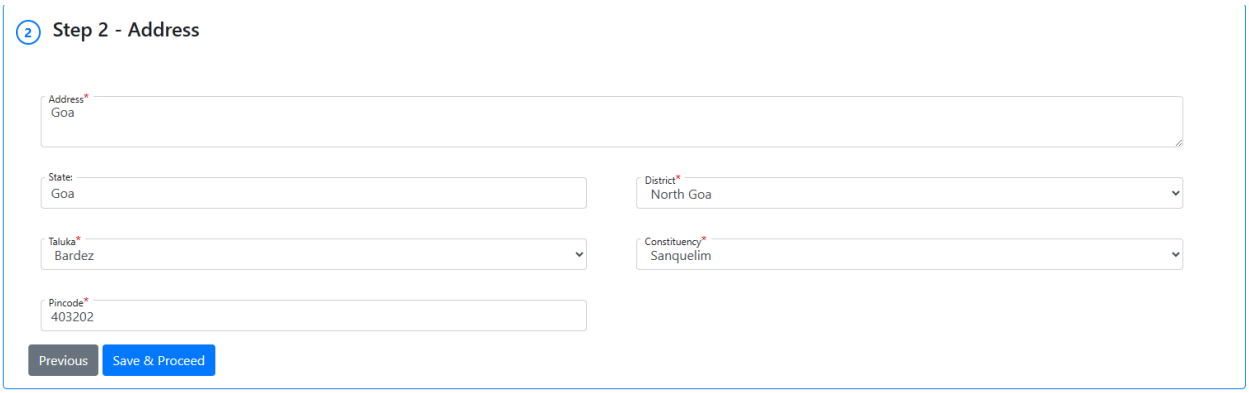
Any fields marked with * are mandatory.



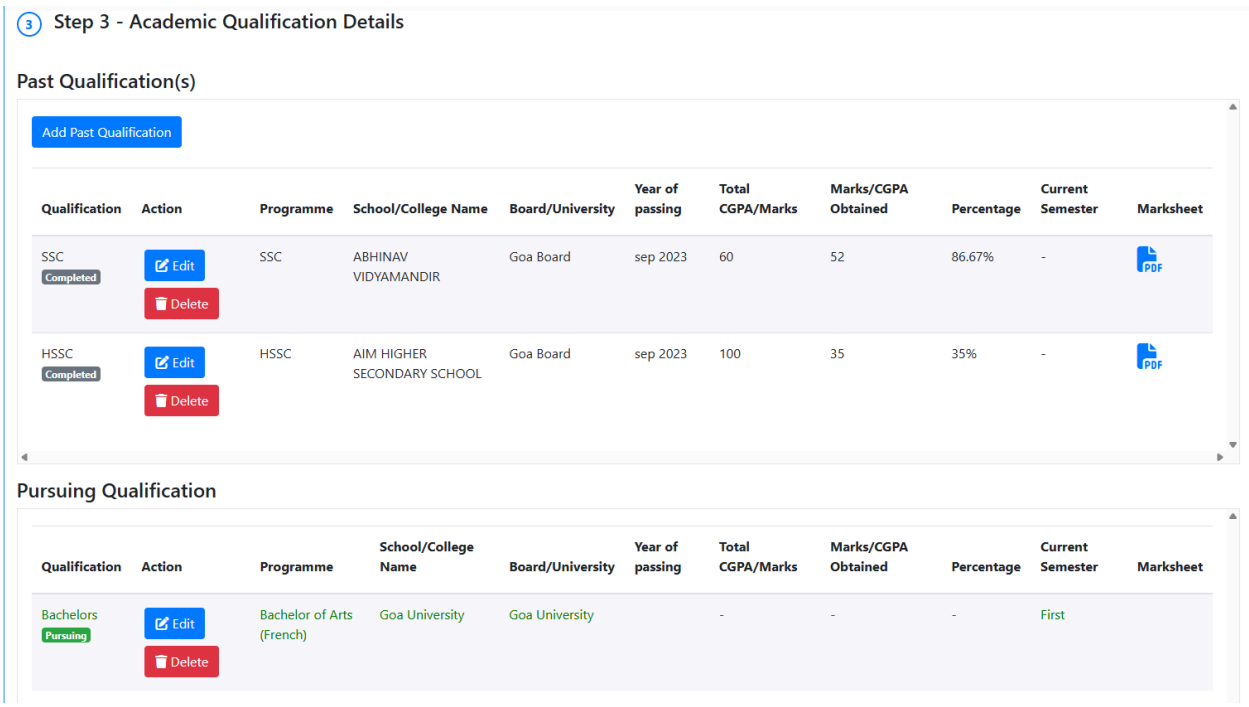
Personal Details : Students will need to fill in details like first name, last name, gender, profile picture etc.

Note : Fields like email and phone number cannot be edited here, these details are what was entered when the student first registered in SUGAM.

After completing this section, click on ‘Save & Proceed’ to continue.



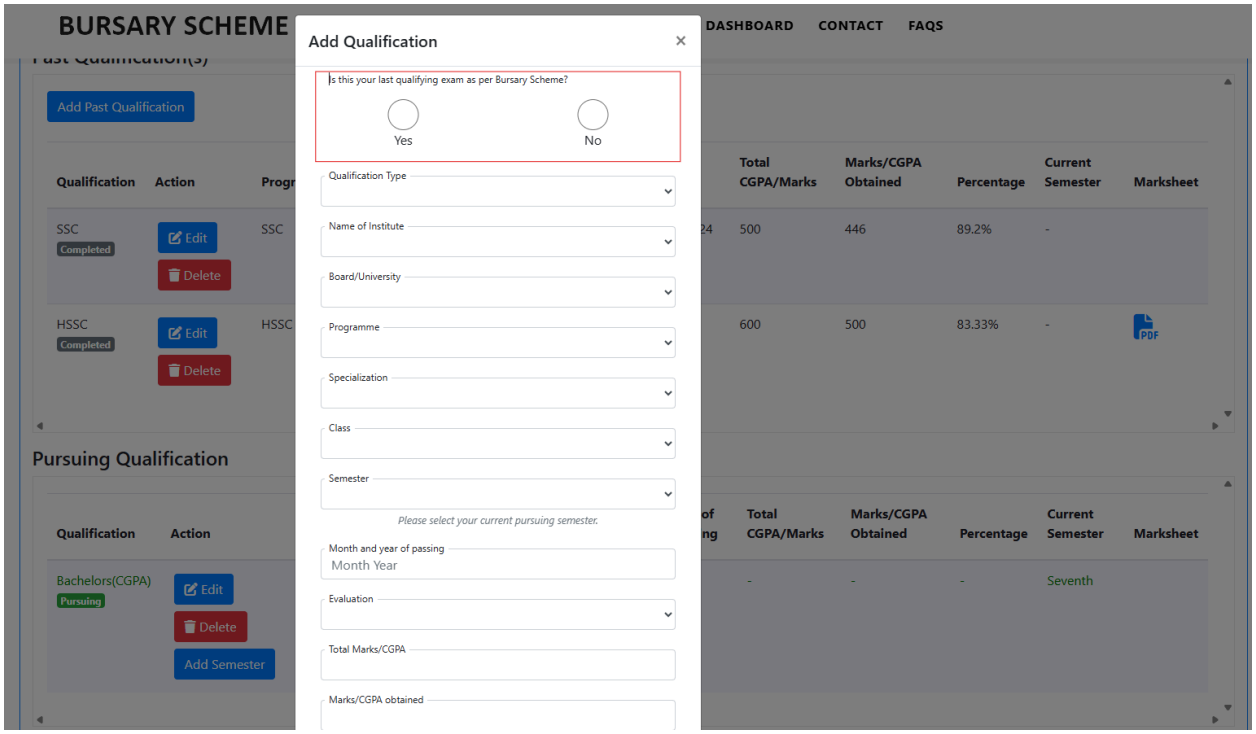
Next students will have to enter their respective address details in this section.



Here the students will have to enter their academic qualification details.
This section is divided into two subsections namely past qualifications and pursuing qualification.

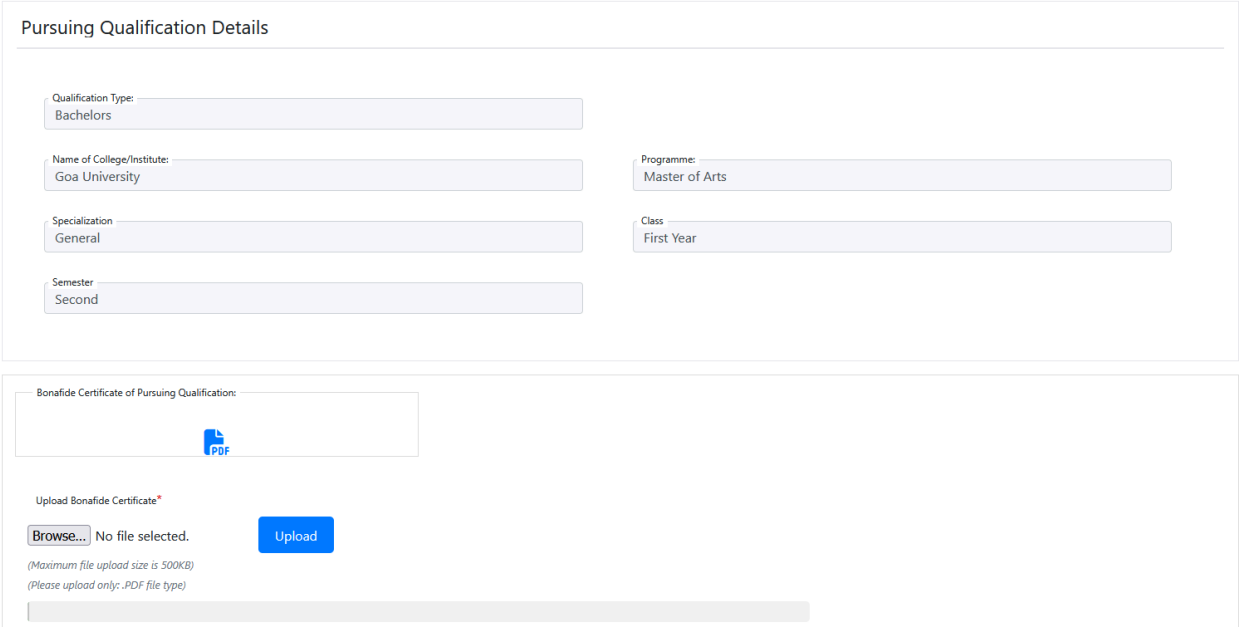
In past qualifications, students are expected to enter details with respect to all previously completed qualifications like ssc, hssc, bachelors or any other completed qualification(whichever applicable).

In pursuing qualification, here the student is supposed to enter their current pursuing qualification.

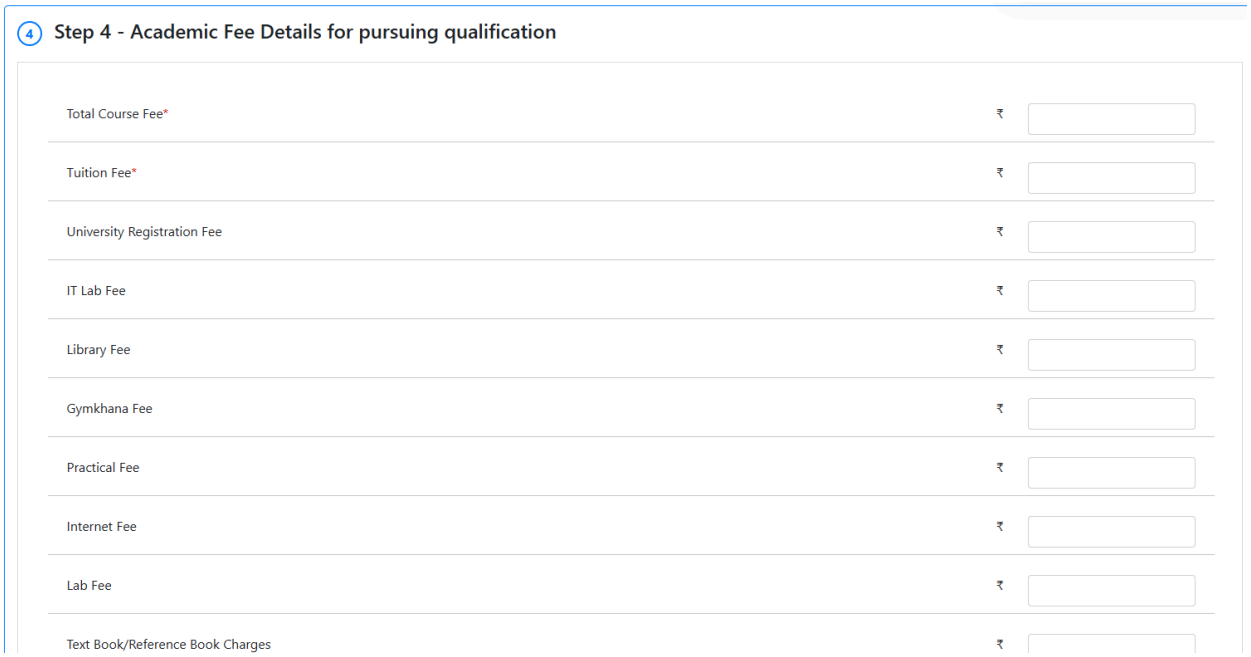


When providing your Academic Qualification Details, you will be asked to identify your last qualifying exam. Please select **Yes** if the record you are currently entering is your most recent successfully completed examination.

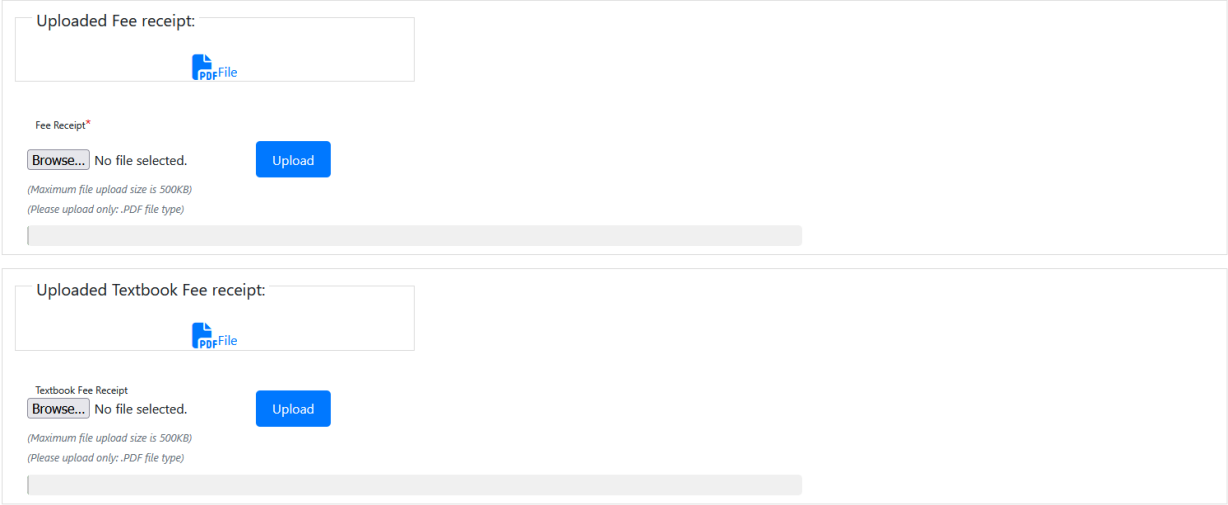
Here the student will have to upload the bonafide certificate here.



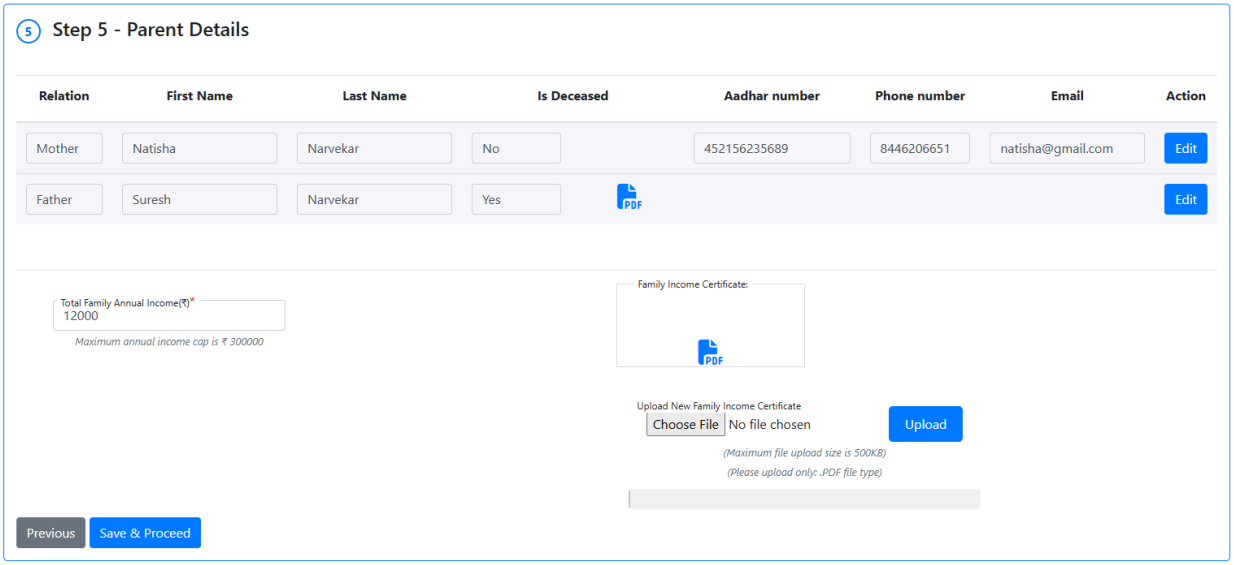
Now the student will have to enter their fee details from their fee receipt.



Students will have to upload their fee receipt document and text book fee receipt(if available) in this section.



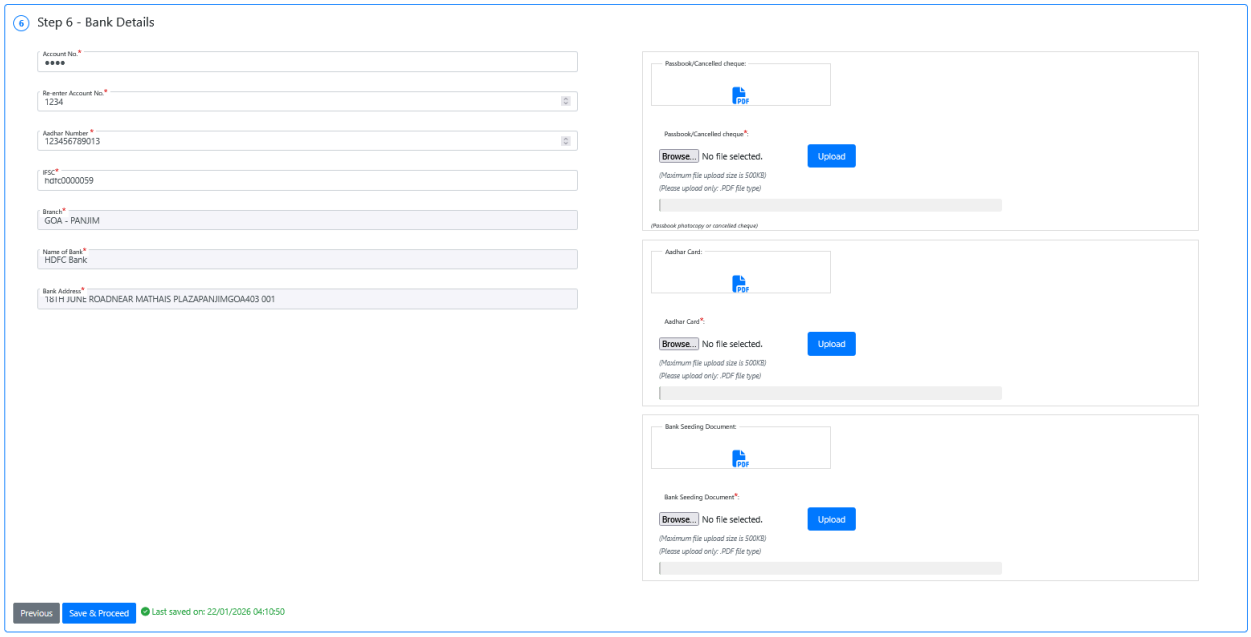
Here students are supposed to enter their parents details or guardian details if both parents are deceased.



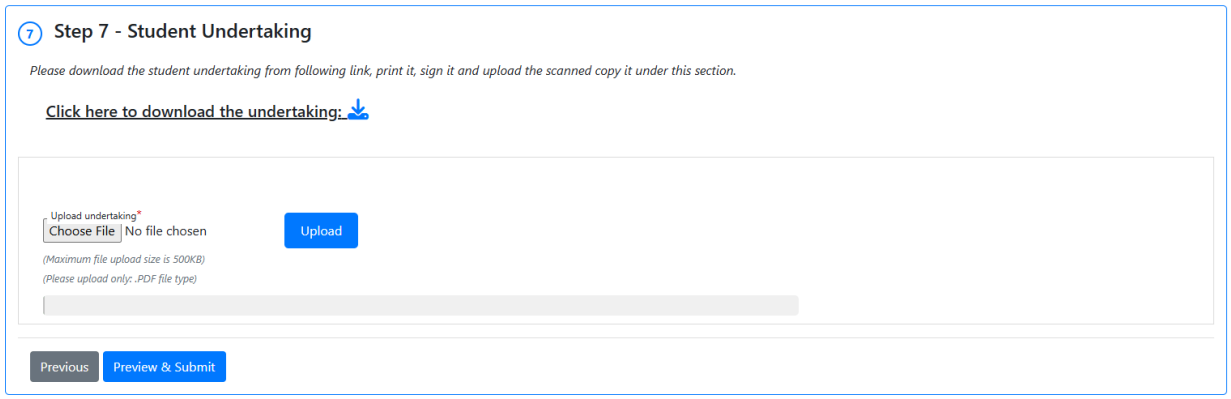
If either of the parents are deceased then they will have to upload the respective parent's death certificate.
If both parents are deceased then they will have to upload both parents' death certificates and then enter the guardians details.
Students will have to enter 'Total Family Annual Income' as well as the income certificate.

Here the student needs to enter all necessary bank details.
Once the student enters the IFSC code, the other fields like branch, name of bank and bank address will be filled automatically.

The documents like passbook/cancelled cheque, aadhar card and bank seeding document have to be uploaded in this section.



Student Undertaking section
Now here the student is supposed to upload the undertaking, for this the student needs to click on the download icon and this will redirect to the E-sign portal.



Here the student needs to enter his/her aadhar card number and enter the OTP that will be generated(which will be sent to the registered mobile number)
Now an undertaking will be opened and this undertaking needs to be downloaded and then uploaded in the section on the page.

Finally the student needs to click on preview and submit, which will generate a preview of the entire form that the student has entered and then the student will need to click on the ‘submit’ button and submit the application for further processing.

Branch	SANTACRUZ-GOA
Name of Bank	Bank of Baroda
Bank Address	SANTACRUZ MAIN ROAD , CALAPUR VILLAGE,TISWADI TALIKA , SANTACRUZ,NORTH GOA , SANTACRUZ , 403005
Passbook/Cancelled Cheque	View Document

Student Undertaking

Undertaking	View Document

Final Submit

Terms and conditions

- (●) I agree that I have completed Xth standard from Goa (applicable in case of Diploma candidates).
- ( ) I agree that I have completed X, XII or Diploma (as applicable) from an institution in Goa (applicable in case of graduation candidates).
- ( ) I agree that I have completed X, XII or Diploma (as applicable), graduation from an institution in Goa (applicable in case of post-graduation candidates).

Submit Application

Upon successful submission, an email will be sent to the student's email id.