

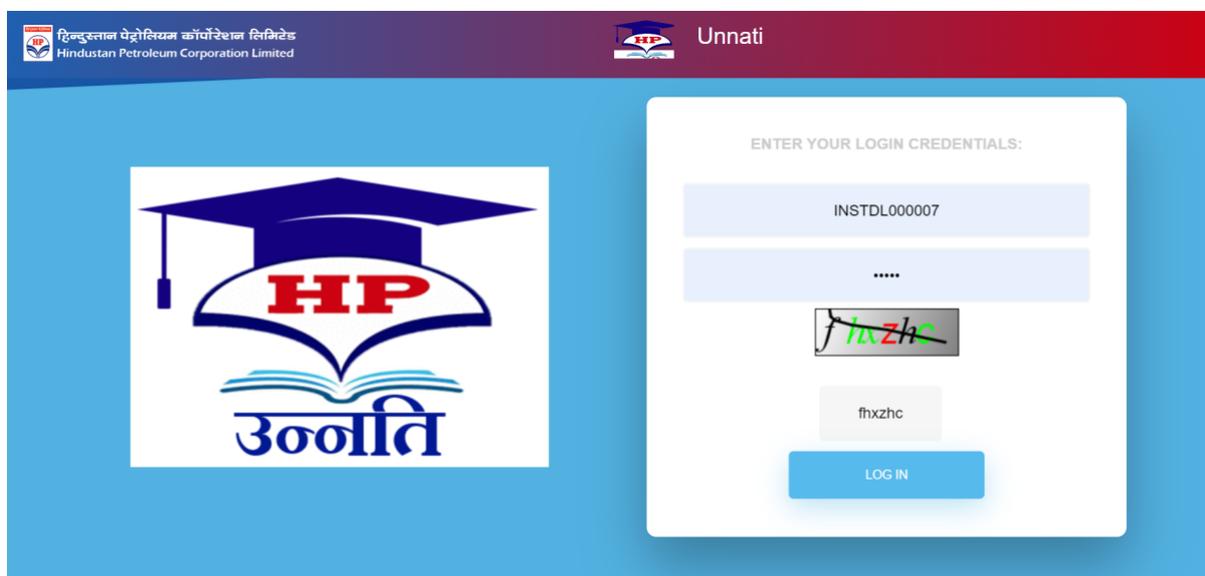
# HPCL CSR SCHOLARSHIP APPLICATION USER MANUAL

## User Manual for Registered Institute

### A. STUDENT APPLICATION SUBMISSION

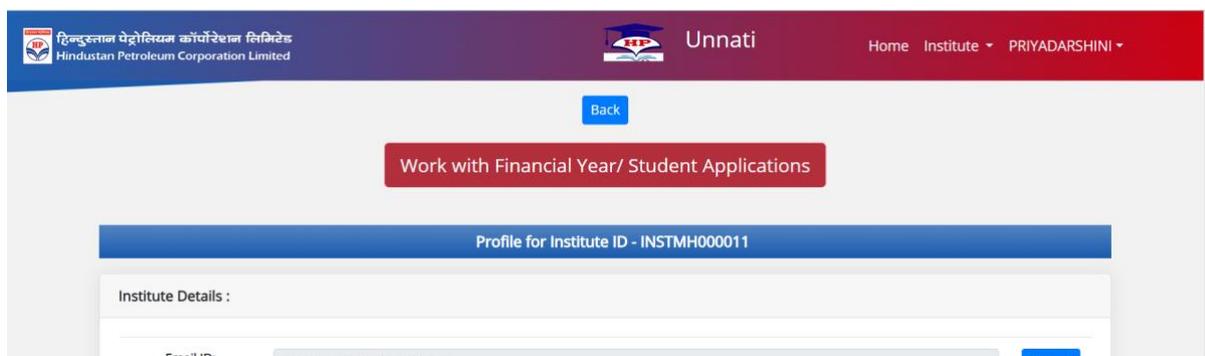
Link: [https://unnati.hpcl.co.in/csr\\_scholarship](https://unnati.hpcl.co.in/csr_scholarship)

1. For submission of student applications, login to the portal through the Institute ID and Password, and enter CAPTCHA. Click on [Log In.](#)



The screenshot shows the login interface of the Unnati portal. On the left, there is a large HPCL logo with the text 'उन्नति' (Unnati) below it. On the right, a white box contains the login form. The form is titled 'ENTER YOUR LOGIN CREDENTIALS:' and includes the following elements: a text input field containing 'INSTDL000007', a password input field with masked characters '\*\*\*\*\*', a CAPTCHA image showing the text 'fmxzhc', a text input field containing 'fmxzhc', and a blue 'LOG IN' button.

2. On logging in, Click on Institute>My Institute. The profile details will for your institute will be visible. Click on [Work with Financial Year/Student Applications.](#)



The screenshot shows the profile page after logging in. At the top, there is a navigation bar with the HPCL logo, 'Unnati' text, and a dropdown menu showing 'Home Institute > PRIYADARSHINI >'. Below the navigation bar, there is a 'Back' button and a red button labeled 'Work with Financial Year/ Student Applications'. The main content area is titled 'Profile for Institute ID - INSTMH000011'. Underneath, there is a section for 'Institute Details :'. The 'Email ID:' field is visible, containing a redacted email address followed by '@gmail.com', and a blue 'Modify' button is located to the right of the field.

3. Click on [Financial years associated with Institute.](#) Next click on [Details](#) for the period (Financial Year) applications are being submitted.

Financial years associated with Institute

Financial years associated with Institute - INSTMH000011-PRIYADARSHINI

Click on details to view / work with the student applications for the year:

Show 10 entries Search:

Period	Requested Date	Approval Date	Application Start Date	Application End Date	Period Status	Details
2024-2025	29-Oct-2023	29-Oct-2023	29-Oct-2023	31-Jan-2024	ACTIVE	<a href="#">Details</a>
2023-2024		16-Aug-2023	16-Aug-2023	30-Sep-2023	ACTIVE	<a href="#">Details</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

4. Under details, the application submission start and end date will be visible. Please adhere to the timelines. For submitting applications click on [Add new student application for Year.](#)

Applications against Approved Numbers for Year - 2024-2025

[Add new student application for Year - 2024-2025](#)

Period Details

Period Request date	Period Approval date	Applications Start Date	Applications End Date
29-Oct-2023	29-Oct-2023	29-Oct-2023	31-Jan-2024

List of students applications for institute - INSTMH000011 FY: 2024-2025

Click on details to view / work with the application of individual student:

Show 10 entries Search:

Student Application No	Student Name	Group	Student Category	Disability	Effective Category Applied	Status	Application Submission Date	Details
INSTMH00001120247	SUSHI CHAND	graduation	SC	YES	SC	Saved as Draft		<a href="#">Details</a>

5. Fill the following details of candidates:

1. Select Category > SC/ST/OBC/GEN
2. Select Disability > Yes/No
3. Select Effective Category Applying For > SC/ST/OBC/PWD (basis earlier selection)
4. If disability is selected as Yes, Enter Disability Percentage (from 1 to 100). Disability should be 40% or more if applying for PWD category.
5. Select Previous Exam/Class for which candidate is applying for
6. Enter Previous Exam Percentage Marks (Scholarship amount will be calculated basis this marks)
7. Enter First, Middle, Last Name as applicable
8. Click on [Generate new student application for the year 2024-2025](#)

## Provide Details for New Student Application FY 2024-2025

Note: No changes allowed later, below will be used to calculate applications against Quota/Scholarship Amount

New Student Application Details

<b>Student Category</b> <input type="text" value="Select Category"/>	<b>Disability</b> <input type="text" value="Select Disability"/>	<b>Effective Category Applying For</b> <input type="text" value="Select Effective Categc"/>	<b>Disability Percentage</b> <input type="text"/>	
<b>Student Current Exam/Class</b> <input type="text" value="Current Class/Exam"/>	<b>Current Exam Percentage Marks</b> <input type="text" value="between 1 to 100"/>	<b>Student Name</b> <input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>

Generate new student application for the year 2024-2025

6. Candidate Application will be generated. Fill the candidate details carefully:

1. Student's registered mobile no
2. Student's valid email ID
3. Address details
4. Upload scanned passport sized photo of the student
5. Select Gender of the student
6. Date of Birth and Date of Birth proof document
7. Caste category certificate (candidates selecting OBC category must submit valid non-creamy layer OBC certificate)
8. Disability certificate issued by competent authority (in case of PWD students)
9. Academic record details (previous class/exam details and current class/exam details).
10. Marks for previous year to be submitted in "Percentage" only. In case of SGPA/ CGPA, conversion certificate also to be uploaded along with marksheet. Basis this marks, scholarship amount will be calculated.
11. Valid Bank Account details and Upload Bank account proof clearly showing the account holder name and bank account number (Account should be in student's name only). Failure to upload correct bank details or inactive bank account details will result in rejection of payment by bank.
12. Declare family income and upload Annual Income certificate issued by appropriate authority.
13. Upload bonafide certificate from Principal of school/ college and complete Certification by Principal. (Click on the checkbox and input details)

To Save >Click on [Save Application](#) The application can be edited after saving.

To Submit>Click on [Submit Application for Approval](#). The application once submitted cannot be edited.

To Discard>Click on [Discard Application](#). The application will be permanently deleted.

  Unnati Home Institute TEST 06SEPT

application generated and saved as draft !! Please provide remaining details now. Remaining quota for year and category SC and group graduation is 48

[Back to Students Applications List](#)

### Student Application for Scholarship - Provide following information

Student Profile: (Group: Graduation / Applied Effective Category: SC / Previous Exam Percentage: 58 )

Institute*:	INSTMH000025 - TEST 06SEPT		
Financial Year*:	2024-2025		
Student Application No:	INSTMH00002520243		
Application Status:	Saved as Draft		
Student Name*:	B	Q	E
Mobile No*:	<input type="text"/>		
Email Id*:	<input type="text"/>		
Address*:	Address Line 1		
	Address Line 2		
	District	City	PinCode
	State		
Gender*:	Select Student Gender		
Date of birth*:	dd-MMM-yyyy		
DOB Proof Doc Name*:	10th marksheet / any other (pls mention)		
DOB Proof document*:	<input type="button" value="Choose File"/> No file chosen <span>This field is required</span>		
Category*:	SC		
Category Certificate*:	<input type="button" value="Choose File"/> No file chosen		
Non Creamy layer (OBC):	<input type="button" value="Choose File"/> No file chosen		
Disability*:	NO		
Disability Percentage:	between 1 to 100		
Disability certificate:	<input type="button" value="Choose File"/> No file chosen		
Effective Category Applied for :	SC		
Academic Record:			
Previous Class/Exam*:	Year 2 UG		
Previous Exam Institute*:	<input type="text"/>		
Previous Exam Year*:	<input type="text"/>		
Previous Exam Board*:	<input type="text"/>		

Previous Exam Marksheet\*:  No file chosen

Current Class/Exam\*:

Current Exam Institute\*: TEST 06SEPT

Current Exam Year\*:

Current Exam Board\*:

**Account Details :**

Bank Name\*:

IFSC Code\*:

Bank Account Number\*:

Account Holder Name\*:

Bank Proof\* (Passbook/Cheque):  No file chosen

**Other Details :**

Family Annual Income\* (INR):

Annual Income Certificate\*:  No file chosen

Bonafide Certificate Signed by Principal\*:  No file chosen

Certification of Principal\*:  Certified that he/she is a bonafide student of this school/college and is studying in  roll no.  in the year . This is also to certify that he/she belongs to above selected category and to the best of my knowledge has a good moral character. I hereby also declare that the information furnished above is true, complete and correct to the best of my knowledge. I understand that in the event of the information being found false or incorrect at any stage, the application for scholarship shall be liable to cancellation / termination.

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14.Continue to add other candidates as per steps given in above two points.

The list of student applications are available along with their status under [List of student applications for institute- ID FY: .](#)

Add new student application for Year - 2024-2025

Period Details			
Period Request date	Period Approval date	Applications Start Date	Applications End Date
29-Oct-2023	29-Oct-2023	29-Oct-2023	31-Jan-2024

List of students applications for institute - INSTMH000011 FY: 2024-2025

Click on details to view / work with the application of individual student:

Show  entries Search:

Student Application No	Student Name	Group	Student Category	Disability	Effective Category Applied	Status	Application Submission Date	Details
INSTMH00001120247	SUSHI CHAND	graduation	SC	YES	SC	With Committee Members	24-Nov-2023	<input type="button" value="Details"/>
INSTMH00001120248	ALAN J	graduation	ST	YES	PWD	With Committee Members	29-Oct-2023	<input type="button" value="Details"/>
INSTMH00001120249	SUSHI ALAN	graduation	OBC	NO	OBC	Saved as Draft		<input type="button" value="Details"/>

15.Applications sent back for modification/rejected by HPCL, accordingly the status will change. Mail will also be triggered to the email ID of institute with the application being rejected/sent back.

In case of Sent Back>Click on **Details**>Edit data, Save and Submit.

List of students applications for institute - INSTMH000011 FY: 2024-2025

Click on details to view / work with the application of individual student:

Show 10 entries Search:

Student Application No	Student Name	Group	Student Category	Disability	Effective Category Applied	Status	Application Submission Date	Details
INSTMH00001120247	SUSHI CHAND	graduation	SC	YES	SC	Saved as Draft		<a href="#">Details</a>
INSTMH00001120248	ALAN J	graduation	ST	YES	PWD	Sent Back to Institute	29-Oct-2023	<a href="#">Details</a>
INSTMH00001120249	SUSHI ALAN	graduation	OBC	NO	OBC	Saved as Draft		<a href="#">Details</a>

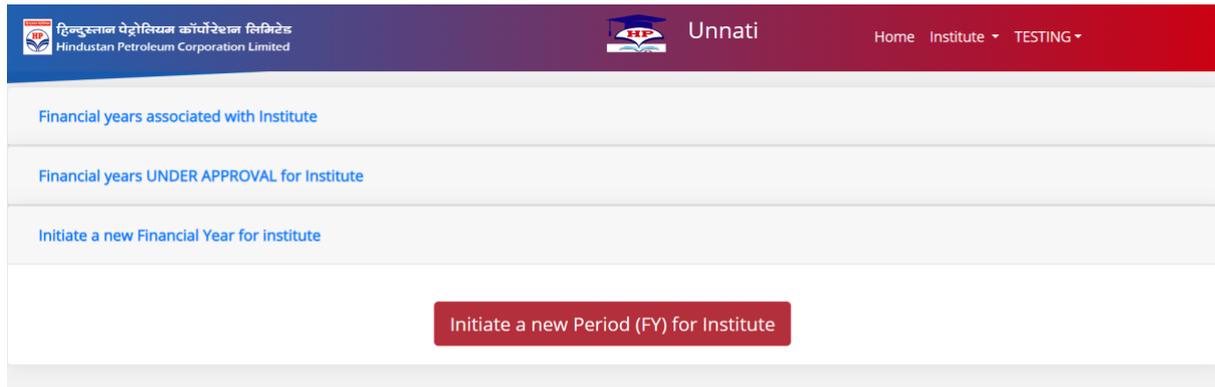
Showing 1 to 3 of 3 entries Previous **1** Next

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## B. NEW FINANCIAL YEAR

Steps to add request for next financial year.

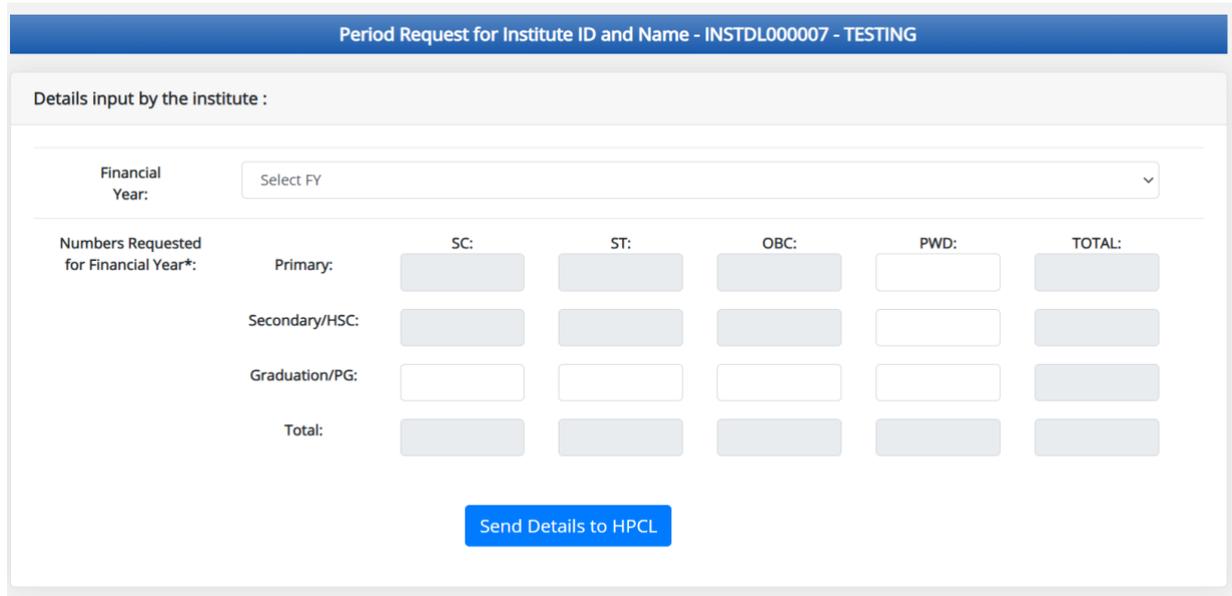
16. Login to the portal with Institute ID and Password. Click on Institute>My Institute>Work with Financial Year/Student Applications>Initiate a new Financial Year for institute>Click on OK



The screenshot shows the top navigation bar of the Unnati portal. On the left, there is the logo of Hindustan Petroleum Corporation Limited. In the center, the word 'Unnati' is displayed. On the right, there are navigation links: 'Home', 'Institute', and 'TESTING'. Below the navigation bar, there are three menu items: 'Financial years associated with Institute', 'Financial years UNDER APPROVAL for Institute', and 'Initiate a new Financial Year for institute'. A prominent red button labeled 'Initiate a new Period (FY) for Institute' is centered below these menu items.

17. Next Select the Financial Year from dropdown and enter numbers requested for each category>Click on [Send Details to HPCL](#)

The request will go to HPCL officer for approval



The screenshot shows a form titled 'Period Request for Institute ID and Name - INSTDL000007 - TESTING'. The form is divided into two main sections. The first section, 'Details input by the institute:', contains a dropdown menu for 'Financial Year:' with the text 'Select FY'. The second section is a table for 'Numbers Requested for Financial Year\*:' with columns for 'SC:', 'ST:', 'OBC:', 'PWD:', and 'TOTAL:'. The rows are 'Primary:', 'Secondary/HSC:', 'Graduation/PG:', and 'Total:'. Each cell in the table contains a text input field. A blue button labeled 'Send Details to HPCL' is located at the bottom of the form.

Numbers Requested for Financial Year*:	SC:	ST:	OBC:	PWD:	TOTAL:
Primary:	<input type="text"/>				
Secondary/HSC:	<input type="text"/>				
Graduation/PG:	<input type="text"/>				
Total:	<input type="text"/>				

18. You will receive an email on successful submission of request with HPCL.

Dear Sir/Madam,

Institute CSR Scholarship New Period Approval request for FY 2024-2025 with institute ID INSTDL000007 and institute name as TESTING is submitted successfully.

You will receive an update on email once request is accepted/rejected.

Regards,

HPCL CSR SCHOLARSHIP Admin

This is an auto generated mail. Please do not reply

19. On approval by HPCL, you will again receive an email confirmation. The status can be checked under Institute>My Institute>Work with Financial Year/Student Application

**Financial years associated with institute**- Approved Financial Years

**Financial years UNDER APPROVAL for institute**- Financial Years pending for approval