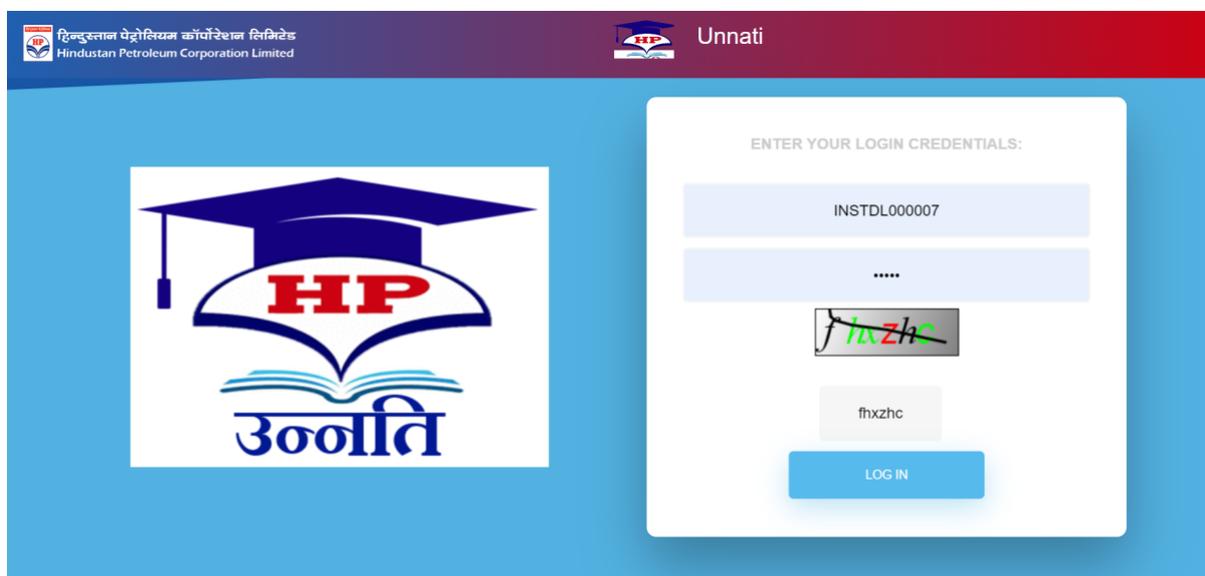# HPCL CSR SCHOLARSHIP APPLICATION USER MANUAL
User Manual for Registered Institute

A. STUDENT APPLICATION SUBMISSION
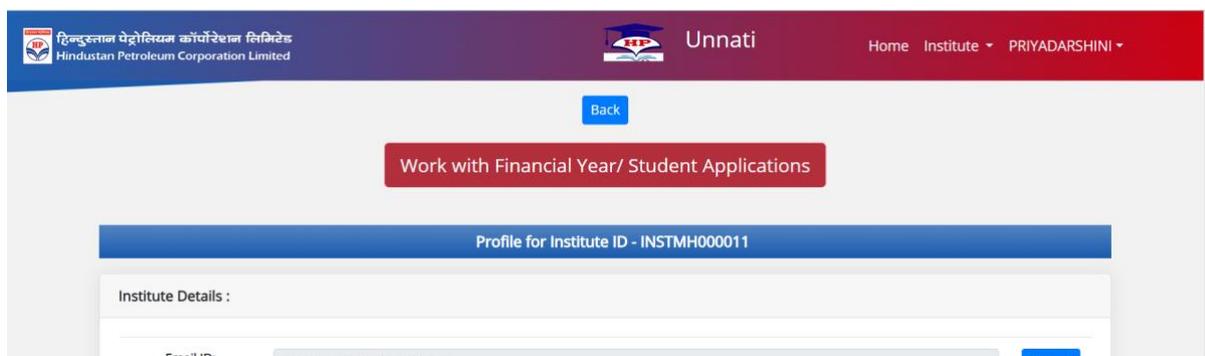
Link: https://unnati.hpcl.co.in/csr_scholarship

1. For submission of student applications, login to the portal through the Institute ID and Password, and enter CAPTCHA. Click on **Log In.**

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.**

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

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.**

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

Student Category	Disability	Effective Category Applying For	Disability Percentage
Select Category ▾	Select Disability ▾	Select Effective Catego ▾	

Student Current Exam/Class	Current Exam Percentage Marks		Student Name	
Current Class/Exam ▾	between 1 to 100	First Name	Middle Name	Last Name

Genarate new student application for the year 2024-2025

Close

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.

Previous Exam Marksheet*:	Choose File 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):	Choose File No file chosen

Other Details :

Family Annual Income* (INR):	
Annual Income Certificate*:	Choose File No file chosen
Bonafide Certificate Signed by Principal*:	Choose File 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.

[Save Application] [Submit Application for Approval] [Discard Application]

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 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	With Committee Members	24-Nov-2023	Details
INSTMH00001120248	ALAN J	graduation	ST	YES	PWD	With Committee Members	29-Oct-2023	Details
INSTMH00001120249	SUSHI ALAN	graduation	OBC	NO	OBC	Saved as Draft		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.

B. NEW FINANCIAL YEAR
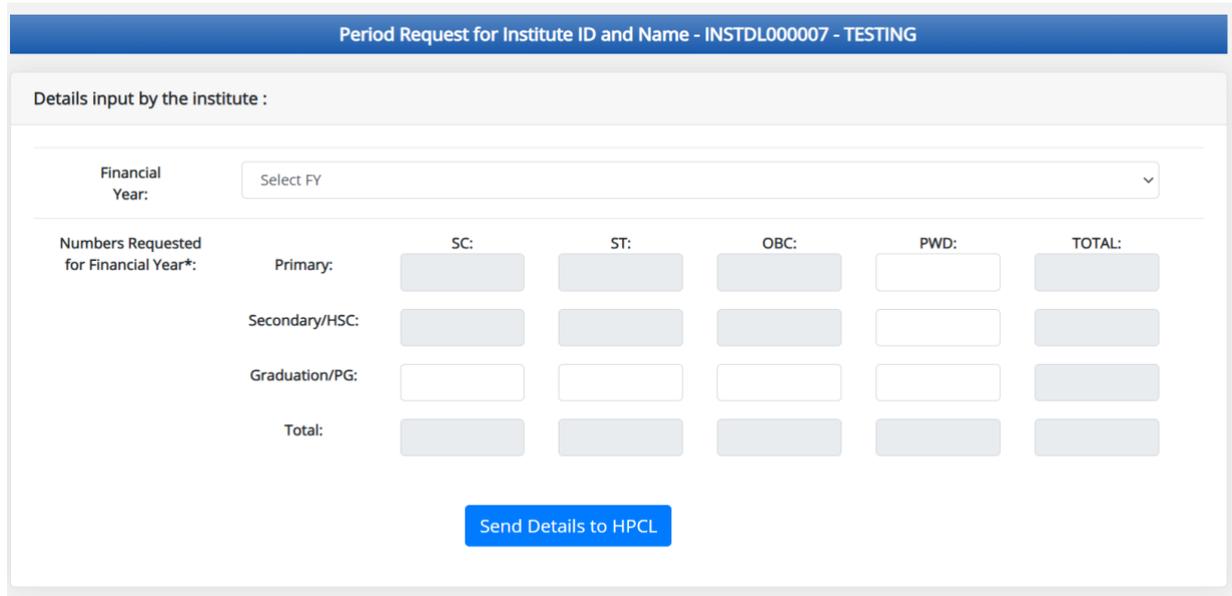
Steps to add request for next financial year.

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
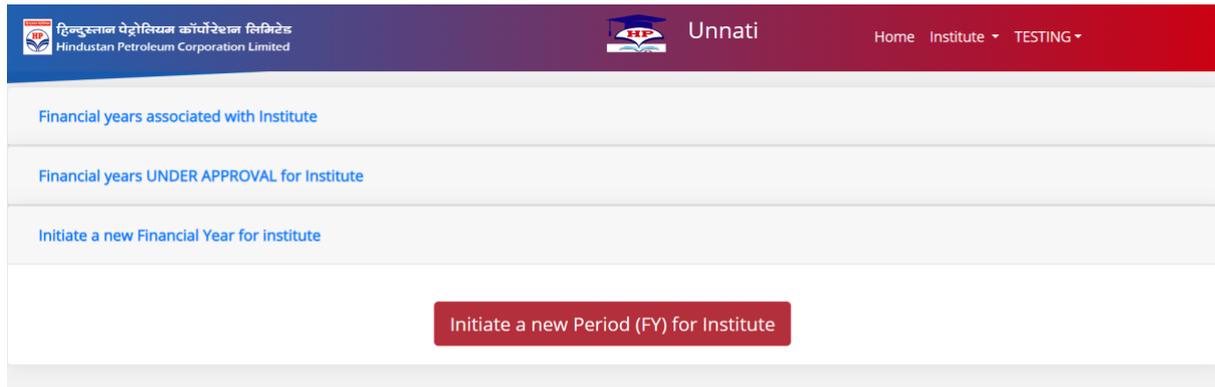
17. Next Select the Financial Year from dropdown and enter numbers requested for each category>Click on **Send Details to HPCL**

The request will go to HPCL officer for approval

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