INSTRUCTIONS AND STEPS TO APPLY ONLINE FOR SHODH SCHEME

1. To apply online visit our website **https://shodh.guj.nic.in/** . The screen will appear with the basic details of the scheme as mentioned below. You can see the tabs at the right corner. E.g. SHODH Guidelines, Government Resolution (GR),Login Link and Contact details and other. Read norms of GR and Guidelines before apply.
2. Click on "**Login**" tab.

3. After clicking on "Login" the following screen will appear. For new registration Click on "**If You have not registered please click for Registration**"
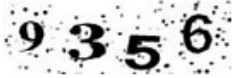
SHODH-ScHeme Of Developing High quality research
Education Department, Gujarat State.

Login If You Have Already Registered

Application Year	----- ∨
Username	
Password	

Enter text shown in the image **9 3 5 6**

Login **Cancel**

If you have not registered please. click for Registration
Change Password
Forgot Password

4. Following screen will appear on clicking the registration link. Select Application year whichever is applicable for new registration and Fill other details as asked.
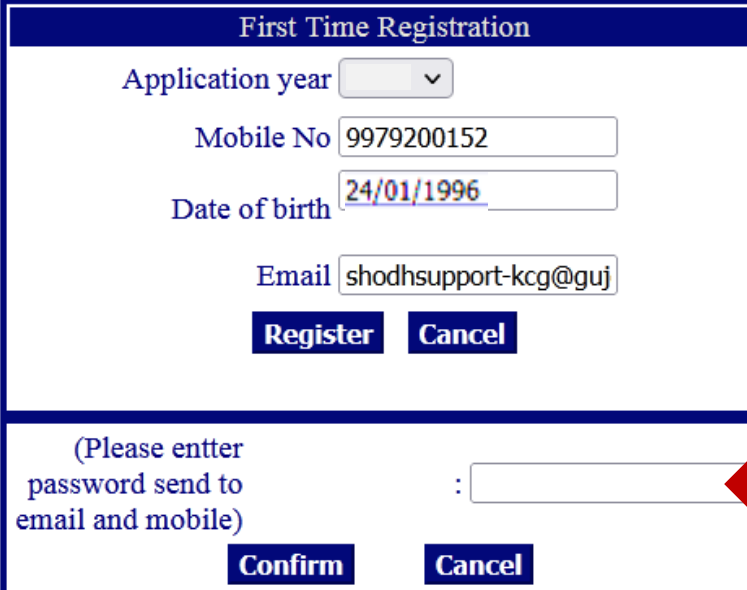
Note: Any of the registration details cannot be changed after clicking on "**Register**". It will be reflected in your registration form automatically. Applicant will not be able to re-apply with same registration details again. Hence, carefully enter all the details. Any requests regarding this will not be considered.

5. After submission of details, you will receive an **OTP** on your registered mobile number. **Enter the OTP code**.
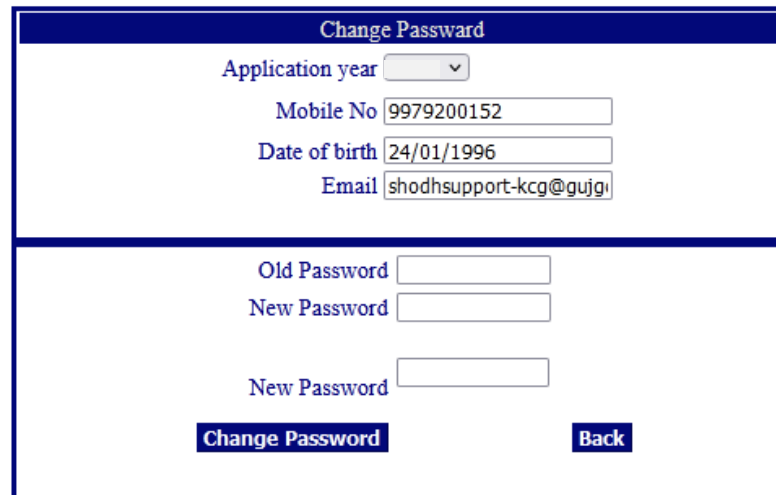
6. After completion of registration process, you can change password. Enter **registered email Id** and other details. Enter OTP received on registred mobile number as password. Then Click on "**Change password**"and generate new password for further login process.

Change Password	
Application year	⌄
Mobile No	9979200152
Date of birth	24/01/1996
Email	shodhsupport-kcg@gujg
Old Password	
New Password	
New Password	
Change Password	**Back**
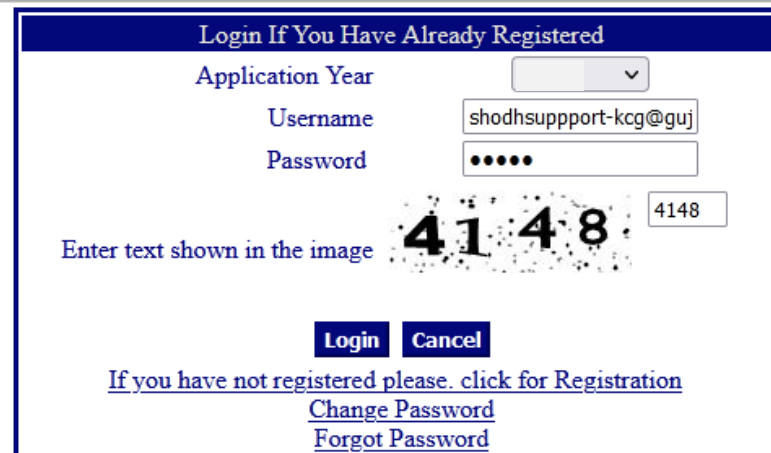
7. After completing all the registration process, go to the homepage and click on "**Login**" tab. Select the Application Year. Enter your registered **email Id as user name** and enter password generated by you.

Login If You Have Already Registered	
Application Year	⌄
Username	shodhsuppport-kcg@guj
Password	•••••
Enter text shown in the image	4148 / 4148
Login **Cancel**	
If you have not registered please. click for Registration	
Change Password	
Forgot Password	

8. After sucessfully logging in, below screen will appear

SHODH-ScHeme Of Developing High quality research

Education Department, Gujarat State.

| Home | User Details | Acadmic Details | Upload Documents | Application Lock | Print Form | How To Apply | How to Check AADHAR linking bank status | Logout |

Welcome ..... shodhsupport-kcg@gujgov.edu.in

9. Click on the **User Details** and fill up the details as mentioned in the below screen. After filling the details, Click on **"Save"**

| Home | User Details | Acadmic Details | Upload Documents | Application Lock | Print Form | How To Apply | How to Check AADHAR linking bank status | Logout |

Application year [⌄]

Student Information

Name of Student *	SHODH KCG
Birth Date	24/01/1996
Gender *	○ Male ○ Female ○ Other
Category *	--Select--
Aadhaar-No *	

☐ હું, આધાર નંબર નો ધારક, આથી કેસીજી કચેરીને શોધ યોજના હેઠળ લાભ મેળવવા સારૂ મારા આધાર નંબર મેળવવા, નામ, જન્મ તારીખ અને જાતિને યુનિક આઇડન્ટીફીકેશન ઓથોરીટી ઓફ ઇન્ડીયા (યુઆઇડીએઆઇ) સાથે પ્રમાણીકરણ માટે મારી સંમતિ આપુ છું.

Residential Address

Address *	
District *	--Select District--
Pincode *	
Mobile No. *	9979200152
Land Line No.	
Email ID *	shodhsupport-kcg@gujgov.edu.in

Student's Disability

| Do you belong to Differently Abled(PH) Category? | ○ Yes ● No |

Parents/Husband Information

Marrital Stauts *	○ Married ○ UnMarried
Name of Mother *	
Name of Father/Husband*	
Family's Total Annual Income (Rs.) *	
Do you belong to BPL Family? *	○ Yes ● No
Minority? *	○ Yes ● No

Student's Aadhar Linked Bank A/C Information

☐ હું જાણું છું કે, નીચે આપેલ બેંક ખાતું મારા આધારકાર્ડ સાથે લીંક છે. મારા દ્વારા આપેલ બેંક વિગતોમાં ખોટી માહિતીના કારણે સહાયની રકમ મારા બદલે અન્ય વ્યક્તિને થઇ શકે છે, જે અંગેની જવાબદારી મારી પોતાની રહેશે. આ અંગે હું શોધ.કેસીજી શિક્ષણ વિભાગ/ગુજરાત સરકાર સમક્ષ હક્ક દાવો કરી શકીશ નહિ.

State*	GUJARAT
District *	--Select District--
Bank name *	
Branch name *	
Bank IFS Code*	
Saving Account No. *	
Reconfirm Account No. *	
Beneficary Name(asper bank passbook) *	

☐ I have read the instructions and followed the steps mentioned in "How to Check AADHAAR Bank Seeding Status" available on home page. I also checked my AADHAR Bank seeding Status on https://uidai.gov.in/ website. Furthermore, I am aware that, if my Application will be approved for SHODH Scheme by KCG, the amount of assistance will be deposited in my bank account linked with my AADHAR on NPCI server.

Note*: While filling up your bank details, it is mandatory to check **AADHAR Bank linking Status** of your bank account by clicking on **https://uidai.gov.in/** or follow the steps mentioned in "**How To Check AADHAAR linking bank status**" available on home page. If your Application will be approved for SHODH Scheme by KCG, the amount of assistance will be deposited in a bank account linked with your AADHAAR on NPCI server.

10. Click on the **Academic Details** and fill up all the details. After filling the details click on **"Save"**

| Home | User Details | Acadmic Details | Upload Documents | Application Lock | Print Form | How To Apply | How to Check AADHAR linking bank status | Logout |

Application year [____ ∨]

Graduation Details

Field	
UG Stream *	--Select-- ∨
Core Subject: *	[ ]
Percentage:	[ ]
CGPA:	[ ]
Year of Passing *	--Select-- ∨
College Name: *	[ ]
University *	[ ]
State *	--Select State-- ∨

Post Graduation Details

Field	
PG Stream *	--Select-- ∨
Core Subject: *	[ ]
Percentage:	[ ]
CGPA:	[ ]
Year of Passing *	--Select-- ∨
College/Dept Name: *	[ ]
University *	[ ]
State *	--Select State-- ∨

Passed Examination Details

☐ M.Phil ☐ NET ☐ SLET ☐ Ph.D Entrance ☐ GATE/GPAT/OTHER

Ph.D Registration Details

Field	
RDC faced:*	⦿ Yes ○ No
Ph.D. Registration No:*	[ ]
Ph.D. Registration Date:*	[ ]
Research Lab:	[ ]
Phd Stream:*	--Select Phd Stream-- ∨
Subject Specialization:*	[ ]
Ph.D. Research Title:*	[ ]
University:*	--Select University-- ∨
Department:*	[ ]
Receipt No(Regis. Fee):*	[ ]
1st Semester Fees :*	[ ]
Receipt No(1st Sem Fee):*	[ ]
1st Semester Fees Date:*	[ ]

Ph.D Guide Details

Field	
Faculty Subject:*	[ ]
Guide's Name:*	[ ]
Guide's Contact No.:*	[ ]
Guide's EmailID.:*	[ ]
Department/Institute*	[ ]
Address Of Institute:*	[ ]
District *	--Select District-- ∨

Notes:

1. Enter name of your research lab. If there are no facilities available, then enter "**NA**" in that field.
2. Select your main stream of Ph.D. from dropdown i.e. Arts, Commerce, Science, Agriculture, or whichever is applicable.
3. Enter your sub-stream as subject specialization. E.g.
   a. Physics, Chemistry, Biology or whichever other sub-subject in case of **Science** as main stream.
   b. Sociology, Psychology, History or whichever other sub-subject in case of **Arts** as main stream.
   c. Finance, Accountancy or whichever other sub-subject applicable in case of **Commerce** as main stream.
   d. Horticulture, Floriculture, Genetics & Plant Breeding or whichever other sub-subject applicable in case of **Agriculture** as main stream.
   e. Mechanical Engr., Chemical Engr., Electrical Engr. or whichever other sub-subject applicable in case of **Engineering** as main stream.
   f. Criminal Law, Cyber Law, Civil Laws or whichever other sub-subject applicable in case of **Law** as main stream.
4. Enter your registered Ph.D. Title of Thesis in English letters only. You can use other languages but type that words in English fonts only.
5. Faculty subject means sub-stream of your Ph.D. title in which your guide has allotted for your research topic. Also fill other details related to your Ph.D. Guide

11. Click on the **Upload Documents** and upload the documents listed below.

| Home | User Details | Acadmic Details | Upload Documents | Application Lock | Print Form | How To Apply |

How to Check AADHAR linking bank status   Logout

🔓 your Application is in Edit Mode

-: Scanned Documents to be Uploaded:-

Application year [____ ▼]

Select Your
Document

--Select-- ▼

Choose File | No file chosen   **Upload**

--Select--
Aadhaar card
Bonafied Certificate of Institution
Saving Bank Account Pass-book First Page / Cancelled Cheque
PG Degree
PG Marksheet
Ph.D Ragistration Fee Receipt
Ph.D 1st Sem Fee Receipt
PassPort Size Photograph (100kb)(JPG/JPEG)
Research Proposal (With Sign & Stamp of Guide and HOD)
Research Proposal Presentation (PDF)
Self Declaration(Download From NoticeBoard)
Student Signaure (50kb)(JPG/JPEG)
SSC Credit Certificate
UG Degree certificte
UG Marksheet
University I-card

in JPEG/JPG Format

-: Uploaded Docum

from home

Notes:
a. Upload documents that are clearly visible. If any query arises, then applicant will be held responsible for the error.
b. If your University/college has not issued Bonafied certificate, Apply it to your concerned college/department/institute and upload it
c. Applicant must have to take sign of Guide in each page of Research proposal and PPT. Take stamp of Guide and HoD only on first page. In case, if your Guide is HoD, then write information of the same on the bottom of title page of Research proposal and PPT.
d. Applicants have to download self-declaration form from Home page in **Format of Certificate** Tab. Fill-up the form manually (hand-written) and take sign of Guide, HoD and Nodal Officer. Then scan it and upload it.
e. Applicant have to upload SSC credit certificate, if it is not available then upload SSC mark sheet and Trial certificate issued by respective Board of Examination.

12. Click on **Application lock** tab. Then click on **Print Preview** to check filled application form. You can modify your details if correction needed. It is adviced to re-check all the details before "Application Lock". If all details are filled correctly, then Click on the "**Lock**" for final submission of your application. Once your application is locked, you won't be able to modify any information. Print the form by clicking on "**Print Form**".

- After completion of online form filling process, visit to the office of University SHODH Nodal Officer for verification of your Application with all the original documents. List of Nodal Officer is available on the homepage.
- You can check your application status by clicking on "**Student Status**" tab availbale on home page if the status shows as "pending" contact your Nodal Officer.
- If any query has arised after "Application Lock" then conatct your University Nodal Officer. He/she can unlock your application till the status shows as pending.