

Institute Guideline For SVMCM Portal(for Nodal officer)


Step 1: Login with the given login credentials.

Login Url:

Screenshot below for login panel.

USERNAME:

PASSWORD:

TYPE THE CHARACTERS YOU SEE IN THE PICTURE 

SIGN IN

FORGOT PASSWORD [CLICK HERE](#)

Step 2: After successful login, Institute user can see all the available option on the left menu, like pending application, approved application Rejected Application etc. screenshot below

| Sl. No. | First Name | Middle Name | Last Name | Full Name | Father's Name | Mother's Name | Mobile No. | Permanent ID | Application ID | Application Time |
|---------|------------|-------------|-----------|--------------|---------------|---------------|------------|----------------------|----------------|---------------------|
| 1 | SAFIUL | | HASAN | SAFIUL HASAN | MASIDUL ALI | RASINA | 9180375752 | TSP303B2017F00000018 | | 2017-07-28 16:28:30 |

Step 3: He can manage the applications by clicking on manage under pending applications. He can approve, reject or mark an application as defect.

Step 4: Once the application is approved or rejected, that application will appear under approved application or rejected application, can find from left menu.

Step 5: If the application is marked as defect from manage application, student will be notified by SMS to re-submit the application. And that application will come under defected application. You cannot manage these defective application until re-submits it. Once student re-submits the application that application will appear under re-verification list (menu on the left). And that is again manageable by the Institute user.

Step 6: Under re-verification list, institute has to revoke the defect status by clicking on the manage. Once revoked that application will go to pending application list and from there you can approved, reject or again mark as defect.

Step 7: Once approved, application will go to higher level for processing and will appear here under Approved application for institute user.