

Annexure

General Guidelines:

1. Students can start filling out the forms from the 15th of April 2023, at 10 a.m. onwards. Submission of the form is subject to completion of HOI and Nodal officer registration and verification of the student registration by the nodal officer.
2. The web portal for the Bursary scheme can be accessed using the link: <https://bursary.dhe.goa.gov.in/>
2. The details of the Head of the Institute (HOI) will be added through the backend. This is based on the data submitted by the colleges on the form sent by DHE. Refer email dated 23rd Feb 2023 with the subject “**HOI for Bursary Scheme**” sent to the college ids.
3. The HOIs whose information was submitted through the form is already added. The already added HOIs must have received an SMS (on the contact number provided in the form) with a link to register and set their password.
4. Once the HOIs have registered after setting their password, they can log in and then need to add their faculty as nodal officers. The link for institute login is: <https://bursary.dhe.goa.gov.in/institute/InstLogin>
5. Once HOI adds the nodal officers, the nodal officer will receive an SMS with the OTP and the link to set the new password. They then need to follow the same process as HOI but select the role of Nodal officer.
6. After logging in, the Nodal officer must upload the fee structure of all courses offered in their college in a single document.
7. The student can fill out the form but can submit the form only after the nodal officer verifies the student’s registration. The entire process, along with features of the nodal officer dashboard, has already been explained to them during the training held from 10th to 12th January 2023.
8. Below help manuals are uploaded on the website for reference:
 1. HOI manual: https://bursary.dhe.goa.gov.in/user_manuals/HOI_manual
 2. Nodal Officer manual: https://bursary.dhe.goa.gov.in/user_manuals/nodal_manual
 3. Student manual: https://bursary.dhe.goa.gov.in/user_manuals/student_manual

These manuals explain a step-by-step process to be followed by the users. It is requested that each user goes through these manuals before using the portal.

For further assistance, the user may contact as per the details given at <https://bursary.dhe.goa.gov.in/institute/contactUs>

9. General timeline

- a. As per the timeline of the scheme and as decided by DHE and GEDC.