



Directorate of Minority Welfare - Margadeepam Scholarship Portal

Institution User Manual

Introduction

The Margadeepam Scholarship is available for minority students from Class I to Class VIII studying in Government-aided institutions. Students with a family income of up to ₹1 lakh are eligible to apply. Institution Heads are responsible for adding students to the portal and submitting applications on their behalf. This document illustrates the process.

1. Accessing the Portal

- Go to <https://margadeepam.kerala.gov.in>.
- Click the **Register/Login** button and select **Official Login**.



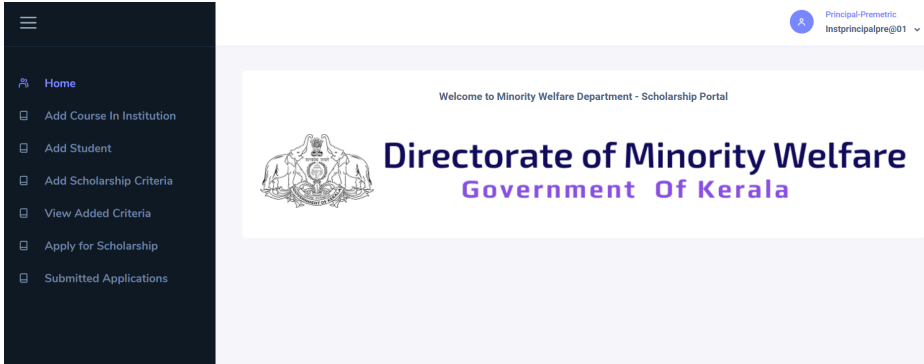
2. Institution Login

The screenshot shows the "User Login" form on the Directorate of Minority Welfare website. The form is titled "User Login" and is located in the center of the page. It has a white background and a light blue border. The form contains the following fields and elements:

- A "Username" field with a red asterisk indicating it is required.
- A "Password" field with a red asterisk indicating it is required.
- A "4NAYP" button, which is a grey button with white text.
- An "Enter the captcha code" field, which is a white input field with a grey border.
- A "LOGIN" button, which is a yellow button with black text.

The navigation bar at the top of the page is visible, showing the same "Register / Login" button and dropdown menu as in the previous screenshot.

- Institutions can log in using the **Sampoorna Code** as the username and password.
- Upon successful login, users will be redirected to the Institution's Home Page.



3. Add Course in Institution

- Click on the **Add Course In Institution** menu.

Add Course In Institution

Select Course	<input type="text" value="Select a Course"/>
	<input type="button" value="Add Course"/>

Added Courses

Sl No	Course Name	Action
1	CLASS 8	<input type="button" value="Remove"/>
2	CLASS 6	<input type="button" value="Remove"/>
3	CLASS 7	<input type="button" value="Remove"/>

- Institutions can add classes available in their institution.
- Already added institutions will be listed on this page.
- **NB:** Students can only be added after all classes in the institution are added.

4. Add Student

- Click on the **Add Student** menu.

ADD NEW STUDENT

Admission No *	<input type="text"/>
<input type="button" value="Get Details From Sampoorna"/>	

- Enter the **Admission Number** and click **Get Details from Sampoorna**.

- Student details will be fetched from the **KITE Sampoorna Portal**.
- All fields in the form are mandatory.
- **Aadhaar Number, Admission Number, and Account Number must be unique.**

Annual Family Income *	<input type="text" value="12000"/>
Student Class	<input type="text" value="CLASS 8"/>
<input type="button" value="ADD STUDENT"/>	

- **Data once added cannot be edited.** Verify all details before submission.

5. Add Scholarship Criteria

- Click the **Add Scholarship Criteria** menu.

Scholarship | Add Criteria

Select Course						<input type="text" value="select"/>			
SL NO	STUDENT NAME	ADMISSION NO	CLASS	RELIGION	INCOME	ACCOUNT NUMBER	IFSC	CRITERIA	REMOVE
1	[REDACTED]	12[REDACTED]	CLASS 8	[REDACTED]tian	19200	[REDACTED]014798	SIBL0000178	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

- Students whose scholarship criteria details haven't been added will be listed.
- Click **Add Criteria** to enter the required details.

ADD CRITERIA ×

Student Name	[REDACTED]
Admission No	[REDACTED]
Family Income	19200
Family Income Score	8.08
Arts/sports/science/math competitions	<input type="text" value="State level-C grade"/>
Other	<input type="text" value="N/A"/>
Students with disability	<input type="text" value="N/A"/>

- If any student details are incorrect, remove the student and re-add them with correct details.

6. View Added Criteria

- Click the **View Added Criteria** menu.

Scholarship | View Added Criteria

SL NO	STUDENT NAME	ADMISSION NO	CLASS	INCOME	ARTS/SPORTS/SCIENCE/MATH COMPETITIONS	FAMILY STATUS	DISABILITY STATUS	TOTAL SCORE	REMOVE
1	[REDACTED]	10	CLASS 8	12000	Revenue District level-A Grade	N/A	Students with disability Physically /mentally challenged (40% disabled)	20.8	Remove

- Students whose criteria have been added will be listed here.
- If any mistakes are found, data can be removed before scholarship application submission.
- Removed students will be available for re-adding in the **Add Scholarship Criteria** menu.

7. Apply for Scholarship

- Click on the **Apply for Scholarship** menu.

Scholarship | Add Criteria

Select Course

CLASS 8

[View Students](#)

SL NO	SELECT	STUDENT NAME	GENDER	ADMISSION NO	CLASS	ACCOUNT NUMBER	IFSC	TOTAL SCORE
1	<input checked="" type="checkbox"/>	[REDACTED]	FEMALE	12	CLASS 8	[REDACTED]14798	SIBL0000178	20.08

[Apply for Scholarship](#)

- Select the **Class**; students who haven't applied will be listed.
- Submit applications for eligible students from this page.
- **NB:** There is an option to untick a student to remove them from the application submission list.

8. Submitted Applications

- All submitted applications awaiting verification will be listed in this menu.

Scholarship | Submitted

Select Course	CLASS 8
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SL NO	APPLICATION NO	STUDENT NAME	ADMISSION NO	CLASS	ACCOUNT NUMBER	IFSC	TOTAL SCORE
1	67BAC9B5B3955	[REDACTED]	12[REDACTED]	CLASS 8	[REDACTED]798	SIBL0000178	20.080