**PRATHIBHA SCHOLARSHIP RENEWAL 2020-21**

**INSTRUCTIONS FOR SUBMISSION OF APPLICATION**

*Prathibha scholars satisfying the eligibility norms shall apply for Scholarship renewal through the following procedure*

1. Login in the Scholarship website [**https://ws.kscste.kerala.gov.in/PS\_renewal/reguserLogin**](https://ws.kscste.kerala.gov.in/PS_renewal/reguserLogin)
2. Make relevant entries and Generate the **Data-sheet**
3. The generated data-sheet should be signed by the student and to be endorsed by the Head of the institution. (*In case of Universities, HoD can endorse the Data Sheet)*
4. Get self-attested copies of the mark lists of previous year (both Semesters)

*(3rd year U.G. students and 3rd, 4th & 5th year Integrated P.G students should ensure that copies of mark lists of all previous semesters have been submitted to KSCSTE)*

1. Scan the signed Data-sheet and self-attested copies of mark lists of previous year ( *Scanning of all documents should be done with clear background*)
2. Save all scanned soft copies in a folder with the student’s PS Number as the folder name
3. Zip the folder and e-mail the same to the batch mail ID *[eg., students in 2016-17 shall mail to* ***prathibhascholars1617@gmail.com******]***
4. The original signed Data-Sheet should be posted to us in the following address

*To*

*The Head, Women Scientists Division(WSD)*

*Kerala State Council for Science, Technology & Environment*

*Sasthra Bhavan*

*Pattom P.O, Thiruvananthapuram, Pin 695004*

1. If anybody needs any correction to be incorporated in the read-only data provided by you initially, mail to us for incorporating the same in your database.
2. It may be noted that the entry of marks in the portal should be done as soon as you receive the mark lists.
3. Application for renewal can be submitted even before receipt of previous year mark lists. However, sanction and release of grant will be made only on verification of the mark lists of previous year and satisfying the eligibility norms for scholarship renewal.