

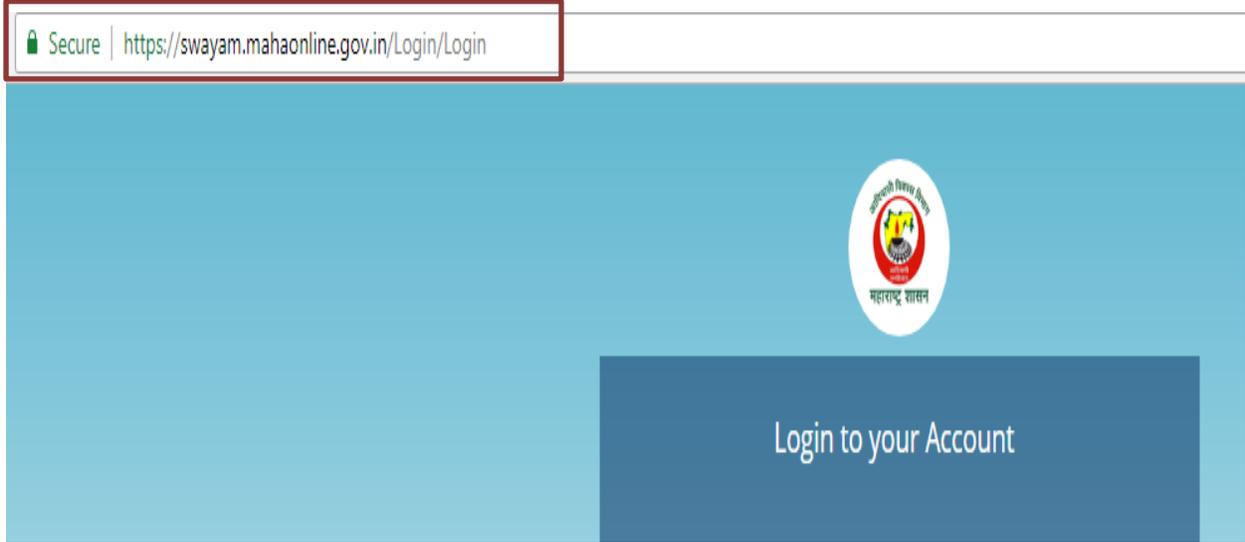
# **Tribal Development Department, Maharashtra State**

## **Online Hostel Admission**

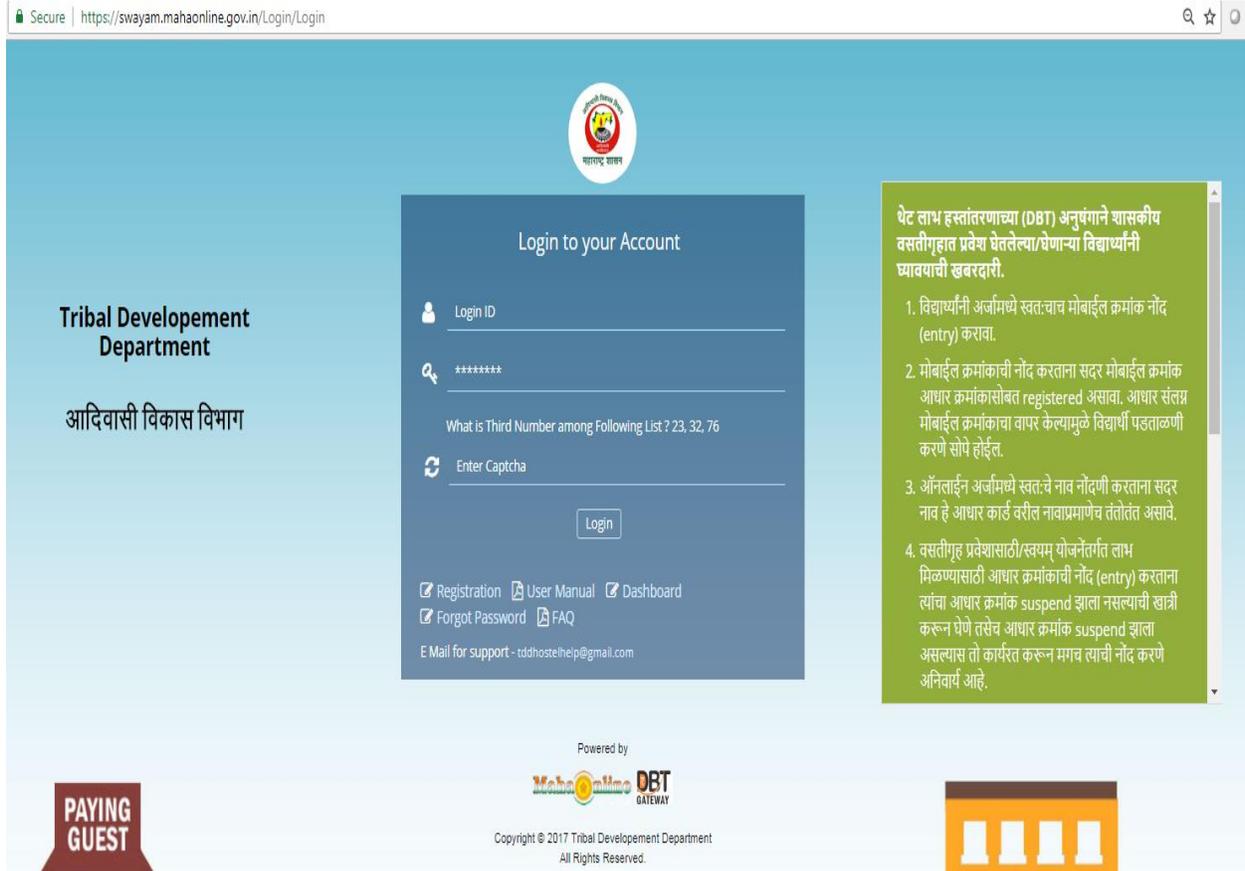
**User Manual for Applicant/Student**

**URL: - [swayam.mahaonline.gov.in](http://swayam.mahaonline.gov.in)**

Type the URL <https://swayam.mahaonline.gov.in> in the browser search bar as marked below eg. Google chrome, Internet explorer, mozilla firefox etc and hit enter



After hitting enter the below page will be displayed. This is the home page of online hostel admission portal.



In the right side of the screen, Green color box is present which shows updates about the website to the students. Like the dates, Mandatory things etc.



The screenshot shows a login page for a website. On the left, there is a login form with the following fields: "Login ID", a password field (masked with asterisks), a CAPTCHA question "What is Third Number among Following List ? 23, 32, 76", and a "Login" button. Below the form are links for "Registration", "User Manual", "Dashboard", "Forgot Password", and "FAQ". At the bottom, there is an email address: "E Mail for support - tddhostelhelp@gmail.com". On the right side, there is a green notification box with a red border and a red arrow pointing to it. The notification text is in Marathi and contains four points. The text in the notification box is: "थेट लाभ हस्तांतरणाच्या (DBT) अनुषंगाने शासकीय वसतीगृहात प्रवेश घेतलेल्या/घेणाऱ्या विद्यार्थ्यांनी घ्यावयाची खबरदारी." followed by four numbered points. The first point says: "1. विद्यार्थ्यांनी अर्जांमध्ये स्वतःचाच मोबाईल क्रमांक नोंद (entry) करावा." The second point says: "2. मोबाईल क्रमांकाची नोंद करताना सदर मोबाईल क्रमांक आधार क्रमांकासोबत registered असावा. आधार संलग्न मोबाईल क्रमांकाचा वापर केल्यामुळे विद्यार्थी पडताळणी करणे सोपे होईल." The third point says: "3. ऑनलाईन अर्जांमध्ये स्वतःचे नाव नोंदणी करताना सदर नाव हे आधार कार्ड वरील नावाप्रमाणेच नोंदवत घ्यावे." The fourth point says: "4. वसतीगृह प्रवेशासाठी/स्वयम् योजनेतर्गत लाभ मिळण्यासाठी आधार क्रमांकाची नोंद (entry) करताना त्यांचा आधार क्रमांक suspend झाला नसल्याची खात्री करून घेणे तसेच आधार क्रमांक suspend झाला असल्यास तो कार्यरत करून मगच त्याची नोंद करणे अनिवार्य आहे."

Registration is of two types,

1. **New student**
2. **Renewal**

### 1. **New student:-**

The student who is applying for the first time should use this option, new registration is of two types adhaar authentication based and non adhaar authentication based. For this user clicks on registration option shown on the home page below

**\*\*Note: - in adhaar based authentication the adhaar number of student gets authenticated directly from adhaar server, to get benefit as the earliest use this option, students whose adhaar is authenticated will be given benefit.**

**On clicking on the registration option the below screen opens**

- Adhaar Based Registration:** User updates his adhaar number in the below block, click anywhere on the screen system shows checkbox Adhaar based registration

Clicking on adhaar based registration will send an otp to user's adhaar registered mobile number.

The form contains the following fields and controls:

- Aadhaar Number:** Text input with value 224008178569.
- Aadhaar Based Registration:** Checked checkbox.
- OTP:** Empty text input.
- Name as per Aadhaar:** Empty text input.
- Date of Birth:** Empty text input.
- Gender:** Dropdown menu with value ---Select--.
- Mobile Number/ User Name:** Empty text input.
- Password:** Empty text input with example text *Example:Pass@123*.
- Confirm Password:** Empty text input.
- Buttons:** Save (blue) and Reset (orange).

User has to type the OTP on the screen in the otp box and click on verify OTP

The form is identical to the previous one, but with the following changes:

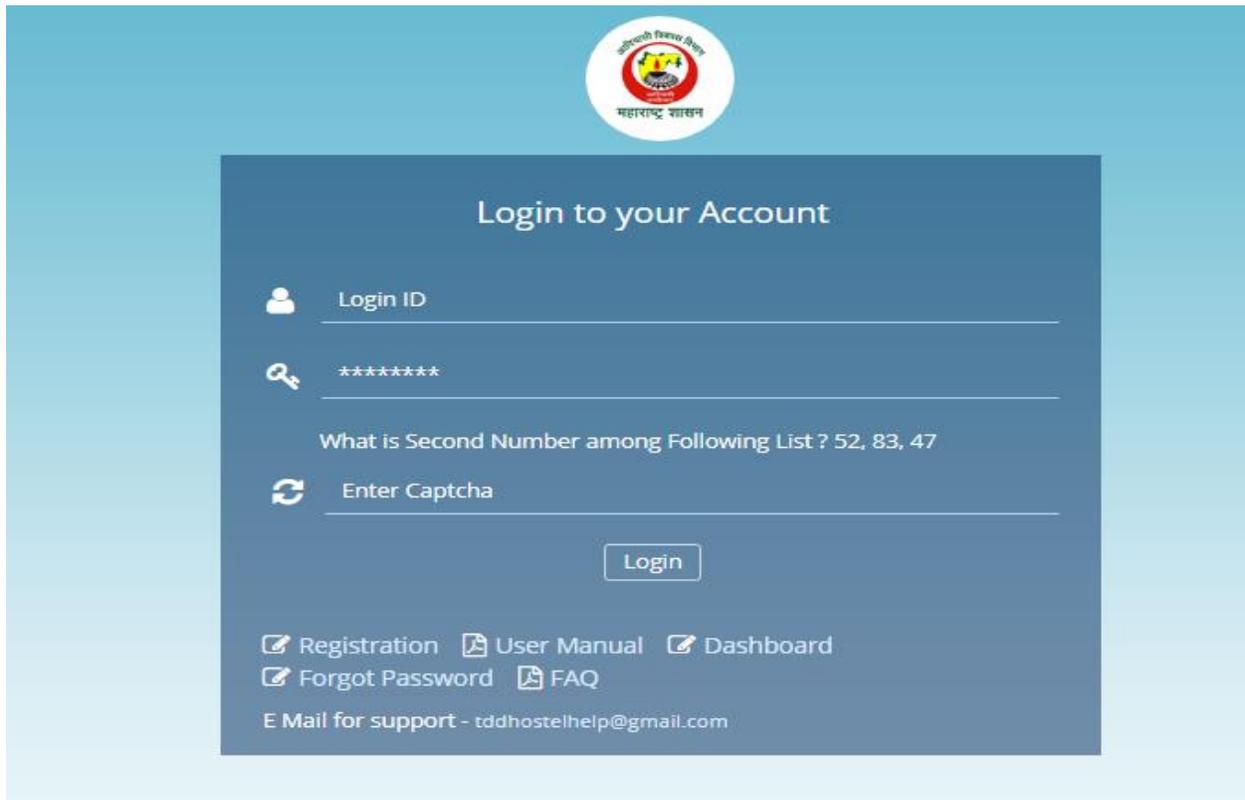
- OTP:** Text input with value 232323.
- Verify OTP:** A blue button is now visible below the OTP input field, which is highlighted by a red rectangular box.

If the otp matches student details like name as per adhaar, Date of birth and gender will directly come from adhaar server and student will be authenticated students has to put his own mobile number and password so that updates are received.

**2. Non Adhaar Registration:** Student can register with this option also, if students adhaar number is not linked with his mobile number student will use this option wherein student will update adhaar number , name as per adhaar , date of birth , Gender , mobile number and password he wish to have.

**\*\*\*Student should keep the user id and password safe and should not lose it.**

On successful registration user creates login, through the logins user can login to the system.



महाराष्ट्र शासन  
Maharashtra State Open University

### Login to your Account

 Login ID

 \*\*\*\*\*

What is Second Number among Following List ? 52, 83, 47

 Enter Captcha

Login

 Registration  User Manual  Dashboard  
 Forgot Password  FAQ

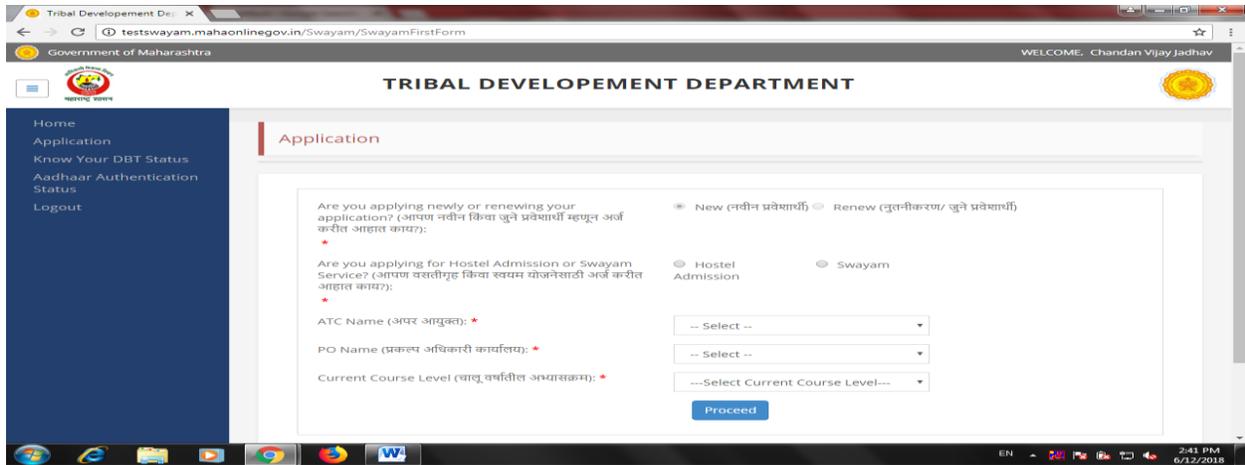
E Mail for support - tddhostelhelp@gmail.com

On successful login the below screen displays.

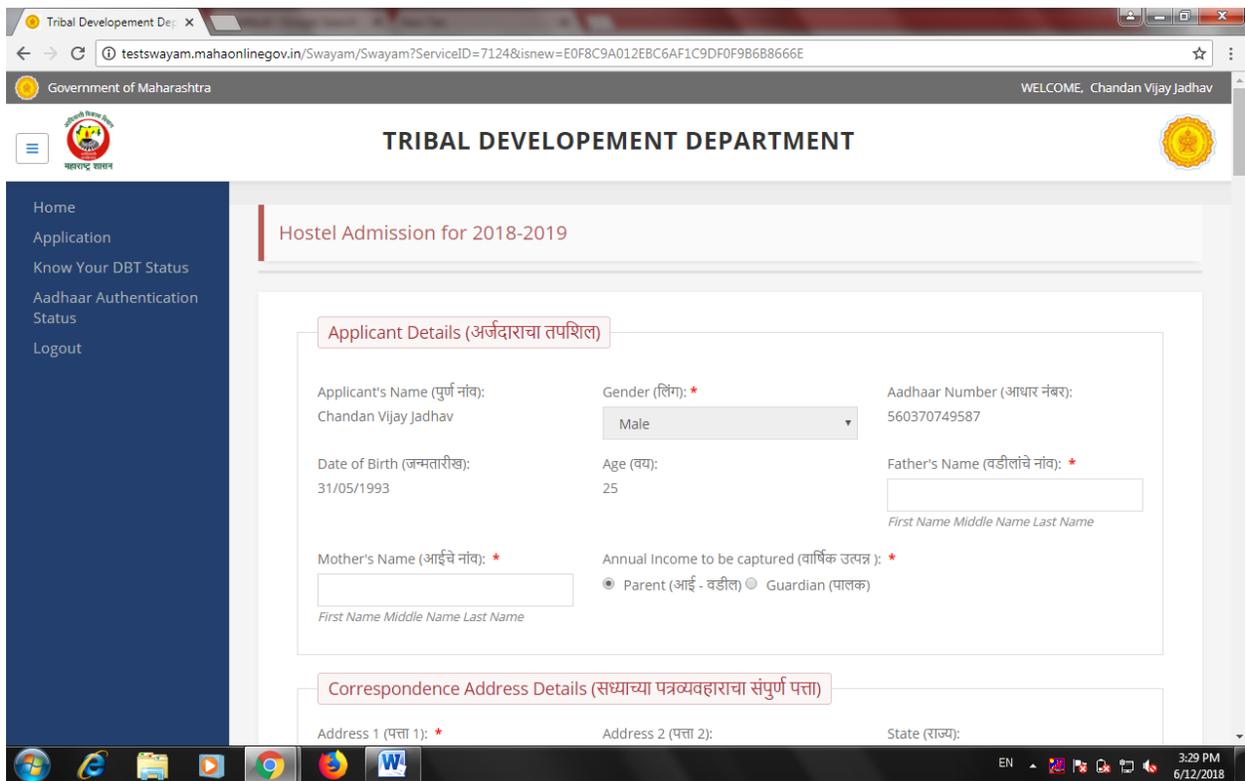
Applicant has two options for application

1. Hostel
2. Swayam

Applicant fills the application form as per his preference.



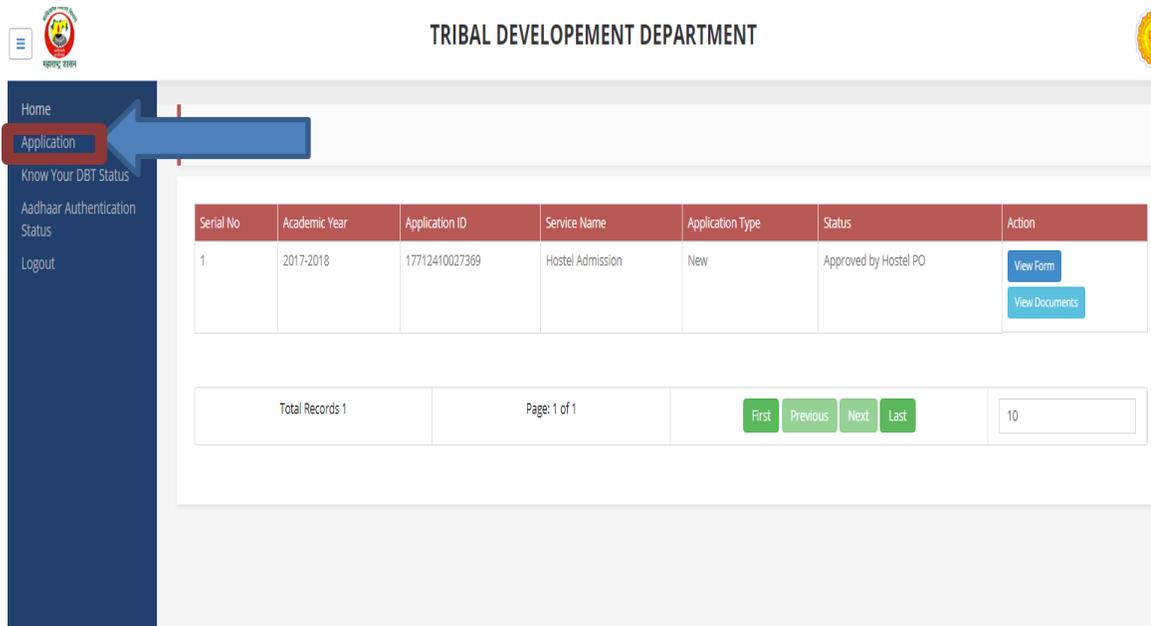
Clicking on proceed with show the below screen.



## 2. Renewal:-

Students who have already applied for hostel admission last year should fill the application form as renewal any renewal student filling form in new will get rejected also he might block one eligible student form getting admission to hostel so please take care of this option

Student should use his login id and password used last year to fill his renewal form. On login system shows the dashboard as below

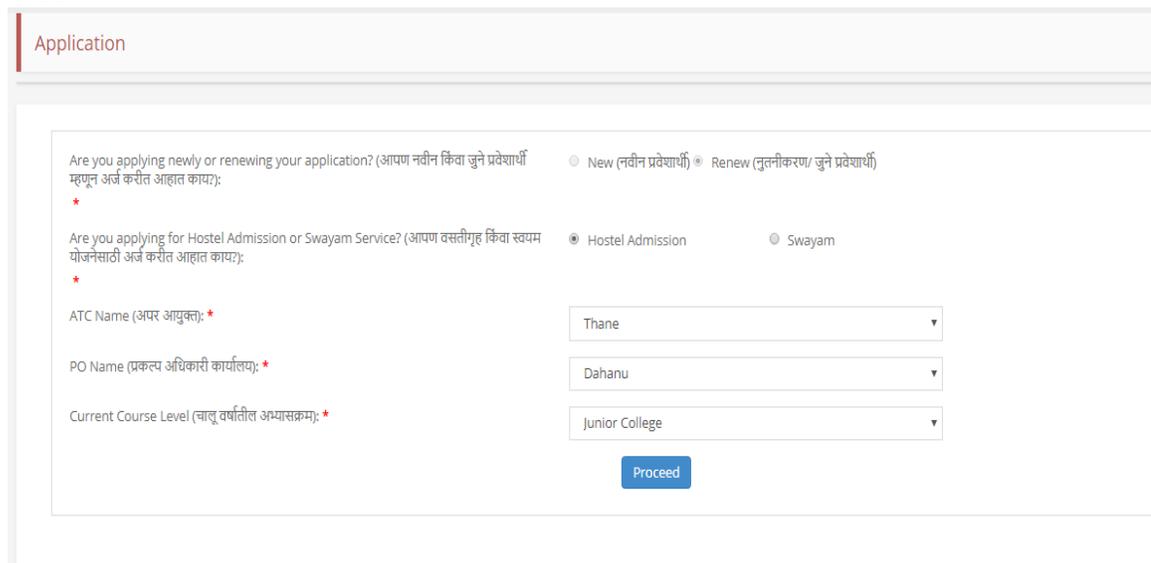


The screenshot shows the dashboard of the Tribal Development Department. The header includes the department name and a logo. A sidebar menu on the left contains options: Home, Application (highlighted with a red box and a blue arrow), Know Your DBT Status, Aadhaar Authentication Status, and Logout. The main content area displays a table with the following data:

Serial No	Academic Year	Application ID	Service Name	Application Type	Status	Action
1	2017-2018	17712410027369	Hostel Admission	New	Approved by Hostel PO	<a href="#">View Form</a> <a href="#">View Documents</a>

Below the table, there is a pagination control showing 'Total Records 1', 'Page: 1 of 1', and buttons for 'First', 'Previous', 'Next', and 'Last'. A search input field with the number '10' is also present.

Student clicks on application menu below screen will be displayed click on proceed to filling renewal application form.



The screenshot shows the application form interface. The title is 'Application'. The form contains the following fields:

- Are you applying newly or renewing your application? (आपण नवीन किंवा जुने प्रवेशार्थी म्हणून अर्ज करीत आहात काय?):  New (नवीन प्रवेशार्थी)  Renew (नुतनीकरण/ जुने प्रवेशार्थी)
- Are you applying for Hostel Admission or Swayam Service? (आपण वसतीगृह किंवा स्वयम योजनेसाठी अर्ज करीत आहात काय?):  Hostel Admission  Swayam
- ATC Name (अपर आपुक्ता): \*
- PO Name (प्रकल्प अधिकारी कार्यालय): \*
- Current Course Level (चार् वर्धातील अभ्यासक्रम): \*

A 'Proceed' button is located at the bottom of the form.

The form will be displayed as below.

### Hostel Renewal for 2018-2019

#### Applicant Details (अर्जदाराचा तपशिल)

Applicant's Name (पुर्ण नांव): [REDACTED]	Gender (लिंग): * Female	Aadhaar Number (आधार नंबर): [REDACTED]
Date of Birth (जन्मतारीख): 04/08/1999	Age (वय): 19	Father's Name (वडीलचे नांव): * [REDACTED] <small>First Name Middle Name Last Name</small>
Mother's Name (आईचे नांव): * [REDACTED] <small>First Name Middle Name Last Name</small>	Annual Income to be captured (वार्षिक उत्पन्न): * <input checked="" type="radio"/> Parent (आई - वडील) <input type="radio"/> Guardian (पालक)	

#### Correspondence Address Details (सध्याच्या पत्रव्यवहाराचा संपुर्ण पत्ता)

Address 1 (पत्ता 1): * AT POST URSE	Address 2 (पत्ता 2): TALUKA DAHANU DIST PALGHAR	State (राज्य): Maharashtra
District (जिल्हा): *	Taluka (तालुका): *	Village (गाव):

All the previous year details will flow directly in the application form, user updates the required information and fills the form

### Hostel Renewal for 2018-2019

#### Applicant Details (अर्जदाराचा तपशिल)

Application ID  
19712510000074

Applicant's Name (पुर्ण नांव): vikram shriram avhad	Gender (लिंग): * Male	Aadhaar Number (आधार नंबर): 838366214604
Date of Birth (जन्मतारीख): 15/01/1992	Age (वय): 26	Father's Name (वडीलचे नांव): * shriram <small>First Name Middle Name Last Name</small>
Mother's Name (आईचे नांव): * rukhnanbai <small>First Name Middle Name Last Name</small>	Annual Income to be captured (वार्षिक उत्पन्न): * <input checked="" type="radio"/> Parent (आई - वडील) <input type="radio"/> Guardian (पालक)	

#### Correspondence Address Details (सध्याच्या पत्रव्यवहाराचा संपुर्ण पत्ता)

Address 1 (पत्ता 1): * at yesgoan no.2	Address 2 (पत्ता 2): post yesgoan no.1	State (राज्य): Maharashtra
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If the student is a provisional case student i.e. his result is awaited above Last Examination Details on application form he selects the below option i.e. ticks "is this a provisional case?"

Is this a Provisional Case?

**Last Examination Details (मागील वर्षात दिलेल्या परीक्षेचा तपशिल)**

Name/ School/ College/ University (शाळा /महाविद्यालय/ विद्यापीठ तपशिल /अभ्यासक्रमाचे नाव): *	Address of School/College/University (शाळा /महाविद्यालय/ विद्यापीठाचा पत्ता)	Name of Course (अभ्यासक्रमाचे नांव): *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Duration (in Years) (अभ्यासक्रम कालावधी (वर्षात)): *	Marks Obtained (शैक्षणिक निकाल): *	Total Marks (एकूण गुण) *
-- Select Course Year --	<input type="text"/>	<input type="text"/>
Percentage (टक्केवारी):	Examination result (परीक्षेचा निकाल): *	
<input type="text"/>	<input type="radio"/> Pass उत्तीर्ण <input type="radio"/> Fail अनुत्तीर्ण <input type="radio"/> A.T.K.T एटीकेटी	

**SSC Board Details (माध्यमिक शालांत परीक्षा तपशिल)**

Board (परीक्षा मंडळाचे नांव): *	Division Board (विभागीय मंडळ): *	Year of Passing (परीक्षा उत्तीर्ण झाल्याचे वर्ष): *
--Select Board--	--Select Division Board--	--Select--
Passing Month/ Exam Month (परीक्षा उत्तीर्ण झाल्याचे वर्ष व महिना): *	SSC Seat Number (एसएससी परीक्षा बैठक क्रमांक):	
--Select Month--	<input type="text"/>	

On selecting this option Last examination details will be hidden and he can proceed with filling his application form. This option is for only students whose result is awaited.

Is this a Provisional Case?

**SSC Board Details (माध्यमिक शालांत परीक्षा तपशिल)**

Board (परीक्षा मंडळाचे नांव): *	Division Board (विभागीय मंडळ): *	Year of Passing (परीक्षा उत्तीर्ण झाल्याचे वर्ष): *
--Select Board--	--Select Division Board--	--Select--
Passing Month/ Exam Month (परीक्षा उत्तीर्ण झाल्याचे वर्ष व महिना): *	SSC Seat Number (एसएससी परीक्षा बैठक क्रमांक):	
--Select Month--	<input type="text"/>	

**Previous Hostel Details (मागील वर्षातील वसतीगृहासंबंधी तपशिल)**

Hostel Name (वसतीगृहाचे नांव):	Hostel Admission Date (प्रवेशाचा दिनांक):	Last date In Previous Hostel (वसतीगृह सोडल्याचा दिनांक):
<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason For leaving (वसतीगृह सोडण्याचे कारण):		
<input type="text"/>		

On saving the application successfully applicant gets success message and notification on registered mobile number.

Now applicant has to upload documents by clicking on upload documents button

Dashboard

Serial No	Academic Year	Application ID	Service Name	Application Type	Status	Action
1	2018-2019	19712510000074	Hostel Renewal	Renew	Document Pending	<a href="#">Upload Documents</a> <a href="#">Edit Form</a>
2	2017-2018	17712410034098	Hostel Admission	New	Approved by Hostel PO	<a href="#">View Form</a> <a href="#">View Documents</a>

Total Records 2      Page: 1 of 1      [First](#) [Previous](#) [Next](#) [Last](#)     

The below screen is visible, user attaches all the required documents. And saves his application form.

**\*\*\*Note: - Please attach clear scan copies of original documents.**

### TRIBAL DEVELOPEMENT DEPARTMENT

✦ APPLICATION DETAILS

Application ID 19712510000074	Applicant Name Sudhanshu Kumar Singh	Service Name Hostel Renewal
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✦ UPLOAD DOCUMENTS

**Compulsory (Submit any 2 of the following documents) \***

<input checked="" type="checkbox"/> Document Format should be JPEG/ PDF. <input checked="" type="checkbox"/> The size of the documents between 75 KB to 100 KB.	<input type="checkbox"/> Parent Income Certificate/ Form 16	<input type="checkbox"/> Medical Certificate
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**In case of students who are staying with Guardian**

<input checked="" type="checkbox"/> Document Format should be JPEG/ PDF. <input checked="" type="checkbox"/> The size of the documents between 75 KB to 100 KB.	<input type="checkbox"/> Death Certificate of Parent
--	--

To print application form user has to view form and at the end of the page and click on print

Do you want to avail benefits of Pandit Dindayal Upadhyay Swayam Yojna of Government, in case you are not selected for Hostel Admission

print

## Know your DBT status student login

Home

Application

Know Your DBT Status

Aadhaar Authentication Status

Logout

### Know Your DBT Status

Academic Year:

2018-2019

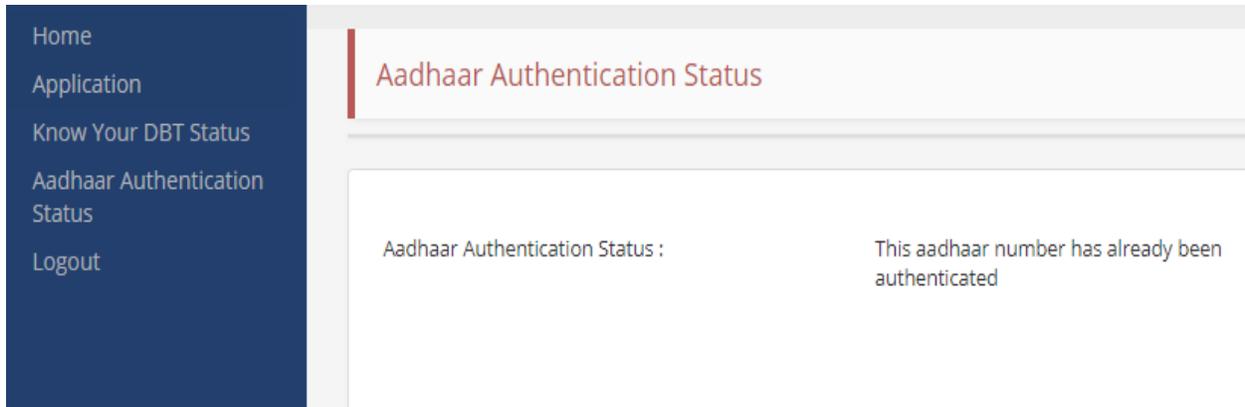
Search

No Record Found

Clicking on this option will show the benefit amount that has been transferred to student.

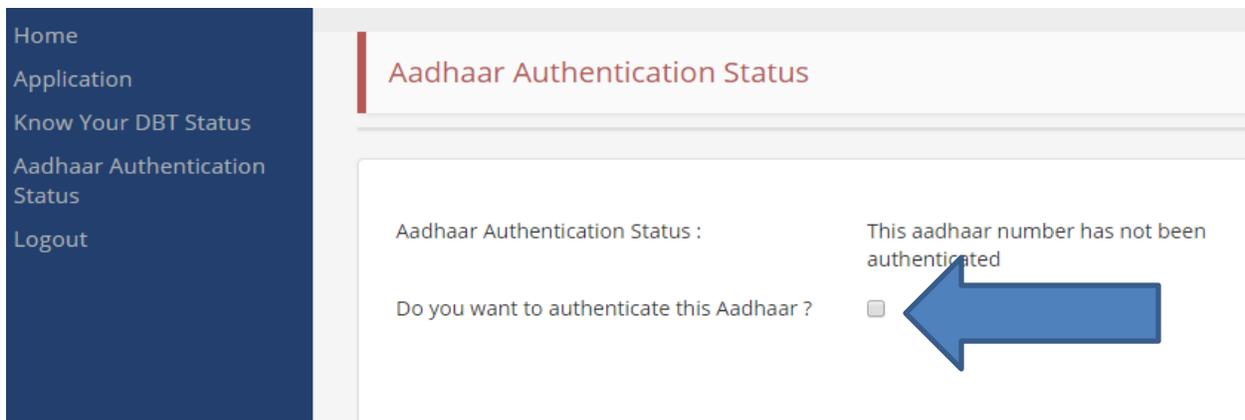
## Adhaar authentication status (student login)

This menu shows the adhaar authentication status of the student, if adhaar is already authenticated keep it as it is.



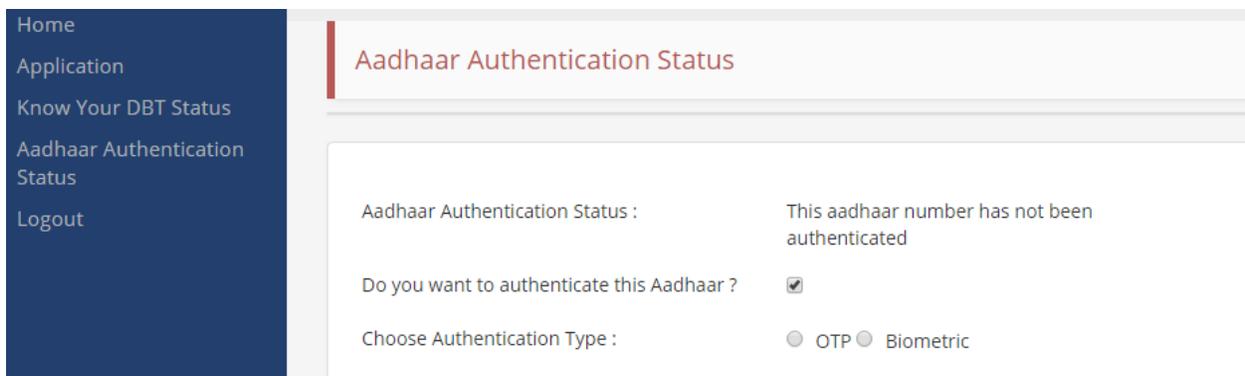
The screenshot shows a web interface with a dark blue sidebar on the left containing the following menu items: Home, Application, Know Your DBT Status, Aadhaar Authentication Status, and Logout. The main content area has a title "Aadhaar Authentication Status" in red. Below the title, the text "Aadhaar Authentication Status :" is followed by "This aadhaar number has already been authenticated".

If adhaar is not authenticated system will ask do you want to authenticate this adhaar



The screenshot shows the same web interface as above. The text "Aadhaar Authentication Status :" is followed by "This aadhaar number has not been authenticated". Below this, there is a question "Do you want to authenticate this Aadhaar ?" with an unchecked checkbox. A large blue arrow points to the checkbox.

Clicking on **do you want to authenticate this adhaar** will show below screen.



The screenshot shows the same web interface. The text "Aadhaar Authentication Status :" is followed by "This aadhaar number has not been authenticated". Below this, the question "Do you want to authenticate this Aadhaar ?" is followed by a checked checkbox. Underneath, there is a label "Choose Authentication Type :" followed by two radio buttons: "OTP" and "Biometric".

Clicking on OTP will send otp on adhaar linked mobile number by updating exact OTP details adhaar can be authenticated. For biometric student will have to visit nearest citizen service center.

## Forgot Password:

Using registered mobile number students can retrieve login password. He must enter registered mobile number and after clicking "Generate OTP" student will get OTP on registered mobile number. After getting OTP student have to enter it in the OTP text box. Student will be prompted to enter a new password in "New Password Text Box" and reenter it in "Confirm Password Text Box". New password will be set after click "Change Password".

The screenshot shows a web browser window with the URL <https://swayam.mahaonline.gov.in/Login/ForgotPassword>. The page title is "Pandit Dindayal Upadhyay Swayam Yojna". The main heading is "Forgot Password".

The form contains the following elements:

- A "Back To Login" button in the top right corner.
- A text input field labeled "UserName/ Mobile Number" with a red asterisk indicating a required field. The value "8485803\*\*\*" is entered.
- A green "Generate OTP" button.
- An "OTP" text input field.
- A "New Password" text input field.
- A "Confirm Password" text input field.
- A green "Change Password" button.

The Windows taskbar at the bottom shows the system tray with the date and time: 1:32 PM, 6/12/2018.