VIDYALAKSHMI

**USER MANUAL
FOR**

STUDENT LOGIN

MAY 2021

CONTENTS

1. INTRODUCTION TO VIDYA LAKSHMI

Vidya Lakshmi is a first of its kind portal for students seeking Education Loan. This portal has been developed under the guidance of Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Education) and Indian Banks' Association (IBA). Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. The portal also provides linkages to National Scholarship Portal.

1.1. SERVICES OFFERED TO STUDENTS

Vidya Lakshmi Portal provides single window for Students to access information and make application for Educational Loans provided by Banks and Government Scholarships.
It has the following features:
- Information about Educational Loan Schemes of Banks
- Common Educational Loan Application Form for Students
- Apply to multiple Banks for Educational Loans
- Facility for Banks to download Students Loan Applications
- Facility for Banks to upload loan processing status
- Facility for Students to email grievances/queries relating to Educational Loans to Banks
- Linkage to National Scholarship Portal for information and application for Govt Scholarships

1.2. QUOTE EXTRACT FROM THE BUDGET 2015-16 SPEECH

Below mentioned is an extract about Vidya Lakshmi Karyakram from the Budget Speech 2015-16 of Hon'ble Union Finance Minister Shri. Arun Jaitley

> *"Shri Arun Jaitley, Hon'ble Union Finance Minister in his budget speech for FY 2015-16:* **"With a view to enable all poor and middle class students to pursue higher education of their choice without any constraint of funds, I propose to set up a fully IT based Student Financial Aid Authority to administer and monitor Scholarship as well Educational Loan Schemes, through the Pradhan Mantri Vidya Lakshmi Karyakram. We will ensure that no student misses out on higher education for lack of funds."**

2. PREREQUISITES

PURPOSE

This hand book is a guide to a student who visits Vidya Lakshmi Portal for applying for an education loan. It contains process flow and screen shots for easy navigation on the Vidya Lakshmi Portal.

HARDWARE REQUIREMENTS

- CPU requirement : 1 GHz or higher
- Memory requirement: 512 MB RAM or higher.
- Any Configuration higher than the mentioned hardware requirement is desirable

SOFTWARE REQUIREMENTS:

- Operating System (OS): MS Windows XP and higher.
- Browser requirement: The Portal is best viewed on Internet Explorer Browser Version (IE 10.0), Fire Fox Version 40 and above, Chrome Version 42 and above

INTERNET CONNECTIVITY

- The computer system should have internet connectivity to access the web portal

TROUBLE SHOOTING

- Clear cookies & history from internet explorer by following
  Go to Internet Explorer window →Tools→Internet Options → General→Browsing History→Delete Browsing History→Delete All

3. EDUCATION LOAN APPLICATION
VIDYA LAKSHMI PORTAL HOME PAGE

For accessing the Vidya Lakshmi Portal, kindly enter the following address on your web browser.

www.vidyalakshmi.co.in

Please note the web address is case sensitive. You may take the curser to the above mentioned link and click to open the home page of the Vidya Lakshmi Portal shown below.

Vidya Lakshmi Portal Homepage:
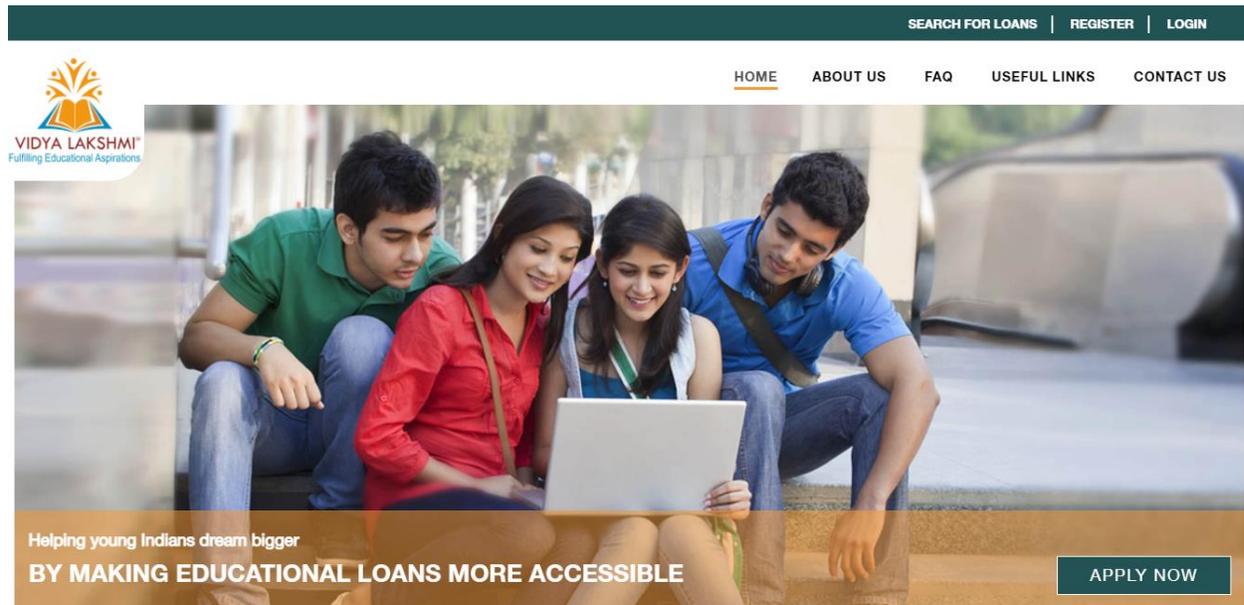
4. TABS ON HOMEPAGE:

Starting from the Top Left side of the Page, tabs mentioned are:

- **Home:** When clicked on "Home" this tab directs the users to Home Page of VIDYALAKSHMI the same is displayed in above screen shot.
- **About Us**: Provide brief explanation & benefits of Vidya Lakshmi
- **Login:** To login to Vidya Lakshmi portal
- **Register:** To register on Vidya Lakshmi portal
- **Useful Links:** This page provides various links which can be helpful to students for applying to Education Loan
- **FAQs**: This page provides answer to questions that students /users may face while accessing Vidya Lakshmi portal.
- **News & Updates:** A window displayed on the right side of the screen. This window provides latest updates about Vidya Lakshmi in brief.

- **Other Miscellaneous Tabs:**
  - **Media**: Links to various articles published about Vidya Lakshmi on web media
  - **Privacy Policy**: This tab provides privacy policy of NSDL e-Governance about issues on the internet
  - **Disclaimer**:
  - **Contact US**: This tab provides office address, generic E-mail ID & contact number of head office & branches of NSDL e-Gov.

5. SIX EASY STEPS FOR LOAN APPLICATION

STEP 1: *Register on Vidya Lakshmi*

STEP 2: *Login*

STEP 3: *Loan search screen*

STEP 4: *Fill up Common Education Loan Application Form*

STEP 5: *Search for Loan schemes*

STEP 6: *Apply for Loan schemes*

STEP 7: Check loan application status

5.1. STEP 1: REGISTER

A student, who wishes to apply for loan through Vidya Lakshmi, needs to first register. Student has to access the VIDYALAKSHMI Portal homepage and click on the link "Register".

Vidya Lakshmi Portal Homepage →Register:

The "Register" page will be displayed after clicking on the tab

Steps:

 ➢ Provide required details for registration
 1. Title
 2. First Name
 3. Middle Name
 4. Last Name
 5. Mobile no.
 6. E-mail ID
 7. Password
 8. Confirm Password
 9. Enter Above Captcha
    - Enter Captcha image code in textbox provided for it, code entered should match with the image code displayed. If the code is not visible, kindly refresh the code.
 10. Terms & Conditions Checkbox
    - Check the checkbox provided for terms & conditions "I agree to the Website (Click wrap) agreement: Terms & Conditions".
    - Link is provided to view the click wrap agreement

- Click on the link to view & read the agreement hyperlink provided before submitting the registration.

11. Click on "Submit" button to submit the registration for Vidya Lakshmi account

12. *Ensure that you provide a valid email Id while registration as this Id will be used for all future communications on Vidya Lakshmi portal*

Registration Page:

Following buttons are also provided on Registration screen

Clear - To clear the details filled in registration form

Home - To go back to the homepage without filling up enrolment form. Any details filled in the form will not be saved if user clicks on this tab.

Once the details are submitted, following screen will be displayed.

Screen after successful Registration on Vidya Lakshmi:
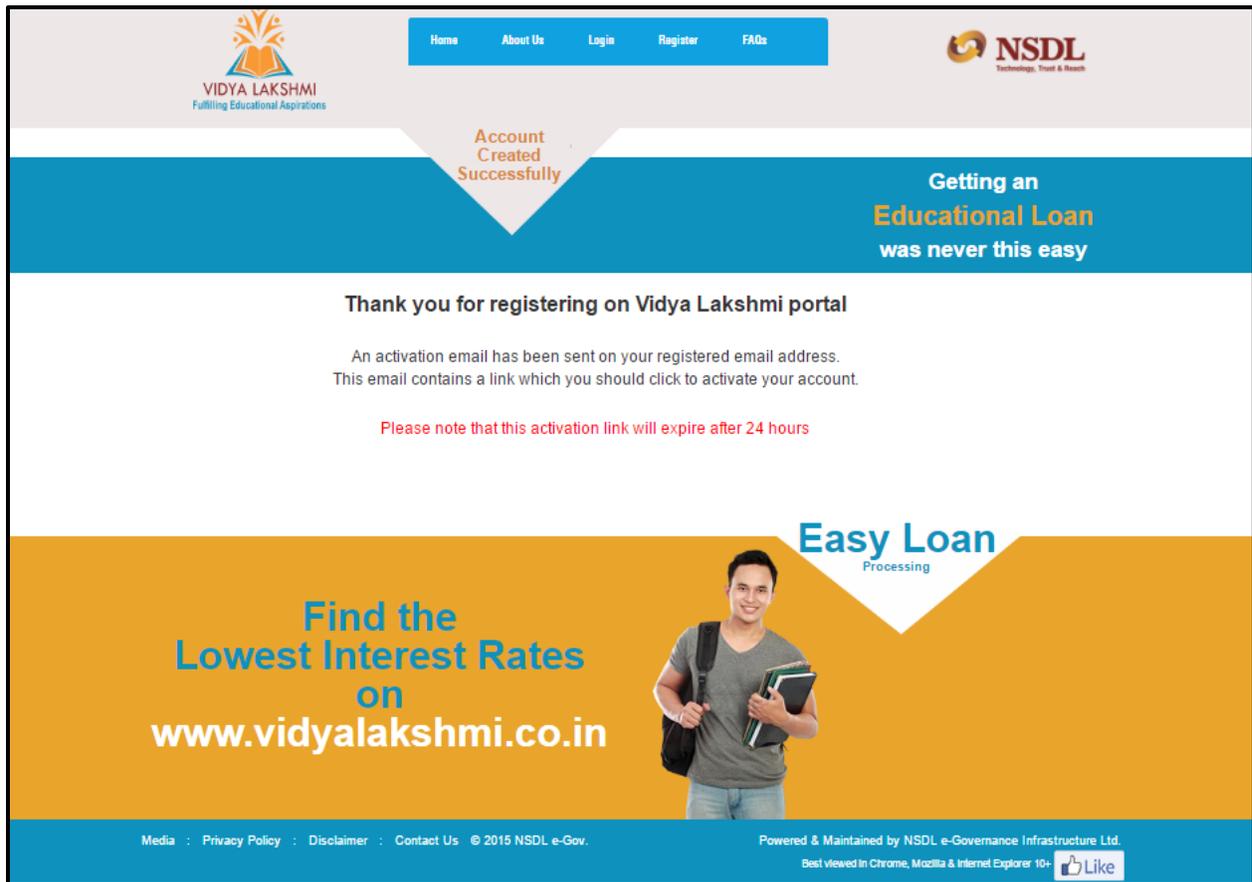
Student will have to activate his account by hitting on the link by logging into his personal mail box as shown in the below screenshot:
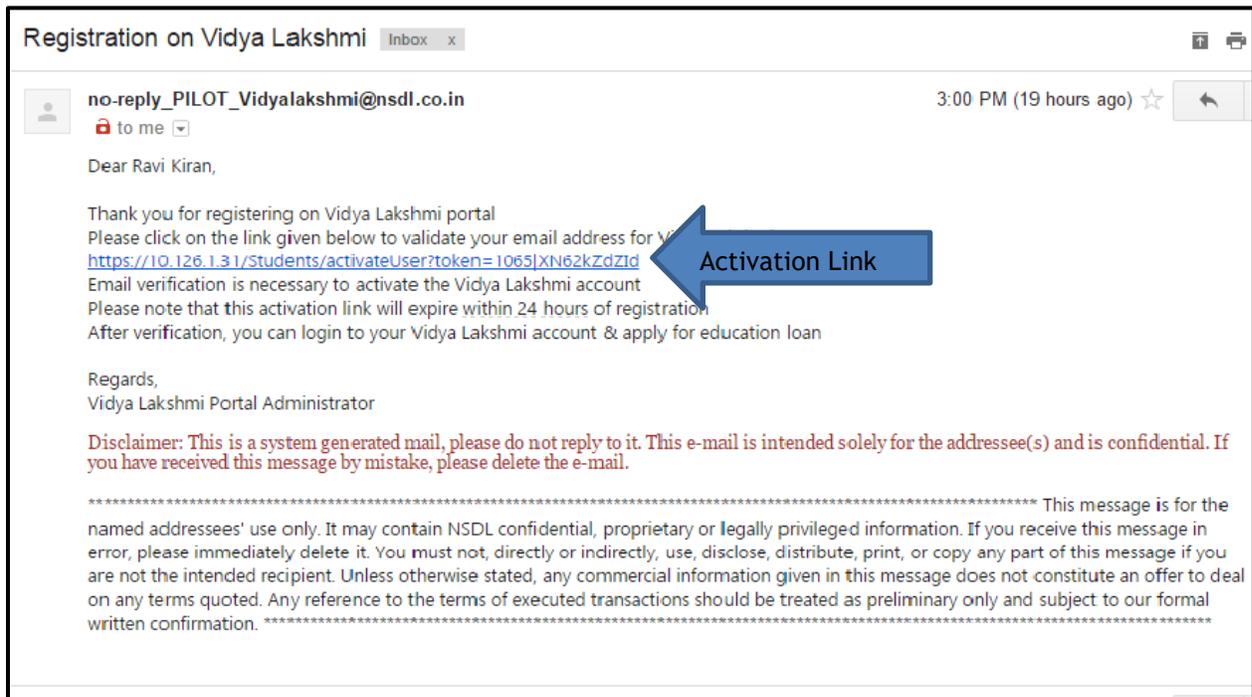
5.2. STEP 2: LOGIN

- Go to Vidya Lakshmi Homepage, click on "Login"
- This section opens in a new page & it is provided to students registered on portal to login. .

Login screen:
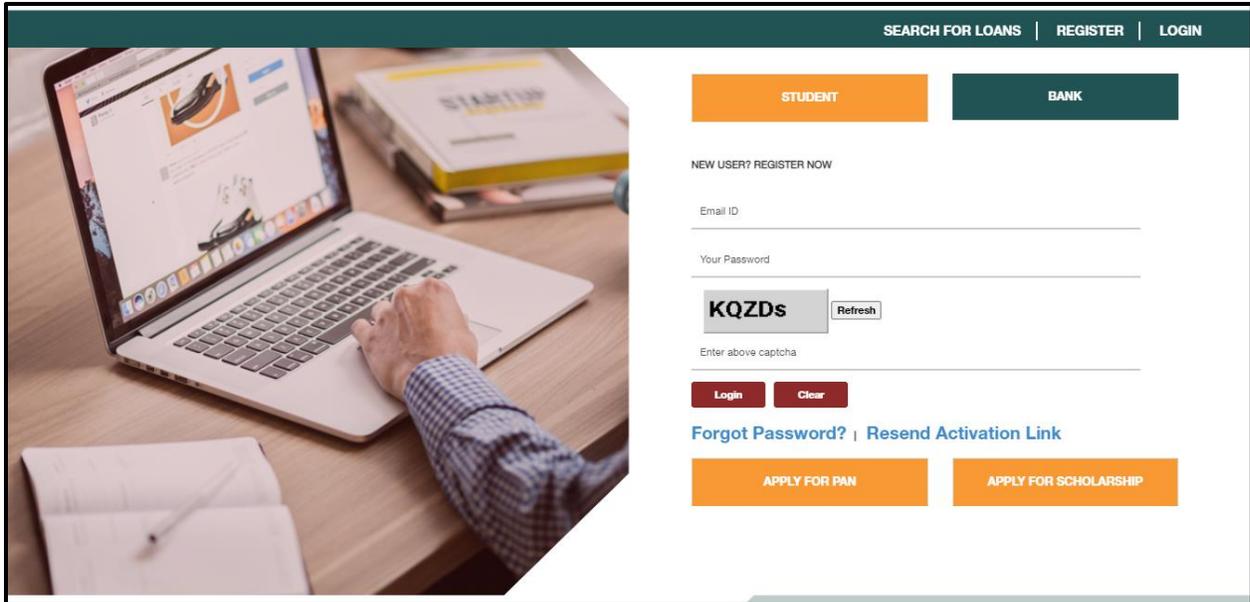
Enter Email ID, password set while registration & captcha image code displayed on screen and then click on "Login" button

This section also provides forgot password link to retrieve the forgotten password

Forgot Password:

- In case you forget the password of your Vidya Lakshmi account, you would be required to click on 'Forgot Password' link provided on the login section.
- Enter the Email ID with which you have created your Vidya Lakshmi login & click on 'Submit'
- A system generated password will be sent on your email id
- Login with that system generated password sent on your email, you will be forced to change the password upon login.

Forgot Password Screen:
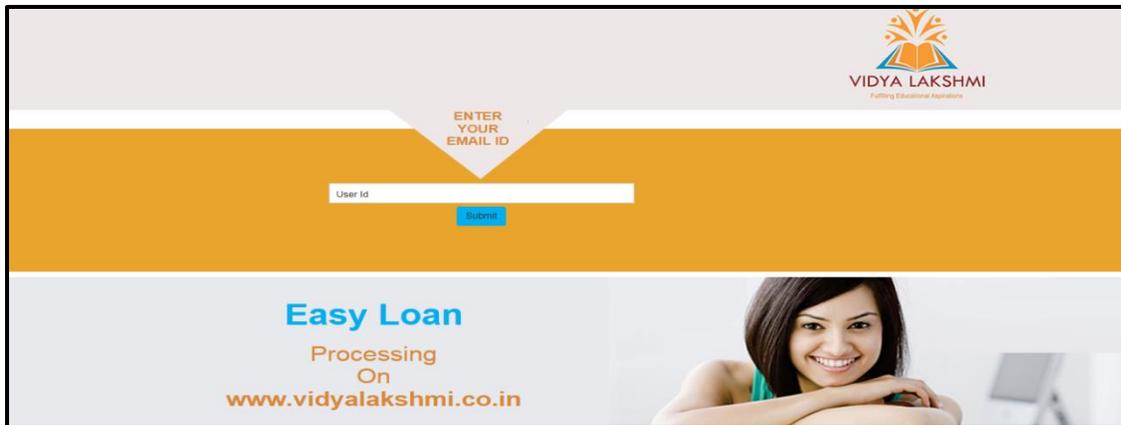
Resend activation link screen:
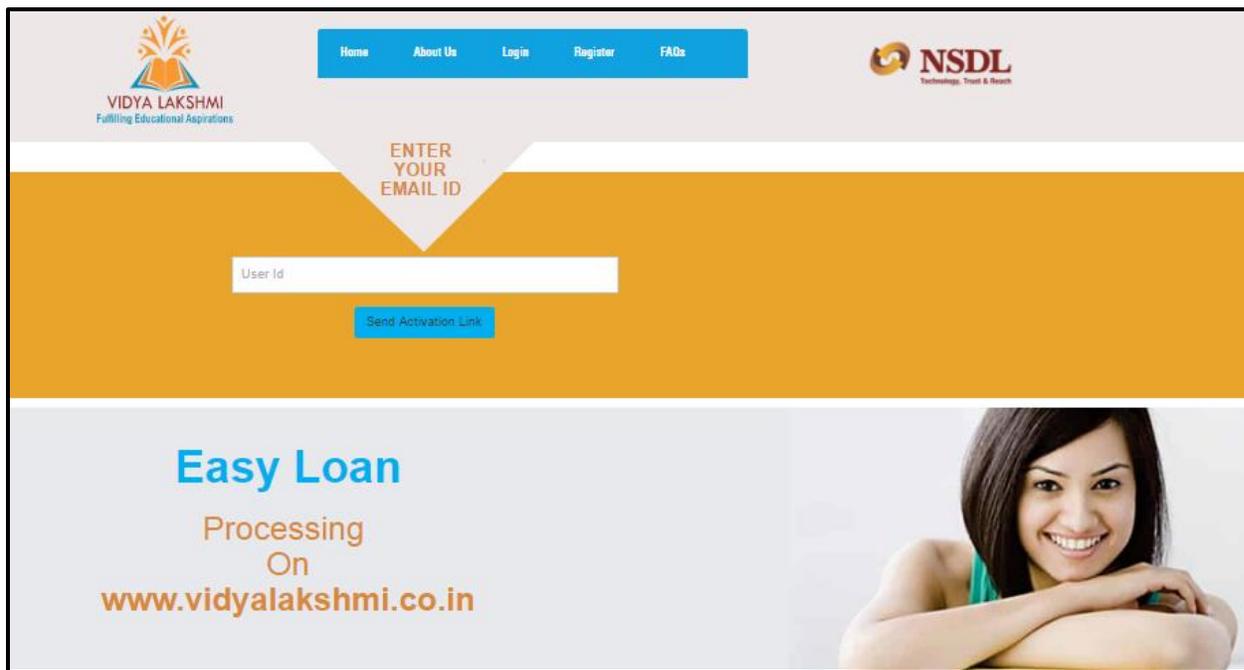
5.3. STEP 3: STUDENT HOME PAGE

After you login in with the User-ID and password, following screen will be displayed.
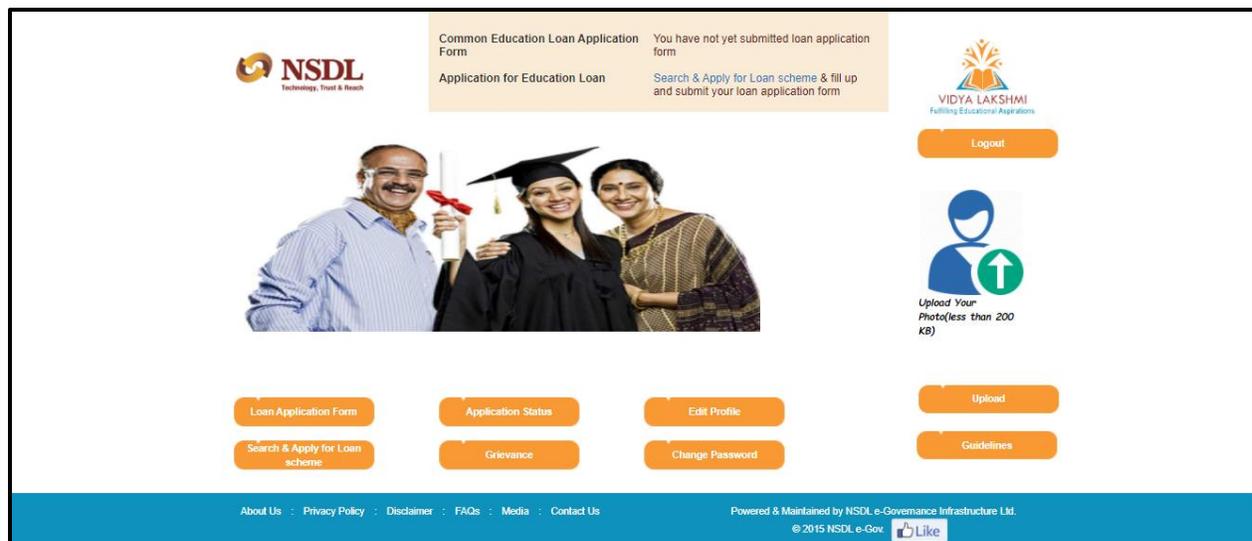
5.4. STEP 4: FILL UP COMMON EDUCATION LOAN APPLICATION FORM

Steps:

- To fill up Common Education Loan Application form, click on 'Loan Application Form' tab
- Common Education Loan Application form will be opened
- Form has 8 sections
- <u>Instructions to fill up the common education loan application form are provided at the beginning of the form</u>

- Read the instructions carefully before commencing the process of filling up application form

Common Education Loan Application Form: Instructions

Instructions are given in expand/collapse tabs. You can see required instructions by clicking on the tabs.

Following buttons are provided under Common Education Loan Application Form on all other tabs

Save- To save the details entered under each section of the application form.
Please click on 'Save' button after completing the details in each section.

Next: To go to the next section.

Previous: To go to the previous page.

Submit: This will be enabled only after successful completion of entire form.

Common Education Loan Application Form has following 7 sections
1. Basic Information

2. Personal Information

3. Present Banker Details

4. Course Details

5. Cost of Finance Details

6. Personal Information of Guarantor

7. Present Banker of Guarantor

8. Upload Documents

Please note that sections related to Guarantor Details will be displayed only if required loan amount is more than or equal to Rs. 7.5 lakhs

If required details of any section are not completely filled in or any of the field has errors then tab will have a red "cross mark"

If all the details are properly filled, that tab will have a green "tick mark"

   1) Basic Information:

Fill-up Common Education Loan Application Form

| Instructions | Basic Information | Personal Information ✓ | Present Banker Details ✓ | Course Details ✓ | Cost of Finance Details ✓ | Upload Documents ✓ |

Save **Next** **Previous** **Clear**

Central Sector Scheme for Interest Subsidy Eligibility Check - Benefits due to CSIS and eligibility criteria ?
Please fill in below data for CSIS eligibility.

Are you pursuing Higher Studies in India?*	◉Yes	○No	
Is your Parental Income up to Rs. 4,50,000/- per annum? (If No, then please enter income.)	◉Yes	○No	440000.00
Have you taken admission for a Professional/Technical Course in NBA/NAAC accredited program/courses/Institute of National Importance/Institutes which have approval of respective regulatory body. (If No, then please click for institute details.)	○Yes	◉No	

Eligibility

- Education Loans taken under IBA Model Education Loan Scheme.
- Students having parental income up to Rs. 4.5 lakhs per annum.
- Students enrolled in professional/ technical courses only from NAAC accredited institutions or professional/ technical programmes accredited by NBA or Institutions of National Importance or Central Funded Technical Institutions (CFTIs). Those Professional Institutions/programmes, which do not come under the ambit of NAAC or NBA, would require approval of the respective regulatory body viz, approval of Medical Council of India for Medical courses, Nursing Council of India for Nursing courses, Bar Council of India for Law etc.
- Admissible only for once either for UG, PG- Also admissible for integrated courses (graduate + post graduate).

Interest Subsidy under this Scheme shall not be available to those students who discontinue their course midstream, or who are expelled from the Institution on disciplinary or academic grounds. However, the interest subsidy would be available only if discontinuation is due to medical grounds for which necessary documentation to the satisfaction of the Head of educational institution needs to be provided.

What do I get?

1. Moratorium Period

Under the Scheme, the interest payable on the Educational Loan for the moratorium period i.e., Course Period plus one year as will be borne by the Government of India. After the period of moratorium, the interest on the outstanding loan amount shall be paid by the student, in accordance with the provisions of the existing Model Educational Loan Scheme of Banks and as may be amended from time to time.

2. Interest Concession

Under the IBA Scheme, 1% interest concession is provided for the loanees if the interest is serviced during the period when repayment holiday is specified for interest/repayment under the scheme. This 1% interest concession would be extended under the Central Scheme of Interest Subsidy, provided the Government of India disburses interest subsidy claims to the Banks on half-yearly or yearly basis.

For More details please contact respective bank or click on the CSIS link below

https://www.vidyalakshmi.co.in/Students/resources/SubsidyScheme.html

Save **Next** **Previous** **Clear**

2) *Personal Information:*

Loan Application Form | Search & Apply for Loan scheme | Application Status | Edit Profile | Change Password | Grievance | Logout Pratik

Welcome Pratik Rao

VIDYA LAKSHMI
Fulfilling Educational Aspirations

Fill-up Common Education Loan Application Form

| Instructions | Basic Information | Personal Information ✓ | Present Banker Details ✓ | Course Details ✓ | Cost of Finance Details ✓ | Upload Documents ✓ |

Save   Next   Previous   Clear

Personal Information

	Student	Parent / Husband
Title*	Mr.	Mr.
First Name*	Pratik	Pooja
Middle Name	Pravin	Pravin
Last Name*	Rao	Rao
Father's /Husband's First Name*	Pravin	Pravin
Father's /Husband's Middle Name	Mohan	Mohan
Father's /Husband's Last Name*	Rao	Rao
Date of Birth*	05/05/2000	01/05/1974
Category*	SC	SC

At least one Income field should be filled		
Income from all sources (₹) *(Only numbers are allowed , not more than 12 Numbers)*	2000.00	440000.00
PAN No.# *(Not more than 10 characters)*		
State*	Himachal Pradesh	Karnataka
At least one Address field should be filled		
Address Line 1 *(Not more than 60 characters)*	b-111,Bhoomi Towers	b-111,Bhoomi Towers
Address Line 2 *(Not more than 60 characters)*		
Village / Area/ Locality* *(Not more than 45 characters)*	Vakola	Vakola
Block/Taluka /Sub-district/Town*	Chamba	Bengaluru Urban
PIN* *(Only numbers are allowed , not more than 6 digits)*	400006	400076
Contact No.* *(Only numbers are allowed , not more than 10 digits)*	9877777754	9877777750
e-mail ID*	Pratik@test.com *Email-Id cannot be changed*	Pratik123@test.com

Save   Next   Previous   Clear

3) *Present Banker Details*

- Click on Link to Search IFSC Code
- Enter Bank Name/ City, Branch Name or IFSC Code
- List of results will be displayed
- Select the desired bank branch
- Click on "Submit"

To search for desired IFSC code; click on link "click here for IFSC code"
- Enter any combination of Bank name, city name, Branch Name or enter IFSC code & click on Search.
- Select desired record from search results & click on Submit

"*Search IFSC Code" Screen with results*

Details of submitted record will be auto populated under "Banker" & "Bank Branch" fields

Present Banker Details

4) *Course Details*

Under this section please ensure following
- Date of Commencement is not more than 2 years old
- Date of Completion is more than cannot be more than 10 years old
- Duration of the course should be mentioned in format YY-MM by selecting the dropdown provided.
- No. of years for cost of course will be enabled based on the duration of the course

"*Search Institute name" Screen with results*

Steps to fill up cost of finance details:

- Select duration of course
- Fill up year wise cost of course
- Year wise total amount will be auto calculated
- Provide own source of fund/ scholarship amount
- Loan required will be auto calculated based on total cost of course & own/scholarship fund amount
- (Loan amount= Total course cost – own source /scholarship amount)
- All amounts to be entered in Indian Rupees.

5) *Cost of Finance Details*

6. _Personal Information of Guarantor_

Fill-up Common Education Loan Application Form

Instructions	Basic Information	Personal Information ✔	Present Banker Details ✔	Course Details ✔	Cost of Finance Details ✘	Personal Information of Guarantor ✘	Present Banker of Guarantor ✘	Upload Documents ✘

Save   **Next**   **Previous**   **Clear**

Personal Information of Guarantor

Total Loan Required is more than 7.5 lac,mandatory fields are required.

	Co-obligant/ Guarantor		Co-obligant/ Guarantor
Title*	--Select-- This field is required.	First Name*	 This field is required.
Middle Name		Last Name*	 This field is required.
Father's /Husband's First Name *	 This field is required.	Father's /Husband's Middle Name	
Father's /Husband's Last Name*	 This field is required.	Date of Birth*	 This field is required.
Category*	--Select-- This field is required.	Sex*	--Select-- This field is required.
Marital Status*	--Select-- This field is required.	Educational Qualification *(Not more than 60 characters)*	

Marks obtained in Highest qualification(%) *(It cannot be more than 100.00)*		Occupation	--Select--
Income from all sources (₹) *(Only numbers are allowed , not more than 12 numbers)*		PAN No.# *(Not more than 10 characters)*	
State*	--Select-- This field is required.		
Address Line 1* *(Not more than 60 characters)*	This field is required.	Address Line 2 *(Not more than 60 characters)*	
Village / Area/ Locality* *(Not more than 45 characters)*	This field is required.	Block/Taluka /Sub-district/Town* *(Not more than 45 characters)*	--Select-- This field is required.
PIN* *(Only numbers are allowed , not more than 6 digits)*	This field is required.	Contact No.*	This field is required.
e-mail ID*	This field is required.		

Save Next Previous Clear

7. *Present Banker of Guarantor*

| | Instructions | Basic Information | Personal Information ✓ | Present Banker Details ✓ | Course Details ✓ | Cost of Finance Details ✗ | Personal Information of Guarantor ✗ | Present Banker of Guarantor ✗ | Upload Documents ✗ |

| Save | Next | Previous | Clear |

Present Banker Details

Total Loan Required is more than 7.5 lac,mandatory fields are required.

	Co-obligant / Guarantor
Branch IFSC*	BKID0006258 click here for IFSC Code This field is required.
Banker	BANK OF INDIA
Bank Branch	BIDUPUR
Account Type*	Savings Account ▼ This field is required.
SB / OD A/c No.* *(Only Numbers are allowed , not more than 16 digits)*	3445554544544 This field is required.
Direct/Indirect liability details (₹) *(Not more than 60 characters)*	

| Save | Next | Previous | Clear |

8) *Upload Documents*

> ➢ To upload documents
> - Select the desired file through Browse option
> - Path of selected file will be displayed on screen
> - Click on Upload to upload the selected file

- Documents to be uploaded only in format jpeg, .png, .pdf, .tiff
- Total size of all the documents should be max 2 MB
- You can also delete the uploaded documents by clicking on "Delete" button provided for each document

CELAF preview screen:
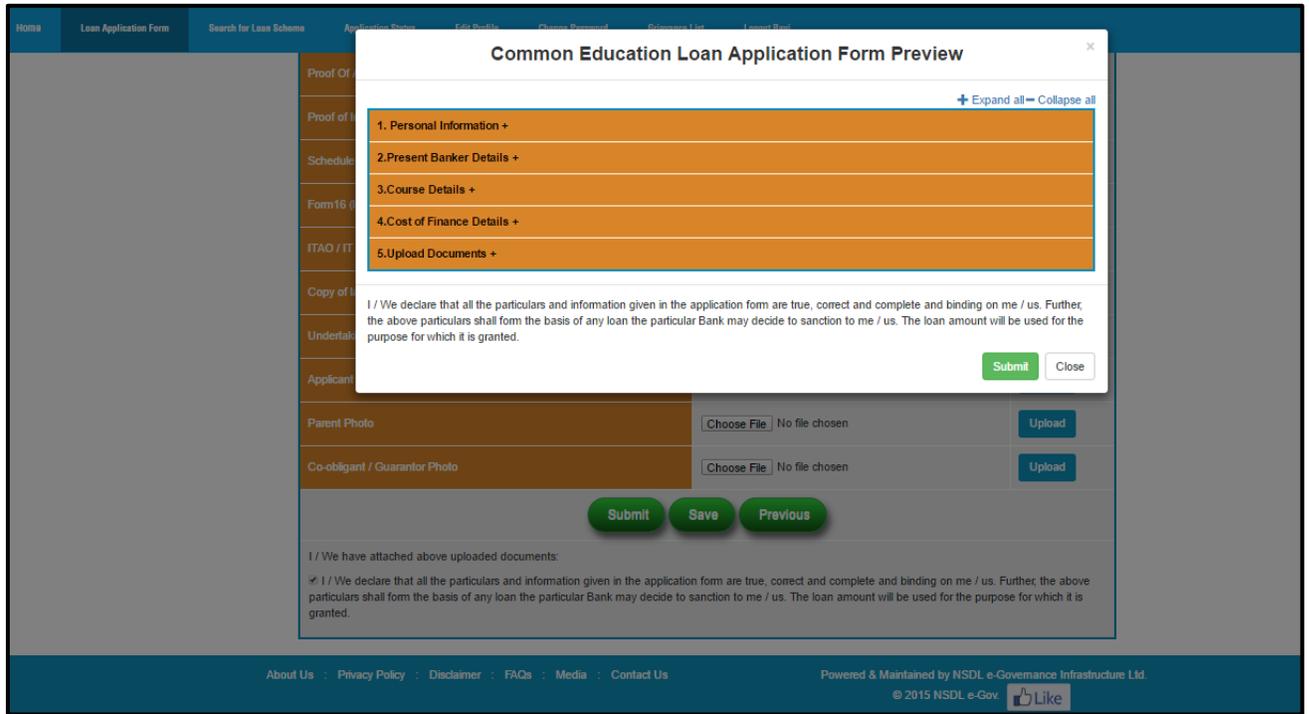
- Click on each tab to get a preview of all the information filled by the applicant

➢ Once all the sections of form are properly filled & required documents are uploaded, you will be prompted to select declaration checkbox given on the "Upload Documents" tab

Pop up message:
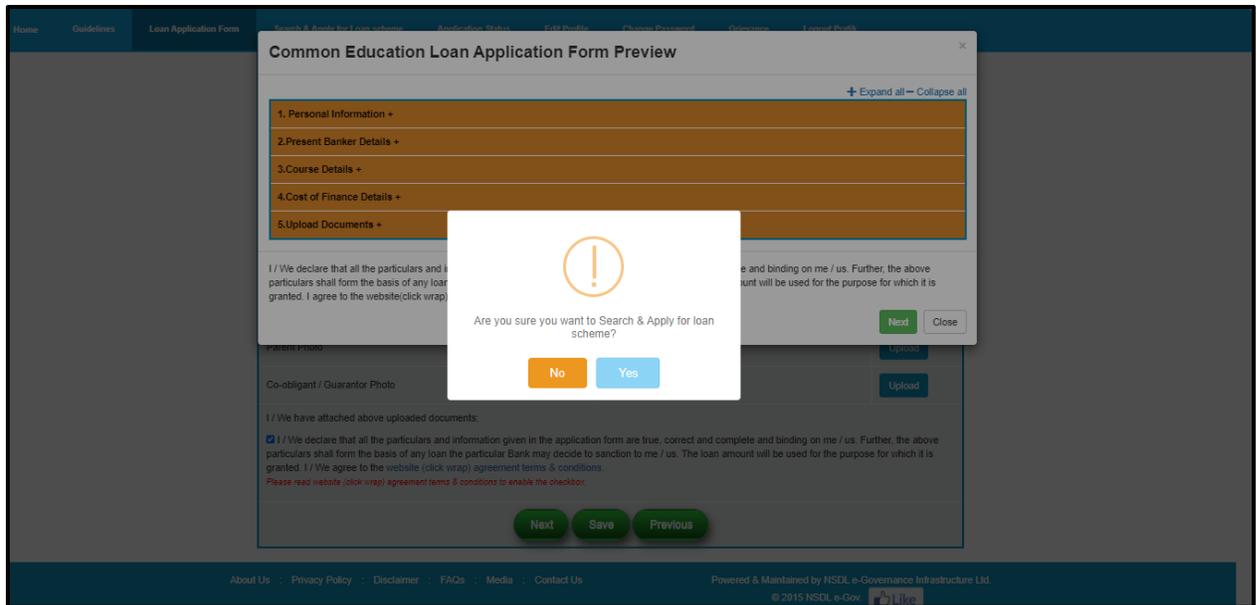
- Click on checkbox provided for "I agree" on Upload Documents tab
- Preview the details
- Click on "Ok" on above pop up message
- Click on Submit
-

Form will not be allowed to be submitted if there is any error in the data entered or any of the mandatory field is blank

Please note that data entered in application form is auto saved.
Once the form is successfully submitted following message will be displayed
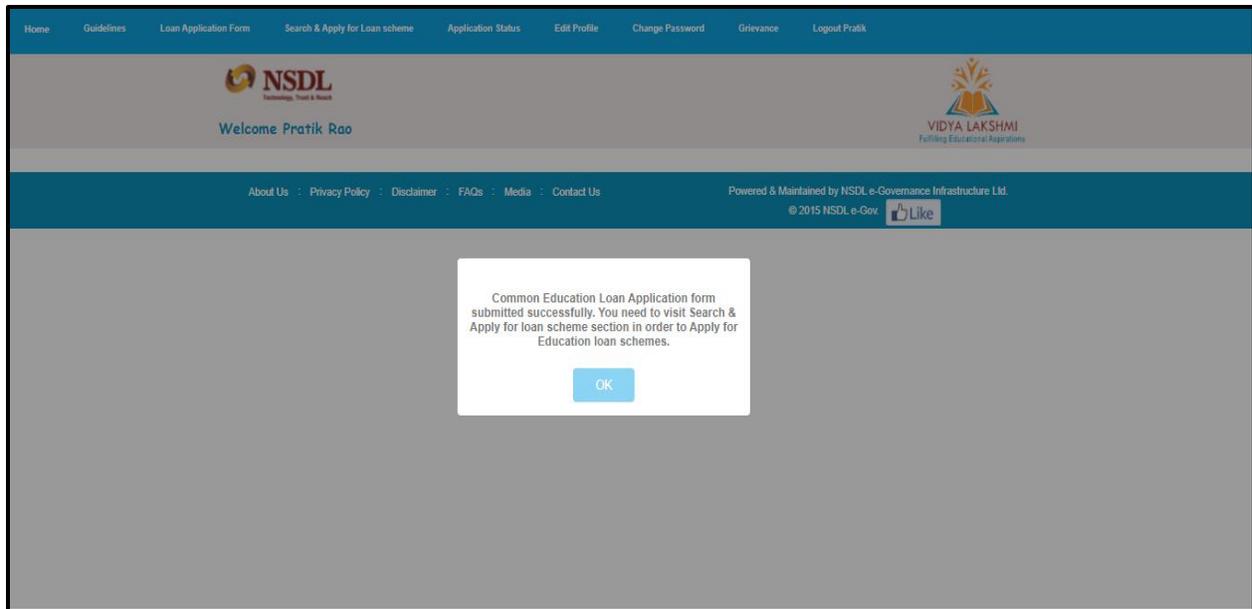
Please note that your form data is saved on Vidya Lakshmi portal when you submit the form.

Please note that by submitting the form loan application will not be sent to banks.

To search & apply for loan schemes go to "Search for Loan Schemes" section

7.1. STEP 5: SEARCH FOR LOAN SCHEMES
Search for desired loan schemes under this section

Search for loan schemes based on the following criteria by selecting the desired option from dropdown provided

- Location of Study
  - India
  - Abroad
- Course
  - Under Graduation
  - Post-Graduation
  - Professional
  - Vocational
- Loan Amount Required
  - Below Rs. 4 Lacs
  - Between Rs 4 Lacs to Rs 7.5 Lacs

o   More than Rs 7.5 Lacs

List of loan schemes will be displayed based on the selected criteria

Loan Search Results
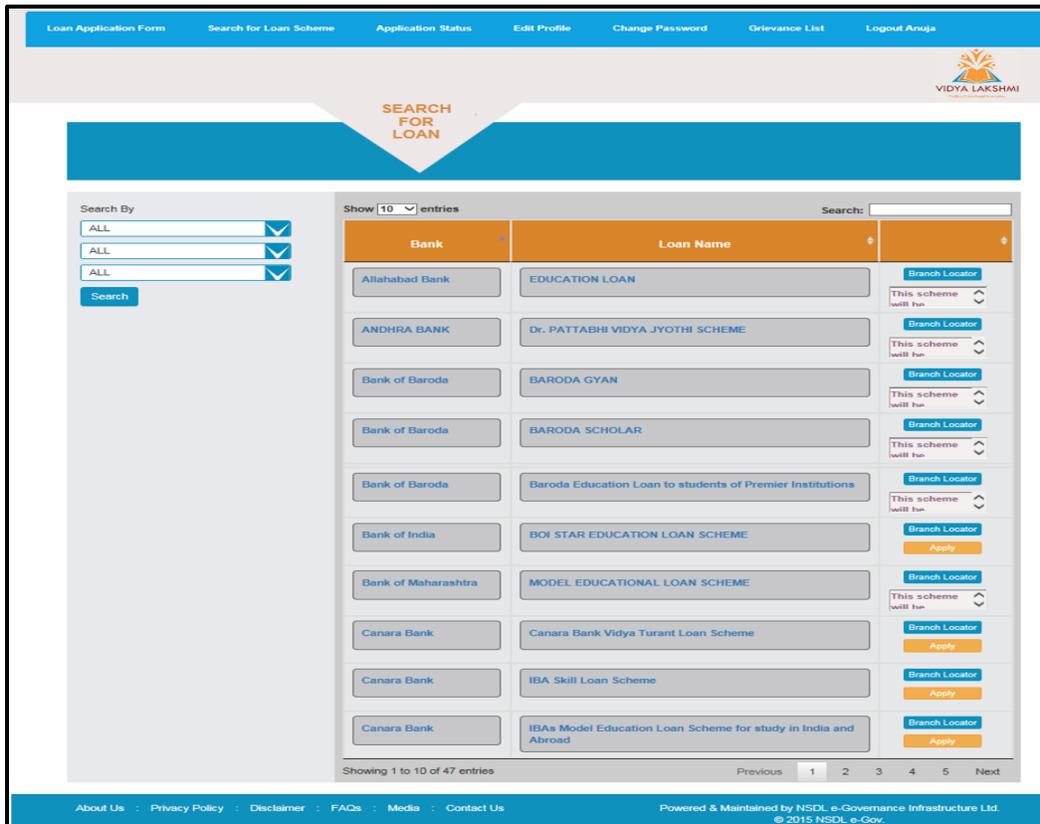
Once the search results are displayed, click on the link provided for each scheme under "Loan Name" column

Link will open in a new window & scheme details will be displayed

You can also check details of desired bank branch by clicking on the "Branch Locator" link

7.2. STEP 6: APPLY FOR LOAN SCHEMES

Once the form is submitted you can apply for loan scheme by clicking on "Apply"

Go to Search for Loan scheme to check the list of schemes available under Vidya Lakshmi

Once you click on Apply, IFSC code search screen will be displayed

Search for desired bank branch by entering the city, branch name or IFSC code

Select the desired bank branch record

This option is provided to select the desired bank branch for your loan application processing.

Click on "Submit" to submit the loan application to the bank

Pop up message screen ensuring the confirmation of desired loan scheme selection
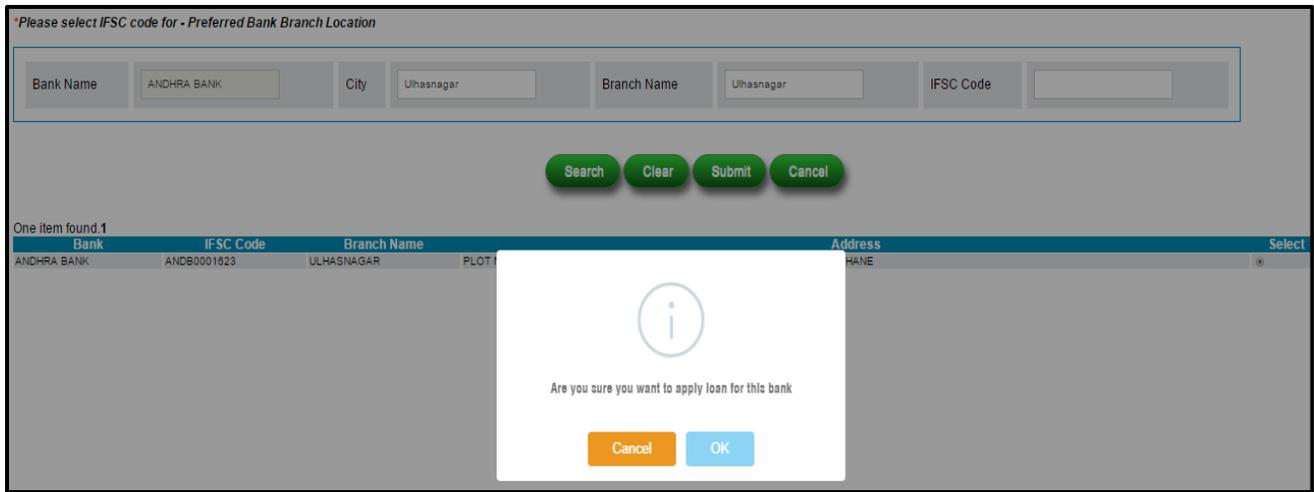
Loan Application Successful Message
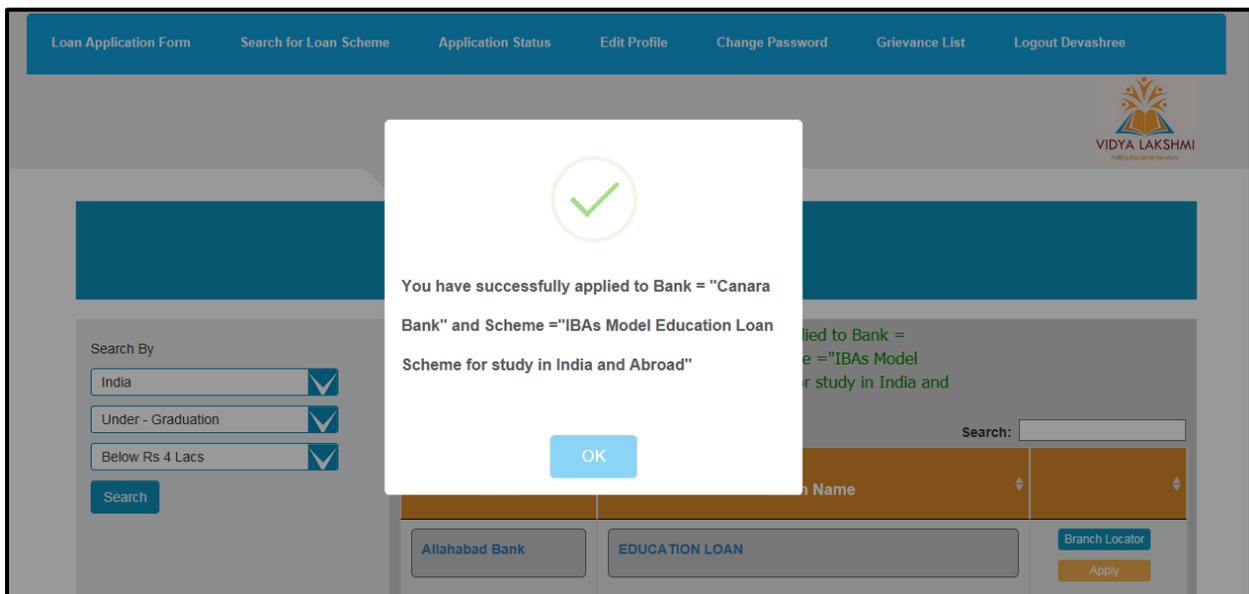

7.3. STEP 7: CHECK LOAN STATUS

Go to "Application Status" to check the status of applied schemes

8. GRIEVANCE REPORTING

To report any query related to your loan application, go to Application Status tab & click on "Report Grievance" button provided for desired application id.

Report Grievance:

Following screen will be displayed

- Application ID, Bank Name & Grievance Type will be auto populated
- Write the grievance/query to bank in textbox provided & click on "Submit"
- Grievance will be reported to bank & confirmation message will be displayed

Grievance Reported Message

- You can check list of your grievances under "Grievance List" section

- Click on "Open Message Trail" to check the reply from bank

9. EDIT PROFILE

You can edit your profile details such as name & contact number by going to "Edit Profile" section

Edit Profile:

10.   CHANGE PASSWORD

If you wish to change the password of your Vidya Lakshmi account, go to "Change Password" section

Change Password:

To change the password
- *Enter Current Password*
- *Enter New Password*
- *Confirm New Password*