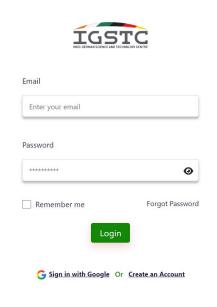
IGSTC Industrial Fellowships – User Manual

Note - Kindly note the below process flow for the application process is symbolic to give a sense of the application portal. The below information is subject to change without any notice. The most updated information will be exactly in the application portal.

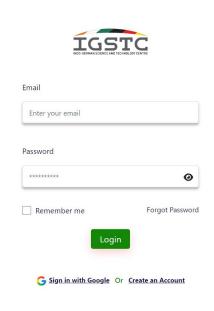
1. If you are a first time user, Click on "Create an Account" or "Sign in with Google".





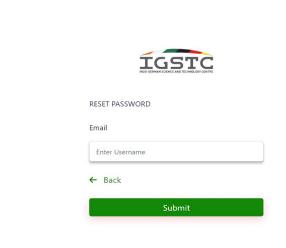
- 2. If you are an existing user, Enter your Email ID and Password.
 - If you have forgotten the password.
 - Screen 1. Click on "Forgot Password".
 - Screen 2. Enter your Email ID and click on "Submit"
 - Screen 3. You will receive an Email to reset your password, press on "Click Here"
 - Screen 4. Enter a "New Password" and click on "Submit". Your password has been successfully reset.

Screen 1.



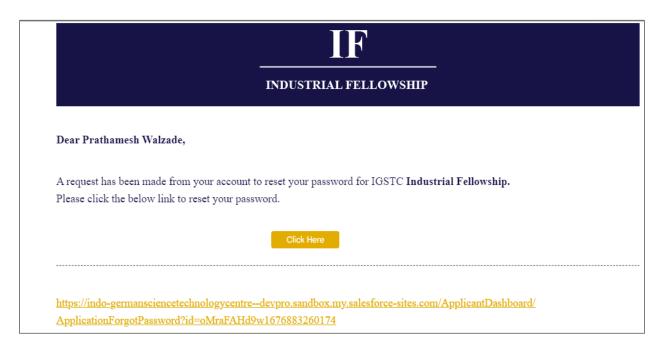


Screen 2.

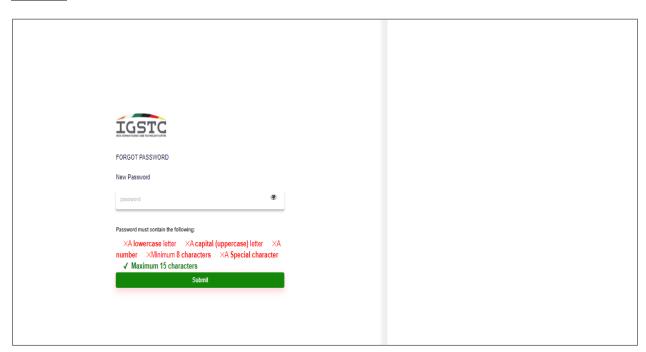




Screen 3.



Screen 4.



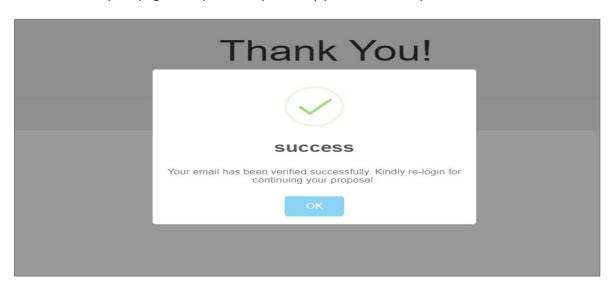
- 3. Fill out the registration details as mentioned in the form and click on the "Submit" button.
 - **First Name & Last Name** Alphabetic field. Name should be same as mentioned on the official documents
 - **Institution Organization** Alpha-numeric field. Enter the name of your company or organization you are associated with.
 - **Email Address** Alpha-numeric field. The email address should contain "xyz@domain-name.com"
 - **Password** Alpha-numeric field. It should contain a capital letter (Upper case), a small letter (lower case), a number (0-9) and a special Character. The length of the password should be a minimum of 8 characters and a maximum of 15 characters.



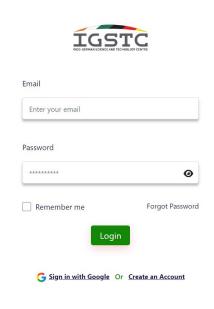
4. Once you register, you will receive a verification email. Click on "Verify Email" button to verify your Email.



5. "Thank you" page will open once you verify your email, and your account will be verified.

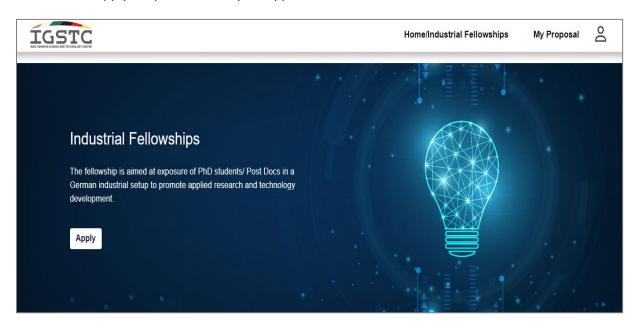


- 6. Login with your registered Email ID and Password and click on "Login" button.
 - **Email Address** This should be the same email address that was entered at the time of registration and the email id on which the verification email was received.
 - **Password** A special character password that was entered at the time of registration.



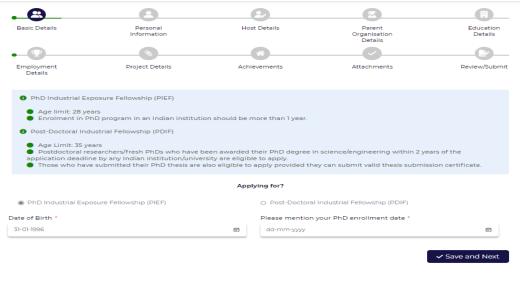


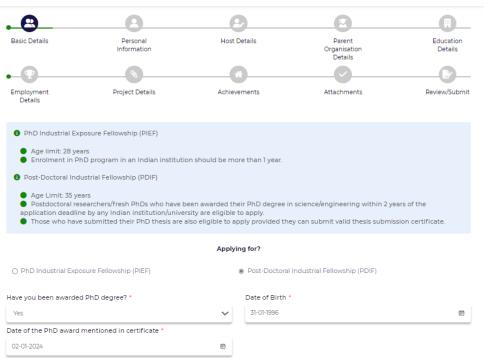
7. Click on "Apply" to proceed with your application.



- 8. Fill out the "Basic Details" and click on "Save and Next"
 - Applying for Select the option between "PhD Industrial Exposure Fellowship (PIEF)" or "Post-Doctoral Industrial Fellowship (PDIF)".
 - For PIEF -
 - Date of Birth Dropdown option is available in this section, select the Year,
 Month and Date.
 - PhD enrollment date Dropdown option is available in this section, select the Year, Month and Date.
 - For PDIF
 - Date of Birth Dropdown option is available in this section, select the Year,
 Month and Date.
 - o Kindly Fill "PhD awarded" as Yes or No from the Drop down menu
 - If Yes, fill the 'Date of the PhD award mentioned in certificate' from the drop down menu
 - If No , fill the Date of submission of PhD thesis and Upload document as proof of thesis submission

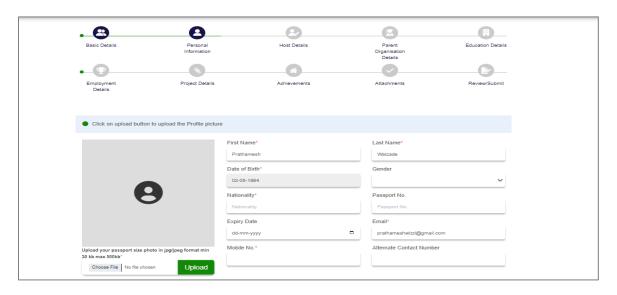
Click Save and Next





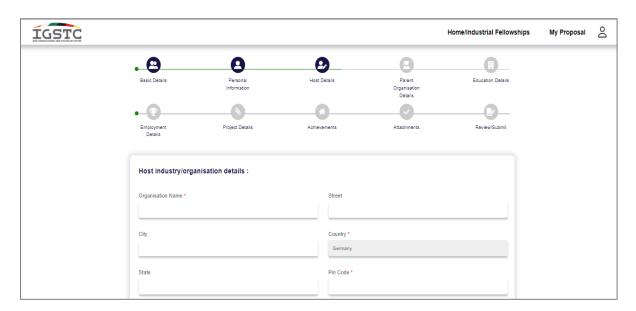
✓ Save and Next

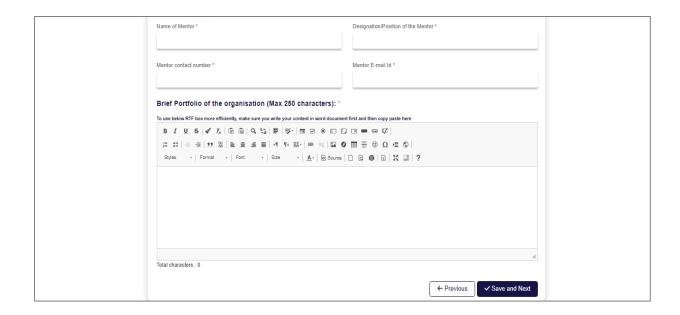
- 9. Fill out the "Personal Information" and Click on "Save and Next"
 - **Details that will be fetched automatically** First name, Last name, Date of Birth, Email Address and Mobile Number.
 - Gender Select from drop down option i.e Male, Female or Other
 - **Photo** Upload the image in jpg/jpeg format and the file size should be between 30kb to 500 kb. Click on "Upload" button after choosing an image.
 - Passport No. Alpha numeric format which should be the same as on the passport. This
 field is optional.
 - **Expiry Date** Passport expiry date should be selected from the drop-down option available on the field. Select Year, Month and Date.
 - Alternate Contact Number Enter alternate mobile number if any. It should be an emergency contact number if the primary number is not available.
 - **Contact Address** Line 1, Line 2, District, State and Pin code should be entered manually as mentioned on the official document. For country, select from the drop down option.
 - If Permanent Address is same as Contact address, then select the check box



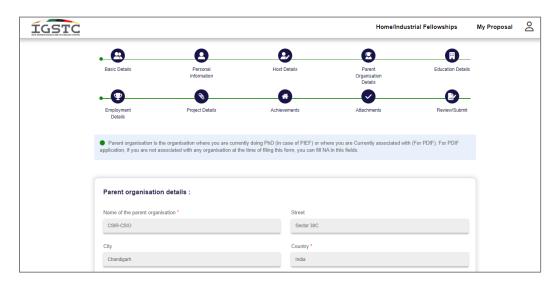
Contact Address	
Line 1°	
Line 2	
District*	Country*
State*	Pin Code®
Permanent Address	ne as contact address
Line 1	
Line 2	
District	Country
State	Pin Code
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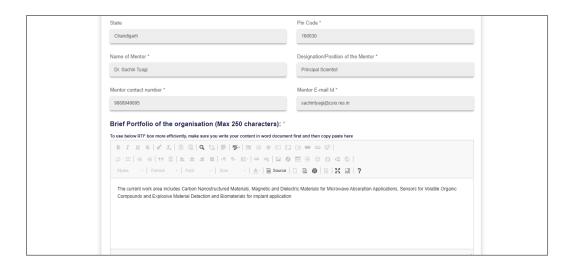
- 10. Fill out the "Host Details" and click on "Save and Next".
 - Organization Name Alpha numeric field, enter the name of the host organization
 - Street, City, State and Pin code Address of your organization.
 - Country Select from a drop down option.
 - Name of Mentor Text field. Name of the Guide/Mentor
 - **Designation/Position of the Mentor** Text field. Enter the designation of the mentor.
 - **Mentor Contact Number** Numeric field. Enter the contact number of the mentor without the state/country code.
 - **Mentor E-mail Id** Alpha-numeric field. The email address should contain "xyz@domain-name.com"
 - **Brief Portfolio of the organization** Alpha numeric field. Details about the organization. This should not exceed 250 characters.





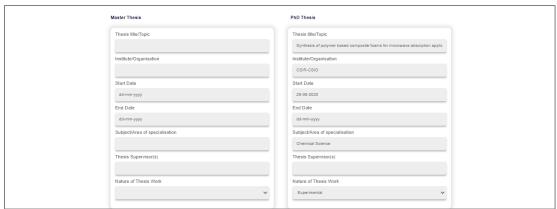
- 11. Fill out the "Parent Organization Details" and click on "Save and Next"
 - Organization Name Alpha numeric field. Enter the name of the organization
 - Street, City, State and Pin code Address of the organization
 - Country Select from a drop down option.
 - Name of Mentor Text field. Name of the Guide/Mentor
 - **Designation/Position of the Mentor** Text field. Enter the designation of the mentor.
 - **Mentor Contact Number** Numeric field. Enter the contact number of the mentor without the state/country code.
 - Mentor E-mail Id Alpha-numeric field. The email address should contain "xyz@domain-name.com"
 - **Brief Portfolio of the organization** Alpha numeric field which contains details about the organization. This should not exceed 250 characters.



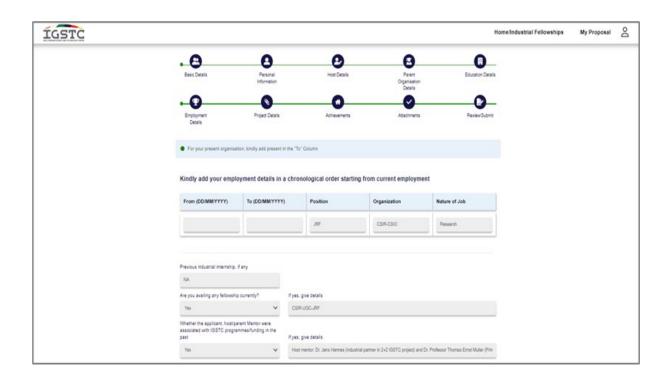


- 12. Fill out the "Education Details" and click on "Save and Next"
 - **Degree** Text field. Enter the degree level
 - Subject/Area of specialization Text field. Enter the area of specialization
 - Year of Completion Free text field. Add the year of completion
 - **Board/Institution** Free text field. The name of the board/institution from which degree was obtained.
 - **Percentage/CGPA** Select the drop down menu and select "Percentage" or "CGPA" and add the same.
 - Click on "+" button to add more rows in Educational Details
 - Master Thesis Thesis title/Topic and Institution. Free text field. Add the topic of thesis and the Institution name from which the thesis is done.
 - PhD Thesis Thesis title/Topic and Institution. Free text field. Add the topic of thesis and the Institution name from which the thesis is completed
 - Start date and End Date Select the date from drop down option, Year, Month and Date.

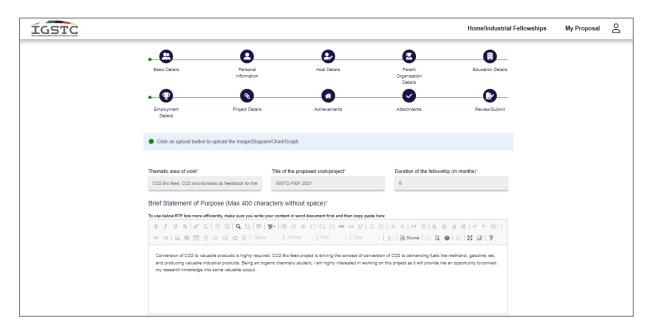




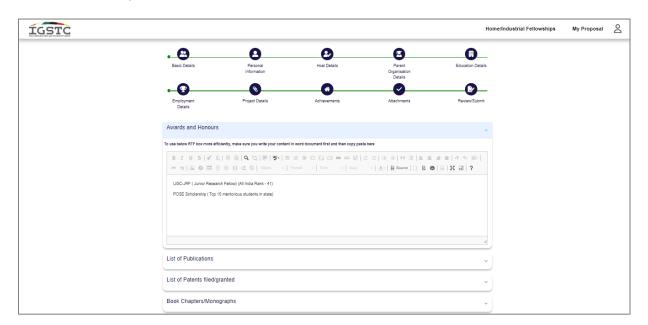
- 13. Fill out the "Employment Details" and click on "Save and Next".
 - Employment Date drop down option from where you can select Year, Month and Date.
 - **Position, Organization and Nature of Job** Free text field, add the Position/Designation, the organization name and nature of the job.
 - Previous industrial internship, if any Drop down option, select Yes/No
 - Are you availing any fellowship currently? Drop down option select Yes or No
 - If yes, give details If you are selecting the above field as "Yes", then mention the name of the fellowship program.
 - Whether the applicant, host/parent mentor was associated with IGSTC programmes/funding in the past Drop down option, select Yes or No.
 - If yes, give details If you are selecting above field as "Yes", then mention the details of the fellowship program.
 - Abstract of ongoing work Free text field, maximum limit of 500 characters. Details of the current Job/Employment work



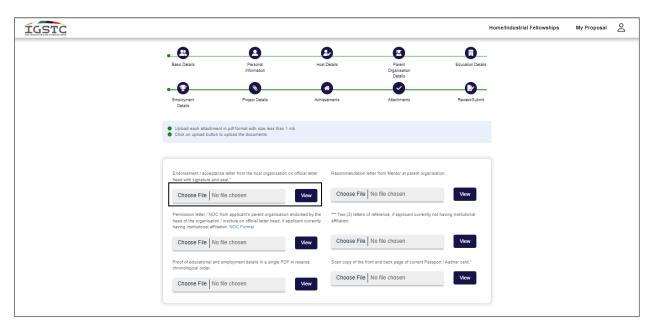
- 14. Fill out the "Project Details", attach the Image/Diagram/Chart (if any) and click on "Save and Next".
 - Thematic area of work Free text field. Add the theme of the project.
 - **Title of the proposed work/project** Free text field. Add the title of the project through which the project will be known.
 - **Duration of the fellowship (in months)** Drop down option from which you can select the number of months for this fellowship program.
 - **Brief Statement of Purpose** Free text field. Should not exceed more than 400 characters. Enter the Purpose statement of this project
 - **Objectives of the work** Free text field. Should not exceed more than 500 characters. Enter the objective of the project.
 - Work plan Free Text field. Should not exceed more than 2000 characters. Mention on how the project will be executed and the steps for the same.
 - **Expected outcomes** Free text field. Should not exceed more than 400 characters. Mention the outcomes that are expected from this project.
 - Attachment Attach the file in image/pdf format, the file size should not exceed more than 1MB.



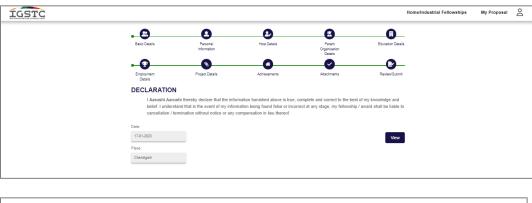
- 15. Fill out the "Achievements" and click on "Save and Next"
 - Awards and Honors Free text field. Mention the Awards if any
 - List of Publications Free text field. Mention your publication, journal or magazine if any
 - List of Patents filed/granted Free text field. Any patent or grants received or applied,mention the details of the same.
 - Book Chapters/Monographs Free text field. Published any book or monograph, mention the details of the same
 - Any other notable achievements Free text field. Mention any award or achievement or any mentions.



16. Attachments – Upload the required documents in the Image (jpg/jpeg) or PDF format. The file should not exceed more than 1MB. Choose the file from the computer and click on "Upload" button to upload the documents. You can view the document by clicking on "View" option.



17. Review/Submit – Review the document in chronological order and click on "Submit" button to finish the application form. Applicant name and date will auto fill. Place should be entered manually. Upload the signature in Image format (jpg/jpeg). The maximum size allowed for the signature is 1MB. Once the process is done, click on "Save" button and "Submit" button to finish the process.





18. Your application has been submitted at this stage. You can view your application in "My Proposal" option which is given above.

