

# Short Term Studentship (STS) Report Submission Process

1. Go to the ePMS portal of DHR: <https://schemes.dhr.gov.in>.
2. Click on **DHR e-PMS Login**.
3. Login using your registered email ID and password.
4. Click on **STS Dashboard** on the left panel.
5. Click on **Submit Button** for Report Submission.
6. Kindly check the **Part A: Personal Details** which are auto-filled based on details submitted at the time of proposal submission.
7. Fill all the mandatory details under **Part B: Report Details**.
8. Upload the documents under **Part C: Mandatory Enclosures**.
9. After clicking the **Save and Preview** button in the bottom, a **Preview Page** will be displayed.
10. Check all the details carefully, then click on the **Final Submit** button.
11. After final submission, a confirmation page will appear with a link to download your report submission form (PDF) and view submitted documents.
12. You will also receive an auto-generated email confirming successful submission.

# Specimen of STS Report Submission Forms

≡ Dashboard

## REPORT SUBMISSION FORM FOR STS

 Guidelines for STS Report Submission

### Part-A: Student Details

Reference ID: STS2024\_00001 Name of the Student: Dr Ajeet

Course: BDS Course Year: 1st Year

Name of the College: A.B. Shetty Memorial Institute of Dental Sciences, Mangalore

### Part-B: Report Details

Select the Report Submission:

Is Change in Title of the Project:

Is Change in Aims and Objectives:  Justification:

Is Change in Methodology:  Justification:

Is Guide Change:

Full Name of Guide (like Dr. XYZ):  Name of the Department of Guide:

Designation of Guide:  Mobile Number of Guide:

Experience (in Year's) of Guide:  Residence Telephone Number of Guide:

Office Telephone Number of Guide:  Email ID of Guide:

Any Other Change:  Please select which type of change:

Enter the details of any other changes:

### Part-C: Mandatory Enclosures

No file chosen  
Click to view/download the submitted STS Report

No file chosen  
Click to view/download the submitted Report Attestation Form (RAF)

No file chosen  
Click to view/download the submitted Institutional Ethics Committee/Institutional Animal Ethics Committee/IEC Exemption Certificate

No file chosen  
Click to view/download the submitted Any Other Document

5. NOC for Guide Change (File must be pdf format & size upto 1MB)  
 No file chosen

## Specimen of Preview Page

≡ | Dashboard

### REPORT SUBMISSION FORM FOR STS

Preview

**Part-A: Student Details**

Reference ID	:	
Name of the Student	:	
Course	:	
Course Year	:	
Name of the College	:	

**Part-B: Report Details**

Report Submission Type	:	Final_Report_Submission
Is Change In Title of the Project	:	No
New Title	:	
Is Change in Aims and Objectives	:	No
Justification	:	
Is Change in Methodology	:	No
Justification	:	
Any Other Change	:	No
Type of Change	:	
Is there any other changes	:	
Is Guide Change	:	No
Guide Full Name	:	
Name of the Department of the Guide	:	
Designation of the Guide	:	
Guide Experience (in Years)	:	
Mobile Number of the Guide	:	
Office Telephone Number of the Guide	:	
Residence Telephone Number of the Guide	:	
Email ID of the Guide	:	

**Part-C: Enclosures/Attachments**

STS Report	:	Yes (Click to download)
Report Attestation Form (RAF)	:	Yes (Click to download)
Institutional Ethics Committee/Institutional Animal Ethics Committee/IEC Exemption Certificate	:	Yes (Click to download)
Any Other Document	:	Yes (Click to download)
NOC for Guide Change, if any	:	No

I hereby declare that the information provided and documents uploaded in this form are true and accurate to the best of my knowledge.

I also hereby declare that I have not mentioned any personal details like student name, guide name, mobile or phone number, college name, college address, etc. in the submitted report. If it is found then DHR may reject my report.

[Back](#) [Final Submit](#)

## Specimen of Message for STS Report Submission Successfully

≡ | Dashboard

### REPORT SUBMISSION FORM FOR STS

Home / STS

#### Message for STS Report Submission

Dear ...

Your Short-Term Studentship (STS) Report (Final\_Report\_Submission) for reference id : 1 has been submitted successfully.

You may download your submitted report submission form in PDF format through given below link for your future reference.

Thank You.

[Report Submission Form \(Click to download\)](#)

[STS Report \(Click to download\)](#)

[Report Attestation Form \(RAF\) \(Click to download\)](#)

[Institutional Ethics Committee/Institutional Animal Ethics Committee/IEC Exemption Certificate \(Click to download\)](#)

[Any Other Document \(Click to download\)](#)