

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:

Select

Is Change in Title of the Project:

No

Justification:

Is Change in Aims and Objectives:

Yes

Justification:

Is Change in Methodology:

Yes

Justification:

Is Guide Change:

Yes

Full Name of Guide (Like Dr. XYZ):

Name of the Department of Guide:

Designation of Guide:

Select

Experience (in Year's) of Guide:

Select

Mobile Number of Guide:

Office Telephone Number of Guide:

Residence Telephone Number of Guide:

Email ID of Guide:

Any Other Change:

Yes

Please select which type of change:

Select

Enter the details of any other changes:

Part-C: Mandatory Enclosures

Choose File

No file chosen
[Click to view/download the submitted STS Report](#)

Choose File

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

Choose File

No file chosen
[Click to view/download the submitted Institutional Ethics Committee/Institutional Animal Ethics Committee/IEC Exemption Certificate](#)

Choose File

No file chosen
[Click to view/download the submitted Any Other Document](#)

5. NDC for Guide Change (File must be pdf format & size upto 1MB)

Choose File

No file chosen

Save & Preview

Specimen of Preview Page

Dashboard

REPORT SUBMISSION FORM FOR STS

Preview

Part-A: Student Details

Reference ID	:	1234567890
Name of the Student	:	John Doe
Course	:	B.Tech
Course Year	:	1
Name of the College	:	ABC 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	:	
Details of any other changes	:	
Is Guide Change	:	No
Guide Full Name	:	
Name of the Department of the Guide	:	
Designation of the Guide	:	
Guide Experience (in Year's)	:	
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.

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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 : 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)