

Prerana

Post-matric scholarship Registration, Release And Network Automation

Post-Matric Scholarship Scheme
for ST, SC & OBC/SEBC Community Students

USER MANUAL FOR INSTITUTION

Objectives

- Post-Matric Scholarship Scheme has been solely put forth to offer financial support to the economically weaker students from the ST, SC & OBC/SEBC Communities.
- This scheme offers Scholarships for the students to pursue Professional and Non-Professional courses after Matriculation.
- The main objective of this integrated e-Governance Portal is for the automation, streamlining & effective management of processes related to application receipt, processing, sanction and disbursement of Post-Matric Scholarships to Students .
- This initiative is aimed to facilitate faster and efficient disposal of scholarship applications and timely payment of the scholarships to the students, directly in their bank accounts.

Main features

e-Scholarships for Post-Matric (PRERANA) is a Web Based Application, which has the following features

- Students can fill in their application online, from anywhere anytime.
- Students can view the status of the scholarship application.
- Introduction of Bar-coding to filter out fake application.
- SMS and e-mail alerts are sent to the Stake Holders- Institution and Students.
- Auto & bulk processing of Scholarship application by the Institute.
- Easy Scholarship sanctioning process for Sanctioning Authority.
- Auto disbursement of Scholarship to Student's Bank Account.
- Easy monitoring of Scholarship by the Department and State Authority.

Starting operation

For processing of Post-Matric Scholarship Applications and other Post-Matric Scholarship activities, Institute has to

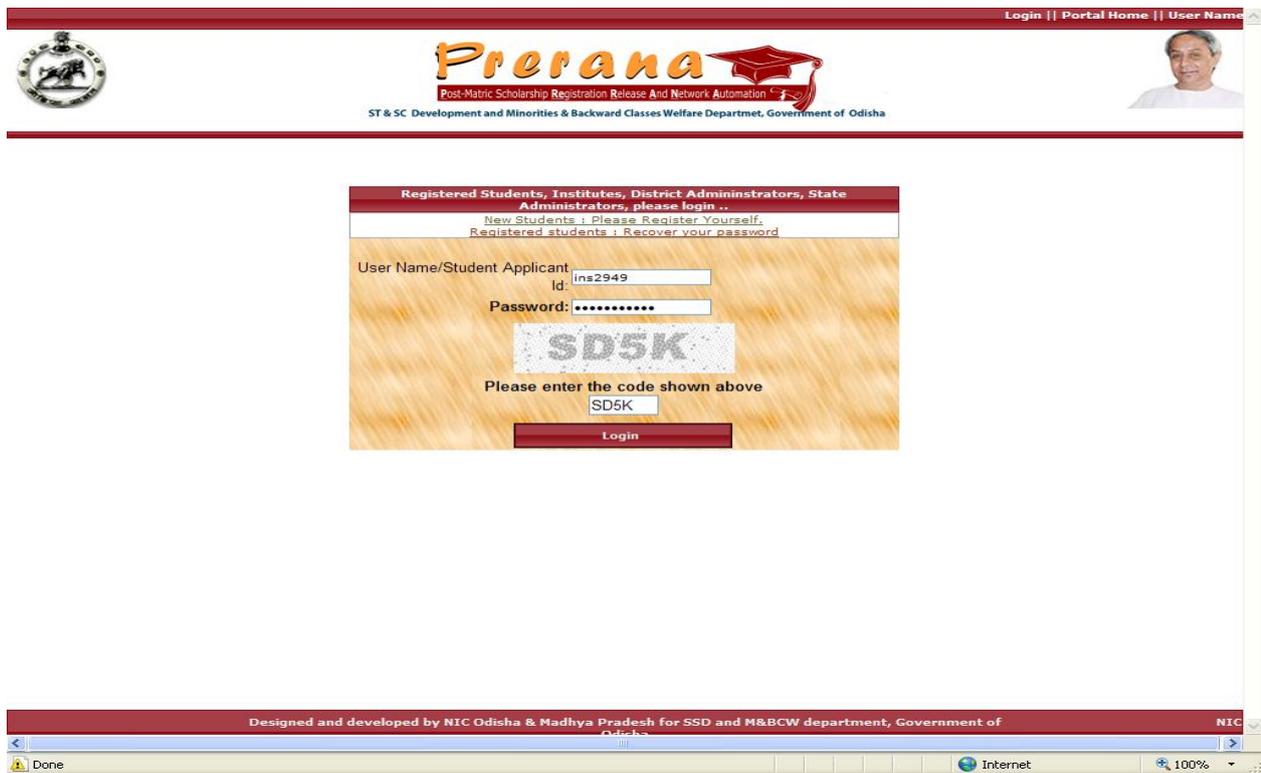
Open the browser and enter the URL <http://ori.nic.in/odishapms> , which will display the home page of the Post Matric e-scholarship portal (Prerana).

Institute can log-in by using the Institute/User ID and Password provided to them by District Welfare Officer (DWO)/Department. (In case of non-receipt of log-in account, Institute can contact DWO of the concerned District).

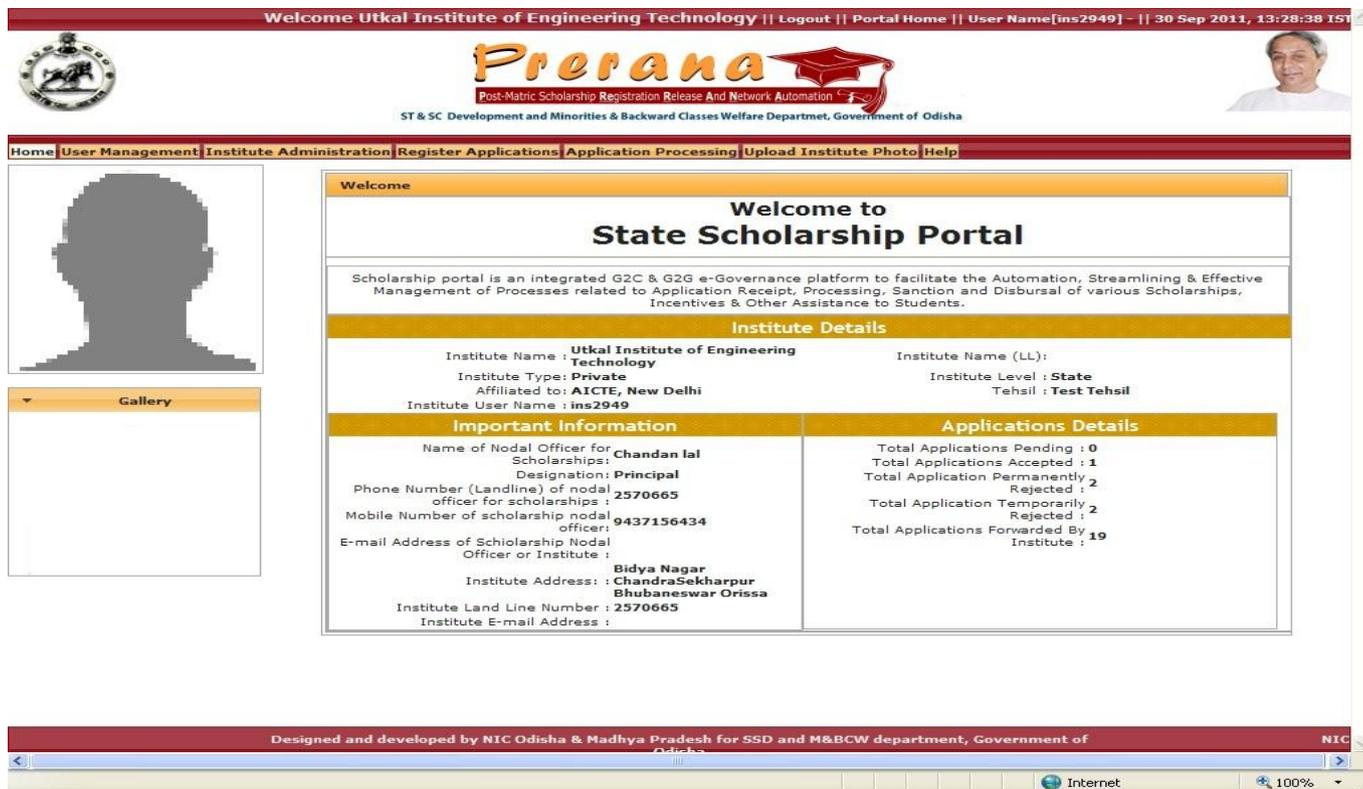
User has to click on the “Authorities Login” from the menu, displayed on top of the page.



Then enter the Institute-ID , Password and the displayed Captcha Code, and click on login.
(Example : ins2949, ins2949*123, SD5K)



On all correct entries for login, the Institute Welcome page of the Scholarship Portal is displayed.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 30 Sep 2011, 13:28:38 IST

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Post-Matric Scholarship Registration Release And Network Automation

ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | **User Management** | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Welcome to State Scholarship Portal

Scholarship portal is an integrated G2C & G2G e-Governance platform to facilitate the Automation, Streamlining & Effective Management of Processes related to Application Receipt, Processing, Sanction and Disbursal of various Scholarships, Incentives & Other Assistance to Students.

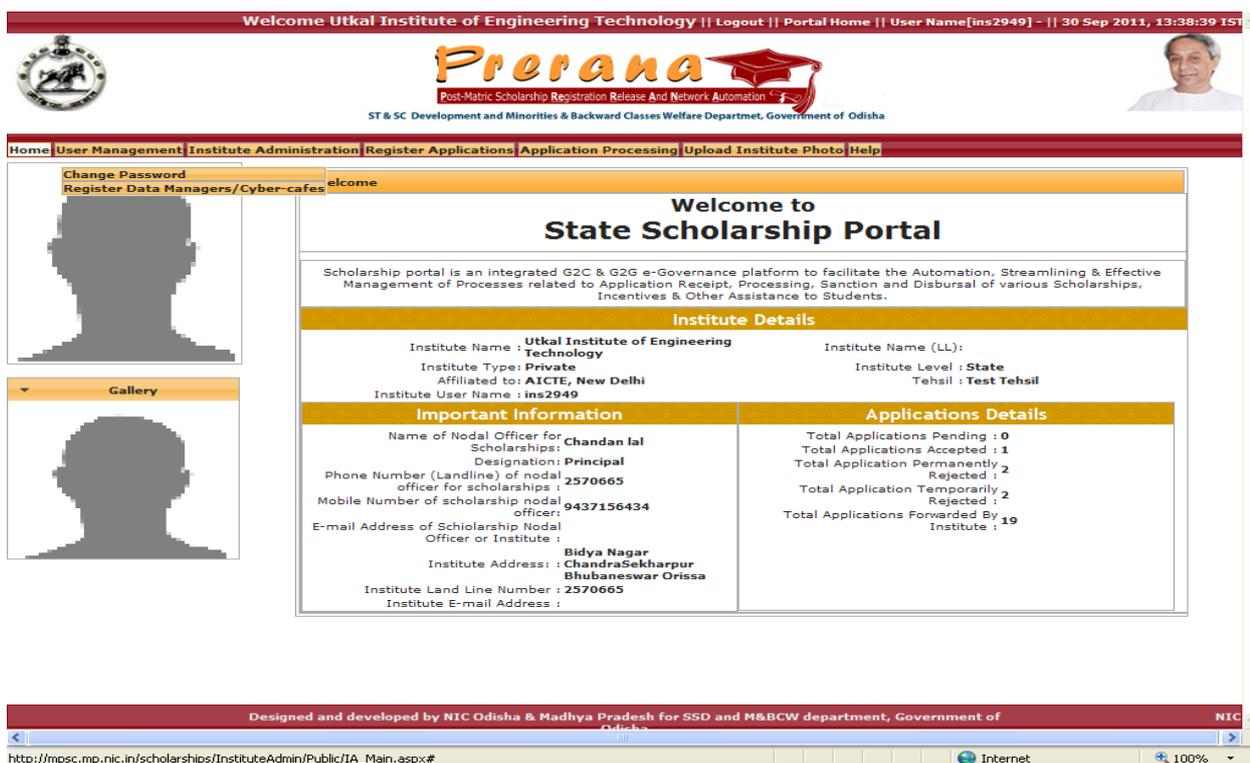
Institute Details

Institute Name : Utkal Institute of Engineering Technology	Institute Name (LL): Technology
Institute Type: Private	Institute Level : State
Affiliated to: AICTE, New Delhi	Tehsil : Test Tehsil
Institute User Name : ins2949	

Important Information	Applications Details
Name of Nodal Officer for Scholarships: Chandan lal	Total Applications Pending : 0
Designation: Principal	Total Applications Accepted : 1
Phone Number (Landline) of nodal officer for scholarships : 2570665	Total Application Permanently Rejected : 2
Mobile Number of scholarship nodal officer: 9437156434	Total Application Temporarily Rejected : 2
E-mail Address of Scholarship Nodal Officer or Institute :	Total Applications Forwarded By Institute : 19
Institute Address: Bidya Nagar, ChandraSekharapur, Bhubaneswar Orissa	
Institute Land Line Number : 2570665	
Institute E-mail Address :	

Designed and developed by NIC Odisha & Madhya Pradesh for SSD and M&BCW department, Government of Odisha

1. User Management :- For change of the provided Password and Registration of Data Managers/Cyber Café user has to select “User Management” option.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 30 Sep 2011, 13:38:39 IST

Prerana
Post-Matric Scholarship Registration Release And Network Automation

ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | **User Management** | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Welcome to State Scholarship Portal

Scholarship portal is an integrated G2C & G2G e-Governance platform to facilitate the Automation, Streamlining & Effective Management of Processes related to Application Receipt, Processing, Sanction and Disbursal of various Scholarships, Incentives & Other Assistance to Students.

Institute Details

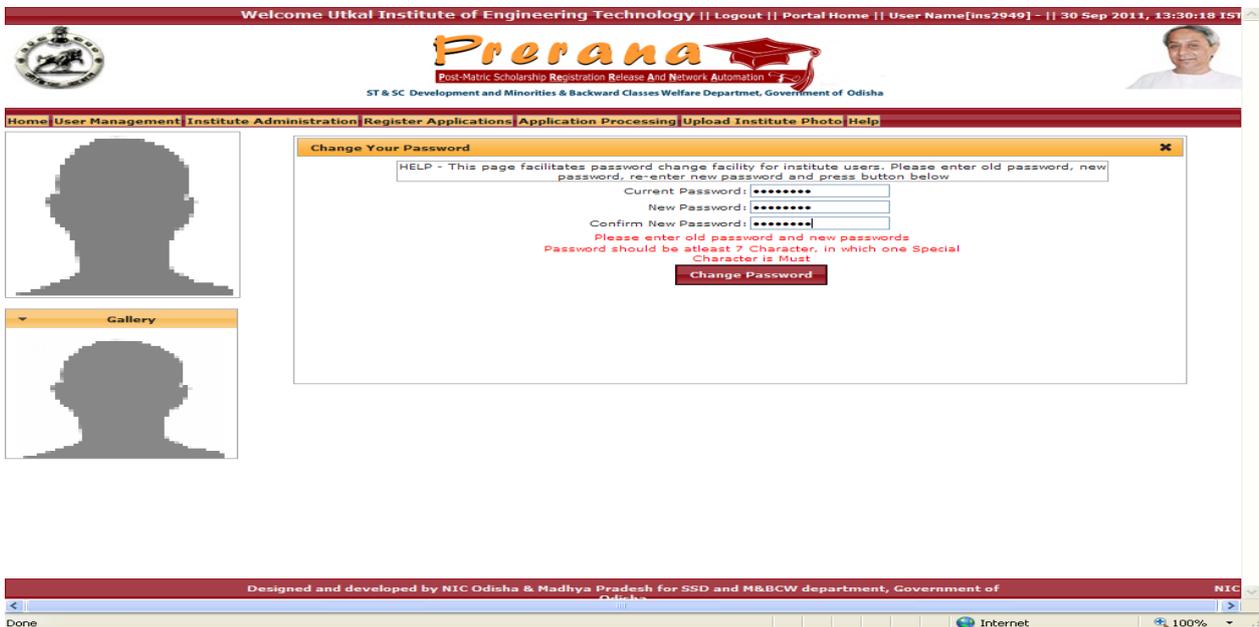
Institute Name : Utkal Institute of Engineering Technology	Institute Name (LL): Technology
Institute Type: Private	Institute Level : State
Affiliated to: AICTE, New Delhi	Tehsil : Test Tehsil
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Institute Land Line Number : 2570665	
Institute E-mail Address :	

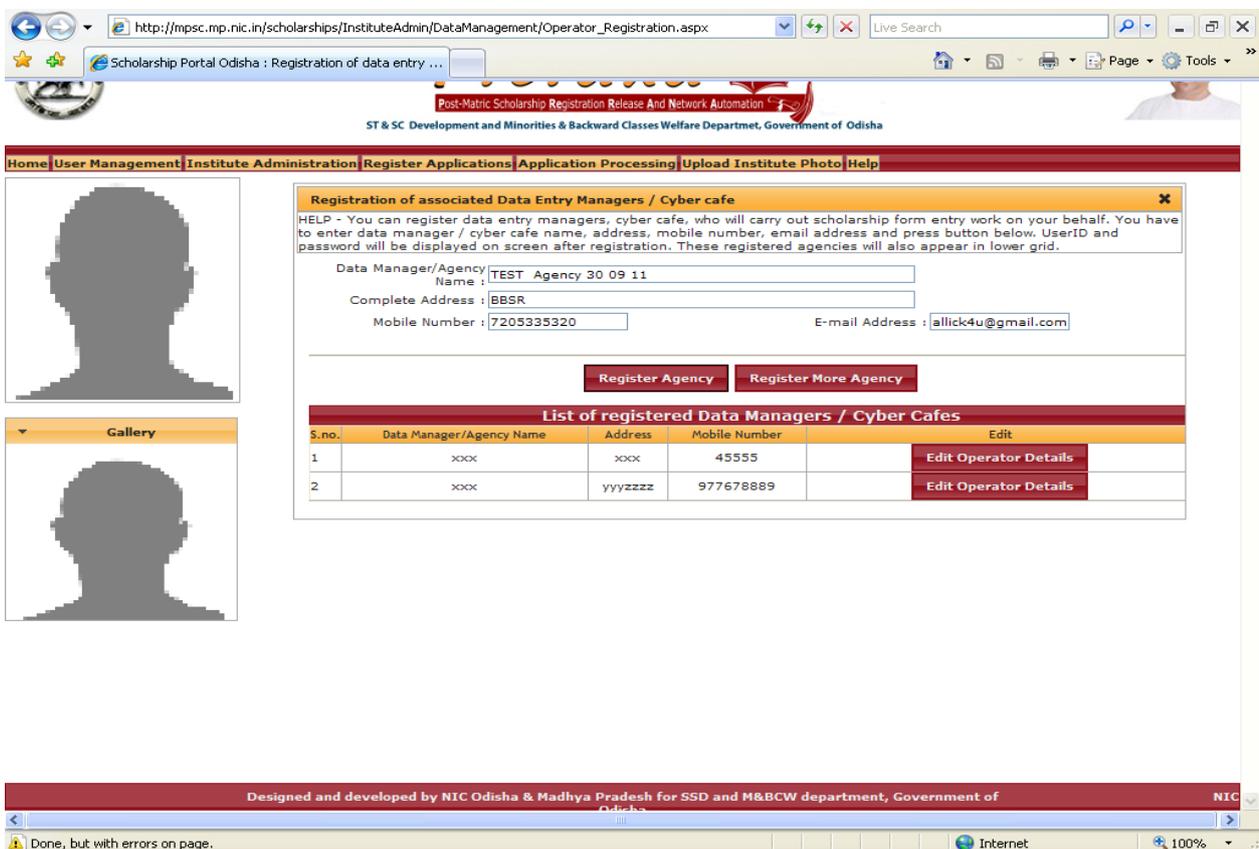
Designed and developed by NIC Odisha & Madhya Pradesh for SSD and M&BCW department, Government of Odisha

http://mpsc.mp.nic.in/scholarships/InstituteAdmin/Public/IA_Main.aspx#

- To change the Password, click on “Change Password” from User Management. Enter the Current Password, then New Password (two times) and then click on “Change Password” button.



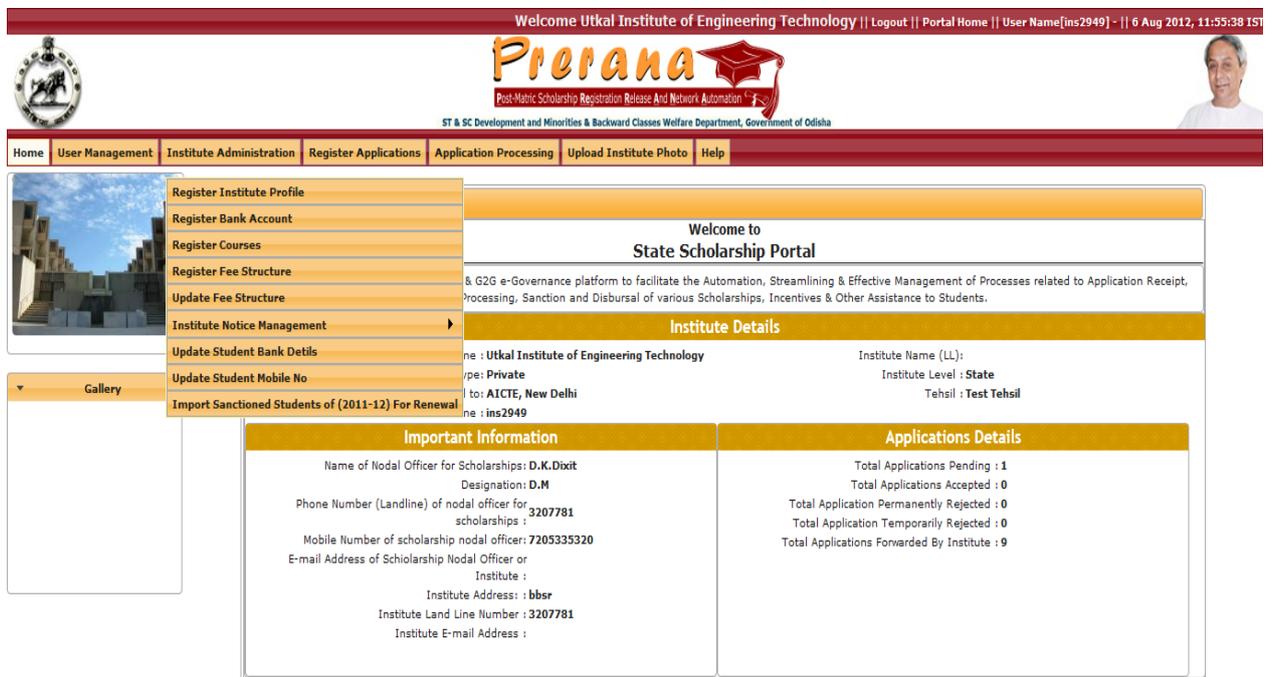
- In case there is need for offline entry of Scholarship Applications by Data Entry Agency, the Agency name has to be registered with Institute. Click on “Register Data Managers/Cyber Cafe” and enter the details of the Data Entry Agency.



2. Institute Administration :-

This option can be used for

- Registration of **Institute Profile, Scheme-wise Bank Account Details of the Institute, Courses run by Institute, Course-wise Fee structure** etc. (*Institute should ensure that all these registration are complete before proceeding for Registration/ Processing of Application.*)
- To update the Bank details and Mobile number of the students
- To import the details of Sanctioned Students of Academic year 2011-12 for renewal of Scholarship in Academic year 2012-13.



The screenshot shows the Prerana State Scholarship Portal interface. At the top, there is a navigation bar with the following items: Home, User Management, **Institute Administration**, Register Applications, Application Processing, Upload Institute Photo, and Help. The main content area is titled "Welcome to State Scholarship Portal" and includes a sub-header "Institute Details".

Institute Details:

- Institute Name (LL): Utkal Institute of Engineering Technology
- Institute Level: State
- Institute Type: Private
- Institute Address: AICTE, New Delhi
- Institute Phone: ins2949
- Tehsil: Test Tehsil

Important Information:

- Name of Nodal Officer for Scholarships: D.K.Dixit
- Designation: D.M
- Phone Number (Landline) of nodal officer for scholarships: 3207781
- Mobile Number of scholarship nodal officer: 7205335320
- E-mail Address of Scholarship Nodal Officer or Institute: bbsr
- Institute Address: bbsr
- Institute Land Line Number: 3207781
- Institute E-mail Address:

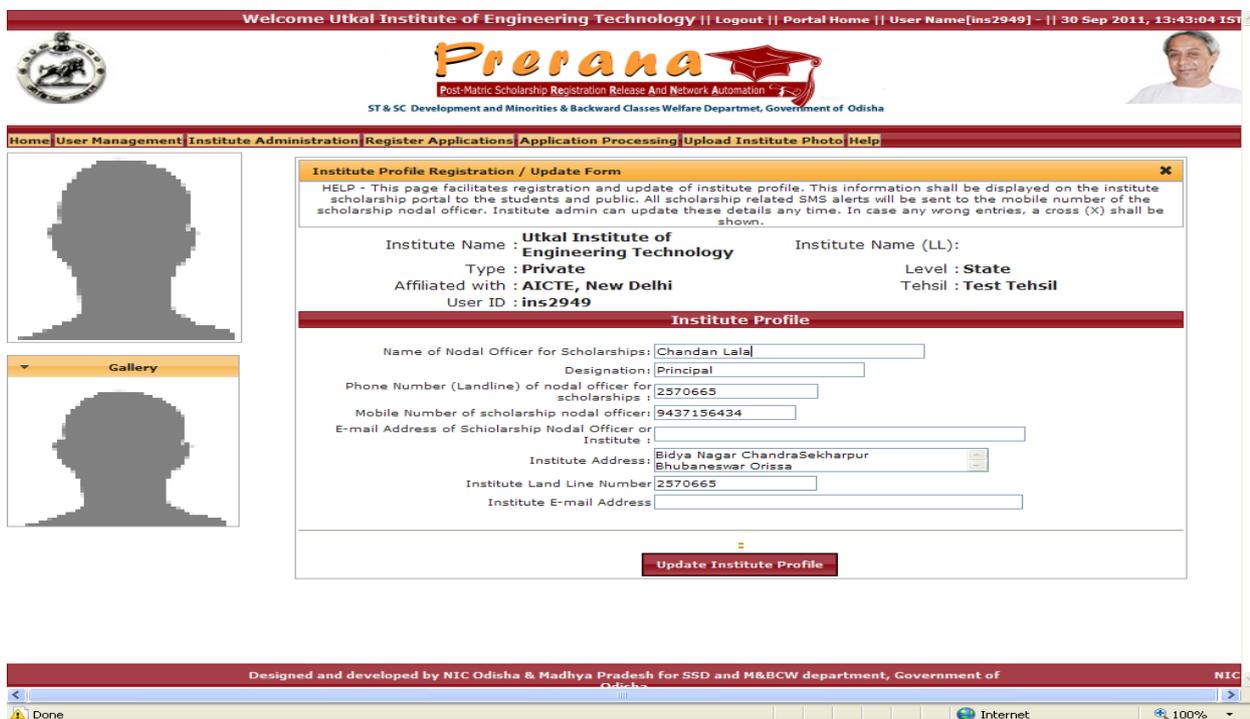
Applications Details:

- Total Applications Pending: 1
- Total Applications Accepted: 0
- Total Application Permanently Rejected: 0
- Total Application Temporarily Rejected: 0
- Total Applications Forwarded By Institute: 9



The screenshot shows the browser address bar with the URL: `mpsc.mp.nic.in/scholarships/InstituteAdmin/Public/IA_main.aspx#16.10`. The browser title is "NIC" and the page content includes "Designed and developed by NIC Madhya Pradesh & Odisha for SSD and M&BCW department, Government of Odisha".

(i) Institute Profile Registration :- Details about the Nodal Officer for Scholarship, Institute Address and Contact numbers are to be registered.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 30 Sep 2011, 13:43:04 IST

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Post-Matric Scholarship Registration Release And Network Automation
ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | User Management | **Institute Administration** | Register Applications | Application Processing | Upload Institute Photo | Help

Institute Profile Registration / Update Form

HELP - This page facilitates registration and update of institute profile. This information shall be displayed on the institute scholarship portal to the students and public. All scholarship related SMS alerts will be sent to the mobile number of the scholarship nodal officer. Institute admin can update these details any time. In case any wrong entries, a cross (X) shall be shown.

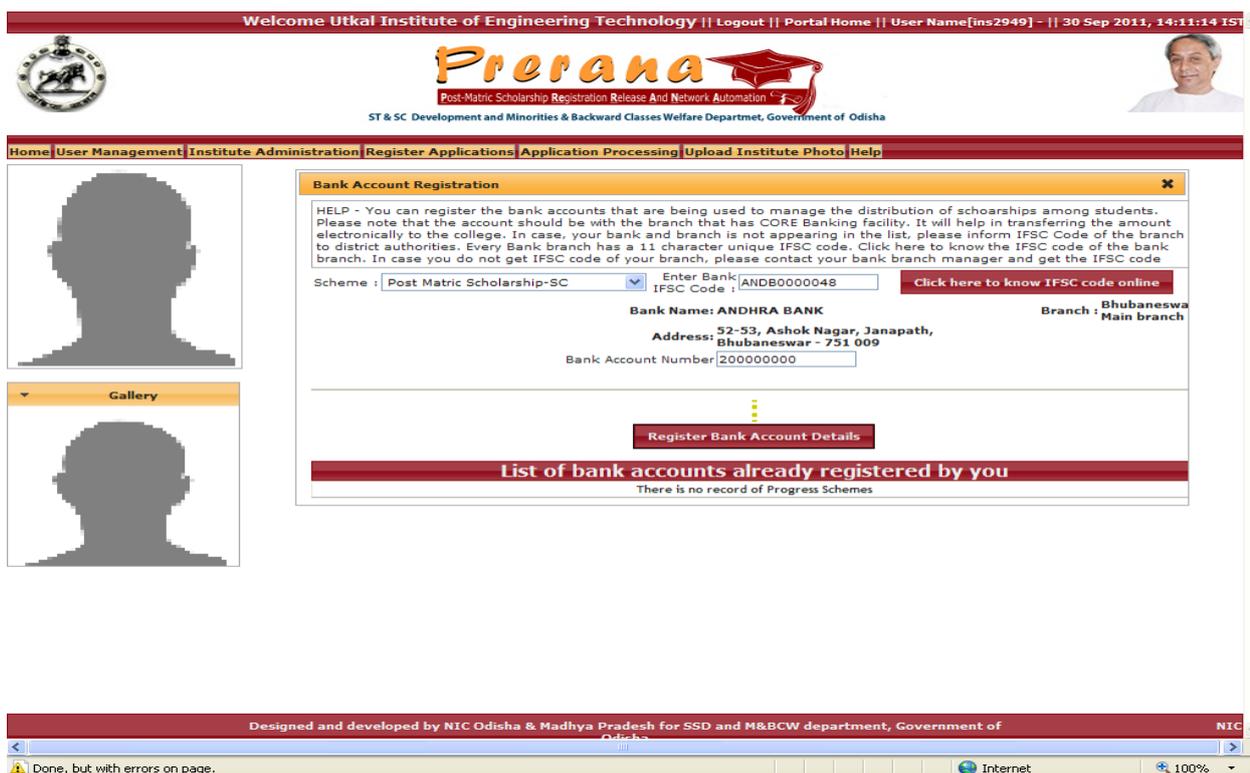
Institute Name : **Utkal Institute of Engineering Technology** Institute Name (LL):
 Type : **Private** Level : **State**
 Affiliated with : **AICTE, New Delhi** Tehsil : **Test Tehsil**
 User ID : **ins2949**

Institute Profile

Name of Nodal Officer for Scholarships:
 Designation:
 Phone Number (Landline) of nodal officer for scholarships :
 Mobile Number of scholarship nodal officer:
 E-mail Address of Scholarship Nodal Officer of Institute :
 Institute Address:
 Institute Land Line Number:
 Institute E-mail Address:

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(ii) Bank Account Registration :- For each of the Post-Matric Scheme (SC,ST,OBC/SEBC & Minority), Institute has to register the Bank Account details. Institute has to select the Scheme name and then enter the IFSC Code of the Branch of the Bank and Bank Account Number.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 30 Sep 2011, 14:11:14 IST

Prerana
Post-Matric Scholarship Registration Release And Network Automation
ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | User Management | **Institute Administration** | Register Applications | Application Processing | Upload Institute Photo | Help

Bank Account Registration

HELP - You can register the bank accounts that are being used to manage the distribution of scholarships among students. Please note that the account should be with the branch that has CORE Banking facility. It will help in transferring the amount electronically to the college. In case, your bank and branch is not appearing in the list, please inform IFSC Code of the bank to district authorities. Every Bank branch has a 11 character unique IFSC code. Click here to know the IFSC code of the bank branch. In case you do not get IFSC code of your branch, please contact your bank branch manager and get the IFSC code

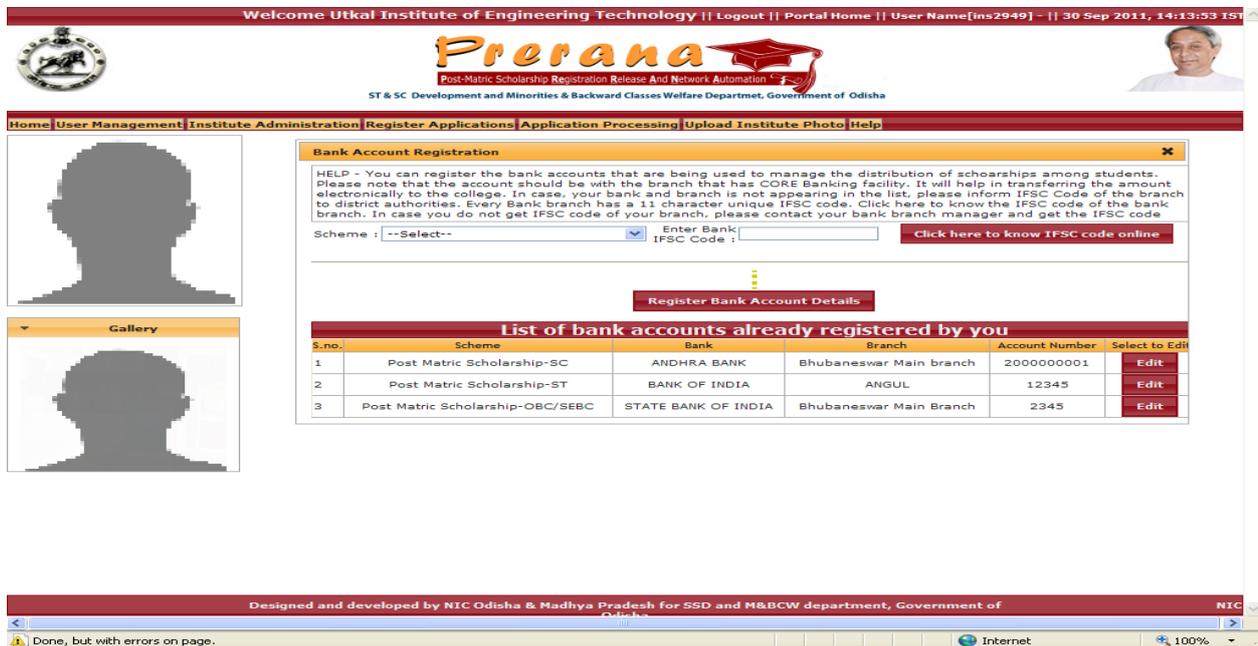
Scheme : Enter Bank: IFSC Code :

Bank Name: **ANDHRA BANK** Branch : **Bhubaneswar Main branch**
 Address: **52-53, Ashok Nagar, Janapath, Bhubaneswar - 751 009**
 Bank Account Number:

List of bank accounts already registered by you
 There is no record of Progress Schemes

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(If single account is maintained for all the PMS Schemes, Institute has to enter the same IFSC Code and Bank Account Number, by selecting each of the Post-Matric Scholarship schemes.)



Bank Account Registration

HELP - You can register the bank accounts that are being used to manage the distribution of scholarships among students. Please note that the account should be with the branch that has CORE Banking facility. It will help in transferring the amount electronically to the college. In case, your bank and branch is not appearing in the list, please inform IFSC Code of the branch to district authorities. Every Bank branch has a 11 character unique IFSC code. Click here to know the IFSC code of the bank branch. In case you do not get IFSC code of your branch, please contact your bank branch manager and get the IFSC code

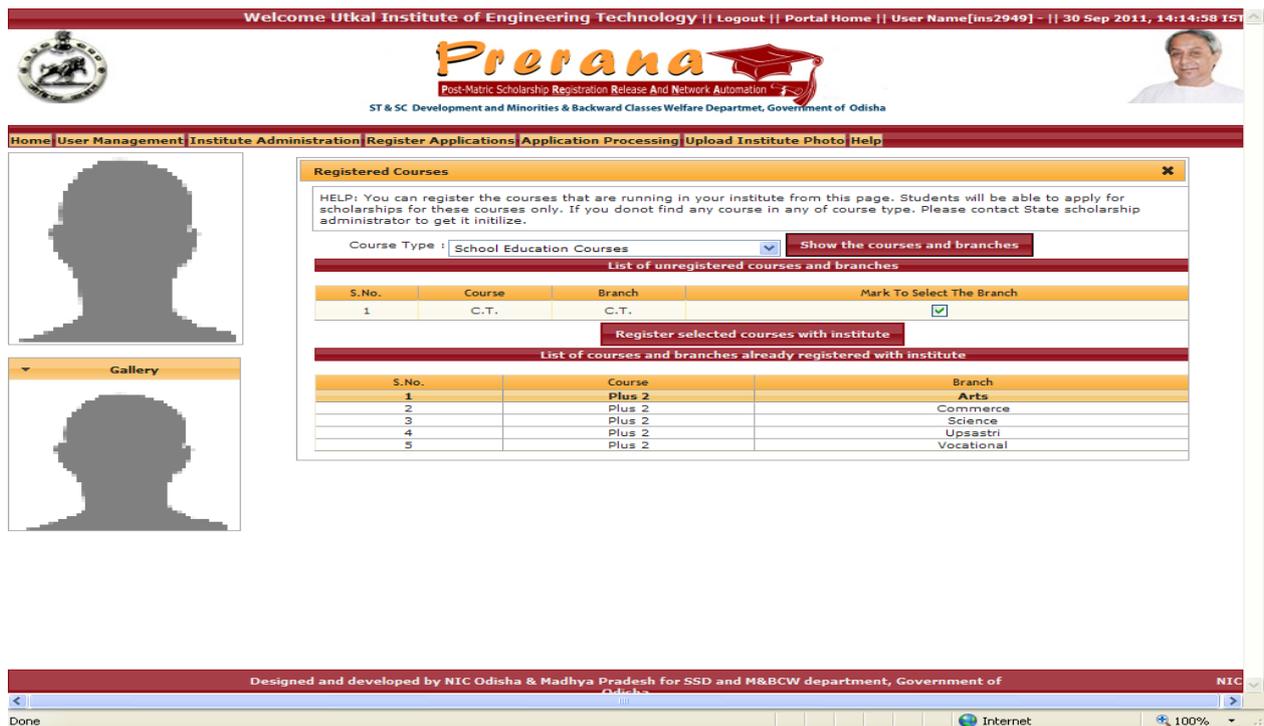
Scheme : --Select-- Enter Bank IFSC Code : [Click here to know IFSC code online](#)

List of bank accounts already registered by you

S.no.	Scheme	Bank	Branch	Account Number	Select to Edit
1	Post Matric Scholarship-SC	ANDHRA BANK	Bhubaneswar Main branch	2000000001	Edit
2	Post Matric Scholarship-ST	BANK OF INDIA	ANGUL	12345	Edit
3	Post Matric Scholarship-OBC/SEBC	STATE BANK OF INDIA	Bhubaneswar Main Branch	2345	Edit

(iii) Registration of Course :- All the courses run by the Institute should be registered to enable the Student to select the course at the time of Online registration.

User has to select the “Course Type” from the drop-down list and click on “Show the Courses and Branches”. Portal will display the available Courses and Branches, under the selected Course Type (yet to be registered with the Institute) and the Courses & Branches already registered by the Institute, under the selected Course Type.



Registered Courses

HELP: You can register the courses that are running in your institute from this page. Students will be able to apply for scholarships for these courses only. If you donot find any course in any of course type. Please contact State scholarship administrator to get it initialize.

Course Type : School Education Courses [Show the courses and branches](#)

List of unregistered courses and branches

S.No.	Course	Branch	Mark To Select The Branch
1	C.T.	C.T.	<input checked="" type="checkbox"/>

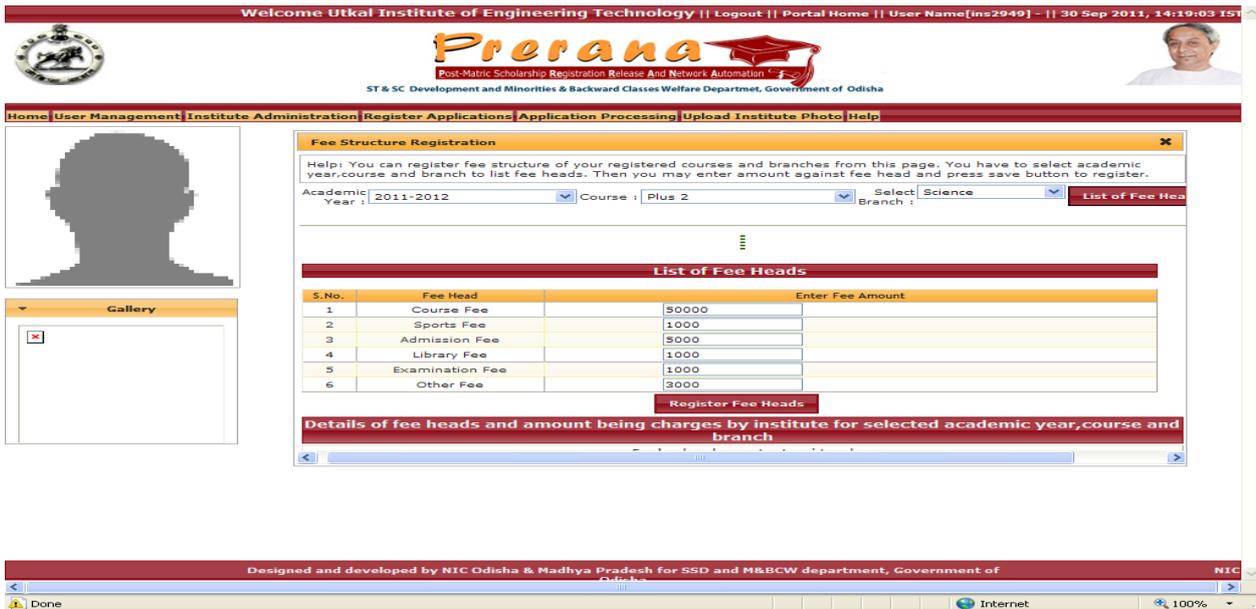
[Register selected courses with institute](#)

List of courses and branches already registered with institute

S.No.	Course	Branch
1	Plus 2	Arts
2	Plus 2	Commerce
3	Plus 2	Science
4	Plus 2	Upsastri
5	Plus 2	Vocational

To register a new Course/Branch from the displayed list, click in the box shown against the Course Name and Branch Name and then click on “Register selected courses with Institute”. The process is to be repeated for all Course-type (i.e. Professional Graduation Course, Professional P.G. Course etc.), that is being run by the Institute.

- (iv) **Course Fee Structure Registration** :- Registration of Course fee is to be done by the Institute for each course and branch, registered with the Institute. This will help the Institute for auto assignment of different fee at the time of processing of Scholarship application for calculation of Scholarship amount.



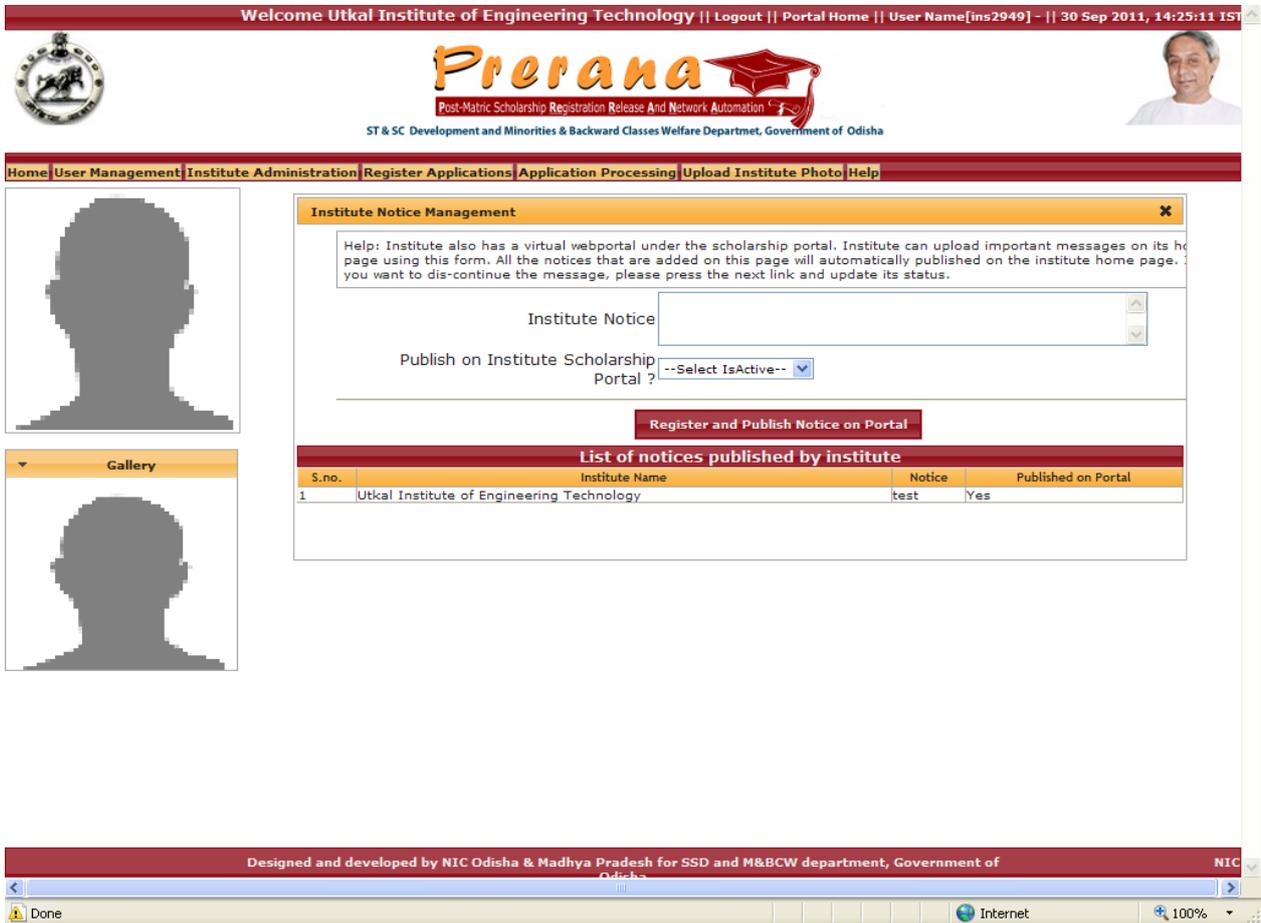
User has to select the Academic Year, and then the registered Course & Branch. Click on “List of fee Heads” button for display of Fee Heads, against which the fee amount is to be entered.

Institute has to register Course fee for all the registered courses/Branch.

- (v) **Updation of Course fee** :- To update the registered course fee, Institute can use this option. User has to select the Academic Year, and then the registered Course & Branch. Click on “List of fee Heads” button for display of Fee Heads, which has to be updated.



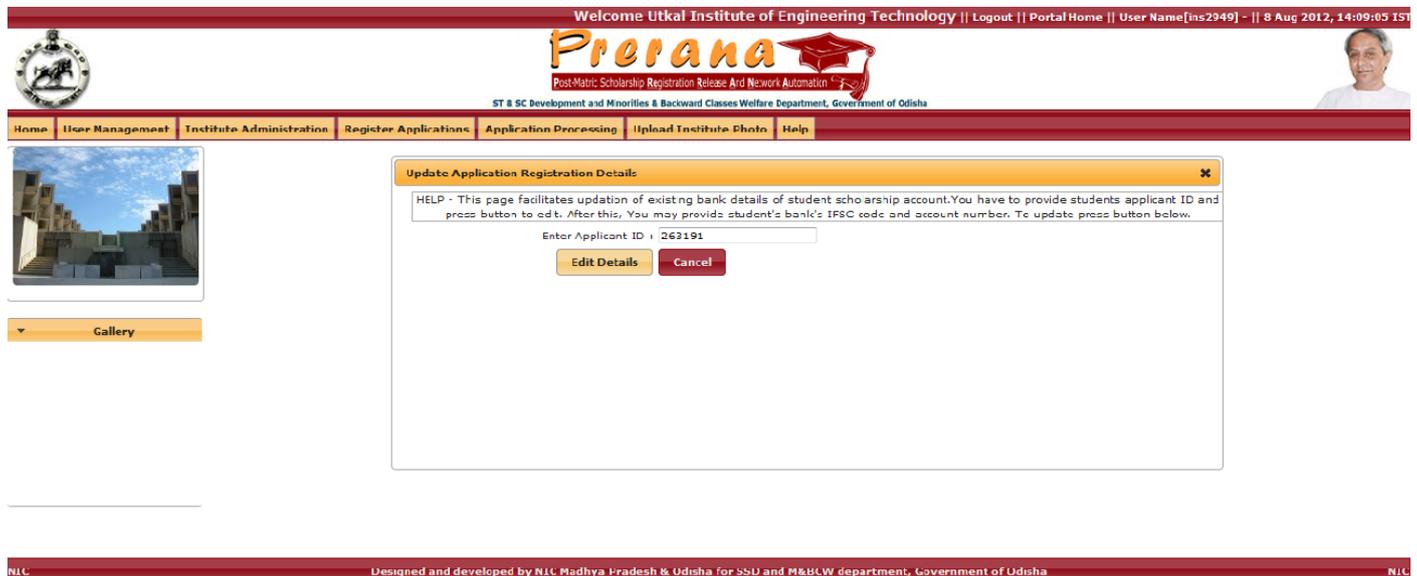
(vi) **Institute Notice Management** :- Institute can upload important messages on its home page using this option. All the notices that are added on this page will be automatically published on the institute home page.



Institute has to enter the Text to be displayed against Institute Notice. For the notice to be automatically published in the Institute WebPortal, next option is to be selected as “Yes”.

Whenever Institute decides to discontinue display of the notice, “Edit Institute Notice” option should be used to update the entry of “Publish on Institute Scholarship Portal ?” to “No”.

(vii) Updation of the Bank Account details of Applicant :- On request from the applicant, Institute can update Applicant's Bank Account details. Click on "Update Students Bank Account Details" and then enter the Applicant ID of the student, whose bank account details is to be updated.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 8 Aug 2012, 14:09:05 IST

Preerana
Post-Matric Scholarship Registration Release And Network Automation

ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | User Management | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Update Application Registration Details

HELP - This page facilitates updation of existing bank details of student scholarship account. You have to provide students applicant ID and press button to edit. After this, You may provide student's bank's IFSC code and account number. To update press button below.

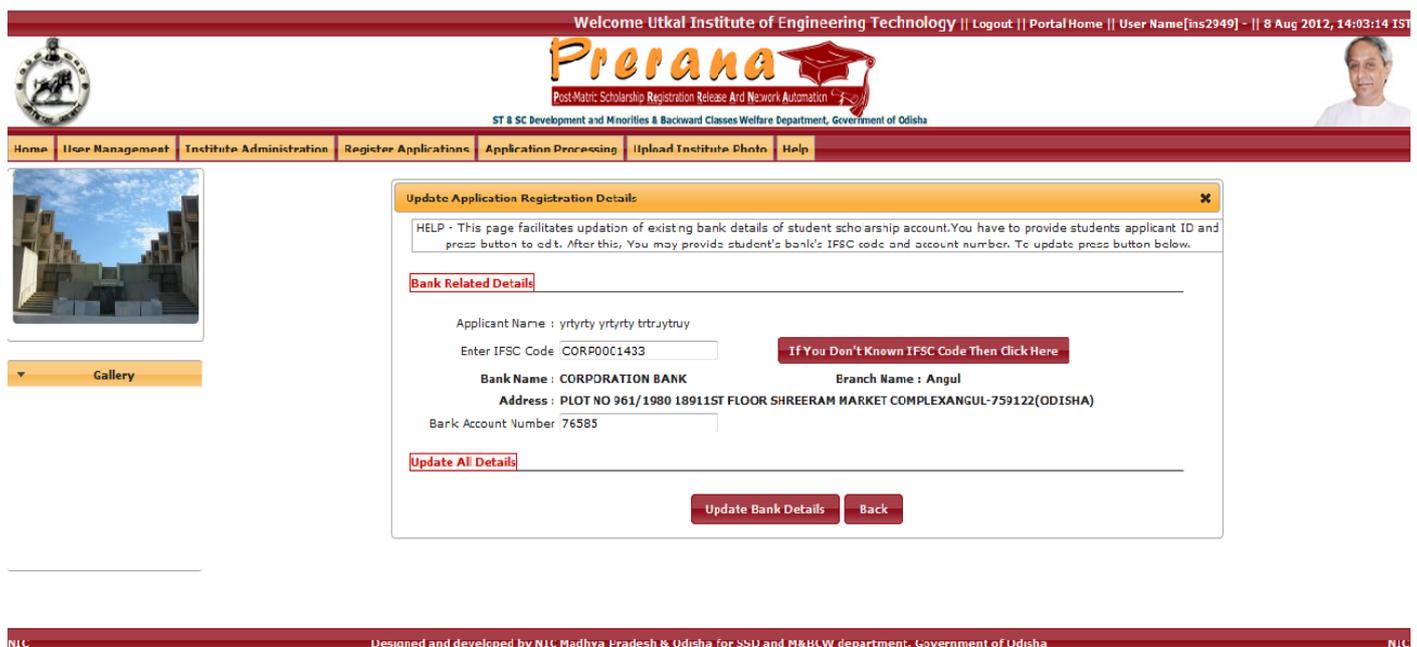
Enter Applicant ID : 263191

Edit Details Cancel

Gallery

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Click on "Edit Details" for display of Bank Account Details.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 8 Aug 2012, 14:03:14 IST

Preerana
Post-Matric Scholarship Registration Release And Network Automation

ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | User Management | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Update Application Registration Details

HELP - This page facilitates updation of existing bank details of student scholarship account. You have to provide students applicant ID and press button to edit. After this, You may provide student's bank's IFSC code and account number. To update press button below.

Bank Related Details

Applicant Name : yrttyrty yrttyrty trtyrtyrty

Enter IFSC Code : CORP00C1433 [If You Don't Known IFSC Code Then Click Here](#)

Bank Name : CORPORATION BANK Branch Name : Angul

Address : PLOT NO 961/1980 18911ST FLOOR SHREERAM MARKET COMPLEX ANGUL-759122(ODISHA)

Bank Account Number : 76585

[Update All Details](#)

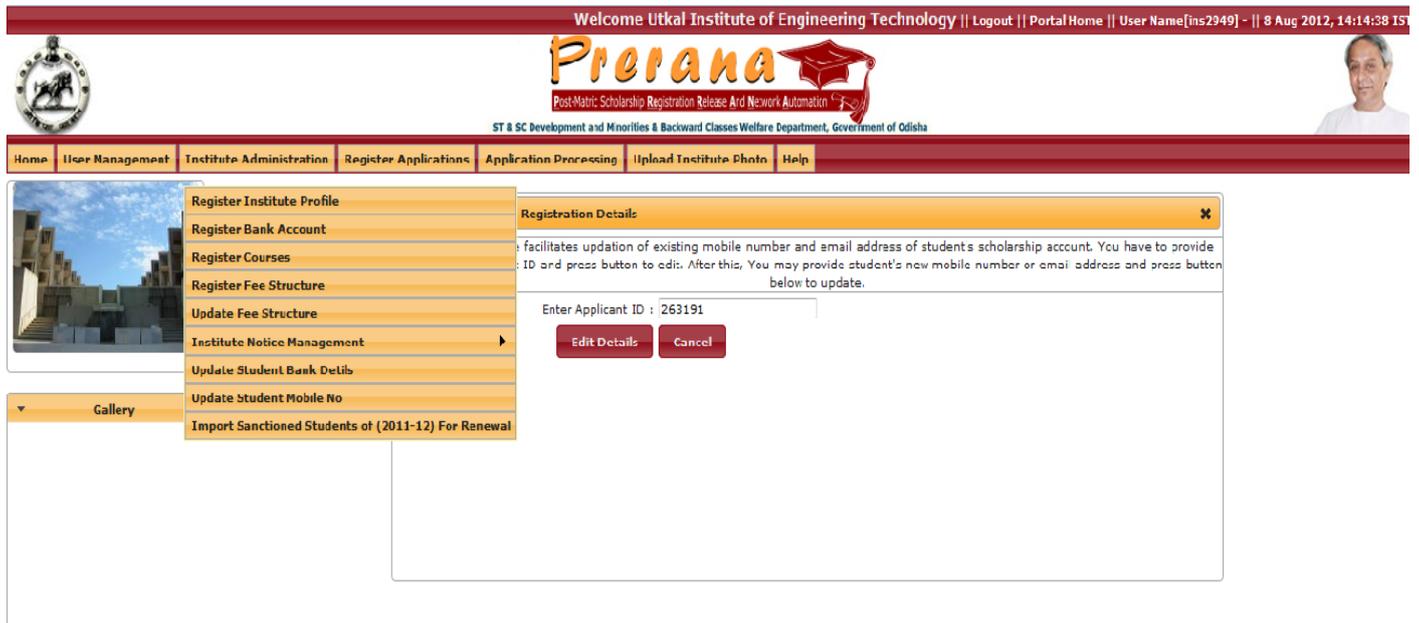
Update Bank Details Back

Gallery

N.I.C. Designed and developed by N.I.C. Madhya Pradesh & Odisha for SSU and M&BLW department, Government of Odisha N.I.C.

The required Bank Account Details can be modified and then "Update Bank Details" button to be clicked.

(viii) Updation of the Mobile Number of the Applicant :- On request from the applicant, Institute can update Applicant's Mobile Number entry. Click on "Update Students Mobile Number".



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 8 Aug 2012, 14:14:38 IST

ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | User Management | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Register Institute Profile
Register Bank Account
Register Courses
Register Fee Structure
Update Fee Structure
Institute Notice Management
Update Student Bank Details
Update Student Mobile No
Import Sanctioned Students of (2011-12) For Renewal

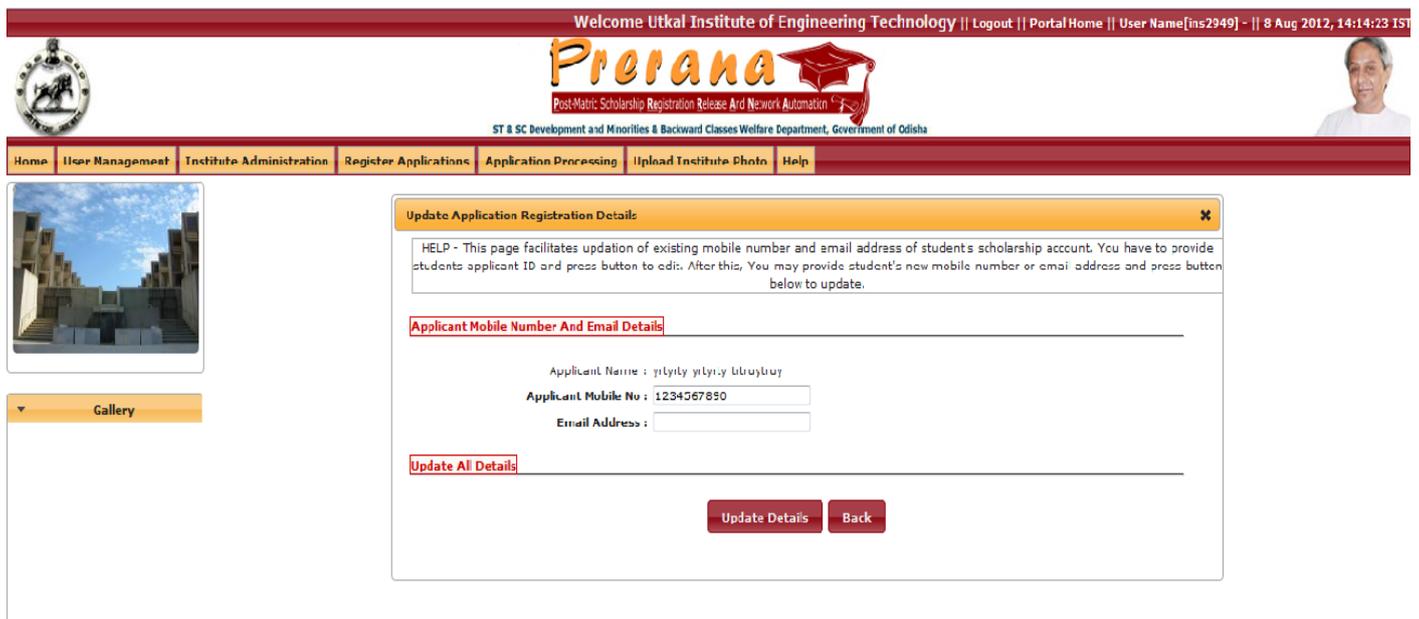
Registration Details

facilitates updation of existing mobile number and email address of student's scholarship account. You have to provide ID and press button to edit. After this, You may provide student's new mobile number or email address and press button below to update.

Enter Applicant ID : 263191

Edit Details Cancel

Then enter the Applicant ID of the student, whose mobile number entry is to be updated, and click on "Edit Details" for display of existing mobile number.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 8 Aug 2012, 14:14:23 IST

ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home | User Management | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Update Application Registration Details

HELP - This page facilitates updation of existing mobile number and email address of student's scholarship account. You have to provide students applicant ID and press button to edit. After this, You may provide student's new mobile number or email address and press button below to update.

Applicant Mobile Number And Email Details

Applicant Name : ଯଦୁବିହାରୀ ପ୍ରଧାନ

Applicant Mobile No : 1234567890

Email Address :

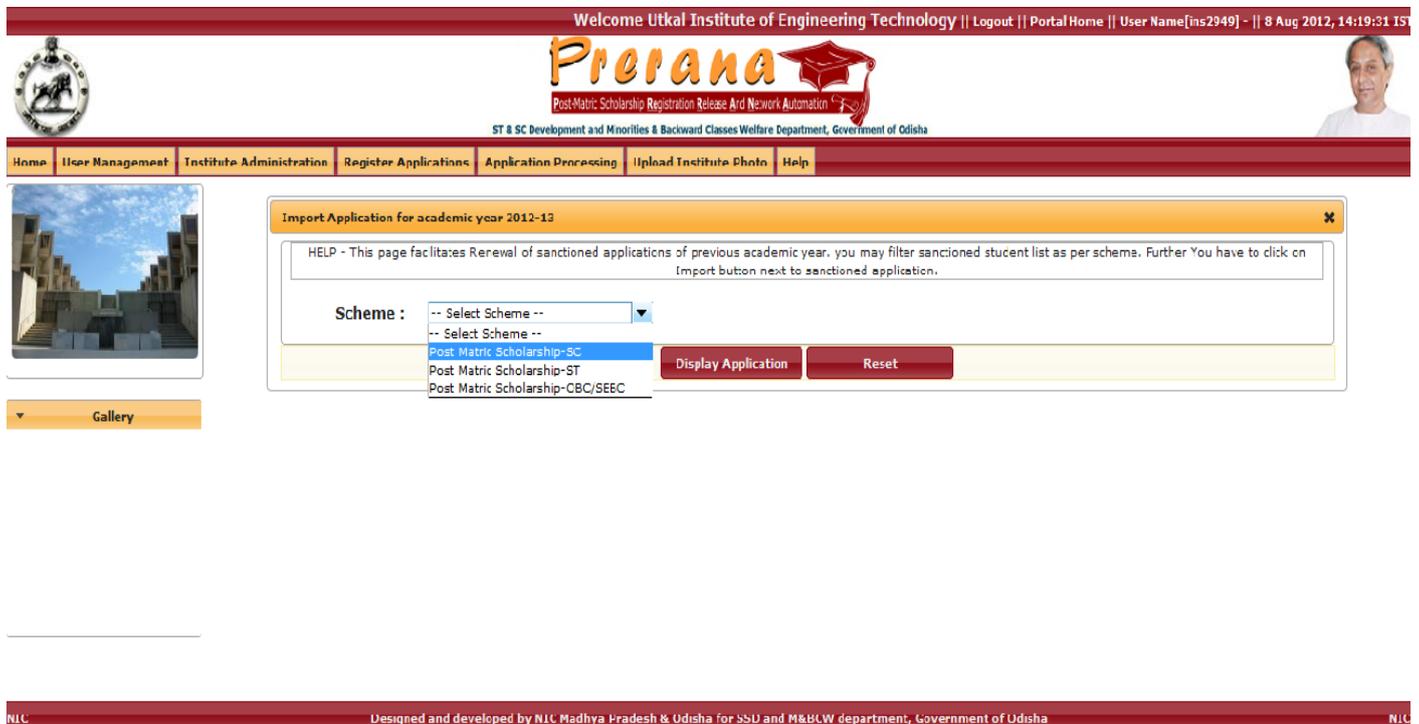
Update All Details

Update Details Back

The displayed mobile number can be modified and then "Update Details" button to be clicked.

(ix) Importing details of sanctioned students of (2011-12) for renewal :-

Click on “Import Sanctioned Students of (2011-12) For Renewal” from Institute Administration option and then select the scheme for which you want to import the scholarship details for renewal.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 8 Aug 2012, 14:19:31 IST

Home | User Management | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Import Application for academic year 2012-13

HELP - This page facilitates Renewal of sanctioned applications of previous academic year. you may filter sanctioned student list as per scheme. Further You have to click on Import button next to sanctioned application.

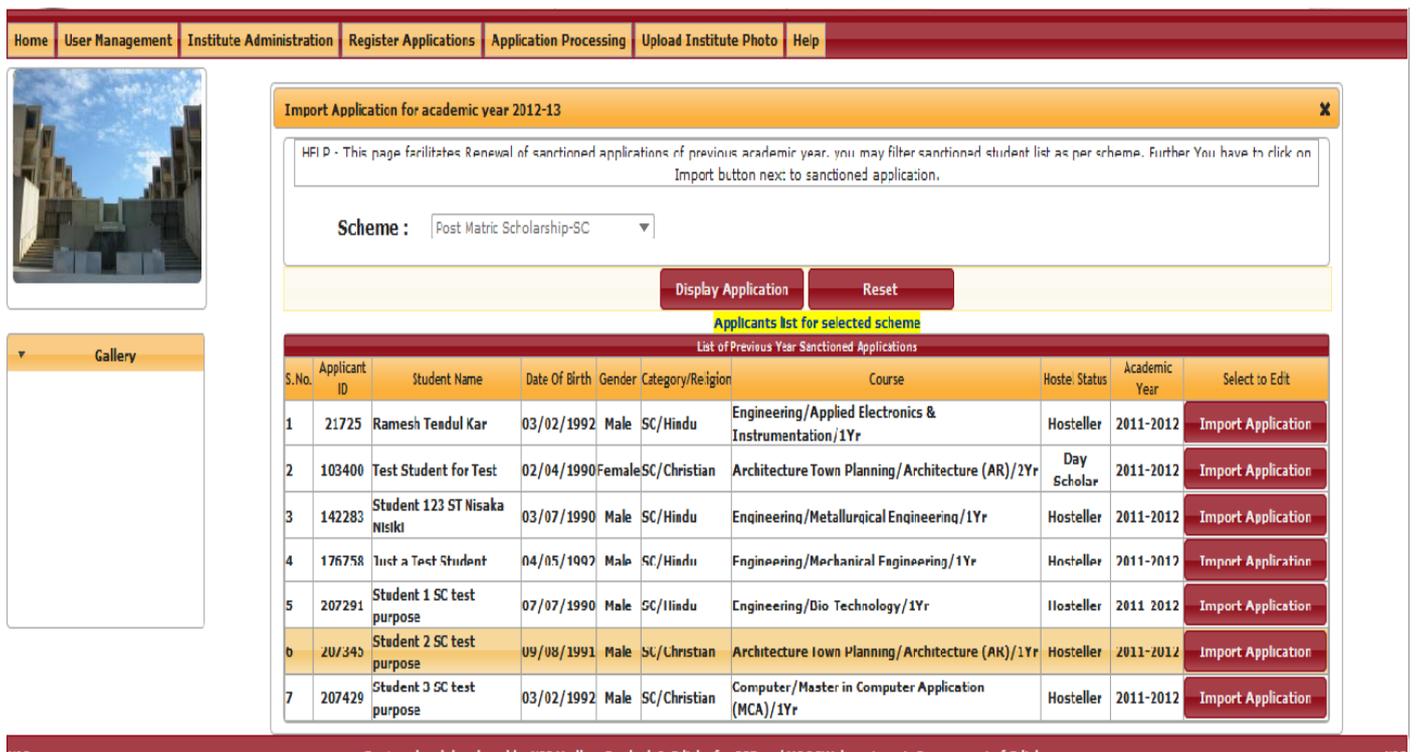
Scheme :
 -- Select Scheme --
 -- Select Scheme --
 Post Matric Scholarship-SC
 Post Matric Scholarship-ST
 Post Matric Scholarship-CBC/SEEC

Display Application Reset

Gallery

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When “Display Application” button is clicked, the list of sanctioned applications for the selected category will be displayed on the screen.



Home | User Management | Institute Administration | Register Applications | Application Processing | Upload Institute Photo | Help

Import Application for academic year 2012-13

HELP - This page facilitates Renewal of sanctioned applications of previous academic year. you may filter sanctioned student list as per scheme. Further You have to click on Import button next to sanctioned application.

Scheme : Post Matric Scholarship-SC

Display Application Reset

Applicants list for selected scheme

S.No.	Applicant ID	Student Name	Date Of Birth	Gender	Category/Region	Course	Hostel Status	Academic Year	Select to Edit
1	21725	Ramesh Tendul Kar	03/02/1992	Male	SC/Hindu	Engineering/Applied Electronics & Instrumentation/1Yr	Hosteller	2011-2012	Import Application
2	103400	Test Student for Test	02/04/1990	Female	SC/Christian	Architecture Town Planning/Architecture (AR)/2Yr	Day Scholar	2011-2012	Import Application
3	142283	Student 123 ST Nisaka Nisiki	03/07/1990	Male	SC/Hindu	Engineering/Metallurgical Engineering/1Yr	Hosteller	2011-2012	Import Application
4	176758	Test a Test Student	04/05/1997	Male	SC/Hindu	Engineering/Mechanical Engineering/1Yr	Hosteller	2011-2012	Import Application
5	207291	Student 1 SC test purpose	07/07/1990	Male	SC/Hindu	Engineering/Dio Technology/1Yr	Hosteller	2011-2012	Import Application
6	207343	Student 2 SC test purpose	09/08/1991	Male	SC/Christian	Architecture Town Planning/Architecture (AR)/1Yr	Hosteller	2011-2012	Import Application
7	207429	Student 3 SC test purpose	03/02/1992	Male	SC/Christian	Computer/Master in Computer Application (MCA)/1Yr	Hosteller	2011-2012	Import Application

Gallery

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Click on “Import Application” button displayed against the application, whose details is to be renewed. Details of the selected application are displayed for renewal.

Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 8 Aug 2012, 13:17:06 15



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Post-Matric Scholarship Registration Release And Network Automation
ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

Home User Management Institute Administration Register Applications Application Processing Upload Institute Photo Help



Registration of Applications for Scholarship

HELP : In this form, you can register the application received from those students who could not apply online for the scholarship. After the registration, the student shall be provided with an UNIQUE Applicant-id which will remain with him for the entire career for all scholarship related functions. The student will be able to track the status of his application using his applicant id. You are now going to register application's of your institute's students for Post Matric Scholarship-SC scholarship.

Basic Details of Student

Name of Applicant : First Name : Ramesh Middle Name : Tendul Last Name : Kar
 Father's Name : Mr. Papa Tendulkar Mother's Name : Smt. Mama Tendulkar
 Gender : Male Date of Birth (DD/MM/YYYY) : 03/02/1992
 Category : SC Religion : Hindu
 Special Category : --Select Special Category--
 Mobile Number : 9437067138 E-mail Address :
 Aadhar Card Number :

Correspondence Address Details **Permanent Address** Same as Correspondence Address

Select State : Odisha Select State : Odisha
 Address : Bhubaneswar Address : Bhubaneswar
 Select District : Khordha Select District : Khordha
 PIN CODE : 751001 PIN CODE : 751001

Application Details

Academy Year : DUMMY Course : Engineering
 Select Course Year : --Select Course Year-- Select Branch : Applied Electronics & Instrumentation
 Enrollment Number : 13366dsq Enrollment Date : 04/08/2011
 Admission Date for DUMMY (DD/MM/YYYY) : 04/08/2011

10th Class Passing Details

Select Board : Orissa State Board 10th Board Roll No. : BSEO3456
 Year of Passing : 2008-09 **10th board roll number as printed on the marksheet**
 Marks In percentage (%) Obtained in last Exam :

Eligibility related information

Total Annual Income (Family) : 160000

Do You stay in approved Govt/institute Hostel : Hosteller Date of Admission in Hostel :
 Caste Certificate No. : vire4556 Caste Certificate Date : 03/02/2009
 Caste Certificate Issuing Authority :

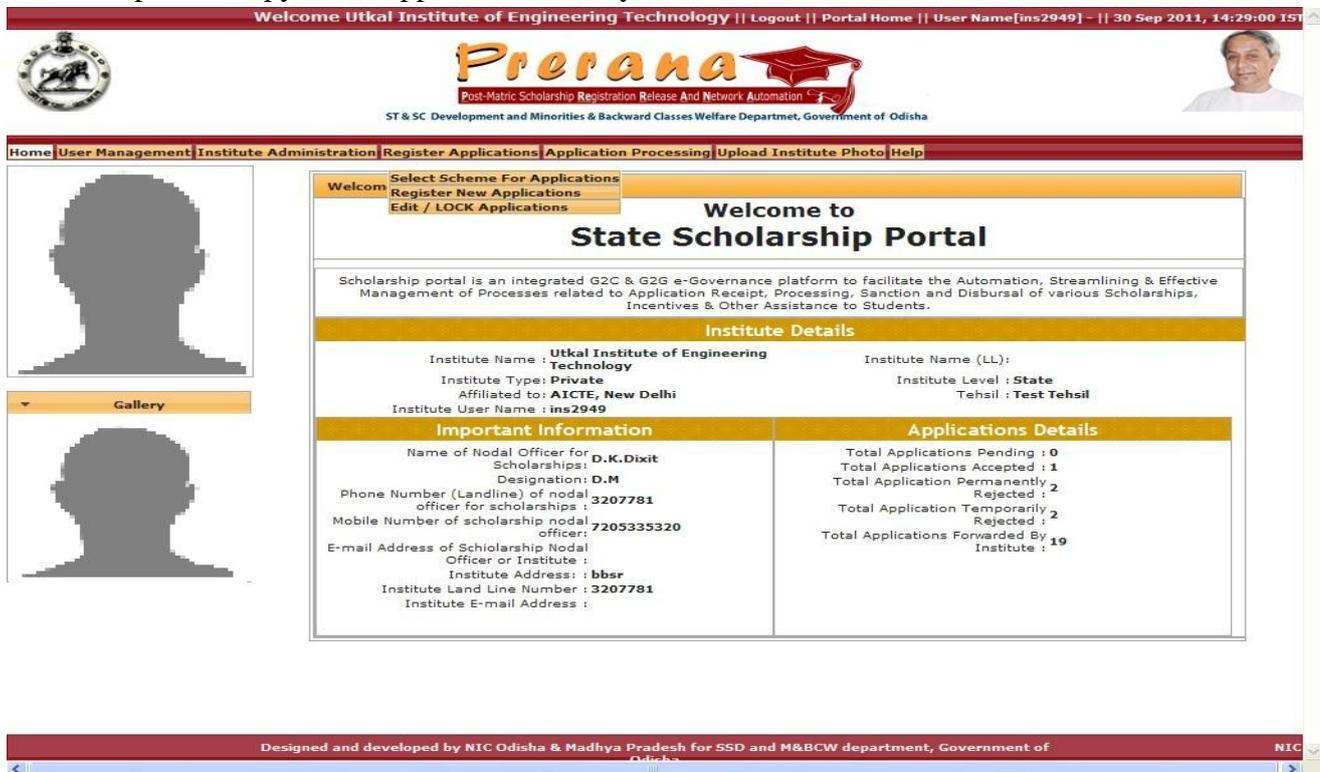
Bank Related Details

Enter Your IFSC Code : BARB0CCKPUR
 Bank Name : BANK OF BARODA Branch Name : CHANDRASHEKHARPUR
 Address : PLOT NO-385/1694 DAMANA CHAK CHANDRASHEKHARPUR, BHUBANESWAR, PIN-751016
 Bank Account Number : 1234567

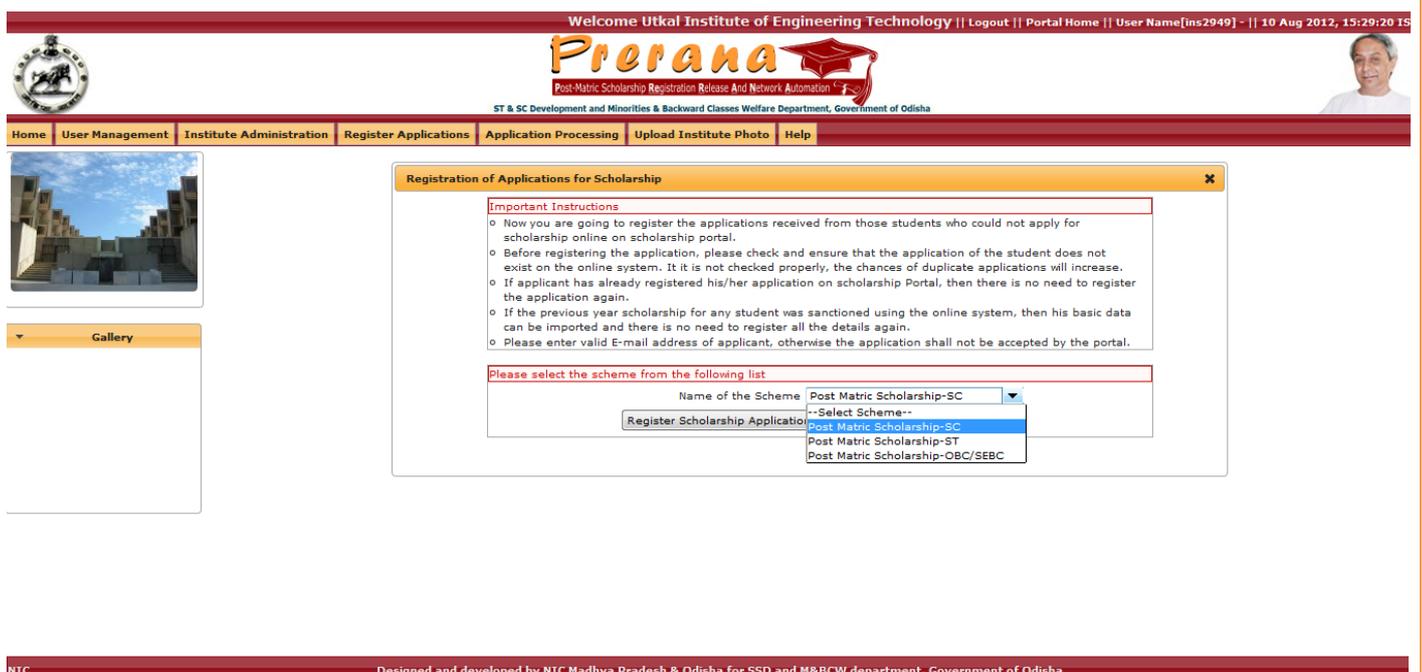
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Certain details like *Adhar Card Number, Course Year, Admission date for current Academic year, % of Marks obtained in last Examination, Whether Hosteller or Day Scholar, Date of Admission to Hostel and Caste Certificate Issuing Authority*, can be entered/modified. After making the required entries click on “Renew Application” button. The renewed application will be placed under pending for processing by Institute.

3. Registration of Scholarship Application :- Scholarship portal provides option for Off-line entry of the Scholarship Application for Students, in case student is unable to make Online registration and submits printed copy of the application directly at the Institute.



User has to click on the option for New Application Registration from the top menu and select the scholarship scheme under which application will be registered.



After selection of Scheme, click on “Register Scholarship Application for above selected criteria” button and enter the details of the Applicant.

Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 10 Aug 2012, 17:15:32 IST





ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

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Gallery

Registration of Applications for Scholarship

HELP : In this form, you can register the application received from those students who could not apply online for the scholarship. After the registration, the student shall be provided with an UNIQUE Applicant-id which will remain with him for the entire career for all scholarship related functions. The student will be able to track the status of his application using his applicant id. You are now going to register application's of your institute's students for **Post Matric Scholarship-SC** scholarship.

Basic Details of Student

Name of Applicant : First Name : Middle Name : Last Name :
 Dhir Nath Das
 Father's Name : Mr. Sudhir Mother's Name : Smt. Mani
 Gender : Male Date of Birth (DD/MM/YYYY) : 30/06/1995
 Category : SC Religion : Hindu
 Special Category : --Select Special Category--
 Mobile Number : 9861410650 E-mail Address :
 Aadhar Card Number : AdharBBSR002

Correspondence Address Details **Permanent Address** Same as Correspondence Address

Select State : Odisha Select State : Odisha
 Address : Bhubaneswar Address : Bhubaneswar
 Select District : Khordha Select District : Khordha
 PIN CODE : 751002 PIN CODE : 751002

Application Details

Academic Year : DUMMY Course : Architecture Town Planning
 Select Course Year : Second Year Select Branch : Architecture (AR)
 Enrollment Number : uiet1234 Enrollment Date : 01/08/2011
 Marks In percentage (%) Obtained in last Exam : 96.04 Admission Date for DUMMY (DD/MM/YYYY) : 02/07/2012

10th Class Passing Details

Select Board : C.B.S.E. Board 10th Board Roll No. : 226yy
 Year of Passing : 2008-09 10th board roll number as printed on the marksheet

Eligibility related information

Total Annual Income (Family) : 189000

Do You stay in approved Govt/institute Hostel : Hosteller Date of Admission in Hostel : 02/07/2012
 Caste Certificate No. : 24465ggg Caste Certificate Date : 04/05/2011
 Caste Certificate Issuing Authority : Addl. Tahsilidar Khorda

Bank Related Details

Enter Your IFSC Code : ANDB0000048 If You Don't Know IFSC Code Then Click Here
 Bank Name : ANDHRA BANK Branch Name : Bhubaneswar Main branch
 Address : 52-53, Ashok Nagar, Janapath, Bhubaneswar - 751 009
 Bank Account Number : 987653456
 Report Unregistered IFSC Code

[Save and Register Student Profile](#)

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- In the *Enrolment Number* column enter your Roll No. in the Course/Branch you are enrolled to.
- In the *Enrolment Date* column enter the Date of Admission in the First year of your enrolled Course/Branch.
- In the *Admission Date for Which Year you are applying for Scholarship* column enter the Date of Admission/Re-admission in the Current year of your enrolled Course/Branch.

(Only in case of Students of First year, *Admission Date for Which Year you are applying for Scholarship* will be same as Enrolment date)

National Informatics Centre, Orissa State Centre, Bhubaneswar

Page 18

The Scholarship amount is to be transferred directly to Students Bank account. So the Student has to open his/her account in a Bank having Core Banking facility and enter the IFSC code of the Branch of the Bank, along with Bank Account Number.

In case no idea about the IFSC Code of the Branch, student has to click on “**If you does not know IFSC code then Click here**”, which will display the IFSC code Site. You have to mention Bank Name, State, District and then the Branch name, so that the IFSC site can display the required IFSC Code.



Search IFSC/MICR Code:

Easy IFSC Code Finder :

--Select Bank Name --

--State --

--District --

-- Branch -- **Go**

Details of STATE BANK OF INDIA, KHURDA, Bhubaneswar Branch

Bank: [STATE BANK OF INDIA](#)

Address: UNIT-1, NEAR CAPITAL POLICE STATION, BHUBANESWAR-751001

State: [ORISSA](#)

District: [KHURDA](#) (See here all the branches of "STATE BANK OF INDIA" in "KHURDA" District by [Clicking Here](#))

Branch: [Bhubaneswar](#) Contact: IP-650416/650417 0674-2530894/ 2533191/ 2531235

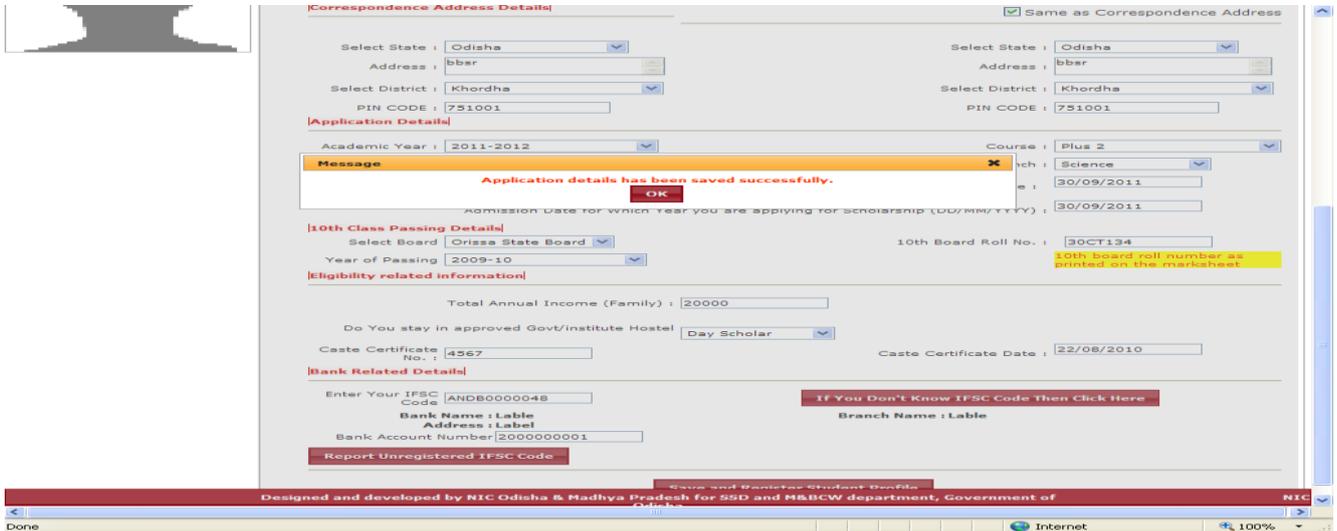
IFSC Code: [SBIN0000041](#) (used for RTGS and NEFT transactions)

Branch Code: 000041

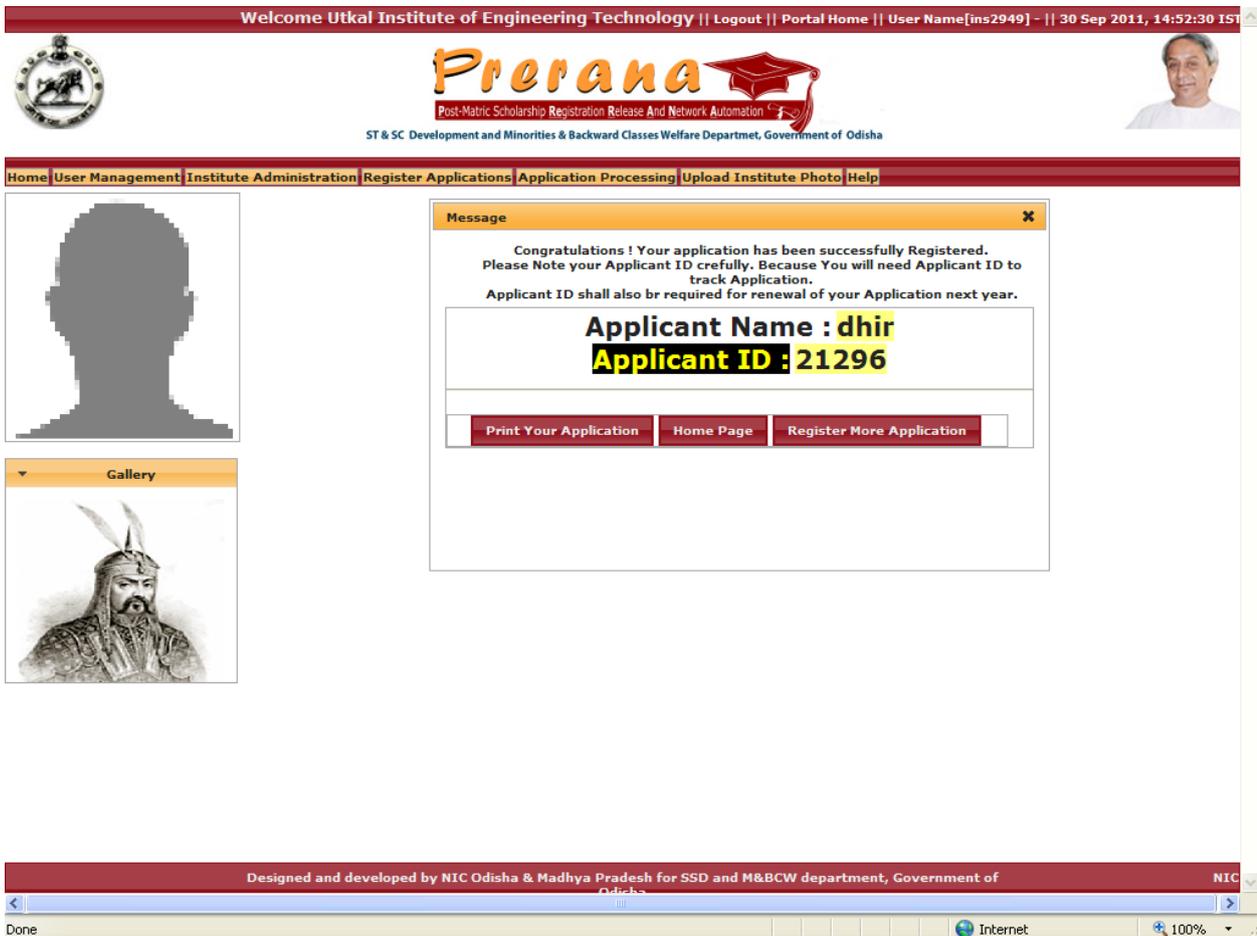
MICR Code: [751002002](#)

After making entry in all the columns, click on “Register Scholarship application form”.
 [In case of display of red cross sign(x) against any entry, correct the entry and then click on “Register Scholarship application form”.]

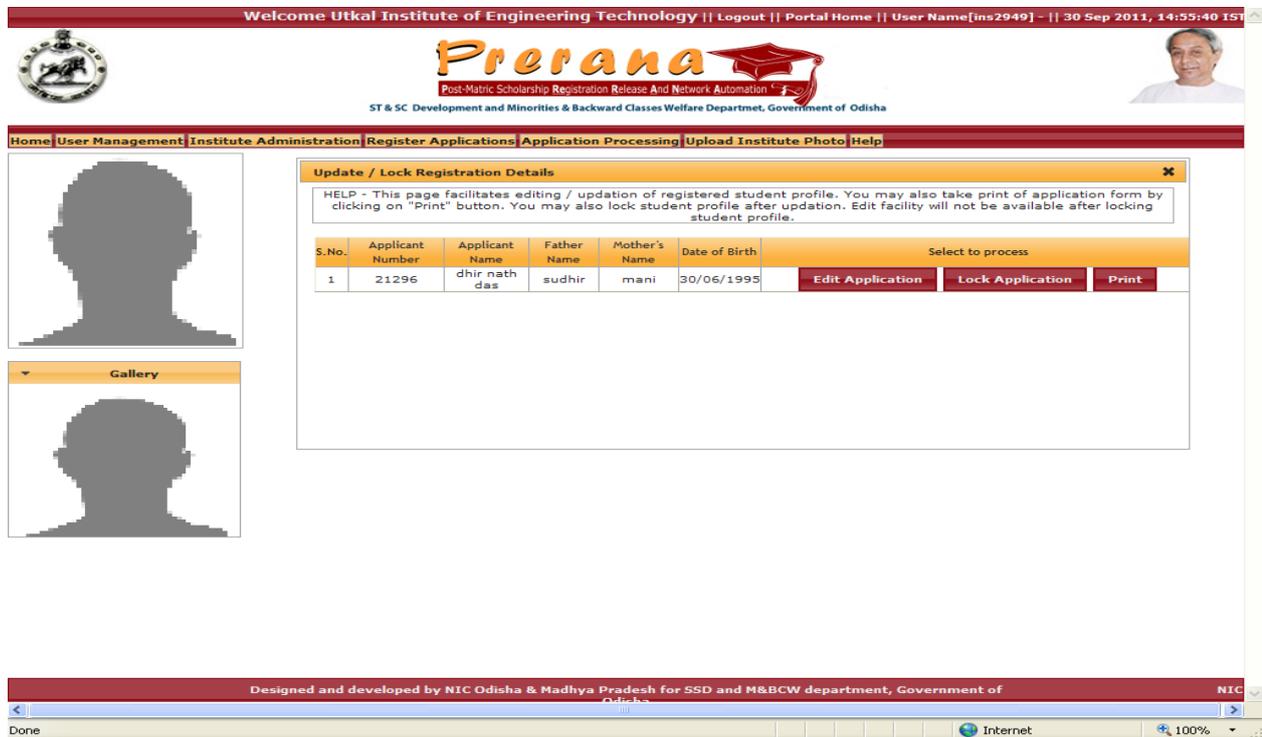
On all correct entries, the application will be saved and portal will display the message.



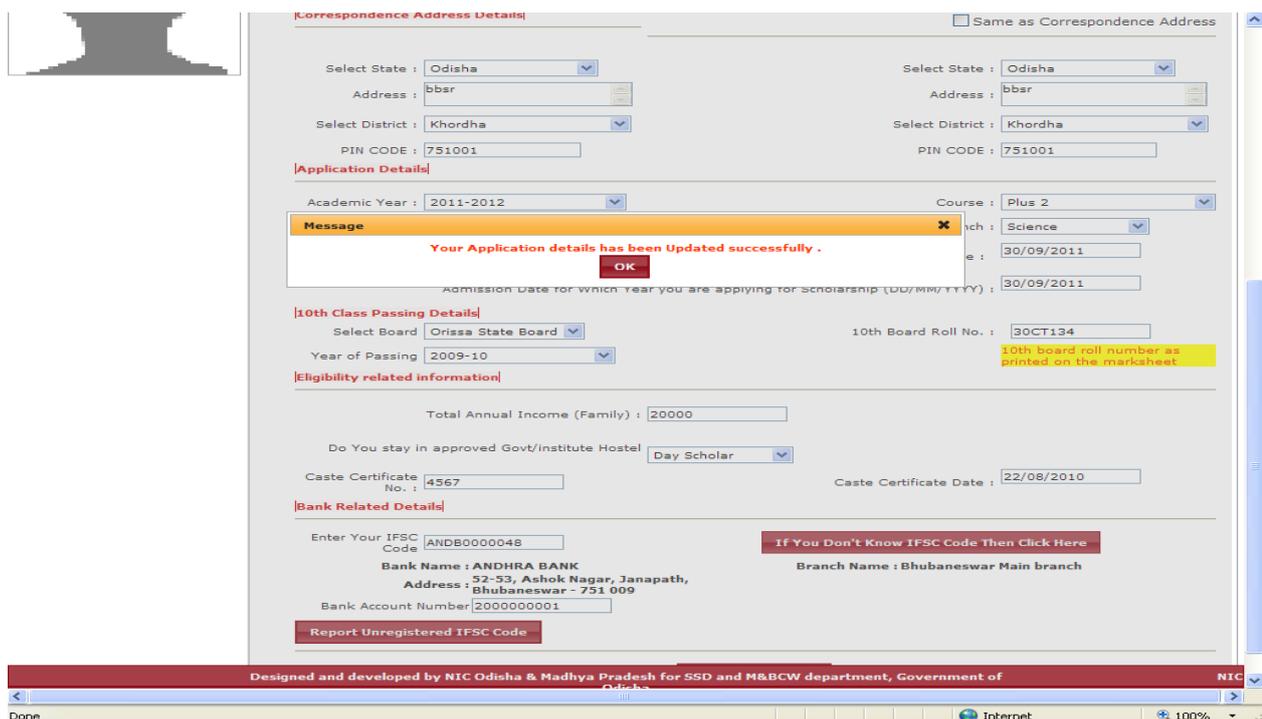
The portal will display the Applicant Id and Applicant-ID with Password is sent to the applicant through SMS.



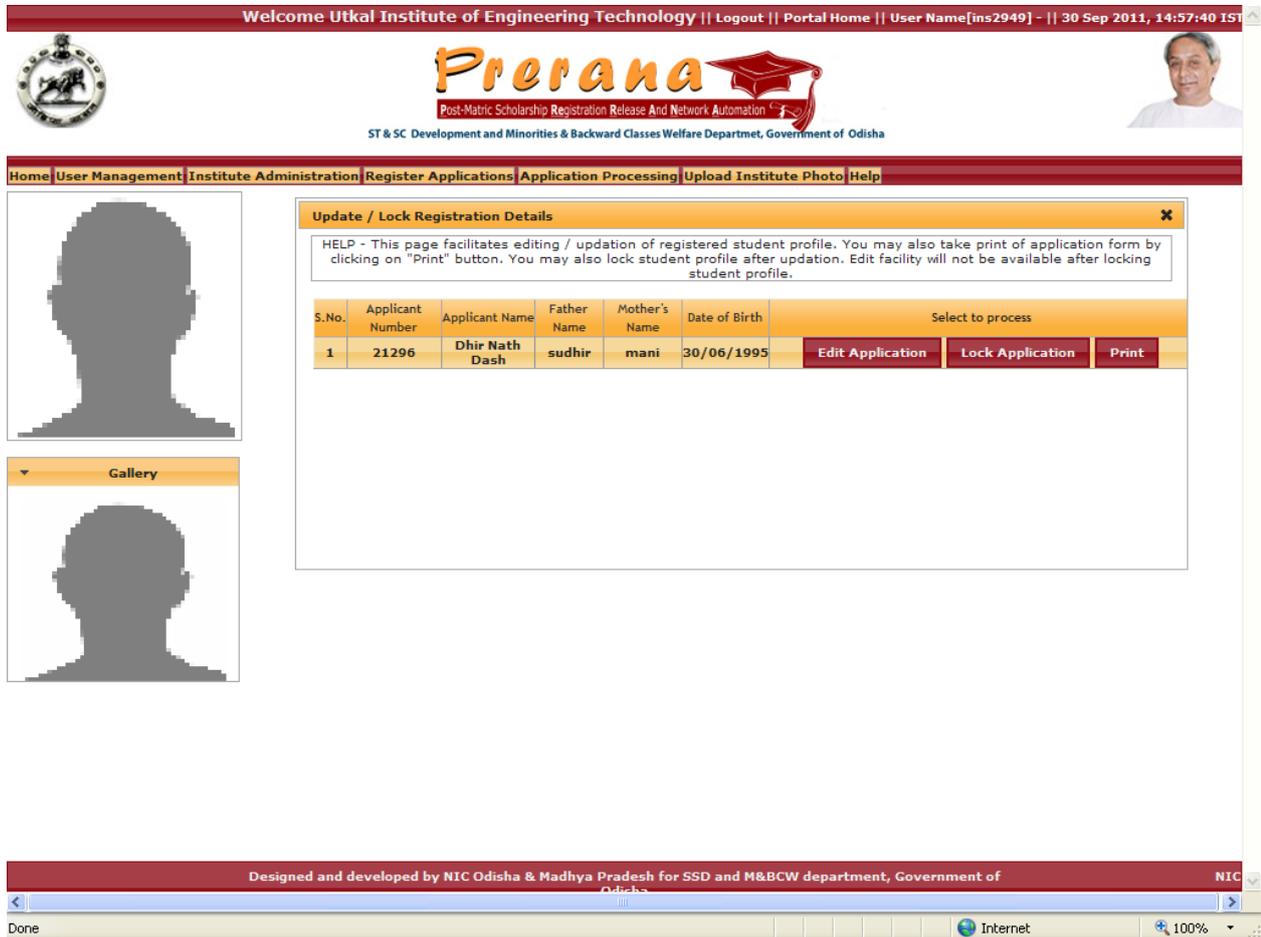
For updating the application details, user has to select “Edit/Lock Application” option from top menu and then click on “Edit Application” for the application to be edited.



All details except category can be edited. After update, click on “Update All Details”, so that the edited details are saved.



User has to click on “Lock Application” option to forward the application to Institute, so that it will be available for processing of Scholarship.



Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 30 Sep 2011, 14:57:40 IST

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Post-Matric Scholarship Registration Release And Network Automation
ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

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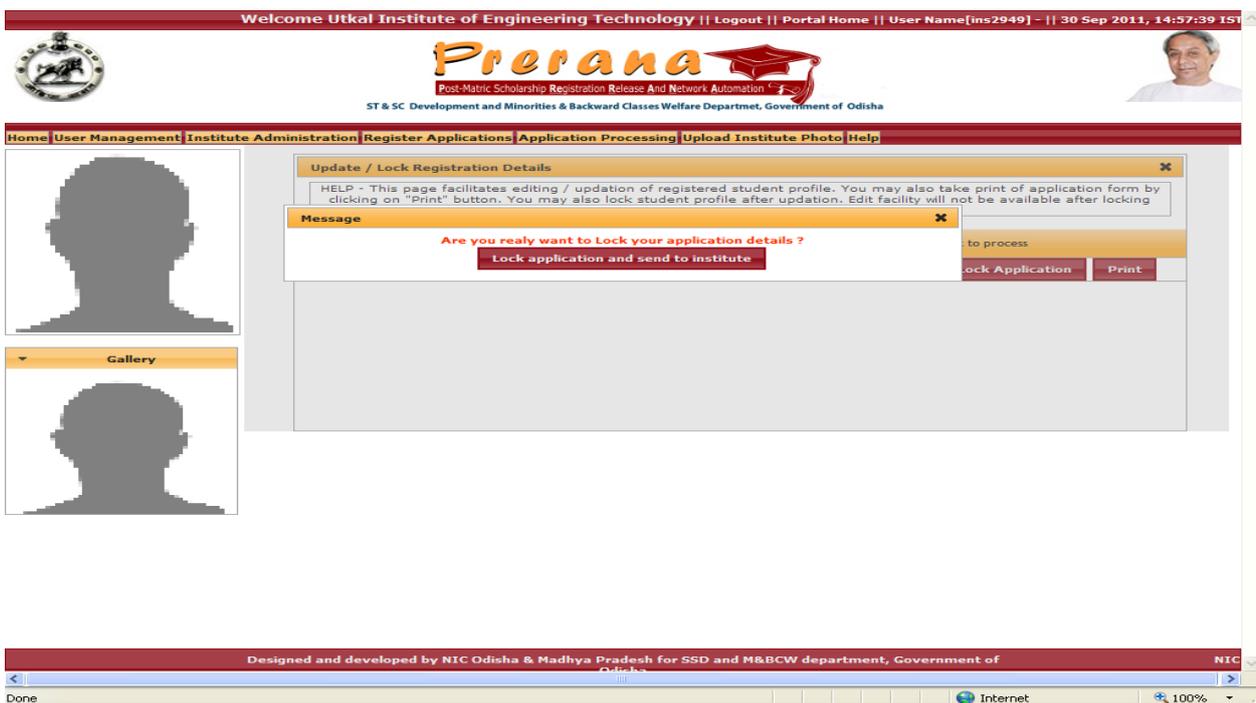


Update / Lock Registration Details

HELP - This page facilitates editing / updation of registered student profile. You may also take print of application form by clicking on "Print" button. You may also lock student profile after updation. Edit facility will not be available after locking student profile.

S.No.	Applicant Number	Applicant Name	Father Name	Mother's Name	Date of Birth	Select to process
1	21296	Dhir Nath Dash	sudhir	mani	30/06/1995	<input type="button" value="Edit Application"/> <input type="button" value="Lock Application"/> <input type="button" value="Print"/>

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Post-Matric Scholarship Registration Release And Network Automation
ST & SC Development and Minorities & Backward Classes Welfare Department, Government of Odisha

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Gallery



Update / Lock Registration Details

HELP - This page facilitates editing / updation of registered student profile. You may also take print of application form by clicking on "Print" button. You may also lock student profile after updation. Edit facility will not be available after locking student profile.

Message

Are you really want to Lock your application details ?

S.No.	Applicant Number	Applicant Name	Father Name	Mother's Name	Date of Birth	Select to process
1	21296	Dhir Nath Dash	sudhir	mani	30/06/1995	<input type="button" value="Edit Application"/> <input type="button" value="Lock Application"/> <input type="button" value="Print"/>

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4. **Scholarship Application Processing** :- Processing of pending applications for scholarship can be done by selecting this option. This option provides facility to the Institute to view the pending applications, accept or reject it, generate draft proposal and generate the final proposal to be sent to DWO for sanction of Scholarship.

Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 30 Sep 2011, 15:00:43 IST

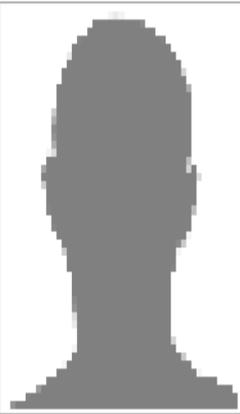




ST & SC Development and Minorities & Backward Classes Welfare Departmet, Government of Odisha



[Home](#) [User Management](#) [Institute Administration](#) [Register Applications](#) [Application Processing](#) [Upload Institute Photo](#) [Help](#)



Gallery



Welcome

Process Received Applications
 View / Print / Lock Draft Proposals
 View / Print Locked Proposals

Welcome to State Scholarship Portal

Scholarship portal is an integrated G2C & G2G e-Governance platform to facilitate the Automation, Streamlining & Effective Management of Processes related to Application Receipt, Processing, Sanction and Disbursal of various Scholarships, Incentives & Other Assistance to Students.

Institute Details

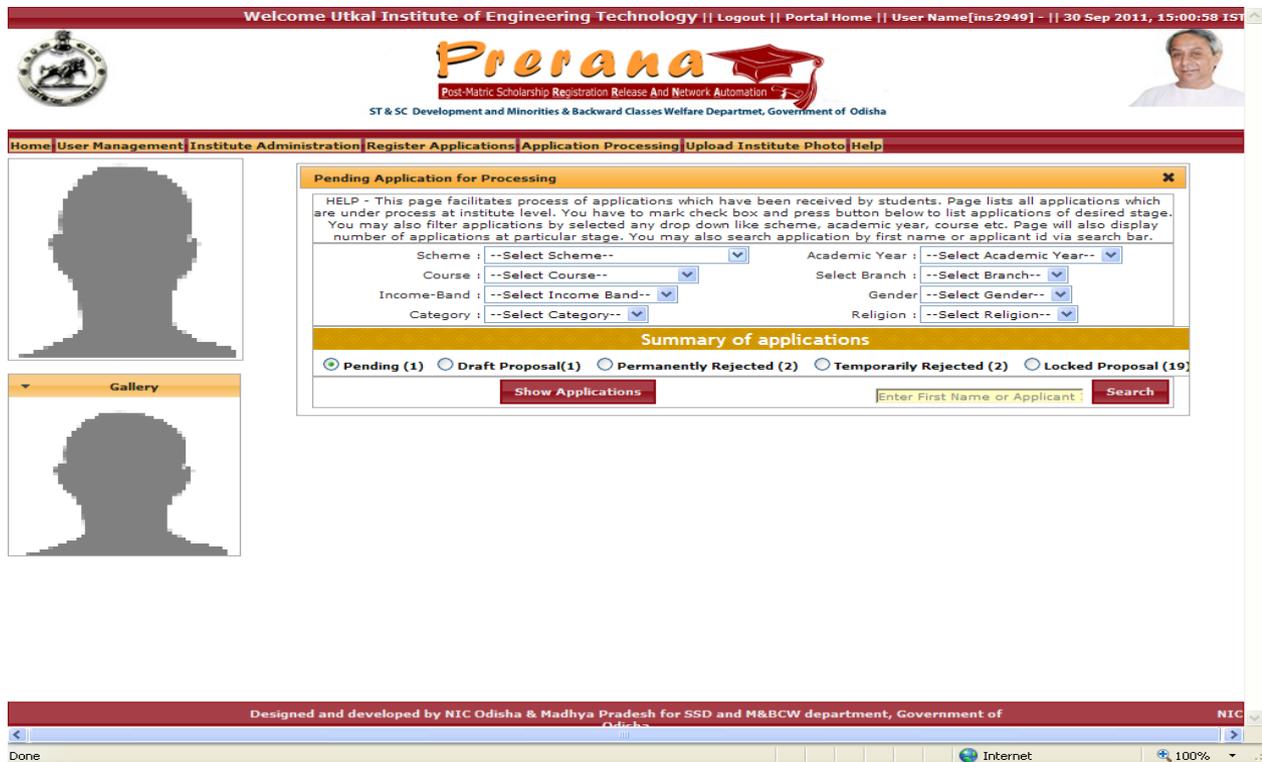
Institute Name : Utkal Institute of Engineering Technology	Institute Name (LL) :
Institute Type: Private	Institute Level : State
Affiliated to: AICTE, New Delhi	Tehsil : Test Tehsil
Institute User Name : ins2949	

Important Information	Applications Details
Name of Nodal Officer for Scholarships: D.K.Dixit Designation: D.M Phone Number (Landline) of nodal officer for scholarships : 3207781 Mobile Number of scholarship nodal officer: 7205335320 E-mail Address of Schiolarship Nodal Officer or Institute : Institute Address : bbsr Institute Land Line Number : 3207781 Institute E-mail Address :	Total Applications Pending : 1 Total Applications Accepted : 1 Total Application Permanently Rejected : 2 Total Application Temporarily Rejected : 2 Total Applications Forwarded By Institute : 19

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http://mpsc.mp.nic.in/scholarships/InstituteAdmin/Public/IA_Main.aspx#
Internet 100%

“Process Received Application” option can be used for display of applications *Pending* for processing, *Accepted* by Institute, *Permanently Rejected*, *Temporarily Rejected*, *Locked* for Sanction.



User can select Scheme, Course, Branch, Gender, Category & Religion for display of the applications satisfying the selected criteria. Click on Pending button for display of all/selected pending applications.

Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 30 Sep 2011, 15:02:17 IST

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Gallery

Pending Application for Processing

HELP - This page facilitates process of applications which have been received by students. Page lists all applications which are under process at institute level. You have to mark check box and press button below to list applications of desired stage. You may also filter applications by selected any drop down like scheme, academic year, course etc. Page will also display number of applications at particular stage. You may also search application by first name or applicant id via search bar.

Scheme : --Select Scheme-- Academic Year : --Select Academic Year--
 Course : --Select Course-- Select Branch : --Select Branch--
 Income-Band : --Select Income Band-- Gender : --Select Gender--
 Category : --Select Category-- Religion : --Select Religion--

Summary of applications

Pending (1) Draft Proposal(1) Permanently Rejected (2) Temporarily Rejected (2) Locked Proposal (19)

Show Applications Search

S.No.	Applicant ID	Application Type	Student Name	Father Name	Date of Birth	Gender	Religion	Category	Course	Branch	Academic Year	Annual Income (Family)	Process Application
1	21296	New	Dhir Nath	sudhir	30/06/1995	Male	Hindu	SC	Plus 2 / Science		2011-2012	20000	Process Application

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User has to click on “**Process Application**” button shown against each pending application, so that each application is processed separately.

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Gallery

Applicant Profile

Process Options

Accept Application

Reject Application

Update Fee details

Print Application For

Scholarship Details

HELP - Page displays complete profile of student. You may also edit profile by clicking on any of update details. Processing option are for accept, reject (Permanent / Temporary), edit fee amount and application print. Lower grid displays complete track record of application.

Personal Details

Name : Dhir Nath Dash
 Father Name : sudhir
 Date of Birth : 30/06/1995
 Category : SC
 Gender : Male
 Religion : Hindu
 E-Mail :
 Address :
 Mobile Number : 7777777766
 Bank : 52-53, ashok nagar, Details : 751 009
 Bank Account Number : 2000000001

Application Details

Applicant ID : NA
 Application Date : 30/09/2011
 Course & Branch : Plus 2/Science/1Yr
 Income-Band : Post-MS-For SC
 Present Application in Pending Status : Status on Institute
 Enrollment Number : 4546461
 Admission Date : 30/09/2011
 Hosteller ? : No
 Annual Income : 20000
 Scheme : Post Matric Scholarship-SC
 10th Class Roll Number : 30CT134

Update Details

Personal Details

Address Details

Application Details

Bank Details

Income & Caste Ce

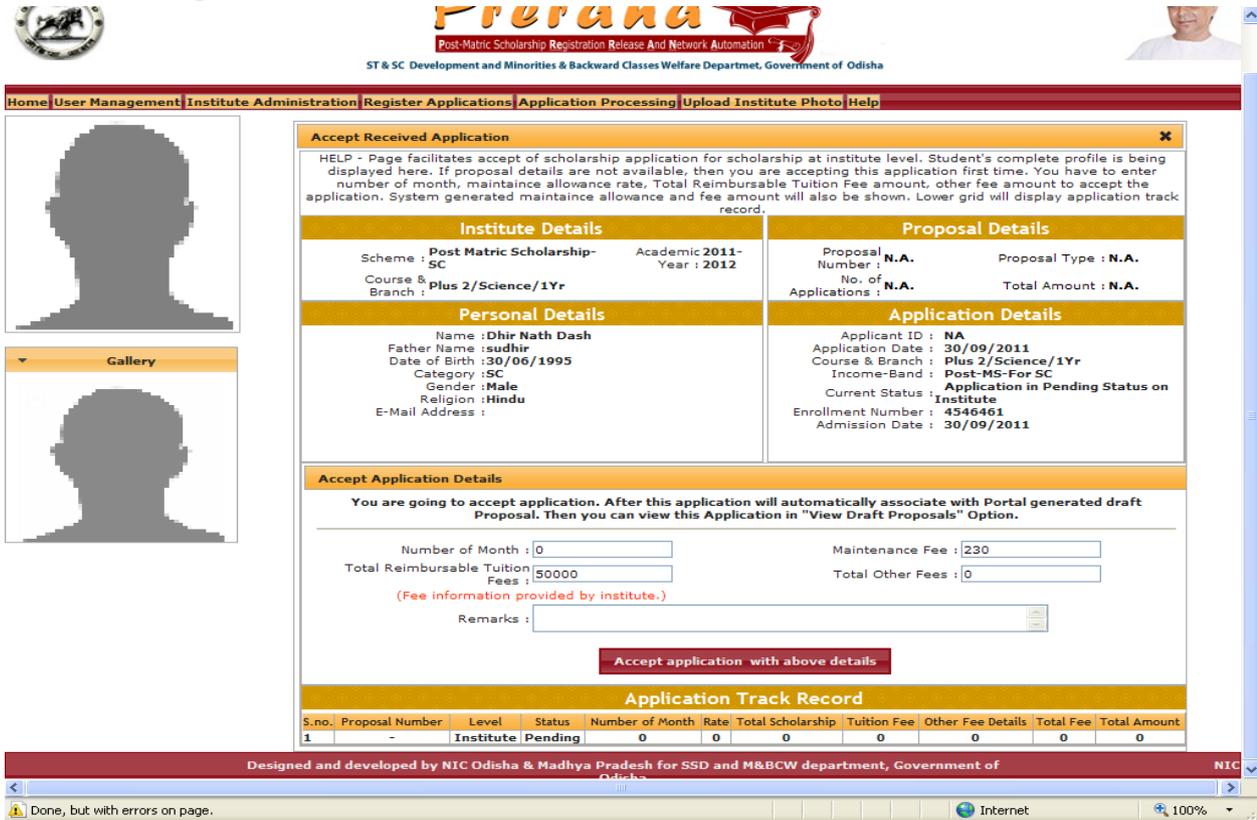
Application Track Record

S.No.	Proposal Number	Level	Status	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee Details	Total Fee	Total Amount
1	-	Institute	Pending	0	0	0	0	0	0	0

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Portal displays details of the Applicant and provides provision for processing (Accept/Reject) and to update certain details of the applicant (if requested).

In case institute finds all the details of the applicant satisfying criteria for acceptance, user has to click on “Accept” button.



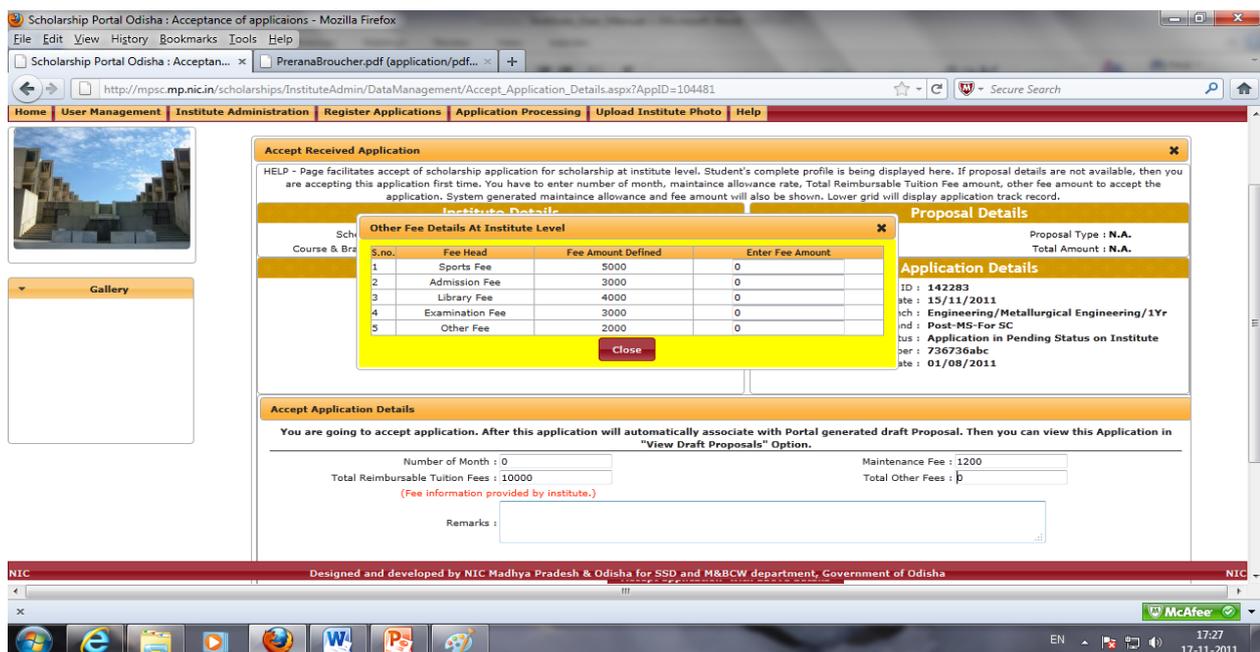
The screenshot shows the 'Accept Received Application' screen. On the left, there is a 'Gallery' section with two placeholder images. The main content area is divided into several sections:

- Accept Received Application:** HELP - Page facilitates accept of scholarship application for scholarship at institute level. Student's complete profile is being displayed here. If proposal details are not available, then you are accepting this application first time. You have to enter number of month, maintenance allowance rate, Total Reimbursable Tuition Fee amount, other fee amount to accept the application. System generated maintenance allowance and fee amount will also be shown. Lower grid will display application track record.
- Institute Details:**
 - Scheme : Post Matric Scholarship- Academic Year : 2011-2012
 - Course & Branch : Plus 2/Science/1Yr
- Proposal Details:**
 - Proposal Number : N.A. Proposal Type : N.A.
 - No. of Applications : N.A. Total Amount : N.A.
- Personal Details:**
 - Name : Dhir Nath Dash
 - Father Name : sudhir
 - Date of Birth : 30/06/1995
 - Category : SC
 - Gender : Male
 - Religion : Hindu
 - E-Mail Address :
- Application Details:**
 - Applicant ID : NA
 - Application Date : 30/09/2011
 - Course & Branch : Plus 2/Science/1Yr
 - Income-Band : Post-MS-For SC
 - Current Status : Application in Pending Status on Institute
 - Enrollment Number : 4546461
 - Admission Date : 30/09/2011
- Accept Application Details:**
 - You are going to accept application. After this application will automatically associate with Portal generated draft Proposal. Then you can view this Application in "View Draft Proposals" Option.
 - Number of Month : 0
 - Maintenance Fee : 230
 - Total Reimbursable Tuition Fees : 50000
 - Total Other Fees : 0
 - (Fee information provided by institute.)
 - Remarks :
 - Accept application with above details
- Application Track Record:**

S.no.	Proposal Number	Level	Status	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee Details	Total Fee	Total Amount
1	-	Institute	Pending	0	0	0	0	0	0	0

Maintenance fee and Total Reimbursable Tuition fee (as registered by Institute) will be displayed. User has to enter number of months for which maintenance fee will be paid to the applicant (depending upon Date of Admission of the Student).

Click on “Total Other Fee” box, so that the portal will display all the Fee heads against which amount will be entered.



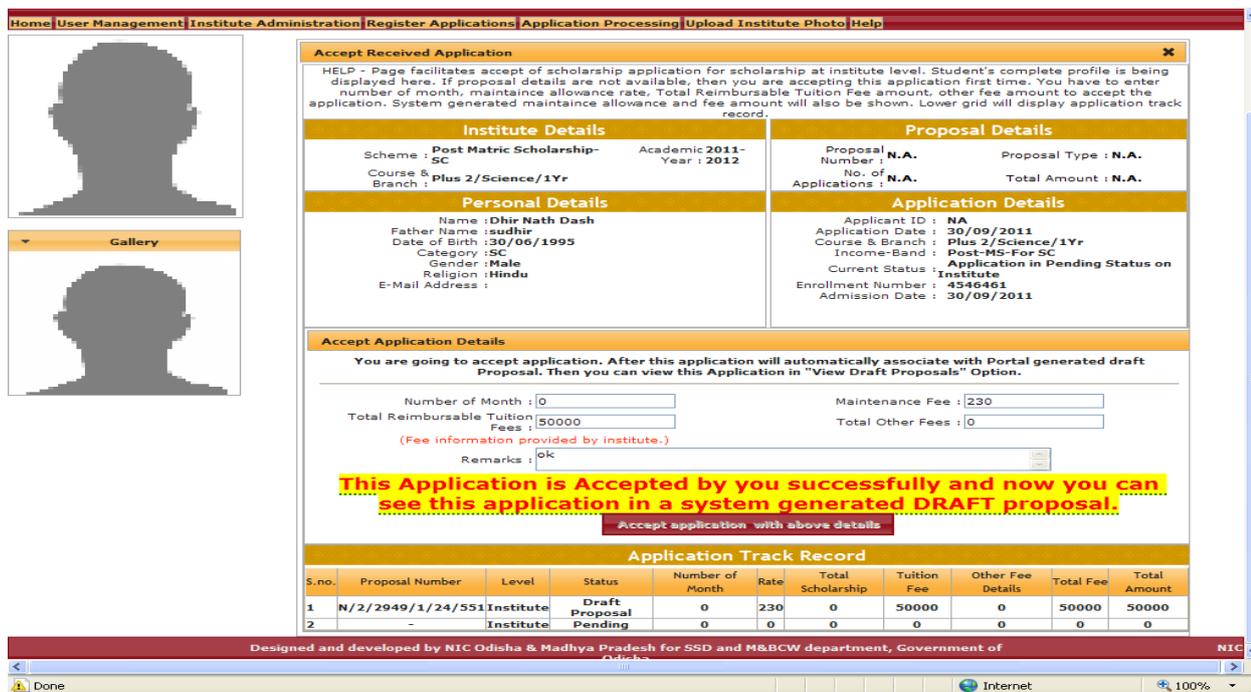
The screenshot shows the 'Accept Received Application' screen with the 'Other Fee Details At Institute Level' dialog box open. The dialog box contains a table with the following data:

S.no.	Fee Head	Fee Amount Defined	Enter Fee Amount
1	Sports Fee	5000	0
2	Admission Fee	3000	0
3	Library Fee	4000	0
4	Examination Fee	3000	0
5	Other Fee	2000	0

The main screen shows the following details:

- Accept Application Details:**
 - Number of Month : 0
 - Maintenance Fee : 1200
 - Total Reimbursable Tuition Fees : 10000
 - Total Other Fees : 0
 - (Fee information provided by institute.)
 - Remarks :
- Application Details:**
 - ID : 142283
 - Site : 15/11/2011
 - sch : Engineering/Metallurgical Engineering/1Yr
 - ind : Post-MS-For SC
 - cus : Application in Pending Status on Institute
 - per : 756736abc
 - site : 01/08/2011

Portal displays the registered amount against each head, user has option to enter the same amount against each head or change the figure (if required). Click on “Close” . After entering the Remarks, user has to click on “Accept Application with above details”, on which the status of application is changed to “Draft Proposal”.



Accept Received Application

HELP - Page facilitates accept of scholarship application for scholarship at institute level. Student's complete profile is being displayed here. If proposal details are not available, then you are accepting this application first time. You have to enter number of month, maintenance allowance rate, Total Reimbursable Tuition Fee amount, other fee amount to accept the application. System generated maintenance allowance and fee amount will also be shown. Lower grid will display application track record.

Institute Details		Proposal Details	
Scheme : Post Matric Scholarship-SC	Academic Year : 2011-2012	Proposal Number : N.A.	Proposal Type : N.A.
Course & Branch : Plus 2/Science/1Yr		No. of Applications : N.A.	Total Amount : N.A.

Personal Details		Application Details	
Name : Dhir Nath Dash	Father Name : sudhir	Applicant ID : NA	Application Date : 30/09/2011
Date of Birth : 30/06/1995	Category : SC	Course & Branch : Plus 2/Science/1Yr	Income-Band : Post-MS-For SC
Gender : Male	Religion : Hindu	Current Status : Application in Pending Status on Institute	Enrollment Number : 4544461
E-Mail Address :		Admission Date : 30/09/2011	

Accept Application Details

You are going to accept application. After this application will automatically associate with Portal generated draft Proposal. Then you can view this Application in "View Draft Proposals" Option.

Number of Month : Maintenance Fee :

Total Reimbursable Tuition Fees : Total Other Fees :

(Fee information provided by institute.)

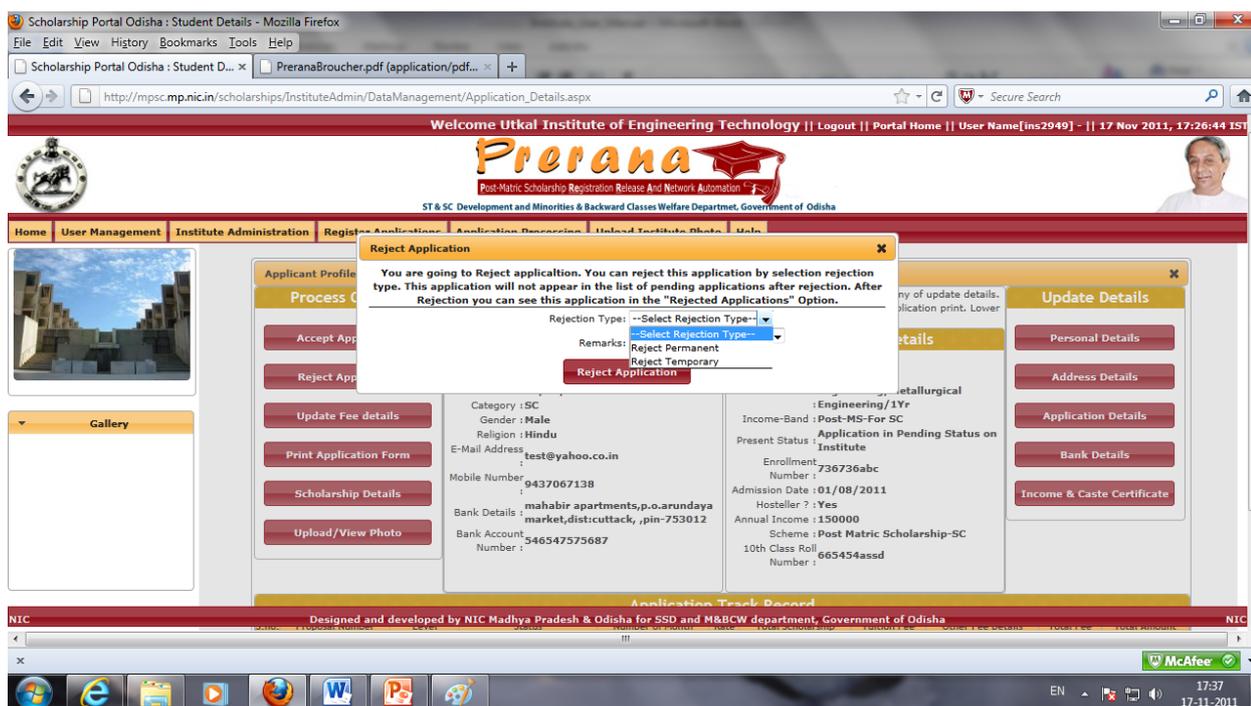
Remarks :

This Application is Accepted by you successfully and now you can see this application in a system generated DRAFT proposal.

Accept application with above details

Application Track Record										
S.no.	Proposal Number	Level	Status	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee Details	Total Fee	Total Amount
1	N/2/2949/1/24/551	Institute	Draft Proposal	0	230	0	50000	0	50000	50000
2	-	Institute	Pending	0	0	0	0	0	0	0

In case the details of application is found to be not satisfactory or non-attachment of required documents, Institute can reject the application Permanently or Temporarily depending on the reason of rejection.



Reject Application

You are going to Reject application. You can reject this application by selection rejection type. This application will not appear in the list of pending applications after rejection. After Rejection you can see this application in the "Rejected Applications" Option.

Rejection Type: --Select Rejection Type--

Remarks: --Select Rejection Type--

Reject Permanent

Reject Temporary

Reject Application

Applicant Profile

Category : SC

Gender : Male

Religion : Hindu

E-Mail Address : test@yahoo.co.in

Mobile Number : 9437067138

Bank Details : mahabir apartments,p.o.arundaya market,dist:cuttack ,pin-753012

Bank Account Number : 346547575687

Engineering/1Yr

Income-Band : Post-MS-For SC

Present Status : Application in Pending Status on Institute

Enrollment Number : 736736abc

Admission Date : 01/08/2011

Hosteller ? : Yes

Annual Income : 150000

Scheme : Post Matric Scholarship-SC

10th Class Roll Number : 665454assd

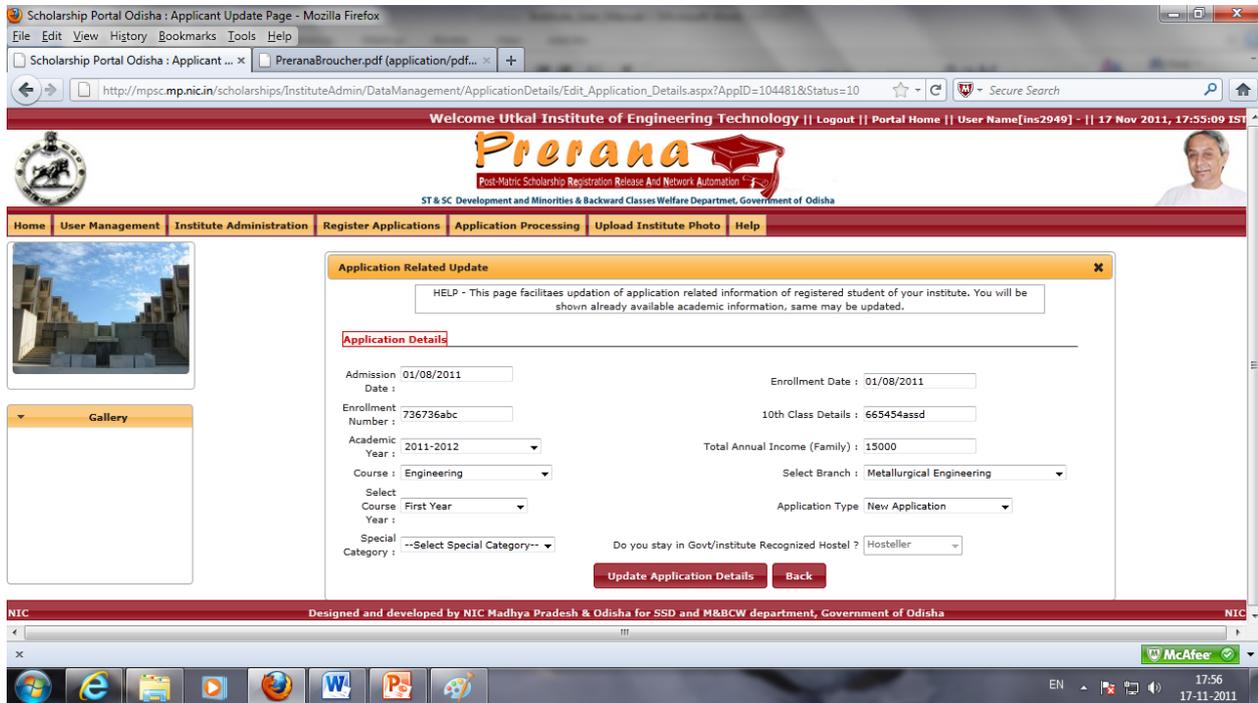
User has to click on “Reject Application” and then select the “Rejection Type” and “Remarks” from the displayed list.

In case of Temporary rejection, the application sent back to Students login dashboard for editing. Student can edit the application/ attach required documents and then “Lock” it again for Online submission at the Institute.

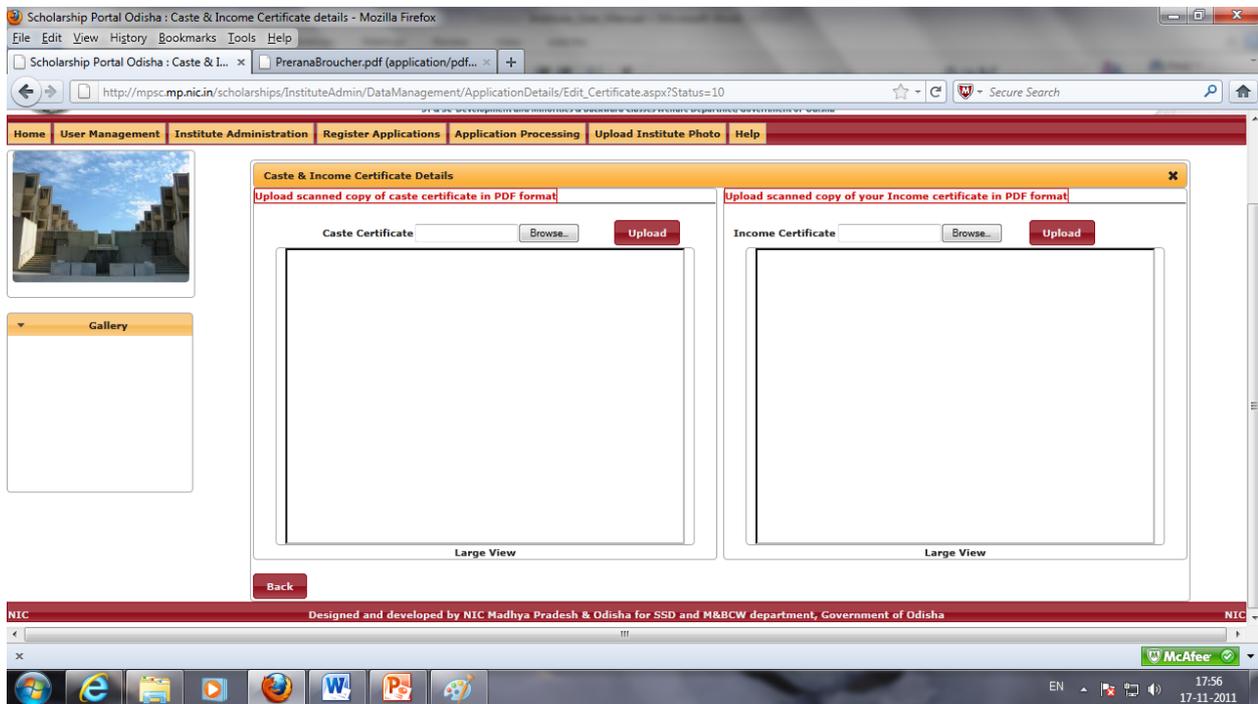
Processing (Acceptance/Rejection) of all the pending applications should be completed before proceeding for locking of Draft Proposals.

Separate Draft proposals (for accepted applications) are generated Category-wise & Application Type wise, as example SC-NEW, SC-RENEWAL, ST-NEW, ST-RENEWAL etc.

Institute can also update “Personal Details”, “Address Details”, “Application Details”, ”Bank Details” of the applicant (except category and Institute name).

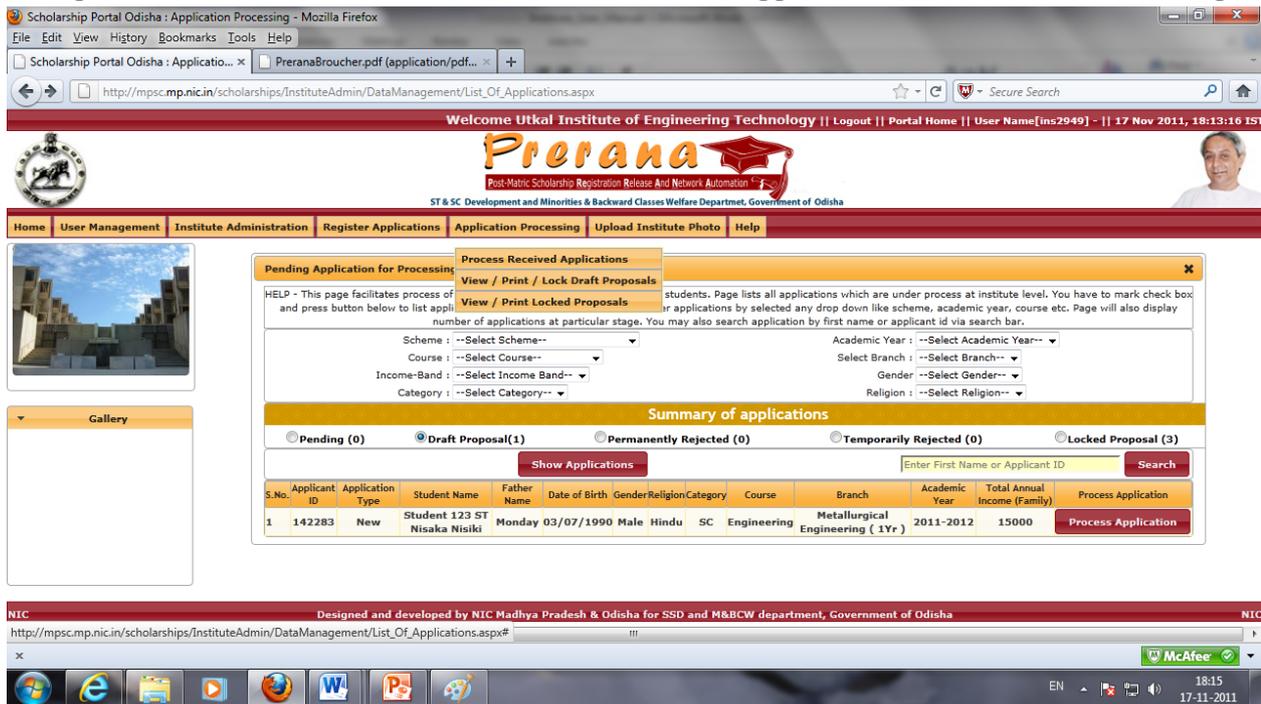


“Income and Caste Certificate” option can be used for display/uploading of scanned copy of both the Certificate in PDF format.

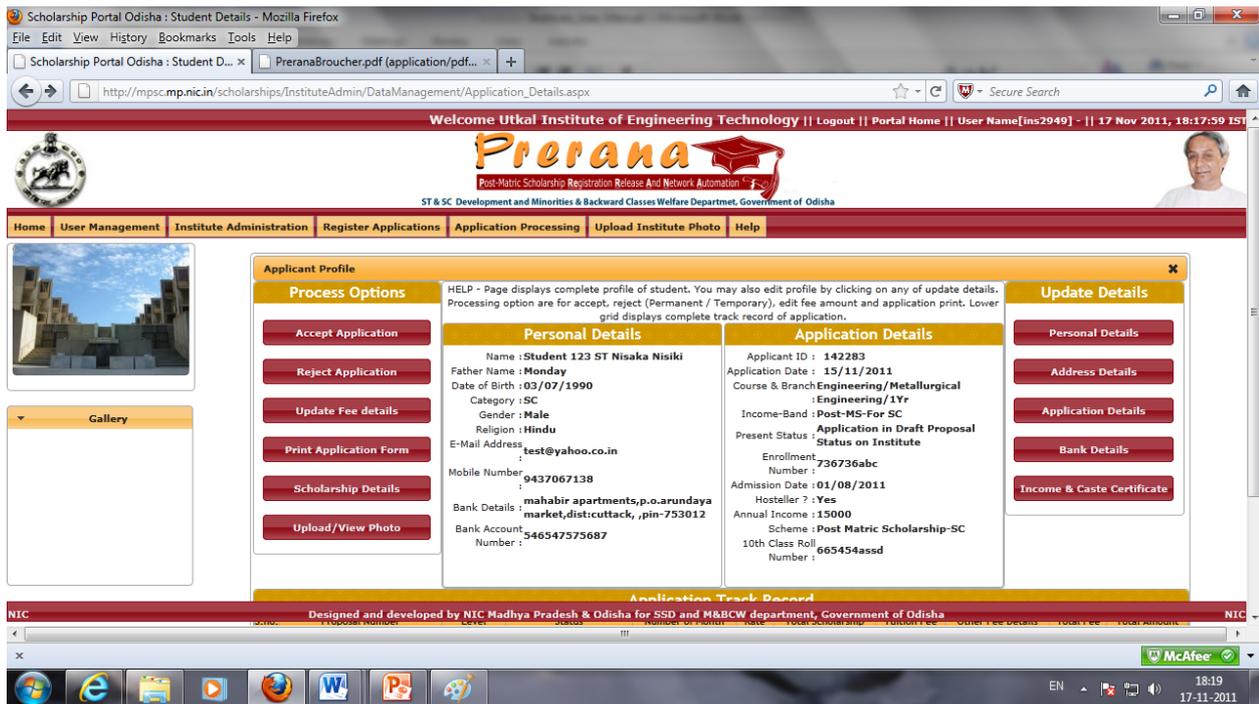


Browse and select the Scanned copy of the Caste Certificate, in PDF format, and click on “Open”. After selecting the file to be uploaded user has to click on “Upload Caste Certificate”. On successful uploading of Copy of Caste Certificate, Click on “Large View” for display of caste certificate uploaded to Scholarship Portal. (Same procedure for uploading of Income Certificate)
 After “Accepting” applications, user can update the fee details entered at the time of acceptance or lock the proposal, so that the applications will be made available to DWO for sanction.

For updation of Fee details, click on “Process Received Applications” and then on “Draft Proposal” .

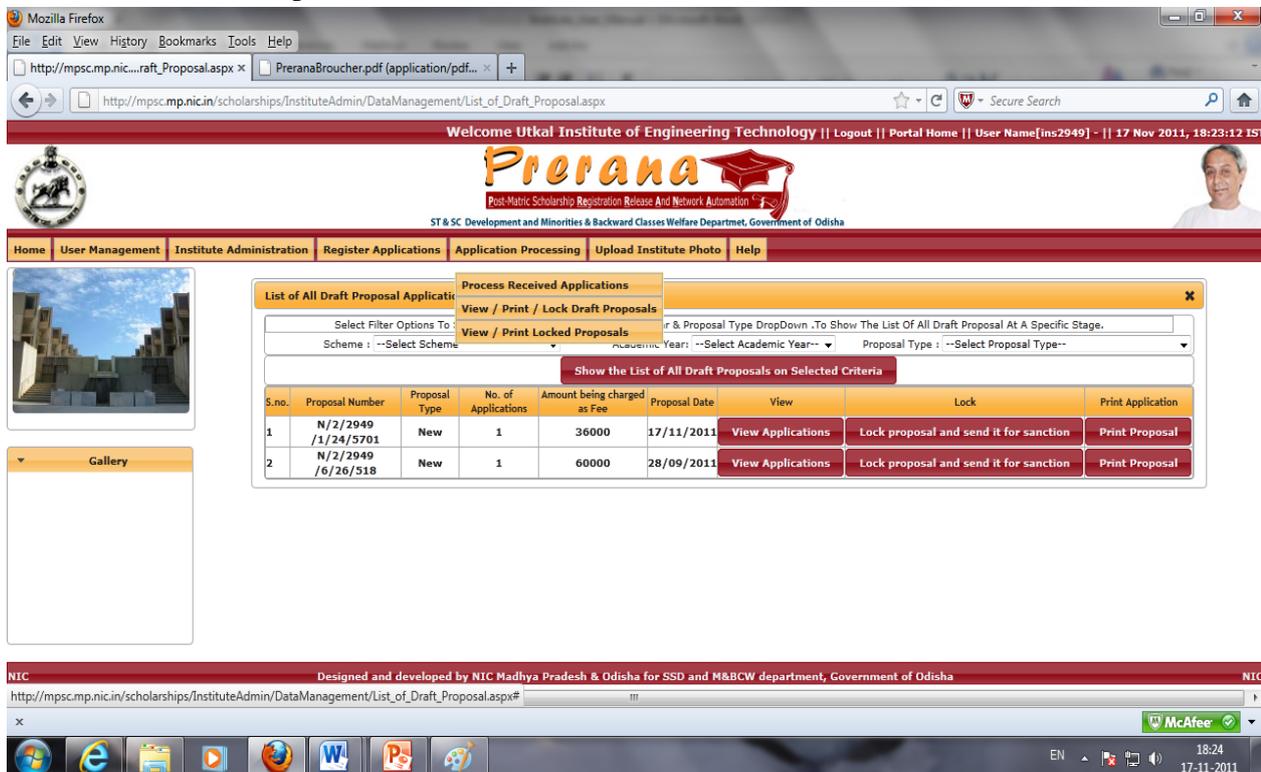


Click on the “Process Application” button shown against the application in which the fee is to be edited. Then click on “Update Fee Details” from the menu displayed on the right side of the screen.



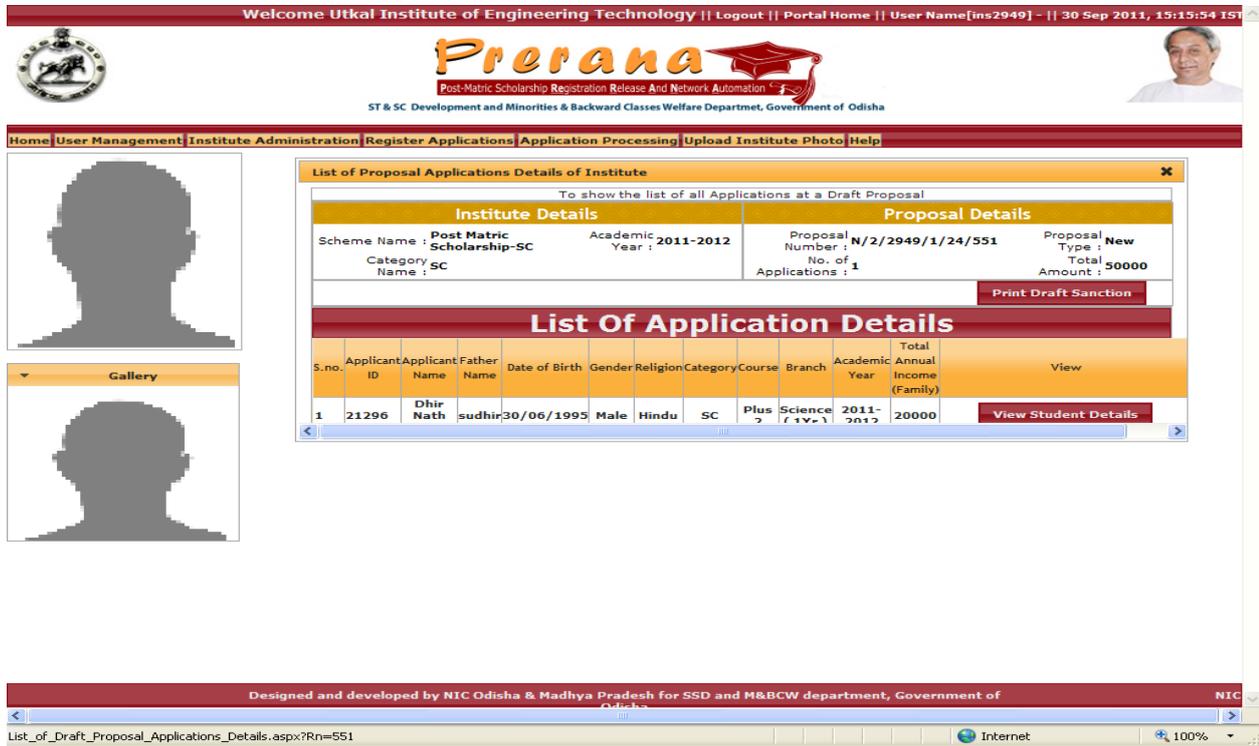
Update the required fee heads and click on “Update” button to save it.

User has to select “View/Print/Lock Draft Proposal” to Lock the accepted applications for preparation of Locked Proposal and Online transfer of Application details to DWO login for final sanction of Scholarship.



S.no.	Proposal Number	Proposal Type	No. of Applications	Amount being charged as Fee	Proposal Date	View	Lock	Print Application
1	N/2/2949 /1/24/5701	New	1	36000	17/11/2011	View Applications	Lock proposal and send it for sanction	Print Proposal
2	N/2/2949 /6/26/518	New	1	60000	28/09/2011	View Applications	Lock proposal and send it for sanction	Print Proposal

Institute can view details of individual application being forwarded to DWO, by clicking on “View Details”.



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List of Proposal Applications Details of Institute
 To show the list of all Applications at a Draft Proposal

Institute Details				Proposal Details			
Scheme Name :	Post Matric Scholarship-SC	Academic Year :	2011-2012	Proposal Number :	N/2/2949/1/24/551	Proposal Type :	New
Category Name :	SC	No. of Applications :	1	Total Amount :	50000		

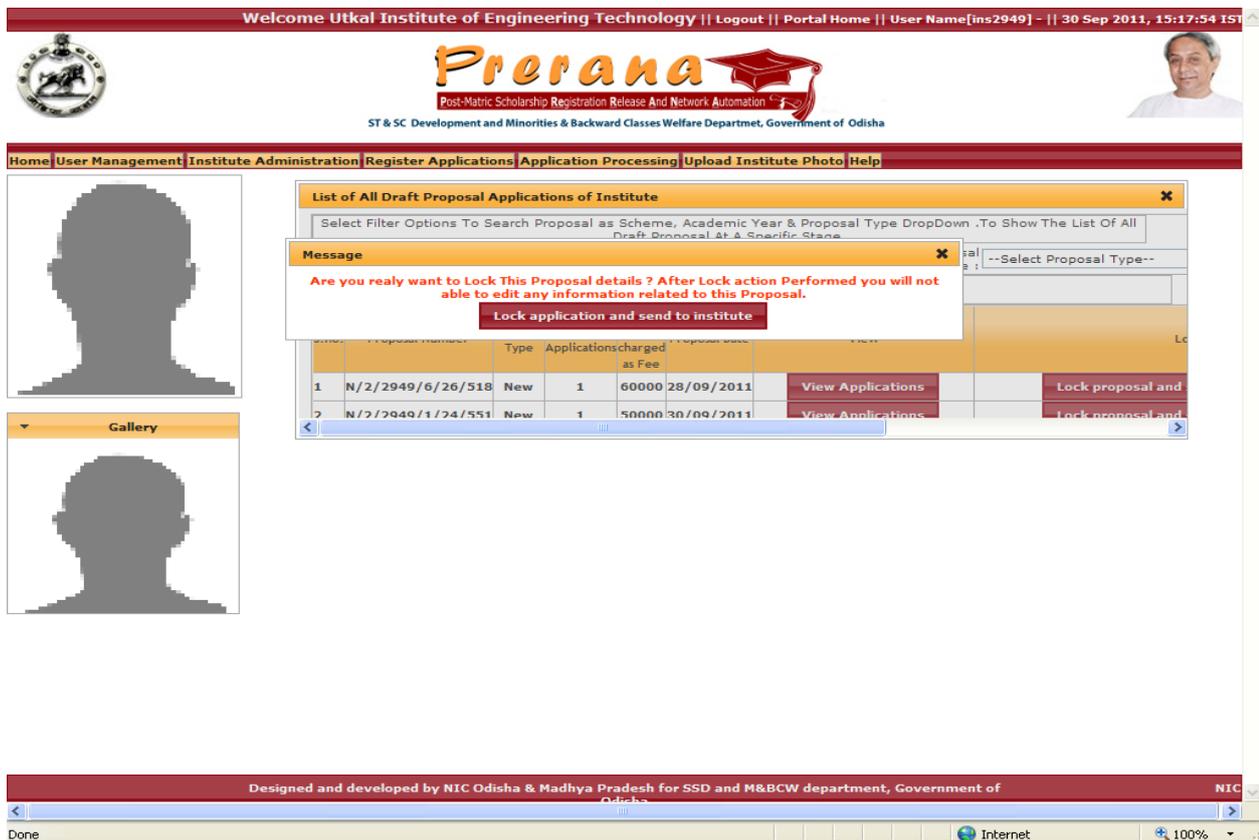
[Print Draft Sanction](#)

List Of Application Details

S.no.	Applicant ID	Applicant Name	Father Name	Date of Birth	Gender	Religion	Category	Course	Branch	Academic Year	Total Annual Income (Family)	View
1	21296	Dhir Nath	sudhir	30/06/1995	Male	Hindu	SC	Plus 2	Science (1Yr.)	2011-2012	20000	View Student Details

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 List_of_Draft_Proposal_Applications_Details.aspx?Rn=551

Click on “Lock Proposal and send it for Sanction” for generation of Locked Proposal.



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List of All Draft Proposal Applications of Institute
 Select Filter Options To Search Proposal as Scheme, Academic Year & Proposal Type DropDown .To Show The List Of All Draft Proposal At A Specific Stage

Message

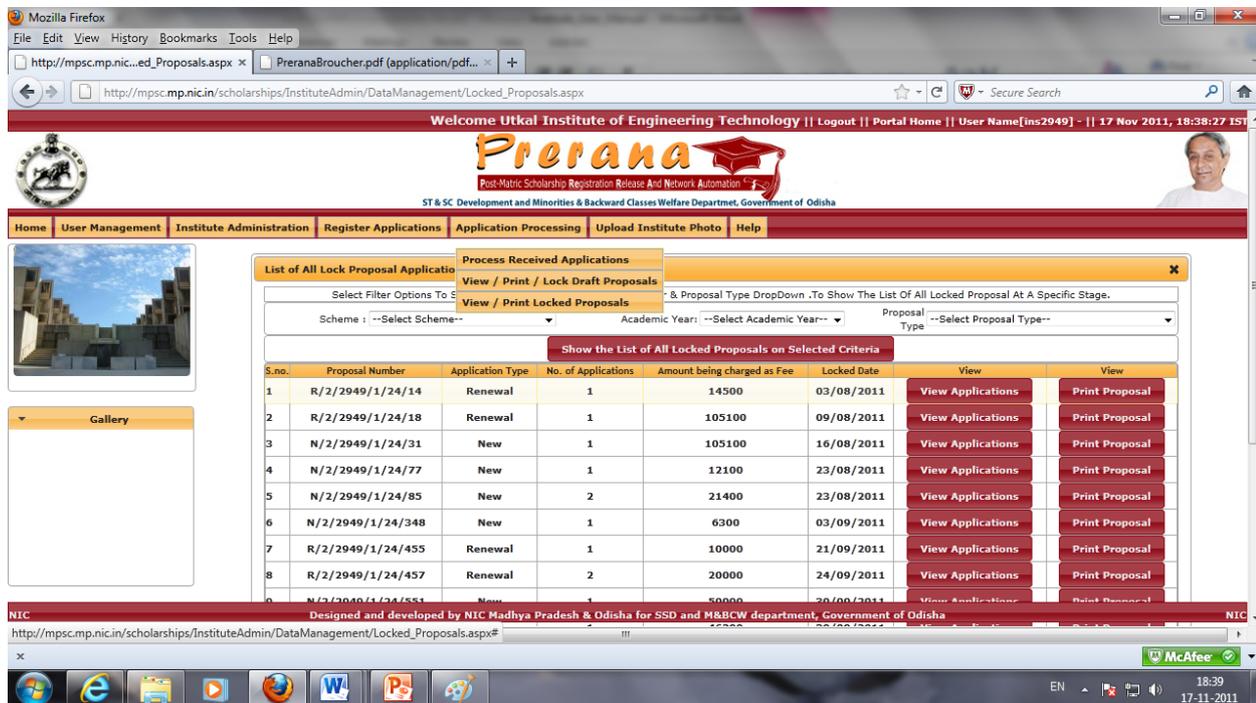
Are you really want to Lock This Proposal details ? After Lock action Performed you will not able to edit any information related to this Proposal.

[Lock application and send to institute](#)

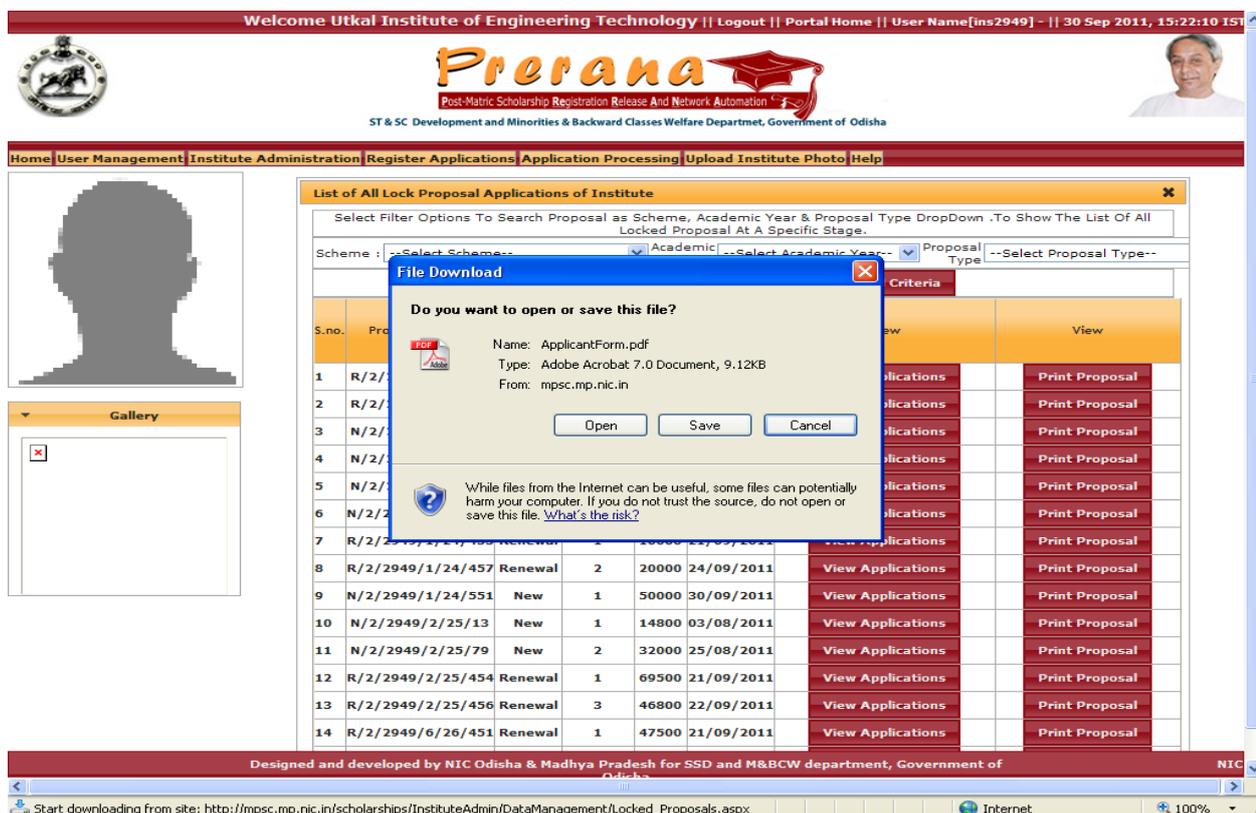
S.no.	Proposal Number	Type	Applications charged as Fee	Proposal Date	View	Lock
1	N/2/2949/6/26/518	New	1 60000	28/09/2011	View Applications	Lock proposal and
2	N/2/2949/1/24/551	New	1 50000	30/09/2011	View Applications	Lock proposal and

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 Done

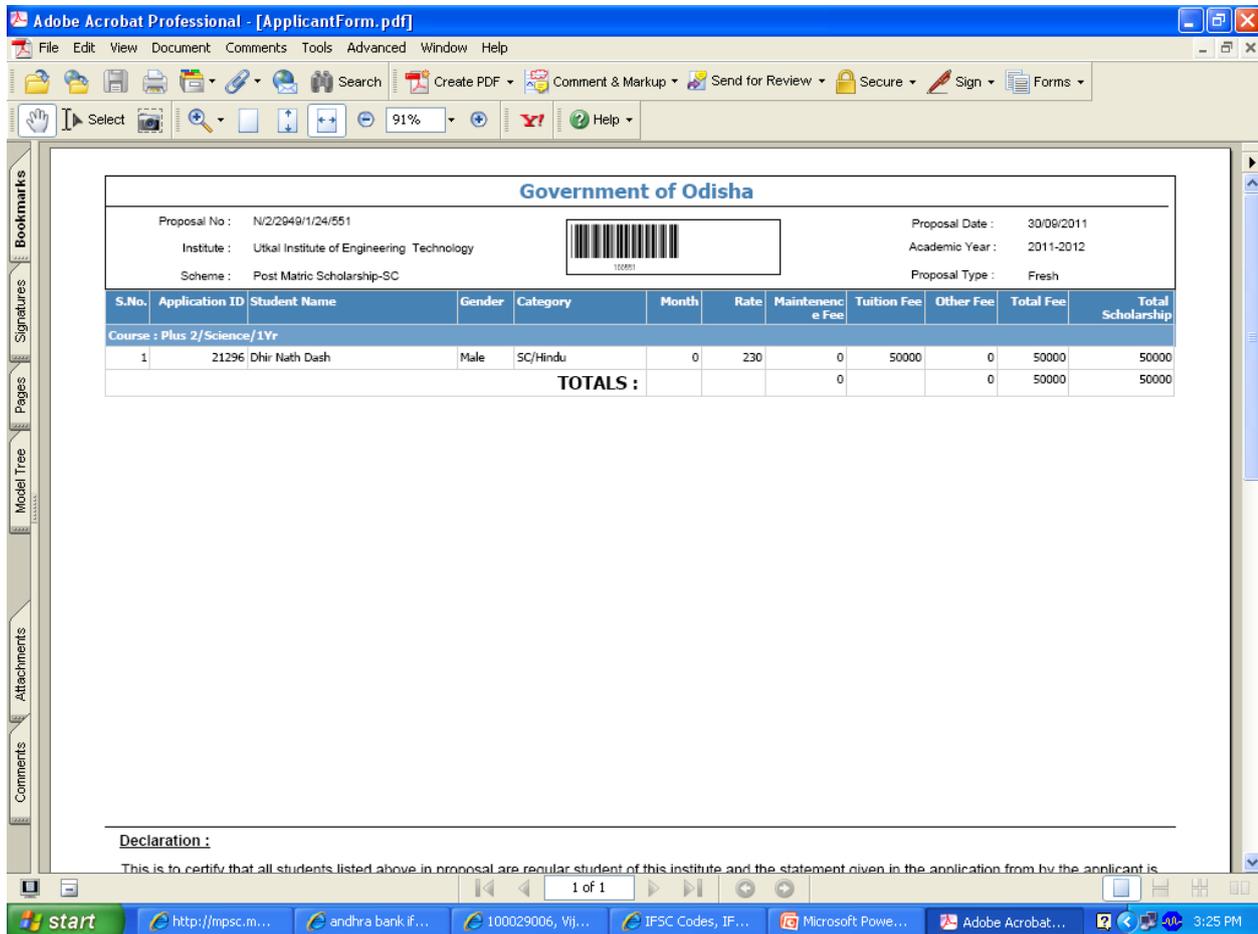
After locking of Draft Proposal, user has to take print out of the generated “Locked Proposal”. For that select “View/Print Locked Proposal” from top menu.



Click on “Print Proposal” button displayed against the proposal to be printed. Portal will display the Proposal in PDF format.



User can click on “Open” for display of proposal. “Save” option can be selected to save the generated proposal in system for future use.



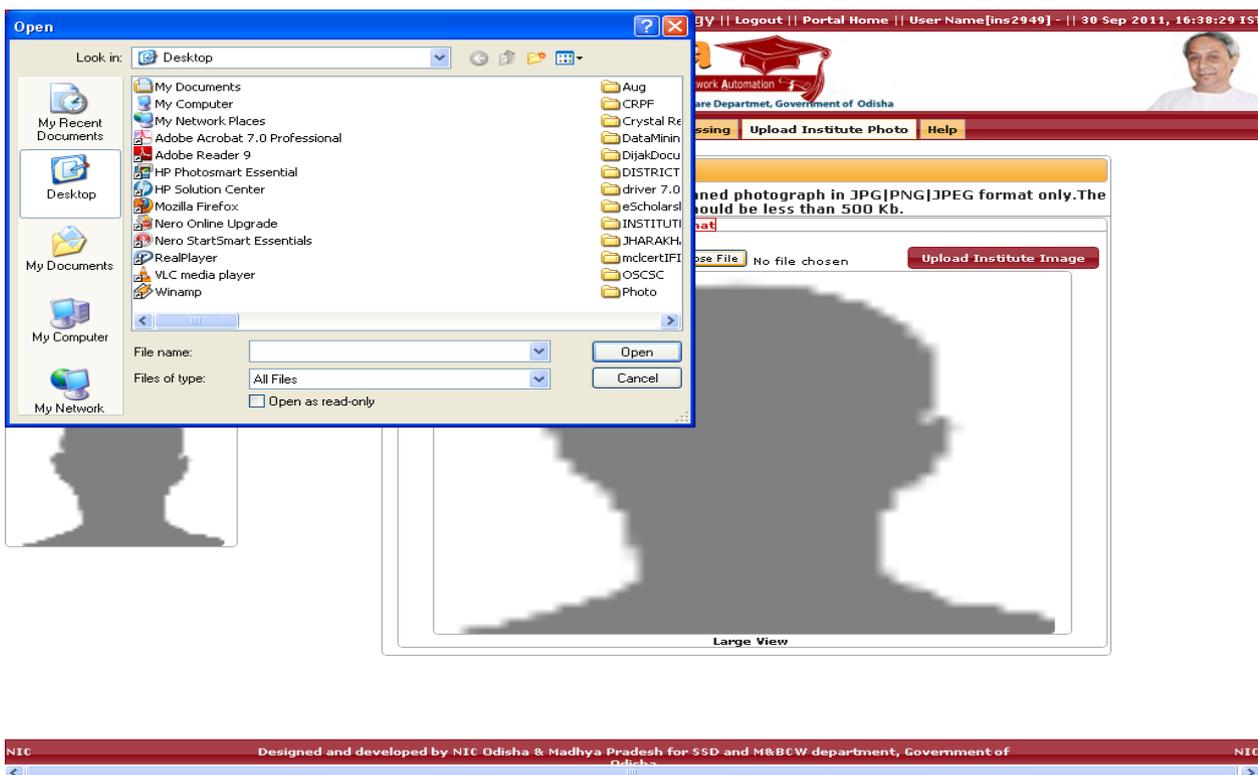
Institute has to take print out of the generated Proposal, sign it and send it to DWO (along with the applications forwarded in the proposal) for final sanction of Scholarship.

5. **Upload Institute Photo** :- Institute has to make use of this option to upload one(1) photograph of the Institute to the portal, which will be displayed in the Institute Home Page of the Scholarship Portal.



The image file should be in JPG/JPEG/PNG format and size of the file should be less than 500 kb.

Click on “Browse” and select the file name to be uploaded.



Then click on “Upload Institute Image” for uploading of the selected file to the Portal.

