

ASHIRWAD

Post-Matric Scholarship Scheme
For SC and OBC

USER MANUAL FOR INSTITUTES

Objectives

- Post-Matric Scholarship Scheme has been solely put forth to offer financial support to the economically weaker students from the SC and OBC.
- 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 (ASHIRWAD) 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 and Institutes' 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://punjabscholarships.gov.in> which will display the home page of the Post Matric e-scholarship portal (ASHIRWAD).



Institute can log-in by using the Institute/User ID and Password provided to them by their respective line departments. (In case of non-receipt of log-in account, Institute can contact their respective line departments).

User Manual – Institution Level Users



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. (e.g : **ins2949**, **ins2949*123**, **SD5K**)



User Manual – Institution Level Users

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



Welcome Gargi Institute of Technology || Logout || Portal Home || User Name[ins1000] - || 23 Apr 2013, 11:46:38 EST

ASHIRWAD
Online Scholarship Management System
Government of Punjab.
Department of welfare of Scheduled Castes (SC) and Backward Classes (BC)

Home | Institute Administration | Application Processing | Upload Institute Photo | Help

Welcome

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 : Gargi Institute of Technology | Institute Name (LL) : Gargi Institute of Technology |
| Institute Type: Government | Institute Level : State |
| Affiliated to: AICTE, New Delhi | Tehsil : Ajnala |
| Institute User Name : ins1000 | |

| Important Information | Applications Details |
|---|---|
| Name of Nodal Officer for Scholarships: Nodal | Total Applications Pending : 3 |
| Designation: Nodal | Total Applications Accepted : 3 |
| Phone Number (Landline) of nodal officer for scholarships : 24444448 | Total Application Permanently Rejected : 3 |
| Mobile Number of scholarship nodal officer: 9993419113 | Total Application Temporarily Rejected : 0 |
| E-mail Address of Scholarship Nodal Officer or Institute : garg.sanjay@nic.in | Total Applications Forwarded By Institute : 3 |
| Institute Address : Nodal Address1 | |
| Institute Land Line Number : 0162293456 | |
| Institute E-mail Address : garg.sanjay@nic.in | |

Save Environment

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1. 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.)

Welcome Gargi Institute of Technology || Logout || Portal Home || User Name[ins1000] - || 25 Apr 2013, 13:03:32 EST

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Department of welfare of Scheduled Castes (SC) and Backward Classes (BC)

Home | Institute Administration | Application Processing | Upload Institute Photo | Help

Register Institute Profile
Register Bank Account
Register Courses
Register Fee Structure
Update Fee Structure
Update Student Bank Details
Update Student Mobile No

Welcome
Welcome to
State Scholarship Portal
Scholarship portal is an integrated Q2C & Q2Q 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 : Gargi Institute of Technology Institute Type: Government Affiliated to: AICTE, New Delhi Institute User Name : ins1000 | Institute Name (LL): Gargi Institute of Technology Institute Level : State Tehsil : Ajnala |
|--|--|

Supporter Information

| | |
|--|---|
| Name of Nodal Officer for Scholarships: Nodal Designation: Nodal Phone Number (Landline) of nodal officer for scholarships : 24444448 Mobile Number of scholarship nodal officer: 9993419113 E-mail Address of Scholarship Nodal Officer or Institute : garg.sanjay@nic.in Institute Address : Nodal Address1 Institute Land Line Number : 0162293456 Institute E-mail Address : garg.sanjay@nic.in | Applications Details Total Applications Pending : 1 Total Applications Accepted : 3 Total Application Permanently Rejected : 1 Total Application Temporarily Rejected : 0 Total Applications Forwarded By Institute : 3 |
|--|---|

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http://mpsc.mp.nic.in/PunjabScholarship/InstituteAdmin/Public/SA_main.aspx

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

Welcome Gargi Institute of Technology || Logout || Portal Home || User Name[ins1000] - || 25 Apr 2013, 13:04:31 EST

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Home | Institute Administration | Application Processing | Upload Institute Photo | Help

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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 : Gargi Institute of Technology
Type : Government
Affiliated with : AICTE, New Delhi
User ID : ins1000

Institute Name (LL): Gargi Institute of Technology
Level : State
Tehsil : Ajnala

Institute Profile

| |
|--|
| Name of Nodal Officer for Scholarships: Nodal Designation: Nodal Phone Number (Landline) of nodal officer for scholarships : 24444448 Mobile Number of scholarship nodal officer: 9993419113 E-mail Address of Scholarship Nodal Officer or Institute : garg.sanjay@nic.in Institute Address : Nodal Address1 Institute Land Line Number : 0162293456 Institute E-mail Address : garg.sanjay@nic.in |
|--|

Update Institute Profile

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(ii) Bank Account Registration: - For each of the Post-Matric Scheme (SC, OBC), 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.

User Manual – Institution Level Users



Welcome NIC Punjab Institute of Technology || Logout || Portal Home || User Name[ins1006] - || 17 May 2013, 16:23:05 EST

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Department of welfare of Scheduled Castes (SC) and Backward Classes (BC)

Home | Institute Administration | Application Processing | Upload Institute Photo | Help

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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

Note: IFSC CODE (11 digits) : <Bank Code(4 digit)><(Zero)><Branch Code(6 digit)>
Example : SBIN0013573, BARB08HU8AN

Scheme : Post Matric Scholarship for SC | Enter Bank IFSC Code : SBIN0001259 | Click here to know IFSC code online

Bank Name: STATE BANK OF INDIA
Address: DIST AMRITSAR, PUNJAB 143 102
Branch : AJNALA
Bank Account Number : 0012530004574125

Register Bank Account Details

List of bank accounts already registered by you
[Bank Account's Not Found](#)

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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.)

Welcome NIC Punjab Institute of Technology || Logout || Portal Home || User Name[ins1006] - || 17 May 2013, 16:31:34 EST

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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

Note: IFSC CODE (11 digits) : <Bank Code(4 digit)><(Zero)><Branch Code(6 digit)>
Example : SBIN0013573, BARB08HU8AN

Scheme : --Select-- | Enter Bank IFSC Code : | Click here to know IFSC code online

Register Bank Account Details

List of bank accounts already registered by you

| S.no | Scheme | Bank | Branch | Account Number | Select to Edit |
|------|--------------------------------|---------------------|--------|----------------|---|
| 1 | Post Matric Scholarship for SC | STATE BANK OF INDIA | AJNALA | 0012530004574 |  |

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(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.



Welcome nic punjab test institute || Logout || Portal Home || User Name[ins1005] - || 20 May 2013, 10:25:04 EST

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Government of Punjab
Department of welfare of Scheduled Castes (SC) and Backward Classes (BC)

Home | Institute Administration | Application Processing | Upload Institute Photo | Help

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 don't find any course in any of course type. Please contact State scholarship administrator to get it initiate.

Course Type: Professional Degree Courses

List of unregistered courses and branches

| S.No. | Course | Branch | Mark To Select The Branch |
|-------|-------------|---|---------------------------|
| 1 | Engineering | Agriculture Engineering | |
| 2 | Engineering | Applied Electronics & Instrumentation | |
| 3 | Engineering | Automation & Robotics | |
| 4 | Engineering | Automobile Engineering | |
| 5 | Engineering | Bio-Medical Engineering | |
| 6 | Engineering | Bio-Technology | |
| 7 | Engineering | Ceramic Engineering | |
| 8 | Engineering | Chemical Engineering | |
| 9 | Engineering | Computer Science & Engineering | |
| 10 | Engineering | Dual Degree (B.Tech & M.Tech) | |
| 11 | Engineering | Dual Degree (B.Tech & MBA) | |
| 12 | Engineering | Electrical & Electronics Engineering | |
| 13 | Engineering | Electronics & Tele Communication | |
| 14 | Engineering | Electronics and Communication Engineering (ECE) | |
| 15 | Engineering | Environmental Engineering | |
| 16 | Engineering | Industrial Engineering & Management | |
| 17 | Engineering | Information Technology | |
| 18 | Engineering | Instrumentation & Control Engineering | |
| 19 | Engineering | Instrumentation Technology | |
| 20 | Engineering | Leather Technology | |
| 21 | Engineering | Manufacturing Engg. | |
| 22 | Engineering | Marine Engineering | |
| 23 | Engineering | Mechanical (Automobile) | |
| 24 | Engineering | Mechanical Engineering | |
| 25 | Engineering | Metallurgical Engineering | |
| 26 | Engineering | Mineral Engineering | |
| 27 | Engineering | Mining Engineering | |

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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.

Welcome nic punjab test institute || Logout || Portal Home || User Name[nic1005] - || 20 May 2013, 10:28:40 EST




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Home | Institute Administration | Application Processing | Upload Institute Photo | Help



Fee Structure Registration

Help: You can register fee structure of your registered courses and branches from this page. You have to select academic year, course and branch to list fee heads. Then you may enter amount against fee head and press save button to register.

Academic Year : [2012-2013] Course : [Engineering] Select Branch : [Civil Engineering] **List of Fee Heads**

List of Fee Heads

Fee heads not available

Register Fee Heads

Details of fee heads and amount being charged by institute for selected academic year/course and branch

| S.No. | Fee Head | Fee Amount |
|-------|-----------------|------------|
| 1 | Course Fee | 6000 |
| 2 | Sports Fee | 450 |
| 3 | Admission Fee | 4800 |
| 4 | Library Fee | 50 |
| 5 | Examination Fee | 7400 |
| 6 | Other Fee | 300 |

SOPS PHOTO

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 on yearly basis (Academic year wise).

Welcome nic punjab test institute || Logout || Portal Home || User Name[ins1005] - || 20 May 2013, 10:23:21 EST




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Home | Institute Administration | Application Processing | Upload Institute Photo | Help



Gallery



Institute Fee Structure Management

Help: You may update already registered fee head amount charged by your institute. You have to select academic year, course and branch to list already registered fee amount. Then you may change the same.

Academic Year : 2012-2013 Course : Engineering Select Branch : Civil Engineering [List of Fee Heads](#)

Success: The Fee details have been updated successfully.

| S.No. | Fee Head | Fee Amount |
|-------|-----------------|------------|
| 1 | Course Fee | 6000 |
| 2 | Sports Fee | 450 |
| 3 | Admission Fee | 4800 |
| 4 | Library Fee | 150 |
| 5 | Examination Fee | 7400 |
| 6 | Other Fee | 300 |

[Update Fee Amounts](#)

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2. 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 the sanctioning authority for sanction of Scholarship.

Welcome nic punjab test institute || Logout || Portal Home || User Name[ins1005] - || 20 May 2013, 11:05:04 EST




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Department of welfare of Scheduled Castes (SC) and Backward Classes (BC)

Home | Institute Administration | Application Processing | Upload Institute Photo | Help



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 : nic punjab test institute | Institute Name (LL) : |
| Institute Type: Government | Institute Level : State |
| Affiliated to: AJCTE, New Delhi | Tehsil : Faridkot |
| Institute User Name : ins1005 | |

| Important Information | Applications Details |
|---|---|
| Name of Nodal Officer for Scholarships: | Total Applications Pending : 0 |
| Designation: | Total Applications Accepted : 0 |
| Phone Number (Landline) of nodal officer for scholarships : | Total Application Permanently Rejected : 0 |
| Mobile Number of scholarship nodal officer: | Total Application Temporarily Rejected : 0 |
| E-mail Address of Scholarship Nodal Officer or Institute : | Total Applications Forwarded By Institute : 2 |
| Institute Address : | |
| Institute Land Line Number : | |
| Institute E-mail Address : rajaguru.ms@nic.in | |

Gallery



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http://mpsc.mp.nic.in/PunjabScholarship/InstituteAdmin/Public/SA_Main.aspx#

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

Welcome nic punjab test institute || Logout || Portal Home || User Name[ins1005] - || 20 May 2013, 11:23:40 EST




Government of Punjab.
Department of welfare of Scheduled Castes (SC) and Backward Classes (BC)

Home | Institute Administration | Application Processing | Upload Institute Photo | Help




Pending Application for Processing

HELP - This page facilitates processing of Scholarship applications. Page lists all applications that are under process at institute. 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--
Course : --Select Course--
Income Band : --Select Income Band--
Application Type : --Select Sanction Type--

Academic Year : --Select Academic Year--
Select Branch : --Select Branch--
Gender : --Select Gender--
Religion : --Select Religion--

Summary of applications

☒ Pending (0) ☐ Under Processing (0) ☐ Permanently Rejected (0) ☐ Temporarily Rejected (0) ☐ Forwarded by Institute (2)

[Show Applications](#)

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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 NIC Punjab Institute of Technology || Logout || Portal Home || User Name[ins1006] - || 20 May 2013, 11:29:25 EST




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Home | Institute Administration | Application Processing | Upload Institute Photo | Help




Pending Application for Processing

HELP - This page facilitates processing of Scholarship applications. Page lists all applications that are under process at institute. 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--
Course : --Select Course--
Income Band : --Select Income Band--
Application Type : --Select Sanction Type--

Academic Year : --Select Academic Year--
Select Branch : --Select Branch--
Gender : --Select Gender--
Religion : --Select Religion--

Summary of applications

☐ Pending (0) ☐ Under Processing (0) ☐ Permanently Rejected (0) ☐ Temporarily Rejected (0) ☒ Forwarded by Institute (1)

[Show Applications](#)

| S.No. | Applicant ID | Application Type | Student Name | Father Name | Date of Birth | Gender | Religion | Category | Course | Branch | Academic Year | Total Annual Income (Family) | Process Application |
|-------|--------------|------------------|---------------------------|-------------|---------------|--------|----------|----------|-------------|--|---------------|------------------------------|---|
| 1 | 100033 | New | Rajaguru gurdaspurstudent | gurdaspur | 23/05/1983 | Male | Hindu | SC | Engineering | Computer Science & Engineering (1Yr) | 2012-2013 | 85000 |  |

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User Manual – Institution Level Users



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

Welcome nic punjab test institute || Logout || Portal Home || User Name[ins1005] - || 28 May 2013, 10:47:39 IST

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Home | Institute Administration | Application Processing | Upload Institute Photo | Help

Gallery

Accept Application

Reject Application

Update Fee details

Print Application Form

Scholarship Details

Upload/View Photo

Applicant Profile

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 : guru nic
Father Name : nic
Date of Birth : 13/05/1984
Category : SC
Gender : Male
Religion : Hindu
E-Mail Address : rajaguru.ms@nic.in
Mobile Number : 9569379502
Bank Details : faridkot
Bank Account Number : 620010412015032
Aadhar Card Number : Not Available

Application Details

Applicant ID : 100068
Application Date : 28/05/2013
Course & Branch : Engineering/Civil Engineering/1Yr
Income-Band : 0 - 100000
Present Status : Application in Pending Status on Institute
Enrollment Number : 741852096
Academic Year : 2012-2013
Admission Date : 01/04/2013
Hosteller ? : No
Date of Admission in Hostel : Not Available
Annual Income : 75000
Scheme : Post Matric Scholarship for SC
10th Class Roll Number : 7418504
Marks In percentage (%) : 69.89
Obtained in last Exam :
Caste Certificate Issuing Authority : RDO

Update Details

Personal Details

Address Details

Application Details

Bank Details

Income & Caste Certificate

| S.No. | 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.

Welcome nic punjab test institute || Logout || Portal Home || User Name[ins1005] - || 28 May 2013, 10:48:48 IST

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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 for SC
Course & Branch : Engineering/Civil Engineering/1Yr
Academic Year : 2012-2013

Personal Details

Name : guru nic
Father Name : nic
Date of Birth : 13/05/1984
Category : SC
Gender : Male
Religion : Hindu
E-Mail Address : rajaguru.ms@nic.in

Proposal Details

Proposal Number : N.A.
No. of Applications : N.A.
Proposal Type : N.A.
Total Amount : N.A.

Application Details

Applicant ID : 100068
Application Date : 28/05/2013
Course & Branch : Engineering/Civil Engineering/1Yr
Income-Band : 0 - 100000
Current Status : Application in Pending Status on Institute
Enrollment Number : 741852096
Admission Date : 01/04/2013

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
Total Reimbursable Tuition Fees : 6000
(Fee information provided by institute.)
Remarks :

Maintenance Fee : 100
Total Other Fees : 0

Accept application with above details

Application Track Record

| S.No. | 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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User Manual – Institution Level Users



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.

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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.

Other Fee Details At Institute Level

Scheme : Post Matric Scholarship for SC Academic Year : 2012-2013 Proposal Number : N.A. Proposal Type : N.A.
Course & Branch : Engineering/Civil Engineering/1Yr No. of Applications : N.A. Total Amount : N.A.

Personal Details

Name : gugu ntc
Father Name : ntc
Date of Birth : 12/05/1984
Category : SC
Gender : Male
Religion : Hindu
E-Mail Address : rajaguru.ms@nic.in

Application Details

Applicant ID : 100068
Application Date : 28/05/2013
Course & Branch : Engineering/Civil Engineering/1Yr
Income-Band : 0-100000
Current Status : Application in Pending Status on Institute
Enrollment Number : 741852096
Admission Date : 01/04/2013

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 : 100
Total Reimbursable Tuition Fees : 6000 Total Other Fees : 0
(Fee information provided by institute.)

Remarks :

Accept application with above details

| 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 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”.

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Government of Punjab.
Department of welfare of Scheduled Castes, Backward Classes & Minorities

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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 for SC Academic Year : 2012-2013 Proposal Number : N.A. Proposal Type : N.A.
Course & Branch : Engineering/Civil Engineering/1Yr No. of Applications : N.A. Total Amount : N.A.

Personal Details

Name : gugu ntc
Father Name : ntc
Date of Birth : 12/05/1984
Category : SC
Gender : Male
Religion : Hindu
E-Mail Address : rajaguru.ms@nic.in

Application Details

Applicant ID : 100068
Application Date : 28/05/2013
Course & Branch : Engineering/Civil Engineering/1Yr
Income-Band : 0-100000
Current Status : Application in Pending Status on Institute
Enrollment Number : 741852096
Admission Date : 01/04/2013

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 : 12 Maintenance Fee : 1000
Total Reimbursable Tuition Fees : 60000 Total Other Fees : 0
(Fee information provided by institute.)

Remarks : OK

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

| S.no. | Proposal Number | Level | Status | Number of Month | Rate | Total Scholarship | Tuition Fee | Other Fee Details | Total Fee | Total Amount |
|-------|-----------------|-----------|----------------|-----------------|------|-------------------|-------------|-------------------|-----------|--------------|
| 1 | N/3/1005/1/1/23 | Institute | Draft Proposal | 12 | 1000 | 12000 | 60000 | 0 | 60000 | 72000 |
| 2 | | Institute | Pending | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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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.

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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:

Applicant Profile

Process Options:

Personal Details:

Update Details

update details. Processing over grid displays complete

Personal Details
 Date of Birth : 12/05/1984
 Category : SC
 Gender : Male
 Religion : Hindu
 E-Mail Address : rajaguru.ms@nic.in
 Mobile Number : 9569379502
 Bank Details : faridkot
 Bank Account Number : 6200741108520710
 Aadhar Card Number : Not Available

Course & Branch
 Engineering/Civil
 Engineering/1Yr
 Income-Band : 0 - 100000
 Present Status : Application in Pending Status on Institute
 Enrollment Number : 852741963
 Academic Year : 2012-2013
 Admission Date : 01/03/2013
 Hosteller ? : Yes
 Date of Admission : 01/03/2013
 Hostel :
 Annual Income : 80000
 Scheme : Post Metric Scholarship for SC
 10th Class Roll Number : 98653214
 Marks In percentage (%) : 78.12
 Obtained in last Exam :
 Caste Certificate Issuing Authority : RDO

Application Track Record

| S.No. | 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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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, OBC-NEW, OBC-RENEWAL.

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 sanctioning authority for sanction.

For updating Fee details, click on “Process Received Applications” and then on “Under Processing”.

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Pending Application for Processing

HELP - This page facilitates processing of Scholarship applications. Page lists all applications that are under process at institute. 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--
Course : --Select Course--
Income-Band : --Select Income Band--
Application Type : --Select Sanction Type--

Academic Year : --Select Academic Year--
Select Branch : --Select Branch--
Gender : --Select Gender--
Religion : --Select Religion--

Summary of applications

☐ Pending (1)
☒ Under Processing (1)
☐ Permanently Rejected (0)
☐ Temporarily Rejected (0)
☐ Forwarded by Institute (2)

[Show Applications](#)

| S.No. | Applicant ID | Application Type | Student Name | Father Name | Date of Birth | Gender | Religion | Category | Course | Branch | Academic Year | Total Annual Income (Family) | Process Application |
|-------|--------------|------------------|--------------|-------------|---------------|--------|----------|----------|-------------|---------------------------|---------------|------------------------------|---|
| 1 | 100068 | New | guru nic | nic | 13/05/1984 | Male | Hindu | SC | Engineering | Civil Engineering (1Yr) | 2012-2013 | 75000 |  |

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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.

User Manual – Institution Level Users



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Applicant Profile

Process Options

- Accept Application
- Reject Application
- Update Fee details
- Print Application Form
- Scholarship Details
- Upload/View Photo

HELB - 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 : guru nic
Father Name : nic
Date of Birth : 13/05/1984
Category : SC
Gender : Male
Religion : Hindu
E-Mail Address : rajaguru.ms@nic.in
Mobile Number : 9569379502
Bank Details : Haridkot
Bank Account Number : 620010412015032
Aadhar Card Number : Not Available

Application Details

Applicant ID : 100068
Application Date : 28/05/2013
Course & Branch : Engineering/Civil Engineering/1Yr
Income-Band : 0 -100000
Present Status : Application in Draft Proposal
Status on Institute : 241852096
Academic Year : 2012-2013
Admission Date : 01/04/2013
Hosteller : No
Date of Admission : Not Available
Annual Income : 75000
Scheme : Post Matric Scholarship for SC
10th Class Roll Number : 7418504
Marks In percentage (%) : 69.89
Obtained in last Exam :
Caste Certificate Issuing Authority : RDO

Update Details

- Personal Details
- Address Details
- Application Details
- Bank Details
- Income & Caste Certificate

| S.no | Level | Status | Number of Month | Rate | Total Scholarship | Tuition Fee | Other Fee Details | Total Fee | Total Amount |
|------|-----------|----------------|-----------------|------|-------------------|-------------|-------------------|-----------|--------------|
| 1 | Institute | Draft Proposal | 12 | 1000 | 12000 | 60000 | 0 | 60000 | 72000 |
| 2 | Institute | Pending | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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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 sanctioning authority login for final sanction of Scholarship.

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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.

Scheme : --Select Scheme-- Academic Year: --Select Academic Year-- Proposal Type : --Select Proposal Type--

Show the List of All Draft Proposals on Selected Criteria

| S.no | Proposal Number | Proposal Type | No. of Applications | Amount being charged as Fee | Proposal Date | View | Lock | Print Application |
|------|-----------------|---------------|---------------------|-----------------------------|---------------|------|------|-------------------|
| 1 | N/3/1005/1/1/23 | New | 1 | 72000 | 28/05/2013 | | | |

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Institute can view details of individual application being forwarded to sanctioning authority, 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 : SC | | Academic Year : 2012-2013 | | Proposal Number : N/3/1005/1/1/23 | | Proposal Type : New | |
| Category Name : SC | | | | No. of Applications : 1 | | Total Amount : 72000 | |

[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 | 100068 | guru nic | nic | 13/05/1984 | Male | Hindu | SC | Engineering | Civil Engineering (1Yr) | 2012-2013 | 75000 |  |

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

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List of All Draft Proposal

Do you really want to Lock This Proposal ? After Locking, you will not be able to edit any information related to this Proposal.

Lock Application and Send to Sanctioning Authority

If All Draft Proposal At A Specific Stage.

Proposal Type : --Select Proposal Type--

Show the List of All Draft Proposals on Selected Criteria

| S.no. | Proposal Number | Proposal Type | No. of Applications | Amount being charged as Fee | Proposal Date | View | Lock | Print Application |
|-------|-----------------|---------------|---------------------|-----------------------------|---------------|---|---|---|
| 1 | N/3/1005/1/1/23 | New | 1 | 72000 | 28/05/2013 |  |  |  |

Gallery



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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.

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List of All Lock Proposal Applications of Institute

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

Scheme : --Select Scheme-- Academic Year: --Select Academic Year-- Proposal Type: --Select Proposal Type--


Show the List of All Locked Proposals on Selected Criteria

| S.no. | Proposal Number | Application Type | No. of Applications | Amount being charged as Fee | Locked Date | View Application | Print |
|-------|-----------------|------------------|---------------------|-----------------------------|-------------|------------------|-------|
| 1 | N/3/1005/1/1/10 | New | 1 | 9000 | 10/05/2013 | | |
| 2 | N/3/1005/1/1/11 | New | 1 | 6000 | 10/05/2013 | | |
| 3 | N/3/1005/1/1/23 | New | 1 | 72000 | 28/05/2013 | | |

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

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Gallery




List of All Lock Proposal Applications of Institute

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

Scheme : --Select Scheme-- Academic Year: --Select Academic Year-- Proposal Type: --Select Proposal Type--

Show the List of All Locked Proposals on Selected Criteria

| S.no. | Proposal Number | Application Type | No. of Applications | Amount being charged as Fee | Locked Date | View Application | Print |
|-------|-----------------|------------------|---------------------|-----------------------------|-------------|------------------|-------|
| 1 | N/3/1005/1/1/10 | New | 1 | 9000 | 10/05/2013 | | |
| 2 | N/3/1005/1/1/11 | New | 1 | 6000 | 10/05/2013 | | |
| 3 | N/3/1005/1/1/23 | New | 1 | 72000 | 28/05/2013 | | |

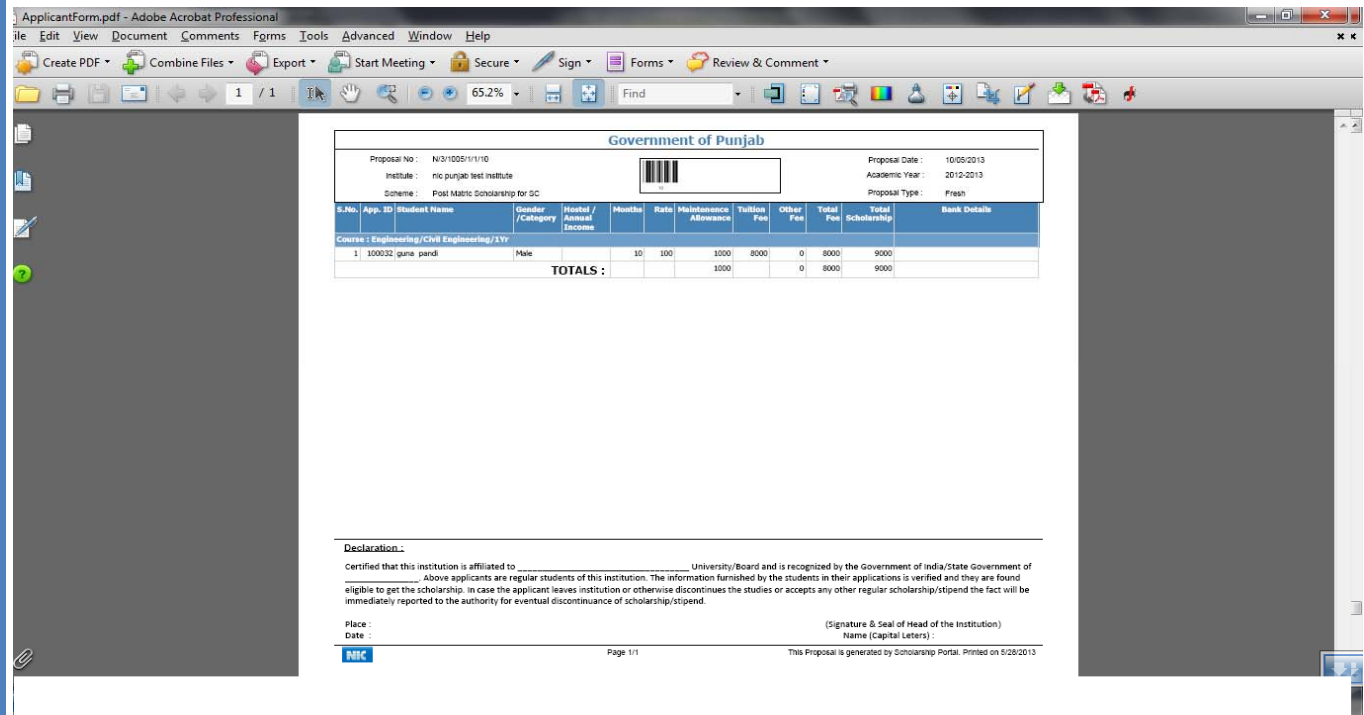


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User Manual – Institution Level Users

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



Government of Punjab

Proposal No.: N3/1005/11/10
Institute: nic punjab test institute
Scheme: Post Metric Scholarship for SC

Proposal Date: 10/05/2013
Academic Year: 2012-2013
Proposal Type: Fresh

| S.No. | App. ID | Student Name | Gender /Category | Hostel / Annual Income | Monthly | Rate | Maintenance Allowance | Tuition Fee | Other Fee | Total Fee | Total Scholarship | Bank Details |
|-----------------|---------|--------------|------------------|------------------------|---------|------|-----------------------|-------------|-----------|-----------|-------------------|--------------|
| 1 | 100032 | gune pandi | Male | | 10 | 100 | 1000 | 8000 | 0 | 8000 | 9000 | |
| TOTALS : | | | | | | | 1000 | | 0 | 8000 | 9000 | |

Declaration:-
Certified that this institution is affiliated to _____ University/Board and is recognized by the Government of India/State Government of _____. Above applicants are regular students of this institution. The information furnished by the students in their applications is verified and they are found eligible to get the scholarship. In case the applicant leaves institution or otherwise discontinues the studies or accepts any other regular scholarship/stipend the fact will be immediately reported to the authority for eventual discontinuance of scholarship/stipend.

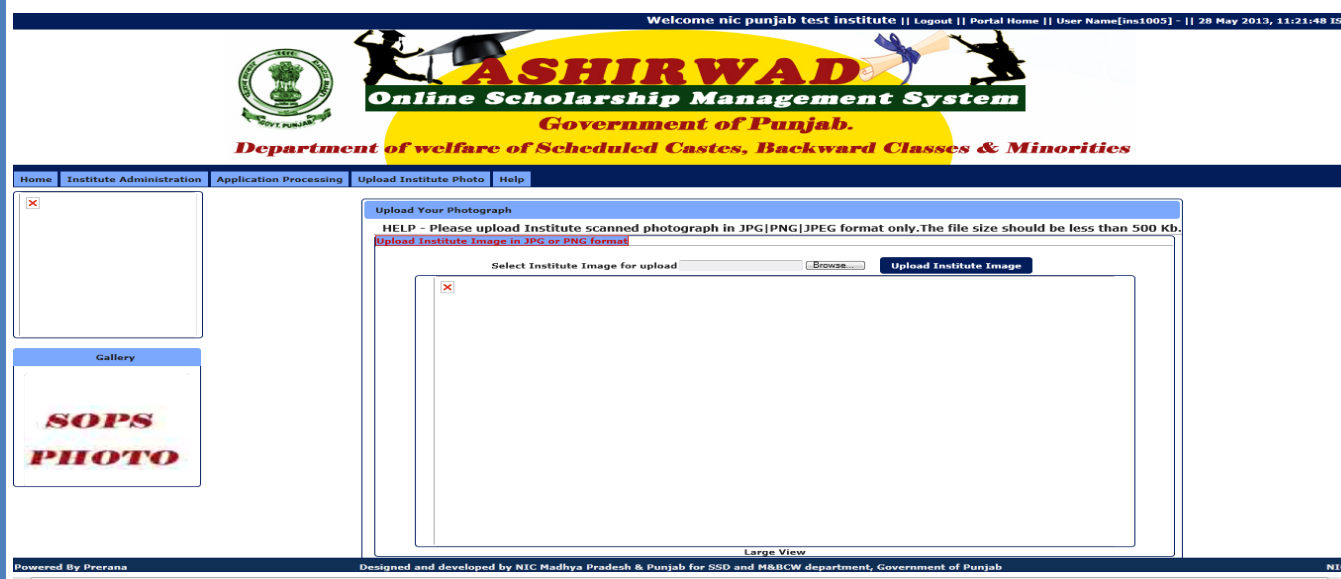
Place : _____
Date : _____
(NMC)

(Signature & Seal of Head of the Institution)
Name (Capital Letters) : _____

Page: 1/1
This Proposal is generated by Scholarship Portal. Printed on 5/28/2013

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

3. 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. It is optional.



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.

User Manual – Institution Level Users

