Scholarship

INSTRUCTION MANUAL

A new system is adopted for awarding scholarship to all eligible students without students separately applying for scholarship. For giving scholarship to the deserving students of a college, the college authorities (Administrator and then Principal) need to verify the eligibility of a student for a particular scholarship. If eligible, the Administrator has to validate the students' data uploading relevant documents which includes student's family income certificate, mark sheet, the Caste certificate (only for 2017-18 SC/ST students with parental income up to Rs.2.5 lakhs p.a. under PRERNA scholarship) and Residence certificate along with Bank account details.

ELIGIBILITY – e-Medhabruti

1. Resident of Odisha
2. 60% marks out of the total board marks(aggregate) in previous exam i.e., 10th / +12 mark for students applying under Junior / Senior scholarship
3. Combined parental income not more than 6 lakhs per annum

ELIGIBILITY - Post Matric Scholarship under PRERANA

1. SC /ST students with combined parental income not more than 2.5 lakhs per annum
2. Resident of Odisha

The college authority has to verify 2 types of students for academic session 2016-17 and 2017-18

    a. Fresh Students
    b. Renewal Students

a. Fresh Students

1. To view the students list, the college user needs to login into the SAMS portal with the existing credentials through the following login screen-

2. After login, expand and click the Reports link in the left menu followed by Scholarship details option as highlighted in the figure below-

3. The Modify option enables the administrator to view and upload the student details.
4. The screen displays list of student names along with their M.R.-cum-Index No., parents name, etc.

5. Select session as 2016-17 or 17-18. For 16-17, only the left out students who have not been verified by the college Principal are displayed. For 17-18, all students studying in college are displayed.
6. For uploading income certificate, mark sheet, resident, caste certificate & bank document of student details, click the Modify option as highlighted in the screen above for the respective Applicant name, which redirects the user to the following update document details screen-

7. In the update screen displayed, the administrator needs to upload the following documents of applicants who are willing and eligible for scholarship of Prerana & e-Medhabruti,

For e-Medhabruti,

   a. The applicant's family income certificate (upto 6 lakhs p.a.)
   b. Applicant's mark sheet (minimum 60% in previous board final exam)
   c. Bank account number which should be active.
   d. Residence Certificate

For Prerana,

    a. The applicant's family income certificate (upto 2.5 lakhs p.a.)
    b. Applicant's mark sheet
    c. Bank account number which should be active.
    d. Caste Certificate (SC / ST)
    e. Residence Certificate

8. After uploading the documents, click the "Click to Update" button to complete the uploading document process. Such updated documents are displayed under 'Verification Complete' tab.

9. On uploading document of the applicant, it's time for the principal of the college to verify the document for each student.

10. For doing so, login to the SAMS portal with the user id and password of the Principal SMSed to the mobile number registered in SAMS portal.

11. Logging for the first time, the Principal has to change the Password from security point of view.

12. Click the Ok option enabling the system to proceed with changing the password-

13. For login to the SAMS Portal, the user needs to fill in the mandatory data which includes Old Password, New Password along with password confirmation.

14. The name of the Principal, email and mobile number are also to be entered.

15. Click the Submit button to save the new password.

16. On login into the portal with the new password, the following Home page is displayed wherein expand the Scholarship global link in the left menu to view the list-

17. To get the fresh list of applicants for scholarship for the session forwarded by the administrator, click the **Fresh** primary link in the left menu as highlighted in the figure above-

	Sl No.	Student Name	Father Name	Maximum Mark	Secured Mark	Mark Conversion	Income Certificate	Caste Certificate	Bank Certificate	Residental Certificate
	1	RAKESH KUMAR BEHERA	RAMESH CHANDRA BEHERA	600	437.00	437.00	1-2.5 lakh	OBC	23434627342234	YES
	2	SUBHASHREE BISOI	BIRENDRA KUMAR BISOI	600	435.00	435.00	1 lakh	GENERAL	234234234	YES

18. Choose the session 16-17 first to complete authentication by 10th Aug 2017. Authentication closing date for 17-18 session is   20th Aug 2017
19. The list of college students eligible for scholarship is displayed with the marks secured, caste certificate, annual income figure, resident certificate and bank account no.
20. Select the checkbox for the respective applicant name whose data has been verified and click the Verified option.
21. On doing so, the applicant record is authenticated and adds to the list of eligible students among whom scholarship will be awarded(eMedhabruti : 10,000 +2 students @ Rs 3000 p.a. , 3000 +3 students @ Rs 5000 p.a. Under Post Matric Scholarship for SC / ST students under PRERNA, all eligible students will get scholarship)
22. The sanctioned amount will be deposited in the bank account number as provided by the applicant.
23. Once Principal has verified, data cannot be changed. Till such verification, student data can be changed using Administrator log-in under 'verification complete' tab.
24. To get the list of students whose applicant is already verified for the session, click the Verification Completed tab-

Sl No.	Student Name	Father Name	Maximum Mark	Secured Mark	Mark Conversion	Annual Income	Caste Certificate	Account No
1	KASTURI NAYAK	ARJUN NAYAK	600	435.00	435.00	1-2.5 lakh	OBC	888888888888888888
2	PRIYADARSHINI HEMBRAM	RATNAKAR HEMBRAM	600	360.00	360.00	1 lakh	ST	1234567890231

25. The Principal will be personally responsible for ensuring only genuine student's records are authenticated. In case, any non-eligible student name is listed, click the **Register Complaint** primary link in the left menu-

Register Complaint
Home // Scholarship // Enter Complaint

| Add | View |

Academic Year	2017-18 ▼ *
Scholarship Type	-- Select -- ▼ *
Application Type	-- Select -- ▼ *
Category	--Select-- ▼ *
Error Report Details	*(Describe the Error details)*
	Maximum 1000 characters allowed
Applicant Name	*
Account No.	
Upload File (If Any)	Choose file No file chosen * upload file upto 2mb.

Submit Cancel

26. Enter all relevant fields and briefly describe it in Error Report Details.

27. Upload the relevant document (if any) with respect to error and submit it.

28. This complaint is forwarded to the Scholarship section of Higher Education Department for appropriate action.

b. Renewal Students

1. For scholarship renewal of the students selected in the previous years, the list will be displayed only in the Principal log in id. Click the **Renewal** primary link as highlighted-

2. Choose session 16-17 first as closing date is 10th Aug 2017and authenticate eligible students. Complete 17-18 session by 20th Aug 2017.

3. To make any changes in the applicant's bank account details, click the Change option for the respective applicant name-

4. For 17-18 renewal, there will be no need to update documents of students selected in 16-17 as the same has been uploaded during fresh verification. For all students for 16-17 renewal and 17-18 renewal for +3 students selected in 15-16(third year +3 students), the income, residence, marksheet & bank account details have to be scanned and uploaded.

5. The bank document can be modified in subsequent years by clicking 'Modify' button if student's old account becomes inactive. All other document once uploaded cannot be changed. In case any correction is required, enter details under 'Register complaint' for action by department.

6. To get the list of students, whose applicant is already verified for the session, click the "Verification Completed" tab-

7. In case, the Principal has any complaint regarding any student who is not eligible for renewal, click the **Register Complaint** primary link in the left menu and follow the same process as in fresh applicant case.

Forgot Password-

In case Principal of the college forgot the password then s/he can generate the password again by using "Administrator" login. S/he will get the password on his/her registered email id & Mobile number.

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