

**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., 10<sup>th</sup> / +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-



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

The screenshot shows the SAMS Student Academic Management System interface. The left sidebar contains a menu with 'Reports' expanded. Under 'Reports', 'Scholarship Details' is highlighted with a red circle. The main content area displays three tables: 'Validation MIS', 'Monitoring MIS', and 'Admission MIS'. The 'Admission MIS' table has 16 rows, with the last two rows, '15 CHSE Result 2017' and '16 Scholarship Details', circled in red.

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

The screenshot shows the SAMS Student Academic Management System interface displaying the 'Scholarship Details' page. The page includes a navigation menu, a header with the SAMS logo and 'Student Academic Management System', and a welcome message for Rajdhani (Junior) College, Bhubaneswar. The main content area features a table with columns for 'Slr', 'Roll No.', 'M.R.-cum-Index No.', 'Applicant Name', 'Father's Name', 'Mother's Name', 'Stream', and 'Action'. The 'Action' column contains a 'Modify' button for each row. The table lists 30 students, with the first few rows shown in detail. A 'Modify' button is highlighted in red for the first row.

Slr	Roll No.	M.R.-cum-Index No.	Applicant Name	Father's Name	Mother's Name	Stream	Action
1	19051102/0030		MONALISA MISHRA	KHETRABASI MISHRA	BANALATA MISHRA	Arts	Modify
2	19051102/0028		SUREKHA SAHOO	JATADHARI SAHOO	TIKINA SAHOO	Arts	Modify
3	26094101/0013		SUNIL MALLIK	PRAPULLA MALLIK	KHOLANA MALLIK	Arts	Modify
4	19051102/0128		ALOK BARIK	BHAGIRATHI BARIK	SAUDAMINI BARIK	Arts	Modify
5	19051102/0091		BISMAYA KUMAR NAYAK	AKSHAYA KUMAR NAYAK	BIHUPRIYA MOHAPATRA	Arts	Modify
6	19051102/0077		ANITA MOHARANA	KRUSHNA CHANDRA MOHARANA	SATYBHAMA MOHARANA	Arts	Modify
7	19152101/0239		DIPASHREE BHATTA	RADHAMOHAN BHATTA	DAMAYANTI BHATTA	Arts	Modify
8	19051102/0042		MADHUSMITA DIGAL	BHUYAN DIGAL	CHAMPA DIGAL	Arts	Modify
9	07082101/0034		TISON BEHERA	MAKUNDA SETHI	NAMITA SETHI	Arts	Modify
10	19051102/0124		DEEPAK SETHI	BALARAM SETHI	SUNDARI SETHI	Arts	Modify
11	26151101/0312		POOJARANI TRIPATHY	JAGANNATH TRIPATHY	BISHNUPRIYA MOHAPATRA	Arts	Modify
12	19051102/0217		PUJARANI SAHU	BALARAM SAHU	SWAPNA SAHU	Arts	Modify
13	19051203/0034		PRITI PRAJNA PRADHAN	JUBARAJ PRADHAN	APARNA PRADHAN	Arts	Modify
14	19051102/0202		DIPTIMAYEE PATI	DILLIP KUMAR PATI	SUMITRA PATI	Arts	Modify
15	19051102/0193		ANNAPURNESWAREE PRADHAN	HRUSIKESH PRADHAN	NARMADA PRADHAN	Arts	Modify
16	19051101/0168		GUNJAN JENA	BIRAKISHORE JENA	BILASINI JENA	Arts	Modify
17	19051102/0142		LIPSA PANDA	BLUAY KUMAR PANDA	SURAJITA PANDA	Arts	Modify
18	19051102/0206		SUBHALAXMI PATTANAIK	HARAPRASAD PATTANAIK	SASMITA PATTANAIK	Arts	Modify
19	19051102/0237		JITU DIGAL	SRIMUKHA DIGAL	LALITA DIGAL	Arts	Modify
20	18142102/0123		JOGESWAR NAIK	GIRIDHARI NAIK	BUDHUNI NAIK	Arts	Modify
21	19051101/0282		AKASH KUMAR SENAPATI	HARIHARA SENAPATI	NIRUPAMA SENAPATI	Arts	Modify
22	19051101/0199		SUBHASIS DASH	KHIROD KUMAR DASH	SUPRAVA DASH	Arts	Modify
23	19051102/0240		ALOK KUMAR SAHOO	RANJAN KUMAR SAHOO	KANANBALA SAHOO	Arts	Modify
24	22292102/0074		SUDHA GADASARA	SHYAM SUNDAR GADASARA	RASHMI GADASARA	Arts	Modify
25	19051101/0367		BISWAJIT SENAPATI	SURYAKANTA SENAPATI	SANTILATA SENAPATI	Arts	Modify
26	19051101/0515		RAJA PRADHAN	KAILASH PRADHAN	RENUBALA PRADHAN	Arts	Modify
27	19051102/0307		SONALI SAHOO	MADHUSUDAN SAHOO	SABITA SAHOO	Arts	Modify
28	10091101/0126		KLEMEN NAIK	CILOPA NAIK	SUSENI NAIK	Arts	Modify
29	19056101/0005		ANJANA MARANDI	GANESH CHANDRA MARANDI	PARBATI MARANDI	Arts	Modify
30	19056101/0004		ARATI MURMU	SUNARAM MURMU	PHULAMANI MURMU	Arts	Modify

- 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.
- 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-

**SAMS**  
Student Academic Management System

Welcome Rajdhani (Junior) College, Bhubaneswar  
7/19/2017, 11:14:18 AM

Logout | Change Password | Follow us on Twitter

Monitoring Tools  
College Profile  
Pre-Admission  
Documents To Be Download  
Admission  
Other Information Update  
Return of Matriculate  
CLC  
Services  
SAMS Society Fund  
CIP  
Scholarship  
QMT  
Reports  
Reports  
SIP  
CMS  
Exam Form Fill-up  
Letter Tracking  
Validation Error Reporting  
Offline CAF Tagging  
Student Life Cycle

**Edit Name&Address**  
Home / Report / Edit Name&Address

1. Name of the Board from which you have passed the 10th, Year of Examination & Roll Number (As in admit card)

Name of the Examination Board \*  Year of Passing \*  Roll Number \*

2. Applicant's Name \*

3. Father's Name \*

4. Mother's Name \*

5. Personal Details  
Blood Group  Sex \*  Religion \*  Date of Birth \*

6. Address for Correspondence  
a. State \*  b. District \*  c. Block / ULB \*   
d. House No. Street/Village/Post Office.   
e. PIN Code \*   
f. Telephone No. (Area Code) (Phone No)   g. Mobile No.  h. e-Mail

6. Reservations Details  
a.  Schedule Tribe (ST)  Schedule Caste (SC)  OBC  General  SEBC  
Caste Certificate  No file chosen

7. Weightage Details  
a. NCC  NCC (A)  NCC (C)  b. Scout & Guide  Raja Puroskar (RP)  President Recognition (PR)  c. Sports  State  National  International

8. Mark Details  
a. Total Mark \*  b. Secured Mark \*  c. Marks Certificate \*  No file chosen

9. Income Details of Parents  
a. Father's Occupation \*  b. Mother's Occupation \*  c. Annual Income of the Parents (Together)in Rs. \*

- 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,

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

Following Informations are mandatory for login into the SAMS Portal	
Userid	PRIN19051102
*Old Password	<input type="text"/>
*New Password	<input type="text"/>
*Confirm Password	<input type="text"/>
*Name Of the Principal	<input type="text" value="Principal Name"/>
*Mobile No.	<input type="text" value="8768678677"/> ( e.g. 9937099370)
*Principal e-mail ID	<input type="text" value="jahan@gmail.com"/>

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-

The screenshot shows the SAMS Home page. The left navigation menu is expanded to 'Scholarship', and the 'Fresh' link is highlighted in red. The main content area displays a table with one row: '1 : CAFAS Receipt Register'. The page header includes the SAMS logo, 'Student Academic Management System', and user information: 'Welcome Principal Rajdhani (Junior) College, Bhubaneswar' with the date and time '6/27/2017, 10:27:25 AM'.

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-

Fresh  
Home // Scholarship // Verify Scholarship

To verify Verification completed Back

Academic Session : 2017-18 Results 1 - 2 Of 2

SI No.	Student Name	Father Name	Maximum Mark	Secured Mark	Mark Conversion	Income Certificate	Caste Certificate	Bank Certificate	Residential Certificate
1	RAKESH KUMAR BEHERA	RAMESH CHANDRA BEHERA	600	437.00	437.00	1-2.5 lakh	OBC	2343462734234	YES
2	SUBHASHREE BISOI	BIRENDRA KUMAR BISOI	600	435.00	435.00	1 lakh	GENERAL	234234234	YES

Verified

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-

Fresh  
Home // Scholarship // Report Scholarship

To verify Verification completed Back

Results - 2 Of 2

SI 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	8888888888888888888
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-

Scholarship 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):  No file chosen \* upload file upto 2mb.

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

- 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-

SAMS Student Academic Management System

Welcome Principal Rajdhani (Junior) College, Bhubaneswar

Renewal

Home // Scholarship // Verify Scholarship

To verify Verification completed

Renewal Session: 2015-16 Show

Note: Check the "All" box and verify/increase all students enroll in the current Academic session are required to change. If Income/ Caste/ Marks/ Account Information etc. requires changes then click on the "Change" button only after verifying the concerned certificates.

SR	Student Name	Year of Study	Bank Account No.	IFSC Code No.	Mobile No.	Action
1	KSHITESWAR GARTIA	ARTS	34209541033	sbir0000290	9556375318	Change
2	KAMAL MEHER	PLUS 2	321695469647894590	SBIN0003383	7789049813	Change
3	SASWAT KUMAR PATI	2 CBSE	35470369663	SBIN0013571	8908920270	Change
4	SUNIL KUMAR GOUDA	MCA	028010100061549	ANDB0000200	9040463893	Change
5	BABU SAHU	ARTS	32001454725	sbir0010131	9937250142	Change
6	SAGARIKA SAHANI	ARTS	557611610000377	BKID0005576	8908282988	Change
7	SUBHASMITA PRADHAN	HIGHER SECONDARY EDUCATION	33876657385	SBIN0017774	9938505055	Change
8	GOURAV MOHAPATRA	ISC	33523376420	SBIN0003943	9437118545	Change
9	RITA DAS	Plus 2	30927743877	SBIN0006412	8984123456	Change
10	MANIKA PANIGRAHI	SCIENCE	03710110110584	UCBA0000371	943727344	Change
11	RAJASHREE SAHOO	2 2ND YEAR AIRTS	19371010033466	ANDB0001937	7789861607	Change
12	ASHUTOSH SWAIN	SCIENCE	33252457523	sbir0000068	8342027182	Change
13	SOUMYARANJAN NAVAK	SCIENCE	34930817637	SBIN0017531	9937193705	Change
14	SUCHITRA NAVAK	PLUS TWO INTERMEDIATE	07780110074107	UCBA0000778	8018944713	Change
15	RAJKAMAL SWAIN	SCIENCE	6245120076	IDIB0000G41	9938684066	Change
16	GAYATRI HOTA	intermediate	11312242110	sbir0000101	9040502403	Change
17	AMITA CHAND	CHSE SCIENCE	35215353421	SBIN0010902	9861759579	Change
18	PURNIMA GIRI	ISC	35250988835	SBIN0010902	8018422531	Change
19	RASMITA PRADHAN	ISC	34054901759	SBIN0006081	8455609382	Change
20	SWARNALATA GIRI	ISC	34086325596	SBIN0006081	9883607374	Change

Verify



2. Choose session 16-17 first as closing date is **10th Aug 2017** and 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-

1	Applicant's Name *	<input type="text" value="RITA DAS"/>	
3	Bank Account No. *	<input type="text" value="30927743877"/>	
4	IFSC Code No. *	<input type="text" value="0006412"/>	
5	Mobile No. *	<input type="text" value="8984123456"/>	
6	Upload Bank Documents *	<input type="button" value="Choose file"/> No file chosen	PDF Only
7	Upload Income Certificate *	<input type="button" value="Choose file"/> No file chosen	PDF Only
8	Upload Marksheet *	<input type="button" value="Choose file"/> No file chosen	PDF Only
9	Upload Residence Certificate *	<input type="button" value="Choose file"/> No file chosen	PDF Only

Note: Please upload Bank document, Income Certificate and Marksheet and then Click Update button.

1	Applicant's Name *	<input type="text" value="RITA DAS"/>	
3	Bank Account No. *	<input type="text" value="30927743877"/>	
4	IFSC Code No. *	<input type="text" value="0006412"/>	
5	Mobile No. *	<input type="text" value="8984123456"/>	
6	Upload Bank Documents *	<input type="button" value="Choose file"/> BankDocument.pdf	PDF Only
7	Upload Income Certificate *	<input type="button" value="Choose file"/> IncomeCertificate.pdf	PDF Only
8	Upload Marksheet *	<input type="button" value="Choose file"/> Marksheet.pdf	PDF Only
9	Upload Residence Certificate *	<input type="button" value="Choose file"/> ResidenceCertificate.pdf	PDF Only

Note: Please upload Bank document, Income Certificate and Marksheet and then Click Update button.

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.

**Renewal**  
Home // Scholarship // Cafas Renewal

To verify Verification completed Back

Academic Session : 2017-18

All Results 1 - 2 Of 2

Sl#	Student Name	Father Name	Max Mark	Tot Mark	Mark Conversion	Income Certificate	Caste Certificate	Bank Certificate	Residential Certificate	Action	Verify All
1	KASTURI NAYAK	ARJUN NAYAK	600	435.00	435.00	1-2.5 lakh	OBC	88888888888888888888	YES	Modify	<input type="checkbox"/>
2	PRIYADARSHINI HEMBRAM	RATNAKAR HEMBRAM	600	360.00	360.00	1 lakh	ST	1234567890231	YES	Modify	<input type="checkbox"/>

Verified

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

**SAMS**  
Student Academic Management System

Welcome Rajdhani (Junior) College, Bhubaneswar  
20/07/2017, 12:05:13

Renewal Report of e-Medhabruti  
Home // CAFAS // Renewal Report of e-Medhabruti

To verify Verification completed

Academic Session: 2017-18 Show

Results 1 - 20 Of 28

Sl#	Student Name	Admission Year	Course Name	Bank Name	Bank Account No.	IFSC Code No.	Bank Document	Marksheet	Income Certificate	Residence Certificate
1	SUBHAM PRADHAN	2016	BAMS	AI-Aul, Po-Aul, Dist-Kendrapara, Pin-754219	35423796794	SBIN0012060				
2	SUBAS PATRA	2016	POST BASIC B SC NURSING	SAKHOOPAL PURI ODISHA PIN - 752046	30930116049	SBIN0002111				
3	KASHYAP KUMAR SAHOO	2016	GRADUATION	NEAR RADHA KRISHNA TEMPLE DEOGARH ODISHA PIN 768108	1696010051554	UTBI00OR078				
4	rana	2016	3SCIENCE	SBI,BOUDH	11393918995	SBIN0002031				
5	KASHYAP KUMAR SAHOO	2016	GRADUATION	MAINMARKET DEOGARH ODISHA PIN 768108	36076133753	SBIN0004854				
6	DIBYAJYOTI JENA	2016	PHYSICAL SCIENCE	STATE BANK OF INDIA MAIN BRANCH BALASORE, PIN-756001	32206504214	SBIN0000016				
7	GIFTEDSON BAGH	2016	B COM	Jypore Bazar main road jypore	20214971233	SBIN0006909				
8	BIDDHARTHA SHANKAR ROURRAY	2016	science	UCO BANK,BALUTUTHA	13350110026120	ucba0001335				
9	Ch narayana	2016	B COM	KATAMENTHU ROAD HARADIAHANDI	33709360170	SBIN0012106				
10	ALOK PRADHAN	2016	BSC	GOPAL SAGAR, NEAR GANDHI CHOWK, POLAGATSINGHPUR, DIST-JAGATSINGHPUR, -754103	349383692	CBIN0283277				
11	TRILOCHAN MEHER	2016	ARTS	ATPO-BARGARH	000000254562	SBIN0000025				
12	RANJAN KUMAR PATEL	2016	BSc physics	SBI GOCHHARA, SAMBALPUR, ODISHA	33899171434	SBIN0009657				
13	SUDHANBU SRIMOHAN PADHAN	2016	BCOM	AT-CLUB PARA DIST-BALANGIR PIN-767001	4798001500010935	PUNB0479800				

- 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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