



DIRECTORATE OF TECHNICAL EDUCATION,

MAHARASHTRA STATE

3, MAHAPALIKA MARG, MUMBAI - 400001.

Phone: 022-22617969; Fax : 022-22690007

E-Mail : mcm.dte@gmail.com Internet: <http://www.dte.org.in>

No. 18/DTE/MCM/2015/129

Date: 14. 07. 2015

Scholarship Notification-National Scholarships Portal

Merit-cum-Means Based Scholarship of Govt. of India for the Minority Communities Students pursuing Technical and Professional Education-2015-16

Government of India is offering the Merit cum Means Based Scholarship (MCM) for 5797 economically weaker and meritorious students belonging to Muslim, Sikh, Buddhist, Christian, Parsi and Jain minority communities pursuing Professional and Technical courses.

Online Applications are invited only through new "National Scholarships Portal" (website-www.scholarships.gov.in) for Fresh/Renewal Scholarship for academic year 2015-2016 instead of last year's OSMS Portal (website www.momascholarship.gov.in). Applicants / Institutes are advised to go through the information Bulletin and FAQ before filling the scholarship application form/Scrutiny of application form. (All details are available on National Scholarships Portal)

❖ Eligibility Criteria :

1. An Indian national student, domicile of MAHARASHTRA will be entitled for scholarship under the quota of MAHARASHTRA only irrespective of his place of study.
2. A student must be bonafide student of Institute.
3. Admission to the course should be through Common Entrance Test or obtained minimum 50 % marks at qualifying examination.
4. Applicant should not avail any other scholarship / stipend.
5. The total annual income of family/guardian should not be more than 2.50 Lakhs.
6. 30 % seats are reserved for girls.

❖ Required Scanned Documents that is to be Online Uploaded :

As per the filled information by the FRESH /RENEWAL student, list of required document will come before finalizing of application form by the student. Student has to scan there own required documents and upload it (scanned documents should be clearly readable).

- [Note: Student has to not submit the Hard copy of online filled application Form]

❖ Courses for Scholarship :

The professional and Technical courses Degree in Engineering/Technology UG & PG (B.E. / B. Tech/ M. E. / M. Tech), Cement Technology, Fashion Technology, Pharmacy (B. Pharm / M. Pharm), Architecture & Town Planning (UG & PG), Hotel Management & Catering Technology, Applied Art & Craft (UG & PG), MCA, MBA/MMS, Health Science Courses, Law (LLB/LLM), Veterinary Sciences and Animal Husbandry etc.

❖ Scholarship Amount :

The rate of scholarship will be as under :			
Sl.No.	Type of Financial Assistance	Rate for hostler	Rate for Day Scholar
1	Maintenance Allowance (For 10 months only)	Rs.10,000/- per annum (Rs.1000 p.m.)	Rs.5,000/- per annum. (Rs.500 p.m.)
2	Course Fee*	Rs.20,000/- per annum or Actual whichever is less	Rs.20,000/- per annum or Actual whichever is less
Total		Rs.30,000/-	Rs.25,000/-

❖ **Submission of Online Application Form for Fresh / Renewal Scholarship by the student :**

Under National Scholarships Portal, the eligible aspiring students shall fill the PERSONAL DETAILS, ACADEMIC DETAILS, SCHEMES DETAILS, BANK DETAILS, and CONTACT DETAILS **online** through the website-www.scholarships.gov.in.

Student has to click on “Student Login”:- A new web page will open having two button named as “**Login**” and “**Registered**”. Student has to click on button named as “Register” (not on button named as “Login” before getting the Temporary Registration No.). Select the type of Scholarship (i.e. Fresh/ Renewal). According to Selection of “Type of Scholarship” by the student fill the,

[PERSONAL DETAILS] :

A . The Fresh student :

Fresh student (Applying first time for Merit cum Mean based scholarship) has to select the type of scholarship as “Fresh” and register the Personal Details. After completion of Personal Details, click on button “SUBMIT” The Portal shall generate the Temporary Registration No. (20 digit, ex. TEMPX...X) for the **Fresh** student.

- [Note: Fresh Student has to fill all details (i.e. Student Full Name as per 10th class Mark sheet, Date of Birth, Aadhaar Number etc.) carefully including the Domicile state;
- Scrutinized application will be forwarded online to the filled domicile state for generation of Merit list].

B . The Renewal student :

Renewal student (Eligible student whose scholarship is sanctioned in previous year) has to select the type of scholarship as “Renewal”. New page having Domicile State, Bank account no., Date of Birth will open, Student has to Select the Domicile State from Drop down menu and fill the Bank details and Date of Birth which was filled in previous year application form (i.e.2014-15) correctly and then click on button named as “Check for Renewal”, if all details match with previous year’s details than web page shows the details of previous year. After verification click on button “SUBMIT” The Portal shall generate the Temporary Registration No. (20 digit, ex.TEMPX...X) for the **Renewal** student.

- [Note : If Renewal Student’s filled Domicile State ,Bank account no. and Date of Birth not match with the previous year application form, webpage shows “Renewal is not allowed for this account number as the previous application data is not available”]
- Fresh/Renewal Student has to enter Aadhaar number of its own.(It is desirable to enter the Aadhaar number)
- It is Mandatory to retain the TEMPORARY-ID (till to CONFIRM AND SUBMIT to end the application process) as it will be needed for editing the specific details in the Online scholarship Application.(In case of forgot of TEMPORARY-ID , it can be retrieve through inserted Mobile No and Date of Birth on the Portal itself)

Steps i) : After getting the Temporary Registration No. either the student can proceed for next page by clicking on button “PROCEED” or can Re-Login using TEMPORARY REGISTRATION-ID and Date of Birth (i.e. already filled at the time of registration) by clicking on button “LOGIN” (not through button “REGISTER”) . Personal details of the students as entered previously will be shown under the tab “PERSONAL DETAILS”

Steps ii) : After clicking on “PROCEED” Student has to fill all the required basic information (i.e. Married/unmarried, Annual income, Disability type if, etc.) And then click on button “SAVE& CONTINUE”. Student will be directed to the next tab named as “ACADEMIC DETAILS”

- [Note : Student has to enter the Annual Income correctly; document proof (Certificate duly signed by Revenue Authority /Tehsildar) of same is to be required for uploading]

[ACADEMIC DETAILS] :

Steps i) : Student has to fill all the **Current and Previous** academic details carefully and click on “SAVE&

CONTINUE”.

- In a current academic details student has to select the studying course, studying year and name of the Institute carefully. (**If Institute name is not in drop down list then contact to the Principal for institute registration**)
- [Note : student online finalized application form will be online forwarded to institute which was selected in application form, wrong selection of institute will reject the application form by that institute with reason “Student not belongs to our Institute”]
- In a Previous academic details, If student is currently doing degree course [whatever may be the current year (Ist,IInd, IIIrd, IVth ..) of the student] than percentage of 12th / diploma will have to be filled by student and If student is currently doing Post graduation course [whatever may be the current year (Ist,IInd ..) of the student] than aggregate percentage of UG Final year will have to be filled by student

Steps ii):After completion of “ACADEMIC DETAILS”, based on the eligibility criteria of the student, scheme/schemes will be displayed.

Steps iii): Documents that are to be uploaded will be shown when student click on button named as “SHOW REQUIRED DOCUMENTS”. After clicking, Fields/ titles will be seen on same page. Field/Titles may vary for depending upon the requirements of the scheme. Student has to enter the relevant value in text fields and document to be uploaded in support of same.(i.e. fee details, income details, previous academic mark sheet, bonafide certificate/institute verification form , etc.) .After uploading all required documents , click on button “SAVE& CONTINUE”. Student will be directed to the next tab named as” BANK DETAILS”.

[BANK DETAILS] :

Student has to enter the Bank details **carefully and rechecked** as there will be no provision to correct it there after. Document proof of filled bank details is to be required for uploading (i.e. Scanned copy of Bank Pass book/Cancelled cheque leaf).After filling all the bank details click on “SAVE AND CONTINUE”. Student will be directed to the next tab named as” CONTACT DETAILS”.

[**Note:** The scholarship shall be transferred in candidate’s own account; hence the students should fill the **valid bank details** (Bank name, IFSC Code of that bank branch, Account No.) **carefully**, wrong bank details lead to rejection of scholarship.

In case of Aadhaar card number, all students have to seed/link his/her own Aadhaar card number with their submitted bank account number through the bank and insure that his/her bank account number is seeded/linked by the bank. None seeding of Aadhaar card number with Bank account number lead to rejection of scholarship]

The student should have ensured before filling the account no. in application form;

- a. Name of the payee on account no. is same as per the student full name in scholarship application form.
 - b. Bank account no. should not be stopped / closed before transferring the scholarship amount.
 - c. Bank account no. is operative.
 - d. Bank account no. has no any fixed credit limit (i.e. sanctioned scholarship amount can be permissible to credit in account)
 - e. Bank account no. is not an NRI account /Loan account.
 - f. Bank account no. has no Minor /Major status issue. [If candidate age is **below 18 year (Minor)** at the time of opening of the bank account and at the time of disbursement of scholarship amount age will **above 18 year (Major)** then account should be Major in bank (i.e. if age crossed 18 years , candidate has to make status of account as Major in bank)]
- ❖ **Scholarship amount will be transferred through “Public Finance Management System” Portal After sanction of scholarship amount if it can’t be transferred due to invalid account number / Aadhaar card number, in such case scholarship amount may be surrendered and in this case no**

correspondence will be done by the Directorate of Technical Education to the concern candidate.

[CONTACT DETAILS] :

Student has to fill the Present and Permanent Contact details under the tab “CONTACT DETAILS”. After filling Tick Mark Check Box as provided to confirm the declaration as given and click **CONFIRM & SUBMIT** to end the Application process.

- ❖ **Web Page display your “Permanent Registration No.” Student has to remember “Permanent Registration No.” for future process.** [Student can also take the print of the Application if needed for his/her reference]
- ❖ **[Note : Student has to insure that his/her application form is scrutinized by the institute. Only Online Scrutinized Application Form by the institute will be considered for Scholarship]**

❖ Procedure for Scrutiny and forwarding Online application form by Institutes registered under Maharashtra State :

- The main responsibility of verifying the student application lies with the Institute.
- Institute checks for the authenticity of the Student application and Verifies all the scanned copies of the Documents uploaded on the National Scholarship Portal and verifies/Scrutinizes against the originals.

A) : Login_Id and Password -

i) Already Registered Institute:

The registered institute (list is given under tab “Services” and by clicking button named “Show List” on website-www.scholarships.gov.in) should scrutinize (Select/Reject) the online filled application form through “National Scholarship Portal” by their login Id and password assign to it..

- Portal will show the list of those Institutes which was already registered in previous year for Merit cum Means based scholarship on website-www.momascholarship.gov.in and Institute code (i.e. mhXXXXX) was generated.
- Instead of previous year Portal /website (www.momascholarship.gov.in) , New Portal/website (www.scholarships.gov.in) is designed by the Government of India and new Institute-ID and password is Generated which was sent/will send on registered mobile no. of institute [Mobile no. which was registered in previous year (i.e.2014-15) scholarship portal]
- If registered Institute will not got the Generated Institute-ID and Password up to the end of this month, that institute has to submit the following information personally on the letter head of the Institute with due sign and stamp of The Principal/Dean/Director and get instantly the Institute_ID and Password through submitted Mobile Number.

Information of Institute for changing already registered Email_Id / Mob.No.on the letter head of the Institute						
Previous Inst. code (ex.mh----) given for this scheme	Registered Institute Name	Inst.District	University	New details of the scholarship handling person for Updating and sending Institute_ID and password		
				Name	Mobile No.	E-mail_Id

ii) Not Registered Institute :

- In already registered Institute list, if eligible Institute name is not there than Institute has to do the online registration by filling the institute details with uploading of supporting documents through the online provision provided on the same webpage under tab “Service”. (Before the registration institute has to ensure that there should not be creation of Duplicate Institute with already registered institute). After approving of Registration, Institute Name will appear in registered institute list and institute_Id and Password will be sent on registered Mobile No.
- It is recommended that Institute has to change the default password as issued. Institute has to

not reveal the login password to any non concern person, changing password frequently enables Institute to maintain the secrecy.

B) : Online Scrutiny of Application -

Steps i): The Registered institute go through the website-www.scholarships.gov.in and click on "Official Login" and log-in by using the Institute/User_ ID and password provided to them.

Steps ii): Once logged in ,Click on the " Student Application Verification" on the left hand side of the webpage. The dashboard showing the status of applications corresponding to the schemes will displayed .

Steps iii): Select the Academic year from the drop down menu and Application type by clicking on the radio button next (*Either Fresh of Renewal) and click on button named as "Get Application". Once it is clicked -All the registered applications pending for verification will be shown.

Steps iv): To verify the student Application the user must click on the link "Click here to View the Scanned Documents" .Once all the Documents are Verified against the originals as submitted by the Student the user can close the Window by clicking on the 'X'button. All the documents are made visible to the Institute.

Steps v): Once the Scanned Documents have been verified successfully ,then the Institute Forwards the application to the next level. Once clicks on the 'Forward button' , A Pop Up Box is displayed named as 'Verification Check List' - Under which Different documents such as (Student photo,Previous Year Mark sheet,fee Receipts,Disability certificate etc) is displayed.

Steps vi) : All the Documents mentioned in the Verification Checklist has to be verified by the Institute. If the Scanned document as mentioned in the Pop up box are verified successfully,then the Institute can click on the 'Yes' or else 'No'.

- a) **In case where the Document as uploaded by the Student is not Genuine or found to be fake or irrelevant -** In case of the 'NO' Option Selected or the Institute is not satisfied with the Documents as Uploaded by the student ,then in such case the Institute can send the application for the Student to 'Edit' or '**Permanently Reject**' the student Application. Once the student is '**Permanently Rejected**' then from there on the Student application will not be sent for further processing .
- b) The institute can click on '**Re Verify**' In case it wants the student to Edit certain Details or Upload the Documents.
In case of Reverify option - the student will only be able to Edit his/her Bank Details and Upload documents Only . * **No other changes to the Personal details /Academic Details /Address Details is allowed.**
- c) The Institute must mention the appropriate Reason in case of 'Permanent Rejection' and 'Reverify'

❖ Updating Course and Institute Details by the Institute :

Institute has to click on the '**Institute**' Link on the Left Hand Side of the Web Page, Once clicked - A New Webage is Displayed. The Institute can update or edit the Courses as offered and the repective fee structure.

- a) **To Add courses** -Click on the 'Add/Edit' button under the Courses column, A new Web Page is Displayed. Select the respective Affiliated 'University', Select the 'Course Level' Click on 'Show Courses' Button.

A Complete List of Courses is Displayed as per the course Level Selected -

The Institute has to select the Courses as per the List Displayed by clicking on the Check Box as provided against the Course Name.Once the required courses are Selected Scroll Down and click on 'Update'

- b) **ADD/EDIT Course Fees** - Click on 'Change' Button Under the Instituute Coourse Fee, A new Web Page is Displayed. Select the Course name and Course Year for which the Fees needs to be added or Updated,Enter the fees for the following - Tution Fees, Admission Fees, Library

Fees, Examination Fees, Non refundable Fees, Once the Fees is entered then click on 'Save'. The fees for the Corresponding Course have been Updated and saved.

❖ **Institute Profile :**

Institute has to click on the link "Update Your Profile" -

- a) A new Web Page is displayed such as Institute Name, Institute ID, Website, Phone Number, email etc. The Institute can Update the Contact Details and Address details if required. Once Updated click on the 'Save Profile' button for the changes to reflect.
- b) Institutes can set & receive 'Alerts' - Alerts can be customised on a monthly, weekly, Daily Basis. Alerts are basically to let the Institutes Know the New Student Applications as registered in the National Scholarships Portal or Applications Verifications Pending at the College/Institute Level.

❖ **Schedule of Activities for Fresh/Renewal Application form-Year 2015-16 :**

Fresh / Renewal Scholarship-2015-16			
Sr. No.	Activities	Last Date	
		Fresh	Renewal
1	Last date for submission of online applications for scholarship by students on www.scholarships.gov.in	30 th September, 2015	15 November, 2015
2	Last date for scrutiny of online applications by Institutes on www.scholarships.gov.in	* 20 th October, 2015	* 25 th November, 2015

- * **Note:** Only Scrutinized Application form by the institute up to the last date of Scrutiny will be consider for Generation of Merit List.
- ❖ It is instructed to all concern institutes that institute has to provide all necessary assistance to the students and their parents and keep this advertisement on notice board for ensuring more effective implementation of the scheme. If required institute can request for additional training to concern Regional office of Directorate of Technical Education, M.S.
 - ❖ The Principal of concern institute shall inform to those eligible candidate whose Merit cum Means based scholarship of GoI for the year-2014-15 is sanctioned for filling the RENEWAL application form of Merit cum Means based scholarship-2015-16 on website-www.scholarships.gov.in, instead of filling the FRESH application form of any other Scholarship Scheme-2015-16.
 - ❖ Important Notification / Advertisement of Directorate of Technical Education about Merit cum Means Based Scholarship of Government of India will be displayed on website-www.dtemaharashtra.gov.in/scholarships
 - ❖ For effective implementation of scheme, candidates are suggested to refer the website or contact to institute instead of contacting directly to the Directorate of Technical Education, M.S.Mumbai.

sd/-

(Dr. Subhash Mahajan)
Nodal Officer cum
Director, Technical Education, Mumbai (M.S.)