FAQ for Institutes

Q.1. How can a new Institute be registered?

Ans. If the Institute name does not exist in the list displayed under "Registered Institute", click on "Request for Registration of Institute" and enter all the detail being asked for. DWO of your District will then contact you and get your Institute Registered. You will receive the User-Id & Password of you Institute from DWO & by e-mail also.

Q.2. What to be done incase of User-Id/Password of the Institute is lost?

Ans. You can contact DWO of your District or send mail regarding problem in User-ID/ Password. DWO will reset the password and communicate to you the new password. You can then log-in with your new ID/Password and change password of your Institute, as per your choice, from 'User Management' and "Change your Password" option.

Q.3. What basic details of the Institute be configured before Online entry of Scholarship application ?

Ans. Institute has to enter (i) Institute Profile, (ii) Bank Details of the Institute, (iii) Courses offered and (iv) Course-wise Fee structure, before Online entry of Scholarship application by the students. Select "Institute Administration" from the menu and then select each option from the drop-down list to resister all the details of the Institute.

Q.4. What is to be entered in "Other fee" under Course Fee Registration.

Ans. Total of all the other non-refundable fees including Study tour Charges, Thesis Typing/Printing charges, Reader charges for blind scholars, Union fees, Magazine fees, Medical Examination fees etc should be entered in "other fee" column.

Q.5. Can Institute enter details of the application, if, without making online submission, student directly submits the Scholarship application at the Institute?

Ans. Yes, Institute can make offline entry of the application by selecting "Register Application ---- Register New Application" from the menu.

Q.6. Can Institute edit/update details entered in the application submitted online, after it is locked by the applicant?

Ans. Yes, application provides the facility for the Institute to edit Personal Details, Address Details, Application Details and Bank Details of the applicant. For this you have to select "Application Processing ---- Process Received Application" and then select the Application whose details is to be edited. Institute can even upload the Scanned copy of the Caste Certificate & Income Certificate of the applicant.

Updation is possible, till it is locked and forwarded to DWO for sanction.

Q.7. What are the steps Institute has to follow for processing of e-Scholarship application?

Ans.(i) Selection of "Application Processing ---- Process Received Application ---- Pending ---- Show Application" will display the list of applications submitted by students for approval.

(ii) Institute can Accept/Temporarily Reject/Permanently Reject the application, by selecting each of the application for the displayed pending list. (Click on "Process Options" & select the appropriate option)

(iii) Institute can take print out of the Draft proposal for the accepted applications and lock the proposal for forwarding to DWO/Sanctioning Authority for sanction of Scholarship. (Click on "Application Processing ---- View/ Print/ Lock Draft Proposal")

(iv) Institute can take the print out of the locked/final proposal to be sent to DWO/Sanctioning Authority for sanction of Scholarship. (Click on "Application Processing ---- View/ Print Locked Proposals")

Q.8. Can multiple application be grouped and sent to DWO/Sanctioning authority under a single proposal for sanction of Scholarship?

Ans. Multiple applications can be grouped as a single proposal. The grouping criteria is Category-wise & Application Type wise, as example SC-NEW, SC-RENEWAL,ST-NEW,ST-RENEWAL etc.

You have to accept all the applications of same category and same Application Type and then lock them for sanction, so that all of them will be forwarded together in one proposal.

Q.9. What will happen if student reports error in Basic Details and Annual Income, not editable at Institute ?

Ans. On request from student, Institute has to Temporarily Reject the application, mentioning the cause of rejection as "Incomplete Application". Then the application will be available to the Student for editing.