

FREQUENTLY ASKED QUESTIONS – 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 Institutes”. Contact the Nodal Officer of your implementing department regarding registration of the Institute.

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

Ans: Contact the Nodal Officer of your implementing department and ask him to reset the password for your institute.

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 register 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, without making online submission, if student directly submits the Scholarship application at the Institute?

Ans: No

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

Ans: No, on request from student, the institute has to “Reject for Editing by Student”. Then the application will be available to the student for editing.

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

Ans: (i) Select of “Application Processing → Process Received Application → Pending → Show Application” will display the list of applications submitted by students for approval.

(ii) Institute can Select one of the following options: -

- (a) May be Accepted
- (b) May be rejected

And forward to the sanctioning authority

Or

If there are certain modifications to be made in the student application the institutes can temporarily reject the application by selecting “Reject for editing by the student”, 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 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 Sanctioning Authority for sanction of Scholarship. (Click on “Application Processing → View/ Print Locked Proposals”)

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

Ans: Yes, multiple applications can be grouped as a single proposal. The grouping criterion is Category-wise & Application Type wise, for example SC-NEW, BC-NEW, SC-RENEWAL, BC-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. Then the application will be available to the Student for editing.

Q.10: Can a Institute remove a course from its selected list?

Ans: No. the institutes should be very careful while selecting the courses because if once selected there is no provision to remove that course and there are chances that the student may apply wrongly against that course.