

Steps/Procedure of Scholarship Application Processing by Institutes

1. On receipt of Scholarship applications, log-in to Institute user-Id and click on “Application Processing”-“Process Received Applications”.

The screenshot shows the Prerana Scholarship Portal interface. The user is logged in as 'User Name[ms2949]' on '21 Oct 2011, 13:42:50 IST'. The main navigation menu includes: Home, User Management, Institute Administration, Register Applications, Application Processing, Upload Institute Photo, and Help. The 'Application Processing' section is active, displaying a 'Welcome' message and a 'Process Received Applications' button. Below this, there are links for 'View / Print / Lock Draft Proposals' and 'View / Print Locked Proposals'. The page title is 'Welcome to Scholarship Portal'. A description states: 'Scholarship portal is an integrated G2C & G2G e-Governance platform to facilitate the Automation, Streamlining & Effective Management of Processes related to Application Receipt, Processing, Sanction and Disbursal of various Scholarships, Incentives & Other Assistance to Students.' The 'Institute Details' section shows: Institute Name: Utkal Institute of Engineering Technology, Institute Type: Private, Affiliated to: AICTE, New Delhi, Institute User Name: ins2949. The 'Important Information' section lists: Name of Nodal Officer for Scholarships: D.K.Dixit, Designation: D.M, Phone Number (Landline) of nodal officer for scholarships: 3207781, Mobile Number of scholarship nodal officer: 7205335320, E-mail Address of Scholarship Nodal Officer or Institute: bbar. The 'Applications Details' section shows: Total Applications Pending: 0, Total Applications Accepted: 0, Total Application Permanently Rejected: 0, Total Application Temporarily Rejected: 0, Total Applications Forwarded By Institute: 2. The footer mentions 'Designed and developed by NIC Odisha & Madhya Pradesh for SSD and M&BCW department, Government of Odisha'.

2. Click on the “Pending” button and to display the applications click on “Show Applications”

The screenshot shows the Prerana Scholarship Portal interface for 'Pending Application for Processing'. The user is logged in as 'User Name[ms2949]' on '21 Oct 2011, 13:58:18 IST'. The main navigation menu is the same as in the previous screenshot. The 'Application Processing' section is active, displaying a 'Pending Application for Processing' button. Below this, there is a 'HELP' section: 'This page facilitates process of applications which have been received by students. Page lists all applications which are under process at institute level. You have to mark check box and press button below to list applications of desired stage. You may also filter applications by selected any drop down like scheme, academic year, course etc. Page will also display number of applications at particular stage. You may also search application by first name or applicant id via search bar.' There are several dropdown menus for filtering: Scheme, Course, Income-Band, Category, Academic Year, Select Branch, Gender, and Religion. A 'Summary of applications' section shows: Pending (0), Draft Proposal(0), Permanently Rejected (0), Temporarily Rejected (0), and Locked Proposal (2). A 'Show Applications' button is present, along with a search box for 'Enter First Name or Applicant ID' and a 'Search' button. The footer mentions 'Designed and developed by NIC Odisha & Madhya Pradesh for SSD and M&BCW department, Government of Odisha'.

3. For each application, displayed in the list, click on “Process Application”.

Pending Application for Processing

HELP - This page facilitates process of applications which have been received by students. Page lists all applications which are under process at institute level. You have to mark check box and press button below to list applications of desired stage. You may also filter applications by selected any drop down like scheme, academic year, course etc. Page will also display number of applications at particular stage. You may also search application by first name or applicant id via search bar.

Scheme: --Select Scheme-- Academic Year: --Select Academic Year--
 Course: --Select Course-- Select Branch: --Select Branch--
 Income-Band: --Select Income Band-- Gender: --Select Gender--
 Category: --Select Category-- Religion: --Select Religion--

Summary of applications

Pending (0) Draft Proposal(0) Permanently Rejected (0) Temporarily Rejected (0) Locked Proposal (2)

Show Applications Enter First Name or Applicant ID Search

S.No.	Applicant ID	Application Type	Student Name	Father Name	Date of Birth	Gender	Religion	Category	Course	Branch	Academic Year	Total Annual Income (Family)	Process Application
1	21725	New	Ramesh Tendul Kar	Papa Tendulkar	03/02/1992	Male	Hindu	SC	Engineering	Applied Electronics & Instrumentation (1Yr)	2011-2012	160000	Process Application
2	21742	Renewal	ST Test Student	Papaji	09/02/1992	Female	Christian	ST	Architecture Town Planning	Architecture (AR) (2Yr)	2011-2012	150000	Process Application

- You can edit/Update wrong entry in the Application form, if reported by the applicant. You can also upload the Caste/Income certificate of the student, if has not been done by the student.

Applicant Profile

HELP - Page displays complete profile of student. You may also edit profile by clicking on any of update details. Processing option are for accept, reject (Permanent / Temporary), edit fee amount and application print. Lower grid displays complete track record of application.

Process Options

Accept Application
 Reject Application
 Update Fee details
 Print Application Form
 Scholarship Details

Update Details

Personal Details
 Address Details
 Application Details
 Bank Details
 Income & Caste Certificate

Personal Details

Name : Ramesh Tendul Kar
 Father Name : Papa Tendulkar
 Date of Birth : 03/02/1992
 Category : SC
 Gender : Male
 Religion : Hindu
 E-Mail :
 Address :
 Mobil : 9437067138
 Number :
 Bank Detail : plot no-285/1694 damana chak chandrashekharpur, bhubaneswar, pin-751016
 Bank :
 Account Number : 1234567

Application Details

Applicant ID : 21725
 Application Date : 30/09/2011
 Course & Branch : Engineering / Applied Electronics & Instrumentation / 1Yr
 Income-Band : Post-MS-For SC
 Present Status : Application in Locked Proposal Status on Sanction Level
 Enrollment Number : 13366dsq
 Admission Date : 04/08/2011
 Hosteller : Yes
 Annual Income : 160000
 Scheme : Post Matric Scholarship-SC
 10th Class Roll Number : BSEO3456

- Accept the Application, if found to be satisfactory, else reject.
- Follow step 2 to 5 for each application received. (for all the applications displayed in the pending list)
- Go on Accepting/Rejecting Online Applications, as and when received. Don't wait for bulk applications to be received or till last date of submission.

8. Only when full pending list is either accepted or rejected, go to the Second option **“View / Print / Lock Draft Proposals”** from **“Application Processing”** Menu of the Portal Home Page.

The screenshot shows a web browser window displaying the Scholarship Portal Odisha. The browser's address bar shows the URL: http://mpsc.mp.nic.in/scholarships/InstituteAdmin/DataManagement/List_Of_Applications.aspx. The page header includes the text: "Welcome Utkal Institute of Engineering Technology || Logout || Portal Home || User Name[ins2949] - || 21 Oct 2011, 14:17:45 IST". The main navigation menu contains: Home, User Management, Institute Administration, Register Applications, Application Processing, Upload Institute Photo, and Help. The "Application Processing" menu is expanded, showing options: "Process Received Applications", "View / Print / Lock Draft Proposals", and "View / Print Locked Proposals". A help text box explains the page's function: "HELP - This page facilitates process of and press button below to list appli... students. Page lists all applications which are under process at institute level. You have to mark check box... applications by selected any drop down like scheme, academic year, course etc. Page will also display number of applications at particular stage. You may also search application by first name or applicant id via search bar." Below the help text are several dropdown menus for filtering: Scheme, Course, Income-Band, Category, Academic Year, Select Branch, Gender, and Religion. A "Summary of applications" section shows counts for: Pending (0), Draft Proposal(0), Permanently Rejected (0), Temporarily Rejected (0), and Locked Proposal (2). A "Show Applications" button and a search bar with the placeholder "Enter First Name or Applicant ID" are also visible. The footer of the page states: "NIC Designed and developed by NIC Odisha & Madhya Pradesh for SSD and M&BCW department, Government of Odisha". The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the date and time: 14:39, 21-10-2011.

9. Never try to Lock and Print proposals after each acceptance of Application.

10. At the end of the day, Lock the Draft proposals and take the print out of Locked Proposals, which has to be sent to DWO, along with the hardcopy of Applications and attachments, for final sanction.

The screenshot displays the Prerana Scholarship Portal interface. At the top, the browser address bar shows the URL: http://mpsc.mp.nic.in/scholarships/InstituteAdmin/DataManagement/List_Of_Applications.aspx. The page header includes the Prerana logo and the text: "Post-Matric Scholarship Registration Release And Network Automation". Below the header, a navigation menu contains: Home, User Management, Institute Administration, Register Applications, Application Processing, Upload Institute Photo, and Help.

The main content area features a "Process Received Applications" section. It includes a "View / Print / Lock Draft Proposals" link and a "View / Print Locked Proposals" link. A help text states: "HELP - This page facilitates process of and press button below to list appl... students. Page lists all applications which are under process at institute level. You have to mark check box for applications by selected any drop down like scheme, academic year, course etc. Page will also display number of applications at particular stage. You may also search application by first name or applicant id via search bar."

Below the help text, there are several dropdown menus for filtering applications: Scheme, Course, Income-Band, Category, Academic Year, Select Branch, Gender, and Religion. A "Summary of applications" section shows the following counts: Pending (0), Draft Proposal(0), Permanently Rejected (0), Temporarily Rejected (0), and Locked Proposal (2). A "Show Applications" button and a search bar with the placeholder "Enter First Name or Applicant ID" and a "Search" button are also present.

The footer of the page contains the text: "NIC Designed and developed by NIC Odisha & Madhya Pradesh for SSD and M&BCW department, Government of Odisha". The browser's taskbar at the bottom shows the system tray with the date 21-10-2011 and time 14:37.