This Document consists of two parts. First part gives the detailed view of Post Matric online eScholarship Process and the second one gives the step by step procedure from Institute registration to final Proposal Submission.

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Home: Home or the URL of the application can be accessed at [http://escholarship.uk.gov.in](http://escholarship.uk.gov.in).
When accessed the following screen will be displayed.

![Home page of the e-scholarship Application](image-url)
PART –A

1 Institute Section: This section deals with the institute related activities, ranging from the profile updation to the final proposal forwarding to District Social Welfare Office. It requires respective institute login credentials and the institute must be verified by the respective district social welfare office before initiating any activities.

1.1 Institute Registration: The institutes can register themselves by filling the registration form on home page under the link of Registration->Institute Registration. The registration is done by the institute and verification is done by the respective district’s social welfare office for the physical existence of the institute.

Note: The institute registration is must and should be done well in advance so that the students can apply for the scholarship. The institute registration form is shown below:

![Institute Registration form](image)

1.2 Institute Administration: It requires institute’s login credentials and deals with the administration activities of institute. Using the valid credentials the following dashboard is displayed on home page of institute.
1.2.1 Institute’s Profile Updation: An institute level user can change the profile of an institute and can make necessary changes to update the information of an institute and its nodal officer. The module can be accessed under the link of “Institute Administration -> Edit Institute Profile”.

Click on Edit button to get institute information for editing and make necessary changes and click on register button.
1.2.2 Institute’s bank account mapping: The institute's CBS bank accounts are to be mapped with the scholarship schemes. Only one bank account is to be mapped to one scheme and the same bank account cannot be mapped to any other scheme or institute. The module can be accessed under the link "Institute Administration->Register Bank Account".

Click on Edit button to get bank account information and make necessary changes before clicking on submit button to update the information.

1.2.3 Course Mapping: It is an important module of the institute user which is used for mapping all available courses in the institute to e-scholarship application. If any course is not available or mapped, then the students will not be able to apply for scholarship under that particular course. If any course is not available in the list, then that can be added by sending an email to IT Cell for the registration of that course by citing the name of course and the duration of the course. In order to map the courses, the institute needs to select the course group name and course name from the list and then click on ‘show branches’ button to get all available courses under that group and course. Institutes will then select the check boxes against the course name under Map and click on ‘Is fee approved by Govt’ column. Finally click on the ‘Register selected courses and branches with institutes’ button to save the data. To remove any course from the list, simply un-check the check boxes against the course name under Map and ‘Is fee approved by Govt’ column. Finally click on the ‘Register selected courses and branches with institutes’ button.
branches with institutes' button to save the data. This module can be accessed under the link “Institute Administration->Register Courses”.

Course Mapping Module

1.4 Application Processing: Once the basic institute registration and course mapping is done the incoming applications can be processed under ‘Application Processing’ menu. This module is divided into 5 sub-modules to carry out different activities.

1.4.1 Check Duplicate Student’s Registration: This module is used to check all possible duplicate records on the basis of some parameters like student’s name, student’s father’s name, student’s date of birth, caste certificate no etc. Any record found as duplicate record, may be blocked by the institute from further processing. This module can be accessed under the link “Application Processing->Duplicate Registration”.

Check Duplicate Student’s Registration module
1.4.2 Student’s login verification: Its purpose is to verify the student registration information by the institute authority. By verifying the student details, it is assumed that the student is enrolled in that institute and only verified application will move to next processing stage. This module can be accessed under the link “Application Processing->Student login verification”. To view the applications received so far, select caste and gender or just type the student’s name in the search box given adjacent to the ‘Show Applications’ button.

By checking the check box at extreme right in grid and by clicking on the Verify button, the student’s information can be verified.

Student’s Login verification Module

1.4.3 Processing Received Applications: This is one of the important modules of e-scholarship application. Every application received so far is verified, checked and is placed in draft proposal for further action. Institute does not have the rejection power to reject any received student application. Any identified error or incorrect information provided by the student is kept as it is in the received application and is forwarded to the district social welfare office with the comment “incorrect information in <Component Name>” (Component name like roll number, fathers name, mismatch in attached documents etc). To accept any application, the institute has to fill in the various charged fee in respective columns and if any component /components is/are not shown, can be put in the other fee component collectively. It is the responsibility of the head of the institute to accept all the applications within the time limit and forward them to the concerned district welfare office online and to submit the print outs of the locked proposals along with the course fee structure and institute affiliation certificate. Based on the proposals received, the concerned district social welfare officer will physically verify the authenticity of the information provided by the student. This module can be accessed under the link “Application Processing->Process Received Applications.”
On Selecting the Scheme and academic year, the summary of the received applications and action taken on them are shown in different category and can be shown as below:-

On clicking on these options, the respective list of applications get generated as shown below

To process application, user needs to click on Process Application button against the application, next process stage appears as shown below:-
There are two subsections in application processing namely Process Options and Show details. Process Options is for some action to be taken on application and Show details is for displaying the application details. The Process Options has the following options:

- **Accept Application**: It is the most important option of application processing. By clicking on it the following screen will be displayed.
After making all fee entry (in round figure), institute user has to click on "Accept Application with above Details" button. On successful acceptance of an scholarship application email alert as shown below will be sent to student’s registered email id.

Total months for which scholarship will be reimbursed

If any application has incorrect data or incorrect enclosures, the institute has to give the remarks as “incorrect information in <Component Name> like roll number, fathers name, mismatch in attached documents etc” in remarks field.
Once the data is saved, the application’s final status with details will be displayed on the grid as shown below:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Proposal No.</th>
<th>Level</th>
<th>No. of Months</th>
<th>Status</th>
<th>Rate</th>
<th>Tuition Fee:</th>
<th>Reg. Fee:</th>
<th>Sports Fee:</th>
<th>Lib. Fee:</th>
<th>Union Fee:</th>
<th>Med. Fee:</th>
<th>Other Fee:</th>
<th>Total Fee:</th>
<th>Total Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Institute</td>
<td>12</td>
<td>Draft Proposal</td>
<td>33,000</td>
<td>45,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>45,000</td>
<td>38,560</td>
<td></td>
</tr>
</tbody>
</table>

At this stage of application processing no proposal number is given.

- **Reject Application**: This option is not applicable for institute level user.
- **Update fee details**: This option is used to update the fee details of accepted applications. On clicking on Update Fee Details option, the following screen is displayed and the institute level user can change the fee as required and then clicks on update fee button.
- **Print Application form**: To print student’s application form
- **Scholarship Details**: The scholarship details of accepted applications are shown to the institute level user. This shows the total scholarship amount that will be forwarded by institute to the respective DSWOs. Scholarship details include all applicable fees, scholarship amount and number of months for which scholarship is calculated.

  ![](image)

- **View Student Photo**: This option is used to cross check the photograph of the student which should be same as the one pasted in physical application form.

  1.4.4 **View/Lock draft proposals**: Under this option, the processed applications are listed and institute user has a chance to remove or update applications. The applications drafted so far can be locked from further modification in scholarship amount and then can be forwarded to respective District Social Welfare office. All draft proposals will be shown as pending at institute level until the institute level user locks them. The module can be accessed under the link “Application Processing->View/Lock draft proposal Applications.”

  ![](image)

Using View Option, institute user can view the applications details as show below. Print option allows institute to print the proposal. Lock option will allow institute to lock the proposal and forward it to respective DSWO.
On clicking on Lock option the following message box will appear and on clicking on “Lock and forward to DSWO” button, the proposal will be locked and forwarded to respective district social welfare officer.

1.4.5 View/Print locked proposals: The locked proposal can be printed by accessing Application Processing->View/Print Locked Proposals” link. All proposals need to be printed and signed by the respective institute heads and then needs to be submitted to concerned district social welfare office.
1.5 Upload Institute’s Photo: This option is optional. It allows institute type user to upload its institute’s photographs. It can be accessed under the link “Application Processing->Upload Institute Photo.” The photographs uploaded must be in JPEG/PNG/JPG format and resolution must be 800*600 (min.) and size 52KB (max.).

1.6 Change Password: Institute level user can change his/her password by accessing link “Change password” available at Institute’s home page. The password should comply to the password policy and should not be of last three passwords used by the institute level user.
Change Password Module
PART-B

Step by Step Work Flow for Institutes located in Uttarakhand


- **Work Flow Quick Reference**: The general work flow from institute registration to application disposal is described below:

  1. Access e-Scholarship application using link [http://escholarship.uk.gov.in](http://escholarship.uk.gov.in)
  2. Register your Institute by using link [Institute Registration](#) under quick links on e-scholarship application home page. This is a one-time activity.
  3. On successful registration, a confirmation email will be sent to registered email id and SMS will also be sent to registered mobile number of the Institute. Institute needs to verify its email id by visiting the link only thereafter. Institute can send request either physically or by email to concerned district social welfare office to create their username. A verification link including login id will be sent to the registered email id. By using that link, the institute can set its password to access the application.
  4. Use the login id and password to access the application by using the link “Authority login” under quick links available on e-scholarship application home page.
  5. After successful login, the user needs to map all courses running in its institute in e-scholarship application. For adding any new course, the institute’s nodal officer can contact to IT Cell Social Welfare department through email stating the course name, course duration and course level.
  6. Institute must check the applications for duplicity and block the duplicate applications.
  7. Verify logins of all students, otherwise the application will not visible in the process section.
All received applications will be in pending mode (by default). Applications can have other modes namely draft, temporarily rejected, rejected and locked.

To Process applications use link “Application Processing->Process Received applications”. Select Scheme name and Academic Year (minimum parameters) to get data.

Select pending applications option and click on “Show Applications“ button. This will show all pending applications under that particular scholarship scheme.

Click on the button under Process Application column to process a particular application. There are two subsection namely “Process options” and “View Details”. Using Process options, institute can accept/print application or can update fee of received application. Using View option the institute can view the various details of the received application.

Check all uploaded documents carefully as acceptance of application is based on these certificates. Any mismatch in these certificates with physically submitted certificates by student, can be recorded in “Remark” field while accepting application.

Click on Accept application and fill all applicable (Charged) fees and click on “Accept Application with Above Details“ button.

All Applications will move to draft mode and are assigned a unique proposal number. Applications in draft mode are treated as accepted applications but pending at Institute level. Applications can now be locked by accessing link “Application Processing->View/Print/ Lock Draft Proposals” and will be automatically forwarded to DSWO electronically.

Institute can now take print out of locked proposals i.e. applications cannot be updated. This can be done by accessing link “Application Processing/View/Print Locked Proposals” and must submit all proposals along with govt. approved fee structure and affiliation certificate issued by competent authority before due date.

Process Complete
Income Band for Scholarship Application Processing:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Scholarship Scheme Name</th>
<th>Approved Income bands</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Post Matric ST scholarship scheme</td>
<td>0-250000 (Upto two lakhs fifty thousand only)</td>
</tr>
<tr>
<td>2</td>
<td>Post Matric SC scholarship scheme</td>
<td>0-250000 (Upto two lakhs fifty thousand only)</td>
</tr>
<tr>
<td>3</td>
<td>Post Matric OBC scholarship scheme</td>
<td>0-100000 (Upto one lakh only)</td>
</tr>
</tbody>
</table>

General Instruction for Application Processing: - Please read the following instructions carefully for online scholarship application processing.

- The institute registration must be done in advance of the online application submission date.
- Nominate one official as nodal officer for scholarship related activities.
- All students needs to be verified by institute’s Scholarship nodal officer.
- All possible duplicate applications must be checked before processing.
- Course mapping must be done in advance so that the students can apply for online scholarship in time.
- It the responsibility of the Head of Institute to process all received applications before due date and no pendency should be left after last forwarding date.
- Institute will cross check all physically received documents attached along with the student’s application with the information furnished in his/her online application.
- All applications under a particular scheme and a particular course should be processed in a single proposal and must be locked simultaneously for fast disposal of applications at District Social Welfare Office.