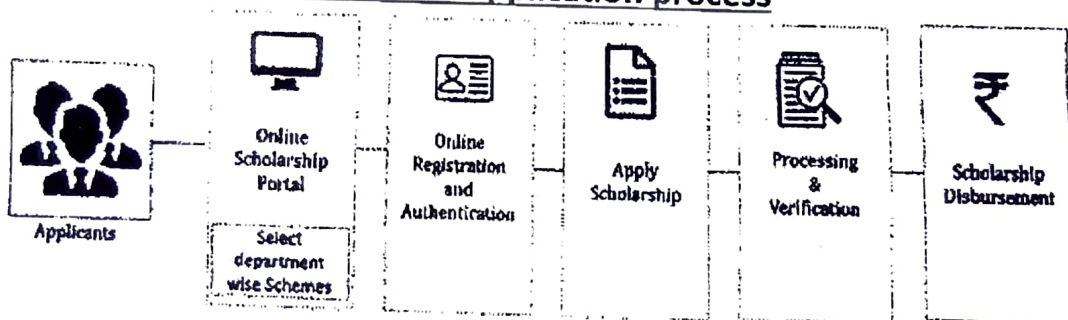# Instruction Manual

Announcement and Mode of Submission of Application for Scholarship

Applications will be invited once in a year on the Odisha State Scholarship Portal (https://scholarship.odisha.gov.in/). Short notification will be uploaded in the Higher Education Department website. Physical application would not be accepted. Only verified online applications will be considered for award of scholarship.

The Odisha State Scholarship Portal

The Odisha State Scholarship Portal is an integrated e-Governance Portal for automation, streamlining & effective management of scholarship schemes implemented by the Government of Odisha across Departments like ST & SC Development, Higher Education, School & Mass Education, Labour & ESI, Skill Development & Technical Education and Agriculture. This common platform will provide one stop solution to eligible students to make an informed choice from amongst various scholarship schemes and avail the benefit in a seamless and transparent manner. The features like Aadhaar based registration, integration with other on-line platforms/ data-bases relevant to scholarship programme like SAMS, e-District Portal, Digi locker, BSE database has been inbuilt in the architecture for ease of information sourcing and to minimize duplication and ensure leakage free scholarship disbursal. The State Scholarship Portal has been linked with the State Treasury Portal IFMS for automated payment directly in bank-accounts of beneficiaries.

Step wise description of the application process

i. Eligible students including Outside students (residents of Odisha but studying outside Odisha) are required to apply online for scholarship by visiting the portal https://scholarship.odisha.gov.in/. Click Registration link at the portal, if you are new user. Existing user can click on the login button.

ii. Enter the Aadhaar number and proceed further. Aadhaar is made mandatory for availing scholarship. Registration on the portal is completely based on Aadhaar. In one Aadhaar only single registration is allowed. Please provide correct Aadhaar number of self in the prescribed field. In case it is found that Aadhaar number provided by student is wrong or not his/her, the application is liable to be rejected.

iii. As per the item 35 of Chapter VII of Aadhaar (Targeted delivery of financial and other subsidies, benefits and services) ACT, 2016, if a person enter Aadhaar number of any other person and attempt to impersonate another person, dead or alive, real or imaginary, she/he shall be punishable with imprisonment for a term which may extend to three years and shall also be liable to a fine which may extend to ten thousand rupees.

iv. The undertaking that I have read the above statements & agree with the conditions. Further, I hereby state that I have no objection in authenticating

myself with Aadhaar based authentication system through Bio-metric/or One Time Pin (OTP) data for the purpose of availing benefit of Post-matric Scholarship.

v. Check your registered mobile or email to get the user ID and password.

vi. Click login link at the portal and enter User ID and password to apply the scholarship.

vii. Provide all necessary details like personal, academic, eligibility and bank information.

viii. Click on the "Save as draft" button to draft the information or click on "Next" button to save and proceed the scholarship form.

ix. The preview of the completed form will appear on the page. Download the forms and take its print out.

x. The students are required to submit the office copy of the application along with other relevant documents to the Institutes where he/she has been studying.

xi. Concerned students are advised to keep the applicant copy for their future reference.

xii. The online authentication procedure for availing scholarship is explained in the instruction manual available in the portal **https://scholarship.odisha.gov.in/.**

xiii. Application which is not validated/ authenticated by the Institute will be treated as "Invalid".

xiv. The merit/ selection list as per quota would be generated from the verified applications.

List of Documents required for Scholarship

The following eligible documents will be uploaded at the time of applying under the scheme.

1. Residence certificate to be issued by the competent authority, i.e. from the concerned Tahasildar/Addl.Tahasildar. The students whose parents are working under Odisha State Govt. can produce resident proof from the employer.

2. Proof of annual income to be issued by the competent authority, i.e. the Revenue Officer not below the rank of Tahasildar or Addl. Tahasildar.

3. Mark sheets of last qualifying examination as required for different categories of merit.

4. Bank Account details of the student concerned (First page of bank account containing account number and IFSC).

5. College ID card issued by the concerned authority. While in the absence of the same, the student may provide Admission receipt/Library Card/Letter of Undertaking from concerned college authority in which the academic session is mentioned (Anyone).

6. Aadhaar Card of the student concerned.

General Criteria/ Limitations for Award of Scholarship:

i. The scholarships meant for U.G & P.G shall be awarded district wise and separate selection list will be prepared for each district.

ii. If any of the authenticated records are found to have invalid documents, the case will be summarily rejected.

iii. Any type of wrong entry made by students, i.e. parental income, maximum and secured mark, district name mentioned in the Resident Certificate, percentage of mark which lead to rejection of application/the student falls to be in the final merit list, then he/she is solely responsible for it.

Procedure for Disbursement:

The scholarship would be sanctioned subject to fulfillment of the prescribed eligibility criteria by the students and validation/authentication by the Principals/Head of the concerned colleges/institutes in online mode only. Scholarship will be paid to the selected students by the Higher Education Department through DBT (Direct Benefit Transfer) mode and will be transferred to Bank account of the beneficiaries.

The students must have an active and valid account in any scheduled bank which has Electronic Clearing System (ECS)/ Core Banking facility to facilitate transfer of scholarship amount directly to their account.

The bank account must be in the name of the applicant/student only. Student must enter their bank/branch name, saving bank account number and IFSC very carefully to ensure smooth transfer of scholarship amount.

Role and Responsibilty of Colleges/Institutes/University

- The Head of Institution has to ensure the genuineness of the student, i.e. he/she is studying in the College/Institution for the particular year.
- Correct data regarding parental income, marks secured, bank Account details, College ID card and residence have to be verified.
- If any error is found, the Principal/Head of Institution will rectify the error. If all data are correct, he/she will authenticate the record of the student to be considered for scholarship by the Department. Merit or selection list for particular category of merit will be drawn only from the records authenticated by the Principal/Head of institutions within the timeline given for the purpose.

Duties of OCAC through the Service Provider

i. Complete online system for SAMS and Non-SAMS Colleges will be done in prescribed criteria mentioned in the medhabruti guidelines.

ii. Technical support to all stakeholders shall be provided by OCAC, BBSR.

iii. Submission of Validated data of all categories of merit (One time residual) within 7 days of closure of Principal/Head of the Institution validation for scrutiny, preparation of selection list at the level of Department.

iv. Online uploading of guidelines, instructions, letters and round-wise selection list (one time residual) which have been processed for payment.

v. One Technical person needs to be deputed to the Department to resolve all technical issues.
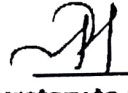
Role of Higher Education Department

- Inviting online applications for award of e-medhabruti scholarship through advertising in print and electronic media.
- Preparation of merit/selection list of category.
- Online payment to eligible candidates through IFMS only.

Miscellaneous:

- For any query or help, students may contact scholarship section on landline number 0674-2396550 or e-mail/scholarshiphedgov@gmail.com/.
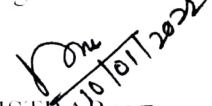
Principal Secretary to Government
Department of Higher Education

GANGADHAR MEHER UNIVERSITY
AMRUTA VIHAR, SAMBALPUR

Memo No. 2161...... Date..10.-01-2022

Copy to Notice Board/ All Hostel Notice Board/ All HODs & Coordinators/ PA to VC/ PA to Registrar/ Dy Registrar/ OIC. Scholarship/ System Manager Cell for information and necessary action.

REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR