ERP INTEGRATED SCHOLARSHIP MODULE – FOR Ph. D.

IMPORTANT INSTRUCTION

Complete all Information from below to proceed with Scholarship Forms

➔ **Academic -> Admission -> Student Information**

Scholarship Forms Working Procedure to be NOTED

1. **Student Login: Scholarship Forms To Be Filled in Order else Not Possible**

Form 1	Form 2	Form 3	Form 4	Form 5	Form 6	Supporting Docs	PhD Form 7	Form Status

NOTE:
- **Scholarship Forms 1 to 6, Supporting Docs Form and PhD Form 7 completed from Student end then an email will to send to all Scholarship In-charge for further actions on Approval/ Defect or Reject.**
- **Pending/ Incomplete Forms** will not be visible or possible for the In-charge for Approval/ Defect or Reject with Verifications Process.

2. **Scholarship In-charge (All Users):**
   Student Details will be displayed to all **Scholarship Users with different roles in their login** for further verifications in order below:

#	Sequence No.	Role of Users	Forms Action	Remark/ Defect/ Approval or Reject mail will be sent to students
1	Warden HOD Accounts PhD Supervisor	**Parallel Approval**	Warden -> Form 3 HOD -> Form 4 Account -> Form 6 PhD Supervisor -> PhD Form 7	**Defect Forms** will be sent back to Student for corrections/ re-submission
2	Scholarship Sections	**If Steps 1 All Forms Approved then Step 3**	**Remaining Forms**	• **Defect Forms** will be sent back to Student for corrections/ re-submission • **Reject Forms** will be cancelled and cannot be applied again.
3	Dean SW	**If Step 2 All Forms Approved then Step 4**	**Remaining Forms**	**Defect Forms** will be sent back to Student for corrections/ re-submission
4	Registrar	**If Steps 3 All Forms Approved**	**Remaining Forms**	**Defect Forms** will be sent back to Student for corrections/ re-submission **Final Approval status** mail to students.

NOTE:

- When a Student completes Scholarship Forms 1 to 6, Supporting Docs Form and PhD Form 7, an email will be sent to all Scholarship In-charge and a copy will be also sent to the student.
- If defected, an email will be sent to the student for the corrections/ re-submission of that form for further verifications at/ next (1), (2), (3) & (4) stages.
- Defected Scholarships Forms if not corrected/ re-submitted (in any Form 1 to 6, Supporting Docs Form and PhD Form 7) from Student then further/ next Approval will not possible from any of the In-charge.

3. **Scholarships Form Wise Status**
   a) Student can keep track of the Scholarship Forms from different In-charge and act accordingly on the Remark given by the In-charge accordingly from time to time.

   b) Email sent to students will be sole responsibility of the students to act on that mail accordingly; No one will not hold any responsibility if received to Spam folders or not received due to wrong Email ID.

ERP INTEGRATED SCHOLARSHIP MODULE

IMPORTANT INSTRUCTION

Complete all Information from below to proceed with Scholarship Forms

➔ **Academic -> Admission -> Student Information**

Student Login: Important Links

1. **Academic -> Scholarship -> Scholarship Form 1**

   FORM TO CERTIFY / FORWARDING EXTERNAL SCHOLARSHIP APPLICATION

2. **Academic -> Scholarship -> Scholarship Form 2**

   UNDERTAKING FOR SCHOLARSHIP APPLICATION

3. **Academic -> Scholarship -> Scholarship Form 3**

   DECLARATION OF HOSTELLER / NON–HOSTELLER FOR SCHOLARSHIP APPLICATION

4. **Academic -> Scholarship -> Scholarship Form 4**

   BONAFIDE CERTIFICATE FOR SCHOLARSHIP APPLICATION

5. **Academic -> Scholarship -> Scholarship Form 5**

   BANK DETAIL FOR SCHOLARSHIP APPLICATION

6. **Academic -> Scholarship -> Scholarship Form 6**

   FEES PRE–RECEIPT FOR SCHOLARSHIP APPLICATION

7. **Academic -> Scholarship -> Scholarship Supporting Docs**

   UPLOAD SCHOLARSHIP DOCUMENT

8. **Academic -> Scholarship -> Scholarship PhD Form 7**

   ENDORSEMENT FOR FELLOWSHIP APPLICATION (PHD FORM 7)

9. **Academic -> Scholarship -> Scholarship Form Wise Status**

SCHOLARSHIP FORM WISE STATUS

10. **Academic -> Scholarship -> Scholarship – Bonafide Application**

Request for Scholarship Bonafide Student Certificate (NSP/OTHER)

1. Academic -> Scholarship -> Scholarship Form 1
FORM TO CERTIFY / FORWARDING EXTERNAL SCHOLARSHIP APPLICATION

1.1 Form 1 while Filling or After Defect:
After/ During Online Form 1:

NOTE: Form 1 Report will be available after final completion
   (Approved by _____ will be displayed if approved at later stage)

2. Academic -> Scholarship -> Scholarship Form 2

2.1 Form 2 while Filling or After Defect

2.2 Form 2 after First Submission/ Approval

NOTE: Form 2 Report will be available after final completion

3. Academic -> Scholarship -> Scholarship Form 3
DECLARATION OF HOSTELLER / NON–HOSTELLER FOR SCHOLARSHIP APPLICATION

3.1 Form 3 while Filling or After Defect

3.2 Form 3 after First Submission/ Approval

NOTE: Form 3 Report will be available after final completion
(Approved by _____ will be displayed if approved at later stage)

3. Academic -> Scholarship -> Scholarship Form 4
BONAFIDE CERTIFICATE FOR SCHOLARSHIP APPLICATION

3.1 Form 4 while Filling or After Defect

BONAFIDE CERTIFICATE FOR SCHOLARSHIP APPLICATION (FORM 4)

BONAFIDE CERTIFICATE FOR SCHOLARSHIP APPLICATION

General Information

This is to Certify that Shri. _____ S/o _____ is a bonafide student of _____ of Technology (Computer Science and Engineering) program, bearing Enrollment No. _____ ,and currently in the 2021-2022 session he is studying in 8 semester of the program and was admitted to the Institute during the Academic Year 2017-2018

Character & Id Card Details

His character and conduct is good to the best of my knowledge.

* Id Card No(Institute/College ID Card) : 56576976 ⬅

* Upload ID Card (Institute/College ID Card) (Document should only be in pdf format with size below 200kb.)
Browse... No file selected. ⬅

➡ ☑ I Agree, above all declarations mentioned.

NOTE: Enrollment No. to be entered for those students whose ID Card is not issued in their First Year.

Submit

4.2 Form 4 after First Submission/ Approval

ACADEMIC EXAMINATION HOSTEL E-LEARNING   Search Here

BONAFIDE CERTIFICATE FOR SCHOLARSHIP APPLICATION (FORM 4)

BONAFIDE CERTIFICATE FOR SCHOLARSHIP APPLICATION

General Information

This is to Certify that Shri. _____ S/o _____ is a bonafide student of _____ of Technology (Computer Science and Engineering) program, bearing Enrollment No. _____ ,and currently in the 2021-2022 session he is studying in 8 semester of the program and was admitted to the Institute during the Academic Year 2017-2018

character & Id Card Details

His character and conduct is good to the best of my knowledge.

* Id Card No(Institute/College ID Card) : 56576976

* Download ID Card (Institute/College ID Card) 📥

☑ I Agree, above all declarations mentioned.

NOTE: Enrollment No. to be entered for those students whose ID Card is not issued in their First Year.

Report

NOTE: Form 4 Report will be available after final completion
(Approved by _____ will be displayed if approved at later stage)

4. Academic -> Scholarship -> Scholarship Form 5
BANK DETAIL FOR SCHOLARSHIP APPLICATION

4.1 Form 5 while Filling or After Defect

5.2 Form 5 after First Submission/ Approval

NOTE: Form 5 Report will be available after final completion

5. Academic -> Scholarship -> Scholarship Form 6
FEES PRE–RECEIPT FOR SCHOLARSHIP APPLICATION

5.1 Form 6 while Filling or After Defect (PhD)

6.2 Form 6 after First Submission/ Approval

NOTE: **Form 6 Report will be available after final completion**
   (Approved by _____ will be displayed if approved at later stage)

6. Academic -> Scholarship -> Scholarship Supporting Docs
UPLOAD SCHOLARSHIP DOCUMENT

6.1 Scholarship Supporting Docs while Filling or After Defect

6.2 Scholarship Supporting Docs after First Submission/ Approval

NOTE: **Scholarship Supporting Docs Report will be available after final completion**

7. **Academic -> Scholarship -> Scholarship PhD Form 7**
   <mark>ENDORSEMENT FOR FELLOWSHIP APPLICATION (PHD FORM 7)</mark>

   NOTE: PhD Annexure A should be updated before by Supervisor.

   ### 7.1 Scholarship PhD Form 7 while Filling or After Defect

   ### 7.2 Scholarship PhD Form 7 after First Submission/ Approval

NOTE: Scholarship PhD Form 7 Report will be available after final completion

IMPORTANT EMAIL: Scholarship Forms 1 to 6, Scholarship Supporting Docs Form and PhD Form 7, completed from Student end then an email will to send to all Scholarship In-charge for further actions on Approval/ Defect or Reject. A copy of the mail will also be sent to the students.

8. Academic -> Scholarship -> Scholarship Form Wise Status

SCHOLARSHIP FORM WISE STATUS

Note: SI - Scholarship Incharge , DSW - Dean Student Welfare , R - Registrar , HW - Hostel Warden , AS - Account Section, S - Supervisor

Student Information

Student Name:
Scholarship Applicant Id:
Scholarship Agency: Ministry of Minority Affairs, GoI
Scholarship Name: Merit cum Means Scholarship for Professional and Technical Courses CS
Scholarship Eligibility: Income < 2.5 lakh, secured not less than 50% marks or equivalent grade in previous final examination, Minority (Muslims, Sikhs, Christians, Buddhists, Jain and Zoroastrians (Parsis); For Renewal: 50% in previous year's exam or to next semester
Academic Session: 2020-2021

Enrollment No:
Scholarship Type: Central Ministry Scholarship
Status: Fresh

Scholarship Final Report

Scholarship Final Report will be available only when all Scholarship Incharge has approved the Forms from their respective login

Form 1 Scholarship Incharge (SI) — Approve/ Defect/ Reject Status
Form 1 Status (SI): APPROVED
Form 1 Remark (SI): ok
Done By (SI):
Done Date (SI):

Form 1 Dean Student Welfare (DSW)
Form 1 Status (DSW): APPROVED
Form 1 Remark (DSW): ok
Done By (DSW):
Done Date (DSW):

Form 1 Registrar (R) — Remark of the Forms given by Form Incharge
Form 1 Status (R): APPROVED
Form 1 Remark (R): Approved and checked
Done By (R):
Done Date (R):

Form 2 Scholarship Incharge (SI)
Form 2 Status (SI): APPROVED
Form 2 Remark (SI):
Done By (SI):
Done Date (SI):

Form 2 Dean Student Welfare (DSW)
Form 2 Status (DSW): APPROVED
Form 2 Remark (DSW):
Done By (DSW):
Done Date (DSW):

Form 2 Registrar (R)
Form 2 Status (R): APPROVED
Form 2 Remark (R):
Done By (R):
Done Date (R):

Form 3 Hostel Warden (HW)
Form 3 Status (HW): APPROVED
Form 3 Remark (HW): ok
Done By (HW): Dr.
Done Date (HW): 13/01/2022 14:05:38

Form 4 Head of Department (HOD)
Form 4 Status (HOD): APPROVED
Form 4 Remark (HOD): ok
Done By (HOD): Dr.
Done Date (HOD): 13/01/2022 13:56:02

Form 5 Scholarship Incharge (SI)
Form 5 Status (SI): APPROVED
Form 5 Remark (SI):
Done By (SI):
Done Date (SI):

Form 5 Dean Student Welfare (DSW)
Form 5 Status (DSW): APPROVED
Form 5 Remark (DSW):
Done By (DSW):
Done Date (DSW):

Form 5 Registrar (R)
Form 5 Status (R): APPROVED
Form 5 Remark (R):
Done By (R):
Done Date (R):

Form 6 Account Section (AS)
Form 6 Status (AS): APPROVED
Form 6 Remark (AS): ok
Done By (AS):
Done Date (AS): 13/01/2022 13:50:38

Uploaded Doc Scholarship Incharge (SI)
Uploaded Doc Status (SI): APPROVED
Uploaded Doc Remark (SI):
Done By (SI):
Done Date (SI):

Uploaded Doc Dean Student Welfare (DSW)
Uploaded Doc Status (DSW): APPROVED
Uploaded Doc Remark (DSW):
Done By (DSW):
Done Date (DSW):

Uploaded Doc Registrar (R)
Uploaded Doc Status (R): APPROVED
Uploaded Doc Remark (R):
Done By (R):
Done Date (R):

PhD Form 7 Supervisor (S)
PhD Form 7 Status (S): APPROVED
PhD Form 7 Remark (S): Approved
Done By (S): Dr.
Done Date (S): 27/12/2021 19:45:51

NOTE:

1) **Status Defect- student has to re-visit the respective form again and make necessary corrections and re-submit again.**
2) **Status Reject- Form Reject; student cannot submit the form again.**
3) **Status Approved- Scholarship Final Report button will be seen if all Section In-charge in every Form have given their Approval only.**
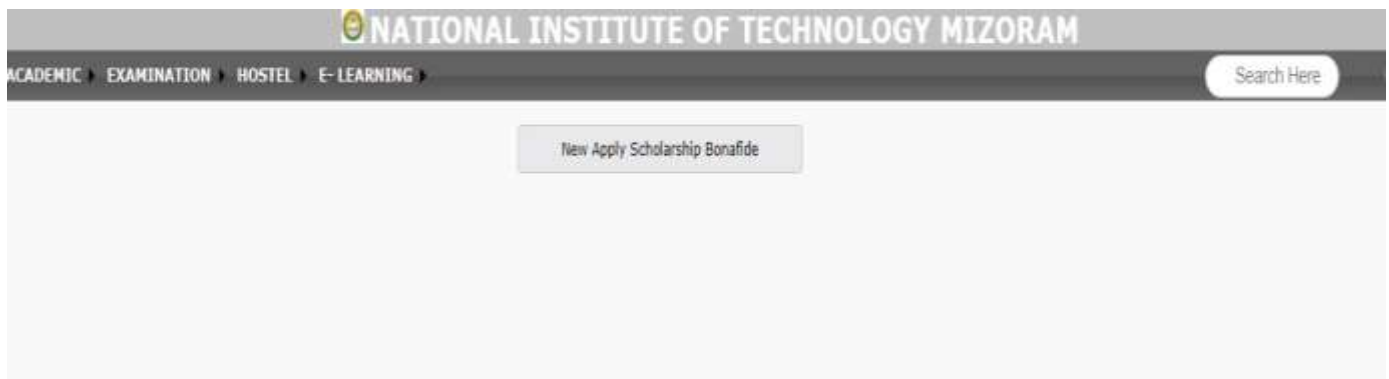
ERP INTEGRATED SCHOLARSHIP MODULE

STUDENT SCHOLARSHIP BONAFIDE CERTIFICATE REQUEST

Academic -> Scholarship -> Scholarship Bonafide Application

Request for Scholarship Bonafide Student Certificate (NSP/OTHER)

1. **Click on New Apply Scholarship Bonafide**

2. **Bonafide Application Form**
   a) First Complete Academic -> Admission -> Student Information
   b) Before Requesting for Bonafide Certificate from ERP; NSP/ Other Portal provided Bonafide Application/ Certificate should be readily available to be uploaded in ERP while requesting for signed Bonafide Certificate from the Institute. **(Email will be notified to the Institute after Application Request for Bonafide is submitted in ERP)**
   c) Admin In-charge (from Institute) will check the Step 2 provide documents from student and if found correct it will be provided with Signed Copy of the Scholarship Bonafide Certificate (which will be uploaded in ERP only)
   d) If defected, student will have the provision to correct the same. **(Student should check their Email when defected)**
   e) On Approval, students can download the signed Bonafide Certificate. **(Student should check their Email when Approved)**
   f) Student can request Admin (from Institute) for Re-Apply in-case the student wish to withdraw previous Scholarship Application.

Request for Scholarship Bonafide Student Certificate (NSP/ Other)

---- NSP/ Other Scholarship Bonafide to be uploaded by students

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Request for Scholarship Bonafide Student Certificate (NSP/OTHER) ✔

Request for Scholarship Bonafide Student Certificate (NSP/OTHER)

Student Information

Roll No :		Enrollment No :	
Degree	Bachelor of Technology	Branch	Computer Science and Engineering
Student Name :		Semester / Year :	VIII / 4
Father Name :		Mother Name :	
Is Hosteller :	NO	Payment Type	
Admission Batch	2018-2019		
NAD ID :		Photo :	
Date of Birth :			
Caste :	Open		
Category :	GENERAL		
Nationality :	INDIAN		
Religion :	Hinduism - Hindu		
Marital Status :	Single		
Physical Handicapped	NO	Sign :	
Mobile No :			
Email ID :			
Scholarship Current Active Session :	ODD NOV 2021-22		

Permanent Address Details

Address :		State :	
City :		District :	
Pin Code :		Mobile No :	
Post Office		Police Station :	
Sub Division/Tehsil :			

Local Address Details

Address :		State :	
City :		District :	
Pin Code :		Mobile No :	
Post Office		Police Station :	
Sub Division/Tehsil :			

Scholarship Details for Bonafide Student Certificate

* Scholarship Applicant Id :			
* Scholarship Type :	Please Select	* Sponsored Organization :	Please Select
* Scholarship Status :	Please Select	* Academic Session :	Please Select
* Scholarship Name :	Please Select		

* **Upload & Request Scholarship Student Bonafide Certificate (NSP/ Other)[Student]** (Document should only be in pdf format with size below 1 MB.)

Choose File | No file chosen

Submit   Back

Developed By : Masters Software, Nagpur.

3. Bonafide Application (on Approval)

---- on Approval, student check the details and download the Bonafide Certificate

4. Bonafide Application
(To Request New/ Download Certificate on Approval/ Check Status)