

INSTRUCTION FOR INSTITUTIONS PROCESSING SCHOLARSHIP APPLICATION IN PRERANA PORTAL

Following instructions to be followed diligently before processing of the Scholarship Application received in Institution login:

- Institution must have duly submitted details of its registration, affiliation, recognition and courses being offered to the concerned Sanctioning Authority (District Welfare Officer), at the time registration in Prerana.
- Institution to ensure minimum 50% of renewal in respect of students avail post-matric Scholarship for the academic year, before forwarding Fresh Scholarship Application, provided there is good and sufficient reason such as natural calamities like flood/ drought/ unforeseen circumstances/ law and order problem etc.
- It is the responsibility of the Institution to forward application of only those applicants to the Sanctioning Authority who is bonafide students of the institution & eligible under the scheme.
- Institutions are required to properly verify the application and other enclosures submitted by the students and only eligible and correct Applications shall be forwarded on-line to the Sanctioning Authority (District Welfare Officer) for further action. The verification, though not limiting to, should include:
 - Verification of Eligibility documents submitted by applicant - caste, income, resident, matriculation certificate
 - Verification of Educational Certificates with respect to all exams passed.
 - Academic details provided for the current year are correct – Course, Branch, Course Year
 - Residential status(hosteller/ day-scholar) as reflected by the applicant is correct
 - Bank-details provided is verified properly with the passbook copy and found correct.
- Institute to confirm that student is of good conduct and have attendance of minimum 75%.
- As per the Central Government guidelines, the term '**Hostel**' is applicable to a common residential building and a common mess for the students runs under the supervision of the educational institution authorities. In case the college authorities are unable to provide accommodation in the college Hostel, an approved place of residence can also be treated as Hostel. Such place shall be approved by the Head of the Institution after due inspection and keeping in view the rules and regulations laid down by the University, if any. In such case, a certificate to the effect that the student is residing in an approved place of residence, as he is unable to get accommodation in the college hostel should be furnished by the Head of the Institution. It is further clarified that such deemed hostels should consist of such accommodation of at least group of 5(five) students living together with common

mess arrangements.

Scholars who are entitled to free board and/or lodging will be paid maintenance charge at 1/3rd at Hostellers' rate.

- It is on the recommendation of the Institution concerned, the Scholarship applications are sanctioned. Therefore, at any point of time if it is found that Institution has falsely forwarded the application from its login for students who are not either eligible under the scheme or bonafide students of the institution or have provided wrong details in their application, Institution will be liable for action including refund of the Scholarship Amount.
- Institutions have the Right for temporary/ permanent rejection of incorrect/ invalid application. The temporary rejected application goes back to student login for necessary correction. Please advise the student to correct their application details and re-submit the same for further processing. This facility shall be used by the Institutions to ensure that incorrect/ in-eligible applications are not forwarded to the District Welfare Officers.
- In case a student has taken Transfer Certificate from institution in the middle of the Academic Year/ changes the subject of the course of the study for which the scholarship was originally awarded or have dropped out of the study, Institution shall report such matter immediately to the District Welfare Officer concerned, with all relevant details, for further action at his/her end.