Govt of Odisha
ST & SC Dev and M & BCW Department

Notice

E-SCHOLARSHIP: PRERANA- RENEWAL

It is brought to the kind notice of all the concerned institute that Renewal of Post Matric Scholarship for SC/ST/OBC students will be fully handled by institute in case of the applications which have been considered and sanctioned Post Matric Scholarship in the previous year . Applicant has only to provide information like *% of marks in last Examination, changed Bank Account Number*(If any) and *changed Mobile Number*(If Any) to the Institute, so that it can be updated in Students details. ***Students should write their Application Id on back side of the documents being submitted***. The institute should not insist upon any documents other than the above from the students in case of renewal.

In other cases such as (i) Applications pending at Institute level in last academic year, (ii) Whose application was not locked in previous academic year, (iii) Who have not applied in previous academic year, (iv) Whose application were rejected in last academic year**,** and (v) Who have completed their course in one Institute and joined another Institute, the procedure to be adopted is as given in FAQ Box of home page of PRERANA.

The guidelines issued by the Government of India in this regard are available in ST & SC Development Department Website/PRERANA. The procedures to be adopted by the institutes and students are also available in home page of PRERANA FAQ Box.

In case of any problem or doubt please contact our following Help desk Telephone Nos :-

Nos. 0674-2391780   &   0674- 2322767
Email:- stscpms@gmail.com

Director(OBC)

Step for Handling Renewal Case Handle by Institute-

A)   **Import of details of Sanctioned Students of Academic Year 2011-12 for Renewal In 2012-13**

(i)   From "Institute Administration" Menu option Click on "Import Sanctioned Students of (2011-12) For Renewal".

(ii)   Select the Scheme, Course, Branch & Course year for which Sanctioned application are to be imported.

(iii)   On Selection of Scheme, Course, Branch & Course year and then clicking on "Display Application" the list of sanctioned applicants, which are to be renewed in current academic year, are displayed

(iv)   Click on "Import Application" displayed against application, for import of individual application for renewal. After import of the selected application, fill all the details like *(i) Course Year, (ii) Admission date for current Academic year, (iii) % of Marks obtained in last Examination, (iv) Date of Admission to Hostel and (v) Caste Certificate Issuing Authority*. Then click on "Renew Application". It will be automatically available as pending for processing under Application Processing.

Institutes should not import and renew the applications of students who have completed their course from their Institute.

B)   **Renewal of application of Students whose application were pending at Institute level in last academic year**
(After individually changing academic year of such applications)

(i)   From Application processing option of top menu select "Process Received Application".

(ii) Click on "Show Applications" to display all the pending applications.

(iii) Click on "Process Application" button shown against Applicant Id of the Students.

(iv) To update course year, Re-Admission Date, Hostel admission Date etc. click on "Application Details" option of "Updation Details" menu shown on right side of displayed Screen.

(v) Enter re-admission date in Admission date column. Change the entries of academic year, Date of Admission to Hostel and enter the % of marks secured in last examination. Click on "Update Application Details" button to save the revised entries.

The application now can be processed and locked for sanction in the current academic year by DWO

C) **Renewal of applications whose application was not locked in previous academic year**

After log-in, student has to select "Edit" option to update Academic year, re-admission date, date of hostel admission entries, % of marks secured in last examination, caste certificate issuing authority. After updating the required details student has to save it and lock it for online forwarding to the Institute. Student has to take a print out of the application and submit it at the Institute with the **required documents**.

D) **Renewal of scholarship of students whose application were rejected in last academic year**

Application of Students, which were temporarily rejected by the Institute, were returned to students profile as unlocked application. Students can edit such application and lock it again for processing for the current year. (**Procedure same as Not Locked Application**)

E) **Fresh Application for Students of 2nd year onwards who have not applied in previous academic year**

It was decided that from this academic year, Online Fresh registration is allowed only for the students of 1st year. Registration of applications for Scholarship students of 2nd year onwards, who have not applied for scholarship in the previous Academic year, is to be done at institute level.

Applicant can adopt any one of the following processes for such purpose.

Step 1:-

(i) Applicant can select "Scholarship Application Form" from "Download Option of home page of the portal and take a print out of the Application form.

(ii) Applicants have to fill in the form and submit it at the institute along with copy of the required certificates, with a request to make Online entry on their behalf

(iii) On Receipt of such application institute has to go for "Registration of New Application"

(iv) Select the Scheme for which registration of application is to be done and then enter the application details

(v) After saving details of the applications, Application is to the locked for making it available at institute for processing.

Step -II

Applicant can make fresh registration treating him as Student of 1st year and make Online entry of application. After locking of application, applicant can request the Institute to update the course year of the application.

Applicant can then take the bar coded print out of the application with corrected academic year and submit it at the Institute with copy of the requisite certificates.

F) **Renewal of scholarship of students who have completed their course in one Institute and joined another Institute.**
   (**Institutes should not import and renew the applications of such students**)

In case of change of Institute, *Student can log-in and then click on "**Renew Application**" option displayed on left side of the screen. Student can select Institute and Course details and enter other details. Application can then be saved and locked for submission to changed Institute.* Student has to take a print out of the bar-coded application and submit it at the Institute with the required documents.