USER MANUAL
FOR
STUDENTS

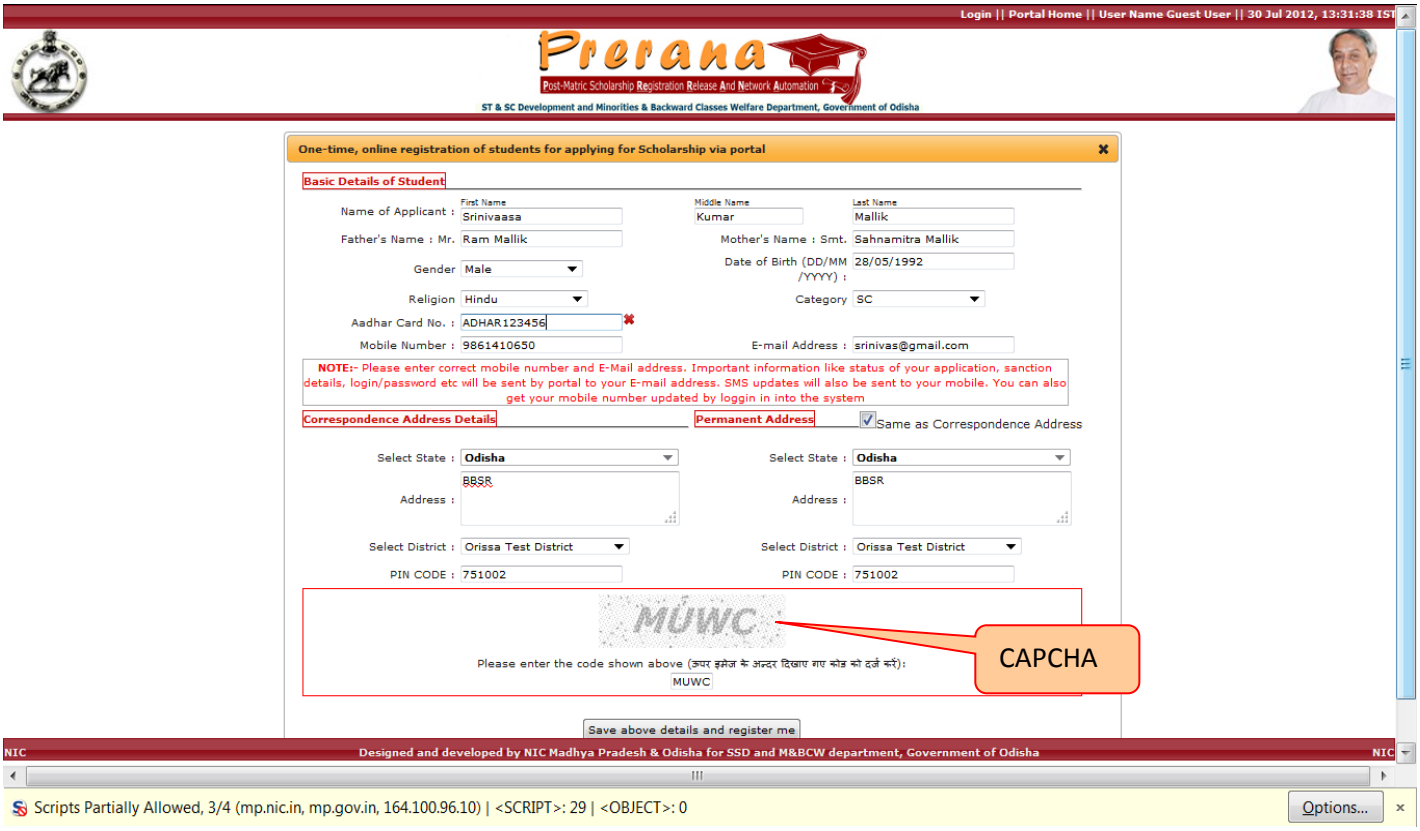
1. Students Registration

The URL http://ori.nic.in/odishapms is the home page of PRERANA, the e-Scholarship(Post Matric) portal which provides the option 'Students Registration' to enable the students to register on the portal for Post-Matric Scholarship.

Here are the simple guidelines as to how to apply for the scholarship:

- Open the browser and enter the website URL http://ori.nic.in/odishapms
- The home page of the e-scholarship portal (Prerana) is displayed as below.

- Click on the **"New Student Registration"** from Student Cornerfor on-line registration of Scholarship. A preliminary registration form is displayed on the screen, for the student to fill-up the basic details as below.



- Student has to enter all the details in two parts, Basic Details and Address Details(Correspondence & Permanent Address). After entering the details, being asked for, then student has to enter the CAPCHA code (here it's MUWC) in the text box below CAPCHA. Then click on "Save" to register.

- Proper care should be taken while selecting entries for Category and religion.

- Religion entry should not be selected as "others" in case of SC & ST.

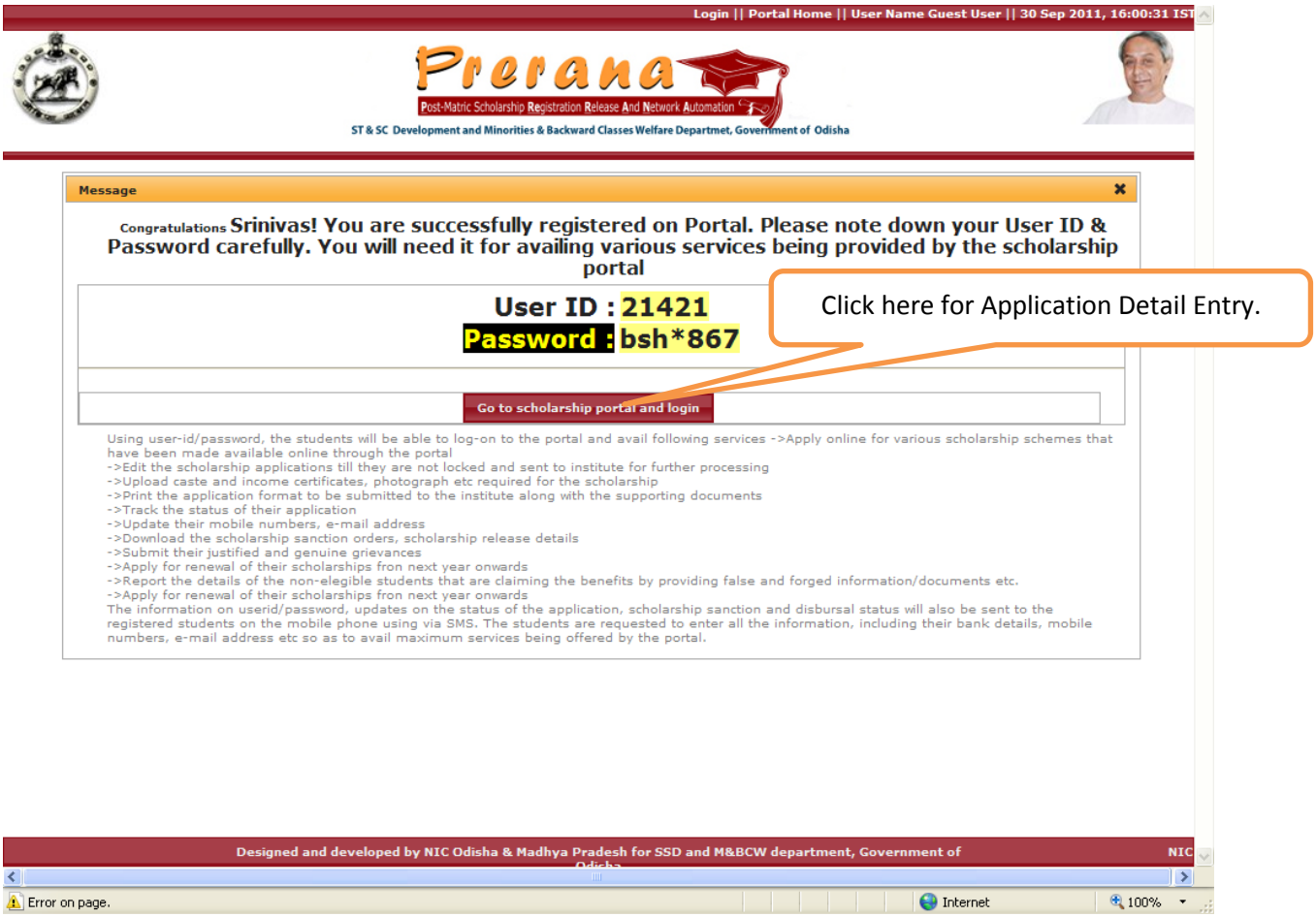
- **All the entries except e-mail Address are mandatory**.

- If Permanent Address is same as Correspondence Address, click on the square shown before "Same as Correspondence Address".

- Student should provide the correct mobile number, so that he/ she can receive the alerts through SMS.

- Student should keep record of the entries made in **First name, Date of Birth** and **Mobile Number**, because these entries will be required to **recover** the lost/forgotten User-Id and Password.

On proper registration, system displays the generated User-ID and Password of the applicant. Same is also communicated to the applicant through SMS.



- Student should note down the User-ID and password and keep it in safe and securely.
- Now the Student will be able to apply online as below.
  - Student has to log-in as Authorised User on clicking “Authorised Login” / “Authorised Student login” by using the User_ID (Applicant Id) & Password provided during registration.
  - Student has to enter the Scholarship Application Details & Save it.
  - Student may go for edit & Printing of the Application. The printed application will be in “DRAFT” form.
  - Student has to lock the application to be forward to the Institute. Here the printed application will be in “Bar Coded” form.

- Student can check the current status of the Scholarship Application at any time using the User_Id/Password.

2. Scholarship Application Detail Entry

After successful registration, student has to make on-line entry of the Application details. Student has to log-in using provided Applicant-ID and Password. For log-in, either

- Click on "**Go to Scholarship Portal and Login**" displayed just below the generated Applicant-Id & Password.

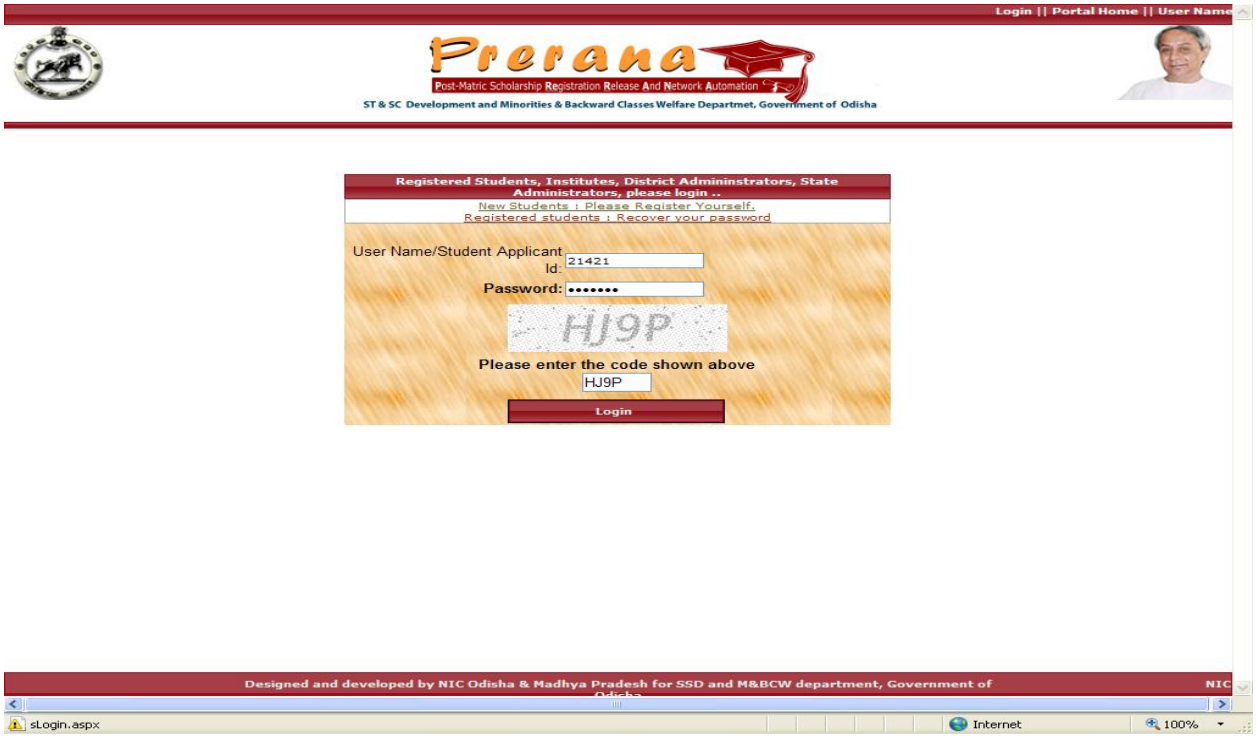
or

- Click on "**Registered Student's Login**" from the Student Corner of the Portal.

or

- Click on "**Authorities Login**" from the Home page of the Portal.

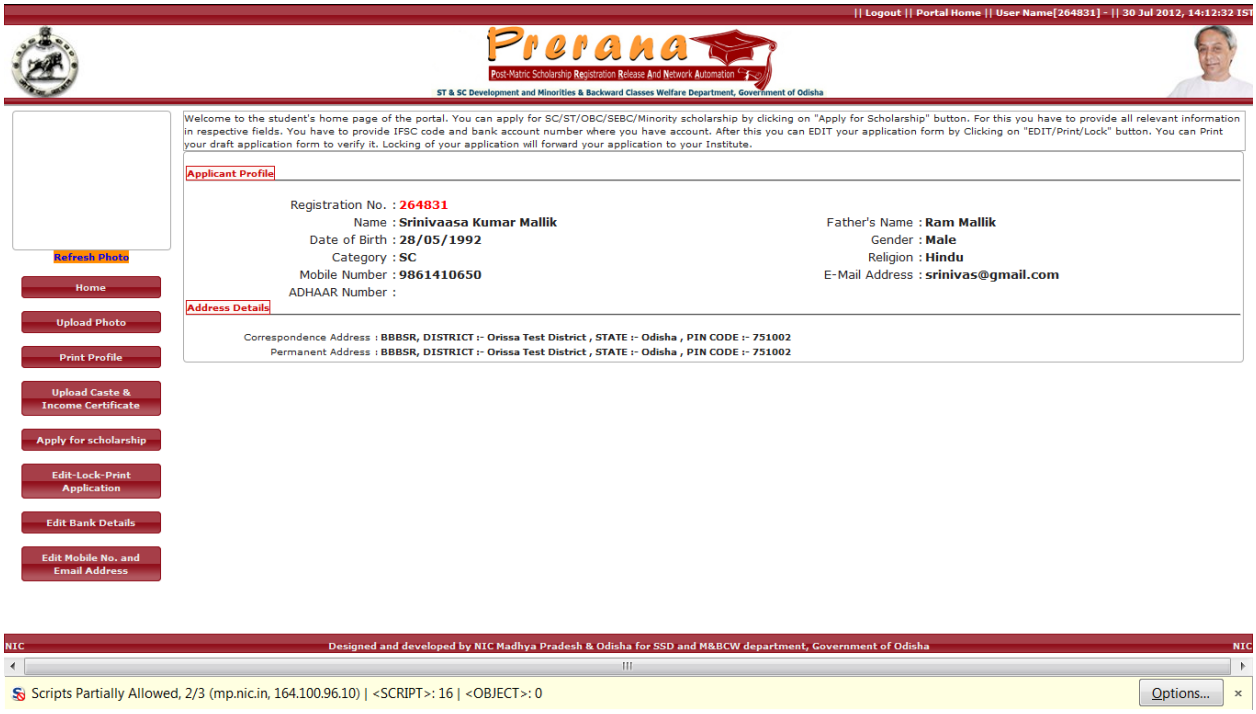
The Screen after the above operation looks like:-



Enter the Student Applicant Id & the Password and then the CAPTCHA code displayed in the screen . Click on "Login" for logging into the portal.

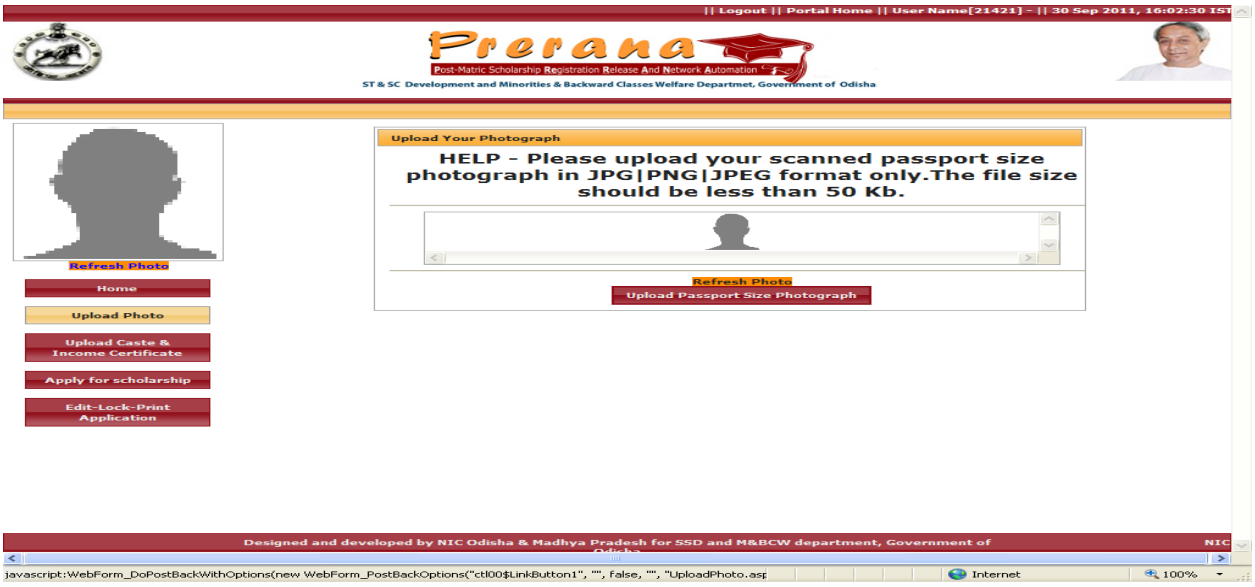
On log-in by the student,

- System will display the Basic details & Address Details (as entered at the time of Registration).
- Allow the student to Upload Photo
- Allow the student to Upload Caste Certificate, Income Certificate
- Allow to Apply Scholarship: in which Institute details, Bank details, Course Details etc. will be entered.



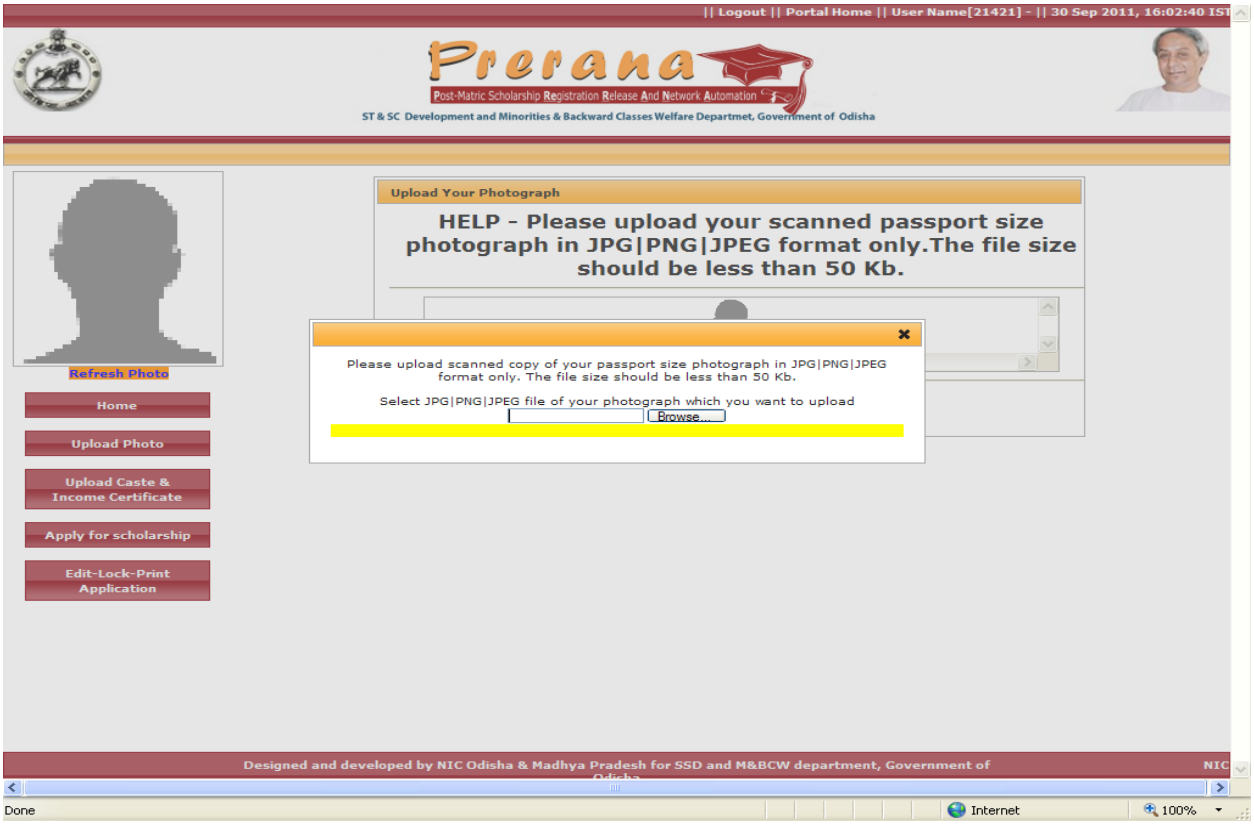
2.1

(i) To upload Photograph, Click on “Upload Photo” option, displayed on left side of the screen.

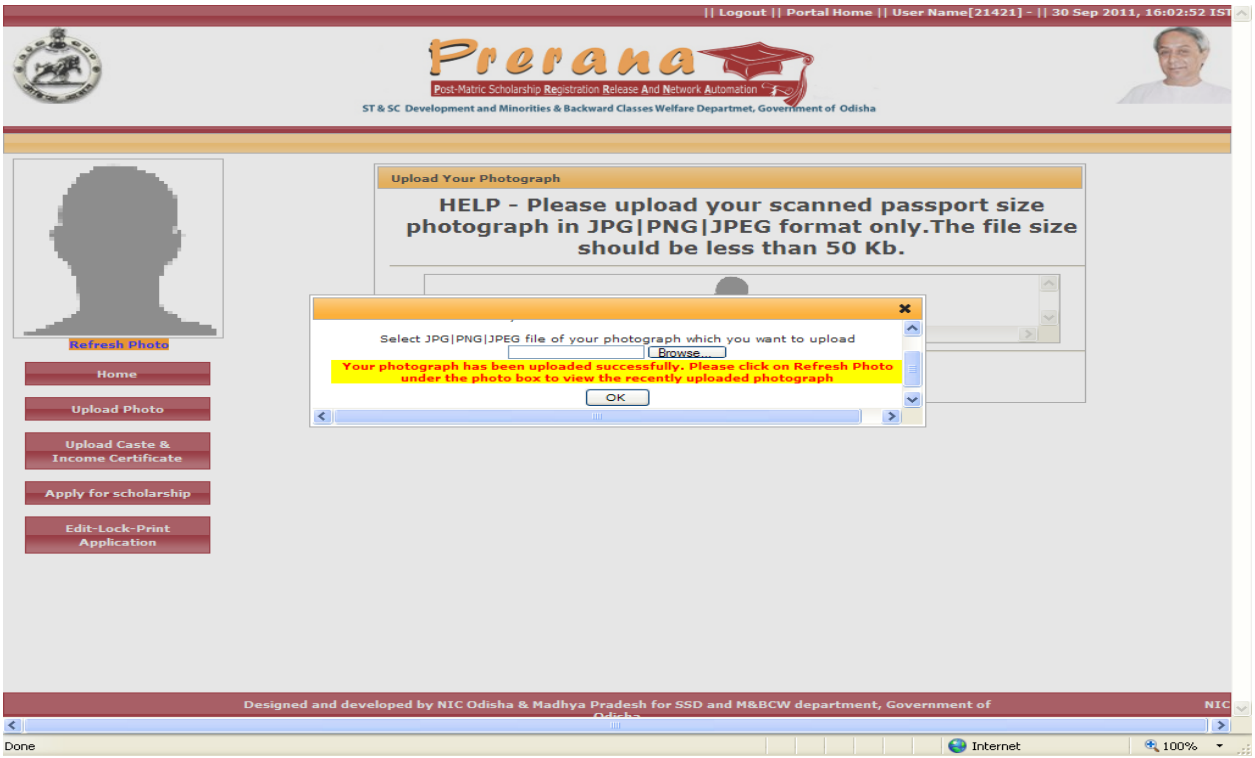


(For uploading of Photo to the Scholarship Portal, Student should scan his/her passport size photograph and save it in JPG/JPEG format. The file size has to be less than 50Kb)

(ii) Click on “Upload Passport Size Photograph” and browse to select the scanned photo file to be uploaded from the desired location in the local m/c and then click “upload”



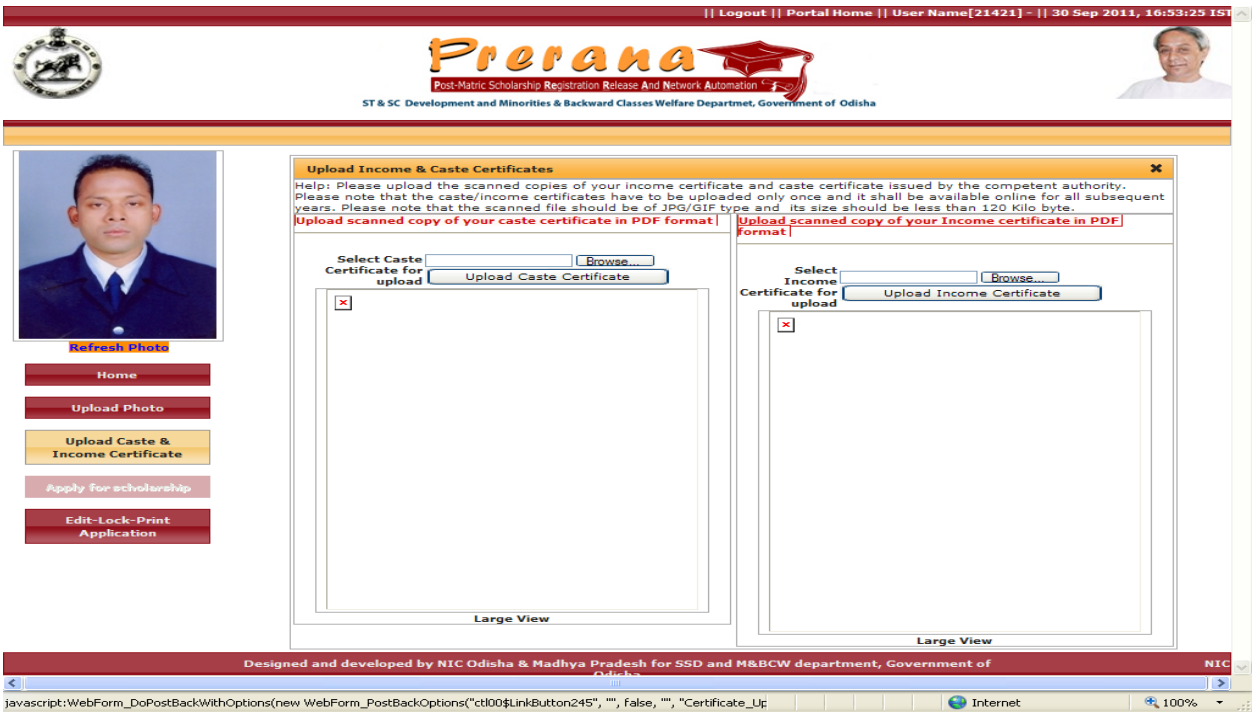
(iii)On successful uploading, portal will display message "Your photograph has been uploaded successfully" as below.



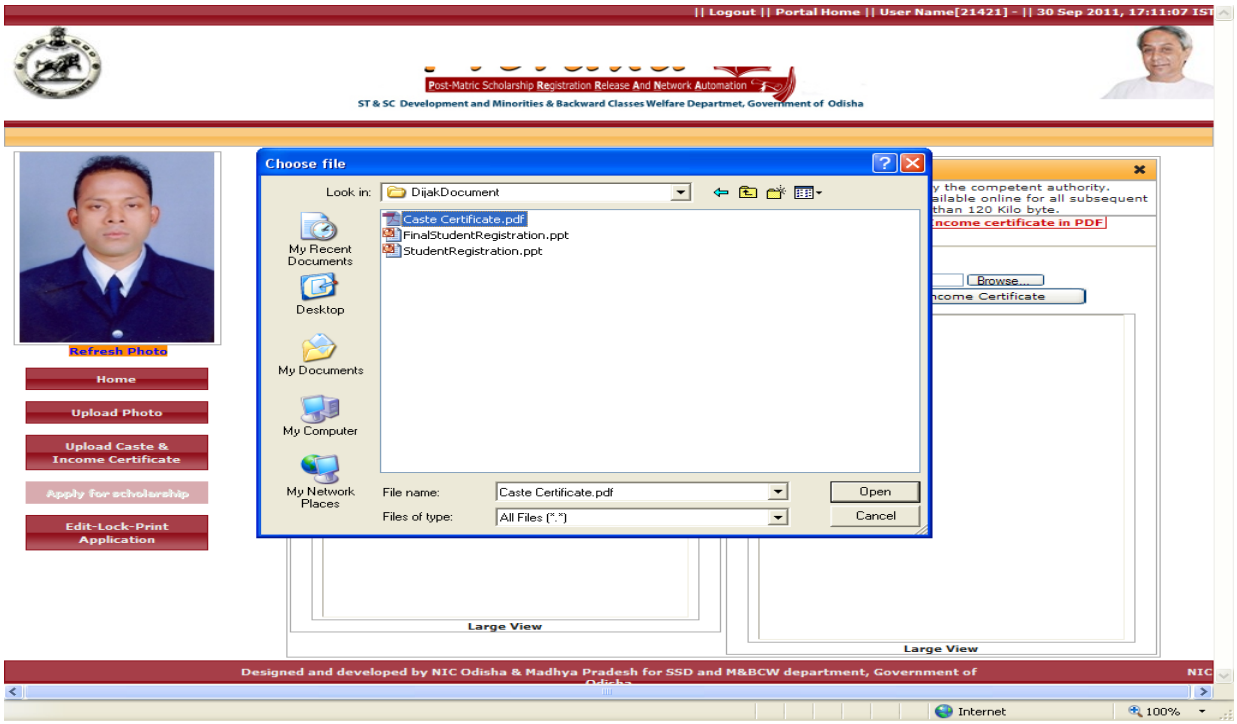
(iv) Now Click on "Refresh Photo" option to show the Photograph in the Box as below.

2.2

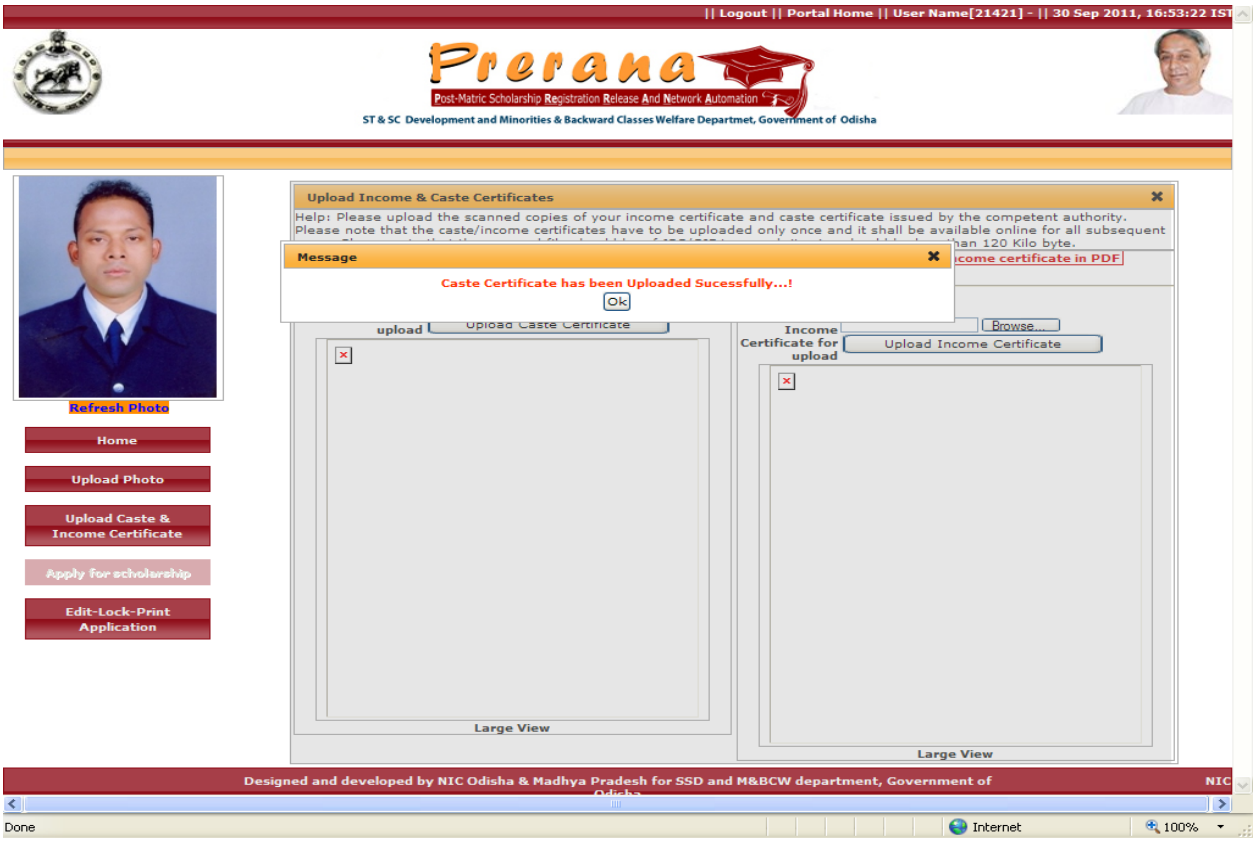
(i) To upload Scanned Copy (in **pdf** format & file size 350 KB only) of Caste Certificate and Income Certificate, click on "**Upload Caste & Income Certificate**" option.



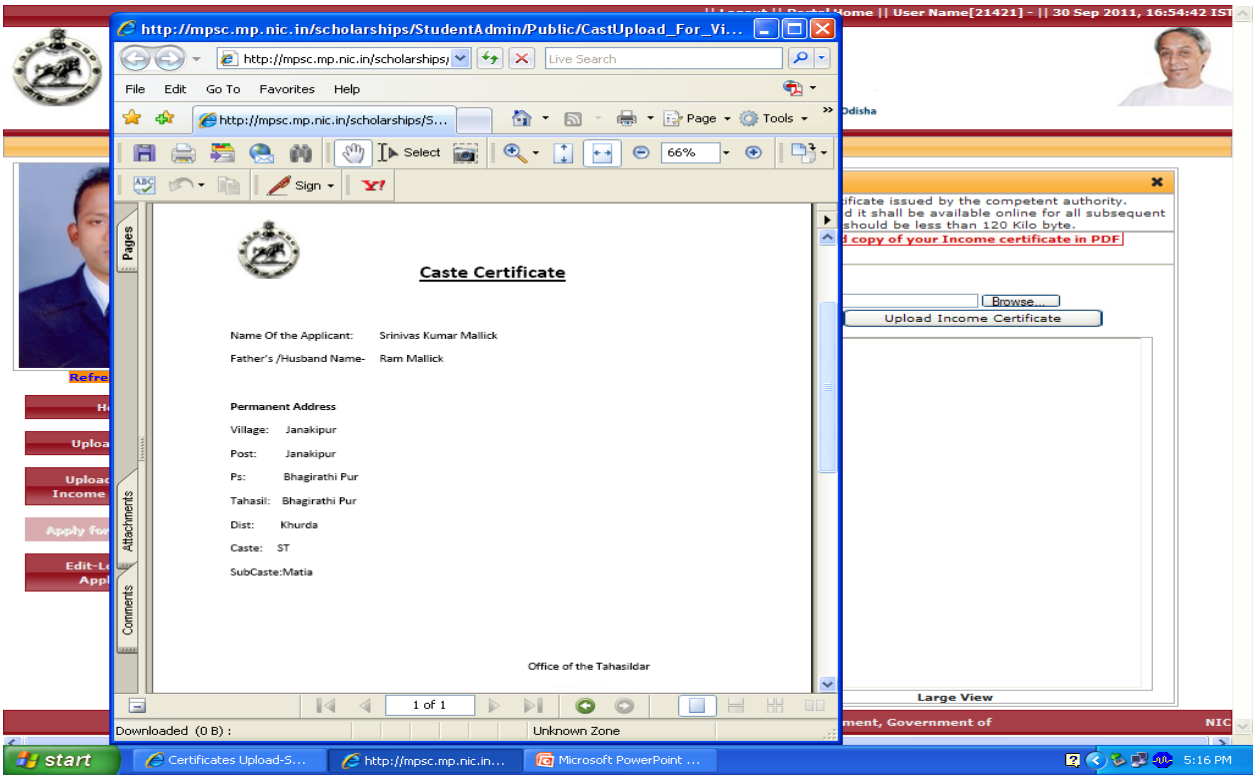
(ii) Browse and select the Scanned copy of the Caste Certificate, in PDF format, and click on "Open".



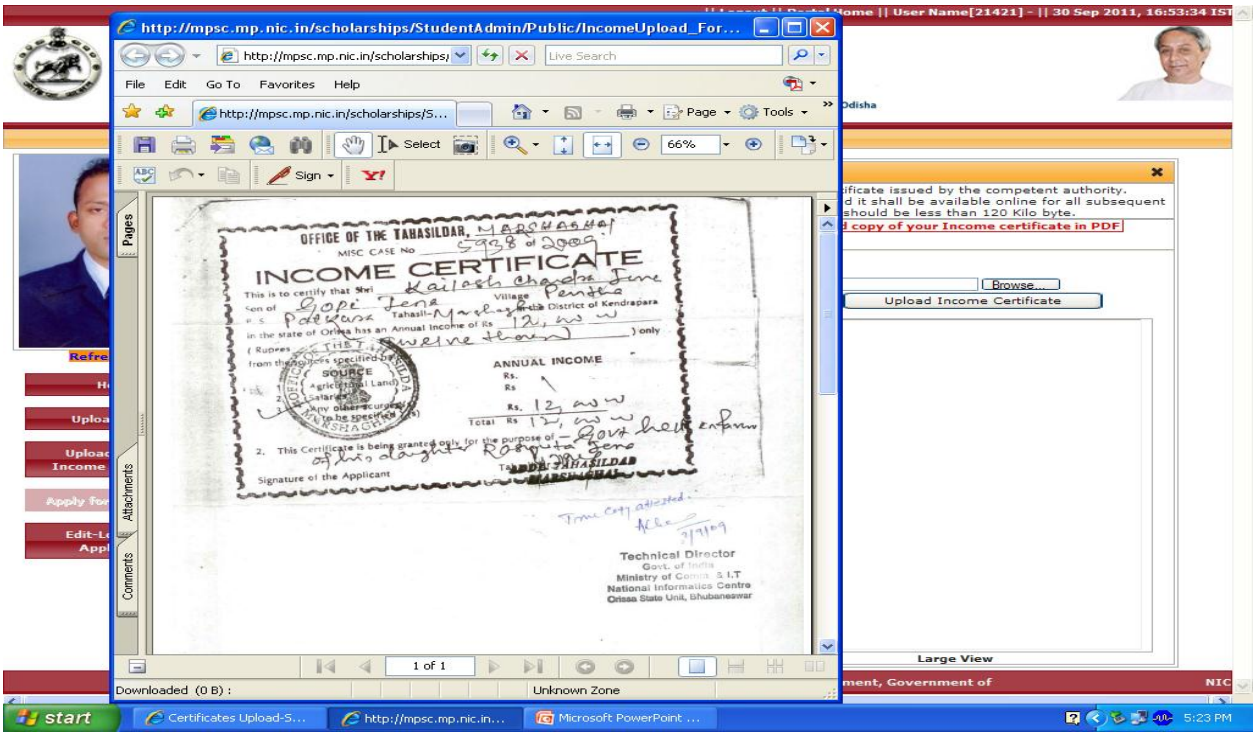
(iii) After selecting the file to be uploaded student has to click on "Upload Caste Certificate".



(iv) On successful uploading of Copy of Caste Certificate, Click on "Large View" for display of caste certificate uploaded to Scholarship Portal.

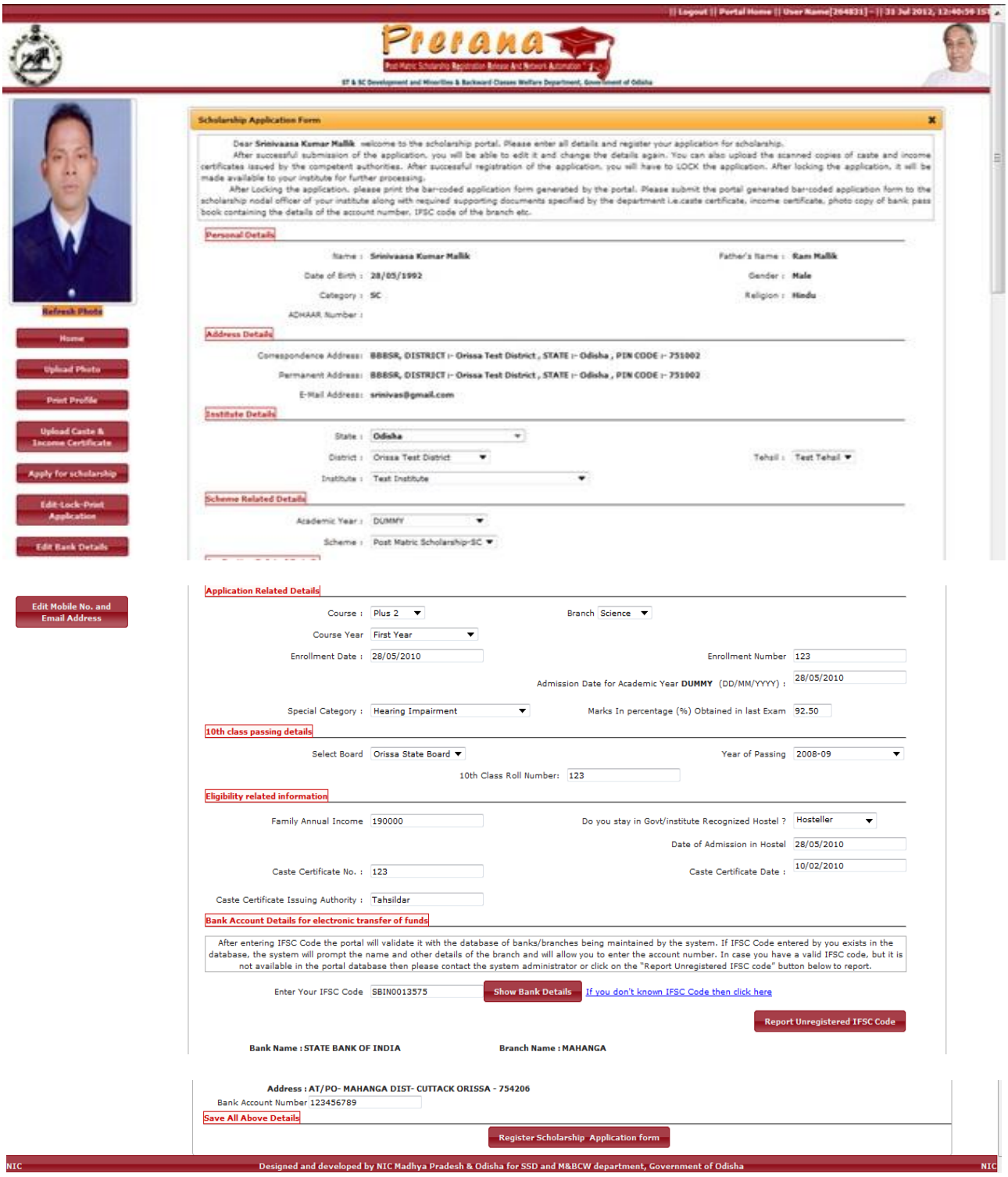


(v) Similar process (as in case of uploading of Caste Certificate) is to be followed to upload the Scanned copy of Income Certificate.



2.3 **Scholarship Application Detail entry**

(i) Click on "Apply for Scholarship" to enter the Institute Detail, Scheme related Detail, Course/Branch & Enrolment Details, Details of 10th Examination, Annual Income, Bank Account Details.



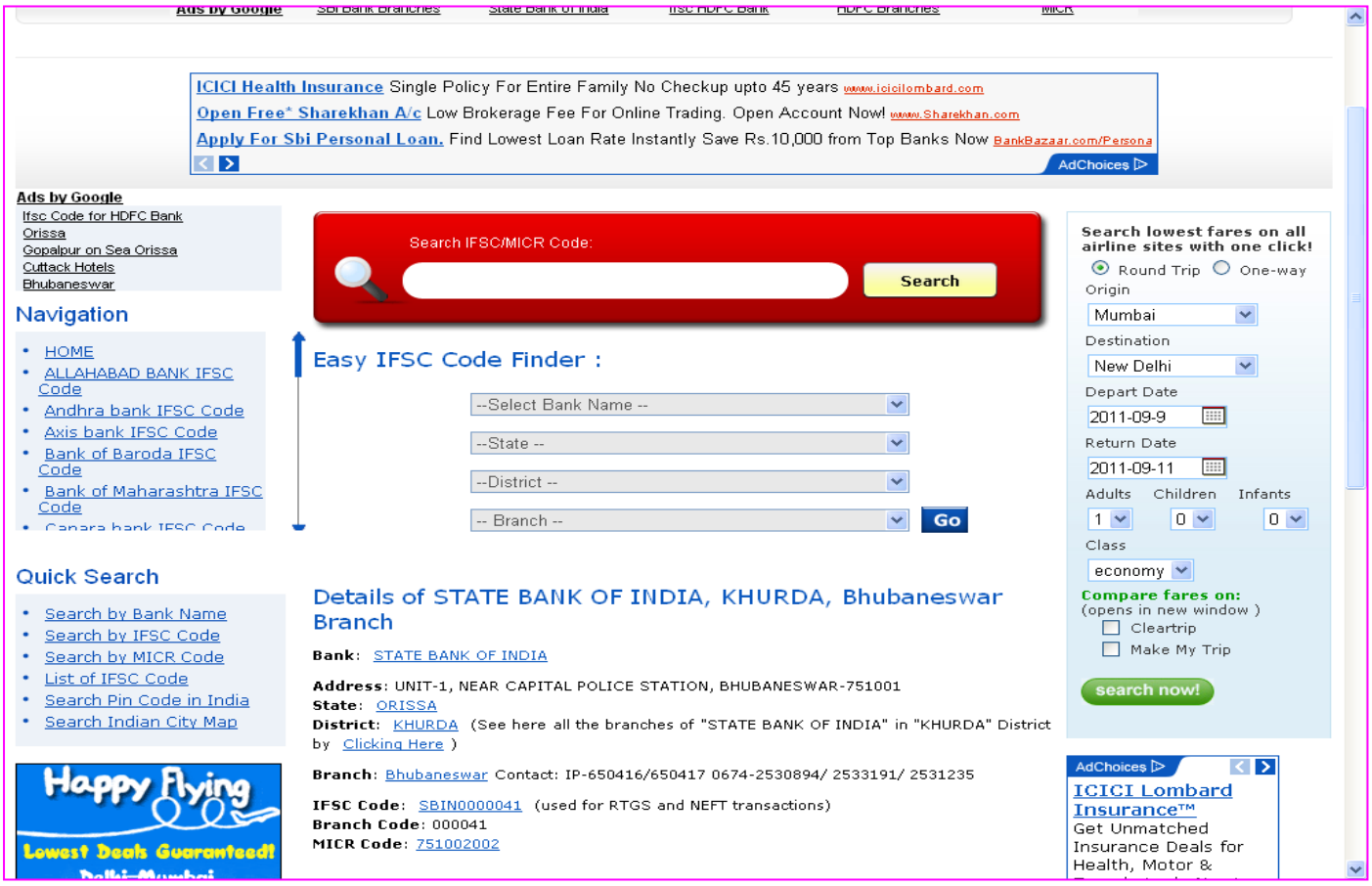
- **In the *Enrolment Number* column enter your Roll No. in the Course/Branch you are enrolled to.**
- **In the *Enrolment Date* column enter the Date of Admission in the First year of your enrolled Course/Branch.**
- **In the *Admission Date for Which Year you are applying for Scholarship* column enter the Date of Admission/Re-admission in the Current year of your enrolled Course/Branch.**

  (Only in case of Students of First year, *Admission Date for Which Year you are applying for Scholarship* will be same as Enrolment date)

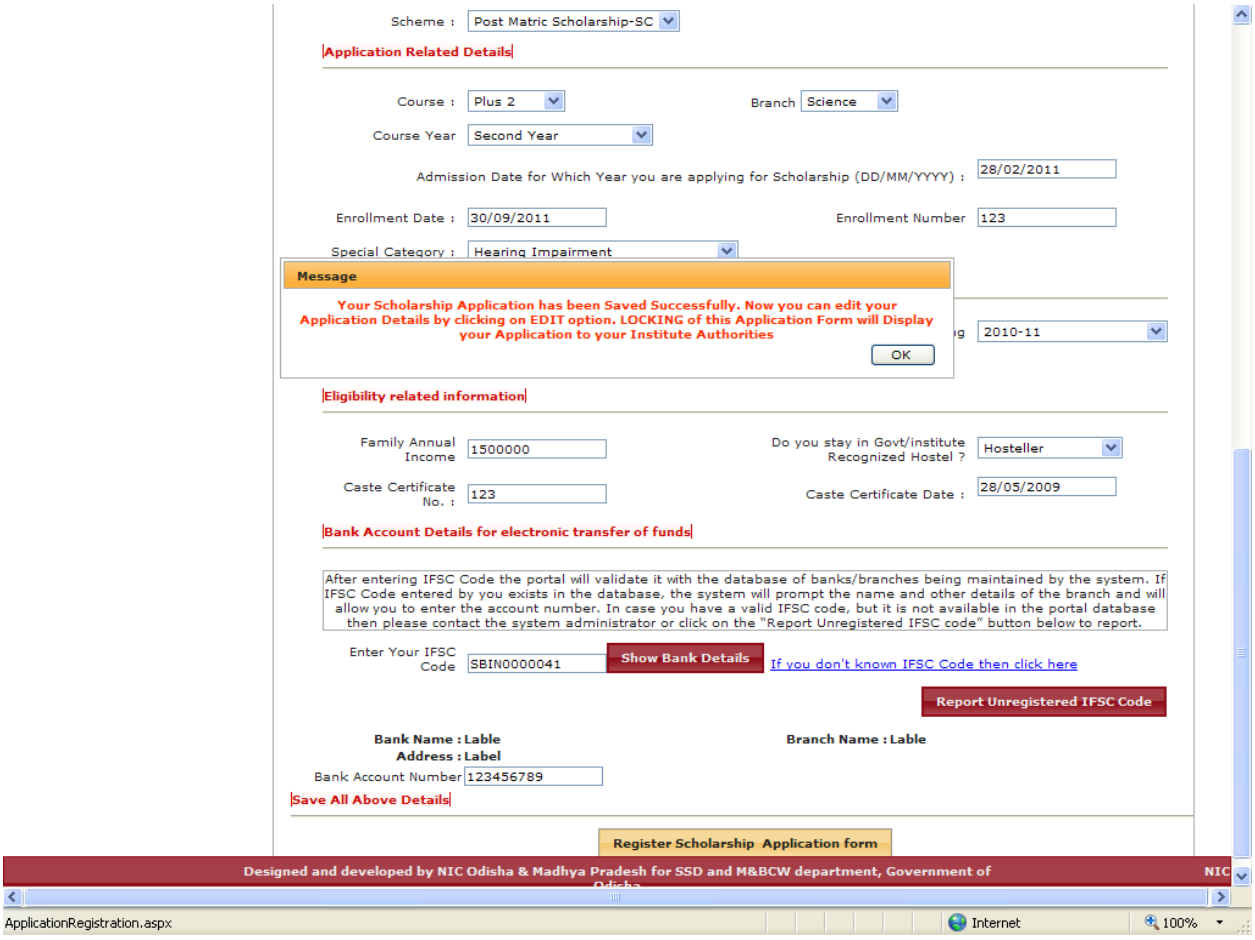
- **In "% of Marks obtained in last Exam." Column enter the percentage in 2 decimal places, such as 92.01, 94.10**

  The Scholarship amount is to be transferred directly to Students Bank account. So the Student has to open his/her account in a Bank having Core Banking facility and enter the IFSC code of the Branch of the Bank, along with Bank Account Number.

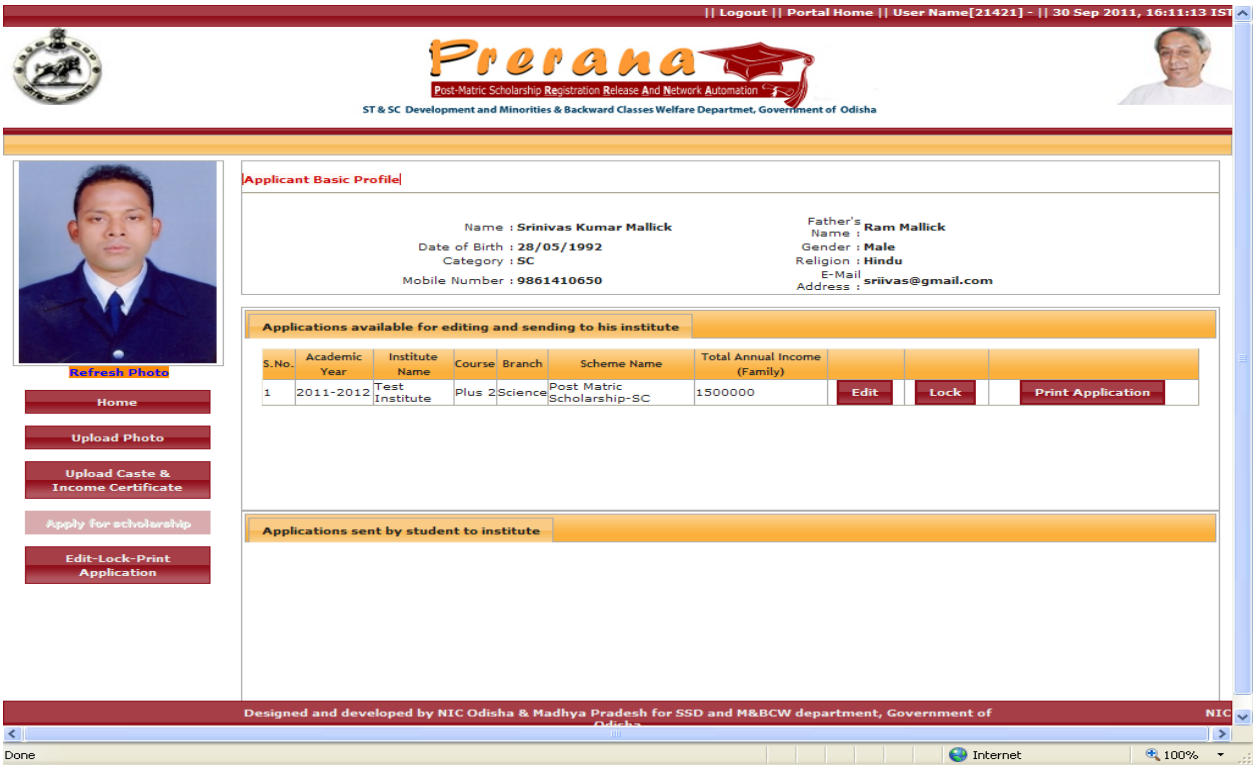
In case no idea about the IFSC Code of the Branch, student has to click on "**If you does not know IFSC code then Click here**", which will display the IFSC code Site. You have to mention Bank Name, State, District and then the Branch name, so that the IFSC site can display the required IFSC Code.



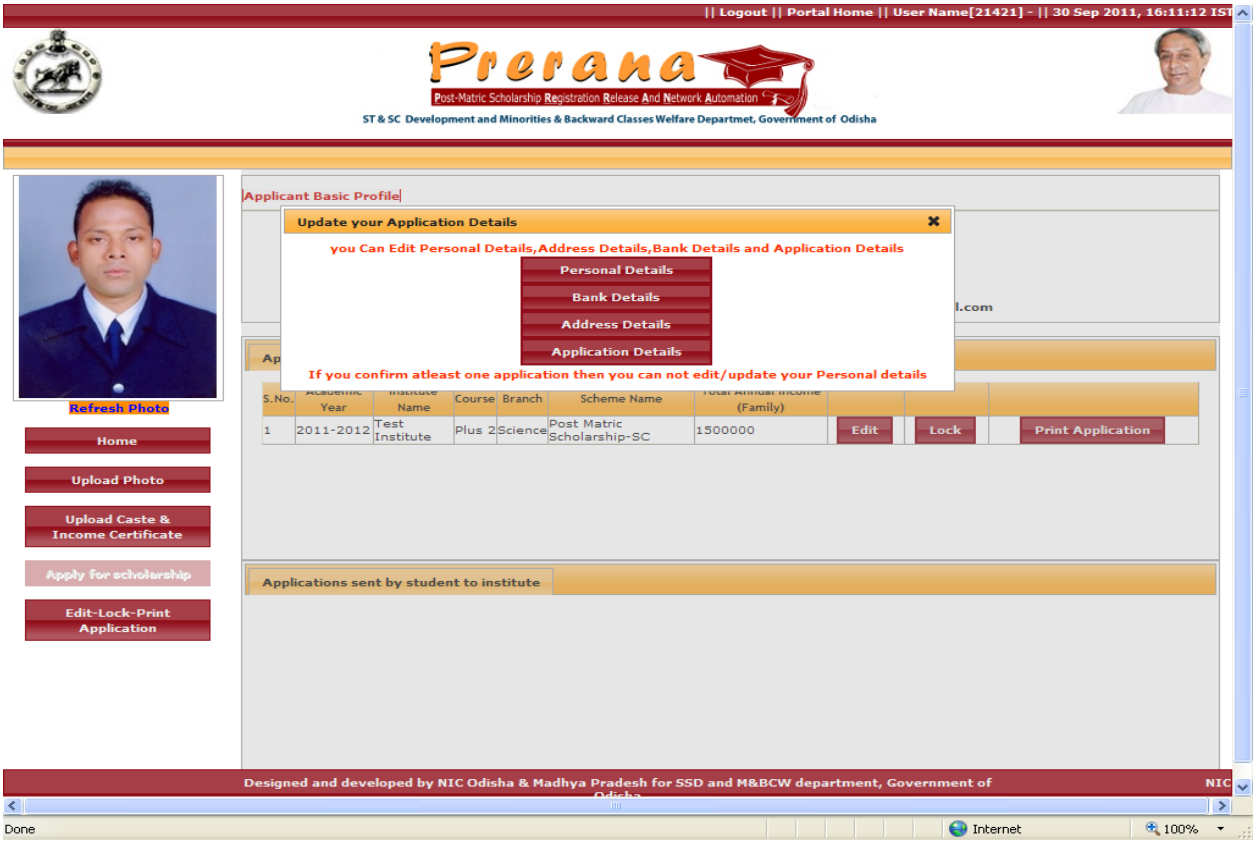
After making entry in all the columns, click on “Register Scholarship application form”. [In case of display of red cross sign(x) against any entry, correct the entry and then click on “Register Scholarship application form”.]



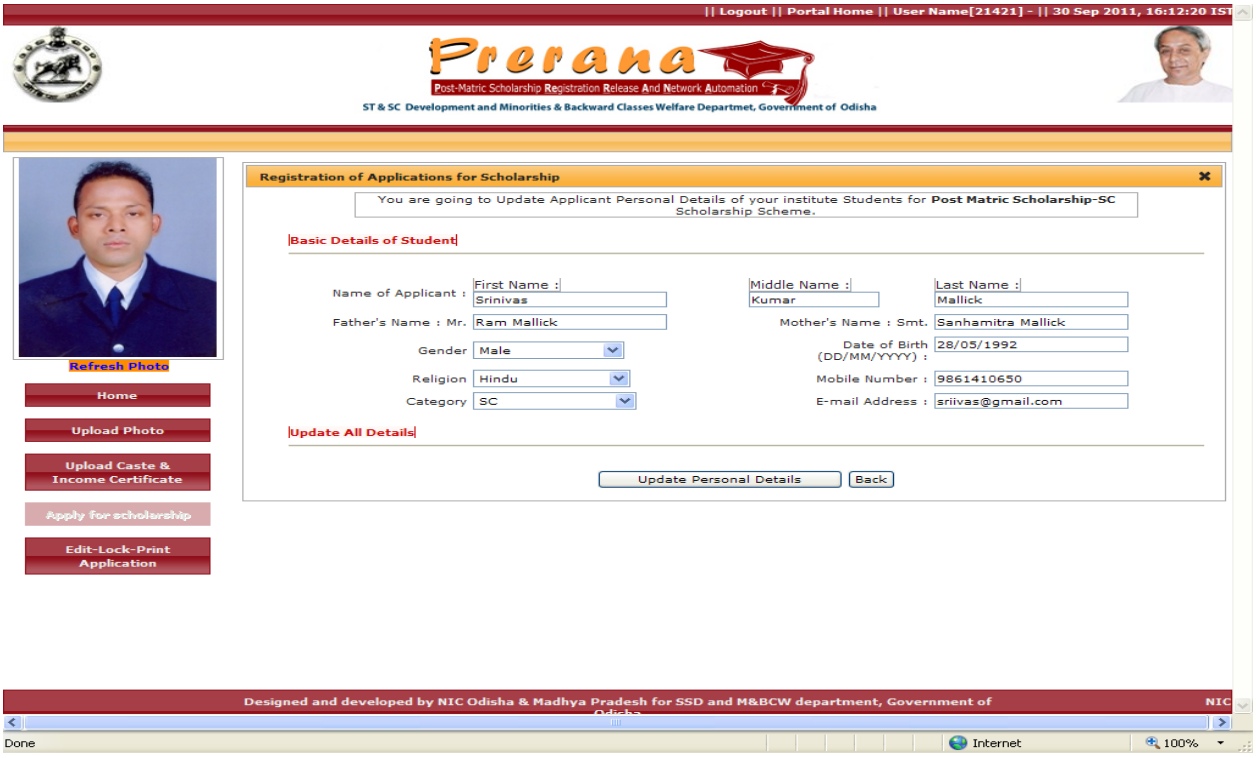
(ii) After successful saving of Scholarship application entry, student can Edit the entries (if required). For that purpose click on "Edit-Lock-Print Application" option and then select "Edit".



Student can update/edit "Personal Details", "Bank Details", "Address Details" and "Application Details". Click on the details to be edited.

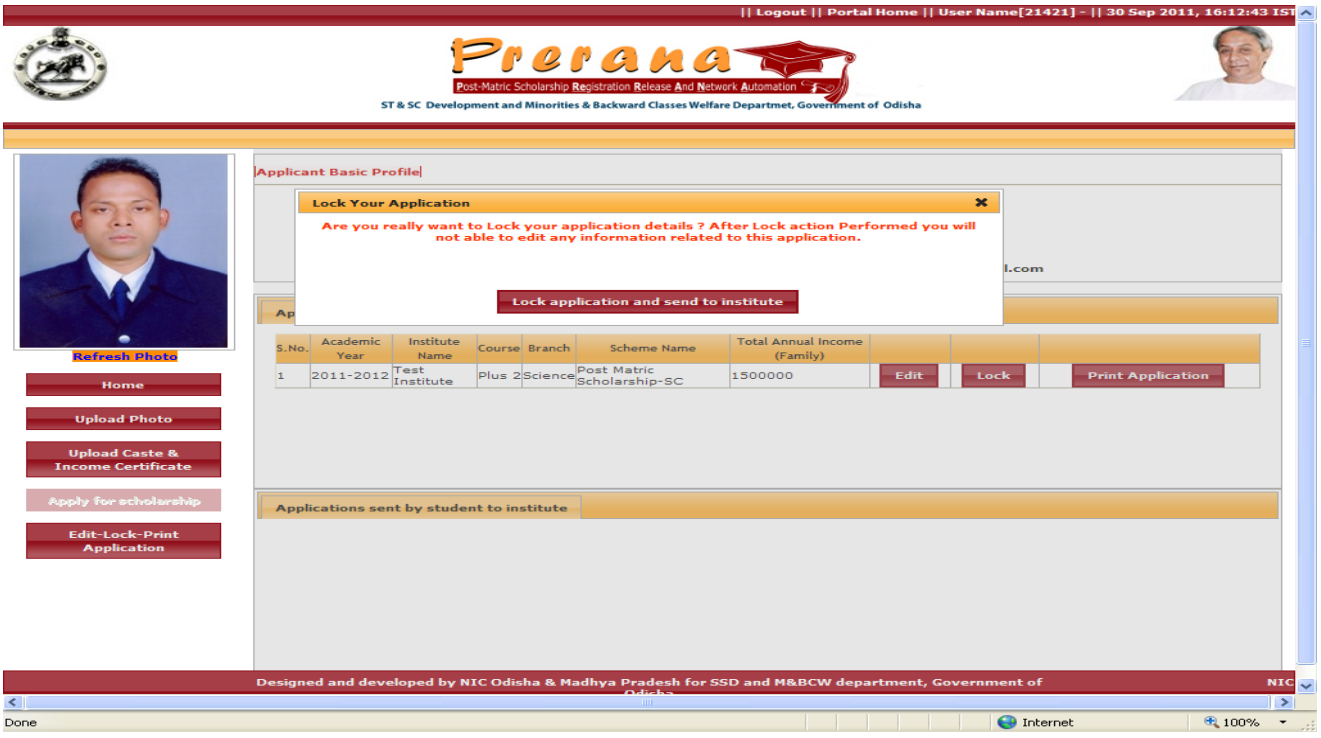


Update the required entries and then click on "Update the Details" to save the changes.

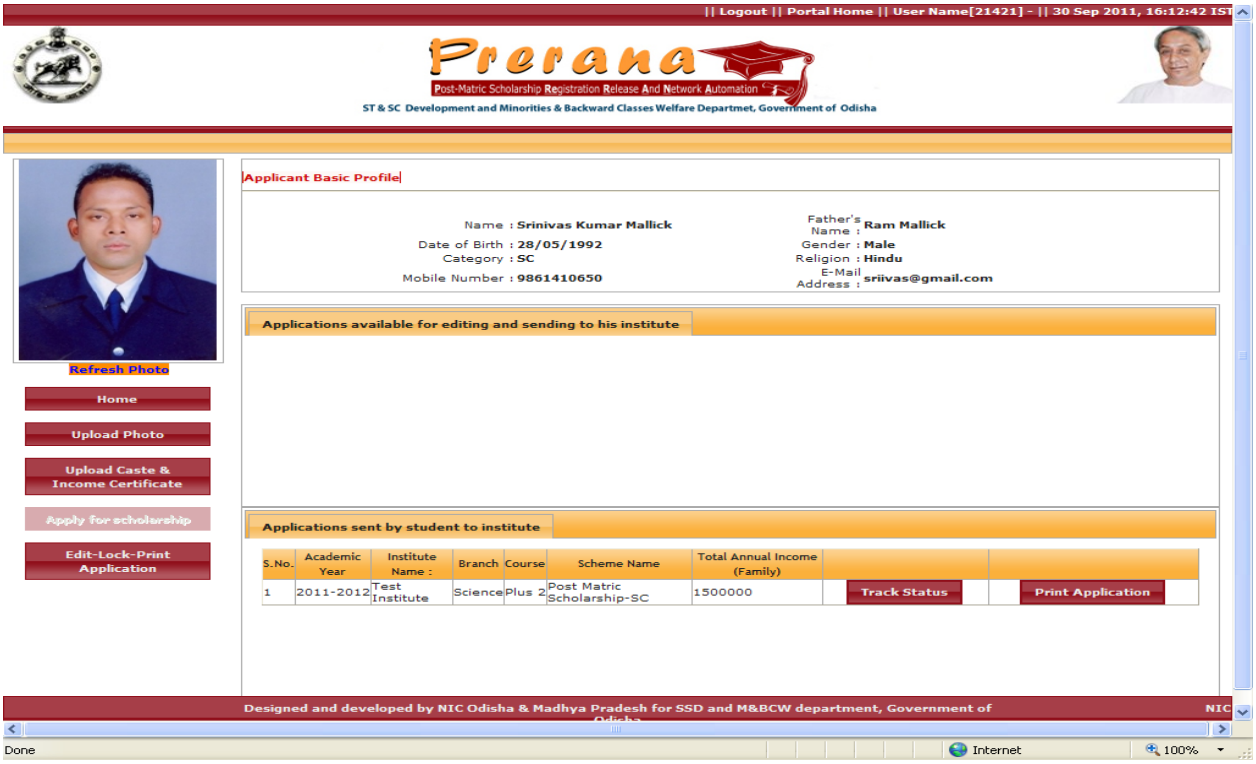


(iii) Draft print out of the Application form can be taken for checking of entries. (Draft copy will not be Barcoded)

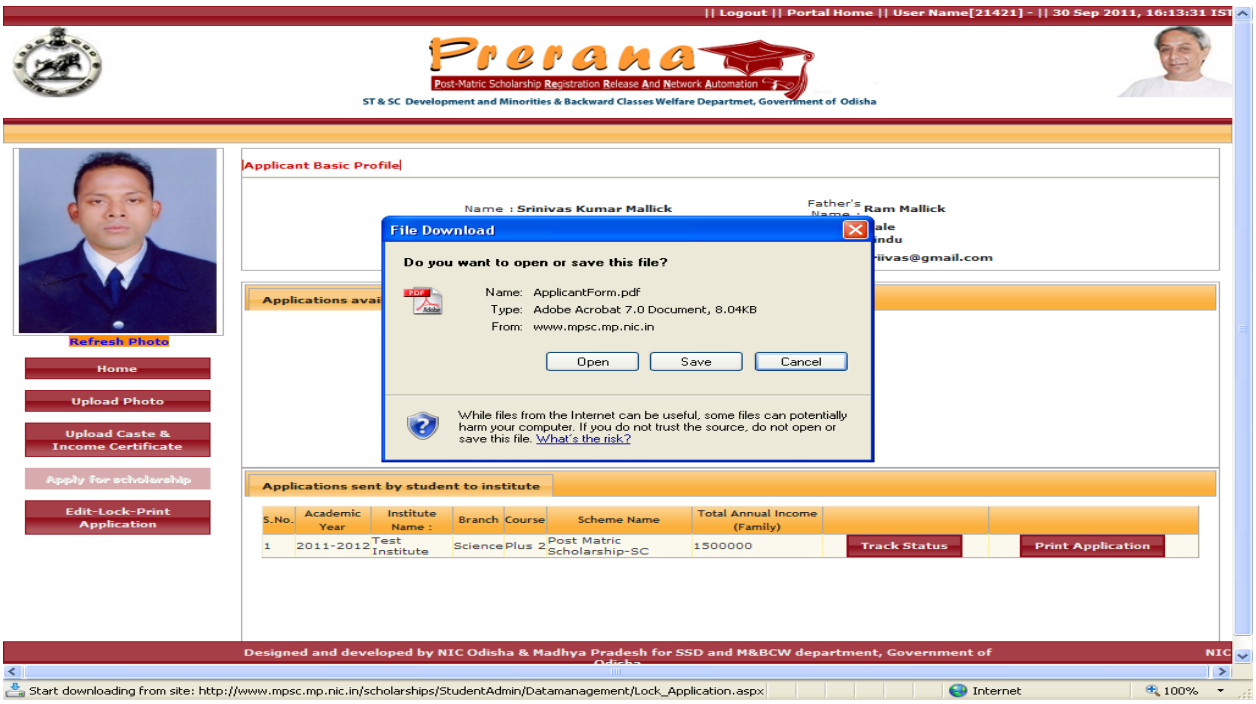
(iv) Student should click on "**Lock**"option for Online forwarding of the application to the Institute. (**Locking option is only to be selected, when fully sure about the entries. Once locked, no entry can be edited.**)



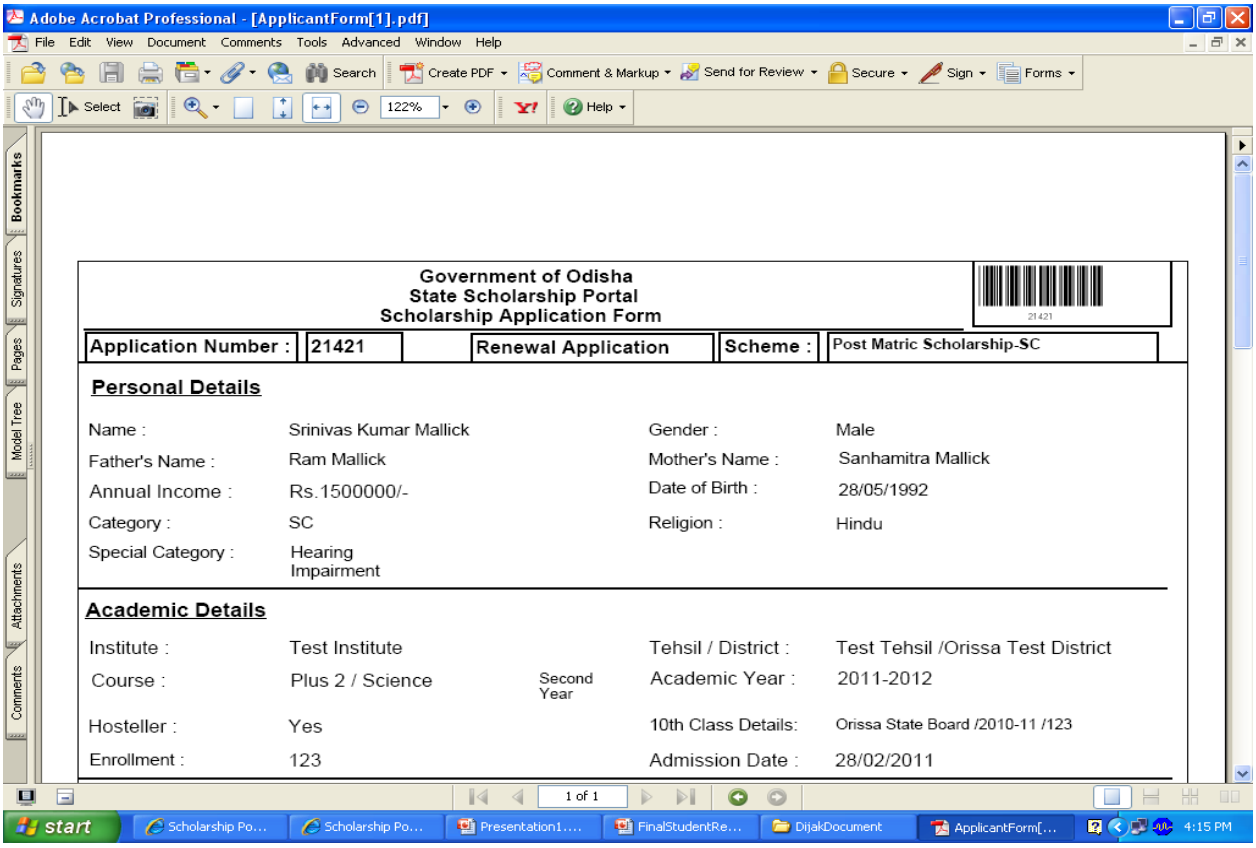
(v) After locking of application, student has to take the print out to be submitted at Institute for processing. (Only Barcoded Print out of the Application will be accepted). Click on the "Print Application" option to generate printout of the Scholarship Application.

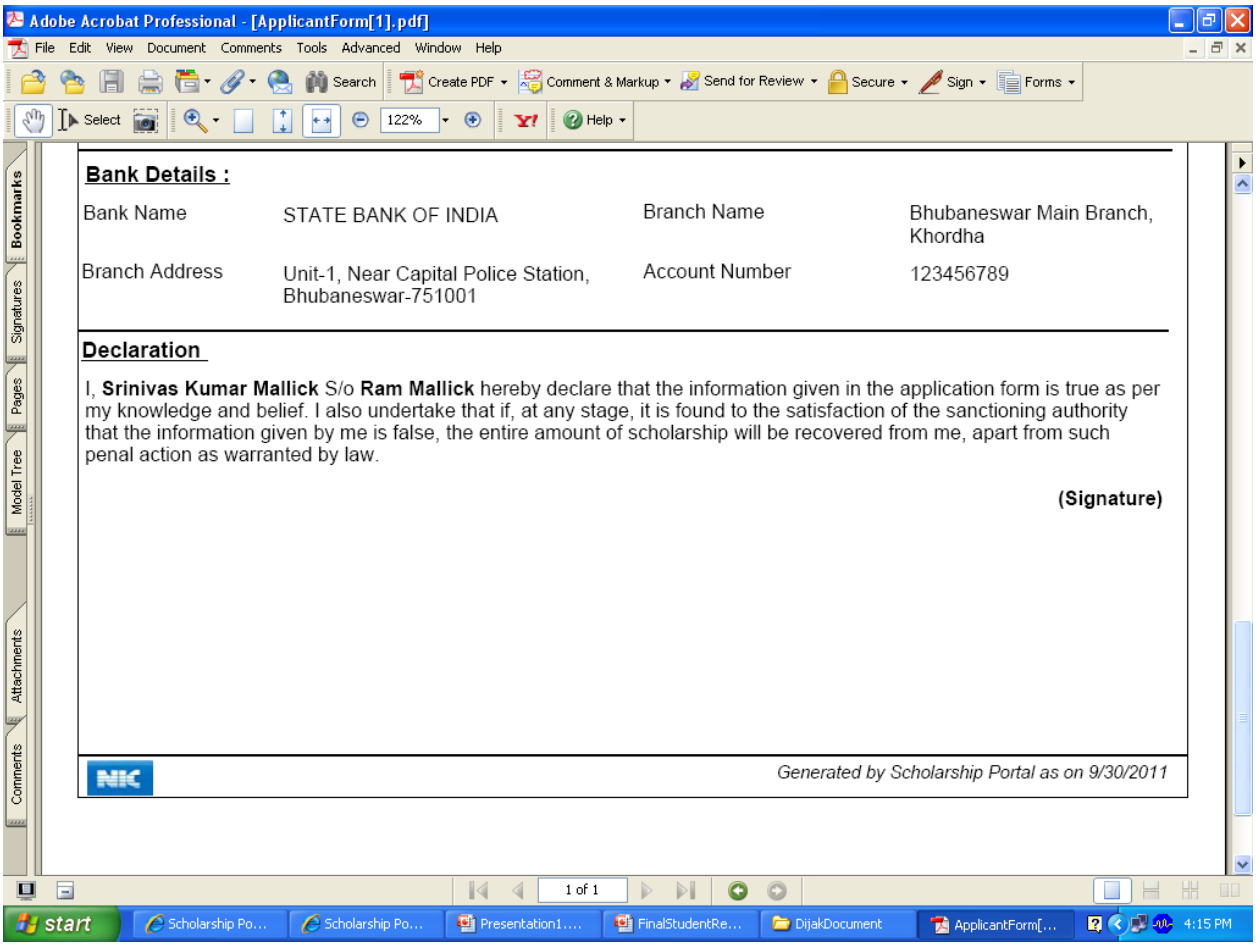


Portal will display the filename and ask for selecting one of the option to Save or Open. Click on "Open" for display of the generated Application.



Student can take print out of the displayed Application (in PDF format) for submission at the Institute.

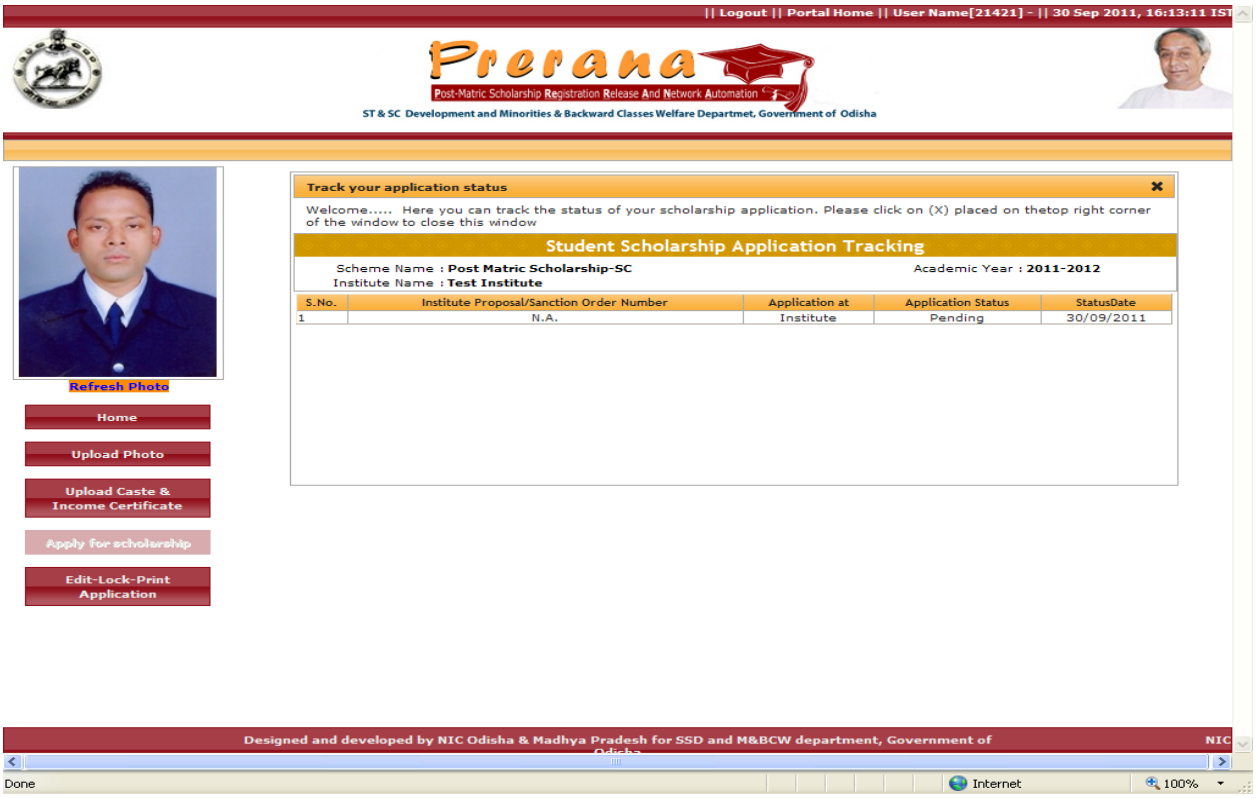




❖ Student has to submit signed print out of the generated Application at the Institute, along with **Original Caste / Minority Certificate, Original Income Certificate, Copy of first page of Bank Passbook (showing IFSC Code of the Bank & Bank Account Number) and Handicap Certificate (if any).**

(vi) To find out current status of the Scholarship application, Student can log-in using provided Applicant ID and Password. Then click on "**Edit-Lock-Print Application**" and then select "**Track status**".

The current status of Application is displayed for information.

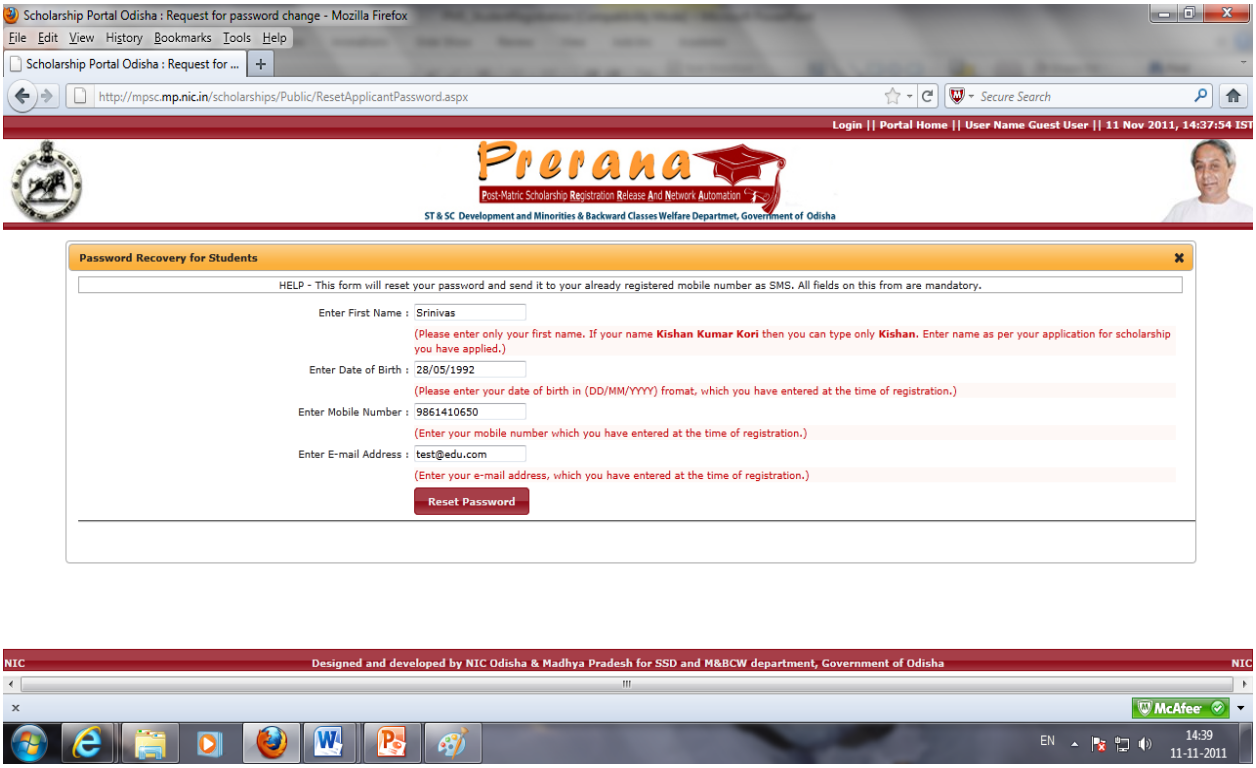
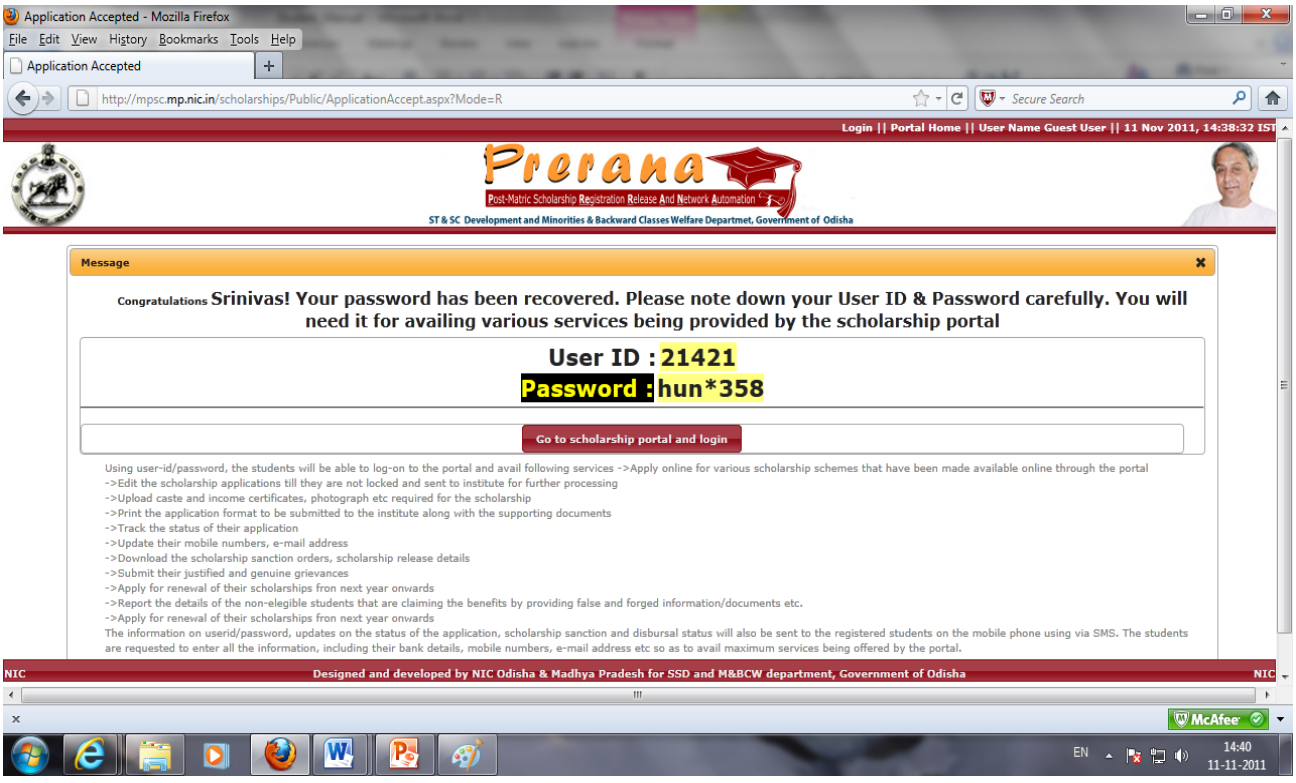


3. **Retrieval of lost/forgotten Applicant ID and Password**

(i) To recover the forgotten Applicant ID/Password, student has to first select "Authorities log-in" option the home page of the portal.

(ii) Click on **"Registered Students Recover your Password".**

(iii) Enter the details like **First name, Date of Birth, Mobile Number and e-mail Id,** as entered at the time of registration(e-mail Id is not mandatory). Then click on "Reset Password".



(iv) System will display the recovered Password. The same will be sent to the student through SMS.