ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾರ್ಯಾಲಯ, ಬಿ. ಎಚ್. ರಸ್ತೆ, ತುಮಕೂರು - 572 103

ಸಂಖ್ಯೆ: ತುವಿ : ಶೈವಿ: 2017-18 : 2376 ದಿನಾಂಕ: 23.09.2017

ಸುತ್ತೋಲೆ

ವಿಷಯ: Post-Matric and Merit-Cum-Means Scholarship Scheme for students belonging to the notified Minority Communities of Karnataka State for the year 2017-18-reg.

ಉಲ್ಲೇಖ: 1) **Director, Directorate of Minorities, Bangalore** ಇವರ ಪತ್ರ ಸಂಖ್ಯೆ: **DOM/GOI/SCH/CR-05/2017** ದಿನಾಂಕ:01.09.2017

2) ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಅನುಮೋದನೆ (ಕಂಡಿಕೆ-17) ದಿನಾಂಕ 23.09.2017

* * * *

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖ (1)ರ ಪತ್ರದಲ್ಲಿ ಭಾರತ ಸರ್ಕಾರವು ಅಲ್ಪಸಂಖ್ಯಾತ (ಮುಸ್ಲಿಂ, ಕ್ರಿಶ್ಚಿಯನ್, ಸಿಖ್ಸ್, ಬುದ್ಧಿಸ್ಟ್, ಪಾರ್ಸಿ ಮತ್ತು ಜೈನ್) ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿದ್ಯಾರ್ಥಿವೇತನವನ್ನು ನೀಡುವ ಕುರಿತು ದಿನಾಂಕ 30.09.2017ರ ಒಳಗಾಗಿ ಆನ್‌ಲೈನ್‌ನಲ್ಲಿ ಅರ್ಜಿ ಸಲ್ಲಿಸುವಂತೆ ಕೋರಲಾಗಿದ್ದು, ತಮ್ಮ ಕಾಲೇಜುಗಳಲ್ಲಿ ವ್ಯಾಸಂಗ ಮಾಡುತ್ತಿರುವ ಅಲ್ಪಸಂಖ್ಯಾತ (ಮುಸ್ಲಿಂ, ಕ್ರಿಶ್ಚಿಯನ್, ಸಿಖ್ಸ್, ಬುದ್ಧಿಸ್ಟ್, ಪಾರ್ಸಿ ಮತ್ತು ಜೈನ್) ವಿದ್ಯಾರ್ಥಿಗಳಿಂದ ಆನ್‌ಲೈನ್‌ನಲ್ಲಿ ಅರ್ಜಿ ಆಹ್ವಾನಿಸಿರುವ ಸಂಬಂಧವಾಗಿ ಉಲ್ಲೇಖ (1)ರ ಪತ್ರವನ್ನು ಮತ್ತು ಅದರ ಅಡಕಗಳನ್ನು ಈ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಅಂತರ್ಜಾಲ www.tumkuruniversity.ac.in ನಲ್ಲಿ ಪ್ರಕಟಿಸಲಾಗಿದೆ. ಸದರಿ ಪತ್ರದ ಪ್ರತಿಗಳನ್ನು ಅಂತರ್ಜಾಲದಿಂದ ಪಡೆದು ತಮ್ಮ ಕಾಲೇಜಿನಲ್ಲಿ ವ್ಯಾಸಂಗ ಮಾಡುತ್ತಿರುವ ಅಲ್ಪಸಂಖ್ಯಾತ (ಮುಸ್ಲಿಂ, ಕ್ರಿಶ್ಚಿಯನ್, ಸಿಖ್ಸ್, ಬುದ್ಧಿಸ್ಟ್, ಪಾರ್ಸಿ ಮತ್ತು ಜೈನ್) ವಿದ್ಯಾರ್ಥಿಗಳು ದಿನಾಂಕ 30.09.2017ರ ಒಳಗಾಗಿ ವಿದ್ಯಾರ್ಥಿವೇತನಕ್ಕೆ ಅರ್ಜಿ ಸಲ್ಲಿಸಲು ಸೂಕ್ತ ಮಾರ್ಗದರ್ಶನವನ್ನು ನೀಡುವಂತೆ ತಮ್ಮನ್ನು ಕೋರಲಾಗಿದೆ.

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

ಉಪಕುಲಸಚಿವರು
(ಶೈಕ್ಷಣಿಕ ವಿಭಾಗ)

ಗೆ,

1) ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗಗಳ ಸಂಯೋಜಕರು/ಮುಖ್ಯಸ್ಥರು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು
2) ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿರುವ ಘಟಕ ಹಾಗೂ ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ

ಪ್ರತಿಗಳು,

1) ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಆಪ್ತ ಕಾರ್ಯಾಲಯ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು
2) ಕಚೇರಿ ಪ್ರತಿ

AC

Director
Directorate Minorities

GOVERNMENT OF KARNATAKA

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Dr. B.R. Ambedkar Veedhi,
Bangalore-01
Off:080-22864212 / F:080-22863618
Website: www.gokdom.com
e-mail: directorgokdom@gmail.com

No: DOM/GOI/SCH/CR-05/2017-18 Date: 01.09.2017

To

The Registrar
Tumkur University
Tumkur

Sub: Post-Matric and Merit-Cum-Means Scholarship Scheme for students belonging to the notified Minority Communities of Karnataka state for the year 2017-18.

Ref: F. No - 9/21/2017-SS-GOI-MMA dated 31.05.2017.

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Under the subject and reference read above, and as per the directions accorded from Ministry of Minority Affairs Government of India, online applications are called for award of Post-Matric and Merit-Cum-Means Scholarship to the students belonging to notified Minority Communities viz Muslims, Christians, Sikhs, Buddhist, Parsis and Jains pursuing PUC Pre University/equivalent, ITI, Diploma, Polytechnic, professional and Technical courses at Undergraduate and postgraduate level from Institutions recognized by the appropriate authorities.

12/9/17

Accordingly advertisements/notifications were given in leading news papers calling for online applications (copies enclosed) and awareness is been created by using other suitable publicity media and also the detailed procedure as to **'How to apply for Scholarship'** is uploaded on the Directorate's official website https://gokdom.kar.nic.in.

13/9/17

From the year 2015-16 the online implementation of Post-Matric and Merit-Cum-Means scheme is done through the common National Scholarship web portal (NSP) developed by Ministry of minority Affairs Government of India under **https://scholarships.gov.in**.

As per the time line fixed by Government of India the last date for submission of online applications for both Fresh and renewal of Scholarship by eligible students is 30.09.2017.

RP1740
11/9/17

According to the procedure designed under NSP verification & online forwarding of student's online registered applications by the institutions/colleges is mandatory. All the Heads of the institutions/colleges are required to configure their institute details on NSP and add courses and fee structure to facilitate the students to apply for Scholarship (for such of those institutes who have not done this procedure last year) and also verify and forward the received online applications to the next level online for sanction and release of scholarship amount to their students.

In view of this it is hereby requested to issue directions to all your concerned Officers/Head of Colleges/Institutions under your purview to co-ordinate and co-operate in implementation of Government of India Scholarship Schemes in Karnataka. The principals/Institution Heads may be intimated to follow the step by step operational manual for

a) Adding institutes (if not found under NSP format enclosed).
b) To avail user ID & Password (in case of forget password format enclosed).
c) Procedure for updating profile of institutes in case of new institute additions.
d) Updation of course level, courses & course fee.
e) Verification of applications and forwarding the same to the next level (operational user manual enclosed for reference).
f) Notification/Procedure copy.

To create awareness and to train the concerned officers and Head of Institutions workshops may please be arranged at Divisional level or Sate level wherein Directorate of Minorities Department of Minority welfare will extend its full support in giving training and presentations.

It is hoped that your good self will take immediate suitable action in this regard and intimate this Directorate to be prepared for imparting training or to give suitable material in implementing this Scholarship Scheme, as it is a time bound programme.

Action taken in this regard may please be intimated to this office early.

For further reference please visit our official website https://gokdom.kar.nic.in.

Thanking You,

Yours Faithfully

Director
Directorate of Minorities
Bangalore

PROCEDURE FOR CONFIGURATION OF INSTITUTES & VERIFICATION O APPLICATIONS BY INSTITUTES UNDER NSP 2.0
ROLE OF COLLEGES

Procedure to take USER ID & PASSWORD

INSTRUCTION TO INSTITUTES/COLLEGES
(if you do not have username & password follow the procedure)

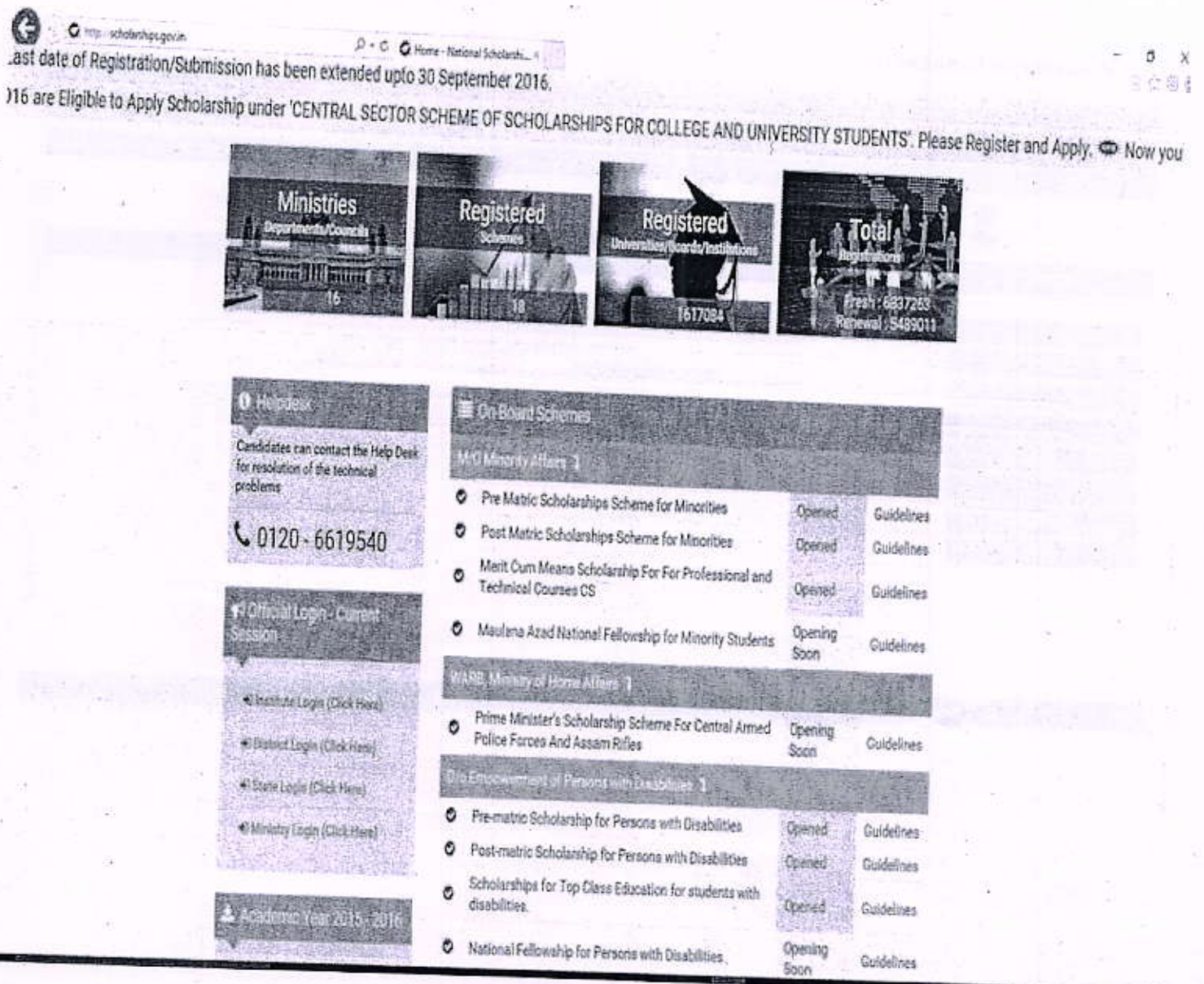
- Go to District Minority office & register institute mobile number for creating institute user name and password.

- Institute user name and password will be sent on registered mobile number by district minority office.

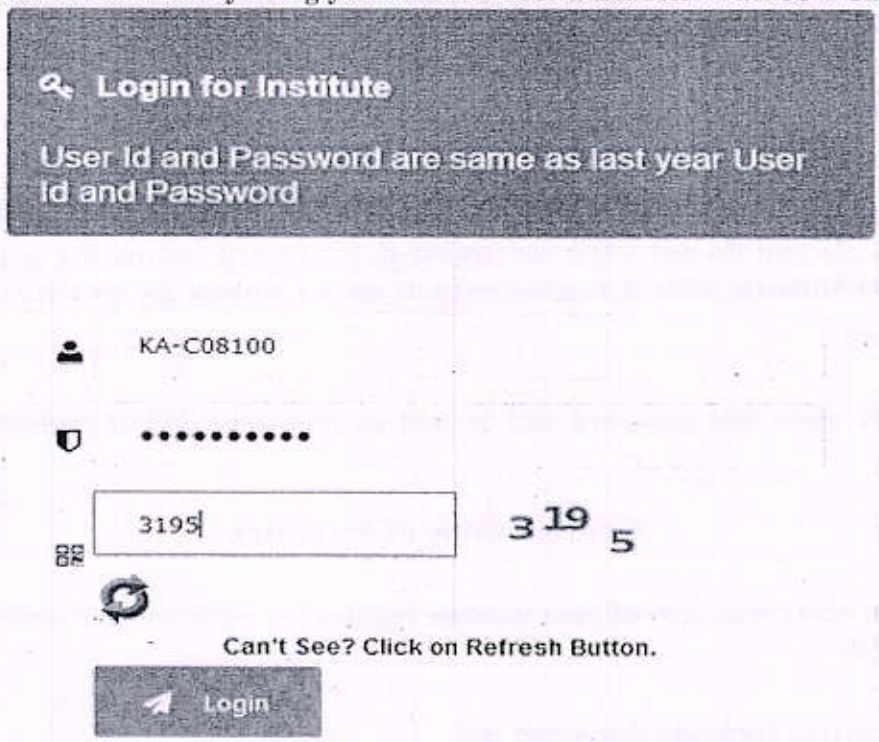
Configuration of Institutes

- Keep in hand ready scan copy of your institute registration certificate for configuration of institute under NSP 2.0.

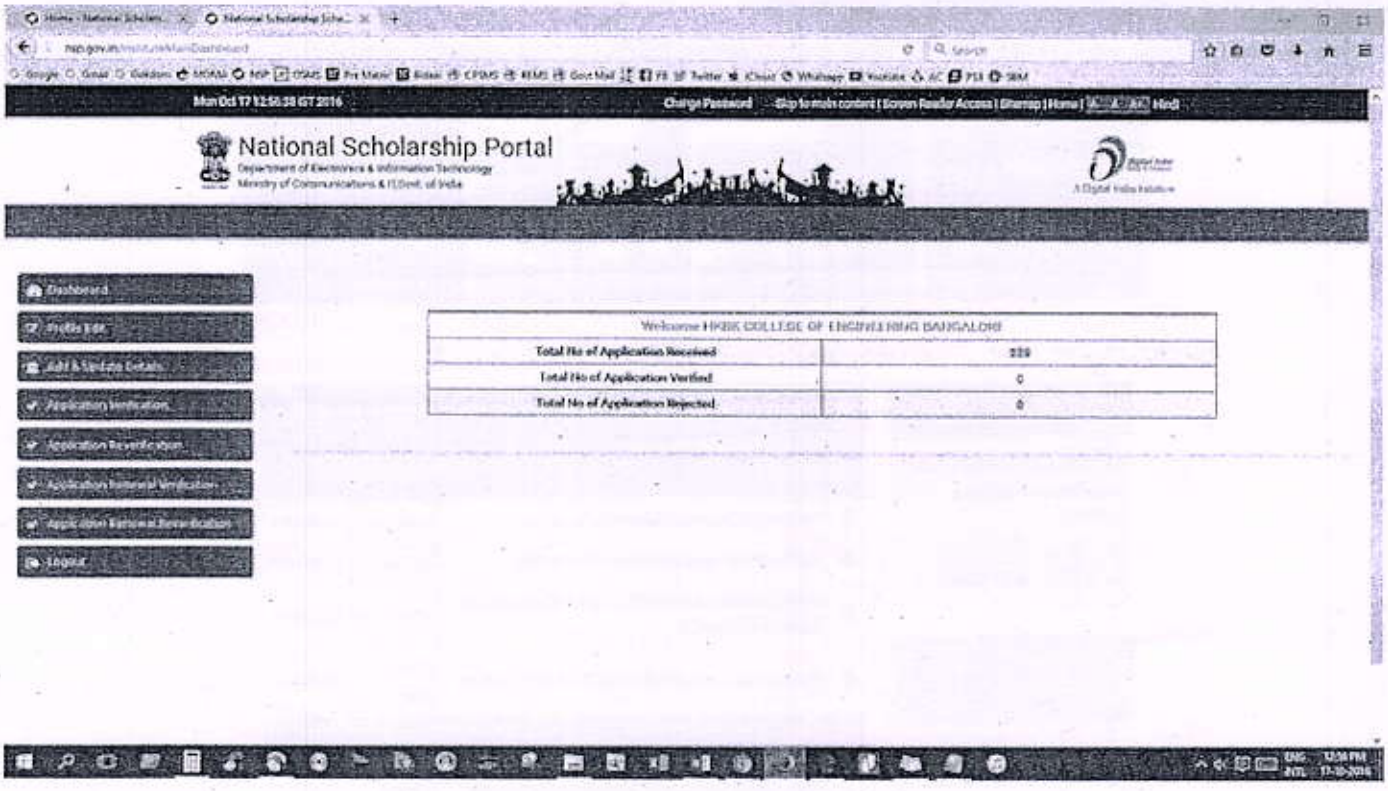
1. Visit website:http://scholarships.gov.in/



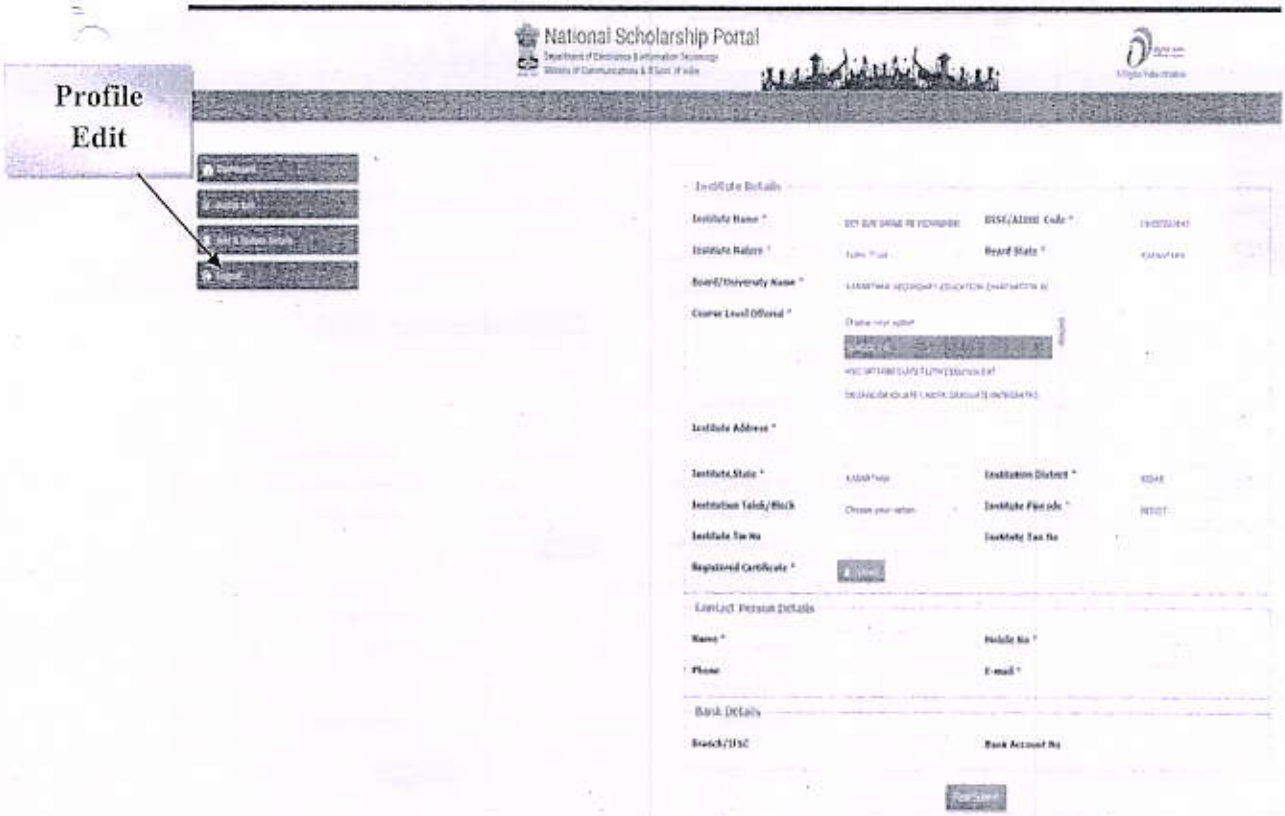
2. Login to the Institute Account by using your institute USER NAME & PASSWORD here.



3. Welcome to Dashboard



4. **Click 'Profile Edit' on Dashboard**
This page allows the Institute to update /edit his Profile

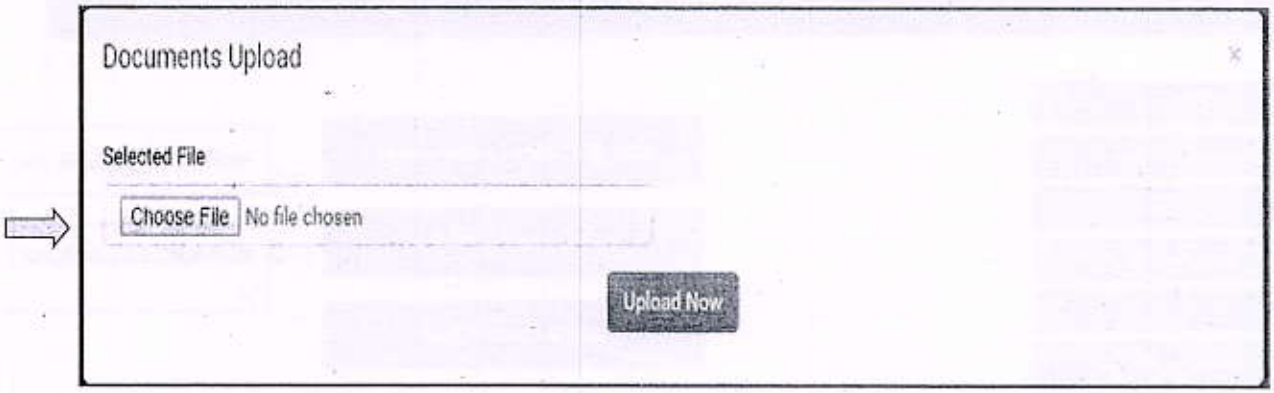


Note: Those marked as "*" are mandatory and are compulsory required to be filled.

- Institute Name and DISE Code are not editable.
- Institute should note that Institute Profile is editable only once before **"Final submit"**

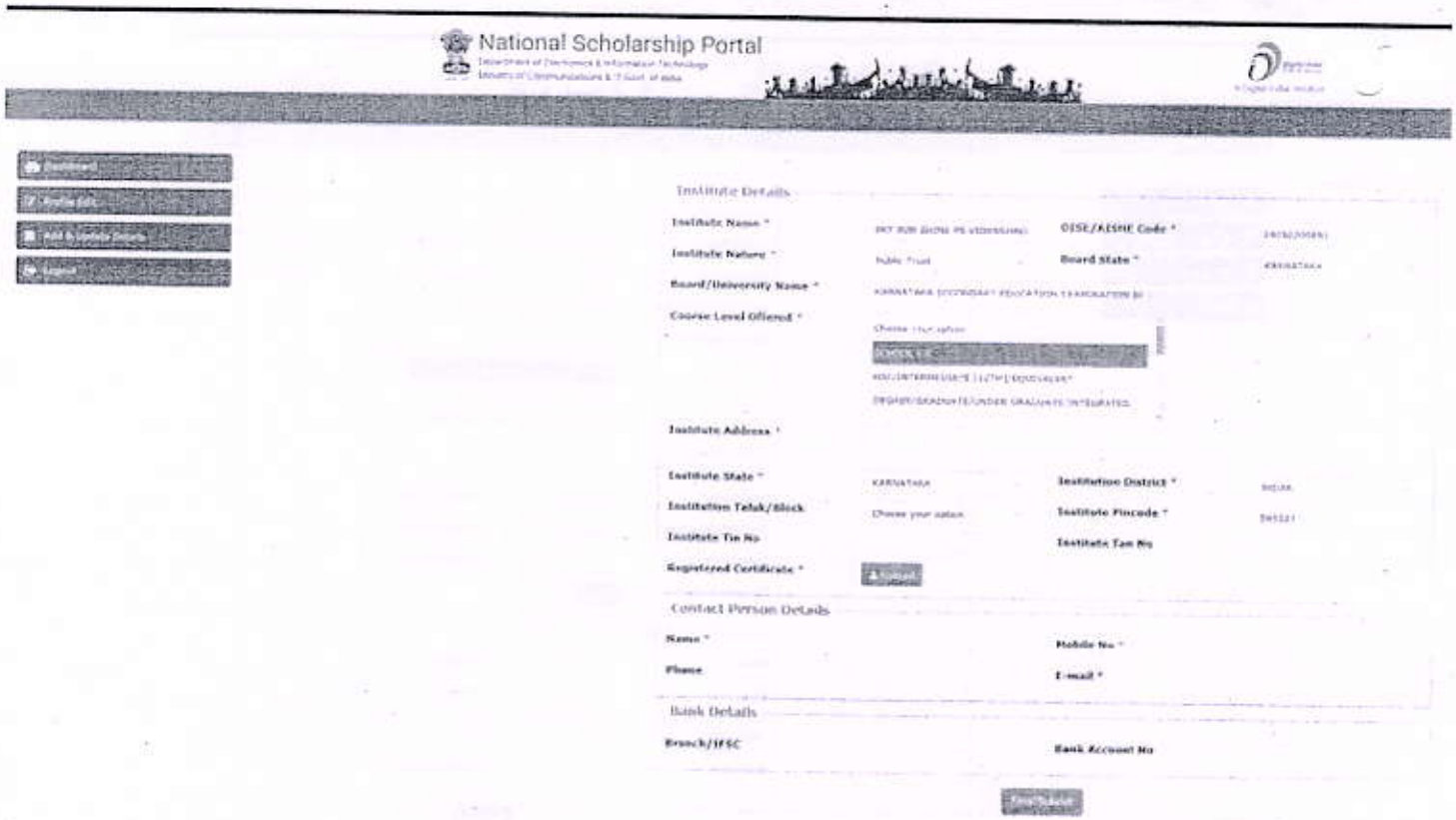
Before final Submission, Institute is required to upload its **'Registered Certificates'.**

On clicking **'Upload'** Icon, Pop-up/Dialogue box appears to upload the document.



(Size below 200kb in JPEG/PDF Format Only)

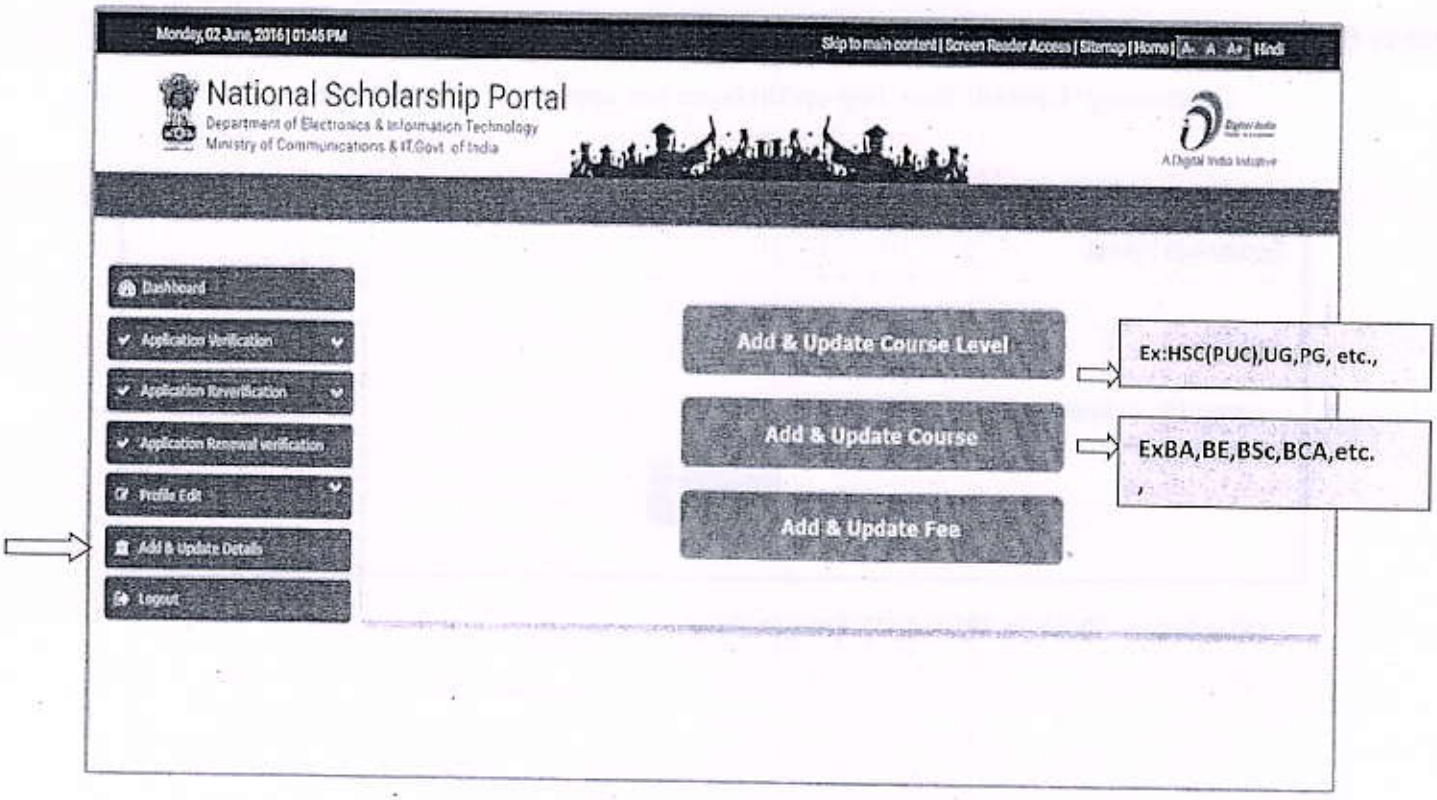
5. Once required data filled, click **'FinalSubmit'** to view the final submission.



This will complete the Process of Institute Profile Edit.

Addition of Courses

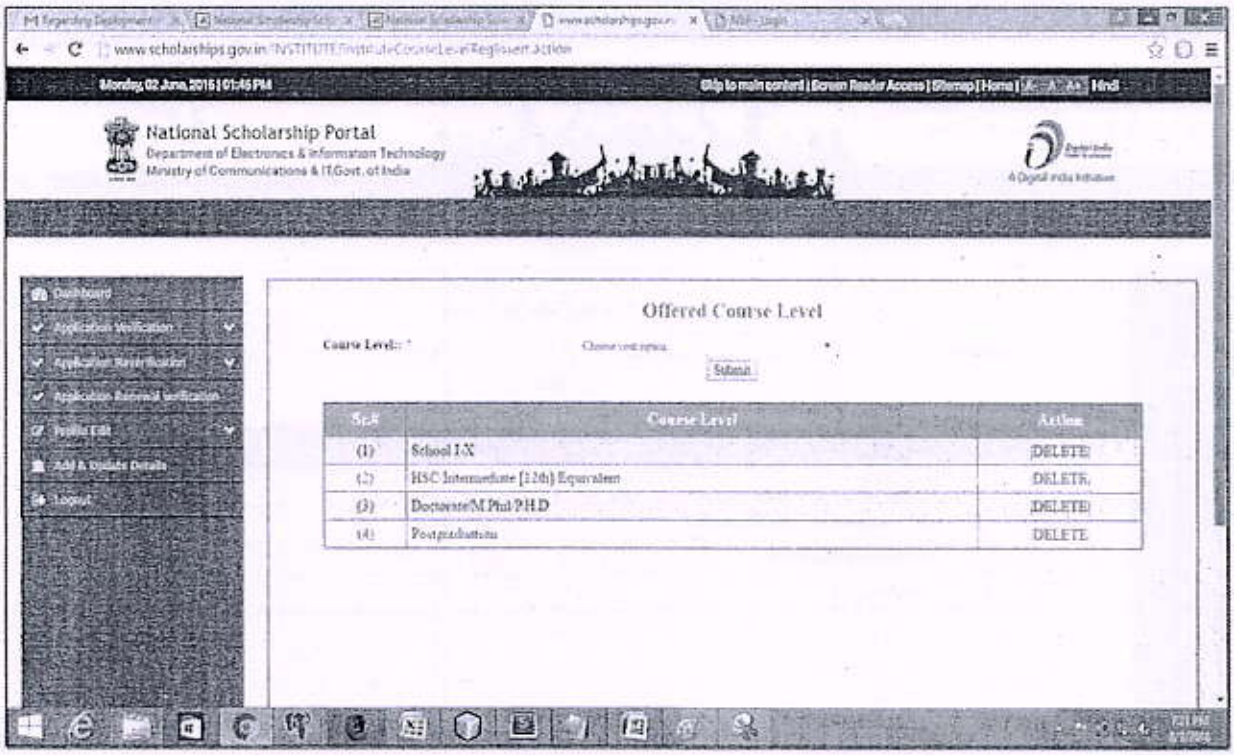
6. After successfully Profile Edit Process, again go to Dashboard and click **'Add and Update details'**



7. On clicking **'Add and UpdateDetails'**, user is allowed to update the following details;

   a) **Add & Update Course level**
   b) **Add & Update Course**
   c) **Add & Update Fee**

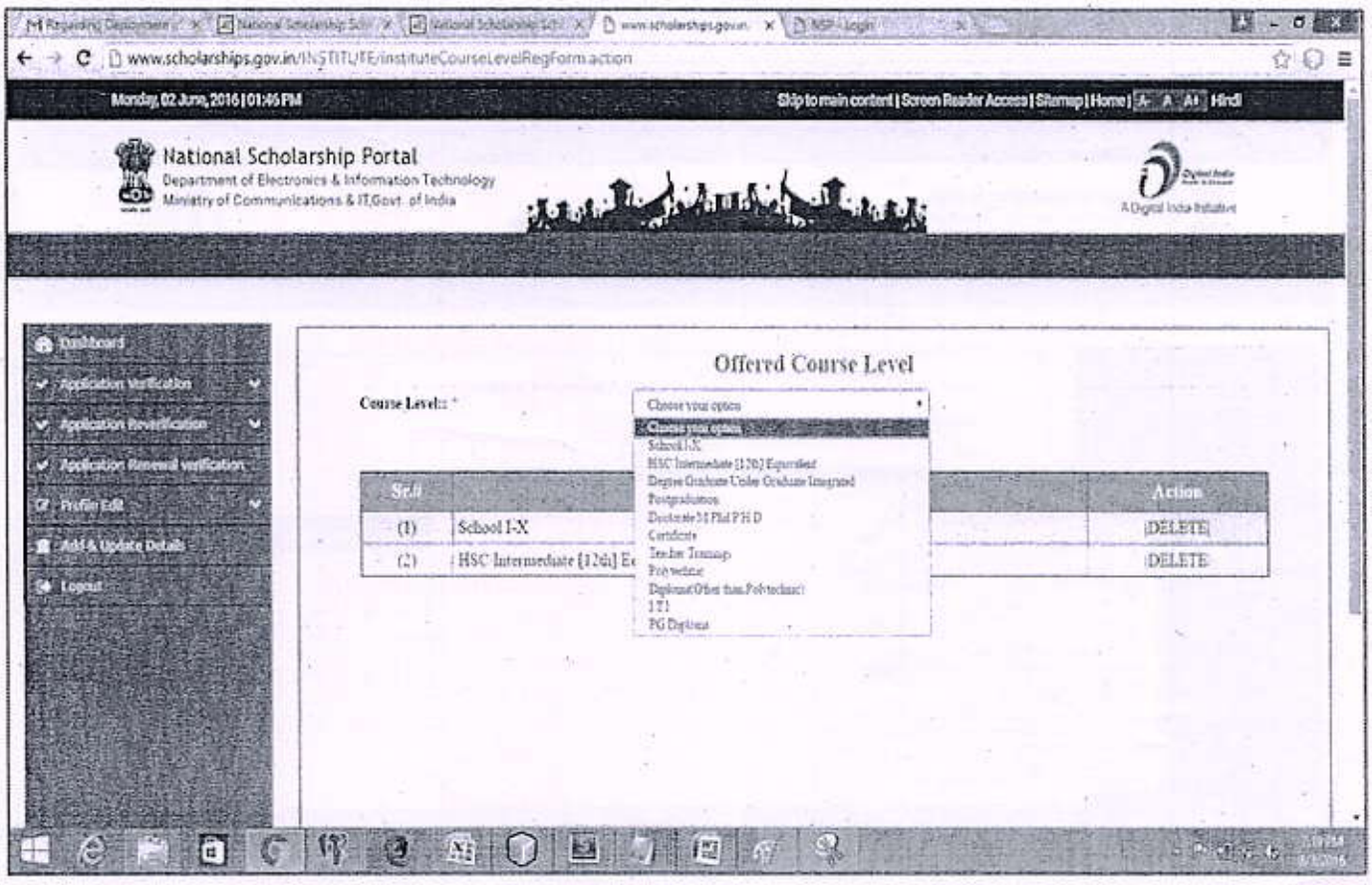
8. On clicking **'Add & Update Course level Option'**, page appears highlighting



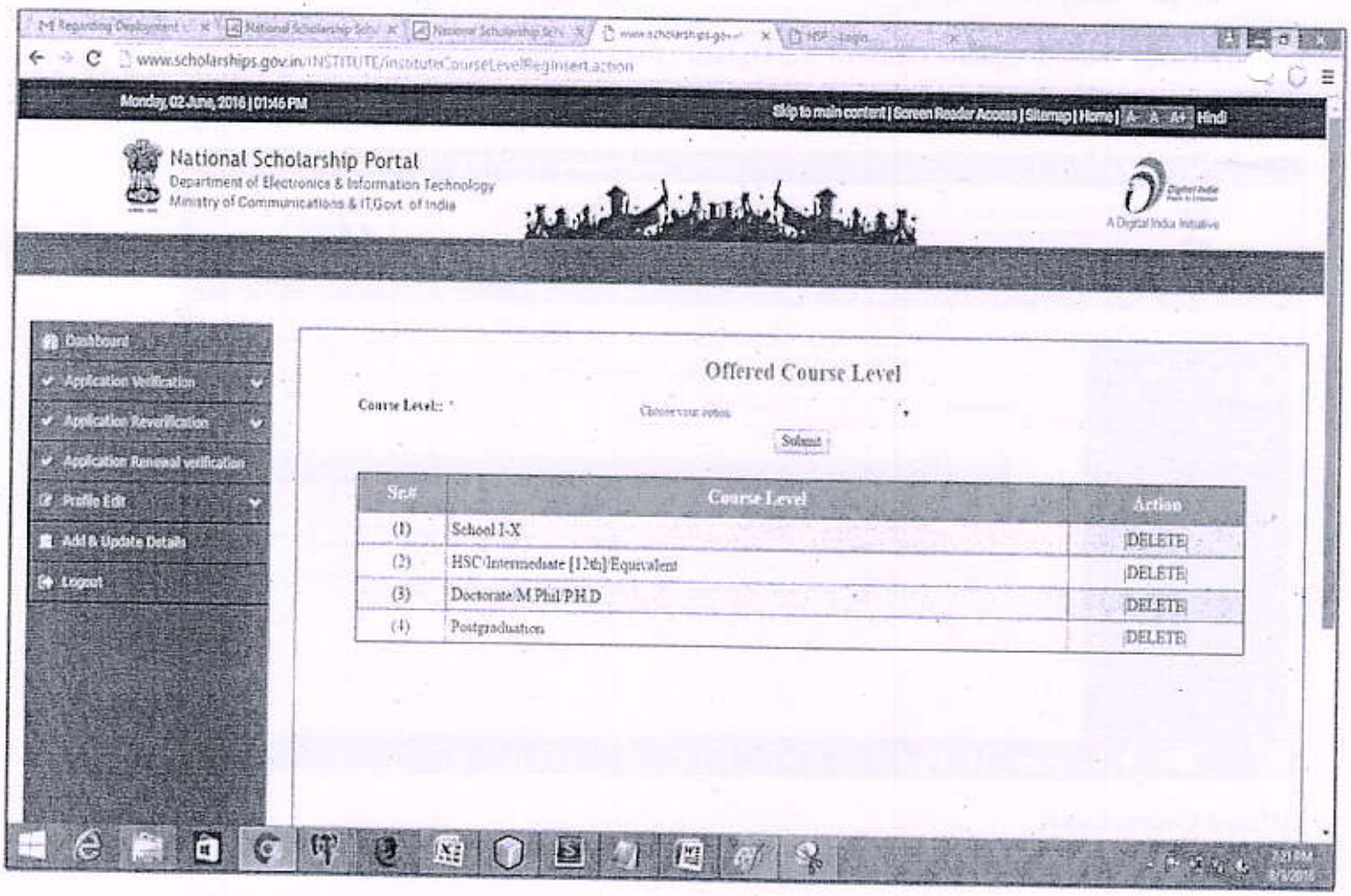
Offered Course Level

This allows the Institute to add and update new & additional Course Levels

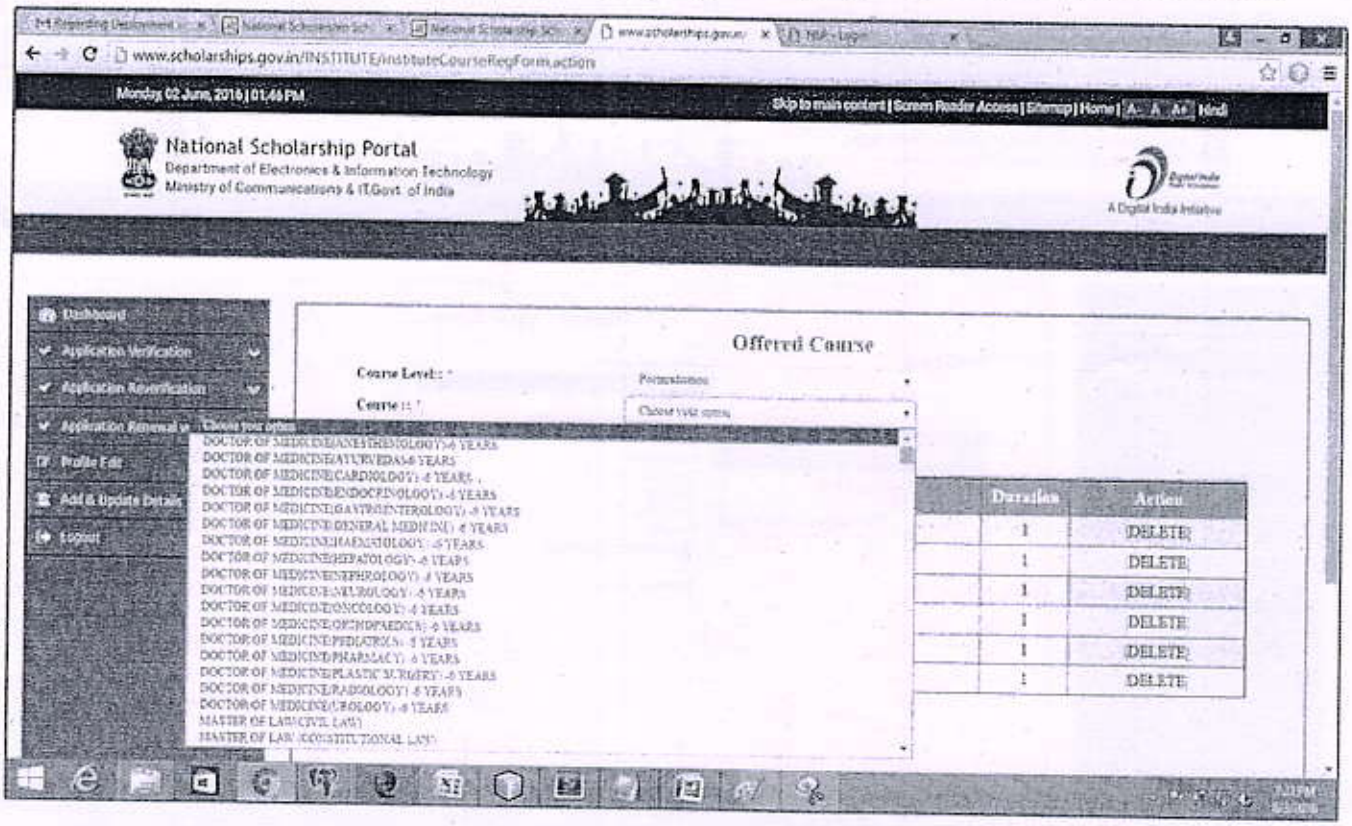
9. On clicking **Course Level option in** dropdown, Menu bar appears highlighting **Course Levels**



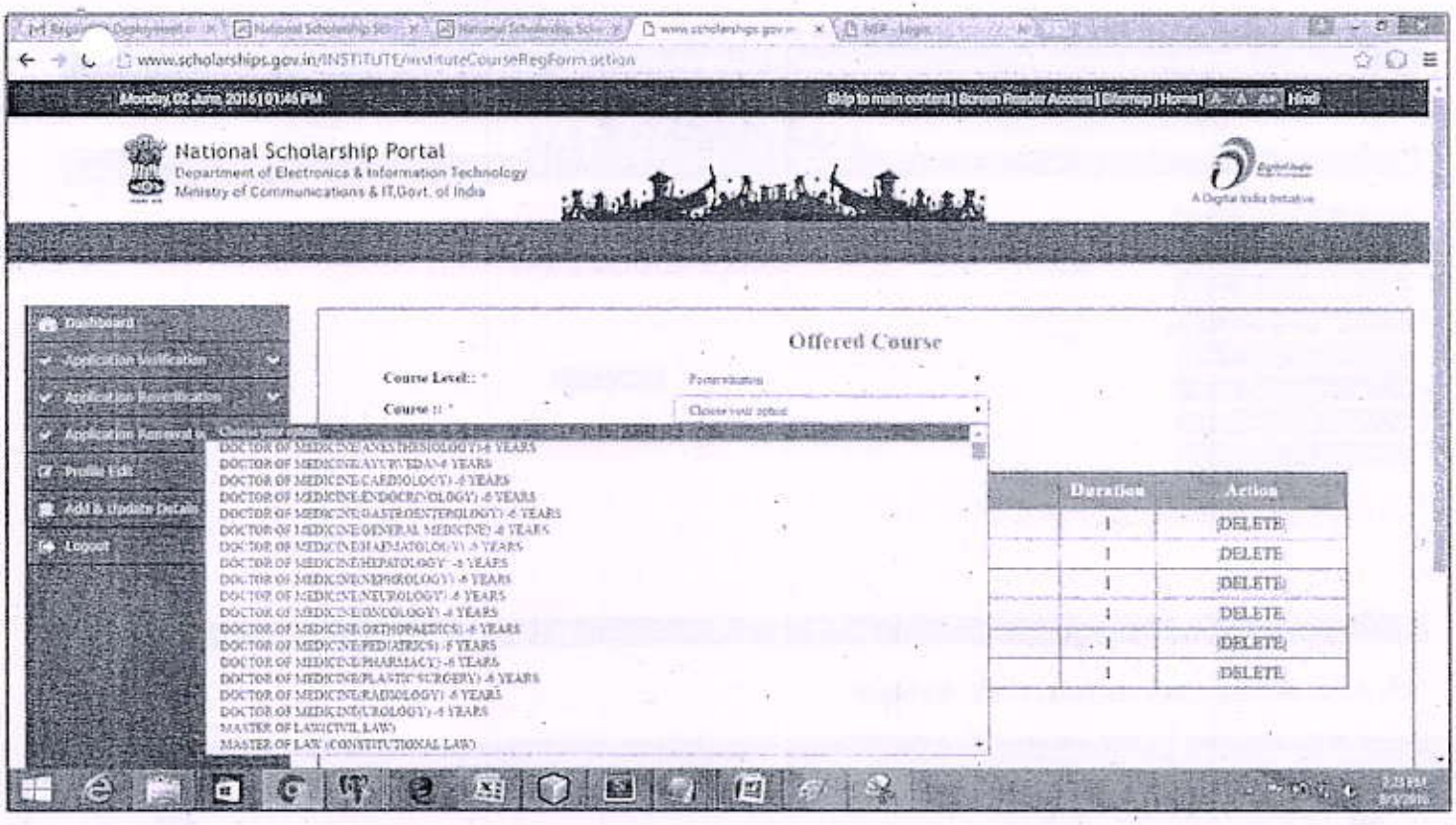
10. **Example:** On clicking Course level such as '**Postgraduate**'from dropdown menu, next page appears highlighting the courses up to post-graduation.



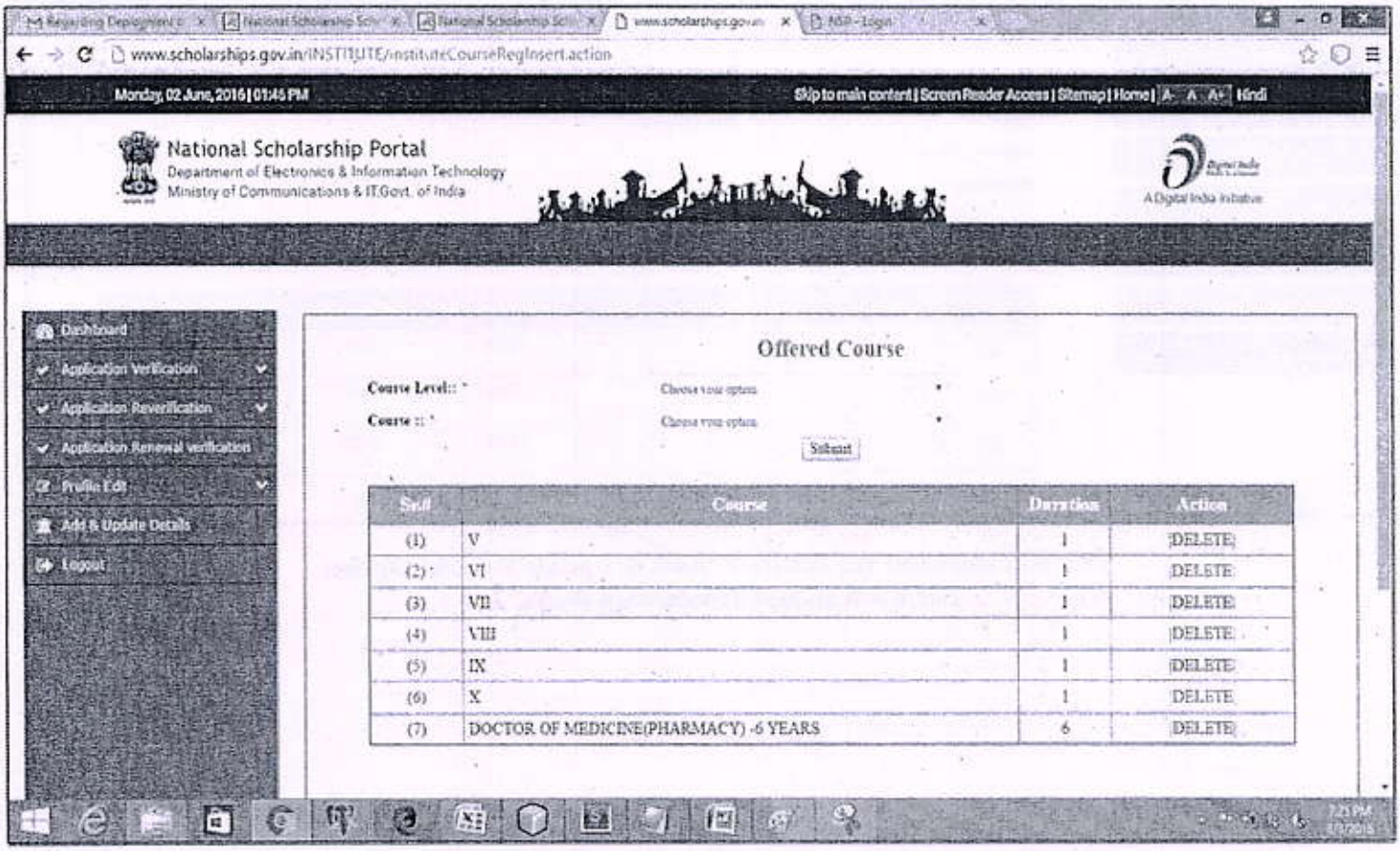
11. On Clicking "**Add & Update Course**" Option,page appears highlighting **Course Leveland Courses.**



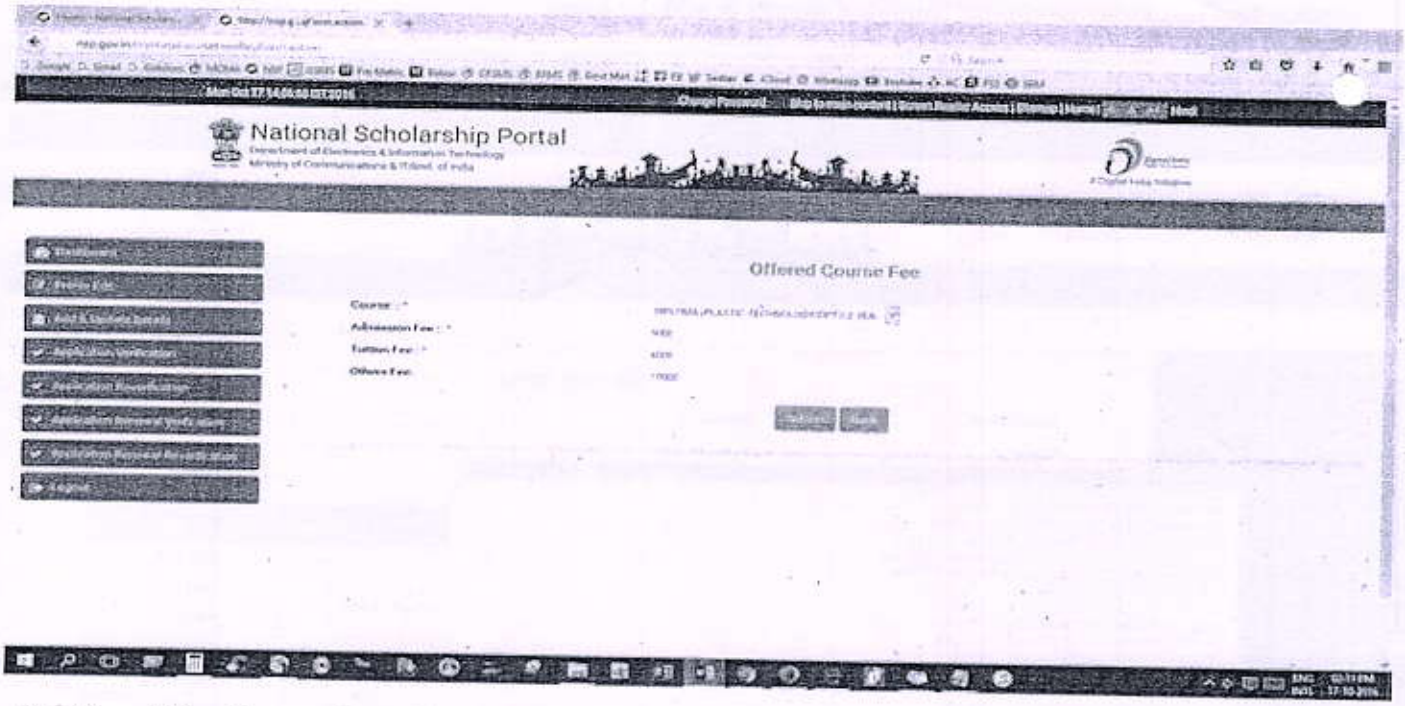
12. **Explain with Example:** On selecting **Postgraduate** option from **Course level,** 'Add and Update Course' option facilitates user to choose suitable Courses & add the same.



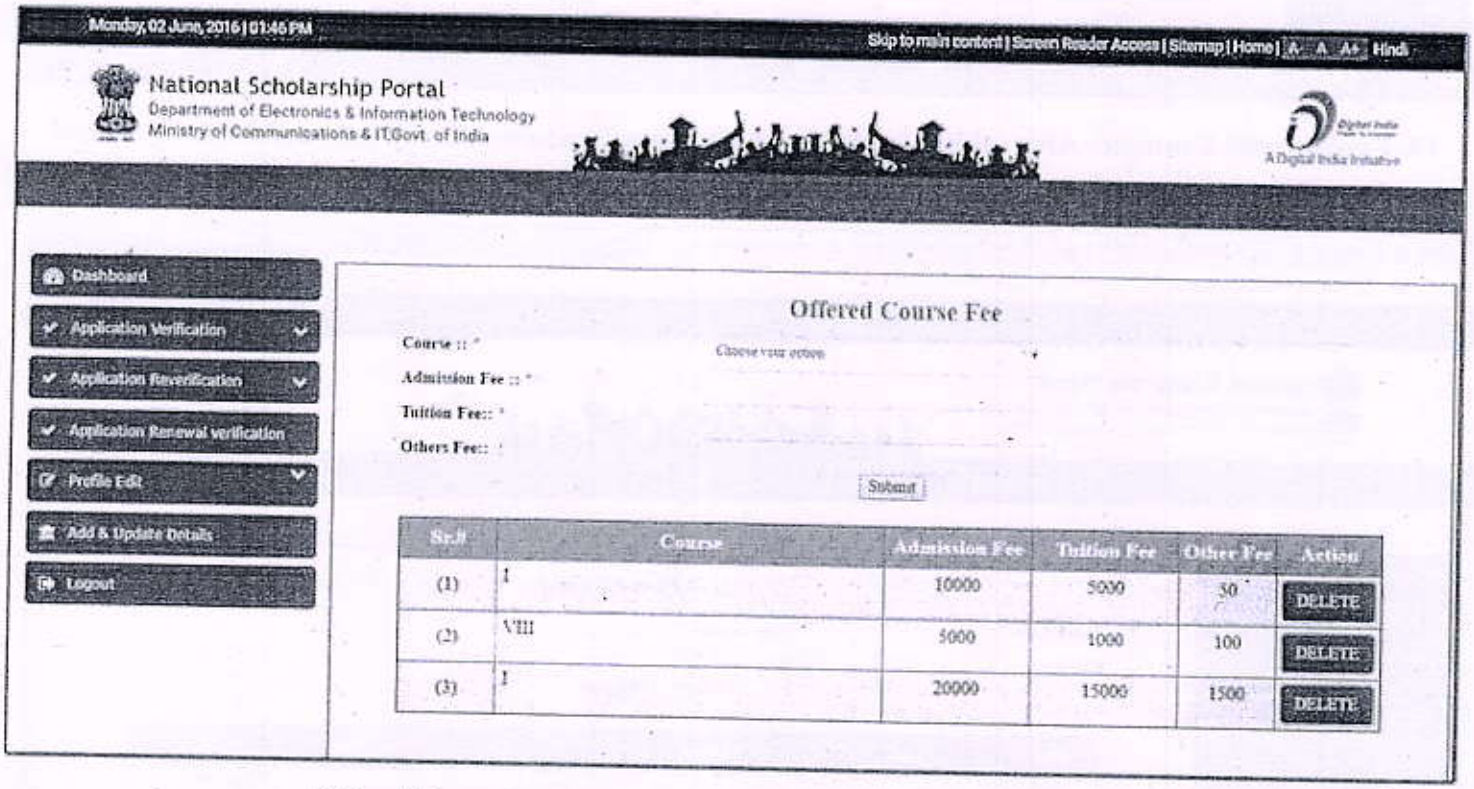
13. **Explain with Example:** After selecting suitable courses from dropdown menu, a page appears with selected courses.



14. After successfully completion of updating courses, click 'Add & Update Fee' to add value, Go to "Add & Update details" page & click on Add & Update fee" and enter values/Fees.



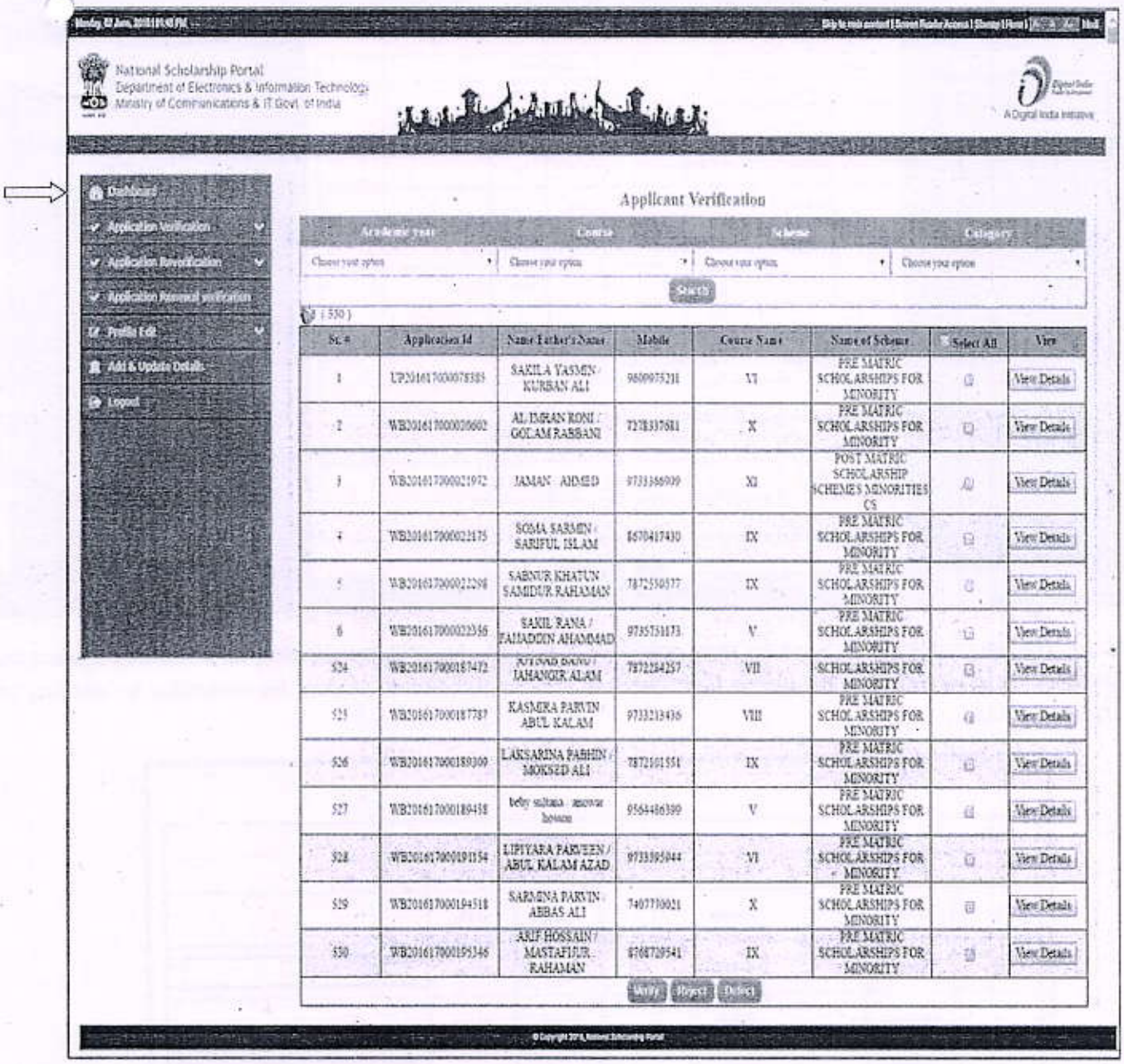
15. After adding Courses fees, click 'Submit'



This will complete the Institute 'Add & Update Details' Option For the National Scholarship Portal 2.0

16. After Adding & Updating Details' Process, again go to Dashboard and click 'Application Verification'

Verification of online applications submitted by their students & forwarding the same to the next level.



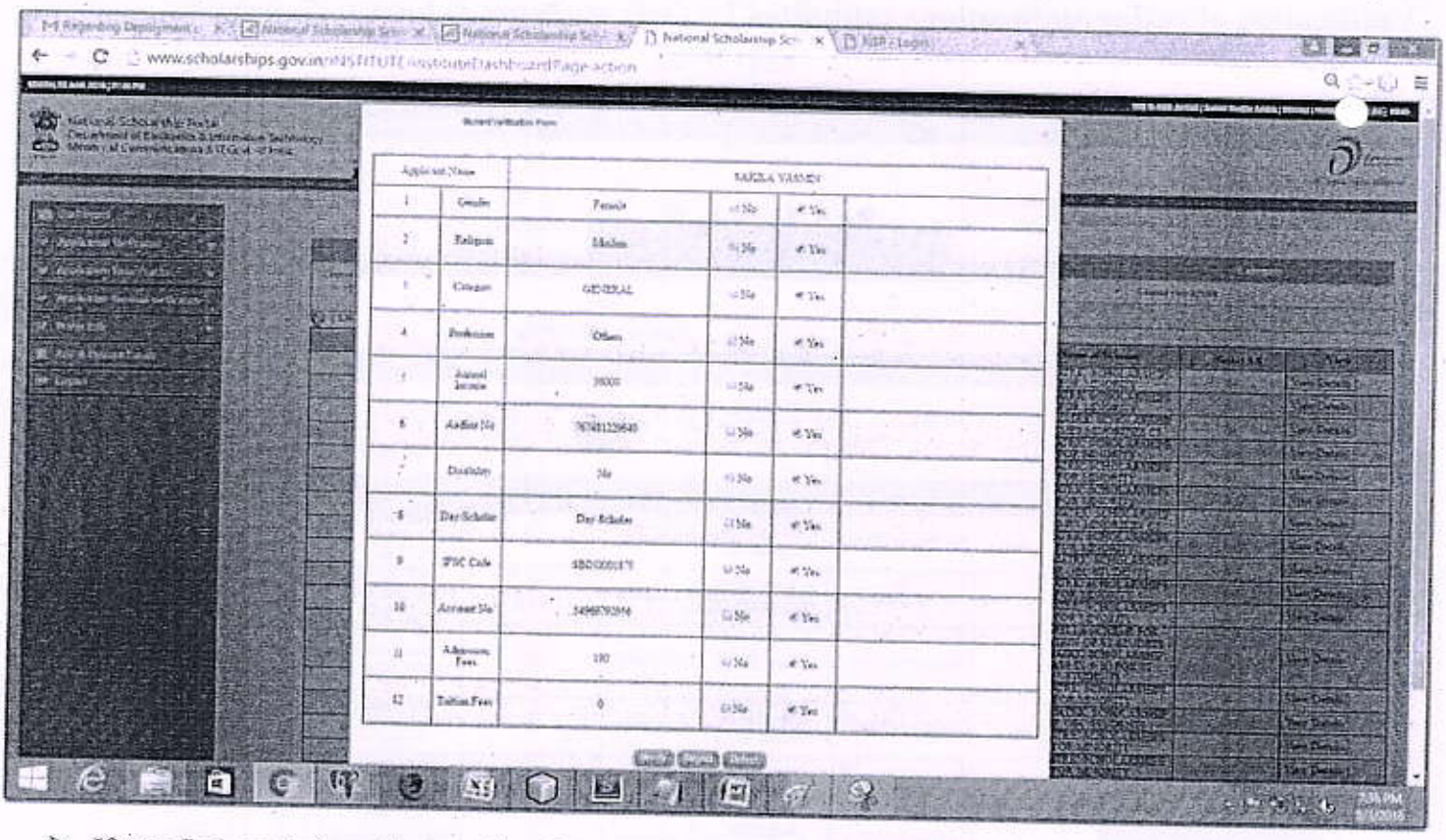
Note: On clicking '**Application Verification**' Icon Verification Screen will appear with the following data of applied Applicants;

- **Total Number of Registration**
- **Applicant Registration ID**
- **Name of Applicants/Father Name and Contact number**
- **Applied Course Name**
- **Name of Scheme Applied**
- **Also facilitates user to filter the Applicants via Scheme wise/Academic year, Course/Category wise.**

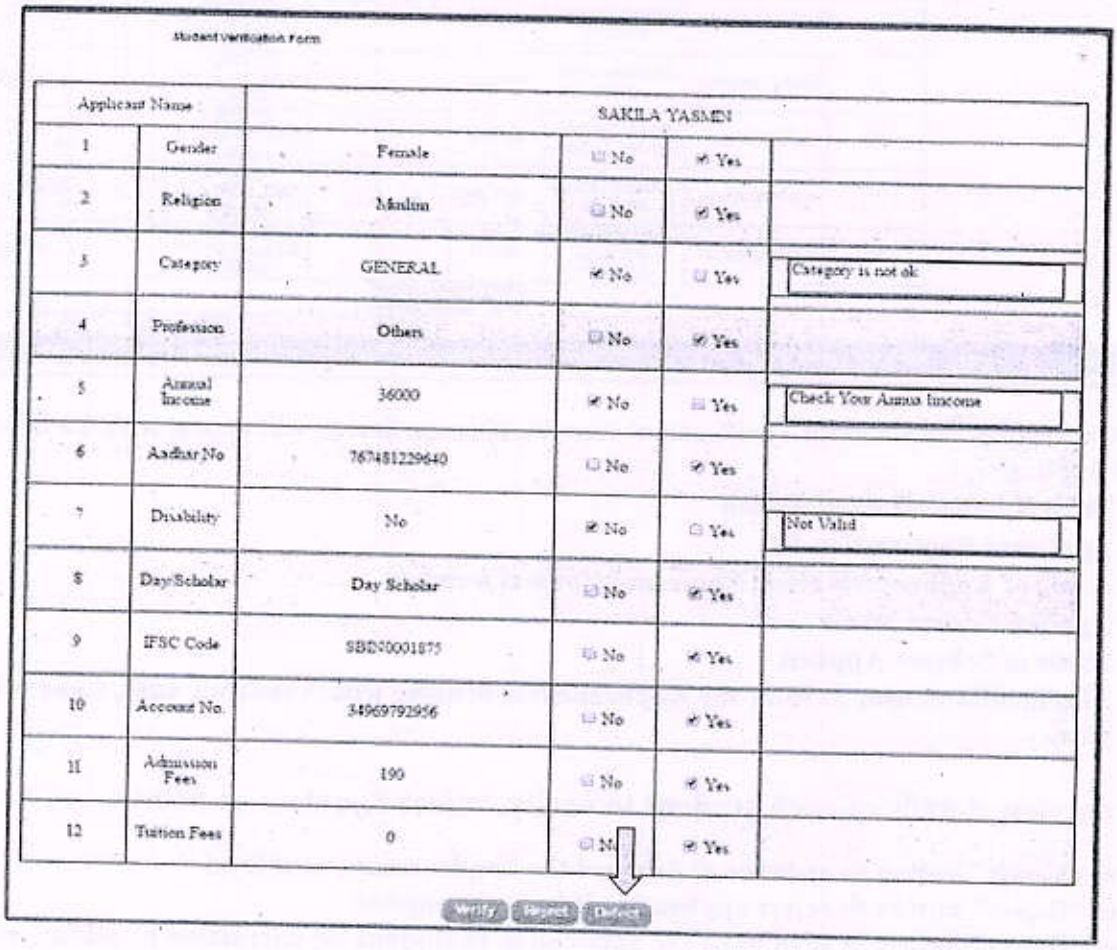
Click on view details of each student to verify, reject & defect as below

- **Click on "Verify" button to approve & forward the application to next level**
- **Click on "Reject" button to reject application if he is not eligible.**
- **Click on "Defect" button to send back the application to student for correction by adding remarks.**

17. Click on "**View Details**" button of individual student to verify the details, after verification click on verify button to approves & forward the application to next level.



- If you find any information pending from applicant then **add remarks by clicking on checkbox** against the pendency field as shown in the below figure to send back application to student for correction by clicking on "**Defect**" button.



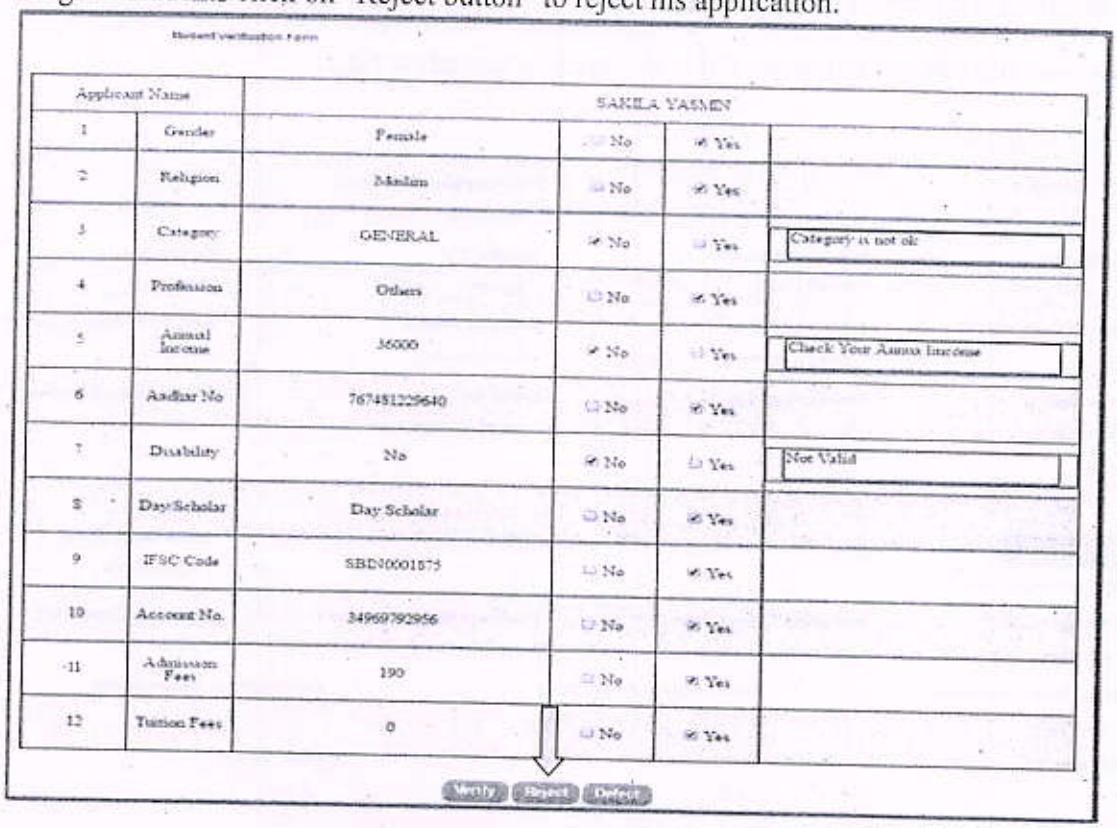
Student Verification Form

Applicant Name		SAKILA YASMIN			
1	Gender	Female	No	Yes	
2	Religion	Muslim	No	Yes	
3	Category	GENERAL	No	Yes	Category is not ok
4	Profession	Others	No	Yes	
5	Annual Income	36000	No	Yes	Check Your Annua Income
6	Aadhar No	767481229640	No	Yes	
7	Disability	No	No	Yes	Not Valid
8	Day/Scholar	Day Scholar	No	Yes	
9	IFSC Code	SBIN0001875	No	Yes	
10	Account No.	34969792956	No	Yes	
11	Admission Fees	190	No	Yes	
12	Tuition Fees	0	No	Yes	

Verify Reject Defect

- Once correction done by Applicant, Application form will re-appear for Re-verification.
- User re-verifies the corrected application & forward the same to next level.

➢ For not eligible students click on "Reject button" to reject his application.

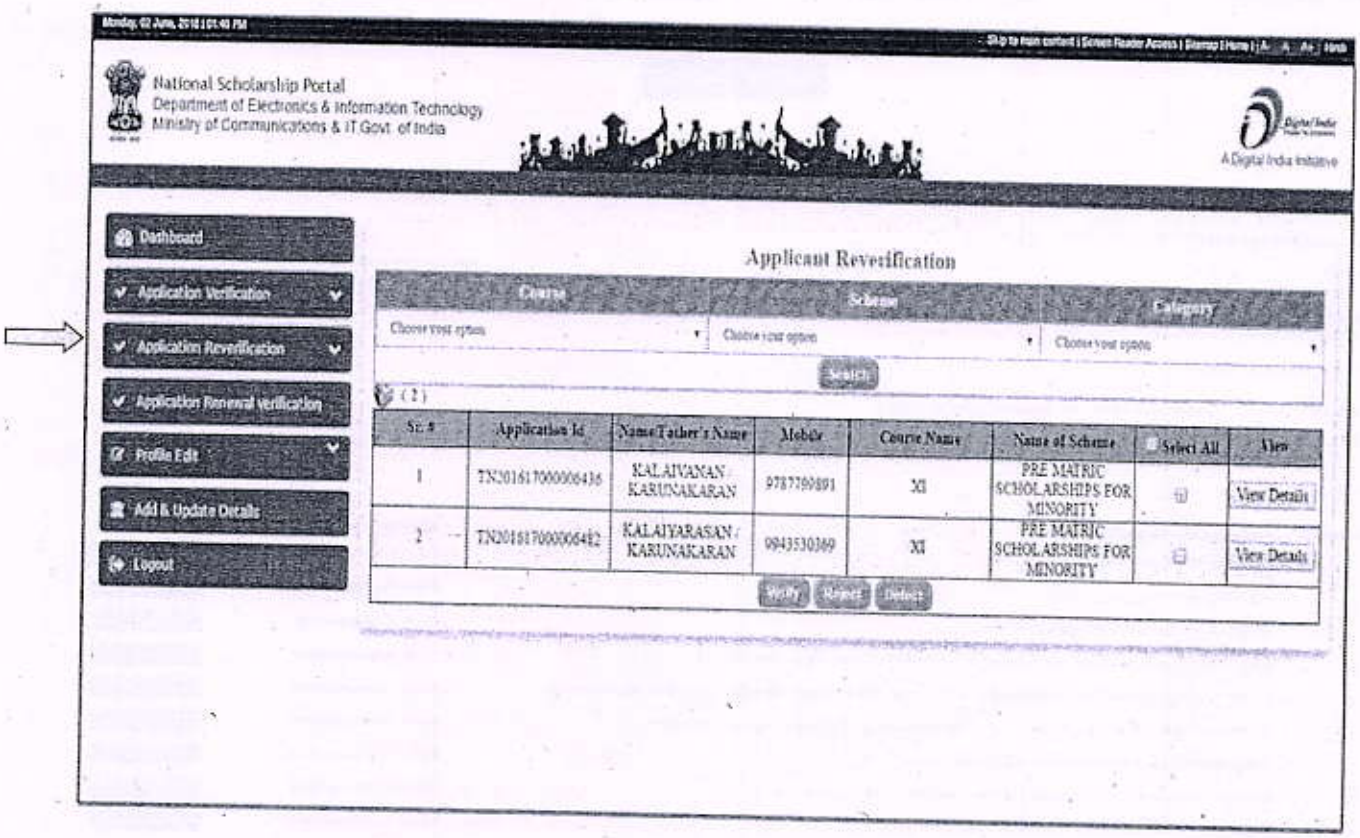


Applicant Name		SAKILA YASMEN			
1	Gender	Female	No	Yes	
2	Religion	Muslim	No	Yes	
3	Category	GENERAL	No	Yes	Category is not ok
4	Profession	Others	No	Yes	
5	Annual Income	36000	No	Yes	Check Your Annu Income
6	Aadhar No	767481229640	No	Yes	
7	Disability	No	No	Yes	Not Valid
8	Day/Scholar	Day Scholar	No	Yes	
9	IFSC Code	SBIN0001875	No	Yes	
10	Account No.	34969792956	No	Yes	
11	Admission Fees	190	No	Yes	
12	Tuition Fees	0	No	Yes	

Verify Reject Defect

This will complete the Verification process of Applications by Institute for National Scholarship Portal 2.0

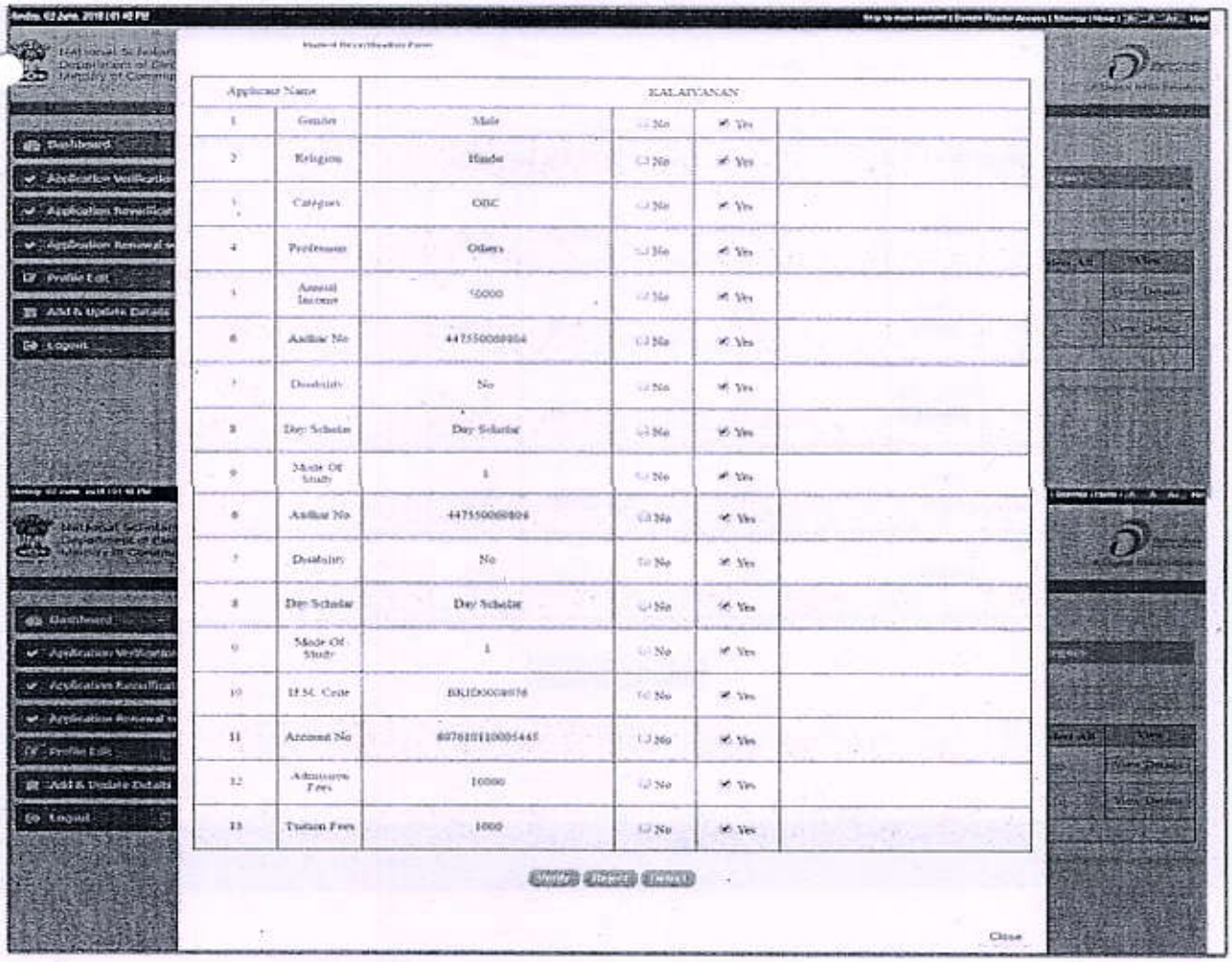
18. For '**Re-verification**' of defect applications click on '**Re-verification**' icon from Dashboard, the page appears with data displaying form for re-verification.



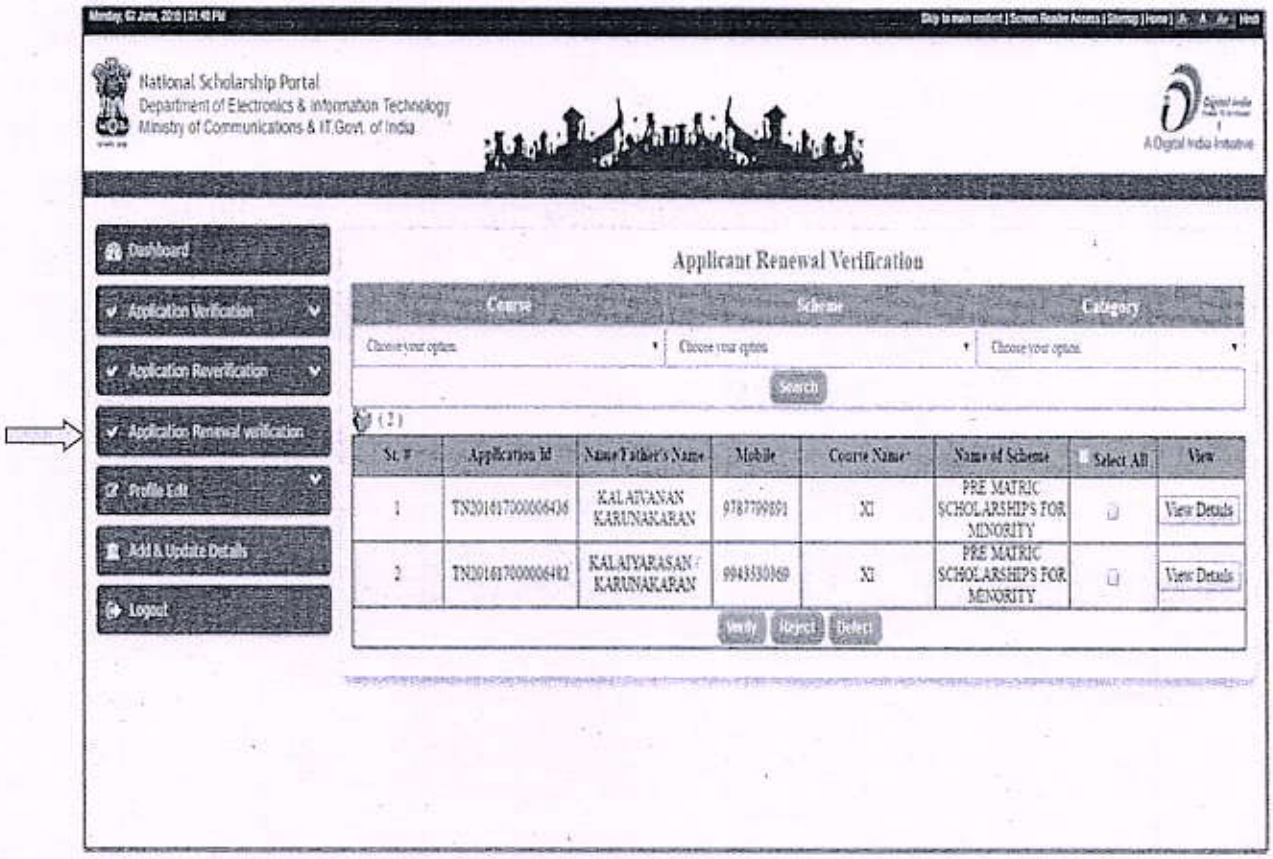
➢ For "Defect" applications

- After successfully adding value and comments, the form goes back to the Applicant for correction and will not be shown in Verification Page for institution.
- Students can only edit the following fields as shown in the below fig.

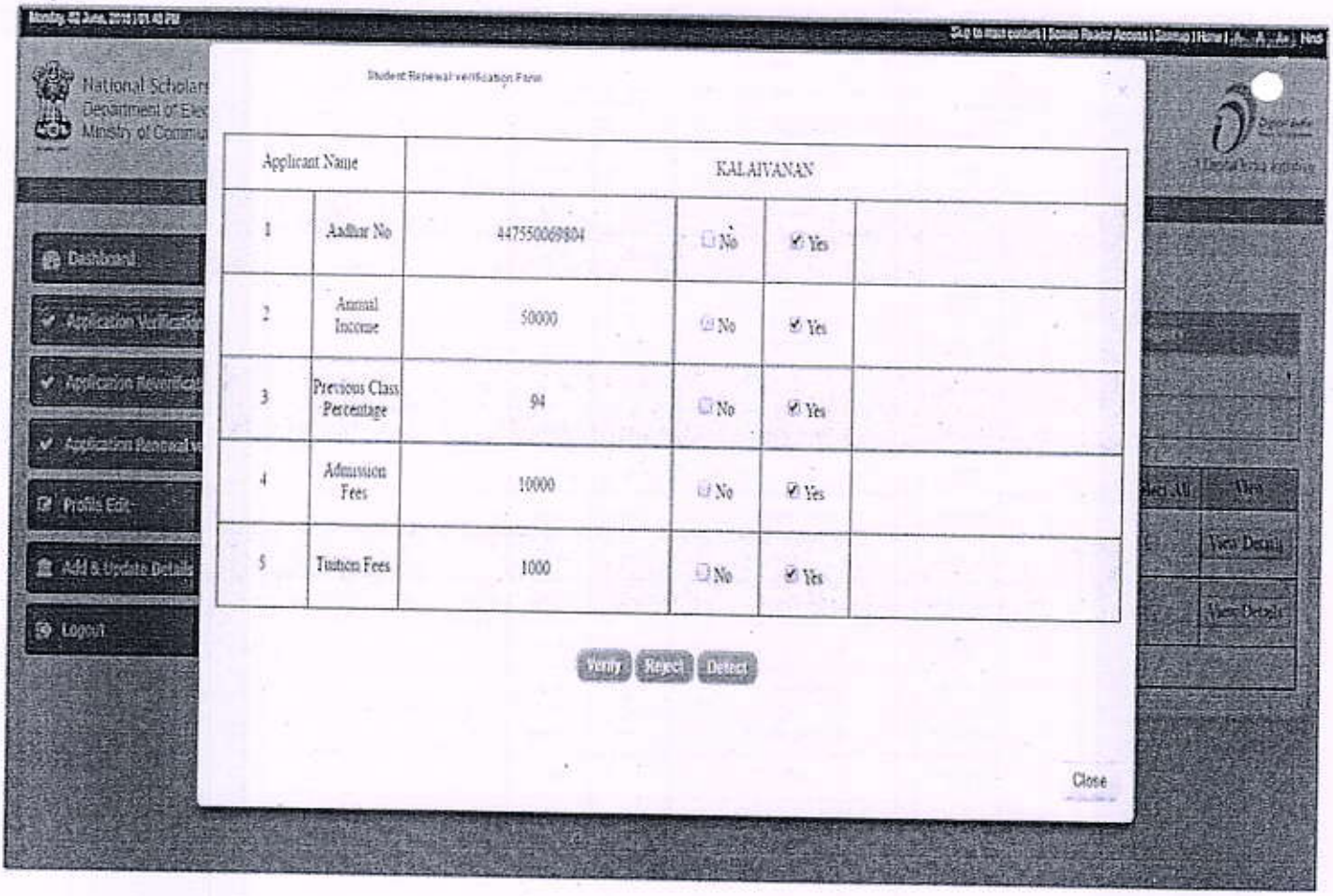
19. On clicking view details icons of particular Applicant details, user can view his corrected form & follow the same procedure for verification as mention in the above steps.



20. For verification of renewal students click on "**Applicant Renewal Verification**' the page appears highlighting application for renewals applied by previous session Applicants.



21. On clicking **"view details"** icon of particular Applicant details, user can view his form & follow the same procedure as in application verification.



Format to Reset College/Institute Login Credentials (in case of forget User ID & Password) under Post Matric & Merit Cum Means National Scholarship Portal 2017-18

To,
The Director,
Directorate of Minorities
20th floor Dr B.R Ambedkar Veedhi
V.V Tower Bangalore-560001.

Sub: Reset of College/Institute Login Credentials Regarding.

I, The Principal of _____ hereby request to reset user name & password of our college/institute as we are unable to login by using last year's login credentials.

I therefore submit the following details in the Proforma for taking suitable action and to reset of college/institute Login Credentials.

INSTITUTE DETAILS	
Institute Name*	
DISE/AISHE Code*	
Institute Address*	
Institute State*	KARNATAKA
Institution District*	
Institution Taluk/Block*	
CONTACT PERSON DETAILS OF PRINCIPAL TO SEND LOGIN CREDENTIALS	
Name*	
Mobile No*	
E-mail*	

Date:

Place:

Principal
Seal and Signature

Note: - Send Scanned copy of the above format through e-Mail to The Directorate of Minorities – gokdomnsp@gmail.com

Directorate of Minorities Bangalore

Format for Registration (Adding) of Colleges/Institutes under Post Matric & Merit Cum Means - National Scholarship Portal 2017-18

To,
The Director,
Directorate of Minorities
20th floor Dr B.R Ambedkar Veedhi
V.V Tower Bangalore-560001.

Sub: Registration of Colleges/Institutes Regarding.

I, The Principal of _____ hereby submit that our College/Institute is not registred in National Scholarship Portal for the students to apply for scholarship.

I therefore submit the following details in the Performa for taking suitable action and to register the name of our College/Institute.

INSTITUTE DETAILS	
Institute Name*	
DISE/AISHE Code*	
Institute Nature*	☐ GOVERNMENT INSTITUTES ☐ PUBLIC TRUST ☐ PRIVATE ☐ AIDED ☐ PRIVATE TRUST
Board State*	
Board/University Name*	
Course Level Offered*	☐ HSC/INTERMEDIATE [12TH] PUC/EQUIVALENT ☐ DEGREE/GRADUATE/UNDER GRADUATE/INTERGRATED ☐ POSTGRADUATION ☐ DOCTORATE/M.PHIL/P. HD ☐ CERTIFICATE ☐ TEACHER TRAININGS ☐ POLYTECHNIC ☐ DIPLOMA (OTHER THAN POLYTECHNIC) ☐ I.T.I ☐ PG DIPLOMA

Institute Address*	
Institute State*	KARNATAKA
Institution District*	
Institution Taluk/Block*	
Institute Pincode*	
Institute Tin No	
Institute Tan No	
CONTACT PERSON DETAILS	
Name*	
Mobile No*	
Phone	
E-mail*	
BANK DETAILS	
Bank Name	
Branch Name	
Bank Account Number	
IFSC Code	
Registeration Certificate*	**ENCLOSE WITH THIS FORMAT**

Date:

Place:

Principal
Seal and Signature

Note: - Send Scanned copy of the above format through e-Mail to The Directorate of Minorities – gokdomnsp@gmail.com

Post Matric Scholarship
Merit Cum Means Scholarship

DIRECTORATE OF MINORITIES
DEPARTMENT OF MINORITY WELFARE
20th FLOOR, V.V.TOWERS, Dr.B.R.AmbedkarVeedhi
Bangalore 560001.
Website: www.gokdom.kar.nic.in

NOTIFICATION

Ministry of Minority Affairs Government of India &
Directorate of Minorities Welfare
Government of Karnataka Scholarship Scheme
Post-Matric and Merit Cum Means Scholarship
Fresh & Renewal 2017-18
Applications are invited from Students of Karnataka State.

Muslims Christians Sikhs Buddhists Parsis Jains

Scholarship Categories

Post Matric Scholarship

Merit Cum Means Scholarship } **List of Courses Displayed on Website**

including top class courses

Eligibility Conditions

1. The students should have scored **50% marks** and above in their previous Semester (for semesterwise courses)
   Previous year (for year wise courses)
2. Annual income of the students' Parents/ Guardians from all sources should not exceed
   - ✓ Rs.2 Lakh for Post Matric Scholarship.
   - ✓ Rs.2.5 Lakh for Merit Cum Means Scholarship (MCM).
3. Students pursuing correspondence education and certificate courses or trainings are **not eligible**.
4. Students of Karnataka domicile studying in other states are also eligible to apply in Karnataka.
5. Students of other states studying in Karnataka are **not eligible** to apply from Karnataka.

Procedure

Read the following instructions carefully before filling on-line Application

1. Open Bank Account (Preferably in Nationalized Banks).
2. Go to Bank, Link your Aadhar Number with your bank account number.
3. Students have to apply only online. No other mode of Application is accepted.

Note: -Formats forDoucemnts Under Serial number 3 are available on our website.
Note: - Post Matric Students need not upload their documents
Note: -Supported file types for uploading documents: -PDF, JEP, JEPG.
Maximum file size is 100KB (Only for Merit Cum Means Students)
Note: -For better visibility use Chrome, Firefox, Internet Explorer

FRESH - PROCEDURE

Step 1:-Go to Website **http://www.scholarships.gov.in**

Step 2:- Click on "**New User? Register**" button.

Step 3:- Go through/Read carefully the guidelines for Registration on National Scholarship Portal

Step 4:- After reading guidelines click on "**Continue**" button

Step 5:- A new page requesting to enter the personal data will be displayed. Fill student registration form.

Step 6:- Check Aadhar consent in check box

Step 7:- After entering all required details Click on the "**Register**" button.

Step 8:- Student registration ID will be displayed. (Note down the Student Registration ID number for further reference and enquiries.

Step 9:- Click on "**Continue**" button, it will take you to the Login Page.

Step 10:- Student have to Re-Login using Student Registration ID Number and Date of Birth in format (DD/MM/YYYY).

Step 11:-After Login Student will get OTP of 5 digits on Registered Mobile Number.

Step 12:-Confirm OTP will take you to Student's Home Page

Step 13:- Click "**Application Form**" button and enter below details

- Registration Details
- Academic Details
- Basic Details

Step 14:- After entering above details click on "**Save & Continue**" to Switch on to next Page

Step 15:- Applicant is directed to see the next page for "**Contact Details & Scheme Details**".

- Enter your contact details.
- Based on eligibility criteria of the student, schemes will be displayed.
- Select**"POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS"**for post matric courses.
- Select **"MERIT CUM MEANS SCHOLARSHIP SCHEMES MINORITIES CS"** for Merit Cum Means courses (Including Listed Institutes).
- After selecting the scheme, in the same page -an Upload Document section will be displayed - upload your documents therein (MCM Students only).
- Re-check all your entries, uploaded documents, before finally submitting the application, as there will be no provision to amend or alter it thereafter.

Click on **Final Submit.** Take a print on Clicking print **Button** for reference and as an Acknowledgement.

RENEWAL - PROCEDURE

Step 1:-Go to Website **http://www.scholarships.gov.in**

Step 2:- Click on "**Apply for Renewal**" button.

Step 3:- Student have to Login using Last year Student Registration ID Number and Date of Birth in format (DD/MM/YYYY).

Step 4:-After login will take you to Student's Home Page

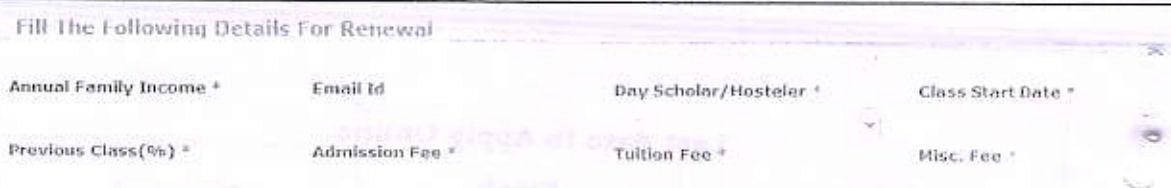
Step 5:- Click "**Pre-Filled Information**" button and Check your last year details.

Step 6:- Click "**Apply for Renewal**" & enter below Renewal details

Last date to Apply Online		
Scheme	Fresh	Renewal
Post Matric Scholarship	30.09.2017	30.09.2017
Merit Cum Means Scholarship	30.09.2017	30.09.2017

For further detail instructions and procedure please visit Minority Directorate's official website https://gokdom.kar.nic.in

AKRAM PASHA, K.A.S
Director, Directorate of Minorities,
Bangalore



➢

Step8:- Click on **Final Submit.** Take a print on Clicking print **Button** for reference and as an Acknowledgement.

INSTRUCTIONS TO STUDENTS FRESH & RENEWAL

- Enclose the following documents to your filled-in application copy
  1. Marks Cards: -
     a) Previous year/Sem Mark Card.
     b) Previous Course Marks Card.
  2. Fee Receipts.
  3. Declarations: -

  a) Institute Verification Form.
  b) Income Certificate; Income certificate from the employer for employed parents/guardian or Certificate to be issued by the Competent Authority declared by the State Government/ UT Administration.
  c) Self-Declaration of Minority Community Certificate by the Students
  4. Proof of bank account in the name of student (1st page Xerox copy of bank passbook).
  5. Aadhar Card Xerox copy.
  6. Passport size 2 Photos.
- Submit the same to the concerned authorities as per below directions

  Post Matric:- Student ➟ Principal ➟ District Minority Officer
  MCM:- Student ➟ Principal ➟ District Minority Officer

- The students are advised to prepare two sets of their application along with the required documents, submit one full set to the Principal of your Institution and another Set to the District Officer For Minorities of your District.

Note: Students furnishing fake/Manipulated documents or false information will be viewed seriously and action w
ill be initiated if found guilty as per law.

NOTE TO THE HEADS OF THE INSTITUTIONS/ PRINCIPALS

- To add New Institutions under NSP and take User ID and Password contact concerned District Minority Officers OR Directorate of Minorities Bangalore.
- All the Heads of the Institutions are requested to verify the applications Registered by their students and forward the same through their Institute logins to the next level within the specific timeline.
- Please go through the User manual uploaded on website for further reference.

Online Workflow – Post-Matric & Merit-Cum-Means Scholarship 2017-18

Online Workflow

Student
Registers & submit through online → **Institute**
Verifies & forwards to next level → **State**
Verifies & forwards to next level

Hardcopy Submission Procedure

Student
Registers online takes print, enclose required documents (two sets) submits to

- **Principal** → Verifies hard copy with online data & forwards online
- **District Minority Officer** → Verifies hard copies, enter data in an excel format provided by Directorate & forwards to State