

# **Instructions Manual**

## **“e-Scholarship”**

### **Academic Session 2011-12**

**Department of Higher Education**  
**Government of Odisha**  
**([www.dheorissa.in](http://www.dheorissa.in))**

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# 1. APPLICATION PROCESS

The Common Application Form for Award of Scholarship (CAFAS) will be available in [www.dheorissa.in](http://www.dheorissa.in) for applying on-line. There will be one form for applying any scholarship in Higher Education Department, Government of Odisha. Eligible students for scholarships are to apply for the same online in the website [www.dheorissa.in](http://www.dheorissa.in).

## 1.1. WHERE TO APPLY ON-LINE?

As the CAFAS is available in the Higher Education Department website [www.dheorissa.in](http://www.dheorissa.in), it can be accessed in the Cybercafé, Common Service Center, Internet Facility Center operated in SAMS Resource Centers and at any place where Internet facility is available.

## 1.2. HOW TO APPLY ON-LINE?

- 1.2.1. Go to the website ([www.dheorissa.in](http://www.dheorissa.in)). Click on the box highlighting “**Apply On-Line Scholarship**” in its Homepage.
- 1.2.2. On clicking, CAFAS application form will show on the computer screen.
- 1.2.3. Fill in the form with required information.
- 1.2.4. Upload your recent passport size colour photograph in the space provided for the same.
- 1.2.5. Fill in your Bank Account Details distinctively ‘Name of the Account Holder’, ‘Account Number’, ‘IFSC Number of the concerned Bank and finally the ‘Full name of the Bank & Branch’. This information will be used to send the scholarship amount to the selected students thorough RTGS/NEFT.
- 1.2.6. At last click on the “**APPLY**” button after filling all the mandatory fields.
- 1.2.7. If you want to modify the information, please click on “**MODIFY**” button.
- 1.2.8. Finally, to confirm your Online Application click on the “**CONFIRM**” button.

## 1.3. HOW TO MODIFY INFORMATION IN CAFAS?

- 1.3.1. After clicking on “**APPLY**” button if you want to modify some information in the CAFAS, then click on the “**Back to Modify**” button and the page will be redirected to the previous one.
- 1.3.2. After modifying the desired information, click again on the “**APPLY**” button.
- 1.3.3. Then confirm your application by clicking on the “**CONFIRM**” button.
- 1.3.4. The confirmation page will indicate ‘**Applicant Name**’ & ‘**Reference Number**’.
- 1.3.5. After final submission of CAFAS, one can’t change anything in the application on-line.
- 1.3.6. If an applicant wants to further change in his/her CAFAS application, he/she can apply fresh one.

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## 2. PRINTING OF CAFAS

- 2.1. Click on “**Print CAFAS copy & Applicant copy**” button to view the CAFAS to be printed.
- 2.2. Then click to get the CAFAS copy & Applicant copy (Two pages each).
- 2.3. Then, the applicant has to affix his/her recent colour passport size photograph (self attested) on the CAFAS Copy.
- 2.4. The applicant has to sign in the “**CAFAS Copy**” and countersigned by the Head of the Institution where s/he is currently studying.  
***NB: Only the Computer (Net) generated CAF shall be accepted. In no case, a DTP or Typed CAFAS shall be accepted.***

## 3. SUBMISSION OF CAFAS

- 3.1. The duly signed CAFAS Copy by the applicant & counter signed by the Head of the Institution where s/he is currently studying shall be deposited at any SAMS Resource Center listed in the website [www.dheorissa.in](http://www.dheorissa.in).
- 3.2. The students are required to enclose the requisite documents in support of their claims along with the applications forms.
- 3.3. Students other than Junior & Degree Colleges of Higher Education Department required to submit (by hand/by post) their CAFAS application at any SAMS Resource Center listed in the website [www.dheorissa.in](http://www.dheorissa.in).
- 3.4. The SRC where the application is submitted will acknowledge the receipt of CAFAS application on the applicant copy of the CAFAS.
- 3.5. **Any application sent other than SAMS Resource Center (SRC) shall not be accepted and will not be taken into consideration.**
- 3.6. Duly signed application CAFAS forms & countersigned by their respective Principal/Authority shall reach to the SRC on or before the due date of submission of application
- 3.7. The **Applicant Copy** with Barcode Number noted on it, shall be the KEY to all queries for applicant regarding e-Scholarship.

## 4. CHECK LIST FOR SUBMISSION OF CAFAS

- 4.1. Computer generated filled in “CAFAS Copy” – duly signed by the applicant & countersigned by the Head of the Institution where the student is currently studying.
- 4.2. Computer generated filled in “Applicant Copy”.
- 4.3. Attested copy of Residential Certificate in support of applicant is a permanent resident of Odisha.

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- 4.4. Attested copy of Income Certificate of Parents/Guardian from the Employer / Appropriate Authority.
  - 4.5. Attested copy of certificate & mark sheet of last qualifying examinations.
  - 4.6. Attested copy of the Rank card issued by the Chairperson of OJEE/All India Entrance Examinations.
  - 4.7. Attested copy of the student's Bank Passbook showing Name of the Account Holder, Account Number, IFSC Number or Letter from concerned Bank Manager on the above information.

## 5. CAFAS VALIDATION PROCESS

- 5.1. Applications received at SAMS Resource Center will be tagged to the e-Space software in the SAMS Lab in the respective SRC using the barcode reader.
- 5.2. After tagging, the CAFAS application will be validated by the Principal of the concerned SRC comparing with the documents submitted by the student.
- 5.3. Any mistake found during the validation will be updated on-line by the SRC only on or before the due date.
- 5.4. After completion of the data validation process the software will generate the merit list as per the merit logic defined by the Higher Education Authority.

## 6. DOS / DON'TS

- 6.1. Mere applying on-line CAFAS in the Internet will not make the Applicant eligible to get Scholarship. One has to take print from the computer, duly sign, enclose the documents & submit it at any SRC listed in the website i.e. [www.dheorissa.in](http://www.dheorissa.in)
- 6.2. Fill the "Account Details" very carefully giving IFSC Number (Indian Financial System Code) used for Funds transfer through NEFT/RTGS.
- 6.3. Provide the full name of the Bank & Branch in the form.
- 6.4. After applying on-line, take the print outs of "CAFAS Copy" & "Applicant Copy" and submit at any SAMS Resource Center.
- 6.5. Applicant must take a fresh print out of "**CAFAS Copy**" and submit at any SRC, if he/she is editing his/her on-line application after taking first print out.
- 6.6. Applicant should fill up all the mandatory options highlighted with \* **mark** in the computer screen.
- 6.7. For any doubt, applicants are requested to take help of Sanjog Helpline Toll Free **(155335)** Number.
- 6.8. Sign in the "**CAFAS Copy**" & all the Supporting documents before submitting the same at the Head of the Institution's Office.
- 6.9. There will be no fees for application process for e-Scholarship.

## 7. PRINCIPLES OF SELECTION

The number and Quantum of different categories of Scholarships are depicted below for better understanding of Students as well as for concerned Authorities.

SI	Name of Scholarship	Qualifying Marks in Last Exam.		Quota per Year	Period of Scholarship (In years)	Rate of Scholarship per Month (10 months in a year) (In Rs.)	Income ceiling of Parent (In Rs.)
		Boys	Girls				
1	Junior Merit Scholarship for +2 Students	70%	60%	4,970	2	300	6.00 lakh
2	Junior Merit-cum-Poverty Scholarship for +2 Students	70%		4,970	2	300	6.00 lakh
3	Teachers' Children Scholarship for +2 Students	70%		60	2	300	6.00 lakh
4	Senior Merit Scholarship for +3 Students	Sc: 70% Arts: 60% Com: 60%		1,455	3	500	6.00 lakh
5	Senior Merit-cum-Poverty Scholarship for +3 Students			1,455	3	500	6.00 lakh
6	Teachers' Children Scholarship for +3 Students			90	3	500	6.00 lakh
7	P.G. Merit Scholarship			705	2	1000	6.00 lakh
8	P.G. Merit-cum-Poverty Scholarship	Sc: 70% Arts: 60% Com: 60%		705	2	1000	6.00 lakh
9	Teachers' Children P.G. merit Scholarship			90	2	1000	6.00 lakh
10	Scholarship for Higher Technical and Professional studies (Graduate level Courses)	As per Rank obtained in Joint Entrance Exams & All India Entrance Exams conducted by State Govt. and Govt. of India respectively.		10,000	As per Course duration (Maximum 5 Years)	1000	6.00 lakh

## 8. ELIGIBILITY

- 8.1. Applicant must be a Permanent Resident of Odisha.
- 8.2. For Girl Students the eligibility for applying Scholarship is 60% for Junior Merit, Senior merit, P.G. Merit only.

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- 8.3. For Junior Merit Scholarship the eligibility percentage in last qualifying Examination is 70% for Boy students.
  - 8.4. For Senior Merit and P.G. Merit the eligibility percentage in last qualifying Examination is 70% in Science and 60% in Arts & Commerce for Boy students only.

## 9. INTIMATION

The List of Selected Eligible Candidates for the same will be reflected in the link named 'CAFAS' in the website [www.dheorissa.in](http://www.dheorissa.in).

## 10. IMPORTANT NOTES

- 10.1. The Scholarships will be awarded among Boys & Girls on 50:50 ratio at Junior Merit, Senior Merit and P.G. Merit level.
- 10.2. If requisite number of Boys or Girl Candidates is not available under a particular Scholarship scheme as per the ratio fixed above, then the balance number of Scholarships shall be awarded to other eligible candidates irrespective of gender within the same Scholarship scheme.
- 10.3. For Girl Students the Eligibility for availing Scholarship is 60% at Junior Merit, Senior Merit & P.G. Merit level.
- 10.4. For Professional/Technical Merit Scholarship, only the meritorious Students will be awarded Scholarship basing on their Rank obtained in the Odisha Joint Entrance Examination/ All India Entrance Examinations.
- 10.5. For Technical/Professional Merit Scholarship, eligible disciplines of Education are **Engineering, MBBS, BDS(In State & national level Institutions), B. Pharma, B.Sc (Nursing), Bachelor in Homoeopathy, Bachelor in Ayurvedic, Agriculture Science and Allied Science under OUAT like veterinary Science, Agriculture Science, Agriculture Engineering, Forestry Science, Fishery Science & Home Science etc.**
- 10.6. For Technical/Professional Merit Scholarship the selection of the Candidates will be done on the basis of the Rank obtained in Joint Entrance Examinations and All India Entrance Examination conducted by the State Govt. and Govt. of India respectively irrespective of gender.
- 10.7. The ceiling for the Annual Income of Parents should not exceed Rs. 6.00 lakhs.
- 10.8. Applicants are requested to provide their personal Bank Account details in the CAFAS.
- 10.9. The mentioned Bank should be having IFSC (Indian Financial System Code).
- 10.10. Filled and Signed CAFAS is to be submitted at the concerned Head of the Institution's Office only.

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- 10.11. Educational institutions, other than Junior & Degree Colleges are to submit the collected CAFASs at their nearest SRC for further processing (Tagging & Validation).
- 10.12. For Renewal of Scholarships, the Students need to contact their Principal/Head of the Institution as there will be no on-line Application for the same.
- 10.13. All Payments to the selected Students under Scholarship will be done through **NEFT (National Electronic Fund Transfer) / RTGS (Real Time Gross Settlement)**.
- 10.14. All the Scholarships depicted from Sl. No. 1 to 10 (In the table) shall be awarded by Govt. in Higher Education Department following due procedure.
- 10.15. A Student already in receipt of any other Scholarship awarded by the State Government cannot avail one of these Scholarships unless he/she opts to forgo the other Scholarship.
- 10.16. If an eligible student could not be able to apply for Scholarship during 1<sup>st</sup> year of his/her higher study for any reason, he/she can apply for Scholarship in subsequent year. In this case Scholarship shall be awarded for remaining year(s) of study.
- 10.17. All previous orders in this regard stand modified to the above extent.
- 10.18. In case of any doubt Government in Higher Education Department reserves the Right to have the interpretation which shall be final.

## **11. RENEWAL OF SCHOLARSHIP**

- 11.1. Respective colleges are to fill up manually the "Application for Renewal of Scholarship" student wise as per Annexure-1.
- 11.2. Duly signed by the Principal/Head of the Institution shall be submitted at any SAMS Resource Center on or before the due date.
- 11.3. Details of bank information with IFSC Number shall be enclosed with the application for money transfer through core banking.
- 11.4. The concerned SRC will send the scholarship renewal information to the Higher Education Department on-line through e-Space software.
- 11.5. Any manual application for renewal of scholarship will not be entertained.



## 12. ANNEXURE-1 (APPLICATION FOR RENEWAL)



### Department of Higher Education

Government of Odisha

#### Application for Renewal of Scholarship

This is to be filled by the colleges and submitted at any SAMS Resource Center for On-Line Data Transmission to Higher Education Department through e-Space.

#### Details of the Scholarship Awarded

Scholarship Name		Scheme Name	
Type of Scholarship		Sub-Type	
Govt. Sanctioned Order Number		Date of Issue	

#### Details of the Scholarship Holder

Name of the Scholarship Holder			
Year & Courses in which Admitted		Batch of award	
Class to which promoted		Year of promotion	
Percentage of Marks Secured		Period / Year of renewal	Amt. Awarded in last Fin. Yr.

#### Bank Information of the Scholarship Holder

Account Holder Name			
Bank Account Number			
Name & Branch of the Drawee Bank			
IFSC Number		Branch Code Number	

#### Remarks (if any)

Certified that the aforesaid awardee has been promoted to the next Higher Classes & eligible for renewal of the Scholarship mentioned above during the session 20\_\_\_\_\_. An amount of Rs..... (Rupees.....) only sanctioned / placed during the last Financial Year..... vide DHE(O) letter No..... dt..... has been fully utilized / paid to the concerned awardee.

The attested copies of mark sheet & photocopy of the bank passbook showing Account Holder Name, Account Number, IFSC Number in respect of above awardee are enclosed herewith.

Signature & Seal of the Principal /  
Head of the Institution