Government of India

Ministry of Minority Affairs

e-Scholarship
Minority Welfare Scholarship System

Merit-cum-Means Scholarship
Scheme
For Minority Communities Students
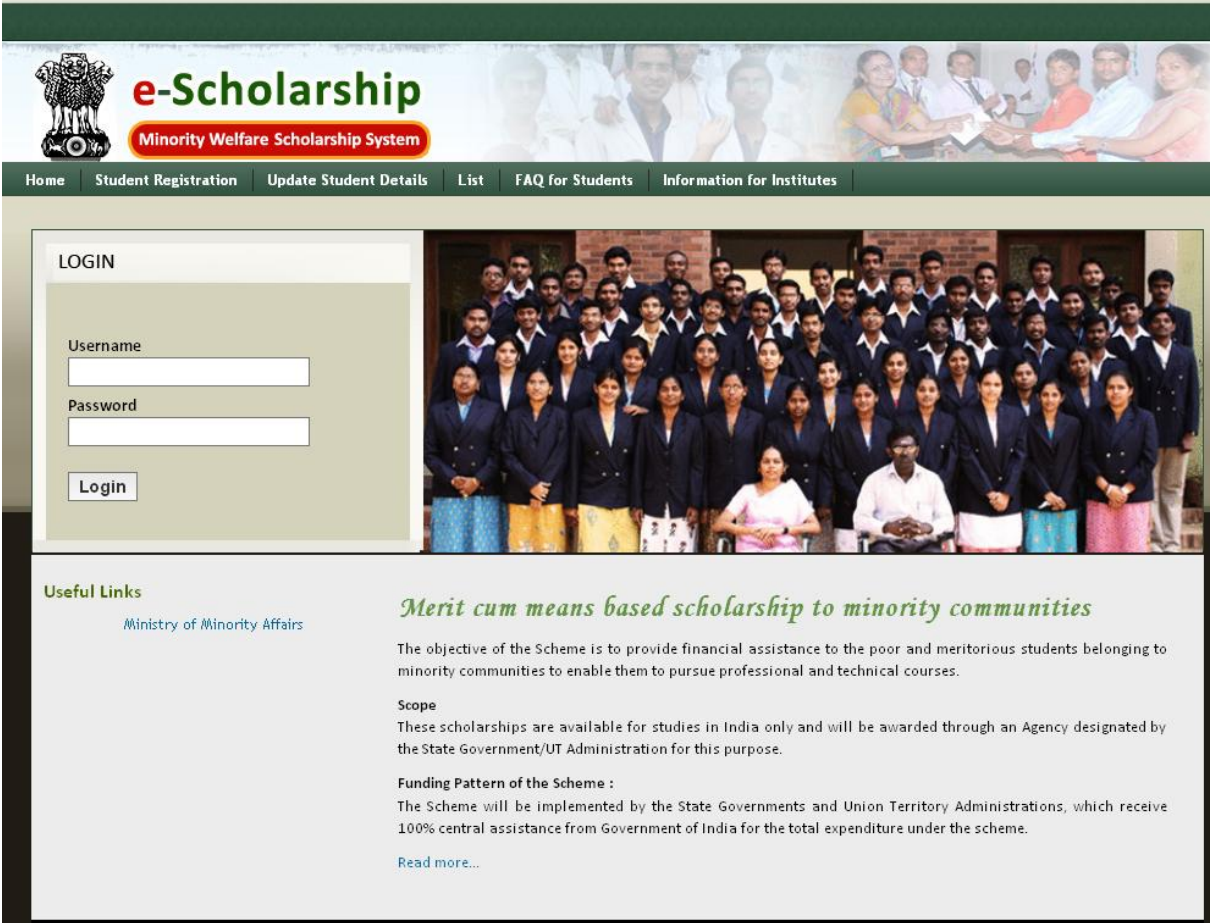
USER MANUAL
FOR
STUDENTS
(PHASE-I)

STUDENT REGISTRATION

The home page of the Minority Welfare Portal http://momascholarship.gov.in/ provides the option 'Students Registration' which enables the students to register and solicit for Merit cum Means based Scholarship. The registration process is very simple.
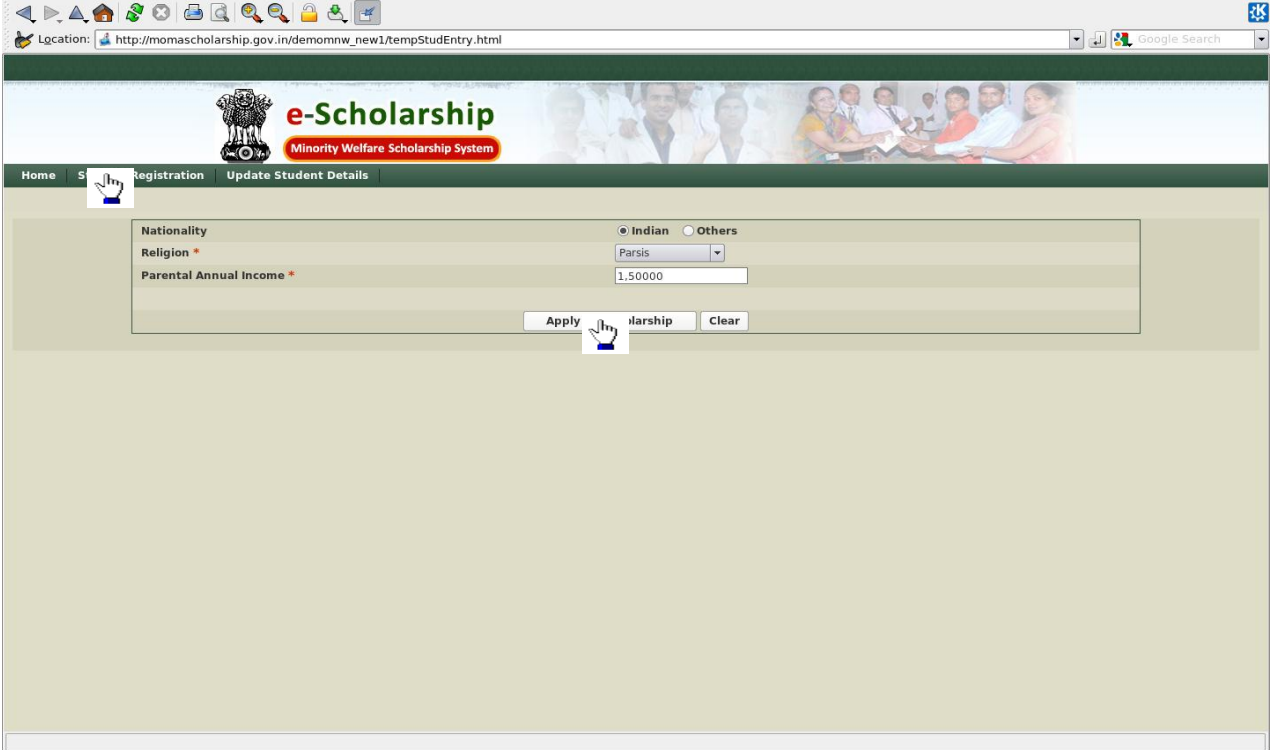
Here are the simple guidelines as to how to apply for the scholarship:

- Open the browser and enter the website URL http://momascholarship.gov.in/

- The home page of the scholarship portal of Ministry of Minority Affairs is displayed

- Click on the Student Registration option, the screen displays a preliminary registration form
- If the particular student is eligible, he/she can proceed with the process
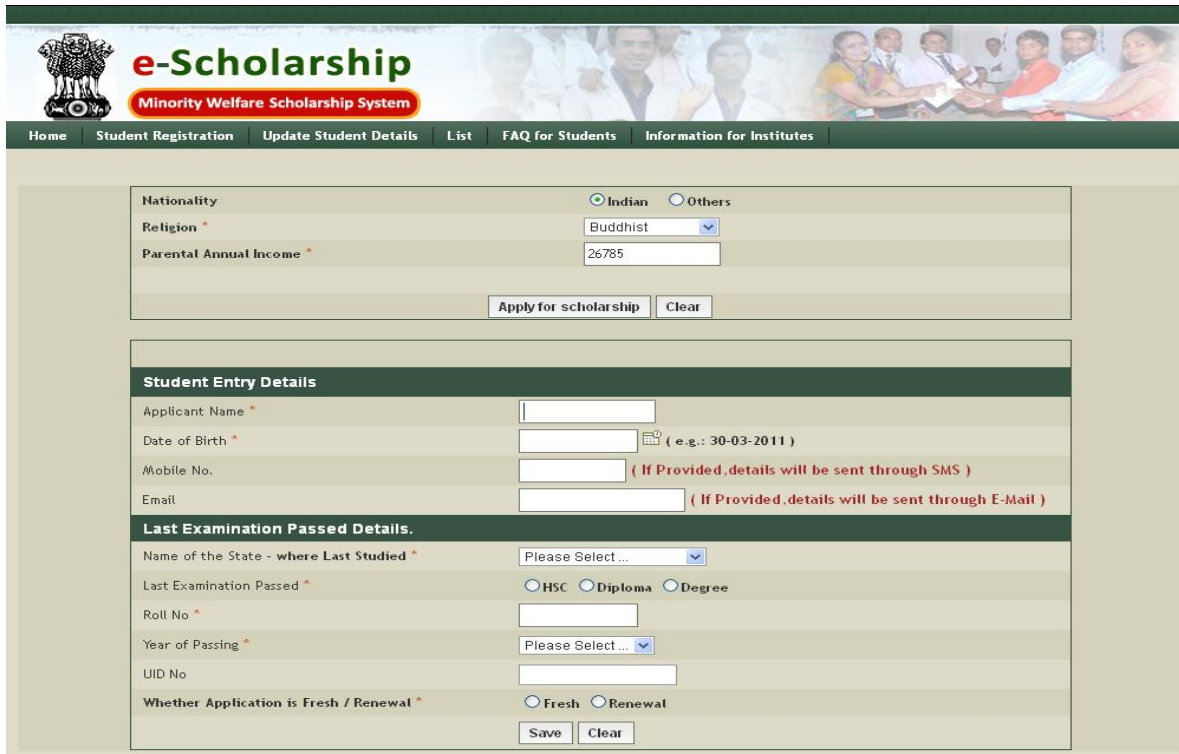
- The page carries three columns which are to be filled in by the student who applies for the scholarship.

- The first column asks for the Nationality, click on the appropriate Nationality of the Student. (Indian citizens are only eligible)

- Student should mention his/her religion (as the scholarship is offered to the minority communities Buddhists, Christians, Parsis, Muslims, Sikhs are listed below in the drop down menu)

- Annual income of the parents must be mentioned (annual income should not exceed 2,50,000 per annum)

- If the above mentioned details are furnished then the Student can submit his/her application form by clicking on the 'Apply for Scholarship icon'

- Click on the 'Clear' icon to clear the entries.

- If the Student is not eligible, then he/she cannot move on to fill the second level of the application form. An alert pops up with reason for ineligibility
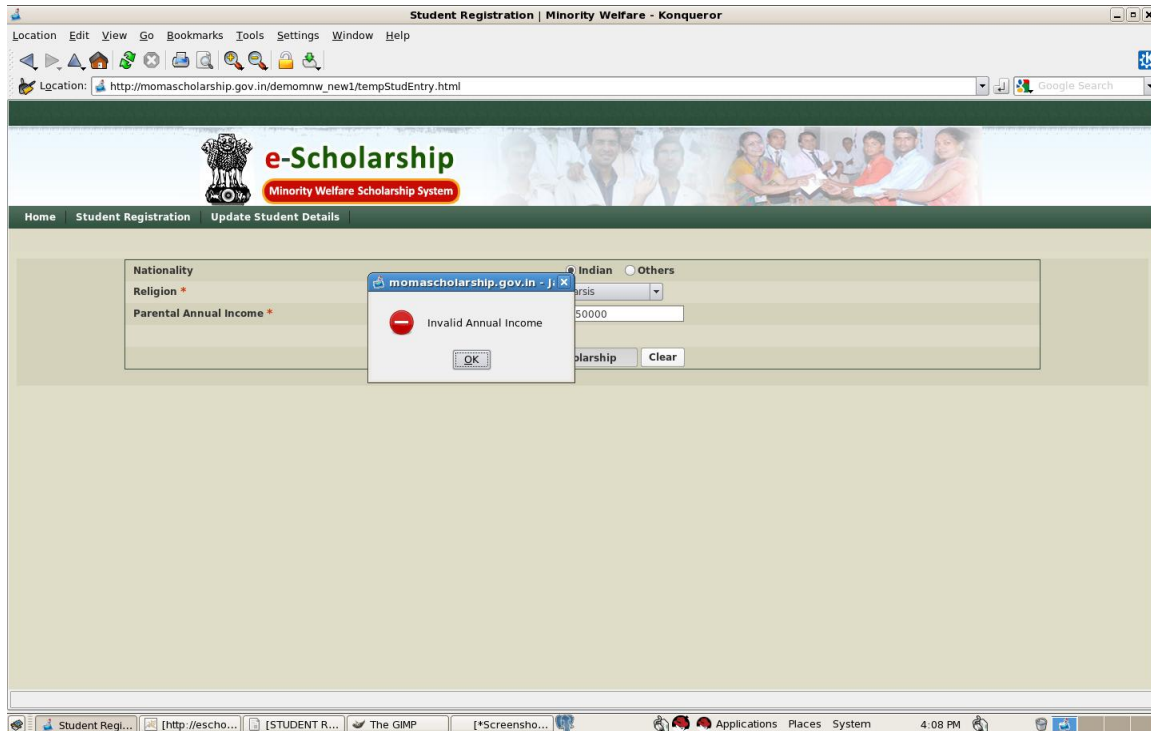
- If the applicant is eligible for the scholarship, then he/she can proceed with the next level of filling in the application form which is displayed in the same page.

STUDENT ENTRY DETAILS
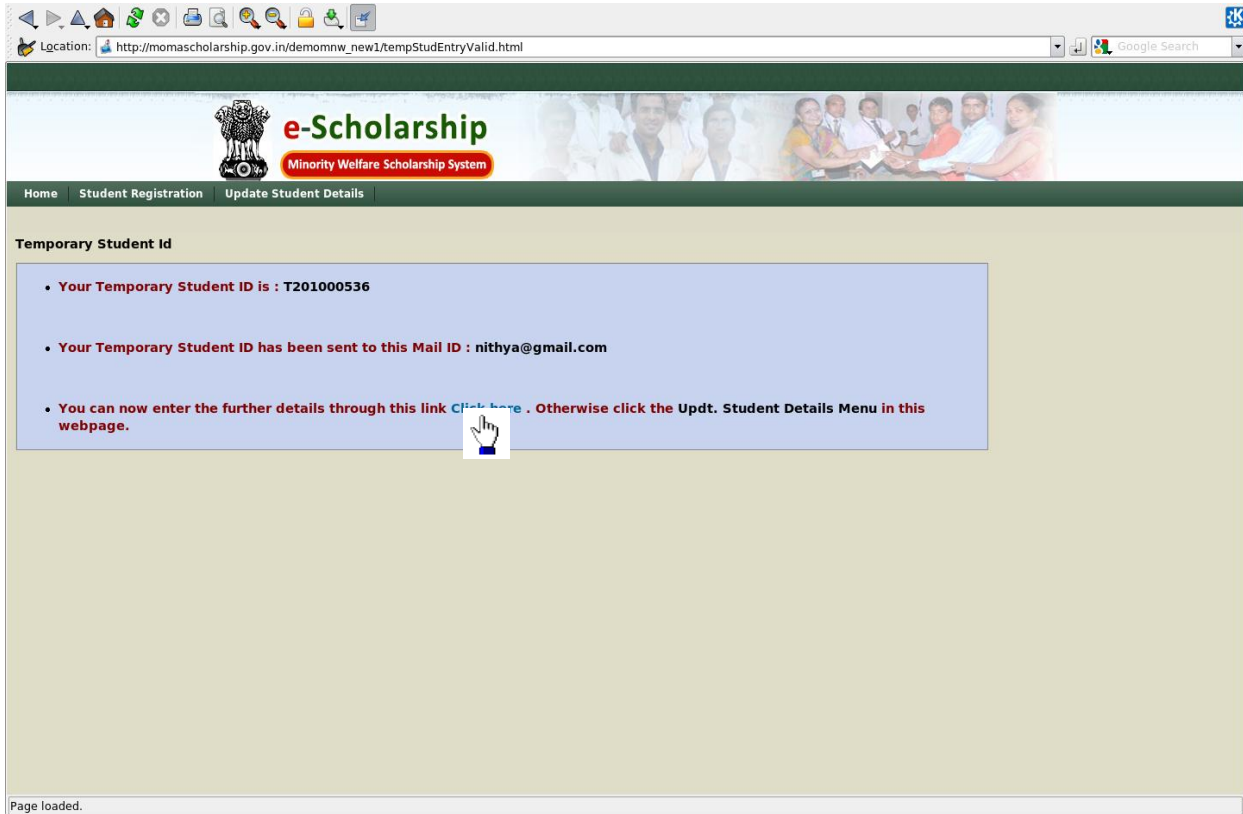
Through this application form, students can mention other details for the processing the scholarship. There are two sections in this form. Fill in the personal details in the first section. Enter Last examination passed details in the second section

- In the Student Entry Details, Applicant name should be mentioned
- Enter the date of birth of the Student (eligibility- more than14 yrs)
- Mobile number and the e-mail ID*(mandatory) columns follow consecutively. When the Student provides the mobile number or the e-mail ID, he/ she can receive the alerts through SMS / Mail.
- The name of the state where the Student last pursued his/her education should be furnished. This can be selected by choosing from the drop down menu.
- Provide the details regarding the last examination passed by the Student (HSC, Diploma or Degree)
- Roll number of the student should be mentioned
- Students should also enter the year of passing (HSC, diploma or Degree) in the space provided
- Unique Identification Number is very important to identify any individual citizen of India. Provision has been made by the software to captivate the UID number if applicable.
- If the Student is applying for the first time, then he/she must click on 'fresh'. If he/ she has already applied and obtained the scholarship and want to renew it, the click on 'renew'. By clicking on renew, the Student can enter the necessary details for renewing the Scholarship
- If the above required details are provided, then click on 'Save' to save the entries
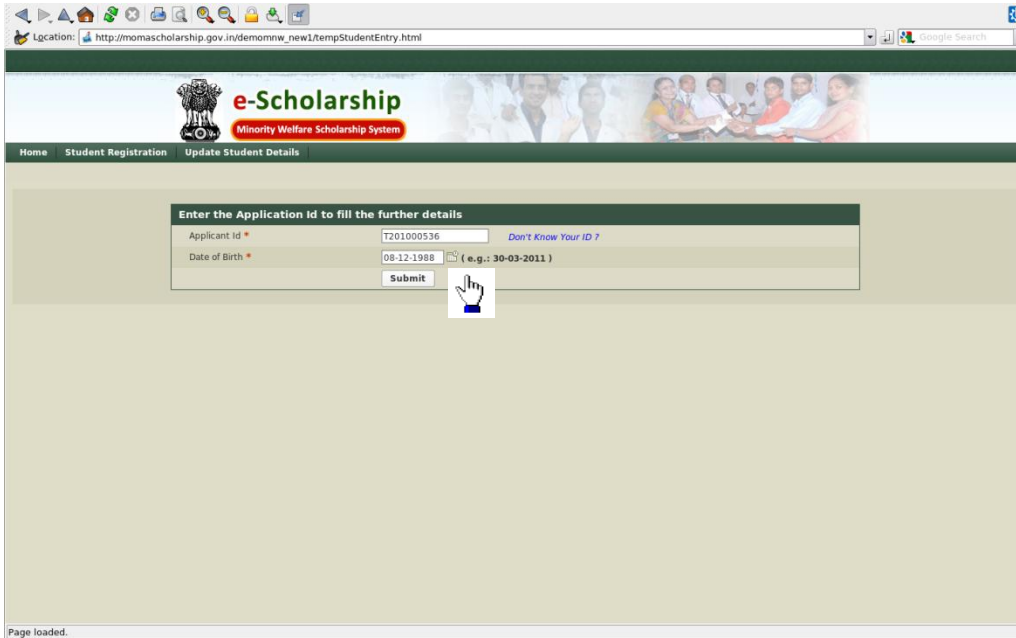- Click on the 'Clear' icon to clear the entries.

Temporary Student Id

- **Your Temporary Student ID is : T201000536**

- **Your Temporary Student ID has been sent to this Mail ID : nithya@gmail.com**

- **You can now enter the further details through this link Click here . Otherwise click the Updt. Student Details Menu in this webpage.**

- As you click on the 'Save' button, another screen appears which provides the temporary Students ID, only through this ID, the Student can update further entries. This can be done by either going to the Update Student details page.
- 'Click here' option which is mentioned in the third row on the same page also allows the student to update other details.

UPDATE STUDENTS DETAILS
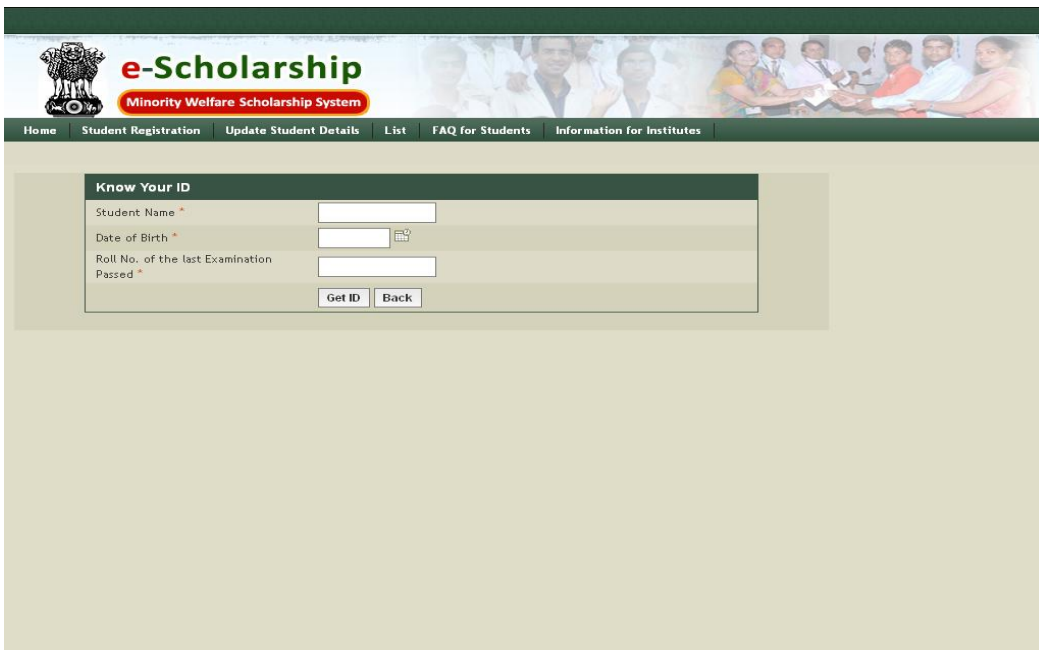
Update students details page is provided for the students to enter personal details, Address for Communication Details, Academic Details and Bank details. This is forwarded to the respective institution of the student pursue his/her education.

- Enter the Temporary Student's ID number which was provided before.
- Enter the date of birth of the Students (this is done for verification process)
- If the student does not know his/her ID, then click on 'Don't know your ID?'
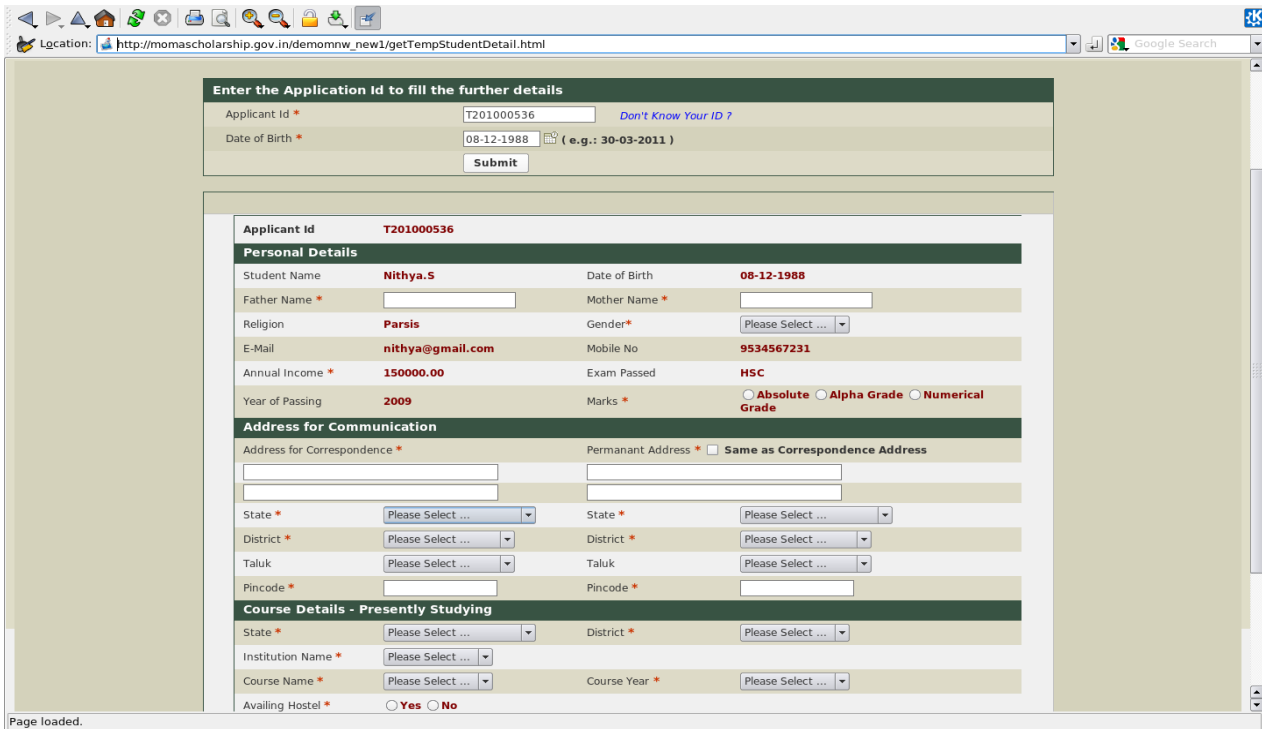
The provision is provided for the students to enter their Name, Date of Birth and their Roll number to get their temporary Student's ID

After the submission of the Temporary ID, an application form appears in which the Student has to Update the given details

There are four separate sections in this form.

➢ PERSONAL DETAILS

This part requires all the necessary personal details of the applicant. This includes name,
1. Name,
2. Father's name,*
3. Mother's name*
4. Gender, *
5. Date of birth,
6. Phone no,
7. Mail ID,
8. Annual income*
9. Exam Passed
10. Year of Pass
11. Marks* (the Students have the option to select from the options Absolute or Grade- to select their percentage or grade marks)
*-Mandatory fields

➢ ADDRESS FOR COMMUNICATION

The Students have to mention their current address and the permanent address. With the state name, District, Taluk and Pin code
● The Current Residing location where they are pursuing their education must be entered in the

space provided (click on same as the correspondence address, if the Student's current address and permanent address are same)

● Student's permanent residing address of their home State and town must be provided.
● Address for communication is very important, as only the application will be processed only through the Domicile State of the student (i.e. – Permanent address)

➢ COURSE DETAILS-PRESENTLY STUDYING
This column is provided for the Students to update their current course details. They have to duly fill in the following:
1. State
2. District
3. Institution Name
4. Course Name
5. Course Year
6. Availing hostel

➢ BANK DETAILS
This space is provided for the applicants to fill in the bank details in which the scholarship money can be transacted.
The following details must be filled
1. Account Number
2. Bank Name
3. Bank Address
4. MICR code of bank(refer the example for the MICR code which is provided)
5. If MICR Code of the particular bank is not known, then click on 'Know your MICR Code'

- If the above required details are furnished then the applicant can register the form, by clicking on ' Register'. An alert appears ensuring that the particular Student is registered
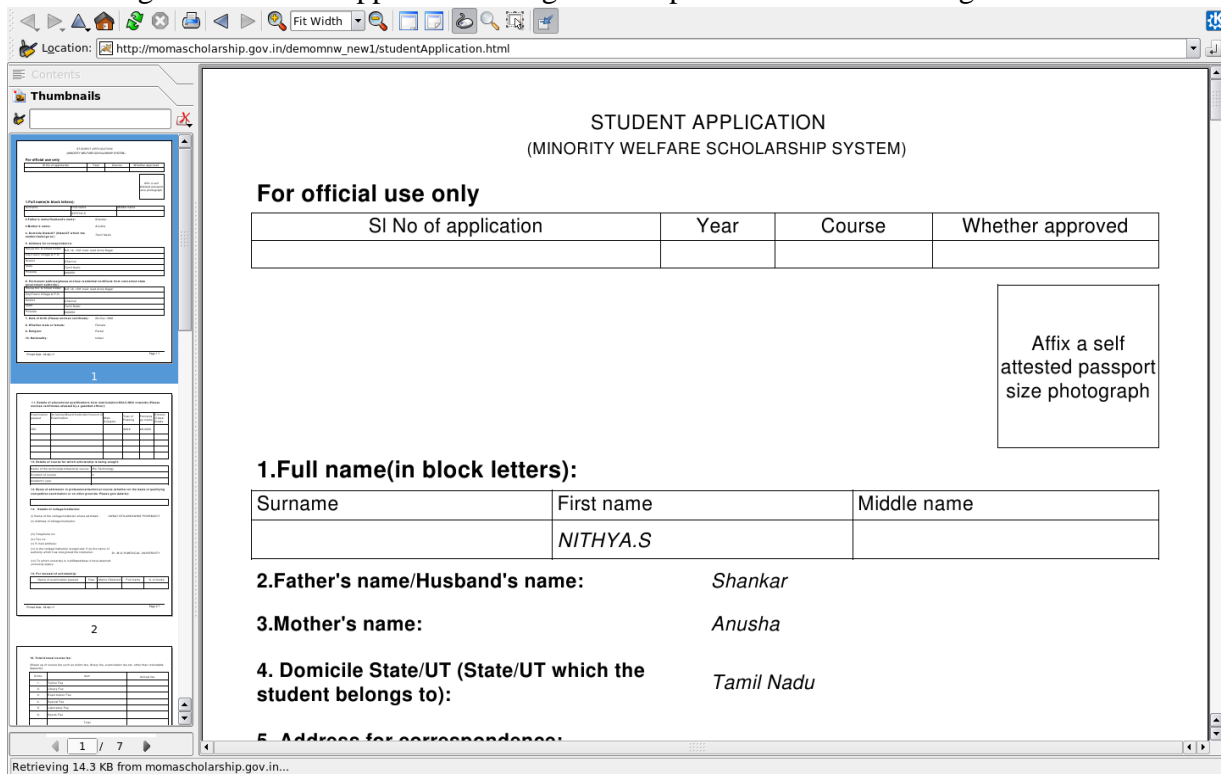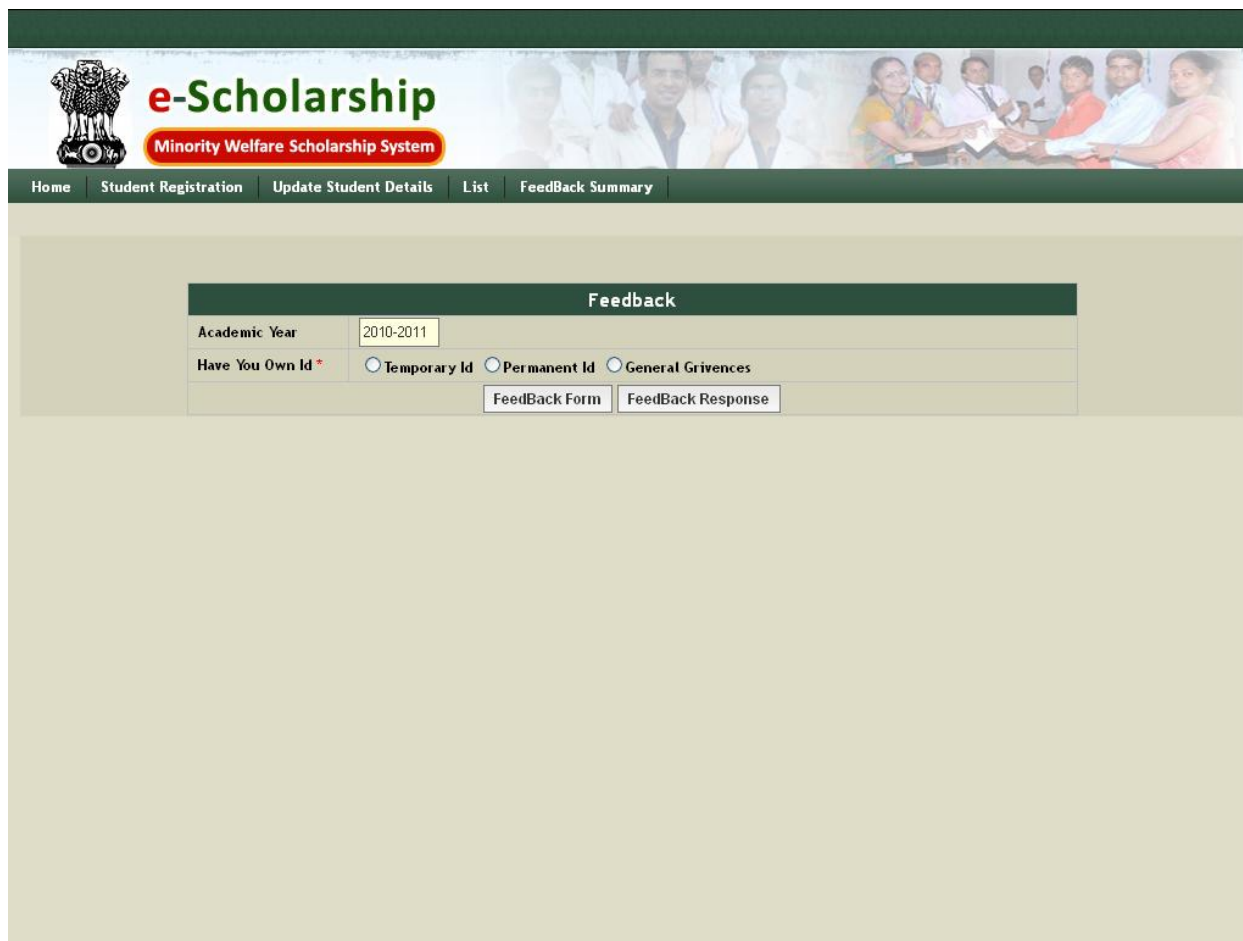

- The Students must take a print out of their application, attach supporting documents for the scholarship and send the copy to the respective institution.

- After Registration, by clicking on 'forward to the institution', the application is forwarded to the respective institution.

- Before sending it to the institution, the Students can make any number of changes, but once the application is forwarded to the institution, he/she cannot make any further alteration in their application forms.

- When the Institution approves the Student, a Permanent ID is given to the Student. Through this ID, the Student can renew Scholarship, View his/ her application Status and send Feedback.

FEED BACK SUMMARY

Feedback summary option in the Minority Welfare Portal enables the Students to send their valuable feed back to the state. Students can send in their Feedback through Temporary ID, Permanent ID or Generic grievances options. Feedback summary option also allows the students to view the response for their Feed back

To post or view Feedback, Click on the Feedback Summary option in the Home Page

This page helps you enter your Feedback. Select one of the options through which you want to post a Feed back

Generic Grievances

Generic Grievances allows you to post general queries about the Registration. Select Generic Grievances Option and then click on Feedback form. The page displays the Generic Grievance entry
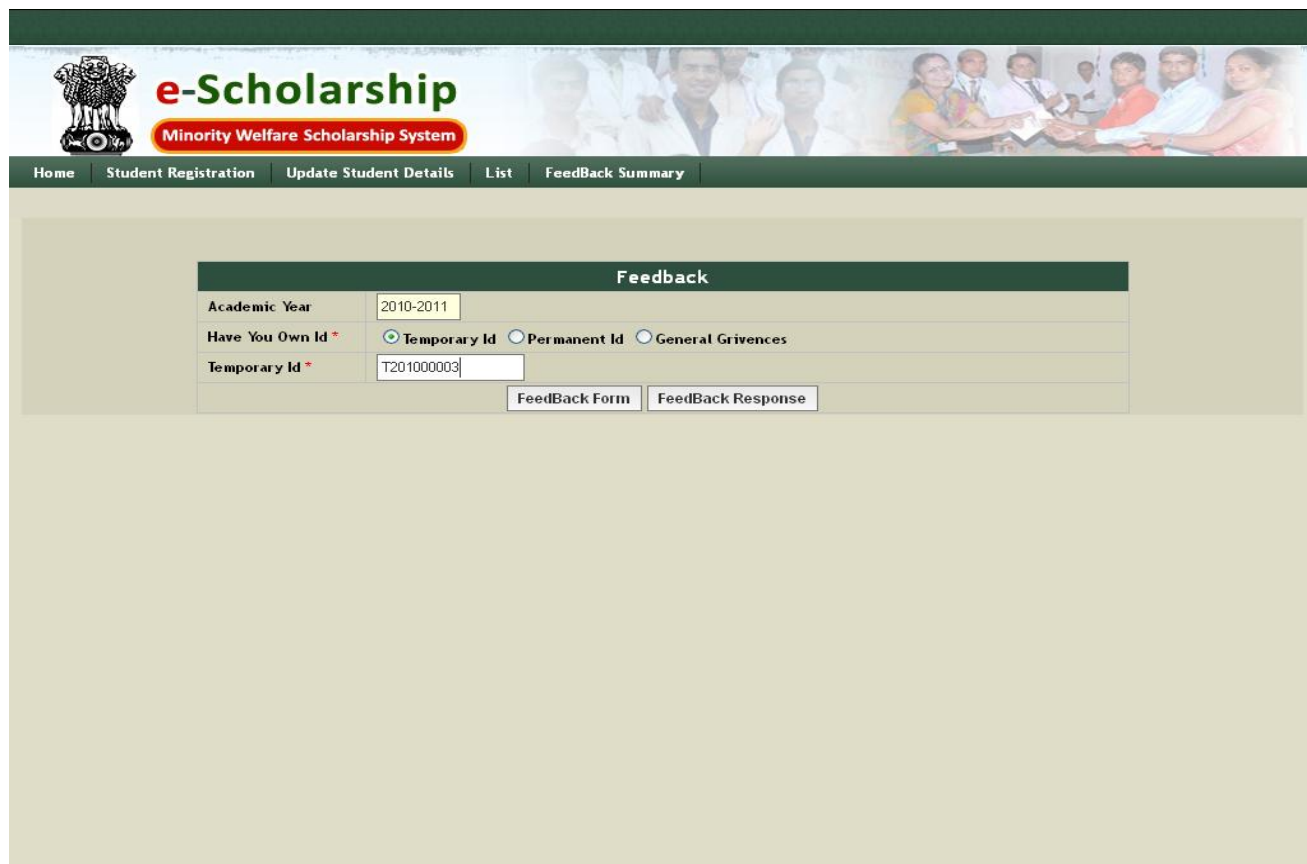
- Select your Sate
- Enter your name
- Select the Feedback type (the drop down menu will display a list of feedback types)
- Enter your Address
- Then, type the grievance in the feedback box provided
- Click on 'Send' icon to send the feedback

Generic Grievances does not have the option of viewing the Feedback Response. As you send the Feedback, it is received by the State you have selected.

Posting Feedback through Temporary ID
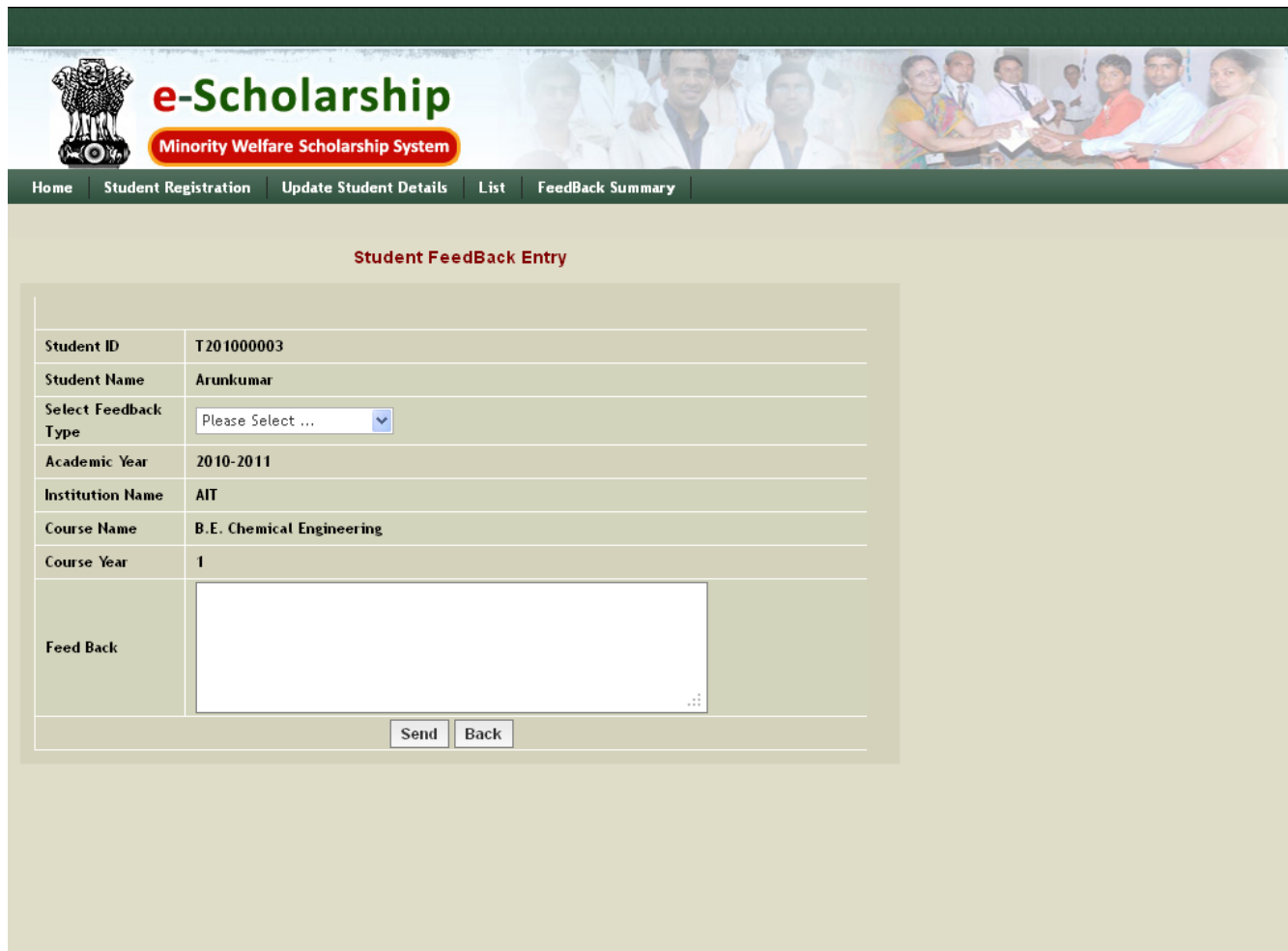
If you have received Temporary ID, then it becomes an easy task to send your feedback. To post your feedback, click on Temporary ID and enter your Temporary Id number.

As you click on 'Feedback Form', another page appears for you to post your Feedback. The page contains your temporary ID, Name, Academic Year, Institution name, Course and Course Duration Details, as you have already registered. Select your Feedback type. Post your feed back in the space provided and click on 'Send' to send the feedback

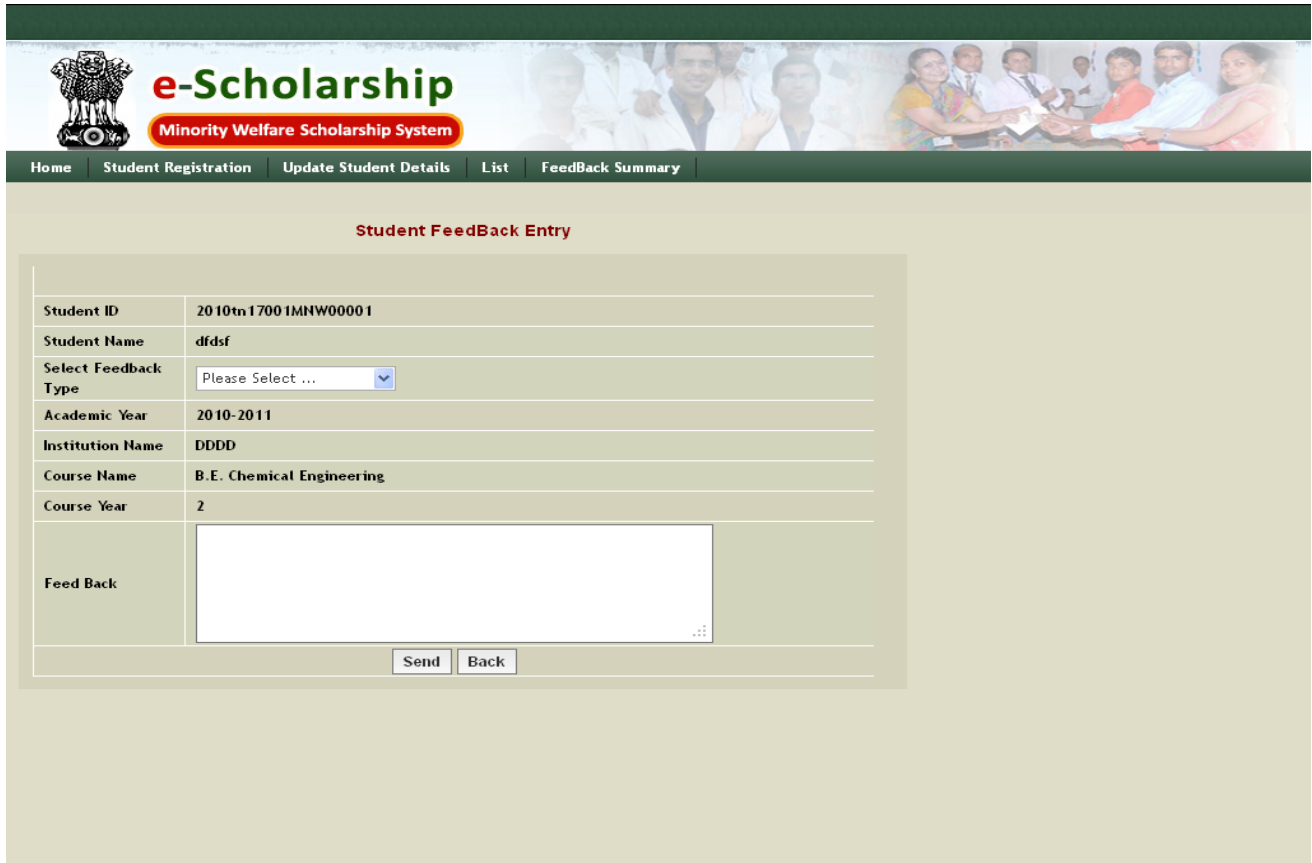**Posting Feedback through Permanent ID**

If you have received Permanent ID, then you can send your comments using it. Click on permanent ID option and then enter your ID in the box provided. Click on 'Feedback Form' option to Post your Feedback**.**

The page appears with information of your temporary ID, Name, Academic Year, Institution name, Course and Course Duration Details, as you have already registered. Select the feed Back type. Post your feed back in the space provided and click on 'Send' to send the feedback

To view Feedback Response

To view the feedback Response, Click on 'Feedback Response' icon. The page shows you the details about the Feedback Entry, Response for the Feedback and the date on which the response is posted.

Status
Student can also view their status through their Temporary ID or permanent ID