Information for Institutes

- The software for Online Scholarship Management System (OSMS) for Merit-cum means based scholarship would function on five distinct modules. These are:-
  (i) Student Module
  (ii) Institute Module
  (iii) District/Regional Module (optional)
  (iv) State Department Module
  (v) Central Module
- The 'Institute Module' of the software was made live from 01st March, 2011. The site can be accessed through URL www.momascholarship.gov.in. A link to the same is also available in the website of this Ministry i.e. www.minorityaffairs.gov.in. The student module of the software has been made operational from 15th April, 2011. Now students can apply online.
- In case of fresh scholarships for the year 2011-12 students can apply online upto midnight of 10.9.2011 and in case of renewal of scholarships, students can apply online upto midnight of 30.12.2011.
- Students can fill up the online application in as many sittings as they wish. With save and edit facility they can also edit their application. However, no editing is possible by the student once the duly filled in application is forwarded to the institute online.
- Candidate has to take print out of his filled-in application form, sign and submit to institute with requisite enclosures.
- Online application will show up in the inbox of the institute.
- Only Institute registered/approved with State Authorities are allowed the facility of online scrutiny.
- **Process of registration/approval**

  - Based on information available with the State government, names of many institutions have already been entered into the OSMS database. The institute should check whether their names figure in the list or not. For this purpose, the institute should go to the homepage of the website and click the 'list' button.
  - Once the State government enters the name of institution into the OSMS, user ID and password are generated for that institution. If the mobile number and e-mail address of the institution are available with the State authorities and

these are entered into the OSMS, user ID and password are automatically conveyed to the institution concerned through SMS/e-mail. In case these are not available with the State government, the user ID and password would have to be conveyed to the institution through the normal mail system.

- Once the institution has the ID and password, it can enter into the OSMS. While doing so on the first occasion, the system would compulsorily ask them to change the password. Thereafter, the institute should fill up detailed information online about courses, infrastructure, fee structure, Bank Account etc.
- This information must be filled in as quickly as possible because the capability of the institution to do online scrutiny would depend on that. Unless these details are entered and verified by the state authorities, the institution will not be able to do online scrutiny.
- Once the details are filled in and are okayed by the State authorities, two sets of user ID and password would be provided to the institution. One would be for the use of the head of the institution and the other for his office.
- Thereafter, the institution can do online scrutiny of the applications submitted by the students to the institution both online as well as through a hardcopy.

- Once any institution is authorized to do online scrutiny, it need not wait for the last date for receipt of application to commence the process of scrutiny. In fact, the institute is advised to take up scrutiny as soon as the online application and hard copy of the application are received from the students.
- After the scrutiny, the application is to be forwarded to the home state of the student as given in the application form. As a matter of fact, the online application would go to its destination on its own. While forwarding the hardcopy, the institution has to take care that it is sent to the home state of the student and not necessarily in all cases to the state where the institution is located.
- Before scrutiny is taken up, students may point out about some bonafide mistakes which they may have made while filling up the application like spelling mistake in names, etc. Except some basic parameters like religion, name of institution, percentage of marks, parental annual income, bank details, other fields can be edited by the Institute when such mistakes come to light. However it needs to be pointed out here that what students have entered cannot be overwritten. Any correction made by the

institution will show separately and it will be apparent to anyone what the student had originally filled up and what was the correction made by the institution.

- After scrutiny, the hardcopy has to be signed by the institution before sending it to the State government concerned.
- **The software would provide the following Tabs on the institute's page indicating**
  (i) List of applications received
  (ii) List of applications scrutinized and recommended
  (iii) List of applications scrutinized and rejected
  (iv) List of applications pending for scrutiny

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