

**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION**

No. PT2-HE-LSFXI-POLICY-0004/2016 **18603** /HE, Dated **19-7-17**.

From:

G. V. V. Sarma, IAS,
Addl. Chief Secretary to Government.

To

All Principals/Institution Heads of all SAMS Colleges

Sub: Online verification of applications and documents for award of
e-Medhabruti Fresh 2016-17 and 2017-18 and Renewal 2016-17 and 2017-18.

Madam / Sir,

I am to state that so far, online applications were being collected from the students for award of fresh and renewal scholarship under e-medhabruti scholarship scheme of the Higher Education department. These applications were verified offline by the concerned Institution Heads.

For the year 2016-17, the list of provisionally selected students was uploaded on the website on 22.05.2017 with instruction to the Principals to verify the non-validated applications by 07.06.2017. However, **it is a matter of serious concern that less than 15 % of institutions have replied so far.** Even among the validated cases, it was found that ineligible applicants have also been validated leading to doubts whether the Principal had actually verified with due application of mind. The inconsistencies include marks claimed by students not matching with the marks list given by BSE / CHSE , reply received from mail-id other than that of college, etc.

In order to expedite disposal of e-medhabruti scholarships to eligible students, it has been decided that the following procedure is to be followed henceforth. It has been decided that for both the year 2016-17 & 2017-18, the fresh as well as renewal cases will be authenticated on-line by the Head of the institution/ Principal of the college. This means no further off-line documents will be entertained.

1. For the fresh cases of both the years, the required documents such as income certificate, mark sheet, resident certificate and bank account details have to be collected and verified as per e-medhabruti guidelines (10th / +2 marks should be more than 60% for +2 / +3 scholarship, should be a resident of Odisha and combined parental income should not exceed 6 lakhs per year) and **if found correct they have to be scanned and uploaded** in the existing college Administrator log-in under the tab 'scholarship details'.
2. In case of 2017-18, students eligible under PRERNA scholarship given by ST & SC Department are required to submit caste certificate (SC/ST) in addition to the above four certificates.
3. A new user id shall be created for the Principal login. After updating students' documents for those enrolled in the concerned academic year from the administrator log-in, the valid data will be displayed in the Principal log-in.
4. The Principal has to ensure that the correct data has been uploaded.
 - Genuineness of the student i.e. he/she is/was studying in the college/institution for the particular year.
 - Correct data regarding residence, parental income, mark secured and caste (2017-18 SC/ST students only) have been verified.
 - Only students who are residents of Odisha are eligible for scholarship. For the year 2017-18, students selected under OLNS (Residents of Odisha Living in Neighbouring State) and OSA (Outside State Applicants) are not displayed for authentication.

If any error is found, the Principal will instruct the administrator to rectify the error. If all data are correct, the Principal will authenticate the record for the application to be considered by the department. **Merit list will be drawn only from the records authenticated within the timeline given.**

5. In the year 2016-17, if any student had applied more than one time, only single record will be authenticated by the Principal.

6. Only aggregate marks secured (as per 10th / +2 board examination marksheet) out of the maximum marks prescribed shall be filled.
7. For selection of Senior Merit (+3) scholarship, the +2 aggregate mark secured by the students only shall be taken in to account. **Diploma students pursuing +3 are not eligible to apply for e-medhabruti.**
8. After authentication of 2016-17 fresh cases, it will be automatically displayed under the 2017-18 renewal cases. So Principals have to complete 2016-17 fresh cases and then only they will authenticate 2017-18 renewal cases.
9. If any ineligible student record is shown in the fresh or renewal list, such record details have to be uploaded in the 'complaints register' tab in Principal login with reasons for ineligibility.

Some of the fresh applicants of +2 / +3 for 2016-17 whose marks matched with the BSE / CHSE marks AND records validated by the Principals have already been selected and disbursed scholarship. Only the remaining pending cases are displayed for authentication by Principal.

RENEWAL

For Renewal of 2016-17 and 2017-18, one time uploading of the marks sheet, income certificate and bank passbook front page will be done for the eligible students listed in the Principal's login id. Only students continuing in the concerned academic year has to be authenticated. For this uploading, the documents already submitted during fresh selection only shall be uploaded. In case marks in 10th/ +2 exam was less than 60% or income is more than 6 lakhs p.a, Principal shall not authenticate such record and mention such cases in the complaints tab. In case of non-availability of old income / resident certificate, new certificate may be given. In case the student changes the bank account number, the new details will be uploaded.

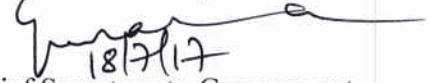
The Principal / Head of Institution will be personally responsible for authenticating only genuine students from the records displayed in their login.

The instruction manual for updation and authentication is available in the portal www.medhabruti.org. The user name and password for the Principal login will be sent

through SMS to the SAMS registered mobile number. In case of non-receipt, please contact Ms. Madhusmita of scholarship section at Mobile: 7978285125

The authentication window for 2016-17 fresh and renewal records will close by **10.8.17** and for 2017-18 by **20.08.2017**.

Yours faithfully,



Addl. Chief Secretary to Government

Memo No. **18604** date **19-7-17**

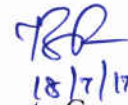
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Joint Secretary to Government

Memo No. **18605 (2)** date **19-7-17**

Copy to GM, OCAC / CSM technology for information and necessary action.



Joint Secretary to Government