

Eligibility Criteria / Procedure for Filling the Application Form-2017-18

Minority Scholarship

Government of Maharashtra Scholarship for the Minority Communities Students Pursuing Technical and Professional Education - 2017-18

Eligibility :

1. Applicant should be Domicile of Maharashtra State and Passed S.S.C from Maharashtra State only.
2. Applicant should not avail any other scholarship / stipend.
3. The total annual income of family/ guardian should not be more than **6 lakhs**.
4. 30 % seats are reserved for girl students.
5. **For Renewal of scholarship** : Candidate whose scholarship is sanctioned for academic year 2016-17 must have admitted for the academic year 2017-18 in the same institute for the same course (i.e. Diploma (DP) /Under Graduate (UG) /Post Graduate (PG) course for which scholarship is sanctioned for the year 2016-17).

❖ Documents to be attached and Uploaded long with the application form for scholarship :

1. Photograph - Scan copy of passport size photograph that should be uploaded at the time of filling the appl. form.
2. Educational Certificate - As per the current studying course copy of certificates of educational qualification [i.e. For Diploma course -S.S.C. (10th) , For UG course - Diploma Final year /H.S.C.(12th) , For PG Course-Degree Final Year]
3. Income and Minority declaration - Affidavit on non-judicial stamp paper **or** income certificate from the employer, if any (school leaving certificate can also be consider as proof of Minority) **or** Self Declaration (Format for the same is given on website)
4. Proof of permanent residence - Copy of Domicile Certificate/Election Card etc.
5. Bank Account Number - Copy of only that page of candidate's own bank account passbook / cancelled cheque leaf having **readable candidate's name, IFSC code, Account no.**
6. **For Renewal of Scholarship** : Income declaration and mark sheet of previous examination (i.e.2016-17). If a candidate changed previous year (i.e.2016-17) submitted account no. than document shown at above sr. no.05 is also required.

❖ Courses for Scholarship :

Professional and Technical courses Diploma / Degree in Engineering/Technology UG & PG (B.E. / B. Tech/ M. E. / M. Tech), Pharmacy (B. Pharm / M. Pharm), Architecture & Town Planning (UG & PG), Hotel Management & Catering Technology, Applied Art & Craft (UG & PG), MCA, MBA/MMS, B. Tech Agri , etc.

❖ Procedure for Registration of Fresh / Renewal Application Form by the candidates :

A. Fresh Application Form :

1. The eligible aspiring student shall fill the Online Application Form through available "**Candidate Registration**" option on the Home page of www.dtemaharashtra.gov.in/scholarships
2. Candidate has to **select the studying institute name and code correctly** through "**Search Institute name and Register**" option available under **Candidate Registration**.
 - [**Note** : Complete list of Registered Institute with code is available on the home page of same website , even if institute name is not in list then contact to the Principal for Institute registration before the last date of filling of Application form]
3. After getting/selecting the **right institute name and code**, candidate has to register /fills the application form that will come by clicking on "**Apply / Institute code**".
 - [**Note** : If candidate got registered Id after completion of application form by selecting wrong institute code and if candidate **try to fill another application form** by selecting right institute code, **system will not allow** that before rejection of Finalize and submitted previous finalized filled application form by those institute which was in filled application form, Hence candidate has to fill application form by selecting right institute name and code]
4. After registration of application form, the system generates Application ID. The candidate has to **note down the Application ID and password** for further use.

B. Renewal Application Form :

The eligible aspiring candidates whose scholarship is sanctioned in academic year 2016-17 (List is available on website/to the institute) and **admitted in academic year 2017-18** in the same institute for the same course (i.e. DP/UG/PG course for which scholarship is sanctioned for year 2016-17) by filling the online application form by using their sanctioned Application Id of year -2016-17 and password through candidate login/registration.

❖ Procedure for Applying and Forwarding online registered FRESH / RENEWAL application form to the Institute for Scholarship by the candidates :

- *[Note : Without completion of this procedure through the online system, candidate registered Application Id will not be visible to institute for scrutiny and their registered application Id will not be considered for scholarship]*
- 1. Registered candidate (i.e. having the system generated application Id) **has to view the filled details** of their application form (in one/ many sitting through registered login Id and password), if details are correct (Edit it, if incorrect), then candidate has to apply for scholarship by clicking on **Finalize and submit** button.
- *[Note : Candidate has to check the details (each and every field) carefully, if wrong than Edit it before **Finalize and submit the application form through the system.** In case of any difficulty /confusion, candidate has to ask to the Institute for guidance].*
- 2. The candidate should take the **printout of the Application form**, attach required documents and submit it within due date of submission of hard copy to the studying institute for scholarship.
- **Note :** Once the application form is **Finalize and submit** through online system. **Candidate can check the status** (Not scrutinize /Scrutinized and Accepted / Scrutinized and Rejected (with reason) of application form by inserting registered application Id and year in the box provided on the System.
The candidate **has to insure** that his / her online completely filled application form is **online scrutinized before the last date of scrutiny** of application form by the Institute, **if not Scrutinized** then contact to the **Principal** before **last date** of scrutiny of application form by the institute.
- **Note : Unscrutinized application form will not be considered for Generation of Merit / Selection List and in this case, no correspondence will be done by the Directorate of Technical Education , M.S., Mumbai.**

❖ Procedure for Scrutiny and Forwarding Online Registered Application Form of candidates by the Institute :

I. Institute in Maharashtra State and Registered under this Scheme :

1. Institute shall log on to the Online System as per the Institute Code and Password (already provided by DTE) and online scrutinize (select/reject) the received applications through the scrutiny option provided in their login Id.
 - *[Note : The Institute has to do the scrutiny(select/reject) of each and every online received application form without keeping it pending before the last date of scrutiny. While scrutiny Institute has to verify the information filled in submitted application form (i.e. Candidate name, Religion, Qualifying percentage, Fee details, account no. course details, course year etc.). While scrutiny **Edit option** for every field (except institute name) is available to the institute login. **For any rejection of application form institute has to select the proper reason of Rejection. Whatever the rejected reason is selected by the institute, it will be display on website].***
2. Institute has to upload the scan copy (clearly readable) of online Generated Report (with duly signed and stamp of Institute) of scrutinized application form and forward it through online system.
 - *[Note 1 : The scrutinized application form of those Institute who will not upload the clearly readable scan copy of Generated report will not be consider for Generation of Merit cum Selection List].*
 - *[Note 2 : In a printed generated report, if institute seems that some information of candidates is wrongly scrutinized then Institute has to do the scrutiny again and for availability of re_ scrutiny option of scrutinized application form through the system , Institute has to click on provided option of “ Undo scrutiny ” on that particular application id and again do the scrutiny of that particular Id and print the Generated report again for uploading . If wrong report is already uploaded than before online forwarding of uploaded report, Institute has to remove it through “Delete” option provided on system for re-uploading of correct report].*
 - *[Note 3 : Scrutinized Report will not be generated by system even if a single application form is pending for scrutiny. After last date of scrutiny if there is any pending application at institute level then for generating the scrutinize report for institute for online uploading, all unscrutinized application form will be rejected by Directorate of Technical Education, Mumbai].*
3. Submit / Forward the scrutinized application form along with generated online report of Institute and generated Acknowledgement Receipt for the Institute to the concerned Regional Office of Directorate of Technical Education.

- [Note : Acknowledgement Receipt will not be generated by system if scan copy of Generated report is not uploaded on system Application form will not be accepted without acknowledgement receipt and correct/readable uploaded scan copy of generated report]

II. Institute Outside Maharashtra State and Registered under this Scheme :

- [Note : If institute name is already registered/approved than no need to submit letter for approval . For reference , Approved institute list with code is available on website]
- [Note : Under this scheme, candidate can fill the scholarship application form for approved institute]

For Registration of Institute under this scheme, eligible institute outside the Maharashtra State and running the AICTE approve courses has to submit the information in a below table on the letter head of the Institute along with the attested copy of letter of approving authority to the Nodal office, Directorate of Technical Education, 3, Mahapalika Marg , Mumbai-01. The institute login id and password will be sent through SMS on the given registered Mobile Number. By using that login id and password Institute has to do the scrutiny of Application form as per the procedure given above and submit the application form along with the Generated scrutinized and uploaded report with Generated Acknowledgement Receipt to Nodal office, Directorate of Technical Education, 3, Mahapalika Marg , Mumbai-01. (Institute has to insure that the application form along with uploaded scrutinized report will be reach at this Directorate before the end of last date of submission of Application form)

Details of the Institute for Registration of Institute under Maharashtra State Scholarship Scheme for Minority Communities Pursuing Technical and Professional Education									
							The Principal / Director's Details on which Login_id and Password will be sent		
AISHE (All India Survey on Higher Education) Code (ex. C-XXXXX)	Institute State Code, if any	Institute Name	Affiliated University	Name of the DP/UG/PG level courses (ex-DIPLOMA /B.E., MBA, etc.)	Name of the course Approving Apex Body	Institute complete Postal Address	Name	Email-id	Mobile No.

- The Principal has to insure that, every received online application form is scrutinized (Select / Reject) with correct details of Applicant and course is approved by Apex Body (ex. AICTE) and clearly readable scan copy of Institute report of accurately scrutinized application forms with due sign and stamp is uploaded by the Institute before the last date of uploading activity and acknowledgement receipt is generated.
- The scrutinized application form of those institute who will not upload the clearly readable scan copy of system Generated report of scrutinized application form and will not generate the acknowledgement receipt before the last date of uploading activity will be Rejected.

❖ Scholarship Disbursement :

The scholarship shall be transferred in candidate's account through Aadhaar Based , hence the candidate should fill the details carefully and rechecked before finalizing the Application form. (Submission of wrong details leads to rejection of scholarship)

❖ Candidate's Bank Details and Aadhaar card number :

Note : It is informed to the candidate, before Filling Application Form / Transferring of Scholarship Amount in Bank Account through Aadhaar Based , Candidate has to ensure that ,
1. Name on Account Number/Aadhaar Card Number should be same as per the candidate name in scholarship Application form.
2. IFSC Code and Account no. of candidate should be correct.
3. In Bank , Aadhaar Card Number should be seeded/ linked with the submitted Bank Account Number. For Aadhaar Linking Status-Please visit (https://resident.uidai.gov.in/bank-mapper)

4. Bank Account no. should not be stopped / closed before transferring the scholarship amount. (i.e. it should be operative)
5. Bank Account no. should not have any fixed credit limit (i.e. sanctioned scholarship amt. can be permissible to credit in account. [e.g. Suppose Rs.50,000/- credit limit is fixed for your account and Rs.25100/- is already in your account then if Rs. 25000/- will be transfer/Deposit then total will be Rs. 50100/- which goes above the fixed credit limit of Rs.50,000/-Hence your account will not allow to credit Rs.25000/- in your account.]
6. Bank Account no. should not be a Loan account. [e.g. Suppose Rs.50,000/- loan is there and you have paid Rs.25100 and unpaid loan remaining is Rs.24900/-. If Rs.25000/- (which is more than your remaining loan Rs. 24900/-) will be transfer / Deposit then your account will not allow to credit in your account]
7. Bank Account no. should not have Minor / Major status issue. [If candidate age is below 18 year (Minor) at the time of opening of the bank account and at the time of disbursement of scholarship amount age will above 18 year (Major) then account should be Major in bank (i.e. if age crossed 18 years ,candidate has to make status of account as Major in bank)]
If Sanctioned scholarship amount can't be transferred due to invalid details of the candidate's then it may be surrendered.

- For effective implementation of the scheme , it is instructed to the Principal of concerned institutes that institute has to provide all necessary assistance to the candidates and their parents and keep this advertisement with institute code on notice board for ensuring that every eligible Fresh / Renewal candidate [including the candidates who have already filled the application on MahaDBT Portal (www.mahadbt.gov.in)] should fill the Application on "www.dtemaharashtra.gov.in /scholarships" in a due schedule.
- The Principal of concerned institute shall have to accept and forward the application form for scholarship of only those candidate who are eligible as per the Government Resolution of Minority Development Department ,M.S. and who have not been selected for any other scholarship scheme or not taking the benefit of any other scholarship scheme.
- Every updates (Advertisement / Important Notification / Status of Candidate registered application Id / transfer of scholarship / validation of submitted account no. / Aadhaar no. is / will be available on website. For effective implementation of scheme, candidates are suggested to refer the website or contact to institute instead of contacting directly to the Directorate of Technical Education , M.S. Mumbai.

For details visit: www.dtemaharashtra.gov.in / www.dtemaharashtra.gov.in/scholarships