

Information for Institutes

- The word INSTITUTE as referred to here indicates to SCHOOL/COLLEGE/INSTITUTE as the case may be.
- The software for Online Scholarship Management System (OSMS) for Merit-cum means based scholarship and Post-Matric Scholarship Scheme would function on five distinct modules. These are:
 - (i) Student Module
 - (ii) Institute Module (optional)
 - (iii) District/Regional Module (optional)
 - (iv) State Department Module
 - (v) Central Module
- 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.
- In case of fresh scholarships for the year 2012-13, students can apply online upto midnight of 30.9.2012 and incase of renewal of scholarships, students can apply online upto midnight of 31.12.2012.
- 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 the same, with requisite enclosures, to the State Department directly after authenticating the application from his institute. **It is the responsibility of the STUDENT to submit the Hard copy to the State Department.**
- Online application will show up in the inbox of the institute, in respect of students of those States/UTs who have opted for the 'institute module' in the work flow.
- After login the institute should click the desired tab as appeared in the homepage of the main portal that is 'Merit cum-Means based Scholarship' or 'Post-Matric Scholarship' as the case may be.
- Only Institute registered/approved with State Authorities are allowed the facility of online verification.

Process of registration

- 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.
- **In respect of Merit-cum Means based Scholarship scheme user Id and Password have already been given to institutes in the previous year. However, unlike previous year, from the year 2012-13 only one set of user Id and Password, that of institute's office account will require to verify online applications. The principal's account has been removed from the institute module.**
- **Accordingly, in respect of Post-Matric Scholarship scheme only one user Id and Password has been provided this year.**
- 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, Bank Account etc.
- This information must be filled in as quickly as possible because the capability of the institution to do online verification would depend on that. Unless these details are entered the institution will not be able to do online verification.

- Once any institution is authorized to do online verification, it need not wait for the last date for receipt of application to commence the process of verification. In fact, the institute is advised to take up verification as soon as the online application and hard copy of the application are received from the students.
- **After 31st July of calendar year online applications for a given academic year pending with institute database for more than 30 days for want of verification will get automatically pushed to the State Department level.**
- After the verification, 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 verification 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 verification, the hardcopy has to be signed by the institution before the same is handed over to the Student for submission to the State Department concerned.
