



PCI SCHOLARSHIP PORTAL
USER MANUAL
(FOR INSTITUTES)

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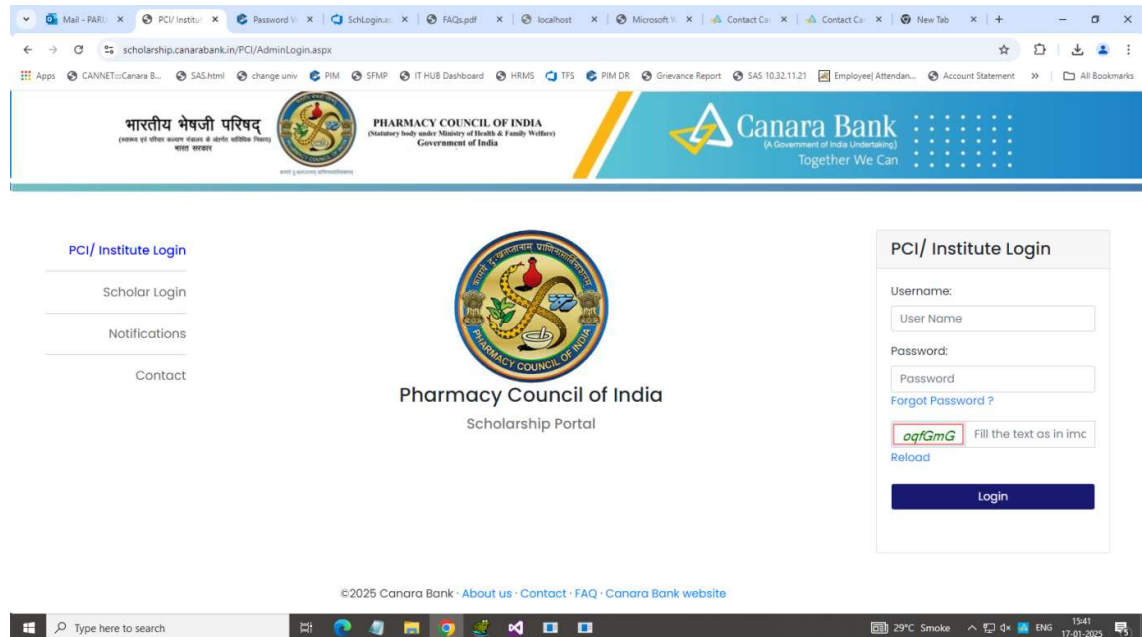
INTRODUCTION

This user manual covers the processes and options available on portal for scholarship schemes administered by PCI

1. Login in Portal

The user may visit the link:

<https://scholarship.canarabank.in/PCI/AdminLogin.aspx>

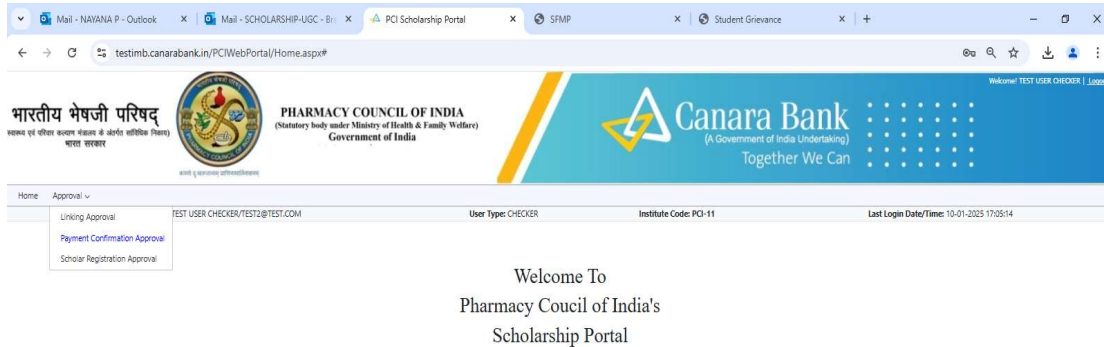


- User will enter his Username (Email ID) registered on portal, Password and captcha. (At first, One time password will be sent on his email ID, which will be used for login purpose.)
- The password Change option will appear on first time login.
- Enter the Password received in mail as old password
- Set the new password.
- Criteria for new password are as under.
 - ◆ Should have minimum 8 characters
 - ◆ Should have minimum 1 Upper case Character
 - ◆ Should have minimum 1 Lower case Character
 - ◆ Should have minimum 1 number.
 - ◆ Should have minimum one special character
- After setting the new password, LOGIN again with the email ID and New Password and enter OTP received in mobile/ email ID.

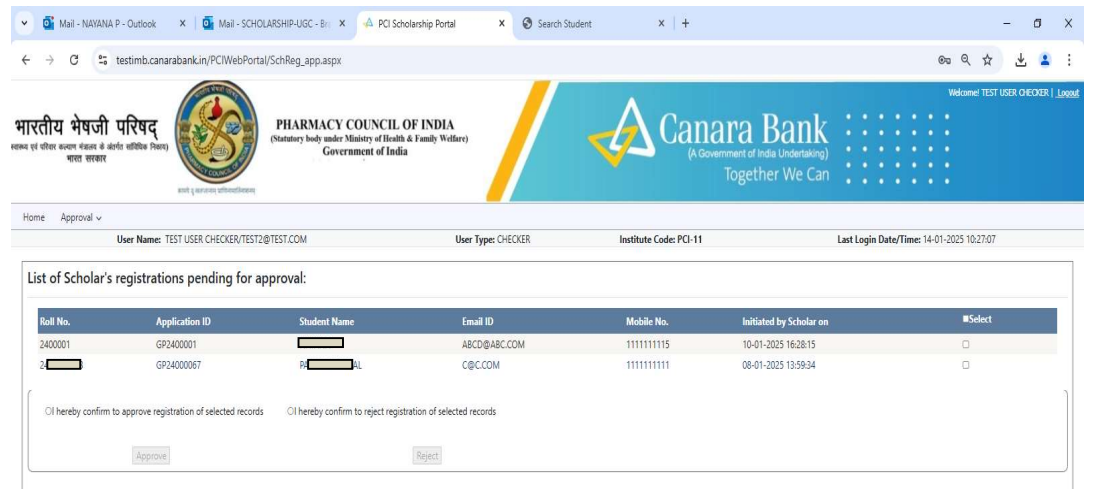
2. Approval of scholar registration in case of NTA scholars (In Checker Login)

Checker user of Institution can approve scholar registration for scholar corner in case of NTA scholar

Menu >> Approval >> Scholar registration approval



Welcome To
Pharmacy Council of India's
Scholarship Portal

List of Scholar's registrations pending for approval:

Roll No.	Application ID	Student Name	Email ID	Mobile No.	Initiated by Scholar on	Select
2400001	GP2400001	[Redacted]	ABC@ABC.COM	1111111115	10-01-2025 16:28:15	<input type="checkbox"/>
[Redacted]	GP24000067	[Redacted]	C@C.COM	1111111111	08-01-2025 13:59:34	<input type="checkbox"/>

I hereby confirm to approve registration of selected records
 I hereby confirm to reject registration of selected records



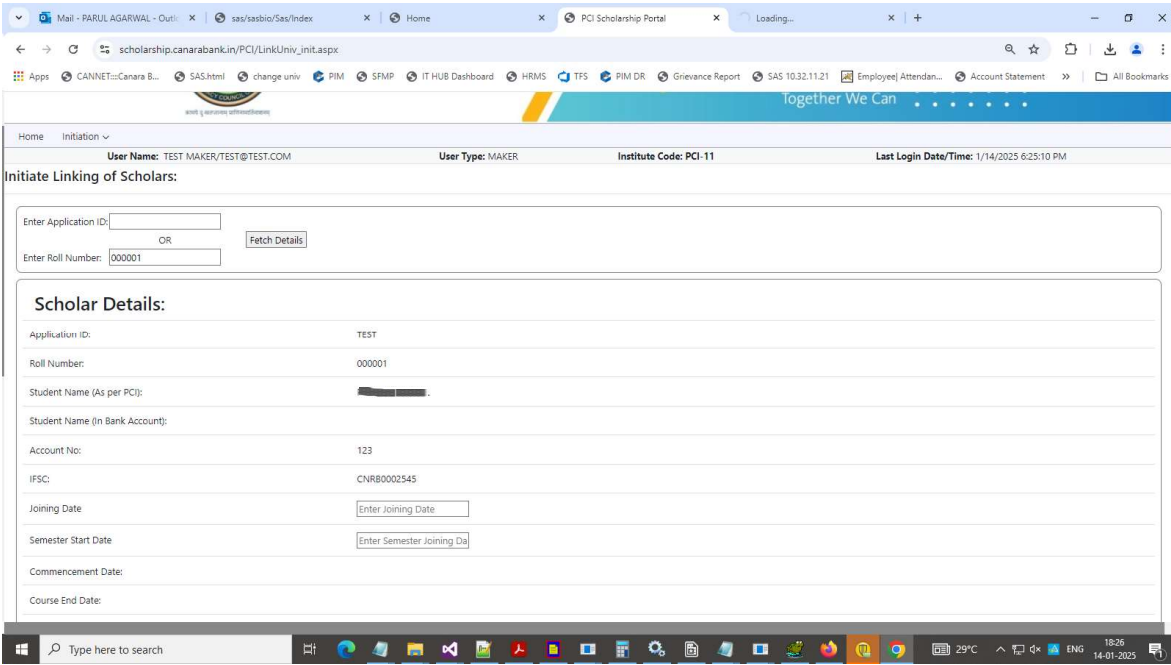
- Nodal Officer can select the records and can approve or reject the scholar registration.
- On approval of Scholar's registration, One Time Password will be sent to registered mail id of scholar and the scholar can login in scholar corner using the same.
- On rejection, the scholar has to re-initiate registration process.

3. Scholar Linking to User Institute:

3.1 Link Student Initiation (By Nodal Officer Maker)

This option is for linking the Scholars to the Institution on the portal.

- In User Institution Maker Login, Following path is to be used for Linking Initiation
Menu >> Initiation >> Linking initiation
- Before Linking initiation, Scholar has to initiate linking through scholar corner.
- Once linking is initiated in scholar corner, Maker will be able to initiate(submit) linking for that particular Scholar.
- Maker has to enter either application id or roll no and click on “Fetch”
- On clicking “fetch”, Student details will appear and system will ask for entering Joining date and Semester start date.
- And at the bottom of page in “upload Joining Letter field”, Joining Letter has to be uploaded.



The screenshot shows a web browser window with the URL `scholarship.canarabank.in/PCI/LinkUniv_init.aspx`. The page header includes the Canara Bank logo and the tagline "Together We Can". The user is logged in as "TEST MAKER/TEST@TEST.COM" with the role of "MAKER" and is associated with "Institute Code: PCI-11".

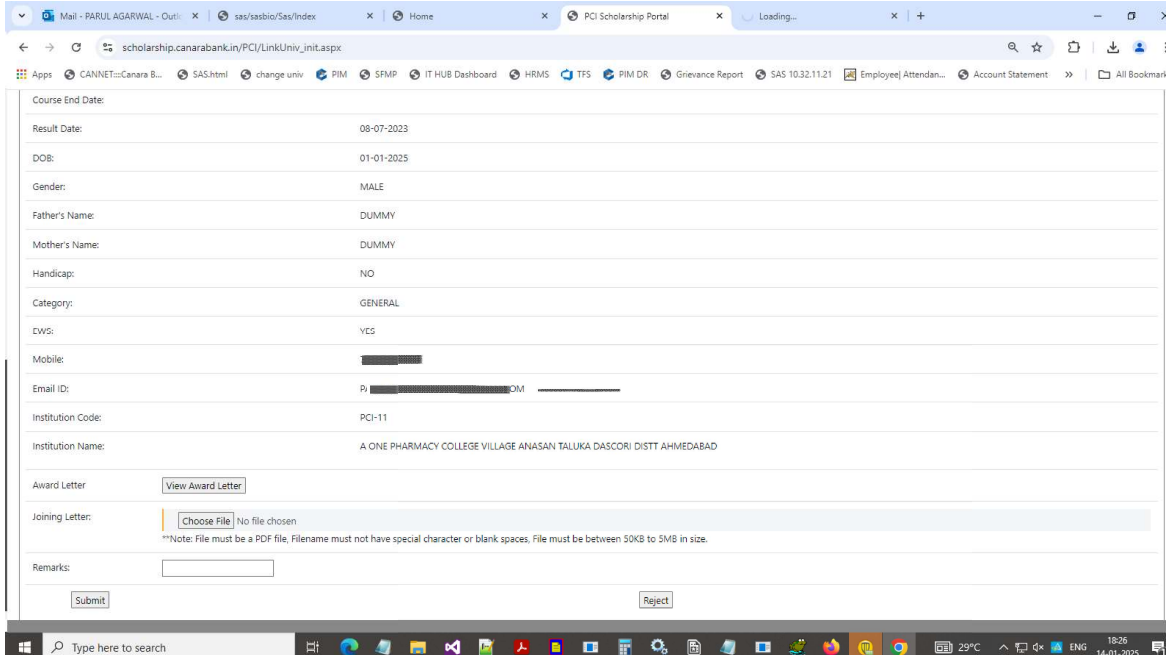
Initiate Linking of Scholars:

Enter Application ID: OR

Enter Roll Number:

Scholar Details:

Application ID:	TEST
Roll Number:	000001
Student Name (As per PCI):	██████████
Student Name (In Bank Account):	
Account No.:	123
IFSC:	CNR80002545
Joining Date	<input type="text" value="Enter Joining Date"/>
Semester Start Date	<input type="text" value="Enter Semester Joining Da"/>
Commencement Date:	
Course End Date:	



The screenshot shows a web browser window with the URL `scholarship.canarabank.in/PCI/LinkUniv_init.aspx`. The form contains the following fields and values:

Course End Date:	
Result Date:	08-07-2023
DOB:	01-01-2025
Gender:	MALE
Father's Name:	DUMMY
Mother's Name:	DUMMY
Handicap:	NO
Category:	GENERAL
DWS:	YES
Mobile:	[REDACTED]
Email ID:	Pj [REDACTED]@M [REDACTED]
Institution Code:	PCI-11
Institution Name:	A ONE PHARMACY COLLEGE VILLAGE ANASAN TALUKA DASCORI DISTT AHMEDABAD
Award Letter:	<input type="button" value="View Award Letter"/>
Joining Letter:	<input type="button" value="Choose File"/> No file chosen <small>**Note: File must be a PDF file, Filename must not have special character or blank spaces. File must be between 50KB to 5MB in size.</small>
Remarks:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reject"/>	

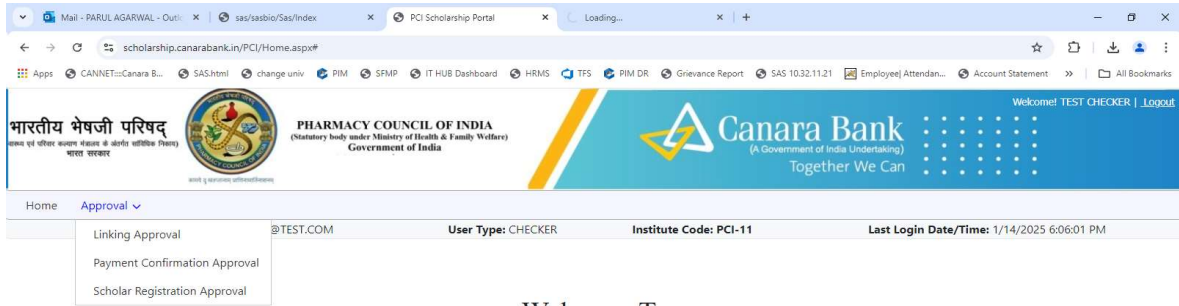
****File being uploaded should be in PDF format, file name must not have special character or blank spaces, file must be between 50 KB to 5 MB in size.**

- Fill remarks in remark field.
- Once all the fields are filled and documents are attached, Click on Submit option.

3.2. Scholar Linking approval (By Nodal Officer Checker)

Scholar linking approval can be completed by User Institution Checker

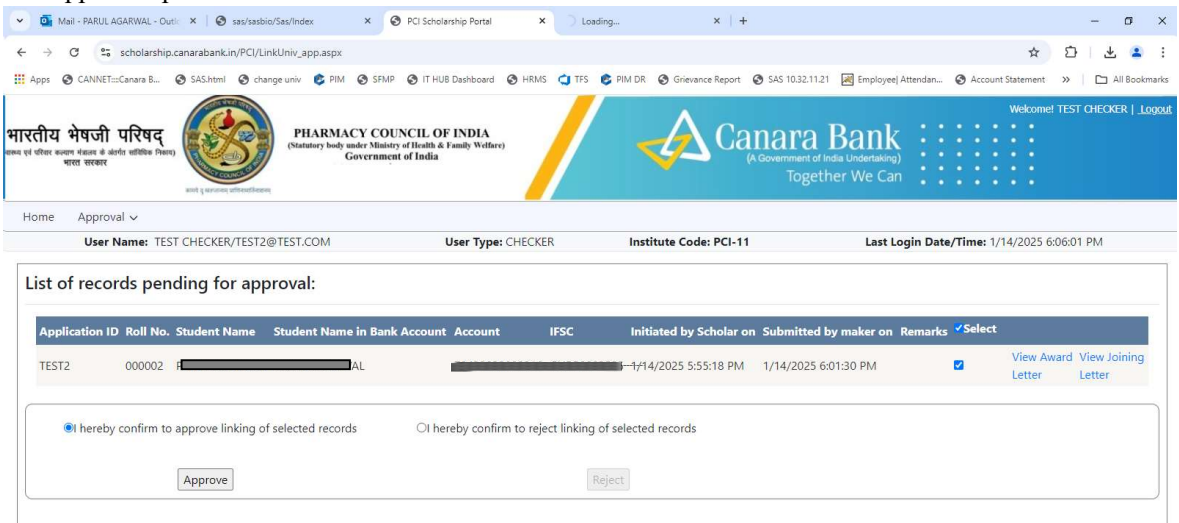
Menu >> Approval >> Linking approval



The screenshot shows the home page of the Pharmacy Council of India's Scholarship Portal. The header includes the Pharmacy Council of India logo and the Canara Bank logo. A navigation menu is visible with options like 'Home', 'Approval', 'Linking Approval', 'Payment Confirmation Approval', and 'Scholar Registration Approval'. The user is logged in as 'TEST CHECKER' with the institute code 'PCI-11'. The last login date and time are '1/14/2025 6:06:01 PM'.

Welcome To
Pharmacy Council of India's
Scholarship Portal

- Select “linking approval” and the list of scholars whose linking is pending for approval will appear in portal



The screenshot shows the 'Linking Approval' page. It displays a table titled 'List of records pending for approval:' with the following data:

Application ID	Roll No.	Student Name	Student Name in Bank Account	Account	IFSC	Initiated by Scholar on	Submitted by maker on	Remarks	Select
TEST2	000002	[REDACTED]	AL	[REDACTED]	[REDACTED]	1/14/2025 5:55:18 PM	1/14/2025 6:01:30 PM		<input checked="" type="checkbox"/> View Award Letter View Joining Letter

Below the table, there are two radio buttons for confirmation:

 hereby confirm to approve linking of selected records

 hereby confirm to reject linking of selected records

Buttons for 'Approve' and 'Reject' are also present.

- Nodal Officer can view the award letter and joining letter and approve / reject pending records.
- On approving the record, the linking process of scholar will be completed and on rejection the record will be pushed back to scholar for linking re-initiation.

Upon linking a Scholar, system will generate a payment schedule (From commencement date to course end date) which is a projection of payments for the particular Student ID.

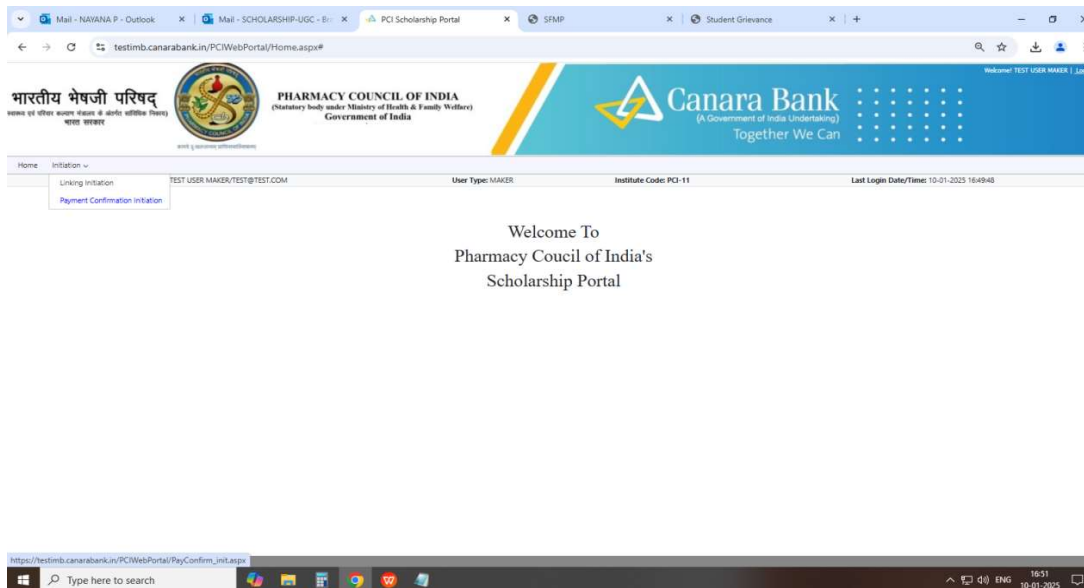
4. Monthly Payment confirmation

- This option is for confirming the list of Scholars for whom scholarship is to be disbursed for the month.

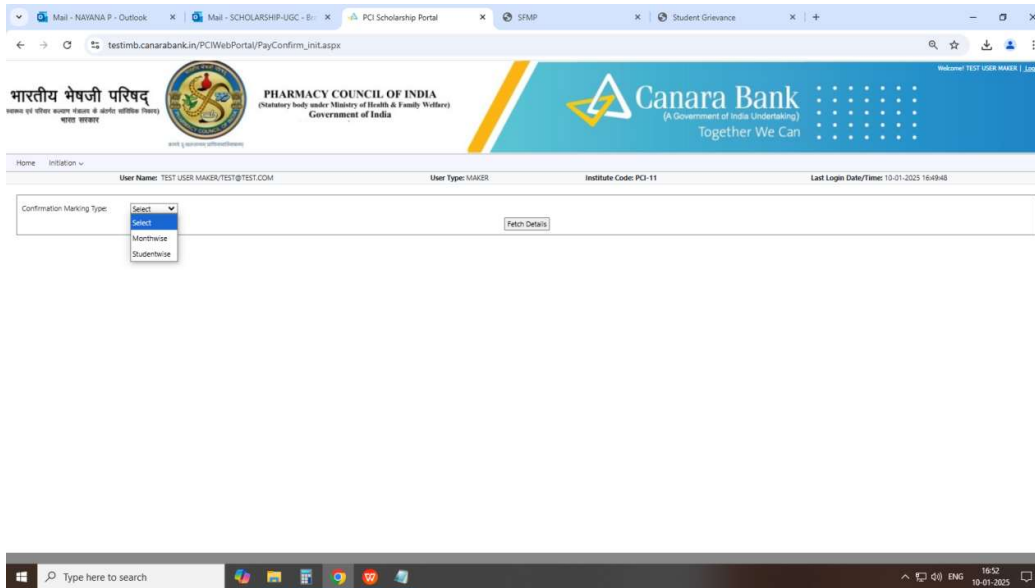
4.1. Monthly Payment Confirmation Initiation

Menu >> Initiation >> Payment confirmation Initiation

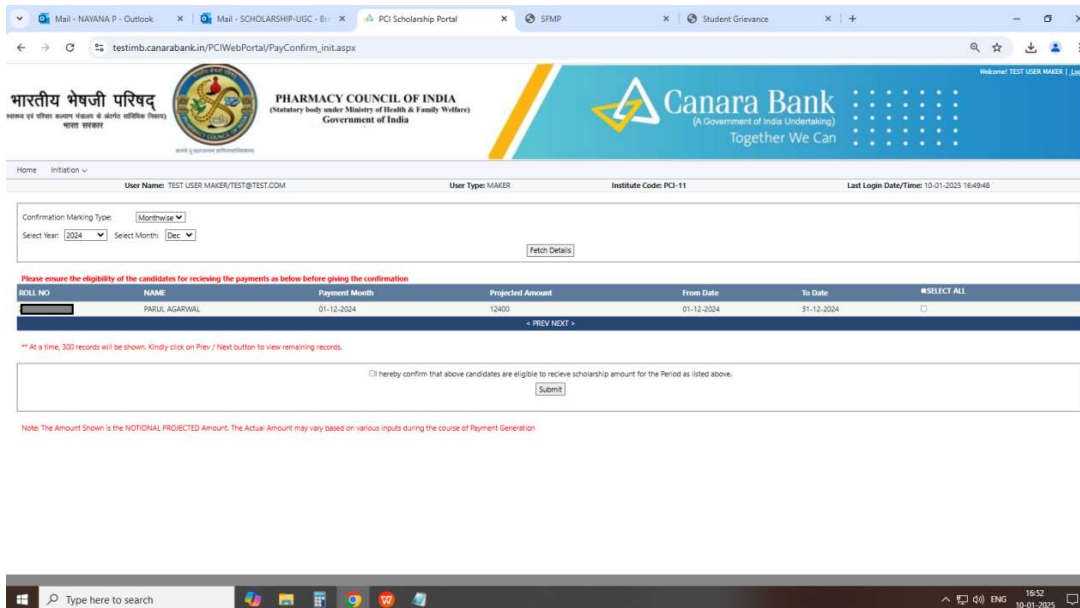
- This option is for initiating the monthly payment confirmation by the user institutions
- There are two types of confirmation viz. Month wise and student wise



- Nodal Officer Maker can select the confirmation type i.e. Whether the confirmation is to be done for all the students for a month or student wise
- Select the confirmation type and click on “Fetch Details”

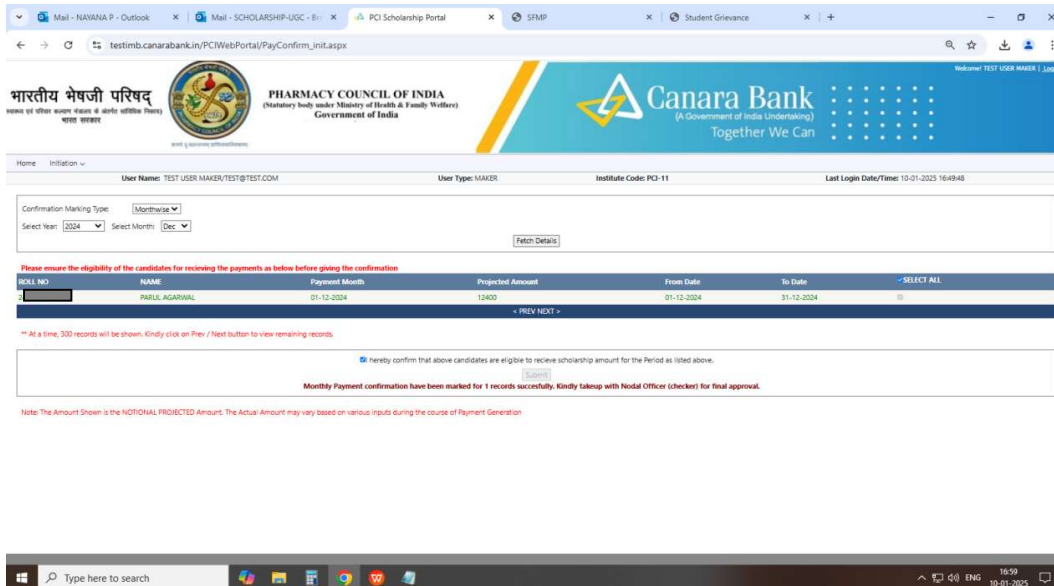


- On selecting Monthwise, select the year and month for which payment confirmation is to be made
- On selecting Studentwise, enter Roll no. of scholar for which payment confirmation is to be made



- Select the record and click on Submit
- The message “Monthly payment Confirmation have been marked for no. records successfully, kindly take up with Nodal Officer Checker for final approval” will appear

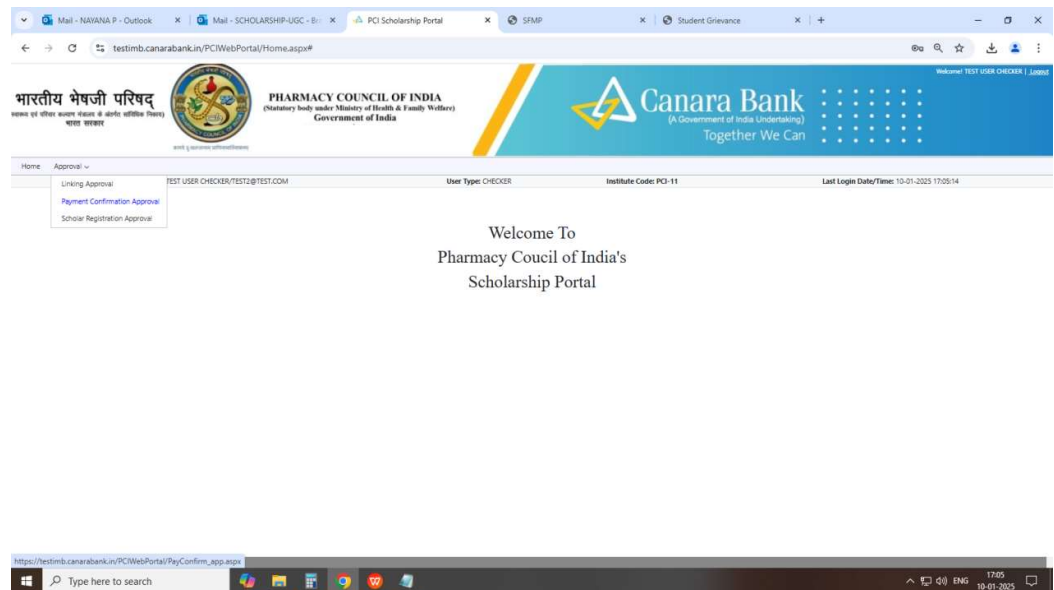
Note: Payment Confirmation can be marked till previous month only. For example: if current month is Jan 2025, then payment confirmation can be marked upto Dec 2024 only.



4.2. Monthly Payment Confirmation Approval

Menu >> Approval >> Payment confirmation Approval

- This option is for approving the list of Scholars whom payment confirmation have been marked by Institute’s nodal officer (maker). This option is to be used by Institute’s nodal officer (Checker).



- Nodal Officer has to select Confirmation type and click on “Fetch details”
 - On selecting Monthwise, select the year and month for which payment confirmation is to be made
 - On selecting Studentwise, enter Roll no. of scholar for which payment confirmation is to be made

Mail - NAVANA P - Outlook | Mail - SCHOLARSHIP-UGC - B... | PCI Scholarship Portal | SFMP | Student Grievance

testimb.canarabank.in/PCIWebPortal/PayConfirm_app.aspx

भारतीय भेषजी परिषद् PHARMACY COUNCIL OF INDIA
 (Statutory body under Ministry of Health & Family Welfare)
 Government of India

Canara Bank
 (A Government of India Undertaking)
 Together We Can

User Name: TEST USER CHECKER/TEST1@TEST.COM | User Type: CHECKER | Institute Code: PCI-11 | Last Login Date/Time: 10-01-2025 17:05:14

Confirmation Marking Type: **Monthly select** Confirmation type

Fetch Details

Type here to search

Mail - NAVANA P - Outlook | Mail - SCHOLARSHIP-UGC - B... | PCI Scholarship Portal | SFMP | Student Grievance

testimb.canarabank.in/PCIWebPortal/PayConfirm_app.aspx

भारतीय भेषजी परिषद् PHARMACY COUNCIL OF INDIA
 (Statutory body under Ministry of Health & Family Welfare)
 Government of India

Canara Bank
 (A Government of India Undertaking)
 Together We Can

User Name: TEST USER CHECKER/TEST1@TEST.COM | User Type: CHECKER | Institute Code: PCI-11 | Last Login Date/Time: 10-01-2025 17:05:14

Confirmation Marking Type: **Monthwise**

Select Year: 2024 | Select Month: Dec

Fetch Details

Please ensure the eligibility of the candidates for reviewing the payments as below before giving the confirmation

ROLL NO	NAME	Payment Month	Projected Amount	From Date	To Date	Confirmation Marked By	Confirmation Marked On	SELECT ALL
	PARUL AGARWAL	01-12-2024	12400	01-12-2024	31-12-2024	TEST@TEST.COM	10-01-2025 16:59:13	

< PREV NEXT >

I hereby confirm that above candidates are eligible to receive scholarship amount for the Period as listed above.

Submit

Note: The Amount Shown is the NOTIONAL PROJECTED Amount. The Actual Amount may vary based on various inputs during the course of Payment Generation

- Select the records and click on Submit for approval
- The message “Monthly Payment Confirmation has been submitted successfully” will appear

Browser tabs: Mail - NAHANA P - Outlook, Mail - SCHOLARSHIP-USC - BI, PCI Scholarship Portal, SFMP, Student Grievance

URL: testimb.canarabank.in/PCiWebPortal/PayConfirm_app.aspx

Header: भारतीय भेषजी परिषद् PHARMACY COUNCIL OF INDIA (Statutory body under Ministry of Health & Family Welfare) Government of India. Canara Bank (A Government of India Undertaking) Together We Can

User Name: TEST USER CHECKER/TEST2@TEST.COM | User Type: CHECKER | Institute Code: PCI-11 | Last Login Date/Time: 10-01-2025 17:05:14

Confirmation Marking Type: | Select Year: | Select Month:

Please ensure the eligibility of the candidates for receiving the payments as below before giving the confirmation

ROLL NO	NAME	Payment Month	Projected Amount	From Date	To Date	Confirmation Marked By	Confirmation Marked On	SELECT ALL
2412431813	PARUL AGARWAL	01-12-2024	12400	01-12-2024	31-12-2024	TEST@TEST.COM	10-01-2025 16:59:13	<input type="checkbox"/>

** At a time, 300 records will be shown. Kindly click on Prev / Next button to view remaining records.

hereby confirm that above candidates are eligible to receive scholarship amount for the Period as listed above.

Monthly Payment confirmation have been submitted for 1 records successfully.

Note: The Amount Shown is the NOTIONAL PROJECTED Amount. The Actual Amount may vary based on various inputs during the course of Payment Generation.

Windows taskbar: Type here to search, 17:06, 10-01-2025

- On completion of payment confirmation, payment file will be generated for all confirmed records after 20th of each month which will be signed by PCI admin for disbursement.

Note: In the current month, payment will be generated only for those records whom payment confirmation have been marked till 20th of the current month. Payment confirmation marked after 20th will be considered in next month's payment cycle.