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



- 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



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•	Nodal Officer ca	an select the	records and can ap	pprove or reject the sc	cholar registration.
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- 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.

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**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*



Scholarship Portal



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- 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"



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• Select the record and click on Submit

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• 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.

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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).

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



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• Select the records and click on Submit for approval

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• 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 20^{th} of the current month. Payment confirmation marked after 20^{th} will be considered in next month's payment cycle.