

UGC-Canara Bank Scholarship Management System  
User Manual

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## 1. Introduction

This user manual covers the processes and options to be followed by the user institutions for the data input as required for the disbursement of following scholarship/fellowship schemes administered by UGC

- i) Maulana Azad National Fellowship(MANF)
- ii) National Fellowship for SC students(NFSC)
- iii) Post Doctoral Fellowship for SC/ST(PDFSS)
- iv) Post Graduate Scholarship for Professional Courses for SC/ST
- v) Indira Gandhi Post Graduate Scholarship for Single Girl Child(SGC)
- vi) Emeritus Fellowship
- vii) Post Doctoral Fellowship for Women(PDFWM)
- viii) JRF in Science, Social Science and Humanities(NET-JRF) & CSIR
- ix) D S Kothari Fellowship
- x) Post Graduate Scholarship for University Rank Holders(URH)
- xi) Basic Scientific Research Fellowship(BSR)
- xii) Dr. S Radhakrishnan Post Doctoral Fellowship(DSRPDFHS)
- xiii) ISHAN UDAY- Spl Scholarship Scheme for North Eastern Region(NER)
- xiv) National Fellowship for Students of Other Backward Classes(NFOBC)
- xv) Swami Vivekananda Single Girl Child for Research in Social Sciences(SVSGC)
- xvi) PGGATE
- xvii) BSR Faculty

## 2. Options for Universities/Institution

### 2.1 Linking Student to User Institution:

(Initiated by University/institution user and approval by UGC user.)

#### 2.1.1 Link Student Initiation

##### **Menu:**

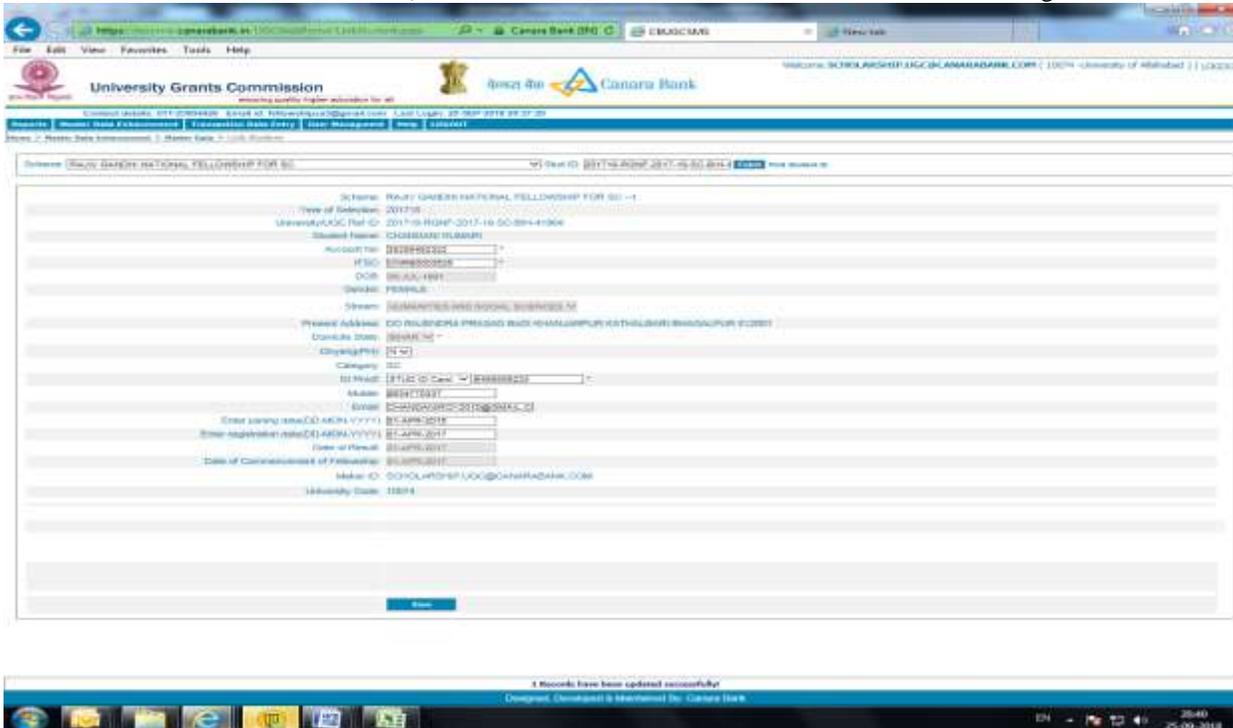
**Master Data Enhancement >> Master Data >> Link Student**

This option is used for linking the candidates in the portal. User has to select the scheme then enter student ID and click fetch button.



- For those candidates who are approaching first time for Fellowship/scholarship, user institution has to enrich the master data already available, like updating account no: IFSC code etc.
- Presently linking will be allowed only within 24 months from date of result/ cut off date of selected batch for fellowship schemes and 12 months from date of result/ cut off date for scholarship schemes for linking the Scholarship ID to UGC portal.
- For those who were receiving the payment through Canara Bank earlier, University/Institution need not enter the account number/IFSC code while linking, as their account details/IFSC code are already available. For the scholars who were submitting the certificates to Canara Bank Branches, the Student ID needs to be linked to UGC Portal as per new Procedure. Presently linking for the existing candidates will be allowed within 24 months from date of last certificate uploaded.
- If any University/Institution wants to link scholar ID to portal beyond the above parameter, then the University/Institution may request for exception in the UGC Portal through a specific as explained in pint N... Once UGC approves the same, University/institution will be able to link the Student ID within the time period mentioned in the exception.
- Upon linking a candidate, system will generate a payment schedule which is a projection of payments for the particular Student ID. System will display payment schedule of a candidate on screen while linking the candidate. User should verify the payment schedule and click on save. The linking can be entered by Maker/Checker ID.

Select the Scheme and enter Student id



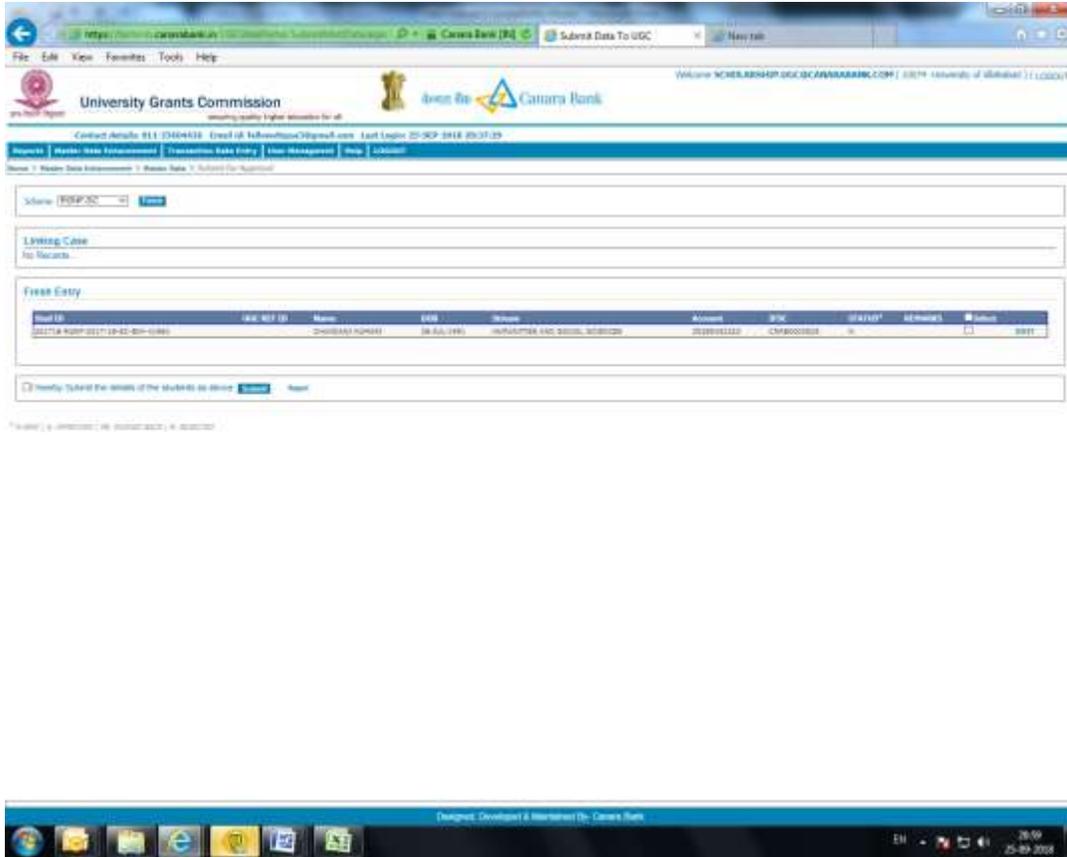
### 2.1.2 Submit for Approval

(By User Institution Checker ID)

This option is used for final submission of student details to UGC for approval.

#### Menu

**Master Data Enhancement >> Master Data >> Submit for approval**



### 2.1.3 Verification by scholar: (By scholars/candidates)

Submission to UGC can be done only after verification of linking by the scholar through their or after 24 hours whichever is earlier.

For this purpose the Scholar is given an option to verify the data that has been entered by the University/Institution User. The same can be done through Canara Scholar Corner. Link of Canara Scholar Corner is as under.

**<https://scholarship.canarabank.in>**

#### **Click on "Scholar's Corner"**

Scholar can login with their user ID and verify the details.

If the data entered is correct, Scholar may approve the data so that University/Institution User may do submit for Approval. In case any of the data entered by University/Institution user is wrong, the scholar may reject linking. University/Institution user may "Link Student" again with the correct details. If Scholar has not rejected the data, University may submit the data linking for approval, a24 hours after initiating the Link Student. University cannot change anything in the student details once it is submitted to UGC. In case of any

amendment, University can also reject the data before submitting to UGC for approval. This option can be exercised using either Maker/Checker ID. Approval of the linking will be done by UGC.

### Registration process in Scholar's corner by the student

- i) The Scholar may visit the link <https://scholarship.canarabank.in> and click on "Scholar's Corner"
- ii) Click Registration Button, enter your details correctly.
  - Scheme: e.g.: NFSC/ST, NET JRF etc
  - Student ID: The Student ID as registered with the University under the UGC Portal
  - There is an option to Find Student ID also. Those who don't know exact Student ID, may use the FIND STUDENT ID option to find the correct ID
  - DOB: To be entered in the format DD/MM/YYYY
  - Email: The mail ID that has been registered with University in the UGC Portal.
- iii) After entering the data, click Register Button and save the data. The message will come as REGISTRATION SUCCESSFUL
- iv) The password will be sent to the registered mail id. Check the registered Email ID for the password.
- v) GOTO <https://scholarship.canarabank.in> and click on "Scholar's corner". Enter the email ID as the user-ID and the password that has been received in the mail and LOGIN.
- vi) The password Change option will appear on first time login.
- vii) Enter the new password.

Criteria for new password are as under.

  - a. Should have minimum 8 characters
  - b. Should have minimum 1 Upper case Character
  - c. Should have minimum 1 Lower case Character
  - d. Should have minimum 1 Number

For e.g.: Rahulaj1
- viii) After setting the new password, LOGIN again with the email ID and New Password

### 2.2. Correction if Ben Code Rejected

(Initiated by University/institution user and approval by UGC user.)

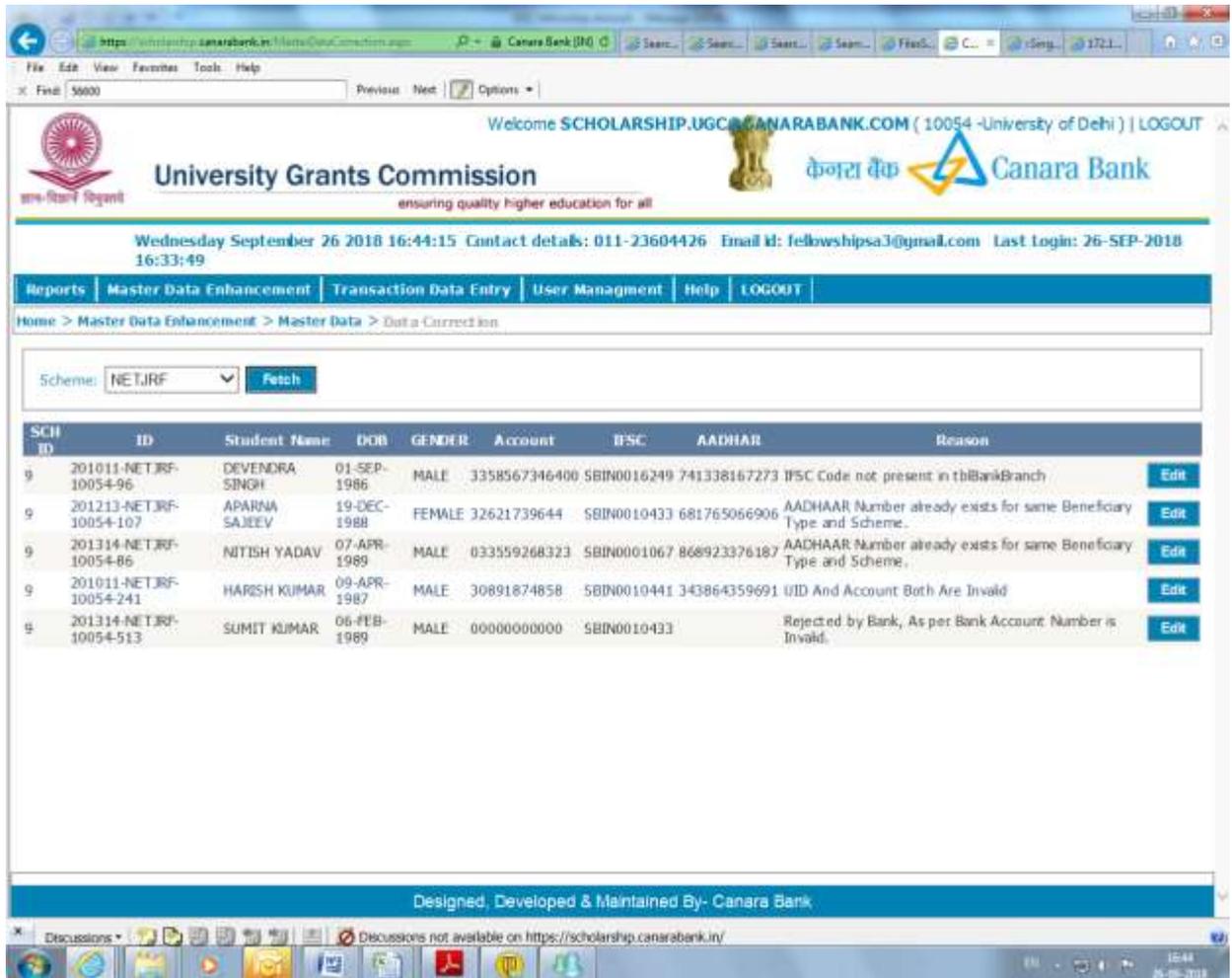
After approval of linking validation of account and registration of beneficiary code will be done through PFMS.

This option is used to correct the account number, IFSC code and AADHAAR number of the students whose beneficiary code could not be created because of either wrong account number/IFSC code/AADHAAR number. User has to select the scheme and fetch the details of students, whose Beneficiary Code got rejected. User may click on EDIT and change

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the IFSC Code and/or Account Number wherever change is required and click update. This option can be exercised using either Maker/Checker ID.

**Master Data Enhancement >> Master Data >> Correction if BenefCode Rejected**

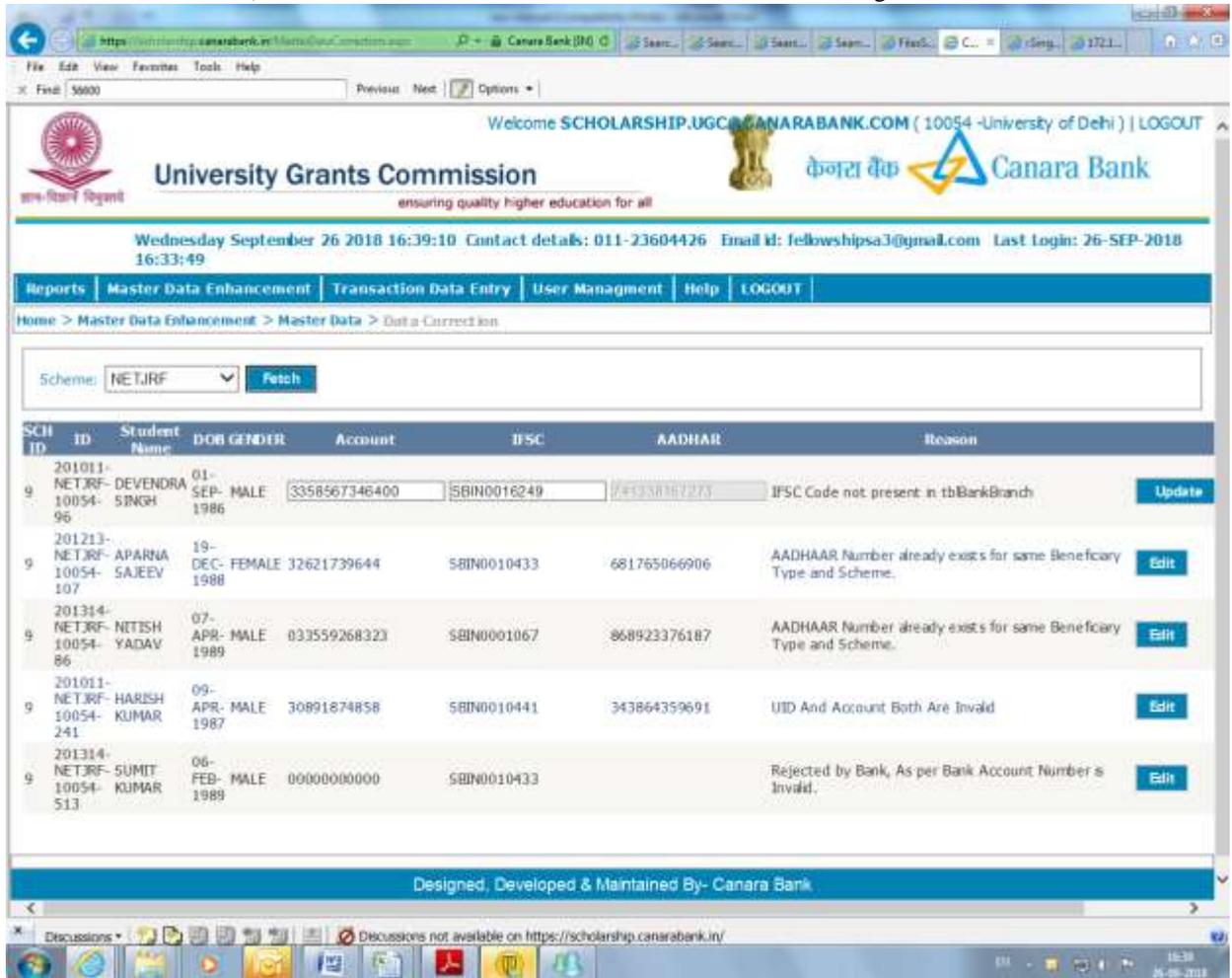


[Home](#) > [Master Data Enhancement](#) > [Master Data](#) > [Data Correction](#)

Scheme:

SCH ID	ID	Student Name	DOB	GENDER	Account	IFSC	AADHAR	Reason	
9	201011-NETJRF-1005496	DEVENDRA SINGH	01-SEP-1986	MALE	3358567346400	SBIN0016249	741338167273	IFSC Code not present in tbBankBranch	<input type="button" value="Edit"/>
9	201213-NETJRF-10054107	APARNA SAJEEV	19-DEC-1988	FEMALE	32621739644	SBIN0010433	681765066906	AADHAAR Number already exists for same Beneficiary Type and Scheme.	<input type="button" value="Edit"/>
9	201314-NETJRF-1005486	NITISH YADAV	07-APR-1989	MALE	033559268323	SBIN0001067	868923376187	AADHAAR Number already exists for same Beneficiary Type and Scheme.	<input type="button" value="Edit"/>
9	201011-NETJRF-10054241	HARSH KUMAR	09-APR-1987	MALE	30891874858	SBIN0010441	343864359691	UID And Account Both Are Invalid	<input type="button" value="Edit"/>
9	201314-NETJRF-10054513	SUMIT KUMAR	06-FEB-1989	MALE	00000000000	SBIN0010433		Rejected by Bank, As per Bank Account Number is Invalid.	<input type="button" value="Edit"/>

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Welcome SCHOLARSHIP.UGC.CANARABANK.COM ( 10054 -University of Delhi ) | LOGOUT

University Grants Commission  
ensuring quality higher education for all

Wednesday September 26 2018 16:39:10 Contact details: 011-23604426 Email id: fellowshipsa3@gmail.com Last Login: 26-SEP-2018 16:33:49

Reports | Master Data Enhancement | Transaction Data Entry | User Management | Help | LOGOUT

Home > Master Data Enhancement > Master Data > Data Correction

Scheme: NETJRF

SCH ID	ID	Student Name	DOB	GENDER	Account	IFSC	AADHAR	Reason	
201011- NETJRF- 10054- 96	DEVENDRA SINGH	01- SEP- 1986	MALE	3358567346400	SBIN0016249	741238167775	IFSC Code not present in tbBankBranch	<input type="button" value="Update"/>	
201213- NETJRF- 10054- 107	APARNA SAJEEV	19- DEC- 1988	FEMALE	32621739644	SBIN0010433	681765066906	AADHAAR Number already exists for same Beneficiary Type and Scheme.	<input type="button" value="Edit"/>	
201314- NETJRF- 10054- 86	NITISH YADAV	07- APR- 1989	MALE	833559268323	SBIN0001067	868923376187	AADHAAR Number already exists for same Beneficiary Type and Scheme.	<input type="button" value="Edit"/>	
201011- NETJRF- 10054- 241	HARESH KUMAR	09- APR- 1987	MALE	30991874858	SBIN0010441	343864359691	UID And Account Both Are Invalid	<input type="button" value="Edit"/>	
201314- NETJRF- 10054- 513	SUMIT KUMAR	06- FEB- 1989	MALE	00000000000	SBIN0010433		Rejected by Bank, As per Bank Account Number is Invalid.	<input type="button" value="Edit"/>	

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### 2.3 Modify Candidate Data

(Initiated by University/institution user and approval by UGC user.)

This option can be used for modification/updation of email ID, mobile number and Address of a student. This option can be exercised using either Maker/Checker ID. These updations have to be approved by UGC.

**Master Data Enhancement >> Master Data >> ->Modify Candidate Data**



University Grants Commission  
 Welcome: SCHOLARSHIP@UGC@CANARABANK.COM MAKER & CHECKER ( 10299 -Indian Institute of Technology New Delhi ) | LOGOUT  
 Contact details: 011-2364426 | Email id: fellowships3@gmail.com | Last Login: 05 MAR 2019 17:56:46 | Session Time remaining: 28 Min  
 Reports | Master Data Enhancement | Transaction Data Entry | User Management | Help | LOGOUT  
 Home > Master Data Enhancement > Master Data > Modify Candidate Data

**Modify Master Data of Candidate:**

Scheme Name	NET/RE	
Student ID	415846	Fetch Master ID
<input type="button" value="Submit"/>		
		<b>Did Values</b>
Mobile		7830680839
Email		ramojkoti3@gmail.com
Address		VILL NAYABAS POST RAJSHAT
<input type="button" value="Modify"/>		

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## 2.4 Monthly Payment confirmation

(By University/institution maker user. To be approved by University/institution checker user )

- This option is used to confirm the list of candidates under a particular scheme for whom Fellowship/ Scholarship is to be disbursed for the month.
- This option will be available to universities/institutions upto 15th of every month

### 2.4.1 Monthly payment initiation

(By User Institution maker ID)

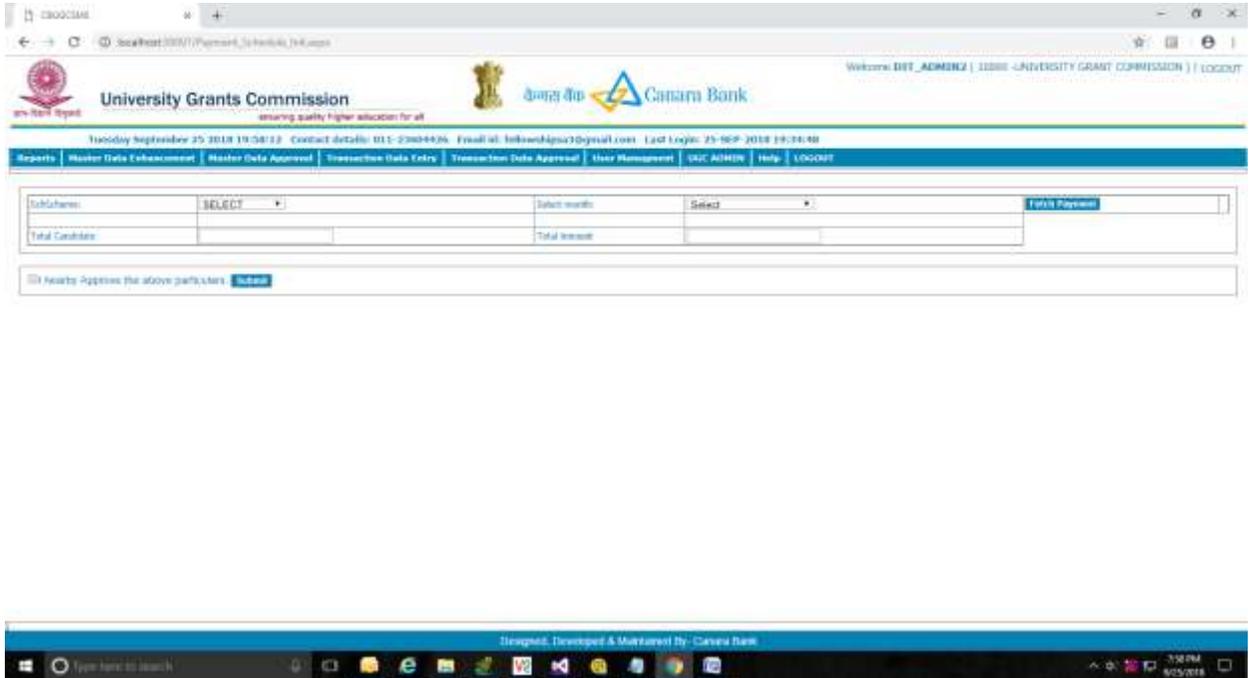
#### Menu

**Transaction Data Entry >>Monthly payment Confirmation >> Initiate**

- This option is to initiate the monthly payment confirmation by the user institutions
- There are two types of confirmation viz. one for current month payment and another for previous month arrears.
  - For current month User has to select the scheme name and month as current month and click on fetch, the no. of candidates and total amount will be shown.  
Then User has to click submit button.
  - For arrear payment, User has to select previous month arrears, enter the Student ID for which arrear payment is to be initiated and click on fetch. The pending payment details will be shown.

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User may select the payments to be initiated and submit. This option is to be done through Maker Id . Approval is to be done by the University/Institution Checker ID.

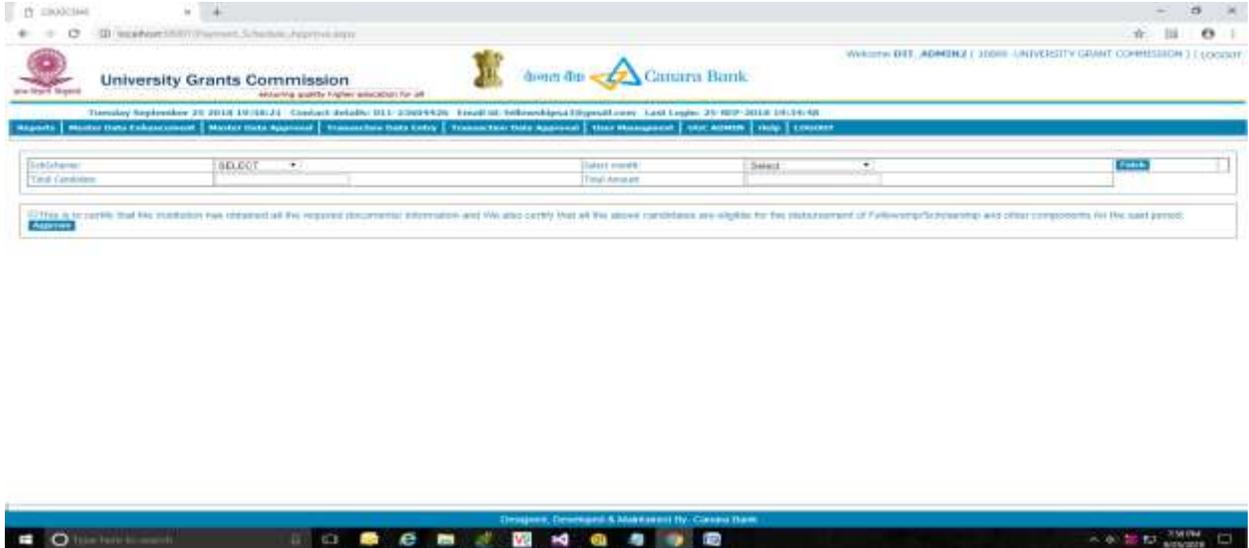


## 2.4.2 Monthly payment approval (By User institution checker user)

### Menu

**Transaction Data Entry >>Monthly payment Confirmation >> Approve**

- This option is used to approve the list of candidates generated under a particular scheme for whom Fellowship/ Scholarship is to be disbursed for the month. This option is to be done using University/Institute Checker ID.



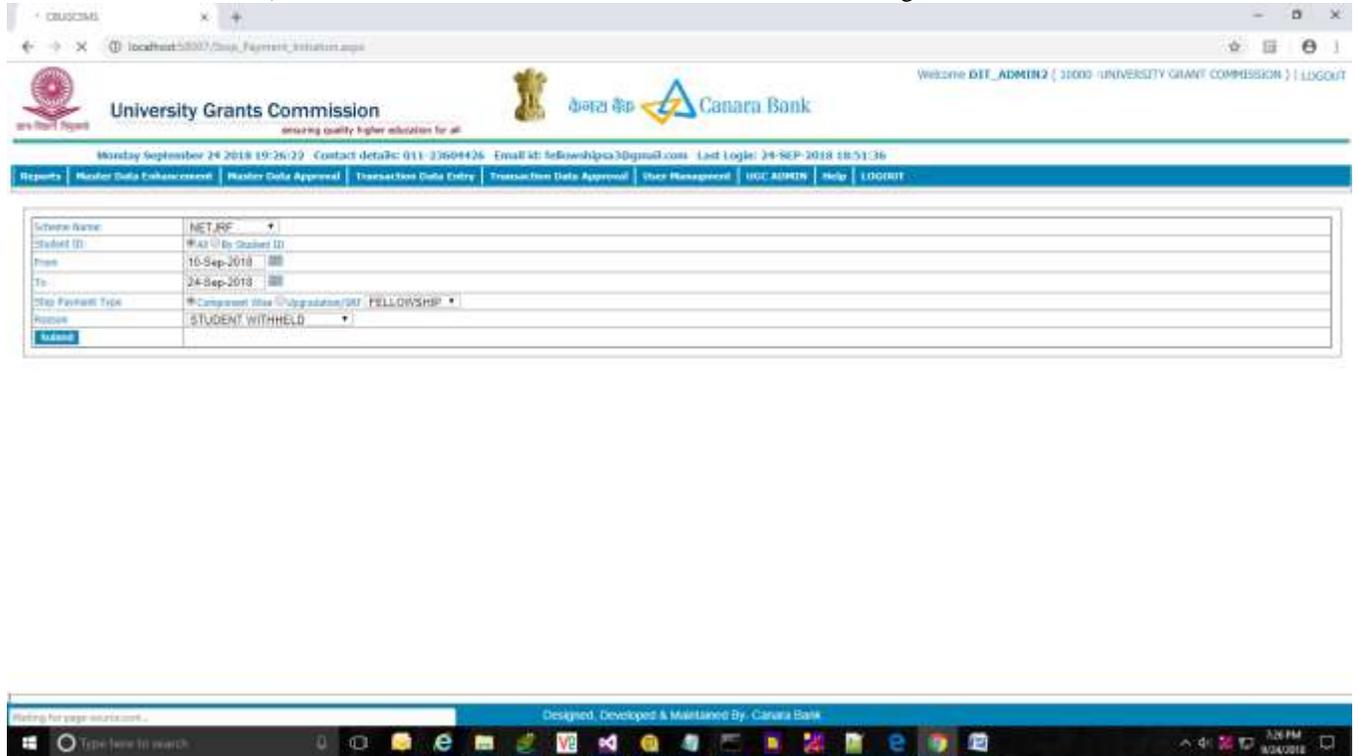
## 2.5 Stop payment marking

(By University/institution maker/checker user. No Approval required)

### Menu

#### **Transaction Data Entry >> Stop Payment >> Stop payment Marking**

- This option is used to mark the stop payment of candidates.
- This option is for marking stop payment. Stop payment can be marked payment component wise and also for upgradation from JRF to SRF.
- User has to select the scheme name, enter student id, specify the period, select the component for which payment has to be stopped and select the reason then click submit button.
- This option can be exercised by Using Either Maker/Checker ID. No approval by checker is required for stop payment.



## 2.6 Stop payment revocation

(By University maker user. To be approved by University/Institution checker user)

This is for revoking the stop payments.

### 2.6.1 Stop payment revocation initiation

(By user Institution maker user)

**Menu:**

**Transaction Data Entry >>Stop Payment>> Stop Payment revocation initiation**

- This option is used to initiate the revocation of stop payment earlier marked. This option can be done using Maker ID only. The approval is to be done by University/Institution Checker ID.

### 2.6.2 Stop payment revocation approval

(By University checker user)

**Menu:**

**Transaction Data Entry >>Stop Payment>> Stop Payment revocation Approval**

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- This option is used to approve the revocation of stop payment initiated by user.  
This option can be done using University Checker ID only

2.7 HRA modification initiation

(By University maker ID . To be approved by university checker ID)

## 2.7 HRA modification initiation

(By User institution maker ID. To be approved by User Institution checker ID)

This option is to modify the HRA for a candidate

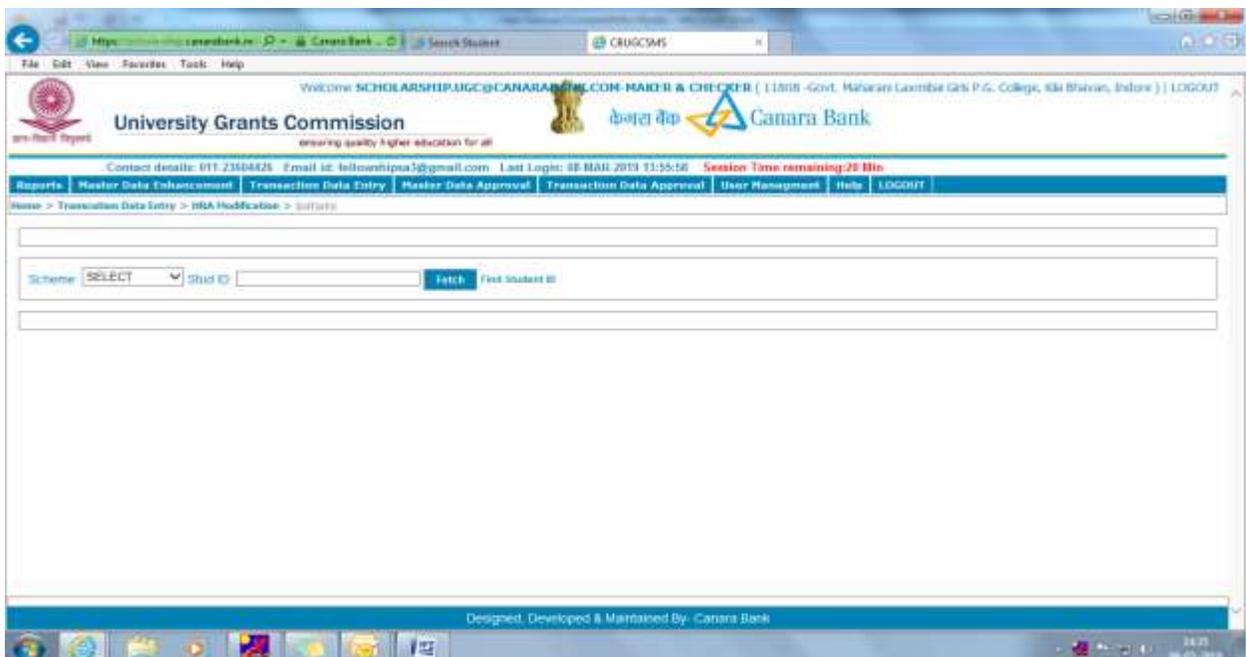
### 2.7.1 HRA modification initiation

(By User Institution Maker ID)

#### Menu:

**Transaction Data Entry >>HRA Modification>> Initiate**

- This option is used to initiate the HRA modification of students. This option can be done using University Maker ID only. The approval is to be done by University/Institution Checker ID.



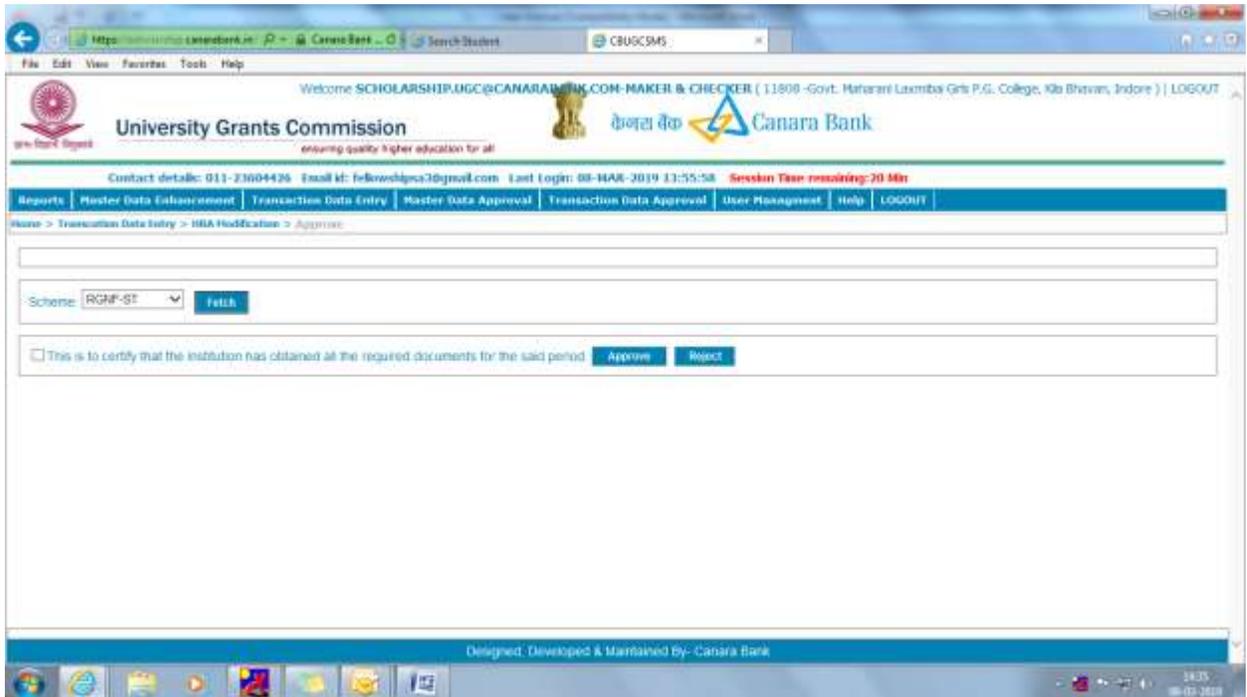
### 2.7.2 HRA modification Approval

(By university checker ID)

#### Menu:

**Transaction Data Entry >>HRA Modification>> Approve**

- This option is used to approve the HRA modification of the students initiated by user. This option is to be done by the University/Institution Checker ID



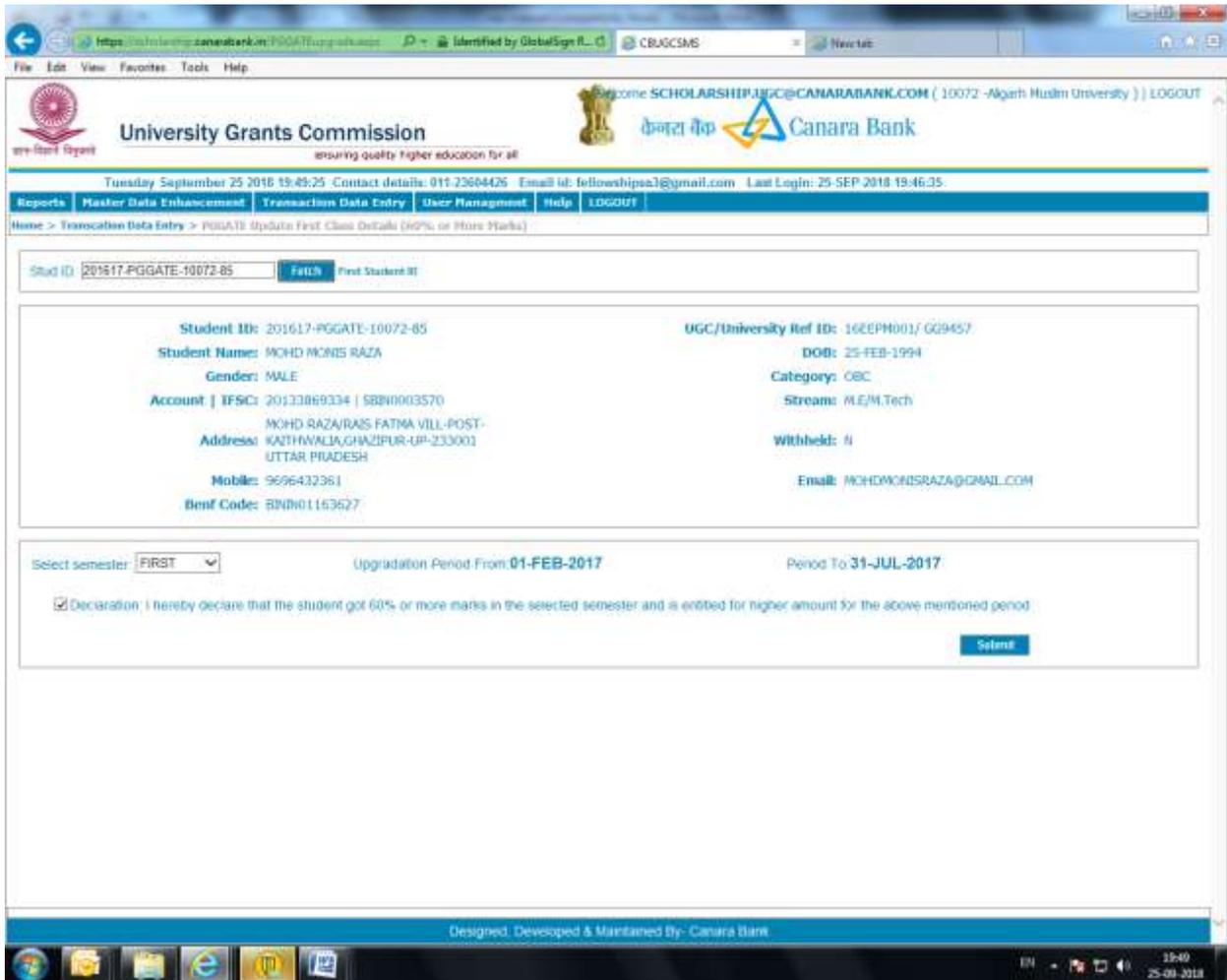
**2.8 PGGATE updates First Class Details**

(By University maker/checker ID. To be approved by UGC user)

**Menu:**

**Transaction Data Entry >> PGGATE Update First Class Details**

- This option is to be used for upgrading the candidates of PGGATE who are securing 60% or more in a semester based on which upgraded payment amount will be generated.
  - The User has to enter student id and then click on fetch to view the details.
  - Then select the semester it will show the period then click on submit button.
  - This option can be done using Maker/Checker ID. The approval is to be done by UGC.



University Grants Commission  
ensuring quality higher education for all

WELCOME SCHOLARSHIP/UGC@CANARABANK.COM ( 10072 -Aligarh Muslim University ) LOGOUT

Tuesday September 25 2018 19:49:25 Contact details: 011-23604426 Email id: fellowshipsa1@gmail.com Last Login: 25-SEP-2018 19:46:35

Home > Transaction Data Entry > PGGATE Update First Class Details (60% or More Marks)

Stud ID:  Fetch First Student ID

Student ID: 201617-PGGATE-10072-85	UGC/University Ref ID: 16CEPM001/ GG9457
Student Name: MOHD MONIS RAZA	DOB: 25-FEB-1994
Gender: MALE	Category: CBC
Account   IFSC: 20133869334   SBBI0003570	Stream: M.E/M.Tech
Address: MOHD RAZA/RAIS FATMA VILL-POST-KAZHNAJLA,GHAZIIPUR-UP-233001 UTTAR PRADESH	Withheld: N
Mobile: 9696432361	Email: MOHDMONISRAZA@GMAIL.COM
Bank Code: BBN01163527	

Select semester:  Upgrade Period From: 01-FEB-2017 Period To: 31-JUL-2017

Declaration: I hereby declare that the student got 60% or more marks in the selected semester and is entitled for higher amount for the above mentioned period.

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## 2..9 Discontinue option

(By University maker/checker ID. To be approved by UGC user)

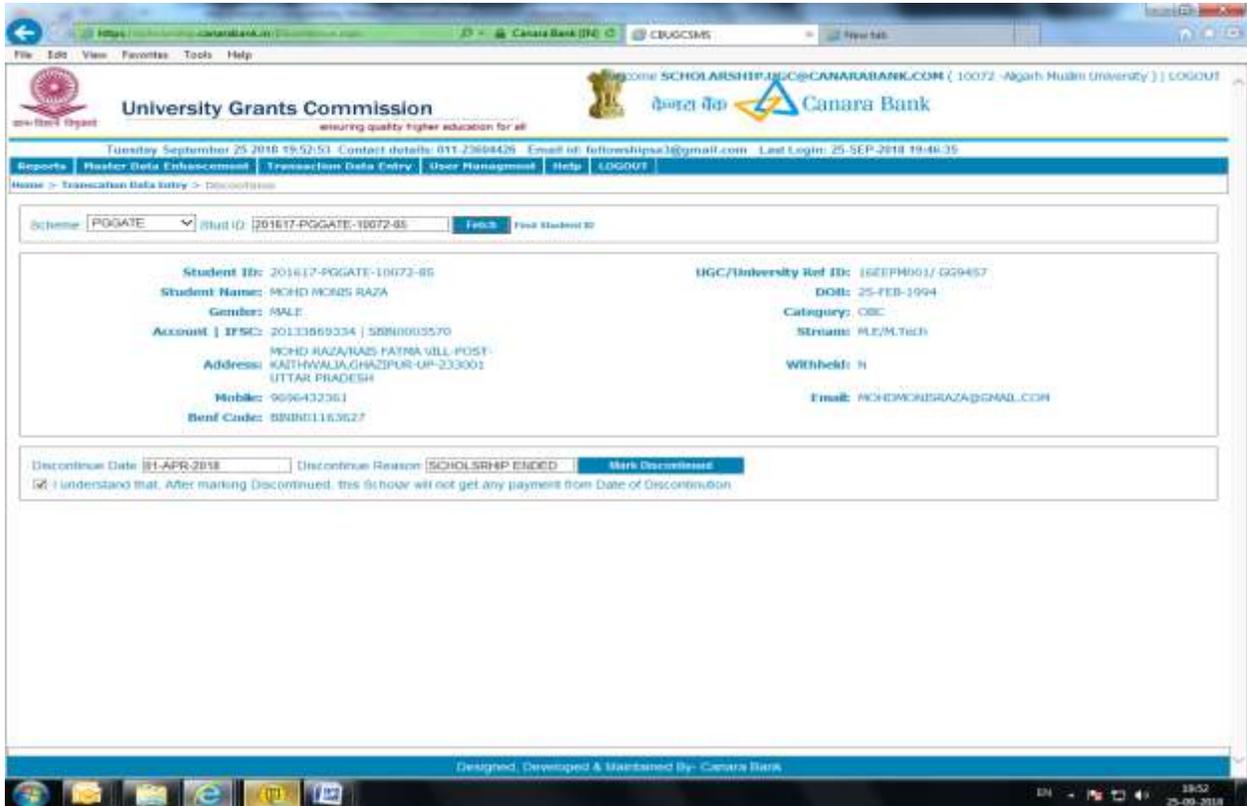
### Menu:

#### **Transaction Data Entry >> Discontinue**

- This option is used to Discontinue the scholarship/fellowship of candidates. Once approved, it cannot be reverted back. Hence user has to exercise caution while exercising this option.
  - User has to select the scheme name, enter the student ID then click on fetch button.
  - Then they have to enter discontinue date and reason and click on Mark Discontinued button.

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- This option can be done using either Maker/Checker ID. Approval is to be done by UGC.
- User has to e



## 2.10 JRF to SRF upgradation

(To be initiated by User Institution maker/checker ID. To be approved by UGC)

### Menu

### Transaction Data Entry > JRF to SRF Upgrade

- As per the revised process w.e.f Oct 2018 system will calculate by default the fellowship as per the SRF rate after a defined period without the need of SRF certificate for the schemes as below
  - i) Maulana Azad National Fellowship(MANF)
  - ii) National Fellowship for SC students(NFSC)
  - iii) Post Doctoral Fellowship for SC/ST(PDFSS)
  - iv) Post Doctoral Fellowship for Women(PDFWM)
  - v) JRF in Science, Social Science and Humanities(NET-JRF) & CSIR
  - vi) Basic Scientific Research Fellowship(BSR)
  - vii) Dr. S Radhakrishnan Post Doctoral Fellowship(DSRPDFHS)

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- viii) National Fellowship for Students of Other Backward Classes(NFOBC)
- ix) Swami Vivekananda Single Girl Child for Research in Social Sciences(SVSGC)
- x) BSR Faculty
- But if the date of upgradation is on date prior to October 2018 then upgradation certificate has to be uploaded by the university/institution.
- In this option, the date of SRF upgradation is to be entered. The same has to be approved by UGC. This option can be done using either Maker/Checker ID. Approval is to be done by UGC.



The screenshot displays the UGC portal interface for the 'Withheld' option. The page header includes the UGC logo and the text 'University Grants Commission - Empowering quality higher education for all'. The user is logged in as 'MAKER & CHECKER' for '10540 - Farook Training College, Kerala'. The main content area shows a form for 'Transaction Data Entry >> Withheld'. The form includes a 'Scheme' dropdown set to 'NETJRF' and a 'Stud ID' field containing '1181(OBC)(NET-DEC2015)'. Below this, there are two columns of student details: 'Student ID: 1181(OBC)(NET-DEC2015)', 'Student Name: SHAFEEK P', 'Gender: MALE', 'Account / IFSC: 1144101041085 | CNRI0001144', 'Address: THANALOT HOUSE, KERALA', 'Mobile: 9544196183', 'Date of Upgradation: [ ] eg. 14-MAR-2016', 'UGC/University Ref ID:', 'DOB: 30-MAY-1988', 'Category: OBC', 'Stream: HUMANITIES AND SOCIAL SCIENCES', 'Withheld: 0', and 'Email: SHAFEEKSIDHEEQ@GMAIL.COM'. A 'Submit' button is located at the bottom right of the form. The footer of the page reads 'Designed, Developed & Maintained By: Canara Bank'.

## 2.11 Withheld option

(By University maker/checker ID. No approval required)

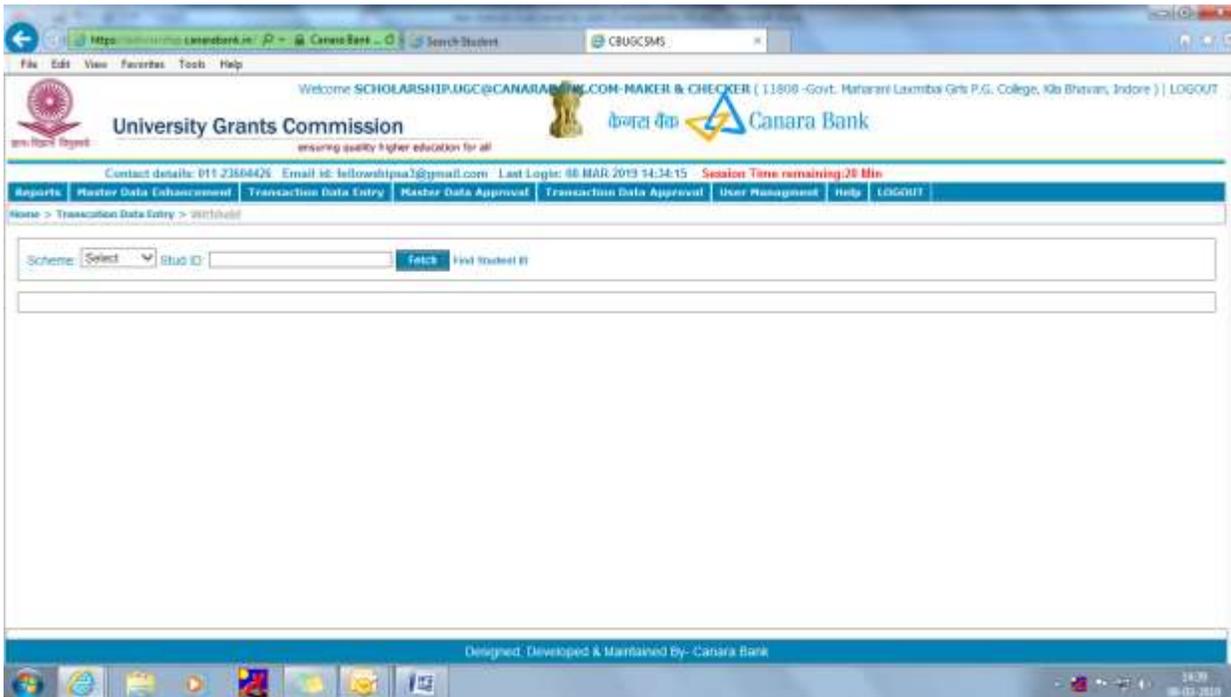
Menu:

**Transaction Data Entry >>Withheld**

- This option can be used to withheld all scholarship/fellowship payment for a particular Scholar ID .
- Withheld option can be revoked by University/institution at a later date. The difference between Discontinue option and withheld option is that discontinue option cannot be revoked but withheld option can be revoked.
- This option does not need any approval.

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- This option can be done using either University Maker/Checker ID.



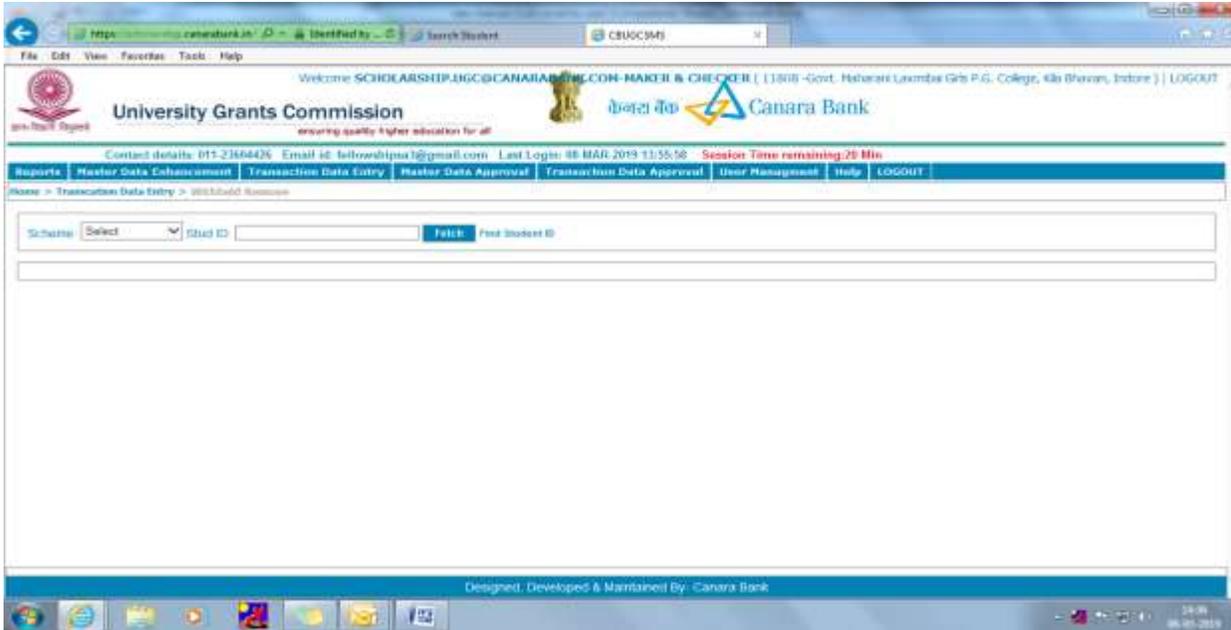
## 2.12 Withheld Removal:

(By University maker/checker ID. To be approved by UGC)

Menu:

**Transaction Data Entry >>Withheld Removal**

- This option is to remove Withheld request that has been entered by University. This option can be done using either Maker/Checker ID. Approval is to be done by UGC.



## 2.13 Contingency Modification

(Initiated by University maker ID . To be approved by University checker ID)

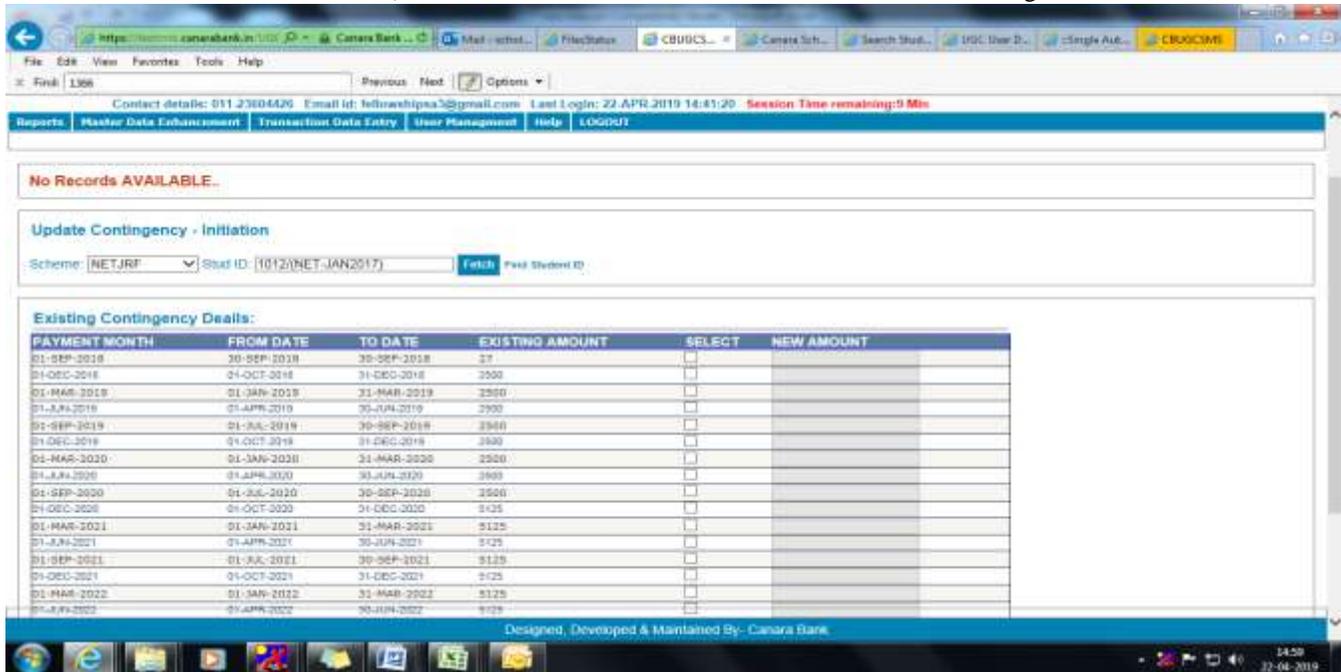
### 2.13.1 Contingency Modification Initiation

(By User Institution Maker ID)

#### Menu

**Transaction Data Entry >> Contingency Modification>> Initiate**

- This option can be used to modify the Contingency amount that is shown in the schedule for the scholar.
- Contingency amount will be divided in 4 monthly slots ie March, June, September and December of each year.
- System by default divide the contingency amount for the year in four equal parts under four quarters.
- If the student submits a claim that is different from the amount available in the contingency slot, University/Institution User may modify the amount accordingly.
- The modification can be done upto maximum contingency amount payable for the year.
- The modification is to be done using a MAKER ID and the same is to be approved by University CHECKER ID.
- Once the modification is approved, Monthly payment confirmation is to be done for the modified records.
- System will be paying the differential amount if any.
- The contingency payable year will be calculated from the Date of Commencement.



Update Contingency - Initiation

Scheme:  Stud ID:

Existing Contingency Deals:

PAYMENT MONTH	FROM DATE	TO DATE	EXISTING AMOUNT	SELECT	NEW AMOUNT
01-SEP-2018	30-SEP-2018	30-SEP-2018	17	<input type="checkbox"/>	
01-OCT-2018	01-OCT-2018	31-DEC-2018	2000	<input type="checkbox"/>	
01-MAR-2019	01-MAR-2019	31-MAR-2019	2500	<input type="checkbox"/>	
01-JUN-2019	01-APR-2019	30-JUN-2019	2900	<input type="checkbox"/>	
01-SEP-2019	01-JUL-2019	30-SEP-2019	3300	<input type="checkbox"/>	
01-DEC-2019	01-OCT-2019	31-DEC-2019	3600	<input type="checkbox"/>	
01-MAR-2020	01-MAR-2020	31-MAR-2020	2500	<input type="checkbox"/>	
01-JUN-2020	01-APR-2020	30-JUN-2020	2800	<input type="checkbox"/>	
01-SEP-2020	01-JUL-2020	30-SEP-2020	3500	<input type="checkbox"/>	
01-DEC-2020	01-OCT-2020	31-DEC-2020	3125	<input type="checkbox"/>	
01-MAR-2021	01-MAR-2021	31-MAR-2021	3125	<input type="checkbox"/>	
01-JUN-2021	01-APR-2021	30-JUN-2021	3125	<input type="checkbox"/>	
01-SEP-2021	01-JUL-2021	30-SEP-2021	3125	<input type="checkbox"/>	
01-DEC-2021	01-OCT-2021	31-DEC-2021	3125	<input type="checkbox"/>	
01-MAR-2022	01-MAR-2022	31-MAR-2022	3125	<input type="checkbox"/>	
01-JUN-2022	01-APR-2022	30-JUN-2022	3125	<input type="checkbox"/>	

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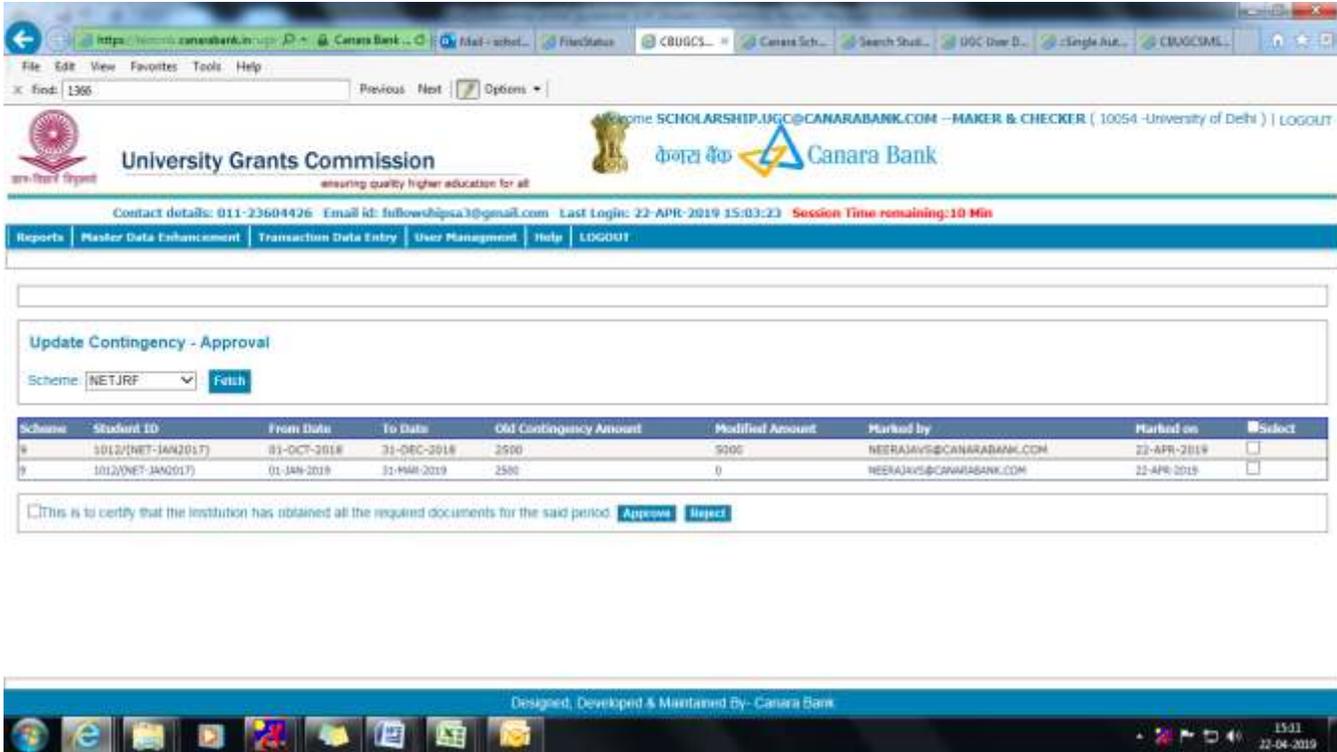
### 2.13. 2 Contingency Modification – Approval

(By University checker ID)

Menu:

**Transaction Data Entry >>Contingency Modification>> Approve**

This option can be used to approve the Contingency amount that is shown in the schedule for the scholar. This is to be done using the Checker ID of the .



Update Contingency - Approval

Scheme: NETJRF

Scheme	Student ID	From Date	To Date	Old Contingency Amount	Modified Amount	Marked by	Marked on	Select
9	SD12(NET-JAN2017)	01-OCT-2016	31-DEC-2016	2500	5000	NEERAJVS@CANARABANK.COM	22-APR-2019	<input type="checkbox"/>
9	SD12(NET-JAN2017)	01-JAN-2018	31-MAR-2019	2500	0	NEERAJVS@CANARABANK.COM	22-APR-2019	<input type="checkbox"/>

This is to certify that the institution has obtained all the required documents for the said period.

## 2.14 Mark Exception Initiate

(Initiated by University/institution user and approval by UGC user.)

### Menu:

**Master Data Enhancement >> Master Data >> Mark Exception Initiate**

This option is to be used to seek exception from UGC for handling some exceptional cases like processing arrears beyond 12 months, Linking scholar ID to portal after 60 months from the date of result etc. This option can be exercised using either Maker/Checker ID.

The Exception parameters are mentioned as under

### i) Max Period allowed for linking after date of result/cut off date

Maximum number of months from date of result/cut off date within which the linking is allowed. Presently the parameter is set to 24 months from date of result/ cut off date for fellowship schemes and 12 months for scholarship schemes for linking the Scholarship ID to UGC portal. If any University wants to link scholar ID to portal beyond the parameter, then the Universities may request for exception in the UGC Portal. Once UGC approves the same, University/institution will be able to link the Student ID within the time period mentioned in the exception.

**ii) The period for minimum latest certificate allowed for linking for existing branch based candidate**

For the scholars who were submitting the certificates to Canara Bank Branches, the Student ID needs to be linked to UGC Portal as per new Procedure. This parameter is the maximum number of months from the latest date of certificate uploaded by the branch within which the linking is allowed. Presently the parameter is set to 12 months from date of last certificate uploaded, for linking the Scholarship ID to UGC portal. If any University wants to link scholar ID to portal beyond the parameter, then the Universities may request for exception in the UGC Portal. Once UGC approves the same, University/institution will be able to link the Student ID within the time period mentioned in the exception.

**iii) Date up to which initiation of Payment Confirmation allowed in a month**

At present Universities are supposed to mark the Monthly payment Confirmation process in the Portal from 1st to 15th of every month. If University wants to initiate the payments after 15th of any month because of any operational exigencies, then the request can be given to UGC for extending the timeline using exception functionalities. Once UGC approves the same, University/institution will be able to initiate monthly payment confirmation upto the date mentioned in the exception.

**iv) Date upto which approval of Payment Confirmation allowed in a month**

The Universities are supposed to do the Monthly payment Confirmation process from 1 to 15th of every month. If University wants to approve the payments after 15th of any month because of any operational exigencies, then the request can be given to UGC for extending the timeline. Once UGC approves the same, University/institution will be able to approve monthly payment confirmation upto the date mentioned in the exception.

**v) Number of months allowed prior to current month for arrear marking**

At present, we are allowing the University for marking payment arrears for max 12months prior to the current date. The Universities may request for exception in the UGC Portal if any arrear prior to 1 year is to be processed. Once UGC approves the same, University/institution will be able to process the arrears from the time period mentioned in the exception.

**vi) Number of hours allowed to Candidate for verification of Master Data**

The Universities are linking the student ID in UGC Portal and submitting the same for approval from UGC. Before submission, the scholars have been provided with the facility in Scholar's Corner, to cross-verify the details that the University has entered. After verifying the details the Scholar may reject the linking if any details entered are wrong. University may link the ID again with the correct details. If the details are correct scholar can approve the linking. This option will be available to the Scholar for a defined time period At present, this time is set as 24hours. After 24 hours, if the scholar has not rejected/approved the data, then University/Institution may submit the ID for approval to UGC. This time period is parameterized, through the exception option.

**vii) Number of months allowed prior to current month for marking stop payment for a scheme.**

At present stop payment can be marked w.e.f 3 months prior to current month, if the payment is not yet credited. This can be parameterized through this option.

**viii) Date upto which stop payment is allowed in a month**

At present stop payment can be marked only from 1st to 15th of a month. In case the option for stop payment is to be restricted to a specific period of a month, it can be parameterized through this option.

The procedure of marking exception is explained for some of the parameters as under.

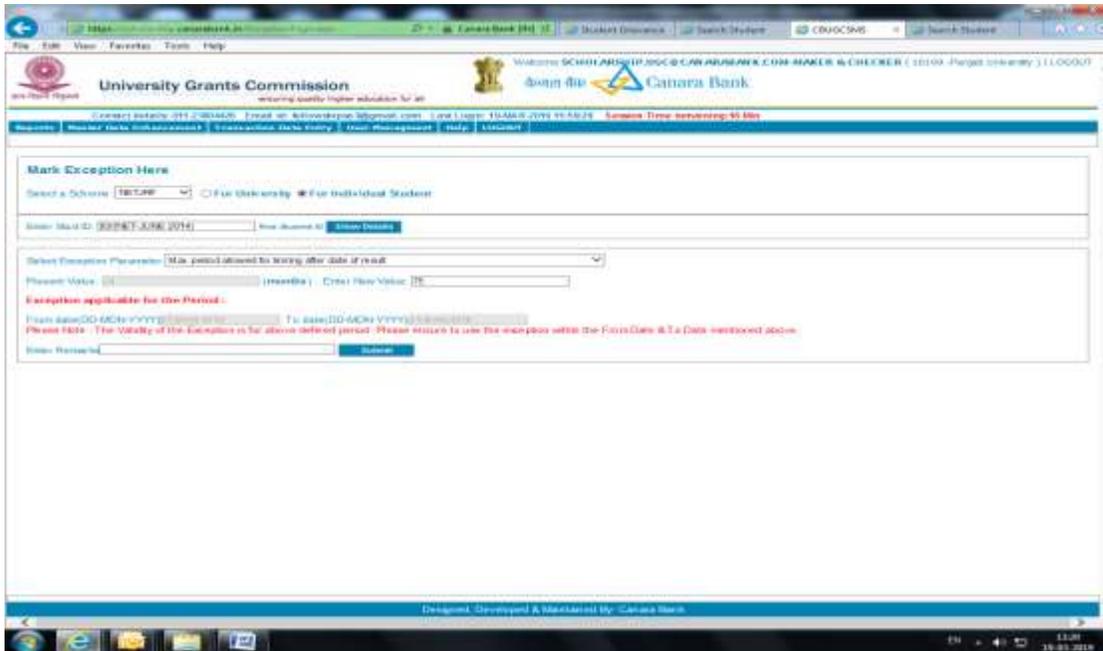
**Mark Exception for linking**



- User may select the scheme and select "FOR INDIVIDUAL STUDENT".
- Enter the student ID and ENTER.
- Select the parameter that requires exception
  
- Example : If University wants to link a scholar ID whose selection was in Jan 2013, Exception is to be marked as under.
  - Select Exception parameter : Max Period allowed for linking after date of result
  - Unit Enter New Value: should be the number of months since the scholar got selection ie IF scholar got selected in JAN 2013 and university is raising exception in APR 2019, then the new value should be 75.

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- From Date: The date from which University will be allowed to do the linking as per exception
- Remarks: Reason of Delay in submitting the documents should be entered



Mark Exception Here

Select a Scheme: **REGULAR**  For University  For Individual Student

Scholar ID: **REGNET/JUNE/2014**

Select Exception Parameter: **Max. period allowed to linking after date of result**

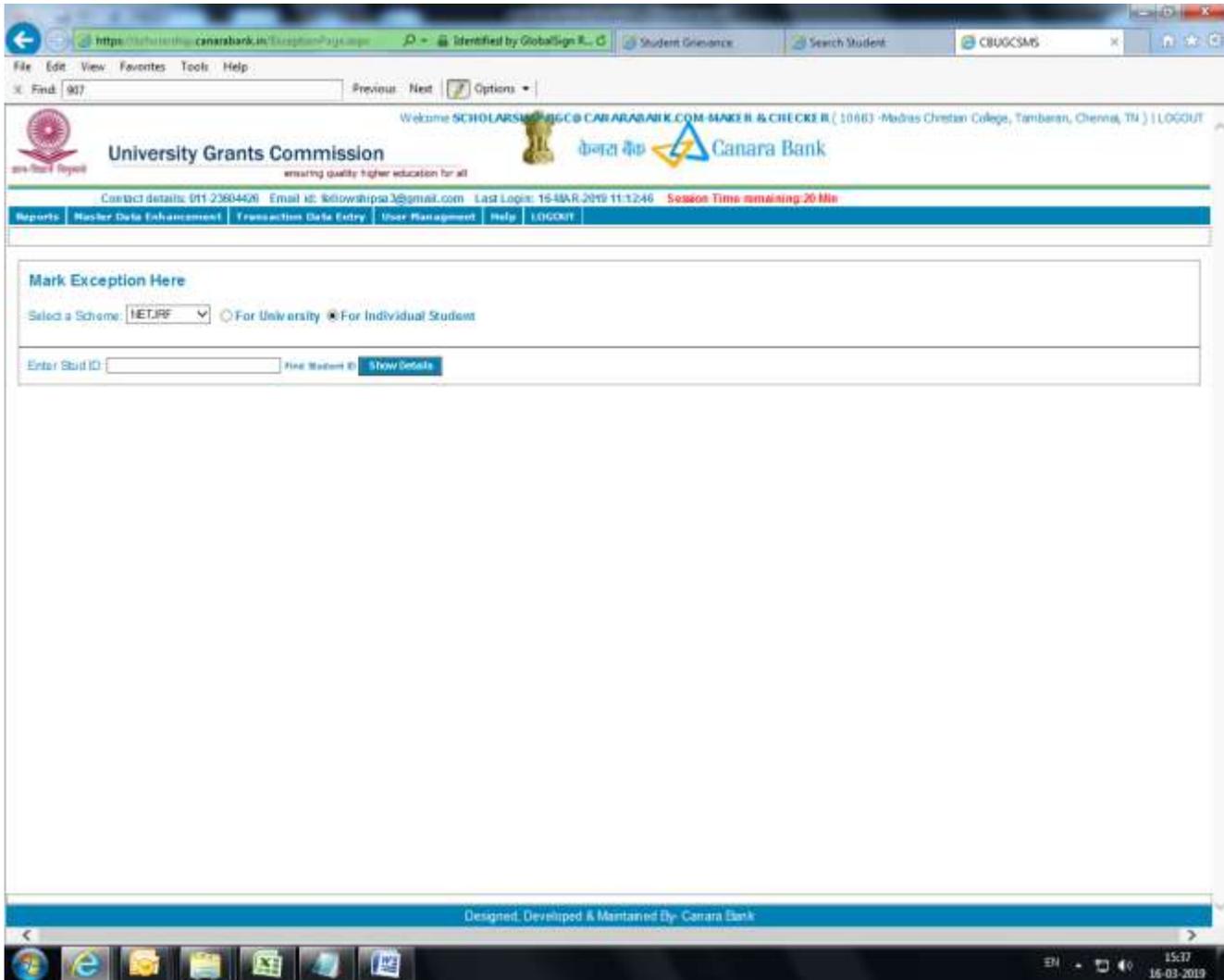
Please enter Value: **12**  **12**

**Exception applicable for the Period:**  
From date[DD-MON-YYYY] to date[DD-MON-YYYY] is already defined. Please refer to use the exception with the From Date & To Date mentioned above.

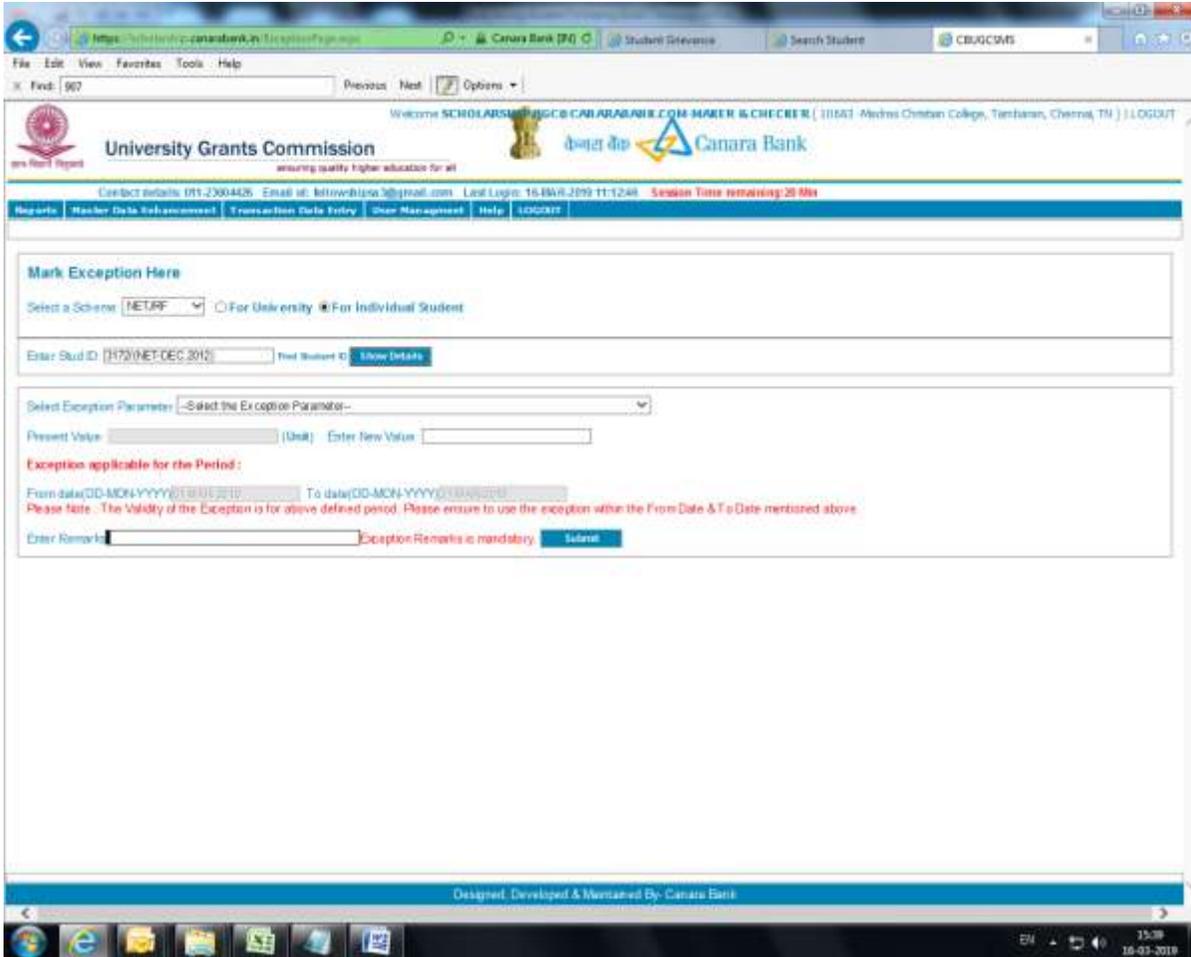
- On submission the exception is to be approved by UGC.
- Once UGC approves the exception, University will be able to link the scholar ID within the time period mentioned in the Exception request.

### Mark Exception for arrears

- Select the scheme and click on "For individual Student"



- Enter Student ID and click on Show details button

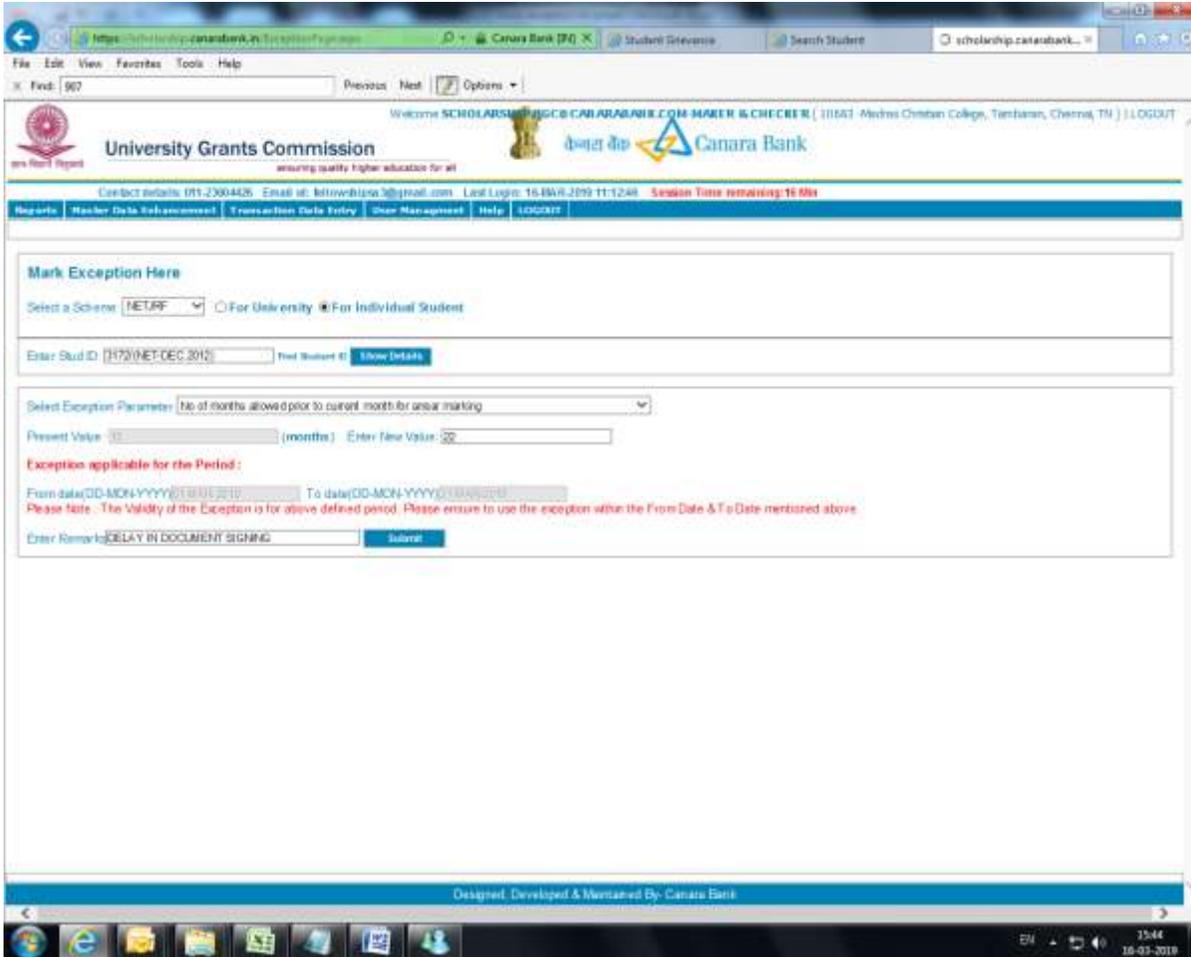


The screenshot shows a web browser window with the URL <https://scholarship.canarabank.in/ExceptionPage.aspx>. The page is titled "University Grants Commission" and "Canara Bank". It features a navigation menu with options like "Reports", "Teacher Data Refreshment", "Transaction Data Entry", "User Management", "Help", and "LOGOUT". The main content area is titled "Mark Exception Here" and contains the following form fields:

- Select a Scheme:** A dropdown menu with "NETRF" selected. Radio buttons for "For University" and "For Individual Student" are present.
- Enter Stud ID:** A text input field containing "1172/NET/DEC/2012". A "Find Student ID" button is next to it.
- Select Exception Parameter:** A dropdown menu with "Select the Exception Parameter" selected.
- Present Value:** A text input field with "(Null)" next to it. An "Enter New Value" text input field is also present.
- Exception applicable for the Period:** A section with "From date" and "To date" input fields, both containing "01-01-2012". A red warning message states: "Please Note - The Validity of the Exception is for above defined period. Please ensure to use the exception within the From Date & To Date mentioned above."
- Enter Remarks:** A text input field with a red warning message: "Exception Remarks is mandatory". A "Submit" button is next to it.

The footer of the page reads "Designed, Developed & Maintained By- Canara Bank". The Windows taskbar at the bottom shows the date and time as 15:39 on 16-03-2018.

- Select Exception Parameter as "No. of months allowed prior to current month for arrear marking"
- Enter new value i.e. the number of months from which payment is pending to current month
- If payment is pending from jul 16 and exception is marked in apr 18 then total no. of months should be counted from jul 16 to apr 18 i.e. 22 months
- In the option Enter Remarks Please enter the reason for delay. Then click on submit button



The screenshot shows a web browser window displaying the Canara Bank Scholarship Management System (SMS) interface. The page title is "Mark Exception Here". The user is logged in as a "MAKER & CHECKER" for "MADRAS CHRISTIAN COLLEGE, TAMBARAM, CHENNAI, TN". The interface includes a navigation menu with options like "Reports", "Teacher Data Refreshment", "Transaction Data Entry", "User Management", "Help", and "LOGOUT". The main form area contains the following fields and options:

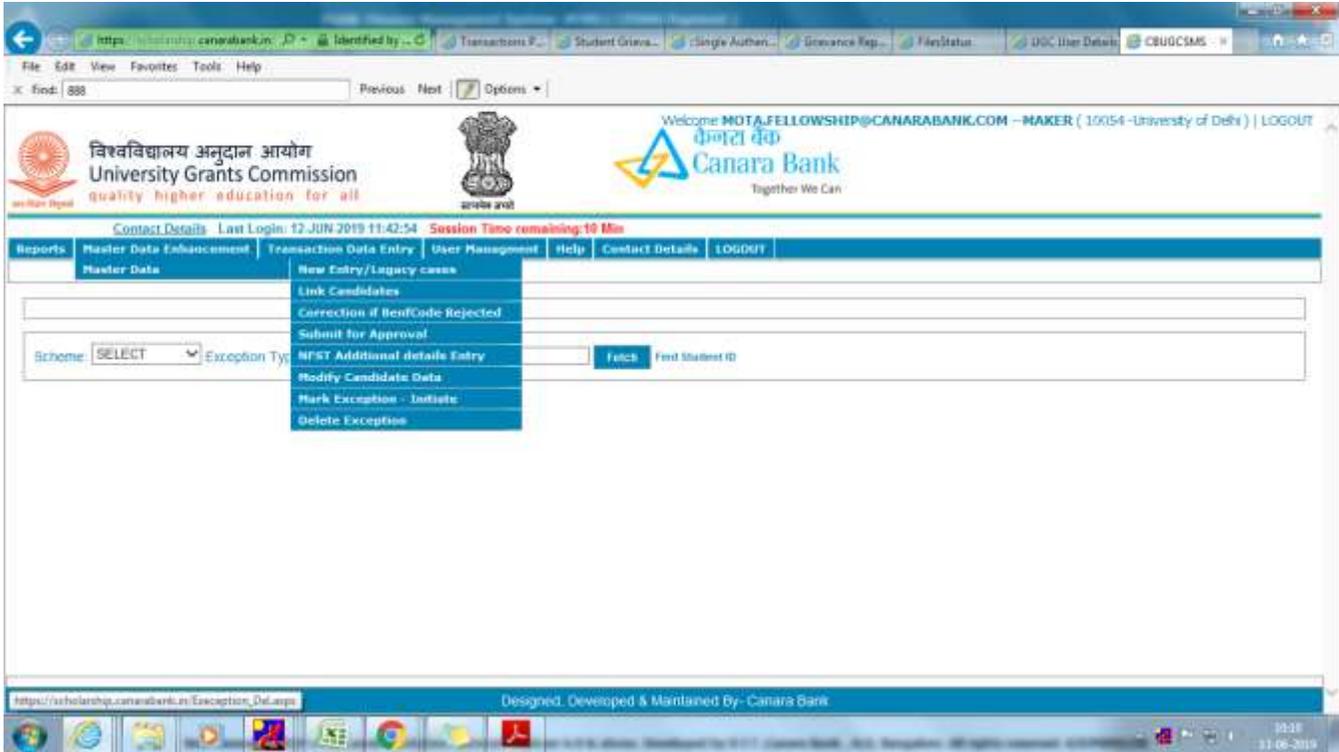
- Select a Scheme:** A dropdown menu showing "NETRF" and radio buttons for "For University" and "For Individual Student".
- Enter Stud ID:** A text input field containing "1172/NET/DEC/2012" and a "Find Student ID" button.
- Select Exception Parameter:** A dropdown menu showing "No of months allowed prior to current month for award marking".
- Present Value:** A text input field containing "12" (months).
- Enter New Value:** A text input field containing "30".
- Exception applicable for the Period:** A section with "From date" and "To date" fields, both containing "11/01/2012". A red warning message states: "Please Note - The Validity of the Exception is for above defined period. Please ensure to use the exception within the From Date & To Date mentioned above."
- Enter Remark:** A text input field containing "DELAY IN DOCUMENT SIGNING" and a "Submit" button.

The footer of the page reads "Designed, Developed & Maintained By: Canara Bank". The Windows taskbar at the bottom shows the date as 16-03-2018 and the time as 15:44.

- On submission, the exception is to be approved by UGC.
- Once UGC approves the exception, University/Institute, User may do monthly payment Confirmation for the pending payment within the time period mentioned in the Exception request.

## 2.15 Delete Exception

- If University has entered any exception request with wrong parameters, then this option can be used to delete the existing exception request.
- Universities/Institutions can raise fresh request with correct parameters after deletion of existing exception request.



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**University Grants Commission**  
 Quality higher education for all

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**Canara Bank**  
 Together We Can

Welcome MOTA.FELLOWSHIP@CANARABANK.COM -MAKER ( 10054 -University of Delhi ) | LOGOUT

Contact Details | Last Login: 12 JUN 2019 11:42:54 | Session Time remaining: 10 Min

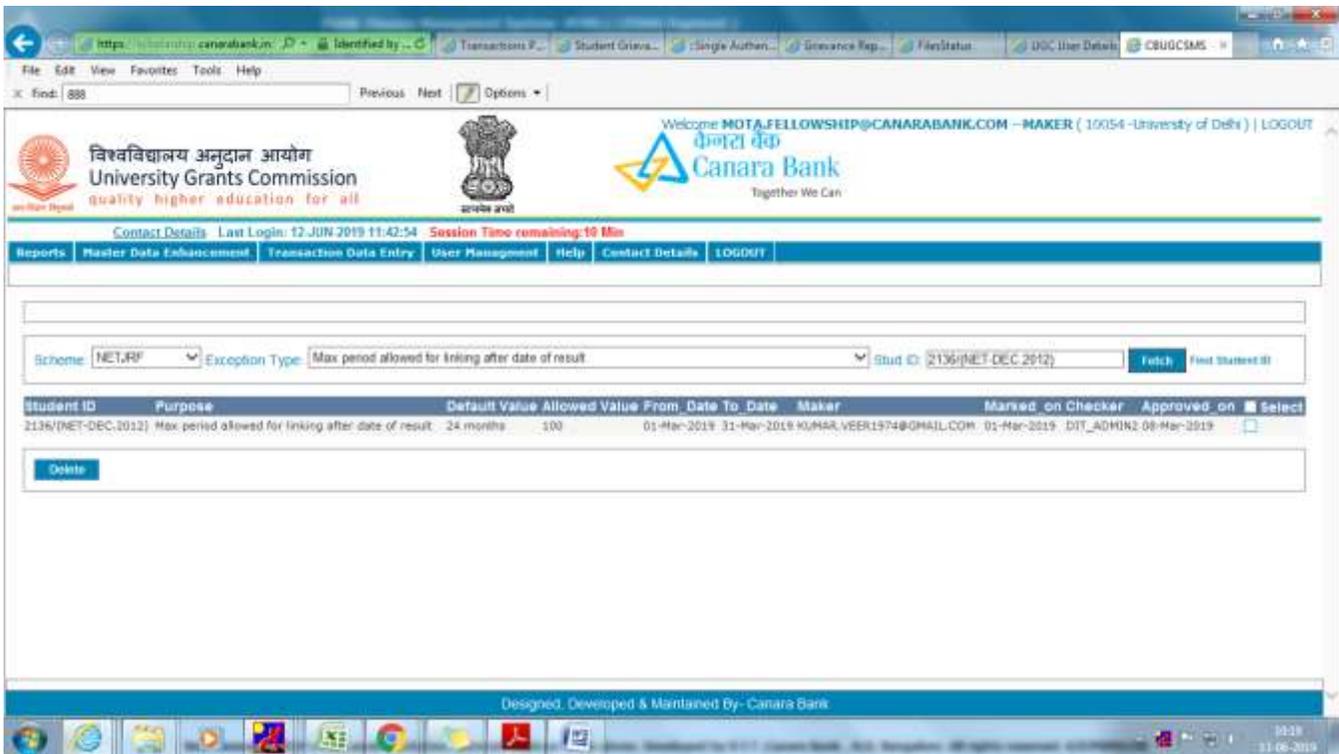
Reports | Master Data Enhancement | Transaction Data Entry | User Management | Help | Contact Details | LOGOFF

Master Data

- New Entry/Legacy cases
- Link Candidates
- Correction if BestCode Rejected
- Submit for Approval
- NPST Additional details Entry
- Modify Candidate Data
- Mark Exception - Initiate
- Delete Exception

Scheme:  Exception Type:  Fetch Find Student ID

https://scholarship.canarabank.in/Exception\_Details.aspx | Designed, Developed & Maintained By- Canara Bank



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 Together We Can

Welcome MOTA.FELLOWSHIP@CANARABANK.COM -MAKER ( 10054 -University of Delhi ) | LOGOUT

Contact Details | Last Login: 12 JUN 2019 11:42:54 | Session Time remaining: 10 Min

Reports | Master Data Enhancement | Transaction Data Entry | User Management | Help | Contact Details | LOGOFF

Scheme:  Exception Type:  Stud ID:  Fetch Find Student ID

Student ID	Purpose	Default Value	Allowed Value	From Date	To Date	Maker	Marked on Checker	Approved on	Select	
2136(NET-DEC-2012)	Max period allowed for linking after date of result	24 months	100	01-Mar-2019	31-Mar-2019	KUMAR,VEER1974@GMAIL.COM	01-Mar-2019	DIT_ADMIN2	08-Mar-2019	<input type="checkbox"/>

https://scholarship.canarabank.in/Exception\_Details.aspx | Designed, Developed & Maintained By- Canara Bank

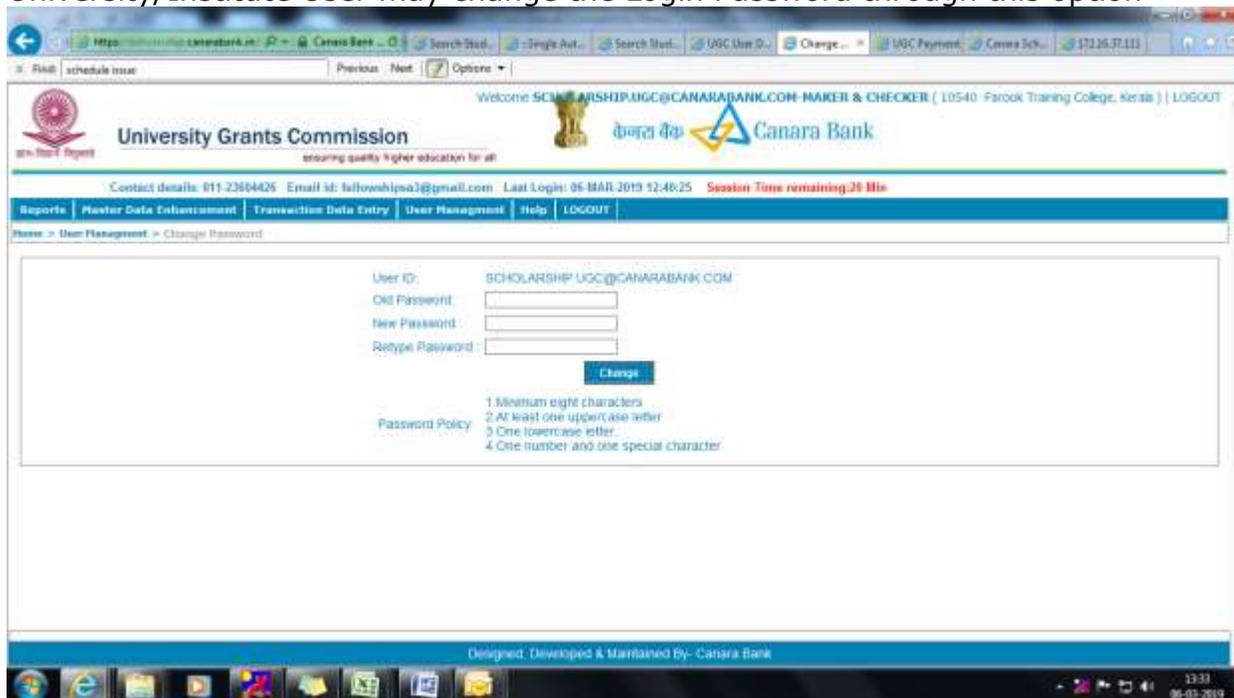
## 2.16 User Management

### 2.16.2 Change Password

#### Menu:

#### User Management > Change Password

University/Institute User may change the Login Password through this option



The screenshot displays the 'Change Password' interface within the Canara Bank User Management system. The page is titled 'University Grants Commission' and 'Canara Bank'. The user is identified as 'SCHOLARSHIP.UGC@CANARABANK.COM'. The form contains the following fields and elements:

- User ID:** SCHOLARSHIP.UGC@CANARABANK.COM
- Old Password:** [Text input field]
- New Password:** [Text input field]
- Retype Password:** [Text input field]
- Change:** [Submit button]
- Password Policy:**
  - 1. Minimum eight characters
  - 2. At least one uppercase letter
  - 3. One lowercase letter
  - 4. One number and one special character

The page footer states: 'Designed, Developed & Maintained By: Canara Bank'.

### 2.16.3 Create User

(Initiation by User Institution maker/checker ID. Approval by UGC user)

#### Menu:

#### User Management > Create User

- University/Institute may request for Creation of User through this option.
- For exercising this option the User institution should have minimum one user ID.
- For creation of first user ID in the portal the user institution has to take up with UGC by a separate letter.
- UserID / EmailID, Name, Mobile, Designation, Department, Type of user (Maker/Checker), University Name are to be entered. The Scholarship/Fellowship schemes that are to be allotted for the new user is to be selected. Then the

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supporting document of size less than 5KB is to be uploaded in PDF Format and click on create.

- Supporting document should be a letter of request for user creation from the competent authority duly mentioning the details of officer/employee of the institution for whom user ID to be created
- Type of user can be maker or checker.
- The Maker ID can be used to initiate transaction data entry options like Monthly Payment Confirmation, HRA modification stop payment revocation etc.
- The Checker ID can be used to approve transaction data entry options like Monthly Payment Confirmation, HRA modification stop payment revocation etc.
- Please note that the transactions done by an ID cannot be approved using the same ID.
- The options under Master Data Enhancement and User Management will be available for all users irrespective of the Role.
- The User creation is to be approved by UGC. Once UGC approves the User creation, the password will be sent through Email, to the new User ID that has been created.
- User may Login through that password and change the password after Logging in.

#### 2.16.4 Modify User Details

(To be initiated by User Institution checker ID. To be approved by UGC)

#### **Menu**

***User Management >>Modify User Details***

- Universities/Institutions may modify the User details using this option.
- User may change the Mobile, Designation, Role can be modified using this option.
- The Scholarship/Fellowship schemes that are to be allotted for the user is to be selected.
- Then the supporting document of size less than 5KB is to be uploaded in PDF Format and click on Modify.



- The User modification is to be approved by UGC.
- Once UGC approves the User Modification, the password will be sent through Email, to the new User ID that has been modified.
- User may Login through that password and change the password after Logging in.

### 2.16.5 User Activation/Deactivation

(To be initiated by User Institution checker ID. To be approved by UGC)

#### **Menu:**

***User Management>>User Report/Activate/Deactivate***

- This option can be used for Activation/Deactivation of University/Institution user.
- The User Ids that are inactive and University/Institute has not sent request for Reactivation will be available under the report User Activation Request Pending.

#### **Menu:**

- The active user can go to this option and "Request Activation". The User Activation is to be approved by UGC.
- Once UGC approves the User Activation, the password will be sent through Email, to the new User ID that has been modified.
- User may Login through that password and change the password after Logging in.
- The User Activation Request already sent by University/Institution and Pending with UGC for approval or Rejected by UGC will be available under the report Approval Pending/Rejected.

#### **Menu:**



## Appendix

- 1) **Linking student**-By linking a particular candidate, a university/institution is identifying the candidate with itself and confirming that he/she is bonafide candidate of the university/institute
- 2) **Cut off/date of result**- Cut off date/date of result is the minimum date from which payment will be started for a batch of candidates and is decided by UGC.
- 3) **Payment Schedule**-Payment schedule shows the details of the period and applicable components payable to candidates in their entire tenure. The amount shown in payment schedule is tentative and actual payments may vary depending upon the various inputs as given by the universities.
- 4) **Beneficiary Code**- It is a unique code allotted to each beneficiary by PFMS on the basis of account number or Aadhaar Number. Beneficiary code is mandatory for DBT payment.