

OFFICE OF DEAN (STUDENT WELFARE)

Sanctioning and Processing of Various Scholarships for Ph.D, PG & UG Student(s)

S. N o	Details of the Services	Requirement from the stake holders	Check list	Maximum processing time for the office	Contact details of the concerned official
1	House Rent Allowance (HRA) only for Ph.D students	1. Photocopy of Rent Agreement 2. Photocopy of Aadhar Card of student. 3. Photocopy of the registration slip of student. 4. Recommendation of the concerned supervisor 5. Forwarding of the Head/Coordinator 6. Confirmation of Non-availability of the accommodation by Admin Warden and Chairman of House Allotment Committee (for seeking residence in colony staff.) 7. Photocopy of ID card issued by the institute.	All the mandatory columns should be filled along with requisite enclosures at the HRA form like marriage certificate / marriage invitation Card and house rent agreement copy and recommendation of Medical Officer of Institute in case of health ground.	6 working days from the date of receipt of application(s) in the Section.	DSW Contact No. :- 9415014474 Email:- deansw@mnnit.ac.in

2	Sponsored Scholarship; UGC, CSIR and others (<i>i.e. feeding of the data on the respective scholarship portal like Continuation, HRA, Contingency etc. for each month months; as the case may be</i>).	Award letter along with UTR Number of the transaction of sanctioned amount of fellowship	1. Matching of dates in Sanction letter, 2. Matching of Bank transaction details i.e. UTR Number.	6 working days for processing in DSW office usually these are in Direct Benefit Transfer (DBT) mode by respective agencies.	DSW/ Concerned Agency
3	Stipend to M.Tech. Students	1. Recommendation from D.D.P.C. along with copy of minutes. 2. Forwarded by Heads / Coordinators of the Departments/Schools, 3. Photocopy of the online registration slip	1. Roll Numbers, 2. GATE Score validity, 3. Registration Number 4. Bank A/c. Number and IFS Code 5. Category of the students (All in the prescribed form)	7 working days from the date of receipt of application(s) in the Section.	DSW is not involved in stipend recommendation. The department recommends stipend which is then processed by account section.
4	Forwarding of State Scholarship	1. Completely Filled & Self attested hard copy of the application forms along with requisite self attested enclosures 2. Forwarding by Head/ Coordinators Scholarship Section.	1. Bona fide Certificate 2. Bank A/c. details (should be on the name of student only) 3. Domicile Certificate 4. Income Certificate 5. Grade Sheet 6. Fee details filled up in the form.	As per the timeline Declared by the respective State Government.	Concerned agency (Scholarship is directly paid to students account.)

5.	Awarding of State Scholarship (<i>if awarded through scholarship section of the Institute</i>)	1. Award letter 2.UTR Number of the transaction of sanctioned amount of Scholarship	1. Matching of dates in Sanction letter, 2. Matching of Bank transaction details i.e. UTR Number.	10 working days from the date of receipt of payment in the institute office.	Faculty In charge (Scholarship) /AR(Account)
6.	Forwarding of Central Sector Scholarship	Filled & Signed hard copy of the application forms of the student, forwarded by Head/Coordinators of the respective Departments/Schools along with supporting documents to be submitted in the Scholarship Section.	1. Bonafide Certificate 2. Bank A/c. details (should be on the name of student only) 3. Domicile Certificate 4. Income Certificate 5. Grade Sheet 6. Fee details filled up in the form.	7 days as per the timeline declared by the respective Central/state Ministry.	Faculty In charge (Scholarship) /AR(Account)
7.	Awarding of Central Sector Scholarship (if awarded through scholarship section of the Institute)	1. Award letter 2.UTR Number of the transaction of sanctioned amount of Scholarship	1. Matching of dates in Sanction letter, 2. Matching of Bank transaction details i.e. UTR Number.	10 working days from the date of receipt of application(s) in the Section.	Faculty In charge (Scholarship)
8.	Renewal of Merit-cum Means (MCM) scholarship	Grade Sheet for Renewal/Continuation	1. CPI & SPI of Grade Sheet 2. Percentage of credit earned	15 working days for Processing (last date of receipt of application)	Faculty In charge (Scholarship) /AR(Account)