

GUIDELINES FOR IMPLEMENTATION OF

SCHOLARSHIP TO THE GIRL STUDENTS BELONGING TO MINORITY COMMUNITIES OF ASSAM, 2023-24

GENERAL INSTRUCTIONS TO THE HEAD OF THE INSTITUTION:

1. **Each Institution shall REGISTER and SUBMIT ONLINE APPLICATIONS on behalf of all the eligible candidates.**
2. Eligible candidates **need not submit individual applications.**
3. For Institution REGISTRATION, each Head of the Institution (HoI) must have a valid **E-mail ID & Mobile No.** of the Head of the Institution (HoI).
4. Before filling-up of the online applications the Head of the Institution (HoI) shall download the Advertisement/Guideline and read the instructions carefully.
5. The Head of the Institutions (HoI) must ascertain the eligibility of the candidates before filling up of application forms.
6. The Head of the Institution (HoI) shall collect the **original Bank Pass Book, Aadhaar Card** of the eligible girls' students for the scheme.
7. The responsibility of correct entry of Bank Details lies solely on the Head of the Institution.
8. The Department will not take responsibility of disbursing the scholarship money to any candidate with incorrect bank details.
9. The Head of the Institution (HoI) shall register his/her institution in the portal using the institution **UDISE Code, Mobile No., E-mail ID** in the name of the Head of the Institution (HoI).
10. Once the **OTP verification is completed**, the Institution can LOGIN for submission of **ONLINE APPLICATIONS.**
11. The Head of the Institution should note down his/her **PASSWORD** and keep it in safe custody to avoid misuse.
12. The **PASSWORD** is necessary for further Login and keeping it in Safe Custody is the responsibility of the Head of the Institution.
13. Please note that **WRONG ENTRY** of data of candidates during submission of **ONLINE APPLICATION FORM** cannot be corrected by this office. The office will not take any kind of responsibility for the same.
14. The E-mail ID and Mobile number of the Head of the Institutions (HoI) will be used for further correspondence.
15. After accepting the above terms and conditions the Head of the Institutions shall click **NEXT BUTTON** to display and submit online application form.

SUBMISSION OF APPLICATION BY THE HEAD OF THE INSTITUTIONS:

1. The Head of the Institution (HoI) shall identify the eligible girl students of **his/her institution only**, who are studying in class **X, XI & XII** and belongs to **Minority Communities** of Assam.
2. As per Government Guidelines only **Two (2) unmarried girl children of same parents** are eligible to get the benefit of the scholarship scheme.
3. The head of the Institution shall fill-up the **ONLINE APPLICATION** of each student continuously till the completion of the application of the last candidate by a single **LOGIN.**
4. There is a provision to make changes in the application form before clicking the **SUBMIT BUTTON.**
5. The Head of the Institution should verify the each and every information of the Application Form. Once he ascertains the filled-up data, he/she has to save the data.
6. Application once **SUBMITTED** cannot be corrected later.

VERIFICATION OF APPLICANTS DATA BY THE HEAD OF THE INSTITUTION:

1. Once the last date of Submission of Application over, a data sheet will be generated in PDF format and the same will be available in the same Institution Login ID & Password.
2. The Head of the Institution must take the PRINTOUT of three (3) copies of the data sheet.
3. The Head of the Institution will SIGN in EACH PAGE OF THE DATA SHEET and submit all three (3) copies to the respective Inspector of Schools for his/her COUNTERSIGNATURE.
4. The Inspector of Schools shall COUNTERSIGN the three (3) copies of the DATA SHEET.
5. The Inspector of Schools will retain two (2) copies of these DATASHEET and RETURN one (1) copy to the Institution.
6. Out of the two (2) copies retained by the Inspector of Schools, one (1) copy of each school will be submitted by the Inspector of Schools to the DIRECTOR OF SECONDARY EDUCATION, ASSAM for further action.
7. The Head of the Institution shall SCAN AND UPLOAD his copy in the PORTAL using his Institution Login ID & Password to complete the process.

VERIFICATION OF DATA BY THE INSPECTOR OF SCHOOLS:

1. The Inspector of Schools shall Identity the **GENUINENESS of Each INSTITUTION.**
2. Ascertaining the GENUINENESS OF AN INSTITUTION lies solely on the Head of the Institution.
3. The Head of the Institution under any circumstances must not REGISTER FAKE INSTITUTION and FAKE STUDENTS. In case of any FAKE ENTRY OF DATA He/She will be held responsible for the same.
4. The Inspector of Schools and the Head of the Institution must ensure that all the above steps are followed and all tasks are completed within the TIMELINE FIXED BY THE DIRECTORATE.

WHERE TO APPLY:

- Through the official website
 - a) **www.madhyamik.assam.gov.in** (at Latest Section)
 - b) **https://bidyarthi.co.in**
- Through the 'Bidyarthi' mobile app (available at *Google Play Store*).
 - (A) Go to: Menu > Scheme > Minority Girls Scholarship > Application Form
 - (B) **News Highlight** at the top of the page.

Time schedule of the process:

Application Process by the Institution		Data Verification by the Inspector of Schools		Data Submission by the IS to the DSE	
From	To	From	To	From	To
170/08/2023	30/09/2023	15/10/2023	30/10/2023	05/11/2023	20/11/2023

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