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# Standard Operating Procedure for Effective, Rule-based and Transparent implementation of Mukhyamantri Medhavi Vidhyarti Yojana

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*A Government of Madhya Pradesh initiative*

*Implementation by*

*Directorate of Technical Education, GoMP*

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*Technical Partner*



**Submitted by :**

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## 1. Objectives

*To design, develop and facilitate an online, work-flow based platform so as to facilitate online collaborative functioning by various stakeholders and ensure rule-based, transparent and effective implementation of the scheme.*

## 2. Service level expectation from the system

*The system must allow the Sanction and disbursal of the amount to the eligible within 3 working days of online submission of the proposal by the concerned college / institute.*

## 3. Stakeholders

1. Meritorious Students (as per the definition of the scheme and revisions thereafter)
2. Institutes (eligible as per the definition of the scheme)
3. Scholarship Verification Officers as designated by the institute
4. Offices / Colleges designated as Sanctioning Authority by the department
5. Officers / Colleges designated as Disbursal Authority by the department
6. Scheme PMU cell of Directorate of Technical Education
7. NIC - ICT solution Provider
8. Nodal Bank - for processing Digitally Signed e-Payment Orders

## 4. Pre-requisites

### Department

1. Register all Institutions & their Courses as eligible under the scheme
2. Issue credentials for all institutes in Step #1. Institutes operational within MP State already have a username and password.
3. Identify, Register and Train all Sanctioning Authorities.
4. Issue credentials for all Sanctioning Authorities in Step #3.
5. Map All Institutions to a relevant Sanctioning Authority.
6. Identify, Register and train Disbursing Authority on issuing Digitally Signed ePayment Orders.
7. Issue credentials for Disbursing Authority in Step #6.
8. All Sanctioning Authorities are to be mapped to the Disbursing Authority.
9. Ensure Disbursing Authority have a valid Digital Signature Certificate (DSC) and are sensitized on the use of the DSCs.
10. The Sanctioning and Disbursing Authorities are sensitized for the prompt disposal of all Scholarship proposals requesting scholarships.

### Functions of Institutions

1. Will register their bank account for receiving the scholarship amount (only in case of Government Institutes)
2. Will create awareness amongst the students on the scheme
3. Will facilitate the eligible students for registration of their applications for seeking the benefit under the scheme
4. Will verify the application of the students against the original documents, Aadhar Number, their bank account details linked with their Aadhar Number and other important information that decide the eligibility and entitlement of the student for the scheme.
5. Will also record the following cases:
  - a. The fee has been paid by the student
  - b. The fee has NOT been paid by the student
6. Will verify the application forms registered by the students
  - a. Recommend the eligible cases for sanction of benefit
  - b. Temporarily reject the applications that needs to be corrected
  - c. Permanently reject the cases which are fake, non-eligible are to be blocked
7. Will print the scholarship sanction recommendation proposal and keep in the office record after signature and stamp of the institute/Officer. The online generated scholarship sanction recommendation proposal will be available on the portal for Sanction Authority.
8. Will follow the guideline available on portal for outside M.P. candidates and send requisite documents to DTE for sanction.
9. Will refund the amount to the students, if the fee is already paid by the student, in cases of Government institutions.

### Sanctioning Authorities (SA)

1. Sanction Authority has to be responsible office / officer.
2. List of sanctioning authorities for various colleges will be displayed in public domain.
3. Proposed Sanctioning Authorities:
  - a. All Government institutes operating in MP will be designated to function as Sanctioning Authorities for students registered in their institutes
  - b. For all Government Aided/ Private institutions situated in Madhya Pradesh, one Institute at district/nearby district level (As the case may be) will be designated as the Sanction authority.
  - c. DTE PMU will be designated as the Sanction authority for all institutions situated outside the Madhya Pradesh State.
4. The Sanction Authority will ensure they are aware of all Institutions which are mapped to them for granting Sanctions.
5. The Sanction Authority will scrutinize the applications recommended by the Institutes and sanction the amount to be disbursed and forward for disbursement.
6. The Sanction Authority will print the scholarship disbursement recommendation proposal and keep in the record after signature and stamp of the institute/Officer. The online generated scholarship disbursement recommendation proposal will be available on the portal for Disbursement.
7. The SA will maintain the records of all sanctioned cases and rejected cases.

8. The SA will be responsible for yearly audit of sanctioned cases.

### Disbursement Authority

1. List of Disbursal authorities for various sanctioning authorities will be displayed in public domain.
2. Proposed Disbursal Authorities
  - a. The work of disbursal authority is very sensitive as s/he will be responsible for Digitally Signing the ePayment Order for ePayment.
  - b. DTE PMU will be designated as the Disbursal authority for all institutions.
3. Ensure they are aware of all Sanctioning Authorities which are mapped to them for disbursal of sanctioned amount.
4. Have a valid Digital Signature Certificate (DSC) with them.
5. They have registered the DSC with the Scholarship Portal.
6. Process sanction orders for disbursal of sanctioned amount and initiate e-Payment by digitally signing the e-Payment order.
7. Track the Status of e-Payment

### Nodal bank:

Will facilitate end to end integration with the MMVY Portal. It will allow the MMVY portal to electronically share the digitally signed payment file with the banking system in a secure and trustworthy manner for Aadhar and Account based transactions. The banking system will acknowledge the file to the MMVY Portal and process the file within 1 working day. The banking system will provide response i.e. beneficiary account credit date, time, amount, transaction number against teach payment request, in case of successful payment and reason code for rejection, in case of rejection. Bank will also provide a Online dashboard and reports for online monitoring and reconciliation of the payments orders.

### Process Flow

#### Registration of Students

1. All Students who intend to avail Scholarships under the ambitious Chief Minister's Meritorious Students Schemes need to register on the online portal.
2. The registration would include the
  - A. Demographic Profile
    - i. Student's First name, Last Name
    - ii. Father's Name
    - iii. Name of the Board through which the Student qualified Class 12th
    - iv. Roll No in the Class 12th Examination, Percentage
    - v. Aadhaar No
    - vi. Gender
    - vii. Category
    - viii. Date of Birth
    - ix. Address

**B. Contact**

- i. Current Residential Address
- ii. Permanent Address
- iii. Email Address
- iv. Mobile No of the Student
- v. Alternate Mobile No of the Student
- vi. Mobile No of the Parent/ Guardian

**C. Academic**

- i. Name of the Institution
- ii. Course
- iii. Course year

3. Student will also upload the scanned copy of the specified documents on the portal .
4. Student will be allowed to edit the application.
5. He will have to lock and forward his application to the Institute online.
6. A Student would then be required to submit the form to the Institute in a physical form along with the supporting documents for the first year. For subsequent course years, he may be required to submit the additional documents through student login-ID and password. Each application form would have a identifier which would help the Institute to process the application.

**Verification**

1. An Institute would receive the physical copy of the application form and stamp the receipt attached with the form for the student.
2. The identifier in the physical form will be used to authenticate the request for processing of the application.
3. An Institute would examine the application from the student and may choose the following action
  - a. Reject the application Permanently: The action is taken if any information in the form after examination disqualifies the student from availing the scheme and the student is NOT eligible for the scheme as per the definition of the scheme . This action prevents the student from availing the scheme even if he/ she re-applies or modifies his/ her existing application.
  - b. Reject the application Temporarily: The action is taken if any information in the form is inconsistent or in-coherent with the academic record of the student at the institute and needs updation. If an application is temporarily rejected he/ she can modify his/ her application subsequently, submit the modified application to the institute.
  - c. Forward the application to the Sanctioning Authority: This action is taken if the information in the form is consistent with the academic record of the student and the student is eligible for the scheme as per the scheme definition.
4. The institute needs to choose any of the 3 actions listed above within 1 working day of the receipt of the online form.
5. If the institute is a Government Institution then it would furnish its own account details for receiving fees. In case of private institute the amount will be transferred into the Aadhar link bank account of the students.

### Sanctioning Process

1. The Sanctioning Authority would examine the online application and exercise due diligence.
2. The Sanctioning Authority would examine the application form of the student and may choose the following action
  - A. Reject the application Permanently: The action is taken if any information in the form after examination disqualifies the student from availing the scheme. This action prevents the student from availing the scheme even if he/ she re-applies or modifies his/ her existing application. Ex: 1. The institute is barred or black listed. 2. The student is not meritorious in the qualifying examination.
  - B. Reject the application Temporarily: The action is taken if any information in the form is inconsistent or in-coherent with the academic record of the student at the institute. If an application is temporarily rejected he/ she can modify his/ her application subsequently, submit the modified application to the institute.
  - C. Sanction the application and forward for disbursement: This action is taken if the Sanctioning Authority is satisfied with the information in the form and intends to initiate payment of the Scholarship to the Student.
3. The Sanctioning Authority needs to choose any of the 3 actions listed above within 1 working day of the actual receipt of the form. The Sanctioning Authority will Sanction the amount to be disbursed and forward for e-payment.

### Disbursement

1. The Disbursing Authority will register its Digital Signature on portal
2. The Authority would digitally sign the system generated e-Payment order
3. The Portal will automatically push the digitally signed e-Payment Order to the bank server for processing at a regular frequency.
4. The Disbursal Authority needs the above action within 2 working day of the sanction of the scholarship.

### Alerting System

A start of art alerting system has to be implemented so as to keep the student / applicant updated on various actions being taken by the different authorities on his application.

1. Voice Call Alert System: A voice Call Alert System will be designed and implemented on portal. The system will initiate a call to the registered phone number of the student updating him on the Status of his application and action taken. The student will get a call on his registered phone. Once, he picks up the call a pre-recorded message will be played.
2. SMS alert will be sent to the applicant for each action and stage of the application processing.