

Scholarship Module

Overview

Scholarship module can be used for scholarship related activities.

E.g. When you start new scholarship you can create Agency which provide the fund of scholarship, create different scholarships. For existing scholarships you can add/select students for scholarship and pay the scholarship to selected students using Scholarship model.

Following activities are possible in Scholarship model:

1. Scholarship Agency related activities(For new Scholarship)
2. Scholarship Master related activities(For new scholarship)
3. Scholarship students related activities
4. Scholarship payment related activities
5. Scholarship Payment Processed Report
6. Scholarship Payment Report

Scholarship Agency Related Activities

User can follow these steps to create new Scholarship Agency for new scholarship:

1. Login at Campuslabs ERP with your credentials.
2. Select "Scholarship" role.
3. Click on "Scholarship Agency" from left menu pane.
4. Click on "Create New Agency" button. The screen for Agency creation will be opened(Figure-Scholarship Agency).

Dashboard

Scholarship Agency

Scholarship Master

Scholarship Students

Scholarship Payment

Scholarship Payment Report

Scholarship Payment Process Report

Home / Create New Scholarship Agency

Click on this button after entering the details in the form

Figure: Scholarship Agency

SAVE AGENCY

Agency Name

Description

Characters left: 255

Fax

URL

Address

Phone

Characters left: 255

Email

Country

State

City

PIN

5. Enter the details regarding new Agency (like Agency name, phone number, address, state, city, country etc.) and click on “Save Agency” button.

This will create the Scholarship Agency with the filled details.

You can perform the following actions on existing agency:-

- a. Check details of existing agency
- b. Edit details of existing agency
- c. Delete the existing agency

Standard steps

You can follow these steps for performing any operation on existing agency:

1. Click on “Scholarship Agency” from left menu pane.
2. Existing agencies and action buttons corresponding to each of them is shown(Figure-Agencies).

Dashboard

Scholarship Agency

Scholarship Master

Scholarship Students

Scholarship Payment

Scholarship Payment Report

Scholarship Payment Process Report

Home / Listing of Agencies Figure Agency

+ CREATE NEW AGENCY SCHOLARSHIP MASTER

Filter: Type to filter... Click on this button to create new Agency

Show entries: 10

Scholarship Agencies

1 Department of Science & Technology (DST)

Address : New Delhi,East Delhi

2 IISER Mohali

Address : Knowledge city, Sector 81, SAS Nagar, Manauli PO 140306 ,MOHALI

Showing 1 to 2 of 2 entries

First < 1 > Last

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3. You can check details of created agency by clicking on “Details” button.
4. You can edit the details of created agency by clicking on “Edit” button, this will open the form with existing details, update the details and click on “Save Agency” button.
5. You can delete the existing agency by clicking on “Delete” button.

Scholarship Master related activities

User can follow these steps to create new Scholarship:

1. Click on “Scholarship Master” from left menu pane.
2. Click on “Create new Scholarship” button . The form for Scholarship creation is opened (Figure-Scholarship Form).

3. Fill the details in the form regarding scholarship (like scholarship name, scholarship agency, fellowship amount etc.).
4. Click on “Save Scholarship” button.

This will create the new Scholarship.

You can perform the following actions on existing Scholarships:

- a. Check details of existing agency
- b. Edit details of existing agency
- c. Delete the existing agency

You can follow [standard steps](#) to perform these operations.

Scholarship students related activities

User can follow these steps to add students to any scholarship:

1. Click on “Scholarship Students” button from left menu pane(Figure-Scholarship Students screen).

2. Select the values for the filter provided at scholarship students screen and click on “Search” button. List of students will be displayed as per the filter values.
3. Select the students from the list of students shown with the help of checkboxes provided with each student record.
4. Click on “Save Students” button.

These steps will add the selected students to the selected scholarship.

You can check the students who are added to the selected scholarship and also can delete the students from the scholarship (if any student is added to particular scholarship by mistake). For these operations user can follow these steps:

1. Select the “Only Scholarship Applicants” checkbox along with the filters. This will display the list of students who are added to particular scholarship (Figure-Scholarship students).

Home / Add students to Scholarships Figure: Scholarship Students

SAVE STUDENTS

Admission Year: 2018-19 Scholarship Name: PH-RESEARCH JRF

Category: General, OBC, SC, ST, PD Program: 2018-19/BS-MS Dual Degree Program/MS Only Scholarship Applicants

Select All | Deselect All Filter: Type to filter... Bulk Delete

Students Actions

Students	Click on this to delete the Moumita Roy student	Actions
<p>1 <input checked="" type="checkbox"/> Moumita Roy</p> <p>Scholarship Name : PH-RESEARCH JRF Admission No. : PH18094 Gender : Female Birth Date : 16/09/1995 CGPA : 0 Bank Account No. :4790101002187 Program : 2018-19/PhD-Jan Term/EVS Semester : PhD-Sem 1 Student Status : Active</p>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="Show Details"/>
<p>2 <input checked="" type="checkbox"/> Surbhi Dahiya</p> <p>Scholarship Name : PH-RESEARCH JRF Admission No. : PH18093 Gender : Female Birth Date : 27/05/1995 CGPA : 0 Bank Account No. :4790101002193 Program : 2018-19/PhD-Jan Term/Biology Semester : PhD-Sem 1 Student Status : Active</p>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="Show Details"/>
<p>3 <input checked="" type="checkbox"/> Mandeep Kaur</p>	<input checked="" type="checkbox"/>	

- If you want to delete any student from this scholarship, click on “Delete” button related to that record.

This will delete that student from the scholarship.

Scholarship payment related activities

User can follow these steps to pay the scholarship to students:

- Click on “Scholarship Payment” from left menu pane.
- Select the values for search filters and click on “Process Scholarship” button.
- List of students for scholarship payment will be shown(Figure-Scholarship Payment). If 5 students are displayed for scholarship and you don’t want to pay scholarship to all 5 students, deselect one student whom you don’t want to pay scholarship now and then click on “Process Scholarship” button.

Dashboard

Scholarship Agency

Scholarship Master

Scholarship Students

Scholarship Payment

Scholarship Payment Report

Scholarship Payment Process Report

Home / Pay Scholarships to Students Figure: Scholarship payment

ADD STUDENTS TO SCHOLARSHIP **SCHOLARSHIP PAYMENT REPORT**

Company Financial Year: IISER Mohali 2019-2020
 Scholarship Name: ICMRP
 Cgpa >=: 0

From Month: May
 To Month: May
 Class Specialization: --Select--
 Biology
 Chemistry
 CIAB
 Environment Science
 Humanities
 Master of Science
 Mathematics
 NARI

Click on this see the students for scholarship payment Click here to delete the processed scholarship of specified month

Process Scholarship **Delete Processed Scholarship**

Click on this button to edit the details of particular student

Select All | Deselect All

Admission No.	Name	Program	Status	Scholarship	Actions
1 PH18223	Bandana Kumari Sahu	2018-19/PhD-Jan Term/INST-PhD	Active	Scholarship: Rs. 30,900 / Deduction: Rs. 1,000 / Net Payable: Rs. 29,900	Edit Show Remarks
2 PH18222	Jasveer Kaur	2018-19/PhD-Jan Term/INST-PhD	Active	Scholarship: Rs. 30,900 / Deduction: Rs. 1,000 / Net Payable: Rs. 29,900	Edit Show Remarks

GROSS : Rs. 61800.0 / DEDUCTION : Rs. 2000.0 / NET PAYABLE : Rs. 59800.0

Click to view details

- Click on Edit button if you want to edit the scholarship amount of particular month for the student, change the details and click on "Calculate", click on "Save" button and then click on "Close" button.
- Click on "View" button to see the details of Scholarship.
- Fill the details regarding cost center, bill date, narration , next employee etc. in the same form.

ICMRP

2 PH18222	Jasveer Kaur	2018-19/PhD-Jan Term/INST-PhD	Active	Scholarship: Rs. 30,900 / Deduction: Rs. 1,000 / Net Payable: Rs. 29,900	Edit Show Remarks
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GROSS : Rs. 61800.0 / DEDUCTION : Rs. 2000.0 / NET PAYABLE : Rs. 59800.0

Figure: Payment of Scholarship

Components	Amount	Accounts Ledger
1 Fellowship	46000.00 Dr	ACCOUNTING CHARGES -20...
2 House Rent Allowance	13800.00 Dr	ACCOUNTING CHARGES -20...
3 Arrear	2000.00 Dr	ACCOUNTING CHARGES -20...
4 Medical Recovery	2000.00 Cr	ACCOUNTING CHARGES -20...
5 Net Payment	59800.00 Cr	ACCOUNTING CHARGES -20...

Cost Center: --Select-- Bill Date: 17/05/2019

Narration: Next Employee: --Select Employee--

Characters left: 512 Click on this button to pay scholarship to students

POST SCHOLARSHIP

- Click on "Post Scholarship" button.

This will create the journal voucher for payment of scholarship to selected students.

Scholarship Payment Process Report

User can follow these steps to check the Scholarship Payment Processed Report:

1. Click on “Scholarship Payment Process Report” from left menu pane.
2. Select values for search filters and click on “Search” button.

The screenshot shows the 'SCHOLARSHIP PAYBILL REGISTER' interface. The left sidebar has 'Scholarship Payment Process Report' highlighted. The main area contains search filters: Financial Year (2019-2020), From Month (Mar), To Month (Mar), Scholarship (empty), Bank Name (empty), Status (Processed), Program (list of programs), Class Specialization (list of specializations), and Student (empty). A 'Search' button is present with a callout 'Click to see Processed records'. Below the filters is a table with the following data:

Student	Admission No.	Program Name	Account No.	Payment Duration	No Of Days	Fellowship	Narration
1 Ashish Sethi	MP16015	Integrated PhD Biology	4790101000898	Mar 2020 TO Mar 2020	31	25,000	
2 Anupa T Anil	MP16014	Integrated PhD Biology	4790101000883	Mar 2020 TO Mar 2020	31	25,000	
3 Sharanya P	MP16013	Integrated PhD Biology	4790101000902	Mar 2020 TO Mar 2020	31	25,000	
4 Arpita Sharma	PH16083	PhD-Jan Term Biology	4790101001200	Mar 2020 TO Mar 2020	31	25,000	

3. The Scholarship payment process report will be displayed on the screen(Figure-Scholarship Payment Process Report).

This screenshot is identical to the one above, showing the same search filters and table of processed records. The 'Search' button callout is present.

Student	Admission No.	Program Name	Account No.	Payment Duration	No Of Days	Fellowship	Narration
1 Ashish Sethi	MP16015	Integrated PhD Biology	4790101000898	Mar 2020 TO Mar 2020	31	25,000	
2 Anupa T Anil	MP16014	Integrated PhD Biology	4790101000883	Mar 2020 TO Mar 2020	31	25,000	
3 Sharanya P	MP16013	Integrated PhD Biology	4790101000902	Mar 2020 TO Mar 2020	31	25,000	
4 Arpita Sharma	PH16083	PhD-Jan Term Biology	4790101001200	Mar 2020 TO Mar 2020	31	25,000	

The Scholarship payment report will be displayed on the screen(Figure-Scholarship Payment Report).

Scholarship Payment Report

User can follow these steps to check the Scholarship Payment Report:

1. Click on “Scholarship Payment Report” from left menu pane.
2. Select values for search filters and click on “Search” button.
3. The Scholarship payment report will be displayed on the screen(Figure-Scholarship Payment Report).

Home / Report for Scholarship Payment

Click to download scholarship payment details either scholarship wise or Programmewise

Download PDF (Format 1) Download PDF (Format 2) Download PDF (Format 3)

Financial Year: 2018-2019 From Month: Mar To Month: Mar

Scholarship: --Select-- Bank Name: --Select Bank-- Class Specialization: Biology, Chemistry, CIAB, Environment Science, Humanities, Master of Science, Mathematics, NABI

Click on this button to see the search result

Search

Student	Admission No.	Program Name	Account No.	Payment Duration	Fellowship	Hra	Arrear	Other Earning	Medical Recovery	Other Deduction
1 Pallavi Joshi	MP18031	Integrated PhD Biology	4790101001935	Mar 2019 TO Mar 2019	10,000	0	0	0	0	0
2 Shabduli Arjun Sawant	MP18030	Integrated PhD Biology	4790101001946	Mar 2019 TO Mar 2019	10,000	0	0	0	0	0
3 Anusha Sarbahi	MP18028	Integrated PhD Biology	4790101002043	Mar 2019 TO Mar 2019	10,000	0	0	0	0	0
4 Syed Azeez Tehseen	MP18027	Integrated PhD Biology	4790101002068	Mar 2019 TO Mar 2019	10,000	0	0	0	0	0

4. Click on above download reports format tabs for downloading reports in different formats (For Exp: Scholarship wise or Program wise) .

