

VEERMATA JIJABAI TECHNOLOGICAL INSSITUTE
MATUNGA, MUMBAI – 400 019

19 JAN 2021
Date : 18.01.2021

Notice : ACT/Sch/Renewal/20-21/ 2825 /2021

**Subject: Information regarding renewal of online application on DBT portal
For the year 2020-21**

Kind attention all the students:

The following steps may be followed while doing renewal application on DBT portal for the year 2020-21

Step 1 : Go to applicant login

Step 2 : Go to Profile tab

Step 3 : Go to "Personal information" tab and update your Income Certificate
(ONLY for ST / OPEN / SEBC / EWS / Minority and Handicapped students)

There is no required to update of income for SC / OBC / VJ/NT and SBC students, if your last year's application has sanctioned.

Step 4 : Go to "Current course" tab and update current year history as pursuing and year as completed.

(For Example (for Second year) : 1st year completed, second year pursuing , Example (for third year) : 1st year completed, second year completed, third year pursuing,

After filling all the data, the following details will be displayed in current course tab

Sr.No.	Delete	Year of Study	Admission Date	Admission Year in College /Institute	College/ Name	Course Name	University Name	Completed	Result
1.	Delete	First year	NA	2018	VJTI	B.Tech	Mumbai	Completed	Passed
2.	Delete	Second year	NA	NA	VJTI	B.Tech	Mumbai	Completed	Passed
3.	Delete	Third year	Online course started date	NA	VJTI	B.Tech	Mumbai	Pursuing	Passed

Mark sheets should be uploaded for both semesters in each year tab.

(Example : For percentage, if the CPI is 8.7 the percentage would be 87%)

Fees paid receipt shall be downloaded from SB Collect and upload in the pursuing course
(SBI Challan copy will not be accepted)

Put "0" (Zero) amount in fees paid tab for OBC/VJ/NT and SBC students only
(If anyone has paid full fees, only those students can put full fees paid in fees paid tab)

If, SC/ST category student has paid full or partial Development fees then he/she shall put the amount and mark fees paid yes so that the fees can be reimbursed.

Drop out OR GAP year students can upload their GAP certificate under GAP tab (yes / no)

While uploading CAP ID Certificate, the student don't upload any other documents.

Upload CAP ID certificate ONLY given by the DTE at the time of final allotment.

While changing any of the information in current course, use "delete" option and re-update , because, edit option is not given by the portal.

While filling Hostel details, there is a "Edit" button on the portal, due to pandemic situation, this year no one student has lived in any hostel or lived on rent basis, so, all the students has to put "Day scholar" under hostel details.

After filling all these details, the student has to go to "All schemes"

Select your department and then select your scheme and APPLY

Here you will get a tab asking for "Is this your renewal application" yes / no. If yes, provide your last application ID.

Here you have to provide your last application ID. Then,

Upload Caste Validity Certificate

Upload College / School leaving certificate

Upload Parents declaration

Click on **Submit** button



There is no need to submit hard copy of the application to the Institute

- Please track your application yourself. AND, please note; if a student failed to fill online application, he/she shall be required to pay the full fees for the academic year 2020-21
- Do not wait till last date, incase if you have any query, please email on scholarship@vjti.ac.in

For the academic year 2019-20

It is been observed that, many of the students have received the following messages from the DBT portal and students are getting confused.

Therefore, we are giving herewith an explanation regarding the messages

If the message showing as

First Installment **Institute Status**
Fund Disbursed
Student status
Fund Disbursement in Process

Second Installment **Institute Status**
Awaiting Approval
Student status
Awaiting Approval

It means that, your Aadhar number not linked with your bank; therefore, the amount not disbursed into your account, hence, the second installment showing awaiting approval.

Suggested: Go to the bank and request them to link your Aadhar number with NPCI portal and please check your notification under DBT portal for further disbursement.

If the message showing as

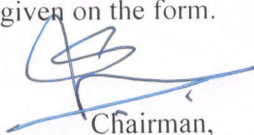
First Installment **Institute Status**
Fund Disbursed
Student status
Fund Disbursed

Second Installment **Institute Status**
Awaiting Approval
Student status
Awaiting Approval

It means that, your Aadhar number linked with your bank; the amount has been disbursed, but application not sent to the institute for approval by the Government.

Suggested: Send a grievance on the DBT portal for further disbursement.

While linking Aadhar number with NPCI portal in the bank, please choose 1st option given on the form.


Chairman,
Scholarship Committee, VJTI

Ab
19/11/21



To:
All HoDs for notice boards
Library, TPO, Hostel
Cc to : System Analyst
For display on vjti website