

**Guidelines for Students and District Welfare Officers regarding filing of applications and verification of students studying in Telangana & Other State**

**1. Eligibility Criteria:**

<b>S.No</b>	<b>Eligible Criteria</b>	<b>Students applying for Telangana</b>	<b>Students applying for Other State</b>
<b>1</b>	<b>Who are eligible</b>	SC/ST/BC/EBC/KAPU/MINORITY/ DIFFERENTLY ABLED	SC/ST
<b>2</b>	<b>Income Ceiling</b>	For SC/ST: 2 lakhs and for other than SC/ST: 1 lakh.	
<b>3</b>	<b>Nativity</b>	4 years study of student in the last 7 years prior to the qualifying examination should be in AP. If the 4 years study of student is in Telangana he/she should apply through Telangana website, and Telangana Govt should sponsor the scholarship as per the minutes of the meeting held after bifurcation	
<b>4</b>	<b>Admission Category</b>	Students admitted under Convenor Quota are only eligible in case of admissions through entrance test.	

**2. Sponsored Scholarship:**

<b>S.No</b>	<b>STUDENT CATEGORY</b>	<b>MTF</b>	<b>RTF</b>
<b>1</b>	<b>TELANGANA</b>		Fee fixed to the course as per Telangana Fee structure G.O
<b>2</b>	<b>OTHER STATE</b>	As per the MTF rates given in	A. Full Fee in case of Premier Institutes recognised by the Ministry of Social Justice &

		AP	<p>Empowerment, Govt of India.</p> <p>B. For other colleges, fee sanctioned in AP for a similar course.</p> <p>C. If Fee actually charged is less than the fee for a similar course in AP, then the actual fee charged will be sanctioned.</p>
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**Note:** Amma Vodi is not applicable to the students studying in Telangana & Other state. The MTF amounts will be released as per the applicable rates.

### 3. Steps for Student to Apply for TG/OS:

- Mobile number of the student should be linked with his/her Aadhar
- Student can apply through [www.jnanabhumi.ap.gov.in](http://www.jnanabhumi.ap.gov.in)
- Student need to fill the required fields in both "Personal Details" and "Scholarship Details" sections.
- Once the student completes his application an SMS will be sent to the mobile number linked to his/her Aadhar number with a password and User id will be the Aadhar number of the student.
- Student can login to his Jnanabhumi account with the given login credentials and need to update the password.
- Under the services in his login student can perform the below listed actions
  - i. Student can edit the application in "**Edit Registration form**" service until concerned welfare officer confirms his/her application
  - ii. Upload the attendance through "**Upload attendance**" service. He/she need to enter number of working days and number of days present along with uploading the attendance sheet with seal and stamp of the principal.
  - iii. Student need to upload the principal signed copy of

scholarship application through **“Upload TS / Other state student document”** service.

**iv.** Student can Renew the application for succeeding year through **“Other/Telangana state student Renewal Application”** service

**v.** Under **“User Services”** the student can change the password whenever they want to change.

#### **4. Things to be done by the Student**

i. Student should fill the required details clearly without mistake

ii. After completing the application process, student should login to his/her jnanabhumi account and take a print out of the application through “Print application” service and he/she is required to get it signed by the principal along with stamp/seal

iii. Student must upload the copy of application, duly signed by the Principal, in “Upload TS/ other state student document” service and he/she must send the self-attested hardcopies of below listed documents to concerned district welfare office address (the postal addresses are posted in the portal, district wise) through India post and mention the tracking ID during uploading the copy signed by the Principal.

- Principal Signed original copy of the application
- Attested Xerox copy of Caste & Income certificate / White ration card
- Attested Xerox copy of Allotment order
- Attested Fee structure copy
- Student must upload the attendance month wise.
- Bank A/c Pass book first page with clarity of account number and IFSC.

#### **5. Guidelines to District Welfare officer for confirming the TG/OS applications:**

- For other state students the fee fixation will be done at O/o Director

Social Welfare, Tadepalli.

- For Other state Students who are studying in Premier Institutes which are listed by Govt. of India are eligible for Full fee reimbursement (as per fee structure of the Institute). For those studying in non-premier institutes, the fee will be limited to the fee for equivalent course in A.P or the actual fee charged, whichever is less.
- For Telangana state students the fee will be released as per the Telangana Fee structure G.Os.
- Confirm the student application after receiving the self-attested hardcopies of student documents by the O/o JD/DD of Social Welfare Dept for other state applications and received by the O/o concerned district welfare department for Telangana applications.
- District welfare should confirm both the **"Student verification"** and **"Attendance confirmation"** regularly through his login
- During **"student verification"**, verify the admission category of the students as the students admitted only under **"Convenor Quota"** are eligible for availing scholarship.
- If any student is found to have been admitted under **"Spot/Management quota"** reject those applications by giving clear remarks during rejecting.
- If any student by mistakenly chosen the admission category wrong, after the rejection of application by the Welfare officer, the student can edit the application details and again he/she need to get the modified scholarship application signed by college principal and upload it in his/her Jnanabhumi login through **"Upload TS/ other state student document"** service.

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