

C I R C U L A R

Sub: *Instructions for Onboarding Fellows on the Scholarship and Fellowship Management Portal (SFMP) – Reg.*
Ref: *Hon'ble Vice Chancellor's approval dated: 04-7-2024*

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Apropos subject cited, regarding various fellowships such as UGC NET^{JRF}, NFOBC, NFSC, NFST, SJSGC, MANF, and others are administered through the Direct Benefit Transfer (DBT) mode to scholars via the Canara Bank Scholarship and Fellowship Management Portal (SFMP), accessible at <https://scholarship.canarabank.in/>.

Students admitted to the Central University of Karnataka with a fellowship disbursed through the SFMP, the University is required to submit the scholar's beneficiary data on the SFMP to onboard them and enable the receipt of fellowship and other entitlements. Additionally, each scholar must register on the scholars' corner of the portal accessible at <https://scholarship.canarabank.in/scholar/login.aspx> to initiate joining, view schedules, submit grievances, and access various other services.

For Onboarding on the SFMP, the scholars are required to submit the application form (as per the enclosed format), the joining cum verification report (as per the format specified by the funding agency) along with the documents listed at FAQ No. 1 for approval and beneficiary data submission by the University on the portal

For further clarification, a detailed frequently asked questions (FAQs) is annexed with this circular for the students' reference.

Queries if any maybe addressed to scholarships@cuk.ac.in.

Copy to:

1. All the Deans/HoDs /Directors: - All are requested bring the content of the Circular to the students.
2. PS to Hon'ble VC, O/o Registrar, Academic Section.
3. System Analyst. -To upload on University Website.
4. Raj Bhasha Section –For Translation.


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Application for joining new fellowship - PhD Research Scholars.

1	Name of the student.	
2	University Enrolment No.	
3	Department	
4	Date of admission	
5	Date of Joining	
6	Fellowship name (JRF / SRF / NFSC / NFOBC, NFST / SJSGC etc.)	
7	Award letter No and date	
8	Effective date of new fellowship	
9	Student Mobile No	
10	Student Email ID	
11	Staying at University Hostel (Yes/No)	
12	Details of NON NET fellowship Availed: Period and amount (If applicable)	From: _____ To: _____ Amount: Rs. _____
13	NON NET Contingency (Period and amount) (If applicable)	FY: _____ Amount: Rs. _____
14	NON NET fellowship amount to be refunded (w.e.f. date of award of new fellowship) (If applicable)	From: _____ To: _____ Amount: Rs. _____

**All the details are mandatory and incomplete applications will be rejected.*

Declaration by Research Scholar:

- I agree to all terms and conditions of the fellowship and declare that I would abide by the norms of the fellowship and University norms as amended from time to time.
- I understand and declare that the details provided above are correct.
- The HRA claims must comply with fellowship and University guidelines.
- I shall repay the NON NET fellowship if any availed with effect from the date of award of new fellowship within 15 days of receipt of new fellowship amount, failing which the penal charges shall be imposed or fellowship may be kept on hold as per University norms. The first date of credit of the new fellowship shall be considered towards calculation of penalty.
- As a result of any discrepancies or audit objection, at a later stage, the Institution/fellowship disbursing agency may seek refund or adjust any wrong/excess payment paid to me. Penal action, as per prevailing law, may be taken against me and the institution may also initiate disciplinary action against me for ineligible claims if any.

Signature of the student with Date

For recommendation by Department

- The details mentioned above are verified as per the records available with the department.
- The request of the student may be considered.
- No due certificate will not be issued till the NON NET fellowship due mentioned at Sl. No. 14 is paid by the student.

Remarks: _____

Research Supervisor
Name:
Seal and Signature

Head of the Department
Name:
Seal and Signature

Dean
Name:
Seal and Signature

Annexure-I

(CUK circular: No.CUK/SCH/2023-24/F-51 Dated -07-2024)

Frequently Asked Questions (FAQ)

1. Who can register for fellowship on the Scholarship and fellowship management portal (SFMP)?

Answer:

All the scholars who have been awarded the fellowships such as: UGC NET-JRF, NFOBC, NFSC, NFST, SJSGC, MANF and other fellowship disbursed through the canara bank Scholarship and fellowship management portal (SFMP).

In case the fellowship is disbursed through the SFMP, the mode of fellowship disbursement is usually mentioned in the award.

2. Are the scholars required to register on the Scholarship and fellowship management portal (SFMP)?

Answer:

Yes, (Only those who have been awarded fellowships as described at FAQ Sl.No.1)

- i. All the scholars are advised to register on the Scholarship and fellowship management portal (SFMP)-> scholar corner. (<https://scholarship.canarabank.in/scholar/login.aspx>) to access various information on the portal.
- ii. For new registration, the scholars shall proceed to the NEW Registration link and to submit the email ID and other details as submitted during the NET application.
- iii. Through the SFMP scholars corner, the students can initiate the Online joining report, know the status of fellowship, schedule, submit grievance and view various other details related to their fellowship disbursed through the canara bank Scholarship and fellowship management portal (SFMP).
- iv. Please note that mere registration by the scholar on the portal, She/he will not receive the fellowship. The registration of the scholar has to be approved by the University for fellowship process.

3. Where can I find my Student ID?

Answer:

Typically, the NTA reference number found in the award letter serves as the Student ID. If necessary, students can also visit the following link to search for their Student ID by entering their name or email ID, or mobile number used during the NET application process. There's no need to input your Bank Account number.

<https://scholarship.canarabank.in/scholar/ForgotStudId.aspx>


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4. What are the documents to be submitted by the scholar for joining of the fellowship?

Answer:

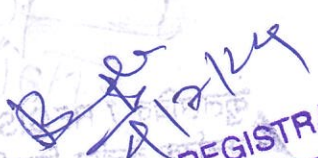
The scholars are required to submit the fellowship joining request along with the following documents to the scholarship section:

1. Fellowship joining Application (in the prescribed format) forwarded through proper channel.
2. Joining cum verification report (as per the format specified by the fellowship disbursing agency). The model joining report format for various fellowship is enclosed for reference. The students may refer to the website of the respective disbursing agency for the latest format/
3. JRF Award letter.
4. NET certificate
5. Category Certificate (As per the format specified for ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs) UNDER THE GOVERNMENT OF INDIA)
6. Income certificate.
7. 1st-semester fee paid receipt.
8. UG and PG marks card along with Degree certificate .
9. Photocopy of Aadhar.
10. Voter id/student ID/Passport
11. Photocopy of the Bank passbook.

5. What are the steps involved in the process of approval of joining?

Answer:

- i. The request for fellowship Joining cum verification report submitted by the scholar will be verified and submitted for approval by the competent authorities of the University.
Approximate Time taken: 3-5 **working** days
- ii. The submission of the approved Joining cum verification report on the SFMP portal involves two steps: Maker and Checker
- iii. The approved Joining cum verification report along with student domicile, A/c No. and other beneficiary details will be submitted by the Maker.
- iv. Once the Maker submits the student's data the scholar will receive an email for verification and confirmation of the details submitted by the University.
- v. After a period of 24 hours the student application is then routed online for student Name matching and Beneficiary code generation to Public Financial Management System (PFMS).
- vi. The checker will be able to verify and forward the joining request only after successful name matching and beneficiary code generation.
Approximate Time taken: 5-7 working days
- vii. After both the University Maker and Checker have submitted the data, the online request will be forwarded to UGC/NFSC or other fellowship disbursing agency (as applicable) for approval.
Approximate Time taken: 5-10 **working** days.


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6. What are Maker and Checker roles on the SFMP?

Answer:

The Maker and checker are the roles assigned to the University Officials on the SFMP for data submission and verification. The maker and checker roles are handled by the Scholarship section at the University.

7. Instructions for filling the Joining cum verification report:

Answer:

- Date of Admission and Registration:** The Date of payment of the 1st semester fee.
- Date of Joining:** is the actual date on which the student has reported to the University.
- Department of:** Specify the name of the Dept with the University name.
Ex. Department of English, Central University of Karnataka.

8. Where will I find Joining cum verification report format:

Answer:

- The Joining cum verification report is an important document submitted on the SFMP for processing the joining of the fellowship on the portal.
- The Joining cum verification report format is different for each and every fellowship. The model joining report format for various fellowship is enclosed for reference.
- It must be noted that submission of Incorrect Joining cum verification report will lead to rejection of the Joining on the SFMP. The students should refer to the website of the respective fellowship disbursing agency/ scholars corner login for the latest Joining cum verification report format.

9. Process timeline?

SL. No	Particulars	Approximate time taken
1	Approval of Joining cum verification report of the student by the authorities of the University	3-5 working days
2	Submission of data by the Maker	1-2 working days
3	Beneficiary code generation by PFMS and Approval by Checker	5-7 working days
4	Approval by Ministry/UGC/Central Nodal Agency	5-15 working days

Note: The approximate time is only an indicative and the actual time taken may vary subject to administrative reasons.


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10. Who are the fellowship Nodal Agency / fellowship implementing agencies: ?

Answer:

The Central Nodal Agencies (CNA) are implementing the fellowship. The details of fellowships being implemented by different agencies is as below:

The contact details are obtained from the websites of respective agencies and for updated details the same maybe referred.

SL. No	Fellowship	Central Nodal Agency/Implementing Agency	Website and contact details
a	UGC-NET Savitribai Jyotirao Phule Fellowship for Single Girl Child (SJSJC)	UGC	https://www.ugc.gov.in/ Email: netjrf-ugc@gov.in
b	National Fellowship (NF) Scheme for Scheduled Caste students (NFSC)	National Scheduled Castes Finance and Development Corporation	https://www.nsfdc.nic.in/ Email: nfsc.nsfdc@gmail.com Contact No: 1800110396/ : 011-43034036
c	National Fellowship for Other Backward Classes (NFOBC)	NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION	https://nbefdc.gov.in/ Contact No. 011-45854421 E-mail id:- nf-obc@nbefdc.gov.in
d	National Fellowship and Scholarship for Higher Education of ST Students (NFST)	Ministry of Tribal affairs, GOI	https://fellowship.tribal.gov.in/ https://tribal.nic.in/Grievance 011-23345770 fellowship-tribal@nic.in
e	Maulana Azad Fellowship Scheme (MANF)	National Minorities Development & Finance Corporation	https://nmdfc.org/ Toll Free No.14402 011-22441442 / 44 / 52 / 53 / 55 Email: nmdfc123@gmail.com

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