

Mark Exception Initiate - Arrears

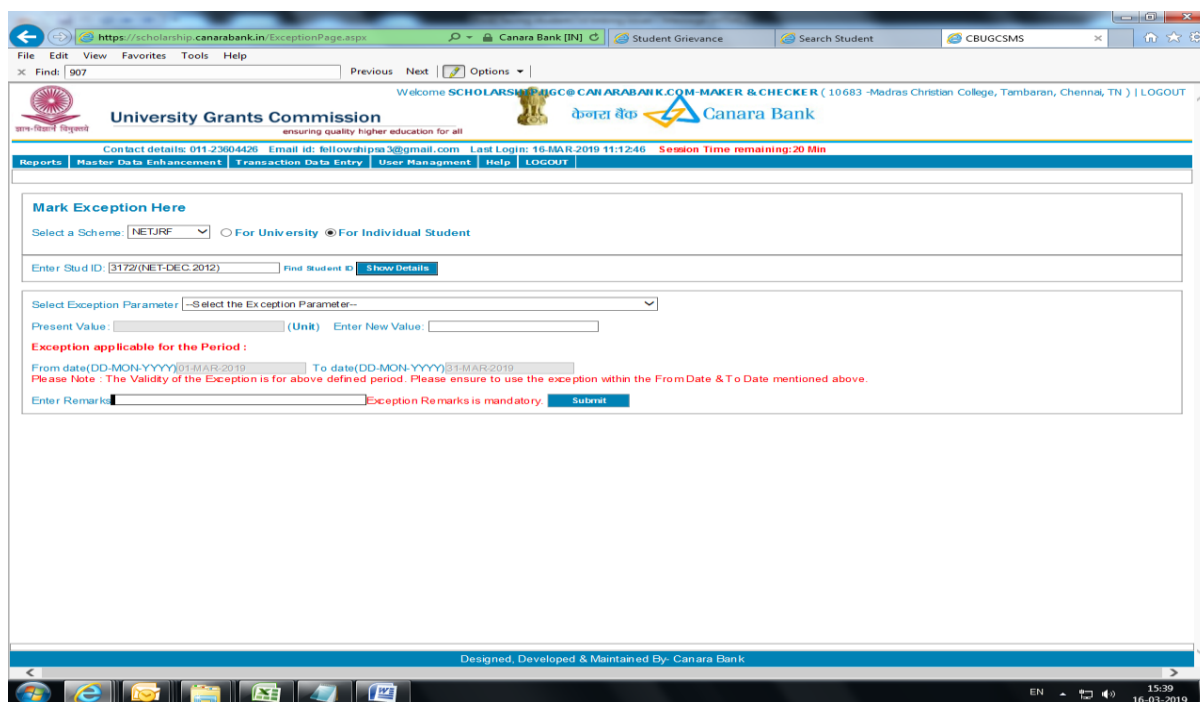
Click on the option Mark Exception Initiate under Master Data Tab

The screenshot shows the UGC Portal homepage. The browser address bar displays <https://scholarship.canarabank.in/Index.aspx>. The page header includes the University Grants Commission logo and the Canara Bank logo. A navigation menu is visible with the following items: Reports, Master Data Enhancement, Transaction Data Entry, User Management, Help, and LOGOUT. The 'Master Data Enhancement' menu is expanded, showing options: Home, Link Candidates, Correction if BenCode Rejected, Submit for Approval, NPST Additional details Entry, Modify Candidate Data, Modify Candidate Data Approval, and Mark Exception - Initiate. A red message states: "If candidate's name is not coming in the list, click on the MARK EXCEPTION - INITIATE option under the menu TRANSACTION DATA ENTRY for marking continuation." Below the message is a button labeled "Click here to check pending approval". The main content area features a large blue heading "Welcome to UGC Portal !!" and a note: "Kindly Note that if you are not getting Menus, Then you may contact UGC Admin to grant roles to your university." The footer indicates the page is "Designed, Developed & Maintained By- Canara Bank".

Select the scheme and click on "For individual Student"

The screenshot shows the "Mark Exception Here" page. The browser address bar displays <https://scholarship.canarabank.in/ExceptionPage.aspx>. The page header is identical to the previous screenshot. The navigation menu is the same, but the 'Transaction Data Entry' menu is expanded, showing the 'Mark Exception - Initiate' option. The main content area has a heading "Mark Exception Here" and a form with the following elements: "Select a Scheme: NETJRF" (dropdown menu), "For University" (radio button), and "For Individual Student" (radio button, which is selected). Below the form is a text input field labeled "Enter Stud ID:" and a "Find Student" button. A "Show Details" button is also present. The footer indicates the page is "Designed, Developed & Maintained By- Canara Bank".

Enter Student ID and click on Show details button



Select Exception Parameter as “No. of months allowed prior to current month for arrear marking”

Enter new value i.e. the number of months from which payment is pending to current month

If payment is pending from jul 16 and exception is marked in apr 18 then total no. of months should be counted from jul 16 to apr 18 i.e. 22 months

In the option Enter Remarks Please enter the reason for delay. Then click on submit button



On submission the exception is to be approved by UGC. Once UGC approves the exception, University/Institute User may do monthly payment Confirmation for the pending payment within the time period mentioned in the Exception request.

Status of exception can be verified in reports>> exception reports