

## Scholarship Administration for Staff

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**Abstract** - This a system designed to streamline and manage scholarship-related processes within organizations. This web application offers an intuitive platform for both administrators and staff to handle scholarship applications, approvals, and tracking. Built using Python and supported by web frameworks like OCR and OpenCV, the system integrates features for staff eligibility verification, application submission, and status updates. Staff can submit applications online, attaching necessary documents and details. The system automatically validates eligibility based on predefined criteria. Both applicants and administrators can track the status of applications, including approval stages, and completion. The system automates various tasks such as application review, notifications to staff, and fund allocation, reducing manual intervention and paperwork. Sensitive information related to staff and scholarships is securely handled using Python's encryption and database management features, ensuring data privacy and integrity.

### 1. INTRODUCTION

This is designed to automate and streamline the process of managing scholarships for employees in an organization. Traditionally, scholarship administration involves a large amount of paperwork, manual tracking, and approval workflows, which can be time-consuming and prone to errors. This web application addresses these challenges by providing an efficient, secure, and user-friendly platform that digitizes the entire process—from application submission to approval.

Built using Python and web frameworks such as Tesseract OCR and OpenCV, the system enables seamless interactions between applicants (staff) and administrators. Staff members can apply for scholarships online by submitting necessary documents, while administrators can review and process these applications, track status updates, and manage funds. The system also offers automated notifications, eligibility checks, and reporting tools to ensure transparency and accountability throughout the scholarship lifecycle. This web application not only improves the efficiency of the scholarship administration process but also provides staff with easy access to opportunities for professional development and education, fostering a supportive work environment

### 2. EXISTING SYSTEM :

The current system for Scholarship Administration for staff, admin, and clerks is largely manual or partially automated, leading to inefficiencies and errors. Staff and clerks handle applications through paper forms or basic spreadsheets, which makes tracking applications and maintaining records

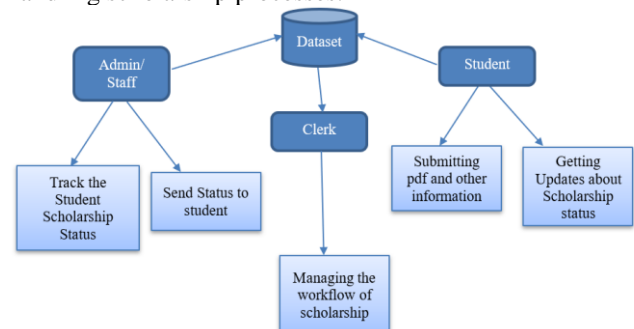
cumbersome. Verification of documents and eligibility criteria is time-consuming and prone to inconsistencies due to the lack of centralized data. Communication between administrators and applicants is often slow, relying on emails or physical notices, which delays the scholarship process. Additionally, there is limited transparency for applicants regarding the status of their applications, causing frustration and confusion.

### 3. PROPOSED SYSTEM

The proposed system aims to automate and streamline the Scholarship Administration process through a centralized digital platform. This system will allow staff, admins, and clerks to manage applications efficiently, with features such as online submissions, automated document verification, and real-time tracking. It will include a dashboard for administrators to monitor the progress of applications and send automated notifications to applicants. Applicants will have access to their accounts, where they can check eligibility, upload documents, and track their application status. The proposed system will enhance transparency, reduce manual errors, and ensure faster processing of scholarships, ultimately improving user satisfaction and administrative efficiency.

### 4. SYSTEM ARCHITECTURAL DESIGN

The Scholarship Administration for Staff system is designed to streamline and automate the scholarship management process, reducing staff workload. It provides functionalities such as online application forms with document upload options, automated notifications and email alerts for deadlines and status updates, and a centralized database for categorizing scholarships by type and eligibility. Additionally, it supports exporting detailed reports in formats like CSV and PDF for analysis. This system ensures efficient management, enhances transparency, and minimizes manual effort in handling scholarship processes.



### 5. PRODUCT FUNCTIONS

The **Scholarship Administration for Staff** project provides distinct functionalities to streamline the scholarship

management process. Below is an overview of the primary functions organized by user role.

## Major Functions

### Student Functions:

- **Document Submission:** Upload PDFs and necessary information for scholarship applications through the web interface.
- **Status Tracking:** View real-time updates on the progress of their application.
- **Notifications:** Receive alerts regarding submission deadlines and any required documentation updates.
- **Inquiry Resolution:** Submit queries regarding their application status and receive responses from the scholarship administration.

### Staff Functions:

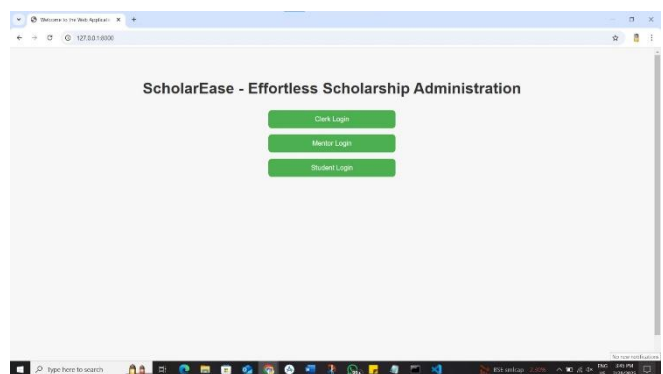
- **Document Verification:** Review student-submitted documents to verify eligibility and completeness of applications.
- **Update Status:** After verification, update application status for the clerk's review.
- **Documentation Management:** Store verified documents and maintain organized records within the system.
- **Notifications:** Send status updates and alerts to students regarding verification results.

### Clerk Functions:

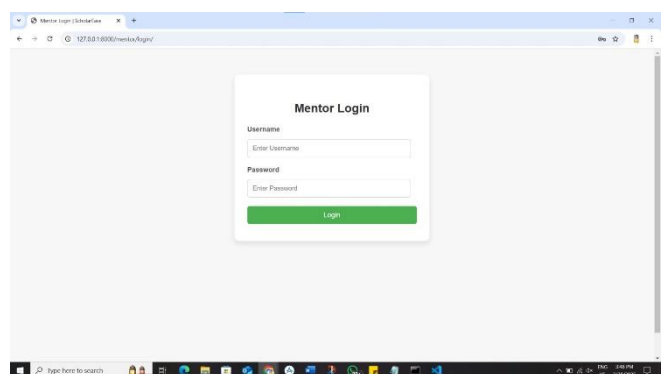
- **Workflow Coordination:** Manage and oversee the overall scholarship application process to ensure each stage is completed accurately and promptly.
- **Reporting and Analysis:** Generate reports on application statuses, verification results, and approvals for administrative use.

- Verified applications are then forwarded to the Clerk for a final review and approval.
- Status updates and application information are stored in the Scholarship Database, accessible to authorized users for tracking and reporting.
- Staff members can review student applications, check eligibility criteria, and approve or reject scholarships.
- Direct communication with students, sending important updates, reminders, and clarifications.
- Clerks can handle the data entry, initial verification, and record-keeping of student scholarship applications.
- Ensure that required documents (transcripts, income certificates, etc.) are submitted and authentic.
- Access a searchable database of available scholarships based on their profile, including criteria like academic performance, need, or specific demographics.
- Use tools that automatically evaluate their eligibility for specific scholarships based on predefined criteria.
- Receive notifications for upcoming deadlines, status changes, or new opportunities.

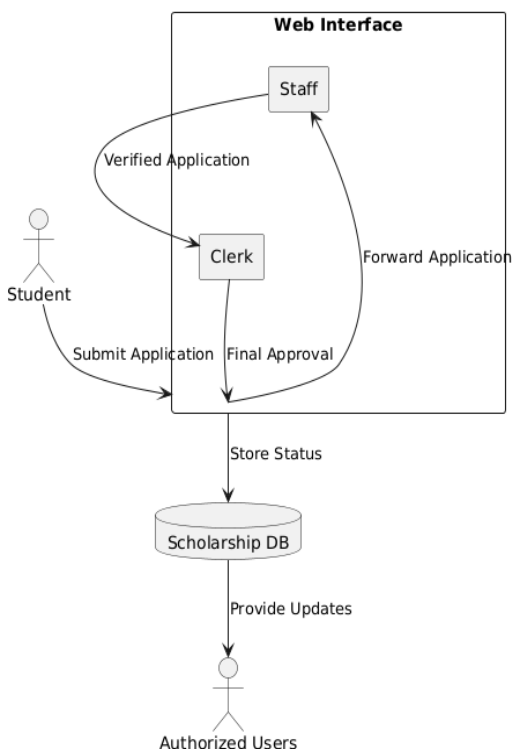
## 6. OUTPUT



Home Page of System

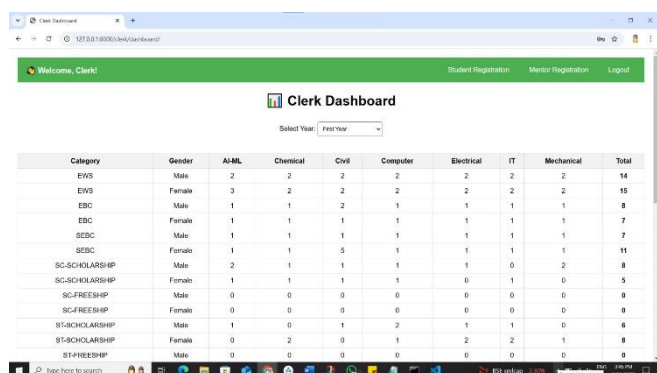


Login Page



In this diagram:

- Students submit applications through the Web Interface.
- Applications go to Staff for initial document verification.



>Welcome, Clerk

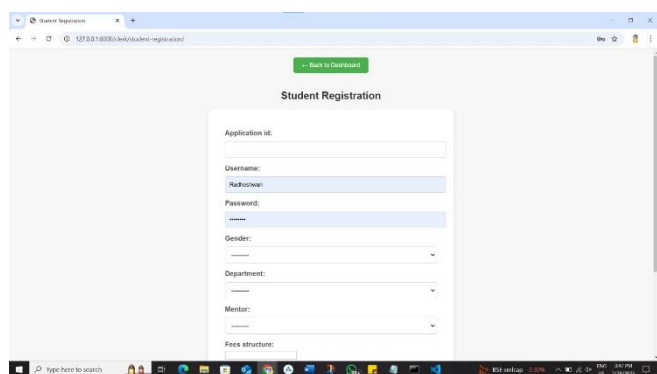
Student Registration Mentor Registration Logout

Clerk Dashboard

Select Year: First Year

Category	Gender	AI-ML	Chemical	Civil	Computer	Electrical	IT	Mechanical	Total
EWS	Male	2	2	2	2	2	2	2	14
EWS	Female	3	2	2	2	2	2	2	15
EBC	Male	1	1	2	1	1	1	1	8
EBC	Female	1	1	1	1	1	1	1	7
SEBC	Male	1	1	1	1	1	1	1	7
SEBC	Female	1	1	5	1	1	1	1	11
SC-SCHOLARSHIP	Male	2	1	1	1	1	0	2	8
SC-SCHOLARSHIP	Female	1	1	1	1	0	1	0	5
SC-FREESHIP	Male	0	0	0	0	0	0	0	0
SC-FREESHIP	Female	0	0	0	0	0	0	0	0
ST-SCHOLARSHIP	Male	1	0	1	2	1	1	0	6
ST-SCHOLARSHIP	Female	0	2	0	1	2	2	1	8
ST-FREESHIP	Male	0	0	0	0	0	0	0	0

Clerk Dashboard



Student Registration

Application id:

Username:

Radwan:

Password:

Gender:

Department:

Mentor:

File structure:

Registration

## 7. CONCLUSION:

In today's world, it's so difficult to manage the information we have, daily a huge amount of information is generated and implemented, and to keep track of that information it's necessary to introduce an information system. This portal is an information system which manages all the information related to scholarships and fixes the problems that youth face, like difficulty in finding appropriate and authorized data at the right time. Implementation of such a system reduces man work of arranging a big amount of data and management of information makes searching and application work much easier. Earlier when records of these scholarships were stored in the file system manually there were huge chances of incomplete data and corrupted data but the online system reduced those possibilities and made the process smooth for users. The interactive user interface where data is properly arranged makes users feel comfortable and motivated to search for their desired information and make good use of the existing system.

## 8. REFERENCES

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- Designing a Web-Based Information System for Scholarship Management: Supporting Access and Rapid Dissemination of Information, Muhammad Salahuddin Al-Ayyubi IAIN Syekh Nurjati Cirebon, Bachtiar Maulana Received: 1 May 2023 Accepted: 25 May 2023 Published: 28 June 2023