Operational Manual for National Scholarship Portal Version - 2.0

Operational Manual

National Informatics Centre
Department of Electronics & Information Technology (DEITY)
Ministry of Communication & Information Technology
Government of India

National Scholarship Portal

The National Scholarship Portal Version 2.0 (NSP-2.0) is a unique and simplified platform created for students to help them avail benefits of educational scholarships in an efficient and transparent manner.

The main objective of National Scholarship Portal is to provide Automation, Streamlining & Effective Management of processes related to Application receipt, processing, sanction and disbursal of centrally sponsored Scholarship schemes to Students.

Vision & Mission

National Scholarship Portal is a single stop solution for end to end scholarship process right from submission of student application, verification, sanction and disbursal to end beneficiary for all the scholarships provided by the Government of India.

The Mission Mode Project (MMP) of National Scholarships Portal under the National e-Governance Plan aims at providing common electronic portal for implementing various Scholarships schemes launched by Union Government, State Government and Union Territories across the country.

Thus, this initiative aims at providing a Simplified, Mission-oriented, Accountable, Responsive & Transparent **'SMART'** System for faster & effective disposal of Scholarships applications and delivery of funds directly into beneficiaries account without any leakages.

National Scholarship Portal Features –

The main features of National Scholarship Portal includes following points:-

- Students can Register and Submit their application online (For Applying for centrally/state sponsored scholarship schemes), from anywhere anytime

- Students can View/Track the status of their own application with User ID and Password generated by the system

- Students can Renew their applications with same credential(Student ID/Password)

- Uploading of documents by students in support of their claims (such as income, mark sheets, bank account details, category, caste certificate etc.) be enabled for easy verification and transparency

- Provision of SMS and e-Mail alerts to the Stake Holders such as Institution and students at various stage of processing

- Renewal of the application by the Institutes only – by importing the application from previous year

- Role Based Unique Login ID and Password will be made available for all stakeholders.

- Auto & bulk processing of Scholarship application by the Institute

- Easy Scholarship Sanctioning process for Sanctioning Authority

- Auto disbursal of Scholarship to Student's Bank Account

- Easy monitoring of Scholarship by the Department and State Authority

Guidelines for filling the online Scholarship Application form on National Scholarships Portal for 2016-17

For Students –

- Aadhar Number is Mandatory from the Academic Session 2016-2017 onwards.
- Applicants are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements in respect to fill-up the scholarship form on National Scholarship Portal-2016-17.

- It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply and fulfils all the conditions prescribed for the scholarship.

- If in-eligibility of the applicant is detected at any stage, before or after the applying for scholarship scheme, or during any stage by verification by authorities, his/her scholarship will be cancelled without any notice. Disciplinary action will be taken against him/her, further he/she will be blacklisted to opt for scholarship sponsored by Central Government for period of five years.

- Applicant must check that all details provided by him/her are correct before final submission as there will be no provision to edit details thereafter

- Mode of submission of application for scholarship will be online and no other mode for the same will be entertained.

- Titles/Labels marked as * are Mandatory in Application

I. ONLINE FRESH SUBMISSION OF APPLICATION FORM FOR SCHOLARSHIP

1. Online submission of Application form can be done through the website
   http://www.scholarships.gov.in/loginPage in any of the internet access point.

   (For better visibility use Chrome, Firefox, Internet Explorer)

2. Click on '**New User'** on **'Home Page'**

Apply for Fresh

Note: A new web page requesting to Enter the preliminary data as required for the Registration is displayed

3. Fill the details and Click on 'Registration'

STUDENT REGISRATION FORM

State of Domicile *	Scholarship Category *
UTTAR PRADESH ▼	Post Matric ▼
Name of Student *	Date of Birth (DD/MM/YYYY) *
Swati	01/07/1989
Gender *	Aadhar Number *
Female ▼	512289406434
Mobile Number *	Email Id
9015343145	
Captcha Code *	$5_16 32^3$ ↻
516323	

REGISTER CANCEL

Fill all the details corresponding to the titles/labels appearing on the Registration page.

Note: Those marked as "*" are mandatory and are compulsory required to be filled.

4. After successfully get registration done, Applicants will get their "Student Registration ID"

STUDENT REGISTERED SUCCESSFULLY ✔

STUDENT REGISTRATION ID   UP201617000000313

* Kindly Note it down for feature Reference. This will serve as your login id and password sent at your registered mobile number

CONTINUE CLOSE

5. Through "Student Registration ID" Applicants will be able to login into the Account.

6. After successful login to the portal, Welcome Page Appeared

Application form

Check Your Status

Print Your Application

Logout

7. On Clicking "Application Form", the Application form will appeared.

National Scholarship Portal
Department of Electronics & Information Technology
Ministry of Communications & IT, Govt. of India

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Power To Empower
A Digital India Initiative

Application Form

Check Your Status

Print Your Application

Logout

Registration Details

State of Domicile *
UTTAR PRADESH

Scholarship Category *
Pre Matric

Name of Student *
Praveen

Date of Birth *
31/07/1986

Gender *
Male

Religion *
Muslim

Community/Category *
ST

Fathers Name *
Mr Sharma

Mothers Name *
Mrs Sharma

Annual Family Income *
100000

Aadhar Number *
999922220021

Mobile Number *
8127400222

Email Id

Day Scholar/Hosteler *
Day Scholar

Academic Details

Select your Institute
BHARTIYA SHISHU MANDIR J

Present Class/Course *
VIII

Class Start Date *
01/08/2016

Mode of Study *
Regular/Full Time

Previous Class/Course *
VII

Previous Passing Year *
2015

Previous Class(%) *
65

Competitive Exam Qualified
Choose your Option

Competitive Exam Year

Competitive Exam Score

Admission Fee *
4000

Tuition Fee *
2500

Misc. Fee *
500

Basic Details

Is Orphan *
No

Is Disabled *
No

Type of Disability *
Choose your option

% of Disability *
0

Marital Status *
Un Married

Parents Profession *
Others

IFSC Code *
SBIN009916

Bank Account Number *
30832310281

Save & Continue

Note: The Application Form contains three important segments of information as mentioned below;

7a) Registration Details
7b) Academic Details
7c) Basic Details

Magnified view of each title is shown below

Registration Details

Academic Details

Basic Details

7. On Clicking "Save & Continue" next page appeared.

Note: This Section of Application Form is also divided into three important segments of information as mentioned below;

7d) Contact Details

7e) Scheme Details

7f) Upload Documents

Magnified view of each title is shown below

Contact Details

Scheme Details

Upload Documents

SNO.	Documents Type	View Document	Action
1	Domicile Certificate	Not Uploaded	⊕ Upload
2	Student PhotoGraph	Not Uploaded	⊕ Upload
3	Institute Verification Form	Not Uploaded	⊕ Upload
4	Self Declaration of income Certificate by the Student	Not Uploaded	⊕ Upload
5	Self Declaration of minority community certificate by the Students	Not Uploaded	⊕ Upload
6	Self Attested Certificate of pervious academic marksheet	Not Uploaded	⊕ Upload
7	Fee Receipt of current course year	Not Uploaded	⊕ Upload
8	Proof of bank account in the name of student	Not Uploaded	⊕ Upload
9	Scanned Copy of AAdhar Card	Not Uploaded	⊕ Upload

SAVE AS DRAFT   FINAL SUBMIT

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8) On Clicking "Final Submission'' Application is finally submitted.

Student can also take the print of the Application if needed.

Registration Details

Application Id	UP201617000114908		
Applied for Scheme	PRE MATRIC SCHOLARSHIPS FOR MINORITY		
State of Domicile	UTTAR PRADESH	Scholarship Category	Pre Matric
Name of Student	Praveen	Date of Birth (DD/MM/YYYY)	31/07/1986
Gender	Male	Religion	Muslim
Community/Category	ST	Fathers Name	Mr Sharma
Mothers Name	Mrs Sharma	Annual Family Income	100000
Aadhar Number	999922220021	Mobile Number	8127400222
Email Id		Day Scholar/Hosteler	Day Scholar

Academic Details

Present Institute	BHARTIYA SHISHU MANDIR JHS		
Present Class/Course	VIII	Class Start Date	01/08/2016
Mode of Study	Regular/Full Time	Previous Class/Course Name	VII
Previous Passing Year	2015	Previous Class(%)	65

Basic Details

Is Orphan	NO	Is Disabled	NO
Type of Disability	-	Percentage of Disability	-
Marital Status	Un Married	Parents Profession	Others
IFSC Code	SBIN009916	Bank Account Number	30832310281

Contact Details

State	UTTAR PRADESH	District	LUCKNOW
Block	Lucknow		
House No./Street No.etc	Vinay Khnad 2, Gomti Nagar	Pin Code	226010

Print

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Application Form

Check Your Status

Print Your Application

Logout

This will complete the online Application Submission Process for Applying Scholarship on the National Scholarship Portal

Guidelines for filling the online Renewal of Scholarship Application form on National Scholarships Portal for 2016-17

For Students –

- All those students of which scholarship applications not marked as duplicate or rejected permanently can renew their scholarship application.

- Those Student who are already registered, need not required to register again. They have to login with their existing credentials to renew their online scholarship application for this academic year.

- All Applicant applying for renewing scholarship application, are required to update their email and mobile number

- Applicants are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements in respect to fill-up the scholarship form for renewal on National Scholarship Portal-2016-17.

- It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply and fulfils all the conditions prescribed for the re-scholarship.

- If in-eligibility of the applicant is detected at any stage, before or after the applying for scholarship scheme, or during any stage by verification by authorities, his/her scholarship will be cancelled without any notice. Disciplinary action will be taken against him/her, further he/she will be blacklisted to opt for scholarship sponsored by Central Government for period of five years.

- Applicant must check that all details provided by him/her are correct before final submission as there will be no provision to edit details thereafter

- Mode of submission of application for scholarship will be online and no other mode for the same will be entertained.

- Titles/Labels marked as * are Mandatory in Application

To renew online scholarship application, the following step needs to be taken;

II. ONLINE RENEWAL OF APPLICATION

1. For applying online Renewal, Applicants visit the website
http://www.scholarships.gov.in/loginPage in any of the internet access point.

   (For better visibility use Chrome, Firefox, Internet Explorer)

2. Click on '**Apply for Renewal**' on '**Home Page**'

Apply for Renewal

3. Login using your **Registered Email ID** and **Password** as shown below**.**
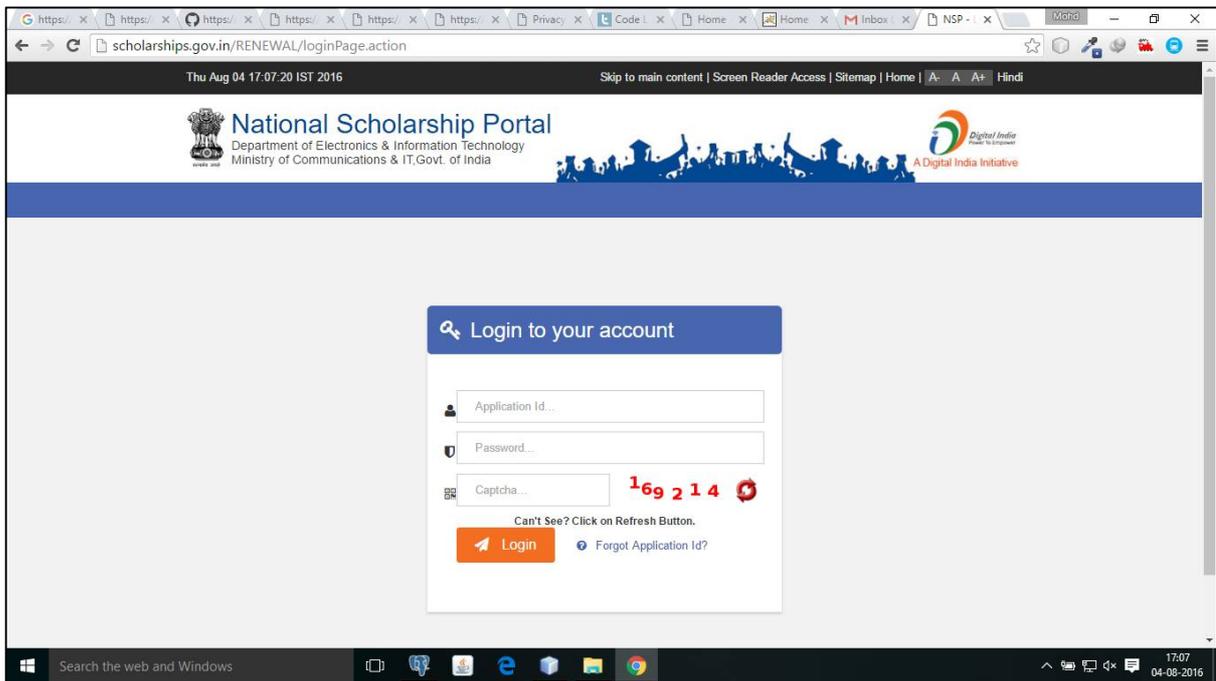
NOTE: Applicant applying for Renewal can use their old User Registration ID

4. After successful login, welcome page appeared.

5. On clicking **'Renew Application'**, Applicant will direct to **Renewal Screen** as shown below.

Note: Those marked as "*" are mandatory and are compulsory required to be filled.

6. After adding all the required data, click **'Save & Continue'** to view next page

7. On Clicking "**Final Submission''** Application finally submitted.

   Note: Student can also take the print of the Application if needed.

Guidelines of Online Verification of Registered Applicants By Institute under National Scholarships Portal for 2016-17

Institute Section: This section deals with the institute related activities, ranging from the profile updating of Insititute to the final Verification of Applicant's Application availing for National Scholarship 2016-17.

Institute Registration: The institutes can register themselves to login in to the National Scholarship portal to update their Courses, Fes Structure and Other details.

Institute`s Profile Updation: An institute level user can change the profile of an institute and can make necessary changes to update the information of an institute.

Note: The Institute Up-dations are must and should be done well in advance so that the students can apply for the scholarship.

The step by step presentation of Institute's form Up-dation and Verifications of Applied Applicant are shown below:

III. ONLINE VERIFICATION OF REGISTERED APPLICANTS BY INSTITUTE FOR SCHOLARSHIP

1. Login to the Institute Account
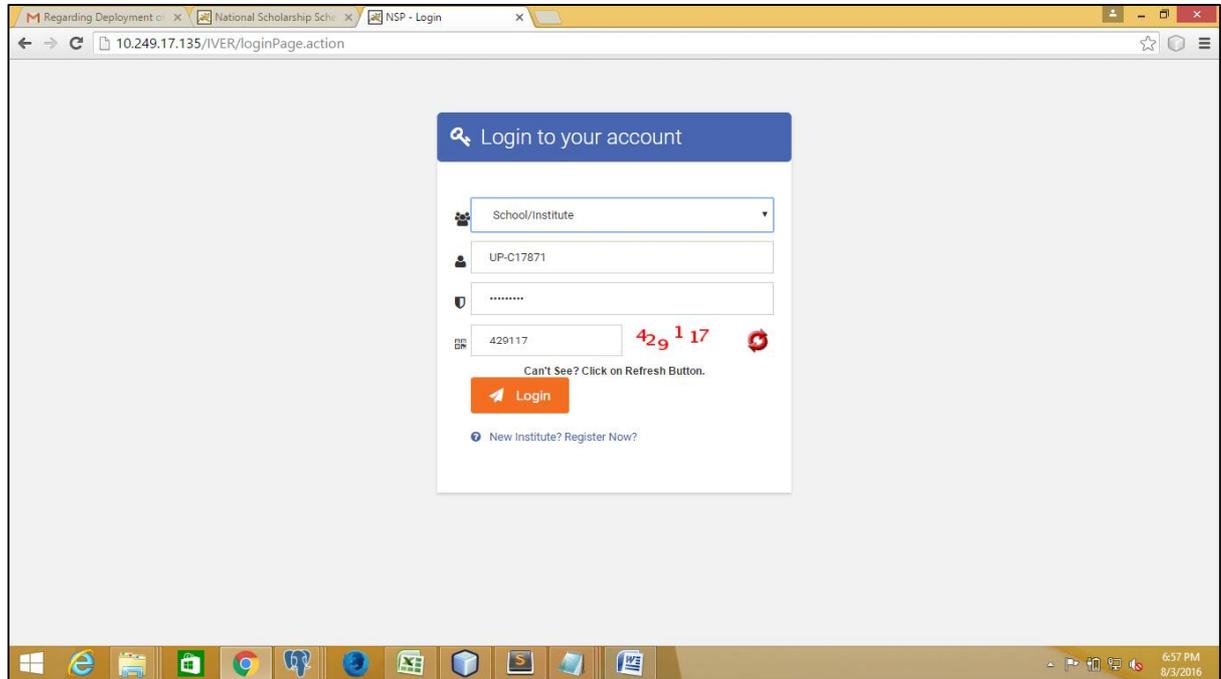
2. Welcome to Dashboard
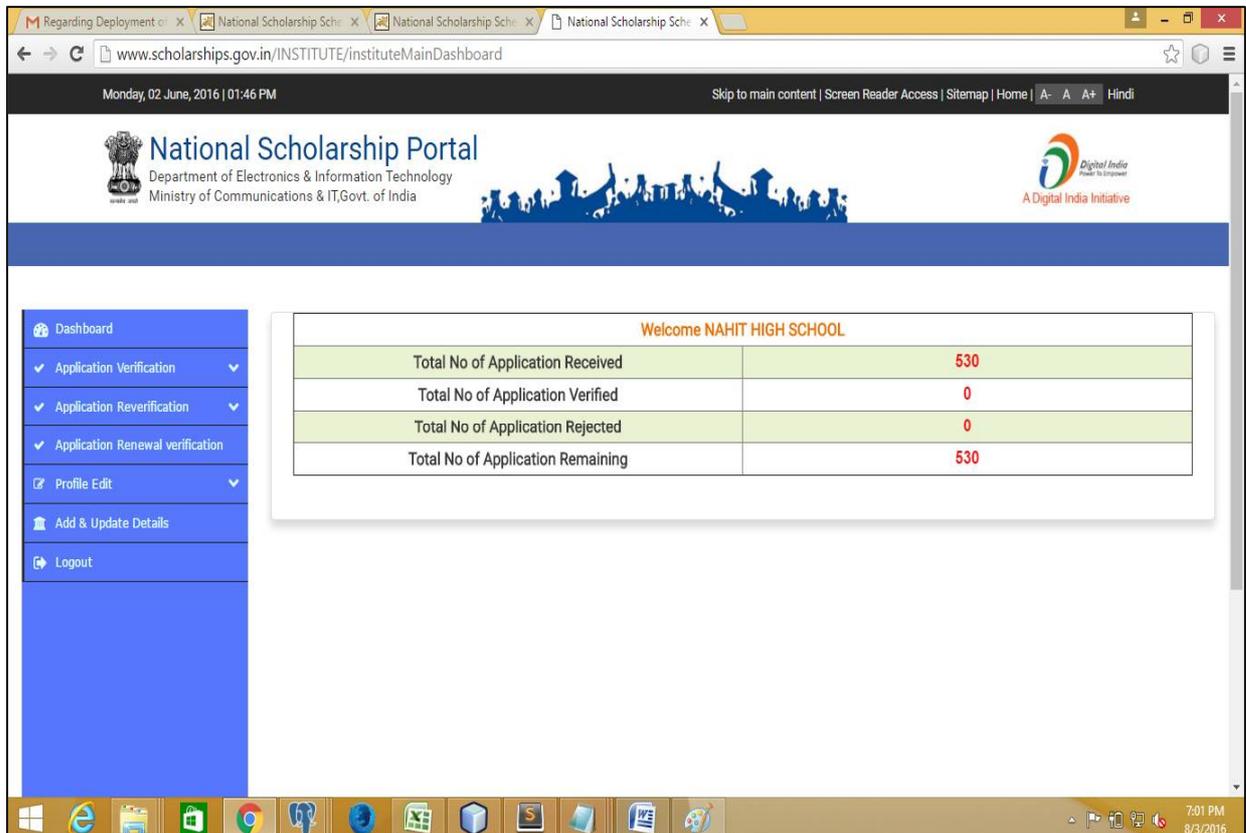
3. Click 'Profile Edit' on Dashboard
This page allows the Institute to update /edit his Profile

Note:

- Those marked as "*" are mandatory and are compulsory required to be filled.
- Institute Name and DISE Code are not editable.
- Institute should note that Institute Profile is editable only once.

Before final Submission, Institute required to upload his **'Registered Certificates'.**

On clicking '**Upload**' icon, Pop-up box appeared to upload the documents.

4. Once required data filled, click **'Final Submit'** to view the final submission.

5.
6.
7.

This will complete the Process of Institute Profile Edit.

8. After successfully Profile Edit Process, again go to Dashboard and click **'Add and Update details'**

9. On clicking '**Add and Update Details',** user are allowing to update the following details;

      I.   **Add & Update Course level**
     II.   **Add & Update Course**
    III.   **Add & Update Fee**

10. On clicking '**Add n Update Course level Option',** page appeared highlighting **Offered Course Level**

This allows the Institute to add and update the Course Level

11. On clicking **Course Level option in** dropdown, Menu appeared highlighting courses level.
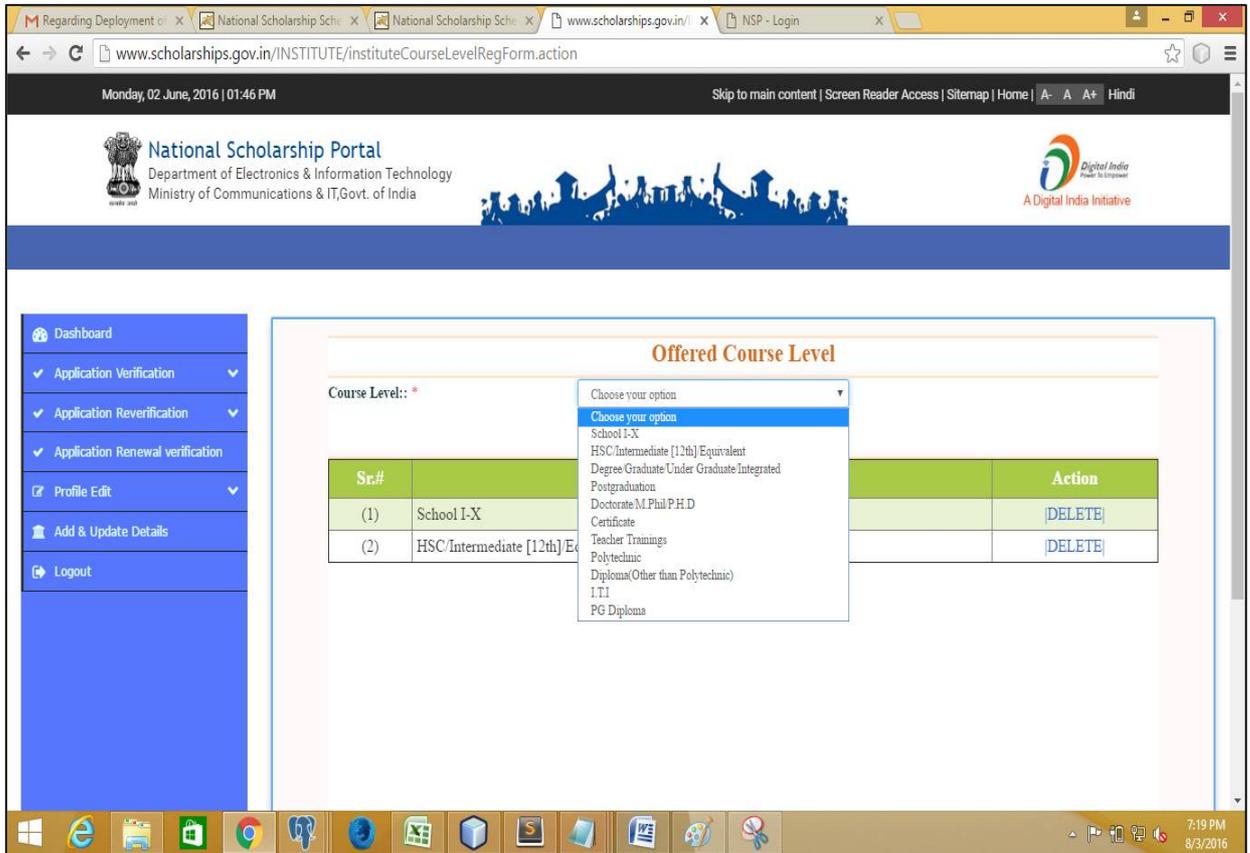
12. **Example:** On clicking Course level such as **'Postgraduate'** from dropdown menu, next page appeared highlighting the courses up to post-graduation.

13. Clicking **"Add & Update Course"** Option, page appeared highlighting **Course Level and Courses.**

14. **Explain with Example:** On selecting **Postgraduate** option from **Course level, '**Add and Update Course' option facilitate user to choose suitable Courses.
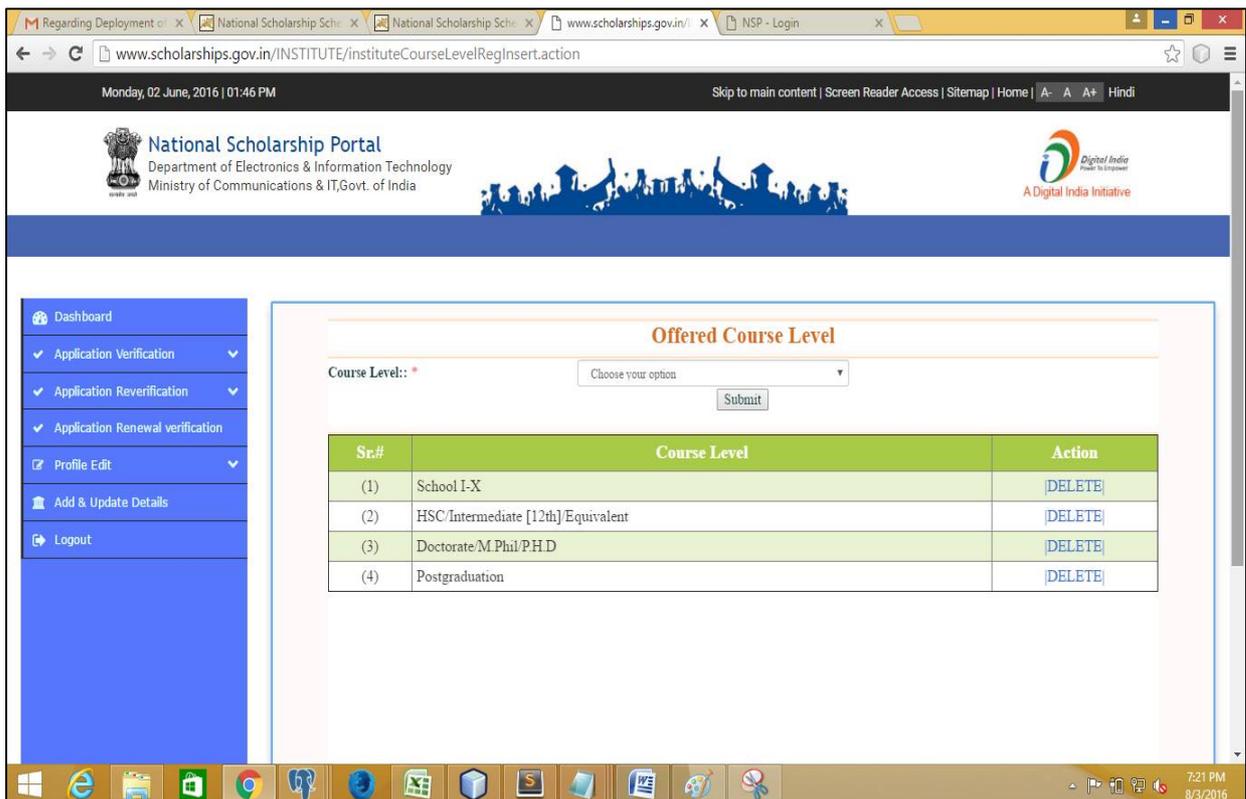
15. **Explain with Example:** After selecting suitable courses from dropdown menu, next appeared with selected courses.

16. After successfully completion of updating courses, click **'Add & Update Fee'**

17. After adding **Courses fees,** click '**Submit**'

18. Once **submitted**, fees will be added and display below

This will complete the Institute 'Add & Update Details' Option

For the National Scholarship Portal

19. After **Adding & Updating Details'** Process, again go to Dashboard and click '**Application Verification'.**

Note: Application Verification Page shows the following data of applied Applicants;
- **Total Number of Registration**
- **Applicant Registration ID**
- **Name of Applicants/Father Name and Contact number**
- **Applied Course Name**
- **Name of Scheme Applied**
- **Also facilitate user to filter the Applicants via Scheme wise/Academic year, Course/Category wise.**
- **User can also Reject & add remark as Defect by viewing the complete Application form in 'View Details'**

20. On clicking **'Verify/Reject/Defect'** Icon from Applicant Verification page, next page appeared highlighting selected applicant.

21. On clicking **Selected Applicant**, user can view the complete details of Applicants individually**.**

This page also facilitate user to add remark as defected application of Applicant and can also comment on remark column.

NOTE:

- After successfully adding value and comments through verification, the form again went to the Applicant for correction and not more will shown in Verification Page.

- Once correction done by Applicants, Application form will re-appeared for Re-verification

- If user verify applicant with no defect, Applicant form will be approved at Institute level

This will complete the Verification process of Applications by Institute for National Scholarship Portal

22. On clicking '**Re-verification'** icon from Dashboard, the page appeared with data displaying Applicant form for re-verification.

23. On clicking "**Applicant Renewal Verification'** the page appeared highlighting application for renewal applied by previous session Applicants.

IV. ONLINE STATUS OF PRE & POST MATRIC SCHEMES REGISTRATIONS

1. Online State wise registration can be done through the website
http://www.scholarships.gov.in/loginPage in any of the internet access point.

   (For better visibility use Chrome, Firefox, Internet Explorer)

2. Click '**Ministry Guest Login**' on **'Home Page'**

3. By clicking Ministry Guest Login, **'Welcome Page'** appeared with the Graphical format showing following details;

   a) State wise Total Quota Allotted and Received against Quota
   b) Total Verified Applications State wise (Verified by State and PFMS)

4. Click on "**State Registration Icon**" to verify the No. of Verify State Wise Registration**,**

Note:

a) This page highlights number of State Wise Registration (i.e Registration done in all 36 States) displaying 15 items per page.

b) This list can also be downloaded by clicking '**Export Option'** in CSV/Excel/XML format.

5. On clicking any State, the page will shows the details Total number of Registration of that **State** at first place, and than number of registrations of each **District and Blocks** belonging that particular State.

Example: 5.1 On clicking state 'Uttar Pradesh'

S. No.	State Name	Verified Registrations
31	TELANGANA	252073
32	TRIPURA	8583
33	UTTARAKHAND	9377
34	UTTAR PRADESH	524824
35	WEST BENGAL	1266643
36		3267

36 items found, displaying 31 to 36.[First/Prev] 1, 2, **3** [Next/Last]
Export options: CSV | Excel | XML

Note: Given page, shows the total number of Verify Registrations in Uttar Pradesh

5.2 On clicking state, next page appeared highlighting No. of **Verify Registration in every Districts.**

District Wise Registrations

State Name		UTTAR PRADESH
S. No.	**District Name**	**Verified Registrations**
46	KUSHI NAGAR	3747
47	LALITPUR	467
48	LUCKNOW	11778
49	MAHAMAYA NAGAR (HATHRAS)	89
50	MAHARAJGANJ	3193
51	MAHOBA	4556
52	MAINPURI	1358
53	MATHURA	523
54	MAU	12238
55	MEERUT	21464
56	MIRZAPUR	1541
57	MORADABAD	57635
58	MUZAFFARNAGAR	3133
59	PILIBHIT	9871
60	PRATAPGARH	2073

74 items found, displaying 46 to 60.[First/Prev] 1, 2, 3, **4**, 5 [Next/Last]
Export options: CSV | Excel | XML

5.3 On clicking any district like Lucknow, next page appeared highlighting No. of **Verify Registrations in each Block.**

Block Wise Registrations

State Name: UTTAR PRADESH   District Name: LUCKNOW

S. No.	Block Name	Verified Registrations
1	Bakshi Ka Talab	13
2	Lucknow	20
3	Malihabad	162
4	Mohanlalganj	586

4 items found, displaying all items.1
Export options: CSV | Excel | XML

Note: Given page, shows the total number of Verify Registration in each block of Lucknow.

5.4 On clicking Block like Lucknow, next page appeared highlighting following details of Applicant;

Name of Student
Application ID
Father's Name
Scheme Opted
State/Block Name

Applicants List

State Name: UTTAR PRADESH   District Name: LUCKNOW

S. No.	Applicant Name	Application Id	Father's Name	Scheme Opted	State Name
1	AFJAL IMAM	UP201516003678583	KHALIKUZZAMMAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
2	HAROON KHAN	UP201516003673885	AYYUB KHAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
3	MOHD IRSHAD	UP201516001453111	BANNEY KHAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
4	SYED ABDUR RAB	UP201516003677148	SYED TALHA OMAS	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
5	TALHA BIN RAZI	UP201516000955825	RAZI AHMAD KHAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH

5 items found, displaying all items.1
Export options: CSV | Excel | XML

5.4 On clicking **'Export Option'** user can save the details in Excel/XML/CSV format.
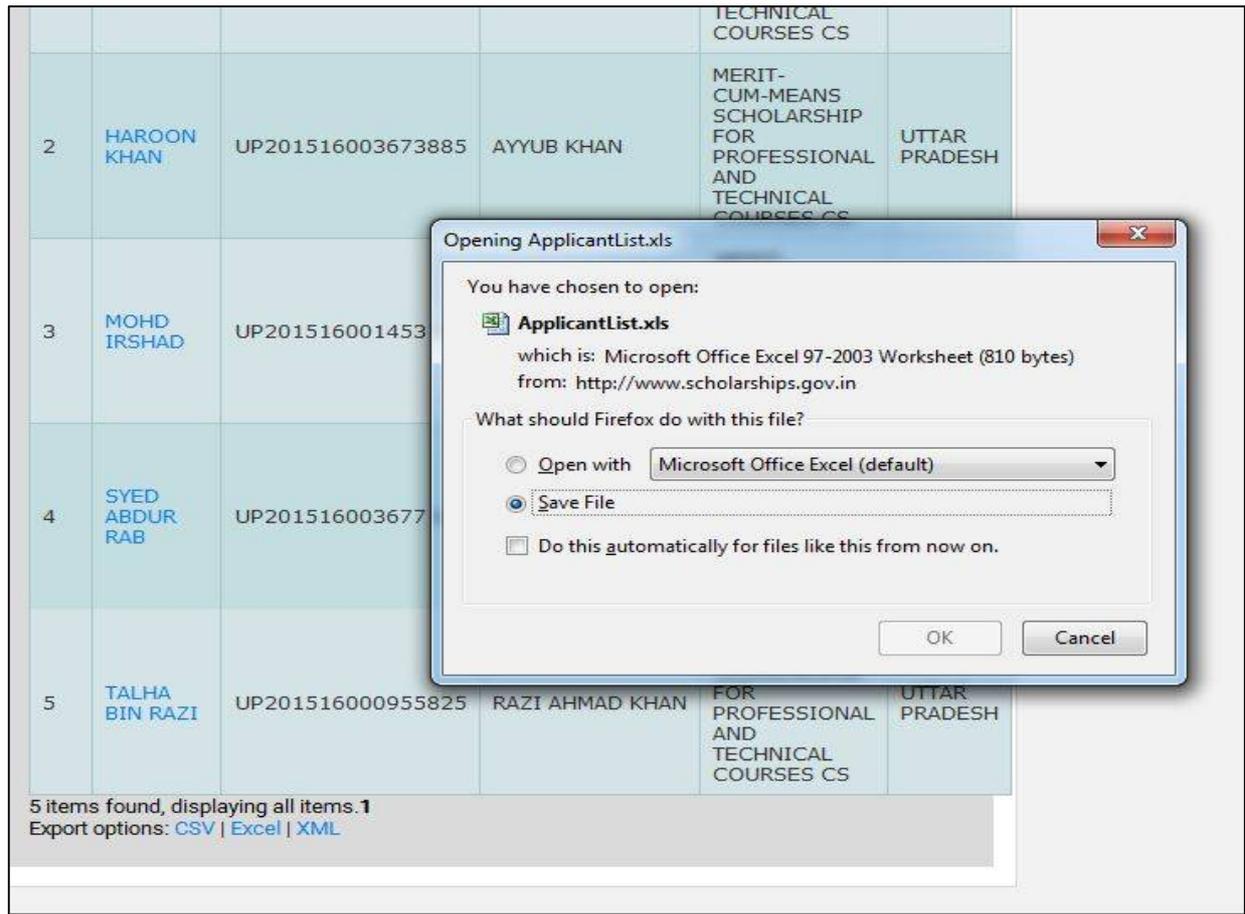
5.4 Once the **Data saved**, User can view the details in saved file.
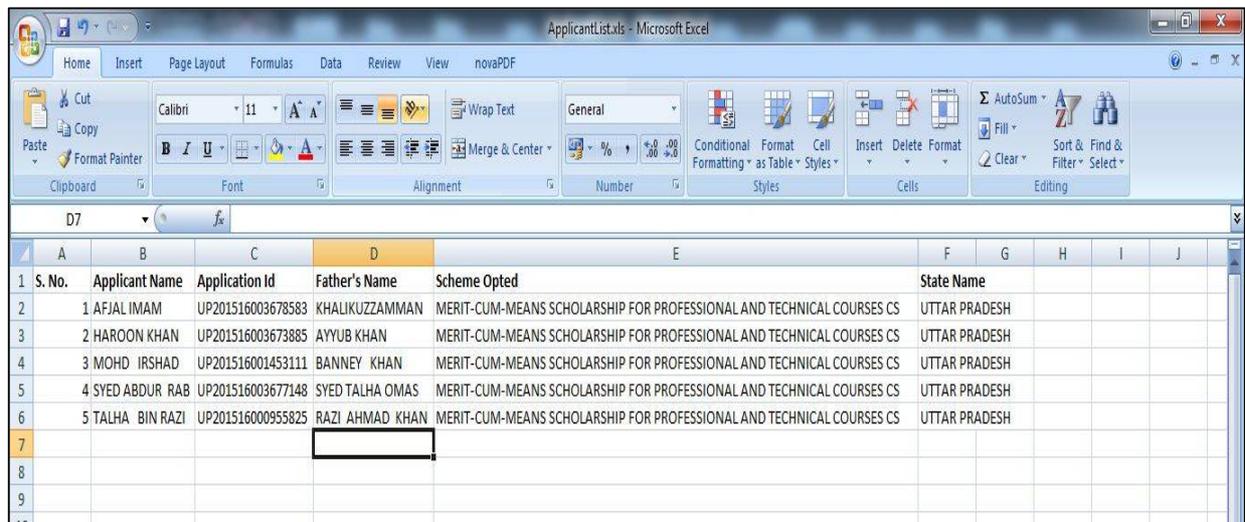
V. ONLINE FRESH APPLICATIONS FOR PRE & POST MATRIC SCHOLARSHIP

1. Online State wise registration can be done through the website http://www.scholarships.gov.in/loginPage in any of the internet access point.

   (For better visibility use Chrome, Firefox, Internet Explorer)

2. Click '**Ministry Guest Login'** on **'Home Page'**

3. Click on '**Pre and Post Scheme Registration**'

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Department of Electronics & Information Technology
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State Wise Registrations
Pre and Post Matric Registrations

☰ State Wise Pre and Post Matric Registrations

S No	STATE NAME	PRE MATRIC	POST MATRIC
1	ANDAMAN AND NICOBAR	54	14
2	ANDHRA PRADESH	4196	1282
3	ARUNACHAL PRADESH	27	172
4	ASSAM	1986	1372
5	BIHAR	925	2662
6	CHANDIGARH	142	33
7	CHHATTISGARH	169	197
8	DADRA & NAGAR HAVELI	9	12
9	DAMAN & DIU	15	13
10	DELHI	81	329
11	GOA	10	87
12	GUJARAT	949	1537
15	JAMMU AND KASHMIR	145	288
16	JHARKHAND	119	443
17	KARNATAKA	1989	4622
18	KERALA	3723	3447
19	LAKSHADWEEP	8	5
20	MADHYA PRADESH	4721	1357
21	MAHARASHTRA	1665	1876
22	MANIPUR	40	145
23	MEGHALAYA	19	40
24	MIZORAM	41	63
25	NAGALAND	322	59
26	ODISHA	564	309
27	PUDUCHERRY	50	33
28	PUNJAB	11508	4709
29	RAJASTHAN	3405	1836
30	SIKKIM	38	45
31	TAMIL NADU	1435	1900
32	TELANGANA	1792	823
33	TRIPURA	86	167
34	UTTAR PRADESH	4011	4329
35	UTTARAKHAND	279	163
36	WEST BENGAL	23560	10820
	Sub Total	**68343**	**45751**
	Total Registered Applications		**114094**

Note: On clicking "Pre & Post Registration Scheme" the above page will appeared highlights the following details;
- **Name of State**
- **Number of Pre Matric Registrations**
- **Number of Post Matric Registrations**
- **Total and sub-total of Pre & Post Registrations.**

VI. ONLINE PROCESS OF APPLYING COMPLAINT IN NSP

1. For applying online complaints in scholarships portal, applicants can visit the website http://www.scholarships.gov.in/loginPage in any of the internet access point.

   (For better visibility use Chrome, Firefox, Internet Explorer)

2. Click '**Complaints**' on '**Home Page**'

3. On clicking **'Complaints'** Icon, **Complaint Form** Appeared.

4. Login to the **'Complaint Portal'** through '**User Registration ID'** to view the Complain Status

5. **'Complaint Status'** appeared in given format

This will complete the online process of applying and viewing Complaint status process for National Scholarship Portal