

**OPERATIONAL GUIDELINES
FOR
INSTITUTE NODAL OFFICER/ADMINISTRATOR**

COMMON OPERATING GUIDELINES-

- ❖ Do not reveal the login password to anyone
- ❖ Changing your password frequently enables you to maintain the secrecy.
- ❖ Inappropriate users are not permitted to view the page.
- ❖ In case of any error messages after logging into the website, re-enter the Username and Password.
- ❖ Ensure that the system is protected by anti-virus software.
- ❖ Dust free environment allows a better performance of the system.

ROLES & RESPONSIBILITIES FOR INSTITUTION NODAL OFFICER-

- ❖ Role of Verification Authority if envisaged by Scheme guidelines
- ❖ Provision to edit application based on rejected reasons
- ❖ Provision to register student applications i.e. Pre-matric schemes of School Education in 19 column/ 20 column format

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Operational Guidelines For National Scholarships Portal-For Institutes		<u>Date: 05/06/2015</u>

ONLINE VERIFICATION/SCRUTINY OF STUDENT APPLICATIONS FOR SCHOLARSHIP BY INSTITUTE NODAL OFFICER/ADMINISTRATOR

Step-1

- ❖ Enter URL - ***<http://scholarships.gov.in>*** the web browser
- ❖ Institute can log-in by using the Institute/User ID and Password provided to them by District Welfare Officer (District Nodal Officer)/Department.
- ❖ ****In case of non-receipt of log-in account, Institute can contact District Nodal Officer)/State Nodal Officer of the concerned District/State Nodal Officer***
- ❖ Then, enter the Institute-ID , Password and Captcha Code as displayed (***Example : ins2949, ins2949*123, SD5K***), click on LOGIN.



Implementing Agencies

- ✓ Ministry of Minority Affairs
- ✓ Ministry of Tribal Affairs
- ✓ Ministry of Social Justice and Empowerment
 - Department of Social Justice and Empowerment
 - Department of Empowerment of Persons with Disability
- ✓ Ministry of Human Resource Development
 - Department of School Education and Literacy
 - Department of Higher Education
- ✓ UGC
- ✓ AICTE

National Scholarships Portal is open for registrations

Register HERE

S.No	Department	Scheme	Status
		Merit Cum Means	Registrations open for Fresh applications. Renewals will be

Official Login

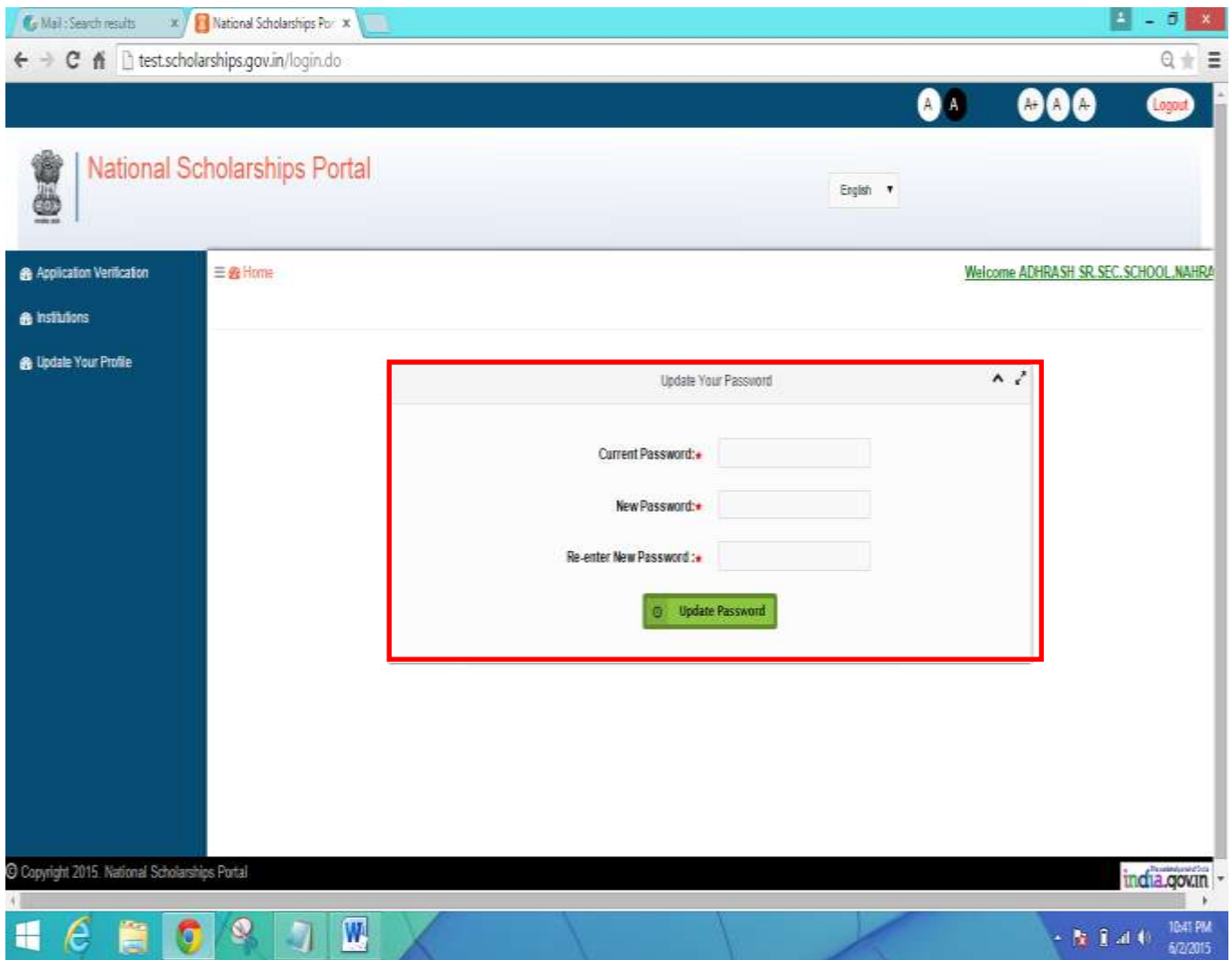
Ministry/State/Institution

Password

027297

Type the Letters

Login Forgot Password



Once Successfully logged in the National Scholarships Portal –

- ❖ It is recommended that the **Institute Nodal Officer** change the default password as issued.
- ❖ The user can enter its own password as desired and Update the Password as desired.

How to Update the Password ?

- ❖ After login, On the Home Screen enter the Current Password and then enter the New Password. (Eg:- haryana@1234)

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Operational Guidelines For National Scholarships Portal-For Institutes		<u>Date: 05/06/2015</u>

- ❖ The user is supposed to enter and confirm the new password as entered and click on the **'Update Password'**

NOTE - Kindly note the Login Credentials for further use.

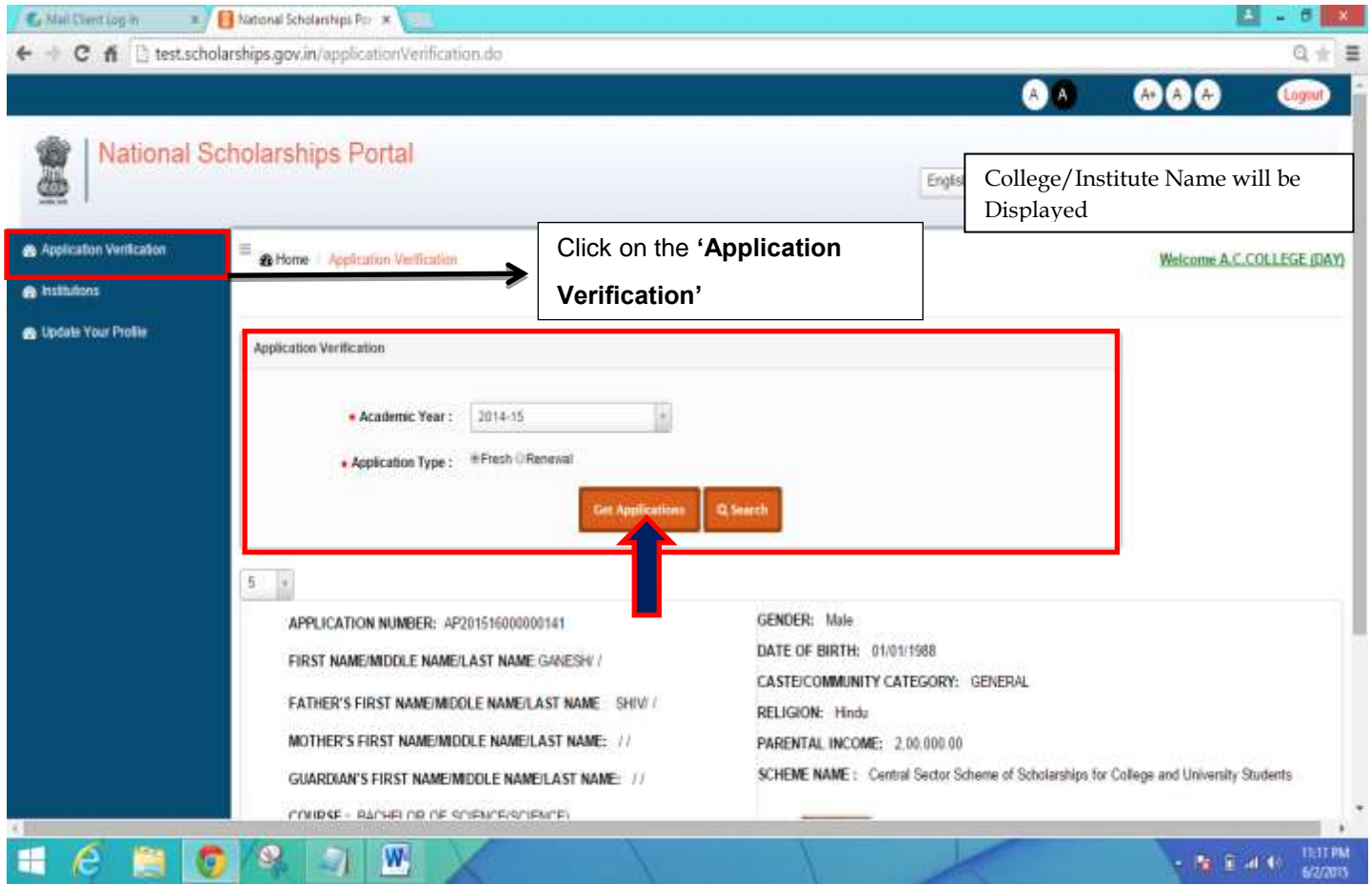
- Current Password and the New Password cannot be same.

STEP - 2

- ❖ The main responsibility of verifying the student application lies with the Institute.
- ❖ Institute checks for the authenticity of the Student application and Verifies all the Scanned copies of the Documents uploaded on the National Scholarships Portal and verifies/Scrutinizes against the originals.

The detailed process of the Student Application Verification is described below -

- ❖ Once Logged in the National Scholarship Portal
- ❖ Go to and **Click** on the **'Student Application Verification'** on the Left Hand side of the web page as shown Below
- ❖ The dashboard showing the status of applications corresponding to the
- ❖ schemes will displayed as shown in Screen Shot below.



College/Institute Name will be Displayed

Click on the 'Application Verification'

Application Verification

Academic Year : 2014-15

Application Type : Fresh Renewal

Get Applications Search

APPLICATION NUMBER: AP20151600000141

FIRST NAME/MIDDLE NAME/LAST NAME: GANESH /

FATHER'S FIRST NAME/MIDDLE NAME/LAST NAME: SHIV /

MOTHER'S FIRST NAME/MIDDLE NAME/LAST NAME: //

GUARDIAN'S FIRST NAME/MIDDLE NAME/LAST NAME: //

CV/IDSE - BACHELOR OF SCIENCE(SCIENCE)

GENDER: Male

DATE OF BIRTH: 01/01/1988

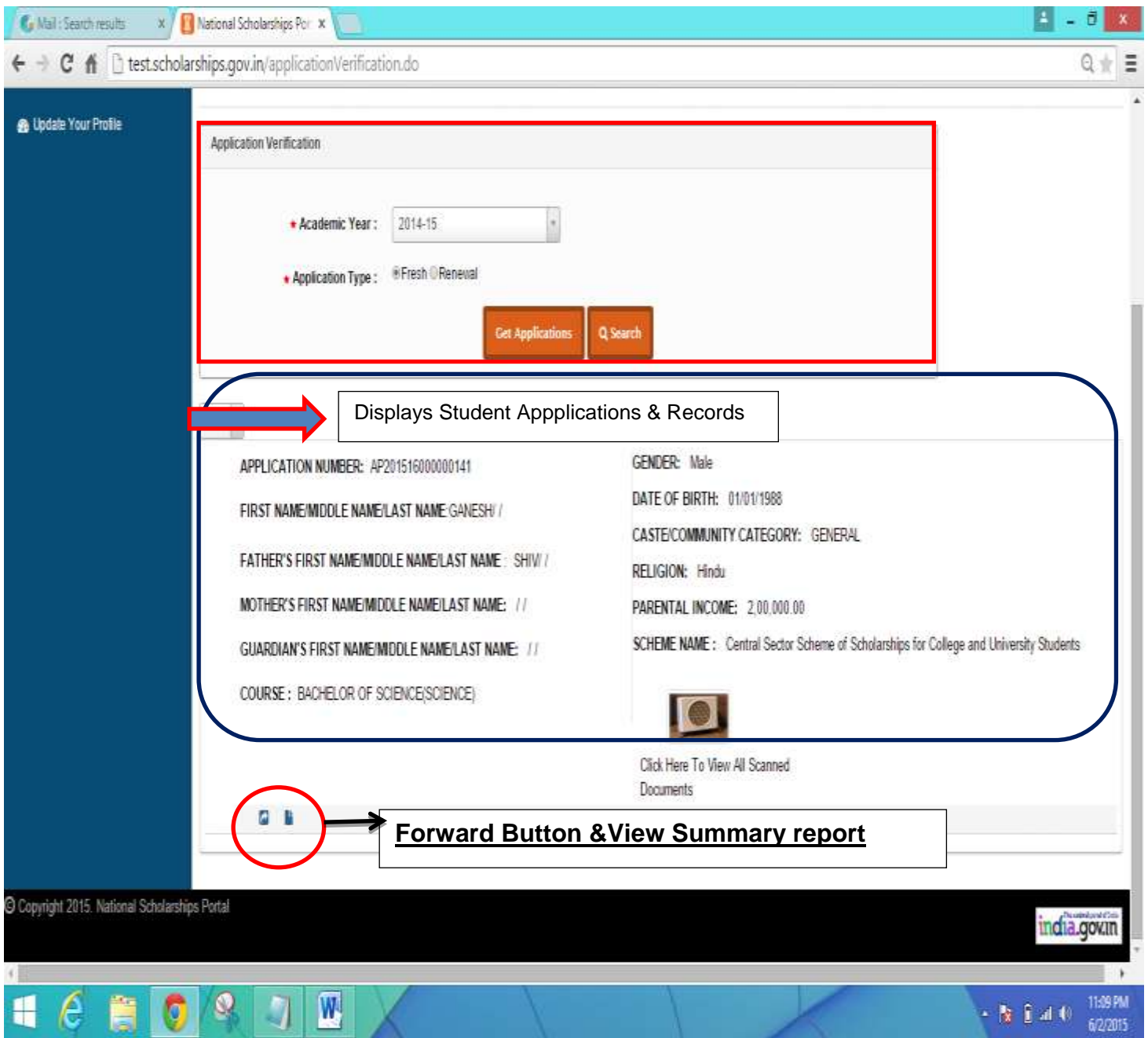
CASTE/COMMUNITY CATEGORY: GENERAL

RELIGION: Hindu

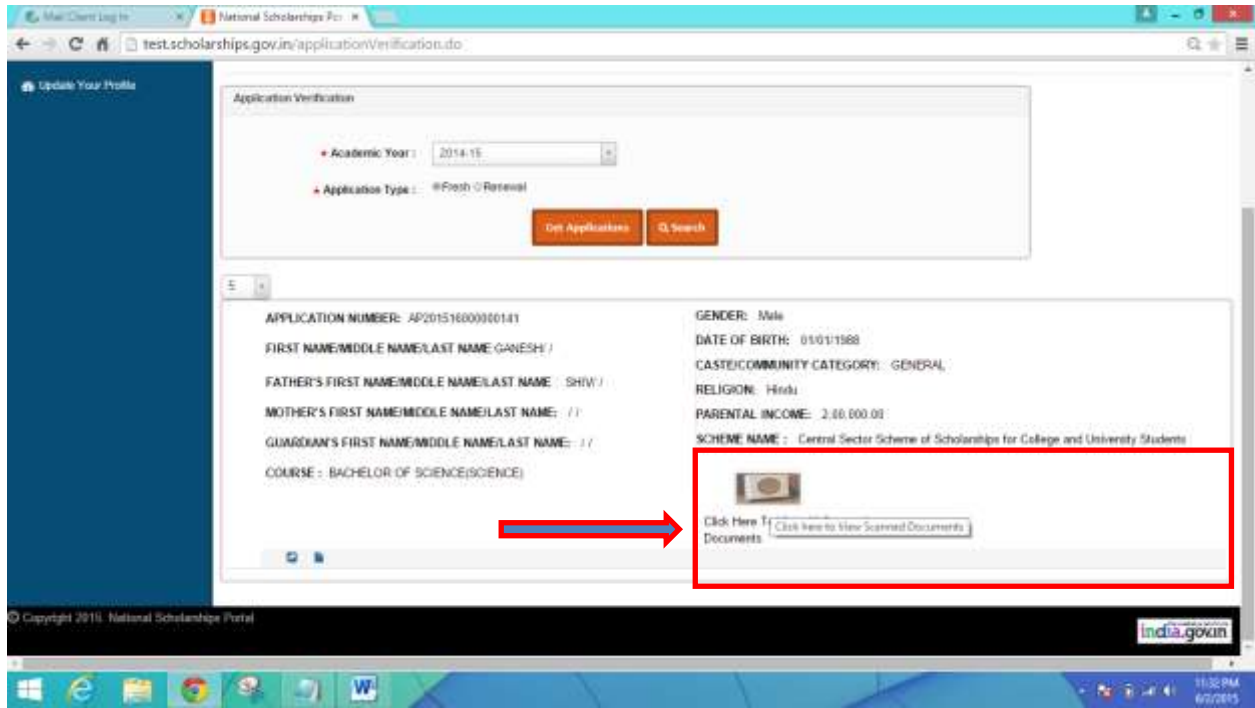
PARENTAL INCOME: 2,00,000.00

SCHEME NAME : Central Sector Scheme of Scholarships for College and University Students

- ❖ Select the Academic Year (eg: 2014-15) from the Drop Down Menu and Application type by clicking on the radio buttons next (*either Fresh or Renewal) and click on the 'Get Application button'
- ❖ Once the user clicks on the "Get Application button" - All the registered applications pending for verification will be shown.
- ❖ A list of the Students Application/records are displayed as shown below in the screen shot

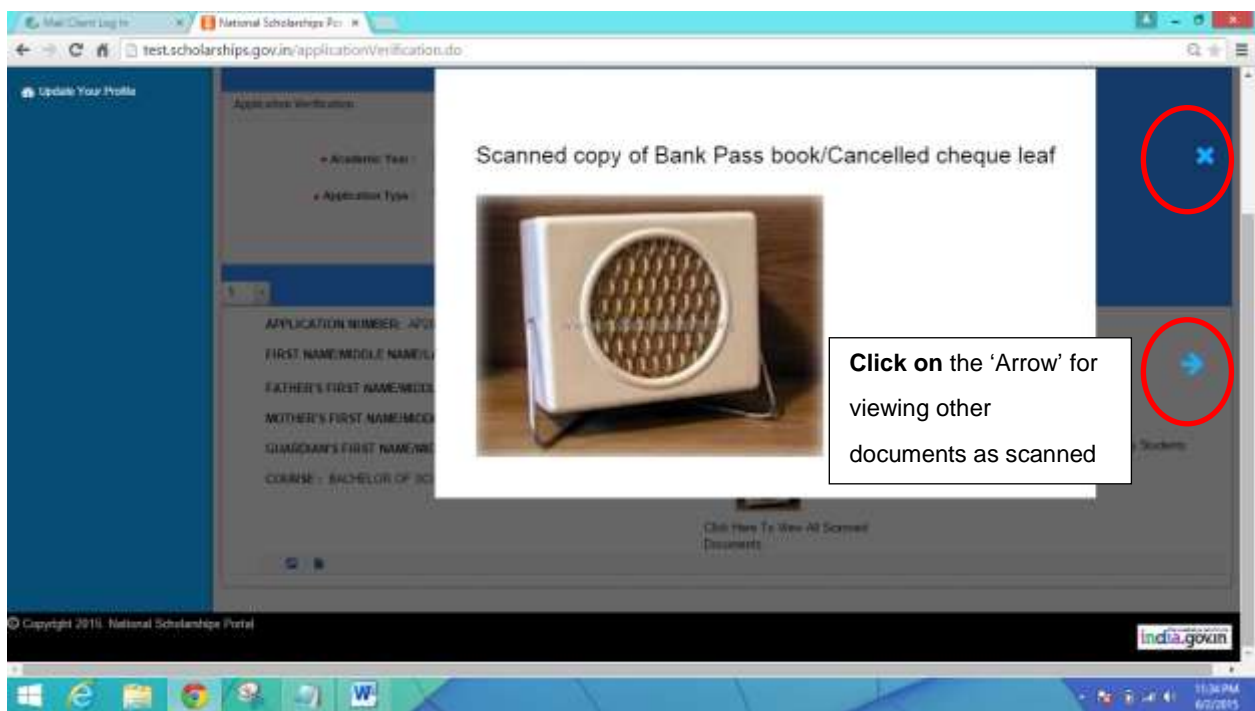


Firstly to verify the Student Application the user (In this case the institutional Nodal Officer/Admin) must click on the Link “**Click here to View the Scanned Documents**” As shown in the Below Screen Shot -



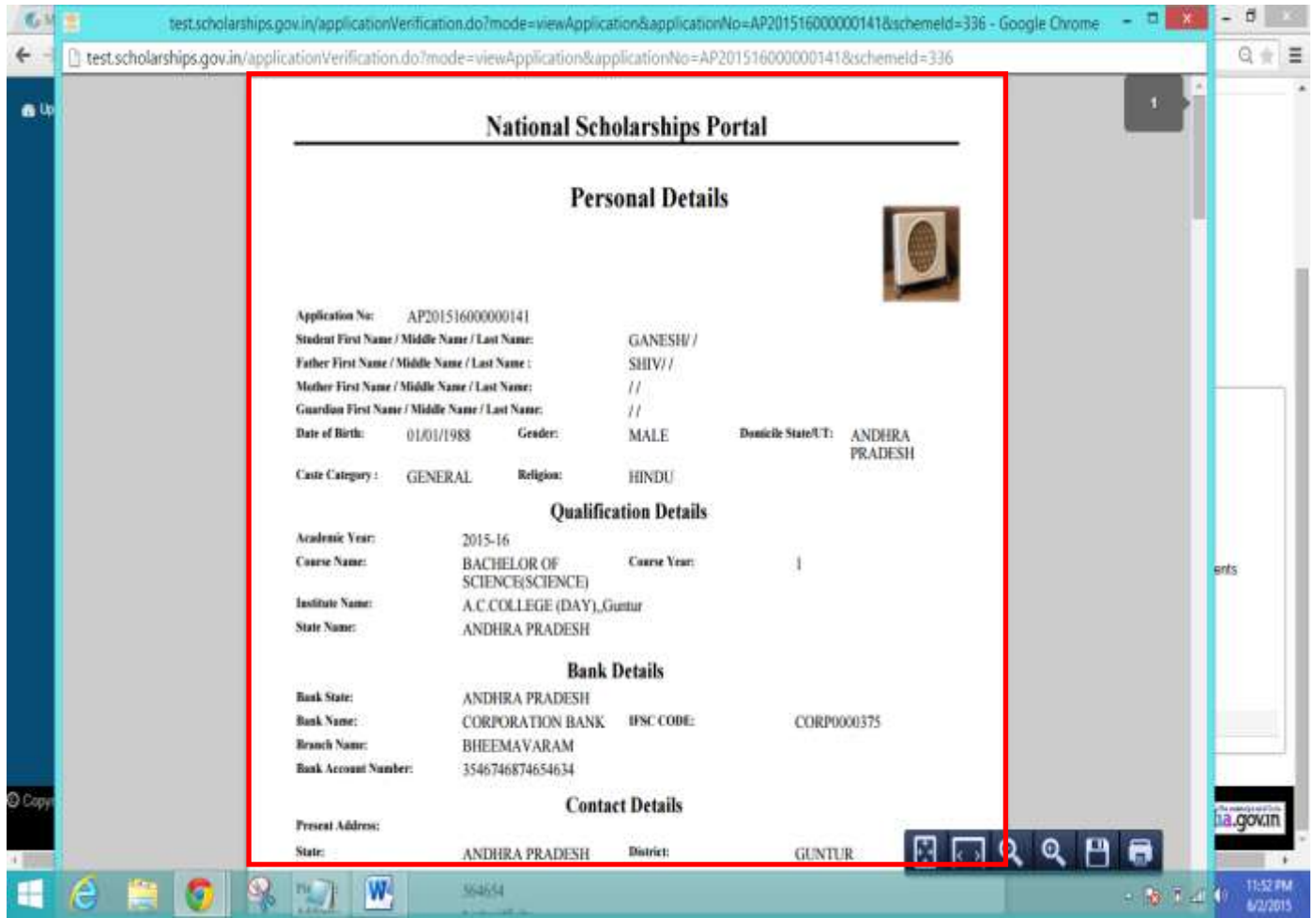
Upon clicking on the Link –

Note - For Demonstration Purposes an Image file Is uploaded

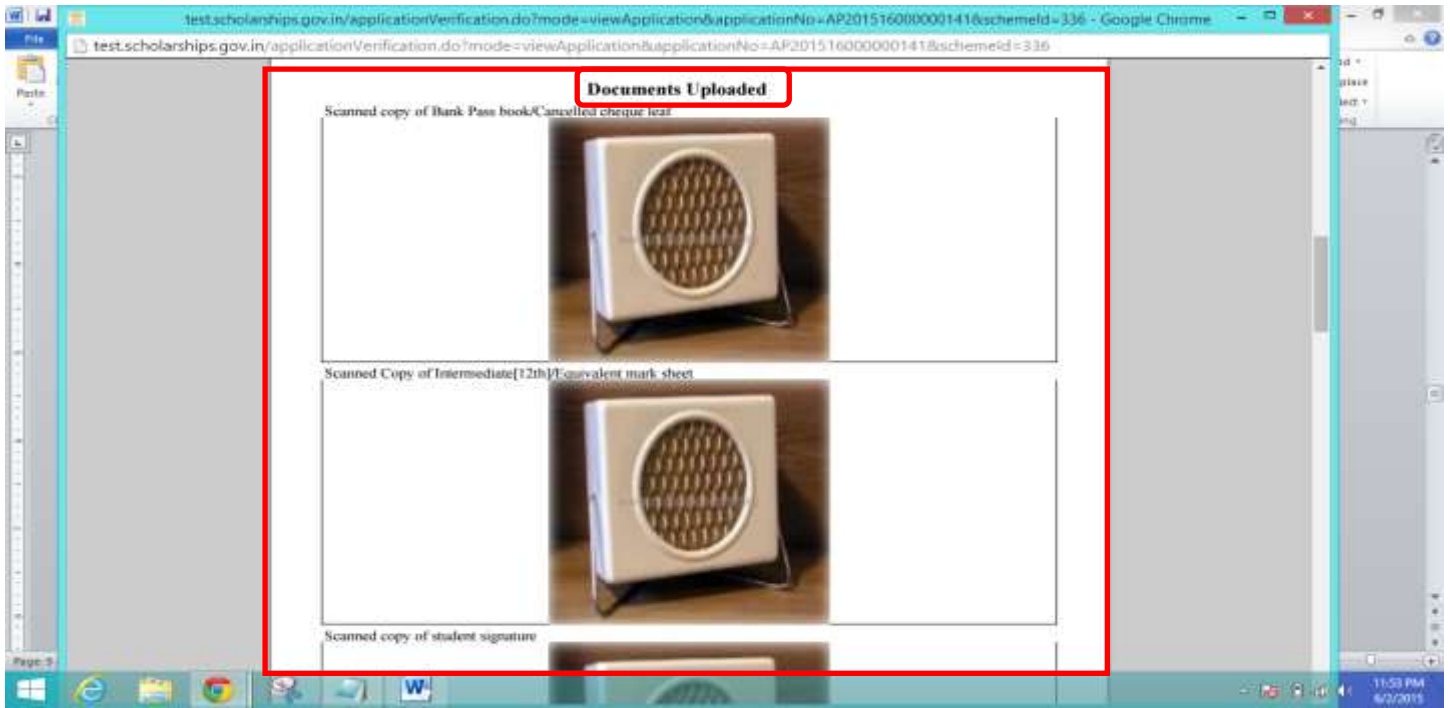


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Operational Guidelines For National Scholarships Portal-For Institutes		<u>Date: 05/06/2015</u>

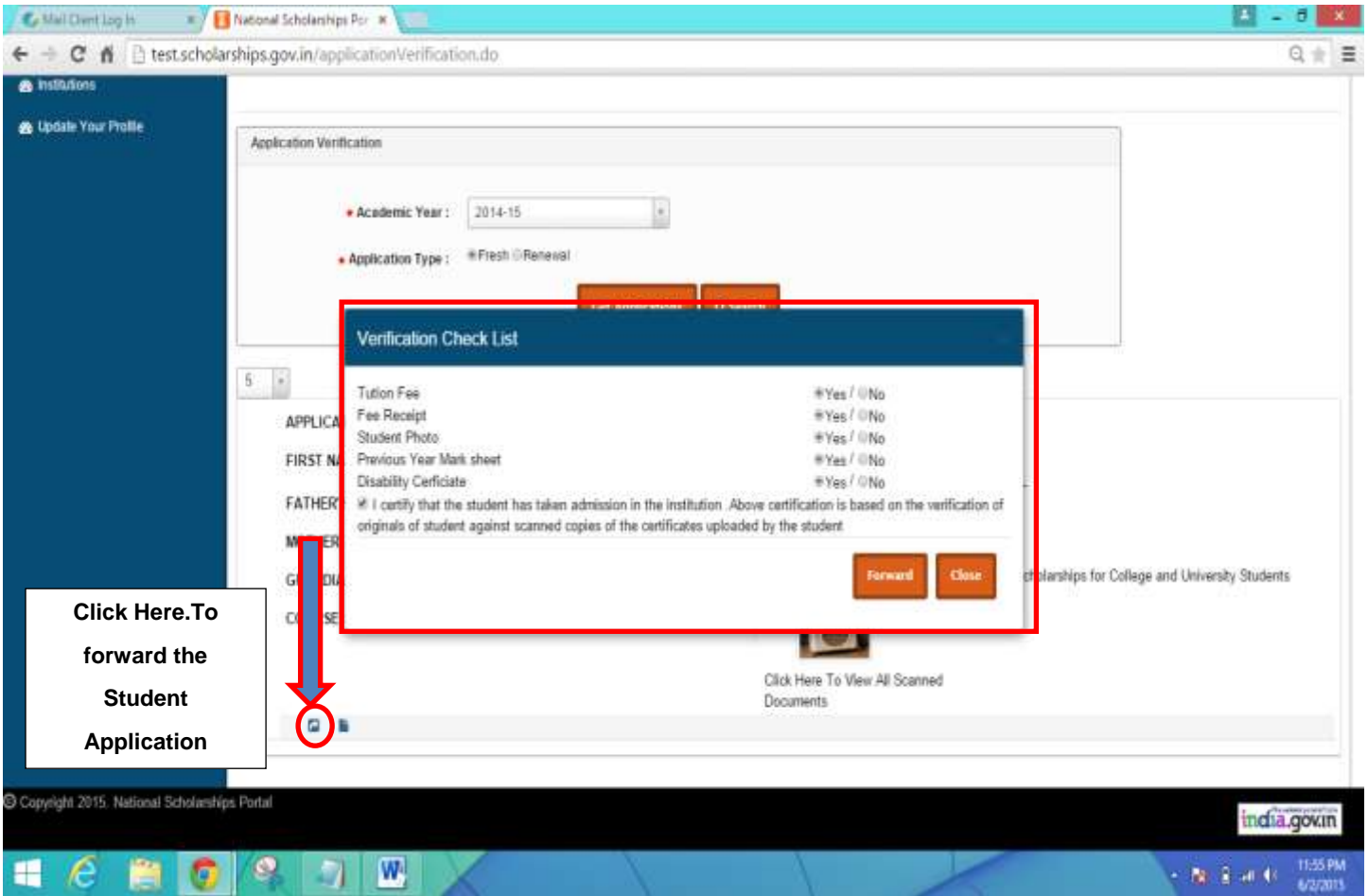
- ❖ Once all the Documents are Verified against the originals as submitted by the Student the user can close the Window by clicking on the 'X' button as shown Above.
- ❖ All the documents are made visible to the **Institute Nodal Officer/Admin** for the purpose of Verification.
- ❖ Once the Scanned Documents have been verified successfully ,then the Institute Nodal Officer/Admin Forwards the application to the next level (i.e district nodal officer or other competent authority) for further Scrutiny /Verification Process (as shown below in the screen shot)
- ❖ Further,the Scanned copy of the '**Summary Report**' of the Student Application is made available in the **PDF format**



Note - For Demonstration Purposes an Image file Is uploaded



The above ' Summary report' for the Student Application can be saved or can be printed if required



Application Verification

Academic Year : 2014-15

Application Type : Fresh Renewal

Verification Check List

Tuition Fee	<input type="radio"/> Yes / <input type="radio"/> No
Fee Receipt	<input type="radio"/> Yes / <input type="radio"/> No
Student Photo	<input type="radio"/> Yes / <input type="radio"/> No
Previous Year Mark sheet	<input type="radio"/> Yes / <input type="radio"/> No
Disability Certificate	<input type="radio"/> Yes / <input type="radio"/> No

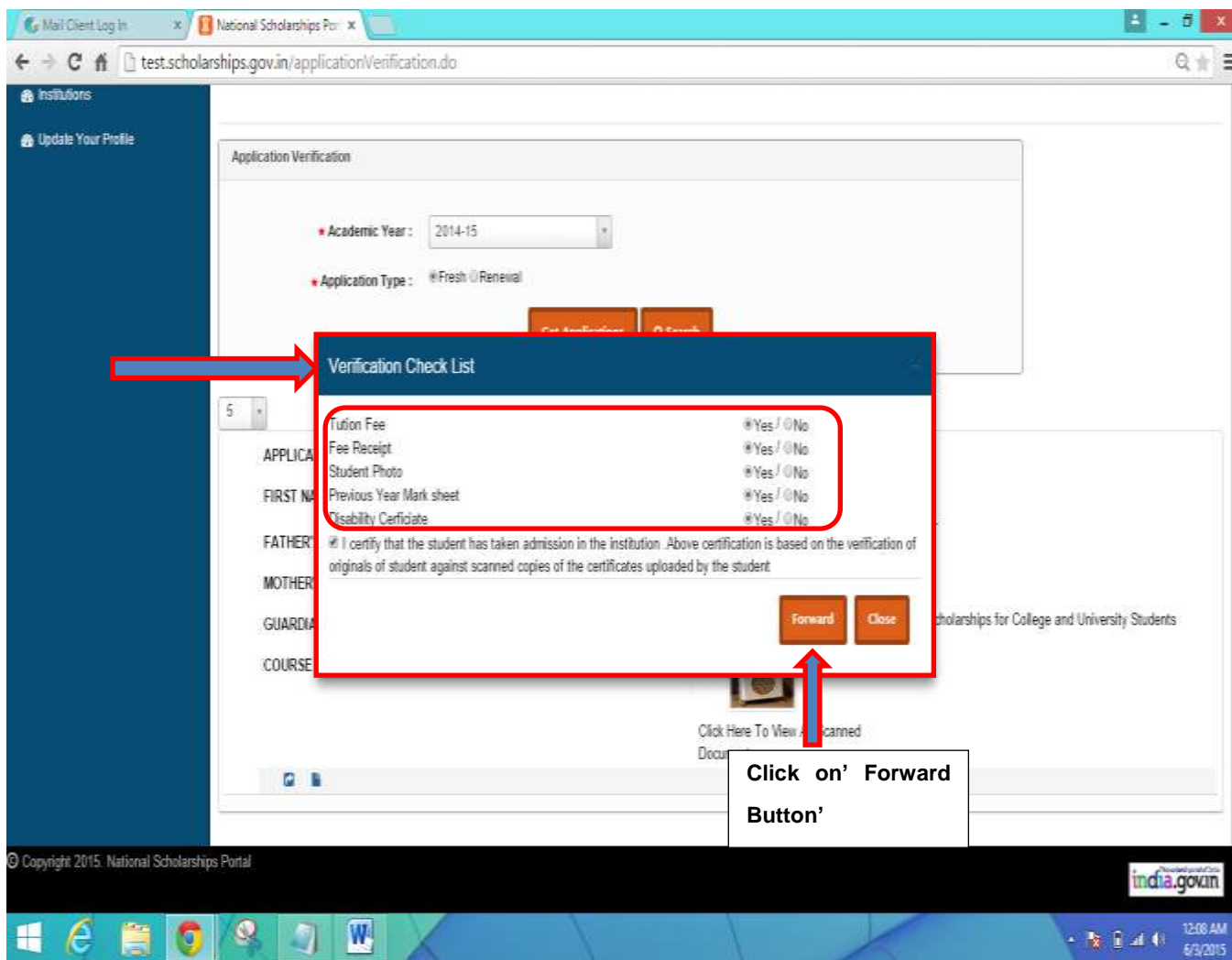
I certify that the student has taken admission in the institution. Above certification is based on the verification of originals of student against scanned copies of the certificates uploaded by the student.

Forward Close

Click Here To View All Scanned Documents

Click Here.To forward the Student Application

- ❖ Once the User clicks on the 'orward button' –
- ❖ A Pop Up Box is displayed named as 'Verification Check List' – Under which Different documents such as (Student photo, Previous Year Mark sheet, fee Receipts, Disability certificate etc) is displayed.
- ❖ All the Documents hereby mentioned in the Verification Checklist has to be verified by the Institute.
- ❖ If the Scanned document as mentioned in the Pop up box are verified successfully, then the user can click on the 'Yes' or else 'No'



Application Verification

Academic Year: 2014-15

Application Type: Fresh Renewal

Verification Check List

Application Fee	<input type="radio"/> Yes <input type="radio"/> No
Fee Receipt	<input type="radio"/> Yes <input type="radio"/> No
Student Photo	<input type="radio"/> Yes <input type="radio"/> No
Previous Year Mark sheet	<input type="radio"/> Yes <input type="radio"/> No
Disability Certificate	<input type="radio"/> Yes <input type="radio"/> No

I certify that the student has taken admission in the institution. Above certification is based on the verification of originals of student against scanned copies of the certificates uploaded by the student

Forward Close

Click on 'Forward Button'

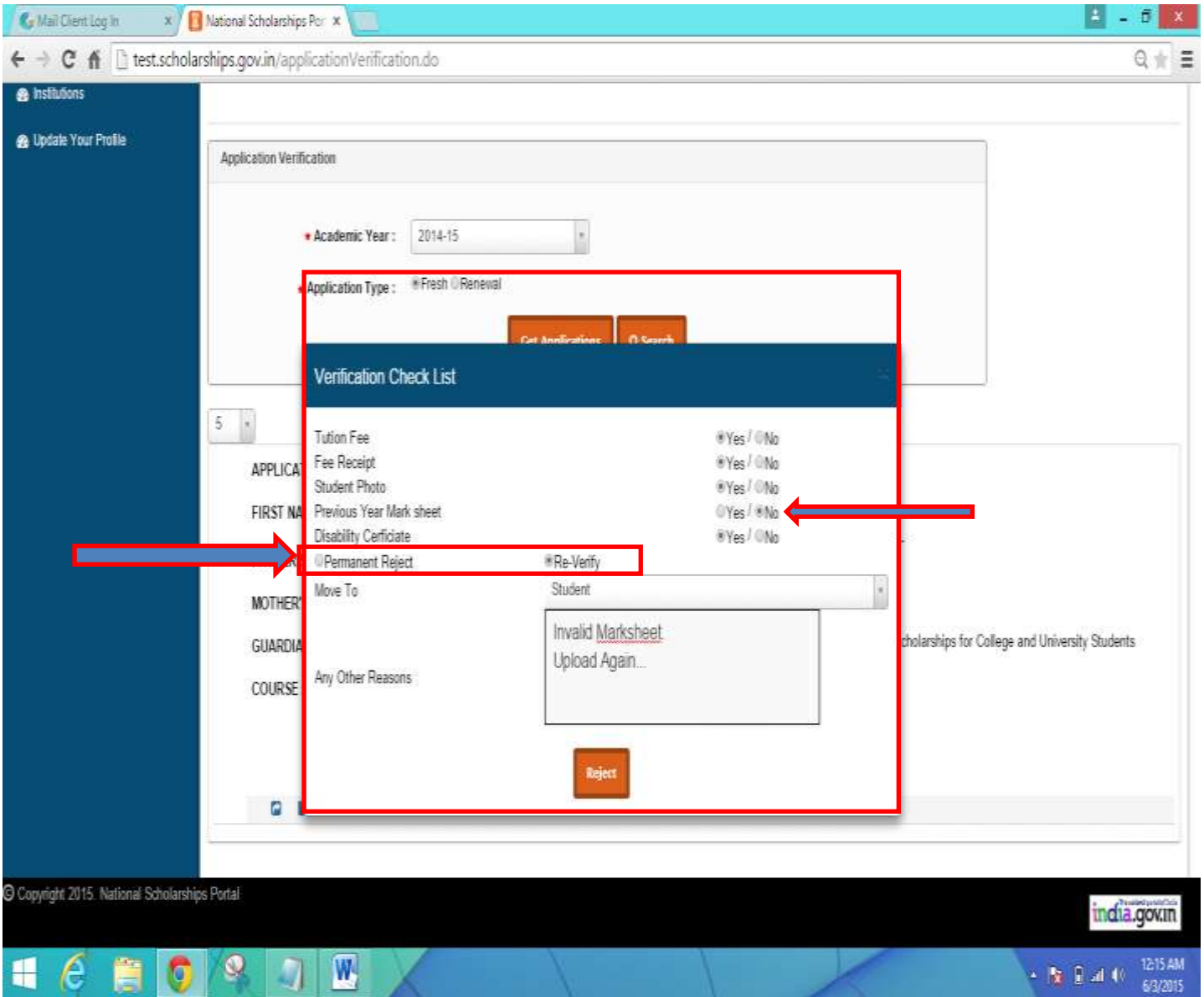
Copyright 2015. National Scholarships Portal

india.gov.in

12:08 AM
6/3/2015

In case where the Document as uploaded by the Student is not Genuine or found to be fake or irrelevant –

❖ In Such cases, the institute must click on the “NO” option as shown Below –



The screenshot displays the 'Application Verification' section of the National Scholarships Portal. The 'Academic Year' is set to 2014-15, and the 'Application Type' is 'Fresh / Renewal'. A 'Verification Check List' is shown with the following items and options:

Item	Yes/No Option
Tuition Fee	<input type="radio"/> Yes / <input type="radio"/> No
Fee Receipt	<input type="radio"/> Yes / <input type="radio"/> No
Student Photo	<input type="radio"/> Yes / <input type="radio"/> No
Previous Year Mark sheet	<input type="radio"/> Yes / <input type="radio"/> No
Disability Certificate	<input type="radio"/> Yes / <input type="radio"/> No
Permanent Reject	<input type="radio"/> Permanent Reject / <input type="radio"/> Re-Verify

A modal dialog box is open, displaying the message: 'Invalid Marksheet Upload Again...'. Below the message is a 'Reject' button. The 'Permanent Reject' and 'Re-Verify' options in the check list are highlighted with a red box, and red arrows point to them from the left and right respectively.

- ❖ In case of the '**NO Option**' Selected or the Institute is not satisfied with the Documents as Uploaded by the student ,then in such case the Institute Nodal Officer/Admin can send the application for the Student to '**Edit**' or '**Permanently Reject**' the student Application.
- ❖ Once the student is '**Permanently Rejected**' then from there on the Student application will not be sent for further processing .

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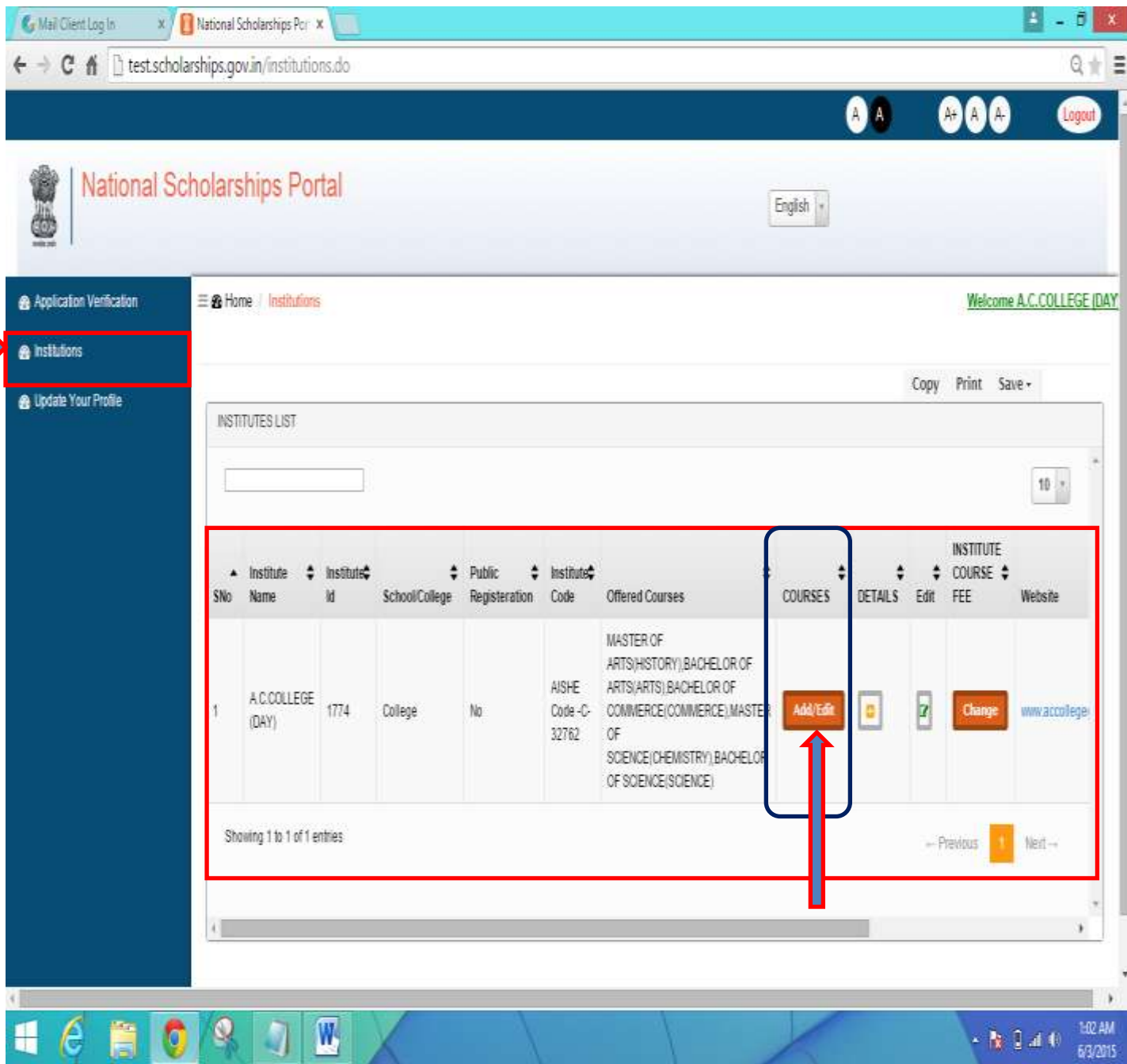
- ❖ The institute can click on **‘Re Verify’** In case it wants the student to Edit certain Details or Upload the Documents.

- ❖ In case of Reverify option – the student will only be able to Edit his/her Bank Details (In case bank Account number non operative) and Upload documents Only.
*** No other changes to the Personal details /Academic Details /Address Details is allowed**

- ❖ The Institute Nodal Officer /Admin must mention the appropriate Reason in case of **‘Permanent Rejection’ and ‘Reverify’**

UPDATING COURSE & INTITUTE DETAILS -

- ❖ Click on the **‘Institute’** Link on the Left Hand Side of the Web Page
- ❖ Once clicked – A New Webage is Displayed as shown below in the Screen shot-
- ❖ The Institute can also update or edit the Courses as offered and the repective fee structure
- ❖ Detailed Procedure to **Add/Edit** Courses are described Below –



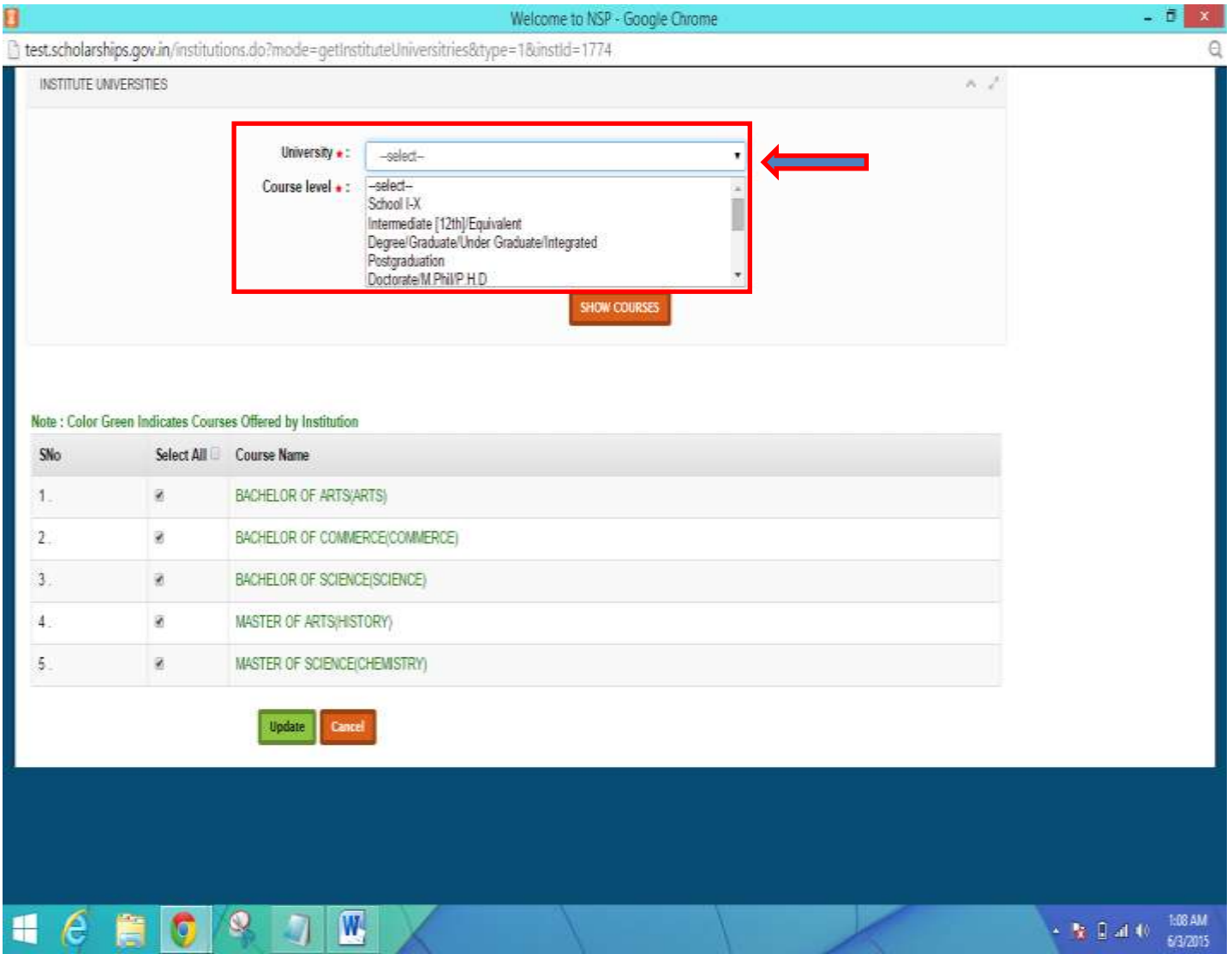
The screenshot shows the National Scholarships Portal interface. The 'Institutions' menu item is highlighted in the left sidebar. The main content area displays a table of institutes. The 'Add/Edit' button under the 'COURSES' column is highlighted with a red box and an arrow.

SNo	Institute Name	Institute Id	School/College	Public Registration	Institute Code	Offered Courses	COURSES	DETAILS	Edit	INSTITUTE COURSE FEE	Website
1	A.C.COLLEGE (DAY)	1774	College	No	AISHE Code-C-32762	MASTER OF ARTS(HISTORY),BACHELOR OF ARTS(ARTS),BACHELOR OF COMMERCE(COMMERCE),MASTER OF SCIENCE(CHEMISTRY),BACHELOR OF SCIENCE(SCIENCE)	Add/Edit			Change	www.accollege

Showing 1 to 1 of 1 entries

❖ To Add courses -

- ❖ Click on the 'Add/Edit' button under the Courses column
- ❖ A new Web Page is Displayed as shown Below -



INSTITUTE UNIVERSITIES

University : --select--

Course level : --select--
 School I-X
 Intermediate [12th]/Equivalent
 Degree/Graduate/Under Graduate/Integrated
 Postgraduation
 Doctorate/M.Phil/P.H.D.

SHOW COURSES

Note : Color Green Indicates Courses Offered by Institution

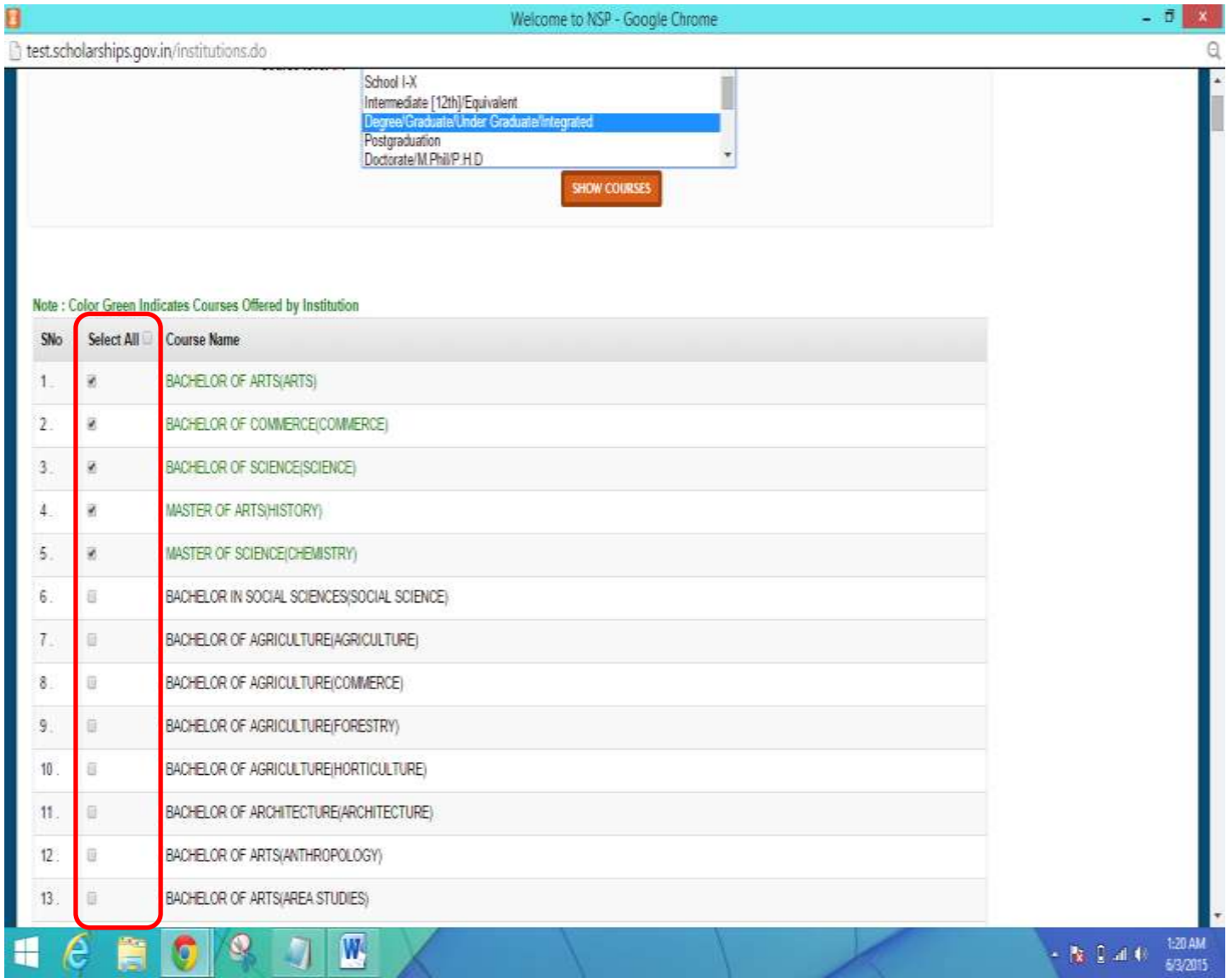
SNo	Select All <input type="checkbox"/>	Course Name
1.	<input checked="" type="checkbox"/>	BACHELOR OF ARTS(ARTS)
2.	<input checked="" type="checkbox"/>	BACHELOR OF COMMERCE(COMMERCE)
3.	<input checked="" type="checkbox"/>	BACHELOR OF SCIENCE(SCIENCE)
4.	<input checked="" type="checkbox"/>	MASTER OF ARTS(HISTORY)
5.	<input checked="" type="checkbox"/>	MASTER OF SCIENCE(CHEMISTRY)

Update Cancel

- Select the respective Affiliated '**University**'
- Select the '**Course Level**'
- Click on '**Show Courses**' Button

A Complete List of Courses is Displayed as per the course Level Selected –

NOTE – Those Marked Green Indicated that the Institute is currently Offering those courses to the Students



Welcome to NSP - Google Chrome

test.scholarships.gov.in/institutions.do

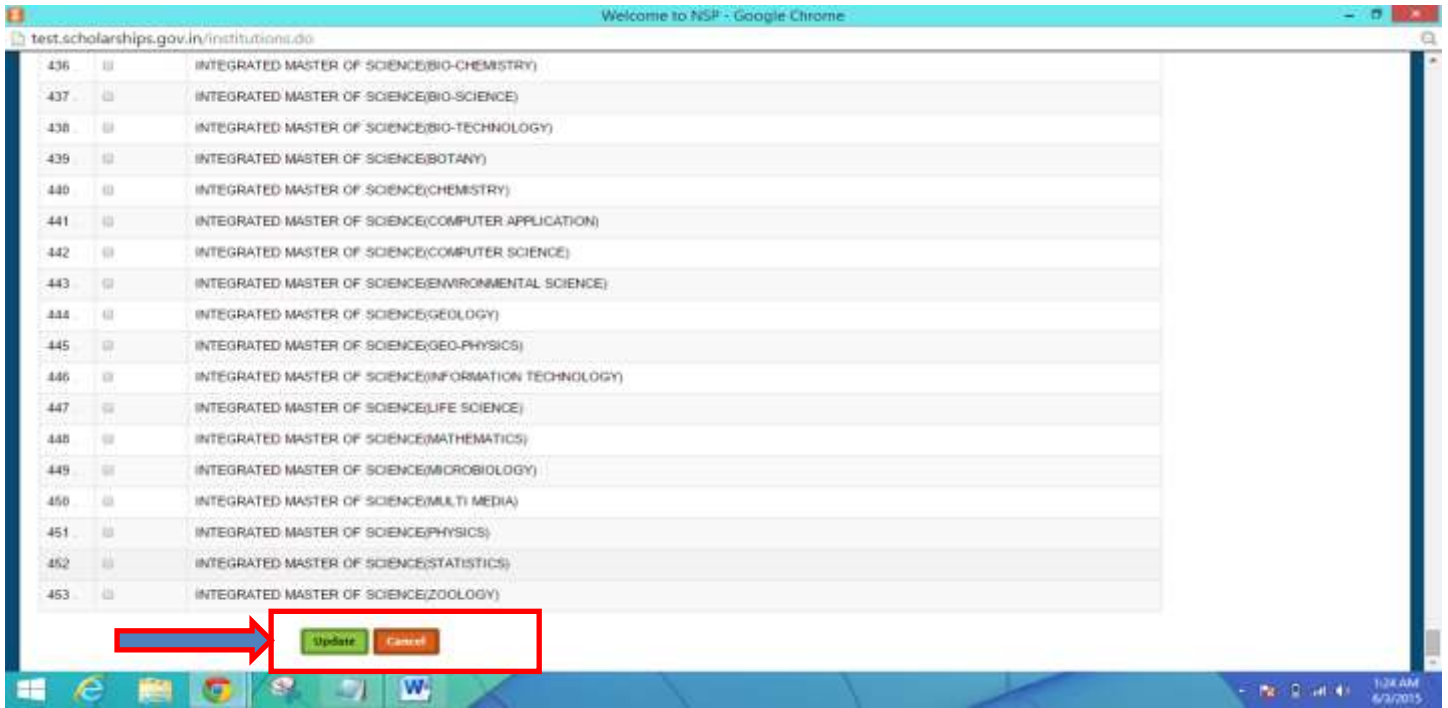
School I-X
Intermediate [12th]/Equivalent
Degree/Graduate/Under Graduate/Integrated
Postgraduation
Doctorate/M.Phil/P.H.D

SHOW COURSES

Note : Color Green Indicates Courses Offered by Institution

SNo	Select All	Course Name
1.	<input checked="" type="checkbox"/>	BACHELOR OF ARTS(ARTS)
2.	<input checked="" type="checkbox"/>	BACHELOR OF COMMERCE(COMMERCE)
3.	<input checked="" type="checkbox"/>	BACHELOR OF SCIENCE(SCIENCE)
4.	<input checked="" type="checkbox"/>	MASTER OF ARTS(HISTORY)
5.	<input checked="" type="checkbox"/>	MASTER OF SCIENCE(CHEMISTRY)
6.	<input type="checkbox"/>	BACHELOR IN SOCIAL SCIENCES(SOCIAL SCIENCE)
7.	<input type="checkbox"/>	BACHELOR OF AGRICULTURE(AGRICULTURE)
8.	<input type="checkbox"/>	BACHELOR OF AGRICULTURE(COMMERCE)
9.	<input type="checkbox"/>	BACHELOR OF AGRICULTURE(FORESTRY)
10.	<input type="checkbox"/>	BACHELOR OF AGRICULTURE(HORTICULTURE)
11.	<input type="checkbox"/>	BACHELOR OF ARCHITECTURE(ARCHITECTURE)
12.	<input type="checkbox"/>	BACHELOR OF ARTS(ANTHROPOLOGY)
13.	<input type="checkbox"/>	BACHELOR OF ARTS(AREA STUDIES)

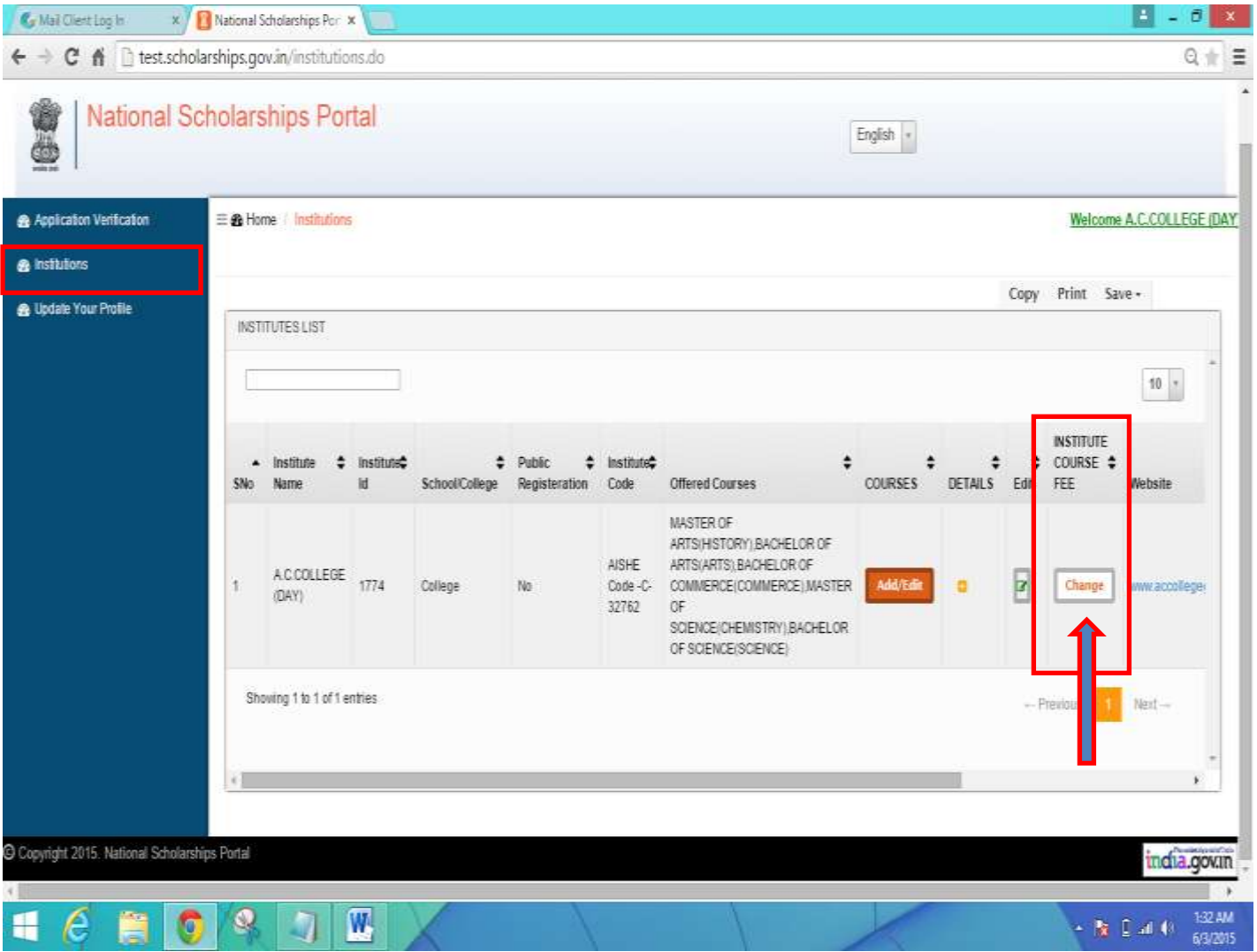
1:20 AM
6/3/2015



- ❖ The Institute Nodal Officer can select the Courses as per the List Displayed by clicking on the Check Box as provided against the Course Name.
- ❖ Once the required courses are Selected Scroll Down and click on 'Update'

How to ADD/EDIT Course Fees ?

- ❖ Click on the 'Institute' Link on the Left Hand Side of the Web Page
- ❖ Once clicked – A New Webpage is Displayed as shown below in the Screen shot-
- ❖ The Institute can also update, add or edit the Fees for the Courses as offered
Detailed Procedure to **Add/Edit Fees** for the Courses is described Below –



The screenshot shows the National Scholarships Portal interface. The 'Institutions' menu item is highlighted in the left sidebar. The main content area displays a table of institutes. The 'Change' button under the 'INSTITUTE COURSE FEE' column is highlighted with a red box and an arrow.

SNo	Institute Name	Institute Id	School/College	Public Registration	Institute Code	Offered Courses	COURSES	DETAILS	Edi	INSTITUTE COURSE FEE	Website
1	A.C.COLLEGE (DAY)	1774	College	No	AISHE Code -C-32762	MASTER OF ARTS(HISTORY),BACHELOR OF ARTS(ARTS),BACHELOR OF COMMERCE(COMMERCE),MASTER OF SCIENCE(CHEMISTRY),BACHELOR OF SCIENCE(SCIENCE)	Add/Edit			Change	www.accollege

To Update/Edit Fees for Courses –

- Click on 'Change' Button Under the Institute Course Fee
- A New Web page is Displayed
- Select the Course name and Course Year for which the Fees needs to be added or Updated
- Enter the fees for the following – Tuition Fees, Admission Fees, Library Fees, Examination Fees, Non refundable Fees
- Once the Fees is entered then click on 'Save'
- The fees for the Corresponding Course have been Updated and saved

Welcome to NSP - Google Chrome

test.scholarships.gov.in/institutions.do

INSTITUTE COURSES

Course * : MASTER OF ARTS(HISTORY)

Course Year * : -select-

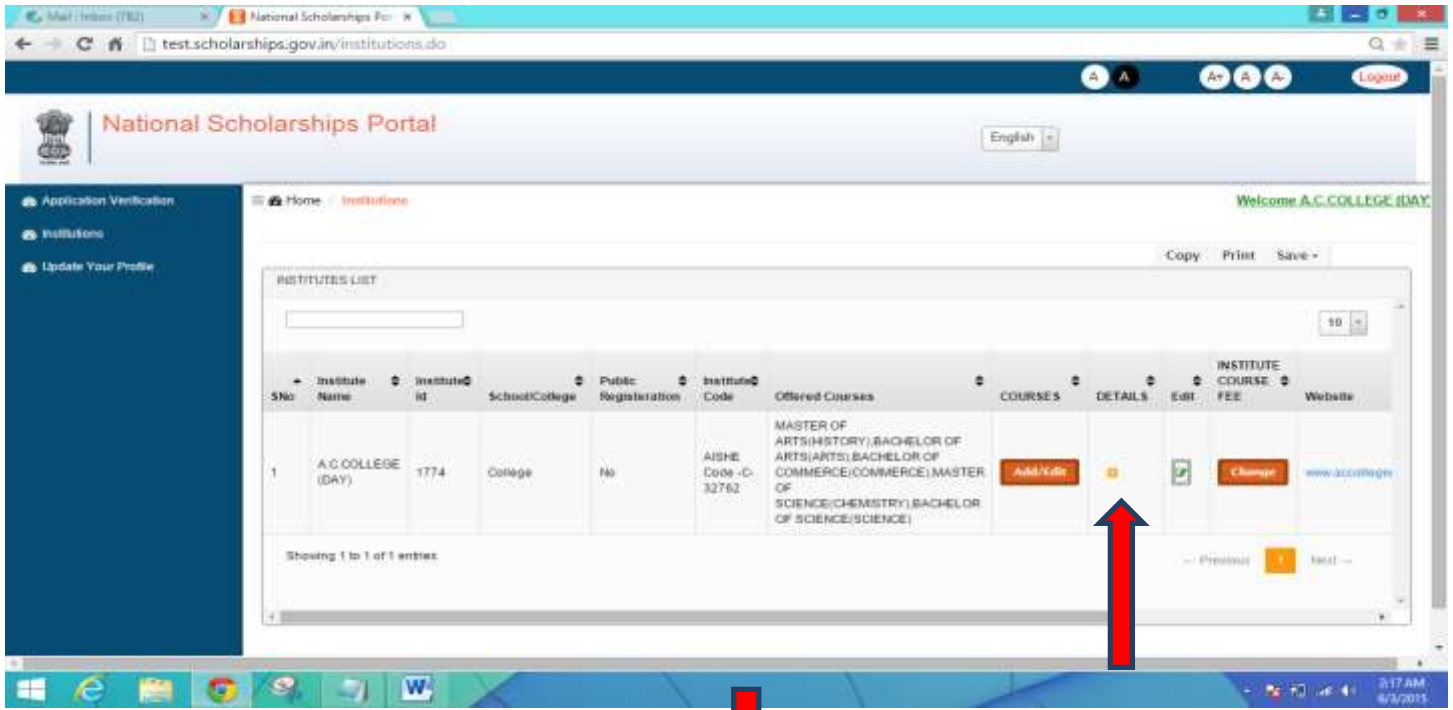
SHOW COURSES

Course Name	Course Year	Tuition Fee	Admission Fee	Library Fee	Examination Fee	Non refundable Fee
MASTER OF ARTS(HISTORY)	1	10000	2000	500	300	300

Save

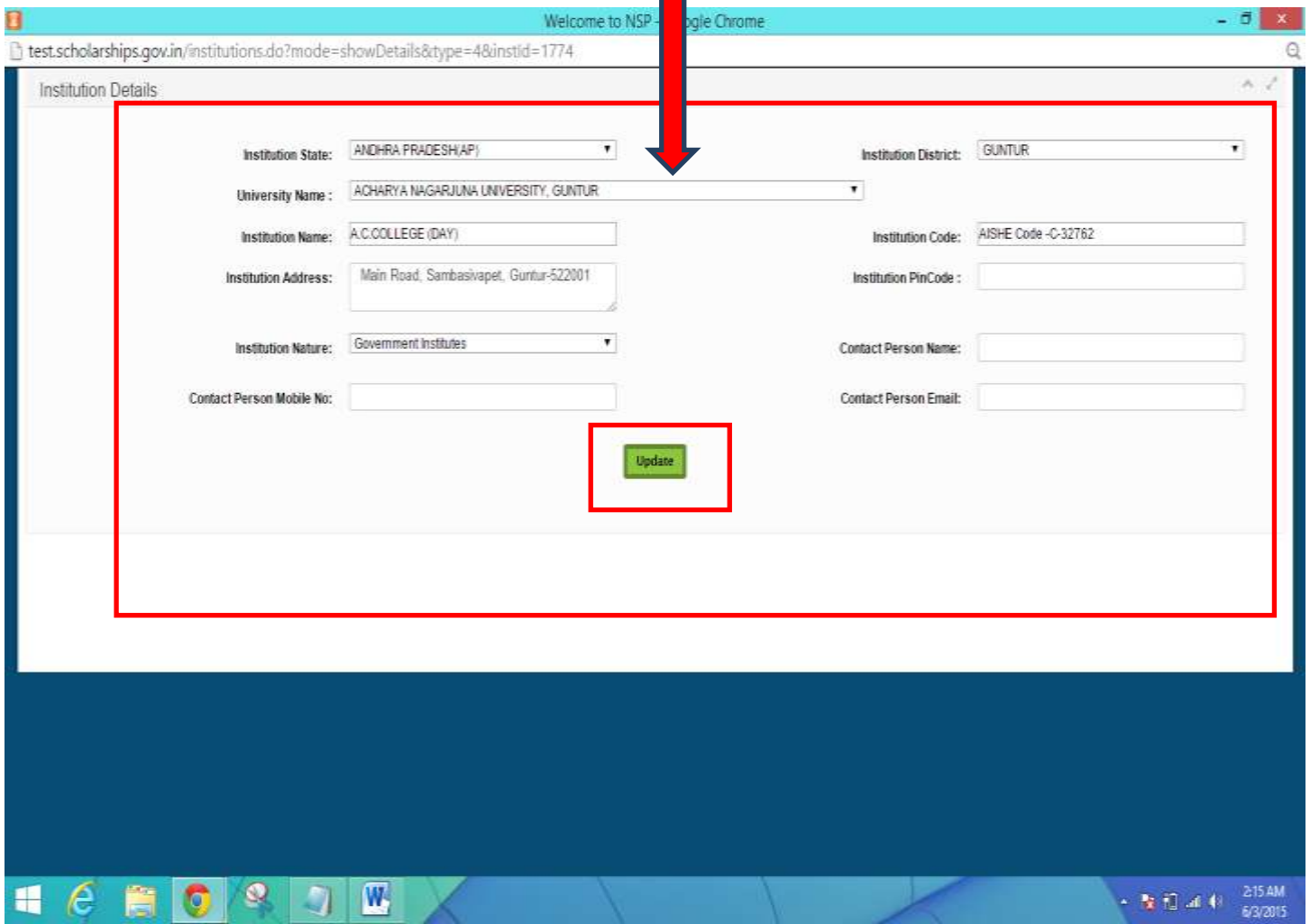
Windows Taskbar: 1:31 AM 6/3/2015

- ❖ Other Details for the Institute is Displayed such as *Institute Name, Institute ID, AISHE Code, Website Phone Number ,email etc*
- ❖ In Order to edit or update any of the details – the User can click on the Details and Update the Necessary details and click on **Update** for the changes to reflect.



The screenshot shows the National Scholarships Portal home page. The header includes the logo and the text "National Scholarships Portal" with a language dropdown set to "English". A navigation menu on the left contains "Application Verification", "Institutions", and "Update Your Profile". The main content area is titled "Home / Institutions" and displays a table of registered institutions. A red arrow points to the "Add/Edit" button in the table row for "A.C.COLLEGE (DAY)".

SNo	Institute Name	Institute ID	School/College	Public Registration	Institute Code	Offered Courses	COURSES	DETAILS	EDIT	INSTITUTE COURSE FEE	Website
1	A.C.COLLEGE (DAY)	1774	College	No	AISHE Code -C-32762	MASTER OF ARTS(HISTORY),BACHELOR OF ARTS(ARTS),BACHELOR OF COMMERCE(COMMERCE),MASTER OF SCIENCE(CHEMISTRY),BACHELOR OF SCIENCE(SCIENCE)	Add/Edit			Change	www.accollege

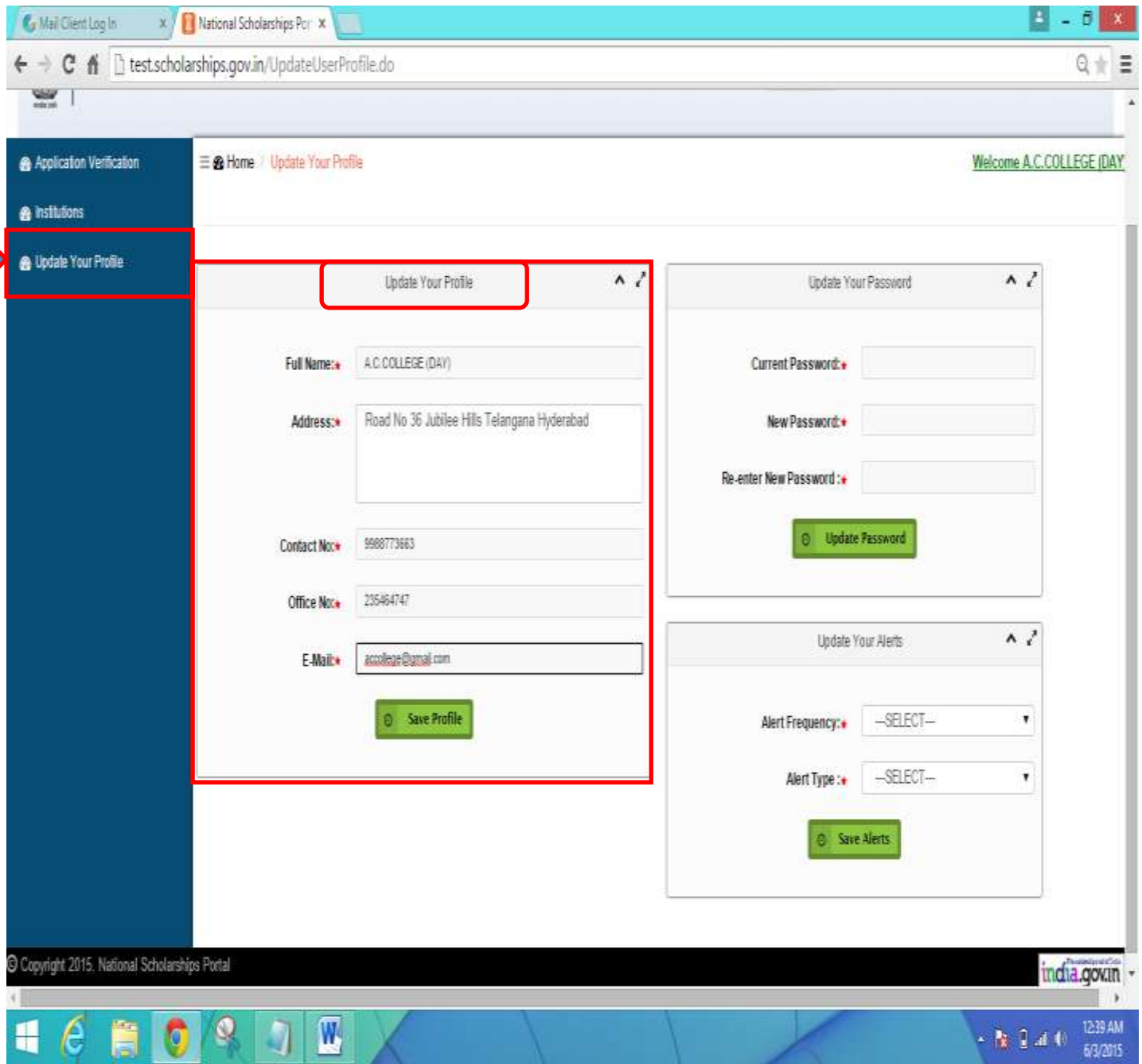


The screenshot shows the "Institution Details" form. A red box highlights the entire form area, and a red arrow points from the "Add/Edit" button in the previous screenshot to the "Update" button at the bottom of the form. The form fields are as follows:

Institution State:	ANDHRA PRADESH/AP	Institution District:	GUNTUR
University Name:	ACHARYA NAGARJUNA UNIVERSITY, GUNTUR	Institution Code:	AISHE Code -C-32762
Institution Name:	A.C.COLLEGE (DAY)	Institution PinCode:	
Institution Address:	Main Road, Sambasivapet, Guntur-522001	Contact Person Name:	
Institution Nature:	Government Institutes	Contact Person Email:	
Contact Person Mobile No.:			

Update

How to Update Your Profile ?



The screenshot displays the 'Update Your Profile' page on the National Scholarships Portal. The page is accessed via the URL `test.scholarships.gov.in/UpdateUserProfile.do`. The user is logged in as 'A.C.COLLEGE (DAY)'. The page features a sidebar with navigation options: 'Application Verification', 'Institutions', and 'Update Your Profile' (highlighted in blue with a red arrow). The main content area is divided into three sections:

- Update Your Profile:** This section contains the following fields:
 - Full Name: A.C.COLLEGE (DAY)
 - Address: Road No 36 Jubilee Hills Telangana Hyderabad
 - Contact No: 9988773663
 - Office No: 235464747
 - E-Mail: accollege@gmail.comA 'Save Profile' button is located below these fields.
- Update Your Password:** This section contains the following fields:
 - Current Password:
 - New Password:
 - Re-enter New Password:An 'Update Password' button is located below these fields.
- Update Your Alerts:** This section contains the following fields:
 - Alert Frequency: --SELECT--
 - Alert Type: --SELECT--A 'Save Alerts' button is located below these fields.

- ❖ Click on the link **“Update Your Profile”** –
- ❖ A new Web Page is displayed as shown Above.

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- ❖ The Institute can Update the Contact Details and Address details if required. Once Updated click on the **'Save Profile'** button.

Institutes can set & receive 'Alerts' -

- ❖ Alerts can be customised on a monthly, weekly, Daily Basis.
- ❖ Alerts are basically to let the Institutes Know the New Student Applications as registered in the National Scholarships Portal or Applications Verifications Pending at the College/Institute Level .