OPERATIONAL GUIDELINES

FOR

INSTITUTE NODAL OFFICER/ADMINISTRATOR

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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 INSTITUTON 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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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/StateNodal Officer*
- Then, enter the Institute-ID , Password and Captcha Code as displayed ***(Example : ins2949, ins2949*123, SD5K)***, click on LOGIN.

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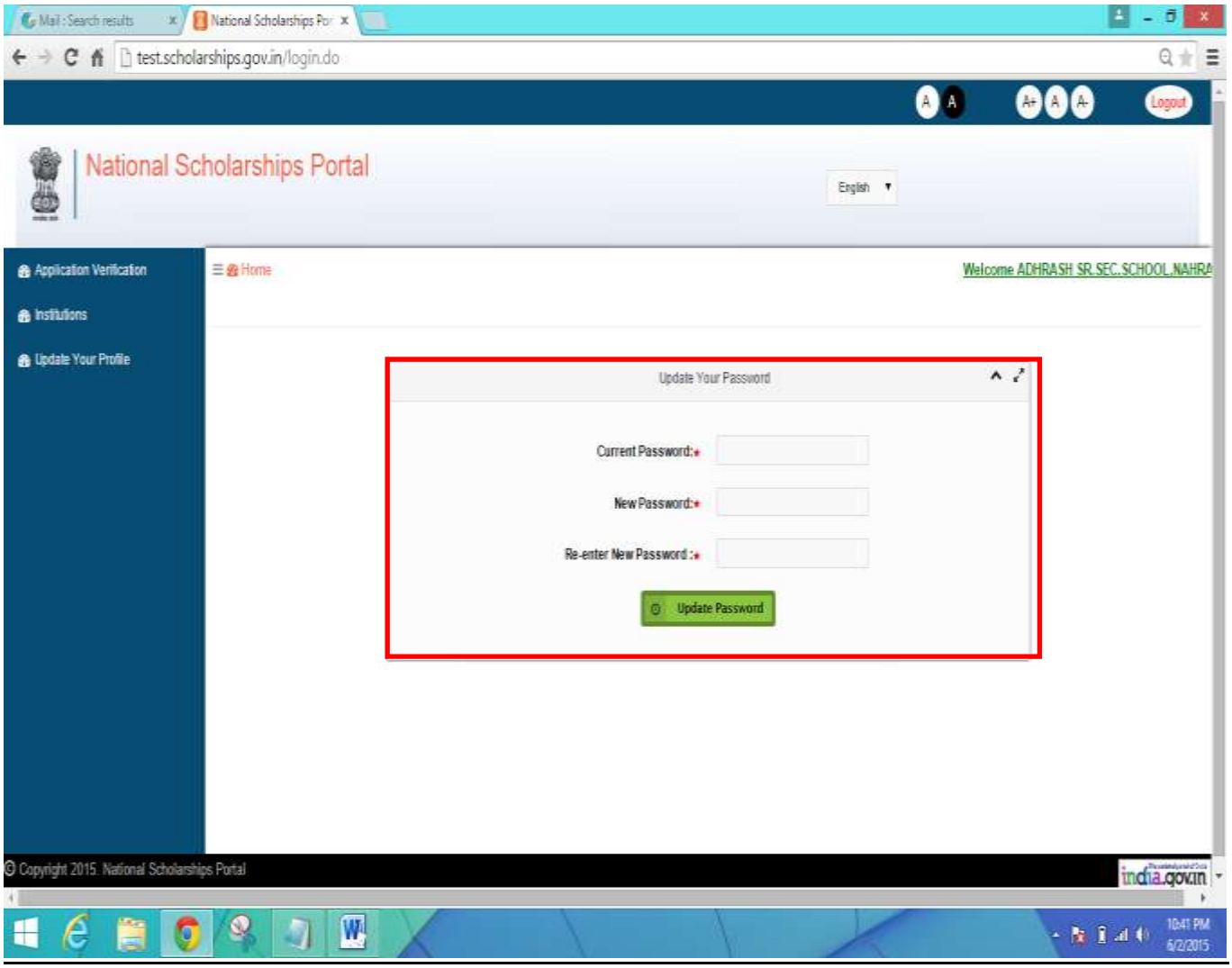

Once Successfully logged in the National Scholarships Portal –

- 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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- The user is supposed to enterand 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 authencity of the Student application an 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 displyed as shown in Screen Shot below.

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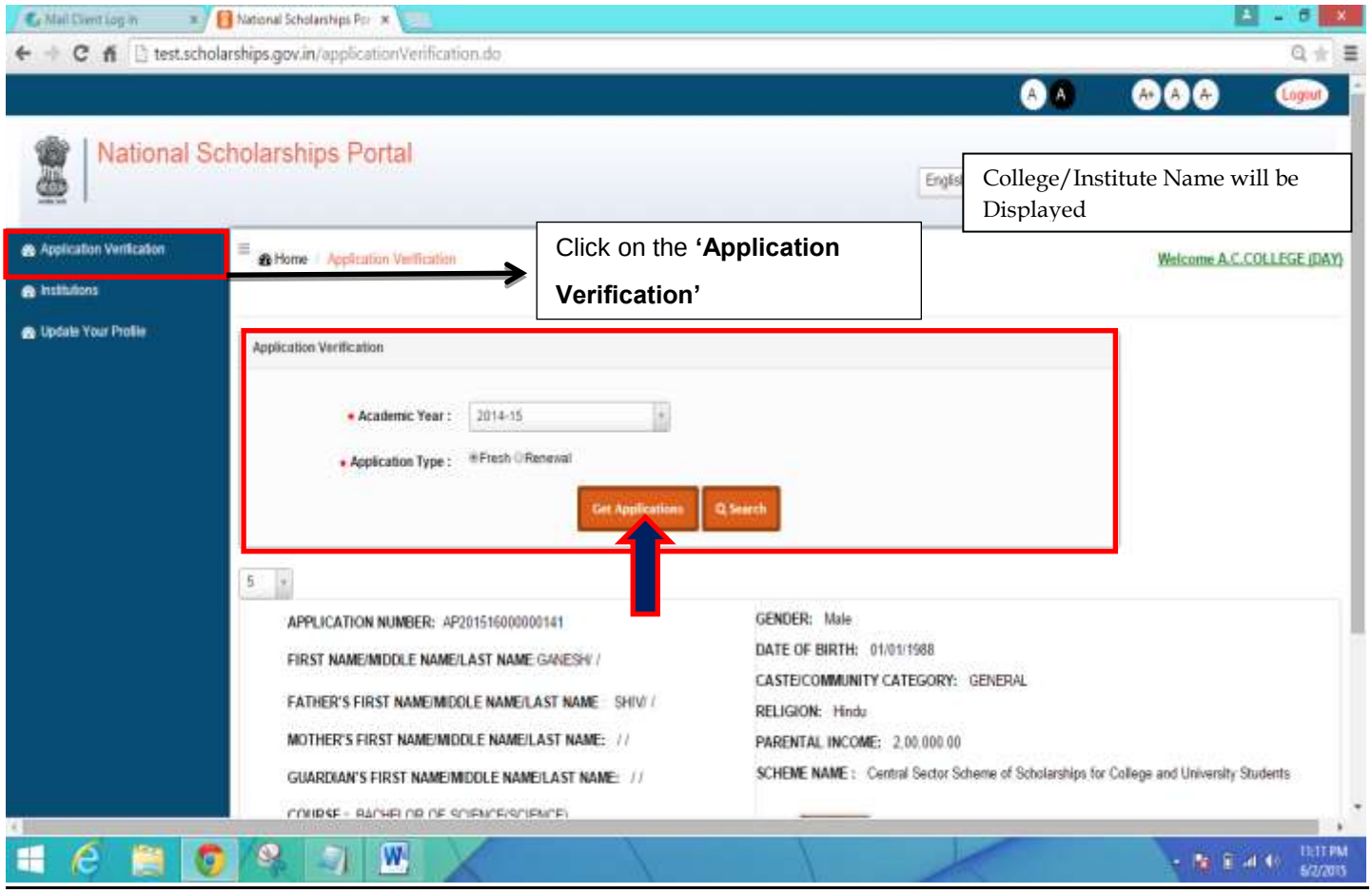

- Select the Academic Year (eg: 2014-15) from the Drop Down Menu and Application type by clicking on the radio buttons next (*either Fresh or Renewal) and click on the ' **et Application button'**
- **Once the user clicks on the " et Application button' –** All the registered applications pending for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

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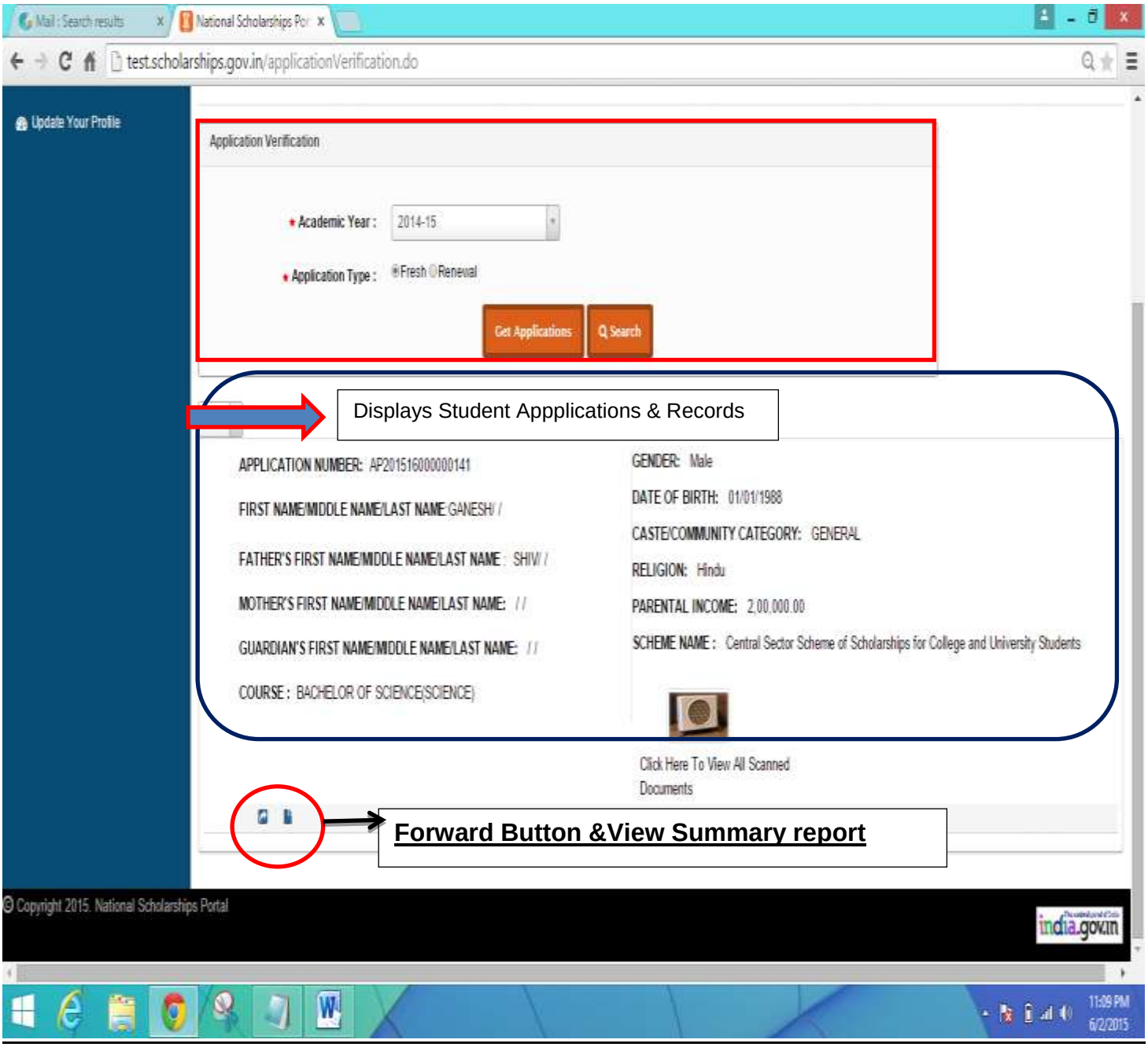

Firstly to verify the Student Application the user (In this case the instituutional Nodal Officer/Admin) must click on the Link **"Click here to View the Scanned Documents" As shown in the Below Screen Shot -**

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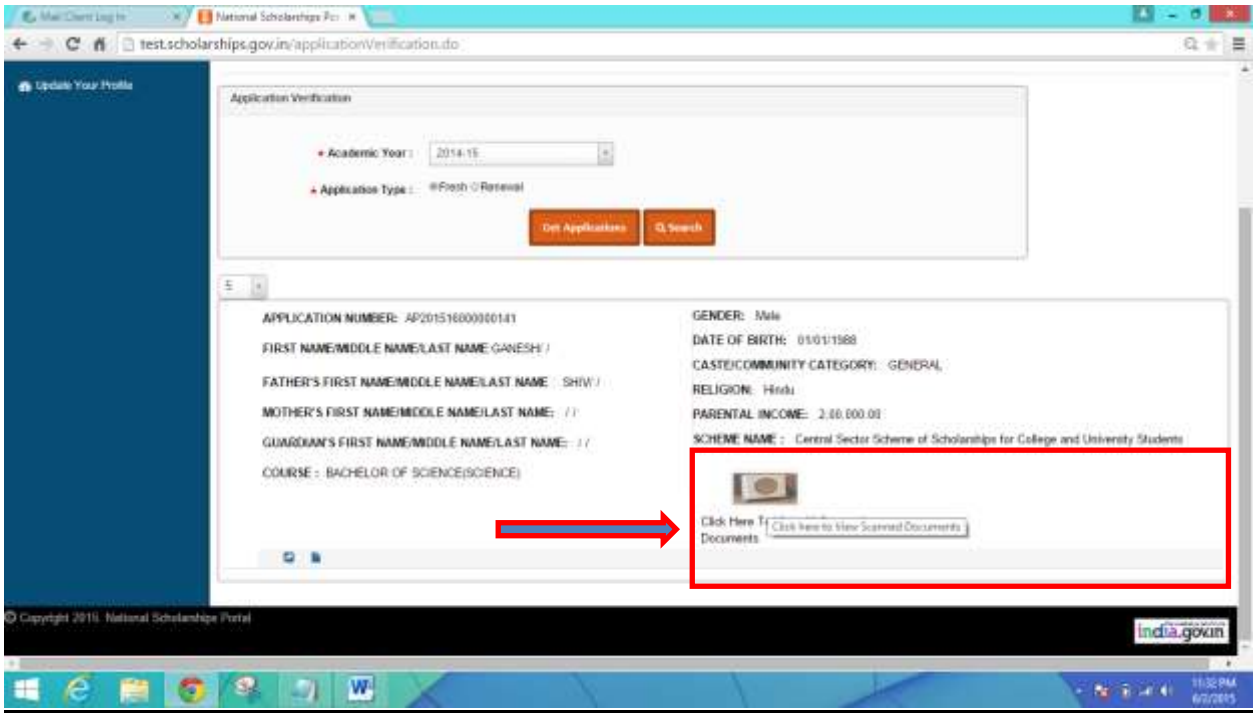
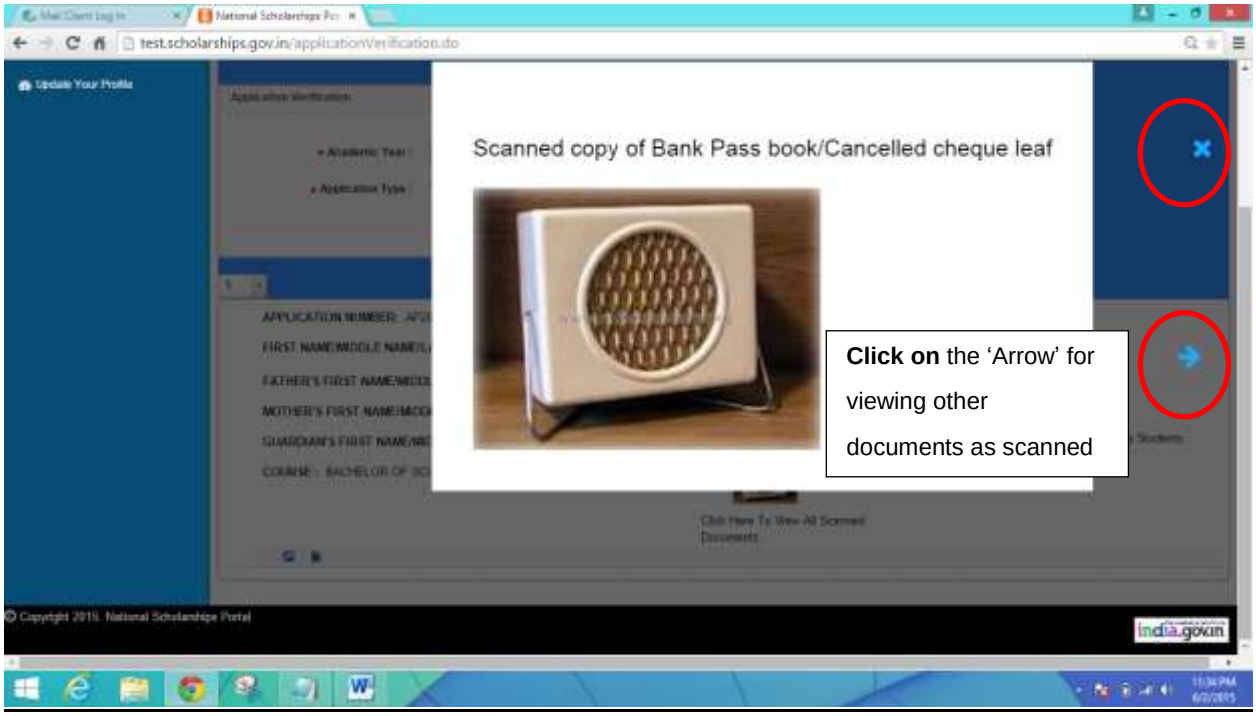


Upon clicking on the Link –

Note - For Demonstration Purposes an Image file Is uploaded



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- Once all the Documents are Verified against the orginals as submittted 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**

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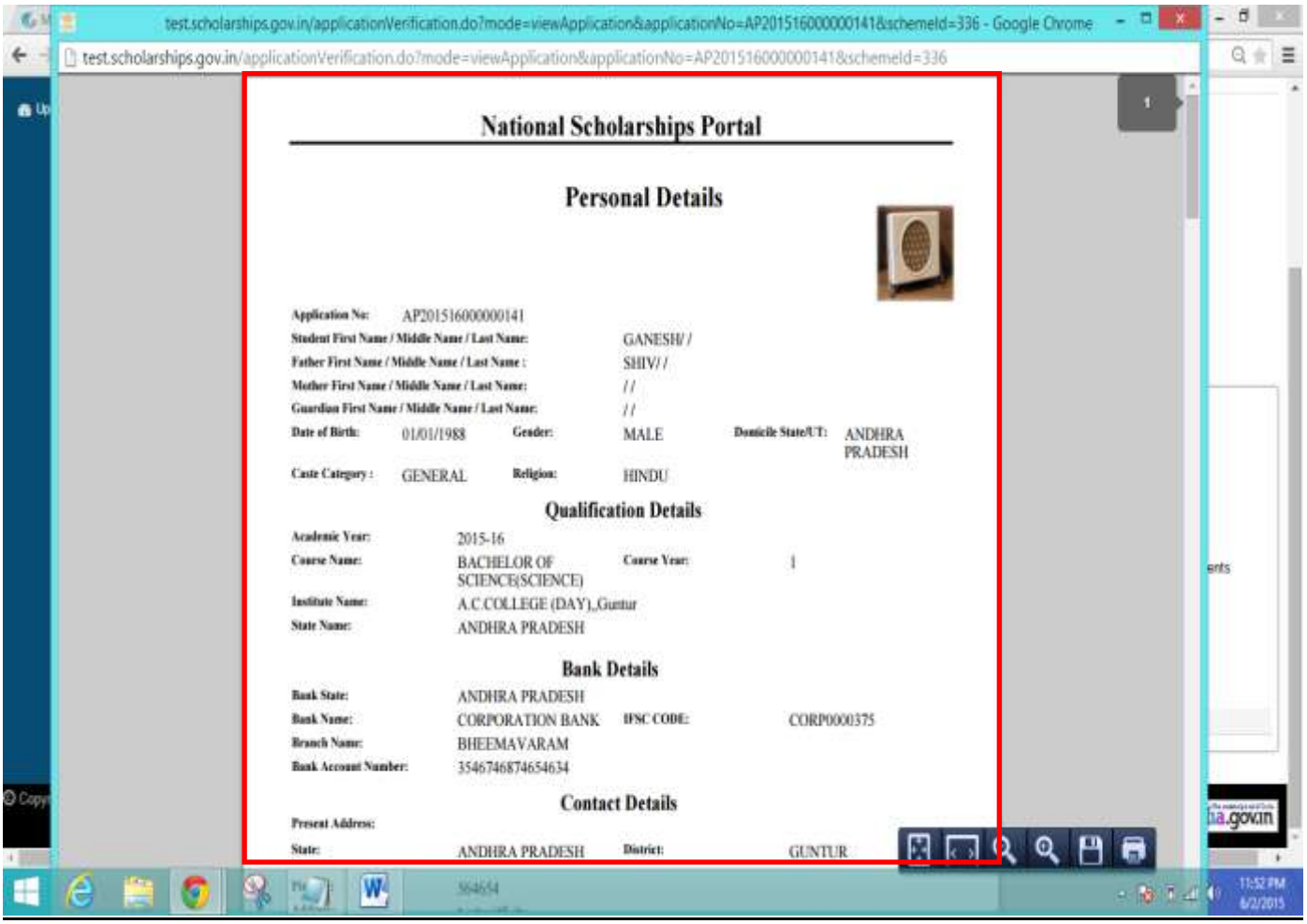

Note - For Demonstration Purposes an Image file Is uploaded

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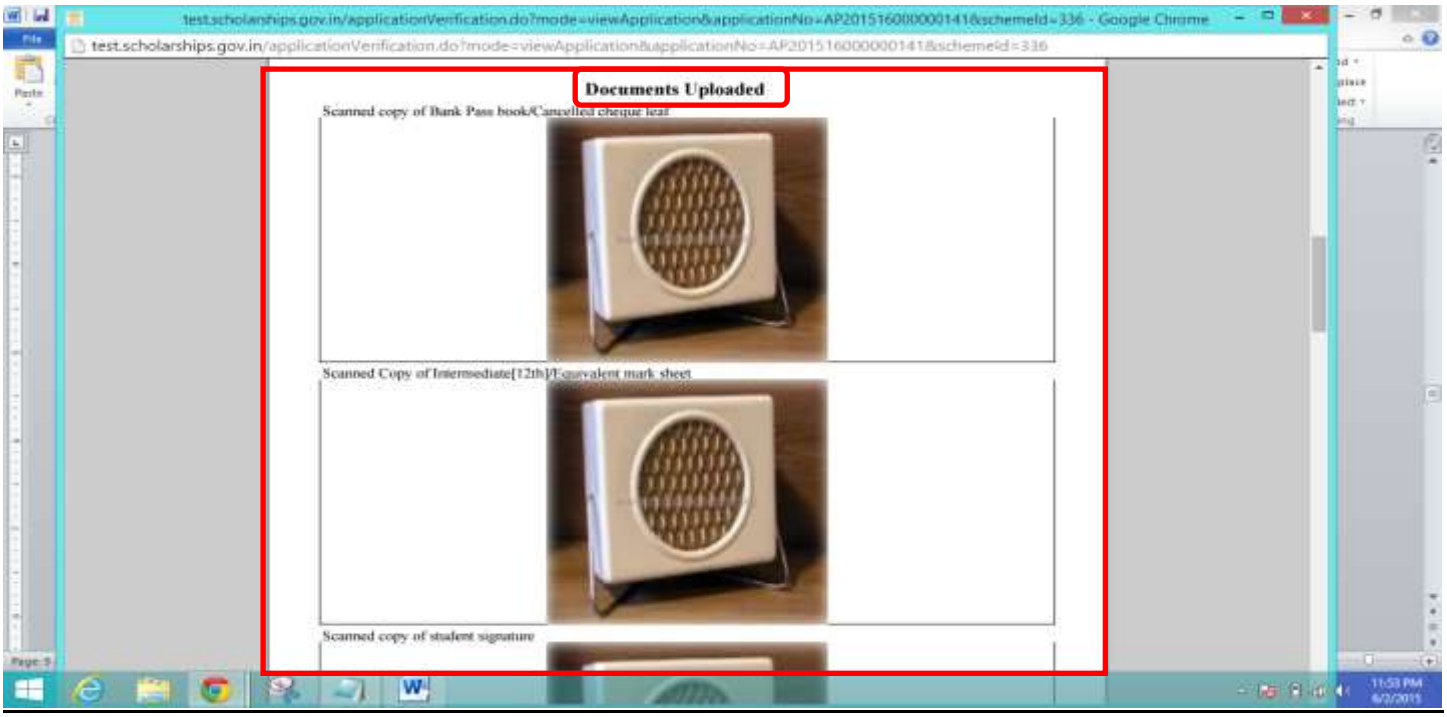

The above ' Summary report' for the Student Application can be saved or can be printed if required

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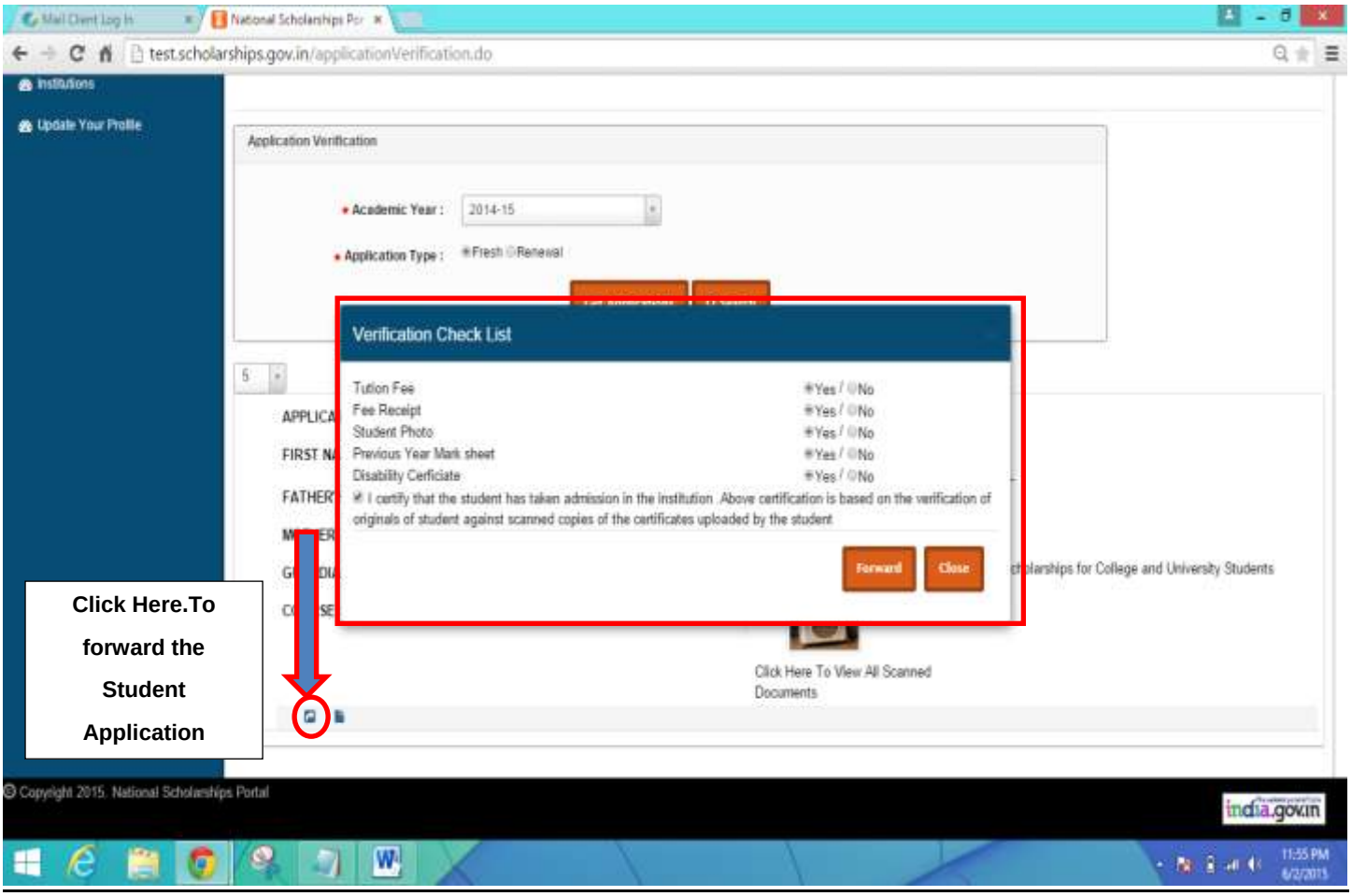

- Once the User clicks on the **‘ orward button’ –**

- A Pop Up Box is diplayed nemed 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’**

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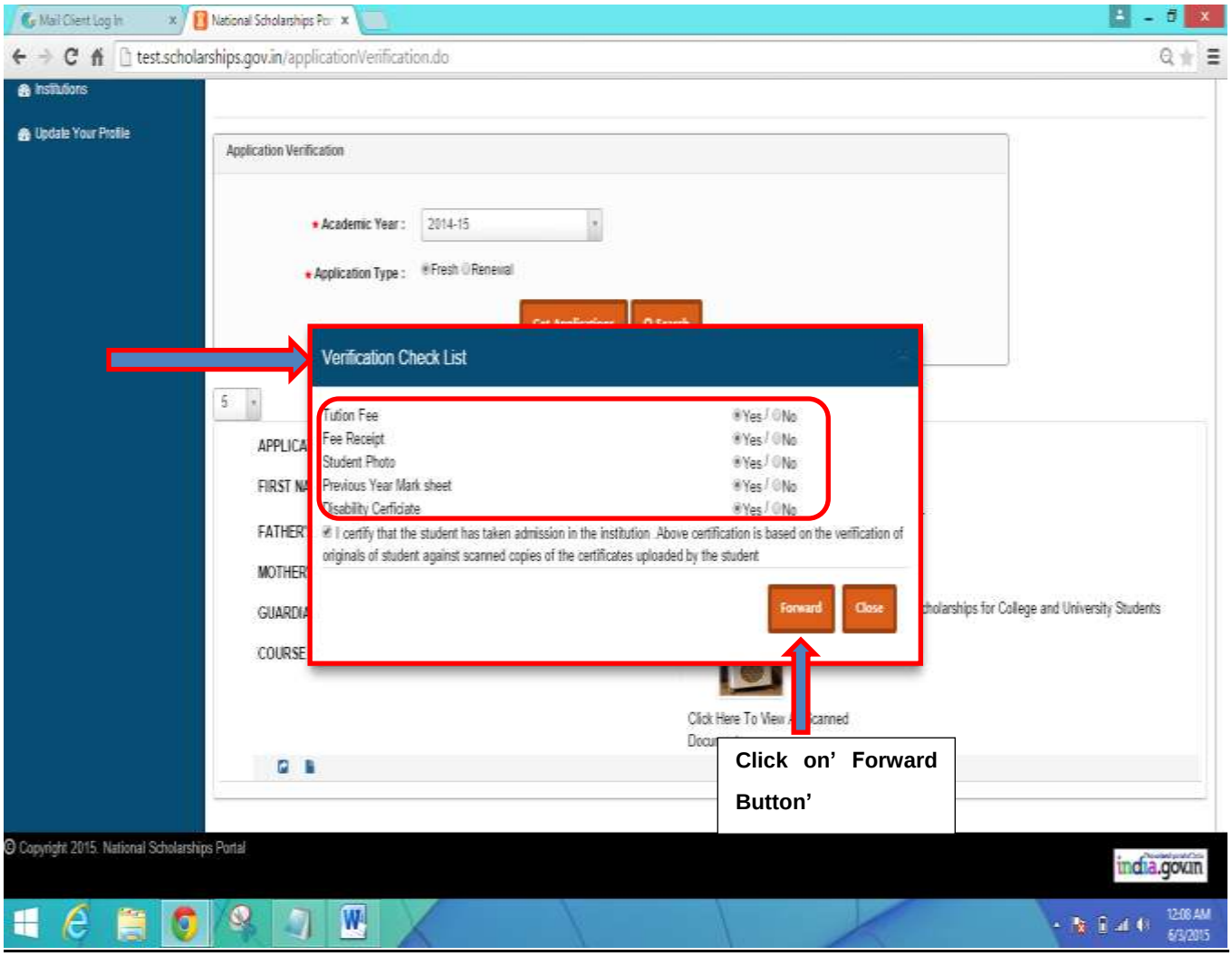
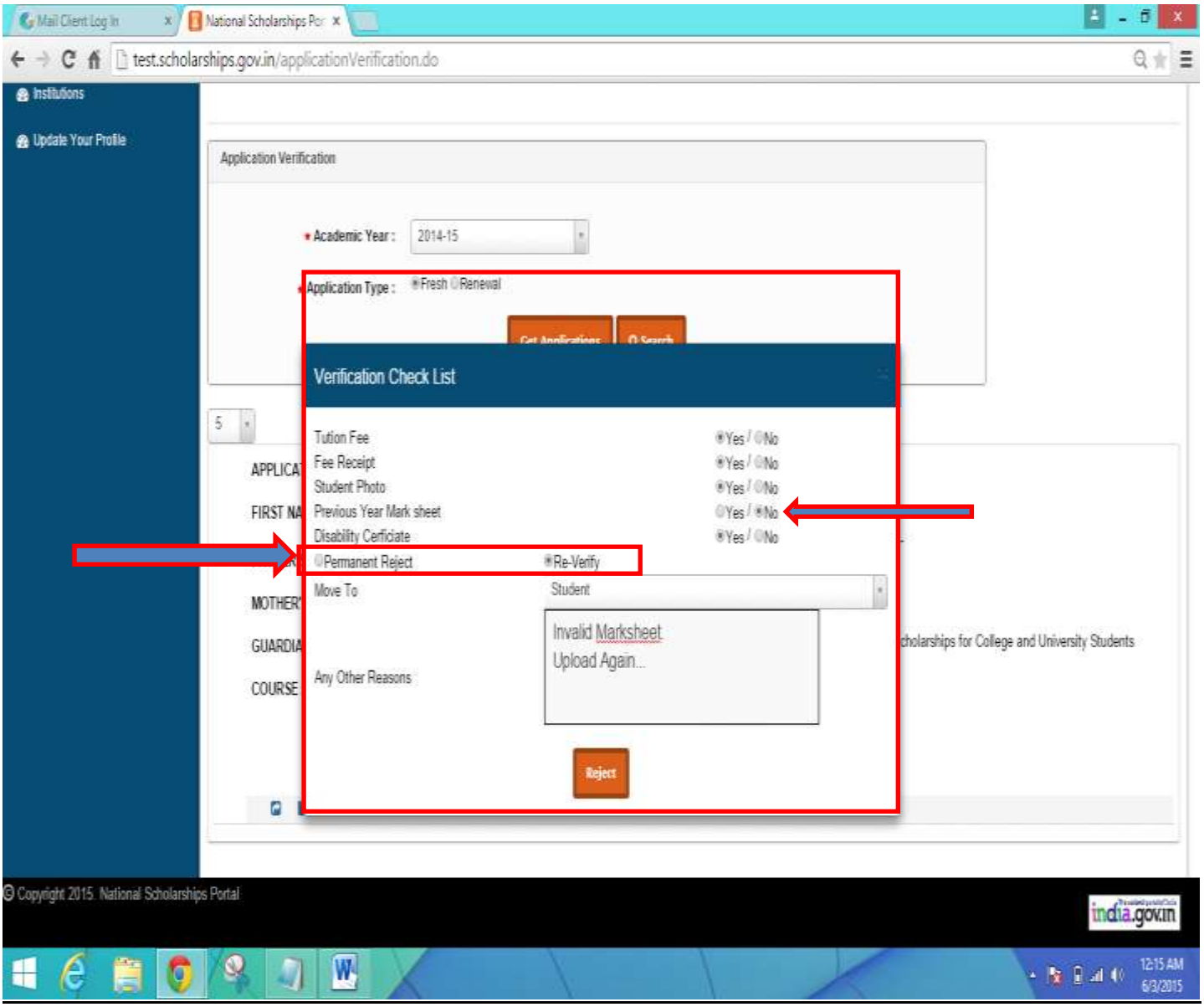


In case where the Document as uploaded by the Student is not Genuine or found to be fake or irrelevant –

- In Such cases,the institute must click on the **"NO"**option as shown Below –



- 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 –

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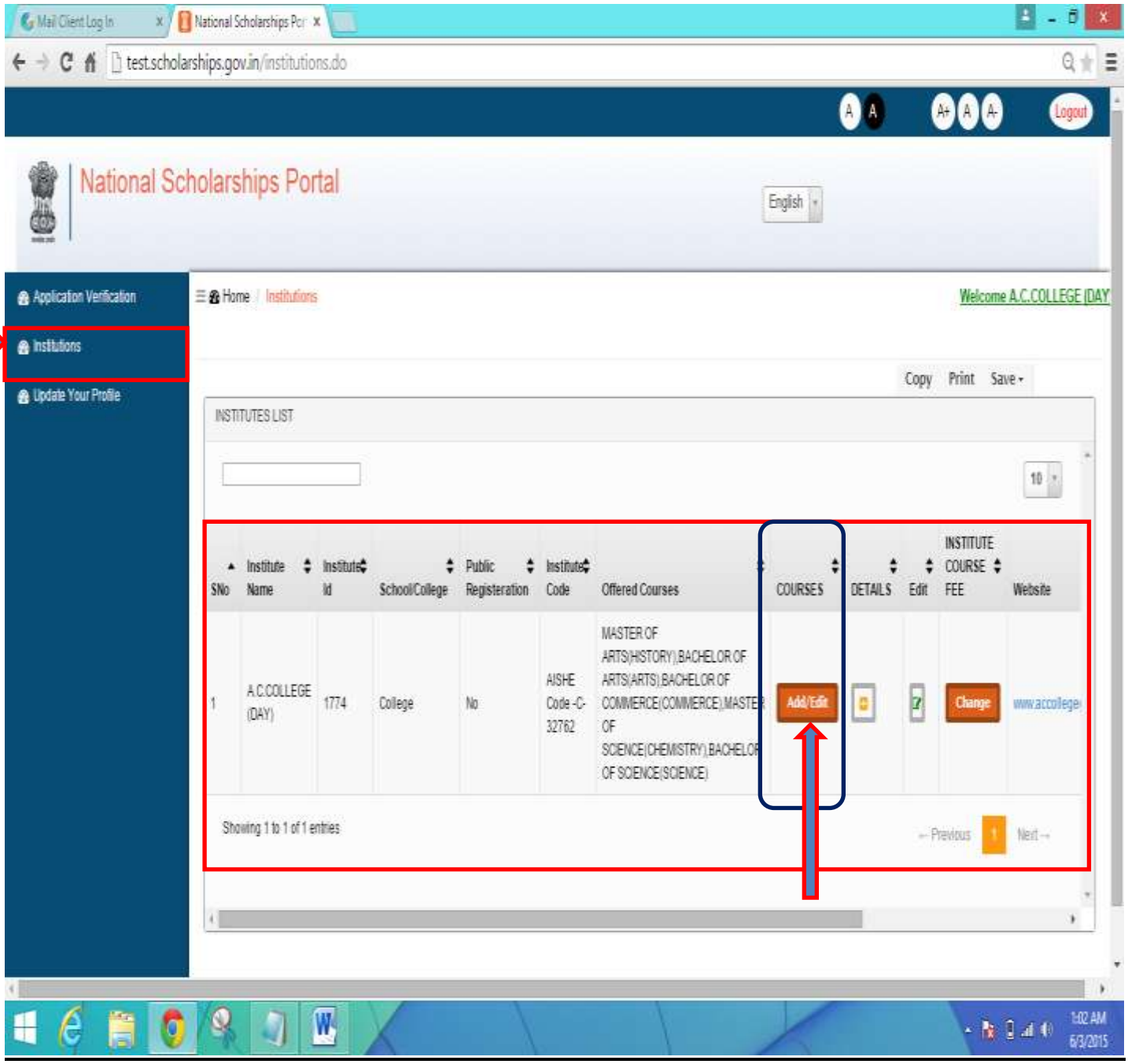

❖ To Add courses -

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

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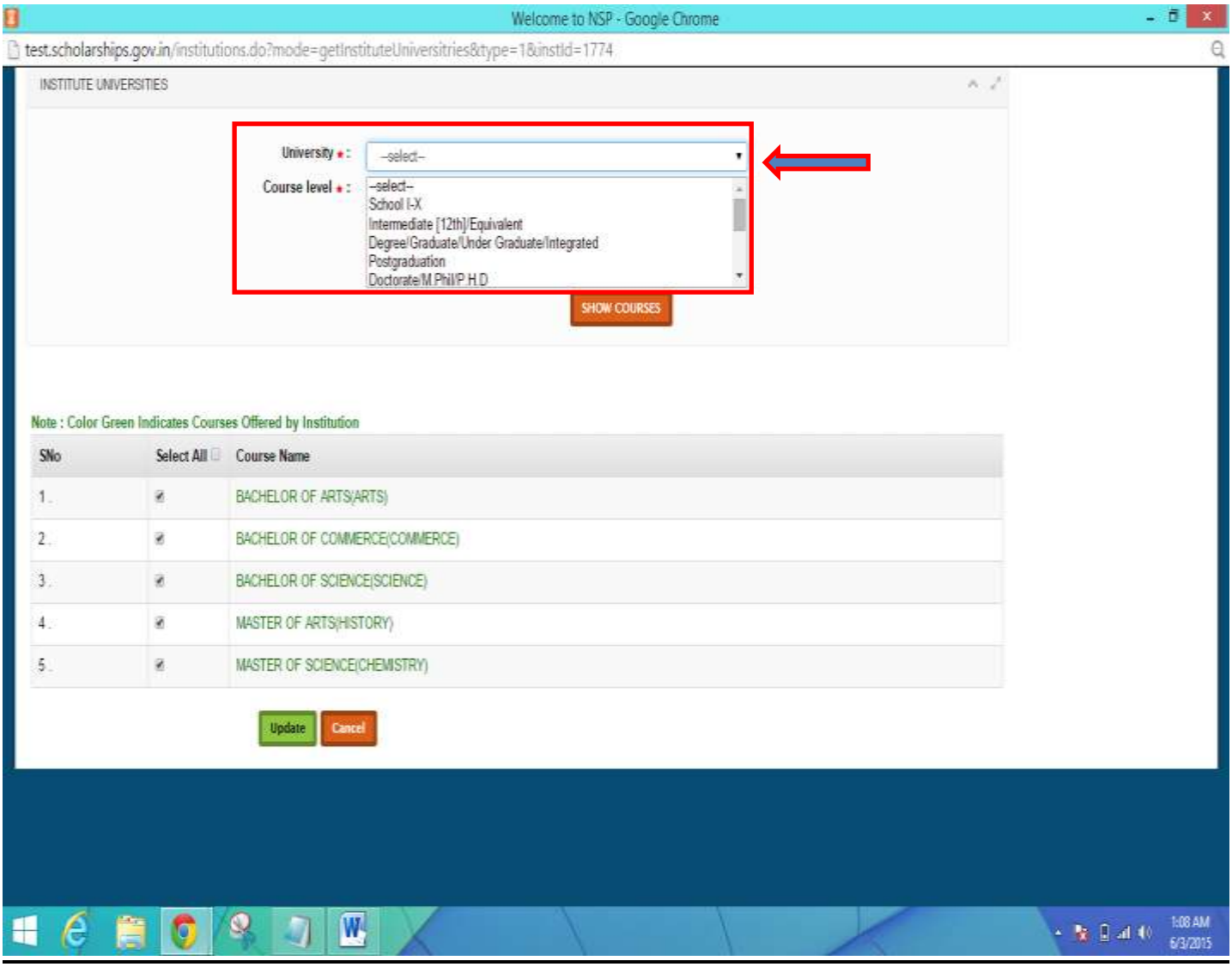

- Select the respective Affiliated **'University'**
- Select the **'Course Level'**
- Click on **'Show Courses'** Button

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

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

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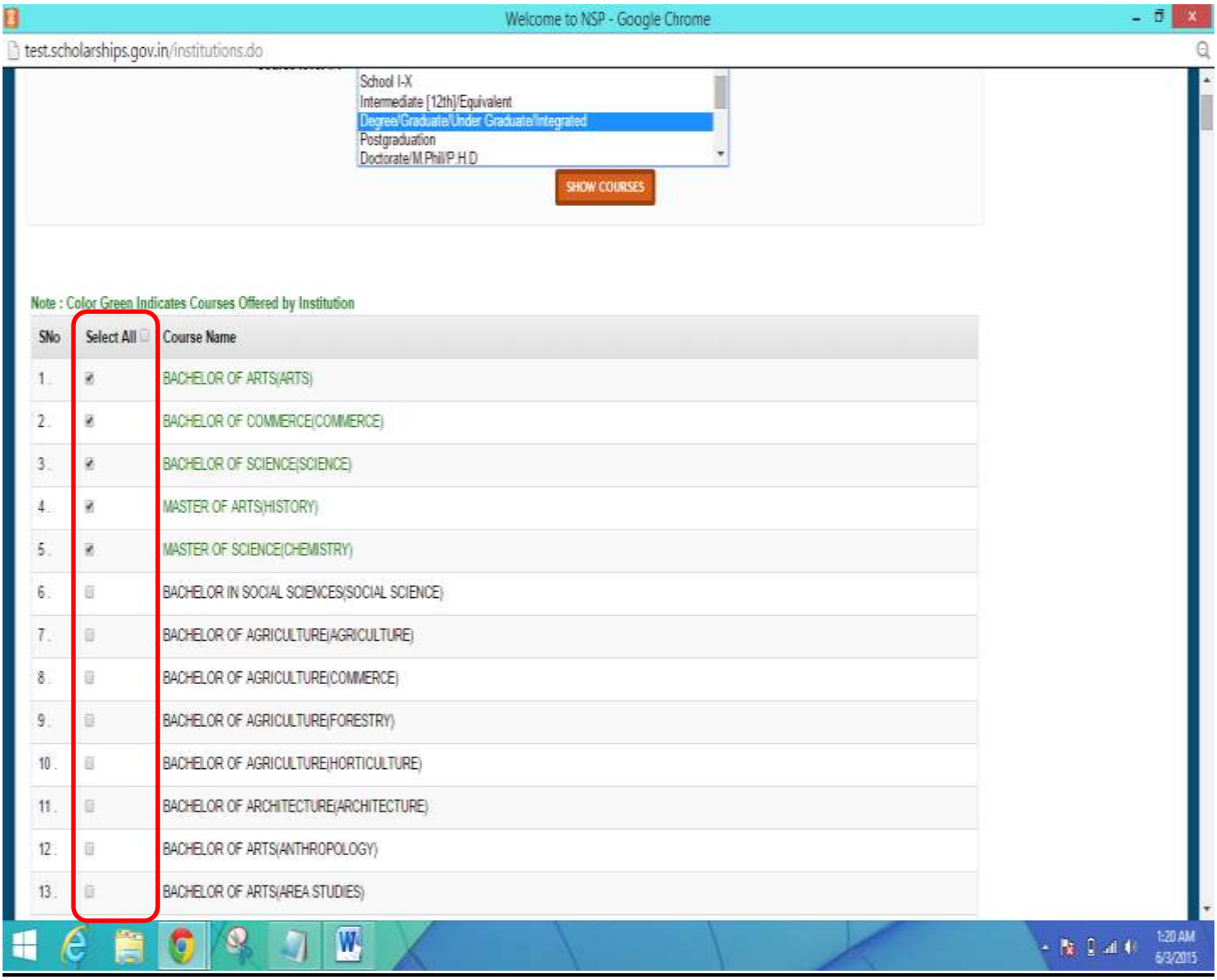

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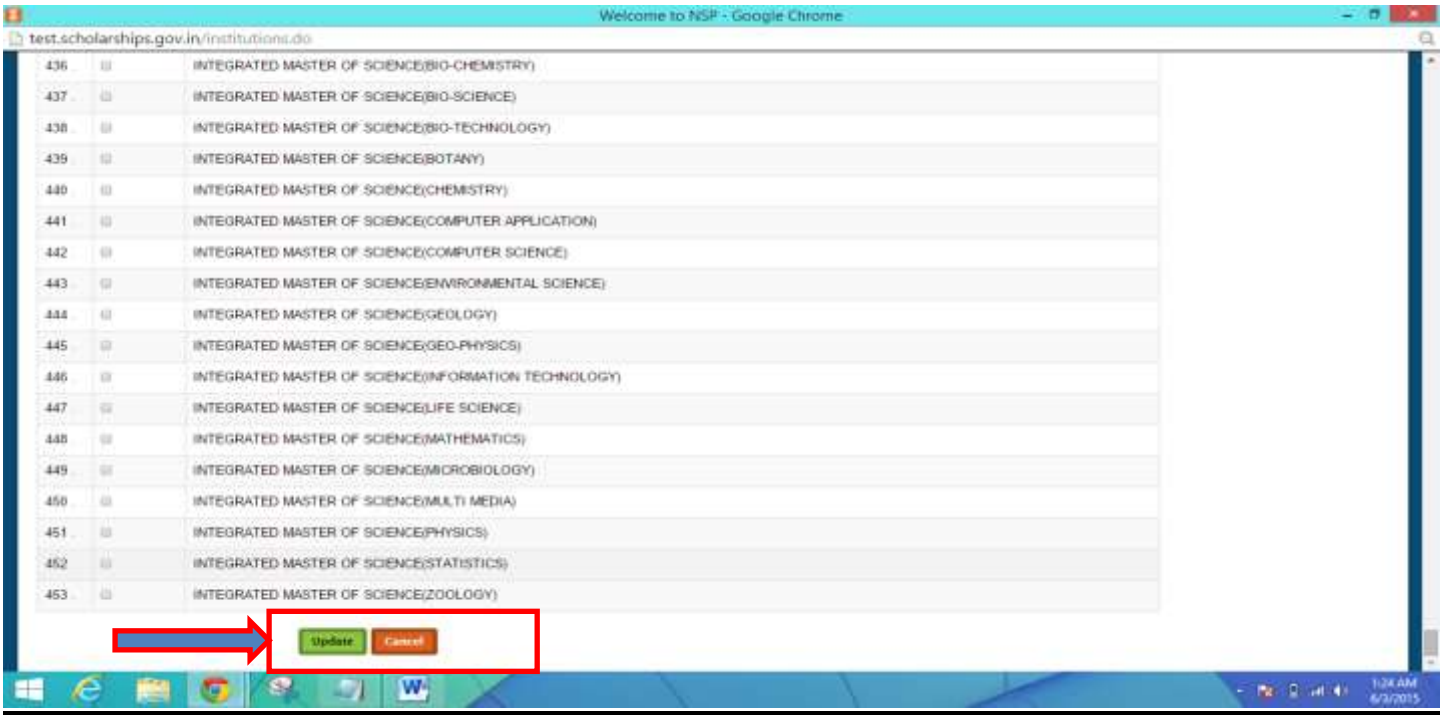

- The Institute Nodal Officer can select the Courses as per the List Displayed by clicking on the Check Box as provided against the Course Name.
- Once the required courses are Selected Scroll Down anc click on 'Update'

How to ADD/EDIT Course Fees ?

- Click on the **'Institute'** Link on the Left Hand Side of the Web Page
- Once clicked – A New Webage 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 Prcedure to **Add/Edit Fees** for the Courses is described Below –

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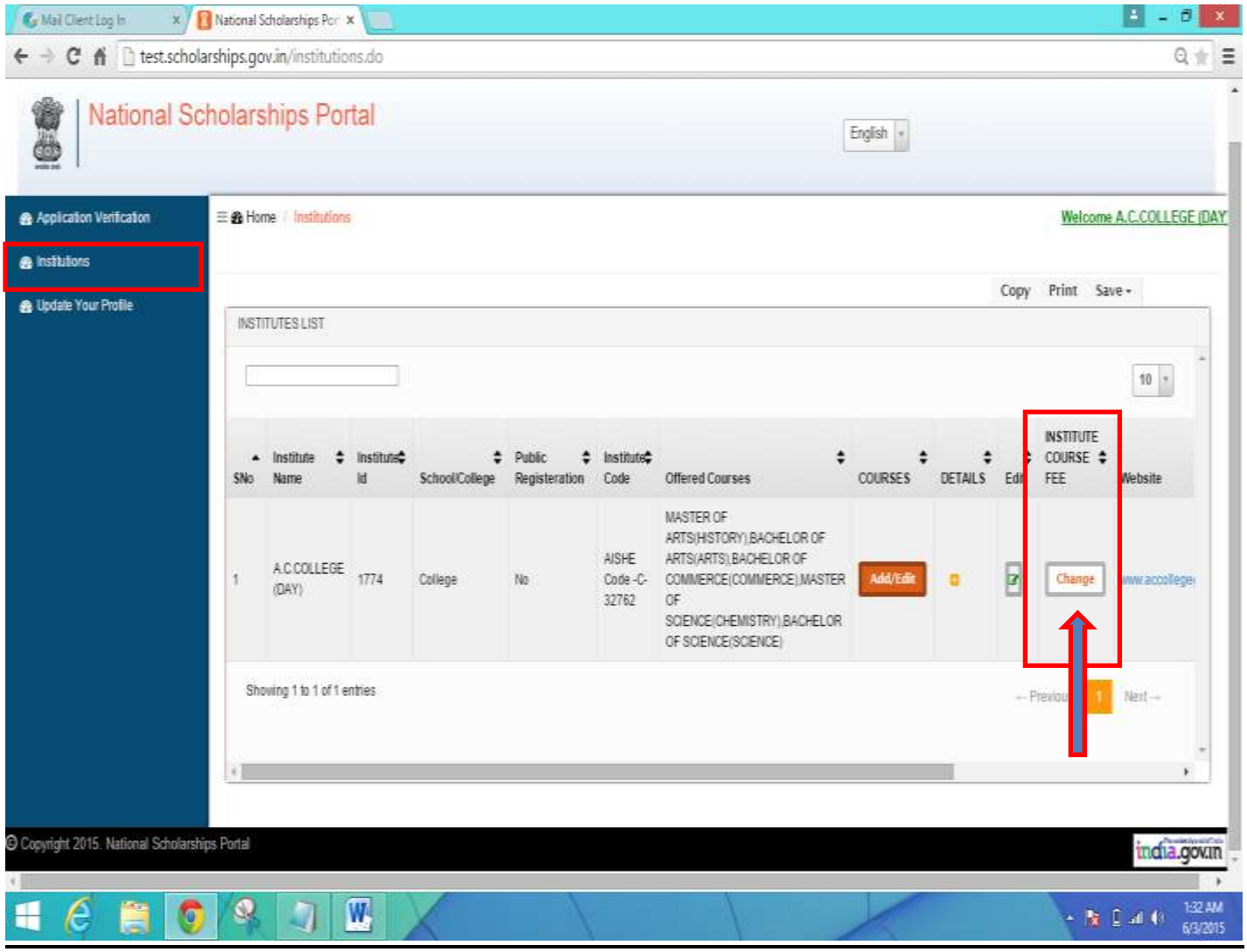

To Update/Edit Fees for Courses –

- Click on **'Change'** Button Under the Instituute Coourse 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 – Tution 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

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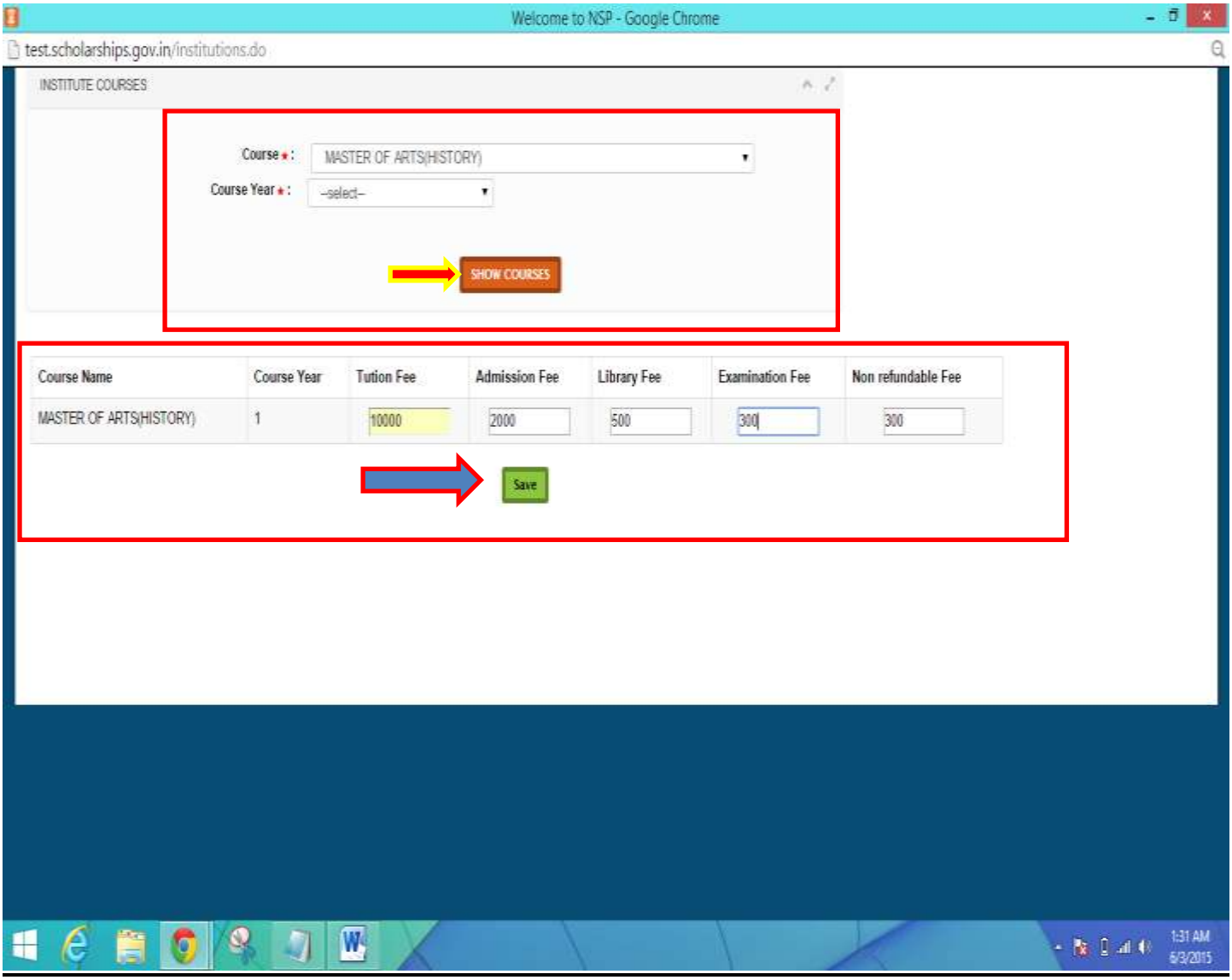

- Other Details for the Institute is Displayed such *as Institute Name,Institute ID, AISHE Code,Website Phone Number ,email etc*
- In Order to edit or update any of the details – the User can click on the Details adn Update the Necessary details and click on **'Update'** for the changes to reflect.

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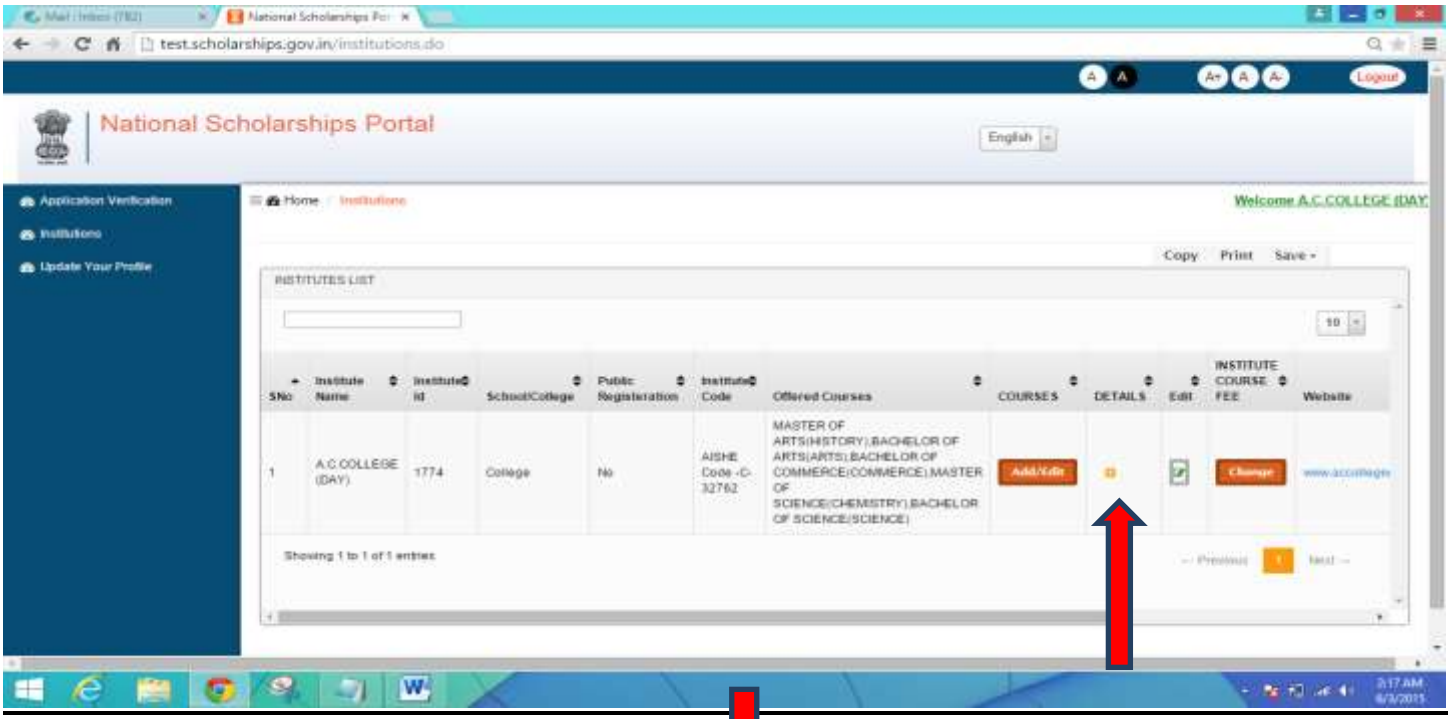

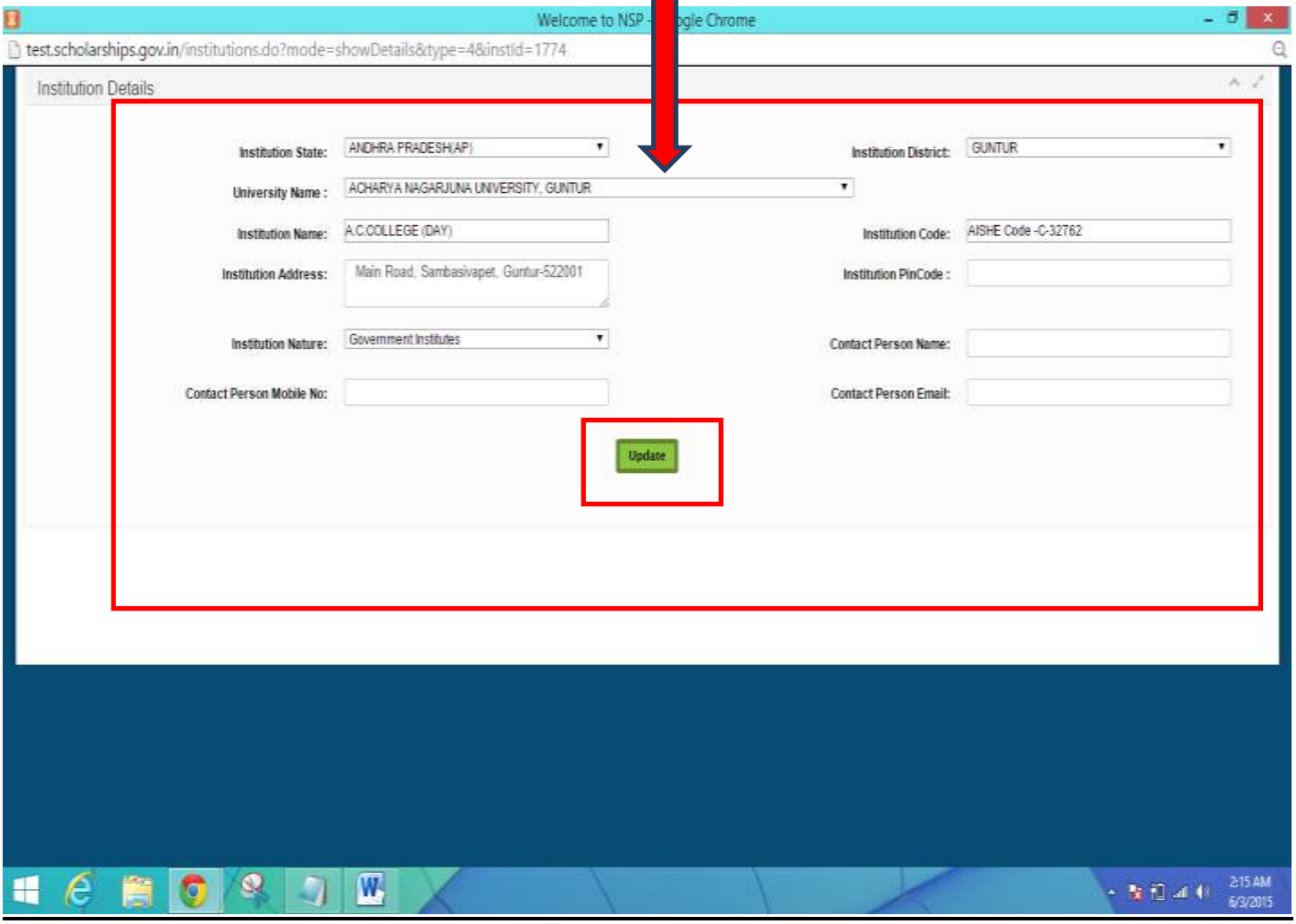

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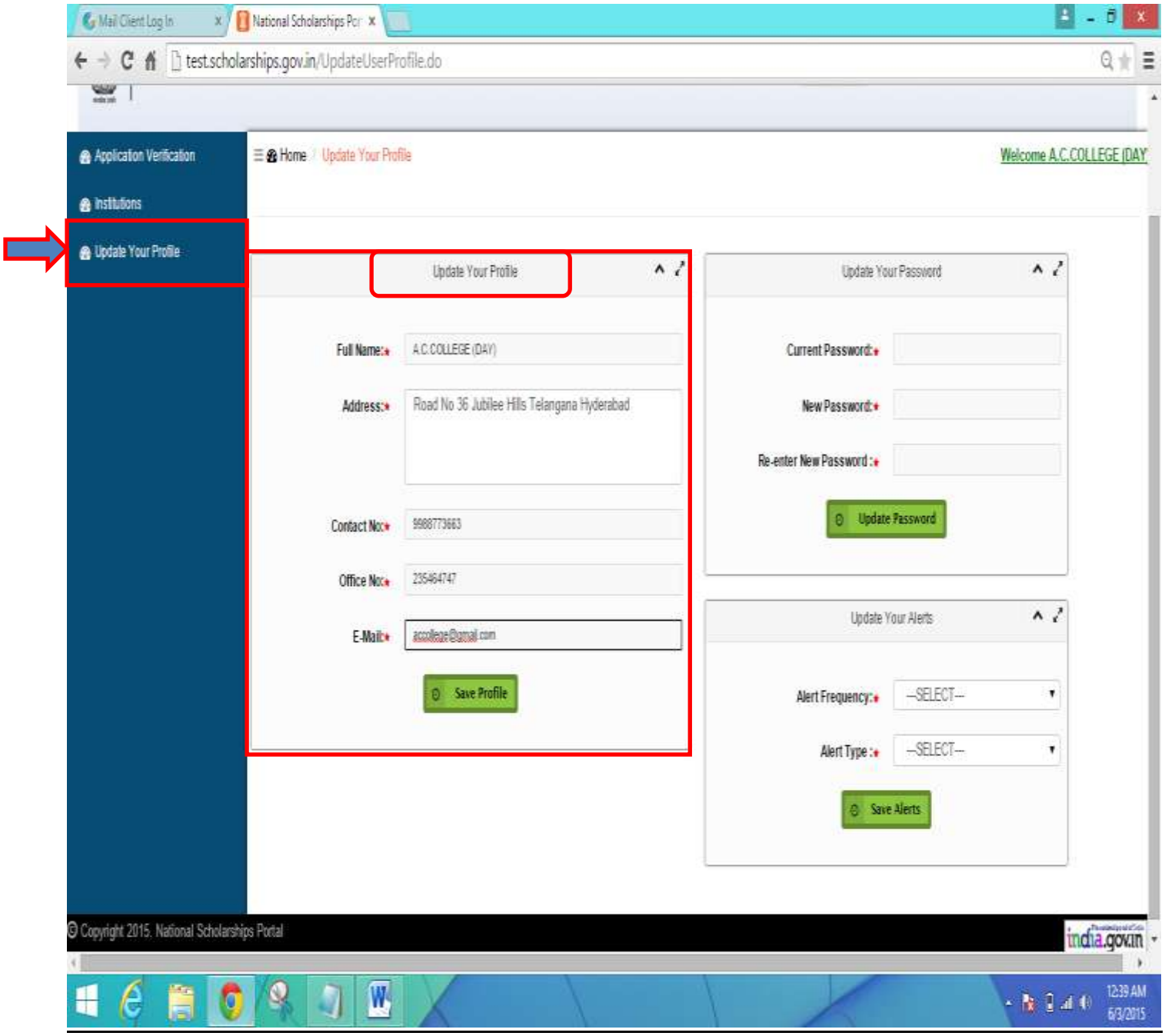
How to Update Your Profile ?



- 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/Instituute Level .

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