



OPERATIONAL GUIDELINES
FOR
INSTITUTE NODAL OFFICER

Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	Version-1.4
Operational Guidelines For National Scholarships Portal-For Institutes		Date: 05/06/2015

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-

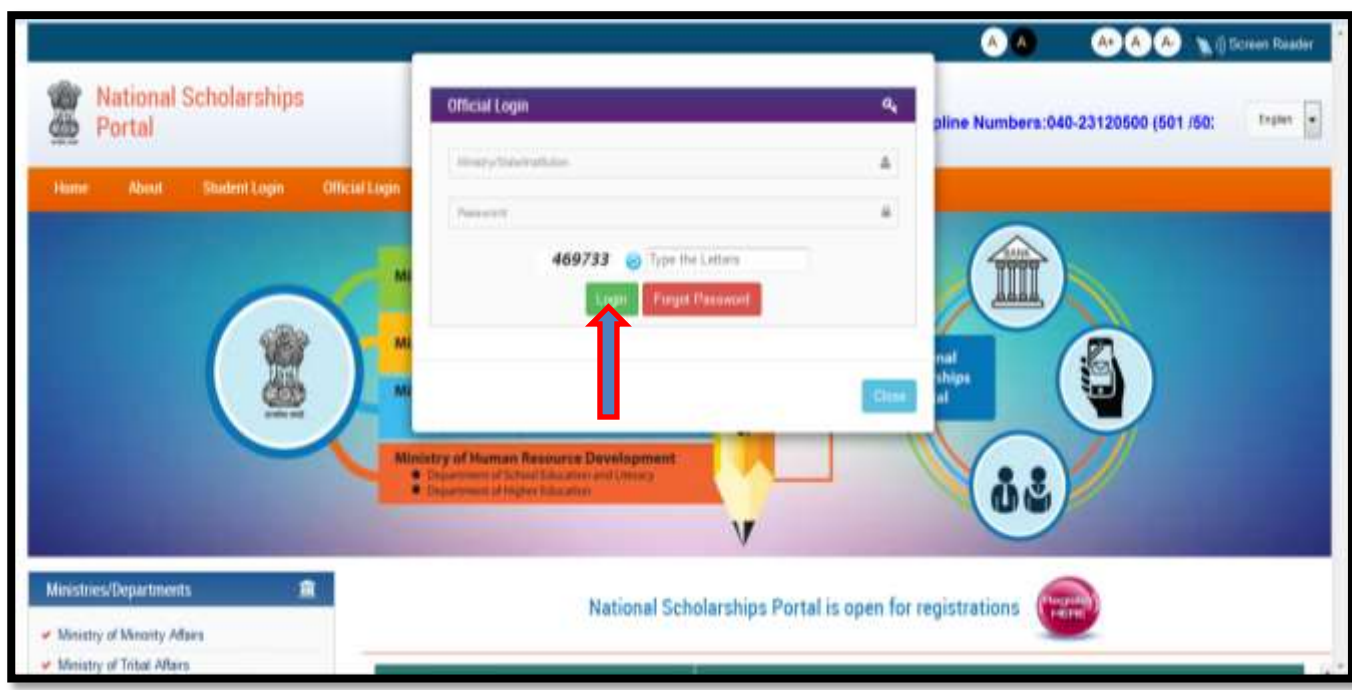
- ❖ Role of Verification Authority if envisaged by Scheme guidelines
- ❖ Provision to edit application based on rejected reasons
- ❖ Provision to register student applications i.e. Pre-matric schemes of School Education in 19 column/ 20 column format

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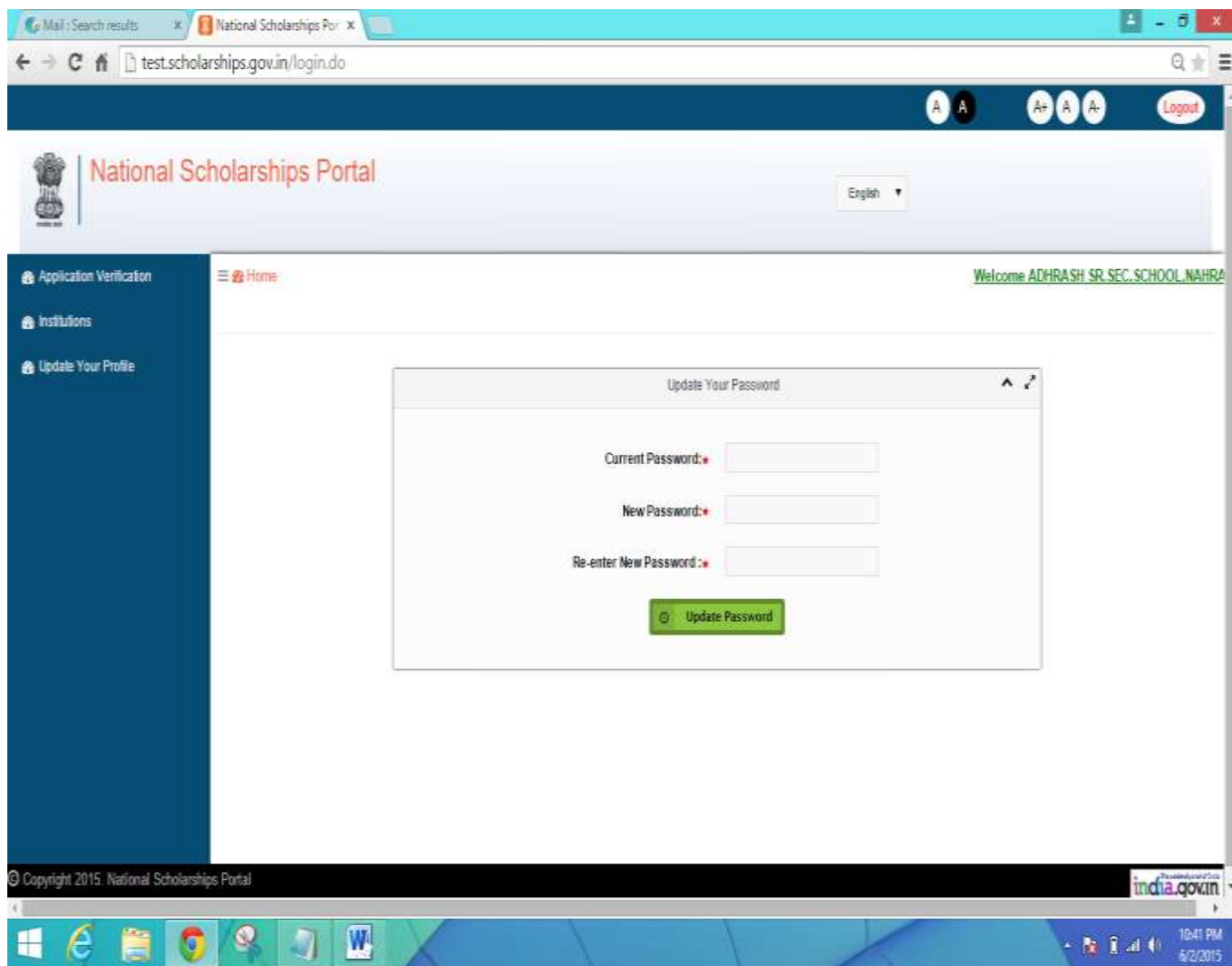
ONLINE VERIFICATION/SCRUTINY OF STUDENT APPLICATIONS FOR SCHOLARSHIP BY INSTITUTE NODAL OFFICER

Step-1

- ❖ Enter URL - **<http://www.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.



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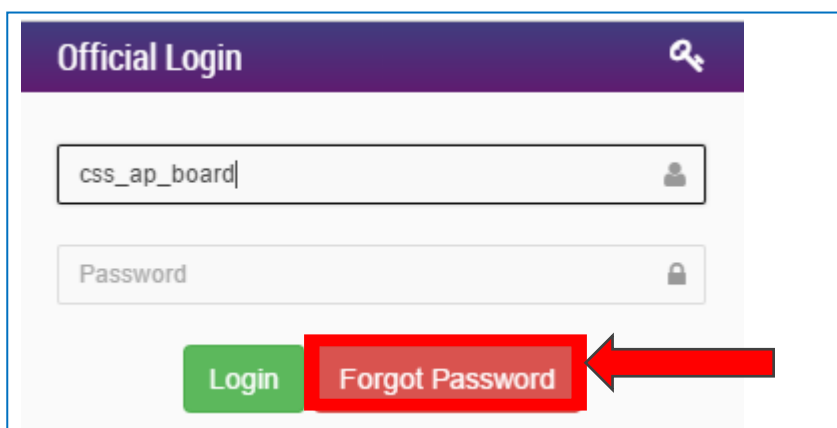
- ❖ The user is supposed to enter and confirm the new password as entered and click on the **'Update Password'**

NOTE - Kindly note the Login Credentials for further use.

- Current Password and the New Password cannot be same.

In case if you forgot your Password

- ✓ **In case if you forgot your password, fill up the details required, and then the password will send to the respective mobile number**



- ✓ **Fill the Required Details**

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Forgot Password

Email Address :

Mobile Number :

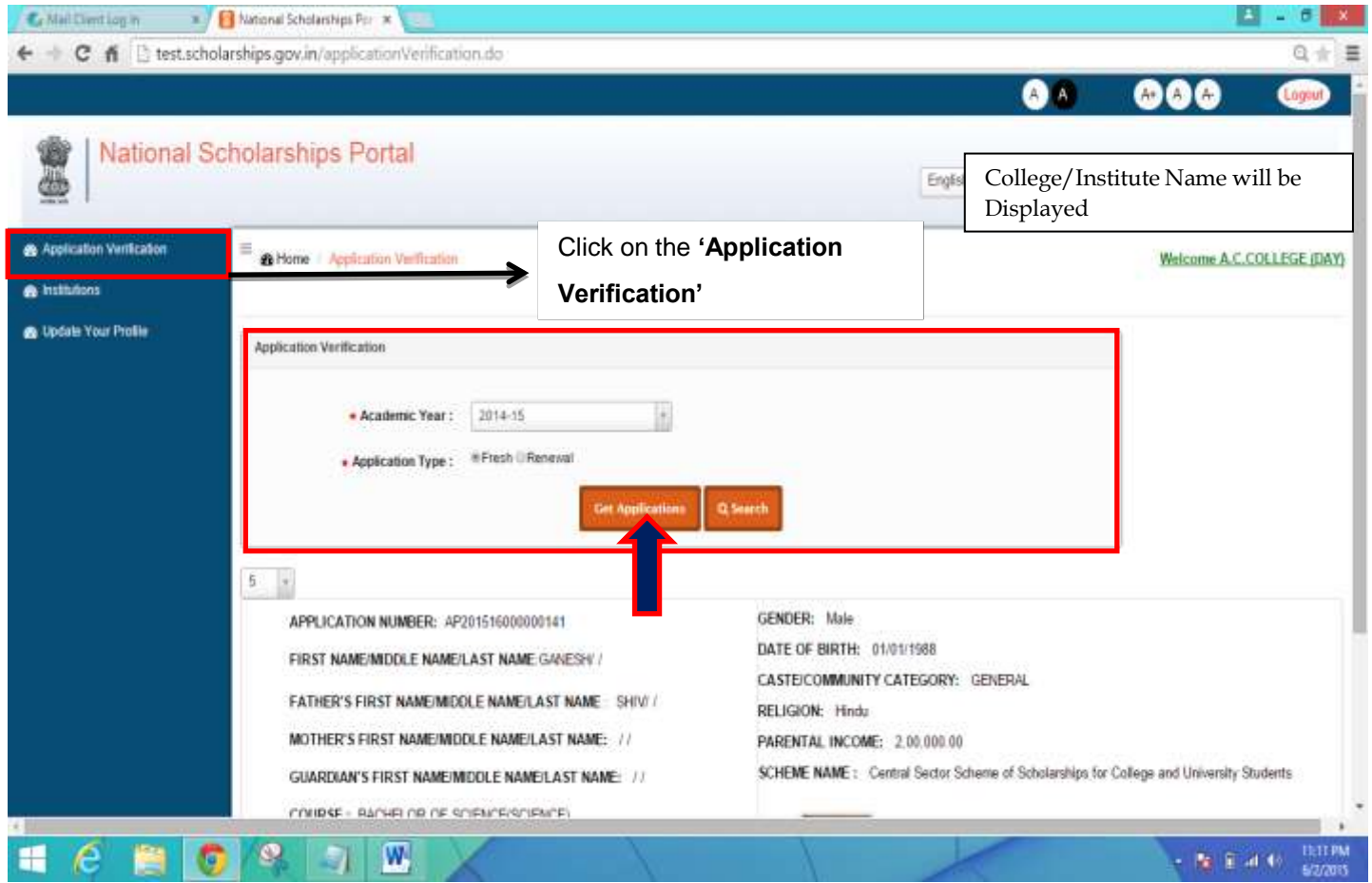
After successful Login, Institute Nodal Officer will be able access the page shown below.

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: //

COURSE: B.A./B.B.A. (HONOURS)

GENDER: Male

DATE OF BIRTH: 01/01/1988

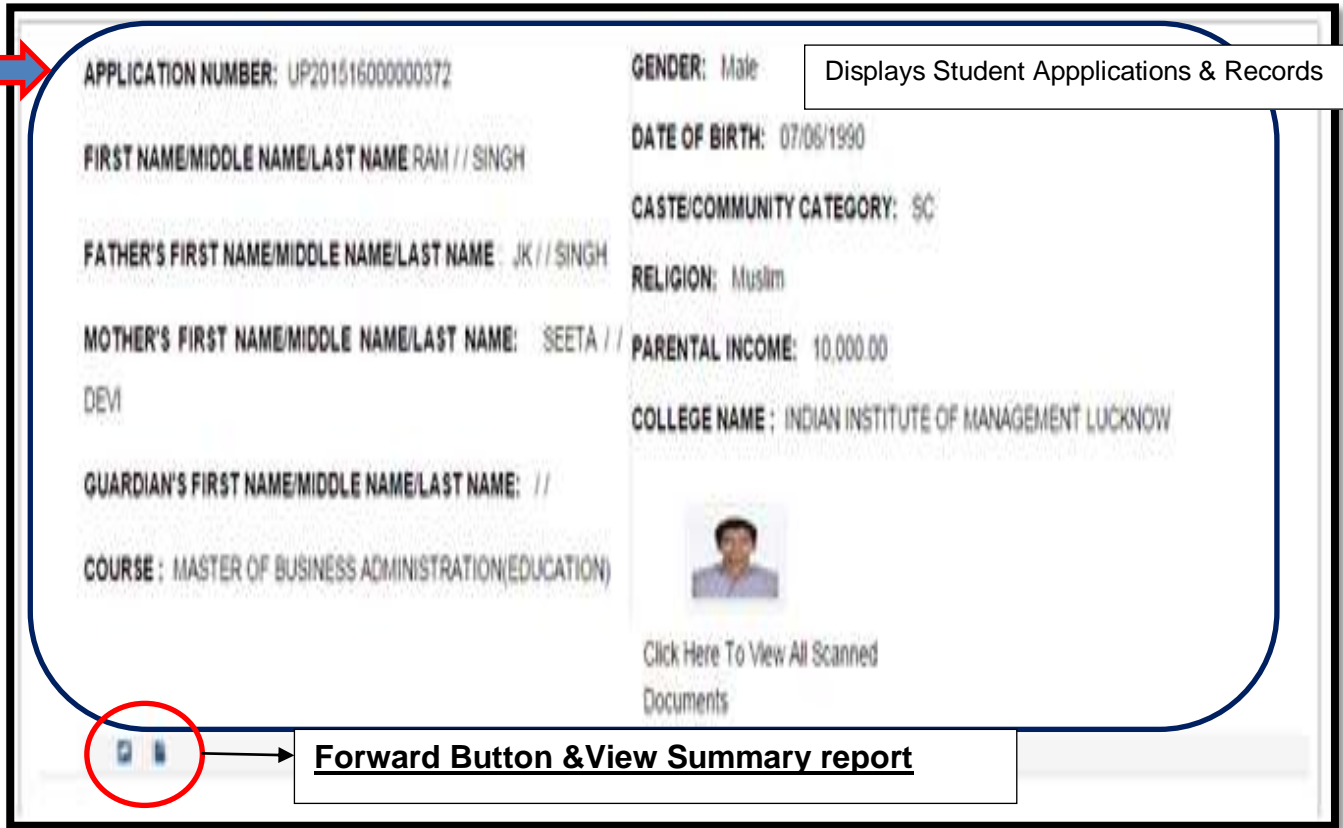
CASTE/COMMUNITY CATEGORY: GENERAL

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 ' **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**

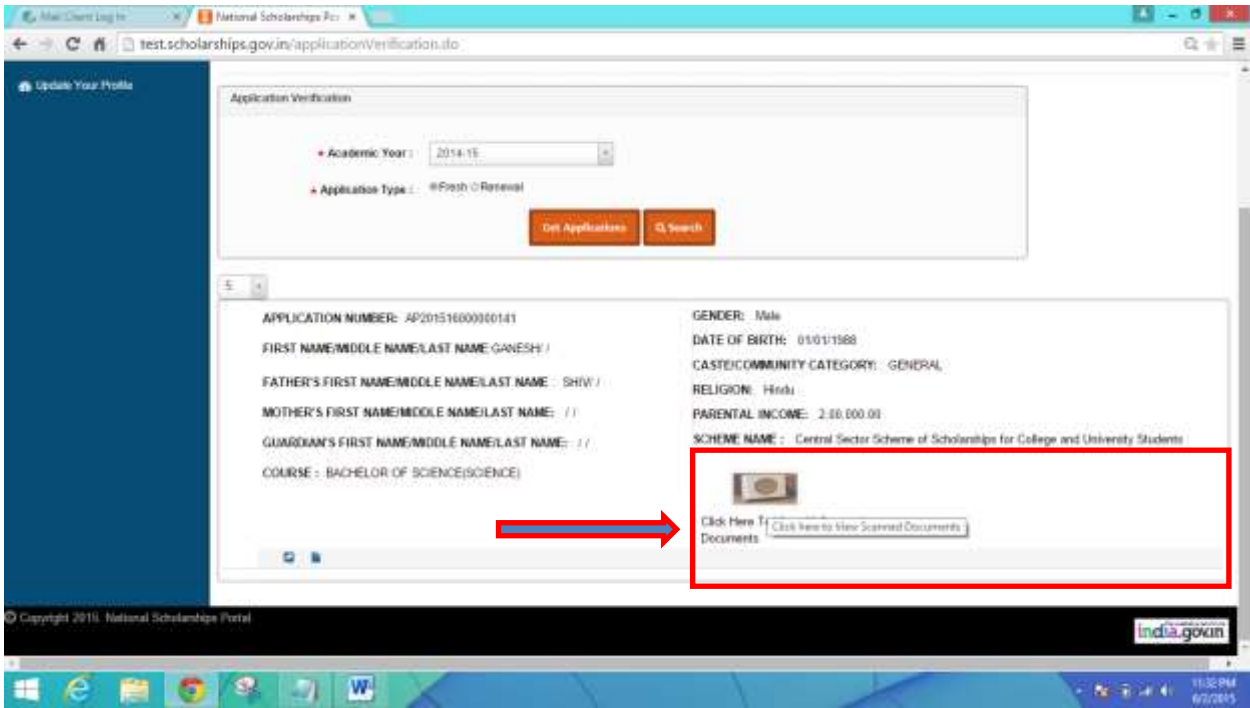


APPLICATION NUMBER: UP201516000000372
 GENDER: Male
 FIRST NAME/MIDDLE NAME/LAST NAME: RAM // SINGH
 DATE OF BIRTH: 07/06/1990
 FATHER'S FIRST NAME/MIDDLE NAME/LAST NAME: JK // SINGH
 CASTE/COMMUNITY CATEGORY: SC
 MOTHER'S FIRST NAME/MIDDLE NAME/LAST NAME: SEETA // DEVI
 RELIGION: Muslim
 PARENTAL INCOME: 10,000.00
 COLLEGE NAME: INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
 GUARDIAN'S FIRST NAME/MIDDLE NAME/LAST NAME: //
 COURSE: MASTER OF BUSINESS ADMINISTRATION(EDUCATION)

Click Here To View All Scanned Documents

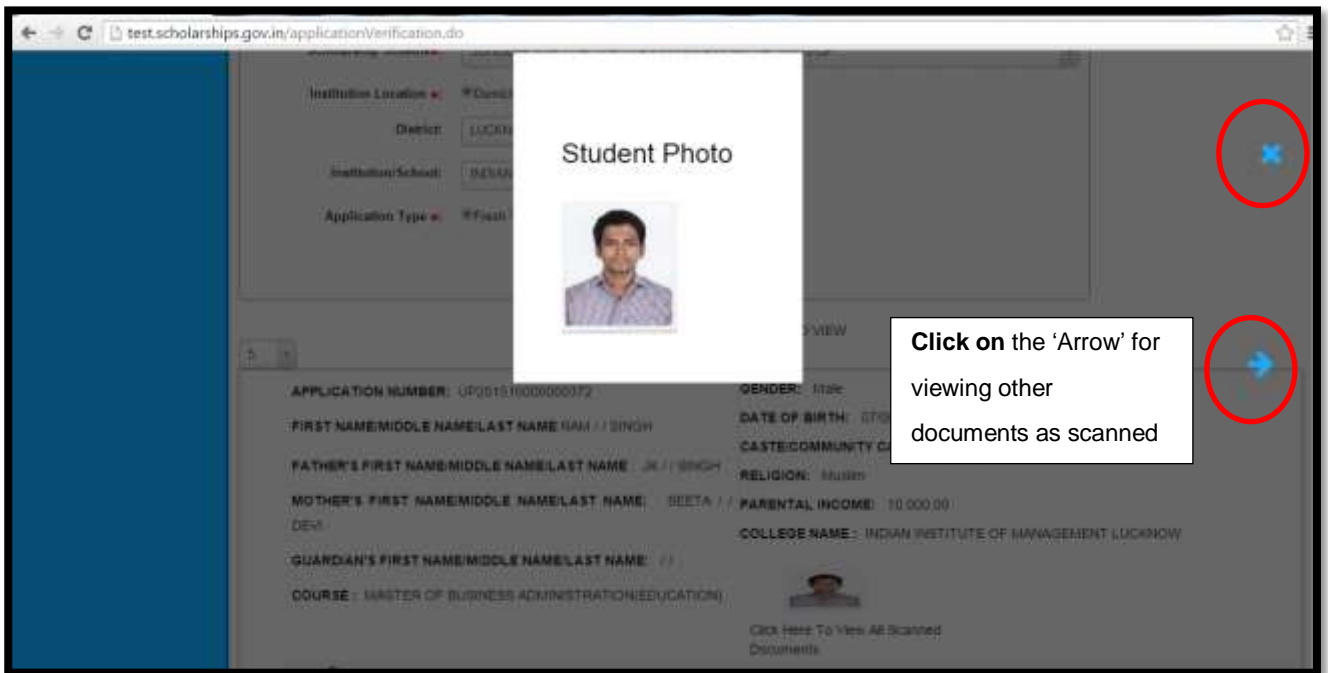
Forward Button & View Summary report

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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- ❖ 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. In the link, “ Click here to view scanned documents” only documents that needs to be verified are shown while in the Student application form all the documents as submitted by student are shown
- ❖ 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**

test.scholarships.gov.in/applicationVerification.do?mode=viewApplication&applicationNo=AP20151600000141&schemeld=336 - Google Chrome

test.scholarships.gov.in/applicationVerification.do?mode=viewApplication&applicationNo=AP20151600000141&schemeld=336

National Scholarships Portal

Personal Details



Application No: AP20151600000141
 Student First Name / Middle Name / Last Name: GANESH / SHIV /
 Father First Name / Middle Name / Last Name: //
 Mother First Name / Middle Name / Last Name: //
 Guardian First Name / Middle Name / Last Name: //
 Date of Birth: 01/01/1988 Gender: MALE Domicile State/UT: ANDHRA PRADESH
 Caste Category: GENERAL Religion: HINDU

Qualification Details

Academic Year: 2015-16
 Course Name: BACHELOR OF SCIENCE(SCIENCE) Course Year: 1
 Institute Name: A.C.COLLEGE (DAY),Guntur
 State Name: ANDHRA PRADESH

Bank Details

Bank State: ANDHRA PRADESH
 Bank Name: CORPORATION BANK IFSC CODE: CORP0000375
 Branch Name: BHEEMAVARAM
 Bank Account Number: 3546746874654634

Contact Details

Present Address:
 State: ANDHRA PRADESH District: GUNTUR

1

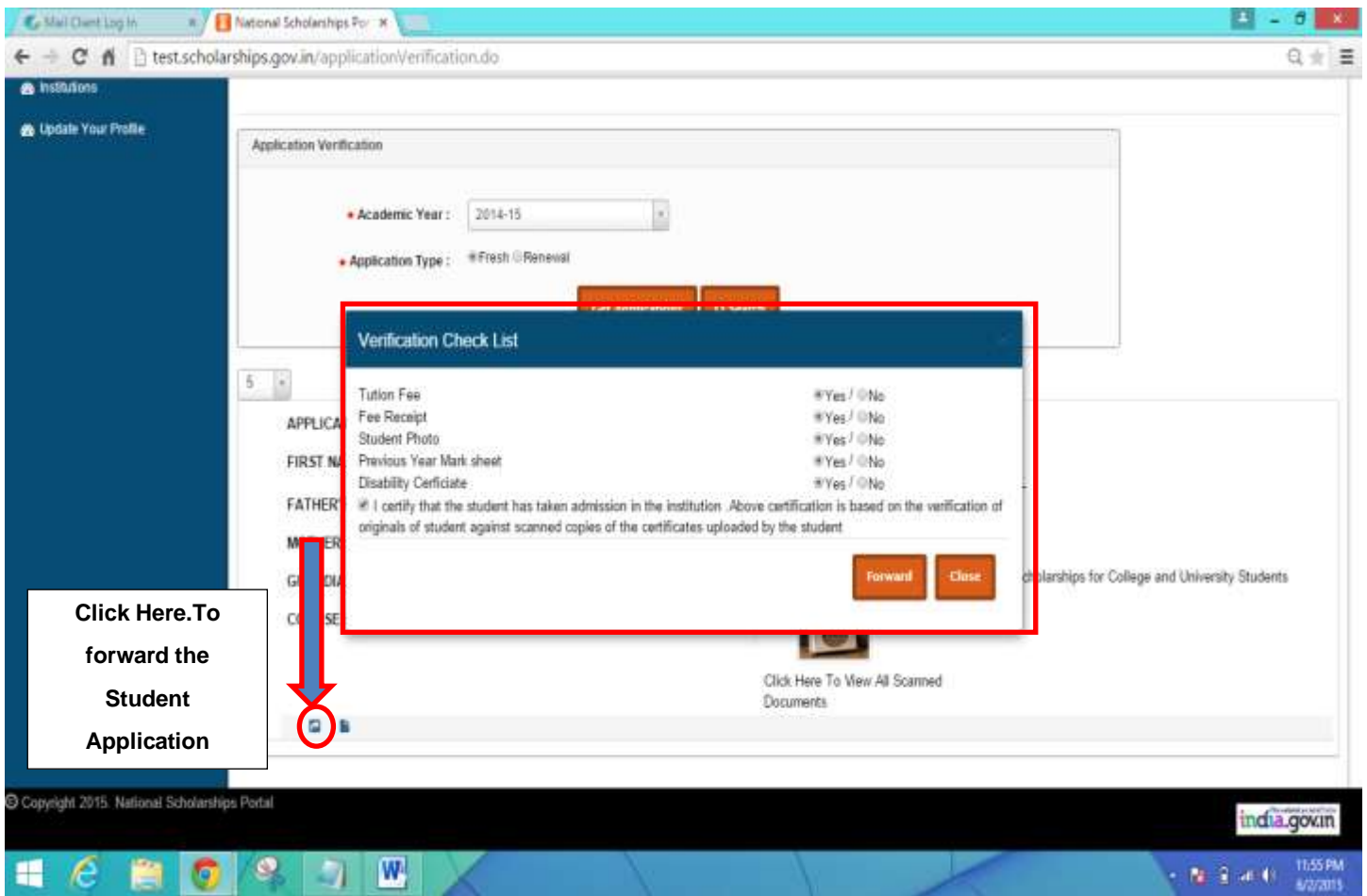
ba.gov.in

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

- ❖ Once the User clicks on the **'Forward 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) are displayed.



Application Verification

Academic Year : 2014-15

Application Type : Fresh Renewal

Verification Check List

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

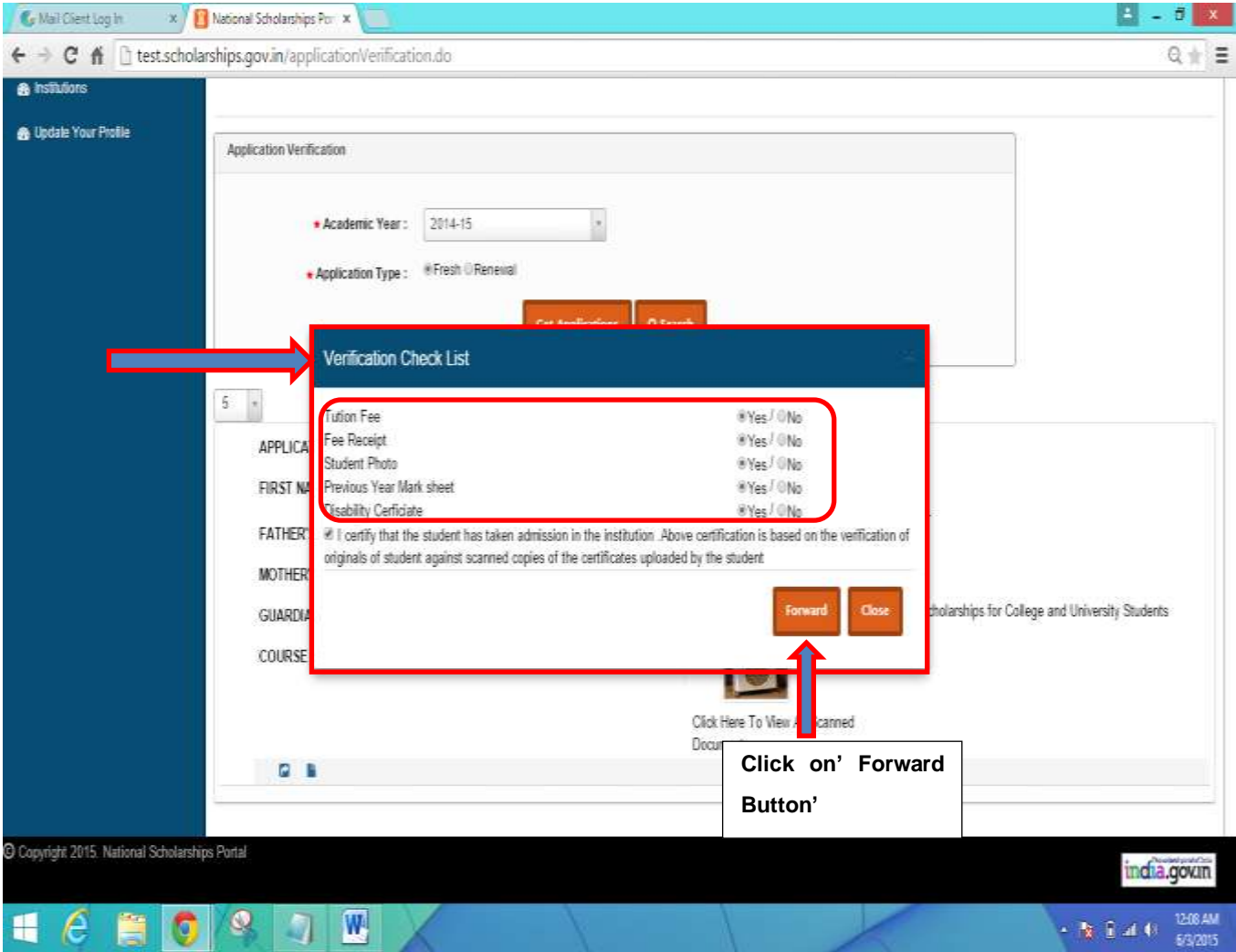
Click Here.To forward the Student Application

Copyright 2015. National Scholarships Portal

india.gov.in

11:55 PM
4/22/2015

- ❖ 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'**



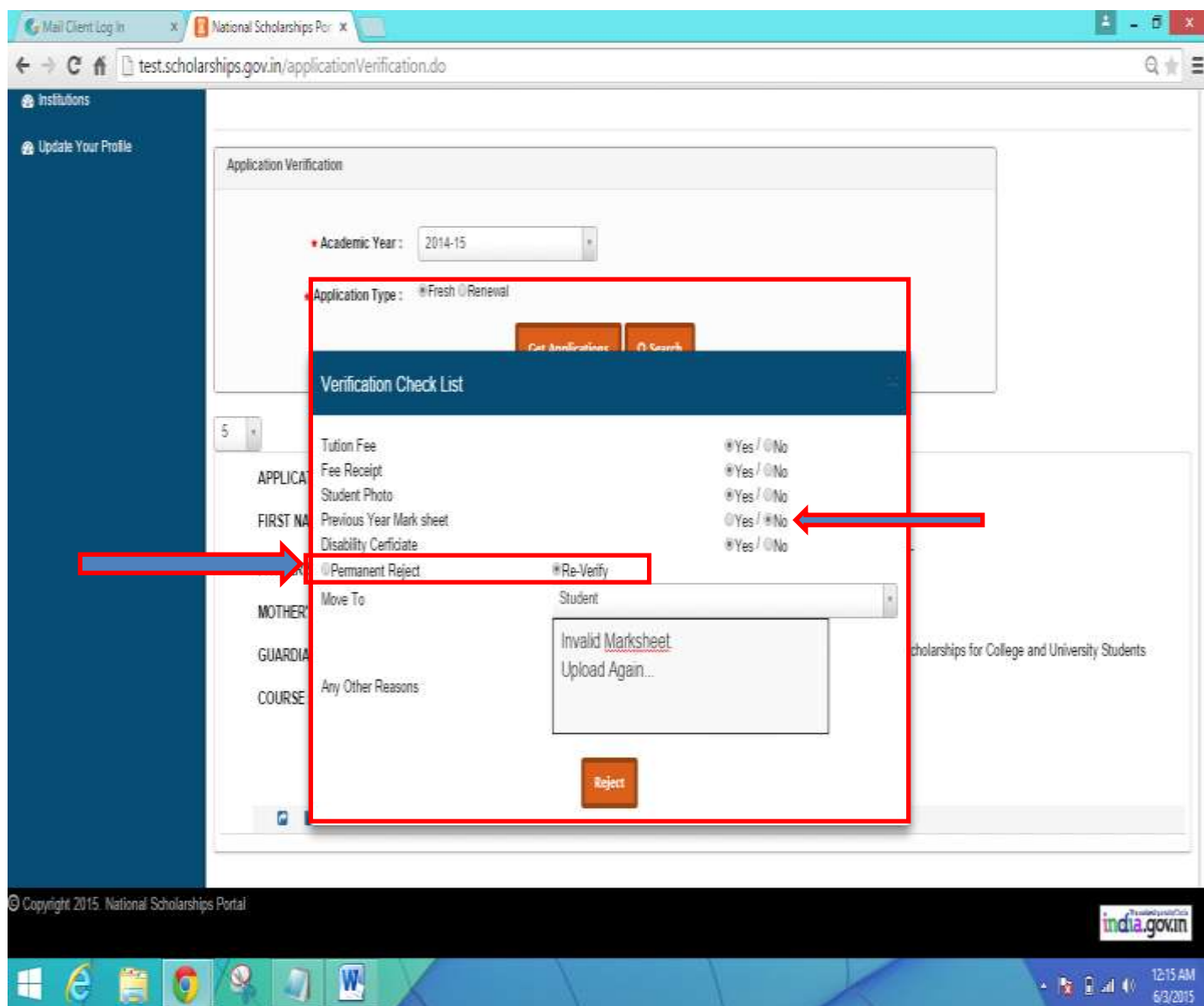
The screenshot displays the 'Application Verification' page on the National Scholarships Portal. A modal window titled 'Verification Check List' is open, showing a table of items to be verified. The table has two columns: the item name and a radio button for 'Yes' or 'No'. The items listed are:

Item	Yes/No
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

Below the table, there is a certification statement: "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". At the bottom right of the modal, there are two buttons: 'Forward' and 'Close'. A red arrow points to the 'Forward' button, and a callout box says "Click on Forward Button".

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

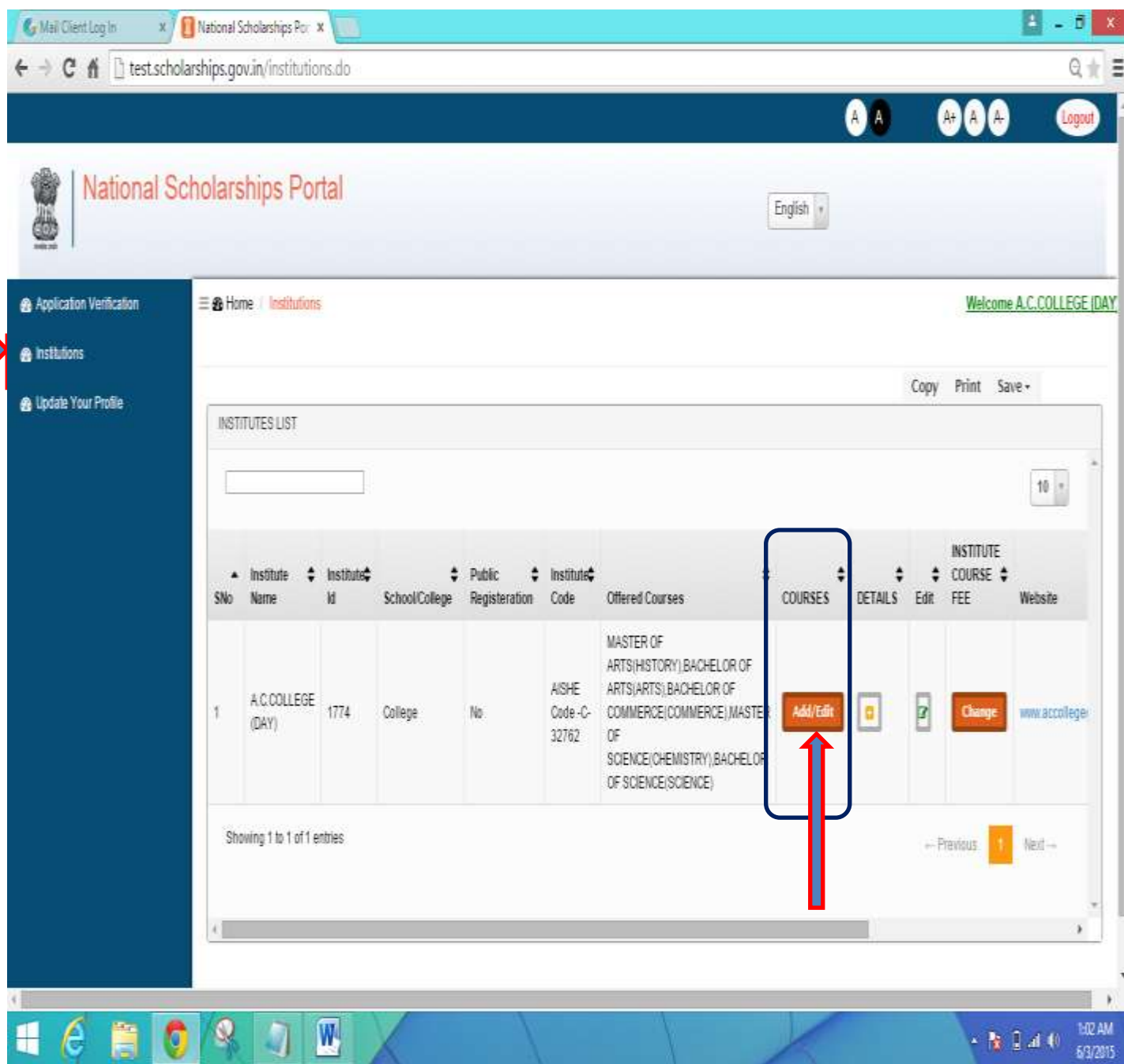
❖ In Such cases, the institute must click on the “NO” option as shown Below –



- ❖ 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 can **'Reject'** the student Application.
- ❖ Once the student is **'Rejected'** then from there on the Student application will not be sent for further processing .**Rejected applications are visible in State officer login where state nodal officer can take a decision of permanently rejecting the application or approve it.**

UPDATING COURSE & INTITUTE DETAILS -

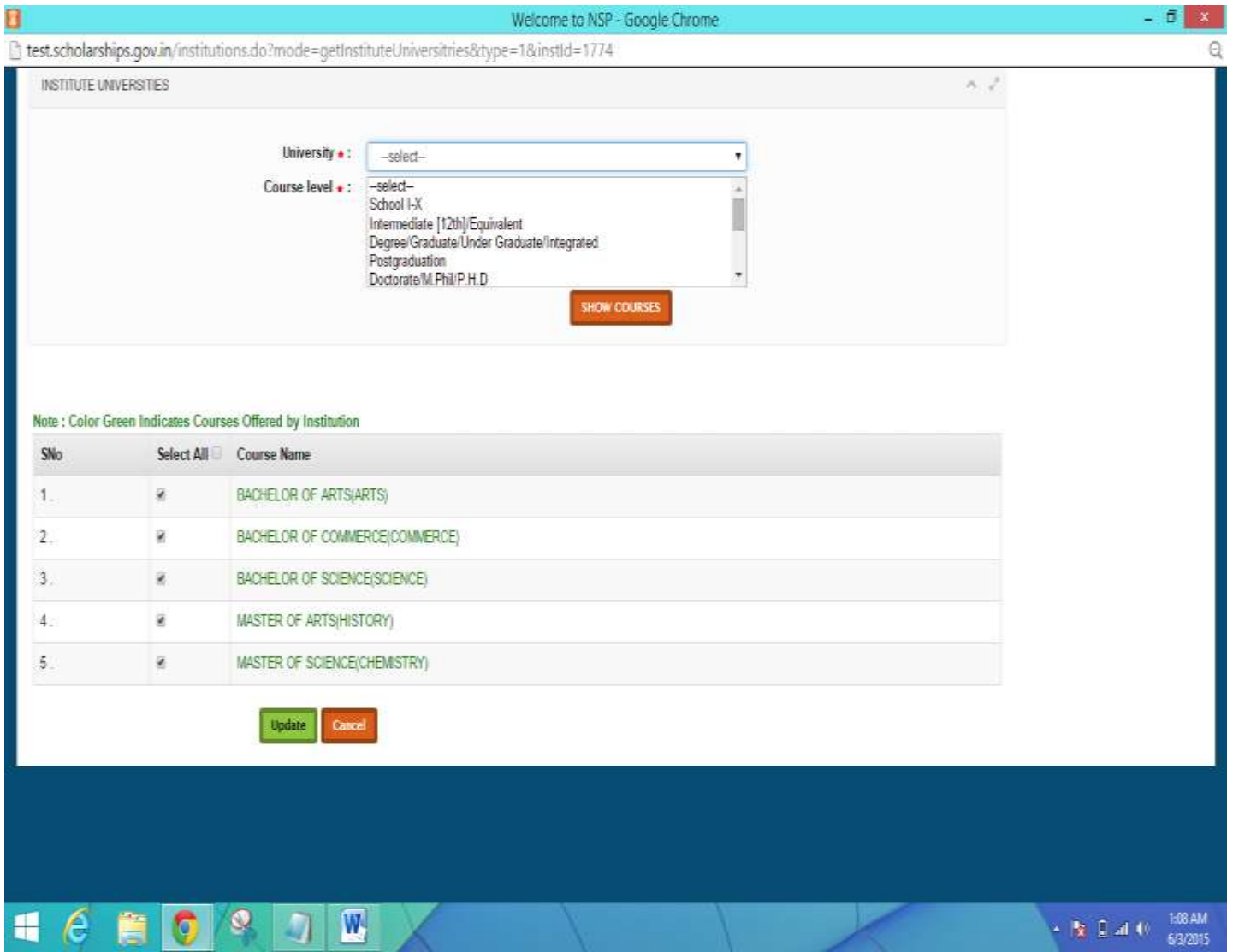
- ❖ Click on the **'Institute'** Link on the Left Hand Side of the Web Page
Once clicked - A New Webage is Displayed as shown below in the Screen shot-
- ❖ The Institute can also **update or edit the Courses** as offered and the repective fee structure
- ❖ Detailed Procedure to **Add/Edit** Courses are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



The screenshot shows the National Scholarships Portal interface. The left sidebar contains links for 'Application Verification', 'Institutions', and 'Update Your Profile'. The 'Institutions' link is highlighted with a red arrow. The main content area displays the 'INSTITUTES LIST' with a search bar and a table. The table has columns for SNo, Institute Name, Institute Id, School/College, Public Registration, Institute Code, Offered Courses, COURSES, DETAILS, Edit, INSTITUTE COURSE FEE, and Website. The first row shows 'A.C.COLLEGE (DAY)' with Institute Id 1774 and School/College 'College'. The 'Offered Courses' column lists 'MASTER OF ARTS(HISTORY), BACHELOR OF ARTS(ARTS), BACHELOR OF COMMERCE(COMMERCE), MASTER OF SCIENCE(CHEMISTRY), BACHELOR OF SCIENCE(SCIENCE)'. The 'COURSES' column for this row has an 'Add/Edit' button highlighted with a red arrow. The 'Edit' column has a 'Change' button. The 'Website' column shows 'www.accollege...'. The bottom of the page shows the Windows taskbar with the date and time '1:02 AM 6/3/2015'.

❖ **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

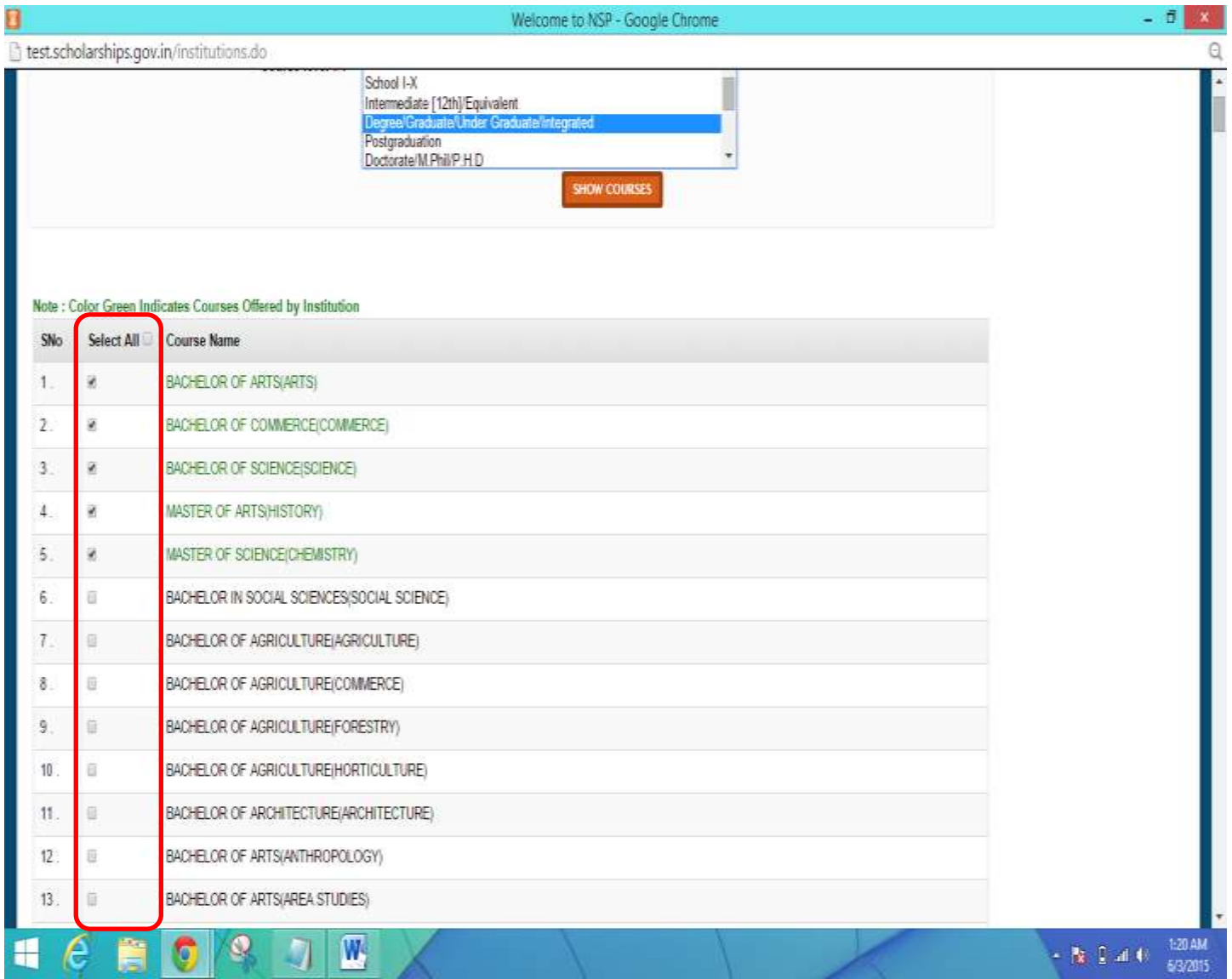
SNo	Select All <input type="checkbox"/>	Course Name
1.	<input checked="" type="checkbox"/>	BACHELOR OF ARTS(ARTS)
2.	<input checked="" type="checkbox"/>	BACHELOR OF COMMERCE(COMMERCE)
3.	<input checked="" type="checkbox"/>	BACHELOR OF SCIENCE(SCIENCE)
4.	<input checked="" type="checkbox"/>	MASTER OF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

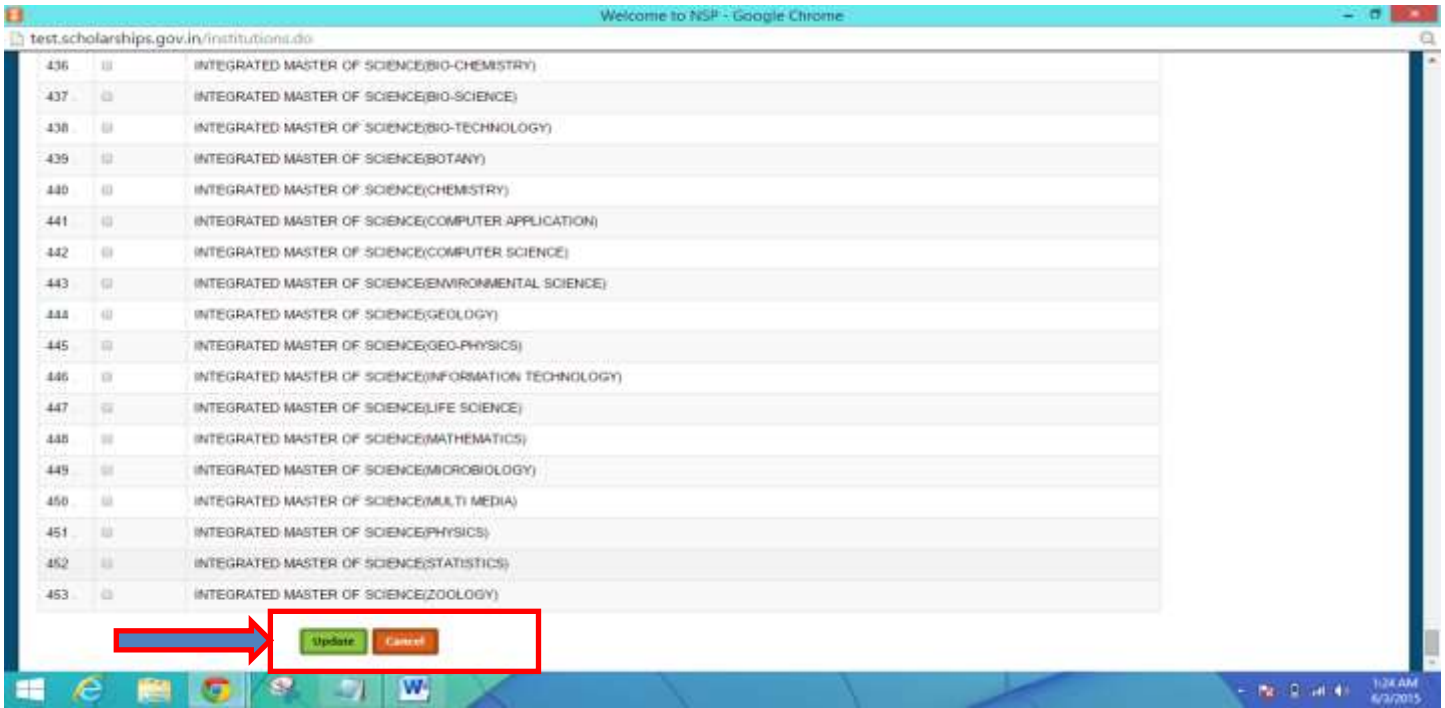
School I-X
Intermediate [12th] Equivalent
Degree/Graduate Under Graduate/Integrated
Postgraduation
Doctorate/M.Phil/P.H.D

SHOW COURSES

Note : Color Green Indicates Courses Offered by Institution

SNo	Select All <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)
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)

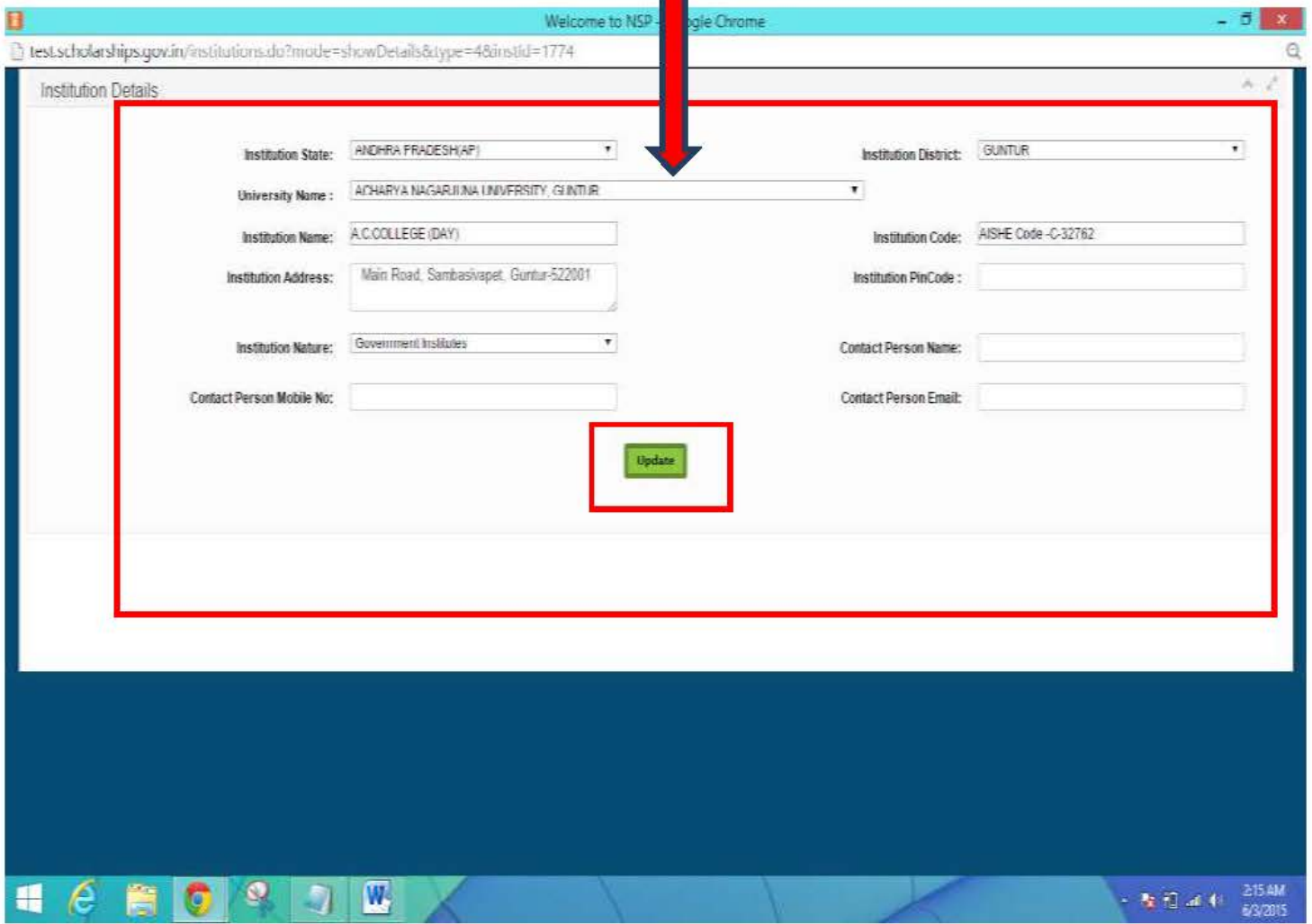
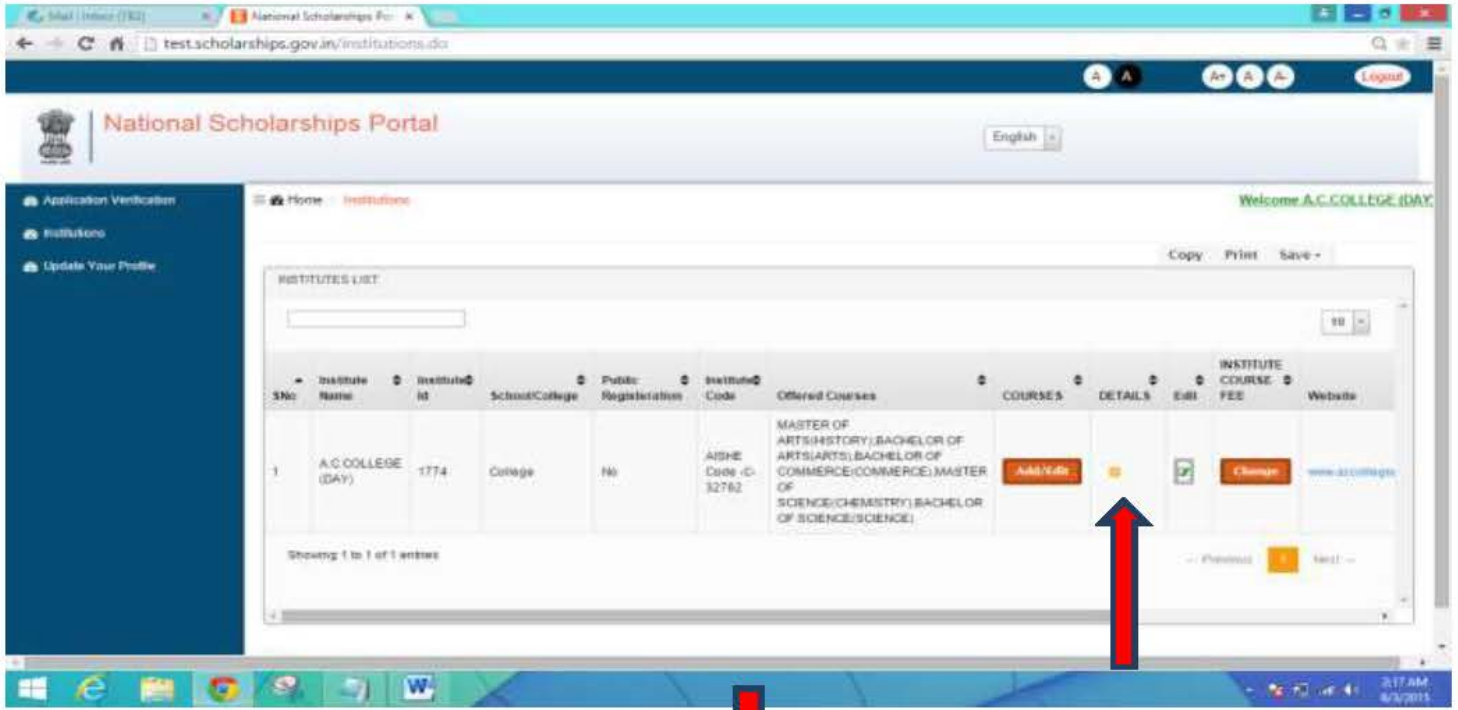
1:20 AM
6/3/2015



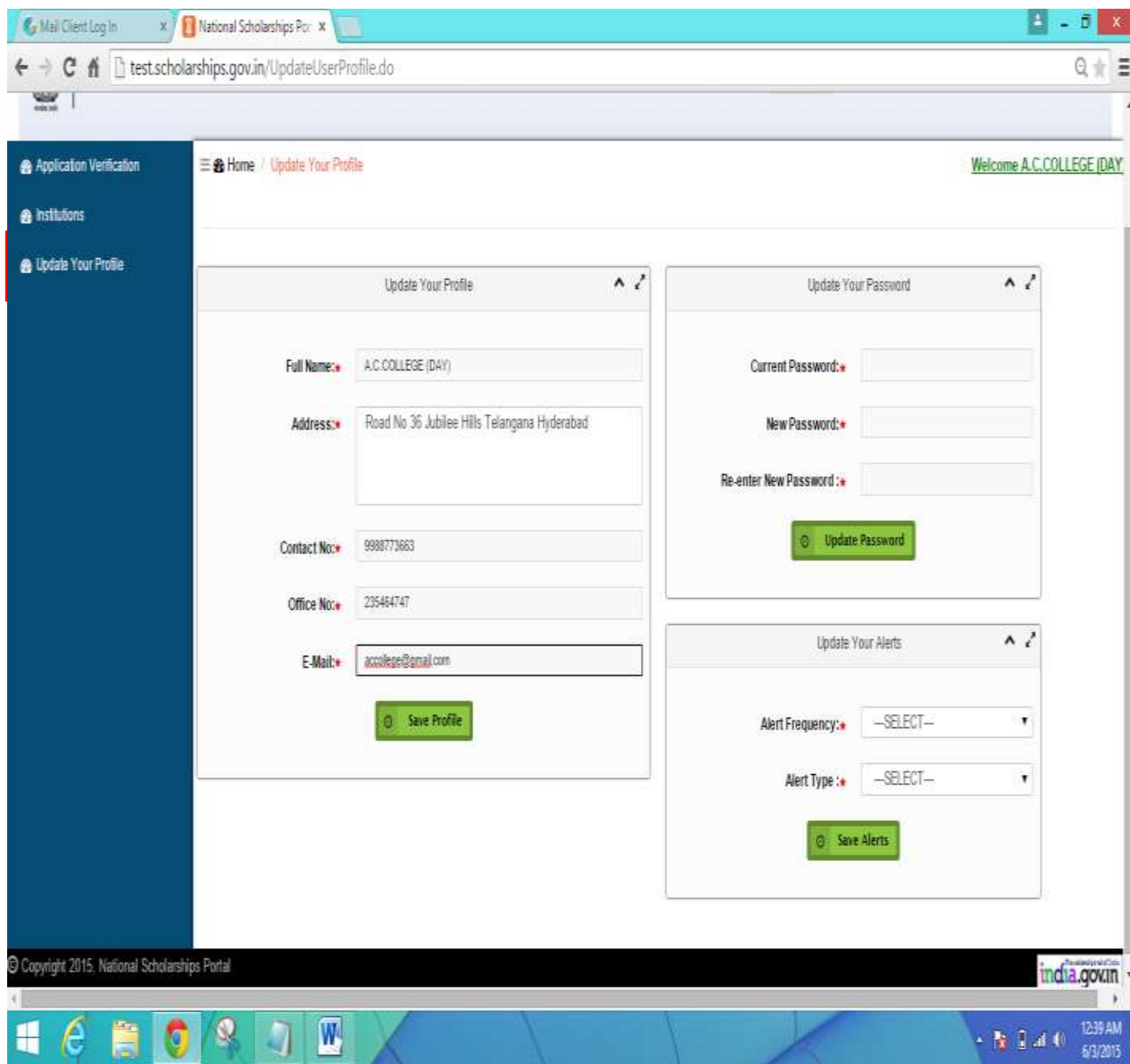
- ❖ The Institute Nodal Officer can select the Courses as per the List Displayed by clicking on the Check Box as provided against the Course Name.
- ❖ Once the required courses are Selected Scroll Down and click on 'Update'

How to Change/Update the Institute Details

- ❖ 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.



How to Update Your Profile ?



- ❖ Click on the link **“Update Your Profile”** –
A new Web Page is displayed as shown Above.
- ❖ The Institute can Update the Contact Details and Address details if required.Once Updated click on the **‘Save Profile’** button.

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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 and Applications Verifications Pending at the College/Institute Level .
