OPERATIONAL GUIDELINES

NATIONAL SCHOLARSHIP PORTAL   **For Students**

National Scholarship Portal Main Features –

National Scholarship Portal is the Web Based Application having the following important features: -

- ➢ 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 Temporary ID/Permanent ID and Date of Birth generated by the system

- ➢ Students can Renew their applications with same credential(Permanent ID & Date of Birth)

- ➢ 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 alerts to the Stake Holders such as Institution and students at various stage of processing

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

- ➢ Easy Scholarship Sanctioning process for Sanctioning Authority

- ➢ Direct benefit transfer of Scholarship amount to Student's Bank Account

<u>Guidelines for filling the online Scholarship Application form on National Scholarships Portal for 2015-16</u>

<u>FOR STUDENTS -</u>

1. 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-2015-16.

2. 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.

3. 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.

4. 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.

5. <u>Multiple registrations made student is strictly prohibited</u>. If same will be founded at any stage the application is liable to be rejected.

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

7. Titles/Labels marked as * are <u>Mandatory</u> in Application.

ONLINE SUBMISSION OF APPLICATION FORM FOR SCHOLARSHIP

1. Online submission of application form can be done through the Website **http://www.scholarships.gov.in** from any of the internet access points.

(**For better visibility use Chrome,Firefox,InternetExplorer 7 and above**)

2. Click **"STUDENT LOGIN"** on Home page as shown.

Fig.- 2.1

3. **First time user/New user**Click on "REGISTER"
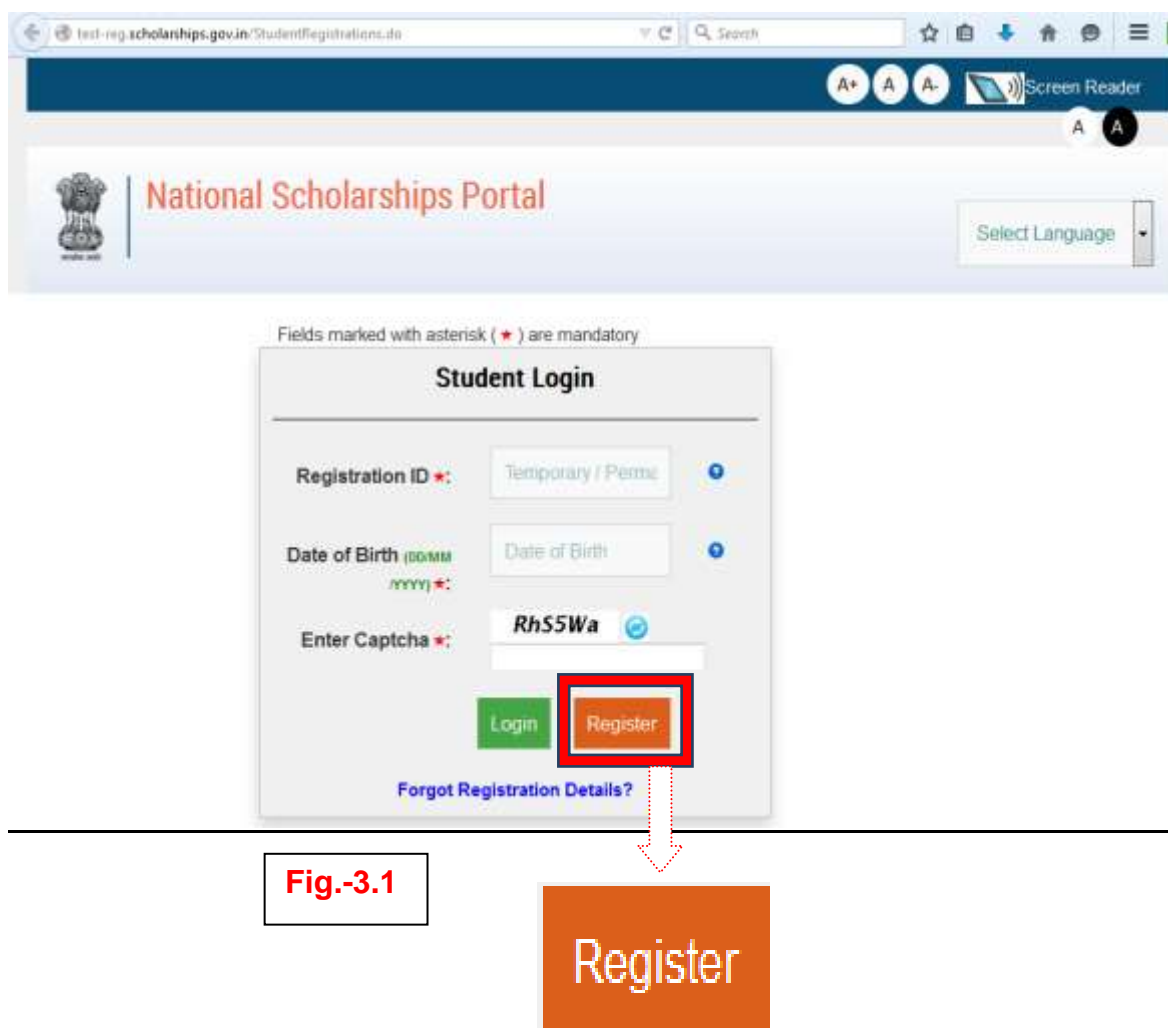
Fig.-3.1

4. A new web Page requesting to enter the preliminary data as required for the Registration is displayed. Fill all the details corresponding to the titles/Labels appearing on the page.

(those marked as " *" are mandatory &'#' – any one of the fields is mandatory (fathers/Mothers/Guardian atleast one name should be given)
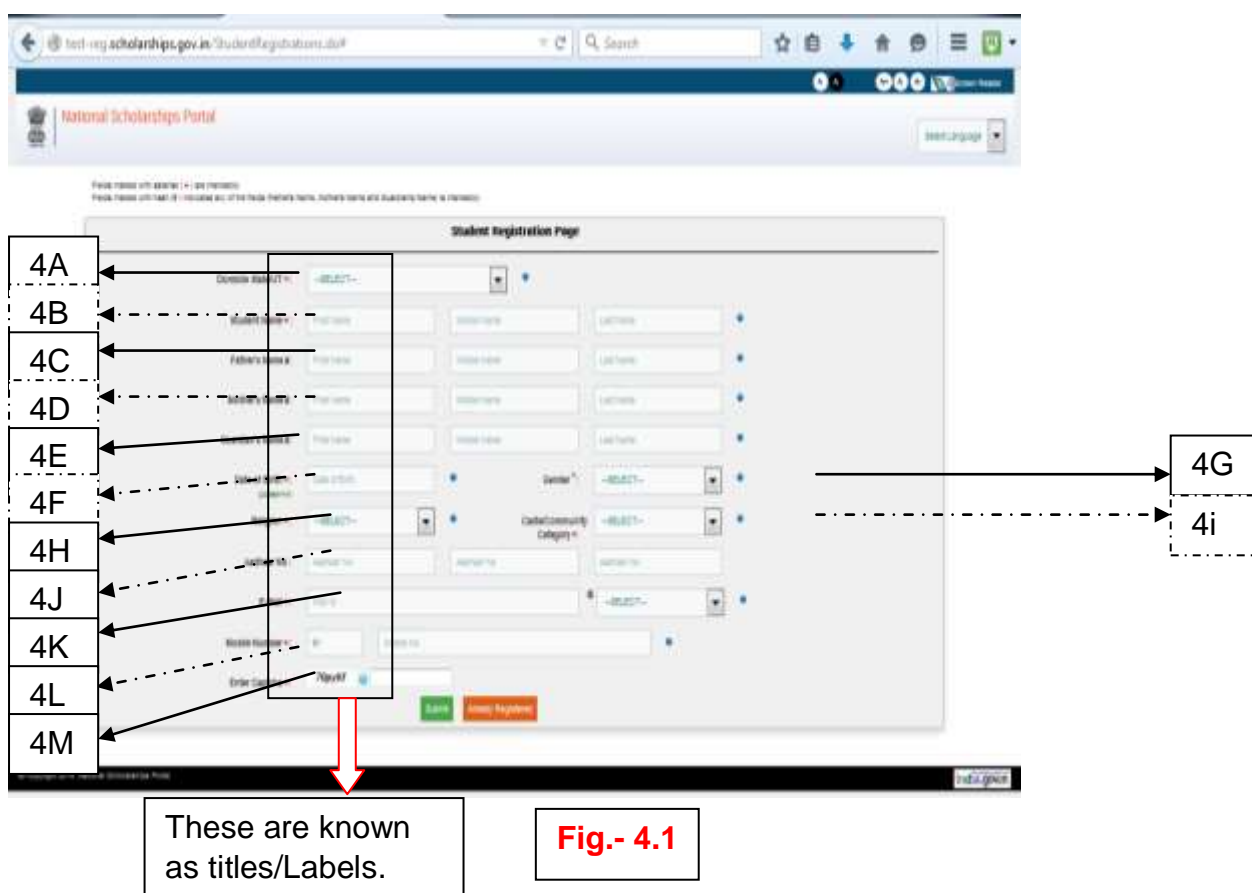
These are known as titles/Labels.

Fig.- 4.1

**Fields are numbered above for explanation. Numbering is not visible in the actual screen. Magnified view to each title is shown below.
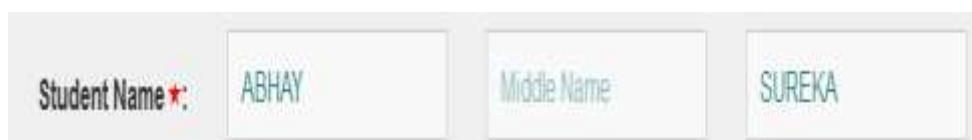
* Fields marked with * are mandatory while fields with no mark are not mandatory but desired.

4A) Select the state to which student belongs. This is domicile state of the student and is not the state where student is currently pursuing his academic activity

4B)Enter your Full Name as per 10th class Mark Sheet.

Relevant document may also be submitted in confirmation of name as per records

Student need to enter any one title from 4C to 4E.

4C) Enter your **Father's Name** as per 10th class certificate

Father's Name #:	SURENDER	Middle Name	SUREKA	❸

4D) Enter your **Mother's Name** as per 10th class certificate.

Mother's Name #:	KIRAN	Middle Name	SUREKA	❸

4E)Enter your **Guardian's Name** as per 10th class certificate.

Guardian's Name #:	First Name	Middle Name	Last Name	❸
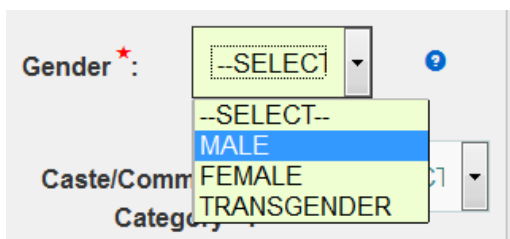
4F)Enter your **Date Of Birth in (DD/MM/YYYY) format** as per 10th Mark Sheet.

Date of Birth ★: (DD/MM/YYYY) 03/06/1989

	Jun ▾					
	1989 ▾					
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Relig

Aadhaar No :

E-Mail ★:

Relevant document may also be submitted in confirmation of date of birth as per records
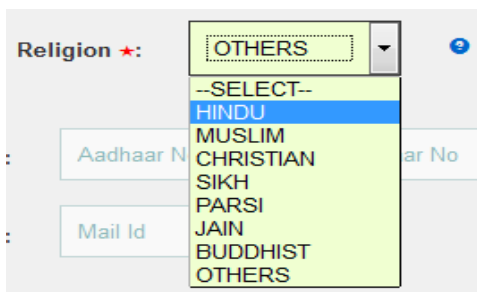
4G) Select the respective Gender form **drop down menu**

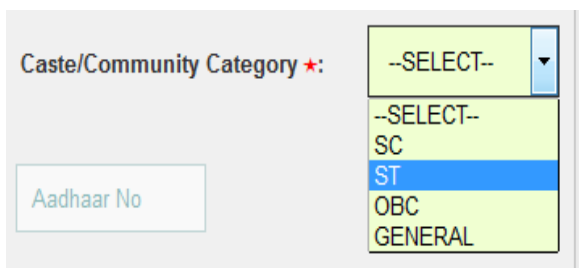Example- If the Gender of a student is Male.

4H) **Click on Religion** to which you belong from drop down menu.

Example- If Religion of the applicant is Hindu.

Self Declaration of Religion certificate needs to be submitted.

4I) **Click on Community** to which you belong from drop-Down menu.

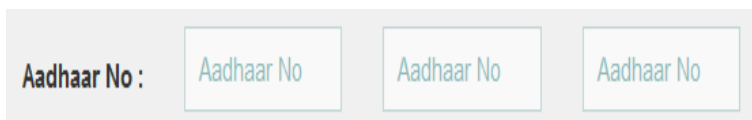Example- If applicant belongs to ST Caste/Community.

** Please note that Caste & Religion fields are independent and not linked

Relevant document may also be submitted in confirmation of category certificate as per records
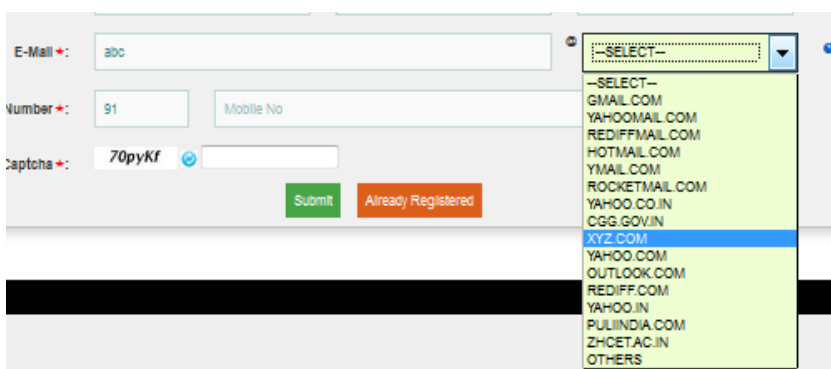
4J) Enter the **Aadhaar Number.** For ease of convenience , UID entry is in 4-4-4 format.

Note-It is desirable to enter the Aadhar No. but not mandatory.

Aadhaar No :   [Aadhaar No] [Aadhaar No] [Aadhaar No]

4K) Enter the valid **E-mail ID**and choose suffix from drop down menu.

E-Mail ★: abc   --SELECT--
--SELECT--
GMAIL.COM
YAHOOMAIL.COM
REDIFFMAIL.COM
HOTMAIL.COM
YMAIL.COM
ROCKETMAIL.COM
YAHOO.CO.IN
CGG.GOV.IN
XYZ.COM
YAHOO.COM
OUTLOOK.COM
REDIFF.COM
YAHOO.IN
PULIINDIA.COM
ZHCET.AC.IN
OTHERS

Number ★: 91   Mobile No

Captcha ★: 70pyKf   Submit   Already Registered
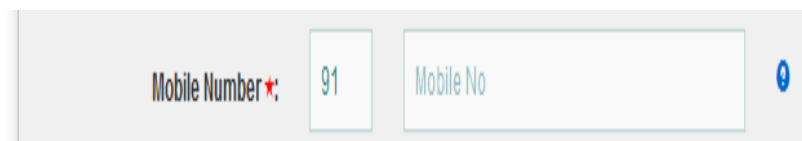
Example- If your E-mail is abc@xyz.com

However, if the top level domain name is not available, please select others and enter domain name

4L) Enter your valid **Ten(10) digit Mobile No.,** it can not be changed for current academic year.

Note- Do not prefix Zero/Any STD code.

Mobile Number ★: 91   Mobile No

Please note that mobile alerts are sent only to Mobile numbers within territory of India. There is no charge levied for receival of alerts. So it is encouraged to submit the mobile number.

Kindly also note that mobile number has to be unique number. Same number cannot be used for registration twice. Father/Mother/Guardian mobile number may also be submitted.

4M) Enter Captcha(Completed Automated Public Turing Test to tell Computers and Humans Apart) mean that you have to re-write the alphabets/Nos. Displayed on left side in the text field.

5) After entering the details corresponding to titles 4A to 4L.

Click on the **"SUBMIT"** Button.

6.) WebPage displays **TEMPORARY Registration No.** of the Applicant.

Click "PROCEED" Button to move on to the next Page.

NOTE- It is Mandatory to retain the TEMPORARY –ID (till the time of the final application Submission Only) as it will be needed for editing the specific details in the Online scholarship Application.
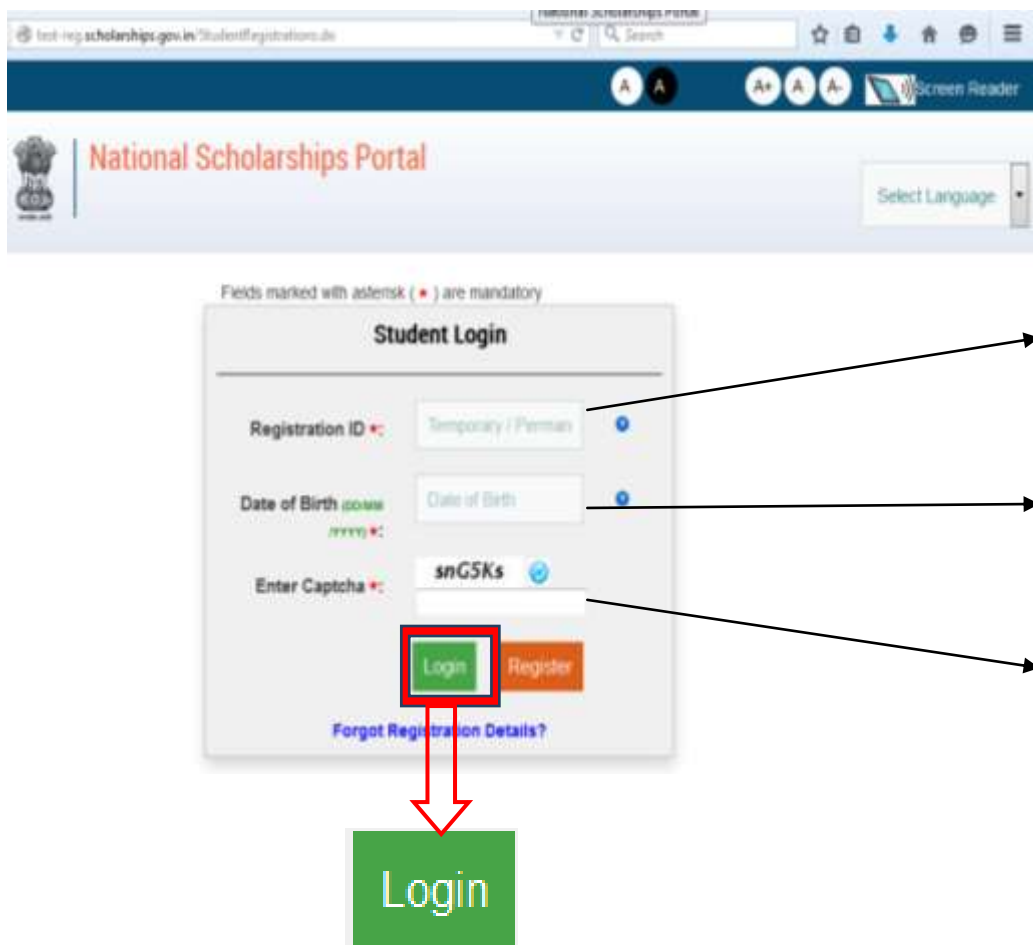
Once the PERMANENT ID is Generated,then the student will not be able to edit the details.
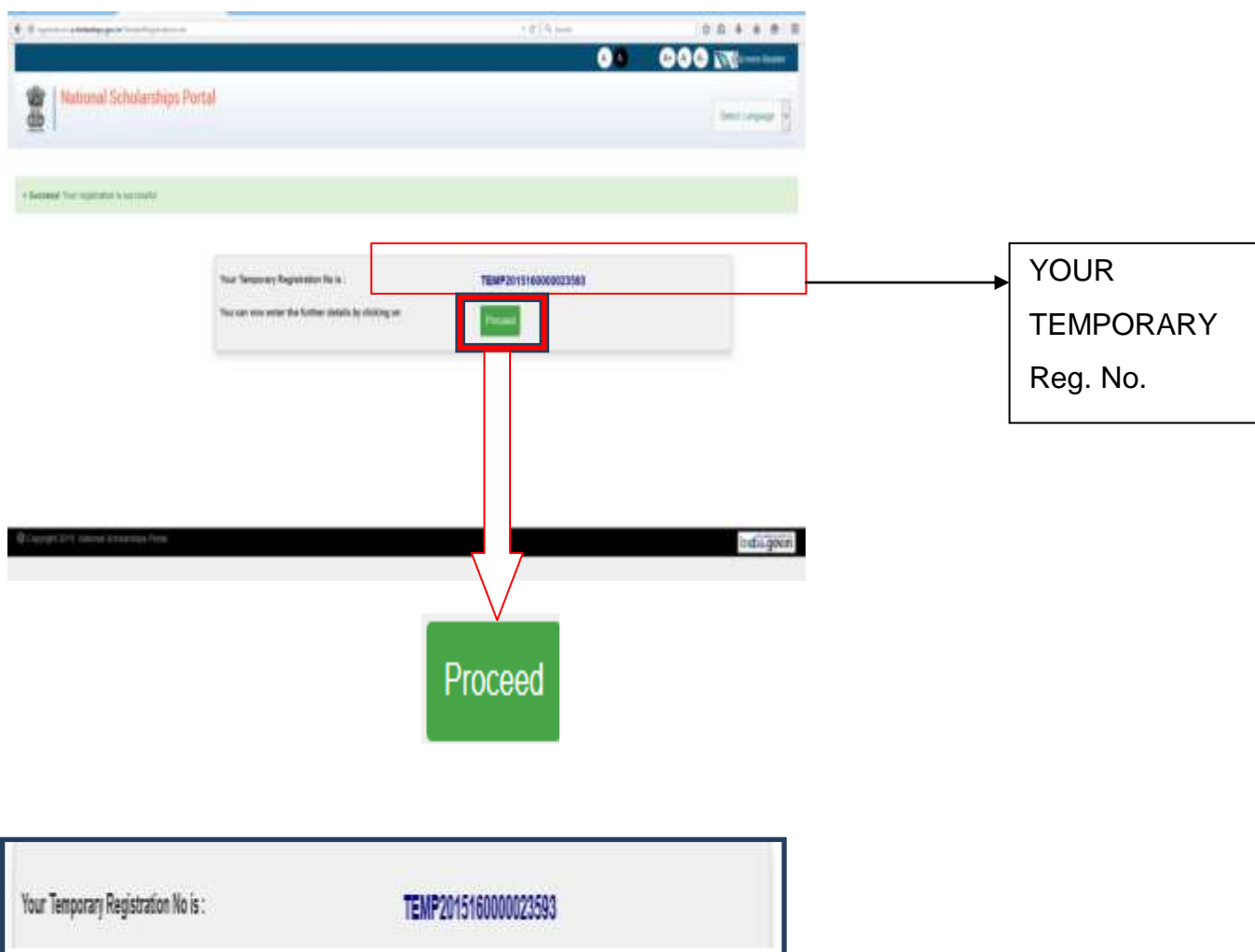
6A) For Re-Login Using Temp Registration ID and Date of Birth.

Incase student is not able to remember his Registration, student is requested to use Forgot Registration ID to retrieve registration details

7) Click on **PROCEED**, A new web page will be displayed as shown below.
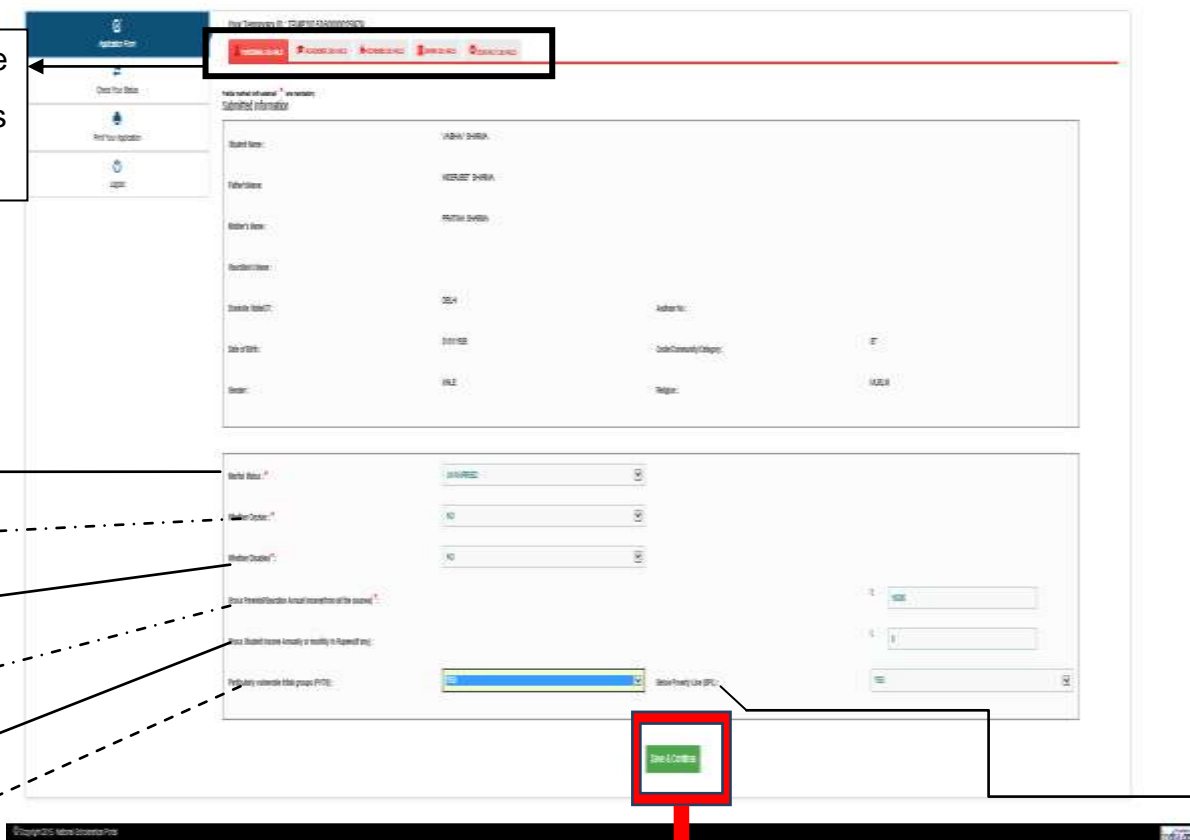
OR

You can Re-Login using TEMPORARY REGISTRATION-ID and Date Of Birth.

Personal details of the applicant as entered previously will be shown on this page under the tab **"PERSONAL DETAILS".**The page will request applicant to enter the details in titles 7A to 7D.**Titles 7F & 7G will be displayed if applicant belongs to ST Category.**

**Fields are numbered above for explanation. Numbering is not visible in the actual screen. Magnified view to each title is shown below.

Magnified view to each title is shown below.
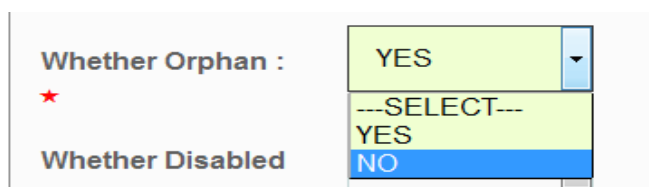
7A) Enter whether the applicant is married or not.Choose applicable option from drop down.
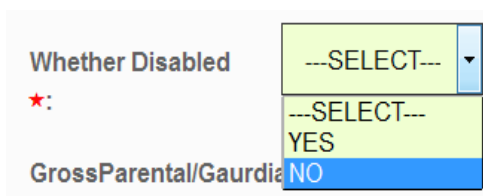
7B) Enter the applicable option form drop Down.

Orphan- Mean a person whose parents are not alive.

Example- Applicant is not Orphan

7C) Enter whether the applicant is disabled or not.Choose applicable option from drop down.

Example-The applicant is not Disable.

In case Applicant is disable, a new title named **DISABILITY TYPE** will be displayed.

Listed disability types are based on PWD Act 1955. It is also to be noted that supporting documentation like disability certificate should also be uploaded
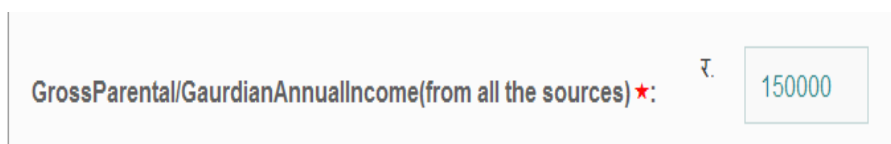
After selecting the applicable option in title **DISABILITY TYPE,** a new title named as **PERCENTAGE** will be displayed.

For Example- The applicant is disabled in Hearing and his/her percentage percentage of disability is BELOW 40%.

7D) Enter **Total Annual Income** of your parents/Guardian from all sources.

7E) Enter the income annual income generated by applicant/Student(if any) from all sources.

Student needs to provide supporting documents in evidence of income specified

7F) Enter whether the applicant belongs to Principally Vulnerable Tribal Groups(PVTGs).Choose applicable option from drop down

Relevant document may also be submitted in confirmation of PVTG certificate as per records

7G) Enter whether the applicant belongs to Below poverty Line(BPL).Choose applicable option from drop down

Relevant document may also be submitted in confirmation of BPL certificate as per records

After filling up the titles from 7A to 7G click Button named as**"SAVE & CONTINUE".**

8) Applicant will be directed to the next tab named as **"ACADEMIC DETAILS"**

8(i) For Example-Applicant is presently studying in INDIA.

**Fields are numbered above for explanation. Numbering is not visible in the actual screen. Magnified view to each title is shown below
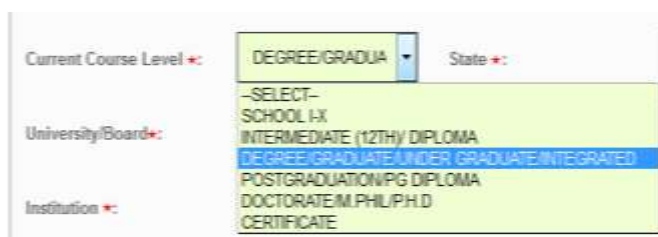
8A) Enter the present place of studying from Drop Down.

8B) **Enter the highest degree** pursuing/obtained.

Example-Applicant has completed /pursuing his/her Graduation.

From Titles 8C to 8H enter the details of highest degree completed/pursuing by the Applicant.

8C) **Select the State** from drop down. State should be geographical terrritory where academic institution is located

Example- Applicant's College is located in Madhya Pradesh.
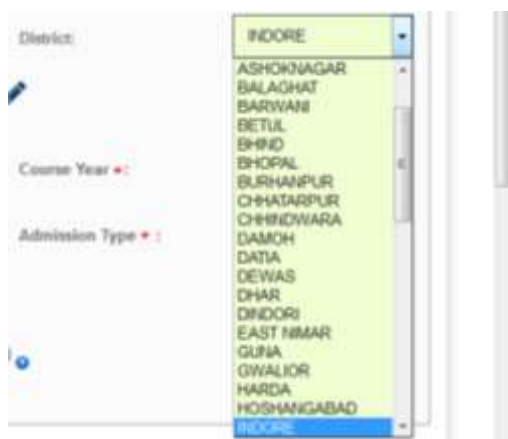
8D) Select your **University/Board** from drop down. Based on state selected, list of universities/boards are shown. If student is unable to find university/board in selection list, then student is adviced to contact the University/Board and ask the University/Board to register itself in National Scholarships Portal. Only once an University/Board is registered and approved then student will be able to submit his application

Example-The name of university from where the student is pusuing his Degree Course is-Devi Ahliya Vishwavidyalaya,Indore.
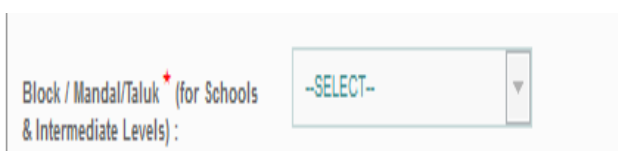
8E) Select the **District** (if any) from drop down. Districts corresponding to state are listed for selection

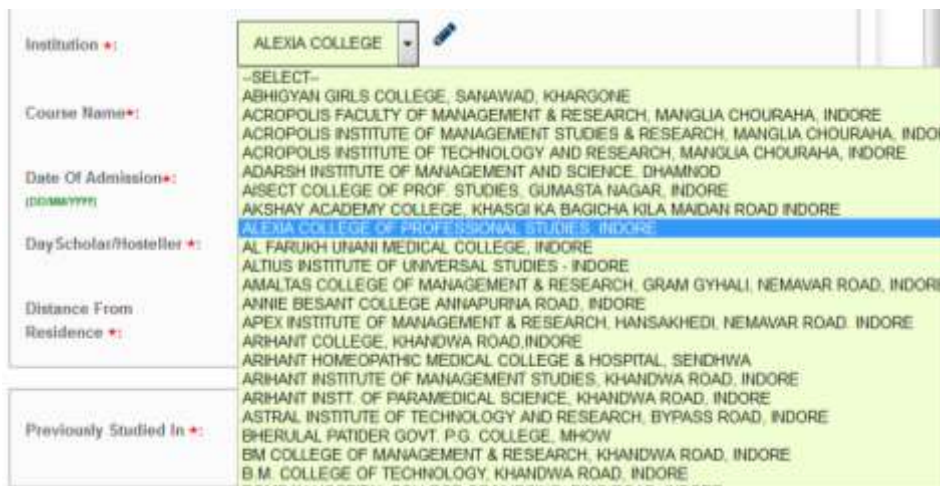Example-Applicant's University is located in District-INDORE.

8F) Select appropriate **Block/Mandal/Taluk** from drop down.The title will be enabled, if School I-X **OR** Intermidiate(12th)/Equivalent is selected from drop down corresponding to title CURRENT COURSE LEVEL

Block/Mandal/Taluka is not required to specified for courses above 12th Class

8G) Select the **Name of your College/Institution** from drop down.

Example-Applicant is studying in Alexia College of Professional Studies

If student is unable to find institution in selection list, then student is advised to contact the institution and ask the institution to register itself in National Scholarships Portal. Only once an institution is registered and approved then student will be able to submit his application

8H) Select your **Course Name** from Drop Down.

Example- The applicant is pursuing BBA.

If student is unable to find course in selection list, student is adviced to contact the institution and request the institution to update course list in National Scholarships Portal.

8i) Select the **Current Studying Year** pursued by the student
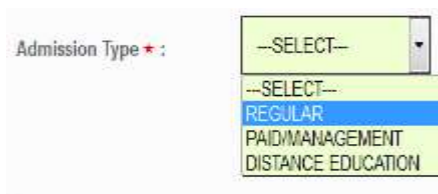
Example-Student needs to select current course year as enrolled. Freshers are adviced to select year-1 while others need to select their current year of study e.g. 2nd year B.tech students select year-2.

8J) Select the date when you were admitted/enrolled at College/University.

Example-Applicant was enrolled on 01/08/2008

8K) Select to which type of course student is enrolled in University.

Example- Applicant is enrolled in Regular Course.

8L) Select whether you are a day-scholar or Hosteller.

Example-The student is a Day-scholar.

8M) Enter the distance(in Kilometres) between your College and Residence.

Example-The college of a student is at a distance of 30Kms from his residence.

8(ii)   Similarly,Enter the details of **Previous Academic Details** as shown in below mentioned screen shot.

It is kindly noted that in-case student is pursuing his post graduation, previous academic details collected include Degree/Undergraduate, Intermediate (12th), 10th. In-case student is pursuing his Degree/Undergraduate, then previous academic details include Intermediate(12th) & 10th.

In-case student is not able to locate institution in the drop-down, student is adviced to contact the institution and request it to get registered in National Scholarships Portal. Secondly, information such as Roll number/ Hall ticket number should be correctly entered in previous academic details as student eligbility to apply for certain schemes based on student's previous academic records

Example-The student was admitted in 12th class on 2006/03 and passed it on 2007/03 from Science Stream.His/her Hall Ticket No. is-123456.Name of his/her school was Badri Schoolaffilated from Madhya Pradesh Board located in Madhya Pradesh,District-Indore.He/she has secured 432 marks out of 500.

8(iii) # Similarly,Enter the details of High school(10th Class) Corresponding to the titles as shown in below mentioned screen shot.

Save & Continue

Example- The student passed 10th class in 2004.His/her Hall Ticket No. is-654321.His/her school was affilated from CBSE Board.

After filling up points from 8(i) to 8(iii) as mentioned above click **SAVE & CONTINUE** to switch to next Page.

9) Under the tab **SCHEME DETAILS**

Based on eligibility criteria of the students, schemes will be displayed.

Student can apply for multiple scholarship schemes. However, only one scholarship application will be granted finally based on choice exercised by the student. Choice can be exercised by student during the sanction process.

Documents that are to be uploaded will be shown when student click on button named as **SHOW REQUIRED DOCUMENTS. Required documents is based on scheme guidelines**

On the same page student/applicant need to enter the relevant values in the text fileds(if any) corresponding to the titles along with the supported documents wherever required.For Eg- Tution fee, study tour charges,Typing/Printing charges are the titles where student need to enter the relevant values in the text field.
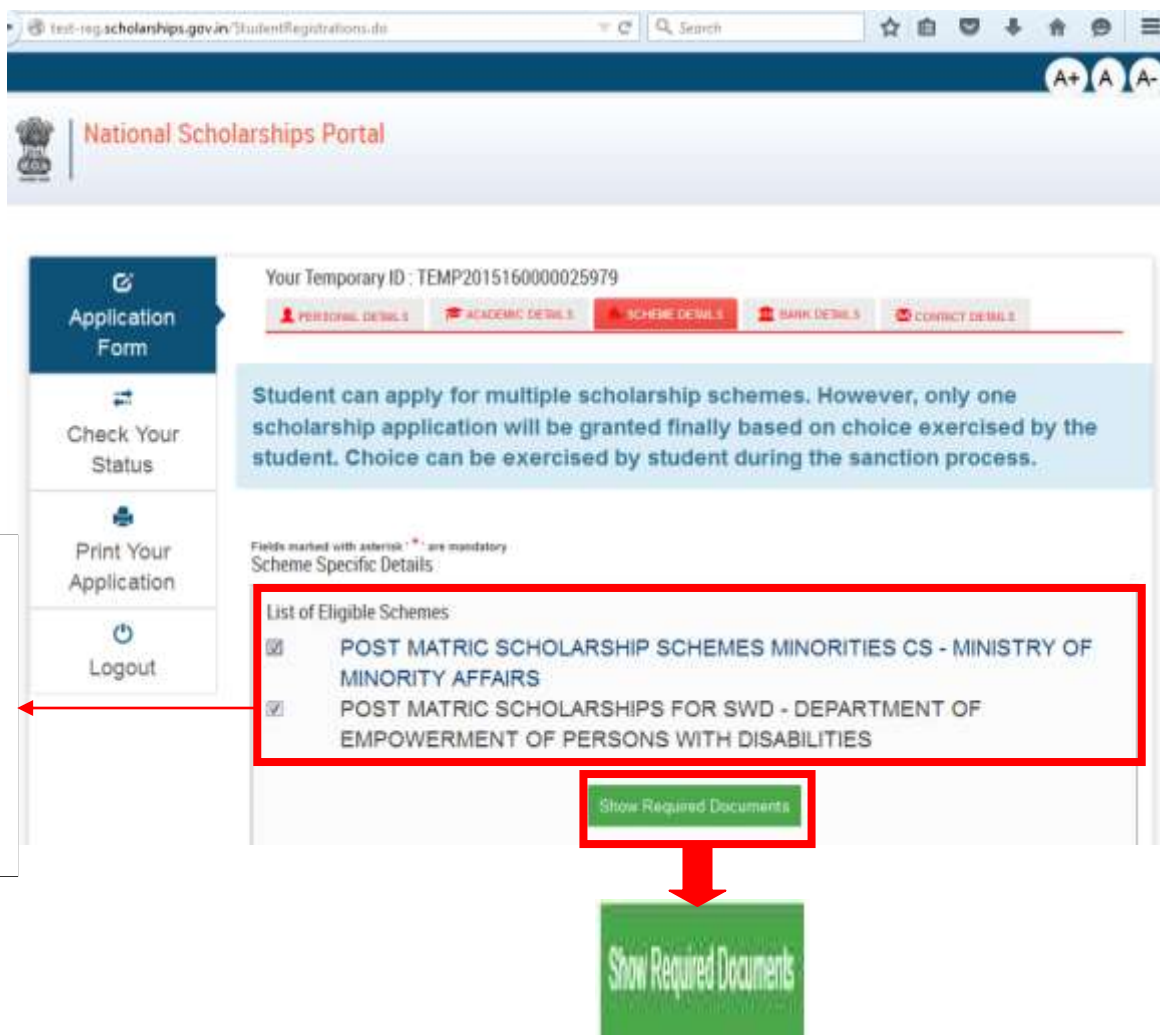
Upload document/receipt in support of same whereas titles like Photo,previous year marksheet,income certificate,caste certificate,Bank Statement,Religion certificate and birth certificate require only uploading of document (Indicative scanned documents is based on scheme guidelines)

All the documents must be uploaded in desired format(*.png, *.jpg, *.jpeg, *.tiff, *.gif) and the size must not be greater than 100KB.

After uploading all the documents click **SAVE & CONTINUE.**

The screen shot for the same is shown below.

Tick mark check box to select schemes, multiple schemes selected by applicant

Button named as **SHOW REQUIRED DOCUMENTS** when clicked, below mentioned fileds/titles will be seen on same page.Fields/Titles may vary for depending upon the requirements of the scheme.

Relevant value to be entered in text fields and document to be uploaded in support of same.

Documents to be uploaded corresponding to titles shown

10) Under the tab **BANK DETAILS**

NOTE-Students above the age of 10 years should open bank account independently in the name of student. However those students below 10 years should open Joint account. Student needs to be careful while entry bank account details as wrong may lead to rejection of scholarship.

Enter your bank details corresponding to the Titles.

Choose State,District in which applicant holds the bank acoount and Bank Name,IFSC code from drop down.
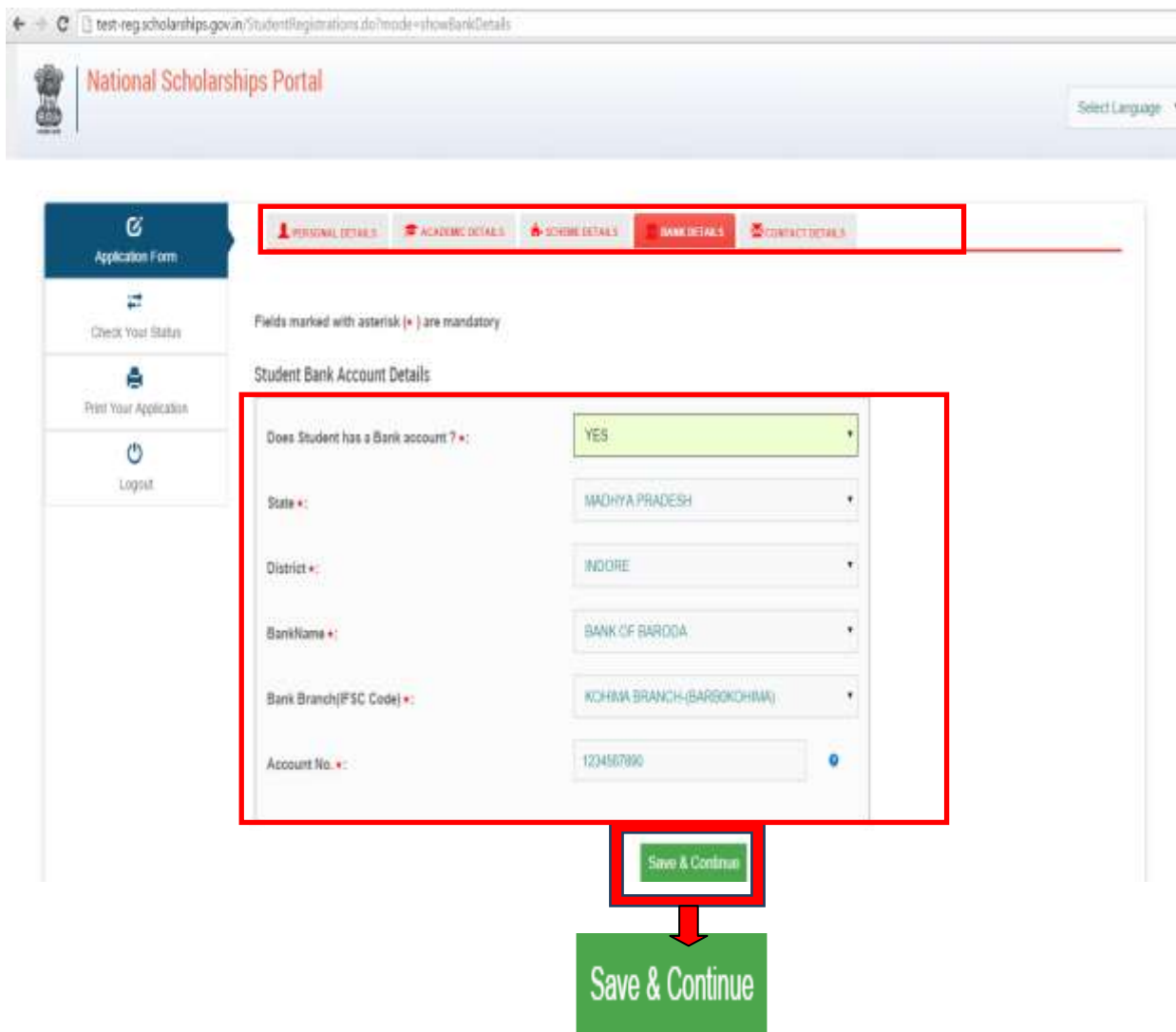
**Enter the A/C No. in the text box corresponding to title named as Account No.

**- Account No. must be filled very carefully and re-checked as there will be no provision to ammend it there after.

Wrong Account No. will lead to disqualification of student for scholarship for current finacial year.

Note – In case if student is not able to select Bank or Branch then they are requested to contact the National Scholarships Portal HelpDesk Numbers –
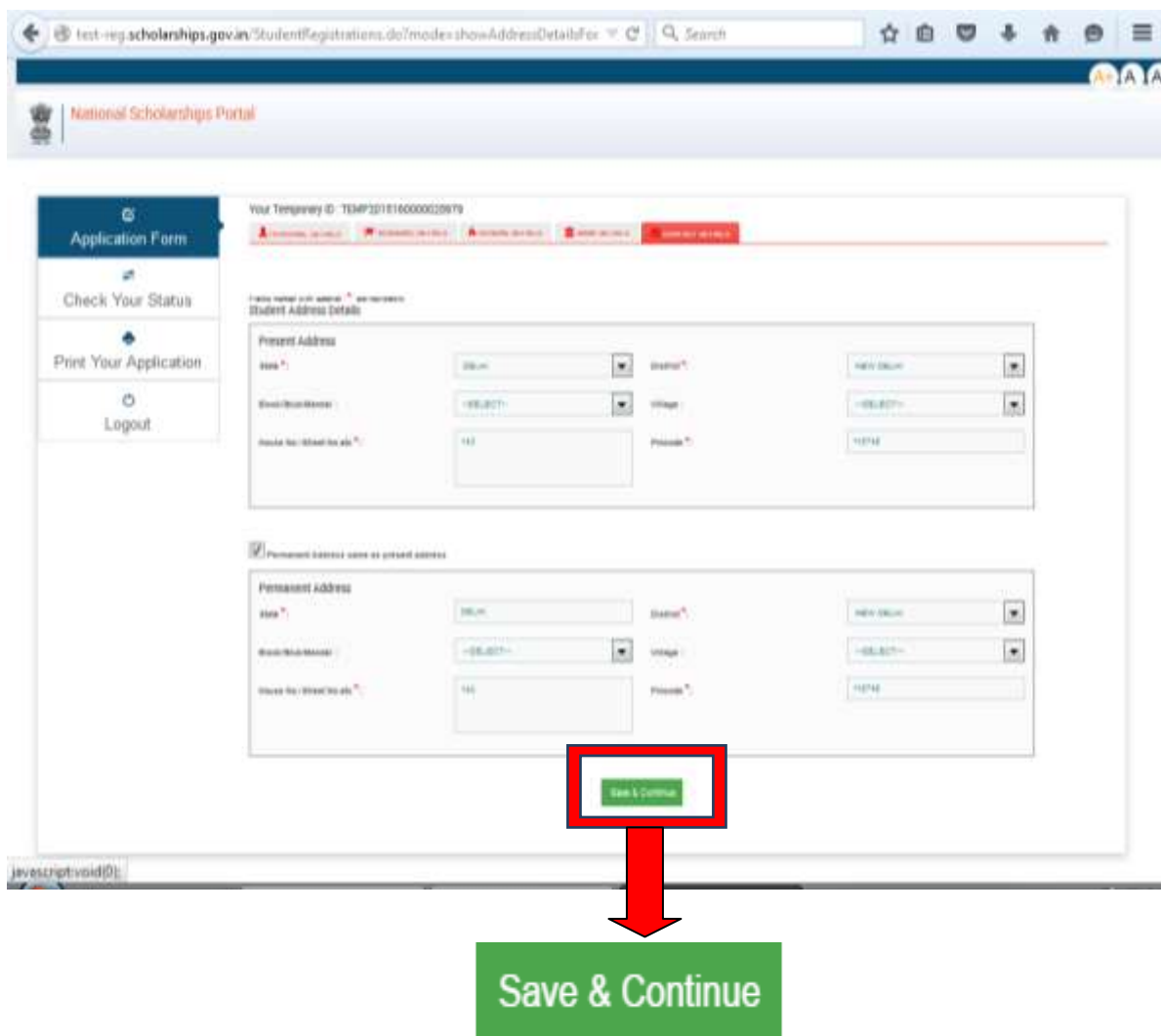
040-23120500

Click **SAVE AND CONTINUE** to switch to next page.

11) Under the Tab **Contact Details-**

> Enter your Current residing and Permanent Address.
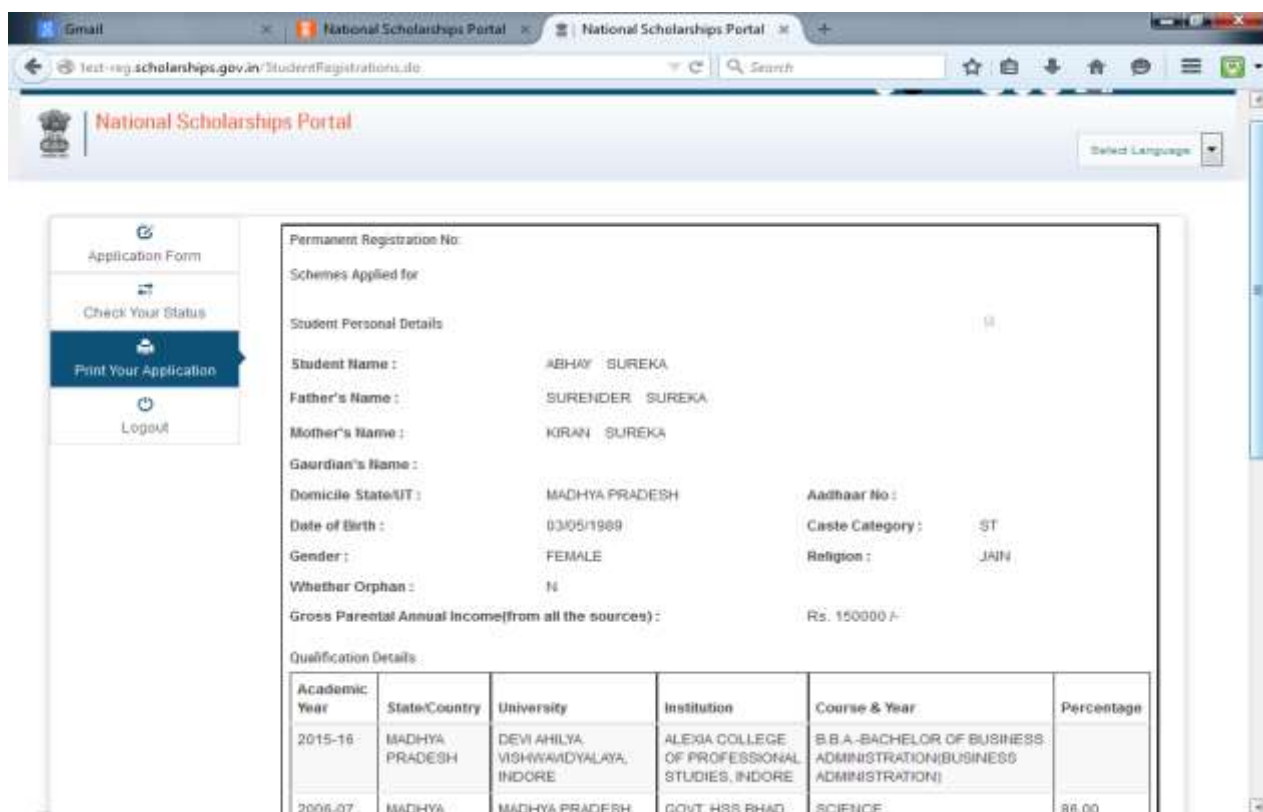> Fill up the relevant information corresponding to the titles.

Student needs to enter Permanent Address as Domicile state address. It is to be noted that scholarships application will be granted based on domicile address of the student

12) **Tick Mark** Check Box as provided to confirm the declaration as given and click **CONFIRM & SUBMIT** to end the Application process.

Your application is successfully sumbitted and a new Web Page displaying your **Permanent Registration No.** will be displayed.

Retain your **Permanent Registration Number**for future process.

Note - Students can also take the print of the Application if needed.

Tick Check Box for Self Declaration
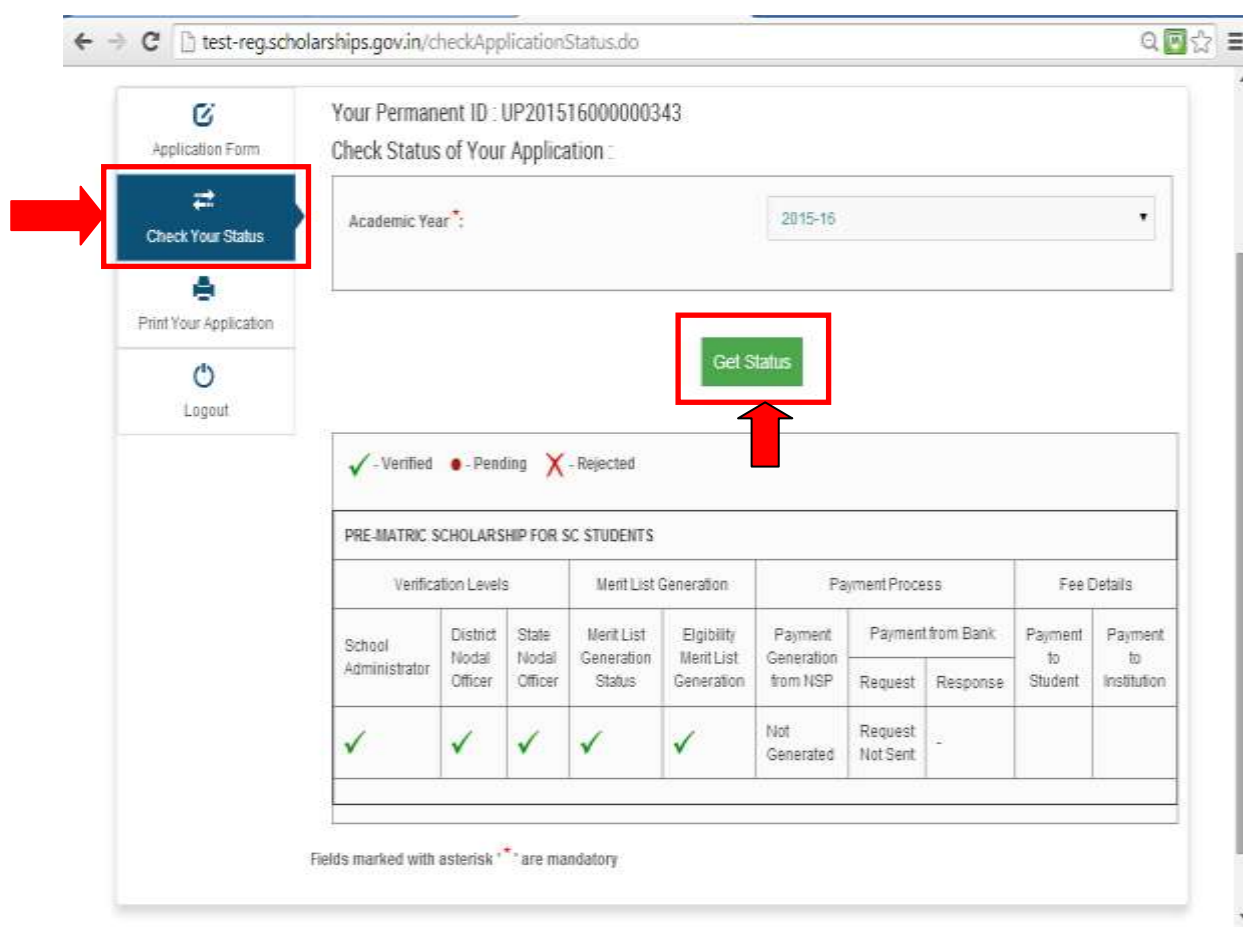
Confirm & Submit Application

- This completes the Online Application Process for applying scholarships on the National Scholarships Portal.
- Students are requested to make Note of their **Permanent Registration Id** for tracking the status of the application.
- Once the Permanent application is submitted, student will not be able to edit the application
- On subsequent login, Check your status application service may be used to know the status of student submitted application
- Student needs to exercise choice after sanction by Dept to accept the scholarships. Though student has choice to apply for multiple scholarships, student will only be granted one scholarships that is of student choice
- In-case of renewal student application, student will be prompted to enter previous bank account number and date of birth (bank account number & date of birth should be same as submitted earlier during scholarships registration)

13) Check status of your Application-The button enables the applicant to track the status of application.

- Student can re-login by using 17 digit permanent id and Date of Birth(See fig-3.1).

- Click on Check your status as shown below and select the Academic Year from the drop-down corresponding to the title named as ACADEMIC YEAR.
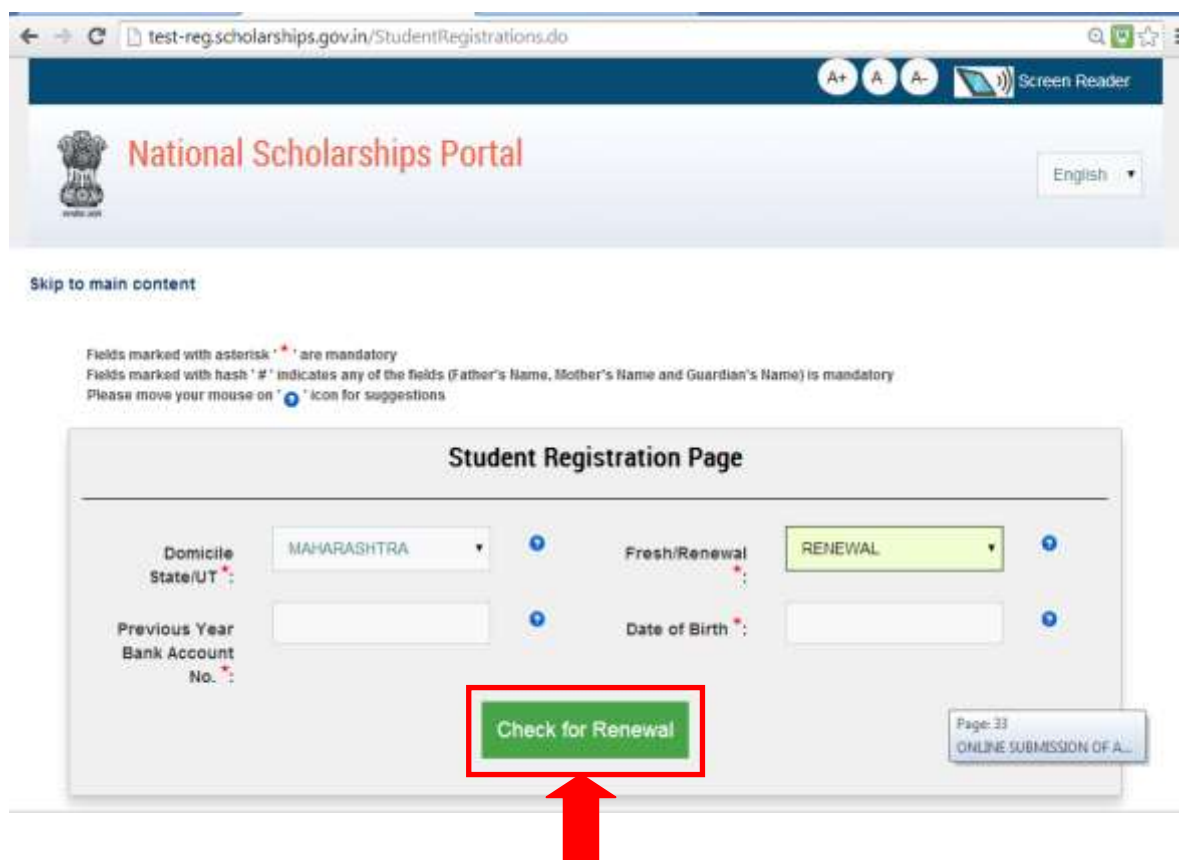 (Check you status------>Choose academic year from drop down---->Get Status).

<u>ONLINE SUBMISSION OF APPLICATION FORM FOR RENEWAL OF SCHOLARSHIP</u>

14) Online renewal of scholarship application form can be done through the Website **http://www.scholarships.gov.in** from any of the internet access points.

(**For better visibility use Chrome, Firefox, Internet Explorer 7 and above)**

15)   Click STUDENT LOGIN as shown in Fig-2.1 then click REGISTER as shown in Fig-3.1.
- Enter your Domicile state/UT and select **renewal** corresponding to tile **Fresh/Renewal**. Screen Shot shown below will be displayed.
- Enter your Previous Year Bank Account No. and Date of Birth, click Check for Renewal as shown

16) A new web page as shown in Fig 4.1 will be displayed.Fill up the credentials as required and click submit.Repeat procedure from step 4 to step 11 as explained previously.

- **This Completes the Online renewal Application Process for Applying Scholarships on the National Scholarships Portal.**
- **Students are Requested to make Note of their** <u>**Permanent Registration Id**</u> **for tracking the status of the application**.