



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-

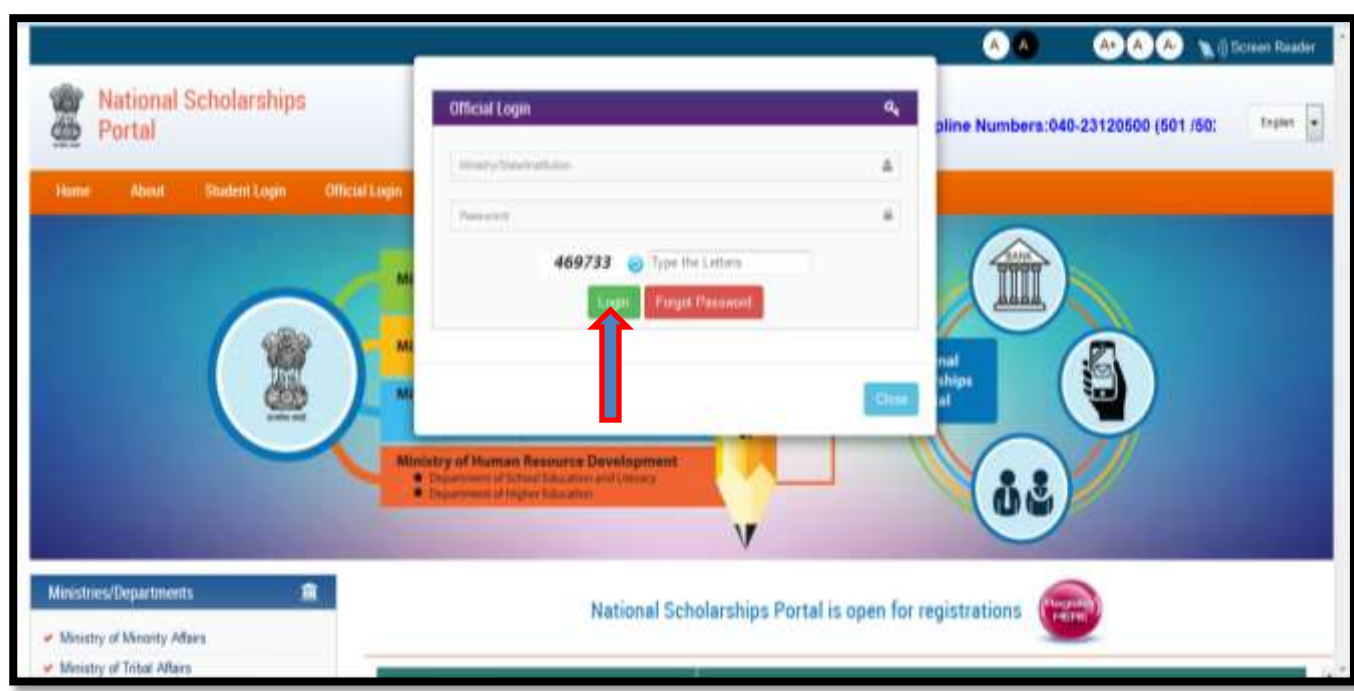
- ❖ Role of Verification Authority if envisaged by Scheme guidelines
- ❖ Provision to edit application based on rejected reasons
- ❖ Provision to register student applications i.e. Pre-matric schemes of School Education in 19 column/ 20 column format

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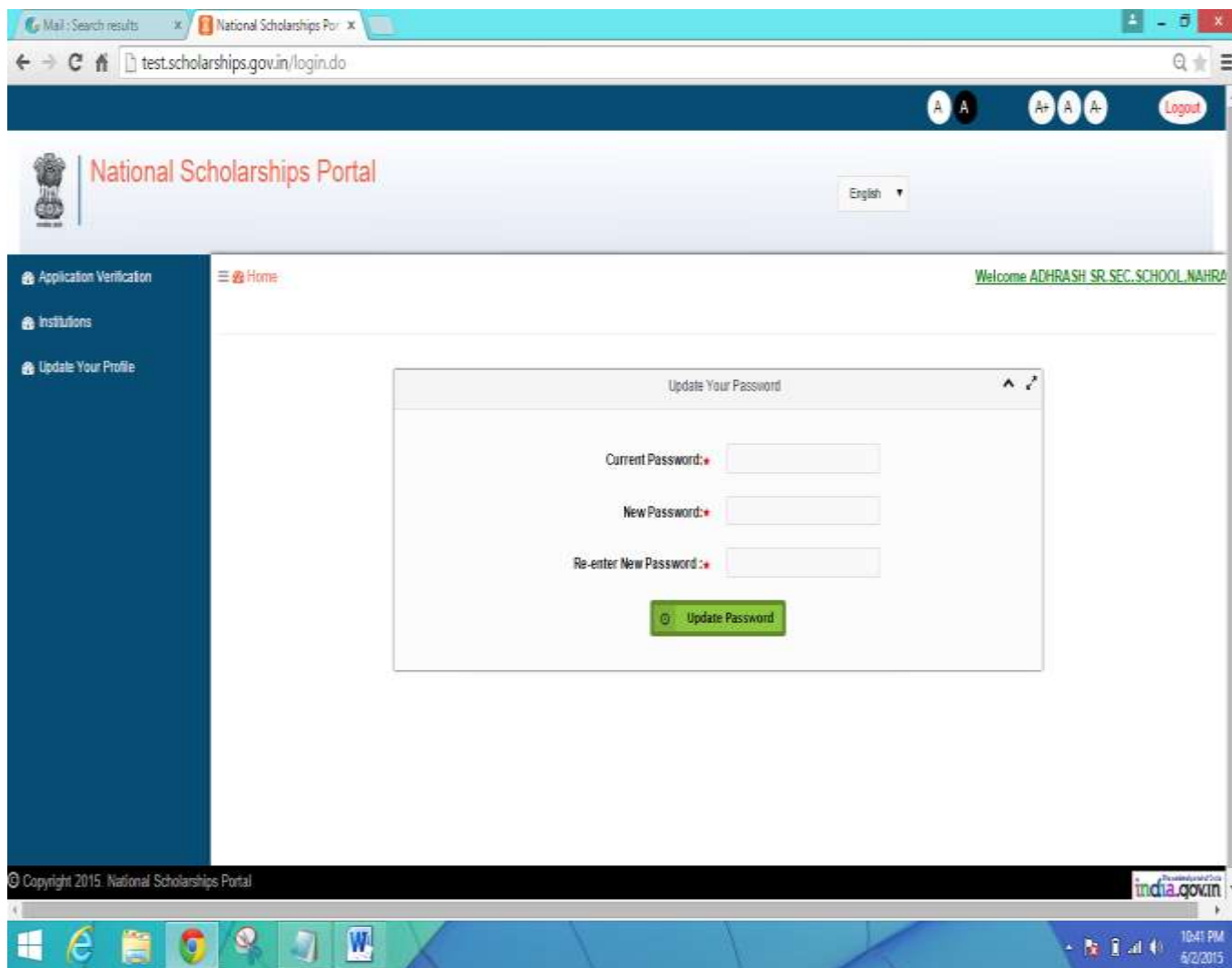
ONLINE VERIFICATION/SCRUTINY OF STUDENT APPLICATIONS FOR SCHOLARSHIP BY INSTITUTE NODAL OFFICER

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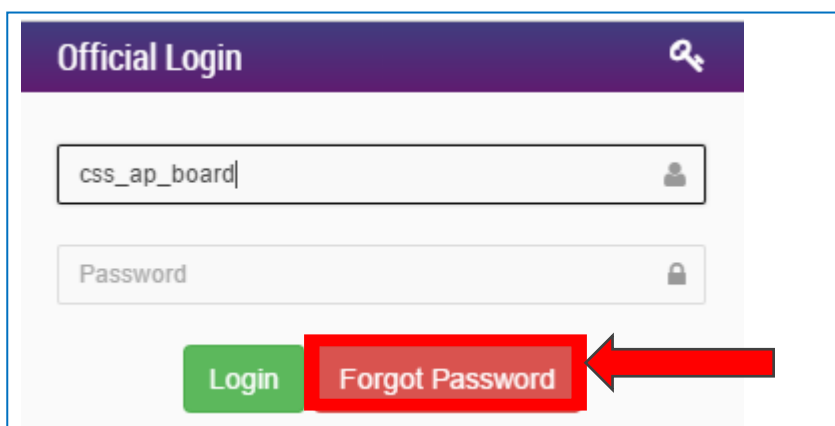
- ❖ The user is supposed to enter and confirm the new password as entered and click on the **'Update Password'**

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 :

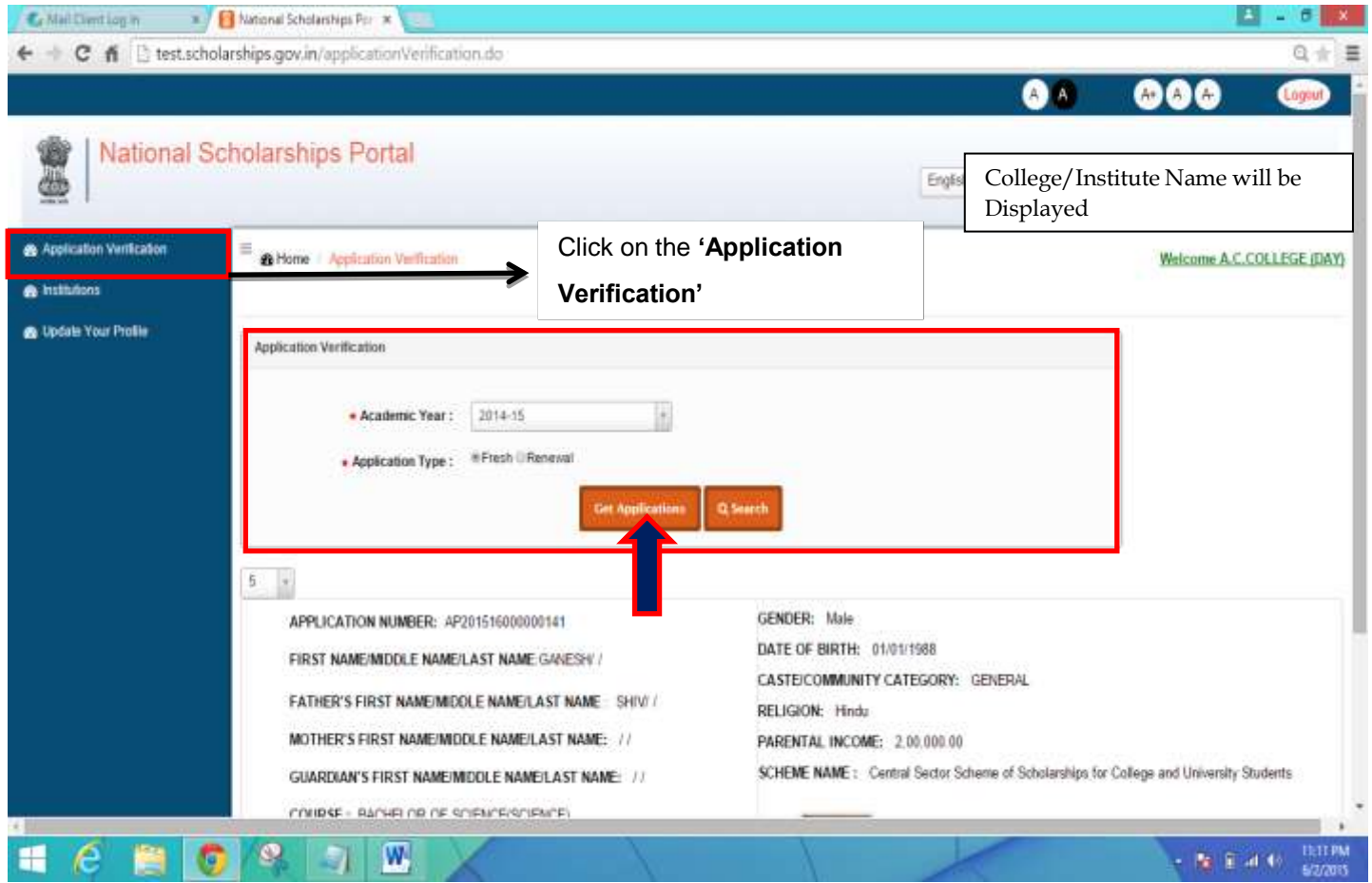
After successful Login, Institute Nodal Officer will be able access the page shown below.

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.



Click on the 'Application Verification'

College/Institute Name will be Displayed

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

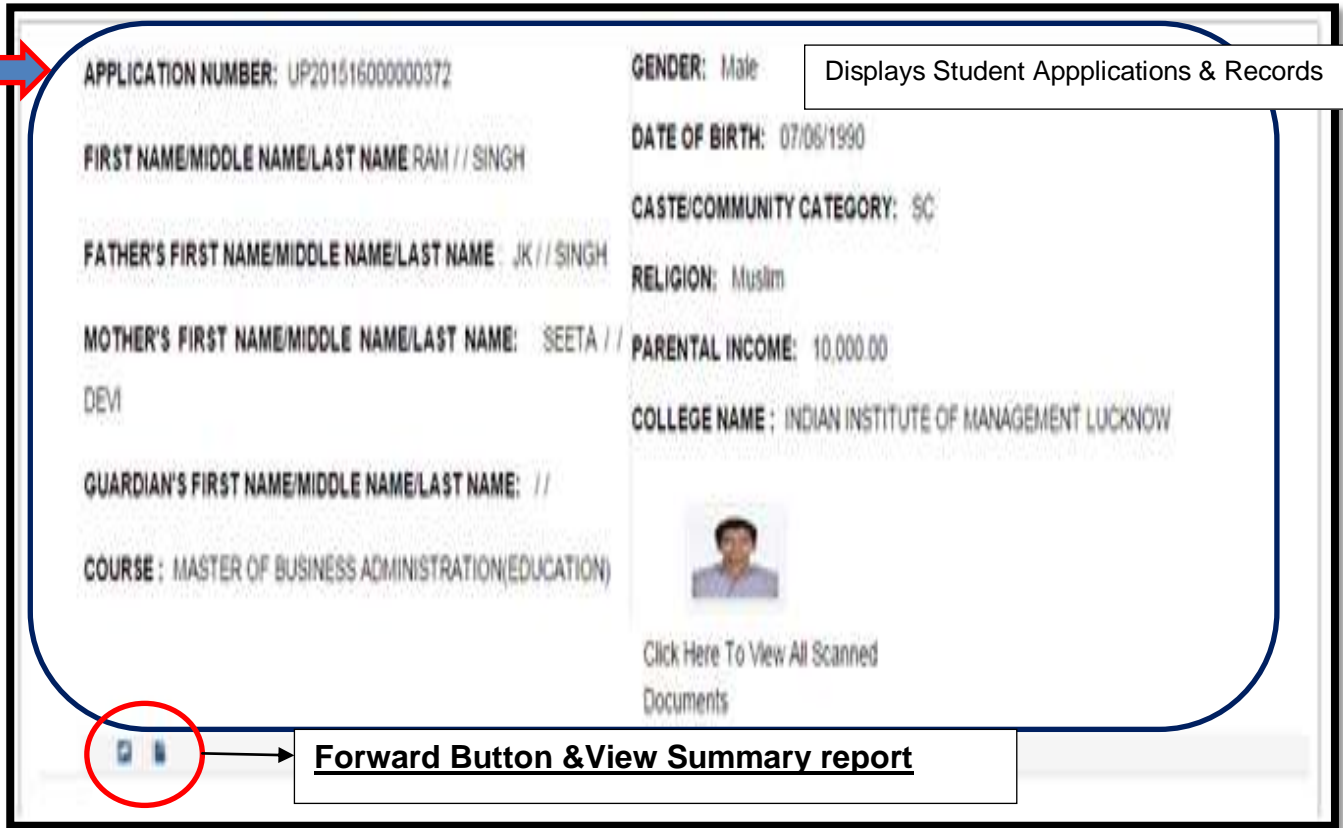
CASTE/COMMUNITY CATEGORY: GENERAL

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

FIRST NAME/MIDDLE NAME/LAST NAME: RAM // SINGH

FATHER'S FIRST NAME/MIDDLE NAME/LAST NAME: JK // SINGH

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

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

COURSE: MASTER OF BUSINESS ADMINISTRATION(EDUCATION)

GENDER: Male


DATE OF BIRTH: 07/06/1990

CASTE/COMMUNITY CATEGORY: SC

RELIGION: Muslim

PARENTAL INCOME: 10,000.00

COLLEGE NAME: INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

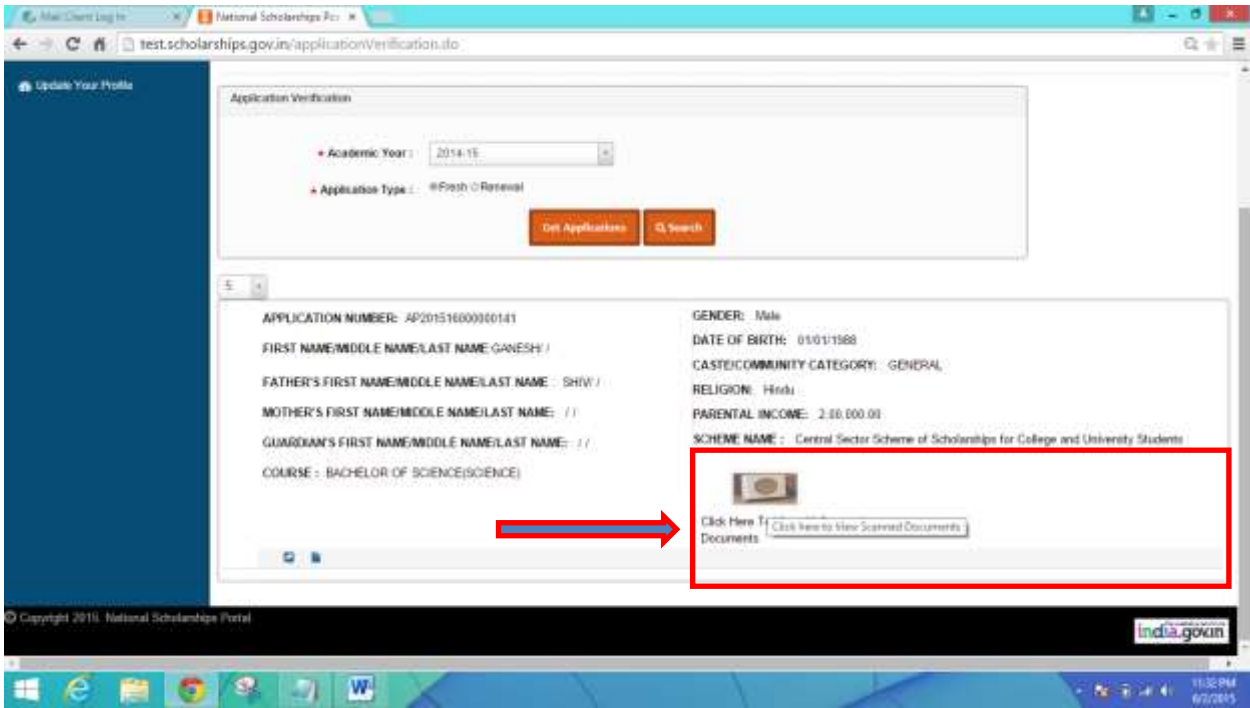


Click Here To View All Scanned Documents

Forward Button & View Summary report

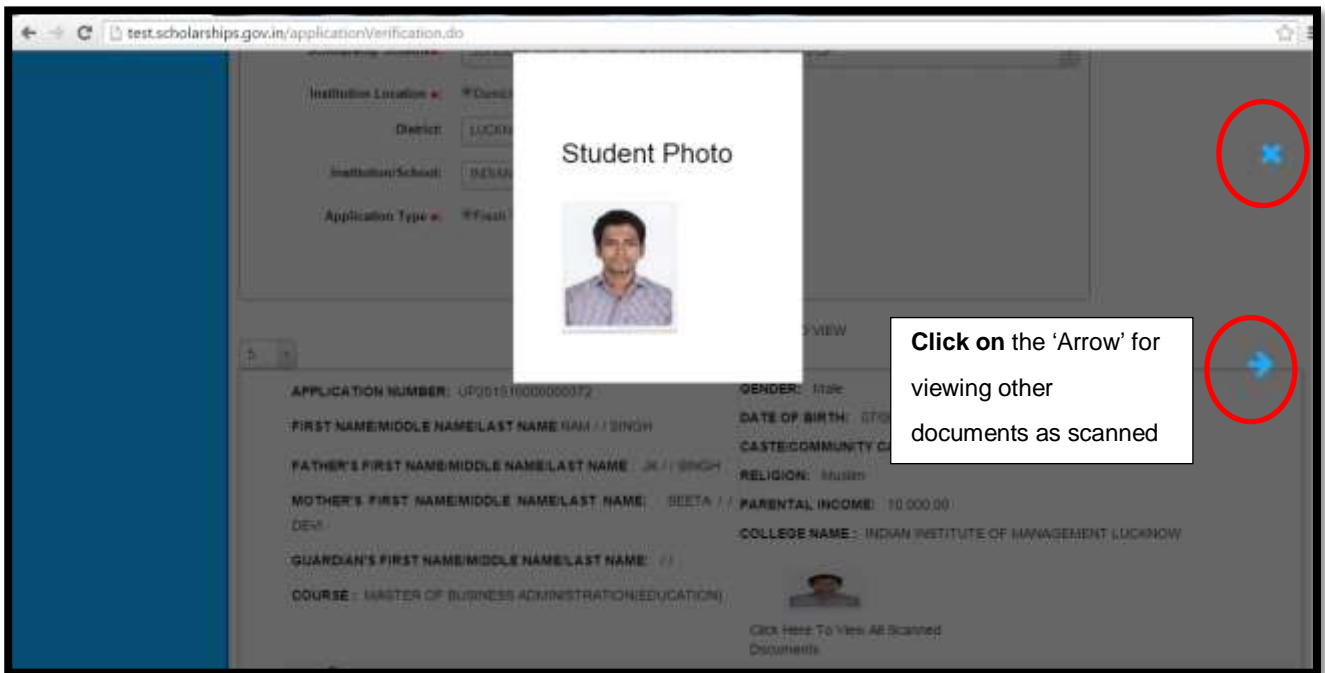
Displays Student Applications & Records

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

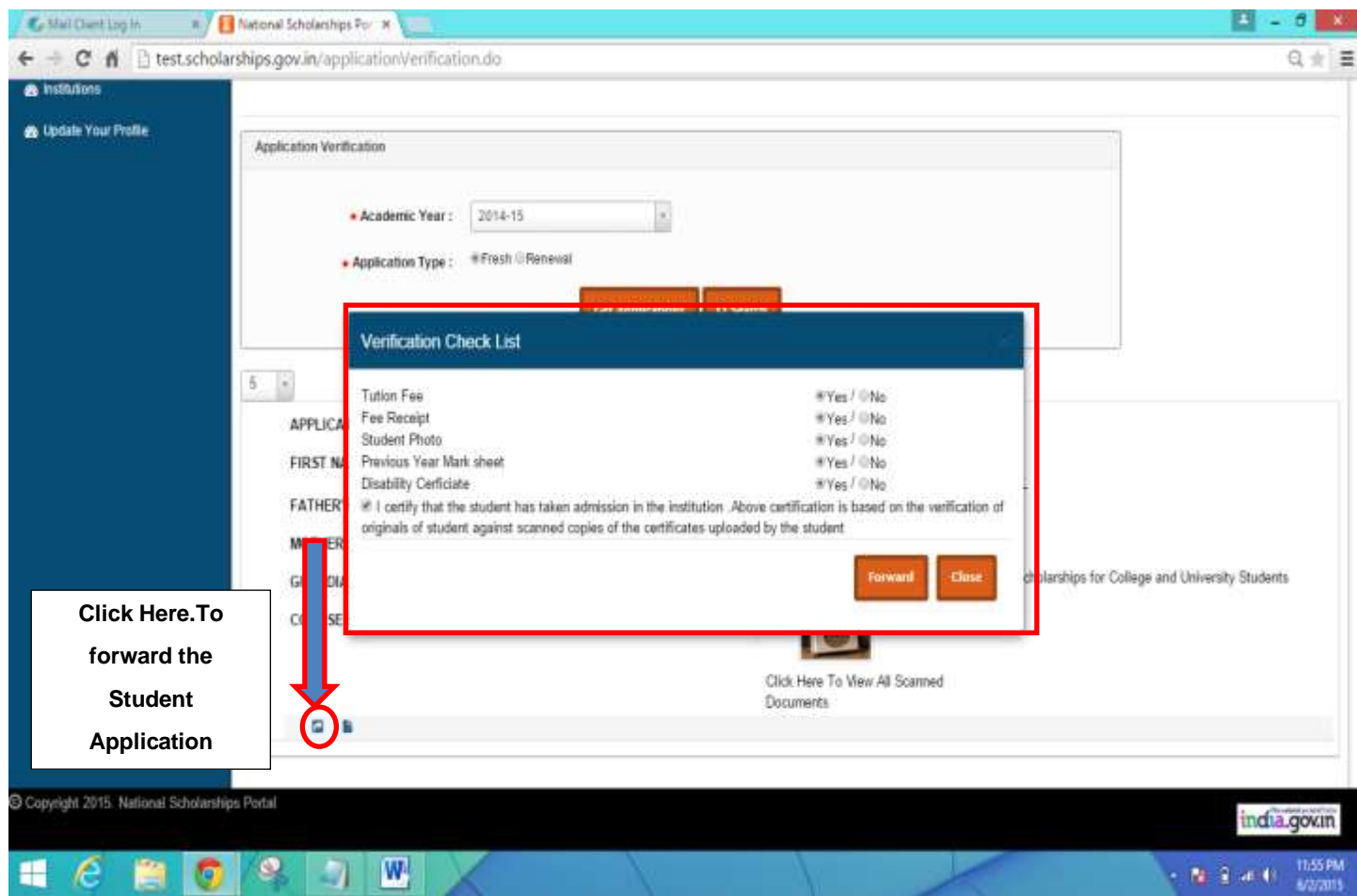
ba.gov.in

Note - For Demonstration Purposes an Image file Is uploaded



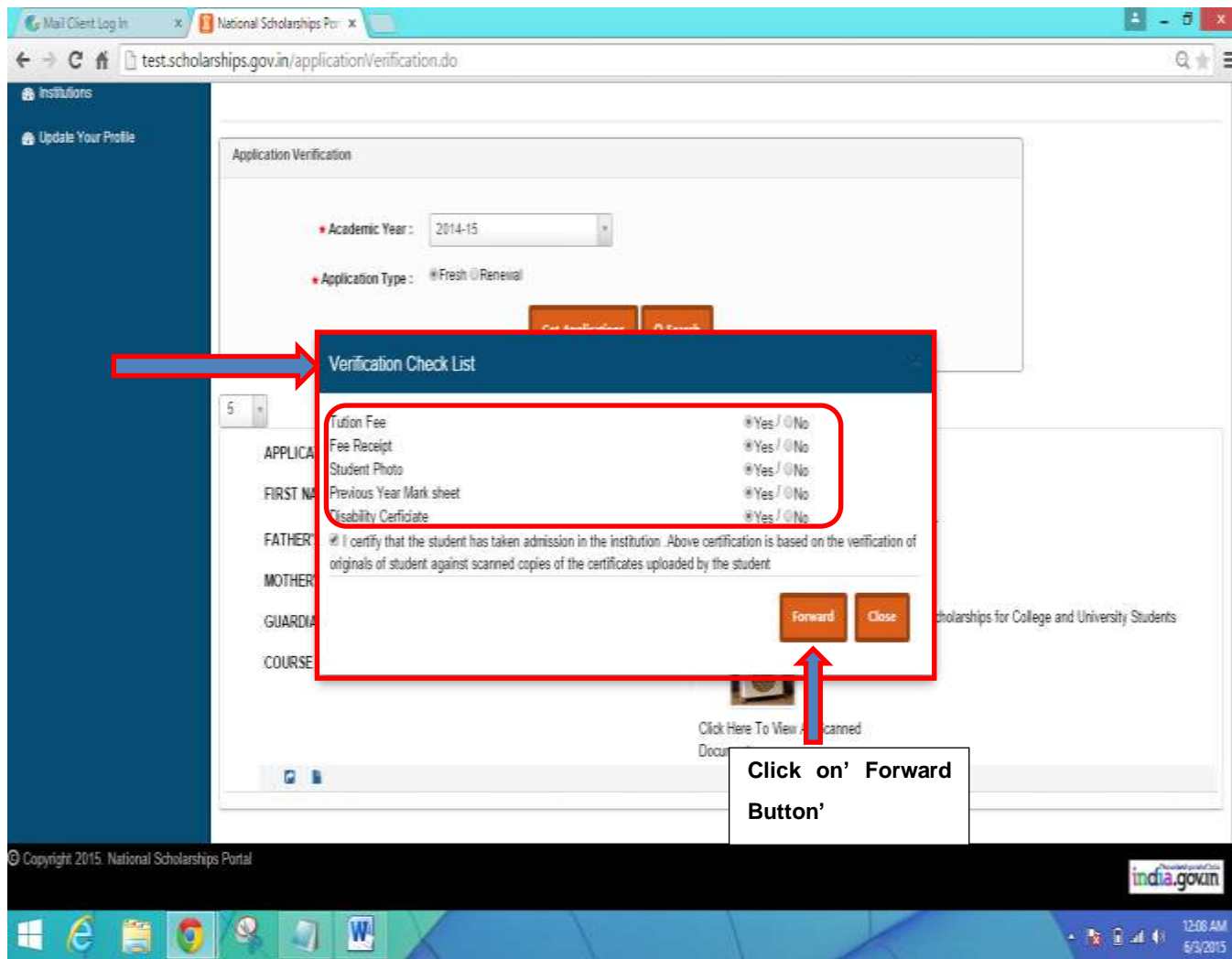
The above ' Summary report' for the Student Application can be saved or can be printed if required

- ❖ 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.



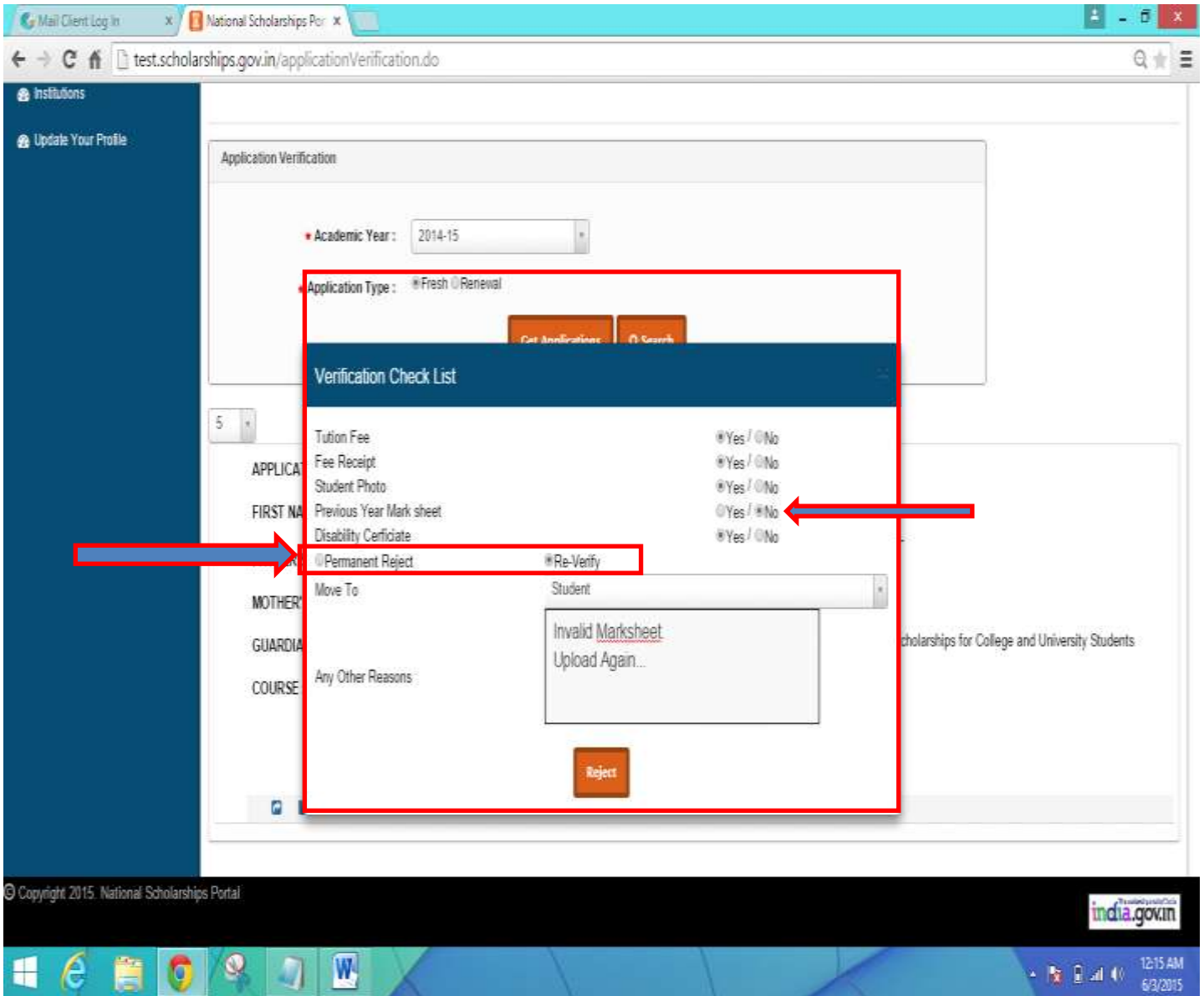
Click Here.To
forward the
Student
Application

- ❖ 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**'



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

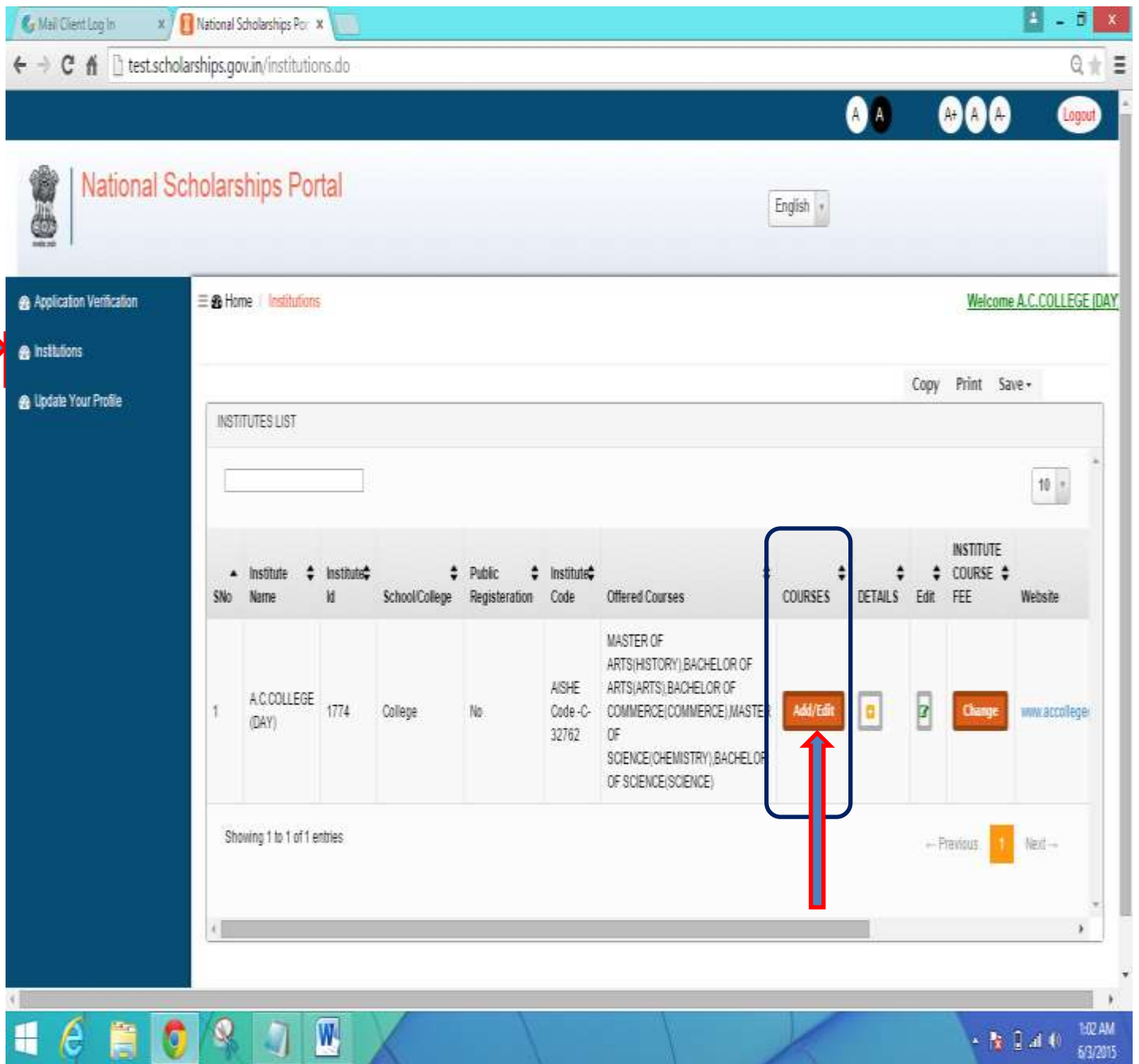
❖ In Such cases, the institute must click on the “NO” option as shown Below –



- ❖ 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 –



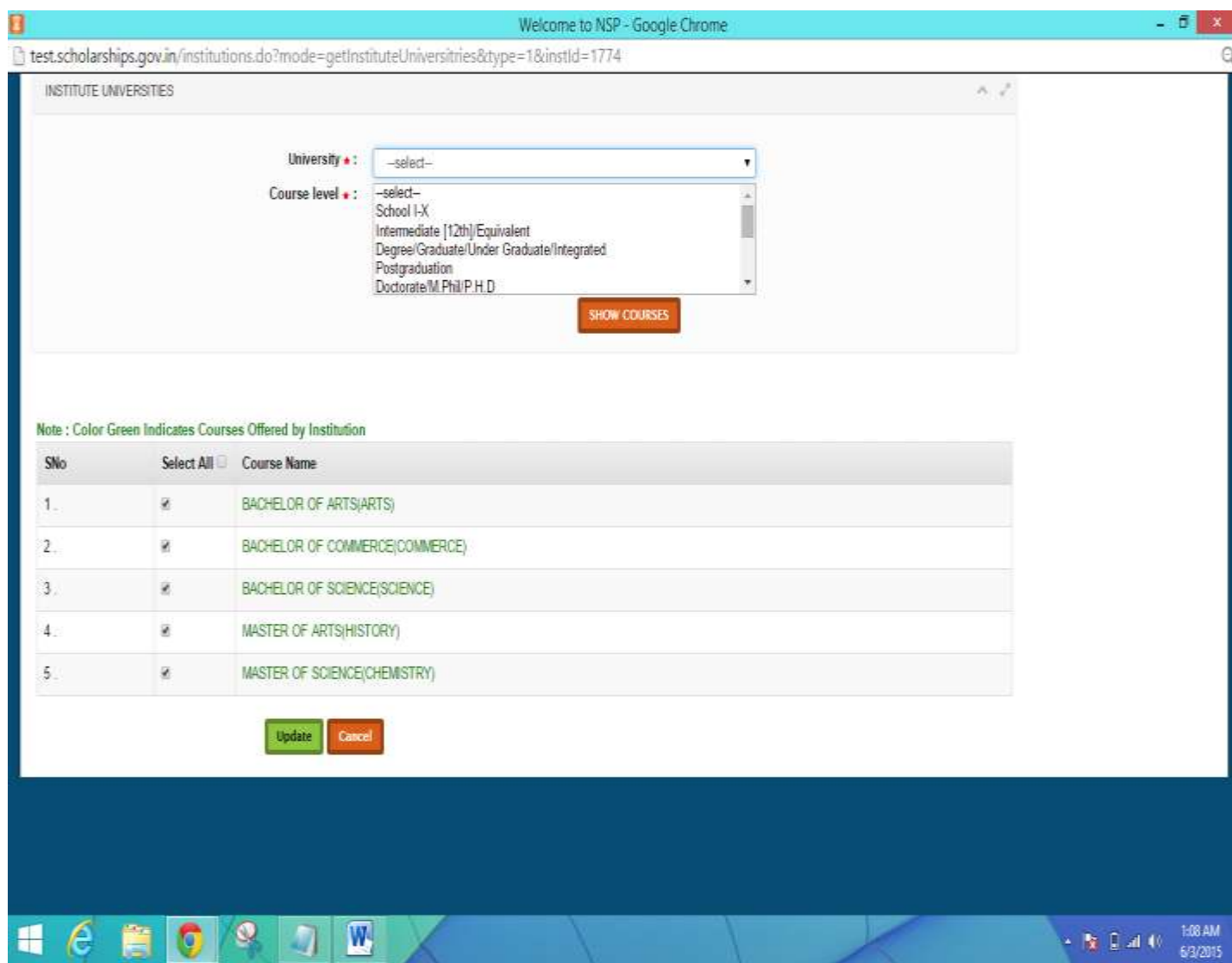
The screenshot shows the National Scholarships Portal interface. On the left, a navigation menu has 'Institutions' selected. The main content area displays an 'INSTITUTES LIST' table with the following data:

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 OF SCIENCE(CHEMISTRY),BACHELOR OF SCIENCE(SCIENCE)	Add/Edit			Change	www.accollege

The 'Add/Edit' button in the 'COURSES' column is highlighted with a red arrow. The table also shows 'Showing 1 to 1 of 1 entries' and navigation controls for the list.

❖ **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

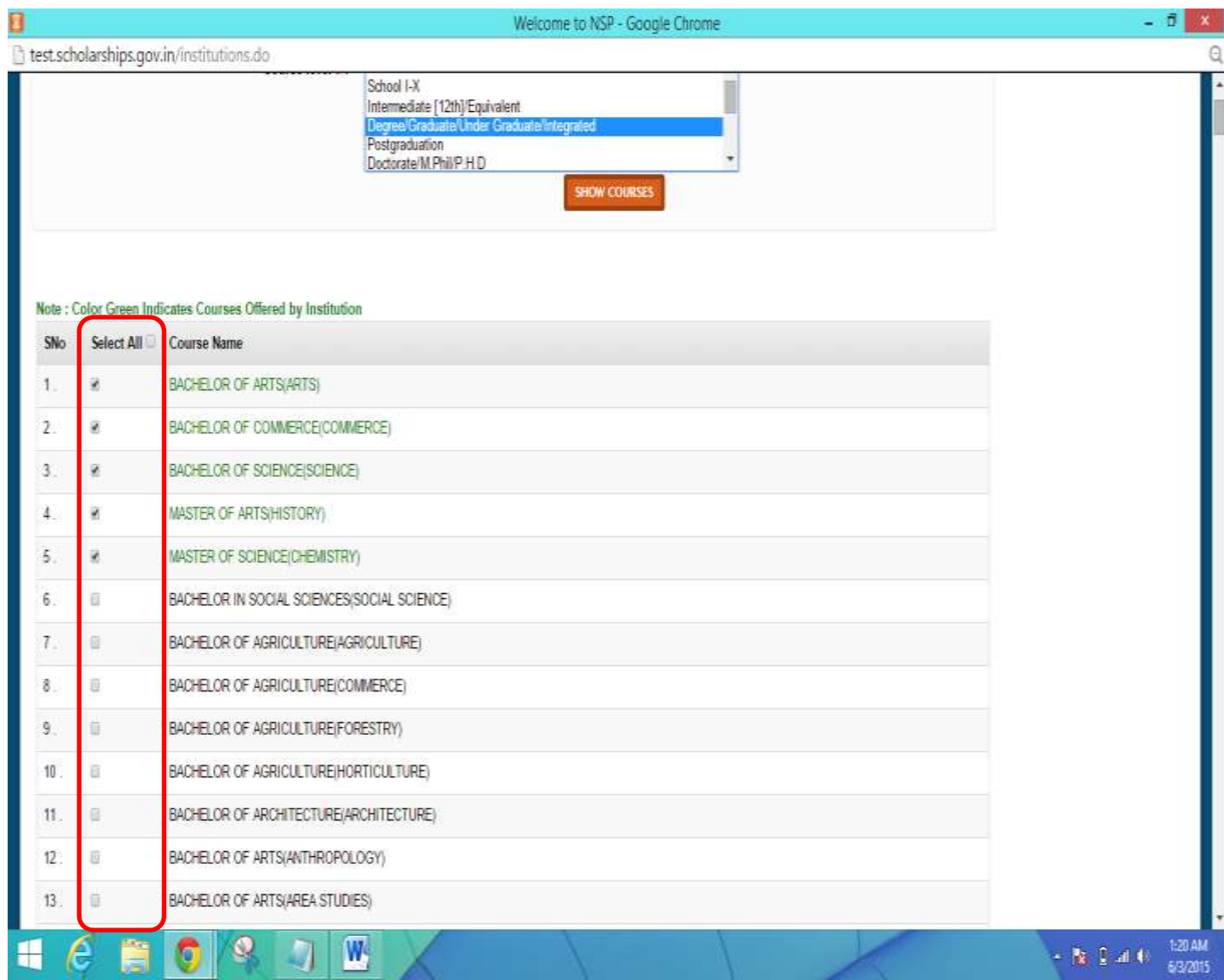
SNo	Select All <input type="checkbox"/>	Course Name
1.	<input checked="" type="checkbox"/>	BACHELOR OF ARTS(ARTS)
2.	<input checked="" type="checkbox"/>	BACHELOR OF COMMERCE(COMMERCE)
3.	<input checked="" type="checkbox"/>	BACHELOR OF SCIENCE(SCIENCE)
4.	<input checked="" type="checkbox"/>	MASTER OF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

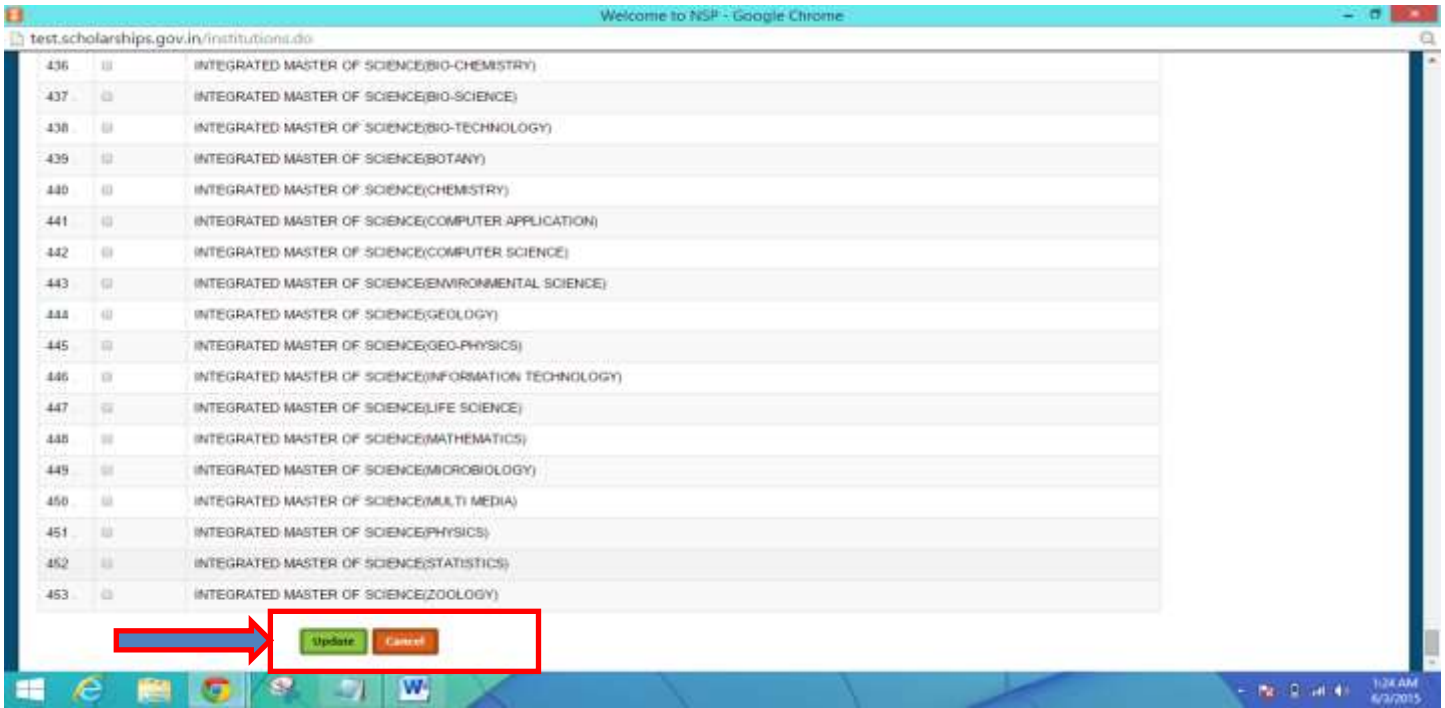
School I-X
Intermediate [12th] Equivalent
Degree/Graduate Under Graduate/Integrated
Postgraduation
Doctorate/M.Phil/P.H.D

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)

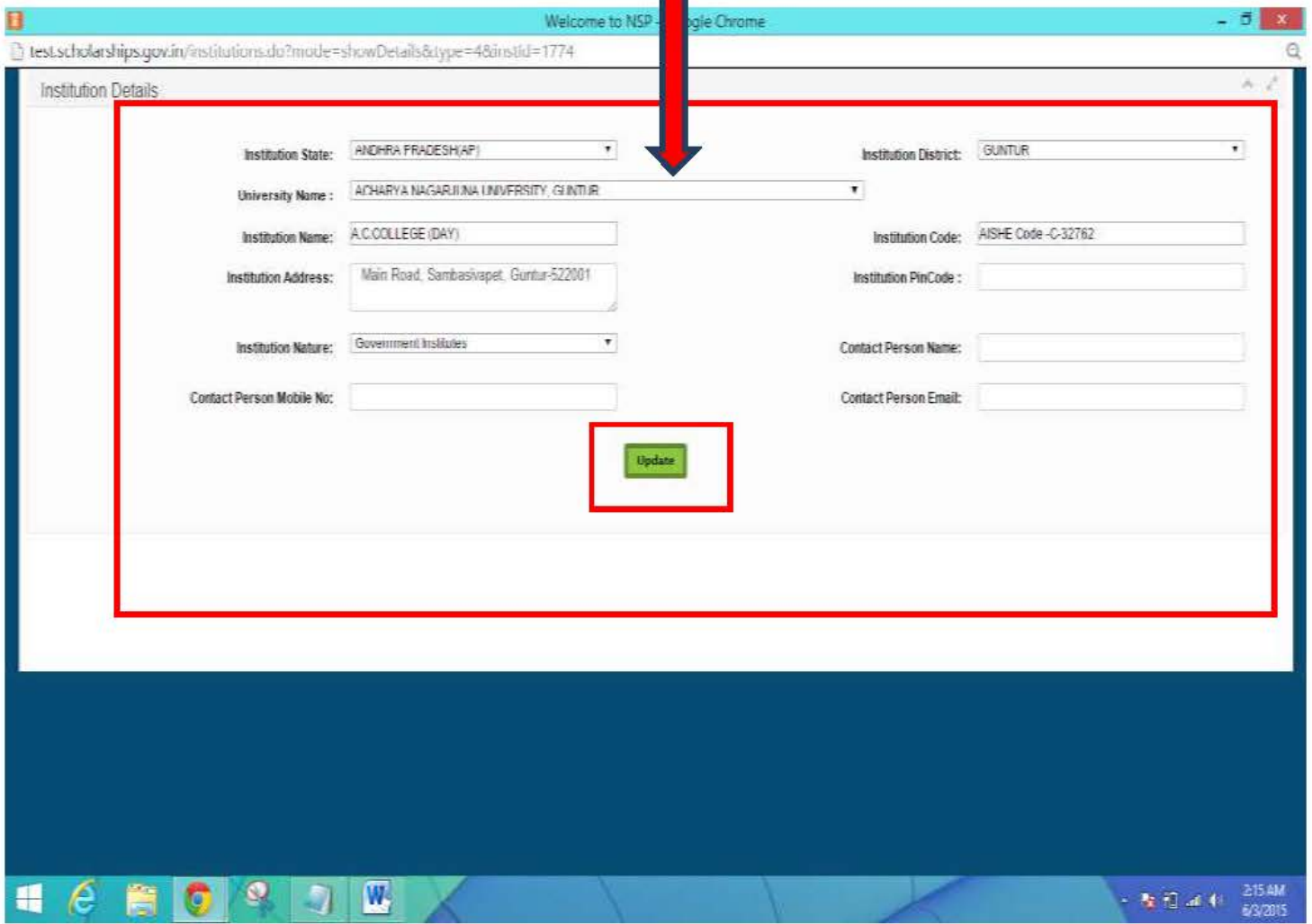
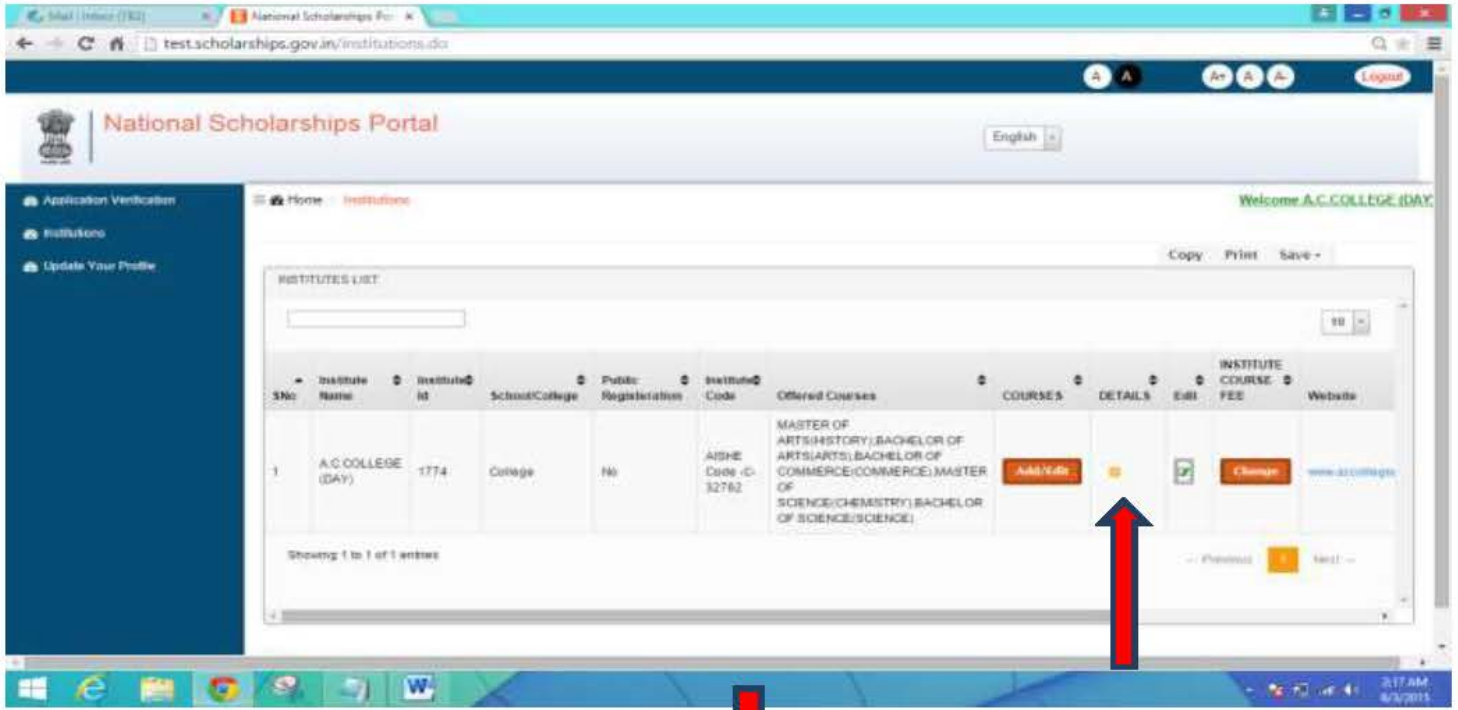
1:20 AM
6/3/2015



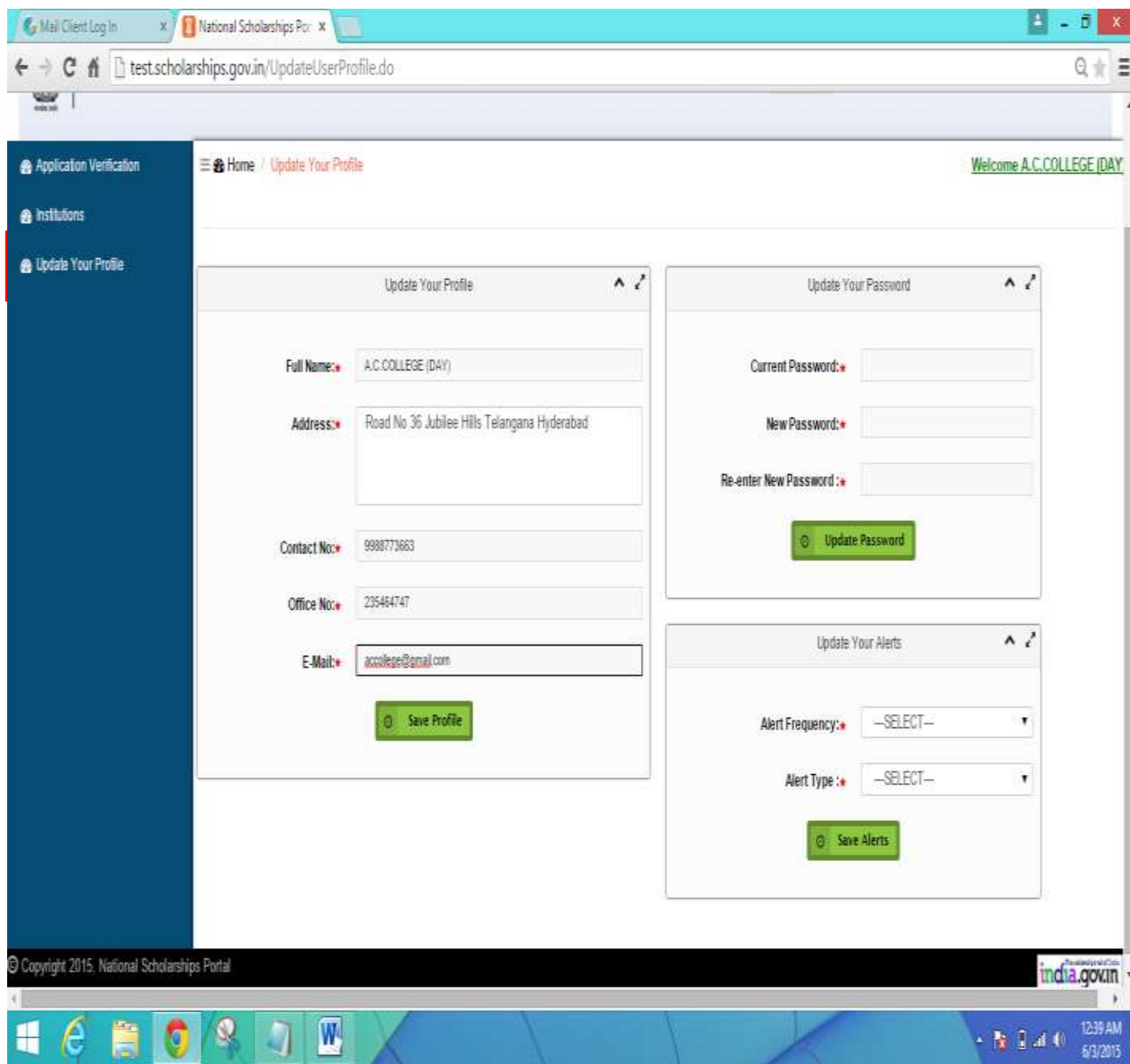
- ❖ The Institute Nodal Officer can select the Courses as per the List Displayed by clicking on the Check Box as provided against the Course Name.
- ❖ Once the required courses are Selected Scroll Down and click on 'Update'

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 .
