## Operational Manual for National Scholarship Portal Version - 2.0

## **Operational Manual**

No part of this document shall be produced without prior permission of Director General, National Informatics Centre

## **National Informatics Centre**

Ministry of Electronics & Information Technology (MEITY)
Government of India

## **National Scholarship Portal**

The National Scholarship Portal Version 2.0 (NSP-2.0) is a unique and simplified platform created for students to help them to avail benefits of educational scholarships in an efficient and transparent manner.

The main objective of National Scholarship Portal is to provide Automation, Streamlining & Effective Management of processes related to Application receipt, Processing, Sanction and Disbursal of Centrally Sponsored Scholarship schemes to Students.

## **Vision & Mission**

National Scholarship Portal is a single stop solution for end to end scholarship process right from submission of student application, verification, sanction and disbursal to end beneficiary for all the scholarships provided by the Government of India.

The Mission Mode Project (MMP) of National Scholarships Portal under the National e-Governance Plan aims at providing common electronic portal for implementing various Scholarships schemes launched by Union Government, State Government and Union Territories across the country.

Thus, this initiative aims at providing a Simplified, Mission-oriented, Accountable, Responsive & Transparent 'SMART' System for faster & effective disposal of Scholarships applications and delivery of funds directly into beneficiaries account without any leakages.

## National Scholarship Portal Features –

The main features of National Scholarship Portal includes following points:-

- Students can Register and Submit their application online (For Applying for centrally/state sponsored scholarship schemes), from anywhere at anytime
- Students can View/Track the status of their own application with User ID and Password generated by the system
- Students can Renew their applications with same credential(Student ID/Password)
- 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 and e-Mail alerts to the Stake Holders such as Institution and students at various stage of processing
- Renewal of the application by the Institutes only by importing the application from previous year
- Role Based Unique Login ID and Password will be made available for all stakeholders.
- Auto & bulk processing of Scholarship application by the Institute
- Easy Scholarship Sanctioning process for Sanctioning Authority
- Auto disbursal of Scholarship to Student's Bank Account
- Easy monitoring of Scholarship by the Department and State Authority

# Guidelines for filling the online Scholarship Application form on National Scholarships Portal for 2016-17

#### For Students -

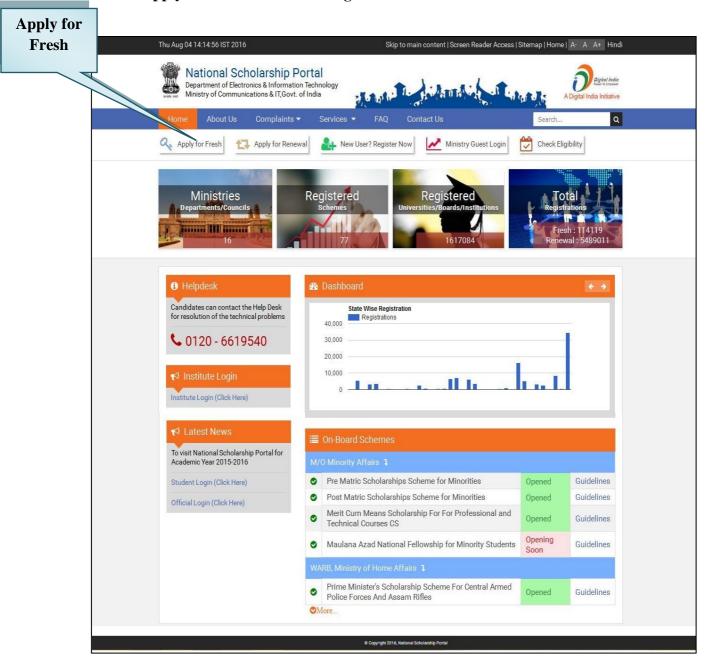
- Aadhar Number has been made optional. Students not having Aadhar number can register with Enrolment ID or Bank Pass book for Academic Session 2016-2017.
- Applicants are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements in respect to fill-up the scholarship form on National Scholarship Portal-2016-17.
- 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.
- 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.
- 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
- Mode of submission of application for scholarship will be online and no other mode for the same will be entertained.
- Titles/Labels marked as \* are compulsory in Application

## I. ONLINE FRESH SUBMISSION OF APPLICATION FORM FOR SCHOLARSHIP

1. Online submission of Application form can be done through the website <a href="http://www.scholarships.gov.in/">http://www.scholarships.gov.in/</a> in any of the internet access point.

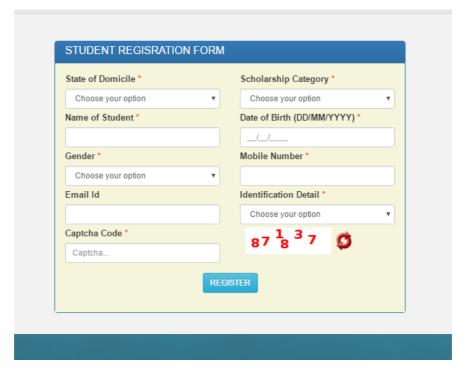
(For better visibility use Chrome, Firefox, Internet Explorer)

2. Click on 'Apply for fresh' on 'Home Page'



**Note**: A new web page requesting to Enter the preliminary data as required for the Registration is displayed

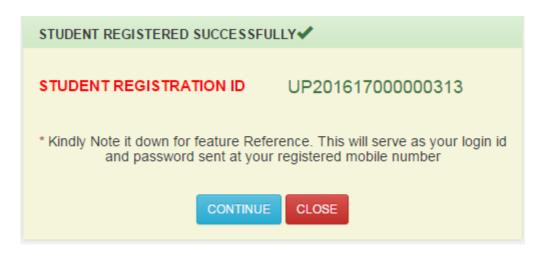
#### 3. Fill the details and Click on 'Registration'



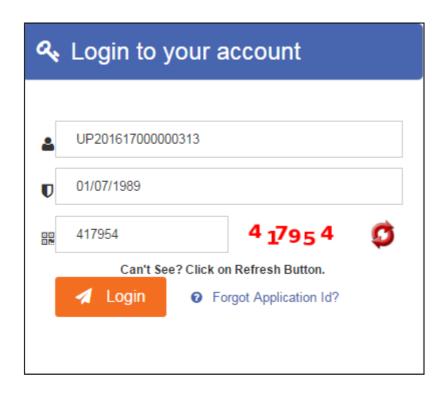
Fill all the details corresponding to the titles/labels appearing on the Registration page.

**Note:** Those marked as "\*" are compulsory required to be filled.

## 4. After successfully get registration done, Applicants will get their "Student Registration ID"



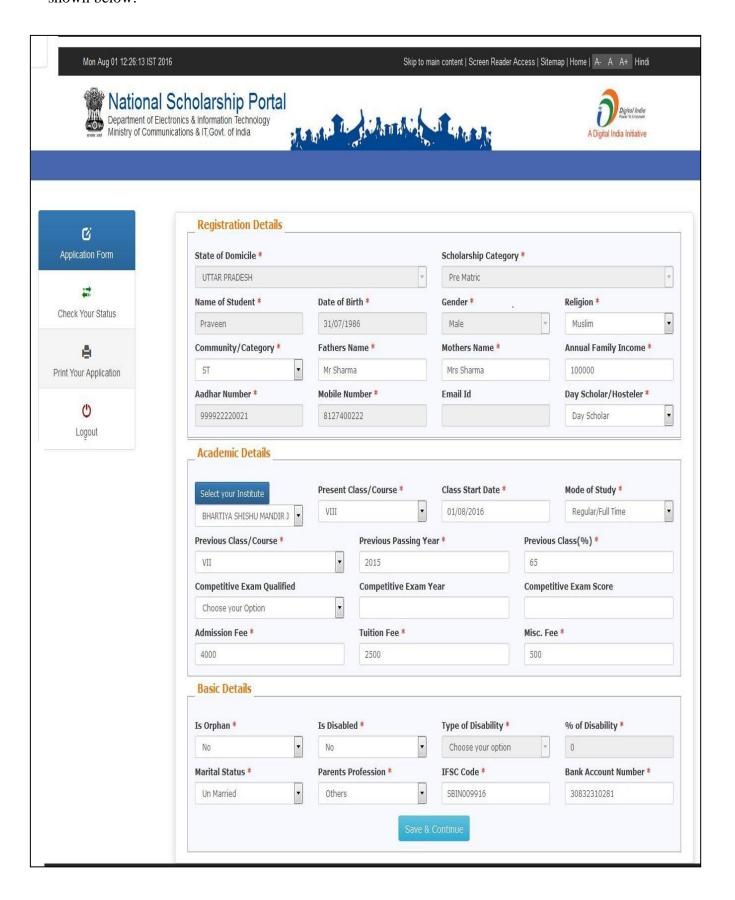
5. Through "Student Registration ID" Applicants will be able to login into the Account.



## 6. After successful login to the portal, Welcome Page Appeared



**7.** On Clicking "Application Form" Icon, Applicants will direct to the Application screen as shown below.

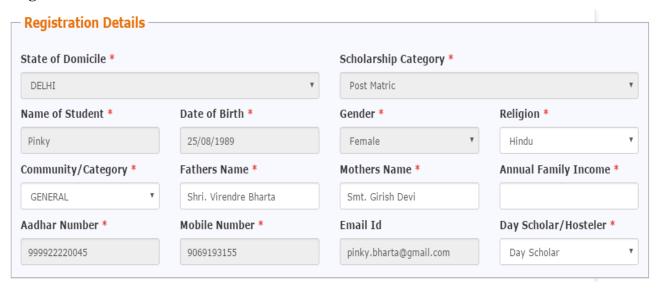


**Note:** The Application Form contains three important segments of information as mentioned below;

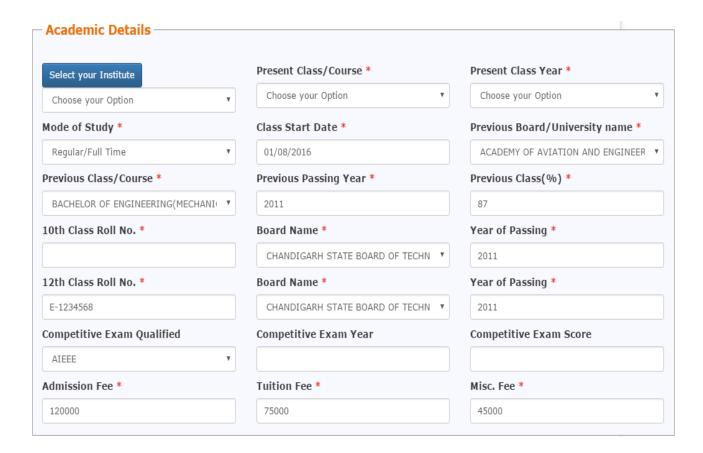
- 7a) Registration Details
- 7b) Academic Details
- 7c) Basic Details

## Magnified view of each title is shown below

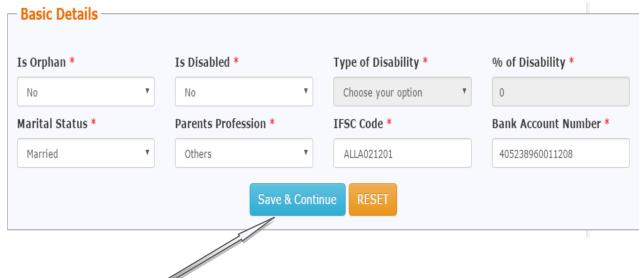
## **Registration Details**



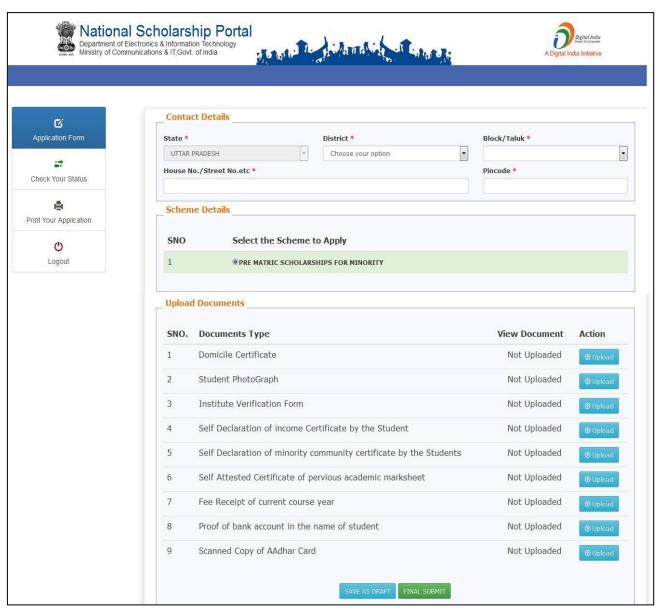
#### **Academic Details**



#### **Basic Details**



7. On Clicking "Save & Continue" next page appeared.



**Note:** This Section of Application Form is also divided into three important segments of information as mentioned below;

- 7d) Contact Details
- 7e) Scheme Details
- 7f) Upload Documents

## Magnified view of each title is shown below

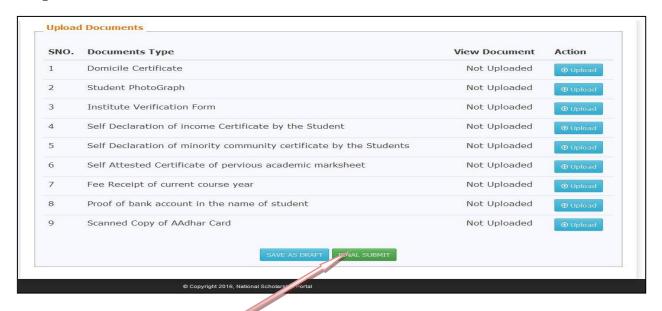
## **Contact Details**



## **Scheme Details**

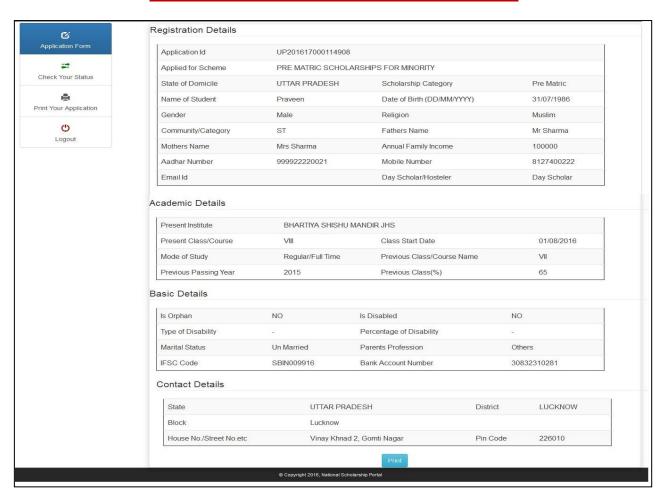


## **Upload Documents**



8) On Clicking "Final Submission" Application is finally submitted.

Student can also take the print of the Application if needed.



This will complete the online Application Submission Process for Applying Scholarship on the National Scholarship Portal

# Guidelines for filling the online Renewal of Scholarship Application form on National Scholarships Portal for 2016-17

#### For Students -

- Those Student who are already got the scholarships from NSP Portal, need not required to register again. They have to login with their last year Application ID and Password to renew their online scholarship application for this academic year.
- All Applicant applying for renewing scholarship application, are required to update their Aadhaar Number and Mobile number
- Applicants are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements in respect to fill-up the Renewal Scholarship form on National Scholarship Portal-2016-17.
- 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 re-scholarship.
- 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.
- 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
- Mode of submission of application for scholarship will be online and no other mode for the same will be entertained.
- Titles/Labels marked as \* are compulsory in Application

To renew online scholarship application, the following step needs to be taken;

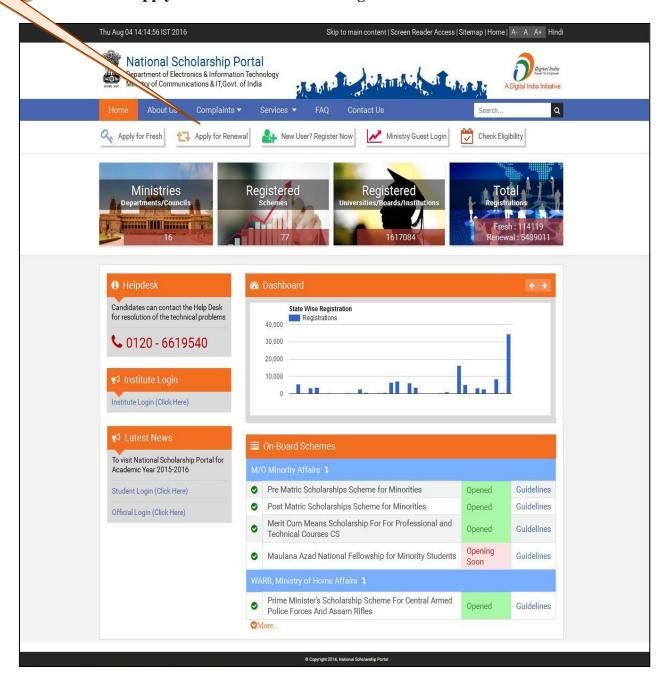
## II. ONLINE RENEWAL OF APPLICATION

1. For applying online Renewal, Applicants visit the website <a href="http://www.scholarships.gov.in">http://www.scholarships.gov.in</a> in any of the internet access point.

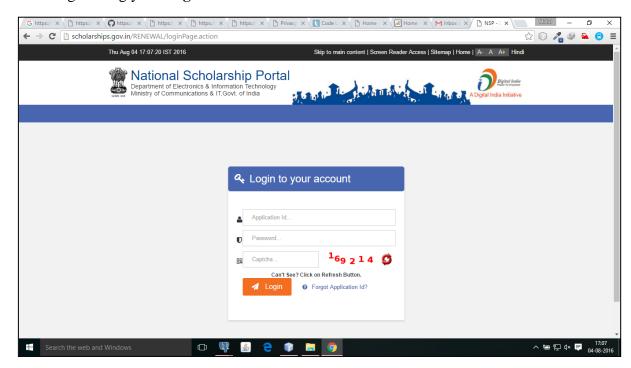
Apply for Renewal

(For better visibility use Chrome, Firefox, Internet Explorer)

2. Click on 'Apply for Renewal' on 'Home Page'

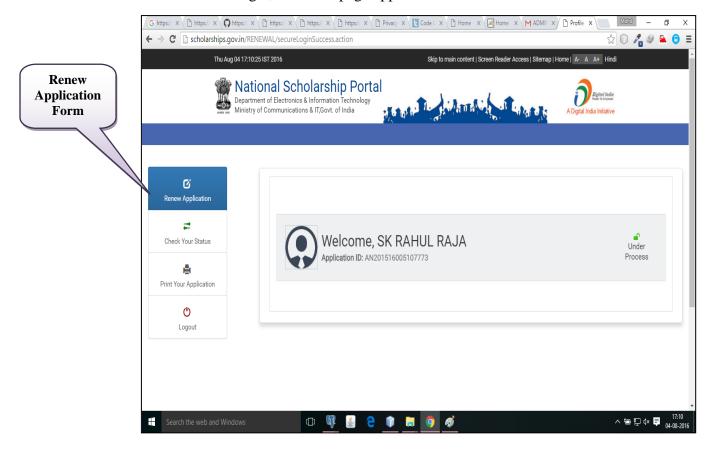


3. Login using your **Registered Email ID** and **Password** as shown below.

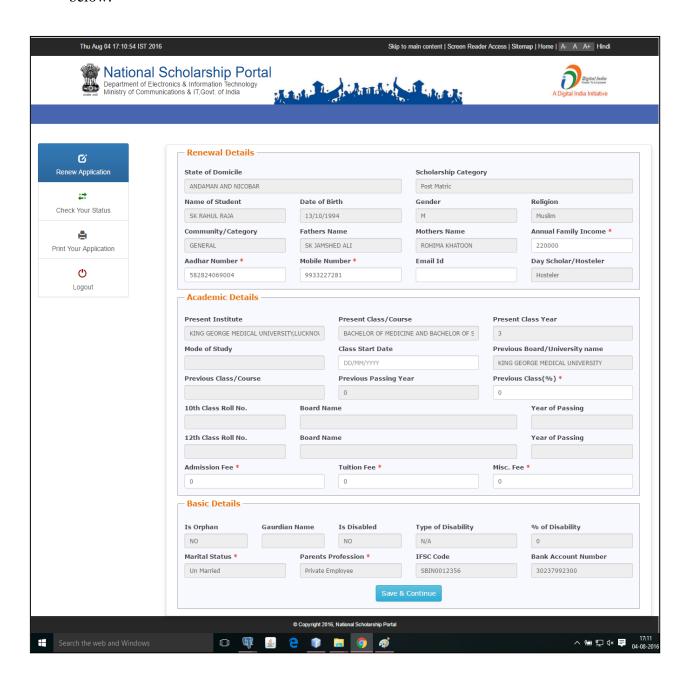


NOTE: Applicant applying for Renewal can use their old User Registration ID

4. After successful login, welcome page appeared.



5. On clicking 'Renew Application', Applicant will direct to Renewal Screen as shown below

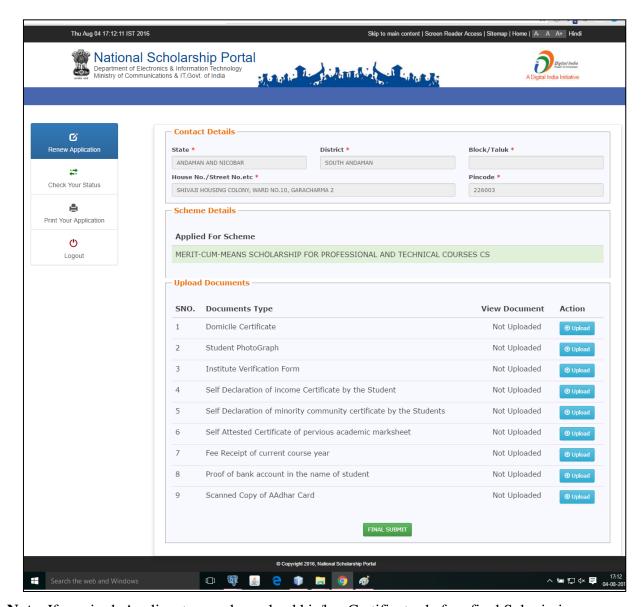


#### Note:

Those marked as "\*" & shown in white are compulsory required to be filled as highlighted below;

- ✓ Aadhaar/Enrollment ID/Bank Passbook
- ✓ Mobile Number
- ✓ Previous Class (%)
- **✓** Admission Fee
- ✓ Tuition Fees
- ✓ Misc Fees

6. After adding all the required data, click 'Save & Continue' to view next page



Note: If required, Applicants can also upload his/her Certificates before final Submission

7. On Clicking "Final Submission" Application is finally submitted.

Note: Student can also take the print of the Application if needed.

## <u>Guidelines of Online Verification of Registered Applicants By Institute</u> under National Scholarships Portal for 2016-17

**Institute Section**: This section deals with the institute related activities, ranging from the profile updating of Institute to the verification of Applicant's Application availing for National Scholarship 2016-17.

**Institute's Profile Updates**: An institute level user can change the profile of an institute and can make necessary changes to update the information of an institute.

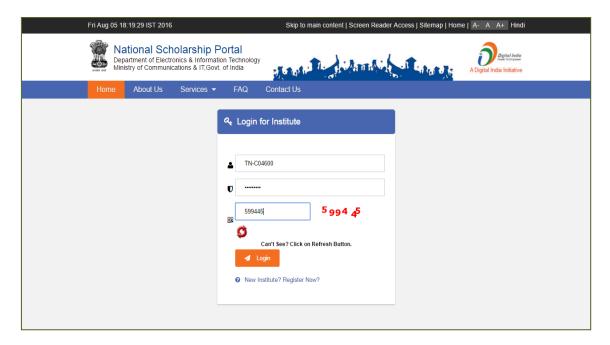
**Institute's Add & Updates Details:** Under this portal, Institutes are facilitated to update its Course level, Course and Course fees.

**Note:** The Institute Profile Updates are must and should be done well in advance so that the students can apply for the scholarship.

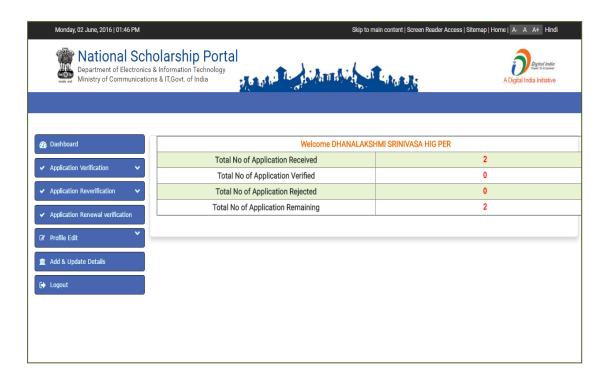
The step by step presentation of Institute's form Up-dation and Verifications of Applied Applicant are shown below:

# III. ONLINE VERIFICATION OF REGISTERED APPLICANTS BY INSTITUTE FOR SCHOLARSHIP

## 1. Login to the Institute Account

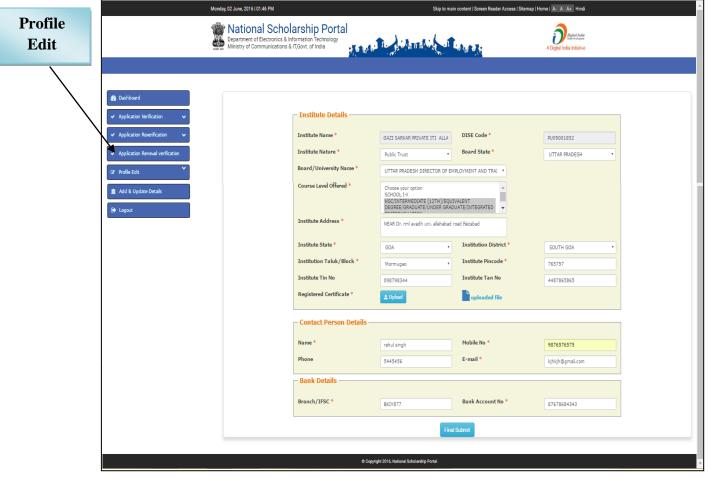


#### 2. Welcome to Dashboard



#### 3. Click 'Profile Edit' on Dashboard

This page allows the Institute to update /edit his Profile



## Note:

- Those marked as "\*" are compulsory to be filled.
- Institute Name and DISE Code are not editable.
- Institute should note that Institute Profile is editable only once.

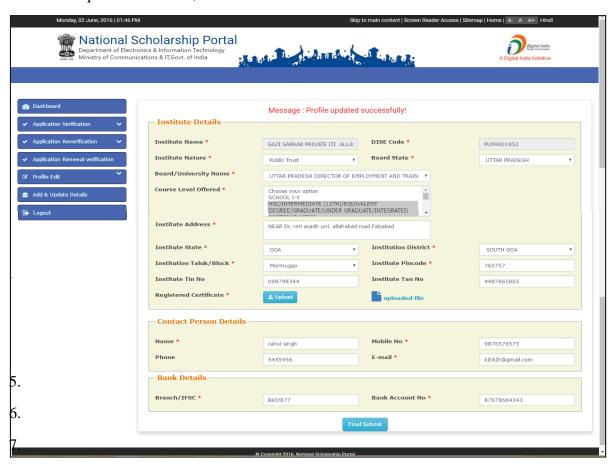
Before final Submission, Institute required to upload his 'Registered Certificates'.



On clicking 'Upload' icon, Pop-up/Dialogue box appeared to upload the documents.

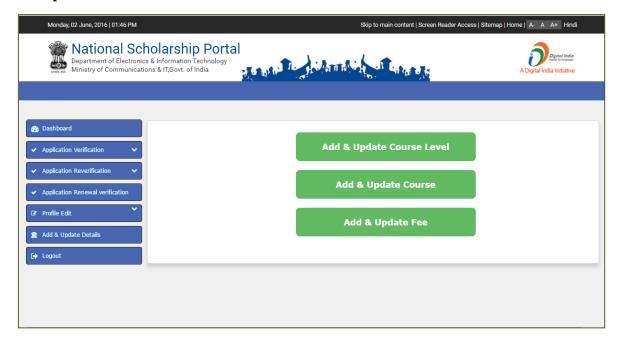


4. Once required data filled, click 'Final Submit' to view the final submission.



This will complete the Process of Institute Profile Edit.

8. After successfully Profile Edit Process, again go to Dashboard and click 'Add and Update details'

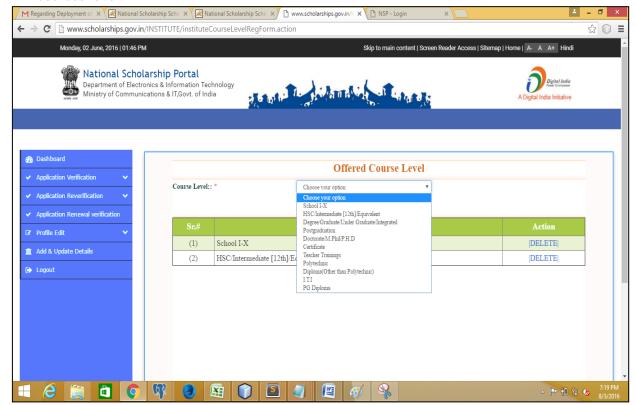


- 9. On clicking 'Add and Update Details', user are allowing to update the following details;
  - I. Add & Update Course level
  - II. Add & Update Course
  - III. Add & Update Fee
- 10. On clicking 'Add n Update Course level Option', page appeared highlighting Offered Course Level

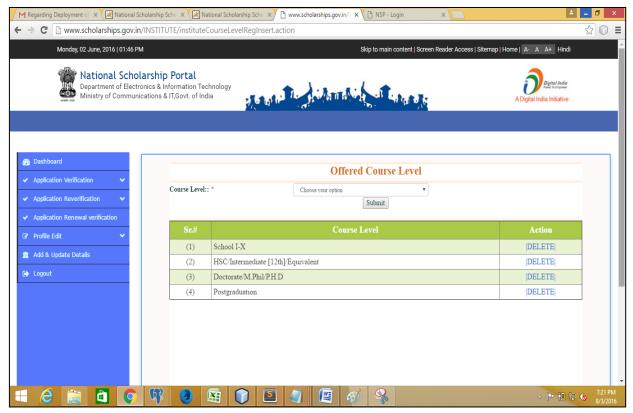


## This allows the Institute to add and update the Course Level

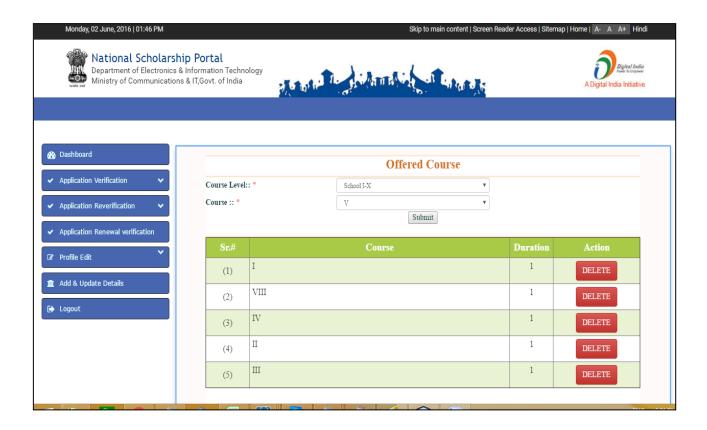
11. On clicking **Course Level option in** dropdown, Menu bar appeared highlighting courses level.



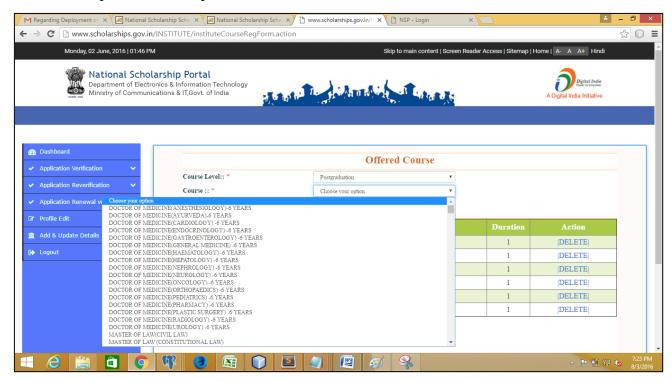
12. **Example:** On clicking Course level such as **'Postgraduate'** from dropdown menu, next page appeared highlighting the courses up to post-graduation.



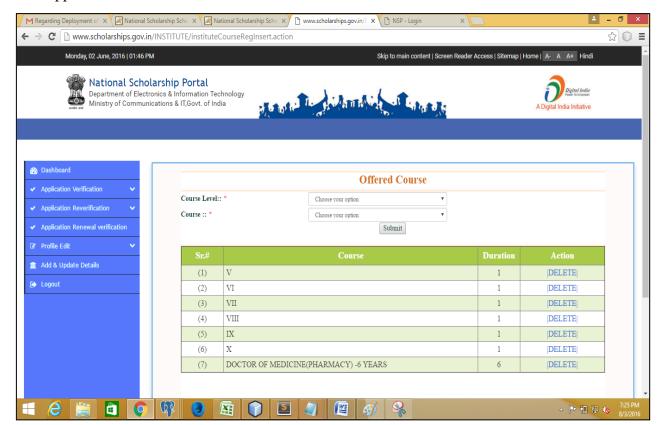
13. Clicking "Add & Update Course" Option, page appeared highlighting Course Level and Courses.



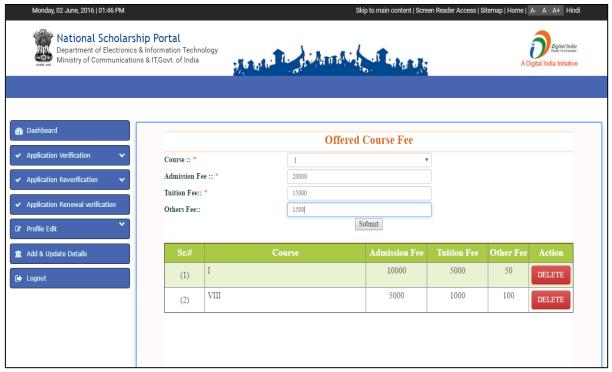
14. **Explain with Example:** On selecting **Postgraduate** option from **Course level,** 'Add and Update Course' option facilitate user to choose suitable Courses.



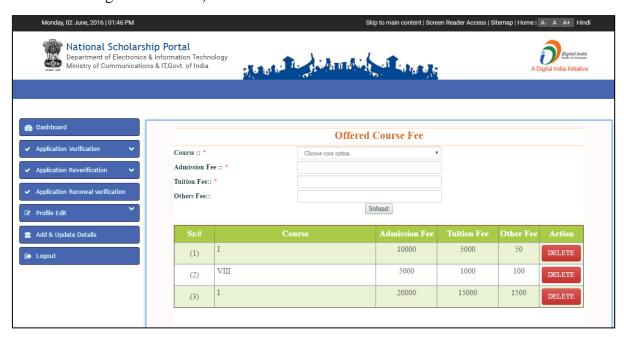
15. **Explain with Example:** After selecting suitable courses from dropdown menu, next appeared with selected courses.



16. After successfully completion of updating courses, click 'Add & Update Fee' to add value



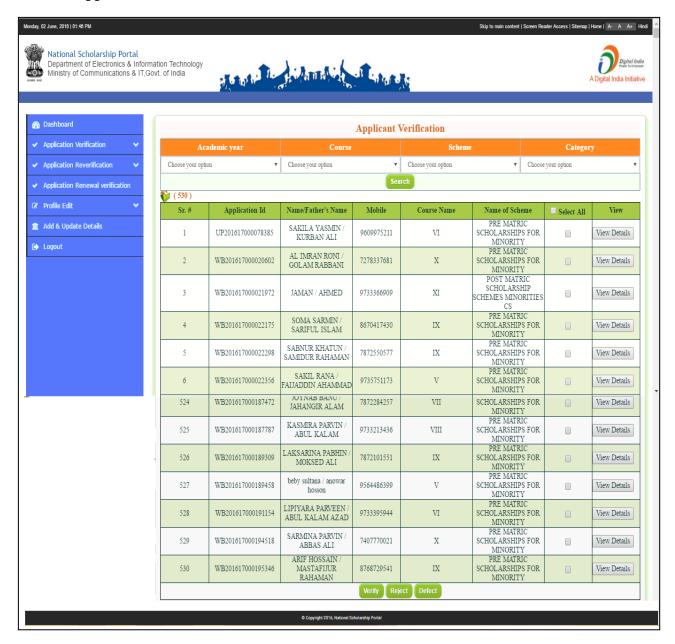
17. After adding Courses fees, click 'Submit'



This will complete the Institute 'Add & Update Details' Option

For the National Scholarship Portal

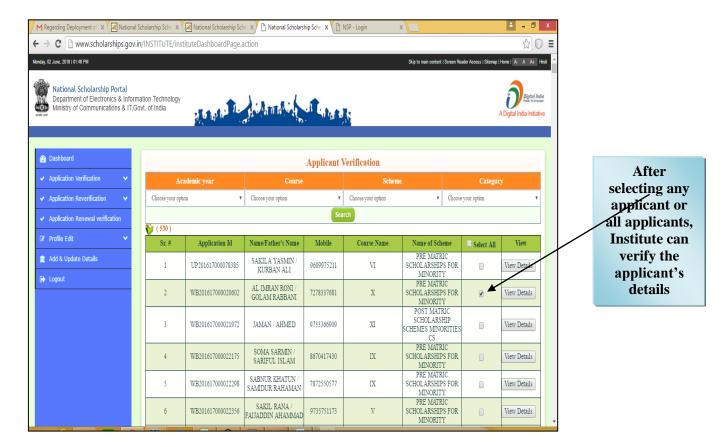
18. After **Adding & Updating Details'** Process, again go to Dashboard and click '**Application Verification'**.



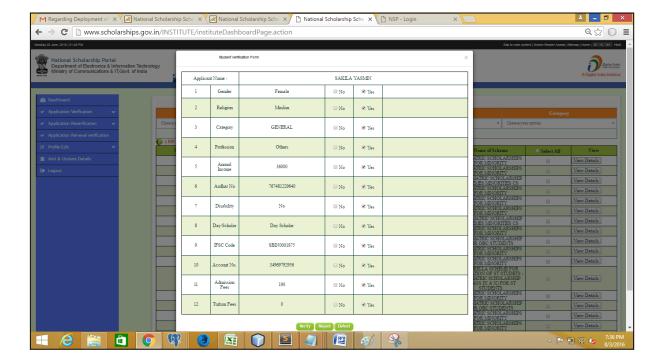
**Note:** On clicking '**Application Verification**' Icon Verification Screen will appeared with the following data of applied Applicants;

- Total Number of Registration
- Applicant Registration ID
- Name of Applicants/Father Name and Contact number
- Applied Course Name
- Name of Scheme Applied
- Also facilitate user to filter the Applicants via Scheme wise/Academic year, Course/Category wise.
- User can also Verify/Reject & add remark as Defect by viewing the complete Application form in 'View Details'

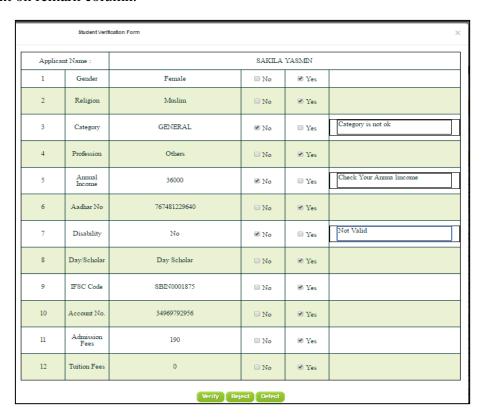
19. On clicking 'Verify/Reject/Defect' Icon from Applicant Verification page, next page appeared highlighting selected applicant.



20. On clicking **Selected Applicant**, user can view the complete details of Applicants individually.



This page also facilitate user to add remark as defected application of Applicant and can also comment on remark column.

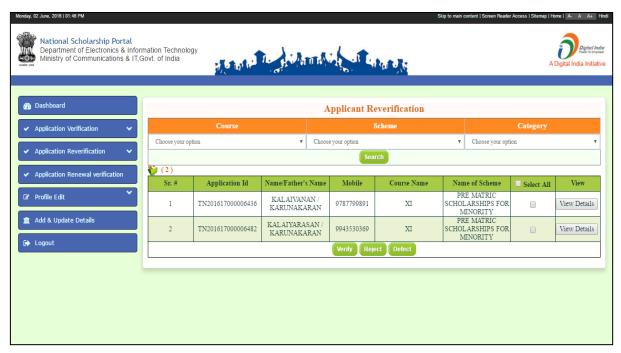


#### NOTE:

- After successfully adding value and comments through verification, the form again went to the Applicant for correction and not more will shown in Verification Page.
- Once correction done by Applicants, Application form will re-appeared for Reverification
- If user verify applicant with no defect, Applicant form will be approved at Institute level

This will complete the Verification process of Applications by Institute for National Scholarship Portal

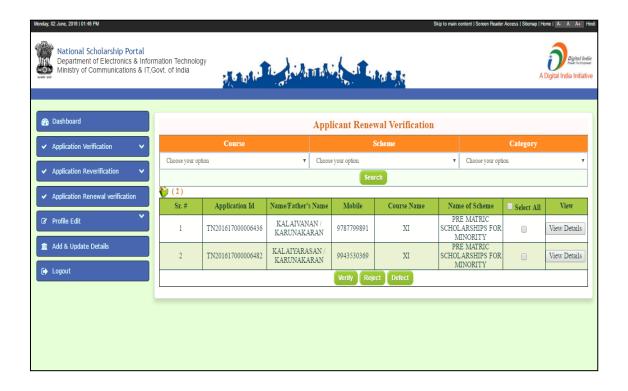
21. On clicking '**Re-verification**' icon from Dashboard, the page appeared with data displaying Applicant form for re-verification.



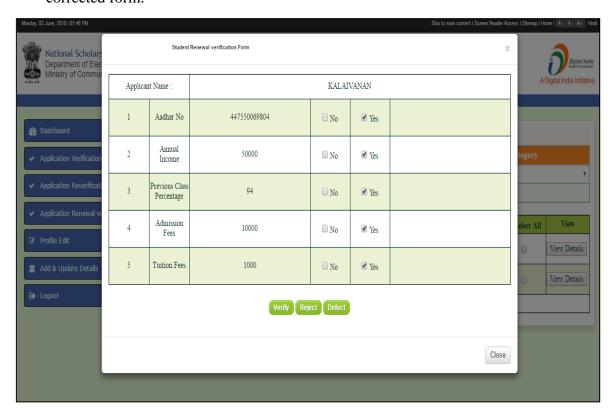
22. On clicking view details icons of particular Applicant details, user can view his corrected form.



23. On clicking "Applicant Renewal Verification' the page appeared highlighting application for renewal applied by previous session Applicants.

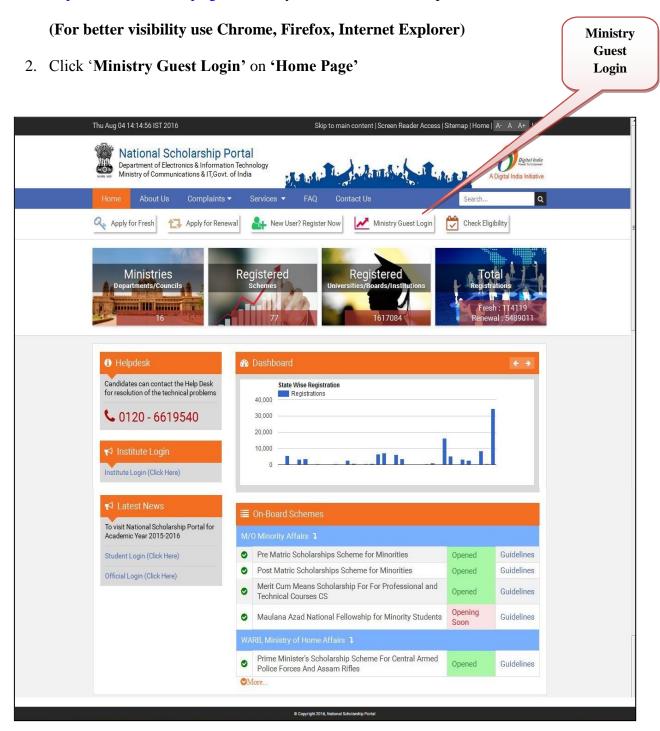


24. On clicking view details icons of particular Applicant details, user can view his corrected form.



#### IV. STATUS OF PRE & POST MATRIC REGISTRATIONS

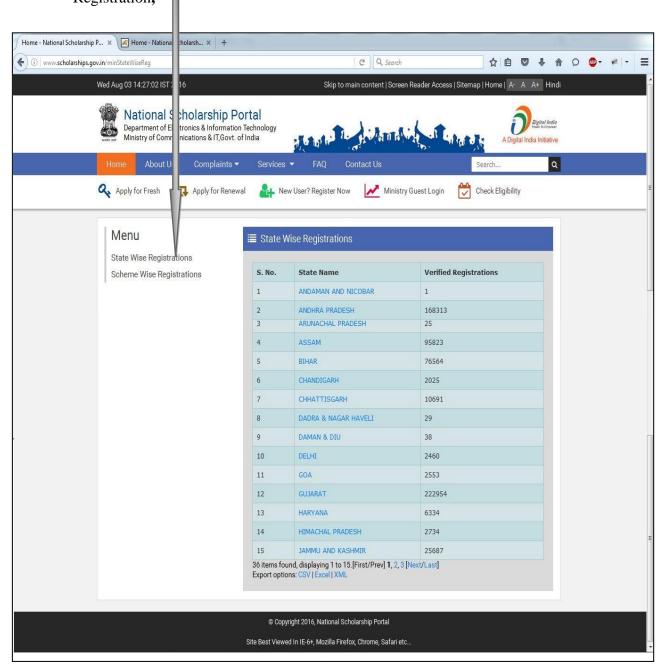
1. Online viewing of State wise registration can be done through by visiting website <a href="http://www.scholarships.gov.in">http://www.scholarships.gov.in</a> in any of the internet access point.



- 3. By clicking Ministry Guest Login, 'Welcome Page' appeared with Graphical presentation, representing following details;
  - a) State wise Total Quota Allotted and Applications Received against Quota
  - **b**) Total Verified Applications State wise (Verified by State and PFMS)



4. Click on "State Registration Icon" to verify the Number of Verify State Wise Registration,



#### Note:

- a) This page highlights number of State Wise Registration (i.e Registration done in all 36 States) displaying 15 items per page.
- b) This list can also be downloaded by clicking 'Export Option' in CSV/Excel/XML format.

36 items found, displaying 1 to 15.[First/Prev] 1, 2, 3 [Next/Last]
Export options: CSV | Excel | XML

5. On clicking any State, the page will shows the details of Total number of Registration of that **State** at first place, and than number of registrations of each **District and Blocks** belonging that particular State.

Example: 5.1 On clicking state 'Uttar Pradesh'

S. No.	State Name	Verified Registrations
31	TELANGANA	252073
32	TRIPURA	8583
33	UTTARAKHANI	9377
34	UTTAR PRADESH	524824
35	WEST BENGAL	1266643
36		3267

Note: Given page, shows the total number of Verify Registrations in Uttar Pradesh

**5.2** On clicking state, next page appeared highlighting No. of **Verify Registration in every Districts.** 

ate Nam	e	UTTAR PRAE
S. No.	District Name	Verified Registrations
46	KUSHI NAGAR	3747
47	LALITPUR	467
48	LUCKNOW	11778
49	MAHAMAYA NAGAR (HATHRAS)	89
50	MAHARAJGANJ	3193
51	манова	4556
52	MAINPURI	1358
53	MATHURA	523
54	MAU	12238
55	MEERUT	21464
56	MIRZAPUR	1541
57	MORADABAD	57635
58	MUZAFFARNAGAR	3133
59	PILIBHIT	9871
50	PRATAPGARH	2073

**5.3** On clicking any district like Lucknow, next page appeared highlighting No. of **Verify Registrations in each Block.** 

tate Name: UTTAR PRADESH		District Name: LUCKNON	
S. No.	Block Name	Verified Registrations	
1	Bakshi Ka Talab	13	
2	Lucknow	20	
3	Malihabad	162	
4	Mohanlalganj	586	

**Note:** Given page, shows the total number of Verify Registration in each block of Dist. Lucknow.

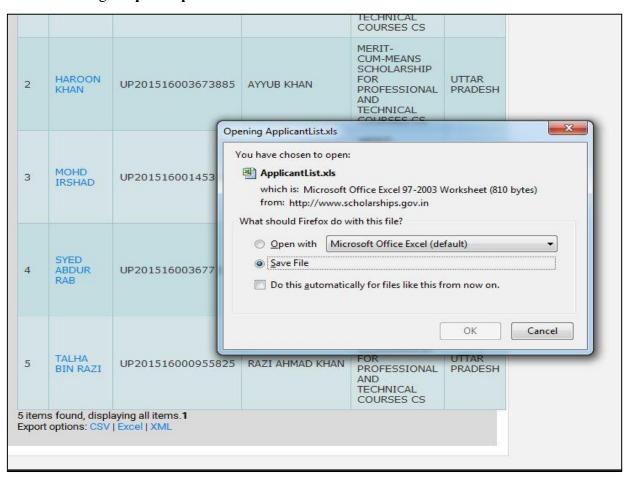
5.4 On clicking Block like Lucknow, next page appeared highlighting following details

of Applicant;

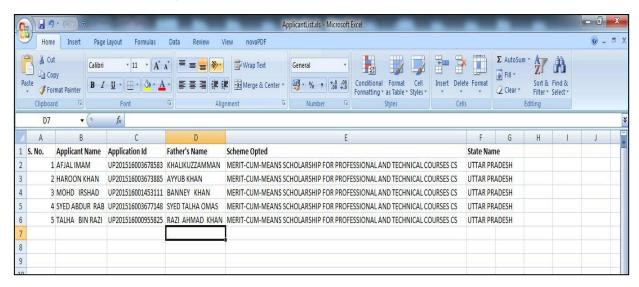
Name of Student Application ID Father's Name Scheme Opted State/Block Name

ate Name: UTTAR PRADESH District Name: LUC					UCKNOW
S. No.	Applicant Name	Application Id	Father's Name	Scheme Opted	State Name
1	AFJAL IMAM	UP201516003678583	KHALIKUZZAMMAN	MERIT- CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESI
2	HAROON KHAN	UP201516003673885	AYYUB KHAN	MERIT- CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
3	MOHD IRSHAD	UP201516001453111	BANNEY KHAN	MERIT- CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
4	SYED ABDUR RAB	UP201516003677148	SYED TALHA OMAS	MERIT- CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
5	TALHA BIN RAZI	UP201516000955825	RAZI AHMAD KHAN	MERIT- CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESI

#### **5.4** On clicking 'Export Option' user can save the details in Excel/XML/CSV format.



**5.4** Once the **Data saved**, User can view the details in saved file.

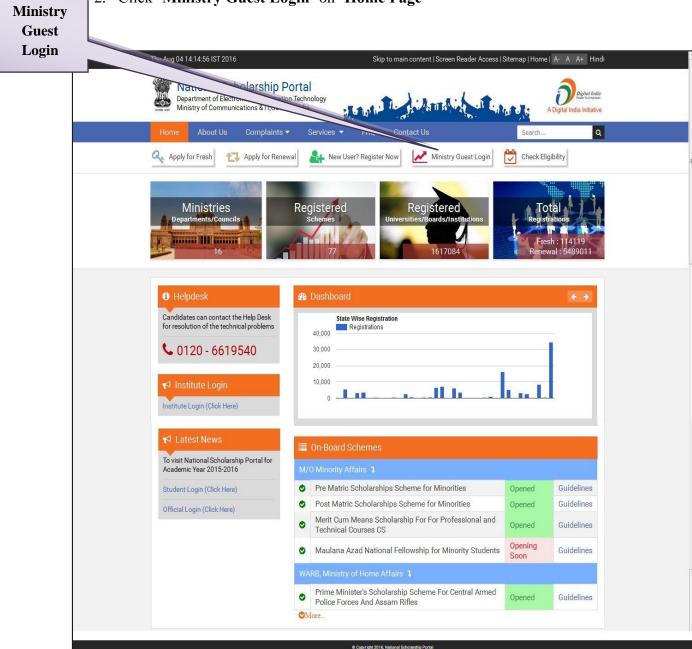


## V. STATUS OF PRE & POST MATRIC REGISTRATION

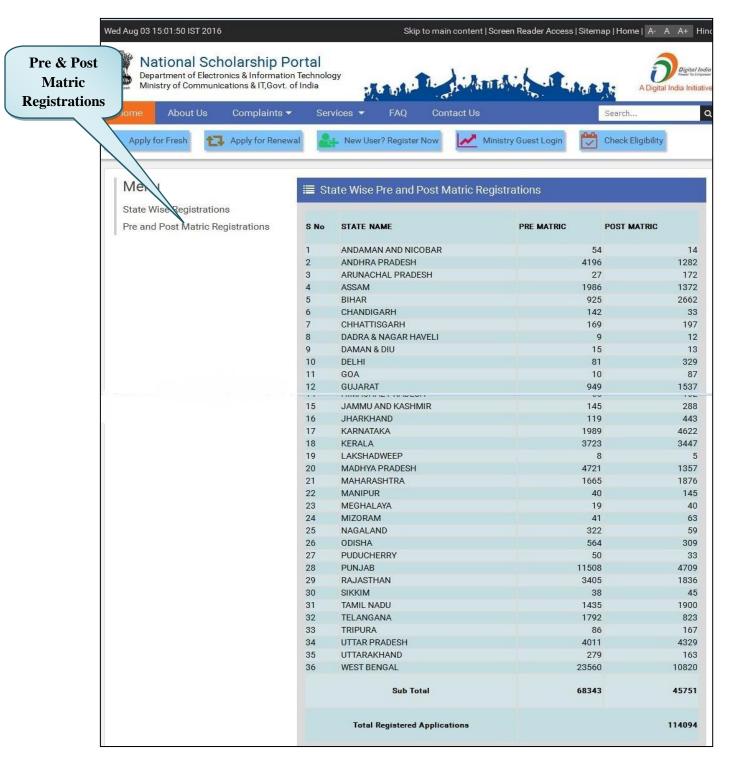
1. Online State wise registration can be done through the website <a href="http://www.scholarships.gov.in">http://www.scholarships.gov.in</a> in any of the internet access point.

(For better visibility use Chrome, Firefox, Internet Explorer)

2. Click 'Ministry Guest Login' on 'Home Page'



#### 3. Click on 'Pre and Post Scheme Registration'

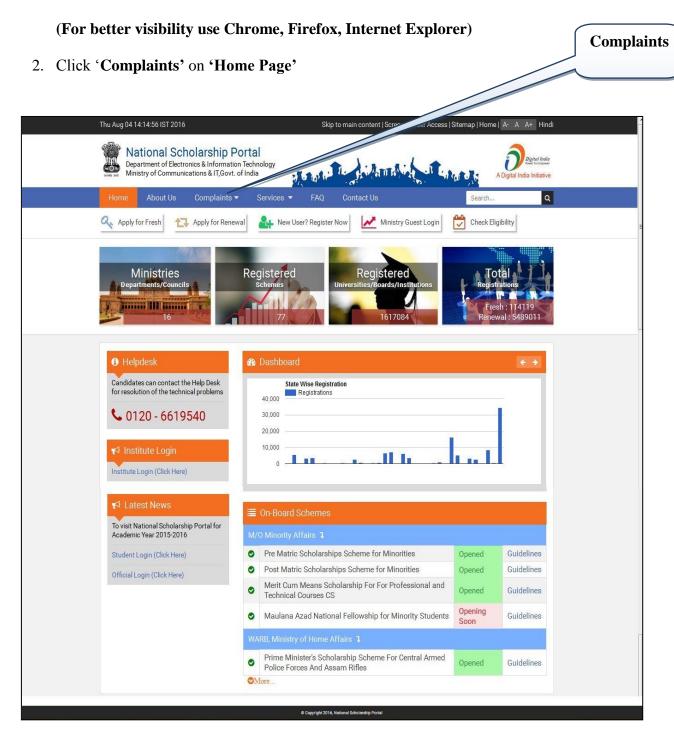


**Note:** On clicking "**Pre & Post Registration Scheme**" the above page will appeared highlights the following details;

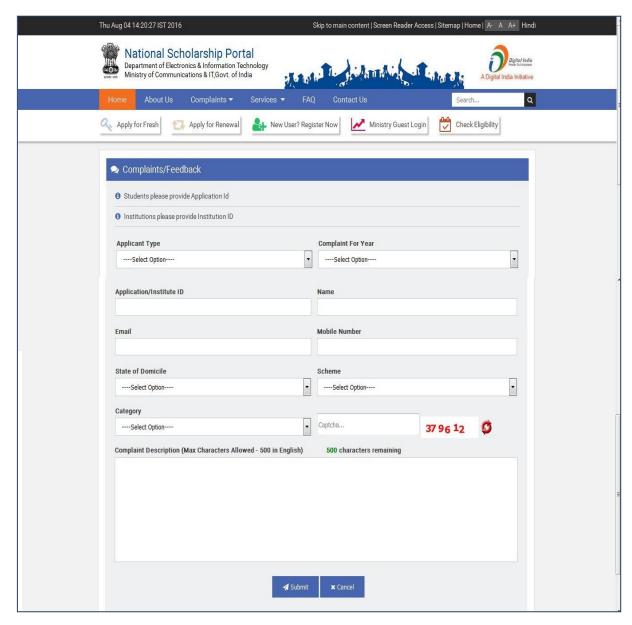
- Name of State
- Number of Pre Matric Registrations
- Number of Post Matric Registrations
- Total and sub-total of Pre & Post Registrations.

## VI. ONLINE PROCESS OF APPLYING COMPLAINTS IN NSP

1. For applying online complaints in scholarships portal, applicants can visit the website <a href="http://www.scholarships.gov.in">http://www.scholarships.gov.in</a> in any of the internet access point.



3. On clicking 'Complaints' Icon, Complaint Form Appeared.



4. Login to the 'Complaint Portal' through 'User Registration ID' to view the Complain Status



## 5. 'Complaint Status' appeared in given format

■ Complaint Status for -	Praveen Kumar Sharma (UP:	201617000003105)	
COMPLAINT - 1		COMPLAINT STATUS - PENDING	
NAME	COMPLAINT DATE	REPLY FOR THE COMPLAINT	
Praveen Kumar Sharma	04-08-2016 10:53 AM	Not Replied Yet.	

This will complete the online process of applying and viewing Complaint status process for National Scholarship Portal