उपरोक्त विश्वविद्यालय संरचनित पत्रों एवं संलग्न सामग्री की छायाप्रति पट्र के साथ संलग्न कर आपकी ओर आवेदन कराने की आवश्यकता है।

1. आवेदन, नन्मनविद्यालय शाखा, उच्च विश्व, ग्राफिक, शोधालय वी.एच.एस. 862/580/2019/30—, डिनिक 30.08.2019 के संदर्भ में सुचवना हेतु प्रस्तुत।
2. संवादक, सामग्रिक पत्र एवं नवबुधस्वरूप पत्र संचालनलय, नन्मनविद्यालय, 1235, गुप्ता नगर, नोपाल का ओर संरचनित पत्र संबंध में सुचवना हेतु प्रस्तुत।
3. आवेदक, आई.टी.सेल, ग्राफिक, शोधालय वी.एच.एस. इंदिरा के वेबसाइट पर अपलोड किया जाना सुनिश्चित करें

(आप्तिक, उच्च विश्व, ग्राफिक, शोधालय)

प्रान्त संरचनित पत्र की विश्वविद्यालय छायाप्रति पुष्टि के साथ संलग्न कर आवागमी कार्यवाही हेतु प्रस्तुत।
1/ समस्त अध्ययनालय, द.अ.विद्यालय, इंदिरा की ओर प्रस्तुत।
2/ आवेदक, आई.टी.सेल, द.अ.विद्यालय, इंदिरा के वेबसाइट पर अपलोड करने हेतु सुचवना हेतु प्रस्तुत।

(आवेदक, उच्च विश्व, ग्राफिक, शोधालय)
सामाजिक न्याय एवं निःशक्तिजन संवादमंत्री, 1918

प्रति,

प्रमुख सचिव,
उच्च शिक्षा विभाग,
मध्यप्रदेश।

विषय: दिव्यांग विद्यार्थियों हेतु भारत सरकार द्वारा संचालित पोस्ट मैट्रिक एवं टॉप क्लास छात्रवृत्ति योजना

संदर्भ: दिव्यांग जन सशक्तिकरण विभाग, भारत सरकार, पर द्वारा संचालित 26/2017-Sch दिनांक 09.07.2016

उपरोक्त विषयान्तरगत संलग्न संदर्भ का अवलोकन करने का प्रयास करते हुए संबंधित पोर्टल scholarships.gov.in पर वर्ष 2019-20 के लिए दिव्यांग विद्युतीय एवं संचालित पोस्ट मैट्रिक एवं टॉप क्लास छात्रवृत्ति के ऑफिसल आवेदन पत्र शेष गांव 31 जून 2019 से प्रारंभ हो गए हैं। आवेदन के संबंध में संबंधित समय-संगम संदर्भ तथा एवं प्रकार हैं:

<table>
<thead>
<tr>
<th>पोस्ट मैट्रिक</th>
<th>ऑफिसल आवेदन की अवस्था दिनांक</th>
<th>विभाग की अन्तिम तिथि</th>
</tr>
</thead>
<tbody>
<tr>
<td>टॉप क्लास</td>
<td>31.10.2019</td>
<td>15.11.2019</td>
</tr>
</tbody>
</table>

संदर्भ, अर्थशास्त्रीय पत्र में निर्देशित चित्र प्रकार है कि आवेदन पत्र ऑफिसल आवेदन संघात के द्वारा आई विभागों का संस्करण करने के लिए 2019-20 के लिए नवीन प्रक्रिया निर्धारित की गई है।

उक्त अनुमान में प्राप्त हुई मानक संचालन प्रक्रिया (Procedures) पत्र के साथ संलग्न है। कृपया अध्यात्मिक दिशा, निर्देशों एवं समयमंत्री में पाए गए सुनिश्चित करने हेतु सर्व संबंधितों को निर्देशित करने का प्रयास करें।

संलग्न: उपरोक्तसंबंधार

(कृपया शीघ्रता से संदर्भ दिनांक 1918)

सामाजिक न्याय एवं निःशक्तिजन संवादमंत्री
कर्तव्य शैली

पृष्ठांक/क्रमांक/के.दि.छ./2019-20/132.3
पत्रिलिपि:
1. उप सचिव, भारत सरकार, दित्यांजन सशक्तिकरण विभाग की ओर सुप्रीमोः
2. प्रमुख सचिव, सामाजिक न्याय एवं निष्कासन कल्याण विभाग की ओर सुप्रीमोः

राज्य नोकर अधिकारी
सामाजिक न्याय एवं निष्कासन कल्याण मंत्रालय
As you are aware, the National Scholarship Portal (NSP) was launched on 1st July 2015 by Honorable Prime Minister as a key initiative under the Prime Minister’s Scholarship Programme, aimed at providing one-stop solution for scholarships. It involves a gamut of activities ranging from student registration to application verification, national level de-duplication, merit list generation, selection, electronic transfer of funds, thereby providing an end-to-end comprehensive service towards enabling effective disbursement of scholarships.

2. In the Academic Year (AY) 2018-19, 70 Scholarship Schemes (MHA, Ministries/Departments of Govt and 9 States) were on-boarded on NSP out of which 60 schemes had disbursed more than Rs 2100 crore scholarship amount has been disbursed to around 1.90 lakh students till date. During AY 2018-19, three scholarship schemes were launched, namely, a scheme titled ‘Scholarships for Students with Disabilities’ of this Department, Pre-matric scholarship, Post-matric scholarship and TSP Class scholarships, all had been on-boarded on NSP.

3. I would like to bring to your kind notice that during AY 2018-19 repeated attempts to subvert the system were made. The verified details were not cross-verified with the Service Layer. After brainstorming and discussions, it has been decided that the Scholarship Services, Ministry of Education, Government of India, functioning under the verifying authorities (Schools/Colleges, Institutions, State/UT Nodal Officers, etc.) are the most critical stakeholders, which control data in the verification process. Due to legacy data received from earlier systems, it was possible that many inconsistent records are present in the System/NSP. In order to rectify these inconsistencies in the database, steps were taken. In view of the recent attempts to subvert the system, it has been unanimously decided that a one-time cleansing of the entire database in NSP must be undertaken.

In this regard, the following actions have been initiated/decided:

1. All Institutes/Schools that do not have valid AISHE/All India/State/DISE (District Information System for Education) code and have been de-registered. A provision has been made for their re-registration after obtaining valid AISHE/DISE code.

2. Email IDs and mobile numbers of all Institutes/Schools registered in NSP have been disseminated. District/School Nodal Officers will verify credentials of the Institute/School and, if the case may be, will verify credentials of the Institute/School nodal officer and access his/her password through a well-defined procedure. The Institute/School nodal officer will fill up an online form on the Institutes portal, the printout authenticated in duplicate with his/her heading and send to the District/School Nodal Officer.

3. The process will be completed within six weeks of this order.

In this regard, it is requested that you take all necessary steps to ensure that this action is fulfilled in a time-bound manner.

Shakuntala Doley Gamlin, IAS
Secretary

[Signature]

9th July 2019

[Stamp]
Institute/School and submit it to the district/state nodal office for verification. District/state nodal officer will initiate the process at the Institute/School on the Portal using their login credentials.

(11) District/state nodal officer will return a copy of duly authenticated online form, received from Institute/School, and return the second copy to the Institute/School for their respective records. It will be the responsibility of the Institute/School to retain the copy received from the District/state nodal officer and produce it to the appropriate authority on demand.

(iv) Ministries/Departments have also been asked to reconcile the records of District/state level officers. Cooperation of the State Government is sought in the matter for timely completion of the task.

5. It is imperative that the actions mentioned in Para 4 must be executed and completed by the respective stakeholders as soon as possible. Any delay in action by the Institute/School or the District/state nodal authority, will be at the expense of the prospects of the applicants associated with the respective Institute/School and receiving scholarships.

6. I would, therefore, request you to widely disseminate the instructions pertaining to the actions to be undertaken by the Institutes/Schools and respective State nodal authorities in your State, to facilitate timely processing and disbursement of scholarships to the applicants.

With regards,

Yours sincerely,

[Signatory]

Shri Sudhi Ranjan Mohanty,
Chief Secretary,
Government of Madhya Pradesh,
Mantralaya Vallabh Bhawan,
Bhopal 462004

(Bhaktuntala D. Garai)
To,

All State Nodal Officers

Subject: Scholarships for Students with Disabilities: Opening of the National Scholarship Portal (NSP) for AY-2019-20

Sir/Madam,

As you are aware, the Department of Empowerment of Persons with Disabilities (DEPwD) is implementing the following three schemes to award scholarships to students with disabilities through the National Scholarship Portal (NSP):

(a) Pre-matric scholarships for Class IX and X
(b) Post-matric scholarships for Class XI to final year of graduation
(c) Scholarship for Top Class Education for Graduates/Post-Graduates/Doctorate or Diploma in 241 notified institutions on National Scholarship Portal through the Umbrella Scheme “Scholarships for Students with Disabilities”.

The registration of students on the NSP has started from 15th July 2019. Details of these schemes are available on the website of this Department (www.disabilityaffairs.gov.in).

Following are the timelines finalized for National Scholarship Portal:

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Schemes</th>
<th>Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Opening of portal for Pre-matric, post-matric and Top class scheme</td>
<td>15th July 2019</td>
</tr>
<tr>
<td>2</td>
<td>Last date for registration and submission of Pre-matric scholarship application by the students</td>
<td>31st August 2019</td>
</tr>
<tr>
<td>3</td>
<td>Last date for registration of Post-matric &amp; Top Class scholarship applications by the students</td>
<td>31st October 2019</td>
</tr>
<tr>
<td>4</td>
<td>Last date for first level verification for Pre-matric by the Schools/Institute/College</td>
<td>31st December 2019</td>
</tr>
<tr>
<td>5</td>
<td>Last date for first level verification for Post-matric and Top class Scholarships by Colleges/Institutes</td>
<td>15th January 2020</td>
</tr>
<tr>
<td>6</td>
<td>Last date for Second level verification for Pre-matric by State Nodal Officers</td>
<td>30th January 2020</td>
</tr>
<tr>
<td>7</td>
<td>Last date for Second level verification for Post-matric &amp; Top class Scholarships by State Nodal Officers</td>
<td>30th January 2020</td>
</tr>
</tbody>
</table>
3. After the applicant submits an online application, the concerned District Nodal Officer will verify the applications online. For verifying, prior approval of the institute/school/college irrespective of whether they have been registered or not will get their institute/school/college re-registered on NSP and get the payment form authenticated by the District Nodal Officers. Re-registration of the institute/school/college is attached. The list of District Nodal Officers is available under Services tab on the NSP website. If the institute/school/college is not registered, so they will be unable to verify the applications online.

4. After verification from the first level i.e. the institute/school/college, the District Nodal Officer concerned is required to verify the applications online. The applications of the scholarship schemes boarded on the NSP are re-registered online by this Department. The State Governments have a paramount role here to ensure this entire activity, especially timely re-registration of institute/schools under their jurisdiction.

5. The payment of the scholarship amount is made through Direct Bank Transfer (DBT) mode to beneficiary’s bank account. The number of scholarships allotted to each State/UT in Pre-matric, Post-matric and Top Class Examinations is in accordance with the proportion of PwD population of that State/UT in proportion to the total PwD population of India (copy attached). While the District Nodal Officer is expected to retain a copy of the duly authenticated online payment from college/school, the Institute Nodal Officer also requires to receive the student's verified documents in their custody.

6. You are requested to mobilize students as well as the Institutions/Colleges for the scholarship schemes of DEPwD. You are also requested to ensure that all applications received from the students of your State/UT for the aforesaid mentioned scholarship schemes (both new and renewal candidates) are thoroughly verified online by you well before the stipulated date provided in the para 2.

Yours,

[M. Rangarajan]
Deputy Secretary to the Government of India

End: As above

Copy to:

1. All the Principal Secretaries/Social welfare Departments of State/UT dealing with Disabilities with the request to issue suitable instructions at State/UT level Authorities to mobilize the students as well as the Institutions/Colleges so that the slot of Scholarships allotted to State/UT is fully utilized.

2. The Chief Commissioner of Persons with Disability, New Delhi is hereby requested that the content of this letter may be brought to the notice of all Principal Commissioners for Persons with Disabilities with a view to give suitable instructions to the holders to avail the benefits of the schemes.
Standard Operating Procedures

National Scholarship Portal (NSP)

Version 1.0

24th July 2019

Ministry of Electronics and Information Technology
Government of India
### Document control

**Document Title:** Standard Operating Procedures

**Document Creation:**

<table>
<thead>
<tr>
<th>Release No.</th>
<th>Date</th>
<th>Revision Description</th>
<th>Author/Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ver 1.0</td>
<td>24-July-19</td>
<td>First Published Version after review &amp; Incorporation of Comments</td>
<td>NSP Team, NIC DBT Mission, Central Ministries of the onboarded schemes</td>
</tr>
</tbody>
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# Acronyms and Abbreviations

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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AISHE</td>
<td>All India Survey on Higher Education</td>
</tr>
<tr>
<td>DBT</td>
<td>Direct Benefit Transfer</td>
</tr>
<tr>
<td>FAQs</td>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>MeitY</td>
<td>Ministry of Electronics and Information Technology</td>
</tr>
<tr>
<td>MMP</td>
<td>Mission Mode Project</td>
</tr>
<tr>
<td>NCVT</td>
<td>National Council for Vocational Training</td>
</tr>
<tr>
<td>SCVT</td>
<td>State Council for Vocational Training</td>
</tr>
<tr>
<td>NIC</td>
<td>National Informatics Centre</td>
</tr>
<tr>
<td>NSP</td>
<td>National Scholarship Portal</td>
</tr>
<tr>
<td>NUEPA</td>
<td>National University for Education Planning and Administration</td>
</tr>
<tr>
<td>OTP</td>
<td>One Time Password (delivered on mobile)</td>
</tr>
<tr>
<td>PFMS</td>
<td>Public Financial Management System</td>
</tr>
<tr>
<td>PMU</td>
<td>Project Management Unit</td>
</tr>
<tr>
<td>SMART</td>
<td>Simplified, Mission-oriented, Accountable, Responsive and Transparent</td>
</tr>
<tr>
<td>U-DISE</td>
<td>Unified District Information System for Education</td>
</tr>
</tbody>
</table>
1. National Scholarship Portal Overview

NSP is one stop solution through which various services starting from student application, application receipt, verification, processing, and disbursal of various scholarships to students are facilitated. National Scholarship Portal is taken as Mission Mode Project (MMP) under Digital India. This initiative aims at providing a Simplified, Mission-oriented, Accountable, Responsive and Transparent 'SMART' System for faster and effective disbursal of Scholarship to eligible applicants directly into their account through Direct Benefit Transfer (DBT) without any leakages.

2. Purpose of the Document

This document defines Roles and Responsibilities of all users of NSP, and briefly conveys the high-level processes involved while operating NSP.

3. Overall NSP Workflow

The overall workflow for NSP is as below:

The steps involved in NSP are as follows:

- Step-1: Student Registration and Application Submission
- Step-2: Level 1 Verification of Application at Institute Level
- Step-3: Level 2/3 Verification of Application at District/State/Ministry Level
- Step-4: Beneficiary Records Creation and Account Validation by PFMS
- Step-5: Applications Deduplication and Merit List Generation
- Step-6: Payment File Generation and Financial Approval
- Step-7: Scholarship Disbursement through DBT

Kindly refer User manual(s) for steps involved at each of the above steps.
4. Users of NSP and their Roles and Responsibilities

This section enlists the essential users of NSP, and enumerates their brief roles and responsibilities.

4.1. Users of NSP

The primary users of NSP are as under:

a) Student / Applicant
b) Institute Nodal Officer
c) District/ State/ Ministry Nodal Officer
d) Scheme owner Ministries / Departments / Other Govt. bodies
e) Ministry of Electronics & Information Technology
f) Direct Benefit Transfer(DBT) Mission, Cabinet Secretariat
g) National Informatics Center (NIC)
h) Help Desk

4.2. Roles & Responsibilities

The user-wise Roles & Responsibilities are as per the subsections below:

4.2.1. Student/ Applicant

The primary role of the Student/ Applicant is to register and submit the application at NSP.

The student/applicant who is applying for the first time on NSP portal, is referred to as Fresh Students, and the students who have been granted scholarship in any of the scheme on-boarded at NSP in the immediately preceding Academic Year, are referred to as Renewal students. The student/applicant using the NSP must adhere to the following:

1. Registration Process for Fresh Students:
   a) Students applying for scholarship for the first time need to "Register" on the portal as fresh applicant, using the icon “New Registration” at NSP Portal URL - https://scholarships.gov.in/, by providing accurate and correct information as per their documents.

   b) Before initiating registration process, students are advised to carefully go through the “Guidelines for Registration on National Scholarship Portal” and keep their
Educational and other documents such as Aadhaar number, Enrolment number, Bank passbook etc. in hand.
c) Fields marked as "*" are mandatory.
d) Students who have been assigned Aadhaar shall mandatorily provide their Aadhaar number in their application.
e) Student(s)/The Student who do not possess Aadhaar shall provide the enrolment ID (if available), and upload scanned copy Bank Passbook with Photograph, in PDF or JPEG format (Maximum size 200 KB). The student will also be required to upload bonafide student certificate from Institute / School in along with their application form.
f) Upon submitting all the details on registration page, student will get a unique application ID and password through SMS on the provided(registered) mobile number.
g) The student shall login to NSP using application ID and password received. The student must change the password upon first login. This password has to be kept safely and confidentially. The student can change the mobile number only before the first login, i.e. before changing the received password.
h) The student can apply in any of the scheme on-boarded on NSP by providing accurate and correct information as per their documents, and shall submit the documents to the Institute after Final submission of the application at NSP portal.
i) The detailed procedure for filling the application form has been provided in the User Manual for Applicants.

2. Process for Renewal Students:
a) Renewal Students are the students who have been granted scholarship in any of the scheme on-boarded at NSP, in the immediately preceding Academic Year.
b) Renewal Students can only apply for renewal of scholarship in the same scheme, for which they have been granted scholarship in the previous Academic Year. Student is required to update their marks obtained in previous year and submit the application on NSP Portal. The student must keep the account in which scholarship was received in previous year as active (i.e. non-dormant) and functional to receive scholarship amount.
c) In case the student wish to apply for any other scheme, he/she must login using their previous year's application ID and password, select the option for withdrawing the
renewal application, and then register as a Fresh Student in the current Academic Year. Thereafter, they shall follow the process for Fresh Application.

3. **Precautions to be taken**

   a) The student/applicant must ensure that the Bank Account details (A/c Number, IFSC Code) submitted is correct and keep the account active (i.e. non-dormant) and functional to receive scholarship amount (i.e. Any condition imposed on accounts by bank, like seeding of AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with).

   b) The student/applicant must ensure that the resolution/quality of documents uploaded is adequate so that they are clear and readable.

   c) The student/applicant must ensure that the mobile number provided in the application is correct and belongs to the student/applicant.

   d) The student/applicant must select the desired scheme from list of schemes available as per the eligibility criteria of the scheme(s).

   e) The student/applicant must take timely action(s) on the SMS received from NSP.

   f) The student/applicant must follow up with Institutes for application verification before the deadlines.

   g) The student/applicant must rectify the error(s) and comply with the remarks made in the application in case the application is marked as defective in NSP.

   h) The student/applicant shall note that applications marked rejected/ fake by the nodal officer during the verification/reverification process will not be considered for further processing on NSP.

   i) The student/applicant must carefully select their institute. If applicant selects some other institute by mistake, he or she will have to get their application marked defected from the selected institute and then Institute can be corrected.

   j) The student/applicant shall note that priority for Scholarship Disbursement will be given to the Aadhaar seeded bank accounts.

   k) The student/applicant shall note that NSP provides only one chance for updating bank account details (only in case when bank accounts details are not validated by PFMS). Applicants should be cautious to exercise this option, failing which the application will not be considered for scholarship.
4.2.2. Institute Nodal Officer

The primary role of the Institute Nodal officer is 1st Level verification of the applications submitted by applicants at NSP. The application form for student has been simplified with minimal uploading of scanned documents by students on NSP. Hence, the role of the Institute Nodal officer becomes very critical in the entire chain of verification process. The Institute Nodal officer using NSP must adhere to the following:

1. Institute Registration Process
   a) The Institute/School/ITI shall possess a valid AISHE/DISE/NCVT/SCVT code, before registering on NSP.
   b) The Institute/School/ITI with valid AISHE/DISE/NCVT/SCVT codes can register on NSP. To know whether Institute/School/ITI is registered on NSP Portal or not, go to https://scholarships.gov.in and click on "Search Institute/School/ITI".
   c) The Institute/School/ITI, with valid AISHE/DISE/NCVT/SCVT code and not registered on NSP can request the District or State Nodal Officer, of any Scholarship scheme onboarded on NSP, to add it on NSP.
   d) The District or State Nodal Officer will search for the Institute based on AISHE/DISE/NCVT/SCVT code. In case the institute is not registered, the Nodal Officer can add it by providing the requisite details. The system generated User credentials and password will be sent on the mobile number provided.
   e) Colleges/Universities/Institutes/Schools and any other educational establishments onboarded on NSP shall be referred to as Institutes.

2. Institute Nodal Officer: Registration process
   a) From Academic Year 2019-20 onwards, Institute logging in the first time will have to mandatorily fill the Institute Nodal Officer Registration Form.
   b) The Institute Nodal officer will login on NSP using the user credentials, and complete Institute Nodal Officer Registration Form by entering his/her details and uploading the identity document. The Institute Nodal officer after locking the form using the OTP received, will take the print, paste his/her photograph on the Form, get it attested by the Institute Head (Signature and Institute seal/stamp), will submit the physical form to the respective District/ State/ Ministry Nodal officer of any scheme onboarded on NSP.
c) The District/ State/ Ministry Nodal Officer will verify the physical form and the details entered in system, and approve/reject the Institute Nodal Officer Registration Form details on NSP using the option “Verify Institute Registration Form” under the Administration section in his login. The User credentials and new password will be sent to the registered mobile number of the Institute Nodal officer. The original physical copy of the form should be kept with District/ State/ Ministry Nodal Officer and a duplicate copy is to be shared with Institute Nodal officer, who shall keep the same in Institute’s records.

d) The institute Nodal officer can login using the new User credentials, password and OTP received on his/her mobile number. The concerned officer can reset the password by clicking the “Forgot Password” on Institute Login page on NSP.

e) For the cases of registration, where previous Institute Nodal has been transferred and has not provided the login credentials to the new Institute Nodal Officer, the new Institute Nodal Officer shall formally request District/ State/ Ministry Nodal Officer to change the mobile number and send the login credentials to the new mobile number. The new Nodal Officer is responsible for updating the profile with his/her credentials.

f) In case the new Institute Nodal Officer has access to the previous Nodal Officer, the registered mobile number can be changed by existing Nodal Officer. The system asks for the OTP on previous mobile number and the new mobile number to be registered. The existing Nodal Officer is also primarily responsible for updating the profile with credentials of the new Nodal Officer.

3. **Institute Nodal Officer: Profile updation**

a) The Institute Nodal Officer shall submit the Institute details in the profile, and select the Course Levels offered by the Institute.

b) The Institute Nodal Officer shall ensure that the profile details of the Institute are updated from time to time.

c) The Institute Nodal Officer shall submit the correct bank account details of the Institute.

d) The Institute Nodal Officer shall update the offered courses and course fee charged for each course Level.

e) The Institute Nodal Officer shall regularly change the password.

f) The Institute Nodal Officer shall ensure that the profile is updated profile with the details of the New Nodal officer before updating the mobile number and email ID, in case of change of Nodal officer.
4. 1<sup>st</sup> Level Verification Process & Steps:
   a) The Institute Nodal officer must verify the correctness of details in the application form and uploaded documents submitted by the student/applicant, and maintain physical copies of supporting documents submitted by the student/applicant. The District/State/Ministry Nodal Officer can ask for copies of these documents from the Institute Nodal Officers, as and when required.
   b) The Institute Nodal officer has the option to either Verify the application, Reject the application or Defect the application. In case she/he chooses to Reject or Defect the application, the reasons for rejection or defect must be provided, so that the same can be displayed to the student/applicant.
   c) The Application defected by the Institute will be returned to student/applicant for correcting the same, and once submitted by the student/applicant, the application will be shown under Reverification section of NSP application.
   d) The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedure as prescribed by Institute authorities/Government are followed.
   e) The Institute Nodal Officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.
   f) The Institute Nodal Officer shall ensure that there are no pending applications, as on last date of L1 verification for that particular scheme, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).
   g) The Institute Nodal Officer can mark any application as Fake at any stage before the payment is made, using the option “Mark as Fake” under the Verification section in his/her profile, in case a fraud is suspected in the application.

4.2.3. District/ State/ Ministry Nodal Officer

The primary role of District/ State/ Ministry Nodal officer is 2<sup>nd</sup>/3<sup>rd</sup> Level verification (as per the scheme guidelines) of the applications submitted at NSP and verified by Institutes. The District/ State/ Ministry Nodal officer using NSP must comply with the following:

1. District/ State level Nodal Officer User Creation Process
   a) The login credentials for State Nodal Officers are created when the Ministry Nodal officers create the user for State. The Ministry Nodal officer enters the following details
to create the State user – State Name, State Nodal Officer Name, Designation, Mobile No., Email ID and Address of the State Nodal Officer. Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the mobile no. of State Nodal Officer as registered by the Ministry Nodal officer.

b) The login credentials for District Nodal Officers are created when the State Nodal officers create the user for District. The State Nodal officer enters the following details to create the District user – District Name, District Nodal Officer Name, Designation, Mobile No., Email ID and Address of the District Nodal Officer. Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the mobile no. of District Nodal Officer as registered by the State Nodal officer.

c) In case of change in District Nodal officer, she/he shall approach the State Nodal Officer with a request to reset the password and change mobile number.

d) Similarly, in case of State Nodal Officer, she/he shall approach Ministry level Nodal officer with a request to reset the password and change mobile number.

2. **District/ State/ Ministry Nodal Officer: Adding / Verification of Institute(s)**

a) The District/ State/ Ministry Nodal Officer reset the password of a registered Institute using the option “Reset Institute Login Password” under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISEH/DISE/NCVT/SCVT Code. He/She can select the Institute from the list displayed in search results, and click on reset the password. He/She also has the facility to change the mobile number of Institute Nodal Officer through this option, so that the OTP is received on the mobile number of current officer.

b) The District/ State/ Ministry Nodal Officer can add new Institute using the option “Add Institute/School” under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISEH/DISE/NCVT/SCVT Code. If the Institute is already registered, the District/ State/ Ministry Nodal Officer can reset the password. If Institute is not registered, he/she can register the Institute and create User credentials of the Institute by providing details such as Institute Nodal Officer Name and Mobile number. The User credentials will be generated by the system, and will be sent as an SMS to the provided mobile number. The Institute Nodal Officer can then proceed for the Institute Nodal Officer registration as per the process.
c) The District/ State/ Ministry Nodal Officer shall ensure that the Institute Nodal Officer registration is approved on the NSP portal after physically verifying the certified Institute Registration form submitted by the Institute Nodal Officer, along with photograph and identity proof.

3. **2nd Level Verification Process & Steps**

a) The District/ State/ Ministry Nodal Officer shall verify the correctness of details in the application form and uploaded documents submitted by the student/applicant as per guidelines of the related scheme.

b) The District / State / Ministry Level Nodal officer can either Verify the application, Defect the Application, Reject the applications or Mark the application as Fake. In case she/he chooses to Defect the Application, Reject the application or Mark the application as fake, the reasons must be provided, so that the same can be displayed to the student/applicant.

c) The District / State / Ministry Level Nodal officer shall monitor overall pendency of the applications for the scheme at Institute Level.

d) The District / State / Ministry Level Nodal officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.

4. **3rd Level Verification Process & Steps**

a) For the schemes that require third level of verification, the State/ Ministry Nodal Officer shall follow the same process as followed for 2nd Level Verification.

4.2.4. **Scheme owner Ministries / Departments / Other Govt. bodies**

The primary role of the Scheme Owner Ministries/ Departments/Other Govt. bodies is to onboard the scheme at NSP, and monitor the overall progress of the scheme. This includes all three types of schemes, i.e. Central Schemes, Centrally Sponsored Schemes and State Schemes.

The Scheme Owner Ministries/ Departments/ Other Govt. bodies must:

a) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide confirmation for adherence to the NSP guidelines.

b) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide Scheme guidelines, Configuration details, FAQs to NIC.
<table>
<thead>
<tr>
<th>National Scholarship Portal (NSP)</th>
<th>Standard Operating Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>c) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide PFMS configuration details (agency ID, Agency name, PFMS scheme code, DBT mission code, beneficiary type, payment purpose code) at the time of onboarding schemes only.</td>
<td></td>
</tr>
<tr>
<td>d) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall ensure that the given PFMS details are properly configured at PFMS Portal.</td>
<td></td>
</tr>
<tr>
<td>e) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall act as Data fiduciary for all data at NSP, for their scheme(s).</td>
<td></td>
</tr>
<tr>
<td>f) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall verify the correctness of Scheme configuration on NSP, including but not limited to the eligibility criteria, important dates etc.</td>
<td></td>
</tr>
<tr>
<td>g) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall monitor overall progress of the scheme, including L1 and L2/L3 verification progress.</td>
<td></td>
</tr>
<tr>
<td>h) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall issue timely instructions to District/State/Ministry Nodal Officers.</td>
<td></td>
</tr>
<tr>
<td>i) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide trainings to State/District Nodal officers from time to time.</td>
<td></td>
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<tr>
<td>j) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide name of Central / State Nodal Officers along with contact details to be displayed on the portal, and validate the same from time to time.</td>
<td></td>
</tr>
<tr>
<td>k) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall provide data and reports concerning the scheme to Govt. organizations, as may be required, using different pre-defined standard reports/ query generated by NSP.</td>
<td></td>
</tr>
<tr>
<td>l) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall abide by IT Act, Aadhaar Act and all other Government rules and regulations, from time to time.</td>
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</tr>
<tr>
<td>m) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall operate NSP portal for all activities.</td>
<td></td>
</tr>
<tr>
<td>n) The Scheme Owner Ministries/ Departments/ Other Govt. bodies shall answer the queries of any law enforcement agency / RTI related to Scheme(s), Applications received at NSP, Timelines of the scheme(s), workflow, operations, servers, the content data and transaction data, etc.</td>
<td></td>
</tr>
</tbody>
</table>
4.2.5. Ministry of Electronics & Information Technology

The Ministry of Electronics & Information Technology (MeitY) is the overall owner of National Scholarship Portal (NSP), and shall oversee the end-to-end processes of NSP. Designated officers from MeitY shall:

a) Provide administrative approvals for NSP to NIC.
b) Provide inputs for value addition in NSP.
c) Monitor and review the NSP.

4.2.6. Direct Benefit Transfer (DBT) Mission, Cabinet Secretariat

The Direct Benefit Transfer (DBT) Mission, Cabinet Secretariat, Government of India plays pivotal role in administration of National Scholarship portal, and is primarily responsible for overall coordination with all the Scheme Owner Ministries/Departments/Other Govt. bodies, streamline the processes, and provide guidance to MeitY and NIC from time to time. Designated officers from DBT mission shall:

a) Provide approval for the important dates and deadlines for all Schemes on-boarded on NSP.
b) Review the Standard Operating Procedures / Guidelines / User Manuals and other key documents, which are to be circulated to NSP users.
c) Provide guidance and coordinate for integration and data sharing with key bodies such as AISHE, DISE, NCVT, PFMS, UIDAI, etc.
d) Provide time-to-time guidance and suggestions for improvisations in NSP.
e) Review the forms/report/workflows etc. for NSP.

4.2.7. National Informatics Center (NIC)

National Information Center (NIC) is the technical agency for developing and maintaining the NSP, as per the guidance provide by Scheme Owner Ministries/Departments/Other Govt. bodies, DBT Mission and MeitY. NIC shall:

a) Develop and Maintain NSP infrastructure, including software and hardware components.
b) Receive the requests for onboarding of schemes at NSP.
c) Share the NSP guidelines with the Scheme Owner Ministries/ Departments/ Other Govt. bodies.
d) Configure the Scheme as per details provided by the Scheme Owner Ministries/ Departments/ Other Govt. bodies.
e) Make changes in NSP application as per the recommendations of Scheme Owner Ministries/Departments/Other Govt. bodies, DBT Mission and MeitY.
f) Draft important documents such as Standard Operating Procedures, Guidelines, User Manuals etc. in English language, and regularly update the same.
g) Undertake security audit of NSP from time to time.
h) Manage the integrations and data exchange with external applications.
i) Manage helpdesk for operations at NSP.

4.2.8. Help Desk

Help Desk for NSP is maintained by NIC, with support from external call center agency. The primary role of the helpdesk is to provide first level assistance to the users of NSP. The helpdesk shall:

a) Assist the student(s)/applicant(s) for filling the registration and application forms, and provide technical support.
b) Escalate the critical issues to NSP team, as and when required.
c) Maintain a list of User category-wise FAQs for several users of the portal.
d) Keep the operators of call center agency updated about the processes at NSP.

5. General Terms and Conditions in respect of stakeholders:

1. The source code/ technical artifacts/ utilities of the application software developed by NIC will be the property of NIC. NIC can reuse the common and standard code/artifacts/ utilities used in the software applications in other Govt. Projects wherever these are needed.

2. All parties undertake to act in good faith in respect of with respect to each other’s rights under this understanding and to adopt all reasonable measures to ensure the realization of the objectives of this project as per the roles and responsibilities.
3. Government may take action against any illegal or unauthorized activity on the NSP portal.

4. NIC will not be directly answering any RTI related queries/clarifications/law enforcement agency/court cases and cannot be asked by respective Scheme Owner Ministries/Departments or Other Govt. bodies whose Scholarship Schemes are operational to be present before the Information Commission/Courts either at State/National levels or any other such body.

5. The outcome of validation(s) done by external agencies like PFMS, UIDAI will be treated as final. Any grievance related with such outcome should be dealt with by nodal verifying agency.

6. NIC shall be entitled for full disclaimer and immunity from all aspects of data and its safety along with its handling by any functionary of the respective Scheme Owner Ministries/Departments or Other Govt. bodies.
Operational steps to make Institute’s Profile functional after getting Registration Form approved by the District Nodal Officer

National Scholarships Portal (NSP2.0)

Academic Year: 2019-20
Once Registration Form is approved by the District Nodal Officer, Institute Nodal Officer (INO) will receive new password in the registered mobile number. To make profile functional login with new password and follow the steps described below.

1. Select Academic Year 2019-20
2. Enter user ID
3. Enter Password
4. Enter Captcha
5. Click to Login in to NSP profile
1. Enter the OTP received on the Institute's Nodal Officer mobile.

2. Click to proceed further.
1. On first login, NSP2.0 will force you to reset the password. Enter your password of your choice keeping password policy in mind.

2. Click to save new password on NSP2.0.

Password policy guidelines for setting up new password in Step-1.

(1) Should be min 8 characters long.
(2) At least one alphabet (a-z, A-Z).
(3) At least one numeric value (0-9).
(4) At least one special character (@*!).

Change Password Form

New Password: 
Confirm new Password: 
Submit
After successfully changing the password, click to proceed further.
After first successful login, Institute Nodal Officer (INO) will have to update the profile, Course Level and Courses to make Institute visible to the Applicant’s while applying for scholarship on NSP2.0. After profile update, Verification section will be enabled.

Please login with current Academic Year 2019-20 and update the institutional details along with Courses run by your institute and it’s fee then you can forward application of Student for Scholarship.

Institute Nodal officers are requested to reject any verified/unverified application ddb.
Welcome: DR. RAM
PRASANNA MANRAM
MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277), SARAIRASI, SARAIRASI, FAIZABAD, FAIZABAD, UTTAR PRADESH
User Type: Institute

Please login with current Academic Year 2019-20 and update the Institutional details along with Courses run by your institute and it’s fee then you can forward application of Student for Scholarship.

Requested to reject any verified/unverified application doubted as fraud from the link "Ma

Click on Update Profile for updating remaining details of Institute profile
Welcome: DR. RAM

PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277) SARAIRASI, SARAIRASI, FAIZABAD, FAIZABAD, UTTAR PRADESH

User Type: Institute

1. Profile updation is enabled through OTP Authentication. Enter OTP received on INO’s mobile

2. Click to proceed further

Institute Profile Update OTP Form

OTP has been sent on your Registered Mobile No.

Please Enter 1 Digit OTP

Confirm OTP
1. To change Institute’s affiliation, select the State where Board / University is situated.

2. Select the Board / University to which Institute is affiliated with.

3. To select multiple course levels, press and hold the Ctrl key on the key board and select the course levels.
On transfer or change of INO, details can be changed from this section. In case of change in INO’s mobile number OTP will be sent on new mobile number for authentication.
Welcome: Test
Institute: Test, PATNA, BIHAR
User Type: Institute

- Update Profile
- Add Update Details
- Change Password

Institute Updated Details

<table>
<thead>
<tr>
<th>Institute Name</th>
<th>Test Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute Nature</td>
<td>Government Institutes</td>
</tr>
<tr>
<td>Board/University Name</td>
<td>Test University</td>
</tr>
<tr>
<td>Course Level Offered</td>
<td>HSC/Intermediate (12th)/Equivalent</td>
</tr>
<tr>
<td></td>
<td>Degree/Graduate/Under</td>
</tr>
<tr>
<td></td>
<td>Teacher Trainings</td>
</tr>
<tr>
<td>Institute Address</td>
<td>7th Floor, Test Complex, Test Road</td>
</tr>
<tr>
<td>Institute State</td>
<td>BIHAR</td>
</tr>
<tr>
<td>Institution Taluk/Block</td>
<td>Test</td>
</tr>
<tr>
<td>Institute Pincode</td>
<td>11000</td>
</tr>
<tr>
<td>Institute Tax No</td>
<td>uploaded file</td>
</tr>
</tbody>
</table>

Contact Person

| Name | Ashik |
| Phone | |

Bank Details

| IFSC Code | HDFC0CVB007 |
| Bank Account | |
With the help of below options Course Level, Course and Course Fee can be updated. Click on respective button and proceed further.
Operational Manual

Operational steps involved to Fill Institute’s Registration Form for AY 2019-20
1. Select Academic Year 2019-20

2. Enter user ID

3. Enter Password

4. Enter Captcha

5. Click to Login in to NSP profile
Welcome to NSP

To make Institute Login functional, Institutes are required to fill the Registration Form, to be displayed after clicking OK button, and get the duly filled Registration Form approved from District Nodal Officer. Once Registration Form is approved by the District Nodal Officer, Institute Nodal Officer will receive password in registered mobile number.

Click on OK to get the Registration Form to be filled online
1. Click to select scanned copy of Valid ID Proof in PDF or JPEG format upto 200KB from your local computer.

2. Click to Upload selected scanned copy of Valid ID Proof.
Before finally submitting the form it is mandatory to save the entered information by clicking on Save Form button.

Fill all the informations carefully.

After final submission of the information, an unique Form Reference ID will be generated and form will be electronically transferred to concerned District Nodal Officer.
<table>
<thead>
<tr>
<th>Manpower Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Ravi</td>
<td></td>
</tr>
<tr>
<td>Mobile Number: 9888412459</td>
<td></td>
</tr>
<tr>
<td>Official Mail ID: <a href="mailto:raw123@gmail.com">raw123@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Other Contact Number: 24305909</td>
<td></td>
</tr>
</tbody>
</table>

Declaration by head of institution:

I hereby declare that the information provided in the above institute Registration form is true to my knowledge. I hereby authorize the officer as per details in S.No.13 to conduct the verifications and other related activities at NSP. INO-NSP will abide by the rules, scheme guidelines and instructions issued in respect to the schemes covered under NSP. I also understand that I would be responsible for above.

Before clicking on "Final Submit" kindly ensure to save the information by clicking the "Save Form" button.

Click on OK to finally submit Registration Form. An OTP will be sent to Institute Nodal Officer's Mobile provided at Point No13 of online form.
Now enter OTP and click on Confirm OTP button. Your Form will be successfully submitted.
Form for Registration of Institute Nodal Officer on NSP

Important instructions to fill the form:

- All fields are mandatory.
- Utmost care should be taken while appointing the Institute Nodal Officer for NSP(INO-NSP). The Appointed officer would carry out all verifications and other activities required in NSP. The person should be a Single point of Contact (SPC) for communicating all institute-related information/alerts through SMS/email etc.
- Any partially filled form will be summarily rejected.

You have successfully Submitted the Form. Your Form Reference Number is:

UP20192041

It is Mandatory to upload scanned copy of valid Identity Proof, like Aadhaar Card of Institute's Nodal Officer for NSP(INO-NSP) Only pdf & jpeg up to 200kb File Size.

Select File: No file chosen

View Uploaded Document: No file

Please Click 'View Uploaded Document' button to View uploaded Identity Proof.
Registration Form generated by the NSP2.0. Take printout of this form and submit dully signed and stamped form to the District Nodal Officer.