

**Centre for Good Governance**



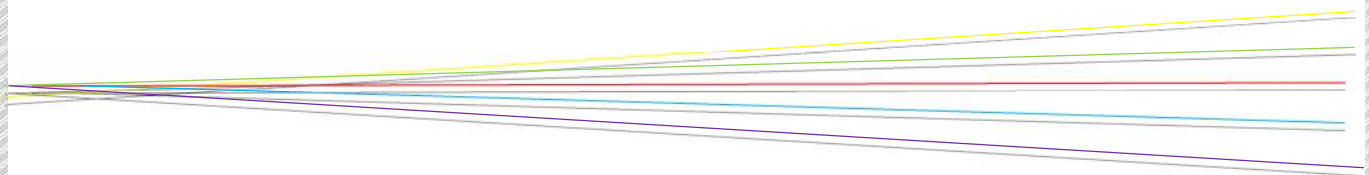
**Version 1.4**

**Operational Guidelines For District  
Administrator National Scholarship  
Portal**

**Date: 03/06/2015**

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**OPERATIONAL GUIDELINES  
FOR  
DISTRICT NODAL OFFICER**



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## ❖ **ROLES & RESPONSIBILITIES FOR DISTRICT NODAL OFFICER-**

- Role of Verification Authority if envisaged by Scheme guidelines
- Role of Release Authority if envisaged by Scheme guidelines
- Provision to edit application based on rejected reasons

## ❖ **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.

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## **NATIONAL SCHOLARSHIPS PORTAL SERVICES**

### **STUDENTS**

- Registration / Renewal
- Online Application form submission
- Tracking the status of application

### **INSTITUTIONS**

- Registration of courses and fee structures
- Scrutiny of students applications and forwarding to the Block/District administration of the respective departments as per defined process flow.

### **BLOCK/DISTRICT**

- Cross verify the Students applications.
- The District has the privilege to reject the application if not valid, otherwise the applications will be forwarding to the State of the respective departments as per defined process flow.

### **STATE GOVERNMENT DEPARTMENTS**

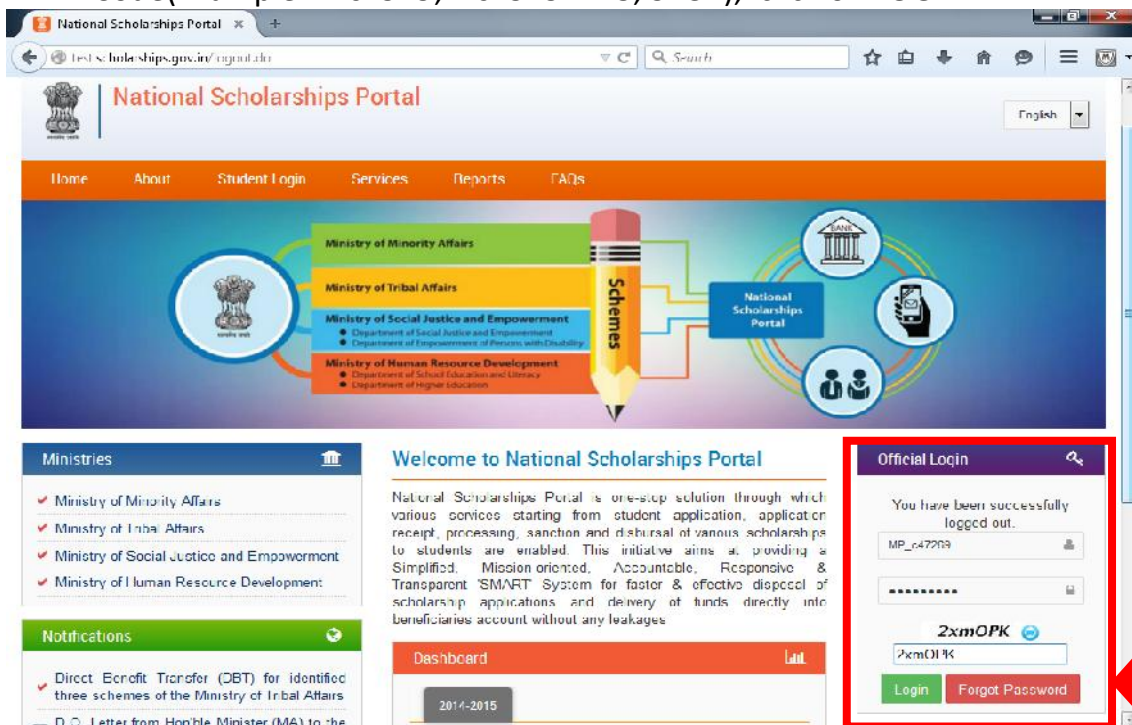
- Configuration of schemes and work flow
- Scrutiny of application forms of students
- Registration of institutions & Scrutiny of Institutions data
- Approval/rejection of any application(s)
- Release of money to students and institutions

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## National scholarship Portal – Home Page:

### Step 1:

- Enter the URL as [www.scholarships.gov.in](http://www.scholarships.gov.in).
- District can log-in by using the District/User ID and Password provided to them by State Welfare Officer (SWO)/Department. (In case of non-receipt of log-in account, District can contact SWO of the concerned State.)
- Then enter the district-ID , Password and displayed Captcha Code(Example : ins2949, ins2949\*123, SD5K), click on LOGIN.



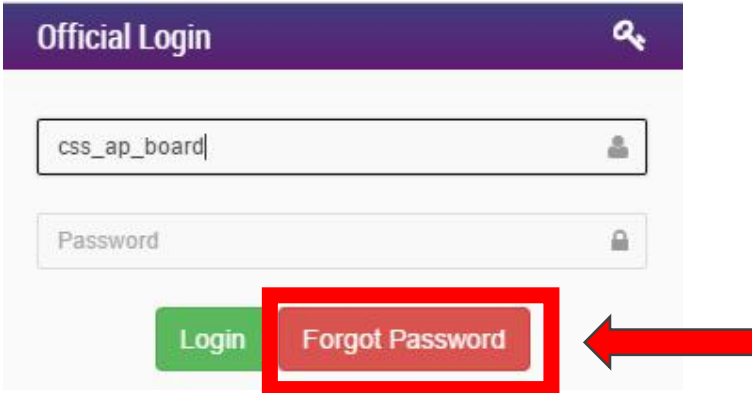
The screenshot shows the National Scholarships Portal interface. The 'Official Login' section is highlighted with a red box, and a red arrow points to the 'Forgot Password' button. The login form includes a message 'You have been successfully logged out.', a user ID field containing 'MP\_c47209', a password field with masked characters, a 2xmOPK captcha, and 'Login' and 'Forgot Password' buttons.

## In case if you forgot your Password

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**Step 2:**

- In case if you forgot your password, fill up the details required, and then the password will send to the respective mobile number as well as in Email id.



- Fill the Required Details

**Forgot Password**

Email Address :

Email Id

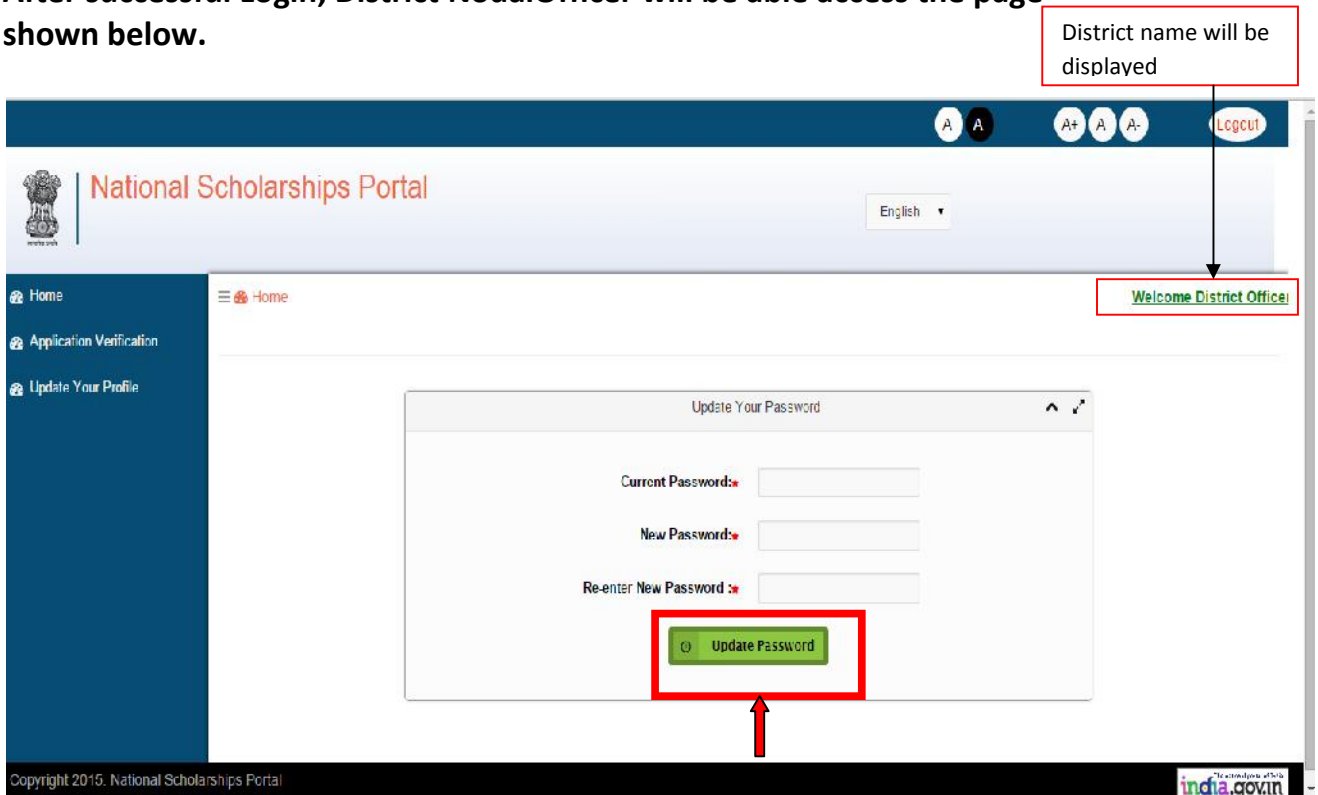
Mobile Number :

Mobile No.

Submit

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

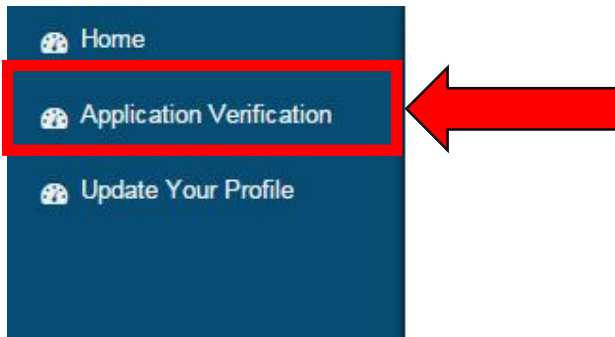


The Home page will display the “**update your Password**” window, in case you want to change the password.

**Step 3:**

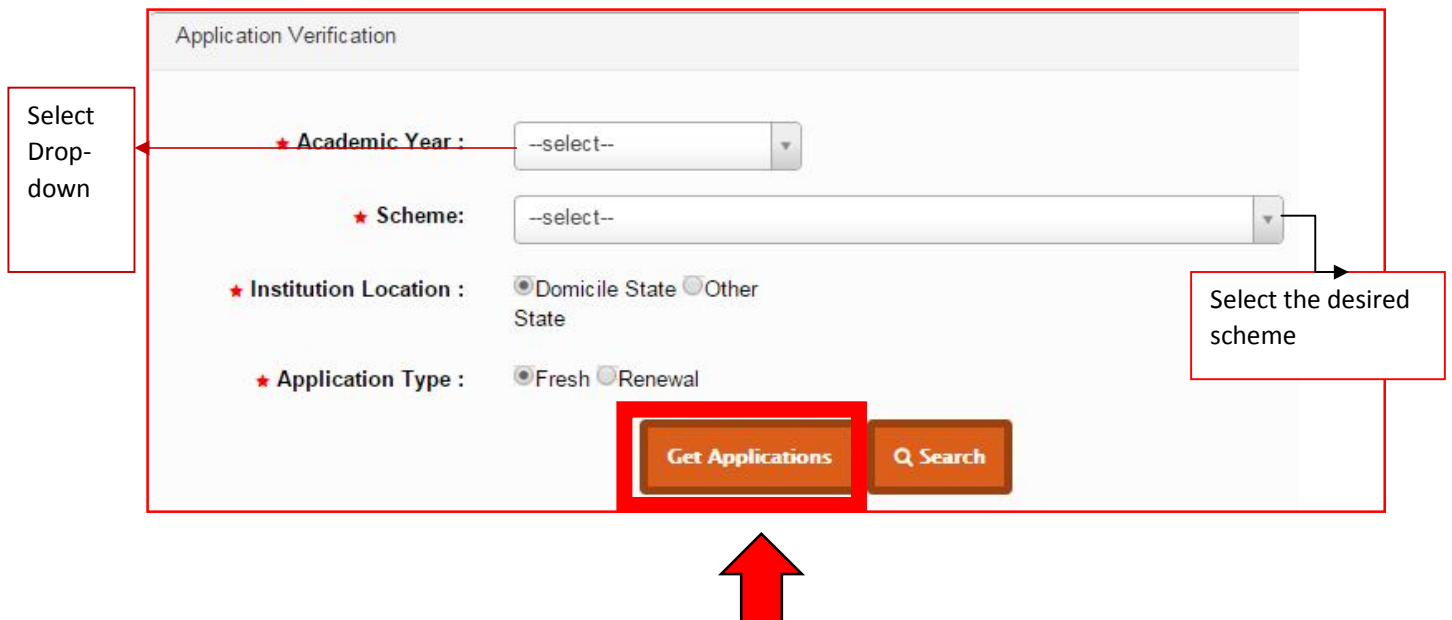
- For Verification of the Selected Student’s list sent from Institute. Click on the below mentioned box as shown.

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### APPLICATION VERIFICATION

This tab enables the District Nodal Officer to view the list of Student's sent from Institute. The Officer will verify the documents ,approve/reject the application. For the application verification ,follow the below mentioned steps.



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**Step 1:** Fill up all the relevant Information in the space provided as shown above.

**Step 2 :**

**Academic Year** : Select 2015-16  
**Scheme** : Appropriate Scheme for Ministry  
**Institution Location** : Select Domicile State/ Other State  
**Application Type** : Fresh/ Renewal

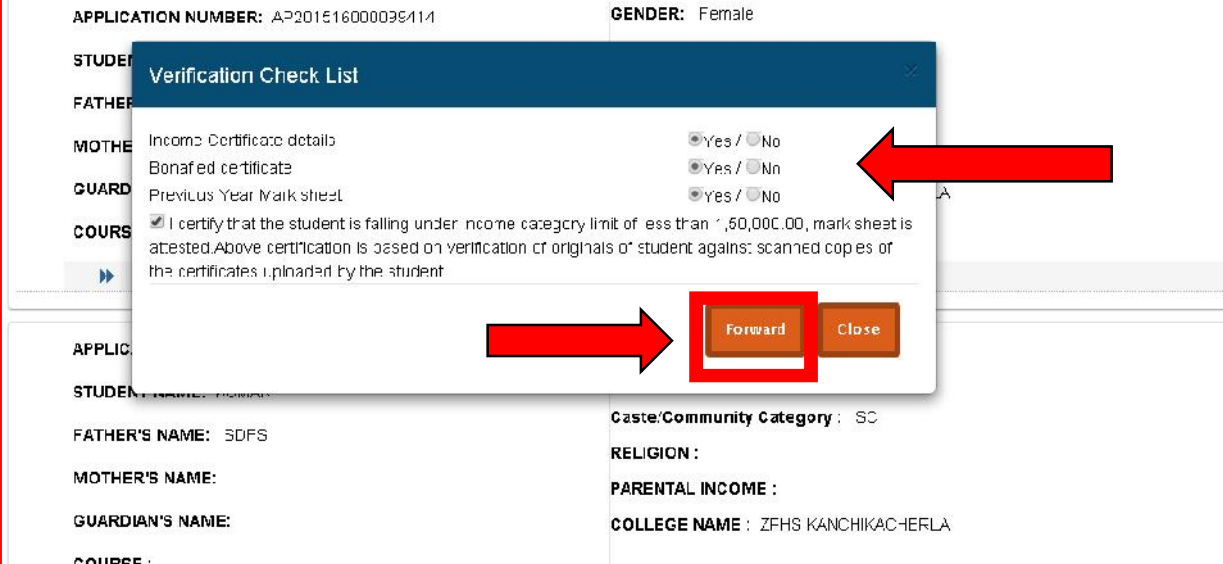
**Step 3:** Select Get Application to see the list of Applicant registered from that particular District which will be displayed as shown below.

District Nodal Officer will be able to access the list of applicants as shown below.

APPLICATION NUMBER: A201516000099414	GENDER: Female
STUDENT NAME: ANIL	Date of Birth : 01/01/2010
FATHER'S NAME: DFSDFS	Caste/Community Category : SC
MOTHER'S NAME:	RELIGION :
GUARDIAN'S NAME:	PARENTAL INCOME :
COURSE :	COLLEGE NAME : ZPHS KANCHIKACHER_A
	
APPLICATION NUMBER: A201516000099415	GENDER: Male
STUDENT NAME: KUMAR	Date of Birth : 01/01/2010
FATHER'S NAME: SDFS	Caste/Community Category : SC
MOTHER'S NAME:	RELIGION :
GUARDIAN'S NAME:	PARENTAL INCOME :
GUARDIAN'S NAME:	COLLEGE NAME : ZPHS KANCHIKACHER_A

**Step 1:** Select the icon as shown above , a pop up will be displayed as shown below where the Nodal Officer will select Yes/No according to the certificates being presented by an applicant.





APPLICATION NUMBER: AP201516000098414      GENDER: Female

STUDENT'S NAME: [REDACTED]

FATHER'S NAME: [REDACTED]

MOTHER'S NAME: [REDACTED]

GUARDIAN'S NAME: [REDACTED]

COURSE: [REDACTED]

Income Certificate details       Yes /  No

Bonafide certificate       Yes /  No

Previous Year Mark sheet       Yes /  No

I certify that the student is falling under income category limit of less than ₹,50,000.00, mark sheet is attested. Above certification is based on verification of originals of student against scanned copies of the certificates uploaded by the student.

**Forward**      Close

FATHER'S NAME: SDFS      Caste/Community Category : SC

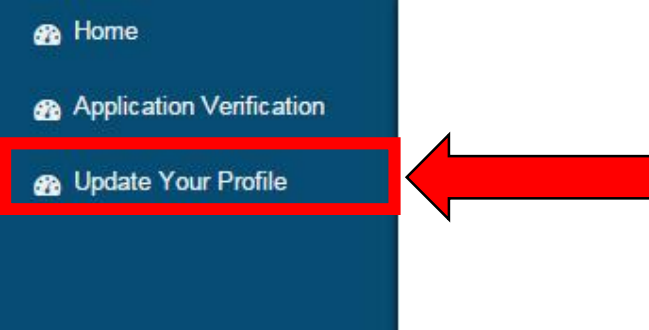
MOTHER'S NAME:      RELIGION :

GUARDIAN'S NAME:      PARENTAL INCOME :

COURSE:      COLLEGE NAME : ZFHS KANCHIKACHEFLA

**Step 2:** Select “Forward” button highlighted above.

The list of selected applicant will be push to the next level that is State .

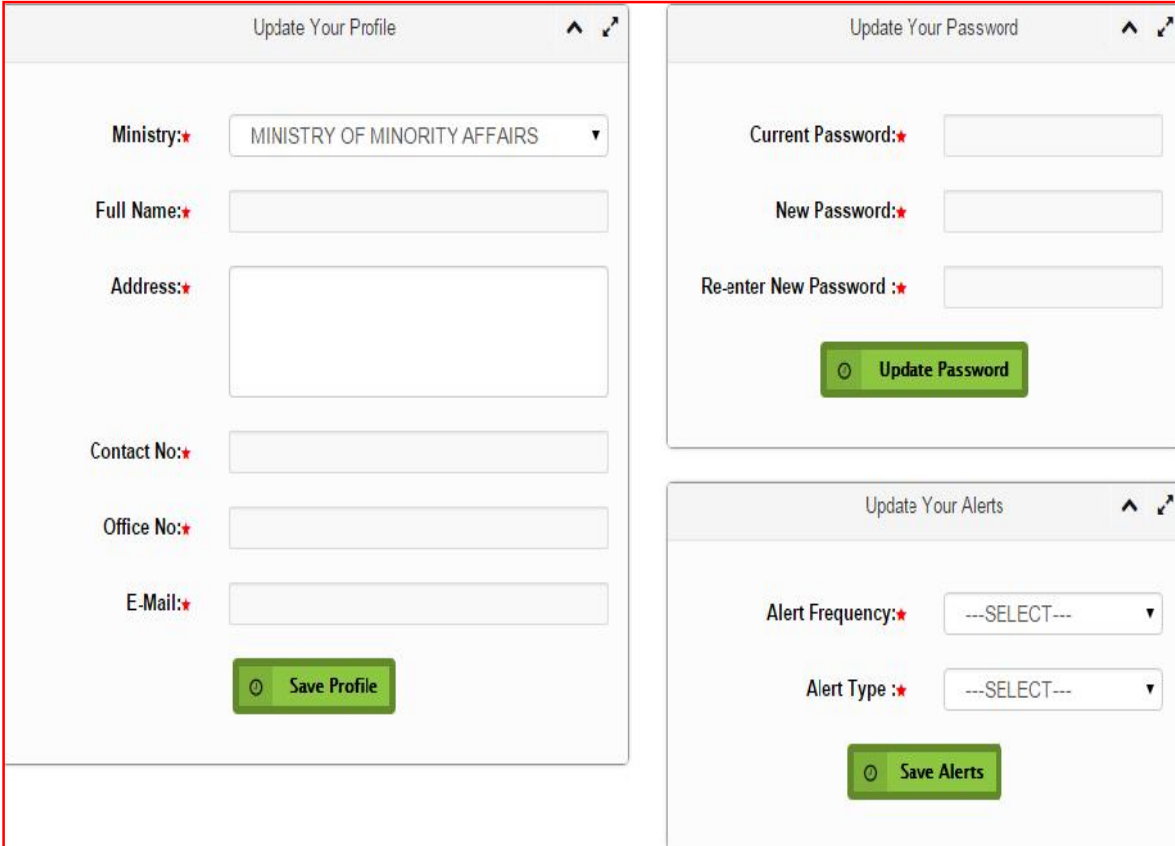


- Home
- Application Verification
- Update Your Profile**

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**UPDATE YOURPROFILE**

**This tab enables the District Nodal Officer to Update his Details as shown below.**



The image shows two side-by-side web forms. The left form is titled "Update Your Profile" and contains the following fields: "Ministry" (a dropdown menu with "MINISTRY OF MINORITY AFFAIRS" selected), "Full Name", "Address", "Contact No.", "Office No.", and "E-Mail". A green "Save Profile" button is at the bottom. The right form is titled "Update Your Password" and contains "Current Password", "New Password", and "Re-enter New Password" fields, with a green "Update Password" button below. Below the password form is another form titled "Update Your Alerts" with "Alert Frequency" and "Alert Type" dropdown menus, and a green "Save Alerts" button at the bottom.