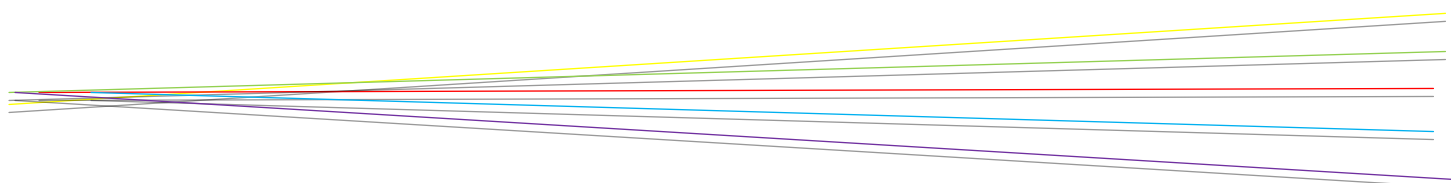


Centre for Good Governance		Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

OPERATIONAL GUIDELINES

FOR

DISTRICT NODAL OFFICER



Centre for Good Governance		Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

❖ **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.

Centre for Good Governance		Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

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

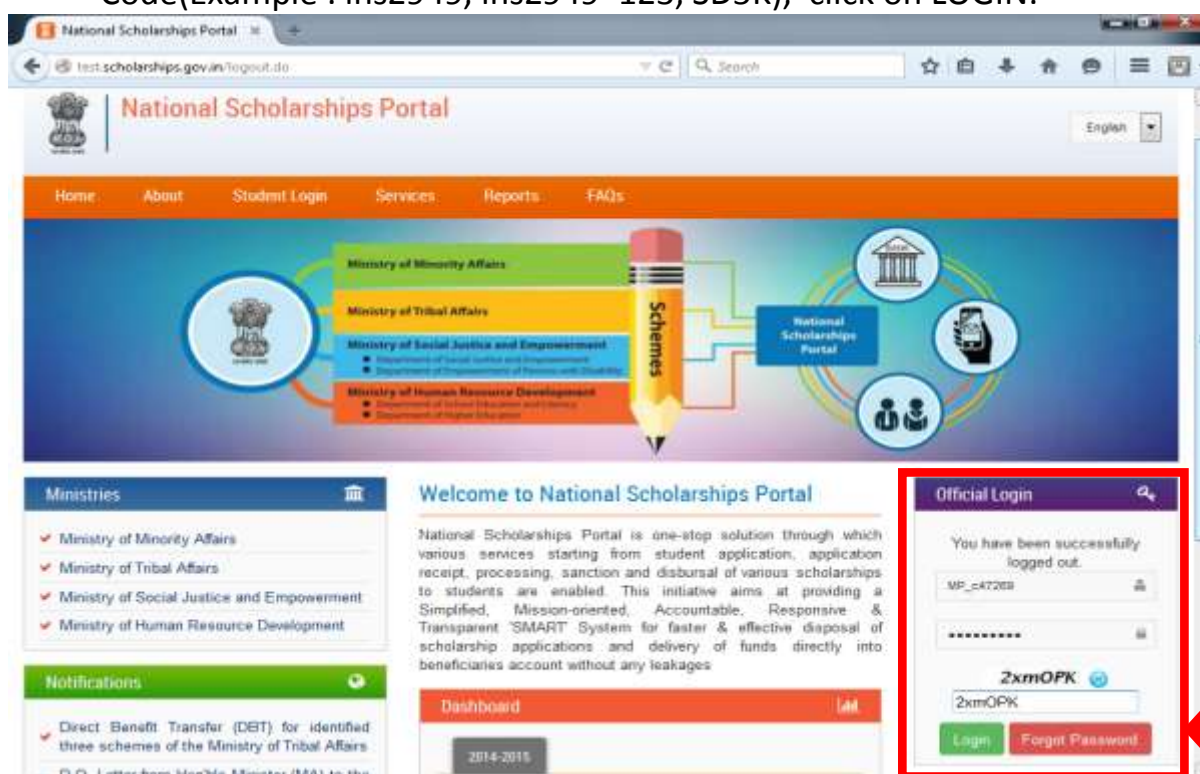
- Configuration of schemes and work flow
 - Scrutiny of application forms of students
 - Registration of institutions & Scrutiny of Institutions data
 - Approval/rejection of any application(s)
 - Release of money to students and institutions
-

Centre for Good Governance	 <p>CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People</p>	Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

National scholarship Portal – Home Page:

Step 1:

- Enter the URL as 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.



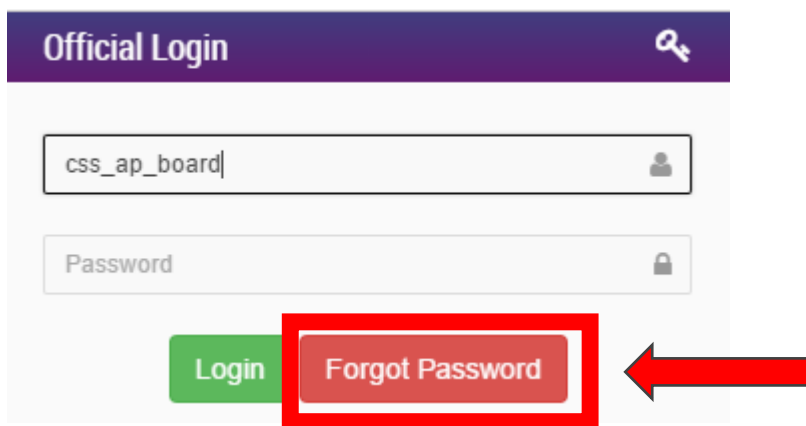
The screenshot displays the National Scholarships Portal interface. At the top, there is a navigation bar with links for Home, About, Student Login, Services, Reports, and FAQs. The main content area features a central banner with logos of the Ministry of Minority Affairs, Ministry of Tribal Affairs, Ministry of Social Justice and Empowerment, and Ministry of Human Resource Development. Below the banner, there is a 'Welcome to National Scholarships Portal' message. A red box highlights the 'Official Login' section, which includes a success message, a user ID field (MP_47268), a password field, a 2xmOPK captcha field, and 'Login' and 'Forgot Password' buttons. A red arrow points to the 'Forgot Password' button.

In case if you forgot your Password

Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

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.

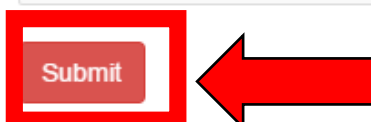


- Fill the Required Details

Forgot Password

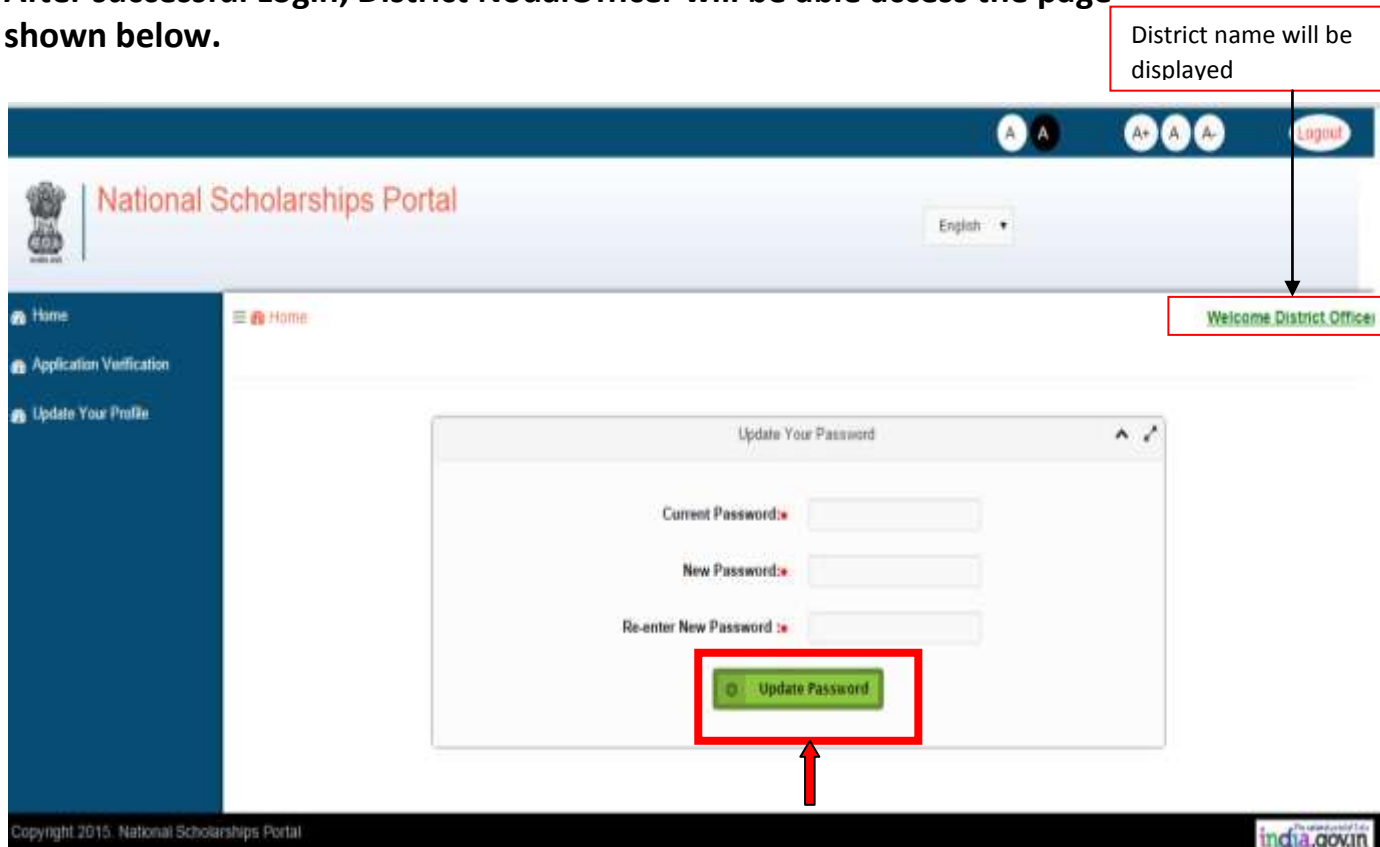
Email Address :

Mobile Number :



Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

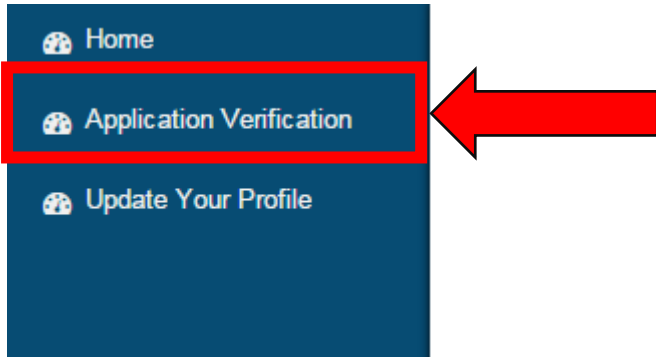
After successful Login, District Nodal Officer will be able access the page shown below.



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

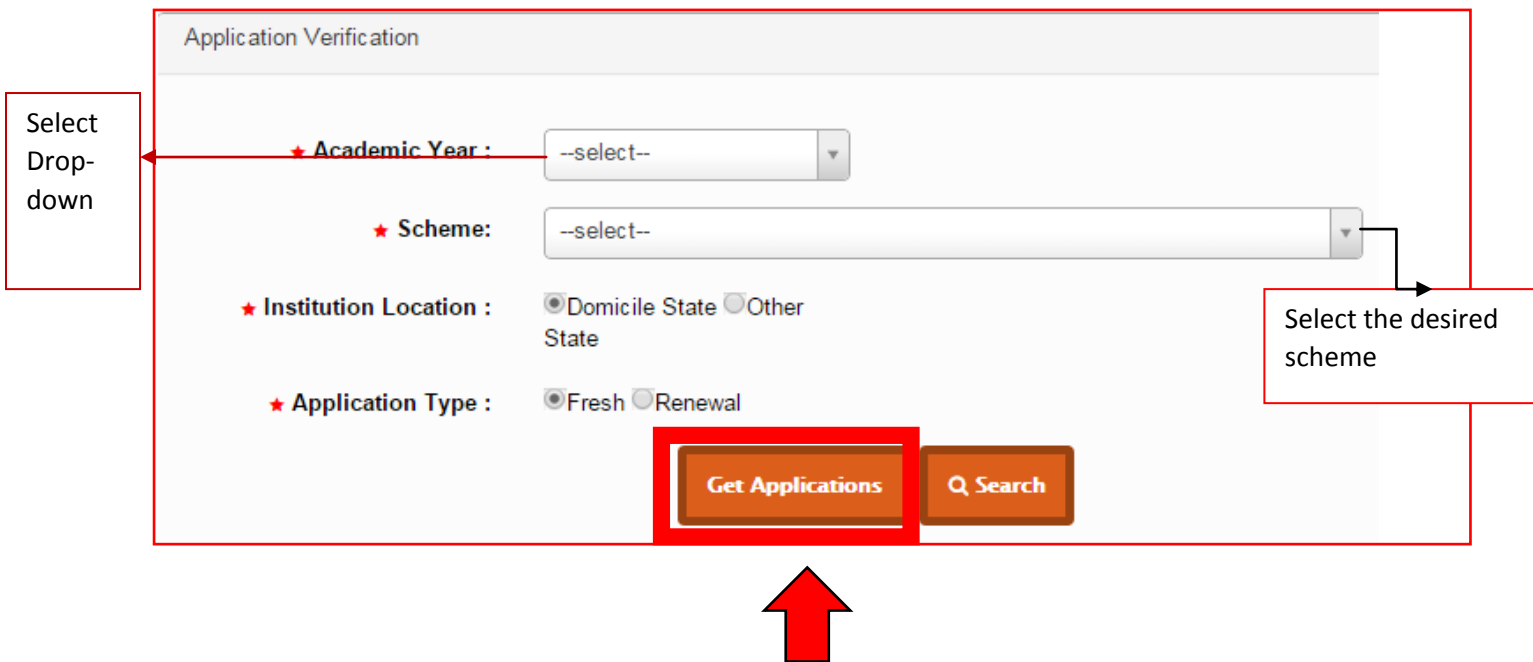
Step 3:

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



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.



Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

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

Step 2 :

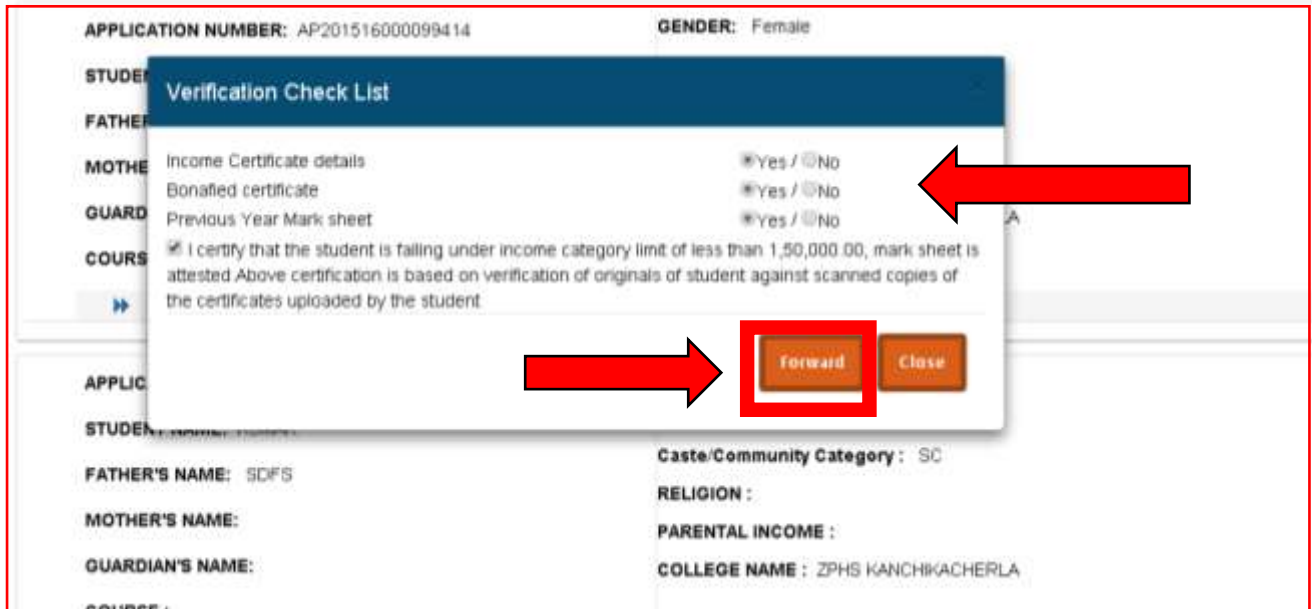
Academic Year : Select 2015-16
 Scheme : Appropriate Scheme for Ministry
 Institution Location : Select Domicile State/ Other State
 Application Type : Fresh/ Renewal

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.

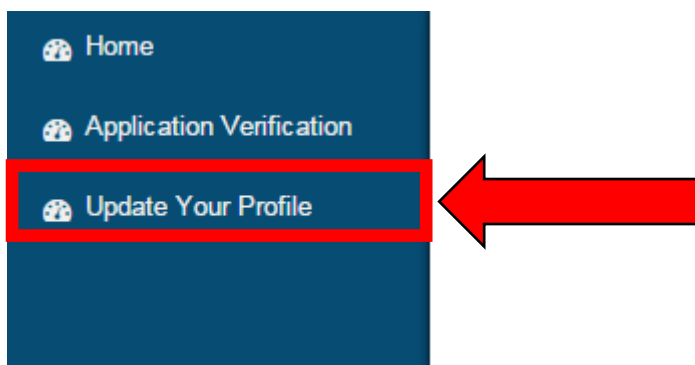
APPLICATION NUMBER: AP201516000099414	GENDER: Female
STUDENT NAME: ANIL	Date of Birth : 01/01/2010
FATHER'S NAME: DFSDFS	Caste/Community Category: SC
MOTHER'S NAME:	RELIGION :
GUARDIAN'S NAME:	PARENTAL INCOME :
COURSE :	COLLEGE NAME : ZPHS KANCHIKACHERLA
	
APPLICATION NUMBER: AP201516000099415	GENDER: 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 :
	COLLEGE NAME : ZPHS KANCHIKACHERLA

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.



Step 2: Select “Forward” button highlighted above.

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



Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	Version 1.4
Operational Guidelines For District Administrator National Scholarship Portal		Date: 03/06/2015

UPDATE YOURPROFILE

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

Update Your Profile ^ ↗

Ministry:★

Full Name:★

Address:★

Contact No:★

Office No:★

E-Mail:★

Update Your Password ^ ↗

Current Password:★

New Password:★

Re-enter New Password :★

Update Your Alerts ^ ↗

Alert Frequency:★

Alert Type :★