

# **Operational Manual for National Scholarship Portal**

## **Version - 2.0**

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### **Operational Manual**

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Director General, National Informatics Centre

**National Informatics Centre**  
Department of Electronics & Information Technology (DEITY)  
Ministry of Communication & Information Technology  
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 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 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 is Mandatory from the Academic Session 2016-2017 onwards.
- 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 Mandatory in Application

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

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

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

2. Click on ‘New User’ on ‘Home Page’

**Apply for  
Fresh**

Thu Aug 04 14:14:56 IST 2016 Skip to main content | Screen Reader Access | Sitemap | Home | A- A+ Hindi

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Home About Us Complaints Services FAQ Contact Us Search...

Apply for Fresh Apply for Renewal New User? Register Now Ministry Guest Login Check Eligibility

**Ministries Departments/Councils** 16 **Registered Schemes** 77 **Registered Universities/Boards/Institutions** 1617084 **Total Registrations** Fresh: 1114119 Renewal: 5489011

**Helpdesk**  
Candidates can contact the Help Desk for resolution of the technical problems  
**0120 - 6619540**

**Institute Login**  
[Institute Login \(Click Here\)](#)

**Latest News**  
To visit National Scholarship Portal for Academic Year 2015-2016  
[Student Login \(Click Here\)](#)  
[Official Login \(Click Here\)](#)

**Dashboard**  
**State Wise Registration**  

State	Registrations
Andhra Pradesh	~10,000
Bihar	~10,000
Gujarat	~10,000
Jharkhand	~10,000
Karnataka	~10,000
Kerala	~10,000
Maharashtra	~10,000
Tamil Nadu	~10,000
Uttar Pradesh	~10,000
West Bengal	~10,000
Other States	~30,000

**On-Board Schemes**

Scheme	Status	Guidelines
Pre Matric Scholarships Scheme for Minorities	Opened	Guidelines
Post Matric Scholarships Scheme for Minorities	Opened	Guidelines
Merit Cum Means Scholarship For Professional and Technical Courses CS	Opened	Guidelines
Maulana Azad National Fellowship for Minority Students	Opening Soon	Guidelines

**WARB, Ministry of Home Affairs**

Scheme	Status	Guidelines
Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Opened	Guidelines

[More...](#)

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**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’**

**STUDENT REGISTRATION FORM**

<b>State of Domicile *</b> UTTAR PRADESH	<b>Scholarship Category *</b> Post Matric
<b>Name of Student *</b> Swati	<b>Date of Birth (DD/MM/YYYY) *</b> 01/07/1989
<b>Gender *</b> Female	<b>Aadhar Number *</b> 512289406434
<b>Mobile Number *</b> 9015343145	<b>Email Id</b> <input type="text"/>
<b>Captcha Code *</b> 516323	<b>516323</b> 
<b>REGISTER</b> <b>CANCEL</b>	

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

**Note:** Those marked as “\*” are mandatory and are compulsory required to be filled.

**4. After successfully get registration done, Applicants will get their “Student Registration ID”**

**STUDENT REGISTERED SUCCESSFULLY ✓**

**STUDENT REGISTRATION ID** UP201617000000313

\* Kindly Note it down for feature Reference. This will serve as your login id and password sent at your registered mobile number

**CONTINUE** **CLOSE**

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

 Login to your account

 UP201617000000313

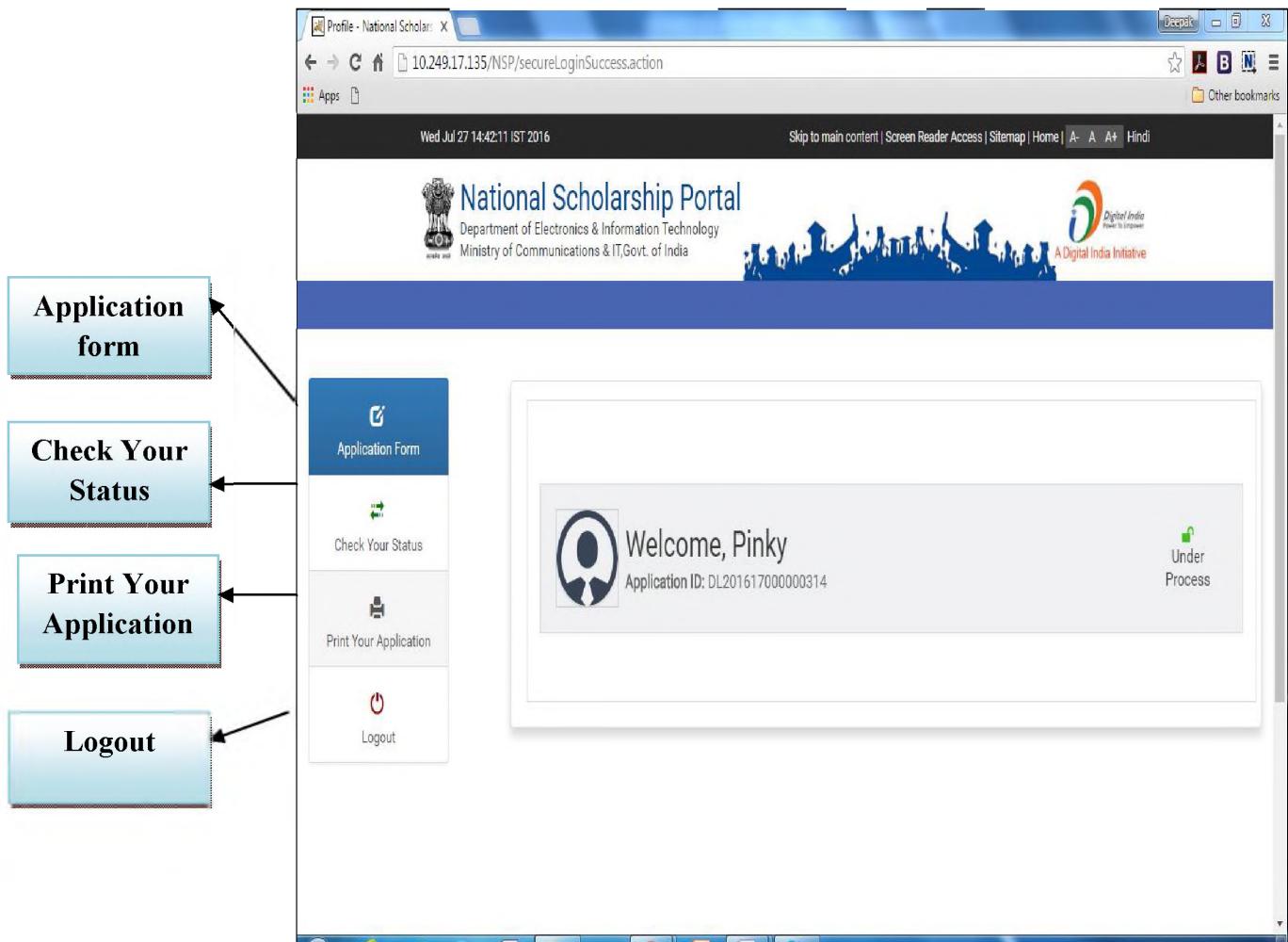
 01/07/1989

 417954 **4 1795 4** 

Can't See? Click on Refresh Button.

 **Login**       [Forgot Application Id?](#)

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



7. On Clicking “Application Form”, the Application form will appeared.

Mon Aug 01 12:26:13 IST 2016 Skip to main content | Screen Reader Access | Sitemap | Home | A- A A+ Hindi

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**Registration Details**

State of Domicile *	UTTAR PRADESH	Scholarship Category *	Pre Matric
Name of Student *	Praveen	Date of Birth *	31/07/1986
Community/Category *	ST	Gender *	Male
Fathers Name *	Mr Sharma	Mothers Name *	Mrs Sharma
Aadhar Number *	999922220021	Mobile Number *	8127400222
Email Id		Annual Family Income *	100000
Day Scholar/Hosteler *	Day Scholar		

**Academic Details**

Select your Institute	Present Class/Course *	Class Start Date *	Mode of Study *
BHARTIYA SHISHU MANDIR J	VIII	01/08/2016	Regular/Full Time
Previous Class/Course *	Previous Passing Year *	Previous Class(%) *	
VII	2015	65	
Competitive Exam Qualified	Competitive Exam Year	Competitive Exam Score	
Choose your Option			
Admission Fee *	Tuition Fee *	Misc. Fee *	
4000	2500	500	

**Basic Details**

Is Orphan *	No	Is Disabled *	No	Type of Disability *	Choose your option	% of Disability *	0
Marital Status *	Un Married	Parents Profession *	Others	IFSC Code *	SBIN009916	Bank Account Number *	30832310281
<b>Save &amp; Continue</b>							

**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**

**Registration Details**

<b>State of Domicile *</b>	<b>Scholarship Category *</b>
DELHI	Post Matric
<b>Name of Student *</b>	<b>Gender *</b>
Pinky	Female
<b>Date of Birth *</b>	<b>Religion *</b>
25/08/1989	Hindu
<b>Community/Category *</b>	<b>Fathers Name *</b>
GENERAL	Shri. Virendre Bharta
<b>Mothers Name *</b>	<b>Annual Family Income *</b>
Smt. Girish Devi	
<b>Aadhar Number *</b>	<b>Email Id</b>
999922220045	pinky.bharta@gmail.com
<b>Mobile Number *</b>	<b>Day Scholar/Hosteler *</b>
9069193155	Day Scholar

#### **Academic Details**

**Academic Details**

<b>Select your Institute</b>	<b>Present Class/Course *</b>	<b>Present Class Year *</b>
Choose your Option	Choose your Option	Choose your Option
<b>Mode of Study *</b>	<b>Class Start Date *</b>	<b>Previous Board/University name *</b>
Regular/Full Time	01/08/2016	ACADEMY OF AVIATION AND ENGINEER
<b>Previous Class/Course *</b>	<b>Previous Passing Year *</b>	<b>Previous Class(%) *</b>
BACHELOR OF ENGINEERING(MECHANICAL)	2011	87
<b>10th Class Roll No. *</b>	<b>Board Name *</b>	<b>Year of Passing *</b>
	CHANDIGARH STATE BOARD OF TECHNICAL EDUCATION	2011
<b>12th Class Roll No. *</b>	<b>Board Name *</b>	<b>Year of Passing *</b>
E-1234568	CHANDIGARH STATE BOARD OF TECHNICAL EDUCATION	2011
<b>Competitive Exam Qualified</b>	<b>Competitive Exam Year</b>	<b>Competitive Exam Score</b>
AIEEE		
<b>Admission Fee *</b>	<b>Tuition Fee *</b>	<b>Misc. Fee *</b>
120000	75000	45000

## Basic Details

### Basic Details

Is Orphan *	Is Disabled *	Type of Disability *	% of Disability *
No	No	Choose your option	0
Marital Status *	Parents Profession *	IFSC Code *	Bank Account Number *
Married	Others	ALLA021201	405238960011208
<b>Save &amp; Continue</b> <b>RESET</b>			

7. On Clicking “Save & Continue” next page appeared.

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<b>Application Form</b>	<b>Contact Details</b>		
<b>Check Your Status</b>	<b>State *</b> UTTAR PRADESH <b>District *</b> Choose your option <b>Block/Taluk *</b>		
<b>Print Your Application</b>	<b>House No./Street No.etc *</b>		
<b>Logout</b>	<b>Pincode *</b>		
<b>Scheme Details</b>			
SNO      Select the Scheme to Apply			
1      PRE MATRIC SCHOLARSHIPS FOR MINORITY			
<b>Upload Documents</b>			
SNO.	Documents Type	View Document	Action
1	Domicile Certificate	Not Uploaded	<b>Upload</b>
2	Student PhotoGraph	Not Uploaded	<b>Upload</b>
3	Institute Verification Form	Not Uploaded	<b>Upload</b>
4	Self Declaration of Income Certificate by the Student	Not Uploaded	<b>Upload</b>
5	Self Declaration of minority community certificate by the Students	Not Uploaded	<b>Upload</b>
6	Self Attested Certificate of previous academic marksheet	Not Uploaded	<b>Upload</b>
7	Fee Receipt of current course year	Not Uploaded	<b>Upload</b>
8	Proof of bank account in the name of student	Not Uploaded	<b>Upload</b>
9	Scanned Copy of AAdhar Card	Not Uploaded	<b>Upload</b>
		<b>SAVE AS DRAFT</b>	<b>FINAL SUBMIT</b>

**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**

**Contact Details**

<b>State *</b> DELHI	<b>District *</b> EAST	<b>Block/Taluk *</b> Preet Vihar
<b>House No./Street No.etc *</b> S-34A SUNDHER BLOCK GROUND FLOOR NEAR PREET VIHAR METRO STATION		<b>Pincode *</b> 110301

**Scheme Details**

**Scheme Details**

SNO	Select the Scheme to Apply
1	PRE MATRIC SCHOLARSHIPS FOR MINORITY

## Upload Documents

Upload Documents		View Document	Action
SNO.	Documents Type		
1	Domicile Certificate	Not Uploaded	<a href="#">Upload</a>
2	Student PhotoGraph	Not Uploaded	<a href="#">Upload</a>
3	Institute Verification Form	Not Uploaded	<a href="#">Upload</a>
4	Self Declaration of income Certificate by the Student	Not Uploaded	<a href="#">Upload</a>
5	Self Declaration of minority community certificate by the Students	Not Uploaded	<a href="#">Upload</a>
6	Self Attested Certificate of previous academic marksheets	Not Uploaded	<a href="#">Upload</a>
7	Fee Receipt of current course year	Not Uploaded	<a href="#">Upload</a>
8	Proof of bank account in the name of student	Not Uploaded	<a href="#">Upload</a>
9	Scanned Copy of Aadhar Card	Not Uploaded	<a href="#">Upload</a>

[SAVE AS DRAFT](#) [FINAL SUBMIT](#)

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8) On Clicking “Final Submission” Application is finally submitted.

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

<a href="#">Application Form</a>	Registration Details		
<a href="#">Check Your Status</a>	Application Id	UP201617000114908	
<a href="#">Print Your Application</a>	Applied for Scheme	PRE MATRIC SCHOLARSHIPS FOR MINORITY	
<a href="#">Logout</a>	State of Domicile	UTTAR PRADESH	Scholarship Category
	Name of Student	Praveen	Date of Birth (DD/MM/YYYY)
	Gender	Male	Religion
	Community/Category	ST	Fathers Name
	Mother's Name	Mrs Sharma	Annual Family Income
	Aadhar Number	999922220021	Mobile Number
	Email Id	Day Scholar/Hosteler	
	Academic Details		
	Present Institute	BHARTIYA SHISHU MANDIR JHS	
	Present Class/Course	VIII	Class Start Date
	Mode of Study	Regular/Full Time	Previous Class/Course Name
	Previous Passing Year	2015	Previous Class(%)
	Basic Details		
	Is Orphan	NO	Is Disabled
	Type of Disability	-	Percentage of Disability
	Marital Status	Un Married	Parents Profession
	IFSC Code	SBIN009916	Bank Account Number
	Contact Details		
	State	UTTAR PRADESH	District
	Block	Lucknow	Pin Code
	House No./Street No.etc	Vinay Khad 2, Gorai Nagar	

[Print](#)

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**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 –**

- All those students of which scholarship applications not marked as duplicate or rejected permanently can renew their scholarship application.
- Those Student who are already registered, need not required to register again. They have to login with their existing credentials to renew their online scholarship application for this academic year.
- All Applicant applying for renewing scholarship application, are required to update their email 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 scholarship form for renewal 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 Mandatory in Application

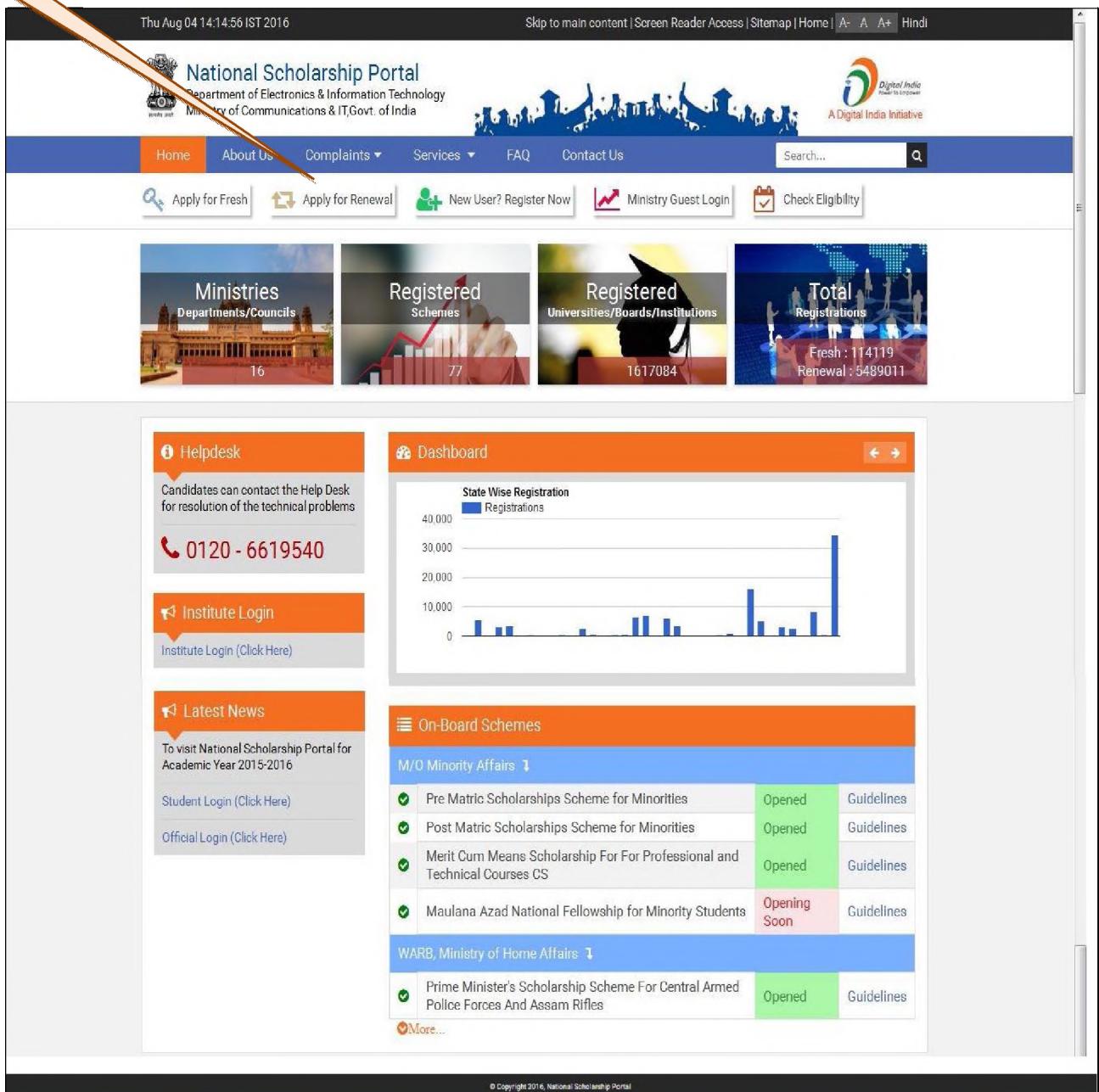
**To renew online scholarship application, the following step needs to be taken;**

## **II. ONLINE RENEWAL OF APPLICATION**

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

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

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



The screenshot shows the official website of the National Scholarship Portal. At the top, there is a navigation bar with links for Home, About Us, Complaints, Services, FAQ, Contact Us, and a search bar. Below the navigation bar, there are four main statistics: Ministries (16), Registered Schemes (77), Registered Universities/Boards/Institutions (1617084), and Total Registrations (Fresh: 114119, Renewal: 5489011). On the left side, there are three boxes: Helpdesk (with contact number 0120 - 6619540), Institute Login (with links for Student Login and Official Login), and Latest News (with a link to visit the portal for Academic Year 2015-2016). On the right side, there is a Dashboard showing a bar chart titled 'State Wise Registration' with 'Registrations' on the y-axis ranging from 0 to 40,000. Below the dashboard, there is a section for 'On-Board Schemes' under 'M/o Minority Affairs' and another section for 'WARB, Ministry of Home Affairs'.

Scheme	Status	Link
Pre Matric Scholarships Scheme for Minorities	Opened	Guidelines
Post Matric Scholarships Scheme for Minorities	Opened	Guidelines
Merit Cum Means Scholarship For Professional and Technical Courses CS	Opened	Guidelines
Maulana Azad National Fellowship for Minority Students	Opening Soon	Guidelines
Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Opened	Guidelines

**Apply for  
Renewal**

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

The screenshot shows a web browser window for the National Scholarship Portal. The URL in the address bar is <https://scholarships.gov.in/RENEWAL/loginPage.action>. The page header includes the Indian national emblem, the text "National Scholarship Portal", "Department of Electronics & Information Technology", "Ministry of Communications & IT, Govt. of India", and the "Digital India" logo. Below the header is a blue navigation bar. The main content area features a "Login to your account" form with fields for "Application Id...", "Password...", and "Captcha...". The captcha value is "169 214". There are links for "Forgot Application Id?" and "Can't See? Click on Refresh Button.". A "Login" button is at the bottom of the form. The browser's status bar at the bottom right shows the date as 04-08-2016 and the time as 17:07.

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

4. After successful login, welcome page appeared.

The screenshot shows a web browser window for the National Scholarship Portal. The URL in the address bar is <https://scholarships.gov.in/RENEWAL/secureLoginSuccess.action>. The page header and footer are identical to the login page. The main content area displays a "Welcome" message: "Welcome, SK RAHUL RAJA" followed by "Application ID: AN201516005107773". To the right of the welcome message is a "Under Process" status indicator with a green circular icon. On the left side, there is a vertical sidebar with four options: "Renew Application" (selected), "Check Your Status", "Print Your Application", and "Logout". A purple speech bubble points from the text "Renew Application Form" to the "Renew Application" button on the sidebar. The browser's status bar at the bottom right shows the date as 04-08-2016 and the time as 17:10.

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

Thu Aug 04 17:10:54 IST 2016 Skip to main content | Screen Reader Access | Sitemap | Home | A- A A+ Hindi

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Beti Bachao Beti Padhao  
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↻ **Renew Application**

Check Your Status  
 Print Your Application  
 Logout

#### Renewal Details

State of Domicile	Scholarship Category
ANDAMAN AND NICOBAR	Post Matric
Name of Student	Date of Birth
SK RAHUL RAJA	13/10/1994
Gender	Religion
M	Muslim
Community/Category	Fathers Name
GENERAL	SK JAMSHED ALI
Mothers Name	ROHIMA KHATOON
Aadhar Number *	Mobile Number *
582824069004	9933227281
Email Id	Day Scholar/Hosteler

#### Academic Details

Present Institute	Present Class/Course	Present Class Year
KING GEORGE MEDICAL UNIVERSITY,LUCKNOW	BACHELOR OF MEDICINE AND BACHELOR OF S	3
Mode of Study	Class Start Date	Previous Board/University name
	DD/MM/YYYY	KING GEORGE MEDICAL UNIVERSITY
Previous Class/Course	Previous Passing Year	Previous Class(%) *
	0	0
10th Class Roll No.	Board Name	Year of Passing
12th Class Roll No.	Board Name	Year of Passing
Admission Fee *	Tuition Fee *	Misc. Fee *
0	0	0

#### Basic Details

Is Orphan	Gaurdian Name	Is Disabled	Type of Disability	% of Disability
NO		NO	N/A	0
Marital Status *	Parents Profession *	IFSC Code	Bank Account Number	
Un Married	Private Employee	SBIN0012356	30237992300	

**Save & Continue**

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Windows
Search the web and Windows

17:11  
04-08-2016

**Note:** Those marked as “\*” are mandatory and are compulsory required to be filled.

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

The screenshot shows the National Scholarship Portal application form. On the left, there's a sidebar with links: 'Renew Application', 'Check Your Status', 'Print Your Application', and 'Logout'. The main area has two sections: 'Contact Details' and 'Scheme Details'. In 'Contact Details', fields include State (ANDAMAN AND NICOBAR), District (SOUTH ANDAMAN), Block/Taluk (empty), Pincode (226003). In 'Scheme Details', the applied scheme is 'MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS'. Below these are 'Upload Documents' tables:

SNO.	Documents Type	Action
1	Domicile Certificate	Not Uploaded @ Upload
2	Student PhotoGraph	Not Uploaded @ Upload
3	Institute Verification Form	Not Uploaded @ Upload
4	Self Declaration of income Certificate by the Student	Not Uploaded @ Upload
5	Self Declaration of minority community certificate by the Students	Not Uploaded @ Upload
6	Self Attested Certificate of previous academic marksheets	Not Uploaded @ Upload
7	Fee Receipt of current course year	Not Uploaded @ Upload
8	Proof of bank account in the name of student	Not Uploaded @ Upload
9	Scanned Copy of Aadhar Card	Not Uploaded @ Upload

A 'FINAL SUBMIT' button is at the bottom of the document upload section. The footer includes a search bar, system icons, and the date 04-08-2016.

7. On Clicking “Final Submission” Application finally submitted.

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

## **Guidelines of Online Verification of Registered Applicants By Institute under National Scholarships Portal for 2016-17**

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

**Institute Registration:** The institutes can register themselves to login in to the National Scholarship portal to update their Courses, Fes Structure and Other details.

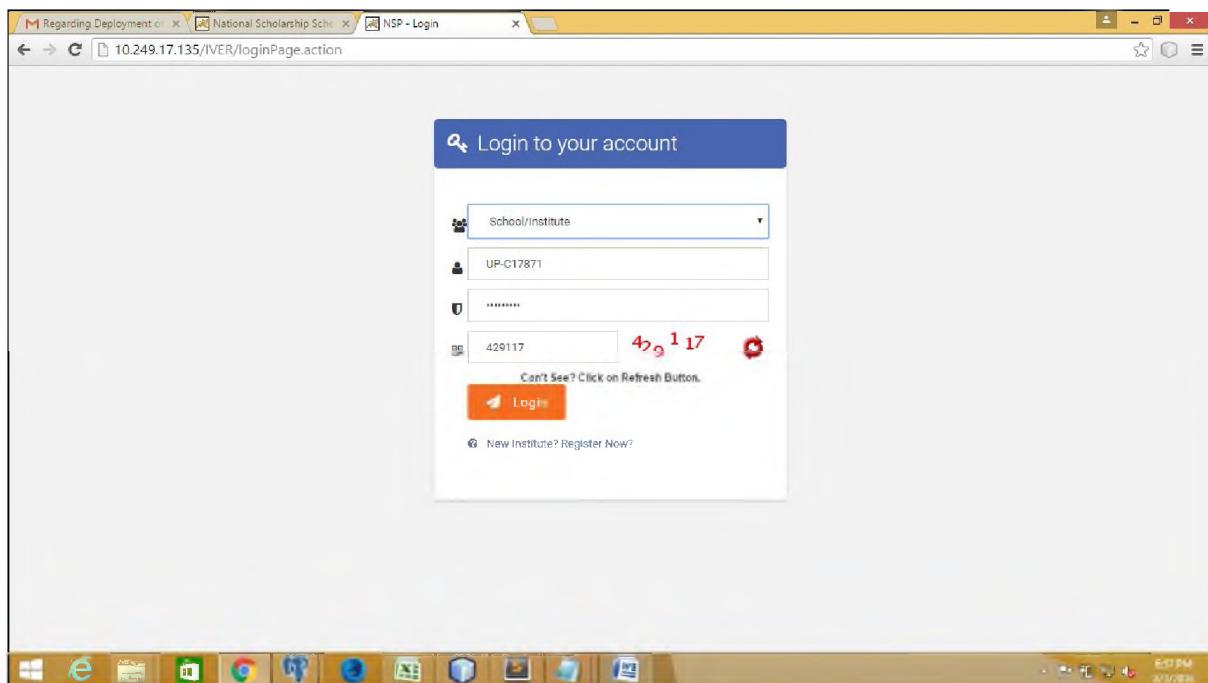
**Institute's Profile Updation:** An institute level user can change the profile of an institute and can make necessary changes to update the information of an institute.

**Note:** The Institute Up-dations 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**

A screenshot of a web browser window showing the "National Scholarship Portal" dashboard. The URL in the address bar is "www.scholarships.gov.in/INSTITUTE/instituteMainDashboard". The page header includes the date "Monday, 02 June, 2016 | 01:46 PM", links for "Skip to main content", "Screen Reader Access", "Sitemap", "Home", and "Hindi", and the "Digital India" logo. The left sidebar has a blue background with options: "Dashboard" (selected), "Application Verification", "Application Reverification", "Application Renewal verification", "Profile Edit", "Add & Update Details", and "Logout". The main content area has a white background with a title "Welcome NAHIT HIGH SCHOOL". It features a table with the following data:

Welcome NAHIT HIGH SCHOOL	
Total No of Application Received	530
Total No of Application Verified	0
Total No of Application Rejected	0
Total No of Application Remaining	530

### **3. Click ‘Profile Edit’ on Dashboard**

This page allows the Institute to update /edit his Profile

Monday, 02 June, 2014 (10:46 PM) Skip to main content | Screen Reader Access | Sitemap | Home | A- A+ Hindi



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[Dashboard](#)

[Application Verification](#)

[Application Reverification](#)

[Application Renewal verification](#)

[Profile Edit](#)

[Add & Update Details](#)

[Logout](#)

**Institute Details**

Institute Name *	GAZI SARKAR PRIVATE ITI ALIA	DISE Code *	UP000000000000000000
Institute Nature *	Public Trust	Board State *	UTTAR PRADESH
Board / University Name *	UTTAR PRADESH DIRECTOR OF EMPLOYMENT AND TRAINING		
Course Level Offered *	Choose your option SCHOOL 1-X HSC/INTERMEDIATE DEGREE/GRADUATE/UNDER GRADUATE/POSTGRADUATE		
Institute Address *	NEAR Dr. RML AVENUE, UTTARABAD ROAD, FAIZABAD		
Institute State *	UPA	Institution District *	SOUTH UP
Institution Taluk/Block *	Mormugao	Institute Pincode *	546001
Institute TIN No	098798744	Institute Tax No	987654321
Registered Certificate *	<input style="width: 100px; height: 25px; background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; font-weight: bold; font-size: 10px; vertical-align: middle;" type="button" value="Upload"/> <span style="color: #0070C0; font-size: 10px; vertical-align: middle;">Download File</span>		

**Contact Person Details**

Name *	rahul singh	Mobile No *	9876543210
Phone	9876543210	E-mail *	rahul@gmail.com

**Bank Details**

Branch/IFSC *	RKHS17	Bank Account No *	876543210987
---------------	--------	-------------------	--------------

Note:

- Those marked as “\*” are mandatory and are compulsory required 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**'.

Institute State *	GOA	Institution District *	SOUTH GOA
Institution Taluk/Block *	Mormugao	Institute Pincode *	765757
Institute Tin No	098798344	Institute Tan No	4487865865
Registered Certificate *	<input type="button" value="Upload"/>	 uploaded file	

On clicking ‘Upload’ icon, Pop-up box appeared to upload the documents.

Documents Upload

Selected File

No file chosen

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

Message : Profile updated successfully!

**Institute Details**

Institute Name \* GAZI SARKAR PRIVATE ITI ALLAH  
Institute Nature \* Public Trust  
Board/University Name \* UTTAR PRADESH DIRECTOR OF EMPLOYMENT AND TRAIN  
Course Level Offered \* Choose your option  
SCHOOL I-X  
HSC/INTERMEDIATE (12TH) EQUIVALENT  
DEGREE/GRADUATE (UNDER GRADUATE) EQUIVALENT  
Institute Address \* 100 JAWD DR. near swadhi uni. allahabad road Faizabad  
Institute State \* GOA  
Institution Taluk/Block \* MARGAO  
Institute Tin No 098200346  
Registered Certificate \*    
  
**Contact Person Details**  
Name \* rakesh singh  
Phone 98454321  
Mobile No \* 9876543210  
E-mail \* k|h|k|h@gmail.com  
  
**Bank Details**  
Branch/IFSC \* BICR0077  
Bank Account No \* 87678984313

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’

Monday, 02 June, 2016 | 01:46 PM Skip to main content | Screen Reader Access | Sitemap | Home | A- A A+ Hindi

**National Scholarship Portal**  
Department of Electronics & Information Technology  
Ministry of Communications & IT, Govt. of India

**Digital India**  
A Digital India Initiative

**Dashboard**

**Application Verification**

**Application Reverification**

**Application Renewal verification**

**Profile Edit**

**Add & Update Details**

**Logout**

**Add & Update Course Level**

**Add & Update Course**

**Add & Update Fee**

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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**

The screenshot shows the National Scholarship Portal interface. At the top, there is a navigation bar with the date 'Monday, 02 June, 2016 | 01:46 PM', links for 'Skip to main content | Screen Reader Access | Sitemap | Home | A- A A+ Hindi', and the Digital India logo. The main content area has a blue header 'Offered Course Level'. Below it is a table with two rows:

Sr.#	Course Level	Action
(1)	School I-X	[DELETE]
(2)	HSC/Intermediate [12th]/Equivalent	[DELETE]

The left sidebar contains a navigation menu with options: Dashboard, Application Verification, Application Reverification, Application Renewal verification, Profile Edit, Add & Update Details, and Logout.

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

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

The screenshot shows a Windows desktop environment with a taskbar at the bottom containing icons for various applications like File Explorer, Edge, and Control Panel. The main window is a web browser displaying the National Scholarship Portal. The URL in the address bar is [www.scholarships.gov.in/INSTITUTE/instituteCourseLevelRegForm.action](http://www.scholarships.gov.in/INSTITUTE/instituteCourseLevelRegForm.action). The page title is "Offered Course Level". On the left, there is a sidebar with navigation links: Dashboard, Application Verification, Application Reverification, Application Renewal verification, Profile Edit, Add & Update Details, and Logout. The main content area shows a table with two rows:

Sr.#	Course Level	Action
(1)	School I-X	[DELETE]
(2)	HSC Intermediate [12th] Equivalent	[DELETE]

A dropdown menu titled "Choose your option" is open over the second row, listing the following course levels:

- School I-X
- HSC Intermediate [12th] Equivalent
- Degree Graduate/Under Graduate/Integrated Postgraduation
- Doctorate/M Phil/Ph.D
- Certified
- Teacher Training
- Polytechnic
- Diploma/Other from Polytechnic
- TII
- PG Diploma

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

This screenshot is similar to the previous one but shows the result of selecting "Postgraduate" from the dropdown. The dropdown menu is now closed, and the table in the main content area has been updated to include a fourth row:

Sr.#	Course Level	Action
(1)	School I-X	[DELETE]
(2)	HSC Intermediate [12th] Equivalent	[DELETE]
(3)	Doctorate/M Phil/Ph.D	[DELETE]
(4)	Postgraduation	[DELETE]

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.

The screenshot shows a web browser window for the National Scholarship Portal. The left sidebar has a blue background with white text and icons. It includes links for Dashboard, Application Verification, Application Reverification, Application Renewal verification, Profile Edit, Add & Update Details, and Logout. The main content area has a white background with a blue header bar. The header bar contains the portal logo, the text "National Scholarship Portal", "Department of Electronics & Information Technology", "Ministry of Communications & IT, Govt. of India", and the "Digital India" logo. Below the header is a blue navigation bar with icons for Home, Sitemap, Screen Reader Access, Skip to main content, and language options (Hindi). The main content area is titled "Offered Course". It features two dropdown menus: "Course Level::" and "Course ::". A table below lists offered courses with columns for Sr#, Course, Duration, and Action (DELETE). The table rows are numbered 1 through 7, with the last row being "DOCTOR OF MEDICINE(PHARMACY) -6 YEARS".

**16. After successfully completion of updating courses, click 'Add & Update Fee'**

The screenshot shows a web browser window for the National Scholarship Portal. The left sidebar has a blue background with white text and icons. It includes links for Dashboard, Application Verification, Application Reverification, Application Renewal verification, Profile Edit, Add & Update Details, and Logout. The main content area has a white background with a blue header bar. The header bar contains the portal logo, the text "National Scholarship Portal", "Department of Electronics & Information Technology", "Ministry of Communications & IT, Govt. of India", and the "Digital India" logo. Below the header is a blue navigation bar with icons for Home, Sitemap, Screen Reader Access, Skip to main content, and language options (Hindi). The main content area is titled "Offered Course Fee". It features three input fields: "Course ::", "Admission Fee ::", and "Tuition Fee ::". There is also a text area for "Others Fee:". A "Submit" button is located at the bottom right of the form. On the right side of the screen, there are several small icons: a magnifying glass, a gear, a user profile, a window, and a mouse cursor.

17. After adding Courses fees, click ‘Submit’

Screenshot of the National Scholarship Portal showing the 'Offered Course Fee' form. The form includes fields for Course (XI), Admission Fee (1200), Tuition Fee (900), and Others Fee (200). A 'Submit' button is visible.

18. Once submitted, fees will be added and display below

Screenshot of the National Scholarship Portal showing the 'Offered Course Fee' form and a table of saved fees. The table shows one entry:

Sr.#	Course	Admission Fee	Tuition Fee	Other Fee	Action
(1)	XI	1200	900	200	<button>DELETE</button>

This will complete the Institute ‘Add & Update Details’ Option  
For the National Scholarship Portal

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

Applicant Verification							
Academic year		Course		Scheme		Category	
Choose your option	▼	Choose your option	▼	Choose your option	▼	Choose your option	▼
<b>( 530 )</b>							
Sr. #	Application Id	Name/Father's Name	Mobile	Course Name	Name of Scheme	<input type="checkbox"/> Select All	<a href="#">View Details</a>
1	UP201617000078385	SAKILA YASMIN / KURBAN ALI	9609975211	VI	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
2	WB201617000020602	AL IMRAN RONI / GOLAM RABBANI	7278337681	X	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
3	WB201617000021972	JAMAN / AHMED	9733366909	XI	POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS	<input type="checkbox"/>	<a href="#">View Details</a>
4	WB201617000022175	SOMA SARMIN / SARIFUL ISLAM	8670417430	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
5	WB201617000022298	SABNUR KHATUN / SAMIDUR RAHAMAN	7872550577	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
6	WB201617000022356	SAKIL RANA / FAIJADDIN AHMAD	9735751173	V	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
524	WB201617000187472	JUINAB BARU / IAHANGIR ALAM	7872284257	VII	SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
525	WB201617000187787	KASMIRA PARVIN / ABUL KALAM	9733213436	VIII	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
526	WB201617000189309	LAKSARINA PABHIN / MOKSED ALI	7872101551	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
527	WB201617000189458	baby sultana / anowar hossen	9564486399	V	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
528	WB201617000191154	LIPIYARA PARVEEN / ABUL KALAM AZAD	9733395944	VI	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
529	WB201617000194518	SARMINA PARVIN / ABBAS ALI	7407770021	X	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
530	WB201617000195346	ARIF HOSSAIN / MASTAFIUR RAHAMAN	8768729541	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>

[Verify](#) [Reject](#) [Defect](#)

**Note:** Application Verification Page shows 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 Reject & add remark as Defect by viewing the complete Application form in 'View Details'**

20. On clicking ‘Verify/Reject/Defect’ Icon from Applicant Verification page, next page appeared highlighting selected applicant.

Regarding Deployment of X National Scholarship Sch X National Scholarship Sch X National Scholarship Sch X NSP - Login

www.scholarships.gov.in/INSTITUTE/instituteDashboardPage.action

Monday, 02 June, 2016 | 01:46 PM Skip to main content | Screen Reader Access | Sitemap | Home | A- A+ Hindi



National Scholarship Portal  
Department of Electronics & Information Technology  
Ministry of Communications & IT, Govt. of India



**Applicant Verification**

Academic year	Course	Scheme	Category																																																								
Choose your option	Choose your option	Choose your option	Choose your option																																																								
<b>Search</b>																																																											
<b>( 530 )</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sr. #</th> <th>Application Id</th> <th>Name/Father's Name</th> <th>Mobile</th> <th>Course Name</th> <th>Name of Scheme</th> <th><input type="checkbox"/> Select All</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>UP201617000078385</td> <td>SAKILA YASMIN / KURBAN ALI</td> <td>9609975211</td> <td>VI</td> <td>PRE MATRIC SCHOLARSHIPS FOR MINORITY</td> <td><input type="checkbox"/></td> <td><a href="#">View Details</a></td> </tr> <tr> <td>2</td> <td>WB201617000020602</td> <td>AL IMRAN RONI / GOLAM RABBANI</td> <td>7278337681</td> <td>X</td> <td>PRE MATRIC SCHOLARSHIPS FOR MINORITY</td> <td><input checked="" type="checkbox"/></td> <td><a href="#">View Details</a></td> </tr> <tr> <td>3</td> <td>WB201617000021972</td> <td>JAMAN / AHMED</td> <td>9733366909</td> <td>XI</td> <td>POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS</td> <td><input type="checkbox"/></td> <td><a href="#">View Details</a></td> </tr> <tr> <td>4</td> <td>WB201617000022175</td> <td>SOMA SARMIN / SARIFUL ISLAM</td> <td>8670417430</td> <td>IX</td> <td>PRE MATRIC SCHOLARSHIPS FOR MINORITY</td> <td><input type="checkbox"/></td> <td><a href="#">View Details</a></td> </tr> <tr> <td>5</td> <td>WB201617000022398</td> <td>SABNUR KHATUN / SAMIDUR RAHAMAN</td> <td>7872550577</td> <td>IX</td> <td>PRE MATRIC SCHOLARSHIPS FOR MINORITY</td> <td><input type="checkbox"/></td> <td><a href="#">View Details</a></td> </tr> <tr> <td>6</td> <td>WB201617000022356</td> <td>SAKIL RANA / FAJJADIN AHMAMD</td> <td>9735751173</td> <td>V</td> <td>PRE MATRIC SCHOLARSHIPS FOR MINORITY</td> <td><input type="checkbox"/></td> <td><a href="#">View Details</a></td> </tr> </tbody> </table>				Sr. #	Application Id	Name/Father's Name	Mobile	Course Name	Name of Scheme	<input type="checkbox"/> Select All	View Details	1	UP201617000078385	SAKILA YASMIN / KURBAN ALI	9609975211	VI	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>	2	WB201617000020602	AL IMRAN RONI / GOLAM RABBANI	7278337681	X	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input checked="" type="checkbox"/>	<a href="#">View Details</a>	3	WB201617000021972	JAMAN / AHMED	9733366909	XI	POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS	<input type="checkbox"/>	<a href="#">View Details</a>	4	WB201617000022175	SOMA SARMIN / SARIFUL ISLAM	8670417430	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>	5	WB201617000022398	SABNUR KHATUN / SAMIDUR RAHAMAN	7872550577	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>	6	WB201617000022356	SAKIL RANA / FAJJADIN AHMAMD	9735751173	V	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
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**After selecting any applicant or all applicants, Institute can verify the applicant's details**

21. 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.

Student Verification Form					
Applicant Name :		SAKILA YASMIN			
1	Gender	Female	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
2	Religion	Muslim	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
3	Category	GENERAL	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Category is not ok
4	Profession	Others	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
5	Annual Income	36000	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Check Your Annual income
6	Aadhar No	767481229640	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
7	Disability	No	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Not Valid
8	Day Scholar	Day Scholar	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
9	IFSC Code	SBIN0001875	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
10	Account No.	34969792956	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
11	Admission Fees	190	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
12	Tuition Fees	0	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
<input type="button" value="Verify"/> <input type="button" value="Reject"/> <input type="button" value="Defect"/>					

#### 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 Re-verification
- 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**

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

The screenshot shows a web browser window for the National Scholarship Portal. The URL is [www.scholarships.gov.in/INSTITUTE/instituteReverificationDashboard](http://www.scholarships.gov.in/INSTITUTE/instituteReverificationDashboard). The page title is "Applicant Re-verification". On the left, there is a sidebar with a blue header containing "Dashboard", "Application Verification", "Application Re-verification" (which is expanded), "Application Renewal verification", "Profile Edit" (with a checked checkbox), "Add & Update Details", and "Logout". The main content area has a green header "Applicant Re-verification". Below it is a search bar with dropdowns for "Academic year", "Course", "Scheme", and "Category", each labeled "Choose your option". A "Search" button is in the center of the search bar. Below the search bar is a table header row with columns: Sr. #, Application Id, Name/Father's Name, Mobile, Course Name, Name of Scheme, "Select All", and "View". There is a green button labeled "( 0 )" above the table. The table body is currently empty. At the bottom of the table are three buttons: "Verify", "Reject", and "Delete". The status bar at the bottom right shows "7:39 PM 8/3/2016".

23. On clicking “**Applicant Renewal Verification**” the page appeared highlighting application for renewal applied by previous session Applicants.

The screenshot shows a web browser window for the National Scholarship Portal. The URL is [www.scholarships.gov.in/INSTITUTE/instituteRenewalVerDashBoardPage](http://www.scholarships.gov.in/INSTITUTE/instituteRenewalVerDashBoardPage). The page title is "Applicant Renewal Verification". The sidebar is identical to the one in the previous screenshot, showing "Dashboard", "Application Verification", "Application Re-verification" (expanded), "Application Renewal verification", "Profile Edit" (with a checked checkbox), "Add & Update Details", and "Logout". The main content area has a green header "Applicant Renewal Verification". Below it is a search bar with dropdowns for "Academic year", "Course", "Scheme", and "Category", each labeled "Choose your option". A "Search" button is in the center of the search bar. Below the search bar is a table header row with columns: Sr. #, Application Id, Name/Father's Name, Mobile, Course Name, Name of Scheme, "Select All", and "View". There is a green button labeled "( 0 )" above the table. The table body is currently empty. At the bottom of the table are three buttons: "Verify", "Reject", and "Delete". The status bar at the bottom right shows "7:40 PM 8/3/2016".

#### **IV. ONLINE STATUS OF PRE & POST MATRIC SCHEMES REGISTRATIONS**

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

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

2. Click ‘Ministry Guest Login’ on ‘Home Page’

**Ministry  
Guest  
Login**

The screenshot shows the homepage of the National Scholarship Portal. At the top, there is a navigation bar with links for Home, About Us, Complaints, Services, FAQ, Contact Us, and a search bar. Below the navigation bar, there are several buttons: 'Apply for Fresh', 'Apply for Renewal', 'New User? Register Now', 'Ministry Guest Login' (which is highlighted with a red arrow pointing from the speech bubble), and 'Check Eligibility'. The main content area features four cards: 'Ministries Departments/Councils' (16), 'Registered Schemes' (77), 'Registered Universities/Boards/Institutions' (1617084), and 'Total Registrations' (Fresh: 114119, Renewal: 5489011). On the left side, there are three boxes: 'Helpdesk' (candidates can contact the Help Desk for resolution of the technical problems, phone number 0120 - 6619540), 'Institute Login' (Institute Login Click Here), and 'Latest News' (To visit National Scholarship Portal for Academic Year 2015-2016, Student Login Click Here, Official Login Click Here). On the right side, there is a 'Dashboard' section with a bar chart titled 'State Wise Registration' showing Registrations from 0 to 40,000. Below the dashboard is a section titled 'On-Board Schemes' under 'M/O Minority Affairs' with a table of four items: Pre Matric Scholarships Scheme for Minorities (Opened, Guidelines), Post Matric Scholarships Scheme for Minorities (Opened, Guidelines), Merit Cum Means Scholarship For Professional and Technical Courses CS (Opened, Guidelines), and Maulana Azad National Fellowship for Minority Students (Opening Soon, Guidelines). At the bottom, there is a link to 'WARB, Ministry of Home Affairs' and a 'More...' button.

3. By clicking Ministry Guest Login, ‘Welcome Page’ appeared with the Graphical format showing following details;
- State wise Total Quota Allotted and Received against Quota
  - Total Verified Applications State wise (Verified by State and PFMS)



4. Click on “**State Registration Icon**” to verify the No. of Verify State Wise Registration,

**State Wise Registrations**

S. No.	State Name	Verified Registrations
1	ANDAMAN AND NICOBAR	1
2	ANDHRA PRADESH	168313
3	ARUNACHAL PRADESH	25
4	ASSAM	95823
5	BIHAR	76564
6	CHANDIGARH	2025
7	CHHATTISGARH	10691
8	DADRA & NAGAR HAVELI	29
9	DAMAN & DIU	38
10	DELHI	2460
11	GOA	2553
12	GUJARAT	222954
13	HARYANA	6334
14	HIMACHAL PRADESH	2734
15	JAMMU AND KASHMIR	25687

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

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 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’**

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

36 items found, displaying 31 to 36.[First/Prev] **1, 2, 3** [Next/Last]  
 Export options: [CSV](#) | [Excel](#) | [XML](#)

**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.**

District Wise Registrations		
State Name		UTTAR PRADESH
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	MAHOBA	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
60	PRATAPGARH	2073

74 items found, displaying 46 to 60.[First/Prev] **1, 2, 3, 4, 5** [Next/Last]  
 Export options: [CSV](#) | [Excel](#) | [XML](#)

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

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

4 items found, displaying all items. [1](#)  
 Export options: [CSV](#) | [Excel](#) | [XML](#)

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

Applicants List					
State Name: UTTAR PRADESH			District Name: LUCKNOW		
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 PRADESH
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 PRADESH

5 items found, displaying all items. [1](#)  
 Export options: [CSV](#) | [Excel](#) | [XML](#)

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

				TECHNICAL COURSES CS		
2	HAROON KHAN	UP201516003673885	AYYUB KHAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH	
3	MOHD IRSHAD	UP201516001453				
4	SYED ABDUR RAB	UP201516003677				
5	TALHA BIN RAZI	UP201516000955825	RAZI AHMAD KHAN	FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH	

5 items found, displaying all items. [1](#)  
 Export options: [CSV](#) | [Excel](#) | [XML](#)

Opening ApplicantList.xls

You have chosen to open:  
**ApplicantList.xls**  
 which is: Microsoft Office Excel 97-2003 Worksheet (810 bytes)  
 from: <http://www.scholarships.gov.in>

What should Firefox do with this file?

Open with Microsoft Office Excel (default)  Save File  Do this automatically for files like this from now on.

**OK** **Cancel**

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

S. No.	Applicant Name	Application Id	Father's Name	Scheme Opted	State Name
2	1 AFJAL IMAM	UP201516003678583	KHALIKUZZAMMAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
3	2 HAROON KHAN	UP201516003673885	AYYUB KHAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
4	3 MOHD IRSHAD	UP201516001453111	BANNEY KHAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
5	4 SYED ABDUR RAB	UP201516003677148	SYED TALHA OMAS	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH
6	5 TALHA BIN RAZI	UP201516000955825	RAZI AHMAD KHAN	MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS	UTTAR PRADESH

## **V. ONLINE FRESH APPLICATIONS FOR PRE & POST MATRIC SCHOLARSHIP**

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

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

2. Click ‘Ministry Guest Login’ on ‘Home Page’

The screenshot shows the homepage of the National Scholarship Portal. At the top, there is a header bar with the date 'Thu Aug 04 14:14:56 IST 2016', a 'Skip to main content' link, and a 'Digital India' logo. Below the header is the portal's logo and name 'National Scholarship Portal'. A navigation bar includes links for 'Home', 'About Us', 'Complaints', 'Services', 'FAQ', 'Contact Us', and a search bar. Below the navigation bar are several buttons: 'Apply for Fresh', 'Apply for Renewal', 'New User? Register Now', 'Ministry Guest Login', and 'Check Eligibility'. There are four large cards below these buttons: 'Ministries Departments/Councils' (16), 'Registered Schemes' (77), 'Registered Universities/Boards/Institutions' (1617084), and 'Total Registrations' (Fresh: 114119, Renewal: 5489011). On the left side, there are three boxes: 'Helpdesk' (candidates can contact the Help Desk for resolution of the technical problems, phone number 0120 - 6619540), 'Institute Login' (link to Institute Login), and 'Latest News' (link to visit National Scholarship Portal for Academic Year 2015-2016, Student Login, Official Login). On the right side, there is a 'Dashboard' section with a chart titled 'State Wise Registration' showing 'Registrations' over time, and an 'On-Board Schemes' section listing various scholarships like 'Pre Matric Scholarships Scheme for Minorities', 'Post Matric Scholarships Scheme for Minorities', 'Merit Cum Means Scholarship For Professional and Technical Courses CS', and 'Maulana Azad National Fellowship for Minority Students'. Each scheme has a status (Opened or Opening Soon) and a 'Guidelines' link.

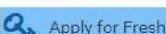
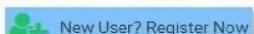
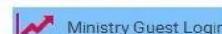
### 3. Click on ‘Pre and Post Scheme Registration’

Wed Aug 03 15:01:50 IST 2016 Skip to main content | Screen Reader Access | Sitemap | Home | A- A A+ Hind

 National Scholarship Portal  
Department of Electronics & Information Technology  
Ministry of Communications & IT, Govt. of India

Digital India  
Power To Empower  
A Digital India Initiative

Home About Us Complaints Services FAQ Contact Us Search... 

 Apply for Fresh  Apply for Renewal  New User? Register Now  Ministry Guest Login  Check Eligibility

State Wise Pre and Post Matric Registrations			
S No	STATE NAME	PRE MATRIC	POST MATRIC
1	ANDAMAN AND NICOBAR	54	14
2	ANDHRA PRADESH	4196	1282
3	ARUNACHAL PRADESH	27	172
4	ASSAM	1986	1372
5	BIHAR	925	2662
6	CHANDIGARH	142	33
7	CHHATTISGARH	169	197
8	DADRA & NAGAR HAVELI	9	12
9	DAMAN & DIU	15	13
10	DELHI	81	329
11	GOA	10	87
12	GUJARAT	949	1537
**			
15	JAMMU AND KASHMIR	145	288
16	JHARKHAND	119	443
17	KARNATAKA	1989	4622
18	KERALA	3723	3447
19	LAKSHADWEEP	8	5
20	MADHYA PRADESH	4721	1357
21	MAHARASHTRA	1665	1876
22	MANIPUR	40	145
23	MEGHALAYA	19	40
24	MIZORAM	41	63
25	NAGALAND	322	59
26	ODISHA	564	309
27	PUDUCHERRY	50	33
28	PUNJAB	11508	4709
29	RAJASTHAN	3405	1836
30	SIKKIM	38	45
31	TAMIL NADU	1435	1900
32	TELANGANA	1792	823
33	TRIPURA	86	167
34	UTTAR PRADESH	4011	4329
35	UTTARAKHAND	279	163
36	WEST BENGAL	23560	10820
<b>Sub Total</b>		<b>68343</b>	<b>45751</b>
<b>Total Registered Applications</b>		<b>114094</b>	

**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 COMPLAINT IN NSP**

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

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

2. Click ‘**Complaints**’ on ‘**Home Page**’

**Complaints**

The screenshot shows the official website of the National Scholarship Portal. At the top, there is a navigation bar with links for Home, About Us, Complaints, Services, FAQ, Contact Us, and a search bar. Below the navigation bar, there are several buttons for Apply for Fresh, Apply for Renewal, New User? Register Now, Ministry Guest Login, and Check Eligibility. The main content area features four large cards: 'Ministries Departments/Councils' (16), 'Registered Schemes' (77), 'Registered Universities/Boards/Institutions' (1617084), and 'Total Registrations' (Fresh: 114119, Renewal: 5489011). On the left side, there are three boxes: 'Helpdesk' (candidates can contact the Help Desk for resolution of technical problems, phone number 0120 - 6619540), 'Institute Login' (links to Student Login and Official Login), and 'Latest News' (link to visit the portal for Academic Year 2015-2016). On the right side, there is a 'Dashboard' section showing a bar chart titled 'State Wise Registration' for 'Registrations'. Below the dashboard is a section titled 'On-Board Schemes' which lists various scholarship programs under M/o Minority Affairs and WARD, Ministry of Home Affairs, each with status (e.g., Opened, Guidelines, Opening Soon) and a 'More...' link. The footer of the page includes a copyright notice: © Copyright 2016, National Scholarship Portal.

3. On clicking ‘Complaints’ Icon, Complaint Form Appeared.

The screenshot shows the 'Complaints/Feedback' section of the National Scholarship Portal. At the top, there are two required fields: 'Students please provide Application ID' and 'Institutions please provide Institution ID'. Below these are dropdown menus for 'Applicant Type' and 'Complaint For Year', both currently set to '----Select Option----'. There are also fields for 'Application/Institute ID', 'Name', 'Email', 'Mobile Number', 'State of Domicile', 'Scheme', 'Category', and 'Captcha' (with the code '379612'). A large text area for 'Complaint Description' is present, with a character limit of 500. At the bottom are 'Submit' and 'Cancel' buttons.

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

The screenshot shows the 'View Application Status' page. It features a search bar labeled 'Enter Application/Institute ID' containing the value 'UP201617000003105'. Below the search bar is a blue button with the text 'View Complaint Status' and a magnifying glass icon.

5. ‘Complaint Status’ appeared in given format

Complaint Status for - Praveen Kumar Sharma (UP201617000003105)		
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**