

INSTITUTIONAL ONBOARDING GUIDE

(*For Colleges / Universities using the DBT Awareness & Verification Portal — 2025*)

1. Introduction

This guide provides a complete onboarding and operational framework for educational institutions that wish to use the **DBT Awareness & Verification Portal** to monitor, verify, and support students in Aadhaar seeding, DBT-readiness, and awareness campaigns.

The guide includes:

- Registration process
- Roles & responsibilities
- Data verification guidelines
- Reporting structure
- Awareness camp guidelines
- Terms & Conditions
- Compliance & confidentiality norms

2. Purpose of Institutional Onboarding

Institutions play a central role in ensuring:

- ✓ Students are aware of DBT, Aadhaar seeding & PFMS requirements
- ✓ Correct student data is uploaded for scholarships & benefit schemes
- ✓ Smooth interaction between Panchayats and District Administration
- ✓ Transparency & timely communication

This portal creates a **single dashboard** for institutions to monitor awareness, verification, and readiness status.

3. Eligibility for Onboarding

An institution may onboard if it meets the following criteria:

- Is recognized by AICTE/UGC/State Higher Education Department
- Has an operational MIS/Admission database
- Has a designated nodal officer for DBT/Scholarship matters
- Has active student enrollment in DBT-linked schemes (e.g., NSP, Post-Matric, PMS)

4. Onboarding Process (Step-by-Step)

Step 1: Registration Request

Institution submits:

- Name of institution
- AISHE/DISE/College Code
- Address & district
- Nodal Officer details
- Official email ID
- Institution type (Govt/Private/Aided)

Step 2: Email Verification & Approval

- Portal sends OTP to institution's official email
- District admin reviews application
- Approval granted within 48 hours

Step 3: Account Activation

Institution receives:

- Username (college code)
- Temporary password (must be changed upon login)

Step 4: Portal Familiarization

Nodal Officer completes:

- 5-minute training module
- Portal navigation tutorial
- Data privacy acknowledgement

5. Roles & Responsibilities of Institutions

5.1 Administrative Responsibilities

- Nominate a **DBT Nodal Officer**
- Attend district-level DBT awareness meetings
- Conduct monthly verification camps
- Display awareness posters on campus

5.2 Data Responsibilities

Institutions must:

- Upload correct student details (name, bank, Aadhaar seeding status)

- Avoid duplicate/incorrect entries
- Update changes within 7 days (e.g., course shift, bank change)
- Maintain seeding records collected during camps

5.3 Support Responsibilities

- Provide students guidance on Aadhaar issues
- Coordinate with banks/CSC for camps
- Share awareness material with hostels/classrooms

6. Institutional Dashboard Features

Institutions can access:

✓ Student Verification Panel

Shows DBT-enabled, not-enabled, pending-verification statuses.

✓ Bulk CSV Upload / Download

Institutions can upload entire batches of students for verification.

✓ Awareness Reporting Module

Upload:

- Event photos
- Attendance list
- Awareness score of students

✓ Communication Board

- Announcements from district
- Panchayat notifications
- Alerts for mismatched student data

✓ Auto-Generated Reports

Includes:

- Daily student readiness progress
- Bank-based DBT performance
- List of students with mismatches

7. Verification Guidelines for Institutions

Institutions must follow these verification rules:

✓ Verify data exactly as per student documents

- Aadhaar number (masked format: XXXX XXXX 1234)
- Bank account number (last 4 digits only)
- Name match: Aadhaar vs Bank vs College records

✓ Mandatory Student Consent

Before uploading any information:

- Student must sign a digital or physical consent form
- Consent must follow NPCI BASE/Aadhaar norms

✓ Acceptable Proofs

- Aadhaar seeding slip
- Bank branch confirmation
- SMS confirmation of linking
- Screenshot of NPCI seeding status

8. Awareness Camp Guidelines

Institutions should conduct the following activities every semester:

1. DBT Awareness Assembly / Session

Covers:

- What is DBT
- Why Aadhaar seeding matters
- How to link and check status
- Common mistakes students make

2. Aadhaar Correction Desk

- Name/DOB mismatch guidance
- Update process information

3. Bank Facilitation Camp

Invite:

- Bank officials
- CSC operators
- Panchayat representatives

4. Poster & QR Display

Paste posters with QR linking to:

- Seeding status check
- DBT guide
- PFMS application steps

9. Compliance & Data Privacy Rules (Very Important)

Institutions must ensure:

✓ Student data must be masked

No full Aadhaar or bank numbers should ever be uploaded.

✓ Only authorized users can access dashboard

Nodal Officer must not share login credentials.

✓ Usage of data only for DBT awareness & verification

Data cannot be used for admissions, marketing, or profiling.

✓ Regular audit

Portal logs institutional activity for transparency.

10. Terms & Conditions for Institutional Use

By using this portal, the institution agrees to the following:

10.1 Accuracy of Data

Institution is fully responsible for:

- Accuracy of uploaded data
- Corrections required by students
- Preventing fraudulent entries

10.2 Authorization & Consent

Institution confirms that:

- Students have voluntarily given consent
- No coercion or forced seeding activity occurs

10.3 Non-Misuse of Platform

Institution must not:

- Use portal data to discriminate students
- Share or sell any student records

- Post unauthorized announcements

10.4 Cooperation With District Administration

Institution must support:

- Awareness drives
- Data correction camps
- Government monitoring

10.5 Suspension Rules

Institution account may be suspended if:

- Repeated incorrect data uploads
- Fake entries/misuse
- Violation of data privacy rules

11. Support & Helpdesk

Institutions can contact:

 Email: support@dbtportal.gov.demo

 Helpline: +91-XXXXXXXXXX

 Support Hours: 10 AM – 6 PM

12. Conclusion

This portal empowers institutions to play a major role in building a **DBT-ready student ecosystem** through awareness, transparency, and digital verification.

Institutions are expected to strictly follow this guide for smooth functioning and compliance.