Operational Manual

Operational steps involved to Fill Institute's Registration Form for AY 2019-20

National Scholarship Portal
Ministry Of Electronics & Information Technology, Government of India

Digital India
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Home

1.Select Academic Year 2019-20

2.Enter user ID

⚷ **Login for School / Institute**

------Select Academic Year------ ▼

3.Enter Password

User Id...

4.Enter Captcha

Password...

Captcha...   8 b l B32 ↻

Can't See? Click on Refresh Button.

5.Click to Login in to NSP profile

◢ Login

❷ School / Institute Forgot Password?

Those Institutes does not have Login Credentials can contact District / State Nodal Officers for Login Credentials.

DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH - For Academic Year 2019-20 Session

Welcome: DR. RAM

PRASANNA MANIRAM
MAHAVIDYALAYA, SARAIRASI,
FAIZABAD(C-42277)SARAIRASI,
SARAIRASI,
FAIZABAD,FAIZABAD,UTTAR
PRADESH
User Type: Institute

Logout

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.

OK

Click on OK to get the Registration Form to be filled online

Form for Registration of Institute Nodal Officer on NSP

Welcome: DR. RAM

PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH
User Type: Institute

Logout

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 also be Single point Official Contact(SPOC) for communicating all institute related information/alerts

through SMS/email etc.

Any partially filled form will be summarily rejected.

It is Mandatory to upload scanned copy of valid Identity Proof, like Aadhaar/Voter Id/Driving License etc., of Institute's Nodal Officer for NSP(INO-NSP)(Only pdf & jpeg upto 200kb File Size allowed)

Select File*

| Choose File | No file chosen |

View Uploaded Document | Upload Identity Proof

Please Click 'View Uploaded Document' button to View uploaded Identity Proof

1. AISHE/DISE/NCVT Code:

C-42277

2. Name of Institute(As per AISHE/DISE Code Directory)*

DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD (Id: C-42277)

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

3. Name of the Institute(As per NSP Directory)

DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD

4. Do You want to change the name as per AISHE/DISE Directory in NSP?*

Yes ○   No ◉

5. Institute Nature(Tick the correct option):*

Public Trust ▼

6.Affiliated Board/University Name:

DR. RAM MANOHAR LOHIA AWADH UNIVERSITY, FAIZABAD

7. Total student strength in the Institute:*

0

8. Institute Address:

SARAIRASI, SARAIRASI, FAIZABAD

9. Institute State:

UTTAR PRADESH

10. Institute District:

FAIZABAD

11. URL of Institute's Website(If any)*

Enter Website URL

12. Head of Institution Details:

Name:*
NA

Designation:*
NA

Mobile Number:*
0

Official Mail Id:
NA

Other Contact Number
0

13. Details of Designated Institute's Nodal Officer for NSP(INO-NSP)

Name:*
NA

Designation:*
NA

Mobile Number:*
0

Official Mail Id:*
ramprassan@gmail.com

Other Contact Number
0

☐ Declaration by head of Institution.
Note:I hereby declare that the information provided in the above Institute Regsitration
authorize the officer as per details in S.No.13 to conduct the verifications and
the rules. scheme guidelines and instructions issued in respect to the sc
be responsible for above.

[Save Form]   [Final Submit]   [Print]

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

Fill all the informations carefully.

Before finally submitting the form it is mandatory to save the entered information by clicking on Save Form button

After final submission of the information, an unique Form Refrence ID will be generated and form will be electronically transferred to concerned District Nodal Officer

Name:
Akhil

Mobile Number
851282070

Other Contact I
0

10.249.17.135:8080 says

Registration information will be saved on the portal and will not be
allowed to change. Your Registration Form will be electronically
transferred to the District Nodal Officer for the verification of institute.
You are requested to kindly contact District Nodal Officer along with
the printout of the Registration Form.

OK

13. Details of D

Name:*
Ravi

Designation:
Teacher

Mobile Number:*
9868412459

Official Mail Id:*
ravi123@gmail.com

Other Contact Number
24305809

☑ Declaration by head of Institution.
Note:I hereby declare that the information provided in the above Institute Regsitration 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 ab
the rules. scheme guidelines and instructions issued in respect to the schemes covered under NSP. I also understand that I wo
be responsible for above.

[Save Form]   [Final Submit]   [Print]

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**

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Welcome: DR. RAM

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MAHAVIDYALAYA, SARAIRASI,
FAIZABAD(C-42277)SARAIRASI,
SARAIRASI,
FAIZABAD,FAIZABAD,UTTAR
PRADESH**
User Type: Institute

Logout

OTP Verification

OTP has been sent on your Registered Mobile No.

Please Enter 5 Digit OTP *

JZSO9

Confirm OTP

Now Enter OTP and Click on Confirm OTP button. Your Form will be successfully submitted.

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SARAIRASI,
FAIZABAD,FAIZABAD,UTTAR
PRADESH
User Type: Institute

Logout

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 also be Single point Official Contact(SPOC) 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 Referece Number is:
UP20192041**

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

Select File*

Choose File   No file chosen

View Uploaded Document   Upload Identity Proof

Please Click 'View Uploaded Document' button to View uploaded Identity Proof

Form Refrence ID generated after successful submission

Print Date: 09/07/2019 10:49:40

Institute Nodal Officer Registration Form   **Form No.: UP20192041**

Important instruction to fill the form:

i. The information should match with the information furnished by the institute/school to AISHE/U-DISE/NCVT/SCVT.

ii. Utmost care should be taken while appointing the institute Nodal Officer for NSP (INO-NSP). The appointed officer would carry out verification and other activites required in the NSP. The person would also be SPOC for communicating all Instititute related information/alerts through SMS/email/OTP etc.

iii. All fields are mandatory. Partially filled form will be summarily rejected.

iv. Fully filled and verified form should be submitted physically to the respective District or State officer of any scheme onboarded on NSP .

(1) AISHE/DISE/NCVT Code: C-42277

(2) Name of the Institute (as per AISHE/DISE/NCVT/SCVT master):

    DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD

(3) Name of the Institute (to be displayed on NSP):

    DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD (Id: C-42277)

(4) Institute Nature: Government Institutes

(5) Affiliated Board/University:

    DR. RAM MANOHAR LOHIA AWADH UNIVERSITY, FAIZABAD

(6) Total Student strength in Institute: 1000

(7) Institute Address:

Registration Form generated by the NSP2.0. Take printout of this form and submit dully signed and stamped form to the District Nodal Officer

National Scholarships Portal (NSP2.0)
Academic Year : 2019-20

Operational steps to make Institute's Profile functional after getting Registration Form approved by the District Nodal Officer

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

Skip to main content | Screen Reader Access | Sitemap | A- A A+ Hindi

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Ministry Of Electronics & Information Technology,
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Home

🔑 **Login for School / Institute**

------Select Academic Year------ ▼

1.Select Academic Year 2019-20

User Id...

2.Enter user ID

Password...

3.Enter Password

Captcha... 8 b l B32 🔄

4.Enter Captcha

Can't See? Click on Refresh Button.

✈ Login

❓ School / Institute Forgot Password?

5.Click to Login in to NSP profile

Those Institutes does not have Login Credentials can contact District / State Nodal Officers for Login Credentials.

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Home

School / Institute Mobile Validated OTP Form

OTP has been sent on your Registered Mobile No.

Please Enter 5 Digit OTP *

62P4X

Confirm OTP

1. Enter the OTP received on the Institute's Nodal Officer mobile.

2. Click to proceed further.

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Home

Change Password Form

New Password :: *

Confirm new Password :: *

Submit

Your password must satisfy the following ::

(1) Should be min 8 character long.

(2) At least one alphabet [a - z , A - Z].

(3) At least one numeric value [0 - 9].

(4) At least one special characters [@#_*].

1. On first login, NSP2.0 will force you to reset the password. Enter **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

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Home

Status

Password Change Successfully

Continue to Login

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 updation Verification section will be enabled

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Welcome: DR. RAM

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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.

-Institute Nodal officers are requested to reject any verified/unverified application doub

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Administration   ⬇

Reports   ⬇

Logout

Click to expand the options provided in Administration

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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.

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Welcome DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH

Administration   ⊙

• Update Profile

Reports   ⊙

Logout

Click on Update Profile for updating remaining details of Institute profile

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FAIZABAD,FAIZABAD,UTTAR
PRADESH
User Type: Institute

Administration

Reports

Logout

Institute Profile Update OTP Form

OTP has been sent on your Registered Mobile No.

Please Enter 5 Digit OTP *

3SQGD

Confirm OTP

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

2. Click to proceed further

User Type: Institute

Administration ⬇

Reports ⬇

Logout

Institute Address *	SARAIRASI, SARAIRASI, FAIZABAD		
Institute State *	UTTAR PRADESH ▾	Institution District *	FAIZABAD ▾
Institution Taluk/Block	Choose your option ▾	Institute Pincode *	0
Institute Tin No		Institute Tan No	
Registered Certificate *	⬆ Upload		

Contact Person Details

Name *	Ravi	Mobile No *	7371011912
Phone	24305809	E-mail *	ravi123@gmail.com

If you want to change Contact Person Mobile No. Please Click on Send OTP Button after changing Mobile No.

Send OTP

Bank Details

IFSC Code		Bank Account No	

Final Submit

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.

User Type: Institute

Administration
Reports

Logout

Institute Address *

SARAIRASI, SARAIRASI, FAIZABAD

Institute State * UTTAR PRADESH   **Institution District *** FAIZABAD

Institution Taluk/Block Choose your option   **Institute Pincode *** 0

Institute Tin No   **Institute Tan No**

Registered Certificate * ⬆ Upload

Contact Person Details

Name * Ravi   **Mobile No *** 7371011912

Phone 24305809   **E-mail *** ravi123@gmail.com

If you want to change Contact Person Mobile No. Please Click on Send OTP Button after changing Mobile No.   Resend OTP

Enter OTP Here   5EPU7

Bank Details

IFSC Code   **Bank Account No**

Final Submit

Click to update the profile information on NSP2.0

Test Institute(abcd)Test,PATNA,BIHAR - For Academic Year 2019-20 Session

Welcome: Test

Institute(abcd)Test,PATNA,BIHAR
User Type: Institute

Administration

- Update Profile
- Add Update Details
- Change Password

Verification

Reports

Logout

Your Profile has been updated successfully!

Institute Profile Update View

Institute Updated Details

Institute Name	Test Institute	**DISE/AISHE/NCVT Code**	abcd
Institute Nature	Government Institutes	**Board State**	DELHI
Board/University Name	Test University		
Course Level Offered	(1) HSC/Intermediate [12th]/Equivalent (2) Degree/Graduate/Under Graduate/Integrated (3) Teacher Trainings (4) Polytechnic		
Institute Address	7th Floor, Test Complex, Test Road		
Institute State	BIHAR	**Institution District**	PATNA
Institution Taluk/Block		**Institute Pincode**	110003
Institute Tin No		**Institute Tan No**	
Certificate		uploaded file	

Contact Person

Name	Ankit		
Phone			

Bank Details

IFSC Code	HDFC0CVB007	**Bank Account**	

It shows that Institute's profile is updated

Click to update course level, courses and fee in the institute's profile. This option is OTP enabled .

With the help of below options Course Level, Course and Course Fee can be updated. Click on respective button and proceed further

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Ministry Of Electronics & Information Technology,
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Test Institute(abcd)Test,PATNA,BIHAR - For Academic Year 2019-20 Session

Welcome: Test
Institute(abcd)Test,PATNA,BIHAR
User Type: Institute

Administration
Verification
Reports

Logout

Add and Update Course Level

Add and Update Course

Add Course Fee

Update Course Fee