

# **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 disbursement 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 disbursement 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 disbursement 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 : 114119  
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  
Registrations

State	Registrations
West Bengal	35000
Uttar Pradesh	15000
Bihar	12000
Other States	~5000 each

**On-Board Schemes**

Ministry	Scheme Name	Status	Action
M/O Minority Affairs	Pre Matric Scholarships Scheme for Minorities	Opened	Guidelines
	Post Matric Scholarships Scheme for Minorities	Opened	Guidelines
	Merit Cum Means Scholarship For For Professional and Technical Courses CS	Opened	Guidelines
	Maulana Azad National Fellowship for Minority Students	Opening Soon	Guidelines
WARB, Ministry of Home Affairs	Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Opened	Guidelines

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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**

State of Domicile \*  
UTTAR PRADESH

Scholarship Category \*  
Post Matric

Name of Student \*  
Swati

Date of Birth (DD/MM/YYYY) \*  
01/07/1989

Gender \*  
Female

Aadhar Number \*  
512289406434

Mobile Number \*  
9015343145

Email Id

Captcha Code \*  
516323

REGISTER CANCEL

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”**

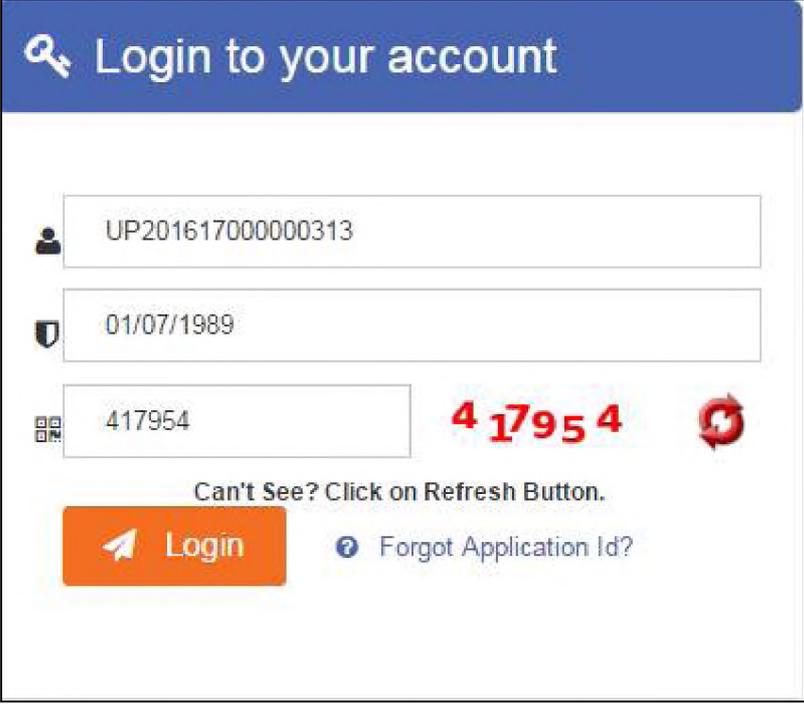
**STUDENT REGISTERED SUCCESSFULLY** ✓

**STUDENT REGISTRATION ID** UP201617000000313

\* Kindly Note it down for future 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.



The screenshot shows a login interface with a blue header containing a magnifying glass icon and the text "Login to your account". Below the header are three input fields: the first contains "UP201617000000313" with a person icon, the second contains "01/07/1989" with a shield icon, and the third contains "417954" with a QR code icon. To the right of the third field is a red CAPTCHA "4 1795 4" and a red refresh button. Below the fields is the text "Can't See? Click on Refresh Button." At the bottom left is an orange "Login" button with a white arrow icon, and at the bottom right is a blue link "Forgot Application Id?" with a question mark icon.

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

The screenshot shows a web browser window displaying the National Scholarship Portal. The browser's address bar shows the URL `10.249.17.135/NSP/secureLoginSuccess.action`. The page header includes the date `Wed Jul 27 14:42:11 IST 2016` and navigation links for `Skip to main content`, `Screen Reader Access`, `Sitemap`, `Home`, and language options `A-`, `A`, `A+`, and `Hindi`. The main header features the National Scholarship Portal logo, the Department of Electronics & Information Technology, the Ministry of Communications & IT, Govt. of India, and the Digital India logo.

The main content area is divided into two sections. On the left is a vertical sidebar with four buttons: `Application Form`, `Check Your Status`, `Print Your Application`, and `Logout`. On the right is a large white box containing a user profile card. The card displays a profile picture, the text `Welcome, Pinky`, the `Application ID: DL201617000000314`, and a status indicator `Under Process` with a green checkmark icon.

Four external callout boxes on the left side of the image point to the corresponding buttons in the sidebar:

- Application form** points to the `Application Form` button.
- Check Your Status** points to the `Check Your Status` button.
- Print Your Application** points to the `Print Your Application` button.
- Logout** points to the `Logout` button.

## 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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**Application Form**

**Check Your Status**

**Print Your Application**

**Logout**

### Registration Details

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

### Academic Details

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

### Basic Details

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

**Save & Continue**

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

**Academic Details**

**Academic Details**

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

## Basic Details

### Basic Details

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

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



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Application Form

  
Check Your Status

  
Print Your Application

  
Logout

#### Contact Details

<b>State *</b>	<b>District *</b>	<b>Block/Taluk *</b>
<input type="text" value="UTTAR PRADESH"/>	<input type="text" value="Choose your option"/>	<input type="text"/>
<b>House No./Street No.etc *</b>		<b>Pincode *</b>
<input type="text"/>		<input type="text"/>

#### Scheme Details

SNO	Select the Scheme to Apply
1	<input checked="" type="radio"/> PRE MATRIC. SCHOLARSHIPS FOR MINORITY

#### Upload Documents

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

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

### Scheme Details

**Scheme Details**

SNO	Select the Scheme to Apply
1	<input checked="" type="checkbox"/> PRE MATRIC SCHOLARSHIPS FOR MINORITY

## Upload Documents

**Upload Documents**

SNO.	Documents Type	View Document	Action
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 pervious academic marksheet	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.

[Application Form](#)

[Check Your Status](#)

[Print Your Application](#)

[Logout](#)

**Registration Details**

Application Id	UP201617000114908		
Applied for Scheme	PRE MATRIC SCHOLARSHIPS FOR MINORITY		
State of Domicile	UTTAR PRADESH	Scholarship Category	Pre Matric
Name of Student	Praveen	Date of Birth (DD/MM/YYYY)	31/07/1988
Gender	Male	Religion	Muslim
Community/Category	ST	Fathers Name	Mr Sharma
Mothers Name	Mrs Sharma	Annual Family Income	100000
Aadhar Number	999922220021	Mobile Number	8127400222
Email Id		Day Scholar/Hosteler	Day Scholar

**Academic Details**

Present Institute	BHARTIYA SHISHU MANDIR JHS		
Present Class/Course	VIII	Class Start Date	01/08/2016
Mode of Study	Regular/Full Time	Previous Class/Course Name	VII
Previous Passing Year	2015	Previous Class(%)	65

**Basic Details**

Is Orphan	NO	Is Disabled	NO
Type of Disability	-	Percentage of Disability	-
Marital Status	Un Married	Parents Profession	Others
IFSC Code	SBIN009916	Bank Account Number	30832310281

**Contact Details**

State	UTTAR PRADESH	District	LUCKNOW
Block	Lucknow		
House No./Street No.etc	Vinay KInad 2, Gomti Nagar	Pin Code	226010

[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.

Apply for  
Renewal

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

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

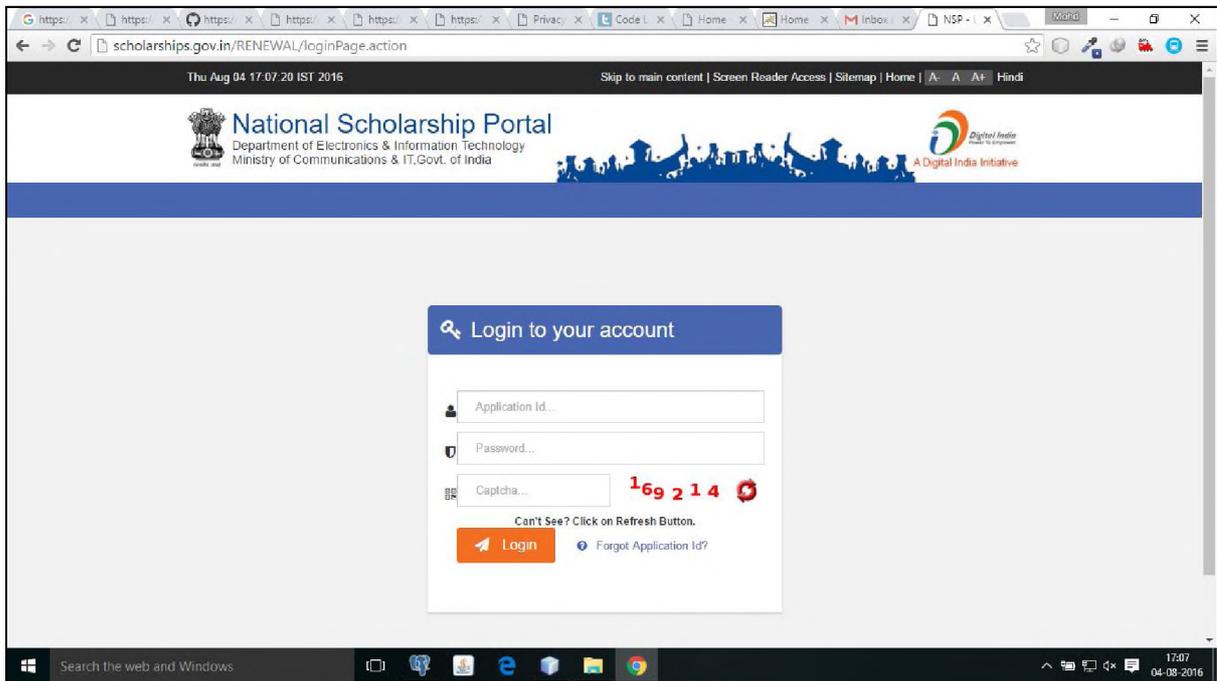
The screenshot displays the National Scholarship Portal homepage. At the top, the date is 'Thu Aug 04 14:14:56 IST 2016' and there are links for 'Skip to main content', 'Screen Reader Access', 'Sitemap', 'Home', and language options 'A-', 'A', 'A+' and 'Hindi'. The portal is managed by the Department of Electronics & Information Technology, Ministry of Communications & IT, Govt. of India. The main navigation bar includes 'Home', 'About Us', 'Complaints', 'Services', 'FAQ', and 'Contact Us'. Below this, there are buttons for 'Apply for Fresh', 'Apply for Renewal' (highlighted with an orange callout), 'New User? Register Now', 'Ministry Guest Login', and 'Check Eligibility'. The dashboard features four main sections: 'Ministries Departments/Councils' (16), 'Registered Schemes' (77), 'Registered Universities/Boards/Institutions' (1617084), and 'Total Registrations' (Fresh: 114119, Renewal: 5489011). The left sidebar contains a 'Helpdesk' with contact number 0120-6619540, 'Institute Login', and 'Latest News'. The main content area includes a 'Dashboard' with a 'State Wise Registration' bar chart and an 'On-Board Schemes' table.

M/O Minority Affairs			
✓	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			
✓	Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Opened	Guidelines

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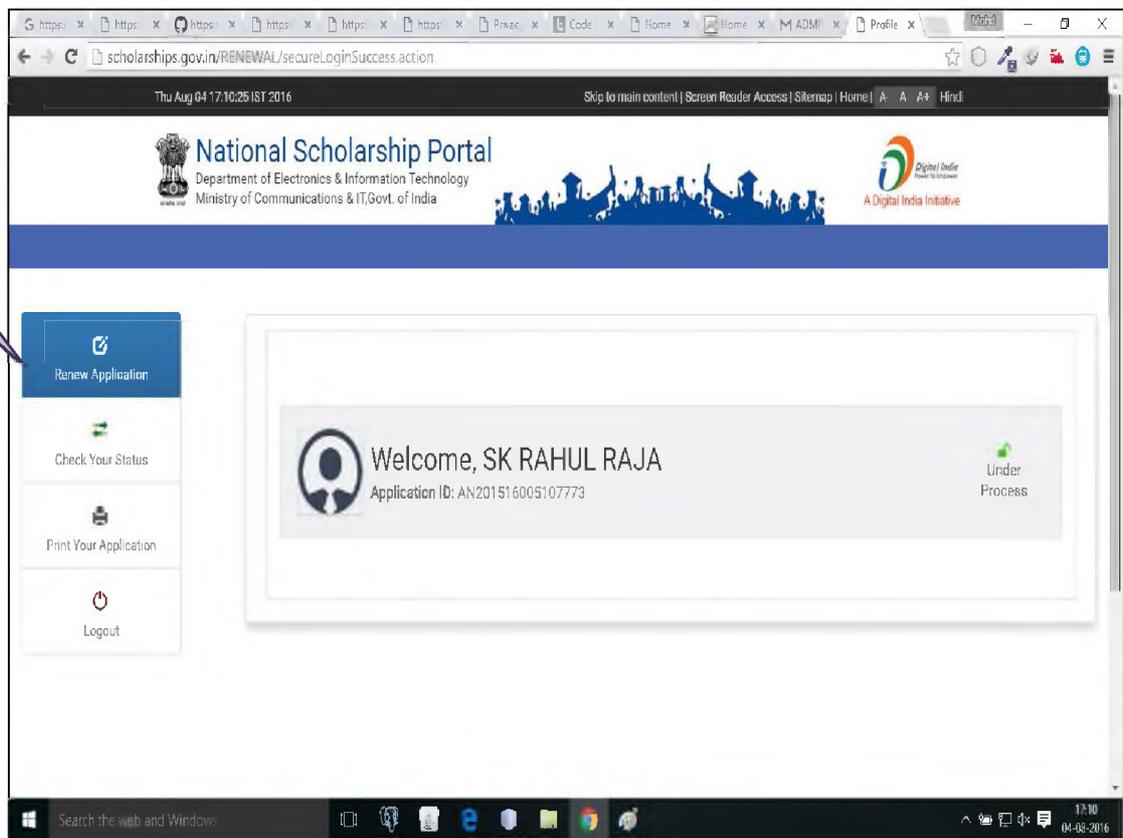
3. Login using your **Registered Email ID** and **Password** as shown below.



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

4. After successful login, welcome page appeared.

**Renew Application Form**



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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 **Renew Application**

 **Check Your Status**

 **Print Your Application**

 **Logout**

### Renewal Details

<b>State of Domicile</b> <input type="text" value="ANDAMAN AND NICOBAR"/>		<b>Scholarship Category</b> <input type="text" value="Post Matric"/>	
<b>Name of Student</b> <input type="text" value="SK RAHUL RAJA"/>	<b>Date of Birth</b> <input type="text" value="13/10/1994"/>	<b>Gender</b> <input type="text" value="M"/>	<b>Religion</b> <input type="text" value="Muslim"/>
<b>Community/Category</b> <input type="text" value="GENERAL"/>	<b>Fathers Name</b> <input type="text" value="SK JAMSHED ALI"/>	<b>Mothers Name</b> <input type="text" value="ROHIMA KHATOON"/>	<b>Annual Family Income *</b> <input type="text" value="220000"/>
<b>Aadhar Number *</b> <input type="text" value="582824069004"/>	<b>Mobile Number *</b> <input type="text" value="9933227281"/>	<b>Email Id</b> <input type="text"/>	<b>Day Scholar/Hosteler</b> <input type="text" value="Hosteler"/>

### Academic Details

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

### Basic Details

<b>Is Orphan</b> <input type="text" value="NO"/>	<b>Gaurdian Name</b> <input type="text"/>	<b>Is Disabled</b> <input type="text" value="NO"/>	<b>Type of Disability</b> <input type="text" value="N/A"/>	<b>% of Disability</b> <input type="text" value="0"/>
<b>Marital Status *</b> <input type="text" value="Un Married"/>	<b>Parents Profession *</b> <input type="text" value="Private Employee"/>	<b>IFSC Code</b> <input type="text" value="SBIN0012356"/>	<b>Bank Account Number</b> <input type="text" value="30237992300"/>	

Save & Continue

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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 displays the National Scholarship Portal interface. At the top, it shows the date and time (Thu Aug 04 17:12:11 IST 2016) and navigation links (Skip to main content | Screen Reader Access | Sitemap | Home | A- A+ Hindi). The header includes the National Scholarship Portal logo, the Department of Electronics & Information Technology, Ministry of Communications & IT, Govt. of India, and the Digital India Initiative logo.

On the left side, there is a sidebar with the following options: Renew Application, Check Your Status, Print Your Application, and Logout.

The main content area is divided into several sections:

- Contact Details:** This section contains form fields for State (ANDAMAN AND NICOBAR), District (SOUTH ANDAMAN), Block/Taluk, House No./Street No.etc (SHIVAJI HOUSING COLONY, WARD NO.10, GARACHARMA 2), and Pincode (226003).
- Scheme Details:** This section shows the applied scheme: MERIT-CUM-MEANS SCHOLARSHIP FOR PROFESSIONAL AND TECHNICAL COURSES CS.
- Upload Documents:** This section contains a table with 9 rows, each representing a document type and its upload status. All documents are currently marked as 'Not Uploaded'.

At the bottom of the main content area, there is a green button labeled 'FINAL SUBMIT'.

The footer of the page shows the copyright information: © Copyright 2016, National Scholarship Portal. The Windows taskbar at the bottom indicates the system time as 17:12 on 04-08-2016.

SNO.	Documents Type	View Document	Action
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 pervious academic marksheet	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>

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 Institute 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, Fee 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:**



### 3. Click 'Profile Edit' on Dashboard

This page allows the Institute to update /edit his Profile

**Profile Edit**

Monday, 22 June, 2018 | 07:48 PM

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Ministry of Communications & IT, Govt. of India

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Dashboard  
Application Verification  
Application Reverification  
Application Renewal verification  
**Profile Edit**  
Add & Update Details  
Logout

**Institute Details**

Institute Name \* : GAZI SARICAR PRIVATE TTI ALLA    DISE Code \* : 048004873

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 I-X  
HIGHER SECONDARY / SENIOR SECONDARY / INTERMEDIATE  
DEGREE/DIPLOMA/UNDER GRADUATE/POSTGRADUATE

Institute Address \* : NEAR Dr. ml awadh uni, alfababad road, Farsabad

Institute State \* : GOA    Institution District \* : SOUTH GOA

Institution Taluk/Block \* : Mormugao    Institute Pincode \* : 765757

Institute Tin No : 098798344    Institute Tan No : 4487865865

Registered Certificate \* :

**Contact Person Details**

Name \* : ml awadh uni    Mobile No \* : 9876543210

Phone : 9876543210    E-mail \* : mlawadh@gmail.com

**Bank Details**

Branch /IFSC \* : 048004873    Bank Account No \* : 048004873

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#### 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"/>	<input type="button" value="uploaded file"/>	

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

Documents Upload

Selected File

No file chosen

- Once required data filled, click **'Final Submit'** to view the final submission.

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

Message : Profile updated successfully!

**Institute Details**

Institute Name \* GAZI SARKAR PRIVATE ITI, ALLAHABAD DISE Code \* PU09001852

Institute Nature \* Public Trust Board State \* UTTAR PRADESH

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/INTEGRATED

Institute Address \* NEAR Dr. vishwadevi uni, allahabad road Faizabad

Institute State \* GOA Institution District \* SOUTH GOA

Institution Taluk/Block \* MORWADDI Institute Pincode \* 765757

Institute Tin No 098296344 Institute Tan No 4487865865

Registered Certificate \* Upload uploaded file

**Contact Person Details**

Name \* vikas singh Mobile No \* 9876576575

Phone 3445434 E-mail \* kjhkh@gmail.com

**Bank Details**

Branch/IFSC \* 841977 Bank Account No \* 87678684343

Final Submit

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This will complete the Process of Institute Profile Edit.

- After successfully Profile Edit Process, again go to Dashboard and click **'Add and Update details'**

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National Scholarship Portal  
Department of Electronics & Information Technology  
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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

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

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Application Verification  
Application Reverification  
Application Renewal verification  
Profile Edit  
Add & Update Details  
Logout

### Offered Course Level

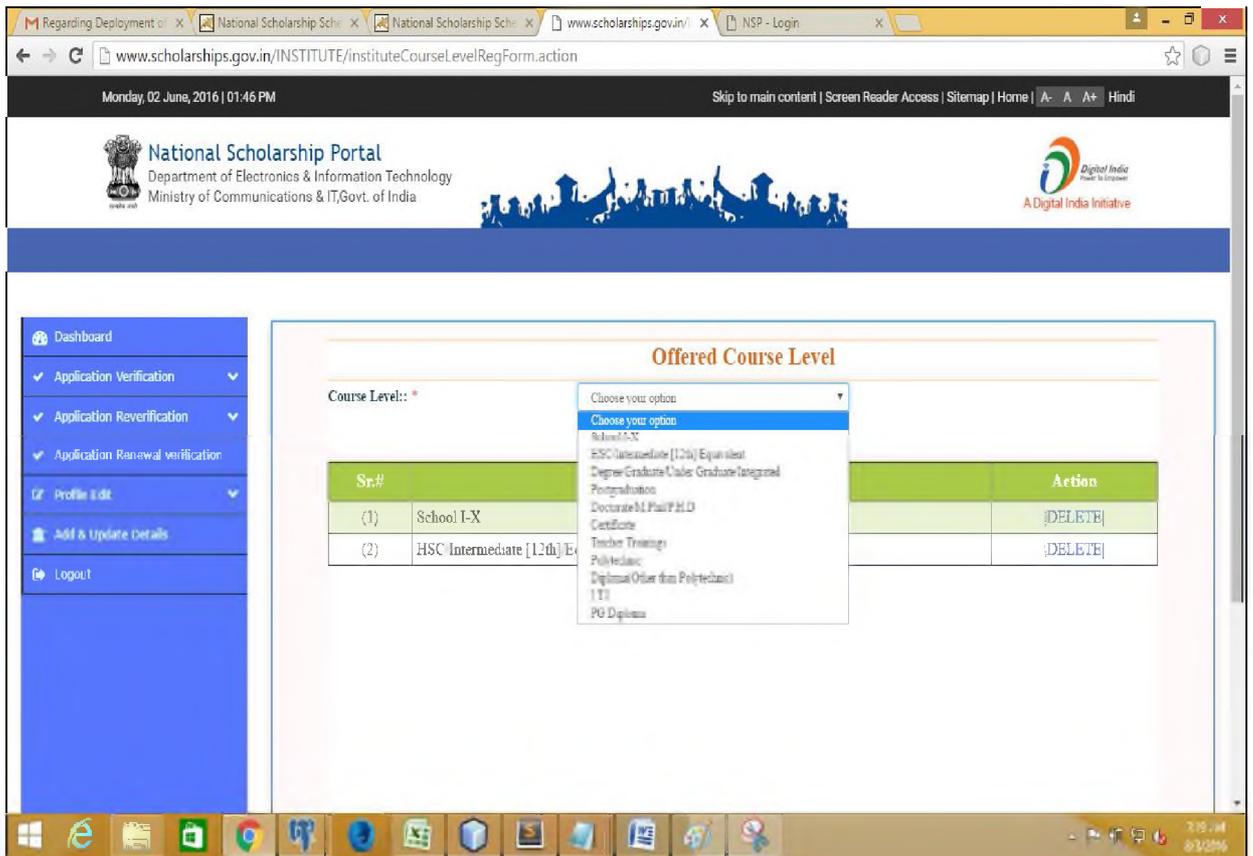
Course Level: \*

Sr.#	Course Level	Action
(1)	School I-X	<a href="#">[DELETE]</a>
(2)	HSC/Intermediate [12th]/Equivalent	<a href="#">[DELETE]</a>

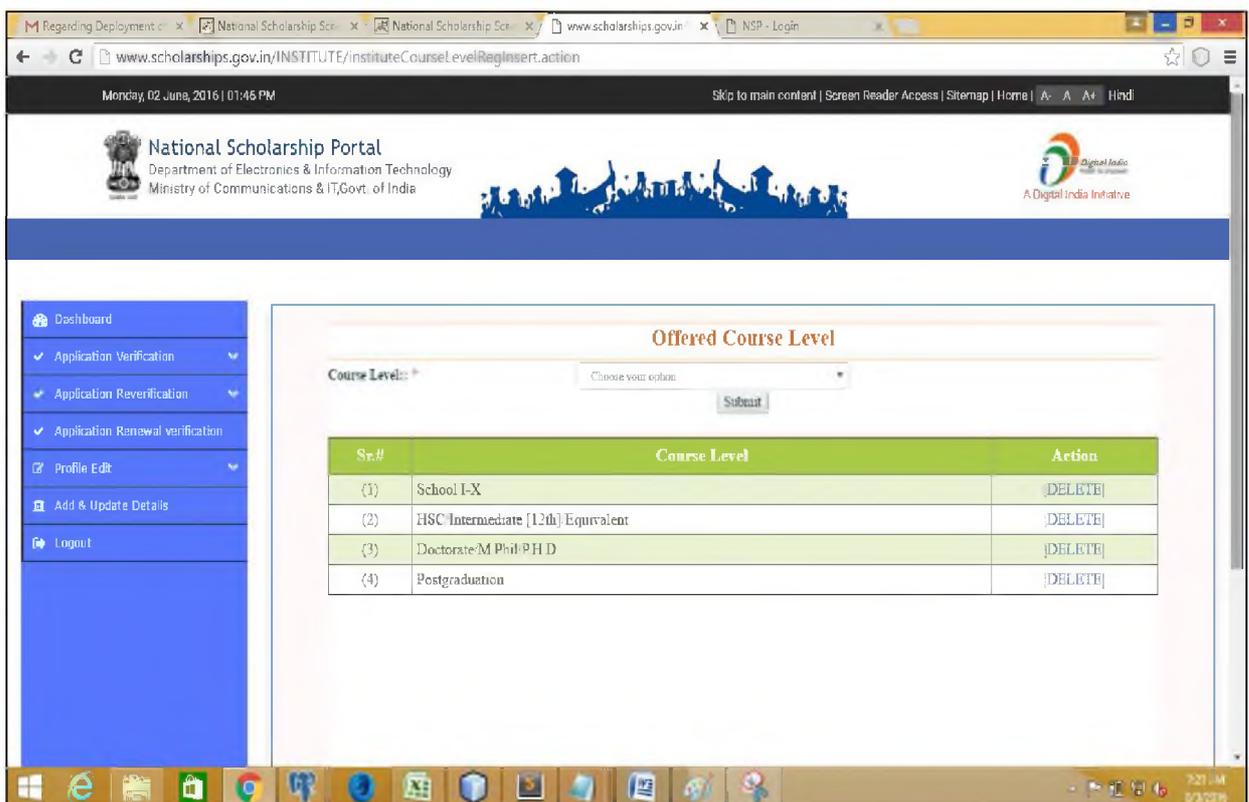
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**This allows the Institute to add and update the Course Level**

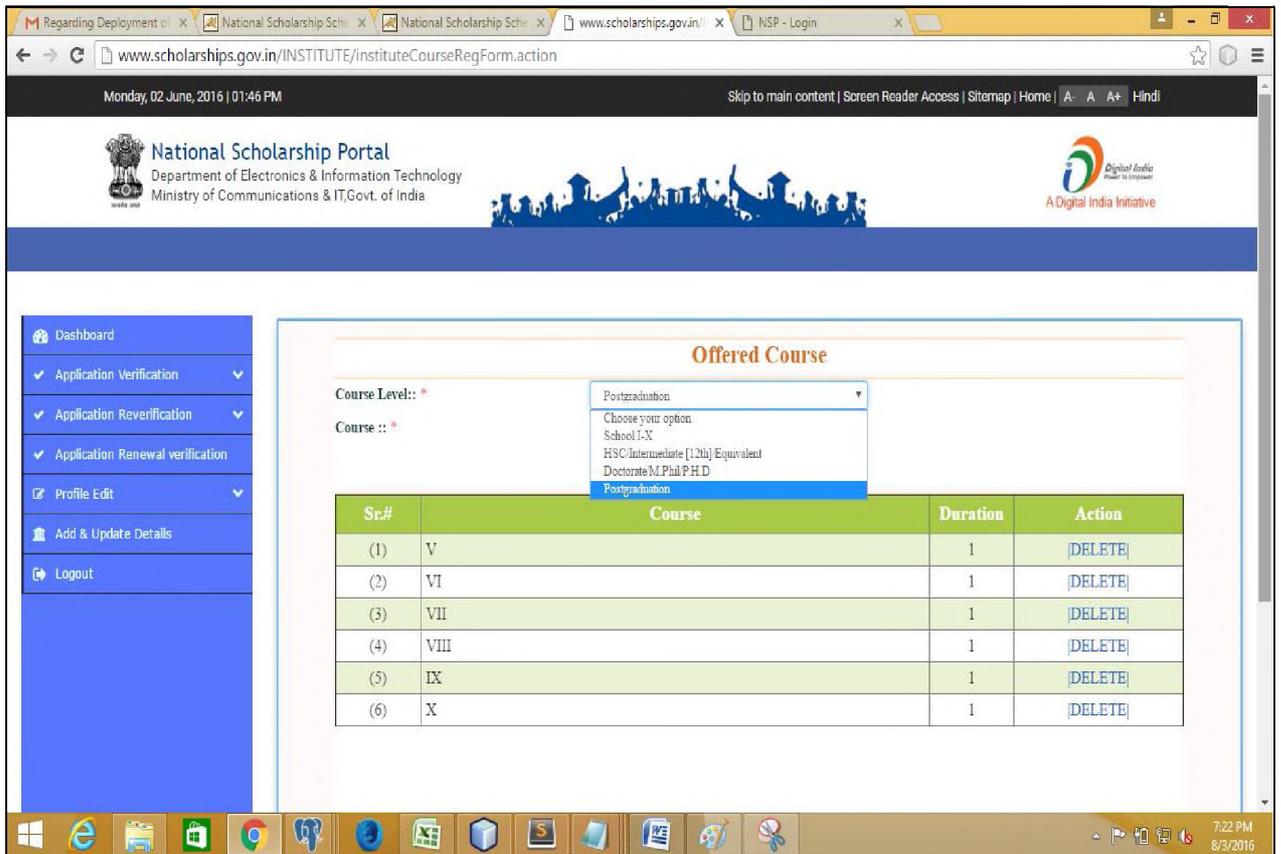
11. On clicking **Course Level** option in dropdown, Menu appeared highlighting courses level.



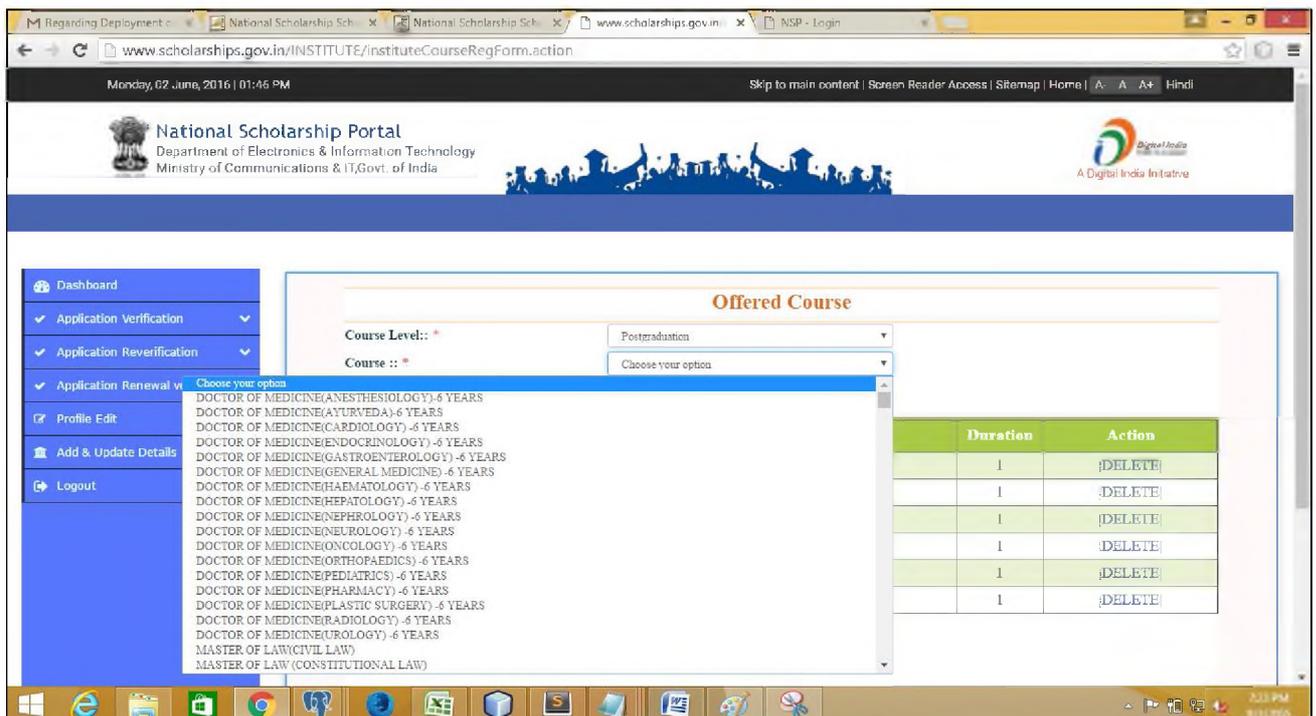
12. **Example:** On clicking Course level such as **'Postgraduate'** from dropdown menu, next page appeared highlighting the courses up to post-graduation.



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 the 'Offered Course' page on the National Scholarship Portal. The page title is 'Offered Course'. Below the title, there are two dropdown menus: 'Course Level: \*' and 'Course: \*', both with 'Choose your option' selected. A 'Submit' button is located below the 'Course: \*' dropdown. Below the form is a table with the following data:

Sr.#	Course	Duration	Action
(1)	V	1	<a href="#">DELETE</a>
(2)	VI	1	<a href="#">DELETE</a>
(3)	VII	1	<a href="#">DELETE</a>
(4)	VIII	1	<a href="#">DELETE</a>
(5)	IX	1	<a href="#">DELETE</a>
(6)	X	1	<a href="#">DELETE</a>
(7)	DOCTOR OF MEDICINE(PHARMACY) -6 YEARS	6	<a href="#">DELETE</a>

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

The screenshot shows the 'Offered Course Fee' page on the National Scholarship Portal. The page title is 'Offered Course Fee'. Below the title, there is a dropdown menu for 'Course: \*' with 'Choose your option' selected. Below the dropdown are three input fields for 'Admission Fee: \*', 'Tuition Fee: \*', and 'Others Fee:'. A 'Submit' button is located below the input fields.

## 17. After adding Courses fees, click 'Submit'

Monday, 02 June, 2016 | 01:46 PM

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Application Verification

Application Reverification

Application Renewal verification

Profile Edit

Add & Update Details

Logout

### Offered Course Fee

Course :: \* XI

Admission Fee :: \* 1200

Tuition Fee: \* 900

Others Fee: 200

Submit

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

Monday, 02 June, 2016 | 01:46 PM

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Dashboard

Application Verification

Application Reverification

Application Renewal verification

Profile Edit

Add & Update Details

Logout

### Offered Course Fee

Course :: \* Choose your option

Admission Fee :: \*

Tuition Fee: \*

Others Fee:

Submit

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

**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'.

Monday, 02 June, 2018 | 01:40 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

### Applicant Verification

Academic year	Course	Scheme	Category				
Choose your option	Choose your option	Choose your option	Choose your option				
<input type="button" value="Search"/>							
( 530 )							
Sr. #	Application Id	Name/Father's Name	Mobile	Course Name	Name of Scheme	Select All	View
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 / FAJJADDIN AHAMMAD	9735751173	V	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
524	WB201617000187472	JOY NAB BANU / JAHANGIR 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	begy sultana / anowar hosson	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 / MASTAFIJUR RAHAMAN	8768729541	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	<a href="#">View Details</a>
				<input type="button" value="Verify"/> <input type="button" value="Reject"/> <input type="button" value="Defect"/>			

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**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.

**Applicant Verification**

Academic year	Course	Scheme	Category				
Choose your option	Choose your option	Choose your option	Choose your option				
<input type="button" value="Search"/>							
( 530 )							
Sr. #	Application Id	Name of Father's Name	Mobile	Course Name	Name of Scheme	Select All	View
1	UP201617000078385	SAKILA YASMIN / KURBAN ALI	9609975211	VI	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	View Details
2	WB201617000020602	AL IMRAN RONI / GOLAM RABBANI	7278337681	X	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input checked="" type="checkbox"/>	View Details
3	WB201617000021972	JAMAN / AHMED	9733366909	XI	POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS	<input type="checkbox"/>	View Details
4	WB201617000022175	SOMA SARMIN / SARIFUL ISLAM	8670417430	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	View Details
5	WB201617000022298	SABNUR KHATUN / SAMIDUR RAHAMAN	7872550577	IX	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	View Details
6	WB201617000022356	SAKIL RANA / FAJJADDIN AHAMMAD	9735751173	V	PRE MATRIC SCHOLARSHIPS FOR MINORITY	<input type="checkbox"/>	View Details

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.

**Selected Applicant Form**

Applicant Name : SAKILA YASMIN

1	Gender	Female	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2	Religion	Minority	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
3	Category	GENERAL	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
4	Profession	Others	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
5	Annual Income	36000	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6	Aadhar No	767481229640	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
7	Disability	No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
8	Day Scholar	Day Scholar	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
9	EPSC Code	SBD00001873	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
10	Account No	34969792956	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
11	Admissions Fees	180	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
12	Tuition Fees	0	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

This page also facilitate user to add remark as defected application of Applicant and can also comment on remark column.

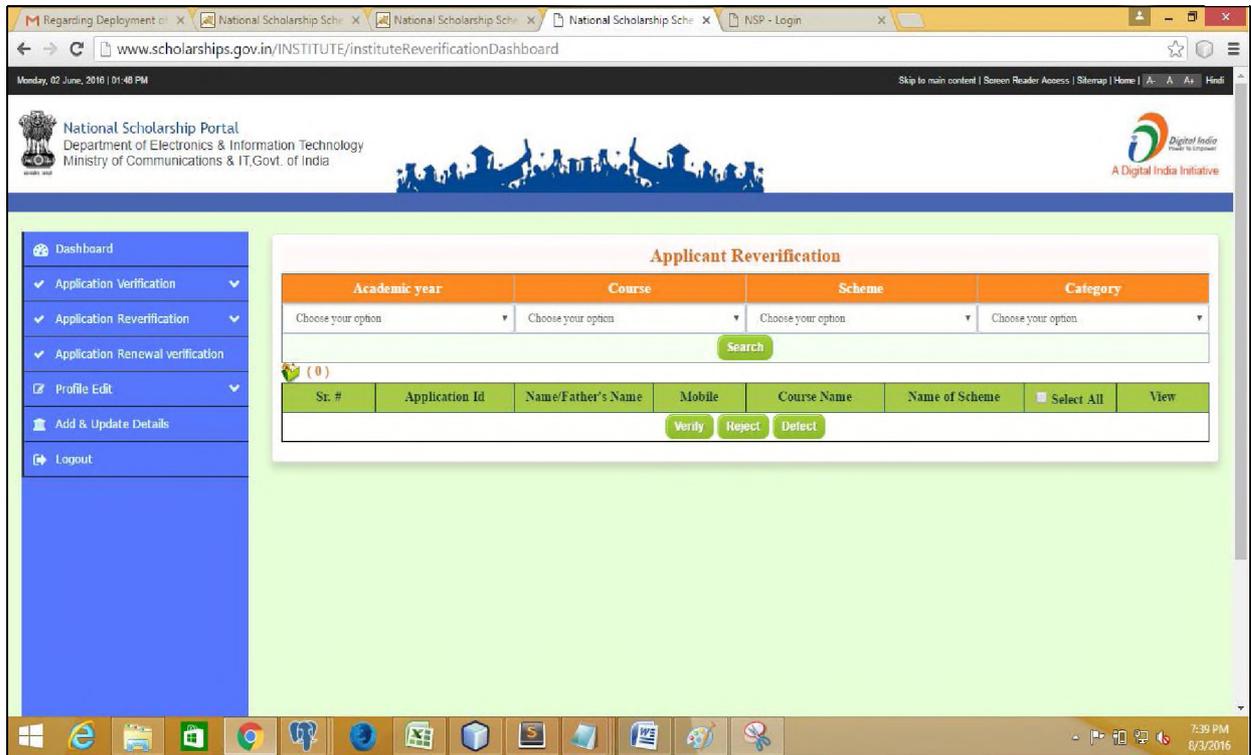
Student Verification Form					
Applicant Name :		SAKILA YASMIN			
1	Gender	Female	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
2	Religion	Muslim	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
3	Category	GENERAL	<input checked="" type="radio"/> No	<input type="radio"/> Yes	Category is not ok
4	Profession	Others	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
5	Annual Income	36000	<input checked="" type="radio"/> No	<input type="radio"/> Yes	Check Your Anna Income
6	Aadhar No	767481239640	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
7	Disability	No	<input checked="" type="radio"/> No	<input type="radio"/> Yes	Not Valid
8	Day Scholar	Day Scholar	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
9	IFSC Code	SBN0001875	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
10	Account No.	34969792956	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
11	Admission Fees	190	<input type="radio"/> No	<input checked="" type="radio"/> Yes	
12	Tuition Fees	0	<input type="radio"/> No	<input checked="" type="radio"/> Yes	

**NOTE:**

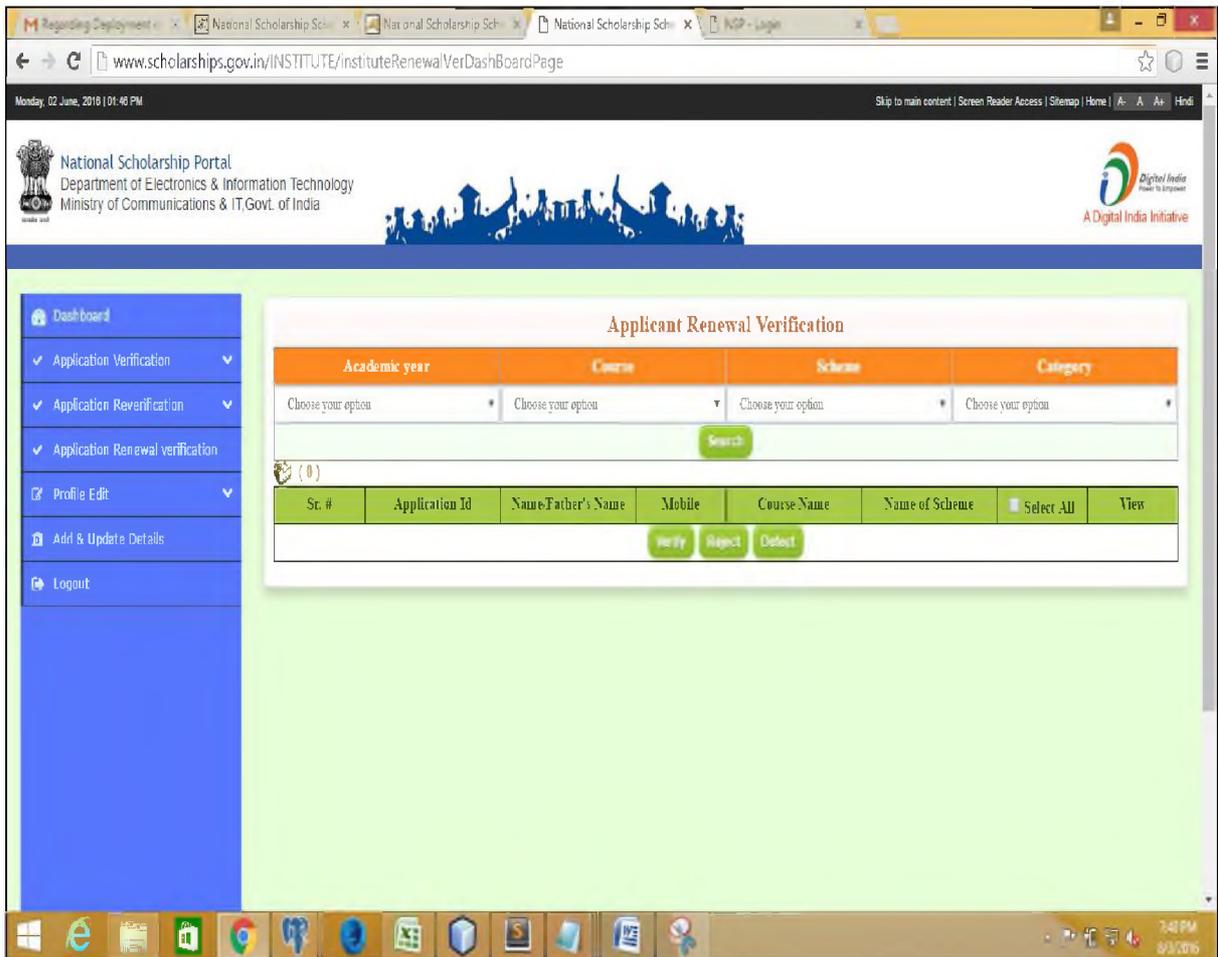
- After successfully adding value and comments through verification, the form again went to the Applicant for correction and not more will shown in Verification Page.
- Once correction done by Applicants, Application form will re-appeared for Re-verification
- If user verify applicant with no defect, 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.



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



## 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 displays the National Scholarship Portal homepage. At the top, the header includes the date 'Thu Aug 04 14:14:56 IST 2016', navigation links like 'Skip to main content | Screen Reader Access | Sitemap | Home | A- A+ A+', and the portal's name 'National Scholarship Portal' under the Department of Electronics & Information Technology, Ministry of Communications & IT, Govt. of India. A search bar is present on the right. Below the header, a navigation menu contains 'Home', 'About Us', 'Complaints', 'Services', 'FAQ', and 'Contact Us'. A secondary menu features buttons for 'Apply for Fresh', 'Apply for Renewal', 'New User? Register Now', 'Ministry Guest Login' (highlighted with a red callout), and 'Check Eligibility'. The main content area shows four statistics cards: 'Ministries Departments/Councils' (16), 'Registered Schemes' (77), 'Registered Universities/Boards/Institutions' (1617084), and 'Total Registrations' (Fresh: 114119, Renewal: 5489011). Below these are sections for 'Helpdesk' (0120-6619540), 'Institute Login', 'Latest News', 'Dashboard' (with a 'State Wise Registration' bar chart), and 'On-Board Schemes'.

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

WARB, Ministry of Home Affairs		
Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Opened	Guidelines

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3. By clicking Ministry Guest Login, 'Welcome Page' appeared with the Graphical format showing following details;

- a) State wise Total Quota Allotted and Received against Quota
- b) 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,

The screenshot displays the National Scholarship Portal interface. At the top, there is a navigation bar with links for Home, About Us, Complaints, Services, FAQ, and Contact Us. Below this is a search bar and several utility links: Apply for Fresh, Apply for Renewal, New User? Register Now, Ministry Guest Login, and Check Eligibility. The main content area features a 'Menu' on the left with 'State Wise Registrations' and 'Scheme Wise Registrations'. The central focus is the 'State Wise Registrations' table, which lists 15 states with their respective verified registration counts. At the bottom of the table, there is a summary of 36 items found and export options for CSV, Excel, and XML. A copyright notice for 2016 and a note about browser compatibility are visible at the very bottom.

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:

- This page highlights number of State Wise Registration (i.e Registration done in all 36 States) displaying 15 items per page.
- This list can also be downloaded by clicking ‘**Export Option**’ in CSV/Excel/XML format.

A close-up view of the bottom of the table, showing the pagination and export options. The text reads: "36 items found, displaying 1 to 15. [First/Prev] 1, 2, 3 [Next/Last]". Below this, the export options are listed as "Export options: CSV | Excel | XML". An arrow points from the text in the note above to the "Excel" link in this image.

5. On clicking any State, the page will show the details Total number of Registration of that **State** at first place, and then number of registrations of each **District and Blocks** belonging to 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		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.**

The screenshot shows a table of applicants with the following data:

S.No.	Applicant Name	Application Id	Father's Name	Scheme Opted	State Name
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](#)

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

The screenshot shows the following data in the Excel spreadsheet:

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

## 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 displays the National Scholarship Portal website. At the top, there is a header with the date 'Thu Aug 04 14:14:56 IST 2016', navigation links for 'Skip to main content', 'Screen Reader Access', 'Sitemap', 'Home', and language options 'A-', 'A', 'A+', 'Hindi'. The main header includes the National Scholarship Portal logo, the Department of Electronics & Information Technology, Ministry of Communications & IT, Govt. of India, and the Digital India logo.

The navigation menu includes 'Home', 'About Us', 'Complaints', 'Services', 'FAQ', and 'Contact Us'. Below the navigation menu, there are buttons for 'Apply for Fresh', 'Apply for Renewal', 'New User? Register Now', 'Ministry Guest Login', and 'Check Eligibility'.

The main content area features four statistics cards: 'Ministries Departments/Councils' (16), 'Registered Schemes' (77), 'Registered Universities/Boards/Institutions' (1617084), and 'Total Registrations' (Fresh: 114119, Renewal: 5489011).

Below the statistics, there are three sections: 'Helpdesk' (Candidates can contact the Help Desk for resolution of the technical problems, 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)).

The 'Dashboard' section contains a 'State Wise Registration' bar chart showing registrations across various states. The 'On-Board Schemes' section lists the following schemes:

Scheme Name	Status	Action
M/O Minority Affairs		
Pre Matric Scholarships Scheme for Minorities	Opened	Guidelines
Post Matric Scholarships Scheme for Minorities	Opened	Guidelines
Merit Cum Means Scholarship For For Professional and Technical Courses CS	Opened	Guidelines
Maulana Azad National Fellowship for Minority Students	Opening Soon	Guidelines
WARB, Ministry of Home Affairs		
Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Opened	Guidelines

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### 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](#)

[Apply for Fresh](#) [Apply for Renewal](#) [New User? Register Now](#) [Ministry Guest Login](#) [Check Eligibility](#)

**Menu**

- State Wise Registrations
- Pre and Post Matric Registrations

**State Wise Pre and Post Matric Registrations**

S No	STATE NAME	PRE MATRIC	POST MATRIC
1	ANDAMAN AND NICOBAR		54
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
13	HARYANA	100	100
14	JHARKHAND	119	443
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

Thu Aug 04 14:14:56 IST 2016 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

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 : 114119  
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  
Registrations

**On-Board Schemes**

M/O Minority Affairs		
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

Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Opened	Guidelines
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3. On clicking ‘Complaints’ Icon, **Complaint Form** Appeared.

The screenshot shows the 'Complaints/Feedback' form on the National Scholarship Portal. The page header includes the date 'Thu Aug 04 14:20:27 IST 2016', navigation links, and the portal's name: 'National Scholarship Portal, Department of Electronics & Information Technology, Ministry of Communications & IT, Govt. of India'. The form contains the following fields:

- Instructions: 'Students please provide Application ID' and 'Institutions please provide Institution ID'.
- Dropdowns: 'Applicant Type' and 'Complaint For Year'.
- Text inputs: 'Application/Institute ID', 'Name', 'Email', and 'Mobile Number'.
- Dropdowns: 'State of Domicile' and 'Scheme'.
- Dropdown: 'Category'.
- Captcha: A captcha image with the number '379612'.
- Text area: 'Complaint Description (Max Characters Allowed - 500 in English)' with a '500 characters remaining' indicator.
- Buttons: 'Submit' and 'Cancel'.

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 blue header with the text 'View Application Status'. Below the header, there is a label 'Enter Application/Institute ID' and a text input field containing the value 'UP201617000003105'. At the bottom of the page, there is a blue button labeled 'View Complaint Status'.

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**