Procedure to Register Institutes & to complete KYC Registration under National Scholarship Portal 2.0

First time Registration of Institute

Step 1:

- Fill Institute Registration format to register your institute under NSP.
- Fill Institute Reset Login credentials format to reset User ID & Password.
- Formats are available on our website www.gokdom.kar.nic.in or www.dom.karnataka.gov.in Submit to the Directorate of Minorities, 20th floor, V.V Tower, in-person or through Mail gokdomnsp@gmail.com

Step 2:

- The Institutes having DISE & AISHE Code only are eligible to apply.

Step 3:

- Using login credentials, login to your Institute & fill the Online Institute Nodal Officer KYC (INO) Registration Form, as per the instructions given in the user manual available in Institute login page.

Step 4:

- Take print of Institute Nodal Officer KYC (INO) Registration Form and submit the same to the Department through mail or in-person, attested by the principal with seal & signature.

Step 5:

- Institute's KYC Registration Form will be approved by the State Nodal Officer

Step 6:

- Once the Institute's KYC Registration Form is approved a "New Password" will be sent to the registered mobile number. Login by using the same & update your profile (refer User Manual).

Step 7:

- Once institute profile update is done, go to **"Add update details",** select your institute courses offered and update **course-wise fees- mandatory**.
- Only after completion of the above 7 steps your institute name will be displayed on NSP Portal for students to apply and institutes to verify applications of their students.

Format for Registration (Adding) of Colleges/Institutes under Post Matric & Merit Cum Means - National Scholarship Portal 2020-21

To,
The Director,
Directorate of Minorities
20th floor Dr B.R Ambedkar Veedhi
V.V Tower Bangalore-560001.

Sub: Registration of Colleges/Institutes Regarding.

I, The Principal of _____ hereby submit that our College/Institute is not registred in National Scholarship Portal for the students to apply for scholarship.

I therefore submit the following details in the Performa for taking suitable action and to register the name of our College/Institute.

INSTITUTE DETAILS	
Institute Name*	
DISE/AISHE Code*	
Institute Nature*	☐ GOVERNMENT INSTITUTES ☐ PUBLIC TRUST ☐ PRIVATE ☐ AIDED ☐ PRIVATE TRUST
Board State*	
Board/University Name*	
Course Level Offered*	☐ HSC/INTERMEDIATE [12TH] PUC/EQUIVALENT ☐ DEGREE/GRADUATE/UNDER GRADUATE/INTERGRATED ☐ POSTGRADUATION ☐ DOCTORATE/M.PHIL/P. HD ☐ CERTIFICATE ☐ TEACHER TRAININGS ☐ POLYTECHNIC ☐ DIPLOMA (OTHER THAN POLYTECHNIC) ☐ I.T.I ☐ PG DIPLOMA

Directorate of Minorities

Institute Address*	
Institute State*	KARNATAKA
Institution District*	
Institution Taluk/Block*	
Institute Pincode*	
Institute Tin No	
Institute Tan No	
CONTACT PERSON DETAILS	
Name*	
Mobile No*	
Phone	
E-mail*	
BANK DETAILS	
Bank Name	
Branch Name	
Bank Account Number	
IFSC Code	
Registeration Certificate*	**ENCLOSE WITH THIS FORMAT**

Date:

Place:

Principal
Seal and Signature

Note: - Send Scanned copy of the above format through e-Mail to The Directorate of Minorities – gokdomnsp@gmail.com

Directorate of Minorities

Format to Reset College/Institute Login Credentials
(in case of forget User ID & Password) under Post Matric & Merit Cum Means
National Scholarship Portal 2020-21

To,
The Director,
Directorate of Minorities
20th floor Dr B.R Ambedkar Veedhi
V.V Tower Bangalore-560001.

Sub: Reset of College/Institute Login Credentials Regarding.

I, The Principal of _____ hereby request to reset user name & password of our college/institute as we are unable to login by using last year's login credentials.

I therefore submit the following details in the Proforma for taking suitable action and to reset of college/institute Login Credentials.

INSTITUTE DETAILS	
Institute Name*	
DISE/AISHE Code*	
Institute Address*	
Institute State*	KARNATAKA
Institution District*	
Institution Taluk/Block*	
CONTACT PERSON DETAILS OF PRINCIPAL TO SEND LOGIN CREDENTIALS	
Name*	
Mobile No*	
E-mail*	

Date:

Place:

Principal
Seal and Signature

Note: - Send Scanned copy of the above format through e-Mail to The Directorate of Minorities – gokdomnsp@gmail.com

Directorate of Minorities Bangalore

Operational Manual

Operational steps involved to Fill Institute's Registration Form for AY 2020-21

Tue Jul 09 10:22:38 IST 2019
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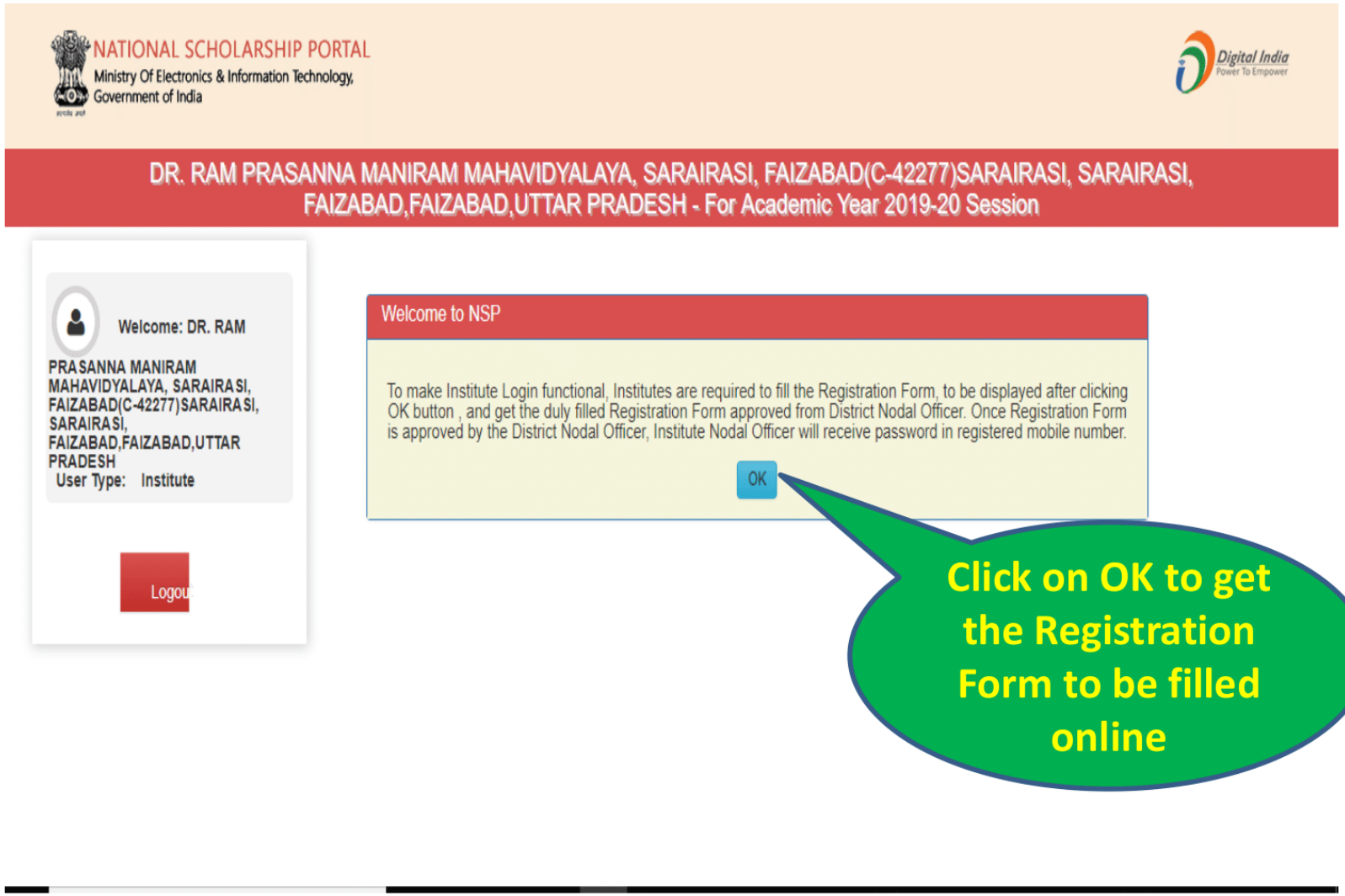
National Scholarship Portal
Ministry Of Electronics & Information Technology, Government of India
A Digital India Initiative
Home
Login for School / Institute
1.Select Academic Year 2019-20
2.Enter user ID
3.Enter Password
4.Enter Captcha
5.Click to Login in to NSP profile
------Select Academic Year------
User Id...
Password...
Captcha...
Can't See? Click on Refresh Button.
Login
School / Institute Forgot Password?
Those Institutes does not have Login Credentials can contact District / State Nodal Officers for Login Credentials.


NATIONAL SCHOLARSHIP PORTAL
Ministry Of Electronics & Information Technology,
Government of India
Digital India
Power To Empower
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
Logou
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

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

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.

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:

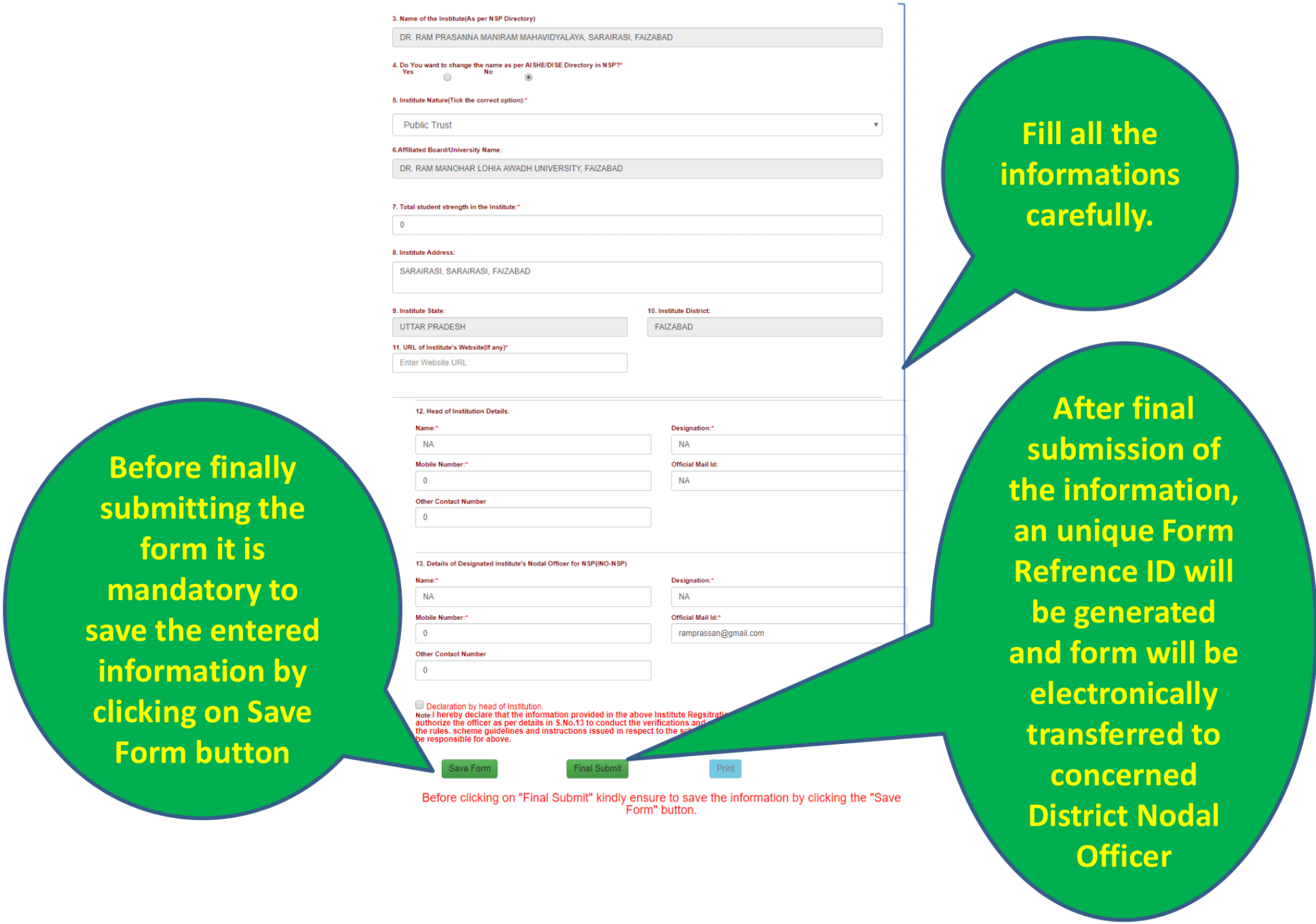
C-42277

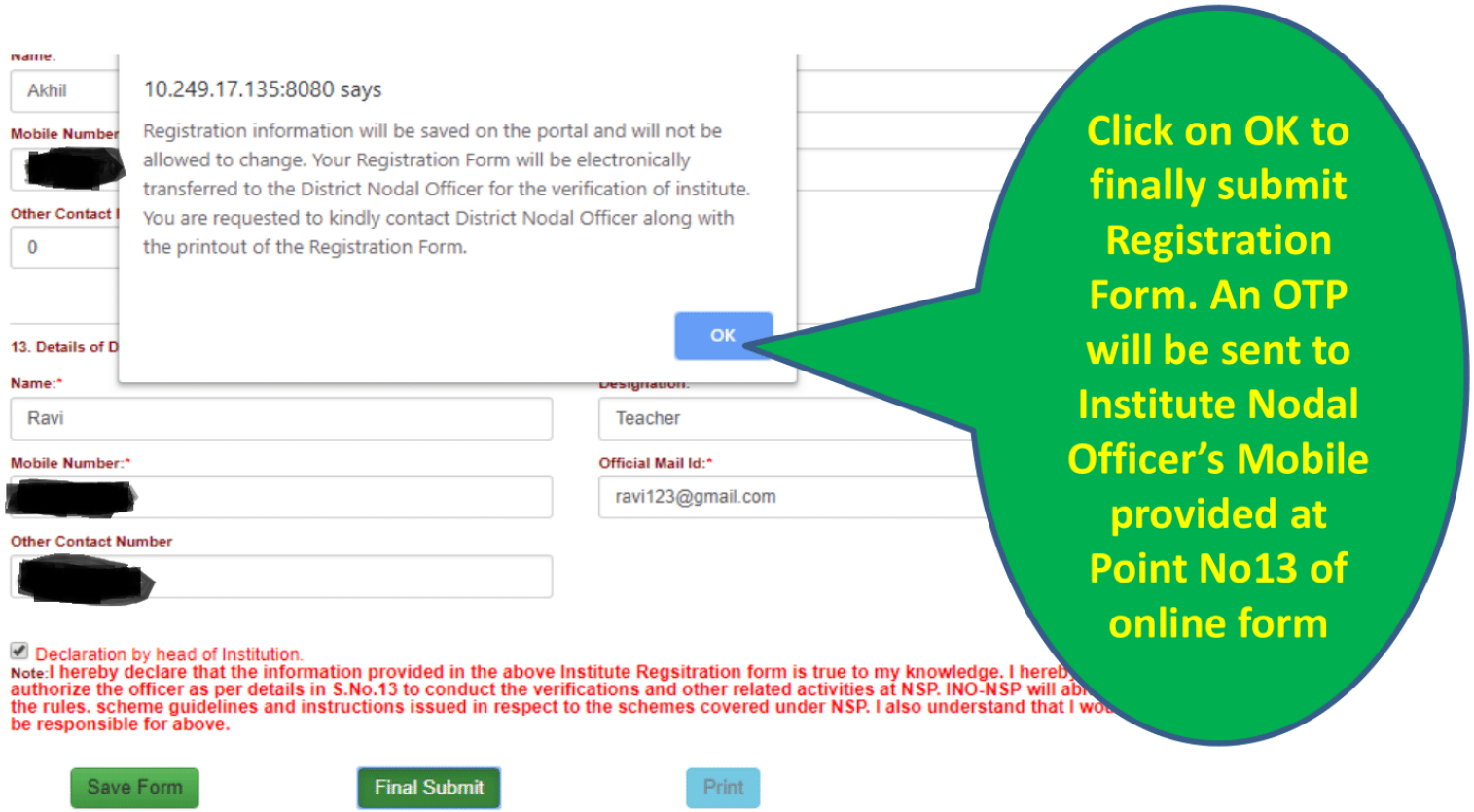
2. Name of Institute(As per AISHE/DISE Code Directory)*

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 Regsitrati
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


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
Akhil
Mobile Number
Other Contact
0
13. Details of D
Name:*
Ravi
Designation:
Teacher
Mobile Number:*
Official Mail Id:*
ravi123@gmail.com
Other Contact Number
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 hereb
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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Ministry Of Electronics & Information Technology, Government of India
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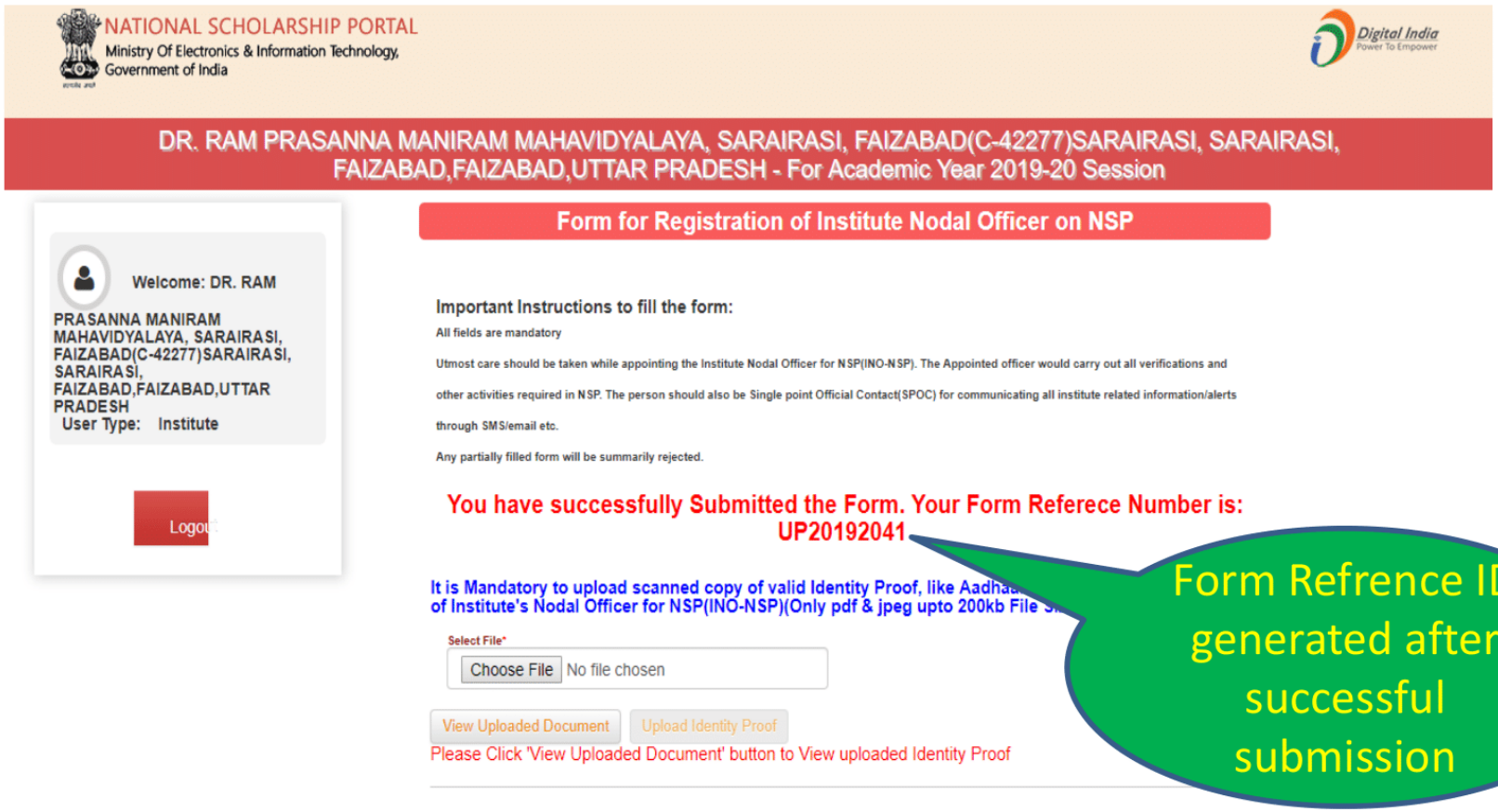
DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH - For Academic Year 2019-20 Session
Welcome: DR. RAM
PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH
User Type: Institute
Logou
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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DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH - For Academic Year 2019-20 Session
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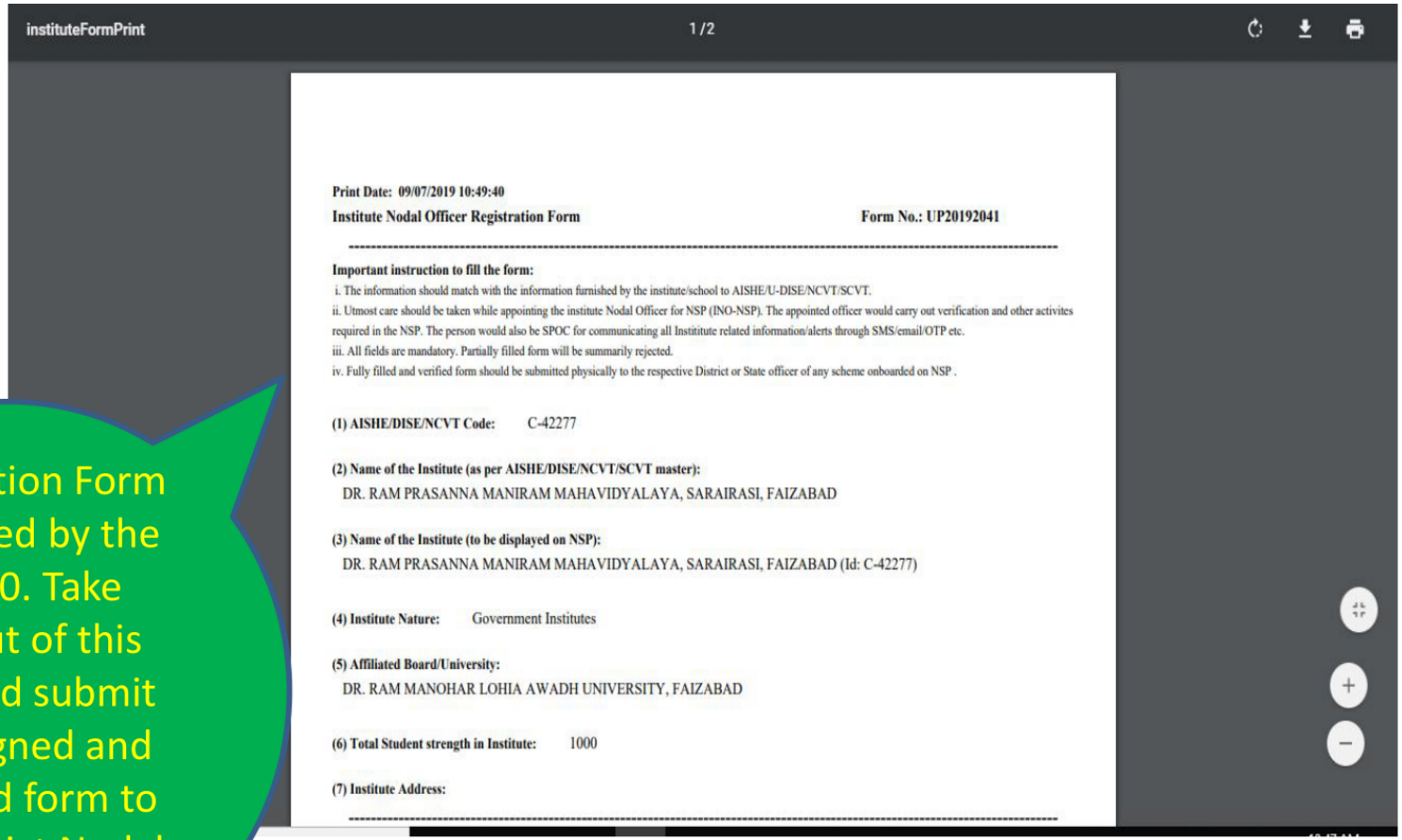
User Type: Institute
Logout
Form for Registration of Institute Nodal Officer on NSP
Important Instructions to fill the form:
All fields are mandatory
Utmost care should be taken while appointing the Institute Nodal Officer for NSP(INO-NSP). The Appointed officer would carry out all verifications and 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
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



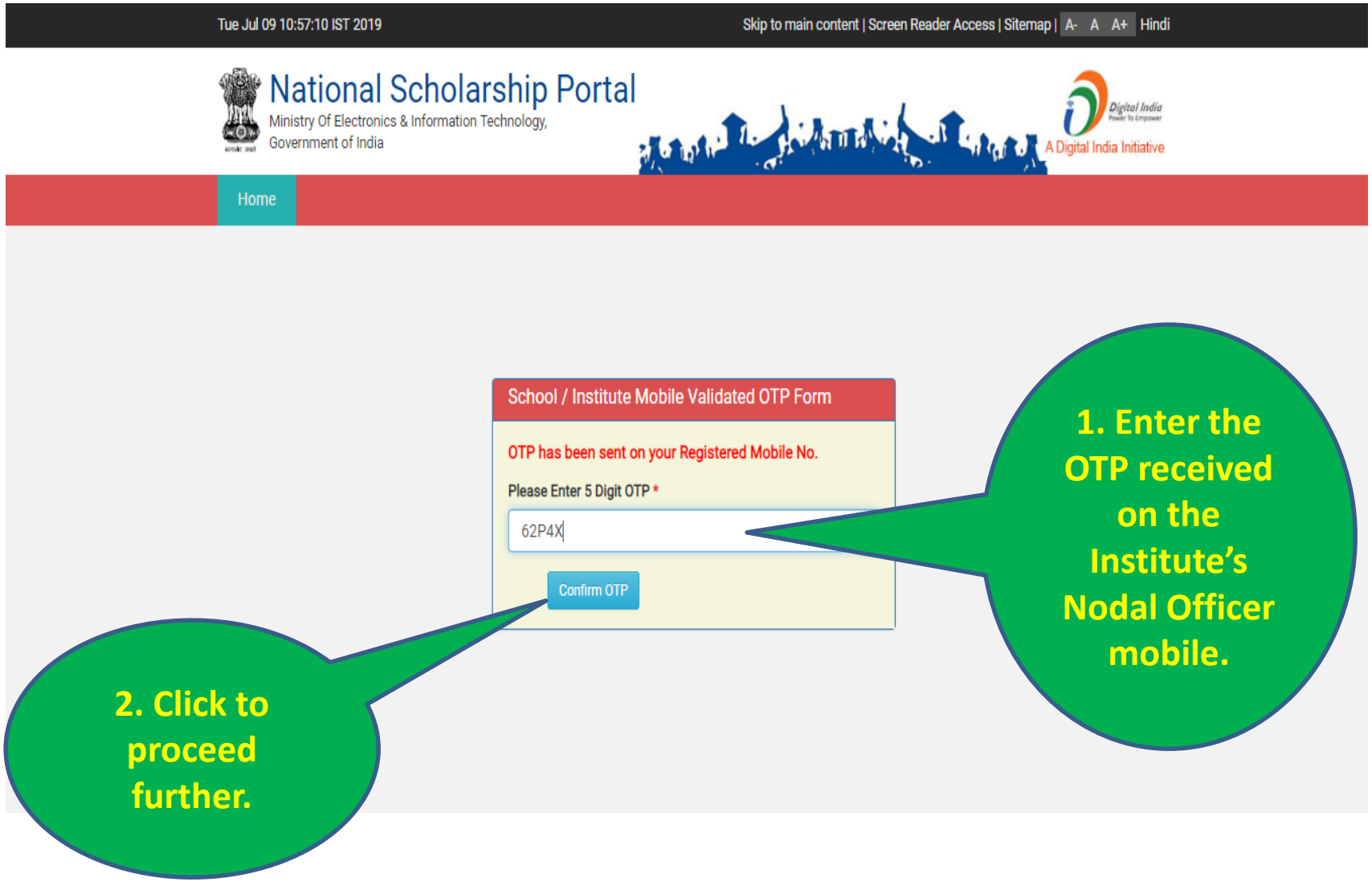
Registration Form generated by the NSP2.0. Take printout of this form and submit dully signed and stamped form to the District Nodal Officer

National Scholarships Portal (NSP2.0)

Academic Year : 2020-21

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


Tue Jul 09 10:57:10 IST 2019
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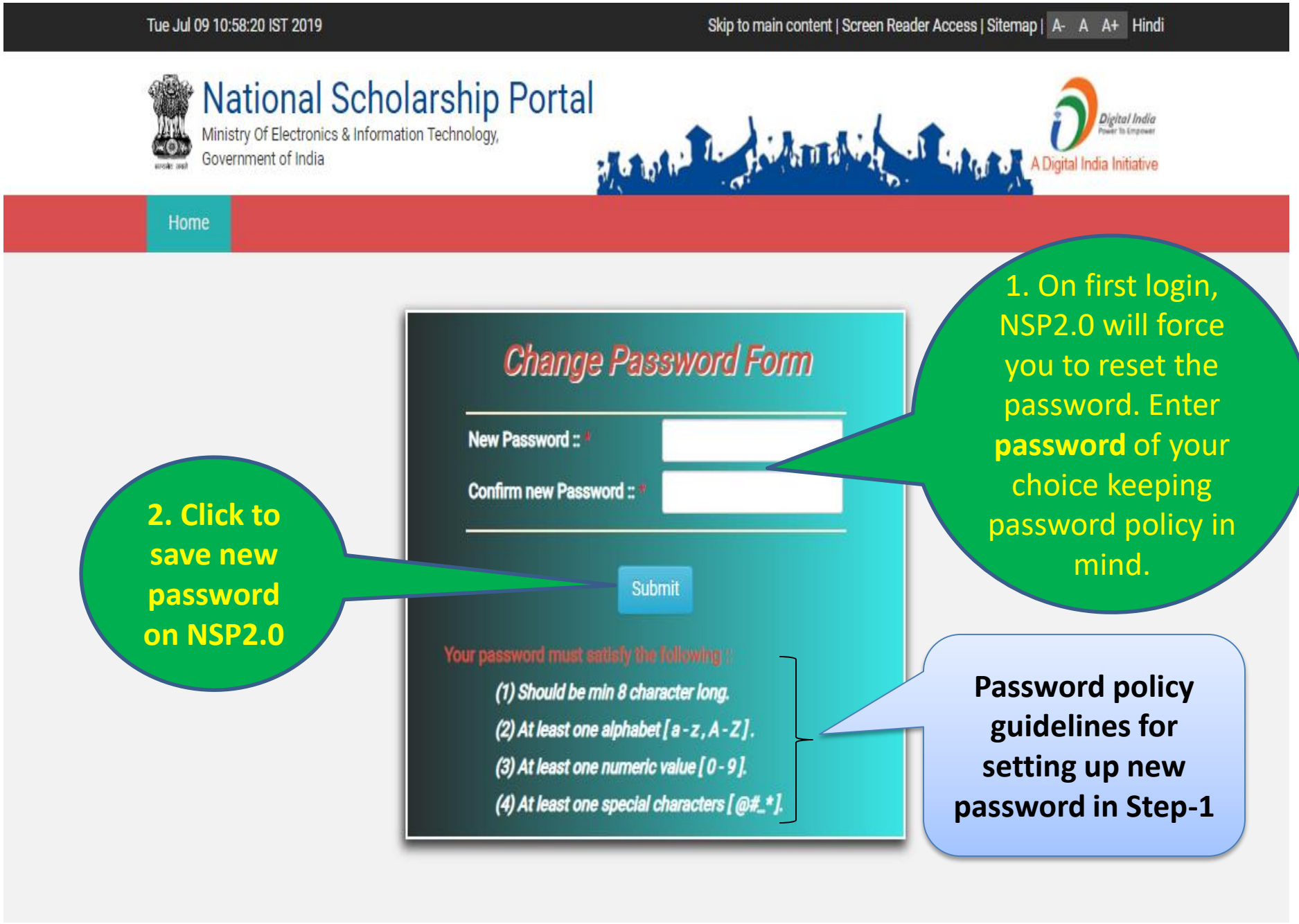
National Scholarship Portal
Ministry Of Electronics & Information Technology,
Government of India
Digital India
Power To Empower
A Digital India Initiative
Home
School / Institute Mobile Validated OTP Form
OTP has been sent on your Registered Mobile No.
Please Enter 5 Digit OTP *
62P4X
Confirm OTP
1. Enter the OTP received on the Institute's Nodal Officer mobile.
2. Click to proceed further.


Tue Jul 09 10:58:20 IST 2019
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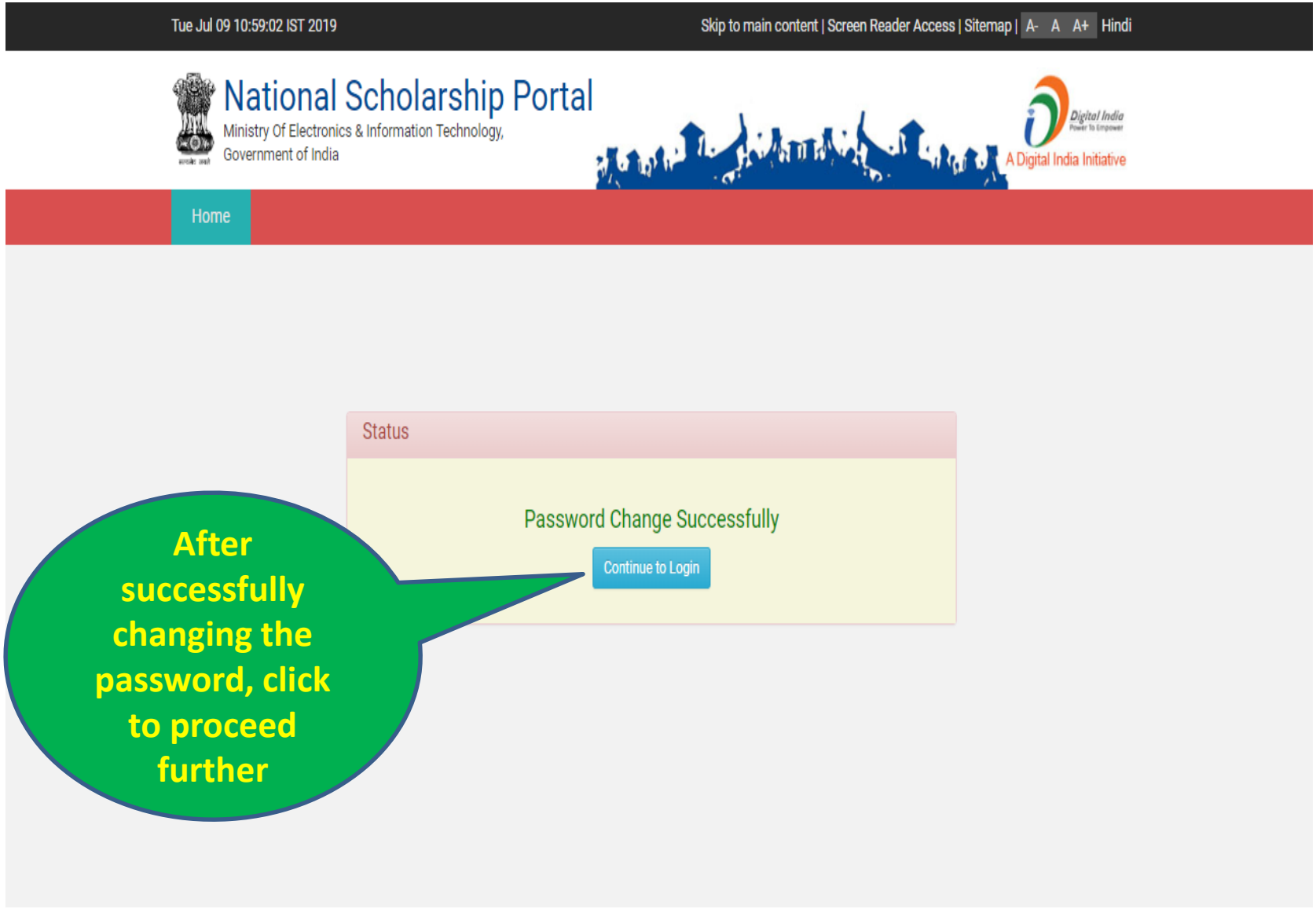
National Scholarship Portal
Ministry Of Electronics & Information Technology, Government of India
Digital India
A Digital India Initiative
Home
Change Password Form
New Password :: *
Confirm new Password :: *
Submit
Your password must satisfy the following :
(1) Should be min 8 character long.
(2) At 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


Tue Jul 09 10:59:02 IST 2019
Skip to main content | Screen Reader Access | Sitemap | A- A A+ Hindi
National Scholarship Portal
Ministry Of Electronics & Information Technology,
Government of India
Digital India
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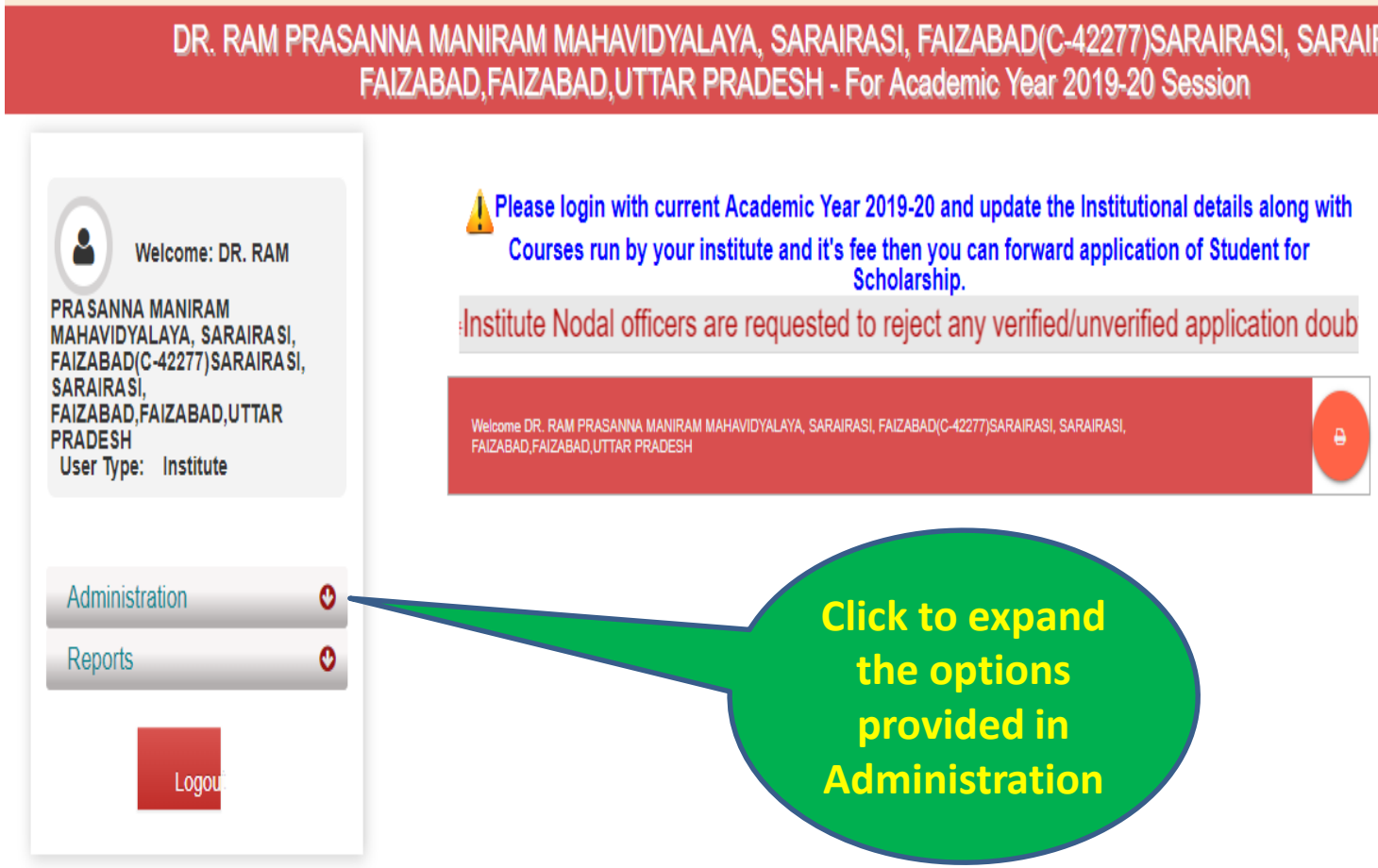
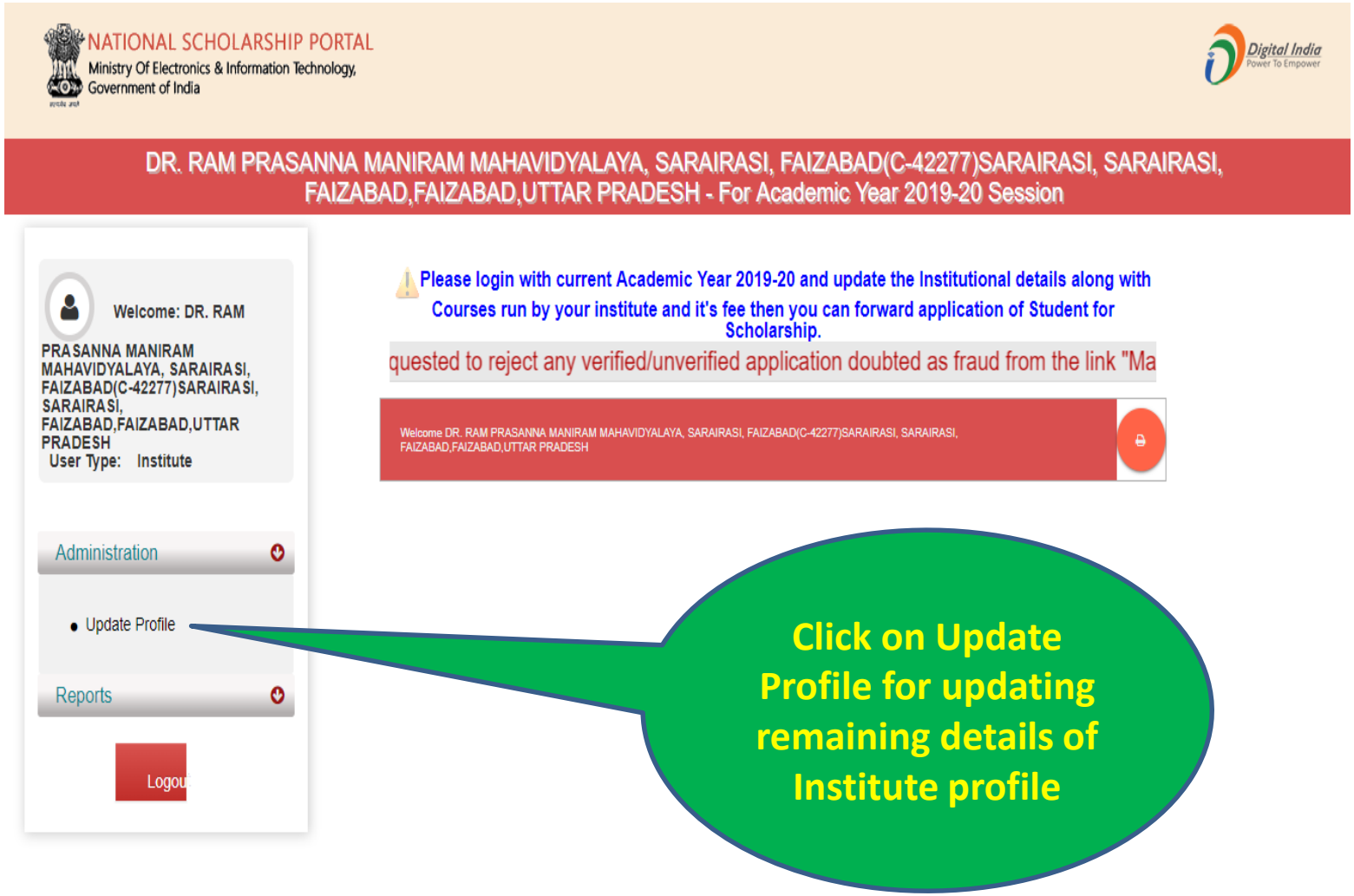
A Digital India Initiative
Home
Status
Password Change Successfully
Continue to Login
After successfully changing the password, click to proceed further

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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DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH - For Academic Year 2019-20 Session
Welcome: DR. RAM
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User Type: Institute
Administration
Update Profile
Reports
Logou
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.
quested to reject any verified/unverified application doubted as fraud from the link "Ma
Welcome DR. RAM PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH
Click on Update Profile for updating remaining details of Institute profile

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Welcome: DR. RAM

PRASANNA MANIRAM MAHAVIDYALAYA, SARAIRASI, FAIZABAD(C-42277)SARAIRASI, SARAIRASI, FAIZABAD,FAIZABAD,UTTAR PRADESH

User Type: Institute

Administration

Reports

Logou

Institute Profile Update OTP Form

OTP has been sent on your Registered Mobile No.

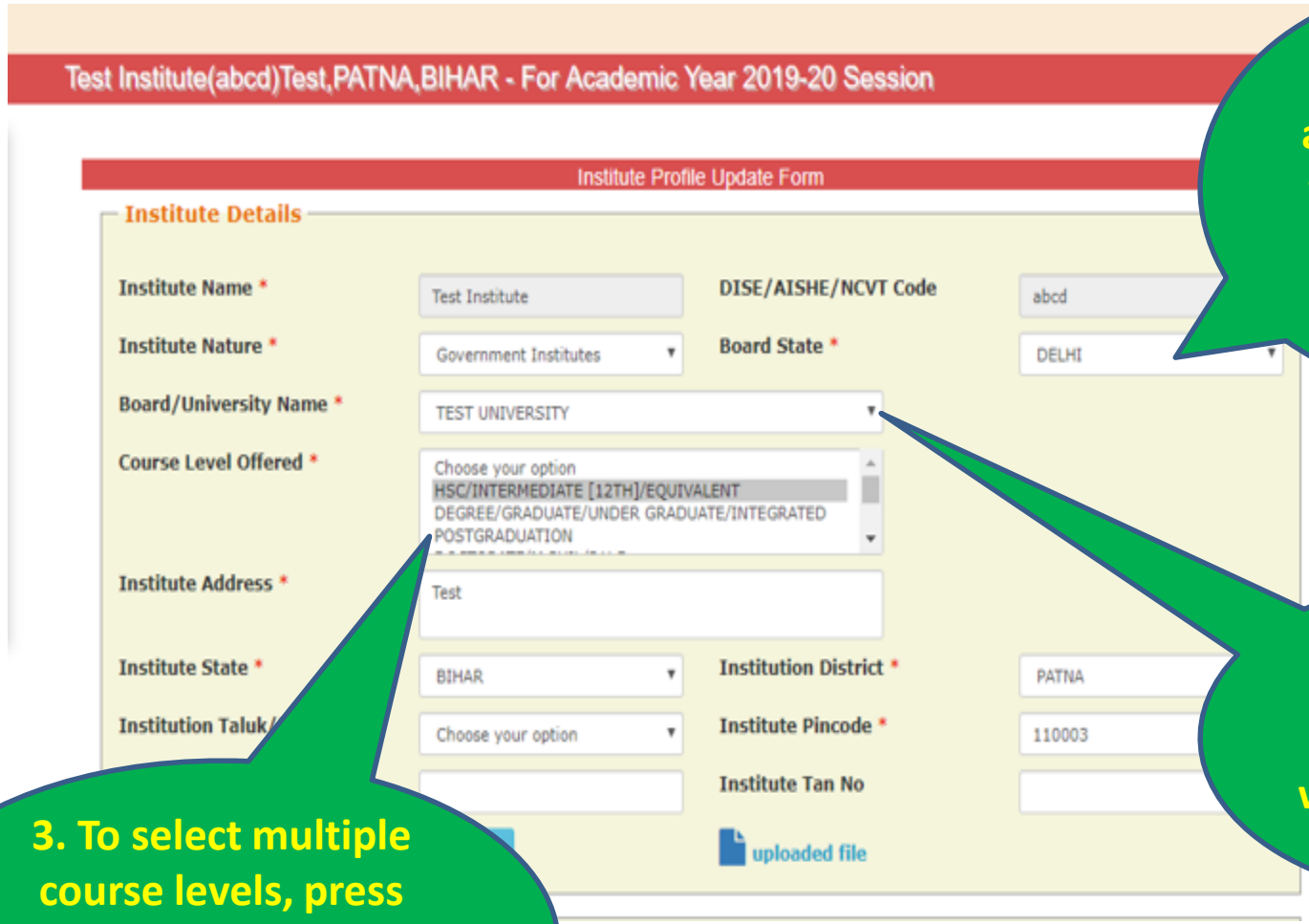
Please Enter 5 Digit OTP *

3SQGD

Confirm OTP

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

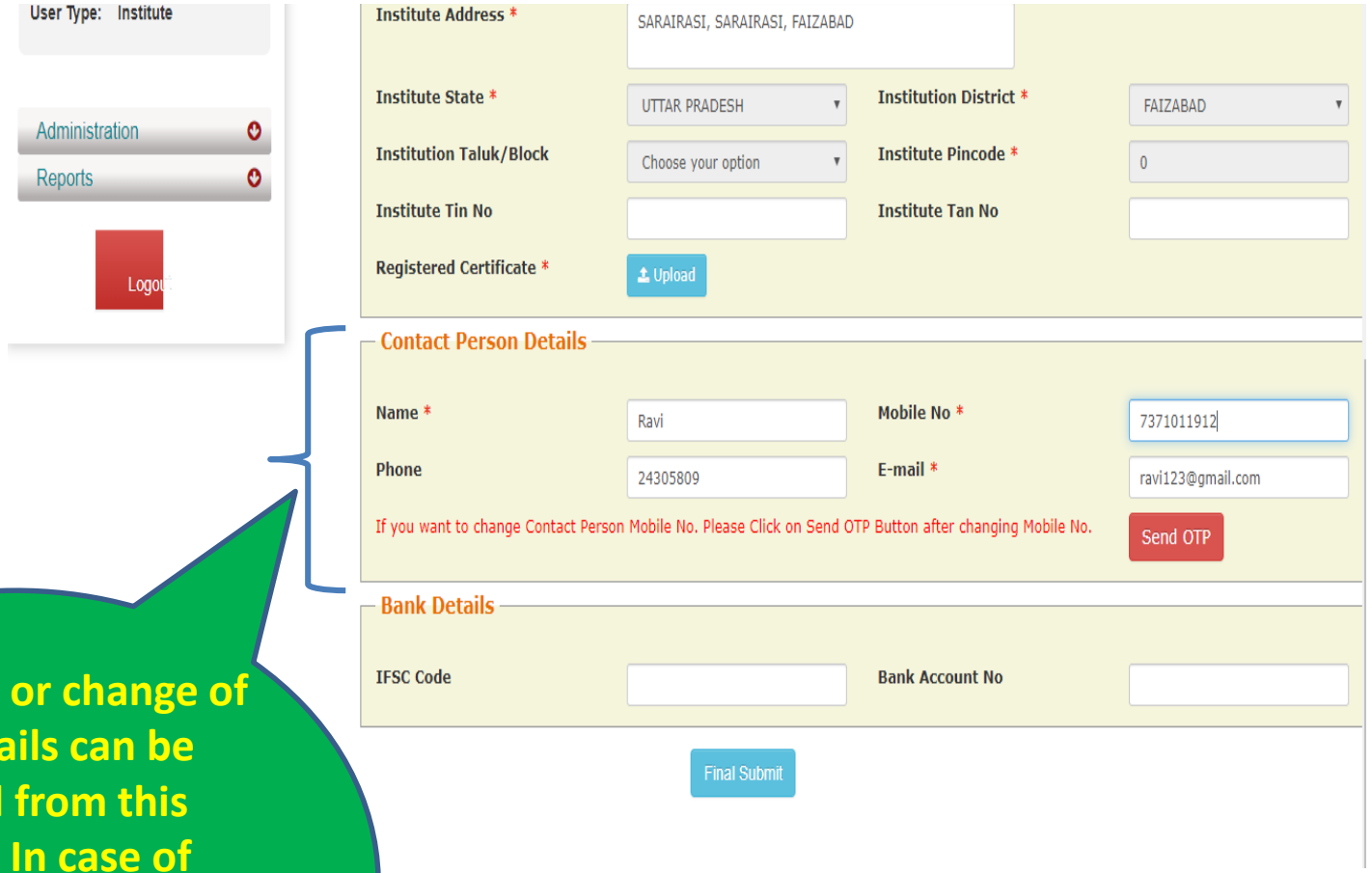
2. Click to proceed further



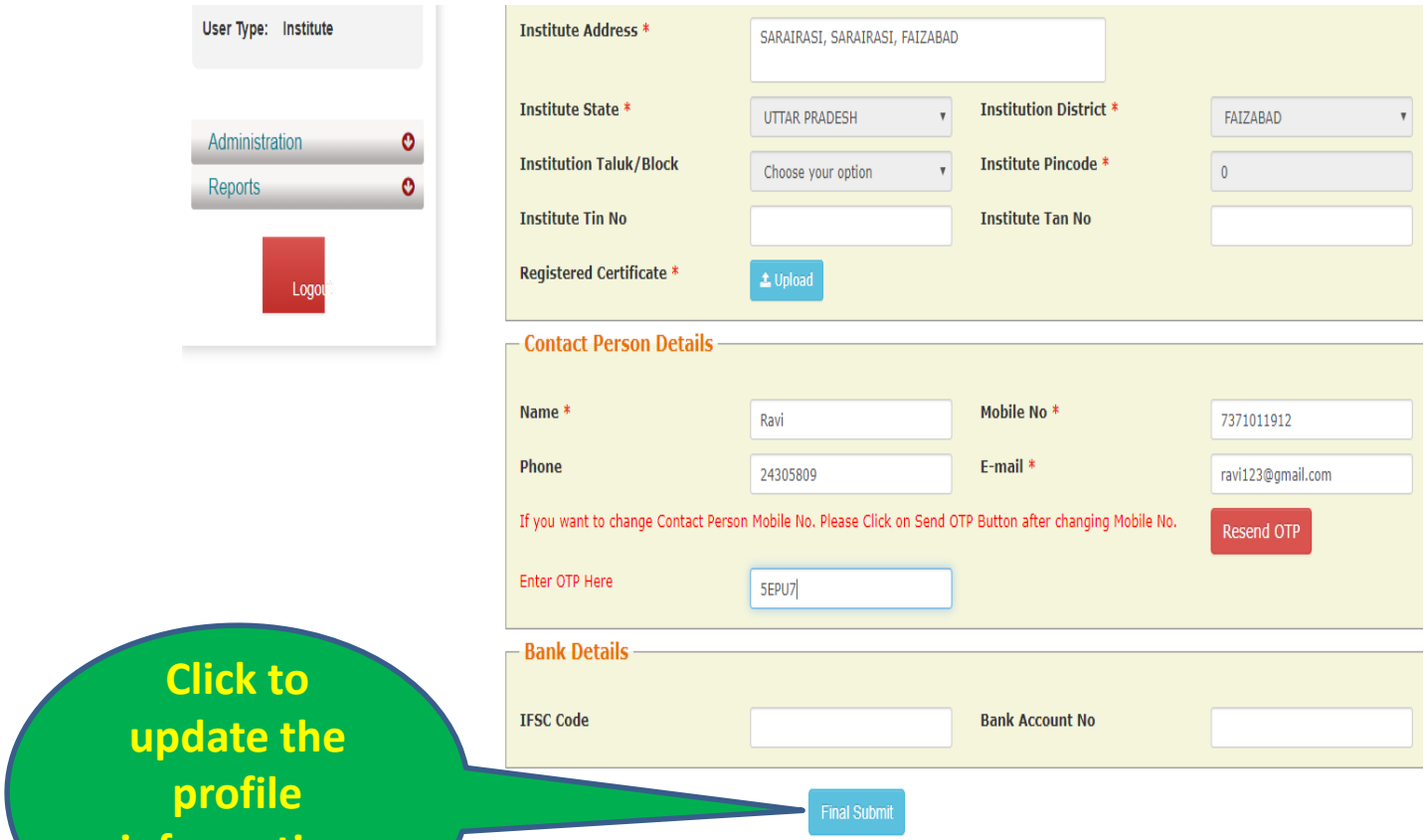
1. To change Institute's affiliation, select the State where Board / University is situated

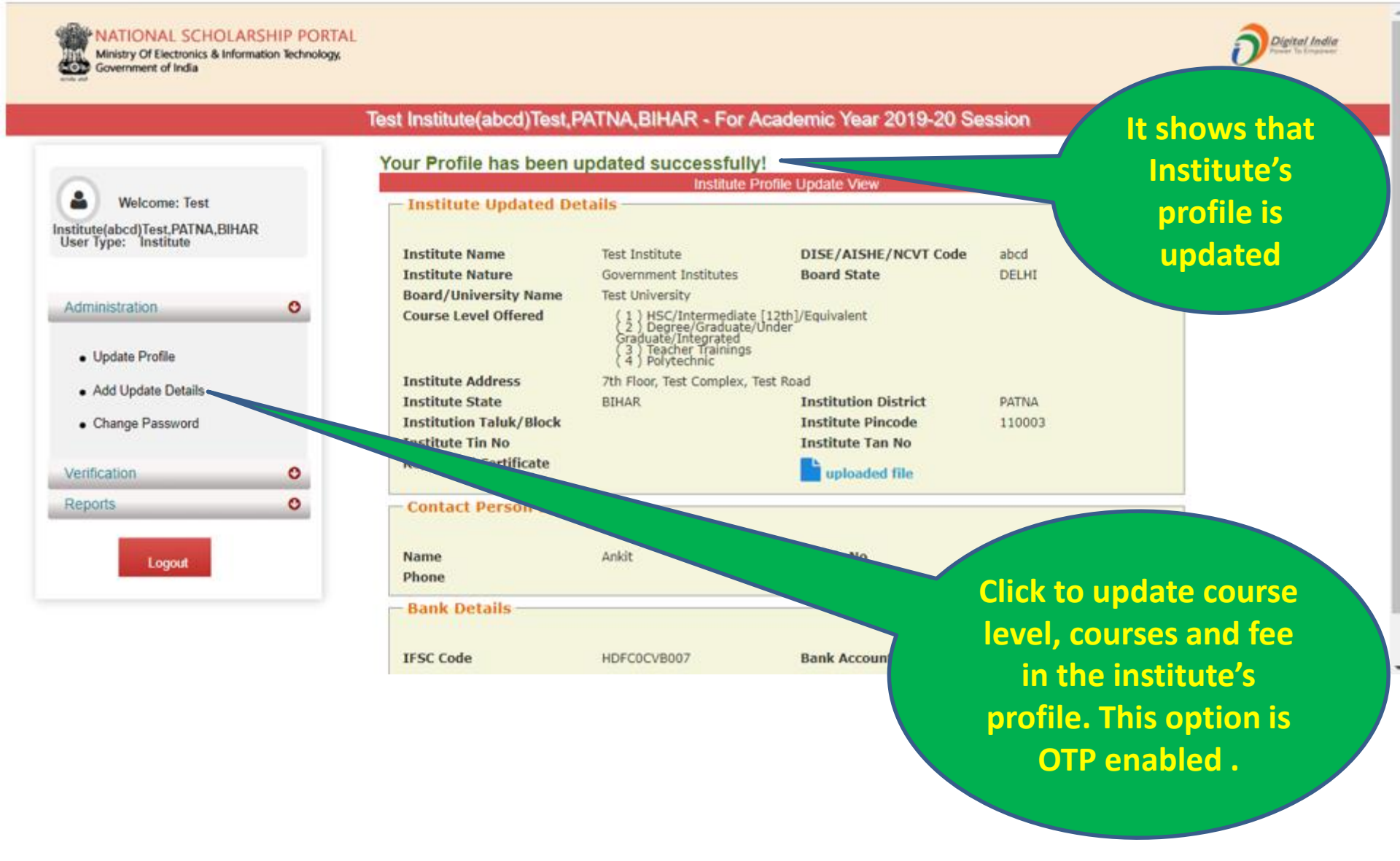
2. Select the Board / University to which Institute is affiliated with

3. To select multiple course levels, press and hold the Ctrl key on the key board and select the course levels



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
Logou
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


NATIONAL SCHOLARSHIP PORTAL
Ministry Of Electronics & Information Technology, Government of India
Digital India
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
uploaded file
Contact Person
Name
Ankit
Phone
Bank Details
IFSC Code
HDFC0CVB007
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