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## National Scholarships Portal (NSP)

National Scholarships Portal is one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursal of various scholarships to Students are enabled. National Scholarships Portal is taken as Mission Mode Project under National e-Governance Plan (NeGP).

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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.

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.

### Objectives of National Scholarship Portal:-

- Ensure timely disbursement of Scholarships to students
- Provide a common portal for various Scholarships schemes of Central and State Governments
- Create a transparent database of scholars
- Avoid duplication in processing
- Harmonisation of different Scholarships schemes & norms
- Application of Direct Benefit Transfer

### Benefits:-

Simplified process for the students:

- 1: All scholarships information available under one umbrella.
- 2: Single integrated application for all scholarships

### Improved transparency:-

- 1: System suggests the schemes for which a student is eligible.
- 2: Duplicates can be reduced to the maximum extent.



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## Helps in standardisation :

1: Master data for Institutions and courses at all India level .

2: scholarships processing

Serves as a decision support system (DSS) for Ministries and departments as up-to date information will be available on demand.

Comprehensive MIS System to facilitate monitoring every stage of Scholarships distribution i.e. from student registration to delivery of funds.

## 1. List of Scholarships:

Provide a detailed list of scholarships available, specifying their names and purposes.

### Department of Empowerment of Persons with Disabilities:-

Post-matric Scholarship for Students with Disabilities	<a href="#">Guideline</a>
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Scholarships for Top Class Education for students with disabilities.	<a href="#">Guidelines</a>
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### Department of Minority Affairs:-

Post Matric Scholarships Scheme for Minorities	<a href="#">Guidelines</a>
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### Ministry of Tribal Affairs:-

National Fellowship and Scholarship for Higher Education of ST Students - Scholarship (Formally Top	<a href="#">Guideline</a>
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Class Education for Schedule Tribe Students) - only for scholarships	
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## Department of Higher Education:-

CENTRAL SECTOR SCHEME OF SCHOLARSHIPS FOR COLLEGE AND UNIVERSITY STUDENTS	<a href="#">Guidelines</a>
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## STATE SCHEMES:-

### Arunachal Pradesh:-

Umbrella Scheme for Education of ST Children - Post Matric Scholarship (PMS) for ST Students Arunachal Pradesh	<a href="#">Guidelines</a>
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### Manipur:-

Post Matric Scholarship for ST students-Manipur	<a href="#">Guidelines</a>
CENTRALLY SPONSORED POST MATRIC SCHOLARSHIP FOR SC STUDENTS MANIPUR	

### Meghalaya:-

UMBRELLA SCHEME FOR EDUCATION OF ST CHILDREN - POST-MATRIC SCHOLARSHIP (PMS) FOR ST STUDENTS - MEGHALAYA	<a href="#">Guidelines</a>
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## 2. Eligibility Criteria:

Clearly outline the eligibility criteria for each scholarship, including academic requirements, financial need, and any other pertinent criteria – **Kindly refer guidelines as mentioned above.**

## Application Procedure:-

National Scholarship Portal Overview NSP is one-stop solution through which various services starting from student application, application receipt, verification, processing, and disbursement of various scholarships to students are facilitated. National Scholarship Portal is taken as Mission Mode Project (MMP) under Digital India. This initiative aims at providing a Simplified, Mission-oriented, Accountable, Responsive and Transparent 'SMART' System for faster and effective disbursement of Scholarship to eligible applicants directly into their account through Direct Benefit Transfer (DBT) without any leakages.

2. Purpose of the Document This document defines Roles and Responsibilities of all users of NSP, and briefly conveys the high-level processes involved while operating NSP.

3. Overall NSP Workflow The overall workflow for NSP is as below: Start Student Registration and Application Submission Level 1 Verification of Application at Institute Level Level 2/3 Verification of Application at District/ State/ Ministry Level Beneficiary Records Creation and Account Validation by PFMS Applications Deduplication and Merit List Generation Payment File Generation and Financial Approval Scholarship Disbursement through DBT Stop The steps involved in NSP are as follows:

Step-1: Student Registration and Application Submission ➤

Step-2: Level 1 Verification of Application at Institute Level ➤

Step-3: Level 2/3 Verification of Application at District/State/Ministry Level ➤

Step-4: Beneficiary Records Creation and Account Validation by PFMS ➤

Step-5: Applications Deduplication and Merit List Generation ➤

Step-6: Payment File Generation and Financial Approval ➤

Step-7:



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Scholarship Disbursement through DBT Kindly refer User manual(s) for steps involved at each of the above steps. National Scholarship Portal (NSP) Standard Operating Procedures Ministry of Electronics and Information Technology Page 6 of 17

4. Users of NSP and their Roles and Responsibilities This section enlists the essential users of NSP, and enumerates their brief roles and responsibilities.

4.1. Users of NSP The primary users of NSP are as under: a) Student / Applicant b) Institute Nodal Officer c) District/ State/ Ministry Nodal Officer d) Scheme owner Ministries / Departments / Other Govt. bodies e) Ministry of Electronics & Information Technology f) Direct Benefit Transfer(DBT) Mission, Cabinet Secretariat g) National Informatics Center (NIC) h) Help Desk

4.2. Roles & Responsibilities The user-wise Roles & Responsibilities are as per the subsections below:

4.2.1. Student/ Applicant The primary role of the Student/ Applicant is to register and submit the application at NSP. The student/applicant who is applying for the first time on NSP portal, is referred to as Fresh Students, and the students who have been granted scholarship in any of the scheme on-boarded at NSP in the immediately preceding Academic Year, are referred to as Renewal students.

**The student/applicant using the NSP must adhere to the following:**

## **1. Registration Process for Fresh Students:**

a) Students applying for scholarship for the first time need to "Register" on the portal as fresh applicant, using the icon "New Registration" at NSP Portal URL - <https://scholarships.gov.in/>, by providing accurate and correct information as per their documents.

b) Before initiating registration process, students are advised to carefully go through the "Guidelines for Registration on National Scholarship Portal" and keep their National Scholarship Portal (NSP) Standard Operating Procedures Ministry of Electronics and Information Technology Page 7 of 17 Educational and other documents such as Aadhaar number, Enrolment number, Bank passbook etc. in hand.

c) Fields marked as '\*' are mandatory. d) Students who have been assigned Aadhaar shall mandatorily provide their Aadhaar number in their application.

e) Student(s)/The Student who do not possess Aadhaar shall provide the enrolment ID (if available), and upload scanned copy Bank Passbook with Photograph, in PDF or JPEG format



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(Maximum size 200 KB). The student will also be required to upload bonafide student certificate from Institute / School in along with their application form.

f) Upon submitting all the details on registration page, student will get a unique application ID and password through SMS on the provided(registered) mobile number.

g) The student shall login to NSP using application ID and password received. The student must change the password upon first login. This password has to be kept safely and confidentially. The student can change the mobile number only before the first login, i.e. before changing the received password.

h) The student can apply in any of the scheme on-boarded on NSP by providing accurate and correct information as per their documents, and shall submit the documents to the Institute after Final submission of the application at NSP portal.

i) The detailed procedure for filling the application form has been provided in the User Manual for Applicants.

## **Renewal Criteria:-**

### **2. Process for Renewal Students:**

a) Renewal Students are the students who have been granted scholarship in any of the scheme on-boarded at NSP, in the immediately preceding Academic Year.

b) Renewal Students can only apply for renewal of scholarship in the same scheme, for which they have been granted scholarship in the previous Academic Year. Student is required to update their marks obtained in previous year and submit the application on NSP Portal. The student must keep the account in which scholarship was received in previous year as active (i.e. non-dormant) and functional to receive scholarship amount.

c) In case the student wish to apply for any other scheme, he/she must login using their previous year's application ID and password, select the option for withdrawing the National Scholarship Portal (NSP) Standard Operating Procedures Ministry of Electronics and Information Technology Page 8 of 17 renewal application, and then register as a Fresh Student in the current Academic Year. Thereafter, they shall follow the process for Fresh Application.

### **3. Precautions to be taken**

a) The student/applicant must ensure that the Bank Account details (A/c Number, IFSC Code) submitted is correct and keep the account active (i.e. non-dormant) and functional to receive scholarship amount (i.e. Any condition imposed on accounts by bank, like seeding of



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AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with).

b) The student/applicant must ensure that the resolution/quality of documents uploaded is adequate so that they are clear and readable.

c) The student/applicant must ensure that the mobile number provided in the application is correct and belongs to the student/ applicant.

d) The student/applicant must select the desired scheme from list of schemes available as per the eligibility criteria of the scheme(s).

e) The student/applicant must take timely action(s) on the SMS received from NSP.

f) The student/applicant must follow up with Institutes for application verification before the deadlines.

g) The student/applicant must rectify the error(s) and comply with the remarks made in the application in case the application is marked as defective in NSP.

h) The student/applicant shall note that applications marked rejected / fake by the nodal officer during the verification / reverification process will not be considered for further processing on NSP.

i) The student/applicant must carefully select their institute. If applicant selects some other institute by mistake, he or she will have to get their application marked defected from the selected institute and then Institute can be corrected.

j) The student/applicant shall note that priority for Scholarship Disbursement will be given to the Aadhaar seeded bank accounts.

k) The student/applicant shall note that NSP provides only one chance for updating bank account details (only in case when bank accounts details are not validated by PFMS). Applicants should be cautious to exercise this option, failing which the application will not be considered for scholarship. National Scholarship Portal (NSP) Standard Operating Procedures Ministry of Electronics and Information Technology Page 9 of 17 4.2.2. Institute Nodal Officer The primary role of the Institute Nodal officer is 1st Level verification of the applications submitted by applicants at NSP. The application form for student has been simplified with minimal uploading of scanned documents by students on NSP. Hence, the role of the Institute Nodal officer becomes very critical in the entire chain of verification process.



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## 1 st Level Verification Process & Steps

- a) The Institute Nodal officer must verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant, and maintain physical copies of supporting documents submitted by the student/ applicant. The District/State/Ministry Nodal Officer can ask for copies of these documents from the Institute Nodal Officers, as and when required.
- b) The Institute Nodal officer has the option to either Verify the application, Reject the application or Defect the application. In case she/he chooses to Reject or Defect the application, the reasons for rejection or defect must be provided, so that the same can be displayed to the student/applicant.
- c) The Application defected by the Institute will be returned to student/applicant for correcting the same, and once submitted by the student/applicant, the application will be shown under Reverification section of NSP application.
- d) The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedure as prescribed by Institute authorities / Government are followed.
- e) The Institute Nodal Officer shall ensure that the applications are scrutinized well-intime by the Institute, thus avoiding the last-minute rush to verify the applications.
- f) The Institute Nodal Officer shall ensure that there are no pending applications, as on last date of L1 verification for that particular scheme, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).
- g) The Institute Nodal Officer can mark any application as Fake at any stage before the payment is made, using the option “Mark as Fake” under the Verification section in his/her profile, in case a fraud is suspected in the application.

## District/ State/ Ministry Nodal Officer

The primary role of District/ State/ Ministry Nodal officer is 2nd/ 3 rd Level verification (as per the scheme guidelines) of the applications submitted at NSP and verified by Institutes. The District/ State/ Ministry Nodal officer using NSP must comply with the following





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## 2. District/ State/ Ministry Nodal Officer: Adding / Verification of Institute(s)

a) The District/ State/ Ministry Nodal Officer reset the password of a registered Institute using the option “Reset Institute Login Password” under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. He/She can select the Institute from the list displayed in search results, and click on reset the password. He/She also has the facility to change the mobile number of Institute Nodal Officer through this option, so that the OTP is received on the mobile number of current officer.

b) The District/ State/ Ministry Nodal Officer can add new Institute using the option “Add Institute/School” under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. If the Institute is already registered, the District/ State/ Ministry Nodal Officer can reset the password. If Institute is not registered, he/she can register the Institute and create User credentials of the Institute by providing details such as Institute Nodal Officer Name and Mobile number. The User credentials will be generated by the system, and will be sent as an SMS to the provided mobile number. The Institute Nodal Officer can then proceed for the Institute Nodal Officer registration as per the process. National Scholarship Portal (NSP) Standard Operating Procedures Ministry of Electronics and Information Technology Page 13 of 17

c) The District/ State/ Ministry Nodal Officer shall ensure that the Institute Nodal Officer registration is approved on the NSP portal after physically verifying the certified Institute Registration form submitted by the Institute Nodal Officer, along with photograph and identity proof.

## 3 rd Level Verification Process & Steps

a) For the schemes that require third level of verification, the State/ Ministry Nodal Officer shall follow the same process as followed for 2nd Level Verification.

## Contact Information:-

4.2.8. **Help Desk Help Desk** for NSP is maintained by NIC, with support from external call center agency. The primary role of the helpdesk is to provide first level assistance to the users of NSP. The helpdesk shall:

a) Assist the student(s)/applicant(s) for filling the registration and application forms, and provide technical support.



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b) Escalate the critical issues to NSP team, as and when required. c) Maintain a list of User category-wise FAQs for several users of the portal.

d) Keep the operators of call center agency updated about the processes at NSP

## National Scholarship Portal

Ministry of Electronics & Information Technology, Government of India



**Please check the Announcement corner regularly for latest updates and information.**

**For any technical queries, please contact Helpdesk at helpdesk[at]nsp[dot]gov[dot]in or 0120 - 6619540 (from 8 AM to 8 PM on all days, excluding holidays)**

### Scholarship Amount and Components:-

- 1) Admission Fees
- 2) Tuition Fees
- 3) Misc. / Other Non Refundable Fee  
(Maintenance allowance, as applicable, shall not be entered and will be calculated as per the scheme guidelines.)

### Information of Number of students recipients of scholarships in the past academic year – 2022-23.

Sr. No.	Male	Female	Total
1	4	3	7