

KYC REGISTRATION PROCESS

(Operational steps involved to get the KYC registration process of the Institute in NSP portal to onboard a new Institute)

1. Step – I: Filling up the KYC registration form by INO (Screen 1 – 9)

In this Step the INO (Institute Nodal Officer) fills the KYC registration form. The main purpose of this Step is to onboard the Institute (i.e., to make the institute functional) on NSP portal. INO goes through various steps in this section to fill the KYC registration form and Aadhaar details. Various steps include updating AISHE/DISE /NCVT Code, Aadhar details of Nodal Officer and Head of Institute (like Name, No. gender, Date of Birth, mobile number etc.) and verify the details. Post verifying of the details, Nodal Officer will print the KYC registration form and proceed for Next steps.

2. Step – II: Uploading of KYC form, duly attested by HoI (Head of Institute), by INO on the portal (Screen 10 – 14)

In this Step INO upload the KYC registration form generated in STEP-I. INO is required to fill the registration form generated at STEP-I and paste his/her photograph on it and should also get it attested from the HoI. The Scanned copy of the attested KYC form is then uploaded on the NSP portal by INO.

3. Step – III: Approving of the attested KYC Registration form on the NSP portal by HoI (Screen 15 – 22)

In this Step the Head of Institute will approve the scanned registration form filled by the nodal officer on NSP portal. He will review all the details of INO KYC registration form attested with the details mentioned in the KYC registration (Physical copy) form. Post approval of this form by HoI, then this form goes to approval of SNO / DNO. Once the final approval is done, INO and HoI will receive the Login ID and password of their Institute in their registered mobile number. Using these credentials they can now login in the NSP portal.

Details of Step I

The screenshot shows the homepage of the National Scholarship Portal (NSP) at <https://scholarships.gov.in>. The page features a banner with an illustration of a hand dropping a coin into a slot labeled 'Application form', and an umbrella sheltering a group of students. The umbrella is labeled with various ministry abbreviations: MOMA, MDLE, DOHE, UGC, MOTA, RSPF, WABP, MOSJ, and DEPD. Below the banner, there are five main menu categories: About Us, Applicant Corner, Institute Corner, Officer's Corner, and Public Corner. The 'Institute Corner' menu is expanded, showing options for 'Institute Login' and 'Institute Information'. The 'Fill Registration Form' option under 'Institute Login' is highlighted with a red box and a red circle containing the number '1'. The bottom of the page has a navigation bar with links for 'Central Schemes', 'UGC / AICTE Schemes', and 'State Schemes'.

About Us	Applicant Corner	Institute Corner	Officer's Corner	Public Corner
<ul style="list-style-type: none">About NSPSchemes on NSPOperational manual on functionalities of NSPStandard Operating Procedures	Login <ul style="list-style-type: none">New RegistrationApplication Submission for AY 2023-24<ul style="list-style-type: none">Fresh ApplicationRenewal ApplicationPrevious Years Application StatusMOMA AY 22-23 FreshMOMA AY 22-23 Renewal	Login <ul style="list-style-type: none">Institute Login<ul style="list-style-type: none">Fill Registration FormInstitute Information	Login <ul style="list-style-type: none">District LoginState / Board loginMinistry login Officer's Information <ul style="list-style-type: none">Scheme-wise Nodal Officers ListScheme-wise Grievance Redressal Officer	<ul style="list-style-type: none">DashboardSearch for Institutes on NSPList of Applicants processed for scholarshipsSearch Scheme Wise Nodal OfficerSchemes' Nodal Officers at District LevelPFMS, HelpdeskContact Us

Screen 1

1. For the New Institute User. Click on the 'Fill registration Form' to fill the form details. This will lead to New Screen

Institute KYC Registration Form

Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code: * 1

Enter Captcha * 3

Can't See? Click on Refresh Button.

 2

4



Screen 2

On Selecting the Fill Registration form the Screen 2 screen appears as above, the User then needs to enter the details and captcha. This Screen shows how to Validate the AISHE/DISE/NCVT code. After clicking 'Submit' successfully the Screen 3 will appear. Follow the below steps for Screen 2:

1. Enter AISHE/DISE/NCVT code
2. Refresh Captcha
3. Enter Captcha
4. Click to Submit


Institute KYC Registration Form

Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code: *

Enter Captcha *

Can't See? Click on Refresh Button.



Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Show entries

Search:

Sr. #	DISE/AISHE/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District /State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

Screen 3

After Screen 2 being successful, Screen 3 appears. In Screen 3, the INO details mentioned in the Grid (highlighted by Green) shows no data available because the Aadhar details are not entered or verified. For next steps, please click on 'Continue with Aadhar verification' and enter the details of Aadhar for validation. Follow the below steps:

1. Please read the Notification. If the KYC form is already filled, then the same will be displayed in the below GRID. Then please follow point 2.
2. Click on 'Continue with Aadhar Verification'

[Click here to Participate](#)

Home

To Fill Registration Form

Institute KYC Registration Form

Step 2:- Enter Institute Nodal Officer's Details for Aadhar Authentication

INO is advised to carefully enter AADHAAR related information (ie AADHAAR number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar card.

Aadhar Number: *

Nodal Officer's Aadhar Number

1

Name as In Aadhar: *

Nodal Officer's Name as In Aadhar

2

Date of Birth: *

DD/MM/YYYY

3

Gender: *

Choose your option

4

Mobile Number: *

0

5

Submit

6

Screen 4

After Screen 3 on clicking 'Continue with Aadhar verification' the next screen appears as Screen 4. In this screen the INO will enter all the details related to its Aadhar card for verification and validation. Follow the below steps and enter details for Aadhar Verification:

For Institute Nodal Officer (INO) details:

1. Enter Aadhar no.
2. Enter Name as in Aadhar card
3. Enter Date of Birth
4. Select Gender
5. Enter Mobile No.
6. Click on Submit

Institute KYC Registration Form

Step 3:- Enter Institute Head Details for Aadhar Authentication

Head is advised to carefully enter AADHAAR related information (ie AADHAAR number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar card.

Aadhar Number: *

Institute Head Aadhar Number

1

Name as In Aadhar: *

Institute Head Name as In Aadhar

2

Date of Birth: *

DD/MM/YYYY

3

Gender: *

Choose your option

4

Mobile Number: *

0

5

Submit

6

Screen 5

After Screen 4 the next screen appears as Screen 5, In screen 5 HoI details will be entered related to its Aadhar card for verification and validation. Follow the below steps:

For Head of Institute (HoI) details:

1. Enter Aadhar no. of Hol
2. Enter Name as in Aadhar card of Hol
3. Enter Date of Birth of Hol
4. Select Gender of Hol
5. Enter Mobile No. of Hol

Step 4:- Institute Details

Institute Nodal Officer's Identity Proof

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 between 50kb to 200kb File Size allowed)

File Name of Identity Proof should contains alpha numeric only

Select File*

No file selected.

Institute Name: *

SEC ASHRAM SCHOOL CHANKAPUR

Institute Address: *

Institute Address

State: *

MAHARASHTRA

District: *

NASHIK

State for Affiliated Board/University: *

Central State

Affiliated Board/University: *

Choose your option

Institute Nature: *

Choose your option

Total student strength in the Institute: *

0

URL of Institute's Website(If any):

Enter Website URL

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

The Aadhar , Name as in Aadhar , Date of Birth , Gender and Mobile Number has been verified from UIDAI.

Aadhar: *

XXXXXXXX2905

Details of Designated Institute's Head/Officer for NIP (H/O NIP)

The Aadhar , Name as in Aadhar , Date of Birth , Gender and Mobile Number has been verified from UIDAI.

Aadhar: *	XXXXXXXX2905
Name as In Aadhar: *	BALAJI NAMDEVRAO BHUJBAL
Date of Birth: *	11/02/1979
Gender: *	Male
Mobile Number: *	285
Designation: *	HEAD MASTER
Official Mail Id: *	chankarpur1972@gmail.com
Other Contact Number:	852

Details of Head of Institute

The Aadhar , Name as in Aadhar , Date of Birth , Gender and Mobile Number has been verified from UIDAI.

Aadhar: *	XXXXXXXX2905
Name as In Aadhar: *	BALAJI NAMDEVRAO BHUJBAL
Date of Birth: *	11/02/1979
Gender: *	Male
Mobile Number: *	285
Designation: *	HEAD MASTER
Official Mail Id: *	chankarpur1972@gmail.com
Other Contact Number:	852

Submit

9

10

11

12

13

14

15

Screen 7

After Screen 5 the next screen appears as Screen 6 & 7. In these screens the INO will enter the details of Institute and verify the details for submission. Also, INO will upload a scanned copy of its Identity proof (as mentioned in below step). INO will also verify and check the details as linked in Aadhar for this NSP portal. Follow the below steps:

1. Please read this Instruction
2. Upload Scanned Copy of INO Identity proof (Identity proof can be any of Aadhar, Voter ID, license etc.)
3. Enter Institute Address
4. Select State for Affiliated Board/University
5. Select Affiliated Board / University
6. Select Institute Nature
7. Enter Total Student strength in the Institute
8. Enter URL of Institute's Website
9. Enter Designation of INO
10. Enter Official Email id of INO
11. Enter Other Contact No. of INO
12. Enter Designation of Hol
13. Enter Official Email id of Hol
14. Enter Other Contact No. of Hol
15. Review all details and Submit

[Click here to Participate](#)

[Home](#) [To Fill Registration Form](#)

Institute KYC Registration Form

Validate OTP received on Registered Mobile Number of INO

Please Enter 5 Digit OTP: *

Please Enter 5 Digit OTP

Confirm OTP

1

2

Screen 8

After Screen 7 the next screen appears as Screen 8, In this screen once all the details are entered by INO (i.e., the details of INO, HoI, Institute etc) this screen asks to validate the OTP of INO while registering the User. Follow the below steps to validate OTP details:

1. After Submitting details, enter 5-digit OTP
2. Click Confirm OTP.

[Click here to Participate](#)

[Home](#)

[To Fill Registration Form](#)

Institute KYC Registration Form

Step 6

Please get the printout of KYC form attested by Head of the institute after affixing your latest passport size photograph on it. Attested copy of KYC will be uploaded on the portal for approval by HoI and onward forwarding to District Nodal Officer for approval. INO will submit original attested copy to the DNO and keep the photocopy of attested KYC in school for records.

Your Institute KYC Registration Form Number : MH202324494.

[Back to Home](#)

[Print](#)

Screen 9

After Screen 8 the next screen appears as Screen 9, In this screen the KYC form printout should be taken by INO and should be attested (signed and stamp) by the HoI. INO should also paste a passport size photograph on the form as in the mentioned section. Attested copy of KYC will then be scanned and uploaded on the NSP portal. Post this HoI will approve the KYC form and then forward it to DNO or SNO for approval. Laos note that the INO will submit the original attested copy to the DNO and will keep a photocopy of attested KYC in school for record purpose. Follow the below steps:

1. Read the Instruction as mentioned.
2. Take the printout of the KYC form attested by HoI. Below screens will showcase the KYC Form template

Print Date: 12/10/2023 15:07:56

Institute Nodal Officer eKYC Registration Form

Form No.: UP2023 [REDACTED]

Important instruction to fill the form:

- i. The information should match with the information furnished by the institute/school to AISHE/U-DISE/NCVT/SCVT.
- ii. Utmost care should be taken while appointing the institute Nodal Officer for NSP (INO-NSP). The appointed officer would carry out verification and other activities required in the NSP. The person would also be SPOC for communicating all Institute related information/alerts through SMS/email/OTP etc.
- iii. All fields are mandatory. Partially filled form will be summarily rejected.
- iv. Fully filled and verified form should be submitted physically to the respective District / State Nodal officer of any scheme onboarded on NSP .

(1) AISHE/DISE/NCVT Code: [REDACTED] 206

(2) Name of the Institute:

[REDACTED] INTER COLLEGE

(3) Institute Nature: Government Institutes

(4) Affiliated Board/University:

BOARD OF HIGH SCHOOL AND INTERMEDIATE EDUCATION UTTAR PRADESH , ALLAHABAD

(5) Total Student strength in Institute: 640

(6) Institute Address:

Address: [REDACTED] KAIMGANJ
District: FARRUKHABAD State: UTTAR PRADESH
URL of Institute's website (if any):

(7) Details of Designated Intitute's Nodal officer for NSP (INO-NSP):

<p>i. Aadhar: XXXXXXXXX7001</p> <p>ii. Name: [REDACTED] Kumar</p> <p>iii. Date Of Birth: 01/10/1970</p> <p>iv. Gender: Male</p> <p>v. Contact no: [REDACTED]107</p> <p>vi. Mobile no: [REDACTED]107</p> <p>vii. Designation: ASST TEACHER</p>	<p>Passport size</p> <p>Photo of</p> <p>INO-NSP</p>
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viii. Official email id: [REDACTED]@gmail.com

Government issued ID Proff (provide details of the same)

(8) Head of Institute details:

i. Aadhar: XXXXXXXX0009

ii. Name: [REDACTED] Rajput

iii. Date of Birth: 15/12/1966

iv. Gender: Male

v. Official email id : [REDACTED]@gmail.com

vi. Designation: Principal

vii. Contact no: [REDACTED]153

viii. Mobile no: [REDACTED]153

Print Date: 12/10/2023 15:07:56

Institute Nodal Officer eKYC Registration Form

Form No.: UP2023 [REDACTED]

(9) Declaration by the Head of Institution:

.....**To be Filled by District/State/ Nodal Officer**.....

I here declare that the Institute Nodal Officer has submitted the duly authorized form (with all attachment) for registration on NSP, and I have registered his/her mobile no. after proper due-diligence.

Signature of District / State Nodal Officer

Name:

Place:

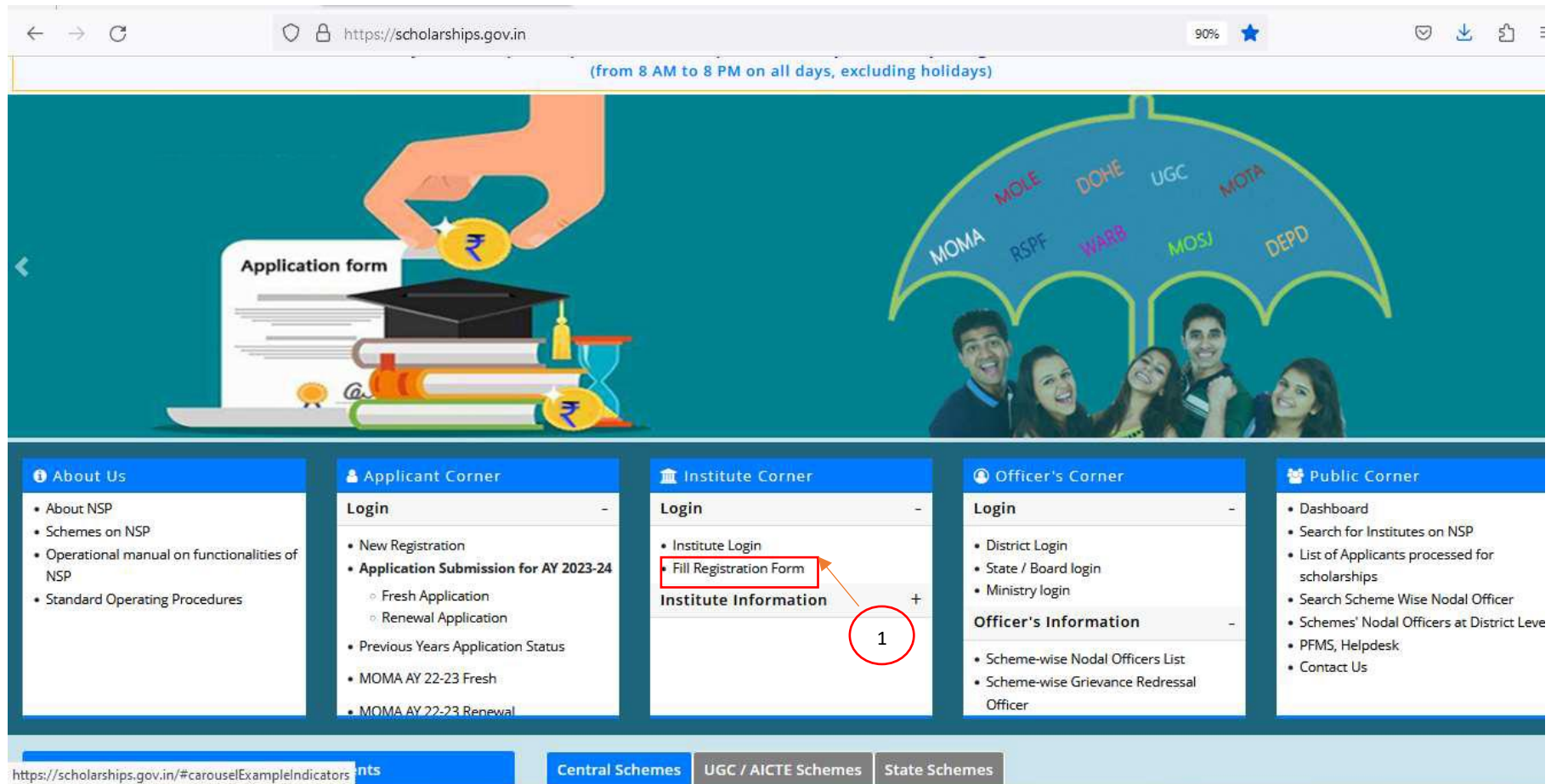
Date:

I hereby declare that the information provided in the above Institute Nodal Officer Registration form is true to my knowledge. I hereby also designate Shri/Smt/Ms. **Vijai Kumar** whose details are given above, as INO-NSP for (name of the Institute) **RAM DARSHANI RAJKEEYA INTER COLLEGE**. He/she would be responsible for verifying the details furnished by students in their application to claim any Scholarship under NSP and abide by all the guidelines/instructions issued in this regard. I also understand the INO-NSP of the Institute and myself, as the head of the Institution shall be jointly and severally responsible for the verifications as well as for any other information given/activity performed under NSP for while processing the applications of students for any scholarship scheme under NSP.

Signature of INO-NSP: Name: Date: DD/MM/YYYY	Signature of Head of Institution: Name: Date: DD/MM/YYYY	Seal of Institution: Name: Date: DD/MM/YYYY
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Details of Step II

INO will go to the Registration segment again on NSP as with the below screen and follow the process for uploading the attested KYC Form



The screenshot shows the NSP website interface. The browser address bar displays <https://scholarships.gov.in>. A banner at the top features an illustration of a hand dropping a coin into a slot labeled 'Application form', with a graduation cap and books below it. To the right, an umbrella contains logos for various organizations: MOMA, MOLE, DOHE, UGC, MOTA, RSPF, WABB, MOSI, and DEPD. Below the banner, the website is divided into five main sections: 'About Us', 'Applicant Corner', 'Institute Corner', 'Officer's Corner', and 'Public Corner'. The 'Institute Corner' section is expanded, showing a 'Login' menu with 'Institute Login' and 'Fill Registration Form' (highlighted with a red box and a red circle containing the number '1'). Below the main sections, there are tabs for 'Central Schemes', 'UGC / AICTE Schemes', and 'State Schemes'.

About Us	Applicant Corner	Institute Corner	Officer's Corner	Public Corner
<ul style="list-style-type: none">About NSPSchemes on NSPOperational manual on functionalities of NSPStandard Operating Procedures	Login <ul style="list-style-type: none">New RegistrationApplication Submission for AY 2023-24<ul style="list-style-type: none">Fresh ApplicationRenewal ApplicationPrevious Years Application StatusMOMA AY 22-23 FreshMOMA AY 22-23 Renewal	Login <ul style="list-style-type: none">Institute LoginFill Registration Form Institute Information	Login <ul style="list-style-type: none">District LoginState / Board loginMinistry login Officer's Information <ul style="list-style-type: none">Scheme-wise Nodal Officers ListScheme-wise Grievance Redressal Officer	<ul style="list-style-type: none">DashboardSearch for Institutes on NSPList of Applicants processed for scholarshipsSearch Scheme Wise Nodal OfficerSchemes' Nodal Officers at District LevelPFMS, HelpdeskContact Us

Screen 10

After Screen 9 the next screen appears as Screen 10. Follow the below steps:

1. For the INO User. Click on the Fill Registration form for next steps.

The screenshot shows a web form titled "Institute KYC Registration Form" with a sub-header "Step 1:- Validate Your AISHE/DISE/NCVT Code". The form contains the following elements:

- A label "AISHE/DISE/NCVT Code: *" followed by a text input field containing "AISHE/DISE/NCVT Code". A red circle with the number "1" points to this field.
- A label "Enter Captcha *" followed by a text input field containing "Enter Captcha". A red circle with the number "3" points to this field.
- A text prompt "Can't See? Click on Refresh Button." with a refresh icon (a circular arrow) to its right. A red circle with the number "2" points to the refresh icon.
- A blue "Submit" button with a right-pointing arrow icon. A red circle with the number "4" points to this button.

Screen 11

On Selecting the INO login from Screen 10 the Screen 11 then appears as above. Follow the below steps:

1. Enter AISHE/DISE/NCVT code
2. Refresh Captcha
3. Enter Captcha
4. Click to Submit

Institute KYC Registration Form

Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code: * 1

Enter Captcha * 2

Can't See? Click on Refresh Button.

3 5

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button 4

Sr. #	DISE/AISHE/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District /State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	27200602803	MH202324494 (14/10/2023)	SEC ASHRAM SCHOOL CHANKAPUR / NASHIK /MAHARASHTRA	BALAJI NAMDEVRAO BHUJBAL	HEAD MASTER	KYC Form submitted by INO but attested copy not uploaded by INO	<div style="display: flex; gap: 10px;"> <input type="button" value="Print"/> <input style="border: 1px solid blue; border-radius: 5px; padding: 5px 15px;" type="button" value="INO to Upload Attested KYC Form"/> </div>

6 7

Screen 12

After Screen 11 the next screen appears as Screen 12. Here the user can see that in the Grid there is a tab to click and upload the Attested KYC form as mentioned in point no. 7 below. Follow the below steps:

1. Vie the AISHE/DISE/NCVT code

2. Enter the Captcha
3. Click Submit
4. Read Instructions
5. Click
6. Click Print
7. Update and upload the scan document copy

Upload Attested KYC Print Form

Please upload jpeg or pdf file between 50kb to 200kb

Upload Attested KYC Form*

No file selected.

Screen 13

After Screen 12 the next screen appears as Screen 13, In this screen the INO will browse the storage area of scanned KYC registration form which has been attested by HoI and upload the document. Follow the below steps:

1. Upload image file
2. View uploaded attested KYC

Upload Attested KYC Print Form

Please upload jpeg or pdf file between 50kb to 200kb

The KYC Form MH202324494 has been successfully uploaded

Upload Attested KYC Form*

Browse... No file selected.

View Uploided Attested KYC

Upload File

Back to Home

Screen 14

After Screen 13 the next screen appears as Screen 14, this screen comes once the uploading of scanned KYC registration form has been successfully done. A form Unique no. is generated and displayed as mentioned in point 1.

Follow the below steps:

1. After successfully uploading the file as shown in Screen 13. See the Instruction mentioned
2. View the Uploaded Attested KYC

Details of Step III

The steps as mentioned in below Screens to approve the uploaded KYC registration Document of INO by the HoI. In this section, HoI will approve the details of the KYC registration form and verify all the details.

The screenshot displays the Scholarships.gov.in website. At the top, there is a navigation bar with the URL <https://scholarships.gov.in> and a note "(from 8 AM to 8 PM on all days, excluding holidays)". Below this is a large banner image featuring a hand holding a coin over a graduation cap and books, and a group of students under an umbrella with logos of various educational bodies like MOA, MOLE, DOHE, UGC, MOTA, RSPF, WABP, MOSI, and DEPD.

The main content area is divided into five columns:

- About Us:** Includes links for About NSP, Schemes on NSP, Operational manual on functionalities of NSP, and Standard Operating Procedures.
- Applicant Corner:** Includes Login, New Registration, Application Submission for AY 2023-24 (with sub-options for Fresh and Renewal Application), Previous Years Application Status, MOMA AY 22-23 Fresh, and MOMA AY 22-23 Renewal.
- Institute Corner:** Includes Login, Institute Login, and **Fill Registration Form** (highlighted with a red box and a red circle containing the number 1). Below these is an "Institute Information" section with a plus sign.
- Officer's Corner:** Includes Login, District Login, State / Board login, Ministry login, Officer's Information, Scheme-wise Nodal Officers List, and Scheme-wise Grievance Redressal Officer.
- Public Corner:** Includes Dashboard, Search for Institutes on NSP, List of Applicants processed for scholarships, Search Scheme Wise Nodal Officer, Schemes' Nodal Officers at District Level, PFMS, Helpdesk, and Contact Us.

At the bottom, there is a navigation bar with the URL <https://scholarships.gov.in/#carouselExampleIndicators> and three tabs: Central Schemes, UGC / AICTE Schemes, and State Schemes.

Screen 15

After Screen 14 the next screen appears as Screen 15. Follow the below steps:

1. The Hol will login to approve the attested KYC form of INO.

The screenshot shows a web form titled "Institute KYC Registration Form" with a sub-header "Step 1:- Validate Your AISHE/DISE/NCVT Code". The form contains the following elements:

- A label "AISHE/DISE/NCVT Code: *" followed by a text input field containing the placeholder "AISHE/DISE/NCVT Code". A red circle with the number "1" and an arrow points to this field.
- A label "Enter Captcha *" followed by a text input field containing the placeholder "Enter Captcha". A red circle with the number "3" and an arrow points to this field.
- A text link "Can't See? Click on Refresh Button." with a circular refresh icon. A red circle with the number "2" and an arrow points to the refresh icon.
- A blue "Submit" button with a paper plane icon. A red circle with the number "4" and an arrow points to this button.
- A captcha image showing the characters "v s A x z a" with a refresh icon to its right.

Screen 16

On Selecting the Login form the Screen 16 then appears from Screen 15 as above. Follow the below steps:

1. Enter AISHE/DISE/NCVT code
2. Refresh Captcha
3. Enter Captcha
4. Click to Submit

Institute KYC Registration Form

Step 1:- Validate Your AISHE/DISE/NCVT Code

AISHE/DISE/NCVT Code: *

Enter Captcha *

Can't See? Click on Refresh Button.

1, 2, 3

Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	DISE/AISHE/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District /State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	27200602803	MH202324494 (14/10/2023)	SEC ASHRAM SCHOOL CHANKAPUR / NASHIK /MAHARASHTRA	BALAJI NAMDEVRAO BHUJBAL	HEAD MASTER	KYC Form submitted and attested copy uploaded by INO but not approved by Head	<input type="button" value="Go to Approve Attested KYC Form"/>

4

After Screen 16 the next screen appears as Screen 17, In this screen as shown in point 4 a new tab comes as 'Hol to approve attested KYC form'. Follow the below steps:

1. Enter AISE/DISE/NCVT Code
2. Enter Captcha
3. Read the Instruction
4. Click on Hol to approve the Attested KYC form

Institute KYC Registration Form

Institute Details

Institute KYC Registration Form Id:

MH202324494

AISHE/DISE/NCVT Code:

27200602803

Institute Name

SEC ASHRAM SCHOOL CHANKAPUR

Institute Address:

AP CHANKAPUR , TAL- KALVAN DIST NASHIK

Institute State:

MAHARASHTRA

Institute District:

NASHIK

Affiliated Board/University Name:

MAHARASHTRA STATE BOARD OF SECONDARY & HIGHER SECO

Institute Nature:

Government Institutes

Total student strength in the Institute:

804

URL of Institute's Website

Enter Website URL

Head of Institution Details:

Number of parameter verified from UIDAI.:

Aadhar Number , Name as in Aadhar , Gender , Date of Birth and Mobile Number as displayed below for the Institute Head have been verified from the UIDAI.

Aadhar:

XXXXXXXX2905

Name:

BALAJI NAMDEVRAO BHUJBAL

Date of Birth:

Gender:

Screen 18

https://nsp.gov.in/instAttestedKYCFormHOIConfirmOTP.action 80%

Aadhar: XXXXXXXX2905	Name: BALAJI NAMDEVRAO BHUJBAL
Date of Birth: 11/02/1979	Gender: Male
Mobile Number: 9372111285	Official Mail Id: chankarpur1972@gmail.com
Designation: HEAD MASTER	Other Contact Number 7507634852

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

Number of parameter verified from UIDAI.:
Aadhar Number , Name as in Aadhar , Gender , Date of Birth and Mobile Number as displayed below for the INO have been verified from the UIDAI.

Aadhar: XXXXXXXX2905	Name as In Aadhar: BALAJI NAMDEVRAO BHUJBAL
Date of Birth: 11/02/1979	Gender: Male
Mobile Number: 9372111285	Designation: HEAD MASTER
Official Mail Id: chankarpur1972@gmail.com	Other Contact Number 7507634852

View Attested KYC Form [View Attested KYC](#)

I have viewed the uploaded KYC Form and declare that this is scanned copy of KYC Form attested by me

[Approve](#)

Screen 19

After Screen 17 the next screen appears as Screen 18 and 19, in these screens HoI will review all the details entered by INO and click on view Attested KYC form to verify and see all the details mentioned are correct or not.

Follow the below steps:

1. Click on View Attested KYC document and see below the Document and verify

Automatic Zoom

(9) Declaration by the Head of Institution:

I hereby declare that the information provided in the above Institute Nodal Officer Registration form is true to my knowledge. I hereby also designate Shri/Smt/Ms. **BALAJI NAMDEVRAO BHUJBAL** whose details are given above, as INO-NSP for (name of the Institute) **SEC ASHRAM SCHOOL CHANKAPUR**. He/she would be responsible for verifying the details furnished by students in their application to claim any Scholarship under NSP and abide by all the guidelines/instructions issued in this regard. I also understand the INO-NSP of the Institute and myself, as the head of the Institution shall be jointly and severally responsible for the verifications as well as for any other information given/activity performed under NSP for while processing the applications of students for any scholarship scheme under NSP.

<p>Signature of INO-NSP: Name: B. N. Bhujbal Date: 14/10/2023</p> <p>Bhujji</p>	<p>Signature of Head of Institution: Name: B. N. Bhujbal Date: 14/10/2023</p> <p>Bhujji</p>	<p>Seal of Institution: Name: Date: 14/10/2023</p> <p>मुख्याध्यापक शासकीय माध्यमिक व उच्च माध्यमिक आश्रमशाळा चणकापूर, ता. कळवण, जि. नाशिक</p>
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.....To be Filled by District/State/ Nodal Officer.....

I here declare that the Institute Nodal Officer has submitted the duly authorized form (with all attachment) for registration on NSP, and I have registered his/her mobile no. after proper due-diligence.

Screen 20

After Screen 19 the next screen appears as Screen 20. In this screen, the HoI will review all the details filled in the scanned copy of KYC form by INO. Follow the below step:

1. View this entire document

The screenshot shows a web form for KYC approval. The form contains the following fields:

Aadhar: XXXXXXXX2905	Name: BALAJI NAMDEVRAO BHUJBAL
Date of Birth: 11/02/1979	Gender: Male
Mobile Number: 9372111285	Official Mail Id: chankarpur1972@gmail.com
Designation: HEAD MASTER	Other Contact Number: 7507634852

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

Number of parameter verified: 1

Aadhar Number, Name as in / from the UIDAI.

Are you sure to approve KYC Form

OK Cancel

View Attested KYC Form

I have viewed the uploaded KYC Form and declare that this is scanned copy of KYC Form attested by me

Approve

A red circle with the number '1' is drawn around the 'OK' button in the dialog box, with an arrow pointing to it.

Screen 21

After Screen 20 the next screen appears as Screen 21. Post viewing all the details HoI will approve the form as mentioned in point 1. Follow the below step:

1. After Viewing, See the notification and Click 'OK' to approve the KYC form

... To Fill Registration Form

Institute KYC Registration Form

Institute Details

Message : KYC Form successfully approved. ← 1

Institute KYC Registration Form Id:
MH202324494

AISHE/DISE/NCVT Code:
27200602803

Institute Name
SEC ASHRAM SCHOOL CHANKAPUR

Institute Address:
AP CHANKAPUR , TAL- KALVAN DIST NASHIK

Institute State: **Institute District:**

Screen 22

After Screen 21 the next screen appears as Screen 22. Follow the below step:

1. View the Instructions as the KYC form is successfully approved

The screenshot shows the NSP website interface. At the top, there is a navigation bar with the URL <https://scholarships.gov.in> and a note "(from 8 AM to 8 PM on all days, excluding holidays)". Below this is a large banner image featuring a hand holding a coin, a graduation cap, books, and a group of students under an umbrella with logos for MOMA, MDLE, DOHE, UGC, MOTA, RSPP, WARB, MOSI, and DEPD. The main content area is divided into five columns: About Us, Applicant Corner, Institute Corner, Officer's Corner, and Public Corner. The 'Institute Corner' column has a red box around the 'Institute Login' link, with a red circle containing the number '1' and an arrow pointing to it. The 'Applicant Corner' column lists 'Application Submission for AY 2023-24' with sub-options for Fresh and Renewal Applications. The 'Officer's Corner' column lists 'District Login', 'State / Board login', and 'Ministry login'. The 'Public Corner' column lists 'Dashboard', 'Search for Institutes on NSP', and 'List of Applicants processed for scholarships'. At the bottom, there is a navigation bar with 'Central Schemes', 'UGC / AICTE Schemes', and 'State Schemes' tabs.

Screen 23

1. After approval of KYC form by HoI, it then goes to DNO/SNO for the approval. Once the final approval is done by DNO, then a Login ID and password is sent to INO and HoI. INO/HoI can then click on Login. Click on the 'Institute Login' to access as a Registered User as shown in Screen 23. This will lead to New Screen and the Institute is now considered as on boarded on NSP.



As the Nation celebrates
75
Azadi Ka
Amrit Mahotsav
Let us
**SING THE
NATIONAL
ANTHEM**




[Click here to Participate](#)

[Home](#) [To Fill Registration Form](#)

 **Login for School / Institute (It is advisable to login in Incognito/Private Window)**

(It is advisable to login in Incognito/Private Window)

Note:- For Verification of application etc, Please select user type 'Institute Nodal Officers' and old login credentials only. User Type 'Institute Head' is for monitoring purpose only.

 -----Institute Nodal Officer----

1

 -----Select Academic Year-----

2

 User Id...

3

 Password...

4


 Captcha... **b4w6B X**

Can't See? Click on Refresh Button.

5

 Login

6

 School / Institute Forgot Password?

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

After Screen 23 the Screen 24 appears. Here the INO user logs in after entering the details as shown in Screen 24. A new default password is generated as OTP for the first time login, this default password needs to be changed by INO user as shown in Screen 25 and 26 steps.

1. Select Institute Nodal Officer
2. Select Academic Year
3. Enter User ID
4. Enter password
5. Enter Captcha
6. Click on Login to access the NSP portal



As the Nation celebrates
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Amrit Mahotsav
Let us
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NATIONAL
ANTHEM**



[Click here to Participate](#)

[Home](#) [To Fill Registration Form](#)

Institute Nodal Officer Mobile Validated OTP Form

OTP has been sent on your Registered Mobile No.

Please Enter 5 Digit OTP *

1

2

The INO user logs in as a registered user and enters the OTP to reset from default password. After Screen 24 the next screen appears as Screen 25. Follow the below steps to change the password:

1. Enter the OTP and proceed for next step
2. Click to Confirm the OTP.



Screen 26

After Screen 25 the next screen appears as Screen 26. INO user needs to change the password as mentioned in the instructions in point 1. Follow the below steps:

1. Read the instructions to change the password
2. Enter New Password
3. Confirm new Password
4. Submit