



Add New School/Institute Module

8th August, 2017

Add New School/Institute....

- NSP 2.0 enables State/District Nodal officers to Add New School/Institute online on the portal.
- This facility can be availed by logging in the system and accessing Add Institute/School link on the dashboard.
- Click on “**State/District Login**” on Home Page.

The screenshot shows the NSP 2.0 portal homepage. At the top, there are four main sections: Ministries Departments/Councils (8), Registered Schemes (20), Registered Universities/Boards/Institutions (4 Lakh), and Total Registrations. Below these, there is a sidebar on the left with a 'Help Desk' section (0120 - 6619540) and an 'Official Login' section. The 'Official Login' section contains links for Institute Login, District Login, State Login, and Ministry Login. A callout bubble points to the 'State Login (Click Here)' link. The main content area displays 'On-Board Schemes' under 'M/O Minority Affairs' and 'D/o Empowerment of Persons with Disabilities'. Each scheme has a status icon, a description, an 'Open till' date, and links for 'Guidelines', 'FAQ', and 'Apply'.

Click on State/District Login

On-Board Schemes				
M/O Minority Affairs				
✓	Pre Matric Scholarships Scheme for Minorities	Open till 31-08-2017	Guidelines	FAQ Apply
✓	Post Matric Scholarships Scheme for Minorities	Open till 31-08-2017	Guidelines	FAQ Apply
✓	Merit Cum Means Scholarship For Professional and Technical Courses CS	Open till 31-08-2017	Guidelines	FAQ Apply
D/o Empowerment of Persons with Disabilities				
✓	Pre-matric Scholarship for Students with Disabilities	Open till 30-09-2017	Guidelines	FAQ Apply
✓	Post-matric Scholarship for Students with Disabilities	Open till 31-10-2017	Guidelines	FAQ Apply
✓	Scholarships for Top Class Education for students with disabilities.	Open till 31-10-2017	Guidelines	FAQ Apply



Add New School/Institute....

- State/District nodal officers select academic year as 2016-17 or 2017-18.
- State/District user provides their login credentials to login in the system.

The screenshot shows the login interface of the National Scholarship Portal. At the top, there is a header with the portal's name, department, and ministry, along with a logo and a 'Digital India' tagline. Below the header, a blue bar contains the text 'Login for District/State/Ministry Officials'. The main login form includes a dropdown menu for 'ACADEMIC YEAR: 2017-18', a text input for 'UPAOMAT', a password input, and a CAPTCHA image showing the number '5742'. A 'Login' button is present, along with a 'Forgot Password?' link. At the bottom, there is a copyright notice for 2016 and a note about the browser used.



Add New School/Institute....

- After login State/District user is directed to their dashboard.
- To Add new school/institute click on **“Add Institute/School”**.

After Successful Login Click on **“Add Institute/School”** link

The screenshot displays the NSP 2.0 dashboard interface. On the left, a blue sidebar contains a 'Verification Services' menu with the following items: Token Wise Report-Fresh, Token Wise Report-Renewal, Fresh Registration Report, Renewal Registration Report, Add District User, Registered Institute, Quick Verification-Fresh, Quick Verification-Renewal, Application Verification History, **Add Institute/School** (highlighted with a blue arrow), Renewal List Update, Reset Institute Login Password, Know your AISHE Code, Statistics Report-Fresh, Application Verification History, and NSIGSE. At the bottom of the sidebar is a red 'Logout' button. The main content area on the right shows the user profile for 'Mohd Tariq' with contact number '8400001786' and email 'censch.minw-up@gov.in'. There are 'Edit Profile' and 'Change Password' buttons in the top right corner.



Add New School/Institute....

- After clicking search button, select and provide relevant information about school/institute.
- Click on **“Get Institute List”**.
- This will check and display the school/institute if it is available in NSP 2.0.

The screenshot shows the 'Verification Services' menu on the left and the main form on the right. The form includes a search bar at the top right, a dropdown for 'Institute District' (currently showing 'AGRA'), a dropdown for 'Institute / College' (currently showing 'School'), and a text input for 'School/College Name' (containing 'ABC'). A green button labeled 'Get Institution List' is positioned below the text input. Three callouts provide instructions: 1. 'Select District and type of School/Institute' points to the dropdowns. 2. 'Provide school/institute name to search by name. You can search by giving a single word also.' points to the text input. 3. 'Click to check and display available school/institute' points to the 'Get Institution List' button.



Add New School/Institute....

- As per search criteria matching and available school/institute is displayed.
- If it is available, then selecting the radio button will enable the State/District Officer to reset the institutes password and send it to the institute by SMS.

Search Institute name registered with NSP ×

Institute District: AZAMGARH
Institute / College: College/Institute
School/College Name: C

Show 10 entries

S.NO. INSTITUTION

1	<input type="radio"/> BHAGWAN ADARSH MAHAVIDYALAYA, CHAKPARIPUR(KANEALA) AZAMGARH(c-15852) Address-Bhagwan Adarsh Mahavidyalaya, Chakparipur(Kaneala), Azamgarh
2	<input type="radio"/> PUBLIC GIRLSDEGREE COLLEGE, KANKAHA SARAIMEER(c-49486) Address-KHANKAH, SARAIMEER, AZAMGARH
3	<input type="radio"/> PALAKDHARI SINGH MAHILA MAHAVIDYALAYA, ITAORA, CHANDESHWAR, AZAMGARH(c-16063) Address-Palakdhari Singh Mahila Mahavidyalaya, Itaora, Chandeshwar, Azamgarh

School/Institute list

Add New School/Institute....

- On selecting radio button a pop up message is displayed, asking user to send the school/institute password.
- To send the password click “**Yes**” button.
- State/District user needs to provide “**Institute Nodal Officer Name and Mobile Number**” so that login password can be sent as SMS. If such details are already available, it is displayed. They can change this also.

The screenshot shows the 'Verification Services' menu on the left. The main area displays a confirmation dialog box with the text: 'Institute already Registered! Do You want to send password to the institute?'. Below the text, the institute name 'BHAGWAN ADARSH MAHAVIDYALAYA, CHAKPARIPUR (KANEALA) AZAMGARH (c-15852)' is listed. There are 'Yes' and 'No' buttons. A yellow callout bubble points to the 'Yes' button with the text 'Click to send the password'.

The screenshot shows the 'Verification Services' menu on the left. The main area displays the 'Institute/School Officer Details' form. It has two input fields: 'Name of Institute Nodal Officer' and 'Please Enter Mobile Number'. Below the form is a 'Send Institute Login password' button. A yellow callout bubble points to this button with the text 'Click to send the password'. Above the form, a warning message states: 'Please enter Mobile Number of authorized person of the School / Institute so that User Id and Password will be send through SMS.'



Add New School/Institute....

- As per search criteria, if school/institute is not available in NSP 2.0 then an additional search option is provided to state/district user.
- By this option user can search school/institute by their **AISHE/DISE** codes.
- This will enable to search the AISHE / UDISE Masters available with us.



Add New School/Institute....

- After clicking search button, select and provide the AISHE/DISE code type by which school/institute needs to be searched.
- Click on **“Get Institute Based on Entered AISHE/DISE Code”**.
- This will search and display the school/institute available in **MHRD** master.

Verification Search

- Token Wise Report-Fresh
- Token Wise Report-Renewal
- Fresh Registration Report
- Renewal Registration Report
- Add District User
- Registered Institute
- Quick Verification-Fresh
- Quick Verification-Renewal
- Application Verification History
- Add Institute/School
- Renewal List Update
- Reset Institute Login
- Know your AISHE Code
- Statistics Report-Fresh
- Application Verification History
- NSISSE

Search Your School/Institute

AISHE/DISE Code

AISHE Code

C-6535

Get Institute Based on Entered AISHE/DISE Code

Logout

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Add New School/Institute....

- As per search criteria matching and available school/institute is displayed.
- On selecting “**Radio Button**” a pop up message is displayed.
- Click “**Yes**” button to “**Add School/Institute**”.

The screenshot shows the 'Verification Services' menu on the left and the search results on the right. The search results table lists the following information:

S.NO.	INSTITUTION
1	<p><input type="radio"/> Pondicherry University Campus II (Id: C-6535)</p> <p>Institute Id C-6535</p> <p>Address-Brookshabad Campus, Chakkargaon, Port Blair-744112, Andamans</p>

Navigation links: Previous, 1, Next

The screenshot shows a confirmation dialog box with the text: "Institute not Registered! Do You want to Add institute?". The dialog has "Yes" and "No" buttons. A yellow callout bubble points to the "Yes" button with the text: "Click to Add Institute".



Add New School/Institute....

- On clicking school/institute is displayed in text box provided.
- Click **“Continue”**.
- State/District user needs to provide **“Institute Nodal Officer Name and Mobile Number”** so that login password can be sent as SMS.

Verification Services

- Token Wise Report-Fresh
- Token Wise Report-Renewal
- Fresh Registration Report
- Renewal Registration Report
- Add District User
- Registered Institute
- Quick Verification-Fresh
- Quick Verification-Renewal
- Application Verification History
- Add Institute/School
- Renewal List Update
- Reset Institute Login Password
- Know your AISHE Code
- Statistics Report-Fresh
- Application Verification History
- NSIGSE

Logout

Search Your School/Institute

Show 10 entries

S.NO.	INSTITUTION
1	* Pondicherry University Campus II (Id: C-6535) Institute Id-C-6535 Address-Brookshabad Campus, Chakkargaon, Port Blair-744112, Andamans

Previous 1 Next

Pondicherry University Campus II (Id: C-6535)

Continue Back

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Verification Services

- Token Wise Report-Fresh
- Token Wise Report-Renewal
- Fresh Registration Report
- Renewal Registration Report
- Add District User
- Registered Institute
- Quick Verification-Fresh
- Quick Verification-Renewal
- Application Verification History
- Add Institute/School
- Renewal List Update
- Reset Institute Login Password
- Know your AISHE Code
- Statistics Report-Fresh
- Application Verification History
- NSIGSE

Logout

Institute/School Officer Details

Name of Institute Nodal Officer *

Vaibhav Tyagi

Please Enter Mobile Number *

1236547890

Send Institute Login password

*Click on this button to send Login ID and Password to registered Mobile Number.

Click to send login password



Add New School/Institute....

- On clicking confirmation message and **“Login Credentials”** of school/institute are displayed and SMS is sent to the institute containing the User id and Password on their registered mobile number.

The screenshot displays the NSISSE portal interface. On the left, a sidebar menu titled 'Verification Services' lists various options: Token Wise Report-Fresh, Token Wise Report-Renewal, Fresh Registration Report, Renewal Registration Report, Add District User, Registered Institute, Quick Verification Fresh, Quick Verification-Renewal, Application Verification History, Add Institute/School, Renewal List Update, Reset Institute Login Password, Know your AISHE Code, Statistics Report-Fresh, Application Verification History, and NSISSE. A red 'Logout' button is at the bottom of the menu. The main content area shows a confirmation message under the heading 'Institute/School Details'. It states: 'Your Institute Login ID Is 98889405707 and Name of Nodal Officer Is Vaibhav Tyagi'. Below this, it says 'The Password has been sent on registered Mobile Number. 1236547890'. At the bottom of the message box, a green checkmark icon is followed by the text 'Password sent Successfully to the registered Mobile Number.'

A photograph of a long, straight bridge stretching across a body of water towards a range of mountains under a blue sky with light clouds. The bridge has a concrete railing and a yellow dashed line down the center. The text "Thank you" is overlaid in the center in a bold, black, sans-serif font.

Thank you