

Guidelines for On-boarding Scholarship Schemes on National Scholarship Portal (NSP)

A. NSP Background

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 center government educational scholarships in an efficient and transparent manner.

The main objective of National Scholarship Portal is to provide Automated, Streamlined & Effective Management of processes related to Application receipt, processing, sanction and disbursement of scholarship amount of centrally sponsored Scholarship schemes to Students.

B. Features of NSP

- Common application form for all students.
- Release of funds to students will be directly to the bank accounts through DBT mode.
- Individual Ministries/Departments will continue to administer the Schemes.
- Unique login ID and Password for all stakeholders.
- Serves as a decision support system for Ministries/Departments.
- Comprehensive MIS System to facilitate monitoring at every stage of scholarships distribution
- Provision for SMS service alert students at various stages like portal opening, renewal of application, Closing date alert etc.
- Paperless end to end scholarship disbursement process including
 - Student Registration and Scholarship Application Submission
 - School/College/Institute Application Verification
 - District/ State/Board Application Verification
 - MIS Reporting
 - Payment Lot Creation
 - Integration with PFMS
 - Direct disbursement of Scholarship to beneficiaries through DBT
- Student support features like:
 - Helpline for technical assistance.
 - Online grievance management system
 - SMS to students on different stages of process

C. On boarding of Schemes on NSP

For on-boarding schemes on NSP, Ministry/State/Department needs to provide the information related to below given criteria:

1. Scheme Guidelines – Participating Ministry/State/Department needs to identify the scholarship schemes that are to be on-boarded on NSP. After identifying the schemes user is required to provide the respective scheme guidelines having information regarding

- Scheme eligibility criteria
- Scholarship amount with detailed breakup
- Duration of scholarship
- Quota limit
- Distribution criteria based on category, gender, domicile
- General Terms & Conditions

2. Verification Level & Workflow – As per the guidelines given by DBT, NSP has implemented two level verification process of the applications. First level of verification needs to be done by institutes/schools and second level of verification is to be done by District/State/department nodal officers.

Participating Ministries/States/departments are required to provide their verification level and workflow in line with the guidelines given by DBT. This will help in easy on-boarding of their schemes on NSP as it is not possible to modify the already implemented workflow.

3. Verification Authorities – Based on the above verification level and workflow, participating Ministries/States needs to define scheme respective verification authorities. Contact details of verification authorities and other relevant officials also needs to be shared with NSP so that the same can be uploaded on the portal.

For Verifying Authority, the following three options exist in the system:

- **Verify the application** – In this case, applications are verified and forwarded to next level.
- **Mark the application as Defective** – In this case, applications are sent back to the students along with the remarks given by verifying authority in Edit mode for updating the incorrect information in the application. Upon submission of defective application by the student the application will be displayed for reverification at L1 level.
- **Mark the application as Rejected** - In this case application permanently gets rejected from the system and will not be considered for further process. Verifying authority needs to provide the remarks for rejection of application.

4. Institute/School Registration – As per the guidelines issued by DBT, all institutes/schools that need to be registered on the NSP must possess valid AISHE or UDISE+ codes. Currently, more than 14.5 lakh institutes/schools

are registered on the NSP. However, if participating ministries, states, or departments wish to register additional institutes/schools not currently listed, they may do so provided those institutes/schools have valid AISHE or UDISE+ codes. If an institute/school does not have a valid code, it must first obtain one by registering with the MHRD before proceeding with registration on the NSP. Institutes/schools are also required to provide details of the proposed courses, including the name of the course, duration, fee, etc. However, they will be allowed to add more courses at a later stage by updating their profile on the portal.

- 5. Scholarship Process Timeline** – Ministries/States/Department needs to define the scholarship process timelines in such a way that the entire process is completed within the same academic year for which the scheme is open. The proposed timeline must be submitted and approved by DBT Mission.
- 6. Filled Standard Operating Procedure (SOP)** Ministries/ States/ Departments are required to complete the SOP provided by DBT and share it with NSP for the implementation of their respective schemes.
- 7. Detailed FAQ** – Miniseries/States/departments are required to draft scheme respective FAQ incorporating possible scheme specific queries/clarification along-with contact details of relevant officials.
- 8. Methodology for Merit List Generation** – Miniseries/States/departments will share their methodology for merit list generation with NSP covering all the criteria such as category, gender etc.
- 9. Define Agency** - Miniseries/States/departments needs to define the agencies responsible for digitally signing the payment file on PFMS to initiate the payment process.
- 10. DNO/INO/SNO Authentication:** To ensure secure and authenticated access to the NSP portal, all approving authorities INOs, HOIs, DNOs and SNOs must complete their Face AUTH and Aadhar authentication.
- 11. Helping hands:** The NSP portal offers a valuable feature for Verifying Officers, allowing them to assign up to **five Helping Hands** to assist in reviewing applications. While these assistants can support the verification process, the **final decision-making authority** remains solely with the Verifying Officer.