

Procedure to apply for Institute KYC Registration under National Scholarship Portal - GOI for the year 2021-22

Instructions:-

- Such of those institutes which are not having login credentials are advised to fill the KYC Registration Form and get it approved by State Nodal Officer (SNO).
- The Institutes having DISE/AISHE/NCVT Code only are eligible to apply for registration.
- For Academic year 2021-22, all Institute Nodal Officer's are required to give their Aadhar information while updating their profile, which will be verified from the UIDAI.
- INO is advised to carefully enter Aadhar related information (ie Aadhar number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhar card.
- Profile will be updated only after successful verification of Aadhar information from UIDAI and subsequent OTP authentication.

Procedure:-

- Step-1:** Go to the link <https://nsp.gov.in/instEKYCRegistrationIndex>.
Click on Institute KYC Registration Form option to fill Institute KYC Registration as per the instructions given in the user manual.
- Step-2:** Enter AISHE/DISE/NCVT Code & Captcha then click on submit button.
- Step-3:** If your institute is not KYC approved for registration after entering AISHE/DISE code, click on "Continue with Aadhar verification" button.
- Step-4:** On clicking "Continue with Aadhar verification" button, it will ask to enter Institute Nodal Officer's (Verification person, OTP will be sent to INO) details for Aadhar Authentication and submit it.
- Step-5:** After successful verification of INO's Aadhaar details, NSP will prompt INO to enter details of Institute Head's for verification from UIDAI.
Once information gets verified from UIDAI, Institute KYC Registration Form will display then Upload Institute Nodal Officer's identity proof like Aadhar/Voter Id/Driving License etc. and other details of the institute.
- Step-6:** Take print of Institute Nodal Officer KYC (INO) Registration Form and submit the same to the Department through mail gokdomnsp2122@gmail.com or in-person, attested by the principal with seal & signature.
- Step-7:** Institute's KYC Registration Form will be approved by the State Nodal Officer.
- Step-8:** Once the Institute's KYC Registration Form is approved "Login Credentials" will be sent to the registered mobile number.
- Step-9:** Go to Institute login page then select Institute Nodal Officer in dropdown and login to your account, under administration, click on Update profile option, then enter received OTP & it will ask to fill institute details then click on final submit, profile will be updated successfully only after OTP authentication
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 9 steps your institute name will be displayed on NSP Portal for students to apply and institutes to verify applications of their students.



Format to Reset College/Institute Login Credentials

**(in case of forget User ID & Password) under Post Matric & Merit Cum Means
National Scholarship Portal 2021-22**

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 INSTITUTE NODAL OFFICER TO SEND LOGIN CREDENTIALS	
Name as in Aadhar*	
Aadhar number*	
Date of Birth as in Aadhar*	
Gender as in Aadhar*	
Mobile No. linked with Aadhar*	
E-mail*	

Date:

Place:



**Principal
Seal and Signature**

Note: - Send Scanned copy of the above format through e-Mail to The Directorate of Minorities - gokdomnsp2122@gmail.com

Procedure for those Institutes which are already completed KYC Registration under National Scholarship Portal

Instructions:-

- Such of those institutes which are already completed KYC registration under NSP need to authenticate INO's Aadhar details.
- For Academic year 2021-22, all Institute Nodal Officer's are required to give their Aadhar information while updating their profile, which will be verified from the UIDAI.
- INO is advised to carefully enter Aadhar related information (ie Aadhar number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhar card.
- Profile will be updated only after successful verification of Aadhar information from UIDAI and subsequent OTP authentication.

Procedure:-

- Step-1:** Go to the link <https://nsp.gov.in/instEKYCRegistrationIndex>. Click on Institute KYC Registration Form option to check whether your Institute KYC is been approved or not.
- Step-2:** Enter DISE Code & Captcha then click on submit button.
- Step-3:** When you enter DISE Code, if it shows already functional on NSP, it means your institute KYC already approved then no need to apply for KYC Registration again.
- Step-4:** Go to Institute login page then select Institute Nodal Officer in dropdown and login to your account.
- Step-6:** Go to Administration, click on Update profile option, then enter received OTP & it will show your filled-in institute details.
- Step-7:** Under contact person details (INO details): Enter Aadhar number, Name as in Aadhar, Date of Birth, Gender & Mobile number as in Aadhar (Institute Nodal Officer is advised to carefully enter Aadhar related information as mentioned in her/his Aadhar card).
- Step-8:** Check other institute details and click on final submit. Profile will be updated successfully only after OTP authentication.
- Step-9:** 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 9 steps your institute name will be displayed on NSP Portal for students to apply and institutes to verify applications of their students.



GOVERNMENT OF INDIA HAS CALLED FOR
APPLICATIONS UNDER NATIONAL SCHOLARSHIP
PORTAL FOR PRE-MATRIC, POST-MATRIC &
MERIT CUM MEANS SCHOLARSHIP 2021-22

PROCEDURE TO APPLY - NSP

Muslims Christians Sikhs Buddhists Parsis Jains

Scholarship Categories

List of Courses under each scheme is displayed on our official website

Pre Matric Scholarship – Class I to X.

Post Matric Scholarship - List of Courses Link

<https://dom.karnataka.gov.in/storage/pdf-files/Scholarships%20Latest%20News/Courses%20Under%20PMS.pdf>

Merit Cum Means Scholarship - List of Courses Link

<https://dom.karnataka.gov.in/storage/pdf-files/Scholarships%20Latest%20News/Course%20Under%20MCM.pdf>

IMPORTANT NOTES FOR STUDENTS

- Applying for scholarship under National Scholarship Portal (NSP) (Ministry of Minority Affairs, GOI) is must for applying under State Scholarship Portal (SSP) - Karnataka, because NSP ID is required for applying under SSP.
- Only those students who are not covered in NSP will be covered under SSP.
- Date of commencement of the State Scholarship under State Scholarship Portal (SSP) for the year 2021-22 will be announced later.

Eligibility Conditions

1. Scholarship for fresh will be awarded to the students who have secured not less than 50% of marks or equivalent grade in the last annual Board/Class examination with a pass certificate. (Not applicable for students studying in 1st std).
2. The eligibility criteria of a minimum of 50% marks stand relaxed for Renewal students.
3. The annual income of the students' Parents/ Guardians from all sources should not exceed as mentioned below under each scheme
 - ✓ Rs.1 Lakh for Pre Matric Scholarship.
 - ✓ Rs.2 Lakh for Post Matric Scholarship.
 - ✓ Rs.2.5 Lakh for Merit Cum Means / Top Class Scholarship.
4. Students of Karnataka domicile studying in other states are also eligible to apply in Karnataka.
5. Scholarships under each scheme are sanctioned only based on Admission fees & Tuition fees.

Ineligibility Conditions

1. Students pursuing correspondence education and certificate courses or training are not eligible.
2. Students of other states studying in Karnataka are not eligible to apply from Karnataka.
3. Students not submitting their hardcopies of online application along with documents to their respective schools/colleges.
4. Students whose application is **not forwarded online to next level by the Head Master/Principal of the institute**, schools, and colleges.
5. Merit Cum Means students not uploading the required documents.
6. Fresh Students securing **less than 50%** of marks in their previous Board/Class.
7. Students **having a backlog** in their previous exam as on the date of submission of their application are not eligible for scholarships. However, students passing/clearing their backlogs before the date of application are eligible to apply.
8. Invalid income and caste certificate enclosed.
9. Students selecting wrong school/college/Institution name in their online application.
10. A student selecting the wrong class/course name in their online application.
11. A student selecting the wrong scheme name in their online application.
12. Any other incorrect information entered online will not be eligible under any scholarship scheme.

How to apply for Scholarship Procedure

Read the following instructions carefully before filling online Application

1. Open Bank Account (Preferably in Nationalized Banks).
2. Go to Bank, Seed your Aadhar Number with your bank account number under NPCI.
3. If you do not have an Aadhar Number keep ready your Aadhar EID Number.
4. Students must apply only online. No other mode of Application is accepted.

Note: - Pre Matric & Post Matric Students need not upload their documents

Note: - Supported file types for uploading documents: - PDF & JPEG.

Maximum file size is 200KB (Only for Merit Cum Means / Top Class Students)

Note: - For better visibility use Chrome, Firefox, Microsoft Edge, Internet Explorer

HOW TO APPLY FOR FRESH – PROCEDURE

Applicants are advised to apply online against any one of the scholarship schemes on the website of National Scholarship Portal at: <https://scholarships.gov.in> or Mobile App – National Scholarships (NSP).

Step 1:- Go to Website <https://scholarships.gov.in>

Step 2:- Click on **New Registration** button.

Step 3:- Go through/Read carefully the guidelines for Registration on National Scholarship Portal.

Step 4:- After reading guidelines click Checkboxes and Click on **"Continue"** Button

- **Pre Matric students** are advised to prepare two sets of their application along with the required documents, submit one full set to the Head Master/Head Mistress of your School and keep one set for your further reference.
- **Post-Matric & Merit Cum Means** students are advised to prepare two sets of their application along with the required documents, submit one full set to the Principal of your Institute and keep one set for your further reference.

HARD COPIES WORKFLOW

- **Pre Matric:** Student → Institute
- **Post Matric:** Student → Institute
- **MCM/Top Class:** Student → Institute

ONLINE WORKFLOW

- **Pre Matric:** Student → Institute → District DDPI → GOI
- **Post Matric:** Student → Institute → State → GOI
- **MCM / Top Class:** Student → Institute → State → GOI

Note: Students furnishing / Uploading fake/Manipulated documents or false information will be viewed seriously and action will be initiated if found guilty as per law.

NOTE TO THE UNIVERSITIES / INSTITUTES / COLLEGES / SCHOOLS

- New Institutes (first time registering under NSP) & Institutes those who have not completed KYC earlier should complete KYC Registration under NSP Portal.
- Once KYC registration completed by institute, submit the Institute KYC Form for schools (hard copy) to District Nodal Officer (ECO Urdu) & for colleges (hard copy to State Office, Directorate of Minorities, Bangalore, or mail to gokdomnsp2122@gmail.com) for approval.
- Once KYC form approved by the Department, Institute login credentials (User ID & Password) message will be sent to INO's registered mobile number.
- Institutes those who have completed KYC, should complete their Profile Update under Institute login. User manual available in Directorate Official website.
- Institutes who do not have user id & Password should fill the reset format and submit the format for schools (hard copy) to District Nodal Officer (ECO Urdu) & for colleges (hard copy to State Office, Directorate of Minorities, Bangalore, or mail to gokdomnsp2122@gmail.com).
- Head Masters/Principals of each school/college is advised to collect the scholarship application hard copies along with the required documents as mentioned above keep the hardcopies with documents for 5 years and to scrutiny it carefully with the given scholarship ID Number and password and to forward the application online to the next level if the student is eligible as per the Government Guidelines.



GOVERNMENT OF INDIA MINISTRY OF MINORITY AFFAIRS

ANNOUNCEMENT OF SCHOLARSHIP: 2021-22 (Pre-Matric, Post-Matric and Merit-Cum-Means)

Ministry of Minority Affairs (MoMA) provides an opportunity to the students belonging to six Minority Communities notified by the Government of India (Jain, Buddhist, Sikh, Zoroastrian (Parsis), Muslim and Christian) for availing scholarships under three scholarship schemes viz. Pre-Matric, Post-Matric and Merit-Cum-Means based scholarship for the year 2021-22 "The Directorate of Minorities, Department of Minority Welfare, Government of Karnataka invites applications for above scholarships, given by the Ministry of Minority Affairs, Government of India for the above schemes".

Timeline	Last date for submission of online applications for fresh scholarship (first time applicant) and Renewal scholarship (applicant who has got scholarship under NSP during 2020-21) by students	Pre-Matric Scholarship	15 th November 2021
		i. Post-Matric Scholarship & ii. Merit-Cum-Means based scholarship	30 th November 2021

- Eligibility**
- The applicant should be the student of the notified minority communities (Jain, Buddhist, Sikh, Zoroastrian (Parsis), Muslim and Christian).
 - The applicant should be pursuing studies in India in Government or recognized Private University/Institute/College/School.
 - The course being pursued should be of minimum one year duration.
 - The applicant should have secured 50% marks in the last annual Board/Class examination.

- Instructions**
- For Applicants:**
- Applicants are advised to apply online against any one of the scholarship schemes on the website of National Scholarship Portal at: www.scholarships.gov.in (a link to the site is also available at www.minorityaffairs.gov.in) or Mobile App –National Scholarships (NSP).
 - Detailed 'instructions' for filling in online application and Frequently Asked Questions (FAQs) are available on the National Scholarship Portal home page.
 - Applicant is advised to give only that bank account details which remains in active mode or compliant as per bank's instructions so that payment of scholarship does not fail.
- For Universities/Institutes/Colleges/Schools:**
- All Universities/Institutes/Colleges/Schools, where a minority student is studying, should get themselves registered (if not done earlier) on National Scholarship Portal.

- Note**
- Applying for scholarship under National Scholarship Portal (NSP)(Ministry of Minority Affairs, GoI) is must for applying under State Scholarship Portal (SSP) - Karnataka, because NSP ID is required for applying under SSP.
 - Only those students who are not covered in NSP will be covered under SSP.
 - Date of commencement of the State Scholarship under State Scholarship Portal (SSP) for the year 2021-22 will be announced later.

For more detailed information:

- Visit the website: www.minorityaffairs.gov.in or <https://dom.karnataka.gov.in>
- Samadhaan Helpline (Toll Free)-1800-11-2001(Timing: 9:00 A.M. to 5:30 P.M. Monday to Friday, except holidays)
- Minority Welfare Department, Karnataka - Helpline – 8277799990 (24/7)



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