

GUIDELINES TO INSTITUTE NODAL OFFICER (INO) FOR VERIFYING STUDENT'S ONLINE APPLICATION IMPLEMENTED THROUGH NATIONAL SCHOLARSHIP SCHEME (NSP)

The Ministry of Minority Affairs has issued certain measures to be undertaken by the Institute Nodal Officers (INO) with immediate effect for the Implementation of 2 (Two) scholarship scheme i.e Post-Matric Scholarship Scheme and Merit-cum-Means Based Scholarship Scheme implemented through National Scholarship Portal (NSP). It is to be noted that for students enrolled under Pre-Matric, a different directive may be issued by the Department of School Education/ District Education Office. Following are the preventive measures advised by the Ministry of Minority Affairs:-

1. The States Nodal Officer will re-verify the credentials of the Institute Nodal Officers this year and ensure through the Head of the School that the INOs are permanent/regular employees of the school/college concerned and that they have not shared their user ID and password with any other person inside or outside the school. This exercise needs to be completed by the Institute at least by 15th December, 2020. All the INO's are requested to fill the format provided in the link below and send the scanned copy of the format and email to minoritynagaland@gmail.com. In the event if there is a change of current registered phone number of Institute Nodal Officer at NSP, the INO must fill the INO format provided and report to this office in person for re-verifying their credentials.
2. The SOP for NSP defines in detail the roles and responsibilities of the INOs. The INO, responsible for the 1st level verification, is required to maintain copies of supporting documents such as income certificate, community certificate, mark-sheet, birth-certificate, copy of Aadhaar card, domicile proof, etc. submitted by the Applicant. The INO needs to show the physical record to the State Nodal Officer as and when required.
3. The Head of the Higher Secondary/College will certify the list of applications verified by the INO and send it to the State Nodal Officer for Level-2 verification. A copy of the certified list and the documents submitted by the applicants will be maintained year-wise by the Higher Secondary/College and State Nodal Officers will check these documents physically on random basis. The INO will maintain the records separately for applicants under fresh and renewal categories respectively. The Higher Secondary/College will maintain the documents in hard copy in Scholarship File financial year wise and the records will be retained by the School/College for at least 5 years. Principal/Head of School/Institute is made responsible for the effective supervision of INO activities.
4. If any student's application is marked fake by the State Nodal Officer (SNO), applications against the said Institute may be put on hold until re-verification is complete.
5. The INO's are advised to change their password frequently and use their OTP cautiously to avoid any outside intervention.