

DIRECTORATE OF HIGHER EDUCATION  
GOVT. OF NCT OF DELHI  
B-WING, 2<sup>nd</sup> FLOOR, 5 SHAM NATH MARG, DELHI-110054  
(e-mail:- [dtehedu@gmail.com](mailto:dtehedu@gmail.com), Ph:- 011-23831012)

No. F 30(16)/PMS-MOMA/2019-20/4616-30

Dated: 23.08.2019

To,

11  
The Principal,  
BHIM RAO AMBEDKAR COLLEGE Main Wazirabad Road, Yamuna Vihar, Delhi 110094

Sub: Regarding Registration of Institute/Nodal Officer (with valid AISHE Code) on NSP.

Sir/Madam,

With reference to the letter of even no dated 24.07.2019 and subsequent emails dated 29.07.2019, 01.08.2019, 09.08.2019 and 13.08.2019 in which it was intimated that w.e.f 15.7.2019, M/o. Minority Affairs, GOI has launched the following two scholarship schemes exclusively for Minority Students for the Academic year 2019-20 on National Scholarship Portal (NSP 2.0) :-

1. Post Matric Scholarships Scheme for Minorities
2. Merit Cum Means Scholarship for Professional and Technical Courses.

The last dates under the two schemes are given as under :

For students to apply online : 31.10.2019  
First level verification at Institute level : 15.11.2019

In the letter of 24.07.2019 the entire procedure of registration of Institute/ Institute Nodal Officer on NSP has already been described. However, the procedure of registration is being reiterated as under:

**1. Procedure for Registration of Institutes:**

- a) All the institutes which are registered with AISHE and have valid AISHE code, must register themselves on NSP portal so that the eligible students studying in their respective institute may avail the benefit of various scholarship schemes on boarded at NSP.
- b) To know whether Institute is registered on NSP Portal or not, please go to NSP portal and click on "search for Institute" at Home page. Screenshot of respective page is attached for reference please (website link for NSP is <https://scholarships.gov.in>).
- c) The Institutes that do not have valid AISHE code have been de-registered from NSP. Although a provision has been made for their re-registration after obtaining valid AISHE code.
- d) The Institutes that have valid AISHE code and is not registered on NSP may request their respective District (ADM) or State Nodal Officer ie. Dy. Director, Department for the Welfare of SC/ST/OBC/Minority, GNCTD to register the Institute on NSP.
- e) The District or State Nodal Officer will search for the Institute, based on AISHE code. In case the institute is not registered, the Nodal Officer will add it by providing the requisite details. The system generated User credentials and password will be sent on the mobile number provided.

**2. Procedure for Registration of Institute Nodal Officer:**

- a) From Academic Year 2019-20 onwards, Institutes logging in first time will have to mandatorily fill the Institute Nodal Officer Registration Form.
- b) The Institute Nodal officer will login on NSP using the user credentials, and complete Institute Nodal Officer Registration Form by entering his/her details and uploading the identity document. The Institute Nodal officer after locking the form using the OTP received, will take the print, paste his/her photograph on the Form, get it attested by the Institute Head (Signature and Institute seal/stamp), will submit the physical form to the respective District or State Nodal officer of any scheme on boarded on NSP.
- c) The District or State Nodal Officer will verify the physical form and the details entered in system and approve/reject the Institute Nodal Officer Registration Form on NSP using the option "Verify Institute Registration Form" under the Administration section in his login. The User credentials and new password will be sent to the registered mobile number of the Institute Nodal officer. The original physical copy of the form will be kept with District or State Nodal Officer and a duplicate copy is to be shared with Institute Nodal officer, who shall keep the same in Institute's records.
- d) The institute Nodal officer can login using the new User credentials, password and OTP received on his/her mobile number. The concerned officer can reset the password by clicking the "Forgot Password" on Institute Login page on NSP.
- e) For the cases of registration, where previous Institute Nodal Officer has been transferred and has not provided the login credentials to the new Institute Nodal Officer, the new Institute Nodal Officer shall formally request District or State Nodal Officer to change the mobile



Email/Conv.  
Dr. Ram Singh (SA)  
COADM for n.a.  
SMA TO  
Uploaded on College website  
4/9/19

number and send the login credentials to the new mobile number. The new Nodal Officer is responsible for updating the profile with his/her credentials.

- f) In case the new Institute Nodal Officer has access to the previous Nodal Officer, the registered mobile number can be changed by existing Nodal Officer. The system asks for the OTP on previous mobile number and the new mobile number to be registered. The existing Nodal Officer is also primarily responsible for updating the profile with credentials of the new Nodal Officer.

For Registration/ Adding Institute/ Registration of Institute Nodal Officer/ Issue of New User Login/ Reset of Password etc. related issues, the Institutes may contact their concerned District ADMs. **Contact details of all District ADMs are given at the NSP portal - home page - Services menu.**

In this connection, it has been directed by the Pr. Secretary (Revenue), (copy enclosed) that all the heads of the Institutes are requested to provide the students handholding support through their teacher in-charges in filling the application forms correctly and uploading same within the stipulated time period and also to fix specific responsibility on the teacher in-charges.

So you are requested to look into the issue and expedite the Registration process as described in the guidelines on priority for further processing.

This issue with the prior approval of Competent Authority.

Yours sincerely,

(Vinod Thukral)  
Asstt. Director (Plg)

No. F 30(16)/PMS-MOMA/2019-20/4616-30

Dated: 23.08.2019

Copy for information to :

1. The Dy. Secretary (MA), o/o the Pr. Secretary-cum-Divisional Commissioner, Deptt. of Revenue, GNCTD, (Minority Affairs), 5, Sham Nath Marg, Delhi.
2. The Additional District Magistrate (North), Room no – 4 office of ADM(North) DM Office complex, alipur, Delhi-110036
3. The Additional District Magistrate (South), M.B Road, Saket New Delhi-110068.
4. The Additional District Magistrate (East), L.M. Bund, Shastri Nagar, Delhi 110031.
5. The Additional District Magistrate (West), Plot No, 3, Shivaji Place, Near West Gate Mall, Raja Garden, New Delhi-110027.
6. The Additional District Magistrate (Central), 14, Darya Ganj New Delhi 110002.
7. The Additional District Magistrate (Shahdara), Nand Nagri, Opposite Gagan Cinema, Delhi 110093.
8. The Additional District Magistrate (New Delhi), 12/1, Jam Nagar House, Shahjahan Road, New Delhi 110011.
9. The Additional District Magistrate (South West), Old Terminal Tax Building Kapasherea, New Delhi-110037.
10. The Additional District Magistrate (North West), Kanjhawla Delhi 110081.
11. The Additional District Magistrate (North East), D.C Office Complex, Nand Nagri, Opposite Gagan Cinema, Delhi-110093
12. The Additional District Magistrate (South East), Old Gargi College Building Lajpat Nagar IV New Delhi-110024.
13. The Deputy Director (Scholarship), Deptt. for the welfare of SC/ST/OBC/Minorities, B Block, 2<sup>nd</sup> floor, Vikas Bhawan-I, I P Estate, N.D-2.
14. PS to Secretary (HE), Dte. Of Higher Education, GNCTD.
15. PS to Director (HE), Dte. Of Higher Education, GNCTD.

(Vinod Thukral)  
Asstt. Director (Plg)



राजीव वर्मा, भा.प्र.से.

प्र. सचिव-एवम्-मण्डलीय आयुक्त

RAJEEV VERMA, IAS

Pr. Secretary (Revenue) - cum

Divisional Commissioner



सत्यमेव जयते

RECEIPT

No. 3694

Date 09/08/19

DIRECTORATE OF HIGHER EDUCATION  
GOVT. OF NCT OF DELHI

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार  
राजस्व विभाग

5, शाम नाथ मार्ग, दिल्ली - 110 054

Government of N.C.T. of Delhi  
Department of Revenue

5, Sham Nath Marg, Delhi - 110 054

Tel : 2396 2825, Fax : 2393 1269

email : divcqm@nic.in

F43(58) MMS/14/Div. Comn/2019  
-/229

D.O. No. ....

Dated..... 08/08/2019.....

Dear Shri S. S. Gill,

As you are aware, the Ministry of Minority Affairs has already notified the time schedule for Pre-Matric, Post-Matric and Merit-cum-Means based Scholarship Schemes for Minorities for the year 2019-20.

A copy of the letter No.8-4/2019-SS Govt. of India, received from Ministry of Minority Affairs dated 17.07.19 is enclosed herewith.

In the meeting held on 23.07.2019 in my office, I had underlined the need to ensure that all eligible students get the requisite benefit. It is a matter of concern that a large number of applications are being rejected.

May I therefore request you to ensure the students are provided handholding support by the teachers incharge, so that they fill application forms correctly and upload the same within the stipulated time.

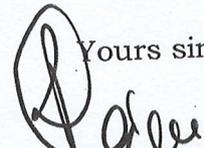
You may fix the specific responsibility on the teachers incharge and Heads of Institutes. In this regard, it will also be useful to assign the responsibility of monitoring the process of applications forms to the concerned Senior officers of Higher Education Department in their respective jurisdiction.

Our endeavors must be to bring down the rate of rejection of application to zero and to ensure that the maximum number of eligible students benefited of the scholarships.

I solicit your personal attention and support in this regard.

Best wishes

Yours sincerely,

  
(Rajeev Verma)  
8/8

Encl: As Above

Sh. Sarpreet Singh Gill

Director of Higher Education

Directorate of Higher Education, GNCTD

Delhi-110054.

Vms  
16/8/19

As discussed  
circulate the copy to  
all unmet / Callers

SoCP

sh. Anant

16/8