Fellowship Module

National Scholarship Portal

Institute Onboarding and KYC Registration

User Manual

November 2026

Version 1.0

एनआईसी
National
Informatics
Centre

Digital India
Power To Empower

Version History

Version	Date	Prepared by	Description	Reviewed by	Approved by
1.0	November 2026	NSP PMU	Institute Onboarding user Manual		

Table of Contents

1 About NSP Fellowship 4
2 Introduction 4
3 Only UGC Requirements 4
4 Detailed Institute Onboarding Procedure 4
4.1 Stage-1 Registration Form 6
4.2 Stage 2: Biometric Authentication 24
4.3 Stage 3: Print KYC Registration Form 25
4.4 Stage 4: Attestation of KYC Registration Form 30
4.5 Stage 5: Upload attested KYC Registration Form 33
4.6 Stage 6: Approval of KYC Registration Form by the Head of Institute 35
4.7 Stage 7: Approval by Ministry / Department 39
5 Ministry Process for Institute KYC and Profile Verification and Approval 41
5.1 Purpose 41
5.2 Roles and Responsibilities 41
5.3 Prerequisites 41
5.4 Records Required 42
5.5 Procedure 42
5.6 Approval Controls 43
6 Institute Maker/Checker Creation & Approval 43
6.1 Purpose for Maker & Checker 43
6.2 Roles and Responsibilities 43
6.3 Prerequisites 44
6.4 End-to-End Workflow 44
6.5 Institute-Level Creation by INO 44
6.5.1 Open Manage Maker/Checker 44
6.5.2 Enter Maker/Checker Details 45
6.5.3 Submit and Track the Request 46
6.5.4 Maker/Checker BioAuth 47
7 Institute Maker/Checker Approval 47
7.1 Ministry-Level Approval 47
7.1.1 Open Pending Maker/Checker Requests 47
7.1.2 Review and Approve the User 49
8 Institute Maker/Checker Post-Approval Activation 50

1 About NSP Fellowship

The **NSP Fellowship** provides a unified and technology-enabled platform for the administration of fellowship schemes implemented by various Ministries and Departments of the Government of India. The module facilitates the end-to-end management of the fellowship lifecycle, including candidate application, institutional verification, Ministry-level approval, fellowship continuation, JRF-to-SRF conversion, leave management, thesis and PhD-completion updates, monthly payment confirmation, exception handling and disbursement monitoring. The platform follows role-based access and Maker-Checker controls to promote accuracy, accountability and transparency. It also provides candidates, institutes and Ministries with timely access to application, verification and payment information through a common digital interface.

2 Introduction

This manual explains the complete institute onboarding process for the NSP Fellowship Module in simple and sequential steps. It covers institute registration, Institute Nodal Officer and Head of Institute details, biometric authentication, printing and uploading the attested KYC form, approval by the Head of Institute, and approval by the concerned Ministry/Department.

3 Only UGC Requirements

Before starting, keep the institute AISHE Code, Aadhaar-linked mobile numbers of the authorised officials, Aadhaar details, official contact details, affiliation certificate, UGC 2(f)/12(B) supporting document, details of PhD supervisors and seats, and scanned copies of the required documents ready.

Do not create a duplicate registration if the portal shows an existing KYC Reference ID. Continue from the pending stage displayed by the system.

4 Detailed Institute Onboarding Procedure

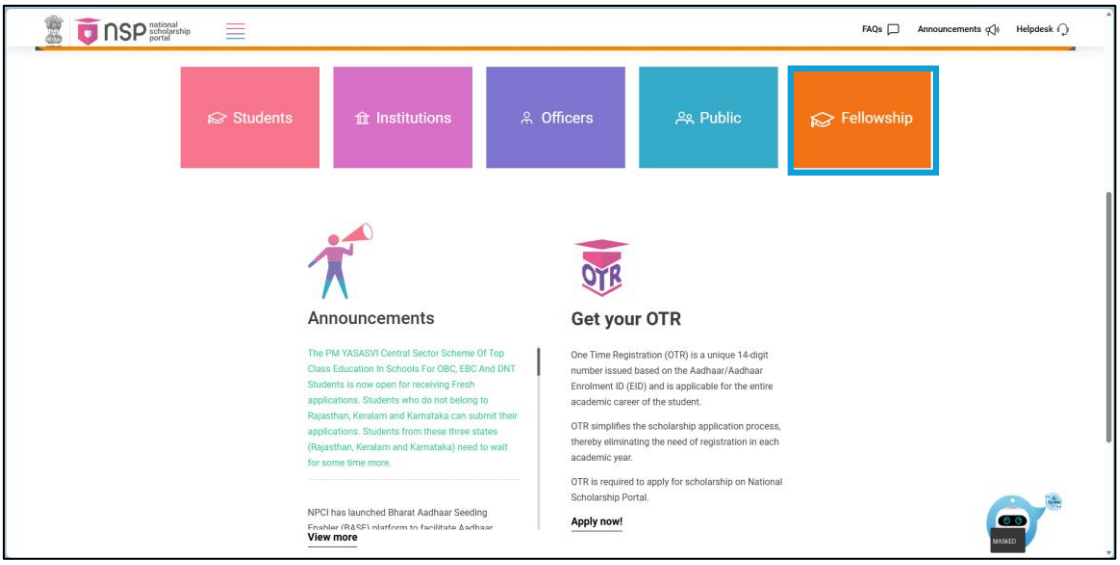


Figure 1 - NSP home page showing the Fellowship option

Step 1: Open the National Scholarship Portal (NSP) using URL https://scholarships.gov.in/. Select the Fellowship option to begin the institute onboarding process.

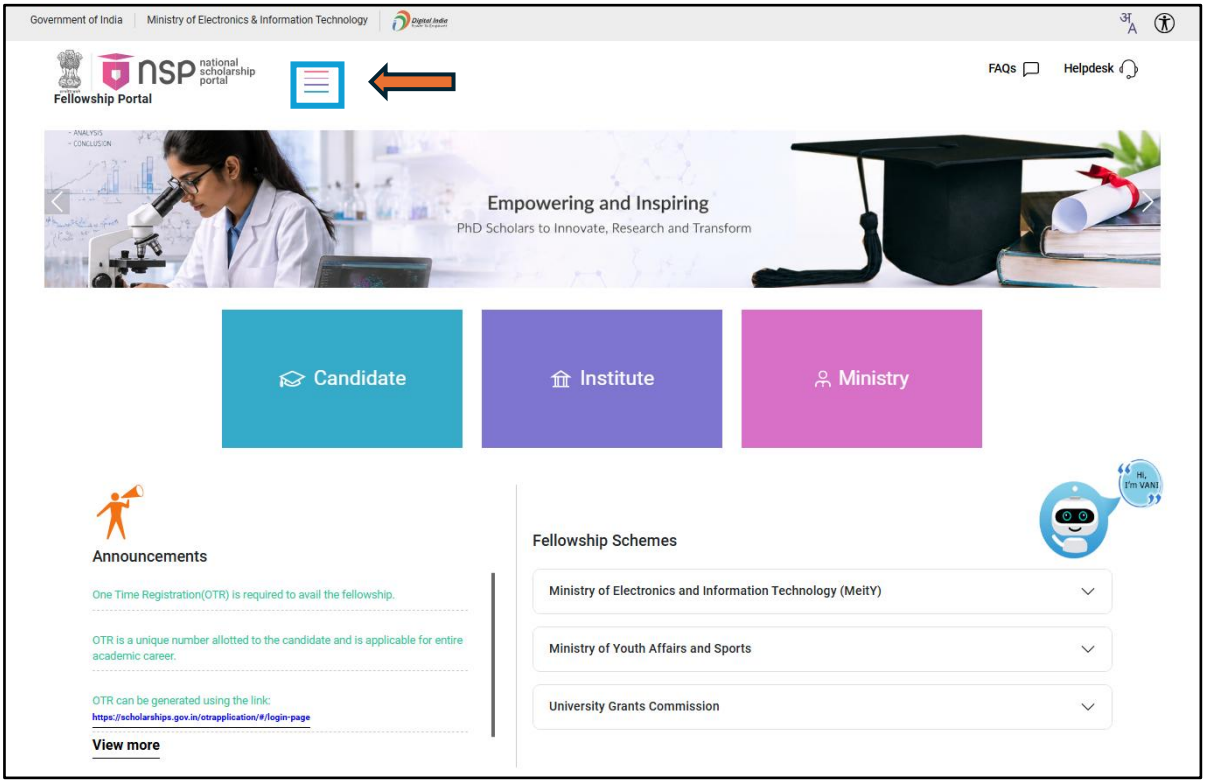


Figure 2 - Fellowship landing page

Step 2: The Fellowship landing page will open. Select the menu icon (three horizontal lines) to view the available options.

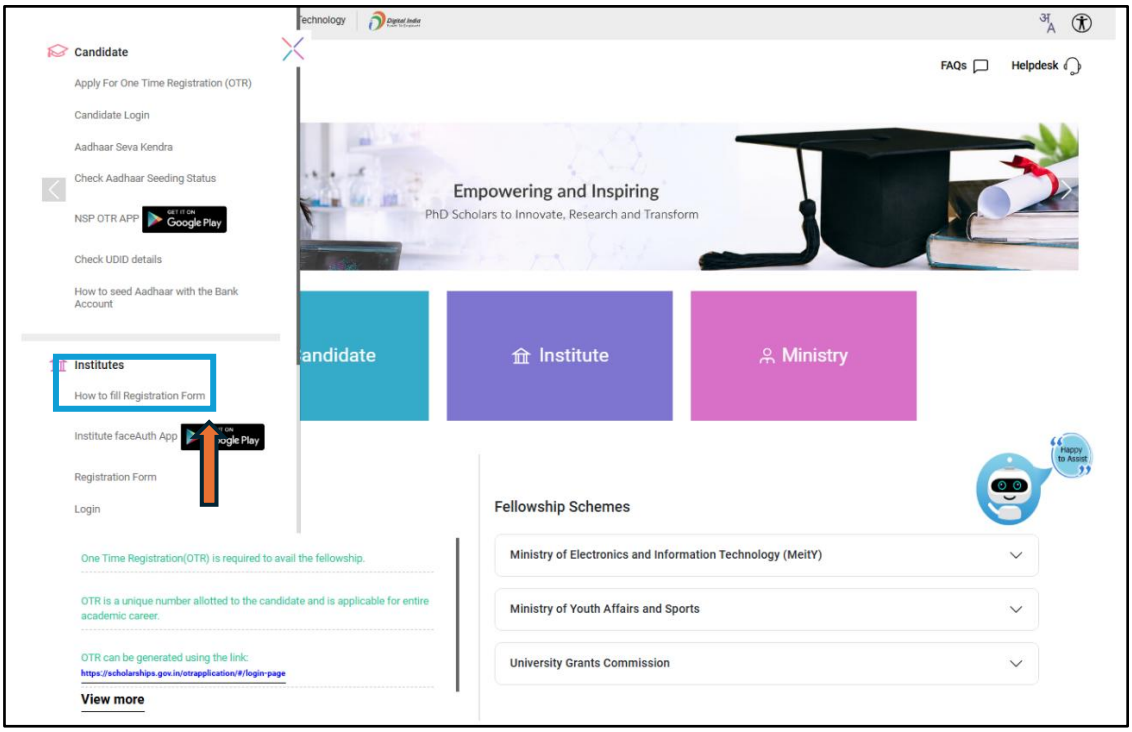


Figure 3 - Institute menu showing the registration option

Step 3: Under the Institute section, select Registration Form to start institute KYC registration.

4.1 Stage-1 Registration Form

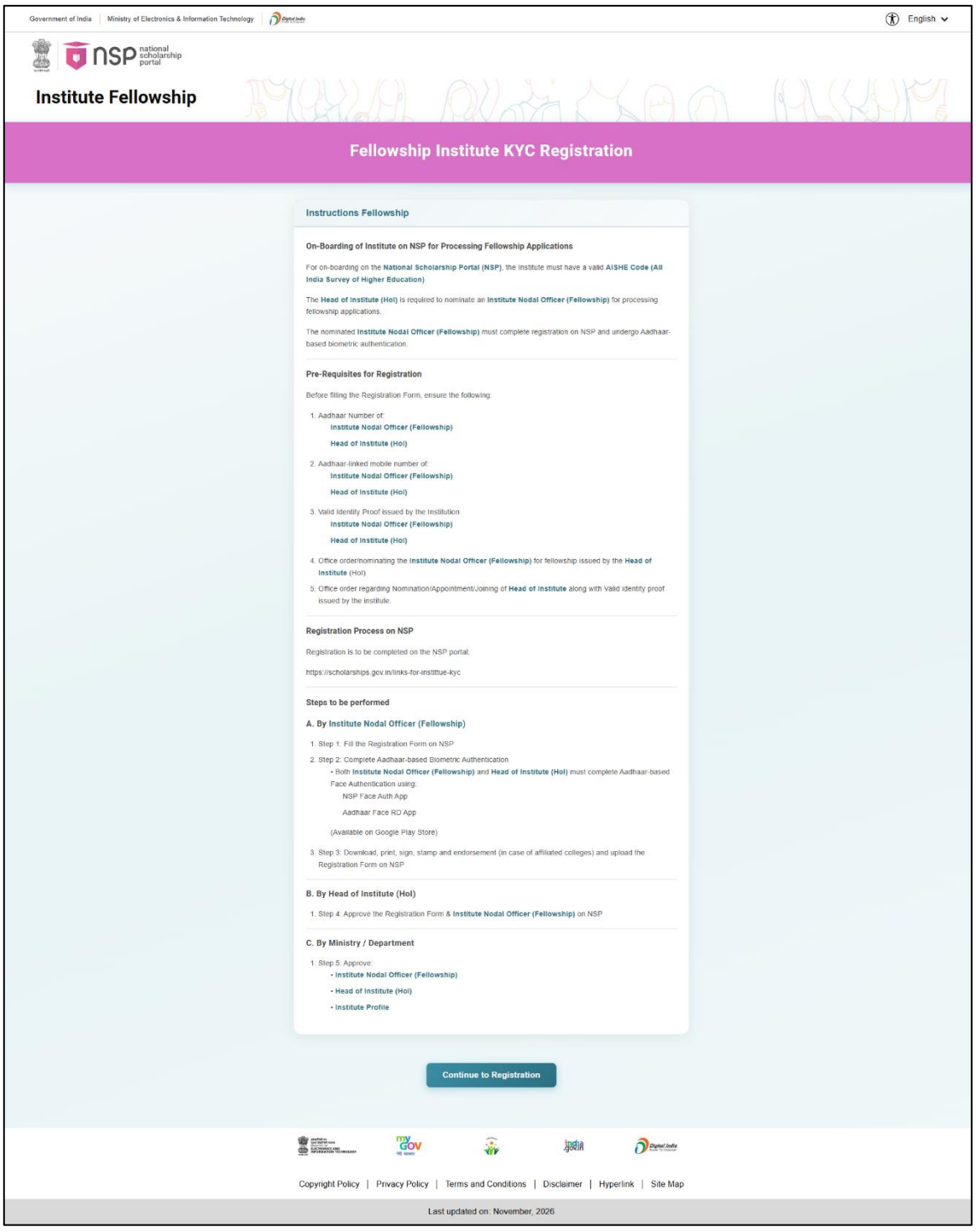


Figure 4 - Fellowship Institute KYC Registration instructions

Step 4: Read all instructions carefully before entering any information. Keep the required details and supporting documents ready. Then select Continue to Registration.

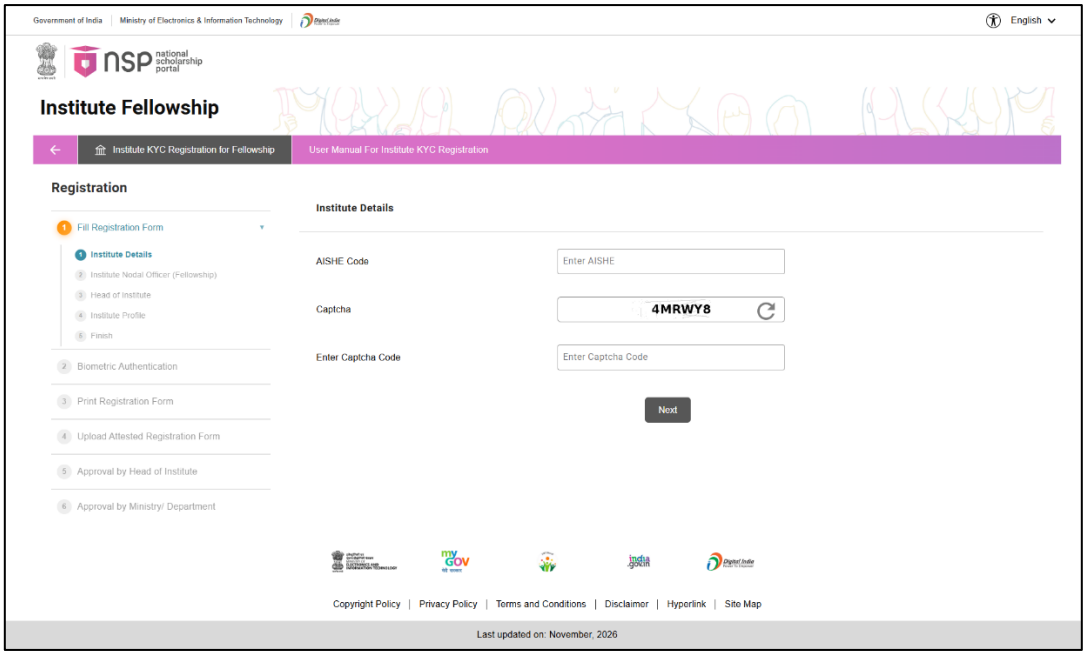


Figure 5 - AISHE code and captcha entry screen

Step 5: Enter the institute AISHE Code. Enter the captcha exactly as displayed on the screen.

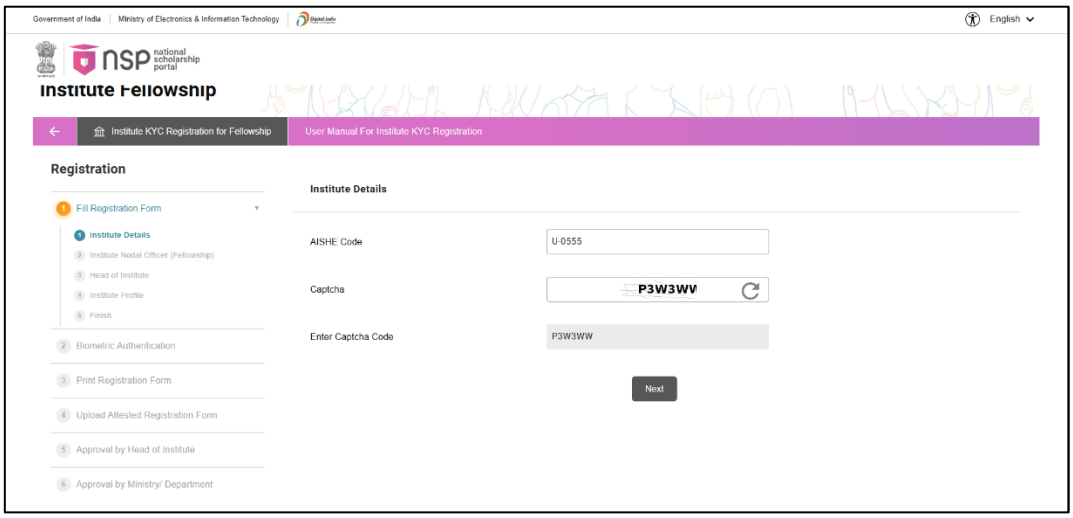


Figure 6 - Institute search screen

Step 6: Select Next to search for the institute in the NSP Fellowship directory.

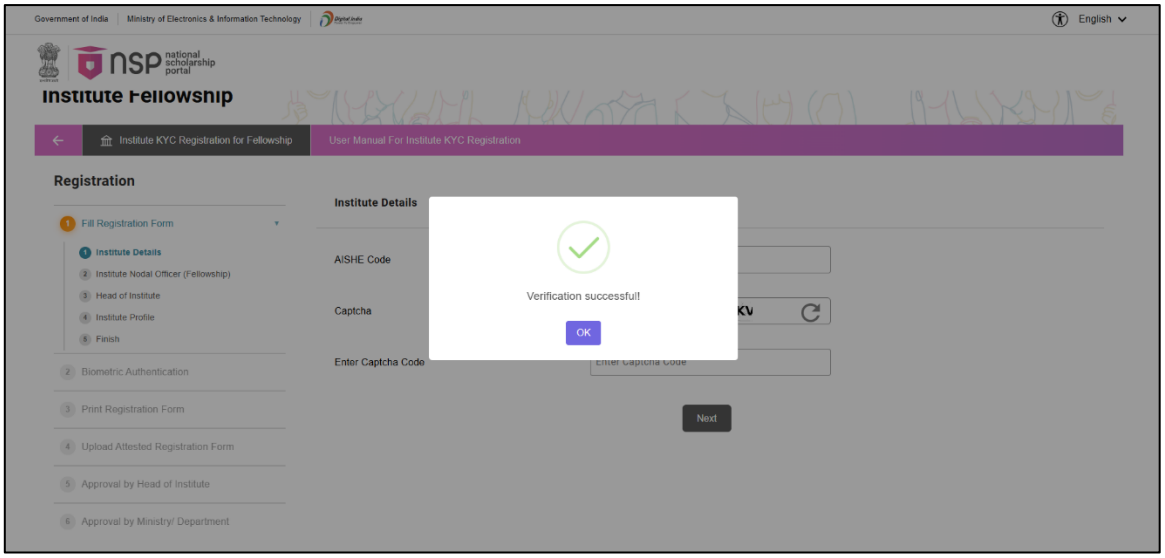


Figure 7 - Institute verification successful message

Step 7: If the institute is available in the NSP Fellowship directory, the portal will display a successful verification message. Select OK to continue.

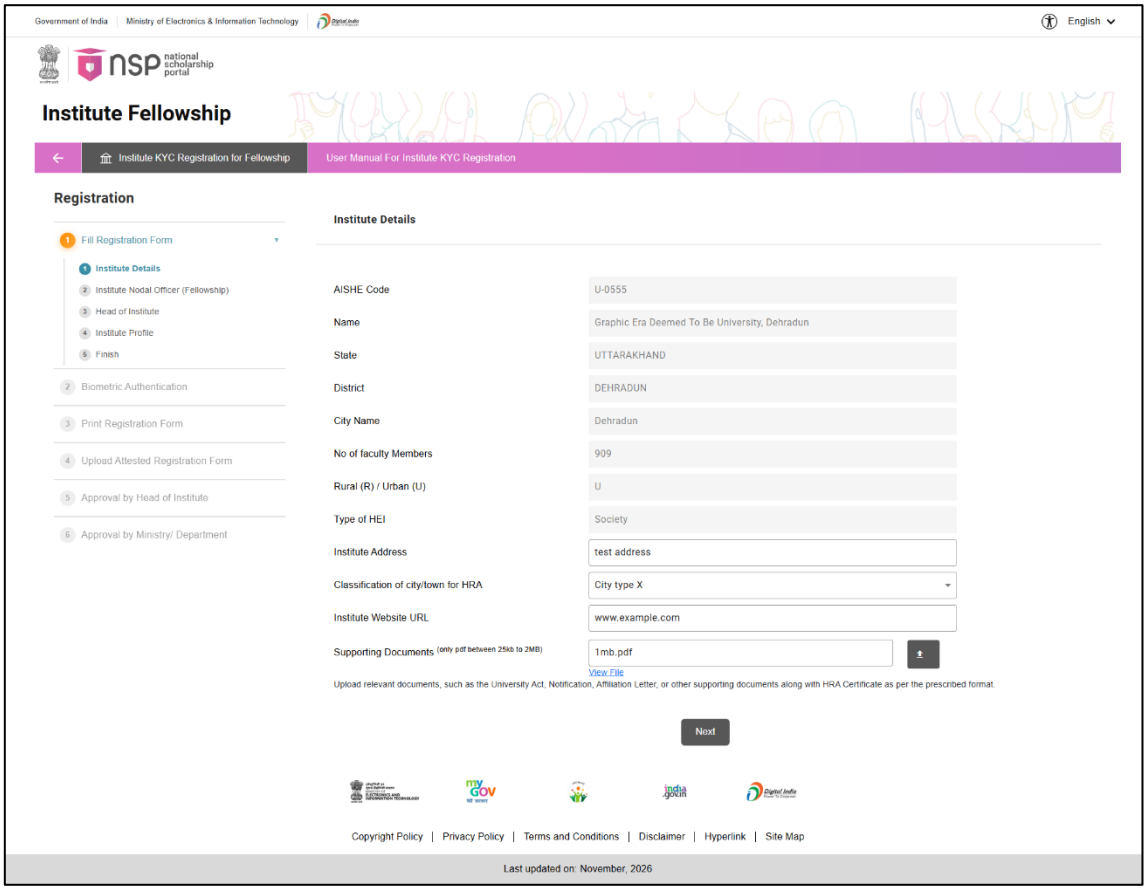


Figure 8 - Institute details retrieved from AISHE

Step 8: Review the institute details prefilled from AISHE. Enter the Institute Address, classification of city/town for HRA, and institute website URL. Upload the Affiliation Certificate in the prescribed format, and then select Next.

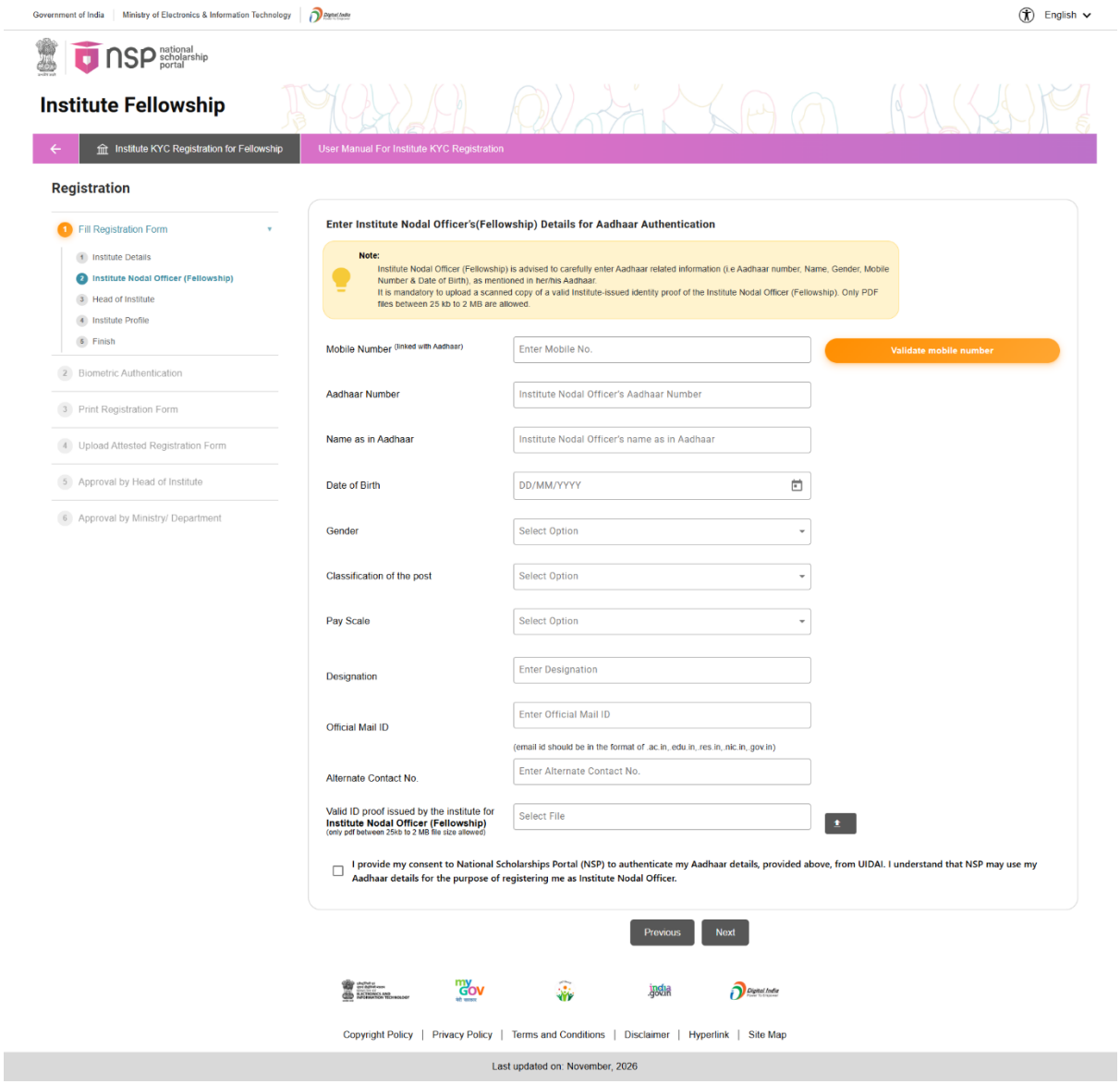


Figure 9 - Institute Nodal Officer details for Aadhaar authentication

Step 9: Enter the Aadhaar-linked mobile number of the Institute Nodal Officer (INO). Select Validate mobile number to receive an OTP.

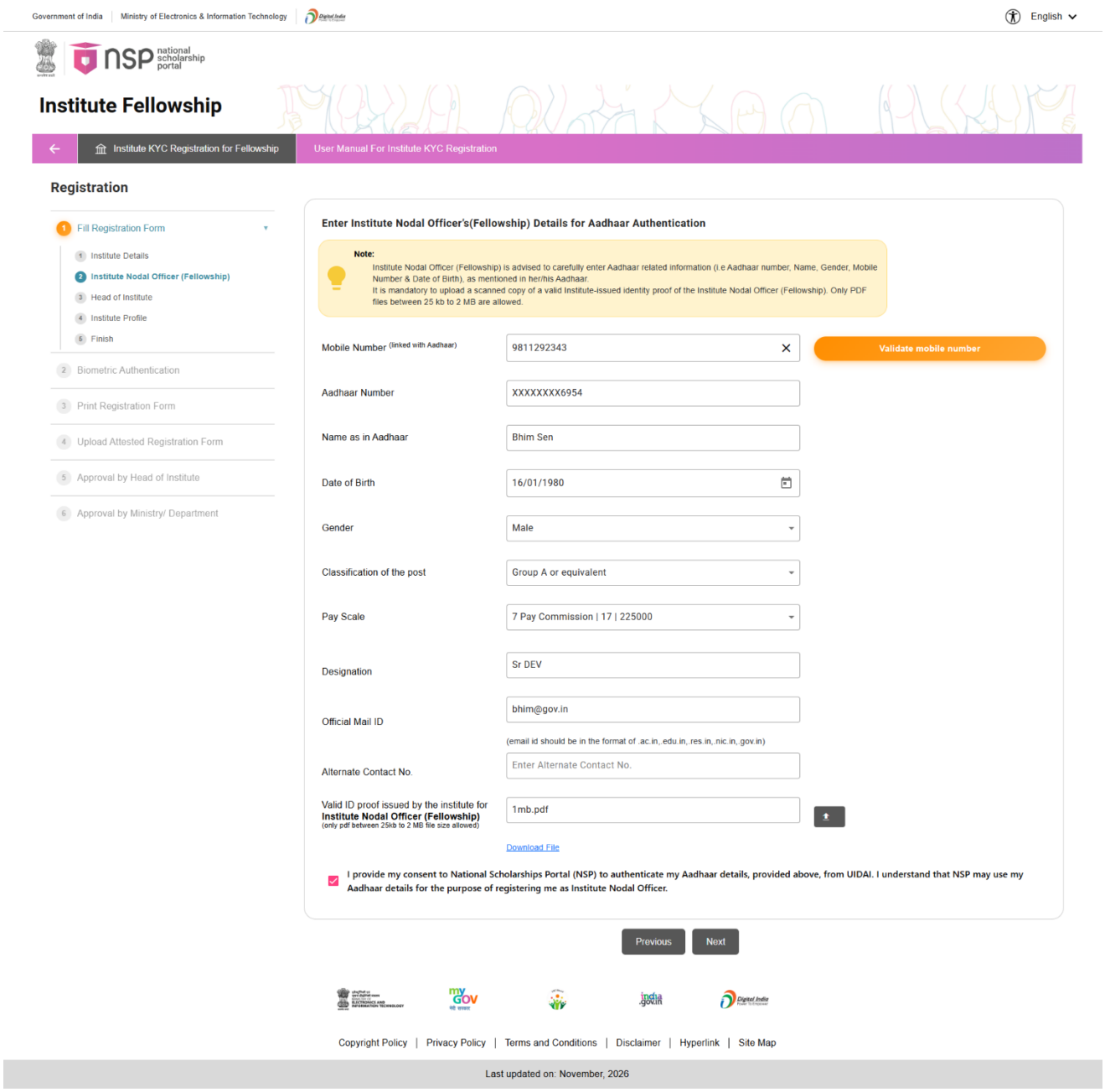


Figure 10 – Completed Institute Nodal Officer (INO) Details

Step 10: Duly Filled Institute Nodal Officer (INO) Details Form for Aadhaar Authentication.

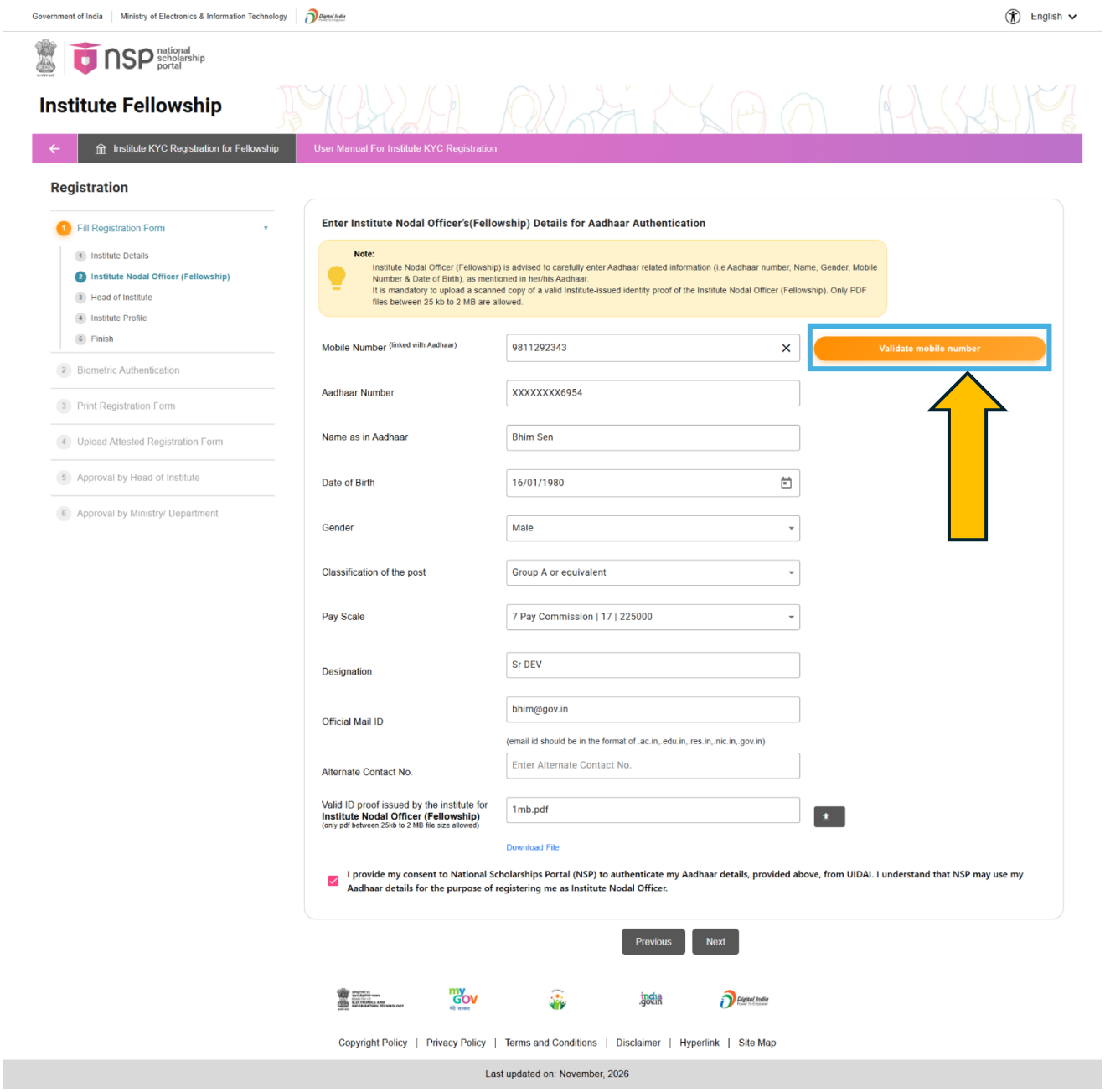


Figure 11 - Validate INO Mobile Number

Step 11: Click Validate Mobile Number button to receive an OTP.

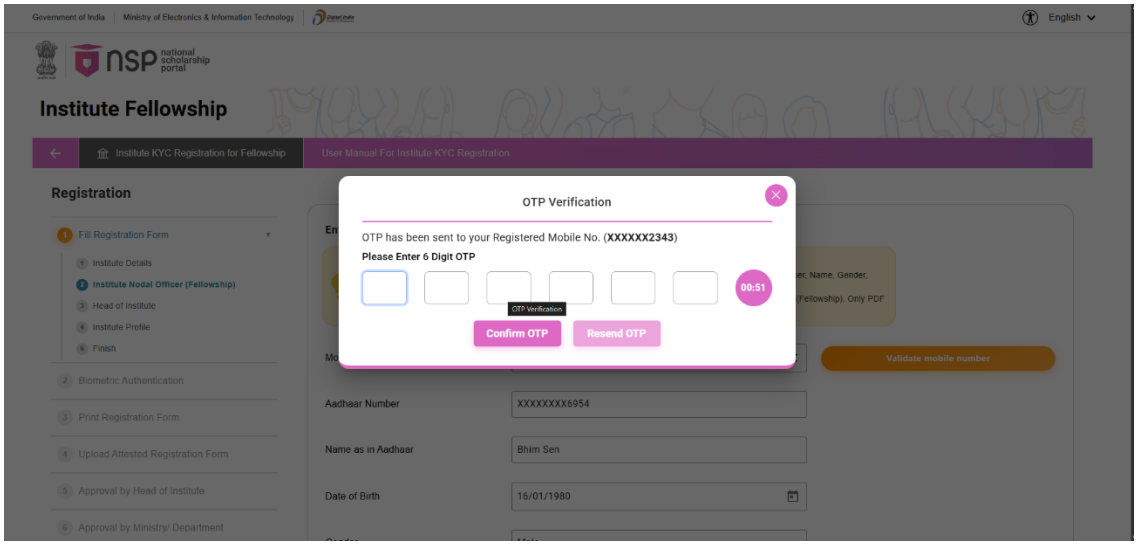


Figure 12 - OTP verification window of INO

Step 12: Enter the OTP received on the registered mobile number of INO and select Confirm OTP.

Use Resend OTP only if the OTP is not received or has expired.

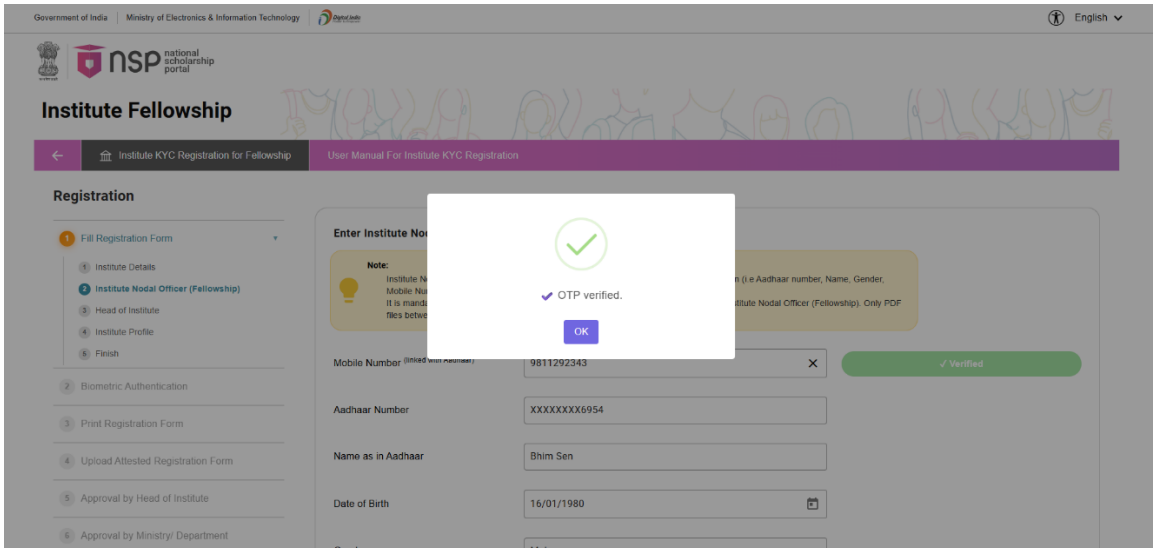


Figure 13 - OTP verified confirmation of INO

Step 13: After successful verification of INO, the portal will display an OTP verified message. Select OK to continue.

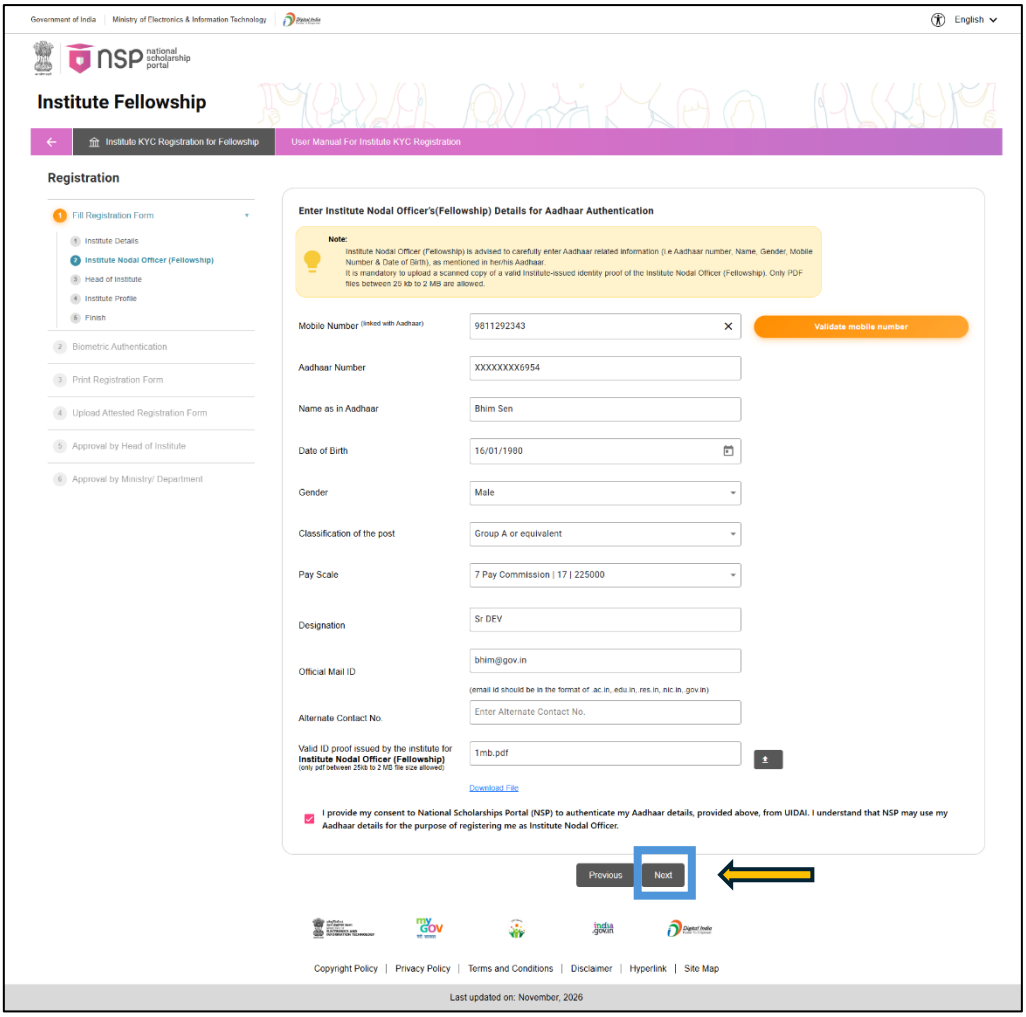


Figure 14 – Proceed for HoI Details

Step 14: Click Next Button to proceed for HoI Details

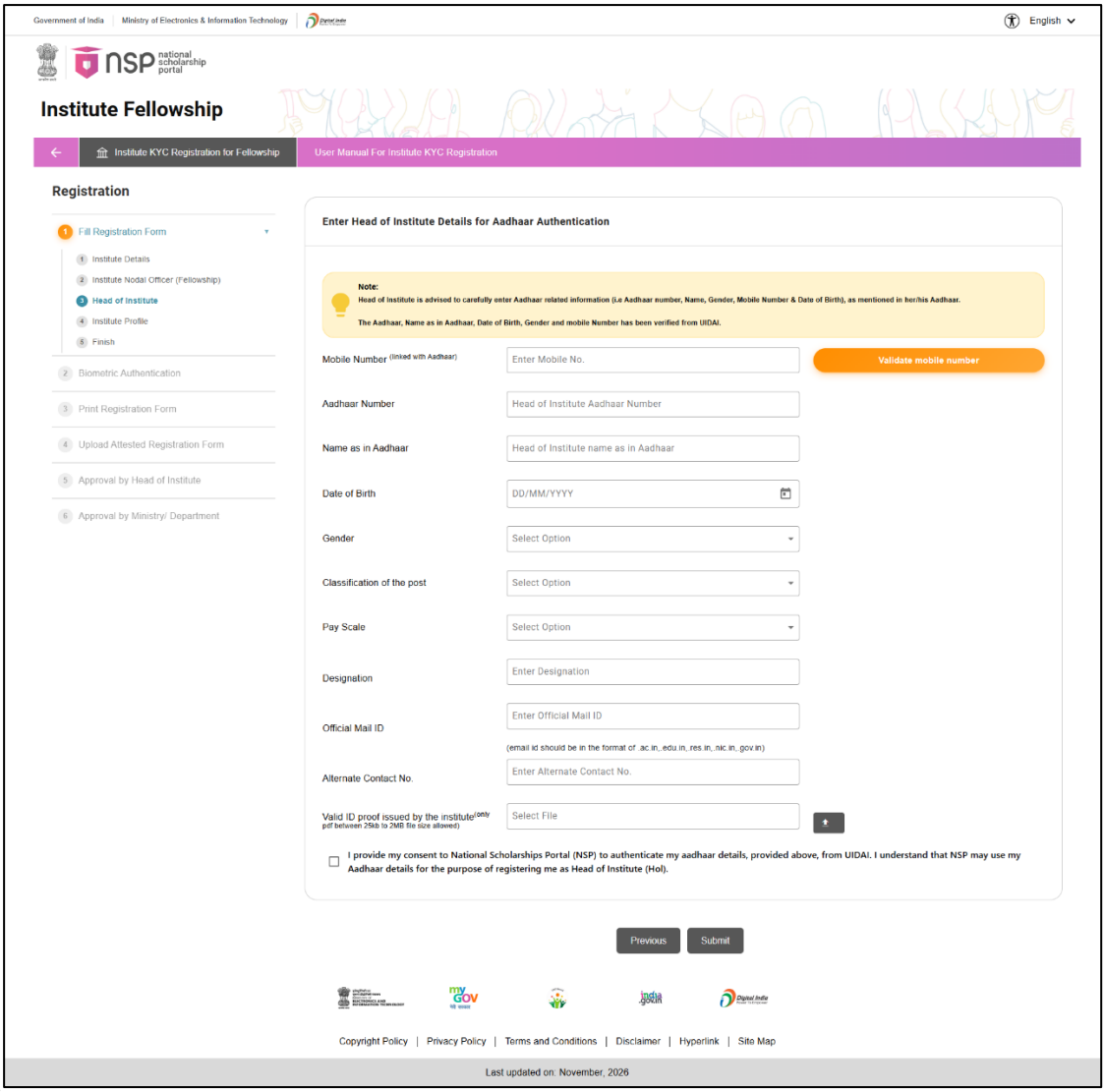


Figure 15 - Head of Institute details for Aadhaar authentication

Step15: Enter the Aadhaar-linked mobile number of the Head of Institute (HoI).

Select Validate mobile number to receive an OTP.

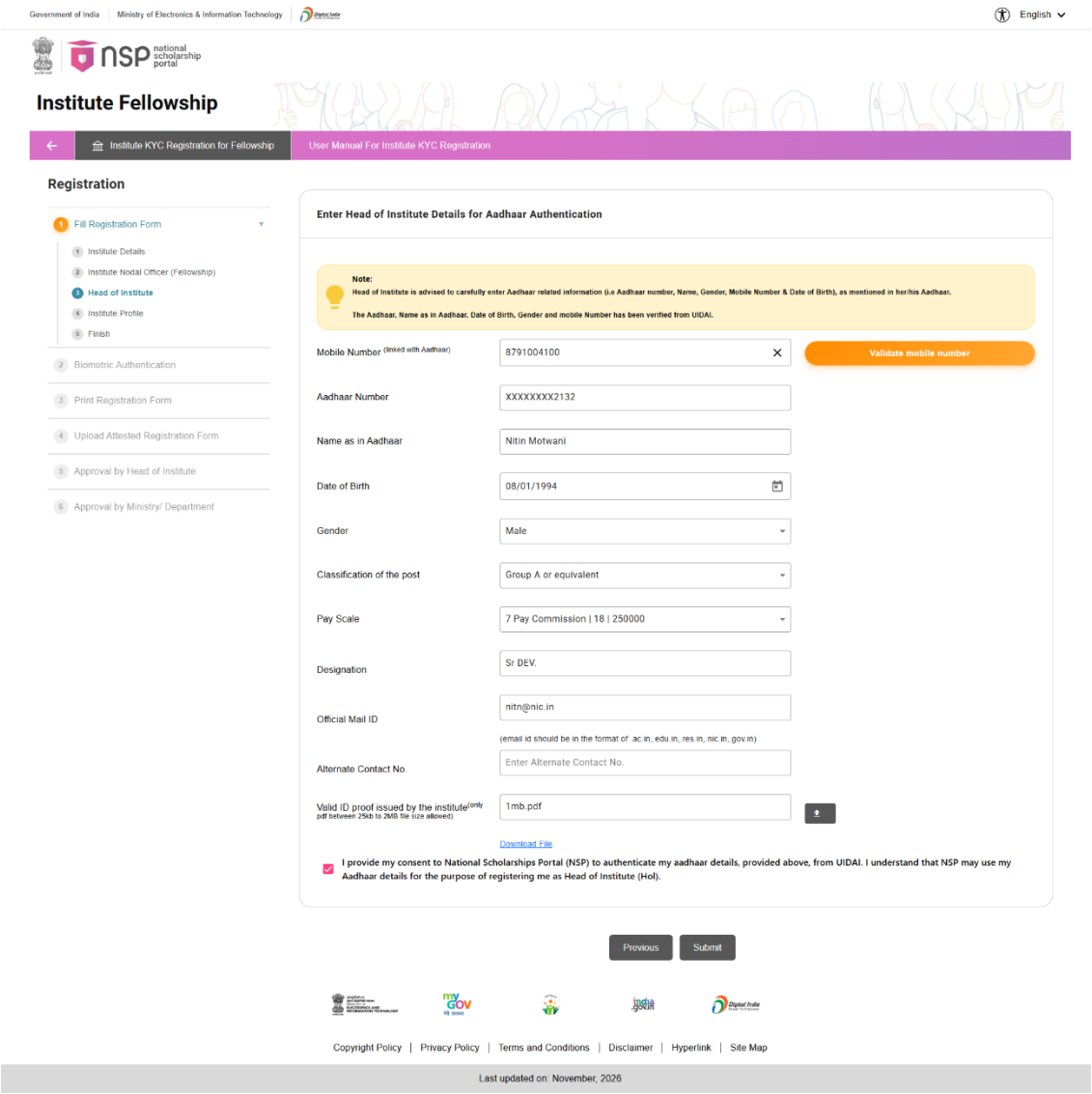


Figure 16 - Completed Head of Institute (HoI) Details

Step 16: Duly Filled Head of Institute (HoI) Details Form for Aadhaar Authentication.

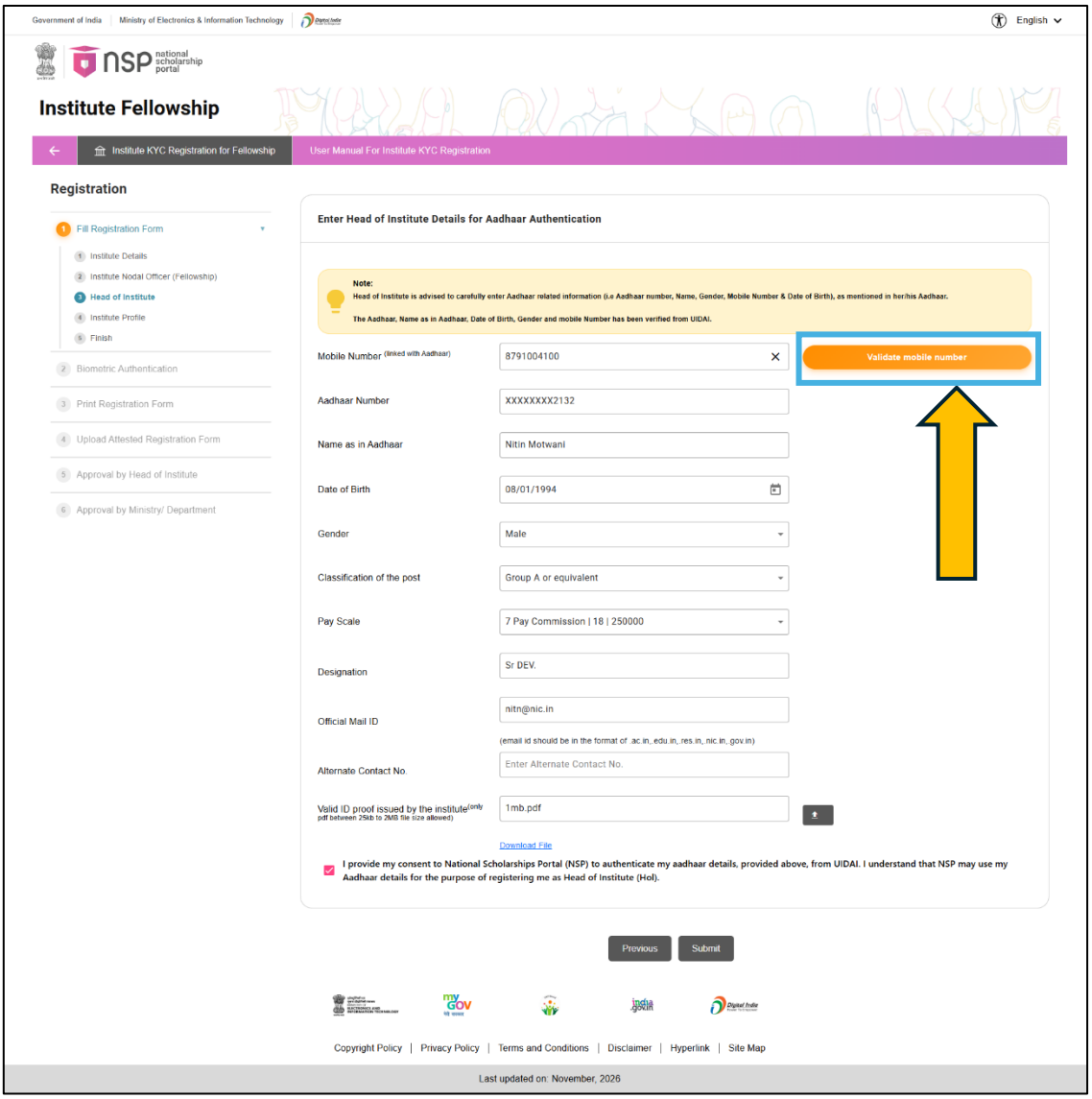


Figure 17 - Validate HoI Mobile Number

Step 17: Click Validate Mobile Number button to receive an OTP.

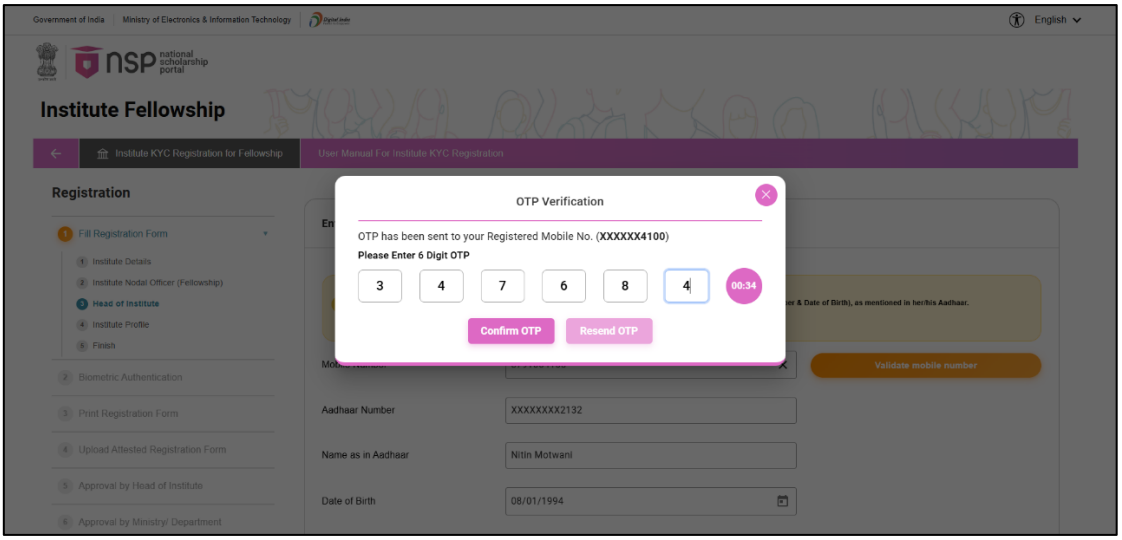


Figure 18 - OTP verification window of HoI

Step 18: Enter the OTP received on the registered mobile number of HoI and select Confirm OTP.

Use Resend OTP only if the OTP is not received or has expired.

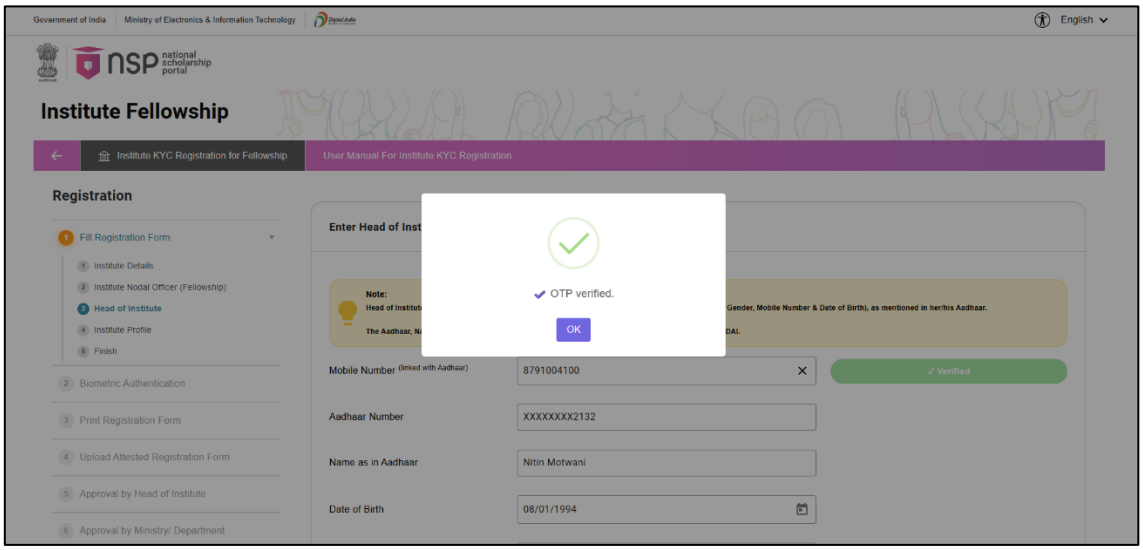


Figure 19 - OTP verified confirmation of HoI

Step 19: After successful verification of HoI, the portal will display an OTP verified message.

Select OK to continue.

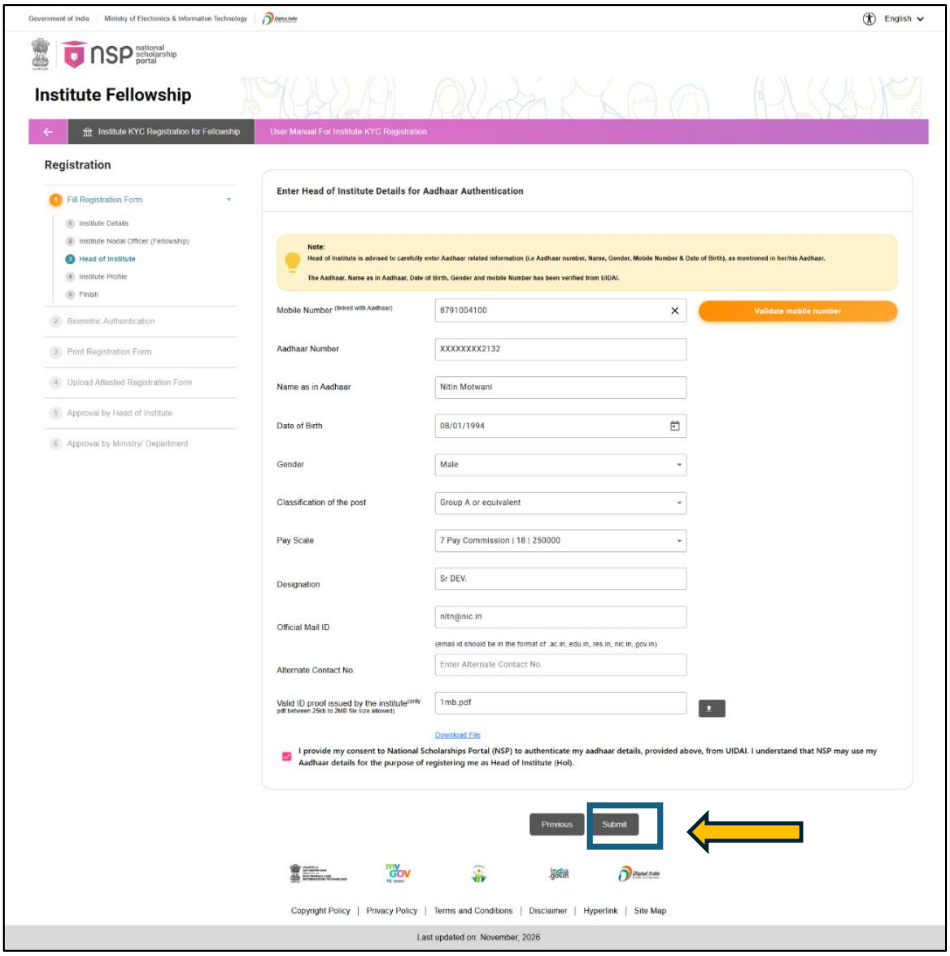


Figure 20 - Submit Institute KYC Form

Step 20: Submit Institute KYC Form.

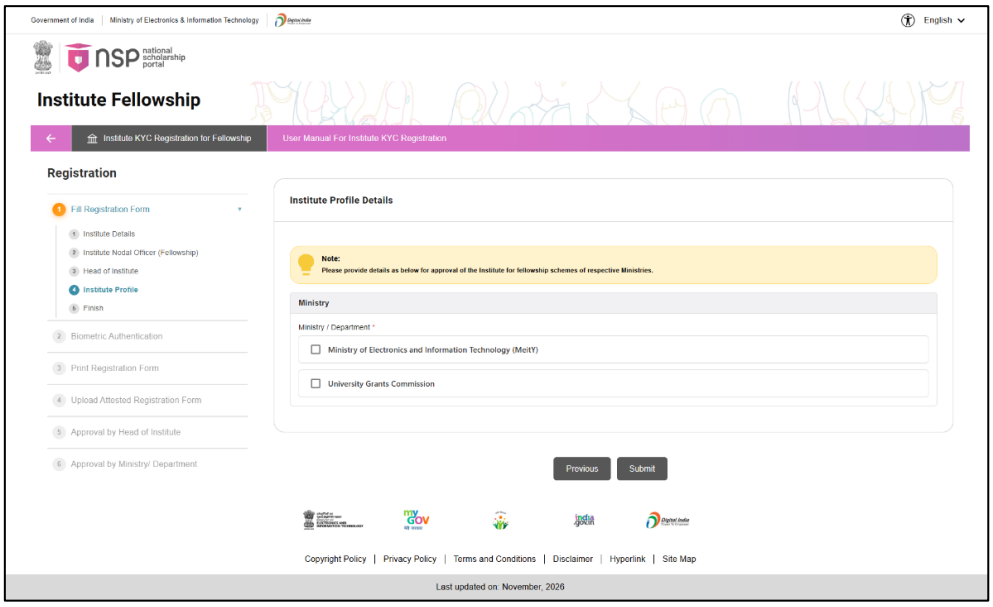


Figure 21 - Select associated Ministry / Department for Institute Profile

Step 21: Select associated Ministry / Department for Institute Profile Details.

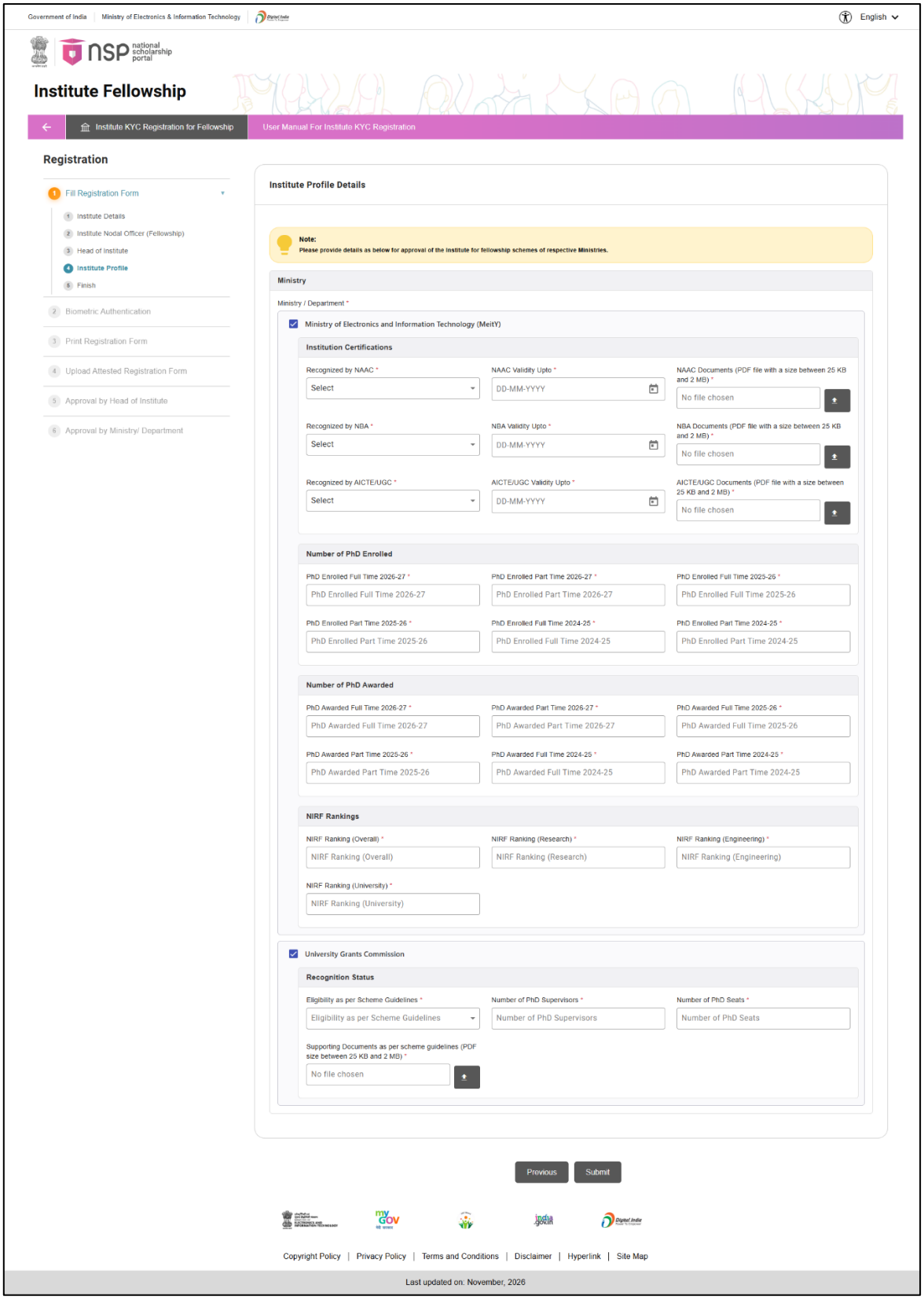


Figure 22 - Fill Institute Profile Details related to associated Ministry / Department

Step 22: Fill Institute Profile Details related to associated Ministry / Department.

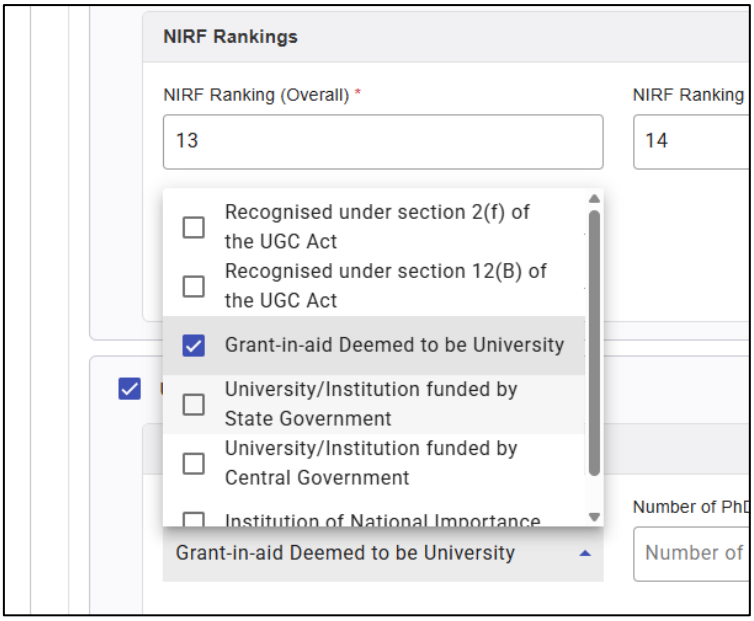


Figure 23 - Select the appropriate eligibility option as per the UGC scheme guidelines.

Step 23: Select the appropriate eligibility option as per the UGC scheme guidelines.

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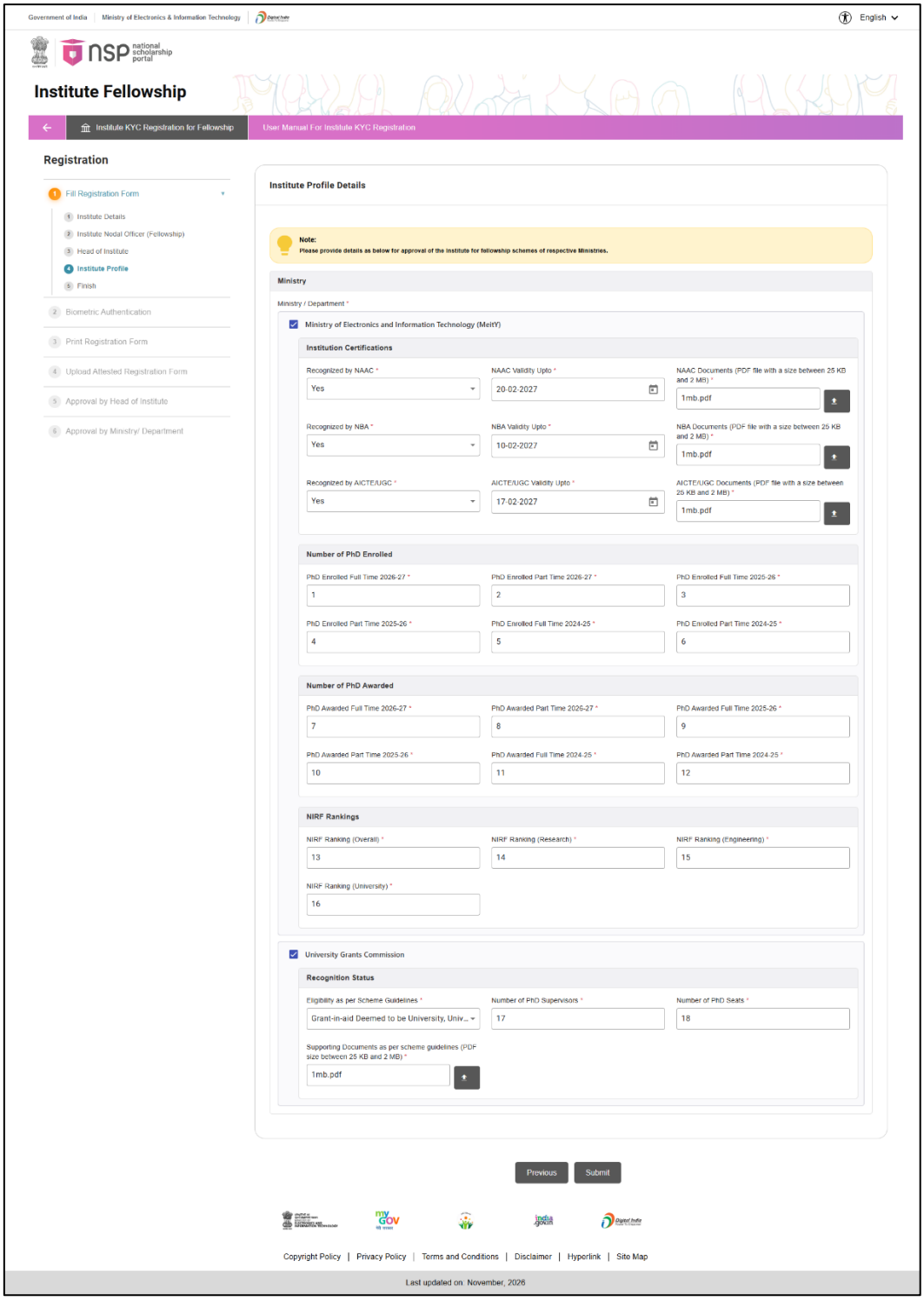


Figure 24 - Duly filled Institute Profile Details

Step 24: Duly Filled Institute Profile Details.

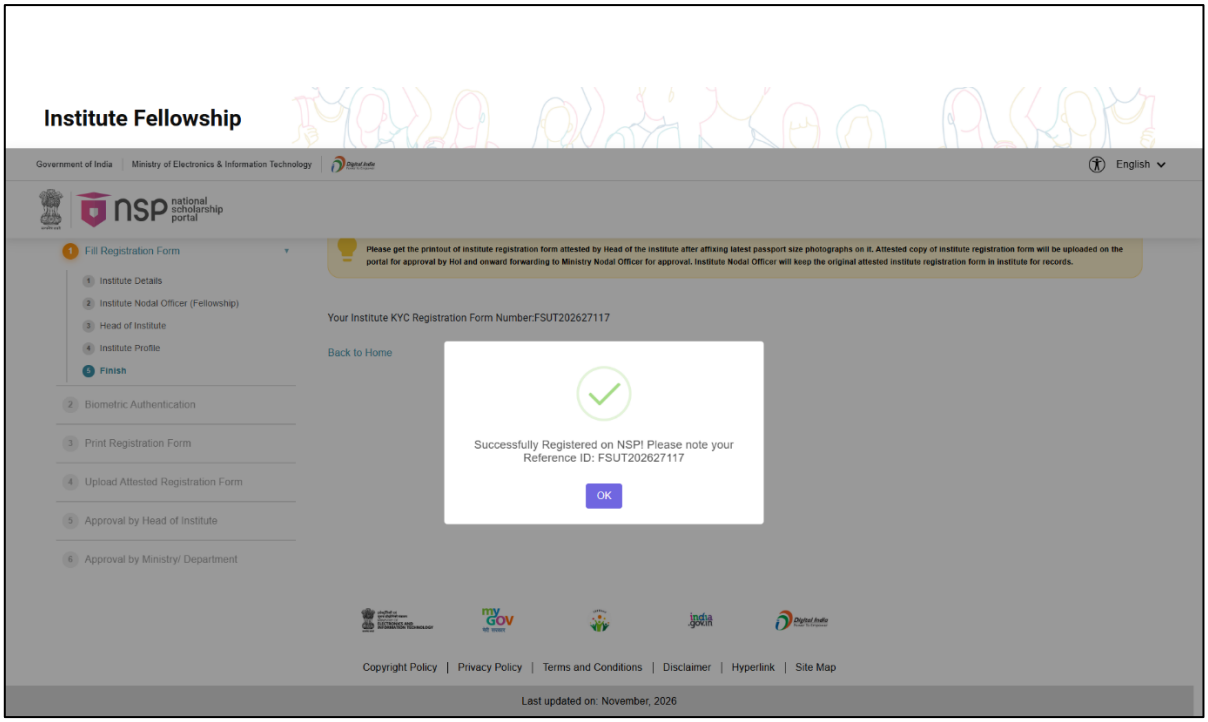


Figure 25 - KYC Reference ID generated by the system

Step 25: After successful submission, the portal will generate a KYC Reference ID.

Note: Keep the Reference ID safe for biometric authentication, form printing, and future tracking.

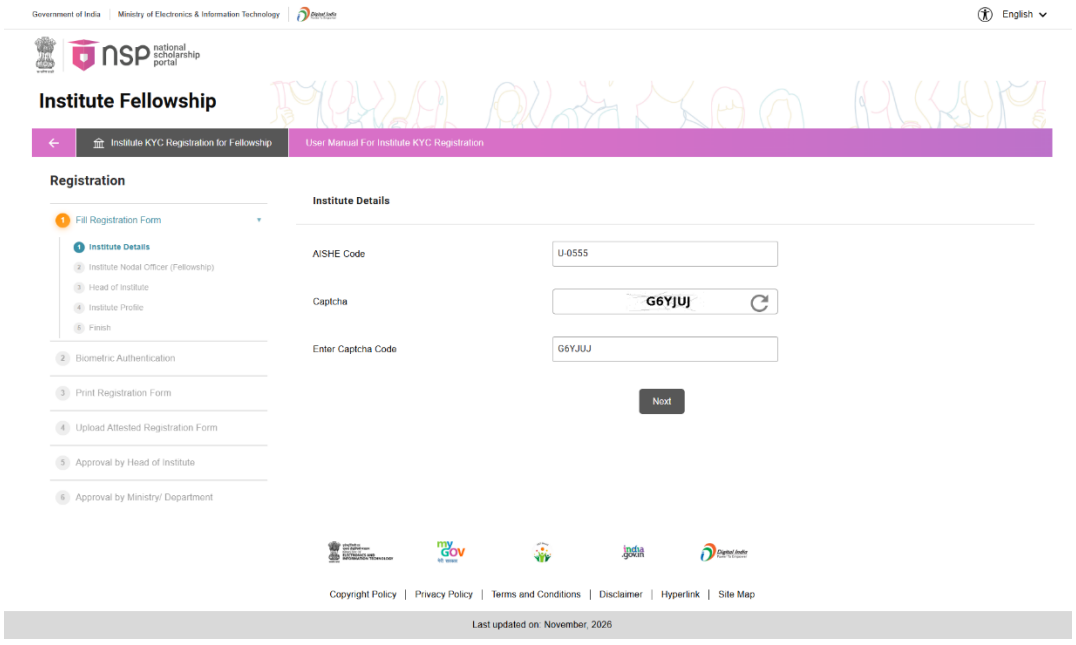


Figure 26 - Go to Home Page and re-enter Institute AISHE Code

Step 25: Go to Home Page and re-enter Institute AISHE Code to check the status of KYC Form.

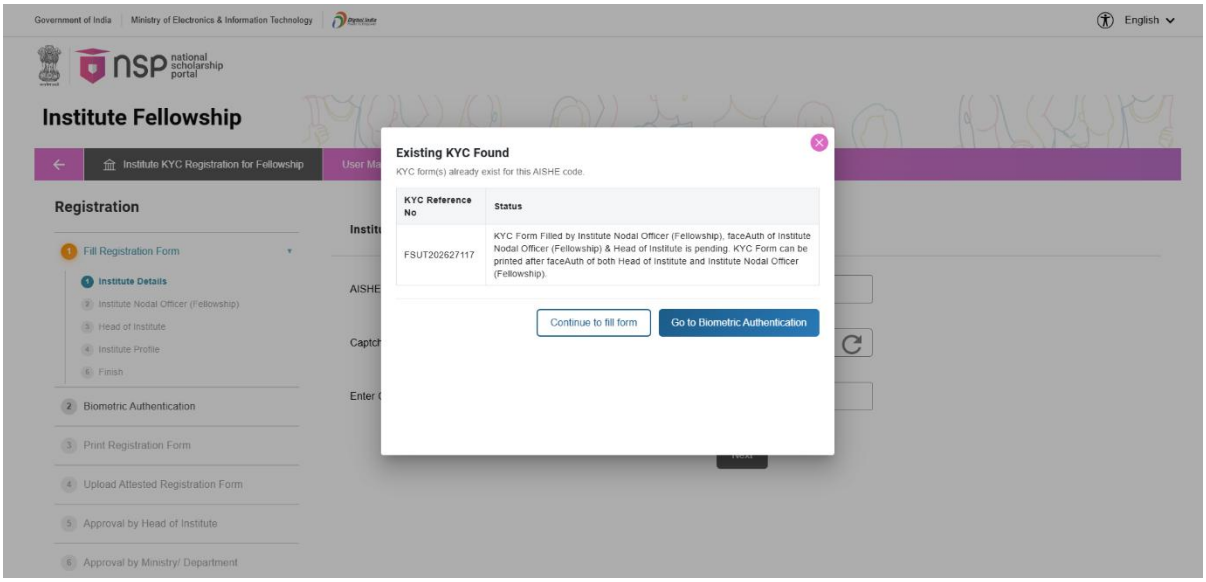


Figure 27 - Click the "Go to Biometric Authentication" button

Step 27: A window popup to click the "Go to Biometric Authentication" button.

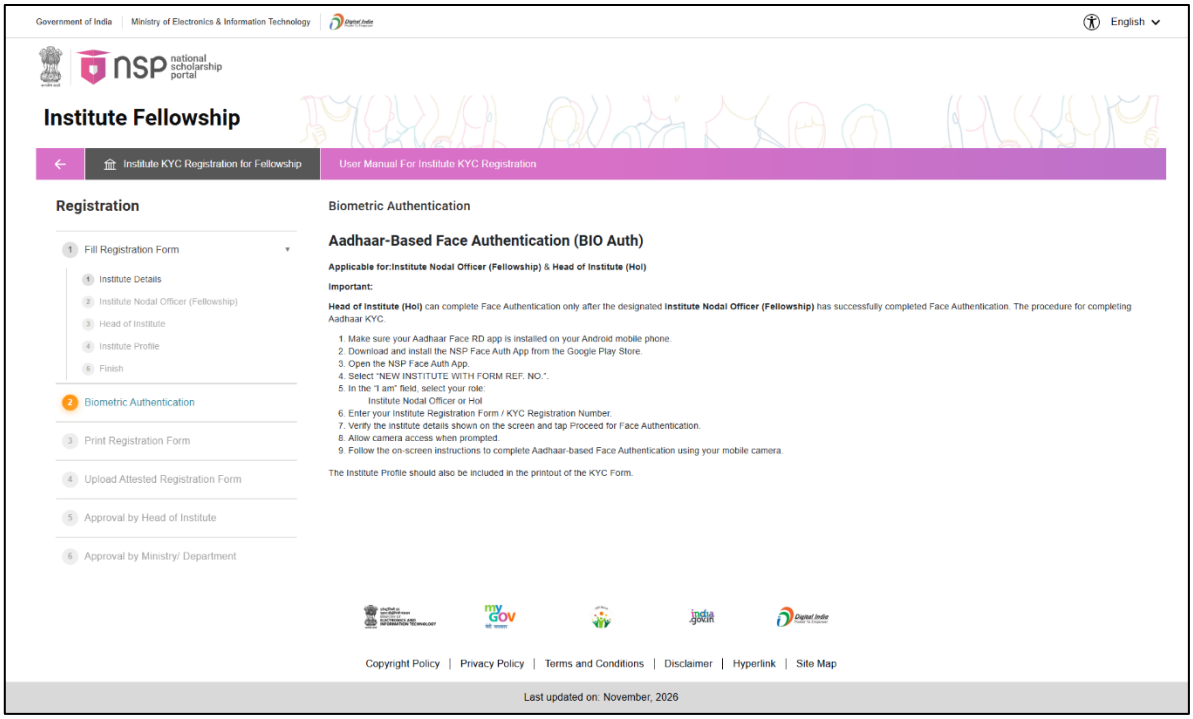


Figure 28 - KYC Form Status

Step 28: KYC Form Status.

4.2 Stage 2: Biometric Authentication

The INO and HoI must complete biometric authentication through the NSP Face Authentication application, as applicable.

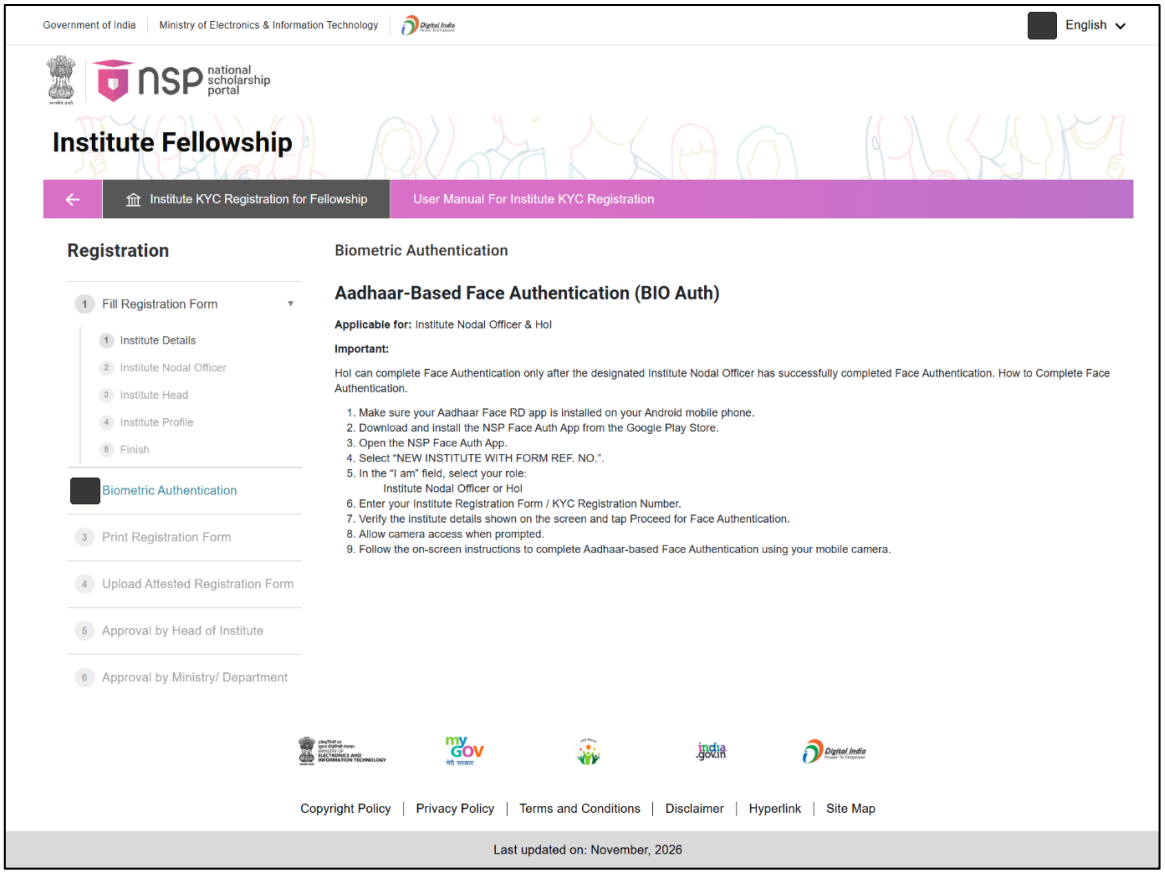


Figure 29 - Aadhaar-based face authentication instructions

Step 29: Follow the instructions displayed on the portal to complete Aadhaar-based face authentication. For the detailed process, refer to the official NSP manual for INO and HoI Face Authentication:

https://scholarships.gov.in/public/userManual/UserManual_for_INO_and_HoI_to_perform_FaceAuth_withnewvalidations.pdf

4.3 Stage 3: Print KYC Registration Form

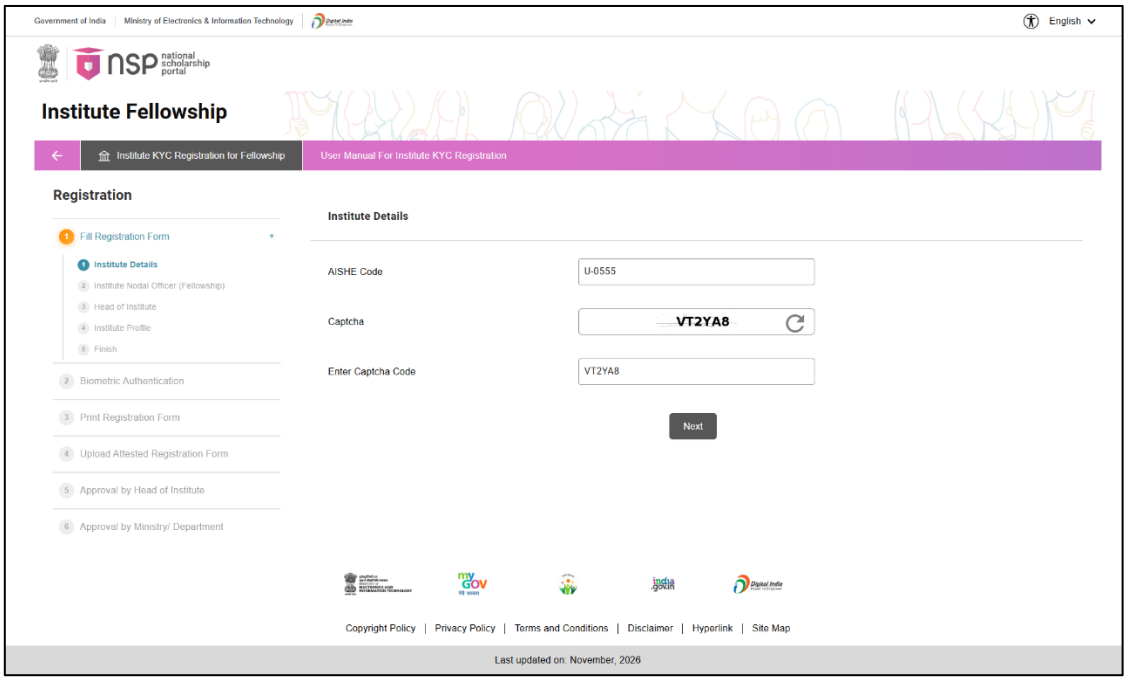


Figure 30 - Go to Home Page and re-enter Institute AISHE Code to Print Institute Registration Form

Step 30: Go to Home Page and re-enter Institute AISHE Code to Print Institute Registration Form**.**

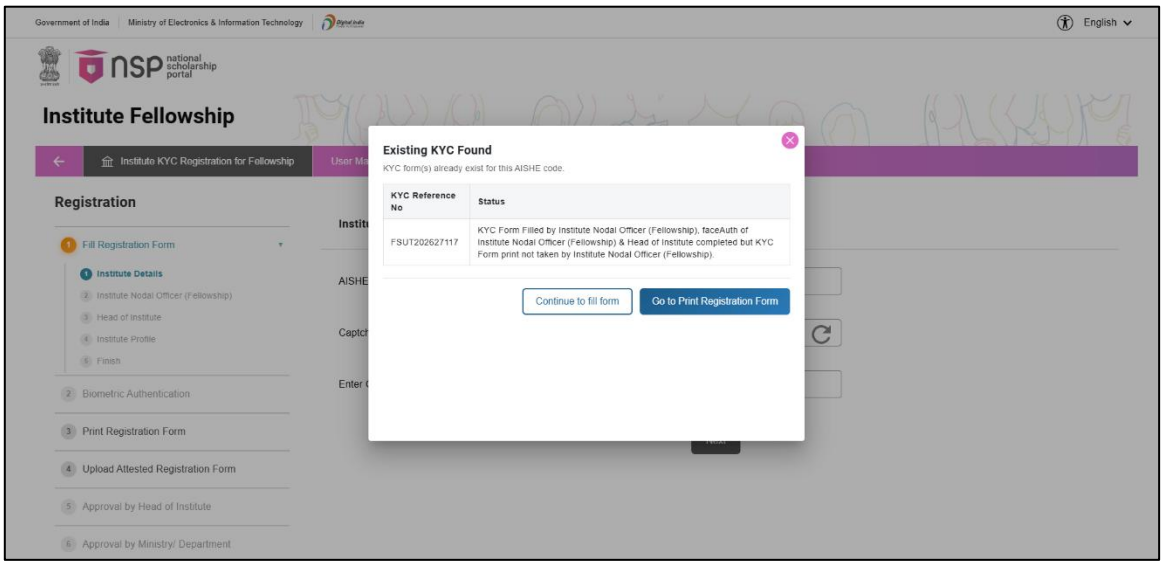


Figure 31 - Click the "Go to Print Registration Form" button

Step 31: After successful biometric authentication, a pop-up window displaying the existing KYC details will appear. Click the **"Go to Print Registration Form"** button to proceed.

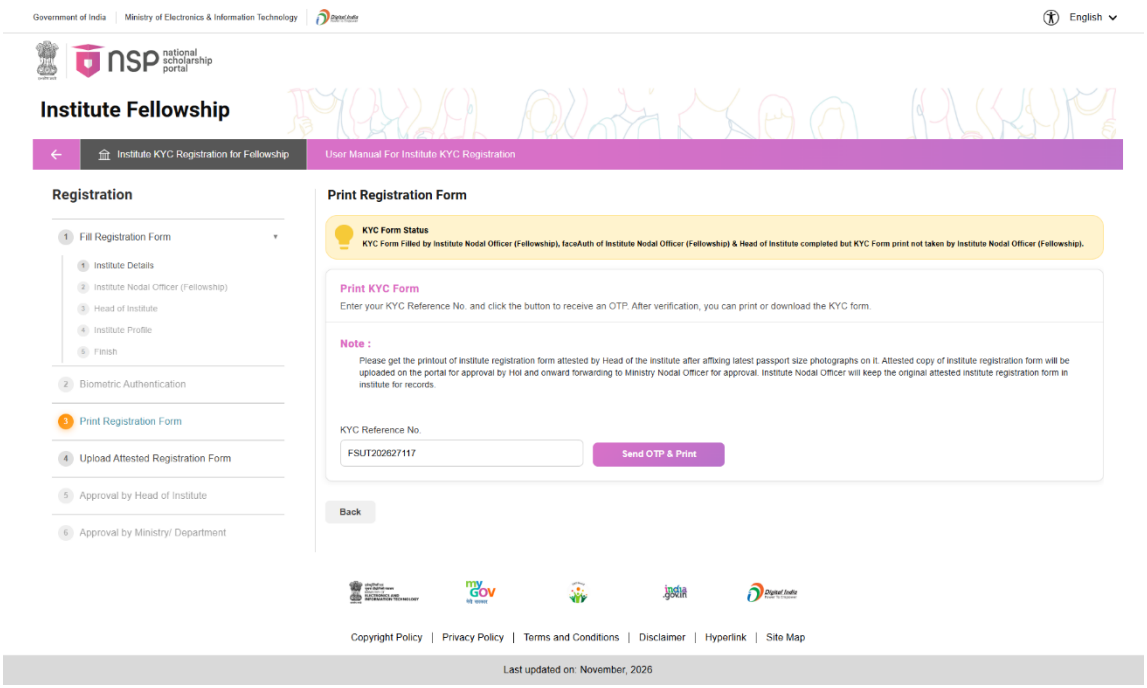


Figure 32 - Click on "Send OTP & Print" button

Step 32: Print Registration Form window popup for INO to click on "Send OTP & Print " button.

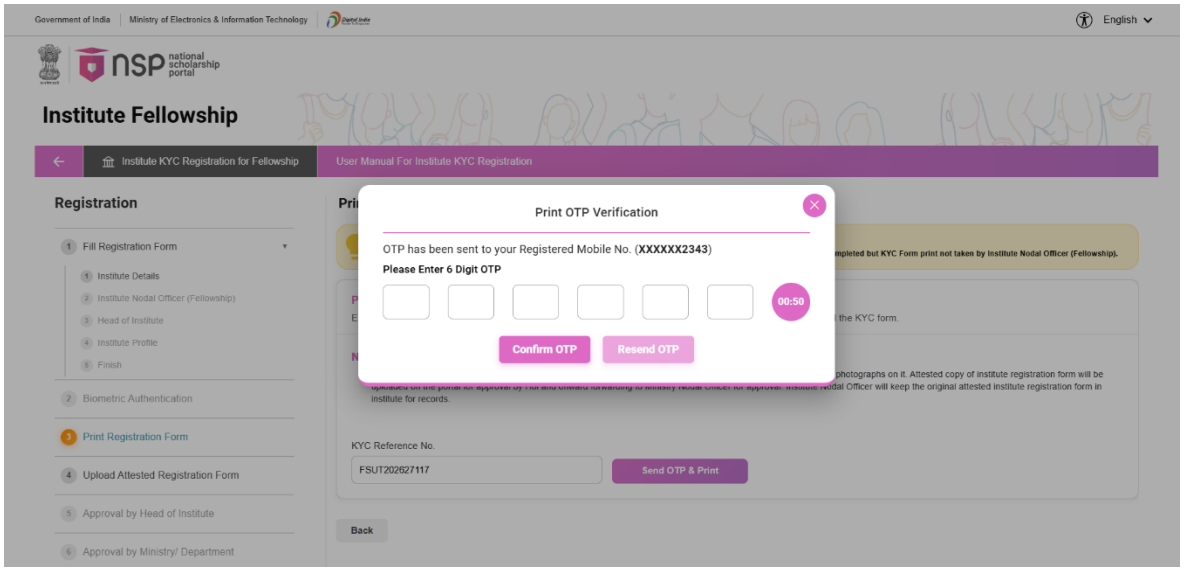


Figure 33 - OTP verification window of INO

Step 33: Enter the OTP received on the registered mobile number of INO and select Confirm OTP.

Use Resend OTP only if the OTP is not received or has expired.

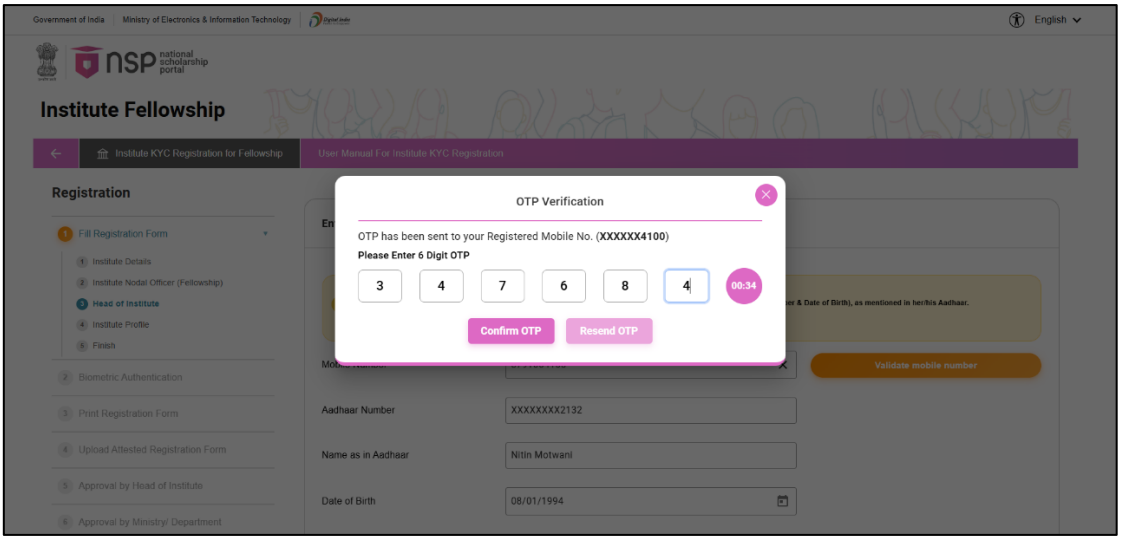


Figure 34 - OTP verification window of INO

Step 34: Enter the OTP received on the registered mobile number of INO and select Confirm OTP.

Use Resend OTP only if the OTP is not received or has expired.

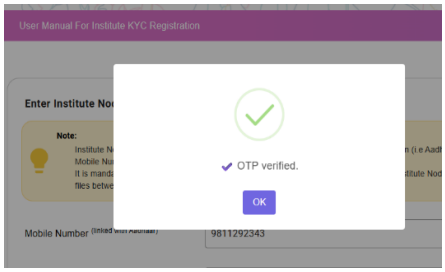


Figure 35 - OTP verified confirmation of INO

Step 35: After successful verification of INO, the portal will display an OTP verified message. Select OK to continue.

nsp national scholarship portal

Institute Registration for NSP Fellowship

(eKYC of HoI and INO)

Print Date: 20/11/2026 12:08:52	Form No.: FSUT202627117

The form shall be completed by the appointed Institute Nodal Officer (Fellowship) and shall be attested by the Head of Institution (HoI).

Important Instructions

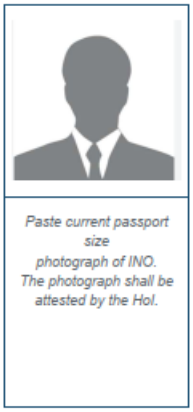
i. Utmost care should be taken while appointing the Institute Nodal Officer (Fellowship).
ii. The information should match the information furnished by the institute to AISHE.
iii. INO shall be the SPOC for communicating all institute related information.
iv. Fellowship Portal would send SMSs/emails to the INO only on the registered mobile number/email.
v. Please fill all mandatory fields.
vi. A physical copy of the verified and attested form should retained by the institution in its records and souled be available to the Ministry as and when required.
vii. A scanned copy of the verified and attested Institute Registration form is to be uploaded on the portal by the INO.

1. Institute Particulars

AISHE Code	U-0555
Name of the Institute	Graphic Era Deemed To Be University, Dehradun
Type Of HEIs	Society
Affiliated University	NA
Affiliated City	Dehradun
Address	test address
District	DEHRADUN
State	UTTARAKHAND
Classification of City / Town for HRA	X
Number of Faculty Member	909
Rural (R) / Urban (U)	U
Website	www.example.com

2. Designated INO for NSP Fellowship

Institute Name	Graphic Era Deemed To Be University, Dehradun
Aadhaar	XXXXXXXX6954
Name as per Aadhaar	Bhim Sen
Gender as per Aadhaar	Male
Date of Birth as per Aadhaar	[redacted]
Mobile as per Aadhaar	[redacted]
Address as per Aadhaar	Delhi
Alternate Contact No.	-
Designation	Sr DEV
Classification of the post	Group A or equivalent
Pay Scale	7 Pay Commission | 17 | 225000
Official Email	bhim@gov.in



Paste current passport size photograph of INO. The photograph shall be attested by the HoI.

The INO's government-issued identity proof shall be attached to this form and duly attested by the HoI.

3. Head of Institute

Aadhaar	XXXXXXXX2132
Name as per Aadhaar	Nitin Motwani
Gender as per Aadhaar	Male
Date of Birth as per Aadhaar	[redacted]
Mobile as per Aadhaar	[redacted]
Address as per Aadhaar	Delhi
Alternate Contact No.	-
Designation	Sr DEV.
Classification of the post	Group A or equivalent
Pay Scale	7 Pay Commission | 18 | 250000
Official Email	nitn@nic.in



Paste current passport size photograph of HoI. The photograph shall be attested by the authorized signatory of the Institute.

Details for onboarding for Visvesvaraya fellowship Scheme of Meity

Overall NIRF ranking	13
Research NIRF ranking	14
Engineering NIRF ranking	15
University NIRF ranking	16
NAC recognition	Yes
NBA recognition	Yes
AICTE recognition	Yes
NAC validity date	20/02/2027
NBA validity date	10/02/2027
AICTE validity date	17/02/2027

	2026-27	2025-26	2024-25
Full Time Intake	1	3	5
Part Time Intake	2	4	6
Full Time Produced	7	9	11
Part Time Produced	8	10	12

Details for onboarding for UGC fellowship Schemes

Recognition Status	Grant-in-aid Deemed to be University, University/Institution funded by State Government, University/Institution funded by Central Government
Number of PhD Supervisors	17
Number of PhD Seats	18

4. Declaration by the Head of Institute

I hereby declare that the information provided in the registration form is true to my knowledge. I hereby also designate Shri/Smt/Ms. Bhim Sen, whose details are given above, as Institute Nodal Officer (Fellowship) for Graphic Era Deemed To Be University, Dehradun. I also declare that the Institute Nodal Officer (Fellowship) would abide by all the guidelines and instructions issued in this regard. I understand that the Institute Nodal Officer (Fellowship) of the Institute and myself, as the head of the Institution, shall be jointly and severally responsible for the fellowship application verifications and for any other information given or activity performed related to Fellowship. One copy of this attested registration form has been kept in the institute's record file.

Signature of Institute Nodal Officer (Fellowship)	Signature of Head of Institute	Seal of Institute
Name: Date: *DD/MM/YYYY* Place: Seal:	Name: Date: *DD/MM/YYYY* Place: Seal:	Date: *DD/MM/YYYY*

To be filled by affiliating university (in case of a college)

It is certified that the college ---------- is affiliated to ---------- ----- university and is authorized to offer PhD programs. The details furnished by the college are humbly verified.

Signature of the Registrar of the University

Name: .....
Date: .....
Seal: Place:

Figure 36 – System Generated Institute Registration Form

Step 36: Print Institute Registration Form

4.4 Stage 4: Attestation of KYC Registration Form

Institute Registration for NSP Fellowship

(eKYC of HoI and INO)

Print Date: 20/11/2026 12:08:52	Form No.: FSUT202627117

The form shall be completed by the appointed Institute Nodal Officer (Fellowship) and shall be attested by the Head of Institution (HoI).

Important Instructions

i. Utmost care should be taken while appointing the Institute Nodal Officer (Fellowship).
ii. The information should match the information furnished by the institute to AISHE.
iii. INO shall be the SPOC for communicating all institute related information.
iv. Fellowship Portal would send SMSs/emails to the INO only on the registered mobile number/email.
v. Please fill all mandatory fields.
vi. A physical copy of the verified and attested form should retained by the institution in its records and souled be available to the Ministry as and when required.
vii. A scanned copy of the verified and attested Institute Registration form is to be uploaded on the portal by the INO.

1. Institute Particulars

AISHE Code	U-0555
Name of the Institute	Graphic Era Deemed To Be University, Dehradun
Type Of HEIs	Society
Affiliated University	NA
Affiliated City	Dehradun
Address	test address
District	DEHRADUN
State	UTTARAKHAND
Classification of City / Town for HRA	X
Number of Faculty Member	909
Rural (R) / Urban (U)	U
Website	www.example.com

2. Designated INO for NSP Fellowship

Institute Name	Graphic Era Deemed To Be University, Dehradun
Aadhaar	XXXXXXXX6954
Name as per Aadhaar	Bhim Sen
Gender as per Aadhaar	Male
Date of Birth as per Aadhaar	[redacted]
Mobile as per Aadhaar	[redacted]
Address as per Aadhaar	Delhi
Alternate Contact No.	-
Designation	Sr DEV
Classification of the post	Group A or equivalent
Pay Scale	7 Pay Commission | 17 | 225000
Official Email	bhim@gov.in



Paste current passport size photograph of INO. The photograph shall be attested by the HoI.

The INO's government-issued identity proof shall be attached to this form and duly attested by the HoI.

3. Head of Institute

Aadhaar	XXXXXXXX2132
Name as per Aadhaar	Nitin Motwani
Gender as per Aadhaar	Male
Date of Birth as per Aadhaar	[redacted]
Mobile as per Aadhaar	[redacted]
Address as per Aadhaar	Delhi
Alternate Contact No.	-
Designation	Sr DEV.
Classification of the post	Group A or equivalent
Pay Scale	7 Pay Commission | 18 | 250000
Official Email	nitn@nic.in



Paste current passport size photograph of HoI. The photograph shall be attested by the authorized signatory of the Institute.

Details for onboarding for Visvesvaraya fellowship Scheme of Meity

Overall NIRF ranking	13
Research NIRF ranking	14
Engineering NIRF ranking	15
University NIRF ranking	16
NAC recognition	Yes
NBA recognition	Yes
AICTE recognition	Yes
NAC validity date	20/02/2027
NBA validity date	10/02/2027
AICTE validity date	17/02/2027

	2026-27	2025-26	2024-25
Full Time Intake	1	3	5
Part Time Intake	2	4	6
Full Time Produced	7	9	11
Part Time Produced	8	10	12

Details for onboarding for UGC fellowship Schemes

Recognition Status	Grant-in-aid Deemed to be University, University/Institution funded by State Government, University/Institution funded by Central Government
Number of PhD Supervisors	17
Number of PhD Seats	18

4. Declaration by the Head of Institute

I hereby declare that the information provided in the registration form is true to my knowledge. I hereby also designate Shri/Smt/Ms. Bhim Sen, whose details are given above, as Institute Nodal Officer (Fellowship) for Graphic Era Deemed To Be University, Dehradun. I also declare that the Institute Nodal Officer (Fellowship) would abide by all the guidelines and instructions issued in this regard. I understand that the Institute Nodal Officer (Fellowship) of the Institute and myself, as the head of the Institution, shall be jointly and severally responsible for the fellowship application verifications and for any other information given or activity performed related to Fellowship. One copy of this attested registration form has been kept in the institute's record file.

Signature of Institute Nodal Officer (Fellowship)	Signature of Head of Institute	Seal of Institute
Name: Date: *DD/MM/YYYY* Place: Seal:	Name: Date: *DD/MM/YYYY* Place: Seal:	Date: *DD/MM/YYYY*

To be filled by affiliating university (in case of a college)

It is certified that the college ---------- is affiliated to ---------- ----- university and is authorized to offer PhD programs. The details furnished by the college are humbly verified.

Signature of the Registrar of the University

Name: .....
Date: .....
Seal: Place:

Figure 37 - Attestation of Printed Institute Registration Form & affix HoI & INO Photo

Step 37: Attestation of Printed Institute Registration Form and affix INO & HoI Photo

4.5 Stage 5: Upload attested KYC Registration Form

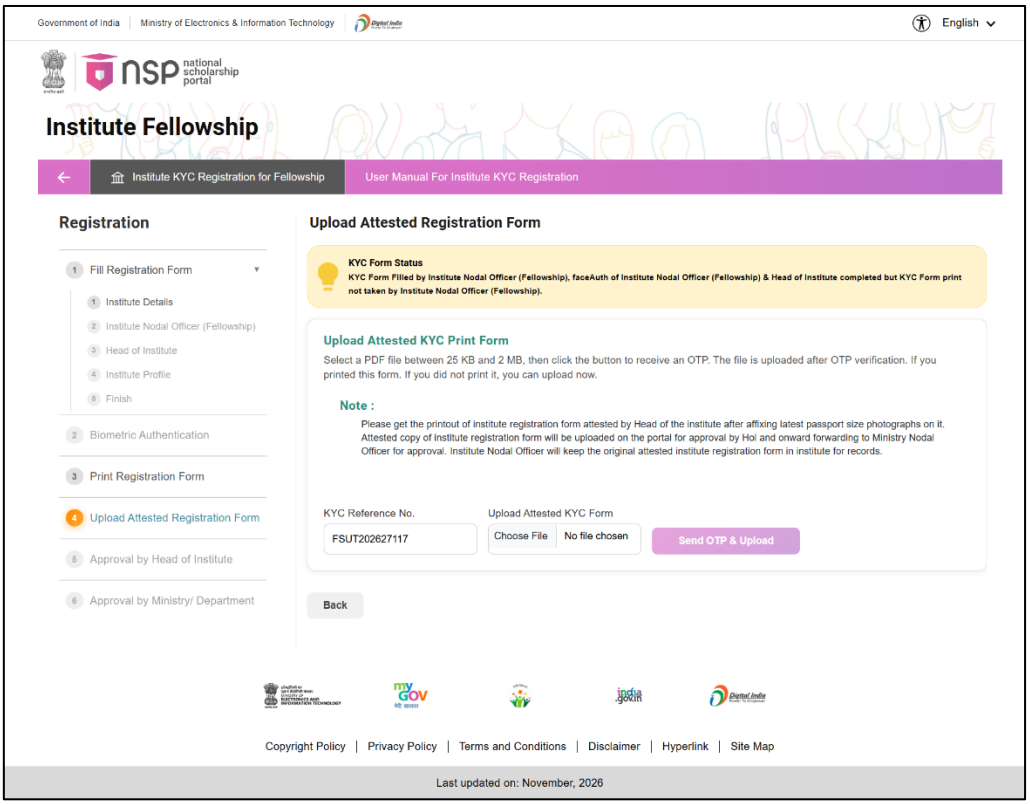


Figure 38 - Upload Attested Registration Form

Step 38: Open Upload Attested Registration Form. Upload a clear and complete scanned copy of the duly filled, signed and attested KYC form in the prescribed format and size.

Note: The printed KYC form must be completed and attested before it is uploaded on NSP.

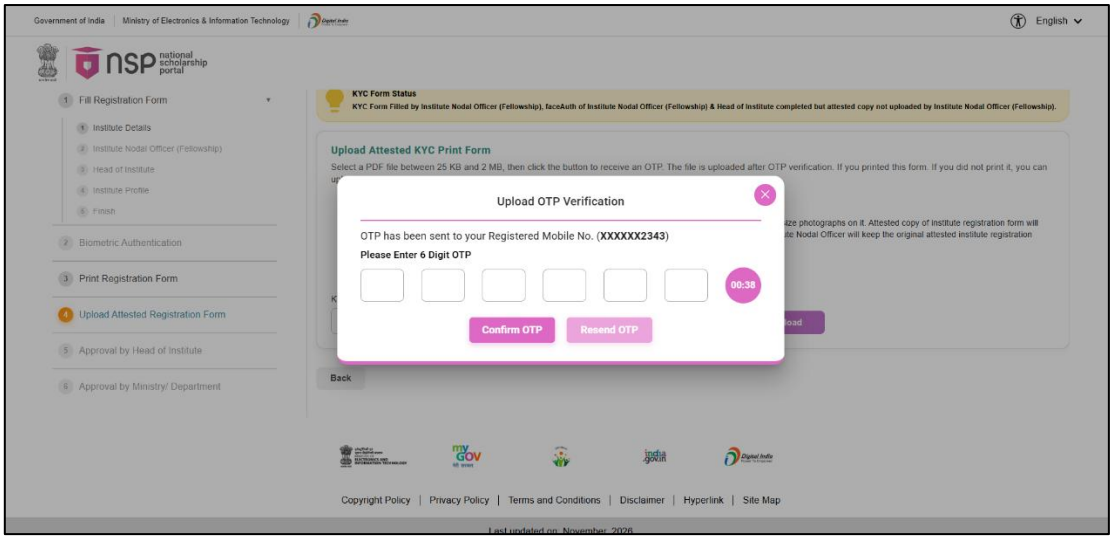


Figure 39 - OTP verification window of INO appears to upload duly signed Registration Form

Step 39: Enter the OTP received on the registered mobile number of INO and select Confirm OTP.

Use Resend OTP only if the OTP is not received or has expired.

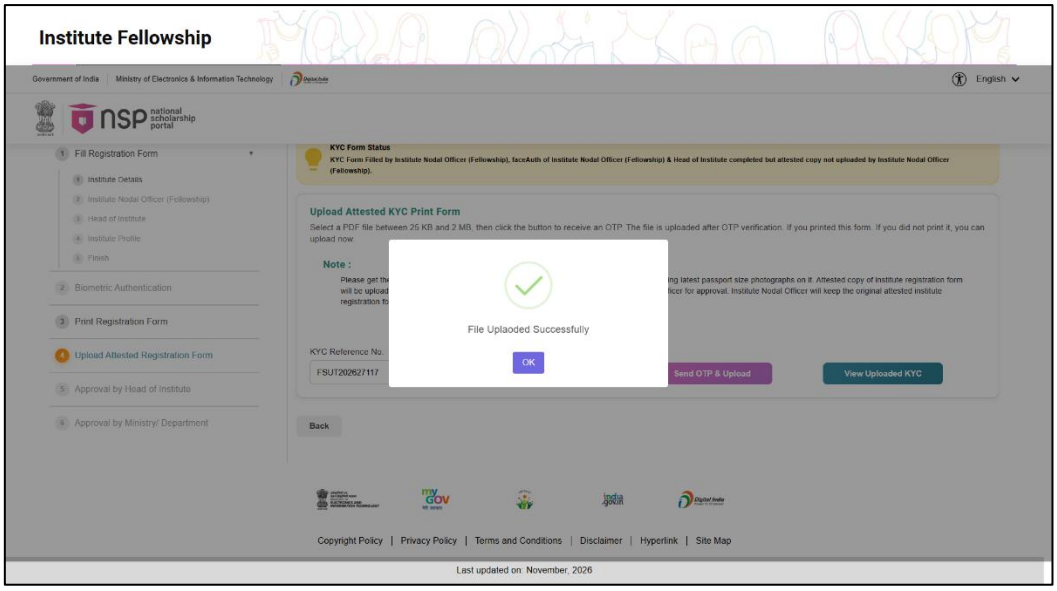


Figure 40 - Successful upload of attested Institute Registration Form

Step 40: System display message of successful upload of attested Institute Registration Form. The portal will show that approval by the Head of Institute (HoI) is pending

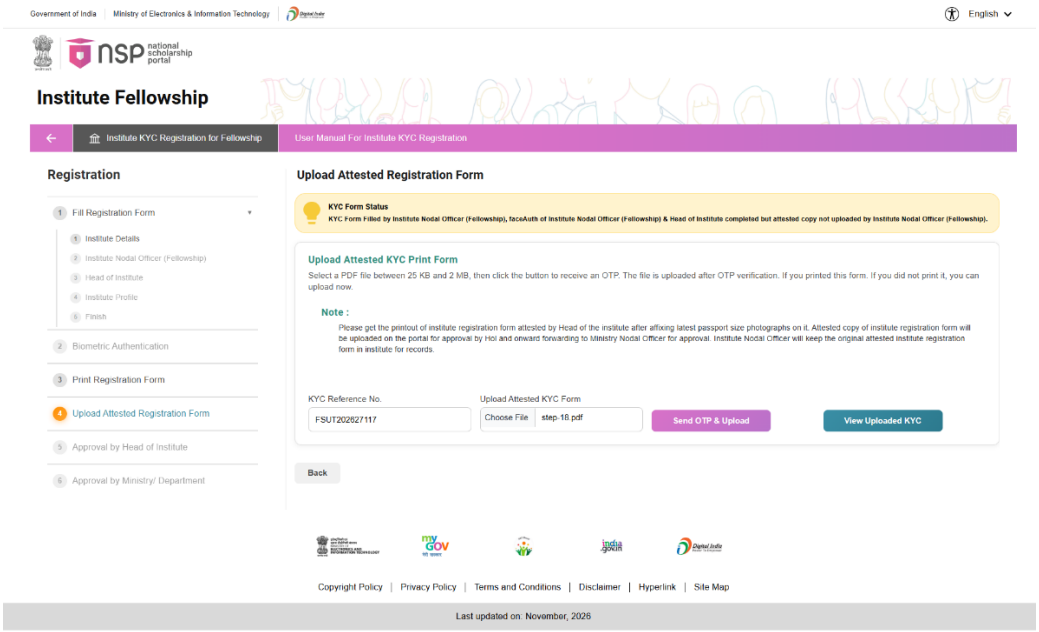


Figure 41 - View upload of attested Institute Registration Form

Step 41: The uploaded attested Institute Registration Form can be viewed by clicking the "View uploaded KYC" button.

4.6 Stage 6: Approval of KYC Registration Form by the Head of Institute

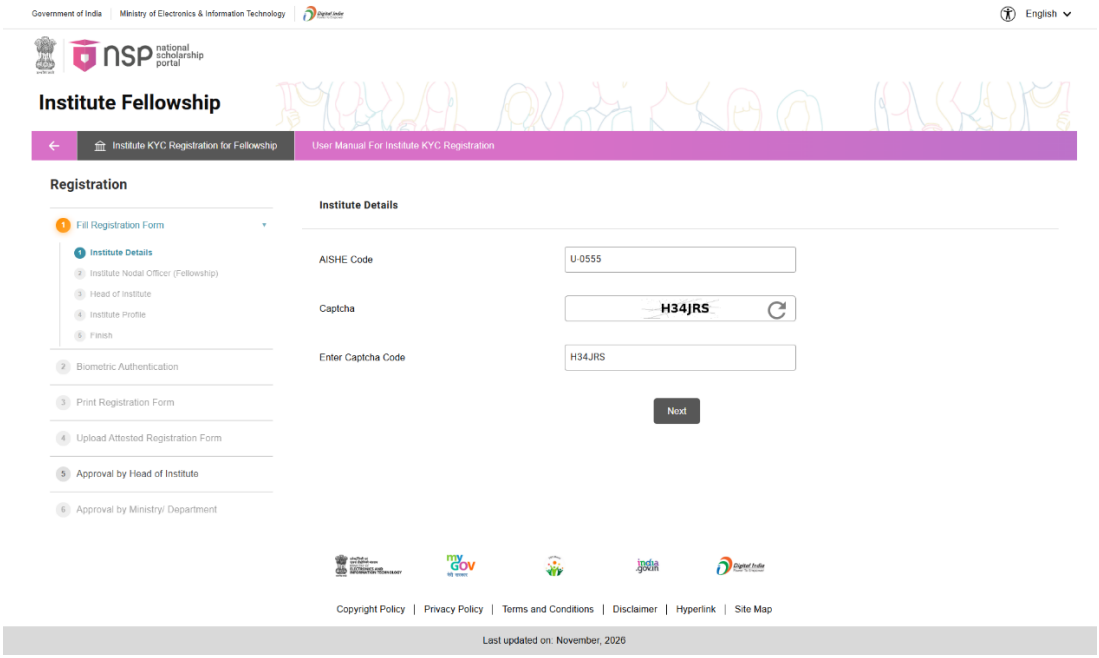


Figure 42 - Enter Institute AISHE Code to approve Institute KYC Registration Form.

Step 42: Go to Home Page and enter Institute AISHE Code to approve the Institute KYC Registration Form by HoI**.**

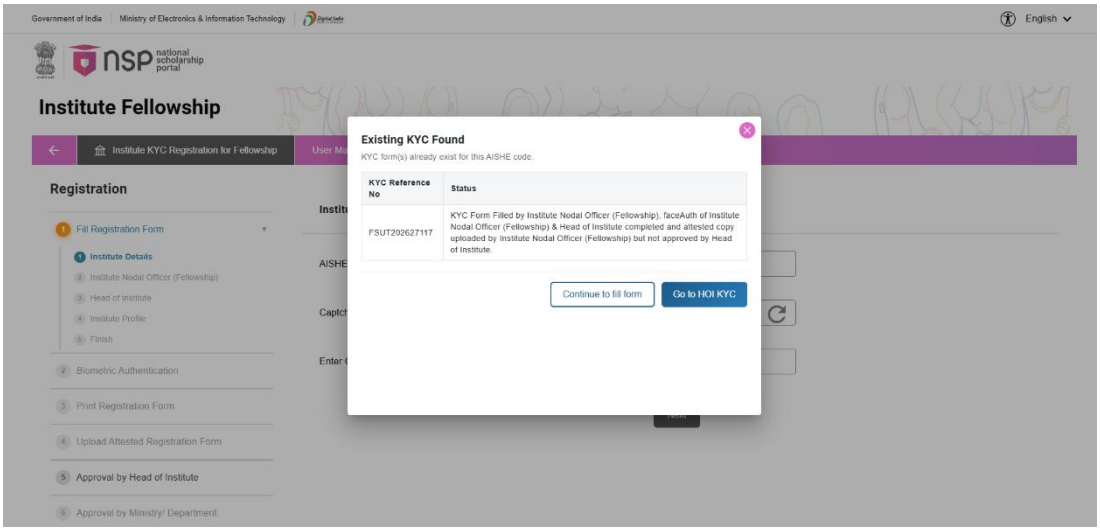


Figure 43 - Click the "Go to HoI KYC" button to proceed

Step 43: A pop-up window displaying the existing KYC found. Click the **"Go to HoI KYC"** button to proceed.

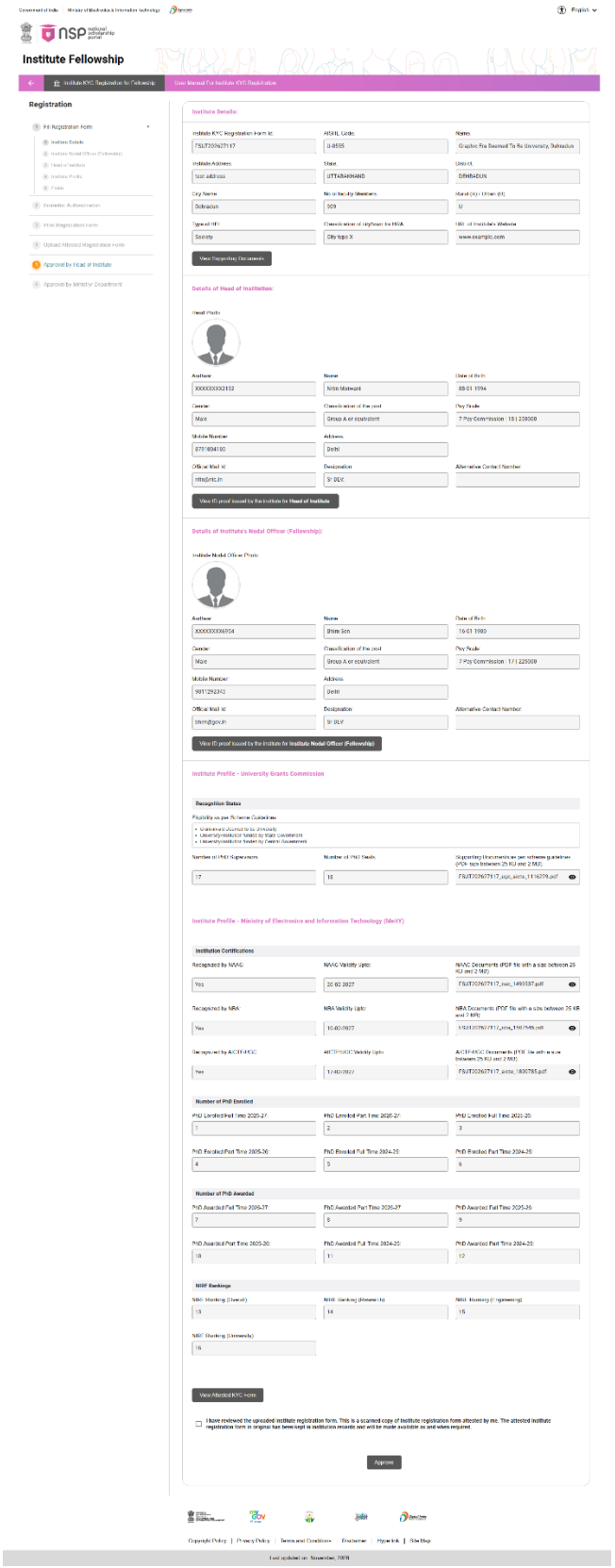


Figure 44 - The KYC Form will be displayed for the HoI to review and verify the details.

Step 44: The KYC Form will be displayed for the HoI to review and verify the details.

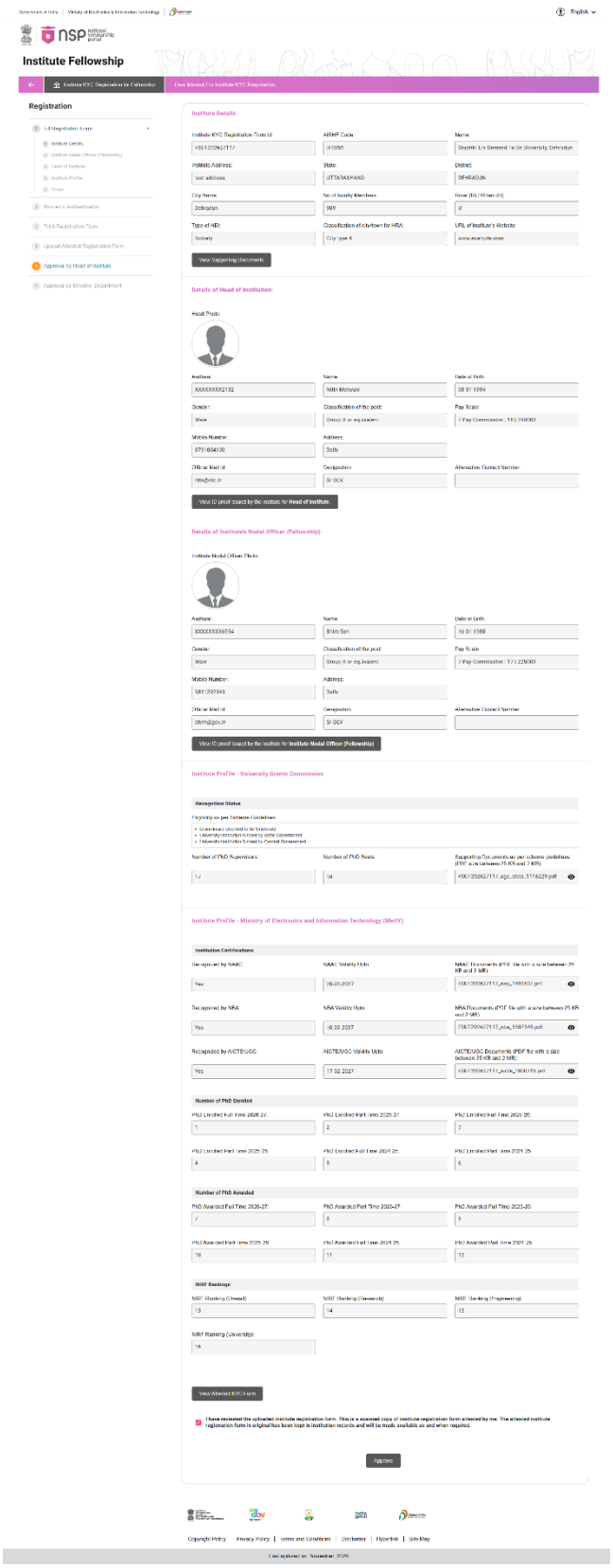


Figure 45 - HoI to click on check box to approve KYC Form.

Step 44: After reviewing and verifying the details, the HoI shall select the checkbox and click on confirm button to approve the KYC Form.

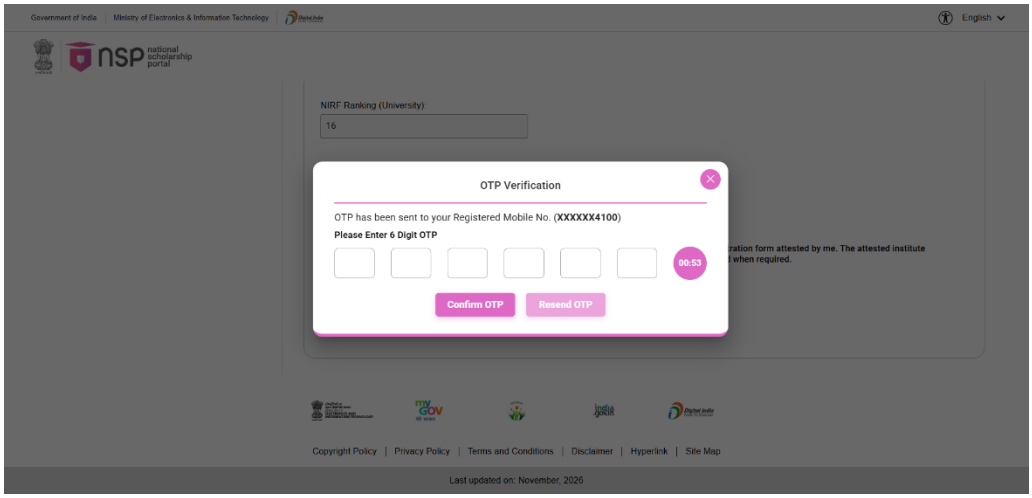


Figure 46 - OTP verification window of HoI appears to confirm the verification of the KYC Form

Step 46: Enter the OTP received on the registered mobile number of HoI and select Confirm OTP.

Use Resend OTP only if the OTP is not received or has expired.

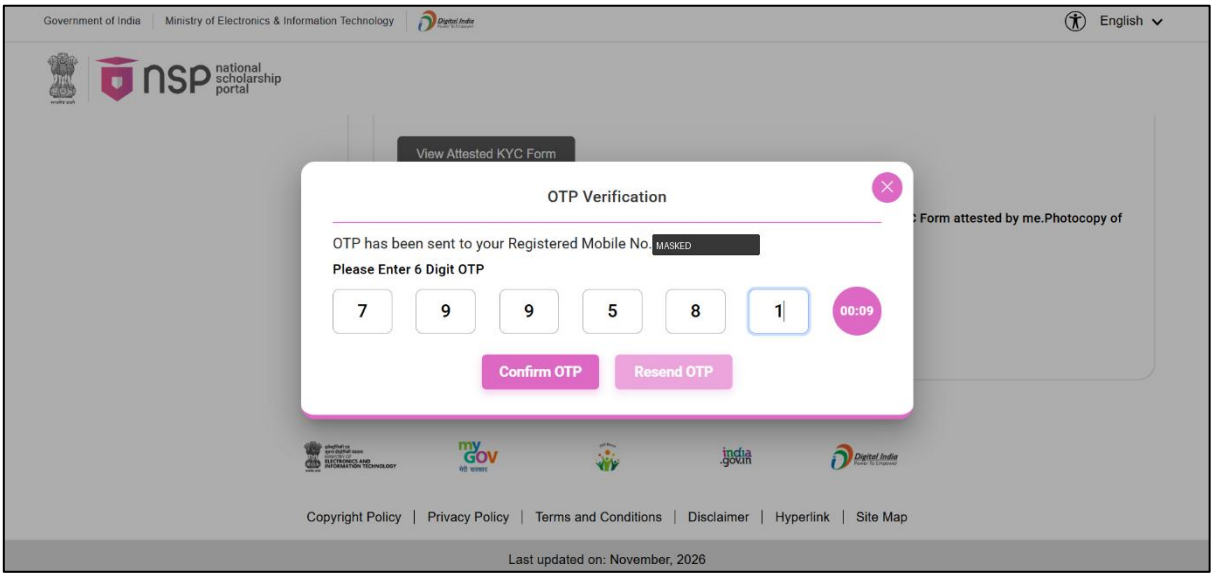


Figure 47 - OTP verification window of HoI

Step 47: Enter the OTP received on the registered mobile number of HoI and select Confirm OTP.

Use Resend OTP only if the OTP is not received or has expired.

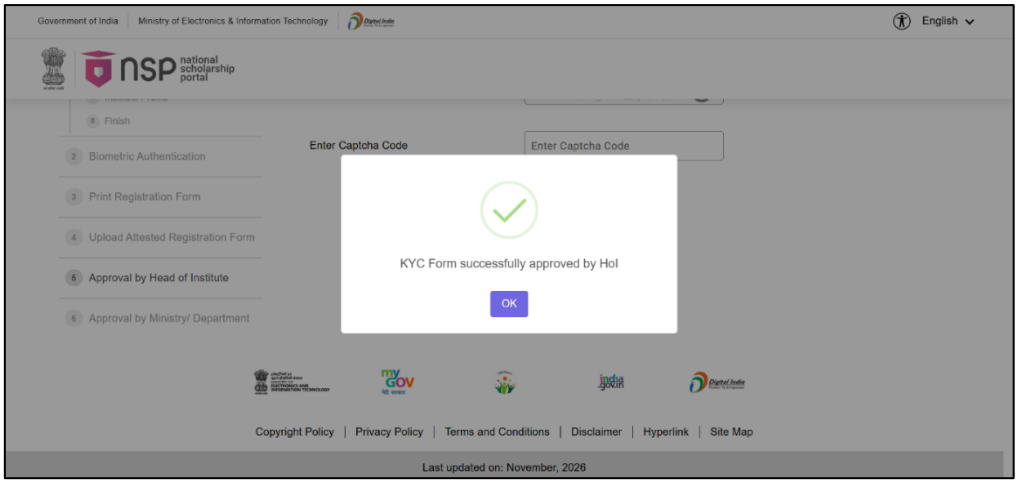


Figure 48 - HoI approval successful message

Step 48: Confirm that the portal displays the successful HoI approval message.

4.7 Stage 7: Approval by Ministry / Department

This option is used by the Institute to check the status of Institute KYC Form after HoI Approval

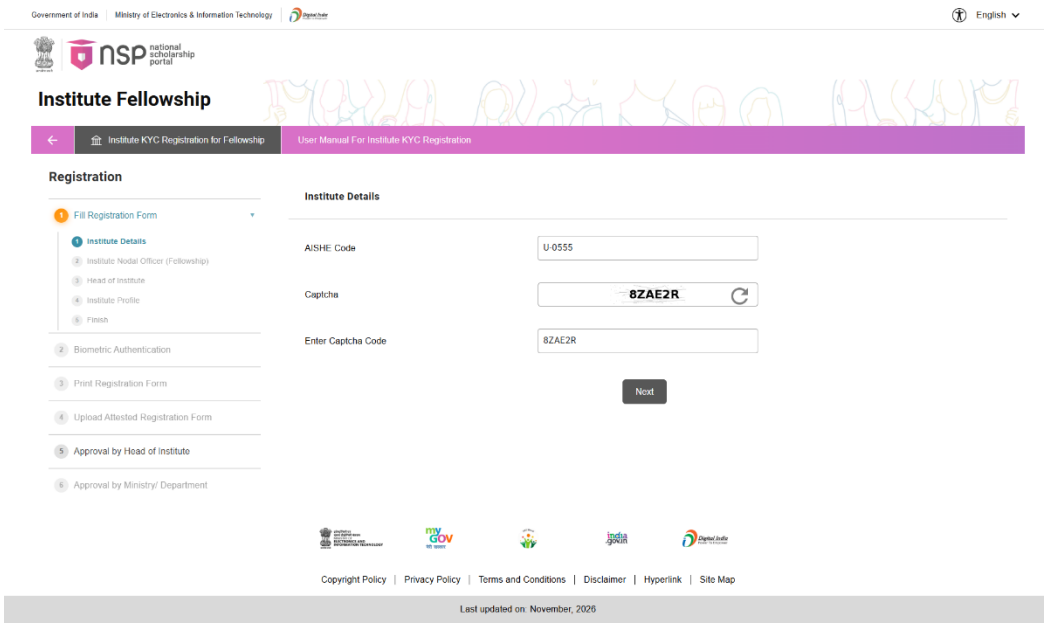


Figure 49 - Enter Institute AISHE Code to check status of KYC Registration Form.

Step 49: Go to the Home Page and enter the Institute AISHE Code to check the status of the Institute KYC Registration Form approved by the Head of Institution (HoI).

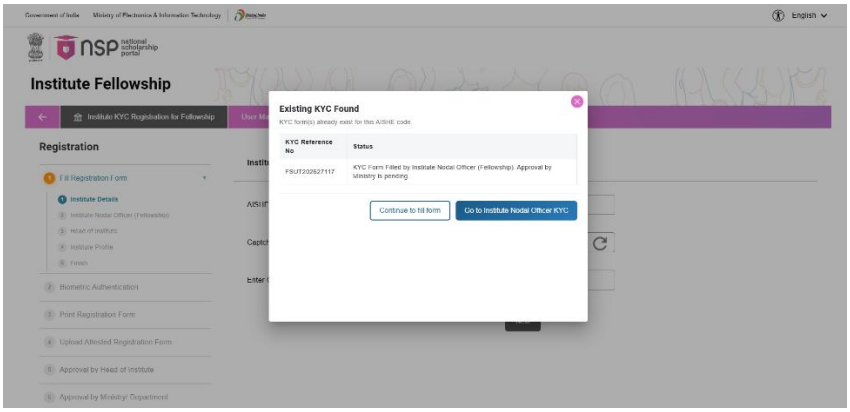


Figure 50 - Click the "Go to Institute Nodal Officer KYC" button to proceed

Step 50: A pop-up window displaying the existing KYC found. Click the "Go to Institute Nodal Officer KYC" button to proceed.

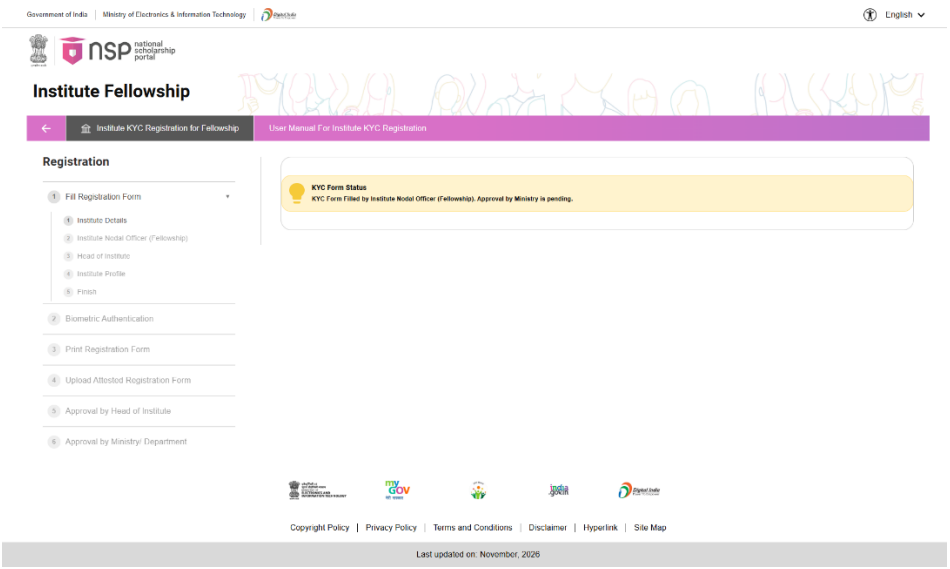


Figure 51 – Display KYC Form Status after HoI Approval

Step 51: After HoI approval, the Institute KYC Registration Form will be forwarded to the concerned Ministry/Department for approval. The institute shall coordinate with the concerned authority and track the approval status on the portal. Upon Ministry/Department approval, institute onboarding for the NSP Fellowship Module will be completed, and login credentials will be sent to the registered mobile numbers of the INO and HoI.

Important Controls

- Enter information exactly as recorded in Aadhaar, AISHE and official institute records.
- Do not share OTPs, Aadhaar details or login credentials with unauthorised persons.
- Upload only clear, complete and valid documents.
- Record the KYC Reference ID and retain copies of the registration form, uploaded documents and approval confirmation.
- If any prefilled institute information is incorrect, use the prescribed support or correction process before final submission.

Completion of Onboarding

Institute onboarding is complete only after the required approvals are recorded on NSP. The institute should monitor the portal status until approval by the Head of Institute and the concerned Ministry/Department has been completed.

5 Ministry Process for Institute KYC and Profile Verification and Approval

This process governs the verification and approval of Institute KYC and Institute Profile requests by authorized Ministry users. The Ministry Maker verifies institutional records, supporting documents and official-user details before forwarding a recommendation to the Ministry Checker for independent review and final decision. Each request follows its respective workflow, ensuring segregation of duties, clear approval responsibility and an auditable record of the actions taken.

5.1 Purpose

To define a common process for reviewing and approving Institute KYC and Institute Profile requests, ensuring segregation of duties, verification of institutional and official-user details, and auditable approval controls.

5.2 Roles and Responsibilities

Role	Responsibility
Institute - Institute Nodal Officer (INO) & Head of Institute (HoI)	Submits the request and supporting documents.
Ministry Maker /authorized user	Reviews the Institute request and verifies the submitted information, records remarks and forwards a recommendation.
Ministry Checker / authorized user	Independently reviews the request and the Maker's recommendation and records the final decision.

5.3 Prerequisites

- The institute has submitted the relevant request with the required information and supporting documents.
- The request is available to the authorized Ministry Maker for verification.
- The Ministry Checker acts on the request after the Ministry Maker has recorded and forwarded a recommendation.

5.4 Records Required

Common Records	KYC-Specific Records	Profile-Specific Records
Institute AISHE Code, institute name, type, address, recognition details, authorized contacts and supporting documents	Uploaded eKYC form, identity documents and HoI/INO authorization	Institute profile, affiliation details, courses and supporting evidence for modified fields

The Ministry Maker's remarks and recommendation shall also be available to the Ministry Checker.

5.5 Procedure

Step 1: Open and select the request

The Ministry Maker shall open the applicable verification menu, apply relevant filters and select the correct institute and pending request.

Step 2: Verify institutional information

Review the institute's identifiers, type, address, recognition or affiliation details and authorized contacts against the supporting records. Check for discrepancies or duplicate institute records.

Step 3: Review request-specific details

- **For KYC requests:** Review the uploaded eKYC form, identity documents and HoI/INO authorization for completeness and consistency with the institute's details.
- **For Profile requests:** Review the profile information, courses and proposed modifications, ensuring that changed fields are supported by the submitted records.

Step 4: Record and forward the Maker's recommendation

The Ministry Maker shall record factual remarks, identify any discrepancies or exceptions and forward the request with a recommendation to the Ministry Checker. This action constitutes verification and recommendation, not final approval.

Step 5: Conduct the Checker's independent review

The Ministry Checker shall select the forwarded request and independently examine the institutional information, supporting documents and Maker's remarks. Confirm that the correct institute and request are being considered before recording the decision.

Step 6: Record the final decision

The Ministry Checker shall record the final decision through the applicable workflow:

- **KYC request:** Approve after completing the required verification.
- **Profile request:** Approve a complete and verified profile or reject it with a precise reason.

Step 7: Update and verify the outcome

Following approval, the system shall apply the outcome relevant to the request:

Request Type	Approval Outcome
Institute KYC	The KYC status is updated, and login credentials are sent to approved users.
Institute Profile	The approved profile is activated, and the updated information is reflected in the institute list.

The final status and audit trail shall be maintained for the respective request.

5.6 Approval Controls

- Only authorized Ministry users shall perform actions assigned to their respective roles.
- The Maker's verification and recommendation shall remain distinct from the Checker's final decision.
- Institutional information and official-user details shall be checked against the supporting records.
- Remarks, recommendations and final decisions shall be recorded to maintain traceability.
- KYC and Profile requests shall retain separate statuses and outcomes, although they follow the same verification and approval framework.

6 Institute Maker/Checker Creation & Approval

6.1 Purpose for Maker & Checker

This process explains how the authorized Institute Nodal Officer creates an Institute Maker or Institute Checker account and how the authorized Ministry user reviews and approves the request. The process applies role segregation, official-user verification and auditable approval controls.

6.2 Roles and Responsibilities

Role	Responsibility
Institute Nodal Officer (INO)	Creates the Maker/Checker request, enters the proposed user details, uploads valid Institute-issued identity proof and submits the request.
Ministry Checker/authorized Ministry user	Reviews the Institute request and user details, records remarks and approves or returns/rejects the request.
Proposed Institute Maker/Checker	Completes activation, authentication and login after approval, as configured.

6.3 Prerequisites

- INO and HoI biometric-authentication status is completed where required.
- INO is approved for verification, and the Institute profile-update status is complete.
- The proposed user has been officially nominated by the Institute.
- The proposed user has an Aadhaar-linked name, mobile number and date of birth available for entry.
- A valid Institute-issued identity proof is available in the permitted file format and size.
- The intended role, Maker or Checker, is known and does not create a conflicting assignment.

6.4 End-to-End Workflow

Stage	Activity	Responsible role	Output
1	Open Administration and Add Maker/Checker	INO	Role-selection screen
2	Enter user details and upload Institute ID proof	INO	Draft user request
3	Submit the request	INO	Pending Ministry approval
4	Select Approve Checker/Maker	Ministry Checker	Pending user worklist
5	Review user details and supporting information	Ministry Checker	Decision-ready request
6	Enter remarks and approve/return/reject	Ministry Checker	Approved or returned/rejected request
7	Verify account status and access	INO/proposed user	Active Maker/Checker role

6.5 Institute-Level Creation by INO

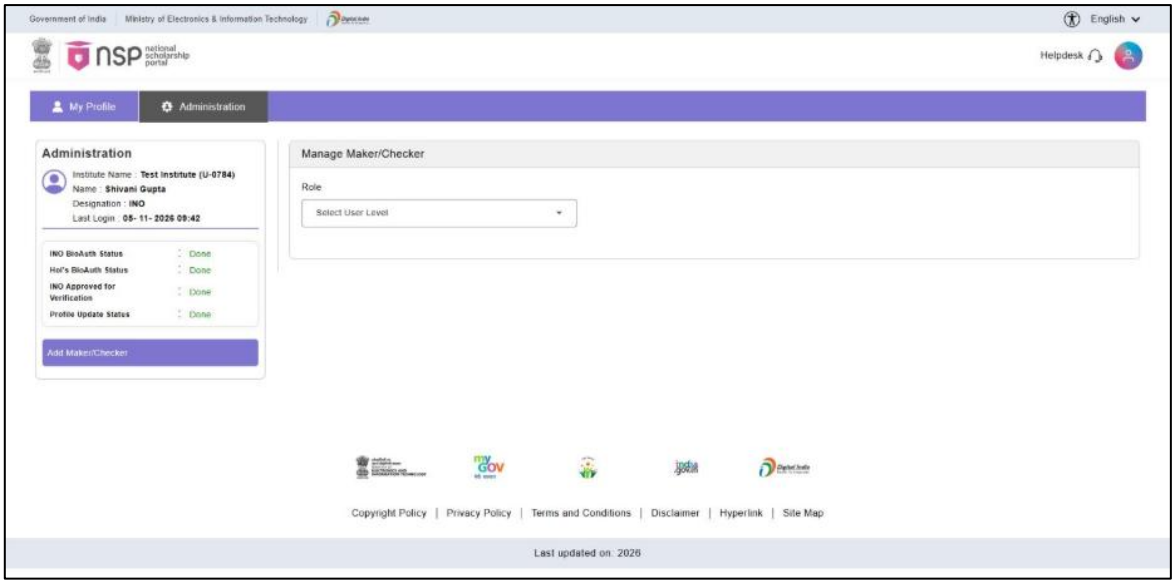
6.5.1 Open Manage Maker/Checker

Step 1: Log in as INO - Log in to the Fellowship portal using the authorized INO credentials and complete the configured authentication.

Step 2: Open Administration - Select Administration from the top menu.

Step 3: Select Add Maker/Checker - From the left panel, click Add Maker/Checker.

Step 4: Select the role - Choose Maker or Checker from the Role dropdown.



Administration > Add Maker/Checker > Role selection

6.5.2 Enter Maker/Checker Details

Step 1: Enter Aadhaar number - Enter the Aadhaar number of the proposed user in the required field.

Step 2: Enter name as per Aadhaar - Enter the proposed user name exactly as recorded in Aadhaar.

Step 3: Enter mobile number as per Aadhaar - Enter the Aadhaar-linked mobile number.

Step 4: Enter date of birth - Enter the date of birth in the displayed format.

Step 5: Select gender - Select the value shown in the authorized record.

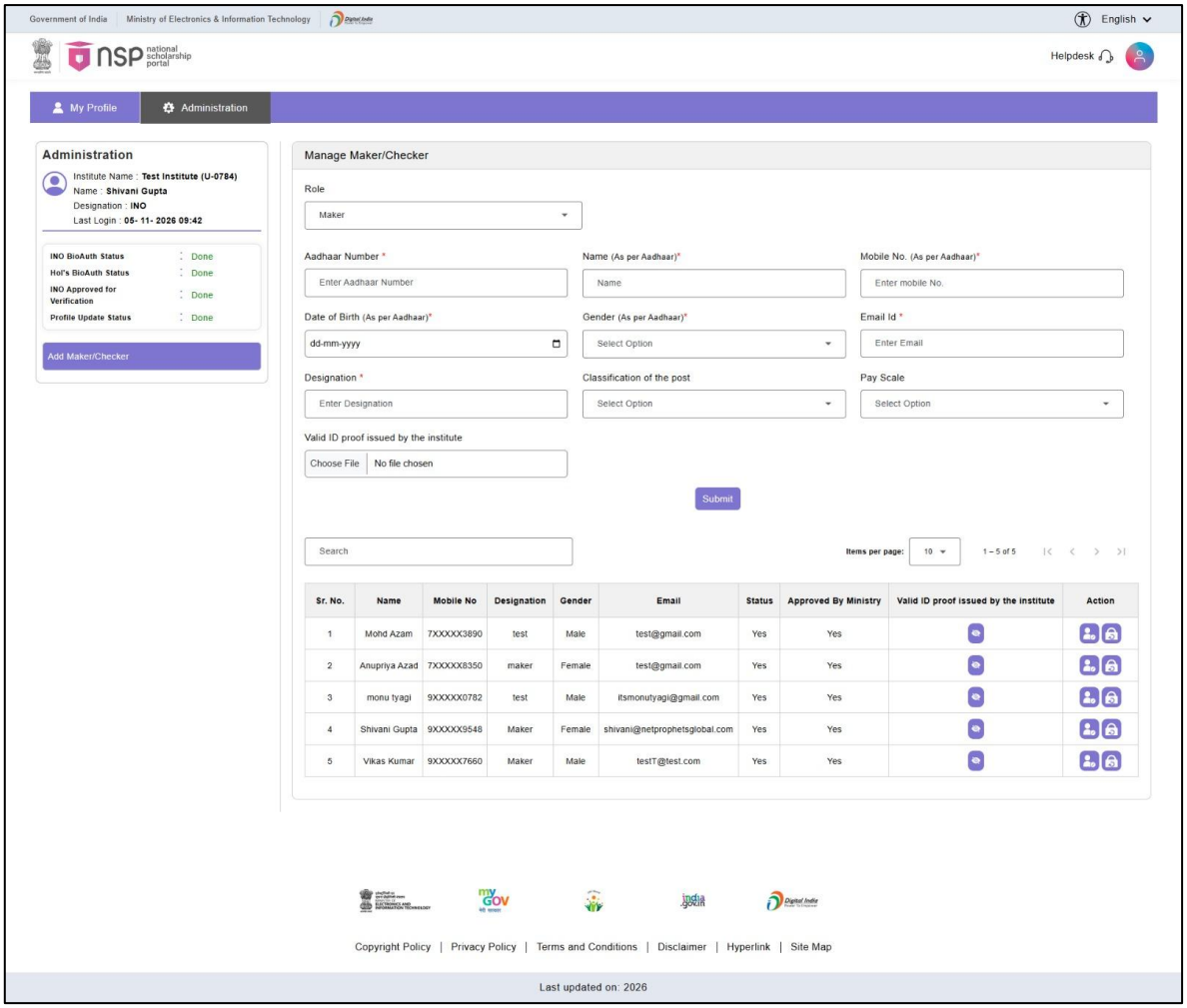
Step 6: Enter official e-mail ID - Enter the proposed user's official e-mail address.

Step 7: Enter designation - Enter the official designation of the proposed user.

Step 8: Select classification of post - Choose the applicable post classification from the dropdown.

Step 9: Select pay scale - Choose the applicable pay scale from the dropdown.

Step 10: Upload valid Institute-issued ID proof - Click Choose File and upload clear, current identity proof issued by the Institute.



Maker/Checker data-entry form and existing user list.

6.5.3 Submit and Track the Request

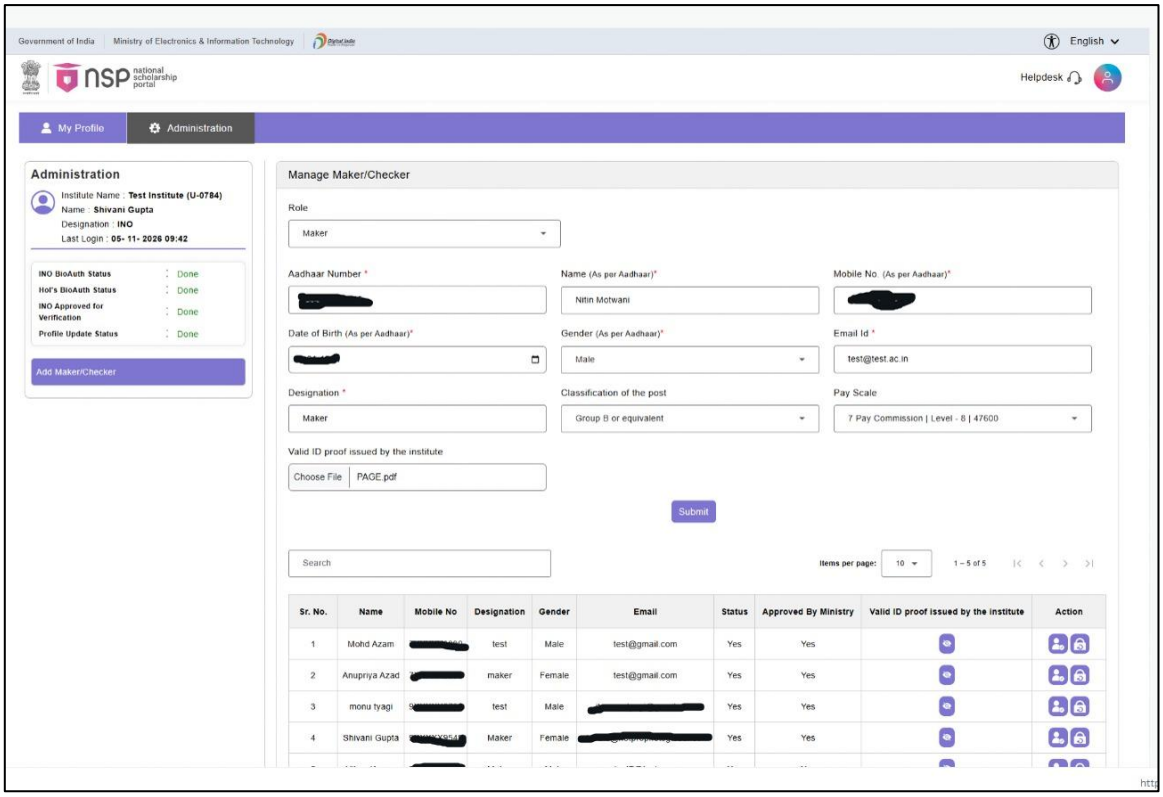
Step 1: Review all entered information - Recheck role, Aadhaar-linked details, official contact information, designation, classification, pay scale and uploaded ID proof.

Step 2: Click Submit - Click Submit after completing the review.

Step 3: Review the user list - Use Search or the user table to locate the submitted request.

Step 4: Record the request details - Note the username, role, submission date and current approval status.

Expected Institute-level status: The submitted request should be available for Ministry approval. Until approval, the account may display Not Approved or Pending Approval.



Completed Maker request before submission

6.5.4 Maker/Checker BioAuth

Step 1: After successful submission of the request, the portal will generate a KYC Reference ID.

Step 2: The Reference ID is sent to prospective Maker/Checker mobile No via SMS.

Step 3: The prospective Maker/Checker note the Reference ID carefully for biometric authentication.

Step 4: The prospective Maker/Checker perform BioAuth using NSP FaceAuth Mobile App.

Step 5: After this the request will proceed to Ministry for Approval.

7 Institute Maker/Checker Approval

7.1 Ministry-Level Approval

7.1.1 Open Pending Maker/Checker Requests

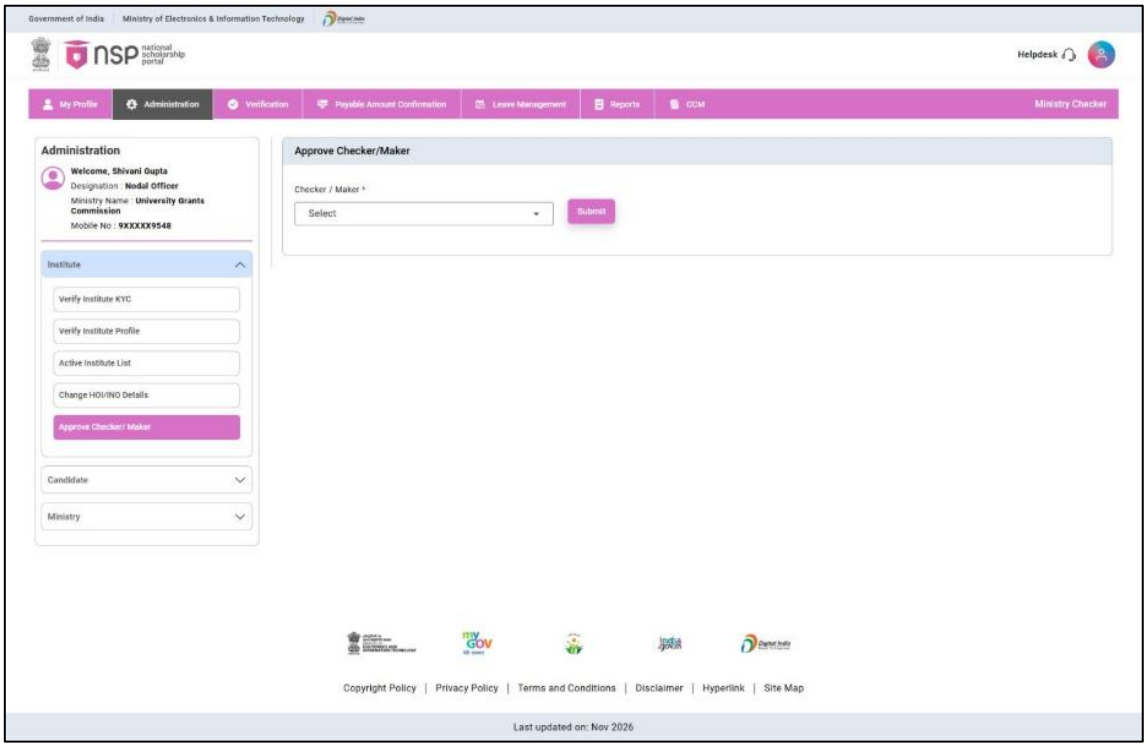
Step 1: Log in as Ministry Checker - Log in with the authorized Ministry Checker or other configured approving role.

Step 2: Open Administration - Select Administration from the top menu.

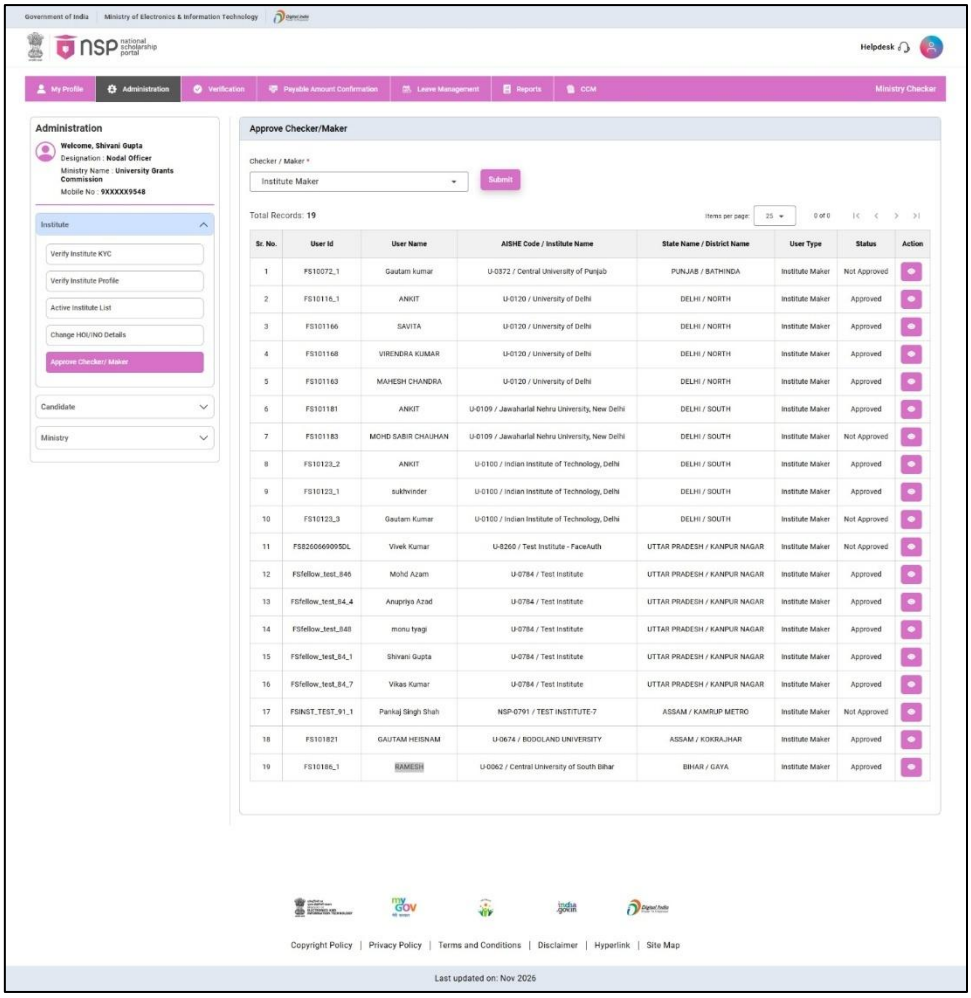
Step 3: Open Institute section - Expand Institute in the left panel.

Step 4: Select Approve Checker/Maker - Click Approve Checker/Maker.

Step 5: Select user type- Choose Institute Maker or Institute Checker from the dropdown and click Submit.



Ministry Administration > Approve Checker/Maker > Role selection



Ministry list of Institute Maker requests and approval status

7.1.2 Review and Approve the User

Step 1: Locate the pending request- Use the user list and select a record with Not Approved status.

Step 2: Open request details - Click the View/eye icon under Action.

Step 3: Review personal and official details - Review name, designation, mobile number, e-mail ID, date of birth and masked Aadhaar.

Step 4: Review account and authentication status- Check Account Status, Bio-Auth status and any displayed Ministry approval indicator.

Step 5: Review post and pay details - Check classification of post and pay scale, where provided.

Step 6: Review Institute ID proof - Open the Institute-issued ID proof, where attached.

Step 7: Enter remarks - Enter clear approval remarks or an exact correction reason.

Step 8: Approve or reject - Click Approve for a complete request. Where supported, use Return or Reject for incomplete/invalid requests.

Step 9: Confirm the updated status - Return to the list and verify the record status.

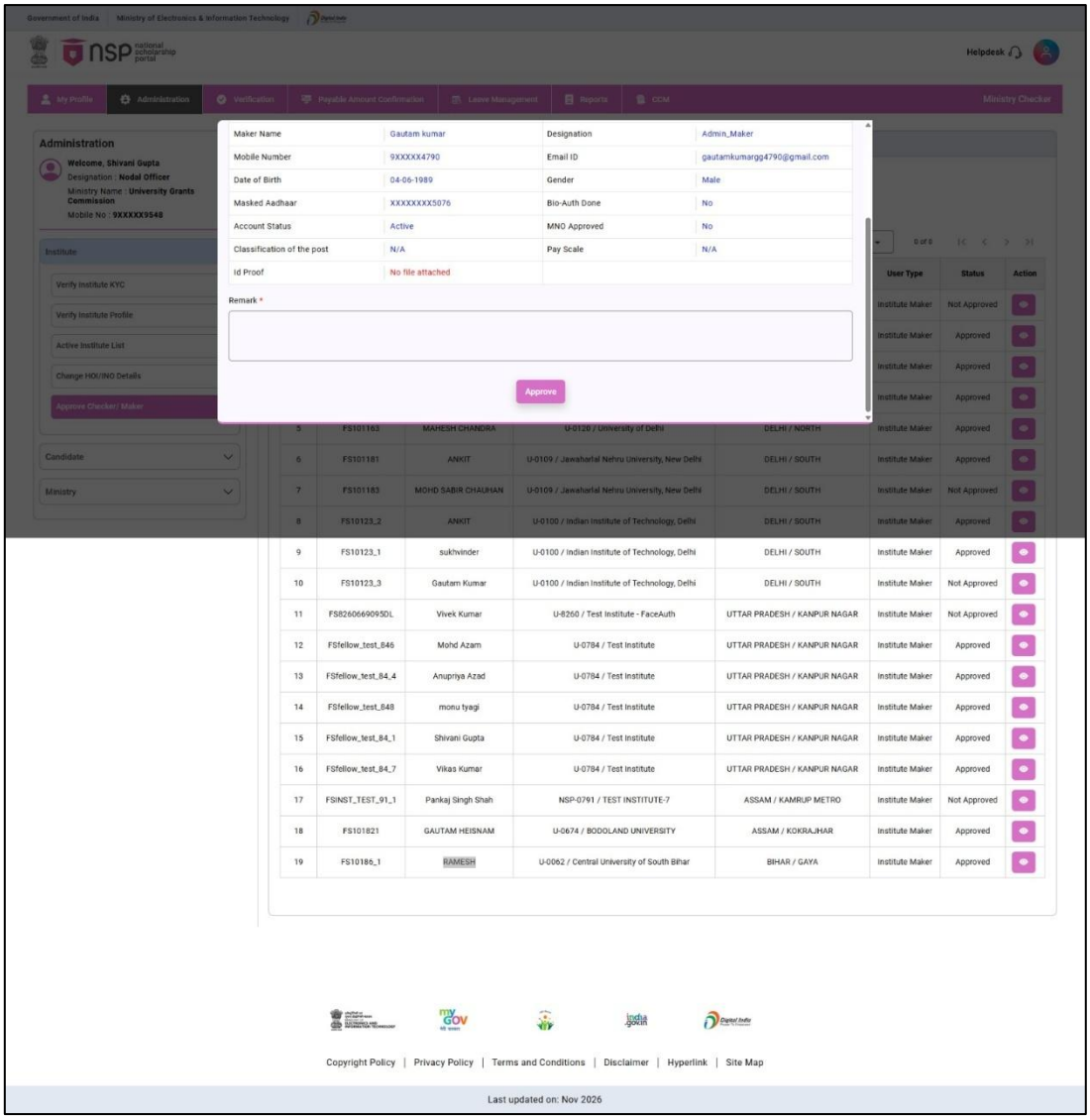


Figure 6: Ministry review pop-up, mandatory remarks and approval action

8 Institute Maker/Checker Post-Approval Activation

Step 1: Verify Ministry approval - The INO reviews the Manage Maker/Checker list and confirms Ministry approval status.

Step 2: Confirm account activation - Check the account status and available action icons.

Step 3: Complete user activation - The proposed Maker/Checker completes the configured activation, password and authentication process.

Step 4: Verify role-specific menu - After login, review the menu available to the Maker or Checker.