

## GENERAL INSTRUCTIONS FOR STUDENTS WHILE SUBMITTING THE SCHOLARSHIP

### APPLICATION FOR AY 2024-25

#### (FRESH & RENEWAL)

The National Scholarship Portal is open for application submission for AY 2024-25. The students are informed to go through this portal before applying for fresh and renewal of scholarships under various Centre and State sponsored scholarship schemes as per the timelines;

<b>Last Date of Application submission for students</b>	<b>31-10-2024</b>
<b>Last Date of INO level Verification (L1)</b>	<b>27-11-2024</b>
<b>Last date for second level verification (L2)</b>	<b>30-11-2024</b>

#### ❖ **REGISTRATION AND OTR GENERATION**

From the session 2024-2025, a One Time Registration (OTR) is mandatory for all to apply for various scholarship schemes on the National Scholarship Portal. Those who are already availing the schemes can generate OTR using the Reference Number sent on your mobile phone and can apply for renewal of applications with OTR and password sent on their mobile. **For the facilitation of students, a OTR generation Assistance Camp is being organized on 12 and 13 September, 2024 in RUSA Room between 10 to 1 PM. All such students who are not able to generate OTR can attend the same along with Adhaar card and registered mobile number.**

#### ❖ **THE PROCESS FOR VERIFICATION IN THE COLLEGE**

The students are advised to strictly observe the following outlined process for Scholarship application submission process. Students may note that no application form will be submitted directly without following the below mentioned process. Please go thoroughly through each step.

- Before submitting the application form the applicant will report to the committee to check his/her eligibility for the particular scheme and to ensure the documents required.
- The applicant's next task will be to create their OTRs and complete the online application form filing process.
- Then, applicant will upload all required document online in his application form on the NSP portal.
- After online submission of the application form applicant will again report in the committee room in order to verify/for defect removal in his application. He / She will come with a print copy of the application form along with all original and self-attested copy of each required documents. When all the details are correct and documents are valid or no defects then applicant can submit the scholarship application following the step (e). The applicants will meet the same committee member for all his/her future updates regarding his/her NSP scholarship application.

- e. Finally, applicant will submit a print copy of the application form along with self-attested copy of each required documents to the college office. Without submitting all documents and along with application form his/her form will not be verified on NSP by INO.

Applicants are required to be attentive if they receive any message from the NSP, in case scholarship application is marked defective at L-1 and L-2 level, the applicant will ensure to resubmit his/her scholarship application online on NSP after the correction of defects raised at L-1 and L-2 within timeline, failing which her/his scholarship application shall be deemed rejected. Applicants should not change their mobile number. Also, applicants can track their forms online till the amount is not credited in their accounts.

#### ❖ APPLICATION SUBMISSION

Once the scholarship form is submitted online, the students are advised to get the application form verified by the concerned committee member listed in the table given below;

S	Member's Name	Class	Timing	Committee Room
1	Dr Naresh Kumar (INO) Contact 9418964805	Online Verification	Mon.-Thu. 11-12 Noon Friday 11-3 PM	RUSA Room
2	Dr Mainika Kapoor Contact 7018043915	B. A. I (Sec A & B) and M.Sc. Physics	Mon.-Tue. 12-1 PM Wed.-Fri. 2-3 PM	RUSA Room
3	Dr. Rajni Contact 9418104557	B. Sc. Non-Medical and M.Sc. Chem.	Mon.- Thu. 12-1 PM Friday-1-2 PM	RUSA Room
4	Ms. Sarika Sood Contact 9736069921	B.A. II & BA. III	Mon.-Tue. 12-1 PM Wed.-Fri 11-12 Noon	RUSA Room
5	Ms. Rajni Sharma Contact 9805530585	B.P. E, B.P. Ed. and B. Com.	Mon.-Fri. 11-12 PM	RUSA Room
6	Ms. Pooja Thakur Contact 8091196145	B.A. I (Sec-C), BCA and BBA	Tue.- Sat. 12-1 PM	RUSA Room
7	Dr. Vivek (Bio) Contact 9418532346	B.Sc. Medical and M.Sc. Bio-Sciences	Tue. 2-3 PM Wed 11-12 Noon Thu., Fri 1-2 PM Sat. 12-1PM	Department of Biosciences
8	Mr. Pankaj Contact 9877425499	B.Ed.	Mon-Fri. 12-1 PM	Department of Education

#### ❖ DOCUMENTS TO BE PREPARED

The following **certificates and documents** are required to be **uploaded** (size less than 200 KB) and **submitted self-attested**. (*Attest only educational qualification certificates*)

1. Matriculation Certificate bearing the correct name as per the records.
2. 10+2 certificate bearing the correct name as in matric certificate.
3. Previous year(s) class result card.
4. Affidavit of Gap (if any); Those students who have gap in study after 10 +2 or in between the two classes will submit an affidavit in original along with application form and also upload it as merged pdf with 10+2 certificate.
5. **Income certificate (scheme specific)** on the name of **parent /guardian** only according to the scheme guidelines only and self-income certificate of the student will not be accepted and entertained.
6. **Bonafide Certificate:** With the unique ID must be depicted on the Bonafide Certificate.
7. **Caste Certificate (Scheme Specific):** The caste certificate issued by an officer, not below the rank of Tehsildar. The unique ID must be depicted on Caste Certificate.



8. **Aadhar card:** The students are also advised to get their updated Aadhar card, if the same has not been updated at the age of 15 years or after the gap of ten years.
9. **Seeded Saving Bank Account:** Since the scholarship are released in the Aadhar seeded bank accounts of the beneficiaries. Therefore, all students are advised to get their bank saving account number (to be used for the release of scholarship) seeded with Aadhar. For this purpose, visit your bank branch. Check Aadhaar seeding with bank A/C or Seed bank A/C with Aadhaar.
10. **Bank Pass Book:** Latest bank account statement of the student's Bank Accounts. Account Pass book must be printed properly so that details could be easily visible to be read. It must have your photograph also with bank stamp.
11. Fee slip of the course joined.

### FOR ANY QUERY

1. Online links On NSP for Grievance/Help/Tracking of payments..



✉ [helpdesk\[at\]nsp\[dot\]gov\[dot\]in](mailto:helpdesk[at]nsp[dot]gov[dot]in)

☎ **0120 - 6619540**  
(8:00 AM to 8:00 PM on all days, except government holidays)

✉ [helpdesk\[at\]nsp\[dot\]gov\[dot\]in](mailto:helpdesk[at]nsp[dot]gov[dot]in)

☎ **0120 - 6619540**  
(8:00 AM to 8:00 PM on all days, except government holidays)

2. H.P. Higher Edu. Directorate Scholarship Branch Official telephone number **0177 2656622**
3. H.P. Higher Edu. Directorate scholarship mail: [emailnsphpsml@gmail.com](mailto:emailnsphpsml@gmail.com).
4. For any institute-level query, students can contact to the college Principal.

For any technical queries of NSP, please contact Helpdesk at [helpdesk@nsp.gov.in](mailto:helpdesk@nsp.gov.in) or **0120 - 6619540** (from **8 AM to 8 PM on all days, except Government Holidays**) & [nsphpsml@gmail.com](mailto:nsphpsml@gmail.com) and for PFMS [helpdesk-pfms@gov.in](mailto:helpdesk-pfms@gov.in) and Toll free Number: 1800 118 111.

5. For detailed information and for other schemes, please go through National Scholarship Portal (website: <https://scholarships.gov.in/>) and Govt. of H.P and Directorate of Higher Education, H.P. official websites regularly.

6. **DO NOT MISS READING NOTICES ON THE COLLEGE NOTICE BOARD REGULARLY.**

*Naresh Kumar*  
10/9/2024  
**Dr. Naresh Kumar**

**Institute Nodal Officer**  
National Scholarship Portal  
Maharaja Lakshman Sen Memorial College,  
(C-11261)-Sundernagar  
Date: 09-09-2024

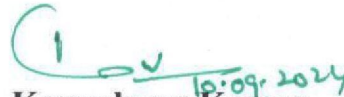
*Kameshwar Kumar*  
10.09.2024  
**Dr. Kameshwar Kumar**

**Institute Head**  
National Scholarship Portal  
Maharaja Lakshman Sen Memorial College,  
(C-11261)-Sundernagar

## **SCHOLARSHIP NOTICE-2024-2025**

### **National Scholarship Portal**

.All the staff members are requested to aware and guide the students about this scholarship process in their classes. A timeline is issued and one committee member is assigned to each class for the student guidance, assistance, verification and defects removal. All the class teachers are requested to allow students leave class if they have to go for submission of the scholarship application form in the committee room as per the timeline issued.



**Dr. Kameshwar Kumar**

**Institute Head  
National Scholarship Portal  
Maharaja Lakshman Sen Memorial College,  
Sundernagar.**