

1. What Steps to follow by Hol and INO before going for Bio-metric Authentication

Step 1. In case Hol or INO already registered on NSP is changed or any change is required in Aadhaar details of already registered Hol or INO; updation of Aadhaar details in their respective login is must before proceeding for bio-metric authentication. Aadhaar details of Hol and INO will be updated by DNO.

Step 2. Hol and INO both should login into NSP with their respective login id and password (if they have forgotten the password use “forget password” option on the login screen, if they have forgot their login id please contact the DNO and get the password reset for institute. The login id and newly generated password will be sent to INO’s mobile through sms).

Step 3. Profile updation is must before proceeding for bio-metric authentication. INO must update its profile from the option “**Administration→Update Profile**” from his login. Below screen will appear when “update profile” option is clicked. Even if there is no change in INO profile than also INO must click “**Final Submit**” button. Refer image below:

Institute Details

DISE/AISHE/NCVT Code: NSP-0787

Name of the Institute(As per NSP Directory) * TEST INSTITUTE

Name of Institute(As per AISHE/DISE Code Directory) * TEST INSTITUTE

Current Institute District / Institute Name is not as per AISHE / DISE Directory. Name and district will be updated as per AISHE / DISE directory. By selecting second option button shown above, name as well as district as per the AISHE / DISE Directory will be updated on NSP.

Institute Nature * Government Institutes

Board State * Central State

Board/University Name * ALL INDIA COUNCIL OF TECHNICAL EDUCATION

Institute Address * NIC HQ

Institute State ASSAM

Institute District (As per NSP Directory) * KAMRUP METROPOLITAN

Institute District (As per AISHE/DISE Code Directory) * KAMRUP METROPOLITAN

Institute Tin No: 6868686 Institute Tan No: 686868

Total student strength in the Institute: 2500

Registered Certificate *

Contact Person Details

Aadhar Number: XXXXXXXX3225 Name as In Aadhar: Himangi

Date of Birth as IN Aadhar: 03/01/1999 Gender as IN Aadhar: Female

Mobile No as IN Aadhar: 7015208732 Other Contact Number: 0

E-mail: abc@gmail.com Designation: NODAL OFFICER

Head of Institution Details

Name as In Aadhar: Himangi Mobile No as IN Aadhar: 7015208732

Other Contact Number: 0 E-mail: abc@gmail.com

Designation: HEAD OFFICER

Bank Details

IFSC Code: HDFC0CVB007 Bank Account No: 1111111111

Step 4. After successful completion of Step no. 1, 2 and 3, HoI and INO shall visit the CSC camp for bio-metric authentication.

Important Note:

1. HoI shall do the bio-metric authentication first and INO shall do it afterwards. Any Aadhaar related changes/updation (i.e, change in Aadhaar no. or Name or Gender or Mobile no.) in their NSP profile (i.e., either INO or HoI) would nullify their Bio-metric authentication status from NSP and they must have to perform bio-metric authentication again (even if they have done earlier).
2. The bio-metric authentication of INO can only be done if the bio-metric authentication of HoI is successfully synchronized with NSP from CSC. The bio-metric authentication status (for HoI and INO) can be checked from NSP login (refer image below).

NATIONAL SCHOLARSHIP PORTAL
Ministry Of Electronics & Information Technology,
Government of India

Test Institute (NSP-0787) NICHQ1 CGO Complex Lodhi Road New Delhi 110003 , KAMRUP METROPOLITAN , ASSAM - For Academic Year 2023-24 Session Institute Nodal Officer

Welcome: Test Institute (NSP-0787)
NICHQ1 CGO Complex Lodhi Road New Delhi 110003 , KAMRUP METROPOLITAN , ASSAM
User Type: Institute Nodal Officer
INO's BioAuth Status: Done

Administration

- Update Profile
- Add & Update Details
- Change Password

Verification

Reports

Logout

⚠️ Biometric Authentication (bioAuth) is required in AY 2023-24. Please update through the option Administration > Administration > Update Profile.

Check INO bio-auth status here.

Done will be displayed here only when bio-metrics status is synced with NSP from CSC.

It will be "not done" in case bio-auth is not synced or not done.

3. CSC has developed the utility (available at <https://nspbau.in/public/dashboard>) to synchronize the bio-metric authentication status with NSP. Nodal officers can synchronize their bio-metric authentication status from the above-mentioned link.
4. For operational assistance on various issues please check Frequently Asked Questions (FAQs) on scholarships.gov.in in Institute Corner.

Nodal Ministries/Departments for monitoring the bio-metric authentication (bioAuth) drive for Head of Institutes (HoI) and Institute Nodal Officers (INOs) and the allocated States/UTs

Dated:17.11.2023

SI. No.	Ministry/Department	States Assigned
1.	Ministry of Minority Affairs	Uttar Pradesh, Bihar, Maharashtra, Goa, UT of Jammu & Kashmir, UT of Ladakh, Odisha
2.	Ministry of Tribal Affairs	Jharkhand, Mizoram, Arunachal Pradesh, Manipur, Nagaland, Sikkim, Meghalaya
3.	Department of School Education & Literacy	Karnataka, Rajasthan, Kerala, UT of Andaman & Nicobar, West Bengal
4.	Department of Higher Education	Telangana, Andhra Pradesh, Gujarat
5.	Ministry of Labour & Employment	Uttarakhand, Madhya Pradesh, Puducherry

SI. No.	Ministry/Department	States Assigned
6.	Department of Empowerment of Persons with Disabilities	Punjab, Haryana, Chandigarh
7.	Department of Social Justice & Empowerment	Tamil Nadu, Delhi, Himachal Pradesh, Tripura, UT of Dadra & Nagar Haveli and Daman & Diu, UT of Lakshadweep, Assam
8.	University Grant Commission	Chhattisgarh

To get the Ministry Nodal officer details please visit **scholarships.gov.in**→**Public Corner**→ **Search Scheme Wise Nodal Officer**. The direct link to access the page is <https://scholarships.gov.in/nodalOfficerDetails>.

Hols/INOs are requested to check their logins for detailed procedure on bioAuth.