

**DO'S AND DON'T FOR INO, DNO AND SNO FOR EFFECTIVE IMPLEMENTATION OF THE THREE  
MINORITY SCHOLARSHIP SCHEMES OF MINISTRY OF MINORITY AFFAIRS, GOVERNMENT OF INDIA  
THROUGH NSP.**

***Based upon the directives from Under Secretary to Government of India, Ministry of Minority Affairs, vide letter No. SS-22/6/2022-Scholarship-MoMA dated 10<sup>th</sup> June, 2022.***

1. All the parameters in U-DISE database like total enrolment, class-wise strength, gender-wise enrolment of students, strength of minority students in the school, hostel and hostellers' details should be updated precisely. U-DISE report would form the baseline data against which the verification at L-1 and L-2 levels would be undertaken.
2. Pre-Matric scholarship and for classes 11<sup>th</sup> and 12<sup>th</sup> under Post-Matric Scholarship, hostel fees shall henceforth be payable **only** if these applicants reside in a hostel facility, managed by the School/Institute itself.
3. The INO, responsible for the 1<sup>st</sup> 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 DNO/SNO as and when required.
4. STUDENTS are required to make 2 sets of scholarship applications, one for the INO and the another one to submit to the respective DNO for Pre-Matric Minority Scholarship. For Post-Matric and MCM Scholarship schemes, submission of supporting documents to SNO is required if and only if the documents are not uploaded in the NSP while applying the scholarship.
5. INO are required to verify the applications on the basis of the documents submitted by the applicant and cross checked with the school record. In case a student has not submitted any documents or has not submitted the required number of documents, the INO may mark the application as "defective" so as to provide another opportunity to the genuine application to rectify the mistake.
6. The Head of the School will certify the list of applications verified by the INO and send it to the DNO/SNO for L-2 verification. A copy of the certified list and the documents submitted by the applicants will be maintained year-wise by the school and DNOs/SNOs will check these documents physically on random basis. The INO will maintain the records separately for applicants under FRESH and RENEWAL categories respectively. The school will maintain the documents in hard copy in Scholarship File financial year wise and the records will be retained by the school for at least 5 years. Principal/Head of School/institute is made responsible for the effective supervision of INO activities.
7. The State Nodal Officers will re-verify the credentials of the DNOs and certify that they are regular employees of the State Government. Similarly, the DNOs/SNOs will verify the credentials of all the INOs under them every year and ensure through the Head of the School that the INOs are permanent/regular employees of the school concerned and that they have not shared their user ID and password with any other person inside or outside the school.

8. DNO/SNO may be advised to frequently change their passwords and use their OTP cautiously to avoid any outside intervention.
9. The doubtful/suspicious applications identified by the NSP Portal through 'Fraud Detection Software' will also be resent for re-verification to the States. All such applications must be re-verified by SNO with the hard copy of the application and supporting documents obtained from the INO.
10. In case of any incidence of fraud the States/UTs shall be duty bound to thoroughly investigate the matter and ensure initiation of penal action against the culprits. Ministry of Minority Affairs shall regularly follow up with the State/UT in the matter. NSP will also prepare a list of institutions from where bulk of doubtful applications has been pushed or received and also all other doubtful cases/suspicious institutions and share the list with the respective DNO/SNO before the last date for L-2 verification is over for cross verification. The DNO/SNO will conduct mandatory physical verification of such institutions and furnish a declaration of having done so on the Portal. Further, for the verified applications also about 2% applications may be selected by the SNO for random check/third party audit of scholarships.
11. If any student's application is marked fake by District Nodal Officer (DNO)/State Nodal Officer (SNO), applications against the said institute may be put on hold until re-verification is completed.