E-MIAS User Manual

For

District Authority

Government of India
Department of Science and Technology
New Delhi

E-MANAGEMENT OF INSPIRE AWARD SCHEME (E-MIAS)

Notice

This is a controlled document. Unauthorized access, copying, replication or usage for a purpose other than for which it is intended, are prohibited.

This document contains information that is proprietary and confidential to Department of Science and Technology, Government of India, which shall not be transmitted or duplicated, used in whole or in part for any purpose other than its intended purpose. Any use or disclosure in whole or in part of this information without express written permission of Department of Science and Technology, Government of India is prohibited.

Version 1.0

डा. इन्द्र जीत सिंह आई ए एस
संयुक्त सचिव
Dr. Inder Jit Singh IAS
Joint Secretary

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलाजी भवन, नया महरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENCE & TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI RAOD
NEW DELHI-110 016

FOREWORD

Innovation in Science Pursuit for Inspired Research (INSPIRE) is a National Programme implemented by the Ministry for attraction of talent amongst students to study science and pursue career with research.

INSPIRE programme covers students in the age group of 10 to 32 years and has 5 components. The first component viz. INSPIRE Award is implemented centrally through the States / UTs. Under this Scheme, during the Five Year Plan period, two students are selected from each school of the country including private schools, for an INSPIRE award of Rs. 5000/- for preparing a science project / model. These awardees, who are students from classes 6^{th} to 10^{th}, then participate in a 3-tier competitions; at District, State and National level.

Under the **INSPIRE Award Scheme**, large number of nominations, running into lakhs, have to be processed for selection of the students for INSPIRE Award. DST plans to e-manage the entire INSPIRE Award Scheme by using State-of-Art latest Information Technology which would enable e-filing of nominations by the schools across the country, its processing by the District and State authorities as well as DST in accordance with the norms of the scheme, transmission of data of selected students to the banks, credit of Award amount to the bank accounts of selected Awardees (wherever notified) or preparation of INSPIRE Award Warrants by the bank and their dispatch to the selected Awardees and all such related activities concerning implementation of the scheme, management of the data, generation of various MIS returns etc.

Department of Science & Technology has engaged M /s ILFS Technologies Ltd. for preparation of an application software as well as for its operation and maintenance. The application software was field tested during August-September 2013 and is being launched nation-wide on 9^{th} October 2013 by Hon'ble Minister (Sci. & Tech.). The application software is ready for use by the States / UTs, Districts, schools and the three Central organizations *viz.* Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Sangathan, Sainik School Sangathan.

Separate detailed user guide have been issued for State / District / School authorities, copies of which are available on DST's website (www.dst.gov.in) as well as on E-MIAS website (www.inspireawards-dst.gov.in).

This document contains details of application software for District authority. I do hope that the concerned authority will find it useful and they will immediately start using the new application software and send future proposals for awards online.

With Best Wishes

(Inder Jit Singh)

Confidential Statement

The information (data) contained in all sheets of this document constitutes a trade secret and/or information that are commercial or financial and confidential or privileged. It is furnished in confidence to Department of Science and Technology, New Delhi with the understanding that it will not be disclosed to any other party without the written consent of Department of Science and Technology (DST).

DST, shall own all rights, title and interest, including copyright or other intellectual property rights, in and to any and or ideas, concepts, expertise, programs, systems, methodologies, data or materials included in, underlying or reduced to practices in the Program engagement.

Copyright © Notice

The information contained in this document is subject to changes with proper change request procedures as specified by DST.

DST assumes no responsibilities for the use or reliability of the proposed software or equipment that is not furnished by DST.

The Copyright in this work is vested in DST and the documents are issued in confidence for the purposes only, for which it is supplied. It must not be reproduced in whole or in part or used for tendering or manufacturing purposes except under agreement or with the consent in writing of DST, and then only on the condition that this notice is included in any such reproduction.

No information as to the contents or subject matter of this document or any part thereof arising directly or indirectly there from shall be given orally or in writing or communicated in any manner whatsoever to any third party being an individual firm or company or employee thereof without the prior consent in writing of DST.

Table of Contents

1. Introduction

1.1 About INSPIRE Programme 11

1.2 About INSPIRE Award Scheme 11

1.3 What is E-MIAS 13

1.4 Salient Features of E-MIAS 13

1.5 Agency for Implementation of E-MIAS 14

1.6. Pilot Launch 14

1.7. Nation-wide Launch.....14

1.8. Orientation-cum-Training session for State/ District/ School Authorities 15

1.9. Executive Summary for use of the Application Software 15

1.10. Role & Responsbility of School Authorities/ Steps required to use the facility 15

1.11. Objective 17

2. Application Function Summary 17

3. Application Users.....18

4. E-MIAS Welcome Page 19

5. Links at the top of the screen.....20

5.1 Home 20

5.2 Contact Us.....21

5.3 FAQs.....22

5.4 Search 23

6. About INSPIRE Awards.....24

7. Important Communications by DST.....25

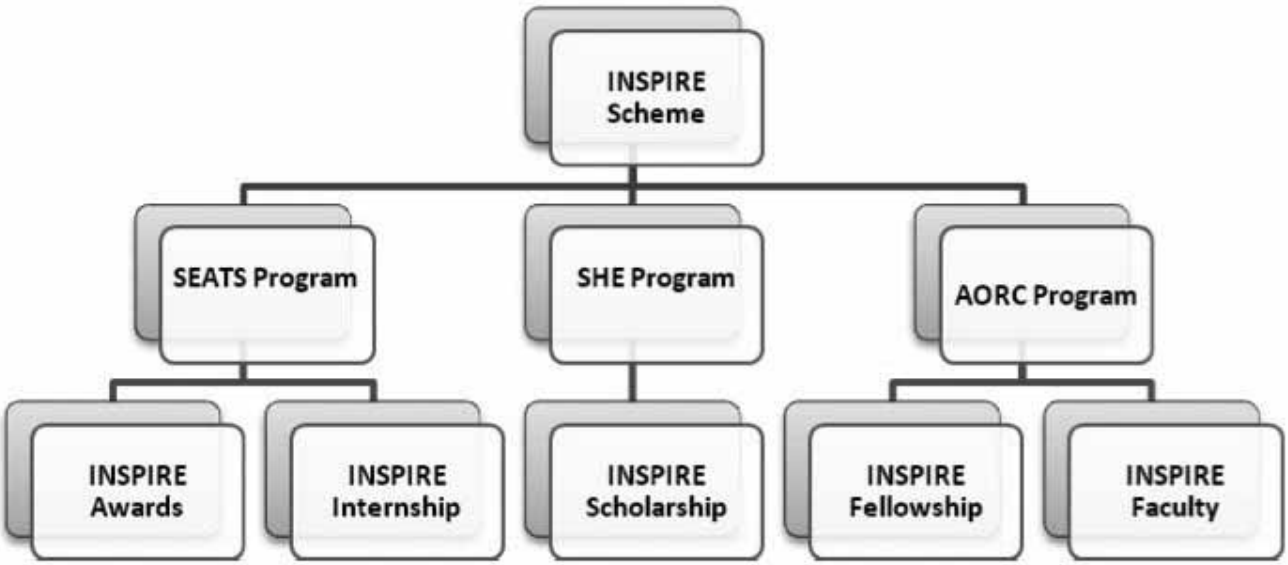
8. Suggestions/Feedbacks/Complaints Page 26
9. Downloads Page 27
10. Videos and Photo Gallery Page 28
11. Public Domain 29
12. Youth Corner.....30
13. Important Links Page 31
14. Helpdesk 32
15. District Authority Module 33
16. One Time Registration under INSPIRE application: 34
17. Online Mode District Registration 35
18. Offline Mode District Registration 43
19. For Modification of One Time Registration: 48
20. District Login 50
21. Forget Password 51
22. District Authority Dashboard 52
23. Authorities.....53
24. Register School Authorities 53
25. Approve School registration application: 54
26. View School Authorities registered by DA:.....57
27. Awards and Nominations: 59
28. Upload Nomination on behalf of school Forward to SA: 59
29. Approve Nomination from School and Forward to SA: 60
30. Forward exhibition fund proposal to SA: 62
31. View Awards sanctioned by NA:.....66
32. MIS and Miscellaneous: 66
33. View/Generate MIS:.....66
34. Send Communications to SA/Schools: 67
35. View communication from NA/SA/schools: 69
36. Forward SRs/UCs to SA: 70

1. Introduction

1.1. About INSPIRE Programme

Innovation in Science Pursuit for Inspired Research (INSPIRE) is a National Programme implemented by the Ministry for attraction of talent amongst students to study science and pursue career with research.

INSPIRE Programme covers students in the age group 10-32 years, and has five components: INSPIRE Award (for 10-15 age group), INSPIRE Internship at a science camp with opportunity for interaction with global science leaders (for 16-17 age group), INSPIRE Scholarship for Higher Education (SHE) @ Rs 80000/ per year for continuing education at B.Sc. and M.Sc. levels (for 17-22 age group), INSPIRE Fellowship for doctoral research (for 22-27 age group) and INSPIRE faculty for assured career opportunity (for 27-32 age group).



1.2. About INSPIRE Award Scheme

The first component, viz INSPIRE Award, is implemented centrally through the States/UTs. Under this scheme, during the five year period, two students are selected from each middle and high school of the country for an INSPIRE Award of Rs.5000/- each for preparing a Science Project / Model. These awardees, who are students from classes 6th to 10th, then participate in a three tier competition: District, State and National Level. The projects exhibited are evaluated by a jury of experts. All the 28 states and 7 UTs are participating in the scheme. The scheme is continuing in the 12th Five Year Plan.

Merit based nomination of students for INSPIRE Awards is done by the Head Master / Head Mistress / Principal of each school, who is required to send nomination of best children, having aptitude for science, with all relevant details, to the District Education Authorities, who will send these to DST through State Education Authorities. All schools in the country including private schools are eligible to participate in the scheme.

In so far as INSPIRE Award component is concerned, One Million INSPIRE Awards have been sanctioned till date(state wise details at Annexure-I). Under the INSPIRE Internship, as on date about 800 Science Camps have been held covering about 1.90 lakh students in the age group of 16-17 years, 40 Nobel Laureates and about 8000 resource persons participated in these camps. About 28000 scholarships for students in the age group of 17-22 years have been given and about 2900 INSPIRE Fellows in the age group of 22 -27 years have been enrolled so far. Finally, under the Faculty Award for Assured Career, 378 individuals have been awarded inspire faculty fellowship for initiating research work in various universities/ academic institutions/ laboratories in the country.

As on date, One Million INSPIRE Awards have been sanctioned under the scheme, more than 6 lakh awardees have participated in the DLEPCs, and about 45000 best entries of DLEPC have participated in the SLEPCs. About 2000 best science projects/models selected from SLEPCs participated in the two national competitions held at Delhi so far. About 48% of awardees are girls, and 25% SCs/STs. Out of the 688 projects which participated in the 1st NLEPC held during August 2011, 85 were shortlisted by the Patent Facilitating Centre of TIFAC for detailed examination for possible patenting.

Based on the recommendations of CIPF Committee, out of 85 cases, 10 cases have been finally selected and applications for patenting have been filed. Similarly, out of 1064 projects which participated in the 2nd NLEPC, about 100 have been shortlisted for provisional filing of applications for patenting. About 900 science projects/models are expected to participate in the 3rd NLEPC scheduled at Delhi from 08-10, October 2013. As on date, an amount of Rs.619.46 crore has been spent so far on the scheme, out of which Rs. 100.86 crore has been released to the States/UTs to meet the expenditure in connection with conduct of competitions at different levels. A MoU has been signed between DST and ITPO for the conduct of NLEPCs.

1.3. What is E-MIAS

Under the INSPIRE Award Scheme, large number of nominations, running into lakhs, have to be processed for selection of the students for INSPIRE Award. DST plans to e-manage the entire INSPIRE Award Scheme by using State-of-Art latest Information Technology which would enable e-filing of nominations by the schools across the country, its processing by the District and State authorities as well as DST in accordance with the norms of the scheme, transmission of data of selected students to the banks, credit of Award amount to the bank accounts of selected Awardees (wherever notified) or preparation of INSPIRE Award Warrants by the bank and their dispatch to the selected Awardees and all such related activities concerning implementation of the scheme, management of the data, generation of various MIS returns etc.

1.4. Salient Features of E-MIAS

It will enable about 5 lakh middle and high schools all over the country to log in online and file nominations under the Scheme, which would be received electronically by the District Education authorities for further processing. The schools will also be able to view, download and print list of sanctioned awardees and their certificates.

Similarly, it will enable all the (nearly) 700 District Education Authorities and 35 States / UTs and 3 Central Educational Organizations (Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Sangathan and Sainik School Sangathan) to log in online and process the proposals received from schools and submit to the National Authority i.e. Department of Science & Technology (DST) for sanction.

The State and Districts authorities will also be able to submit the proposals for funds release for DLEPCs / SLEPCs online.

It will enable the National Authority (DST) to process the proposals and Awards / Funds so received from the State Authorities online and issue sanctions electronically, as per the approved norms.

The software will also have facilities for registration of schools, District Authorities and State Authority, sending and receiving online communications to / from these authorities, receiving utilisation certificates, summary reports, electronically generate standard and tailor-made MIS reports and so on.

It will also have the public domain home page where even public at large would be able to view not only the basic details of the scheme but also the awards sanctioned to various States / schools , various reports / documents / forms relating to scheme, submit suggestions / feedback and so on.

The service provider will also put in place a call centre, which will run six days a week, to cater to the need / grievances of stakeholders.

The site can be accessed at URL (www.inspireawards-dst.gov.in) and some features of the same can be seen at this web address (public domain features). Other features will require log in details of the respective authorities.

1.5. Agency for Implementation of E-MIAS

DST has selected M/s IL&FS Technologies Ltd. for preparation of application software for E-MIAS as well as for its operation and maintenance during next 5 years, including conduct of orientation-cum-training sessions for State / District Authorities.

1.6. Pilot Launch

The application software was field tested during August – September 2013 in the two selected States of Tamil Nadu and Punjab and one Union Territory i.e. Delhi with an objective of testing the efficacy of the system to meet the objectives / needs and its security features, etc. The application software has been finalised on the basis of feedback / suggestions received from these States and in house checking.

1.7. Nation-wide Launch

After pilot testing, the application software has been suitably modified and is being launched nation-wide on 9th October 2013 at ITPO, Pragati Maidan, New Delhi by Hon'ble Minister (S&T). The application software is ready for use by all the States / UTs, Districts and Schools and the 3 Central organizations viz. Kendriya Vidyalaya, Navodaya Vidyalaya Schools and Sainik Society School. All the concerned authorities are requested to start using the new application software and send future proposals for

awards and funds for conducting competitions at various levels online.

1.8. Orientation-cum-Training Session for State / District / School Authorities

State Nodal Officers (SNOs) are requested to organize Orientation-cum-Training Session at State headquarters / any other place selected by them for all the DNOs as well as other concerned officers of the office of SNOs / DNOs to make them familiar with the features of the new application software and impress upon them the need to file online nominations / requests and use other features.

Officers of DST and M/s IL&FS Technologies Ltd. will assist the SNOs for conduct of State level training sessions and train master-trainers. On similar lines, the SNOs / Master Trainers will conduct 'Orientation-cum-Training Sessions in all the Districts for all Schools in the District as well as for the staff of DNOs dealing with the scheme. Expenditure in connection with conduct of such training sessions at State and District level can be met from out of the unspent balance of funds released by DST for conduct of competitions at various levels. Wherever required, additional funds for this purpose will also be released by the DST as per prescribed norms.

1.9. Executive Summary for use of the Application Software

Following paras describe in brief the guidelines for State / District / School authorities to use the application software. Detailed user guides as follows are available on DST's website (www.dst.gov.in) as well as on E-MIAS website (www.inspireawards-dst.gov.in).

1.10. Role & Responsibility of District Authorities/ Steps required to use the facility

District Authority (DNO in charge of INSPIRE Award Scheme)

Log on to website (www.inspireawards-dst.gov.in). A homepage as per sample on the inner cover page will open. Click various buttons to generally familiarize yourself with the webpage.

Click **'District Authority'** button on the top right hand corner of the homepage.

Click "For One Time Registration: button and follow steps for One Time Registration

(OTR) by filling requisite details.
(see User Guide for details / clarifications)

Submit request for OTR to SA
(SA will approve the same within 24 to 48 hours and send a User ID and initial Password to you over your e-mail, indicated in the OTR process)

After you get User ID and Password, log-in to the website again, go to 'District Authority' button and click "log in" and use your log-in details which will lead you to **District Authority's Dashboard** *(you may change your password after first log-in)*

Now you are ready to use various features of the application software meant for District Authority. Navigate through various buttons to learn about its contents / features and start using these.

On the same lines, School Authorities under DA (Schools) will submit requests for One Time Registration, **which have to be approved by DA** and they will get a User ID and Password enabling them to log-in to School Authority Dashboard and use various features of the application software meant for School Authorities.

Once School, District and State Authorities have got User ID and Passwords, schools can file online nominations and submit to their respective DA, who in turn, after due checking, will forward to their SA and the SA in turn, after due checking will forward the same to NA (i.e. Department of Science & Technology) online.

On same lines, DA can submit proposals to SA for release of funds for DLEPCs.

NA will approve Awards proposals as well as funds proposals online and the same will get reflected on the dashboards of respective SA, DAs and Schools in the form of sanctions, list of awardees etc. and can be viewed / downloaded by respective authorities from their end.

DA should also use the facility to:

Approve nominations received from schools and forward to SA.

To upload nominations on behalf of school which does not have internet facility.

To do suo-moto registration of schools which do not have internet facility.

Upload/ forward UC & SR to your SA.

Send communications (email and/ or post) to schools/ SA/ NA.

View communications (email and/ or post) from schools/ SA/ NA.

View standard MIS

To submit suggestions/ feedback from the home page

1.11 Objective

This manual aims to provide a conceptual background and procedures on how to use the E-MIAS Application. This manual facilitates the E-MIAS end users as responsible for utilizing the application modules and functions, to perform their designated roles and tasks.

2. Application Function Summary

Inspire Application functions are role-based. Every user has different functionality based on their roles defined in the application.

District Authority can use the **District Authority** link on application home page to perform the following functions:

- District Registration
    - Online Mode
    - Offline mode
- Student Nomination Approval
    - Online Mode
- School Authority Registration request Approval, modification and Rejection.
- District Authority Profile Management
- Inspire Communication
- MIS Reports

3. Application Users

Application Users for E-MIAS application at different levels are listed below:

- National Authority
- State Authority
- District Authority
- School Authority
- General Public

The above-mentioned users have been assigned rights to the E-MIAS application and are based on the Login ID and Password assigned to the users to access the E-MIAS application except general public.

4. E-MIAS Welcome Page

Enter Inspire URL: www.inspireawards-dst.gov.in in any web browser. E-Management of Inspire Award Scheme Welcome Page opens as below.

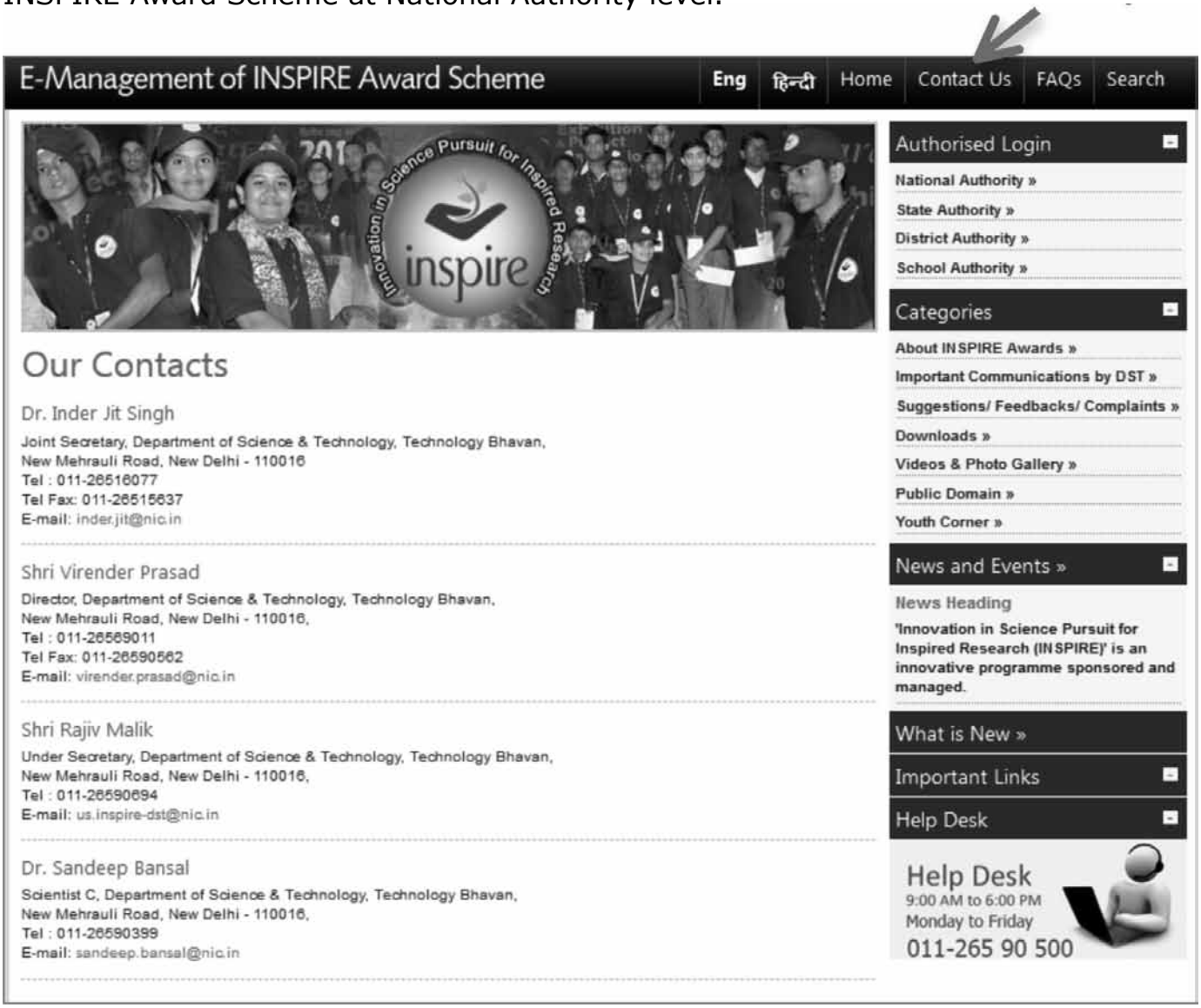
5. Links at the top of the screen

5.1 Home

Click on the link **Home** to open the EMIAS application Home Page.

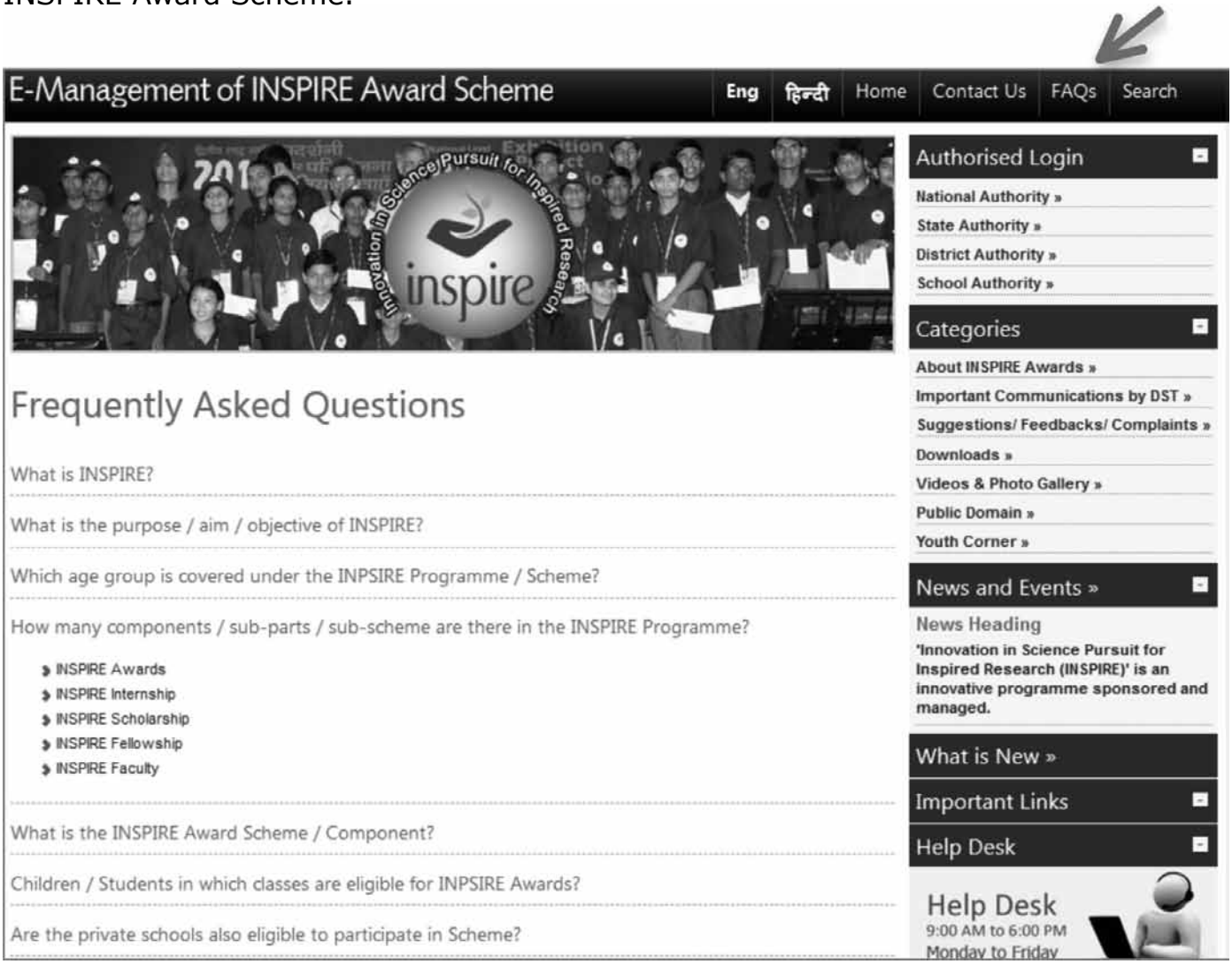
5.2 Contact Us

Click on link **Contact Us** to get the contact details of important functionaries of INSPIRE Award Scheme at National Authority level.



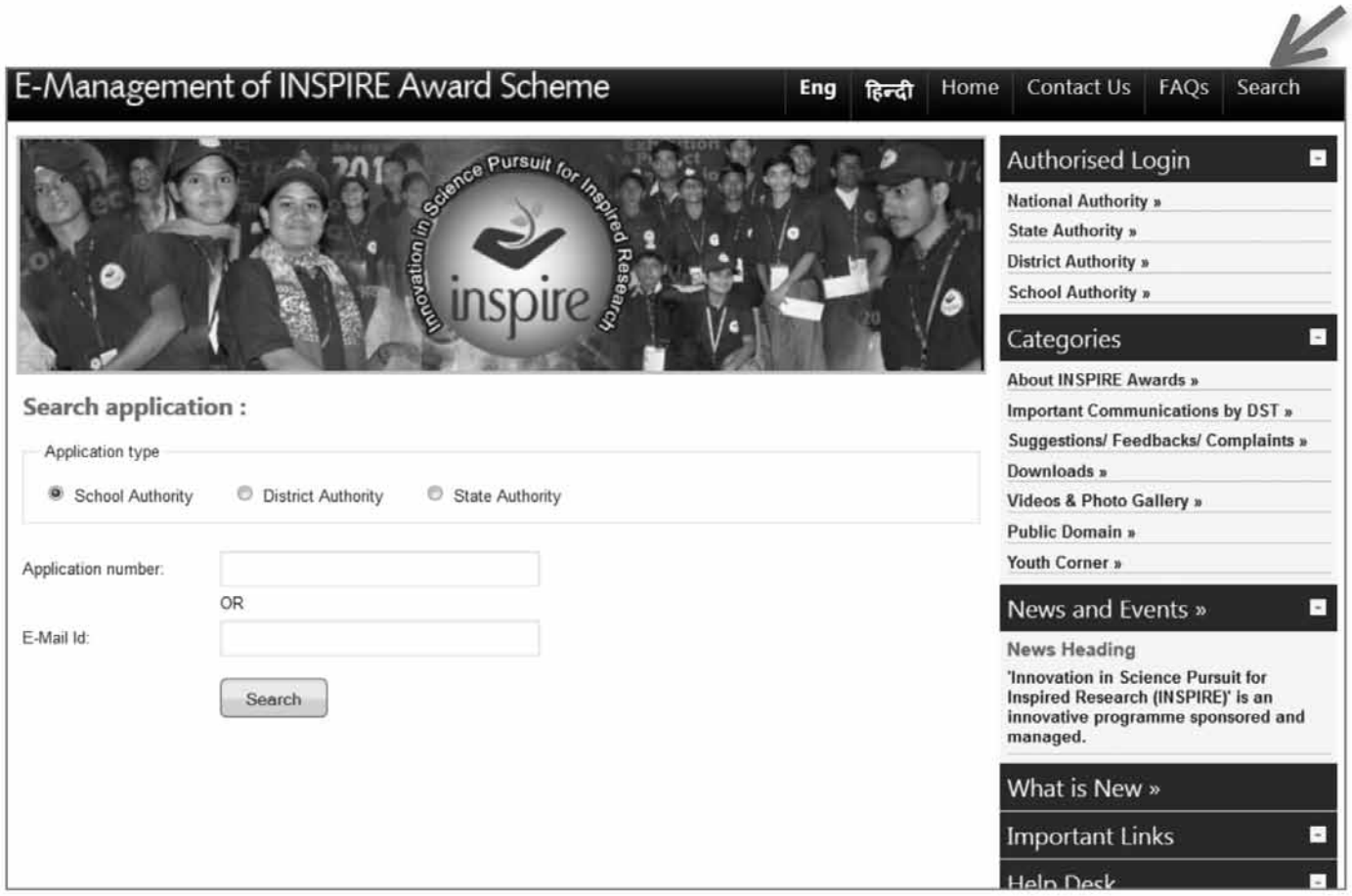
5.3 FAQs

Click on the link to **FAQs** for answers to frequently asked questions regarding the INSPIRE Award Scheme.



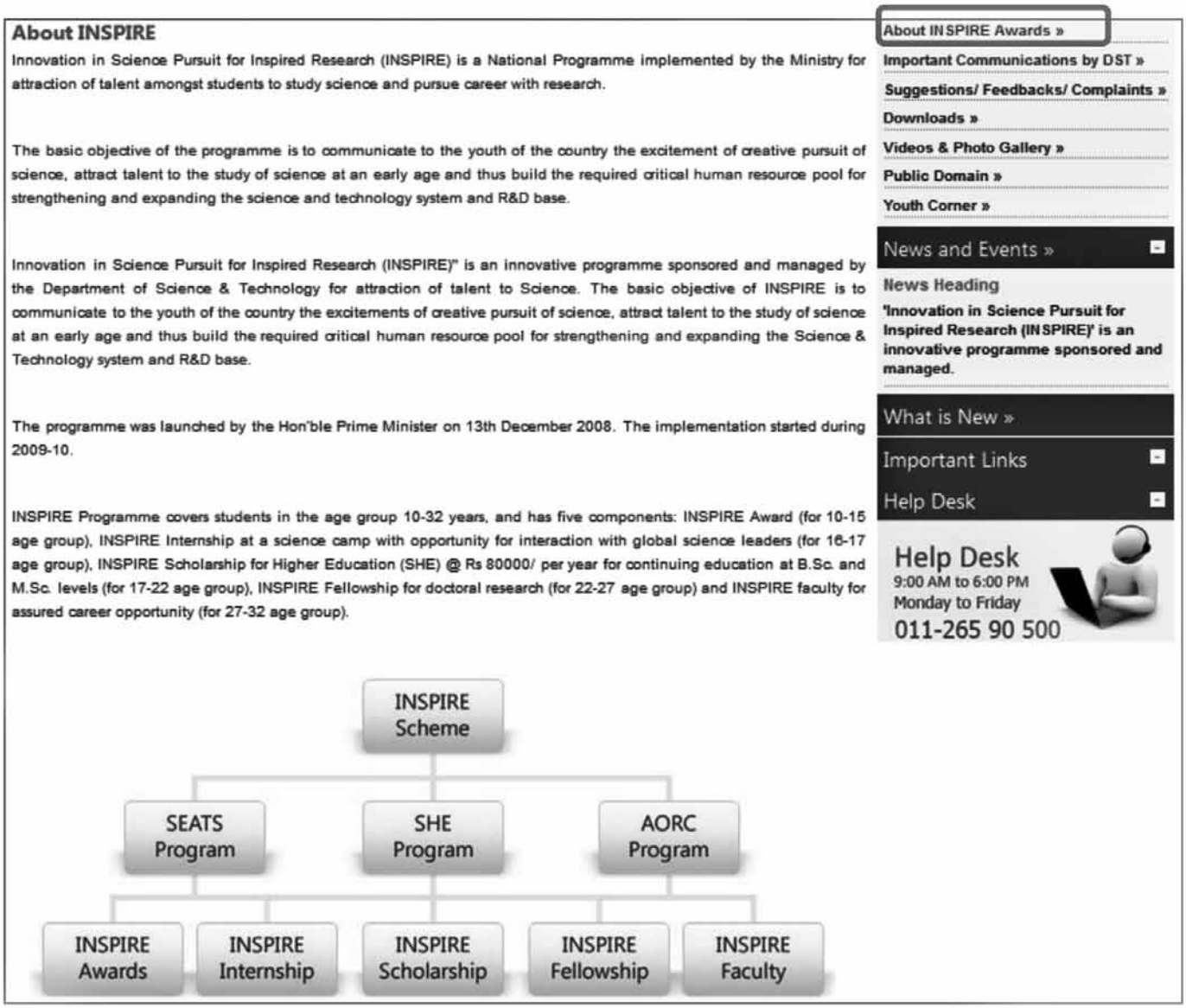
5.4 Search

Click on the **Search** link to know the status of School, District and State registration application.



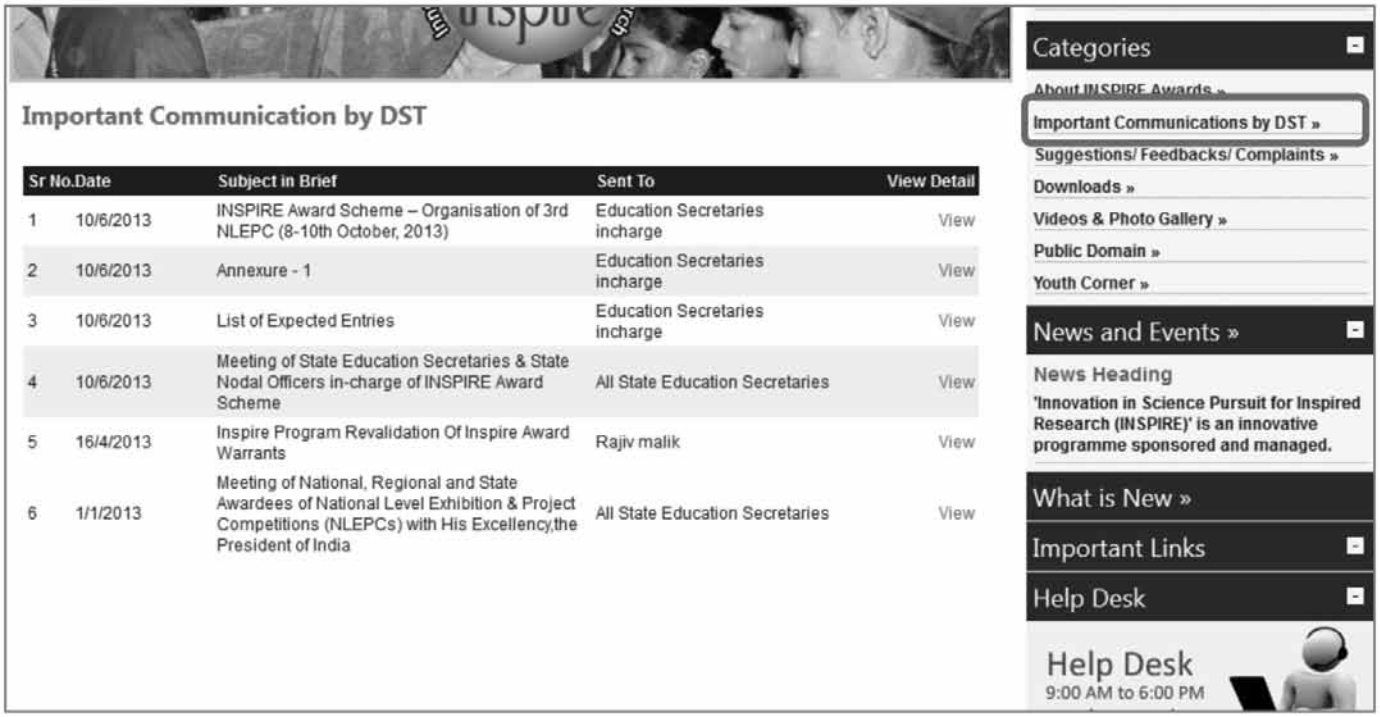
6. About INSPIRE Awards

Click on **About INSPIRE Awards** link in the Welcome Page to get a brief description about INSPIRE Programme and the INSPIRE Award Scheme.



7. Important Communications by DST

Click on the **Important Communications by DST** link to view the important communications made by the Department of Science & Technology from time to time related to INSPIRE Award Scheme, which can be viewed by all application users.



Important Communication by DST

Sr No.	Date	Subject in Brief	Sent To	View Detail
1	10/6/2013	INSPIRE Award Scheme – Organisation of 3rd NLEPC (8-10th October, 2013)	Education Secretaries incharge	View
2	10/6/2013	Annexure - 1	Education Secretaries incharge	View
3	10/6/2013	List of Expected Entries	Education Secretaries incharge	View
4	10/6/2013	Meeting of State Education Secretaries & State Nodal Officers in-charge of INSPIRE Award Scheme	All State Education Secretaries	View
5	16/4/2013	Inspire Program Revalidation Of Inspire Award Warrants	Rajiv malik	View
6	1/1/2013	Meeting of National, Regional and State Awardees of National Level Exhibition & Project Competitions (NLEPCs) with His Excellency,the President of India	All State Education Secretaries	View

8. Suggestions/Feedbacks/Complaints Page

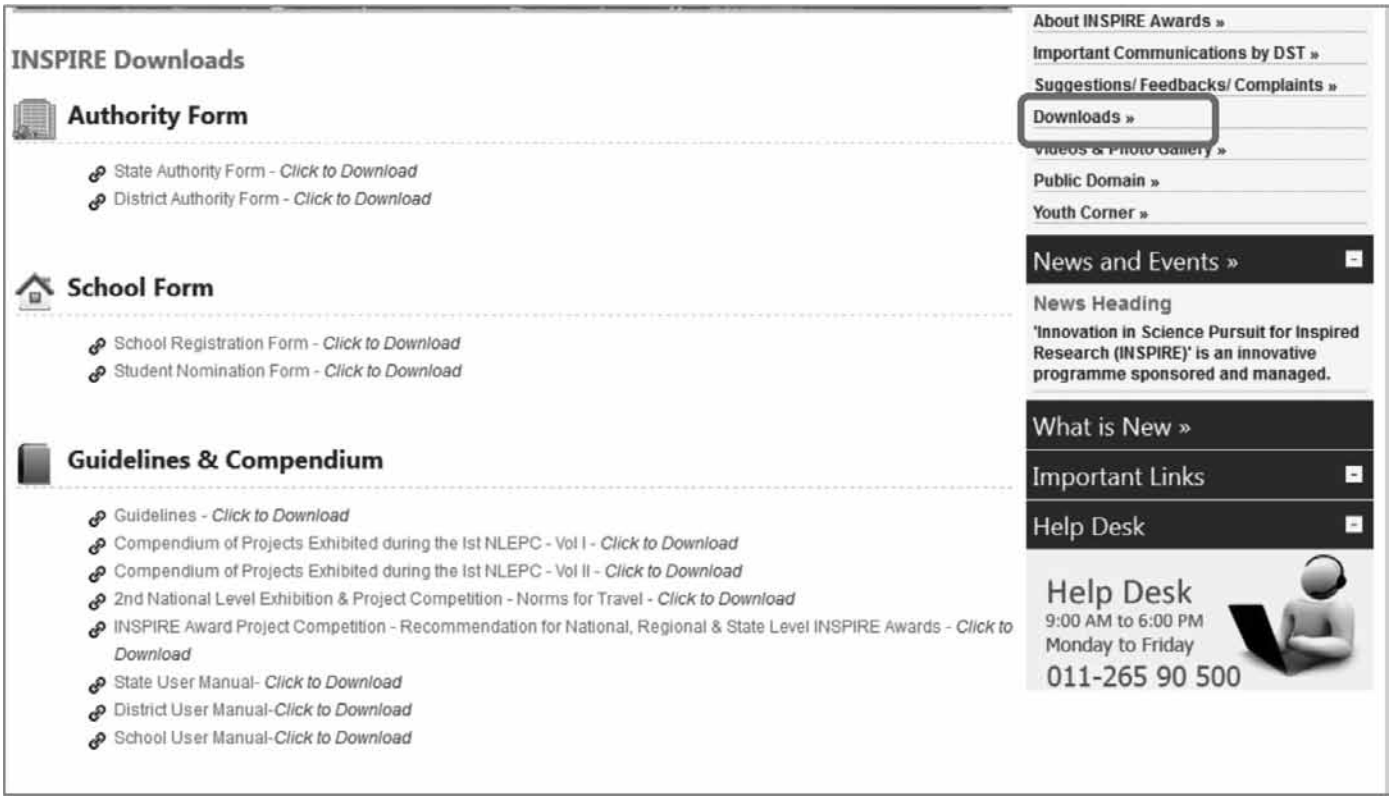
Click on **Suggestions/Feedback/Complaints** link which allows the end users to give valuable suggestions or feedback or drop any complaints which can be looked upon to improve the application and scheme.

Steps:

1. Select the nature of the correspondence from the dropdown list.
2. Enter Name of person. It is mandatory field of application.
3. Enter valid mobile number of person.
4. Enter Valid Email ID of person. This is mandatory field.
5. Enter Subject. It is mandatory field of application and subject should not more than 20 words.
6. Fill in the relevant details
7. Enter the suggestion/feedback/complaint in not more than 200 words
8. Enter the captcha code
9. Click on **Reset** button for carrying out modifications, if any.
10. Click on **submit** button to forward it to the National Authority.

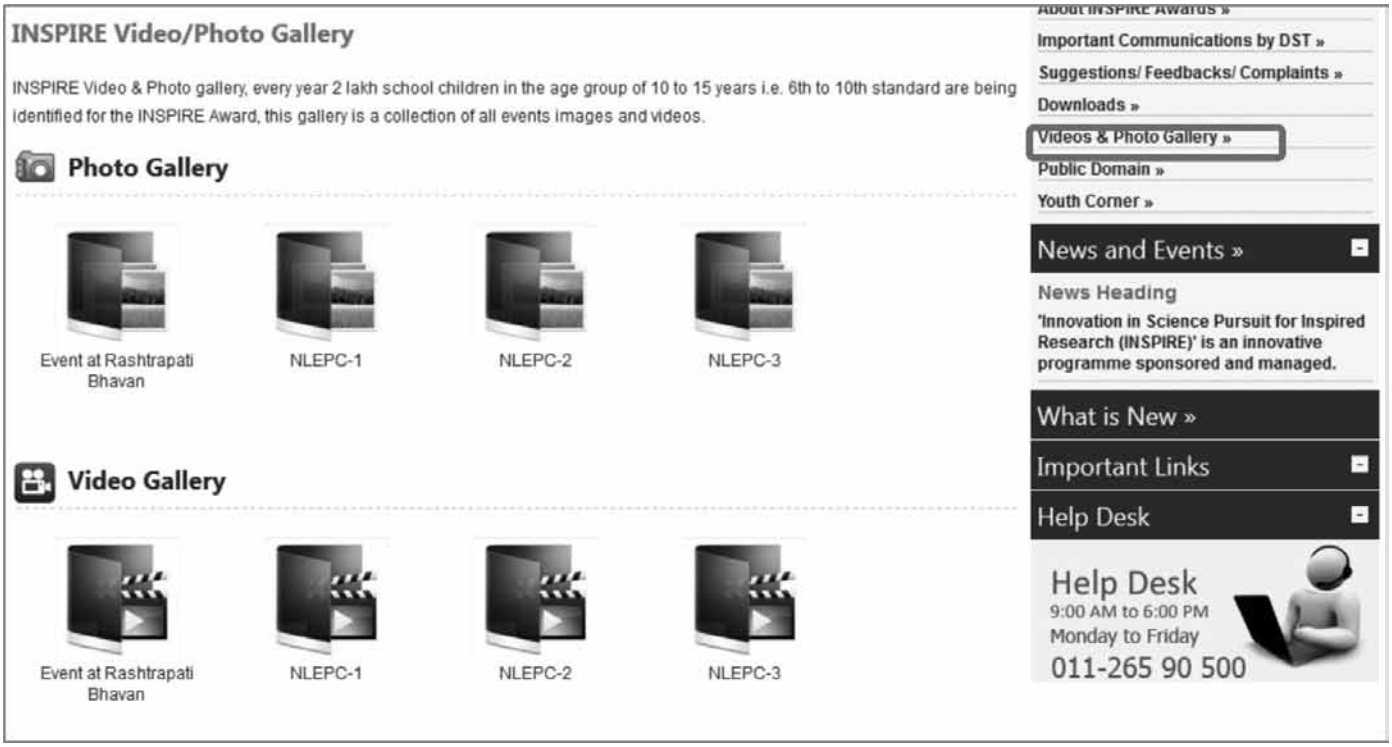
9. Downloads Page

Click **Downloads** link which allows the application user to download various forms and other material pertaining to INSPIRE Award Scheme.



10. Videos and Photo Gallery Page

Click on **Videos and Photo Gallery** link to view the collection of videos of exhibitions and various functions related to INSPIRE Award Scheme and photographs of INSPIRE Award winners at National/Regional/State Level, etc.



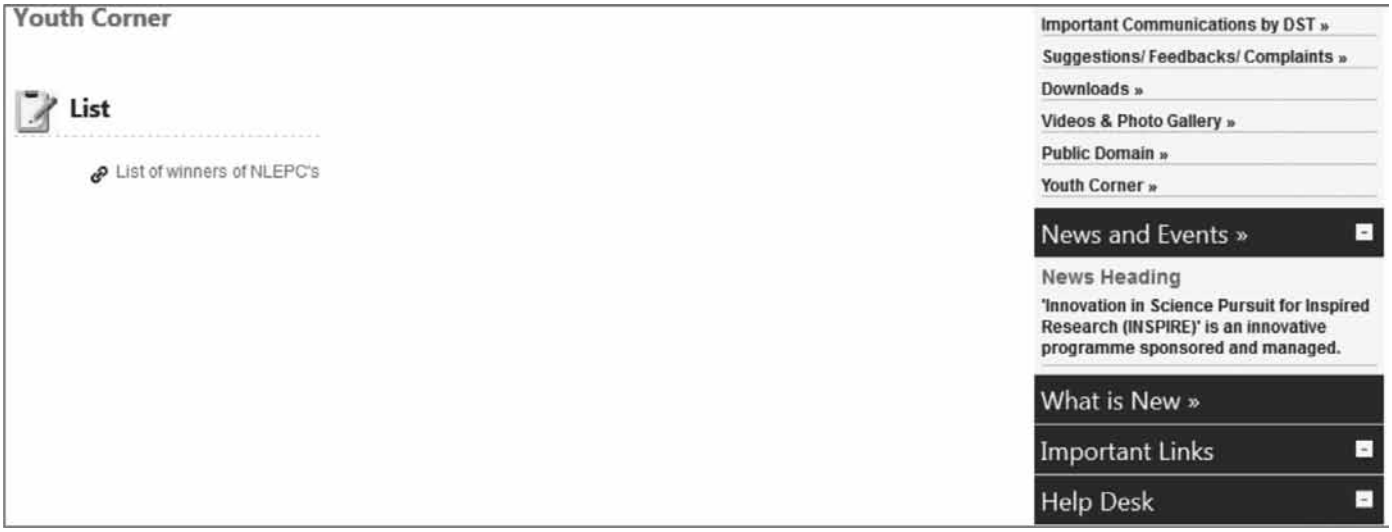
11. Public Domain

Click on **Public Domain** link to get the up-to-date information on INSPIRE award Scheme like, its implementation status and related activities.

12. Youth Corner

Click on **Youth corner** link to get the up-to-date information on various activities of INSPIRE Award Scheme, list of winners of NLEPCs and other related activities.

The page will also allow students under INSPIRE application to share posts.



13. Important Links Page

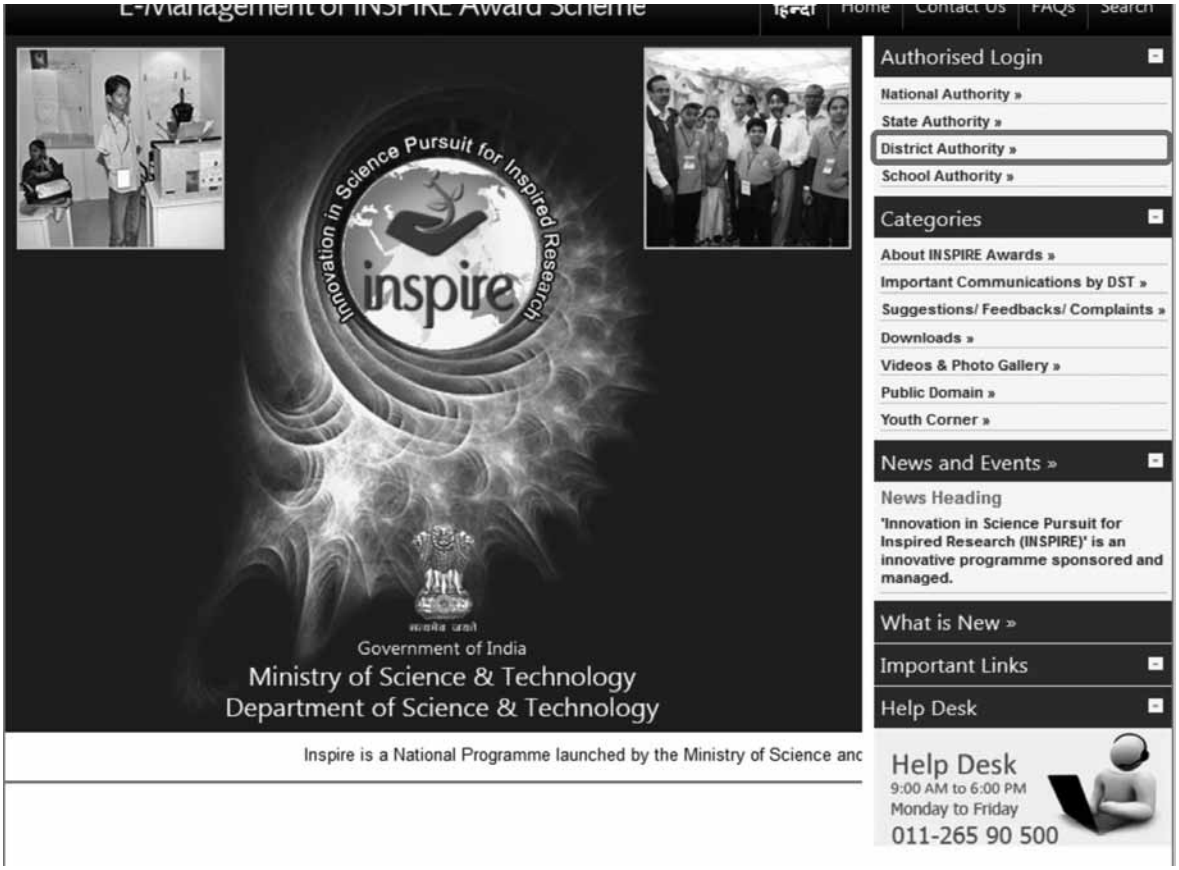
Click on **Important Links** link which allows users to get access to other important links of the Government of India / other agencies.

14. Helpdesk

Click on **Helpdesk** link to get the Delhi Based phone number for any support for resolving any technical problem faced by the user.

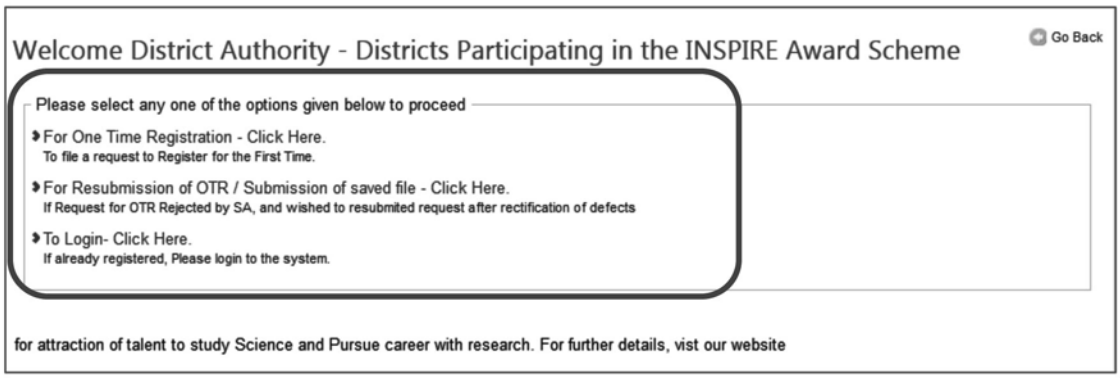
15. District Authority Module

Click on **District Authority** link to open the page pertaining to District Authority.



District Authority means the District Nodal officers I/C of INSPIRE Award scheme (District education officers as other designated officers) participating in the INSPIRE Award Scheme.

On clicking the **District Authority** link, the page opens as below with the following options:

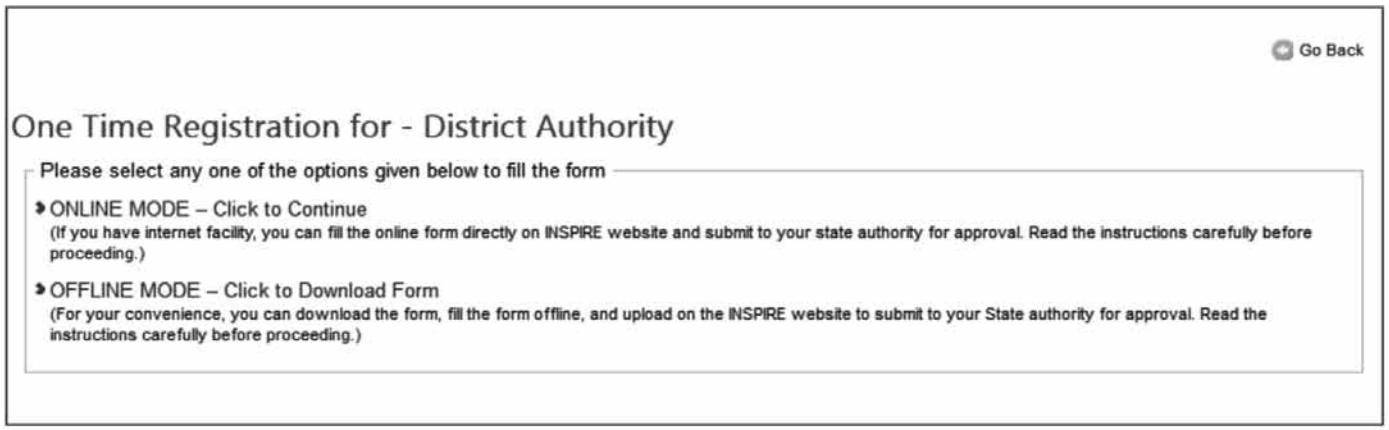


- **One Time Registration under INSPIRE Award Program.**
- **For Resubmission of OTR / Submission of saved file.**
- **Login**

16. One Time Registration under INSPIRE application:

For a District to get registered as **District Authority** under the E-MIAS, click on the **For One Time Registration** link. The page as below opens with the following options:

- **Online Mode**
- **Offline Mode**

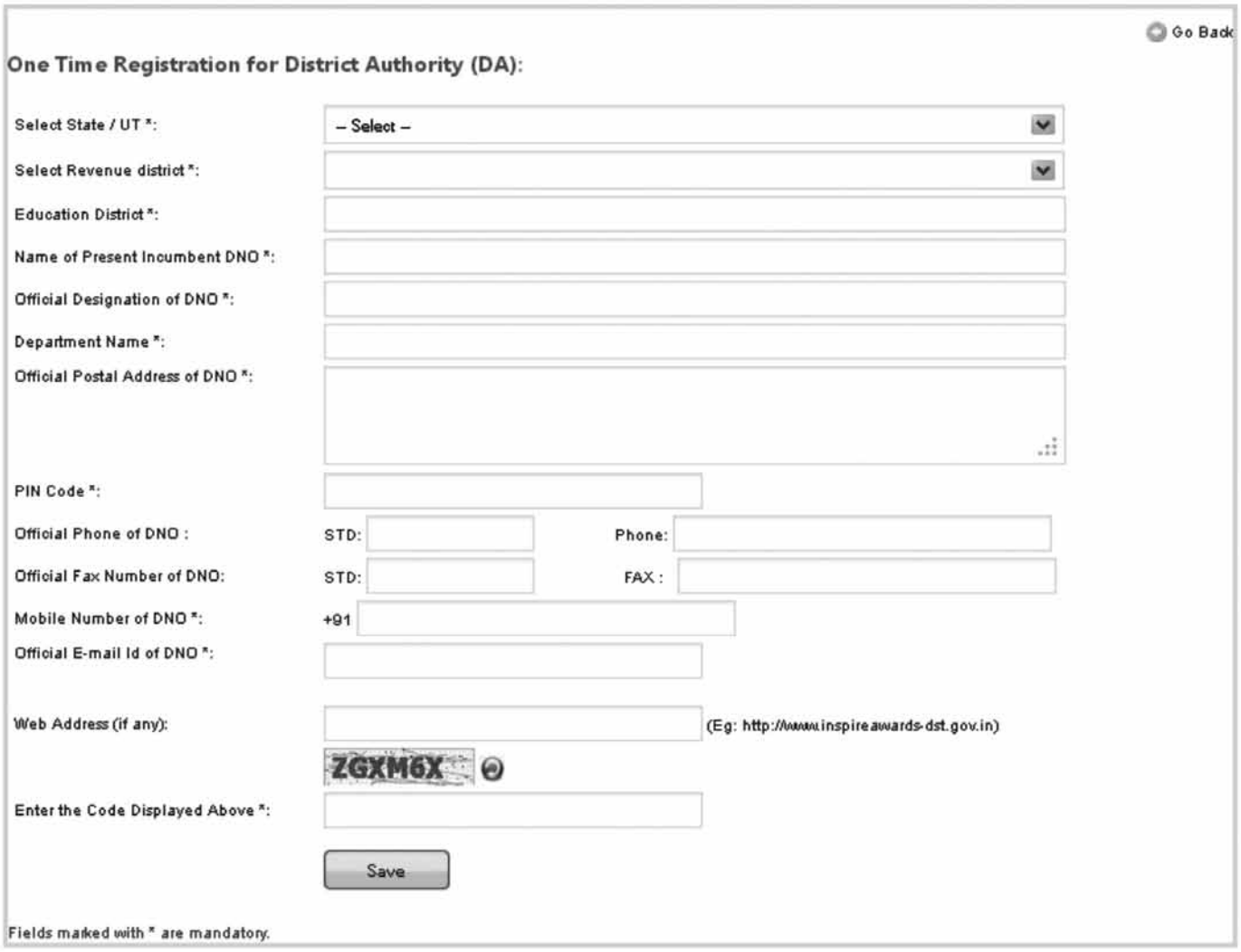


ONLINE MODE REGISTRATION UNDER INSPIRE APPLICATION:

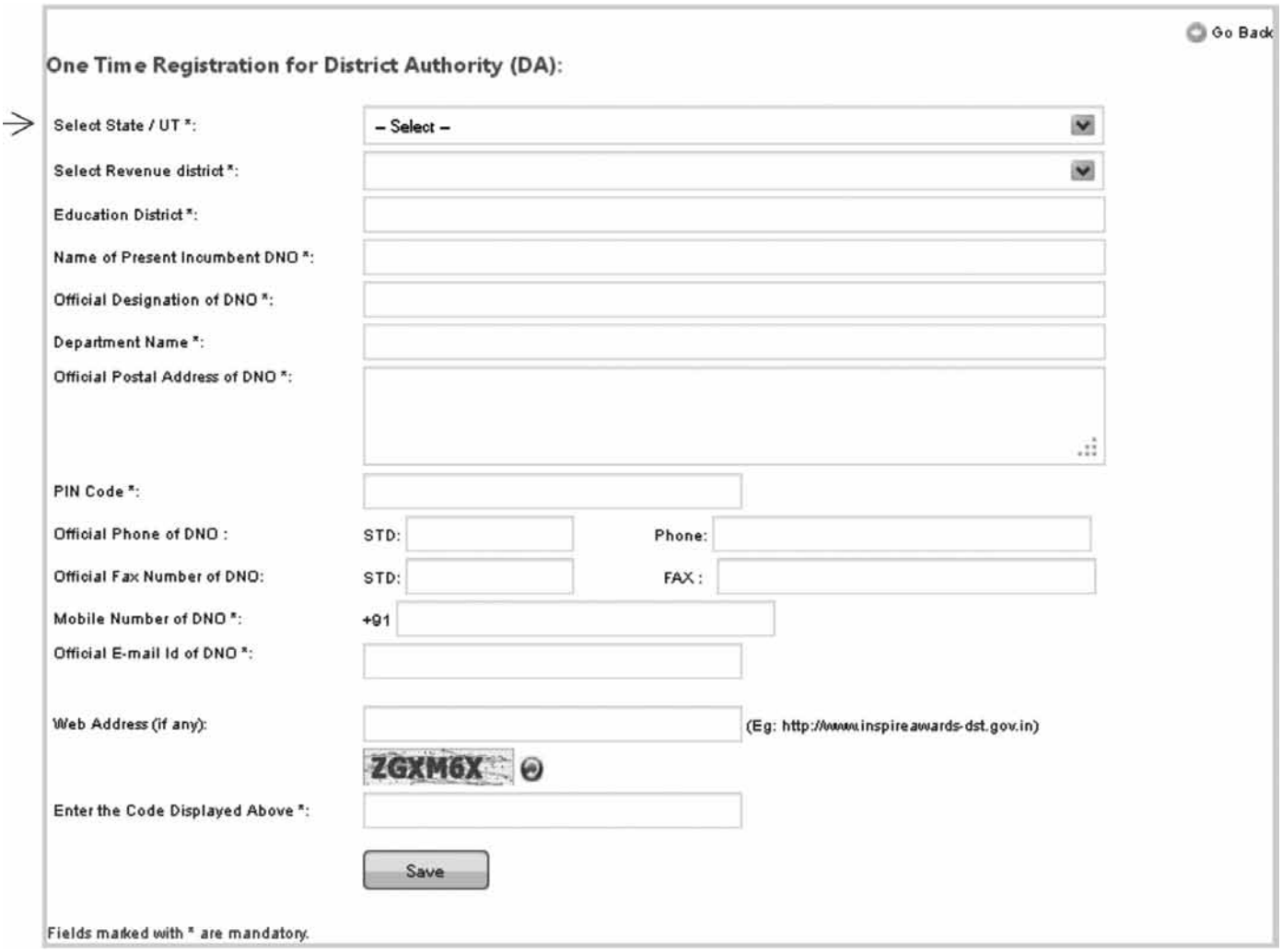
If the District has internet facility available, **Online Mode of District Registration** can be opted. (As most of DAs users have internet facility, it is suggested that they use online mode)

17. Online Mode District Registration

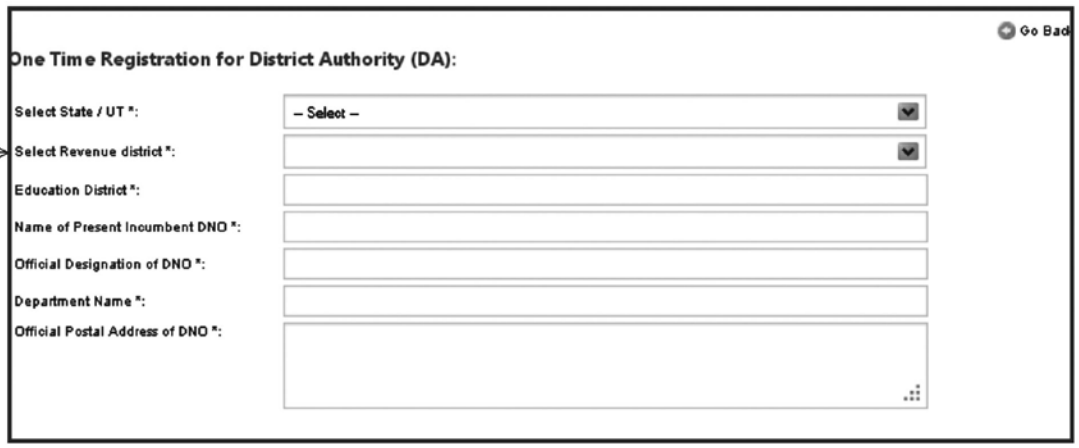
For this, click **Online Mode** link. The page opens as below. Fill in the relevant details. The fields marked with* are compulsory fields.



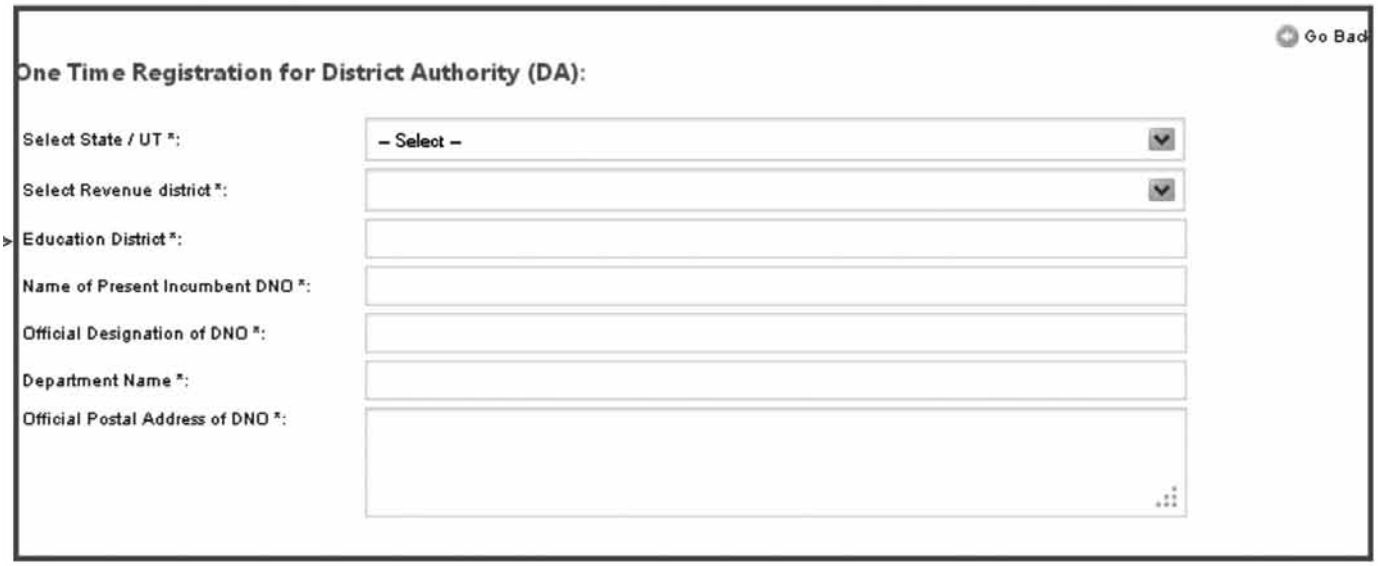
1. State/UT*: Select the name of the State or Union Territory from the dropdown list. It is a compulsory field of application.



2. Revenue District*: Revenue District Name will be shown in the dropdown list, based on State selected by the user. It is a compulsory field of application.



3. Education District*: *Education District Name will be shown in the dropdown list, based on State selected by the user.*



4. Name of Present Incumbent DNO*: Enter Name of the District Node Officer. It is compulsory field of application.

5. Official Designation of DNO*: Enter Designation of District Node Officer. It is compulsory field of application.(e.g. District education officer)

6. Department Name*: Enter Department name of District Authority. It is compulsory field of application.(e.g. Department of school education)

7. Official Postal Address of DNO*: Enter Complete Official Postal Address of DNO. It is compulsory field of application

8. Pin Code: Enter six digits Pin Code of District location.

9. Official Phone of DNO: Enter official phone number of the registering District Authority. This Contact Number can be used in future communication by School, State and National Authority.

10. Official Fax Number of DNO: Enter official Fax number of the registering school. This Contact Number can be used in future communications by School by District, State and National Authority.

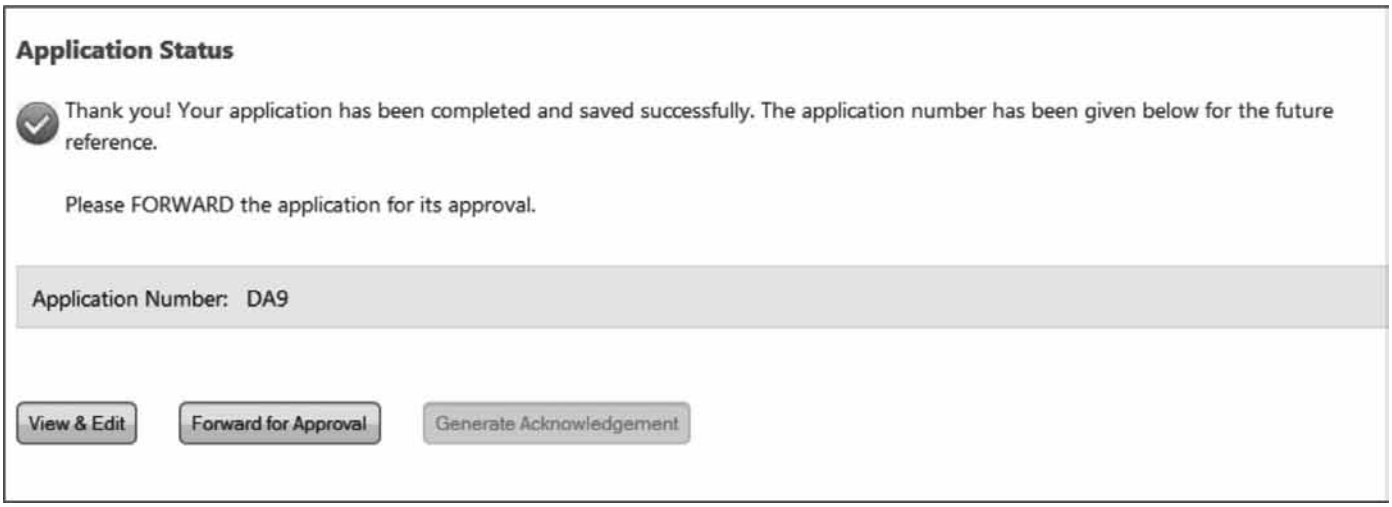
11. Mobile Number of DNO*: Enter valid ten digits mobile number of DNO. Application will generate SMS notification on this mobile number.

12. Official E-mail Id of DNO*: Enter a valid E-Mail address of DNO. This E-mail will be used in instant notification by inspire communication. It is a compulsory field in inspire and will be used to send user ID & password to DA.

13. Web Address (if any): Valid web address needs to be provided in specified field

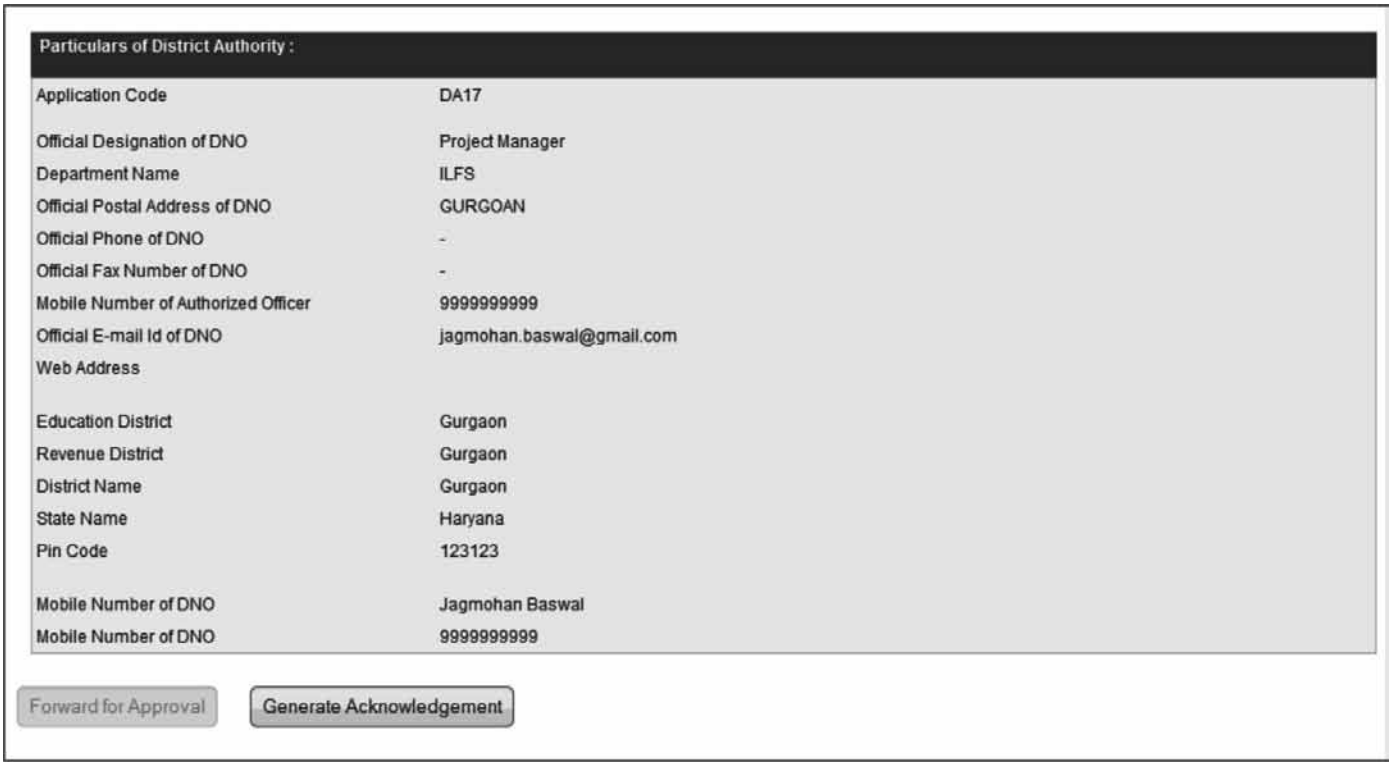
14. Captcha code: Enter Captcha code for security reasons.

15. Click on **Save** to proceed further.



1. A **unique application number** is generated after successful filling of the registration form.

2. **View & Edit:** Click on **View & Edit** if any modification is needed in the details entered, before forwarding for approval to **State Authority**.



Particulars of District Authority :

Application Code	DA17
Official Designation of DNO	Project Manager
Department Name	ILFS
Official Postal Address of DNO	GURGOAN
Official Phone of DNO	-
Official Fax Number of DNO	-
Mobile Number of Authorized Officer	9999999999
Official E-mail Id of DNO	jagmohan.baswal@gmail.com
Web Address	
Education District	Gurgaon
Revenue District	Gurgaon
District Name	Gurgaon
State Name	Haryana
Pin Code	123123
Mobile Number of DNO	Jagmohan Baswal
Mobile Number of DNO	9999999999

3. Forward for Approval: Click on **Forward for Approval** button to forward the registration application to the State Authority for Approval.

4. Generate Acknowledgement: Click on **Generate Acknowledgement** button, once your registration application has been forwarded to the State Authority. DNO can take a printout of that acknowledgment.

Ministry of Science & Technology, Govt. of India
Department of Science & Technology
Innovation in Science Pursuit for Inspired Research (INSPIRE)

inspire

Acknowledgement

Date: 28 Sep 2013

Subject: Application for One Time Registration (OTR) as District Authority.

Dear DNO (INSPIRE) TRIPURA

Welcome to INSPIRE Award Scheme of DST.

Thank you for registering with E-Management of INSPIRE Award Scheme. Your application has been forwarded to the State Authority for approval. Please note the registration details for future reference.

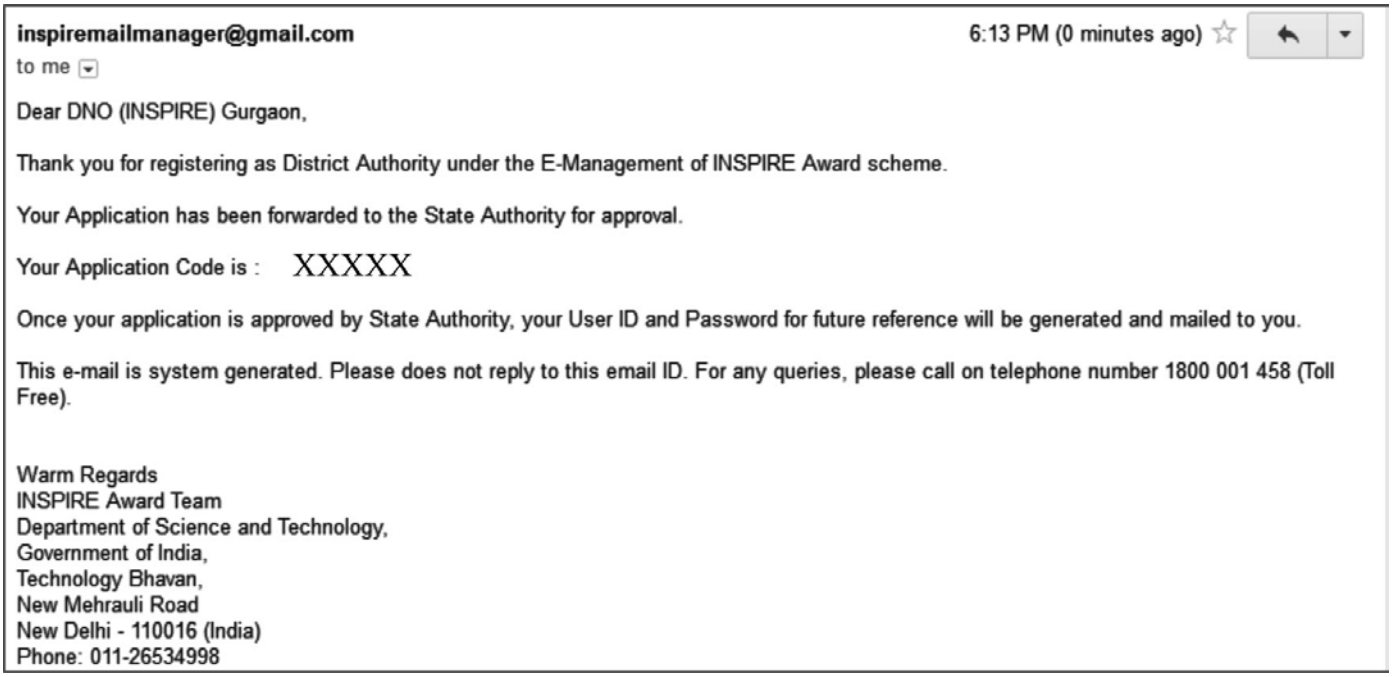
Application code: XXXXX
Registered District:
Address:

Once your application is approved by State Authority, your User ID and Password for future reference will be generated and mailed to you.

For any queries, please call on telephone number 011-26590500 from 9 a.m. to 5 p.m. on working days (Monday-Friday).

Warm Regards,
INSPIRE Award Team
Department of Science and Technology,
Government of India,
Technology Bhavan,
New Mehrauli Road
New Delhi - 110016 (India)
Phone: 011-26590500
Web: http://www.inspireawards-dst.gov.in

An **email notification** is triggered to the e-mail address provided by the District Authority, once the registration application is forwarded to State Authority for approval.



inspiremailmanager@gmail.com 6:13 PM (0 minutes ago)

to me

Dear DNO (INSPIRE) Gurgaon,

Thank you for registering as District Authority under the E-Management of INSPIRE Award scheme.

Your Application has been forwarded to the State Authority for approval.

Your Application Code is : XXXXX

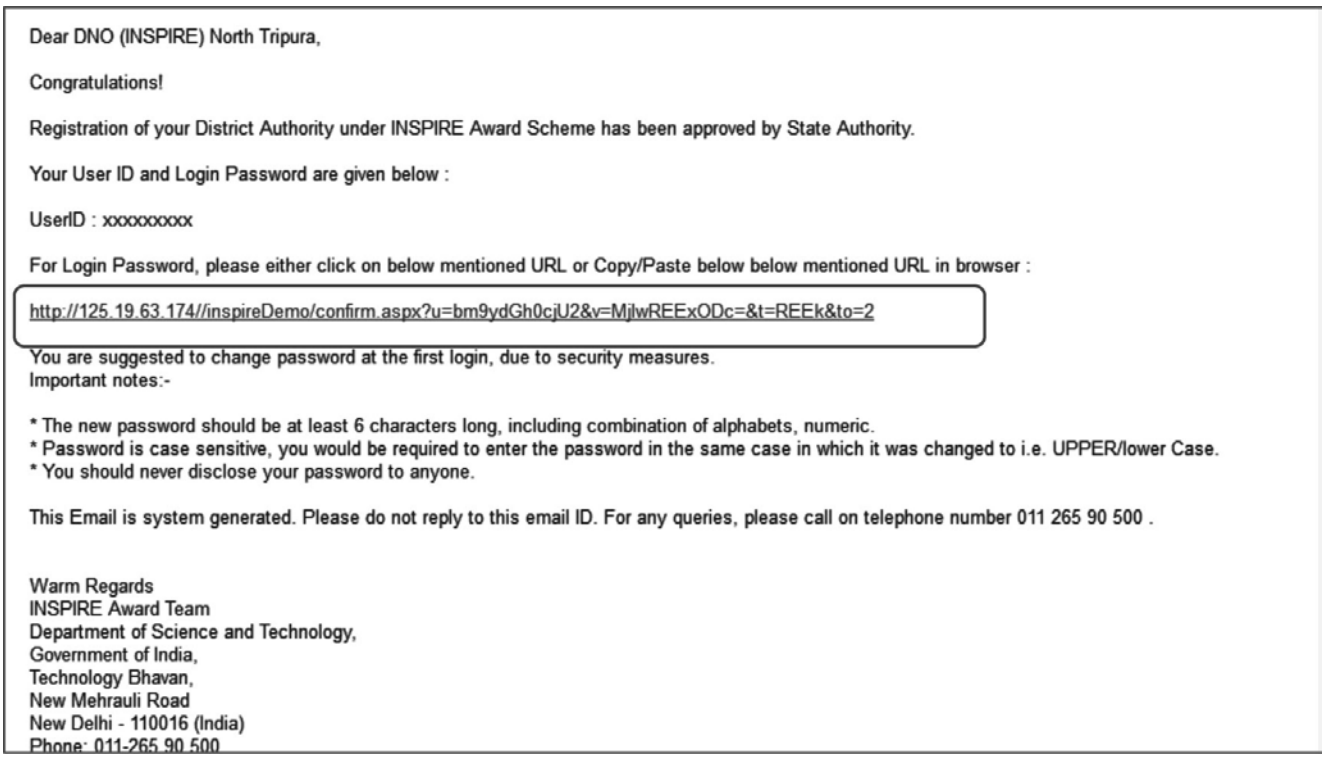
Once your application is approved by State Authority, your User ID and Password for future reference will be generated and mailed to you.

This e-mail is system generated. Please does not reply to this email ID. For any queries, please call on telephone number 1800 001 458 (Toll Free).

Warm Regards
INSPIRE Award Team
Department of Science and Technology,
Government of India,
Technology Bhavan,
New Mehrauli Road
New Delhi - 110016 (India)
Phone: 011-26534998

The DNO cannot edit the registration details, Once the registration request has been forwarded to State Authority. (However, after registration details can be modified with login & approval of SA).

After the registration application is approved by the State Authority, one more e-mail notification is generated with password generation link.



Dear DNO (INSPIRE) North Tripura,

Congratulations!

Registration of your District Authority under INSPIRE Award Scheme has been approved by State Authority.

Your User ID and Login Password are given below :

UserID : xxxxxxxxx

For Login Password, please either click on below mentioned URL or Copy/Paste below below mentioned URL in browser :

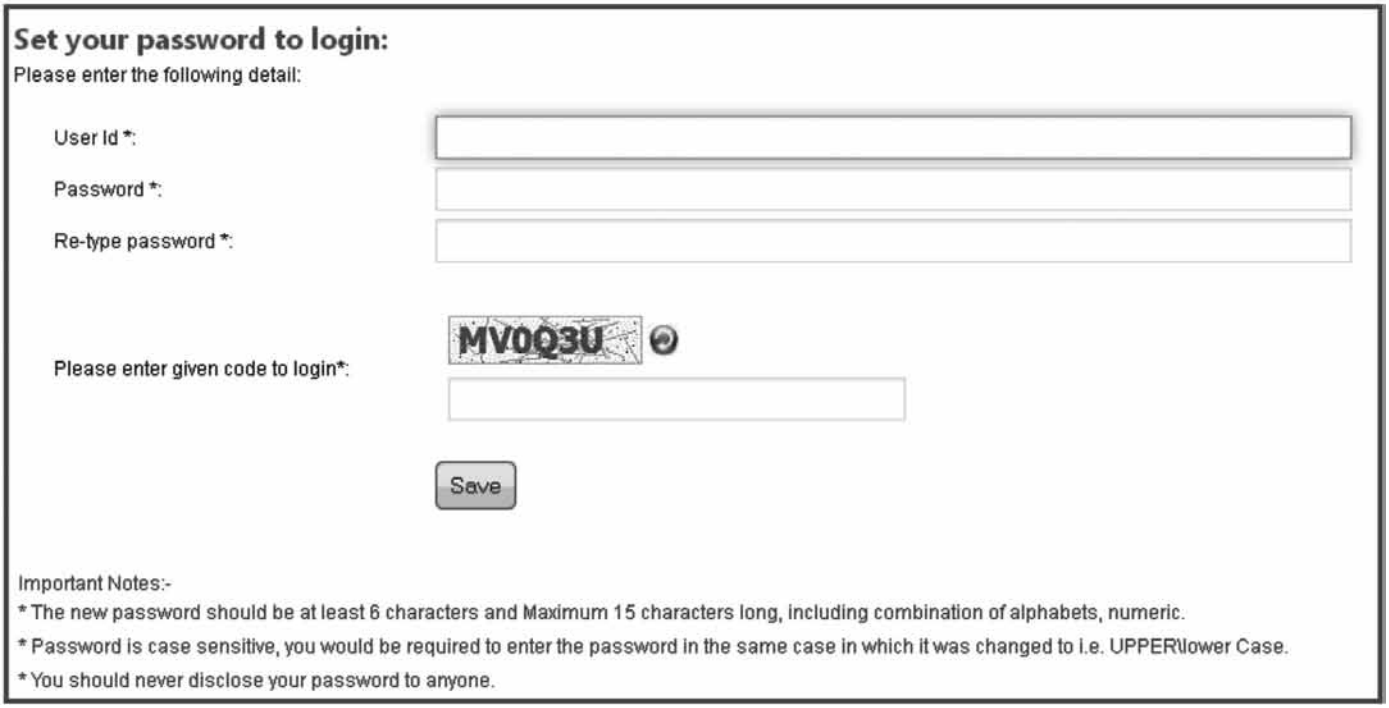
http://125.19.63.174//inspireDemo/confirm.aspx?u=bm9ydGh0cjU2&v=MjIwREExODc=&t=REEk&to=2

You are suggested to change password at the first login, due to security measures.
Important notes:-

* The new password should be at least 6 characters long, including combination of alphabets, numeric.
* Password is case sensitive, you would be required to enter the password in the same case in which it was changed to i.e. UPPER/lower Case.
* You should never disclose your password to anyone.

This Email is system generated. Please do not reply to this email ID. For any queries, please call on telephone number 011 265 90 500 .

Warm Regards
INSPIRE Award Team
Department of Science and Technology,
Government of India,
Technology Bhavan,
New Mehrauli Road
New Delhi - 110016 (India)
Phone: 011-265 90 500



The user can set **password to login** through the following steps

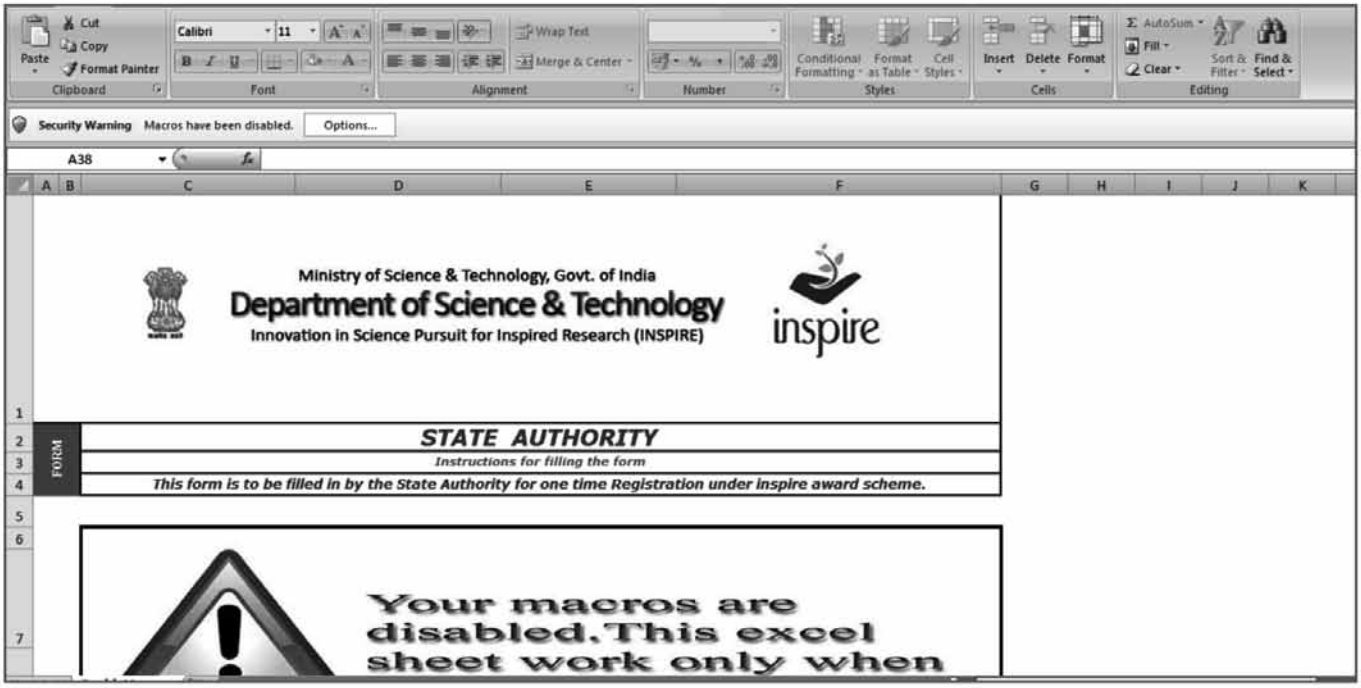
1. **User Id*:** Enter your USER ID that you have received in your mail.
2. **Password*:** Enter your Password that you wants to set in the e-MIAS application.
3. **Retype-password*:** re-enter Password as above.
4. **Please enter given code to login*:** Enter the Captcha code
5. **Save:** Click **Save** button.

If the above-mentioned steps have been followed correctly, User **ID** and **password** for the DA will be set and the user will be navigated to the **Login Page** of the District Authority.

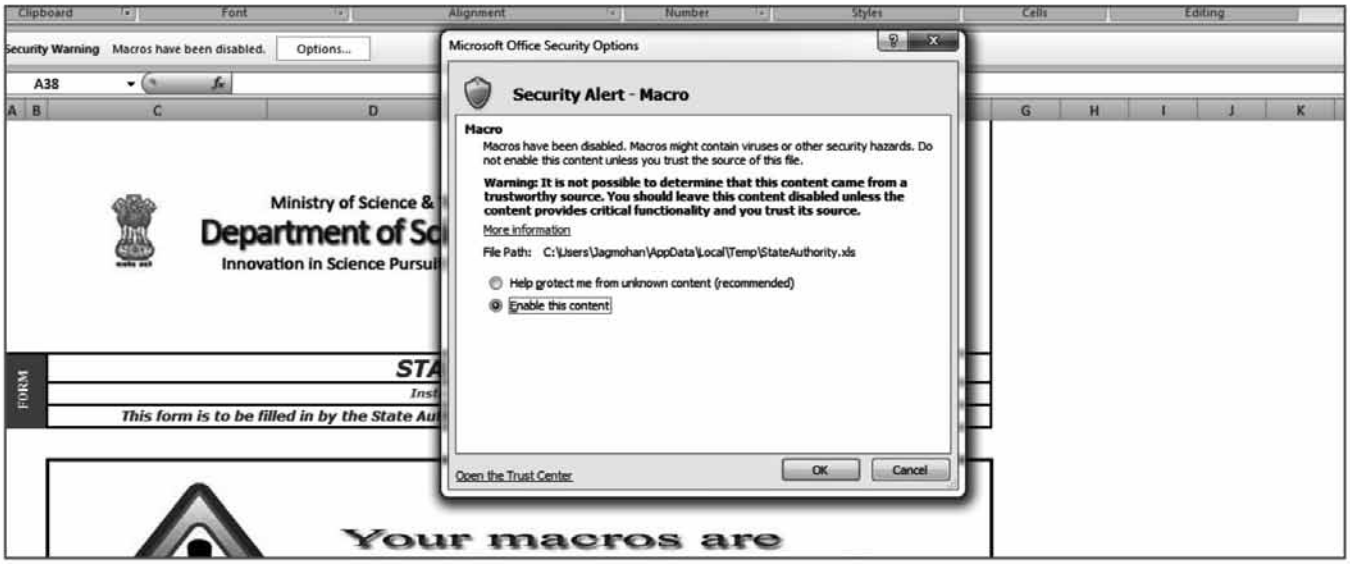
18. Offline Mode District Registration

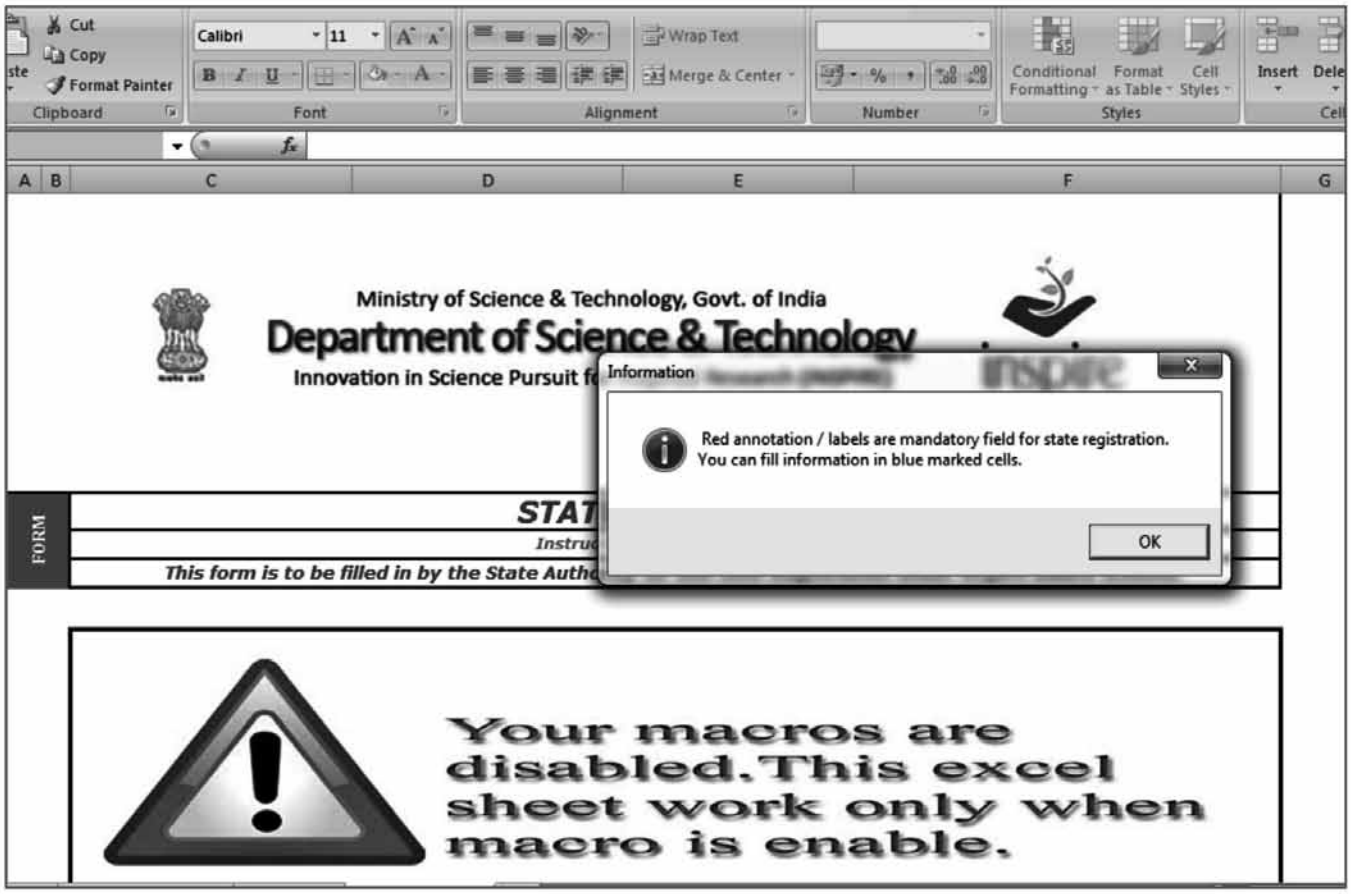
OFFLINE MODE REGISTRATION UNDER INSPIRE APPLICATION: The District Authority has to fill up the registration details offline to get registered with the E-MIAS, if it wishes to fill details offline at a convenient time & then upload the file.

1. Click on the link **Please download District Registration Excel file for Offline Mode** to download the excel form. Excel file will open at your desktop.

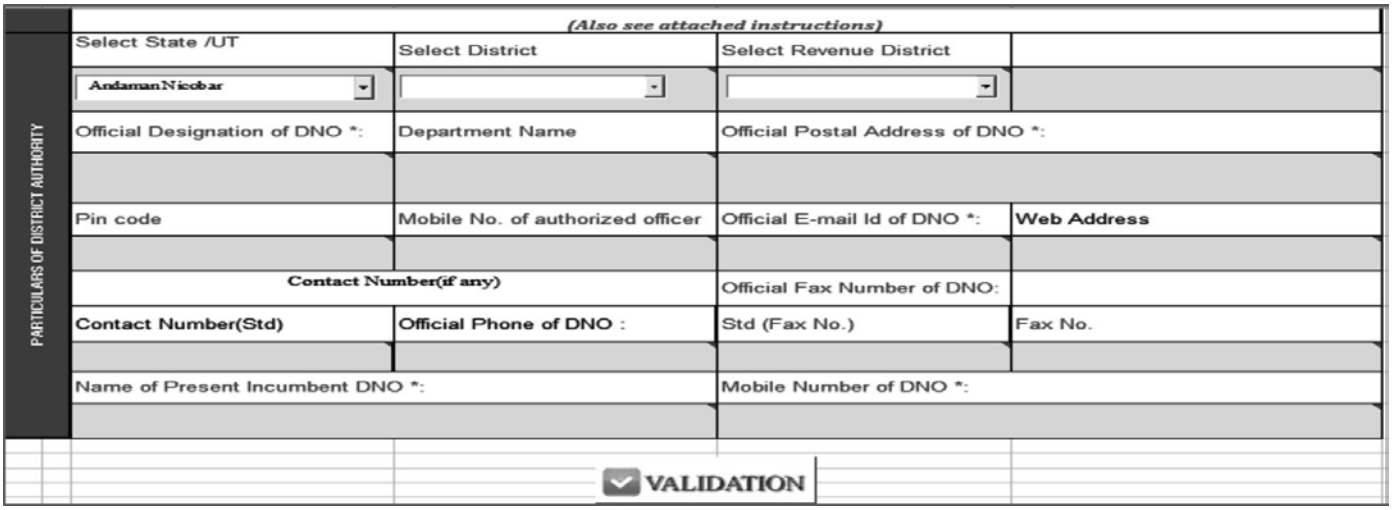


Click on **Option** button in excel file to **Enable Macros** in excel. Below mentioned window will open.





Information window will open after macros are enabled.



1. State/UT*: Select the name of the State or Union Territory from the dropdown list. It is a compulsory field of application.

2. Revenue District*: Revenue District Name will be shown in the dropdown list, based on State selected by the user. It is a compulsory field of application.

3. Education District*: Education District Name will be shown in the dropdown list, based on State selected by the user.

4. Official Designation of DNO*: Enter Designation of DNO. It is compulsory field of application.

5. Department Name*: Enter Department name of District Authority. It is compulsory field of application.

6. Official Postal Address of DNO*: Enter Complete official Postal Address of DNO. It is compulsory field of application.

7. Pin Code: Enter six digits Pin Code of School location.

8. Mobile No of DNO*: Enter valid ten digit mobile number of DNO. Application will generate SMS notification on this mobile number.

9. Official E-mail Id of DNO*: Enter a valid E-Mail address of DNO. This E-mail will be used in instant notification by inspire communication. It is a compulsory field in inspire and will be used to send user ID and password to DA.

10. Web Address(if any): Valid web address needs to be provided in specified field

11. Contact Details: Enter the contact details of the DNO.

12. Official Fax Number of DNO: Enter the Fax details of DNO.

13. Name of Present incumbent DA: Enter Name of the DNO

Save excel file and **Close** it.

For uploading the excel file, the user has to follow the same instruction of **offline mode** where user had downloaded the excel file. **The same page has option to upload also as shown above.**

1. Click on **Browse** to select the location where the excel file is saved.

2. Click on **Upload Button** to save excel file. Application will generate message **Excel uploaded successfully** then only **Forward for Approval** button gets enabled.

3. Now the user can click **Forward for Approval** button to forward the registration application to State Authority.

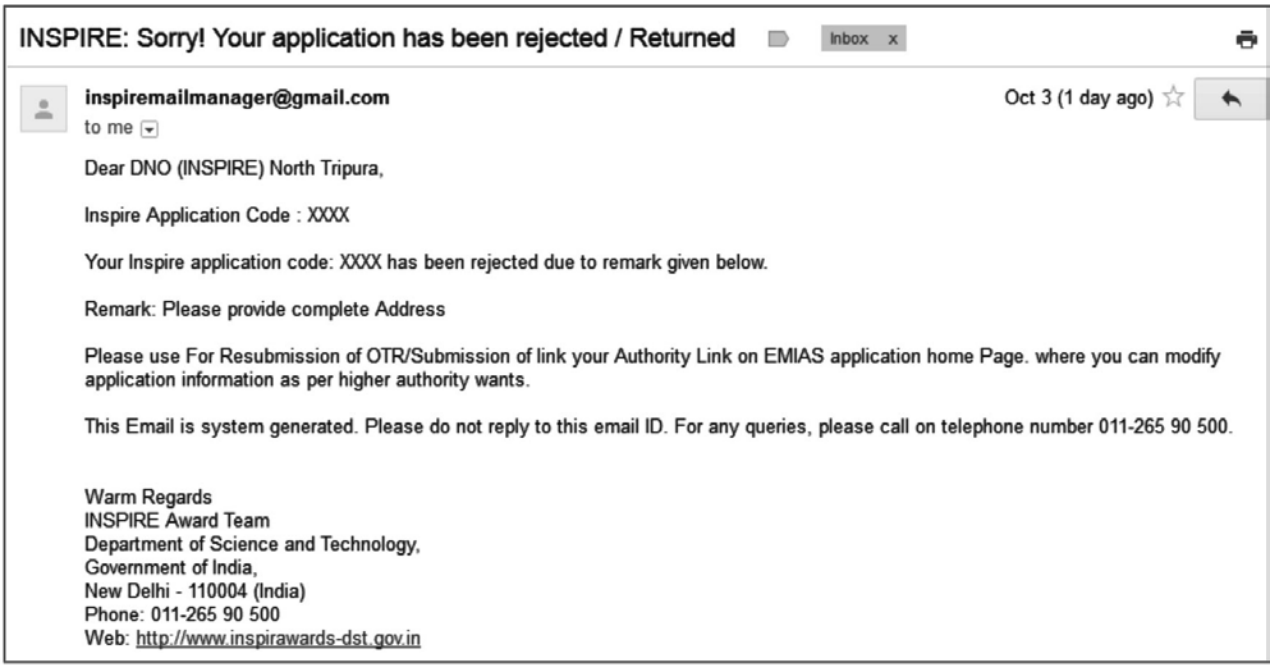
4. After forwarding the application to State Authority, click **Generate Acknowledgement** to generate an acknowledgement.

An **email notification** is triggered to the e-mail address provided by the District Authority, once the registration application is forwarded to State Authority for approval.

On approval of the registration application by the State Authority, a **password notification** will be triggered to the e-mail address provided by the District Authority. A **User Name** and **Password** will be mailed to the user.

19. For Modification of One Time Registration:

If the District registration application is sent back by the State authority for revision/ Modification, The District will get mail regarding the Modification of application on its registered e-mail id.



INSPIRE: Sorry! Your application has been rejected / Returned Inbox x

inspiremailmanager@gmail.com Oct 3 (1 day ago)

to me

Dear DNO (INSPIRE) North Tripura,

Inspire Application Code : XXXX

Your Inspire application code: XXXX has been rejected due to remark given below.

Remark: Please provide complete Address

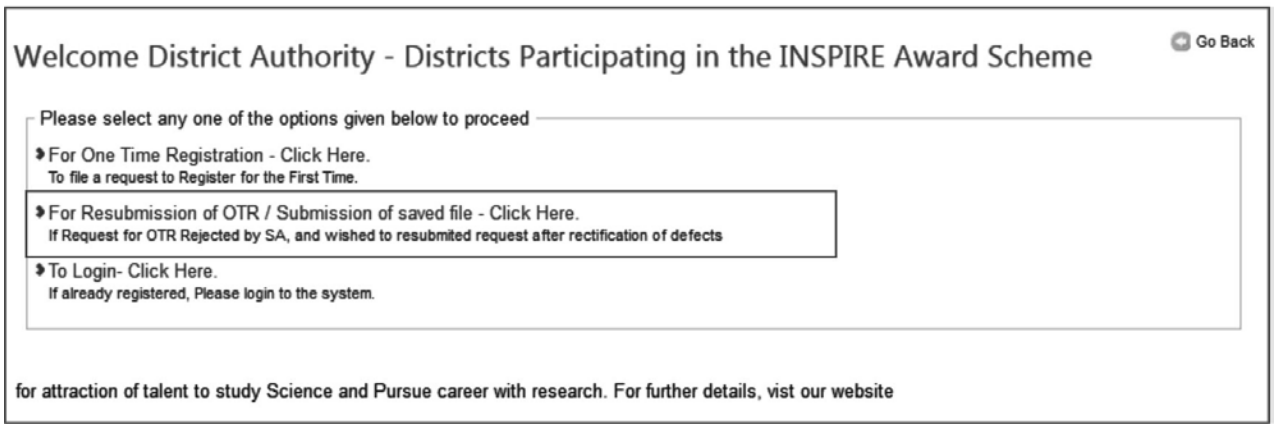
Please use For Resubmission of OTR/Submission of link your Authority Link on EMIAS application home Page. where you can modify application information as per higher authority wants.

This Email is system generated. Please do not reply to this email ID. For any queries, please call on telephone number 011-265 90 500.

Warm Regards
INSPIRE Award Team
Department of Science and Technology,
Government of India,
New Delhi - 110004 (India)
Phone: 011-265 90 500
Web: http://www.inspirawards-dst.gov.in

For modification to one time registration District should follow these Steps:

1. Click on the District authority.
2. Click on the link **For modification of one time registration**.



Welcome District Authority - Districts Participating in the INSPIRE Award Scheme

Go Back

Please select any one of the options given below to proceed

- For One Time Registration - Click Here.
  To file a request to Register for the First Time.
- For Resubmission of OTR / Submission of saved file - Click Here.
  If Request for OTR Rejected by SA, and wished to resubmited request after rectification of defects
- To Login- Click Here.
  If already registered, Please login to the system.

for attraction of talent to study Science and Pursue career with research. For further details, vist our website

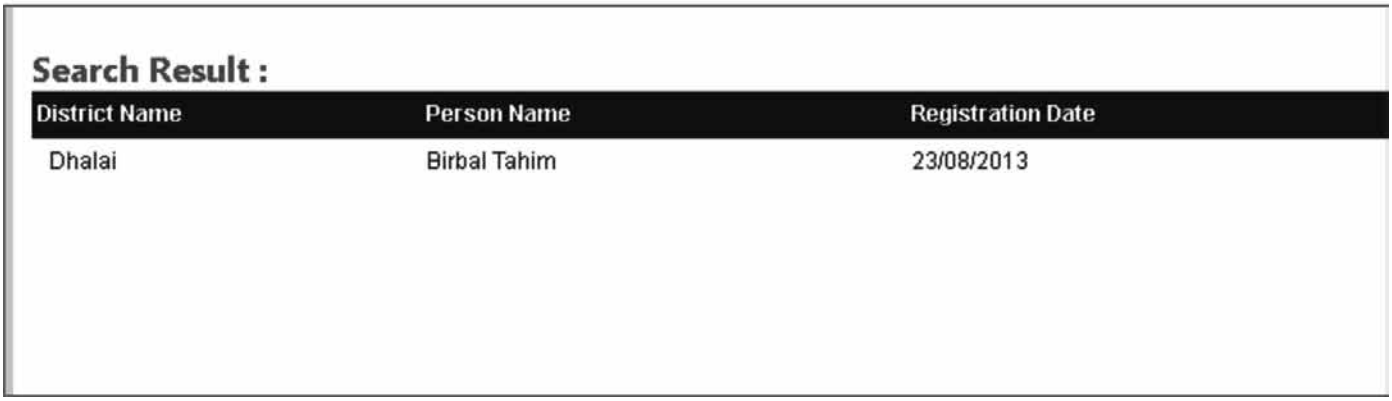
New window will come.

3. Click on the radio button **District Authority**.

4. Enter the **application number** or **Email-id**.

5. Click **search.**

6. Under the Search result Click on the District under **District name** for modification of school application.

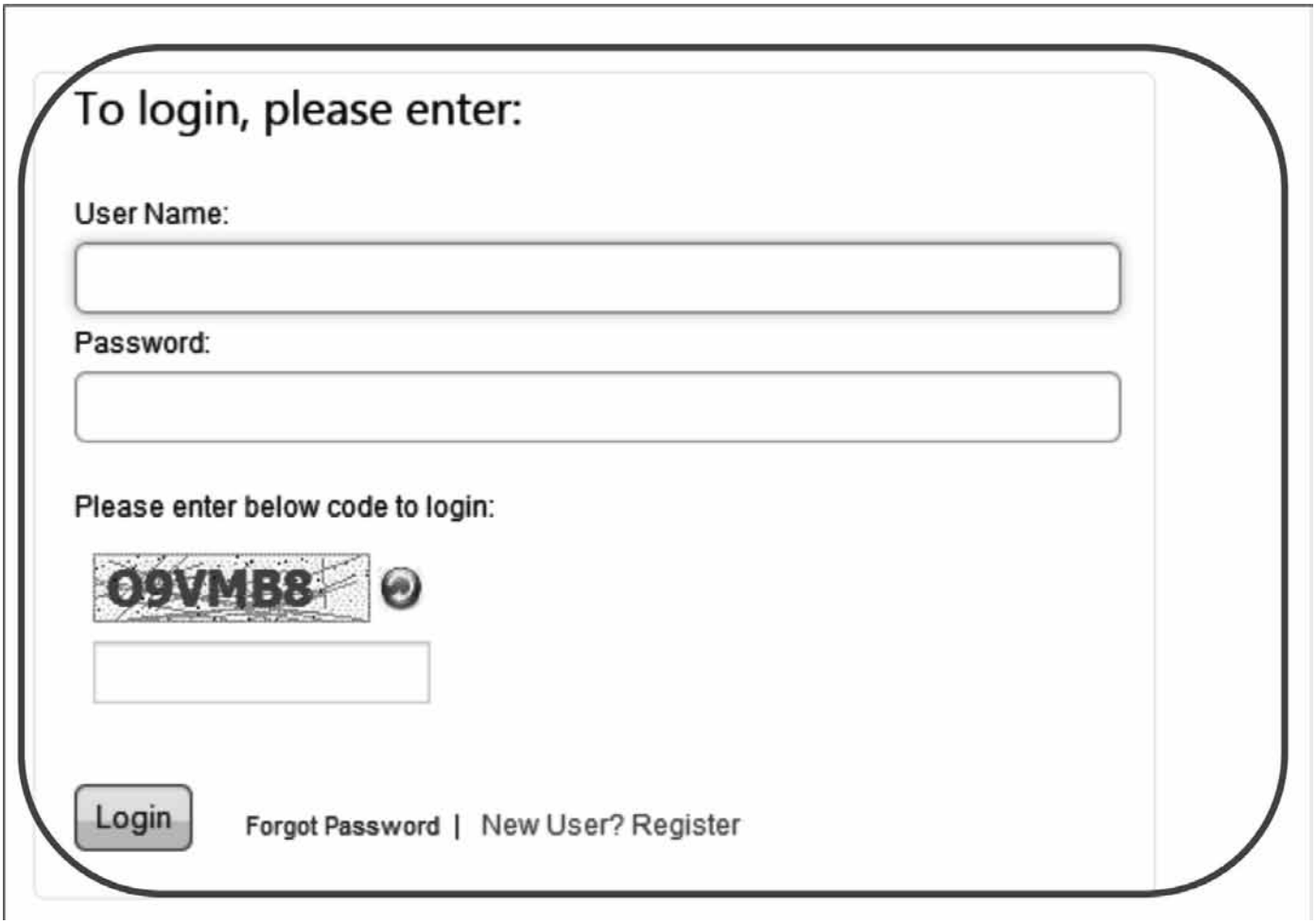


7. **Edit** the details and click **Forward for Approval**.

8. For editing purpose please refer **editing portion** mentioned under the **Online mode District Registration Process**. You can forward edited information to state authority.

20. District Login

The District Authority can Login by entering the unique User Name and **Password** after registration of the School has been approved by the State Authority.



2. District Authority Users who have previously registered for the EMIAS Web Application must login by:

Entering their: **User Name**.

Entering their: **Password**.

Click on **Login** button to advance to the next screen and begin using the application.

21. Forgot Password

4. Forgot Password: Click Forgot password link, to get a new password if the user has forgotten the old password.

Enter application ID provided by application at the time registration.

Click on the **Get Password** button, application will send a mail to the registered email

The District Dashboard window opens as below on successful login

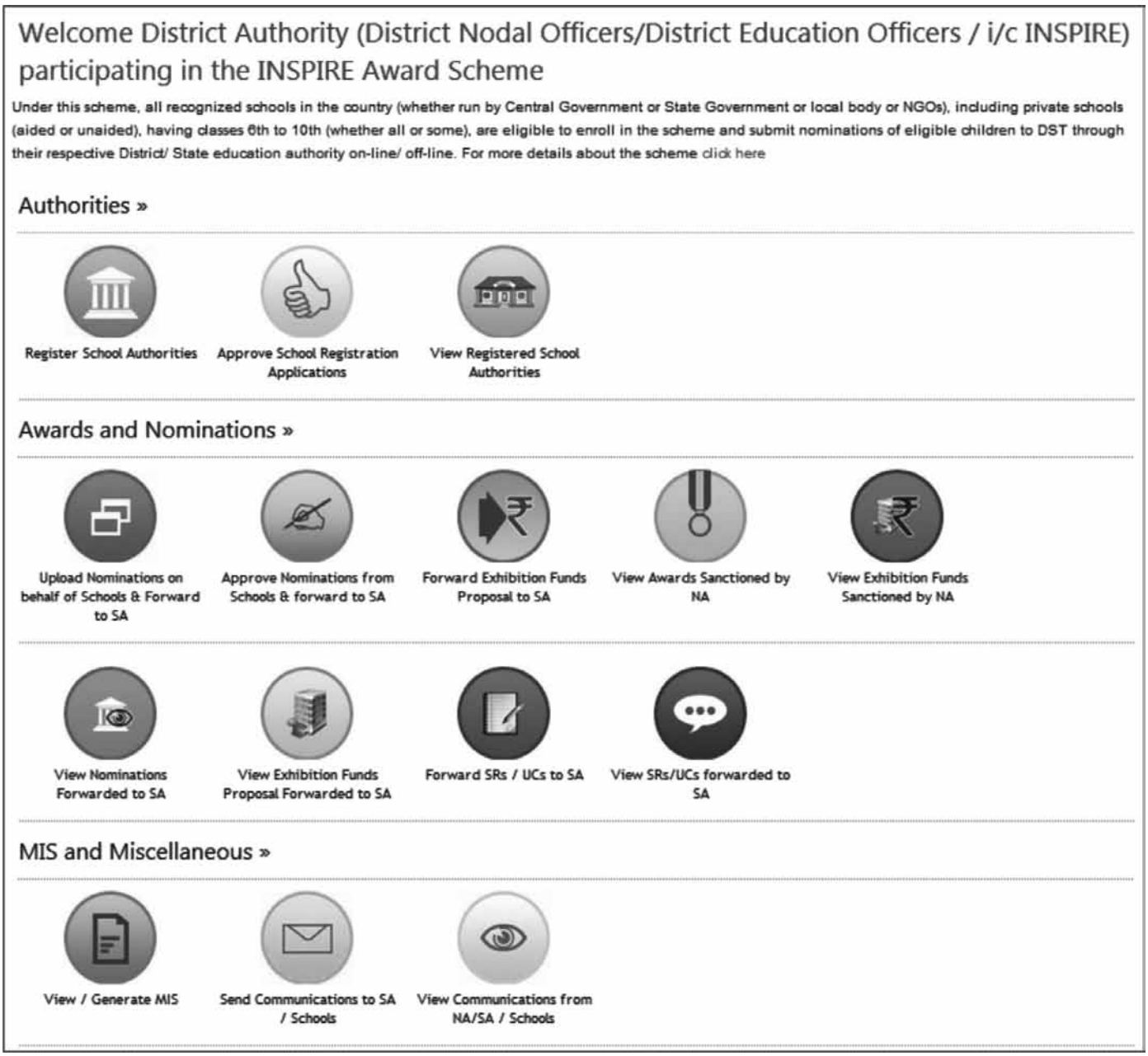
22. District Authority Dashboard

On entering the valid User Name and Password, District Authority Dashboard opens with the following options:

A. Authorities.

B. Awards and Nominations.

C. MIS and Miscellaneous



23. Authorities

Under the **Authorities**, the following three buttons are provided.

1. Register School Authorities
2. Approve School Registration application
3. View School Authorities registered

24. Register School Authorities

Under **Register School Authorities** the District Authority will be able to fill suo-moto registration application form on behalf of these schools who do not have internet facility for registering them as School Authorities under E-MIAS. While doing so an official of DA is performing the functions of school authority.

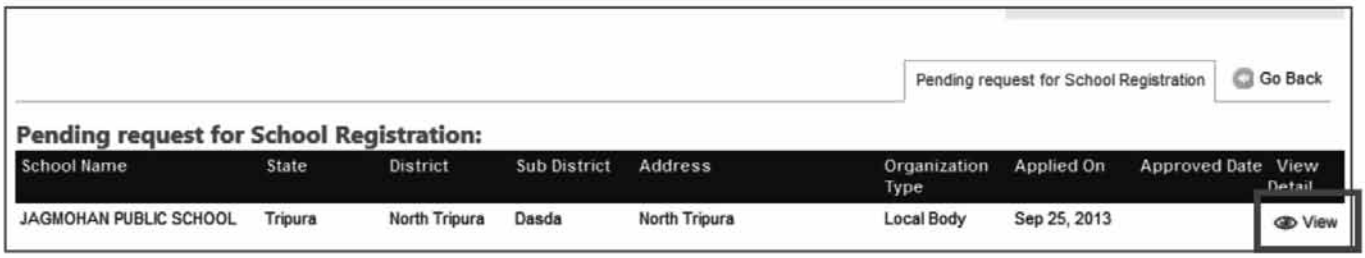
Register School Authorities: Click on **Register School Authorities School Registration** form will appear with

1) Offline School Registration 2) Online School Registration options.

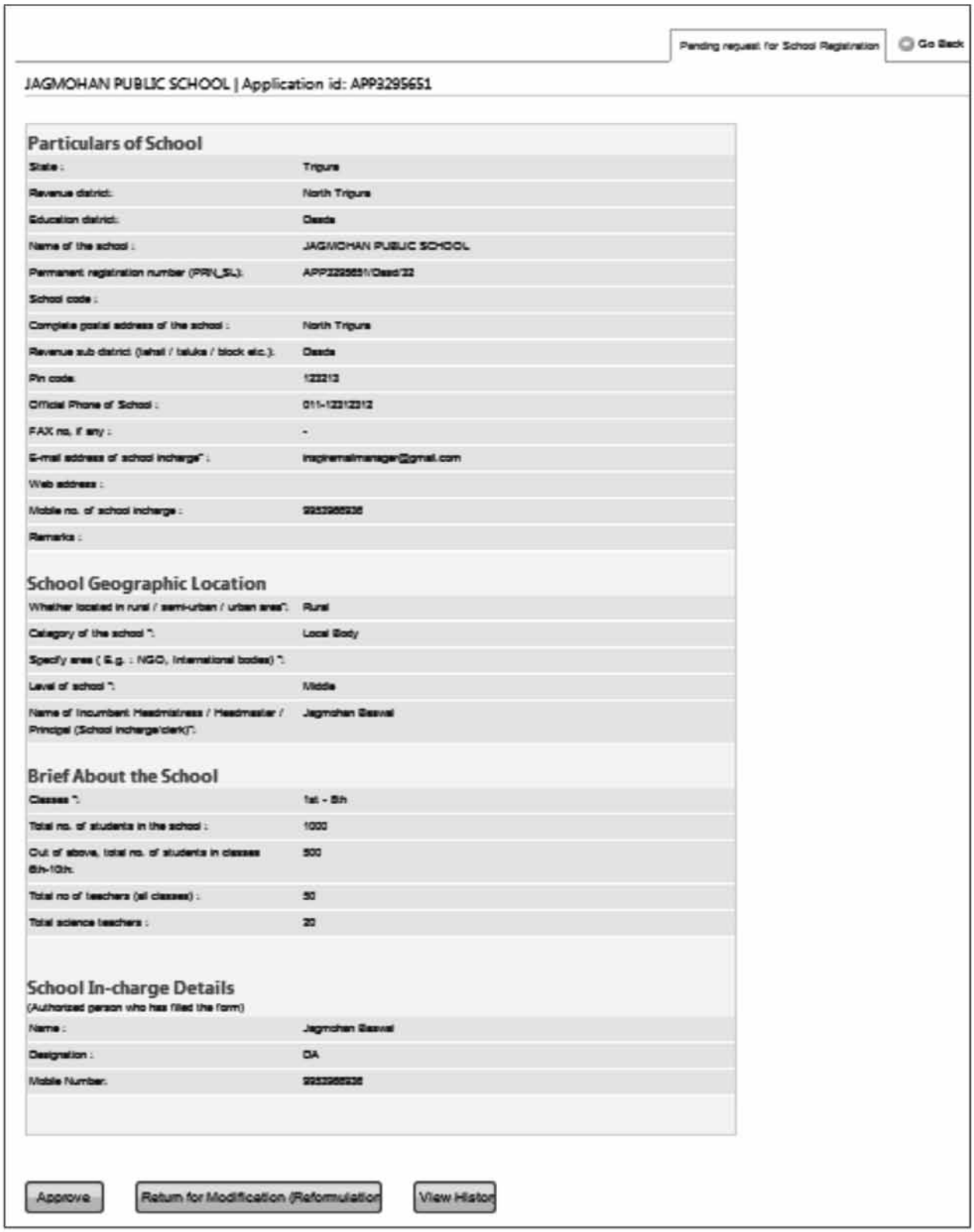
Please refer school user manual of school registration section online and offline mode. Detail instructions are given in that.

25. Approve School registration application:

- Click on the **Pending request for School Registration** Tab.

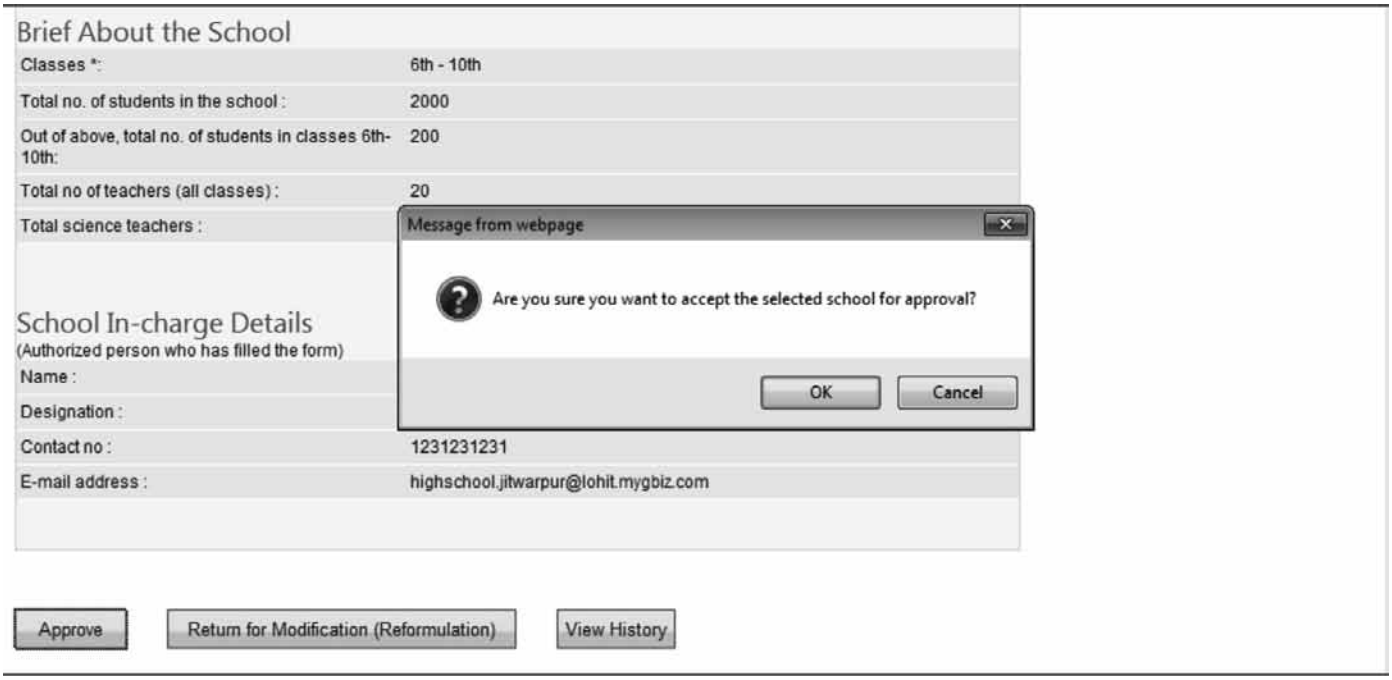


- List of pending request for school registration applications will be shown under this tab. (This will also include the list of schools where DA has suo-moto filled details on behalf of schools who are not having internet facility, the same have to be approved by DA here.)
- Click on **View** button to get school complete detail.

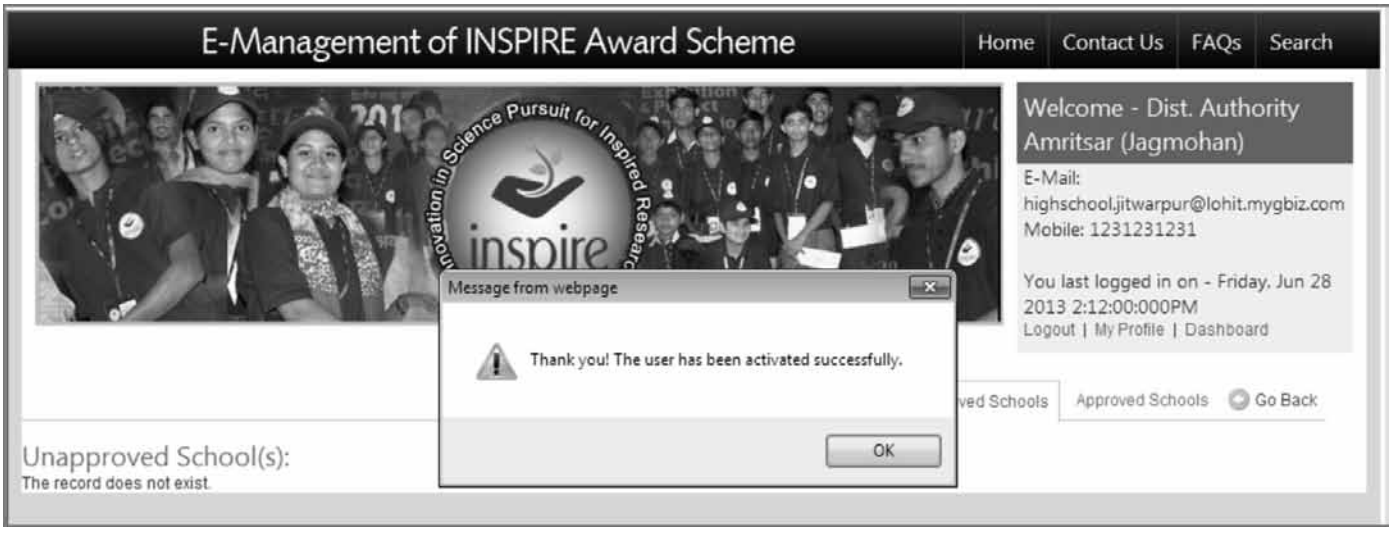


- Click **Approve** if the user wants to approve the application.
- Click **Return for Modification** if the user wants the application to be revised.

- Click **View History** if user wants to view the transaction history of the school.



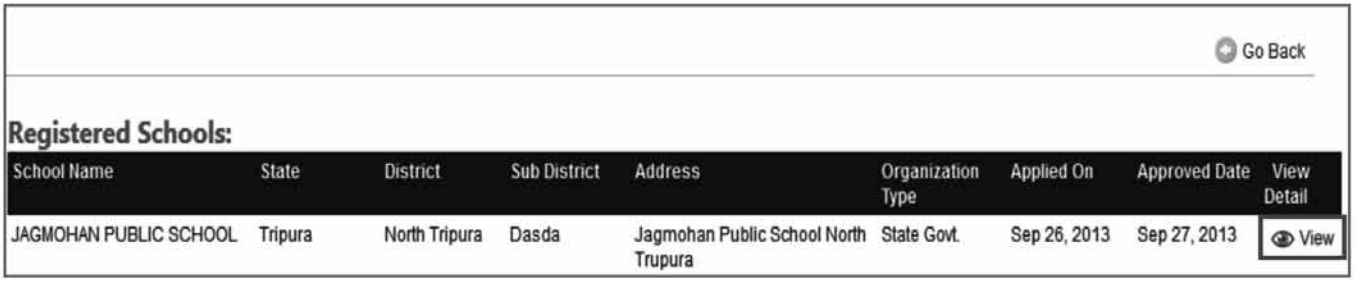
On clicking the **Approve** button, a message box appears with the message "Are you sure want to approve the application". **If you are satisfied with correctness and genuineness of details and identity of school,** Click **OK** to approve or **Cancel** to stay on the page.



26. View School Authorities registered by DA:

- Click on the icon **View School Authorities Registered by DA**.

All approved applications will be shown under **Registered Schools** page as below.



Click **View** to get School particulars

JAGMOHAN PUBLIC SCHOOL | Application id: APP329561

Particulars of School

State :	Tripura
Revenue district:	North Tripura
Education district:	North Tripura
Name of the school :	JAGMOHAN PUBLIC SCHOOL
Permanent registration number (PRN_SL):	APP329561/Nort/22
School code :	
Complete postal address of the school :	Jagmohan Public School North Tripura
Revenue sub district (tehsil / taluka / block etc.):	Dasda
Pin code:	123123
Official Phone of School :	-
FAX no. if any :	-
E-mail address of school incharge* :	baswal.jagmohan@gmail.com
Web address :	
Mobile no. of school incharge :	9953966936
Remarks :	

School Geographic Location

Whether located in rural / semi-urban / urban area*:	Rural
Category of the school *:	State Govt.
Specify area (E.g. : NGO, International bodies) *:	
Level of school *:	Middle
Name of Incumbent Headmistress / Headmaster / Principal (School incharge/clerk)*:	Jagmohan

Brief About the School

Classes *:	1st - 7th
Total no. of students in the school :	1000
Out of above, total no. of students in classes 6th-10th:	500
Total no of teachers (all classes) :	50
Total science teachers :	20

School In-charge Details

(Authorized person who has filled the form)

Name :	Jagmohan Baswal
Designation :	PM
Mobile Number:	9953966936

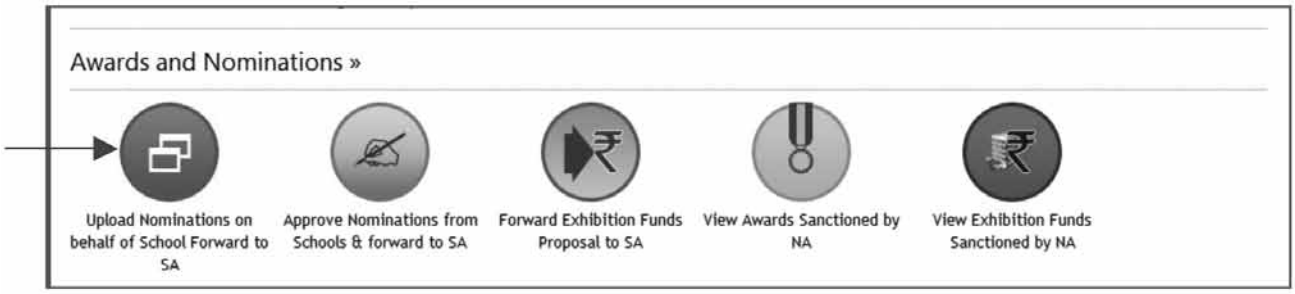
View History

27. Awards and Nominations:

There are five options under the Awards and Nominations which are as under:

(Cases when schools do not have internet facility and have sent student nomination in hard copy to DA)

1. Upload nominations on behalf of the school and forward to SA.
2. Approve nominations from the schools and forward to SA.
3. Forward Exhibition Fund proposal to SA.
4. View Awards Sanctioned by NA.
5. View Exhibition Funds sanctioned by NA.



28. Upload Nomination on behalf of School and Forward to SA:

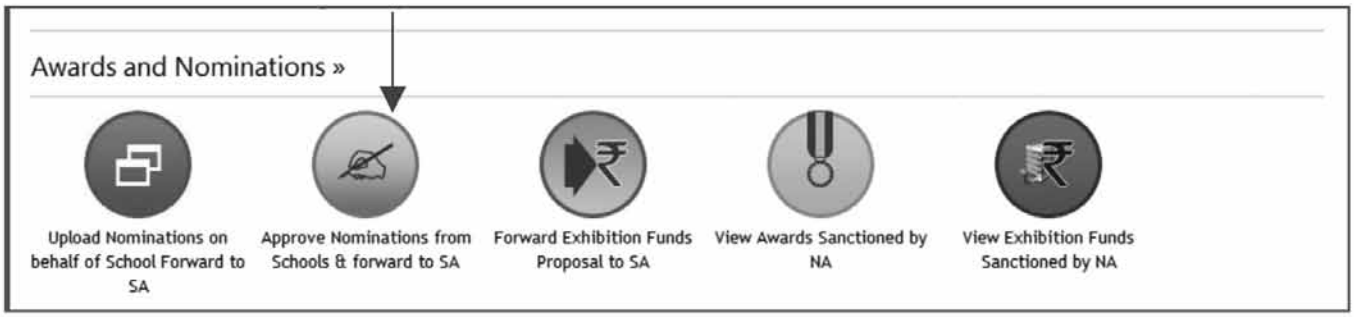
District Authority can also nominate students on behalf of the school by filling up the Nomination Form under the option **Upload Nomination on behalf of school and Forward to SA.(based on hard copy details received from the schools)**.

Please refer school user manual of Student Nomination sanction online and offline mode. Detail instructions are given in that.

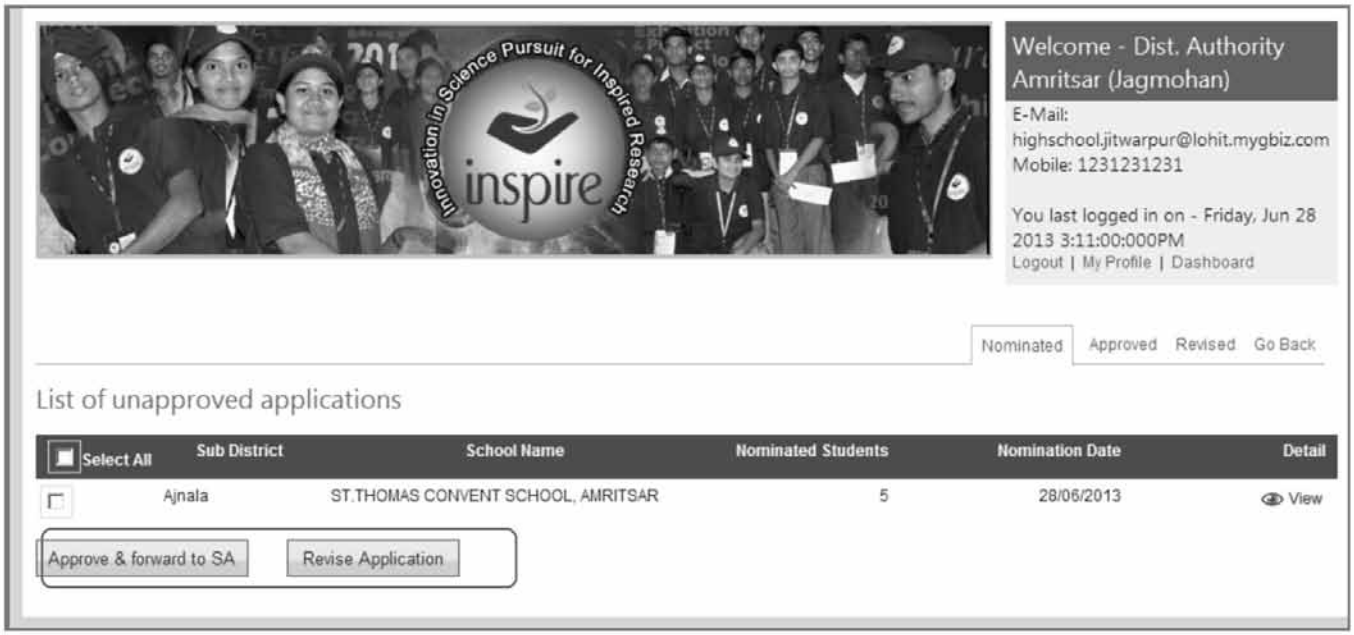
29. Approve Nomination from School and Forward to SA:

Under this icon **Approved, Unapproved** and **Revised** applications of student nominations can be seen.

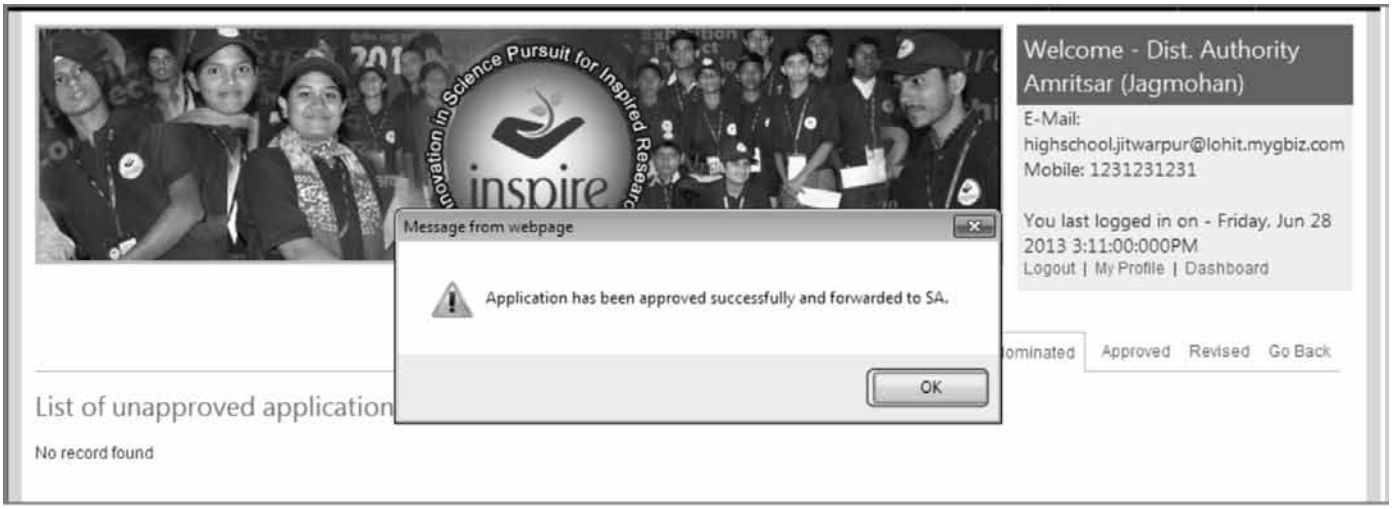
- Click on the icon **Approve nomination from school and Forward to SA**.



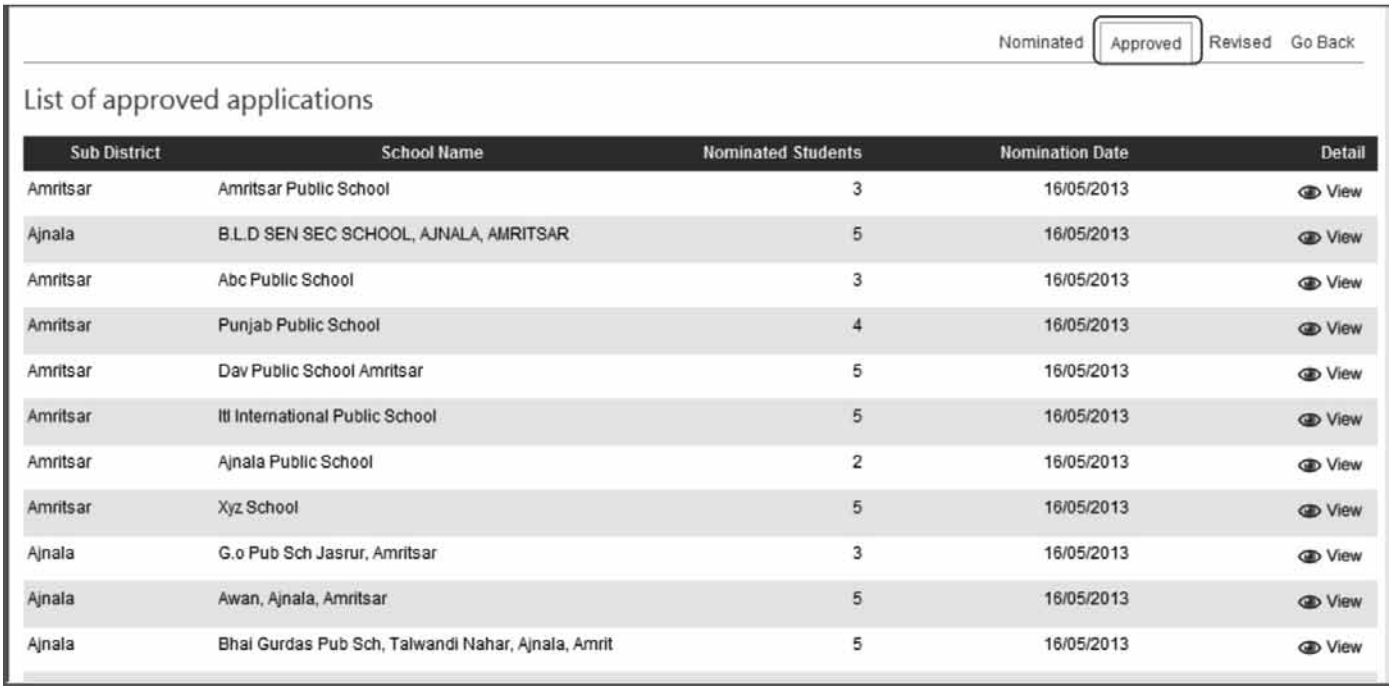
- Under the **Nomination** tab, List of nominated applications will be shown.
- Check the box against the Application to Approve.
- Click on the button **Revise Application** if the user wants the application to be returned to the school for revision.
- To approve the application and forward it to the State Authority, click on button **Approve and forward to SA**.



A message box appears as below. Click **OK** for the successful submission of the application and forwarding it to SA.

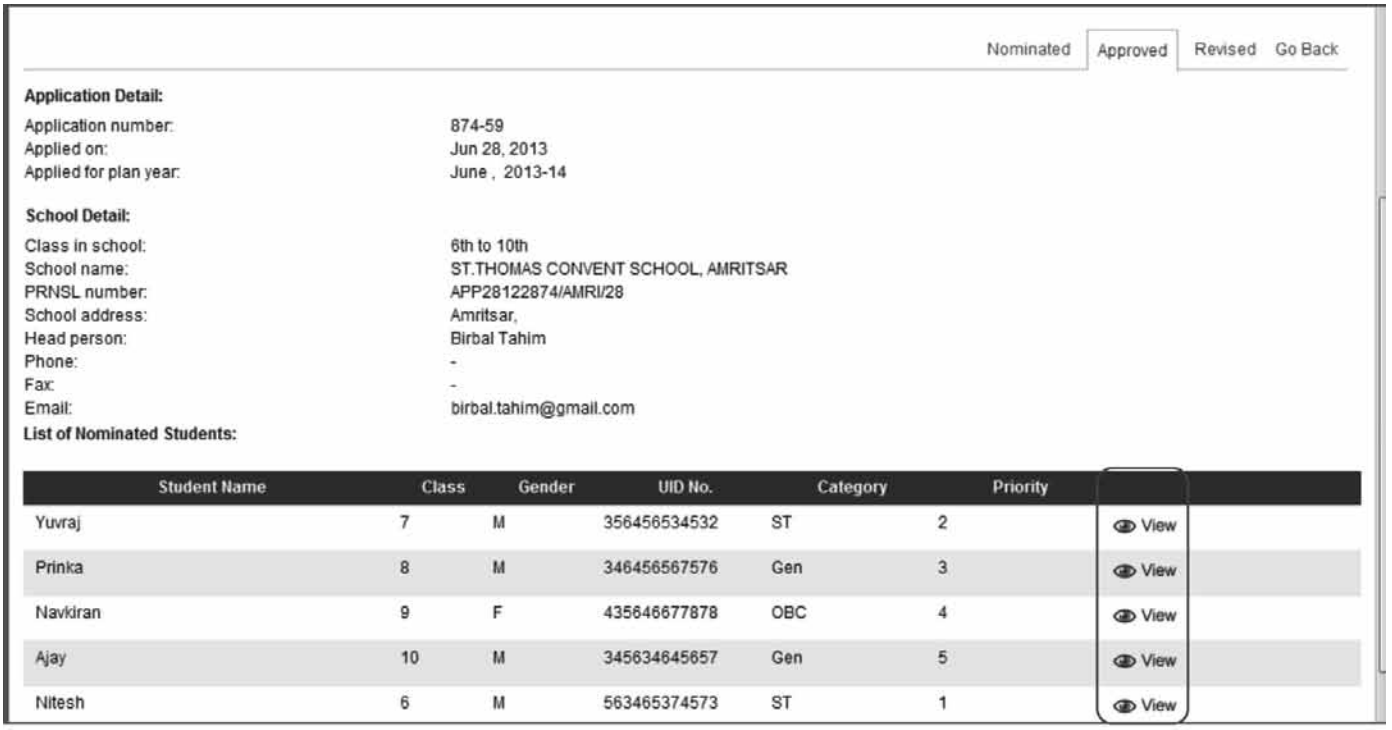


- List of approved applications will be shown under the **approved** tab.



Sub District	School Name	Nominated Students	Nomination Date	Detail
Amritsar	Amritsar Public School	3	16/05/2013	View
Ajnala	B.L.D SEN SEC SCHOOL, AJNALA, AMRITSAR	5	16/05/2013	View
Amritsar	Abc Public School	3	16/05/2013	View
Amritsar	Punjab Public School	4	16/05/2013	View
Amritsar	Dav Public School Amritsar	5	16/05/2013	View
Amritsar	Itl International Public School	5	16/05/2013	View
Amritsar	Ajnala Public School	2	16/05/2013	View
Amritsar	Xyz School	5	16/05/2013	View
Ajnala	G.o Pub Sch Jasrur, Amritsar	3	16/05/2013	View
Ajnala	Awan, Ajnala, Amritsar	5	16/05/2013	View
Ajnala	Bhai Gurdas Pub Sch, Talwandi Nahar, Ajnala, Amrit	5	16/05/2013	View

- Click on **View** if the user wants to see the details.



Nominated | Approved | Revised | Go Back

Application Detail:

Application number: 874-59
Applied on: Jun 28, 2013
Applied for plan year: June , 2013-14

School Detail:

Class in school: 6th to 10th
School name: ST.THOMAS CONVENT SCHOOL, AMRITSAR
PRNSL number: APP28122874/AMRI/28
School address: Amritsar,
Head person: Birbal Tahim
Phone: -
Fax: -
Email: birbal.tahim@gmail.com

List of Nominated Students:

Student Name	Class	Gender	UID No.	Category	Priority	
Yuvraj	7	M	356456534532	ST	2	View
Prinka	8	M	346456567576	Gen	3	View
Navkiran	9	F	435646677878	OBC	4	View
Ajay	10	M	345634645657	Gen	5	View
Nitesh	6	M	563465374573	ST	1	View

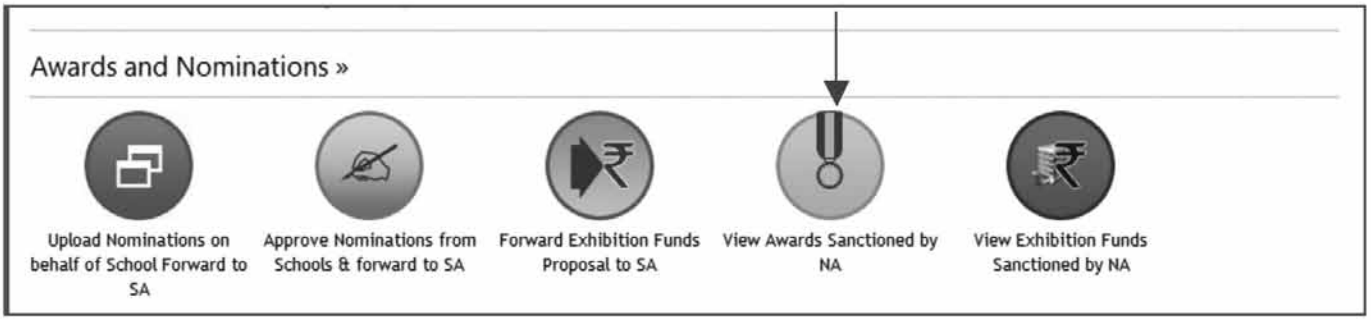
- List of revised applications will be shown under the **Revised** tab

30. Forward exhibition fund proposal to SA:

Under process

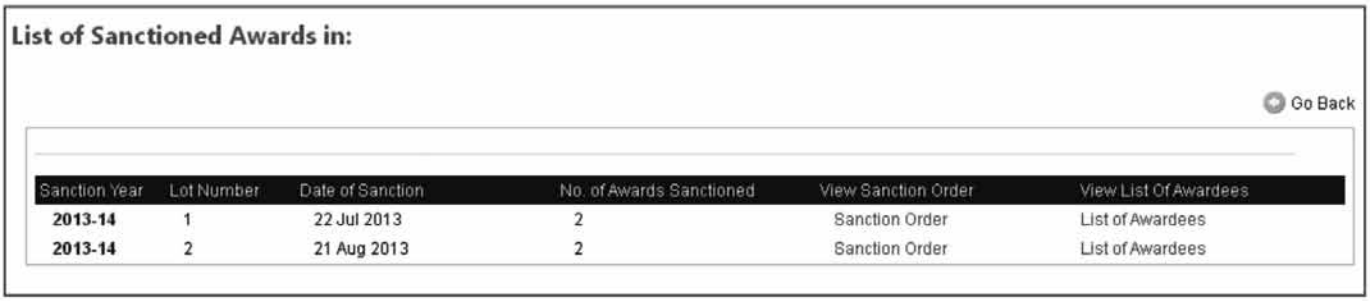
31. View Awards sanctioned by NA:

This will provide the user the list of awards sanctioned by NA.



- Click on the icon View award sanctioned by NA.
- The list of award sanctioned by NA will be shown to the user.

List of sanctioned awards will be shown to the user with respective year and sanction date.



1. Click **Sanction Order** link to view a particular Sanction Order.

F.No. 12011/35/2010 INSPIRE (Arunanchal Pradesh)
Government of India
Ministry of Science and Technology
Department of Science and Technology

Technology Bhavan,
New Mehrauli Road,
New delhi-110016
Dated:21-Aug-2013

SANCTION ORDER

Subject : **INSPIRE Scheme -- INSPIRE Award Component -- Sanction of Proposal from the State Of Arunanchal Pradesh dated 21-Aug-2013 for the year 2013-2014.**

Reference **Data received through Letter No. ---------- from ---------- ----------, Deputy Director cum State Nodal Officer, Arunanchal Pradesh dated 21 August, 2013.**

I am directed to convey the sanction of the President for the release of an amount of **Rs 10000/- (Rupees Ten Thousand Only)** towards disbursement of INSPIRE Awards to the selected students of various schools in the state of Arunanchal Pradesh as per the list attached and as per following details:

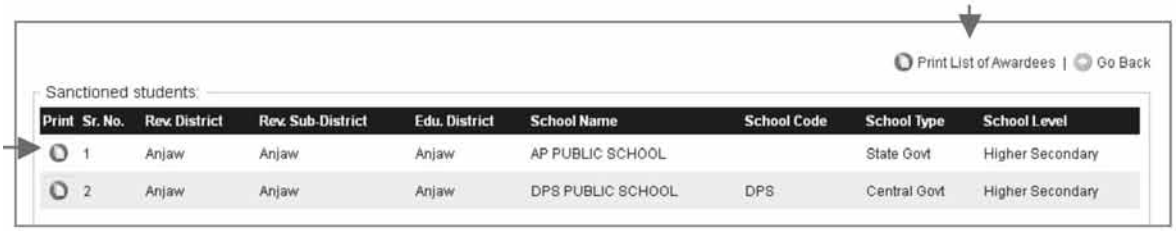
Sr. No.	Name of the District	Number of Schools selected for the Award	Number of Students selected for award						Total	Amount of award per student (Rs)	Total Award Amount (Rs)	Remarks
			Gender		Category							
			Male	Female	GEN	OBC	SC	ST				
1	Anjaw	2	1	1	0	0	0	2	2	5,000	10000	
Total		**2**	**1**	**1**	**0**	**0**	**0**	**2**	**2**		**10000**	As per Annexure

2. Sanction of the President is also accorded for release of **Rs 60/- [Rupees Sixty Only]** towards Bank charges @ `30/- per warrant, as per details above.

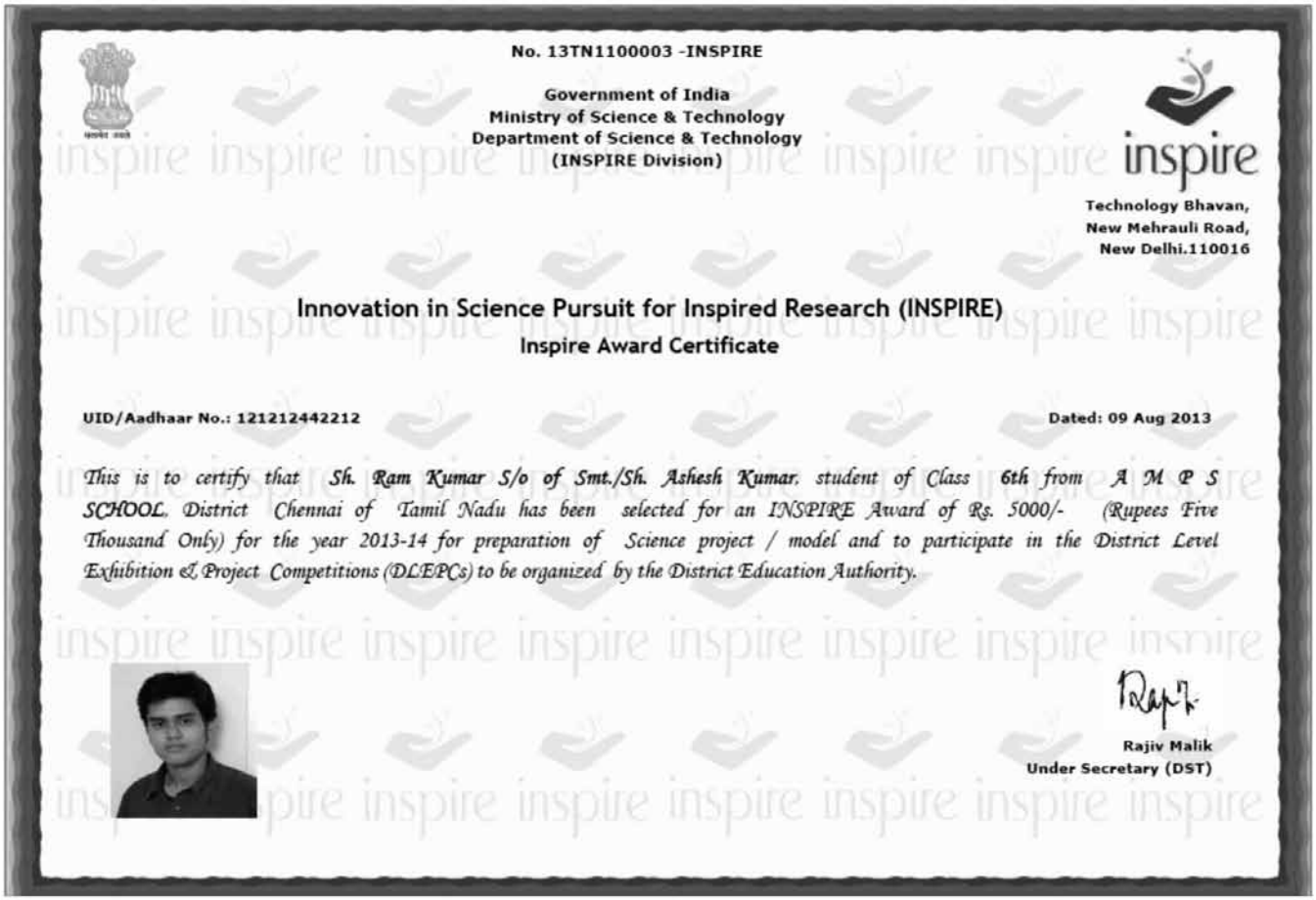
3. The amount of **Rs 10060/- [Rupees Ten Thousand Sixty Only, (10000 towards award amount and Rs 60/- towards bank charges)**, for the warrants, as detailed in para 1 and 2 above) will be debited to savings account "INSPIRE Awards - DST A/c No.31410538011 in SBI, Main Branch, Parliament Street, New Delhi through RTGS (IFSC Code No. is SBIN0000691, MICR Code No. 110002087) for issuing the INSPIRE Award Warrants Rs 5000/- each to **2** awardees

2. Click **List of awardees** link to view the list of awardees under a particular **Sanction Order**.

The User can take printout of the INSPIRE Award Certificate of the student.



3. Click on **Print** button. INSPIRE Award Certificate opens as below in **PDF** format. Take a printout.



No. 13TN1100003 -INSPIRE

Government of India
Ministry of Science & Technology
Department of Science & Technology
(INSPIRE Division)

inspire

Technology Bhavan,
New Mehrauli Road,
New Delhi.110016

Innovation in Science Pursuit for Inspired Research (INSPIRE)

Inspire Award Certificate

UID/Aadhaar No.: 121212442212 Dated: 09 Aug 2013

This is to certify that Sh. Ram Kumar S/o of Smt./Sh. Ashesh Kumar, student of Class 6th from A M P S SCHOOL, District Chennai of Tamil Nadu has been selected for an INSPIRE Award of Rs. 5000/- (Rupees Five Thousand Only) for the year 2013-14 for preparation of Science project / model and to participate in the District Level Exhibition & Project Competitions (DLEPCs) to be organized by the District Education Authority.

Rajiv Malik
Under Secretary (DST)

4. Click on **Print list of awardees** button. Print list of awardees opens as below in **PDF** format. Take a printout.

Annexure

Government of India Ministry of Science & Technology, Department of Science & Technology

List of Selected Students under the INSPIRE Award Scheme for the Year 2013-14

Name of the State :Arunanchal Pradesh

No. of Sanctioned :2

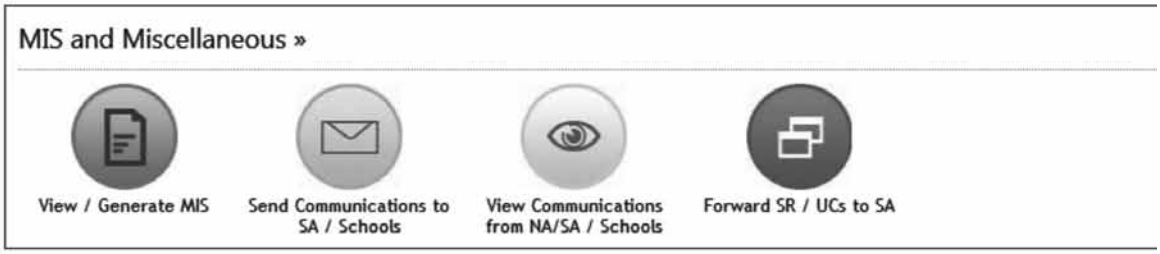
Sr. No.	Name of Revenue District	Name of Education District	Name of Sub District (Block/Tehsil/Zone etc.)	Name of the School	Name of the selected Student	Class	Sex	Category	Name of Father or Mother	Ref Code
1	Anjaw	Anjaw	Anjaw	Ap Public School	A	6	M	SC	A	13AR1100002
2	Anjaw	Anjaw	Anjaw	Dps Public School	Mayank Shukla	6	M	OBC	Ranjan Shukla	13AR1100003

Click **Goback** to Return to the Dashboard Page of School Dashboard

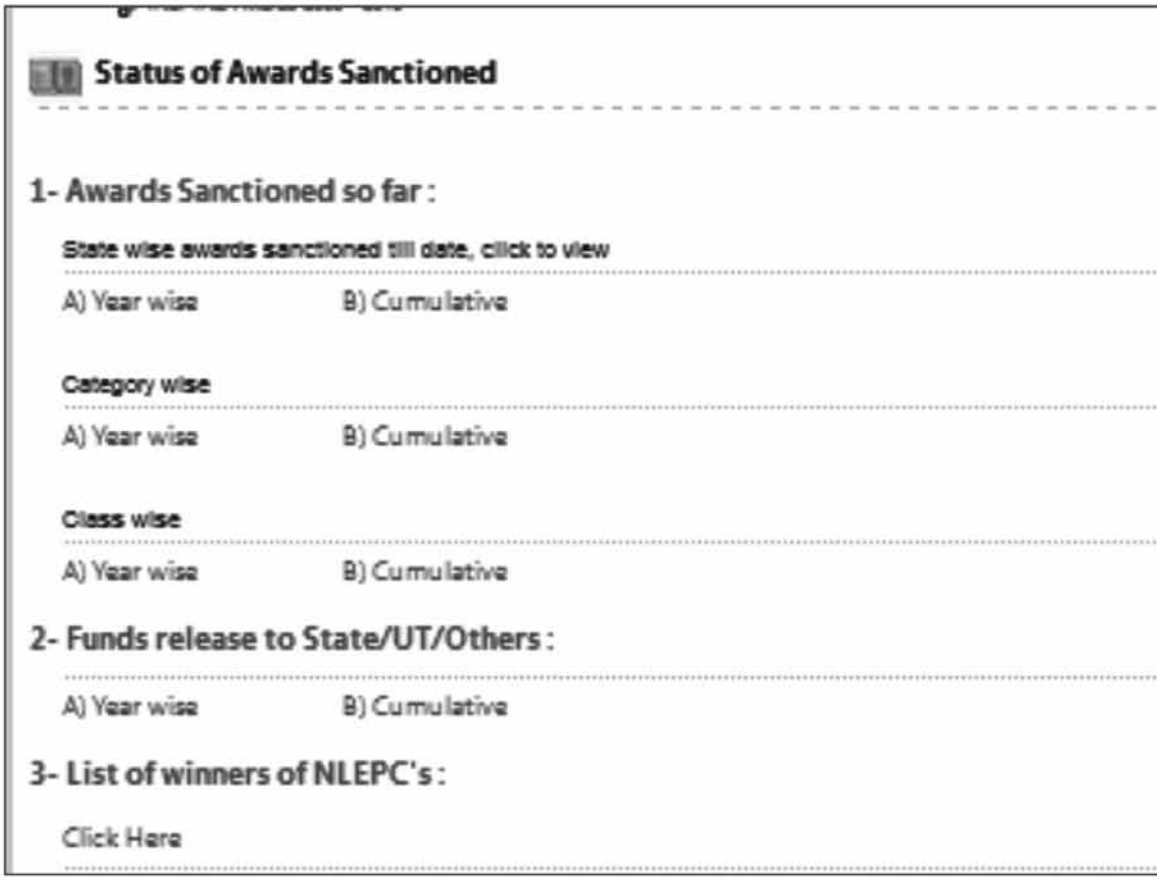
32. MIS and Miscellaneous:

Four options will be provided to the user under MIS and miscellaneous, which are as:

1. View/Generate MIS.
2. Send communication to SA/School.
3. View Communication From NA/SA/School.
4. Forward SR/UCs to SA.



33. View/Generate MIS:

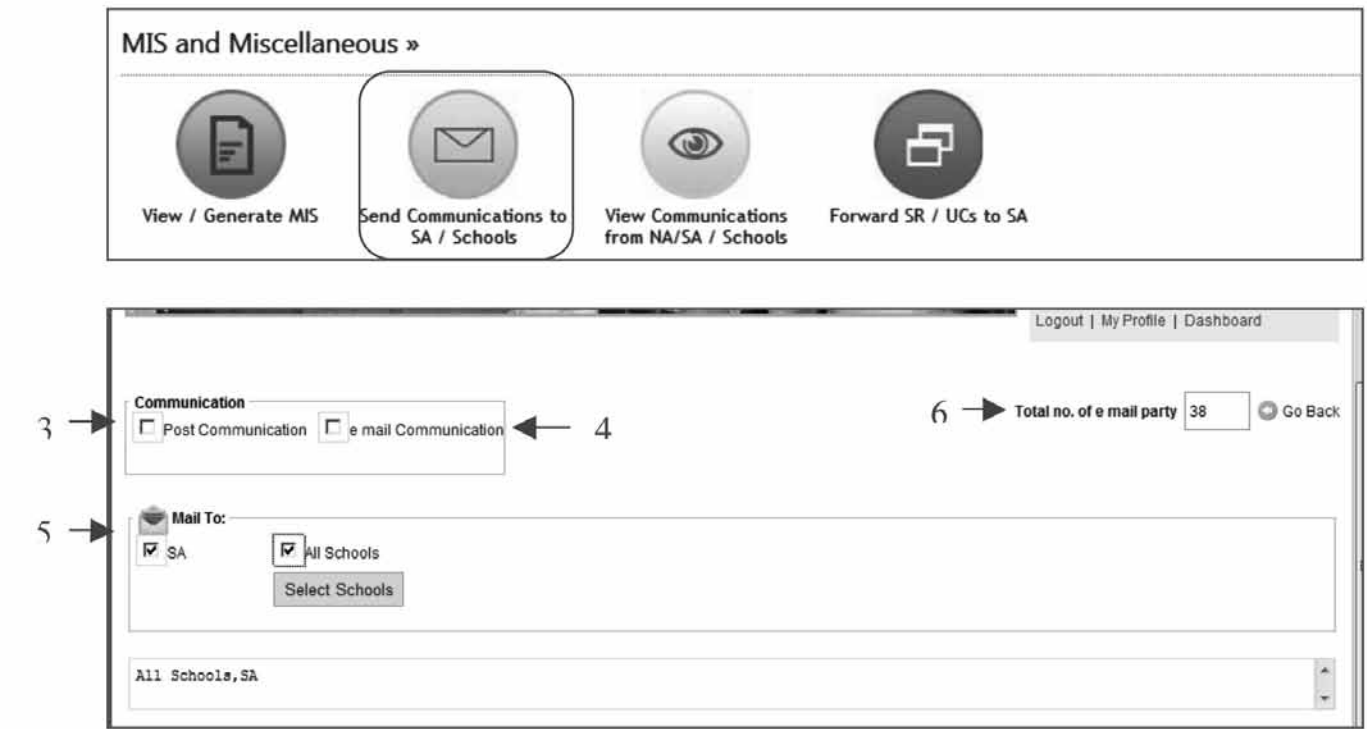


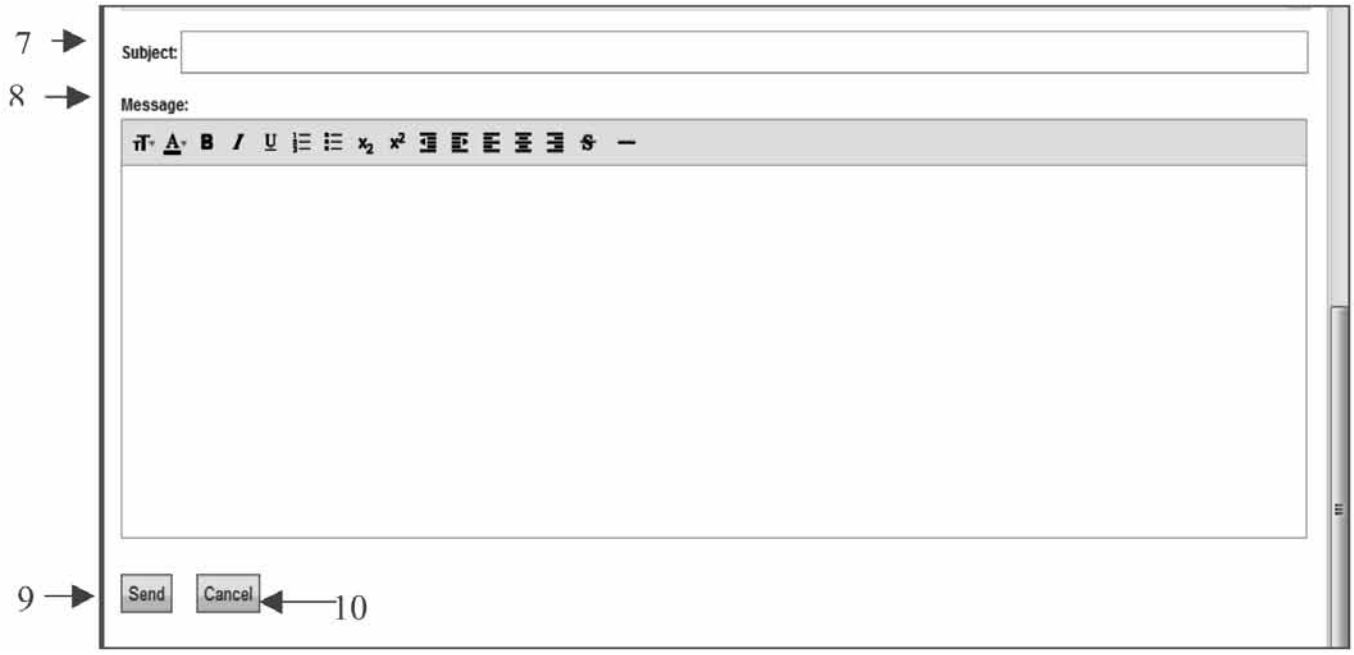
34. Send Communications to SA/Schools:

User will communicate its higher authority and all its lower authority. DA can receive communication from NA but DA can't sent directly to NA.

1. Click on the icon **Send communication to SA/Schools**.
2. User will be navigated to the new communication page.
3. For post communication user will click on the option **Post Communication**.
4. For communicating through the mail user will click on the option **E-mail communication.**
5. Select the authority with which user want to communicate under **Mail To** Tab.
6. Total No. of party will provide the no of parties selected.
7. Enter the subject for communication.
8. Enter the message to communicate.
9. Click **Cancel** if user want to cancel the details entered.

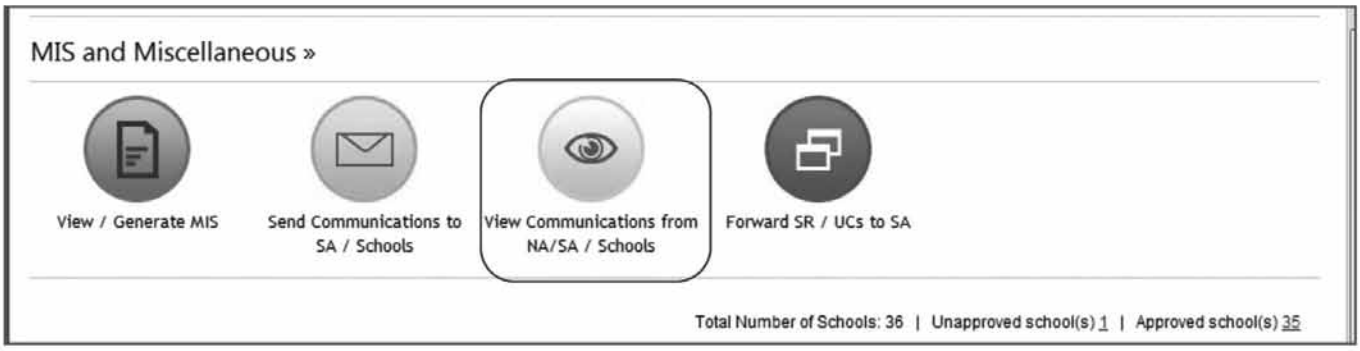
Click **Send** to send a message to the selected parties.



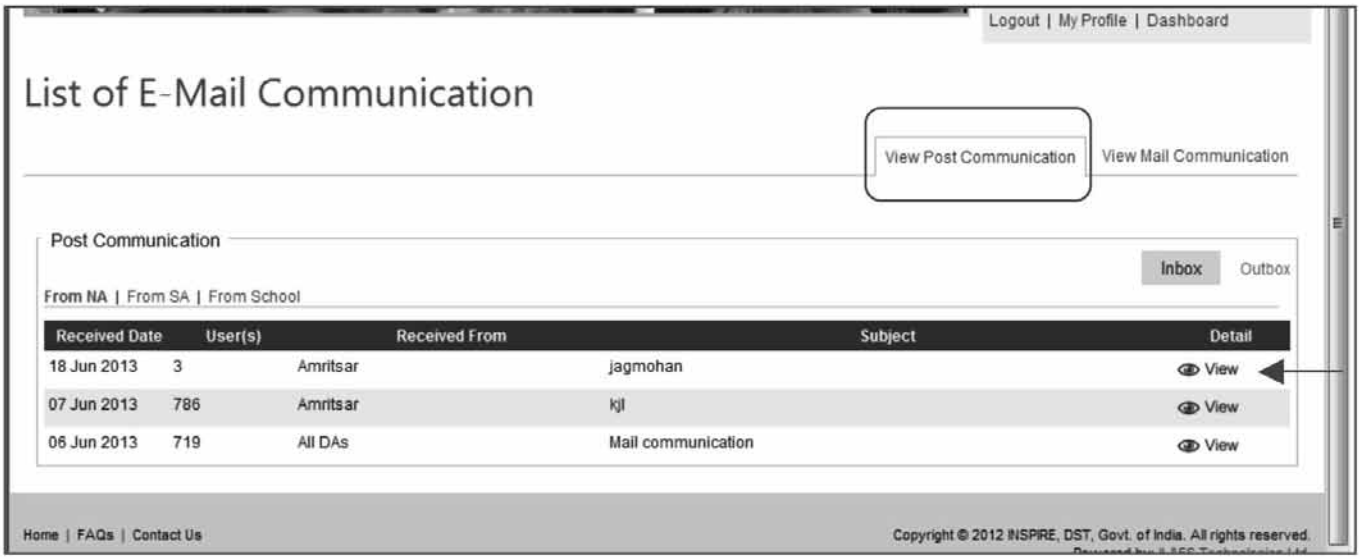

7
8
Subject:
Message:
9
Send
Cancel
10

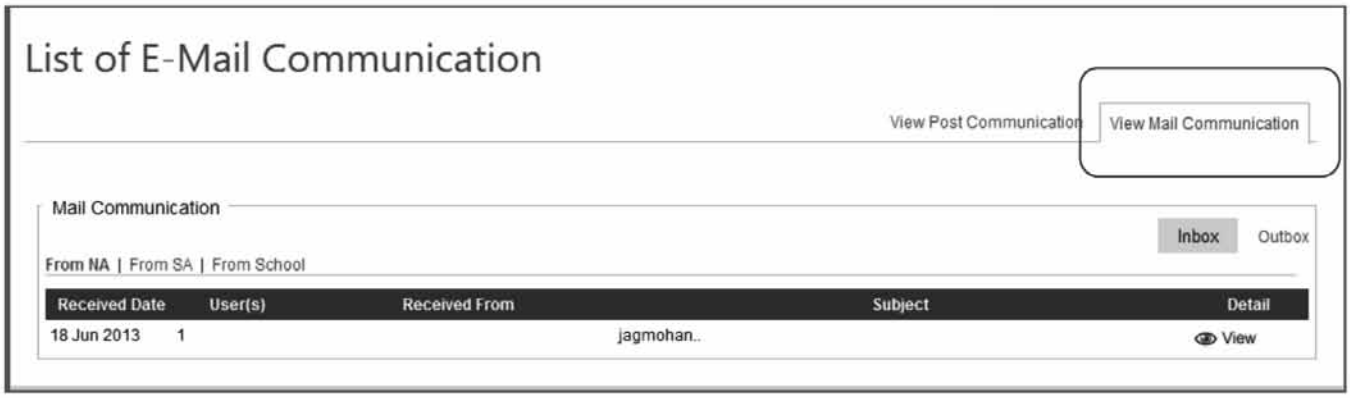
35. View communication from NA/SA/schools:

District Authority will receive the communicating messages with NA/SA/ and all schools under it.



- Click on the icon **View communication from NA/SA/Schools**.
- User will be navigate to the new page, proving the of E-mail Communication.
- Click on **View post communication** to view the posted message list.
- Click on **View** to view the particular message.
- Click **Close mail** button to close the opened message.
- Click on **View e-mail communication** to open mail received.





36. Forward SRs/UCs to SA:

Page under process

NOTES:

(i) SAs / DAs / Schools may refer to the relevant 'User Guide', hard copy of which is being sent to them. A soft copy of this User Guide is also available at DST's website (http://www.dst.gov.in) as well as on the website of this application software viz (www.inspireawards-dst.gov.in).

(ii) For any further support / clarifications, following officers of M/s IL&FS Technologies and Department of Science & Technology can be contacted:

M/s IL&FS Technologies

1. **Shri Jagmohan Baswal**
   Tel: 011-26590500
   E-mail: jagmohan.baswal@ilfstechnologies.com

2. **Shri Birbal Tahim**
   Tel: 011-26590500
   E-mail: birbal.tahim@ilfstechnologies.com

Department of Science & Technology

1. **Shri Sandeep Bansal**
   Scientist (INSPIRE)
   Tel: 011-26590399
   E-mail: sandeep.bansal@nic.in

2. **Shri Rajiv Malik**
   US (INSPIRE)
   Tel: 011-26534998
   E-mail: us.inspire-dst@nic.in

(iii) If you notice any mistake/ deficiency/ inconsistency or if you have any suggestions to improve the 'user guide(s)', bring it to our notice, so that we can duly incorporate the changes while preparing the next edition of the 'user guide'.

Annexure-I

State Wise List of INSPIRE Awards Sanctioned (As on 30.09.2013)

S.No.	State/UT/ Organisation	No. of Awards sanctioned	Total amount sanctioned for the awards (@ Rs. 5,000/- per Award) (Rs. In lakhs)*	Amount released to States/UTs for organising competitions at various levels (Rs. In lakhs)
1	2	3	4	5
1	Andhra Pradesh	89295	4464.75	994.51
2	Arunachal Pradesh	439	21.95	15.01
3	Assam	6705	335.25	104.10
4	Bihar	48170	2408.50	261.40
5	Chattisgarh	62630	3131.50	686.52
6	Goa	442	22.10	6.68
7	Gujarat	78960	3948.00	159.50
8	Haryana	20526	1026.30	262.82
9	Himachal Pradesh	11104	555.20	191.80
10	Jammu and Kashmir	12193	609.65	122.59
11	Jharkhand	13313	665.65	248.19
12	Karnataka	113392	5669.60	820.63
13	Kerala	11107	555.35	114.69
14	Madhya Pradesh	114022	5701.10	1106.05
15	Maharashtra	98760	4938.00	1287.85
16	Manipur	1141	57.05	24.49
17	Meghalaya	2533	126.65	28.63
18	Mizoram	3210	160.50	74.35
19	Nagaland	518	25.90	17.19
20	Orissa	20720	1036.00	323.06
21	Punjab	18359	917.95	273.58
22	Rajasthan	116952	5847.60	348.88
23	Sikkim	835	41.75	14.91
24	Tamil Nadu	41790	2089.50	543.94
25	Tripura	1782	89.10	42.70
26	Uttar Pradesh	83622	4181.10	1742.38
27	Uttarakhand	4414	220.70	27.53
28	West Bengal	15593	779.65	150.91
29	A&N Islands	265	13.25	11.15
30	Chandigarh	501	25.05	9.37
31	Dadra and Nagar Haveli	381	19.05	6.47
32	Daman and Diu	247	12.35	4.86
33	Lakshadweep	33	1.65	1.73
34	NCT of Delhi	3601	180.05	32.45
35	Puducherry	903	45.15	3.58
36	Kendriya Vidyalaya Sangathan	1542	77.10	22.38
	Total	**1,000,000**	**50,000.00**	**10,086.84**

* INSPIRE Award Warrant is issued directly in the name of selected student and sent to him/her through the State Education machinery.