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

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 6th to 10th, 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 9th 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 general guidelines in brief for the use of application software by States / District / School authorities. I do hope that the concerned authorities will find it useful and they will immediately start using the new application software and send future proposals for awards and funds release for conducting competitions at various levels online.

With Best Wishes

(Inder Jit Singh)

Dated: 09.10.2013

E-Management of INSPIRE Award Scheme (E-MIAS)

General

About INSPIRE Programme

General Guidelines for State / District / School Authorities

1.1.1 **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 1722 age group), INSPIRE Fellowship for doctoral research (for 22-27 age group) and INSPIRE faculty for assured career opportunity (for 27-32 age group).
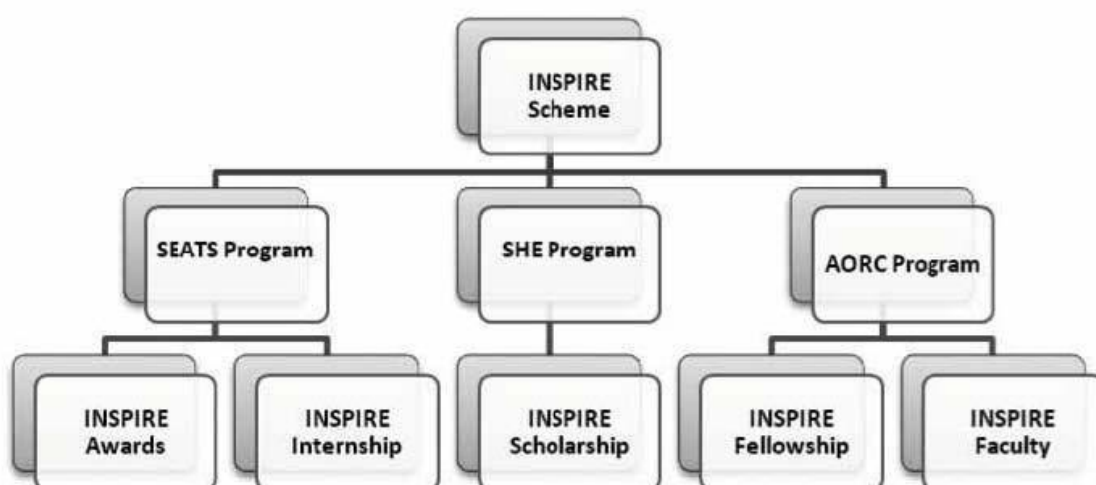
About INSPIRE Award Scheme

1.2.1 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. 5,000/-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.

1.2.2   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.

1.2.3   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.

1.2.4   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. An 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 the 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.

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.

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.

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   General Guidelines for use of the Application Software

Following paras describe in brief the guidelines for State / District / School
authorities to use the application software. Separate detailed user guides have
also been issued for State, District and 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). Some printed copies of these Guides are being sent to SNOs and DNOs for use / for training purposes. SNOs may get additional copies of these guidelines (especially for School Authorities) printed as per their need / requirement and distribute to all the Schools through the respective DNOs. (Softcopy available on website stated above can be used for printing).
The cost towards printing can also be met from out of the funds released by DST. DST will also issue Interactive CD for training purposes and put it on its
websites and send some copies to the SNOs for use during Orientation-
cum-Training Session.

2.   Role Responsibility of State / District / School Authorities / Steps required to use the facility

State Authority (SNO in charge of INSPIRE Award Scheme)

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

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

2.1.3   Click "For One Time Registration" button and follow steps for One Time Registration (OTR) by filling requisite details *(see User Guide for details / clarifications)*

2.1.4   Submit request for OTR to National Authority (NA) *(NA 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)*

2.15   After you get User ID and Password, log-in to the website again, go to 'State Authority' button and click "log in" and use your log-in details which will lead you to **State 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 State Authority (SA). Navigate through various buttons to learn about its contents / features and start using these.

2.1.7   On the same lines, District Authorities(DAs) under SA (DNOs in charge of INSPIRE Award Scheme) will submit requests for One Time Registration, **which have to be approved by SA** and they will get a User ID and Password enabling them to log-in to District Authority Dashboard and use various features of the application software meant for District Authorities.

2.1.8   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.

2.1.9   On same lines, SA can submit proposals to NA for release of funds for DLEPCs/ SLEPCs / NLEPCs.

2.1.10 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.

2.1.11 SA should also use the facility to

(a) Fill UC & SR and submit to NA.

(b) Send communications (e-mail and/ or post) to NA/ DAs/ Schools.

(c) Receive communications (e-mail and/ or post) from NA/ DAs.

(d) View standard MIS

(e) Approve DAs One Time Registration.

(f) Approve nominations received from DAs and forward to NA.

(g) To submit feedback/ suggestions from the home page.

strict Authori**ty** (DN**O** i**n** charg**e** o**f** INSPIR**E** Awar**d** Scheme)

2.2.1 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 familiarise yourself with the webpage.

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

2.2.3 Click "For One Time Registration: button and follow steps for One Time Registration (OTR) by filling requisite details *(see User Guide for details / clarifications)*

2.2.4 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)*

2.2.5 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)*

2.2.6 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.

2.2.7 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.

2.2.8 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.

2.2.10 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.

2.2.11 DA should also use the facility to

(a) Approve nominations received from schools and forward to SA.

(b) To upload nominations on behalf of schools which does not have internet

    facility.

(c) To do suo-moto registration of schools which do not have internet facility

(d) Upload/ forward UC & SR to your SA.

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

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

(g) View standard MIS

(h) To submit suggestions/ feedback from the home page.

2.3 School Authorities (Schools) Participating in the Programme

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

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

2.3.3 Click "For One Time Registration" button and follow steps for One Time Registration (OTR) by filling requisite details *(see User Guide for details / clarifications)*

2.3.4 Submit request for OTR to DA *(DA 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)*

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

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

2.3.7 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.

2.3.8 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 / printed by respective authorities from their end.

2.3.9 Schools should also use the facility to

(a) Fill (online) and forward nominations to DA (with full details of nominated students)

(If school does not have internet facility, submit nomination details in the prescribed form, either as soft copy (if you have computer facility) or as hard copy (if you do not have even the computer facility)

(b) View list of awards sanctioned by NA.

(c) Print certificates of approved awardees.

(d) Send communications (email and/ or post) to DA.

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

(f) View MIS.

(g) To submit suggestions/ feedback from the home page.

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

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(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'.

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

Annexure-I