User Manual for User Registration & Apply Online

For

Nai Manzil Scheme

For

Ministry of Minority Affairs

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1. **Objective**

Nai Manzil aims to engage constructively with poor Minority youth and help them obtain sustainable and gainful employment opportunities that can facilitate them to be integrated with mainstream economic activities. Specific objectives of the project for the next five years are as follows:

i. Mobilise youth from minority communities who are school drop-outs and provide them with formal education and certification up to level 8th or 10th through National Institute of Open Schooling (NIOS) or other State open schooling systems.

ii. As part of the programme, provide integrated Skill Training to the youth in market driven skills.

iii. Provide placements to at least 70% of the trained youth in jobs which would earn them basic minimum wages and provide them with other social protection entitlements like Provident Funds, Employee State Insurance (ESI) etc.

iv. Raise awareness and sensitization in health and life skills
2. **Audiences**

This manual is for website Administrators, Users and Visitors. The Nai Manzil Web-Portal can be found at: [http://naimanzil.minorityaffairs.gov.in](http://naimanzil.minorityaffairs.gov.in)
3. Process of Registration – New User Registration

3.1 Open any web browser and enter the URL:

http://naimanzil.minorityaffairs.gov.in

3.2 Click on “New User Registration” in case of 1st time of Registration
3.3 NGO Darpan Validation

User Will redirect to NGO DARPAN Page where user will validate their NGO Data on the below screen:

1. User will enter “Niti Aayog ID”
2. User will enter “PAN Card” Number
3. On Submission, NGO Data will be fetched from NGO Darpan (as shown in Figure 3)
4. User will click on “Generate OTP” to receive OTP On Registered Mobile number as shown in the Details of NGO and Option will be generate to enter the OTP. *(Shown in Figure 4)*

1. User will click on Generate OTP
2. OTP Will be sent to Mobile shown in the screen
3. User will enter the OTP and Validation process will be completed.
3.4 Fill the Organization Registration Page to complete the registration as shown in the figure

1. Fill the complete Organization Registration Page
2. Click on Generate OTP Button to Generate the OTP
3. OTP will be sent to CEO Mobile number to verify the information
4. Once OTP Received, Enter the OTP in the Box Provided
5. Click on Registration to Complete the Registration Process.
4. **Process for Login**

Enter the URL to Redirect to Home Page:-

http://naimanzil.minorityaffairs.gov.in

Once Registered, User will redirect to Home Page to Login with the **User Name and Password** to “Apply Online”.

![Login Page - Homepage](image)

**Steps followed in Figure-6:**

1. Enter user name (user name is case sensitive)
2. Enter password (password created during registration)
3. Enter valid captcha details
4. Click on login button
5. User will get redirected to the Dashboard after clicking on the button.
5. Process of Managing Created Account

After login with the User Name and Password, the below screen as shown in figure 7 will appear which will ask to select financial year in order to apply online.

Figure 7 - Financial Year Selection
5.1 User Application Status

User Will be able to view their application status as shown in the below Figure 8

1. User can view the Status of their application
2. User can click on Apply Online in order to submit the application form
6. Process for Apply Online

6.1 Screen 1 – Fill Criteria Details and Upload relevant document

1. User will Upload all the relevant document
2. User will click on “Save & Continue” to move to next tab.
3. User should upload documents up to 3 MB only.
6.2 Screen 2 – Annual turn Over

1. User will enter the Turnover Details
2. User will click on “Save & Next” to move to next tab
6.3 Screen 3 – NSDC and Smart Portal Details

1. User will Upload NSIC Certificate
2. User will upload SMART Certificate
3. User will upload Either NIOS Certificate or SIOS Certificate
4. User will upload SOS Certificate
5. User can also any other certificate
6. User will also upload their Joint Venture Details
   a. In case Yes, user need to upload below information
      i. Lead Partner/party A:
      ii. Party B:
      iii. Party C:
      iv. Joint Venture document:

![Figure 11 - NSDC Smart Portal](image-url)
6.4 Screen 4 – Confirmation Details

![Screen 4 Confirmation Page]

1. User Need to select the checkbox and click on “final submit” button to successfully submit their proposal
7. Process for After Approval

7.1 Activation of Link for Organization

Once Admin approved the proposal, User will be able to view various link which will only be activated after the approval from Admin. Shown in below figure 13

Figure 13 - Activated Links
7.2 Center Management

This module will help the Organization to manage their center details in the portal. Organization can add multiple center details.

1. User will be able to enter the complete information about their center.
2. User can add multiple center information
3. User can edit or delete the center information.
7.3 Trainee Registration

This module will help organization to enter the information of their trainee and save in the portal. Organization will be able to Add their Trainee Details with complete information and save in the portal.

7.3.1 List page of trainee

This will help Organization to view the list of trainee registered on Nai Manzil Portal. As shown in Figure 15

![Figure 15 - List page of trainee](image-url)
7.3.2 Add Trainee Details

This module will help organization to add new trainee. Organization can add trainee information as shown in the below figure.

![Add Trainee Detail](image-url)
7.4 Professional Engaged

This Module will help the Organization to Manage the Professional information who are Engaged with this scheme.
7.5 Batch Master

This module will help to manage the Batch information i.e. Batch contain number of trainee and all.

![Batch Master Module](image)
7.6 Sanction Order Details

This module will help the Organization to view the sanction order details. Organization can view sanction order details for all the installment when same uploaded by department. Organization can also download the sanction order file.

Figure 19 - Sanction Order Details
7.7 Apply for 2nd Installment

This module will help the Organization to apply for 2nd installment. Organization will only be able to apply for 2nd installment, when sanction letter for 1st installment has been released to organization by department.
7.8 Apply for 3rd Installment

This module will help the Organization to apply for 3rd installment. Organization will only be able to apply for 3rd installment, when sanction letter for 2nd installment has been released to organization by department.

![Apply for 3rd Installment](image)
7.9 Apply for 4th Installment

This module will help the Organization to apply for 4th installment. Organization will only be able to apply for 4th installment, when sanction letter for 3rd installment has been released to organization by department.

Figure 22 - Apply for 4th Installment
7.10 Periodic Report Management

This module will help the Organization to manage periodic report which on submission will be sent to department for approval and publish. Organization can Add/edit/delete the report.

![Periodic Report Management](image)

*Figure 23 - Periodic Report Management*
7.11 M&E Activities/ Concurrent Evaluation Report

This module will help the Organization to manage M&E Activities/ Concurrent Evaluation Report which on submission will be sent to department for approval and publish. Organization can Add/edit/delete the report.

![Figure 24 - M&E Activities/ Concurrent Evaluation Report](image-url)
7.12 Grievances Management

This module will help the organization to submit their grievances online through the portal. Organization can also upload the relevant document related to their grievances. Organization can also edit the grievances information.