Cir.No:03/CCE.AP/ECA/AC-12/2023-24   Date :20-06-2024

CIRCULAR

Sub: Collegiate Education-Onboarding Knowledge Institutions on
MYBharat Portal-Certain Instructions Issued-Reg

Ref: Mail received from Department of Youth Affairs, Government of
India. Dated June18,2024.

******.

As per directions of Ministry of Home affairs, Principals of Government Degree Colleges are informed to nominate a Nodal Officer to register your Institution as "Partner-Register" in MYBharat portal https://mybharat.gov.in/ and follow the steps as mentioned in the SOP for Onboarding Knowledge Institutions on MYBharat portal.docx(enclosed) issued by Department of Youth Affairs, Ministry of Youth Affairs. Principals need to submit declaration of affiliation and nomination of Authorised person for MYBharat Portal Registration ie: Signed and Stamped document for Institutional Affiliation and Authorised Person Placed in Annexure-1. Create a page in MYBharat Portal to upload the digital versions of all Physical events organised by your Institution.

MYBharat Portal→ Mega Events→ Complete Profile-Build your Institutional CV by uploading all the events. Upload the events of International Day of Yoga (IDY) on 21st June.

(signature) 20/6/24

For Commissioner of Collegiate Education

Enclosures: SOP for Onboarding Knowledge Institutions on MYBharat Portal

To

The Regional joint Directors of Guntur, Rajahmundry and Kadapa forf Information

The Principals of Government Degree Colleges in A.P

SOP for Onboarding Knowledge Institutions on MYBharat Portal

A. Checklist –

1. One Computer with Internet Access (mobile can be used for setup but not recommended)
2. Details (Name, Gender, DOB, Mobile Number of Nodal Officer /Nominee(optional)
3. One Banner and One Logo on Institution (to be displayed on public page)
   - Upload Banner – Size 100 KB, Dimension -1590 mm X 259 mm
   - Upload logo – Size 100 KB, Dimension -120 mmX120mm
4. Signed and Stamped document for Institutional Affiliation and Authorized Person – Placed at Annexure -1
5. UDISE/AISHE ID/ ITI Code (If available)

B. Detailed Steps for Onboarding-

1. Access MYBharat Portal

- Open any web browser and navigate to the MYBharat portal: https://mybharat.gov.in/

2. Initiate Partner Registration - On the homepage, click on "Get Started" and then select "Partner – Register".

3. Nodal Officer Credentials

- Enter the registered Email address or Mobile Number of the designated Nodal Officer for your institution on the MYBharat portal.
- Upon entering the credentials, a one-time password (OTP) will be sent for verification. Enter the received OTP to proceed.

Note - *This nodal officer will be able to create organization structure on the MYBharat portal and will also be able to create Events, ELP Opportunities, and Approve Students. This Nodal Officer should not be PO/PC of NSS as they are already onboarded on the MYBharat platform under the NSS Organization.*

4. Enter Personal Details -Fill in the required personal details of the Nodal Officer:
   - Name
   - Date of Birth
   - Gender

5. Specify Location - Select the state, district, block/local body, and pincode associated with your institution.

6. Choose Organization Type -From the available options, select "Knowledge Institution" as the organization type.

7. Create Institution Account - Click on the "Create Institution" button to initiate the institution registration process.

8. Select State and District - Choose the state and district where your institution is located.

9. Specify Institution Type

- Select the appropriate institution type from the dropdown menu:
    - College
    - School
    - University
    - ITI
    - Polytechnic

10. Choose Institution Subcategory (if applicable) - This step is only applicable for College, School, and University categories. Select the relevant subcategory:

- **College**
    - Affiliated College
    - Constituent/University College
    - Autonomous College
    - Others
- **School**
    - CBSE
    - CISCE
    - State Board
    - Others
- **University**
    - Recognized by UGC
    - Institutions of National Importance
    - Others

11. Search or Enter Institution Name

- Knowledge institutions can search for their institution using the UDISE code (for Schools) or AISHE code (for Universities/Colleges).
- If your institution's name doesn't appear in the dropdown list, select "Others" and manually enter the complete name.

12. Provide Nodal Officer Designation - Enter the official designation of the Nodal Officer within the institution.

13. Specify Funding Source

- Select the funding category that applies to your institution:
    - Central Govt
    - State Govt

- Private

14. Describe the Institution

- In the "About" text field, provide a detailed description of your knowledge institution. This information will be displayed publicly on the institution's profile page on the MYBharat portal.

15. Choose Institution Specialization - If applicable, select the area of specialization of your institution from the available options.

16. Indicate NSS Unit Presence - Select "YES" if your institution has a functional National Service Scheme (NSS) unit. Otherwise, choose "NO".

17. Upload Institution Media

- Upload the following visual identity elements for your institution:
  - Institution Banner (recommended size: 100 KB, format: JPG/JPEG/PNG)
  - Institution Logo (recommended size: 100 KB, format: JPG/JPEG/PNG)

18. Submit Signed Document

- Upload a signed and stamped document verifying the institution's details and the authorized Nodal Officer. A template for this document can be found in Annexure-1 and the same can be downloaded from the MYBharat portal too.

19. Provide Contact Information -Enter the official contact details and address of your knowledge institution.

20. Add Nominee (Optional)

- The authorized Nodal Officer has the option to add a nominee for the MYBharat portal access. This step is not mandatory.

  Note – The Nominee will be able to create organization structure on the MYBharat portal and will also be able to create Events, ELP Opportunities, and Approve Students. This Nominee should not be PO/PC of NSS as they are already onboarded on the MYBharat platform under the NSS Organization.

21. Declare Designation -Knowledge institutions can choose to declare if the details filled correspond to the Vice Chancellor (for universities) or Principal (for schools/colleges).

22. Preview and Submit

- Carefully review the application form to ensure all details are accurate. Once satisfied, click the "Submit" button to finalize the onboarding process for your knowledge institution on the MYBharat portal.

Annexure -1

Draft for Institutional Affiliation and Authorized Person Document

[Institution Letterhead (if available)]

Date: [DD/MM/YYYY]

Subject: Declaration of Affiliation and nomination of Authorized Person for MYBharat Portal Registration

This is to certify that [Name of the Institution] is a recognized educational institution affiliated with [Affiliating University/Board/Authority] as per the affiliation guidelines and regulations.

We are in the process of registering our institution on the MYBharat portal. In this regard, we hereby declare the following information:

Institution Details:

Name of the Institution: [Institution Name]

Address: [Full Address of the Institution]

Affiliating Authority: [Name of the University/Board/Authority]

Affiliation Number: [Affiliation Number]

Authorized Person Details:

Name: [Authorized Person's Full Name]

Designation: [Authorized Person's Designation]

Contact Number: [Authorized Person's Contact Number]

Email Address: [Authorized Person's Email Address]

The above-mentioned authorized person has been designated to manage and oversee all activities related to our institution's registration and subsequent interactions on the MYBharat portal.

Thank you.

Sincerely,

[Signature]

[Name of the Head/Principal]

[Designation]

[Institution's Seal/Stamp]