E-MIAS User Manual
For
School Authority

Government of India
Department of Science and Technology
New Delhi

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

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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 details of application software for School 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

Dated: 09.10.2013

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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 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.
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. Detail user guides have 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 School Authorities/Steps required to use the facility

School Authorities (Schools) Participating in the Programme

Log on to website (www.inspireawards-dst.gov.in). Click various buttons to generally familiarise yourself with the webpage.

Click ‘School 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 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)

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)

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.

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.

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.
Schools should also use the facility to

- 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)
- View list of awards sanctioned by NA.
- Print certificates of approved awardees.
- Send communications (email and/ or post) to DA.
- View communications (email and/ or post) from NA/ SA/ DA.
- View 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.

School Authority can use their School Authority link on application home page to perform the following functions

- School Registration
  - Online Mode
  - Offline mode
- Student Nomination
  - Online Mode
  - Offline Mode
- School 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.

**About INSPIRE**

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.

The basic objective of the programme is to communicate to the youth of the country the excitement of creative pursuit of science, attract talent to the study of science at an early age and thus build the required critical human resource pool for strengthening and expanding the science and technology system and R&D base.

Innovation in Science Pursuit for Inspired Research (INSPIRE) is an innovative programme sponsored and managed by the Department of Science & Technology for attraction of talent to Science. The basic objective of INSPIRE is to communicate to the youth of the country the excitement of creative pursuit of science, attract talent to the study of science at an early age and thus build the required critical human resource pool for strengthening and expanding the Science & Technology system and R&D base.

The programme was launched by the Hon’ble Prime Minister on 13th December 2008. The implementation started during 2009-10.

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 15-17 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).
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.
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.

![Suggestions/Feedback/Complaints Form Image]

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 the [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 the [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. **School Authority Module**

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

School Authority means the schools participating in the E-Management of INSPIRE Award Scheme.

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

- For One Time Registration.
- For Resubmission of OTR/Submission of saved file
- Login
16. One Time School Registration

For the School to get registered as School 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
- Manual Submission of Soft Copy to District Authority
- Manual Submission of Hard Copy to District Authority
17. **Online Mode School Registration**

If the school has internet facility available, Online Mode of School Registration can be opted. For this, click the **Online Mode** link. The page opens as below. Fill in the relevant details. The fields marked with * are compulsory fields.
1. State*: Select the name of the State or Union Territory from the dropdown list.

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

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

5. Name of the School*: Select the name of your School from the dropdown list.
If the name of your school is not available on the list, then choose Others from the dropdown list. A textbox will appear.
Enter the name of your school as in the records of the District Education Authority, since the registration of your school under E-MIAS has to be approved by the respective District Authority.

6. Complete Postal Address*: Enter Complete Postal Address.

7. Village/Town/City*: Enter Village/town/city name, where school is located.


9. Contact Number (if any): Enter contact number with STD Code of the registering school. This Contact Number may be used for communication with respective School by District/State/National Authority.

10. Fax Number (if any): Enter Fax number with STD Code of the registering school. This Fax Number may be used for communication with respective School by District/State/National Authority.
11. **E-Mail Address***: Enter a valid E-Mail address of the School representative. It is a mandatory field as User Id & Password and other notifications/communications will be sent to registered eMail Id.

12. **Web Address**: Enter valid web address of School, if any.

13. **Mobile Number of the School Incharge/Authorized person**: Enter valid ten digits mobile number of authorized person. E-MIAS Application will generate SMS notification on this mobile number, (Although at present it is not a mandatory, shortly this will also be made a mandatory field)

14. **School code (if any)**: Enter school code, if any.

15. **Save and Next**: Click Save and Next button to proceed further.
The next step is to fill in the location details of the school. The fields include:


2. School Category*: School category is to be selected from the drop down list. The options are: 1. Central Govt. 2. State Govt. 3. Local Body 4. Private Aided 5. Private Unaided 6. Others

3. Level of the School*: Choose Level of the School from the dropdown list. School Level options are:

4. Name of the School Incharge/Headmistress/Headmaster/Principal of the School:
Enter the name of the Head of the school.

5. Click the [Save and Next] button to proceed further.
The next step is filling in the brief about of the school. The page opens as below.

1. Classes From: Select Class From and Class To from the Combo Box list.

2. Total Number of students in the school: Enter Total Number of Students in the School.

3. Total number of students in the classes 6th to 10th: Enter Total Number of Students in 6th to 10th Classes in the School.

4. Total number of teachers in the school : Enter Total Number of teachers in the School.

5. Total number of Science teachers out of total teachers: Enter Total number of science teachers out of total number of teachers in the school.

6. Captcha Code: User needs to enter captcha code for security purposes.

7. Click Save and Next button to proceed further.
Details of the authorized person who has filled in the form are to be entered as follows:

1. Name : Enter Name of the Authorized person
2. Designation : Enter designation of the Authorized Person
3. Click Save and Next button to complete the registration process.
1. **A unique application number** is generated after successful filling of the registration form.

2. **Edit:** Press Edit button, if User wants to edit Particulars of School.

3. **Edit:** Press Edit button, if User wants to edit School Geographic Location details.

4. **Edit:** Press Edit button, if User wants to edit Brief about the School details.
5. **Edit**: Press **Edit** button, if User wants to Edit School Authorized person detail.

6. **Forward for Approval**: Click on **Forward for Approval** button to forward the registration application to the District Authority for Approval.

   ![Forward for Approval Button](image)

   Click **OK** to proceed. Click on **Cancel** to remain on the same page.

The window opens as below.

![Acknowledgment Window](image)

Once, User clicks on the **OK** button then Generate Acknowledgment button will get activated. Application will generate application code on screen as shown below. This application code is very important for future purpose.
7. Generate Acknowledgement: Click on the Generate Acknowledgement button, once your registration application has been forwarded to the District Authority.

---

**Acknowledgement**

**Date:** 28 Sep 2013

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

Dear Principal/HeadMaster/HeadMistress (Incharge/Clerk) of Jagmohan Public School

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 District Authority for approval. Please note the registration details for future reference.

**Application Code:** Xxxxxx

**School Name:** Xxxxxxx

**School Address:** xxxxxxxxx

Once your application is approved by District 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 School, once the registration application is forwarded to District Authority for approval.

The School Authority cannot edit the registration details, once the registration request has been forwarded to District Authority (School details can be modified after registration with the approval of DA).
After the registration application is approved by [District Authority], one more email notification is triggered to the e-mail address provided by the school with password generation link.

![Image of email notification]

Steps for setting Login Password

For setting a password of User’s choice, The User can either click on the link provided in the e-mail or copy the link and paste it on the address bar of the browser.
A new window opens as below.

![Password login form]

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 the User wants to set. (Read the instructions given in the e-mail)

3. **Retype-password**: re-enter [Password] as typed.

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 School will be set and the user will be navigated to the Login Page of the School Authority.
18. **Offline Mode School Registration**

The School has to fill up the registration details offline to get registered with the E-MIAS, if the school doesn’t want to fill registration form online (If school has internet facility, it is suggested that they fill the detail online).

For filling the registration form offline, the user has to select the **OFFLINE MODE** from the window to download and save an Excel file.

1. Once the Excel file has been downloaded into the computer, the User has to open that downloaded Excel file.

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**Permanent Registration Form for New School Authority - OFFLINE MODE**

You need to download our registration form and fill it. Once you filled then please upload the file. Then you’ll be able for further step i.e. step 02 & step 03. In step 02 you can forward your filled school registration excel file for approval. And in step 03 you can generate acknowledgement of your filled school registration excel file.

**Step 00.**

Please download School Registration Excel file for Offline Mode. [Click here to download form]

**Step 01.**

Please browse for filled school registration excel file & upload: [Browse excel] [Upload]

Note: Click Browse button to select School registration excel from your system. Click upload button to upload registration file to the server.
User has to enable Micro in excel file to get proper validation of the System.

Click on **Option** button in excel file to Enable Macros in excel. Below mentioned window will open.
Click radio button of enable the context in security alert macros.

Click OK button in security alert macros.

Information window will open after macros are enabled.
Now User has to fill up the offline registration details to get registered with the E-MIAS application. The fields to be entered are:

1. **State**: 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 user. It is a compulsory field of application.

3. **Revenue Sub District**: Revenue Sub District will be shown in the dropdown list, based on Revenue District selected by the User. It is a compulsory field of application.

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

5. **Name of the School**: Enter the name of your school as in the records of the District Education Authority, since the registration of your school under E-MIAS has to be approved by the respective District Authority. It is a compulsory field of application.
4. Complete Postal Address*: Enter Complete Postal Address. It is compulsory field of application.

5. Pin Code*: Enter Six Digits Pin Code of School location. It is a compulsory field of application.

6. E-Mail Address *: Enter a valid E-Mail address of the School representative. It is compulsory field as userID & password and other notifications/communications will be sent to registered email id.

9. Contact Number (if any): Enter contact number with STD Code of the registering school. This Contact Number may be used for communication with respective School by District/State/National Authority.

10. Fax Number (if any): Enter Fax number with STD Code of the registering school. This Fax Number may be used for communication with respective School by District/State/National Authority.

11. Web Address: Enter valid web address of School, if any.

12. Mobile Number of the School incharge/Authorized person: Enter valid ten digits mobile number of authorized person. E-MIAS Application will generate SMS notification on this mobile number.

13. School code (if any): Enter school code, if any.

The next step is to fill in the location details of the school. The fields include:

2. School Category*: School category is to selected from the drop down list. The options are: 1. Central Govt. 2. State Govt. 3. Local Body 4. Private Aided 5. Private Unaided 6. Others.

3. Level of the School*: Choose Level of the School from the dropdown list. School Level options are: 1. Middle 2. Secondary 3. Higher Secondary.

4. Name of the Headmistress/Headmaster of the School: Enter the name of the Head of the school.
User fills brief about the school details. The fields include:

1. Classes From, To: Select Class From and Class to from Combo box list.
2. Total Number of students in the school: Enter Total Number of Students in the School.
3. Total number of students in the classes 6th to 10th: Enter Total Number of Students in 6th to 10th Classes in the School.
4. Total number of teachers in the school: Enter Total Number of teachers in the School.
5. Total number of science teachers out of total teachers: Enter Total Number of Science teachers out of total number of teachers.

Details of authorized person who have filled the form are to be entered which includes:

1. Name: Enter Name of the Authorized person
2. Designation: Enter designation of the Authorized Person
3. Contact Number: Enter Contact Number of the Authorized Person
4. E-MAIL Address: Enter Valid Email Address of the Authorized Person.

Save excel file and Close it.

5. Click on Browse to select the location where the excel file is saved.
6. Click on Upload Button to save excel file. Application will generate message Excel uploaded successfully then only Forward for Approval button gets enabled.
7. Now the user can click Forward for Approval button to forward the registration application to District Authority.

Application will generate Email notification to School Authority.
19. Manual Submission of Soft Copy to District Authority
(If school has computer facility, but don’t have internet facility)

Click on the link Manual submission of soft copy to district authority to download the excel file for registration.
20. Manual Submission of Hard Copy to District Authority

Schools who do not have even a computer facility can manually submit the hard copy of registration form to District Authority who will fill-in the detail online on behalf of the School.
## PERMANENT SCHOOL REGISTRATION

**INSPIRE AWARD SCHEME**

(To be filled in by the participating Schools for one time Registration under the scheme)
(Also see Instruction of the page 2)

Please carefully read and meticulously observe **Important Instructions** before / while filling the form

<table>
<thead>
<tr>
<th>State</th>
<th>Revenue District</th>
<th>Revenue Sub District (Tehsil/Taluka/Block)</th>
<th>Education District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Complete Postal Address of School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Code (if any)</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone (if any)</th>
<th>Fax (if any)</th>
<th>E-mail Address (if any)</th>
<th>Web Address (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STD Code/No.</th>
<th>STD Code/No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Classes (from)</th>
<th>School Classes (to)</th>
<th>Name of School Headmistress / Headmaster</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Student in School</th>
<th>Total Students in class 6th to 10th</th>
<th>Total Teachers in School</th>
<th>Total Science Teachers in School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form filled up by

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Mobile No.</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of School Headmistress / Headmaster

Date

School Stamp
21. **For modification of one time registration:**

School registration application is sent back by the DNO for revision, if DNO feels provided information not correct. The school will get mail regarding the Modification of application on its registered e-mail id.

![Email from Inspire](image)

For modification to one time registration school user should follow these Steps:

1. Click on the School authority.
2. Click on the link **For modification of one time registration**.
3. Click on the radio box Register school.
4. Enter the application number or Email-id.
5. Click search.

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

7. Edit the details of School and click forward for approval for DA.

8. For editing purpose pl refer editing portion under the Online mode school registration.

22. Login into the EMIAS Application
The School can Login by entering unique User Name and Password after registration of the School has been approved by the District Authority. On approval by the District Authority, a password notification will be triggered to the e-mail address provided by the school.

School Authority Users who have registered for the EMIAS Web Application must login by:

Enter their User Name.
Enter their Password.
Enter the Captcha code.

Click on Login button to advance to the next screen and begin using the application.
23. **Forgot Password:**

- Click on the link forget to retrieve the password:
- Enter the Application ID.
- Click Get Password

Application will sent mail UserID and password to registered Email ID into the system.
24. School Dashboard

Welcome School Authority under the INSPIRE Award Scheme

Under this scheme, all recognized schools in the country (whether run by Central Government or State Government or local body or NGOs), including private schools (aided or unaided), having classes 6th to 10th (whether all or some), are eligible to enrol in the scheme and submit nominations of eligible children to DST through their respective District/State education authority on-line/off-line. For more details about the scheme click here.

Nomination ➞

- Forward Nomination to DA
- View Nominated Students by the School

Awards ➞

- View Awards Sanctioned by NA

Miscellaneous ➞

- Send Communications to DA
- View Communications from NA/SA/DA

25. Student Nomination

Nomination ➞

- Forward Nomination to DA
- View Nominated Students by the School

Student Nomination: To nominate students from the school, do the following steps:

Click on [Student Nomination] button from school dashboard. Student Nomination Form window opens on the screen as below. Fill in the General Information as follows:
1. Important Instruction link: Click on important instruction link of Student Nomination to read the instructions / terms and conditions.
2. Detailed Guidelines link: Click on Detailed Guidelines link to get guidelines for nominating students for INSPIRE Award Scheme.
3. Offline Nomination link: Click Offline Nomination link to get offline Nomination.
4. Name of the School: Application will provide Name of school which the school has used during registration.
5. Permanent Registration Code: Enter School Permanent Registration Code, if any
6. Five Year plan period: Choose financial year that’s using for student nominated. E.g. 2013-14.
7. Month: Choose Name of Month from the dropdown list when the student is nominated.

8. Click on the Save button to save the details entered.

Fill Student Details: Enter the details of the student who is being nominated by the school.

1. Class: Select the Class in which the student is studying.
2. Student Name: Enter name of the nominated Student.
3. Parent Name: Enter parent’s Name of the nominated Student.
4. UID: Enter nominated Student UID, if available. It is not a compulsory field.
5. Priority: Enter the priority for the nominated student.
6. Follow the same steps for nominating the next student.
7. Nominate Student: Click on the **Nominate Student** button. A box will appear. Click on ok to proceed or cancel to stay at the same page and edit the information.

List of Nominated Students: Application will show a list of Students nominated by the school.

1. **Edit**: press Edit button to edit particulars of the nominated student, if needed.

2. **Add More Information**: Press Add button to add more information for nominated student, if needed.
Edit Student Basic Information

1. Save: press save button to edit/ Change nominated student detail, if user wants to change.

2. Cancel: Press cancel button to rollback changes, if user doesn’t save that information.

Particulars of the students being nominated for the INSPIRE Award

1. Student Name: Application will show Student name which the user has filled in the nomination formm.

2. Gender: Choose gender of the student.
3. Date of Birth: Click on calendar icon beside on date of birth textbox.

4. Category: user can choose student category.

5. Discipline: Select project discipline of mentor teacher.

6. Check the radio box under the label Award warrants (Bank Draft) in the name of selected student, if the student don’t have a bank account.

7. Check the radio box under the label Direct credit in the bank a/c of selected student through Electronic Fund Transfer (EFT) mode, if user want the amount to be credited in student account.

8. Click Save and next.
9. Enter the Name of bank.
10. Enter the Name and address of bank.
11. Enter the Account Number.
12. Repeat the Account number Entered Above.
13. Enter the account holder name.
14. Enter the IFSC code of bank.
15. Enter the Telephone Number of bank
16. Click Save.

Upload Student passbook Photo: User can upload passbook photo of the student.

1. Browse: Click on the browse button to locate the photograph of the student stored in the computer.
2. Upload Photo: Click on the Upload Photo button once the photo of the student has been chosen.
3. The Upload Photo button disappears and a new button Continue to Next appears.

4. Click on the [Continue to Next] button

5. Thumbnail photo: Application will thumbnail the photo of the student once it is uploaded into the system. User has to repeat above activity for all remaining students.

Application will mark green color of student information row, once student information has been completed.

![List of nominated students](image)

Application will show all green color rows once all student information has been completed.

**Note:** Please note that you have to nominate one student from each of the class 6th to 10th and give student complete particulars before it can forwarded to DA for approval.

1. Selection criteria: Enter selection criteria of the student nominated in not more than 100 words.
2. Entered by Detail: Enter details of the person who is authorized to fill the details of the nominated student.

3. Verified By Detail: Enter details of the person who is authorized to verify the details of the nominated student.

4. Save: Click on Save button to save the details entered.

The following window appears on the screen.

Nomination Application Status

1. View & Edit: Press View & Edit button, if user wants to view and edit particulars of the nominated students.
1. Edit: User can change student’s bank details, if needed.
2. Edit: User can change student’s photo, if needed.
3. Forward Application: Click on Forward Application to the District Authority for approval.
4. Generate Acknowledgement: Click on Generate Acknowledgement button, once your Student Nomination application has been forwarded to the DNO.

26. View nominated students by the schools:

Icon will provide the list of nominated students with application number.

- Click on the icon **View Nominated Students by the School**.
- List of application Submitted by the school will open.
- Click on **View** to see the student nominated.
- Click **Generate Acknowledgement** if the user wants to generate an acknowledgement.

- Click on view to see the details of the student nominated.
- Click Generate Acknowledgement if the user wants to generate an acknowledgement.
### 27. Awards:

- Click on View Awards Sanctioned by NA
- List of sanctioned awards will be shown to the user with respective year and sanction date.

<table>
<thead>
<tr>
<th>Sanction Year</th>
<th>Lot Number</th>
<th>Date of Sanction</th>
<th>No. of Awards Sanctioned</th>
<th>View Sanction Order</th>
<th>View List of Awardees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>1</td>
<td>22 Jul 2013</td>
<td>2</td>
<td>Sanction Order</td>
<td>List of Awardees</td>
</tr>
<tr>
<td>2013-14</td>
<td>2</td>
<td>21 Aug 2013</td>
<td>2</td>
<td>Sanction Order</td>
<td>List of Awardees</td>
</tr>
</tbody>
</table>

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

   ![Print List of Awardees](image)

3. Click on Print button. INSPIRE Award Certificate opens as below in PDF format. Take a printout.
4. Click on Print list of awardees button. Print list of awardees opens as below in PDF format. Take a printout.

- Click Goback to Return to the Dashboard Page of School Dashboard
28. **Miscellaneous:**

School can send email/post to DA only, but receive from all higher authorities (NA, SA and DA).

1. Click on **Send Communication to DA**.
2. To post the message to DA, click on **Post Communication**.
3. To Send a mail to DA, click on **e-mail Communication**.
4. Total No of email parties will show the total number of selected e-mail recipients.
5. User will Click DA to communicate with the DA.
6. User will enter subject for communication.
7. User will enter the message to communicate.
8. Click **Send** to send the composed message.
9. Click **Cancel** to cancel all changes.
30. **View Communication from NA/SA/DA:**

View Communication from NA/SA/DA: school authority will receive the mails from all its higher authorities.

1. Click on View Communication from NA/SA/DA.
2. View Post Communication will provide the list of Posted messages sent by different authorities under its tab.
3. View Mail Communication will provide the list of emails sent by different authorities under its tab (which will also directly go to the email of the schools).
### List of E-Mail Communication

<table>
<thead>
<tr>
<th>Received Date</th>
<th>User(s)</th>
<th>Received From</th>
<th>Subject</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Jun 2013</td>
<td>732</td>
<td>All Schools</td>
<td>hi</td>
<td><img src="#" alt="View" /></td>
</tr>
<tr>
<td>13 Jun 2013</td>
<td>732</td>
<td>All Schools</td>
<td>hi</td>
<td><img src="#" alt="View" /></td>
</tr>
<tr>
<td>10 Jun 2013</td>
<td>732</td>
<td>All Schools</td>
<td>All States,All Districts,All Schools</td>
<td><img src="#" alt="View" /></td>
</tr>
</tbody>
</table>
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’.

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

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

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