

Standard Operating Procedure (SOP) for Institute Profile Updation

1. Government Affiliation or Recognition

All participating institutes must be **recognized or affiliated** with a government authority such as WBBSE, WBCHSE, DME, NCVT, or any other competent body. Institutes without proper affiliation shall not be eligible for inclusion under the Aikyashree scheme.

2. Mandatory Registration with Institutional Codes

Institutes that do not have **AISHE / DISE / NCVT** or similar codes are required to:

- Obtain the relevant institutional code from the concerned authority.
- **Re-register** themselves in the Aikyashree portal after obtaining the code.

3. NOC Requirements and Validity

Institutes operating under a **No Objection Certificate (NOC)** from bodies like **WBBSE, DME, etc.**, must:

- Upload the NOC document on the portal.
- Enter the validity period (From — To —) of the NOC in the designated field.
- Ensure timely renewal of expired NOCs.

4. Bonafide Status Confirmation

District authorities must ensure that the institute is a **bonafide educational institution** operating within their jurisdiction. This confirmation is a **mandatory part of profile approval**.

5. Collection of Updated Institutional Information

Districts must collect and update the following information for each institute:

- **Email IDs, Photo IDs, Aadhaar-linked Mobile Numbers** of the Head of the Institution and Nodal Teachers.
- Other profile-related information of the institute.

These must be updated in the portal using the **defined procedures** already provided.

6. Student Enrollment Details

Institutes must fill the following fields in the portal accurately:

- **Total Number of Students Enrolled:** _____
- **Number of Minority Students:** _____
- **Number of Non-Minority Students:** _____

7. Addition of New Courses

If the institute is imparting **new courses**, the following actions must be taken:

- The institute should enter the **course details** in the relevant column on the portal.
- **Supporting documents** related to the new course(s) must be uploaded.
- The district authority will **verify and approve** the new courses upon thorough scrutiny.

These SOP must be strictly followed by both **institutes and district authorities** to ensure transparency, accuracy, and accountability in the Aikyashree Scholarship implementation process.