

आयुक्तालय कॉलेज शिक्षा, राजस्थान, जयपुर

Block-4, RKS Sankul, JLN Road, Jaipur-302015, Rajasthan
Website: <http://hte.rajasthan.gov.in/dept/dce/>
e-mail: nssccej@gmail.com Ph.: 8377917640

क्रमांक: एफ.8(8)विधि/एनएसएस/आकाशि/2022/

दिनांक: जून, 2024

प्राचार्य,
समस्त राजकीय/निजी महाविद्यालय,
राजस्थान।

विषय :- माय भारत पोर्टल पर नामांकन बाबत।

सन्दर्भ :- सचिव, युवा एवं खेल मंत्रालय, भारत सरकार, नई दिल्ली का अशा. पत्र क्रमांक
जे-17011/315/2024-माय भारत दिनांक 12.06.2024.

महोदय,

उपर्युक्त विषयान्तर्गत सचिव, युवा एवं खेल मंत्रालय, भारत सरकार, नई दिल्ली ने माय भारत पोर्टल को एक संस्थागत तंत्र के रूप में लॉच किया है। जिसके माध्यम से युवा अपनी टीम निर्माण, समस्या समाधान, संचार कौशल और अपनी सांगठनिक क्षमताओं में वृद्धि कर सकते हैं।

अतः सन्दर्भित पत्र की प्रति संलग्न कर आपको निर्देशित किया जाता है कि SOP में दिये गये निर्देशानुसार आपके महाविद्यालय एवं विद्यार्थियों का माय भारत पोर्टल पर नामांकन करवा कर महाविद्यालयों में विशेष अवसरों पर की गयी गतिविधियों की सूचना/वीडियो/फोटोज इत्यादि माय भारत पोर्टल पर अपलोड करवाया जाना सुनिश्चित करें।

संलग्न : उपरोक्तानुसार।

(पुखराज सेन)
आयुक्त

प्रतिलिपि -

1. निजी सचिव, मुख्य शासन सचिव, उच्च एवं तकनीकी शिक्षा विभाग, शासन सचिवालय, जयपुर।
2. निजी सचिव, आयुक्त कॉलेज शिक्षा राजस्थान, जयपुर।
3. निजी सचिव, अतिरिक्त आयुक्त कॉलेज शिक्षा राजस्थान, जयपुर।
4. क्षेत्रीय निदेशक, राष्ट्रीय सेवा योजना, क्षेत्रीय निदेशालय, भारत सरकार, जयपुर को पत्र दिनांक 13.06.2024 के क्रम में सूचनार्थ।
5. राज्य सम्पर्क अधिकारी, उच्च शिक्षा (ग्रुप-4-अ) विभाग, शासन सचिवालय, जयपुर को पत्र दिनांक 21.06.2024 के क्रम में सूचनार्थ।
6. वेब साइट प्रभारी, आयुक्तालय कॉलेज शिक्षा राजस्थान, जयपुर को अपलोड हेतु।
7. रक्षित पत्रावली।

(पुखराज सेन)
आयुक्त

Signature valid

Digitally signed by Pukhraj Sen
Designation: Commissioner
Date: 2024.06.25 12:15:57 IST
Reason: Approved



F.No.125/NSS/2024/
Government of India
Ministry of Youth Affairs & Sports
Regional Directorate of NSS
B-7, Dev Nagar, Tonk Road, Jaipur-302018

Dated 13th June, 2024

To

The Principal Secretary,
Department of Higher & Technical Education,
Government Secretariat, Jaipur.

Sub: **Registration of Universities, Colleges and Students under My Bharat Portal.**

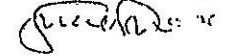
Sir,

With reference to the D.O.No.J-17011/315/2024-MY BHARAT dated 12.6.24, jointly signed by the Secretary, Department of Higher Education, Government of India and the Secretary, Department of Youth Affairs, Government (copy enclosed herewith for ready reference), it is stated that MY BHARAT portal has been launched as an institutional mechanism for use by anyone to improve their youth outreach and their ability to build capacities of youth. As knowledge institutions, schools and colleges are ideally placed to benefit from this mechanism. Experiential learning activities and volunteering for community service are recognized as standard tools through which youth can improve their team-building, problem-solving and communication skills and their organizational abilities. MY BHARAT portal offers the facility to provide access to such activities to youth.

In this connection, it is requested to kindly issue necessary instructions to all the Universities and Colleges of Rajasthan State to on-board themselves and their students under the portal and get benefited.

Encl: As above.

Yours faithfully,



(S.P. Bhatnagar)
Regional Director

Copy to:

1. The State NSS Officer, Rajasthan with the request to expedite the matter under his jurisdiction.
2. The State Coordinator, NSS, Commissionerate of Collegiate Education, Rajasthan, Jaipur.
3. The Vice-Chancellors of all the Universities of Rajasthan.
4. The Programme Coordinators, NSS of all the Universities of Rajasthan.
5. The Dy. Prog. Adviser, Directorate of NSS, New Delhi.

K. Sanjay Murthy
Secretary
Department of Higher Education



Meeta Rajivlochan
Secretary
Department of Youth Affairs

D.O. No. J-17011/315/2024-MY BHARAT

12th June, 2024

Dear Secretary,

The MY Bharat portal has been launched as an institutional mechanism for use by anyone to improve their youth outreach and their ability to build capacities of youth. As knowledge institutions, schools and colleges are ideally placed to benefit from this mechanism. Experiential learning activities and volunteering for community service, are recognized as standard tools through which youth can improve their team-building, problem-solving and communication skills and their organizational abilities. MY Bharat portal offers the facility to provide access to such activities to youth.

2. To enable knowledge institutions to make better use of the portal, a facility for such institutions to register themselves on the portal so that they can get a dedicated web page, has now been made available. Through the dedicated web page, an institution would be able to create digital versions of any youth engagement events they may wish to organize. Short term 'Volunteer for Bharat' and longer term 'Experiential learning' events can be created on MY Bharat once the institution registers itself with the portal. Youth who participate in these events, will see their work reflected on the individual profile pages provided to youth on the portal.

3. We write to request you to share this information with the Universities & Colleges in the State so that they can make full use of these features and improve their engagement with youth. The SOP for self-registration on the portal will follow soon and can be downloaded from the portal.

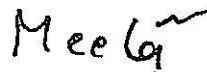
4. Next week, the 10th International Day of Yoga will be celebrated across the country. The schools/colleges in the State may also be encouraged to participate in Yoga Day and share details of participation on the Yoga Day page on MY Bharat portal.

With regards,

Yours sincerely,


(K. Sanjay Murthy)
Secretary

Department of Higher Education



(Meeta Rajivlochan)
Secretary

Department of Youth Affairs

To,

Addl. Chief Secretaries/ Pr. Secretaries/ Secretaries, Department of Higher Education/Technical Education of all states/UTs

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.

Use the registered Email address or Mobile Number of the designated Nodal Officer for your institution on the MYBharat portal. The Nodal Officer should not be F-DRG or F-SS as they are already onboarded on the MYBharat platform.

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

- o Name
- o Date of Birth
- o 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

- o Private

14. Describe the Institution

- o 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

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

18. Submit Signed Document

- o 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)

- o 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

- o 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]