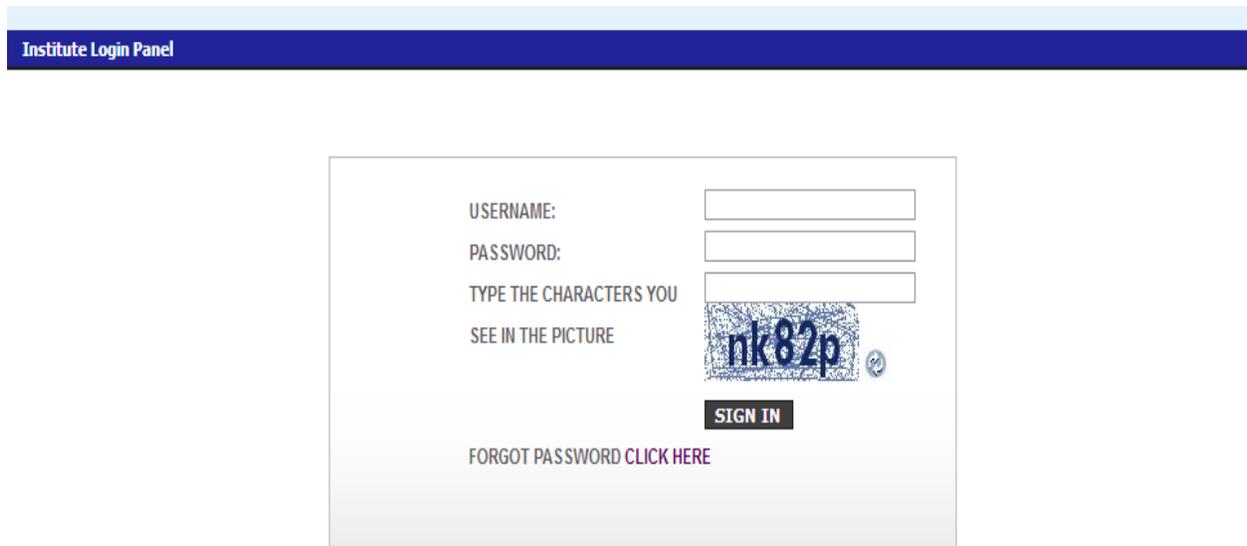


## Institute Guideline For TSP Portal( for Nodal officer)

Step 1: Login with the given login credentials.

Login Url:

Screenshot below for login panel.



USERNAME:

PASSWORD:

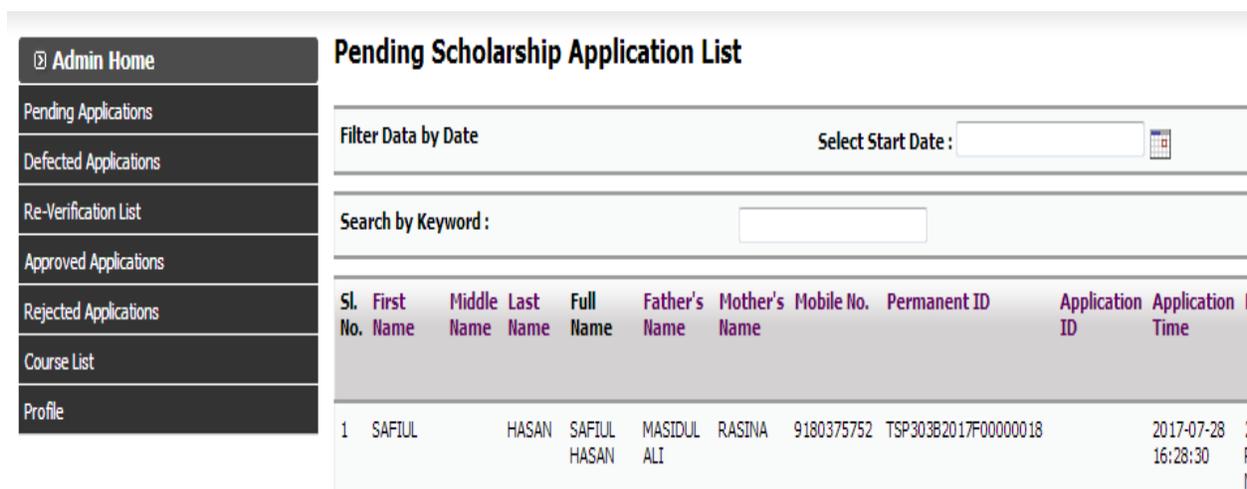
TYPE THE CHARACTERS YOU SEE IN THE PICTURE



**SIGN IN**

FORGOT PASSWORD [CLICK HERE](#)

Step 2: After successful login, Institute user can see all the available option on the left menu, like pending application, approved application Rejected Application etc. screenshot below



**Pending Scholarship Application List**

Filter Data by Date Select Start Date :  

Search by Keyword :

Sl. No.	First Name	Middle Name	Last Name	Full Name	Father's Name	Mother's Name	Mobile No.	Permanent ID	Application ID	Application Time
1	SAFIUL		HASAN	SAFIUL HASAN	MASIDUL ALI	RASINA	9180375752	TSP303B2017F00000018		2017-07-28 16:28:30

Step 3: He can manage the applications by clicking on manage under pending applications. He can approve, reject or mark application as defect. Screenshot below

**Manage Application** when clear document you can approved

TSP Code	TSP0353991
Candidate Name	SAFIUL HASAN
Application ID	TMP0728201735399141808
Applied for the Examination	Bachelor Degree (Year 1)
Marks Obtained in the Last Examination	560.00
Total Marks	1200 <span style="color: red;">any problem you can reject or defect</span>
Percentage of Marks Obtained in the Last Examination	46.67 %
Application Date & Time	2017-07-28 16:23:30
Action	<input type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> Mark as defect
School Comment	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

**Save** **Cancel**

[Download Application](#)

Step 4: Once the application is approved or rejected, that application will appear under approved application or rejected application, can find from left menu.

Step 5: if the application is marked as defect from manage application, student will be notified by SMS to re-submit the application. And that application will come under defected application. You cannot manage these defective application until re-submits it. Once student re-submits the application that

application will appear under re-verification list (menu on the left). And that is again manageable by the Institute user.

Step 6: Under re-verification list, institute has to revoke the defect status by clicking on the manage. Once revoked that application will go to pending application list and from there you can approved, reject or again mark as defect.

Step 7: Once approved, application will go to higher level for processing and will appear here under Approved application for institute user.