



**GONDWANA UNIVERSITY, GADCHIROLI**  
(Established by Government of Maharashtra Notification No. MISC -2007/(322/07) UNI -4 Dated 27<sup>th</sup> Sept. 2011 &  
Presently a State University governed by Maharashtra Public University Act, 2016 (Maharashtra Act No. VI of 2017)



## National Service Scheme

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पत्र क्र. No.GU/NSS/466 /2023

Dt : 29/05/2023

प्रती,

मा. प्राचार्य/विभाग प्रमुख/रासेयो कार्यक्रम अधिकारी  
संलग्नीत सर्व रासेयो महाविद्यालये  
गोंडवाना विद्यापीठ, गडचिरोली.

विषय:- युवा पोर्टलवर नोंदणी करण्याबाबत.

महोदय/महोदया,

उपरोक्त विषयान्वये सविनय या प्रमाणे आहे कि, गोंडवाना विद्यापीठ संलग्नीत सर्व महाविद्यालयामध्ये युवा व्यवहार आणि क्रिडा मंत्रालयाने सर्व महाविद्यालयाकरीता अनुभवात्मक शिक्षक कार्यक्रमासाठी युवा पोर्टल (<https://yuva.gov.in>) सुरु करण्यात आलेला आहे. महाविद्यालयातील रासेयो स्वयंसेवक व विद्यार्थीना व्यवसाय, पोलीस विभाग, उद्योग या मधील अनुभवात्मक इंटर्नशिप कार्यक्रमाचा भाग होण्यासाठी युवा पोर्टलवर विद्यार्थी, कार्यक्रम अधिकारी, नोंदणी सुनिश्चित करणे आवश्यक आहे.

करीता संलग्नीत पत्रानुसार रासेयो स्वयंसेवक, विद्यार्थी, कार्यक्रम अधिकारी यांनी युवा पोर्टलवर त्वरीत नोंदणी करावी, ही विनंती.

धन्यवाद!

डॉ. श्याम खंडारे

संचालक

राष्ट्रीय सेवा योजना

गोंडवाना विद्यापीठ, गडचिरोली.



31-05-1979

Email Id

**hemangi.more@gipe.ac.in**

Mobile Number

**9970187315**



Competent Authority



Competent Authority Name

**D CARTHIGUEANE**

Designation

**Regional Director  
(Maharashtra)**

Email ID

**nssrcpune@gmail.com**

Mobile Number

**9686856718**



**USER MANUAL**  
**NSS CORDINATOR APPROVER**

Table of Contents

**1. SUMMARY** ..... 3

**2. NSS COORDINATOR APPROVER** ..... 3

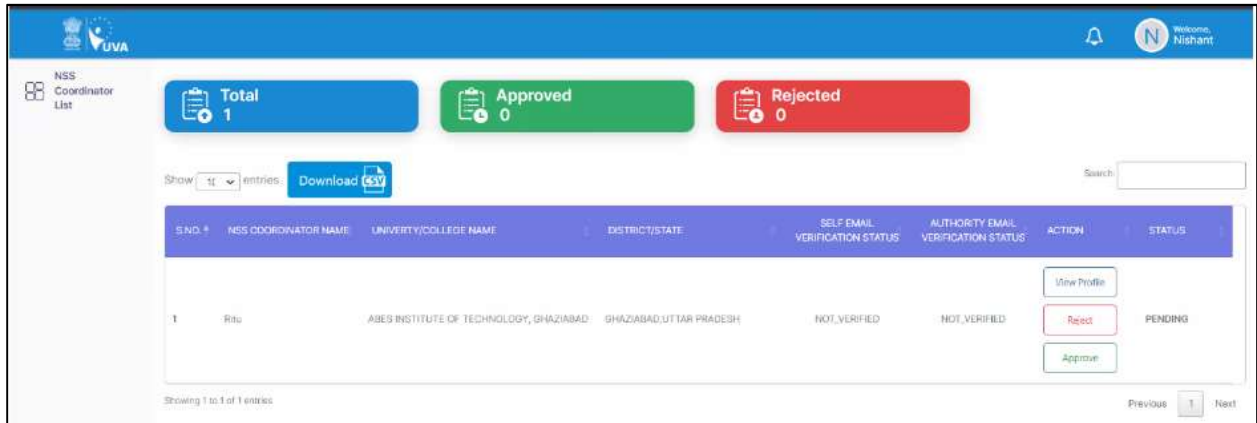
## 1. SUMMARY

This User Manual explains the NSS Coordinator Approver workflow. How the NSS Coordinator Approver approves the NSS Coordinator Verifier. Please find the steps below

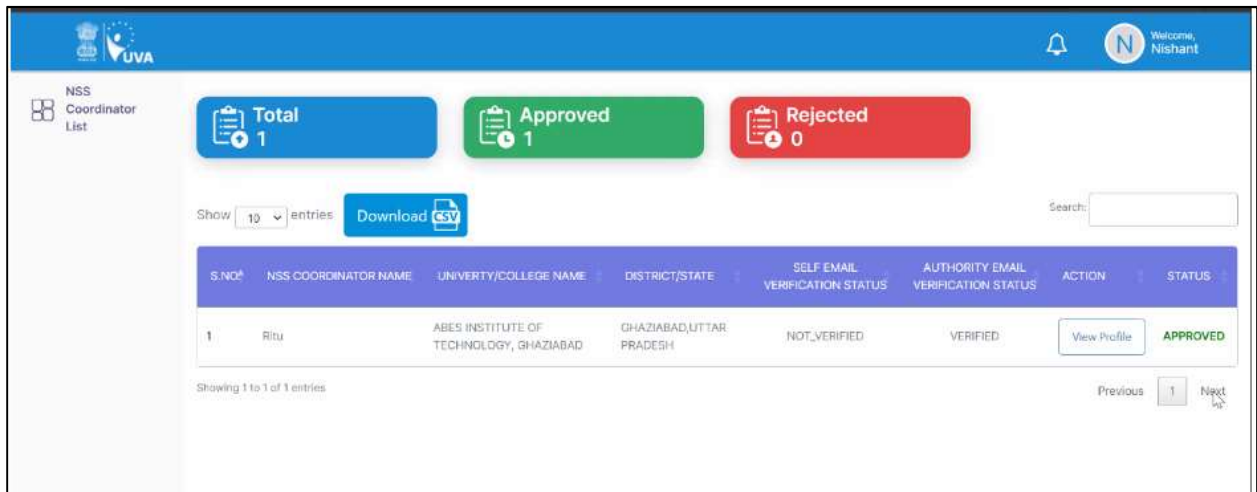
**Note:** Currently NSS Coordinator Approver cannot be created via UI and this user is created via Backend.

## 2. NSS COORDINATOR APPROVER

1. Open the YUVA URL (<https://yuva.gov.in/>) in web browser.
2. Click on **Login** and from the dropdown select **Verifier**. Then click on the **National Single Sign on**.
3. Login with the NSS coordinator Approver credentials.
4. Once logged in the user is displayed with the NSS Coordinator List and the Dashboard. Which shows the below details
  - Total – This section shows the total number of NSS Verifiers
  - Approved – This section shows the total number of NSS Verifiers who are approved by the NSS Coordinator Approver
  - Rejected – This section shows the total number of NSS Verifiers who have been Rejected by the NSS Coordinator Approver
5. Then there is a section which displays all the NSS Coordinator verifiers details as below,
  - SL NO. which displays the count
  - NSS Coordinator Name
  - University/College Name
  - District/State
  - Self-Email Verification Status
  - Authority Email Verification Status
  - Action section which will display 3 options “View Profile”, “Reject”, “Approve”.
  - Status will display based on the Action Performed “Rejected” or “Approved”. If there is no Action performed, then it will display as “Pending”.



In the above image since the NSS coordinator verifier status is still Pending, hence the Approved and Rejected section count is 0.



In the above image NSS coordinator verifier is Approved and hence the count is showing in Approved section.

6. If the NSS Coordinator approver clicks on View profile of the NSS coordinator verifier, then the Verifier Profile is displayed as below.



7. When the NSS Coordinator approvers clicks on Download CSV then the list of NSS coordinator verifiers list is downloaded in Csv format.
8. Once the NSS Coordinator Approver approves the NSS Coordinator verifier then in the NSS coordinator verifier Dashboard all the verifiers who belong to that college are displayed and the below details are displayed
  - Please identify the student as NCC or NSS for your college or university. Students will get additional benefits once they get verified.
  - Total number of verifiers present
  - Approved shows the number of verifiers approved by the Approver.
  - Rejected shows the number of verifiers Rejected by the Approver.

The screenshot displays the 'Yuva List' management interface. At the top, there is a navigation bar with the YUVA logo and a user profile for 'Ritu'. Below the header, a message states: 'Please identify the student as NCC or NSS for your college or university. Students will get additional benefits once they get verified.' Three summary cards are shown: 'Total 2' (blue), 'Approved 1' (green), and 'Rejected 0' (red). A search bar and a 'Show 10 entries' dropdown are present. The main table lists two entries:

| S.NO. | YUVA NAME        | YUVA TYPE | EMAIL VERIFICATION STATUS | ACTION  | STATUS   |
|-------|------------------|-----------|---------------------------|---|----------|
| 1     | Deepanshu        | NSS       | NOT_VERIFIED              | <a href="#">View Profile</a>  | APPROVED |
| 2     | Tushar Vashistha | NCC       | NOT_VERIFIED              | <a href="#">View Profile</a> <a href="#">Reject</a> <a href="#">Approve</a> | PENDING  |

At the bottom, it indicates 'Showing 1 to 2 of 2 entries' and includes 'Previous' and 'Next' navigation buttons.

**Note:** Please refer to the User Manual – Registration and Login for more details about the process of Verifier.



# **User Manual**

## **Registration and Login**

Table of Contents

|   |    |
|---|----|
| <b>1. SUMMARY</b> .....                           | 3  |
| <b>2. YUVA - Registration and Login</b> .....     | 3  |
| <b>3. PARTNER - Registration and Login</b> .....  | 8  |
| <b>4. VERIFIER - Registration and Login</b> ..... | 16 |

## 1. SUMMARY

This user manual explains the overall registration and Login process of Partners and Yuva. There are different types of Partners and Yuva.

### 1. Yuva

- NSS
- NCC
- NYKS
- Others (i.e. any youth who is NOT a member of NSS/ NCC/ NYKS)

### 2. Partners

- Businesses
- Youth Club
- NGO

Please go through the steps below for more details on registration and login flows.

## 2. YUVA – Registration and Login

To Sign In/Sign up to Yuva Platform as a YUVA, perform the following steps:

1. Open the YUVA URL (<https://yuva.gov.in/>) in web browser.
2. Click the **Register** drop-down at the top right-corner of the Yuva home page and then choose the '**YUVA**' option from the list to directly register to the platform as a Yuva. The *Sign-Up* screen appears.
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your Aadhaar registered Mobile number.
4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button.

**Note:** Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.

5. On successful validation of OTP, the Yuva portal displays Register Page where we must provide the Yuva Details as below:

**Register**

**Yuva Details**

Yuva Type\*  
 NSS  NCC  NYKS  Others

Name\*  
 AKSHYA PAL

Date of Birth\*  
 1 December 1996

Gender\*  
 Male  Female  Others

State\*  
 --- State ---

District\*  
 --- District ---

Email\*  
 Email address\*

Area of Interest\*  
 --- Select Area of Interest ---

--- Select Sub Interest ---

Mobile\*  
 8826197703

Pincode\*  
 Pincode\*

Pledge to be a YUVA, know more.

6. There are 4 different Yuva Types

- a. NSS
- b. NCC
- c. NYKS
- d. Others

7. If the user selects **Yuva Type** as **NSS/NCC**, then the below details will be displayed:

- Select the **Yuva Type** as **NSS or NCC**.
- Enter the **Name** in the Name field.
- Select the **Date of Birth** in the Date Month and Year fields.
- Select the **Gender**.
- Enter the **State details** in the State field.
- Enter the **District details** in the district field.
- Enter the **Email address** in the Email Field.
- Enter or Select the **Area of Interest**.
- Select the **Highest Qualification** from the dropdown.
- Enter the **Institution Type** “College” or “University”.
- Enter the **College Name** in the Field.
- Enter the **Mobile Number** in the Mobile Field.

- Enter the **Pin code**.
- After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button.

**Note:** Fields marked with an asterisk (\*) are mandatory and must be filled in to complete the Verifier registration process.

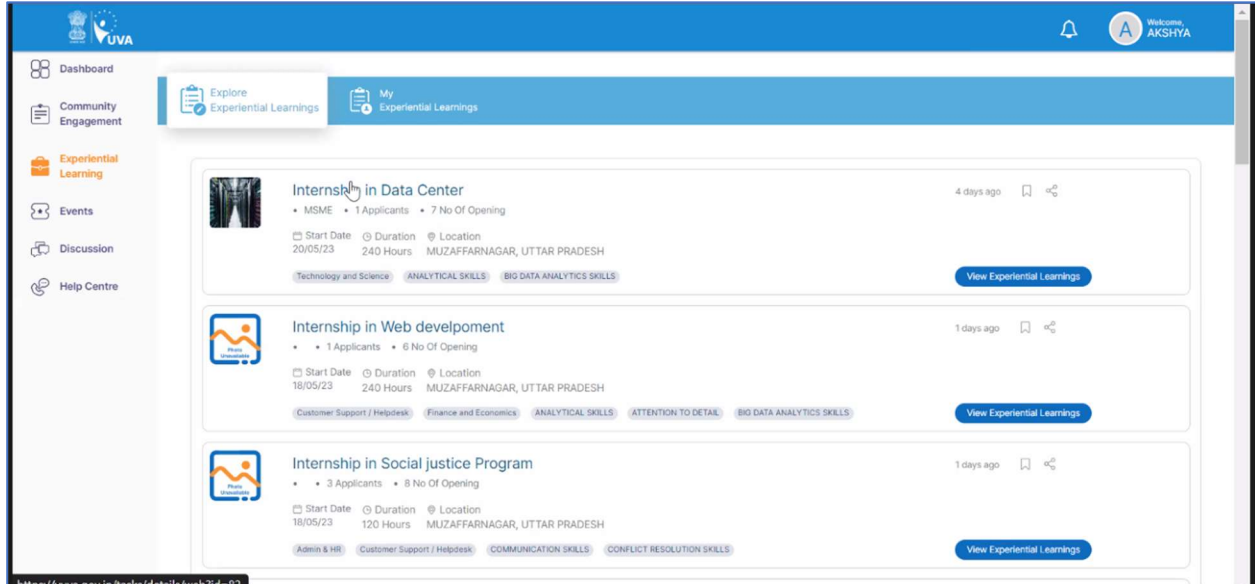
8. If the user selects **Yuva Type** as **NYKS/Others**, then the below details will be displayed

- Select the **Yuva Type** as **NYKS/Others**.
- Enter the **Name** in the Name field.
- Select the **Date of Birth** in the Date Month and Year fields.
- Select the **Gender**.
- Enter the **State details** in the State field.
- Enter the **District details** in the District field.
- Enter the **Email address** in the Email Field.
- Enter or Select the **Area of Interest**.
- Enter the **Mobile Number** in the Mobile Field.
- Enter the **Pincode**.
- After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button.

**Note:** Fields marked with an asterisk (\*) are mandatory and must be filled in to complete the Verifier registration process.

8. Once the User clicks on Submit then, You are taken to the Yuva Dashboard screen that provides an option to complete your profile and the list of menus on which you have access and in the left side of the screen.
9. The Logged in Yuva is also displayed with the available Events on the right side of the screen and is also displayed with the Rewards earned, Ratings and Certificates received count.

10. The logged in Yuva clicks on Experiential Learning section he is displayed with 2 sections there “Explore - Experiential Learnings” and My – Experiential Learnings”.



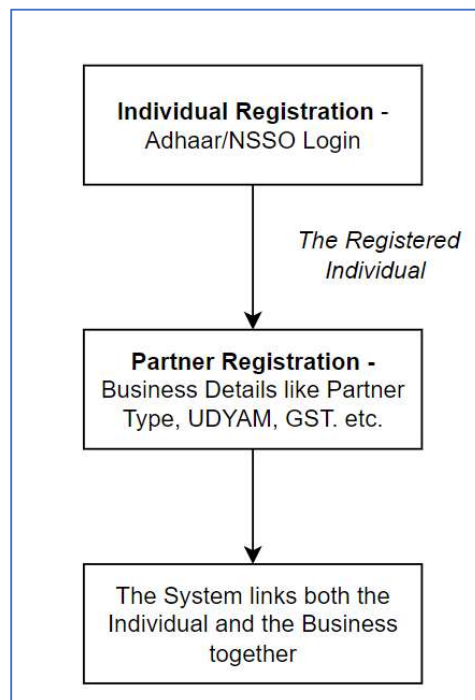
11. When the User clicks on “Explore” then the list of experiential learnings available will be displayed. If the user clicks on “My” then the list of experiential learnings which the Yuva has enrolled in or shown interest in will be Displayed.

### 3. PARTNER – Registration and Login

The section explains the overall process of registration as a Partner on the Portal. An Important point to note here is that both the Individual (i.e. authorized personnel from the business) and the Business (as entity) are registered and linked together in the same step as detailed below:

- An Individual identifies himself/herself using NSSO.
- The Individual provides details of the Business, s/he wants to onboard.
- On completion of the process, both the Individual and the Business are successfully registered and linked together.

The process flow below provides a little more clarity:

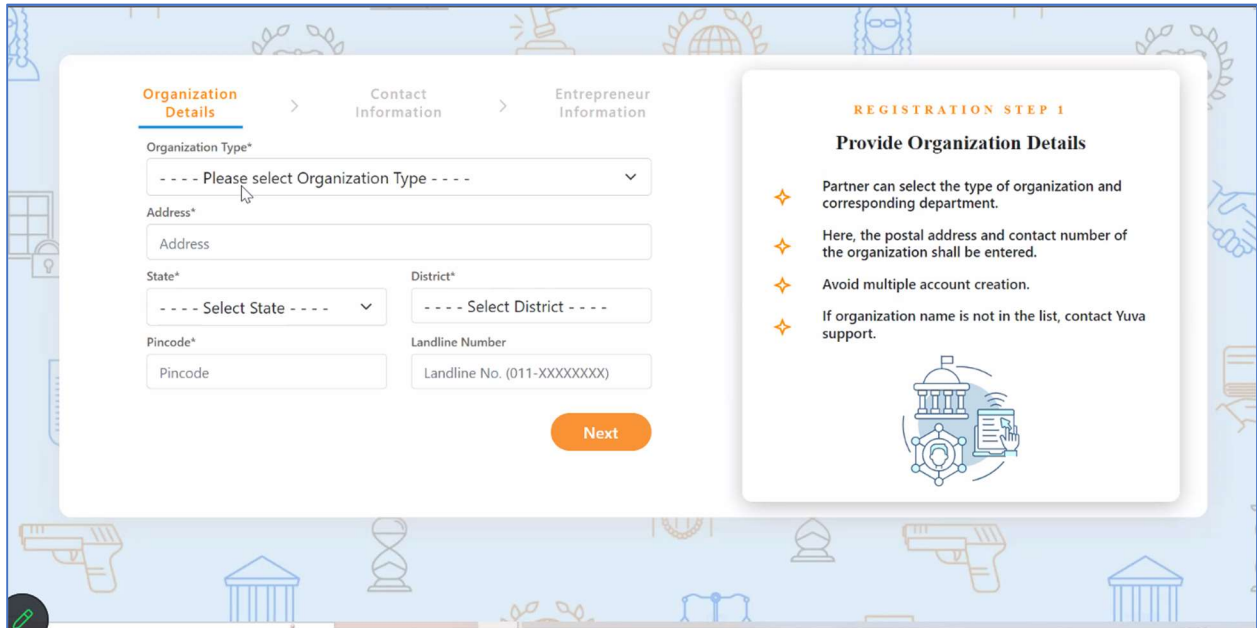


Perform the below steps to register as partner in the YUVA Platform

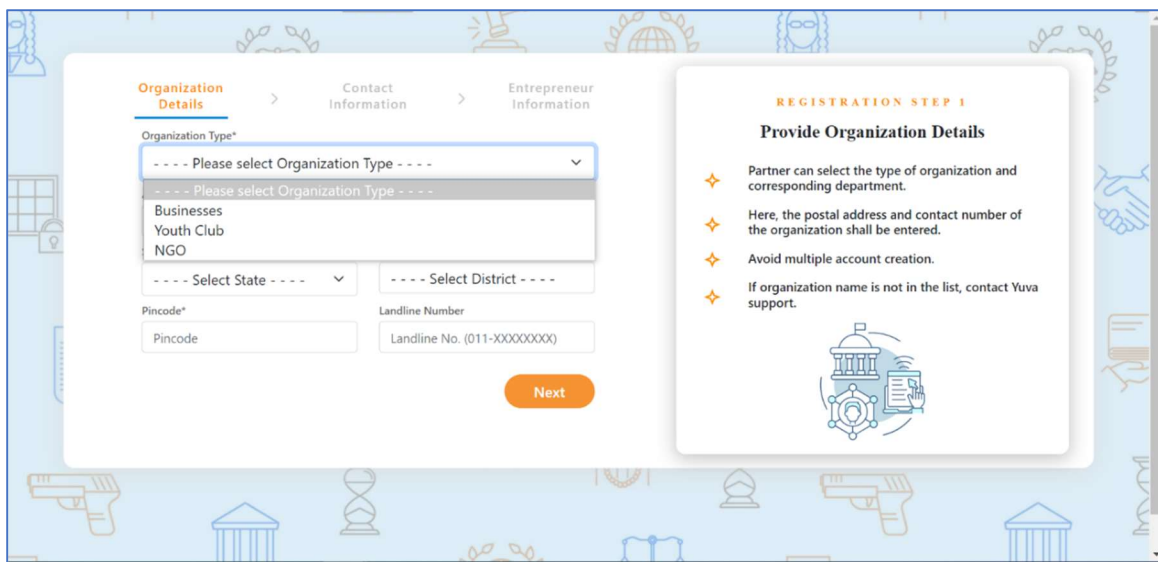
1. Open the YUVA URL (<https://yuva.gov.in/>) in web browser. The YUVA home page displays. It provides insight into the key information relevant to the YUVA platform. It also provides a quick overview of services and schemes run for youths.
2. Click the **Register** drop-down at the top right-corner of the YUVA home page and then choose the '**Partner**' option from the list to directly register to the platform as a Partner. Click on "National Single Sign on" then user is taken to the Sign-up Screen.
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your Aadhaar registered Mobile number.



4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button. **Note:** Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.
5. On successful validation of OTP, the *Yuva* portal displays *Organization Details* tab where you need to provide your organization related details and complete the first step of the registration.



6. Currently, there are 3 types of Partners: Businesses / Youth Club / NGOs



7. Enter organization (Partner) related information in the *Organization Details* tab.
- a. If the organization type is selected as **Businesses**, then the user must select the below fields:

- Select the Partner in the **Organization Type** dropdown (**Businesses**)
- Enter the **Udyam Registration Number**
- Enter the **Name of Organization**
- Enter the **address** of the organization.
- Select the **State** and **District** from the Dropdown
- Enter the **Pin code**
- Enter the **Landline Number** (It is non- mandatory field)

**Note:** Fields marked with an asterisk are mandatory and must be filled in to complete the Partner registration process.

The screenshot shows a registration form with the following fields and values:

- Organization Type\*: **Businesses**
- Udyam Registration Number\*: **UDYAM-MH-18-0185622**
- Mobile Number registered with UDYAM\*: **9821083211**
- Organization Name\*: **M/S XPOSTATION INFOMEDIA**
- Address\*: **205, Durga Chambers, Near Hard Rock Cafe, Off Veera Desai Rd, An...**
- State\*: **MAHARASHTRA**
- District\*: **--- Select District ---**
- Pincode\*: **400053**
- Landline Number: **Landline No. (011-XXXXXXX)**

Next to the form is a box titled "REGISTRATION STEP 1" with the heading "Provide Organization Details". It contains the following instructions:

- Partner can select the type of organization and corresponding department.
- Here, the postal address and contact number of the organization shall be entered.
- Avoid multiple account creation.
- If organization name is not in the list, contact Yuva support.

An orange "Next" button is located at the bottom right of the form.

- b. If the organization type is selected as **Youth Club**, then the user must select the below fields.

- Select the Partner in the **Organization Type** dropdown as **Youth Club**
- Enter the **Name of Youth Club**.
- Enter the **Name of Organization**
- Enter the **Address** of the organization.
- Select the **State** and **District** from the Dropdown
- Enter the **Pin Code**

- Enter the **Landline Number** (It is non-mandatory field)

**Note:** Fields marked with an asterisk are mandatory and must be filled in to complete the Partner registration process.

The screenshot shows the 'Organization Details' registration form. The 'Organization Type' dropdown is set to 'Youth Club'. The form includes fields for 'Name of Youth Club', 'Name of Organization', 'Address', 'State', 'District', 'Pincode', and 'Landline Number'. A 'Next' button is located at the bottom right. To the right of the form is a 'REGISTRATION STEP 1' box titled 'Provide Organization Details' with four instructions and an icon of a building and a person.

c. If the organization type is selected as **NGO**, then the user must select the below fields

- Select the Partner in the **Organization Type** dropdown as **NGO**
- Enter the **Name of Organization**
- Enter the **Address** of the organization.
- Select the **State** and **District** from the Dropdown
- Enter the **Pin code**
- Enter the **Landline Number** (It is not a mandatory field)

**Note:** Fields marked with an asterisk are mandatory and must be filled in to complete the Partner registration process.

The screenshot shows the 'Organization Details' registration form with 'NGO' selected in the 'Organization Type' dropdown. The form includes fields for 'Name of Organization', 'Address', 'State', 'District', 'Pincode', and 'Landline Number'. A 'Next' button is located at the bottom right. To the right of the form is a 'REGISTRATION STEP 1' box titled 'Provide Organization Details' with four instructions and an icon of a building and a person.

8. After filling in all the details, click the **Next** button. You are now taken to the **Contact Information** tab where you need to enter your contact details.
9. Enter your contact details in the **Contact Information** tab.
  - The **Name**, **Date of Birth**, **Gender**, **Mobile Number**, and **Email Address** fields auto-populate with details available in Aadhaar Number that has been used for the registration.
  - After verifying details, click the **Next** button. You are taken to the **Entrepreneur Information** tab where you need to provide the name of the Entrepreneur and other details.

10. Enter name and designation, and other details of **Entrepreneur Information**.

- Enter designation of the Entrepreneur in the **Designation** field.
- Enter the mobile number of the Entrepreneur in the **Mobile Number** field.
- Enter email of the Entrepreneur in the **Email Address** field.

11. After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button. You are taken to the Partners Dashboard screen that provides an option to complete your profile and the list of menus on which you have access to on the left side of the screen.

Organization Details > Contact Information > Entrepreneur Information

REGISTRATION STEP 3  
**Competent Authority Details**

◆ The account owner with competent authority of the organization.  
◆ All the information added by the account operator on the portal must be verified by this authoritative person.

Name of Entrepreneur\*  
Nishant

Designation\*  
Foundner

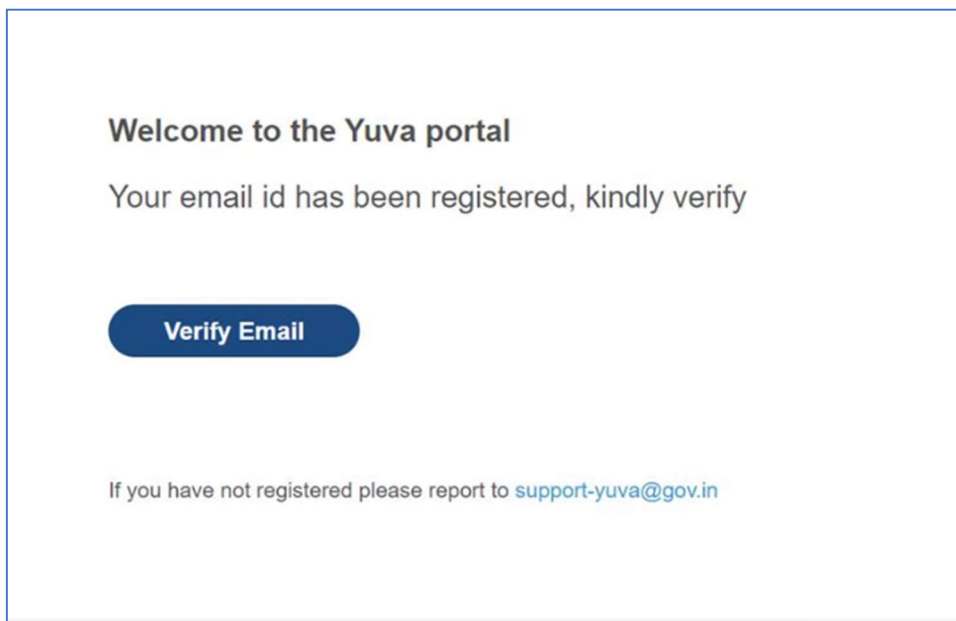
Mobile number\*  
[Redacted]

Email Address\*  
[Redacted]

I agree to the T&C to be a part of YUVA.

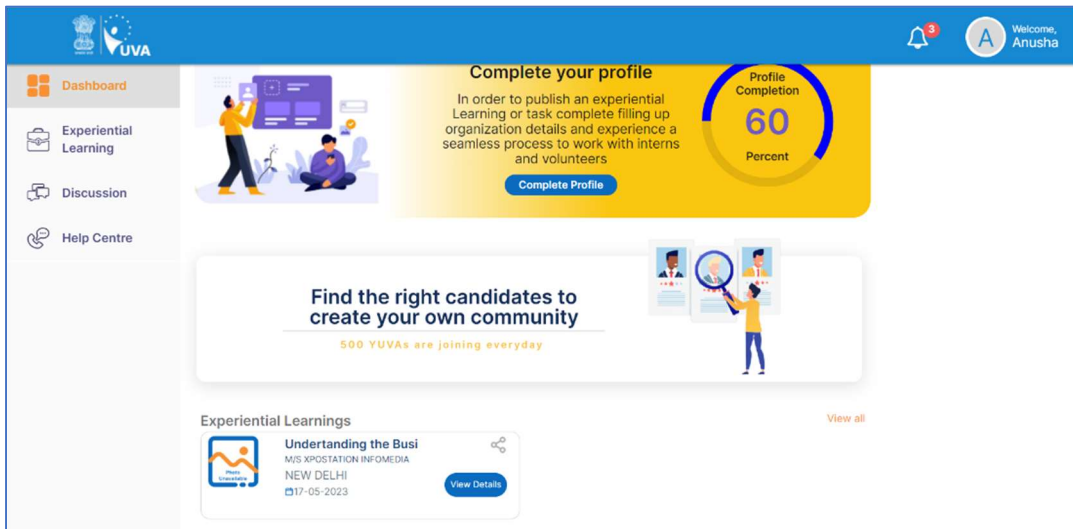
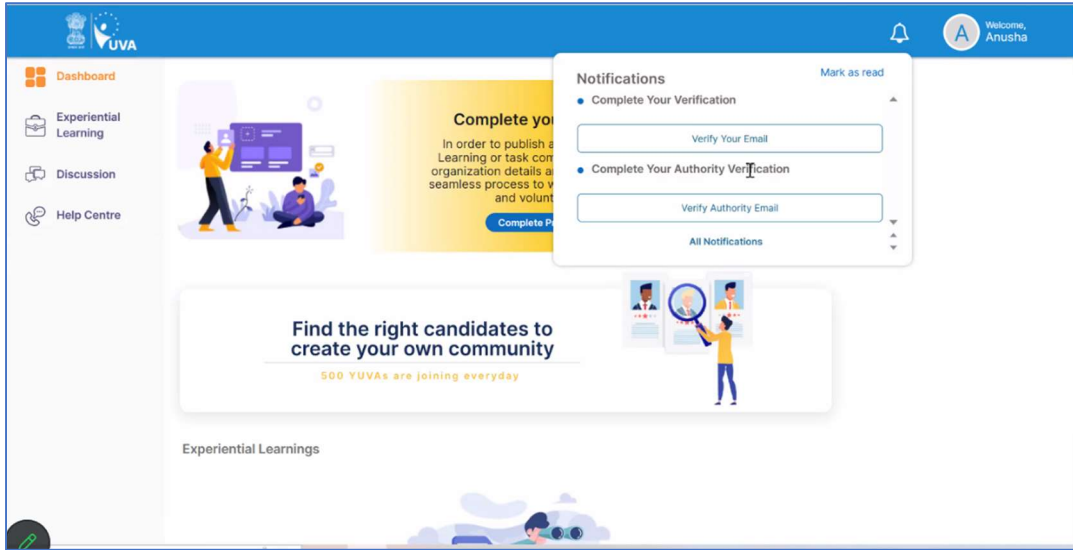
Submit

12. The Partner will receive an email for verification after registration. He must go to the email address which he has provided and have to verify.



13. Once Partner Logs in to the Profile he will be taken to the Dashboard. Which will display the experiential learnings available.

**Note:** On How to Create Experiential Learning please refer to the User Manual – Experiential Learning.



14. If the Partner navigates to My Account, there all the details submitted during registration will be displayed.

The screenshot displays the 'My Account' interface. At the top left, the UVA logo and navigation icons for Dashboard, Experiential Learning, Discussion, and Help Centre are visible. The main content area is titled 'My Account' and includes a 'Save' button. Below this, there are three blue buttons: 'About Organization', 'About Me', and 'Competent Authority'. On the right side, a profile summary shows 'Profile Complete Percentage: 60', a circular profile picture placeholder with the letter 'M', and the text 'M/S XPOSTATION INFOMEDIA' and 'Member Since: 17 May, 2023'. A notification bell icon with a red '3' is located in the top right corner of the header.



#### 4. VERIFIER – Registration and Login

To Sign In/Sign up to Yuva Platform as a Verifier, perform the following steps:

1. Click the **Register** drop-down at the top right-corner of the *Yuva* home page and then choose the '**Verifier**' option from the list to directly register to the platform as a Verifier. The *Sign Up* screen appears.
2. Now click the **National Single Sign On** button. The *Yuva Login* screen appears where you need to enter your Aadhaar Number.
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your mobile number registered with Aadhaar Number.
4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button. **Tip:** Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.
5. On successful validation of OTP, the *Yuva* portal displays *Organization Details* tab where you need to provide your organization related details and complete first step of the registration.
6. Enter organization (Verifier) related information in the *Organization Details* tab.
  - Select type of verifier in the **Verifier Type** drop-down.
  - Select name of the college in the College Name field.
  - Select the state name of the college in the **State** drop-down.
  - Select name of district in the **District** drop-down.
  - Enter correct PIN code of location of the college in the **Pin code** field.
  - Enter landline number in the **Landline No.** field. (It's non-mandatory field)

**Tips:** Fields marked with an asterisk are mandatory and must be filled in to complete the Verifier registration process.



7. After filling in all details, click the **Next** button. You are now taken to *Contact Information* tab where you need to enter your contact details.
8. Enter your contact details in the *Contact Information* tab.
  - The **Name, Date of Birth, Gender, Mobile Number**, and **Email Address** fields auto-populate with details available in Aadhaar Number that has been for registration for the Verifier.
  - After verifying details, click the **Next** button. You are taken to the *Competent Authority* tab where you need to provide name of the competent authority and other details.

The screenshot displays the 'Contact Information' tab of a registration form. The form fields are as follows:

- Name\***: Indu jolly
- Date of Birth\***: 11 July 1996
- Gender\***: Female (selected)
- Mobile Number\***: 9599432563
- Email Address\***: indujolly171@gmail.com

An orange 'Next' button is located at the bottom center of the form. To the right, a white overlay box titled 'REGISTRATION STEP 2 Add Communication Details' contains the following text:

- Details of the account operator on behalf of the organization for communication.
- These details can be modified later after registration of the organization.

The overlay box also features an illustration of people at a table with a document and a lightbulb.

9. Enter name and designation, and other details of Competent Authority.
  - Enter designation of the Competent Authority in the **Designation** field.
  - Enter name of authority in the **Authority Name** field.
  - Enter mobile number of the Authority in the **Mobile Number** field.
  - Enter email of the Authority in the **Email Address** field.
10. After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button. You are taken to the Verifier's Dashboard screen that provides an option to complete your profile and the list of menus on which you have access and in the left side of the screen.

**Organization Details** > **Contact Information** > **Competent Authority**

**REGISTRATION STEP 3**  
**Competent Authority Details**

Designation\*

Authority Name\*

Nodal Officer Name\*

Mobile Number\*

Mobile number\*

Email address\*

Email address\*

I agree to the T&C to be a part of YUVA.

**Submit**

**REGISTRATION STEP 3**  
**Competent Authority Details**

- ✦ The account owner with competent authority of the organization.
- ✦ All the information added by the account operator on the portal must be verified by this authoritative person.

11. Once a user logs in to the profile, they can view a list of YUVA who are registered under the NSS (National Service Scheme) or NCC (National Cadet Corps) or NYKS (Nehru Yuva Kendra Sangathan) or any other College Going student allotted to the college of which the concerned person is a registered user. The Coordinator can view the individual profile of the YUVA and they can then approve or reject the Yuva or Youth.

**Yuva List**

Please identify the student as NCC or NSS for your college or university. Students will get additional benefits once they get verified.

Total 1 Approved 0 Rejected 0

Show 10 entries Search:

| S.NO. | YUVA NAME    | YUVA TYPE | SELF EMAIL VERIFICATION STATUS | AUTHORITY EMAIL VERIFICATION STATUS | ACTION                      | STATUS |
|-------|--------------|-----------|--------------------------------|-------------------------------------|-----------------------------|--------|
| 1     | Ajoy Agarwal | NSS       | VERIFIED                       | NOT_VERIFIED                        | View Profile Reject Approve |        |

Showing 1 to 1 of 1 entries Previous 1 Next

**Note:** Please refer to the User Manual – Experiential Learning for more details about the process.