User Manual for National Youth Parliament Scheme (NYPS)

Application

Overview

Objective of “NYPS” is to strengthen the roots of democracy, inculcate healthy habits of discipline, tolerance of the view of others and to enable the student community to know about the parliamentary system of Government functioning, it has been decided to introduce National Youth Parliament Scheme (NYPS) which envisages organizing Youth Parliament sittings in schools/Universities/Colleges across the country. In “NYPS”, registration of participation shall be done through Youth Parliament portal. The Schools/Institutions shall be able to register themselves through Aadhaar credentials of Principal/ Head/ Registrar/ Dean or as may be prescribed from time to time.

Outline of NYPS is envisages Kishore Sabha for the students of Class IX to Class XII in schools and Tarun Sabha for the students of Under Graduate/ Post Graduate level in Universities/Colleges, youth Parliament programme shall be held every year in a single phase during a period considered to be convenient to the institution & One School shall organize Youth Parliament programme under this scheme only once in a year. Each Youth Parliament sitting may consist of about 50-55 students. School shall select students of class IX to XII with the approval of their principal for Kishore Sabha of Youth Parliament. Similarly, Universities/Colleges shall select students of Under Graduate and Post Graduate levels with the approval of their Registrar/ Dean for Tarun Sabha of Youth Parliament.

The duration of the sitting of the ‘Youth Parliament’ should not exceed one hour. The participants may speak in any Scheduled language preferably in Hindi and English. The subjects to be selected for discussion in Youth Parliament should be as far as possible non-controversial. Matters raised in the Youth Parliament may relate to the subjects of welfare activities, Defence of the country, social justice, social reforms, economic development, communal harmony, education, govt. welfare schemes, health, student’s discipline etc.

Programme timeline of “NYPS” are Registration, Organization of Programme, Submission of Programme Video/Photographs along with names of participants & Downloading of ‘Certificates of Participation’. Every student taking part in the competition shall get ‘Certificate of Participation’. Four Schools/Institutions not less than one from each category as indicated in Table-I, who are invited for Annual Youth Parliament Function, shall be given a fixed amount of Rs 5 lacks or as may be decided by Government from time to time as a grant to meet various expenditure towards TA/DA, staying arrangements, etc to attend the function. The amount shall be transferred through DBT mode after the visit of the Youth Parliament Members of the schools/ institutions to Annual Youth Parliament Function.
Modules

1. Public site.
2. Users Registration
3. Institute Dashboard.
4. Admin.
5. SuperAdmin.

Public site
Go to login URL – https://nyps-mpa.gov.in

Above mentioned URL of NYPS takes user to the public website of NYPS. All the details regarding NYPS like Home, Guidelines & Contact are displayed to user.

Home

“Home” Button shows the Count of all request and other necessary information like News, Photo Gallery, Schemes, videos etc.
Guidelines

After clicking on the “Guidelines” Button, necessary information regarding NYPS is visible.

GUIDELINES

1. Introduction
To promote the Youth Parliament programme of the Ministry, a dedicated web portal has been developed by the Ministry of Parliamentary Affairs. This portal contains various e-learning resources in the form of tutorials, lectures, training videos, etc. for training and self-learning of the participants. The portal will be used for implementing and monitoring the Youth Parliament programme of the Ministry.

2. Objective
The objective of the web portal of Youth Parliament is to strengthen the roots of democracy, instill healthy habits of discipline, tolerance of the view of others and to enable the student community to know about practices and procedures of the Parliament.

3. Who can participate in scheme?
All recognized educational institutions of the country are eligible to participate in the Portal Based Youth Parliament Programme.

4. Participation under the programme
The registration of participation shall be done through the Youth Parliament Portal. The schools/ institutions shall be able to register themselves through Aadhaar credentials of Principal/ Head/ Registrar/ Owes or as may be prescribed from time to time.

5. Duration of Youth Parliament sitting
The duration of the sitting of the ‘Youth Parliament’ should not exceed one hour.

6. Subjects for discussion at the Youth Parliament
The subjects to be selected for discussion in Youth Parliament should be as far as possible non-controversial. Matters raised in the Youth Parliament may relate to the subjects of welfare activities, defence of the country, social justice, social reforms, economic development, communal harmony, education, govt. welfare schemes, health, students’ discipline, etc. Non-direct or indirect remarks may be made in the speeches so as to cast aspersion on the political parties or leaders/persons etc. Every year a common theme on Government policies and programmes may be fixed for Youth Parliament.

7. Language
The participants may speak in any Scheduled language preferably in Hindi and English.

8. Venue
Each institution shall hold the Youth Parliament sitting in its own premise.

9. Number of Participants in the Youth Parliament
Each youth Parliament sitting may consist of about 50-55 students.

10. Selection of Students
Sentence to be added. Students should be elected on the basis of a special merit.

11. Outline of the programme
(a) The programme envisages Lok Sabha for the students of Class IX to Class XII and Tarun Sabha for the students of Under Graduate/ Post Graduate level.
(b) All recognized educational institutions of the country, who are willing to participate in the Youth Parliament Programme, have to register themselves on the web portal. After successful registration, they will be able to conduct youth parliament programme in their respective institutions.
(c) To ensure effective implementation of the scheme, the participating institutions may invite an NPPM-MLA/MLA/MLA/MLA/MLA/MLA/MLC/MLC or a person of eminence as the Chief Guest who would oversee the performance of the youth Parliament sitting of the institution.
(d) The institutions shall upload the reports and photo/video of youth Parliament conducted by them on the web portal for scrutiny and verification by the Ministry.

12. Programme timeline
Youth Parliament programme will run in two cycles as per the following timeline:

<table>
<thead>
<tr>
<th>Cycle-I</th>
<th>1. Registration</th>
<th>1st October - 31st October</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Organisation of Programme</td>
<td>1st November - 31st January</td>
<td></td>
</tr>
<tr>
<td>3. Downloading of Certificates</td>
<td>1st February – 31st March</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cycle-II</th>
<th>1. Registration</th>
<th>1st April - 20th April</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Organisation of Programme</td>
<td>1st May - 31st August</td>
<td></td>
</tr>
</tbody>
</table>

The cycle timeline is subject to change from time to time as decided by the controlling authority.

13. Certificates
Every student taking part in the competition shall get Certificate of Participation and Teacher incharge/ head of institution shall get Certificate of Appreciation (Principle/head of the institution with login credentials) shall be able to print the certificate and distribute to the participants.
User Guide
After clicking on the “User Guide” Button, User Guide information regarding NYPS is visible.
**Brochure**
After clicking on the “Brochure” Button, necessary information regarding NYPS is visible.

**Contact us**
After clicking on the “Contact us” Button, Contacts of NYPS officials will be displayed.

**Login Page**
Clicking on the “Login” Button to register as new user and also for signing in for registered users.
*New Registration for Kishore Sabha (for Schools Class IX to XII) and Tarun Sabha (Colleges/Universities)

**Users Registration**

- Click on the “New Registration” Tab, new registration form will appear:
Select from Kishore Sabha or Tarun Sabha, and fill up the form with necessary details:

*(After Submission, you will get an OTP on your Registered Mobile Number. Enter OTP and click on verify)*

- After registration, user name and password will be delivered to registered email id and phone number.

- Username*: NYPS006  
  Password*: ******* (Auto generated can be changed after sign in)
- Click on the “Sign-in” button for login. Login using same user name and password credentials as shown below:

![Login Screen]

- After logging in **Dashboard** will appear as follows:

<table>
<thead>
<tr>
<th>Home</th>
<th>Institution Details</th>
<th>Report On Conduct Of YP</th>
<th>Student Details</th>
<th>Application Status</th>
<th>Event Status</th>
<th>Feedback</th>
<th>Log Out</th>
</tr>
</thead>
</table>
| Welcome: Manjit Kumar

**Registration Details**

<table>
<thead>
<tr>
<th>Registration Id:</th>
<th>T-2019-2020/0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id:</td>
<td><a href="mailto:marjit@gmail.com">marjit@gmail.com</a></td>
</tr>
<tr>
<td>Category:</td>
<td>Tanum Salha</td>
</tr>
<tr>
<td>Name of the Institution:</td>
<td>Kulkeshar Ashram Degree College Allahabad</td>
</tr>
<tr>
<td>Name of the Principal/Head/Dean/Registrar:</td>
<td>Manjit Kumar</td>
</tr>
<tr>
<td>Designation of the Principal/Head/Dean/Registrar:</td>
<td>Dean</td>
</tr>
<tr>
<td>Mobile No. of the Principal/Head/Dean/Registrar:</td>
<td>6724734636</td>
</tr>
</tbody>
</table>

Please Complete Your Registration Process **Click Here**
Institute Dashboard

- Institution Dashboard
  - Home
  - Institution Details
  - Reports on Conduct of YP
  - Student Details
  - Application Status
  - Feedback

Home Page

After clicking on the “Home” Button, registration details will appear as shown in the screenshot below:

Registration Details

<table>
<thead>
<tr>
<th>Registration Id:</th>
<th>T-2019-2020/0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id:</td>
<td><a href="mailto:manjik@gmail.com">manjik@gmail.com</a></td>
</tr>
<tr>
<td>Category:</td>
<td>Tarun Sabha</td>
</tr>
<tr>
<td>Name of the Institution:</td>
<td>Kulbhaskar Aashram Degree College Allahabad</td>
</tr>
<tr>
<td>Name of the Principal/Head/Dean/Registrar:</td>
<td>Manjit Kumar</td>
</tr>
<tr>
<td>Designation of the Principal/Head/Dean/Registrar:</td>
<td>Dean</td>
</tr>
<tr>
<td>Mobile No. of the Principal/Head/Dean/Registrar:</td>
<td>6724734636</td>
</tr>
</tbody>
</table>

Please Complete Your Registration Process Click Here
Institution Details

After clicking on the “Institution Details” Button, Institution Details form will be open as shown in the screenshot below:

- Fill the details shown in the form, upload requisite photographs in jpg format only (<30 kb) and click on “Save & Submit” button, for saving your details.
Reports on Conduct of Youth Parliament

After clicking on the “Reports on Conduct of YP” Button, Reports form will open as shown in the screenshot below:

- *(5 Photographs and 1 video of the event organized is Mandatory, for saving & submitting data.)*

- After filling up all the details in the form click on the “Save & Submit” button, for saving your details.

*(5 Photographs and 1 video of the event organized is Mandatory, for saving & submitting data.)*

- After filling up all the details in the form click on the “Save & Submit” button, for saving your details.

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**National Youth Parliament Scheme (NYPS)**
Student Details

After clicking on the “Student Details” Button, Student Detail form will open as shown in the screenshot below:

Details of Participating Students

Student Name:*  
Dob:*

Gender:*  
Class:*

-- Select --

Father’s Name:  
Mother’s Name:

Role played in YP:*  
Student Aadhar No.:

-- Select --

Ranking:

*(Click on the “Add” button for Enable all the Text box and Dropdown)*

➢ After filling up all the details of participating students along with their photographs (in jpg format < 50 kb) in the form click on the “Save” button, for saving your details.
**Application Status**

After clicking on the “Application Status” Button, Status of your application can be viewed. (i.e. Letter under Process & Approved).

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Registration ID</th>
<th>Category</th>
<th>Institution Head Name</th>
<th>Institution Name</th>
<th>Institution Address</th>
<th>Mobile</th>
<th>Status</th>
<th>Status Description</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T-2019-2020/0002</td>
<td>Student</td>
<td>Manjit Kumar</td>
<td>Kalhana Ashram Degree College Allahabad</td>
<td>a-11/61,air India colony,saneth,north west,delhi *^1/10537</td>
<td>6724734636</td>
<td>New</td>
<td>New Registration Request</td>
<td>Letter under process</td>
</tr>
</tbody>
</table>

**Feedback**

After clicking on the “Feedback” Button, Feedback Detail form will open as shown in the screenshot below:

- After filling up all the details in the form click on the “Submit” button, for sharing your valuable feedbacks.