

INSTRUCTIONS FOR ENTERING STUDENTS DETAILS UNDER VIDYARTHI BELAKU

1. Visit website www.ballari.nic.in (Click on Institution List) to get the username for institutions other than Highschools. For high schools , the user name is the **DISE code** of the institution.

 [Click here to enter students data in ವಿದ್ಯಾರ್ಥಿ ಬೆಲಕು - Fellow Ship Program](#) [Institutions List](#)

2. The password is already shared with all the institutions during training thru VC (on 07-02-2018) at DC Office which is same for all the institutions.
3. Click on **VIDYARTHI BELAKU** link on the website, the login page will open. You need to enter the user name and password along with captcha. Captcha is case sensitive i.e capital and small letter should be entered exactly as appears in the image.



ಜಿಲ್ಲಾಡಳಿತ - ಬಳ್ಳಾರಿ ಜಿಲ್ಲೆ



User Name

Password

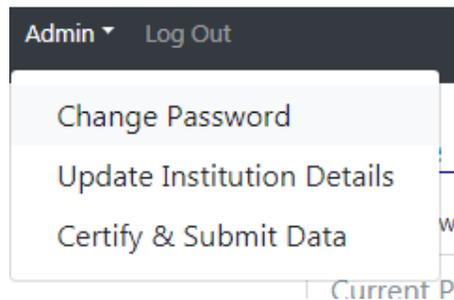
Please type the text as seen in the image in the text box given below

oBlIE

Login

4. After login, go to **"Admin"** tab and select **"change password"** option. Changing password is compulsory before making data entry, otherwise it will not allow you to enter student details. Change the password as per password rules (as provided on the screen). If the

password change is successful, it will come to login screen again. Now, login with new password.



Change Password

Current Password:

Password should contains minimum 8 characters, at least one captital letter, one small letter, one numeric, one special character(#?!@\$%^&*~)

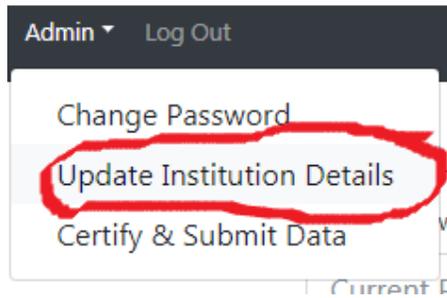
New Password:

New Password should contains minimum 8 characters, at least one captital letter, one small letter, one numeric, one special character(#?!@\$%^&*~)

Confirm New Password:

Please Reenter the New Password

5. After login, select “**update Institution details**” under “**Admin**” and update Institution details. Institution Address, mobile number of head of institution and Institution strength (for high schools only Class X strength) are compulsory.



Update Institution Details

Institution Name :

VIMS Medical College, Ballari

Institution Address :

OPD circle, Ballari

Institution Phone :

0839X-2XXXXX

Institution Head Mobile No :

Mobile Number is Mandatory

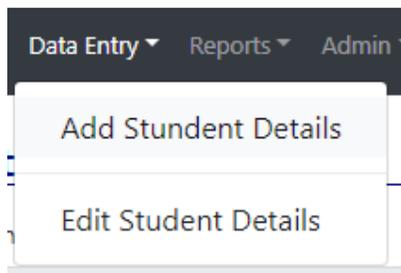
Institution Strength (High Schools enter only Class X strength & Other Institutions enter full strength) :

Institution Strength is Mandatory

Save Data

Close

6. After this, go to data entry tab, and select **“Add Student Details”**, Select the course, enter the ADHAR Number and click on **“Verify and add”** button, Enter all the student details as shown on the screen and click on **SAVE** . Continue and fill the details of all the eligible students by selecting the course and entering the **student AADHAAR number**. It will not take same Aadhar number again.



Add Students Details

Select Course :
CLASS X

Enter Student Aadhaar No :
878546598745 Verify & Add

Student Details

Student Name as per Inst. Records: Parent Name :

Gender : Male Female Category :

Age : Mobile No : Attendance %age :

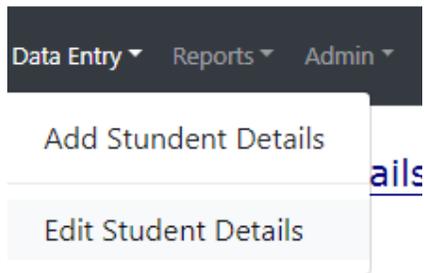
Bank Details

IFSC Code : Account No :

Account Holder Name : Account Holder is :

Save Data Close

- The ADHAR Details of student and bank Account details of student (if the student do not have any bank account then collect parent Account details) and mobile number of student/Parent need to be collected before data entry. Student name should be entered as per school records.
- Only the details of students who have attendance of 75% or more need to be entered.
- If there are any mistakes in the data entry made, You can edit the details by selecting **“Edit student details “** under **“Data Entry”** (Note : You cannot edit aadhaar number and course. If you have entered them wrongly then you have to delete that student and add freshly with correct aadhaar number and course).



Edit / Delete Students Details

Select Course :

M.B.B.S - 1ST YEAR

Enter Student Aadhaar No:

475445465465

Edit Student

Student Details

Student Name as per Inst. Records:

Soumya M

Parent Name :

Ramanna M

Gender :

Male Female

Category :

CAT-1

Age :

20

Mobile No. :

6645444544

Attendance %age :

81.00

Bank Details

IFSC Code :

SBIN000817

Account No. :

564654465

Account Holder Name :

Soumya M

Account Holder is :

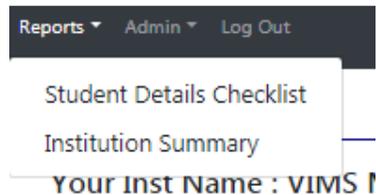
SELF

Save Data

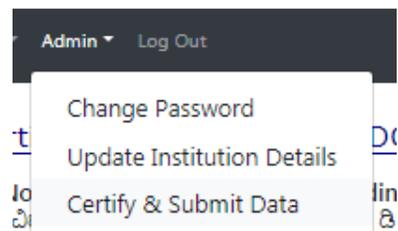
Delete Data

Close

10. Two reports are made available. Detailed report and abstract report. Use these reports for cross verification of correctness of data and data entry.



11. After entering the details of all the students, take the print out of detailed report and verify the list for correctness of details.
12. If all the student details in all the courses are entered and the details are verified and found correct as as per reports, then select **“Certify and Submit Data”** option under **Admin** tab. Read the declaration carefully and TICK the checkbox , and click on submit button. Once the data is submitted you cannot modify or add any details. **So, pls doubly ensure that details of all the students are entered before you CERTIFY and SUBMIT.**



Certify and Submit Data to DC Office

Pl. Note that after certifying and sending the data to DC Office you can't make any changes to your data.

ದಯವಿಟ್ಟು ಗಮನಿಸಿ, ಮಾಹಿತಿಯನ್ನು ಧೃಢೀಕರಿಸಿ, ಡಿ.ಸಿ. ಕಛೇರಿಗೆ ಅನುಮೋದನೆಗಾಗಿ ಕಳುಹಿಸಿದನಂತರ ನಿಮ್ಮ ಡಾಟಾದಲ್ಲಿ ಯಾವುದೇ ಮಾರ್ಪಾಡು ಮಾಡಲು ಸಾಧ್ಯವಿಲ್ಲ.

Institution Data Summary

Course Name	No. of Students	Fellowship Amount
M.B.B.S - 1ST YEAR	2	8000.00
Grand Total :	2	8000.00



This is to Certify that the data provided by us is true and correct to the best of our knowledge. If any discrepancy found in data, we are liable to refund the fellowship amount to District Administration.

Certify & Submit Data

Close

******* THANK YOU AND ALL THE BEST *****

For any technical issues you may contact :

- 1. Sri. Shivaprakash Vastrad, District Informatics Officer, NIC, Ballari - 9448572530**
- 2. Sri. Venkata Ramana Murthy , Additional District Informatics Officer, NIC, Ballari - 9035882714**