"Nai Roshni"
The Scheme for Leadership Development of Minority Women

User Manual

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(Financial Year-2015-16)
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1 Objective

The objective of the scheme is to empower and grow confidence among minority women, including their neighbours from other communities living in the same village/locality, by providing knowledge, tools and techniques for interacting with Government systems, banks and other institutions at all levels. Besides this, other motto of this scheme is the empowerment of women from the minority communities and emboldening them to move out of the confines of their home and community and assume leadership roles and assert their rights, collectively or individually, in accessing services, facilities, skills, and opportunities besides claiming their due share of development benefits of the Government for improving their lives and living conditions.

2 Audiences

This manual is for website Administrators, Users and Visitors. The Nai Roshni website can be found at: http://nairoshni-moma.gov.in/
3 Process of Registration

3.1 Open any web browser and enter the URL:

http://nairoshni-moma.gov.in/

3.2 Click on “Register”

Figure: - 1(Register)

3.3 User will be navigated to new URL

http://nairoshni-moma.gov.in/OrganizationRegistration.aspx
3.4 Fill the form on the Registration Page

Steps followed in Figure-2:

1. Enter the name of organization
2. Enter the address of organization
3. Select State, City and District from the drop down
4. Enter the pin code of your area
5. In the next step enter mobile no
6. Proceed with fax number
7. Select type of organization/Societies
8. Enter registration number  
9. Select State of registration  
10. Select City of registration  
11. Enter Date of registration  
12. Enter details of achievement  
13. Enter Sector of expertise
14. Enter the name of Chief Executive Officer of your company
15. Enter Mobile no of CEO
16. Enter Email id of CEO
17. Enter Name of Secretary/VP
18. Enter Mobile no of (VP)
19. Enter Email id of (VP)
20. Next enter the URL of your website
21. Enter User id which you want to create
22. Enter the password of your choice which is easy to remember
   (password is case sensitive, password must contain: minimum 8 and maximum 10 characters at least 1 uppercase alphabet, 1 lowercase alphabet, 1 number and 1 special character).
23. Again enter same password in the confirm password field
24. By clicking on chose file, user has to select the registration certificate.
25. Select registration valid date.
26. Next enter Remarks of few words.

3.5 Click on the Generate OTP button. Four digit numbers will be generated and you can fill it in Get OTP Code box. Then click on “Registration” button.

Figure 3:-(OTP)
4 Process of Login

4.1 After registration again enter the URL:

http://nairoshni-moma.gov.in/

Steps followed in Figure-4:

1. Enter user name (user name is case sensitive)
2. Enter password (password created during registration)
3. Enter valid captcha details
4. Click on login button
5. User will get redirected to the Home page after clicking on the button.
5 Process of Managing Created Account

After login the screen as shown in figure will appear which will ask for financial year. In order to fill new form users have to select the financial year 2015-16. But those users who want to check old reports have to select financial year 2014-15.

![Figure 5: (Financial Year)](image.png)

6 Process of Checking Account Status

You can check the status of you form that whether it is completed or partially filled etc.

![Figure 6: (Account Status)](image.png)
7 Process of Application Apply

In order to apply the application click on the “Application Apply” tab. Now you can see eleven forms. Fill them one after other.

![Figure 7: Application Apply]

7.1 Form 1

Stringent requirements would be adopted for selection of organizations in order to ensure that organizations that are highly motivated, dedicated and committed to the welfare of women and working in the field among women, especially minority women, qualify. They should have the requisite personnel, financial viability and infrastructure to operate at the grass root level for implementation of the project. In form 1 are the mandatory qualifications required to be fulfilled by the organization.
Organization experience should be greater than 3 years

The criteria total must be greater than 70 otherwise you cannot move to next form.

Click on Save & Continue for form 2
7.2 Form 2

Villages/urban localities in rural/urban areas having a substantial percentage of minority population shall be selected by the organization for conducting the leadership development training programme. A list of villages where the village/urban locality trainings are proposed to be conducted should be submitted in this form along with address of building where the proposed training is to be conducted.

This form used for saving project location and infrastructure details.
7.3 Form 3

Organization need to mention details of proposed project like brief justification for selection of theme for training, location, duration etc.

[Form 3 details and table]

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Module Name</th>
<th>Level</th>
<th>Training Date</th>
<th>POA Minority Women</th>
<th>BPL Category</th>
<th>Entitlement &amp; BPL Grade</th>
<th>Residential Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Educational Programmes</td>
<td>D2D</td>
<td>07-07-2012</td>
<td>Yes</td>
<td>44</td>
<td>Residential</td>
<td>Edit/Delete</td>
<td></td>
</tr>
</tbody>
</table>
7.4 Form 4

Organization need to fill the brief approach of their organization for conducting the training.

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7.5 Form 5

Organization need to fill budget estimation for the training.

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7.6 Form 6

Organization need to submit the audit report of the account last three years.
7.7 Form 7

Organization need to fill the bank account details.

7.8 Form 8

In this form organization need to fill the details of their managing committee
7.9 Form 9

In this form organization need to fill the details of key personal of the organization.

7.10 Form 10

In this form organizations need to fill their staff details.
7.11 Form 11

In this form, organization needs to confirm that the information provided by them in all the forms is correct to the best of knowledge.

User can print the proposal using the print button present at the end of the form after save declaration with annual report of previous financial year.

And that upload the recommendation letter as per districts that added on project location.
8 Process to View Profile

Users can click on view profile to check the details of their profile

9 Process to Change Password

If user wants to change password then click on "Change password" tab. User need to know the old password in order to change password. Also keep in mind that new password is case sensitive and password must contain: minimum 8 and maximum 10 characters at least 1 uppercase alphabet, 1 lowercase alphabet, 1 number and 1 special character