"New Fellowship Management System, Version-1"

2020

Institute Registration Process

CSIR-Human Resource Development Group, Pusa New Delhi

(Council of Scientific and Industrial Research)

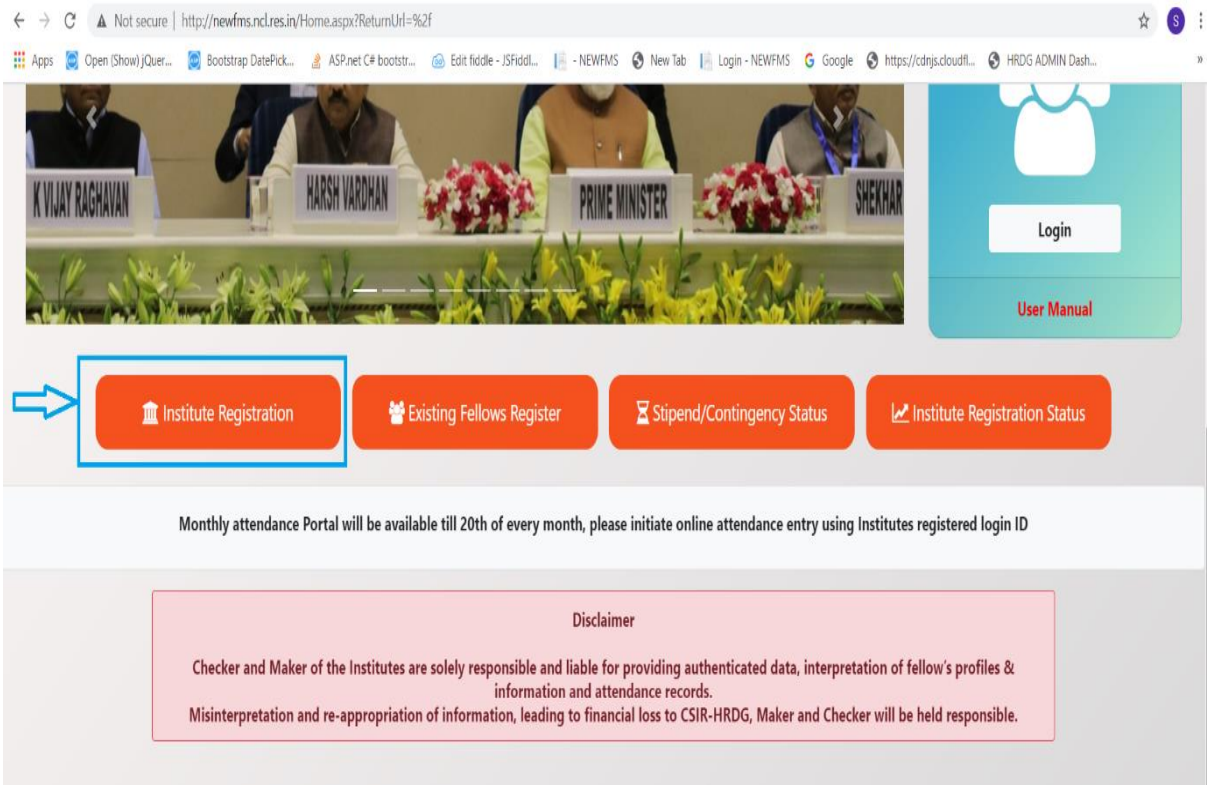
Institute Registration Process

How to login to register your Institute?

1. Please user the credentials send by CSIR-HRDG to Head of your Institute
2. Head of the Institute should identify suitable staff with desired eligibility to function as Checker/Nodal Officer

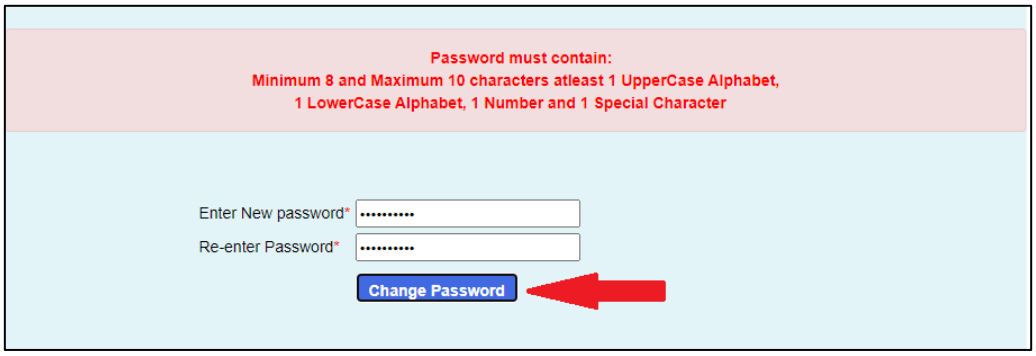
   Who is the CHECKER/ NODAL OFFICER***?***

   Checker/ Nodal Officer *is the role in the system that will approve every transaction raised either by maker or fellows*
3. Checker/ Nodal Officer will go to the link : https://newfms.ncl.res.in and click on **"Institute Registration button" (refer image below)**



4. A login page will open and the **checker/Nodal Officer** has to enter the credentials shared by the HRDG.

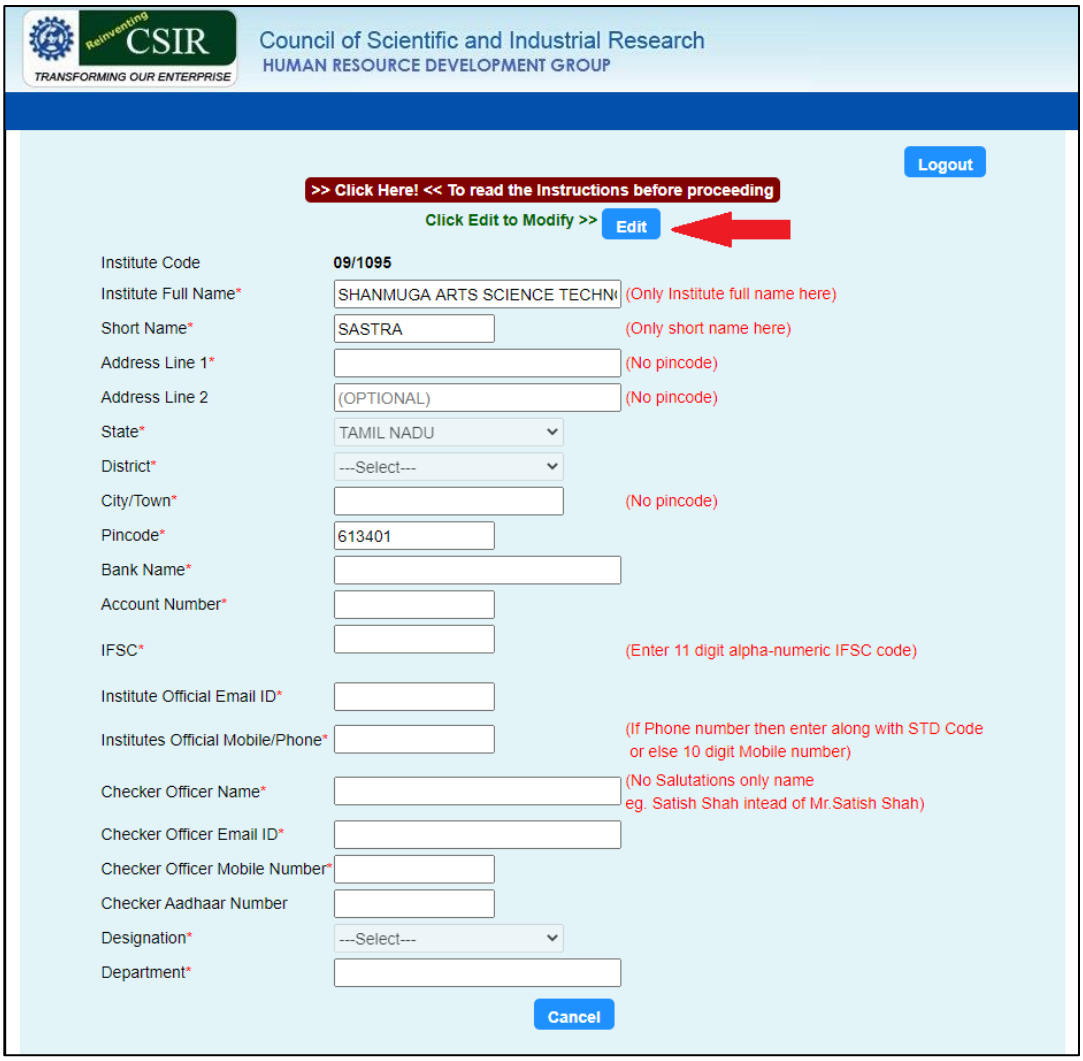
5. After successful login **checker** will be redirected to a "**change password**" form. Checker has to enter new password as per the password policy mentioned in the form in red to change password.



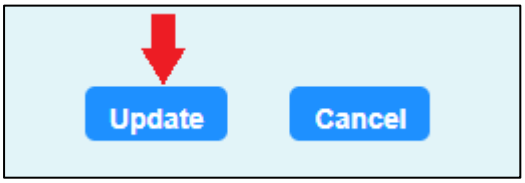
6. After successfully changing the password, System will redirect to login page again. User is expected to login with new password.

7. After successful login with the new password the **checker** will be redirected to the **institute registration form. Details displayed on the page are in non-editable mode.**
(Note: the details displayed could be incomplete/incorrect fully or partially)
The user is expected to click on ***EDIT button to enable the*** **Editing of Institute details.**

Instructions are clearly written against each fields of the form (expected to be filled by the Checker of the Institute). Instructions have been specified in the form the manner in which the form is supposed to be filled. Click on "Edit" button to make the form editable to fill the institute details.



8. After filling the form **checker** can submit the institute registration form by clicking "**update**" button, a pop-up message will be displayed saying **"Institute has been Registered successfully"**.

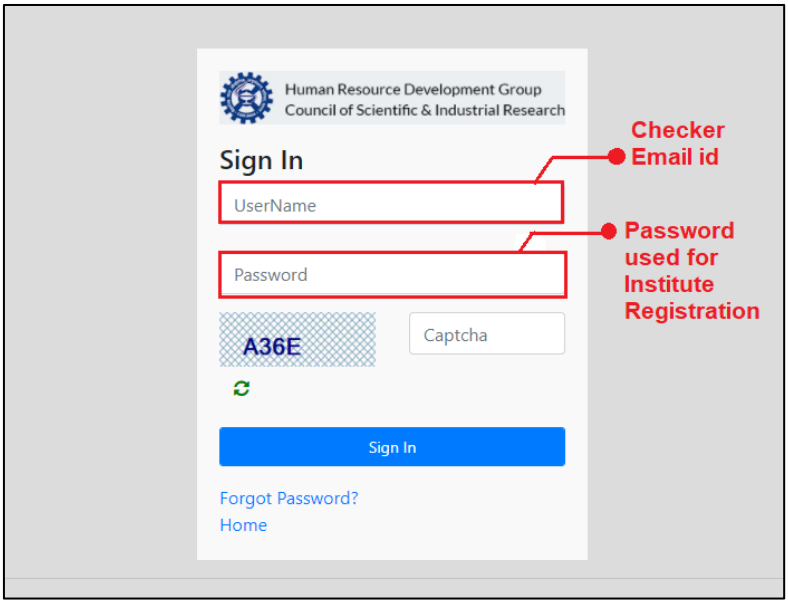


"INSTITUTE IS REGISTERED AND CHECKER DETAILES ARE ALSO REGISTERED" at this stage

Checker Login

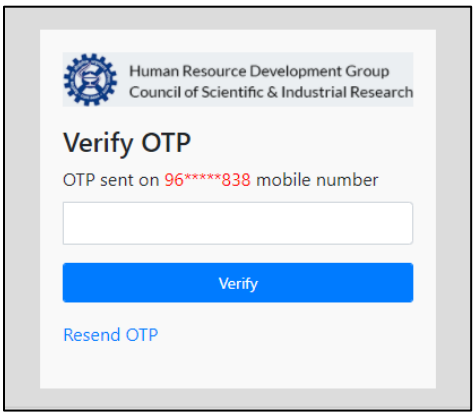
After completing Institute Registration **checker** can login to the redirected https://www.newfms.ncl.res.in. Use the following credentials

User name (checker email Id filled during Institute Registration)
Password (changed password while registration of the Institute)



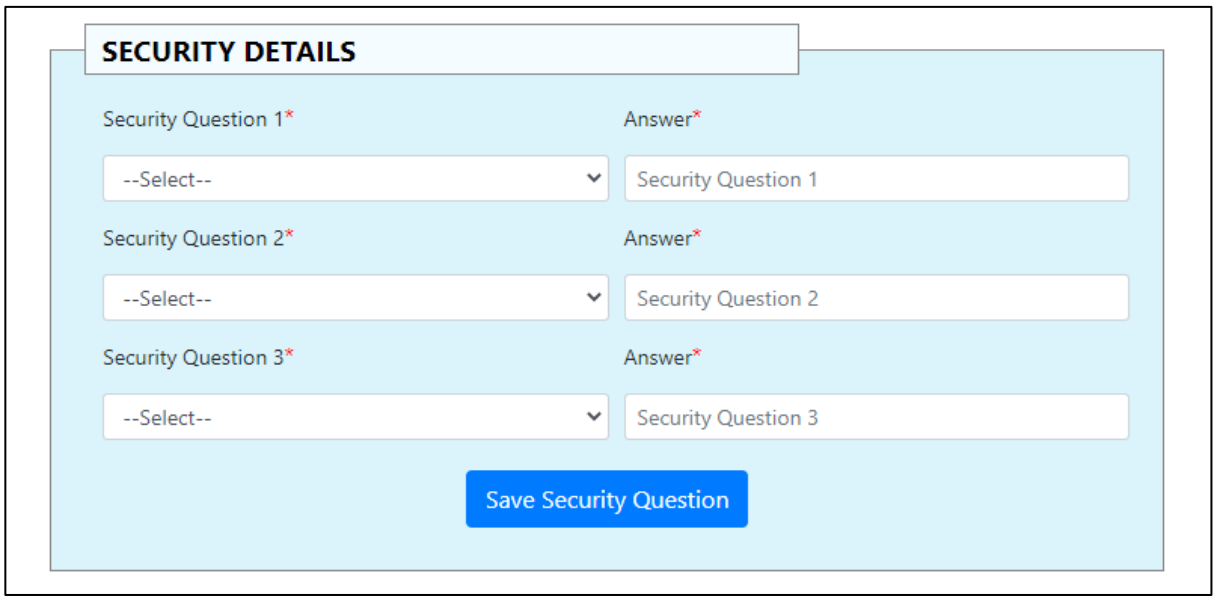
OTP will be auto generated.

Credentials will be verified



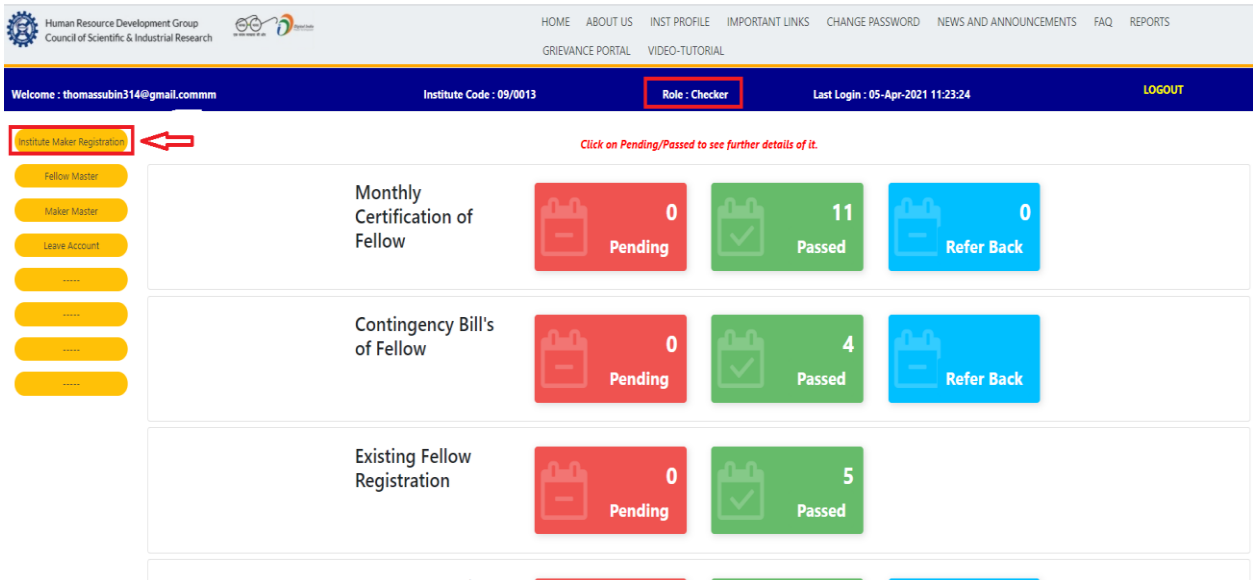
On successful verification **checker** will be redirected to **security question** page where **3 questions** has to be selected and answered

User is requested to keep on record the "Answers" for future verification during forgot password.

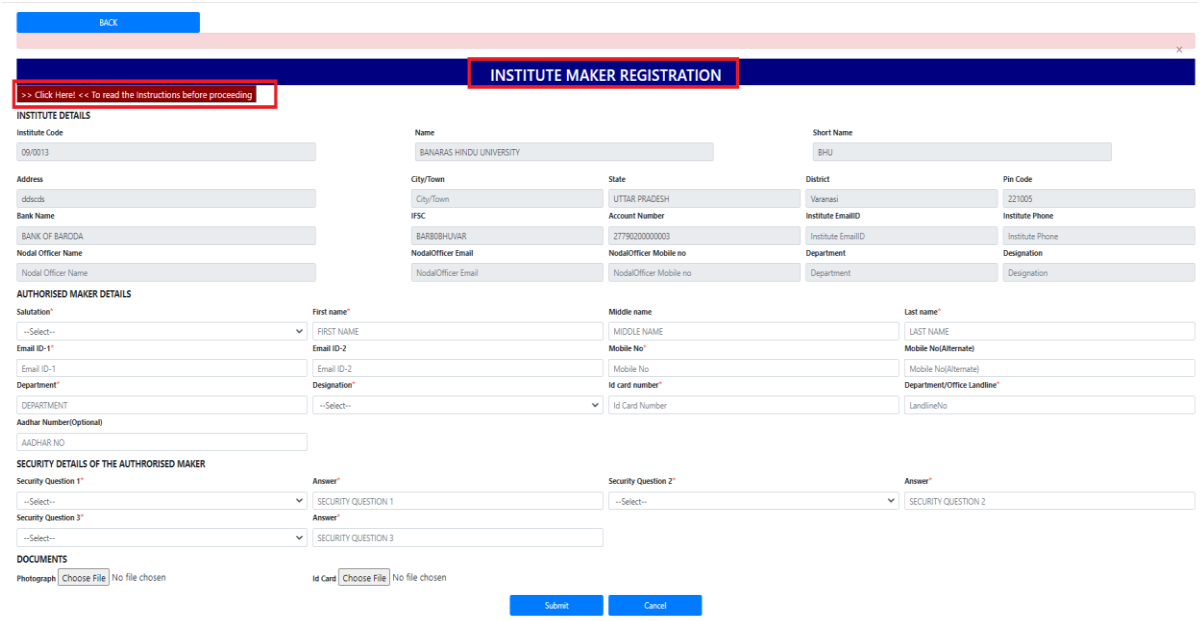


After security questions Checker will be redirecting to checkers dashboard where multiple process/approvals will be operated by the checker.

Checker has to register maker of the institute.



For the maker registration refer above image. After click on Institute Maker Registration open below image. Before proceeding to read the Instruction

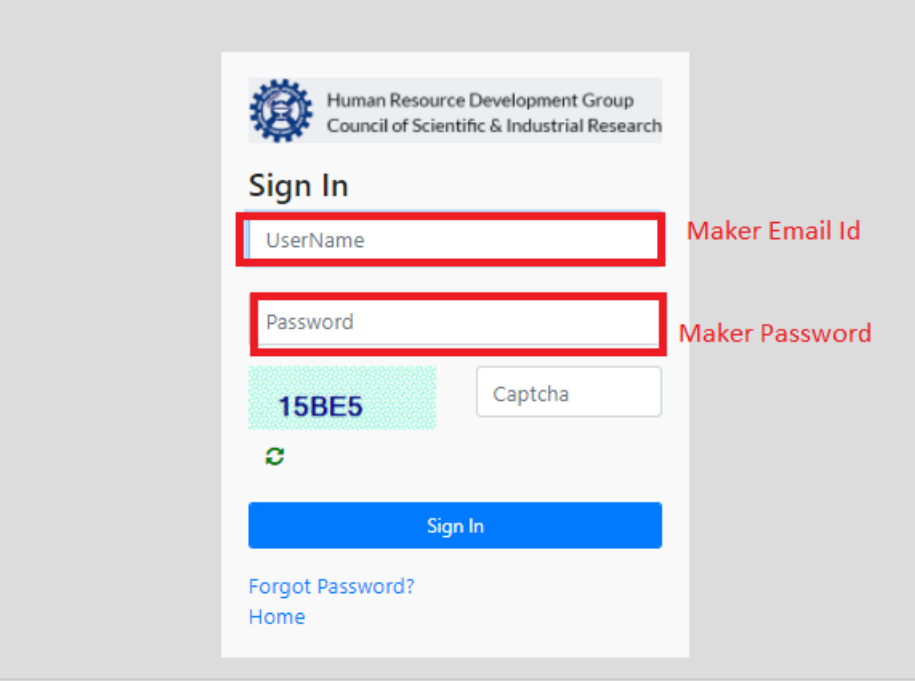


Click >> Click Here! << To read the Instructions before proceeding to read the page instructions how to fill the Maker registration form. Fill the form and click submit button to register maker and a message will be displayed after successful registration and credential will be sent on maker email id given during Maker registration.

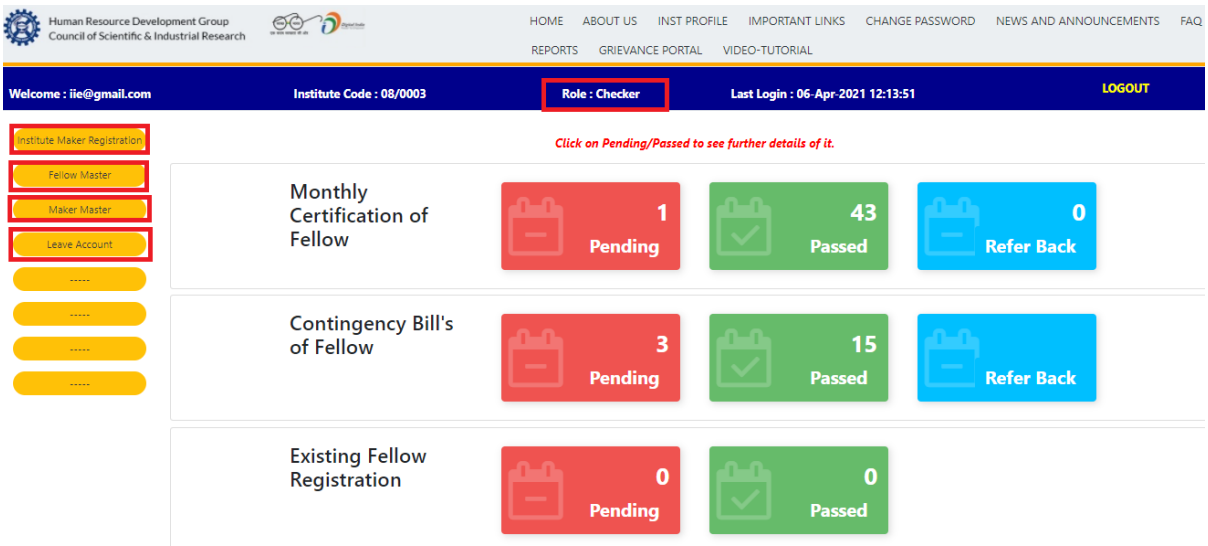
Maker registered successfully !!!! Registration no. is 'IUREGN/2020/09/1095'.

Note: Email ID-1 and mobile number should be correctly entered and checked before submitting the form (login credential of maker will be sent on registered email) and a confirmation message will be sent on mobile number of maker.

After maker registration credentials send on maker email id1 and OTP will be auto generated.



FUNCTIONS TO PERFORM BY CHECKER ON THE DASH BOARD

1. Register the Maker of the Institute – mandatory to be done now
2. Verify the fellow master list (view only) – the details of the fellow master are as is basis shown here, which will automatically get corrected, once after the existing fellows will start the registration
3. Maker Master – checker can de-activate and create new maker of the Institute

   Also modify the information of the existing maker
4. Leave account – checker can view only, the leave account of all the research fellows