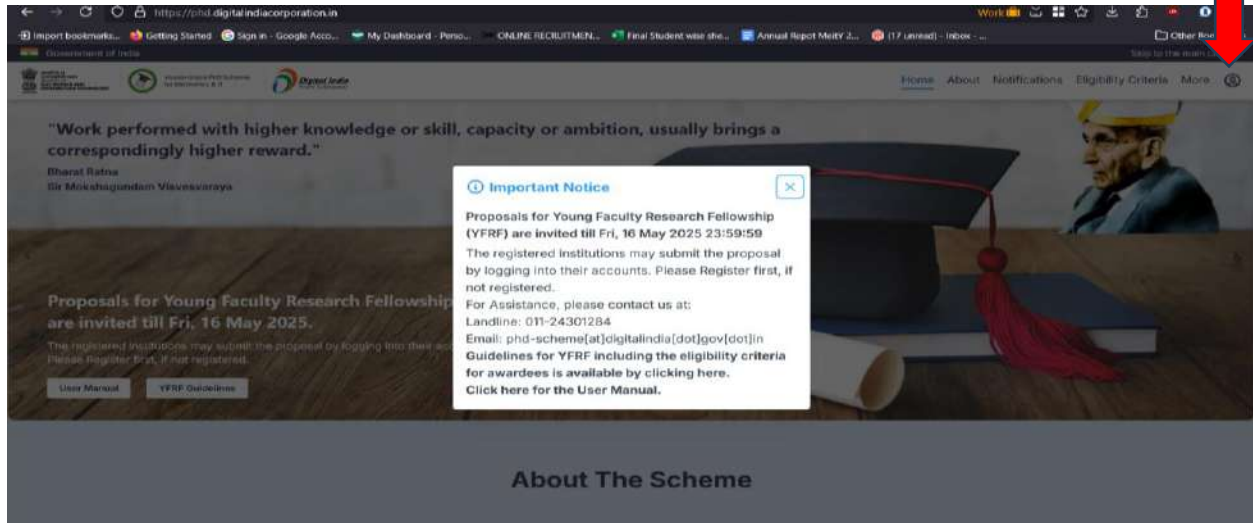


# Young Faculty Research Fellowship (YFRF) User Manual

## 1. Accessing the Portal

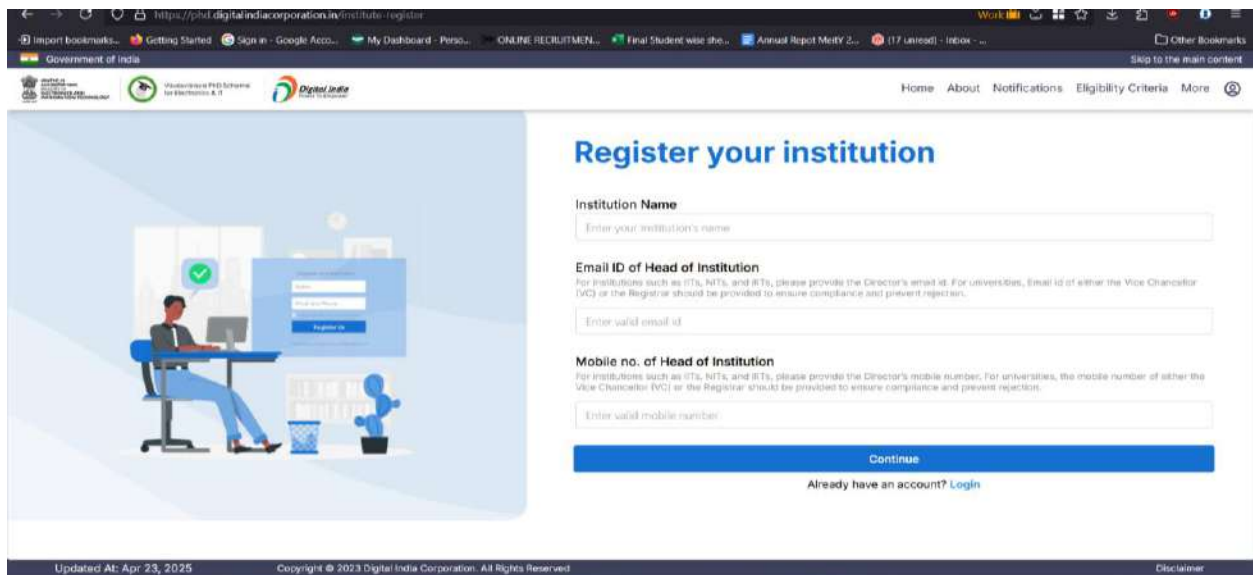
Open a web browser and navigate to: <https://phd.digitalindiacorporation.in>

In the top-right corner, click the Profile icon to reveal Login and Register options.

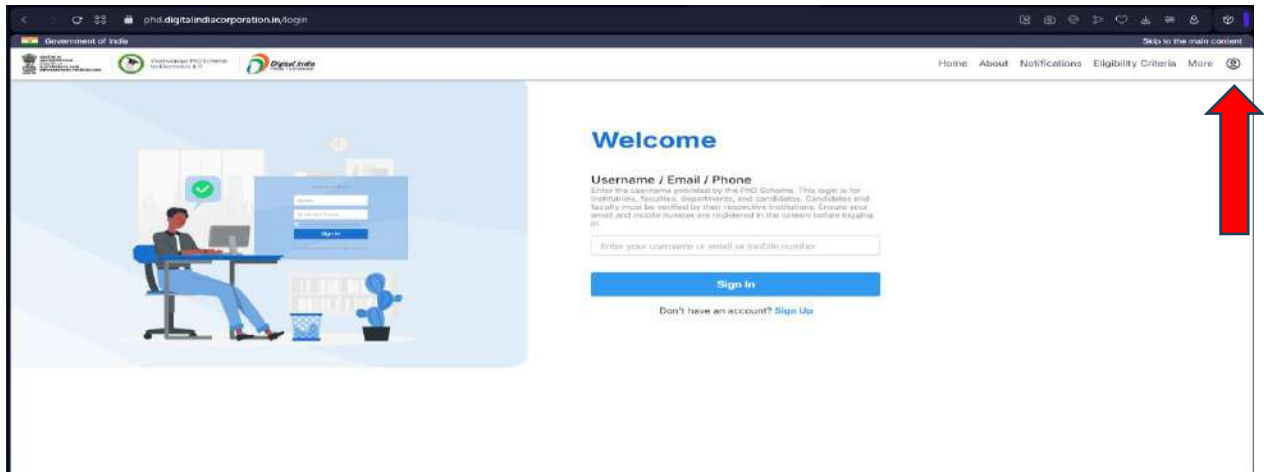


## 2. Registration Process (For New Institutions)

- Select **Register**.
- Complete all mandatory fields in the registration form.
- Upon submission, contact the PhD Cell at **011-243017284** for account approval.



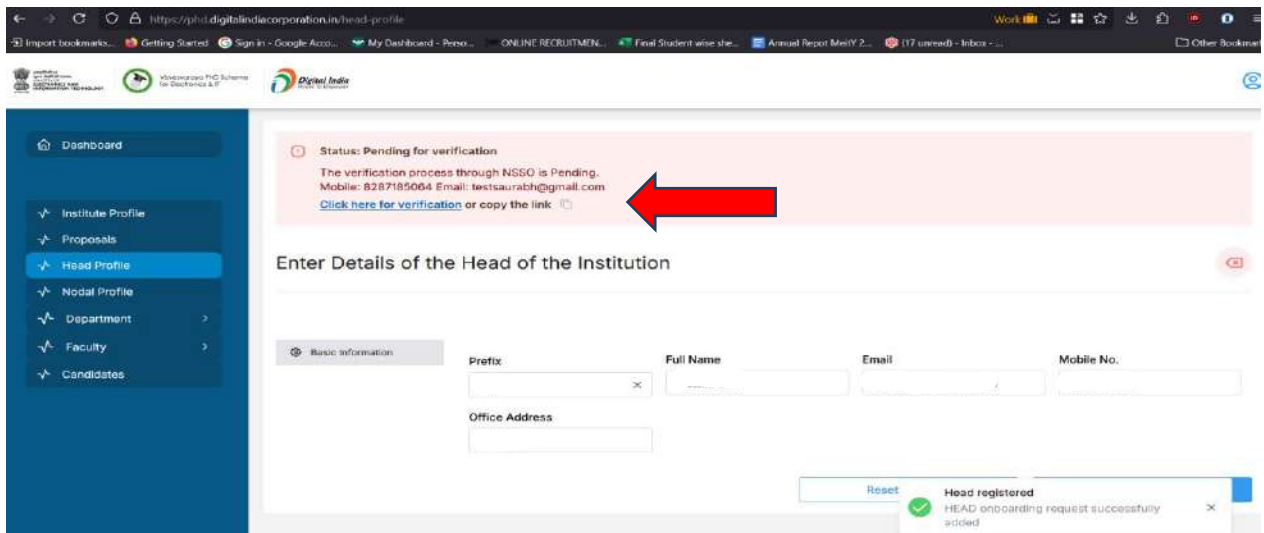
- **To log in the account:** Go to Login (Login with Head's Account)



### 3. Head of the Institution

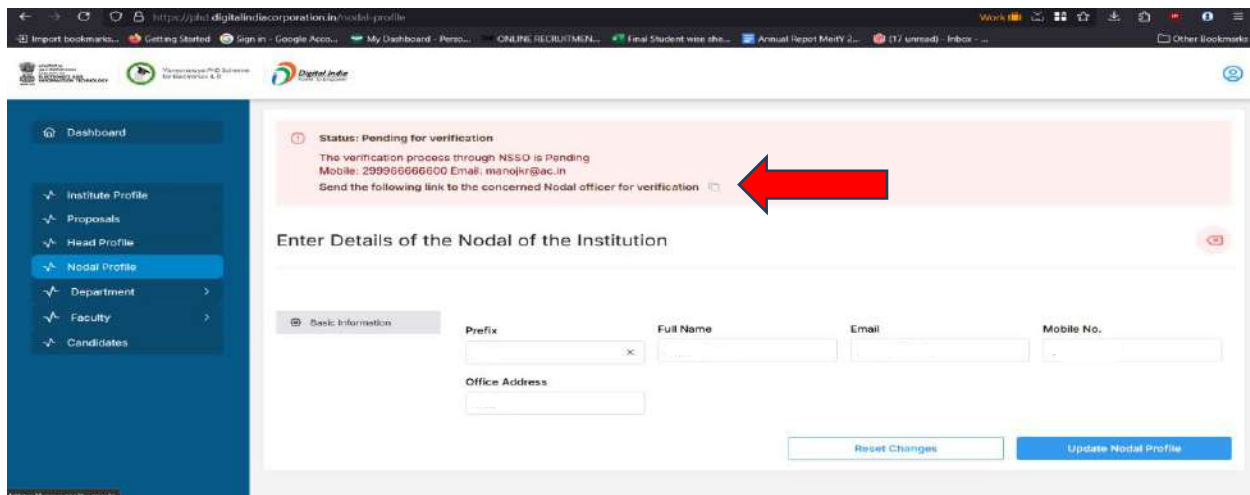
(Note: Kindly fill in the details carefully and correct as it requires otp multiple times for any update)

- Log in using the credentials of the Head of the Institution.
- Navigate to **Profile → Details of the Head of the Institution**.
- Enter information for the Head of the Institution and press submit.
- Verify the profile through 'Meri Pehchan' & 'Digilocker' through the link generated at the top, as shown in the picture below.



### 4. Navigate to Nodal Profile:

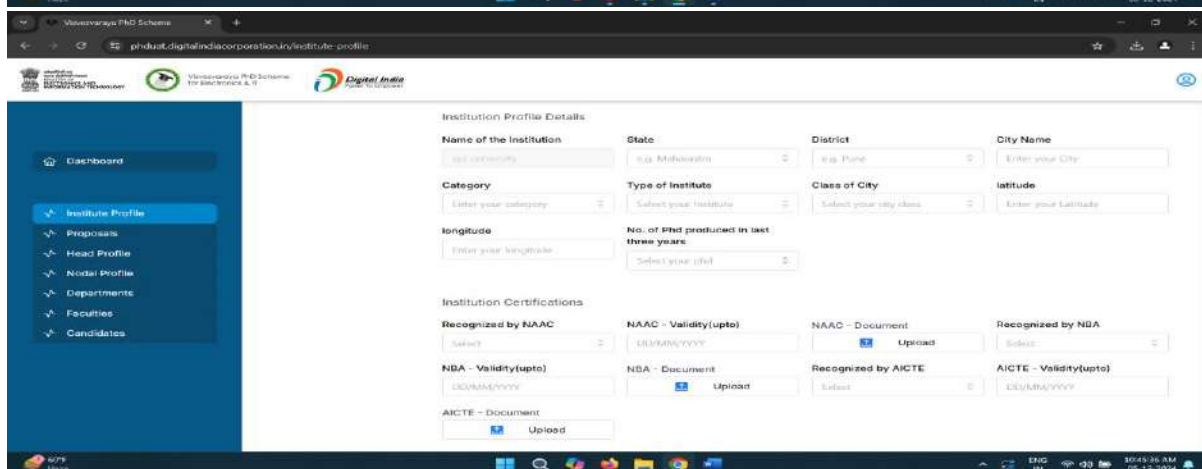
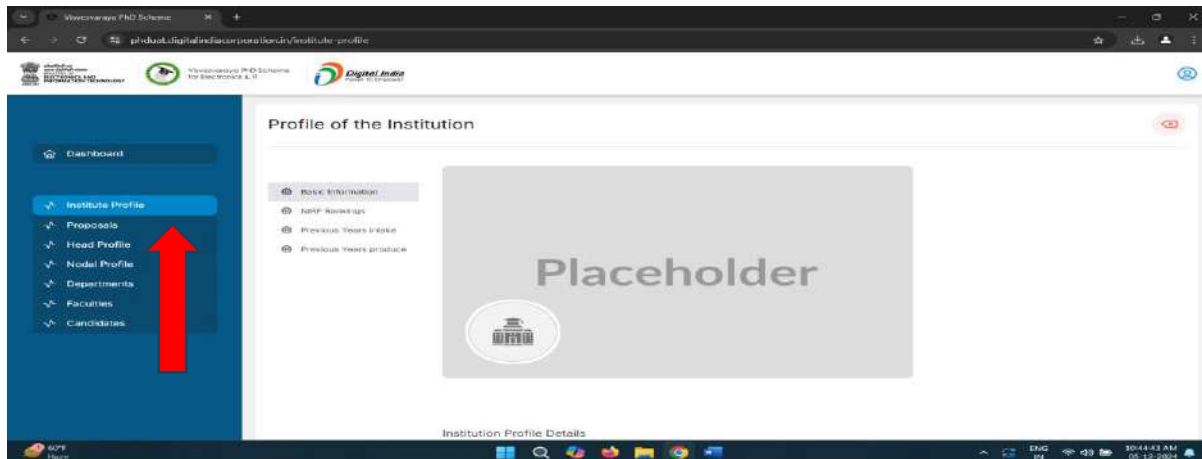
- Appoint a Nodal Officer by providing name, designation, and contact details.
- Fill in the details of the Nodal Officer
- Send the generated link to the Nodal Officer for verification purposes.



[Note: Both the Head of the Institution and the Nodal Officer can complete institutional details once accounts are active.]

### 5. Details of the Institution: Navigate to the 'Institute Profile'

- Upon appointment, log in using Nodal Officer credentials.
- Verify and update institutional details as required.



## NIRF Rankings

The screenshot shows the 'Profile of the Institution' page. The left sidebar contains a menu with 'Institute Profile' selected. The main content area has a sub-menu with 'NIRF Rankings' selected, indicated by a red arrow. The main content area contains three input fields for NIRF Rankings: Overall, Research, and Engineering, each with an 'Enter rank' label. Below these is a 'NIRF Ranking (University)' field. At the bottom right, there are 'Reset Changes' and 'Update Institute Profile' buttons.

## Previous Years intake

The screenshot shows the 'Profile of the Institution' page. The left sidebar contains a menu with 'Previous Years Intake' selected, indicated by a red arrow. The main content area has a sub-menu with 'Previous Years Intake' selected. The main content area contains a table titled 'Intake of PhD Candidates in any of the areas of ESDM, IT, ITES in the last 3 years'. The table has columns for 'Year', 'Full Time PhD Candidates Enrolled', and 'Part Time PhD Candidates Enrolled'. The rows are for the years 2023-2024, 2022-2023, and 2021-2022. Each row has input fields for 'Enter numerical value'. At the bottom right, there are 'Submit' and 'Add' buttons.

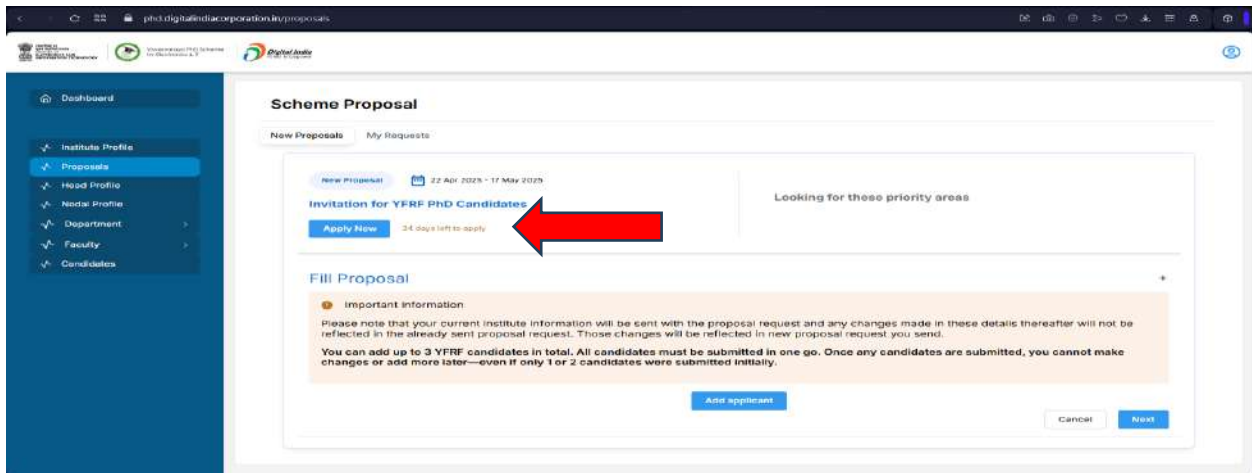
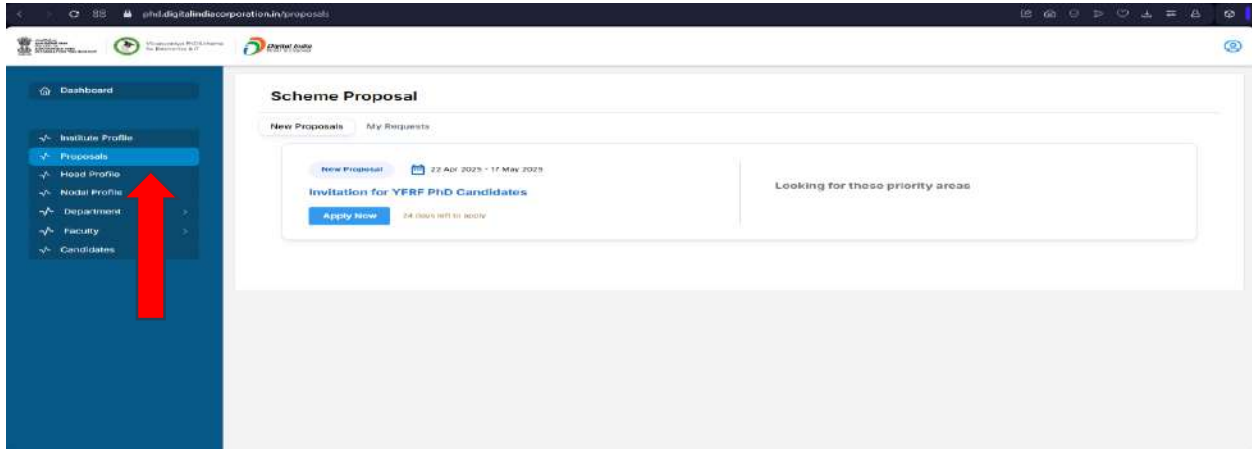
## Previous Years produce

The screenshot shows the 'Profile of the Institution' page. The left sidebar contains a menu with 'Previous Years produce' selected, indicated by a red arrow. The main content area has a sub-menu with 'Previous Years produce' selected. The main content area contains a table titled 'Produced of PhD Candidates in any of the areas of ESDM, IT, ITES in the last 3 years'. The table has columns for 'Year', 'Full Time PhD Candidates Enrolled', and 'Part Time PhD Candidates Enrolled'. The rows are for the years 2023-2024, 2022-2023, and 2021-2022. Each row has input fields for 'Enter numerical value'. At the bottom right, there are 'Submit' and 'Add' buttons.

Submit the details

## 6. YFRF Proposal Submission

1. Navigate to **Proposals** → **YFRF**.
2. Select 'Apply now'.
3. Enter details for up to **three nominations**.
4. Review all fields for accuracy and completeness.
5. Click **Submit** to generate the proposal document.



### 1) Fill Applicant Details

#### Applicant Basic Details

Salutation *	Name *	Mobile Number *
Salutation	John Doe	mobile
Date of Birth *	Age *	Email Address *
dd-yy-yyy	age	email

#### Applicant Academic Details

Degree Name *	Specialization *	Name of the Institution *
10th	specialization	Name of the Institution
Year of Passing *	Division *	
passingyear	division	
Degree Name *	Specialization *	Name of the Institution *
10th	specialization	Name of the Institution
Year of Passing *	Division *	
passingyear	division	
Degree Name *	Specialization *	Name of the Institution *
graduation	specialization	Name of the Institution

<b>Year of Passing *</b> passingYear	<b>Division *</b> division	
<b>Degree Name *</b> Graduation	<b>Specialization *</b> specializations	<b>Name of the Institution *</b> Name of the Institution
<b>Year of Passing *</b> passingYear	<b>Division *</b> division	
<b>Degree Name *</b> Post Graduation	<b>Specialization *</b> specializations	<b>Name of the Institution *</b> Name of the Institution
<b>Year of Passing *</b> passingYear	<b>Division *</b> division	
<b>Degree Name *</b> PhD Degree	<b>Specialization *</b> specializations	<b>Name of the Institution *</b> Name of the Institution
<b>Year of Passing *</b> passingYear	<b>Division *</b> division	

**Availing other Scholarship**

Availing other Scholarship \*

**Patent(s) Details**

Add

**Patent(s) Details**

Add

<b>Title *</b> title	<b>Status (Filed/Published/Granted) *</b> status	<b>Country where it is filed *</b> country
<b>Publication Number *</b> publicationNumber	<b>Link to the patent *</b> patentLink	<b>Field of the invention *</b> inventionField
<b>Inventors *</b> inventors	<b>Abstract *</b> abstract	<b>Other Details *</b> otherDetails

**SCI Publications**

<b>No. of publications *</b> No. of publications	<b>Title with DoI no. *</b> Title with DoI no.
---	---

**E-SCI/SCI-E Publications**

<b>No. of publications *</b> No. of publications	<b>Title with DoI no. *</b> Title with DoI no.
---	---

**Publications in Scopus indexes journals**

<b>No. of publications *</b> No. of publications	<b>Title with DoI no. *</b> Title with DoI no.
---	---

**UGC Approved Non Paid Journal**

<b>No. of publications *</b> No. of publications	<b>Title with DoI no. *</b> Title with DoI no.
---	---

**Relevance of Proposal**

Explain the relevance of the proposal to one of the following areas (100 words) : \*

select area

**Publication Details Of Conference**

**1. International Professional Society Presented And Published**  
(International Professional Society Conducted like IET/AI/SAFE/JACE etc. Paper(s) Presented and Published in Proceeding)

<b>No. of publications *</b> No. of Publications	<b>Title with DoI no. *</b> Title with DoI no.
---	---

**2. International Professional Society Presented But Not Published**  
(International Professional Society Conducted like IET/AI/SAFE/JACE etc. Paper(s) Presented but not Published in Proceeding)

**4. Other Paper Presented And Published**

Others Including Conference/Seminar. Paper(s) Presented and Published in Proceeding

<b>No. of publications *</b> No. of Publications	<b>Title with DoI no. *</b> Title with DoI no.
---	---

**Startup Details (if any)**

Add

<b>Startup Name</b> Startup Name	<b>Corporate Identification Number</b> CIN	<b>Link of the Website</b> link
<b>Description</b> description		

**Technology And Product Developed (if any)**

Add

<b>Name of the Product</b> Product Name	<b>Area</b> Area	<b>Short Description</b> description
<b>Status</b> status	<b>Other Details</b> otherDetails	<b>Product Showcase Link</b> Paste PPT URL with product images and videos.

**Number of PhD Student guided till date** Add

Name of the student (Guided by Nominee) *	Name of the PhD Scheme under which the guided student was enrolled *	Enrollment date of the Guided Student *
student Name	scheme	dd----yyyy
Name of the Institution *		
institute		

**Summary of the Proposed work of the YFRF nominee (in detail)**

Title *	Abstract *	Research Area *
Title	abstract	Research Area
Objectives *	Deliverables *	
Objectives	Deliverables	

**Add applicant** Cancel **Next**

## 7. Proposal Download and Authorization

1. **Download Proposal.**
2. Print the downloaded PDF.
3. Obtain signatures and institutional stamp from:
  - Head of the Institution
  - Nodal Officer

**Fill Proposal**

**Important Information**

Please note that your current institute information will be sent with the proposal request and any changes made in these details thereafter will not be reflected in the already sent proposal request. Those changes will be reflected in new proposal request you send. You can add up to 3 YFRF candidates in total. All candidates must be submitted in one go. Once any candidates are submitted, you cannot make changes or add more later—even if only 1 or 2 candidates were submitted initially.

**Upload signed and stamp**

**Download Proposal**

Download this proposal copy and upload with Signed and Stamped of the Head of the Institution

**Upload Proposal**

Please upload Signed And Stamped Downloaded Proposal PDF.

Uploaded Document

Submit

## 8. Final Submission

1. Return to **Proposals** → YFRF on the portal.
2. Click **Upload Signed Proposal**.
3. Select the duly signed and stamped Proposal.
4. Click **Submit for Final Submission**.
5. Confirm successful upload via on-screen notification.