



# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



प्रो. (डॉ.) सदानंद भोसले

एम्.ए., पीएच.डी.

संचालक (अतिरिक्त कार्यभार)

राष्ट्रीय सेवा योजना

गणेशखिड, पुणे - ४११ ००७

कार्यालय क्र. : ०२०-२५६२२६८८/८९

: ०२०-२५६२२६९०/९१

: ०२०-२५६२२६९२

: ०२०-२५६९७३४९

स्वातंत्र्याचा अमृत महोत्सव

संदर्भ : रासेयो/२०२३-२४/४१३

दि. १३/१०/२०२३

प्रति,  
मा.प्राचार्य/संचालक,  
रासेयो संलग्नित सर्व महाविद्यालये परिसंस्था,  
पुणे, अहमदनगर व नाशिक जिल्हा,  
सावित्रीबाई फुले पुणे विद्यापीठ.

विषय : महाराष्ट्रातील पोलीस ठाण्यांमध्ये “पोलीस अनुभवात्मक प्रशिक्षण”(ELP) कार्यक्रमांमध्ये  
रासेयो स्वयंसेवक सहभागी करून घेणेबाबत

महोदय,

मा. क्षेत्रीय संचालक, क्षेत्रीय संचालनालय, युवा व खेल मंत्रालय, भारत सरकार, पुणे यांच्या पत्रानुसार युवा व खेल मंत्रालय, नवी दिल्ली, भारत सरकार यांच्या निर्देशानुसार आणि महाराष्ट्र पोलीस विभागाच्या सहकार्याने रासेयो स्वयंसेवकांसाठी Yuva Portal <https://yuva.gov.in> द्वारे विद्यार्थी पोलीस अनुभवात्मक प्रशिक्षण सुरू केले आहे.

महाराष्ट्र पोलीस विभागाच्यावतीने सर्व जिल्हयातील पोलीस स्टेशनचा यामध्ये समावेश केला आहे. याबाबत विद्यार्थ्यांना पोलीस अनुभवात्मक शिक्षणाच्या संधी युवा पोर्टलवर पाहता येतील. पोलीस अनुभवात्मक शिक्षणाची सुरुवात त्वरित सुरू होणार असून या उपक्रमामध्ये सहभागी होण्यासाठी प्रथमतः कार्यक्रम अधिकाऱ्यांची नोंदणी अनिवार्यपणे करणे गरजेचे आहे. तसेच रासेयो स्वयंसेवकानी दि. १६ ऑक्टोबर २०२३ पासून YUVA PORTAL द्वारे ऑनलाईन नावनोंदणी करणे आवश्यक आहे.

सदर पोलीस अनुभवात्मक प्रशिक्षण कार्यक्रमांमध्ये सामाजिक कौशल्य, कायदेशीर नियम आणि नियमन, पोलीस तपास प्रक्रिया, कायदा आणि सुव्यवस्था यांचा समावेश असणार आहे, जे स्वयंसेवक कौशल्य विकासासाठी पात्र ठरतील, त्यांना पोलीस अनुभवात्मक प्रशिक्षण पुर्ण केल्यानंतर YUVA PORTAL द्वारे प्रमाणपत्र प्रदान करण्यात येणार आहे.

रासेयो स्वयंसेवकांना पोलीस विभागासोबत व पोलीस अधिकाऱ्यांसोबत काम करण्याची अनोखी संधी उपलब्ध झाली आहे. आपल्या महाविद्यालयातील जास्तीत जास्त रासेयो स्वयंसेवकांना पोलीस अनुभवात्मक प्रशिक्षणाकरिता प्रोत्साहित करून युवा पोर्टलद्वारे त्यांची नोंदणीकरून, नोंदणी केलेल्या रासेयो स्वयंसेवकांची माहिती <https://forms.gle/6edr1Cqa8pLM6fBv7> या गुगल फॉर्म मध्ये दि. २० ऑक्टोबर २०२३ पर्यंत भरावी. अधिक माहितीकरिता सोबत जोडलेल्या माहिती पत्रकाचे अवलोकन करावे. कळावे, ही विनंती.

संचालक

राष्ट्रीय सेवा योजना

सोबत : १.मा. क्षेत्रीय संचालक, क्षेत्रीय संचालनालय, युवा व खेल मंत्रालय, भारत सरकार, पुणे यांचे पत्र

२. YUVA PORTAL माहिती पत्रक

## **IMPORTANT**

**To  
NSS Programme Coordinators  
NSS Directors  
in Maharashtra & Goa  
Sir/Madam,**

**As you are aware that the Experiential learning program for NSS Volunteers /students has been launched by the Ministry of Youth Affairs & Sports New Delhi through YUVA PORTAL.**

**A Meeting chaired by Secretary Youth Affairs was held on 6th Oct,2023 at New Delhi which was attended by the Special Inspector General of Police for Maharashtra , and NSSRD Pune along with DGP & RD of other states in the country. All Universities / District NSS PO in Maharashtra are hereby informed that Ministry of Youth Affairs in association with Police department launched Students Police Experiential learning for NSS Volunteers & Students in Maharashtra through YUVA Portal <https://yuva.gov.in>**

**Police Department Govt of Maharashtra has onboarded Police Stations in all Districts of Maharashtra wherein opportunities for Students Police Experiential learning will be uploaded on Yuva Portal. Police ELP will start from 1st Nov 2023. ELO for Pune ,Solapur Nashik, Nagpur, Thane , Mumbai , Amravati, Aurangabad , Navi Mumbai are in the process of uploading. For remaining all districts also uploading of ELO will be made shortly. Interest for ELP on the portal can be submitted by volunteers on yuva portal 16 Oct,2023 onwards.**

**It is requested to kindly inform NSS PO & NSS Volunteers**

**NSS Program Officers**

**1) All NSS units / NSS PO to register as Verifier under verifier category on Yuva Portal if they have not registered as verifier so far**

**( NSSPO Shall Compulsorily registered selecting College name in dropdown on yuva portal & not by University name- if college name is not available in dropdown list of yuva portal, college can send mail to [nssrcpune@gmail.com](mailto:nssrcpune@gmail.com) to add their college name. During registration of PO competent authority details to be added as - Name of Competent Authority- Ajay B Shinde, Designation- Regional Director NSS Pune , Mob-9834963260 [Email-nssrcpune@gmail.com](mailto:Email-nssrcpune@gmail.com) - user manual attached) .**

## **NSS Volunteers**

**2) Inform NSS Volunteers to register as Yuva under Yuva Category on Yuva Portal - Yuva registration to be approved by his respective PO through PO Log in**

**( Normal steps , Name, Mobile Email,DOB, Institution Name to be added as asked while registration- User manual attached)**

**3) Registered NSS Volunteer/Students as Yuva can view ELP Opportunities for Police Experiential learning on Yuva Portal for nearest police station station & apply for ELP**

**After ELP application , his application will be approved by his NSSPO & then the Police station selected for ELP.**

**ELP Training will cover , social skill, legal rules & regulation, Police Investigation procedure, Law & Order, General Policing which will be helpful for skill development of Volunteers/ students. After completion of Police ELP certificate will be provided to participants through yuva portal . As this is a unique opportunity for NSS Volunteers & students to work with the Police department & will get experience working with Police officials, maximum NSS Volunteers/Students shall be encouraged to apply for Police ELP through Yuva Portal.**

**As the time is short , Universities are also requested to prepare list of interested NSS Volunteers ( ENCLOSED EXCEL FORMAT) for Police ELP in every district in the attached proforma & send to [nssrcpune@gmail.com](mailto:nssrcpune@gmail.com) by 20th Oct,2023 so that same can be submitted to Police Department of Maharashtra to coordinate with Students in respective district & Police station area.**

**User manual for NSS Volunteers registration & PO Registration is attached for reference. In case of any query , NSS Units can contact /write NSSRD Pune office on 020-29520355 / [nssrcpune@gmail.com](mailto:nssrcpune@gmail.com)**

**AJAY B SHINDE**

**Regional Director (Maharashtra & Goa)**

**Regional Directorate of N.S.S. - PUNE**



# **User Manual**

## **Registration and Login**

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**Error! Bookmark not defined.**

## 1. SUMMARY

This user manual explains the overall registration and Login process of Partners and Yuva. There are different types of Partners and Yuva.

### 1. Yuva

- NSS
- NCC
- NYKS
- Others (i.e. any youth who is NOT a member of NSS/ NCC/ NYKS)

### 2. Partners

- Businesses
- Youth Club
- NGO

Please go through the steps below for more details on registration and login flows.

## 2. YUVA – Registration and Login ( NSS Volunteer /Student)

To Sign In/Sign up to Yuva Platform as a YUVA, perform the following steps:

1. Open the YUVA URL (<https://yuva.gov.in/>) in web browser.
2. Click the **Register** drop-down at the top right-corner of the Yuva home page and then choose the '**YUVA**' option from the list to directly register to the platform as a Yuva. The *Sign-Up* screen appears.
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your Aadhaar registered Mobile number.
4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button.

**Note:** Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.

5. On successful validation of OTP, the Yuva portal displays Register Page where we must provide the Yuva Details as below:

**Register**

**Yuva Details**

Yuva Type\*  
 NSS  NCC  NYKS  Others

Name\*  
 AKSHYA PAL

Date of Birth\*  
 1 December 1996

Gender\*  
 Male  Female  Others

State\*  
 --- State ---

District\*  
 --- District ---

Email\*  
 Email address\*

Area of Interest\*  
 --- Select Area of Interest ---  
 --- Select Sub Interest ---

Mobile\*  
 8826197703

Pincode\*  
 Pincode\*

Pledge to be a YUVA. [know more.](#)

6. There are 4 different Yuva Types
  - a. NSS
  - b. NCC
  - c. NYKS
  - d. Others
  
7. If the user selects **Yuva Type** as **NSS**, then the below details will be displayed:
  - Select the **Yuva Type** as **NSS or NCC**.
  - Enter the **Name** in the Name field.
  - Select the **Date of Birth** in the Date Month and Year fields.
  - Select the **Gender**.
  - Enter the **State details** in the State field.
  - Enter the **District details** in the district field.
  - Enter the **Email address** in the Email Field.
  - Enter or Select the **Area of Interest**.
  - Select the **Highest Qualification** from the dropdown.
  - Enter the **Institution Type** “College” or “University”.
  - Enter the **College Name** in the Field.
  - Enter the **Mobile Number** in the Mobile Field.
  - Enter the **Pin code**.



- After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button.

**Note:**Fields marked with an asterisk (\*) are mandatory and must be filled in to complete the Verifier registration process.

8.If the user selects **Yuva Type** as **NYKS/Others**, then the below details will be displayed

- Select the **Yuva Type** as **NYKS/Others**.
- Enter the **Name** in the Name field.
- Select the **Date of Birth** in the Date Month and Year fields.
- Select the **Gender**.
- Enter the **State details** in the State field.
- Enter the **District details** in the District field.
- Enter the **Email address** in the Email Field.
- Enter or Select the **Area of Interest**.
- Enter the **Mobile Number** in the Mobile Field.
- Enter the **Pincode**.
- After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button.

**Note:**Fields marked with an asterisk (\*) are mandatory and must be filled in to complete the Verifier registration process.

**Register**

**Yuva Details**

Yuva Type\*  
 NSS  NCC  NYKS  Others

Name\*  
 AKSHYA PAL

Date of Birth\*  
 1 December 1996

Gender\*  
 Male  Female  Others

State\*  
 UTTAR PRADESH

District\*  
 MUZAFFARNAGAR

Email\*  
 nishant.sameer62@gmail.com

Area of Interest\*  
 Accounts & Finance  
 Bookkeeping  Capital budgeting

Mobile\*  
 8826197703

Pincode\*  
 Pincode\*

Pledge to be a YUVA, know more.

8. Once the User clicks on Submit then, You are taken to the Yuva Dashboard screen that provides an option to complete your profile and the list of menus on which you have access and in the left side of the screen.
9. The Logged in Yuva is also displayed with the available Events on the right side of the screen and is also displayed with the Rewards earned, Ratings and Certificates received count.

**Dashboard**

- Community Engagement
- Experiential Learning
- Events
- Discussion
- Help Centre

**Complete your profile**  
 In order to apply for a task or experiential learning complete filling up personal details and gain access to all activities and resources  
 Profile Completion 58 Percent

**Share. Earn. Explore.**  
 Making an impact with Yuva

**AKSHYA**  
 Yuva since 2023  
 About Interests  
 I am the youth of India. I pledged to be a part of this platform and create an impact since 2023. I look forward to participate in more such activities.

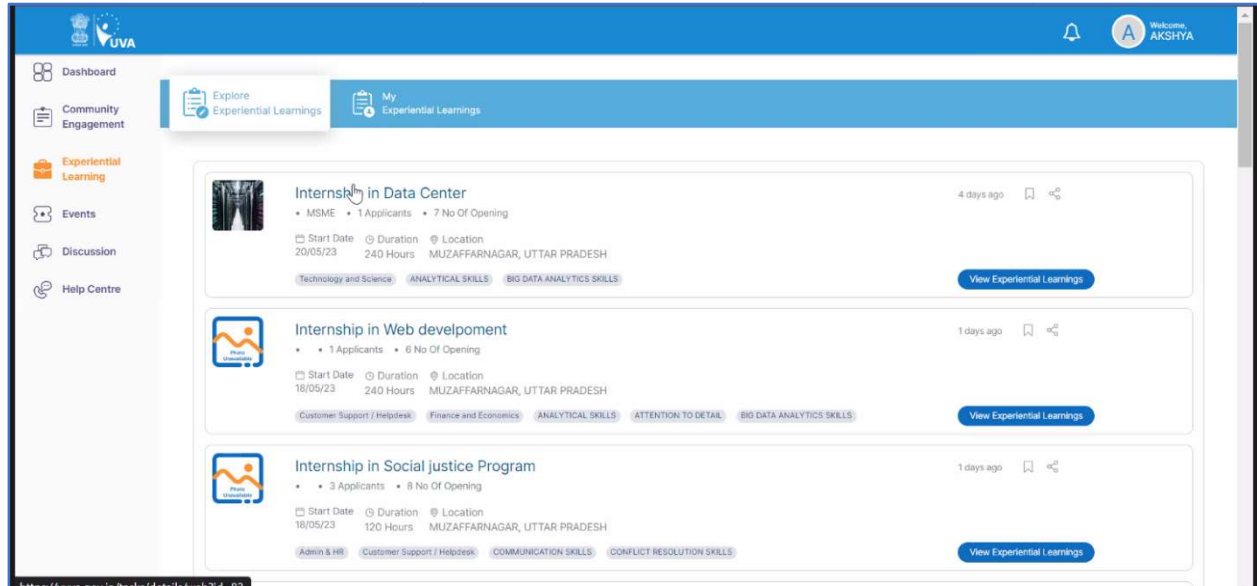
50 Rewards 0.0 Ratings  
 0 Certificates

**Events** View All

- Yuva Utsav - Indi@2047 AMBEDIKAR NAGAR UTTAR PRADESH 02/09/2023
- Yuva Utsav@2047 BHAYANGRAJ UTTAR PRADESH 20/09/2023
- Mission Life awareness drive SAGUNJI UTTAR PRADESH 11/09/2023
- Yuva Utsav HANDEPUR UTTAR PRADESH 28/09/2023
- youth utsav SAUTAM BUDDHA NAGAR UTTAR PRADESH 12/09/2023

Community Engagements Experiential Learnings

10. The logged in Yuva clicks on Experiential Learning section he is displayed with 2 sections there “Explore - Experiential Learnings” and My – Experiential Learnings”.



11. When the User clicks on “Explore” then the list of experiential learnings available will be displayed. If the user clicks on “My” then the list of experiential learnings which the Yuva has enrolled in or shown interest in will be Displayed.

#### 4. VERIFIER – Registration and Login( NSS Program Officer)

To Sign In/Sign up to Yuva Platform as a Verifier, perform the following steps:

1. Click the **Register** drop-down at the top right-corner of the *Yuva* home page and then choose the '**Verifier**' option from the list to directly register to the platform as a Verifier. The *Sign Up* screen appears.
2. Now click the **National Single Sign On** button. The *Yuva Logins* screen appears where you need to enter your Aadhaar Number.
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your mobile number registered with Aadhaar Number.
4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button. **Tip:** Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.
5. On successful validation of OTP, the *Yuva* portal displays *Organization Details* tab where you need to provide your organization related details and complete first step of the registration.
6. Enter organization (Verifier) related information in the *Organization Details* tab.
  - Select type of verifier in the **Verifier Type** drop-down.
  - Select name of the college in the College Name field.
  - Select the state name of the college in the **State** drop-down.
  - Select name of district in the **District** drop-down.
  - Enter correct PIN code of location of the college in the **Pincode** field.
  - Enter landline number in the **Landline No.** field. (It's non-mandatory field)

**Tips:** Fields marked with an asterisk are mandatory and must be filled in to complete the Verifier registration process.

The screenshot shows the 'Organization Details' registration form on the Yuva platform. The form is titled 'REGISTRATION STEP 1 Provide Organization Details'. It includes the following fields and instructions:

- Verifier Type\*:** A dropdown menu with the placeholder text '--- Please select Organization Type ---'.
- State\*:** A dropdown menu with the placeholder text '--- Select State ---'.
- District\*:** A dropdown menu with the placeholder text '--- Select District ---'.
- Pincode\*:** A text input field.
- Landline No.:** A text input field with a placeholder '(011-XXXXXXX)'.

A 'Next' button is located at the bottom right of the form. To the right of the form, there are instructions:

- Partner can select the type of organization and corresponding department.
- Here, the postal address and contact number of the organization shall be entered.
- Avoid multiple account creation.
- If organization name is not in the list, contact Yuva support.

7. After filling in all details, click the **Next** button. You are now taken to *Contact Information* tab where you need to enter your contact details.
8. Enter your contact details in the *Contact Information* tab.
  - The **Name, Date of Birth, Gender, Mobile Number, and Email Address** fields auto-populate with details available in Aadhaar Number that has been for registration for the Verifier.
  - After verifying details, click the **Next** button. You are taken to the *Competent Authority* tab where you need to provide name of the competent authority and other details.

The screenshot displays the 'Contact Information' tab of a registration form. The form fields are as follows:

- Name\***: Indu jolly
- Date of Birth\***: 11 July 1996
- Gender\***: Male (radio), Female (radio checked), Others (radio)
- Mobile Number\***: 9599432563
- Email Address\***: indujolly171@gmail.com

An orange 'Next' button is located at the bottom center of the form. To the right, a white overlay box titled 'REGISTRATION STEP 2: Add Communication Details' contains the following text:

REGISTRATION STEP 2  
Add Communication Details

- Details of the account operator on behalf of the organization for communication.
- These details can be modified later after registration of the organization.

The overlay box also features an illustration of three people sitting at a table with a document and a lightbulb icon.

9. Enter name and designation, and other details of Competent Authority.
  - Enter designation of the Competent Authority in the **Designation** field- Regional Director NSS Pune
  - Enter name of authority in the **Authority Name** field.- Ajay B Shinde
  - Enter mobile number of the Authority in the **Mobile -9834963260**
  - Enter email of the Authority in the **Email** field-nssrcpune@gmail.com
10. After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button. You are taken to the Verifier's Dashboard screen that provides an option to complete your profile and the list of menus on which you have access and in the left side of the screen.

**Organization Details** > **Contact Information** > **Competent Authority**

Designation\*

Authority Name\*

Mobile Number\*

Email address\*

I agree to the T&C to be a part of YUVA.

**Submit**

**REGISTRATION STEP 3**  
**Competent Authority Details**

- ✦ The account owner with competent authority of the organization.
- ✦ All the information added by the account operator on the portal must be verified by this authoritative person.

11. Once a user logs in to the profile, they can view a list of YUVA who are registered under the NSS (National Service Scheme) or NCC (National Cadet Corps) or NYKS (Nehru Yuva Kendra Sangathan) or any other College Going student allotted to the college of which the concerned person is a registered user. The Coordinator can view the individual profile of the YUVA and they can then approve or reject the Yuva or Youth.

**Yuva List**

Please identify the student as NCC or NSS for your college or university. Students will get additional benefits once they get verified.

Total 1 Approved 0 Rejected 0

Show 10 entries Search:

S.No	YUVA NAME	YUVA TYPE	SELF EMAIL VERIFICATION STATUS	AUTHORITY EMAIL VERIFICATION STATUS	ACTION	STATUS
1	Ajoy Agarwal	NSS	VERIFIED	NOT VERIFIED	View Profile	Reject Approve

Showing 1 to 1 of 1 entries Previous 1 Next

**Note:** Please refer to the User Manual – Experiential Learning for more details about the process.