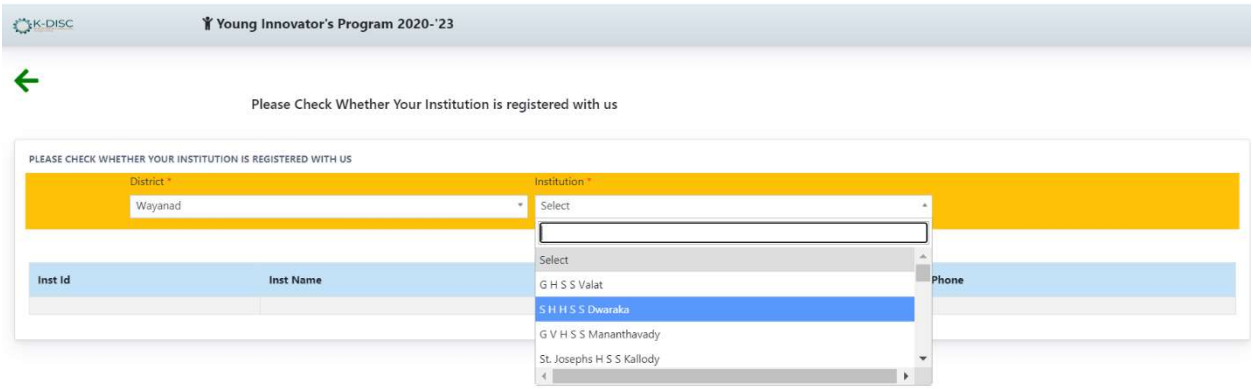
USER MANUAL FOR INSTITUTIONAL REGISTRATION –

YIP 2021

1. There are around 11,000 institutions already registered in the YIP portal. If you want to register a new institution, use the following link.

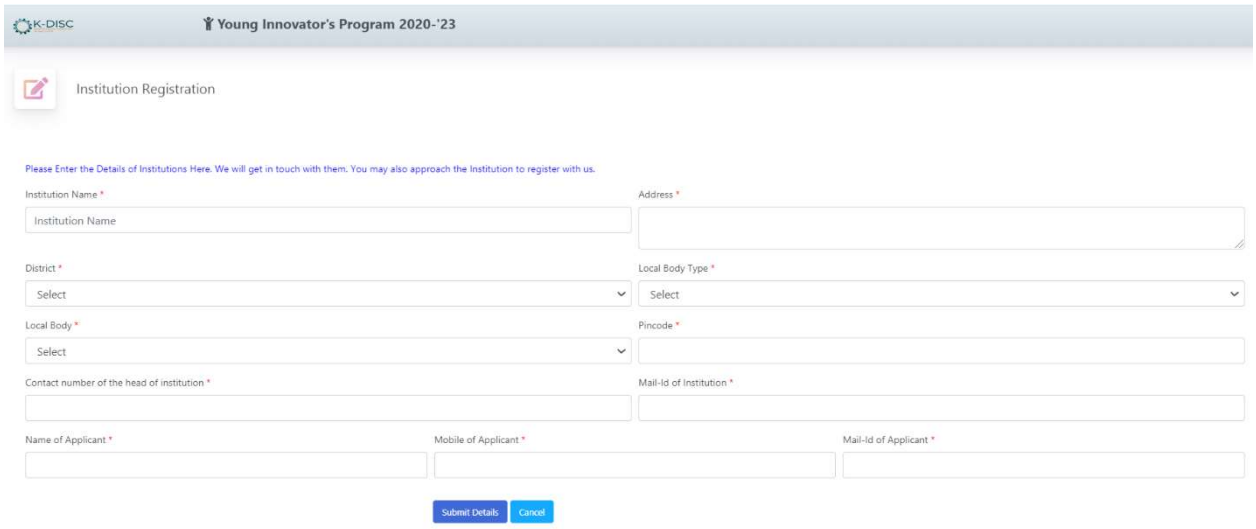
New Institution Registration: https://yip.kerala.gov.in/yipapp/index.php/Instreg_public_new/

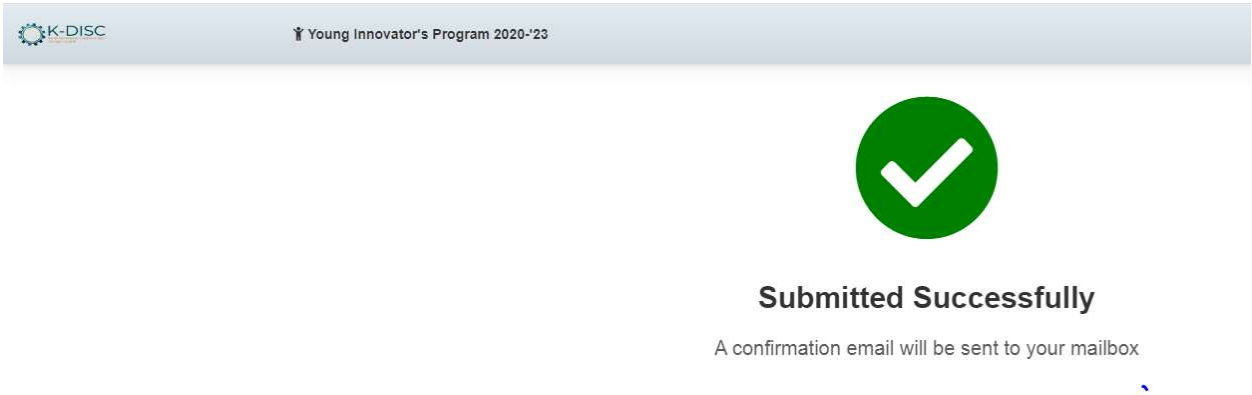
2. Check the institution is already available ? Select the District and search for the institution.



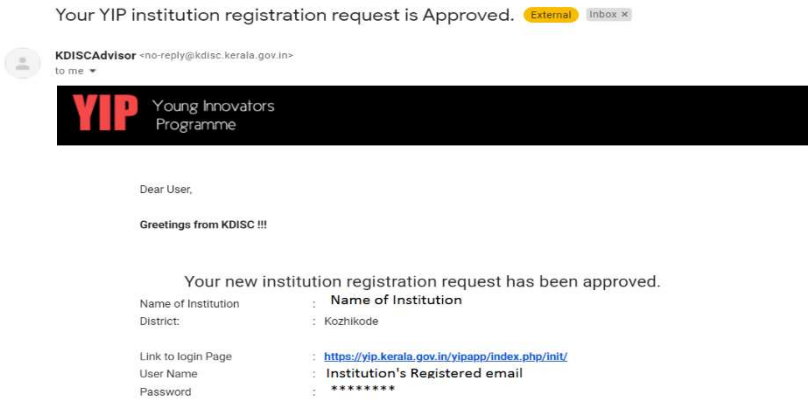
1. If the institution not found, Select “New Registration “

2. Fill the form and Submit

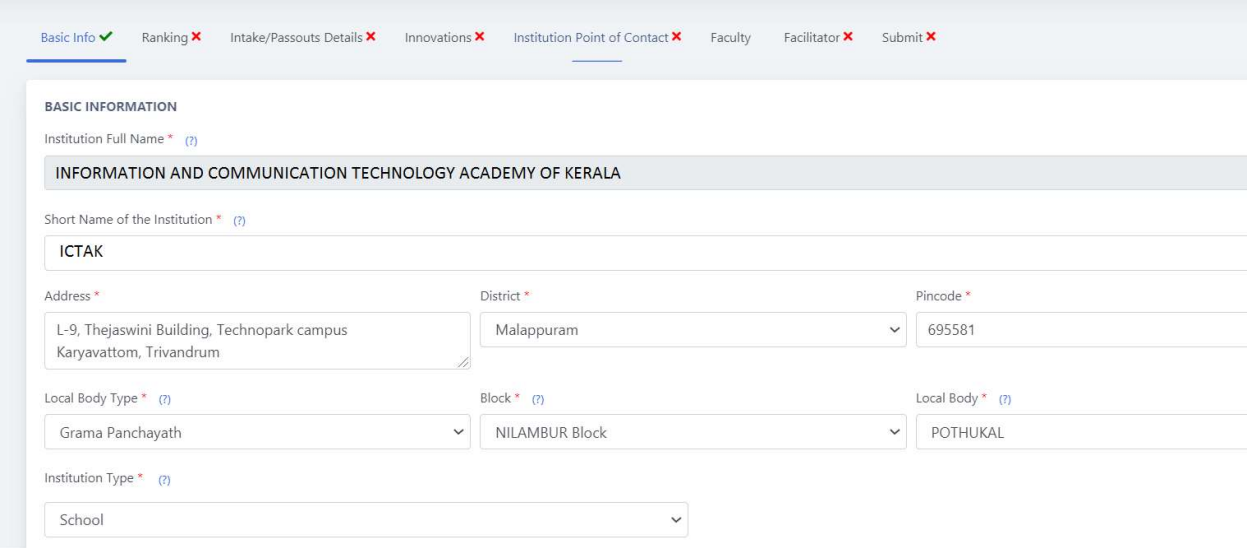




3. Once the institution Approved by the K-DISC authority, a confirmation email with user credentials to use the portal will be forwarded to Institution's registered email

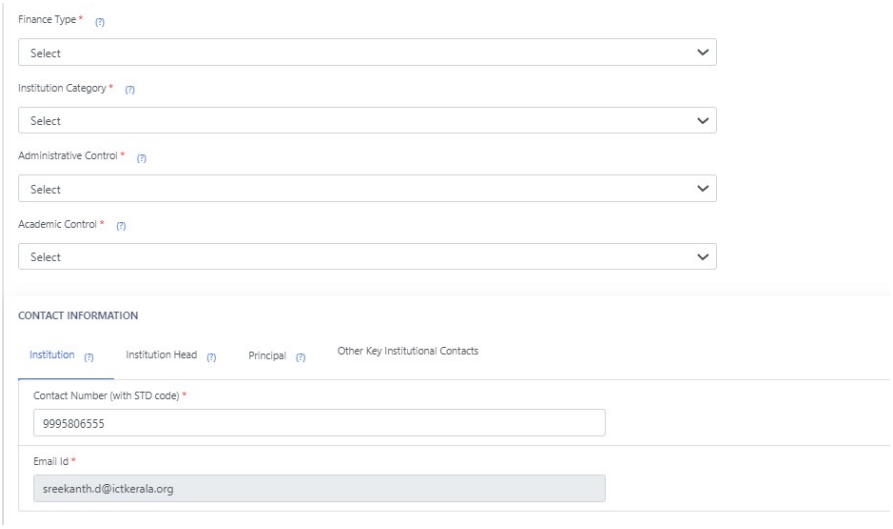


4. Head of the Institution should change the password and verify the Mobile Number(OTP) during the first login
5. Select **Institution Head** from the Left main Menu and select **Institution Registration**
6. Fill the information distributed in Seven Tabs and Need to finally submit the form to complete Institution registration.
7. While filling basic info, ensure that you are giving expanded name of the institution in "Institution name "tab and avoid place name if it is there as suffix or prefix. Eg :let the institution name be SJPS Kanjirappally, please type it as St Josephs Public School in Institution name tab.

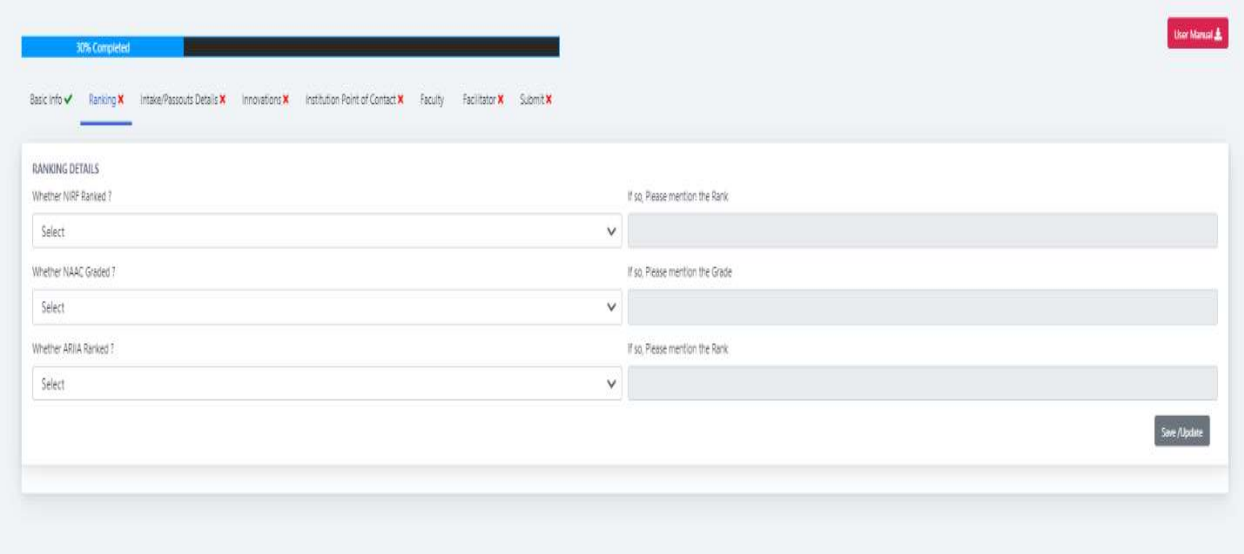


8. Select the appropriate Finance Type[i], Institution Category[ii], Administrative Control[iii], Academic Control[iv] from the drop down list provided and enter institution's contact details.

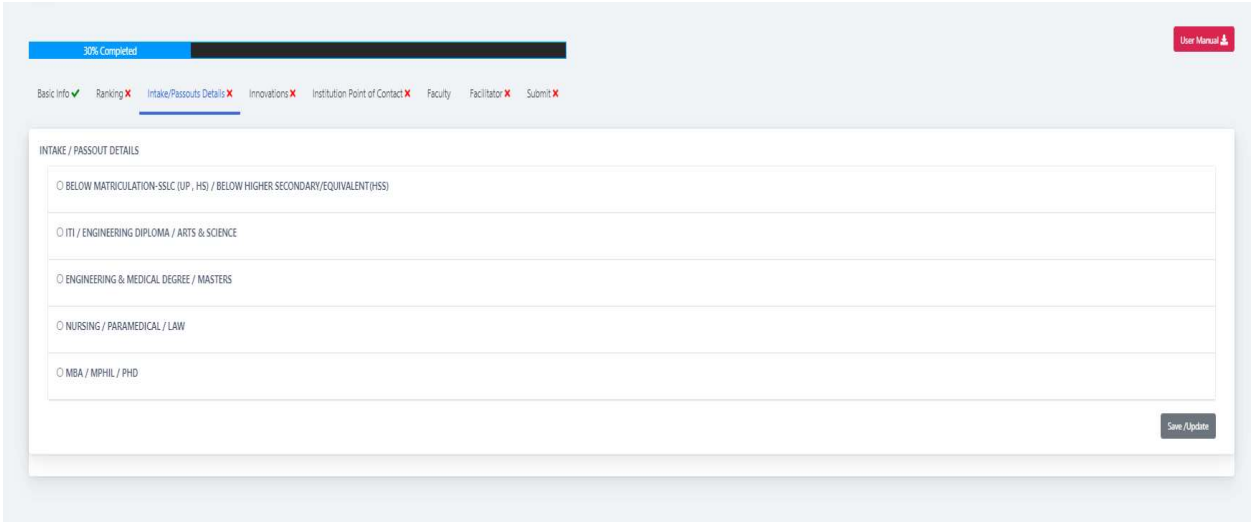
9. While giving contact information, make sure to enter official land line/mobile/email address (of Institution/principal/institution head)to avoid confusion in later stages.



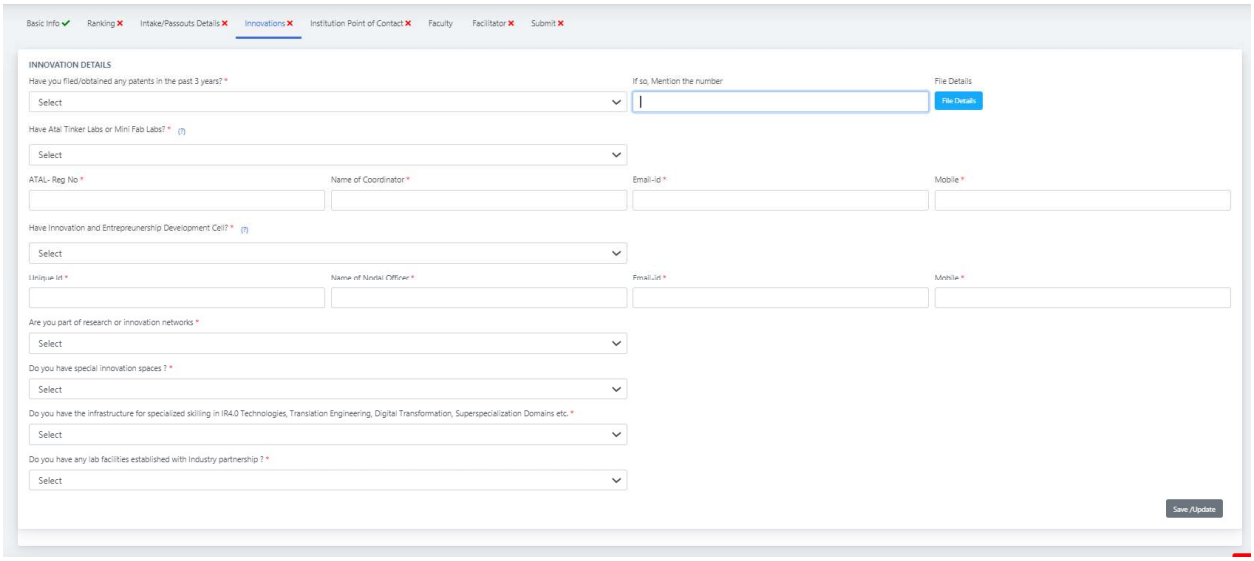
10. Ranking Details



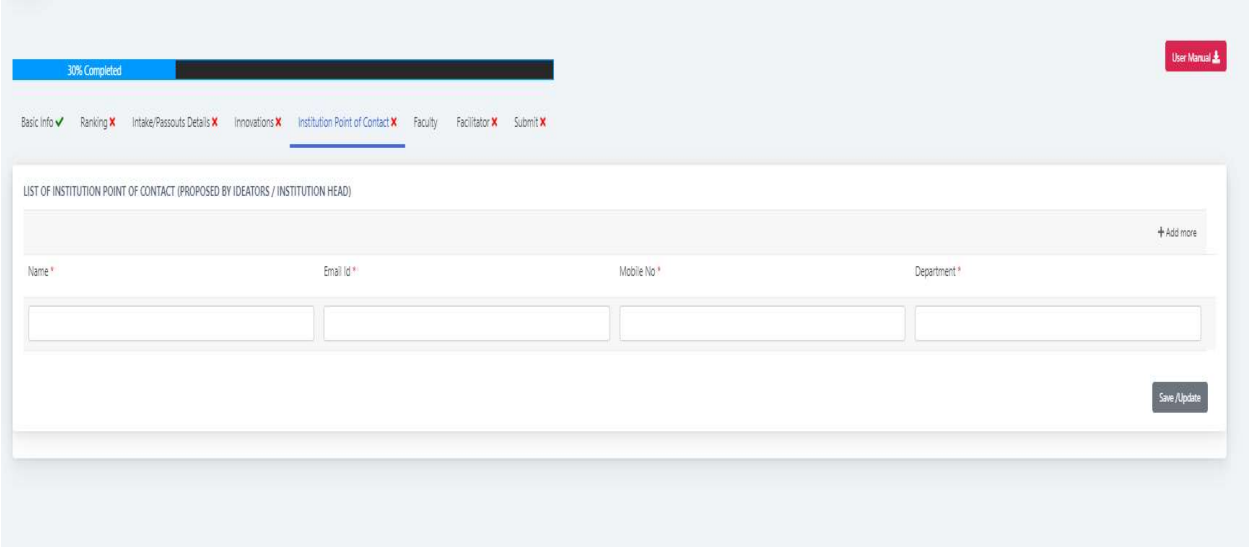
11. Intake/Pass out Details – Select the category, which your institution belongs to and fill the details.



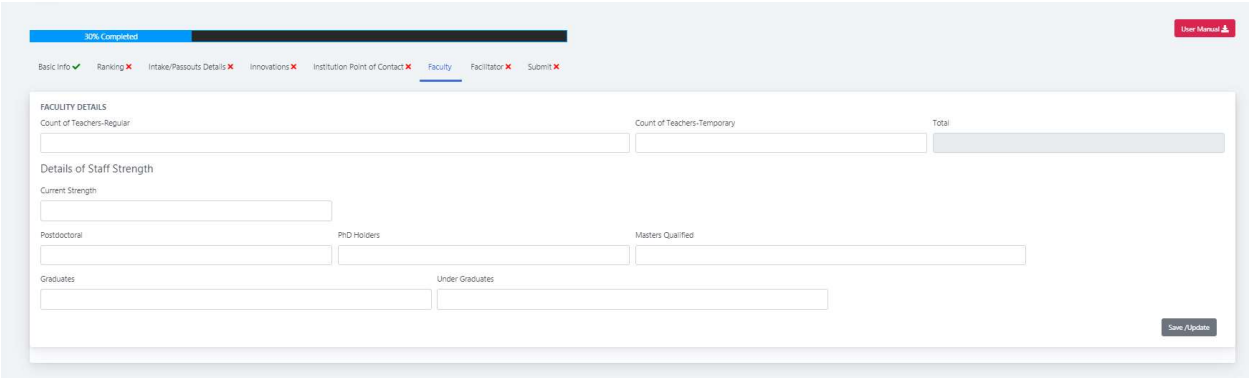
12. Innovations



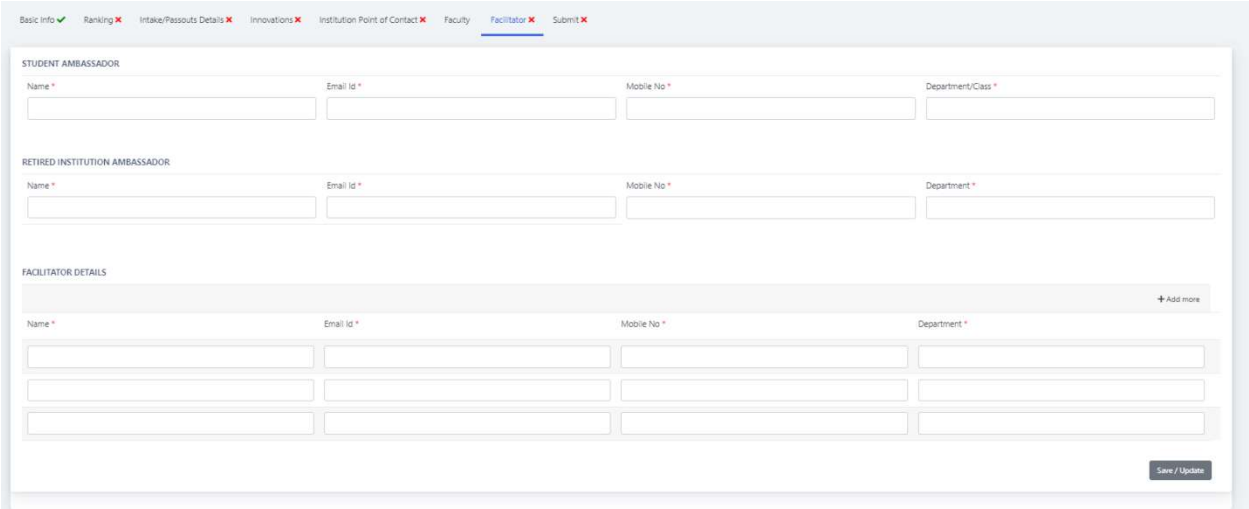
13. Insert the details of Institution point of Contact (IPC)[v] .



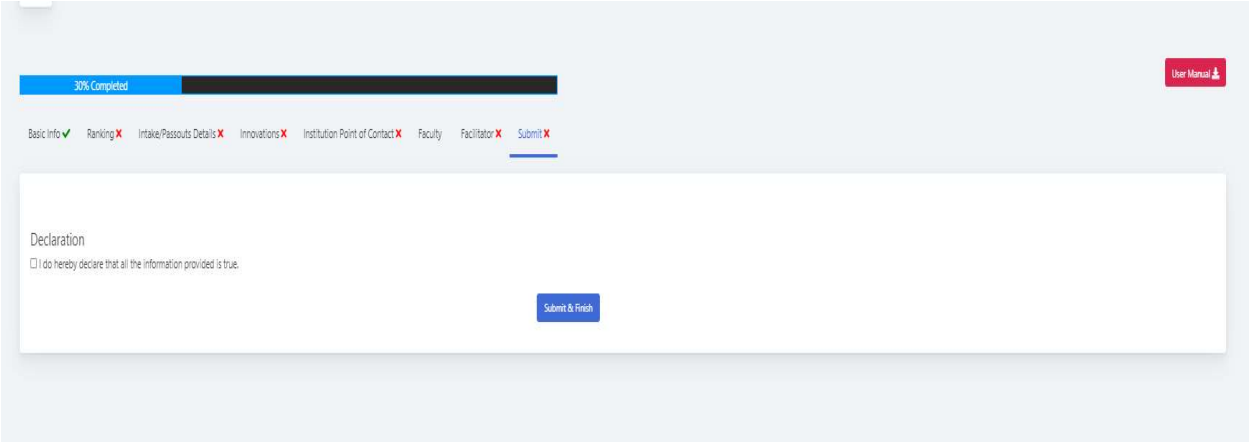
14. Faculty :Mention the staff strength of the institution with exact number in each category.



15. Insert Name, contact details and department of Facilitators[vi], Student Ambassador[vii] and Retired Institution Ambassador[viii]:



16. Submit- Once you put tick mark in declaration. Click 'submit' button.



[i] **Finance Type**: Source of aid like government,aided,self financing etc.

[ii] **Institution Category**: categorizes the institution as School, College, Ncvt etc

[iii] **Administrative Control** :It establishes policies that guide decision making, laws and regulations. It is also more concerned with the formulation of broad objectives, plans and policies.

[iv] **Academic Control**:It entails carrying the responsibility for the proper functioning of a system in an educational institution in which others participate.

[v] **Institutional Point Of Contact**: The institutional point of contact is defined as the secondary point of contact in the system after Principal/Head Of Institution. They will typically be a Senior Staff/Student Advisor who can be approached by the YIP team for driving Institution Level actions. An option to

delegate the approval of submitted ideas by the students is also provided to the Institutional Point Of Contact. This is a pro bono assignment.

[vi] **Facilitator**: Facilitators are the key enablers of YIP at the institution level. They will be incharge of coordinating between students and the YIP team. They will be trained in detail about the various process steps involved in YIP. It is mandatory for institutions to appoint a minimum of two facilitators for this program. This is a pro bono assignment.

[vii] **Student Ambassador:** A Student Ambassador is an essential part of the YIP Program. He is the on Campus advocate for the YIP Program. The student ambassador will be appointed by the Head of the Institution only. They will be tasked with creating awareness about YIP in the institution. They will be responsible to cascade the key dates and related information to the students in the institution. They will also be responsible to conducting events and activities which promotes innovation in their institution. The minimum tenure of the Student Ambassador is expected to be one year. A minimum of one student ambassador is required to be appointed by the institution. This is a pro bono assignment. Student Ambassadors will be given a certificate of recognition at the end of their tenure.

[viii] **Retired Institution Ambassador**: The retired institution ambassador is a role which is envisaged to use the experience of retired faculty of the institution. They will be expected to provide support to students in their YIP Journey. They can be leveraged by the facilitators to provide guidance to the students who are interested in taking part in the program. This is a pro bono assignment.

Details of Program Executive's

Sl.No	District	Program Executive -1	Mobile	Program Executive - 2	Mobile
1	Thiruvananthapuram	Nipun Raj S	8921674683	Akhil A B	8848801542
2	Kollam	Justin B	9446357494	Mahalakshmi P	9188617418
3	Pathanamthitta	Jinto Sebastian	9188617424	Jithin S O	9526980797
4	Alappuzha	Abdulla Azad	9495382946	Visakh Manoharan	8590852006
5	Kottayam	Dipin V S	9074989772	-	-
6	Idukki	Siril Sebastian	9447111950	Aswathy V Gopal	9539367429
7	Ernakulam	Sreeni S	9447371995	Reshma A S	9633882725
8	Thrissur	Rajasree M S	8156983744	Roshan Raju	7077586211
9	Palakkad	Kiran Dev M	8086250228	Shahna Buhari	9567876908
10	Malappuram	Mohamed Nabeel V P	9847020825	Samshan T V	8606469384
11	Kozhikkode	Nithasha Kuttibi	7406198581	Sandheep P K	9746260654
12	Wayanad	Anu Joseph	8089695943	Midhun Unni	8157861976
13	Kannur	Jinsha Rajeevan	9037423084	Janakiraman Durai	8681074380
14	Kasaragod	Jaimon Thomas	9809952778	Sowmya M	8547206273