





# DIRECTORATE OF MINORITIES

## STATE SCHOLARSHIP PORTAL (SSP)

**State Scholarship Portal** [Create Account](#) [Student Login](#) [Department Login](#) [Schemes](#) [English](#)



GOVERNMENT OF KARNATAKA

### STATE SCHOLARSHIP PORTAL

REQUIRED INFORMATION FOR PRE-MATRIC SCHOLARSHIP APPLICATION

Students SATS ID

Aadhaar Number Or EID Number of Student & Parent

Mobile Number

Caste and Income Certificates

DEPARTMENTS 4	SCHEMES 15	INSTITUTES 77273	STUDENTS 6
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#### SCHEMES

Social Welfare Department	Tribal Welfare Department	Backward Classes Welfare Department	DEPARTMENT OF MINORITIES
Pre-Matric Scholarship for SC Students			
Post-Matric Scholarship for SC Students			
Scholarships for Pre Metric Students whose parents are engaged in Unclean Occupations			

## USER MANUAL FOR VERIFICATION &

## APPROVAL OF PRE-MATRIC SCHOLARSHIP

## APPLICATIONS 2019-20

# STEPS FOR VERIFICATION AND APPROVAL OF APPLICATIONS (SSP)

- Step 1:- Go to website: <https://ssp.karnataka.gov.in:8080/1920/>
- Step 2:- Click on the **Department login** on top of the screen.
- Step 3:- Login page will be displayed,
  - Select Department name - **Department of Minority Welfare**,
  - Enter your **Username and Password**
  - It will ask to enter **ODP** (ODP will be received (SMS) on BEOs registered mobile)
  - Enter received **ODP** and click on **submit** button.
  - **ODP** is **One Day Password**. It can be used for whole day to login.
  - **ODP** will be changed for next day.
- Step 4:- Scrutiny Home page will be displayed, this page contains 5 menu options they are,
  - **HOME**
  - **PROCESSING**
  - **PUSH TO DBT PORTAL**
  - **REPORT**
  - **PROFILE**
- Step 5:- For Verification click on **Processing** menu, sub menu options under this menu will be displayed they are,
  - a) **Verification (Stage-1)**
    - 1. **Recommended for further Processing**
    - 2. **Recommended for Rejection**
  - b) **Approval Process (Stage-2)**
    - 1. **Recommended for Sanction**
    - 2. **Recommended for Verification**
    - 3. **Recommended for Rejection**
  - c) **Edit Aadhar details**
  - d) **Edit SATS Name / Mobile No.**
- Step 6:- Click on **Verification (Stage-1)** menu, two sub menu options will be displayed under this verification option they are,
  - **Recommended for further Processing**
  - **Recommended for Rejection**

# Verification Process

## Stage – 1

### 1) Recommended for further Processing

**Before starting verification, process read the following instructions:-**

- In the list displayed, it is required to check Income, Marks, Religion and Domicile as per eligible guidelines.
- This list also contains some students' name mismatches in SATS name and NSP name.
- You must approve all eligible applications and also you can reject the applications if you find students SATS name and NSP name is completely different under this process.
- For verification marking of the following checkboxes are compulsory,

☒ 1) **“To be further processed”**

☒ 2) **“Received Physical Consent form for the use of Aadhaar Received”**

☒ 3) **“Declaration”**

- **“Received Physical Consent form for the use of Aadhaar Received”:-** This option is a certification for having collected physical consent forms from students. Without this option you cannot approve the application.

➤ Step 7:- Click on **Recommended for further processing**, here students applications recommended for further processing list will be displayed.

Here you can filter the applications based on School-wise and Gender-wise.

➤ Step 8:- For **approval** of eligible applications,

- Click on **“To be further processed”** checkbox. (These checkboxes are auto selected no need to select again)
- Click on **“Received Physical Consent form for the use of Aadhaar Received”** Checkbox. (This option is a certification for having collected physical consent forms from students)
- Click on **declaration** checkbox which is showing above submit button.
- Click on Submit button.

For **rejection** of applications under this process,

- Click on **“Reject”** checkbox, rejection reason will be displayed.

- Select the **reason** for rejection from dropdown list. (NSP ID does not belongs to the student)
- Click on **“Received Physical Consent form for the use of Aadhaar Received”** Checkbox. (This option is a certification for having collected physical consent forms from students)
- Click on **declaration** checkbox which is showing above submit button.
- Click on Submit button.

*\*\*\*// The process of **Recommended for further processing** will end here //\*\*\**

## **2) Recommended for Rejection**

- Step 9:- Click on **Recommended for Rejection**, then students’ applications recommended for rejection list will be displayed.

Here you can filter the applications based on

- Family Income exceeds the specified limit.
- Grade is below the specified Grade i.e. below ‘B’ Grade.
- NSP – SATS Name do not match

- Step 10:- For **rejection of applications**,

- Click on **“Reject”** checkbox. (These checkboxes are auto selected no need to select again)
- Click on **“Received Physical Consent form for the use of Aadhaar Received”** Checkbox. (This option is a certification for having collected physical consent forms from students)
- Click on **declaration** checkbox which is showing above submit button.
- Click on Submit button.

For **approval of applications** under this process (if you find any student eligible),

- Click on **“To be further processed”** checkbox, approval reason will be displayed.
- Select the **reason** for approval from dropdown list. (NSP ID belongs to the student)
- Click on **“Received Physical Consent form for the use of Aadhaar Received”** Checkbox. (This option is a certification for having collected physical consent forms from students)
- Click on **declaration** checkbox which is showing above submit button.
- Click on Submit button.

*\*\*\*// The process of **Recommended for rejection** will end here //\*\*\**

# Approval Process

## Stage – 2

- Step 11:- Click on **Processing** menu and click on **Approval Process** option.
  - A statistics of applications will be displayed, which contains 3 cases  
“**Recommended for Sanction**”,  
“**Recommended for Verification**”  
“**Recommended for Rejection**”  
(Along with statistics of applications that are approved, rejected & pending within each case)
  - Verified applications (from stage-1) will be segregated into 3 cases
    - 1) **Recommended for sanction,**
    - 2) **Recommended for verification**
    - 3) **Recommended for rejection**Application are segregated based on ‘name matching score of student’ as in SATS, Caste & Income Certificates.
  - Here you can approve the applications for sanction and also can reject the applications from the above 3 case.
  - Once you approve/reject the applications here, there is no option to re-verify the applications.

### 1) Recommended for Sanction

- Step 12:- Click on **Recommended for Sanction** option,
- Step 13:- Select scheme **Pre-Matric scheme** from drop-down list, list of students recommended for sanction will be displayed.
  - This list is 100% matched data.
  - Names as in SATS, Income & Caste certificates are matched completely under this process.
  - You can approve the applications for sanction.
  - You can reject applications, wherein SATS name is completely different with Income and Caste certificates.
- Step 14:- For approval of applications,
  - Click on **Approve** checkbox. (These checkboxes are auto selected no need to select again) and click on **submit** button.

For **rejection** of applications,

- Click on “**Reject**” checkbox, rejection reason will be displayed.
- Select appropriate **rejection reason/s** from the drop-down list.  
(Name as in Income Certificate & SATS name not matched)  
(Name as in Caste Certificate & SATS name not matched)
- Click on **Submit** button

*\*\*\*// The process of **Recommended for sanction** will end here //\*\*\**

## 2) Recommended for Verification

- Step 15:- Click on **Recommended for verification** option.
- Step 16:- Select scheme **Pre-Matric scheme** from drop-down list, list of students recommended for verification will be displayed.
  - This list is partially matched data.
  - Names as in SATS, Income & Caste certificates are matched partially under this process.
  - You can approve the applications, if student’s SATS name matches with Income and Caste certificates name with little variation in spelling.
  - You can reject applications, if SATS name is completely different from Income and Caste certificates name.
- Step 17:- For **approval** of applications,
  - Click on **Approve** checkbox, approval reason will be displayed.
  - Select the **reason** for approval of applications from the dropdown list.  
(Name as in Income Certificate & SATS is matched)  
(Name as in Caste Certificate & SATS is matched)
  - Click on **submit** button.

For **Rejection** of applications,

- Click on “**Reject**” checkbox, rejection reason will be displayed.
- Select appropriate **rejection reason/s** from the drop-down list.  
(Name as in Income Certificate & SATS not matched)  
(Name as in Caste Certificate & SATS not matched)
- Click on **Submit** button

*\*\*\*// The process of **Recommended for verification** will end here //\*\*\**

### 3) Recommended for Rejection

- Step 18:- Click on **Recommended for rejection** option.
- Step 19:- Select scheme **Pre-Matric scheme** from drop-down list, list of students recommended for rejection will be displayed.
  - This list is below 20% matched data.
  - Names as in SATS, Income & Caste certificates does not match under this process.
  - You can approve the applications, if student's SATS name matches with Income and Caste certificates name with little variation in spelling.
  - You can reject applications, if SATS name is completely different from Income and Caste certificates name.
- Step 17:- For **approval** of applications,
  - Click on **Approve** checkbox, approval reason will be displayed.
  - Select the **reason** for approval of application from the dropdown list.  
(Name as in Income Certificate & SATS name is matched)  
(Name as in Caste Certificate & SATS name is matched)
  - Click on **submit** button.

For **Rejection** of applications,

- Click on "**Reject**" checkbox, (These checkboxes are auto selected no need to select again).
- Click on **Submit** button

*\*\*\*// The process of **Recommended for rejection** will end here //\*\*\**