



# DIRECTORATE OF MINORITIES STATE SCHOLARSHIP PORTAL (SSP)

URL: <https://ssp.karnataka.gov.in:8080/2122/homepage.aspx>



State Scholarship Portal

Department Login

English



REQUIRED INFORMATION FOR PRE-MATRIC SCHOLARSHIP APPLICATION

Students SATS ID

Aadhaar Number Or EID Number of Student & Parent

Mobile Number

Caste and Income Certificates

66

Parent should mandatorily provide consent for use of Aadhaar numbers submitted in the application. Consent may be given electronically through e-sign or through physical consent form. The physical consent form should be mandatorily submitted to the Taluka officer of the concerned Department within the last date for submission of application.

DEPARTMENTS

4

SCHEMES

17

INSTITUTES

77273

SCHEMES

[Social Welfare Department](#)

[Tribal Welfare Department](#)

[Backward Classes Welfare Department](#)

DEPARTMENT OF MINORITY WELFARE

Pre-Matric Scholarship

## USER MANUAL FOR VERIFICATION & APPROVAL OF **PRE-MATRIC** SCHOLARSHIP APPLICATIONS 2021-22

# **STEPS FOR VERIFICATION AND APPROVAL OF APPLICATIONS (SSP)**

- Step 1:- Go to website: <https://ssp.karnataka.gov.in:8080/2122/homepage.aspx>
- 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 //\*\*\**

## Approval Process

VERIFIED  <b>773</b>	RECOMMENDED FOR SANCTION  <b>647</b> Approve    Reject    Pending 371         4             272	RECOMMENDED FOR VERIFICATION  <b>3</b> Approve    Reject    Pending 2            1            0	RECOMMENDED FOR REJECTION  <b>123</b> Approve    Reject    Pending 7            52        64
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<b>Total No. of Applications Verified in Stage 2.</b>	<b>100% Matched Data</b> (Names as in SATS, Income & Caste Certificates are matched completely)	<b>Partial Matched Data</b> (Names as in SATS, Income & Caste Certificates are matched partially)	<b>Below 20% Matched Data</b> (Comparison of SATS name with Income & Caste Certificate)
	<p><b>Approve:</b> A list of student names already matched 100% as per SSP data will be displayed here comparing SATS name with name in Income &amp; Caste Certificates. All applications can be approved here.</p> <p><b>Reject:</b> In case if any SATS name doesn't match with name in Income &amp; Caste Certificates, such applications can be rejected.</p> <p><b>Pending:</b> Pending for action.</p>	<p><b>Approve:</b> Compare SATS name with name in Income &amp; Caste Certificates, if you find both names are of same student, with little variation in spelling you can sanction such cases.</p> <p><b>Reject:</b> Compare SATS name with name in Income &amp; Caste Certificates, if you find both names are completely different you can reject such cases here.</p> <p><b>Pending:</b> Pending for action.</p>	<p><b>Approve:</b> Compare SATS name with name in Income &amp; Caste Certificates, if you find both names are of same student, you can sanction such cases.</p> <p><b>Reject:</b> Compare SATS name with name in Income &amp; Caste Certificates, if you find both names are completely different you can reject such cases.</p> <p><b>Pending:</b> Pending for action.</p>