

# College Information System(CIS) in State Scholarship Portal (SSP-CIS)

## User manual for College authority to extract reports on Scholarship payment to Institution and students

College Information System is created for colleges to check the payment status of scholarship for all the students who have applied for scholarship. It also has the following reports

- i.Students Fee Sanctioned Report
- ii.Student applied last year but not applied this year:
- iii.Aadhaar Not Seeded Report
- iv.Sanctioned but Payment failed in DBT report

This report shows who all have applied in SSP Portal and SSP Id of the child. Hence the College authorities are requested to record these SSP Ids against each student in their records also, since this SSP Id will remain common even if they go to higher classes or any higher courses.

Eg: If a student is given SSP Id when he is in **I PUC**, this SSP Id will remain the same when he enters degree courses or PG courses.

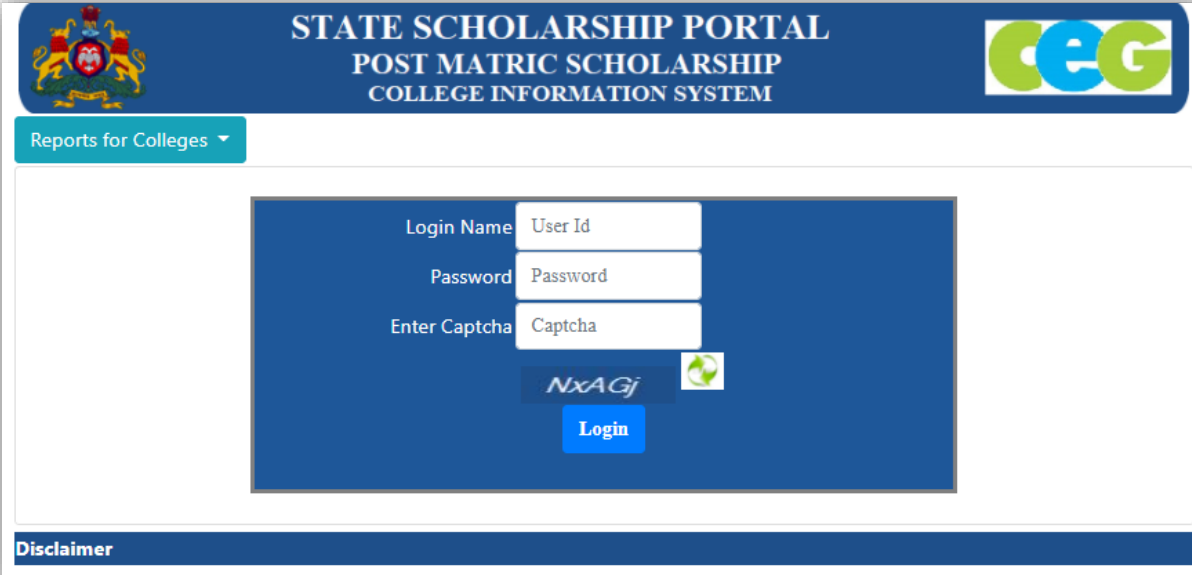
So whenever a student is given admission in the college, the colleges are requested to collect SSP Id from the student for future reference and also to know whether the student has taken scholarship in previous years.

This manual explains how to login to SSP-CIS and how to extract reports about the scholarship payment to the students and Institution

**STEP1:** Login to <https://ssp.postmatric.karnataka.gov.in/> and click the below icon on homepage to enter the homepage of College Information System

**NEW** PLEASE CLICK HERE TO LOGIN TO COLLEGE INFORMATION SYSTEM(CIS)

## STEP2:



STATE SCHOLARSHIP PORTAL  
POST MATRIC SCHOLARSHIP  
COLLEGE INFORMATION SYSTEM

Reports for Colleges ▾

Login Name User Id  
Password Password  
Enter Captcha Captcha

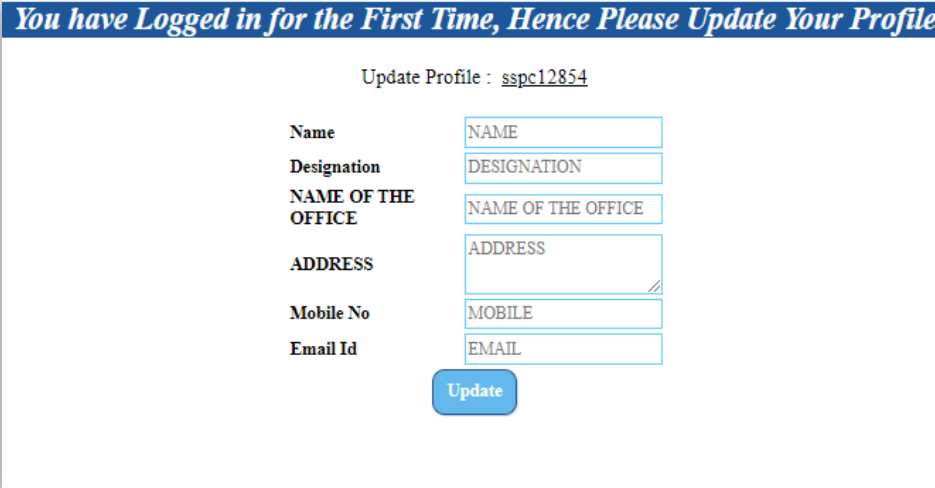
NxAGj  
Login

Disclaimer

The colleges can collect their login credentials of CIS from their universities. If any college has been added newly by Higher education department(DHE) or have received AISHE code recently, should contact Higher Education Department to get them added in SSP and also take login credentials from SSP itself.

Enter College User Id , Password and Captcha that is displayed below.

## STEP3:



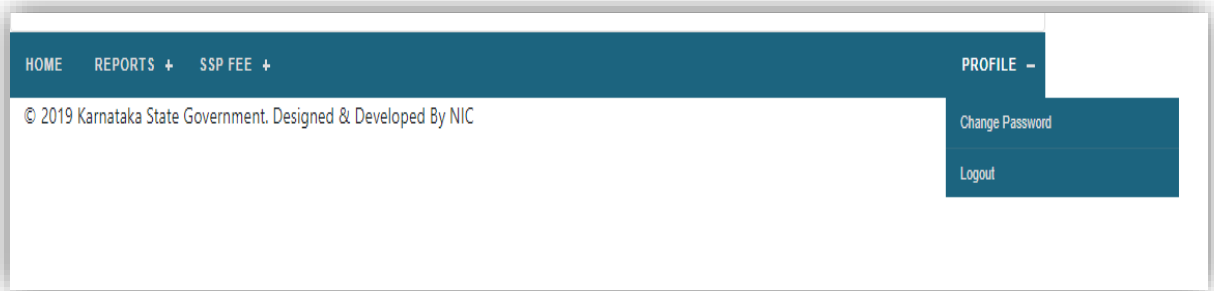
*You have Logged in for the First Time, Hence Please Update Your Profile*

Update Profile : [sspc12854](#)

Name NAME  
Designation DESIGNATION  
NAME OF THE OFFICE NAME OF THE OFFICE  
ADDRESS ADDRESS  
Mobile No MOBILE  
Email Id EMAIL

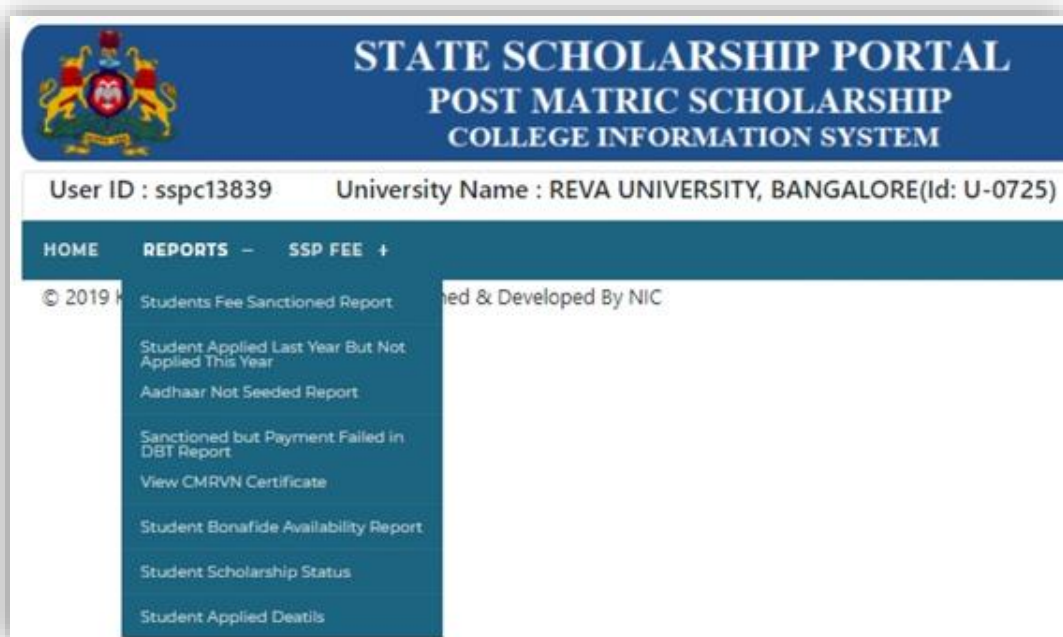
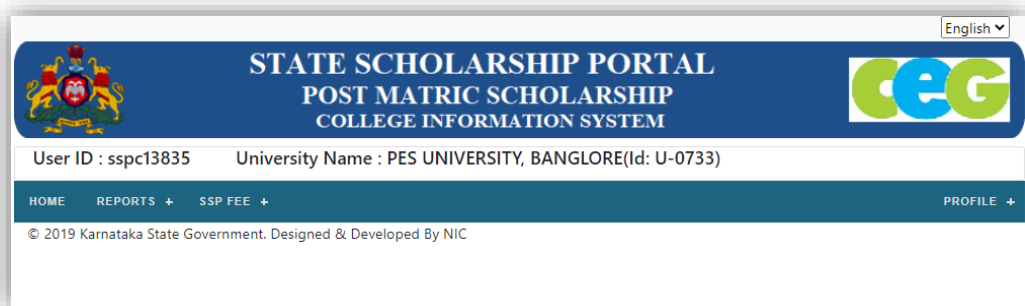
Update

- i. College authority will have to update Profile by providing Official's Name, Type complete Designation (avoid using short abbreviation), name of the College will be auto-populated with the code (the code of the college should be noted down by the authority for future use), kindly retain the complete address as in AISHE portal, Contact number and e-mail Id of principal should be typed.
- ii. This is a one-time process.



iii.Colleges should change the password in “Profile” after logging in to CIS

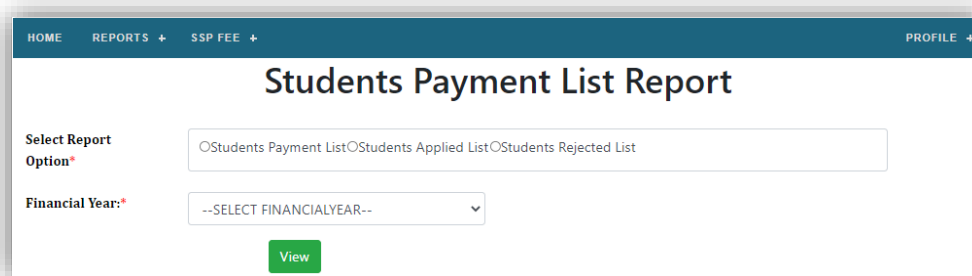
### Step4:



Now you can check Reports available in College Information System(CIS):

- i. Students Fee Sanctioned Report
- ii. Student applied last year but not applied this year
- iii. Aadhaar Not Seeded Report
- iv. Sanctioned but Payment failed in DBT report
- v. View CMRVN certificate
- vi. Student Bonafide availability Report
- vii. Student Scholarship Details
- viii. Student applied Details

## 1) Students Fee Sanctioned Report

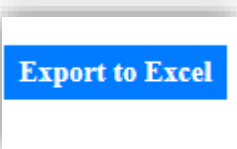


Click on appropriate radio button and select the financial year.

The reports are available from 2019-2020(only SC, ST and Minority student's details are available).

In 2020-2021, the following sponsoring department beneficiary's list will be available: Social Welfare, Tribal Welfare, Backward Classes Welfare department, Minority department, Department of Technical Education, Department of Medical Education, Karnataka State Brahmin Development Board, Department of AYUSH, Department of Welfare for Disabled, Department of Collegiate Education.

In 2021-2022, Labour and Agriculture department is also included. Principals are requested to take printout of certificates and hand It over to students, as this certificate is given as per the instructions by the Agriculture department.



If you click this, the data will be exported and get saved as excel sheet. The same may be saved and used for account purpose.

### Students Payment List Report

Select Report Option\*  Students Payment List  Students Applied List  Students Rejected List

Financial Year:\* 2020-21

[View](#) [Export to Excel](#)

Total Count : 1509

Sl No	Student ID	Student Name	Welfare Department	Category	Course	Course Discipline	Course Year	College Name	S
1	19200000239	Manjunath G	Social Welfare Department	SCHEDULED CASTE	B.Tech	MECHANICAL ENGINEERING	SECOND	PES UNIVERSITY, BANGLORE(Main Campus)	C
2	19200000239	Manjunath G	Social Welfare Department	SCHEDULED CASTE	B.Tech	MECHANICAL ENGINEERING	SECOND	PES UNIVERSITY, BANGLORE(Main	C

For FY 2021-2022 payment will be made to student's Aadhaar seeded account. Hence there will be no payment made to the college, students can be shown this report and students can be asked to pay the fees once their payment status is updated here.

Following details will be displayed in the report:

Student ID, Student Name, Welfare Department, Category, Course, Course Discipline, Course Year, College Name, Seat Type, Student Amount, UTR Number (For successful payment made to Student), Date of Payment Response Received from DBT, College Amount, UTR Number (For successful payment made to College), Date of Payment Response Received from DBT.

## 2) Student applied last year but not applied this year

Sl No	Scholarship Department Code	Department Name	University Code	University Name	District Code	Taluk Code	District Name	Taluk Name	instituteMasterId
1	1	SWD	1024	PES UNIVERSITY, BANGLORE(Id: U-0733)	525	5543	BENGALURU URBAN	Bengaluru South	13835

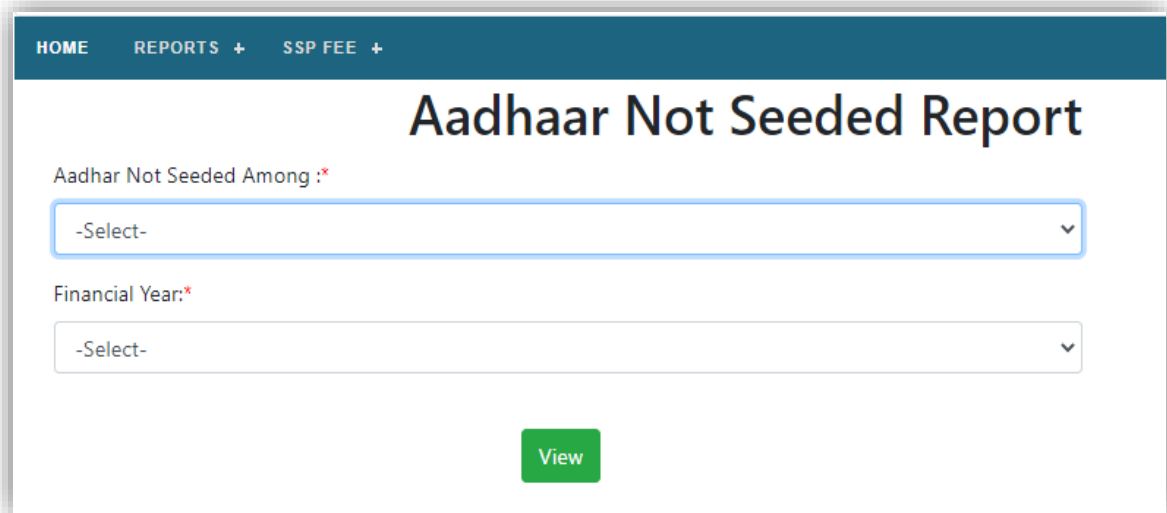
If students are still studying in your college, they should be made to apply as the submission of application is compulsory every year though it is a renewal case, because student journey to the next year of course is not known if his application is not updated.

The list of students who had applied last year for scholarship in SSP but are yet to apply for this year can be viewed by clicking on “Student applied last year but not applied this year” menu.

Following details will be displayed in the report:

Scholarship Department Code, Department Name, University Code, University Name, District Code, Taluk Code, District Name, Taluk Name, institute Master-Id, Institute Name, Course Master Id, Course Name, Discipline Code, Discipline Name, Application Id, Student Name, Seat Type, Student Mobile Number, SSLC Number, Year, Hosteller/DayScholar,Approval,Sanction,Fee\_Sanctioned\_to,Fee\_Paid\_successful\_to

### 3) Aadhaar Not Seeded



HOME    REPORTS +    SSP FEE +

## Aadhaar Not Seeded Report

Aadhaar Not Seeded Among :\*

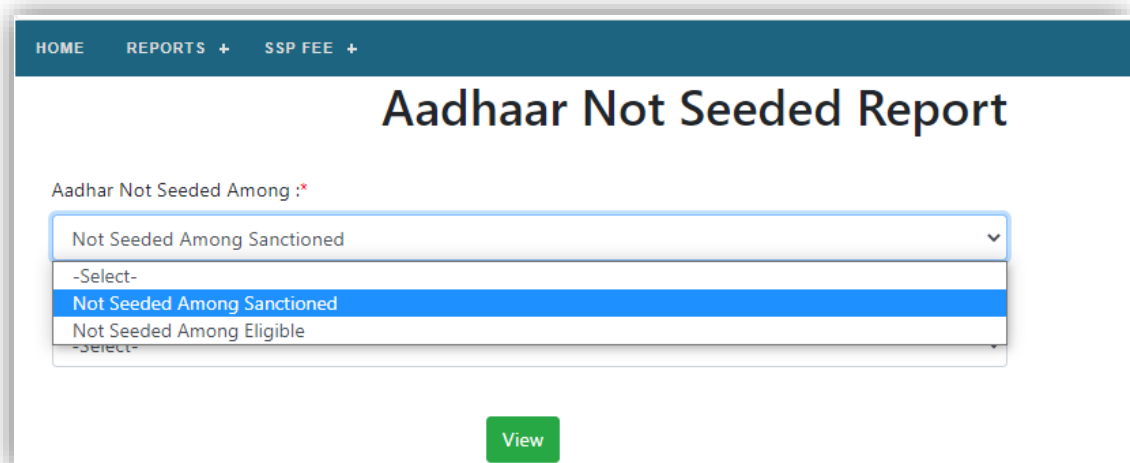
-Select-

Financial Year:\*

-Select-

View

Those students whose payment is not been done can be checked in this report, because student’s payment will not be done if Aadhaar is not seeded to his bank account.



HOME    REPORTS +    SSP FEE +

## Aadhaar Not Seeded Report

Aadhaar Not Seeded Among :\*

Not Seeded Among Sanctioned

-Select-

Not Seeded Among Sanctioned

Not Seeded Among Eligible

-Select-

View

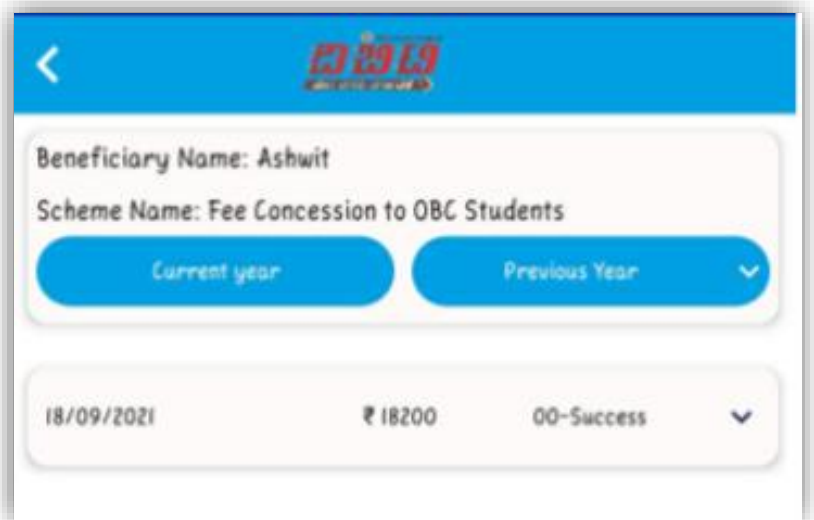
Please see DBT user manual which is given after this document.

(Note: If the Student downloads DBT Karnataka app, he will be able to check the payment status and Aadhaar seeding status)



i. Direct Beneficiary Transfer (DBT) Student's App

ii. Payment Status



iii. Aadhaar seeding status



Those who have not opened bank account, student may be advised to open the bank account and get their aadhaar seeded. This is the responsibility of the College since students will not know about this, and any failure of disbursal, the Colleges will be responsible for getting the aadhaar seeded done.

2 options are displayed:

- i. Aadhaar not seeded among sanctioned applications

## Aadhaar Not Seeded Report

Aadhar Not Seeded Among :\*

Not Seeded Among Sanctioned

Financial Year:\*

2020-21

[View](#)

Sl No	Student Id	Student Name	Category	District	Taluk	University Name	College Name	Course Name
1	19200017478	V Srinivas	SC	BENGALURU URBAN	Bengaluru South	PES UNIVERSITY, BANGLORE(Id: U-0733)	PES UNIVERSITY, BANGLORE(Main Campus)	Bachelor of Technology
2	19200017478	V Srinivas	SC	BENGALURU URBAN	Bengaluru South	PES UNIVERSITY, BANGLORE(Id: U-0733)	PES UNIVERSITY, BANGLORE(Main Campus)	Bachelor of Technology

Following details will be displayed in the report:

Student ID, Student Name, Category, District, Taluk, University Name, College Name, Course Name, Course Year, Mobile Number.



ii. Aadhaar not seeded among eligible applications

### Aadhaar Not Seeded Report

Aadhaar Not Seeded Among :\*

Not Seeded Among Eligible

Financial Year:\*

2020-21

[View](#)

SI No	Student Id	Student Name	Category	District	Taluk	University Name	College Name	Course Name
1	19200017478	V Srinivas	SC	BENGALURU URBAN	Bengaluru South	PES UNIVERSITY, BANGLORE(Id: U-0733)	PES UNIVERSITY, BANGLORE(Main Campus)	Bachelor of Technology
2	19200017478	V Srinivas	SC	BENGALURU URBAN	Bengaluru South	PES UNIVERSITY, BANGLORE(Id: U-0733)	PES UNIVERSITY, BANGLORE(Main Campus)	Bachelor of Technology

Following details will be displayed in the report:

Student ID, Student Name, Category, District, Taluk, University Name, College Name, Course Name, Course Year, Mobile Number.

4) Sanctioned but Payment failed in DBT report

### Sanctioned but Payment Failed in DBT Report

HOME REPORTS + SSP FEE + PROFILE +

Select College\*

PES UNIVERSITY, BANGLORE(Main Campus)

Financial Year:\*

2020-21

[View](#) [Export To Excel](#)

SI No	Student Id	Student Name	College Name	Failed Reason	Department Name	Maintenance or Fee
1	19200007614	CHAKRAVARTHI S	PES UNIVERSITY, BANGLORE(Main Campus)	Response to be Received	Tribal Welfare Department	Fee

Even though aadhaar is seeded, payment failure happens because of inactive status of bank account. Hence the student has to activate his account once again by making a transaction, this list provides students whose account is inactive/dormant by the bank due to the prolonged inactivity in the bank account. Hence the student should

be advised to go to the bank and check the bank account status and get the bank account activated by submitting a request to the manager of that bank branch and provide the information to the college.

Once the account is activated the SSP keeps on pushing the failed status on periodical way and next time the payment happens the student will get the payment done.

If there is any such wrong inactive status reported/ if the account is activated but payment is not received/if aadhaar is seeded but amount is not sanctioned, even after 10-15 days, you can raise grievance in the grievance redressal mechanism in SSP portal