USER MANUAL FOR EMPOWERMENT OFFICER MODULE

Step 1: Nomination of Empowerment Officer in College CIS Login

- 1. Access College CIS Login:
- Open your web browser and navigate to the following link to login to College CIS Login: <u>https://ssp.postmatric.karnataka.gov.in/cis/</u>
- Login to College CIS.

| 200 × | STATE SCHOLARSHIP PORTAL POST MATRIC SCHOLARSHIP | |
|----------------------------------|--|-----------|
| User ID : sspc13814 Un | iversity Name : Vijayanagara Sri Krishnadevaraya University, Bellary(Id: U-0603) | |
| HOME REPORTS + COLLEG | E - REPORTS + | PROFILE + |
| Reports for Colleges Add Colle | ge Empowerment Officer | |
| Co | ollege Wise Course Discipline Data Entry Details | |
| Select University | SELECT UNIVERSITY | ~ |
| Select College | | ~ |
| Financial Year | SELECT FINANCIALYEAR | ~ |
| © 2019 Karnataka State Governmer | View For the College nt. Designed & Developed By NIC | |

English ¥

- > In the dashboard, select "Add Empowerment Officer" option under the College menu.
- 2. E-KYC process:

| 200 N | STATE SCHO POST MATR COLLEGE IN | LARSHIP PORTAL RIC SCHOLARSHIP formation system | CEG | | |
|--|---------------------------------------|---|------------------|--|--|
| User ID : sspc13866 | University Name : Karnata | aka State Open University, Mysore(Id: U-0228) | | | |
| HOME REPORTS + C | OLLEGE + REPORTS + | | PROFILE + | | |
| Add Empowerment Officer | | | | | |
| College | | Karnataka State Onen University, Mysore/Main Campus) | ~ | | |
| concer | | Ramataka State Open oniversity, Mysore(Main earrpus) | | | |
| Your Aadhaar e-K ^v for the same. | YC needs to be done to | capture your photograph. Please prov | ide your consent | | |

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> Click on the "Click for the E-KYC" button.

| ಇ-ಕೆವೈಸಿ ಸೇವೆ / e-KYC Service |
|---|
| ఇలాట్ / Department |
| Social Welfare Department / Social Welfare Department |
| ಉದ್ದೇಶ / Purpose |
| For Beneficiary Registration |
| ಆಧಾರ್ ಸಂಖ್ಯೆ / Aadhaar Number |
| |
| ನನ್ನ ಅಧಾರ್ ಮಾಹಿತಿ (Identity Information) ಹಾಗೂ ಇತರ ಮಾಹಿತಿಗಳನ್ನು ಯು,ಐ,ಡಿ,ಎ,ಐ ನೊಂದಿಗೆ e-KYC ಅಥವಾ ಹೌದು / ಇಲ್ಲ ದೃಢೀಕರಣಕ್ಕೆ (Yes /No Authentication) ಸರ್ಕಾರ ಬಳಸಲು ನನ್ನ ಒಪ್ಪಿಗೆ ಇದೆ, ಇಲಾಖೆಯು ನನ್ನ ವಿವರಗಳನ್ನು ದತ್ತಾಂಶದಲ್ಲಿ ನಮೂದು (ಸೀಡ್) ಮಾಡಲು ಹಾಗು DBT ಮೂಲಕ ಹಣ ಸಂದಾಯ ಮಾಡಲು ಮತ್ತು ಸರ್ಕಾರದ ವಿವಿಧ ಇಲಾಖೆಗಳ ಕಲ್ಯಾಣ ಯೋಜನೆಗಳಲ್ಲಿ ಬಳಸಲು ನನ್ನ ಸಹಮತಿ ಇದೆ, I agree to share my Aadhaar details (Identity Information) and other information with Government for the purpose of e-KYC or Yes/No Authentication with UIDAI. I give consent to the Department to seed my data in to the database, to make payment through DBT and use it in welfare schemes of various Departments of Government. ದೃಢೀಕರಣದ ವಿಧಾನವನ್ನು ಅಯ್ಡಿಮಾಡಿ / Choose Mode of Authentication |
| O OTP OFace Capture OFingerprint Capture |

- > Enter the Aadhaar Number of the nominated Empowerment officer.
- Check the declaration box.
- > Choose OTP as the authentication mode.

> Enter the OTP received on the mobile number linked to the Aadhaar.

| | English 🗙 |
|---|--|
| STATE SCHO POST MATI COLLEGE IN | LARSHIP PORTAL RIC SCHOLARSHIP FFORMATION SYSTEM |
| User ID : sspc13866 University Name : Karnat | aka State Open University, Mysore(Id: U-0228) |
| HOME REPORTS + COLLEGE + REPORTS + | PROFILE + |
| Add Emp | oowerment Officer |
| College | Karnataka State Open University, Mysore(Main Campus) |
| Your Aadhaar e-KYC needs to be done to for the same. | o capture your photograph. Please provide your consent |
| The Aadhaar Number of the nominated Empowerment officer ${}^{\bigstar}$ | 200000004409 |
| | |
| Name as in Aadhaar of the Empowerment officer * | |
| Address * | ÷ |
| Mobile No * | Mabile No |
| Select Designation * | SELECT Desgination |
| Employee Type* | OPermanent EmployeeOTemporary Employee |
| Employee Code * | Employee Code |
| College Address * | College Address |
| | Add Empowerment Officer |
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- Provide the mobile number linked to the Aadhaar.
- Select the Employee type (Permanent or Temporary).
- Enter the Employee code.
- > Input the college address of the nominated Empowerment officer.

3. Empowerment officer Nomination process:

Click on "Add Empowerment Officer."

| E | ST | Scholarship Portal- Govt. of Karnataka |
|----------------------------|---------------|--|
| User ID : sspc13866 | Univer | : U-0228) |
| HOME REPORTS + C | OLLEGE + | OTP sent Successfully to entered Mobile Number. PROFILE - |
| | | ОК |
| College | | Karnataka State Open University, Mysore(Main Campus) |
| for the same. | YC needs | to be done to capture your photograph. Please provide your consent |
| | | |
| One Time Password* | C | /IP |
| | | VTP VALIDATE RESEND OTP |
| | | |
| © 2019 Karnataka State Gov | emment. Desi | gned & Developed By NIC |
| © 2019 Karnataka State Gov | ernment. Desi | gned & Developed By NIC |

- > An OTP for nominating the Empowerment officer will be sent.
- > Enter the OTP and click on "OTP VALIDATE."

| <u>2005</u> | ST. Scholarship Portal- Govt. of Karnataka | ж | English V |
|----------------------------------|--|-----|---------------------------|
| User ID : sspc13866 Ur | niver | | : U-0228) |
| HOME REPORTS + COLLEG | Details of the nominated empowerment officer are sent to the concerned taluka social welfare officer for verification and | e | PROFILE + |
| | approval. CIS login credentials will be sent to the registered mobile number of the empowerment officer once the taluka officer approves his/her nomination. | | |
| College | | ok. | ain Campus) 💙 |
| Your Aadhaar e-KYC n | eed | | ease provide your consent |
| for the same. | | | |
| | Click for E-kyc | | |
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| | | | |

A pop-up message will be displayed, indicating that details of the nominated empowerment officer have been sent to the Taluka social welfare officer for verification and further process.

<u>Note</u>:

- Once the Nomination process is completed the application will be routed to the concerned Taluka Social Welfare officer SSP Login.
- The Taluka SWD officer should visit the college to verify the nominated empowerment officer and to educate him about the scheme guidelines and responsibilities.

Step 2: Approve/Reject nomination Empowerment Officer in Taluka SWD Login

- 1. Taluka SWD Login:
- Log in to the Taluka SSP login.
- 2. Module Selection:

| 🎪 SCHOLARSHIP P | ORTAL | Department Name Taluk Social Welfare Officer User Id 15w05572 | Date : 18/11/2023 10:10:17 | ಶಸ್ತಡ 💙 ಒಂದಂಗ |
|--|---|--|--|------------------|
| Home Processing · Check Student Schols Not applied student list Change Discipline Process FreeShip Card Get Mobile Numbe | urship Status All Years Sanction - E Change Course Year Change Cours r Update Student Mobile Number U | dit - MIS Reports Check NPCI SWD MIS Repor e Reports Bouxfide Admission Approval Update S Jpdate DayScholar Add/Update College VPA Appro | ts - Add Admission Yes tudont Counselling Data ve Reject Empowerment | Officer |
| | © 2018 Karnataka State Go | vernment. Designed & Developed By NIC | Clik Her | re! |

- Select the **"Approve/Reject Empowerment Officer"** module.
- 3. College Selection:

| 🎪 SCHOLARSHIP P | ORTAL | Department Name Taluk Social Welfare Officer User Id 15w05572 | Date : 18/11/2023 digid ¥ 10:36:59 LOCOUT |
|---|--|---|--|
| Home Processing - Check Student Schols Not applied student list Change Discipline Process FreeShip Card Get Mobile Number | rship Status All Years Sanction - Edit - 1 Change Course Year Change Course Repo Update Student Mobile Number Update D | MIS Reports Check NPCI SWD MIS Reports orts Bonafide Admission Approval Update St ayScholar Add/Update College VPA Approv | - Add Adminsion Year adent Counselling Data e/Reject Empowerment Officer |
| Select College:* | Karnataka State Open University, I | VIEW | |
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> Choose the college of the nominated Empowerment officer and click on the "View" button.

4. Verification process:

Details of the nominated empowerment officer will be displayed to the taluka officer.

| 🎪 SCHOLARSHIP F | ORTAL Department Name Taluk Social Welfare Date : 18/11/2023 5rd ♥ Officer 10:37:33 LOCOUT User Id tawo5572 |
|--|---|
| Home Processing • Check Student Scho Not app <mark>Hulk Processing uge Discipling</mark> Process FreeShip Card Get Mobile Numb | olarship Status All Years Sanction - Edit - MIS Reports Check NPCI SWD MIS Reports - Add Admission Year e Change Course Year Change Course Reports Bouafide Admission Approval Update Student Counselling Data ber Update Student Mobile Number Update DayScholar Add/Update College VPA Approve/Reject Empowerment Officer |
| Select College:* | Karnataka State Open University, 1 VIEW |
| | |
| Name of the Officer: | |
| Mobile Number: | |
| Designation: | Senior Lecturer |
| Employee Code: | tmp123 |
| College Address: | KSOU main campus |
| Address as in Aadhaar: | |
| College Name: | Karnataka State Open University, Mysore(Main Campus) |
| Permanent or Temporary Employee: | Permanent Employee |
| Approve/ Reject: | <pre>@ApproveOReject</pre> |
| I, MEGHA M K, ASST DIRECTOR G University, Mysore(Main Campus) a have explained in detail the various by the said Empowerment officer. | RADE I Of Department of Social Welfare hereby declares that I have visited Karnataka State Open and met Badrinath Menon C G who has been nominated as the Empowerment Officer for the said college. I s scholarship schemes of the Department of Social Welfare and the duties/responsibilities to be performed |
| | UPDATE |

- The taluka officer must visit the college of the nominated Empowerment officer, and educate the roles and responsibilities, if found satisfactory the taluka officer must click on the declaration check box, and click the "Approve" button.
- > Upon approval, the taluka officer will receive an OTP, enter it in the given input space for validation.

| SCHOLARSHIP PORTA | Department Name Tank Sotial | 10:44:22 LOCOUT |
|--|---|---|
| Home Processing - Check Student Scholarship State Not applied student list Change Discipline Change C | × Scholarship Portal- gout. of Karnataka | fIS Reports - Add Admission Year Update Student Counselling Data |
| Process FreeSkip Card Get Mobile Number Update Select College:* -Select | Employee has been nominated as Empowerment Officer successfully. | A Approve/Reject Empowerment Officer |
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- A pop-up message will be displayed indicating the confirmation of the nominated empowerment officer.
- > The empowerment officer will receive the login credentials via SMS.

| 🎪 SCHOLARSHIP I | PORTAL | Department Name Taluk Social Welfare Officer User Id tswo5572 | Date: 18/11/2023 5rd ❤ 10:38:00 LOCOUT |
|--|--|---|---|
| Home Processing - Check Student Sch | olarship Status All Years Sanction - Edit - | MIS Reports Check NPCI SWD MIS Repor | rts - Add Admission Year |
| Not applied student list Change Discipli | ie Change Course Year Change Course Rej | ports Bonsfide Admission Approval Update S | Student Counselling Data |
| Process FreeShip Card Get Mobile Num | ber Update Student Mobile Number Update | DayScholar Add/Update College VPA Appre | we/Reject Empowerment Officer |
| Select College:* | Karnataka State Open University, I | VIEW | |
| | | | |
| Name of the Officer: | | | |
| Mobile Number: | | | |
| Designation: | Senior Lecturer | | |
| Employee Code: | tmp123 | | |
| College Address: | KSOU main campus | | |
| Address as in Aadhaar: | L | | |
| College Name: | Karnataka State Open University, My | sore(Main Campus) | |
| Permanent or Temporary Employee: | Permanent Employee | | |
| Approve/ Reject: | ○Approve [®] Reject | | |
| Reject Reason: | -Select- | | |
| | -Select- | | |
| | Said person is no longer working in College has requested to nominate s | the college some other person as Empowerment offic | cer |
| | © 2019 Kawadaka Skake Courses | next Decisioned & Developed Du MTC | |
| | © 2016 Karnataka State Governi | nent. Designed a Developed By NIC | |

- Taluka officer must select a suitable reject reason if he wasn't to reject the nominated empowerment officer.
- Upon rejection, an SMS with the reason for rejection will be sent to the college SSP Nodal officer (handling the College CIS portal)

Step 3: Empowerment Officer Login

- 1. Login using the credentials sent through SMS to the approved empowerment officer.
- 2. Profile Update and Password Reset:

| You have Logged in | for the First Time, | Hence Please U | pdate Your Profile |
|--------------------|---------------------|----------------|--------------------|
|--------------------|---------------------|----------------|--------------------|

| ame | NAME |
|-------------------|--------------------------|
| signation | DESIGNATION |
| ame of the Office | NAME OF THE OFFICE |
| ddress | ADDRESS |
| obile No | MOBILE No. |
| mail Id | EMAIL |
| | Update |
| | Change Password |
| | Login Name emp13866 |
| | Old Password * |
| | New Password * |
| | |
| | Confirm Password * |
| | Confirm Password Update |

> On the first login, update your profile and reset the password.

3. Declaration Page:

Add Empowerment Officer:

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|--|---|------------------------------------|--------------------|--|--|
| 10 N | STATE SCHOLARSH POST MATRIC SCHO COLLEGE INFORMATIO | IP PORTAL DLARSHIP DN SYSTEM | CEG | | |
| User ID : emp13866 | University Name : Empowerment Offic | cer | | | |
| номе | | | PROFILE + | | |
| Empowerment Officer Certificate Declaration | | | | | |
| , | Senior Lecturer | | | | |
| nominated as Empow | erment officer for the Karnataka State Open | University, Mysore(Main Campus) | | | |
| hereby declare that I | nave met | ASST DIRECTOR GRADE I | | | |
| of the Department of Social Welfare and have learnt about the various scholarship schemes of the Department of Social Welfare and also the duties/responsibilities to be performed by the Empowerment officer from him/her. | | | | | |
| | | Signature of the E | mpowerment Officer | | |
| | | (e-si | gn) | | |
| | Declare the Certifica | te | | | |
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> At the first login, a declaration page will be prompted.

After thoroughly reading the given declaration, click the **"Declare the Certificate"** button.

> An OTP will be sent to the nominated Empowerment officer and validate the OTP.

| 1 | STA | TE SCHOLARSHIP PORTAL POST MATRIC SCHOLARSHIP college information system | CEC | | |
|--|---|--|-----------|--|--|
| User ID : emp13866 University Name : Empowerment Officer | | | | | |
| номе | REPORTS - | | PROFILE + | | |
| © 2019 I | Students Fee Sanctioned Report | red & Developed By NIC | | | |
| | Aadhaar Not Seeded Report | | | | |
| | Student Scholarship Status | | | | |
| | Fee Component Payment Details Report | | | | |

- The following modules are available for the empowerment officer to assist students regarding scholarship related issues:
 - 1. Students Fee Sanctioned Report
 - 2. Aadhaar Not Seeded Report
 - 3. Students Scholarship Status
 - 4. Fee Component Payment Details Report