

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:
<https://ssp.postmatric.karnataka.gov.in/cis/>
- Login to College CIS.

English ▼

STATE SCHOLARSHIP PORTAL
POST MATRIC SCHOLARSHIP
COLLEGE INFORMATION SYSTEM

User ID : sspc13814 University Name : Vijayanagara Sri Krishnadevaraya University, Bellary(Id: U-0603)

HOME REPORTS + COLLEGE - REPORTS + PROFILE +

Reports for Colleges ▾ Add College Empowerment Officer

College Wise Course Discipline Data Entry Details

Select University --SELECT UNIVERSITY-- ▾

Select College ▾

Financial Year --SELECT FINANCIALYEAR-- ▾

[View For the College](#)

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- In the dashboard, select "**Add Empowerment Officer**" option under the College menu.

2. E-KYC process:

English ▼

STATE SCHOLARSHIP PORTAL
POST MATRIC SCHOLARSHIP
COLLEGE INFORMATION SYSTEM

User ID : sspc13866 University Name : Karnataka State Open University, Mysore(Id: U-0228)

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Add Empowerment Officer

College Karnataka State Open University, Mysore(Main Campus) ▾

Your Aadhaar e-KYC needs to be done to capture your photograph. Please provide your consent for the same.

[Click for E-kyc](#)

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

ಇ-ಕೆವೈಸಿ ಸೇವೆ / e-KYC Service

ಇಲಾಖೆ / Department
Social Welfare Department / Social Welfare Department

ಉದ್ದೇಶ / Purpose
For Beneficiary Registration

ಆಧಾರ್ ಸಂಖ್ಯೆ / Aadhaar Number

ನನ್ನ ಆಧಾರ್ 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 ಹಾಗೂ 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 ಆಯ್ಕೆಮಾಡಿ / Choose Mode of Authentication

OTP Face Capture Fingerprint 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 SCHOLARSHIP PORTAL
POST MATRIC SCHOLARSHIP
COLLEGE INFORMATION SYSTEMCEG

User ID : sspc13866 University Name : Karnataka State Open University, Mysore(Id: U-0228)

HOME REPORTS + COLLEGE + REPORTS + PROFILE +

Add Empowerment Officer

College Karnataka State Open University, Mysore(Main Campus) ▼

Your Aadhaar e-KYC needs to be done to capture your photograph. Please provide your consent for the same.

The Aadhaar Number of the nominated Empowerment officer * XXXXXXXX4409

Name as in Aadhaar of the Empowerment officer *

Address *

Mobile No *

Select Designation * --SELECT Designation-- ▼

Employee Type * Permanent Employee Temporary Employee

Employee Code *

College Address *

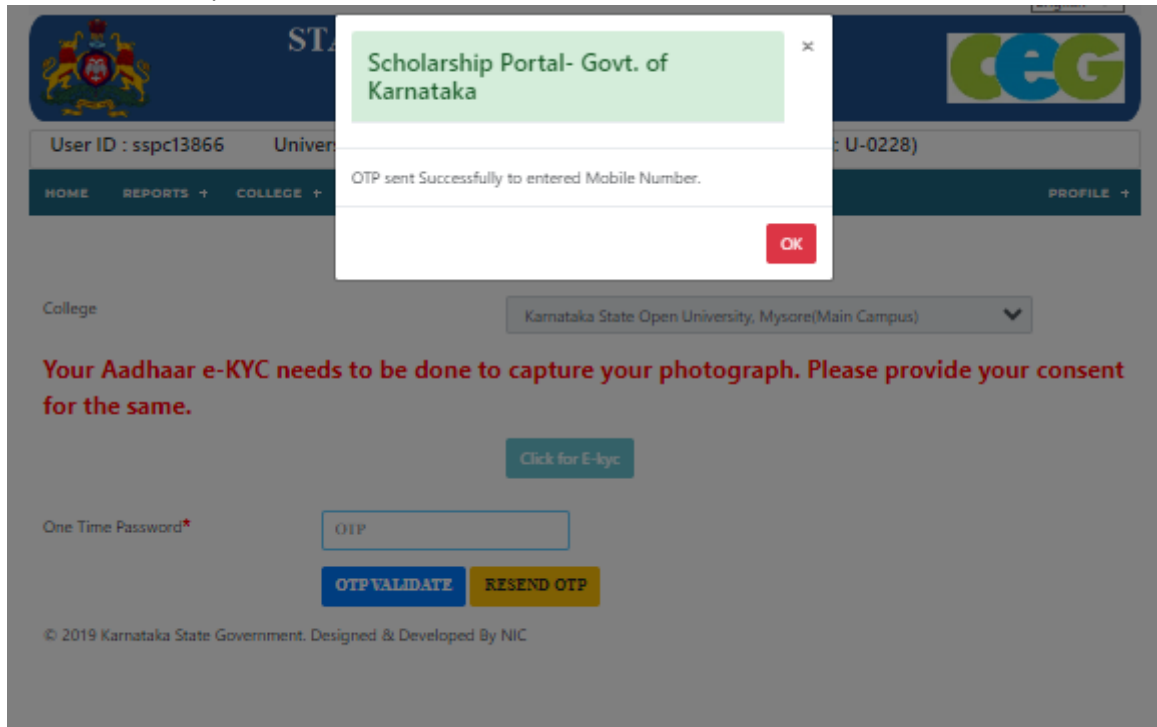
Add Empowerment Officer

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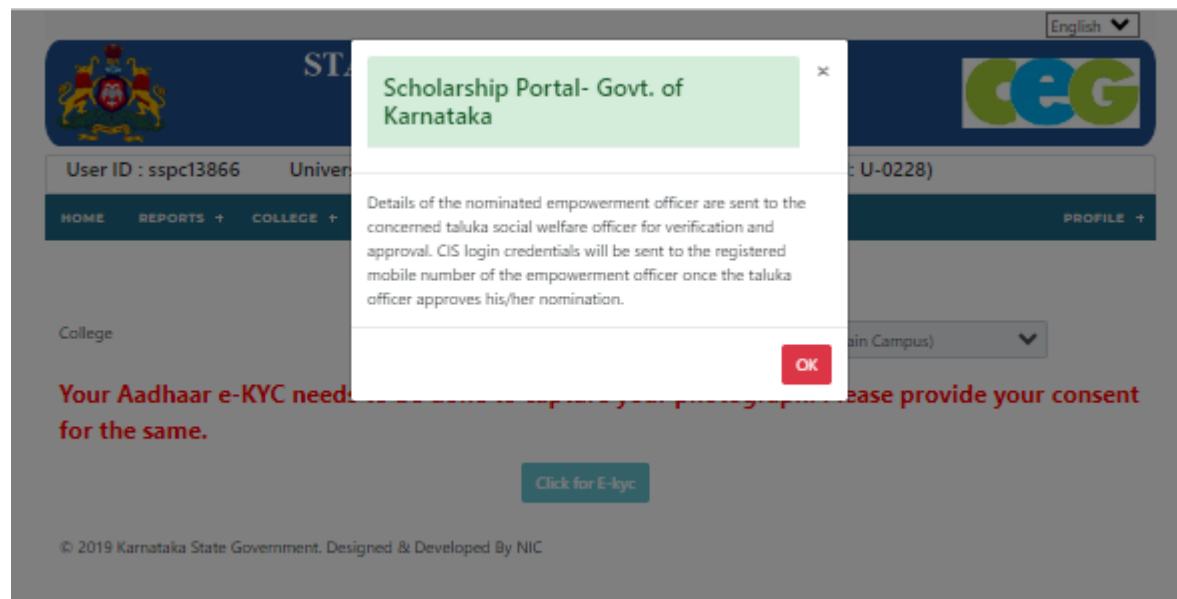
- Provide the mobile number linked to the Aadhaar.
- Select the Employee type (Permanent or Temporary).
- Enter the Employee code.
- Input the college address of the nominated Empowerment officer.

3. **Empowerment officer Nomination process:**

- Click on "Add Empowerment Officer."



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



- 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.

Note:

- 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 PORTAL

Department Name **Taluk Social Welfare** Date : 18/11/2023
Officer 10:10:17
User Id **tswo5572** [Logout](#)

Home Processing - Check Student Scholarship Status All Years Sanction - Edit - MIS Reports Check NPCI SWD MIS Reports - Add Admission Year
Not applied student list Change Discipline Change Course Year Change Course Reports Bonafide Admission Approval Update Student Counselling Data
Process FreeShip Card Get Mobile Number Update Student Mobile Number Update DayScholar Add/Update College VPA Approve/Reject Empowerment Officer

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- Select the "**Approve/Reject Empowerment Officer**" module.

3. College Selection:

SCHOLARSHIP PORTAL

Department Name **Taluk Social Welfare** Date : 18/11/2023
Officer 10:36:59
User Id **tswo5572** [Logout](#)

Home Processing - Check Student Scholarship Status All Years Sanction - Edit - MIS Reports Check NPCI SWD MIS Reports - Add Admission Year
Not applied student list Change Discipline Change Course Year Change Course Reports Bonafide Admission Approval Update Student Counselling Data
Process FreeShip Card Get Mobile Number Update Student Mobile Number Update DayScholar Add/Update College VPA Approve/Reject Empowerment Officer

Select College: * [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.

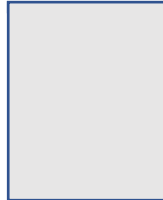


- Home
- Processing
- Check Student Scholarship Status All Years
- Sanction
- Edit
- MIS Reports
- Check NPCI
- SWD MIS Reports
- Add Admission Year
- Not applied student list
- Change Discipline
- Change Course Year
- Change Course
- Reports
- Bona fide Admission Approval
- Update Student Counselling Data
- Process FreeShip Card
- Get Mobile Number
- Update Student Mobile Number
- Update DayScholar
- Add/Update College VPA
- Approve/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:

College Name:

Karnataka State Open University, Mysore(Main Campus)

Permanent or Temporary Employee:

Permanent Employee

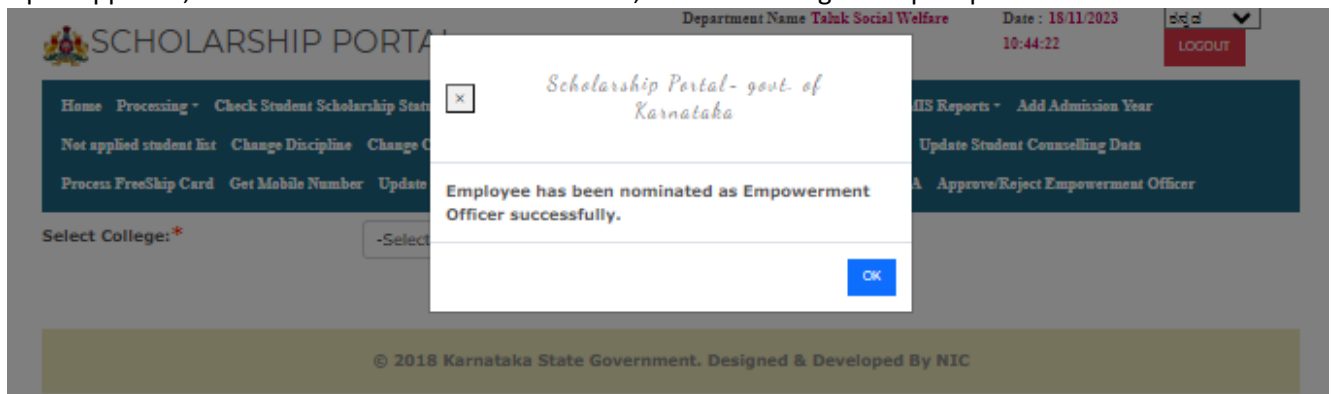
Approve/ Reject:

Approve Reject

I, MEGHA M K, ASST DIRECTOR GRADE I Of Department of Social Welfare hereby declares that I have visited Karnataka State Open University, Mysore(Main Campus) and met Badrinath Menon C G who has been nominated as the Empowerment Officer for the said college. I have explained in detail the various scholarship schemes of the Department of Social Welfare and the duties/responsibilities to be performed by the said Empowerment officer.

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.



- 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.

Select College:*

Karnataka State Open University, I

VIEW

<p>Name of the Officer:</p> <p>Mobile Number:</p> <p>Designation:</p> <p>Employee Code:</p> <p>College Address:</p> <p>Address as in Aadhaar:</p> <p>College Name:</p> <p>Permanent or Temporary Employee:</p> <p>Approve/ Reject:</p> <p>Reject Reason:</p>	<div style="border: 1px solid gray; width: 100px; height: 100px; margin-bottom: 5px;"></div> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text" value="Senior Lecturer"/> <input style="width: 100%; height: 20px;" type="text" value="tmp123"/> <input style="width: 100%; height: 20px;" type="text" value="KSOU main campus"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text" value="Karnataka State Open University, Mysore(Main Campus)"/> <input style="width: 100%; height: 20px;" type="text" value="Permanent Employee"/> <p><input type="radio"/> Approve <input checked="" type="radio"/> Reject</p> <input style="width: 100%; height: 20px;" type="text" value="-Select-"/> <div style="border: 1px solid gray; padding: 2px;"> <p>-Select-</p> <p>Said person is no longer working in the college</p> <p>College has requested to nominate some other person as Empowerment officer</p> </div>
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- 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 Update Your Profile

Update Profile : emp13866

Name	<input type="text" value="NAME"/>
Designation	<input type="text" value="DESIGNATION"/>
Name of the Office	<input type="text" value="NAME OF THE OFFICE"/>
Address	<input type="text" value="ADDRESS"/>
Mobile No	<input type="text" value="MOBILE No."/>
Email Id	<input type="text" value="EMAIL"/>

Change Password

Login Name	<input type="text" value="emp13866"/>
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>



- Note :
- 1) Password length should be of minimum 8 characters .
 - 2) Password should be Atleast 1 UpperCase Alphabet .
 - 3) Password should be Atleast 1 LowerCase Alphabet .
 - 4) Password should be Atleast 1 Numeric Number .
 - 5) Password should be Atleast 1 Special Character Like (~,!,@,#,\$,^,&.).

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

3. **Declaration Page:**

Add Empowerment Officer:

English ▾

 **STATE SCHOLARSHIP PORTAL**
POST MATRIC SCHOLARSHIP
COLLEGE INFORMATION SYSTEM 

User ID : emp13866 University Name : Empowerment Officer

HOME PROFILE +

Empowerment Officer Certificate Declaration

I, Senior Lecturer

nominated as Empowerment officer for the Karnataka State Open University, Mysore(Main Campus)

hereby declare that I have 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 Empowerment Officer

(e-sign)

[Declare the Certificate](#)



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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.

English ▾

 **STATE SCHOLARSHIP PORTAL**
POST MATRIC SCHOLARSHIP
COLLEGE INFORMATION SYSTEM 

User ID : emp13866 University Name : Empowerment Officer

HOME **REPORTS** - PROFILE +

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- Students Fee Sanctioned Report
- 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