

# Indian Institute of Technology Madras



## Student/Staff Services Portal Summer Fellowship Programme User Manual

Department Admin Login

By





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## Acronym

UI- User Interface


SSP - Student/Staff Services Portal

URL - Uniform Resource Locator

NIT - National Institute of Technology

## 1.0. Help to the Admin

### 1.1. User Manual

The User Manual is provided for your help to work in SSP portal. You may view the user manual in the login header by choosing “**book**”  icon as described below in Figure 1.0.

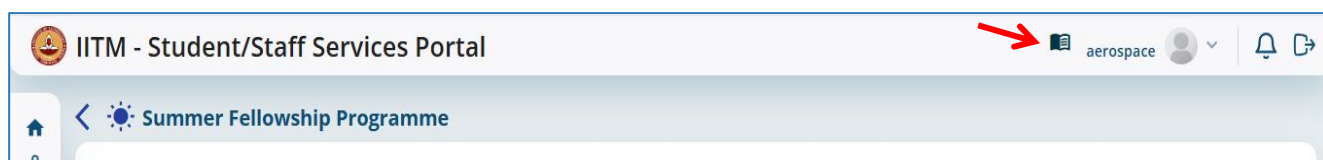


Figure 1.0

## 2.0. Overall Flow

**Following is the simple flow of Summer Fellowship Programme**

Student registers for Summer Fellowship → Admin uploads the rank details → Admin allocates the departments → Student approve/decline the application. → Student approves one department → Download offer letter.

The Overall flow is explained in detail as follows

The flow starts with Admin opening the registration window. Student logs into the SSP and register the application for summer fellowship by verifying their email id to proceed further for registration by entering the mandatory fields and uploading of necessary documents. After registration student will be receiving a notification mail to their registered Email id with the login credentials for login into the portal to view the application details and the status of the application submitted by them. Once the seat is auto allocated in the respective department selected by the student at the time of registration a notification mail for shortlisting will be sent to student. Student may approve or reject the application submitted for the respective department. If student approves the application then option for downloading the offer letter will get displayed in UI. Student who have not initiated any action to approve/decline the application before the deadline of allocation round then the application will be auto declined.

Notes:

- Student can select multiple departments at the time of registration
- Student can approve for only one department even when admin allocates for multiple departments
- Student who rejected the application for One department or not initiated any action for approve/decline before the allocation deadline will be considered as declined upon no response and students in those circumstances can be allocated for other department in the same or next allocation round.
- Department admin may allocate departments to students upto round 5.

The Following Figure 2.0 explains the flow in detail:

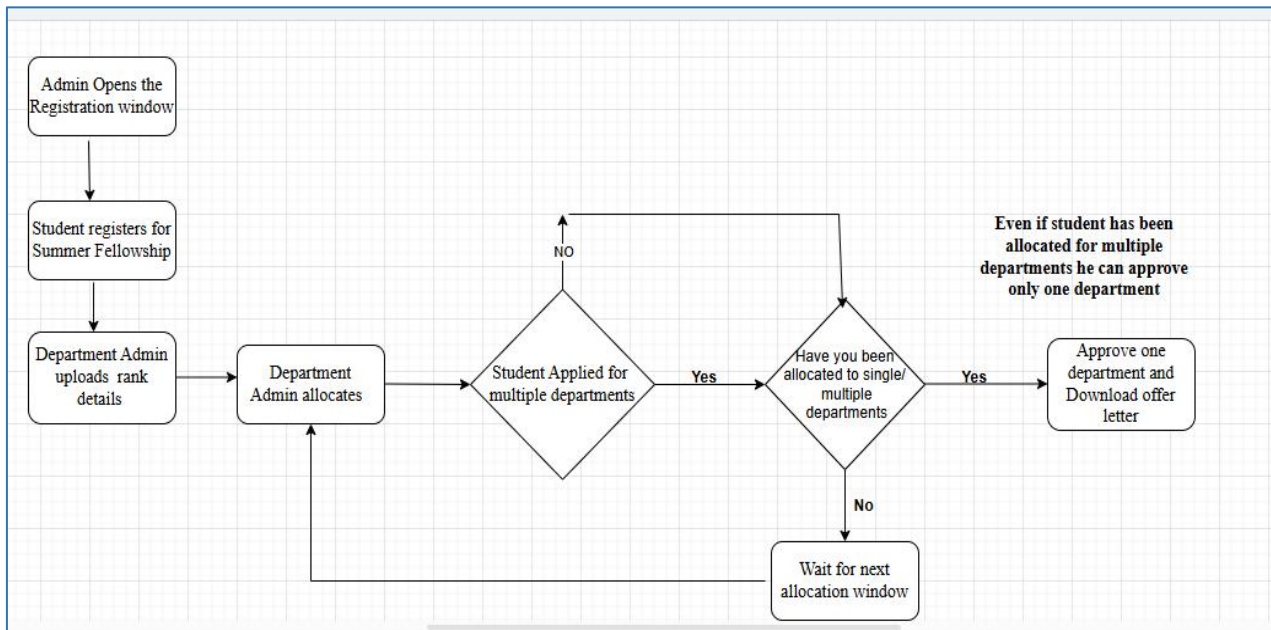


Figure 2.0

### 3.0. Department Admin Login

By using this URL <https://ssp.iitm.ac.in> you may login into the portal and choose “**Casual Students/Alumni/New Admission/Guest Login**” to login into the application as described in Figure 3.1.

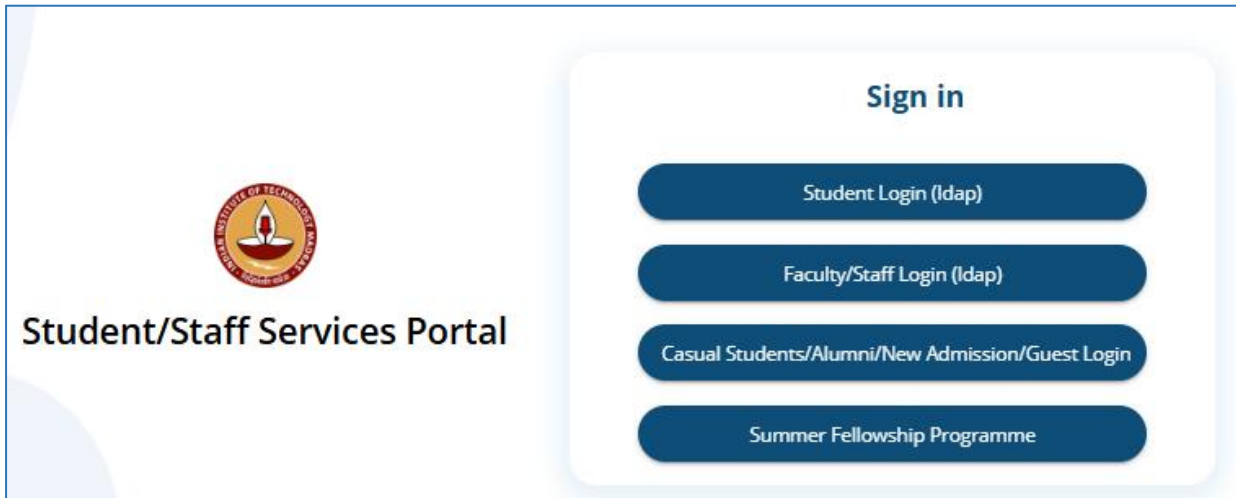


Figure 3.1

You may login with the valid Email Id as **User Id** and Password as **Password** and click “**Sign In**” as in Figure 3.2

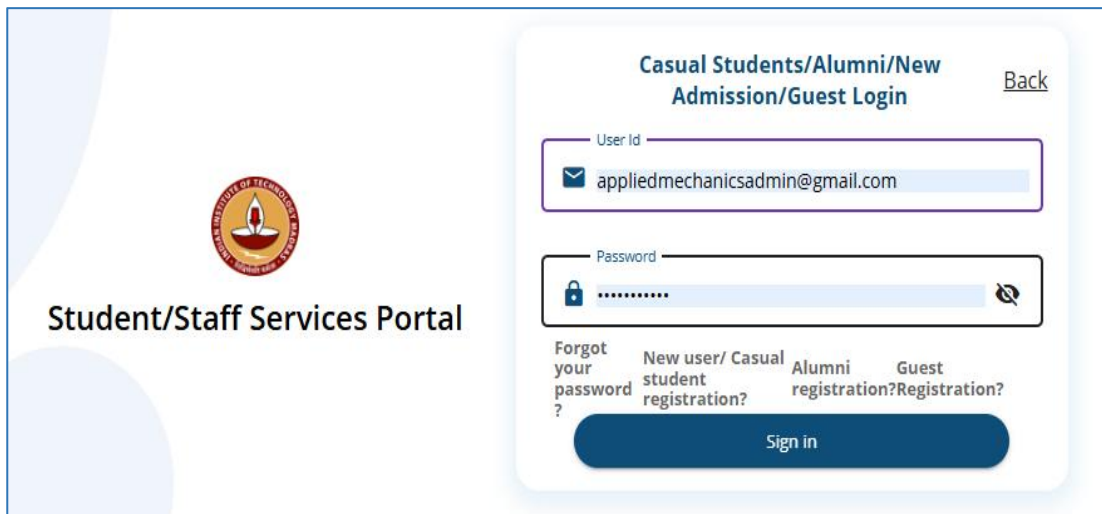


Figure 3.2

You may also reset your password by clicking **“Forgot Your Password”** as described in Figure 3.1. On clicking the same following dialog box will get displayed and you may enter your Email Id and click **“Generate Pin”** as in Figure 3.3.

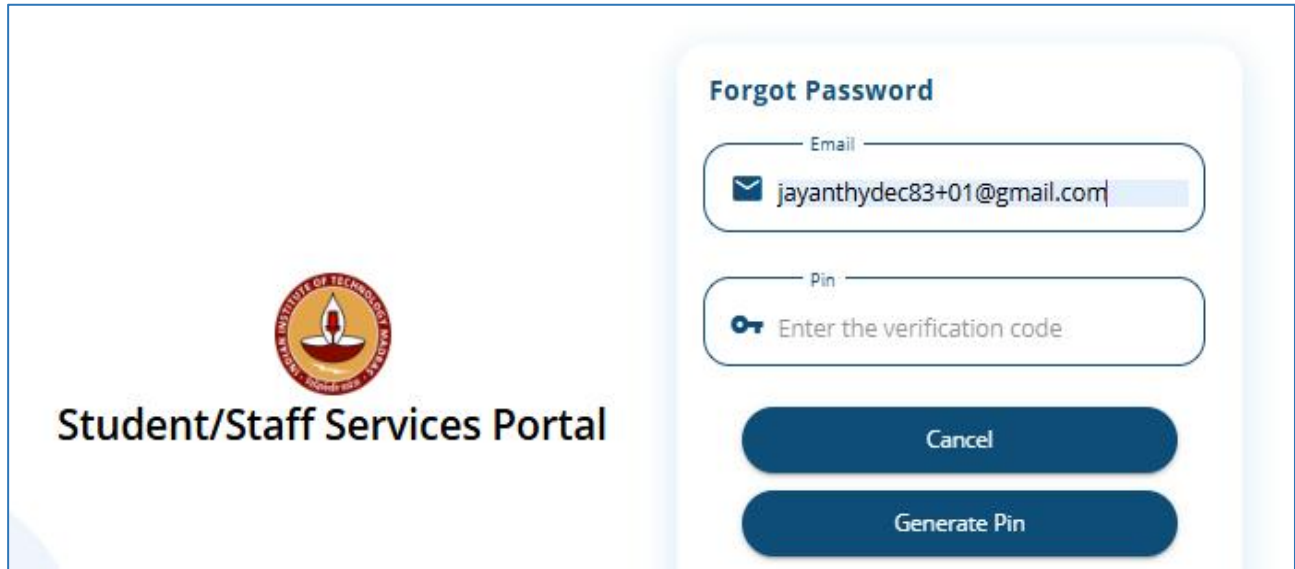


Figure 3.3

You may enter the verification code received in your mail in the field **Pin** and click **“Verify Pin”** as in Figure 3.4.

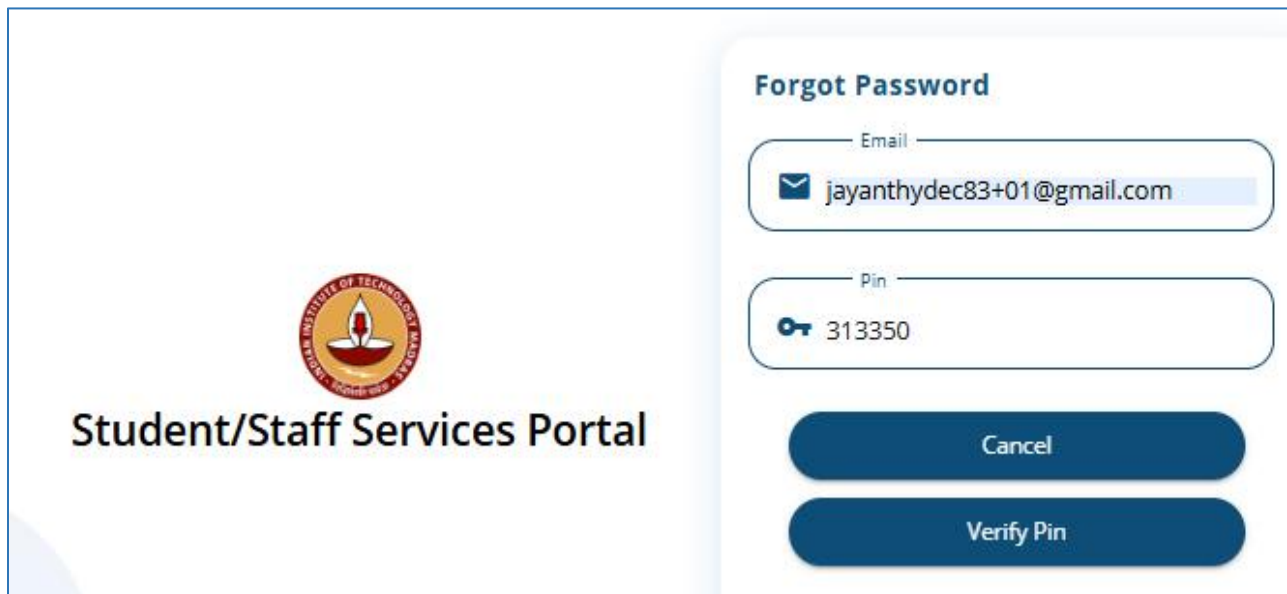


Figure 3.4

Once the pin is verified you may enter the password in **New password** & **Confirm password** and click **“Change Password”** as in Figure 3.5.

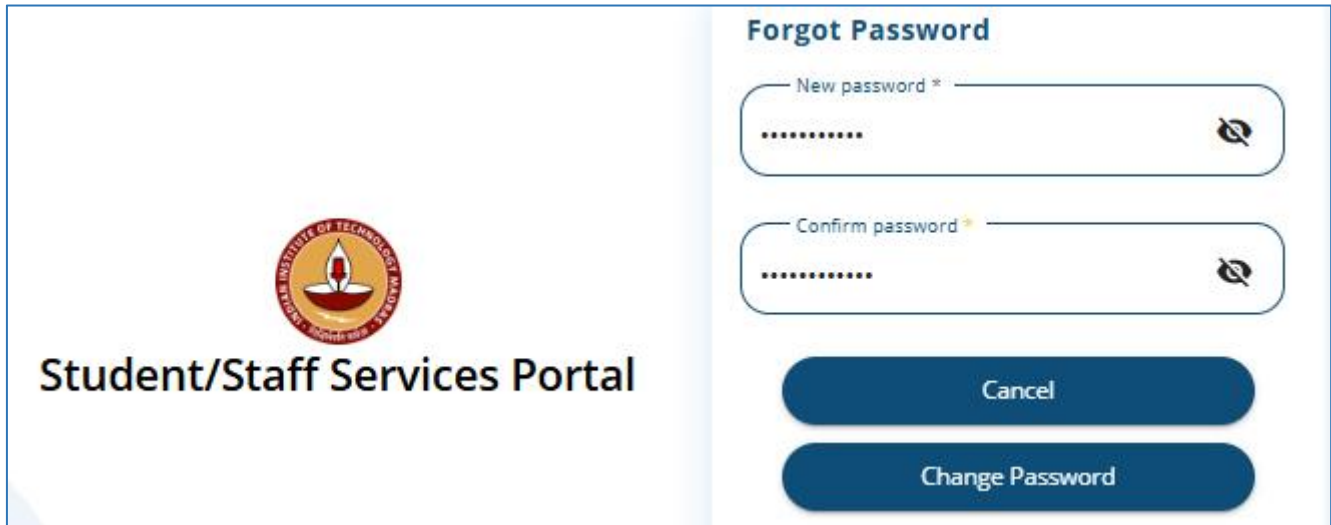


Figure 3.5

### 3.1.Home Page

On successful login you will land on the home page and you may choose **Summer Fellowship Programme** as described in Figure 3.6 to proceed further.

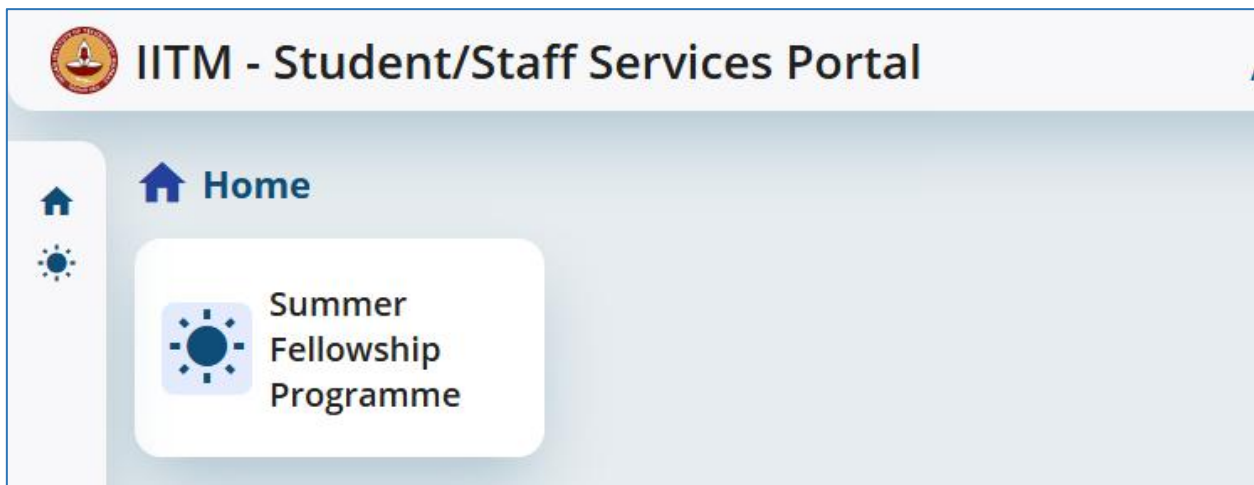


Figure 3.6

#### 3.1.1.Adding of Seat Capacity

You may add the seat capacity for your department by entering the no of seats in **Seat Capacity** and click **“Save”** as described in Figure 3.7.

**Note:** You may edit the seat capacity till the starting of allocation rounds .

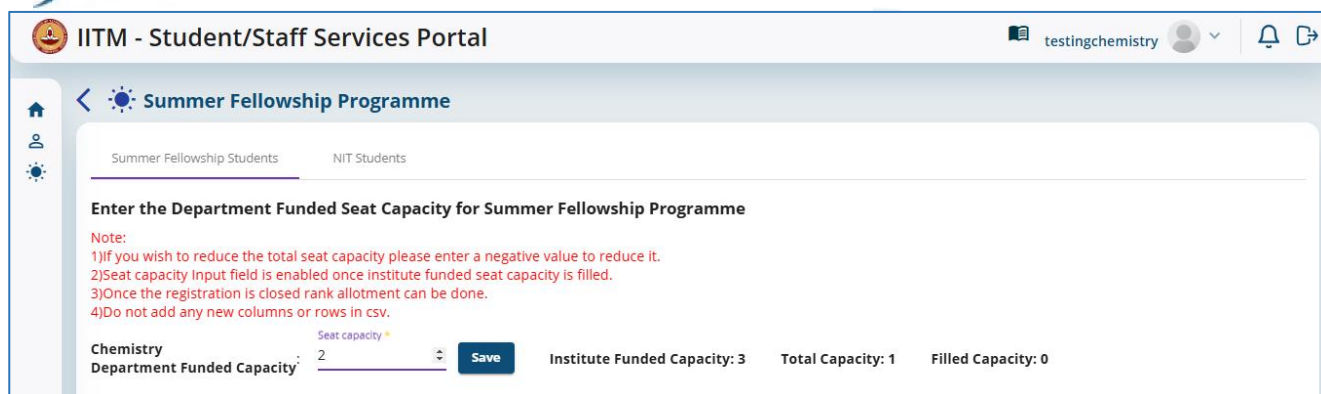


Figure 3.7

The added seat capacity will get displayed in Total seat capacity as in Figure 3.8.

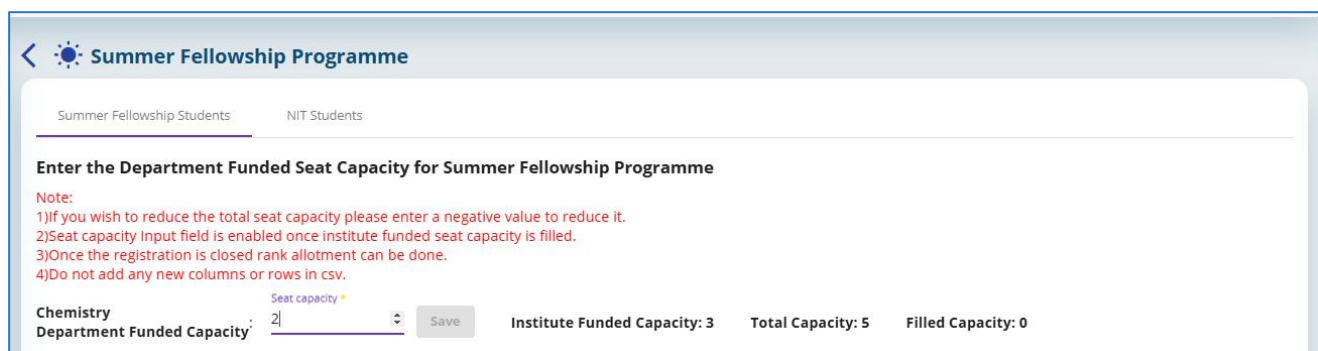


Figure 3.8

**Note:** You may add or reduce the seat capacity only after the Updation of seat capacity by the Academic Section as in Figure 3.9.

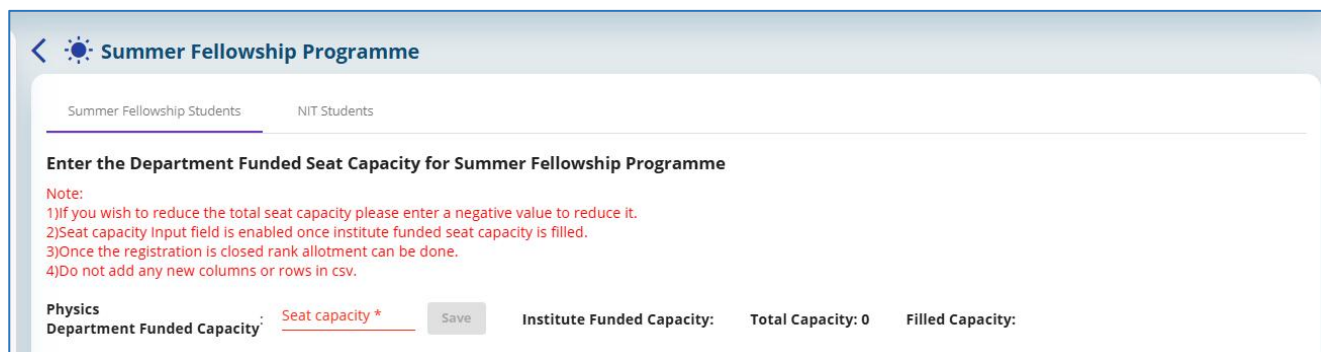


Figure 3.9

You may also reduce the seat capacity entered by the academic section by entering negative values in the **Seat Capacity** and click **“Save”** to to update the total seat capacity as described in Figure 3.10.



<
Summer Fellowship Programme

Summer Fellowship Students
NIT Students

Enter the Department Funded Seat Capacity for Summer Fellowship Programme

Note:  
1) If you wish to reduce the total seat capacity please enter a negative value to reduce it.  
2) Seat capacity Input field is enabled once institute funded seat capacity is filled.  
3) Once the registration is closed rank allotment can be done.  
4) Do not add any new columns or rows in csv.

Chemistry  
Department Funded Capacity: -2
Save
Institute Funded Capacity: 3
Total Capacity: 5
Filled Capacity: 0

Figure 3.10

### 3.1.2.Upload Rank Details

You may download the students details registered for summer fellowship in the excel format by clicking **“Download Student Details”** as in Figure 3.11

Applied Mechanics and Biomedical Engineering  
Department Funded Capacity: -1
Save
Institute Funded Capacity: 3
Total Capacity: 2
Filled Capacity: 1

Search
Download Student Details
Download Rank Upload Template
Upload Rank Details

Items per page: 5
1 - 5 of 6
< >

Figure 3.11

Following screen will display the student details downloaded in excel format as in Figure 3.12.

Application	Rank	Student Na	Student Em	Date of Birt	Aadhar No	Gender	Mobile No	Nationality	Religion	Category	Blood Grou	Physically C	Marital Sta	Place of Bir	Mother Tor	Mother Na
SF0000261-	1	jasmine	jayanthyde	12/6/2003	3281432568	Female	9844423890	indian	Hinduism	GEN	A+	Yes	Unmarried	chennai	Tamil	nisha
SF0000262-	2	Vivek	aadhavanv	1/1/2000	2244335576	Male	1324657809	india	Buddhism	GEN	AB+	No	Married	chennai	Tamil	indhu
SF0000263-	3	Vinoth	aadhavanv	11/2/2025	3322445586	Male	1199228837	india	Christianity	SC	A1B+	Yes	Unmarried	chennai	English	indra
SF0000266-AE		varun	testingrun2	12/3/2001	9977877776	Female	9839313223	Indian	No religion	GEN	AB-	No	Married	chennai	tamil	meenu
SF0000267-AE		jayanthy	jayanthyde	11/7/2002	9432190875	Female	9844446321	indian	Hinduism	GEN	A+	No	Unmarried	chennai	Tamil	sumithra

Figure 3.12

**Note:** You may enter the rank details in downloaded student details excel template as in Figure 3.12 & copy paste the Application id and Rank details in the download rank template described as in Figure 3.14

After the updation of seat capacity you may initiate the allocation process by uploading the rank details for the students registered for summer fellowship programme. You may download the rank upload template by clicking **“Download Rank Template”** as in Figure 3.13.

**Enter the Department Funded Seat Capacity for Summer Fellowship Programme**

Note:  
 1) If you wish to reduce the total seat capacity please enter a negative value to reduce it.  
 2) Seat capacity Input field is enabled once institute funded seat capacity is filled.  
 3) Once the registration is closed rank allotment can be done.  
 4) Do not add any new columns or rows in csv.

Applied Mechanics and Biomedical Engineering  
 Department Funded Capacity

Seat capacity \* : -1

Save

Institute Funded Capacity: 3 Total Capacity: 2 Filled Capacity: 1

Search

Download Student Details

Download Rank Upload Template

Upload Rank Details

Figure 3.13

**Note:** You may re-upload the rank details multiple times for the student till the starting of allocation rounds.

Following screen will display the rank template for you to update the rank details for the student as in Figure 3.14.



A	B	C	D	E	F	G	H	I	J	K	L
Application ID	Rank										
SF0000261-AM	1										
SF0000262-AM	2										
SF0000263-AM	3										


Figure 3.14

After updating the rank details you may upload the same by clicking **“Upload Rank Details”** as in Figure 3.14. Once the rank is uploaded the details will get displayed in the grid as in Figure 3.15.

Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status
SF0000247-AM	1	Hendry J	hendryj22003@gmail.com		Applied Mechanics and Biomedical Engineering	Pending
SF0000242-AM	2	Jayanthy	jayanthydec83+649@gmail.com		Applied Mechanics and Biomedical Engineering	Pending
SF0000246-AM	3	Jayashree	jayanthydec83+650@gmail.com		Applied Mechanics and Biomedical Engineering	Student selected for other department

Figure 3.15

You may view the registration details submitted by the student by clicking the  **“Eye”** icon and download the attachments by clicking  as in Figure 3.15.

On clicking  **“Eye”** icon following screen will get displayed as in Figure 3.16.

Application Details

X

Personal Details

Application ID:

SF0000262-MA

Applicant Name:

Vivek

Applicant Mail ID:

aadhavanv399+009@gmail.com

Date of Birth:

01-01-2000

Mobile No:

1324657809

Nationality:

india

Aadhar No:

224433557661

Physically Challenged:

No

Annual Family Income:

123000

Gender:

Male

Religion:

Buddhism

Place of Birth:

chennai

Mother Name:

indhuv

Father/Husband's Occupation:

Engineer

Photograph:

Designed by shabbir.ali

Blood Group:

AB+

Category:

GEN

Mother Tongue:

Tamil

Father/Husband Name:

mukund

Address:

13.thousand lights,anna salai,chennai -610004

Figure 3.16

You may download the following documents by clicking  ***“Download Attachment”*** as in Figure 3.15. The details of the downloaded documents are as follows:

- Aadhar Card
- Category Certificate (Optional)
- Academic Certificate
- Bonafide Certificate
- UDID Certificate (If Applicable)

### 3.1.3.Auto Allocation Of Departments

Before the starting of allocation rounds the following screen will get displayed to you with the message **Allocation will start momentarily** as in Figure 3.17.

Download Student Details

Download Rank Upload Template

Upload Rank Details

Items per page: 5

1 - 4 of 4

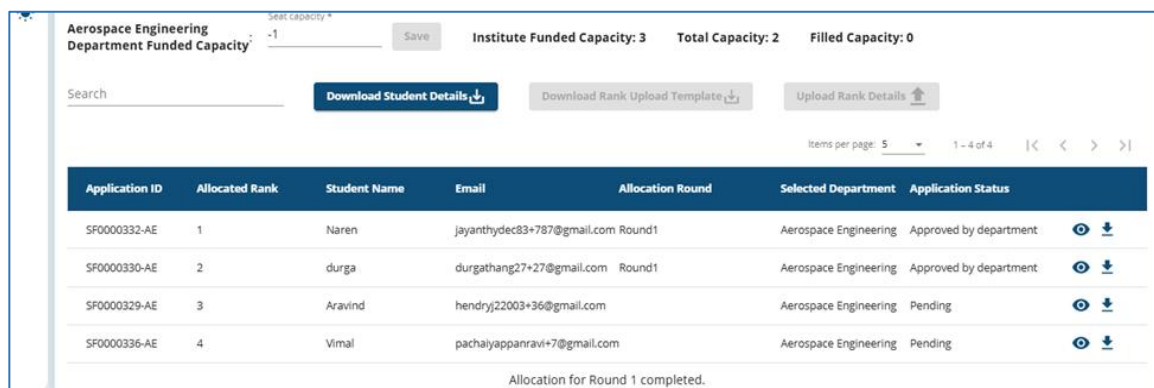
|<
<
>
|>

Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status	
SF0000329-AE		Aravind	hendryj22003+36@gmail.com		Aerospace Engineering	Pending	
SF0000330-AE		durga	durgathang27+27@gmail.com		Aerospace Engineering	Pending	
SF0000332-AE		Naren	jayanthydec83+787@gmail.com		Aerospace Engineering	Pending	
SF0000336-AE		Vimal	pachalyappanravi+7@gmail.com		Aerospace Engineering	Pending	

Allocation will start momentarily

Figure 3.17

After uploading the rank details departments for the students will get auto allocated on the basis of ranks uploaded by you as and when the allocation round starts and message will get displayed to you at the bottom of the screen as **Allocation for Round 1 Completed** as in Figure 3.18.



Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status
SF0000332-AE	1	Naren	jayanthidec83+787@gmail.com	Round1	Aerospace Engineering	Approved by department
SF0000330-AE	2	durga	durgathang27+27@gmail.com	Round1	Aerospace Engineering	Approved by department
SF0000329-AE	3	Aravind	hendryj22003+36@gmail.com		Aerospace Engineering	Pending
SF0000336-AE	4	Vimal	pachaiyappanravi+7@gmail.com		Aerospace Engineering	Pending

Allocation for Round 1 completed.

Figure 3.18

After allocation the status will get displayed as **Approved by Department** for the students who are auto allocated as in Figure 3.19.



Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status
SF0000267-PH	1	jayanthi	jayanthidec83+669@gmail.com	Round1	Physics	Approved by department

Figure 3.19

**Note: After auto allocation mail will be triggered to students intimating the same.**

Following screen will display the notification mail sent to students after auto allocation as in Figure 3.20.to accept or decline the offer.



# IIT MADRAS

Indian Institute of Technology Madras

Dear jayanth,

I am happy to inform you that you have been provisionally shortlisted for the IITM Summer Fellowship Programme 2025. You may accept or decline the offer through the portal using your username and password on or before 4th March 2025. Non-receipt of response would deem that you are not interested and your offer would get auto-declined.

No further communication in this regard would be entertained on any circumstances.

Login

Thanks,  
IITM Student Services Portal Support Team,  
Contact: [sspsupport@iitm.ac.in](mailto:sspsupport@iitm.ac.in)

Figure 3.20

If the application is **Accepted** by the student the status will get displayed as **Accepted by student** (or) if the application is rejected then the status will get displayed as **Rejected by student** in the grid as in Figure 3.21.











Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status	
SF0000331-CH	1	Thiyash	durgathang27+28@gmail.com	Round1	Chemical Engineering	Declined upon no response	 
SF0000333-CH	2	Suresh	durgathang27+29@gmail.com	Round2	Chemical Engineering	Student selected for other department	 
SF0000335-CH	3	ritika	jayanthidec83+788@gmail.com	Round3	Chemical Engineering	Accepted by student	 
SF0000336-CS	4	Vimal	pachaiyappanravi+7@gmail.com	Round2	Computer Science and Engineering	Student selected for other department	 
SF0000329-CS	5	Aravind	hendryj22003+36@gmail.com	Round3	Computer Science and Engineering	Rejected by student	 

Figure 3.21

If the student did not Accept/Reject the application within the deadline then the application will be auto declined and the status for that application will get displayed as **Declined upon no response** as in Figure 3.22.













Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status	
SF0000330-AM	1	durga	durgathang27+27@gmail.com	Round1	Applied Mechanics and Biomedical Engineering	Student selected for other department	 
SF0000332-AM	2	Naren	jayanthydec83+787@gmail.com	Round1	Applied Mechanics and Biomedical Engineering	Student selected for other department	 
SF0000331-AM	3	Thiyash	durgathang27+28@gmail.com	Round1	Applied Mechanics and Biomedical Engineering	Declined upon no response	 
SF0000335-AM	4	ritika	jayanthydec83+788@gmail.com	Round1	Applied Mechanics and Biomedical Engineering	Declined upon no response	 
SF0000336-AM	5	Vimal	pachaiyappanravi+7@gmail.com	Round2	Applied Mechanics and Biomedical Engineering	Accepted by student	 

Figure 3.22

If the student accepted the application for other department then the status of the application will get displayed as **Student selected for other department** as in Figure 3.23.

















Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status	
SF0000261-MS	3	jasmine	jayanthydec83+668@gmail.com		Management Studies	Student selected for other department	 
SF0000264-MS	4	Monish	aadhavanv399+012@gmail.com		Management Studies	Student selected for other department	 
SF0000265-MS	5	Nandhini	testhypersummercourse12+5@gmail.com		Management Studies	Student selected for other department	 

Figure 3.23

**Note:**Auto allocation of departments will happen according to the Allocation round start date and the completion of respective round will get displayed at the bottom of the screen as in Figure 3.24.

Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status	
SF0000333-CS	1	Suresh	durgathang27+29@gmail.com	Round1	Computer Science and Engineering	Declined upon no response	 
SF0000334-CS	2	kiruba	durgathang27+30@gmail.com	Round1	Computer Science and Engineering	Declined upon no response	 
SF0000335-CS	3	ritika	jayanthydec83+788@gmail.com	Round2	Computer Science and Engineering	Rejected by student	 
SF0000336-CS	4	Vimal	pachaiyappanravi+7@gmail.com	Round2	Computer Science and Engineering	Student selected for other department	 
SF0000329-CS	5	Aravind	hendryj22003+36@gmail.com	Round3	Computer Science and Engineering	Rejected by student	 

Allocation for Round 5 completed.

Figure 3.24

If all seats are auto allocated and student accepted the offer in the respective rounds then following screen will get displayed to you as in Figure 3.25 .









Search	Download Student Details	Download Rank Upload Template	Upload Rank Details	Items per page: 5 1 - 4 of 4			
Application ID	Allocated Rank	Student Name	Email	Allocation Round	Selected Department	Application Status	
SF0000332-AE	1	Naren	jayanthdec83+787@gmail.com	Round1	Aerospace Engineering	Accepted by student	 
SF0000330-AE	2	durga	durgathang27+27@gmail.com	Round1	Aerospace Engineering	Accepted by student	 
SF0000329-AE	3	Aravind	hendryj22003+36@gmail.com		Aerospace Engineering	No more seats available	 
SF0000336-AE	4	Vimal	pachalyappanravi+7@gmail.com		Aerospace Engineering	No more seats available	 
All seats are filled.							

Figure 3.25

**Note:** The Round number will change accordingly to the respective allocation round.

## 4.0.NIT Summer Fellowship Overall Flow

The flow is as follows:

NIT Dean add students with their department(s) choice → Department admin approve the application → NIT Dean approve the application → Offer letter generated.

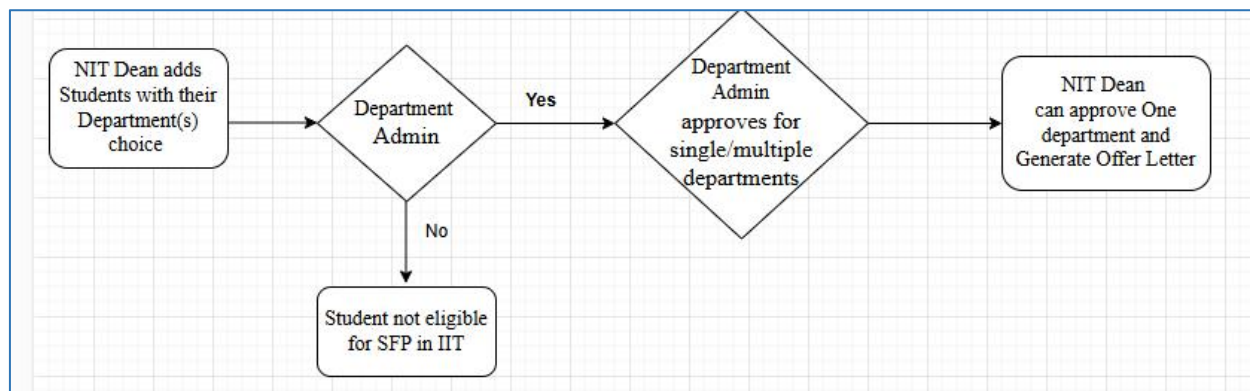
The flow is explained in detail:

The flow starts with NIT dean adding students according to their department(s) choices. Added students will get displayed in the respective department admin login. Department admin may approve/decline the application of the student added. After the approval from department admin one more level of approval is required. Respective dean approve the application of the student added by him after department admin approval. Once approved by the dean offer letter will be generated.

Notes:


- NIT dean may add students for multiple departments
- NIT dean may approve the application for one department even when multiple department admin approves the application.
- Department admin may reject the application and the student is not eligible for SFP in IIT.
- Department admin may enter the guide name only for the application approved by them
- Department Admin may enter their remarks irrespective of the application status.

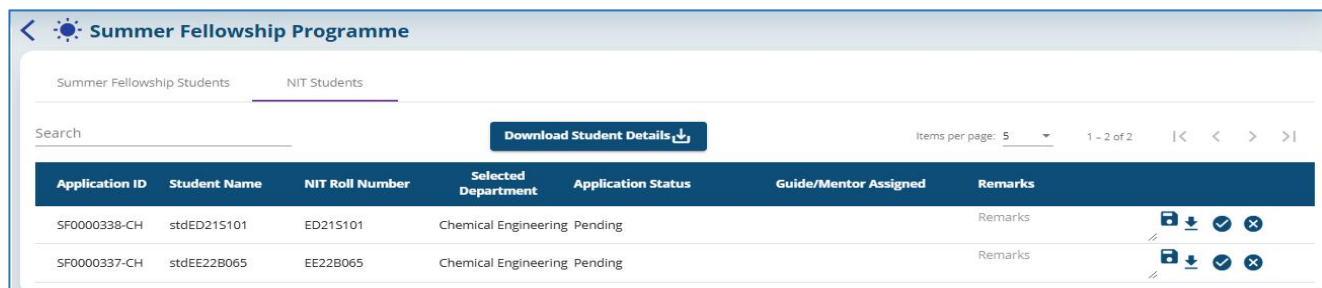
Following flow chart will explain the flow as in Figure 2.0.






## 4.1.NIT Students

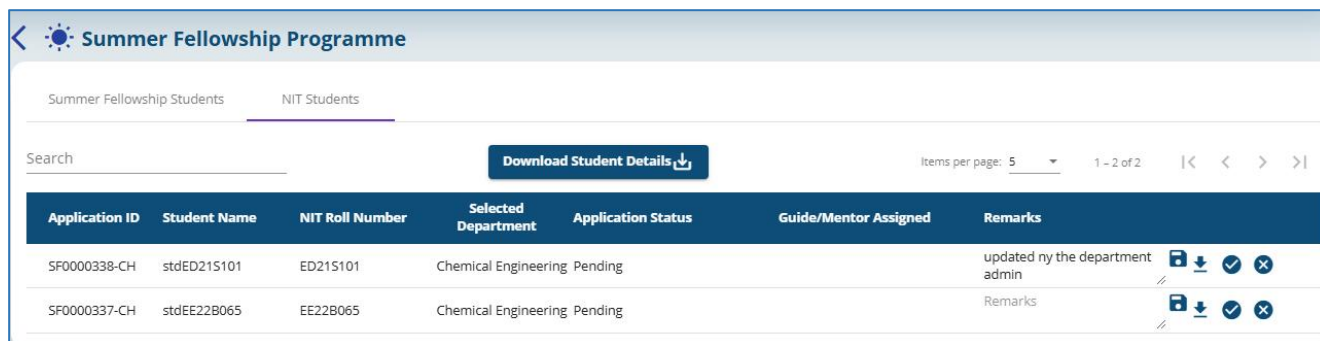
Students who applied from NIT for summer fellowship will get displayed in the grid .You may view the documents uploaded by clicking  **“Download Attachments”** as in Figure 4.0.



Application ID	Student Name	NIT Roll Number	Selected Department	Application Status	Guide/Mentor Assigned	Remarks
SF0000338-CH	stdED21S101	ED21S101	Chemical Engineering	Pending		Remarks
SF0000337-CH	stdEE22B065	EE22B065	Chemical Engineering	Pending		Remarks



Figure 4.0

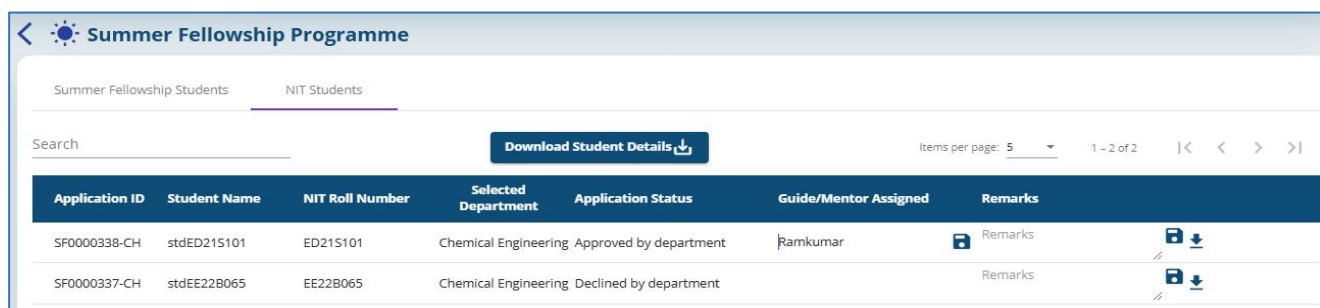
You may enter the remarks and save the same by clicking  as in Figure 4.1 **irrespective of the application status.**



Application ID	Student Name	NIT Roll Number	Selected Department	Application Status	Guide/Mentor Assigned	Remarks
SF0000338-CH	stdED21S101	ED21S101	Chemical Engineering	Pending		updated ny the department admin
SF0000337-CH	stdEE22B065	EE22B065	Chemical Engineering	Pending		Remarks

Figure 4.1


You may approve the application by clicking  **“Approve Application “** (or) decline by clicking  **“Decline Application”** as in Figure 4.1 and status of the application after you approve/decline will get displayed as in Figure 4.2.



Application ID	Student Name	NIT Roll Number	Selected Department	Application Status	Guide/Mentor Assigned	Remarks
SF0000338-CH	stdED21S101	ED21S101	Chemical Engineering	Approved by department	Ramkumar	Remarks
SF0000337-CH	stdEE22B065	EE22B065	Chemical Engineering	Declined by department		Remarks

Figure 4.2



After approving the application you may enter the **Guide/Mentor** name for the student approved by you and click  as in Figure 4.2.

**Note:**

- You may enter the Guide name only when you approve the application of the student as in Figure 4.2.
- You may enter the remarks and Guide name only once i.e. once the details are entered and saved the details are not editable.
- The Guide name entered by you after approving the application will get displayed in the offer letter generated by NIT Dean.

You may also download the student details along with the application status by clicking **“Download Student Details”** as in Figure 4.2.

Following screen will display the downloaded excel of the student details as in Figure 4.3.

Application	Student Na	NIT Roll Nu	Selected D	Application	Guide	Remarks		
SF0000439-	stdAE22Q0	AE22Q098	Civil Engine	Student sel	N/A	N/A		
SF0000457-	stdBT22Q0	BT22Q055	Civil Engine	Accepted b	Ramkumar	approved on 11-03-2025		
SF0000458-	stdCH22Q1	CH22Q102	Civil Engine	Accepted b	Ramkumar	approved		

Figure 4.3

-----End of Document-----