

List of activities to be performed by the University/College Authorities

1. Bonafide data of all students studying in the university need to be pushed to UNIDATA with correct College, Course, Subject Combination/Discipline, Course year and Type of Seat details of students. Hence, compare with the applied data given in CIS portal before pushing the Bonafide data.
2. University prescribed fee structure need to be entered in CIS portal and it should be ensured that fee structure entered in College Information System (CIS) are correct and complete. For this, maker and checker need to be appointed in the university.
3. Previous year result data of all students studying in your university need to be pushed to UNIDATA with maximum marks, marks obtained, pass percentage & pass with/without backlog.
4. All students staying in University/College run hostels need to be instructed to submit their hostel details in SSP – HMIS portal in order to avail Hosteller maintenance disbursed by the Department of Social Welfare & Tribal Welfare. The colleges need to be instructed to contact the district Social welfare officer to get onboarded on HMIS. Ensure that all colleges which are running hostels are onboarded on HMIS.
5. All SC/ST students studying in your college will have to be instructed to download Freeship card by logging into their SSP student account and to submit it to the college during admission process in order to avail free admission. Take a written commitment from students that they will abide by the conditions laid down in Freeship card.
6. Ensure that students have bank accounts and have seeded their Aadhaar numbers to it. For this purpose, list of students whose Aadhaar is not seeded need to be downloaded from CIS – College login and those students will have to be guided to get their Aadhaar linked/seeded to bank account.
7. List of students who have changed their names in Aadhaar after application submission in SSP need to be downloaded from CIS – College login and those students will have to be guided to update their name as in Aadhaar in SSP Student Account.

8. List of students whose Aadhaar is Inactive need to be downloaded from CIS – College login and those students will have to be guided to get their Aadhaar activated by visiting their nearest Aadhaar Enrolment Centre.
9. Publicize the Post-Matric Scholarship Eligibility Criteria among all students of your College. (Please note that the Post-Matric eligibility criteria document is available for download in SSP Portal).
<https://ssp.postmatric.karnataka.gov.in/docs/2122%20SSP%20Eligibility%20Criteria%20-%20Kannada.pdf>
10. Identify students studying in your college who would be eligible to avail the below specified schemes and guide them to apply for scholarship in SSP:
 - a) Students belonging to farmer families who would be eligible to avail CM Raitha Vidyanidhi.
 - b) Children of construction workers who would be eligible to avail educational assistance provided by the Labour department.
 - c) Children of weavers who would be eligible to avail educational assistance provided by the Textiles & Handlooms department.
 - d) Children of Taxi/Auto drivers who would be eligible to avail educational assistance provided by the Transport department.
11. If any student belonging to farmer family who is eligible to avail CM Raitha Vidyanidhi scholarship does not have FRUITS ID, then guide him/her to register in FRUITS portal to get the same.
<https://fruits.karnataka.gov.in/Login.aspx>

All students who are wards of construction workers will have to be guided to register their parent/s as construction worker in Seva Sindhu portal to get labour card issued by Department of labour.
<https://sevasindhu.karnataka.gov.in/>
12. Create awareness among all the eligible students by conducting training sessions on e-Attestation & Post-Matric Scholarship Application submission through SSP.
13. Please ensure that students belonging to Minority Communities apply for Scholarship in NSP Portal before applying for Scholarship in SSP Portal.

14. Please be in contact with the Taluka level Officers and District level officers of Social Welfare, Tribal Welfare, Backward Classes Welfare & Minority Welfare Departments for all sorts of communication related to e-Attestation & Post-Matric Scholarship Portal.