

STATE SCHOLARSHIP PORTAL – POSTMATRIC

Task List for College Principals

1. Identify eligible students (both Fresh & Renewal) and ensure that all eligible students of your college **creates account in SSP before November 30th, 2019.**
2. Issue certificates necessary for scholarship to students such as Study/Bonafide Certificate & Hostel Declaration Certificate (for students staying in Private/Private College run hostels).
3. Display SSP posters at right places in your College campus.
4. Send Group SMS/emails to students regarding SSP.
5. Upload all documents such as Manuals, Instructions, FAQ and Video Tutorials in your University/College Websites/Social Media groups.
6. Create awareness by sharing Radio Jingles and Promotion videos of SSP among students.
7. Organize Account creation and Aadhaar seeding campaign with the help of Lead Bank Managers in your college campus.
8. Conduct training for your college students to apply for Post-Matric Scholarship through SSP.
9. Issue strict guidelines for eAttestation officers to E-attest pending documents without delay.
10. Ensure that Caste & Income certificate numbers that the students provide while applying for scholarship in SSP are RD prefixed numbers.
11. Ensure that Caste & Income certificates are issued in the name of student.
12. Ensure that Students have Bank accounts and seeded their Aadhaar to it.
13. Facilitate students to use college internet facilities to apply for scholarship.
14. Ensure that not a single eligible student of your college misses out from applying for post-matric scholarship through SSP.