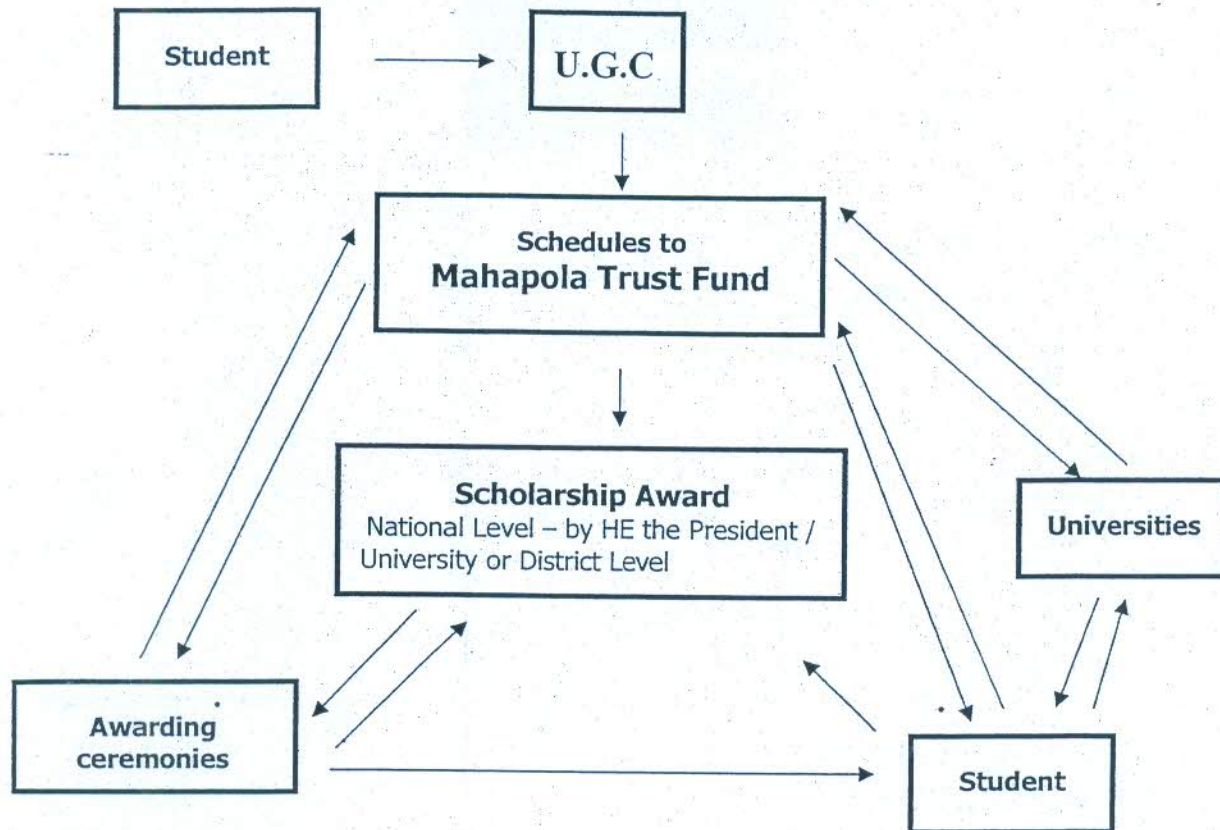


WORK FLOW OF THE MAHAPOLA SCHOLARSHIP AWARDS

Communication with relevant parties



Work consisting following steps:

- i. Allocating a reference number for each scholarship holder,
- ii. Dispatch award letters to each student and get feedback from them regarding their acceptance,
- iii. Preparation of schedules on the basis of courses, universities and districts etc. for administrative requirements,
- iv. Send names to respective Universities/Institutions and get confirmation in regard to their Registration, postponement, transfer, cancellation etc.,
- v. Update and maintain the above list with current information,
- vi. Printing of award letters, cheques, certificates and preparation of these documents in the name of each student,
- vii. Designing and programming work on computer which have to be done at each level of work,
- viii. Organisation of work relating to scholarship award ceremonies in all districts,
- ix. Make arrangements to start payments immediately, after completion of the scholarship award at the Universities or at the relevant Institutions.

According to the work chart at Page No.4 and to complete the work up to item IX, it required to work 13 weeks to expedite the awards. Scholarships award date will be decided by the President Office.

WORK PLAN FOR MAHAPOLA SCHOLARSHIP AWARD

- A. Letters dispatch to Scholars informing of selection
- B. Receiving replies about their consents
- C. Send Scholars names to Universities and other Institution and calling Registration
- D. Preparing schedules about the students acceptance, registration course, university changes and others
- E. Preparing Scholars name list for District Levels / Universities Award ceremonies
- F. Send instructions and advances for D.SS / Universities to organise Award Ceremonies in each District / University
- G. Prepare and send necessary information and invitations for D.SS / Universities
- H. Co-ordinations with District Secretaries / Universities for Award Ceremonies on each District / University
- I. Prepare Certificates & Cheques for each student
- J. Prepare Cheques for each student
- K. Prepare & sign cheques for each student
- L. Expected time (weeks) for awarding work
- M. Prepare certificates and documents to DDs / Universities
- N. Collecting back un-awarded certificates and acknowledgement
- O. Make arrangements to start Mahapola Scholarship payments in universities
- P. Computer based applications design and implementation and convert to those accepted students in to Monthly Instalment Pay Programme.