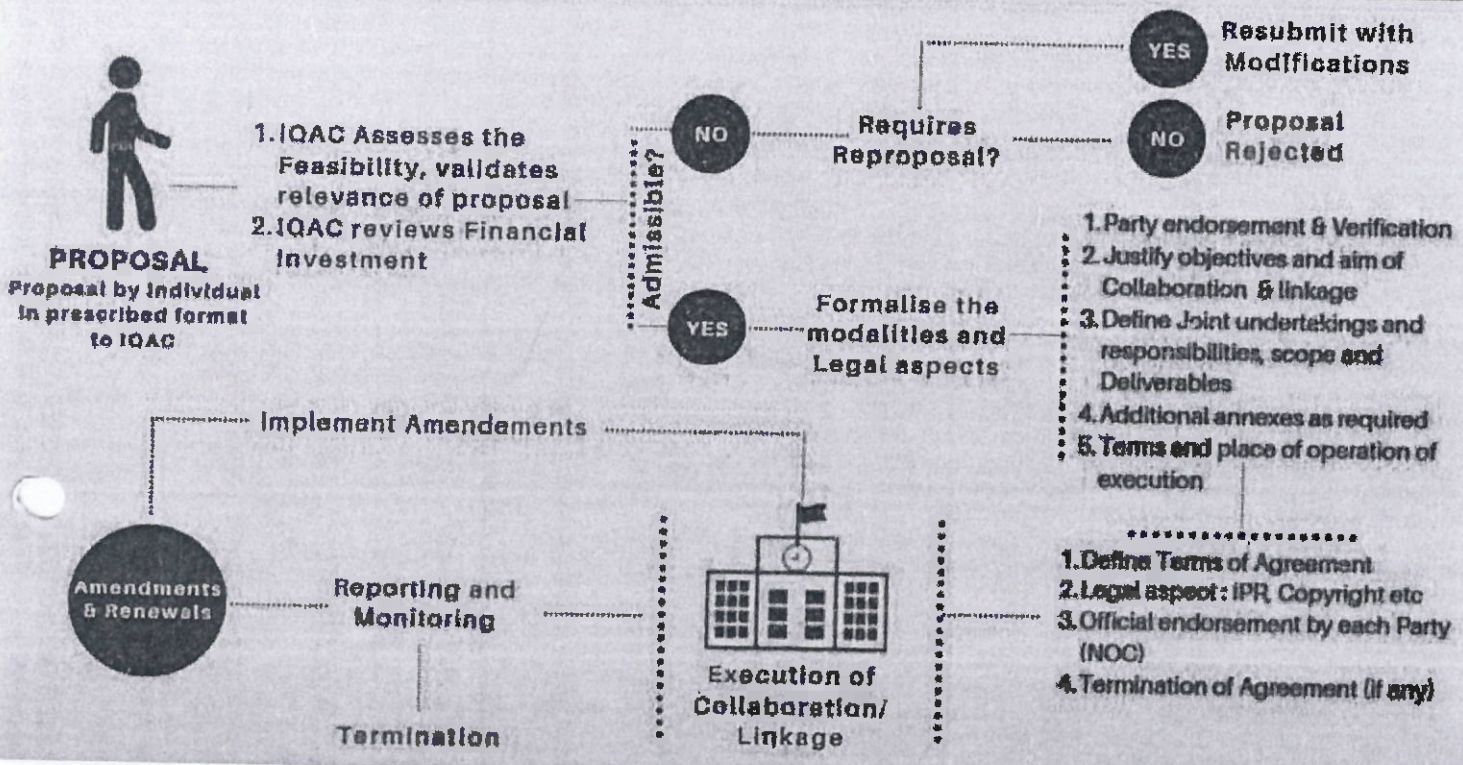


# SOP Collaboration & Linkages



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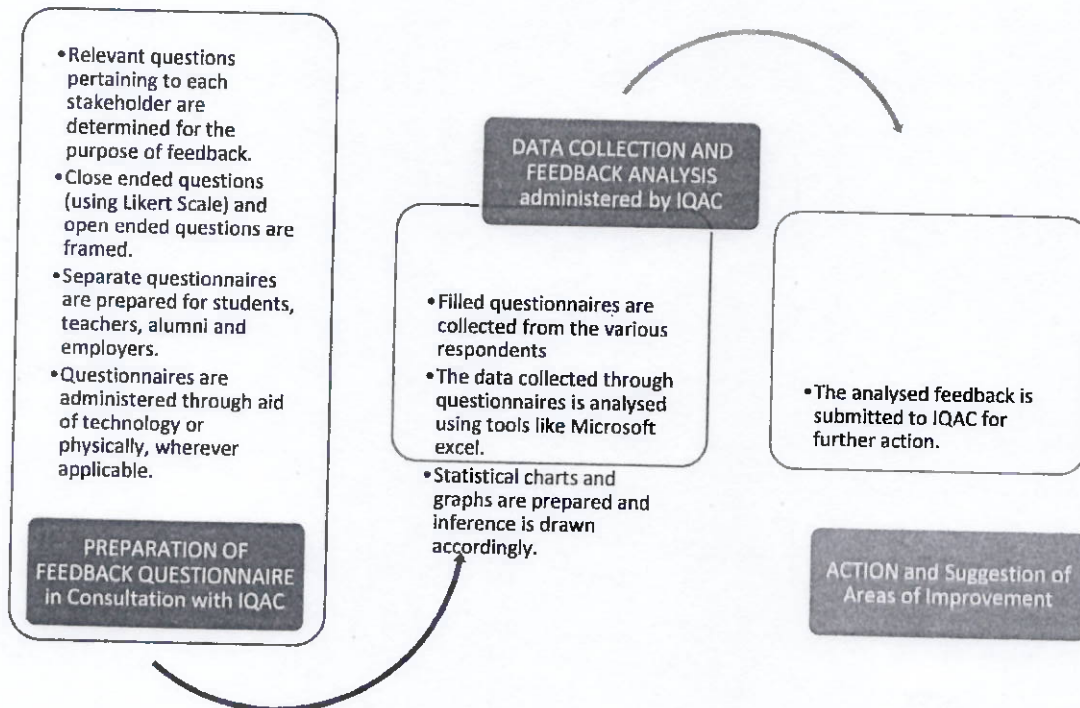


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# Standard Operating Procedure for Feedback from Stakeholders

(Students, Parents, Employers and Alumni)



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### 3.1.1 SOP for conducting a seminar/conference/workshop and submitting documents for the same

#### Procedure:

| S.N | Activities   | Responsibility  | Target dates/days                  |
|-----|--|---|------------------------------------|
| 1   | Identify the Program dates, conduct department meeting to identify the area and Concept note with themes and sub themes, Formation of the organising committee, event convener | Course coordinator, faculties                               | At least 3 months before the event |
| 2   | Prepare the proposal document and Get confirmation and approval  | Principal, Event convener, IQAC, College Research committee | At least 3 months before the event |
| 3   | Form the sub-committees to coordinate the activities.  | Event convener/ Organising Committee                        | At least 2 months before the event |
| 4   | Identify, contact and invite the resource persons  | Event convener, organising committee                        | At least 2 months before the event |
| 5   | Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation to those institutions.                                 | Event convener, organising committee                        | At least 2 months before the event |
| 6   | Set up the hardware and software needed for the event  | Organising Committee  | At least 1 week before the event   |

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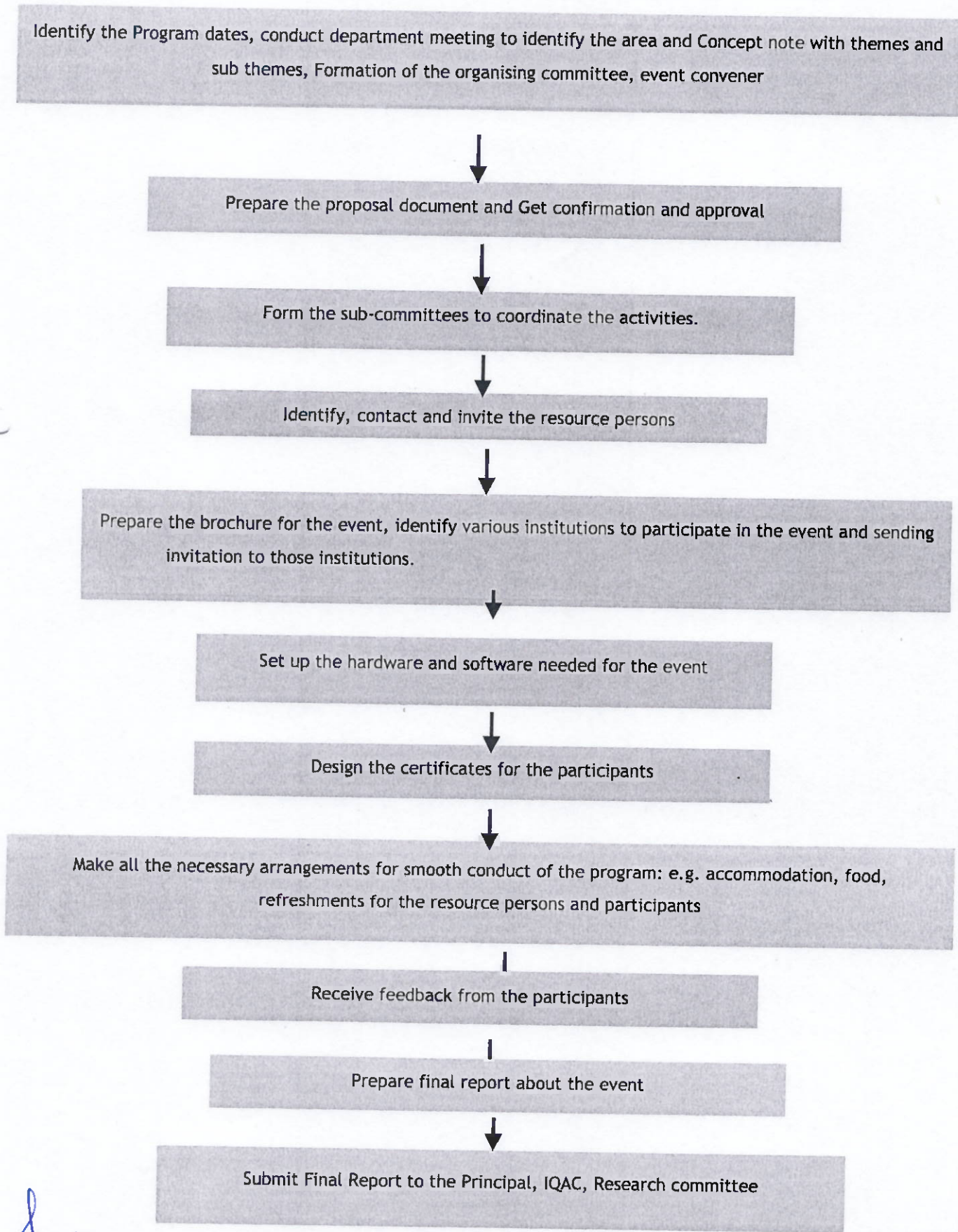
| S.N | Activities  | Responsibility                        | Target dates/days                |
|-----|---|---------------------------------------|----------------------------------|
| 7   | Design the certificates for the participants  | Committee members                     | At least 1 week before the event |
| 8   | Make all the necessary arrangements for smooth conduct of the program: e.g. accommodation, food, refreshments for the resource persons and participants | Event convener, organising committee  | At least 1 week before the event |
| 9   | Receive feedback from the participants  | Event convener, Committee members i/c | On the day of event              |
| 10  | Prepare final report about the event  | Event convener, Committee members i/c | Five days after the event        |
| 11  | Submit Final Report to Principal, IQAC, Research committee  | Event convener                        | Within 2 weeks after the event   |



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**3.1.1 SOP for conducting a seminar/conference/workshop and submitting documents for the same**



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## Complete Online Admission Process During COVID 19 Lockdown

The COVID lockdown started in India from the month of March 2020. As a result of lockdown all the colleges were shutdown and the only way by which admissions could be carried out was online. Even after announcement of the University of Mumbai to carry out online admission, most colleges in Mumbai struggled to get their Admission process online. But during this pandemonium, Usha Pravin Gandhi College of Arts, Science and Commerce was already prepared to successfully carry out its admission for the First Years online. During this process, the college designed MS Forms to collect the various documents for the students who have been admitted in the college. Once the schedule for the online admission was announced by the University of Mumbai, the notice for the same was put up on the college website and the process for admission was carried out in the following steps.

- Step 1.** Students who wish to seek admission in UPG college need to fill up the online pre enrolment form available on the Mumbai university website [mum.digitaluniversity.ac](http://mum.digitaluniversity.ac). Once the student has registered then the student needed to take the printout of the Pre-enrolment form which gave student the pre-enrolment number.
- Step 2.** Now, the student needs to login on the UPG College website and fill up the Part 1 of the College admission form. The student has to select the correct category under which he/she desires to take admission.
- Step 3.** After the completion of the form, the student is required to pay ₹ 100/- per form + taxes to complete the application process. The student has to keep the printout and the application payment receipt for reference
- Step 4.** After the last date for collection of the application form is over, the merit list is generated by the college SAP systems.
- Step 5.** After the list is generated the first merit list is displayed on the college website.
- Step 6.** Along with this the student receives a personalized email regarding his/her selection as per the merit list and is advised to secure his/her admission within the required amount of time.
- Step 7.** The student is required to fill up the part 2 of the college application form which has other details. Along with that the student needs to fill up other documents like attendance undertaking, documents undertaking etc. All the documents required for the admission process are mentioned on the college website and the student needs to keep scanned copies of the same ready for the next step.



- Step 8.** The student has received the link to upload the documents online. The student needs to click on the link and upload the documents as required and whatever those are applicable to him/her. If any documents are missing or are unavailable then the student needs to provide an undertaking for documents that are missing in the form of a scanned copy.
- Step 9.** After the documents are uploaded by the student, the teacher incharge downloads the documents and verifies the documents to confirm, if any discrepancies are found then the teacher informs the students accordingly.
- Step 10.** Once after all the documents are verified, the teacher incharge sends the approval of the form to the office clerk in the form of an email.
- Step 11.** The office clerk pulls up the information of the student from the application number provided and sends the link to the student for the payment of fees.
- Step 12.** Once done student receives the link for the payment on their registered email address. The student needs to click on the link and complete the online payment procedure.
- Step 13.** After the payment is complete the student receives the payment receipt in the email.
- Step 14.** After the completion of the time allotted for 1<sup>st</sup> merit list admission the 2<sup>nd</sup> merit list is generated and we repeat step 7 to step 13
- Step 15.** After the completion of the time allotted for 2<sup>nd</sup> merit list the 3<sup>rd</sup> merit list is generate and we repeat step7 to step 13
- Step 16.** We continue with generating the merit list till the time that the seats are filled or the list is exhausted.

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