

Standard Operating Process of Digital Univeristy Portal for Sr.College

Sr. No.	Work	Process
1	Online Admission	(http://sndt.digitaluniversity.ac/) Go to SNDT Portal - online application for Admission- for online Application for admission click here- Register - Fill up Online Form as per Document (Leaving Certificate, HSC Marksheet)- Print E- Suidha Ticket - Print Online Admission Form- Attach Original Documents with Admission Form- Fees Paid On Counter (Online Login created by DU Portal but first Passward Change by Student as giving Standard Password 123456 Not giving Student Name in Capital OR Small Letters)
2	Admission form Submit & Confirm	Go to SNDT Portal -Application Form Management for College - Click Here- Login with College ID & Passward - Application Submit /Confirm- Select Programme - Admission Form No. - Submit & Confirm
3	Update Previos Exam Result Status on Portal (1st Year)	Go to Examination - Post Examination- Result- Result Status - Select Faculty, Course, Class- Print Blank Report - Fill up On Hard copy- Go back to Portal doing same procedure & Fill up Result Status - Submit
4	Edit Result Status	Go to Examination - Post Examination- Result- Edit Result status- Select Faculty, course, Class & Fail, A.T.K.T.,Not Available - Edit the Data - Submit
5	Admission II Year & III Year	a) S.Y. & T.Y. New Student - Go to SNDT Portal - Admission - New Registration b) S.Y. & T.Y. Transfer Student - Go to SNDT Portal - Admission - Transfer Student Admission c) S.Y. & T.Y. College Student - Go to SNDT Portal - Admission - Register Student Admission (Note :- B.A.I, II, III Guj.Med. Please give Roll No. 201 Onwards...at the time of Admission)
6	Feed Fees Details on Portal	After Done All 3 Years Admission on Portal Go to - Admission- Report-Admission Statistics-Select Course- Select Student Name- Click Fee Details- select Fee Details (with Eligibility or without Eligibility) Firstly Check University Fees With A/C Dept. (Aarti Mam)
7	Fee Details Report Checking	After Done All 3 Years Admission including Fees - Go to Portal - Registration -Report - Inward Eligibility List - Cross Check New Eligibility Student Details & their Fees (Before Invoice generating its helps to Tally Mandate Fees With Account Dept.)
8	Paper wise Student Strength	After Done All 3 Years Admission on Portal Go to - Dashboard - Statistical report - Paper wise Student strength- Print Report & Cross Check with Subject wise & Classwise Admission Report
9	Admission Report	Admission- Report - Admission Statistics
10	Cancelled Admission	Admission- Cancelled Admission
11	First Year Admission Report & G.R. Information	Go to SNDT Portal - Online Application for Admission- Application Form Management- Click Here- Login with College ID & Passward - Export Student Profile (Sour & Check with Last Qualification- HSC) Go to SNDT Portal - Reports - Admission- Export to Excel- List of Request- Download the Excel Sheet Go to SNDT Portal - Admission - Reports -General Register- Select Faculty Year, Course & Class
12	Submit For Registration	After Online Admission Done of All 3 Years - Go to SNDT Portal - Registration - Submit for Registration- Select Course & Class- Submit Student (Before Submit for Registration Student Name or Profile can Change or Edit by College staff on college login)
13	Invoice Generate & Mandate Generate	After Submit for Registration - Second day Invoice Generate on Portal , Go to SNDT Portal - Invoice - Make Invoice Payment- select Invoice of Admission- Select Academic Year- View & Print Invoice then Tick on Total Invoice for Mandate Generating- Mandate Generating - Payment by NEFT - Check Reconcile of Mandate
14	Student PRN	After reconcile The Mandate University alloted the PRN No. to Student on SNDT Digital Portal - Go to SNDT Portal - Admission - Reports- Student PRN- Select Academic Year ,Course, Class- Print Student PRN List as per Roll No.