

Mula Education Society's  
**Shri Dnyaneshwar Mahavidyalaya Newasa**  
Tal- Newasa, Dist- Ahmednagar

***STANDARD OPERATING PROCEDURES FOR COLLEGE OFFICE WORK***

*(SOP) Applicable Ref. No. SDMN / 139 / 2021-2022 Date: 15 June, 2021*

**SDMN-SOP-A: Admission Process**

- 1.** To certify the fee for student admission starting from the month of June from the institution office. Instructions given by the University, Fee Change, Institution Instructions, Newly Started Courses-Subjects, Various Institutional Courses Agreements, etc. Considering all fee changes accordingly and fixing admission fee.
- 2.** Pay all class admission fees as per above changes in Vriddhi Software. To check all the fees paid by this category wise, course wise and make sure that it is correct.
- 3.** To check the admission form, information to be demanded, report generation, to check all these matters, class-subject, group, etc. To fix matters.
- 4.** Preparation of all online information related to admission.
- 5.** To determine the faculty and office staff system for online admission of courses and class wise. e.g. Admission Form and Subject of Examination, Document Verification, Fee Verification, etc.
- 6.** Courses, Class, Subject wise Admission Date Determination, Merit List All Procedures, Last Admission Date, 2nd-3rd Merit List and all date wise work proceedings respectively.
- 7.** Spot round information and related working procedures.
- 8.** Student admission application, ancillary documents, online fee payment, scholarship application and related documents, etc. To determine the schedule, working method, working procedure of the servant.
- 9.** Carry out daily verification and registration process of enrollment in online Atom Software and augmentation software regarding student admission fee, past due arrears.
- 10.** Student admission, subject, class, deposit fee, etc. To complete the daily registration process of and submit daily admission report through What's App

message to the Principal, Vice Principal, Supervisor, Admission Coordinator, Admission Committee concerned.

**11.** Immediate solution of various problems faced by students and admission committee members regarding online admission.

**12.** To provide admission information to the Head of Branch, Admission Committee members by e-mail, what's app and occasional hard copy as and when required. More about this source text Source text required for additional translation information Send feedback Side panels.

**13.** Admission Committee Members, Office Servants Coordinating Meetings, Training, Conducting Guidance Classes.

**14.** Closing the previous annual process of Vriddhi Software and starting the new annual process next year.

**15.** Annual Student Admission Fee Remaining Booklet to be prepared in three copies.

**16.** After the admission process is completed, make three copies of the class wise student lists and prepare a booklet.

**17.** Final admission lists, class wise applications etc. Filing, checking, writing the number one General Register, re-checking it.

**18.** Extract all the reports of Atom Software Magazine. Preparation of entrance fee, examination fee, previous fee due, certificate fee, preparation of other headwise reports. Binding these lists in two copies annually.

**19.** As per the list of students coming and going, the students are coming separately.

**20.** Admission application, scholarship application class wise binding, storing, naming, etc.

**21.** While accepting the original documents, the student has to make sure that he / she has made a copy of the original / hard copy of all the original documents. E.g. Original School Leaving Certificate, Original Mark Sheet, Original Caste Certificate, Original Income Certificate, Original Caste Verification Certificate, Original Disabled (As less) Certificate, Bank Account Number Bank Passbook Copy, Guarantee, Affidavit, etc.

**22.** Student lists, phone numbers, addresses, categories, etc. Extract and file two copies with information. Preparation and filing of annual category wise admission plan. Return the report in the filing to others while maintaining the original copy of the file.

**23.** Frequent and timely instruction of various procedures to students, professors, office workers online and offline. Update website from time to time, update notifications, etc. Doing work on time. Immediately post the relevant notifications to the What's App group.

**24.** College Prosecutes, All Class Fee Details, All Notice-Date for Admission, Document Demand Details, Admission Committee Name and Work Details with Mobile Number, Office Worker with Mobile Number Name and Work Details, Online Fee Payment Details, etc. Giving all that information to as many websites as possible from time to time.

**25.** All information details, instructions, etc. Date, file, details, year, etc. in two places on the computer and in two places on the pen drive. To be saved and stored as a co-op record.

**26.** Atom Software All Reports and Growth Software All Reports Create audit pre-inspection system and re-verification, sample checking, verification, student fee arrears verification, etc. carrying out the process.

**27.** The admission committee gives stages concessions to some students in the admission fee.

**28.** Properly carry out the procedures prescribed by the Admissions Committee for online admission. e.g. Checking the eligibility of the next class, checking if the documents are uploaded correctly, the subject is all filled in correctly, checking that the admission fee is paid correctly, etc.

**SDMN-SOP-B: - Regarding cancellation of admission taken within a certain period of time and refund of admission fee as per rules.**

**1.** Accepting the application of the concerned student for cancellation of student admission. Attach the online receipt of admission fee along with the application.

**2.** The concerned application will first take a remark from the Head of Student Branch that there is no objection to cancellation of admission.

**3.** The student course office will take a written remark from the concerned course accountant that the fee is not due, if the fee is due, the first fee will be paid online and only after that the accountant will be remarked. If there is any problem regarding the remaining entrance fee. It will be necessary to take the guidance of the Principal / Vice Principal.

**4.** In Admission will be canceled with the permission of the Principal / Vice Principal. The first entry of cancellation will be made on incremental software. The concerned office bearer will write a note stating that the admission has been canceled

on the relevant application. After that, if the original certificate is to be given, the student will get the certificate on the admission form, signature and date will be taken. The application file should also be listed on the list. The application process will be attached to the admission application of the concerned student. Both the Admission and Certificate entries will be recorded while writing the General Register.

5. While giving the original certificate, it can be given only till the certificate does not become Eligibility (University Eligibility). If there is a period after that, the original submitted certificate cannot be given. In such a case, admission certificate of the college has to be given.

6. If the student withdraws the admission fee along with the original certificate within the prescribed time or before the eligibility (University qualification) from the admission, then a separate fee will be refunded and the application will be re-recorded along with the online fee receipt of the ATOM. The Principal / Vice Principal will be approved to pay the fee by writing a comment on how much fee will be refunded. After that the check will be given to the student.

7. Remarks will be required at the time when the certificate is given at any time or the library book is not yet to come.

8. The process of taking back the certificate of admission or the fee paid can be done only for a certain period of time. University rules are restricted to obtaining original certificate and refund of fees after a certain period of time.

9. The office will inform the concerned branch head about the cancellation of admission. It will be mandatory for them to inform the concerned professors.

### **SDMN-SOP-C: - Admission Application Office Working Procedure**

1. To check the application for online admission along with the required documents.

2. Attach the class wise admission application to the file along with the Class list.

3. Record the canceled entry on the class list with the corresponding date.

4. To register all the applications in the Chief General Register (number one). Also take note of canceled admission. Checking the entries again after writing this register. While writing and checking the records, make sure that the student is eligible for the class. E.g. Passed all subjects in the first year for TY admission, 2nd year ATKT. Also for the second year, first year attic, etc.

5. If the original certificate is yet to be received, take it raw on the entry register and merge it after receiving the certificate. Correspondence to the concerned student if the

certificate is not submitted in time. Attach a copy of this letter to the file along with the admission application.

6. Binding, binding, labeling, storage of all class wise admission forms in the annual process.
7. Vriddhi Software Admission Logs and Direct Admission Application Records, class List, etc.
8. To conduct all the examinations for the first year admission and university eligibility and to take action related to the qualifications.
9. To publish the University Eligibility List along with the University Eligibility Number on the college website for filling up the examination form. Inviting student objections, making immediate corrections accordingly.
10. When some students come from other courses or from other universities, the subject equivalence, university qualification should be merged.
11. Some students take admission in various categories for fee waiver without any caste certificate, in which case appropriate action should be taken in this regard.
12. Atom online fee along with admission application If the invoice is less, the remaining fee should be recorded in the General Register.

#### **SDMN-SOP-D: - Procedure for issuing certificate**

1. Submission of application for certificate with college no dues. Along with this, previous certificate copy, mark sheet copy, etc. to add.
2. If you have yet to come to the library, take it to the Remarks No dues Form. To take written remark that books / library are not available on the farm.
3. Entrance fee due for current year, previous year, other dues, penalty, library, laboratory, etc. If there is anything left to come, you have to fill it online first. To take a written remark of the accountant of the concerned department stating that there is nothing left to be attached with the receipt.
4. If the category and scholarship holder is a student, to take a remark that the scholarship is due, the scholarship is not due to the scholarship department due to non-payment of the scholarship form. Fill in the balance.
5. Only after completion of all the above procedures. The application will be submitted to the Principal / Vice Principal for approval. Only after that the certificate

will be written and given to the student with the signature of the Principal / Vice Principal.

6. Whose certificate will be issued by checking the Aadhaar card near him with mobile number, date and signature

7. On special occasions, the certificate will be given to the student's parents without any doubt. Along with Aadhaar card copy, signature of relatives, mobile number, e-mail, etc. These matters will be taken up.

8. In senior college admission. Principal and Junior College Certificate All the work will be done from time to time under the authority and guidance of the Vice Principal of Junior College.

### **SDMN-SOP-E: - Details of recovery proceedings due to student fees**

1. By the end of March, all the sections have to be printed from the Vriddhi Software and all the remaining lists have to be prepared in three sets. The accountant of the concerned department will be re-recorded on the outstanding register kept with him. Last year and the current year will appear on the combined laser page. Save the remaining list of the concerned department in the file of the concerned department.

2. If the student is eligible for the scholarship but has not filled the form or has not received the scholarship due to error, the remaining three lists will be prepared. The accountants of the concerned department will record it on the outstanding register kept with them. Save the remaining list of the concerned department in the file of the concerned department.

3. Distribution of tickets, filling up of examination forms, etc. The accountant of the concerned department will process both the above arrears list for recovery on various occasions.

4. While issuing the certificate, the concerned office bearer will take action regarding all kinds of arrears. Proceedings will be taken for issuing the certificate only after recovering the arrears.

5. Taking daily fee deposit list from Atom Software and taking deposit records in Vriddhi Software. Checking the Vriddhi Software records again as per the monthly ATOM report. To print three copies of Atom Software monthly report section wise. Separate for one account, one increment record file and one atom report file.

6. If at the time of admission in the academic year, the student is still in the college in the previous year and there is still a long way to go, then after all the previous fees have been paid, the action will be taken for admission in the next class. The admission committee and the concerned members will take care of this matter.

7. After recovery of dues, the concerned department accountant should immediately record the deposit in this regard on the dues and dues register.
8. While distributing the results of the examination department, the recovery campaign should be carried out independently by planning.
9. Once in a year, internal checking should be done and recovery action should be reviewed.
10. Separate deposit receipts of online ATOM should be taken as per the type of fees due to the student. This makes it convenient to take head wise deposit records. E.g. Last year due, current year due, examination fee, library due and penalty and other fees, certificate fee, etc. The independent movement should fill the gaps from the student. Even at the time of admission, you have to come back and the current year's fee should be taken separately.
11. Senior UG, Junior, BBA, PG are four separate departments for collecting fees for Atom software. The office will take care that the fees of the department will be collected in that department and separate report fees will be generated head wise.
12. If you want to take collective action while giving results, certification, all the different types of appearances, the rest of the details are to be taken head wise on the list. Recovery, however, is to take various head wise receipts in the Atom software.

#### **SDMN-SOP-F: - Planning process in the context of internal audit.**

1. The process of writing the daily account of the college should be completed by the accountant of the concerned department as per the transaction at that time. It should be certified by the Principal. Vouchers, day-books, ledgers, cash balances, check books, check book registers, budgets, previous audit copies, etc. To save things properly. Proper filing of all relevant documents.
2. Accounts should be audited from April to December. The annual internal audit process should be completed by the end of March and up to March.
3. In the audit copy of Senior College. It is mandatory to send to the office of the Joint Director.
4. To take timely action on all the issues like monthly salary, PF, electricity bill, phone bill, annual insurance, salary, monthly budget, organization annual budget.
5. Properly store all the recorded files of the previous various years.
6. To organize camp and update the records in the presence of the Service Book Annual Record of Servant.

7. Servant promotion, salary increases sanction, etc. To carry out the work related to the office of various institutions, universities, directors of education, joint directors on time.
8. Accurately verify and match bank records, account records, ATOM-Vridhhi Software records on a monthly basis. If there is any discrepancy between the accounts, immediately find out and take note of the account. E.g. Bank interest, charges, etc.
9. Submission of examination related accounts to the University from time to time.
10. University miscellaneous share, sports fund, university eligibility, affiliation fee, etc. filling from time to time.
11. Action should be taken to renew the firewall of the college within the time limit.
12. College fires, earthquakes, natural disasters, solar, etc. Proceed to renew within the insurance period should be made in advance.
13. After the audit process, close the account software in the previous year and start it next year.
14. To renew deposit receipts by collecting interest on term deposits.

**SDMN-SOP-G: - Inward-outward register entries functioning.**

1. To record the arrival of important letters coming to the college. Generally, various correspondence comes through online i.e. e-mail. Some correspondence comes offline.
2. All the correspondence that came first. Submission to Principal / Vice Principal.
3. After the principal's remark, register it on the income register as per that remark. After that, take the signatures of those who have taken the lead in giving. For this, a separate postal register should be kept. The letter will be divided into simple and important. Only important letters will be registered. This division will be Imp and Gen. Imp will be registered.
4. It will be the responsibility of the concerned servant to deliver the daily letter to the concerned immediately.
5. All the letters passing through the college will have to read the outgoing number and write it in the outgoing register. It will also be necessary to take a print out of the online outgoing correspondence and register it in the outgoing register.



6. All outgoing letters will be filed. A copy of the letter referring to the incoming letter will need to be permanently attached to the outgoing letter.
7. The subject of all letters, documents, records, suggestions should be kept in the file office. It will be in order to attach the relevant file to the relevant file from time to time. E.g. University, Joint Director, Education, Bank, NAAC, ISO, Scholarship, etc.
8. Use the file references and numbers given in the ISO Office Manual Guidelines.
9. Make a list of what files are there and give a brief description of what is in that file in front of it. It is important for the office to have the documents or references available at the moment of request.
10. To review whether the proceedings were completed on time as per the incoming correspondence.
11. All entries will be made as per the column on the register of outgoing correspondence.
12. College students, servants, etc. Notice will be given directly, via What's App. All these matters will be filed after implementation.

### **SDMN-SOP-H: - Commodity purchase bill, proceedings regarding payment of expenses**

1. Any expenses, repairs, etc. in the preliminary budget approval for. Make a written application to the principal. The prescribed form is available in the office. If you don't know the cost, you should know it, preferably quotation. If it is a big expense, compare it with three quotations.
2. Minor expenditure permits will be approved at the principal level, while large expenditures or expenditures directed by the organization will be approved by the organization. Expenditure or purchase, repair action will be taken accordingly.
3. The purchase bill will be recorded in the office first on the stock register. Large items will also be recorded at the main gate if they are transported in or out. Office permission will be required to move the item outside.
4. There is a prescribed form of expenditure sanction in the office for expenses, billing. The person who spends should fill the form first with name, details and signature first. Expenditure bills should be added along with it. If it is a register entry, it should be registered there first, get the signature of the affiliation. After that the signature of the accountant, office superintendent should be certified. The person who spends on the bill should sign back.

5. In they should be submitted to the accountant after the approval of the principal. After that, the matter will be distributed. A small amount will be paid in cash but a large amount will be paid by check.

6. After the preparation of travel expenses bills, the proof of work should be attached and after the signature of the accountant, office superintendent, Hon. Principal approval and subsequent distribution will be followed.

7. Regular or recurring expenses will be paid online.

8. All college deposits will be made online and by check.

9. A copy of the bill to be recorded on the stock register will be attached to the stock purchase file after registration / approval.

10. The stock will be kept in the allotment register office. Prior to this, approval of stationery, stock demand application will be required.

11. All bills of expenditure should be of VAT, Tax number, printed, official. In some cases college vouchers will be accepted as per permission. The bill of lading should be signed by the affiliate.

**SDMN-SOP-I: - Proceedings regarding payment of seminar, workshop, paper presentation expenses.**

1. For seminars, workshops, paper presentations, paper publicity, as per the instructions of the organization, provision has been made in the annual budget which is limited and in the form of research promotion scheme. The terms and conditions are given. Only qualified professors should submit application form.

2. Eligible professors attach the application form, a copy of the institution rules and all the documents given in the copy of the rules along with a good copy. The application should be submitted to the principal.

3. Demand and paper publicity should be in the same period.

4. A second copy of the relevant paper should be prepared and submitted to the IQAC Coordinator and the relevant amount should be signed before approval on the application.

**SDMN-SOP-J: - Procedure for obtaining Salary Certificate, request application**

1. In order to get the salary certificate, the concerned servants have to pay Rs. Written application should be submitted to the principal for approval. Details of the purpose for which the certificate is required.
2. After the certificate is prepared in the office, the counter should be signed by the concerned preparation officer. College outgoing number should be registered on it, then by hand should be recorded. And only after that, send it to the principal for final signature.
3. After signing, a copy of the certificate and the application should be submitted by the concerned servant to the servant preparing the re-certificate in the office for attaching the file in the office. The concerned servant should maintain a separate file regarding the OC in the office.

### **SDMN-SOP-K: - Scholarship Department Effective Working Procedure**

1. To prepare the rest of the list department wise and category wise by the end of March. To take note of the audit report of that amount regarding receipt of scholarship.
2. To audit the scholarship department along with other audits in time.
3. To prepare the remaining budget for the scholarships as per the category wise student admission of the scholarship department. This will be the target of pre-work proceedings as per the admission number before filling the budget form.
4. Also, to prepare an abstract of the amount to be collected as per the previous estimate sheet and the amount directly deposited the amount to be received, the amount not to be received from the Government due to non-payment of the scholarship form.
5. To hold Scholarship Coordinating Committee meeting after admission. To follow up from time to time to complete the work, prepare student reports, prepare reports of students who have filled up the forms and those who have not filled up the forms and take action on filling up the forms.
6. Uploading student application, following up on errors.
7. To certify the New Year fee from the Government, University.
8. Collecting and storing hard work from scholarship farm students.
9. To make account wise summary of scholarship deposit amount and transfer that amount to the concerned department.

**10.** To take timely and frequent action to ensure that the scholarship forms are filled up as much as possible.

**11.** To prepare the pending list of students who have not filled the scholarship form as well as the students who have not received the scholarship due to some error and to record it on the remaining register of the department concerned, to implement the remaining recovery procedure.

**12.** The actual scholarship forms are filled not filled, etc. as per the category wise student admission of the scholarship department. To prepare a budget, also to prepare the summary as per the estimates for the current year and the amount directly deposited, the amount due, the amount not received from the government due to non-payment of the scholarship form. This budget will show the difference between the target budget and the performance report.

### **SDMN-SOP-L: - Property and store operations**

**1.** The calculation of each room, building wise and total property of the college will be done every year by the end of March. This consolidated calculation report will be considered as the opening asset stock for the beginning of April.

**2.** Assets purchased throughout the year in the college and initial opening assets in stock and assets calculated at the end of March will be verified.

**3.** It will be necessary to record the purchase on the property register.

**4.** The stationery material of the college will be registered separately. It will be paid for use with approval as per servant demand. balance, usage, purchase, etc. as per stationery register. Matters will be observed, planned, controlled.

**5.** Stationery stock, books, journals, chemicals, glassware, etc. by registering annual demand as per the instructions of the organization. To demand, to register, etc. carrying out office procedures.

**6.** College Chemical, Glassware, Evolution, etc. Store-wise entry, store entries will be independently.

**7.** Library books, magazines, online journals, classifications, daily newspapers and other matters will be independently as per librarian planning, institution procurement instructions and independent records.

**8.** Procurement of college sports equipment will be done as per the procurement instructions and independent record maintenance.

9. Disposable materials will be stored separately and disposed of as per the instructions of the organization.

10. The material will be repaired as per the budget. Materials will be procured as per the instructions of the organization.

11. Invertors repairs, plumbing repairs, building minor repairs will be as per the budget.

12. College campus maintenance, cleaning, maintenance, solar maintenance, etc. Matters will be as per independent planning.

### **SDMN-SOP-M: - College Assembly**

1. Meetings will be held according to the needs of the college staff. Four meetings will be held in a year with proceedings, two at the end of the session and two at the beginning of the session.

2. As per the minimum rules of the College Development Committee, two meetings will be held in a year with proceedings.

3. As per the minimum rules of the college committee, four meetings will be held with proceedings.

4. The college will have a total of six meeting-audits as four internal audits and two surveillance audits of ISO.

5. Parents, Alumni, Grandparents, Student Parliament, etc. Meetings will be held from time to time.

6. Meetings will be held as required to prepare a new AQAR.

7. The affiliation committee meeting will be planned as per the university letter.

8. Meetings will be held from time to time as per the need for examination work.

9. Annual get-togethers, seminars, miscellaneous activities, programs, institutional functions, etc. Meetings will be held accordingly.

### **SDMN-SOP-N: - Examination Department Planning Proceedings**

1. All examination departments of the college will continue under the jurisdiction of the CEO.

2. Work will be done as per university instructions and examination planning within the college.
3. The examination department will carry out the work of audit, audit, planning of the examination.
4. Examination work has to be done by all the servants as a priority and sensitive part.

### **SDMN-SOP-O: - College Development Proposal, Annual Information, Daily Information Working**

1. Every year seminars, office equipments, construction, sports equipments and various schemes under Student Development Board, Earn Learn Scheme, various scholarships, etc. are conducted by the University. Proposals are invited for their grant. To carry out the work of these proposals through the concerned professors.
2. Proposals for grants through UGC, DBT, DST, District Sports Department, Zilla Parishad Non-Wage Grants and other institutions, related work.
3. University, NAAC, MIS, AMIE, District Employment Exchange and various other government offices, institutions, Joint Director, UGC, etc. submitting office information as per their letter.
4. University, Co-Director, Institution, etc. Is concerned with soliciting various correspondence information on a daily basis. To submit this information in time.
5. Permission, audit, report, deposit, NOC, etc. of all government grant schemes. Preservation of documents, duplication in digital format and permanent preservation to the office as well as to the concerned professors.

### **SDMN-SOP-P: - Salary budget and salary payment procedure**

1. Sending salary budget to the government every month.
2. From time to time eight months, four months, difference, medical, promotion, etc. Sending various budgets.
3. Work on payment after payment of salary to the bank. Along with this, work on sending trust, insurance, PAF, society, banks and other deductions in a timely manner.
4. Annual Tax Verification and Annual Tax Payment Procedures.
5. Salary budget, salary payment to be done as per attendance muster.

**6.** All attendance muster, daily leave record, total annual leave record report, leave application file, etc. To keep these matters up to date.

**All General Important Notice:** - To save all the documents year wise in traditional and digital format.

**Principal**

**Dr. Kalhapure G. B.**

**Shri Dnyaneshwar Mahavidyalaya Newasa,**

Tal- Newasa, Dist- Ahmednagar.

**Contact:** 98603 01951