



JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority
Section 2 (f) of the UGC Act 1956

Standard Operating Procedure for Administration

Purpose of Standard Operating Procedure

- To understand and support the various activities and processes under the Administrative Department by providing quality education services to the students and other stakeholders.
- To establish and maintain the documentation of Administration process that meets the requirements of all the stakeholders.

Scope of the Standard Operating Procedure

- Admissions of Students through admission process as per the norms
- Approvals from Mumbai University
- Teachers appointments
- Academic Administration
- General Administration
- Accreditation of the Institute and its courses from University of Mumbai.

Areas of SOP's

- College Affiliation
- Student Admission
- Admission confirmation process at University Portal
- ATKT Examination form process at University Portal
- Lower examination marks updation process at University portal
- Transfer certificate process at University portal
- Student Service/s (NOC / Bonafide / Recommendation Letter/Transcript)

Process of Online Affiliation at University Portal

- Go to <https://affiliation.muonline.org.in>
- Login with Login ID, Password, Captcha
- Select respective Academic Year
- Update College Information, Teaching Staff, Academic Information, Approval Post details etc.
- After update the information "submit to University"
- Check all the programme details, course details and do the relevant payment of Affiliation Fee.
- After completion of payment of Affiliation Fee do the "Extension/New College Affiliation" process





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Admission Process for First Year Students

- Displaying notice for the sale of application and acceptance as per the University of Mumbai admission schedule
- Filling of online enrolment form at the University of Mumbai portal <https://mumoa.digitaluniversity.ac> by student
- Declaration of merit list on the basis of applications received, as per the schedule given by University of Mumbai
- Filling of final admission form (at College Admission ERP system-Master Software) of the College students those entered in the merit list.
- Verification of online enrolment form, admission form, eligibility criteria and documents.
- Checking of students original documents for the authentication and admission requirement as per norms of University of Mumbai
- Provide provisional admission to the students by collecting applicable fees and relevant documents.

Admission Process for Second Year and Third Year In-house Students

- Filling of online enrolment form at the University of Mumbai portal <https://mumoa.digitaluniversity.ac> by student those complete the eligibility criteria for Second Year and Third Year admissions as per University norms
- Filling of final admission form (at College Admission ERP system-Master Software) of the College students those entered in the merit list.
- Checking of admission form and documents for the authentication and admission requirement as per norms of University of Mumbai
- Provide admission to the students by collecting applicable fees and relevant documents.

Admission confirmation Process at University Portal :

Step-I : Confirmation of admission at University online portal

- Go to <https://mum.digitaluniversity.ac>
- Click “College login” and enter username and password and relevant OTP provided
- Click “Switch to OA”
- Click Application Submit / Confirm
- Select Programme from the screen
- Enter Admission Form Number (*Application No. on Online University Form provided by student*)
- Click “Proceed” button after checking the name of student
- Click “Submit” button after checking the details
- Click “Confirm” button after checking the details





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Step-II : Fee Entry at University online portal

- Go to <https://mum.digitaluniversity.ac>
- Click “College login” and enter username and password and relevant OTP provided
- Click “Switch to OA”
- Click Fee Entry
- Enter Admission Form No. ((*Application No. on Online University Form provided by student*)) and click search
- Check student name
- Enter **College Application Number, Roll No., Division, Select fee category**
- Click “Save” button

Step-III: Registration at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Click “College login” and enter username and password and relevant OTP provided
- Click “Switch to OA”
- Click “Submit to Registration”
- Check status “Total Admission”, “Submitted Till Date”, “Ready for Submission” etc. etc.
- Click “Proceed” button

Step-IV: Process for Invoice (Making payment at University)

Step-I :

- Go to <https://mum.digitaluniversity.ac>
- Select Invoice
- Click Generate Invoices
- Then Admission Invoices (For Admission) and Click “Submit” button
- Select “courses name” and then click “Process” button

Step-II :

- Select “make invoice payment” option from the Menu
- Then Select Invoice and “Proceed”
- Select Academic Year and “Submit”
- Then Course Selection and “Proceed”





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Step-III :

- Select “Confirm/Print Mandate’ option from the Menu
- Select **Print/Receipt Mandate**
- **Fill the required information with the signature of Authority in the Printed Mandate**
- **Then submit to the Concerned Bank for the Payment and collect the counter foil**

Process of Inwarding of Examination Form at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select “Pre Examination”
- Select Inward Exam Form and Click “Inward”
- Then follow the procedure like -select faculty-select course-select branch-select course part-select course part term etc.etc. Then “Proceed”

Process of Lower Examination Marks updating at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select “Post Examination” from the menu
- Click “Results”
- Then select “Course Wise Result Entry”

Process of Third Year Examination Marks updating at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select “Assessment Data Entry”
- Select “Data Entry”
- Select “Marks Entry against Seat No.”

Process of Name correction at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select “Student Profile”
- Select “Add Profile Correction Request”
- Enter PRN NO and click “Search” and do the required correction and get the Printout of correction and submit the same to the concerned Department (Enrolment / Eligibility)





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Process of cancellation of Invoice at University Portal

- Go to <https://mum.digitaluniversity.ac>
- Select Invoice
- Select "Cancel Invoice"
- Search Invoice Number OR Mandate Number
- Click "View Invoice"
- Select the required option (Student Name OR Course name wherever required)
- Click "Cancel Invoice"

Transfer certificate process at University portal

OFFLINE Process (Student responsibility)

- Submit a written application along with the Transfer Certificate application form from the Institution where the student is taking admission for the further studies.
- Get the application and documents verified from the respective Office Staff / Officials / Head of the Institution
- Make the required payment at the cash counter and submit to the respective office counter.

(Staff responsibility)

- Check the Application, documents, Fee payment then make the Offline TC

(Online Process)

- Go to <https://mum.digitaluniversity.ac>
- Click "Admission"
- Click "Transfer Student"
- Click "Mark Student as Transfer"
- Enter PRN No and "Search"
- Click on Print Transfer Certificate

Process of Transcript

- Collect the prescribed form for Transcript by the student from the Office counter and submit the same duly filled along with the copies of all successful mark sheets which the student completed through our College.
- Get the signature of Principal in the Application
- Make the required fee payment in the cash counter and submit the application to the respective counter
- Transcript will be issued after one week of working days

