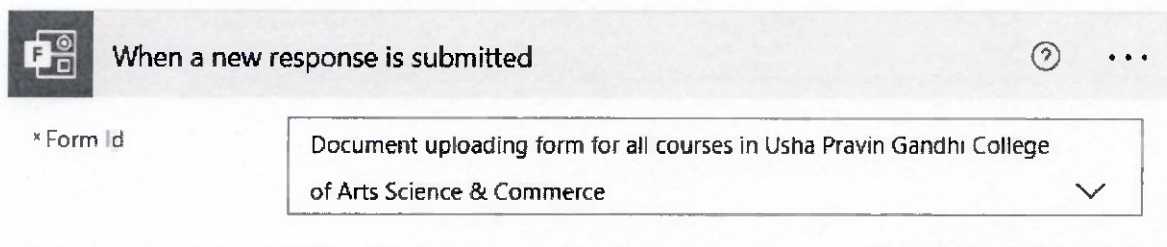


Institutional Distinctiveness - Automatic processing of college admissions forms using "Power Automate"

The process of automation was implemented during COVID 19. Usha Pravin Gandhi College of Arts, Science and Commerce implemented this system to carry out contact free documentation during the COVID 19 lockdown. In order to keep all the administrative staff safe from any kind of COVID 19 infection an automated system was developed to automatically take the responses and process it automatically. The flow of the work is as mentioned below.

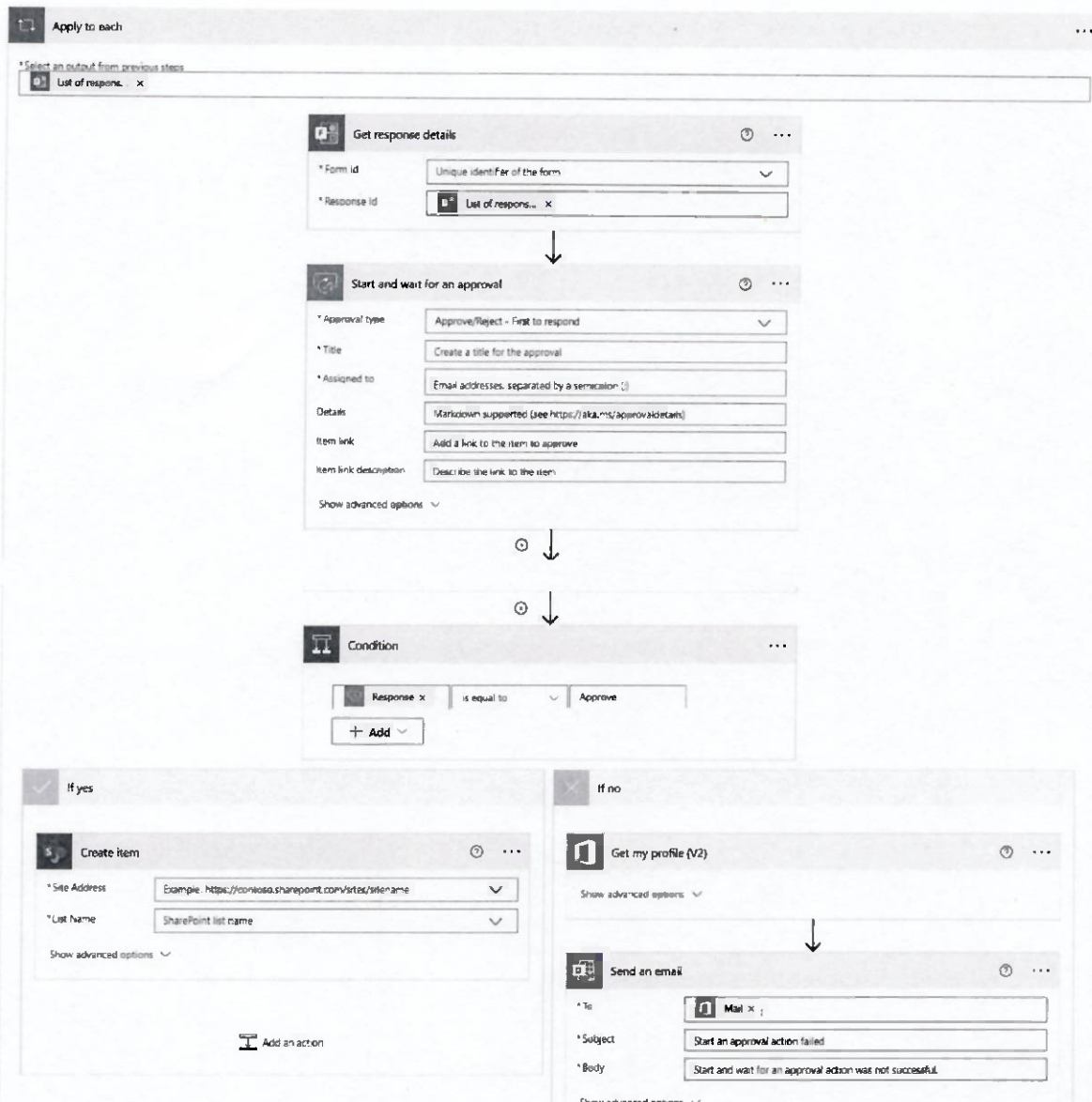
1. Student receives an email regarding his/her acceptance in the college via the SAP system. The student also receives the web link for the form on which the student needs to upload the form along with the valid user id and password. Once done the student scans copies of the documents and uploads them using the provided link.
2. A master file is generated using Microsoft Excel which is uploaded on office 365. The power automated system will run after a specific time period to assign the tasks to the admission committee members.



The screenshot shows a Power Automate trigger configuration. The trigger is labeled "When a new response is submitted". Below the trigger, there is a field for "Form Id" with the value "Document uploading form for all courses in Usha Pravin Gandhi College of Arts Science & Commerce".



[Handwritten signature]



3. After the documents are uploaded by the students, the responses are stored on the Office 365 Sharepoint system. Using Power Automate the responses with the links for the documents were sent via emails to the admission committee for document verification. The sample of email is attached as mentioned below.



Handwritten signature in blue ink.

10/19/21, 10:52 AM

Mai - Abhijeet Mohite - Outlook

**Admission approval for ---600536793-Sanjay Kachhawaha-BMS OPEN COMMERCE-
CBSE / ICSC / IB Diploma - (Other Than Maharashtra Board)**

Admission UPG <admission.upg@svkmmumbai.onmicrosoft.com>

Tue 8/11/2020 4:19 PM

To: Abhijeet Mohite <ABHIJEET.MOHITE@upgcm.ac.in>

Respected Sir/Madam,

Below are the complete details of the student whose admission form you need to verify. While doing so please select the hyperlink and open it in new tab to view the attachment. Kindly follow the procedure prescribed by the admission team to carry out the verification of documents.

Email: 600536793@svkmmumbai.onmicrosoft.com

Name of Student: SANJAY KACHHAWAHA

Student Application Number: 600536793

Student Contact Number: 7297085568

Student Email Address: sklevante@gmail.com

MKCL Number: 427379

Name of the Student as on marksheet: Sanjay Kachhawaha

Date of Birth : 37498

12th Standard Percentage: 93.6

10th Standard percentage: 79.2

Board: CBSE / ICSC / IB Diploma - (Other Than Maharashtra Board)

Category: BMS OPEN COMMERCE

College admission form part 1: [https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/College%20Admission%20from%20Part%201%20\(Which%20you%20filled%20be/Pre_SANJAY%20KACHHAWAHA.pdf](https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/College%20Admission%20from%20Part%201%20(Which%20you%20filled%20be/Pre_SANJAY%20KACHHAWAHA.pdf)

College admission form part 2: https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Question%204/Post_SANJAY%20KACHHAWAHA.pdf

Mumbai University form: https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Question%204/Post_SANJAY%20KACHHAWAHA.pdf



0Pra/Mumbai%20University%20online%20form%20displaying%20your%20choi/MKCL_SANJAY%20KACHHAWAHA.pdf

12th Standard marksheet: https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/12th%20Standard%20or%20Equivalent%20marksheet/CBSE%20Class%20XIIth%20-%202020%20Marksheet_SANJAY%20KACHHAWAHA.pdf

12th Standard leaving certificate:

12th Standard passing certificate: [https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Passing%20certificate%20\(Only%20for%20other%20than%20Maharash/Passing_SANJAY%20KACHHAWAHA.PDF](https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Passing%20certificate%20(Only%20for%20other%20than%20Maharash/Passing_SANJAY%20KACHHAWAHA.PDF)

10th Standard passing certificate: https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/10th%20Standard%20marksheet/10_SANJAY%20KACHHAWAHA.JPG

University of Mumbai Undertaking: [https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/University%20of%20Mumbai%20Undertaking%20form%20\(Mandatory\)/Undertaking_SANJAY%20KACHHAWAHA.pdf](https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/University%20of%20Mumbai%20Undertaking%20form%20(Mandatory)/Undertaking_SANJAY%20KACHHAWAHA.pdf)

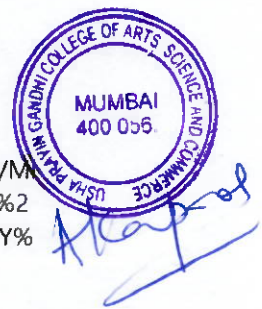
Proof of residence: https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Proof%20of%20residence%20%E2%80%93%20Photocopy%20of%20ration%20card%20%20te/I/AADDHAR_SANJAY%20KACHHAWAHA.JPG

Attendance undertaking: https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Question%205/Attendance_SANJAY%20KACHHAWAHA.pdf

Aadhar card copy: https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Question%206/attest_SANJAY%20KACHHAWAHA.JPG

Aadhar card number: 969456302778

Migration certificate: [https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Migration%20certificate%20\(Only%20for%20other%20than%20Maharash/Migration_SANJAY%20KACHHAWAHA.PDF](https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Migration%20certificate%20(Only%20for%20other%20than%20Maharash/Migration_SANJAY%20KACHHAWAHA.PDF)



Transfer certificate: [https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Transfer%20certificate%20\(Only%20for%20other%20than%20Maharash/TC_SANJAY%20KACHHAWAHA.pdf](https://svkmmumbai-my.sharepoint.com/personal/admission_upg_svkmmumbai_onmicrosoft_com/Documents/Apps/Microsoft%20Forms/Document%20uploading%20form%20for%20BMS%20Course%20in%20Usha%20Pra/Transfer%20certificate%20(Only%20for%20other%20than%20Maharash/TC_SANJAY%20KACHHAWAHA.pdf)

Verified letter:

For IB Board marksheets :

Prima facia eligibility for IB Board:

Gujarati Minority certificate :

Other reservation certificate:

Physically handicap certificate:

LD certificate:

Documents missing undertaking form:

Year of passing: 2020

Gap certificate:

Caste certificate:

Jammu & Kashmir certificate:

After the verification is complete, please open the link mentioned below in a new tab, it will ask you to approve or reject. Please decide accordingly and make sure to fill in comments regarding any details that need to be conveyed to the office team about the application form approval.

Link for approve/reject:

<https://flow.microsoft.com/manage/environments/Default-d1f14348-f1b5-4a09-ac99-7ebf213cbc81/approvals/received/5f1f5f85-46ba-4362-bd3a-5bf511d87c2d?loginTenant=d1f14348-f1b5-4a09-ac99-7ebf213cbc81>

Thank You
Admission Team
Usha Pravin Gandhi College of Arts, Science and Commerce



Handwritten signature in blue ink.

- The email received is checked and validated by the admission committee members. Once done the committee needs to approve or reject the application by clicking on the link provided in the email.

Link for approve/reject:

<https://flow.microsoft.com/manage/environments/Default-d1f14348-f1b5-4a09-ac99-7ebf213cbc81/approvals/received/5f1f5f85-46ba-4362-bd3a-5bf511d87c2d?loginTenant=d1f14348-f1b5-4a09-ac99-7ebf213cbc81>



- By clicking on the email link the admission committee member is transferred to the power automate website where either they can select their response by approving it, rejecting it or if it has been wrongly assigned then assigning it back. Comments section is provided to give valid reasons for either accepting, rejecting or even resigning the form
- The power automate system keeps the track of the forms which are accepted or rejected using the sharepoint and ms excel and updates the master file with the comments of form accepted and rejected.
- The backend of Power automata then sends the application back to the office for further processing. The office receives the same application in the form of email with the details of the student mentioned. Check the screenshot mentioned below. This email consists of



all the details of the student that is required for the processing the application and booking the student in the SAP system.

Mohite <ABHIJEET.MOHITE@upgcm.ac.in>

Subject: Admission approval for Application number: 600533819 for HSC - (Maharashtra Board)

Dear Sir/Madam,

The following student's form has been approved by the admission committee. Kindly look into details mentioned below for processing the application for admission.

Name: MEHTA MANAV CHETAN

Application Number: 600533819

Board: HSC - (Maharashtra Board)

Category : BMS GUJARATI MINORITY

Kindly look into the comments mentioned below by the approver for further inquiry.

COMMENTS:

All documents are in order.

Name of Approver: Sharyn Bangera

Email id of Approver: Sharyn.Bangera@upgcm.ac.in

Id of Approver: 06d52d7f-1c41-459a-ba7d-a8ce8ae47e64

Thank You
Admission Committee
Usha Pravin Gandhi College of Arts, Science and Commerce

If you want to unsubscribe from these emails, please use this [form](#).

8. After the student is booked in the system the payment receipt is generated and the student receives the same via his registered email id.



Sharyn Bangera