Institutional Distinctiveness

USHA PRAVIN GANDHI COLLEGE OF ARTS,SCIENCE & COMMERCE

www.upgcm ac in

Comprehensive Digitalization of Academic and Administrative Processes

Preamble

UPG as an institution has always endeavored to integrate the latest technology into the teaching-learning process as we believe that timely adoption of technology is the key to achieving progress and meeting objectives efficiently and transparently in the field of academics. Creation of a paperless workspace and classrooms meant moving from analogue to digital. And this has been one of the key areas of distinctiveness of our institution. In contrast to the neighboring institutions that continue to rely on pen and paper for key data and processes, UPG is one of the first educational institutions to have comprehensively digitalized its academic and administrative processes. This was a gradual transformation that began five years ago, which incidentally also helped us tide over all the challenges that were put forth by the waves of the 2020 pandemic. Digitalization above everything has made us nimble as an organization, drastically reducing the turn-around time for all queries and enabling us to execute tasks at an accelerated pace compared to all our competitors!

Digitalization of Teaching- Learning Process: The college has set up a robust digital architecture to ensure that students do not miss out on any aspect of learning. With the help of features such as screen share, PowerPoint presentations and whiteboards, aspects of a regular classroom can be virtually recreated so that learning is not compromised. Every student and teacher has a unique login id and password to ensure a secure classroom prohibiting unknown users/guests. The option of break-out rooms is also useful to conduct group activities during the lectures. The mute and camera options can be used to enforce discipline in the classroom. Monitoring of attendance is also streamlined with the platform automatically recording the attendance based on duration of presence in the lecture. The main features of this process are as follows.

- Asynchronous and synchronous Learning
- Attendance Report Generation
- Screen Share
- Whiteboard

Oracle

SVKM's Oracle Human Capital Management (HCM) System's Phase I of Parivartan enables all SVKM employees to operate ESS (Employee Self Service) and MSS (Manager Self Service). In a new era of capability building and employee growth, various Parivartan Phase - II (A) modules are fair, transparent, and consistent across the entire SVKM Human Resource. This phase includes the modules like:

- Talent Management (Performance Management System-PMS)
- Talent Review, Career Development & Succession Planning
- Learning & Development

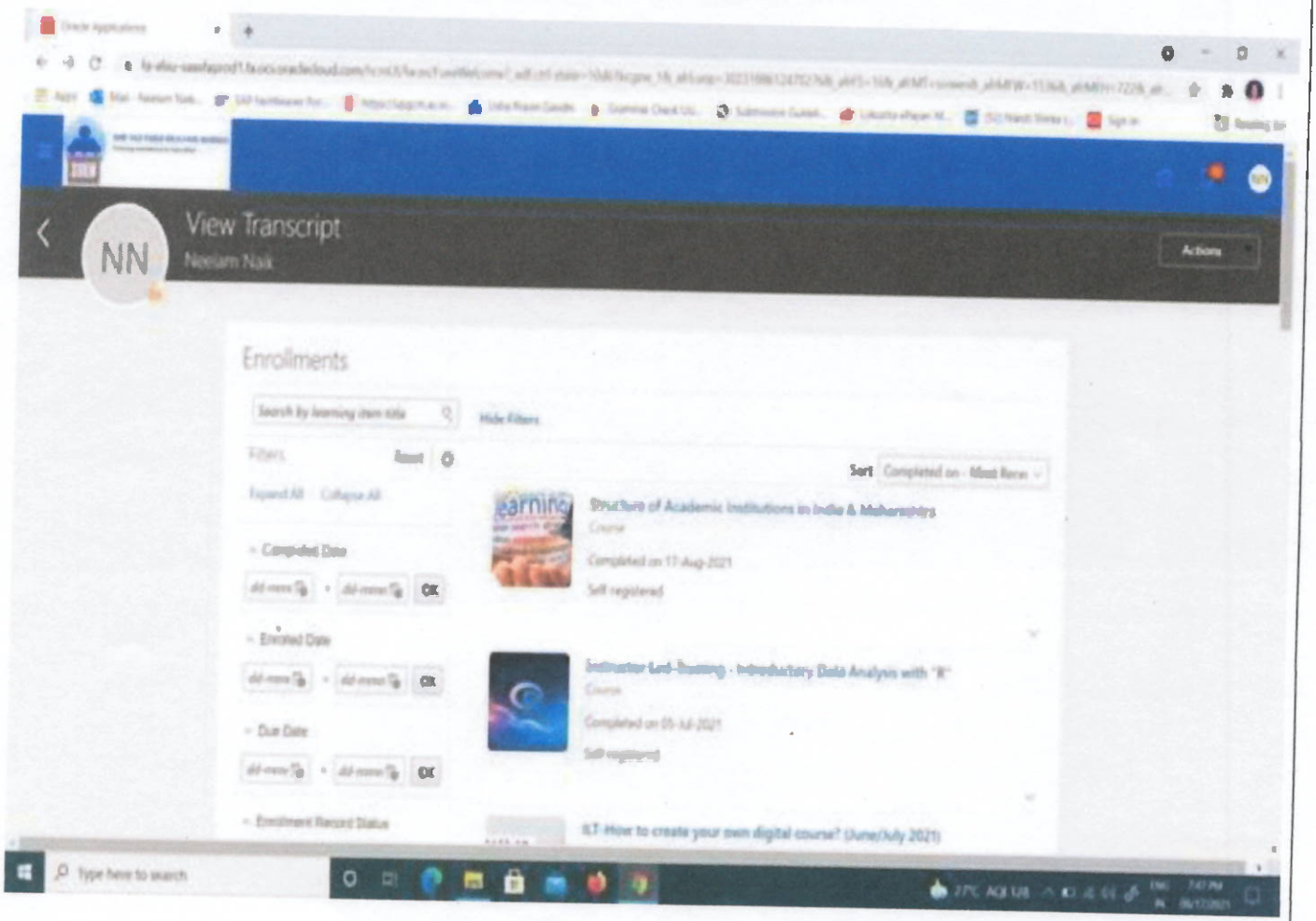
Parivartan Phase II (B) has the following modules:

- Online Income Tax Declaration
- Online investment submission
- Online Salary reimbursements submission
- Online Expense Statements

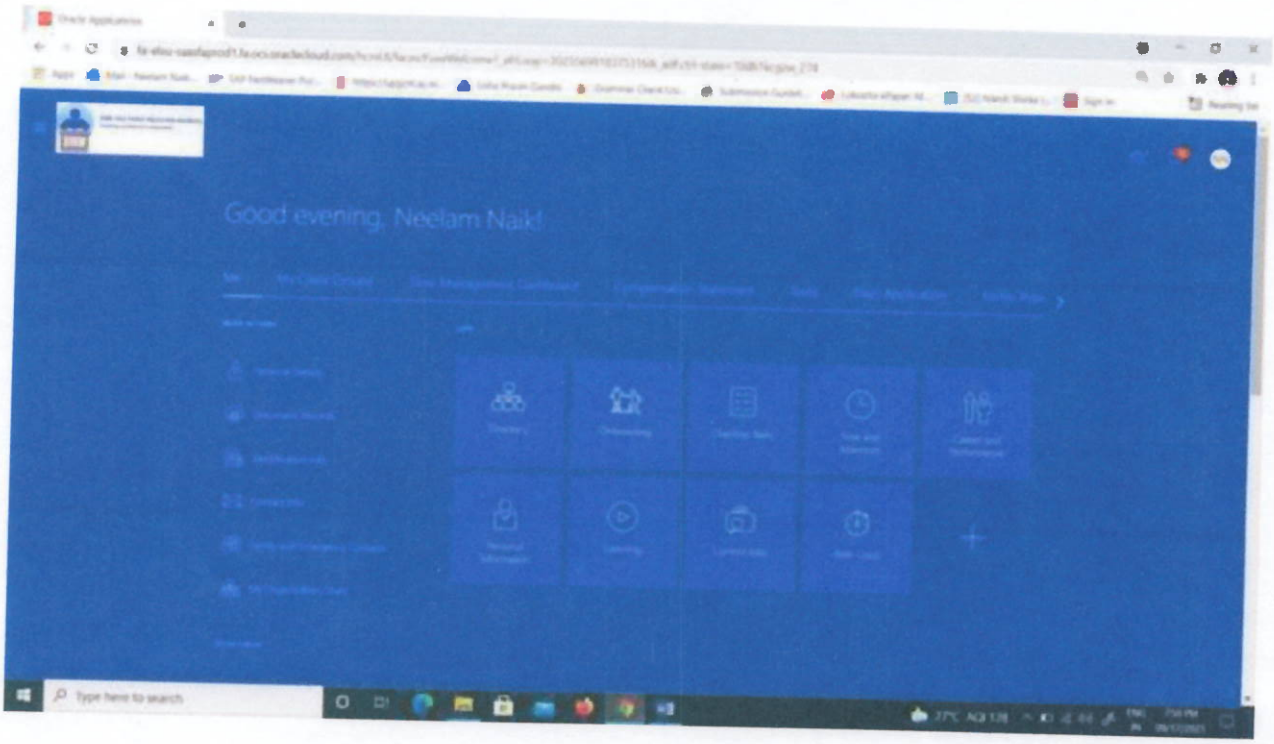
All these modules enable employees under SVKM roof to fill and view their personal, professional, career development, learning development and financial details through authenticated Oracle HCM system.

Oracle HR Module sample screenshots

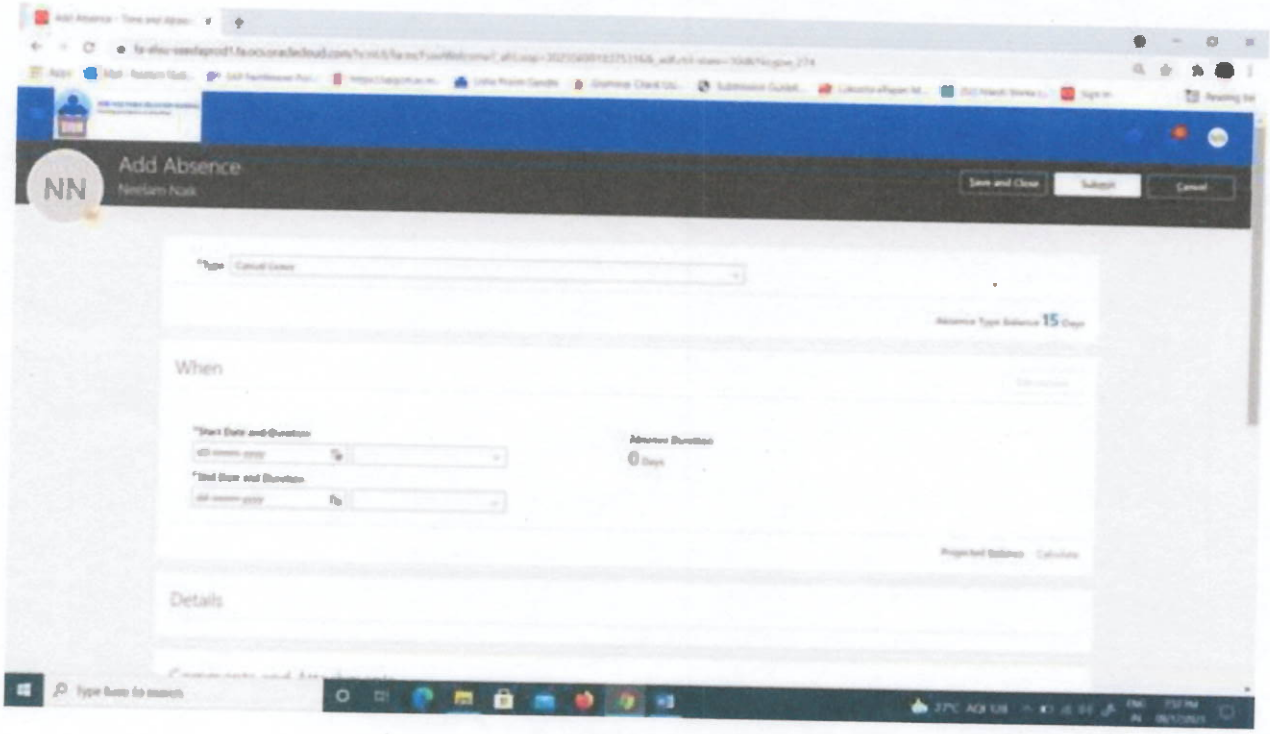
Instructor led courses completion status



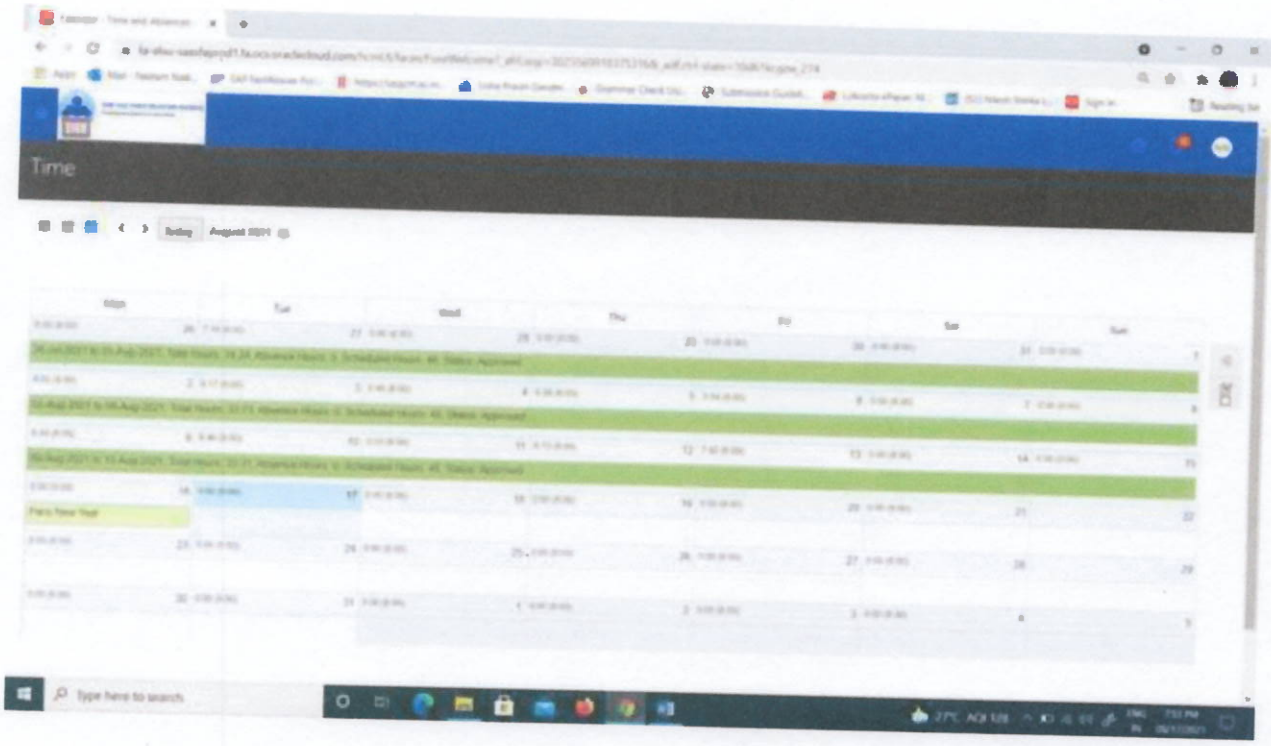
Various modules available in Oracle system



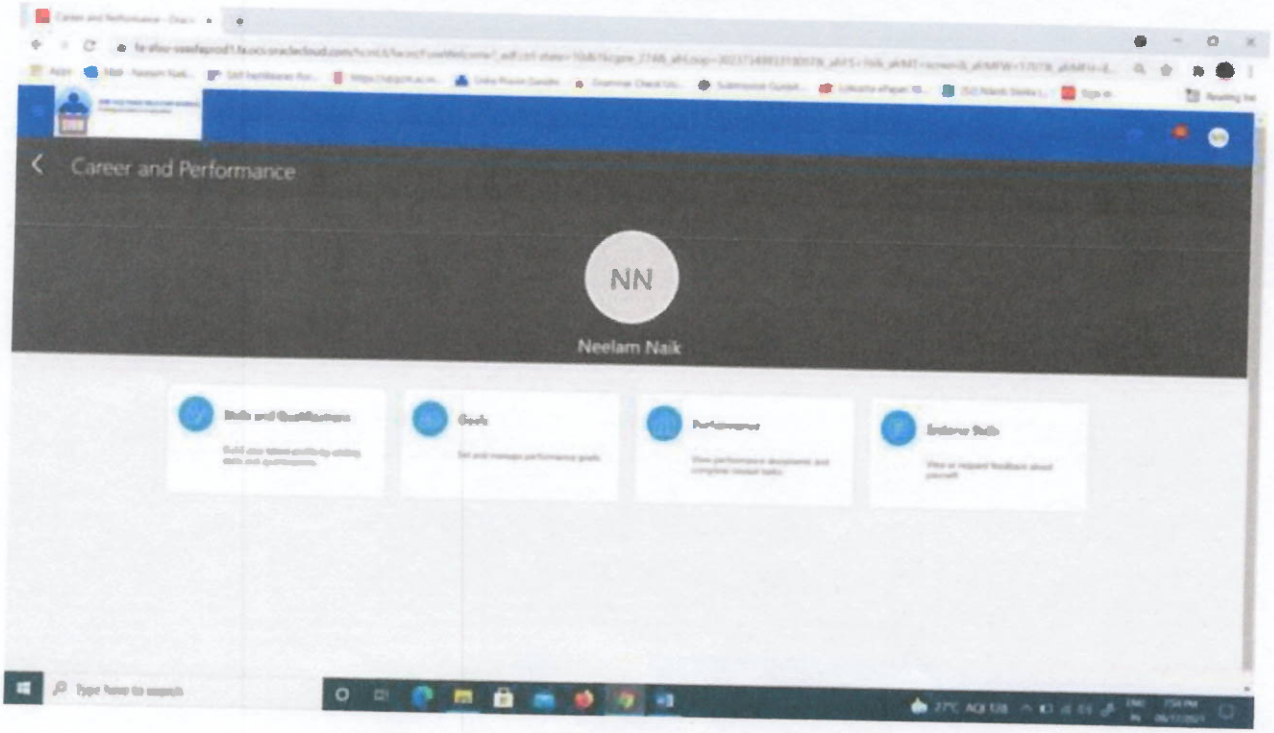
Online application of Leave



Time Record



Career and Performance Modules



Online Admission Process : As a result of the pandemic and nationwide lockdown, the admission process had to be shifted to completely online. Even after the 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. 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. Once the student has registered then the student needs to take the printout of the Pre-enrolment form which gives the student the pre-enrolment number.

Step 2: Now, the student needs to login on the UPG College website and fill up 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.

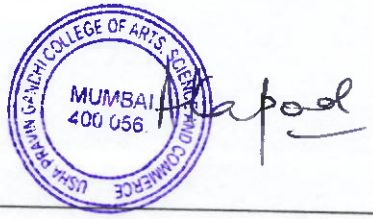
Step 5: After the list is generated the first merit list is displayed on the college website.

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 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 in charge 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 in charge 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.

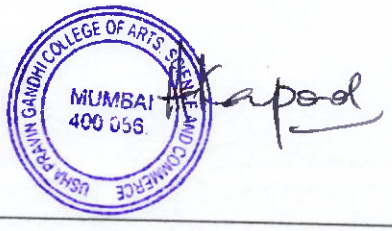
Step 12: Once done, students receive the link for the payment on their registered email address. The student needs to click on the link and complete the online payment procedure.

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 1st merit list admission the 2nd merit list is generated and we repeat step 7 to step 13

Step 15: After the completion of the time allotted for 2nd merit list the 3rd merit list is generate and we repeat step7 to step 13

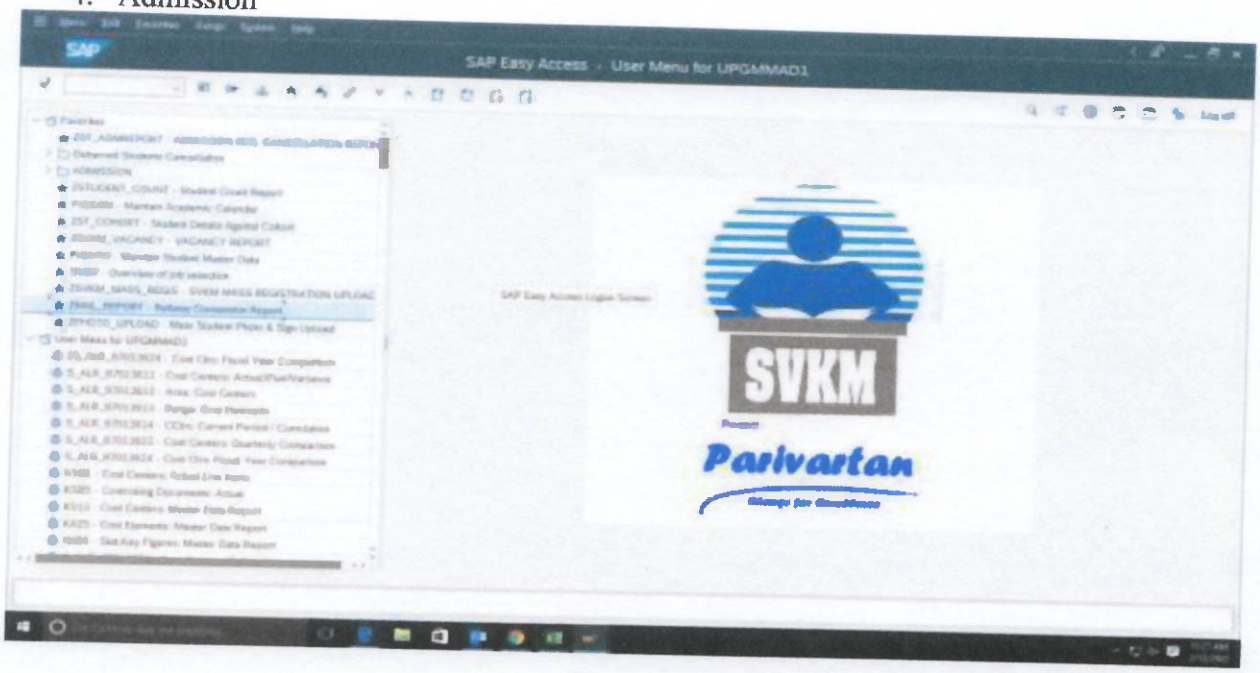
Step 16: We continue with generating the merit list till the time that the seats are filled or the list is exhausted.



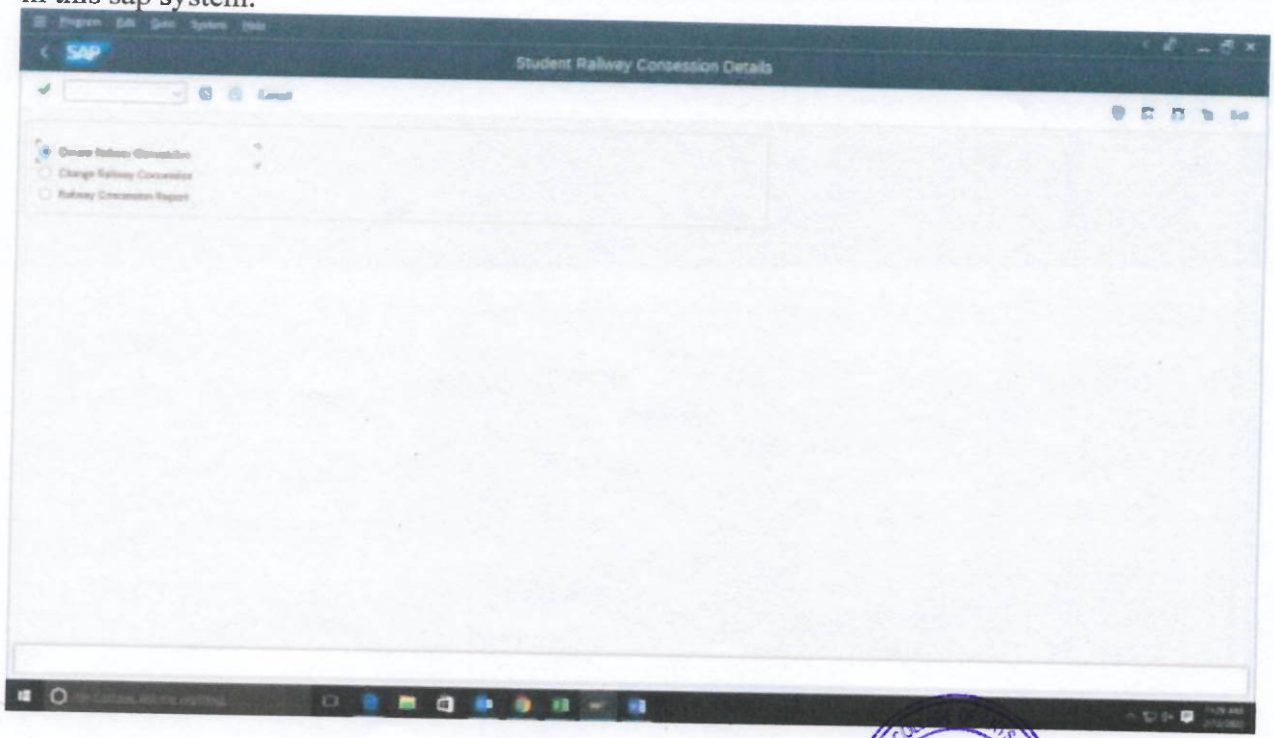
Digitization of Online Admission flowchart

Student Life cycle Management: The student life cycle management consists of various SAP modules required for carrying out various activities related to students' daily activities in the college. These include

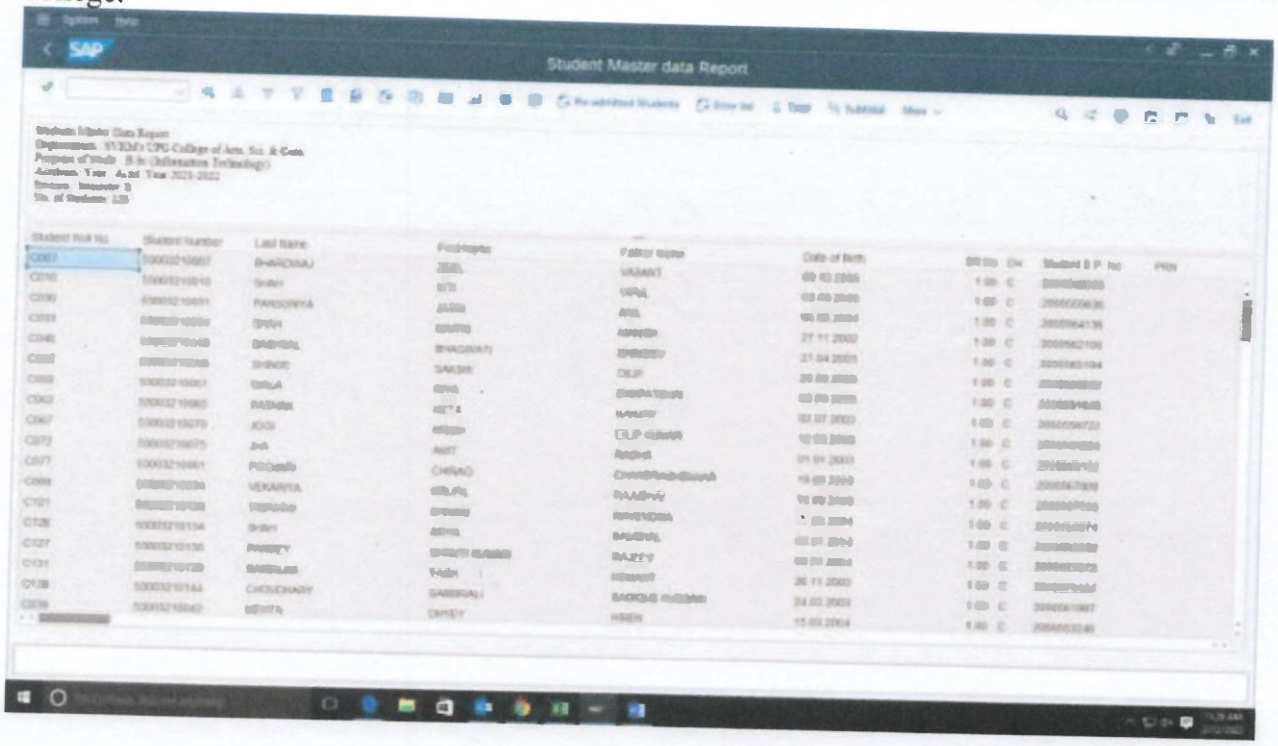
1. Railway concession report
2. Student master data
3. Vacancy report
4. Admission



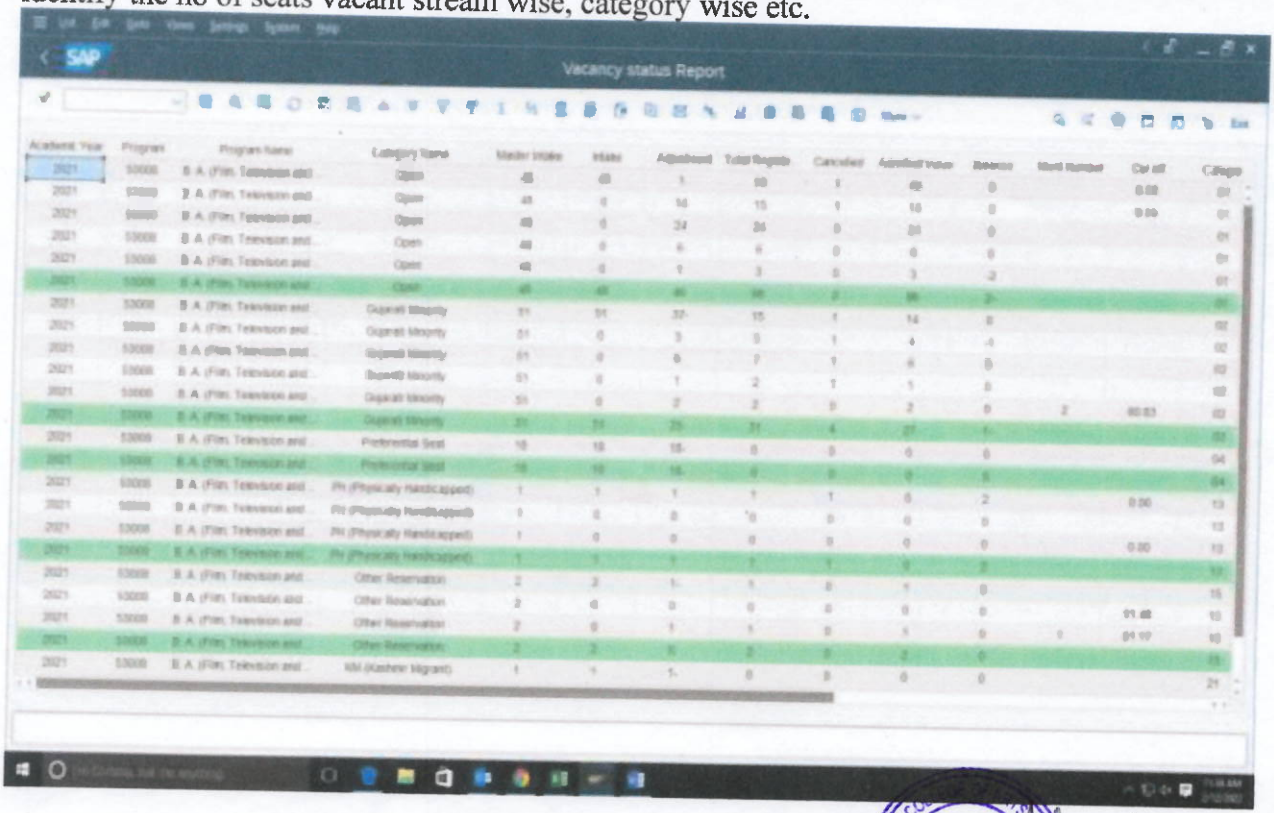
Railway concession Report: the entry of the students who apply for railway concession is created in this sap system.



Student Master Data: The student master data consists information like name, sap number, class, mobile no personal details, educational details, etc of every student who is a student of UPG college.

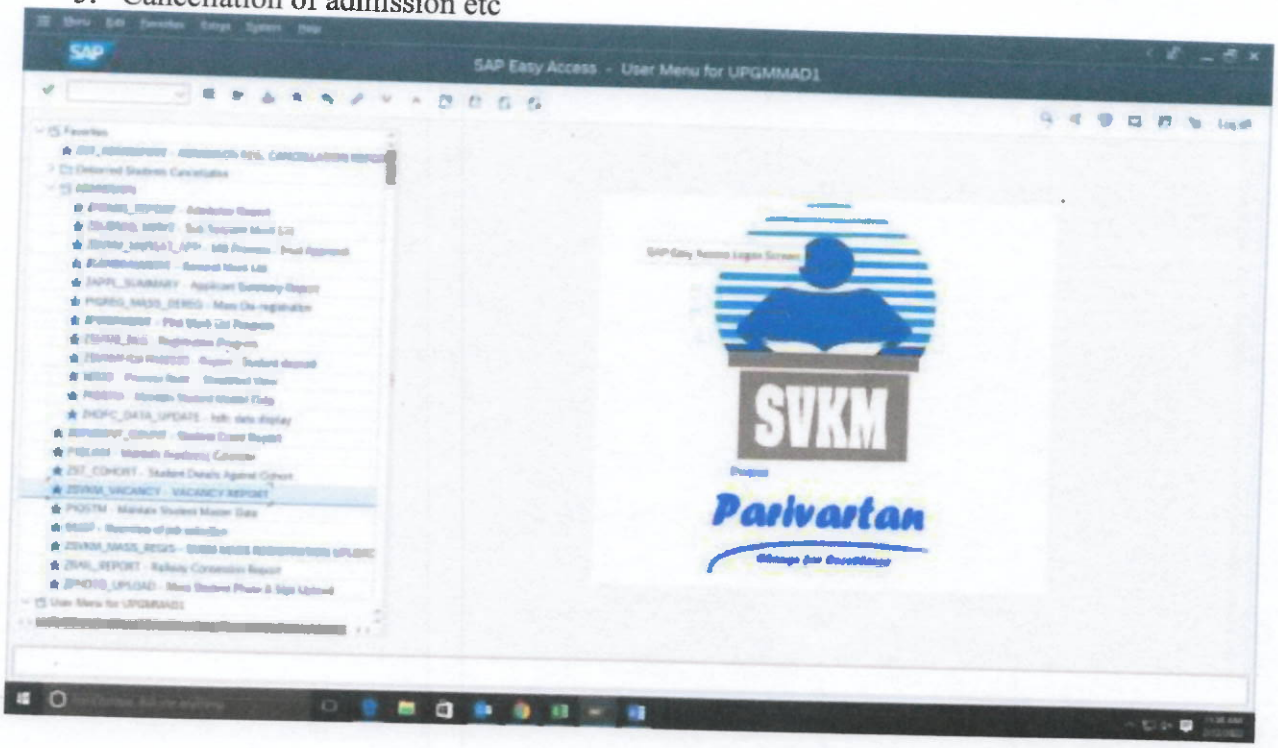


Vacancy Report: At the beginning of every new academic year the vacancy report is created to identify the no of seats vacant stream wise, category wise etc.

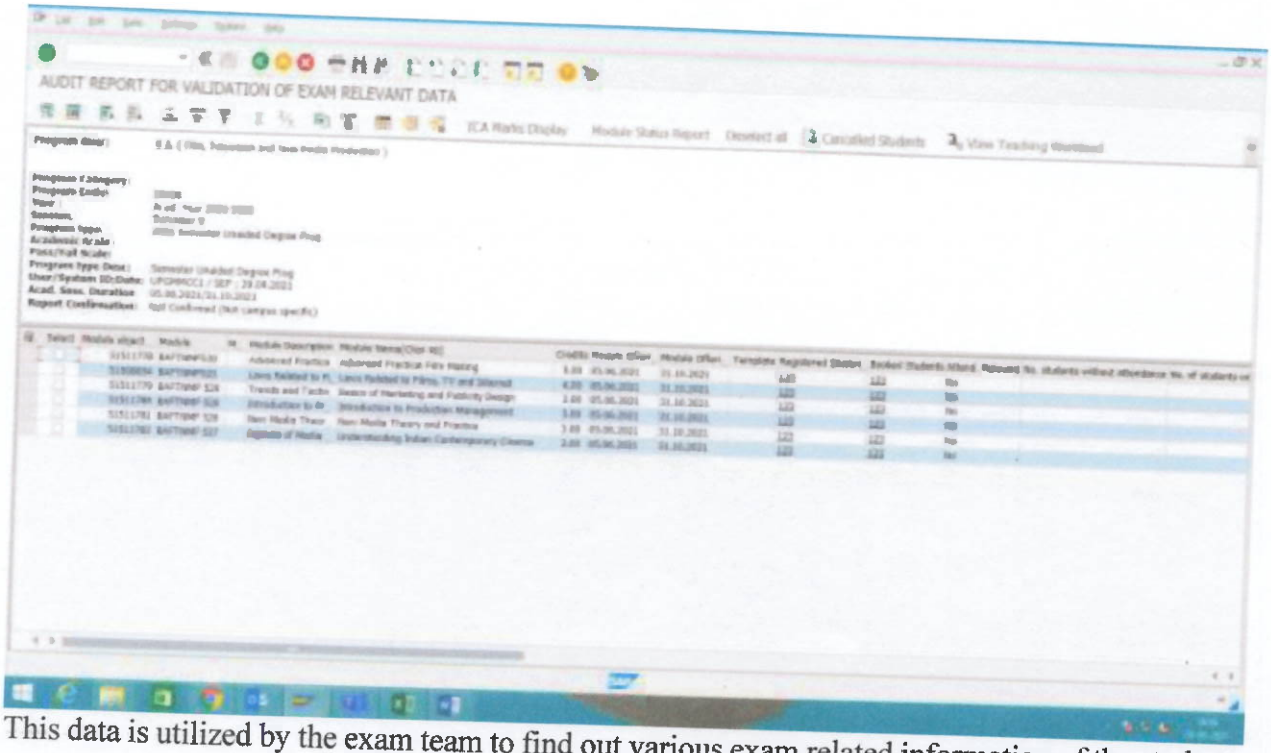


Admission: The admission module of SAP allows to do all the back-end work of admission related activities. This includes

1. Generation of merit list
2. Preparation of vacancy report
3. Booking of students in the system
4. Payment of fees for admission
5. Cancellation of admission etc

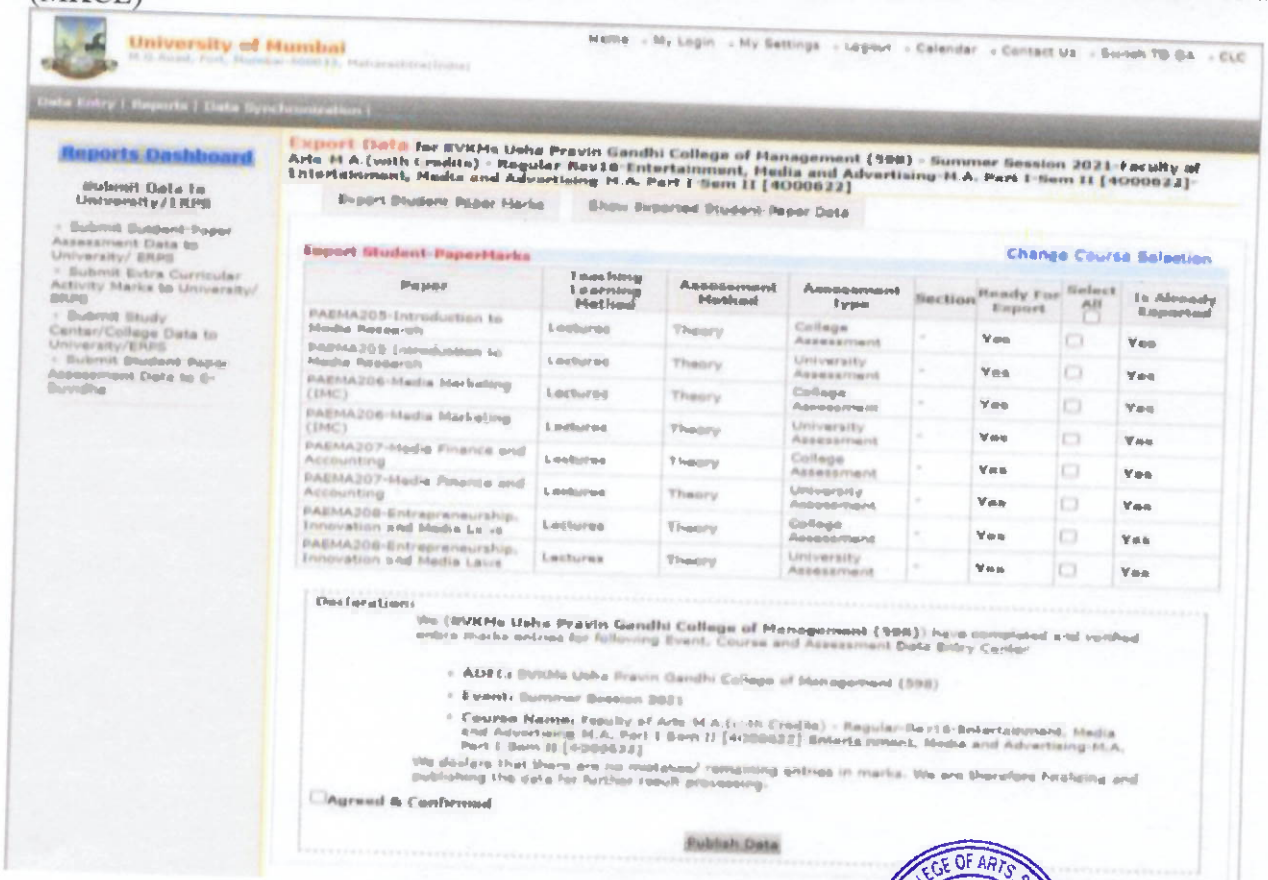


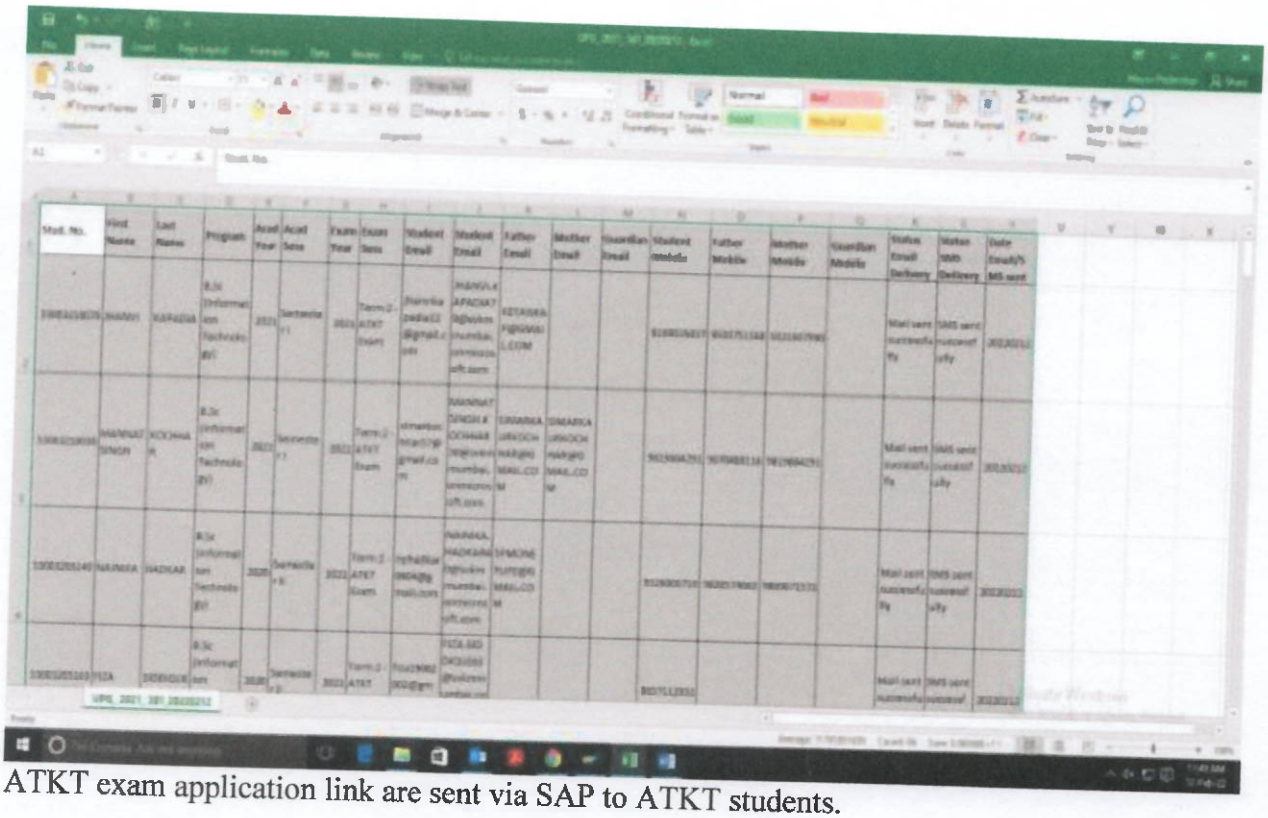
Digitalization of Examination Process: The first step in the process involves uploading of the timetable on the college website and it be posted on the notice board. This is followed by students being fetched from the audit report for making sitting arrangements. The attendance defaulters are removed from the system so that they are not reflected in the list. The sitting arrangements are made in reference to the roll numbers and in ascending order. The sitting arrangement along with the students' details are sent to the CED(Control of Examination). CED sends mail to the conduct team for the downloading of hall tickets, labels, attendance sheets, barcode stickers. After the mail is received from the CED a message stating the issuance of hall tickets to the student via mail posted on the college website. The grades of formative assessment are done through an online portal.



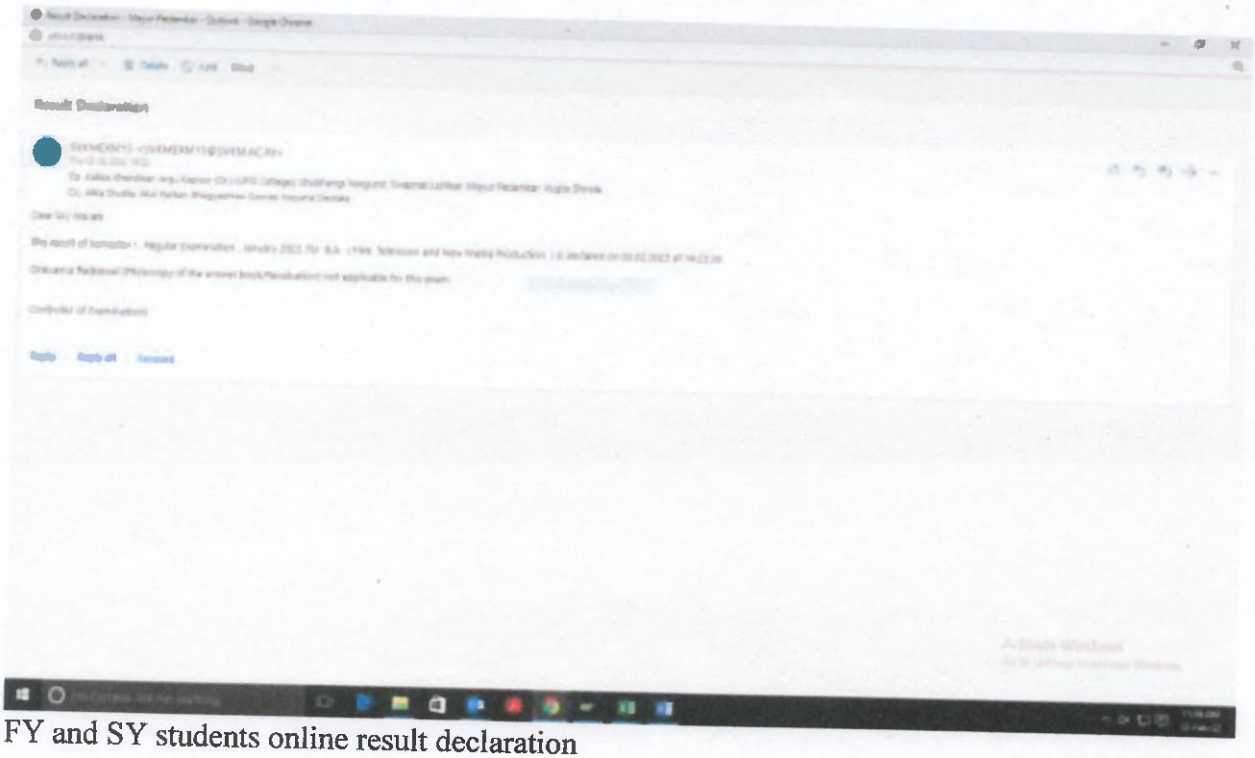
This data is utilized by the exam team to find out various exam related information of the students.

PG AND UG Students Internal, External and Practical marks upload on DU Mumbai Portal (MKCL)





ATKT exam application link are sent via SAP to ATKT students.



FY and SY students online result declaration

USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
MUMBAI
400 056

Name of the Learner : PATEHPURIA RIDDHI HARISH DIMPKA PATEHPURIA

Student Number : 53001160004

PRN No : 2019016401136004

Roll No./Year : AC22

Exam Seat No : --

Session : Semester IV-Regular exam

Month & Year : APRIL 2021

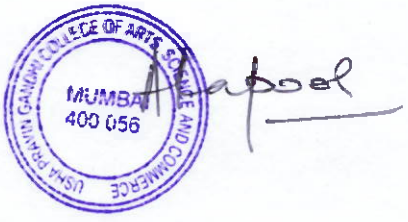
PROGRAMME: BA in Multimedia and Mass Communication

Course Code	Course Title	Course Credit	Max Marks	TH/PR Marks	TH/PR Grade	Max Marks	IA Marks	IA Grades	Max Marks	Overall Marks	Overall Grade	Credit earn	Grade Points (G)	(C*G)	SGPI
BAMMCEM 401	Electronic Media-II	2	75	80	O	25	19	A+	100	79 +1	O	2	10	20	10.00
BAMMCWEM 402	Writing & Editing for Media	4	75	80	O	25	17	A	100	80	O	4	10	40	
BAMMCMLE 403	Media Laws & Ethics	4	75	82	O	25	22	O	100	84	O	4	10	40	
BAMMCMMR 404	Mass Media Research	4	75	68	O	25	15	A+	100	84	O	4	10	40	
BAMMCFCO 405	Film Communication-II	4	75	71	O	25	24	O	100	96	O	4	10	40	
BAMMCCMM 406	Computers and Multimedia-II	2	75	69	O	25	14	B+	100	83	O	2	10	20	
Total		20										20		200	

Remark : Successful — Credits Earned : 20 — SGPI : 10.00 — Overall Grade : O

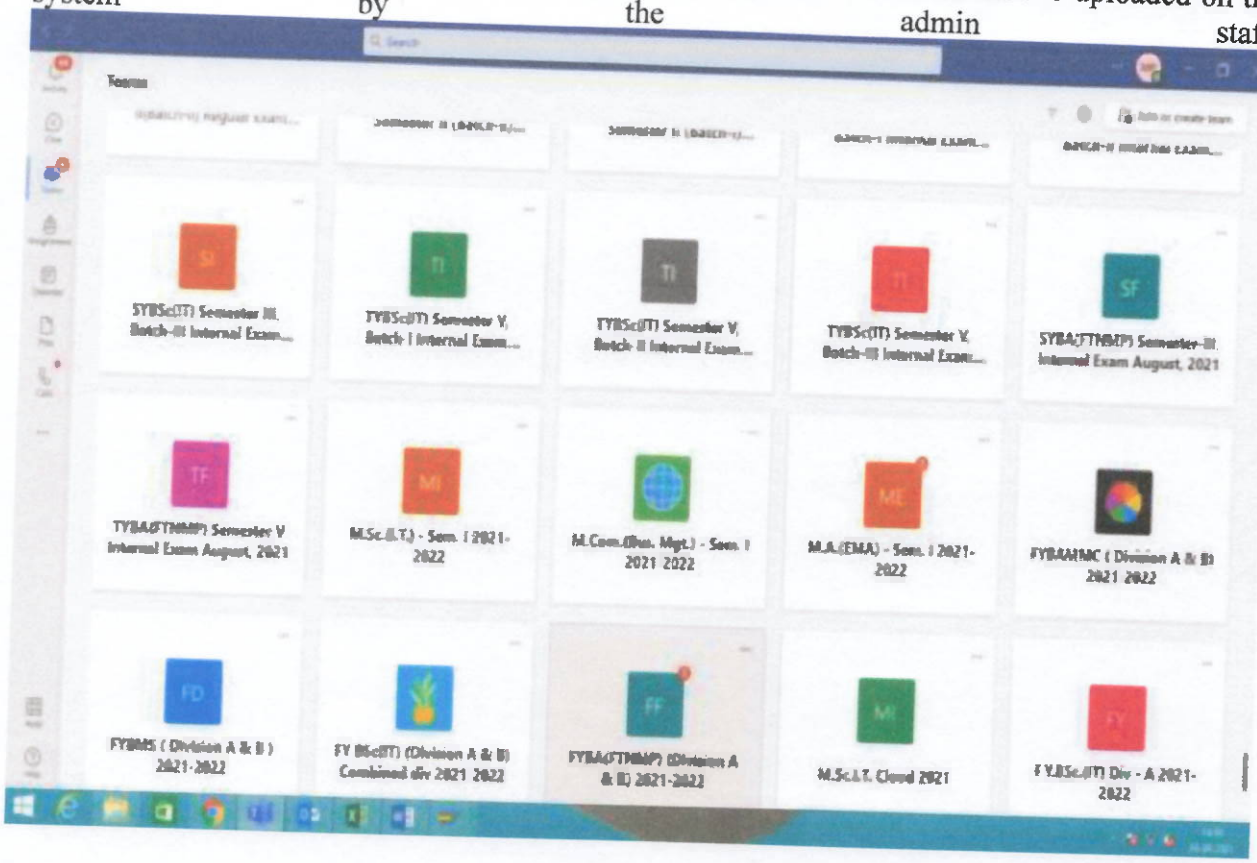
Eligible for next semester

Online grade card

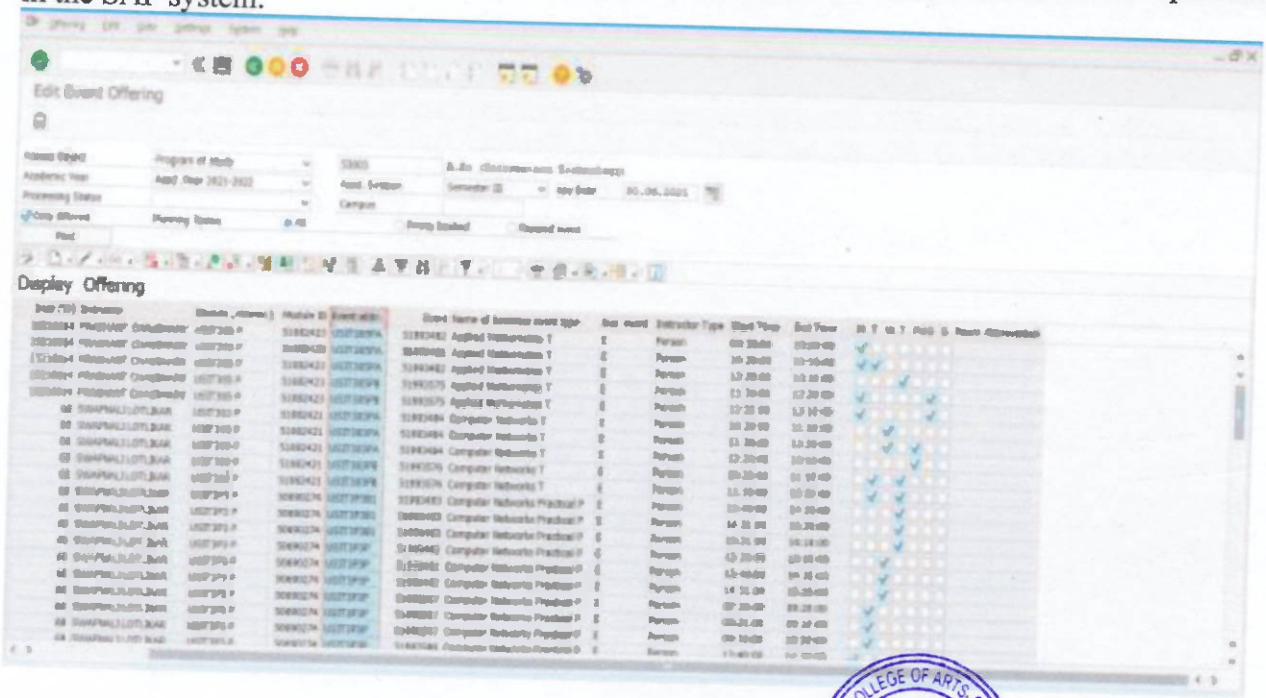


Attendance Systems:

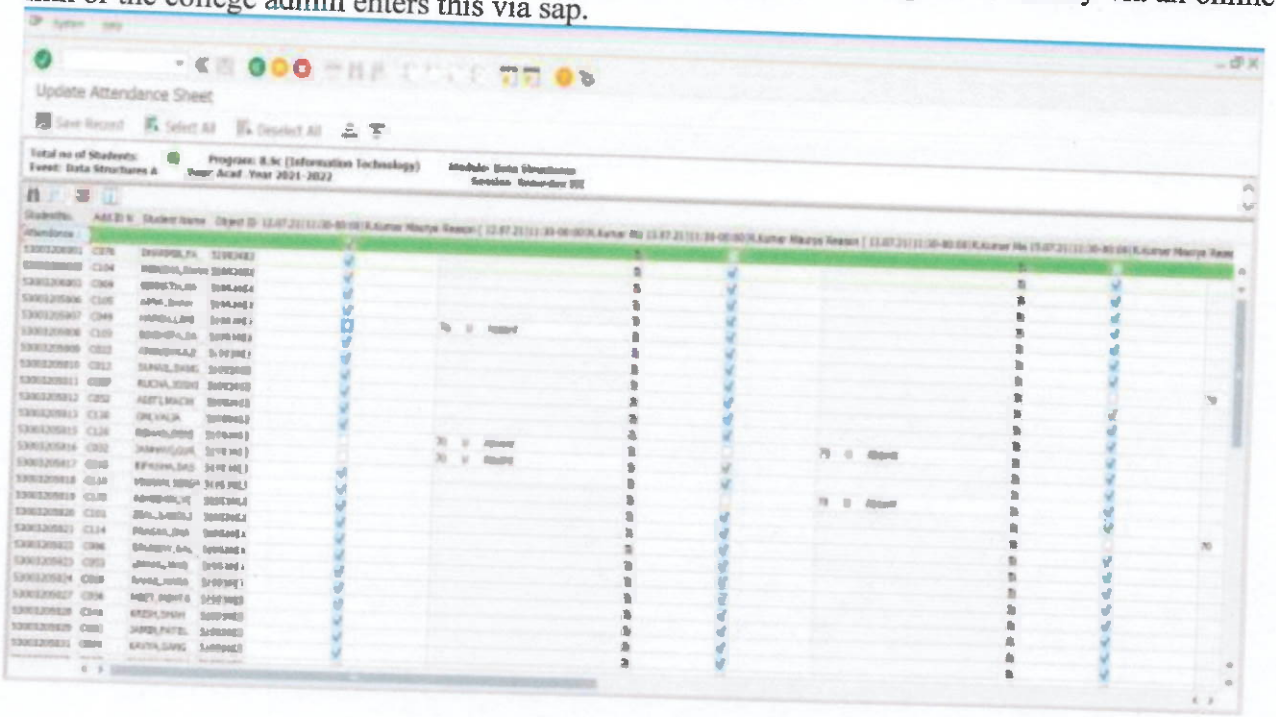
MS Team: Currently MS teams are created for every class and the students are uploaded on the system by the admin staff.



Time table entry in SAP: Every lecture to be conducted as per the academic calander are uploaded in the SAP system.



Attendance mark on SAP: Student attendance are entered by the respective faculty via an online link or the college admin enters this via sap.



Online letter sends to parents regarding student's attendance regarding their attendance.

USHA PRAVIN GANDHI COLLEGE OF MANAGEMENT

Date : 08 01 2020

Subject : Attendance from 02.12.2019 to 24.12.2019
Student Name SANGHAVI JEEL KIRTAN LEENA
Student Number 53003190003
Program Name B Sc (Information Technology)
Year and Session Acad. Year 2019-2020 , Semester VI
Div & Roll No

Dear Parent,

We would like to inform you that as per our records, the average attendance of your ward JEEL for the period from 02.12.2019 to 24.12.2019 is as shown below.

Average Attendance : 64.79 %

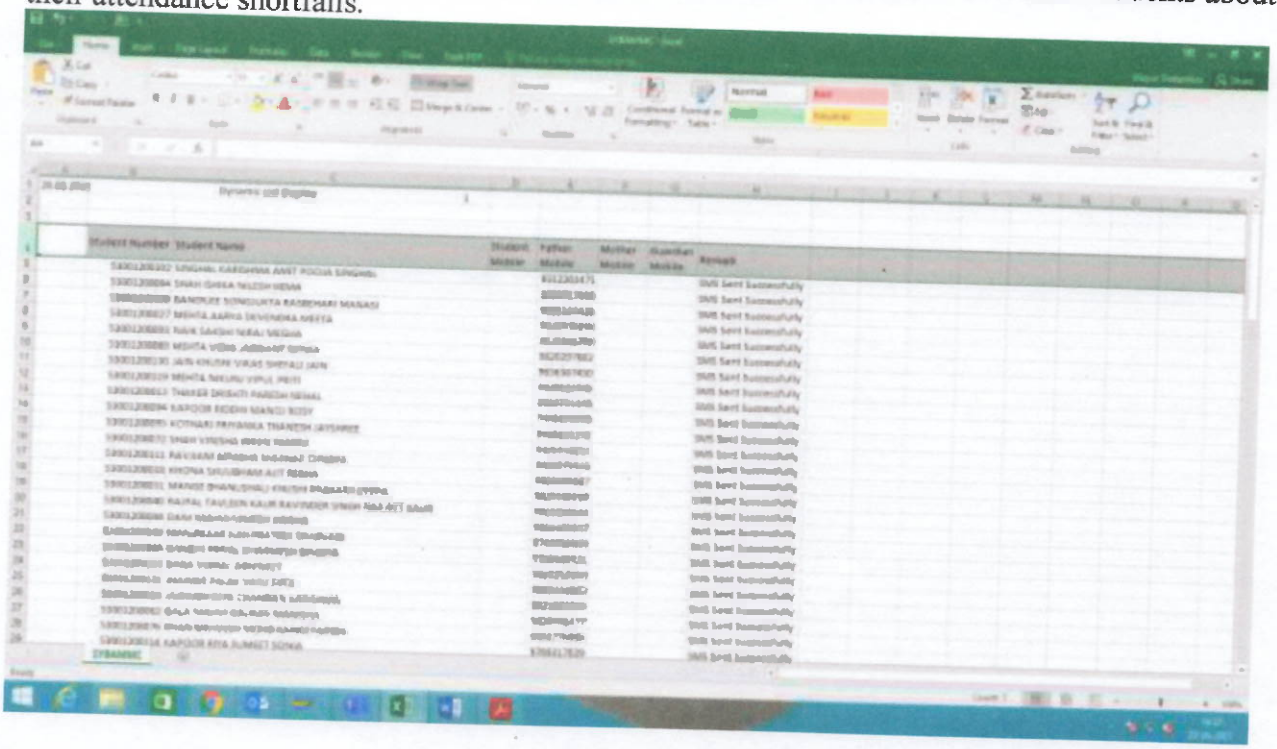
S.No.	Total No. Of Classes Conducted	Total No. Of Classes Appeared	Percentage (%)
1	71	46	64.79

If you have anything to say , please let us know.

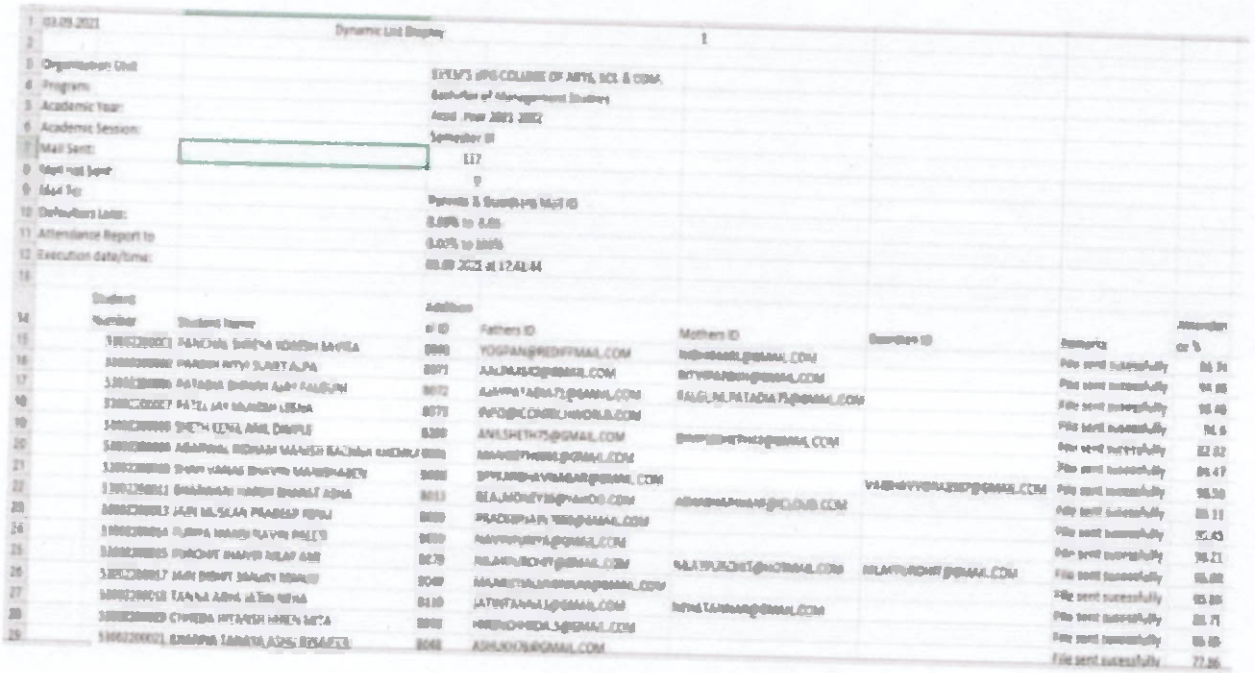
This is system generated letter and needs no signature.

USHA PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE MUMBAI 400 056

Attendance SMS activity data: an attendance SMS activity is conducted to inform students about their attendance shortfalls.



Attendance email activity data is pulled from the system to inform the faculties about the attendance of the students subject wise.



USHA PRAVIN GANDHI COLLEGE OF ARTS SCIENCE AND COMMERCE
MUMBAI
400 056.

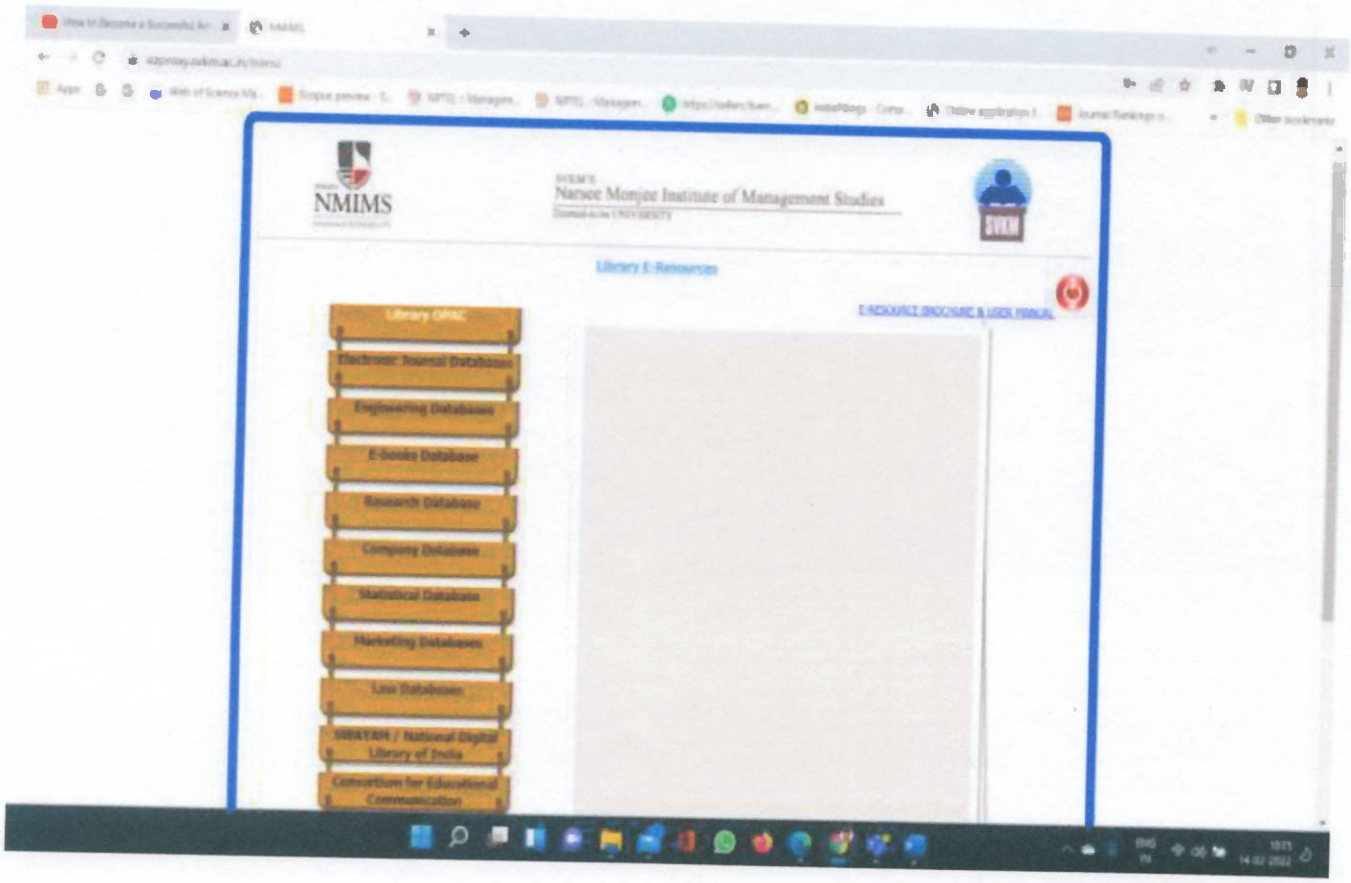
Access to Library (EZproxy)

EzProxy: EzProxy provides remote access to all the web-based databases subscribed by SVKM & NMIMS Libraries globally through user ID and password.

Access Details:

- For Faculty/Staff
  - URL: http://ezproxy.svkm.ac.in:2048/login
  - UN: Your computer login(E.g. Name Surname, Please do not enter post@)
  - PW:Your computer login password

- For Students
  - URL: http://ezproxy.svkm.ac.in:2048/login
  - UN: Your internet access login (i.e. SAP ID)
  - PW: Your internet access login



Purchase of Material/Equipment/Service

In the SAP Parivartan (system application produce) under MM module (Material Management).

i. Procurement of material.
ii. Procurement of services.
iii. Procurement of assets.

MM Module

Supports the procurement and inventory function occurring in day-to-day operations. It contains following aspects such as

a) Procurement of material/services and assets

b) Goods receiving

c) Consumption based planning and inventory.

It is fully integrated with other modules in SAP such as FICO (Finance)

Budget checks will happen at PR level for all purchase

All purchase in SAP are based on budget provided by finance department i.e. Accounts beginning of financial year proper budget given to all user department for purchase of consumable i.e. revenue items as well assets i.e. capital items. all purchase base on budget which was already in system if budget is not allocated in system, it will not allowed material coordinator to prepare purchase reacquisitions at that time material coordinator ask budget allocation from account department and get it approved for PR's.

Procurement of material has been categorized into

a. Regular Materials

b. Non Regular Materials.

a.) Regular Materials:-Will be procured against the rate contracts or rate lists created by the central purchase by SVKM for all institutes. All institutes will abide by rates and source finalized by central purchase material like stationery, chemicals, glassware branded material etc. for quotations.

b.) Non Regular Material:-Sourcing for non-regular material will be carried out by institutes this will include flotation of request, for quotations, receiving quotations from vendors, company's etc. comparison and finalization at LPC / CPC or in OB like assets, printing etc. Person looking after purchase re called as material coordinators.

i. Receiving request from user department with permission of the HOD and
ii. approved by the head of institute i.e principal.
iii. Creating of purchase requisition in SAP ie. PR
iv. Budget Check
v. Release from account department
vi. Release from IH i.e. institute head.
    a. Amount below 5000/principal/IH
    b. From 5001 to 25000/LPC
    c. From 25000/OB/CPC
vii. Create purchase order (PO) based on approval by LPC/CPC.
viii. Issue of PO to user department to order to vendor

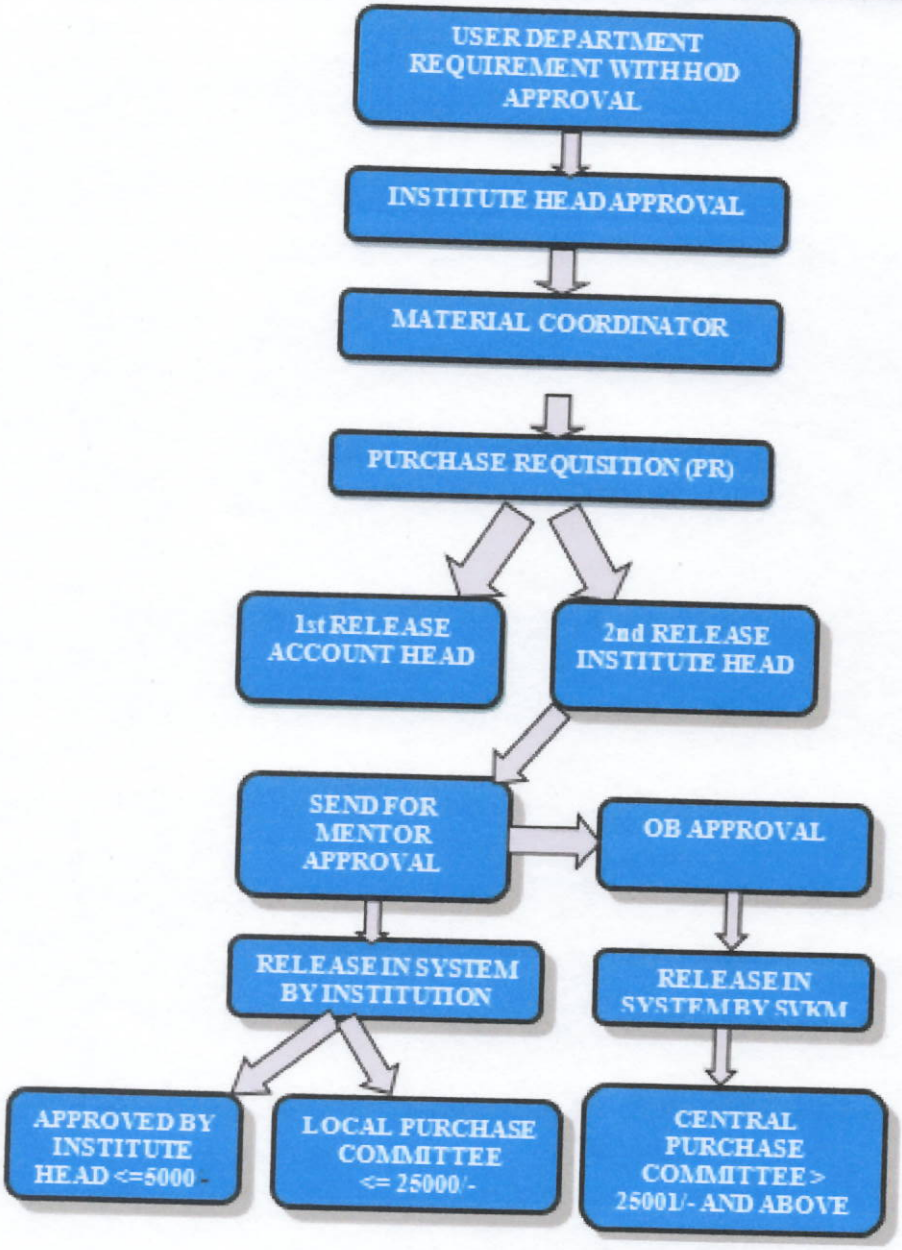
BILLS

Good/receipts by user department check and verified making goods receipts entry in SAP forwarding Bills or Accounts department for Payment Monitor inventory a stocks.

Before creating PR's in SAP material coordinator has to perform the following function, ever material has own material number in system or service master in SAP created by Central Purchase Team at central level.

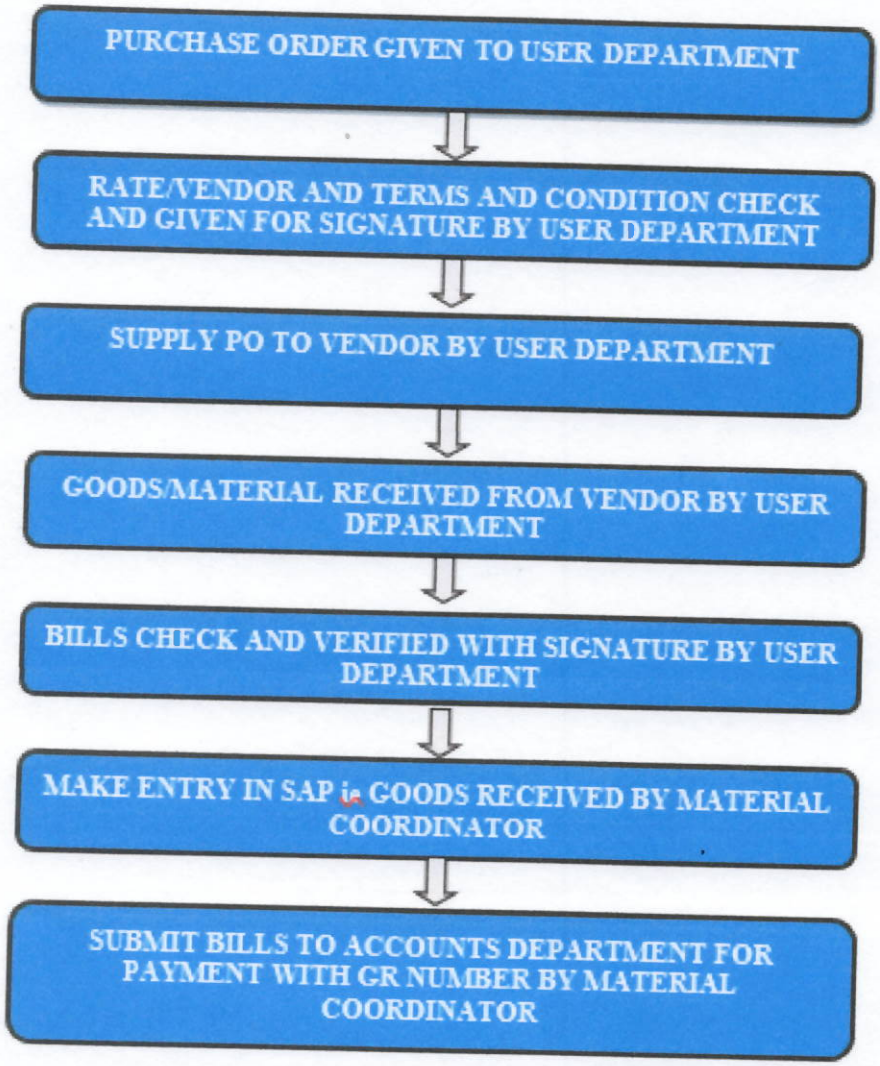
i. Checking of Material Number or Service Master. If it was not in system send for creating material master from central purchasing team at SVKM level.
ii. List prepared by user department for Rate Contract check with ATR Receipt from Central Purchase department i.e from SVKM.
iii. Send list of regular material to Central Purchase team for rate contract.
iv. For Non-Regular Material ask quotation from approved vendor of SVKM.
v. Preparing comparative chart i.e.(RFQ)approved as Per level of Purchase i.e from Institute Head level below 5000/- from LPC up to 25000/- or from OB/CPC above 25000/-maintain in system and get release and prepare Purchase Order i.e PO.
vi. User department requirement with HOD approval
vii. Institute head approval
viii. Material coordinator
ix. Purchase Requisition (PR)
x. 1st Release
xi. 2nd Release
xii. Account Head
xiii. Institute Head

PROCEDURE FOR PURCHASE OF MATERIAL /EQUIPEMENT/SERVICE



Non regular material like asset

a. QUOTATION FROM VENDOR
b. COMPARATIVE CHARTS
c. LPC/CPC MEETING
d. NEGOTATION IN LPC/CPC
e. FINAL COMPARATIVE OR ATR
f. RFQ RELEASE FROM CENTRAL PURCHASE DEPATMENT
g. PREPARATION PO

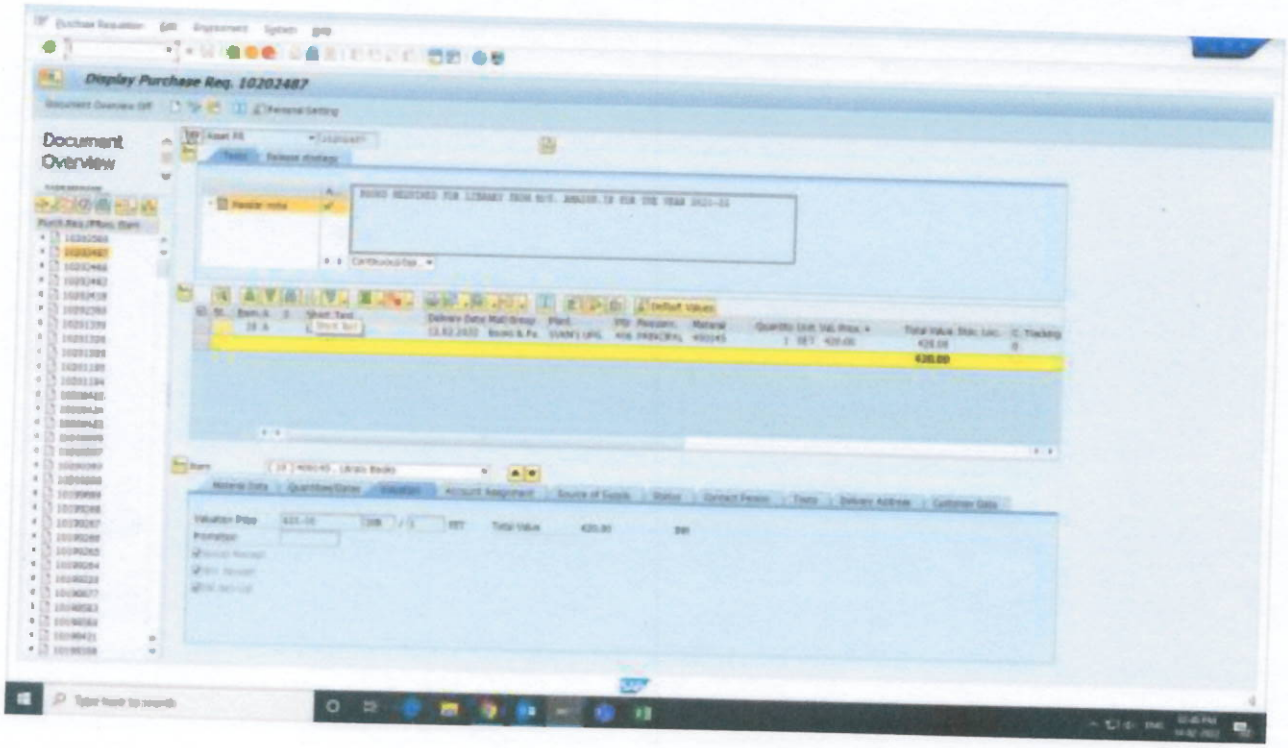


SERVICE PROCUREMENT

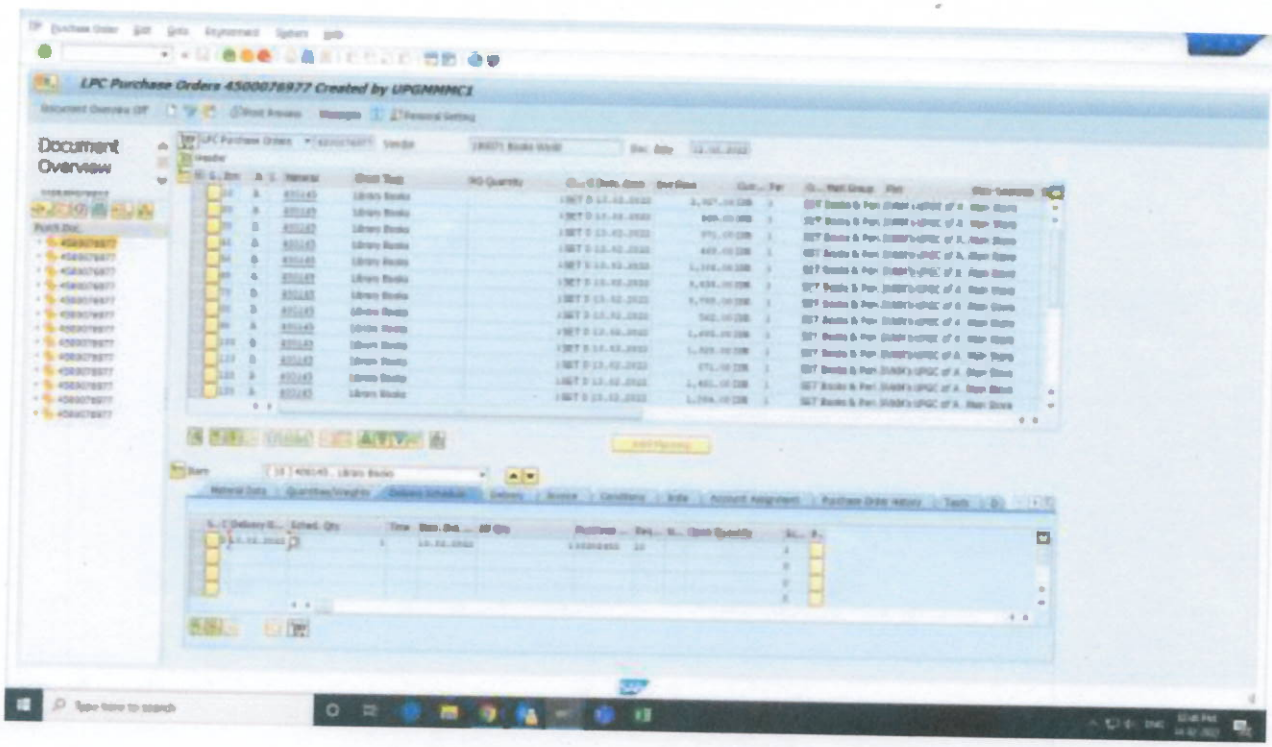
Like Housekeeping/ Security / Advertisement Sponsorships / AMC etc.

Process will be same for creating PR's release and Preparing Purchase Orders, render the services from Service provider and checking of Bills rate as per purchase order making service entry in SAP system and send the Bills for payments in Accounts department.
As per Material requisition, like stationery by user department issues of Stationery making goods Issued entry in SAP maintaining stock in SAP.

Purchase Request



Purchase Order



Purchase Bill Generation