

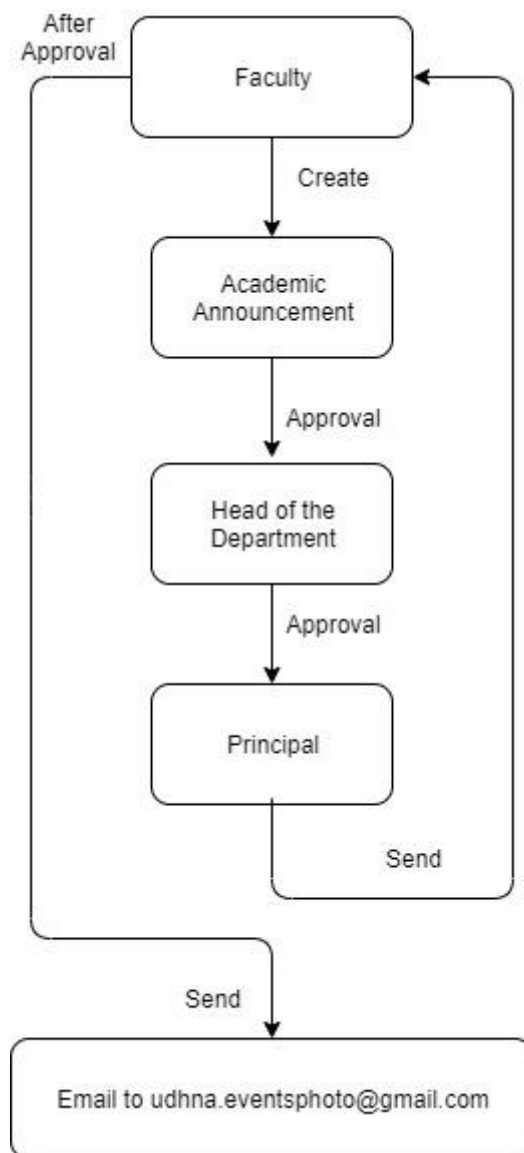
Academic Announcement Process

Step-1 Faculty creates academic announcements

Step-2 Faculty gets approval from Head of the Department

Step-3 Faculty gets approval from Principal

Step-4 After approval from Principal, Faculty sends Email of academic announcement to udhna.eventsphoto@gmail.com



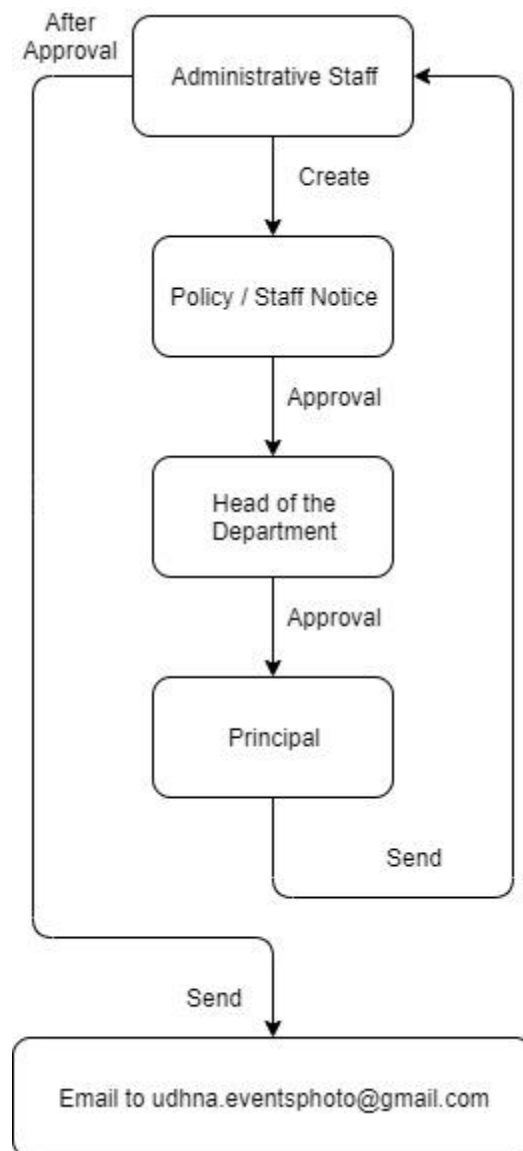
Administrative Policy / Staff Notice

Step-1 Administrative staff creates Policy or Staff notice

Step-2 Administrative staff gets approval for Policy or Staff notice from Head of the department

Step-3 Administrative staff gets approval for Policy or Staff notice from principal

Step-4 After approval from Principal, Administrative staff sends Email of Policy or Staff notice to udhna.eventsphoto@gmail.com



Activities done by Committee or Cell

Step-1 Head of the Committee or Head of the Cell conducts activity

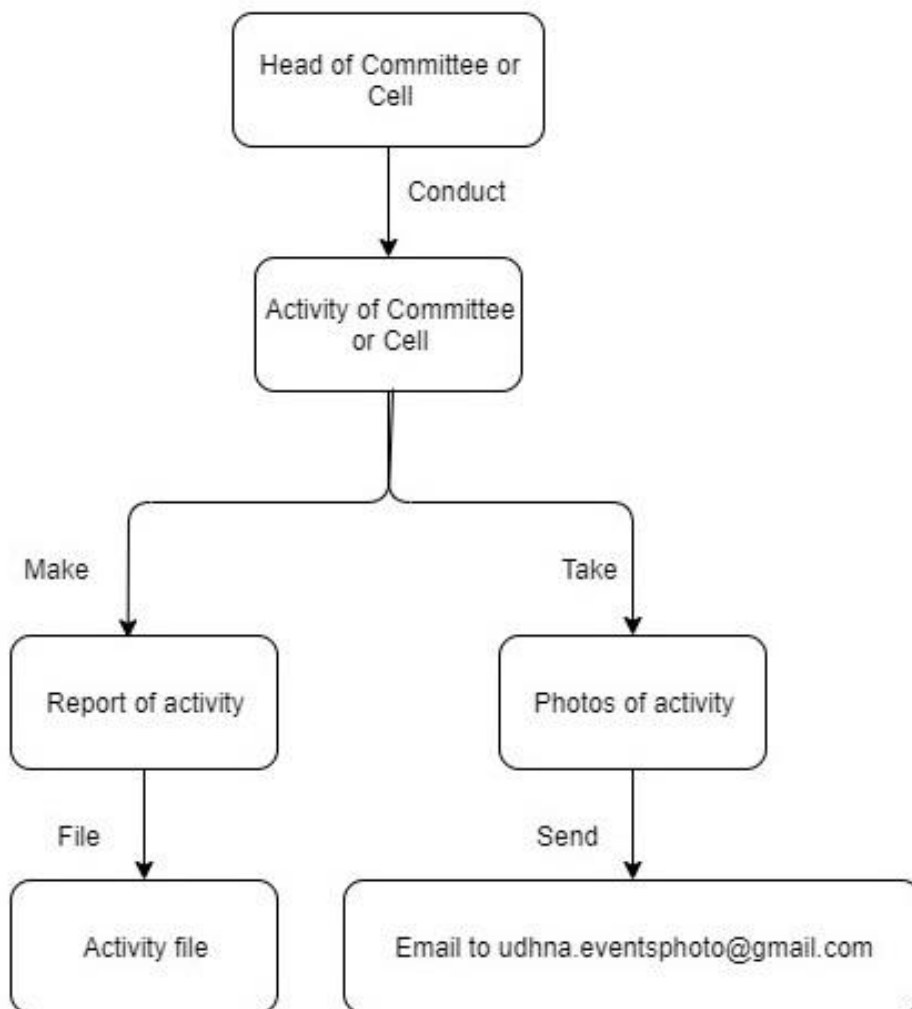
Step-2 Head of the Committee or Head of the Cell makes report of the activity

Step-3 Head of the Committee or Head of the Cell files report in Activity file.

Step-4 Head of the Committee or Head of the Cell takes photos of the activity

Step-5 Head of the Committee or Head of the Cell sends photos of activity to

udhna.eventsphoto@gmail.com



Student Fee payment process

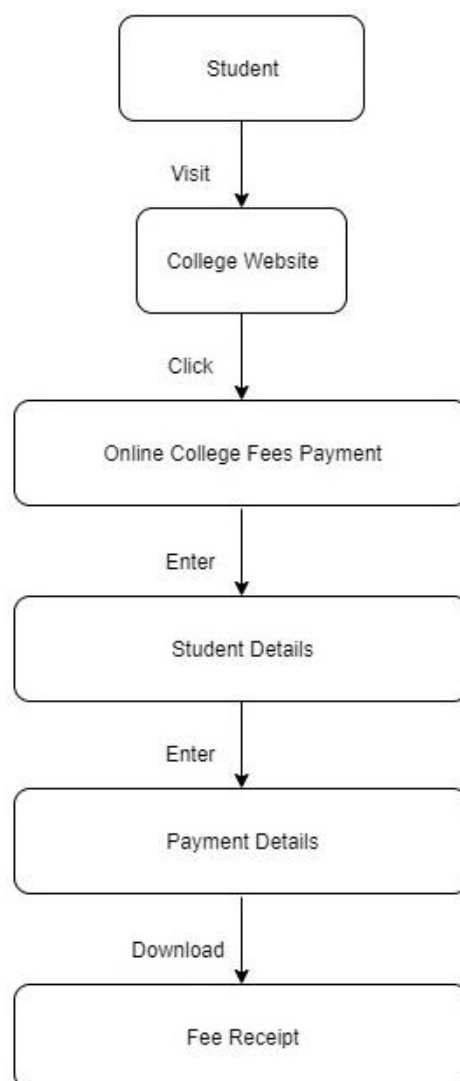
Step-1 Student visit college website

Step-2 Click on the Online College Fees Payment link

Step-3 Student inserts details like Registration No, Course name, etc.

Step-4 Student inserts payment details like debit card no, UPI, etc.

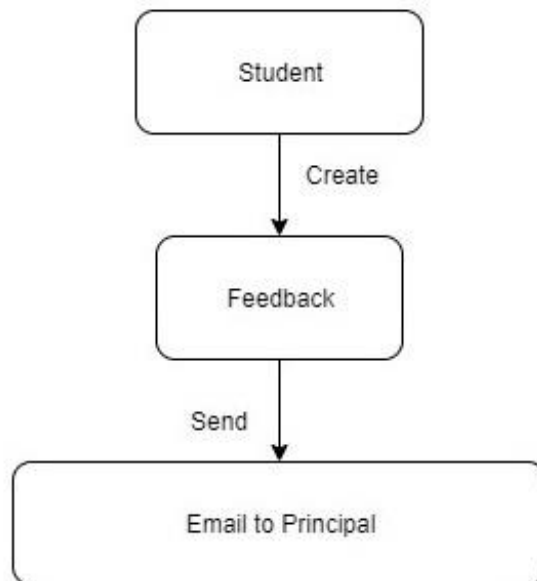
Step-5 Student download Fee receipt



Voice of Student

Step-1 Student writes feedback about College

Step-2 Student sends Email of feedback to the Principal



Online Admission Process

Students have to go through the following steps to fill up online registration form for Admission in FY/SY/TY B.COM./B.B.A./B.C.A. course of UCCC & SPBCBA & SDHG COLLEGE OF BCA AND IT, Udhna, SURAT.

Step No.	Particulars
1	Before filling online admission form you have to keep the following two things ready: 1. Image/Scanned copy of your recent Passport size photograph in jpeg, jpg, gif,bmp or png format. 2. Image/Scanned copy of your Signature in jpeg, jpg, gif,bmp or png format.
2	Log on to www.udhnacollege.org and click on “Online Admission for A.Y.: 2019-20” link.
3	Now, Click on “Registration” link from given menu. The registration form will be displayed on your screen.
4	Click on “Browse/Choose File” button given in the front of Student Photo. Select image/Scanned copy of your passport size photograph.
5	Click on “Browse/Choose File” button given in the front of Student Sign. Select image/Scanned copy of your signature.
6	Select your course/stream in which you want admission (B.Com., B.B.A. or B.C.A.). The course should be as per your registration in VNSGU.
7	Select your year in which you want admission (F.Y., S.Y. or T.Y.). Fill in your personal details.
8	<u>In this step, the Student has to enter his/her education details carefully.</u> F.Y. Student has to enter only details of H.S.C. marksheet such as Examination Board (GSEB, CBSE etc.), Seat No., Month & Year of examination, Total Marks (Obtained Marks & Out of Marks), Percentage and No.of attempts to clear HSC. S.Y. Student has to enter details of H.S.C. marksheet as given in the above format. Apart from this S.Y. students should also enter detail of First and Second Semester in the given format. T.Y. Student has to enter details of H.S.C. marksheet as given in the above format. Apart from this T.Y. students should also enter details of First, Second, Third and Fourth Semester in the given format.
9	Enter any question that you want to set for your security. In the next input box, enter security answer of your security question. These two parameters can be used for retrieving password if you forget.
10	Go through the rules and tick mark on “Check Box” to agree to all rules and regulations of UCCC & SPBCBA & SDHG COLLEGE OF BCA AND IT, Udhna, SURAT.
11	Verify and recheck your entered data in the admission form. If the form seems okay then, click on “Submit” button. If you want to clear all the data of the form, then click on “Reset” button.
12	After successful submission of “Admission Form” you will be redirected to “Print Registration Form” , then click on “Print Report” button.

13	<p>If printer is attached with your Computer/Laptop/Cell Phone, then 3 pages will be printed on separate A4/Letter size pages. First page will be your admission form, Second page will be declaration to be signed by student and parent/guardian and Third page will be a list of documents that you have to attach with this admission form and declaration form.</p> <p>If printer is not available, you just note down your registration number displayed on the form. You can “Reprint” admission form from Computer/Laptop/Cell Phone where printer is available. For Reprinting your admission form you have to log on this website by clicking “Reprint Form” menu item through your registration number and your birth date as a password. You can Edit your registration form and change password after login.</p>
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IMPORTANT NOTE: After successful form filling, please, note down your **Registration Number** for future use.