



**CAYM EDUCATION TRUST'S
SIDDHANT COLLEGE OF ENGINEERING & POLYTECHNIC.**

(Approved by All India Council for Technical Education (AICTE) New Delhi, recognized by
Government of Maharashtra, Mumbai & Affiliated to the University of Pune)

At. Post - Sudumbare, Tal. - Maval, Dist. - Pune, PIN - 412109.

I.D. No. PU/PN/Engg/231(2005)

02114-661901, 661904
Website:- siddhantcoe.in

Fax o.02114-661902

Email ID:- engineeringprincipal@gmail.com

SCOE/Admin/42-A/2022-23

Date:- 23/07/2022

**SIDDHANT COLLEGE OF ENGG
STUDENT SECTION STANDARD OPERATING PROCEDURE**

Admission Work

- 1 To Collect Enquiry Form From Students
- 2 To Check Eligibility
- 3 To Verify Admission Form & All Original Documents
- 4 Online Confirmation of CAP Students on CET Cell Website
- 5 Calculate Direct Second Year Vacancy Calculation
- 6 Prepare Merit List of Institute Level Students
- 7 Online Confirmation of Institute Level Students on CET Cell Website
- 8 Merit List Checking & Approval From DTE & ARA
- 9 Collect Admission Form from Regular Students & Update Admitted Record

University Work

- 1 Collect Offline Eligibility Form from New Admitted Students
- 2 Prepare Eligibility Excel Sheets & Upload Excel Sheet & Generate Eligibility Challan on University Website
- 3 Download Students Eligibility Number List
- 4 Collect Exam Form from Students
- 5 Prepare Pro-Rata Excel Sheets & Upload Excel Sheet & Generate Pro-Rata Challan on University Website
- 5 Inward Exam Form from University Website & Exam Form Challan Generate
- 6 Download Hall Ticket & issue to students
- 7 Confirmation of TW internal Marks from College Login
- 8 Prepare General Register Number & Maintain General Register Every Year





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- 9 Updation of Result in Excel Sheet Each Semester
- 10 Fill Annual Report Every Year
- 10 All India Survey Data on AISHE Portal

DTE Work

- 1 Intake Approval Before Admission
- 2 Fill Course Approval Data on DTE Portal (CAS Data) Every Year
- 3 Original Documents Verification of Merit List & Approve Merit List From DTE & ARA

AICTE WORK

- 1 Upload Students Enrollement Data
- 2 Upload Students Placement Data

ARA WORK

- 1 Pay Processing Fee for Admission for Every Year
- 2 Submission of Merit List to ARA Mumbai

Samajkalyan Work

- 1 Collect All Type of Scholarship Freeship & EBC Form form within Date
- 2 Approve All Type Scholarship Form from College Login on MAHADBT Portal

Miscellaneous Work

- 1 Preapare Bonafide & Fees Structures
- 1 To Preapare & Maintain All Type of Cerificates Related to Students
- 2 Prepare Leaving Certificates (Passout & Cancel Students)
- 3 Prepare Transcript & LOR Certificates



Balbir
Incharge Student Section

Randh
(Dr.R.L.Khandagale)

Principal
Siddhant College of Engineering
Sudumbare, Pune - 412 109