Academic Announcement Process
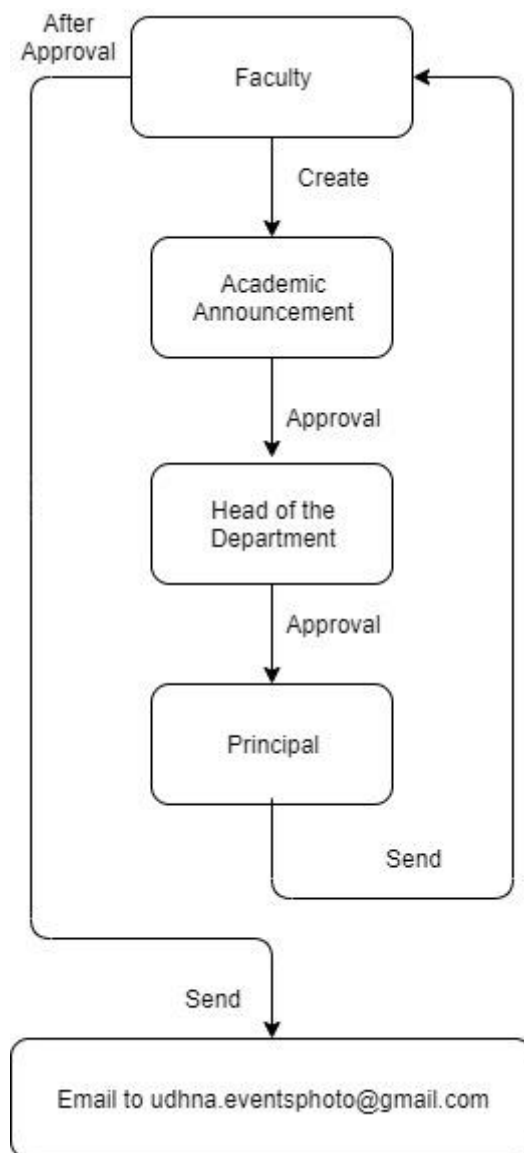
Step-1 Faculty creates academic announcements

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
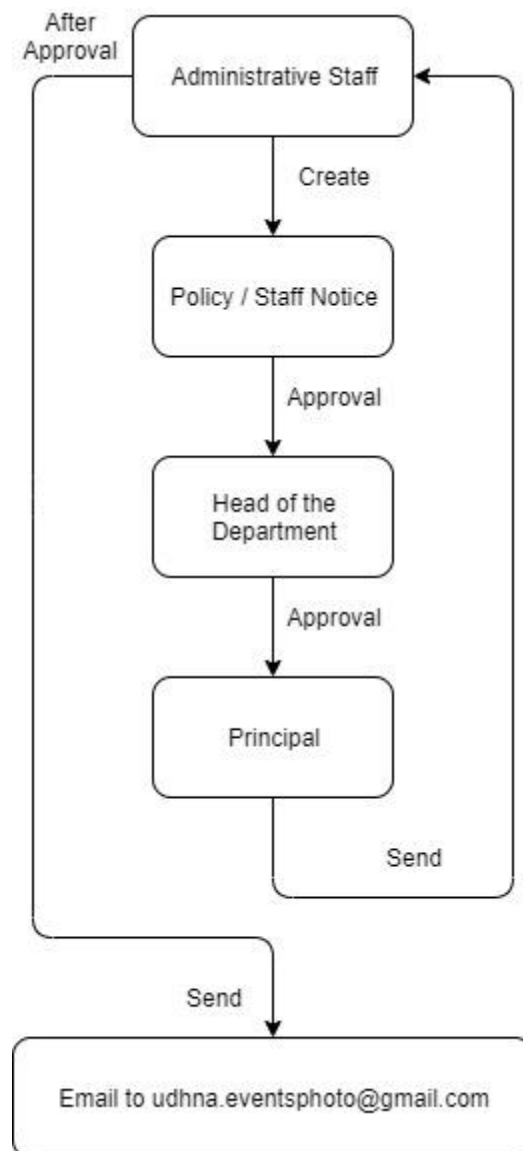
Administrative Policy / Staff Notice

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

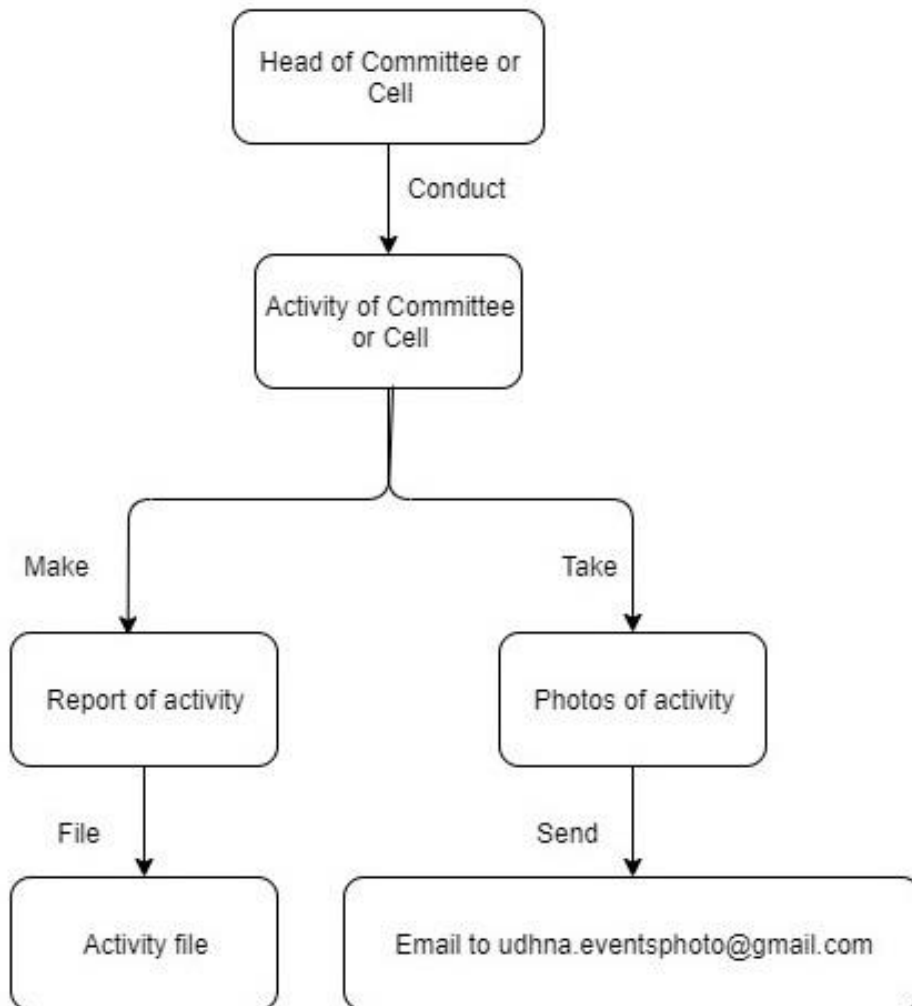**Step-1** Head of the Committee or Head of the Cell conducts activity

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

```
        ┌─────────────────────┐
        │ Head of Committee or│
        │        Cell         │
        └─────────────────────┘
                   │ Conduct
                   ▼
        ┌─────────────────────┐
        │ Activity of Committee│
        │      or Cell         │
        └─────────────────────┘
           │               │
      Make │               │ Take
           ▼               ▼
   ┌──────────────┐   ┌──────────────┐
   │Report of     │   │Photos of     │
   │activity      │   │activity      │
   └──────────────┘   └──────────────┘
      │ File              │ Send
      ▼                   ▼
 ┌──────────────┐  ┌─────────────────────────────────┐
 │ Activity file│  │Email to udhna.eventsphoto@gmail.com│
 └──────────────┘  └─────────────────────────────────┘
```
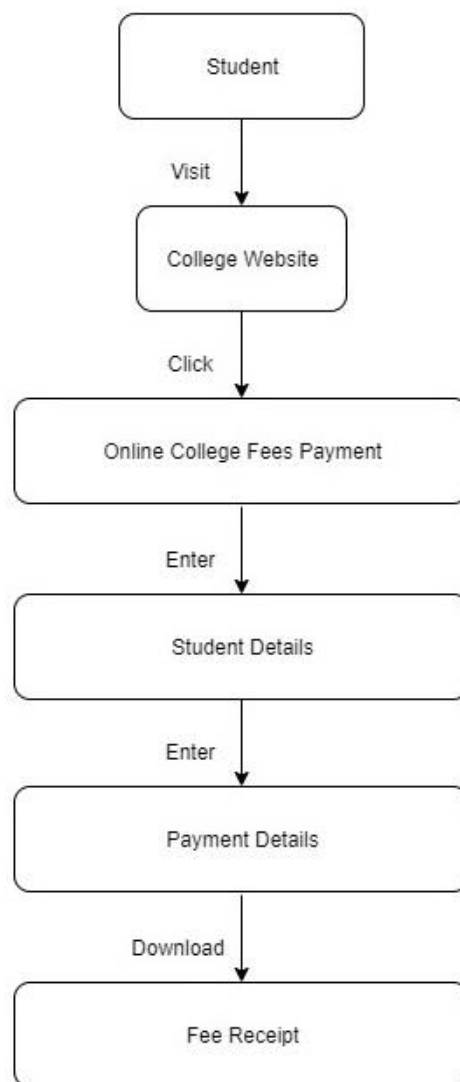
Student Fee payment process

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

```
┌─────────────────────┐
│       Student       │
└─────────────────────┘
          │
        Visit
          ↓
┌─────────────────────┐
│   College Website   │
└─────────────────────┘
          │
        Click
          ↓
┌─────────────────────────────┐
│ Online College Fees Payment │
└─────────────────────────────┘
          │
        Enter
          ↓
┌─────────────────────────────┐
│      Student Details        │
└─────────────────────────────┘
          │
        Enter
          ↓
┌─────────────────────────────┐
│      Payment Details        │
└─────────────────────────────┘
          │
       Download
          ↓
┌─────────────────────────────┐
│        Fee Receipt          │
└─────────────────────────────┘
```

Voice of Student

Step-1 Student writes feedback about College

Step-2 Student sends Email of feedback to the Principal