

SMFW Project 2 SOW

1. Institute Log In

Field:

Name

Contact Details 1 (Name, Designation, Mobile)

Contact Details 2 (Name, Designation, Mobile)

Address (House No, Lane, Other, District, Pin)

Course Name (13 course with multi select provision)

Submit

2. Information Brochure

- a. Per unique course different Information Brochure, Institute has to pay SMFW a particular amount for Each IB.
- b. If the payment is made for the selected IB, PDF (IB) will be sent to given mail id of the institute.
- c. IB content is static & will be provided to TDS by SMFW
- d. There will be 2 part of the IB. One is static, another to be filled by the institution after downloading the same (hand written)

3. Upload Section

- a. TDS will be given checklist format by SMFW (Multiple ticks). TDS will design the same as given. Institute will fill the checklist
- b. Institute will upload filled scan copy of 2nd part of the IB along with 10-15 enclosure. This upload will be done once per unique course by the institute.

4. Payment Section

Institute will complete the upload section and submit. There after Institute has to make payment INR 15000 per unique course as inspection fees to SMFW.

5. SMFW Log In

After login, Checking of the uploaded documents by institution will be done first.

Different login credential needs to be created for SMFW officials.

Checker (SMF Person) will have one remarks / note section per unique IB uploaded by the institution.

One graphical view of reports or remarks to be shown before submits. Checker (SMF Person) will submit report course wise (separate report for each IB). Report will be saved in PDF or WORD format and it must be printable through printer.

After that report will be submitted.

After submission printed report (physical copy) will be sent for Physical inspection.

6. POST Inspection process

After getting reverted back from concerned person/dept of SMFW checker will submit below mentioned details:

- a. Some field (need to tick)
- b. Remarks as per physical inspection report

It will be stored as saved data.

7. Recognition Letter

Part 1: Pre Recognition Letter

After completing Post inspection process a recognition letter need to send to the respective institute from SMFW.

Body of the letter will be static & some particular editable field (like Course Name, Seat No, and Institute Name)

After filling all the editable details mail should be ready to send from SMF to Institute.

Part 2: Final Recognition Letter

Institute will pay the amount (FINAL Payment) to SMF after receiving pre recognition letter from SMFW.

After realizing the above mentioned payment Final Recognition Letter will be sent to the Institution from SMFW

Thank You!