

REGISTRATION & FINAL SHORTLISTING IN ERP SYSTEM

1. Login to ERP System and select Admin_Convener Role. Select “**Selection Process**” from left menu. This will display a list of menu items for selection process as shown below.

The screenshot shows a grid of five menu items for the selection process:

- 1. Shortlisting For Interview
- 2. Interview Schedule
- 3. Registration
- 4. Sending Mails to Applicants
Mail sending in Bulk for selected applicants in Online selection process
- 5. Final Shortlisting

2. Click **Registration** menu and make the required selections according to your criteria as shown below.

The screenshot shows the Registration form with the following fields and values:

- Admission Year : 2021-22
- Admission Offer : PhD Admission Aug 2021
- Counselling Center : IISER Mohali
- GD/PI Schedule : 23/08/2021 - 24/08/2021 - 2021-22/Ph

Buttons: Register, Print, Go To GDPI Center Change, Settings (gear icon).

This will list all the applicants who were scheduled for interview. Select the applicants who have attended the Interview. Click **Register** button.

3. Go back to “**Selection Process**”. Click **Final Shortlisting** menu to proceed for final shortlisting . Make the required selections and click “**Show**” button. A list of students who have attended the interview will be displayed in this screen.

*Admission Year : 2020-21

*Admission Offer : PhD Admission Jan 2021

Counselling Center : IISER Mohali

Subject Applied For : 2020-21/PhD-Jan Term/Chemical Sciences

Category : --Select--
General
General (EWS)
OBC
OBC-NCL
PD
SC
ST

GD/PI Batch : All Batches

Applicants With Composite Score Greater Than Or Equal 0

Show Save Final Shortlisted View Final Shortlisted Applicants View Non Shortlisted Applicants

4. Select the students and click **Save Final Shortlisted**. Click **Confirm Final Shortlisting** button to confirm the final shortlisting. You may click **Final Shortlisted Applicants** button to verify the list before hitting to confirm.

NOTE:

1. **Once the final shortlisting is confirmed, conveners cannot make any change in the ERP system.** Only the super user or Dean Academics office have the privilege to make any modification after final shortlisting is confirmed.

2. Once you confirm the final shortlisted applicants, all the shortlisted applicant details would enter IISERM Student Database and would be able to do their course registration in ERP. Hence **Confirm Final Shortlisting step is mandatory.**