Admission User Manual

Pre-requisite:-

- A. <u>Academic Admin</u>
- a) Academic Master
- b) Course Master
- c) Course Structure

OVERVIEW

Admission module is used for selecting the students according to the criteria set by institute for admission. Admin can create admission offer, authenticate the application forms received according to criteria, and activate admission of student by following some simple and easy steps.

How to create Admission Offer?

To start admissions in an institute, first thing which is required is an admission offer. After knowing about the admission offer one thinks to apply in the institute according to the criteria. So admission admin can create admission offer and set the criteria like minimum CGPA, application form price and other related fields like last date to apply, online link label etc. For creating admission offer following steps have to perform (shown in figure-1):-

- 1. Click on "Add" button.
- 2. Enter required details.
- 3. Click on "Save" button

Home / Students Services / Settings / Admission Offer						
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'Admission Year Application Form Price Conline registration Late Date and Time CGPA Upper Limit	-@#ect- ▼ 0 -@#ect- ▼ 0 (dd/mm/yyyy) 0	Code Assessment Applicable Online Link Label (hh.mm) Qualifying Exam should be passed	-Setter = -Setter = (a) 1 0 year ago from current year.	Description Induction Program Online Template CGPA Lower Limit	→ -Belect-▼ -Gelect-▼ 0	
Important Dates(In Chronological Order)						
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Important Degrees						
Bachelor's Degree		R 1	Master's Degree			6
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Figure-1

How to activate admission?

To activate the admission of a student some steps have to follow by the admin.

✓ Received Applications Authentications

For activating the admission of students who have applied for the admission, admin have to authenticate their application forms. For e.g. student applied for M.Sc Mathematics online. The application will receive at admin portal. Then admin will check whether the application received is according to criteria, details filled by the student are completed or not, any document if required is not missing. If admin satisfy with the application received then he/she will authenticate the application otherwise can disapprove the application. Admin can complete the incomplete forms and upload missing documents, if any. Following are the steps to authenticate an application shown in figure-2.

- Enter the required details.
- Select the applications for authentication.
- Click on "Approve" button.

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			Upload Missing D	ocument		l	Downloa	d Application PDF			Disappi	rove Applic	ation
	и <u></u>					Fiş	gure-2						

✓ Shortlisting the candidates

After authenticating the application forms, admin needs to do shortlisting of the students.

- Select the fields including mandatory fields like admission year, admission offer, subject applied for and status • (authenticated) for shortlisting candidates (figure-3).
- List of candidates will be appeared whose status is authenticated. In "Transfer Status" field, select "Shortlisted" option. •
- •
- Select the candidates and click on "SAVE" button. •

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	Save						
	* Admission Year :	2016-17 🔻	* Admission Offer :		Assessment Center :	All ¥	
	* Subject Applied For :	Master in Business Administration V	Category :	Select A General OBC PWD SC V	Sub Category :	Select	¥
	'Status :	Authenticated v	'Transfer Status :	Shortlisted v	Go		
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- Select status as "Shortlisted" and click on go button.
- Select students to confirm shortlisting. •

• Click on "Confirm Shortlisting" as shown in figure-4.

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Utilities	Home / Admissions Admin / Selection Pro	cess / Shortlisting	indicates manual	datory fields			
Campus Admissions Admin	* Admission Year : 2016-17	v Ø 'Admission	Offer : MBA 2016-17 •	Assessme	nt Center :All V		
Academics	* Subject Applied For : Master in Busine	ss Administration V Cat	Select- General OBC PWD SC	Sub	Category :Select		
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Figure-4

✓ Interview Schedule

After shortlisting candidates, admin needs to schedule the interview. Following are the steps for scheduling interview:

- Fill the required details like admission year, admission offer, subject applied for, number of students etc. as shown in figure -5
- Click on "Save" button.

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- Select the start date for interview and click on "Calculate End Date" button. End date will be calculated according to the number of days required as in figure-5.
- Click on save button.





• To allocate candidates in interview schedule click on Q, shown in figure-7)

Shortlisting For I	Interv Inter	rview Schedule	Registration	Final Shortlisting	Admission Offering	Sending Mails to Applic	Activate Admission	Seat Reservation	More >>	
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	IISER Moha	ali 2016-17/PhD Term/Enviror Science	nment	1	11/05/2016 - 11/05/	2016	evs phd intertviews	© 🗰 👱 E	. 🖻 🖹	

Figure-7

- Select the students to allocate in the interview batch.
- Enter reporting time.
- Click on "Save" button as shown in figure-8.

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Figure-8

✓ Registration

Following are the steps to register the scheduled candidates:

- Select admission year, admission offer, counseling center and GD/PI schedule fields.
- List of scheduled applicants will be shown. Select the candidates and click on save button to register (figure-9).

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Sh	nortlisting For Inte	erv Interview Schedule Registrati	on Final Shortlisting	Admission Offering	Sending Mails to Applic	Activate Admission S	Seat Reservation	More >>
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	Select	Applicant ID	Name		Subject Applied For	Schedule Date & Time	Actions	
		159729	Rishika Aggrawal		2016-17/PhD-Aug Term/Chemistry	21/06/2016 08.00	<u>a</u>	
		159721	Rahul Soni		2016-17/PhD-Aug Term/Chemistry	21/06/2016 08.00	<u>a</u>	
		159699	Manju Sharma		2016-17/PhD-Aug Term/Chemistry	21/06/2016 08.00	<u>R</u>	
		159684	Harikrishnan M		2016-17/PhD-Aug Term/Chemistry	21/06/2016 08.00	<u>a</u>	

✓ Marks Entry

For entering the marks of assessment or entrance exam following are the steps:-

- Click on "Add" button.
- Select admission year, admission offer, assessment centre.
- Select subject applied for, assessment batch, and assessment method.
- Click on "GO" button.
- Select panel member who evaluate the exam if needed.
- Checks the checkbox if applicant is present else uncheck the checkbox.
- Enter the marks.
- Click on "Save" button.

	Shortlisting For Entran	Entrance Schedule	Entrance Registration	Mark Entry	Final Shortlisting	Admission Offering	Seat Reservation	Reserved Appl. List	More >
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Admission	s		Sorter						
			Select Sorter V					Go	
Student	Panel Members	:							
Services									Â
Academic Setup		* Employ	vee :Select	Add Panel M	ember				11.
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Course Outline								** indicate	es Out Off
Faculty			Uncheck o	heckbox given against eac	h component if applicant was	absent for this comp	onent		
Allocation	SI No.	Application No	Name			Gender	Entrance Test **(50) (Present	t)	
Course	1	1610170	Karalin - Chy	me		Female	32		
Registratio	2	1610329	Candida Tha	ngkhiew		Female	30		
	3	3 16110029		-		Male	17		



✓ Final Shortlisting

To select the applicants for final shortlisting admin have to follow these steps:

- Enter the required details.
- Click on "Show" button.
- List of applicants will be generated. Select the applicants to be shortlisted and click on "Save Final Shortlisted" button (figure-11).
- Again click on "Show" button.
- Click on "Confirm Final Shortlisting" to confirm.
- Click on "View Final Shortlisted Applicants" button to view list of shortlisted applicants.
- Click on "View Non Shortlisted Applicants" button to view list of applicants who are not shortlisted.

	Shortlisting	Interview Schedule	Interview Batch	Registration	Mark Entry	Final Shortlisting	Admission Offering	Document Verification	More >>
W Utilities	Home / Admiss	ions Admin / Selection	Process / Final Shortlisting	I					
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Campus Admissions	*Adı	Confirm shortlist mission Year : 2016-17		*Admiss	ion Offer : MBA 2016-1	7	Assess	ment Center : All Centers	Ŧ
Admin Academics	* Subject	t Applied For : Master in	Business Administration 🔻		Category : Select General OBC PWD	A	Asses	sment Batch : All Batches	T
(G) Cash	View fina shortlisted applicant	NCT Critoria Coloct	Ŧ		SC Applicants with entrar	• ace test score greater that	n or equal 0		
Entry Sho		View non short	isted		Final Shortlisting i	s confirmed. Only Super User c	an change it.		
Student Management	Save final shortlisted			Total 1 applica	nt(s) is eligible for Final Sh	ortlisting			
Attendance	Select All Desele	ct All						To	otal : 1
& Time Table	SI No. Shor	tlist Application No 🔺	Name 🔺	Gend	er 🔺 🛛 Cate	egory Post	Graduation (%)	Test Records	un . 1
Examination	1 🖉	150187	Avinash Bharti	Ма		tside NCT Delhi			

Figure-11

✓ Admission Offering

To offer admission to final shortlisted applicants, admin needs to follow below steps:

- Enter the required details.
- Select status as "Offered" to offer the admission else waiting list.
- Select student for admission to be offered.
- Click on "Save" button as shown in figure-12.



Figure-12

✓ Seat Reservation

Seat reservation is to be done by admin for the applicants who have been offered admission. Following are the steps (shown in figure-13):-

- Select admission year, admission offer, subject applied for from dropdown as shown in figure-13.
- Select the applicant from chooser box.
- Select program definition, institute, and program.
- Select fee pattern. (Fee pattern needs to be set before starting admission by using fee module).
- Checks the checkbox if fees to be collected at the time of seat reservation else uncheck.
- Click on "Save" button.

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	Shortlisting	Interview Schedule	Interview Batch	Registration	Mark Entry	Final Shortlisting	Admission Offering	Document Verification	More >>
Utilities Campus Admissions Admissions		me / Admissions Admin /	Selection Process / Seat	Reservation *Admissi		s mandatory fields	Admission Offering	- v	Go
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								0	K Cancel

Figure-13

✓ Activate Admission

After the seat reservation next step have to perform by admin is Activate Admission. After activating the admission applicant will become student of institute.

- Select the details like admission year, admission offer, institution and program.
- Select applicant from drop down as shown in figure-14.
- Click on administration for admission as shown in figure-15.
- Select term name.
- Attach documents if needed
- Click on Save and generate roll number as in figure-16.

	Shortlisting	Interview Schedule	Interview Batch	Registration	Mark Entry	Final Shortlisting	Admissi	on Offering
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Admissions Admin		*Admission Offer	MBA 2016-17 V					
<u> </u>		*Institution	AUD Kashmere Gate - AUD V					
Academics		Assessment Center						
		Program	2016-17/MBA-Semester/MBA-Ser	mester 🔻				
Cash		*Application No						
Receipt			Select Applicant 150187 Avinash Bharti					
				Activat	ed Applicant List			
	sl. No. Application No	Name	150187	Category	Address	Email	Status	Administration
Student Management	1 149703 S16	3F0029 Prateek Chaudhary		SC / Outside NCT Delhi	S-1 , PLOT NO- 365 , SEC- 4 VAISHALI , GHAZIABAD , UP -	pchaudhary.16@stu.aud.ac.in	Active	Completed
					201010 abariabad			

Figure-14

Home / Admiss	ions Admin / Se	election Process /	Activate Admission				
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		*Admission Year	2016-17 🔻				
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	S	tudent Details					
	Na	ame	Avinash Bharti		Roll No		
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Figure-15

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Admissions Admin		Ro	II No : ##						-
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Cash Receipt Entry			Add More	Attachmente					
Student									

Offline admission process

As

- 1. Add Applicants Offline: Admin can individually add the applicant offline through add student screen. Following are the steps
 - a) Select admission year and admission code (as shown in figure-17).
 - **b)** Click on "Add" button.

Admission	Entry	View / Edit Student Pro	Cancel Admission	Change Status	Change Batch / Fee Patt	Student Remark	Remarks	Student Bulk Entry
Examination	Home / S	Student Management Sy Add	ystem (SMS) / SMS Trans	sactions / Admission Ent	ry			
Module	e	् 🗎 🖶 🌌			(i) * indicates mand	atory fields		
Messaging System	*Admissi	ion Year :	July 2016 ¥	0	*Admission Code :		BTech2016 V	
Master								



After clicking on add button, offline form will appear and admin needs to fill the required details of applicant. This is a two page application form contains applicant's personal details and academic details. After filling the information click on "save" button for offline admission (shown in figure-18)

Home / Student Management System (SMS) / SMS Transactions / Admission Entry (page 1/2)						
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Roll No Application No Batch Code Select- Fee Pattern Select-	* Date of Admission					
Applicant's Personal Details						
First Name Middle Name Full Name(In Hindi)	Last Name					
*Date of Birth(dd/mm/yyyy) Blood GroupSelect- 🔻	Nationality Select v Mentor Mother Tongue					
*Phone No : *Mobile :	'E-Mail : Secondary Email Id					
Permanent Address						
*Address :	*Pin code/Zip code : *ICE Phone					
Country : India v *State : -Select v Phone No : *Mobile : *	City:Select- v Fax:					



- 2. Student Bulk Entry: Admin can upload the details of applicants in bulk from student bulk entry. Following are the steps:
 - a) Select student data radio button.
 - **b)** Download sample template from the link shown in figure-19.

- c) Fill the details in the sample sheet and upload that sheet.
- d) Click on "Go" button.
- e) Click on "Save" button.

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This screen can be used to upload all the academics and student data . Please Select which data you want to upload.						
O Academics Master Data 🖲 Student Data						
PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE START PROCESS :	ING THE DATA UPLOAD					
1. File to be uploaded must be in MSExcel 97-2003 format. Download Samp	le Template: 🗳					
 2. If the sheet contains all the columns in exactly similar order as shown in the a). Browse the file and click on go button. b). Once all the data gets loaded in the screen click on the save button Else a). Browse the file and click on go button. b). Map the columns of sheet with the Columns Available in the ERP. c). Click on the Save Button. 						
3. All Fields shown in RED color in the template are mandatory .						
 4. After uploading excel and click on save button, if an excel re-downloads then, a). Open that downloaded excel. b). Go to the rightmost side of the excel. c). Check the error messages against each row, resolve them and then again upload your modified excel. 						
Upload File : Choose File No file chosen Go						

Map Columns If Not using the Sample template®