

HELP DOCUMENT

ONLINE PHD SHORTLISTING IN IISERM ERP SYSTEM

1. Login to IISERM ERP system at <http://115.119.172.72:9090/campus> with your username and password.
2. Move your cursor over Faculty and select Selection Process.
3. Click Shortlisting for Interview tab. All the faculty members of IISERM can view all the PhD applications but cannot shortlist any PhD applicant. Shortlisting and Confirm Shortlisting can be done only by the PhD Conveners with Convener Role.
4. Make the foll. Selections with 3 seconds break after each selection.
Admission Year: 2012-13
Admission Offer: PhD Admissions-Aug 2012
Subject Applied For: Physics
Category : OBC (optional)

5. Click **ShowAll** button to show all the candidates applied for Biology with OBC category.



6. The table would display all the information provided by the candidate. In the **Test Records** Column, competitive exam details are covered.

GATE	[2011]	[41]	[89]	[273]	[Physics]
JEST	[2012]	[90]	[504]		
UGC/CSIR/NET	[Dec2011]	[JRF]	[50]	[Physics]	

The description of the display is given below:

GATE [2011] [41] [89] [273] [Physics]

Qualifying year : 2011
Percentage : 41
Percentile : 89
Rank : 273
Subject : Physics

JEST [2012] [90] [504]

Qualifying year : 2012
Percentile : 90
Rank : 504

UGC/CSIR/NET [Dec2011] [JRF] [50] [Physics]

Qualifying month and year : Dec2011 JRF
Rank : 50
Subject : Physics

7. In the **Additional Information** Column, the candidates have provided information based on the foll. questions asked in the PhD application form.
1. Statement of Purpose
 2. Any relevant scholarship/fellowship/academic qualifications obtained other than those covered in the form.
 3. Research experience in the form of summer project, industrial experience, project fellow and scientific publications(if any)
 4. Any other information that you think will help us to better assess your performance and potential?
8. You can display the columns of your choice with the **Column Selector** button. Simply select the columns and click save.



9. You can give any shortlisting criteria to filter the students matching your criteria .
10. **Eg:** If the shortlisting criteria for Biology is :
- Gate(%) > 60
 - Postgraduation(%) > 80
 - JRF From - Inspire Fellows

Select the criteria one by one in the drop-down and click **add** button.



Shortlisting criteria	Select		
Select Shortlisting criteria ▾	--Select-- ▾	<input type="text"/>	
GATE(%)	>=	60	
PostGraduation(%)	>=	80	
▶ JRF From	Containing	inspire	

Click **Show All** button to display the table. Now you could see a list of candidates whose Gate(%) > 60, Postgraduation(%) > 80 and Inspire fellows.

Note: PostGraduation(%) filter will include the candidates who have provided their postgraduation marks in % and in CGPA. Marks in CGPA will be converted to % and then displayed.

Guidelines to filters:

PostGraduation(Degree)	Containing	Masters in physics	
GATE(%le)	>=	80	
▶ UGC/CSIR/NET-LS(Month & Year)	>	Jan2011	

11. The table would list the candidates in a random order. If you want to sort the candidates according to Postgraduation(%), you can use the sorter. Select the sorter , click Add button and click show all.



12. Now you can see the list of candidates matching your shortlisting criteria and the display will be sorted in the descending order of PostGraduation(%).
13. For shortlisting, Conveners can select the candidates and click **Shortlist** button.



14. To view the shortlisted candidates, click **Show only shortlisted applications**.
15. Cross check the shortlisted applications and then click **Confirm Shortlisting**. Once the shortlisting is confirmed, it cannot be modified.

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