

Admission User Manual

Pre-requisite:-

- A. [Academic Admin](#)
 - 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

indicates mandatory fields

Admission Year: [Select] [0] [dd/mm/yyyy] [0]

Application Form Price: [0]

Online registration required: [Select]

Online Registration Last Date and Time: [0] [dd/mm/yyyy]

CSPA Upper Limit: [0]

*Code: []

Assessment Applicable: [Select]

Online Link Label: []

Qualifying Exam should be passed: [0] year ago from current year.

Description: []

Induction Program: [Select]

Online Template: [Select]

CSPA Lower Limit: [0]

Important Dates(In Chronological Order)

Date Label: [Select Date Label] Date(dd/mm/year) Time(HH.MM) All

Important Degrees

Bachelor's Degree: []

Master's Degree: []

Program

Selected Programs : 0 All Programs : 4

Integrated MSc
Integrated Ph.D
Ph.D
Post Doc

Centers

Selected Centers : 0 All Centers : 1

NSER

Assessment Center

Selected Assessment Centers : 0 All Assessment Centers : 45

Agrius (TG)
Amherst (SU)
Anadolu (GF)
Baylor (OD)
Bejamin (KA)
Benguru (KA)

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.

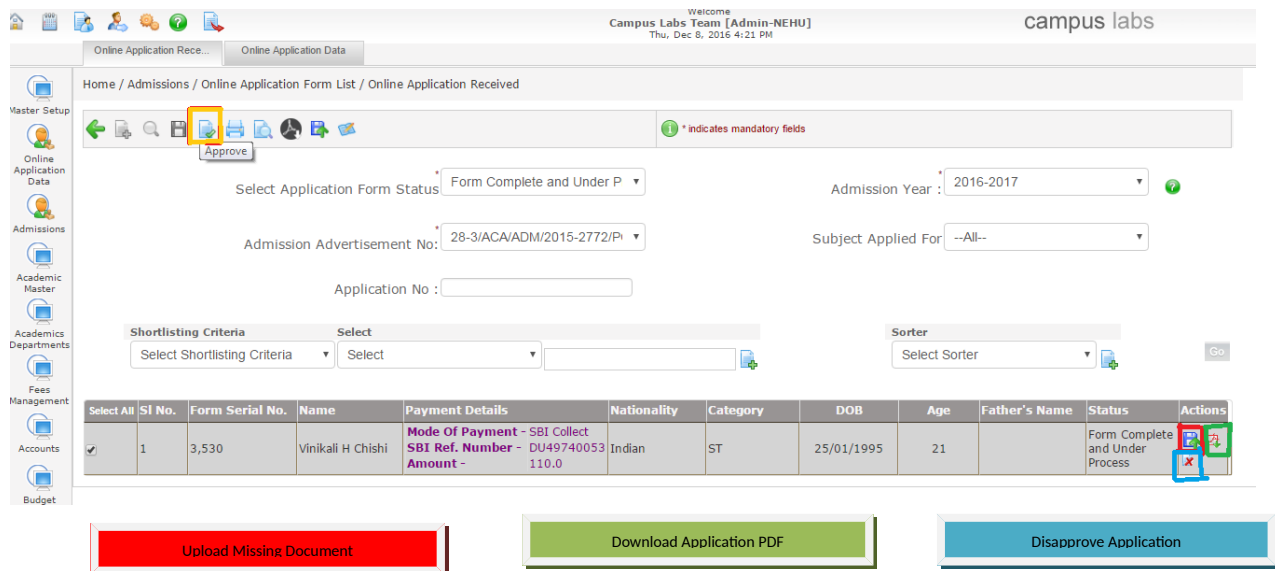


Figure-2

✓ **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.

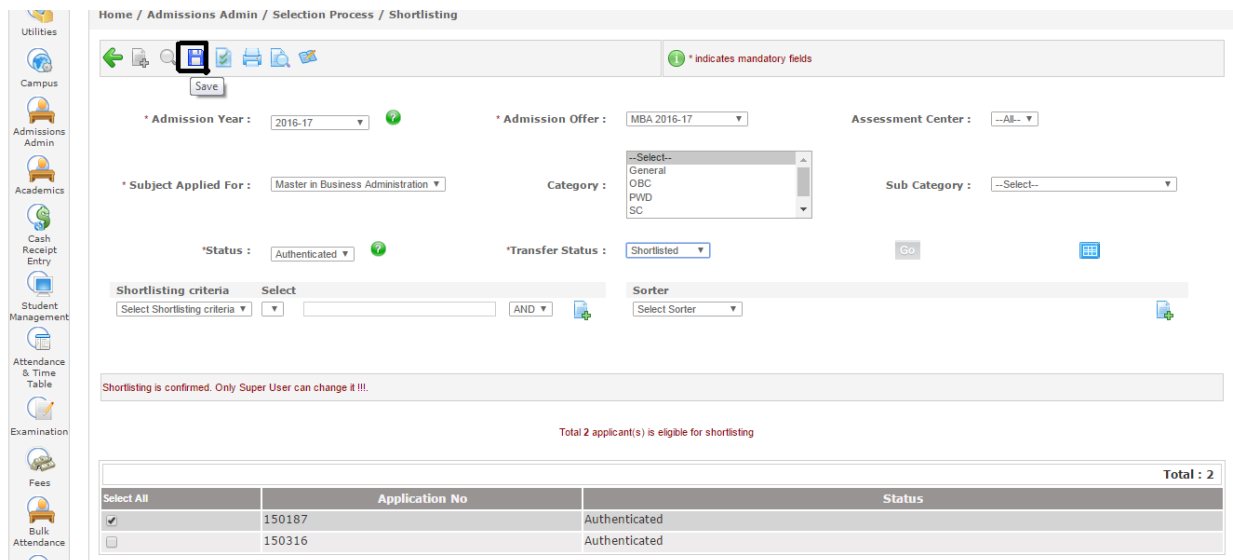


Figure-3

- Select status as “Shortlisted” and click on go button.
- Select students to confirm shortlisting.

- Click on “Confirm Shortlisting” as shown in figure-4.

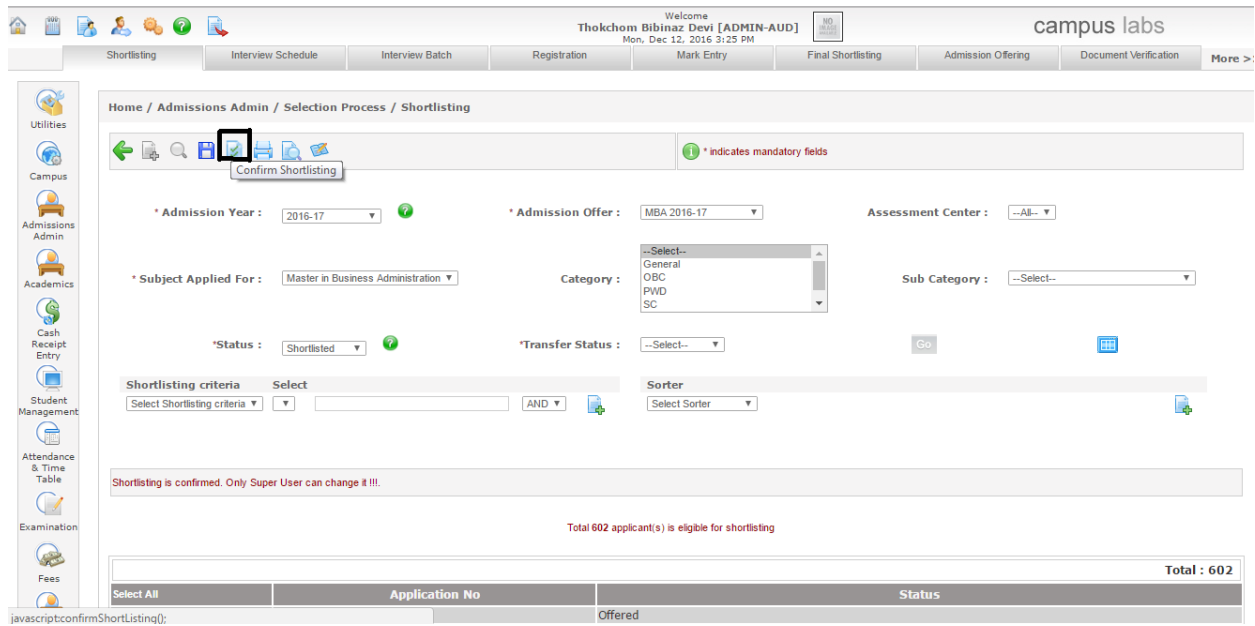


Figure-4

✓ 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.

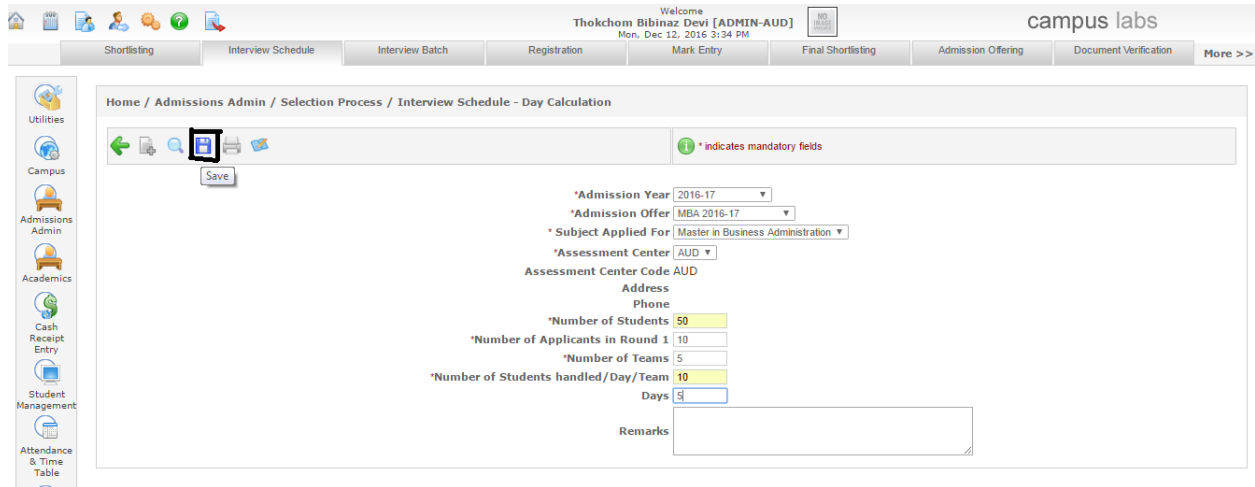


Figure-5

- 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.

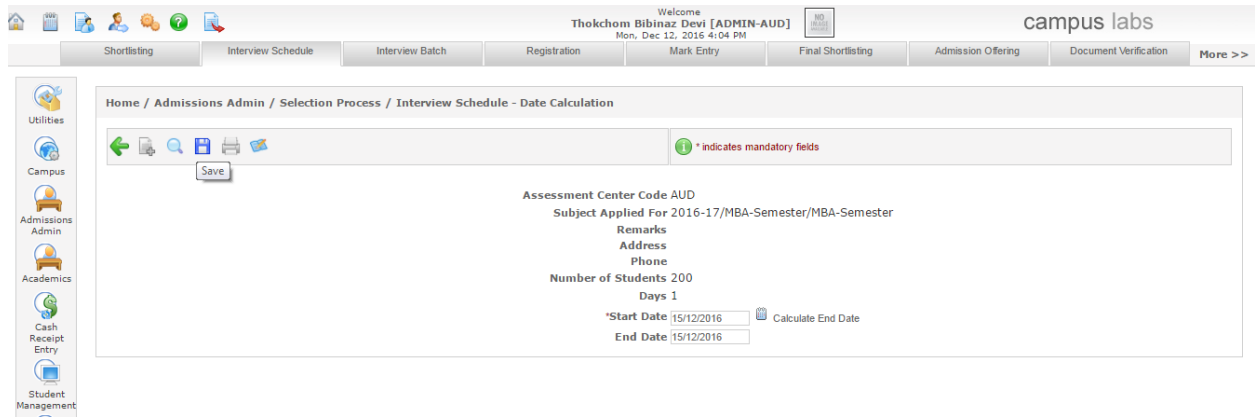



Figure-6

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

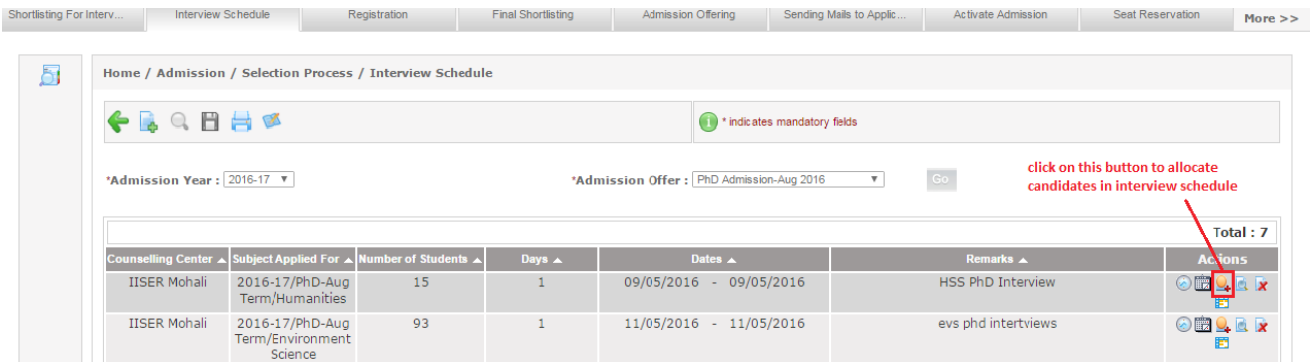


Figure-7

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

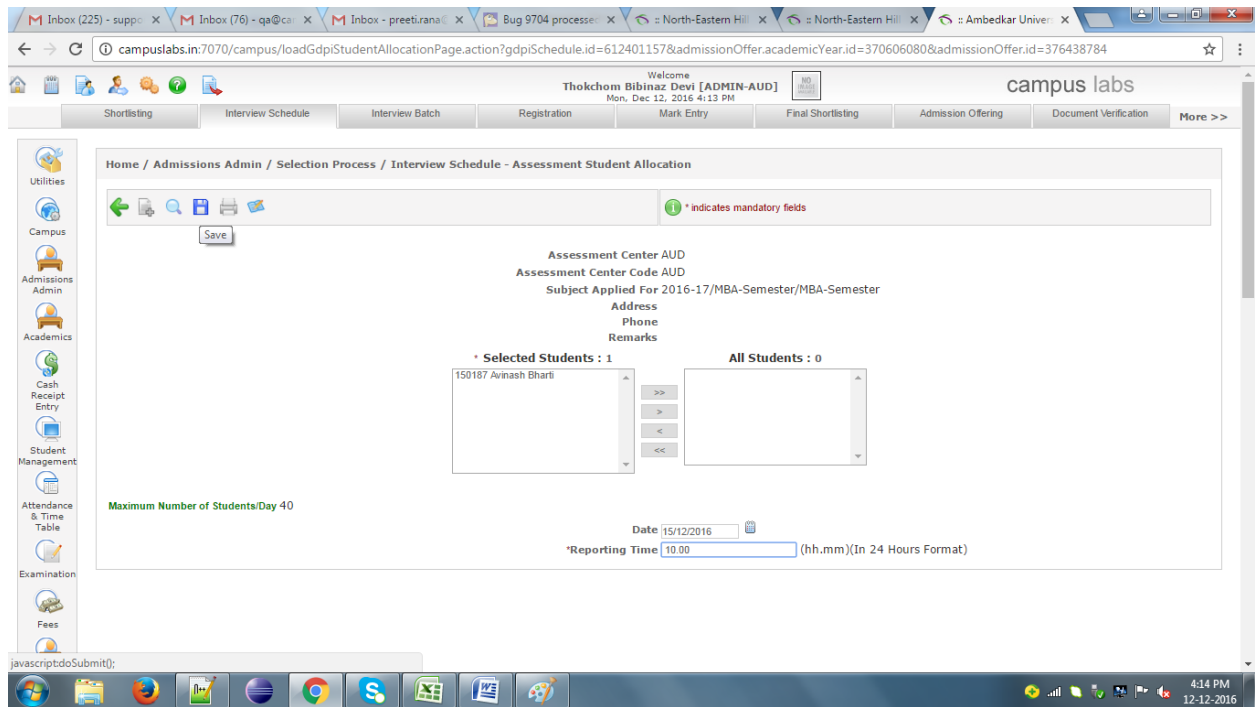


Figure-8

✓ 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).

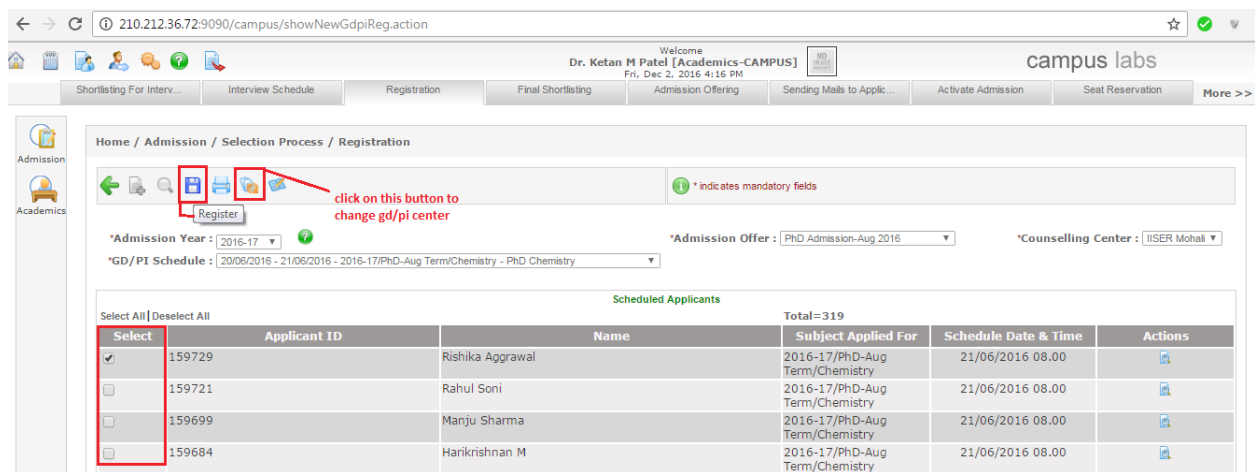


Figure-9

✓ 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.

Home / Admissions / Selection Process / Mark Entry

* indicates mandatory fields

*Admission Year: 2016-2017

*Admission Offer: 28-3/ACA/ADM/2015-2772/PG

*Assessment Center: SHILLONG CAMPUS

*Subject Applied For: MA/Adult & Continuing Education

*Assessment Batch: 02/08/2016 - 02/08/2016 - 1

*Assessment Method: Entrance Test

Sorter: Select Sorter

Go

Panel Members :

* Employee : --Select-- Add Panel Member

*First Name: Middle Name: Last Name: Add Panel Member

SI No.	Name	Actions
1	Mrs. Patricia Swer Passah (Employee)	<input type="checkbox"/>
2	Rikvnti Marv Pvnoroode	<input type="checkbox"/>

** indicates Out Off

Uncheck checkbox given against each component if applicant was absent for this component

SI No.	Application No	Name	Gender	Entrance Test ** (50)	(Present)
1	1610170	Karalin - Chyne	Female	32	<input checked="" type="checkbox"/>
2	1610329	Candida Thangkhiew	Female	30	<input checked="" type="checkbox"/>
3	16110029	Basil Lvnokhoi	Male	17	<input checked="" type="checkbox"/>

Figure-10

✓ 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.

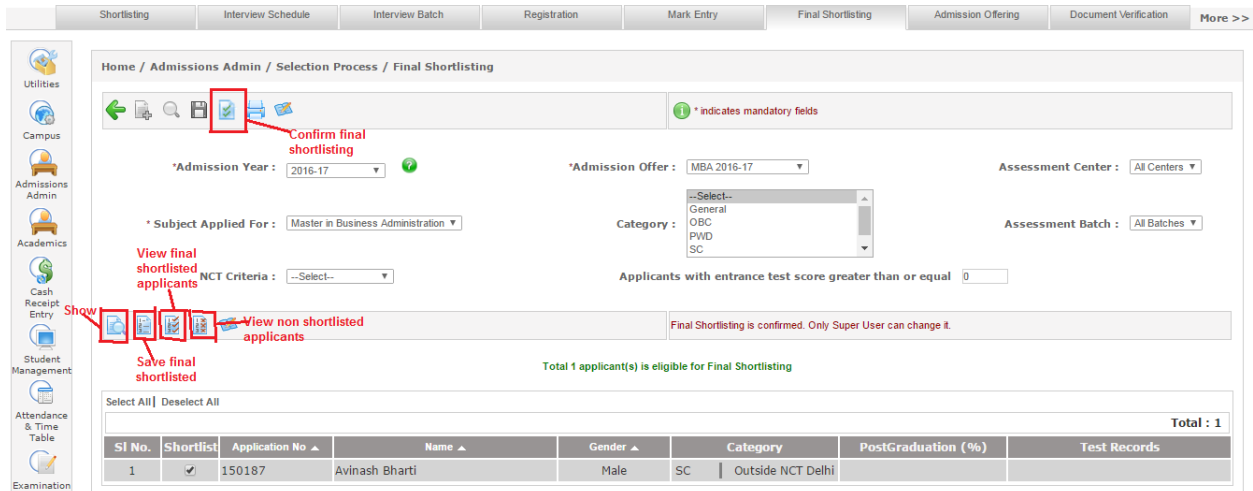


Figure-11

✓ 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.

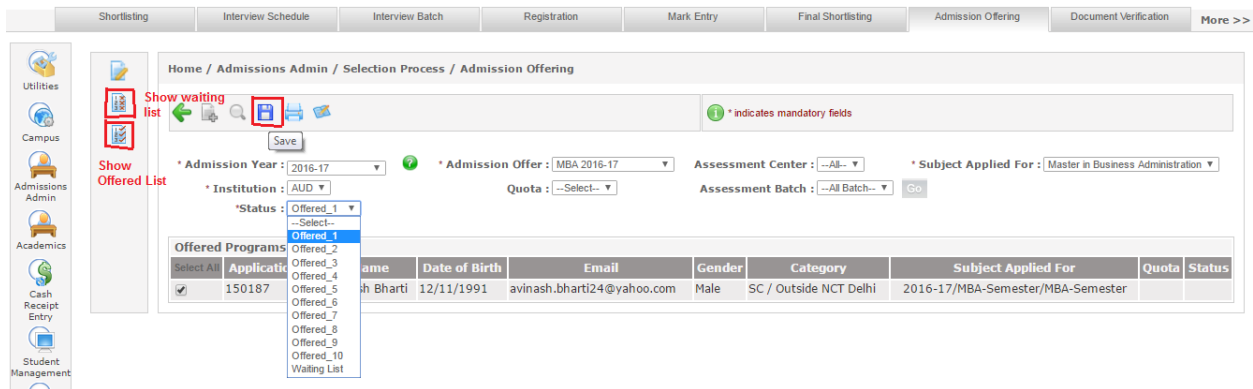


Figure-12

✓ 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.

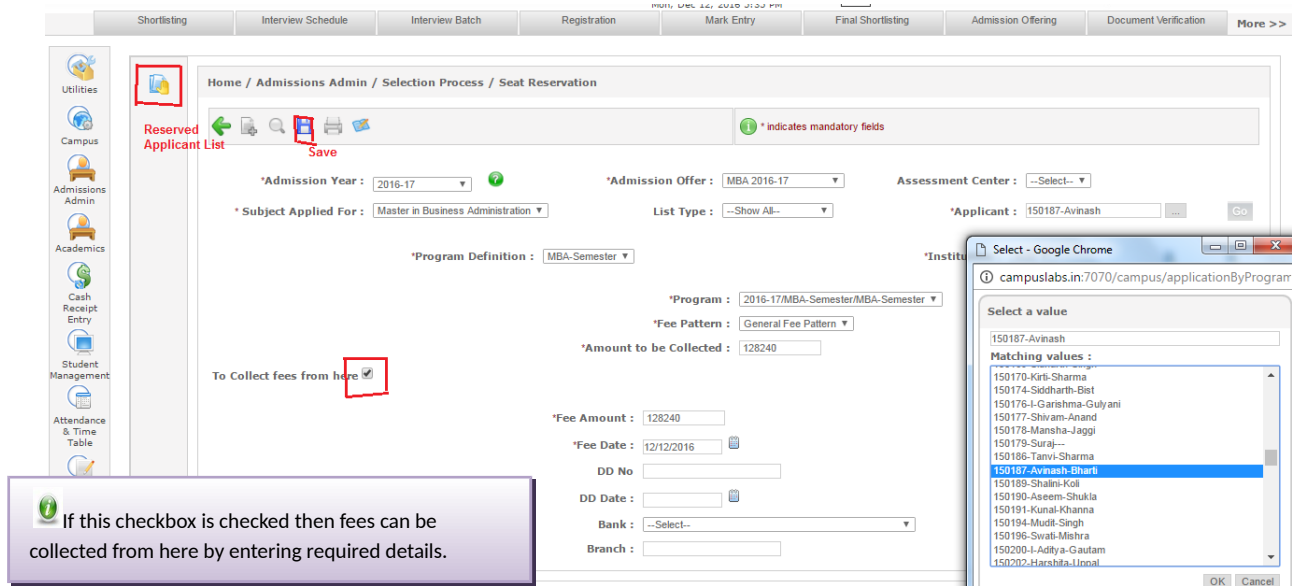


Figure-13

✓ 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.

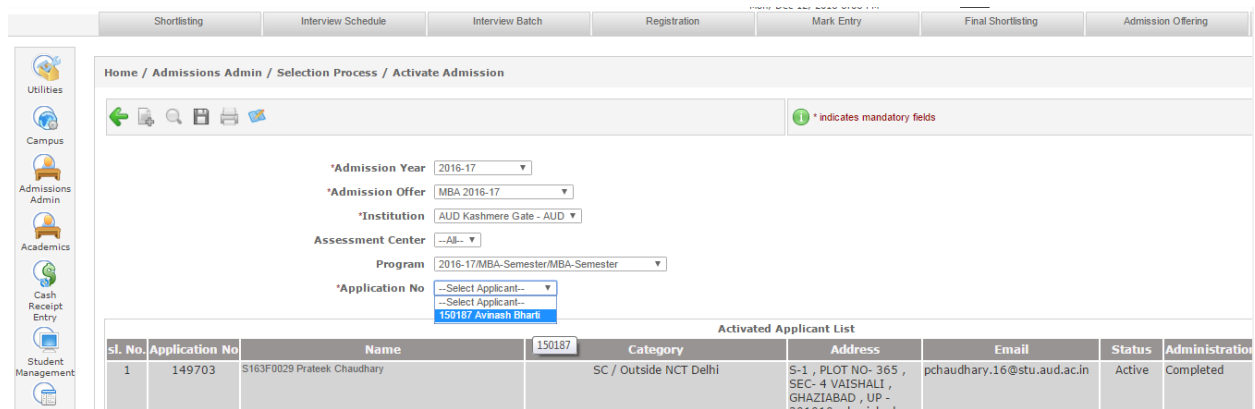


Figure-14

Home / Admissions Admin / Selection Process / Activate Admission

Utilities Campus Admissions Admin Academics Cash Receipt Entry Student Management Attendance & Time Table Examination Fees Bulk Attendance

← 🔍 📄 🖨️ 📧 * indicates mandatory fields

*Admission Year: 2016-17
 *Admission Offer: MBA 2016-17
 *Institution: AUD Kashmere Gate - AUD
 Assessment Center: --All--
 Program: 2016-17/MBA-Semester/MBA-Semester
 *Application No: 150187 Avinash Bharti

NO IMAGE AVAILABLE

Action	Status
Administration	Pending
Click here for Administration Admission	Pending
Fees	Pending

Student Details			
Name	Avinash Bharti	Roll No	
Address	IIRM-46B, MIG Flat, Rajeneder Nagar Sector 2 sahibabad, Ghaziabad, Uttar Pradesh, India- 201005	Program	2016-17/MBA-Semester/MBA-Semester - AUD Kashmere Gate
State	Uttar Pradesh	Phone	8010029501
Pincode	201005	Date of Birth	12/11/1991
Gender	Male	Email	avinash.bharti24@yahoo.com

Figure-15

Shortlisting Interview Schedule Interview Batch Registration Mark Entry Final Shortlisting Admission Offering Document Verification More >>

Home / Admissions Admin / Selection Process / Activate Admission

Utilities Campus Admissions Admin Academics Cash Receipt Entry

← 🔍 📄 🖨️ 📧 * indicates mandatory fields

Upload Photo
 Generate Roll Number & Save

No Documents entered. Please enter documents!

Name: Avinash Bharti *Reporting Date: 12/12/2016
 *Program: 2016-17/MBA-Semester/MBA-Semester AUD Kashmere Gate *Term: 2016-17/MBA-Semester/MBA-Semester-AUD Kashmere Gate/1 Sem
 Roll No: ##

Attatch Documents

* Document Name: Choose File No file chosen
 Add More Attachments

Figure-16

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.

Home / Student Management System (SMS) / SMS Transactions / Admission Entry

*Admission Year : July 2016 *Admission Code : BTech2016

Figure-17

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)

Roll No Application No * Date of Admission * Batch / Term Code Region / Domicile

* Batch Code * Fee Pattern

Applicant's Personal Details

*First Name Middle Name Last Name *Male *Female *Other *Single *Married

Full Name(In Hindi)

*Date of Birth(dd/mm/yyyy) Blood Group Nationality Mentor Mother Tongue

*Phone No *Mobile *E-Mail Secondary Email Id

Permanent Address

*Address Chars: 255 *Pin code/Zip code *ICE Phone

Country: India *State *City

Phone No *Mobile Fax

Figure-18

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.

* indicates mandatory fields

This screen can be used to upload all the academics and student data .
Please Select which data you want to upload.

Academics Master Data **Student Data**

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE STARTING THE DATA UPLOAD PROCESS :

1. File to be uploaded must be in MSEXcel 97-2003 format. Download Sample Template:
2. If the sheet contains all the columns in exactly similar order as shown in the Sample Template
 - 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 :

Map Columns If Not using the Sample template

Figure-19