

College has required Services for Online Admission

1. Background

a) DESCRIPTION OF ONLINE SYSTEM:

- i) The Online Application shall be generic platform which can be used to conduct various type of Online data collection and management activity as per need of online admissions.**
- ii) The system (web Page) shall provide a front end interface integrated with our website for the online application by candidate, and a backend interface for administrator for management of application records.**
- iii) Output can be obtained in printable format or exported to Access, Excel, DBF, CSV or XML formats. Uploaded documents must be clearly visible in both in soft and print form.**

b) SYSTEM COMPONENTS:

- i) Website : A website similar to (XXXXXXXX) dedicated to Recruitments, containing Job Advertisement, Notifications, Category wise Vacancies, Eligibility Criteria, Important Dates, Guidelines for Application Form filling & Fee Payment.**
- ii) Online Application Software: A fully managed and independently hosted web application backed by a secured database shall be linked to the website.**
- iii) Message System: Integrated web based Message system for alerts at different steps.**

2. WEBSITE INTEGRATION AND BRANDING:

- a) A web based online application system, independently hosted on a secure data server backed by a secured SQL database shall be linked to the website.**
- b) You can add a link to your website and easily connect this Online Software to your website.**
- c) If you want to register candidates from your website, then add the software's "Registration Interface" to your website.**
- d) The Online Application System will be accessible from the client's website homepage. However, it shall not use the resources of the website.**
- e) Application form is accessed through an anonymous link from an IP and appears to be a part of your website. It is again provided as a simple HTML code that can be added to your webpage by your own web developer.**
- f) Institutes Name and logo is visible all over the Software.**

3. ACCESSIBILITY:

- a) One super-administrator account will be provided to Client.**
- b) Multiple admin/convener portal shall be required at the time of admission.**
- c) Any number of administrative or end users can be created with specific/ limited access rights allocated by the super-administrator.**
- d) Any user shall be able to access or perform tasks limited to his privileges.**
- e) Candidates who have submitted hard copy application can be registered by Admin.**
- f) The administrative user in each branch will be able to have a quick view on the current statistics in a category wise, status wise chart of Applications.**

4. HOSTING, MAINTENANCE & BACKUP (in case of Lease option):

- a) The Online Registration software shall be provided with additional bandwidth resources, database and webspace on Class A server on Tier IV secure data center.
- b) Time to time updations and technical maintenance and daily data backup shall be taken care by service provider.
- c) Client shall receive weekly copies of backup. Also the client's administrator shall be able to download the hosted data at any time in excel.

5. APPLICATION FEE PAYMENT:

Either of the following methods can be adopted:

- a) Bank Challan Method: The payments shall be done through bank challans, the system shall be able to receive and import the files provided by the bank.
- b) Online Payment through Payment Gateway: In case the client wishes to add Online payment gateway to the application, we shall do the technical needful. However, all the responsibilities of documentation for subscription of gateway, one-time or recurrent expenses related to the gateway have to be borne by the client.
- c) Offline Payment through Cheque/DD by Post: The system shall have an interface where the Client Admin can set the status of cleared payments after tallying with bank.
- iv) Payment Gateway facility is available in software. It can be activated if client has subscribed to a Payment Gateway account. The client has to procure the payment gateway for his website by submitting his credential to the Gateway provider and upon approval when he receives the logins to the Gateway account; they are shared with us for integration into the system.

6. ONLINE APPLICATION PROCESS (PAYMENT GATEWAY METHOD):

- a) Applicant: Read all the necessary information on the website and
- b) Applicant: Can directly begin their online application and fill their online application form in multiple steps.
- c) System: On submission of step 1, an account shall be created for the candidate, which he can access at different times upto the final date to update his information. The applicant will receive an automatic email/SMS to confirm his application number, username & password.
- d) Applicant: At the end of the application filling process, the application fee can be deposited through payment gateway using Credit/Debit Card or Net Banking facility of any bank
- e) System: Receive online applications directly into the applicant database, no need of reentry.

7. ONLINE APPLICATION PROCESS (SUBMISSION OF HARD COPY FORM BY POST & PAYMENT BY DD/CHEQUE):

- a) Applicant: Read all the necessary information on the website and be ready with DD/Bankers Cheque of Application Fee.

- b) **Applicant:** Can directly begin their online application and fill their online application form in multiple steps.
- c) **System:** On submission of step 1, an account shall be created for the candidate, which he can access at different times upto the final date to update his information.
- d) **Applicant:** Somewhere in the application form it will ask about DD/Cheque number which the applicant will enter.
- e) **System:** Receive online applications directly into the applicant database, no need of re-entry. Payment information will reach the administrator when form is submitted.
- f) **Admin:** Tally the online applications with the hardcopy forms and cheques/DDs received by post. The cheque no. of the DD/Cheque received with hardcopy form can be searched in the application database and the application can be given a payment clear confirmation.

4. ONLINE APPLICATION PROCESS (BANK CHALLAN METHOD):

- a) **Applicant:** Read all the necessary information on the website and make a registration into the system by filling brief information.
- b) **Applicant:** Able to upload clear mark sheet and other required documents.
- c) **System:** Generate a Application No. and bank challan for deposit.
- d) **Admin:** Upload the applicant data to the bank website to allow the candidates to deposit fee.
- e) **Applicant:** The challan can be deposited by cash in bank or through net banking.
- f) **Bank System:** On deposit of Registration Fee in Bank, the candidate will receive a unique transaction number.

Admin: Download completed transaction data from the bank and update the online application system to allow the candidates to start their application forms.

- g) **Applicant:** Can begin online application after validating the transaction number and fill their online application form in multiple steps.
- h) **System:** On submission of step 1, an account shall be created for the candidate, which he can access at different times up to the final date to update his information. The applicant will receive an automatic email/SMS to confirm his application number, username & password.
- i) **System:** Receive online applications directly into the applicant database, no need of re-entry.

5. IDENTITY CARD PRINTING:

- a) **Applicant** will verify the Identity Card Data just after confirmation Message of Fee deposit.
- b) **Within one week** after admission, applicant will receive the Identity Card from the place decided by the client.
- c) **Applicant** will receive the Plastic Identity card with holder and client name printed lanyards.