



# DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,

India, PIN – 713 331

---

## BEST PRACTICE IV

1. **Title of the Practice:** Online Admission Procedure
2. **Objectives of the Practice:** Hassel free and transparent admission process.
3. **The Context:** Earlier students used to take admission offline through collection and submission of hard copy of the admission form. The college authority also had to take trouble in subsequent manual process of admission and preservation of the from.
4. **The Practice:** To avoid the cumbersome process of admission, the college authority has entirely shifted to online admission system where students can apply online from anywhere without visiting the college office and also take admission by paying online after the publication of merit list and also after due e verification of documents.
5. **Evidence of Success:** The mechanism has reduced the hassle of queuing in line for admission to a great extent. Digitization and preservation of office records has also become easy and efficient as the entire demographic as well as academic credentials are auto fetched from the admission software and preserved.
6. **Problems Encountered and Resources Required:** Shifting from a manual process to digital process wasn't easy. The authority encountered problem in redesigning the entire admission process to facilitate the online admission system. Necessary training of the office staffs, provision of ICT equipment with proper internet mechanism was a hurdle that the college has to pass through. It also requires a financial requirement of Rs. 50,000/- (approx.) every year. However, the process has helped in reducing the cost in many other areas.
7. **Notes (Optional)**