

# DESHABANDHU MAHAVIDYALAYA

P.O- CHITTARANJAN, DIST:- PASCHIM BARDHAMAN  
WEST BENGAL, PIN:- 713331

## INVITING QUOTATION FOR ONLINE UG ADMISSION PROCESS DURING THE SESSION 2018-19

### **Job description:**

#### **Pre Admission Phase**

- i. Defining admission criteria
- ii. Subject combination in various courses according to the requirement of the college
- iii. Student Registration as per admission criteria along with necessary document upload like images/signature/mark sheet/ cast certificate/ ID Proof
- iv. Payment integration bank/ gate way/ multiple
- v. Registration payment reconciliation
- vi. Publishing of valid applicant list
- vii. Preparing the fields of admission form

#### **Mid Admission Phase**

- i. Provisional merit list generation
- ii. Category wise final merit list
- iii. EMAIL/ SMS/ Web site publishing of merit list for counselling/ admission based on sit capacity
- iv. Direct admission
- v. Admission Challan generation
- vi. Admission payment against admission challan
- vii. Admission payment reconciliation
- viii. Document verification of applicant

#### **Post Admission Phase**

- i. Student ID and Roll No. Generation
- ii. Student ID Card
- iii. Student Attendance register
- iv. Admission fees breakup
- v. University registration process along with document upload ( as specified by KNU)

#### **Features**

- i. Hos. & General subject declaration
- ii. Course & Course wise admission criteria i.e. 10+2 subject grouping and marks setting for admission
- iii. Define combination wise amount require for admission
- iv. Admission Form Fill Up ( Personal Profile & 10+2 Academic Records) & Course Applied
- v. Student Photo+ Signature Upload+ 10+2 mark sheet upload + Category Certificate Upload
- vi. Apply multiple courses
- vii. System can guide a candidate in what different courses a candidate is meeting the admission criteria based on candidates 10+2 subjects and marks

- viii. Printout of application and challan on successful submission
- ix. Duplicate printout of application and challan on successful submission
- x. Challan creation ( 1 copy student + 1 copy college + 1 copy Bank).
- xi. SMS intimation on payment received
- xii. Verify records against 10+2 mark sheet uploaded
- xiii. Application approve/ Decline option/ Modify any application
- xiv. Generate merit list for internal checking
- xv. Course wise complete Merit List Generation
- xvi. Course wise Counselling list generation as First/ Second/ Third....n list for admission
- xvii. Set course and category wise seat availability and filled up
- xviii. Data viewing facility for the government as demanded in the government order
- xix. Admission Payment integration

## **Reports**

- i. Total Number of form submitted course wise
- ii. Form against which payment is collected course wise
- iii. Browse/ Print any application
- iv. Merit Challan submitted course wise
- v. Merit Challan Cancel/ Block list
- vi. Any other customized reports needed and which we in the process develop.
- vii. Caste and Category wise student database to be provided at the end of admission process.

Interested parties may submit quotation by post or by mail within 12.05.2018 upto 5 PM addressed to the Teacher in-charge, Deshabandhu Mahavidyalaya, P.O- Chittaranjan, Dist:- Paschim Bardhaman, Pin:- 713331, West Bengal or dbmprincipal@rediffmail.com and biplobchowdhury@rediffmail.com

