

The online admission software and service should meet the following criteria:

- Online Admission form generation and submission
- Automated Merit List preparation and Publication
- Provision of several phases of admission process
- Backup and Access of the College for all relevant Online Documents

Online Admission form generation and submission

1. The online admission form should contain the details like name, date of birth etc. (to be specified later).
2. Total Number of programmes available in the college is 20 (UG) and 2 (PG).
3. A student can apply only in one programme (Honours or General) through one form. Separate forms should be submitted for candidates willing to apply for different programmes. The online form submission should be disallowed after a particular date, as confirmed by the college.
4. The student has to check the manual criteria before online submission. No criteria need to be checked during form submission.
5. A student should be able to take print out of his form (bearing date & time of the submission) and the prescribed challan for any number of times. The autogenerated form no. and the date of birth (Passcode) has to be keyed in to print out the form.
6. The student will carry the challan to the bank for depositing the requisite fees. Once the fees are deposited, the student should be able to key in the challan details (Bank, Branch, Date, Challan No.) through the system. The confirmation message of the key submission should be sent to the applicant through email/sms and the message should also be saved in his/her account in the system
7. The process should be simple and self explanatory as far as possible. A help manual bearing clear instruction should be available in the Webpage.

Automated Merit List preparation and publication

1. Before preparing merit list there should be screening to eliminate the forms without valid deposit of requisite fees.
2. Only the forms which fulfill the minimum criteria set by the College and University will be considered for merit list.
3. The merit lists are to be prepared based on the criteria (Index Marks) specified by the college, which will be informed later. The merit list has to be published on the particular date and time, as announced by the college. The college should be shown a draft merit list before the actual publication.
4. There should be different merit lists for different categories (Gen, SC, ST, OBC A, OBC B, PH, Home University, Other Universities etc). Originals of all claimed credentials are to be checked during admission.

Provision of several phases of admission process

1. The college will take admission for UG & PG courses during different time slots which may be overlapping too.
2. The college may like to go for the 2nd or 3rd phases of the admission in both UG & PG and the entire process of form submission, merit list have to be supported for all such phases.
3. There should be provision so that names in the merit list not admitted in the previous phase may be brought forward in the later phase.

Backup and Access of the College for All relevant Online Documents

1. The college should have an access to the overview of the submitted form details (form no, selection of course, student name, challan no) in xls/cvs/txt format at any point of time during the admission process.
2. The vendor has to provide a backup of all the data submitted by the students (eligible and non-eligible, enlisted and non-enlisted) at the end of the session in xls/cvs/txt format.