

Best Practice : 1

Title of the practice: Automation of Admission Process through Online Admission Portal.

Objectives of practice:

- a) Transparent process for Admission of students.
- b) Merit Based Admission.
- c) Automatic check for available seats.
- d) Hassle free admission process with Online Support for Students.

Context:

Every year, students in thousands stand in queues for collecting admission / application forms and then again for submitting the admission / application forms. This leads to problems in - managing the applications, handle queries, & distribution of forms, collection of forms and then short-listing the candidates resulting in annoyed parents and students alike. In addition to this, the admission process is not transparent, leading to possibility for widespread malpractice. The goal of '**Online Admission Portal**' is to computerize the admission management system structure, its related operation, and functionality to rectify these weaknesses. Also, the purpose is to provide support to the administration and admission seeking candidates by providing a faster, transparent, and easy way of maintaining records and utilize them for reference and further proceedings. Online Admission Portal is a web portal of admission for computerization of all pre and post admission activities of an Institution.

The practice:

The portal supports various modern technologies such as – [Online Payment Gateway](#), auto SMS, and auto Email for student admission application and confirmation of admission. It is a fully integrated multi-user system with full protection against unauthorized access. It provides secured, accurate, & timely information to users at all levels for better decision making.

Evidence of success:

1. Students have expressed their satisfaction with the system
2. The number of pending complaints from students at the time of admission has gone down to negligible.

3. Merit based admission
4. Timely Admission
5. Online Payment Process
6. Transparent Admission Process

Problems encountered:

1. Lack of awareness
2. 2. All students may not have net connection and access at home

Resources required:

- (a) More Technical Qualified Staff at the College.