

# **SCOPE OF WORK FOR ONLINE ADMISSION SYSTEM**

1. Website and online portal for admission should be prepared well in advance and ready portal should be demonstrated to the Admission Committee of the college before final selection of the service provider. After the selection of the service provider, the selected party must present a trial run to the Admission Committee before the commencement of receiving online applications.
2. An applicant should be able to fill up the form directly without any login. But a user id and password should be provided to applicant before payment of online application fee.
3. Form structure should consist of all the data needed for registration (old form may be used as reference).
4. Students should be able to apply for 2 honours subjects within one form mentioning the preference as 1 and 2.
5. Subject specific constraints for submission of online application for admission are as follows:

An applicant intending to apply for Education Honours should have History as a subject in class 12, for sociology an applicant should have political science or history as a subject in class 12, for statistics an applicant should have mathematics as a subject in class 12, for geography an applicant should have geography as a subject in class 12.
6. An applicant should be able to pay the online application fees both online and offline in bank. In case of offline payment the service provider should update the payment status in admission portal after getting the data from the concerned bank.
7. A rank list (on the basis of merit) of all applicants and Merit list (on the basis of number available seats) should be prepared two days before the date of publication of these lists in the website to the Admission Committee for verification. The duly checked lists referred above are to be published in the admission portal at the scheduled date and time. There may be the need of publication of first, second and third waiting lists as well.
8. Merit point (subject mark + total mark) must be visible while filling up the form.
9. After the counselling the list of selected applicants eligible for admission will be sent to the service provider and the service provider is to provide the facility of admission by generating online challan which should be taken by students to bank for payment.

If applicant selected for admission intends to pay admission fee through online payment system, the arrangement for the same is to made by the service provider.

10. The total data for admitted students in the prescribed format should be sent to college after completion of admission process.
11. Identity card of the students should be prepared and submitted to the college principal within 15 days from last date of admission.
12. Payment will be made to the service provider only after satisfactory completion of all the work as stated above.