

Online Enrollment System Manual

The Online Enrollment System is a comprehensive Django-based platform that digitalizes the entire student admission process, serving both applicants and administrators through an efficient, web-based interface. For students, the system guides applicants through a structured journey—from secure registration with email verification, to completing personal and educational profiles with document uploads, course selection with real-time availability, and integrated payment processing. The interface provides clear application tracking with status updates and automated email notifications at each stage.

For administrators, the platform offers a powerful dashboard with real-time analytics on applications and courses. The system enables efficient course management, including creating programs and managing seat capacity. The review workflow allows staff to evaluate complete applicant profiles, make approval/rejection decisions with a single click, and automatically handle seat allocation and notification emails. Robust reporting tools allow filtered data exports to Excel for institutional analysis.

Built with security and integrity in mind, the system features role-based access, CSRF protection, and atomic transactions to prevent data conflicts. By replacing traditional paper-based methods, the platform significantly reduces administrative workload while improving the applicant experience. It supports the complete enrollment lifecycle—from initial inquiry to final admission—offering a scalable, reliable solution that enhances operational efficiency for educational institutions of all sizes.

STUDENT MANUAL

Account Management

Registration & Activation

Create Account

- Visit registration page
- Fill in required details (username, email, password)
- Submit form
- Check email for verification link

Email Verification

- Click activation link sent to your email
- Account activates automatically
- Proceed to login

Login & Security

- Use credentials to log in
- Change password via "Change Password" feature
- Logout when finished

Application Process

Step 1: Personal Information

- Navigate to "Personal Info"
- Fill all required fields:
- Full name, date of birth, contact details
- Address information
- Upload required documents (photo, citizenship)
- Save and proceed

Step 2: Educational Background

- Access "Educational Info"
- Add academic records for each level:
- SEE, Plus2, Bachelor, Master

- Upload supporting documents:
- Transcripts
- Character certificates
- License documents
- Save each entry

Step 3: Course Selection

- Browse available courses in dashboard
- Filter by degree level (Plus2, Bachelor, Master)
- View course details
- Select desired course
- Step 4: Submit Application
- Review course requirements
- Confirm selection
- Submit application
- Receive application number

Payment Process

Access Payment

- Go to Application List
- Click "Pay Now" for pending applications
- You can use esewa or khalti payment gateway for payment purposes.

Payment Options

- Online payment integration
- Follow payment gateway instructions
- Confirmation
- Payment status updates automatically
- Receive payment confirmation

Application Tracking

- View Applications
- Check "Application List" for status:
- Pending: Under review
- Approved: Accepted into course
- Rejected: Not accepted (with reason)

- Re-submit: Can reapply after rejection

Profile Management

- Update personal information
- Edit educational details
- View submitted documents

ADMIN MANUAL

- Access & Security
- Admin login with privileged credentials
- Access admin dashboard
- Manage all system functions

Course Management

- Add New Course
- Navigate to "Add Course"
- Fill course details:
 - Course name and code
 - Degree level (Plus2/Bachelor/Master)
 - Total seats and duration
 - Description and requirements
 - Background picture for thumbnail.
- Save course

Manage Courses

- View All Courses: Course list with filtering
- Edit Course: Update course details
- Delete Course: Remove inactive courses
- Course Details: View comprehensive information

Application Management

- Review Applications
- Application List
- View all student applications
- Filter by status (pending/approved/rejected)
- Sort by submission date

Application Details

- View complete student profile
- Check educational background
- Review uploaded documents
- Verify payment status
- Application Decisions

Approve Application

- Check seat availability
- Verify document completeness
- Click "Approve"
- System automatically:
 - Updates application status
 - Decreases available seats
 - Sends approval email
 - Generates confirmation

Reject Application

- Click "Reject"
- Provide rejection reason
- System automatically:
 - Updates application status
 - Sends rejection email with reason
 - Maintains seat count

Payment Administration

- View payment records
- Verify payment status
- Monitor transaction history
- Resolve payment issues

Reports & Analytics

Available Reports

- Total Applications Report
- All applications with filters
- Export to Excel functionality
- Approved Applications Report
- Successfully approved applications

Export capability

- Pending Applications Report
- Applications awaiting review

Export functionality

- Rejected Applications Report
- Rejected applications with reasons

Dashboard Overview

Course Statistics:

- Total courses by level
- Seat occupancy rates
- Application Statistics:
 - Total applications
 - Status breakdown (approved/pending/rejected)
- Quick overview metrics

Communication System

Automated email notifications for:

- Application approvals
 - Application rejections
 - System updates
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QUICK START GUIDE

For Students:

- Register → Verify Email → Login
- Complete Personal Info → Educational Info
- Browse Courses → Select Course → Apply
- Make Payment → Track Application

For Admins:

- Login to Admin Dashboard
- Manage Courses (Add/Edit/Delete)
- Review Applications (Approve/Reject)
- Generate Reports → Export Data
- Monitor System Statistics

APPENDICES

Application Status Definitions

- Pending: Application submitted and under review
- Approved: Application accepted and seat allocated
- Rejected: Application not accepted with specified reason
- Re-submit: Previously rejected application resubmitted for review

Document Requirements

- Personal Documents:
 - Recent passport-sized photograph
 - Citizenship certificate copy
 - Birth certificate
- Educational Documents:
 - Transcripts of all completed levels
 - Character certificates
 - Provisional certificates (if applicable)
 - License documents (for professional courses)