

PRE EXAMINATION REQUIREMENTS

Study Centre:

The Software should have the facility to add/edit/delete a Study Centre with the following fields,

- Name & Address with phone no & website
- Centre Code (an optional alphanumeric value)
- Name of the Head of the Institute
- Phone no & email of the Head of the Institute
- Name of the Coordinator
- Phone no & email of the Coordinator

To grant the permission of a study centre an Administrative approval is required.

Examination Centre:

A Study Centre can be assigned as an Examination Centre with an Administrative approval

Examination Venue:

An Examination Venue can be assigned to a Study Centre/non Study Centre institutions with proper Administrative approvals.

The system should have the facility of assigning or changing a particular student/ a set of students/ students of Study Centre to an Examination centre/venue using multi-selectable graphical interface.

Course:

The system should have the facility to add/edit/delete a Course. A course should have some additional information, as follows,

- Mode (like semester/annual)
- Number of Terms (semesters/years)
- Number of maximum available academic year
- Number of papers
- Total marks
- Pass marks (per paper)
- Total Credit Points

- Etc

Roll No issue:

At IDOL premises: An authenticated user with proper role can generate Roll No in the admission open period with permanent approval.

At Study Centre: An authenticated user with proper role can generate Roll No with provisional approval. The permanent approval will be effected only after the proper Administrative approval at IDOL.

For Study Centres login, the user name and an OTP (One Time Password, send through SMS) may be good idea.

In the process of Roll No issue the following items can be taken as input,

- Name of the applicant
- Course
- Session [can be fixed at the start of the session]
- Form No
- Mobile No
- Category
- Sex
- Date of Birth
- Nationality
- GU Registration No
- State of Domicile
- Examination Centre

*The **Study Centre** information can be obtained from the user login information.*

An admin (at IDOL only) user can issue Roll Nos for other Study Centres also.

Roll No Editing:

With proper Administrative approval a Roll No can be edited at IDOL only. The following fields can be marked as editable,

- Name
- Course
- Form No
- Mobile No

Data Entry:

The additional information like **Parent's Name with Correspondence Address** and **applicant's photo against a Roll No** need to be populated later with proper UI.

- An authenticated user at IDOL can populate these information for any student.
- An authenticated user at any study centre populate these information for the students of that Study Centre only.

Fees:

The System should have the facility of
Adding a new fees type
Edit a fees type
Deleting a fee type

Types of Fees will be provided in a separate sheet.

Fees Payment

Admission Fees can be paid using the Software generated PAY-IN-SLIP/Demand Draft/Bank Transfer/RTGS/NEFT (Only from Study Centre)/Cheque (Only from Study Centre).

Payment in PAY-IN-SLIP:

Each PAY-IN-SLIP will carry a unique voucher no., with all relevant information about the applicant and type of fees. After completion of the payment and production of the paid voucher at IDOL, the fee payment may be approved with a **single click**.

Fees Entry (for payment through other than PAY-IN-SLIP):

Fees payment interface should have the following entries,

- Roll No (For a correct Roll No entry the system should enable other fields for the additional entries.)
- Type of Fees
- Payment Date
- Mode of Payment
- Draft No (for payment through Draft only)

- Draft Date (for payment through Draft only)
- Issuing Bank (for payment through Draft only)
- Issuing Branch (for payment through Draft only)

At IDOL:

Should have the facility of individual/bulk fees entry (with some filters like admission date, study centre etc) with **permanent approval**.

At Study Centre: Should have the facility of individual/bulk fees entry (with some filters like admission date etc) with.

Approval of Fees Payment: An authenticated user at IDOL with proper access role will approve fees individual Roll No/ for all Roll Nos of a Study Centre/for all fees paid Roll Nos in a particular date in a **single click**.

Self PAY-IN-SLIP generation:

The system need to provide a facility of generating PAY-IN-SLIP by students themselves for the post admission payments by entering Roll No and Fees Types.

The system needs to impose a checking for restricting multiple (same) fees payments except the examination fees

Self Enrolment:

Once the candidate successfully fills the enrolment form, one receipt along will all data and one reference no (*not enrolment no*) should be generated for printing purpose. The candidates need to ask for sending the receipt, two copies of passport size photos, the all the *attested* relevant documents and the Demand Draft (*or any other payment receipt*) to the IDOL, Gauhati University. Only after receipt of the above mentioned documents one authorize person in IDOL will assign a **Roll No** to the candidate.

Approval of Self Enrolment:

There should have some UI for the approval with Roll No along with relevant fees entry for the valid self registration.

Enquiry of the Enrolment Status:

There should have some UI for guest user for viewing online admission status using reference no

Different Interfaces:

1. Roll No issue at IDOL
2. Roll No issue at Study Centres
3. Self Registration (as guest user)
4. Fees Receipt Generation [for student at IDOL only] (for admission PAY-IN-SLIP)
5. Fees Receipt Generation [for student at IDOL only] (for other than admission PAY-IN-SLIP) ***
6. Fees Receipt Generation [for other than student at IDOL only]
7. Self Fee Receipt Generation
8. Custom Data Entry with photo upload at IDOL [with permission for all enrolled students]
9. Custom Data Entry with photo upload at Study Centres [with permission for the respective Study Centre Students]
10. Fees Entry at IDOL [with permission for all enrolled students]
11. Fees Entry at Study Centres [with permission for the respective Study Centre Students]
12. Fees Approval at IDOL
13.

Different required reports

1. By Session (no of Students)
2. By Course/Session (no of students/list)
3. By Examination Centres/ Session (no of students/list)
4. By Examination Venue/ Session (no of students/list)
5. By Study Centres /Session (no of students/list)
6. By Category/ Session (no of students/list)
7. By Category / Session with Gender breakup (no of students/list)
8. Fees Paid report (Daily/ periodically)
9. Daily Admission Report (Approved/unapproved)
10.

Different Search options:

- By Student's First Name/Middle Name/ Last Name
- By Student's Guardian Name
- By Application Form No
- By Fee Payment Voucher No.
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