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| Create a link, like the existing EMS console, with the below-listed modifications: | |
| 1. | Add an option named ‘Event Alert’ under Menu Head & remove the existing.  Clicking on Event Alert option, the below window will open-   |  |  | | --- | --- | | Alert Type | The below will appear as dropdowns –   * Merit List * Fee Reminder * Class Commencement * Document Pending * App fee alert | |
| 2. | Selecting the Merit list / Fee Reminder / Class commencement option, the below screen will appear:   |  |  | | --- | --- | | Event Alert Name | TextBox (to allow alphanumeric data type) | | Chose File | Upload Student List | | Send  Preview | |   Please Note:   1. The detail of excel template & the Whatsapp Template (as per the Event Alert Name) is given below. 2. Clicking on the Preview button will display the WhatsApp template available for the Merit List / Fees Reminder / Class Commencement option. 3. The Preview screen will have an option of ‘Back’ button to go back to the Event Alert creation screen. |
| 3. | Clicking on the ‘Send’ button will fire the WhatsApp message.  Please Note:  A report comprising the failure WhatsApp numbers, same as the existing EMS, must be downloaded. |

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| **Sr. No** | **Alert type** | **Fields in excel** | **Template** |
| 1 | Merit List | 1} Student Name  2} Application No.  3} Course  4} Session  5} Last date of payment  WhatsApp No. | **Template: Merit List**  Dear {{1}}  We are pleased to inform you that you have been selected in the merit list for the following course/session:  Application No: {{2}}  Course: {{3}}  Session: {{4}}  Last date to pay your fee: {{5}}  Please click the link below for the process to follow after being merit-listed. It's important to carefully read and complete the required steps within the specified deadline of the respective Merit List.  To check the Merit list and other details, visit: <https://thebges.edu.in/admissions/>  Best Regards, |
| 2 | Fee Reminder | 1} Student Name  2} Due as on  3} Application No.  4} Course  5} Session  6} Last date of payment  WhatsApp No. | **Template: Admission Fees Payment Pending**  Urgent Reminder!!!  Dear {{1}}  Your Admission Fees Payment for the below given course/session is due as on {{2}}. Choose from either online mode or cash at any branch of Federal Bank to pay immediately and avoid last minute rush.  Application No.: {{3}}  Course: {{4}}  Session: {{5}}  Last date to pay your fee: {{6}}  To check the Merit list and other details to follow after being merit listed, visit: <https://thebges.edu.in/admissions/>  Best Regards, |
| 3 | Class Commencement | 1} Student Name  2} Date of commencement  3} UID  4} Section  5} Class Roll No.  6} Room No. & 7} Floor No.  WhatsApp No. | **Class Commencement Alert – Semester I (2025-26)**  Dear {{1}}  Your classes are commencing from {{2}}. Please find your details below:  UID: {{3}}  Section: {{4}}  Class Roll No.: {{5}}  Room No.: {{6}}  Floor No.: {{7}}  Kindly report to your allotted room on the first day of class. Carry your College ID Card for verification purpose.  Best Regards, |
| 4 | Document Pending | 1} Student Name  2} Application No.  3} Course  4} Session  5} Last date to complete the process  WhatsApp No. | **Reminder: Completion of Pending Process**  Urgent Reminder!!!  Dear {{1}},  As per our records you have not yet completed the **Add on Information** step followed by the **Document Upload**. Please complete the necessary procedure within the stipulated time to ensure timely processing of your admission.  Application No.: {{2}}  Course: {{3}}  Session: {{4}}  Last date to complete the procedure: {{5}}  Incase of any Queries regarding the same you may fill the Google form provided below  [Admission Query Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdSXrXaSi_T9CFSe2knseepMDZZw7lZCOouvGDs_r0QMKlYXw/viewform)  Best Regards, |
| 5 | App fee alert | 1} Student Name  2} Due as on  3} Application No.  4} Course  5} Session  WhatsApp No. | **Template: Application Fees Payment Pending**  Urgent Reminder!!!  Dear {{1}}  Our records show that your application fee is still pending as of **{{2}}**. To ensure your application is considered for the upcoming merit list, kindly pay the fee and complete all five steps of the application process.  Application No.: {{3}}  Course: {{4}}  Session: {{5}}  To check the Merit list and other details to follow after being merit listed, visit: <https://thebges.edu.in/admissions/>  Best Regards, |
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