

Role of Information and Communication Technology in Admission Process

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Abstract

Development in technology has also resulted in usage patterns towards different areas. Here the implementation process in Online Admission System. Internet is used in the educational institutions. Systems are connected to internet, which are used to store the details of educational institutions. It is a web portal of admissions for computerization of all pre and post admission activities of an institution. The system is an internet-based application which can be accessed from anytime and anywhere basis. Number of students are looking for online admissions, students are opting for admissions in various educational institutions with less time & effort. To facilitate the needs of student admissions, online admission system has been introduced. It is fully integrated multiuser system with full protection against unauthorized access. E-admissions process is to computerize the records of students without ambiguity and replication. It provides secured, accurate and timely information to users at all levels for better decision making. The gateway supports several modern technologies such as online payment gateway, auto SMS, auto e-mail for student application approval process. This process developed with the help of current Technology to reduce the manual, paper work for admissions and administration. The main features of this process are inquiry follow ups, application form filling and

submission, secured payment gateway, web options selection, Online Admission Confirmation etc. It can also enhance the ability to attract right students for the respective courses, admission process has various steps and timeliness. If executed properly it can result in huge savings of administration cost as well as bring in transparency, increasing the efficiency of the institutions.

Keywords: Internet of Things, Admission System, Security, Web Portal, Network.

I. Introduction:

Student admission process is getting increasingly complex with attentive learners applying from different geographical locations, applying for a different combination of subjects, applying using discounts and scholarships etc. Students are main to every educational institute and the student admission process is one of the most essential times of the year for educational institutes. In this process it becomes difficult to handle such a large volume of student's admission in the traditional methods.

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There is an increasing need of using technology and adopting online admission system. Offline admission system can include lot of activities including preparation of application form, printing of forms, challans, circulation of forms to students, payment collection, shortlisting of candidates. Such process may result in delays, manual errors and cost associated with it is high compared to automated process.

To facilitate the needs of student admissions, online admission system has been introduced. It is fully integrated multiuser system with full protection against unauthorized access. E-admissions process is to computerize the records of students without ambiguity and replication. It provides secured, accurate and timely information to users at all levels for better decision making. Simply online admission system is an effective process, it is a systematic and manages all admission-related activities such as online registration, merit list generation, fees collection and student information management to ensure successful student enrolment.

The main aim of the Online Admission System is to computerize the admission system structure, its related operation and functionality to rectify these weaknesses. This electronic admission system gives support to the administration team and admission seeking candidates by providing a faster, clear and easy way of maintaining records and utilize them for reference and further information.

II. Process of Online Admission System:

Development in Technology has impacted and integrated into every aspect of our lives

including the education sector. As we move into the institutes ensure that students and prospective learners receive information about the course and admission online. Today most students and parents simply using the internet for course information and prefer to apply for the courses they are interested in online.

Today, an increasing number of educational institutes have begun to rely on web technology for admissions. This online admission system is well-defined as a network enabled software created to manage the entire admission related operations of an institution.

Electronic Admission System is an important platform that connects all the various departments of an educational institution from admission and administration, marketing, accounts, students and many more modules.

The main use of online admission system ensures that existing traditional paper-based complex admission system is transformed into an applicant friendly, efficient, time saving accurate and transparent system at reasonable cost with greater speed and wider accessibility.

To automate and to make ease out of it to end users, it is really effective to make admission and selection processes online. Offline Admission process is time consuming and difficult process.

This electronic admission system is a method of filling a institute admission form, request management process, and making online fee payment to submit the form successfully. Educational Institutes having a directory to get an summary of applicants the status of the

applications and to check and reply on raised enquiries. This system also provides a home page for students to know about the institute, program fee structure, eligibility principles, closing date of the form etc.

Before admission, the main activities are receiving & checking thousands of student's applications to verifying the document & short listing the final candidates.

After taking the admission, the main activities are saving a detailed record of student's personal details, previous education information, birth certificates, fees details, course allotment, college attendance etc.

i. Registration Process: The first step of an online admission system is to share the admission registration URL on the educational institution website or other social media platform. The URL should be easily accessible to the students and should give the applicants the opportunity to read the guidelines related to admission, download the admission form or send the details in a simple format and then easily submit or upload the application form. This process should be easily for the students without any complications or complex procedures. For smooth flow of online admission procedure, students need to start the registration by login the online admission portal and select the program for which they want to apply. The next step is to fill the required information like name, educational qualifications etc. and upload the necessary documents to authenticate the documents.

Applicant online admission starts with the option 'Apply Now'. Applicant collects all required information and document, check all

the check boxes and proceed for next step. Enter the required details and confirm the details. It generates applicant number. The necessary information will be sent on registered e-mail address.

As entering specified URL, it opens the screen with instructions to applicant & notes. Student can download Application form format by clicking on 'click here to download' to know the required information. In this online admission system various options are available such as various programs offered-displays various programs offered by the institution, admission information -displays admission information details, contact us-displays the contact details.

ii. Review Process:

Enquiry administration feature allows administration team to access the registrations, review them and allow the students to various courses. Candidates whose registration get accepted, the administration can easily allot the batch and fees to the applicant with simple steps.

Institutions also have a major advantage when it comes to online admission process, no need to spend much time to view all the records, as there is a quick and efficient system for filtering out candidates and processing of applications possible through the review process.

iii. Document Submission:

For the applicants, the online admission system make it very easy to look at the list of documents needed for the admission process and upload the same. This feature saves the

student's valuable time. The student can simply upload the necessary documents.

iv. Registration Fess submission:

This online system automatically calculates the registration fees and gives students the option for making an online payment at the end of the registration process. Payment of registration fees also done with simple steps. There are different online payment or electronic payment methods available such as net banking, credit card, debit card etc.

v. Batch Allotment:

Once the fees have been paid and the application has been approved by the particular institution administration team, the system allows a course and batch for the students. After completion of receiving online admission forms process, further processes includes various activities such as merit list generation, branch counselling, provisional admission and admission confirmation.

vi. Subject Assignment:

Electronic or online admission system also allocates subjects to the students based on their interests and their marks. Students can easily select specific course through this process and if they are not interested, they can easily update the course details.

vii. Enquiry Module:

The time of new admissions for any educational institution, especially with all that paper work can be complex. But, can the online admission module make the process simpler and smarter by allowing for an enquiry module that makes it easy for new applicants to get the information they are

checking for at the click of a button. It is very easy & convenient way to get the required information through enquiry module.

III. Features of Online Admission System

i. Before login to the admission process, home page gives details about available programs, fee structure, eligibility criteria, important dates, frequently asked questions etc.

ii. After login also, the applicant has access to check all the details about the admission process.

iii. The applicant can check the status of its application after login by referring to dashboard where she/he gets details of what information has been filled and how much information is to be filled for final submission.

iv. Applicants can login number of times and can check their status.

v. This process provides number of online payment methods such as net banking, debit card, credit card etc.

vi. Applicants can see the college form at any moment to get an overview of completed information.

vii. Applicants can easily communicate with institutes to get an answer to any query in an effective manner.

viii. This system is a fully integrated multi user system with full protection against unauthorized access.

ix. This online system supports advanced technologies such as auto SMS, auto e-mail for student admission application and confirmation admission.

x. This process does not require, printing and storing forms.

IV. Benefits of Online Admission System

i. Reduces the time of processing- No time limits, institutes admission process time is reduced.

ii. Increased Availability- It allows candidates to fill application form at their convenient way.

iii. No Geographical Boundary- Applicants can fill online application form anywhere or at any place.

iv. No Lengthy Queues- Applicants don't need to stand in long queues to get their queries answered, to get application form, and submit the same.

v. Reduced Paper work- Institutes no longer require printing and storing forms, then collecting and filling of form which results in not only cost saving but also man power saving.

vi. Reduced data Redundancy-Only eligible candidates can apply, the candidate data is to be entered only once.

vii. Accurate and Reliable- The process is very correct and reliable due to limited human participation.

viii. User friendly- The entire process is very dynamic and users can easily interact.

ix. Flexibility- Applicants can easily access.

x. Easy to update- Applicants can easily edit the data.

V. Conclusion:

Online Admission System supports the administration team and the applicants with the support needed by making the admission process faster, easier and convenient way . This system integrates technology with the administrative or education process and is beneficial for both the institution and the students. This system turns as a new success factor in addition to traditional sources of advantages.

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