ETHIRAJ COLLEGE FOR WOMEN (Autonomous) Chennai – 600 008

Affiliated to the University of Madras College with Potential for Excellence

Reaccredited with A+ Grade by NAAC



2.1 Student Enrolment and Profile

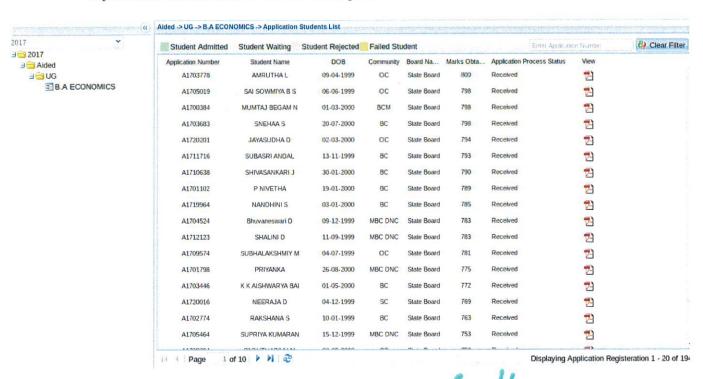
ADMISSION PROCESS USER MANUAL

iboss Education Management System User Manual for HOD for Admission Process

Menu name: Application Form

This screen helps to view the student's information.

- ▲ Select 2017 batch from the left side drop down box and choose the college type, category.
- A Click on the department name in the left side panel
- ▲ User can view complete application information by clicking the view button in Grid.
- A Green Color denotes "Admitted Student".
- ▲ User can fetch the student by searching with the application number directly (last four digits)
- ▲ If the HOD is handling more than one department (like History & Tourism) Handling departments will be listed in left side of the panel

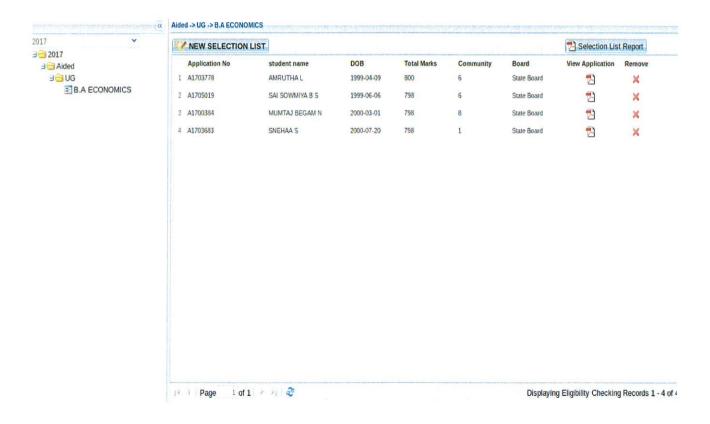


PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008

Menu Name: Selection List

This screen helps to view and select students based on various criteria

- A Select 2017 batch from the left side drop down box and choose the college type, category.
- △ Click on the department name in the left side panel
- A If you have already selected candidates, those list will be appeared in the right side panel.
- To select additional students click on the NEW SELECTION LIST button

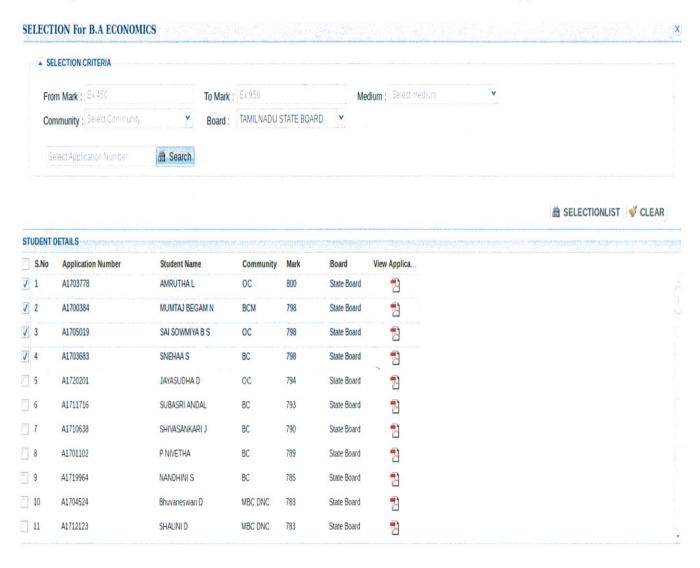


PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008.

A new screen will be pop-up as shown below. This screen helps the user to select the student dynamically with various inputs.

Students can be shortlisted based mark range (out of 800) by providing 'from mark' and 'to Mark', or 'Community' or 'School Board'.

Special recommendation/reservation student can be selected with Student's Application Number itself.



PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAI-600 008.

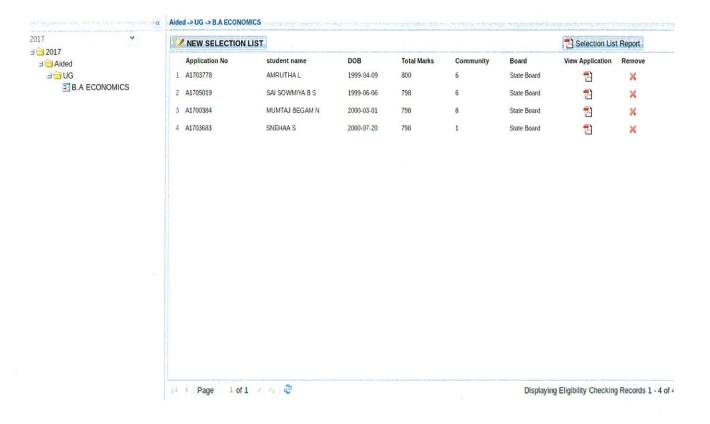
- △ Select the students with board
- ▲ For community reservation you can use community filter
- A On Clicking the "SELECTION LIST" button, student details will be listed in the below Grid in cut off mark descending order.
- ▲ You can also view the subject information by clicking the pdf icon given in final column
- A If students are failed in any one of the subject, they will not be appeared in Selection List.
- ▲ If students having more than one attempt in any subject, they will not be appeared in Selection List.
- A If you want to select a particular student you can click on the check box given before the serial number. Like wise you can choose multiple students by clicking on the check boxes (small box in the left before S.No).
- A Once the students are selected, click the "SUBMIT" button
- On submitting you can view the selected students in the right side panel as shown below

A You can also download the report by clicking "Selection List Report" once you complete the selection processing

S. Musyouria

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAI-600 008.

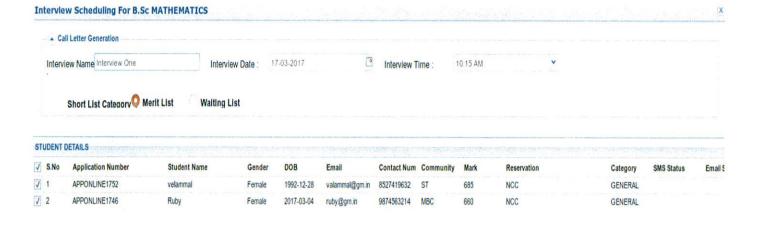


Call Letter Generation:

iBoss EMS Software has given Provision to confirm the selection student list based on Principal's Approval for admission.

- Click on "Call Letter Generation" button to make Final selection list
- Already Selected students for that department will be listed in this screen.
- User can enter the Interview name, Date & Time and then have to select the Merit List or Waiting List
- All students can be selected by selecting the check box before S.No. OR Individual student can be chosen by selecting respective check box.
- △ Once selection is made, click the "SUBMIT" button.

PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008.



SUBMIT V CLEAR X CANCEL

Additional Statistic Informations are shown in the top of the window

- △ User can view the Application received count, Total Shortlist count.
- User can download the Interview Card.
- △ User can send the SMS & Mail for Interview selected students via clicking Send SMS & Send Email.
- △ User can download the Merit SMS Report, Waiting SMS Report.

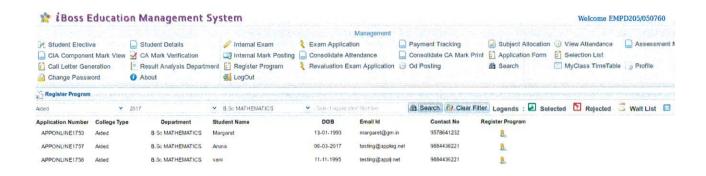
PRINCIPAL ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600 008.



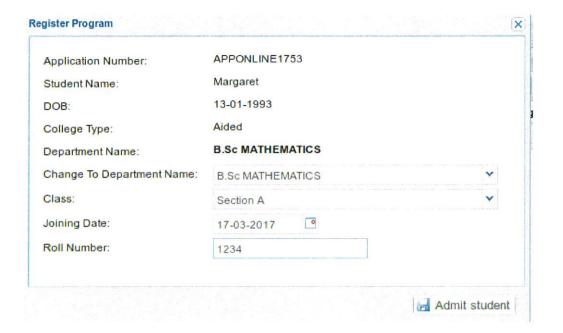
Register Program:

All the selected students will be gone under document verification by Admin/Accounts Team. HOD can know the payment status of the students those cleared the document verification process in this screen.



Once College fee is made, students will be admitted by allocating admission number in "Register Program Screen". This registration process will be completed by Data Entry operators/ Office staff of respective college (Aided/Self support).

PRINCIPAL
ETHIRAJ COLLEGE FOR WOMEN
(AUTONOMOUS)
CHENNAI-600 008.



PRINCIPAL

ETHIRAJ COLLEGE FOR WOMEN

(AUTONOMOUS) CHENNAI-600 008.