

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.
- ✦ Click on the department name in the left side panel
- ✦ User can view complete application information by clicking the view button in Grid.
- ✦ 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

Application Number	Student Name	DOB	Community	Board Na...	Marks Obtained	Application Process Status	View
A1703778	AMRUTHA L	09-04-1999	OC	State Board	800	Received	
A1705019	SAI SOWMIYA B S	06-06-1999	OC	State Board	798	Received	
A1700384	MUMTAJ BEGAM N	01-03-2000	BCM	State Board	798	Received	
A1703683	SNEHAA S	20-07-2000	BC	State Board	798	Received	
A1720201	JAYASUDHA D	02-03-2000	OC	State Board	794	Received	
A1711716	SUBASRI ANDAL	13-11-1999	BC	State Board	793	Received	
A1710638	SHIVASANKARI J	30-01-2000	BC	State Board	790	Received	
A1701102	P NIVETHA	19-01-2000	BC	State Board	789	Received	
A1719964	NANDHINI S	03-01-2000	BC	State Board	785	Received	
A1704524	Bhuvanewari D	09-12-1999	MBC DNC	State Board	783	Received	
A1712123	SHALINI D	11-09-1999	MBC DNC	State Board	783	Received	
A1709574	SUBHALAKSHMIY M	04-07-1999	OC	State Board	781	Received	
A1701798	PRIYANKA	26-08-2000	MBC DNC	State Board	775	Received	
A1703446	K K AISHWARYA BAI	01-05-2000	BC	State Board	772	Received	
A1720016	NEERAJA D	04-12-1999	SC	State Board	769	Received	
A1702774	RAKSHANA S	10-01-1999	BC	State Board	763	Received	
A1705464	SUPRIYA KUMARAN	15-12-1999	MBC DNC	State Board	753	Received	

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Menu Name : Selection List


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

- ▲ 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
- ▲ 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

The screenshot displays a web application interface for viewing a selection list. On the left, there is a navigation tree with '2017' selected, followed by 'Aided', 'UG', and 'B.A ECONOMICS'. The main content area is titled 'NEW SELECTION LIST' and contains a table with the following data:

Application No	student name	DOB	Total Marks	Community	Board	View Application	Remove
1 A1703778	AMRUTHA L	1999-04-09	800	6	State Board		
2 A1705019	SAI SOWMIYA B S	1999-06-06	798	6	State Board		
3 A1700384	MUMTAJ BEGAM N	2000-03-01	798	8	State Board		
4 A1703683	SNEHAA S	2000-07-20	798	1	State Board		

At the bottom of the interface, there is a page indicator 'Page 1 of 1' and a status message 'Displaying Eligibility Checking Records 1 - 4 of 4'.


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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.

SELECTION For B.A ECONOMICS

SELECTION CRITERIA

From Mark : Ex:450 To Mark : Ex:950 Medium : Select medium
Community : Select Community Board : TAMILNADU STATE BOARD
Select Application Number

STUDENT DETAILS

<input type="checkbox"/>	S.No	Application Number	Student Name	Community	Mark	Board	View Applica...
<input checked="" type="checkbox"/>	1	A1703778	AMRUTHA L	OC	800	State Board	
<input checked="" type="checkbox"/>	2	A1700384	MUMTAJ BEGAM N	BCM	798	State Board	
<input checked="" type="checkbox"/>	3	A1705019	SAI SOUMIYA B S	OC	798	State Board	
<input checked="" type="checkbox"/>	4	A1703683	SNEHAA S	BC	798	State Board	
<input type="checkbox"/>	5	A1720201	JAYASUDHA D	OC	794	State Board	
<input type="checkbox"/>	6	A1711716	SUBASRI ANDAL	BC	793	State Board	
<input type="checkbox"/>	7	A1710638	SHIVASANKARI J	BC	790	State Board	
<input type="checkbox"/>	8	A1701102	P NIVETHA	BC	789	State Board	
<input type="checkbox"/>	9	A1719964	NANDHINI S	BC	785	State Board	
<input type="checkbox"/>	10	A1704524	Bhuvanewari D	MBC DNC	783	State Board	
<input type="checkbox"/>	11	A1712123	SHALINI D	MBC DNC	783	State Board	

S. Mageswari

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- ⤴ Select the students with board
- ⤴ For community reservation you can use community filter
- ⤴ 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
- ⤴ 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.
- ⤴ 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) .
- ⤴ 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
- ⤴ You can also download the report by clicking "Selection List Report" once you complete the selection processing



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Aided -> UG -> B.A ECONOMICS

2017

2017

Aided

UG

B.A ECONOMICS

NEW SELECTION LIST

Selection List Report

Application No	student name	DOB	Total Marks	Community	Board	View Application	Remove
1 A1703778	AMRUTHA L	1999-04-09	800	6	State Board		
2 A1705019	SAI SOWMIYA B S	1999-06-06	798	6	State Board		
3 A1700384	MUMTAJ BEGAM N	2000-03-01	798	8	State Board		
4 A1703683	SNEHAA S	2000-07-20	798	1	State Board		

Page 1 of 1

Displaying Eligibility Checking Records 1 - 4 of 4

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.



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Interview Scheduling For B.Sc MATHEMATICS

X

Call Letter Generation

Interview Name: Interview Date: Interview Time:


Short List Category Merit List Waiting List

STUDENT DETAILS

<input checked="" type="checkbox"/>	S.No	Application Number	Student Name	Gender	DOB	Email	Contact Num	Community	Mark	Reservation	Category	SMS Status	Email S
<input checked="" type="checkbox"/>	1	APPONLINE1752	velammal	Female	1992-12-28	valammal@gm.in	8527419632	ST	685	NCC	GENERAL		
<input checked="" type="checkbox"/>	2	APPONLINE1746	Ruby	Female	2017-03-04	ruby@gm.in	9874563214	MBC	660	NCC	GENERAL		

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.


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Aided -> UG -> B.Sc MATHEMATICS

2017

CALL LETTER GENERATION APPLICATION RECEIVED COUNT: 12 TOTAL SHORTLIST COUNT: 6

S.No	Interview Name	Shortlist Count	Category	Interview Date	Interview Time	View/...	Delete	Print	Interview Card	SMS Status	Email
1	InterViewOne	3	Merit list	17-03-2017	9:00 AM					Send SMS - 3 student(s)	Send Email
2	1st list	3	Merit list	28-03-2017	10:00 AM					Send SMS - 3 student(s)	Send Email

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.

iBoss Education Management System

Welcome EMPD205/050760

Management

Student Elective Student Details Internal Exam Exam Application Payment Tracking Subject Allocation View Attendance Assessment
 CIA Component Mark View CA Mark Verification Internal Mark Posting Consolidate Attendance Consolidate CA Mark Print Application Form Selection List
 Call Letter Generation Result Analysis Department Register Program Revaluation Exam Application Od Posting Search MyClass TimeTable Profile
 Change Password About LogOut

Register Program

Aided 2017 B.Sc MATHEMATICS Select Application Number Search Clear Filter Legends: Selected Rejected Wait List

Application Number	College Type	Department	Student Name	DOB	Email Id	Contact No	Register Program
APPONLINE1753	Aided	B.Sc MATHEMATICS	Margaret	13-01-1993	margaret@gm.in	9578641232	
APPONLINE1737	Aided	B.Sc MATHEMATICS	Aruna	06-03-2017	testing@appeg.net	9884436221	
APPONLINE1758	Aided	B.Sc MATHEMATICS	veni	11-11-1995	testing@appeg.net	9884436221	

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).

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Register Program



Application Number:	APPONLINE1753
Student Name:	Margaret
DOB:	13-01-1993
College Type:	Aided
Department Name:	B.Sc MATHEMATICS
Change To Department Name:	B.Sc MATHEMATICS <input type="button" value="v"/>
Class:	Section A <input type="button" value="v"/>
Joining Date:	17-03-2017 <input type="button" value="o"/>
Roll Number:	<input type="text" value="1234"/>

Admit student

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