ADMISSION

INTRODUCTION

- It is a well-planned strategy and tactics to shape the admission plainly stated, management is an organizational concept and a systematic set of activities designed to enable educational institutions to exert more influence over their student enrollments. In Admissions, we have online application form filling and submission, Managing registration and entire admission process of the students for each academic year. On acceptance of admission process, automatic transfer of details of the student/staff to school register and school records without any paper work.

FEATURES

1. Enquiry
2. Take Application
3. New Application
4. Take Admission
5. New Admission

PREREQUISITIES

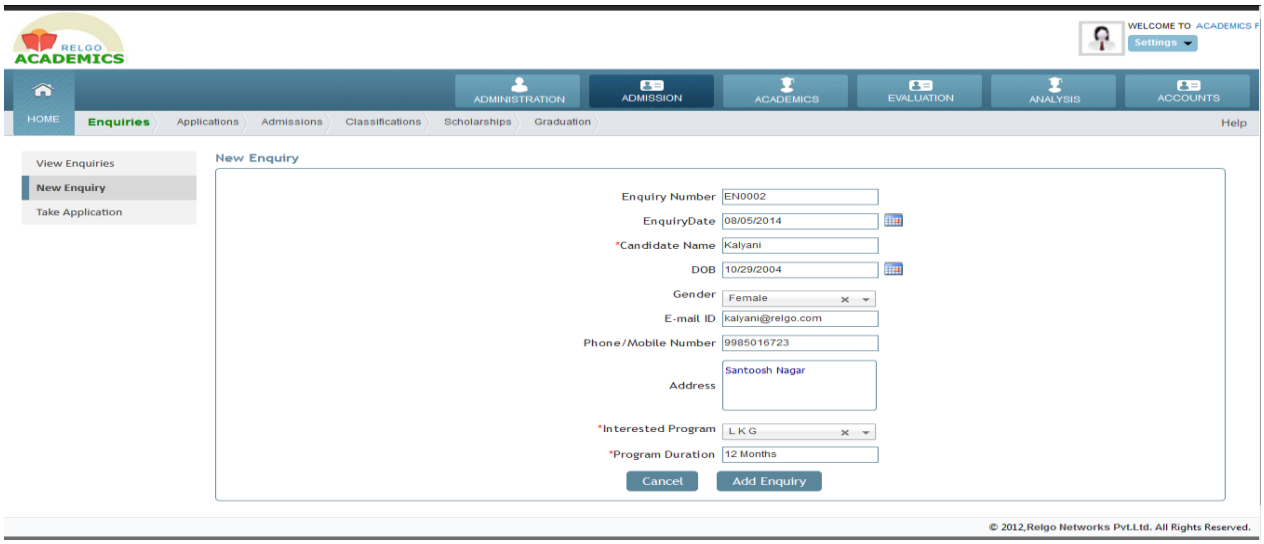
1. Create New Relgo Identity.(http://www.relgo.com)
2. Verify the Identity to generate Identity cast.
3. Register to Relgo Network Center with generated Identity cast.
4. Login to account with credentials (http://www.relgo.com/academics).

PROCEDURE

NEW ENQUIRY

- It is used to ask information
- In New Enquiry form interested candidates will enquiry the details of the courses they need to learn
- In order to add enquiry, go to “New Enquiry” and fill the appropriate fields then click on “Add Enquiry”.

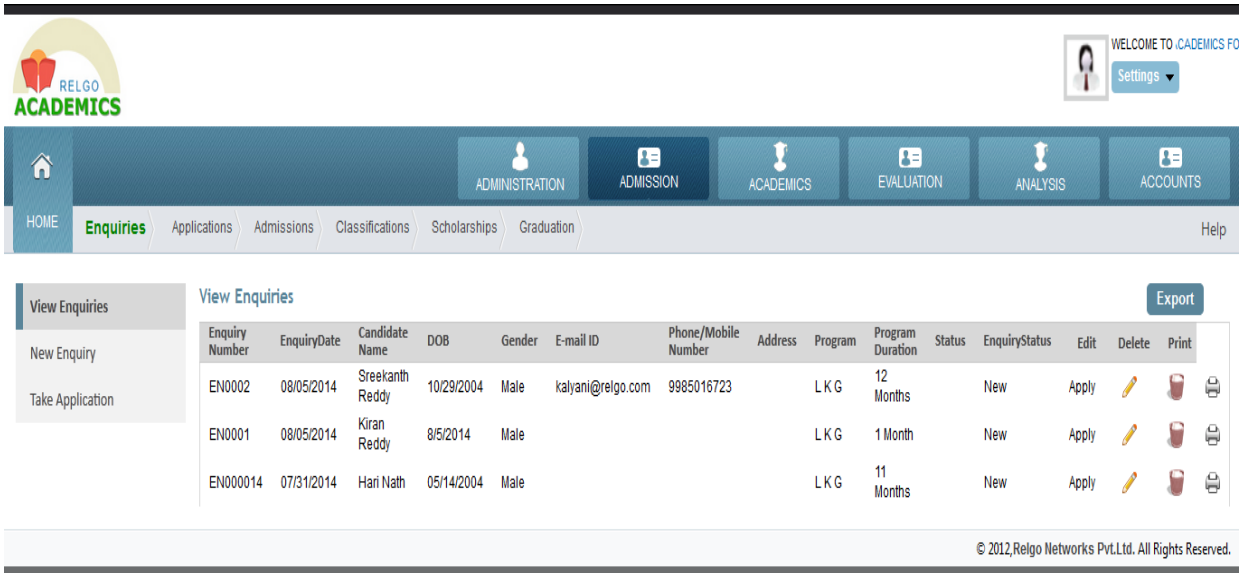
Go to Admission → Enquiries →New Enquiry



VIEW ENQUIRY

- In view enquiry, enquired candidates courses will be displayed.
- In order to view enquiry, go to “View Enquiry” and in this we can delete and edit.

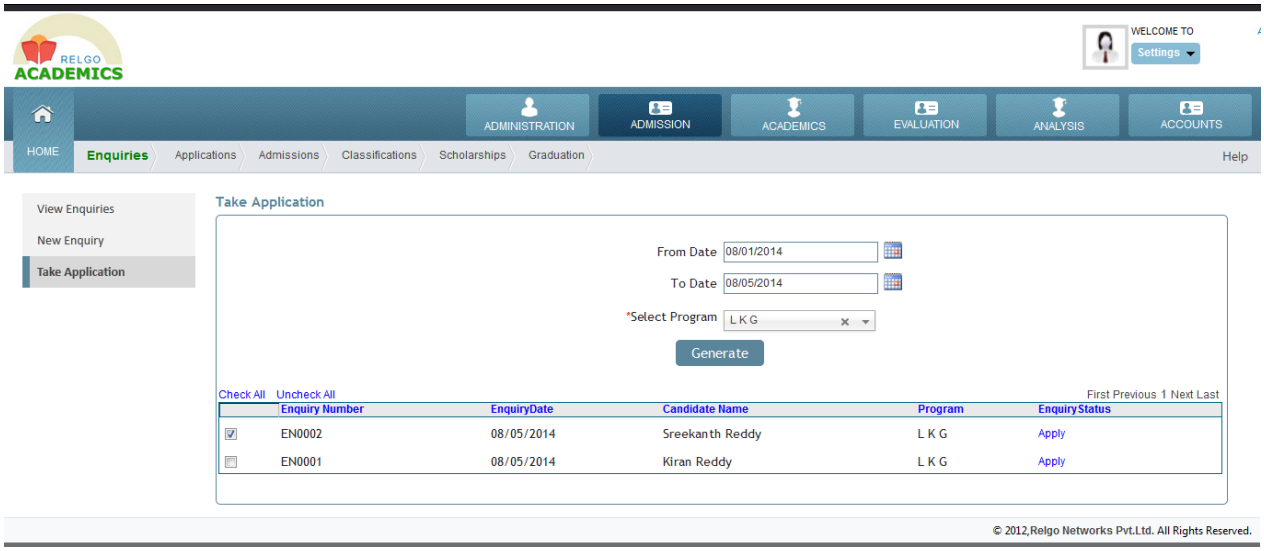
Go to Admission → Enquiries→ View Enquiry



TAKE APPLICATION

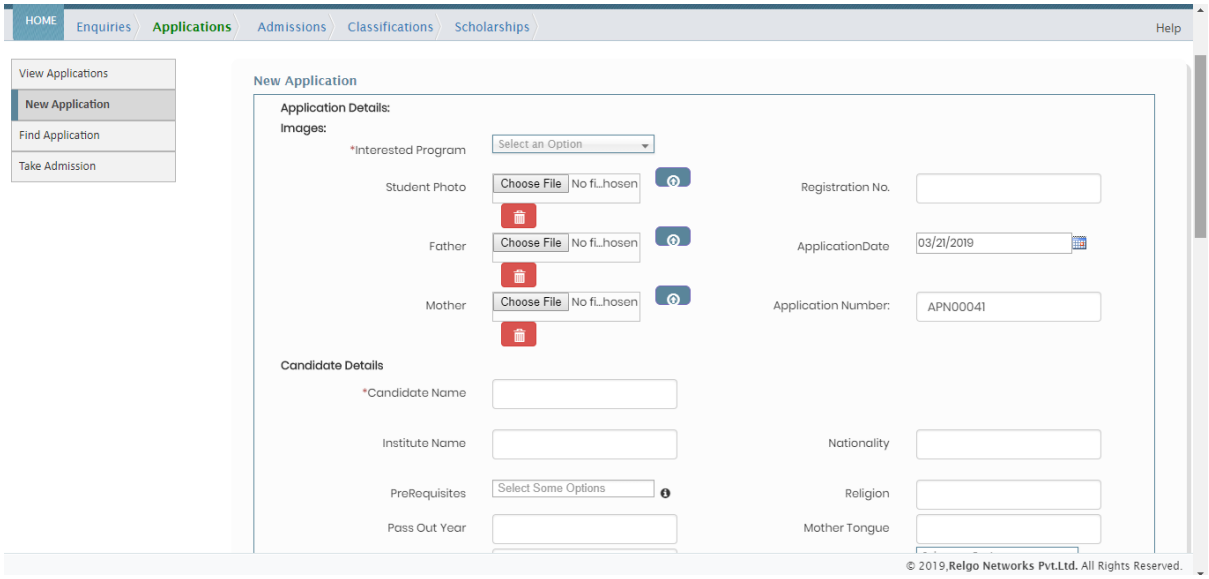
- If Enquired candidates are satisfied with their requirement regarding courses that they have applied then their enquiry request will be approved by the institute person and the candidate can take application to apply.
- In order to take application, go to “Take Application” and select from date, to date and also program.

Go to Admission → Enquiry → Take Application



NEW APPLICATION

- In New Application, candidates can apply for their interested program for that Enter the Details in Application form with Student Information.
  Go to Admission→Applications→New Application



VIEW APPLICATION

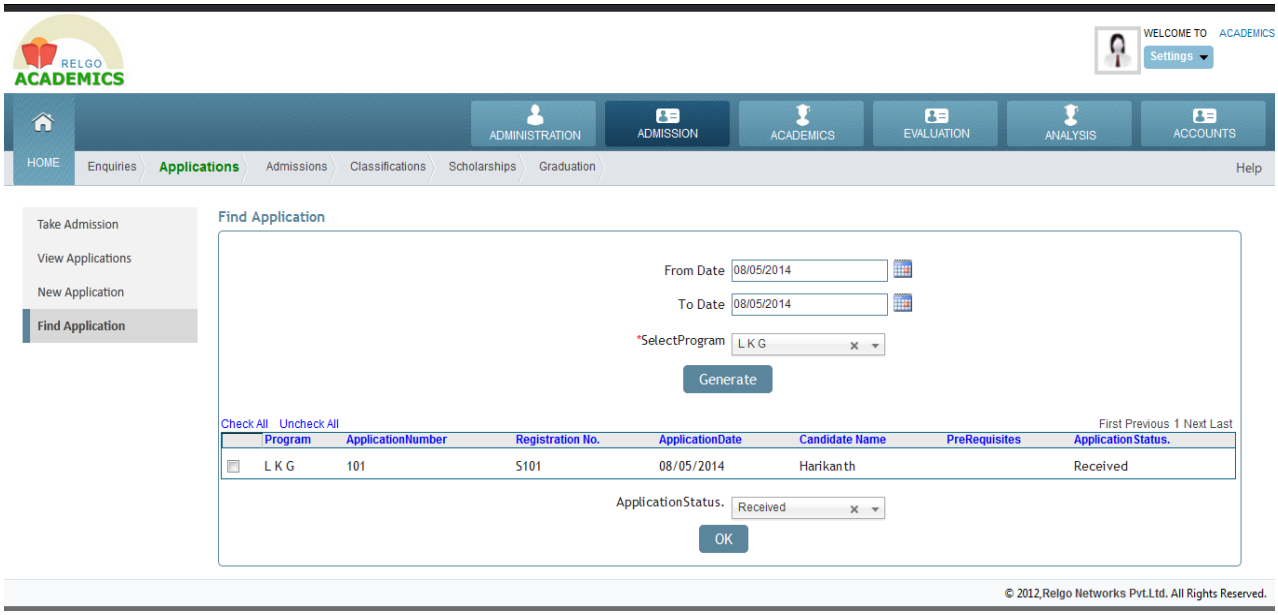
- In View applied candidates list will be displayed and user can use edit or delete option.

  Go to Admission → Application → View Application

FIND APPLICATION

- Here we can find the application status
- In order to find application, go to Find Application and enter from date, to date and select program then click on “Generate”

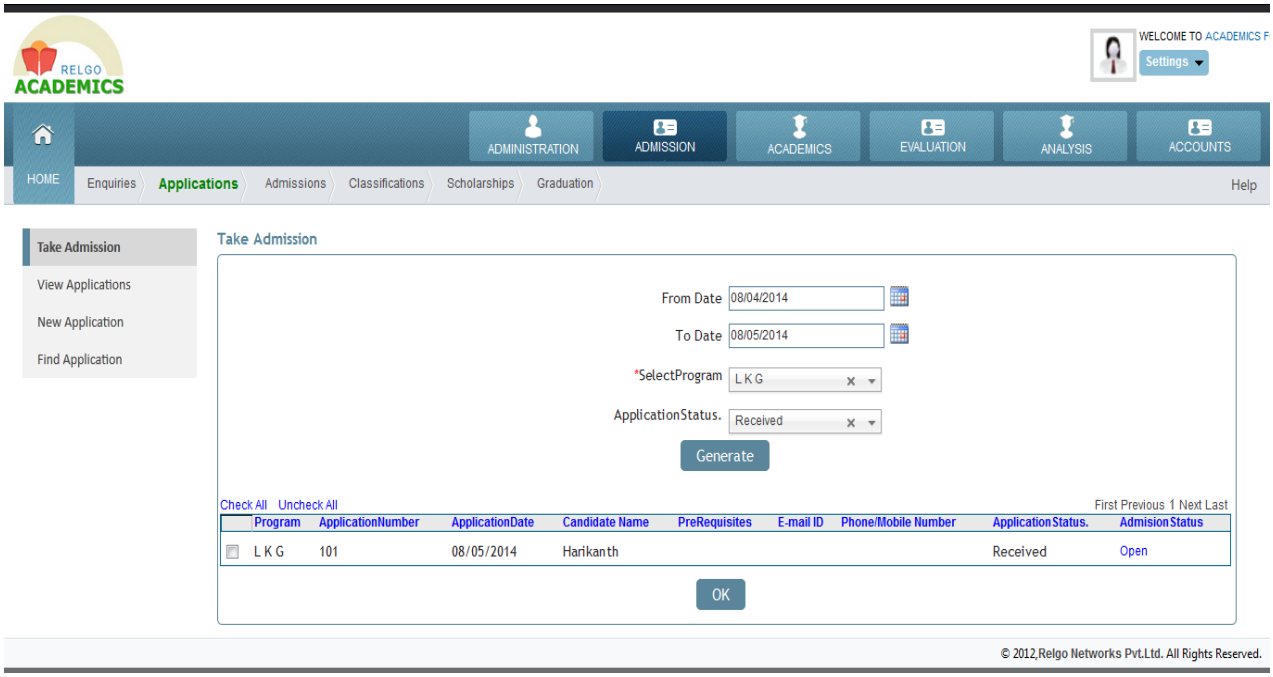
Go to Admission → Application → Find Application



TAKE ADMISSION

- In Admission form, applied candidate's applications will be shown from here institute person will update the status of the application.
- In order to take admission, go to "Take Admission" and set application status as received then click ok "Generate" button

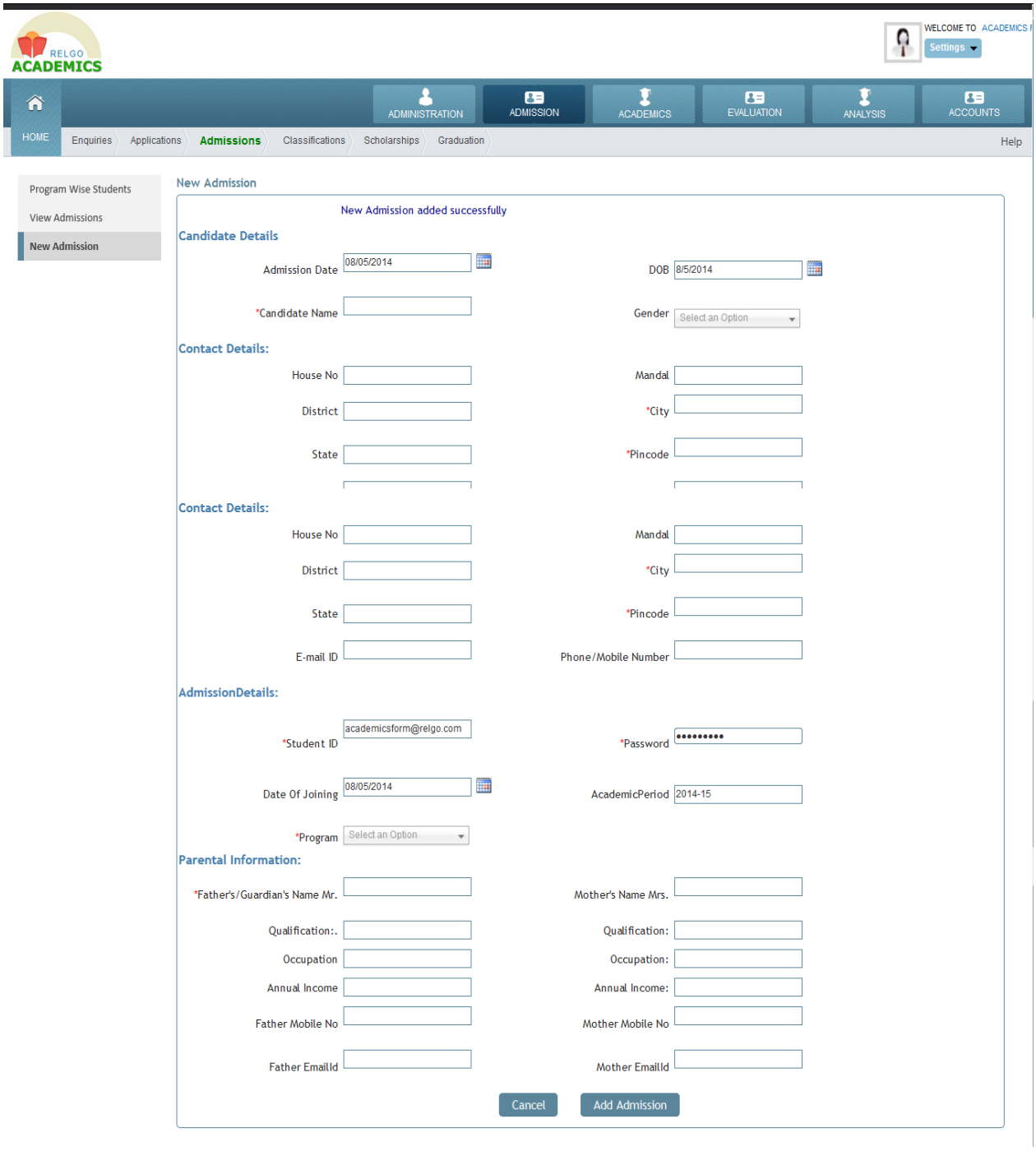
Go to → Admission →Applications → Take Admission



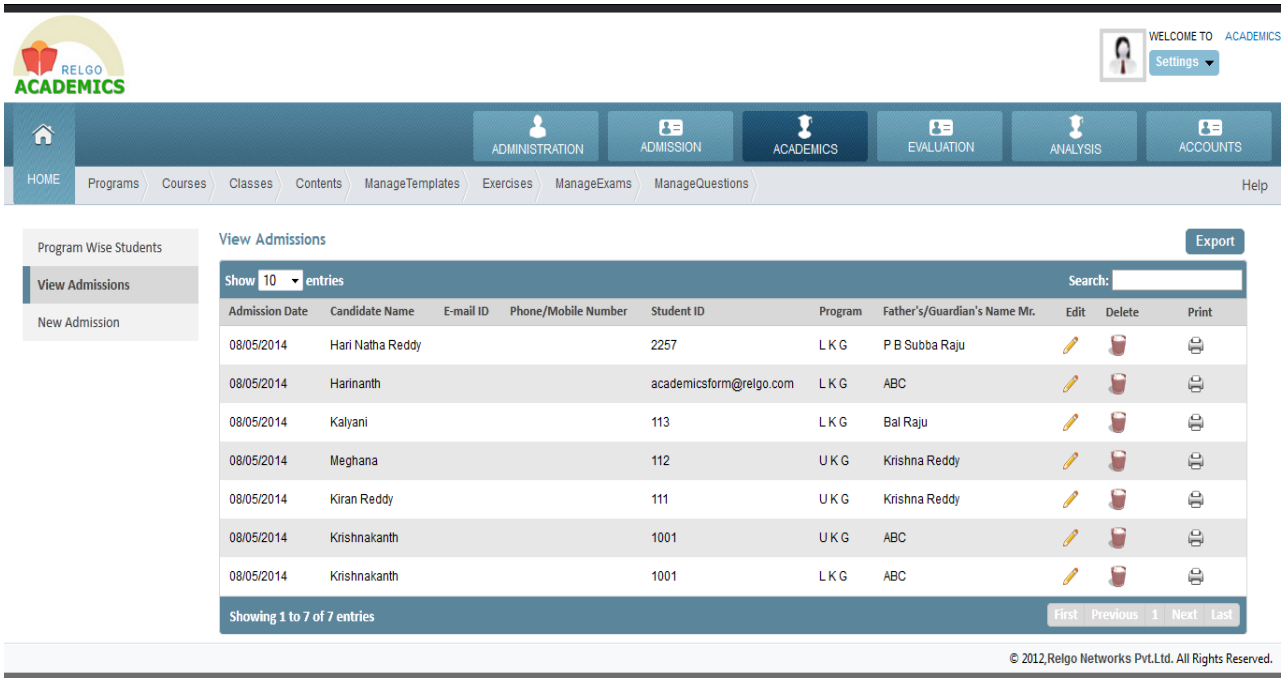
NEW ADMISSION

- Approved candidates will be added in "new admission" by automatically getting details and send the notification to student his/her login details
- In order to take new admission, go to "New Admission" and fill the appropriate fields then click on "Add Admission"

Go to Admission → Admissions → New Admission


RELGO ACADEMICS
WELCOME TO ACADEMICS F
Settings
ADMINISTRATION
ADMISSION
ACADEMICS
EVALUATION
ANALYSIS
ACCOUNTS
HOME
Enquiries
Applications
Admissions
Classifications
Scholarships
Graduation
Help
Program Wise Students
View Admissions
New Admission
New Admission
New Admission added successfully
Candidate Details
Admission Date
08/05/2014
DOB
8/5/2014
*Candidate Name
Gender
Select an Option
Contact Details:
House No
Mandal
District
*City
State
*Pincode
Contact Details:
House No
Mandal
District
*City
State
*Pincode
E-mail ID
Phone/Mobile Number
AdmissionDetails:
*Student ID
academicsform@relgo.com
*Password
Date Of Joining
08/05/2014
AcademicPeriod
2014-15
*Program
Select an Option
Parental Information:
*Father's/Guardian's Name Mr.
Mother's Name Mrs.
Qualification:.
Qualification:
Occupation
Occupation:
Annual Income
Annual Income:
Father Mobile No
Mother Mobile No
Father EmailId
Mother EmailId
Cancel
Add Admission

VIEW ADMISSION

- In View Admission added students list will be shown and user can use edit or delete options.
- In order to view admission, go to “View Admission”

Go to Admission → Admissions → View Admission