

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
Internal Quality Assurance Cell (IQAC)

Best Practices on Students Admission Process

Title of the Best Practice : Student Admission Process (Online)

Objectives of the Practice : To provide an online mechanism through which applicants can directly apply online to various courses and colleges affiliated to university; To minimize the time processing in the institutional admission process; To maximize the availability of the admission sign ups in 24*7 mode for students; To enable applicants from distant/remote locations to apply to colleges of their choice without physically going to college for purchasing brochure, standing in a long queues, admission forms etc. initially; To create the precise, reliable and user friendly admission process with the existing manpower and for carrying out the less paper work

The Context : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad is an University with the status of Rural University. Most probably with the previous analysis of the student backgrounds, 75% of the prevailing students including boys and girls are hailing from the rural side. To provide a platform for rural, women, socially disadvantaged and differently-abled groups to achieve Academic Excellence with in-built Employability is one of the mission of the University, and University is rigorously looking forward for complying its Vision, Mission. Therefore, University has set up a simplified student-friendly reliable procedure for the student's admissions (UG & PG) with exercising the conduct of department-wise Common Entrance Test.

The Practice

: Dr. Babasaheb Ambedkar Marathwada University, Aurangabad has effectuated the Online Student Admission Process from academic year 2016-17. University has adopted a highly transparent and competitive mechanism for commencing the Online Student Admission Process. Initially, the activity was channelized for the University Campus academic programmes on exercise mode, later the same has been operationalized to all the University and its affiliates (UG & PG).

At the beginning of the every academic year, University level IQAC collect, analyze the feedbacks from the stakeholders and prepares a comprehensive action plan based on which the recommendations used to be communicated with the University authorities. University constitutes an 'Admission Committee' by assigning the responsibilities to Co-ordinator and members of the committee under the supervision of the Board of Deans. The Committee prepares a detailed faculty-wise schedule for the admissions, eligibility for the admissions and various familiarization sessions for the same.

Conduct of Common Entrance Tests :- The Faculty & Department-wise Common Entrance Tests are being governed by the Admission Committee. Setting up of the question papers, overall conduct of the common entrance tests is being arranged by the respective departments. Results of the examinations are declared within the two/three days. Later, the merit lists 1/2/3 are published by the respective departments based on the CET scores. The remaining vacant seats are filled up through the spot admission process.

Online Utility for the Admission Process:- A dedicated web portal is developed by the University Programmers for keeping regular track of the admission process. Student registrations, display of subject-wise eligibility for the admissions/time-to-time circulars, issue of hall-tickets, results declaration, merit lists 1/2/3 are being managed by the portal. Provisional admission letters are later issued to the candidates. The document submission of the short-listed candidates is managed through the portal. Final admission letters are issued after the successful document verification by the respective departments.

Evidence of Success

: More-or-less 2,25,000 students from the University's jurisdiction have been benefitted since the inception of this process. Following briefed are some of the key features and significant achievements recorded after the initiation of this process – the process is marked rapid, flexible, cost/manpower saving, effortless, highly transparent and competitive by most of the University stakeholders; University Administrators have benefitted through this systemized approach of the student management by creating student profiles with unlimited custom categories and fields for data submission, enrollment, attendance, schedule and more, moreover to share academic records with the faculties and administrators; the process itself is creating student's database which resulted into no data redundancy, healthy data encapsulation, systemized data abstraction for creating the institutional real-time reports; it has created a easiness in the institutional activities regarding the Examinations, Event Scheduling, Library Services, Scholarships/Fellowships, Hostel Management etc.

Problems Encountered and Resources Required : One of the major problem/challenge University has encountered is facilitation to the students for technical help to the students. Since most of the applicants to the University programmes are applying from rural background, students requires facilitation for the technical help during the admission process. Therefore, University is planning to establish district-wise facilitation centers with adequate ICT resources to facilitate the students during the admission process. Moreover, University is making the provision for the establishment of the Help Desks (A telephonic help center) which will work on 24*7 mode for satisfying the student needs in regards with the admissions.

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Director, IQAC