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# ALIPURDUAR UNIVERSITY

(Erstwhile Alipurduar College)

P.O. Alipurduar Court :: Dist. Alipurduar :: ( W. B.) :: Pin – 736122

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No: APDU/Reg./Notice/033/2023

Date: 04.05.2023

## NOTICE

Sealed quotations from experienced bonafide vendors are invited for the forthcoming P.G. Online Admission of the Alipurduar University for the Academic Session 2023-2024 within 10<sup>th</sup> May 2023. The quotations will be opened on 12.05.2023 at 02:00 pm. Only one bonafide person per quotation will be allowed at the time of opening of the quotation. Quotation fulfilling the enclosed specific terms and conditions may only be entertained. The quotations may be cancelled without assigning any reason by the component authority, if required.

Sd/-

Registrar (Additional Charge)  
Alipurduar University



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## TERMS & CONDITIONS

### Requirement for “Online Admission System”

Online admission system (admission related all works... starting from uploading admission notification)

#### 1. User Registration [ Applicant]

- a. User registration OTP based , profile creation

Profile manage - Name, DOB, Email, Address, Mobile, Board, Last Exam Details, Aadhar, BPL, Caste, whether resident of Tea Garden etc. (All relevant fields as per the Banglar Uchchashiksha Portal)

- b. Login and Forget Password retrieval system. (OTP based on individual mobile Number)

#### 2. Applicant (User) Access

- a. Fill Up & Save Admission Form (according to the Course/Stream & Subjects selected)
- b. Upload Photo and Optional – Supporting Documents (Mark Sheet, Certificates) Aadhar, Caste, Certificate, PWD certificate etc.
- c. Update Registration basic details (that don't effect system functionality) till Merit List is generated.
- d. Pay option through Online Payment Gateway (Net Banking/ Debit Card etc.)
- e. Other Mode of Payment details update on the Application to submit the form
- f. Confirmation with “Application ID” of successful submission of Application
- g. Print option of Admission Application Form containing “Application ID”
- h. Download/Print Admit Card for Admission Test
- i. Submit the Admission Form print copy with photo copy of Marks Certificates and other documents at Institute for verification or Skip to Admission Process.
- j. Tracking Admission Status on and after the date provided by Authority using the “Application ID”
- k. Check Merit List Status / Merit Position on the list as per Merit Calculation on qualifying exams or Admission Test
- l. On Counselling login for Admission Fee payment
- m. Print Application Form, Online payment receipts or Bank Challan
- n. Both offline & online mode admission

#### 3. Admin (Authority) Access

- a. Start Admission Process
- b. Create Course/Stream and Stream-wise Subjects
- c. Modify Subjects
- d. Open “No of Seats” as per Stream per Quota (General, SC, ST, OBC)
- e. Specify Criteria for Quota
- f. Set Registration Fee & Admission Fee (Head-wise)
- g. Manage Students Data entered by Applicants & Verify with Submitted Print Copies
- h. Manage admission status (Paid - Unpaid / Verified / Selected - Not Selected)
- i. Search Applicants records
- j. Assign Admission Test Venue & Time to applicants
- k. Generate Applicant Signature Sheet for Exam Hall Attendance/Verification
- l. Upload/Update Admission Test marks
- m. Merit List generation (According to calculated Merit marks, Quota, Passing year).
- n. Merit List Publishing.
- o. Call for Admission or Call for Counselling (Individual SMS Alert).
- p. Admission by Student or Admission by Admin option.
- q. Admission According to Merit List.
- r. Modification of Subject Combination and Compulsory/optional subjects by Admin.
- s. Close Admission Process

#### 4. System Operations

- a. Send Confirmation mail of registration [max 10000mails per month]
- b. Send SMS (As per DLT Guidelines) & Email after submission of admission form
- c. Send Confirmation SMS & Email after payment deposition (online)
- d. No Modification & Editing allowed to Applicants after Merit List generation

#### 5. I Card Generation



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- a. 1<sup>st</sup> year admitted student's Identity Card module
    - i. Feature to include in online admission system
    - ii. Student Profile data to be fetched from online admission system
    - iii. Student's Passport photo to be fetched from the online application
    - iv. Option to enter College Roll No. of the admitted students for admin.
  - b. 1<sup>st</sup> year admitted student's Library Card module
    - i. Feature to include in online admission system
    - ii. Student Profile data to be fetched from online admission system
    - iii. Student's Passport photo to be fetched from the online application
    - iv. Roll No. to be fetched from Identity Card Module
  - c. Print Identity Cards for admin
    - i. Dimensions and medium of print to be preset
    - ii. Fixed Format Identity card design with college name & logo and space for signature. Background Image optional
  - d. Provide student related all data time to time as per govt. requirement and the institution

## Module 2: Online Payment Gateway of NTT Data Services (I) Ltd Integration:

- Online Payment for Registration fee.
- Online Payment for Admission fee.
- Bank challan for offline payment for Registration fee
- Bank challan for offline payment for Admission fee

- e. Provide student related all data after closing the admission & registration.

## Module 3: SMS Alert Module (Transactional Route) as per DLT and TRAI, GOI Guideline

- a) Three Individual SMS Templates with one Alert Template for Mass Alert
  - SMS on Registration with registration ID
  - SMS on Merit list selection
  - SMS on Admission or call for counselling
  - ✓ Fees payment receipt (break up of different heads)- semester wise.
  - ✓ Man power (technical) supply at the time of admission.
  - ✓ Four Tabs for P.G Admission (Semester wise).
  - ✓ Admission Fees Matrix (Semester wise).
  - ✓ **Implementation within: 25 Working Days**

(From receiving Advance along with Work Order and Course, Subject, Quota, Seat breakup and website content & photographs)

NB: The system will support all the facilities during the whole process (as per the Govt. Notification / modification if any, time to time) of admission in the session 2023-24.

No cost other than the mentioned in the quotation will be paid by the institution.