



# NETAJI NAGAR DAY COLLEGE

(Under Graduate & Post Graduate Institution)  
Affiliated to University of Calcutta  
Accredited by NAAC (B<sup>++</sup>)  
170/436, N.S.C. BOSE ROAD  
REGENT ESTATE - KOLKATA - 700092

Ref. No: NNDC/ADM/2022/APR/01

Date: 06.04.2022

Netaji Nagar Day College invites sealed quotations along with necessary information such as GST No., TAN/PAN, Client Satisfaction Reports etc. from reputed, experienced companies/ firms/ agencies for developing **ONLINE ADMISSION PORTAL** of Netaji Nagar Day College for UG (Science, Arts and Commerce).

## CONSOLIDATED FEATURES

1. Any one domain with extension as “.co.in” or “.in” or “.com” free for **one year**.
2. Free web hosting plan on Shared server for **one year**.
3. Online Payment Gateway (Payments to be transferred to college's bank account) & SBI Collect integration
4. SMS alert option (Transactional route)
  - a) Mass SMS to students
  - b) Onetime SMS schedule
  - c) Multiple SMS schedule
5. Free SMS Pack (More than 10000 SMS on Transactional route) for **one year**.

## SCOPE OF WORK (Work-Details)

### ONLINE ADMISSION SYSTEM

#### Stage 1 – Checking of Eligibility

1. When the student first enters the Admission portal, they have to check the eligibility against the selected subjects as per the College /CU laid norms.
2. Student should be allowed to select all subjects taken in Higher Secondary and entry of the corresponding marks obtained.

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3. Automatic calculation of top 4 subjects and then selection of UG stream/Subject, category (Honours/General) will be allowed.
4. A “check for eligibility” button must be provided. (Admin must be able set the eligibility for each subject).
5. When the student is found eligible, he/she will be allowed to proceed to the next stage else the Proceed button will be disabled and Exit button will be active.

## Stage 2 – Creation of student profile.

- Creation of User id and Password or one can use Gmail id for authentication.
- Student can use the Gmail id as their user id and a link will be sent to the Gmail for activation of account. As soon as the student activates the link in his/her email id a login page will be visible.
- In the login page by default user id will be the Gmail id and just below it there will be a place for entering the mobile number. Once the mobile number is entered it will prompt for OTP.
- The received OTP will then be used to validate the mobile number and then the student will be asked to choose the password at least 8 characters where it must start with an alphabet and must contain;
  - A special symbol like @, \$, #, % etc
  - At least one number.
- Now the student must enter the page where he or she will have a profile to be created along with details of the Higher Secondary and other required documents.
- Student Profile will have three sections;
  - i) Personal Profile
  - ii) Academic Profile
  - iii) Admission profile
- Once the login credentials are generated – An Automatic Applicant Number must appear on the Top of the Profile.
- After filing the application forms details an Application number will be generated inside the student profile.
- Format for Application no. (College Code + Application Serial No.)  
Example: 0571234 (057 - College Code, 1234 - Application Serial No)

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**The Personal profile will constitute the following;**

- 1) Name of the Candidate\*
- 2) Photo
- 3) Full Signature
- 4) Name of Mother\*, Father\* and Guardian\*
- 5) Date of Birth\* - DD/MM/YYYY – Provide Calendar also as input.
- 6) Age as on the date of application/Government notification\* (**Auto Populate**)
- 7) Gender\*: Female, Male and Transgender.
- 8) Religion\*: Hinduism, Islam, Sikhism, Christianity, Buddhism, Jainism, Zoroastrianism, and Judaism.
- 9) Caste Category\*: General, SC, ST, OBC-A, OBC-B.
- 10) Nationality\*: Indian/others
- 11) Whether differently abled\*: Yes / No
  - (a) Disability Code: VH – Visually Handicapped / HI - Hearing Impaired / OH – Orthopedically Handicapped.
  - (b) Percentage:
- 12) Contact Mobile number\*: Populate it from the login and after OTP verification.
- 13) Email\*: Automatically populate after the successful verification & Login process.
- 14) Whether belonging to BPL\*: Yes / No
- 15) Annual Family income\* (in Rs):
- 16) Locality: URBAN / SEMI-URBAN / RURAL
- 17) Present Address\*:
- 18) Is the Present Address and Permanent address same\*: YES – Populate the Permanent Address field with data as in Present address, NO/ else allow to enter details.
- 19) Permanent Address:
- 20) Aadhar No (Optional)

\* Mandatory

**Section for Uploading Documents – Personal Profile**

**Important Notes for designer/developers**

1. If the candidate selects YES for BPL, then upload section will also be activated else deactivated.
2. If the candidate selects YES for “Whether Differently Abled”, then upload section (PWD) will also be activated and the fields for percentage & disability code will be active else disabled.
3. If the candidate selects General in Caste Category, then upload section will also be deactivated else activated.

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If caste is selected a light box must display showing "Certificate issued by Government of West Bengal only will be considered". Other state candidates will be treated as General.

5. If any of the mandatory fields or uploads are not filled then corresponding error dialog box must be highlighted.

### Academic Profile

1. All the academic details must be uploaded in this section.
2. There should be a way of selecting migrating and Non-Migrating students.

### Important Notes for designer/developers

1. If the candidate selects Non-Migrating student – then upload section for Scholar Register & Transfer certificate, Authentic Certificate, Equivalence Certificate and Migration certificate section should be disabled.
2. If the candidate selects Non-Migrating student – then the boards will have only WBCHSE, WBBME, CISCE, CBSE, NIOS, Rabindra Mukta Vidyalaya as drop down.
3. If the candidate selects Migrating student – then the boards section will have all other boards except the boards mentioned here WBCHSE, WBBME, CISCE, CBSE, NIOS, Rabindra Mukta Vidyalaya as drop down.
4. If any student selects Bihar Board like BSEB or BIEC, then Upload Section for Migration Certificate, Authentic Certificate along with 10+2 HS Marksheets, Madhyamik Marksheets, Admit Card for both HS and Madhyamik will remain active others will be deactivated and it must be mandatory.
5. If any student selects UP Board like UPBHSIE, then Upload Section for Migration Certificate, Scholar Register & Transfer Certificate along with 10+2 HS Marksheets, Madhyamik Marksheets, Admit Card for both HS and Madhyamik will remain active others will be deactivated and it must be mandatory.
6. List of valid higher secondary boards and valid subjects of higher secondary (10+2) will be provided later.

**Very Important: Students if wanting to Apply for another subject, then that should be possible in the profile itself. Multiple applications should be available in single student login. When the candidate selects for admission in the later stage only one subject/stream will be allowed and other applications will be automatically disabled.**

### File saving format

a) When a candidate saves a photo, it will be automatically named by the technique shown below;

Photo: P <Application Number>.jpg

Example: P0571234.jpg

Before the student scans or drops the file he or she must be warned that the size maximum should be 50KB and in JPG format. File naming must be automatically saved or must be asked to save in the above manner.

b) When the signature is uploaded it will be automatically named by the technique shown below;

Photo: S <Application Number>.jpg

Example: S0571234.jpg

*Before the student scans or drops the file he or she must be warned that the size maximum should be 50KB and in JPG format. File naming must be automatically saved or must be asked to save in the above manner.*

c) When the Age proof is uploaded it will be automatically named by the technique shown below;

Photo: A <Application Number>.jpg

Example: A0571234.jpg

*Before the student scans or drops the file he or she must be warned that the size maximum should be 250KB and in JPG format. File naming must be automatically saved or must be asked to save in the above manner.*

Similarly;

- i) Caste Certificate: C <Application Number>.jpg , Example C0571234.jpg
- ii) PWD Certificate: D <Application Number>.jpg , Example D0571234.jpg
- iii) BPL Certificate: B <Application Number>.jpg , Example B0571234.jpg
- iv) Migration Certificate: G <Application Number>.jpg , Example G0571234.jpg
- v) Equivalence Certificate: E <Application Number>.jpg , Example E0571234.jpg

For other upload no restrictions – it will be defined in the Online Admission Form fill up manual.

## **Admission and Subject Profile**

### **Note for Designer/Developers**

1. When the Course of study is selected as B. Com, Category and section with title "If B. Com Selected" will get activated and other sections below will get deactivated.
2. B. Com subject selection: a) Accounting & Finance b) Marketing
3. When B.A. or B.Sc is selected – B.Com Subject selection will get deactivated.
4. B.Sc /B.A/B.Com (Honours & General) subject combinations will be provided later.

### **Applicant (User) Access**

1. Forget password retrieval system
2. Fill Up & Save Admission Form (according to the Stream & Subjects selected)
3. Update Registration till Payment is Done
4. Pay option through online payment gateway (Net Banking/Debit Card/UPI)
5. Confirmation with "Application ID" of successful submission of Application
6. Print option of Admission Application Form containing "Application ID"
7. Tracking Admission Status on and after the date provided by Authority using the "Application ID"
8. Check Merit List Status /Merit Position on the list
9. On Counselling login for Admission Fee payment

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10. Subject Combination and Compulsory/optional subject's selection by student at the time of admission.

### Admin (Authority) Access

1. Admin will have full control over the software.
2. Start Admission Process
3. Create Stream and Stream wise Subjects
4. Modify Subjects
5. Open "No of Seats" as per Stream per Quota (General, SC, ST, OBC)
6. Specify Criteria for Quota
7. Manage admission status (Paid - Unpaid /Verified /Selected - Not Selected)
8. Search Applicants records
9. Merit List generation (According to marks, Quota).
10. Department wise merit list generation.
11. Merit List Publishing.
12. Call for Admission or Call for Counselling (Individual SMS Alert).
13. Admission According to Merit List.
14. Modification of Subject Combination and Compulsory/optional subjects by Admin.
15. Close Admission Process
16. Admin should be able to enable or disable any options he/she desires for.
17. The fees Amount should be flexible type, i.e., admin should be able to change the any fees amount as per choice.
18. There should be a way to approve or cancel any application which has not provided proper uploads / certificates etc. There should be a way to send information to the candidate regarding the same either via registered email id or phone number.
19. Data can be downloaded in excel as format given in the attachments.
20. There should be a wall where the notice related to the admission can be uploaded. The complete control of the wall should be in the jurisdiction of Admin.
21. There should be a way to fill the seats of the respective departments as per the strength which will be mentioned to you.
22. We should be able to show the list of the candidates/ merit list and there should be a way to allow only the allowed candidates for admission. That is they can login to the respective profile or enter the application id against which he or she can take admission by paying the requisite fees.
23. Admin must be able to freeze any uploading or correction of student profile as per requirement. i.e., freezing time and date can be given by a calendar.
24. Merit list must follow the reservation rule which will be provided later.
25. We need to integrate the payment gateway of our bank – Debit card/Credit Card/UPI Payment etc.
26. There should be option for paying through SBI Collect also. Just providing the Link of SBI Collect. Fee's structure will be set by college. After getting the payment done through the SBI collect student should be able to store the acknowledgement generated from the SBI - Bank into his/her profile or will be automatically stored in his or her profile.
27. There should be a way of uploading Excel CSV file for fees structure into the system by the admin.

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Last date of Quotation submission: **18.04.2022**

Quotation should be submitted at the office of Netaji Nagar Day College

**(Monday-Friday: 11:00 A.M. to 3:00 P.M. and Saturday: 11:00 A.M. to 2:00 P.M.)**

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(DR. SONALI BANERJEE JASH)

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