

Government of Maharashtra's
**Ismail Yusuf College of Arts, Science and Commerce, Jogeshwari (E),
Mumbai.**

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year – 2014-2015

Innovative Practices – II

Title of the Practice: Online Admission Module

The Context:

Ismail Yusuf College is a multi-faculty college and one of the biggest colleges in the North Mumbai. The College offers courses in Arts, Science and Commerce, faculties at undergraduate, graduate, post-graduate and research level. Being one of the largest colleges in the city of Mumbai, the College receives large number of applications for all courses. These application needs to be processed in a time bound manner and meticulously. This poses a challenge for the teaching and non-teaching staff of the College and puts heavy burden on the administrative machinery of the College. Again, students have to wait for hours in long queues for submitting their application forms and securing admissions. To tackle this issue, the College authorities, at the imitative of the IQAC, took a landmark decision of developing its own admission module to reduce the pressure of admission on the teachers and non-teaching staff of the College. Accordingly, the IQAC head in consultation with the staff members developed e-Pravesh Module which is aligned to the web-site of the College.

Advantages of Online Admission Module:

- (1) **24X7 Admission Process:** The students have ease of filling admission forms from anywhere at any time without waiting in long queues to apply for the admission.
- (2) **Quick Processing:** The online admission process reduces the processing time of the admission by about 90%.
- (3) **Record Keeping:** The module provides accurate admission information of the students which can be accessed at the click of a mouse.
- (4) **Information Submission:** The College can submit information for AISHE and MIS more quickly as students' details caste-wise and gender-wise is readily available in the system.
- (5) **Transparency and Accuracy:** The system is more transparent as it is administered single handedly by the administrator and reduces the chances of mistakes and errors.
- (6) **Roll Calls and Identity Cards:** The system also helps in preparing roll calls and generating details of students for ID Card.
- (7) **Students' Convenience:** The online system of admission is convenient for students as it is

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user-friendly and saves their time.

The Practice:

Refer to Instructional **Manual for Online Admission Process (Annexure – III)**

Evidences of Success:

The Online Admission Process has been a grand success. The system has reduced time taken for seeking admission to the College by about 90%. It has also improved the record keeping and information retrieval mechanism for the College authorities. It has reduced burden of the students, teaching faculty and non-teaching staff of the College in processing admissions of the students to the multiple courses and programmes at multiple levels in the College.