This vedio aims to demaostre the admission configuration process through the admin portal .

First login to the admission admin portal with the user name and pass word .

After logging in a page like this will appear .

This screen is the **Modify Admission Dates** section , First, **Programme** is used to select the course. Make sure the programmes are already active in progmae mangemnet

.**Start Date** is the date and time from which registration activity will begin. **End Date** is the final date and time until candidates can complete that process.

Eligibility Selection Type is used to choose wether the options are marked either in Radio or checkbox in case if there is only 1 minimum eligilibilty is more den 1 den u can select the drop down option . **Status** is used to activate or keep the admission process in draft form , meaning whether the selected schedule is currently open or in progress.

All the above-mentioned options are mandatory.

Admission Criteria (Entrance/Merit) lets you choose whether admissions will be based on entrance exam rank or merit marks. **College Preference** is used to allow candidates to select colleges/deparment during counselling. **College Preference Not Interested** may be used for students who do not want to choose colleges at that stage.

College Preference Info provides extra details or instructions related to college selection. **Course Selection Applicable** decides whether candidates can also choose specific courses along with colleges.

After filling all settings, finally click **Apply** to save changes .

- **Bulk/Modify End Date** – Used to update or extend the end date for multiple programmes at once.
- **Assign/Modify Date** – Used to set or change start and end dates for a selected programme.
- **Apply Min. And Max. Age Rule** – Used to set the minimum and maximum age eligibility criteria for applicants.
- **Apply Min. And Max. Experience** – Used to define the minimum and maximum work experience required for admission or selection.

This is the **Programme Eligibility Criteria** section of the portal, used to manage admission eligibility rules for different programmes. Here, administrators can view

programme-wise criteria, required qualifications, and category-based percentage conditions. The **Download Programme Eligibility Criterias** option is used to download the complete eligibility data for records or review. **Apply Category Percentage** helps set minimum and maximum percentage requirements for categories like General, OBC, SC, ST, and others. **Add Qualification** is used to add required academic qualifications such as 10th, 12th, Graduation, or Diploma for a selected programme. This section ensures that all admission rules are properly configured and updated.

This screen is used to add eligibility criteria for a selected programme in the portal. First, choose the required programme from the **Programme** dropdown list. Then, enter the eligibility details in the **Eligibility** text box, such as required qualification, . After filling the details, click **Add Eligibility** to save the criteria.

This is the **Registration/Recurring Fees** section of the portal, used to manage registration fee settings for different programmes. **Add Registration Fees For New Admission** is used to set registration charges for new applicants. **Add Recurring Fees For New Admission** is used to add recurring fees for new admissions. **Bulk Update Recurring Fee** helps update recurring fees for multiple programmes at once. **Bulk Update Registration Fees** is used to modify registration fees for several programmes together. This section makes fee management easy, quick, and accurate.

Now here you can add registration fees for new admissions in the portal. First, select the required programme from the **Programme ID** dropdown. Then choose the category in **Add Category**, such as General, OBC, SC, ST, or others make sure not to select select all option . Enter the amount in the **Registration Fees** field. After filling all details, click **Apply** to save the fee structure.

Now here you can add recurring fees for admissions in the portal. First, select the required **Programme** from the dropdown list. Then choose the **Category** such as General, OBC, SC, ST, or others. Enter the amount in the **Recurring Fees** field. After entering all details, click **Apply** to save the fee information.

This completes the recurring fee setup process in the portal. After saving the details, the fee structure will be updated successfully for the selected programme. Thank you for watching this tutorial.