ADMISSION MANAGEMENT: A REFERENCE GUIDE

Camu

Are you ready to explore a **trusted, tried and tested admission solution?**

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The Integrated Admission Process: Intelligent, Intuitive and Imperative

The number of students seeking admission at academic institutions, in India and abroad, is ever-growing.

Naturally, this is putting a heavy burden on the administrative system.

Catering to a high volume of prospective candidates, by way of having them queue up outside the admissions office, is no longer a feasible nor scalable solution.

Tracking, validating and evaluating applications is effort-intensive and prone to many errors, especially if handled manually or through piecemeal rudimentary systems.

Moreover, students of today demand to know the exact status of their applications as they journey through different stages of the admission process. The digital age warrants real-time updates via text message or email, and applicants won't settle for anything less.

As such, the need to improve operational efficiency of admission procedures in schools, colleges and universities is accelerating.

But how do you go about making the admission process smooth and seamless?

There's one logical and inevitable solution to this — an admission management software.

Picking a Module for Success

Picking the right digital partner for your admission team is a process in itself. But if you keep the following pointers in mind, you can make an optimal decision.

Leverage an **integrated system** that handles all the steps of the admission process, rather than multiple disparate systems that do not work well with each other.

01

Go in for a **customisable system** that makes it easy to implement the processes that work best for the institution, vis–à–vis a system that needs you to modify the institution's processes to suit its way of working.

02

Use **integrated communications** that are automatically triggered at every stage, as opposed to systems that require you to send communications to candidates manually at every stage.

03

Utilise a system that provides a **robust dashboard and reports** for tracking the applications, instead of one that does not offer a comprehensive view of the overall admission scenario.

04

Impossible to achieve, no. Infinitely better, yes!

Camu Admissions Module:
Smart, Secure, Synergised

Camu's signature admissions module is designed to engage the candidate and institute, from enquiry to acceptance.

With in-built features and functionalities to guide the users through each phase of the admission journey, we simplify an otherwise complex task.

Access information. Nurture leads. Track updates. Generate reports. Scale enrolments.

All in ONE, unified place.

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Setting Up the Application Context

01 Create the Application Form

The application form comprehensively covers information such as Application Details, Parent and Guardian Details, Educational Details, and more.

02 Define the Application Process

The application process effectively establishes admission criteria like cut-off marks (or test scores), recommendations, fee payments, documents to be uploaded, and more.

03 Map Courses to Application Form

A singular application form can be mapped to multiple courses.

04 Post the Application Link

The system can be configured to automatically post the application on the scheduled date and send emails to candidates who had enquired about the course.

Submitting the Application Form

Enquire About the Courses

Prospective candidates can register enquiries by filling in mandatory details (contact details, enquiry details, past academic details, academic interests) and receiving the course application link by email.

01

Fill the Application Form Online

After filling in all the required details, candidates can quickly submit the application form online.

02

Upload Required Documents

Candidates can easily upload scanned versions of their required documents, such as certificates of past educational qualifications.

03

Pay Application Fees Online

Candidates can conveniently pay the application fees, if any, through an online gateway.

04

05

Processing the Applications

Validate the Applications

Institutional authorities can check if the application forms are appropriately filled, and whether all uploaded documents are valid.

Collaborate with the Candidates

If any additional details are required from candidates, the institution can communicate with them — individually or in groups — through preferred channels from within the system.

View the Applications

The designated authorities can access the submitted application forms, colour–coded by status and filtered by any set of fields.

Evaluate and Shortlist

Camu Admissions Module expertly matches programme requirements to student qualifications, shortlisting ideal candidates for the courses.

06

Application Follow-Through

Make Changes to the Application

If there are any additional details to be provided or changes to be made, candidates may do so before the form is officially processed.

Collaborate with the Institution

Candidates may respond to communications from the institution or proactively seek clarifications, if required.

Check Status of the Application

Candidates can check the status of their submitted application form to know exactly which stage of processing it's currently at.

Upload More Documents

Candidates have the opportunity to upload further documents if the uploaded documents are found invalid or insufficient.

Admitting Candidates

02 Generate Offer Letters

Once the admission is confirmed, the offer letter, in the appropriate template specified by the institution, is automatically generated and mailed to the candidate.

03 Assign Student ID

Once the candidate accepts the admission offer, a student id is generated, which is then used for identifying the candidate throughout their lifecycle.

01 Confirm/ Provisionally Confirm

After manual inspection, the shortlisted candidates can be confirmed or provisionally confirmed for admission.

04 Create Digital Student Record

A digital student record is created which can be populated and managed by different departments, thus providing information about the student at any point of time.

Accepting the Offer

Receive Offer Letter
Candidates can view their offer letters with a summary of all relevant details.

Accept the Offer
Candidates can communicate with either an acceptance or rejection in response to the offer by the institution.

Pay Confirmation Fees Online
Upon confirmation of admission, candidates can pay their tuition fees online.

Know About Orientation Programme
Candidates can access orientation information, such as date, time and venue (online or offline).

Getting Insights

View the Dashboard

An all-inclusive dashboard will provide a snapshot of statistics related to each course, including total seats available, admissions done, pending applications, etc.

Generate Reports

The institution can generate insightful reports based on the admission data collected such as Admission Summary Report, Admission Vacancy Report, etc.

The aforementioned digital process is both easy and efficient.

Camu strives to create an enabling environment for all stakeholders by bringing to the table a host of benefits.

For an institution, this means being able to work successfully any time, anywhere. The software offers a proficient and speedy way of nurturing leads, and being on top of the admission process through well-organised dashboard and reports.

For students, this means being able to submit applications and track the status of said applications, 24/7.

The user-friendly system makes the admissions journey a smooth and simple one.

What Makes Camu
Admissions Module A Class Apart

01 **Custom-Built**
As opposed to generic lead management software, Camu Admissions Module caters to the specific requirements of educational institutions.

02 **Laser-Focused**
While other commercial admission software vendors place high precedence on marketing, Camu Admissions Module prioritises the efficient management of the entire admissions workflow.

03 **Feature-Rich**
Most software systems revolve around the application form only, but Camu Admissions Module focuses on Application Schedule Configuration, Course Mapping, and more.

04 **Insight Driven**
Other platforms on the market publish statistics based on the educational portals in question, whereas Camu Admissions Module mines for insights pertaining to the institution itself.

05 **Integrated**
Contrasting with other common software, Camu Admissions Module is not standalone, but fully integrated with the SIS and LMS.

Harness the power of a robust admission management system that lets you streamline, manage and automate your complete student admission lifecycle.

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