

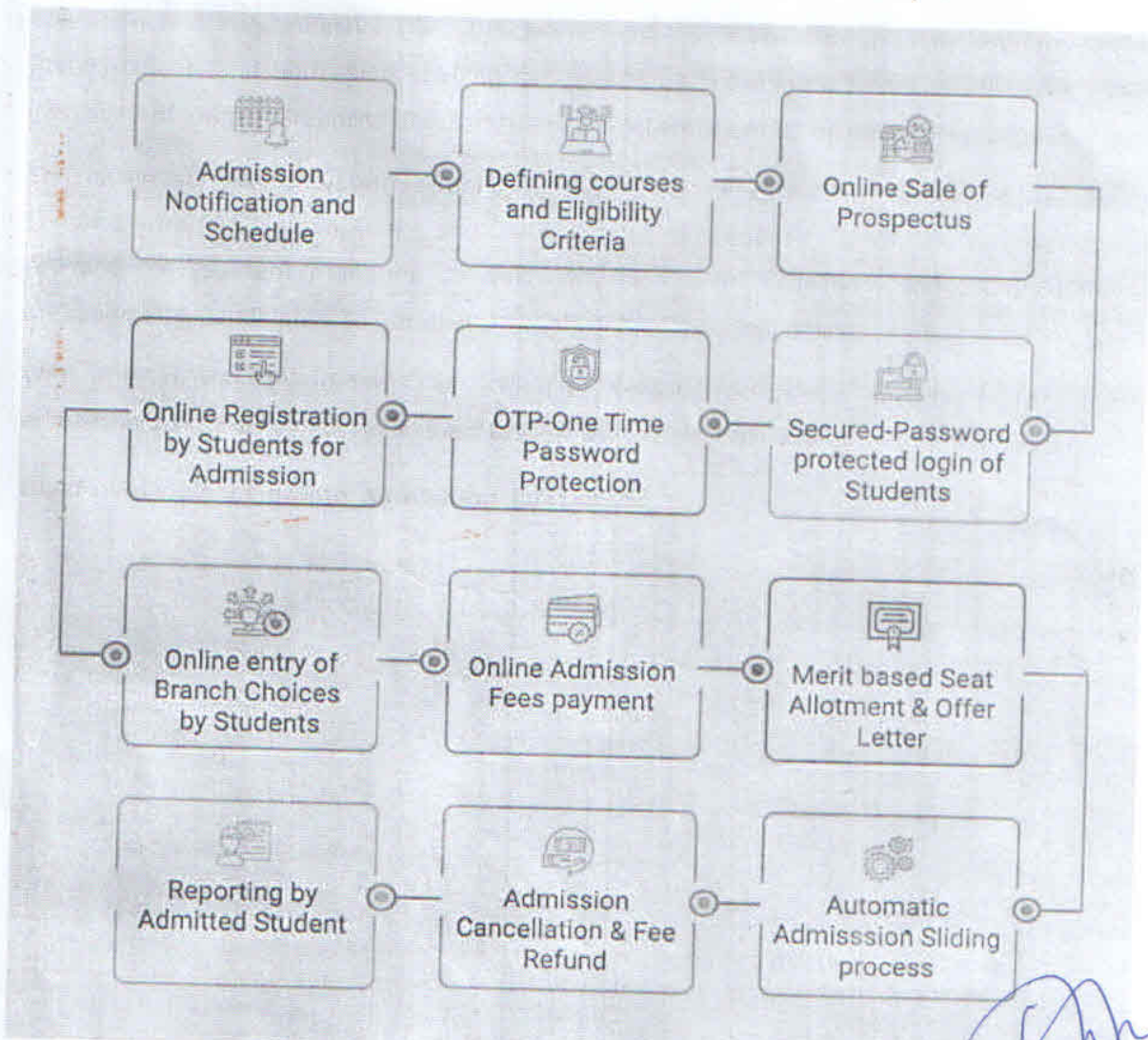
## Online Admission and Related Activities CDOE

Online Admission System is to automate the CDOEs admission structure and its related operation and functionality. The objective of the initiative is to provide support to the administration and admission seeking candidates by providing a faster, transparent, and easy way of keeping records and use them for reference and further proceedings.

The online admission system is done with the help of software that enables CDOL to conduct student admission and enrolment procedures online. The admission management system manages student admission form collection, collects documents, and shortlists candidates to complete the admission process online.

With the increasing numbers of students seeking admission the need for online admission to conduct the process accurately and in a timely manner is inevitable.

### Brief overview of online admission system:



Director - KLCDOE

KLEF (deemed to be University)  
Green Fields, Vaddeswaram,  
Guntur District, Pin - 522 502

*Handwritten signature and date: 3/3/22*

The offered educational ERP solution is developed to simplify, streamline, and automate the student admission & enrolment procedure. The system is a highly secured cloud based software, compatible with web & mobile, and can be accessed anytime and from anywhere.

### **Applicant**

The applicant has to go through the following:

- **Online Registration:** As a student, you can register & apply for online admission for college, school, or university by login the student portal for admission by entering your credentials.
- **Upload Scanned Documents:** To confirm your eligibility for admission in the desired institution, you need to upload scanned copies of the required documents such as previous mark-sheets, caste certificate, bonafide certificate, etc.
- **Online Fees Payment:** Along with the documents, you will need to pay nominal registration fees via the admission system integrated with a secured payment gateway.
- **Merit Status Tracking:** You can keep a tab on the status of your admission application via the dashboard of the system.
- **Admission Confirmation:** You'll get a notification on your portal as well as email/SMS if you get shortlisted for admission. You will need to pay the admission fees to confirm your admission.

## **Online Admission and Related Activities CDOE**

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### **OVERVIEW OF ONLINE ADMISSION SYSTEM:**

1. Admission notification is floated in the KL Website (it includes programmes and eligibility criteria in it)
2. Students Mail Id and contact numbers will be verified
3. Student counsellors, will counsel the student about particular programme
4. Interested students will receive the payment Link that is generated by admission team.  
Students need to fill the following details
  - Programme and Applicant details(Program Details, Personal Details, family details)
  - Address
  - Educational details
  - Upload documents
  - Declaration
5. OTP will be received to the students Mail Id & Contact number (registration process for application is completed)
6. COMMITMENT FEE will BE PAID by the student through the link sent by the university
7. STUDENT WILL GET NOTIFICATION THROUGH EMAIL OR SMS, IF THEY GET SHOTLISTED FOR ADMISSIONS
8. Student will be enrolled in the University ERP (ID will be provided to the student)

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