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5.1.3: Online Admission and Related Activities

The admission process of the University has been made completely online. Applicants willing to join any program are required to register by creating their user ID and password on the Online Admission Portal before submitting their application. After registration, they can submit the online application form along with the details of Program and LSC chosen for the purpose. They are also required to upload scanned copies of their academic credentials to prove their eligibility. The tuition fee can be paid through Credit Card / Debit Card / Net Banking using the Online Payment Gateway. Submission of application is instantly acknowledged through Short Message Service (SMS).

The online applications submitted by applicants are scrutinized in the Student Registration Section located in the Student Services Division (SSD). Admission of applicants found eligible is confirmed online, after which the applicants receive SMS / email confirming their admission. Other important details like their enrolment number, LSC address, links for downloading the digital study material etc. are also communicated along with confirmation of admission. In case any deficiency is noticed in the application of learners, the applicants are informed about the same through SMS / email, advising them to remove the deficiency. The applicants can track the progress of their application during the entire process, making it completely transparent.

After confirmation of admission, the LSC provide identity card to the students. The student identity card includes name, photo, signature of the student signed and sealed by the LSC.

The process of re-registration (students registering for subsequent semester / year of a Program) has also been made completely online. Students receive alerts / reminders through SMS for timely submission of online re-registration forms.

Requests for cancellation of admission and refund of fees are processed online and fees are refunded online as per the Refund Policy of the University for that Program.

YCMOU has always given emphasis on the use of modern technology for imparting services to the distance learners. There is extensive use of information technology in the day to day functions of the University. This emphasis has been placed keeping in view the following three objectives

- To reduce and save time and money in day to day operational working in various departments.
- To enhance use of technological skills of the staff to raise their efficiency.
- To reduce the operational cost and extent the benefit on saving to the stake holders like Distance Learners and the Learner Support Centers.

With these objectives in mind the University has started use of state of an art information communication technology available in the market today. The university portal as on today served the following purposes:

- Admission Forms are available On Line for filling by the distance learners.
- Admission form filled on line along with documents is to be verified at the learner support centers before it is submitted to the Regional Center.
- Regional Center staff scans the photo and signature of the students and upload on the portal. The portal had thus all the required data of all the students in the University.

However, in order to reduce the time and cost, university adopted complete online admission system from the year 2015-16. The university portal <http://ycmou.digitaluniversity.ac/index.htm> has been totally devoted for the online admission process and each and every activity related to admission has to be carried out only through this portal. The online admission procedure involves following steps:

- Learners can get assistance related to the admission procedure or if they have any problem related to admission at the Help Desk which has been made available through telephone and email of Regional Director and at the Head Quarter.
- In order to avoid duplication, the policy of allotment of one time single registration number has been implemented. In order to assure correctness and accuracy of the information OTP is sent to learner's registered mobile number. All the details regarding his/her admission form sent to him on his email. There is unique facility available of photo and signature cropping and resizing.
- Detail information in all respect about every program is given to avoid confusion in the mind of students. The duly filled in admission forms are accepted by the computer system along with necessary fees. The Study Center after required verification approves the admission.
- In order to accept fees online the University has adopted University Payment System with the help of selected Banks. The learners can pay fees through Credit or Debit Card, Internet Banking Facility.
- It does happen that the students would require modification in the details he has earlier provided. In order to make the system learner friendly, we have provided every learner a login number and Study Center login number so as to assist them modifies their personal details like correction in name, home address, change of courses etc. However after the completion admission process, the facility of making changes in the details is available at the Headquarter only.
- The Website of the University is updated as and when there is need to make any addition in information. The prospectus of every program is made available on the Website. The students are also supplied E-Suvidha App making online facilities more learner friendly. The learners are also provided with old question papers so as to enable them check the question styles. In order to enable learners continue their study without any disturbance like in delay in receiving study material, the University has uploaded all the study material on the web site. The learners can refer to them as and when they want or download the same, print it and use it offline.

University has started an online admission process from 2007-08 with the portal (<http://ycmou.digitaluniversity.ac>) this online system is learner friendly and learner can get access to this

system from anywhere at any time. Online admission process of University involves all activities from registration to result declaration.

Web-link to

Online Admission and Related Activities (Pictures)

http://ycmou.digitaluniversity.ac/WebFiles/Online%20Admission%20Process%20Workshop%205_1_3.pdf

Admission Website Link-

<http://ycmouoa.digitaluniversity.ac/index.htm>

The status and process of online admission including payment of fees Link

<http://ycmou.digitaluniversity.ac/Content.aspx?ID=28278>

Any other relevant information

Online Video

<https://www.youtube.com/watch?v=kGGyzP168pU&feature=youtu.be>

Study Centre and Regional Centre Approval PPT Link

http://ycmou.digitaluniversity.ac/WebFiles/SC%20And%20RC%20Approval%20Process_10102020.pdf

Scholarship Guidelines Link

<https://ycmou.digitaluniversity.ac/Content.aspx?ID=893>




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