

**OFFICE OF THE CONTROLLER OF EXAMINATIONS AND  
ADMISSIONS  
Jamia Hamdard  
Hamdard Nagar New Delhi-110062**

JH/Admsn./2011

December 7, 2011

**Subject: Expression of Interest for Online / Offline Pre and Post Admission  
Process-2012-13**

**Expressions of Interest** are requested from reputed agencies providing Online/ Offline services for admissions. The interested parties may send their **Expressions of Interest separately pre and post Admission process-2012-13** with quoting rates as per the enclosed details of requirements to the undersigned latest by **14<sup>th</sup> December 2011**.

Sd/-  
(Prof. Ehsan A.Khan)  
Controller of Examinations and Admissions

**OFFICE OF THE CONTROLLER OF EXAMINATIONS AND  
ADMISSIONS  
JAMIA HAMDARD  
HAMDARD NAGAR, NEW DELHI-110062**

**Online/Offline Process for Admissions-2012-13**

**Pre Examination Process**

**List of Activities (Online) (I Phase)**

1. Web Application Development by the Agency taking into consideration the application form with the following facilities
  - Online Registration by the applicant
  - Printing facility of the admit card at time of online registration (only in case of payment through payment gateway)
  - Online tracking facility of the application
  - Printing of Duplicate Admit Card
  - Online payment facility using credit/debit card from a reputed bank (finalized by Jamia Hamdard) integrated
  - Facility of uploading images of signature and photograph.
2. Online Authentication will be done by the University on the basis of registration number, DD number date and bank name before transferring the data to the Master Database with the Agency.
3. Detachment of Pay Order/Demand Drafts from the registration form by the University and creating related database of the required fields by the Agency.
4. The webpage will be hosted on Agency server and all the data transfer will be born by the Agency server
5. Regarding the grievances related to filling up online form by the candidates, a Helpline facility will be created by the Agency.
6. The services of the server of the Agency will be taken from **1<sup>st</sup> February to 30<sup>th</sup> June 2012**

7. The correct Online registration of Admission Forms may be around **10000** Nos.
8. During the process day by day Online information regarding No. of application forms with details such as course wise, centre wise, religion wise, state wise, gender wise etc. will be provided by the agency to the Admission authorities of Jamia Hamdard through confidential code.
9. Any other important activity.

#### **List of Activities (II Phase)**

1. Designing, Printing and supply of envelopes (as per specimen window envelopes for admit cards).
2. Scanning & processing of application forms for database creations of the candidates including scanning of photographs, signature & addresses of the candidates form the applications (from registration slips also which is for online) for the purpose of preparation of Admit Cards and attendance sheets. This activity also included Master Database Creation including editing of Data and preparation of list of eligible and non-eligible candidates on the basis of the data/information to be given by the University.
3. Preparation, supply and printing of Admit Cards on pre-printed stationery, bearing photographs, signature and Centre details (three in one legal size paper 100 GSM). Supply of Attendance sheet containing miniature photographs of candidates (maximum 6 per A4 size 80 GSM paper)
4. Uploading the soft copy of admit card/details of the candidates on the website of the University.
5. Printing & supply of Attendance list on pre-printed stationery containing miniature photographs and signature of the candidates.
6. Storing of images in CDs duly indexed for retrieval
7. Creation of reports, 80 column paper
8. Printing of stickers for the application forms

9. Printing of Roll No stickers to be pasted on the seats.

### **Post Examination Process (III Phase)**

1. Designing, printing and supply of OMR Answer Sheets (A-4-100-105 GSM) 10,000 sheets (as per specimen enclosed)
2. Scanning and Processing of filled OMR Answer Sheets at the University premises and preparation of result /merit list.

Any other suggestion which may simplify the Online admission process and make it more authentic may also be indicated separately.

### **List of Activities (Offline)**

1. Designing, Printing and supply of ICR Application form (min number of **10000 (100-105 GSM A4)** for various courses, Supply of three envelopes (for sale of the form, self addressed for receiving the form and window envelopes for admit cards).
2. Scanning & processing of filled ICR application forms for database creations of the candidates including scanning of photographs, signature & addresses of the candidates from the applications (from registration slips also which is for online) for the purpose of preparation of Admit Cards and attendance sheets. This activity also included Master Database Creation including editing of Data and preparation of list of eligible and non-eligible candidates on the basis of the data/information to be given by the University.
3. Preparation, supply and printing of Admit Cards on pre-printed stationery, bearing photographs, signature and Centre details (three in one legal size paper 100 GSM). Supply of Attendance sheet containing miniature photographs of candidates (maximum 6 per A4 size 80 GSM paper)
4. Uploading the soft copy of admit card/details of the candidates on the website of the University.
5. Printing & supply of Attendance list on pre-printed stationery containing miniature photographs and signatures of the candidates.
6. Storing of images in CDs duly indexed for retrieval
7. Creation of reports, 80 column paper

8. Printing of stickers for the application forms
9. Printing of Roll No stickers to be pasted on the seats.

## **Post Examination Process**

1. Designing, printing and supply of **10,000** OMR Answer Sheets (A-4-1100-105 GSM)
2. Scanning and Processing of filled OMR Answer Sheets at the University premises and preparation of result /merit list.

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