1. Admission Cancellation of Shortage Cases.
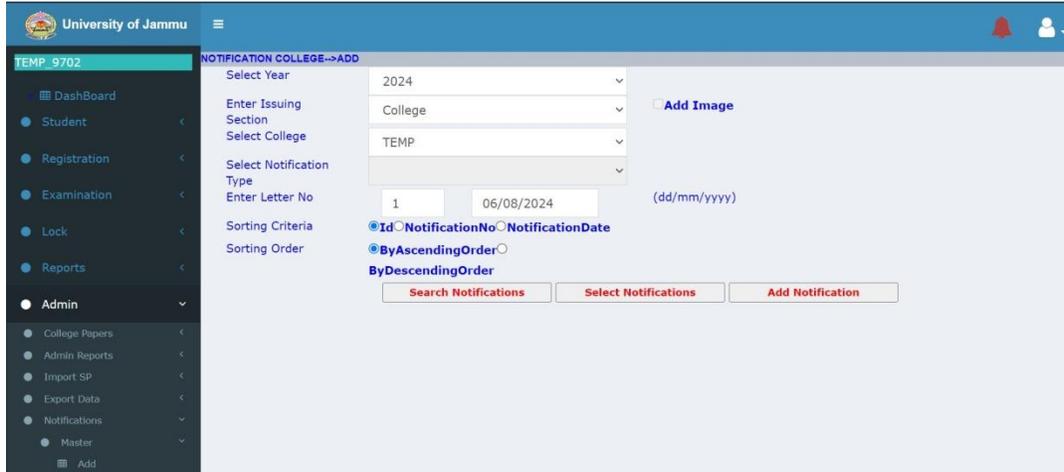
i. Add Notification.

1. Go to **Admin→ Admin Forms→ Notifications→ Add**
2. A new window will appear.

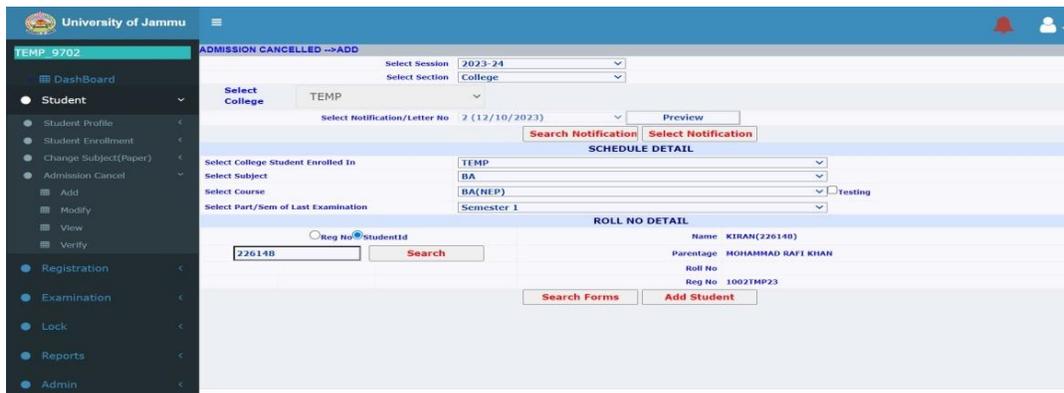3. Select Session as current session.
4. Enter Notification No. mentioned on notification by the College
5. Select College.
6. Enter Notification date as date of notification & click on **Add Notification,** a message will appear **"Notification Added Successfully".**

ii. Add Admission Cancellation

1. Go **to Student →Admission Cancel→ Add**
2. **This window will be appeared.**

3. Select appropriate option in **Select Session**, **Select Selection** and **Select Notification No,** and then click on **Search Notification.**
4. **Select College in which the student is enrolled.**
5. **Select Subject, Select Course and Select Part/Sem of Last Examination.**
6. Enter **Registration No or Student ID** and click on **Search.** Student information will start displaying**.**
7. Click on **Add Student,** a unique Transaction ID will be generated which will be used for further processing.

iii. Lock Notification

i. Go to **Admin→ Master→ Notifications→ Lock**.
ii. **Select Session** under which the notification is added, select **Enter Issuing Section** as Collage, Enter Notification No and click on **Search Notifications.**
iii. **Click on Lock Button**

iv. Click on **Lock Notification,** a message will appear **"Notification successfully Locked".**
Now go to the last step of Admission Cancelation.

iv. Print Admission Cancellation.

i. Go to **Reports→ Student→ Registration→ Admission Cancelled→Print**
ii. Select **Issuing Section** as Collage, **Select Session** under which the notification is added, **Select College** ,**Select Notification No** and click on **Print List.**

Note: After that you have to take its printout and submit it for the RR Section University of Jammu