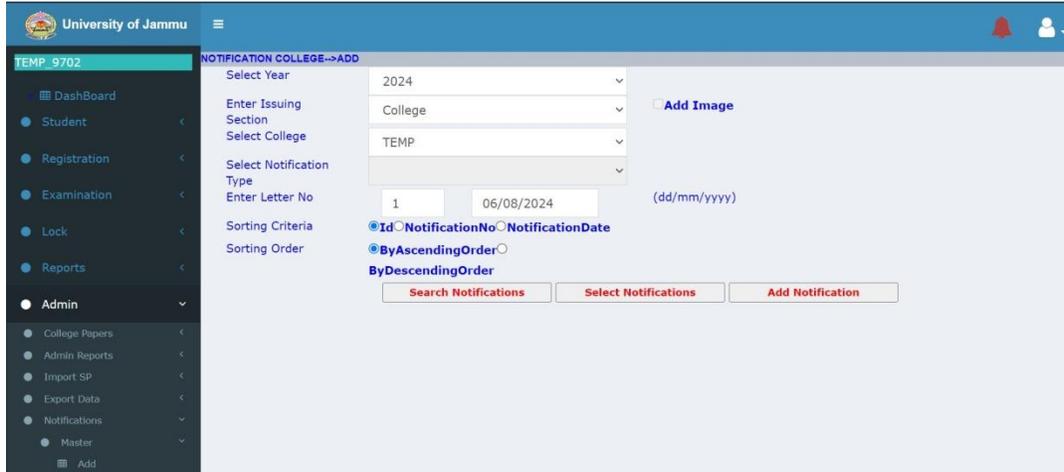


1. Admission Cancellation of Shortage Cases.

i. Add Notification.

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



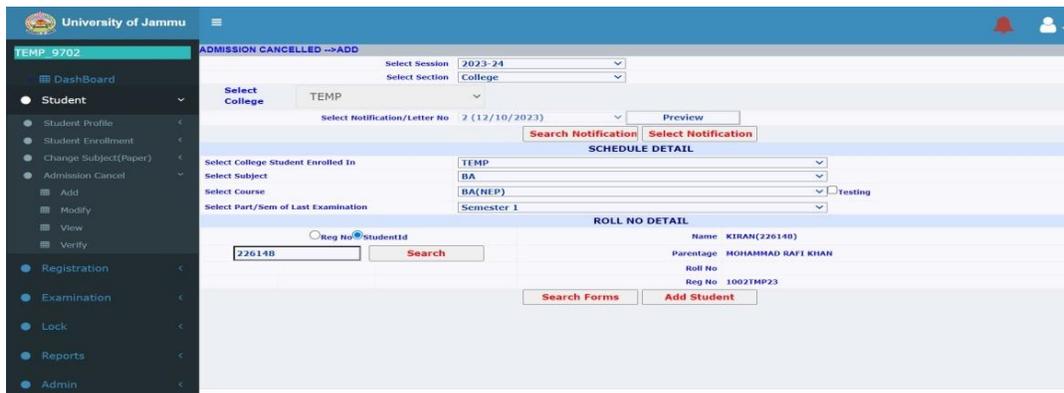
The screenshot shows the 'NOTIFICATION COLLEGE->ADD' form in the University of Jammu admin panel. The form includes the following fields and options:

- Select Year: 2024
- Enter Issuing Section: College
- Select College: TEMP
- Select Notification Type: (dropdown menu)
- Enter Letter No: 1
- Enter Notification Date: 06/08/2024 (dd/mm/yyyy)
- Sorting Criteria: Id NotificationNo NotificationDate
- Sorting Order: ByAscendingOrder ByDescendingOrder
- Buttons: Search Notifications, Select Notifications, Add Notification

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.



The screenshot shows the 'ADMISSION CANCELLED->ADD' form in the University of Jammu student panel. The form includes the following fields and options:

- Select Session: 2023-24
- Select Section: College
- Select College: TEMP
- Select Notification/Letter No: 2 (12/10/2023)
- Buttons: Search Notification, Select Notification
- SCHEDULE DETAIL:
 - Select College Student Enrolled In: TEMP
 - Select Subject: BA
 - Select Course: BA(NEP)
 - Select Part/Sem of Last Examination: Semester 1
- ROLL NO DETAIL:
 - Reg No/StudentId: 226148
 - Name: KIRAN(226148)
 - Parentage: MOHAMMAD RAFI KHAN
 - Roll No: 1002TMP23
- Buttons: Search Forms, Add Student

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**

The screenshot displays the 'NOTIFICATION COLLEGE-LOCK' page. The left sidebar shows the 'Admin' menu. The main area contains search filters: 'Select Year' (2024), 'Enter Issuing Section' (College), 'Select College' (TEMP), 'Select Notification Type', 'Enter Letter No' (999), and 'Enter Notification Date' (20/03/2024). Below these are sorting options: 'ByAscendingOrder' and 'ByDescendingOrder'. A table lists notification details with columns for 'Id', 'LetterNo', and 'LetterDate'. The first row shows '12271', '999', and '2024-03-20'. A 'Lock' button is visible in the table's action column.

- iv. Click on **Lock Notification**, a message will appear **“Notification successfully Locked”**. Now go to the last step of Admission Cancellation.

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**.

The screenshot displays the 'Print Admission Cancellation' page. The left sidebar shows the 'Reports' menu. The main area contains search filters: 'Select Section' (College), 'Select Session' (2024-25), 'Select College' (TEMP), and 'Select Notification No' (999). Below these are sorting options: 'ByAscendingOrder' and 'ByDescendingOrder'. At the bottom, there are checkboxes for 'Add Page Break after Groups', 'Add Group Summary', and 'Report Parameters' (Rows in Page: 30, pt Row Height: 20, Add Total Summary). A 'Print List' button is located at the bottom right.

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