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## **Nifty Student Management Portal**

Nifty Student Portal is an online portal that helps institutions of higher learning to recruit and manage students in an efficient manner. The portal has two sub-portals: Student and Admin. The Student sub-portal is used by applicants to fill in their applications and the Admin Portal is used to carry out administration tasks.

*The solution is customizable to meet the needs of any academic institutions that needs it.*

### **Student Sub-Portal**

This part of the system is used by students to register for that course that they want to enroll for, in the case of new applicants.

An applicant buys the application token first as the starting point of the application process. After buying the token, he/she registers an email address and password that he/she will use throughout the application process and during his/her period of study, in case his/her application is successful.

The system will send an email token to the registered email address and the applicant must put that in the portal for verification before he/she continues with the application.

On successful verification of the email, the applicant is asked to enter the portal the application token that was purchased at the start of the application process. Once that is verified to be correct, then the applicant proceeds with the application as follows:



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- Enter personal details including a passport-size photo
- Enter educational records
- Enter Employment records if available
- Upload certificates
- Submit Application

On completion of the application, the applicant receives an email confirming the school's receipt of the application

### **Admin Sub-Portal**

The Admin sub-portal has the following components:

- System Administrator
- Registry
- Lecturer
- Finance

### **System Administrator**

This module gives the facility to:

- Register, modify or delete users
- Issue or modify user passwords
- produce an audit trail report
- Assign access rights to registered users
- Generate Admission Codes



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## Registry

- **View applicants/Students:** This part enables the school view student applications. The Registrar will view the information submitted by the student and then will decide whether to admit or reject the application based on the school's admission criteria.
- **The schools grading system** is setup in the system to interpret of grades once the lecturers enter students mark.
- **Program Registration:** Under program registration the Registrar will register all the departments within the school and then further categorize the courses/subjects under the various departments.
- **Assign course/Subject:** This part is used to assign courses/subjects; with this feature once, a lecturer logs in to his account, he/she can enter marks for course/subjects assigned (for only those assigned to him/her) to him/her.
- **Department heads** are also assigned in this module so that he/she (Head of a department) will approve or reject marks from lecturers before students can access them
- **With a deferment request** from a student, the registrar can decide whether to defer a course for the student or not.
- **Registrar** has the option to withdraw a student from a course at any given time based on a set of criteria
- **Reports** – the system generates the following reports:
  - Enrollment
  - Completion
  - Dropouts



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- Deferred applications
- Application statistics

### **Lecturer Module**

- Lecturers use this module to enter exam or test marks
- Department Head approves or rejects marks based on defined marks validation rules
- Lecturers view marks that they entered.

### **Finance Module**

This module enables administrators:

- Collect fees from students
- Generate Receipts for payments
- Generate invoices for students
- View statements of fees collected for a period
- View statement of fees collected from a specified student

### **Student Module**

This module is used by students to do the following:

- View results
- View/Print invoices