

WORKFLOW OF ADMISSION PROCESS

STUDENT COMES TO COLLEGE WITH ORIGINAL DOCUMENTS



HEAD CLERK VERIFIES THE ELIGIBILITY



HEAD CLERK VERIFIES THE ORIGINAL DOCUMENT



HEAD CLERK COLLECTS THE XEROX COPIES OF MARKSHEETS AND CERTIFICATES



HEAD CLERK DIRECTS THE STUDENT TO DEPOSIT FEES ONLY THROUGH **SBI COLLECT**

(NO CASH TRANSACTION IS PERMITTED)

(NO DISCOUNT OR DUE IS PERMITTED)

1. APPLICATION CUM ADMISSION FEE – Rs.2000/-
2. REGISTRATION FEE – Rs.18000/-
3. 1 st SEMESTER FEE – Rs. 18000/-



STUDENT DEPOSITS THE 3 SEPARATE RECEIPTS FOR 3 DIFFERENT PAYMENTS



HEAD CLERK ISSUES ADMISSION FORM



STUDENT DEPOSITS THE FORM



STUDENT IS PROVISIONALLY ADMITTED



STUDENT IS ISSUED PROVISIONAL ID CARD AND ADMISSION SLIP