



Admission Process

Objective: To elaborate the procedure for completing the admission from enquiry till fees payment

Scope: For getting admitted and completing the initial payment process and completing the admission.

Process Owner: Principal

Responsibilities:

- Head of the Institution
- Administrative Officer

Process:

The process of completing the admission and payment of initial fees will be a two step process

Enquiry and counselling Process

1. Student Enquiry
2. Counselling
3. Choice locking
4. Basic Data Entry

Admission Approval Process

1. Admission approval by Principal
2. Demand Creation
3. Payment of initial fees MAMBS
4. Receipt generation
5. Complete Data entry



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Step No.		Details of the step	Format No. / Time (Mins)	Responsibility	Target dates/days
1.	Enquiry and counselling Process				
	1.1	The student will be asked to fill the enquiry form and the basic data will be received.	AP001 05	AO	As and when required
	1.2	The student will be given counselling to choose the correct choice and will be asked to give 3 choices.	15 to 30	Counsellor	Step 2
	1.3	Parallely the data entry will be done in CAMU and the application will be kept ready for further process	02	Data Entry	Step 2
	1.4	Once the student has confirmed the choices the data entry will be completed with the choices and the application will be validated	02	AO	Step 3
	1.5	The CAMU student application will be printed and will be sent to Dean for fees fixation and approval	05	Principal	Step 4
	1.6	Further Principal will approve the admission after meeting the parents and students	05	Principal	Step 5
a	Guide lines 1. Step 01 - The student enquiry form filling – 05 minutes Basic Data: a. Name b. Father Name c. Address d. Phone Number e. Email Address f. Course choice				
2.	Admission Approval Process				
	2.1	The CAMU student application will be printed and will be sent to Dean for fees fixation and approval	05	Principal	Step 4
	2.2	Further Principal will approve the admission after meeting the parents and students	05	Principal	Step 5
	2.3	Once the admission is approved the annual fees demand along with admission fees and miscellaneous fees will be raised in CAMU	05	AO	Step 6
	2.4	The student My CAMU login credentials will be sent to the student email address for completing the payment	05	Student	Step 7



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Step No.	Details of the step		Format No. / Time (Mins)	Responsibility	Target dates/days
2	Admission Approval Process				
2.5	The receipt will be generated and the student can download the receipt through online		05	Student	Step 8
2.6	If the student is paying through cash, the receipt will be given in the counter.		05	Cashier	Step 8
2.7	Completing the full data entry		10	Data Entry	Step 9
2.8	If GQ then counselling applying process		10	Data Entry	Step 10

Process flow chart

