



# SRM

**INSTITUTE OF SCIENCE & TECHNOLOGY**  
(Deemed to be **University** u/s 3 of UGC Act, 1956)

## E-Counselling Manual

# Welcome to SRM

Dear Candidate,

Greetings from SRM!

Thank you for your interest in SRM Institute of Science and Technology, a leading institution dedicated to providing world-class education and cutting-edge research opportunities. With a commitment to excellence and a focus on innovation, SRMIST has established itself as one of the premier destinations for higher education in India.

We are excited to announce that the e-counselling process for admissions for the academic year 2023-2024 is now open. This process will be entirely online, ensuring a smooth and hassle-free experience for all applicants.

This e-counselling manual will provide you with a comprehensive guide to our e-counselling process. The manual contains valuable information about the e-counselling process, including program details, eligibility requirements, fee structure and future prospects. It also includes a step-by-step guide on how to fill out personal and academic details, submit documents, and participate in the counselling process.

Best Wishes,

Director – Admissions

SRMIST

## Important Links

Please refer to the following links to know more about your desired college, program specific information like intake, eligibility criteria, intake and career prospects. We strongly recommend you to go through the information provided in the links before starting with your e-counselling process.

[\*Science and Humanities - UG\*](#)

[\*Management – UG \(BBA\)\*](#)

[\*Law \(LLB\)\*](#)

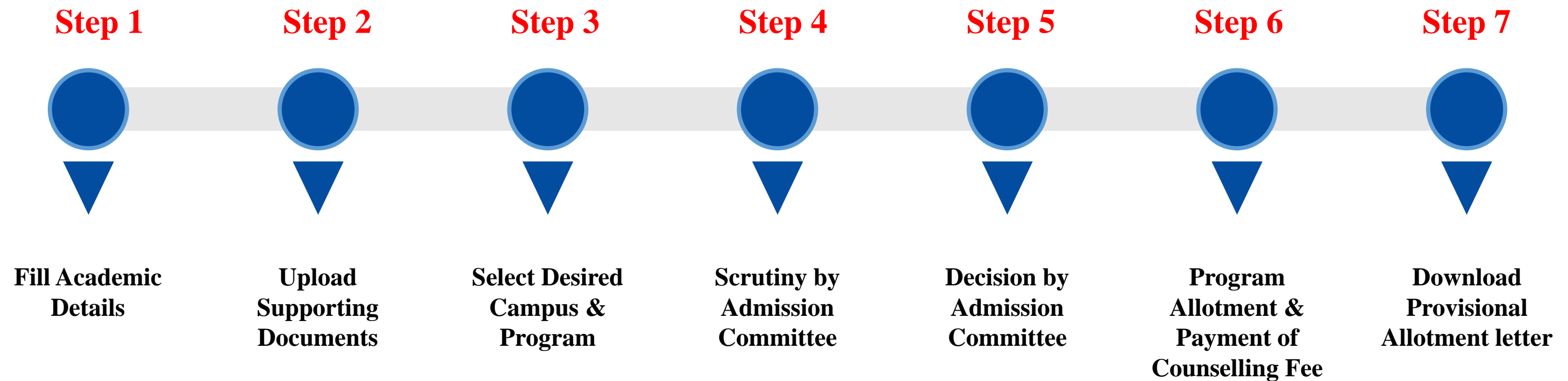
[\*Hotel Management - UG\*](#)

[\*Science and Humanities - PG\*](#)

[\*Law \(LLM\)\*](#)

[\*Hotel Management - PG\*](#)

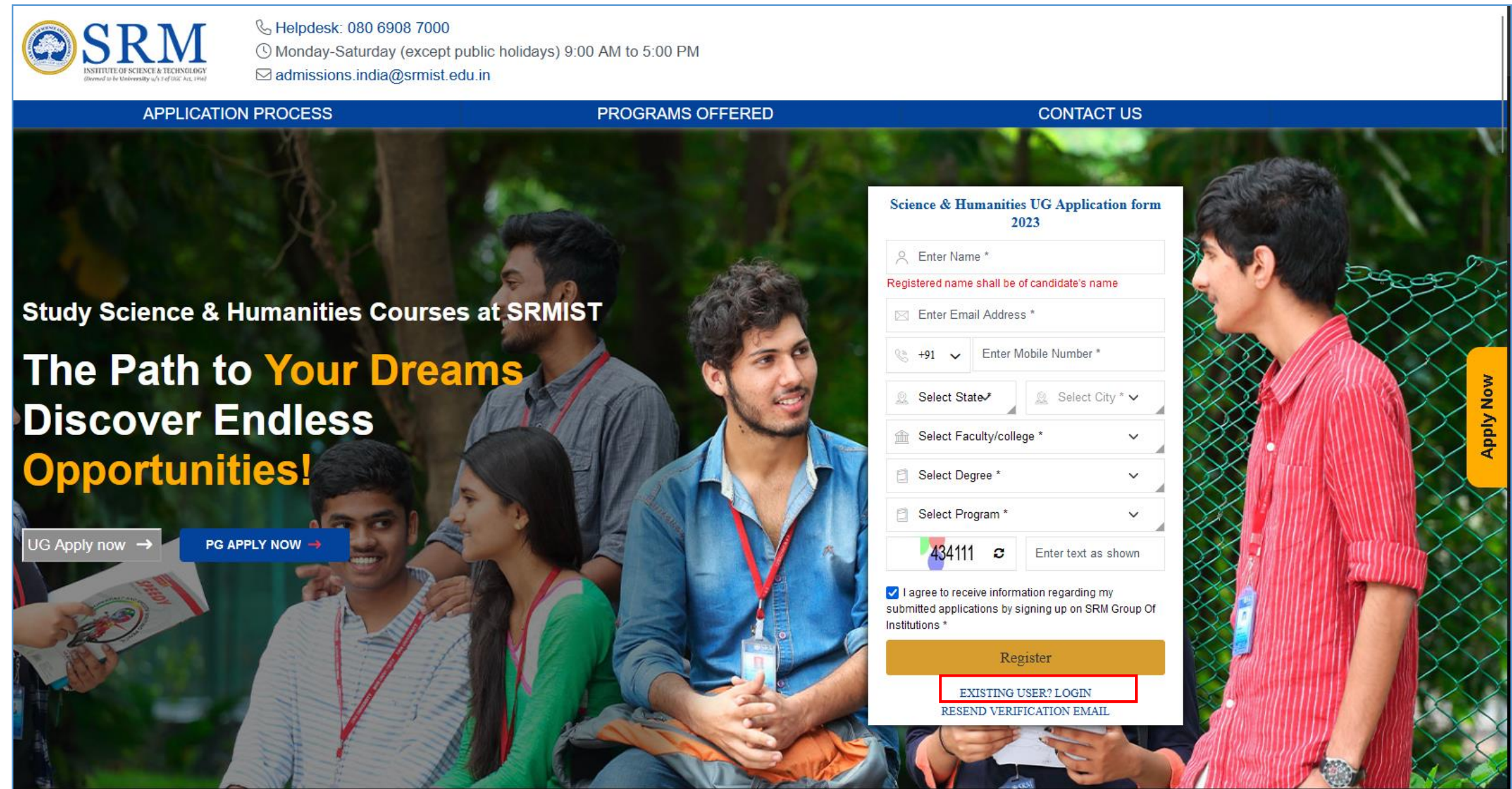
# E-Counselling Process





# Login to the Application Portal

1. Click the required link from the **Important Links** section below.
2. In the Application Landing Page, **Click Existing User? Login** option.



The image shows the SRM Institute of Science & Technology application landing page. The header includes the SRM logo, contact information (Helpdesk: 080 6908 7000, Monday-Saturday 9:00 AM to 5:00 PM, admissions.india@srmist.edu.in), and navigation links (APPLICATION PROCESS, PROGRAMS OFFERED, CONTACT US). The main banner features a group of students and the text "Study Science & Humanities Courses at SRMIST" and "The Path to Your Dreams Discover Endless Opportunities!". Below the banner are buttons for "UG Apply now" and "PG APPLY NOW". On the right, there is a "Science & Humanities UG Application form 2023" with fields for Name, Email, Mobile Number, State, City, Faculty/college, Degree, and Program. It also includes a CAPTCHA and a "Register" button. A red box highlights the "EXISTING USER? LOGIN" link, and a "RESEND VERIFICATION EMAIL" link is also visible. A vertical "Apply Now" button is on the far right.

## Important Links

[Science and Humanities - UG](#)

[Management – UG \(BBA\)](#)

[Law \(LLB\)](#)

[Hotel Management - UG](#)

[Science and Humanities - PG](#)

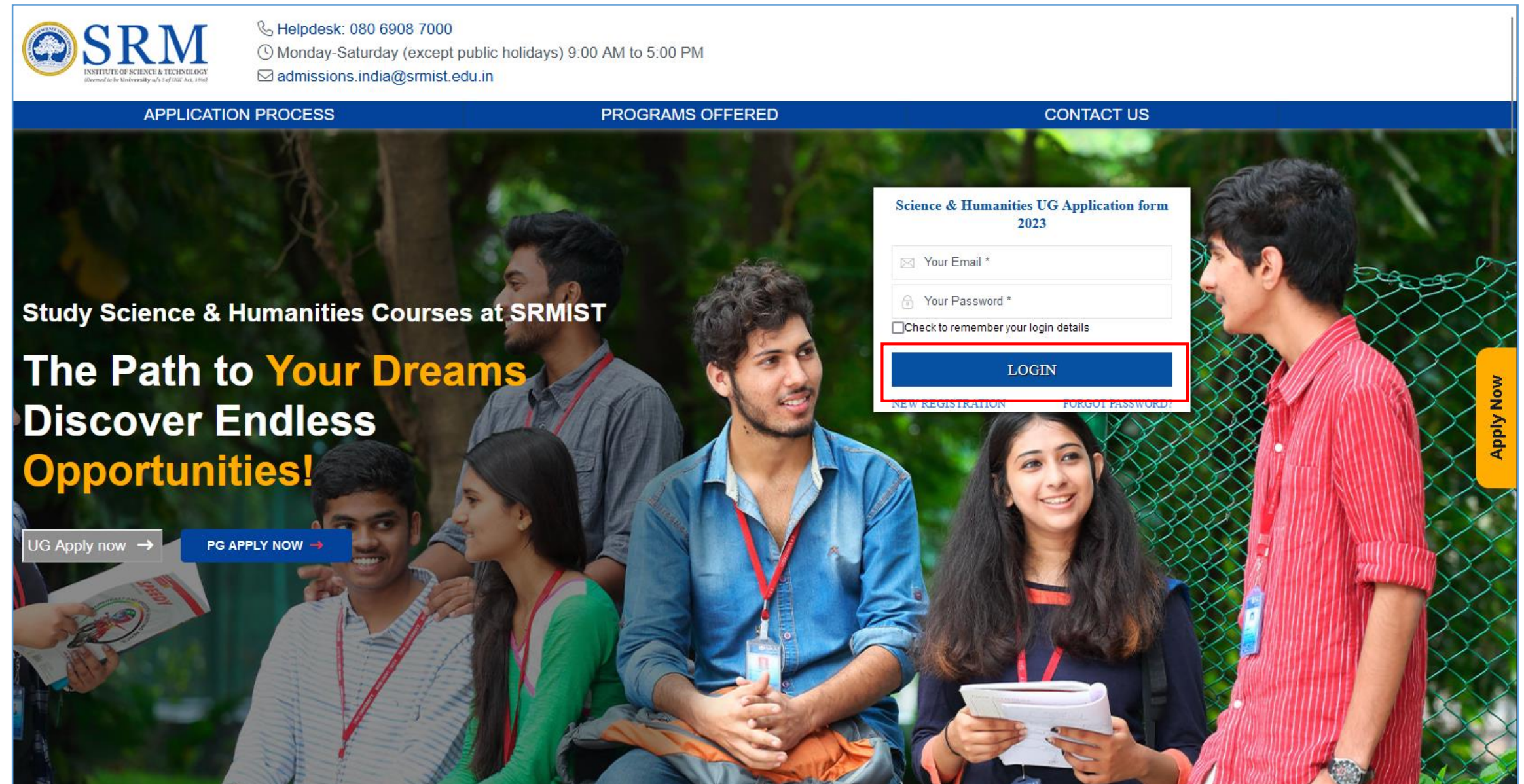
[Law \(LLM\)](#)

[Hotel Management - PG](#)



# Login to the Application Portal

1. Fill in your registered email and password. Click the **Login** button.



The screenshot shows the SRM Institute of Science & Technology application portal. The header includes the SRM logo, contact information (Helpdesk: 080 6908 7000, Monday-Saturday 9:00 AM to 5:00 PM, and admissions.india@srmist.edu.in), and navigation links for APPLICATION PROCESS, PROGRAMS OFFERED, and CONTACT US. The main banner features a group of students and the text "Study Science & Humanities Courses at SRMIST" and "The Path to Your Dreams Discover Endless Opportunities!". A login form titled "Science & Humanities UG Application form 2023" is overlaid on the right, with fields for "Your Email \*" and "Your Password \*", a "Check to remember your login details" checkbox, and a "LOGIN" button. Below the login form are links for "NEW REGISTRATION" and "FORGOT PASSWORD?". A yellow "Apply Now" button is on the right side of the banner. At the bottom left, there are buttons for "UG Apply now" and "PG APPLY NOW".

SRM  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University u/s 3 of UGC Act, 1956)

Helpdesk: 080 6908 7000  
Monday-Saturday (except public holidays) 9:00 AM to 5:00 PM  
admissions.india@srmist.edu.in

APPLICATION PROCESS   PROGRAMS OFFERED   CONTACT US

Study Science & Humanities Courses at SRMIST

The Path to **Your Dreams**  
Discover Endless Opportunities!

UG Apply now →   PG APPLY NOW →

Science & Humanities UG Application form 2023

Your Email \*  
Your Password \*  
☐ Check to remember your login details

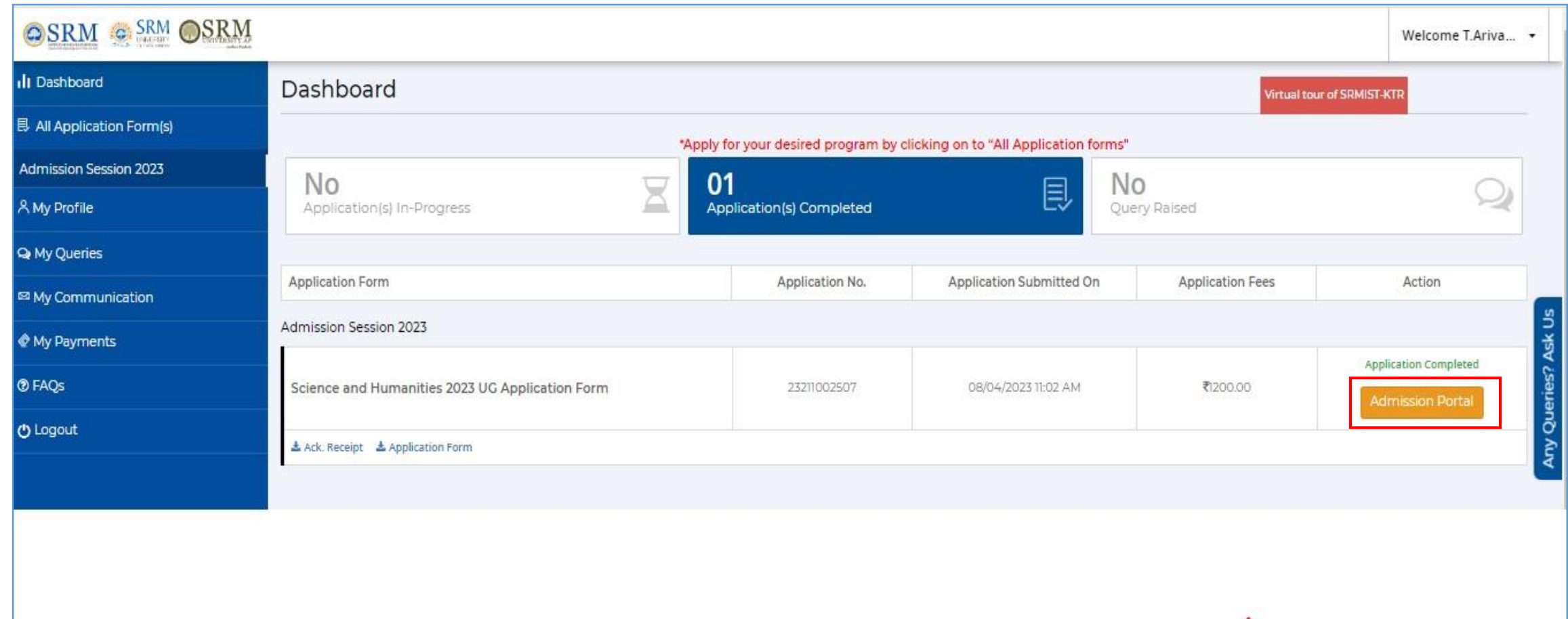
LOGIN

NEW REGISTRATION   FORGOT PASSWORD?

Apply Now

# Access the Admission Portal

1. Dashboard will display all the application forms for which you have applied for at SRM.
2. Click the **Admission Portal** adjacent to you application form.



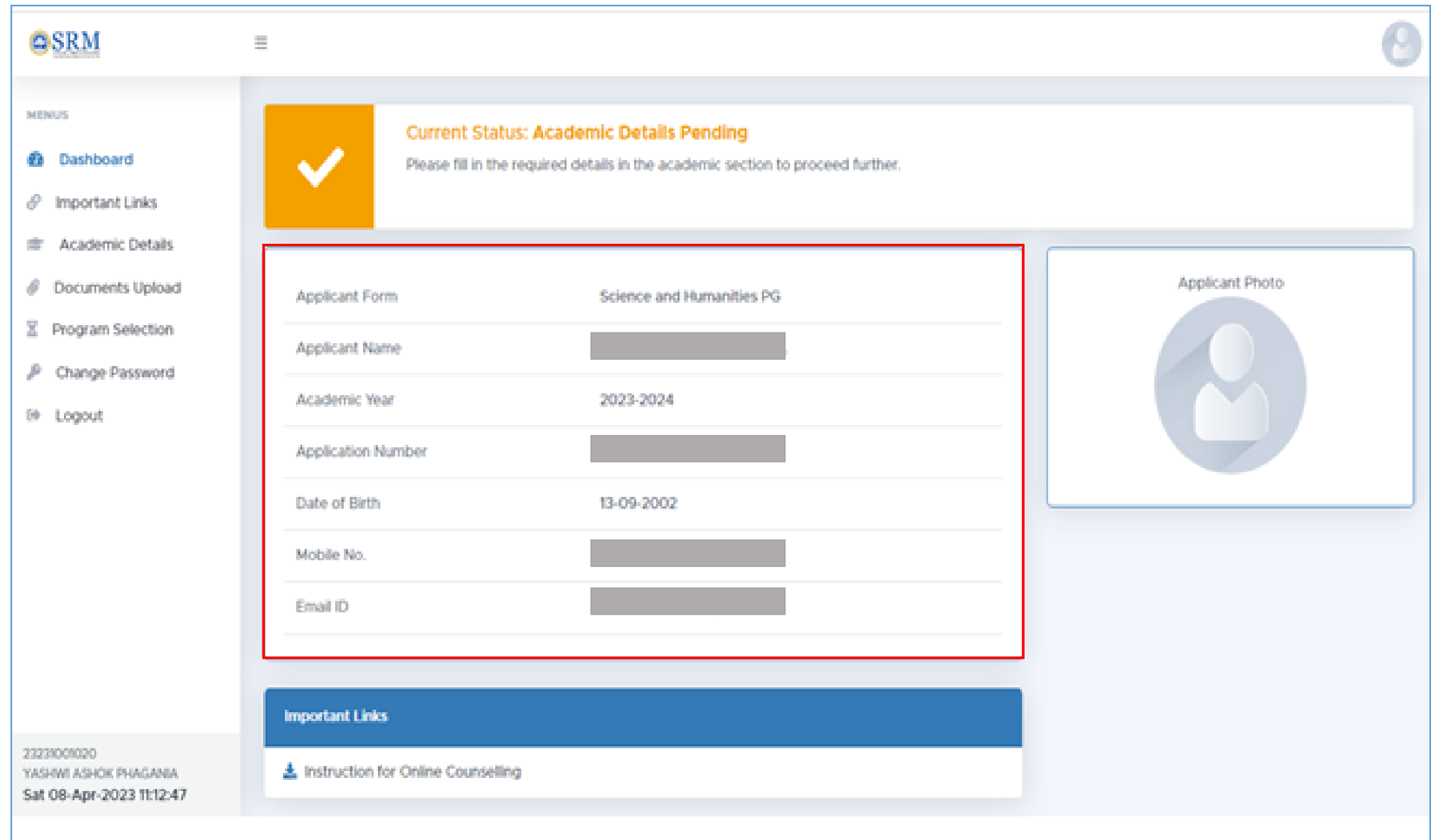
The screenshot shows the SRM Admission Portal Dashboard. The left sidebar contains navigation links: Dashboard, All Application Form(s), Admission Session 2023, My Profile, My Queries, My Communication, My Payments, FAQs, and Logout. The main content area displays a summary of application status: 'No Application(s) In-Progress', '01 Application(s) Completed', and 'No Query Raised'. A red banner prompts the user to 'Apply for your desired program by clicking on to "All Application forms"'. Below this, a table lists application forms for 'Admission Session 2023'. The first entry is 'Science and Humanities 2023 UG Application Form' with application number 23211002507, submitted on 08/04/2023 11:02 AM, for a fee of ₹1200.00. The status is 'Application Completed', and an orange 'Admission Portal' button is highlighted with a red box. At the bottom of the table, there are links for 'Ack. Receipt' and 'Application Form'. A vertical blue button on the right side says 'Any Queries? Ask Us'.

Application Form	Application No.	Application Submitted On	Application Fees	Action
Admission Session 2023				
Science and Humanities 2023 UG Application Form	23211002507	08/04/2023 11:02 AM	₹1200.00	Application Completed <a href="#">Admission Portal</a>

[Ack. Receipt](#)
[Application Form](#)

# Admission Portal Dashboard

1. Verify your name, application number, date of birth, mobile number and email-id before proceeding.



The screenshot displays the SRM Admission Portal Dashboard. On the left is a vertical menu with options: Dashboard, Important Links, Academic Details, Documents Upload, Program Selection, Change Password, and Logout. The main content area features a status banner at the top with a green checkmark icon and the text "Current Status: Academic Details Pending" and "Please fill in the required details in the academic section to proceed further." Below this is a table with applicant details, highlighted by a red border. To the right of the table is a box for the "Applicant Photo" with a placeholder icon. At the bottom left, user information is shown: ID 2323000020, name YASHVI ASHOK PHAGANIA, and login time Sat 08-Apr-2023 11:12:47. At the bottom right, there is an "Important Links" section with a link to "Instruction for Online Counseling".

Applicant Form	Science and Humanities PG
Applicant Name	
Academic Year	2023-2024
Application Number	
Date of Birth	13-09-2002
Mobile No.	
Email ID	

**Important Links**

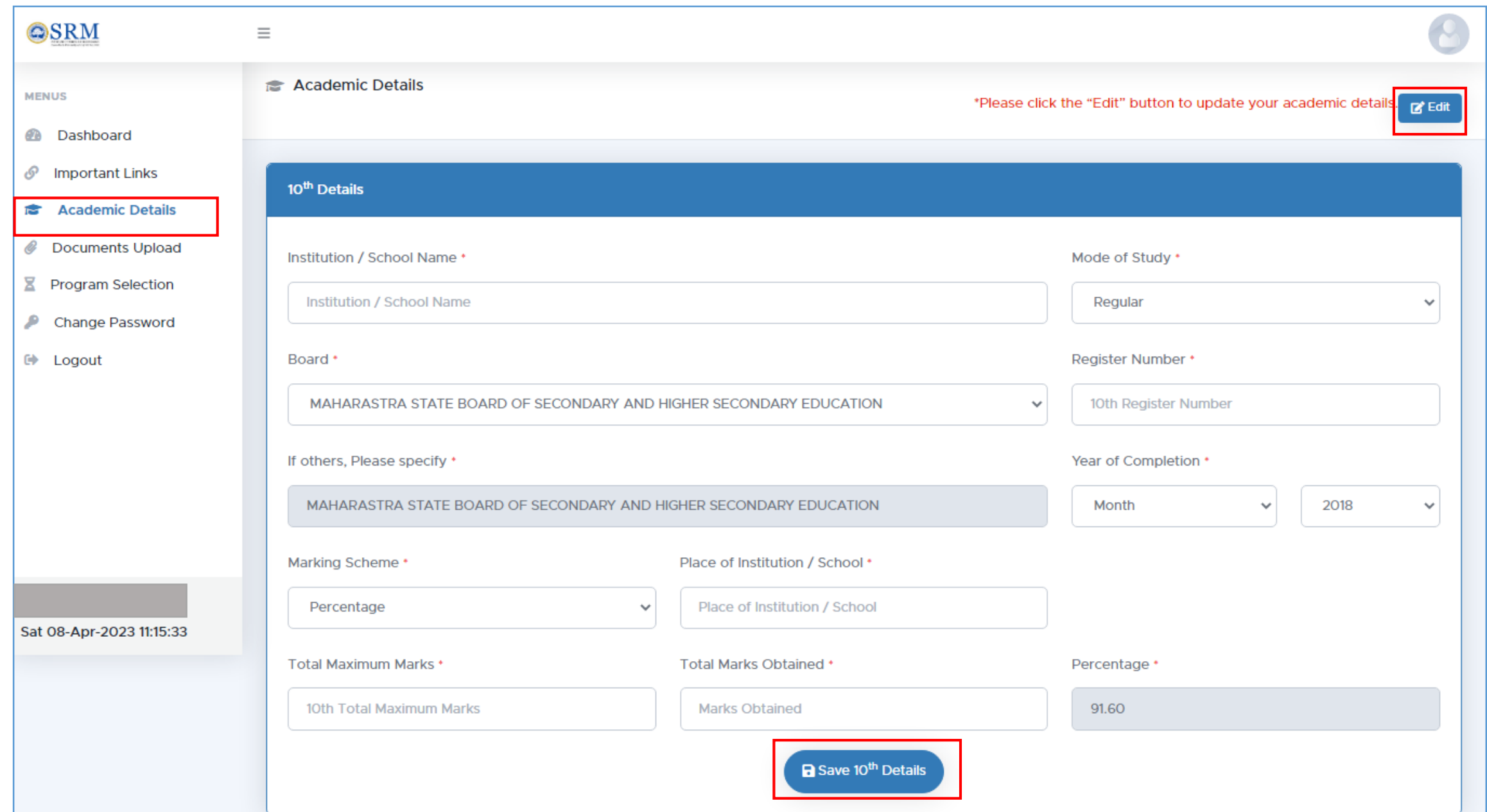
[Instruction for Online Counseling](#)

2323000020  
YASHVI ASHOK PHAGANIA  
Sat 08-Apr-2023 11:12:47



# Academic Details

1. Click the **Academic Details** tab and Click **Edit** button to fill in all the required information.
2. Click **Save 10<sup>th</sup> Details** after filling in all the required information.



**SRM** **Academic Details**

\*Please click the "Edit" button to update your academic details **Edit**

**10<sup>th</sup> Details**

Institution / School Name \*

Mode of Study \*

Board \*

Register Number \*

If others, Please specify \*

Year of Completion \*

Marking Scheme \*

Place of Institution / School \*

Total Maximum Marks \*

Total Marks Obtained \*

Percentage \*

**Save 10<sup>th</sup> Details**


Sat 08-Apr-2023 11:15:33

**Note:** If you have passed 10<sup>th</sup> during 2020-21 from Tamil Nadu State Board or Tamil Nadu Matriculation Board please leave the marks section empty.



# Academic Details

1. Select **XII<sup>th</sup>** or **Diploma** as applicable from the drop-down box.
2. Click **Save 10<sup>+</sup>2 / HSC Details** after filling in all the required information.



MENUS

Dashboard
Important Links
Academic Details
Documents Upload
Program Selection
Change Password
Logout

Sat 08-Apr-2023 11:15:33

Academic Details

XII / Diploma \*

XII th

10+2 / HSC Details

Status \*

Result declared

School / Institution Name \*

12th Insitution Name

Mode of Study \*

Regular

Board \*

MAHARASTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

Register Number \*

12th Register Number

If others, Please specify \*

MAHARASTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

Marking Scheme \*

Percentage

Place of Institution \*

12th Place of the Institution

Month and Year of Completion \*

Month

2020

Total Marks Obtained

Total Maximum Marks

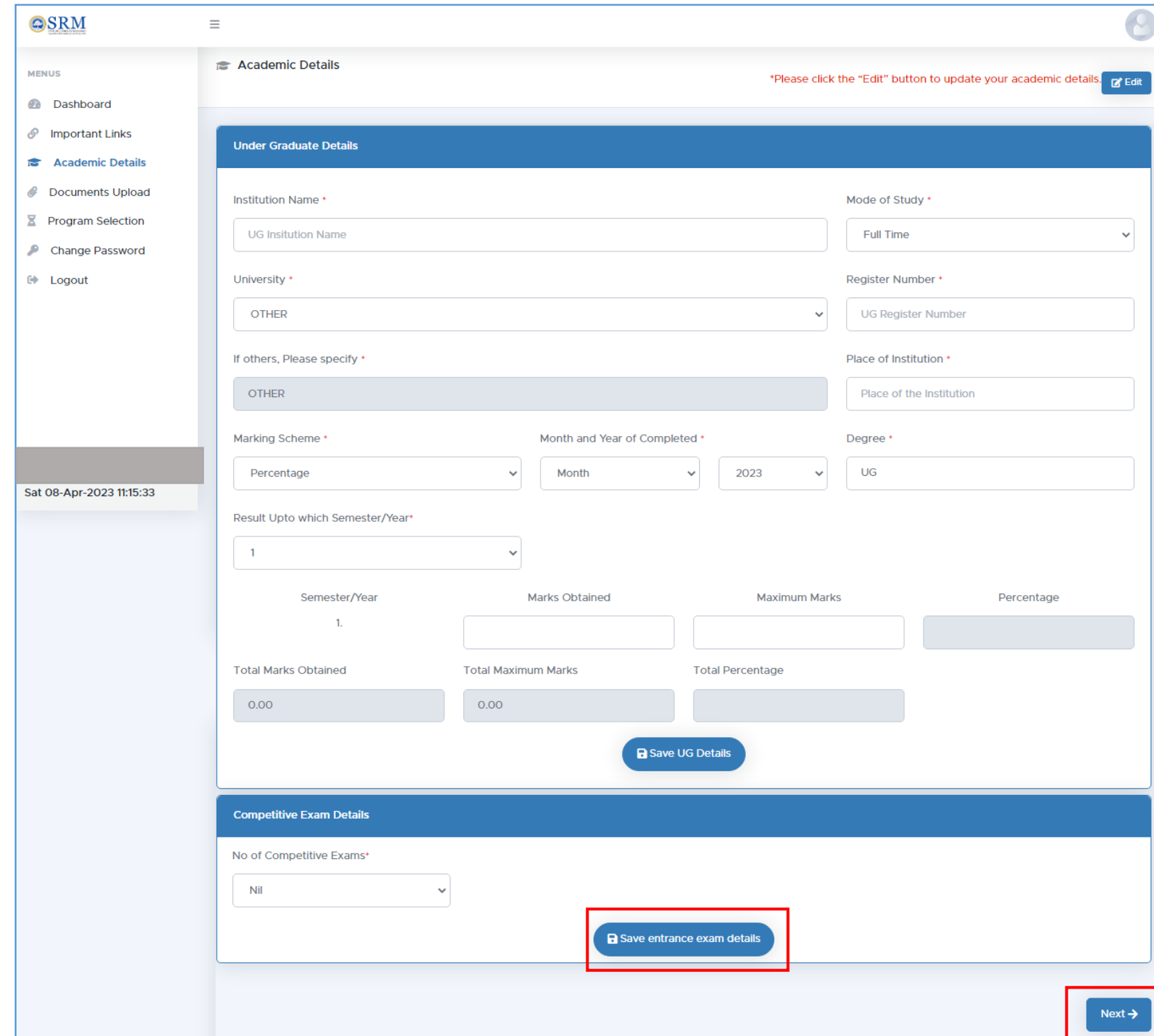
Total Percentage

76.62

Save 10+2 / HSC Details

# Academic Details

1. Repeat the previous step and update the Undergraduate details if applicable and Click **Save UG Details**.
2. Click the **Next** button to proceed further.



The screenshot shows the 'Academic Details' page in the SRM portal. The left sidebar contains a 'MENUS' section with links to Dashboard, Important Links, Academic Details (highlighted), Documents Upload, Program Selection, Change Password, and Logout. The main content area is titled 'Academic Details' and includes a red notification: '\*Please click the "Edit" button to update your academic details.' with an 'Edit' button. The form is divided into two sections: 'Under Graduate Details' and 'Competitive Exam Details'. The 'Under Graduate Details' section contains fields for Institution Name, University, Mode of Study, Register Number, Place of Institution, Marking Scheme, Month and Year of Completed, Degree, Result Upto which Semester/Year, and a table for Semester/Year, Marks Obtained, Maximum Marks, and Percentage. The 'Competitive Exam Details' section contains a field for No of Competitive Exams. Both sections have 'Save' buttons. The 'Next' button is located at the bottom right of the page.

**Academic Details**

\*Please click the "Edit" button to update your academic details. [Edit](#)

**Under Graduate Details**

Institution Name \*  
UG Institution Name

Mode of Study \*  
Full Time

University \*  
OTHER

Register Number \*  
UG Register Number

If others, Please specify \*  
OTHER

Place of Institution \*  
Place of the Institution

Marking Scheme \*  
Percentage

Month and Year of Completed \*  
Month 2023

Degree \*  
UG

Result Upto which Semester/Year \*  
1

Semester/Year	Marks Obtained	Maximum Marks	Percentage
1.			

Total Marks Obtained 0.00

Total Maximum Marks 0.00

Total Percentage

[Save UG Details](#)

**Competitive Exam Details**

No of Competitive Exams \*  
Nil

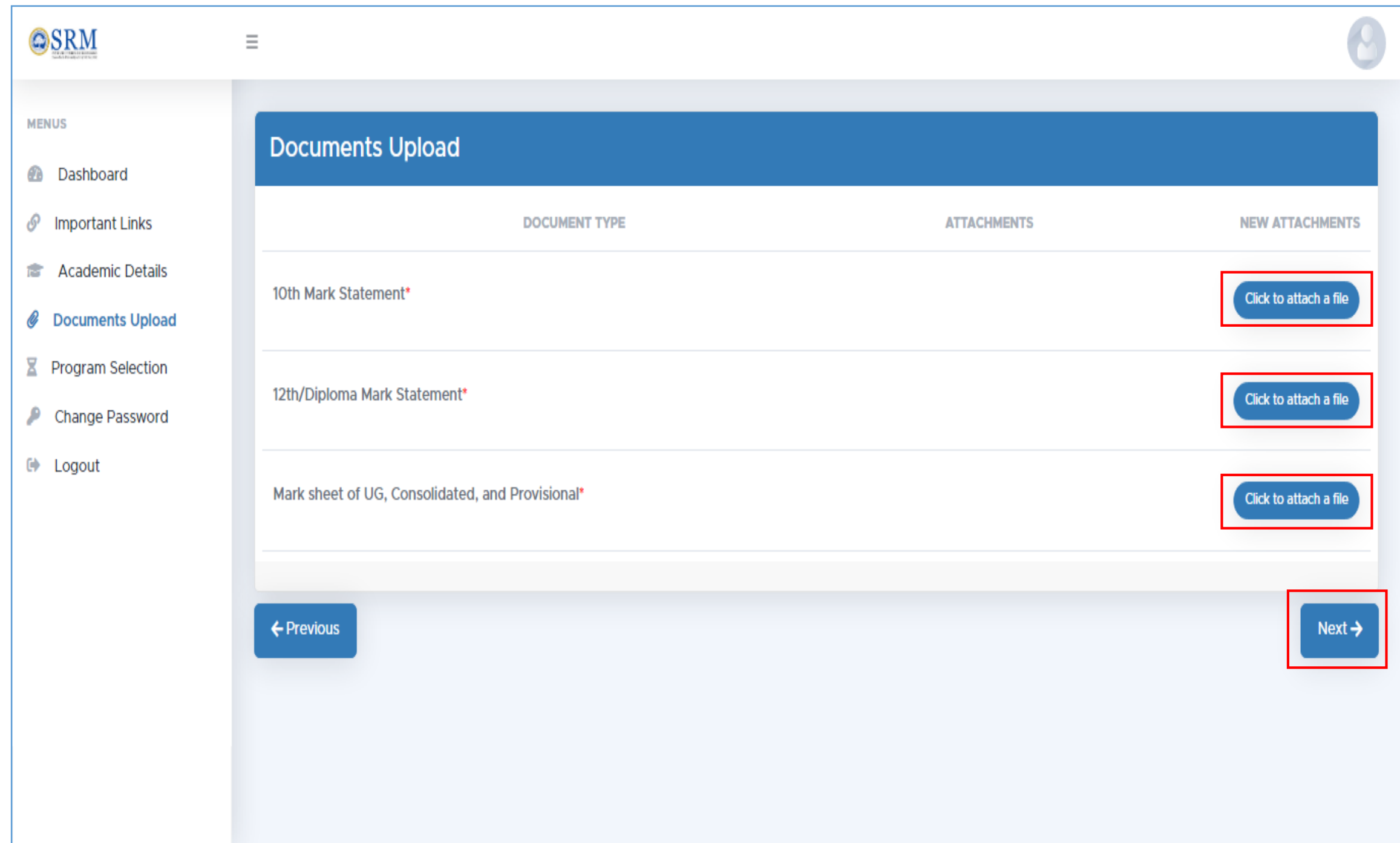
[Save entrance exam details](#)

[Next →](#)

# Documents Upload

1. Upload all mandatory documents in the Document Upload section.
2. Select **Click to attach a file** and upload the document from your computer. You can upload as many documents as required under each section.
3. Click the **Next** button to proceed further.

**Note:** If you have break in studies after 12<sup>th</sup>, upload the duly Filled **Proforma For Students Who Have Taken A Break In Their Studies** along with the 12<sup>th</sup> mark sheet in the 12<sup>th</sup> mark sheet document upload section. If you have break after UG, upload the Proforma in the UG mark sheet section along with the UG mark sheet.



The screenshot shows the SRM Documents Upload interface. On the left is a sidebar menu with options: Dashboard, Important Links, Academic Details, Documents Upload (highlighted), Program Selection, Change Password, and Logout. The main content area is titled 'Documents Upload' and contains a table with three columns: DOCUMENT TYPE, ATTACHMENTS, and NEW ATTACHMENTS. The table lists three document types: '10th Mark Statement\*', '12th/Diploma Mark Statement\*', and 'Mark sheet of UG, Consolidated, and Provisional\*'. Each row has a 'Click to attach a file' button in the NEW ATTACHMENTS column, which is highlighted with a red box. At the bottom of the interface, there are two buttons: 'Previous' and 'Next', with the 'Next' button also highlighted with a red box.

DOCUMENT TYPE	ATTACHMENTS	NEW ATTACHMENTS
10th Mark Statement*		<a href="#">Click to attach a file</a>
12th/Diploma Mark Statement*		<a href="#">Click to attach a file</a>
Mark sheet of UG, Consolidated, and Provisional*		<a href="#">Click to attach a file</a>

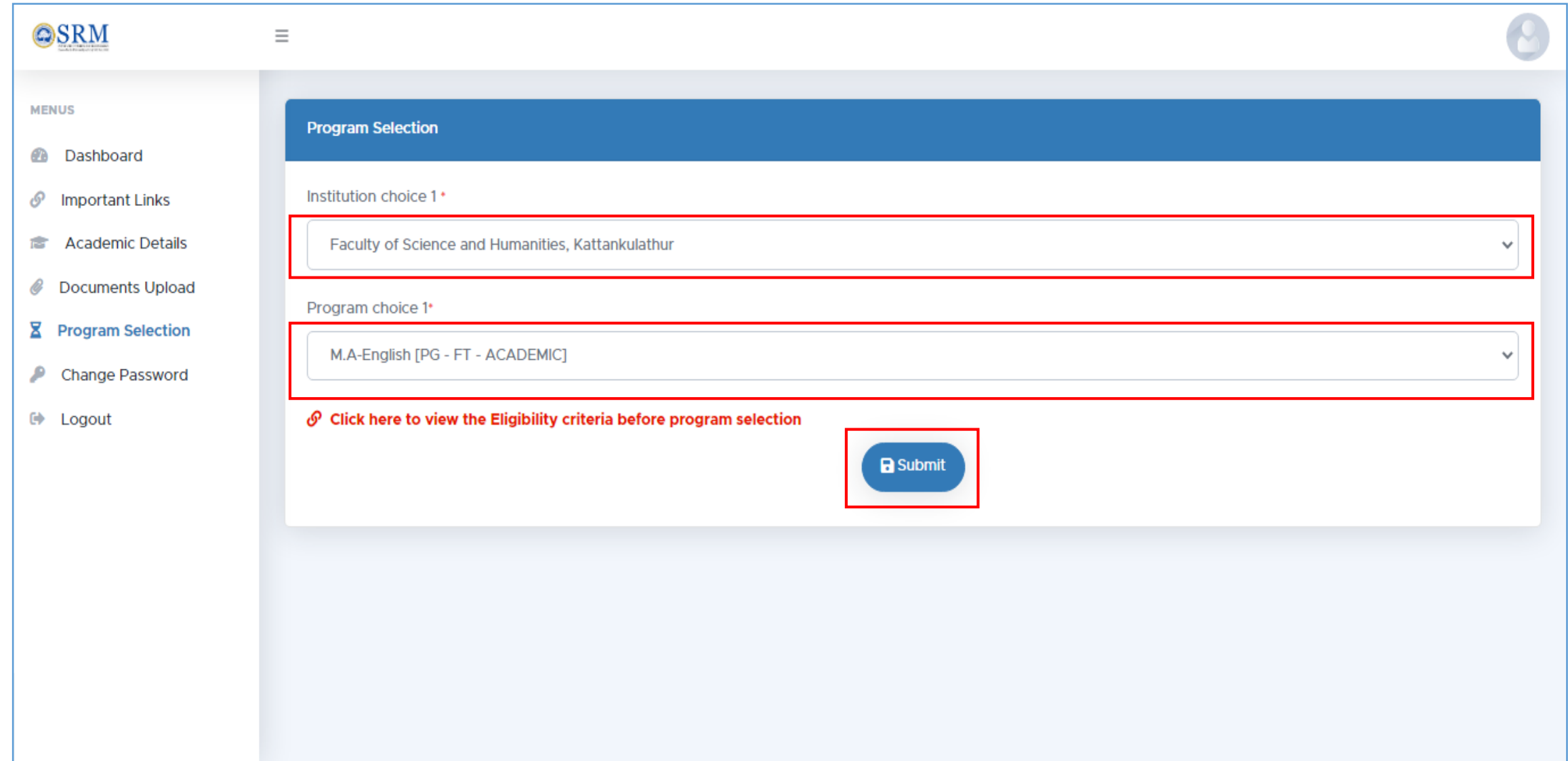
← Previous

Next →



# Program Selection

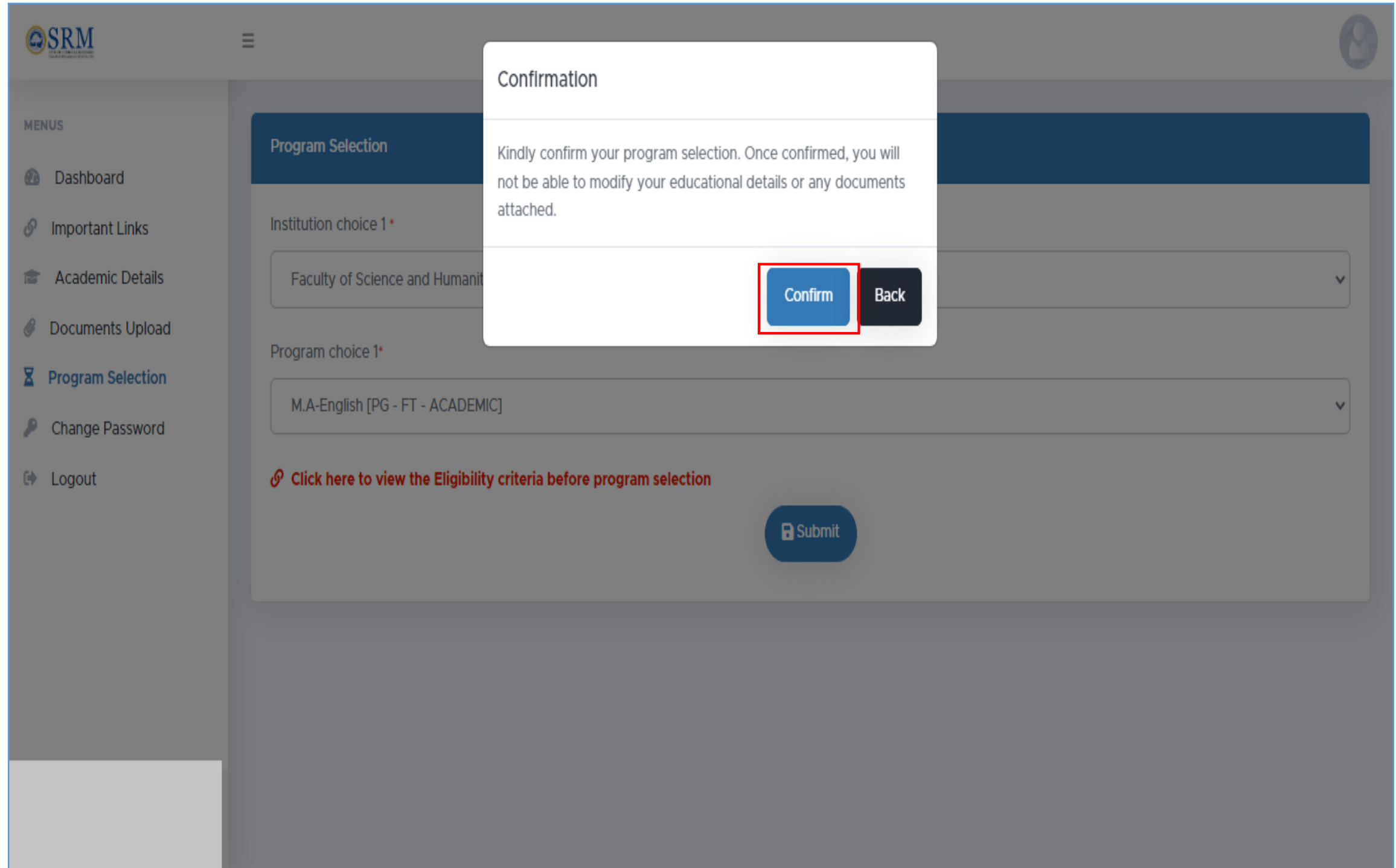
1. Select the desired **Institution** and **Program** from the drop-down lists. Exercise utmost caution, as Institution and Programs once selected and Confirmed cannot be changed under any circumstances.
2. You are strongly advised to review the eligibility criteria for the program of your choice from the links available in Page no.2 before finalizing your choices.



The screenshot displays the SRM Institute of Science & Technology's Program Selection interface. On the left is a vertical menu with options: Dashboard, Important Links, Academic Details, Documents Upload, Program Selection (highlighted), Change Password, and Logout. The main content area is titled 'Program Selection' and contains two dropdown menus. The first, 'Institution choice 1 \*', is set to 'Faculty of Science and Humanities, Kattankulathur'. The second, 'Program choice 1\*', is set to 'M.A-English [PG - FT - ACADEMIC]'. Below these is a red link that says 'Click here to view the Eligibility criteria before program selection'. A blue 'Submit' button is located at the bottom right of the form area.

# Confirm & Submit

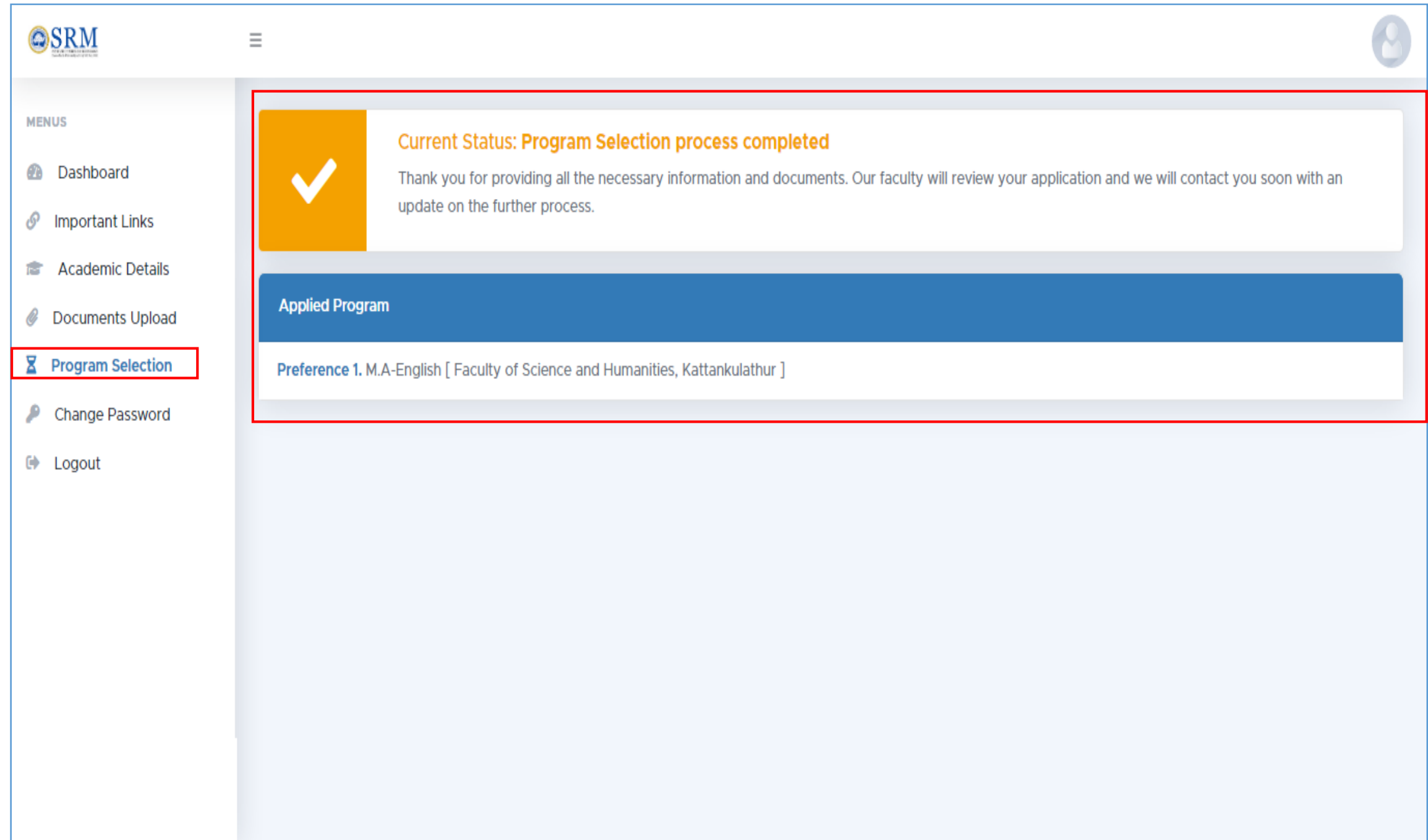
1. Click Confirm button to lock your **Institution** and **Program** choice.
2. Please note that your decision is full and final once you click the **Confirm** and the **Submit** button.



The screenshot shows the SRM Institute of Science & Technology portal. On the left is a 'MENUS' sidebar with links: Dashboard, Important Links, Academic Details, Documents Upload, Program Selection (highlighted), Change Password, and Logout. The main content area is titled 'Program Selection'. It contains two dropdown menus: 'Institution choice 1\*' with the selected value 'Faculty of Science and Humanit' and 'Program choice 1\*' with the selected value 'M.A-English [PG - FT - ACADEMIC]'. Below these is a link: 'Click here to view the Eligibility criteria before program selection'. At the bottom right of the form is a blue 'Submit' button. A white 'Confirmation' modal is overlaid in the center, containing the text: 'Kindly confirm your program selection. Once confirmed, you will not be able to modify your educational details or any documents attached.' At the bottom of the modal are two buttons: 'Confirm' (highlighted with a red box) and 'Back'.

# Scrutiny by Admission Committee

1. The Admission committee will review your application and the documents you have uploaded.
2. Our Faculty might reach out to you incase of any clarifications in the information provided
3. The decision of the Admission Committee will be communicated to you through your registered email within a week.
4. The decision rendered by the admission committee is absolute and definitive. It signifies that the decision has been made after careful evaluation and consideration of all relevant factors.




The screenshot displays the SRM Institute of Science & Technology admission portal. On the left, a 'MENUS' sidebar lists options: Dashboard, Important Links, Academic Details, Documents Upload, **Program Selection** (highlighted with a red box), Change Password, and Logout. The main content area, also outlined with a red box, shows a confirmation message: 'Current Status: Program Selection process completed' with a large orange checkmark icon. Below this, it states: 'Thank you for providing all the necessary information and documents. Our faculty will review your application and we will contact you soon with an update on the further process.' A blue bar labeled 'Applied Program' contains the text: 'Preference 1. M.A-English [ Faculty of Science and Humanities, Kattankulathur ]'.



# Program Allocation and Fee Details

1. You will be Provisionally allocated a program if you satisfy all the necessary criteria set by the committee
2. Your allotment will be visible in the **Program Allocation and Fee Details** tab if you have been allocated a program.
3. Click **I accept the allotted program** to reveal the payment options.



MENUS

- Dashboard
- Important Links
- Academic Details
- Documents Upload
- Program Selection
- Program Allotment & Fee Details**
- Change Password
- Logout

Sat 08-Apr-2023 11:34:54

Program Allotment Details

Application Number

Campus Allotted

Faculty of Science and Humanities, Kattankulathur

Course Allotted

M.A-English [PG - FT - ACADEMIC]

Applicant Name

Amount to Pay

45,000.00

Payment Start From

08-04-2023 11:30:00 AM

Last Date for Payment

15-04-2023 11:30:00 AM

I accept the allotted program

Course Fee Details (In Rupees)

Fee Type	Fee Details	Scholarship Amount	Total Fees
Registration Fee	5,000.00		5,000.00
Tuition Fees	40,000.00		40,000.00
<b>Total Amount</b>			<b>45,000.00</b>
<b>Counseling Fee Amount to be Paid</b>			<b>25,000.00</b>
			(Rupees Twenty Five Thousand only)
<b>Amount Collected (Rs.)</b>			<b>0</b>
<b>Balance fees to be paid before enrollment (Rs.)</b>			<b>45,000.00</b>

\*Refer respective campus website for other fee


\*Registration fee is non refundable and non transferable under any circumstances

Note:

- Counseling fee is a part of tuition fee, hence it will be adjusted in the tuition fee. Upon payment of the counseling fee, you can download the Provisional Allotment Letter (PAL) and Fee receipt.
- Failure to pay the Counseling fee within the stipulated date will lead to the cancellation of the allotted seat.SRM reserves the right to reallocate the seat to the next eligible candidate.
- The date for payment of the balance tuition fee (if any applicable after scholarships) will be intimated later.

# Program Allocation and Fee Details

1. You can pay your Counselling fee either through NEFT or RTGS or IMPS
2. Please pay the Counselling fee before the Last Date of Payment.
3. Please note that any payment done after the last date and time will be automatically rejected and reversed to the original payment account by the system and your allotted seat will stand cancelled.



MENUS

- Dashboard
- Important Links
- Academic Details
- Documents Upload
- Program Allotment & Fee Details**
- PAL & Fee Receipt
- Change Password
- Logout

Program Allotment Details

Proceed with fee payment via the NET Banking facility with the following bank details.

Payment Method	NEFT / RTGS / IMPS
Beneficiary Account Number	1985SH
Beneficiary Account Name	SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
Name of the Bank	HDFC BANK
IFSC Code (Read HDFC "Zero" "Zero" "Zero" 1857)	HDFC0001857
Branch (State - Tamilnadu)	MARAIMALAI NAGAR, CHENNAI ,TN.
Type of Account	Current Account

Application Number		Applicant Name	
Campus Allotted	Faculty of Science and Humanities, Kattankulathur	Amount to Pay	45,000.00
Course Allotted	M.A-English [PG - FT - ACADEMIC]	Payment Start From	08-04-2023 11:30:00 AM
Accepted Datetime	08-04-2023 11:36:34 AM	<b>Last Date for Payment</b>	<b>15-04-2023 11:30:00 AM</b>

Course Fee Details (In Rupees)

Fee Type	Fee Details	Scholarship Amount	Total Fees
Registration Fee	5,000.00		5,000.00
Tuition Fees	40,000.00		40,000.00
<b>Total Amount</b>			<b>45,000.00</b>
<b>Counseling Fee Amount to be Paid</b>			<b>25,000.00</b> (Rupees Twenty Five Thousand only)
<b>Amount Collected (Rs.)</b>			<b>0</b>
<b>Balance fees to be paid before enrollment (Rs.)</b>			<b>45,000.00</b>

\*Refer respective campus website for other fee

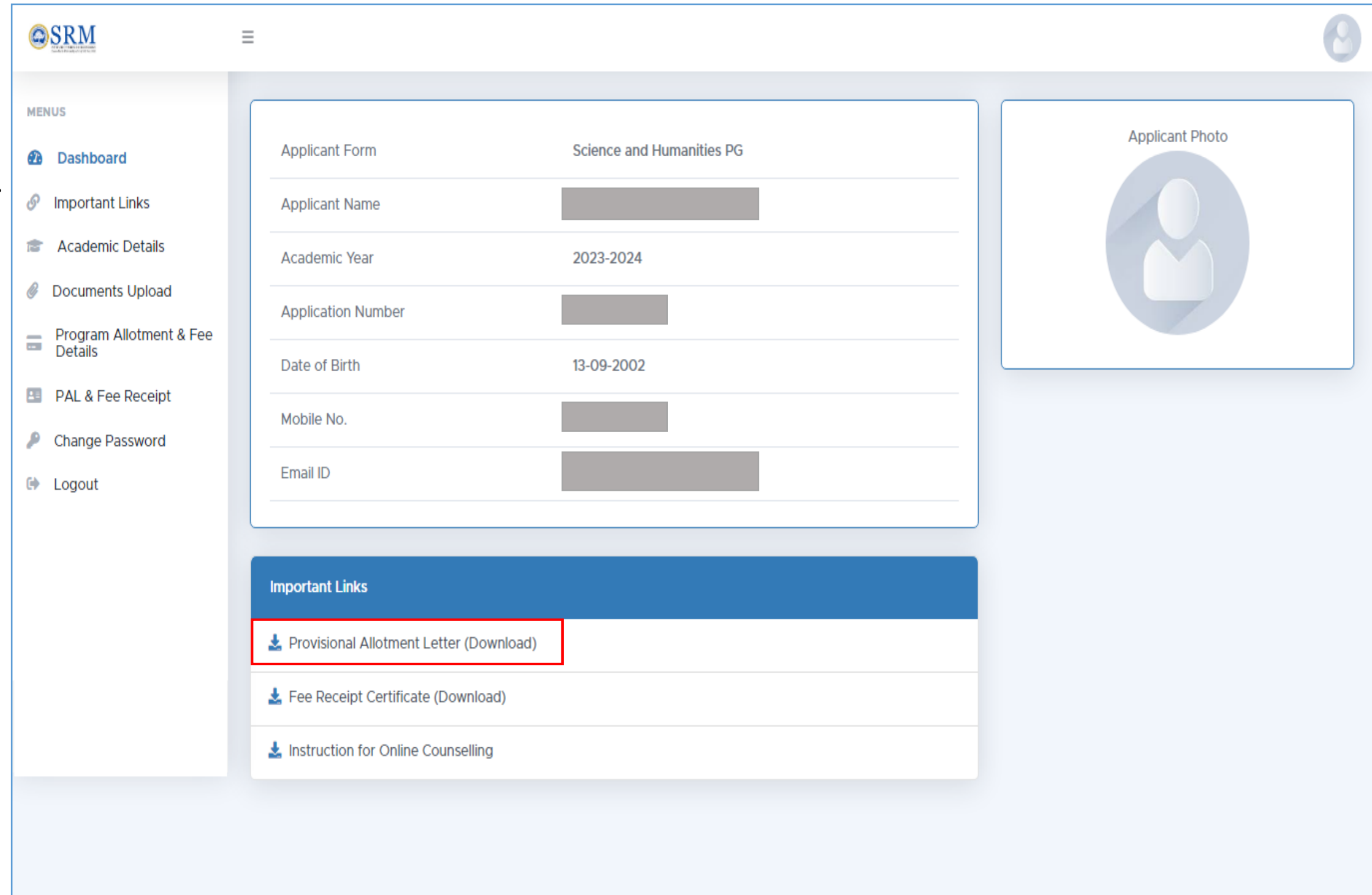
\*Registration fee is non refundable and non transferable under any circumstances

Note:

- Counseling fee is a part of tuition fee, hence it will be adjusted in the tuition fee. Upon payment of the counseling fee, you can download the Provisional Allotment Letter (PAL) and Fee receipt.
- Failure to pay the Counseling fee within the stipulated date will lead to the cancellation of the allotted seat.SRM reserves the right to reallocate the seat to the next eligible candidate.
- The date for payment of the balance tuition fee (if any applicable after scholarships) will be intimated later.

# Fee Receipt & Provisional Allotment Letter

1. Your **Provisional Allotment Letter** and **Fee Receipt** will be available for download in your dashboard within 48 hours of successful receipt of payment.



The screenshot displays the SRM Institute of Science & Technology dashboard. On the left, a 'MENUS' sidebar lists options: Dashboard, Important Links, Academic Details, Documents Upload, Program Allotment & Fee Details, PAL & Fee Receipt, Change Password, and Logout. The main content area features a table titled 'Applicant Form' for 'Science and Humanities PG'. The table contains fields for Applicant Name, Academic Year (2023-2024), Application Number, Date of Birth (13-09-2002), Mobile No., and Email ID, with some fields masked by grey boxes. To the right of the table is a section for 'Applicant Photo' with a placeholder icon. Below the table is an 'Important Links' section with three items: 'Provisional Allotment Letter (Download)' (highlighted with a red border), 'Fee Receipt Certificate (Download)', and 'Instruction for Online Counselling'.

Applicant Form	Science and Humanities PG
Applicant Name	[Redacted]
Academic Year	2023-2024
Application Number	[Redacted]
Date of Birth	13-09-2002
Mobile No.	[Redacted]
Email ID	[Redacted]

**Important Links**

- [Provisional Allotment Letter \(Download\)](#)
- [Fee Receipt Certificate \(Download\)](#)
- [Instruction for Online Counselling](#)



# FAQ

1. I have not received my HSC/+2 results yet. Can I proceed for e-counselling ?

Ans: Yes. You can proceed for e-counselling. We will be assessing your 10<sup>th</sup> standard marks and other aspects of your application to provide you with a provisional allotment.

2. I passed my 10<sup>th</sup> standard during the covid pandemic and my mark sheet does not have any marks or grade. How will I be assessed?

Students from Tamil Nadu (State Board and Matriculation) who have completed 10<sup>th</sup> standard during the covid pandemic (Academic Year 2020-21) will be called for an interview by our faculty and admission will be based on their performance in their personal interview.

3. Is my admission full and final provided my admission is based on 10<sup>th</sup> standard/personal interview performance?

Ans: No. The admission being provided is Provisional Allotment Only. Students will have to meet all the eligibility criteria during the enrollment stage for the admission to be considered full and final. (Please refer to the links in Page 2 for the eligibility criteria of each program)

4. I have break in studies. Can I still get admissions in SRM ?

Ans: Yes. A break in study of one year is permissible and you can proceed for e-counselling without any implications. Students who have more than one year of break period in their studies should fill in the **Proforma For Students Who Have Taken A Break In Their Studies** sent along with this manual and the same has to be uploaded in the Admissions portal during e-counselling. If you have break in studies after 12<sup>th</sup>, upload the Proforma along with the 12<sup>th</sup> mark sheet in the 12<sup>th</sup> mark sheet document upload section. If you have break after UG, upload the Proforma in the UG mark sheet section along with the UG mark sheet. Our Faculty will review the same and the final decision will be communicated to you through your registered email.

5. Do I have to pay the full tuition fee to receive my Provisional Allotment Letter?

Ans: No. You only have to pay the Minimum Counselling Fee (which is usually 50% of your tuition fee) now to be eligible for Provisional Allotment. The deadline for remaining tuition fee will be communicated in due course of time.

6. Who should I contact if I have any further queries?

You can call our helpdesk at 080 6908 7000 or write to us at [admissions.india@srmist.edu.in](mailto:admissions.india@srmist.edu.in) if you have any further queries. Our helpline remains operational between 9:00 AM to 05:00 PM (Monday to Saturday) for your assistance.