***Business Process Flow of Admission***

**Master Screens** : Master screens should be created first before transaction screen process.

The following master screens are: Department, Course Type, Courses, Semester, Modules, Topic, Class Rooms, Academic Year, Academic Term, Academic Events, Academic Calender Template, Academic Calender, Documents, Document Template, Eligibility Parameters, clearance master, Scholarship master

**Admission Process Flow**:

**Activity:** The Admission process flow in SLCM refers to the series of steps and activities involved in the admitting students to an educational institution, from initial inquiry to enrollment.

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student, Student Applicant.

**Prerequisites:** Before Admission Process Flow, it is advisable you create the following documents:

Academic Calendar, Course Grade, Course, Semester, Academic Year, Academic Term, Counselling Structure, Seat Reservation Type, Document Template, Student Category, Eligibility Parameter

**Steps:** *Student Admission --> Center Selection --> Student Applicant --> Entrance Exam Declaration --> Entrance Exam Admit Card --> Rank Card Publication --> Counselling --> Document Verification --> Course Preference Selection --> Seat Booking--> Approved/Rejected (If Approved)--> Student --> Provisional Admission- --> Course Enrollment --> Module Enrollment--> Fees --> Roll number generation--> Status Changed to Admitted in Course Enrollment--> Course Enrollment Report*

**Scholarship Process Flow**:

**Activity:** This is a screen for Scholarship Application where the user can maintain the scholarship criteria and list of documents required for the scholarships. The Scholarship Application screen will help the user maintain applications for eligible scholarship applicants which will be further used for review and selection process

**Roles:** The feature is accessible to SLCM Admin, Account Manager, Student

**Prerequisites:** Before scholarship Process Flow, it is advisable you create the following

Documents: Student Applicant, Scholarship master records

**Steps:** *Scholarship--> Scholarship Application (This will define the eligibility criteria & documents required)--> Eligible Applicant List*

*Applicant-->Scholarship Application (The applicant will apply by selecting the scholarship name & upload documents in this screen)--> Eligible Applicant List*

**Clearance Process Flow**:

**Activity:** The Student clearance Application screen will allow users to apply for clearance once the enrolled course is completed successfully

**Roles:** The feature is accessible to Admission Management Group, Admin Officer, Library Head, HOD, Student

**Prerequisites:** Before scholarship Process Flow, it is advisable you create the following Documents:

Academic year, Department, Student

**Steps:** *Applicant-->Student clearance Application--> clearance by department head--> Status clearance approved*

**Student Feedback Process Flow**:

**Activity:** Student Feedback Form is the screen where students submits their feedback regarding an semester

**Roles:**The feature is accessible to SLCM Admin, Student

**Prerequisites:** Before Student Feedback Process Flow, it is advisable you create the following

Documents: Academic year, Department, Student, academic term, course, semester, trainer

**Steps:***Master Student--> Student Feedback question--> Student feedback form--> form sent to Admin*

**Rewards & Achievement Process Flow**:

**Activity:** Rewards and Achievement screen will assist the user in fetching students based on merit as well as any cutoff grade points i.e. fetching students between any given upper and lower grade point

**Roles:** The feature is accessible to SLCM Admin, Trainer, Student

**Prerequisites:** Before Rewards and Achievement Process Flow, it is advisable you create the following

Documents: Academic year, Academic term, course type, course, semester

**Steps:** *Rewards and Achievement--> Rewards and Achievement Report*

**Fees Process Flow**:

**Activity:** The fees process flow in SLCM is a crucial component that involves managing and processing student fees throughout their academic journey.

**Roles:** The feature is accessible to SLCM Admin, Student

**Prerequisites:** Before Fees Process Flow, it is advisable you create the following Documents:

Academic year, Academic term, course type, course, semester, Student category, Account, Company

**Steps:** *Fee Category --> Fee Structure --> Fee Schedule --> Fee --> Auto Reconciliation --> Online Payment*