**Business Process Flow of Counselling**

**Masters screens :** Before any transaction master records should be created so that it can be used in subsequent transaction screens. Below is the masters screen where data has to be created first. Where a set of exam center is created which will be used for upcoming entrance exam

**Roles:** The below screen is accessible to Education Admission Dept head, Education Admission Dept, Education Management group

Entrance Exam center master

**Transaction screens** : these screens will be followed by master screens once all the master data records has been created and it will be fetched in the transaction screens wherever needed.

**Process flow for Entrance Exam :** This process involves creating new Entrance Exam center selection, after selection is created, creation of new entrance exam declaration is done in order to proceed ahead in entrance exam, then entrance exam center allocation is created where applicants will be allocated their preferred exam center based on the preference given while applicants are filling up the Application form.

**Roles:** The below screens are accessible to Education Admission Dept head, Education Admission Dept, Education Management group, Student Applicant.

**Prerequisites:** it is assumed that master screen has been created as the foundation for entrance exam center selection with particular Academic Year and Academic Term.

Entrance exam center master Entrance exam center selection Entrance exam Declaration Entrance exam

Center Allocation

**Process flow for Admit Card generation :** This process involves creating the new Admit card either for single applicant or using a Admit card generation tool for bulk admit card generation, which will be issued to the applicant before the entrance exam is about to commence. when Entrance exam gets over then result publication process gets commenced, and then entrance exam conducting body publishes the result and shortlist the applicant who has qualified above the cut-off marks.

**Roles:** The below screens are accessible to Education Admission Dept head, Education Admission Dept, Education Management group, Student applicant.

**Prerequisites:** it is assumed that Entrance exam has been declared and the center allocation has been done for applicants to appear for the entrance exam as the foundation for result publication.

Entrance exam Admit card Tool Entrance exam Admit card

**Process flow for Result publication :** In this process once the Admit card is generated,the applicants appears for the entrance exam, and after the evaluation process the result is published/declared by creating Entrance exam result publication.

**Roles:** The below screens are accessible to Education Admission Dept head, Education Admission Dept, Education Management group

**Prerequisites:** it is assumed that Entrance exam Admit card has been issued to the applicants and entrance exam is done for further admission counselling phase for applicants as the foundation for result publication.

Entrance exam result publication

**Process flow for Rank card :** In this process the applicants who has qualified the entrance exam by achieving required cut-off marks, the rank cards will be provided based upon their category quota and also the maximum limit(Threshold) will be set by the rank card generating body where everyone will not be liable to attain a rank card. So rank card master will be created to a particular group of qualified applicants and rank card will be provided.

**Roles:** The below screens are accessible to Education Admission Dept head, Education Admission Dept, Education Management group, Student applicant

**Prerequisites:** it is assumed that result publication has been done and the applicants will be issued the rank card for further counselling processes as the foundation for rank card generation.

Rank card masters Rank card publication Tool Rank card

**Process flow for counselling Reporting desk :** In this process those applicants whose rank card has been issued they will prepare for the further process of the counselling and the applicants will be called up to the created reporting desk based upon the ranks they have obtained in the entrance exam.

**Roles:** The below screens are accessible to Education Admission Dept head, Education Admission Dept, Education Management group, Student applicant

**Prerequisites:** it is assumed that rank card has been issued to the qualified applicants and the applicants will be called up to the reporting desk via email for the further counselling process as the foundation for counselling reporting desk.

Reporting Desk

**Note**: if the applicants who doesn’t appear for counselling or who is not shortlisted for the further admission process they will be considered as rejected and the counselling process for those applicants will be stopped/end and the mail will be triggered to the applicants.

**Process flow for student admission :** In this process those applicants whose counseling is done successfully they will be provisionally admitted to the institution and their student profile will be created. After that the applicants will be enrolled by making the fee payment in any particular course for that Academic year, and applicant will be become the student and the counselling process flow will end.

**Prerequisites:** it is assumed that applicants has reported at the desk for counselling and they have been provisionally admitted in the institution and after the whole process the applicants gets his roll no which will be issued by the Institute. Which means they have enrolled in the particular course and their student profile has been created for that Academic year.