

Workflow for Student Registration and Application Approval

Step-by-Step Process Overview

Step 1: Student Registration

The process begins with the student submitting their registration through the official portal or designated system. The student provides all necessary personal and academic details, initiating their application for consideration.

Step 2: Application Forwarded to Guide/Principal Investigator (PI)

Once the student has registered, their application is automatically or manually forwarded to the assigned Guide or Principal Investigator (PI). The Guide/PI reviews the application for suitability based on criteria relevant to the program or research opportunity.

Step 3: Candidate Selection or Shortlisting by Guide/PI

The Guide or PI evaluates all received applications and either selects or shortlists candidates who meet the requirements. This may involve reviewing supporting documents, academic records, and other relevant information.

Step 4: Verification by the SDP Office

The shortlisted applications are sent to the SDP office for details verification. The office checks the authenticity and completeness of the submitted documents and information. Based on the findings, the office either approves or rejects the student's application.

Step 5: Reminder for Insufficient Documents

If any required documents are missing or insufficient, the SDP office sends a reminder email to the candidate. This notification provides instructions for submitting additional information or correcting discrepancies, ensuring the application can proceed.

Step 6: Confirmation Notification

After all documents have been verified and the application is approved, a confirmation email is sent to both the candidate and the Guide/PI. This confirms successful registration and completion of the approval process.

Student registers in the system

- Application is sent to Guide/PI for review
- Guide/PI shortlists candidates
- SDP office verifies details
- Reminder email sent for insufficient documents
- Confirmation email sent to candidate

Step 7: Fee Payment by Candidates

After all documents have been verified and the application is approved, candidates have to do fee payment for their enrolled courses.

Step 8: Fee Payment Verification

Once fee payment approved by admin, the enrolment of student is confirmed.

Step 9: Hostel Enrolment by Candidates

If candidates want to avail hostel facility they can request for the same as per availability for their enrolled courses.

Step 10: Hostel Fee Payment by Candidates, once available

Once availability confirmed by the co-coordinator students can avail hostel for the respective course.

Step 11: Hostel Fee verification

Once fee payment approved by admin, the hostel allotment of student is confirmed.