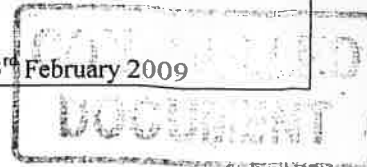


WORK INSTRUCTION

Issue No. 02

03<sup>rd</sup> February 2009

(u) **ADMISSION** : For the admission, following procedure will be followed :-



All students who have opted to take admission after having cleared SEE UPTU exams / direct admission (Management Quota) are required to complete the following activities, strictly in chronological order.

<u>Action at Accounts Office</u>	<u>Action at Registrar Office</u>	<u>Action at Admin. Office</u>
<p><b>Step- I</b> Deposit counseling letter and purchase college prospectus.</p> <p><b>Step- II</b> Deposit the complete fee as applicable. Fee will include tuition fee, university fee, exam fee, college registration and caution money and then report to registrar office.</p> <p><b>Step- III</b> If hostel is required, deposit lodging charges, messing charges &amp; security deposit and then report to Hostel Warden.</p> <p><b>Step- IV</b> If bus facility is required, deposit bus charges and report to Administrative Officer for bus pass.</p>	<p><b>Step- V</b></p> <p>(a) Submit the duly filled admission form. {refer SRMCEM/PO/F/07}</p> <p>(b) All documents as per checklist of the Registrar Office {refer SRMCEM/PO/F/08 (i) to (vi) }</p> <p>(c) Photocopy of counseling letter</p>	<p><b>Step- VI</b> Obtain Bus passes after showing bus fee receipt.</p>

<u>Action at Hostel Warden Office</u>	<u>Action at Library</u>
<p><b>Step- VII</b> Fill up the Application Form of Hostel {refer SRMCEM/PO/F/37} submit with the photocopy of hostel fee receipt and obtain hostel I-Card and get accommodation.</p>	<p><b>Step- VIII</b> Obtain library cards after completing the formalities.</p>

The Registrar Office shall be custodian of the following formats:

S. No.	Name of the formats	Refer Format No.
1	List of Registers	SRMCEM/PO/F/02
2	No Dues Certificate of the students	SRMCEM/PO/F/03
3	Transfer Certificate	SRMCEM/PO/F/04
4	Character Certificate	SRMCEM/PO/F/05
5	Return of Original Document of Students	SRMCEM/PO/F/06
6	Admission Form	SRMCEM/PO/F/07
7	Check List of the Documents	SRMCEM/PO/F/08 (i) to (vi)

Prepared by :-  Principal	Approved By :-  Executive Director	Revision No. : NIL  Date: NIL	Page No. 3 of 3
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