DEPARTMENT PROCESSES

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┌─────────────────────────────────┐        ┌─────────────────────────────────┐
│ Application Received Online      │   ┌──→ │ Time table is uploaded in the    │
└─────────────────────────────────┘   │    │ Student management system        │
              │                        │    └─────────────────────────────────┘
              ↓                        │                  │
┌─────────────────────────────────┐   │                  ↓
│ Application are verified online  │   │    ┌─────────────────────────────────┐
│ by Department administrator      │   │    │ Students register for Courses    │
└─────────────────────────────────┘   │    └─────────────────────────────────┘
              │                        │                  │
              ↓                        │                  ↓
┌─────────────────────────────────┐   │    ┌─────────────────────────────────┐
│ Application are then ranked and  │   │    │ Teaching commences with          │
│ printed                          │   │    │ continuous assessment            │
└─────────────────────────────────┘   │    └─────────────────────────────────┘
              │                        │                  │
              ↓                        │                  ↓
┌─────────────────────────────────┐   │    ┌─────────────────────────────────┐
│ A Department board is called to  │   │    │ Teaching ends and end of         │
│ deliberate on the eligibility of │   │    │ semester Examination are         │
│ applicants based on set          │   │    └─────────────────────────────────┘
└─────────────────────────────────┘   │                  │
              │                        │                  ↓
              ↓                        │    ┌─────────────────────────────────┐
┌─────────────────────────────────┐   │    │ Examination are marked and       │
│ Shortlisted and un-shortlisted   │   │    │ uploaded in the lecturers module │
│ applicants are updated in the    │   │    └─────────────────────────────────┘
│ system                           │   │                  │
└─────────────────────────────────┘   │                  ↓
              │                        │    ┌─────────────────────────────────┐
              ↓                        │    │ System generated examinations    │
┌─────────────────────────────────┐   │    │ results are discussed at the     │
│ A system generated list is       │   │    │ Department and faculty and       │
│ printed and forwarded to the     │   │    │ approved                         │
│ faculty Dean for endorsement     │   │    └─────────────────────────────────┘
└─────────────────────────────────┘   │                  │
              │                        │                  ↓
              ↓                        │    ┌─────────────────────────────────┐
┌─────────────────────────────────┐   │    │ The approved results are         │
│ The endorse list is forwarded to │   │    │ forwarded to examination office  │
│ Dean's committee                 │   │    └─────────────────────────────────┘
└─────────────────────────────────┘   │                  │
              │                        │                  ↓
              ↓                        │    ┌─────────────────────────────────┐
┌─────────────────────────────────┐   │    │ Results are released             │
│ Deans Committee meets and        │   │    └─────────────────────────────────┘
│ recommended the admission of     │   │
│ shortlisted applicants           │   │
└─────────────────────────────────┘   │
              │                        │
              ↓                        │
┌─────────────────────────────────┐   │
│ Admission office updates the     │   │
│ status of admissible and not     │   │
│ admissible applicants and issues │   │
│ letters to students              │   │
└─────────────────────────────────┘   │
              │                        │
              ↓                        │
┌─────────────────────────────────┐   │
│ Applicant's prints letter,       │   │
│ uploads admission documents on   │───┘
│ website and reports to the       │
│ Department on the indicated date │
└─────────────────────────────────┘
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