

**The steps involved for E-Counselling are given below:**

## E-Counselling Process || 2022 Applications

### STEPS TO FOLLOW

STEP 1

Login to Application Portal

STEP 2

Click on "Admission Portal

STEP 3

Educational Details & Doc.  
Upload

STEP 4

Program Preference

STEP 5

Confirm & Submit

STEP 6

Doc. Verification

STEP 7

Program Allocation

STEP 8

Accept the allocation  
and fee payment

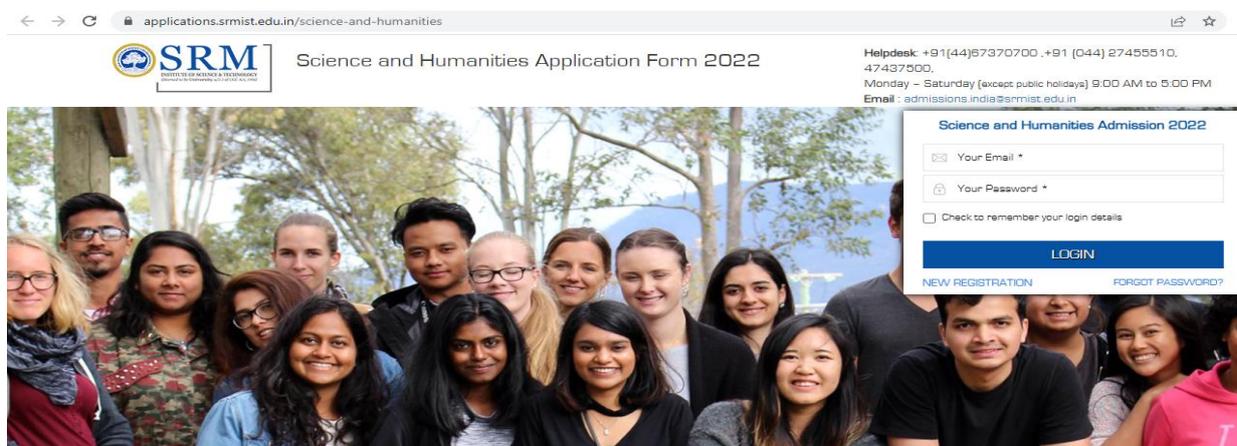
STEP 9

Download Provisional  
Allotment Letter

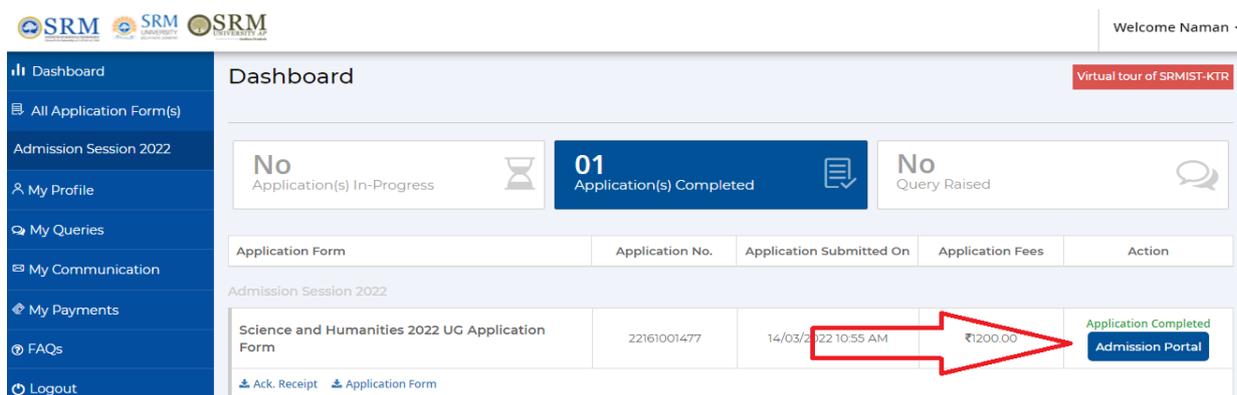
**Step 1- Login:** Login to the Online Application portal in the given link

<https://applications.srmist.edu.in/hcma>

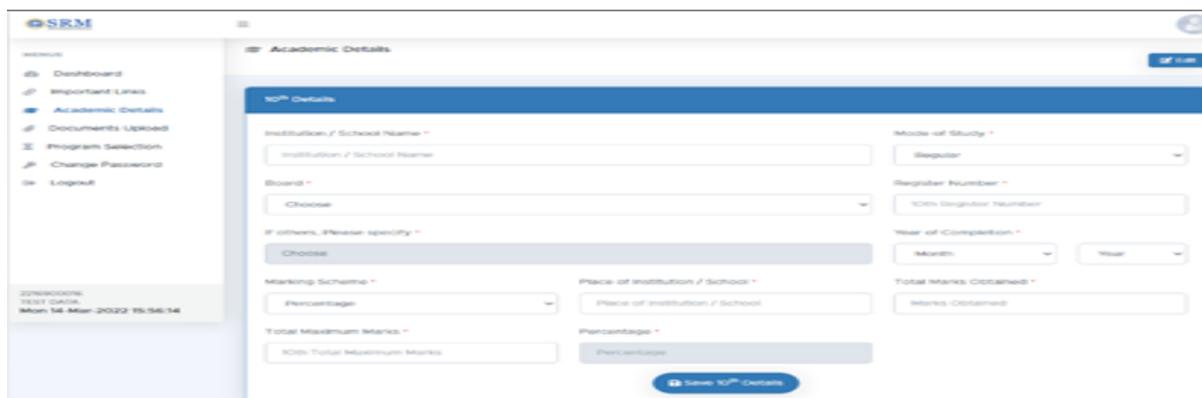
**Applicant needs to key in his login credentials (User name and Password) to login to his dashboard**

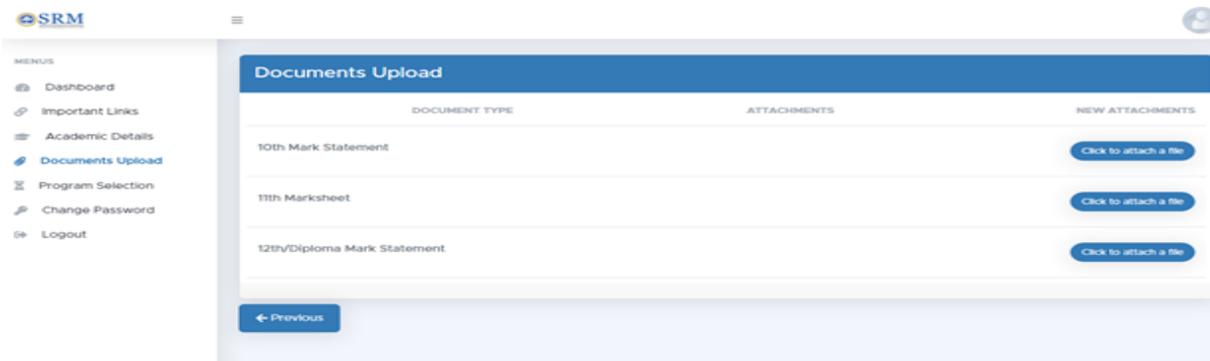


**Step 2** – Applicant would be able to see **“Admission Portal”** Button against their application form, he or she can press the button to access his admission portal.

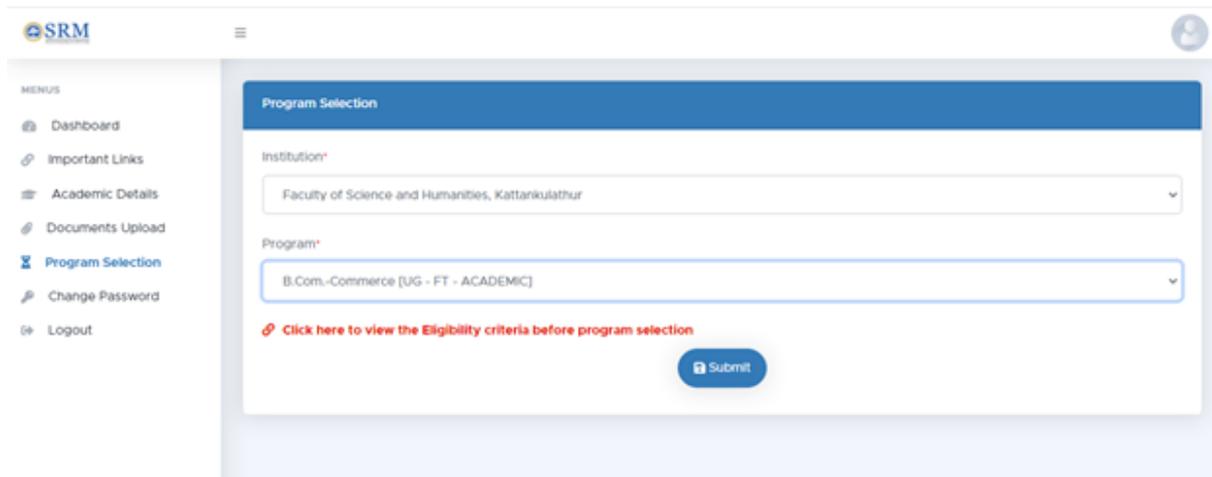


**Step 3 – Entering Educational Details & Documents Upload:** Required documents to be uploaded (X, XI & XII mark sheet). XII mark sheet only for passed out students. Students appearing for XII examination to mention the subjects, for which they are appearing.

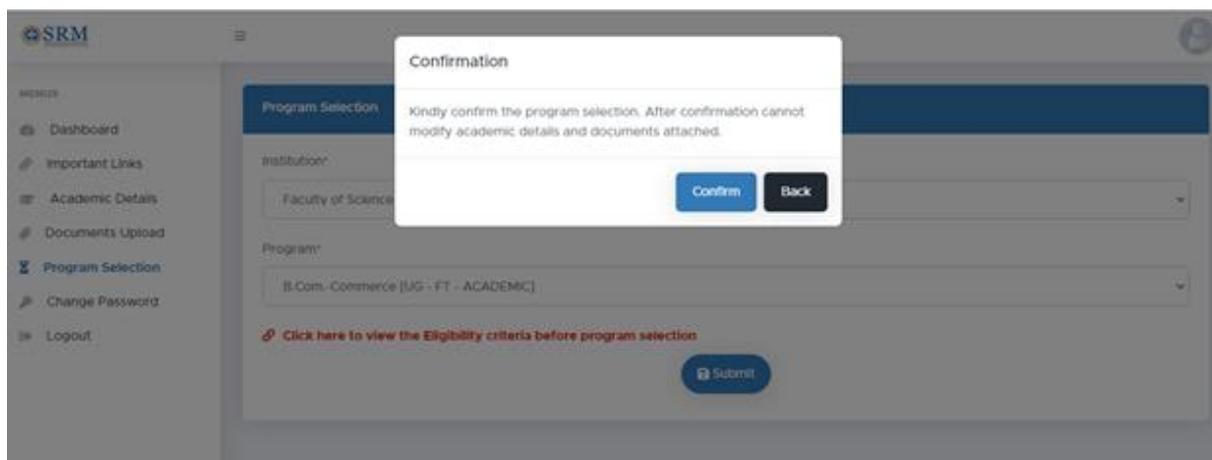




**Step 4 – Programme Preference:** After uploading documents, select the programme of your choice as per eligibility norms. Please note that you can change your preferences till you click the CONFIRM button. Once confirmed it is NOT possible to modify the preference.



**Step 5 – Confirm & Submit:** Candidates are requested to verify the educational details and program preference prior to confirm and submit. After confirming the preference, wait for the admission committee to verify the uploaded documents (4-5 days)



**Step 6 - Document Verification by Admission Committee:** The Admission Committee will scrutinize the uploaded documents and determine your eligibility for admission to the programme. The decision of the Admission Committee on eligibility will be final and binding.

**Step 7 – Allotment by Admission Committee:** Allotment of seat will be based on the eligible criteria and availability of seats. The seat will be allotted PROVISIONALLY based on the above criteria. The allotment will be displayed in Online Admission Portal.

**Step 8 – Accept the Allotment & Fee Payment:** Click “I accept the allotment”, you will be allowed to pay the counseling fee (Registration fee + part of tuition fee) via NET Banking facility. **The last date of balance tuition fee will be announced later.**

The screenshot shows the 'Program Allotment Details' page. It includes a table with the following data:

Field	Value
Application Number	2019000016
Applicant Name	TEST DATA
Amount to Pay	60,000.00
Payment Start From	14-03-2022 12:00:00 AM
Last Date for Payment	25-03-2022 12:00:00 AM

Fee Head	Fee Amount (Per Year)	Scholarship Amount	Total Amount
Registration Fee	60,000.00		60,000.00
Tuition Fee	60,000.00		60,000.00
Total Amount			60,000.00
Amount Collected (Rs.)			0
Balance Fee to be paid before allotment (Rs.)			60,000.00

**Note:**

- Counseling fee is a part of tuition fee, hence it will be adjusted in the tuition fee. Upon payment of the counseling fee, you can download the Provisional Allotment Letter (PAL) and Fee receipt.
- Failure to pay the Counseling fee within the stipulated date will lead to the cancellation of the allotted seat. SRM reserves the right to re-allot the seat to the next eligible candidate.
- The date for payment of the balance tuition fee (if any applicable after scholarship) will be intimated later.

**Step 9 – Fee Receipt & Provisional Allotment Letter**

The screenshot shows the 'Important Links' section of the SRM Online Admission Portal. The links listed are:

- Provisional Allotment Letter (Download)
- Fee Receipt Certificate (Download)
- View eligibility criteria (New)

**Important Note:**

- The admission is subject to (a) Satisfying the minimum eligibility criteria as stipulated for the respective programs. (b) Producing all original certificates and other documents during enrollment for verification, and (c) payment of Registration and full Tuition fees.
- The Registration fee is **Non-Refundable and Non-transferable under any circumstances.**
- For Eligibility details refer <https://www.srmist.edu.in/admission-india/science-and-humanities/admission-procedure-eligibility>

4. Tuition fee varies with program and campus. Refer <https://www.srmist.edu.in/admission-india/science-and-humanities/tuition-fee> for details.

Please feel free to contact helpdesk **(044) 67370700, 27455510, 47437500** for any further clarification or Email to [admissions.india@srmist.edu.in](mailto:admissions.india@srmist.edu.in).

**With Best Wishes.**

***Director, Admissions***