

### **Step-1 Procedure to Register As A New Student**

1. Applicants can select their Programme i.e., B.Tech/M.Tech/MBA from 'Under Graduate' or 'Post Graduate' heads.
2. After selecting particular course applicant will be redirected to **Registration for New Students** page.
3. Fill the details like Name of Applicant, Category, Mobile Number and Email ID. After filling all the details correctly click on **Register** button.
4. Your Registration Number will display on your screen, note it down for future references. Along with an OTP and same Registration Number will also be sent to the mobile number that you have entered. Fill that OTP in the given section and click on **Proceed** button.
5. After clicking on **Proceed** button a Password will be generated and sent to your mobile number.

### **Step-2 Procedure to Login**

1. Fill your Registration Number, Password and Captcha correctly in the respective fields.
2. In case you wish to change captcha image then click on Refresh icon.
3. After filling all the details correctly click on **Login** button.
4. After Login you will be redirected to Instructions section. Read the instructions carefully before filling the form.
5. In case you forgot your password then click on **Forgot Password** button and do the necessary proceedings.

### **Step-3 Procedure to Submit Fee for Admission**

1. After successful Login you will be redirected to **Instructions** page. Click on **Continue** button after reading the instructions carefully.
2. You will be redirected to Fee Payment page. Pay the prescribed fees through Debit Card/Credit Card/Net Banking.
3. Select your Payment Mode and click on **Proceed to Pay Online** button.
4. You will be redirected to Payment Gateway through which you will have to submit the fees.
5. After successful payment you will be redirected to Payment Details page where you can download the payment receipt by clicking on **Download Receipt** button for future Reference.
6. Click on **Proceed** button to fill the remaining Application Form.

### **Step-4 Procedure to Fill Personal Information**

1. After successful Payment applicant will be redirected to Personal Information page.
2. Fill your details like Father's Name, Mother's Name, Occupation of Father/Guardian, Caste Certificate Number, Religion etc.

3. After filling all the details correctly click on **Save & Continue** button.
4. You will receive a Pop-up Message of successful submission of details. Click on **OK** button to proceed.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

#### **Step-5 Procedure to Fill Address & Contact Details**

1. After successful submission of Personal Information applicant will be redirected to Address & Contact Details page.
2. Fill your details like Alternate Mobile Number, Local Address, Email ID of Father/Guardian etc.
3. Click on **Check Box** if your Permanent Address is same as Correspondence Address, else fill the details of Permanent Address.
4. After filling all the details correctly click on **Save & Continue** button.
5. You will receive a Pop-Up Message of successful submission of Address & Contact Details. Click on **OK** button to proceed further.
6. Fields marked with \* are mandatory.
7. Click on **Reset** button to reset all the details.

#### **Step-6 Procedure to Fill JEE Details**

1. After successful submission of Address & Contact Details applicant will be redirected to Other Qualification Page.
2. Fill your details like JEE (Advance) Roll No,JEE (Advance) Application No,JEE (Advance) Common Rank(Optional),JEE (Advance) Category(OBC-NCL/SC/ST/PwD/EWS) Rank(Optional).
3. After filling all the details correctly click on **Save & Continue** button.
4. You will receive a Pop-Up message of successful submission. Click on **OK** button to proceed.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

#### **Step-7 Procedure to Fill Academic Qualification Details**

1. After successful submission of Other Details applicant will be redirected to Academic Qualification Details Page.
2. Fill the details related to High School & Intermediate like Roll Number, Passing Year, Board, Name of College, Marks Obtained etc.
3. After filling and selecting all the details correctly click on **Save & Continue** button.
4. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

### **Step-8 Procedure to Fill Bank Details**

1. After successful submission of Academic Qualification Details applicant will be redirected to Bank Details Page.
2. Fill your details like Name of Account Holder, Name of Bank, Account Number, IFSC Code, PAN.
3. After filling all the details correctly click on **Save & Continue** button.
4. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

### **Step-9 Procedure to Upload Documents**

1. After successful submission of Bank Details applicant will be redirected to Upload Documents page.
2. Upload the photograph and signature of applicant's in JPG/JPEG format whose file size should not exceed 100 KB each.
3. After uploading correctly click on **Save & Continue** button.
4. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

### **Step-10 Preview and Final Submission of Application**

1. After successfully uploading the documents applicant will be redirected to Review Application Page.
2. In case you wish to make any change in the form you can click on **Edit** button of that particular form and make required changes.
3. After final review of the application, click on **Check Box** of declaration and then click on **Submit** button.
4. You will receive a Pop-Up message regarding Final Submission of Form. Click on **No, Cancel It!** button in case you are not sure for final submission of form else click on **Yes, I Am Sure!** button.
5. Applicant can download the submitted application by clicking on **Download Application Form** button and can download the Payment Receipt by clicking on **Download Receipt** button which will appear after final submission of application.

**Note:** No changes will be allowed after Final Submission of form, hence applicants are advised to make required changes while reviewing the application.