

HELP DOCUMENTATION

FOR

ADMISSION REGISTRATION



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PREREQUISITE

- Valid email id
- Parent and Student mobile number

ADMISSION REGISTRATION

1. If you are a **New User** , click “**New User**” link.



2. Give your name in capital. Enter your Mail id in “Email(Username)” field. Then, enter the password and confirm password. Click on **Sign Up** Button.



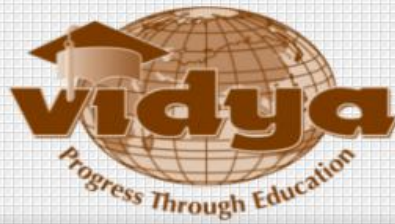
Name

Email (Username)

Password

Confirm Password

[Sign Up](#) [Back to Login](#)



Name

Email (Username)

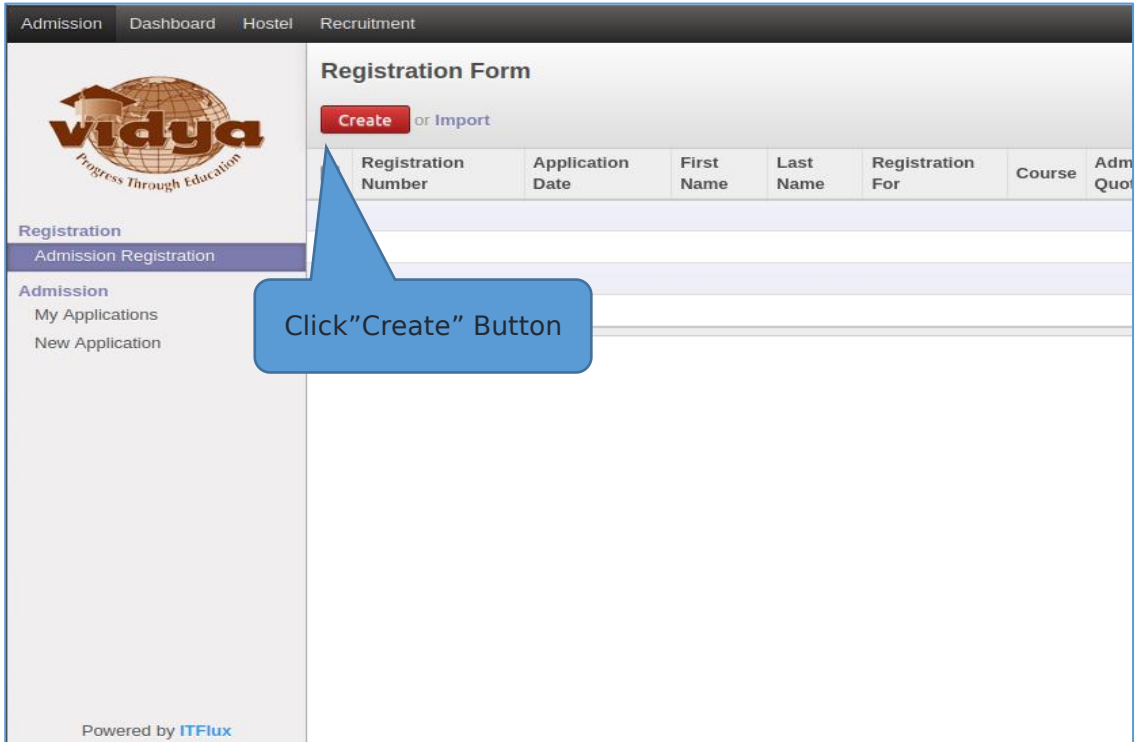
Password

Confirm Password

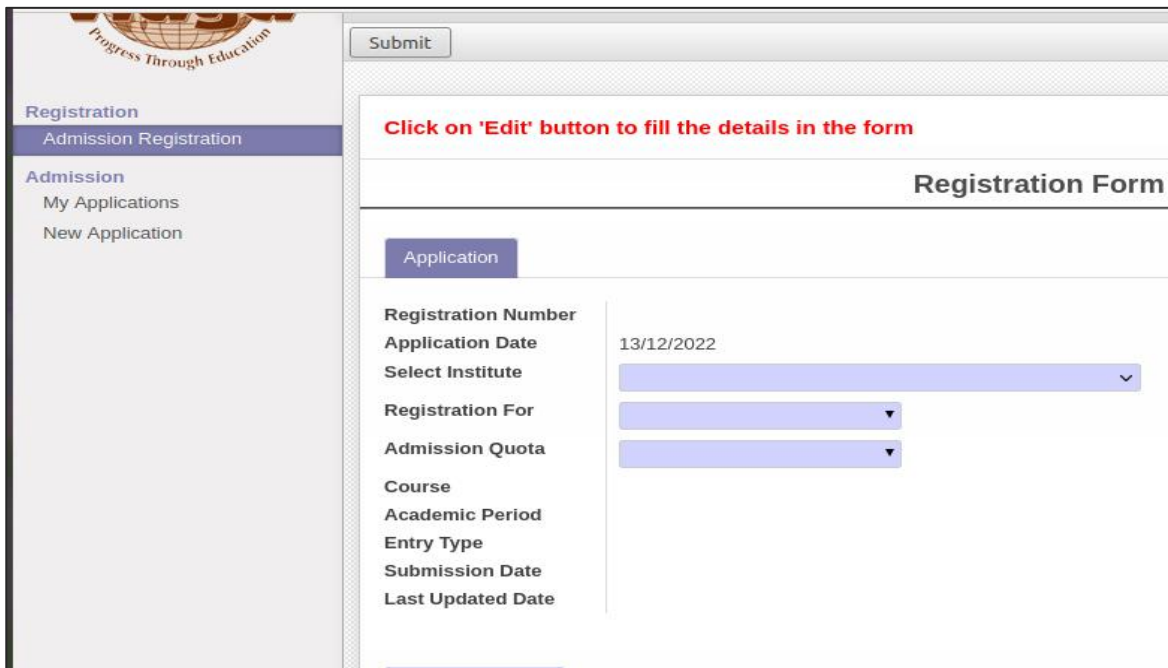
[Sign Up](#) [Back to Login](#)

Click Here

3. Click “Create” Button under the menu “ Admission -> Registration -> Admission Registration”



4. Select the Institute , Registration type, Admission quota from corresponding drop down list.



5. Select Branch options and Priority from the corresponding drop down list.

Please enter branch options in a prioritized manner

Priority	Branch Options
Add an item	

Amount to be Paid | 0.00

Amount to be paid will be display based on your first branch priority

6. Fill Personal information and Communication Address

Personal Information

First Name	<input type="text" value="First Name..."/>	Religion	<input type="text"/>
Last Name	<input type="text" value="Last Name..."/>	Caste	<input type="text"/>
Gender	<input type="text"/>	Email ID	<input type="text"/>
Date of Birth	<input type="text" value="DD/MM/YY"/>	Student Mobile No	<input type="text"/>
		Parent Mobile No	<input type="text"/>

Save the application and make the payment for the amount displayed and get available of the scanned copy of the payment reference(Size:below 100kb,jpeg format)which is needed for uploading while entering payment details in the application form.If payment type is **cheque**,then you should submit the **cheque** at Administrative office at the earliest.

Payment Details

7. For entering the payment details,click on”**Add an item**” and fill the payment details.

Payment Type	Transaction Date	Transaction Reference No	Amount Paid	Cheque Date	Cheque No	Remarks	Attach Payment Reference
Add an item							

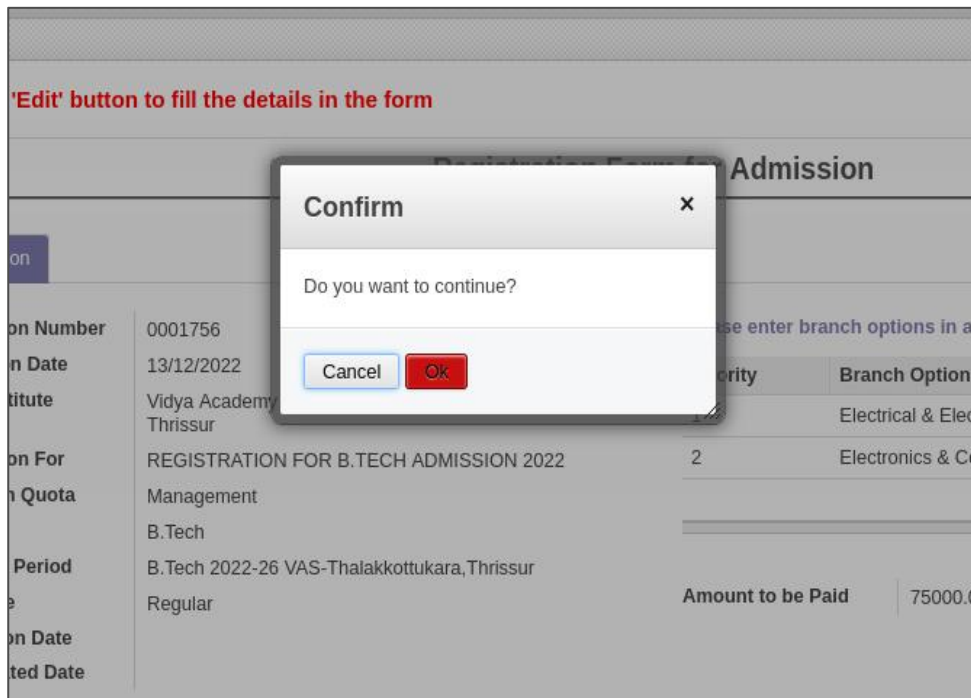
8. Attached the scanned copy of payment reference(**Size:Below 100kb**)

The screenshot shows a 'Payment Details' form with a table. The table has columns: Payment Type, Transaction Date, Transaction Reference No, Amount Paid, Cheque Date, Cheque No, Remarks, and Attach Payment Reference. The 'Amount Paid' column shows '0.00'. A dropdown menu is open for 'Payment Type', listing options: RTGS, Cheque, NEFT, DD, Cash, ECS, and Online Payment. A blue callout box points to a 'Select' button in the 'Attach Payment Reference' column, with the text: 'For Attach the payment Reference,click "Select" Button'. A 'Save A' button is also visible.

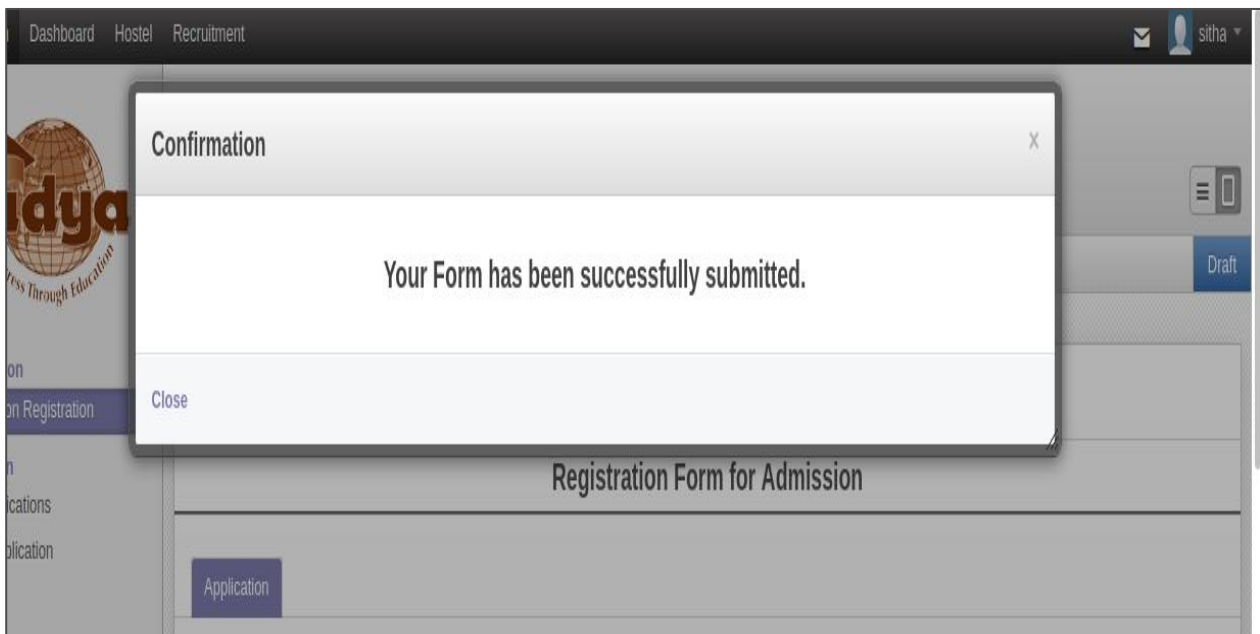
9. **Submit** the form after rechecking all the entered details.

The screenshot shows a 'Registration... / New' form titled 'Registration Form for Admission'. At the top, there are 'Save' and 'or Discard' buttons, and a 'Submit' button. A blue callout box points to the 'Submit' button with the text: 'Click Here to Submit The Form'. The form contains several sections: 'Application' with fields for Registration Number, Application Date (13/12/2022), Select Institute (Vidya Academy of Science & Technology Technical Can), Registration For (R B TECH ADMISSION 2021), Admission Quota (Management), Course (B.Tech), Academic Period (B.Tech 2021-25 VAST TC-Kilimanoor, Thiruvananthapuram), Entry Type (Regular), Submission Date, and Last Updated Date. There is also a section for 'Please enter branch options in a prioritized manner' with a table for Priority and Branch Options. The table has one row with Priority '1' and Branch Options 'Electronics & Communication Engg.'. Below this is an 'Add an item' button. At the bottom right, there is an 'Amount to be Paid' field showing '0.00'. A 'Personal Information' section is partially visible at the bottom.

10. Please confirm the submission of your application form by clicking **OK** Button



11. You can see a window showing successful submission



12. To take the printout,click on **“Print Registration Form”** Button

Registration... / 0001756

Edit Create More

Print Registration Form

Registration Form for Admission

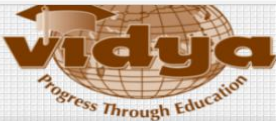
To get The printout ,Click Here

Application Date	13/12/2022	Please enter branch	
Select Institute	Vidya Academy of Science & Technology Thalakkottukara Thrissur	Priority	Bra
Registration For	REGISTRATION FOR B.TECH ADMISSION 2022	1	Ele
Admission Quota	Management	2	Ele

Enter the payment details later in the saved form

Make the payment for the amount displayed in the form (under column **Amount to be Paid**) and get available of the scanned copy of the payment reference(Size:below 100kb,jpeg format) which is needed for uploading while entering payment details in the application form.If payment type is **cheque**,then you should submit the **cheque** at Administrative office at the earliest.

13. Login the ERP by entering the Username and Password.

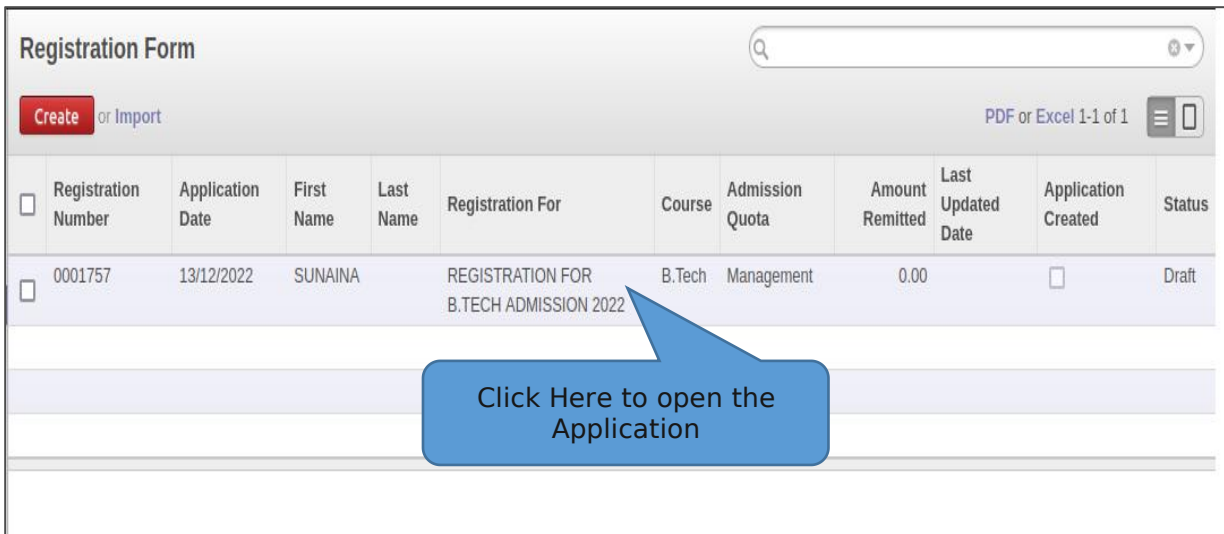


Username

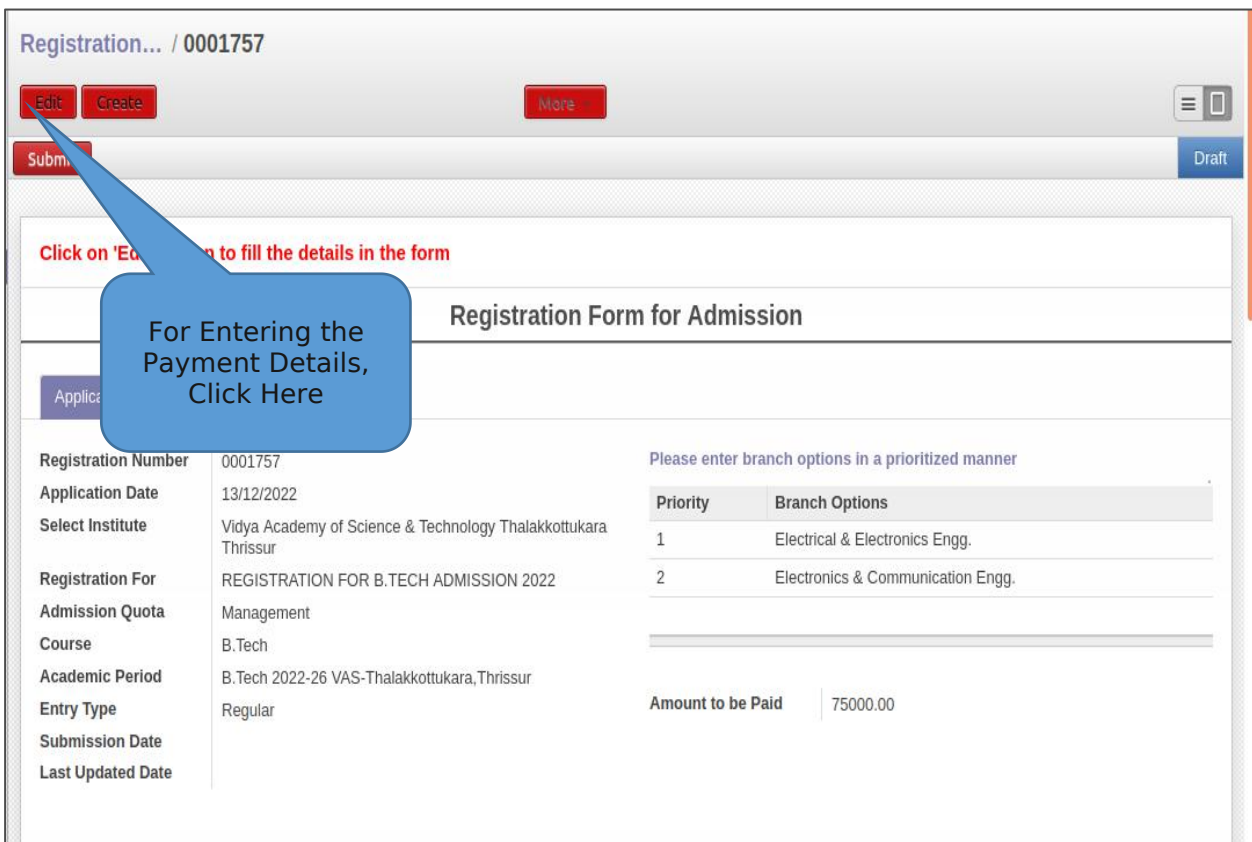
Password

Log in New User

14. Click on the “Admission->Registration ->Admission Registration”



15. For entering the Payment details Click “Edit” Button and go to the payment details tab.



Payment Details							
Payment Type	Transaction Date	Transaction Reference No	Amount Paid	Cheque Date	Cheque No	Remarks	Attach Payment Reference
▼			0.00				<input type="button" value="Select"/> <input type="button" value="Save A"/>
RTGS							
Cheque							
NEFT							
DD							
Cash							
ECS							
Online Payment							
			0				

16. After entering the payment details **Submit** the form

Bank details for payment

Bank Account Holder's Name : Vidya Academy of Science and
Technology - Technical Campus

Bank Name : Indian Overseas Bank

Bank Account No. : 3 3 2 002000050100

Type of Account : CC

Bank Branch Name : Kilimanoor

Bank IFSC Code : IOBA0003320

THANK YOU