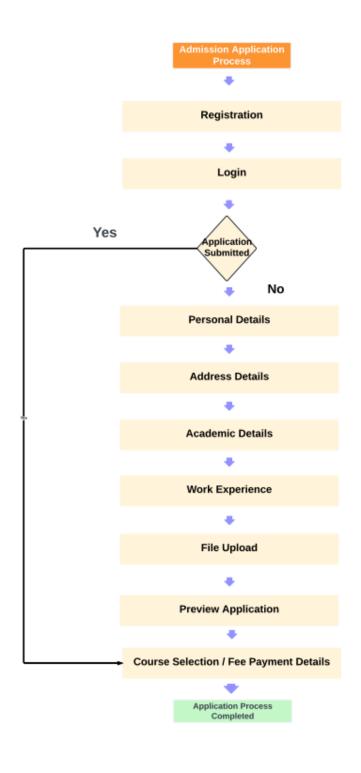
Academic Programme Admission Portal

Flowchart of Admission application:



User Registration

The first step in the Academic programme admission application process is to register a new account.

URL: http://ec2-13-233-156-14.ap-south-1.compute.amazonaws.com:3000/register

This section will guide you through the registration process and explain the required fields.

Registration Form Fields

1. Email ID

 Description: The user's email address. This will be used for account verification and communication.

2. Mobile Number

 Description: The user's mobile phone number. This may be used for account recovery and notifications.

3. Password

o **Description**: The user's account password.

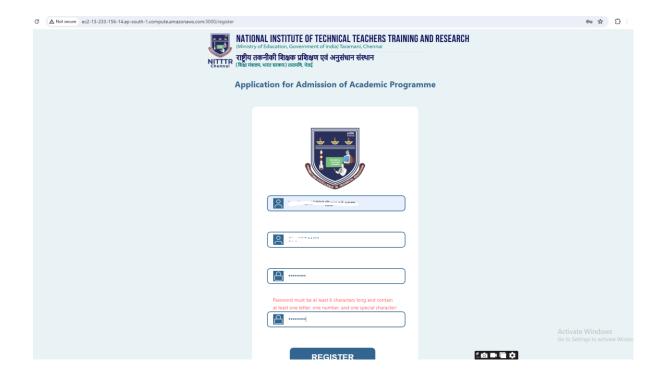
o **Type**: String

o Validation:

- Minimum length: 8 characters
- Must include at least one uppercase letter, one lowercase letter, one number, and one special character.

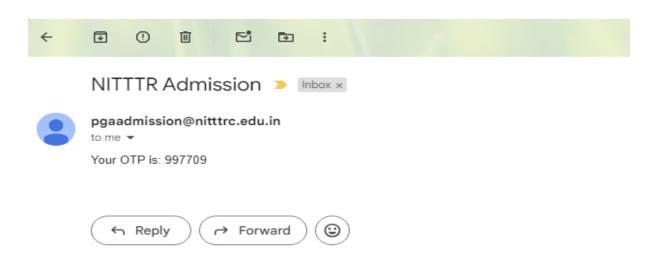
4. Confirm Password

o **Description**: Confirmation of the user's account password to ensure it was entered correctly.



Successful Registration

Upon successful registration, the user will receive a confirmation email to verify their account. The email will contain a Onetime password that the user must enter to activate their account.



User Login

After successfully verifying their email ID, the user can log in to the application using their email ID and password. This section provides details on how to access the login page and the required fields.

URL: http://ec2-13-233-156-14.ap-south-1.compute.amazonaws.com:3000/login

Login Form Fields

1. Email ID

• **Description**: The user's registered email address.

Type: String

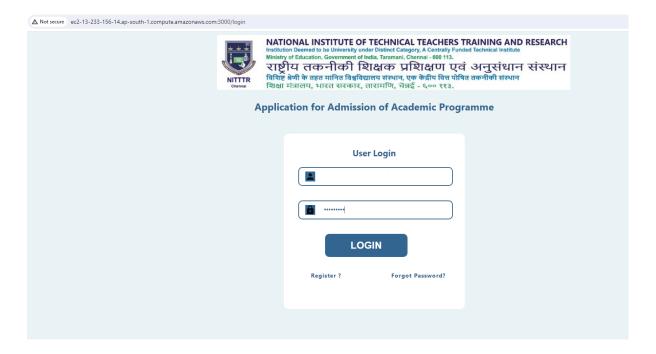
2. Password

Description: The user's account password.

o **Type**: String

Login Process

- 1. Access the Login Page: Navigate to the login page using the URL /login.
- 2. **Enter Login Credentials**: Provide the registered email ID and the corresponding password.
- 3. **Submit the Login Form**: Click the LOGIN button to submit the form.



Successful Login

Upon successful login, the user will be redirected to their dashboard or the main application page, where they can proceed with the admission application process.

User Dashboard

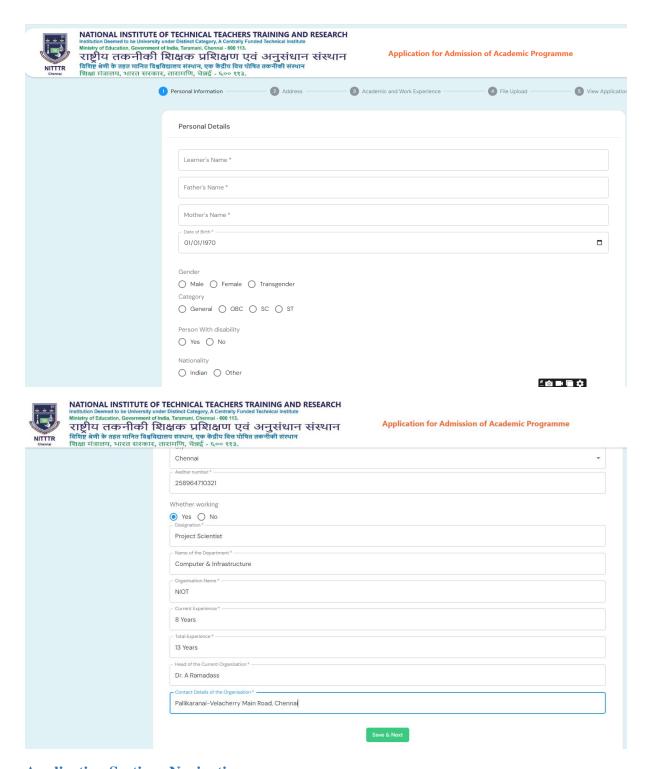
After successfully logging in, the user will be redirected to their dashboard. From the dashboard, they can access various sections to complete their application. Each section is described below.

Personal Details

Description

This section requires the user to provide their personal information.

- Learner's Name: The Learners full legal name.
- Father's Name: The Learners fathers name.
- Mother's Name: The Learners mother name.
- **Date of Birth**: The Learners date of birth.
- **Gender**: The Learners gender.
- Nationality: The Learners nationality.
- Contact Number: An additional contact number for the Learners
- Person with Disability: Learners PWD Status to be mentioned
- Category: The applicant's category (General, SC, ST, OBC, etc.).
- Aadhar Number: The applicant's Aadhar number.



Application Sections Navigation

Each section of the application form is designed to be completed sequentially. Once you have filled out the required fields in a section, you must click the "Save & Next" button. This action will save the entered data and automatically redirect you to the next section.

Personal Details:

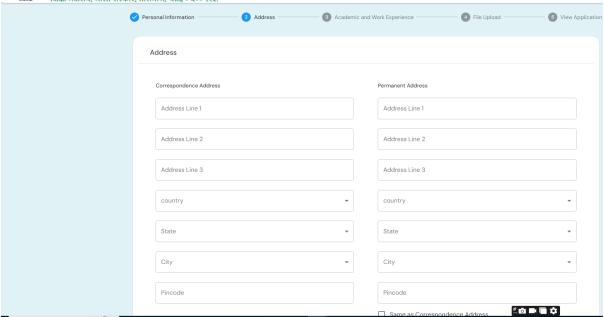
• Complete all required fields.

• Click "Save & Next" to save your data and proceed to the Address Details section.

2. Address Details

The address details section captures the applicant's current and permanent addresses.

- Current Address:
 - o Address Line 1
 - Address Line 2
 - Address Line 3
 - o City
 - o State
 - o Postal Code
 - o Country
- **Permanent Address** (if different from the current address):
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - o City
 - o State
 - o Postal Code
 - Country



Address Details:

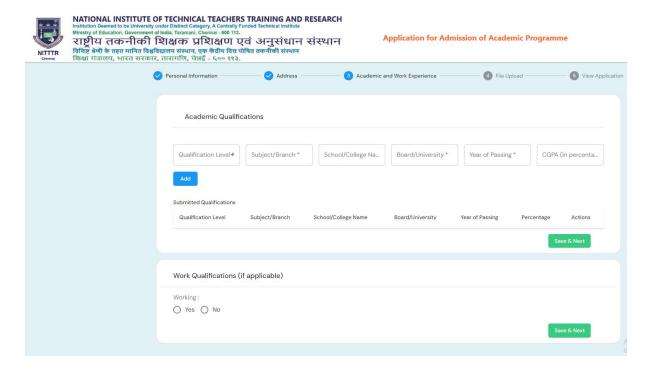
- Fill in the current and permanent address fields.
- Click "Save & Next" to save your data and proceed to the Academic Details section.

3.1. Academic Details

The academic details section captures the applicant's educational background.

- High School (10th Grade):
 - School Name
 - o Board
 - Year of Passing
 - o Percentage/CGPA
- Intermediate (12th Grade):
 - School Name
 - Board
 - Year of Passing
 - o Percentage/CGPA
- Undergraduate Degree:
 - o College/University Name

- o Degree
- Year of Passing
- Percentage/CGPA



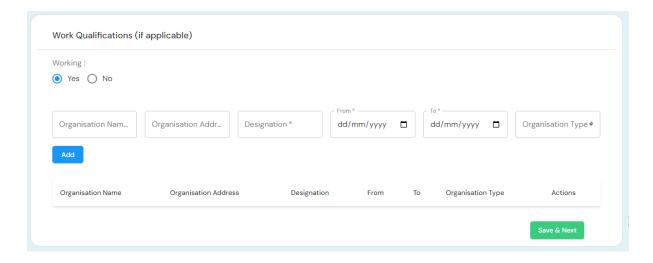
Academic Details:

- Enter the details of your educational background.
- Click "Save & Next" to save your data and proceed to the Work Experience section.

3.2. Work Experience

The work experience section captures details of the applicant's professional background (if applicable).

- Organisation Name
- Organisation Address
- Designation
- **Duration**: Start Date and End Date
- Organisation Type: Government/Autonomous/Private/PSU



Work Experience:

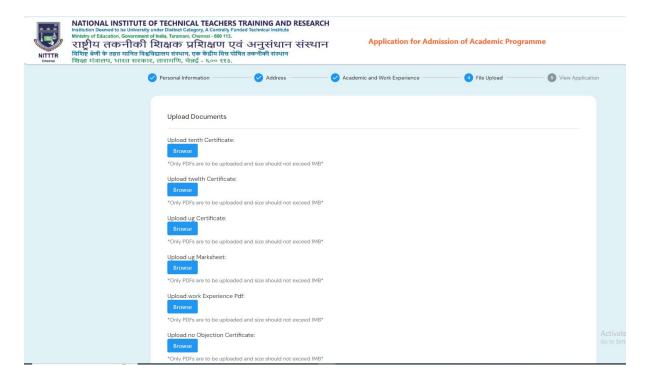
- Provide information about your professional background.
- Click "Save & Next" to save your data and proceed to the File Upload section.

4. File Upload

The file upload section allows the applicant to upload necessary documents.

Documents to be uploaded:

- **Photograph**: Recent passport-size photograph.
- **Signature**: Scanned copy of the applicant's signature.
- **High School Certificate**: Scanned copy of the 10th grade certificate.
- **Intermediate Certificate**: Scanned copy of the 12th grade certificate.
- **Undergraduate Degree Certificate**: Scanned copy of the undergraduate degree certificate.
- Work Experience Certificate (if applicable): Scanned copy of work experience certificates.
- Caste Certificate (if applicable): Scanned copy of caste certificate.
- **No Objection Certificate** (if applicable): Scanned copy of NOC from current Employer.



File Upload:

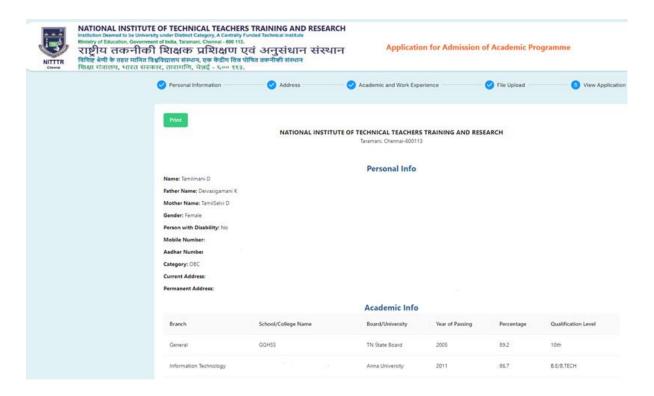
- Upload the necessary documents.
- Click "Save & Next" to save your data and proceed to the Preview Application section.

5. Preview Application

The preview application section allows the applicant to review all the entered details before final submission.

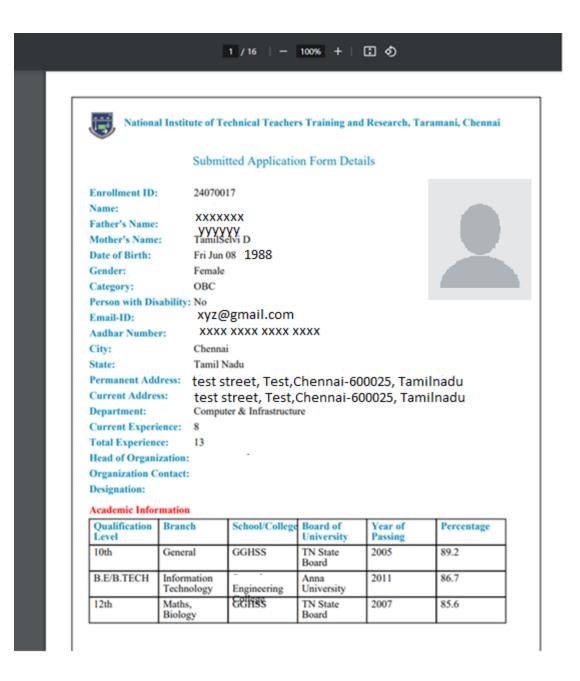
Actions:

- **Review**: Check all the information entered in each section for accuracy.
- **Edit**: Make any necessary changes to incorrect information.
- Confirm: Confirm that all details are correct and proceed to the fee payment section.



Preview Application:

- Review all entered details for accuracy.
- Click "Save & Next" to save your data and proceed to the Fee Payment section.



6. Course Selection & Fee Payment

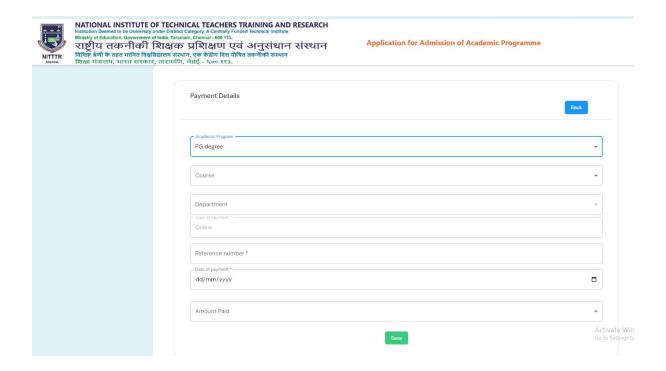
The fee payment section captures details regarding the application fee payment.

- **Academic programme**: Selection the programme and course want to apply.
- Payment Method: Pay the amount through SBI Collect.
- **Transaction ID**: Enter the transaction ID after successful payment.
- **Payment Date**: Enter the transaction date.



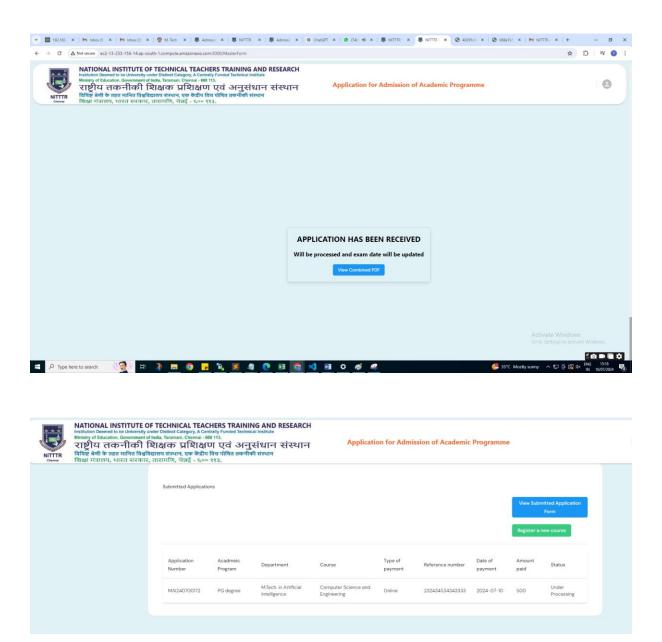
Procedure for Application Fee Payment:

Leaners are requested to pay the Entrance Examination using the link "https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=3755167" by selecting "Entrance Examination Fees". After completing the payment, login and please fill out the course registration form with the payment details (Enter Bank Ref.No e.g: DUMXXXXXXX) to generate your "Application No." This will confirm your final application submission and enable further processing on our end.



Fee Payment:

- Complete the payment details.
- Click "Save & Next" to save your data and proceed to the final application submission.



Final Submission

Once all sections of the application are completed and the fee payment is successfully made, you can proceed to submit the application. Follow the steps below for final submission and post-submission actions.

Steps for Final Submission

1. Submit Application:

 After reviewing all sections in the Preview Application step, click the "Submit Application" button to finalize your application.

2. **Download PDF**:

- Upon successful submission, you will be provided with an option to download a PDF copy of your completed application.
- Click the "Download PDF" button to save a copy of your application on your device.

3. Send Application Copy:

- o Email a copy of the downloaded PDF to the admissions office.
- o Use the email address: admission@nitttrc.edu.in.
- o In the subject line, include your application ID CourseName for reference.

Important Note

- Ensure that you keep a personal copy of the downloaded PDF for your records.
- Double-check the email address and ensure that the PDF is attached before sending it to the admissions office.