

## B.Tech. Admission – 2021

### Instructions for Filling Online Application

#### (All India Category)

Steps	Instructions
<b>Step 1</b>	<b>New Candidate Registration</b>
	<ul style="list-style-type: none"> <li>• Kindly fill up the applicant's details like first name, last name, mobile no. and E-mail ID of the candidate and click on <b>"Get OTP"</b> button.</li> <li>• An OTP will be sent to the E-mail ID and Mobile Number, you entered.</li> <li>• Enter the OTP and click on <b>"Register"</b>.</li> <li>• Login credentials will send to your E-mail ID and Mobile Number.</li> <li>• Using the login credentials login to the admission portal.</li> <li>• Set the new password and click on the <b>"Dashboard"</b> button for further process.</li> </ul>
<b>Step 2</b>	<b>Candidate Dashboard</b>
	<b>1 Application Form</b>
	<ul style="list-style-type: none"> <li>• Click on the Application Form.</li> <li>• Read the General Instruction and Terms and Conditions and click on <b>"Next"</b> button.</li> </ul>
	<b>Candidate's Personal Information</b>
	<ul style="list-style-type: none"> <li>• Enter the name as per 12<sup>th</sup> Mark-sheet.</li> <li>• Enter Address, Country, State, City, Pin-code, Parent Mobile Number, Parent Email ID, Nationality, Birthdate, Gender and Source of Information.</li> <li>• Upload recent passport size photograph under size 200 kb.</li> <li>• Click on <b>"Save &amp; Next"</b> button to save the details entered.</li> </ul>
<b>Step 3</b>	<b>Admission Category and Payment</b>
	<ul style="list-style-type: none"> <li>• Select the Programme Name.</li> <li>• Select the admission category from <b>All India/NRI/NRI-Sponsored</b>.</li> <li>• Select the location of the school from <b>"Inside Gujarat"</b> or <b>"Outside Gujarat"</b> and tick the checkbox and click on the button <b>"Save &amp; Next"</b>.</li> </ul>
	<ul style="list-style-type: none"> <li>• Verify your filled details and click on the button <b>"Confirm &amp; Paynow"</b> for Payment.</li> </ul>

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- After successfully payment, the transaction details shown on your dashboard.
- Now the candidate has to complete the further process from 2 to 5.

Step 4	2 SSC & HSC Details
	<ul style="list-style-type: none"> <li>• Click on <b>“2 – SSC and HSC”</b>.</li> <li>• Enter your qualification details of SSC and HSC, like Name of School, Name of Board, Location, Stream, Year of Passing, Status, Total Marks, Obtained Marks and Percentage and Click to <b>“Save”</b> button.</li> <li>• The message has been displayed of saving your details.</li> <li>• Click on <b>“Back to Dashboard”</b> button.</li> </ul>
Step 5	3 Entrance Examination Details
	<ul style="list-style-type: none"> <li>• Click on the <b>“3 Entrance Examination Details”</b>.</li> <li>• Enter your JEE (Main)-2021 Application Number.</li> <li>• Enter the Roll Number of the Examination you appeared.</li> <li>• Keep remaining field blank if not appeared.</li> <li>• Click on <b>“Save”</b> button.</li> <li>• Click on <b>“Back to Dashboard”</b> button.</li> </ul>
Step 6	4 Documents Upload
	<ul style="list-style-type: none"> <li>• Upload the documents as listed.               <ol style="list-style-type: none"> <li>i. SSC (10th Standard) Marksheet.</li> <li>ii. HSC (12th Standard) Marksheet.</li> <li>iii. School Leaving Certificate/ Transfer Certificate.</li> <li>iv. JEE (Main) 2020 Admit Card – Whichever you appeared.</li> <li>v. JEE (Main) 2020 Score Card.</li> </ol> </li> <li>• Click on the <b>“Upload”</b> button.</li> <li>• The uploaded documents are shown on the right side.</li> <li>• Click on <b>“Back to Dashboard”</b> button.</li> </ul>

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<b>Step 7</b>	<b>5 Programme Preference</b>
	<ul style="list-style-type: none"> <li>• Click on “5 Programme Preference”.</li> <li>• Select the branch preference from the dropdown list under discipline field.</li> <li>• Please note that whichever branch you select first will be your preference number first and then second and then third, which is shown under “Candidate Programme Preference” in Ascending Order.</li> <li>• Candidate can modify their choice from the “Up and Down arrows” under Action.</li> <li>• Candidate has to fill minimum one branch preference.</li> <li>• Tick the checkbox and click on the “Verify and Final Save” button, the choices will be locked.</li> <li>• Click on “Back to Dashboard” button.</li> </ul>
<b>Step 8</b>	<b>6 Important Dates</b>
	<ul style="list-style-type: none"> <li>• Candidate can verify the various important dates by clicking the “6 Important Dates”.</li> </ul>
<b>Step 9</b>	<b>Final Submission and Print Application Form</b>
	<ul style="list-style-type: none"> <li>• After completing all the details “Final Submission and Print” option will be visible in the right side of the Application Status on Dashboard.</li> <li>• By clicking the “Final Submission and Print”, the candidate can print/download the filled application form.</li> <li>• After clicking this button, the candidate cannot modify the details filled in the application form.</li> </ul>
<b>Note: - Do not send the copy of your application form to the Institute.</b>	