

B.Tech. Admission – 2021

Instructions for Filling Online Application

(All India Category)

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

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

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Step 7	5 Programme Preference
	<ul style="list-style-type: none"> • Click on “5 Programme Preference”. • Select the branch preference from the dropdown list under discipline field. • 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. • Candidate can modify their choice from the “Up and Down arrows” under Action. • Candidate has to fill minimum one branch preference. • Tick the checkbox and click on the “Verify and Final Save” button, the choices will be locked. • Click on “Back to Dashboard” button.
Step 8	7 NRI / NRI-Sponsor Details
	<ul style="list-style-type: none"> • Candidate has to enter the details of NRI or NRI-Sponsor like Passport Number of Candidate, Passport Number of Father or Mother, Passport Number of Sponsoring Person, Residential Address of Foreign Country, City and Pin-code, Contact Numbers, Nationality and Country.
Step 9	6 Important Dates
	<ul style="list-style-type: none"> • Candidate can verify the various important dates by clicking the “6 Important Dates”.
Step 10	Final Submission and Print Application Form
	<ul style="list-style-type: none"> • After completing all the details “Final Submission and Print” option will be visible in the right side of the Application Status. • By clicking the “Final Submission and Print”, the candidate can print/download the filled application form. • After clicking this button, the candidate cannot modify the details filled in the application form.
Note: - Do not send the copy of your application form to the Institute.	