



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

No. KTU/SO1(ACADEMIC)/3913/2018

Thiruvananthapuram

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CIRCULAR

Sub:- Intimation regarding New Student Registration (2018-19 Admission)

Ref :- Mail from Tech Team on 02.08.2018

The University Portal is ready for adding student details for the colleges who have admitted students during Academic Year 2018-19. Colleges are requested to register new students to S1 for the programs - B.Tech/B.Tech Lateral Entry//M.Tech/B.Arch/M.Arch/M. Plan/MCA/MCA Integrated/MCA Lateral Entry. Student Registration User Manual is attached for reference. Last date for submitting the details in the portal is 20th August 2018. The last date for submission of course mapping and course selection details is 7 th August 2018.

Dr. J. SREEKUMAR *

Dean (Academic)

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



New Student Registration by Institutions

Every academic year, colleges need to add the student details and submit the list to the University. Colleges can enter the full details or just the initially mandatory details.

Once submitted, fee payment also needs to be made by the institutions. After logging on to the e-Gov application, the following steps are to be followed for the student registration process.

Steps to be followed by Institution:

- Click **Student -> Student Detail -> Registration**
- The page navigates to Student registration screen where the user can provide student information branch wise. Student details can be entered either by Importing(Bulk student entry) or by adding Individual student data.

The screenshot displays the 'Student Management' dashboard with the 'Student' tab selected. The main area is titled 'Student Registration for Academic year 2017 - 2018'. It features a navigation menu on the left with options like 'Student Details', 'Migration/Cancellation', 'Exam Registered Students', etc. The main content area includes filters for 'Academic Year' (2018 - 2019), 'Program' (B.Tech), and 'Program Type' (Full Time). Below these are two sections for 'Branch/Stream: AERONAUTICAL ENGINEERING' and 'Branch/Stream: CIVIL ENGINEERING'. Each section has a 'Program' dropdown (set to 'Full Time B.Tech'), a 'Status' dropdown (set to 'New'), and a 'Number of Students' field (set to '0'). At the bottom of each section are buttons for '+ Add', 'Import', 'Quick Import', and 'Browse Students'. There are also checkboxes to 'Mark here if there are no admissions' and links to 'Download Student Quick import file format' and 'Download Student import file format'.

Adding Individual Students

- Click the **Add** button corresponding to the branch(ref above image) and the page navigates to details entry page.
- Provide all the mandatory fields and also ensure that the photo and signature uploaded are in the prescribed format. Now click **Save**.



The screenshot shows a web interface for student registration. On the left is a vertical navigation menu with options like 'Exam Registered Students', 'Re-admission', 'Student Data Verification', etc. The main area contains two upload boxes: 'Upload Student Picture' and 'Upload Student Signature', both with 'Browse...' buttons. Below these is a 'Basic details' section with the following fields:

- First Name: Enter first name
- Middle Name: Enter middle name
- Last Name: Enter last name
- Gender: -Select-
- Date of Birth: Enter date of birth
- Aadhar Number: Enter Aadhar number
- Nationality: Indian
- Mother Tongue: Malayalam
- Religion: -Select-
- Caste: -Select-
- Category: -Select-
- Additional Information: Enter any additional informations

- Click on **Add & Save** to continue adding another student detail, Click **Cancel** to close the current page.

This screenshot shows the continuation of the student registration form. It includes the following fields and sections:

- Entrance Type: -Select-
- Ranking type: -Select-
- Entrance Rank/Percentile: Enter entrance rank
- Entrance Score: Enter entrance score
- Attachments (Documents)** section with a yellow warning box: "Both certificate and mark list of the qualifying exam are mandatory. If the student is having certificate and mark list as one document, you can upload it against the certificate field."
- Certificate (less than 5MB, pdf format): No file selected. Browse...
- Mark List (less than 5MB, pdf format): No file selected. Browse...
- Entrance Score Card (Not a Mandatory for NRI Students / less than 5MB, pdf format): No file selected. Browse...
- SC/ST/OEC Document Proof (less than 5MB, pdf format): No file selected. Browse...
- Other Certificate (less than 5MB, pdf format): No file selected. Browse...

At the bottom right, there are three buttons: **Save & Add New** (orange), **Save** (green), and **Cancel** (blue).

Importing Student detail:(Bulk)

- Click **Download Student Import File format** (to get the excel format for importing full details of students) or **Download Student Quick Import File format** (to get the excel format for importing initially mandatory details of students)
- User can download the excel sheet and fill in the details (in the prescribed format only)
- Click on **Import/Quick Import** corresponding to the branch (ref above image1) for adding student details
- Click on **Choose file** to select the excel file and click on **Upload** to upload the student data



- If the entered data is fully valid the file gets uploaded. Students details gets listed. If not, validation errors are displayed, as per which the file needs to be corrected and reuploaded.
- Click **Browse Students** to view the added students of the current academic year.
- If there is no admission for any branch, the college should check on “**Mark here if there are no admissions**” provided at the bottom of each branch detail.

- Against each branch, check on **Click here to select students of the branch for submission**.
- For selecting all together, check on **Click here to select students of all the branches for submission** and submit student details of all branches together.
- Finally, click on **Submit** to submit the student details to University.(as in the below image)
- If any University rules are violated, submission will not be possible and errors will be displayed.



Branch/Stream:ELECTRONICS & COMMUNICATION ENGG
Click here to select students of this branch for submission

Program Full Time B.Tech

Program Type

Status New

Number of Students 0

Mark here if there are no admissions

+ Add
Import
Quick Import
Browse Students

Branch/Stream:MECHANICAL ENGINEERING
Click here to select students of this branch for submission

Program Full Time B.Tech

Program Type

Status New

Number of Students 0

Mark here if there are no admissions

+ Add
Import
Quick Import
Browse Students

Submit

- Once submitted, the fees to be collected without concession will be listed under **Pay Now**, and the fees to be collected with concession will be listed under **Pay Later**.

Administration

Dashboard
Affiliation
Academics
Student
Academic Auditing
Exam
Result
Research
Valuation

(B.Tech)B.Tech Test
Back

Pay Now

Rs.60000.00

PAY

Pay Later

Rs.0.00

PAY

Pay Selected Fees

Rs.0.00

PAY

Show students Without Fee Concessior

Show 200 Rows

Name	Register No	Admission No	Semester	Fee collected From Student	Fees to pay	Select All
TEST M1 S NAIR		NN100	S1	1000.00	1000.00	<input type="checkbox"/>
TEST M10 NAIR		NN109	S1	1000.00	1000.00	<input type="checkbox"/>
TEST M11 NAIR		NN110	S1	1000.00	1000.00	<input type="checkbox"/>
TEST M12 NAIR		NN111	S1	1000.00	1000.00	<input type="checkbox"/>
TEST M13 NAIR		NN112	S1	1000.00	1000.00	<input type="checkbox"/>
TEST M14 NAIR		NN113	S1	1000.00	1000.00	<input type="checkbox"/>
TEST M15 NAIR		NN114	S1	1000.00	1000.00	<input type="checkbox"/>

- Click on **Pay** corresponding to the fees to be paid
- Now the user is taken to the **Proceed to Pay** page. You can click on **Make Payment** (as in the below image)



Proceed to Pay

▼ You can make the payment for 'Student Administration Fee'

Total amount to be paid Rs 60000.00/-	You can make the payment in parts for Student Administration Fee depending on the transaction limit of the Bank account of the institution.	Balance Amount Rs 60000.00/-
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Payment Gateway: SBI ePay | Amount to be paid: 60,000

- Payment successful message gets displayed.

