

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.

The image shows a login and registration interface for 'Widya'. At the top center is a logo featuring a globe with a graduation cap on top, the word 'widya' in a stylized font, and the tagline 'Progress Through Education' in a circular arc below it. Below the logo is a dark grey rectangular box containing two white input fields. The first field is labeled 'Username' and the second is labeled 'Password'. Below these fields are two buttons: a red button labeled 'Log in' and a green button labeled 'New User'. A blue callout bubble with a pointer directed at the 'New User' button contains the text 'If you are a New User, Click here'.

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”

The screenshot shows the Vidya Admission Registration Form interface. The left sidebar contains the navigation menu with 'Admission Registration' selected. The main area displays the 'Registration Form' with a 'Create' button highlighted by a blue callout box. A table with columns for Registration Number, Application Date, First Name, Last Name, Registration For, Course, and Admission Quota is visible.

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

The screenshot shows the Vidya Admission Registration Form interface. The left sidebar contains the navigation menu with 'Admission Registration' selected. The main area displays the 'Registration Form' with a 'Submit' button at the top. The form includes fields for Registration Number, Application Date (13/12/2022), Select Institute (dropdown), Registration For (dropdown), Admission Quota (dropdown), Course, Academic Period, Entry Type, Submission Date, and Last Updated Date.

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 Paid0.00

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

6. Fill Personal information and Communication Address

Personal Information

First Name

Last Name

Gender

Date of Birth

First Name...

Last Name...

DD/MM/YY

Religion

Caste

Email ID

Student Mobile No

Parent Mobile No

4

0

Communication Address

Address

Country
State

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

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

Payment Details

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

Click Here

0

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

Payment Type	Transaction Date	Transaction Reference No	Amount Paid	Cheque Date	Cheque No	Remarks	Attach Payment Reference
▼			0.00				Select Save A
RTGS							
Cheque							
NEFT							
DD							
Cash							
ECS							
Online Payment							
			0				

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

Registration... / New

Save or Discard

Submit Draft

Click on

Click Here to Submit The Form

Registration Form for Admission

Application

Registration Number

Application Date

Select Institute

Registration For

Admission Quota

Course

Academic Period

Entry Type

Submission Date

Last Updated Date

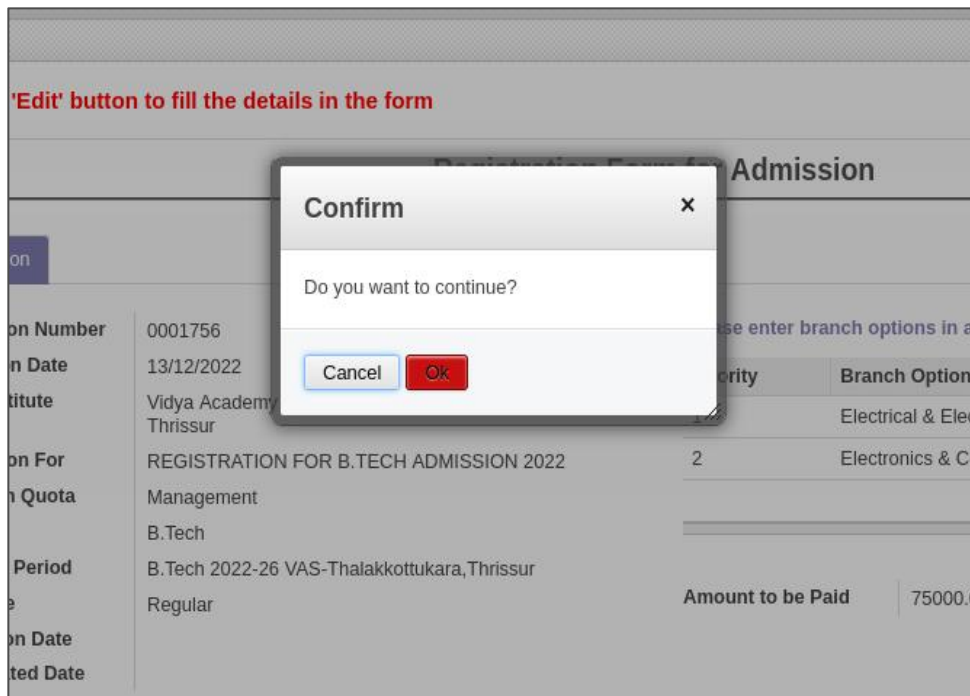
Please enter branch options in a prioritized manner

Priority	Branch Options
1	Electronics & Communication Engg.]
Add an item	

Amount to be Paid 0.00

Personal Information

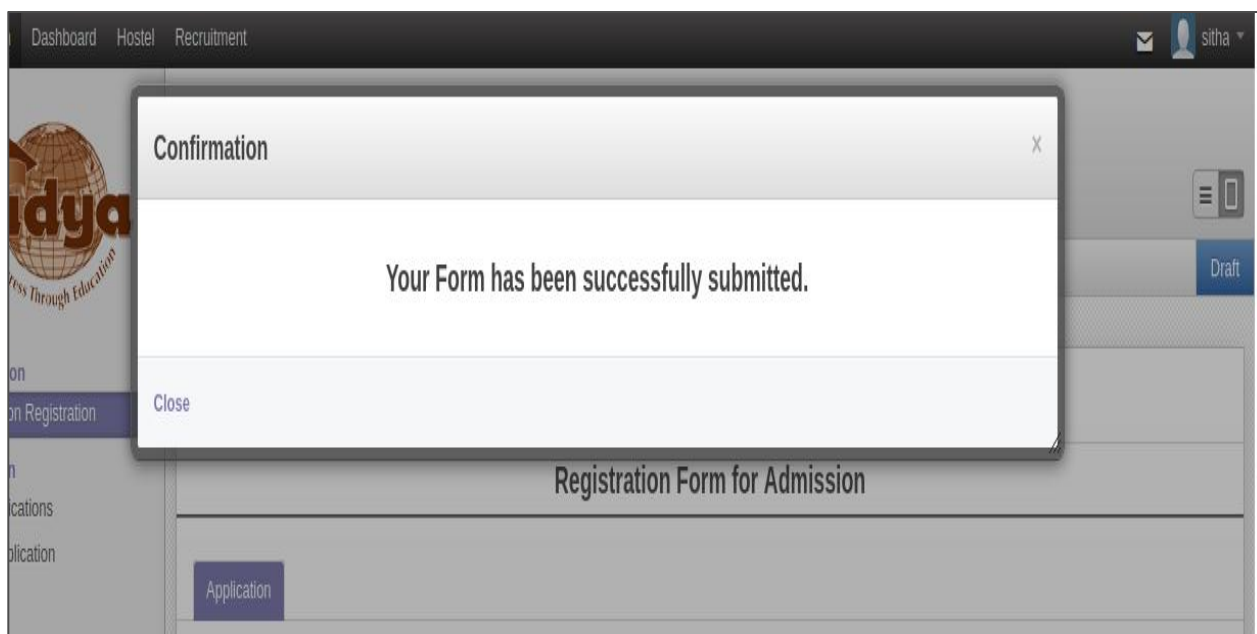
10. Please confirm the submission of your application form by clicking **OK** Button



The screenshot shows a web application interface for admission registration. A modal dialog box titled "Confirm" is centered on the screen, asking "Do you want to continue?" with "Cancel" and "Ok" buttons. The background form, titled "Admission", contains the following details:

Registration Number	0001756
Registration Date	13/12/2022
Institute	Vidya Academy Thrissur
Registration For	REGISTRATION FOR B.TECH ADMISSION 2022
Quota	Management
Period	B.Tech 2022-26 VAS-Thalakkottukara, Thrissur
Category	Regular
Branch Options	Electrical & Electronics & Co
Amount to be Paid	75000.00

11. You can see a window showing successful submission



The screenshot shows the same web application interface. A modal dialog box titled "Confirmation" is displayed, showing the message "Your Form has been successfully submitted." with a "Close" button. The background form, titled "Registration Form for Admission", is partially visible.

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

Reg		Please enter branch
Application Date	13/12/2022	
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.

vidya
Progress Through Education

Username

Password

Log in New User

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

The screenshot shows a table titled "Registration Form" with columns: Registration Number, Application Date, First Name, Last Name, Registration For, Course, Admission Quota, Amount Remitted, Last Updated Date, Application Created, and Status. A row is visible with Registration Number 0001757, Application Date 13/12/2022, First Name SUNAINA, Last Name, Registration For REGISTRATION FOR B.TECH ADMISSION 2022, Course B.Tech, Admission Quota Management, Amount Remitted 0.00, Last Updated Date, Application Created, and Status Draft. A blue callout bubble points to the "Draft" status with the text "Click Here to open the Application".

Registration Number	Application Date	First Name	Last Name	Registration For	Course	Admission Quota	Amount Remitted	Last Updated Date	Application Created	Status
0001757	13/12/2022	SUNAINA		REGISTRATION FOR B.TECH ADMISSION 2022	B.Tech	Management	0.00			Draft

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

The screenshot shows the "Registration Form for Admission" for Registration Number 0001757. The form has tabs for "Application" and "Payment Details". The "Application" tab is active, showing fields for Registration Number, Application Date, Select Institute, Registration For, Admission Quota, Course, Academic Period, Entry Type, Submission Date, and Last Updated Date. A blue callout bubble points to the "Edit" button with the text "For Entering the Payment Details, Click Here".

Registration... / 0001757

Buttons: Edit, Create, More, Submit, Draft

Click on 'Edit' to fill the details in the form

Registration Form for Admission

Application

Registration Number: 0001757

Application Date: 13/12/2022

Select Institute: Vidya Academy of Science & Technology Thalakkottukara, Thrissur

Registration For: REGISTRATION FOR B.TECH ADMISSION 2022

Admission Quota: Management

Course: B.Tech

Academic Period: B.Tech 2022-26 VAS-Thalakkottukara, Thrissur

Entry Type: Regular

Submission Date:

Last Updated Date:

Please enter branch options in a prioritized manner

Priority	Branch Options
1	Electrical & Electronics Engg.
2	Electronics & Communication Engg.

Amount to be Paid: 75000.00

Payment Details

Payment Type	Transaction Date	Transaction Reference No	Amount Paid	Cheque Date	Cheque No	Remarks	Attach Payment Reference
▼			0.00				<div>Select</div> <div>Save A</div>
RTGS							
Cheque							
NEFT							
DD							
Cash							
ECS							
Online Payment							
			0				

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

THANK YOU