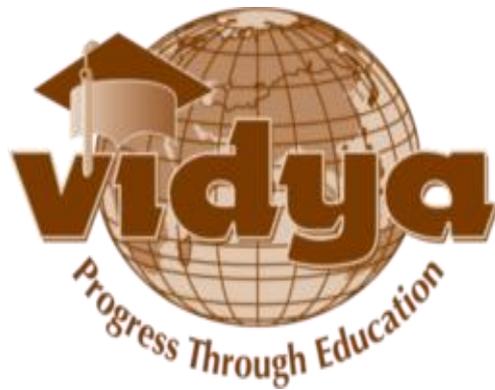


**HELP DOCUMENTATION**

**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.



2. Give **Candidate** name in capital. Enter valid 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)

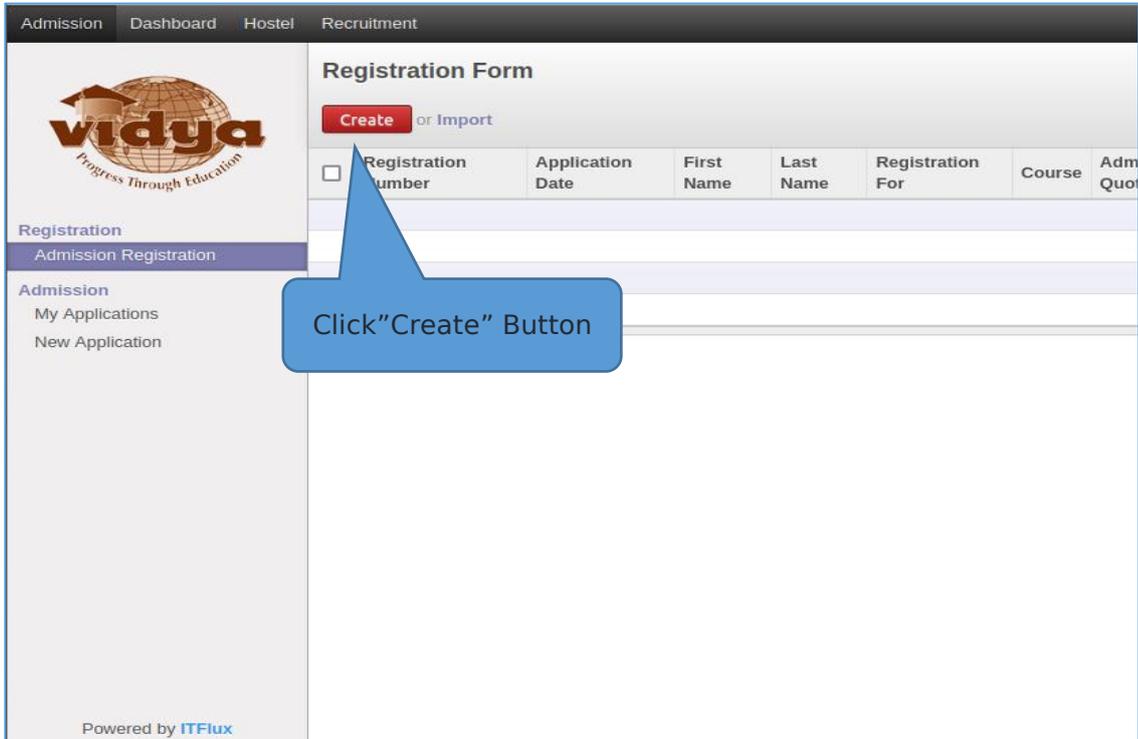
Password

Confirm Password

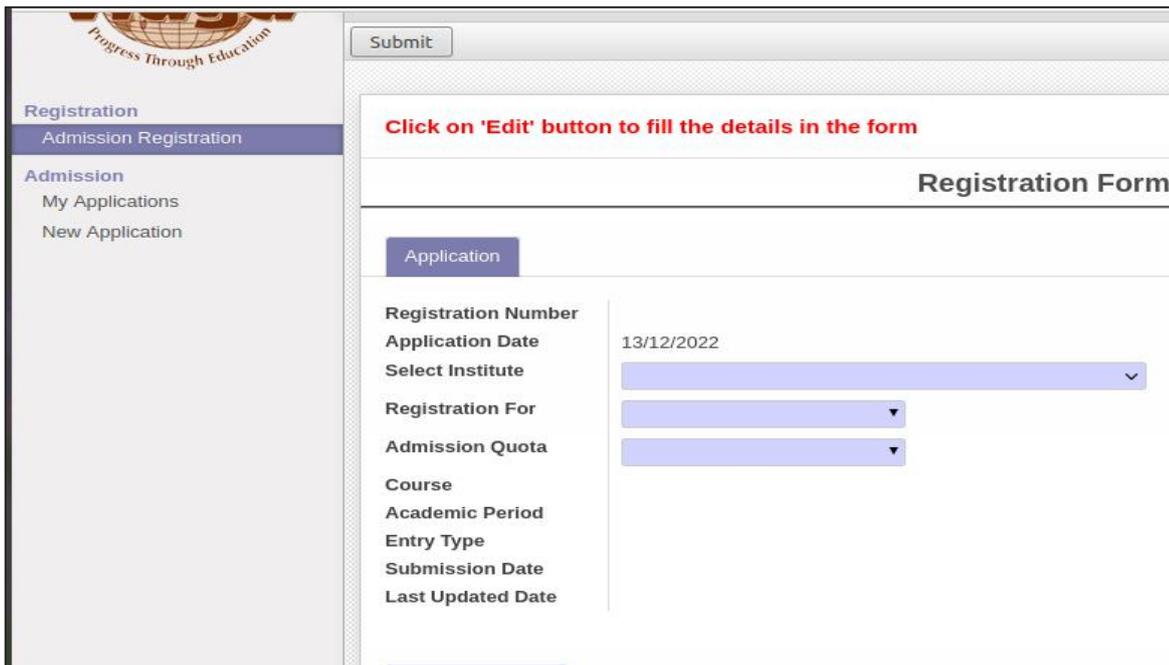
[Sign Up](#) [Back to Login](#)

Click Here

3. Click “Create” Button under the menu “ Admission -> Registration -> Admission Registration”



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





0

**Communication Address**

Address

Address... Country

Address... State

Address...

Pincode

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

7. 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
<a href="#">Add an item</a>							
<div style="border: 2px solid blue; border-radius: 15px; padding: 10px; display: inline-block;"> <p>Click Here</p> </div>							

0

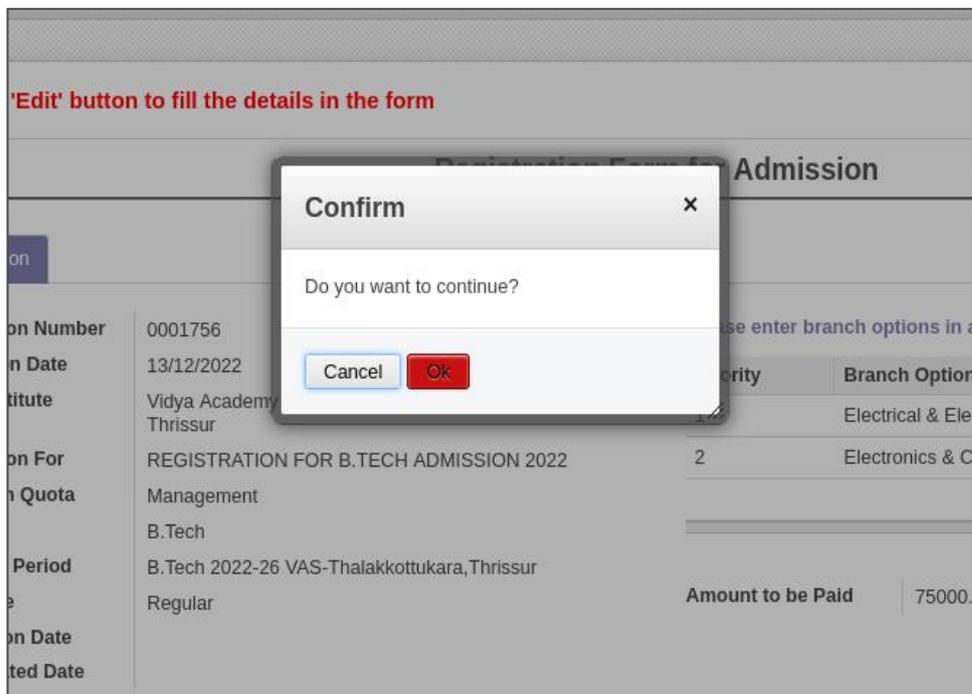
8. Attached the scanned copy of payment reference(**Size:Below 100kb**)

The screenshot shows a table with the following columns: Payment Type, Transaction Date, Transaction Reference No, Amount Paid, Cheque Date, Cheque No, Remarks, and Attach Payment Reference. The 'Amount Paid' column shows 0.00. A dropdown menu is open for the 'Payment Type' column, listing options: RTGS, Cheque, NEFT, DD, Cash, ECS, and Online Payment. A red 'Select' button is highlighted in the 'Attach Payment Reference' column. A blue callout box points to the 'Select' button with the text: "For Attach the payment Reference,click 'Select' Button".

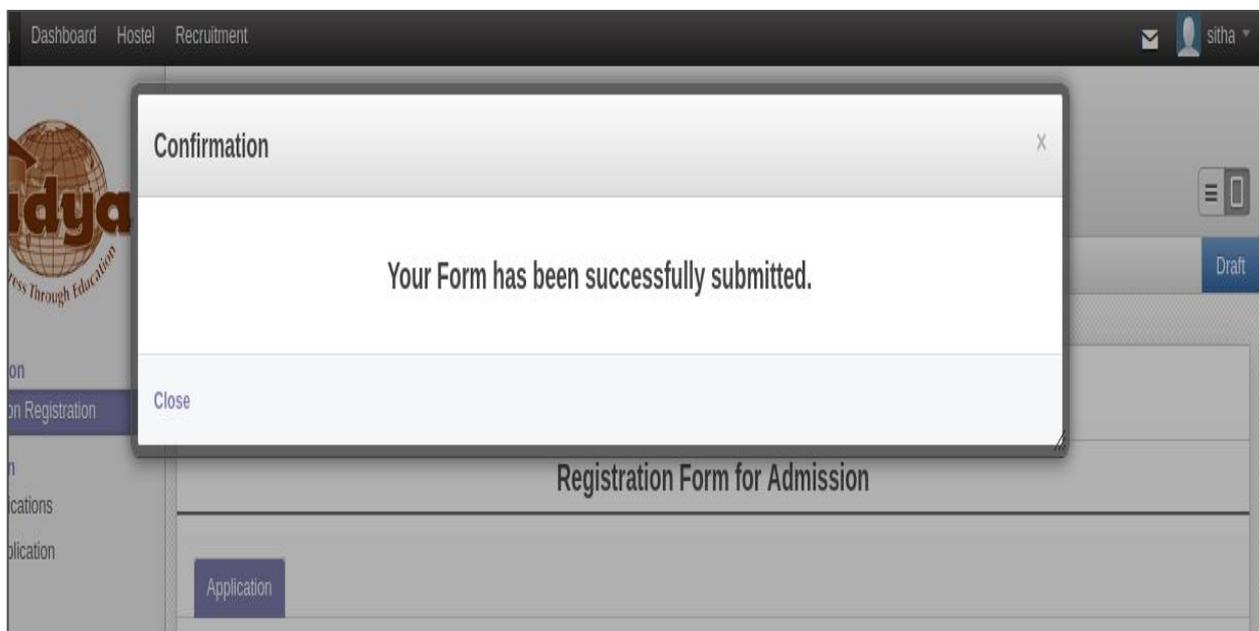
9. **Submit** the form after rechecking all the entered details.

The screenshot shows a registration form titled "Registration... / New". At the top, there are buttons for "Save" or "Discard", "Submit", and "Draft". A blue callout box points to the "Submit" button with the text: "Click Here to Submit The Form". Below the callout, the form title "Registration Form for Admission" is visible. The form is divided into sections: "Application" and "Personal Information". The "Application" section contains the following fields: Registration Number, Application Date (13/12/2022), Select Institute (Vidya Academy of Science & Technology Technical Can), Registration For (R B TECH ADMISSION 2021), Admission Quota (Management), Course (B.Tech), Academic Period (B.Tech 2021-25 VAST TC-Kilimanoor, Thiruvananthapuram), Entry Type (Regular), Submission Date, and Last Updated Date. There is also a section for branch options with a table: "Please enter branch options in a prioritized manner". The table has columns for Priority and Branch Options. The first entry is Priority 1 and Branch Options "Electronics & Communication Engg.". Below the table is an "Add an item" button. At the bottom of the form, there is a field for "Amount to be Paid" with the value 0.00.

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



11. You can see a window showing successful submission



12. To take the printout,click on “**Print Registration Form**” Button

Registration... / 0001756

Edit Create More

Print Registration Form

Registration Form for Admission

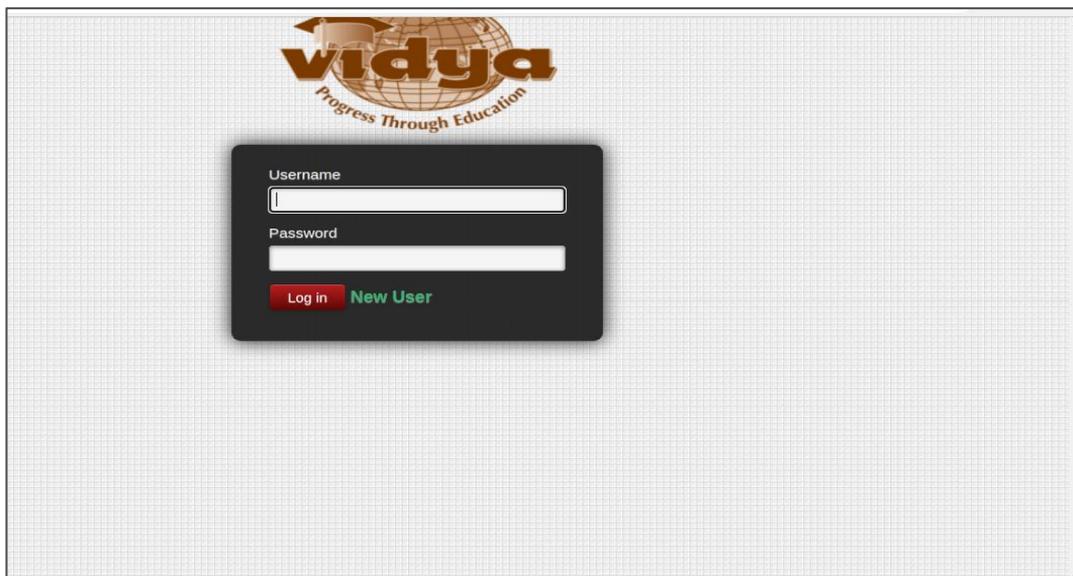
To get The printout ,Click Here

Reg		Please enter branch
Application Date	13/12/2022	Priority
Select Institute	Vidya Academy of Science & Technology Thalakkottukara Thrissur	1
Registration For	REGISTRATION FOR B.TECH ADMISSION 2022	2
Admission Quota	Management	Ele

## Enter the payment details later in the saved form

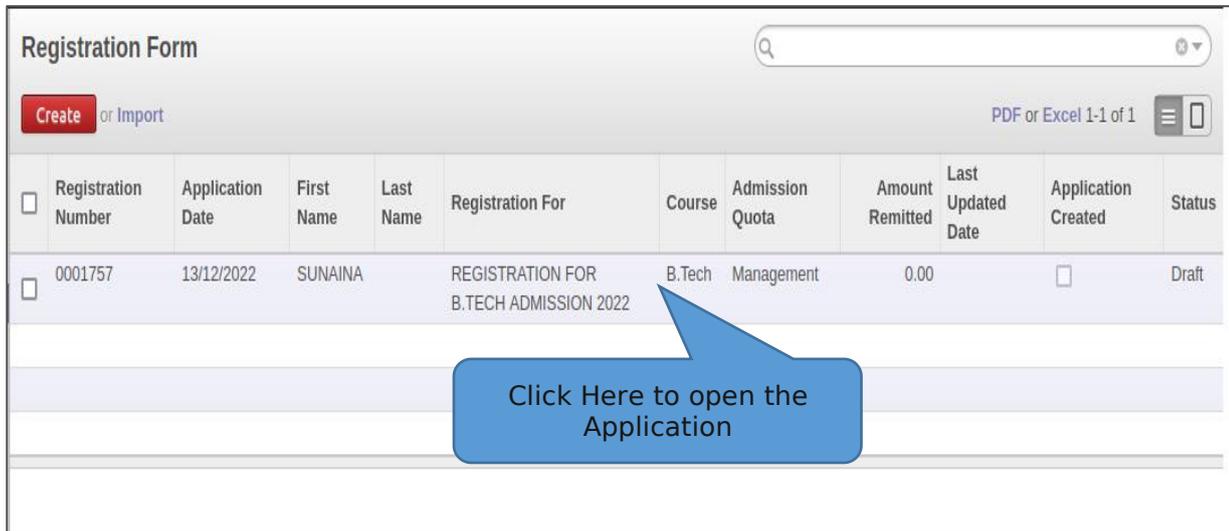
Make the payment for the amount displayed in the form (under column **Amount to be Paid**) and get available of the scanned copy of the payment reference(Size:below 100kb,jpeg format) which is needed for uploading while entering payment details in the application form.If payment type is **cheque**,then you should submit the **cheque** at Administrative office at the earliest.

13. Login the ERP by entering the Username and Password.



The image shows the login interface for the Widya ERP system. At the top center is the Widya logo, which consists of a globe with the word "widya" in a stylized font and the tagline "Progress Through Education" below it. Below the logo is a dark grey login box with a white border. Inside this box, there are two input fields: "Username" and "Password". Below the "Password" field, there are two buttons: a red "Log in" button and a green "New User" button.

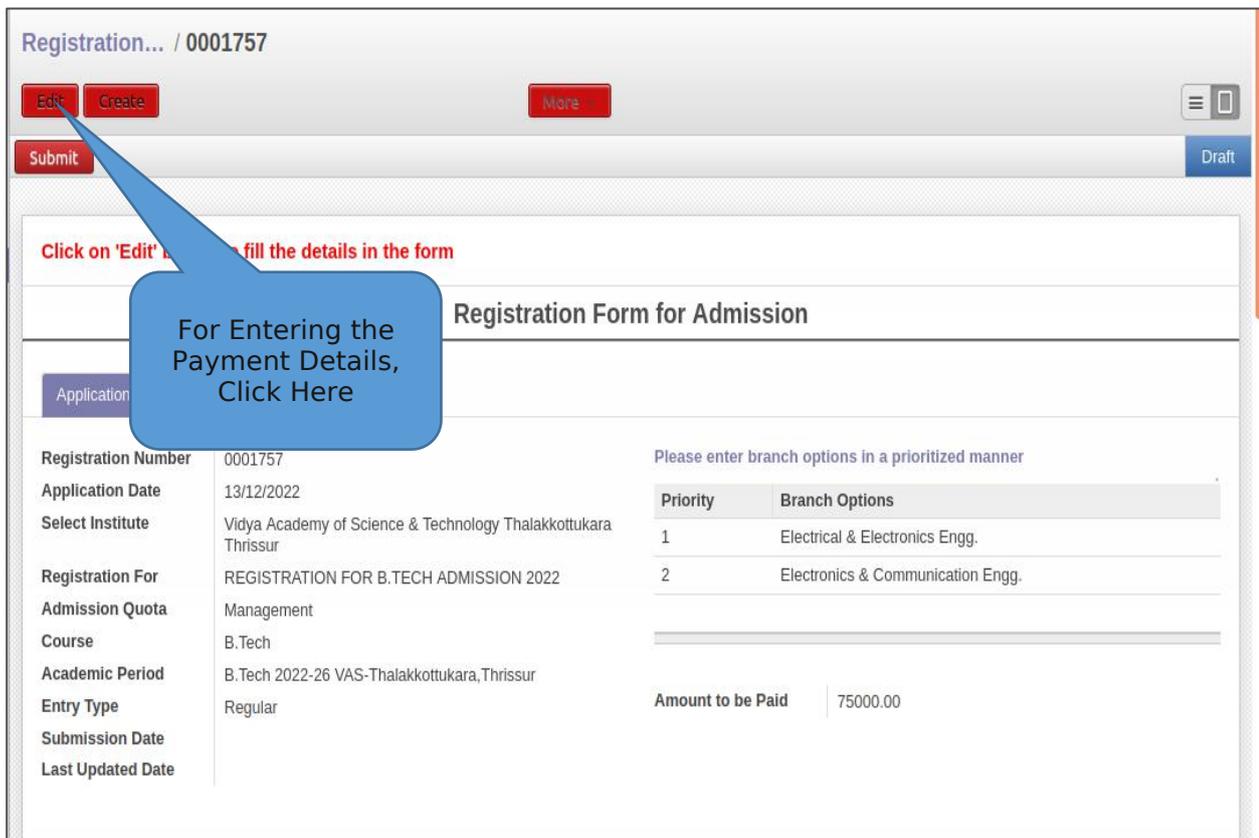
14. Click on the “Admission->Registration ->Admission Registration”



The screenshot shows a table titled "Registration Form" with the following 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 highlighted with a blue callout box that says "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		<input type="checkbox"/>	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 includes a left sidebar with fields for Registration Number, Application Date, Select Institute, Registration For, Admission Quota, Course, Academic Period, Entry Type, Submission Date, and Last Updated Date. The main area contains a table for branch options and a field for Amount to be Paid. A blue callout box points to the "Edit" button and says "For Entering the Payment Details, Click Here".

Registration... / 0001757

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

For Entering the Payment Details, Click Here

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				<input type="button" value="Select"/> <input type="button" value="Save A"/>
RTGS Cheque NEFT DD Cash ECS Online Payment							
			0				

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

## **Bank details for payment**

Bank Account Holder's Name : Vidya International Charitable Trust

Bank Name : Indian Overseas Bank

Bank Account No. : 240302000000100

Type of Account : OD/CC

Bank Branch Name : Thalakkottukara

Bank IFSC Code : IOBA0002403

## Terms and Conditions

### **Terms and Conditions (B.Tech Management - Regular)**

- 1) Admission under Management seats will be subject to fulfilling the eligibility criteria laid down in the Prospectus of KEAM (Kerala Engineering Agriculture Medical) and the University admission norms.
- 2) Admission as per the candidate's choice of branch will be permitted only after fulfilling the cut off marks **(CSE and AI&ML-75%, ECE-70%, CE, EEE & ME-50% marks obtained in PCM combined in +2)**. If the minimum marks as prescribed is not obtained when the results are declared, the candidate will have the option to change the branch as per the cut off marks, subject to availability of seats.
- 3) Cancellation of seats will be permitted till first admission counseling of the management seats. Fee paid will be refunded after deducting processing charges. No interest will be paid on the amount (Fee payment).
- 4) If any student cancel his/her admission after the date of closing of admission fixed by Govt., he/she is liable to pay liquidation damages as per Prospectus (KEAM)/Govt. Orders.
- 5) Any changes in admission policy brought in by Govt. /Court will also be applicable.
- 6) In case the candidate is not fulfilling the admission criteria, his/her candidature will be automatically cancelled without any further notice.
- 7) Candidate should appear for counseling for admission along with all requisite admission documents, otherwise admission will be cancelled.

*\*The Institution reserves the right to change / modify any of the guidelines / terms and conditions as per the decisions from authorities, time to time.*

## **Terms and Conditions (B.Tech Management - LET)**

1. Admission under Management seats will be subject to fulfilling the eligibility criteria laid down in Prospectus issued by Director of Technical education and University admission norms.
2. Cancellation of seats will be permitted till first admission counseling of the management seats. Fee paid will be refunded after deducting processing charges. No interest will be paid on the amount (Fee payment).
3. If any student cancel his/her admission after the date of closing of admission fixed by Govt., he/she is liable to pay liquidation damages, if any, as per the Prospectus.
4. Any changes in admission policy brought in by Government, Court and DTE will also be applicable.
5. Candidate should appear for counseling for admission along with all requisite admission documents, otherwise admission will be cancelled.

*\*The Institution reserves the right to change / modify any of the guidelines / terms and conditions as per the decisions from authorities, time to time.*

## **Terms and Conditions (B.Tech NRI)**

1. Admission under NRI seats will be subject to the respective AICTE regulations and Govt norms.
2. All candidates joining under NRI quota are required to submit the following Documents a)NRI/Sponsorship/Declaration Certificate duly signed by Embassy Concerned or Copy of VISA of the Sponsor. b)Relationship Certificate with the sponsor issued by Revenue Authority or dependency Certificate by the Sponsor & Copy of Passport of the Sponsor.

3. After First Government Counseling, NRI admitted students should complete the admission formalities and join the college on or before the date fixed for NRI admission failing which this claim for the seat will be cancelled automatically.
4. Minimum cut off marks fixed for NRI students is 50% (combined) in Physics, Chemistry and Mathematics in the qualifying examination.
5. Any changes in admission policy brought in by Govt. /Court will be applicable to this admission also.

*\*The Institution reserves the right to change / modify any of the guidelines / terms and conditions as per the decisions from authorities, time to time.*

### **Terms and Conditions (M.Tech)**

- 1) Admission under Management seats will be subject to fulfilling the eligibility criteria laid down in Prospectus issued by Director of Technical education and University admission norms.
- 2) Cancellation of seats will be permitted till first admission counseling of the management seats. Fee paid will be refunded after deducting processing charges. No interest will be paid on the amount (Fee payment)
- 3) Any changes in admission policy brought in by Government, Court and M.Tech selection committee will also be applicable.
- 4) Candidate should appear for counseling for admission along with all requisite admission documents otherwise admission will be cancelled.

*\*The Institution reserves the right to change / modify any of the guidelines / terms and conditions as per the decisions from authorities, time to time.*

## **Terms and Conditions (MCA)**

1. Admission under Management seats will be subject to fulfilling the eligibility criteria laid down in Prospectus issued by Director of Technical education/LBS and University admission norms.
2. Cancellation of seats will be permitted till first admission counseling of the management seats. Fee paid will be refunded after deducting processing charges. No interest will be paid on the amount (Fee payment).
3. Any changes in admission policy brought in by Government, Court will also be applicable.
4. Candidate should appear for counseling for admission on the scheduled date along with all requisite admission documents otherwise admission will be cancelled.
5. Refer college website [www.vidyaacademy.ac.in](http://www.vidyaacademy.ac.in) regularly for admission schedule.

*\*The Institution reserves the right to change / modify any of the guidelines / terms and conditions as per the decisions from authorities, time to time.*

**THANK YOU**