# HELP DOCUMENTATION

# FOR

# ADMISSION REGISTRATION

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# PREREQUISITE

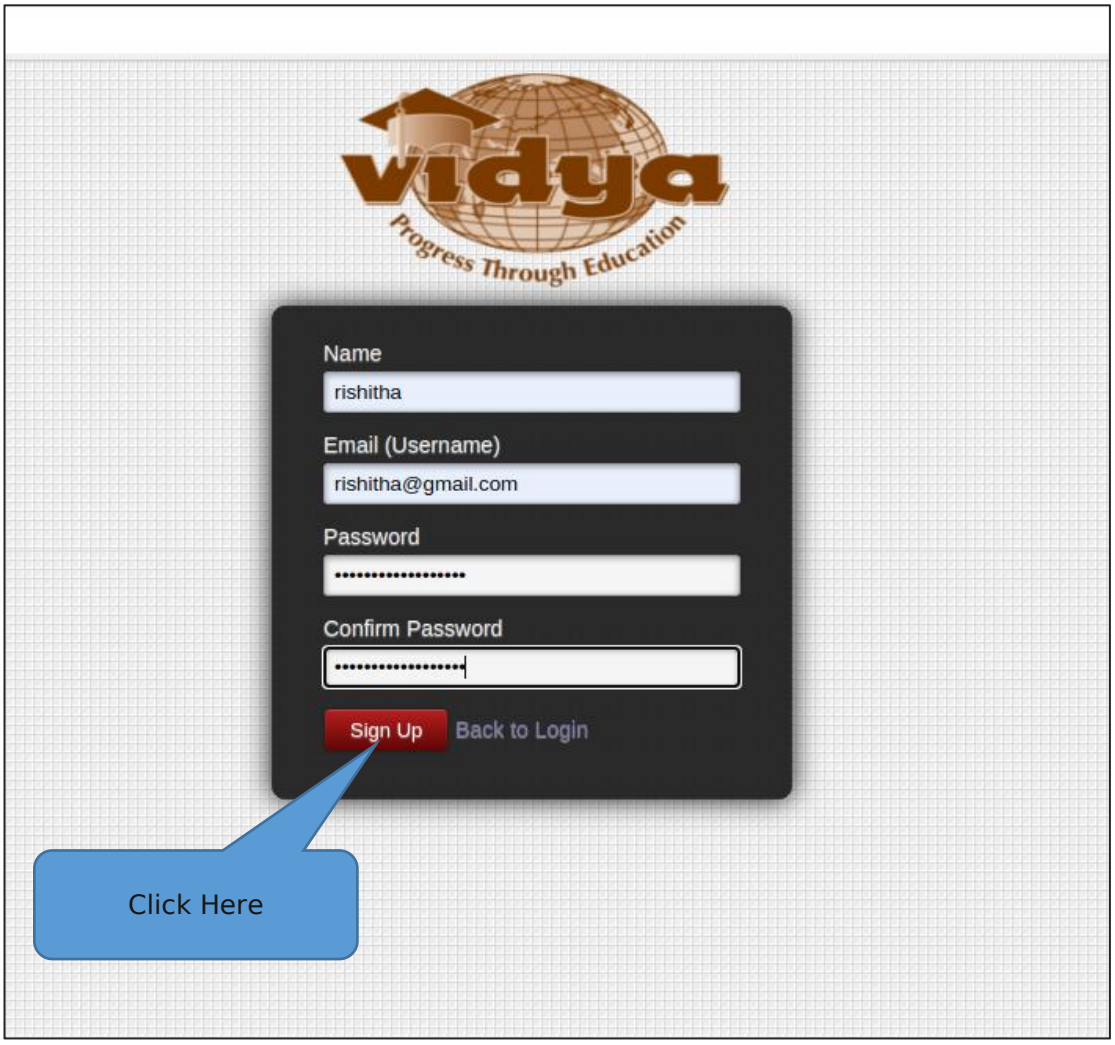
- Valid email id
- Parent and Student mobile number

# ADMISSION REGISTRATION

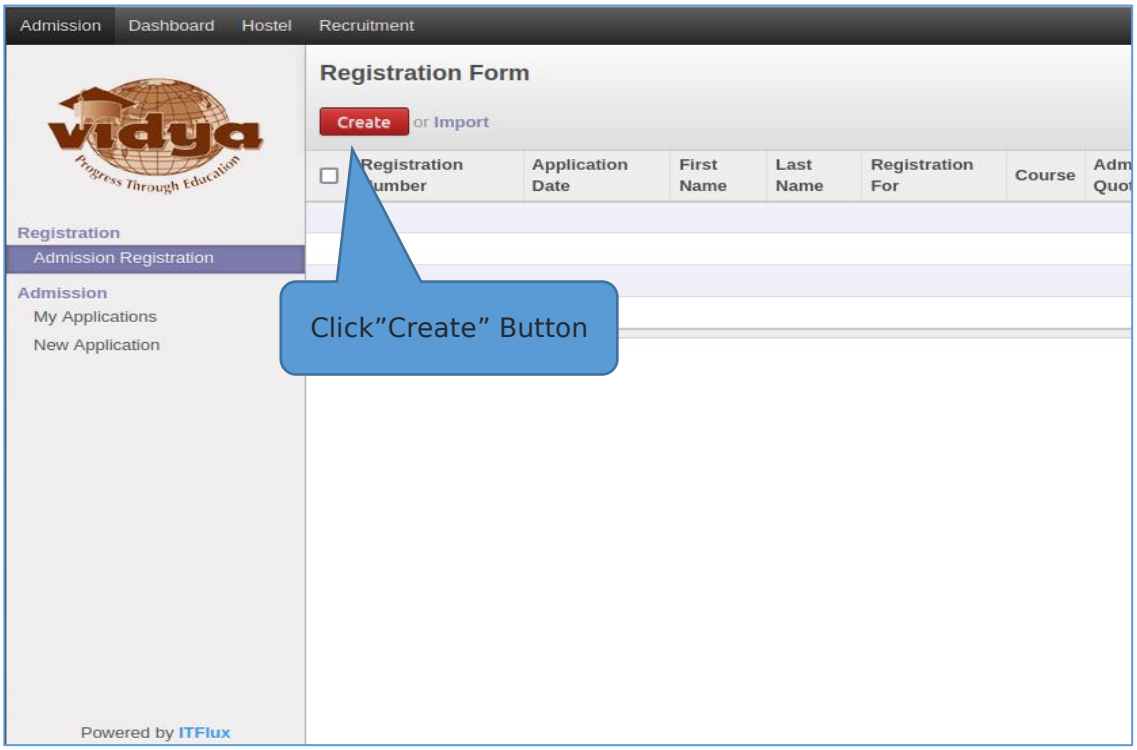
1. If you are a **New User** , click "**New User**" link.

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.

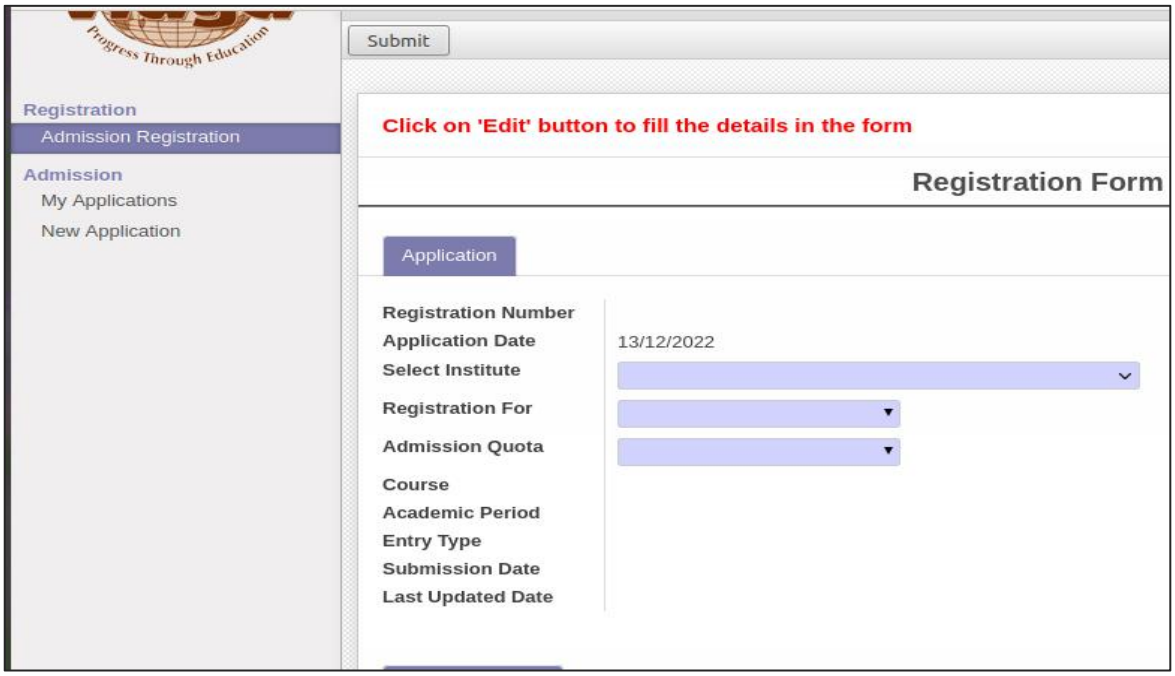
vidya
Progress Through Education
Name
Email (Username)
Password
Confirm Password
Sign Up
Back to Login


vidya
Progress Through Education
Name
rishitha
Email (Username)
rishitha@gmail.com
Password
Confirm Password
Sign Up
Back to Login
Click Here

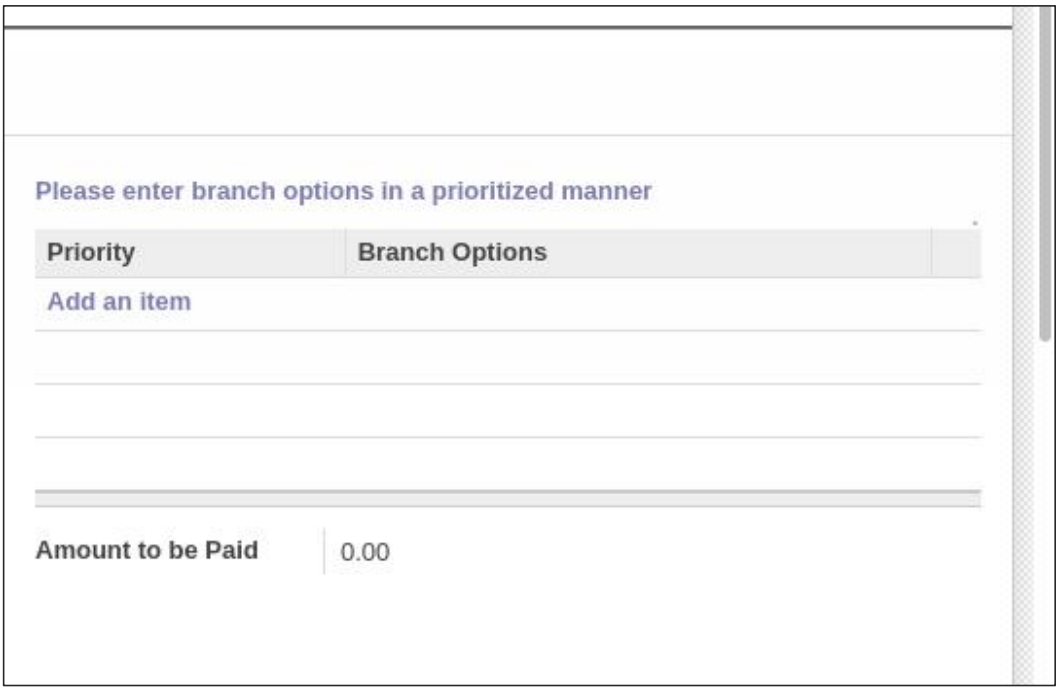
3. Click “**Create**” Button under the menu “ **Admission** -> **Registration** -> **Admission Registration**”




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

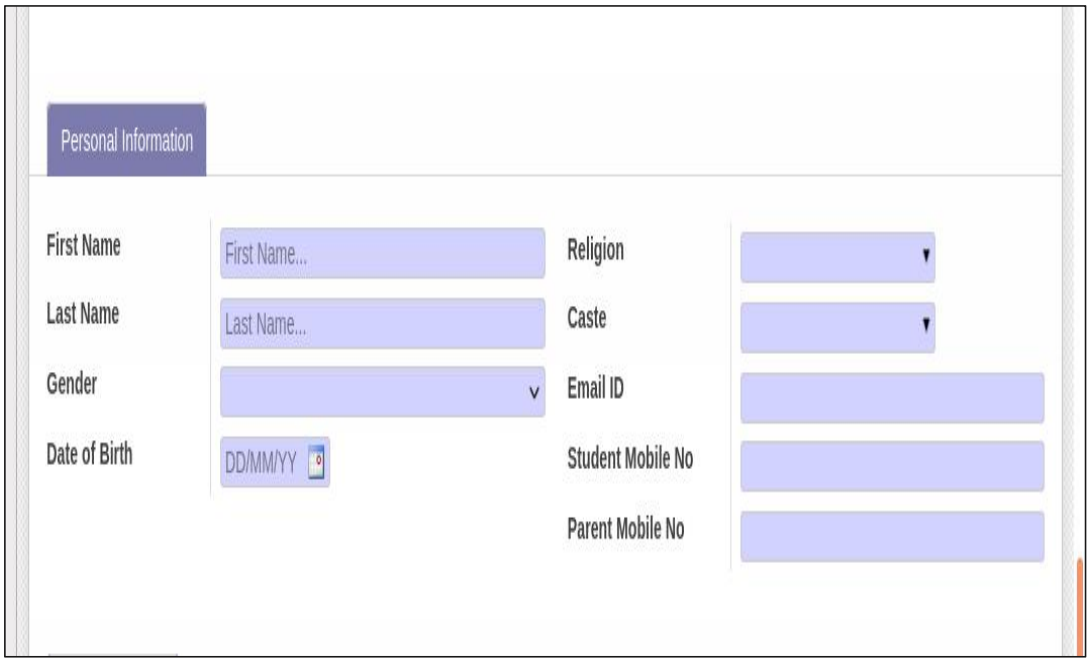


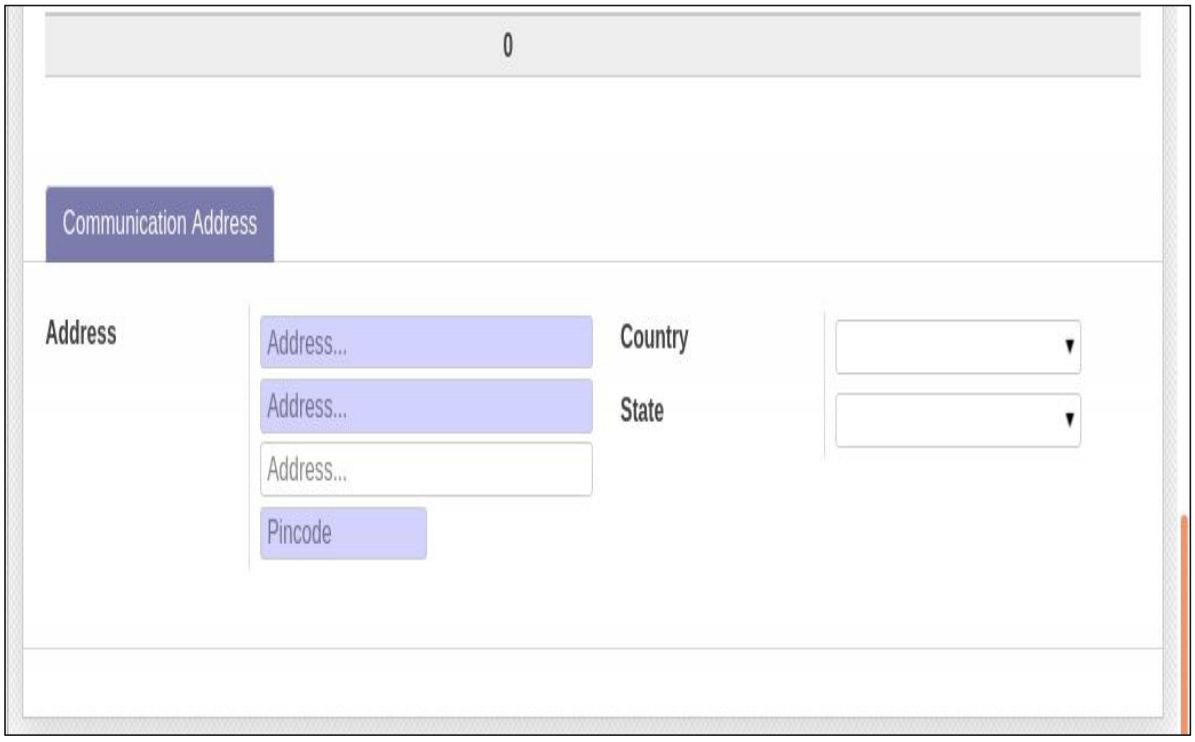
5. Select Branch options and Priority from the corresponding drop down list.




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

6. Fill Personal information and Communication Address

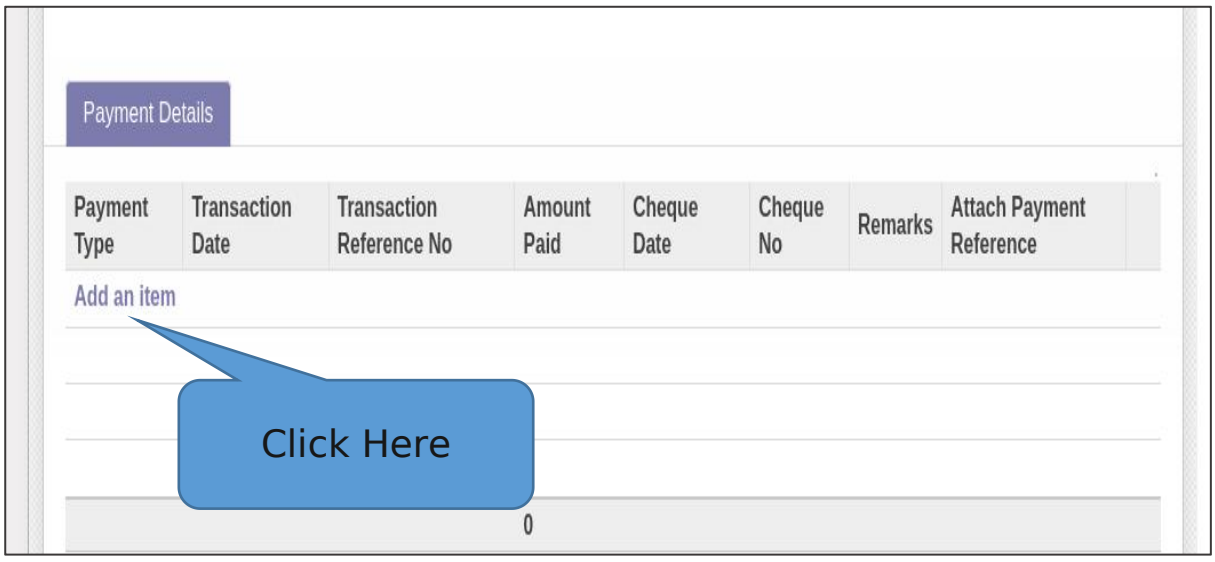




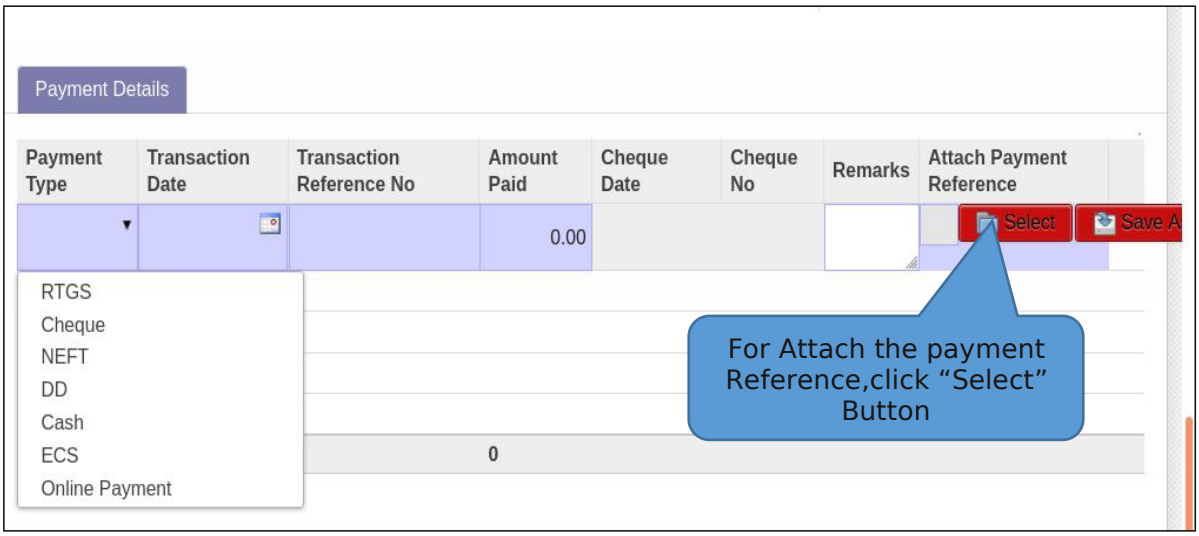

Save the application and make the payment for the amount displayed and get available of the scanned copy of the payment reference(Size:below 100kb,jpeg format)which is needed for uploading while entering payment details in the application form.If payment type is **cheque**,then you should submit the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

## Payment Details

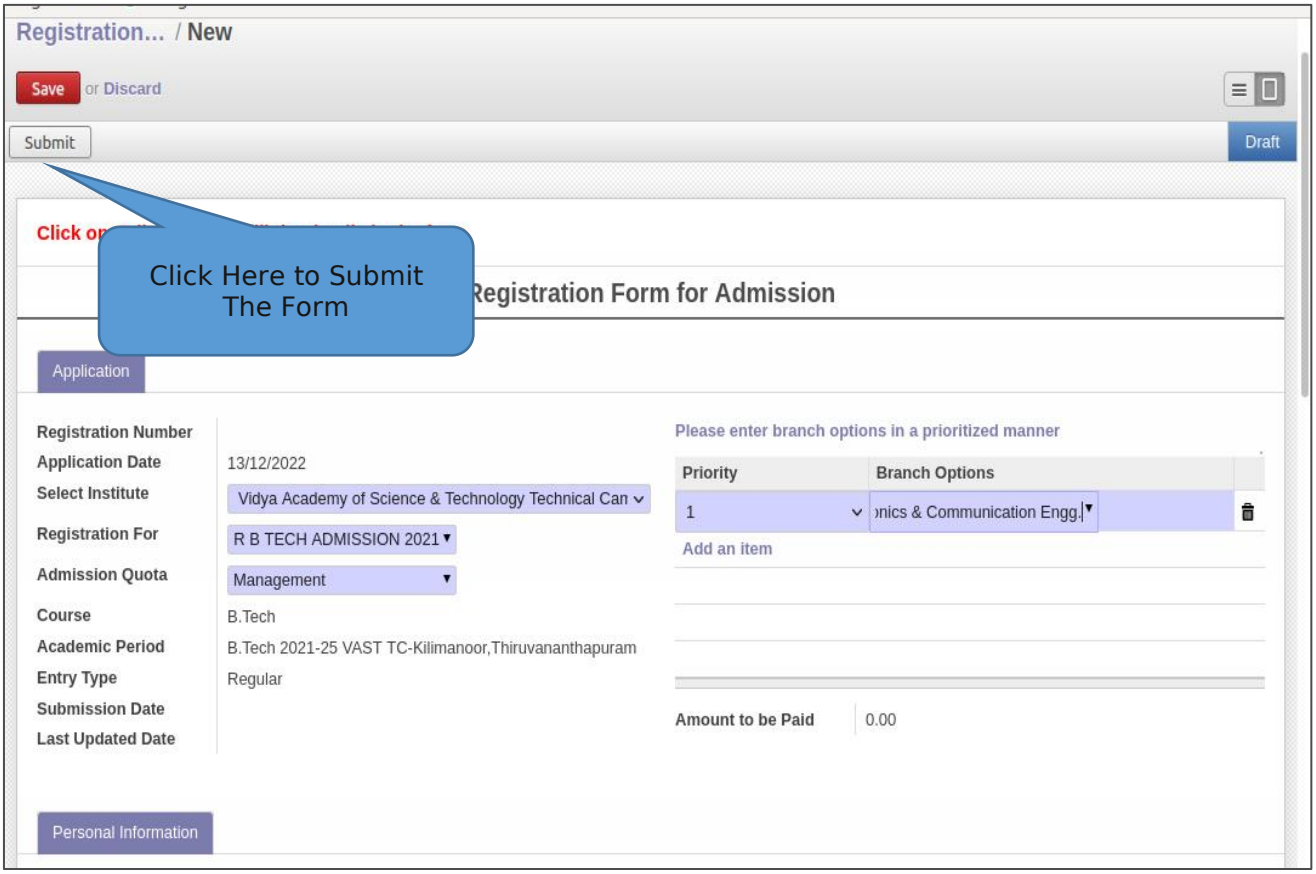
7. For entering the payment details,click on"**Add an item**" and fill the payment details.



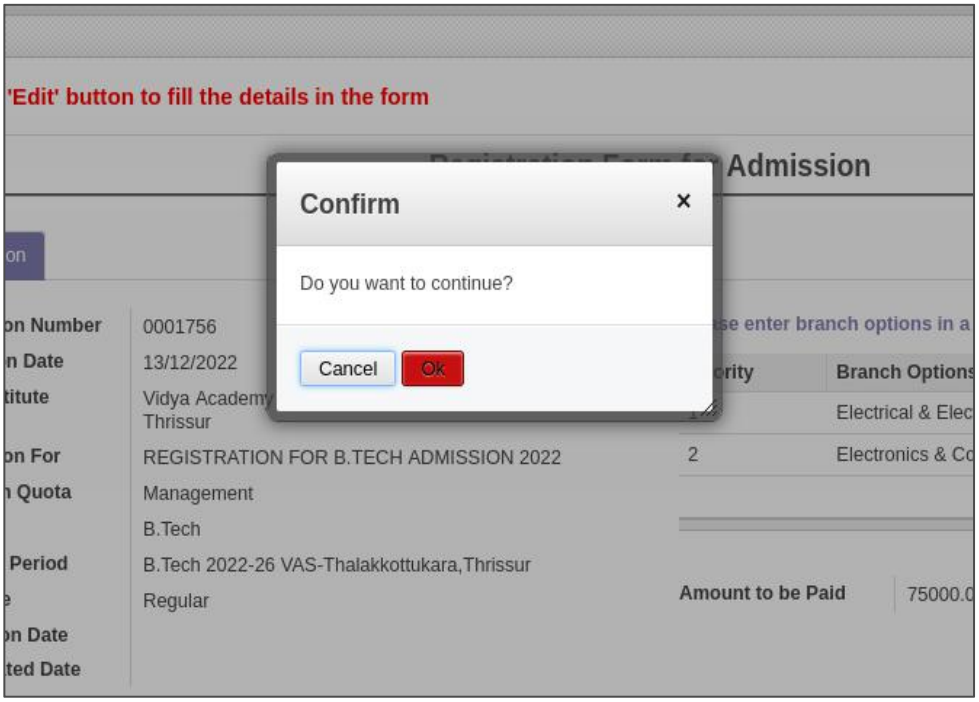
8. Attached the scanned copy of payment reference(**Size:Below 100kb**)



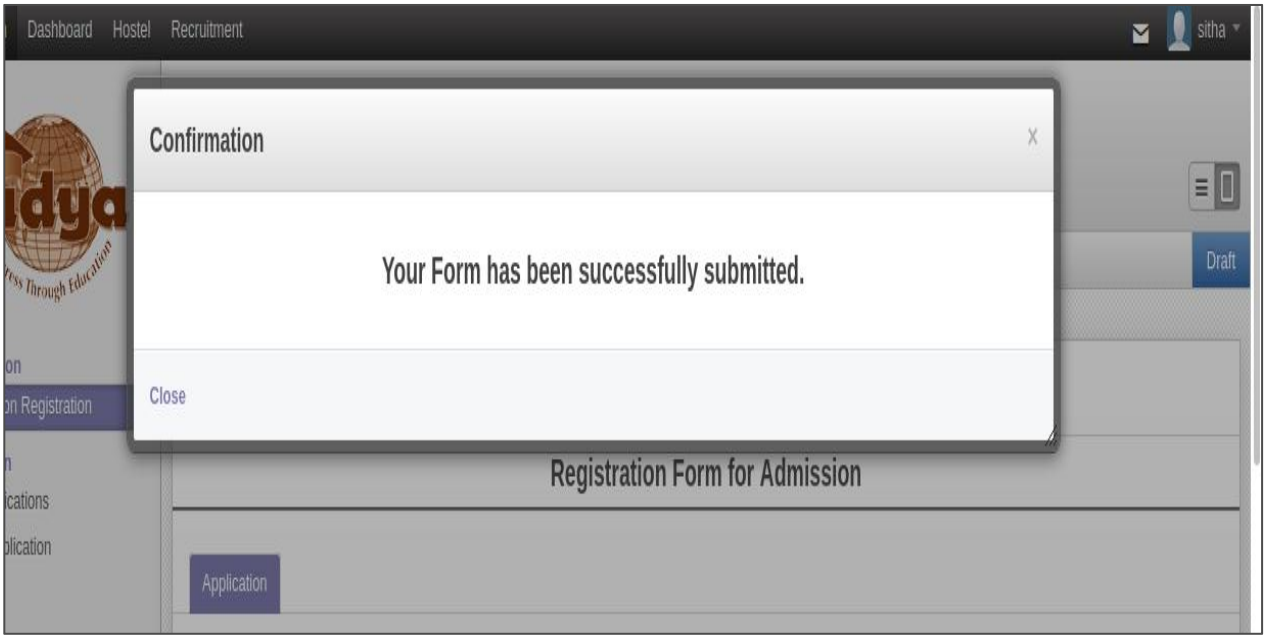

9. **Submit** the form after rechecking all the entered details.



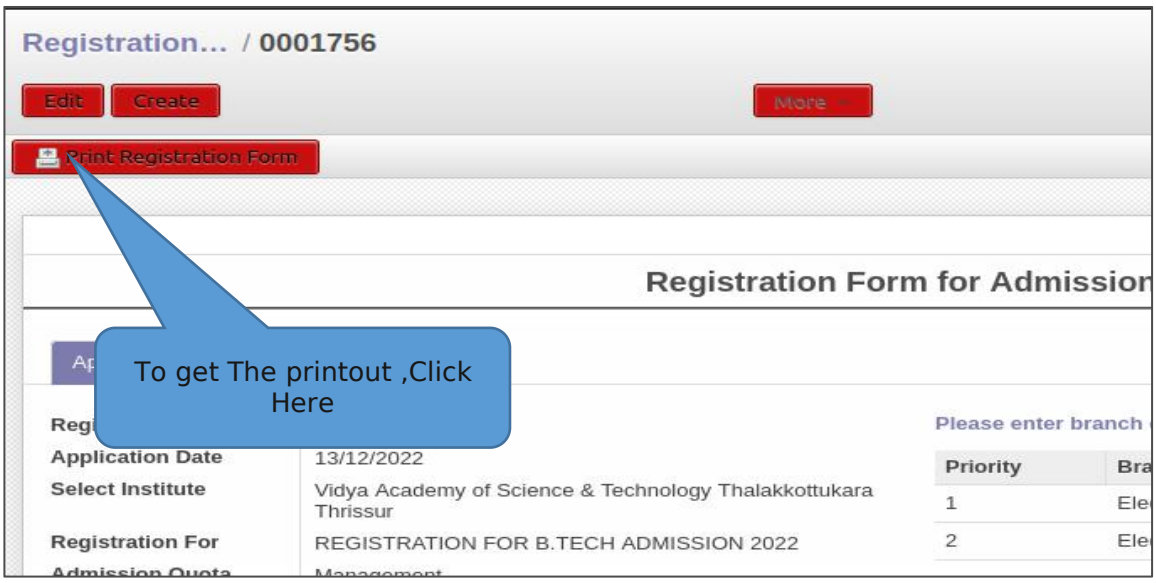
10. Please confirm the submission of your application form by clicking **OK** Button




11. You can see a window showing successful submission




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

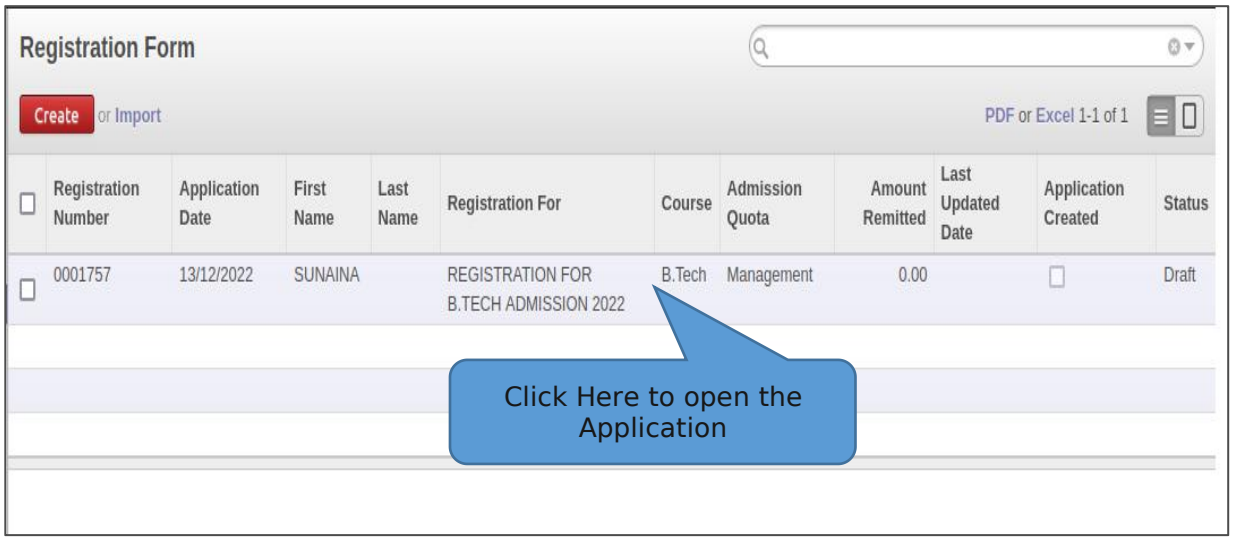



## Enter the payment details later in the saved form

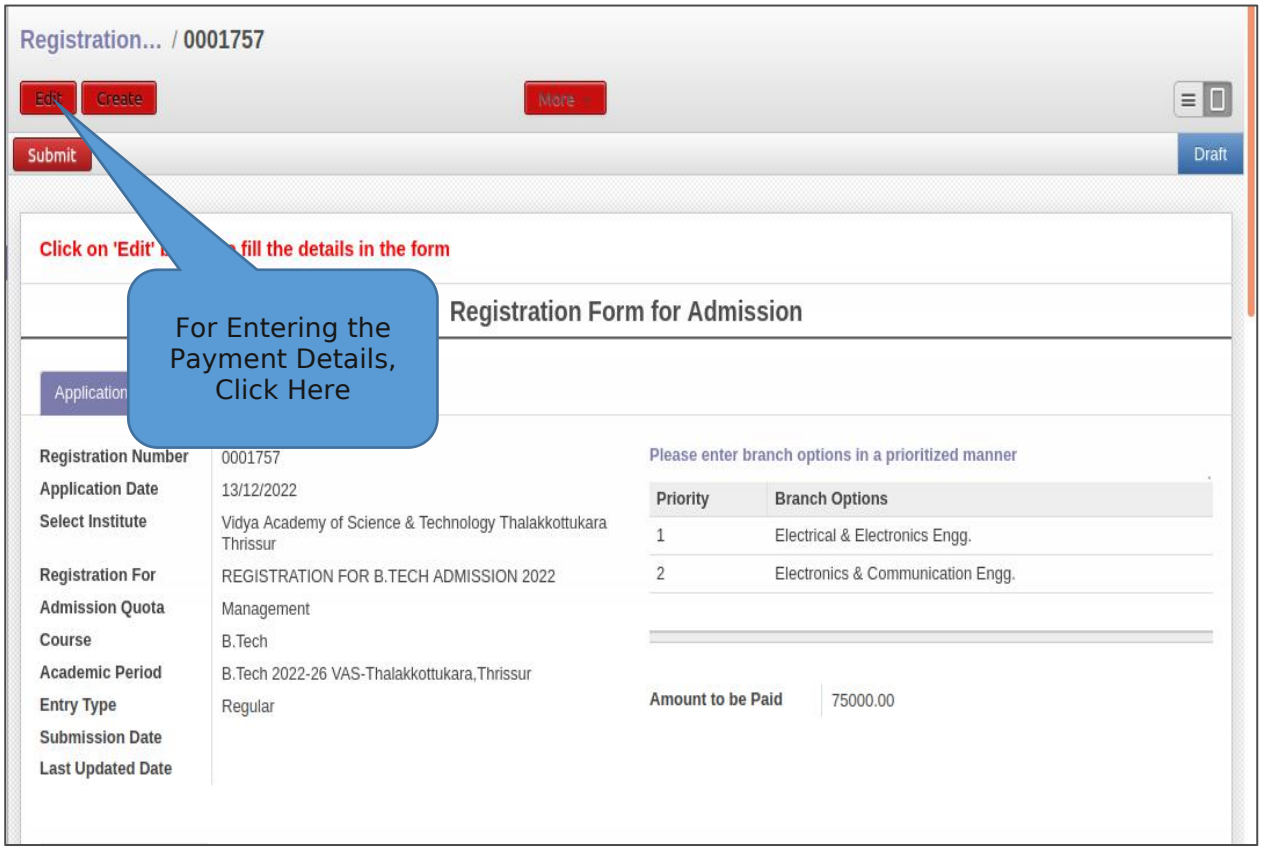
Make the payment for the amount displayed in the form (under column **Amount to be Paid**) and get available of the scanned copy of the payment reference(Size:below 100kb,jpeg format) which is needed for uploading while entering payment details in the application form.If payment type is **cheque**,then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

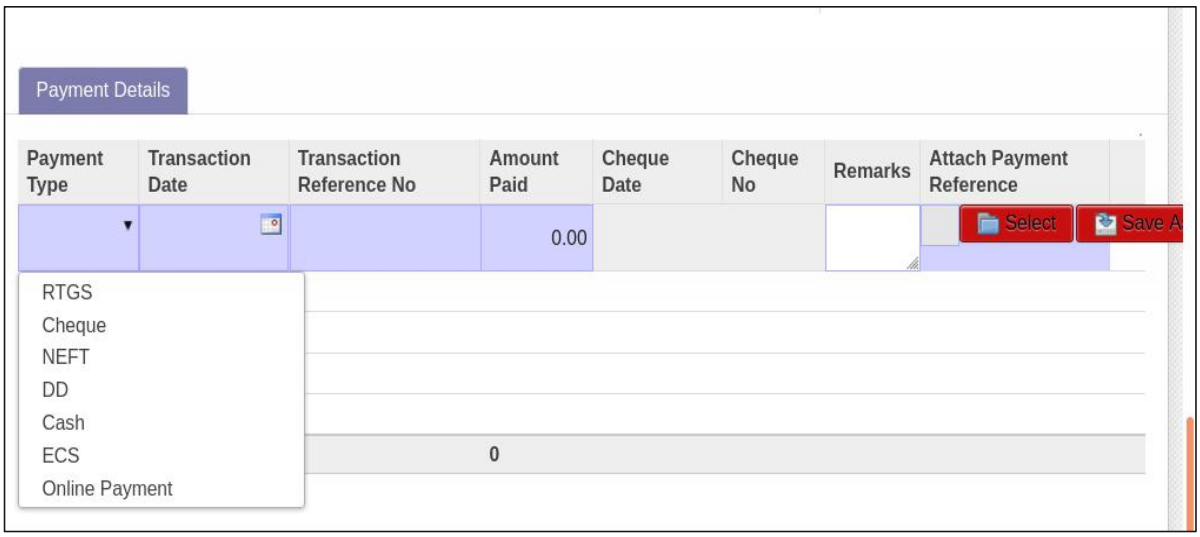
13. Login the ERP by entering the Username and Password.

14. Click on the "**Admission->Registration ->Admission Registration**"




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






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 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