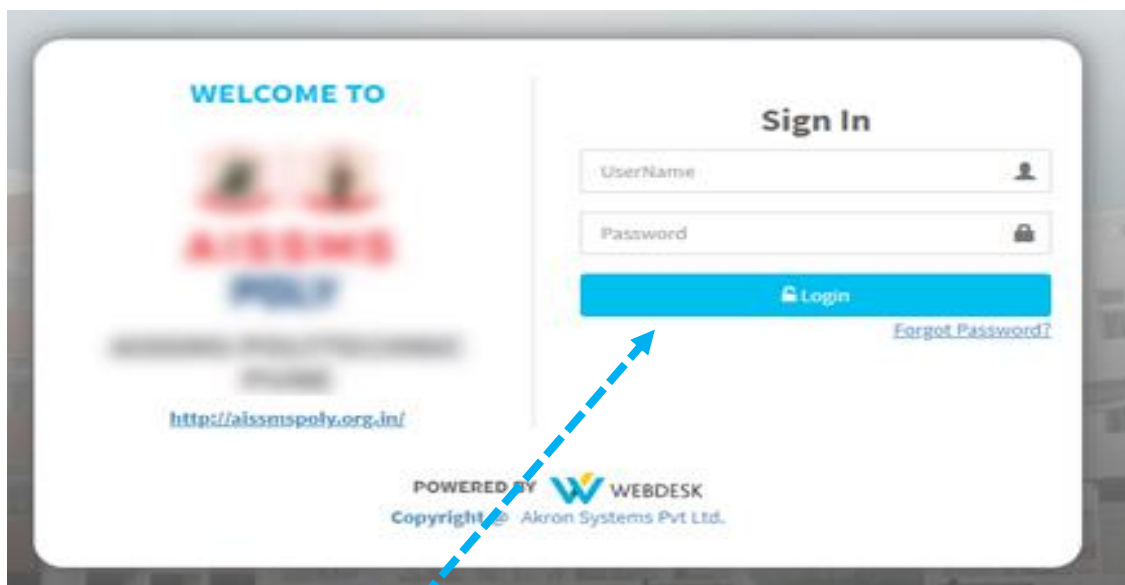


HELP MANUAL FOR ONLINE ADMISSON FORM AND FEE PAYMENT

This manual will give you step by step instruction on completing your online admission process along with fee payment.

You will have to go to the link of the ERP login which will be provided to you by the Institute. Once you open the link you should see a login page similar to that in the image below.



To login into the Systems you will have to enter your **Username** and **Password**. Your username and password will be initially provided to you from the Institute. Once you enter Username and Password you will have to click on **LOGIN**.

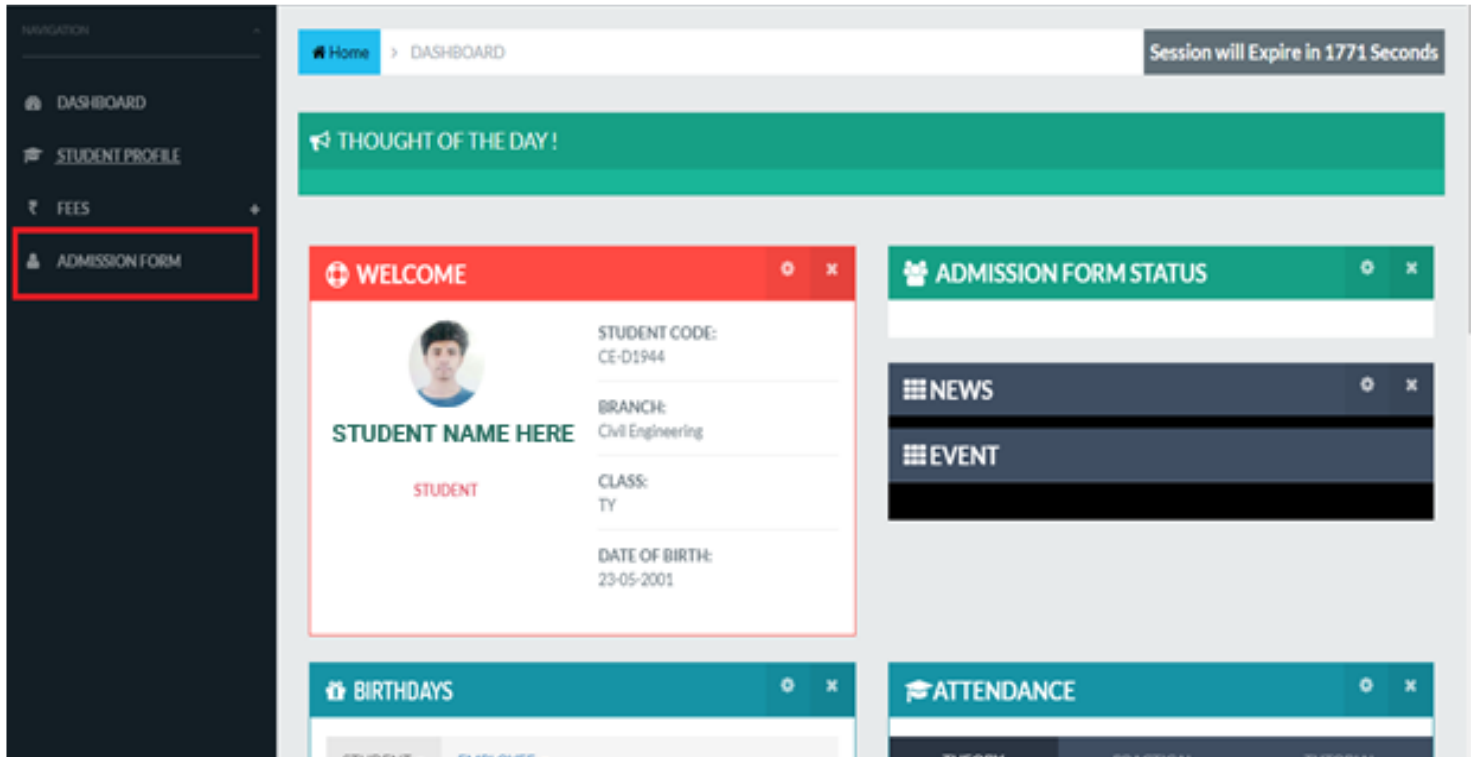
Your provisional admission process mainly consists of two parts.

- 1. ADMISSION FORM**
- 2. PAYMENT PROCESS**

Below are the steps given on how to complete these both the procedures.

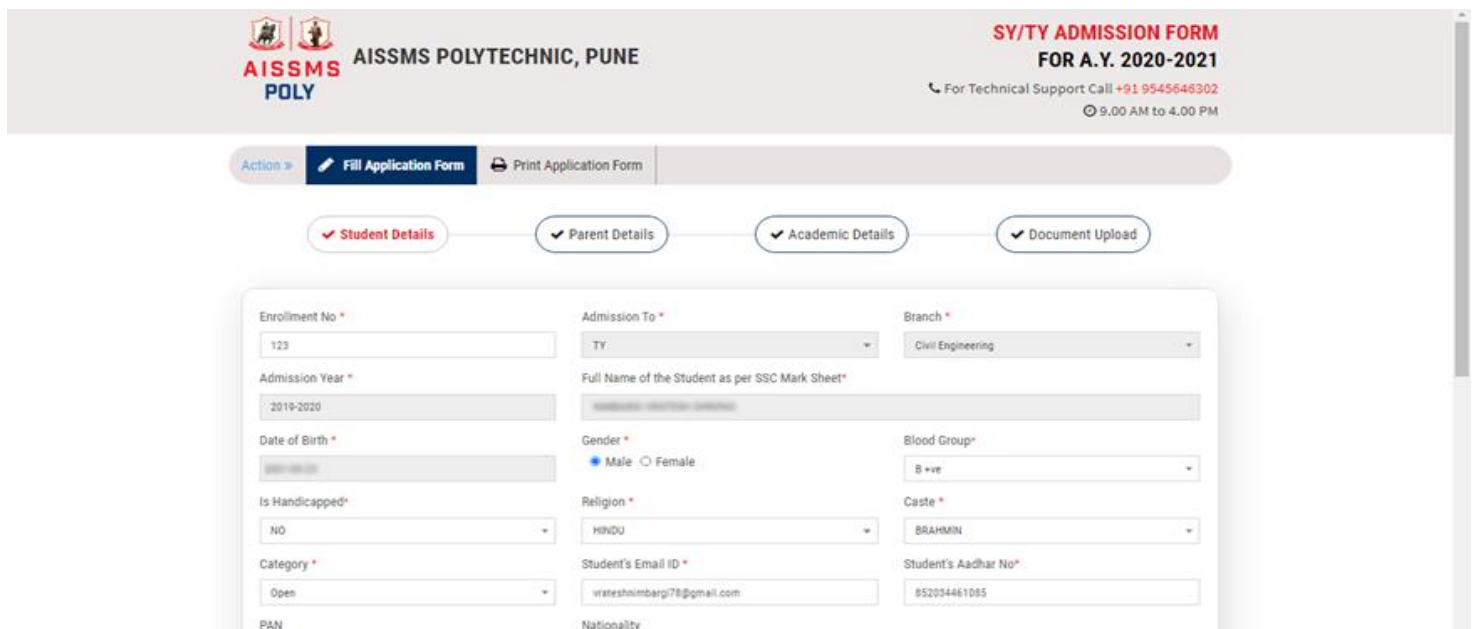
➤ ADMISSION FORM

- After logging into the system, to fill up your admission form you will have to open the **Admission Form** option, which will be on the left hand side of the screen.



The screenshot shows a dashboard interface. On the left, a dark navigation menu has 'ADMISSION FORM' highlighted with a red box. The main content area includes a 'WELCOME' card with student details (Student Code: CE-D1944, Branch: Civil Engineering, Class: TY, Date of Birth: 23-05-2001), an 'ADMISSION FORM STATUS' card, 'NEWS' and 'EVENT' cards, and 'BIRTHDAYS' and 'ATTENDANCE' cards. A session expiration timer shows '1771 Seconds'.

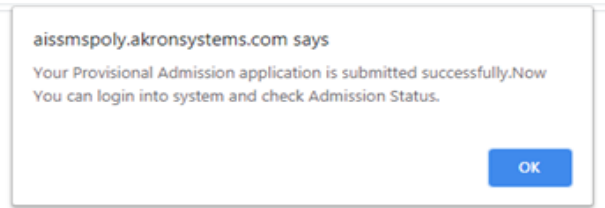
- You will then see the admission form, which will consist four tabs as- Student Details, Parent Details, Academic Details and Document Upload. You will be asked to fill up the mandatory details on every tab. Until you don't fill up all the mandatory fields; your form will not proceed to the next tab.



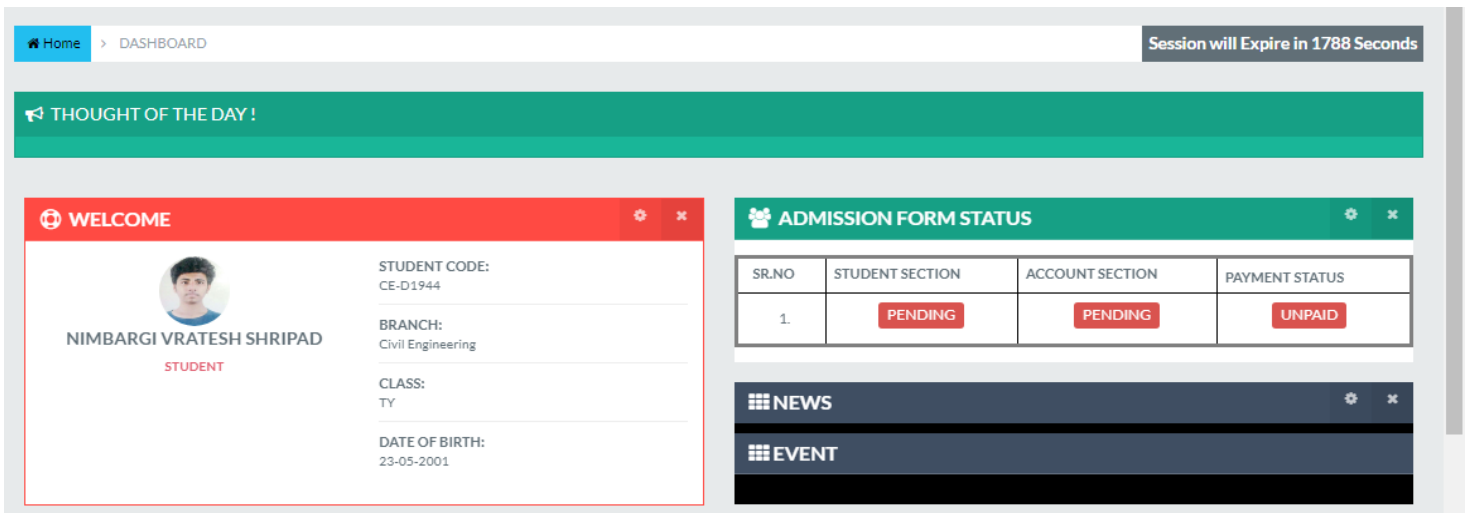
The screenshot displays the 'SY/TY ADMISSION FORM FOR A.Y. 2020-2021' for AISSMS POLYTECHNIC, PUNE. It features a progress bar with four steps: Student Details (checked), Parent Details (checked), Academic Details (checked), and Document Upload (checked). The form fields are as follows:

Enrollment No * 123	Admission To * TY	Branch * Civil Engineering
Admission Year * 2019-2020	Full Name of the Student as per SSC Mark Sheet * [Redacted]	
Date of Birth * [Redacted]	Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female	Blood Group * B +ve
Is Handicapped* NO	Religion * HINDU	Caste * BRAHMIN
Category * Open	Student's Email ID * wateshimbarg78@gmail.com	Student's Aadhar No* 852034461085
PAN	Nationality	

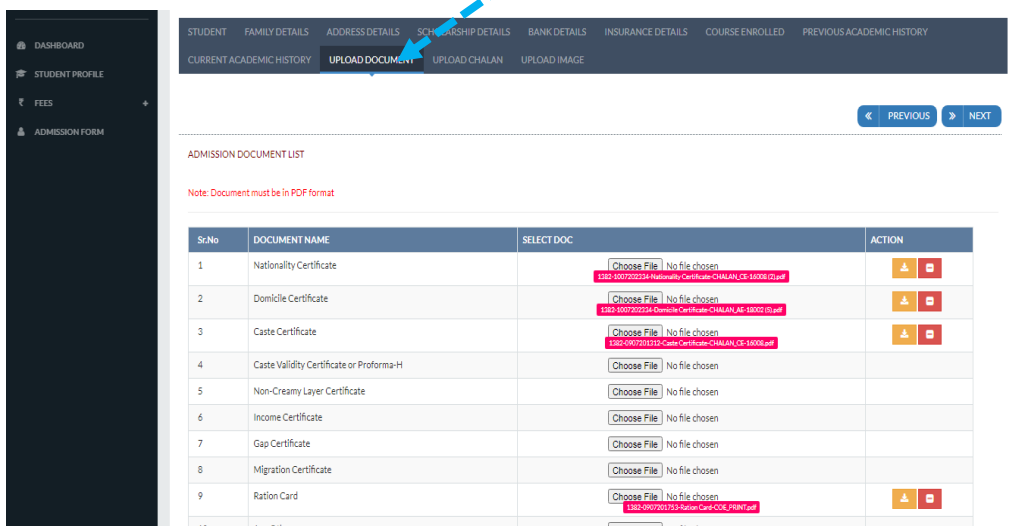
- After filling up all the details and submitting the form, you will receive a message on your mobile no. acknowledging you that your form was submitted successfully. Then to proceed further you will have to login into the ERP.



- After login, you would be able to track the status of your submitted form. You can check the admission form status on the dashboard, under the **ADMISSION FORM STATUS** widget. There you can see the status updates from Student Section and Account Section. Initially your both the status shall be Pending.

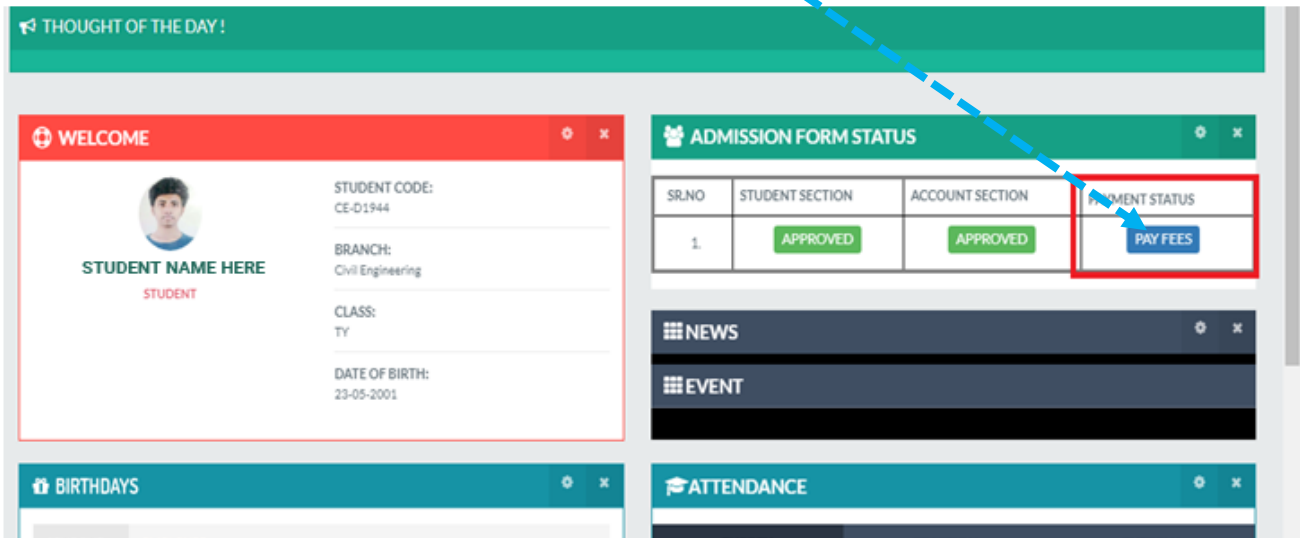


- If your form gets rejected/needs any correction you will receive an SMS regarding the same from Student Section. If you are asked to upload any document, then you can upload it from the STUDENT PROFILE option. In the Student Profile option there will be an **Upload Document** tab. There you can upload the required documents and click on **SAVE**. Once the Student and Account Section Approves your form, you shall be eligible to make the payment. Your form filling process will be completed here.



➤ PAYMENT PROCESS

- To proceed to payment you can click the **PAY FEES** option given on your Admission Form Status Tracking widget. For Payment, you can pay the fees either **Online** or **Offline** Mode with Challan.

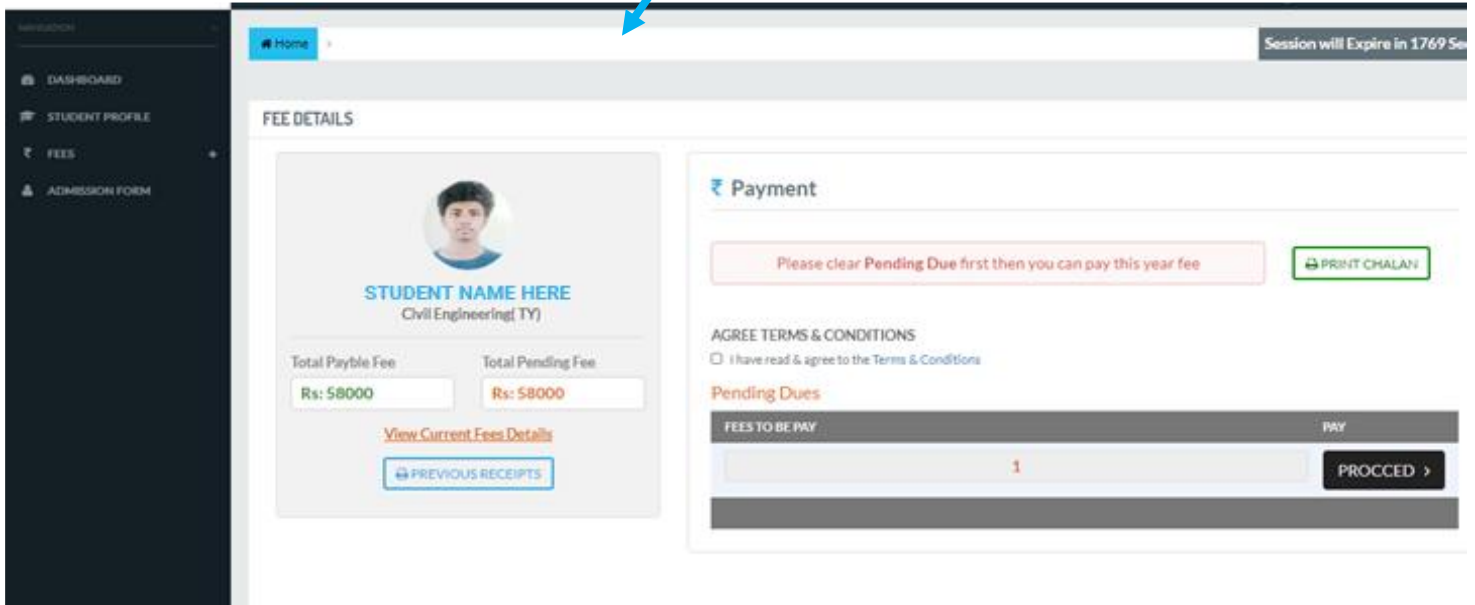


- After clicking on **PAY FEES** button, you will see the payment screen as shown in image below. There you can check your fee details like your Pending Fees, Applicable Fees and your previous receipts. If your previous fees are due then same will be shown to you as shown in the image below. You will have to clear the pending dues first. You can make payment either **Online** or **Offline**. Steps for both has been given below.

STEP FOR ONLINE PAYMENT PROCESS

- Now if you have your previous year fees due, you can pay the dues online too. Note that if you clear only dues, and do not pay current academic fees, your form will not be taken into consideration. **For clearing due** (if any) you will be shown the details regarding dues such as your pending amount. You can click on the proceed button and pay your dues.
- The procedure further shall be same for the **Due Payment and paying the current year fees** which is given below. You shall see a Proceed button when making payment.

Payment Screen for Student having Previous Year Fees Dues




SESSIONS

Home

Session will Expire in 1769 Sec

FEE DETAILS



STUDENT NAME HERE
Civil Engineering(TY)

Total Payble Fee: **Rs: 58000** Total Pending Fee: **Rs: 58000**

[View Current Fees Details](#)

[PREVIOUS RECEIPTS](#)

₹ Payment

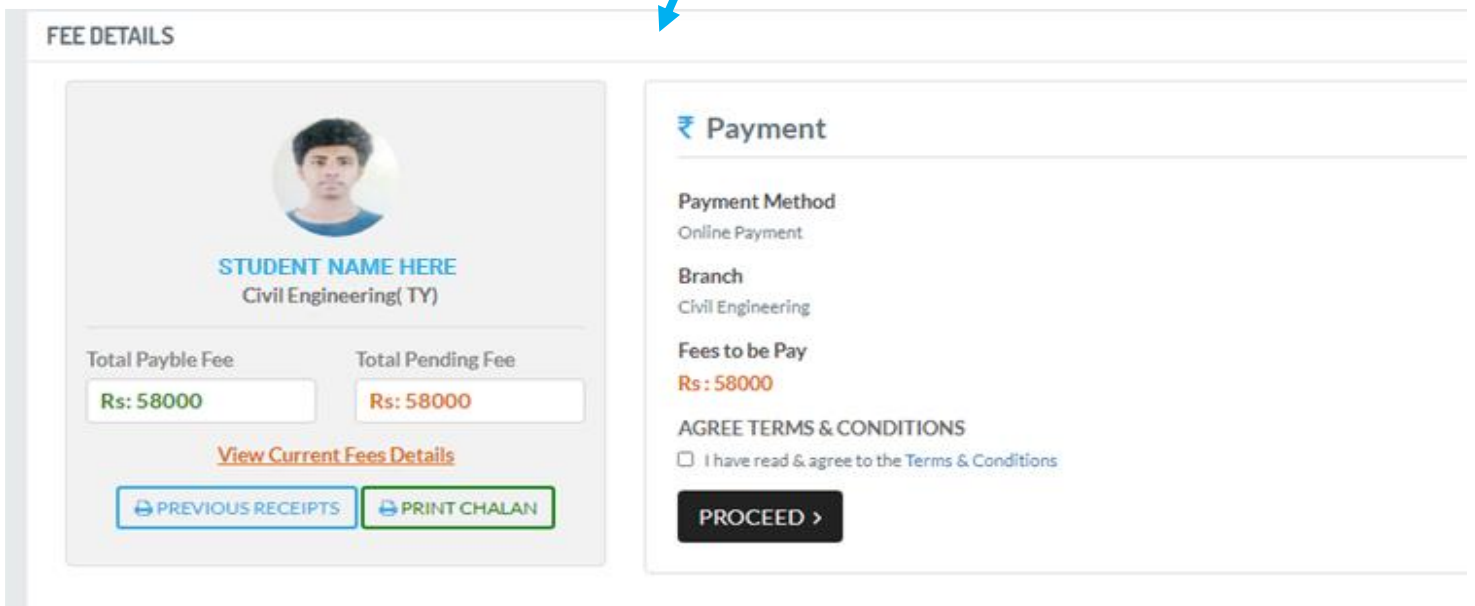
Please clear Pending Due first then you can pay this year fee [PRINT CHALAN](#)

AGREE TERMS & CONDITIONS
 I have read & agree to the Terms & Conditions


Pending Dues

FEES TO BE PAY	PAY
1	PROCEED >

Payment Screen for Student paying Current Year Fees



FEE DETAILS



STUDENT NAME HERE
Civil Engineering(TY)

Total Payble Fee: **Rs: 58000** Total Pending Fee: **Rs: 58000**

[View Current Fees Details](#)

[PREVIOUS RECEIPTS](#) [PRINT CHALAN](#)

₹ Payment

Payment Method
Online Payment

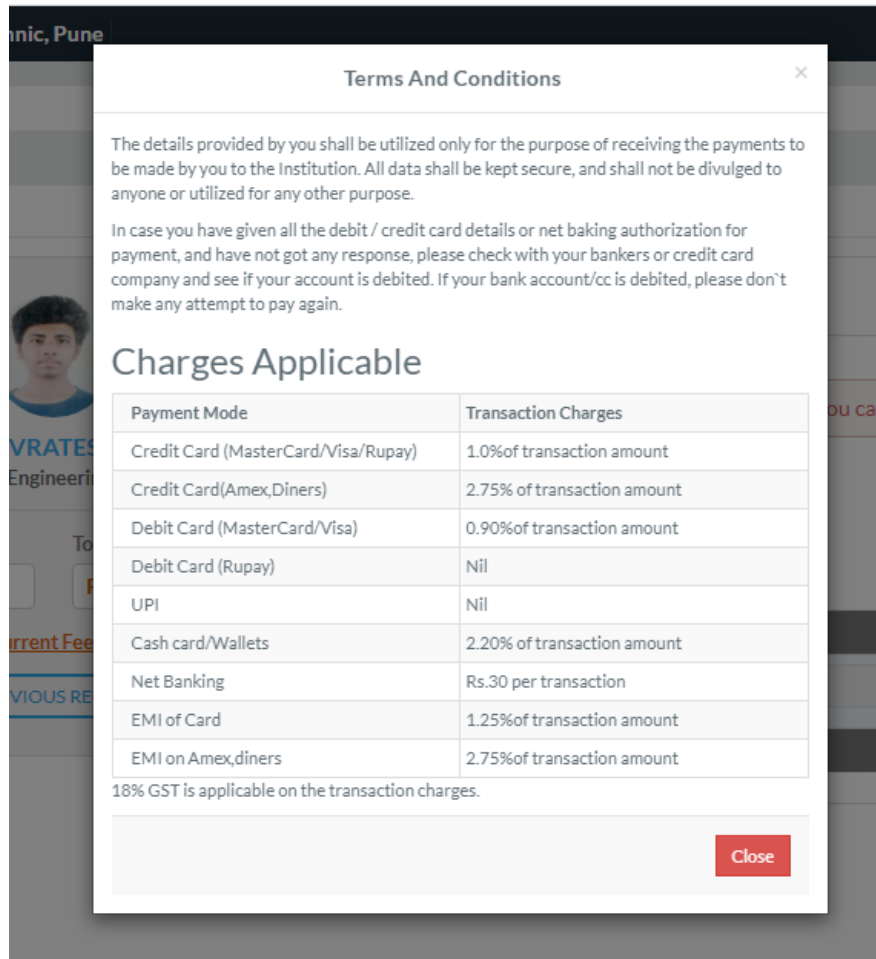
Branch
Civil Engineering

Fees to be Pay
Rs: 58000

AGREE TERMS & CONDITIONS
 I have read & agree to the Terms & Conditions

[PROCEED >](#)

- Before proceeding, you will be asked to confirm the **Terms & Conditions**. Kindly read the terms & conditions related to payment by clicking on Terms & Conditions. After clicking on the Proceed button, you will be shown the fee amount for your confirmation.



The details provided by you shall be utilized only for the purpose of receiving the payments to be made by you to the Institution. All data shall be kept secure, and shall not be divulged to anyone or utilized for any other purpose.

In case you have given all the debit / credit card details or net banking authorization for payment, and have not got any response, please check with your bankers or credit card company and see if your account is debited. If your bank account/cc is debited, please don't make any attempt to pay again.

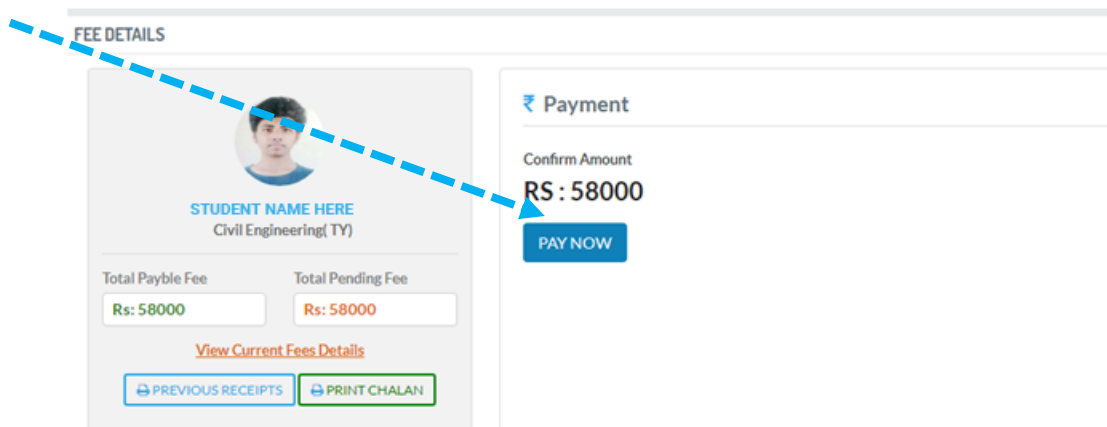
Charges Applicable

Payment Mode	Transaction Charges
Credit Card (MasterCard/Visa/Rupay)	1.0%of transaction amount
Credit Card(Amex,Diners)	2.75% of transaction amount
Debit Card (MasterCard/Visa)	0.90%of transaction amount
Debit Card (Rupay)	Nil
UPI	Nil
Cash card/Wallets	2.20% of transaction amount
Net Banking	Rs.30 per transaction
EMI of Card	1.25%of transaction amount
EMI on Amex,diners	2.75%of transaction amount

18% GST is applicable on the transaction charges.

[Close](#)

- After checking the checkbox and Proceeding, you will see the amount for your confirmation and a **PAY NOW** button.



FEE DETAILS

STUDENT NAME HERE
Civil Engineering(TY)

Total Payble Fee: **Rs: 58000**

Total Pending Fee: **Rs: 58000**

[View Current Fees Details](#)

[PREVIOUS RECEIPTS](#) [PRINT CHALAN](#)

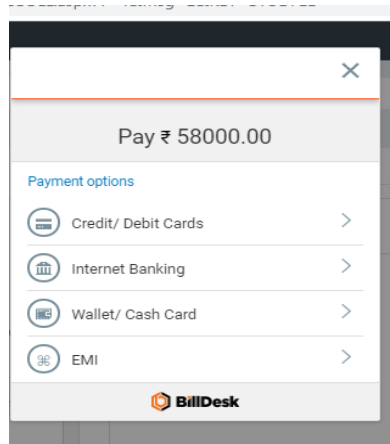
₹ Payment

Confirm Amount
RS : 58000


[PAY NOW](#)

A dashed blue arrow points from the 'PAY NOW' button in the right panel to the 'STUDENT NAME HERE' field in the left panel.

- You shall see a **PAY NOW** button, after clicking on the same you can see different payment Options. You can select your preferred Payment Option and continue with the payment.



- If your payment was successful, you shall a successful payment screen along with your transaction details as shown below. You will also receive a message form your institute informing that your payment is successful.



Thank You!


Your Transaction Has Completed Successfully.

PAYMENT DETAILS

Transaction No. :	CHMCT0000000017
Payment Transaction Number :	U1230001348057
Transaction Status :	Successful Transaction
Transaction Date and Time :	27-06-2020 18:07:42
Amount :	2.50

- You can get the receipt of your payment in the same initial payment screen where a **PREVIOUS RECEIPT** button would be visible. By clicking on it you can download previous receipt.

FEE DETAILS



STUDENT NAME HERE
Civil Engineering(TY)

Total Payble Fee: **Rs: 58000**

Total Pending Fee: **Rs: 58000**

[View Current Fee Details](#)

[PREVIOUS RECEIPTS](#)
[PRINT CHALAN](#)

₹ Payment

Payment Method
Online Payment

Branch
Civil Engineering

Fees to be Pay
Rs : 58000

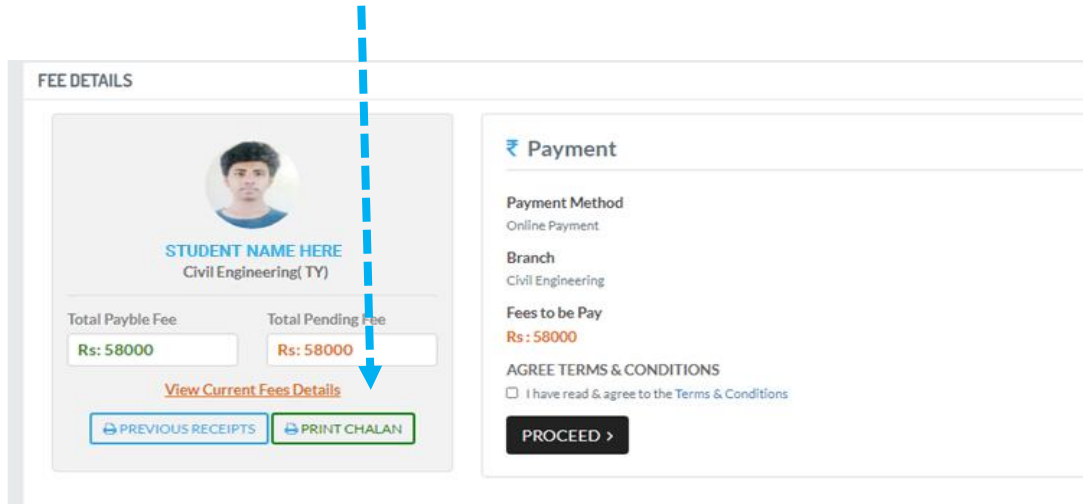
AGREE TERMS & CONDITIONS
 I have read & agree to the Terms & Conditions

[PROCEED >](#)

If you transaction fails due to any reason, you can try again for the payment with the same steps mentioned.

STEPS FOR OFFLINE PAYMENT PROCESS

- For Offline process, you can download your fee challan. You can view the payment screen for your Admission Form Status tracking widget where a **PAY FEES** button will be enabled. To download your fee challan, you can click on **PRINT CHALLAN** button.



FEE DETAILS

STUDENT NAME HERE
Civil Engineering(TY)

Total Payble Fee: **Rs: 58000** Total Pending Fee: **Rs: 58000**

[View Current Fees Details](#)

[PREVIOUS RECEIPTS](#) [PRINT CHALLAN](#)

Payment

Payment Method: Online Payment

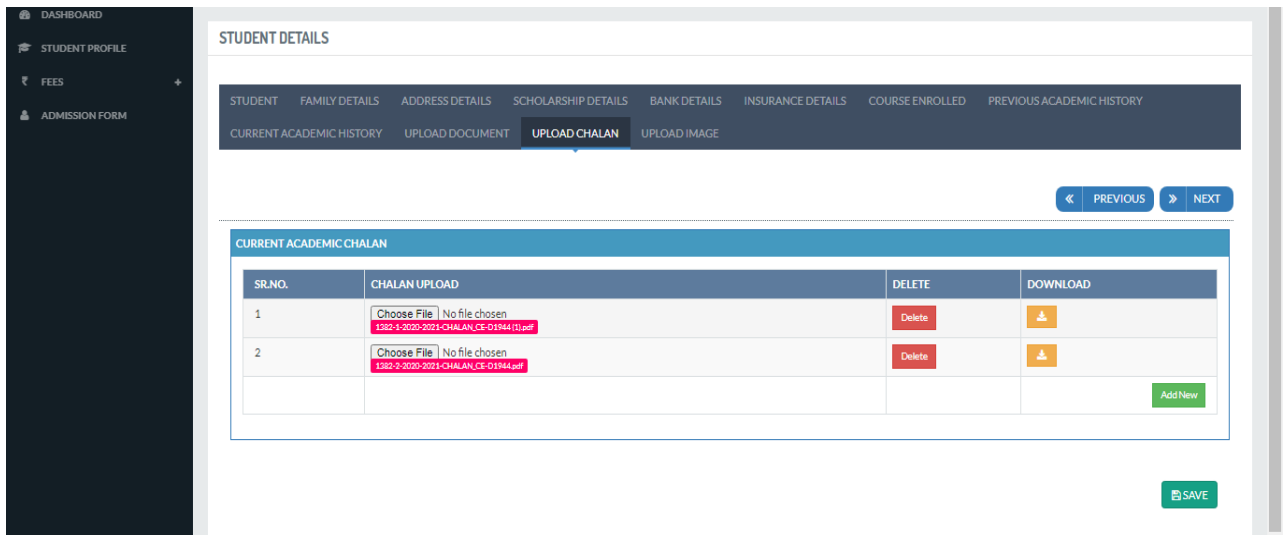
Branch: Civil Engineering

Fees to be Pay: **Rs: 58000**

AGREE TERMS & CONDITIONS
 I have read & agree to the Terms & Conditions

PROCEED >

- Then you can make payment in the form of Cheque/DD in the bank and account details mentioned on the challan. While making Cheque payment/ DD, it is mandatory to carry the challan with you. You will then get the verified stamp from the bank on you fee challan. You will be then required to upload this stamp verified challan in your ERP login. You can upload the challan from **Student Profile** menu inside the tab **Upload challan**.



STUDENT DETAILS

STUDENT FAMILY DETAILS ADDRESS DETAILS SCHOLARSHIP DETAILS BANK DETAILS INSURANCE DETAILS COURSE ENROLLED PREVIOUS ACADEMIC HISTORY

CURRENT ACADEMIC HISTORY UPLOAD DOCUMENT **UPLOAD CHALAN** UPLOAD IMAGE

◀ PREVIOUS NEXT ▶

CURRENT ACADEMIC CHALAN

SR.NO.	CHALAN UPLOAD	DELETE	DOWNLOAD
1	Choose File No file chosen 1382-8-2020-2021-CHALAN_CE-D19M413.pdf	Delete	Download
2	Choose File No file chosen 1382-8-2020-2021-CHALAN_CE-D19M4.pdf	Delete	Download
			Add New

[SAVE](#)

Your process will then be considered as Complete.

THANK YOU !

Contact us if you have any Query & Clarification?



OF-12, Akshar Plaza, Opp. Sasne
Ground, Taraba Park, Kolhapur – 416001
Maharashtra, India.



info@akronsystems.com
support@akronsystems.com



+91 7030379922
+91 7030379933