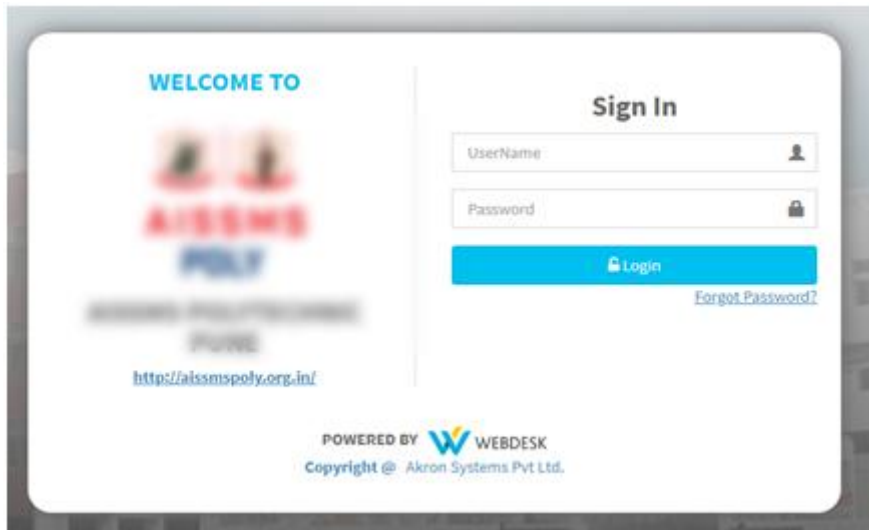


## HELP MANUAL FOR ONLINE ADMISSION FORM AND FEE PAYMENT

- 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.

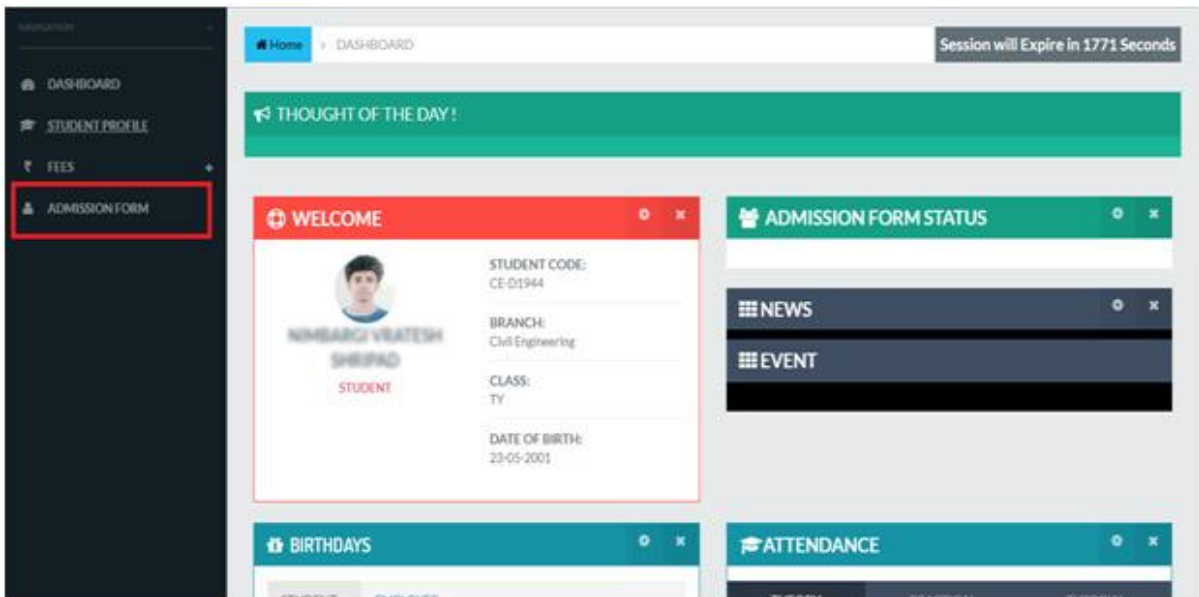
### **1. Admission Form**

### **2. Payment Process**

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

## ➤ PART I : 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.



- 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 A.S.S.M.S. A.S.S.M.S. POLYTECHNIC, PUNE. It includes a technical support contact number (+91 9545546302) and operating hours (9:00 AM to 4:00 PM). The form has a navigation bar with 'Fill Application Form' and 'Print Application Form' buttons. Below the navigation bar are four tabs: 'Student Details' (active), 'Parent Details', 'Academic Details', and 'Document Upload'. The 'Student Details' tab contains the following fields:

Enrollment No *	Admission To *	Branch *
123	TY	Civil Engineering
Admission Year *	Full Name of the Student as per SSC Mark Sheet*	
2019-2020	NIMBARGI VRATESH SHIRPAD	
Date of Birth *	Gender *	Blood Group *
2001-05-23	<input checked="" type="radio"/> Male <input type="radio"/> Female	B+
Is Handicapped?	Religion *	Caste *
NO	HINDU	BRAMHIN
Category *	Student's Email ID *	Student's Aadhar No*
Open	nimbargi73@gmail.com	82234461345
Pass	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.

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

ADMISSION DOCUMENT LIST

Note: Document must be in PDF format

Sr.No	DOCUMENT NAME	SELECT DOC	ACTION
1	Nationality Certificate	Choose File   No file chosen 1382-1007202234-Nationality Certificate-CHALAN_CE-16008 (2).pdf	📄 🗑️
2	Domicile Certificate	Choose File   No file chosen 1382-1007202234-Domicile Certificate-CHALAN_AC-18002 (8).pdf	📄 🗑️
3	Caste Certificate	Choose File   No file chosen 1382-0907201212-Caste Certificate-CHALAN_CE-16008.pdf	📄 🗑️
4	Caste Validity Certificate or Proforma-H	Choose File   No file chosen	
5	Non-Creamy Layer Certificate	Choose File   No file chosen	
6	Income Certificate	Choose File   No file chosen	
7	Gap Certificate	Choose File   No file chosen	
8	Migration Certificate	Choose File   No file chosen	
9	Ration Card	Choose File   No file chosen 1382-0907201212-Ration Card-COE_PRINT.pdf	📄 🗑️
10	Any Other	Choose File   No file chosen	

## ➤ PART II: 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.

THOUGHT OF THE DAY!

WELCOME

STUDENT CODE: CE-01944  
BRANCH: Civil Engineering  
CLASS: TY  
DATE OF BIRTH: 23-05-2002

ADMISSION FORM STATUS

SR.NO	STUDENT SECTION	ACCOUNT SECTION	PAYMENT STATUS
1.	APPROVED	APPROVED	PAY FEES

NEWS  
EVENT

BIRTHDAYS  
ATTENDANCE

After clicking on pay fees, 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.

### ❖ STEPS 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.

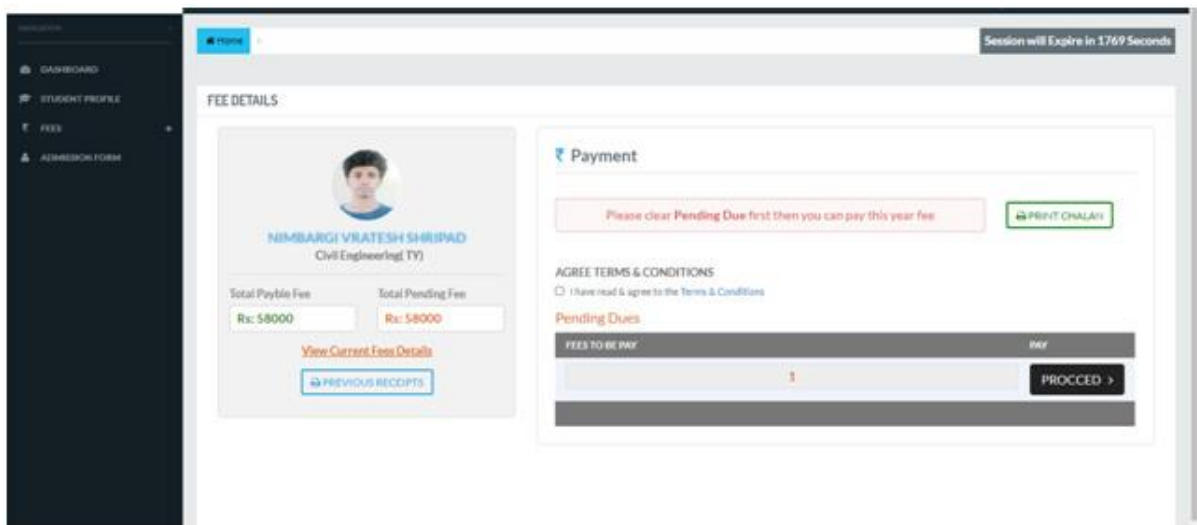


Image 1: Payment Screen for Student having Previous Year Fees Dues

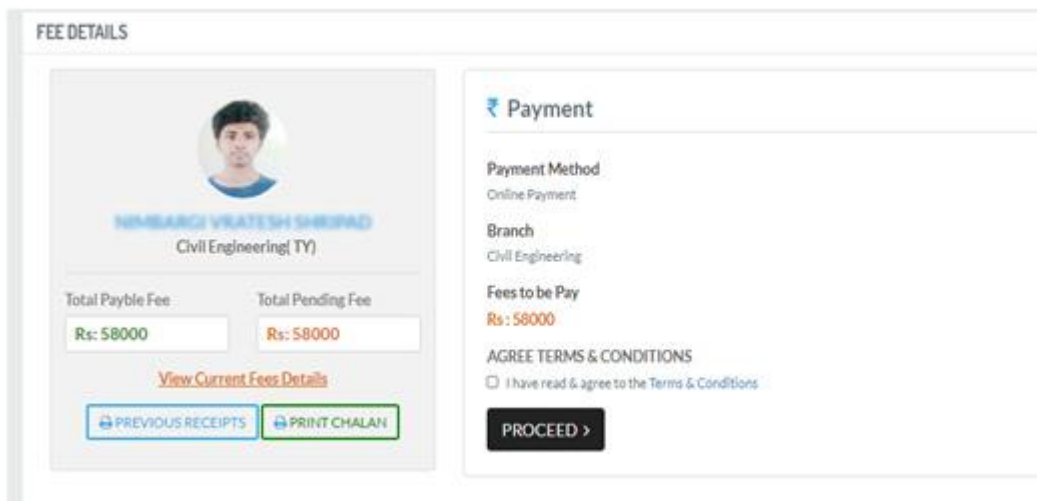
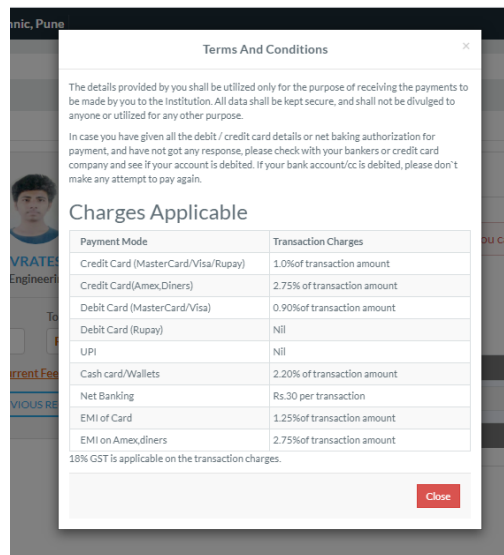
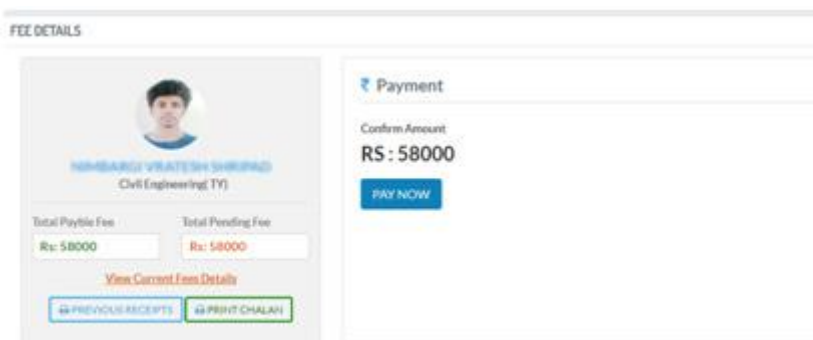


Image 2: Payment Screen for Student paying current Year Fees

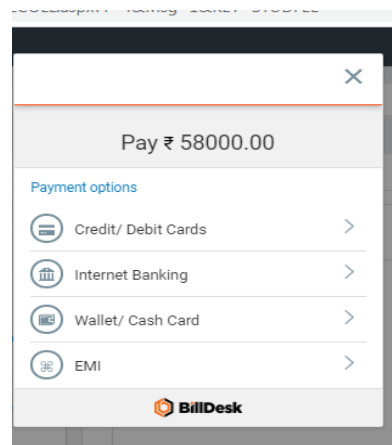
Before proceeding, you will be asked to confirm the Terms & Conditions. Kindly read the terms & conditions related to payment by clicking on Terms & Conditions. After clicking on the Proceed button, you will be shown the fee amount for your confirmation.




After checking the checkbox and Proceeding, you will see the amount for your confirmation and a Pay Now button.



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 **DOWNLOAD PREVIOUS RECEIPT** button would be visible.

**FEE DETAILS**



**NIMBARGI VRATESH SHIRPAD**  
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 >**

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

❖ **FOR OFFLINE 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 option.

### FEE DETAILS



**NIMBARGI VRATESH SHRIPAD**  
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 >

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**.

- Dashboard
- Student Profile
- Fees
- Admission Form

#### 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	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Choose File</span> <span style="margin-left: 5px; font-size: 0.8em;">No file chosen</span> </div> <div style="font-size: 0.7em; color: #e67e22; margin-top: 2px;">1322-1-2020-2021-CHALAN_CE-01944 (1).pdf</div>	<span style="background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Delete</span>	<span style="background-color: #f1c40f; padding: 2px 5px; font-size: 0.8em;">↓</span>
2	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Choose File</span> <span style="margin-left: 5px; font-size: 0.8em;">No file chosen</span> </div> <div style="font-size: 0.7em; color: #e67e22; margin-top: 2px;">1322-2-2020-2021-CHALAN_CE-01944.pdf</div>	<span style="background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">Delete</span>	<span style="background-color: #f1c40f; padding: 2px 5px; font-size: 0.8em;">↓</span>
			<span style="background-color: #27ae60; color: white; padding: 2px 5px; font-size: 0.8em; border-radius: 5px;">Add New</span>

SAVE

Your process will then be considered as Complete.

Thank you.