

## B.Tech. Admission – 2023

### Instructions for Filling Online Application

#### (All India Category)

| Steps         | Instructions   |
|---------------|--|
| <b>Step 1</b> | <b>New Candidate Registration</b>  |
|               | <ul style="list-style-type: none"> <li>• Kindly fill up the applicant's details like first name, last name, mobile no. and E-mail ID of the candidate and click on "Get OTP" button.</li> </ul>            |
|               | <ul style="list-style-type: none"> <li>• An OTP will be sent to the Registered E-mail ID and Mobile Number, you entered.</li> </ul>  |
|               | <ul style="list-style-type: none"> <li>• Enter the OTP and click on "Register".</li> </ul>   |
|               | <ul style="list-style-type: none"> <li>• Login credentials will be sent to your E-mail ID and Mobile Number.</li> </ul>  |
|               | <ul style="list-style-type: none"> <li>• Using the login credentials login to the admission portal (<b>Login Already Registered Candidates</b>).</li> </ul>  |
|               | <ul style="list-style-type: none"> <li>• Set the new password and you will be logged out.</li> <li>• Re-login with the new set password.</li> </ul>  |
| <b>Step 2</b> | <b>Candidate Dashboard</b>   |
|               | <b>1 Application Form</b>  |
|               | <ul style="list-style-type: none"> <li>• Click on the Application Form.</li> </ul>   |
|               | <ul style="list-style-type: none"> <li>• Read the General Instruction, Terms and Conditions, select the check-box and click on "Next" button.</li> </ul>   |
|               | <b>Candidate's Personal Information</b>  |
|               | <ul style="list-style-type: none"> <li>• Enter the Surname, Name and Father's Name of the candidate.</li> </ul>  |
|               | <ul style="list-style-type: none"> <li>• Enter Address, Country, State, City, Pin-code, Parent Mobile Number, Parent Email ID, Nationality, Birthdate, Gender and Source of Information.</li> </ul>        |
|               | <ul style="list-style-type: none"> <li>• Click on "Save &amp; Next" button to save the details entered.</li> </ul>   |
|               | <b>Admission Category and Sub-Category</b>   |
|               | <ul style="list-style-type: none"> <li>• Select the Programme you want to apply.</li> </ul>  |
|               | <ul style="list-style-type: none"> <li>• Select the admission category from <b>All India/NRI/NRI-Sponsored</b>.</li> </ul>   |
|               | <ul style="list-style-type: none"> <li>• Select the admission sub category from "Inside Gujarat" or "Outside Gujarat"</li> <li>• Tick the checkbox, then click on the button "Save &amp; Next".</li> </ul> |

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| <b>Programme Preference and Payment</b> |  |
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|   | <ul style="list-style-type: none"> <li>• Click on <b>“Programme Preference”</b>.</li> <li>• Select the branch preference from the dropdown list under Branch Preference and click on <b>“Add to Draft”</b>.</li> <li>• Please note that whichever branch you select first will be your preference number first and then second and then third, which is shown under <b>“Candidate Programme Preference”</b> in Ascending Order.</li> <li>• Candidate can modify their choices from the <b>“Up and Down arrows”</b> under Action.</li> <li>• Candidate has to fill minimum one branch preference.</li> <li>• Tick the checkbox and click on the <b>“Verify and Final Save”</b> button, the choices will be locked.</li> <li>• Enter your JEE Application No., JEE Roll No. and Aadhar Card Number.</li> <li>• Verify your filled-in details and click on the button <b>“Confirm &amp; Paynow”</b> for Payment.</li> <li>• After successful payment, the transaction details will be shown on your dashboard.</li> <li>• Click on <b>“Dashboard”</b> button.</li> <li>• Now complete the further details from 2 to 5.</li> </ul> |
| <b>Step 3</b>                           | <b>2 SSC &amp; HSC Details</b>   |
|   | <ul style="list-style-type: none"> <li>• Click on <b>“2 – SSC and HSC”</b>.</li> <li>• Enter your qualification details of SSC and HSC, like Name of School, Name of Board, Location, Stream, Year of Passing, Status, Total Marks, Obtained Marks and Percentage and Click to <b>“Save”</b> button.</li> <li>• The message <b>“Details Successfully Saved”</b> will be displayed.</li> <li>• Click on <b>“Dashboard”</b> button.</li> </ul>   |
| <b>Step 4</b>                           | <b>3 Documents Upload</b>  |
|   | <ul style="list-style-type: none"> <li>• Upload the documents as listed (Click on <b>“Browse”</b> to select the file).             <ol style="list-style-type: none"> <li>i. Recent Passport Size of Photograph of the candidate.</li> <li>ii. SSC (10th Standard) Mark-sheet.</li> <li>iii. HSC (12th Standard) Mark-sheet.</li> <li>iv. School Leaving Certificate/ Transfer Certificate.</li> <li>v. JEE (Main) 2023 Confirmation Page</li> <li>vi. JEE (Main) 2023 Admit Card (Session – I)</li> </ol> </li> </ul>   |

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|               | <p>vii. JEE (Main) 2023 Admit Card (Session – II)</p> <p>viii. JEE (Main) 2023 Score Card (Final to be issued by NTA)</p> <p>ix. Applicant's Aadhar Card Number.</p> <ul style="list-style-type: none"> <li>• Click on the <b>“Upload”</b> button.</li> <li>• The uploaded documents will be displayed on the right side, the candidate can verify by clicking that the correct document is uploaded or not.</li> <li>• Click on <b>“Dashboard”</b> button.</li> </ul>   |
| <b>Step 5</b> | <b>4 Entrance Examination Details</b>  |
|               | <ul style="list-style-type: none"> <li>• Click on the <b>“3 Entrance Examination Details”</b>.</li> <li>• Check your JEE (Main)-2023 Application Number, entered in Step-2.</li> <li>• Enter the Roll Number of the Examination you appeared.</li> <li>• Keep the field blank, if not appeared.</li> <li>• Click on <b>“Save”</b> button.</li> <li>• Click on <b>“Back to Dashboard”</b> button.</li> </ul>  |
| <b>Step 6</b> | <b>5 Programme Preference</b>  |
|               | <ul style="list-style-type: none"> <li>• Click on <b>“5 Programme Preference”</b>.</li> <li>• Select the branch preference from the dropdown list under <b>Branch Preference</b> and click on <b>“Add to Draft”</b>.</li> <li>• Please note that whichever branch you select first will be your first preference and then second and then third, and will be displayed under <b>“Candidate Programme Preference”</b> in ascending order.</li> <li>• Candidate can modify the branch preferences from the <b>“Up and Down arrows”</b> under <b>Action</b>.</li> <li>• Minimum one branch preference needs to be filled by the candidate.</li> <li>• Tick the checkbox and click on the <b>“Verify and Final Save”</b> button, the choices will be locked.</li> <li>• Click on <b>“Dashboard”</b> button.</li> </ul> |
| <b>Step 7</b> | <b>6 Important Dates</b>   |
|               | <ul style="list-style-type: none"> <li>• Candidate can verify the various important dates by clicking the <b>“6 Important Dates”</b>.</li> </ul>   |

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| <b>Step 8</b>  | <b>View Application Form</b>   |
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|  | <ul style="list-style-type: none"><li>• After completing all the details “View Application Form” option will be visible in the right side of the Application Status on Dashboard.</li><li>• By clicking the “View Application Form”, the candidate can print/download the filled application form.</li><li>• After clicking this button, the candidate cannot modify the details filled in the application form.</li></ul> |
| <b>Note: - Do not send the copy of your application form to the Institute.</b> |  |