College Automation System/ERP Student help Manual

⇨ **For Student Account Creation & Login with 1st Sem/Year Form filling**

Step 1: Go to your college website/portal (e.g., tpvarmacollege.ac.in). Your College website have domain on **.ac.in/edu.in (Must Check before proceed)** and click login tab then Click on Student Login. i.e**., Login ➜ Student Login**
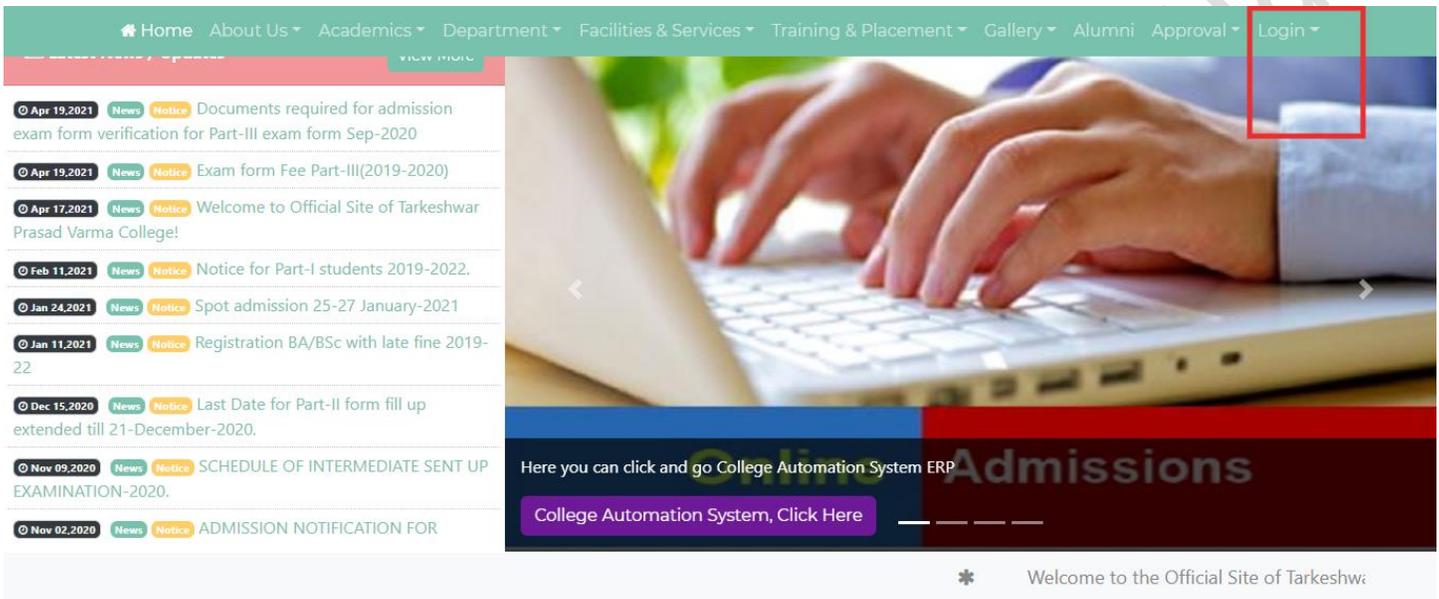
Step 2: Click on Register Option on the Portal/Website i.e**., Login ➜ Student Login ➜ Register**

Step 3: Fill the form with valid **Email** and **Mobile** Number, because **OTP is sent on Email or Mobile for account Activations**. After form filling Click on **Register Button.**
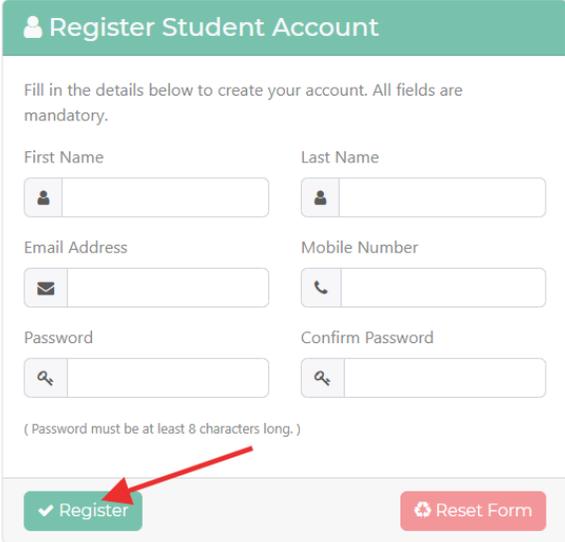
Step 4: Check your Email or Mobile Number for 6 digit **OTP.** Fill again the same Email and Mobile number with received **OTP** to Activate your account.
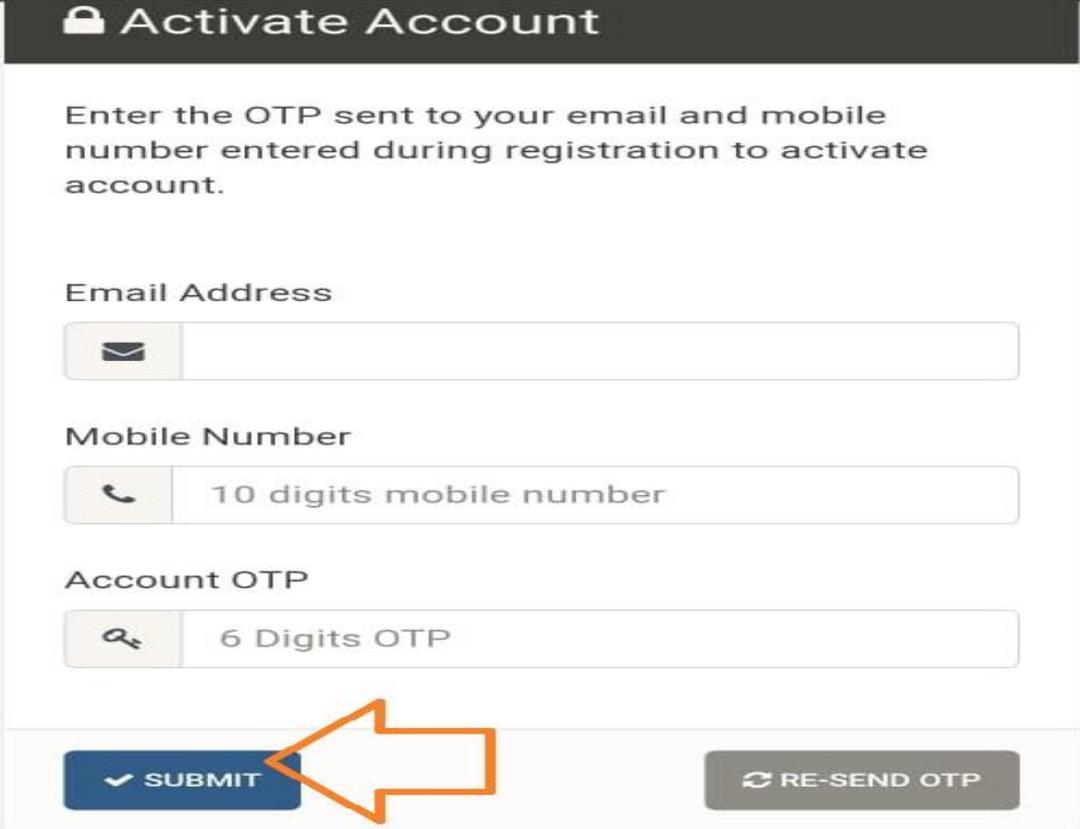
Step 5: Now Your Account is Created on College Automation System/ERP. Now enter your User ID/Email/Mobile and Password for Login Your Dashboard. **Login ➜ Student Login ➜ Fill Credential ➜ Login**
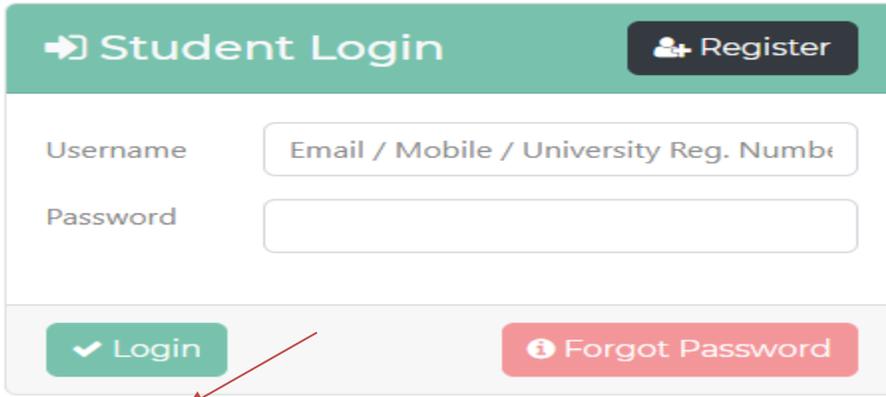
Step 6: In first time Login, you have to decide you are already student of this College or taking admission first time in this college.

a. If you are not a Student of this College. It means you apply for admission in 1 Year/Sem., then simply click on **Not a Student of this College Button**.
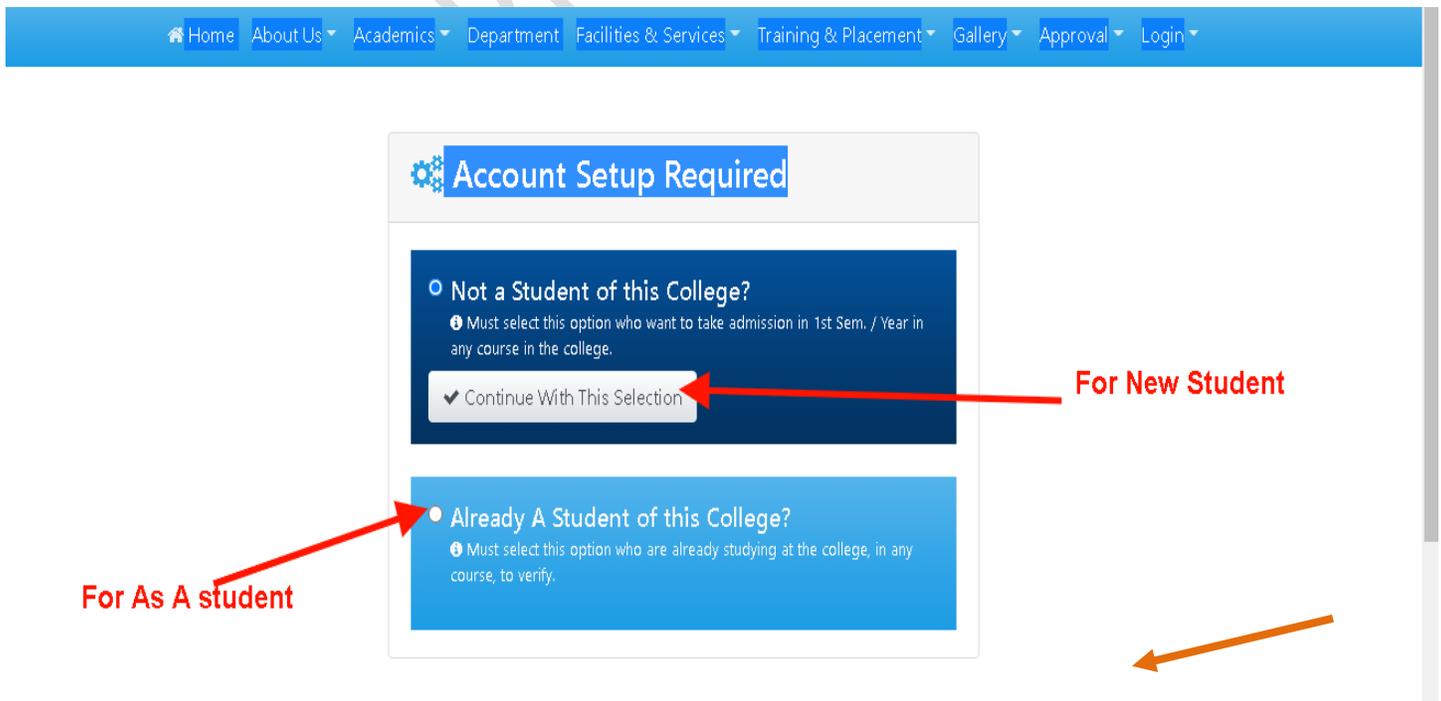
Step 7: Now, The Dashboard of Student Look like given screen, now close the old student notification.

b) And click on Left Panel Menu(Academic) . **Academic➜ Admission (1 Sem/Year only)**

Step 8: Now, you have to select Main Stream, Course, Session, And **Admission head** as per your requirement and click on **Continue Button.**

Step 9: After that you have to read Admission Instructions Terms Condition and accept the condition by clicking **checkbox and then click on Accept and Continue Button.**

Transaction Fee Policy

1. Transaction fees charged would be borne by cardholder for any payment.
2. Transaction fee charges would not be refunded / reversed under any circumstances for any refund / reversal / chargeback and any other reasons.
3. **Cancellation & refund Policy** Fees once paid which are non-refundable for any reason or any clause of College.

Privacy Policy

This is an Educational Institution website. Thank you for examining our privacy statement. If you are only browsing this website, we do not capture data that allows us to identify you individually. We do not sell, distribute or rent your personal information to other parties for marketing purposes under any circumstances. We understand clearly that you and your information are one of our most important assets. As a policy matter the information presented here will be disclosed only to the Bank/Credit Card company for the process of approving your payment.

☐ I have carefully read all instructions and agree to all terms and conditions displayed above.

[AGREE & CONTINUE >]

Step 9: After that, Fill the admission form in desired format as specified with each field (For example AADHAR number fill like **1234-4321-1234**) and also **attached the Documents** as specified in **minimum size and format**.

BCA Admission 2021
Main Stream: Under Graduate (UG)
Stream / Course: BCA
Session: 2021 - 2024

Nicky Singh

8210194534

17/08/1996

3456-8789-3456

ananya@polytropicservices.com

◉ Indian   ◯ Non Resident Indian (NR

◯ Male   ◉ Female

A+

◯ Married   ◉ Unmarried

Declaration by the applicant

1. I certify that the facts stated above are true to the best of my knowledge.
2. I promise to adhere to the rules and regulation of the College/University.
3. I promise to accept any punishment imposed on me by the College/University authority for the misconduct done by me/my ward.

Place

> Patna

Date

> 04/07/2021

Signature of Applicant

> Choose File | IMG-20210704-WA0016.jpg

✔ CONTINUE   ♻ CLEAR FORM

Note: Please fill the field value correctly if there is any error in data filling it displays the error message on this page. Please correct it and then click on **Continue Button.**

Step 10: After that, a Preview of filled application form is display for confirmation of filled data, after verification click on the **continue with submission Button**.

☑ Verify Fill Up Form

*UNIVERSITY / BOARD ADMISSION ID	:	
*APPLICANT NAME	:	Nicky Singh
*MOBILE NUMBER	:	8210194534
*DATE OF BIRTH	:	17/08/1996
*AADHAR NUMBER	:	3456-8789-3456
*EMAIL ADDRESS	:	ananya@polytropicservic
NATIONALITY	:	Indian
GENDER	:	Female
*BLOOD GROUP	:	A+
MARITAL STATUS	:	Unmarried
WHETHER DIFFERENTLY-ABLED?	:	No

Attested Declaratic

Yes, Attached

- **Self Signed Applic**

Photo: Yes, Attache

✔ CONTINUE WITH SUBMISSION   ✖ NOT YET

Step 11: After that, Payment option will come

Step 12: After that, you have to select any one option for payment.

Note: You have received the SMS and Email for Payment Confirmation.

Step 13: After Payment success or failure, you can find the detail in **My Application(s) under Academic Menu in Left side. i.e., Academic➔ My Applications(s)**

Note:

a. Click on My Application under Academic Menu for List of Application.

b. You can view/print your application form by clicking on view Button.

c. If there is failure in Payment due to any reason you can try for repayment from here by clicking on Pay now Button.

d. Now, College Admin verify your application and change your Admission STATUS. **Once College Admin Confirm your Admission, all Service under College Automation System is available for you.**

e. For any Support or Query you can generate Ticket by clicking on Support, College Admission Admin respond on it.