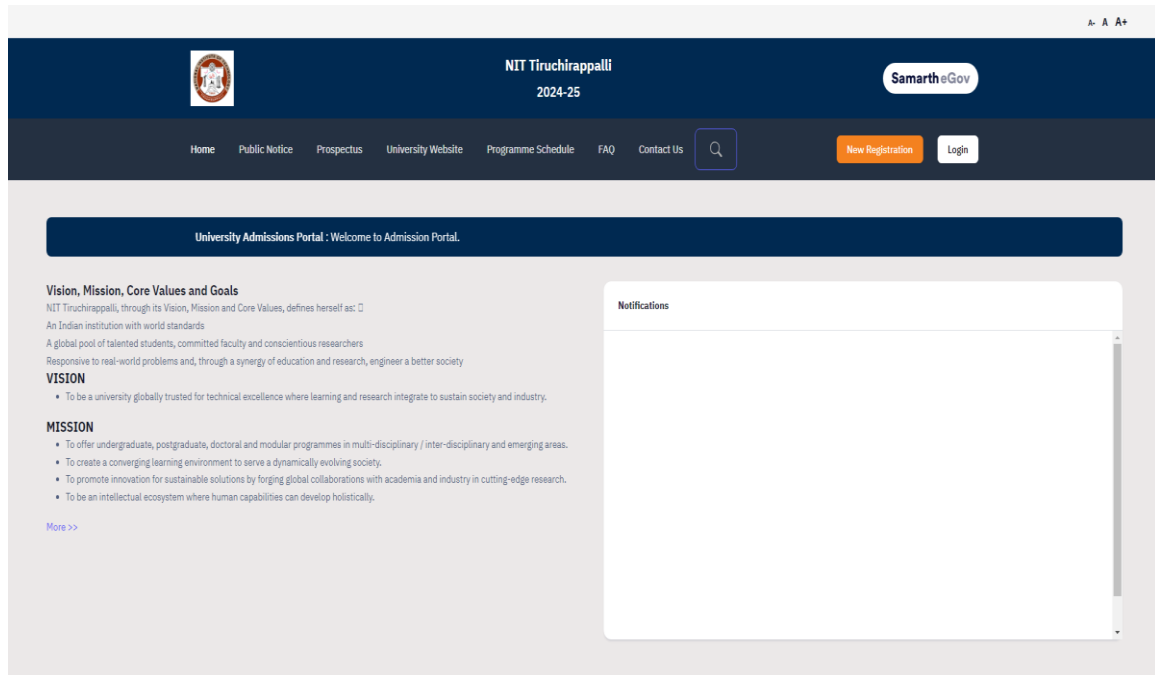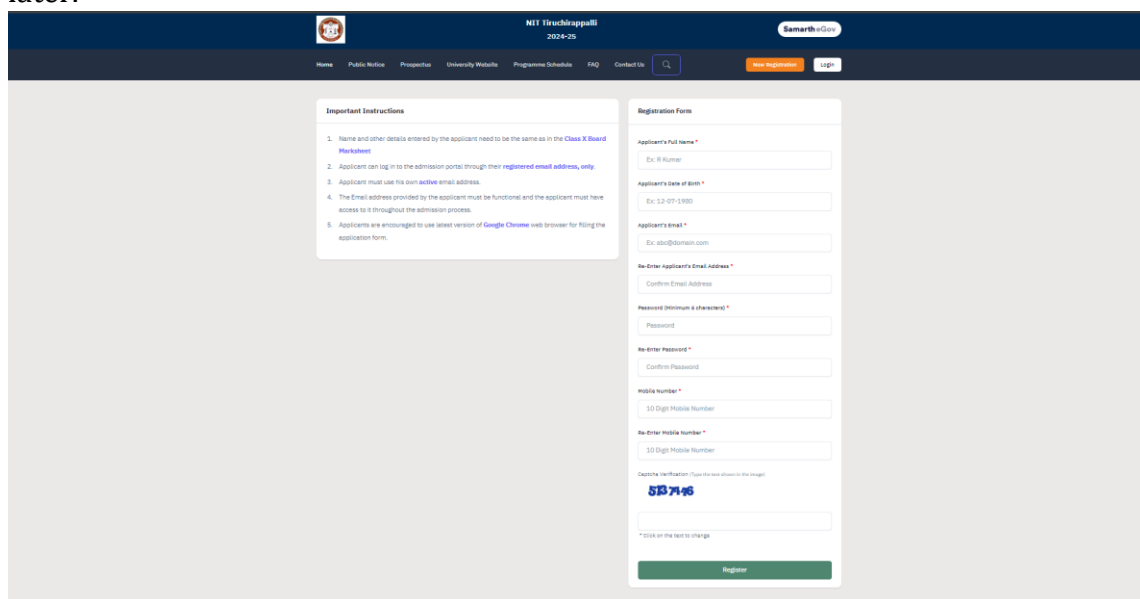# USER MANUAL / ON-LINE REGISTRATION FOR M.S-By Research ADMISSIONS
(Kindly use **WINDOWS PC / LAPTOP**)

I. CREATION OF YOUR 'USER CREDENTIALS'
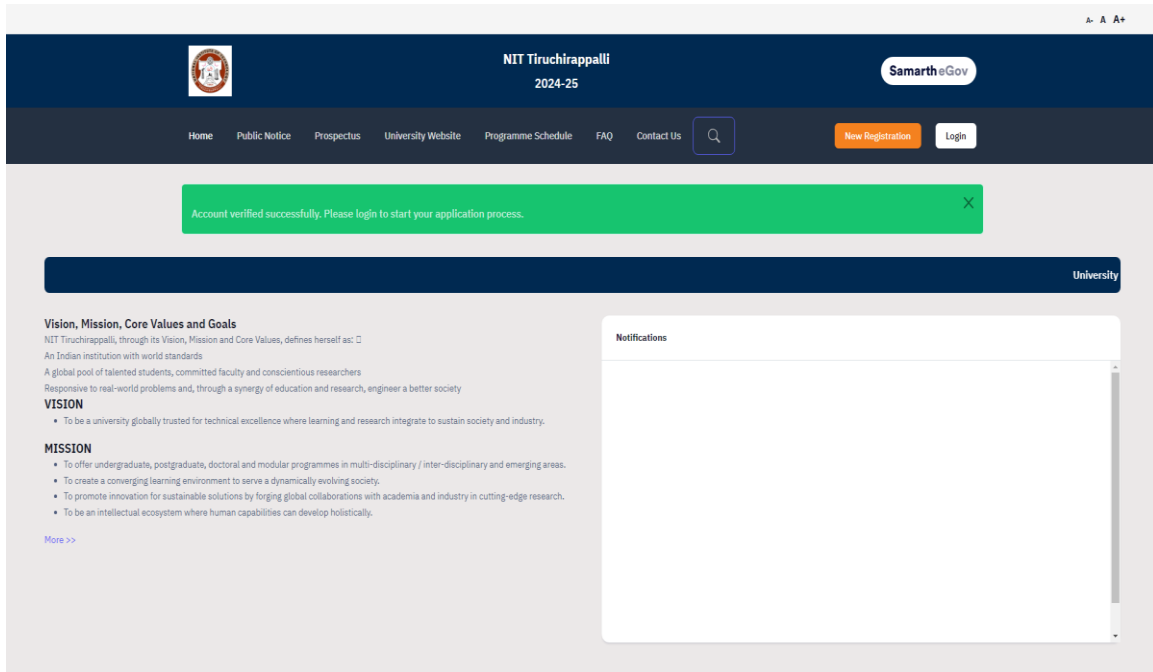
1. Press "**New Registration** ".

2. Read the Instructions carefully, Fill the Registration Form and press "**Register"** Button. Kindly ensure that your **e-mail id** and **phone number** are correct & valid as they are required for the OTP verification and further communication purpose. Also note down the entered **password** somewhere carefully so that you will not forget later.
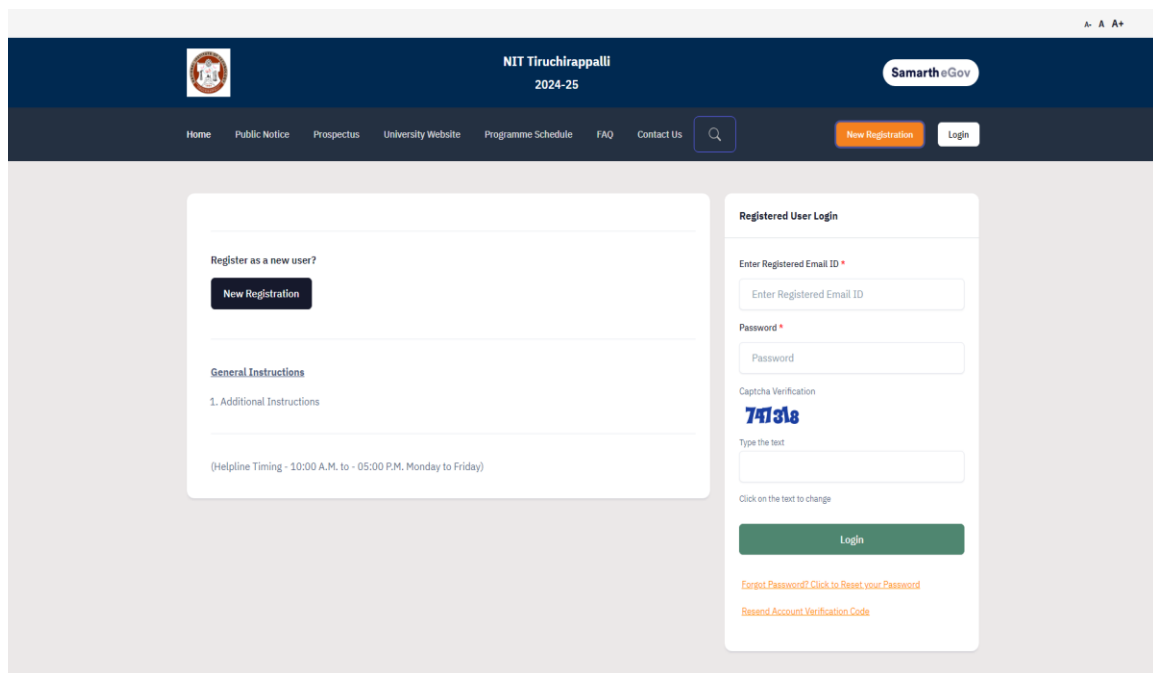
3. You will receive the **OTP** on your registered e-mail id. Kindly enter the OTP, Captcha and press "**Submit OTP**" Button.
4. After successful OTP Verification, you will be redirected to the Home page with a pop-up message – "Account verified successfully. Please login to start your application process". Kindly press **Login** Button.

II. LOGIN AND FILLING YOUR PROFILE DETAILS

1. Enter your Registered Email ID, Password, Captcha Verification and press **LOGIN** button. In case, if you forgot password, kindly use the "Forgot Password? Click to Reset your Password" link below the Login Button.

2. After logging in, press the **Update** Button**.**

3. Fill your Profile Details – **a**. Personal Details, **b**. Place of Birth Details, **c**. Family Details, **d**. Other Category, **e**. NITT registration details, **f**. Other Category / Quota **g**. Address. After filling, Press **Save and Next** Button.

Family Details

Mother's Name *

Mother's Mobile Number

Mother's Occupation
Select

Mother's Qualification
Select

Mother's Office Address

Mother Designation

Mother Salary
Select

Father's Name *

Father's Mobile Number

Father's Occupation
Select

Father's Qualification
Select

Father's Office Address

Father Staff Type

Father Designation

Father Salaray
Select

Emergency Contact Number *

Combined Family Income *

NITT registration details (if applicable)

Have you enrolled in NITT before? *
No ✓

Other Category/Quota

Person with Benchmark Disabilities (PwBD) Category *
Physical

Disability Percentage
80.00

Address

Correspondence Address

Address *
address

District *
trichy

Country *
India

State *
Tamil Nadu

City *
trichy

Pincode *
620015

Permanent Address ☐ Click if Same As Correspondence Address

Address *
address

District *
trichy

Country *
India

State *
Tamil Nadu

City *
trichy

Pin Code *
620015

Save and Next

4. A popup message '**Are you sure you want to save?**' will be displayed. Press **OK** Button.

5. Preview the Profile Details that you filled. If you are satisfied, press "**Proceed to Next**". If you wish to modify, press 'Update Details'.

6. Next, Fill the 'Other Details' page and press "**Save and Next**" Button.

7. A preview page will be opened. Please review your 'Other Details' and press "**Proceed to Next**".

8. Read the instructions carefully & Upload the photo, signature, relevant certificates and press "**Next Preview**".

Profile Details (1) ☑ | Other Details (2) ☑ | Uploads (3) ☑ | Preview (4)

Uploads

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature
- Digital Photo and Signature are required in .jpg or .jpeg image format.
- File size of digital photo must be within 10kb to 500.00 KB limit.
- Document/Certificate/Marksheet related size of digital photo must be within 10kb to 500.00 KB limit.

Photo Accepted formats .jpeg .jpg **[10 KB - 500.00 KB]**	Select file
Signature Accepted formats .jpeg .jpg **[10 KB - 500.00 KB]**	Select file
PwBD Certificate [Physical] Accepted formats .jpeg .jpg .pdf **[10 KB - 500.00 KB]**	Select file
Transfer Certificate/Migration Certificate/Late Submission Undertaking Form Accepted formats .jpeg .jpg .pdf **[10 KB - 500.00 KB]**	Select file
Mark sheets of completed semesters of UG/PG/both in single PDF Accepted formats .jpeg .jpg .pdf **[10 KB - 500.00 KB]**	Select file
Photo ID Proof and Date of Birth Proof as a single PDF Accepted formats .jpeg .jpg .pdf **[10 KB - 500.00 KB]**	Select file

< Back to Other Details   Save as Draft   Next Preview

9. Check your details in the preview page and press "**Submit and Lock**".

OTHER CATEGORY/QUOTA	
Person with Benchmark Disabilities (PwBD) Category : Physical Disability Percentage : 80.00	

Academic Bank of Credit (ABC-ID)	123456789012
Language	Proficiency (Reading/Writing/Speaking)
English	Reading Writing Speaking
Hindi	Reading Writing Speaking

Uploads

DOCUMENT	UPLOAD STATUS
Photo	Uploaded
Signature	Uploaded
PwBD Certificate [Physical]	Uploaded
Transfer Certificate/Migration Certificate/Late Submission Undertaking Form	Uploaded
Mark sheets of completed semesters of UG/PG/both in single PDF	Uploaded
Photo ID Proof and Date of Birth Proof as a single PDF	Uploaded

< Back to Uploads   Save as Draft   Submit and Lock >

10. A pop-up message will be displayed. Tick the consent box and press "**Confirm and Lock**".

Submit and Lock Profile Details

This is an important step. Please ensure that you have verified the profile details for correctness. No modification will be allowed after this step.

Click on **"Confirm and Lock"** if you are sure to proceed, else click on **"Cancel"** to go back to the last viewed page.

☑ I do hereby declare that all the statement made in the profile details are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled.

Cancel   OR   Confirm and Lock

III. SELECTING THE PROGRAMME

1. Select 'Programme Level' and 'Programme'.

2. Check the Program Selection details in the preview page and press "**Next**" Button.

3. Check your personal details in the preview and press "**Next**" button.

PERSONAL DETAILS

Full Name of the Applicant :	**Gender :**
Date of Birth : 1 January 2000 **Age as on :** Apr 1, 2024: 24 Years 3 Month 0 Days	**Category :** General
Blood Group : *Not Provided*	**Religion :** Hinduism
Nationality: Indian	
Registered Email :	**Registered Mobile Number :**
Alternate Email : *Not Provided*	**Alternate Mobile :** *Not Provided*
Permanent Address : address, trichy, trichy, Tamil Nadu -620015, India	**Correspondence Address :** address, trichy, trichy, Tamil Nadu -620015, India

PLACE OF BIRTH DETAILS

Village/Town/City : Trichy	**Country :** India
State : Tamilnadu	**District :** Trichy

NITT REGISTRATION DETAILS (IF APPLICABLE)

Have you enrolled in NITT before? : No	**Enrolment/Registration number:** *Not Provided*
Name of NITT School/Department/Faculty/College : *Not Provided*	**Programme registered in :** *Not Provided*

FAMILY DETAILS

Mother's Name : **Mother's Qualification :** *Not Provided* **Mother's Occupation :** *Not Provided* **Mother's Mobile Number :** *Not Provided* **Mother's Office Address :** *Not Provided*	**Father's Name :** **Father's Qualification :** *Not Provided* **Father's Occupation :** *Not Provided* **Father's Mobile Number :** *Not Provided* **Father's Office Address :** *Not Provided*
Emergency Contact Number :	
Combined Family Income :	

OTHER CATEGORY/QUOTA

Person with Benchmark Disabilities (PwBD) Category : Physical Disability Percentage : 80.00

Previous

Next

4. Fill the 'Academic details' - **a.** Eligibility Criteria, **b.** Qualification Details - X or Equivalent, **c.** Qualification Details - XII or Equivalent, **d.** Qualification Details - Graduation or Equivalent. **e**. Additional Qualification Details (if applicable). Press "**Save and Next**" button.

Select Applicable Eligibility Criteria (Read Information Bulletin/Prospectus for Eligibility Criteria)

Applicable Eligibility Criteria*

○ FULL TIME - PROJECT
● PART TIME - SPONSORED

Qualification Details - X or Equivalent

Class X Year of Passing *

2010 ⌄

Class X Percentage / CGPA *

70.23

Division (Division should be written as 'Distinction',First Class',Second Class',Third Class') *

first class

Class X Name of the Institution *

aa

Class X Board/University *

aa

Class X Subject Combination *

aa

Qualification Details - XII or Equivalent

Class XII Year of Passing *

⌄

Class XII Percentage / CGPA *

90.00

Division *

First ⌄

Class XII Name of the Institution *

Class XII Board/University *

Class XII Subject Combination *

Qualification Details - Graduation or Equivalent

Graduation Qualification Status *

Appeared/Appearing in final semester ✔ ∨

Graduation Year of Passed Final Examination *

2024 ✔ ∨

Graduation Subject Combination *

SUBJECTS

Have you passed Graduation with Honours (Applicant can select 'No' if awaiting results) *

○ Yes
● No

Graduation Name of the Board/University *

UNIVERSITY

Graduation Institution/College *

Other ∨

Graduation Name of the Other Institution/College

UNIVERSITY---

Graduation Course Name *

M.ARCH---

Division (Division should be written as 'Distinction','First Class','Second Class','Third Class') *

NA ✔

Additional Qualification - Details

(Mandatory for result awaiting candidates of UG/PG) Percentage / CGPA obtained till last semester in current pursuing UG/PG

Specify the number of research publications (For M.S./Ph.D. only)

Previous

Save and Next

5. Preview your Academic Details and press "**Next**" button.

Qualification Details - Graduation or Equivalent

Graduation Qualification Status	Appeared/Appearing in final semester
Graduation Year of Passed Final Examination	2024
Graduation Institution/College	Other
Graduation Subject Combination	SUBJECTS
Graduation Honors Subject	No
Graduation Institution/College	UNIVERSITY---
Graduation Name of the Board/University	UNIVERSITY
Graduation Course Name	M.ARCH---
Division (Division should be written as 'Distinction','First Class','Second Class','Third Class')	NA

Other Qualification - Details

(Mandatory for result awaiting candidates of UG/PG) Percentage / CGPA obtained till last semester in current pursuing UG/PG	90
Specify the number of research publications (For M.S./Ph.D. only)	

Previous   Update   Next

6. Add Work Experience if you have any and Press "**Next**". (**Note**: Experience certificate must be uploaded mandatorily for those having Work Experience.)

7. Preview the 'Other Details' and press "**Next**" button.

8. Upload your certificates (X, XII, Graduation, Experience etc.,) and press "**Preview**" button.

9. Preview all your details and press "**Submit**".

NITT REGISTRATION DETAILS (IF APPLICABLE)

Have you enrolled in NITT before? : No	**Enrolment/Registration number:** *Not Provided*
Name of NITT School/Department/Faculty/College : *Not Provided*	**Programme registered in :** *Not Provided*

FAMILY DETAILS

Mother's Name : mother **Mother's Qualification :** *Not Provided* **Mother's Occupation :** *Not Provided* **Mother's Mobile Number :** *Not Provided* **Mother's Office Address :** *Not Provided*	**Father's Name :** father **Father's Qualification :** *Not Provided* **Father's Occupation :** *Not Provided* **Father's Mobile Number :** *Not Provided* **Father's Office Address :** *Not Provided*

Emergency Contact Number :

Combined Family Income :

OTHER CATEGORY/QUOTA

Person with Benchmark Disabilities (PwBD) Category : Physical Disability Percentage : 80.00

Other Details

Academic Bank of Credit (ABC-ID)	
Language	**Proficiency (Reading/Writing/Speaking)**
English	Reading Writing Speaking
Hindi	Reading Writing Speaking

Academic Details

Qualification Details - X or Equivalent

Class X Result Status	Passed
Class X Year of Passing	2010
Class X Percentage / CGPA	90.00
Class X Name of the Institution	SSC
Class X Board/University	SSC
Class X Subject Combination	SUBJECTS
Division (Division should be written as 'Distinction','First Class','Second Class','Third Class')	FIRST

Qualification Details - Graduation or Equivalent

Graduation Qualification Status	Appeared/Appearing in final semester
Graduation Year of Passed Final Examination	2024
Graduation Institution/College	Other
Graduation Subject Combination	SUBJECTS
Graduation Honors Subject	No
Graduation Institution/College	UNIVERSITY---
Graduation Name of the Board/University	UNIVERSITY
Graduation Course Name	M.ARCH---
Division (Division should be written as 'Distinction','First Class','Second Class','Third Class')	NA

Other Qualification - Details

(Mandatory for result awaiting candidates of UG/PG) Percentage / CGPA obtained till last semester in current pursuing UG/PG	90
Specify the number of research publications (For M.S./Ph.D. only)	

Uploads

DOCUMENT	UPLOAD STATUS
Photo	Uploaded
Signature	Uploaded
OBC (Central List, Non Creamy) Category Certificate	Uploaded
PwBD Certificate [Physical]	Uploaded
Transfer Certificate/Migration Certificate/Late Submission Undertaking Form	Uploaded
Mark sheets of completed semesters of UG/PG/both in single PDF	Uploaded
Photo ID Proof and Date of Birth Proof as a single PDF	Uploaded
Class X (Scan both marksheet and certificate in a single file and upload)|	Uploaded
Class XII Scan both marksheet and certificate in a single file and upload	Uploaded
aaaGraduation (Scan both marksheet and certificate in a single file and upload)	Uploaded
Document Supporting Upload: PART TIME - SPONSORED	Uploaded

10. Verify the Details by clicking on the checkboxes and proceed for Payment by pressing "**Payment Gateway SBI EPAY**".

Master of Arts(English Language and Literature)

Verify Details

Name	
Gender	
Category	General
Additional Category	
Person with Benchmark Disabilities (PwBD) Category : Physical Disability Percentage : 60.00	
Family Income	
Programme	Master of Arts(English Language and Literature)
Amount To be Paid	200

VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

☐ My Name is <u>MASTUDENT</u> as per the Xth Marksheet/Certificate.

☐ My Date of Birth is <u>1-January-2000</u> as per the Xth Marksheet/Certificate.

☐ My Category is <u>General</u>.

☐ My Gender is <u>Male</u>.

☐ My Mother name is <u>mother</u>.

☐ Father's / Guardian's Name <u>father</u>

☐ My address for correspondence is correct, which is <u>address, trichy, trichy, Tamil Nadu -620015, India</u>

☐ I have rechecked all the information in the application form and upload fields.

☐ I have read all the guidelines and other related information about the admission.

☐ "I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

Home	Payment Gateway SBI EPAY

Master of Arts(English Language and Literature)

Programme Selection (1) Personal Details (2) Academic Details (3) Work Experience (4) Other Details (5) Uploads (6) Preview (7) ☑ Payments (8)

Verify Details

Name	
Gender	
Category	General
Additional Category	
Person with Benchmark Disabilities (PwBD) Category : Physical Disability Percentage : 80.00	
Family Income	
Programme	Master of Arts(English Language and Literature)
Amount To be Paid	200

VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

☑ My Name is <u>MASTUDENT</u> as per the Xth Marksheet/Certificate.

☑ My Date of Birth is <u>1-January-2000</u> as per the Xth Marksheet/Certificate.

☑ My Category is <u>General</u>.

☑ My Gender is <u>Male</u>.

☑ My Mother name is <u>mother</u>.

☑ Father's / Guardian's Name <u>father</u>.

☑ My address for correspondence is correct, which is <u>address, trichy, trichy, Tamil Nadu -620015, India</u>

☑ I have rechecked all the information in the application form and upload fields.

☑ I have read all the guidelines and other related information about the admission.

☑ "I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

Home	Payment Gateway SBI EPAY

IV. PAYMENT AND APPLICATION FORM

1. Pay the Application Fee through the preferred payment method.

2. After successful payment, you will be redirected to the home page. Press "**Print Form**" and take a print out of it.

For any queries, please send them to hodhss@nitt.edu .