

#### ALL UG and PG Programme

How to apply

#### SUBMISSION OF APPLICATION: THROUGH ON-LINE MODE ONLY

- 1. Candidates seeking admission to Sethu Institute of Technology, Pulloor, Kariaptti, are required to apply only through online.
- 2. Click online application link in the home page <a href="www.sethu.edu.in">www.sethu.edu.in</a> or directly type <a href="http://application.sethu.ac.in">http://application.sethu.ac.in</a> in address bar of your browser.
- 3. The candidate should acquaint himself / herself with all requirements in regard to filling up the application on-line.
- 4. Incomplete application and application with false details will be rejected.
- 5. For any up-to-date information on Sethu Institute of Technology, Pulloor, Kariaptti, please visit website <u>www.sethu.ac.in</u> from time to time.

## **Application Fee**

- 6. Application fees for any programme to be paid by the candidate by selecting mode of payment as given below **Cash at College / Online Payment.**
- 7. Applications without payment are deemed to be incomplete and will not be considered for admission process.

# Before Filling the Form

- 1. It is the responsibility of the candidate to read the instructions and to ensure completeness of the application forms. An incomplete form will be summarily rejected.
- 2. Create an email id if you do not have one. All communications will be sent to given email id only. It is your responsibility to ensure that the email id is correct.
- 3. Give a valid Mobile Number for all Notifications from the college. It is your responsibility to ensure that the email id is correct and valid.
- 4. The College or its management will not be responsible for correctness of email id or mobile number.
- 5. Candidates must scan and keep ready a soft copy of their photograph, relevant mark sheets, degree certificate (if any), Community certificate, Sport Certificate, Refugee Certificate etc,

- 6. **Specification for photograph:** Recent colour passport size photograph with light background, JPG / JPEG format not exceeding 50 KB.
- 7. Specification for other certificates: The size of the scanned certificates should not exceed 200 KB
- 8. Upon successful completion of payment process an unique application number will be generated along with payment confirmation. Kindly note the application number for future use in the system.
- 9. Please use the application number on your forms for any enquiry or correspondence with the college during your admission process.
  - **\* THE INFORMATION PROVIDED ON THE APPLICATION FORM WILL BE TAKEN AS FINAL.**
  - **❖ NO CHANGES WILL BE PERMITTED.**

#### STEPS TO FILL ONLINE APPLICATION FORM -Undergraduate / Post Graduate

#### **Basic Registration**

- 1. Visit college website www.sethu.ac.in
- 2. Click Online Application
- 3. Click New Registration, if you have not completed the basic registration
- 4. Complete your basic registration by giving following details
  - a. 12<sup>th</sup> Std Registration Number Cannot be changed
  - b. Name of the candidate as in mark sheet Cannot be changed
  - c. Date of Birth as in mark sheet Cannot be changed
  - d. Mobile Number for communication Can be changed

## To fill application form after Registration

- 1. Login with below given credentials
  - a. Username: 12th registration number for Diploma / UG Programmes

UG Registration No. for Post Graduate Programmes

PG Registration No. for M. Phil Programmes

b. Password: Date of Birth

- 2. Check the eligibility before filling application.
- 3. Procedure Filling the Application Form
  - a. Select the Graduation Level UG / PG
  - b. Fill the personal details (Fill all the details that are mandatory)
  - c. Click Save & Continue to proceed to next level
- 4. Fill the Contact details, Programme, Educational qualification (Fill details that are mandatory)
  - a. Click Save & Continue to proceed to next level
- 5. Upload the Passport size Photograph & Certificates of the applicant and check the preview.
- 6. In Declaration & Apply, SELECT YOUR PAYMENT MODE.
  - a. If you select your payment option as Cash at college, you will have to visit the college and pay at the payment counter of the college. Once payment is received, your application submission is completed and you will receive your Application Number to your registered mobile number and e-mail id.
  - b. If you select payment option as Online payment, you will be redirected to bank payment page.

    Pay using your Credit / Debit Cards or Net Banking. Upon successful completion of transaction, you will receive payment confirmation from bank. You will also receive your application number from college to your email and mobile number.

#### **Please Note:**

- 7. Validity of application of payment, either as Cash at college will be for 72 hours from the time of submission. After which your application will be invalid and need to follow the process as instructed.
- 8. Only applications with application number will be considered for the admission process.
- 9. To verify your application status:
  - a. Login with below given credentials
    - i. Username: 12th / UG / PG registration numbers as applicable for you
    - ii. Password: Date of Birth

Visit the website regularly to know your application status.

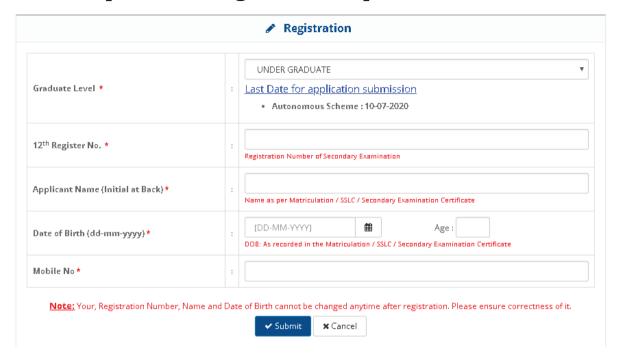
## **Guidelines to Applicants**

1. VISIT THE WEBSITE: www.sethu.ac.in



- 2. Check your eligibility before filling the application form
- 3. CLICK New Registration.

#### You will have to complete basic registration to proceed



- Select your Graduate Level for Applying UG / PG
- Enter corresponding registration number of your previous study
- Enter your full name with initials at back
- Enter your date of birth
- Enter a valid mobile number. Please note this number will be used for all communication from the institution.
- All information given during registration will not be editable except mobile number.

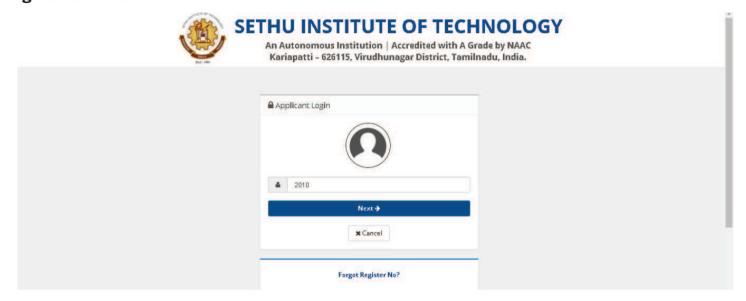
  Please check and ensure the correct information is given for registration

#### 4. Click login from home screen after registration

- Enter your registration number
- Click "Next"
- Enter your Date of Birth to Login



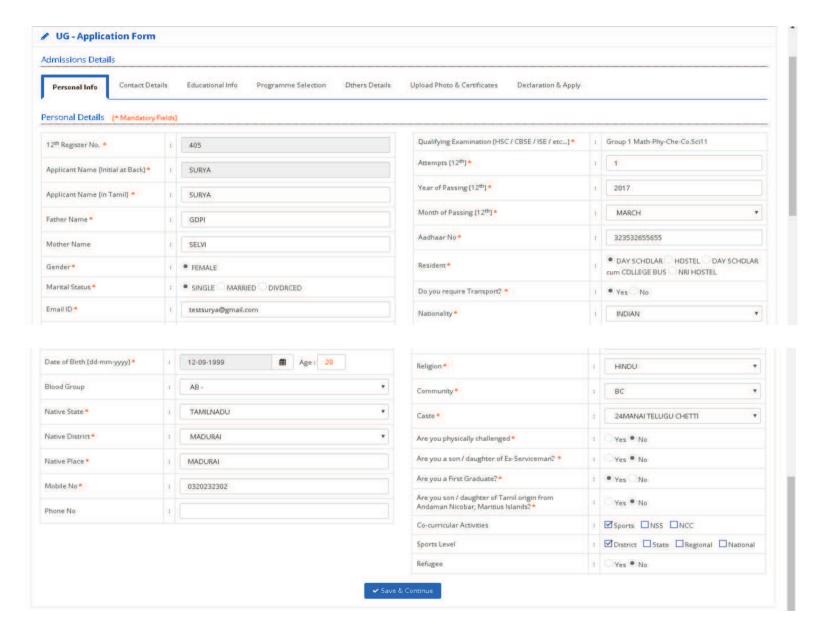
#### Enter your registration no.



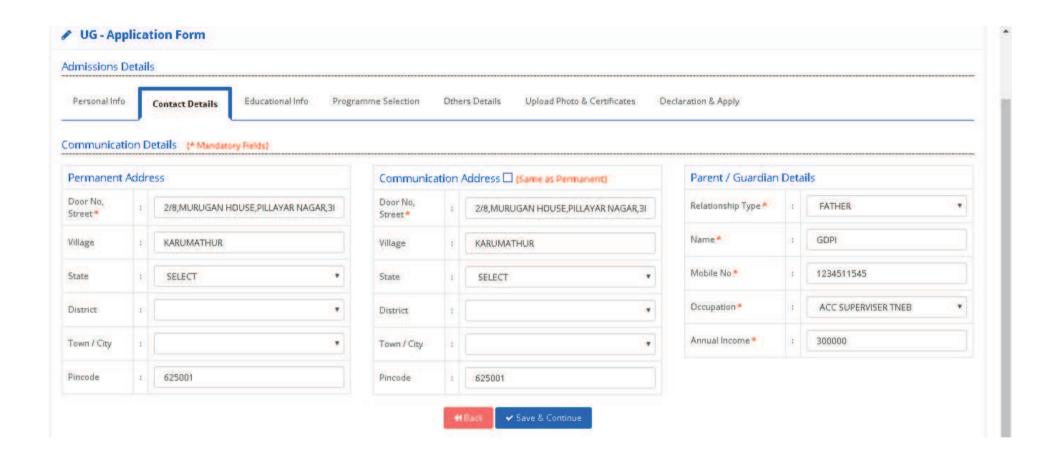
**Enter your Date of Birth** 



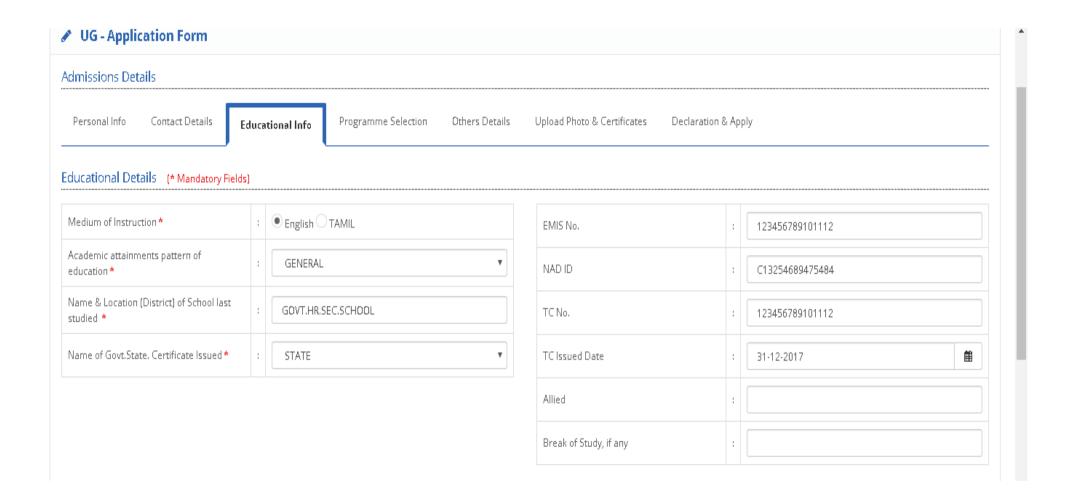
5. Complete your Personal Information (Information with \* are mandatory)

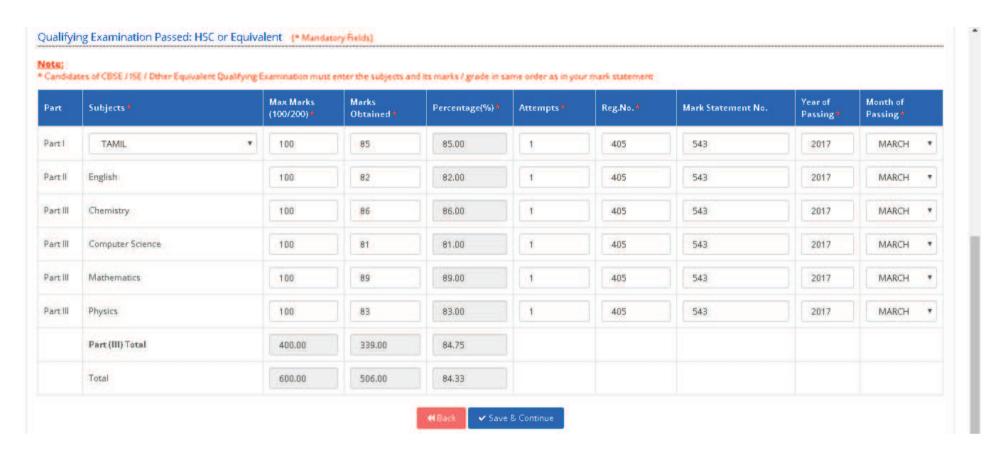


Fill the Contact, Programme, Educational details (Information with \* are mandatory)



## **Educational Information (Information with \* are mandatory)**

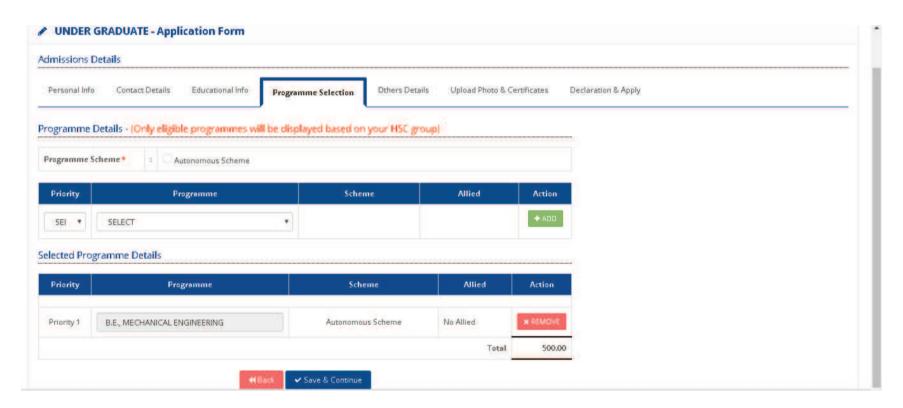




Save the filled details and continue

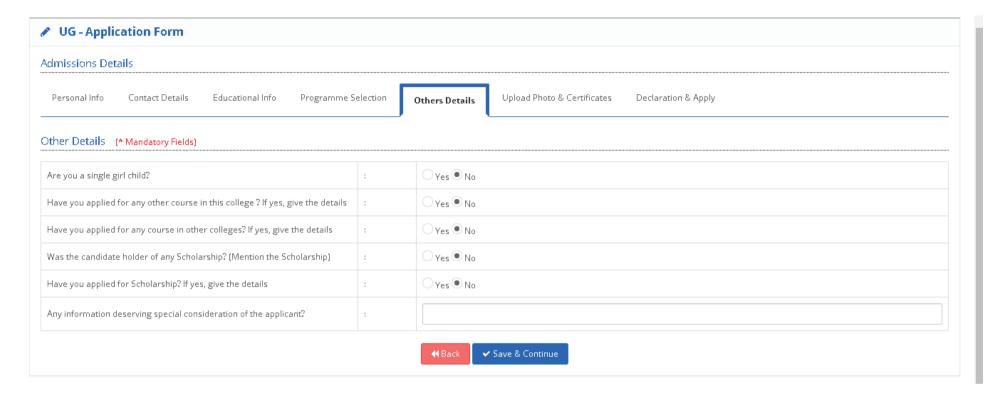
### **Programme Selection (Information with \* are mandatory)**

- Choose your desired programmes
- Programmes will be displayed based on your Eligibility of your study for Diploma / UG /
   PG



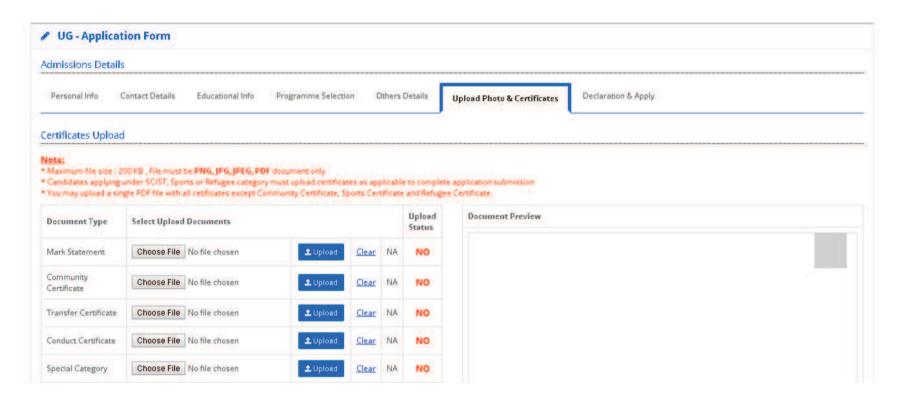
 A candidate will be charged additional application fee, if more than 3 programmes are selected in same application

## Other Details (Information with \* are mandatory)



#### Uploading of Applicant's Certificates and Photo: (Information with \* are mandatory)

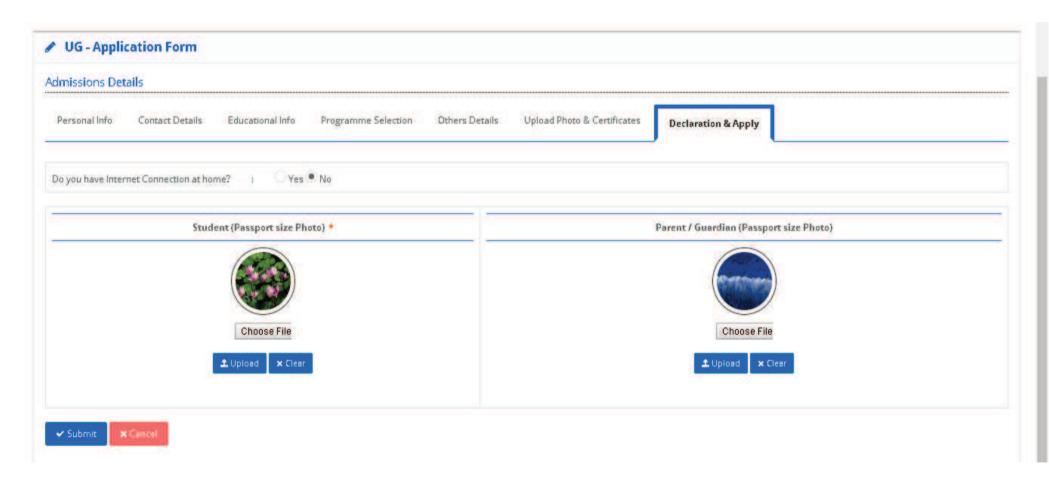
• Upload Certificates that are available with you in prescribed format and size





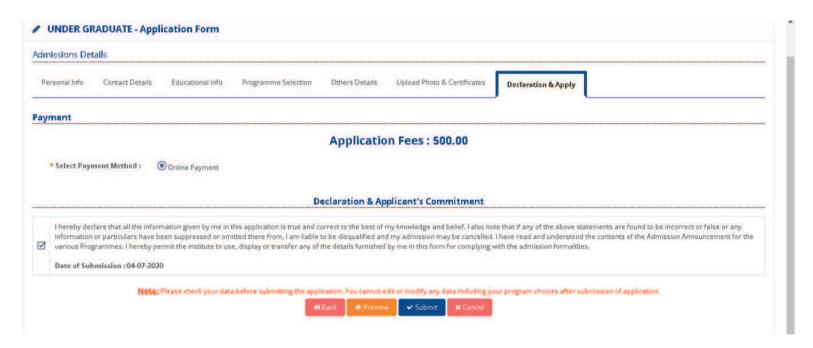
Please note Community Certificates, Sports Certificates, Refugee Certificates are compulsory, if you are applying under respective category

Upload your Photo and Parent / Guardian photo in passport size format before declaration and apply: (Information with \* are mandatory)

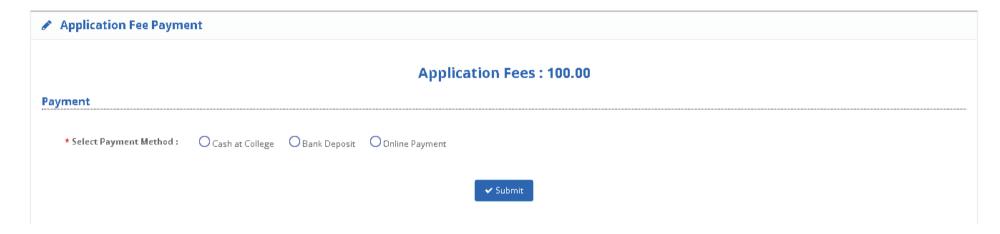


Online application declaration and final submission along with payment of application fee, as decided by the college will begin immediately or earlier or after the announcement of Tamil Nadu Higher Secondary School Certificate (TNHSC) / Diploma / Post Graduate results.

Check Declaration & Apply, SELECT YOUR PAYMENT MODE. If you select your payment mode Cash at college, you have to visit the college and pay at the payment counter of the college. Once payment is received, your application submission is completed and you will receive your Application Number to your registered mobile and e-mail id.



Upon Declaration and final submission you will be directed to selection of payment mode. Please choose your payment mode either Cash at College or Bank Deposit or Online Payment



• if you select payment mode as Cash at College, please visit college office to pay the amount.

• if you select payment mode as Online Payment, pay the amount using the payment gateway either by Credit Card / Debit Card / Net Banking

Check your mobile / email for your application number.

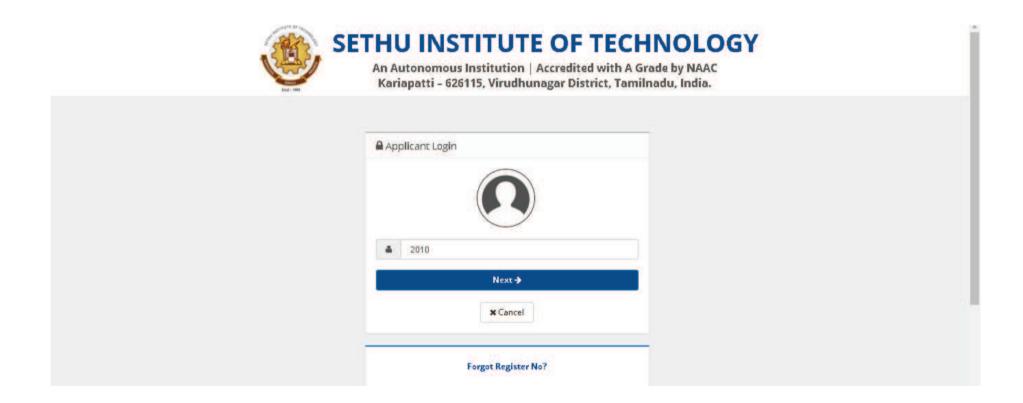
#### **Please Note:**

- Validity of application of payment mode with cash at College will be for 72 hours from the time of submission.
- Only application with application number will be considered for the admission process.
- Application number will be generated immediately for all successful Online Payments
- Application number will be generated only upon receipt of money and confirmation by institution for Cash at College payment mode.

# Finally, you will receive an abstract page like this and this will be your dashboard to keep track of the admission procedure

Applied Date 04-07-2020			Graduate Level UNDER GRADUATE			Register No Applicant Name		Action				
						2010 RAJ SVIew CD (					yment History	
ayme	ent & Applied	d Progran	nme Detail	5								
S.No	Payment Date	Bank Name	Amount	Payment Method	Ref.No / Challan No	Application Details					Payment Status	Action
Ö (	04-07-2020	AXIS	500.00	Online Payment	50001000224	Programme Scheme	Graduate Lev	rel Programme	Application No	Status	SUCCESS	⊕ E-Receipt
						Autonomous Scheme	UNDER GRADUATE	B.E., MECHANICAL ENGINEERING	APP10015	Applied		
2	04-07-2020	AXIS	1000.00	Online Payment	50001000225	Programme Scheme	Graduate Level	Programme	Application No	Status	SUCCESS	<b>⊕</b> E-Receipt
						Autonomous Scheme	UNDER GRADUATE	B.E., CIVIL ENGINEERING	APP10016	Applied		
						Autonomous Scheme		B.E., COMPUTER SCIENCE AND ENGINEERING	APP10017	Applied		
						Autonomous Scheme		B.E., ELECTRICAL AND ELECTRONICS ENGINEERING	APP10018	Applied		
						Autonomous Scheme	UNDER GRADUATE	B.Tech., INFORMATION TECHNOLOGY	APP10019	Applied		

To verify your application status: Login to Your Account with 12th / UG / PG Register number & Date of Birth. Click login.

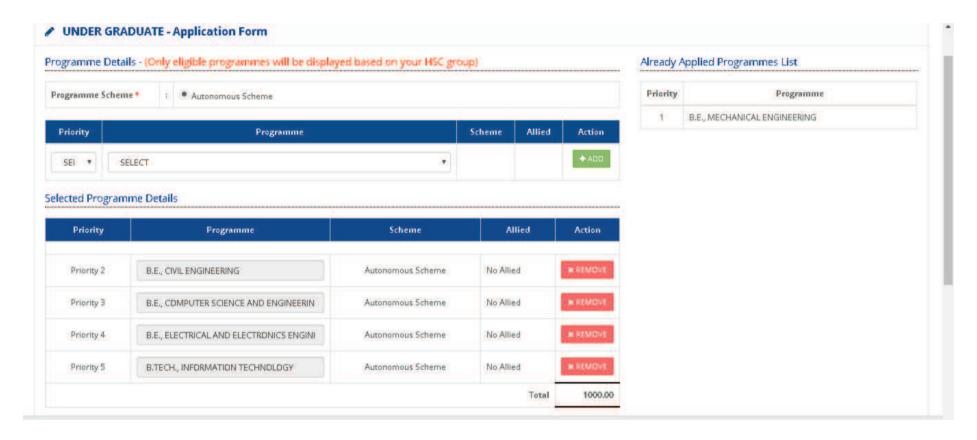


Applicant can apply for any number of new Programmes until last date from their dashboard by following below steps.

Click "Apply New" button to add additional programmes anytime before the last date and you will be redirected to programme selection page.



Select your desired programmes and continue with your payment options as earlier after declaration.



Payments can be retried upon failure from dashboard after login.

Payment method or mode can be changed by cancellation from dashboard. To change payment method application number must not have been generated.

6. Applicants must visit the website regularly to know their application status.