Guidelines to fill up the Online Application Form

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE &TECHNOLOGY
Academic Session 2019-2020

Applicants are required to keep the following things ready before applying:

1. An E-mail ID for registration and for receiving all future correspondence till the admission process is ove rand subsequently, if admitted.
2. One Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc till the admission process is over and subsequently, if admitted.
3. Facility with internet connectivity.
4. A recent **scanned** passport sized colour photograph (for scanning and uploading in ".JPEG/.JPG" format only. File size of scanned photograph should not be more than 100KB).
5. Your **scanned** signature using **Blue/Black** pen on whitesheet (for scanningand uploading in ".JPEG/.JPG" format only. File size of scanned photograph should not be more than 100KB).
6. Access to an online payment facility/service such as:
   a) Net Banking
   b) Credit card
   c) ATM-cum-Debit card

Important Notes for all applicants:

1. A printout of the submitted complete Application form is to be retained with the candidate, which is to be submitted at the time of counselling /admission, if selected?
2. Original certificates issued by the competent authority supporting your filled in details will be asked from you ONLY at the time of Counselling/admission. **If data provided in the online application is not supported by appropriate documents then your application/claim for admission shall be summarily rejected.**

Steps to be followed for filling the online application:

The entire process of filling online application form can be completed in below mentioned 9 steps.

The steps are:

1. Register yourself for the online application process at the North Eastern Regional Institute of Science and Technology (Application Portal– **www.neeonline.ac.in**)
2. Activate your online Application with the Email ID and Your Activation Code; send it to your submitted Email ID/ Mobile No in registration process.
3. Selection of the Program Type & Program Name and check eligibility.
4. If the applicant confirms the eligibility criteria and continues the Program, the next web page appears. The applicant is required to click on "Application Details". The application form

will appear on the screen. The applicant is required to fill up the details in the application form.

5. In the next step, the applicant is required to upload scanned image file of his/her Photograph and Signature one by one [as specified in Para4 & 5 above].
6. In the next step, the applicant is required to fill the Academic details.
7. In the next step, the applicant is required to choose your Examination Centre preference
8. Once all the details are filled in, the candidate is required to Review the details entered and Confirm. No edit will be allowed oncethe application is confirmed.
9. Payment of fee's through online.

How to complete Registration on the North Eastern Regional Institute of Science and Technology (NEE) Admission Portal(www.neeonline.ac.in)for Online Application Process?

Step1: Please click on **"Apply for Admission"** button given on the home page of the NEE Application Portal.
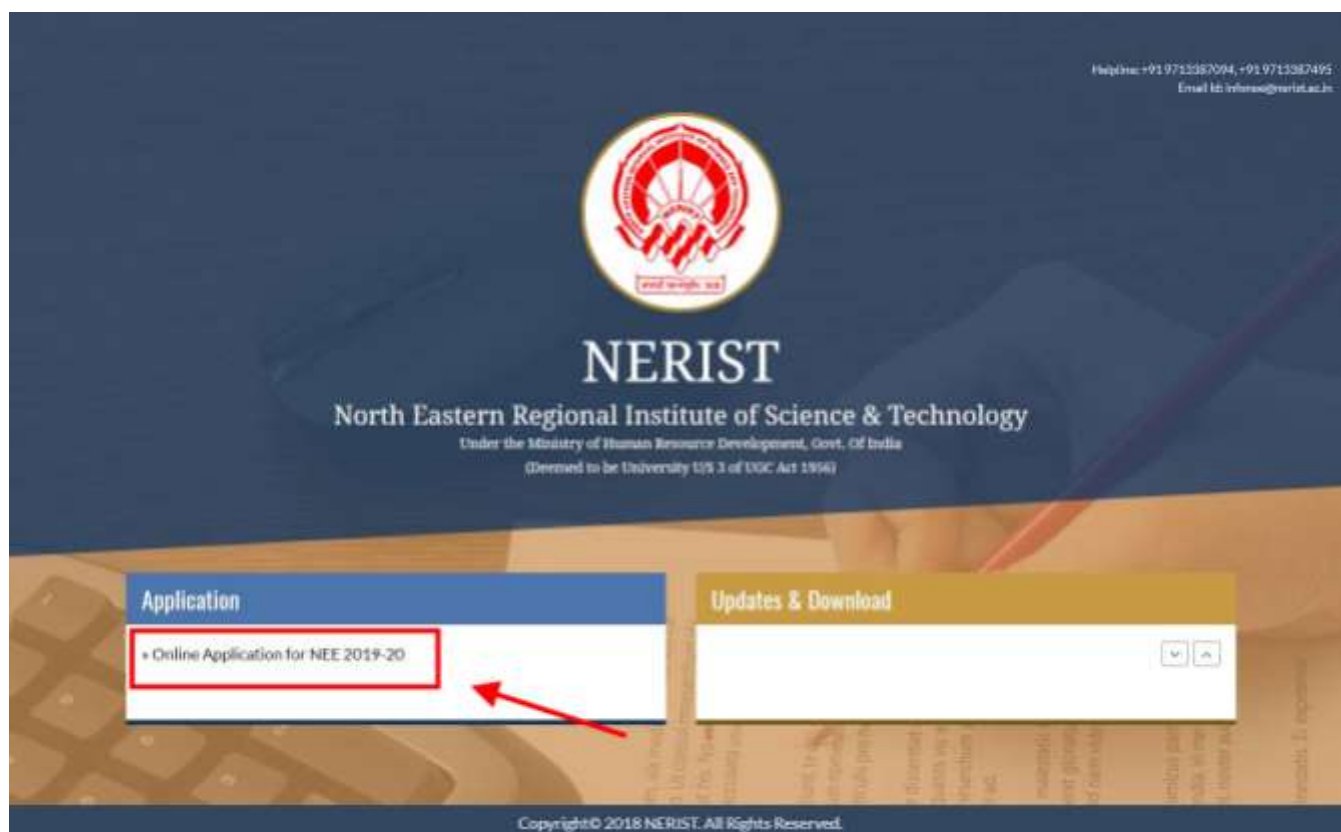
Step2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"New Registration"**. Please click on this link.
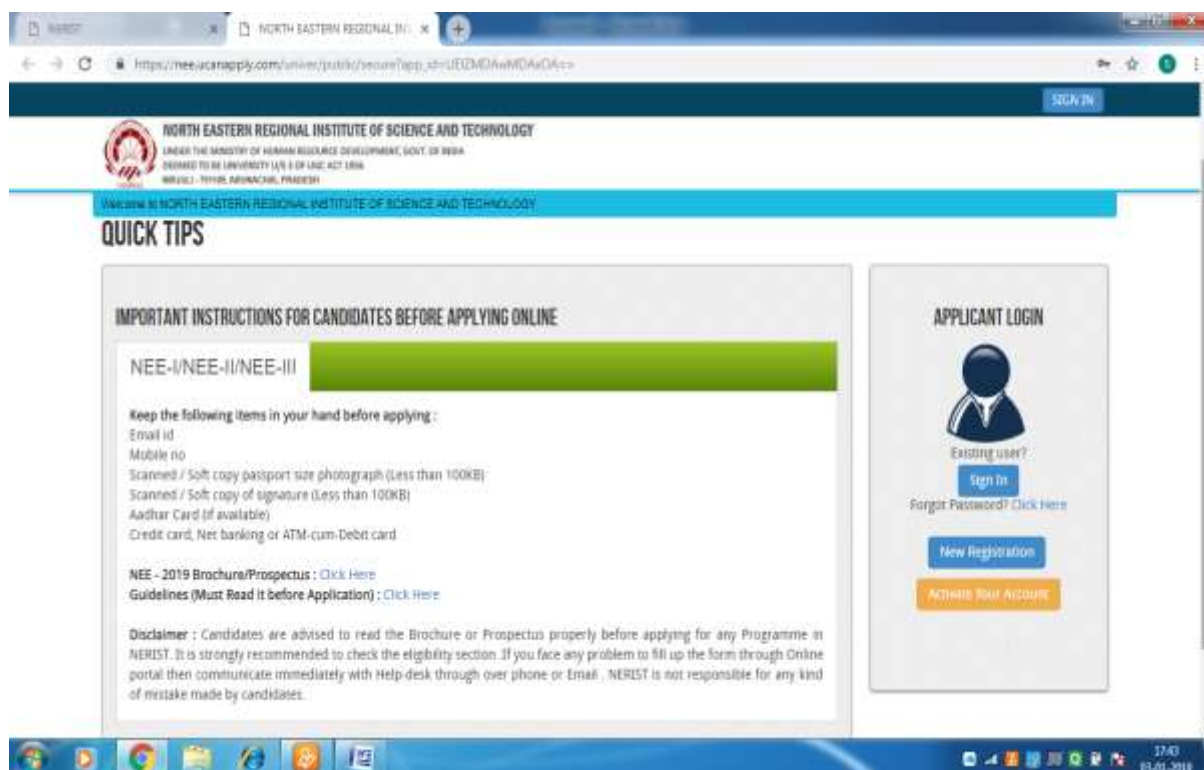
Step3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and is to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Signup"** button at the bottom for completing the registration process.

** Here Password and Confirm Password is most sensitive part, both should be same otherwise it will show error like the following,

** Here Mobile no also most sensitive part, Mobile no should be10 digit otherwise it will show error like the following,

NOTE: PLEASE NOTETHATDETAILS SUBMITTED DURINGREGISTRATION CANNOT BE CHANGEDLATER.SO MAKE SURE YOUDO NOT MAKEERRORSIN THE INFORMATION YOU FILLIN THISFORM.

**Step4: Activation and validation of Registration:**

1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also **receive an e-mail** on the e-mail ID provided by you in the Registration Form and a validation code on your registered **mobile number**. This email will contain an **activation link**. You need to click on this activation link to confirm and complete your registration process.
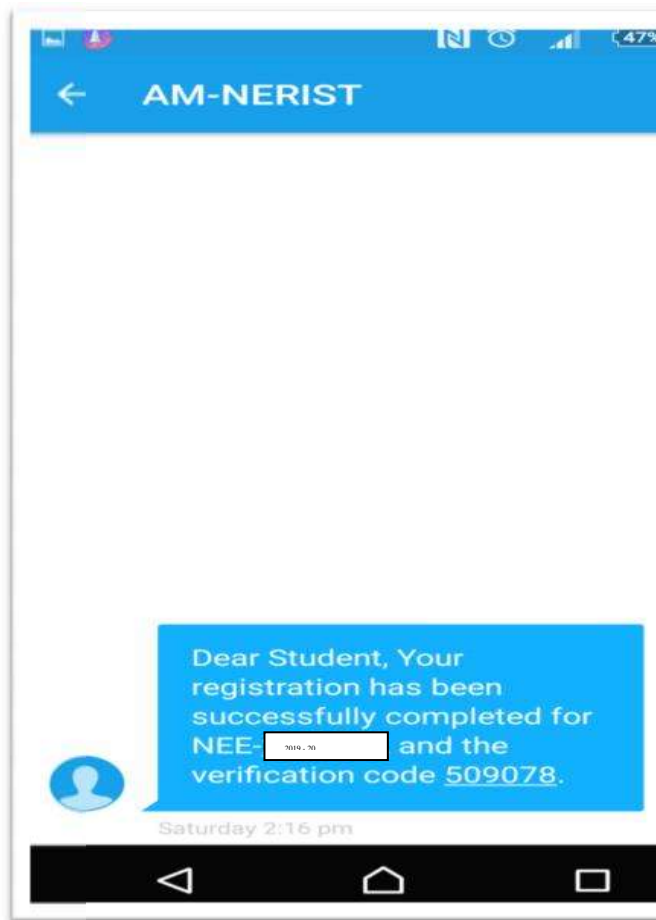
Note: This confirmation and activation link e-mail might land up in your "Spam Folder "or "Junk Folder'. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find thee-mail from *infonee@nerist.ac.in* in your "Spam Folder "or" Junk Folder', please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from *infonee@nerist.ac.in* always come in your Inbox. Always check your "Spam Folder" or "Junk Folder" fore-mails from the NEE Admission Portal.

2. Click on this activation link received in thee-mail. Your account will not be activated until you have clicked on this activation link, so**, *do not forget this important step*.
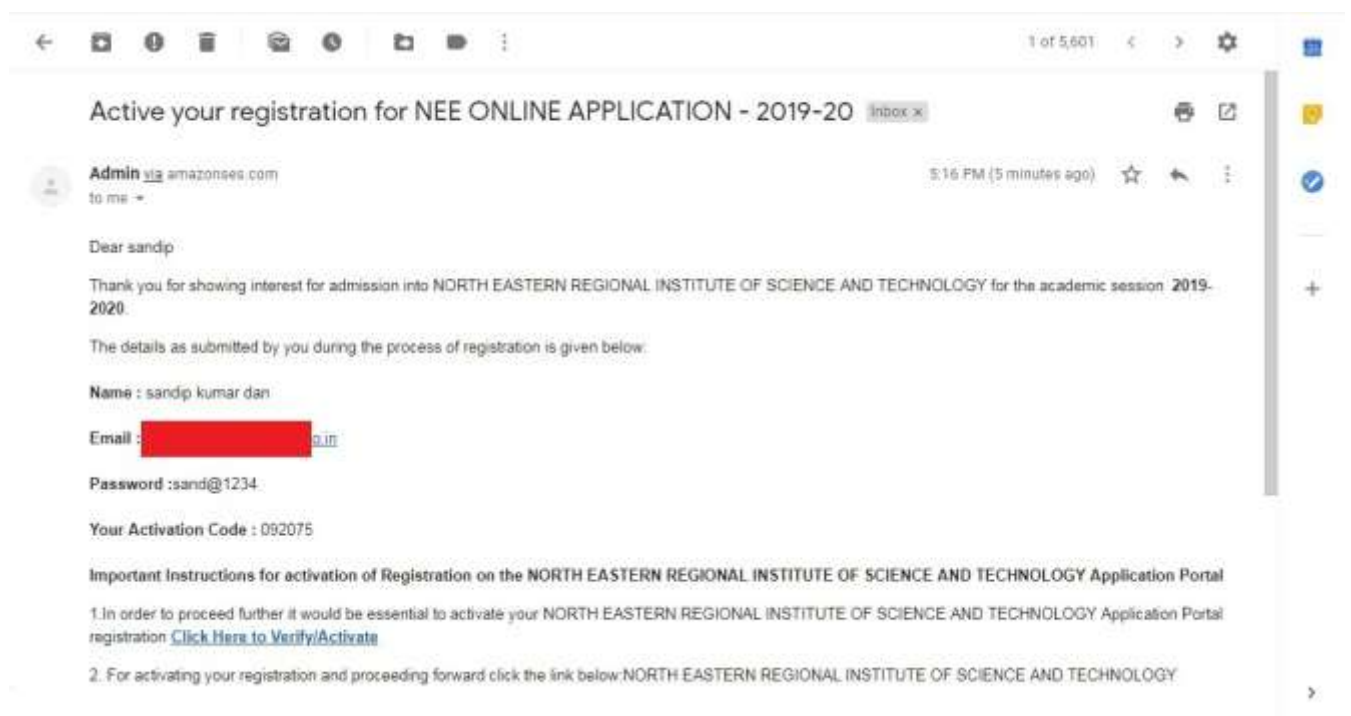
3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.

4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.
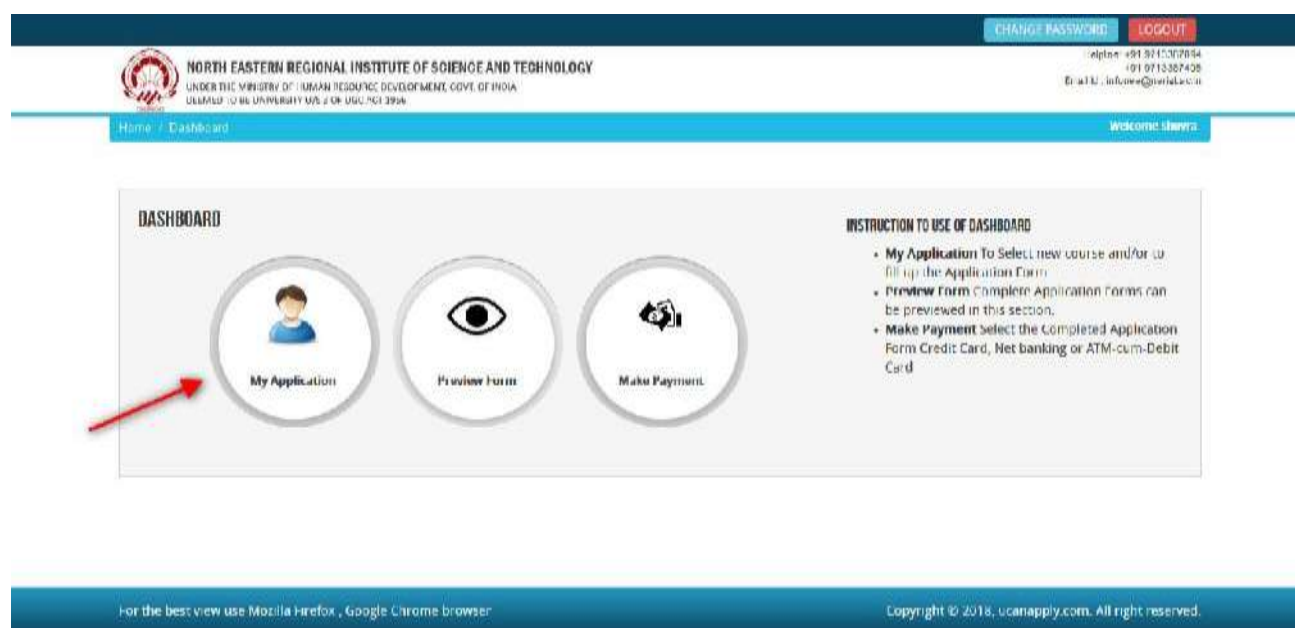

APPLICATION PROCESS:

Step1: After activation and validation of your Registration on the North Eastern Regional Institute of Science and Technology (NEE) Admission Portal (www.neeonline.ac.in), youcan login into the programme.
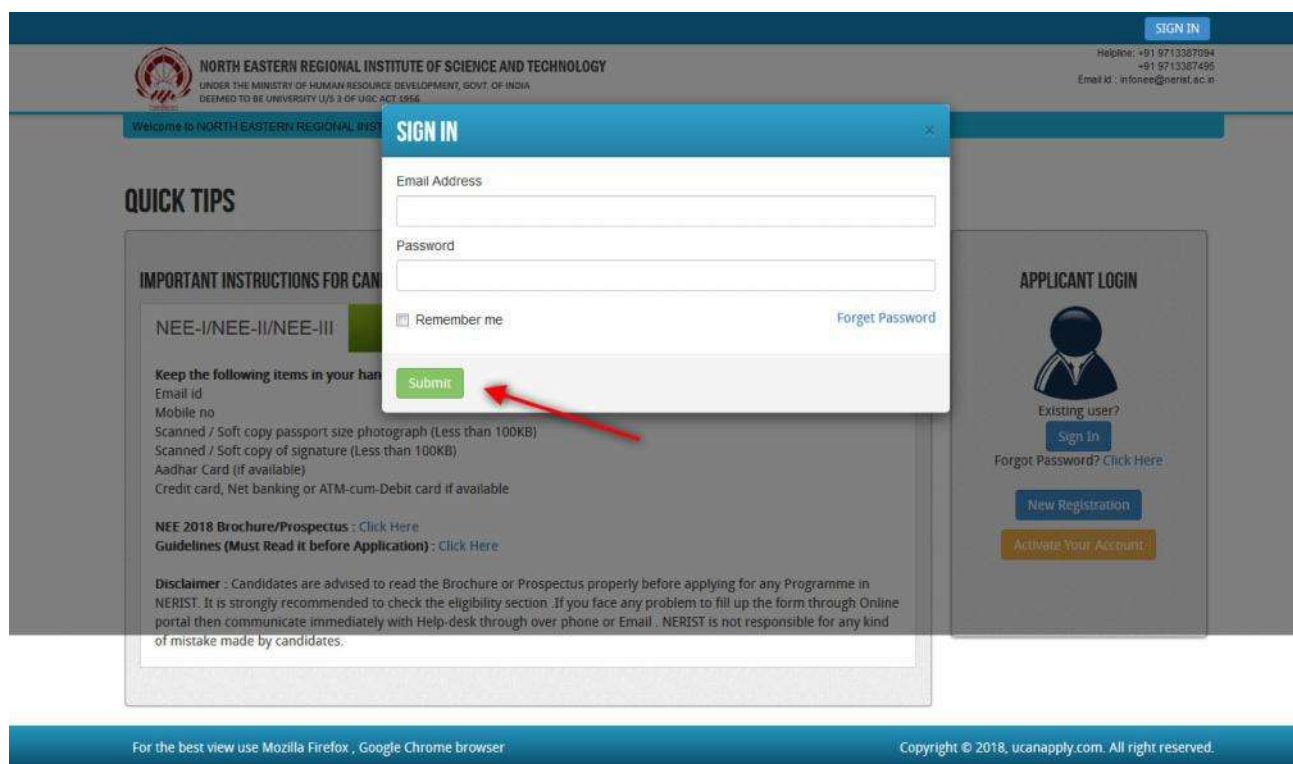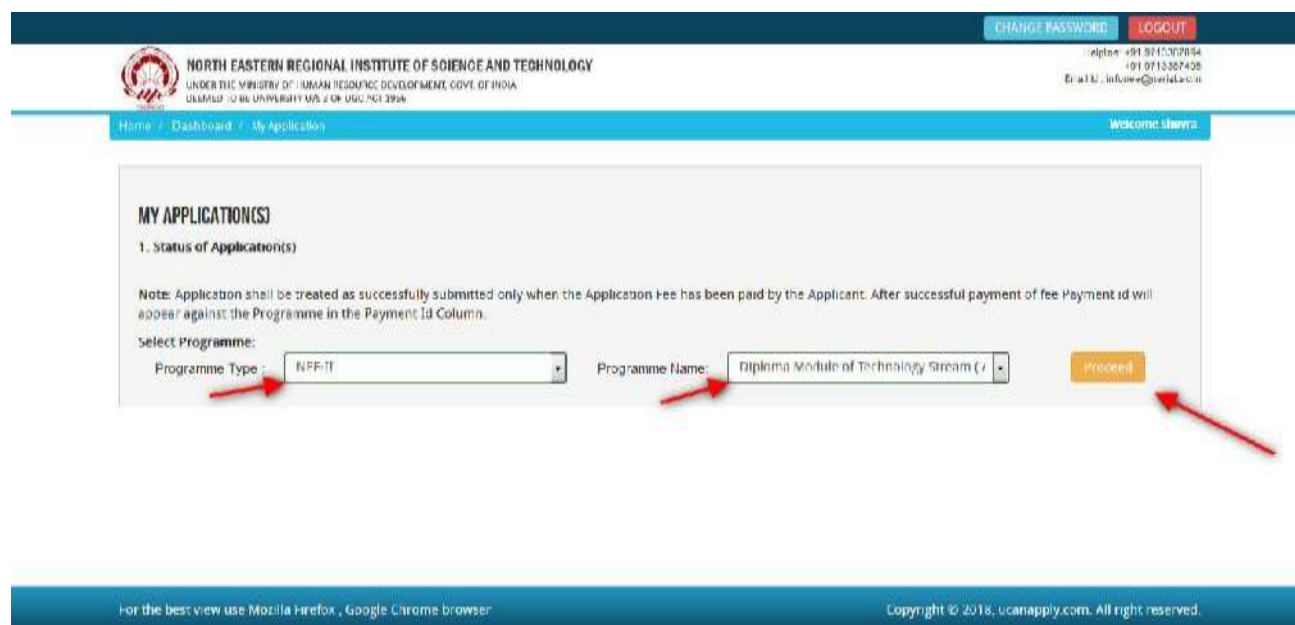

After log in you will be able to see dashboard and click "**My Application**"

Then you will be able to see following page with the title **"Status of Applications"**.

Step2: Please select your programme type, school and preferable first programme from the drop down boxes given at the bottom. Check the eligibility and in case you are eligible for the course click the checkbox given below regarding confirmation of the terms and conditions and the eligibility to proceed further for fillingup the application form by clicking **"Add Programme"** button.

How to fill up the Application form after I have selected the Programme I wish to apply:

Step1: After you have added the first programme of your choice and come to the above screen, on clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

Note: Mandatory fields have been marked with red asterisk. They are to be essentially filled up before you will be allowed to 'Save' of the form.

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY
UNDER THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA
DEEMED TO BE UNIVERSITY U/S.3 OF UGC ACT 1956

Helpline: +91 9713387094
+91 9713387495
Email Id : infonee@nerist.ac.in

Home / Dashboard / Application Detail   Welcome shuvra

APPLICATION INFO   Back to My Application

| Application Status |
| Applicant Details |
| Upload Photo And Signature |
| Academic Detail |
| Examination Centre |
| Preview And Confirm |

APPLICANT DETAILS FOR DIPLOMA MODULE OF TECHNOLOGY STREAM (AE/CE/CSE/ECE/EE/ME) (10+2 WITH PCM) : NEE-II

Candidate Name: shuvra   Mid Name   ganguly

Father's Name: S ganguly

Mother's Name: D ganguly

Category: *   - Select -

Physically Challenged: *   - Select -

Date of Birth: 12   October   1995
22 years, 9 months, 19 days (as on 31-07-2018)

Gender: FEMALE

Nationality: *   - Select -

Religion: *   - Select -

State of Domicile: *   - Select -

Reservation of seats: -Select-

Marital Status: *   - Select -

Aadhaar card No: Aadhaar card No

Are you NERIST Student?: *   - Select -

PERMANENT ADDRESS

Building/House No: *   [ ]

Landmark: [ ]

City/Town/Village: *   City/Town

Post Office: *   Post Office

District: *   City/Town

State: *   - Select -

PIN: *   [ ]

Father/Guardian Mobile No.:   [ ]

LandLine Phone :   Std code   [ ]

CORRESPONDENCE ADDRESS ☐ SAME AS PERMANENT ADDRESS

Building/House No: *   [ ]

Landmark: [ ]

City/Town/Village: *   City/Town

Post Office: *   Post Office

Distict: *   City/Town

State: *   Select

Pin: *   [ ]

Father/Guardian Mobile No.:   [ ]

LandLine Phone :   Std code   [ ]

Email :   [   ]ail.com

Save & Continue

Step2: After you have filled up all the required fields of the 'Applicant Details', Click on the 'Save & Continue 'button given at the bottom of the page (as shown above).

Note: For details related to specific fields in the application form, eligibility condition, number of seats, fee etc. please refer to the Information Bulletin available on the North Eastern Regional Institute of Science and Technology (NEE) Admission Portal (www.neeonline.ac.in)

Step3: After filling up application click the 'Save and Continue' Button given at the bottom.

Photo & Signature upload:

Step1: To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you Will see the following screen:

(Your **scanned passport photo should be**within3.5 ×4.5 cm in size, file size should be less than 100KB.)
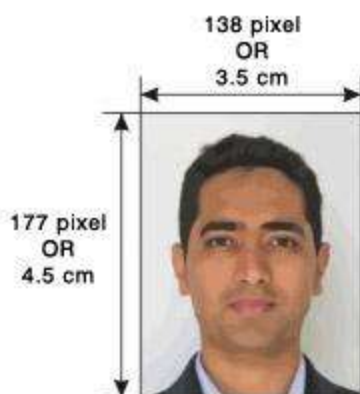
If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.
To resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file→ Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture→ Resize
3. Now look at the right panel, Select the radio button Custom width x height, And write width =138px, height =177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.

Step4: Choose the image file (".JPEG/.JPG" format; photo should bewithin4.5 ×3.5 cm in size, file size not more than 100 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

Step5: After filling up application click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the '**Academic Details**', here you add your passed examination details and Click on the 'Save' button.

Step6: In the next stage, the candidate has to choose the "**Preferred Examination Centre**" and click on the 'Save & Continue' button.

Once the applicant completes filling up all the above mentioned stages of the Application Form, the complete Application Form will be opened. In case he/she wants to edit some details, he/she can do so, by clicking the 'Back' button. To confirm the details entered, the candidate has to check the box and click on the 'Confirm & Submit' button. **Once confirmed, it cannot be edited further.**
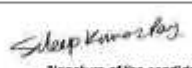

For the other subject system will go for **Applicant Form View** page. Here you can check all information which you have entered in your application process. If everything is ok then click the button "**I CONFIRMTHE ABOVE**" & Click "**Confirm & Submit**" button.

After that system will show you the "**Proceed to Payment**" button to complete the payment.

How to pay the Application Fees?

Step1: You will get dropdown for "**Payment Type**" here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.

Step2: You can select the applications for which you want to pay the NEE Application Portal Online Fee by clicking "ONLINE" the check box given in the bottom left for "Select to pay". You have option of paying NEE Online Fees [using Credit Card/Debit Card/ Net Banking] through payment gateway available on the Portal [by clicking "Proceed to Pay"].

Step3: On clicking "**Proceed to Pay**", following screen will appear. Here you can check your summary and payment amount etc. Once you click "**Pay Now & Submit Application**" button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.

After a successful payment you can take the **Print** of the form and **Save** for future correspondence.

This will complete your online application form submission.

➢ Please visit the ==website **www.neeonline.ac.in** after **08/04/2019 for downloading Admit Card.**== **You shall also receive an SMS on your registered mobile number and an e-mail notification in your verified e-mail id**, when your **Admit card** is **ready to be downloaded from the website. CANDIDATES NEED TO DOWNLOAD ADMIT CARD BY THEMSELVES BY LOGGING INTO THEIR RESPECTIVE IDs .**
   ADMIT CARD WILL NOT BE SENT BY POST TO ANY CANDIDATES

➢ **To download the Admit card,** candidate can either **enter their Registration No. in the requisite field** or **they can directly login to their panel using their user id and password. Print the Admit Card** and **carry** it to the examination hall. ==Without Admit Card you will not be allowed to take the exam and also you are advised to keep the Admit Card till the end of the admission process.==The **Examination center will be mentioned on your Admit Card**.

16.2. EXAMINATION CENTRE CODE:

The NERIST Entrance Examination (NEE) will be conducted at 14 (*fourteen centers)*in the eight North Eastern States. The names of the centers are given in Table-2. An

applicant should choose an appropriate Examination Centre code of two digit number (say XX) from the Table-1 as to where he/she desires to appear for the Entrance examination-2019. An applicant has to provide two choices of the examination centers while filling the ONLINE form for the NEE-2019. The first choice of Examination Centre exercised by an applicant is maintained as such. A center may not be available to a candidate, if number of applicants in that center exceeds the maximum capacity of the center. Also a center may be cancelled if sufficient numbers of applicants are not available in that center. In both the above-cases, the second choice of the examination center is allotted to the applicant.

Table-2. Examination Centre Codes:

Examination Centre Code (XX)	Name of Examination Centre
01	Agartala
02	Aizawl
03	Dibrugarh
04	Gangtok
05	Guwahati
06	Imphal
07	Itanagar
08	Pasighat
09	Kohima
10	North Lakhimpur
11	Shillong
12	Silchar
13	Tezpur
14	Bomdila

16.3. RESERVATION OF SEATS

Reservation of seats (see Table-3: Reservation of seats with its codes) is put under three different categories. A candidate seeking / claiming admission against a seat under any of the categories shall have to produce relevant certificate(s) at the time of counselling / admission. The categories are as under:

(i) State–quota: For candidates who belong to any of the Eight North Eastern States;
(ii) All India-quota: For candidates who belong to any of the States of India; and
(iii) PD-quota: For candidates with 40 to 75% Physical locomotor Disability (PD) belonging to any of the States of India.

The distribution of seats is such that out of the total number of seats in each of the modules for direct admissions, 80% of seats are reserved for candidates of the eight North Eastern States (10% for each state) as state-quota. Besides this, 7% of the total seats are filled up with Permanent Residence Certificate (PRC) holders of these eight North Eastern States on merit basis. 10% of the total seats are filled up with candidates under All India-quota; and 3% of the total seats are reserved for Physical locomotor Disabled (PD) persons under PD-quota.

Reservation Codes (Table-3): Admissions in Technology stream as well as in Forestry stream are taken on the basis of total seats allotted to the three different categories. So, an applicant must choose an appropriate reservation code based upon his/her eligibility from amongst the reservation codes given in Table-3 (Reservation of seats with its codes).

Please see Table-3 for Reservation of seats with its codes. Each reservation code is a 4-digit number, say ABXX. To read it from left to right, the first digit 'A' ranges from 1 to 9; and the numbers 1 to 8 denote 'State-quota' under the eight North Eastern States in alphabetic order, whereas number 9 denotes 'All India & PD-quotas' together. The second digit 'B' has got two numbers, 1 and 2. Number '1' is applicable to those applicants who have got Permanent Residential Certificate (PRC) of any of the eight North Eastern States, and number '2' is applicable to Non-PRC holder applicants of these States who have got other relevant certificate(s) to claim for a seat under State-quota of the respective eight North Eastern States. Besides this, number'2' is also applicable to all those applicants who belong to the All India or PD category. The digits 'XX' merely denote serial numbers in all the codes of the three categories of reservations.

Reservation of seats under All India & PD-quotas is open to all applicants (Indian Nationals), if they desire so, for a seat under such categories.

If no seat is available against a reserved category in a year in any of the modules, he/she can apply for other suitable category as appears in the instruction panel.

Important Note: Any deviation in documentary proof for the reservation code mentioned / chosen by an Applicant in his/her Application shall lead to summarily rejection of his/her candidature. Proof of eligibility against a reservation code, other than All India General category candidates, must be produced at the time of counseling/admission.