

16. HOW TO APPLY

16.1. General information and procedure of online application:

How to apply for NEE- I/NEE- II/NEE- III for NEE - 2021

Before filling up the online application form, candidates must read the instructions given below very carefully. For any assistance please feel free to contact our **HELP LINE NO's: +918584824065, +91 6292218758.**

For any query, candidate can also send an email to :-infonee@nerist.ac.in

- A) Candidates must apply for NEE-2021 “**ONLINE**” ONLY by logging in the website www.neeonline.ac.in.
- a. Candidates must follow the instructions strictly as appear in the instruction panel.
 - b. Candidates can fill up the entire form in one session or enter one part of the information and save and complete the same at a later stage within the due dates of filling and submitting the form. Candidates are requested to carefully check all the data entered before final submission of form. Any error may lead to rejection of their application at any stage of time.
 - c. **Be careful while filling up each of the fields or selecting an option from the drop down menu such as reservation code** etc. For example, a list of Reservation code is mentioned along with the relevant field so that you can select the correct Reservation code based on your state and category.
 - d. **Candidates appearing in the qualifying examination in 2021 are also eligible to apply. However, they must produce their mark sheets/ grade cards/ pass certificates on the day of counselling/ admission. Otherwise their selection will be cancelled.**
 - e. Online application can be done within **11/02/2021 and 24/05/2021**.
 - f. Application fee is
Rs. 600/-+Payment gate way charges/bank transaction charges for SC/ST/PD candidates, and
Rs. 1,000/-+Payment gate way charges/bank transaction charges for GENERAL/ OBC/ EWS candidates. **Application Fee Paid is non-refundable/Non- transferable any case.**
 - g. **After the final submission of application form, no changes can be made by the applicant in her/ his online application.**
 - h. **Request for change of any kind of data such as category, centre of examination, etc. shall summarily be rejected. Application once submitted shall be final.**

Guide lines to fill up the Online Application Form

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY Academic Session 2021- 2022

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 over and 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** pass port sized colour photograph (for scanning and uploading in ".JPEG/.JPG" format only. File size of scanned photograph should not be more than 100 KB).
5. Your scanned signature using **Blue/ Black** pen on white sheet (for scanning and uploading in ".JPEG/.JPG" format only. File size of scanned photograph should not be more than 100 KB).
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 print out 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 you're 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:

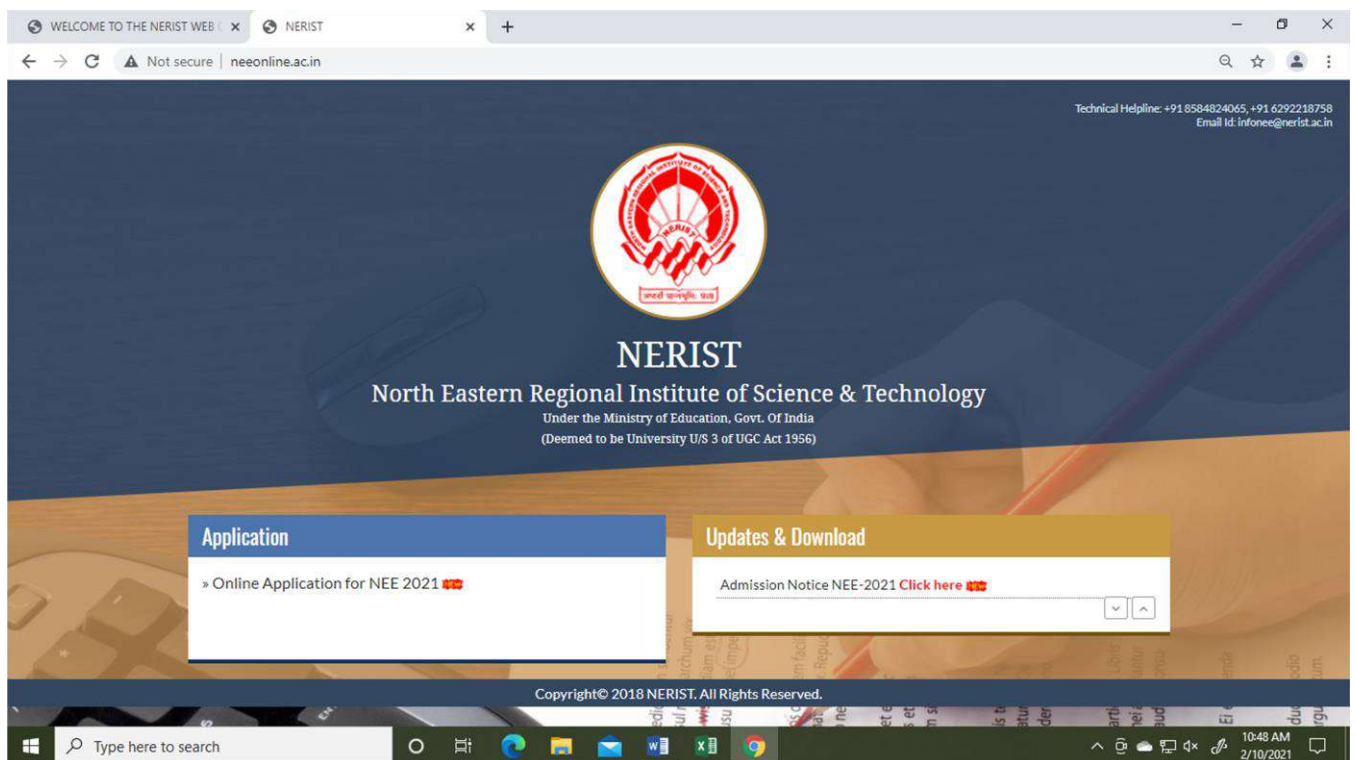
1. Register yourself for the online application process at the North Eastern Regional Institute of Science and Technology(Application Portal–www.neonline.ac.in)
2. Activate your online Application with the E-mail ID and Your Activation Code; send it to your submitted Email ID/Mobile No in registration 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 Para 4 & 5 above].
6. In the next step, the applicant is required to fill the Academic details.15
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 once the application is confirmed.
9. Payment of fees 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 "Online Application for NEE - 2021" button given on the home page of the NEE Application Portal.



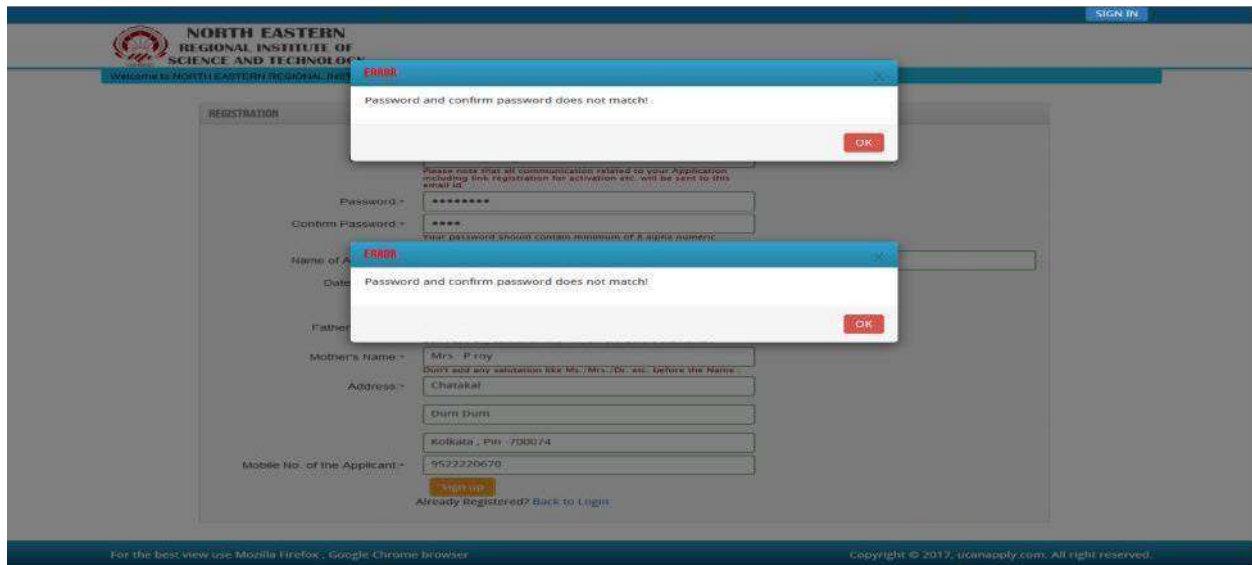
Step 2 : On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link "New Registration". Please click on this link.

The screenshot shows the NERIST website interface. At the top, there is a navigation bar with the NERIST logo and contact information. Below this, a 'QUICK TIPS' section is visible, containing 'IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE'. The instructions list required documents such as email ID, mobile number, scanned photographs, signatures, Aadhar Card, and credit cards. There are also links for admission notices, brochures, and guidelines. To the right of the instructions is an 'APPLICANT LOGIN' panel with a user icon, a 'Sign In' button, a 'New Registration' button, and an 'Activate Your Account' button. The browser's address bar shows the URL: nee.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDAxOA==. The Windows taskbar at the bottom shows the time as 17:27 on 09-02-2021.

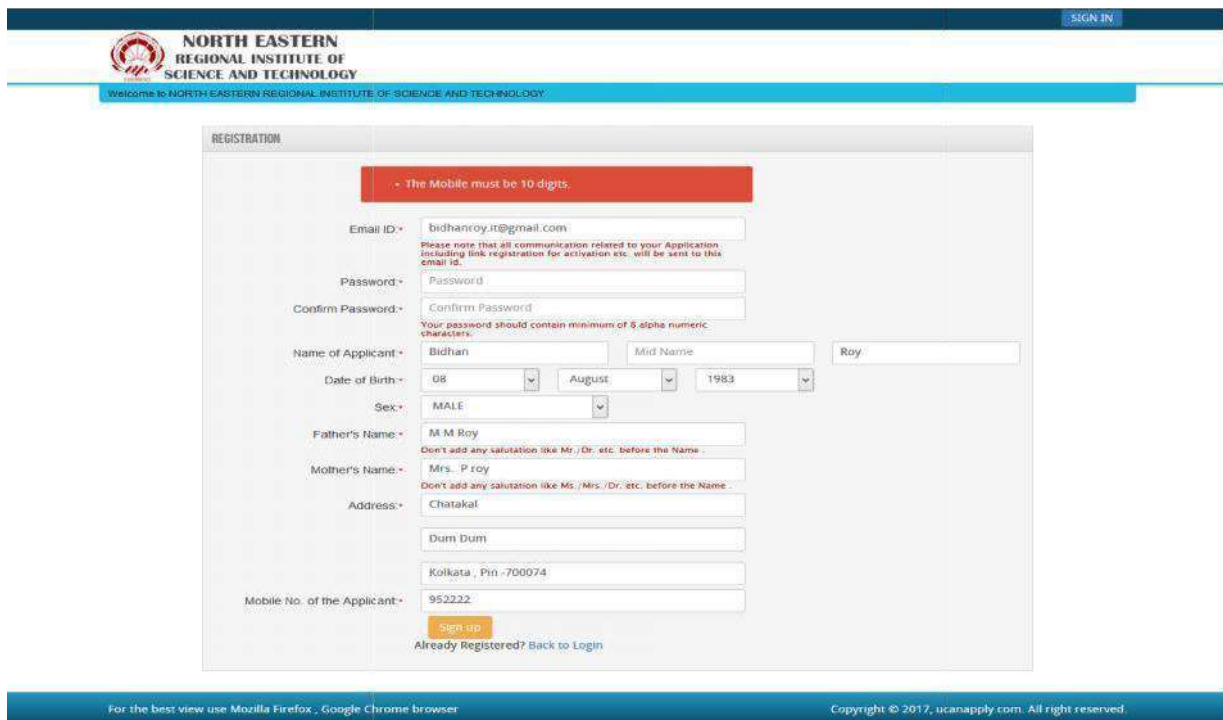
Step 3 : When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and is to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the "Signup" button at the bottom for completing the registration process.

The screenshot displays the 'REGISTRATION' form on the NERIST website. The form includes several input fields: 'Name of Applicant' (with sub-fields for Name, Mid Name, and Last Name), 'Date of Birth' (with dropdown menus), 'Gender' (with a dropdown menu), 'Father's Name', 'Mother's Name', 'Email ID', 'Create Password', 'Confirm Password', 'Mobile No. of the Applicant', and 'Captcha'. Red asterisks (*) indicate mandatory fields. A note below the password fields states: 'Your password length should be 8-20. (It must contain at least one letter, one number and one special character)'. The captcha image shows the word 'nevasca'. At the bottom of the form, there is a 'Sign up' button and a link for 'Already Registered? Back to Login'. The browser's address bar shows the URL: nee.ucanapply.com/univer/public/registration?app_id=UEIZMDAwMDAxOA==. The Windows taskbar at the bottom shows the time as 16:31 on 09-02-2021.

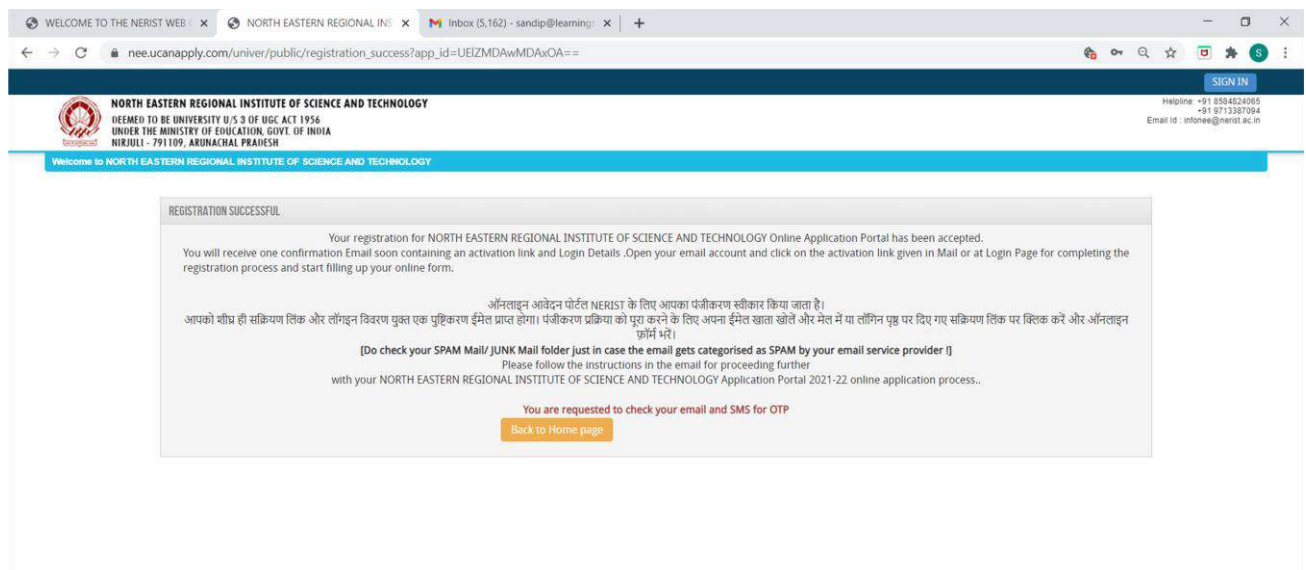
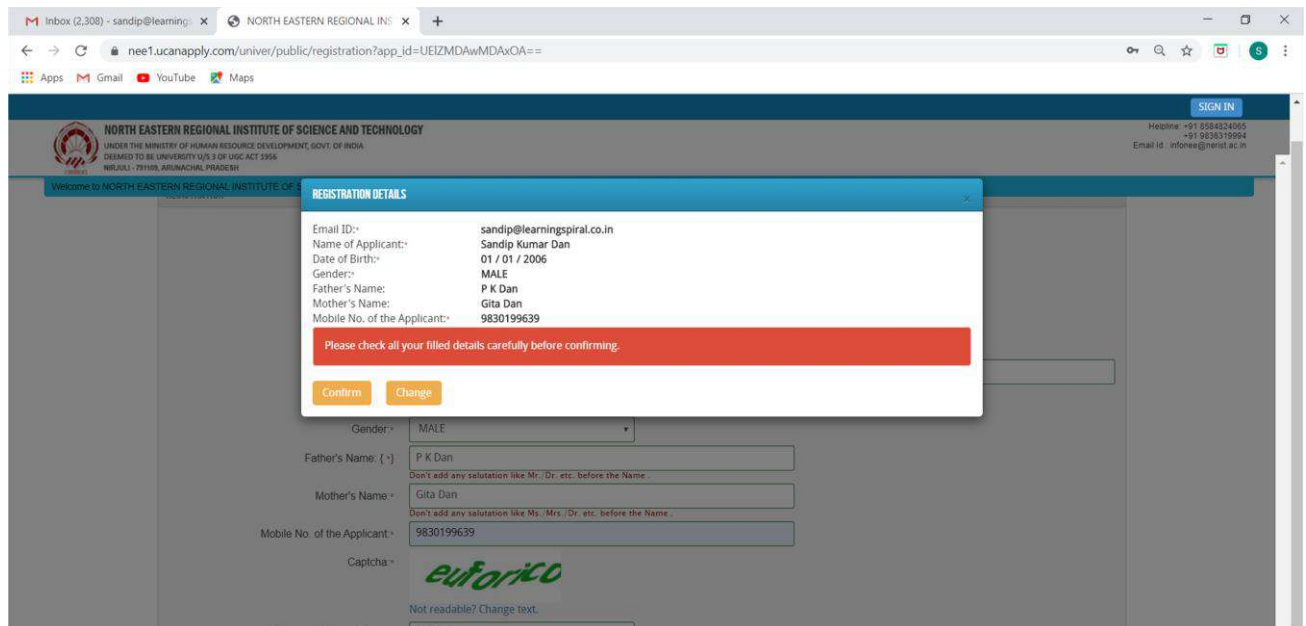
** Here Password and Confirm Password is most sensitive part, both should be same otherwise it will show error like the following,



** Here Mobile no also most sensitive part, Mobile no should be 10 digits otherwise it will show error like the following,



NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILLIN THIS FORM.



Step 4 : 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.



BP-NERIST

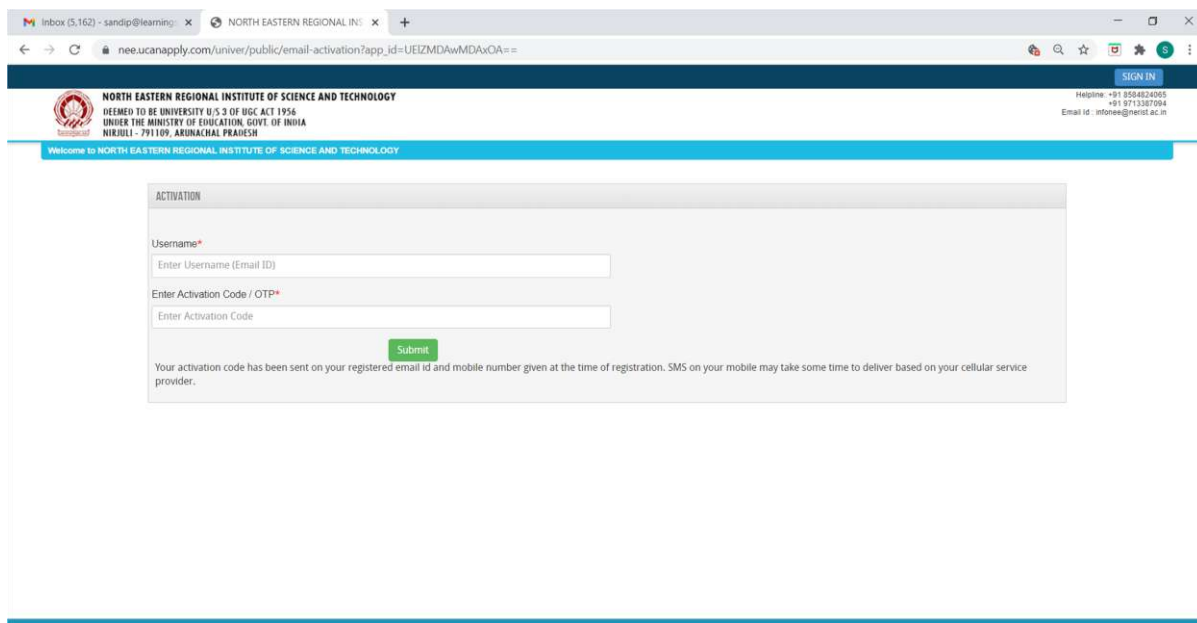
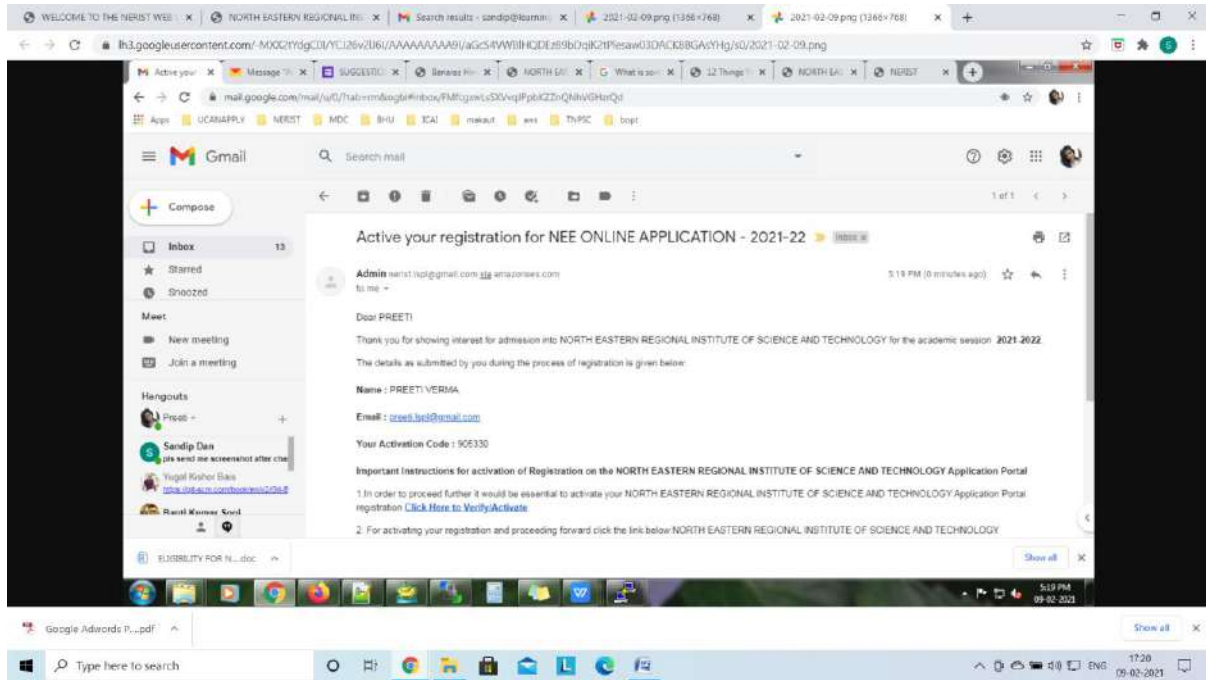
2 5-1 5:26 PM

Dear Student, Your registration has been successfully completed for NEE-[2021-22](#), and the verification code [847706](#).

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 the e-mail from infoee@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 infoee@nerist.ac.in always come in your Inbox. Always check your "Spam Folder" or "Junk Folder" for e-mails from the NEE Admission Portal.

2. Click on this activation link received in the e-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.

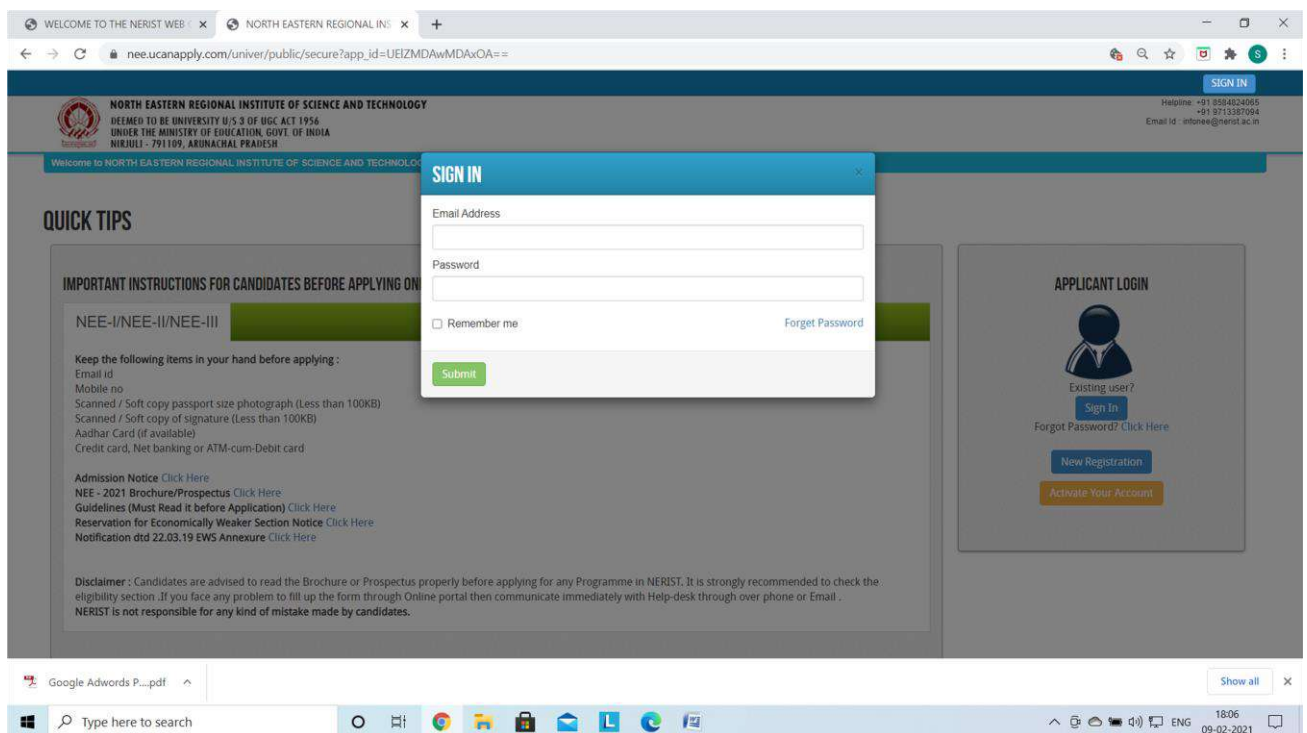


4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.



APPLICATION PROCESS:

Step 1 : After activation and validation of your Registration on the North Eastern Regional Institute of Science and Technology (NEE) Admission Portal (www.neeonline.ac.in), you can log in into the programme.



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


CHANGE PASSWORD LOGOUT


Helpline: +91 9713387094
+91 9713387426
Email Id: info@nerst.ac.in


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
NIRJULI - 791109, ARUNACHAL PRADESH

Home / Dashboard Welcome sharma

DASHBOARD


My Application


Preview Form


Make Payment

INSTRUCTION TO USE OF DASHBOARD

- **My Application** To Select new course and/or to fill up the Application Form
- **Preview Form** Complete Application Forms can be previewed in this section.
- **Make Payment** Select the Completed Application Form Credit Card, Net banking or ATM-cum-Debit Card

For the best view use Mozilla Firefox , Google Chrome browser

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

Inbox (5,162) - sandip@learning: x NORTH EASTERN REGIONAL IN: x

nee.ucanapply.com/univer/public/my-application?app_id=UEIZMDAwMDAwOA%3D%3D

CHANGE PASSWORD LOGOUT

Helpline: +91 858424005
+91 9713387094
Email Id: info@nerst.ac.in

Home / Dashboard / My Application Welcome SANDIP

MY APPLICATION(S)

1. Status of Application(s)

Note: Application shall be treated as successfully submitted only when the Application Fee has been paid by the Applicant. After successful payment of fee, Payment id will appear against the Programme in the Payment Id Column.

Select Programme:

Programme Type: Programme Name:

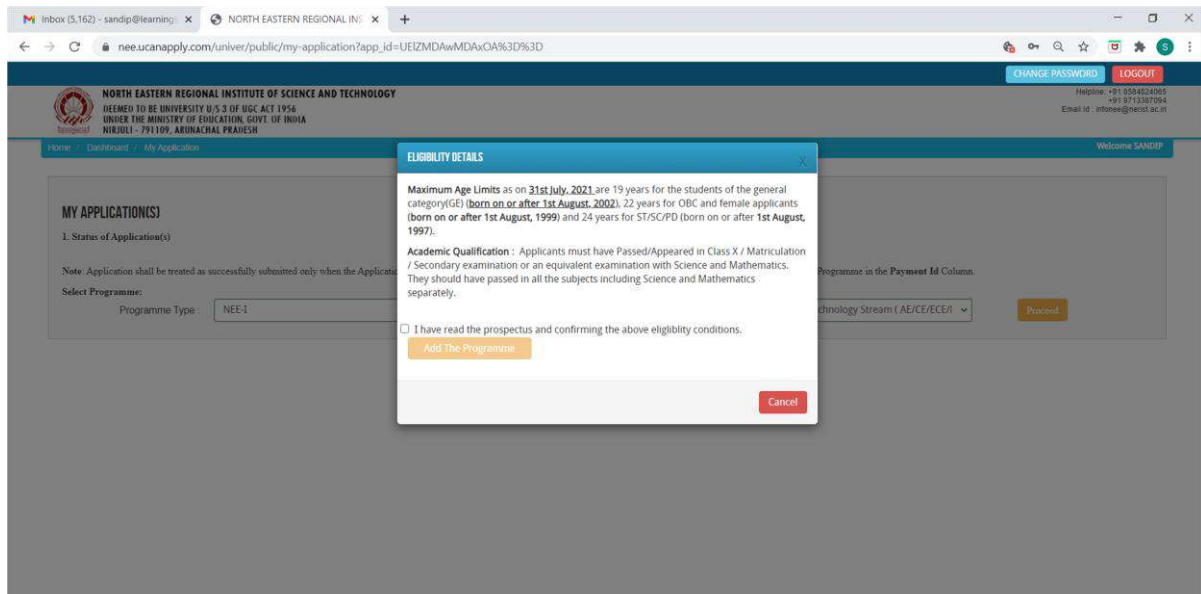
--Select--

NEE-I

NEE-II

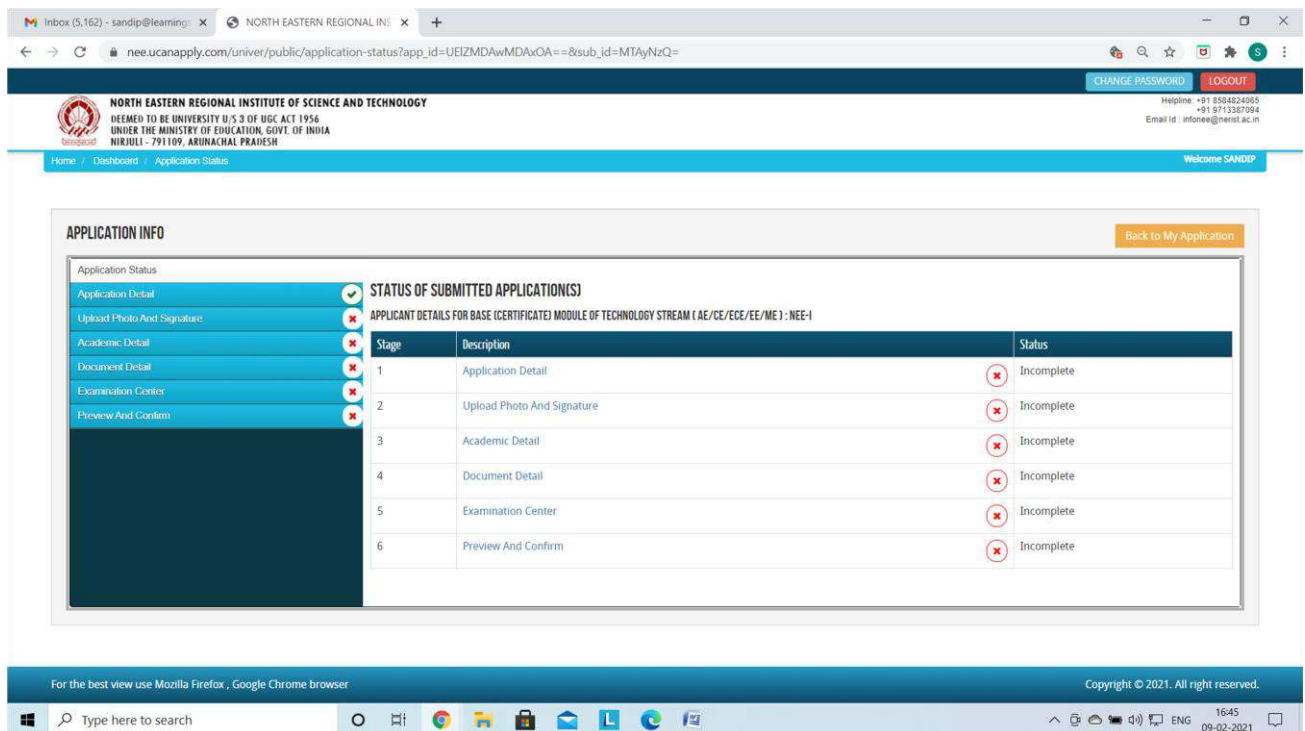
NEE-III

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 check box given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up 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.



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 PCMD) : NEE-II

Candidate Name: Mid Name:

Father's Name:

Mother's Name:

Category:

Physically Challenged:

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

Gender:

Nationality:

Religion:

State of Domicile:

Reservation of seats:

Marital Status:

Aadhaar card No:

Are you NERIST Student?:

PERMANENT ADDRESS

Building/House No.:

Landmark:

City/Town/Village:

Post Office:

District:

State:

PIN:

Father/Guardian Mobile No.:

LandLine Phone:

CORRESPONDENCE ADDRESS SAME AS PERMANENT ADDRESS

Building/House No.:

Landmark:

City/Town/Village:

Post Office:

District:

State:

Pin:

Father/Guardian Mobile No.:

LandLine Phone:

Email:

[Save & Continue](#)

Step 2 : 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).

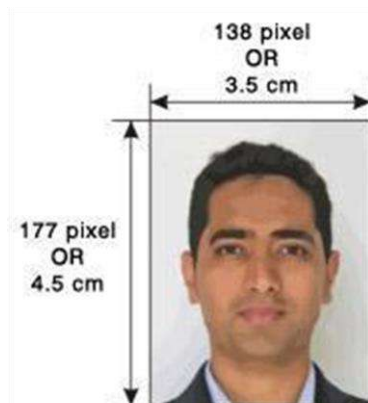
Note : For details related to specific fields in the application form, eligibility condition, number of seats, fee etc. please refer to the Information Boucher available on the North Eastern Regional Institute of Science and Technology (NEE) Admission Portal (www.neeonline.ac.in)

Step 3: After filling up application click the 'Save and Continue' Button given at the bottom.

Photo & Signature upload:

Step 1 : 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:

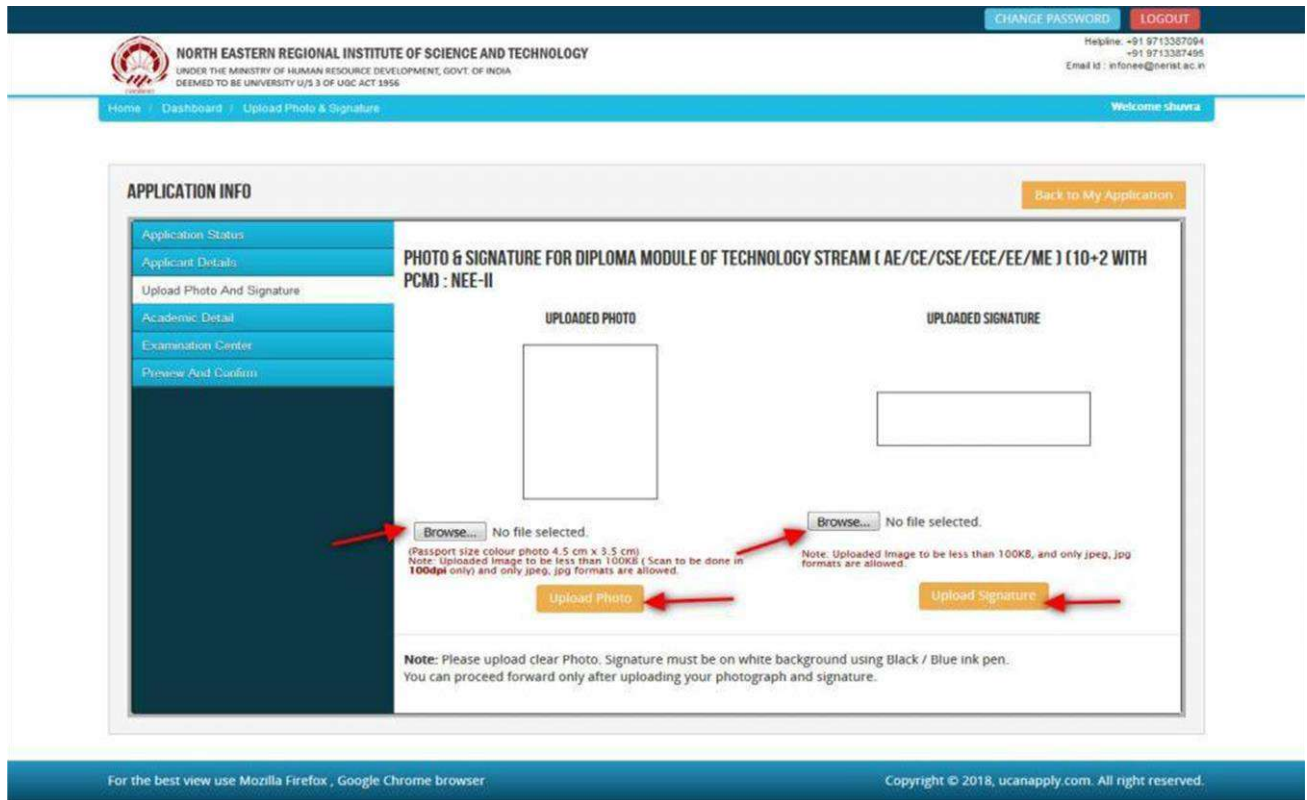
(Your scanned pass port photo should be within 3.5×4.5cm in size, file size should be less than 100KB.)



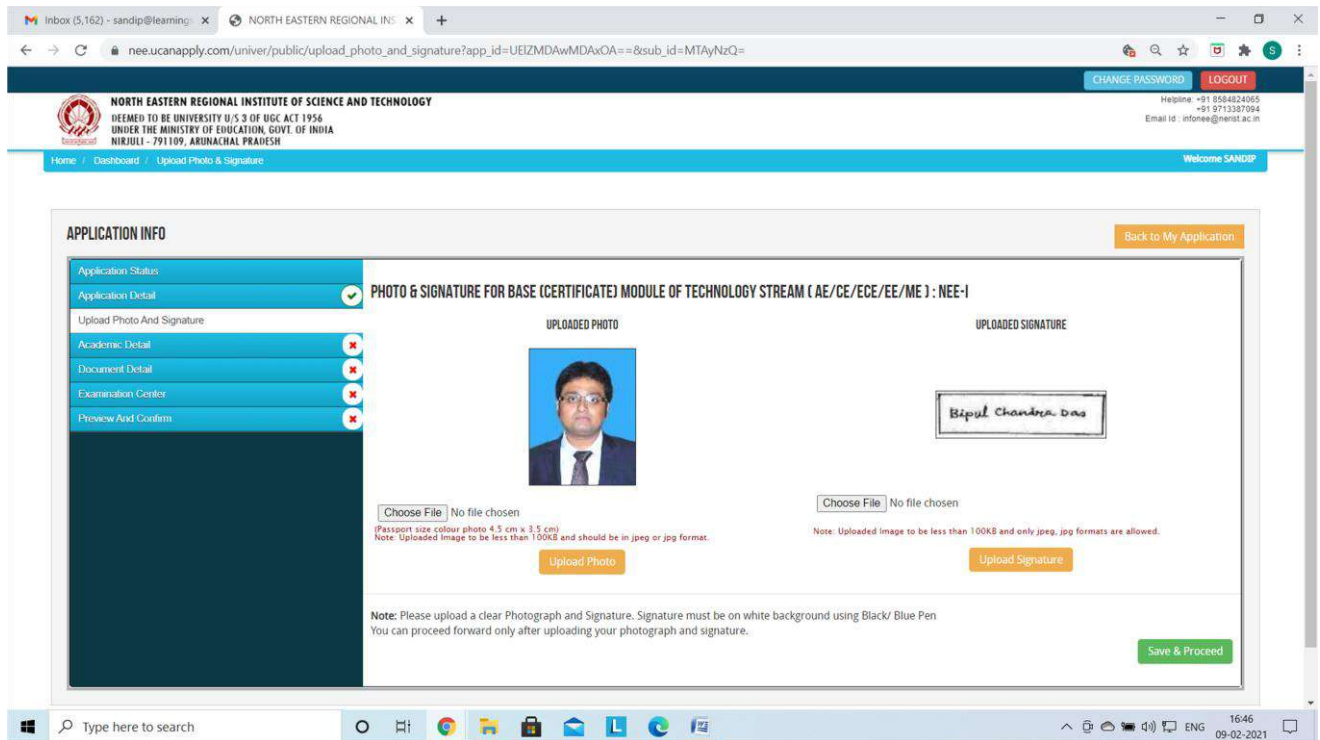
If you are facing any problem to upload your photo or rejected by the system, then we are requested you to resize your photo as per the sample images shown here.

To re size your scanned photo please follow the following steps:

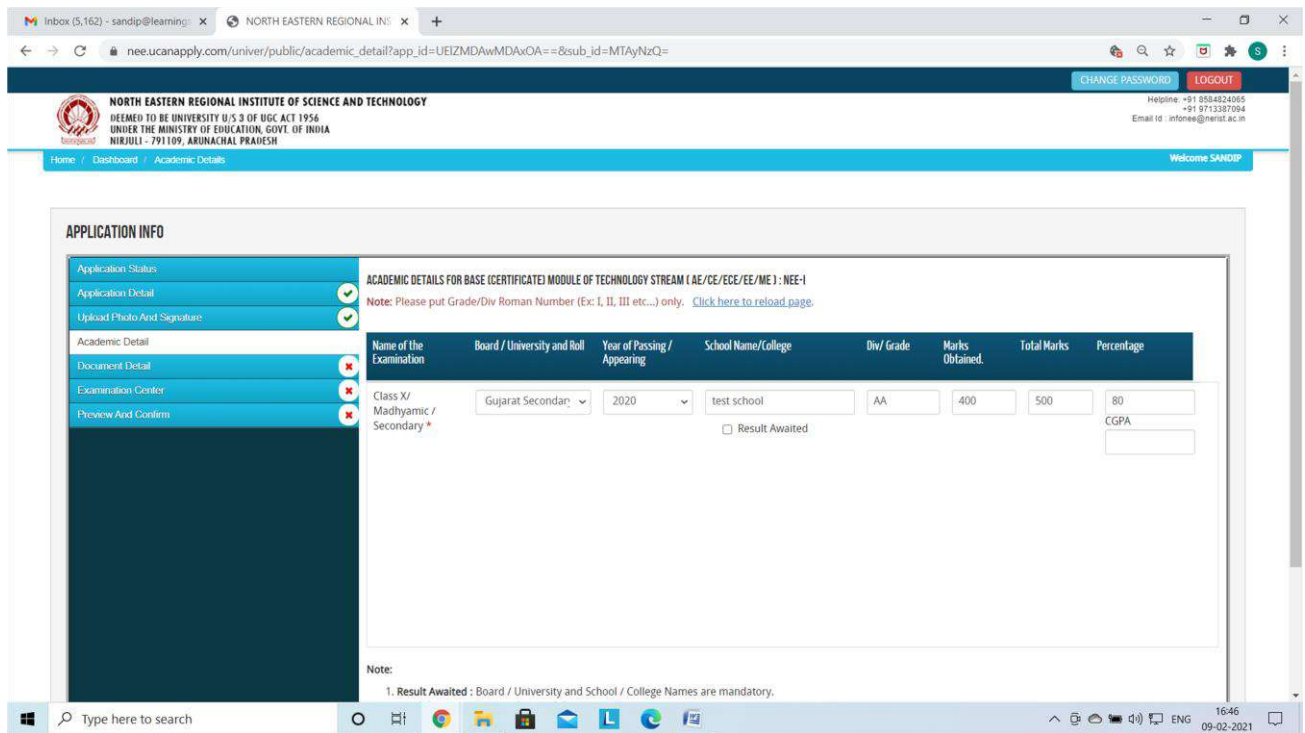
1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right panel, Select the radio button Custom width x height, And write width=138px, height=177px. Then Click OK to complete.
4. If you are not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



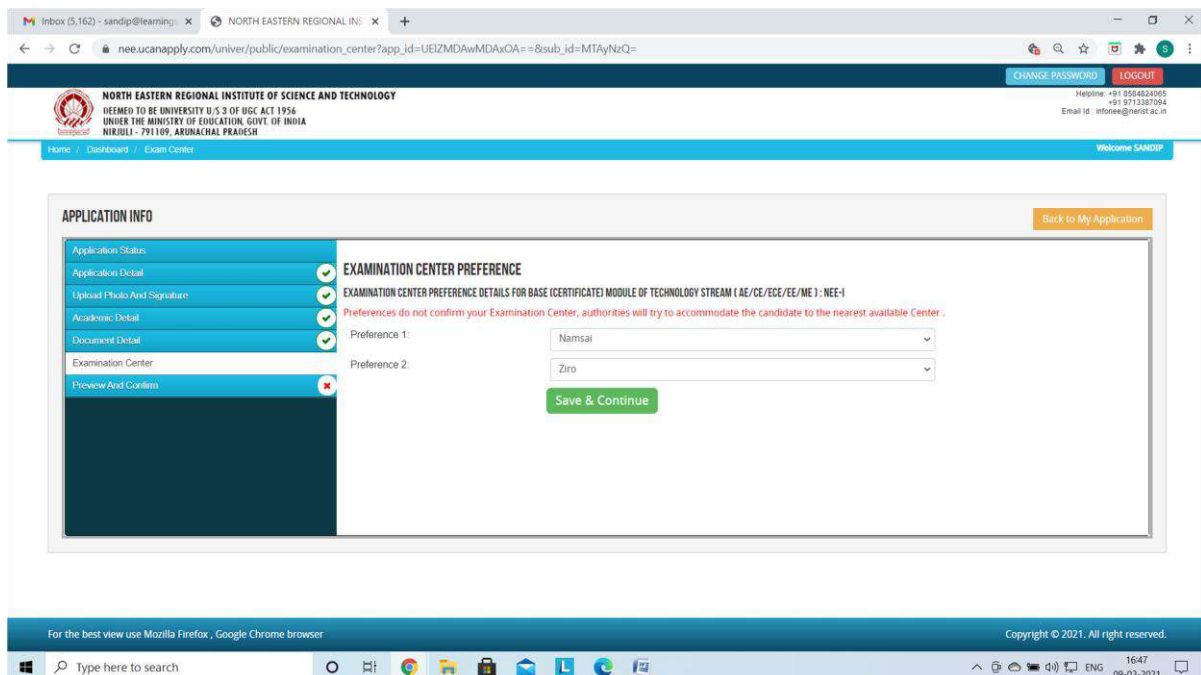
Step 4: Choose the image file (".JPEG/.JPG" format; photo should be within 4.5×3.5cm in size, file size not more than 100kb) of your scanned pass port size photo graph and signature and click the button 'Upload Photo' and 'Upload Signature' button given below the Box. After you have successfully uploaded the photo graph and signature, you will see the following page:



Step 5: 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.



Step 6: 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.**

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 DEEMED TO BE UNIVERSITY U'S 3 OF UGC ACT 1956
 UNDER THE MINISTRY OF EDUCATION, GOVT. OF INDIA
 NIRJULI (TANAGAR), ARUNACHAL PRADESH
 PIN - 781 109

**Application for Admission to
 Base (Certificate) Module of Technology Stream (AE/CE/ECE/EE/ME)
 NEE-I - 2021**

01. Name of the Candidate: SANDIP DAN
 02. Father's Name: Mr. P. K. DAN
 03. Mother's Name: Mrs. GITA DAN

04. Permanent Address:
 Building# No: 13 a Pathuria Ghata Street, opp binani bhawan, City: kolkata, PO: Beadon Street, Dist: kolkata, State: West Bengal, Pin: 700006
 Mobile No: 9830199539

04. Category: GENERAL (UR)

05. Address for Communication:
 Building# No: 13 a Pathuria Ghata Street, opp binani bhawan, City: kolkata, PO: Beadon Street, Dist: kolkata, State: West Bengal, Pin: 700006
 Mobile No: 9830199539, Email Id: sandip.dan@gmail.com

06. Date of birth: 01/January/2004
 07. Marital Status: Single
 08. Gender: Male
 09. Religion: Hindu
 Economically Weaker Sections (EWS): No

07. Educational Qualifications:

Name of Examination	Name of Board/ University	Year of Passing	Division/Class	School Name/College	% of marks	CGPA
Class X/ Madhyamic / Secondary	Gujarat Secondary & Higher Secondary Education Board, Gandhinagar	2020	AA	best school	80	

08. Employed: No
 09. State of Domicile: Manipur
 10. Reservation Code: 3101 - UR(Unreserved) PRC holders of Manipur
 11. NERIST Student: No
 12. Physically Challenged: Yes (9229) (67%)
 13. Exam Centre Preferences: 1) Namsai, 2) Ziro.

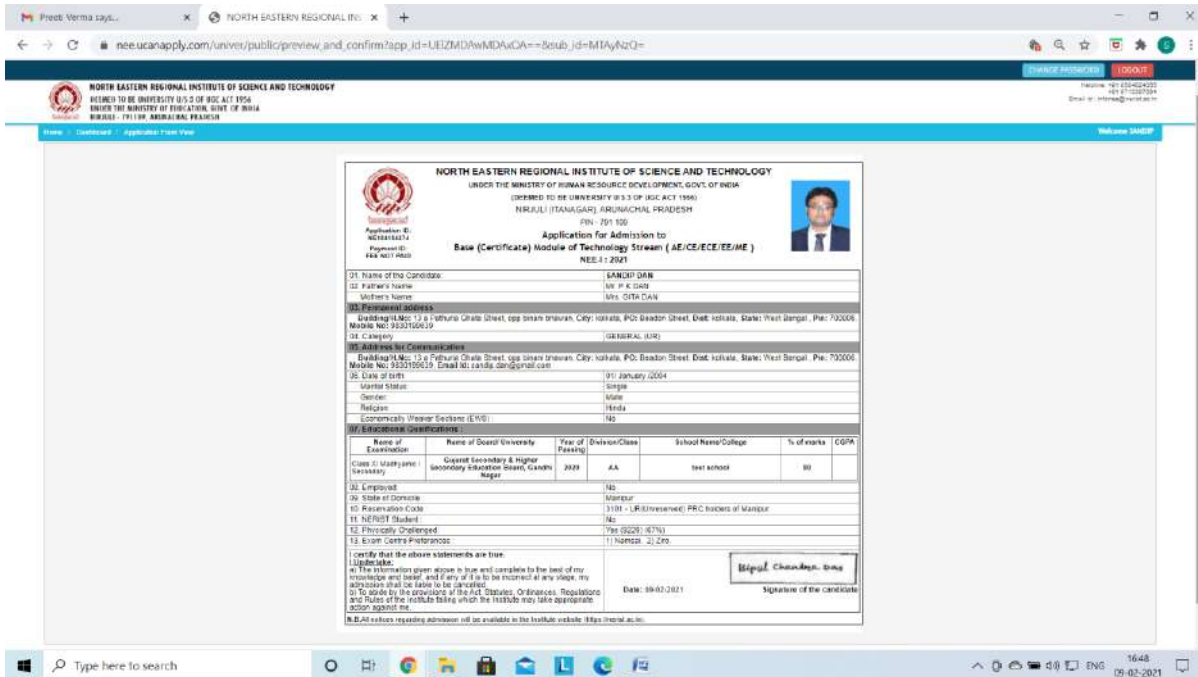
I certify that the above statements are true.
 I Undertake:
 a) The information given above is true and complete to the best of my knowledge and belief and if any of it is to be incorrect at any stage, my admission shall be liable to be cancelled.
 b) To abide by the provisions of the act, Statutes, Ordinances, Regulations and Rules of the institute failing which the institute may take appropriate action against me.

Date: 09-02-2021
 Signature of the candidate: Bipul Chandra Das

I CONFIRM THE ABOVE

Buttons: Confirm & Submit, Cancel

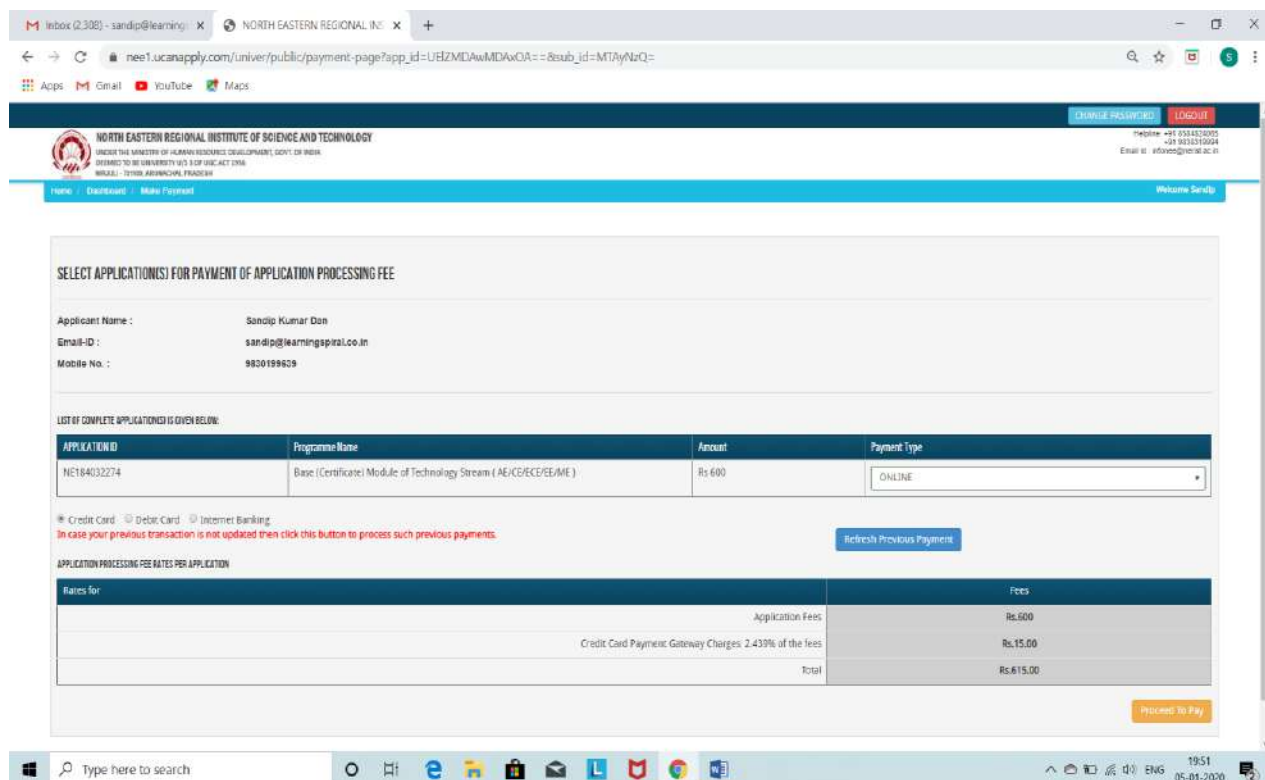
For the other subject system will go for **Applicant Form View** page. Here you can check all information which you have entered in your application process. If everything is ok then click the button " **I CONFIRM THE ABOVE**" & Click "**Confirm & Submit**" button.



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

How to pay the Application Fees?

Step 1 : You will get drop down for "Payment Type" here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.



Step 2 : 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"].

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

Home / Dashboard / Make Payment Welcome shuvra

SELECT APPLICATION(S) FOR PAYMENT OF APPLICATION PROCESSING FEE

Applicant Name : shuvra ganguly
 Email-ID : [redacted]@ail.com
 Mobile No. : [redacted]

LIST OF COMPLETE APPLICATION(S) IS GIVEN BELOW:

APPLICATION ID	Program Name	Amount	Payment Type
NE056315275	Diploma Module of Technology Stream (AE/CE/CSE/ECE/EE/ME) (10+2 with PCM)	Rs.1000	ONLINE

Credit Card
 Debit Card
 Internet Banking

In case your previous transaction is not updated then click this button to process such previous payments.

Refresh Previous Payment

APPLICATION PROCESSING FEE RATES PER APPLICATION

Rates for	Fees
Application Fees	Rs.1000
Credit/Debit Card : 2.439% of the fees + Payment gateway Charges	Rs.25.00
Total	Rs.1025.00

Proceed To Pay

For the best view use Mozilla Firefox , Google Chrome browser Copyright © 2018, ucanapply.com. All right reserved.

Step 3 : 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.

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

Home / Dashboard / Payment Welcome shuvra

ONLINE PAYMENT

To proceed with the payment please click on the "Pay Now & Submit Application" button below or in case you want to cancel the payment process then click on the "Cancel" button. Please note that NO changes in the details furnished by you in the Application form would be possible once you make the payment of Fee.

Summary of Candidate :

Name: SHUVRA GANGULY
 Email: [redacted]@ail.com
 Mobile Number: [redacted]

Summary of the amount and TDR charges :

As per Banking / Payment Gateway rules, you would be also required to pay the online payment charges [TDR] in addition to the Application Fee as per the details given below:

Amount Payable:	Rs. 1000
Online Payment Charges [TDR]:	Rs. 25
Total Amount to be paid:	Rs. 1025.00

Pay Now & Submit Application

Note: Candidate have to submit the University Copy of the Admission Processing Form along with paid challan.

Candidates must wait for at least 24 hours to get update about the success of payment. Please check your mail for Payment success mail received. Please inform us to the helpline email only after 24 hours and proper checking about any issues related to payment updation. While informing us in our mail id please do not forget to mention your email id through which you have registered, the application form id and your phone number.

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