Steps for filling up the Online Counselling –cum -Admission Form:

1. Visit https://admissions.lsacademia.in

2. First time register with your valid email address and mobile number (having WhatsApp connectivity) and set a password for logging in to your account later.

3. A verification email will be sent to your email address. Click on the verification link on the email. You may need to check your spam folder/all mail folder if email not found in Inbox.

4. Login to your account at https://admissions.lsacademia.in/login

5. Under My Institute menu on the left panel, you will find NERIST in the main screen. Click "Explore".

6. Carefully select the Program you want admission to, based on which admission test you appeared to [NEE-I/ NEE-II (PCM & VoC)/ NEE-I(PCB) / NEE-III/ M.Tech/ M.Sc./ MBA/ PhD (Full Tim)e/ Ph.D. (Part Time)} and click "Apply". If you fill up form for wrong program, your application will be cancelled. Applications are not transferable among programs. In case you have applied in wrong program, you have to register again with a new email address since only one application is allowed for one account.

7. On the left panel you will see Instruction and Notification menus. Read the instructions carefully before filling up the form. And keep checking the notifications regularly for any update from us. Also visit NERIST website (https://nerist.ac.in) for updates.

8. Next click on the <program> Admission 2020 menu to start filling up the form.

9. The form has six sections: Personal Details, Educational Details, Entrance Examination Details, Bank Details, Parent/Guardian Details, and Documents and Signature. Mandatory fields are marked with *.

10. In Personal Details, upload a good quality recent photograph with white background. This photo will be used in all official documents and identity card, if you get admitted to NERIST.

11. In Entrance Examination Details, fill up carefully the NEE/NEPGET details as written in NEE/NEPGET Admit Card and Published Result (https://nerist.ac.in/results). Any mistake here may cancel your application. If you are sponsored In-Service candidate for lateral entry to B.Tech program, write In-Service against NEE Roll Number, and select In-Service in both "NEE Reservation Code Applied" and "NEE Selection Category" fields.

12. In Parent/Guardian Details, provide correct mobile number of your parents/guardians which we may use as alternate contact number during counselling in case your registered number is unreachable/unattended.

13. In the Documents and Signature section, you will have to upload single PDF file against each document in the list. In case of non-availability of any mandatory document at the time of form fill up, upload scanned copy/photo of a signed undertaking stating that the same will be submitted at the time of the counselling. If you have more than one document against any particular document upload field, merge all of them as sequence of pages into a single PDF file before uploading. All the uploaded documents will be verified with original for the admitted candidates once normalcy resumes and students are allowed to physically come to the institute. In case of any deficiency in your documents uploaded at the time of admission or found forged or furnishing false/incorrect statements/documents at any stage after your admission/registration to this Institute, your admission shall be cancelled forthwith. The format for Medical Fitness Certificate is available at https://nerist.ac.in/sites/default/files/pdf/NHU/2020/Format_of_Medical_Certificate.pdf. The online Anti-Ragging Undertaking can be generated on either www.amanmovement.org or www.antiragging.in and the copy of the undertaking, as received by email, should be uploaded.

14. In the signature field, upload a good image file of YOUR actual signature. This signature will be used in all official documents and identity card, if you get admitted to NERIST.

15. If you face any problem during form fill up, raise a query by clicking on the Green "Query" button at the bottom of the left panel and we will respond to it through your registered contact details (email/WhatsApp).

16. Next go to Preference on the left panel and click on the branches in sequence of your preference. Once clicked, you will see the order number of that branch in your preference list. To remove any branch from your preference selected by mistake, click on it again. Once satisfied with your branch preference order, click "Continue". Please note that, during counselling, you will be offered available branch as per this preference order and no change will be allowed that time.

17. Next read and accept the declaration and Submit your form.

18. Download the form and email it to erp.nerist@gmail.com before the scheduled counselling date. Not filling-up counselling-cum-admission form and not sending the completed downloaded form to erp.nerist@gmail.com before the scheduled counselling date/time and/or your absence in online counselling on the prescribed date and time shall be presumed as "Not Interested" in getting admitted to this Institute and accordingly your candidature shall be forfeited for admission automatically. No requests for further consideration shall be entertained in any form.

19. Install Microsoft Teams App on a smartphone/computer with microphone/ webcam/ speaker and good internet connectivity for video-conferencing at the time of counselling. Link and instructions to join the video-conference through MS Teams will be sent to your registered email address.

20. If you fill up and email the online counselling-cum-admission form before the scheduled date and time, we will attempt to contact you in the registered email address/ mobile number (call/ WhatsApp). If found incorrect/ unreachable/ unattended, you will lose your preference for the desired branch and admission and NERIST will not be responsible for that.

21. During the counselling, if all your documents are found okay, you will be offered the available branch based on your preference. If you accept the offer, you will be required to pay the Admission fee ONLINE immediately upon allotment of seat. The Admission fee is approximately Rs.15,660/- for Gen/OBC candidates and Rs.15,370/- for SC/ST/PWD candidates. This needs to be paid online by logging into the same account at https://admissions.lsacademia.in. We accept all forms of online payment (Credit Card/ Debit Card/ Debit Card+ATM PIN/ Net Banking/ Wallets/ Cash Cards/ UPI (for a full list of supported UPI Apps, refer to https://www.npci.org.in/upi-live-members). Non-payment of Admission fee online immediately will vacate your allotted seat and the same will be offered to the next candidate. You will also need to pay ONLINE Mess Advance of Rs.14,800/- (approx.) and Caution Money of Rs.3,000/- by logging into NERIST ERP (https://erp.nerist.ac.in/student) from the Payment & Dues page (yellow icon on top-right corner with INR symbol).

22. Once admitted, you will get login credentials for NERIST ERP (https://erp.nerist.ac.in/student) for completing remaining works like semester subject registration, downloading study materials, submitting assignments, mess bill payments, etc. Change the initial password given to you immediately and don't ever share it with anyone. The email address and mobile number you have provided in https://admissions.lsacademia.in during counselling form fill-up will be copied to ERP and all information, notices, updates will be sent to you via email and SMS to these contacts only. Always keep these updated from your ERP Edit Profile page.

23. Attend the Fresher's Orientation Programme online on 6th November,2020 from 9:30 A.M over MS Teams.

24. Join online classes over MS Teams from 9th November (Monday), 2020 following class timetable available at https://nerist.ac.in/class-timetable.

25. Refer to the Academic Calendar of the Institute available at NERIST website (https://nerist.ac.in) for further dates of events.

26. We will notify when you can come to stay at the hostel.

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(Dr. K. K. Rajesh)
Assistant Registrar(Acad)

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