



# USER MANUAL

## ADMISSION MODULE



USER MANUAL (STUDENT)



## SIGN UP – FOR REGISTRATION

**Sumandeep Vidyapeeth**

### GENERAL INFORMATION

- Admission Open 2025-26  
Don't Just Dream It Make It Happen!  
Where your future starts with a question and ends with a degree!  
Admission Helpline Number: +91 89808 00123  
ADMISSION INQUIRY - Apply Now  
ADMISSION Application - Apply Now
- Please log in using the credentials provided in the email, and then [Click Here](#) to submit the application form.
- First Sign Up for Registration--> Sign In with Credentials sent on Email Id--> Choose Program & it's Application Form--> Fill the Application Form--> Submit

### LOGIN

User name/ E-Mail / Mobile Number  
Dolly

Password  
\*\*\*\*\*

[SIGN IN](#) → [SIGN UP](#) →

- To fill out the admission form, the student must first visit the **link:** <https://sumandeep.icrp.in/erp/> and click on **“ADMISSION Application - Apply Now”** or directly click on the **“Sign Up”** button to begin the admission form registration process.





## SIGN UP – APPLICANT REGISTRATION

Sumandeep Vidyapeeth Already a member? [Secure](#)

### Applicant Registration

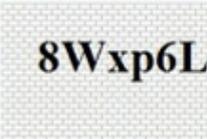
Surname

Name\*

Father's/Husband's Name

Mobile No.\*

Email\*

Enter CAPTCHA\* 

[Save](#)

- After clicking on **Sign Up**, the applicant will need to fill the Applicant registration form.
- During **Sign Up**, the student must enter their First Name, Surname, Father's Name, Mobile Number, and Email ID. Additionally, they must enter the Captcha code as shown in the image.





## VERIFY OTP

Applicant Registration

Surname  
GOHEL

Name\*  
DOLLY

Verify OTP

Verify Mobile OTP

Verify E-mail OTP

OTP Valid 9 : 08 Minutes

Authenticate Close

8Wxp6L

Save

- Then click the **Save** button.
- After that, an **OTP** will be sent to the registered mobile number and email ID.
- Enter the OTP and click **Authenticate** to complete the registration.





## EMAIL RECEIVED – FOR OTP

<b>Sumandeep Vidyapeeth</b>
<p>Hello , DOLLY A GOHEL</p> <p>Your OTP is : 436082 for Verify Your Mobile Number.</p> <p>Please authenticate the same to complete your registration process.</p>
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*Trees have feelings too, please don't print this unless absolutely necessary*

- Then click the **Save** button.
- After that, an OTP will be sent to the registered mobile number and **email ID**.



## EMAIL RECEIVED – FOR CREDENTIALS

 Sumandeep Vidyapeeth Already a member? [Secure Login](#)

**Thank you registering! Please check your email.**

We've sent a message to [scspl.dollyg@gmail.com](mailto:scspl.dollyg@gmail.com) with a login detail to use your account.

**Sumandeep Vidyapeeth**

Hello , DOLLY A GOHEL

Your Credentials for the NEP ERP Portal in mentioned below-

JURL : <https://sumandeep.icrp.in/erp>

User Name is : [scspl.dollyg@gmail.com](mailto:scspl.dollyg@gmail.com)

Password is : 290936

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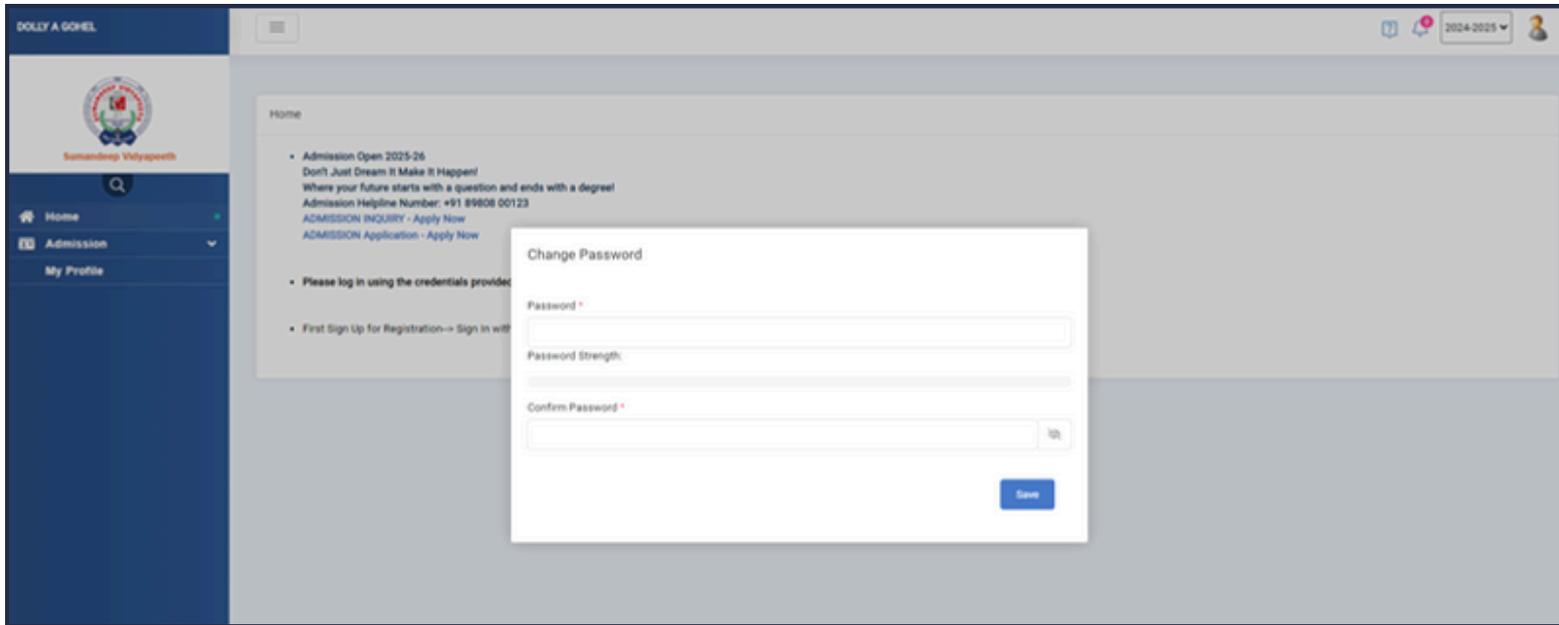
*Trees have feelings too, please don't print this unless absolutely necessary*

- Once registered, the student will receive **login credentials** on their email.
- Use these credentials to log in.





## STUDENT LOGIN



- After logging in for the first time, the student must **change the password**.





## FILL ADMISSION FORM

- After logging in for the first time, the student must change the password.
- Then click on the "**Admission Form**" menu and start filling the form.
- In the form, fill in the following details:
  1. Program Details
  2. Personal Details
  3. Correspondence Address
  4. Previous Exam Information
  5. Upload Documents
- First, select the **Program** from the dropdown.
- Tick the "**I Agree**" checkbox and then fill in the rest of the details step by step.





## PERSONAL DETAILS

Admission  
Registration Form

Program Details Personal Details Correspondence Address Previous Exam Document

Please Add Personal Details

Please add name as per the marksheet.

Surname: DOLHEL Name: DOLLY Father's/Husband's Name: A

Full Name(As per HSC Marksheet): DOLHEL DOLLY A

Gender:  Male  Female  Transgender Category: Select Category Sub Category: Select Sub Category

Email: SCSPL.DOLLY@GMAIL.COM Country Code & Contact No: +91 9687800233 Parent Mobile Number: MOBILE NUMBER

Whatsapp Number: MOBILE NUMBER Aadhar Number: Birthdate:

Blood Group: Select Blood Group Nationality: Select Nationality Religion: Select Religion

Previous Next

- After clicking on **Next**, the student has to fill in their **Personal Details**.
- Please ensure that all mandatory fields are filled carefully – these are required to proceed further.
- Once the Personal Details are completed and submitted, click Next to move to the Correspondence Address section, where the student can enter their full residential details.
- Need to go back? Simply click the **Previous** button to return to the earlier step and make any changes if needed.



## CORRESPONDENCE ADDRESS

The screenshot displays the 'Admission Registration Form' with the 'Correspondence Address' tab selected. The form is divided into two main sections: 'Permanent Address' and 'Correspondence Address'. The 'Permanent Address' section includes fields for Area, Country (INDIA), State (GUJARAT), District, Taluka, City/Village, Address Line 1 (FLAT/HOUSE NUMBER), Address Line 2 (STREET/ROAD), Address Line 3 (SECTOR/AREA NAME/LANDMARK), and Pincode. The 'Correspondence Address' section has a checkbox for 'Same As Permanent Address'. Below this, it has identical fields for Country, State, District, Taluka, City/Village, Address Line 1, Address Line 2, Address Line 3, and Pincode. Navigation buttons for 'Previous' and 'Next' are located at the bottom right.

- After clicking on **Next**, the student has to fill in their **Correspondence Address** Details.
- In this section, the student must fill in both the **Permanent Address** and **Correspondence Address** details.
- After entering the Permanent Address, the student can select the **“Same as Permanent Address”** checkbox.
- Once checked, all the details from the Permanent Address will be automatically copied to the Correspondence Address fields.
- Once the Address Details submitted, click Next to move to the Previous Exam section.
- Need to go back? Simply click the **Previous** button to return to the earlier step and make any changes if needed.





## PREVIOUS EXAM

Admission  
Registration Form

Program Details Personal Details Correspondence Address **Previous Exam** Document

Last Exam

After filling the details of exam, click on the mandatory 'ADD Exam' button and then click on next.

Passing Month\* JANUARY  
Passing Year\* 2025  
Attempt\* 2

Result Status\* Awaiting

Add Exam  
Previous Next

- After clicking on **Next**, the student has to fill in their **Previous Exam** Details.
- In this section, the student must fill the **Previous Exam** details.
- student can add multiple previous Exam by clicking on **Add Exam** button.
- Once the Previous Exam Details submitted, click Next to move to the Next section.
- Need to go back? Simply click the **Previous** button to return to the earlier step and make any changes if needed.





## UPLOAD DOCUMENT

The screenshot shows the 'Document' section of the admission registration form. It features a navigation bar with tabs for 'Program Details', 'Personal Details', 'Correspondence Address', 'Previous Exam', and 'Document'. The 'Document' tab is active. Below the navigation bar, there is a grid of 15 document upload fields, each with a 'Choose File' button and a 'Browse' button. The documents to be uploaded are: Signature of Candidate, 10th Mark Statement / Passing Certificate / Birth Certificate, 12th Mark Statement, 12th School Leaving / Transfer Certificate, 12th Migration Certificate, Jain Membership Certificate issued by religious Local JAIN Sangh, Voter Card / Aadhar Card / PAN Card / Driving License, Aadhar Card / Domicile Certificate/ Passport of Candidate, Caste Certificate, Physical/Medical Fitness Certificate, Jain Affidavit executed before Judicial Magistrate First Class / Civil Judge/Additional Civil Judge Religion of the Candidate, Jain Minority Certificate issued by Competent Government Authority, and Passportsize Photograph. At the bottom of the form, there is a 'Save & Branch Selection' button and a 'Previous' button.

- After filling in the Exam Details and clicking **Next**, the student will be able to upload the **required documents**.
- Once the documents are uploaded, clicking the **Save & Branch Selection button** will redirect the student to the Branch Selection page, where they can choose their **preferred branch**.
- Need to go back? Simply click the **Previous** button to return to the earlier step and make any changes if needed.





## PROGRAM BRANCH PREFERENCE

**Choice Filling Instruction**

1) Please Select the Program Branch as per your choice from the list on the left side and click on the Add button so the selected Program Branch will display in the list on the right.  
2) If you want to remove a Program Branch which you selected, click the remove button.

Record Saved Successfully...

List of Program Branch			List of Selected Program Branch					
Sr. No.	Program Branch Name	Add Single	Sr.	Select	Program Branch Name	Choice. No.	Move Up	Move Down
1	Cardiac Care Technology	Add	1	<input type="checkbox"/>	Medical Laboratory Technology	1		↓
2	Renal Dialysis Technology	Add	2	<input type="checkbox"/>	Radio Imaging Technology	2	↑	
3	Perfusion Care Technology	Add	Filed Choices: 2					
4	Clinical Nutrition and Dietetics	Add	Remove					
5	Trauma Care and Emergency Management	Add	Choice Lock					

Available Choices: 5

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- The student can select their desired **Program Branch** from the list on the **left side** and click the Add button. The selected branch will then appear in the list on the **right side**.
- If the student wants to remove a selected Program Branch, they can simply click the **Remove** button.
- After selecting the branch, the student must **lock** their choice by clicking the Choice Lock button. Once clicked, the branch selection will be finalized and locked.





## ADMISSION FORM

Sr No.	Program name	Name	Email	Verification status	Payment	Action
1	B.Sc. Paramedical Sciences	GOHEL DOLLY A	SCSPL.DOLLYO@GMAIL.COM	RECEIVED APPLICATIONS	Payment	  

- The student can select their desired **Program Branch** from the list on the **left side** and click the Add button. The selected branch will then appear in the list on the **right side**.
- If the student wants to remove a selected Program Branch, they can simply click the **Remove** button.
- After selecting the branch, the student must **lock** their choice by clicking the Choice Lock button. Once clicked, the branch selection will be finalized and locked.
- By clicking the **View** action button, the student can view the submitted form.
- Clicking the **Download** button will allow the student to download the admission form Print.
- If any changes are needed, the student can click the **Edit** button to modify the form.
- Additionally, by clicking the **Fill Form** button, the student can apply for multiple degree programs using the same login.





*Thank You*

