

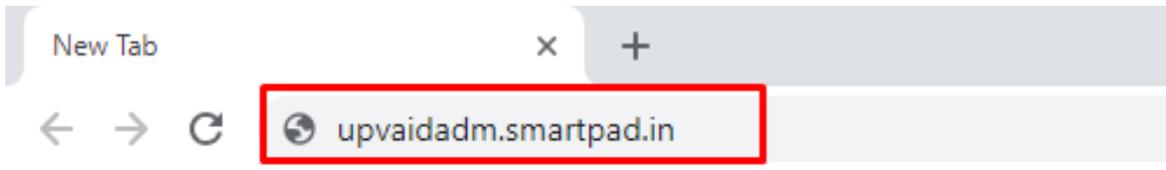
# INSTRUCTION MANUAL

## (ONLINE APPLICATION FOR ADMISSION IN UPVAID)

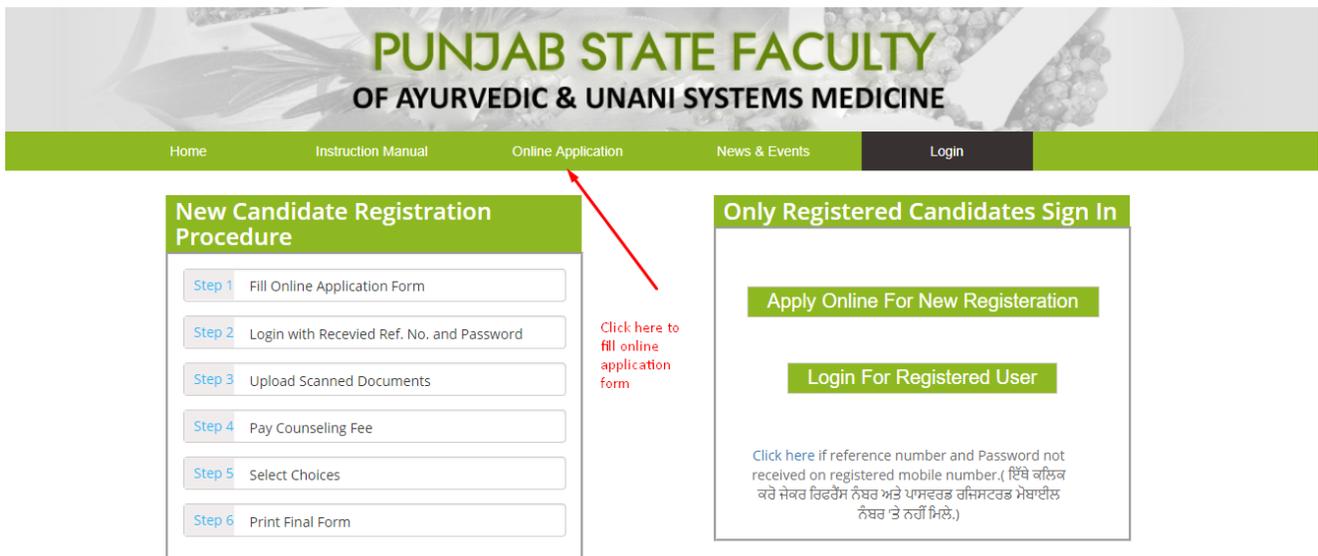
### STEP-1: OPEN PORTAL ON GOOGLE CHROME/ MOZILLA FIREFOX

Application is required to open Upvaid Admission Portal by using following link:

<http://upvaidadm.smartpad.in>



### STEP-2: CLICK ON "ONLINE APPLICATION" TAB IN MAIN MENU



### STEP-3: FILL ONLINE FORM AS DIRECTED ON SCREEN.

Application shall assure his/her eligibility criteria as per the guidelines issued by PSFAUSM. After filling the form, check all declaration to accept the terms and conditions. And then click on “SUBMIT” button.



#### Personal Information

Name of Applicant: <small>ਅਰਜੀਦਾਤਾ ਦਾ ਨਾਮ</small>	Father Name : <small>ਪਿਤਾ ਦਾ ਨਾਮ</small>
<input type="text" value="APPLICANT'S FULL NAME"/>	<input type="text" value="FATHER NAME"/>
Mother Name : <small>ਮਾਤਾ ਦਾ ਨਾਮ</small>	Gender: <small>ਲਿੰਗ</small>
<input type="text" value="MOTHER NAME"/>	<input type="text" value="Male"/>
Email ID: <small>ਈ ਮੇਲ ID</small>	Mobile Number: <small>ਮੋਬਾਈਲ ਨੰਬਰ</small>
<input type="text" value="EMAIL ID"/>	<input type="text" value="Mobile Number"/>
Date of Birth : <small>ਜਨਮ ਮਿਤੀ</small>	Aadhar Card Number: <small>ਆਧਾਰ ਕਾਰਡ ਨੰਬਰ</small>
<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	<input type="text" value="Aadhar Card Number"/>

ਕੀ ਤੁਸੀਂ ਇਜ਼ਤ ਸ਼੍ਰੇਣੀ ਦੇ ਹੋ?

#### Permanent Contact Information

Permanent Address: <small>ਪੱਕਾ ਪਤਾ</small>	City: <small>ਸ਼ਹਿਰ</small>
<input type="text" value="PERMANENT ADDRESS"/>	<input type="text" value="CITY"/>
	Pin Code: <small>ਪਿਨ ਕੋਡ</small>
	<input type="text" value="Enter Pin Code"/>
State: <small>ਰਾਜ</small>	
<input type="text" value="--Select State--"/>	

#### Correspondence Complete Contact Information

Check here for the Same as Permanent Address

Correspondence Address: <small>ਪੱਤਰ ਵਿਚਾਰ ਪਤਾ</small>	City: <small>ਸ਼ਹਿਰ</small>
<input type="text" value="CORRESPONDENCE ADDRESS"/>	<input type="text" value="CITY"/>
	Pin Code: <small>ਪਿਨ ਕੋਡ</small>
	<input type="text" value="Enter Pin Code"/>
State: <small>ਰਾਜ</small>	
<input type="text" value="--Select State--"/>	

## Qualification Detail

	Board/Uni. ਬੋਰਡ / ਯੂਨੀਵਰਸਿਟੀ	Roll No. ਰੋਲ ਨੰਬਰ	Subject ਵਿਸ਼ਾ	Passing Year ਪਾਸ ਸਾਲ	Obtained Marks ਪ੍ਰਾਪਤ ਅੰਕ	Total Marks ਕੁੱਲ ਅੰਕ
10th	BOARD/UNI.	ROLLNO.		Year <input type="text"/>	OBTAINED MARKS	TOTAL MARKS
10+2	BOARD/UNI.	ROLLNO.	SUBJECT	Year <input type="text"/>	Obtained Marks	Total Marks

	Obtained Marks ਪ੍ਰਾਪਤ ਅੰਕ	Total Marks ਕੁੱਲ ਅੰਕ
Biology ਜੀਵ ਵਿਗਿਆਨ	OBTAINED MARKS	TOTAL MARKS
Mathematics ਗਣਿਤ	OBTAINED MARKS	TOTAL MARKS
English ਅੰਗਰੇਜ਼ੀ	OBTAINED MARKS	TOTAL MARKS

### Undertaking & Pledge by Candidate

- I hereby certify that the entires made by me in this form are correct to the best of my knowledge and I have not concealed any information in any manner
- I agree to observe and abide by all the rules and regulation of Punjab Govt. including those with regards to programme of studies syllabus scheme of examination rules and the hostel rules that may be laid from time by the Punjab Govt. Institution during the period of my studies and i will not associates myself with any activity prejudicial to the discipline of concern college .
- I fully understand that for any violation or infringement of these rules and regulation disciplinary action can be taken against me by the authorities .
- I certify that during discontinuation of my studies during the period from ..... I was not involved in any offence or in any illegal activities & no case is pending against me n any court of law.
- I understand that if at any stage, if is found that in have provided any wrong information to seek admission to Ayurvedic Institution my admission will stand cancelled automatically & I will have to claim whatsoever on the seat or the dues paid to the institution.

Submit

## **STEP-4: LOGIN BY FILLING REFERENCE NUMBER AND PASSWORD.**

AFTER FILLING THE REGISTRATION FORM REGISTERED APPLICANT MUST LOGIN BY ENTERING REFERENCE NO RECEIVED ON THE REGISTERED MOBILE NO AND THE FILL THE PASSWORD AND CLICK ON LOGIN .



### **Login For Registered Applicant**

Please enter unique Application Reference Number and Password received on your registered mobile number via SMS For Login. Please wait for upto 15 minutes( ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਰਜਿਸਟਰਡ ਮੋਬਾਈਲ ਨੰਬਰ ਤੇ ਐਸਐਮਐਸ ਦੁਆਰਾ ਪ੍ਰਾਪਤ ਕੀਤੀ ਗਈ ਅਰਜ਼ੀ ਲਈ ਅਰਜ਼ੀ ਦਾ ਸੰਦਰਭ ਨੰਬਰ ਅਤੇ ਪਾਸਵਰਡ ਦਾਖਲ ਕਰੋ. ਕਿਰਪਾ ਕਰਕੇ 15 ਮਿੰਟ ਤਕ ਉਡੀਕ ਕਰੋ).

Reference No.

Password

**Login**

[Click here](#) if reference number and Password not received on registered mobile number( ਇੱਥੇ ਕਲਿਕ ਕਰੋ ਜੇਕਰ ਰਿਫਰੈਂਸ ਨੰਬਰ ਅਤੇ ਪਾਸਵਰਡ ਰਜਿਸਟਰਡ ਮੋਬਾਈਲ ਨੰਬਰ 'ਤੇ ਨਹੀਂ ਮਿਲੇ).

## STEP-5: UPLOAD SCANNED DOCUMENTS

AFTER LOGIN THE APPLICANT HAS TO UPLOAD ALL THE SCANNED DOCUMENTS ON THIS PAGE.

Process	Detail Of Student												
<a href="#">Edit Application</a>	Applicant Name: <input type="text"/> Father Name: <input type="text"/>												
<a href="#">Upload Docs / Payment</a>	Mobile: <input type="text"/> Registration No: <input type="text"/>												
<a href="#">Change Password</a>	Email: <input type="text"/>												
<a href="#">Bank Details</a>	<h3>Upload Your Scanned Documents</h3> <p>(ALL other documents MUST be in a JPG/PNG/PDF format only)</p>												
<a href="#">Print Application</a>	<table><tbody><tr><td>10th Marksheet(Metriculation) 10वीं कक्षा (मेट्रिक्युलेशन)</td><td><input type="text" value="Uploaded Successfully...."/></td><td><a href="#">Delete</a></td></tr><tr><td>12th Marksheet(Intermediate) 12वीं सीट पत्र (इंटरमीडेट)</td><td><input type="text" value="Uploaded Successfully...."/></td><td><a href="#">Delete</a></td></tr><tr><td>School Leaving Cum Character Certificate मدرस छोड़ने वाला भेष महर्षिद्वारा</td><td><input type="text" value="Uploaded Successfully...."/></td><td><a href="#">Delete</a></td></tr><tr><td>Domicile/Residence Proof/Aadhar Card</td><td><input type="text" value="Uploaded Successfully...."/></td><td><a href="#">Delete</a></td></tr></tbody></table>	10th Marksheet(Metriculation) 10वीं कक्षा (मेट्रिक्युलेशन)	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>	12th Marksheet(Intermediate) 12वीं सीट पत्र (इंटरमीडेट)	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>	School Leaving Cum Character Certificate मدرस छोड़ने वाला भेष महर्षिद्वारा	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>	Domicile/Residence Proof/Aadhar Card	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>
10th Marksheet(Metriculation) 10वीं कक्षा (मेट्रिक्युलेशन)	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>											
12th Marksheet(Intermediate) 12वीं सीट पत्र (इंटरमीडेट)	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>											
School Leaving Cum Character Certificate मدرस छोड़ने वाला भेष महर्षिद्वारा	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>											
Domicile/Residence Proof/Aadhar Card	<input type="text" value="Uploaded Successfully...."/>	<a href="#">Delete</a>											
<a href="#">Select Choice</a>	<p>Regular Students shall upload 'School Leaving Cum Character Certificate' issued by School Principal only and non-regular students shall upload 'Character Certificate' issued by Gram Sarpanch/ Ward Member/ Gazetted Officer.</p>												

## STEP-6: ONLINE PAYMENT OR PRINT CHALLAN

AFTER UPLOADING THE SCANNED DOCUMENTS APPLICANT HAS TO MAKE PAYMENT ONLINE OR APPLICANT CAN PRINT THE CHALLAN FOR OFFLINE PAYMENT.

[Click Here for Example of Undertaking Form](#)

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Photo ਫੋਟੋ Allowed Size(500px*500px) Allowed Format(JPG/PNG)only <a href="#">Click Here For Example of Photo</a>	Uploaded Successfully....	Delete
Signature ਦਸਤਖਤ Allowed Size(500px*200px) <a href="#">Click Here For Example File</a>	Uploaded Successfully....	Delete
Others ਹੋਰ	<input type="button" value="Choose File"/> No file chosen	Upload

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I certify that All Information is Correct to the best of my knowledge.

Print Challan

Process To Online Payment

## **STEP-7: SELECT CHOICES**

APPLICANT WILL GET AN OPTION TO SELECT COLLEGE NAME AND QUOTA AFTER SUCCESSFULLY MAKING THE PAYMENT ONLINE.

**Process**

Edit Application

Upload Docs / Payment

Change Password

Bank Details

Print Application

Select Choice

**Choice Form**

Select College :

Select Category :

Select Sub Category :

CollegeName	Quota	SubCategory		
College231	NewQuota23	New SubCategory	Delete	 
College231	OBC	New SubCategory	Delete	 
NewCollege11	OBC	New SubCategory	Delete	 
NewCollege35	General	New SubCategory	Delete	 
NewCollege15	OBC	NewSubCategory15	Delete	 
NewCollege11	SC	New SubCategory	Delete	 
NewCollege11	OBC	New SubCategory	Delete	 

**STEP-8: AFTER COMPLETING ALL THESE STEPS APPLICANT HAS TO REPORT TO COLLEGE AND HAS TO DEPOSIT FEES /DOCUMENTS**

**STEP-9: COLLEGE WILL GIVE ACKNOWLEDMENT OF FEES PAID BY APPLICANT AND DOCUMENTS SUBMITTED TO THE COLLEGE**