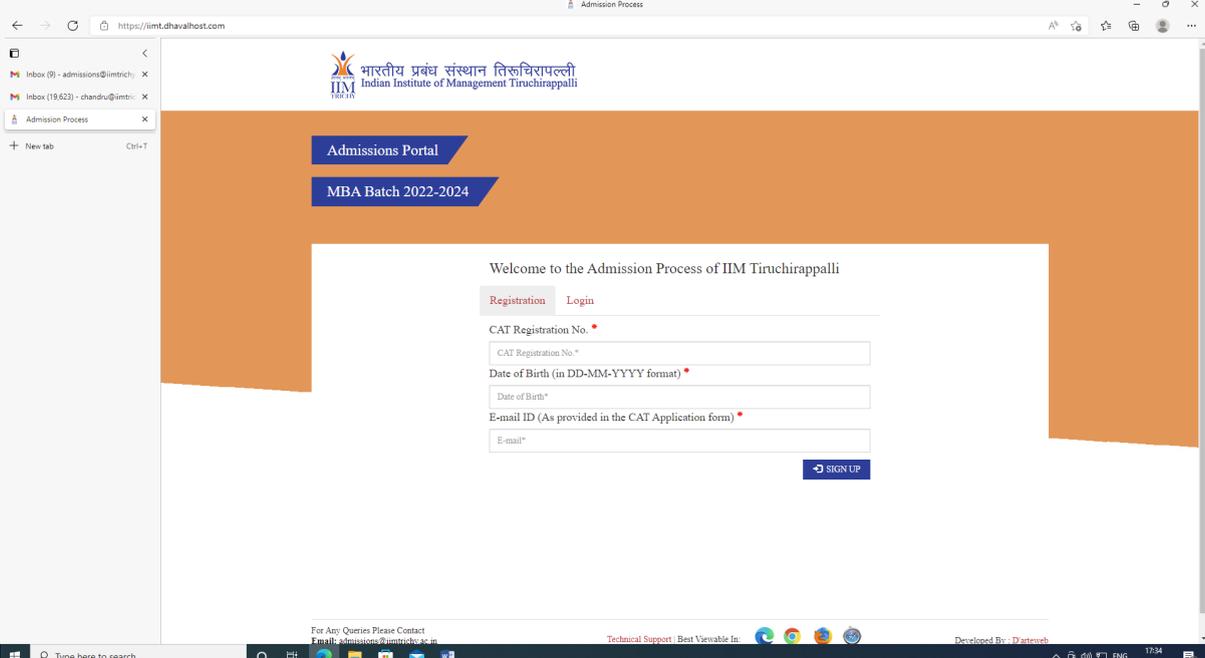


User Guide for accessing the Admission Portal

Step 1:

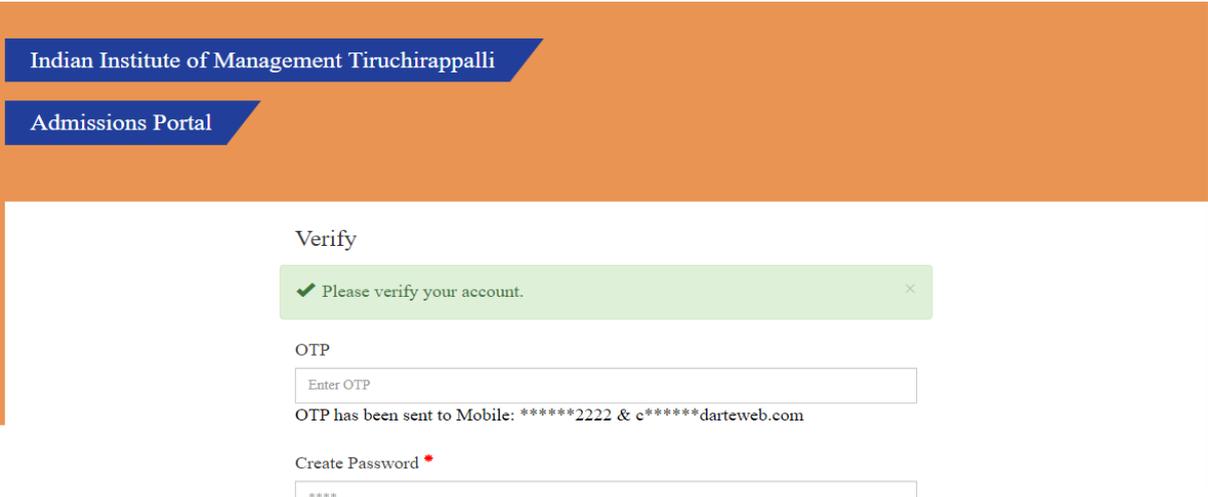
The Candidate has to click on the **“Registration”** button first and provide the details of CAT Registration Number, D/O/B & E-mail address (This e-mail address was provided at the time of CAT Registration), then click on the **“Sign up”** button. The screenshot of the same image is given below:



The screenshot shows a web browser window displaying the IIM Tiruchirappalli Admissions Portal. The page has an orange header with the IIM logo and the text 'भारतीय प्रबंध संस्थान तिरुचिरापल्ली Indian Institute of Management Tiruchirappalli'. Below the header, there are two blue buttons: 'Admissions Portal' and 'MBA Batch 2022-2024'. The main content area is white and contains a registration form. The form has a heading 'Welcome to the Admission Process of IIM Tiruchirappalli' and two tabs: 'Registration' (selected) and 'Login'. The form fields are: 'CAT Registration No.' (with a red asterisk), 'Date of Birth (in DD-MM-YYYY format)' (with a red asterisk), and 'E-mail ID (As provided in the CAT Application form)' (with a red asterisk). There is an 'E-mail*' field below the last one. A blue 'SIGN UP' button is at the bottom right of the form. The browser's address bar shows 'https://iimt.dhavalhost.com'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '29-04-2022' and time '17:34'.

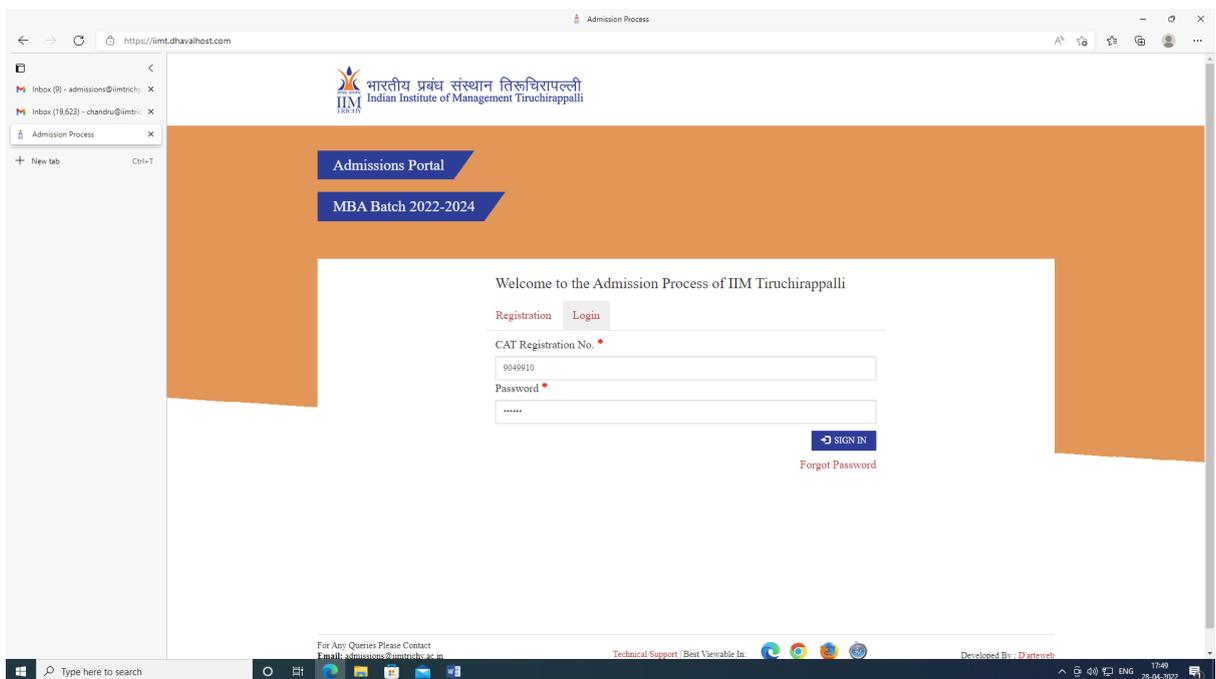
Step 2:

After entering an OTP, the candidate has to set their new password. The screenshot of the same image is given below:



Step 3:

After setting the new password, the candidate has to click on **the “Login”** button, provide the CAT ID and new password set by you, and click on the **“Sign In”** button. If the candidate has forgotten the password, they can again create the new password by clicking on **the “Forgot Password”** button. The screenshot of the same image is given below:



Step 4:

After Login, you will get the Dashboard page. If a Candidate opted for both the Programme (PGPM & PGPM-HR), Candidates have to choose their Preference Course 1 (PGPM/PGPM-HR) on the dashboard page then only the payment option will be enabled to the students for making the payment. The screenshot of the same image is given below:

Please choose your first preference wisely. If you are offered in both the programs then only payment button of first preference program will be activated.

PGPM PGPM-HR

Submit

CAT Registration No.	:	
Name of Candidate	:	
Email Id	:	

Program: PGPM

Category	:	General
Offer Cycle	:	1st
Status	:	Offered

Commitment Fee	:	 Pay Commitment Fee
Last Date of Acceptance	:	11 May, 2022 11:59 PM
Offer Letter	:	 Download Offer Letter
Acceptance Form	:	 Fill Acceptance Form

Program: PGPM-HR

Category	:	General
Offer Cycle	:	1st
Status	:	Offered

Commitment Fee	:	 Pay Commitment Fee
Last Date of Acceptance	:	11 May, 2022 11:59 PM
Offer Letter	:	 Download Offer Letter
Acceptance Form	:	 Fill Acceptance Form

Step 5:

On the dashboard, the candidate could see the following features on the left side:

 Dashboard
 General Instructions
 Change Password
 Personal Data Form
 First Term Fee
 Payment History
 PGPM Calendar
 PGPM-HR Calendar
 Bank Details for availing Education Loan
 FAQs and Download Formats

1	Dashboard	By clicking this menu, the candidate can go back to the main dash board from any other page. Candidates can also download Payment Receipt, Offer Letter and Acceptance form from this page. Withdrawal Option: This menu is for withdrawal of the offer acceptance. During withdrawal, candidates have to enter the required details for processing the refund. An OTP will be generated and sent to the candidates for reconfirmation before submission of withdrawal form.
2	General Instructions	Candidates can view all the instructions for filling of Personal Data Form.
3	Create New Password	Candidates can set the new password by using this tab.
4	Personal Data Form	After making the payment of OAA, the offered candidates can fill the form and save it., The candidates

		can only submit their Personal Data form after paying the balance Term I Fee of Rs. 2,25,000/- and the same should be submitted as per the deadline provided in the offer letter.
		Before the final submission, there will be a preview page. Candidates have to review all the filled information before final submission of the form. After clicking the final submission button, the candidates will not be allowed to edit any information.
5	First Term Fee	The candidate can use this tab for making the payment of balance Term I fee.
6	Payment History	Candidates can view all the payments made by them in the Payment History and also take a print of the same.
7	PGPM Calendar	Candidates can view all the 'Offered Lists' that have been generated as on date along with necessary deadlines.
8	PGPM-HR Calendar	Candidates can view all the 'Offered Lists' that have been generated as on date along with necessary deadlines.
9	Bank details for availing Education Loan	Candidates may approach the following Banks for availing Education Loan: SBI, Canara Bank, Union Bank of India, PNB, Central Bank of India, ICICI and HDFC Credila.
10	FAQs and Download Formats	Candidates can refer the Frequently Asked Questions (FAQs) and the reply provided for the clarification on the portal. In addition, Undertaking Formats, Medical Certificate Format, Affidavit are also available in the download formats.
11	Excess Amount Withdrawal	This tab will appear only to those candidates who have paid the excess amount and can access for the refund process of excess amount paid.

Step 6:

Under each programme (PGPM/PGPM-HR) (offered /waitlist), the status and category will be shown and there will be two buttons for the following:

Button for making payment

Button for downloading the Offer / Waitlist Letter

After making the payment, the receipt can also be downloaded. From that window, Candidate can download their Offer Letter / Waitlist Letter.

Waitlist Candidates can also download the last year’s waitlist movement of the Institute from the same dashboard.

The screenshot of the same image is given below:

Program: PGPM

Category	: General	Commitment Fee	: Pay Commitment Fee
Offer Cycle	: 1st	Last Date of Acceptance	: 11 May, 2022 11:59 PM
Status	: Offered	Offer Letter	: Download Offer Letter
		Acceptance Form	: Fill Acceptance Form

Step 7:

- The “**Payment History**” button provided on the dashboard will give information about all the payment made by the candidates. Candidate can also download their payment receipts pertaining to each transaction from this page.
- Offered Candidates have to pay an amount of Rs.1,00,000/- as Offer Acceptance Amount within 4 days’ time.
- Waitlist Candidate have to pay an amount of Rs. 20,000/- as Waitlist Commitment Fee within 4 days’ time to remain in the Active Waitlist.

Payment History

CAT Registration No.: XXXXXXXXXX

Course	Payment Type	Amount	Gateway	Mode	Transaction Ref. No.	Transaction Date	Status	
PGPM	Commitment Fee	₹5	ICICI	Online	0	10-05-2022	Fail	
PGPM	Commitment Fee	₹5	SBI	Online	XXXXXXXXXX	10-05-2022	Success	Download Receipt
PGPM	First Term Fee	₹5	Kotak	Online	XXXXXXXXXX	10-05-2022	Success	Download Receipt

General Information:

- As mentioned in the Offer Letter, the Offered Candidates will have to pay their remaining course fee and also should submit their “**Online Application Form**” within the due date as mentioned in the respective offer letters.
- Only those who have paid Rs. 20,000/- as Waitlist commitment fee, will be considered in the Active Waitlist. Accordingly, the second list will be generated and published.
- Once the second list is published, the offered candidates have to pay their balance course fee and also should submit their “**Online Application Form**” within the due date as mentioned in the offer letter.
- Waitlist candidates (Second list onwards) can view their Rank and Offer made up to (Category wise) on the dashboard under each programme.