

# Standard Operating procedure for Mobile-view-user-manual-for-admission-portal & Desktop-view-user-manual-for-admission-portal **NEET PG –MD/MS Admission**

**NKP Salve Institute of Medical Sciences & Research Centre and Lata Mangeshkar  
Hospital, Nagpur**

Dear Student,

Congratulations !!

You have been selected for admission in NKP Salve Institute of Medical Sciences & Research Centre and Lata Mangeshkar Hospital in MD/MS course shown against your name in the selection list displayed on State CET website. Admission process is done through our admission portal as follows.

To go through the admission process you have to register your name on our college web site as per the Direction given below.

[www.nkpsims.edu.in](http://www.nkpsims.edu.in)



Admission



PG MD/MS



**New Registration for MD/MS Admission**

After that the institute will finalize your registration and you will receive the link and username/password for further process of admission.

Once you log in to our portal, you have to fill all your information in different tabs in the portal as well as upload all required **Original** documents. Once you upload all documents and fill your information, you can print or download our admission form which you have to send as an email attachment on e. mail ID **admission.nkpsims@gmail.com**.

One has to report/ Join physically during the round schedule prescribed by the Government of Maharashtra, State CET Cell, Mumbai along with the duly filled downloaded application form, and Original documents,

ERP Software by *SyNchRoniK Inc.*

**Bring soft copies of all original documents in separate Pen drive at the time of physical verification of documents.**

**Bring Three sets of attested Xerox copies along with the original documents.**

**This process of filling information and uploading documents in the our portal is mandatory.**

Our admission committee will scrutinize your form and all uploaded Original documents and if you're found eligible you have to pay fees as per details given in our website [www.nkpsims.edu.in](http://www.nkpsims.edu.in).

**Details for online payment of fees:**

**Tuition fee will be accepted by DD only. In favor of "Dean NKP Salve Institute of Medical Sciences and Research Centre, payable at Nagpur.**

**Contact Details: Dr. Rajesh Dehankar - 9552176486**

**Name of Contact person: Mr. Wasudeo Gawande**

**Mobile number of contact person: 9422114593**

**Mobile No. of Technical person :- Mr. Kiran Satpute - 9373216886**

Venue of Reporting in case of Physical Joining: Post-graduate cell (PG Cell)

Timing/schedule in case of physical joining: 10 to 5 on all working days.

Email id of college: [nkpsims1@rediffmail.com](mailto:nkpsims1@rediffmail.com)

Email id for PG admission process: [admission.nkpsims@gmail.com](mailto:admission.nkpsims@gmail.com)

# Desktop-view-user-manual-for-admission-portal

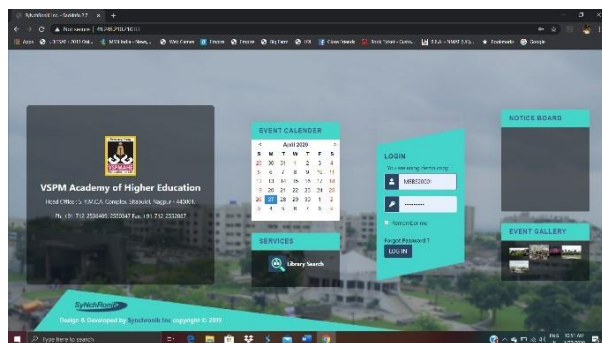
## INSTRUCTION MANUAL FOR FILLING STUDENT LOGIN

WE HAVE CREATED THIS MANUAL TO EXPLAIN HOW TO COMPLETE STUDENT PROFILE:

STUDENT WILL GET THEIR CREDENTIALS SUCH AS LOGIN\_ID & PASSWORD THROUGH SMS SERVICE.

**NOTE:** STUDENTS CAN SAVE THEIR RECORDS ONLY ONCE SO PLEASE FILL ALL THE DETAILS CAREFULLY BECAUSE AFTER SAVING THE RECORD YOU CANNOT EDIT OR SAVE AGAIN.

### DESKTOP VIEW:



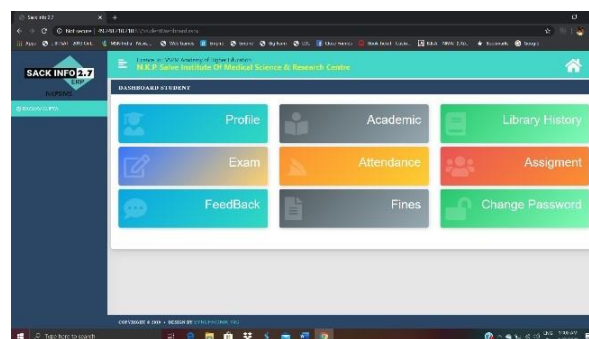
1> CLICK ON THE LINK PROVIDED IN THE SMS SENT FOR USER ID & PASSWORD. THEN YOU CAN SEE LOGIN PAGE  
FILL YOUR LOGIN\_ID & PASSWORD RECEIVED FROM SMS INTO USERNAME & PASSWORD TEXTFIELDS.

EXAMPLE:

USERNAME:MBBS2001

PASSWORD:MBBS20001.

2>AFTER SUCCESSFULLY LOGGED IN THEN SELECT PROFILE TAB.



**SACK INFO 2.7**  
 STUDENT INFORMATION

**BASIC INFO** | STUDENT INFO | ADDRESS INFO | OTHER INFO

Student ID: 18022021 Name On Card: DUTTA,DEBENDRAKISHOR

Academic Year: 2020 | Level: 1ST

Section: MBBS | Roll No: 18022021 | Name: MBBS | Roll No: 18022021

Gender: Male | Date of Birth: 24/06/2000 | Place of Birth: KOLKATA

Category: OBC | Date of Birth: 24/06/2000 | Place of Birth: KOLKATA

Religion: Hindu | Date of Birth: 24/06/2000 | Place of Birth: KOLKATA

Save & Next | Next | Last

3>NOW YOU ARE IN BASIC INFO TAB WHICH IS ALREADY FILLED SO CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR BASIC INFO DETAILS AND IT WILL NAVIGATE TO NEXT TAB AS WELL.BUT IF YOU ALREADY SAVED YOUR RECORD THEN JUST CLICK TO NEXT BUTTON TO MOVE TO NEXT PAGE & LAST BUTTON TO MOVE TO LAST PAGE.

4>NOW YOU ARE IN STUDENT INFO TAB FILL ALL THE MANDATORY FIELDS MARK WITH ASTRIK(\*) THEN CLICK TO CHOOSE FILE BUTTON IN ORDER TO UPLOAD YOUR RESPECTIVE PROFILE & SIGNATURE IMAGES THEN CLICK TO UPLOAD BUTTON.CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR INFORMATION SUCCESSFULLY & IF YOU ALREADY SAVED YOUR INFO THEN JUST CLICK TO NEXT BUTTON OR PREVIOUS BUTTON TO NAVIGATE BACK AND FORTH.

**SACK INFO 2.7**  
 STUDENT INFORMATION

**BASIC INFO** | **STUDENT INFO** | ADDRESS INFO | OTHER INFO

Student ID: 18022021 Name On Card: DUTTA,DEBENDRAKISHOR

Profile Pic: [Choose File] | Upload

Signature: [Choose File] | Upload

Save & Next | Next | Last

The 'INADDRESS' tab contains the following fields:

- Permanent Address:** Permanent Address, City, State, Zip, Country, Phone, Email.
- Local Address:** Local Address, City, State, Zip, Country, Phone, Email.
- School Information:** School Name, School Type, School Level, School Address, School City, School State, School Zip, School Country, School Phone, School Email.

Buttons: SAVE & NEXT, PREVIOUS, NEXT.

5>NOW YOU ARE IN ADDRESS TAB  
FILL YOUR PERMANENT ADDRESS  
INFO FIELDS & IF YOUR LOCAL  
ADDRESS IS SAME JUST CLICK TO  
(>>>) BUTTON THEN CLICK TO  
SAVE & NEXT BUTTON TO SAVE  
YOUR ADDRESS INFORMATION  
SUCCESSFULLY & NAVIGATE TO  
NEXT PAGE.

6>NOW YOU ARE IN  
QUALIFICATION TAB IN WHICH  
YOU NEED TO FILL DETAILS  
ABOUT YOUR SSC,HSC,DIPLOMA  
& GRADUATION THEN CLICK TO  
SAVE BUTTON TO STORE YOUR  
ACADEMIC DETAILS  
SUCCESSFULLY AFTER THAT CLICK  
TO NEXT BUTTON TO NAVIGATE  
TO NEXT TAB.

The 'QUALIFICATION' tab contains the following fields:

- Qualification Details:** Degree Name, Degree Type, Degree Level, Degree Address, Degree City, Degree State, Degree Zip, Degree Country, Degree Phone, Degree Email, Degree Date.

Buttons: SAVE & NEXT, PREVIOUS, NEXT.

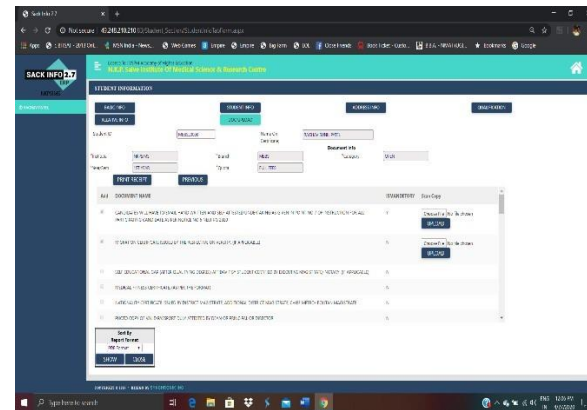
7>NOW YOU ARE IN RELATIVE TAB  
FILL ALL THE MANDATORY  
INFORMATION ABOUT YOUR  
FATHER,MOTHER & LOCAL  
GUARDIAN THEN CLICK TO SAVE &  
NEXT BUTTON TO SAVE THE  
RECORD SUCCESSFULLY &  
NAVIGATE TO NEXT PAGE AS  
WELL.

The 'RELATIVE' tab contains the following fields:

- Relative Information:** Relative Name, Relative Type, Relative Address, Relative City, Relative State, Relative Zip, Relative Country, Relative Phone, Relative Email, Relative Date.

Buttons: SAVE & NEXT, PREVIOUS, NEXT.

8>NOW YOU ARE IN DOCUMENT UPLOAD TAB IN WHICH YOU NEED TO UPLOAD YOUR RESPECTIVE DOCUMENTS INSIDE THE DOCUMENT LIST BUT FIRST SELECT THE CHECKBOX THEN CLICK TO CHOOSE FILE AFTER CHOOSING YOUR FILE CLICK TO UPLOAD BUTTON AND AFTER UPLOADING ALL YOUR DOCUMENTS SUCCESSFULLY CLICK TO PRINT RECEIPT BUTTON THEN CLICK TO SHOW BUTTON IN THE BOTTOM LEFT OF THE PAGE THEN YOU CAN HAVE RECEIPT OF ALL THE DOCUMENTS WHICH YOU HAVE UPLOADED.



**NOTE: AFTER UPLOADING THE DOCUMENTS SUCCESSFULLY USING DOCUMENT UPLOAD TAB USE PRINT ADMISSION FORM BUTTON TO VIEW YOUR RESPECTIVE ADMISSION DETAILS & THEN SEND IT TO YOUR COLLEGE AUTHORITIES VIA EMAIL.**

# Mobile-view-user-manual-for-admission-portal

## INSTRUCTION MANUAL FOR FILLING STUDENT LOGIN

WE HAVE CREATED THIS MANUAL TO EXPLAIN HOW TO COMPLETE STUDENT PROFILE AND OTHER INFORMATION ON OUR ONLINE ADMISSION PORTAL.

STUDENT WILL GET THEIR CREDENTIALS SUCH AS LOGIN\_ID & PASSWORD THROUGH SMS SERVICE.

**NOTE:** STUDENTS CAN SAVE THEIR RECORDS ONLY ONCE SO PLEASE FILL ALL THE DETAILS CAREFULLY BECAUSE AFTER SAVING THE RECORD YOU CANNOT EDIT OR SAVE AGAIN.

### MOBILE VIEW:



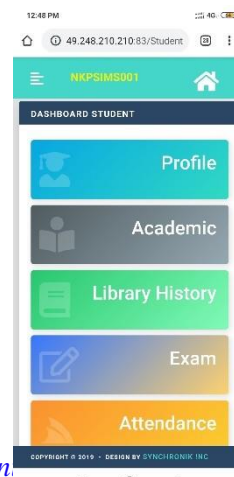
1>VISIT TO LINK PROVIDED IN SMS THEN YOU CAN SEE LOGIN PAGE IN WHICH FILL YOUR USERNAME & PASSWORD RECEIVED FROM SMS, THEN CLICK TO LOGIN BUTTON.

EXAMPLE:

USERNAME:MBBS20004

PASSWORD: (sent on mobile through SMS)

2>AFTER SUCCESSFULLY LOGGED IN THEN SELECT PROFILE TAB.



12:49 PM 4G

49.248.210.210:83/Student

**NKPSIMS001**

**STUDENT INFORMATION**

**BASIC INFO** **STUDENT INFO**

**ADDRESS INFO** **QUALIFICATION**

**RELATIVE INFO** **DOC UPLOAD**

Student ID  
MBBS20004

Name On Certificate;  
GUPTA VINAY MOHAN

**Student Basic Info**

Academic Year 2020 2021

\*Institute ID NKPSIMS

\*Batch 2020

\*Course MBBS

Enrollment No/PRN

\*Branch MBBS

\*Year 1ST YEAR

\*Category OPEN

\*Quota FULL FEES

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12:49 PM 4G

**NKPSIMS001**

Enrollment No/PRN

\*Branch MBBS

\*Year 1ST YEAR

\*Category OPEN

\*Quota FULL FEES

\*Fee Category OPEN

\*Gender Male

\*Date of Birth 23/05/2000

\*DOB in Word TWENTY-THIRD MAY TWO

\*Name VINAY

\*Father Name MOHAN

\*Surname GUPTA

\*Mother Name NA

\*Form No 28

\*Date Of Admission 27/04/2020

\*Mobile No 9034568932

**SAVE & NEXT**

**NEXT** **LAST**

Grand Total 0

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3>NOW BASIC STUDENT INFO TAB IS ALREADY BEING FILLED SO SCROLL DOWN THEN CLICK TO SAVE & NEXT BUTTON TO SAVE THE ABOVE RECORD SUCCESSFULLY AND NAVIGATE TO NEXT PAGE.YOU CAN ALSO NAVIGATE TO NEXT PAGE USING NEXT BUTTON & TO LAST PAGE USING LAST BUTTON.



4>NOW YOU ARE IN STUDENT INFO TAB FILL ALL THE MANDATORY FIELDS THEN SCROLL DOWN AND CLICK TO CHOOSE FILE IN ORDER TO UPLOAD YOUR RESPECTIVE PROFILE & SIGNATURE IMAGES USING UPLOAD BUTTON THEN CLICK TO SAVE & NEXT BUTTON TO STORE THE RECORD SUCCESSFULLY & TO NAVIGATE TO NEXT PAGE AS WELL.YOU CAN ALSO NAVIGATE TO NEXT & PREVIOUS PAGE USING NEXT AND PREVIOUS BUTTON.

The image displays two screenshots of the NKPSIMS001 mobile application interface, connected by a blue downward arrow.

**Top Screenshot: STUDENT INFORMATION**

The top screenshot shows the 'STUDENT INFORMATION' tab. It features a header with 'NKPSIMS001' and a home icon. Below the header, there are four buttons: 'BASIC INFO', 'STUDENT INFO' (highlighted), 'ADDRESS INFO', 'QUALIFICATION', 'RELATIVE INFO', and 'DOC UPLOAD'. The form fields include:

- Student ID: MBBS20004
- Name On Certificate: GUPTA VINAY MOHAN
- Student Basic Info section with dropdowns for:
  - \*Nationality: INDIAN
  - \*Admn Round: CAP1
  - \*Caste
  - \*Handicapped: -NA-
  - \*MarkID
  - \*Religion
  - \*Blood Group: -NA-
  - \*Status: Active
  - \*Aadhar NO
  - \*Drv. Licence No.
  - \*Organ Donor: NO

**Bottom Screenshot: SAVE & NEXT**

The bottom screenshot shows the 'SAVE & NEXT' screen. It features a header with 'NKPSIMS001' and a home icon. The form fields include:

- \*Branch Name
- \*A/C NO
- \*Msc Code
- \*City
- \*Voter Id No
- Passport No
- Address On Passport
- Medical Issue
- Status: --Select--
- Buttons: 'SAVE & NEXT', 'PREVIOUS', and 'NEXT'.
- Upload section with:
  - \*Profile Picture: 'Choose file: No..n' and 'UPLOAD' button.
  - \*Signature: 'Choose file: No..n' and 'SIGN UPLOAD' button.

Both screenshots show a status bar at the top with the time 1:06 PM and various icons.

1:07 PM

NKPSIMS001

STUDENT INFORMATION

BASIC INFO STUDENT INFO

ADDRESS INFO QUALIFICATION

RELATIVE INFO DOC UPLOAD

Student ID  
MBBS20004

Name On Certificate;  
GUPTA VINAY MOHAN

Address Info

\*Permanent Address

\*City / Village

\*Taluka

\*District

\*State ANDRA PRADESH

\*Ph. No.

\*Pin

☐ Hosteler

>>>

\*Local Address

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1:07 PM

NKPSIMS001

\*Local Address

\*City / Village

\*Taluka

\*District

\*State ANDRA PRADESH

\*Ph. No.

\*Pin

\*Student Mail ID

\*Parent Mail ID

\*Emergency Contact No

\*Father Mob No.

\*Mother Mob No

\*Loc Gardian Name

\*Gardian Mob No.

\*Loc Gardian Address

SAVE & NEXT

PREVIOUS NEXT

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5>NOW YOU ARE IN ADDRESS TAB IN WHICH FILL YOUR PERMANENT ADDRESS FIELDS THEN IF YOUR LOCAL ADDRESS IS SAME AS PERMANENT THEN CLICK TO >>> BUTTON THEN SCROLL DOWN AND CLICK TO SAVE & NEXT BUTTON FOR SAVING THE RECORD SUCCESSFULLY AND NAVIGATING TO NEXT PAGE AS WELL.

6>NOW YOU ARE IN QUALIFICATION TAB IN WHICH YOU HAVE VARIOUS SUB TABS SUCH AS SSC,HSC,DIPLOMA & GRADUATION SO YOU NEED TO FILL ALL THESE SUB TABS DETAILS THEN SCROLL DOWN AND CLICK TO SAVE BUTTON TO SAVE YOUR ACADEMIC RECORDS SUCCESSFULLY.CLICK TO NEXT BUTTON TO NAVIGATE TO NEXT PAGE.




7>NOW YOU ARE IN RELATIVE TAB IN WHICH YOU NEED TO FILL DETAILS OF FATHER,MOTHER & LOCAL GUARDIAN THEN SCROLL DOWN AND CLICK TO SAVE & NEXT BUTTON TO SAVE THE RECORD SUCCESSFULLY AND TO NAVIGATE TO NEXT PAGE.YOU CAN ALSO NAVIGATE THE PAGE USING NEXT AND PREVIOUS BUTTONS.

1:09 PM

NKPSIMS001

Local Guardian Info

\*Guardian Full Name

\*Annual Income

\*Designation

\*Qualification

\*Mob No.

\*E-Mail ID

\*Name Of Org.

\*Type Of Org.

\*Org. Address

\*City

\*State

\*Taluka

\*Dist

\*Pin No.

\*Domicile

PREVIOUS SAVE & NEXT NEXT

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8>NOW YOU ARE IN DOCUMENT UPLOAD TAB IN WHICH YOU NEED TO UPLOAD YOUR RESPECTIVE DOCUMENTS INSIDE THE DOCUMENT LIST BUT FIRST SELECT THE CHECKBOX THEN CLICK TO CHOOSE FILE AFTER CHOOSING YOUR FILE CLICK TO UPLOAD BUTTON AND AFTER UPLOADING ALL YOUR DOCUMENTS SUCCESSFULLY CLICK TO PRINT RECEIPT BUTTON THEN CLICK TO SHOW BUTTON IN THE BOTTOM LEFT OF THE PAGE THEN YOU CAN HAVE RECEIPT OF ALL THE DOCUMENTS WHICH YOU HAVE UPLOADED.

1:56 PM

49.248.210.210/Student

NKPSIMS001

BASIC INFO STUDENT INFO

ADDRESS INFO QUALIFICATION

RELATIVE INFO DOC UPLOAD

Student ID

MBSS20004

Name On Certificate

VINAY MOHAN GUPTA

Document Info

\*Institute NKPSIMS

\*Branch MBSS

\*Category OPEN

\*Year/Sem 1ST YEAR

\*Quota FULL FEES

PRINT RECEIPT

PREVIOUS

Add DOCUMENT NAME ISMAN

CANDIDATES WILL Y

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1:57 PM

NKPSIMS001

CANDIDATES WILL HAVE TO EMAIL HAND WRITTEN AND SELF ATTESTED UNDERTAKING AS GIVEN IN POINT NO 7 OF INSTRUCTION FOR ALL PARTICIPATING CANDIDATE AS PER NOTICE NO 6 NEET PG 2020

Y

Choose file No file chosen

UPLOAD

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**NOTE: AFTER UPLOADING THE DOCUMENTS SUCCESSFULLY USING DOCUMENT UPLOAD TAB USE PRINT ADMISSION FORM BUTTON TO VIEW YOUR RESPECTIVE ADMISSION DETAILS & THEN SEND IT TO YOUR COLLEGE AUTHORITIES VIA EMAIL.**