Standard Operating procedure
for
Mobile-view-user-manual-for-admission-portal
&
Desktop-view-user-manual-for-admission-portal
NEET PG -2021-22 Admission

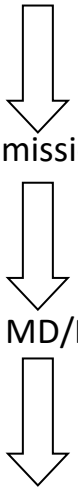
NKP Salve Institute of Medical Sciences & Research Centre and Lata Mangeshkar Hospital, Nagpur

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



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,

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.

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 - 7276865603

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

Email id for PG admission process: admission.nkpsims@gmail.com

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

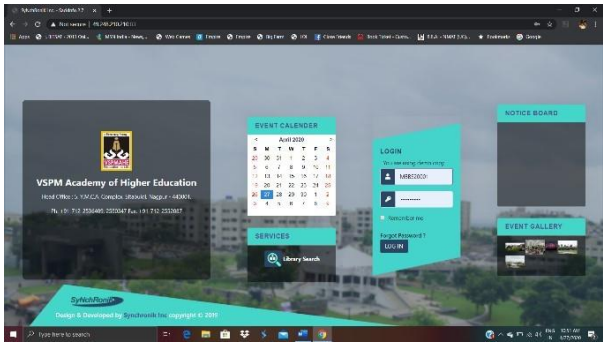
INSTRUCTION MANUAL FOR FILLING STUDENT LOGIN

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.

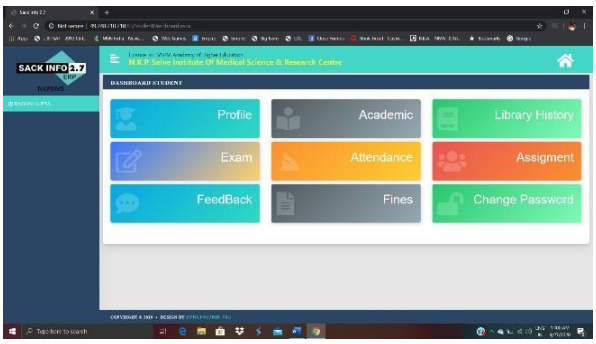
NOTE: STUDENTS CAN SAVE THEIR RECORDS ONLY ONCE SO PLEASE FILL ALL THE DETAILS CAREFULLY BECAUSE AFTER SAVING THE RECORD YOU CANNOT EDIT OR SAVE AGAIN.

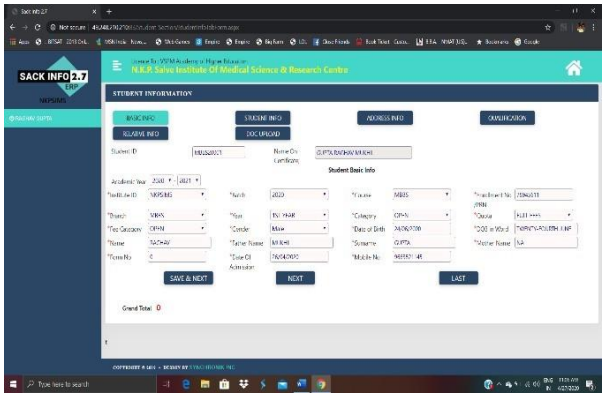
DESKTOP VIEW:



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.

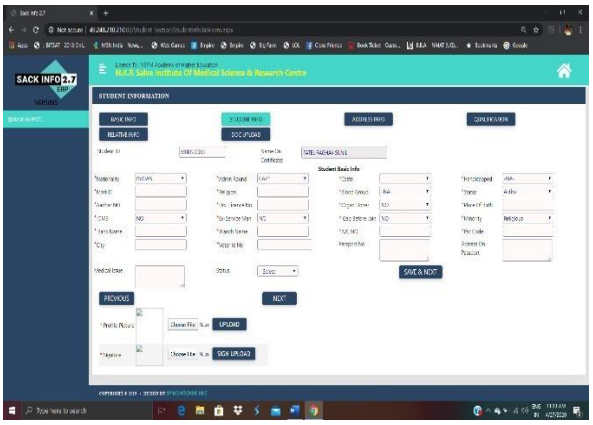
2>AFTER SUCCESSFULLY LOGGED IN THEN SELECT PROFILE TAB.

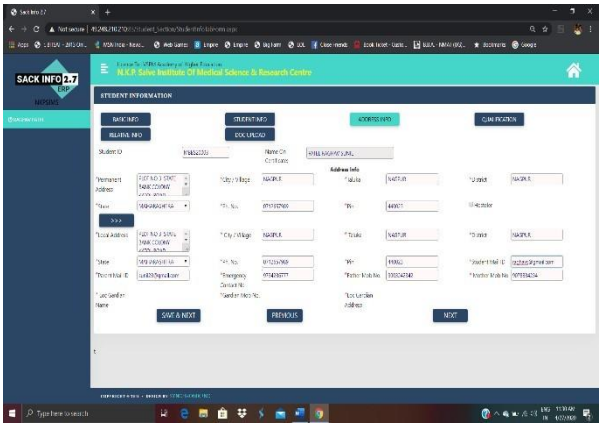




3>NOW YOU ARE IN BASIC INFO TAB WHICH IS ALREADYFILLED SO CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR BASIC INFO DETAILS AND IT WILL NAVIGATE TO NEXT TAB AS WELL.BUT IF YOU ALREADY SAVED YOUR RECORD THEN JUST CLICK TO NEXT BUTTON TO MOVE TO NEXT PAGE & LAST BUTTON TO MOVE TO LAST PAGE.

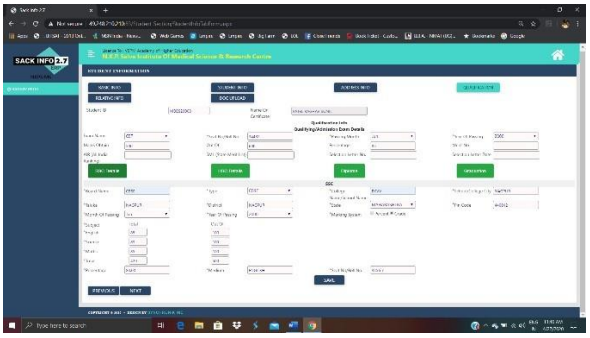
4>NOW YOU ARE IN STUDENT INFO TAB FILL ALL THE MANDATORY FIELDS MARK WITH ASTRIK(*) THEN CLICK TO CHOOSE FILE BUTTON IN ORDER TO UPLOAD YOUR RESPECTIVE PROFILE & SIGNATURE IMAGES THEN CLICK TO UPLOAD BUTTON.CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR INFORMATION SUCCESSFULLY & IF YOU ALREADY SAVED YOUR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

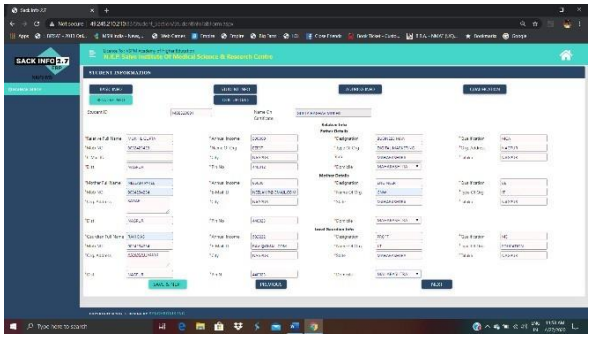




5>NOW YOU ARE INADDRESS TAB FILL YOUR PERMANENT ADDRESS INFO FIELDS & IF YOUR LOCAL ADDRESS IS SAME JUST CLICK TO (>>>) BUTTON THEN CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR ADDRESS INFORMATION SUCCESSFULLY & NAVIGATE TO NEXT PAGE.

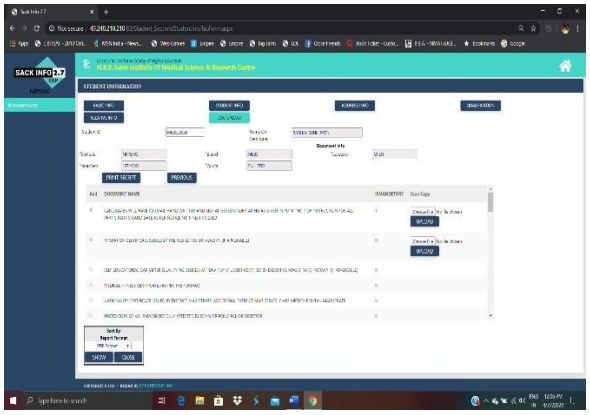
6>NOW YOU ARE IN QUALIFICATION TAB IN WHICH YOU NEED TO FILL DETAILS ABOUT YOUR SSC,HSC,DIPLOMA & GRADUATION THEN CLICK TO SAVE BUTTON TO STORE YOUR ACADEMIC DETAILS SUCCESSFULLY AFTER THAT CLICK TO NEXT BUTTON TO NAVIGATE TO NEXT TAB.





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.

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 INTHE BOTTOM LEFT OF THE PAGE THEN YOU CAN HAVE RECEIPT OFALL THE DOCUMENTS WHICH YOU HAVE UPLOADED.



NOTE: AFTER UPLOADING THE DOCUMENTS SUCCESSFULLY USING DOCUMENT UPLOAD TAB USE PRINT ADMISSION FORM BUTTON TO VIEW YOUR RESPECTIVEADMISSION 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.

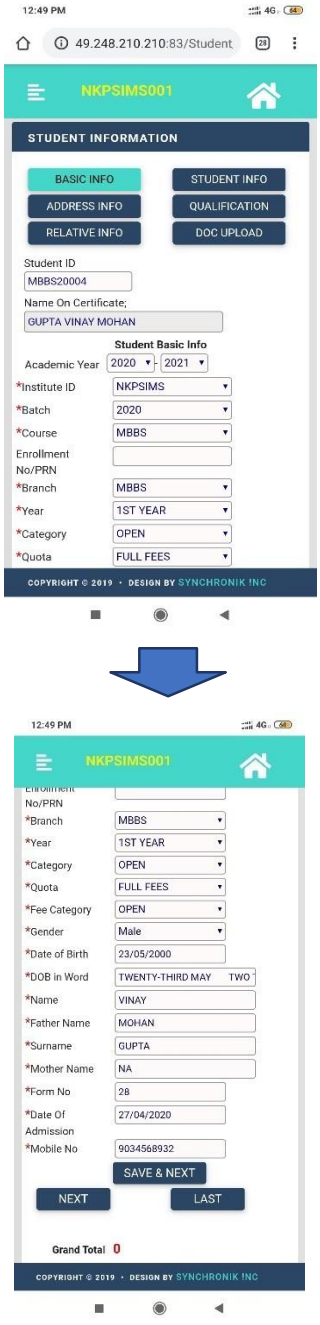
STUDENT WILL GET THEIR CREDENTIALS SUCH AS LOGIN_ID & PASSWORD THROUGH SMS SERVICE.

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.

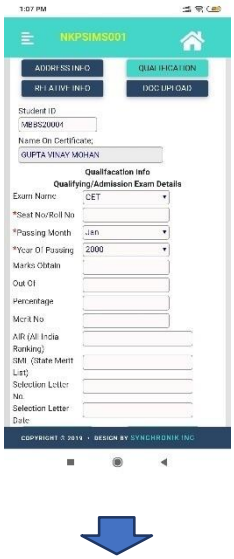


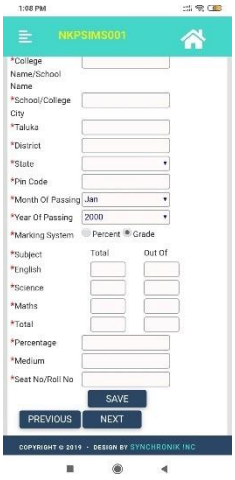
3>NOW BASIC STUDENT INFO TAB IS ALREADY BEING FILLED SO SCROLL DOWN THEN CLICK TO SAVE & NEXT BUTTON TO SAVE THE ABOVE RECORD SUCCESSFULLY AND NAVIGATE TO NEXT PAGE.YOU CAN ALSO NAVIGATE TO NEXT PAGE USING NEXT BUTTON & TO LAST PAGE USING LAST BUTTON.

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.

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.

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 INTHE BOTTOM LEFT OF THE PAGE THEN YOU CAN HAVE RECEIPT OFALL 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.