

Instructions/Guidelines to fill online Application

Website Link:

New User Sign-Up: <https://erp.aei.edu.in/signup/>

Registered User Login: <https://erp.aei.edu.in/applicant-portal/#/auth/login>

Read this instruction before filling the Online Application

- Apply in separate application forms for i) **Aided Courses**(UG and PG) and ii) **Self Finance Courses** (UG and PG).
- For Aided Courses, more than one courses can added in a single application form.
- Last date for submitting completed applications for UG and PG will be the 10th working day (including Saturday) from the publication of their respective feeder courses (+2 result for UG courses and UG result for PG courses).
- All communications will be sent to the registered **mobile number and email id**. (Don't mention browsing center mobile number and email id in the application form).
- Documents Required for uploading (Scanned Copy):
 - i) SSLC Mark statement (**Mandatory**)
 - ii) +2 Mark statement(or +2 Temporary mark sheet) (can be added after result published)
 - iii) Community Certificate (**Mandatory**)
 - iv) +2 Transfer Certificate (TC)
 - v) AADHAR card (**Mandatory**)
 - vi) Passport size photo (With formal shirt and without head gear) (**Mandatory**)

New User Sign-Up:

New Application

First Name *

Middle Name

Last Name *

Date of Birth *

Year ▼ Month ▼ Day ▼


Email Address *

Mobile Number *

91 ▼ Mobile Number

Password *

Confirm Password *

I'm not a robot  reCAPTCHA
Privacy - Terms

Save

Reset

- State your name(s) as they appear in your Standard X Marksheet
- Make sure you enter a valid Email Address and Mobile No.
- Minimum and Maximum character limit for password is 6 and 10 respectively.
- After Saving the form a link will be sent to your registered email that will allow you to log into the portal and continue your application process.
- To Fill and Submit your Application, Your Email Address will be your login ID.
- You will be required to pay the applicable fee (if applicable) for your application to be processed.
- Different Email ID needed to apply for more than one college.
- If account created already kindly login with the link <https://erp.aei.edu.in/applicant-portal/#/auth/login> using the Registered Email ID and Password, the same link is also sent to your registered Email ID
- உங்கள் பெயரை 10ம் வகுப்பு மதிப்பெண் படிவத்தில் உள்ளபடி பதிவு செய்யவும்
- உங்கள் மின்னஞ்சல் முகவரி மற்றும் மொபைல் எண்ணை தவறில்லாமல் பதிவு செய்க
- விரும்பும் கடவுச்சொல்லை பதிவுசெய்யவும். 6 முதல் 10 எழுத்துக்கள் கொண்டதாக இருக்கலாம்
- சேமிப்பு பட்டனை அழுத்தியவுடன் தங்களுடைய கணக்கு பதிவுசெய்து, உங்கள் மின்னஞ்சலுக்கு ஒரு மின்முகவரி வரும். அந்த முகவரியை உபயோகித்து உங்களுக்கு தேவையான கல்லூரி மற்றும் படிப்புக்கான விண்ணப்பத்தினை பூர்த்திசெய்யவும்.

- உங்கள் விண்ணப்பத்தை பூர்த்தி செய்து சமர்ப்பிக்க, உங்கள் மின்னஞ்சல் முகவரி உங்கள் உள்நுழைவு அடையாளமாக இருக்கும்.
- உங்கள் விண்ணப்பத்திற்கு பொருந்தக்கூடிய கட்டணத்தை நெட்பாங்கிங்மூலம் கட்டவேண்டும்.
- ஒன்றுக்கு மேற்பட்ட கல்லூரிகளுக்கு விண்ணப்பிக்க வெவ்வேறு மின்னஞ்சல் ஐடி தேவை.
- ஏற்கனவே பதிவுசெய்யப்பட்டிருந்தால் இணைப்புடன் தயவுசெய்து உள்நுழைக
- <https://erp.aei.edu.in/applicant-portal/#/auth/login> பதிவுசெய்யப்பட்ட மின்னஞ்சல் ஐடி மற்றும் கடவுச்சொல்லைப் பயன்படுத்தி, அதே இணைப்பு உங்கள் பதிவு செய்யப்பட்ட மின்னஞ்சல் ஐடிக்கும் அனுப்பப்படும்

Registered Users Login

Step1: (Program Details)

- "Click Program Details Tab.
- Click +Add button.

- Select the College you want to join in ""Select Academy Location"".
- Select the Program level (UG- for Self Finance Course/UG Aided- for UG Aided Courses/PG) in ""Program Group"".
- Select the Course you want to study in ""Program"".
- Select the Batch as ""2021-2024"".
- Select the Community from the Seat Type in which you want to apply for the course.
- Click Save.
- **For Aided Courses, add any number of courses or programs (by clicking +Add button) and save the programs/courses.**

Note:

- Once you click **Save** button remaining tabs will be visible.

1. Personal Details
2. Contact Details
3. Parent Guardians
4. Education Details
5. Document Submission

- Kindly fill in all details and submit in ""Submission"" tab
- It will Redirect to Payment Gateway to complete the application submission process."

Step2: (Personal Details)

Program Details

Personal Details

Contact Details

Parent & Guardians Details

Educational Background

Upload Documents

Submission

Applicant ID *

Passport Size Photo

First Name *

Middle Name

Last Name

Print Name *

Caste

Religion

Nationality *

Aadhar Number ⓘ

Gender *

Blood Group

Email ID

Date of Birth *

Mobile No.

How will you travel to College *

Are you Tamil origin from Andman Nicobar? *

Save

- Upload passport size photo of the applicant
- Fill the Caste
- Select Religion
- Select nationality
- Fill in Aadhar number
- Select Gender
- Select Blood Group
- Nationality, Gender and Travelling to college should be filled before saving the "Personal Details tab."

சொந்த விவரங்கள்

- விண்ணப்பதாரரின் பாஸ்போர்ட் அளவு புகைப்படத்தை பதிவேற்றவும்
- சாதியை நிரப்பவும்
- மதம் என்பதைத் தேர்ந்தெடுக்கவும்
- தேசியத்தைத் தேர்ந்தெடுக்கவும்
- ஆதார் எண்ணை நிரப்பவும்
- பாலினத்தைத் தேர்ந்தெடுக்கவும்
- இரத்தக் குழுவைத் தேர்ந்தெடுக்கவும்
- "தனிப்பட்ட விவரங்கள் தகவல்" சேமிக்கும் முன் தேசியம், பாலினம் மற்றும் கல்லூரிக்கு பயணம் செய்வது நிரப்பப்பட வேண்டும்.

Step3: (Contact Details)

Select Address

Own Address



Current Address

+Add Address

Permanent Address

+Add Address

- Click the Checkbox ""Communication Address""
- Type your detailed address including (Door no, Street name and village/town)
- Select State, Country
- Select District
- Select Taluk
- Type the valid Postal Code
- If your Communication address and Permanent address are same click the checkbox available in the dropdown
- Click Add Address button
- After getting a conformation dialog box click ""Parent & Guardian Details"" tab to fill the details."

Step4: (Parent & Guardians Details)

+Add

Parent & Guardians Details

First Name *	Middle Name	Last Name
<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
Email ID *	Mobile No.	Occupation
<input type="text" value="Email ID"/>	India 91 <input type="button" value="Mobile No."/> <input type="checkbox"/> Employee of AEI/College	<input type="text" value="Occupation"/>
Family Income		Relationship *
<input type="text" value="Family Income"/>		Select <input type="button" value="v"/>
Ex-Serviceman from Tamilnadu origin?		
Select <input type="button" value="v"/>		

- Details of your Father or Mother or Guardian to be filled.
- If your Father or Mother or Guardian doesn't have an Email ID, fill with your Email ID.
- Click +Add button
- Type Father's name in First Name box & Initial in the Last Name box.
- Select if either of your parent is as Ex-Serviceman from Tamil Nadu origin, you have to upload the supporting document if you are applying for the specific quota under "Upload Document" Tab
- Click Save button
- After getting a conformation dialog box click "Educational Background" tab to fill the details."

Step5: (Educational Background)

Educational Background

Co-Curricular Achievements

+Add

Educational Background ✕

Registration Number

School/College Name

Year of Exam

Month of Exam

Exam Board

Subject

Equivalent Grade/Marks +

Highest Educational Qualification *

Subjects Studied in Std XII (Enter all Subjects comma Separated) *

Did you passed XI / 11 ?

Save Cancel

Co-Curricular Achievements ✕

Level/Event

Sports/Event

Save Cancel

- For UG Courses application
- Standard X mark is mandatory to be filled
- For PG Courses application
- Degree CGPA upto available Semester should be filled.
- If results obtained in marks it should be converted into equivalent CGPA and filled.
- Type Registration number as available in the marksheet
- Select School/College name under the dropdown, if not available select OTHER, a new box will appear.
- Type the School/College name in the box.
- Select Year& Month of Exam
- Select the Exam Board
- Select the subject in the dropdown and type the Mark/CGPA
- Click the + button to add the marks/CGPA of available subjects/semesters.

- All subject marks studied in std X must be entered.
- Fill all fields highlighted with a red asterisk(*) mark.
- Click Save.
- After getting a confirmation dialog box click ""Upload Documents"" tab to upload the necessary documents."

Step6: (Upload Documents)

<p>Aadhaar Card</p> <hr/> <p>Document Type Compulsory for All</p> <p>Submission Date ---</p> <p>Status Pending</p> <p style="text-align: center;"><input type="button" value="Upload"/></p>	<p>Community Certificate</p> <hr/> <p>Document Type Optional</p> <p>Submission Date ---</p> <p>Status Pending</p> <p style="text-align: center;"><input type="button" value="Upload"/></p>	<p>HSC Marksheet</p> <hr/> <p>Document Type Optional</p> <p>Submission Date ---</p> <p>Status Pending</p> <p style="text-align: center;"><input type="button" value="Upload"/></p>
<p>Other</p> <hr/> <p>Document Type Optional</p> <p>Submission Date ---</p> <p>Status Pending</p> <p style="text-align: center;"><input type="button" value="Upload"/></p>	<p>Ration Card</p> <hr/> <p>Document Type Optional</p> <p>Submission Date ---</p> <p>Status Pending</p> <p style="text-align: center;"><input type="button" value="Upload"/></p>	<p>Transfer Certificate</p> <hr/> <p>Document Type Optional</p> <p>Submission Date ---</p> <p>Status Pending</p> <p style="text-align: center;"><input type="button" value="Upload"/></p>
<p>X Marksheet (SSC)</p> <hr/> <p>Document Type Compulsory for All</p> <p>Submission Date ---</p> <p>Status Pending</p> <p style="text-align: center;"><input type="button" value="Upload"/></p>		

- All documents should only be in PDF/JPEG/JPG
- Upload the Compulsory Documents (Aadhaar Card & XStd Marksheet)
- If you are applying under Ex-servicemen/Andaman Nicobar-Tamil origin/Sports/NCC/NSS quota, upload the supporting document under Other
- Upload all other available documents in the respective boxes.
- After uploading the compulsory and available optional documents click ""Submission"" tab to submit the application.

Step6: (Submission)

I Agree Submit

Application Fee - INR ~~100.00~~

Payment Options

Online Mode Pay Later

- Application Fee will be vary for different courses.

Notes & Declaration

- Read all Notes and Declaration mentioned
- click the checkbox ""I Agree""
- Click Submit button
- You will be directed to payment gateway to pay the application fee, if you selected the Payment Options 'Online mode'
- Display Message once clicked submit
- ""Your application is successfully submitted and will receive a Confirmation Email from the College, within two working days ""
- I declare that all the particulars furnished above are true and correct. I submit that I will abide by the rules and regulations of the college of admitted.
- I Shall not indulge myself in ragging in any form and I shall accept the punishment, awarded by the concerned authority in this regard.
- Note: Copy of marks sheet, community certificate and Transfer Certificate are to be enclosed with the application.

PAY NOW USING PAYMENT GATEWAY!

Annexure

HSC State Board Subject Group codes

Group code	Major1	Major2	Major3	Major4
2501	Physics	Chemistry	Statistics	Mathematics
2502	Physics	Chemistry	Computer Science	Mathematics
2503	Physics	Chemistry	Biology	Mathematics
2504	Physics	Chemistry	Bio-Chemistry	Mathematics
2505	Physics	Chemistry	Communicative English	Mathematics
2506	Physics	Chemistry	Home Science	Mathematics
2601	Physics	Chemistry	Biology	Computer Science
2602	Physics	Chemistry	Biology	Micro- Biology
2603	Physics	Chemistry	Biology	Bio-Chemistry
2604	Physics	Chemistry	Biology	General Nursing
2605	Physics	Chemistry	Biology	Nutrition and Dietic
2606	Physics	Chemistry	Biology	Communicative English
2607	Physics	Chemistry	Biology	Home Science
2608	Physics	Chemistry	Botany	Zoology
2701	Statistics	Economics	Commerce	Accountancy
2702	Economics	Commerce	Accountancy	Computer Applications
2703	Communicative English	Economics	Commerce	Accountancy
2704	History	Economics	Commerce	Accountancy
2705	Economics	Political Science	Commerce	Accountancy
2706	Economics	Commerce	Accountancy	Ethics and Indian Culture
2707	Economics	Commerce	Accountancy	Advanced Language(Tamil)
2708	Economics	Commerce	Accountancy	Business Mathematics and Statistics
2801	Statistics	Geography	History	Economics
2802	Geography	History	Economics	Computer Applications
2803	Geography	Communicative English	History	Economics
2804	Geography	History	Economics	Political Science
2805	Geography	History	Economics	Ethics and Indian Culture
2806	Geography	History	Economics	Advanced Language(Tamil)
2961	Commerce	Accountancy	Office Management and secretaryship Theory	Typography and Computer Applications -Theory
2962	Commerce	Accountancy Theory	Computer Applications	Auditing-Practical