



Student User Manual for Suraksha Enrolment

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1 Preface

This is one of the user manuals intended for the users of the e-Gov Portal of APJ Abdul Kalam Technological University.

1.1 Overview

This user manual deals with the feature of Suraksha scheme enrolment for student registered under KTU. It explains how the student can enrol for suraksha scheme.

1.2 Audience

This document is intended for the Students who wants to enrol in the Suraksha Scheme

1.3 Prerequisites

The following are the requirements for all the machines using the application

- Supported browsers - Chrome 16 + , Firefox 11 + , Microsoft Edge, Safari 6 +
- Popup windows should be allowed, so disable popup blockers (if any) in the browser

1.4 Glossary

The following are some of the acronyms used in the user manual:

Acronym	Full Form
<i>KTU</i>	<i>APJ Abdul Kalam Technological University</i>
<i>DDFS No</i>	<i>Reference number for DDFS File</i>
<i>Inline View</i>	<i>View file without downloading it</i>

2 Suraksha Enrolment

This section details how a user can enrol in the Suraksha Scheme.

2.1 Introduction

The APJ Abdul Kalam Technological University was established in 2014 by an Act passed by the Kerala State Legislature, for the promotion of Technical Education in the State of Kerala. Apart from giving leadership to the technological related policy formulation and planning of Engineering education of the State, the University is mandated to improve the academics of affiliated colleges and institutions and University departments. Affiliation encompasses not only the affiliated colleges and institutions but also the students admitted to those colleges and institutions and University departments. Suraksha, supports the regular students of the affiliated colleges and institutions and University Departments in case of accidents and illness. Ensuring the well-being of the students physical, social and emotional is a primary concern of the University, 'Suraksha', ensures this. 'Suraksha', financially supports the family of the regular students in their time of crisis due to accidents, illness or death.

All the registered regular students pursuing a degree under KTU are required to enrol for the Suraksha scheme during their every academic period as per University norms. Fixed amount needs to be remitted against the enrolment.

This document deals with the steps required for students to follow for enrolling in suraksha sc through their portal.

2.2 Suraksha Application

To enrol in the Suraksha scheme, follow the below steps

- System displays “ Suraksha “ menu on the top. On clicking the menu the following screen will appear.

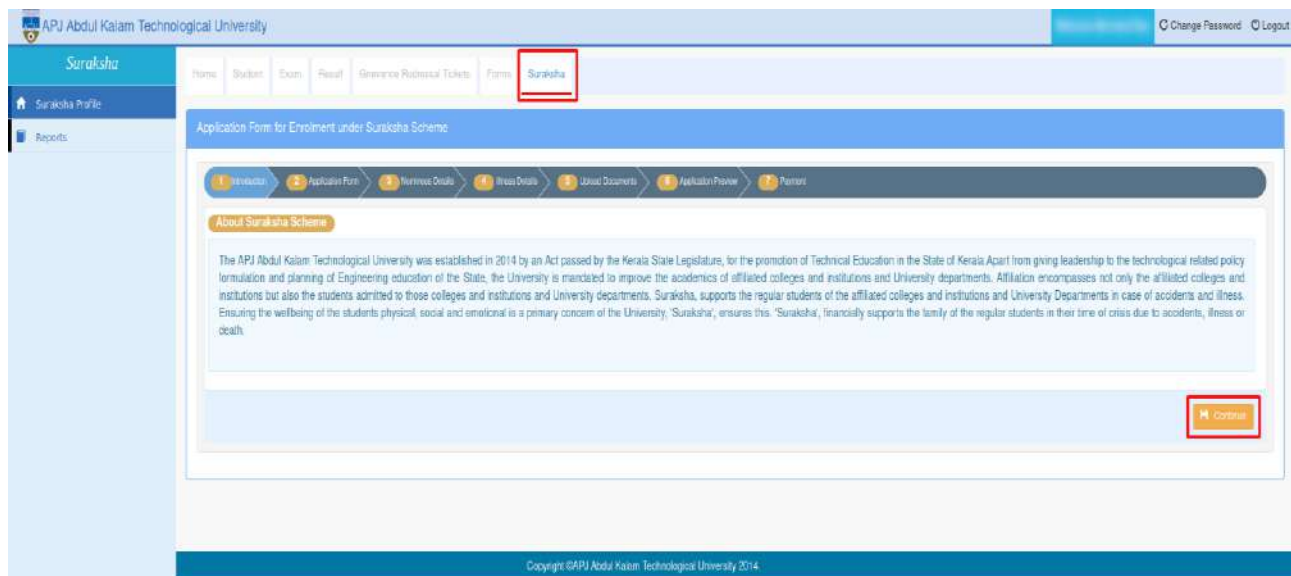


Fig 1: Suraksha Menu

- On the screen user can see numbered tabs. First is the “Introduction” tab, this details about Suraksha scheme. To proceed further click on **Continue** button.
- On clicking Continue button, Application form tab will be active and the screen appears as shown in the below figure.

APJ Abdul Kalam Technological University

Welcome | Change Password | Logout

Suraksha

Home | Student | Exam | Result | Grievance Redressal Tickets | Forms | Suraksha

Suraksha Profile | Reports

Application Form for Enrolment under Suraksha Scheme

1. Introduction | 2. Add Nominee | 3. Nominee Details | 4. Branch Details | 5. Upload Documents | 6. Application Overview | 7. Payment

Register No

Name of the Student

Date of Birth 23-10-2001

Blood Group A+ve

Gender Female

Contacts

Communication Address

Permanent Address

Mobile No

Email Id

Institution

Institution Name

Admitted Program

Branch Name

Program Type

Date of admission

Current Semester

Program Duration

Duration of Program

Joined Academic Year

Program Duration End Date

Bank Account

Bank Name

Branch Name

Account Holder Name

Account Number

IFSC code

Marital Status

Marital Status

Identity Proofs

Aadhaar No

Voter Id

PAN No

Passport No

Save & Continue

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Fig 2. Application form

- Basic details of the user(like Name/Contact details/Institution & Program details/Bank Account details etc..) are displayed on the page.
- User will be able to add Bank account details if it is not added earlier in the portal.
- Enter the marital status(Mandatory).
- Provide the Identity proof details where it is asked to:
 - Voter Id, PAN No, Passport No
- Click on Save & Continue if the details are furnished.
- Application page is followed by Nominee details.

2.3 Nominees Details

- Click on the **Add Nominee** button provided on right corner of the page(refer to the image below)

Fig 3: Nominees Details Add Page

- On clicking the **Add Nominee** button a pop-up window appears where user should enter all the mandatory fields.

Fig 4: Add Nominee

In the nominee form, student needs to enter all mandatory details

- Name & Share**
 - Nominee Name:** Nominee name must be unique cannot add nominee multiple nominee with same name.
 - Share of claim payable(in %):** The total share must be equal to 100%, you can add single nominee or multiple but total share must be equal to 100%.
 - Relationship with nominee:** Provide user relationship with nominee
- Bank Account :** The details to be filled here are the nominees bank account details.
 - Bank name:** Enter the bank name of the nominee where he/she have an active account.
 - Branch name:** Enter the bank's branch name of nominee's bank account.

- **Account Holder name:** Enter the name of the account holder(nominees).
- **Account number:** Enter the account number of the bank account.
- **IFSC code:** Enter the IFSC code for the bank account.
- **Identity Proofs :** Proof's of the nominee is required here.
 - **Aadhaar No:** Enter the aadhaar number of the nominee.
 - **Pan No:** Enter the Pan no of the nominee.
 - **Election ID (optional):** Enter the voter id number of the nominee
 - **Passport No(optional) :** Enter the passport number of the nominee
- **Email id & Phone No**
 - **Phone No:** Enter the phone number of the nominee.
 - **Email Id:** Enter the email id of the nominee.

You can add the any number of nominees. But total share must be equal to 100%.Once all the nominees are added click on the **Save** button to save the nominee details.

2.4 Illness Details

This section details how the student can add details of their illness if any.

Fig 5: Illness Details Page

The page contains:

- An option to select whether the student is suffering from any illness.
- **Illness type:** Select the illness from the drop down.
- **Description:** The student can enter a description of the illness in this field.

Once all details are entered click on the **Save and Continue** button to save the illness details.

2.5 Upload Documents

This section details how the student can upload documents.

The screenshot displays the 'AFU Student Portal' interface. At the top, the header includes the university name 'AFU Abdul Kalam Technological University' and user options like 'Welcome [username]', 'Change Password', and 'Logout'. The left sidebar contains 'Sukukata' and 'My Reports'. The main content area is titled 'Application Form for Enrolment under Sukukata Scheme' and features a progress bar with steps: 1. Introduction, 2. Application Form, 3. Interview Dates, 4. Interview Dates, 5. Upload Documents, and 6. Payment. Below the progress bar, a 'NOTE' specifies allowed attachment types (pdf, jpg, png) and a maximum size of 10.0 MB. The 'Upload Documents' section contains a table with five rows for Document 1 through Document 5. Document 1 is selected, showing a file path and a red box around the 'Upload' button. Documents 2 through 5 show 'No file selected' and 'Upload' buttons. A red box also highlights the 'Save & Continue' button at the bottom right of the form area. The footer indicates 'Copyright ©AFU Abdul Kalam Technological University 2014'.

Fig 6: Upload Documents page

- Choose the document to upload using the **Browse** button.
- Once the documents are selected click on the **Save and Continue** button to upload the documents.. The supported document type is PDF and maximum allowed attachment size is 5.0 MB.

2.6 Application Preview

User can verify the details furnished by them in this page.

[illegible]

Fig 7: Application preview page

- The Application Preview page lists basic details, contact details, institution details, program duration details, attached documents and illness details of the student.
- Click on **Preview and Submit** to submit the application details for Suraksha enrolment.

2.7 Payment

This section details payment process, when user clicks “ Preview and Submit “ button on Application preview page, the page navigates to **Payment** tab.

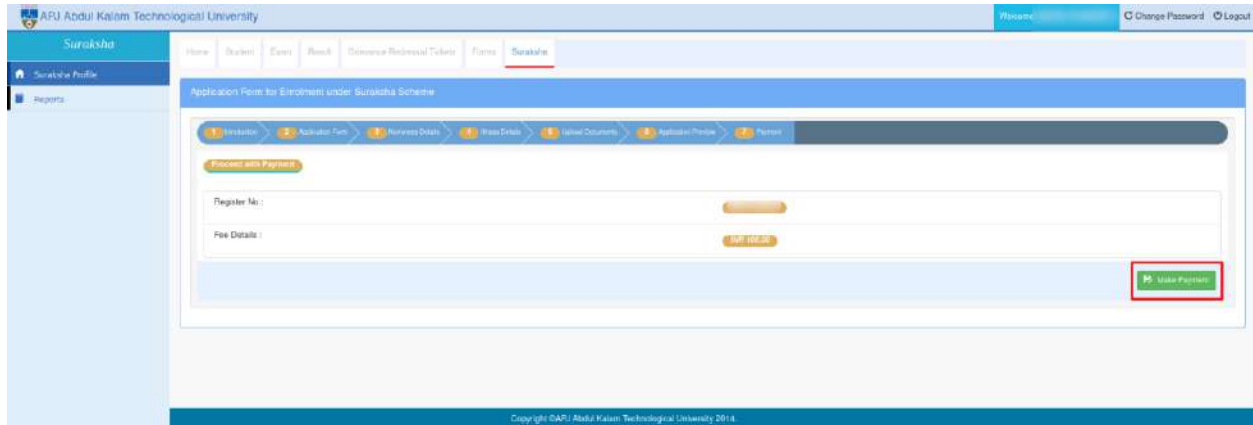


Fig 11: Payment Page

- Suraksha fee details will be shown on this page.
- Also user is provided with **Make Payment** button. On clicking Make Payment button user can carry out with payment process. The enrolment is considered to be submitted if the payment is successful.
- Once Payment is completed the user will be redirected to the following page.

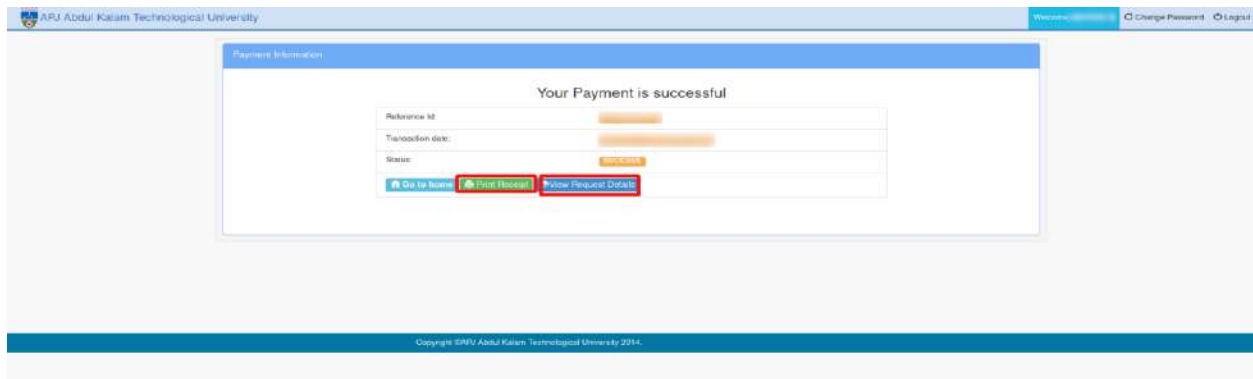


Fig 12: Payment transaction details page

- The user can print receipt using the **Print Receipt** button.
- On clicking **View Request Details** button the user is redirected to the Payment Details page.

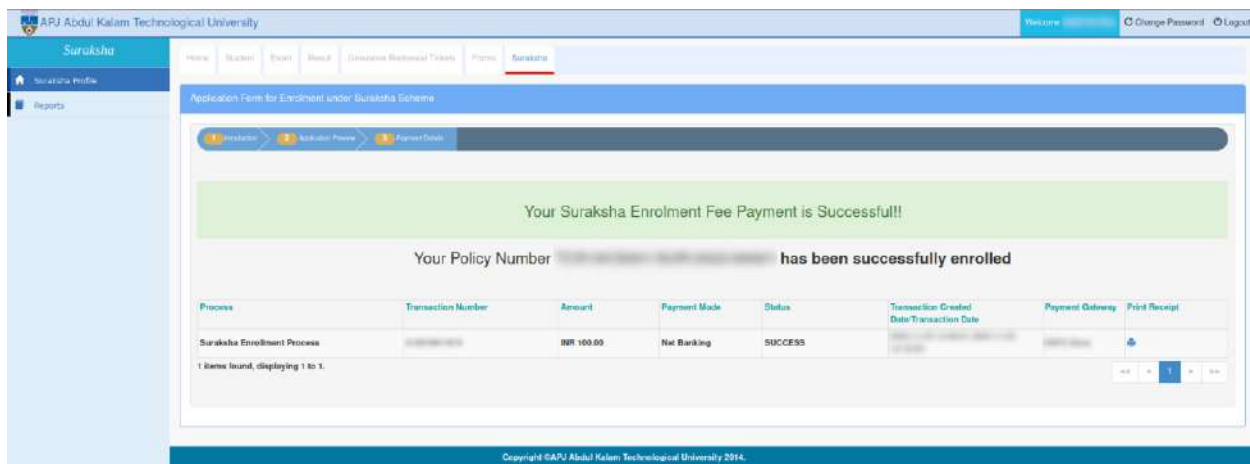


Fig 13: Payment details page

- The Policy Number of the student will be displayed in the payment details page.
- The user can also download their payment receipt by clicking on printer icon in the print receipt column.

Once payment is successfully completed the user will be able to **export Suraksha Enrolment Form A** by clicking on the **Export Form A** button.

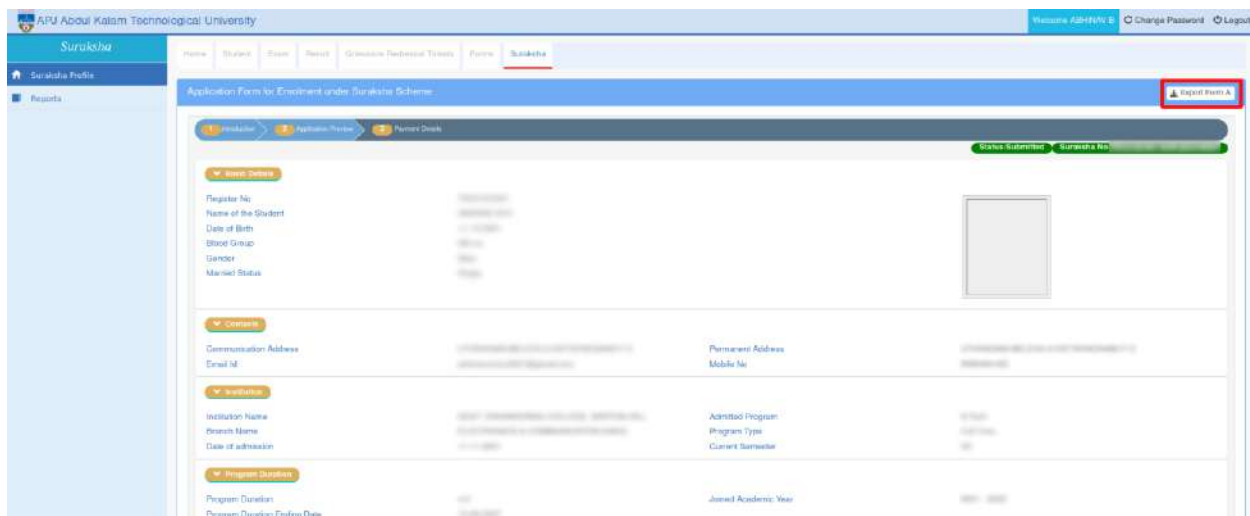


Fig 8: Application Preview page after payment

The Form A generated when the **Export Form A** button clicked will be of the following format:

APJ Abdul Kalam Technological University
Suraksha Application Form

Student Details

Register No: [redacted]
 Name of the Student: [redacted]
 Date of Birth: [redacted]
 Blood Group: [redacted]
 Gender: [redacted]
 Married Status: [redacted]

Contacts

Communication Address: [redacted]
 Email Id: [redacted]
 Permanent Address: [redacted]
 Mobile No: [redacted]

Suraksha

Institution Name: [redacted]
 Research Name: [redacted]
 Date of admission: [redacted]
 Admitted Program: [redacted]
 Program Type: [redacted]
 Current Semester: [redacted]

Program Duration

Program Duration: [redacted]
 Program Duration Ending Date: [redacted]
 Joined Academic Year: [redacted]

Fig 9: Suraksha Application Form A (page-1)

The form is titled "Suraksha Application Form A" and is divided into three main sections: Personal Details, Family Details, and Business Details. Each section contains a table with various fields for data entry.

Personal Details	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	
Applicant Date of Birth	
Applicant Gender	
Applicant Marital Status	
Applicant Education	
Applicant Occupation	
Applicant Income	
Applicant Assets	
Applicant Liabilities	
Applicant Signature	
Applicant Stamp	

Family Details	
Family Name	
Family Address	
Family Phone	
Family Email	
Family Date of Birth	
Family Gender	
Family Marital Status	
Family Education	
Family Occupation	
Family Income	
Family Assets	
Family Liabilities	
Family Signature	
Family Stamp	

Business Details	
Business Name	
Business Address	
Business Phone	
Business Email	
Business Date of Birth	
Business Gender	
Business Marital Status	
Business Education	
Business Occupation	
Business Income	
Business Assets	
Business Liabilities	
Business Signature	
Business Stamp	

*This is a sample document generated for display purposes.

Fig 10: Suraksha Application Form A (page-2)

3 Alternative Scenarios

This section includes the alternative conditions that can occur while saving and submitting the Suraksha Application.

3.1 Error conditions while saving Application Form

- Marital status is mandatory field and should be selected while saving the application form otherwise the following message will be shown.

The screenshot shows the 'Application Form for Enrollment under Suraksha Scheme' page. A red banner at the top of the form area displays the error message: 'Marital Status is required'. Below the banner, the 'Register File' section is visible, containing fields for 'Name of the Student', 'Date of Birth', 'Blood Group', and 'Gender'. The 'Marital Status' field is highlighted with a yellow border, indicating it is the source of the error.

Fig 14: Application Form page

- Election Id, Pan No and Passport No of the student should be valid while saving the application form otherwise the following message will be shown.

The screenshot shows the 'Application Form for Enrollment under Suraksha Scheme' page. A red banner at the top of the form area displays the error message: 'Election Id is not the valid Election Id, PAN No is not the valid PAN, Passport No is not the valid Passport, Maximum 8 Characters is allowed for Passport No'. Below the banner, the 'Register File' section is visible, containing fields for 'Name of the Student', 'Date of Birth', 'Blood Group', and 'Gender'. The 'Election Id' field is highlighted with a yellow border, indicating it is the source of the error.

Fig 15: Application Form page

3.2 Error conditions while saving Nominee Details

- Total share of the nominees should be 100% otherwise the following error will be shown.

The screenshot shows the 'Nominee Details' page. A red banner at the top of the form area displays the error message: 'Total Share must be equal to 100%'. Below the banner, the 'Add Nominee' button is visible at the bottom right of the form area.

Fig 16: Nominee Details page

- All the fields written in red are required for saving the nominee details. If **Name** of the nominee is not entered the following message will be shown.

The screenshot shows the 'Add Nominee' form with a red error message at the top: "Nominee Name is required". The form fields are as follows:

- Name & share:** Name (red text), Share of claim payable in % (dropdown), Relationship With Nominee (dropdown).
- Bank Account:** Bank Name (red text), Branch Name (red text), Account Holder Name (red text), Account Number (red text), IFSC code (red text).
- Identity Proofs:** Election Id (red text), Aadhaar No (red text), PAN No (red text), Passport No (red text).
- Email Id and Phone No:** Phone No (red text), Email Id (red text).

Fig 17: Nominee Details page

- Election Id, Aadhaar No, Pan No and Passport No of the nominee should be valid while saving the nominee details form otherwise the following message will be shown.

The screenshot shows the 'Add Nominee' form with a red error message at the top: "Maximum 12 Characters is allowed for Aadhaar No. Aadhaar No is not the valid Aadhaar. Voter Id is not the valid Voter ID. PAN No is not the valid PAN. Maximum 10 Characters is allowed for PAN No. Passport No is not the valid Passport. Maximum 6 Characters is allowed for Passport No." The form fields are as follows:

- Name & share:** Name (red text), Share of claim payable in % (dropdown), Relationship With Nominee (dropdown).
- Bank Account:** Bank Name (red text), Branch Name (red text), Account Holder Name (red text), Account Number (red text), IFSC code (red text).
- Identity Proofs:** Election Id (red text), Aadhaar No (red text), PAN No (red text), Passport No (red text).
- Email Id and Phone No:** Phone No (red text), Email Id (red text).

Fig 18: Nominee Details page

- Election Id, Aadhaar No, Pan No and Passport No of the nominee should be unique while saving the nominee details form. The nominees of the applicant should not have the same Election Id, Aadhaar No, Pan No or Passport No otherwise the following message will be shown.

The screenshot shows the 'Add Nominee' form with a red error message at the top: "Nominee Aadhaar No already exists. PAN No already exists. Voter Id already exists. Nominee Passport No already exists." The form fields are as follows:

- Name & share:** Name (red text), Share of claim payable in % (dropdown), Relationship With Nominee (dropdown).
- Bank Account:** Bank Name (red text), Branch Name (red text), Account Holder Name (red text), Account Number (red text), IFSC code (red text).
- Identity Proofs:** Election Id (red text), Aadhaar No (red text), PAN No (red text), Passport No (red text).
- Email Id and Phone No:** Phone No (red text), Email Id (red text).

Fig 19: Nominee Details page

3.3 Error conditions while saving Illness Details

- While adding the illness details, illness type(mandatory) should be selected from the drop down field if the applicant suffers from any illness. The following error message will be shown otherwise.

The screenshot shows the 'Illness Details' page of the APJ Abdul Kalam Technological University Suraksha portal. The page title is 'Application Form for Enrollment under Suraksha Scheme'. The progress bar indicates the current step is 'Illness Details'. The form contains a section titled 'Illness Details' with a sub-header 'Please Select illness type'. Below this, there is a question 'Are you suffering from any illness?' with radio buttons for 'Yes' and 'No'. The 'Yes' option is selected. Underneath, there is a 'Select the illness type' dropdown menu, which is currently empty. Below the dropdown is a text input field for 'Description'. A red error message is displayed at the top of the form area, stating 'Please Select illness type'. At the bottom right, there is a 'Save & Continue' button.

Fig 20: Illness Details page

- While adding the illness details, description(mandatory) of the illness added should be entered if the applicant suffers from any illness. The following error message will be shown otherwise.

The screenshot shows the 'Illness Details' page of the APJ Abdul Kalam Technological University Suraksha portal. The page title is 'Application Form for Enrollment under Suraksha Scheme'. The progress bar indicates the current step is 'Illness Details'. The form contains a section titled 'Illness Details' with a sub-header 'Please Select illness type'. Below this, there is a question 'Are you suffering from any illness?' with radio buttons for 'Yes' and 'No'. The 'Yes' option is selected. Underneath, there is a 'Select the illness type' dropdown menu, which is currently empty. Below the dropdown is a text input field for 'Description'. A red error message is displayed at the top of the form area, stating 'Please Select illness type'. At the bottom right, there is a 'Save & Continue' button.

Fig 21: Illness Details page