



Student User Manual for Suraksha Enrolment

Table of Contents

1	Preface	1
1.1	Overview	1
1.2	Audience	1
1.3	Prerequisites	1
1.4	Glossary	1
2	Suraksha Enrolment	2
2.1	Introduction	2
2.2	Suraksha Application Form	2
2.3	Nominees Details Form	4
2.4	Illness Details	5
2.5	Upload Documents	6
2.6	Application Preview	6
2.7	Payment	8
3	Alternative Scenarios	9
3.1	Error conditions while saving Application Form	9
3.2	Error conditions while saving Nominee Details	9
3.3	Error conditions while saving Illness Details	11

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.

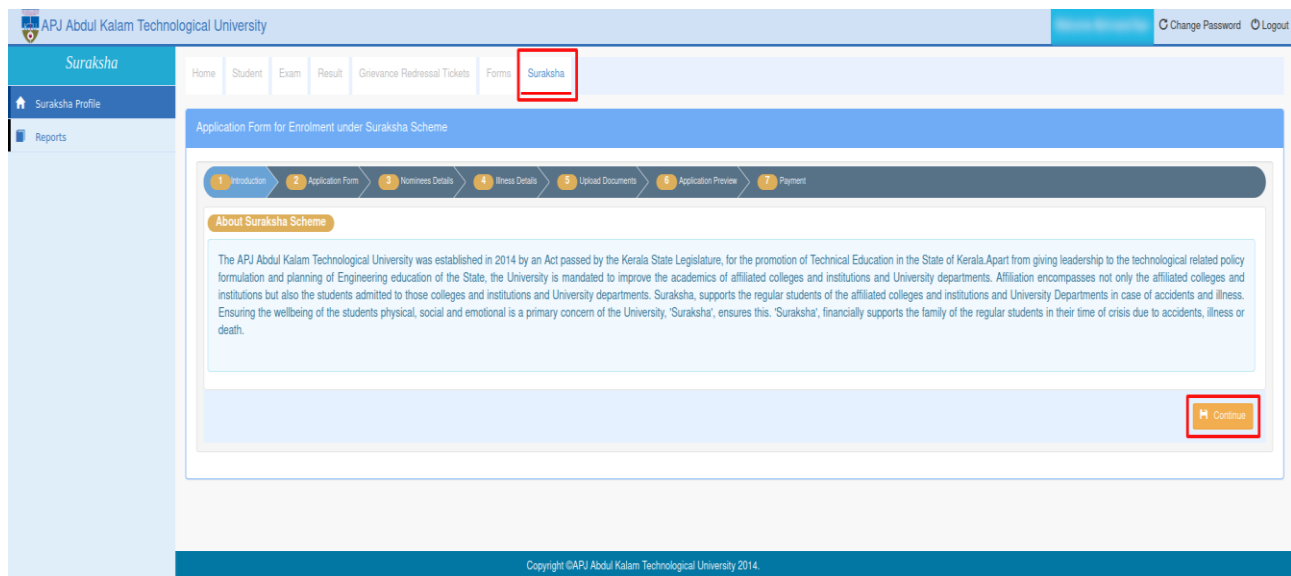


Fig 1: Suraksha Menu

- 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 Application Form 3 Nominee Details 4 Stress Details 5 Upload Documents 6 Application Preview 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

Copyright ©APJ Abdul Kalam Technological University 2014.

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.

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 Enrollment under Suraksha Scheme

1 Introduction 2 Application Form 3 Nominees Details 4 Nominees Details 5 Upload Documents 6 Application Preview 7 Payment

NOTE:
Allowed attachment types anigpg.pdf, gfl.png, odt
Maximum allowed attachment size is 5.0 MB

Upload Documents

Document-1

Document-2

Document-3

Document-4

Document-5

Copyright ©APJ 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.

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 Enrollment under Suraksha Scheme

1 Introduction 2 Application Form 3 Nominees Details 4 Nominees Details 5 Upload Documents 6 Application Preview 7 Payment

Application Preview

Personal Details
Register No.
Name of the Student
Date of Birth
Blood Group
Gender
Married Status

Communication Address
Communication Address
Email Id
Permanent Address
Address No.

Institution Name
Branch Name
Date of admission
Admitted Program
Program Type
Current Semester

Program Duration
Program Duration Ending Date
Joined Academic Year
Year - 2021

Bank Name
Branch Name
Account Number
Account Number
IFSC code
Address No.

Preview & Submit

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.

APJ Abdul Kalam Technological University

Welcome [User Name] | 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 Application Process 3 **Payment Details**

Your Suraksha Enrolment Fee Payment is Successful!!

Your Policy Number [Policy Number] has been successfully enrolled

Process	Transaction Number	Amount	Payment Mode	Status	Transaction Created Date/Transaction Date	Payment Gateway	Print Receipt
Suraksha Enrolment Process	[Transaction Number]	INR 100.00	Net Banking	SUCCESS	[Transaction Date]	[Payment Gateway]	[Print Receipt Icon]

1 Items found, displaying 1 to 1.

Copyright © APJ Abdul Kalam Technological University 2014.

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.

APJ Abdul Kalam Technological University

Welcome ABHINAV B | 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 Application Process 3 **Payment Details**

Status: Submitted | Suraksha No: [Suraksha No]

Basic Details

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

Contacts

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

Institution

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

Program Duration

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

Export Form A

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

Basic Details

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

Contacts

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

Institution

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

Program Duration

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

*This is a sample document generated for testing purposes.

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

Suraksha Number: 1234	
BANK ACCOUNT	
Bank Name	
Branch Name	
Account Holder Name	
Account Number	
IFSC Code	
Branch Code	
PERSONAL DETAILS	
Full Name (as per PAN)	
Mobile No.	
Email Address	
RESIDENT	
Residential Address	
City	
State	
Pin Code	
Occupation	
Created By	Created Date

*This is a sample document generated for testing 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 Enrolment under Suraksha Scheme' page. A red error banner at the top states 'Marital Status is required'. Below the banner, the form fields for 'Register No', 'Name of the Student', 'Date of Birth', 'Blood Group', and 'Gender' are visible. The 'Marital Status' field is highlighted with a red border, indicating it is mandatory.

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 Enrolment under Suraksha Scheme' page with multiple validation errors. A red error banner at the top lists the following messages: 'Election Id is not the valid Election Id', 'PAN No is not the valid PAN', 'Passport No is not the valid Passport', and 'Maximum 8 Characters is allowed for Passport No'. The form fields for 'Register No', 'Name of the Student', 'Date of Birth', 'Blood Group', and 'Gender' are visible below the error messages.

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 'Application Form for Enrolment under Suraksha Scheme' page, specifically the 'Nominee Details' section. A red error banner at the top states 'Total Share must be equal to 100%'. Below the banner, there is a table for adding nominees. An 'Add Nominee' button is visible at the bottom right of the table.

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 is divided into sections: "Name & share", "Bank Account", and "Identity Proofs". The "Name & share" section has fields for Name, Share of claim payable(in %), and Relationship With Nominee. The "Bank Account" section has fields for Bank Name, Branch Name, Account Number, IFSC code, and Account Holder Name. The "Identity Proofs" section has fields for Election Id, Aadhaar No, PAN No, and Passport No. The "Email Id and Phone No" section has fields for Phone No and Email Id. The form is set against a background of the APJ Abdul Kalam Technological University application form.

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", and "Maximum 8 Characters is allowed for Passport No". The form is divided into sections: "Name & share", "Bank Account", and "Identity Proofs". The "Name & share" section has fields for Name, Share of claim payable(in %), and Relationship With Nominee. The "Bank Account" section has fields for Bank Name, Branch Name, Account Number, IFSC code, and Account Holder Name. The "Identity Proofs" section has fields for Election Id, Aadhaar No, PAN No, and Passport No. The "Email Id and Phone No" section has fields for Phone No and Email Id. The form is set against a background of the APJ Abdul Kalam Technological University application form.

Fig 18: Nominee Details page

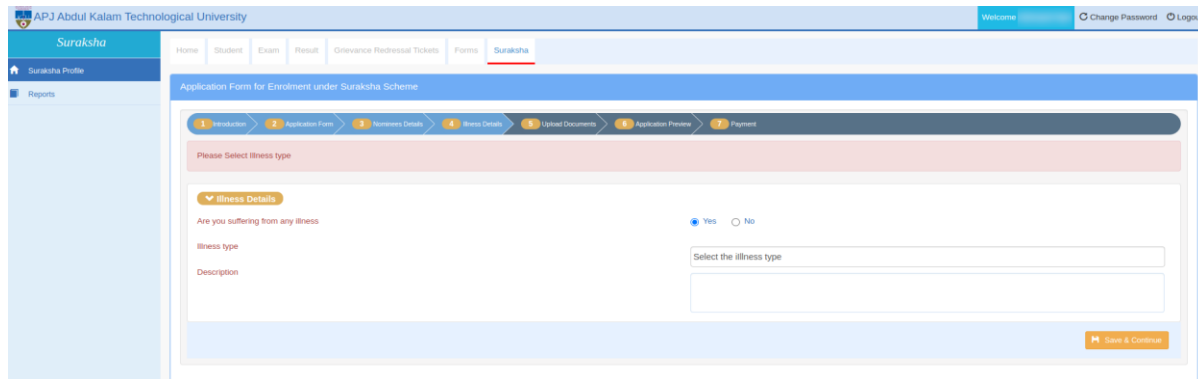
- Election Id, Aadhaar No, Pan No and Passport No of the nominee should be unique while saving the nominee details form. The nominees of the applicant should not have the same Election Id, Aadhaar No, Pan No or Passport No otherwise the following message will be shown.

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", and "Nominee Passport No already exists". The form is divided into sections: "Name & share", "Bank Account", and "Identity Proofs". The "Name & share" section has fields for Name, Share of claim payable(in %), and Relationship With Nominee. The "Bank Account" section has fields for Bank Name, Branch Name, Account Number, IFSC code, and Account Holder Name. The "Identity Proofs" section has fields for Election Id, Aadhaar No, PAN No, and Passport No. The "Email Id and Phone No" section has fields for Phone No and Email Id. The form is set against a background of the APJ Abdul Kalam Technological University application form.

Fig 19: Nominee Details page

3.3 Error conditions while saving Illness Details

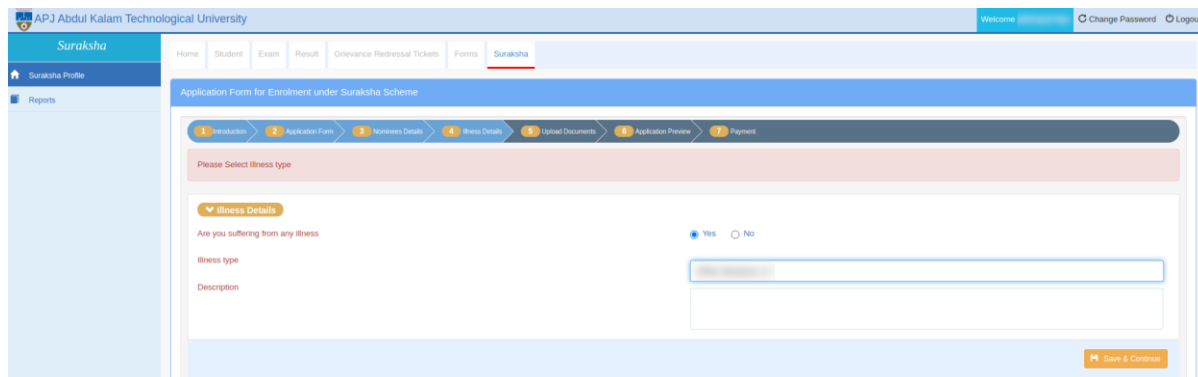
- While adding the illness details, illness type(mandatory) should be selected from the drop down field if the applicant suffers from any illness. The following error message will be shown otherwise.



The screenshot shows the 'Illness Details' page of the APJ Abdul Kalam Technological University Suraksha portal. The page title is 'Application Form for Enrolment under Suraksha Scheme'. The navigation bar includes 'Home', 'Student', 'Exam', 'Result', 'Grievance Redressal Tickets', 'Forms', and 'Suraksha'. The left sidebar shows 'Suraksha Profile' and 'Reports'. The main content area has a progress bar with steps: 1. Introduction, 2. Application Form, 3. Nominees Details, 4. Illness Details, 5. Upload Documents, 6. Application Process, and 7. Payment. Below the progress bar, there is a section titled 'Please Select illness type'. Under this, there is a sub-section 'Illness Details' with a question 'Are you suffering from any illness' and radio buttons for 'Yes' (selected) and 'No'. Below this, there is a label 'Illness type' and a dropdown menu. Below the dropdown, there is a label 'Description' and a text area. 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 Enrolment under Suraksha Scheme'. The navigation bar includes 'Home', 'Student', 'Exam', 'Result', 'Grievance Redressal Tickets', 'Forms', and 'Suraksha'. The left sidebar shows 'Suraksha Profile' and 'Reports'. The main content area has a progress bar with steps: 1. Introduction, 2. Application Form, 3. Nominees Details, 4. Illness Details, 5. Upload Documents, 6. Application Process, and 7. Payment. Below the progress bar, there is a section titled 'Please Select illness type'. Under this, there is a sub-section 'Illness Details' with a question 'Are you suffering from any illness' and radio buttons for 'Yes' (selected) and 'No'. Below this, there is a label 'Illness type' and a dropdown menu. Below the dropdown, there is a label 'Description' and a text area. At the bottom right, there is a 'Save & Continue' button.

Fig 21: Illness Details page