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 whats 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
KTU	APJ Abdul Kalam Technological University
DDFS No	Reference number for DDFS File
Inline View	View file without downloading it

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.
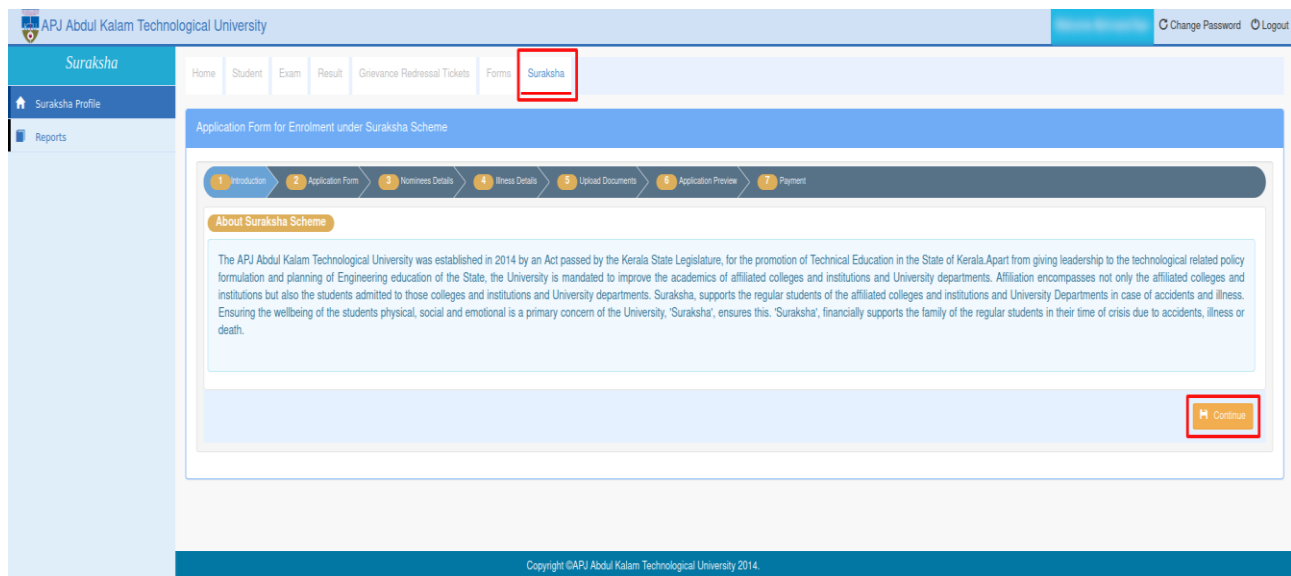

Fig 1: Suraksha Menu

- 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.

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.

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.

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 ithe 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:

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

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.

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.

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.

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.
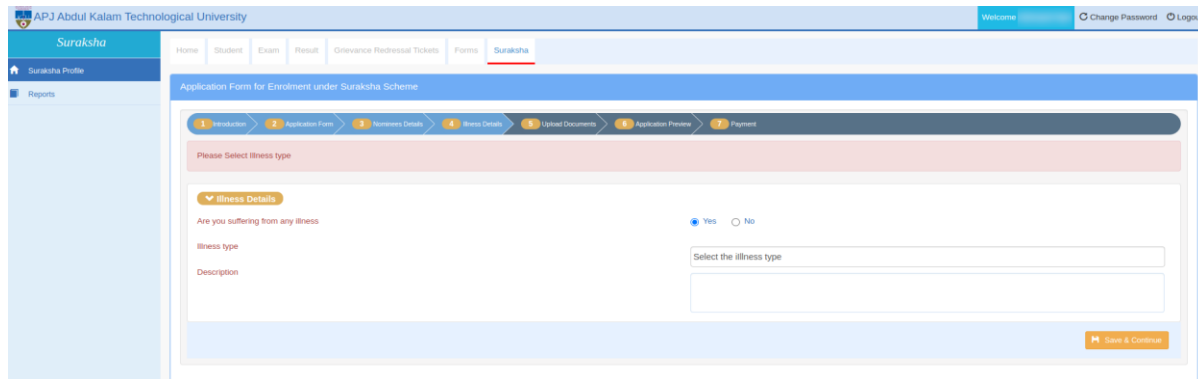

Fig 17: Nominee Details page

- 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.

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.

Fig 19: Nominee Details page

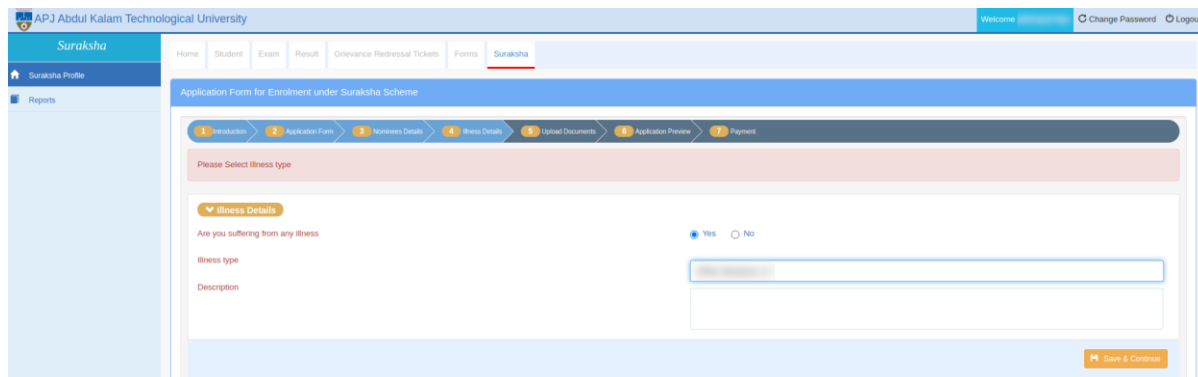### 3.3 Error conditions while saving Illness Details

- 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.

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.

Fig 21: Illness Details page