

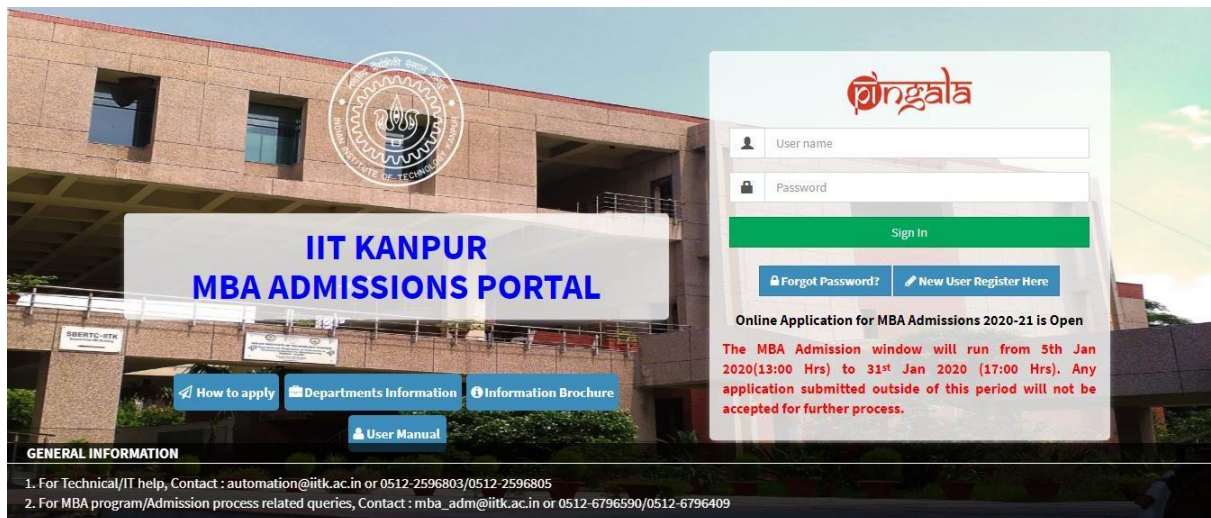
USER MANUAL

Step:1

Login to website <https://pingala.iitk.ac.in/MBADM-0/login>

Step:2

Go to **New User Register Here**



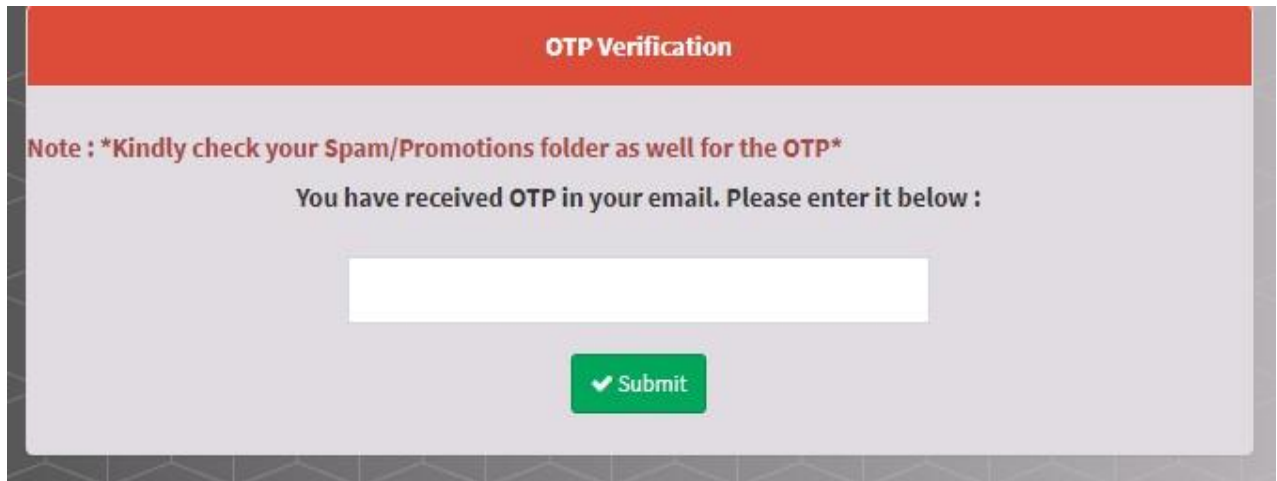
Step:3

Fill in the blanks required and then click on **Register**

The image shows a screenshot of the user registration form. The form is set against a light grey background. It contains the following fields and labels: "Email *" with the value "rvpiitk@gmail.com"; "Contact No. *" with a dropdown menu showing "+91-IN" and a text box containing "90984475565"; "Date Of Birth *" with the value "09-02-1995" and a calendar icon; "Title *" with a dropdown menu showing "Ms."; "First Name *" with the value "Rv"; "Middle Name" with the value "Kes"; "Last Name" with the value "Singh"; "User Name" with the value "rvpiitk@gmail.com"; "Enter Password *" with a masked password field "*****" and a "Good" status indicator; "Re-Enter Password *" with a masked password field "*****"; and "Enter CAPTCHA Code" with the value "FIGPKR".

Step:4

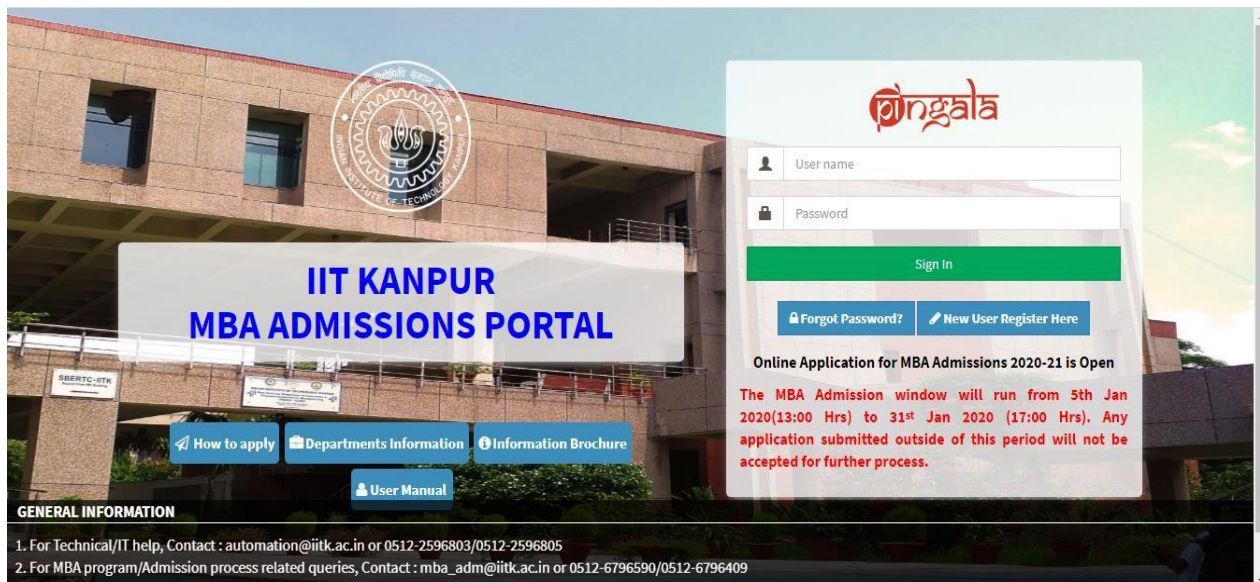
Dialog box for OTP Verification will popup. OTP will be sent on your registered Email id



The screenshot shows a dialog box titled "OTP Verification" with a red header. Below the header, there is a note: "Note : *Kindly check your Spam/Promotions folder as well for the OTP*". The main text reads: "You have received OTP in your email. Please enter it below :". There is a large white input field for the OTP and a green "Submit" button with a checkmark icon.

Step:5

After verification, page will automatically redirect to home screen



The screenshot displays the IIT Kanpur MBA Admissions Portal. The background features a building with the IIT Kanpur logo. The main heading is "IIT KANPUR MBA ADMISSIONS PORTAL". On the right, there is a login section with the "ingala" logo, fields for "User name" and "Password", a "Sign In" button, and links for "Forgot Password?" and "New User Register Here". Below the login section, it states: "Online Application for MBA Admissions 2020-21 is Open" and "The MBA Admission window will run from 5th Jan 2020(13:00 Hrs) to 31st Jan 2020 (17:00 Hrs). Any application submitted outside of this period will not be accepted for further process." At the bottom, there are navigation buttons for "How to apply", "Departments Information", "Information Brochure", and "User Manual". A "GENERAL INFORMATION" section at the very bottom provides contact details: "1. For Technical/IT help, Contact : automation@iitk.ac.in or 0512-2596803/0512-2596805" and "2. For MBA program/Admission process related queries, Contact : mba_adm@iitk.ac.in or 0512-6796590/0512-6796409".

Step:6

Login with the same **Username and Password**

Step:7

Fill all the personal details and click on **Save & Next**

The screenshot shows the 'Personal Details' section of an application form. The form is titled 'Application Form' and has a navigation bar with tabs for 'Personal Details', 'Program Details', 'Academic Details', 'Experience Details', 'Questions and Answer', and 'Document Upload Details'. A note states: 'Note: All fields marked with an asterisk (*) are required.' There are three buttons at the top right: 'Save as Draft', 'Save & Next', and 'Cancel'. The form fields are as follows:

Field	Value
Title *	Ms.
First Name *	Rv
Middle Name	Kes
Last Name	Singh
Email ID *	rvp11tk@gmail.com
Alternate Email ID	Enter Alternate Email ID
Mobile No. *	+91 9097447553
Alternate Mobile No.	+91 Enter Alternate Mobile
Date Of Birth *	09-02-1995
Place Of Birth	Enter the place of birth

Step:8

Window asking for financial support option will appear. Choose a relevant option from drop down then Click on **Save & Next**

The screenshot shows the 'Program Selection' section of the application form. The navigation bar is the same as in the previous screenshot. A note states: 'Note: All fields marked with an asterisk (*) are required.' There are three buttons at the top right: 'Save as Draft', 'Save & Next', and 'Cancel'. The form fields are as follows:

Field	Value
Programme *	MASTER OF BUSINESS ADMINISTRATION
Department *	INDUSTRIAL & MANAGEMENT ENGINEERING [IME]
Department Website	Click Here
Instruction	Notice for Admission to MBA Program: Academic Session 2022-23 The Department of Industrial & Management Engineering at the Indian Institute of Technology Kanpur offers a 24 month full time Master of Business Administration (MBA) program. The program is spread over four semesters and a summer term. The course work includes compulsory and elective courses along with a capstone project in the area of participant's interest. Specializations offered in MBA include sectoral areas of Manufacturing Management and Service Management besides the functional areas of Operations, Systems, Marketing, Finance and Human Resource Management.
Please Select Relevant Financial Support	---Select---

Step:9

Fill in the blanks with correct academic details and then click on **Save & Next**

Personal Details Program Details Academic Details Experience Details Questions and Answer Document Upload Details

Note: All fields marked with an asterisk (*) are required.

Save as Draft Save & Next Cancel

CAT 2021 Score Details

Exam *	CAT Registration No. *	Percentile *	Exam Year *	Quantitative Ability (QA) * (Percentile)	Data Interpretation and Logical Reasoning (DILR) * (Percentile)	Verbal Ability and Reading Comprehension (VARC) * (Percentile)
CAT	12345678	99.99	2021	99.99	99.99	99.99

Note: Please fill the Percentile as in the CAT Scorecard (up to second decimal digit, if applicable).

Qualifying Degree Details

The degree on the basis of which you are applying for the programme

Qualifying Degree * BE/BTech - Bachelor of Discipline * Aerospace Engineering [AE]

University Name * Indian Institute of Institute / College Name * IITK

Step:10

Fill your overall experience details and then click on **Save & Next**

Personal Details Program Details Academic Details Experience Details Questions and Answer Document Upload Details

Note: All fields marked with an asterisk (*) are required.

Save as Draft Save & Next Cancel

Overall Work Experience Details

Years Enter Years Les Months Enter Months t Days Enter Days Upt

Note: Enter total full time work experience till 31st January 2022. Internship should not be considered as work experience.

Full Time Work Experience Details(In reverse chronological order)

Designation	Enter Designation Name.	Organization (With Location)	Enter the Organisation
From	<input type="text"/>	To	<input type="checkbox"/> Till now
To	<input type="text"/>	Roles & Responsibilities	Enter Roles &

Step11:

Answer the questions in the Space provided and then click on **Save & Next**

Answer the Following question in the space provided below

Note: Questions have to be answered in less than 500 characters. Question 1, 2 and 3 have to be answered compulsorily. The following special characters can be used in the answer text below : or . or - only.

Q 1. What do you consider to be your salient Strengths and Weaknesses ? *

You have not answered all required fields

Q 2. List three professional or personal achievements of your life. *

Q 3. Mention any major initiative(s) which you took in your life.(Maximum 3) *

Step:12

Upload your recent photograph and signature with all the additional documents mentioned. Only JPG, JPEG, GIF and up to 500 KB allowed.

Note: All fields marked with an asterisk (*) are required.



Photo Upload

Upload Photo * puja.JPG
(Only JPG,JPEG,GIF Up to 500 KB allowed)




Upload Signature * sign.jpg
(Only JPG,JPEG,GIF Up to 500 KB allowed)

Documents Upload

Document upto 2MB are allowed, you can upload multiple files using the upload button. Kindly upload all mandatory documents mentioned in information brochure.

Document Name*	Upload Document*
CAT Score Card and 10th Marksheet (or equivalent) and 12th Marksheet (or equivalent)*	Nothing selected 
Mark sheet for all the available semesters of Qualifying Degree (combined in one file) and Identity Proof (PAN CARD/ Driving License/ Passport/Voter ID/ Any other Government ID card)*	Nothing selected 





- Qualifying Degree Certificate (if degree is completed)
- Master Degree Certificate (if applicable)
- Experience letter for the overall experience (if applicable)
- Pay slip of last three months from all the companies (if applicable)
- Caste certificate (if applicable)

Document Name	Upload Document	 
Cover Letter / Statement of Purpose	Nothing selected	

Click on **Preview & Submit**

Step:13

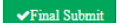

Verify the information before final submit. Click on Declaration and submit your form

Documents Details	
Document Name	Download Document
CAT Score Card and 10th Marksheet (or equivalent) and 12th Marksheet (or equivalent)*	 
Mark sheet for all the available semesters of Qualifying Degree (combined in one file) and Identity Proof (PAN CARD/ Driving License/ Passport/Voter ID/ Any other Government ID card)*	 

Please Verify The Information Before Final Submission

Declaration

Certified, that the information (including uploaded documents) provided by me on this application form is Authentic and Correct. I understand that any willful misrepresentation of facts will result in the termination of my academic program from the institute. If admitted, I shall abide by all the rules and regulations of the institute.

Click on **Final submit**

Step:14

A window will appear with payment options. Click on pay now to complete your application form

Home

Congratulations !!

Your Application Has Been Submitted With Following Details

Application Reference No.	IITK\M.B.A.\JME\20000021
Programme Applied For	MASTER OF BUSINESS ADMINISTRATION
Department Applied For	IME
Application Fees (In Rupees)	1600.00

To Complete Your Application Process, You Are Required To Make The Payment Using One Of Our Payment Solutions

Credit / Debit Card [No Bank Charges]

Net Banking /Rupay Card[No Bank Charges]

Please Select One Of The Payment Options And Click Pay Now To Complete The Application.

Step:15

Enter your card details and then click on **PAY NOW**


Enter your card details

VISA: You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :: [input] / [input] month/year

Expiry Date :: [input] / [input] month/year

Security Code :: [input] The 3 digits after the card number on the signature panel of your card.



Purchase Amount :: INR 1,600.00

Verified by VISA

PAY NOW

I hereby authorise the debit to my VISA Account in favour of Indian Institute of Technology, Kanpur

After the final payment, you will receive a confirmation email along with the copy of receipt on your registered email id