**CHECK LIST**

 ✓ Candidate check list

 Below are the essential information and documents that candidate should keep ready before proceeding with online application entry for admission process 2020-21 for diploma admission.

 - **Valid Mobile No**: Candidate has to keep ready with valid mobile number which will be used for all further notification through SMS regarding Merit List, Seat Allotment and frequent updated information.

 - **Mandatory Documents (Photo, SSLC/ICSE/CBSE Marks Sheet)**
   - Scanned copy of recent color photograph with size less than 50 KB.
   - Scanned copy of marks sheet with size less than 1 MB.

 - **Other Documents to upload as per claim of the candidate (All the documents should be in pdf format only with size less than 1 MB.)**
   - If candidate is claiming for Rural Quota: rural study certificate and Kannada Medium Quota: kannada Medium study certificate (1 to 10th Std study ), Hyderabad-Karnataka Quota or any other Special category Quota (as per 5(2) rule) has to upload necessary documents in the application mentioned Annexures of E-Brochure.

 ✓ **Browser** - Any updated browser (Internet Explorer, Google Chrome or Mozilla Firefox)

 **NOTE**: All the documents uploaded by the candidate will be verified by our nodal officers of GOVT/Aided Polytechnic staffs and if any discrepancies found application will be rejected
STEPS INVOLVED IN ONLINE APPLICATION

1) CANDIDATE REGISTRATION (ONE TIME ONLY)

2) PROFILE CREATION BY UPLOADING NECESSARY DOCUMENTS FOR RESPECTIVE CLAIMS DONE BY THE CANDIDATE.
CANDIDATE REGISTRATION

- Open Google Chrome or Mozilla Firefox.
- Go to the address bar and type http://dtetech.karnataka.gov.in/kartechncal and press to open the online application system of admission process 2020-21.
After clicking on Candidate Portal button--> takes you to the candidate registration page

In the registration page ->

- Enter Valid SATS Id which will be printed on SSLC Hall Ticket issued from Public Instruction Department
- Enter Name, DOB as updated with SATS department otherwise system will show as INVALID SATS ID if any of the details are mismatched.
- If Candidate doesn't have SATS ID then enter SSLC Register No along with Name and DOB correctly as per SSLC Board details.
- Enter Valid Mobile No for which OTP will be generated and the same should be validated for first time registration by the candidate.
- If Candidate is a ICSE/CBSE candidate, then he should enter SATS ID compulsorily or visit nearby helpline centers (Govt/Aided Polytechnics).

**NOTE:**

1) Candidate has to remember all the details furnished above.
2) The Password that the candidate creates must be a very strong as per requirement and to be kept confidential.

Once all the details required are furnished, click GENERATE OTP button which will generate a unique One time password on the mobile number furnished above.

Enter OTP in the text box provided below and Click Validate OTP button.

If the OTP submitted is valid, then candidate will be shown with below message.
The candidate will now be able to login to the application for profile creation. On the same registration page, Click on below shown button which takes you to the Login page

Candidate has to enter the SATS ID/SSLC Register No. provided at the time of registration as username and password click on Sign In button.

After successful login, candidate will be presented with instruction pop up which candidate is supposed to go through.
If there are un-successful login attempts (max 4 times) your account will be locked and you will need to reset the password.

Candidate has to click on accept button by self declaring about going through all the instructions mentioned here. After clicking on ACCEPT button, candidate will be presented with below page.
In the profile creation and option entry task, candidate has to fill all tabs provided below with at most care. Candidate should not straightway click next tabs before entering current tab details, doing so the application of the candidate may be rejected at the time of document verification.

**Profile Creation**

**Step 1:** Click on Basic Details

In the basic details tab, candidate will be presented with page as shown below
This page captures all the basic details of the candidate like Father Name, mother name, category, income, and caste, marks details and so on.

Candidate who claims for Category and SNQ Seat has to produce RD No issued from Nadakacheri Office. It will be of the form RDXXXXXXXX4756
NOTE: If candidate is SC/ST Candidate and claims as having life time certificate then click on the check box provided and select category appropriately as either SC/ST and proceed further.

If all the details are entered correctly, candidate will see below message and Click on next button provided to proceed further for Step 2.

Success

RECORDS ARE UPDATED.

OK

Step 2: In this step, candidate can claim special reservation such as Rural Study, Kannada medium (1 to 10th), NCC, SPORTS, JOC etc. Upon claiming any reservation in this step, candidate has to produce valid and authentic document and same has to be uploaded in PDF format only in step 3.
E.g.: Below NCC, JOC, GADINADU KANNADIGA has been enabled, for which the candidate has to produce NCC, JOC, GADINADU KANNADIGA documents and has to be uploaded in PDF format only.

Click on SAVE button and proceed further by clicking on NEXT button provided to upload the documents (Step 3).

**Step 3:** In the previous step 2, which ever the special reservation has been claimed, the same documents has to be uploaded in PDF format only with size not exceeding 1 MB without fail otherwise your claim will not be considered.

For example, if you have claimed for Sports quota (District level, State level) there can be multiple documents which need to be merged into single PDF file and upload the same.

For every claim, separate document has to be uploaded compulsorily.
Click on Upload link provided to upload the file as shown below and Click on YES button.

The same can be viewed by clicking on VIEW button as shown above to cross verify the uploaded document. If it is wrongly uploaded, candidate can re-upload the correct document once again until the application is final submitted.

From Step 1, if the candidate is SC/ST and claims as having life time certificate (hand written), then in this step 3, the same has to be uploaded otherwise your claim will not be accepted and will be treated as GM. If the document is not uploaded, then you will not be allowed to proceed further.

**Step 4:** Click on Mandatory Document tab
In this step,

- If candidate wants to claim for Hyderabad-Karnataka (article 371(J)) has to upload relevant documents as per Annexure XV.
- Marks sheet has to be uploaded compulsorily (original/Internet downloaded copy, hand written marks sheet issued by the School authority)

**Step 5:** In this step, candidate has to upload recent colored passport sized photograph with size less than 50 KB.

**Step 6:** In this step, candidate has to provide their choice of Interest College and courses in the order of priority no. The least priority number will have highest preference.

E.g: If candidate wants to select S.J. (GOVT) Polytechnic and course as Computer Science and Engineering, then candidate has to enter College & Course Code as **102CS**.
After choosing "102CS" as their first priority no, can proceed to enter any number of College & Course Codes (Options Codes) by clicking on ADD button provided and can also re-order the priority numbers as per your choice of interest. After entering sufficient number of option codes, candidate has to compulsorily click on SAVE button otherwise the option entries will not be considered.

E.g.:
Here candidate has chosen S.J. (GOVT) Polytechnic and Computer Science Engineering as their first option code. If candidate wants to exercise more number of option entries, then click on Add button which adds a new row

After clicking on ADD button a new row gets added where provision will be made to enter new Option code as shown below and finally click on SAVE button.
If Candidate wants to delete a option entry, then enter zero (0) as the priority number for the option code and click on SAVE button to delete the option code.

**NOTE: ENTER AS MANY NUMBER OF OPTION CODES.**

**Step 7:** In this step, candidate can choose up to maximum of 6 districts of their choice if interested and click on SAVE button.

<table>
<thead>
<tr>
<th>Row Number</th>
<th>District</th>
<th>Priority No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KODAGU</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>GADAG</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>GADAG</td>
<td></td>
</tr>
</tbody>
</table>
Step 8: In this step, candidate can preview their application submitted and can take a copy of print out by clicking on PRINT button. Once the application is previewed and if any corrects to be made can directly click on any tabs and make necessary changes.

**NOTE:** In continuation of this Step 8, the candidate has to compulsorily click on FINAL SUBMISSION button to freeze the application and allow their documents uploaded to get verified by the nodal officer. If candidate fails to click on FINAL SUBMISSION THEN THEIR APPLICATION WILL BE REJECTED.

NOTE: Please enter as many as option entries as possible.

When candidate clicks on FINAL SUBMISSION button, it shows a pop up as shown below

Here it is asking for whether candidate has entered all the necessary details furnished in the application are true and correct and same he is final submitting.

- If the candidates have submitted their application on their own then please don’t tick the check box provided above.
- If the candidate has visited any helpline center for application entry, then compulsorily the candidate has to click this check box and enter the UNIQUE CODE provided to the Institution, otherwise application will be not be submitted as shown below

Here the applicant has to select in which institution the application is submitting and ask the nodal officer to enter their received UNIQUE CODE and click on YES button. Once the application is submitted, your application will be in pending state for verification if any claims are requested otherwise re-visit the HOME Page as shown below.
Click on above shown link. If the application is not finally submitted, then you will receive below message

![Warning message](image)

Hence final submission at **Step 8: VIEW PROFILE** is mandatory.

If the application is submitted successfully you will be able to see below status message after clicking on above said link

<table>
<thead>
<tr>
<th>Claim Details Application Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimed Quota</td>
<td>Not Approved</td>
</tr>
<tr>
<td>Gedimuru Kannadige</td>
<td>Not Approved</td>
</tr>
<tr>
<td>J.G.C</td>
<td>Not Approved</td>
</tr>
<tr>
<td>N. C. C.</td>
<td>Not Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Life Time Application Status Application Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Approved</td>
<td></td>
</tr>
</tbody>
</table>

Mandatory Doc Status
How to Convert CGPS marks of 10th class into % and marks

- **What is the full form of CGPA?**
  - CGPA stands for Cumulative Grade Point Average

- **What exactly is CGPA?**
  - It is the average of Grade Points obtained in all the subjects excluding additional 6th subject as per Scheme of Studies

- **How to calculate percentage from CGPA?**
  - Multiply the CGPA with 9.5 or use the above calculator to get the overall indicative percentage

- **Why multiply with 9.5 only?**
  - The Board took the result of the last five years and calculated the average marks of all candidates who had scored between 91 and 100. That average turned out to be close to 95 marks. Since the equivalent Grade Point for the 91-100 band (A1 grade) of marks is 10, it then divided the average result of 95 by 10. The result is 9.5.

**Instructions**

- An indicative equivalence of Grade Point and Percentage of Marks can be assessed as follows:
  - Subject wise indicative percentage of marks = 9.5 x GP of the Subject.
  - Overall indicative percentage of marks = 9.5 x CGPA
  - The above formula given by CBSE to convert grades into marks and percentage is only an approximation and not exact.