

User Manual for HOD Approval Process

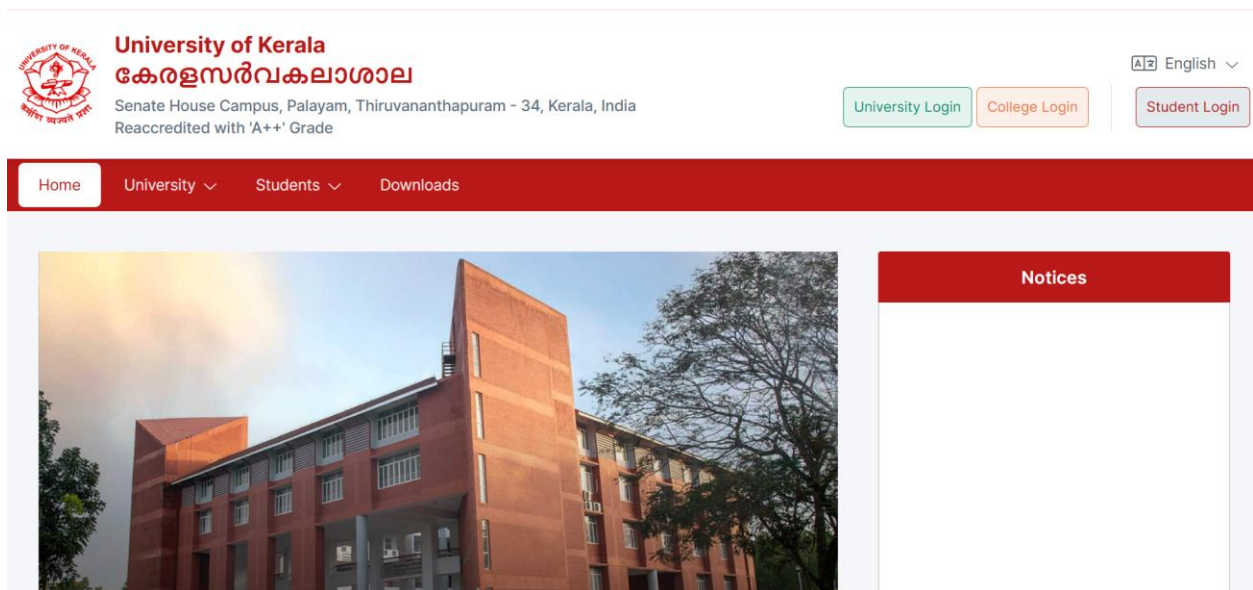
Introduction

This manual provides a step-by-step guide for HoD to approve the student applications.

Step 1: Access the College Login Portal

1. Navigate to the College Login Portal

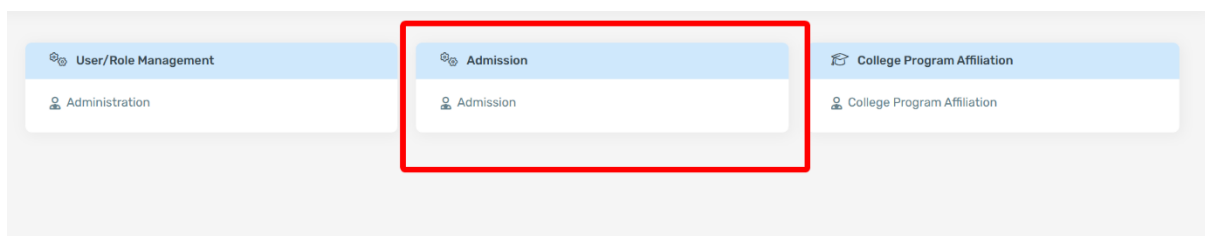
- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



Step 2: Access Admission Management

1. Open the Admission Tab

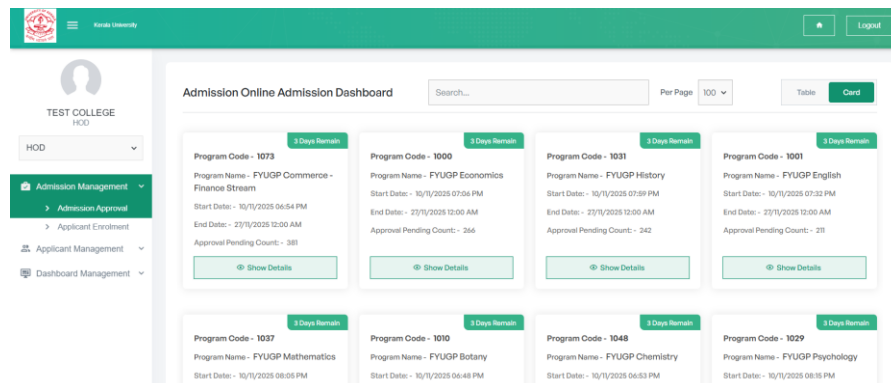
- Once the correct role is confirmed, click on the **Admission** tab.



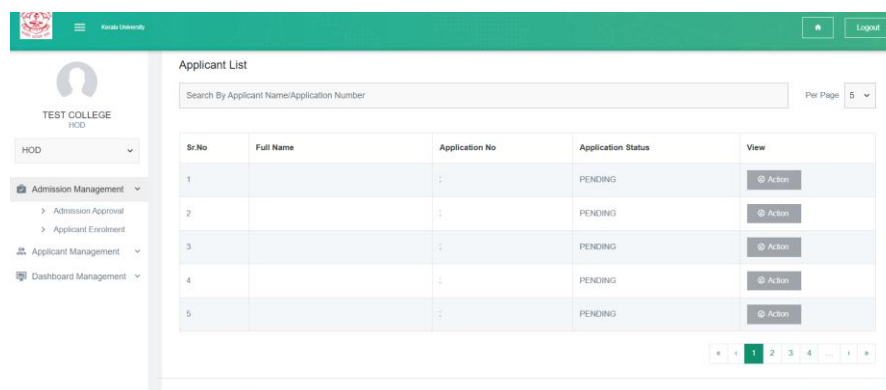


2. Navigate to Admission Approval

- i. From the **Admission Management** menu, select the **Admission Approval** option.
- ii. A list of available programs will display on the screen. Select the program for which the approval has to be done and click on **Show Details** to view specific program details



- iii. On the next screen, the list of students in will be listed



- iv. Click on **'Action'** to view the student details. If you are not seeing term action click on Ctrl+Shift+R to refresh page

- v. On the next screen where the student details are shown, **verify** the details. An option to download the student application is available in the bottom of the page as shown below

College Details [Program Name: FYUGP History]

S.No	College Name	Application Id	Papers	Download Form
1			FIRST SEMESTER <ul style="list-style-type: none">• UNDERSTANDING HISTORY (UK1DSCHIS100)• LANGUAGE FOR DEVELOPMENTAL STUDIES (UK1AECENG107)• ECONOMICS FOR EVERYONE (UK1MDCECO100)• BHASHAPARICHAYAM (UK1AECMAL102)• FUNDAMENTALS OF MICRO ECONOMICS (UK1DSCECO101)• MALAYALAM NOVEL (UK1DSCMAL101) SECOND SEMESTER	Download Form

Roll Number Allocation

Division: Roll Number:

[Submit](#)

- vi. Click on **‘Submit’**
- vii. The screen will return to the students list page (as in step iii). Once again, click on **‘Action’**
- viii. Scroll down on the student details page, provide comments and click on **‘HoD Approve’**
- ix. Repeat the above steps for all students. The approved students will now be available in the **Admission Completed** tab as shown below

Note: *If any changes are required in the students’ course selection, please ask the student to cancel and resubmit. The student will thus have the option to re-submit the application.*

Conclusion

This user manual has outlined the key steps for the HoD approval process.