

User Manual for HOD STOR (Submit to Registration) Process

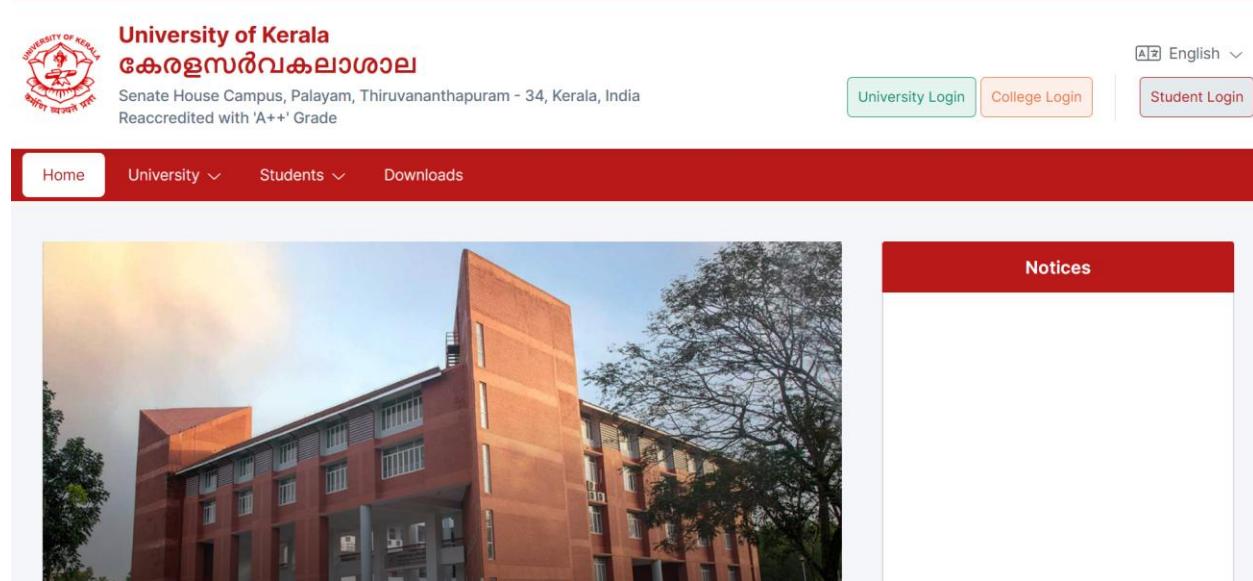
Introduction

This manual provides a step-by-step guide for Principal to submit student applications to registration. Each step includes detailed instructions to ensure that the STOR process is completed accurately and efficiently.

Step 1: Access the College Login Portal

1. Navigate to the College Login Portal

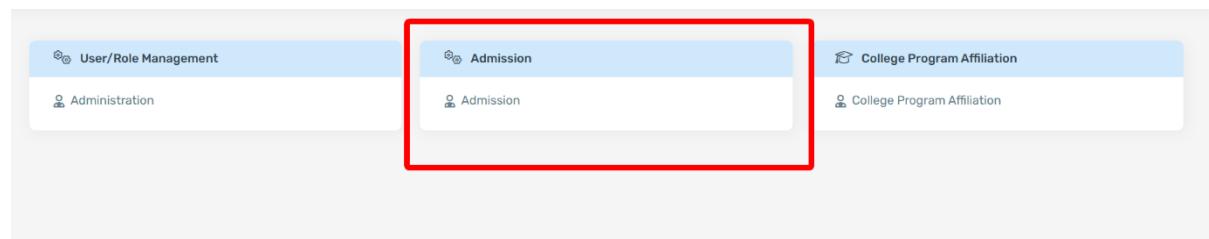
- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



Step 2: Access Admission Management

1. Open the Admission Tab

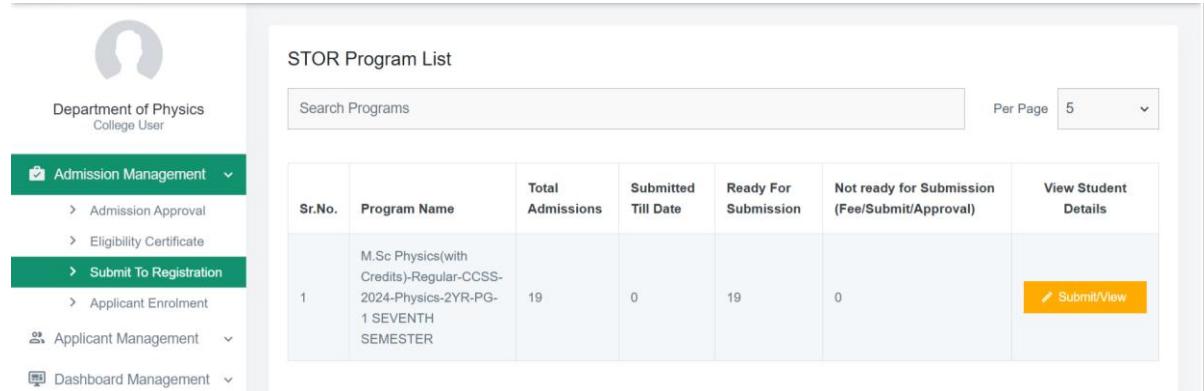
- Once the correct role is confirmed, click on the **Admission** tab.



Step 3: Submit to Registration (STOR)

1. Select Submit to Registration Option

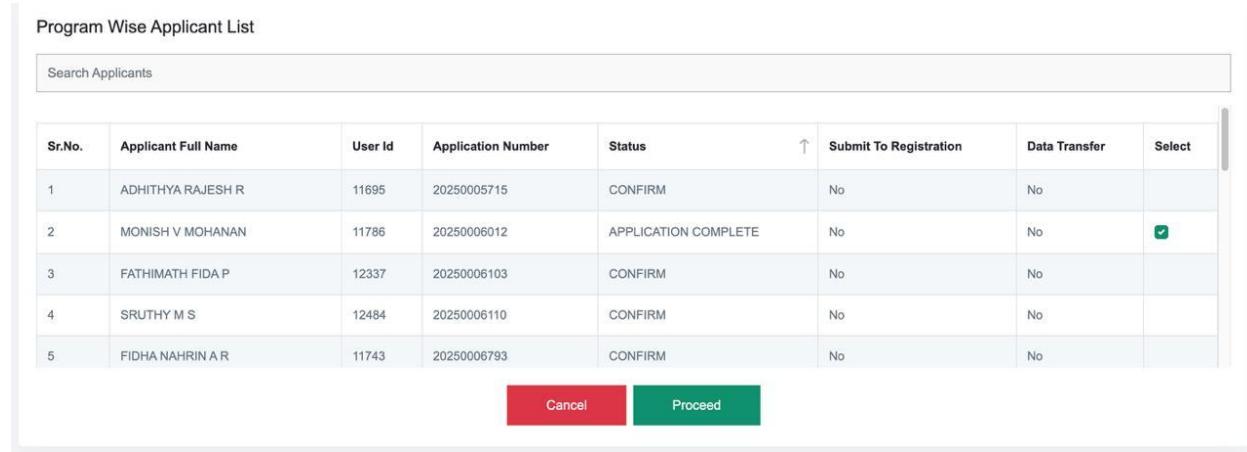
- From the **Admission Management** menu, click on the **Submit to Registration** option.
- You can see the number of student ready for submission



Sr.No.	Program Name	Total Admissions	Submitted Till Date	Ready For Submission	Not ready for Submission (Fee/Submit/Approval)	View Student Details
1	M.Sc Physics(with Credits)-Regular-CCSS-2024-Physics-2YR-PG-1 SEVENTH SEMESTER	19	0	19	0	

2. Select Program and View Student Details

- Click on Submit/View, to the list of students.
- Only Application Complete student will be auto selected
- Confirm status indicates it either approval pending from HOD or a sync issue
- Click on proceed



Sr.No.	Applicant Full Name	User Id	Application Number	Status	Submit To Registration	Data Transfer	Select
1	ADHITHYA RAJESH R	11695	20250005715	CONFIRM	No	No	<input checked="" type="checkbox"/>
2	MONISH V MOHANAN	11786	20250006012	APPLICATION COMPLETE	No	No	<input checked="" type="checkbox"/>
3	FATHIMATH FIDA P	12337	20250006103	CONFIRM	No	No	<input type="checkbox"/>
4	SRUTHY M S	12484	20250006110	CONFIRM	No	No	<input type="checkbox"/>
5	FIDHA NAHRIN A R	11743	20250006793	CONFIRM	No	No	<input type="checkbox"/>

3. STOR Submission

- The status of each student will update to **Yes** with the date and time, indicating that they are successfully submitted for registration.
- After some time date transfer also will have a date and time

- If any student has Submit to registration and data transfer No, please inform kreap.support@keralauniversity.ac.in



Department of Physics
College User

✉ Admission Management

- > Admission Approval
- > Eligibility Certificate
- > Submit To Registration
- > Applicant Enrolment

✉ Applicant Management

- > Application Management

✉ Dashboard Management

- > Reverse Confirm

Program Wise Applicant List

Sr.No.	Applicant Full Name	User Id	Application Number	Status	↑	Submit To Registration	Data Transfer	Select
1	SREEHANI A	0	20250000013	APPLICATION COMPLETE	Yes-(11/04/2025 02:55 PM)	No		
2	ABHIJITH GS	0	20250000014	APPLICATION COMPLETE	Yes-(11/04/2025 02:55 PM)	No		
3	AJAY V	0	20250000015	APPLICATION COMPLETE	Yes-(11/04/2025 02:55 PM)	No		

Proceed
Cancel