

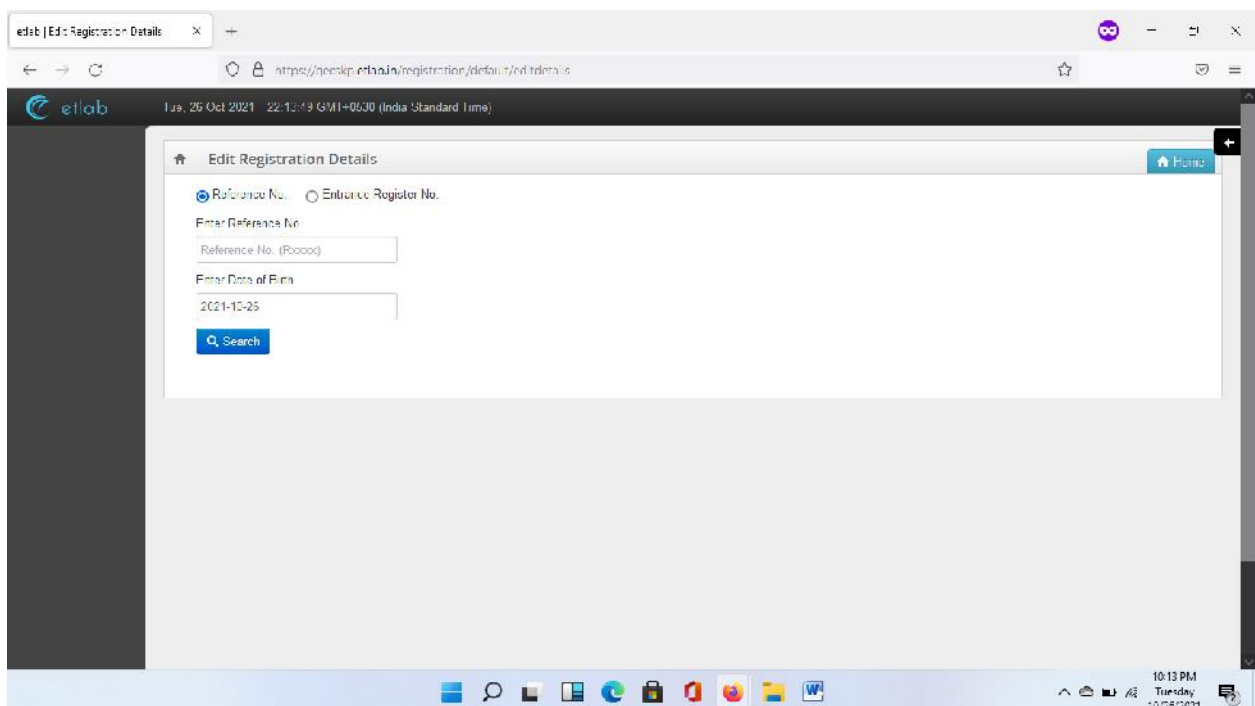
# Government Engineering College Palakkad

## Help Document for Updating Academic and Personal Data in ETLAB – Campus Management Platform

Basic details of students are already loaded in the portal. All are requested to Edit/Update your personal and academic details in the portal before the coming to college for admission.

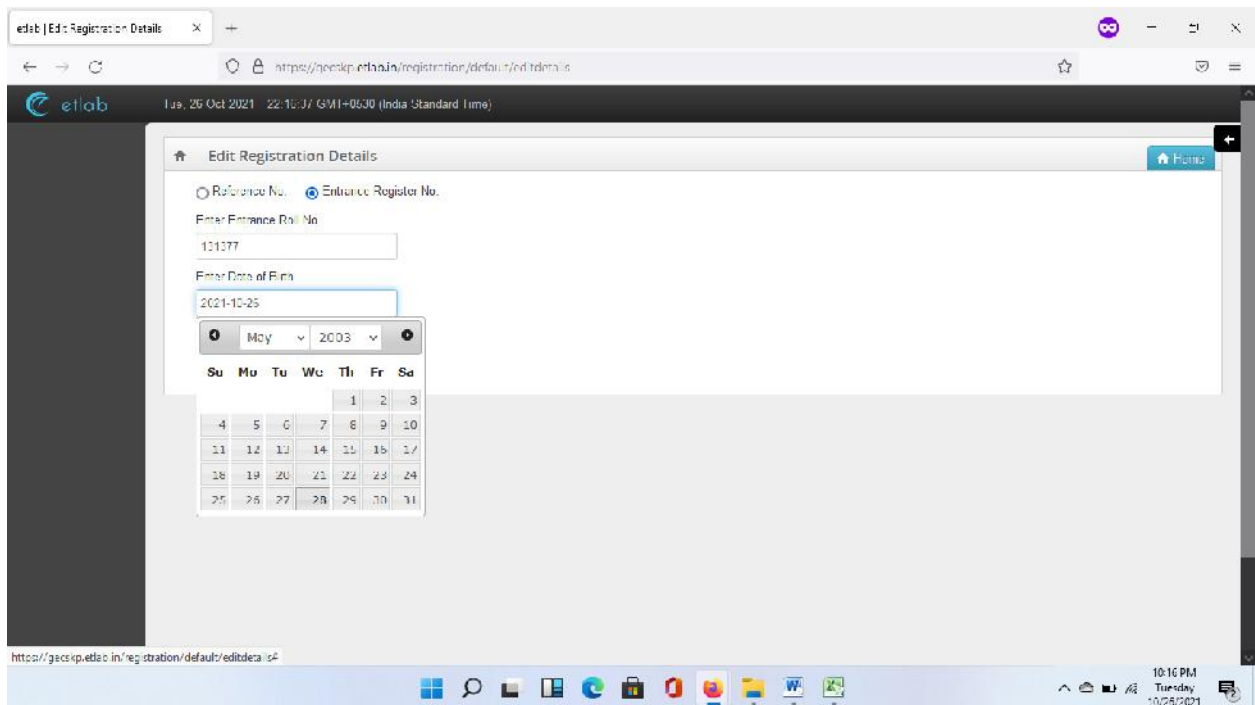
### Step by Step Procedure

Visit the portal at <https://gecksp.etlab.in/registration/default/editdetails>

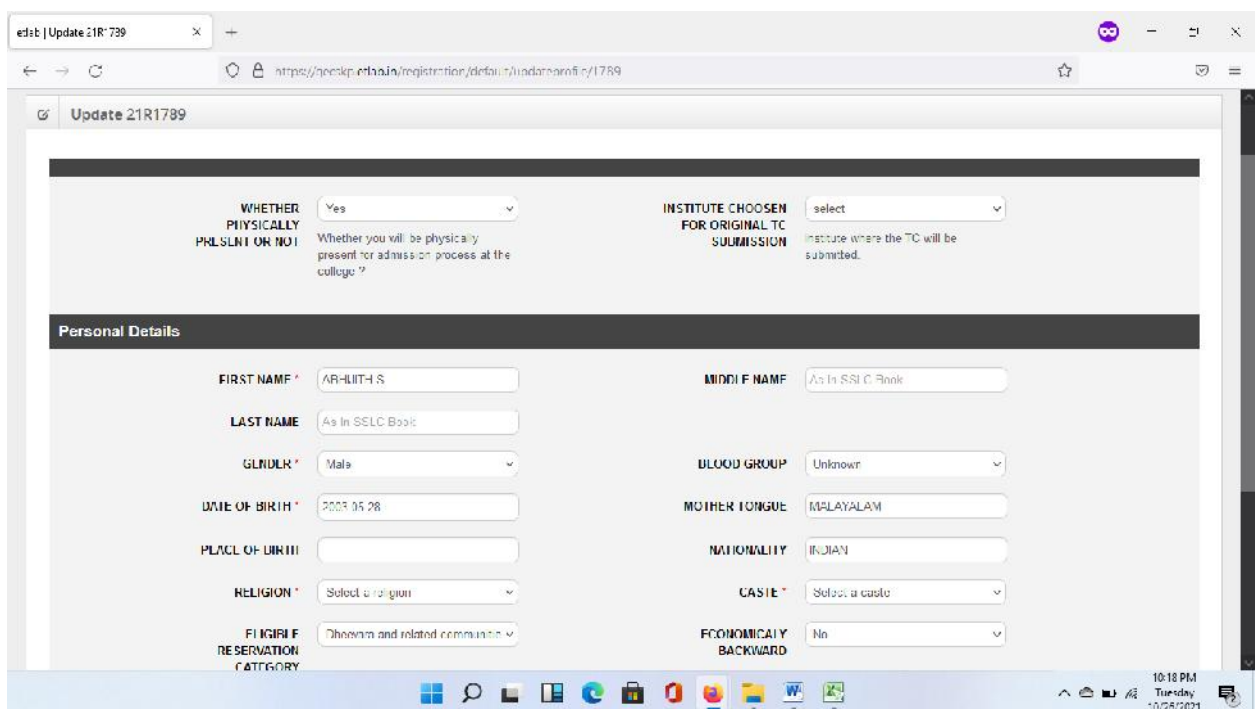
The screenshot shows a web browser window with the URL 'https://gecksp.etlab.in/registration/default/editdetails'. The page title is 'Edit Registration Details'. At the top left, there are two radio buttons: 'Reference No.' (which is selected) and 'Entrance Register No.'. Below these are two input fields: 'Enter Reference No.' with a text box containing 'Reference No. (R0000)' and 'Enter Date of Birth' with a date picker showing '2021-10-25'. A blue 'Search' button is located below the date picker. The browser's address bar shows the URL, and the Windows taskbar at the bottom indicates the time is 10:13 PM on Tuesday, 10/25/2021.

You will get the above given screen. In the top left corner you have option to choose either Reference No or Entrance Register No (**Better to choose Entrance Register No.** to avoid confusion) and then Enter the “Entrance Register No” and “Date of Birth” to select your record.

You use the date picker to select the date. And click on “Search” and the system will display the Name of student and will show a button “Next”. Click on next button.



On clicking the “Next” button system will display the following screen



Fill all the mandatory fields in the personal Details page and click on “Next”

Then system will show the Admission details. Choose the Quota and Fee Concession eligibility according to the **Data Sheet / Allotment Memo** downloaded portal CEE portal after publishing the 2<sup>nd</sup> phase allotment.

**Admission Details**

ADMISSION FOR *	BTech	ACADEMIC YEAR *	2021-22
QUOTA *	Merit	TYPE *	Regular
COURSE OPTED *	Mechanical Engineering		
ADMITTED RESERVATION CATEGORY	Other and related communities		
FEE CONCESSION ELIGIBILITY *	General (State Merit)	INCOME CATEGORY *	AFL
ENRANCE TYPE	Kerala Entrance		
ENTRANCE ROLL NO *	151577	ENTRANCE RANK *	44674
COMMUNITY	Select Community	NATIVITY	Kerala
QUALIFICATION	Plus Two		

Then system will ask for Plus Two Details. **Consolidate Mark (ie, First year + Second year) is to be entered in the Mark columns**

Then system ask will for the SSLC or Equivalent details and the TC Details. Fill all the details without error

**Secondary School Details (10th or Equivalent)**

BOARD:	<input type="text"/>	YEAR:	select
REG NO:	<input type="text"/>		

**TC Details**

LAST INSTITUTE (AS PER TC)	<input type="text"/>	TC NO:	<input type="text"/>
TC DATE	yyyy-mm-dd		

Previous Next

**Fill the TC Details Correctly and carry the TC when you are coming to college**

Then the Address page will come. **Enter an active Mobile number and mail ID.** If the student not having a email id, please create and give the same. And also note that this Phone number and mail ID will be used for further communications.

etlab | Update 2 11 789

http://geoskip.ctdubm/registration/default.aspx?profile/" / 89

### Contact Details

Present Address

Permanent Address [  same as present address ]

HOUSE NAME \* NADUVU LE MADAI HIL PAKAMBUR

HOUSE NAME \*

STREET \* KAROOD

STREET 1 \*

POST / STREET 2 \* AMELA APUZIA

POST / STREET 2 \*

DISTRICT \* Select

DISTRICT 1 \* Select

PIN \* 888561

PIN \*

STATE \* Select

STATE \*

STUDENT PHONE NO \* 9037045004

EMAIL \* sbrijthsejlc07@gmail.com

LAND PHONE \* 730620004

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In the next page give the Bank account details of Student. If no account for student leave it blank. Don't give the account details of parents.

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http://geoskip.ctdubm/registration/default.aspx?profile/" / 89

Update 21R1789

### Personal Marks for identification

PERSONAL MARKS 1

PERSONAL MARKS 2

### Bank Details

NAME OF BANK

ACCOUNT NO

NAME OF BRANCH

IFSC CODE

### Hostel Facilities

DO YOU NEED HOSTEL FACILITIES

NO

YES

Previous Next

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If you want to avail the hostel facility, please choose 'Yes' in hostel facilities. It is not an application just to know the status. Online application will be collected later.

In next screen the Give the Contact details of Parent

The screenshot shows a web browser window with the URL <https://gcetkpc.edu.in/registration/default.aspx?profile/789>. The page title is "Update 21R1789". The main content area is titled "Parent Details" and contains the following fields:

FATHER'S NAME *	<input type="text"/>	MOTHER'S NAME *	<input type="text"/>
FATHER'S OCCUPATION	<input type="text"/>	MOTHER'S OCCUPATION	<input type="text"/>
FATHER'S / GUARDIAN'S MOBILE NO *	<input type="text" value="9000000000"/>	MOTHER'S MOBILE NO	<input type="text" value="0000000000"/>
PARENT EMAIL	<input type="text"/>	PHONE OFFICE	<input type="text"/>
SELECT GUARDIAN	<input type="text" value="Father"/>	ANNUAL INCOME	<input type="text"/>

Below the form is a progress indicator with 10 dots, the 10th dot being blue. There are "Previous" and "Next" buttons.

Then an Upload page will come. **Upload your photograph and signature.** Not mandatory to upload the other details right now.

Finally a verification page will come. Enter the code displayed in the screen and then click on "Register".

The screenshot shows the same web browser window. The page title is "Update 21R1789". The main content area is titled "Enter the code as shown in the image below". It contains a "VERIFY CODE" label, a code image showing "ndrexd", and a "Get a new code" link. Below this is a text input field for the verification code. At the bottom, there is a progress indicator with 10 dots, the 10th dot being blue, and "Previous" and "Register" buttons.

In case of any Technical issue during completing the process, you may contact the following persons (Please avoid the late night calls)

Mr. Premkumar M P, [premkmp@gecksp.ac.in](mailto:premkmp@gecksp.ac.in), 9400983091

Mr. Abid Tharavattath, [abid@gecksp.ac.in](mailto:abid@gecksp.ac.in), 9447842699

Mr. Sathyanath V. [sathyanathv@gecksp.ac.in](mailto:sathyanathv@gecksp.ac.in), 9633819294