



AI Powered Campus Automation System

AICAS by LEARN SQUARE

1st YEAR GENERAL/SPOT STUDENT ADMISSION GUIDE

Your step-by-step guide to completing your admission online

Academic Year [2026–27]

How the Admission Process Works

There are 7 simple steps to complete your admission. Follow them in order and you're done!


Step	What Happens	Your Action
1	Registration & Verification	Fill form, verify WHATSAPP/SMS & Email OTP
2	Temporary Login	Log in with credentials sent to you
3	Application Form	Fill personal & academic details, upload documents
4	Submit Application	Review and submit
5	Document Verification	College reviews documents & notifies
6	Selection Notification	Receive notification via Email & WHATSAPP/SMS
7	Fee Payment & Confirmation	Pay fees online → Admission confirmed!

STEP 1 Register & Verify Your Details

Visit the AICAS admission portal (<https://aicas.learnsquare.co/login>). Fill in the following:

- › **Full Name** (as per school records)

- › **Mobile Number** — OTP & credentials will be sent via WHATSAPP/SMS
- › Click 'Send OTP to Mobile' — Enter the OTP received on WHATSAPP/SMS
- › **Email Address** — OTP will be sent to your email
- › Click 'Send OTP to Email' — Enter the OTP received in your inbox
- › Both OTPs must be verified to proceed
- › **Year of Study Interested In** — Select from: 1st / 2nd / 3rd
- › **Program Interested In** — Select the course you are applying for


 **Note:** Your WHATSAPP/SMS number and Email must be active and accessible. All future communications — including your login credentials, notifications, and fee details — will be sent to these only.

 OTPs expire in 10 minutes. Use 'Resend OTP' if you don't receive one within 2 minutes.

STEP 2 Log In with Your Temporary Credentials

Once OTP verification is complete, your Temporary Login will be created automatically.

- › Your username & password will be sent via WHATSAPP/SMS and Email
- › Use these to log in to the AICAS portal (<https://aicas.learnsquare.co/login>)
- › This login is only for the application process

 **Note:** Do not share your login credentials with anyone. You will receive a permanent login only after your admission is confirmed.

STEP 3 Fill in Your Application Form

After logging in, complete your application form. It has multiple sections:

A. Personal Details

- › Full Name, Date of Birth, Gender, Nationality
- › Permanent & Correspondence Address
- › Parent / Guardian Name and Contact Number
- › Category (General / OBC / SC / ST / Other)


B. Academic Details


- › Class 10 (SSC) — School, Board, Year, Marks / %
- › Class 12 (HSC) — School, Board, Year, Marks / % (if applicable)
- › Any other qualifying exam scores

C. Document Upload

- › Upload required documents (Mark sheets, ID proof, Category certificate, Passport photo, etc.)

- › Accepted formats: PDF or JPG. Max size per file: 1 MB


 You can Save as Draft at any point and come back later to complete the form. Your data will not be lost.

 **Note:** Once you click Submit, the form cannot be edited. Review all details carefully before submitting.

STEP 4 Document Verification


After the application submission, the college will prepare and publish the List based on your documents uploaded.

- › Document verification is done by the college admissions committee based on your uploaded documents


 **Note:** Ensure all documents uploaded are clear, valid, and match the details entered in your form.

STEP 5 Receive Your Documents Verified Notification

If your documents are verified, you will be notified immediately via:

- ›  Email — to your registered email address


Log in to your AICAS dashboard to view your status anytime.

 **Note:** Ensure your WHATSAPP/SMS and Email are active at all times during the admission period.

STEP 6 Review Fee Structure & Pay

Once documents are verified, the college will assign your Fee Structure. View it under 'Fee Details' in your dashboard.

- › Fees include: Tuition, Exam, Library, Lab, and other applicable fee
- › Pay online via Net Banking, Debit/Credit Card, or UPI (GPay, PhonePe, Paytm)
- › Download your Payment Receipt immediately after payment

 **Note:** Do not close or refresh the browser during payment. If payment fails but amount is deducted, wait 24 hours or contact the helpdesk with your transaction ID.

STEP 7 Admission Confirmed! 🎉

Once payment is verified, your admission is officially confirmed. You will receive:

- › Admission Confirmation Letter via Email & WHATSAPP/SMS
- › Official Student Login Credentials for the student portal

i Welcome aboard! Your journey at the college begins here. Keep an eye on your Email & WHATSAPP/SMS for further instructions.

Need Help?

Reach out to us for any queries or technical difficulties:

Support	Contact
AICAS Technical Support	aicas@learnsquare.co
College Admissions Email	[admissions@yourcollege.edu]
College Helpdesk Number	[+91 XXXXX XXXXX]
Office Hours	Monday – Saturday 9:00 AM – 5:00 PM

Your Admission Checklist

Use this checklist to track every step:

- Step 1 — Filled registration form & verified WHATSAPP/SMS + Email OTP
- Step 2 — Received & used Temporary Login credentials
- Step 3 — Completed Application Form (Personal, Academic, Documents uploaded)
- Step 4 — Submitted the Application
- Step 5 — Checked Document Verification Status on Portal
- Step 6 — Received Selection Notification via Email & WHATSAPP/SMS
- Step 7 — Reviewed Fee Structure
- Step 8 — Completed Fee Payment & saved Receipt
- Step 9 — Received Admission Confirmation