Gujarat Technological University

MBA & MCA. Enrolment form

Instructions for form filling for students admitted in year 2013-2014

First of all login to the following URL with the college username and password:

http://54.243.202.28/enroll2013

College user has to do mainly following things:

1. Confirm enrolment
2. Add new enrolment student details
3. Upload document for new enrolment
4. challan download & upload (*****Follow strictly**)
5. Enrolment form submission AT GTU, chandkheda campus.

1   Confirm (gunning) student enrolment

1.1   Institute have to download FILE ofenrolment form as shown below.

1.2. Instruction for form printing.

- **Print in good quality paper and should verify that Bar-code printed on top-right corner of the form is not damaged and is clearly readable. (Do not Tamper/zoom or put any mark on bar code) of enrolled students.**
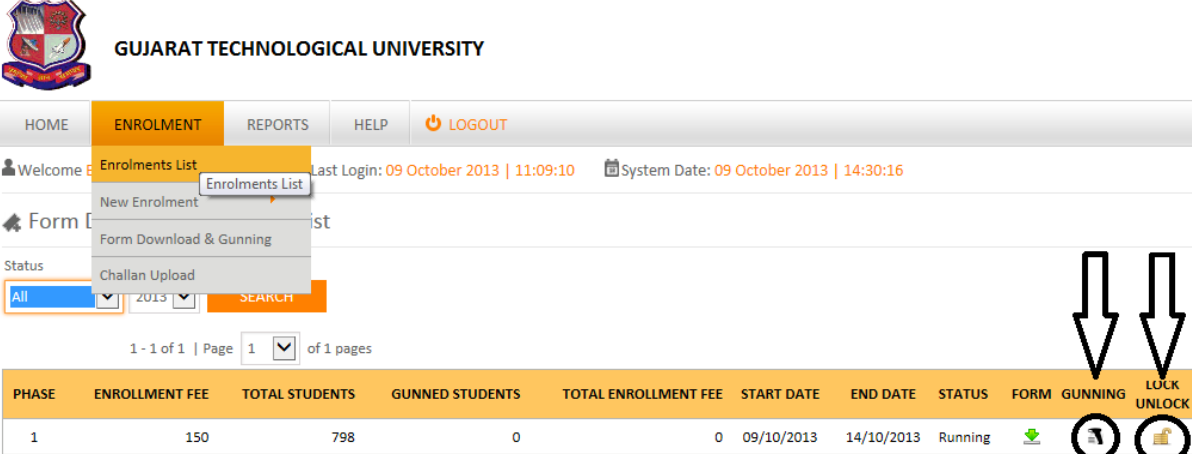
1.2.1 Before form gunning college should verify that,

- **Student has pasted his/her latest passport size photograph in appropriate box. (Photo should not be stapled/pinned).**

- **Student has put his/her signature in the box below the photograph. Student has put his/her signature at "signature of the candidate" column.**

1.2.2 College principal should sign and stamp.

- **On students photograph.**

- **Three other place on form mentioned as "principal's seal and signature" on the enrolment form.**

- **Also put principal's signature at required column along with institute stamp on every form.**

1.2.3 After verifying above mention field institute can gun enrolment form as shown below.
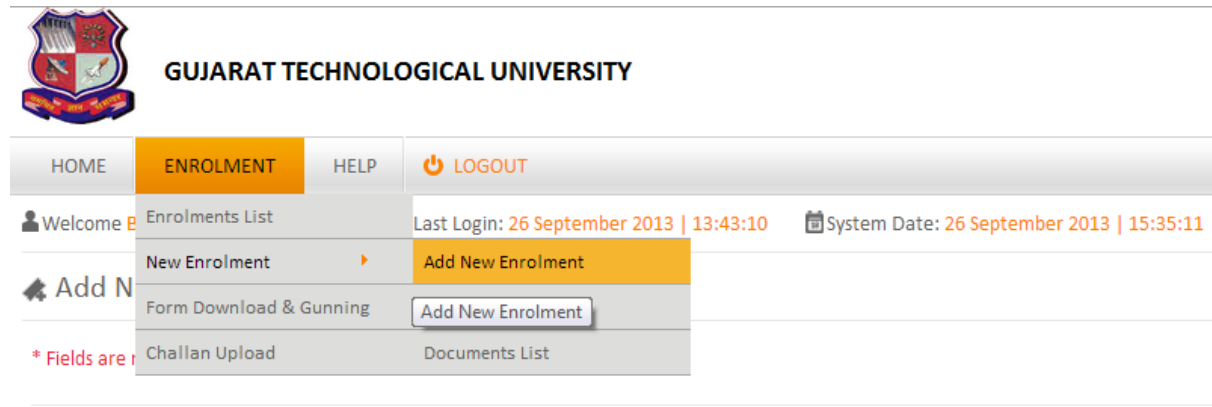

*Institute have to lock Gunning after gunning of all Student enrolment form after that challan will be generated.

2 Add new enrolment student Details

For students who are admitted by colleges under MQ/vacant seats after ACPC Endorsement, but enrolment form is not sent by university.

2.1. College should, enter data of suchStudent at thenew enrolment (student) mention below.

http://54.243.202.28/enroll2013/college/NewEnrolmentAddEdit.aspx?action=add&id=0

- **Institutes are inform to fill all student details**

3. Upload document for new enrolment.

Institute have to upload ACPC Approved Student endorsed copy (MQ, VQ, NRI etc.) in a single PDF format (file size not more than 1MB).
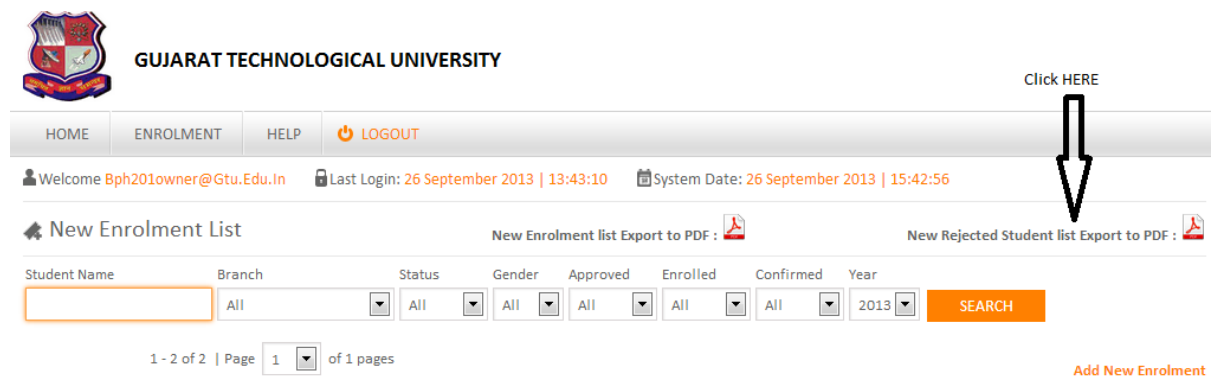
ENROLMENT → NEW ENROLMENT → DOCUMENT LIST → CLICK UPLOAD DOCUMENT

GTU will approve a new added student after reviewing his uploaded document.

3.1. Confirm (gunning) new enrolmentstudent.

After approval, institute can Download these approved students Enrolment form and proceed as per instruction 1 for confirm enrolment.

Institute can view comment of rejected student as shown below.

4. Challan download and upload.

- **challan can be downloaded and uploaded from challan upload list as shown below.**
- **Once challan generated by the system, institute cannot be able to GUN enrolment form.**
- **Institute are inform to upload single challanfor all gunned student (ACPC, VQ, MQ etc.) and also upload (one time) its scan copy & journal no. as per schedule.**

*Once institute downloadchallan and paid amount at BANK and after that if any enrolment form is remaining for gunning then institute have to follow as below:

1. **First Upload paid challan details (scan copy & journal no.).**
2. **Then unlock Gunning as shown below.**

3. **Then gun that remaining enrolment form.**
4. **Again lock gunning and download new challan (challan amount= no. of late gun form * 150 INR).**
5. **Again upload this challandetails (scan copy & journal no.).**

5. Enrolment form submission AT GTU, chandkheda campus.

College should submit the forms of students at university as per the schedule on the Universitywebsite.

College should report to university along with the following files/documents (checklist).

- ▪ **File-1should contain following Documents.**

  - • 1. Authority Letter

  - • 2. Enrolled Students Generated Report as shown below.

- ○ 2.1 List of All student Enrolled (Branch-Wise)
- ○ 2.2 List of Students Enrolled, admitted by ACPC
- ○ 2.3 List of Students Enrolled, admitted under D2D
- ○ 2.3 List of Students Enrolled, admitted under MQ
- ○ 2.4 List of Students Enrolled, admitted under VQ
- ○ 2.5 List of Students Enrolled, admitted under SQ/MHRD
- ○ 2.6 List of Students Enrolled, admitted under NRI/PIO
- ○ PDF admitted count.
- ○ PDF category wise.
- ○ Export to PDF

- 3. Endorsement by Admission committee(2 copy)
    - 3.1 Endorsement copy of ACPC admitted Students
    - 3.2 Endorsement copy of D2D admitted Students
    - 3.3 Endorsement copy of MQ admitted Students
    - 3.4 Endorsement copy of VQ admitted Students
    - 3.5 Endorsement copy of SQ/MHRD admitted Students
    - 3.6 Endorsement copy of NRI/PIO admitted Students

- 4. Payment Details
    - 4.1 Enrolled students Fee Summary
    - 4.2 Challan(s) Uploaded copy.

- **File-2should contain following Documents.**

    - 1. Enrolled Students Generated Report copy (As In File-1 (3))
        - 1.1 List of All student Enrolled (Branch-Wise)
        - 1.2 Students Enrolment Form in order of Enrolment.

- **File-3 (Separate file of enrolment form should be submitted for every ACPC/ MQ/Vacant/D2D-MQ/D2DVacant seat for every branch and should be clearly superscripted with college code, college name, branch code and branch name and count of form.)**

Note:
- **colleges can send in their queries at the email id: enrollment2013@gtu.edu.in**
- **Institutes are strictly informed to download challan and also upload challan details after gunning of all enrolment forms.(Also read *)**

* * * * *