

# Gujarat Technological University

## MBA Enrolment form sem-1

### 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>

Admin Panel-→ Enrollment or

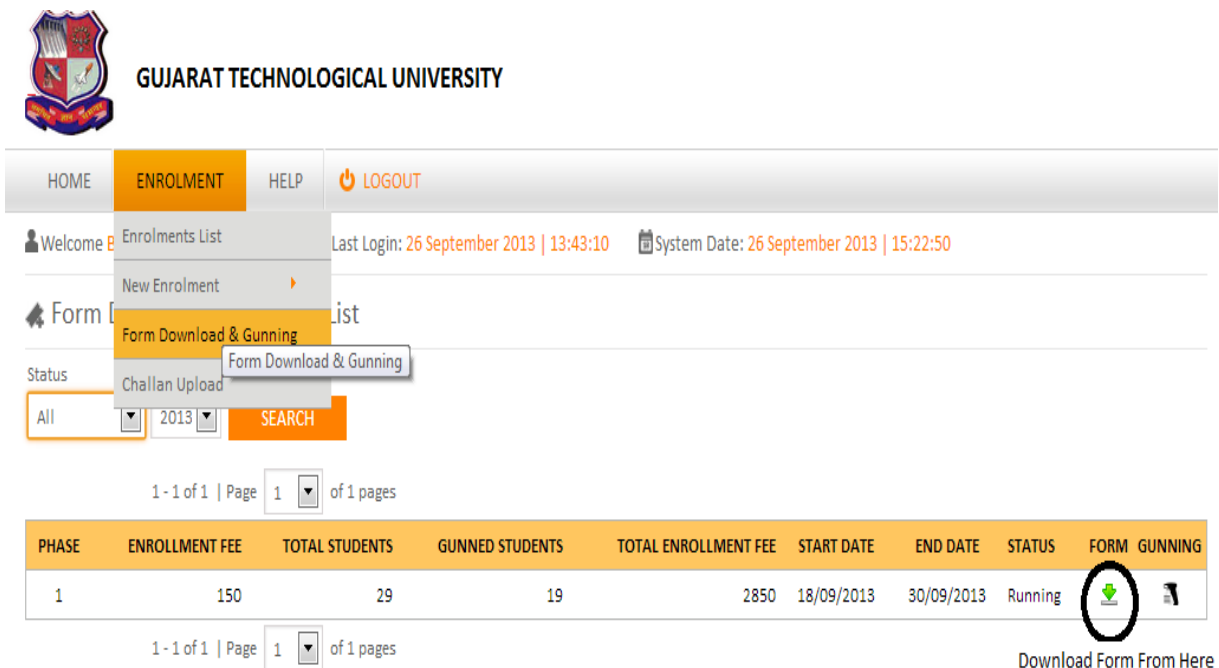
<http://gtu.ac.in/admin>

College user has to do mainly following things:

1. Confirm enrolment
2. Upload document for new enrolment
3. Challan download & upload
4. Enrolment form submission AT GTU, chandkheda campus.

## 1 Confirm (gunning) student enrolment

1.1 Institute have to download FILE of enrolment form as shown below.



GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLMENT HELP LOGOUT

Welcome to Enrolments List Last Login: 26 September 2013 | 13:43:10 System Date: 26 September 2013 | 15:22:50

New Enrolment


Form Download & Gunning

Form Download & Gunning

Challan Upload

All 2013 SEARCH

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PHASE	ENROLLMENT FEE	TOTAL STUDENTS	GUNNED STUDENTS	TOTAL ENROLLMENT FEE	START DATE	END DATE	STATUS	FORM GUNNING
1	150	29	19	2850	18/09/2013	30/09/2013	Running	

1 - 1 of 1 | Page 1 of 1 pages

Download Form From Here

## 1.1. 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.

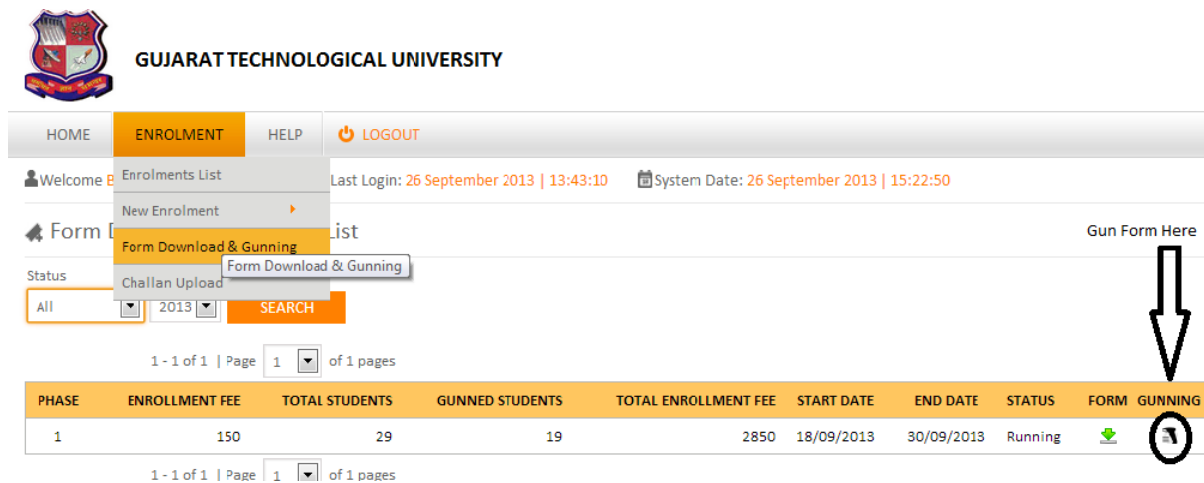
### 1.1.1 Before form gunning college should verify that,

- 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.

### 1.1.2 College principal should sign and stamp.

- On students photograph to attest.
- 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.

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



GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLLMENT HELP LOGOUT

Welcome B Enrolments List Last Login: 26 September 2013 | 13:43:10 System Date: 26 September 2013 | 15:22:50

New Enrolment

Form Download & Gunning

Form Download & Gunning

Challan Upload

Status All 2013 SEARCH

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PHASE	ENROLLMENT FEE	TOTAL STUDENTS	GUNNED STUDENTS	TOTAL ENROLLMENT FEE	START DATE	END DATE	STATUS	FORM	GUNNING
1	150	29	19	2850	18/09/2013	30/09/2013	Running		

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### 1.1.4 After gunning please verify, if the fields of gender and category are incomplete the institute has to fill those fields with EDIT button in Admin Panel as the student has filled up in enrollment form.

## 2. 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 challan for all gunned student (ACPC, VQ, MQ etc.) and also upload (one time) its scan copy & journal no. as per schedule.



GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLMENT HELP LOGOUT

Welcome Bph201owner@Gtu.Edu.In Last Login: 26 September 2013 | 15:20:25 System Date: 26 September 2013 | 17:37:05

Challan Upload List

Status: All Year: 2013 SEARCH

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PHASE	START DATE	END DATE	FEE	CHALLAN TYPE	TOTAL STUDENT	GUNNED STUDENT	PENDING STUDENT	TOTAL FEE	STATUS	CHALLAN	UPLOAD
1	23/09/2013	03/10/2013	150	Enrolment Fee	29	19	10	2850	Running		

### 3. Enrolment form submission AT GTU, chandkheda campus.

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

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

File No:-1 should contain following Documents.

- Institute Authority letter
- Generated report as on GTU enrolment admin panel.

Gujarat Technological University  
gtu.ac.in

GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLMENT HELP LOGOUT

Welcome Bph201owner@Gtu.Edu.In Last Login: 26 September 2013 | 15:20:25 System Date: 26 September 2013 | 17:33:21

Enrolments List PDF Admitted Count: PDF Category wise: Export to PDF:

1. PDF admitted Count.
  2. PDF category wise.
  3. Export to PDF.
- ACPC endorsed copy (2 set).
  - Original GTU challan.

File No:-2 should contain following Documents.

- Generated report as on GTU enrolment admin panel.



1. **Category wise report.**
  2. **Enrolment report.**
  3. **Count Wise report.**
- **Enrolment form in ascending order of enrolment no. with student photo & sign, principal's seal & sign.**

**Note:** colleges can send their queries at below email ids:

[enrollment2013@gtu.edu.in](mailto:enrollment2013@gtu.edu.in)

[pg@gtu.edu.in](mailto:pg@gtu.edu.in)

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