

B. Pharm. Enrolment Form Sem-1 and Sem-3(D2D)

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

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

1. <http://54.243.202.28/enroll2013>
2. Admin Panel-→ Enrollment or
3. <http://gtu.ac.in/admin>

College user has to do mainly following things:

- 1.1. Confirm Enrolment
- 1.2. Add New Enrolment
- 1.3. Upload Document For New Enrolment
- 1.4. Challan upload

**1.1. Confirm (Gunning)Enrolment**

- First, task is to confirm (gunning) enrolment.
- To confirm an enrolment you have to DOWNLOAD the pdf file of Enrollment form from the tab Enrollment /Form download and Gunning, and 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.
- **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.
- **College principal should sign and stamp at,**
  - On Students photograph to attest.
  - Three other place on form mentioned as "Principal's seal and signature"
  - It is must to put Principal's signature at required column along with institute stamp on every form.
- Gunning of the form can be done at the link in 'Form download and Gunning' tab. as per the schedule on GTU website, and college should print the Report of gunned students (Students List - Branch Wise).
- Total Fees must be paid at Bank by Single System Generated Challan. No manual Challan or Demand Draft will be accepted.

**1.2. Add New Enrolment**

- For students who are admitted by colleges under MQ/ Vacant seats after ACPC endorsement, but enrollment form is not sent by University, college should, enter data of such student at the new enrolment (student) from below link.

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

### 1.3. Upload Document For New Enrolment

- For new enrolment added you have to upload document by status (MQ, NRI etc.) and program (BE, ME) wise.
- GTU will approve a new added student after reviewing his uploaded document.

### 1.4. Challan download and upload.

- Challan can be downloaded and uploaded from challan upload list.
  - **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-1: Containing following,  
Forwarding letter from the college, duly signed by Institution head.
    - Print of Form Fee Summary (as per format sent by the University)
    - Report generated from GTU website after gunning of students form.
    - Fee Challan.
    - 2 Copies of Student List endorsed by ACPC/Concerned Committee for all categories i.e. ACPC, MQ, MHRD, NRI, Vacant seat students.
    - Students whose form are not sent by the University, and data entered by college on university website, printed report of such students (attested by College principal) and ACPC/concerned committee Endorsed copy of such students.
    - In case of Genuine NRI students- Equivalence Certificate obtain from Association of University- Delhi. Fee for these students is \$150 (equivalent in Rs).
  - File-2): Containing following,
    - Report generated from GTU website after gunning of students form.
    - Enrollment form of students in serial of enrollment.
    - Separate file should be submitted for every branch and should be clearly superscribed with college code, college name, branch code and branch name and count of form.
  - File-3 (For students whose form not sent by university):
    - Separate file should be submitted for ACPC/MQ/Vacant/D2D-MQ/D2DVacant seat admission of such students
    - Report generated from GTU website after data entered for such students.
    - ACPC/concerned committee Endorsed copy of every such student.

**NOTE:** Colleges can send in their queries at the Email id: [enrollment2013@gtu.edu.in](mailto:enrollment2013@gtu.edu.in)

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