

Gujarat Technological University

Instructions for Enrolment form Submission for students admitted in year 2014-2015

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

<http://54.243.202.28/enroll2014> or

Admin Panel → Enrollment or

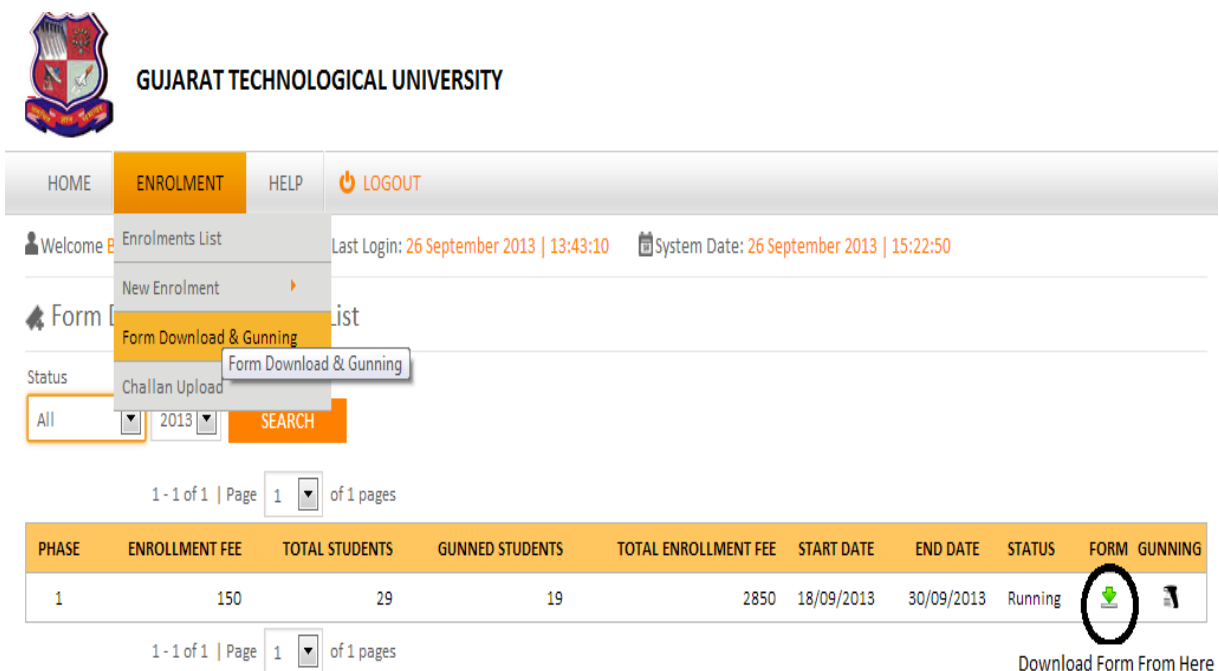
<http://gtu.ac.in/admin>

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 downloads & uploads
5. 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.



The screenshot shows the Gujarat Technological University Admin Panel. The header includes the university logo and name. The navigation menu has options for HOME, ENROLMENT, HELP, and LOGOUT. The main content area displays a table of enrollment data. A dropdown menu is open under the 'Form' column, showing options for 'Form Download & Gunning' and 'Challan Upload'. The 'Form Download & Gunning' option is highlighted. Below the table, there is a 'Download Form From Here' link with a download icon circled in red.

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

Form Download & Gunning

Status Challan Upload

All 2013 SEARCH

1 - 1 of 1 | Page 1 of 1 pages

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.

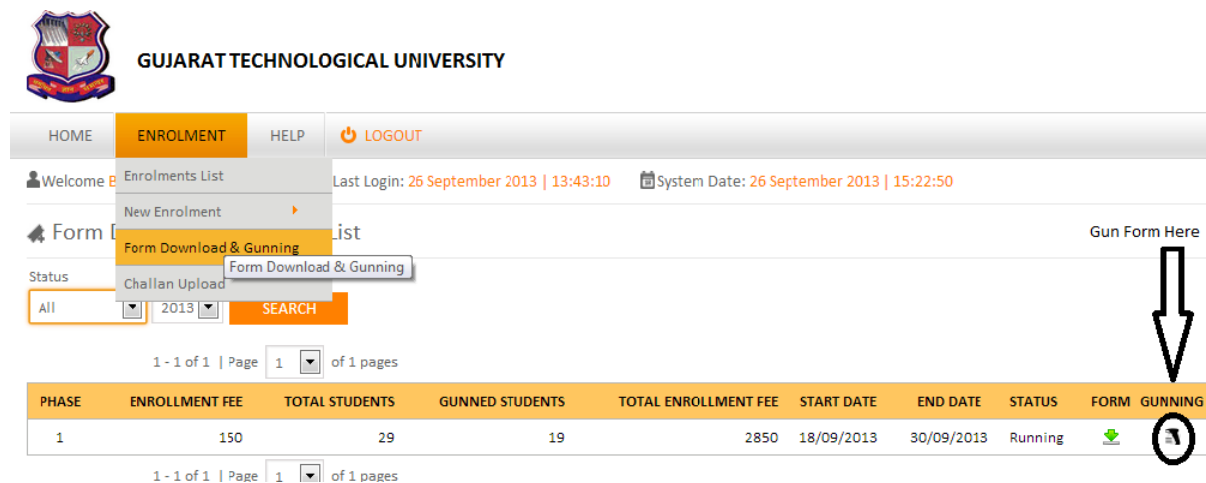
1.1.1 Before form gunning college should verify that,

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

Form Download & Gunning list Gun Form Here

Status: All 2013 SEARCH

1 - 1 of 1 | Page 1 of 1 pages

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

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.

3.1. College should, enter data of such Student at the new enrolment (student) mention below.

<http://54.243.202.28/enroll2014/college/NewEnrolmentAddEdit.aspx?action=add&id=0>



HOME ENROLMENT HELP LOGOUT

Welcome B Enrolments List Last Login: 26 September 2013 | 13:43:10 System Date: 26 September 2013 | 15:35:11

Add N New Enrolment Add New Enrolment

Form Download & Gunning Add New Enrolment

* Fields are r Challan Upload Documents List

- 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).

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

3.1. Confirm (gunning) new enrolment student.

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.



HOME ENROLMENT HELP LOGOUT

Welcome Bph201owner@Gtu.Edu.In Last Login: 26 September 2013 | 13:43:10 System Date: 26 September 2013 | 15:42:56

New Enrolment List New Enrolment list Export to PDF : New Rejected Student list Export to PDF :

Student Name	Branch	Status	Gender	Approved	Enrolled	Confirmed	Year	
<input type="text"/>	All	All	All	All	All	All	2013	SEARCH

1 - 2 of 2 | Page 1 of 1 pages

Add New Enrolment

Click HERE

- 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: enrollment2014@gtu.edu.in

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