

Gujarat Technological University

Student Enrolment form Manual for Institutes

Instructions for form filling for students admitted in year 2017-2018

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

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

College user has to do mainly following things:

1. Confirm enrolment
2. Add new enrolment student details
3. Upload document for new enrolment
4. Fees Payment on SBI Portal & upload payment receipt copy (***Follow strictly**)
5. Enrolment form submission AT GTU, Chandkheda campus as per schedule.

1 Confirm (gunning) student enrolment

1.1 Institute have to change enrolment year 2017 instead of 2016 and after that download FILE of enrolment form as shown below.

GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLLMENT HELP LOGOUT

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

New Enrolment

Form Download & Gunning list

Status

All 2015

Change enrollemtn year 2014 and then download enrolment form.

Download Form From Here

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	

1.2. 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.

GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLMENT REPORTS HELP LOGOUT

Welcome Enrolments List Last Login: 09 October 2013 | 11:09:10 System Date: 09 October 2013 | 14:30:16

Form [Enrolments List]

New Enrolment

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	LOCK UNLOCK
1	150	798	0	0	09/10/2013	14/10/2013	Running			

***Institute have to lock Gunning after gunning of all Student enrolment form after thatmake payment on GTU SBI portal as linked below.**

<https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm>

For payment option kindly look instructions of this manual.

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 such Student at the new enrolment (student details) mention below

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



The screenshot shows the Gujarat Technological University enrolment portal. The header includes the university logo and name. The main navigation bar has 'HOME', 'ENROLMENT', 'HELP', and 'LOGOUT'. A user is logged in as 'Welcome Brij2010owner@Gtu.Edu.in'. The 'ENROLMENT' menu is expanded, showing options: 'Enrolments List', 'New Enrolment' (with a sub-menu containing 'Add New Enrolment'), 'Form Download & Gunning' (with a sub-menu containing 'Add New Enrolment'), and 'Challan Upload'. The 'Add New Enrolment' button is highlighted in orange.

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).

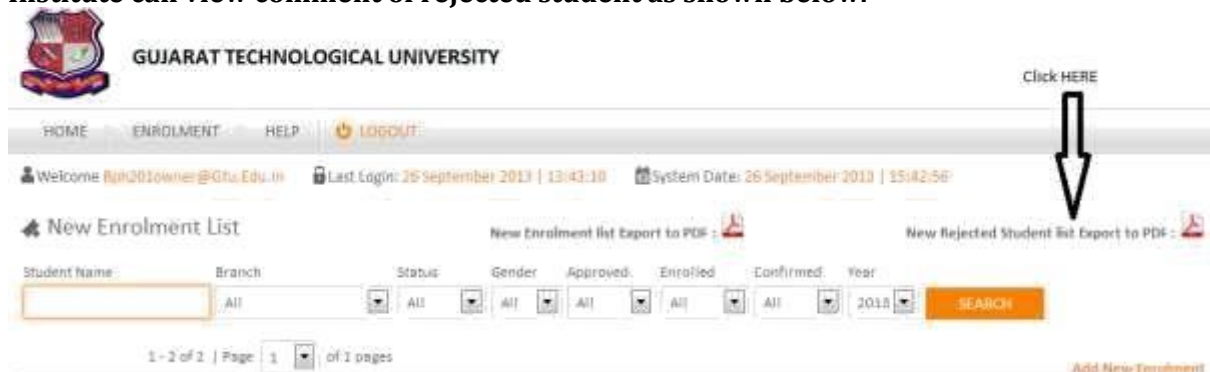
ENROLMENT → NEW ENROLMENT → DOCUMENT LIST → CLICK UPLOADED DOCUMENT

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



The screenshot shows the Gujarat Technological University enrolment portal. The header includes the university logo and name. The main navigation bar has 'HOME', 'ENROLMENT', 'HELP', and 'LOGOUT'. A user is logged in as 'Welcome Brij2010owner@Gtu.Edu.in'. The 'ENROLMENT' menu is expanded, showing options: 'Enrolments List', 'New Enrolment', 'Form Download & Gunning', and 'Challan Upload'. The 'New Enrolment List' table is visible, with columns for Student Name, Branch, Status, Gender, Approved, Enrolled, Confirmed, and Year. A search bar is present below the table. A large arrow points to the 'Click HERE' link above the table.

4. Fees Payment on SBI Portal & upload payment receipt copy.

For enrolment fee payment institute have to first lock gunning by double click on below lock/unlock icon

GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLMENT EXAMINATION REPORTS HELP LOGOUT

Welcome Bec028owner@Gtu.Edu.In Last Login: 12 September 2014 | 23:33:11 System Date: 13 September 2014 | 17:12:28

Form Download & Gunning List

Status: All Year: 2014 SEARCH

1 - 1 of 1 | Page 1 of 1 pages

PHASE	FEE	PENALTY	TOTAL STUDENTS	GUNNED STUDENTS	TOTAL ENROLLMENT FEE	START DATE	END DATE	STATUS	FORM	GUNNING	LOCK UNLOCK
1	150	100	1175	2	500	12/09/2014	15/09/2014	Running			

1 - 1 of 1 | Page 1 of 1 pages

NOTE: 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. (USE QUALITY PRINTER)

After that institute can view payment amount by click on download challan icon as mention below

GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLMENT EXAMINATION REPORTS HELP LOGOUT

Welcome Bec028owner@Gtu.Edu.In Last Login: 13 September 2014 | 01:33:18 System Date: 13 September 2014 | 17:06:37

Challan Upload List

Status: All Year: 2014 SEARCH

1 - 1 of 1 | Page 1 of 1 pages

PHASE	START DATE	END DATE	FEE	CHALLAN TYPE	TOTAL STUDENT	GUNNED STUDENT	PENDING STUDENT	TOTAL FEE	STATUS	CHALLAN UPLOAD
1	12/09/2014	15/09/2014	150	Enrolment Fee	1175	2	0	500	Running	

GUJARAT TECHNOLOGICAL UNIVERSITY

HOME ENROLMENT EXAMINATION REPORTS HELP LOGOUT

Welcome Bec028owner@Gtu.Edu.In Last Login: 13 September 2014 | 01:33:18 System Date: 13 September 2014 | 17:06:37

Download Information Receipt For Bank Payment

Payment Details:

Date: 12/09/2014

Inst: 028 - L. D. COLLEGE OF ENGINEERING, AHMEDABAD

Total Payable:

GTU Reference No: BE14002801

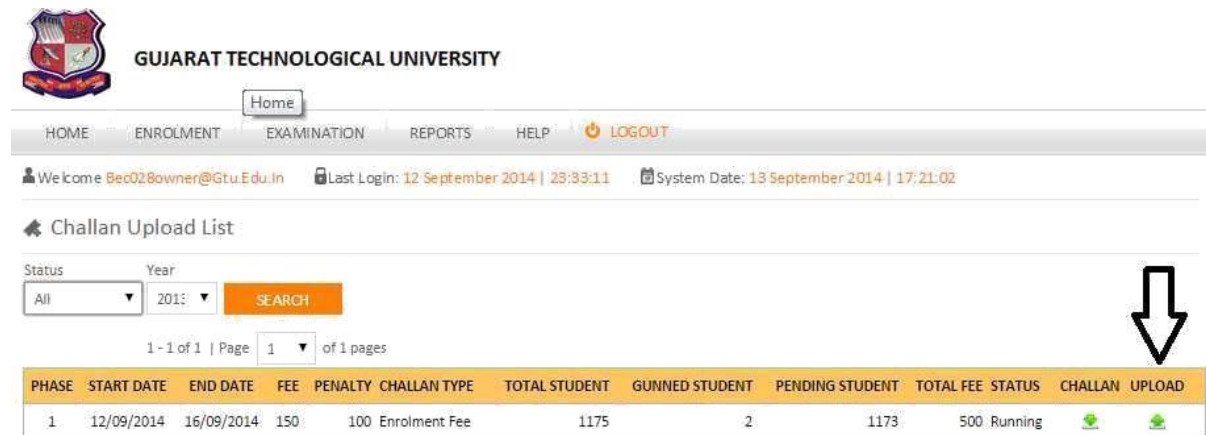
Payment (Information for Payment) Download Payment Receipt Cancel

Institute must submit enrolment fees on SBI online payment Portals as mention below after gunning of all student.

<https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm>

Once challan generated by the system, institute cannot be able to GUN enrolment form.

Institute are inform to upload single payment receipt for all gunned student (ACPC, VQ, MQ etc.) and also upload (one time) its scan copy & journal no. as per schedule.



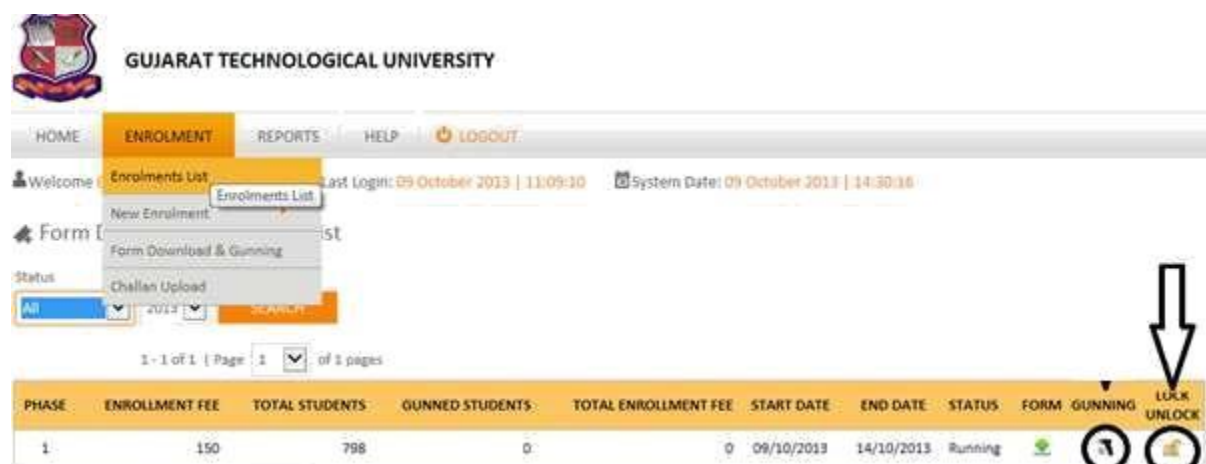
The screenshot shows the Gujarat Technological University portal. The header includes the university logo and name. The navigation menu has options: HOME, ENROLMENT, EXAMINATION, REPORTS, HELP, and LOGOUT. The user is logged in as 'Bec028owner@Gtu.Edu.In' with a last login of 12 September 2014. The main content area is titled 'Challan Upload List'. It features a search filter with 'Status' set to 'All' and 'Year' set to '2013'. Below the search bar, it indicates '1 - 1 of 1 | Page 1 of 1 pages'. A table displays the following data:

PHASE	START DATE	END DATE	FEE	PENALTY	CHALLAN TYPE	TOTAL STUDENT	GUNNED STUDENT	PENDING STUDENT	TOTAL FEE	STATUS	CHALLAN	UPLOAD
1	12/09/2014	16/09/2014	150	100	Enrolment Fee	1175	2	1173	500	Running		

A large downward arrow is positioned to the right of the table, pointing to the 'UPLOAD' column.

*** Once institute download challan 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 bank sign & stamped payment receipt & its details (scan copy & journal no.).
2. Then unlock Gunning as shown below.



The screenshot shows the Gujarat Technological University portal with the 'ENROLMENT' menu open. The 'Form Download & Gunning' option is selected. The user is logged in as 'Bec028owner@Gtu.Edu.In' with a last login of 09 October 2013. The main content area is titled 'Form Download & Gunning'. It features a search filter with 'Status' set to 'All' and 'Year' set to '2013'. Below the search bar, it indicates '1 - 1 of 1 | Page 1 of 1 pages'. A table displays the following data:

PHASE	ENROLLMENT FEE	TOTAL STUDENTS	GUNNED STUDENTS	TOTAL ENROLLMENT FEE	START DATE	END DATE	STATUS	FORM	GUNNING	LOCK	UNLOCK
1	150	798	0	0	09/10/2013	14/10/2013	Running				

A large downward arrow is positioned to the right of the table, pointing to the 'LOCK' and 'UNLOCK' columns.

3. Then gun that remaining enrolment form.
4. Again lock gunning and download payment amount receipt and make payment. (Amount= no. of late gun form * 150 INR).
5. Again Upload paid bank sign & stamped payment receipt & its details (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 University website.

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

File-1 should contain following Documents.

- 1. Authority Letter
- 2. Enrolled Students Generated Report as shown below.

BRANCH	ENROLMENT	NAME	G	CATEGORY	STATUS	CONFIRMED	DOWNLOAD
AUTOMOBILE ENGINEERING	140280102001	AGGARWAL DINAKAR UMAR	M	SEBC	OPEN		
AUTOMOBILE ENGINEERING	140280102002	AGRAWAL CHINTAN RAJENDRA	M	OPEN	OPEN		

BRANCH	ENROLMENT	NAME	CATEGORY	STATUS	CONFIRMED	DOWNLOAD
CIVIL ENGINEERING	140530106001	ACHARYA SDHA	PEN	MQ		
CIVIL ENGINEERING	140530106002	AGRAWAL BIPIN	PEN	OPEN		
CIVIL ENGINEERING	140530106003	AKHAR AKASHKUMAR	SEBC	MQ		
CIVIL ENGINEERING	140530106004	AHIR KEVALKUN	SEBC	OPEN		
CIVIL ENGINEERING	140530106005	AMBADHYA VISH	SEBC	SEBC		
CIVIL ENGINEERING	140530106006	ATISHBHAI MAH	T	ST		
CIVIL ENGINEERING	140530106007	BANGORIA DEEPI	PEN	MQ		

- Export to PDF Branch wise
- PDF admitted count.
- PDF category wise
- 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
- 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 Bank Payment Receipt copy.

■

File-2 should 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: enrollment_2016@gtu.edu.in
- Institutes are strictly informed to download payment receipt and also upload payment receipt & its details after gunning of all enrolment forms.(Also read*)

* * * * *