



गोंय विद्यापीठ

ताळगांव पठार,

गोंय - ४०३ २०६

फोन : +९१-८६६९६०९०४८

फॅक्स : +०९१-८३२-२४५११८४/२४५२८८९



Goa University

Taleigao Plateau, Goa-403 206

Tel : +91-8669609048

Fax : +091-832-2451184/2452889

E-mail : registrar@unigoa.ac.in

Website : www.unigoa.ac.in

(Accredited by NAAC with Grade 'A')

GU/94/Acad-PG/CAC/2021-22/379

Date: 11/ 11/ 2021

NOTIFICATION

Enrolment process for candidates selected for PG Programmes offered on Goa University Campus (Part I):

1. Selected candidates who have cleared the qualifying examination will have to submit the documents for verification:
 - Original Marksheet of Semester I to VI.
 - Valid Caste Certificate in case of SC/ST Category candidates.
 - OBC – Valid Non Creamy Layer Certificate (if applicable).
 - Valid Disability Certificate in case of PwD (if applicable).
 - Valid Economically Weaker Sections (EWS) Certificate (if applicable).
2. The Last date for verification of documents and payment of 1st installment is **25-11-2021 by 5.00 pm**, failing which the seat shall be forfeited.
3. Candidates who are selected for PG admission but are awaiting their graduation results are to be given time till **15-12-2021** to submit their original VI - semesters/years marksheets and are required to pass/qualify all the semesters/years. An undertaking to be taken from the candidates stating that the admission granted is provisional and the same will be withdrawn if the candidates does not provide proof of qualification/eligibility by **15-12-2021**.

Deans of Schools/ Heads of University Teaching Departments are requested to enroll selected candidates by considering the above points. Detailed procedure of enrolment is attached for reference.

(M. Shreedhara)
Officiating Registrar

To,

- a. All the Deans of Schools/ Heads of University Teaching Departments
- b. PS to VC
- c. PA to R



Goa University
Taleigao Plateau,
Goa 403206.

2020

User Manual - Enrolment Module

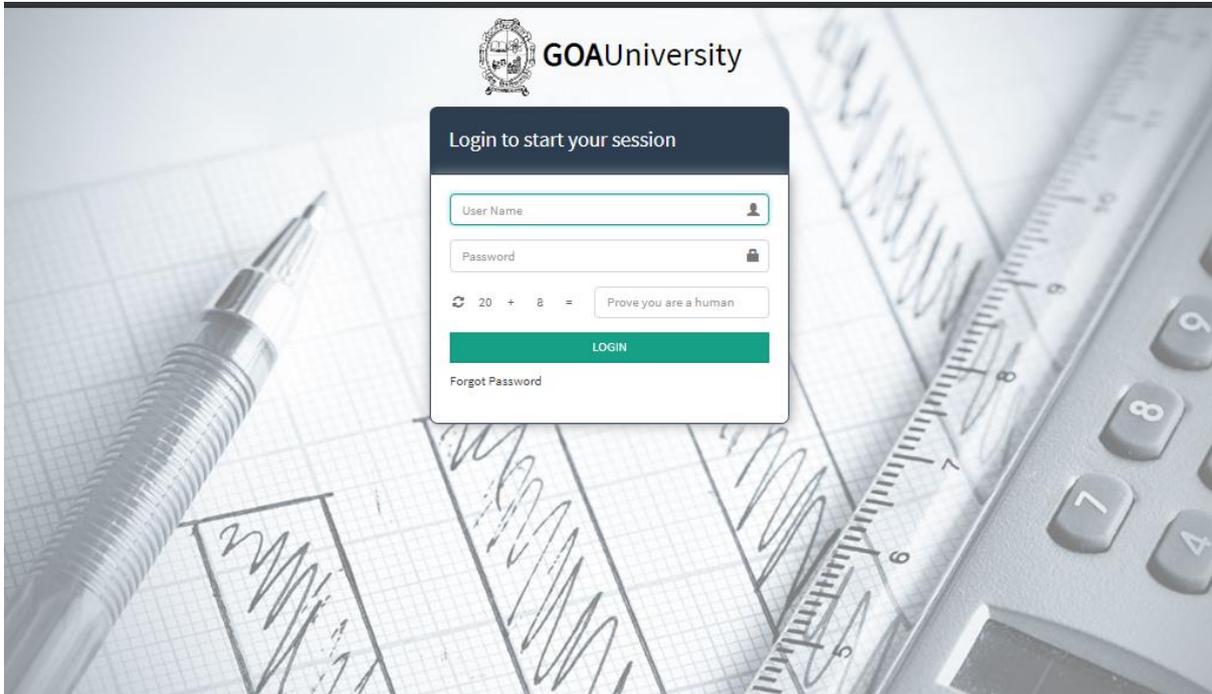


HOD

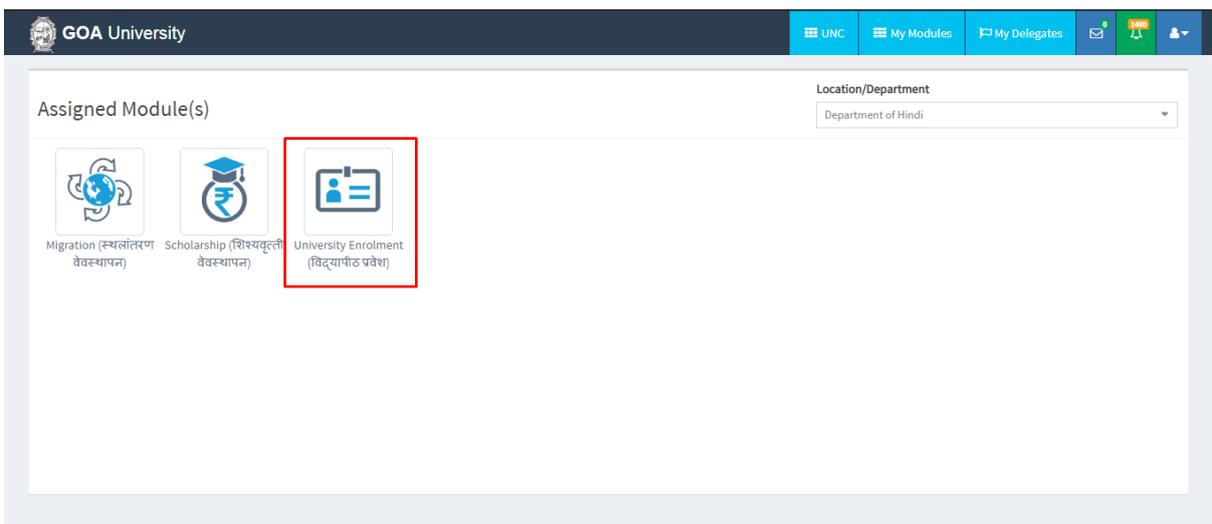
Rachana Deepak Pednekar
Expedien E-Solutions Ltd.

Step 1: HOD will login with the credentials using the below URL:

<http://gums.unigoa.ac.in/gums/#/login>



Step2: After login, University enrolment module from the home screen will be selected.





Step 3: Click on “Student Registration” page.

The screenshot shows the 'Student Registration Setup' page. The left sidebar has 'Student Registration' highlighted in red. The main area contains several form fields: Academic Session (2020-2021), Programme Type (radio buttons for Bridge Course, Certificate, Diploma, Foundation Course, HSSC, M.Phil., Ph.D., Post Basic Diploma, Post Graduate, Post Graduate Diploma, Under Graduate), Programme Name (dropdown), Gender (dropdown), Religion (dropdown), and Caste Category (dropdown). Below these are two summary cards: 'Student Registration' showing 'Total Student Registered' as 0, and 'University Student Registration Status'. A 'Payment Status' card is also visible.

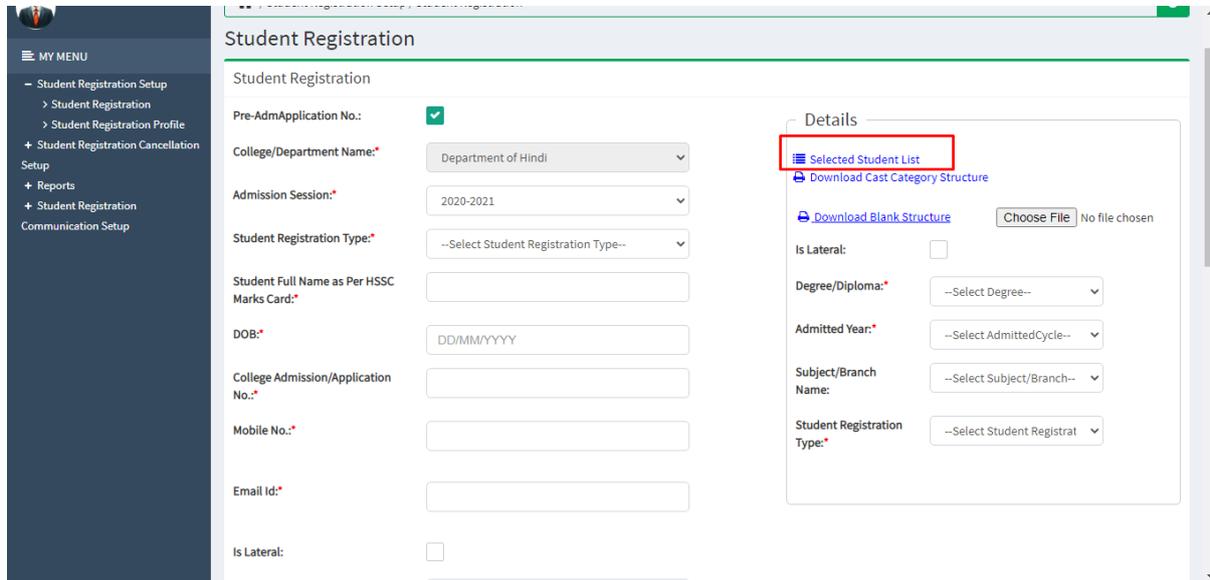
Step 4: Next, click on “New” button.

The screenshot shows the 'Student Registration' page. The 'New' button in the top navigation bar is highlighted in red. The page has several filters: Student Registration Type, Admission Session, Degree/Diploma, and Payment Status. A 'Search' button is present. Below the filters are radio buttons for 'Pending' (selected) and 'Approved'. A table titled 'List of Pending Form Request' is shown with columns: Select All, S.No., View, Student Name, Applicatio., Student Registration Type, Email Id, Degree, Payment, and Challan/R... The table is currently empty.

There are two ways in which a candidate can be registered:-

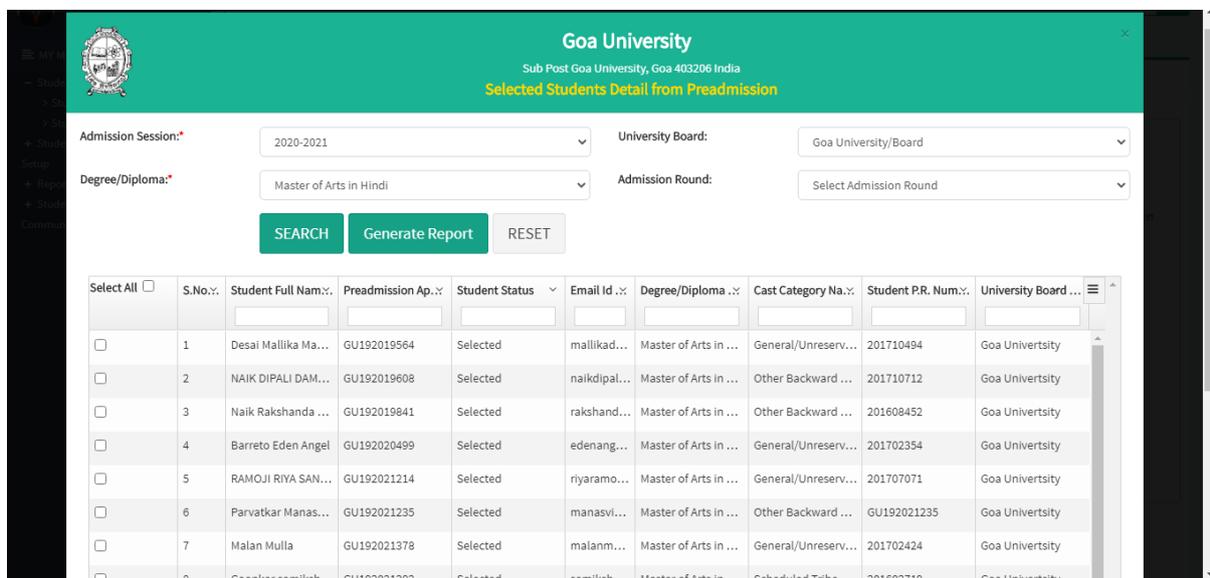
1) Using “Selected student list” link:-

Step 1: Click on “Selected Student List”.



The screenshot shows the 'Student Registration' form. On the left is a 'MY MENU' sidebar with options like 'Student Registration Setup', 'Student Registration Profile', 'Student Registration Cancellation Setup', 'Reports', and 'Student Registration Communication Setup'. The main form has fields for 'Pre-AdmApplication No.' (checked), 'College/Department Name' (Department of Hindi), 'Admission Session' (2020-2021), 'Student Registration Type' (dropdown), 'Student Full Name as Per HSSC Marks Card', 'DOB' (DD/MM/YYYY), 'College Admission/Application No.', 'Mobile No.', 'Email Id', and 'Is Lateral'. A 'Details' panel on the right contains links for 'Selected Student List' (highlighted), 'Download Cast Category Structure', and 'Download Blank Structure' (with a 'Choose File' button). It also has dropdowns for 'Degree/Diploma', 'Admitted Year', 'Subject/Branch Name', and 'Student Registration Type'.

Step 2: Select filters & click on “Search” button.

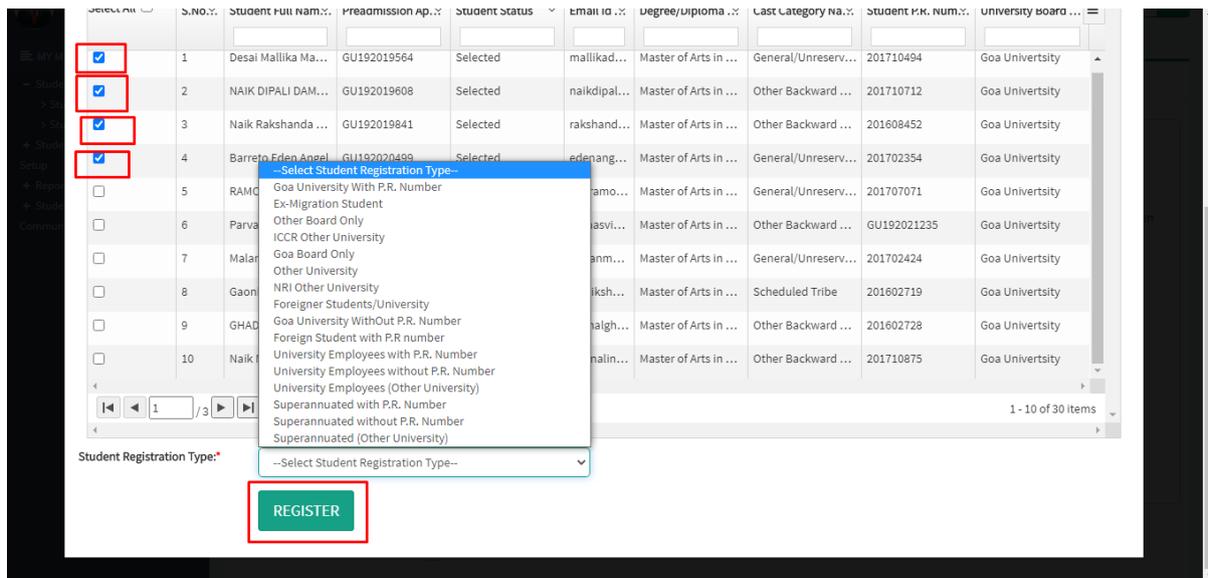


The screenshot shows the 'Selected Students Detail from Preadmission' page. It features a header with the Goa University logo and name. Below the header are filter fields: 'Admission Session' (2020-2021), 'Degree/Diploma' (Master of Arts in Hindi), 'University Board' (Goa University/Board), and 'Admission Round' (Select Admission Round). There are buttons for 'SEARCH', 'Generate Report', and 'RESET'. Below the filters is a table with the following columns: 'Select All', 'S.No.', 'Student Full Name', 'Preadmission Ap.', 'Student Status', 'Email Id', 'Degree/Diploma', 'Cast Category Na.', 'Student P.R. Num.', and 'University Board'. The table contains 8 rows of student data.

Select All	S.No.	Student Full Name	Preadmission Ap.	Student Status	Email Id	Degree/Diploma	Cast Category Na.	Student P.R. Num.	University Board
<input type="checkbox"/>	1	Desai Mallika Ma...	GU192019564	Selected	mallikad...	Master of Arts in ...	General/Unreserv...	201710494	Goa University
<input type="checkbox"/>	2	NAIK DIPALI DAM...	GU192019608	Selected	naikdipal...	Master of Arts in ...	Other Backward ...	201710712	Goa University
<input type="checkbox"/>	3	Naik Rakshanda ...	GU192019841	Selected	rakshand...	Master of Arts in ...	Other Backward ...	201608452	Goa University
<input type="checkbox"/>	4	Barreto Eden Angel	GU192020499	Selected	edenang...	Master of Arts in ...	General/Unreserv...	201702354	Goa University
<input type="checkbox"/>	5	RAMOJI RIYA SAN...	GU192021214	Selected	riyaramo...	Master of Arts in ...	General/Unreserv...	201707071	Goa University
<input type="checkbox"/>	6	Parvatkar Manas...	GU192021235	Selected	manasvi...	Master of Arts in ...	Other Backward ...	GU192021235	Goa University
<input type="checkbox"/>	7	Malan Mulla	GU192021378	Selected	malanm...	Master of Arts in ...	General/Unreserv...	201702424	Goa University
<input type="checkbox"/>	8	Gaonkar samiksh...	GU192021382	Selected	samiksh...	Master of Arts in ...	Scheduled Tribe	201602719	Goa University

Step 3: Select the candidates whom you want to register & give them a registration type (Goa university with PR no, other university, etc.) and click on “Register” button.

Once you click on “Register” the selected candidates will receive an email & SMS to complete their enrolment process.



The screenshot displays a web application interface for student registration. It features a table with columns for S.No., Student Full Name, Preadmission Ap., Student Status, Email Id, Degree/Diploma, Last Category No., Student R.K. Num., and University Board. The first four rows of the table have checkboxes in the left margin, all of which are checked and highlighted with red boxes. A dropdown menu is open over the table, titled "--Select Student Registration Type--", listing various registration categories such as "Goa University With P.R. Number", "Ex-Migration Student", "Other Board Only", "ICCR Other University", "Goa Board Only", "Other University", "NRI Other University", "Foreigner Students/University", "Goa University WithOut P.R. Number", "Foreign Student with P.R number", "University Employees without P.R. Number", "University Employees (Other University)", "Superannuated with P.R. Number", "Superannuated without P.R. Number", and "Superannuated (Other University)". Below the table, there is a "Student Registration Type:" label and a dropdown menu with the same options as the one above. A green "REGISTER" button is located at the bottom of the interface, also highlighted with a red box.

S.No.:	Student Full Nam.:	Preadmission Ap.:	Student Status	Email Id.:	Degree/Diploma.:	Last Category no.:	Student R.K. Num.:	University board.:
1	Desai Mallika Ma...	GU192019564	Selected	mallikad...	Master of Arts in ...	General/Unreserv...	201710494	Goa University
2	NAIK DIPALI DAM...	GU192019608	Selected	naikdipal...	Master of Arts in ...	Other Backward ...	201710712	Goa University
3	Naik Rakshanda ...	GU192019841	Selected	rakshand...	Master of Arts in ...	Other Backward ...	201608452	Goa University
4	Barreto Erlen Angel	GU192020499	Selected	erdenang...	Master of Arts in ...	General/Unreserv...	201702354	Goa University
5	RAMC			amo...	Master of Arts in ...	General/Unreserv...	201707071	Goa University
6	Parva			asvi...	Master of Arts in ...	Other Backward ...	GU192021235	Goa University
7	Malan			anm...	Master of Arts in ...	General/Unreserv...	201702424	Goa University
8	Gaon			iksh...	Master of Arts in ...	Scheduled Tribe	201602719	Goa University
9	GHAD			balgh...	Master of Arts in ...	Other Backward ...	201602728	Goa University
10	Naik			halin...	Master of Arts in ...	Other Backward ...	201710875	Goa University



2) Using the “Student Registration” page

Step 1: Fill the details mentioned in the form & click on “Register” button.

Once you click on “Register” the selected candidates will receive an email & SMS to complete their enrolment process.

NOTE: IN CASE YOU THIS USE METHOD TO REGISTER THE CANDIDATES, PLEASE ENTER THE “COLLEGE/ADMISSION APPLICATION NO.” AS THE “GU-ART REGISTRATION NO.” EXAMPLE: GU192019564

IF ANY OTHER NUMBER IS MENTIONED HERE OTHER THAN THE “GU-ART REGISTRATION NO.” THE TOKEN MONEY WILL NOT BE ADJUSTED IN THE ENROLLMENT FEES WHEN THE CANDIDATE IS DOING THE FEE PAYMENT.

> Student Registration Profile
+ Student Registration Cancellation Setup
+ Reports
+ Student Registration Communication Setup

Pre-Adm Application No.:

College/Department Name:* Department of Hindi

Admission Session:* 2020-2021

Student Registration Type:* --Select Student Registration Type--

Student Full Name as Per HSSC Marks Card:*

DOB:* DD/MM/YYYY

College Admission/Application No.:

Mobile No.:

Email Id:*

Is Lateral:

Degree/Diploma:* --Select Degree--

Admitted Year:* --Select AdmittedCycle--

Subject/Branch Name: --Select Subject/Branch--

REGISTER RESET CANCEL

Details

[Selected Student List](#)
[Download Cast Category Structure](#)
[Download Blank Structure](#) No file chosen

Is Lateral:

Degree/Diploma:* --Select Degree--

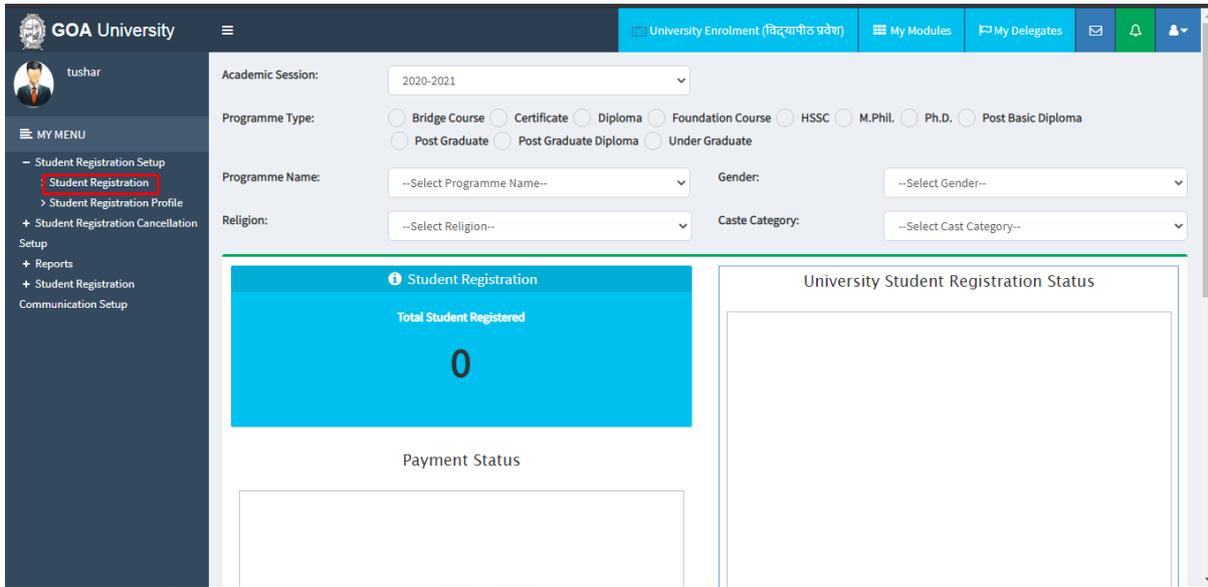
Admitted Year:* --Select AdmittedCycle--

Subject/Branch Name: --Select Subject/Branch--

Student Registration Type:* --Select Student Registration T--

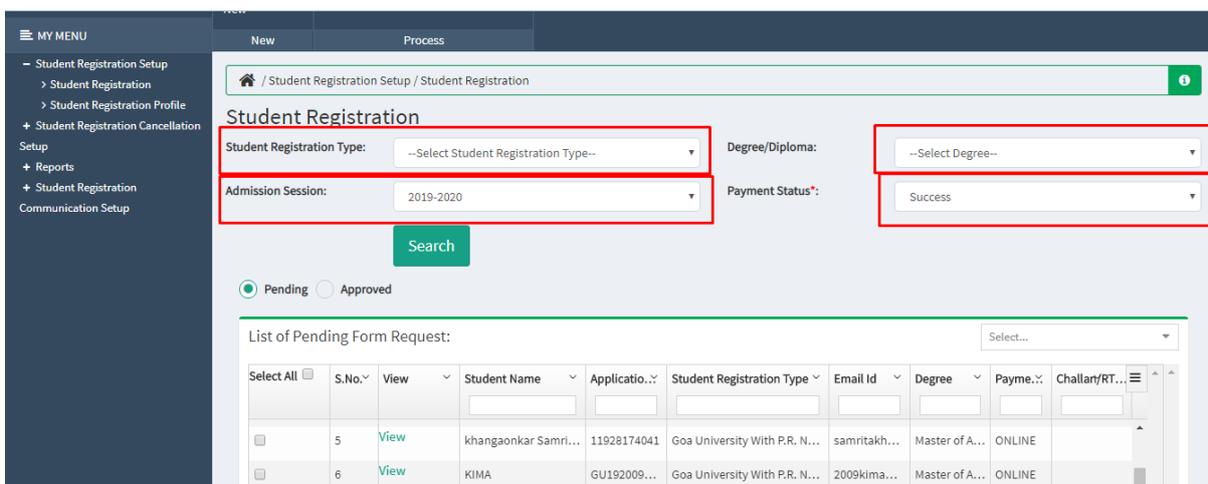
Once the candidate is registered & does the fee payment, the payment has to be approved by the HOD. To approve the payment follow the steps mentioned below:-

Step 1: Click on “Student Registration” page.



Step 2: Select the filters & click on “Search” button.

A list of the candidates who have done the fee payment will be shown in the pending list.





Step 3: To approve the candidates click on the select checkbox & click on “Done” button.

The screenshot shows the 'Student Registration' setup page. It includes a sidebar menu with options like 'Student Registration Setup', 'Reports', and 'Student Registration'. The main area has filters for 'Student Registration Type', 'Degree/Diploma', 'Admission Session', and 'Payment Status'. A 'Search' button is present. Below the filters, there are radio buttons for 'Pending' (selected) and 'Approved'. A table titled 'List of Pending Form Request:' displays the following data:

Select All	S.No.	View	Student Name	Applicatio..	Student Registration Type	Email Id	Degree	Payme.:	Challan/RT...
<input type="checkbox"/>	5	View	khangaonkar Samri...	11928174041	Goa University With P.R. N...	samritakh...	Master of A...	ONLINE	
<input type="checkbox"/>	6	View	KIMA	GU192009...	Goa University With P.R. N...	2009kima...	Master of A...	ONLINE	