

## Guidelines for Enrollment/PG Registration

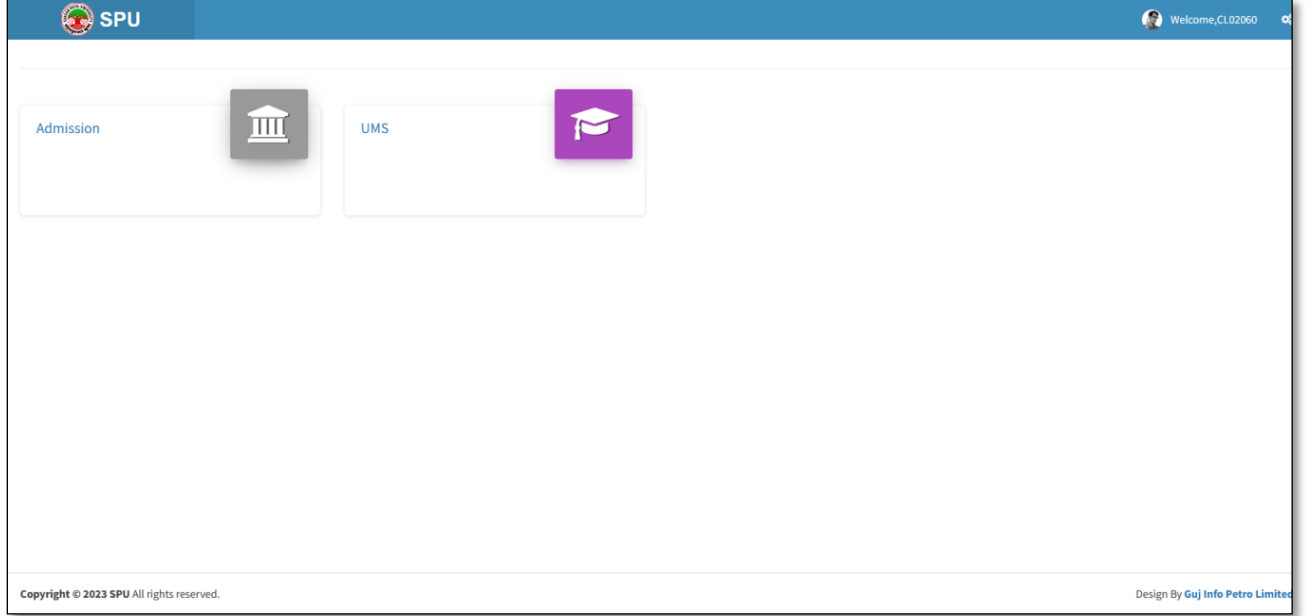
Login using following URL with your user name and password. url :

<https://ums.spuportal.in>

(આપેલ URL ઓપન કરી તમારા યુઝર નેમ અને પાસવર્ડની મદદથી લોગ ઈન કરો)

**Step – 1** Following Screen will be display. Click on “UMS” button.

(નીચે પ્રમાણેની સ્ક્રીન દેખાશે, UMS બટન પર ક્લિક કરો)



**Step – 2** Following screen will be display. (નીચે પ્રમાણેની સ્ક્રીન દેખાશે.)

- Select Enrollment/PG Registration button.(એનરોલમેન્ટ/પીજી રજીસ્ટ્રેશન બટન પસંદ કરો)
- Select “Enrollment/PG Registration Form” Button. .(એનરોલમેન્ટ/પીજી રજીસ્ટ્રેશન ફોર્મ બટન પસંદ કરો)
- Select the parameter and press “Freeze” Button.(લાગુ પડતા પરિમાણને પસંદ કરી ફ્રીઝ બટન પર ક્લિક કરો)

The screenshot displays the SPU (Sardar Patel University) Enrolment / PG Registration Form. The interface features a dark blue sidebar on the left with a menu of options including Home, Dashboard, Master, Student, Eligibility, Fee, Enrolment / PG Registration, Report, Pre-Examination, Examiner Appointment, Marks Entry, Result, Reassessment, Migration, Degree, Ph.D, and A.C.I. The main content area is titled "Enrolment / PG Registration Form" and contains a form with several dropdown menus for selection. The selected values are: College (Arts, Science & R. A. Patel Commerce College), Faculty (FACULTY OF SCIENCE), Program (BACHELOR OF SCIENCE (4 YEAR)), Academic Batch (B.SC. 2023-24), College Program Type (Grant in Aid - Regular), Medium (Other), and Program Term (B.SC. (4 YEAR) - 1). A blue "Freeze" button is located at the bottom right of the form. The top of the page shows the SPU logo, a hamburger menu icon, the Academic Year (2023-2024), and a welcome message for the SPUADMIN user. The footer indicates the design was created by Guj Info Petro Limited.

Parameter	Selected Value
College	Arts, Science & R. A. Patel Commerce College
Faculty	FACULTY OF SCIENCE
Program	BACHELOR OF SCIENCE (4 YEAR)
Academic Batch	B.SC. 2023-24
College Program Type	Grant in Aid - Regular
Medium	Other
Program Term	B.SC. (4 YEAR) - 1

**Step – 3** Following screen will be display. (નીચે પ્રમાણેની સ્ક્રીન દેખાશે.)

(a) Select the “By Admission” Button. (By admission બટન પસંદ/ક્લિક કરો)

(b) Select Application Number from “Application No.” tab (એપ્લીકેશન નં.ની ટેબમાંથી એપ્લીકેશન નં. પસંદ કરો)

The screenshot displays the SPU Enrolment / PG Registration Form interface. The top header includes the SPU logo, the title "Enrolment / PG Registration Form", the academic year "2023-2024", and a welcome message "Welcome - SPUDADMIN". A left sidebar contains a navigation menu with options: Home, Dashboard, Master, Student, Eligibility, Fee, Enrolment / PG Registration, Report, Pre-Examination, Examiner Appointment, Marks Entry, Result, Reassessment, Migration, Degree, Ph.D, and ACI. The main content area shows the following details:

College :	Arts, Science & R. A. Patel Commerce College	Faculty :	FACULTY OF SCIENCE
Program :	BACHELOR OF SCIENCE (4 YEAR)	College Program Type :	Grant in Aid - Regular - Other
Program Term :	B.SC. (4 YEAR) - 1	Academic Batch :	B.SC. 2023-24

Below the details, there is a section for "Application Entry Mode" with a radio button selected for "By Admission". To the right, there is a dropdown menu for "Application No." with the text "--Please Select--" and a "Fetch Data" button. A "Unfreeze" button is also visible above the dropdown menu. The footer of the page states "Design By Guj Info Petro Limited".

**Step – 4** Following screen will be display with the student’s data. Verify it and Press “Submit” Button (નીચે પ્રમાણેની સ્ક્રીન વિદ્યાર્થીઓની માહિતી સાથે દેખાશે. યોગ્ય ચકાસણી કરી સબમિટ બટન દબાવો)

The screenshot displays the 'Enrolment / PG Registration Form' interface of the SPU (Sardar Patel University) system. The interface is divided into a left sidebar with navigation options and a main content area for the registration form.

**Header:** SPU logo, Academic Year: 2023-2024, Welcome - SPUADMIN.

**Navigation Sidebar:** Home, Dashboard, Master, Student, Eligibility, Fee, Enrolment / PG Registration, Report, Pre-Examination, Examiner Appointment, Marks Entry, Result, Reassessment, Migration, Degree, Ph.D, A.C.I.

**Enrolment / PG Registration Form:**

- College:** Arts, Science & R. A. Patel Commerce College
- Program:** BACHELOR OF SCIENCE (4 YEAR)
- Program Term:** B.SC. (4 YEAR) - 1
- Faculty:** FACULTY OF SCIENCE
- College Program Type:** Grant in Aid - Regular - Other
- Academic Batch:** B.SC. 2023-24

**Buttons:** Unfreeze, Fetch Data, Submit, Close.

**Application Entry Mode:** By Admission

**Application No.:** AD202300001011 - PADHIYAR PUSHPRAJ AMARSINH

**Form Fields:**

- Basic Details:** Exam Level (HSC / Diploma), Last Board Type (GSHSEB), Previous Stream (SCIENCE - B GROUP (GSEB)).
- Personal Details:** Exam Name, Exam Center, Seat No.
- Qualifying Exam:** Passing Month / Year (March, 2023).
- Complete Academics:** Total Marks (0.00), Obtained Marks (0.00), CGPA (0.00).
- Attachment Details:**

**Footer:** Design By Guj Info Petro Limited

Step – 5 For view and generate payment slip go to “Applicant List For Payment (Activity Wise)” from “Enrollment/PG Registration” TAB. Following screen will be displayed. .( પેમેન્ટ સ્લીપ/ચુકવણીની રસીદ જોવા/મેળવવા, એનરોલમેન્ટ/પીજી રજીસ્ટ્રેશન ટેબ પર ક્લિક કરો, “એપ્લીકેશન લીસ્ટ ફોર પેમેન્ટ” પર ક્લિક કરો.નીચે પ્રમાણેની સ્ક્રીન દેખાશે.)

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Enrollment / PG Registration

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Marks Entry

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Reassessment

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ACI

Applicant List For Payment (Activity Wise)

Home > Applicant List For Payment (Activity Wise)

Activity

Enrollment / PG Registration

College

Arts, Science & R. A. Patel Commerce College

Faculty

FACULTY OF SCIENCE

Program

BACHELOR OF SCIENCE (4 YEAR)

Academic Batch

B.SC. 2023-24

College Type

Grant in Aid - Regular

Passing Medium

Other

Program Term

B.SC. (4 YEAR) - 1

View

Enrollment Applicant List:

Show 10 entries

Search:

	Applicant Name.	Category	Gender	Program Term Name	Birth Date	Application No	Mobile No	E-Mail
	Search	Search	Search	Search	Search	Search	Search	Search
<input type="checkbox"/>	VISHALKUMAR ARVINDBHAI JADAV	General	Male	B.SC. (4 YEAR) - 1	30/07/2004 00:00:00	AD202300000101	9586842148	VISHALJADAV3133@GMAIL.COM
<input type="checkbox"/>	PUSHPRAJ AMARSINH PADHIYAR	General	Male	B.SC. (4 YEAR) - 1	24/12/2005 00:00:00	AD202300001011	8671802054	amarpadhiyar@yahoo.com

Showing 1 to 2 of 2 entries

Previous

1

Next

Submit

Design By Guj Info Petro Limited

**Step – 6** Select all student of which you want to generate slip and press “Submit” button.  
 જે વિદ્યાર્થીઓની રસીદ મેળવવાની હોય તેમના નામ પસંદ કરી સબમિટ બટન દબાવો)

**SPU**

Academic Year: 2023-2024
Welcome - SPUADMIN

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**Applicant List For Payment (Activity Wise)**

Activity: Enrollment / PG Registration
College: Arts, Science & R. A. Patel Commerce College
Faculty: FACULTY OF SCIENCE
Program: BACHELOR OF SCIENCE (4 YEAR)
Academic Batch: B.SC. 2023-24
College Type: Grant in Aid - Regular
Passing Medium: Other
Program Term: B.SC. (4 YEAR) - 1
View

**Enrollment Applicant List:**

Show 10 entries
Search:

<input checked="" type="checkbox"/>	Applicant Name.	Category	Gender	Program Term Name	Birth Date	Application No	Mobile No	E-Mail
<input checked="" type="checkbox"/>	VISHALKUMAR ARVINDBHAI JADAV	General	Male	B.SC. (4 YEAR) - 1	30/07/2004 00:00:00	AD202300000101	9586842148	VISHALJADAV3133@GMAIL.COM
<input checked="" type="checkbox"/>	PUSHPRAJ AMARSINH PADHIYAR	General	Male	B.SC. (4 YEAR) - 1	24/12/2005 00:00:00	AD2023000001011	8671802054	amarpadhiyar@yahoo.com

Showing 1 to 2 of 2 entries
Previous 1 Next
Submit

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**Step – 7** After pressing submit button following screen display. Here select payment mode as “Cash” or “Cheque” only. .(સબમિટ બટન દબાવ્યા બાદ નીચે પ્રમાણેની સ્ક્રીન દેખાશે.આપેલ વિકલ્પમાંથી લાગુ પડતો “રોકડા/ચેક” નો વિકલ્પ પસંદ કરો.)

**SPU** Academic Year: 2023-2024 Welcome - SPUDADMIN

**Payment For Enrolment & PG Registration / PEC / FEC**

Activity: Enrollment / PG Registration

Payment Activity Name: Enrollment for 2023-2024 Batch - B.SC. 2023-24

Payment No: EN2307260000001

Payment Mode: -- Please Select --

Total Amount: 200.00

No of Student: 2

**નોંધ :**

(1) પેમેન્ટ કર્યા પછી ફરજિયાત પેમેન્ટની રસીદ જનરેટ કરવાની રહેશે.

(2) પેમેન્ટ સંબંધિત કોઇ મુશ્કેલી હોય તો જે - તે બેંકના ટોલ ફ્રી નંબર ઉપર સંપર્ક કરવાનો રહેશે. ઉદાહરણ તરીકે : SBI Toll free Number - 18001234

(3) Online Payment, SBI Branch Payment ( ૧૨ કલાક પછી ) NEFT/RTGS ( ૨૪ કલાક પછી ) જેવા તમામ કિસ્સામાં Payment Status Pending હોય તો ફરીથી Recon Button ઉપર Click કરવાનું રહેશે.


(4) ઓનલાઇન પેમેન્ટ કર્યો બાદ વિધાર્થીએ / બેલેજરે ૭ (સાત) દિવસમાં Payment Status ચેક કરી લેવું અને ઓનલાઇન પેમેન્ટ કિસ્સામાં બે વાર પેમેન્ટ થઇ જાય ત્યારે યુનિવર્સિટી ખાતે જે - તે ફેકલ્ટી / સેકશનને તેની જાણ કરવાની રહેશે, આઠ દિવસની સમય મર્યાદા બાદ યુનિવર્સિટીની કોઇ જવાબદારી રહેશે નહીં.

(5) You can trace your transaction status on given link: [Click Here](#)

(6) Further, you are requested to raise the complaints through SBIEPAY Complain Management Portal for proper tracking of complaint. [Click Here](#)

Design By [Guj Info Petro Limited](#)

**Step – 8** Press “Generate Challan” Button. It will generate challan as PDF file. (“જનરેટ ચલન” બટન દબાવો, PDF ના રૂપમાં ચલન પ્રાપ્ત થશે.)

 SPU

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Academic Year2023-2024Welcome - SPUADMIN

Payment For Enrolment & PG Registration / PEC / FEC

Home > Payment For Enrolment & PG Registration / PEC / FEC

Activity

Enrollment / PG Registration

Payment Activity Name

Enrollment for 2023-2024 Batch - B.SC. 2023-24

Payment No

EN23072600000001

Payment Mode

Cash Challan

Total Amount

200.00

No of Student

2

નોંધ :

(1) પેમેન્ટ કર્યા પછી ફરજિયાત પેમેન્ટની રશીદ જનરેટ કરવાની રહેશે.

(2) પેમેન્ટ સંબંધીત કોઈ મુશ્કેલી હોય તો જે - તે બેંકના ટોલ ફ્રી નંબર ઉપર સંપર્ક કરવાનો રહેશે. ઉદાહરણ તરીકે : SBI Toll free Number - 18001234

(3) Online Payment, SBI Branch Payment ( ૧૨ કલાક પછી ) NEFT/RTGS ( ૨૪ કલાક પછી ) જેવા તમામ કિસ્સામાં Payment Status Pending હોય તો ફરીથી Recon Button ઉપર Click કરવાનું રહેશે.

(૪) ઓનલાઇન પેમેન્ટ કર્યા બાદ વિષદર્શિયો / શેડેજયો ડ (સાત) દિવસમાં Payment Status ચેક કરી લેવું અને ઓનલાઇન પેમેન્ટ કિસ્સામાં બે વાર પેમેન્ટ થઈ જાય ત્યારે યુનિવર્સિટી ખાતે જે - તે ફેકલ્ટી / સેક્શનને તેની જાણ કરવાની રહેશે, આઠ દિવસની સમય મર્યાદા બાદ યુનિવર્સિટીની કોઈ જવાબદારી રહેશે નહીં.

(૫) You can trace your transaction status on given link: [Click Here](#)

(5) Further, you are requested to raise the complaints through SBIEPAY Complain Management Portal for proper tracking of complaint. [Click Here](#)

Generate Challan

Design By [Guj Info Petro Limited](#)

**Step – 9** For view of your payment status go to “Payment Transaction Search” option.(તમે કરેલ ચુકવણીની સ્થિતિ જાણવા માટે “પેમેન્ટ ટ્રાન્ઝેક્શન સર્ચ” વિકલ્પ પસંદ કરો.)

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Payment Transaction Search

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Payment Transaction Search

Academic Year

2023-2024

Welcome - SPUADMIN

Activity

Enrollment / PG Registration

College Name

Arts, Science & R. A. Patel Commerce College

Faculty

FACULTY OF SCIENCE

Program

BACHELOR OF SCIENCE (4 YEAR)

Program Term

B.SC. (4 YEAR) - 1

Academic Batch Name

B.SC. 2023-24

College Program Type

Grant in Aid - Regular

Medium

Other

Payment Status

Pending

Search

Export All

Duplicate Payment Data

Payment List:

Show

10

entries

Search:

Sr No.	Payment No	Payment Activity	No Of Students	Amount	Payment Status	Payment Approved	Approved Date Time	Payment Info	Receipt	Re-initiate Payment	Re-Conciliation	Delete
1	EN23072600000001	Enrollment for 2023-2024 Batch - B.SC. 2023-24	2	200.00	Pending	PENDING					Recon	

Showing 1 to 1 of 1 entries

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Next

Design By

Guj Info Petro Limited