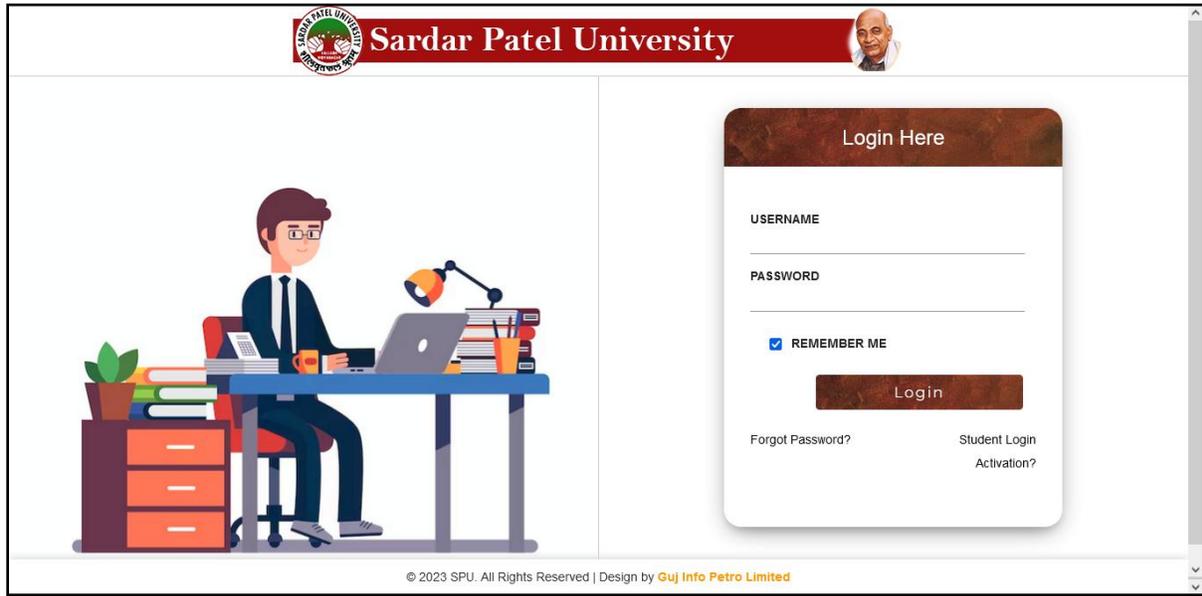


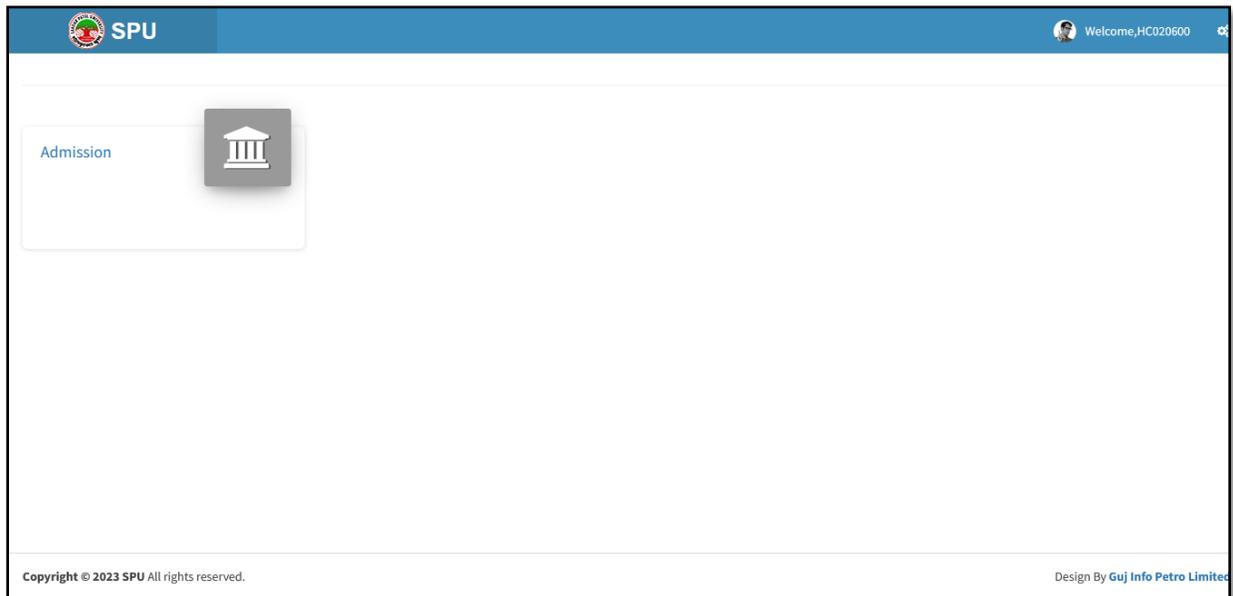
Guideline for College to Allot admission in Open Round

Step : 1 Login using following URL with your user name and password.

url : <https://ums.spuportal.in>



Step - 2 Following Page will be display. Click on Admission button.



Step – 4 For Admission Allotment

- Go to “Manual Counseling” -> Admission Allotment.
- Select appropriate option.
- Enter Application Number.
- Press Search Button. Information of Applicant will be display, as below.
- Verify it and press “Allot” Button.

The screenshot shows the SPU Admission Allotment web application. The interface includes a top navigation bar with the SPU logo, a menu icon, the academic year (2023-2024), and a user welcome message (Welcome, SPUADMIN). A left sidebar contains navigation options: Home, Dashboard, Admission Configuration, Applications, Application Verification, Merit, Admission Allotment Master, Allotment (De-Centralize), Auto Allotment (Centralize), Notification, DashBoard, Manual Counselling, and External Allotment.

The main content area is titled "Admission Allotment" and contains a form for searching an applicant. The form fields are:

- College Name: Arts, Science & R. A. Patel Commerce College
- Program Name: BACHELOR OF SCIENCE (4 YEAR)
- Admission Process: BACHELOR OF SCIENCE (B.SC.) (2023-24)
- Intake Type: Grant in Aid - Regular - (Other) - 330
- Application Number: AD202300000026

Buttons include "UnFreeze" and "Search". Below the form, applicant details are displayed:

- Applicant Name: PRADHYUMAN DINESHBHAI SOLANKI
- Category: SEBC
- Gender: Male
- Email: dksolanki0407@gmail.com
- Mobile No: 9904527451
- Board Name: GSHSEB
- Board SeatNo: B263677
- Vacant Intake: 281
- Alloted Intake: 49

Applicant Documents: CASTE CERTIFICATE FOR OBC/SEBC, NON CREAMY LAYER CERTIFICATE, AADHAR CARD, HSC MARKSHEET

Sr No.	Last Qualifying Detail	TotalMarks	ObtainMarks	Percentage
1	HSC TOTAL MARKS	650.00	419.00	64.4615

Buttons at the bottom include "Allot" and "Reset".

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For cancellation of Admission :

- Go to “Manual Counseling” -> Admission Allotment Cancellation
- Select appropriate option.
- Enter Application Number.
- Press Search Button. Information of Applicant will be display, as below.
- Verify it and press “Admission Allotment Cancel” Button, only that applicant who are already admitted in your college.

The screenshot displays the 'Admission Allotment Cancellation' page in the SPU system. The page includes a sidebar with navigation options and a main content area with a search form and applicant details.

Search Form:

- College Name: Arts, Science & R. A. Patel Commerce College
- Program Name: BACHELOR OF SCIENCE (4 YEAR)
- Admission Process: BACHELOR OF SCIENCE (B.SC.) (2023-24)
- Application Number: AD202300000544

Applicant Details:

- Applicant Name: NAMRATABEN KIRPALSINH MAHIDA
- Category: SEBC
- Gender: Female
- Email: kirpalmahida77@gmail.com
- Mobile No: 9879692168
- Board Name: GSHSEB
- Board SeatNo: B294956
- Alotted Category: General

Applicant Documents: CASTE CERTIFICATE FOR OBC/SEBC, NON CREAMY LAYER CERTIFICATE, AADHAR CARD, HSC MARKSHEET

Sr No.	Last Qualifying Detail	TotalMarks	ObtainMarks	Percentage
1	HSC TOTAL MARKS	700.00	408.00	58.2900

Buttons: UnFreeze, Search, Admission Allotment Cancel, Reset

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For Admission Allotted List :

- Go to “Manual Counseling” -> Admission Allotted List
- Select appropriate option.
- Press Search Button.
- List of applicant displayed here. At the end of each raw there is print button to print admission letter. You can print letter and give it to students.

The screenshot displays the SPU (Sardar Patel University) web application interface for the "Manual Admission Allotted List". The top navigation bar includes the SPU logo, a menu icon, the academic year "2023-2024", and the user name "Welcome, SPUADMIN". The left sidebar contains various navigation options such as Home, Dashboard, Admission Configuration, Applications, Application Verification, Merit, Admission Allotment Master, Allotment (De-Centralize), Auto Allotment (Centralize), Notification, DashBoard, Manual Counselling, and External Allotment. The main content area is titled "Manual Admission Allotted List" and features a search filter form with the following fields:

- College Name ***: Arts, Science & R. A. Patel Commerce College
- Program Name ***: BACHELOR OF SCIENCE (4 YEAR)
- Admission Process ***: BACHELOR OF SCIENCE (B.SC.) (2023-24)
- Intake Type ***: Grant in Aid - Regular- (Other) - 330

Below the filters are two buttons: "Search" and "Export To Excel Data". The footer of the page indicates "Design By Guj Info Petro Limited".