Guidelines for Colleges to Confirm Admission :

Login using following URL with your user name and password. url : <u>https://ums.spuportal.in</u>

Step – 1 Following Screen will be display. Click on "Admission" button.

📀 SPU			🗶 Welcome,CL02060 🛛 🔿
Admission	UMS		
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Step – 2 Following Screen will be display.

- Click on "Auto Allotment (Centralize)" Tab,
- Click on "Admission Allotment/Cancellation/NonReporting"

🖶 Home	Welcome To SPU Admission System - DASHBOARD	🖚 Home — Home Dash Board
🗯 Auto Allotment (Centralize) <		
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Step - 3 Select as per below. If you click on summary button, it will display count of total allotment in your college.

=	Academic Year 2						>	
Admission Allotment, Cancellation And NonReporting				Home > Admission /	Allotment/Cancellation/Nor	nReporting		
College *	College * Arts, Science & R. A. Patel Commerce College							
Admission Batch *	BACHELOR OF SCIENCE (B.SC.) (2023-2	BACHELOR OF SCIENCE (B.S.C.) (2023-24)						
Admission Process *	BACHELOR OF SCIENCE (B.SC.) (2023-2	4)		•				
Merit Process *	Final BSC A+AB (Jun 2 2023 10:44:22)			•				
Round *	FIRST ROUND BACHELOR OF SCIENCE A AND AB GROUP (2023-24)							
Application No.								
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Step -2 If you click on view allotted button, it will display list of allotted students in your college. You can download it as excel file also.

≡ Academic Year							, TESTADMIN	☆ ¢	8
Admission Allotment, Cancellation And NonReporting	Home > Admission Allotment/Cancellation/NonReporting							g	
College *	Arts, Science & R. A. Patel	l Commerce College				Ŧ			1
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Step – 3

- If you click on "admission Confirmation" button, it will display list of students who confirmed admission in your college. You can also enter "application number", it will display data of that student only.
- Check box given before the student, whose admission you want to confirm and enter remark in 'Remark ' text box.
- Press 'Submit button", Admission of that students is now confirmed.

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Admission Allotment, Cancellation And NonReporting @ Home > Add						> Admission A	lotment/Cancellatio	n/NonRepo	rting	
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Step – 4 Go to "Auto Allotment Reports" for giving admission letter. Select as per below. Print Confirmation Admission letter by selecting student.

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Auto Allotment Reports					🍘 Home 🗧 Auto All	otment Reports	
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Report *	Admission Letter			Ŧ			
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Admission Batch *	BACHELOR OF SCIENCE (B.SC.) (2023-24)			*			
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