GANPAT UNIVERSITY

ONLINE ADMISSION – USER GUIDELINE

❖ URL for Online Admission Application:

http://admission.ganpatuniversity.ac.in
HOME PAGE:

Welcome to Ganpat University Online Admission Process

<table>
<thead>
<tr>
<th>User Login (Already Registered)</th>
<th>New User Registration</th>
<th>Admission Inquiry</th>
<th>General Instructions</th>
<th>Eligibility &amp; Fee Structure</th>
<th>Programme Available for Online Admission</th>
</tr>
</thead>
</table>

Already Registered User Login Here

Enter your details to begin:

- Username (Mobile No.)
- Password

Forgot Password? [Login]
1) **Registration Page:**

- For New Registration, click on **New User Registration** option in the Home Page.
- Now you can see **New User Registration** Screen.
- To Register yourself Enter all the required Details.
- Enter all details correctly.
- Enter your Mobile Number as User Name.
- After filling all the required details click on **Register** Button.
2) **Login:**

- Now to Login your registered account click on **USER LOGIN (Already Registered)** in the Home Page.
- Enter your **User Name** and **Password**.
- Click on **Login** Button.
❖ FLOW OF NEW APPLICATION:

- After Program selection your **Application Number** (like 16UVPCE0005A1) will be generated.
- After that you can complete the Application process.
1) **New Application:**

- To create a New Application for admission, click on **New Application** in Sidebar.
- Now you can see the below screen.
1) **Program Selection (Step 1):**

- Now select 1) Program Applying for,
  2) Stream,
  3) Institute/College, as per your requirements.
- Now you can see the Degree List as per your Program Selection.
- Now click on the check box list and give them numbers like 1, 2, 3, 4, and 5 as per your priority.

- Now click on **NEXT** button below the page.
2) **Personal Information (Step 2):**

- Enter all your Personal Information correctly.
- All the fields containing Red Color small star (*) are required fields which you have to enter compulsory.
- If you want to upload your photo, then click on **Browse** button for selecting the photo.
- After that click on **Upload Photo** button, hence your photo will be uploaded.
3) **Correspondence Address Information (Step 3):**

- Now fill up proper Address Information as per required fields.
- Here also Fields containing * are the required fields which you have to enter compulsory.

- After filling all the details click on **NEXT** button below the page.
4) **Education Information (Step 4):**

- Now to add your Educational Details click on **Add Details** Button as shown in the page.

- Now add all the required information for Education Details as shown below.

- After filling all the details click on **SAVE** button below the page.
• Now you can see your Educational Details in the table as shown in the fig.
• You can also delete the information and add again if required.

• After that click on NEXT button.
5) **Document Upload (Step 5):**

- If you are willing to upload any of your documents then you can have list of **Document Description**.
- **NOTE:** You can upload only **image and pdf** and no other files.
- To upload any image of your document, click on **Browse** button and select your file.
- After selecting image click on **Upload** button to upload your image.
- Now you can see preview of that image in **Preview Image** box.
- You can download the pdf file, if you are uploading any.
- For that click on **Download** option in the **File** Column.
After uploading the images, click on **Next** button.

**NOTE:** If in any case you want to edit any of your details then click on **Prev** button to go back.

You can directly click on the page option you want to open, from **Process** at the top of page, as shown in the above fig.
6) **Payment:**

- To complete the payment process **Select Payment Mode**.
- You can see 2 options: 1) Online (through Paytm).
  2) Offline (through Cash, Card, Cheque, Demand Draft).
- Select the Payment Mode as per your wish.
1) **Offline [Payment Mode – through Cash, Card, Cheque, Demand Draft]:**

- If you select *Offline* as Payment Mode, you can see **Select Payment Option** available as shown in the below fig.

- You can select **Payment Option** as per your wish.
- After selecting the Payment Option, click on **Submit Application** button.
• Now you can see your application in the **Application Lists** page.
• You can create more than 1 application if you want.

In this page you can search your created Application by **Application No.**, **Faculty**, **Institute**, **Applicant (Name)**, **UserName**, **Status**.

Click on **View/Edit** option in **Action** column to edit any of your details.
2) **Online Payment (Through Paytm):**

- Select Payment Mode **Online**.
- Click on **Pay Now** button for payment through Paytm as shown in the fig.

![](image_url)

- Now you can see the below fig. as transaction is being processed.
❖ **View Pdf:**

- You can view/download the pdf file of your Application Details.
- To view/download pdf file click on View PDF option available in the Application column of the table as shown in the fig.
- Now you can see the pop-up box to Open or Save the pdf file.
- Select Save File option and click OK button to save your pdf file.
- Hence your application pdf file will be saved.
- View your pdf file.
- It will contain all the details that you entered in the Application.
### EDUCATION DETAILS

<table>
<thead>
<tr>
<th>Quali.</th>
<th>Degree</th>
<th>Board/University</th>
<th>Pass Month Year</th>
<th>%</th>
<th>Percentile / CGPA / CPI</th>
<th>Obtained / Total Marks</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC</td>
<td>12th Science - A Group (ENG.MEDIUM)</td>
<td>G.S.E.B.</td>
<td>2017 MAY</td>
<td>79.4</td>
<td></td>
<td>397 / 500</td>
<td></td>
</tr>
</tbody>
</table>

### APPLICATION FEE PAYMENT DETAILS

<table>
<thead>
<tr>
<th>Mode</th>
<th>Fees Paid</th>
<th>Transaction Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offline</td>
<td>Yes</td>
<td>1.50</td>
<td>06/05/2017</td>
</tr>
</tbody>
</table>

### DECLARATION UNDERTAKING DETAILS

I, hereby declare that the particulars furnished in this application form are correct. I have verified my eligibility to apply against category to which I have applied. I understand that in case any information furnished in this form is found to be incorrect or incomplete, my admission will stand cancelled. I further declare that I have read and understood the instructions carefully and will abide by all rules, ordinances, and the decisions taken by admission committee, Ganpat University. I also understand that if the information provided by me in the application is incomplete, incorrect or false and if the application entertained through oversight, inadvertence or any other reason, my application will be rejected upon detection at any stage.

Place : Date : Applicant's Sign :
❖ **Payment Receipt:**

- To download the Fee Receipt, click on **Download** option in the **Receipt** Column.
- You can see the pop-up box to save the receipt.
- Click on **Save File** option as shown in fig.
• Now you can see your downloaded receipt.