

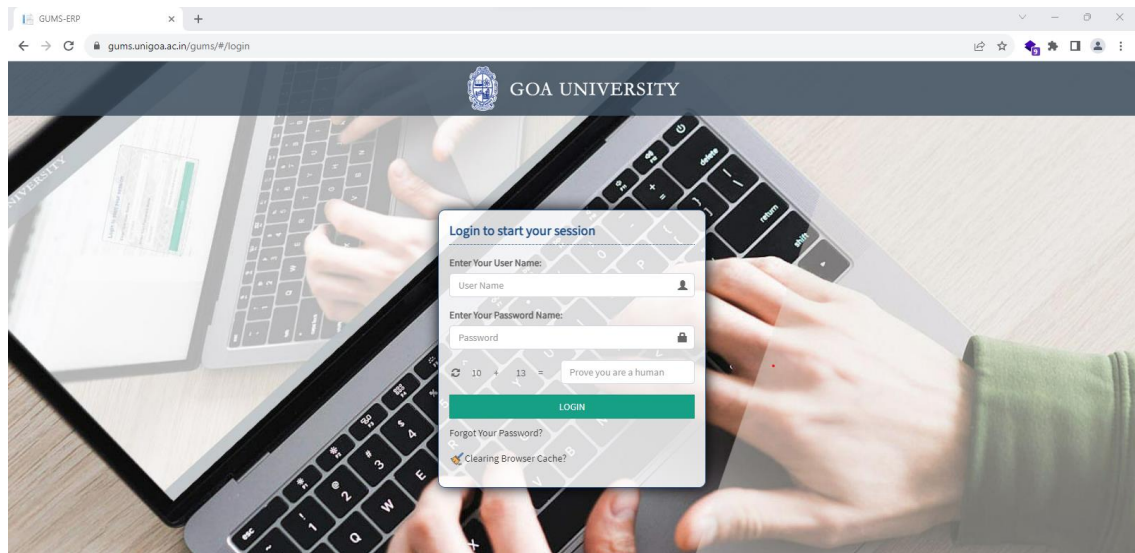
Student PR registration on GUMS portal

Section 1: Instructions to GCArch Office for student PR registration on GUMS portal.

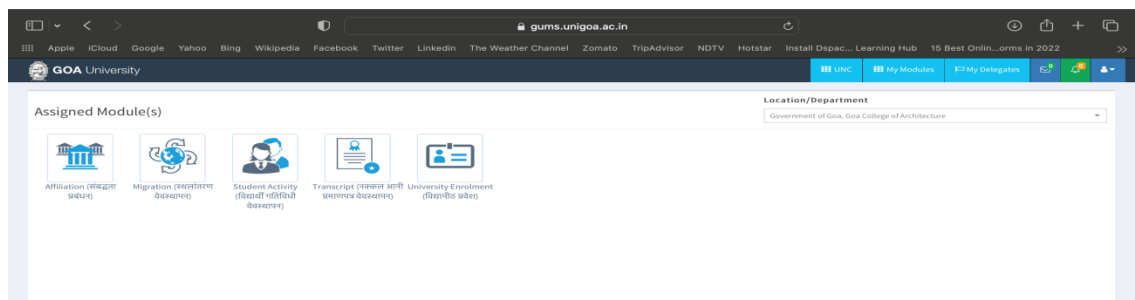
a. Student Data entry on GUMS portal

1. Login to the following portal using college credentials

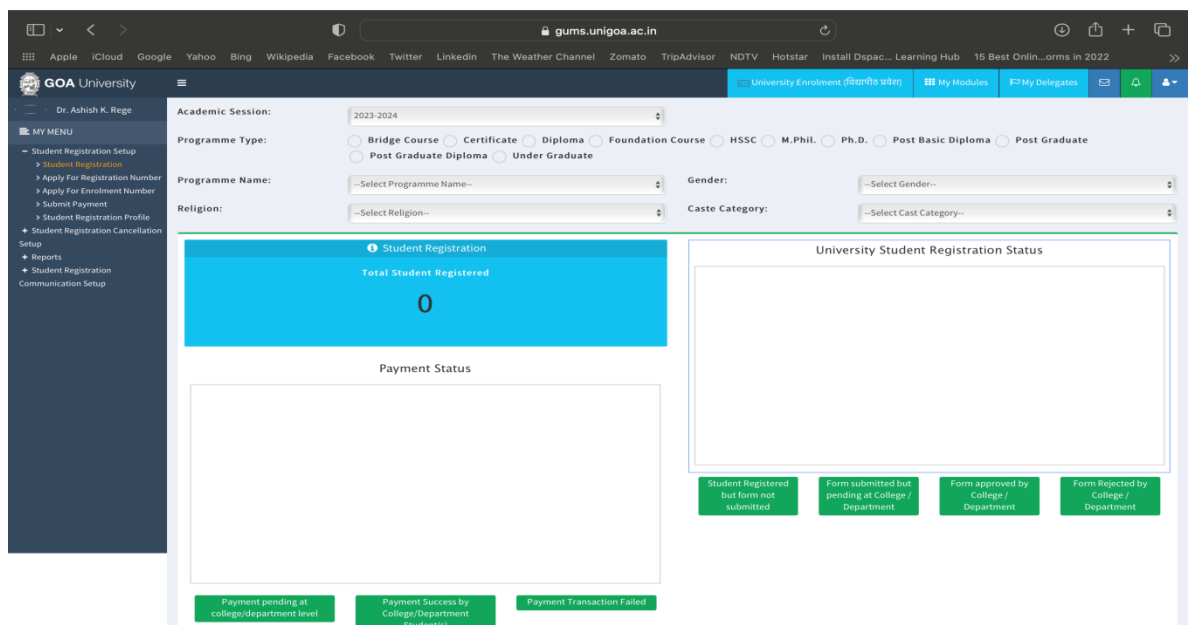
URL: <https://gums.unigoa.ac.in/gums/#/login>



2. After login, 'University enrolment' module from the home screen will be selected.

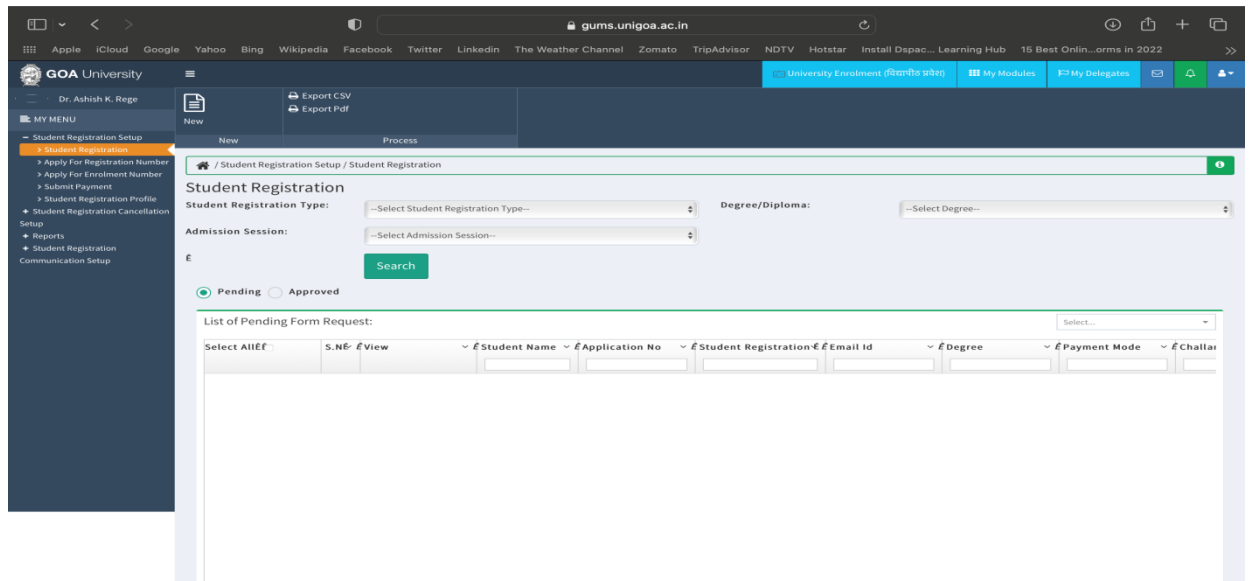


3. Select the "Student Registration Setup-> Student Registration" option from the left hand side menu as shown.



Student PR registration on GUMS portal

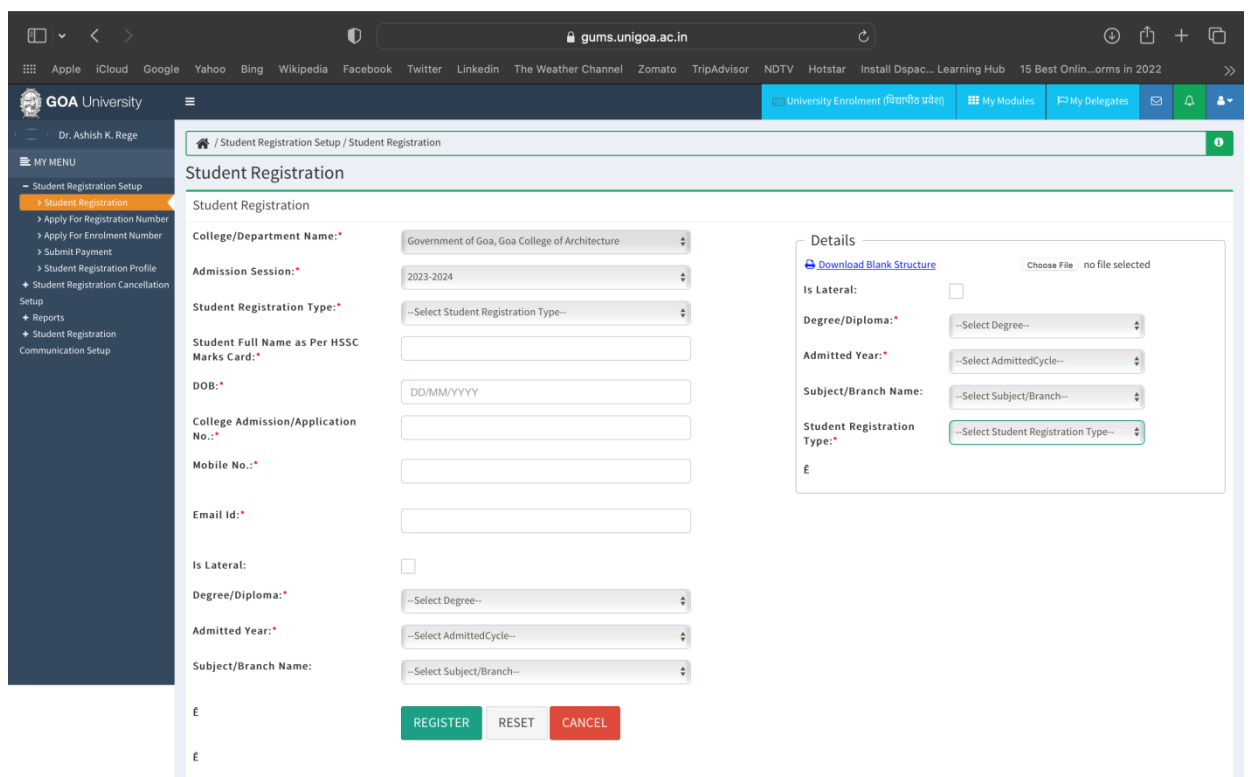
- Next, click on “New” button.



- There are two ways in which students can be registered

1. Method 1- Bulk data entry using blank excel file structure

- Download the ‘blank structure’ using the button as shown below.

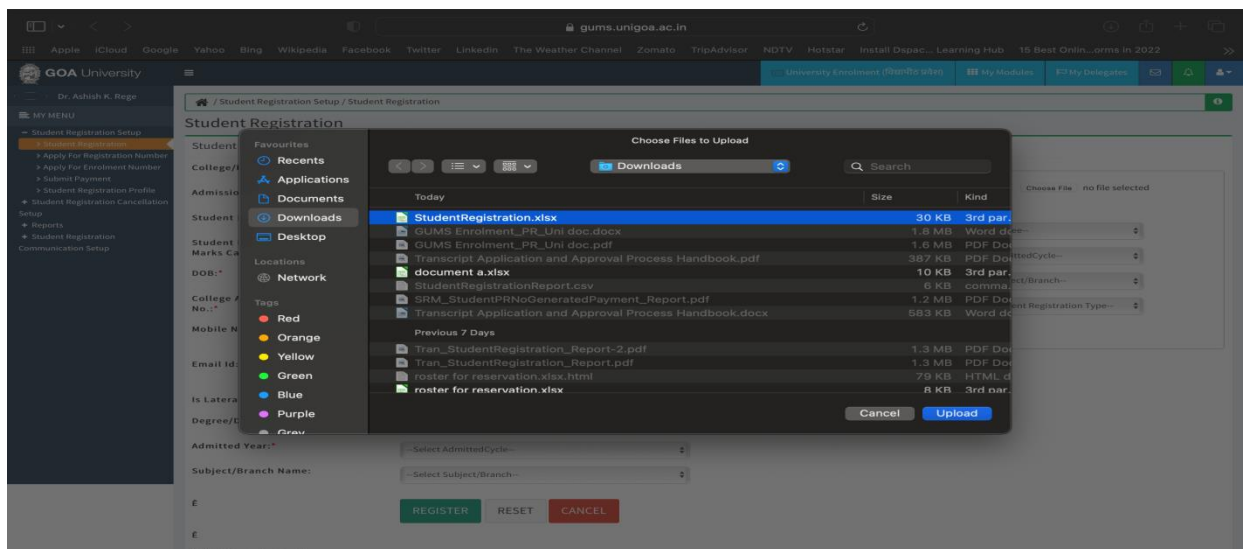


- Enter student data into the downloaded blank structure excel file. Note that **separate excel files must be created for each student registration type**(B.Arch-Goa Board Only, Other Board Only etc, M.Arch- Goa university with P.R.Number, Goa university with wo P.R.Number, other university etc) and degree(B.Arch, M.Arch)

Student PR registration on GUMS portal

	A	B	C	D	E	F	G	H
1	StudentFullNameAsPerHSSCMarksCard	CollegeAdmissionOrApplicationNo	MobileNo	EmailId	DD_DOB	MM_DOB	YYY_DOB	PreviousStudentPRNumberOnlyForGoaUniversity
2								
3								
4								
5								
6								
7								
8								
9								

- For each of the student registration type excel files created above, click on choose file button, select the appropriate excel file and click upload.



- Enter the rest of the mandatory details (Degree, admitted year, student registration type) and click on the 'ADD' button. Upon doing so, the student data will be populated in the table below.

The screenshot shows the 'Student Registration' form on the GUMS portal. A dropdown menu is open for the 'Degree/Diploma' field, showing options: Bachelor of Architecture (selected), Master of Architecture in Urban Design, and Master of Architecture in Sustainable Habitat. The form fields are populated with: College/Department Name: Government of Goa, Goa College of Architecture; Admission Session: 2023-2024; 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 Admitted Cycle--; Subject/Branch Name: --Select Subject/Branch--; Details: --Select Degree--; Available Seat table:

Sr No.	Programme Name	Total Seat	Available Seat
1	Bachelor of Architecture	50	50

; Buttons: REGISTER, RESET, CANCEL.

Student PR registration on GUMS portal

Mobile No.:

Email Id.:

Is Lateral:

Degree/Diploma: --Select Degree--

Admitted Year: --Select AdmittedCycle--

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

ADD RESET

Sr No.	Programme Name	Total Seat	Available Seat
1	Bachelor of Architecture	50	50

List of Student Registration:

Sr No.	Student Full Name As Per HSSC Marks Card	DOB	College Admission/Application No.	Mobile No	Email Id	Degree Programme	Duplicate College/Department Name	Duplicate Programme Name	Delete
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REGISTER RESET CANCEL

List Of Registration(s):

S.No	Edit	Delete	Action	Resend Password	Student Full Name	Application No	Student Type	Email Id	Degree Programme	Admitted Session	Current Session	Last Modified
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5. Click on the 'Register' button at the bottom of the screen to complete the registration. Once you click on "Register" the selected candidates will receive an email to complete their enrolment process.

2. Method 2- Manual Data entry

For each student, fill the details mentioned in the LHS part of the form as shown below & click on "Register" button. Once you click on "Register" the selected candidates will receive an email to complete their enrolment process.

GOA University

Dr. Ashish K. Rege

Student Registration Setup / Student Registration

Student Registration

College/Department Name: Government of Goa, Goa College of Architecture

Admission Session: 2023-2024

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

Student Full Name as Per HSSC Marks Card: Test Student

DOB: 01/07/2002

College Admission/Application No.: AR000000X

Mobile No.: 9999999999

Email Id.: test@gmail.com

Is Lateral:

Degree/Diploma: Bachelor of Architecture

Admitted Year: First Year-1st Semester

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

REGISTER RESET CANCEL

Details

Download Blank Structure

Choose File no file selected

Sr No.	Programme Name	Total Seat	Available Seat
1	Bachelor of Architecture	50	50

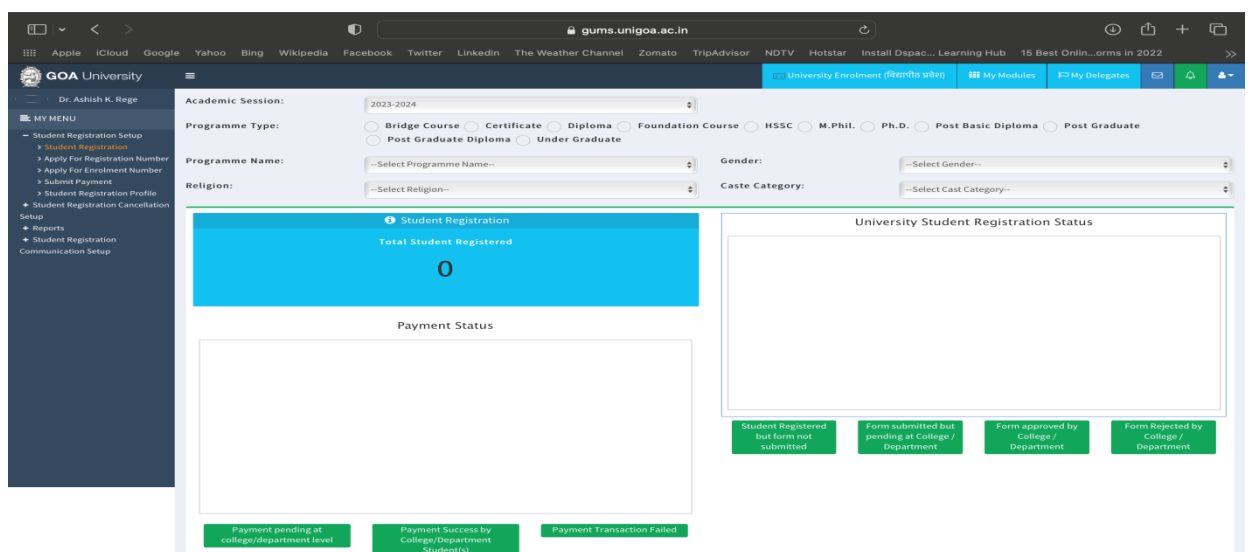
Student PR registration on GUMS portal

Inform the students to check their email for registration link and submit the form before deadline date. Students need to keep a scanned copy of their passport size photo and signature.

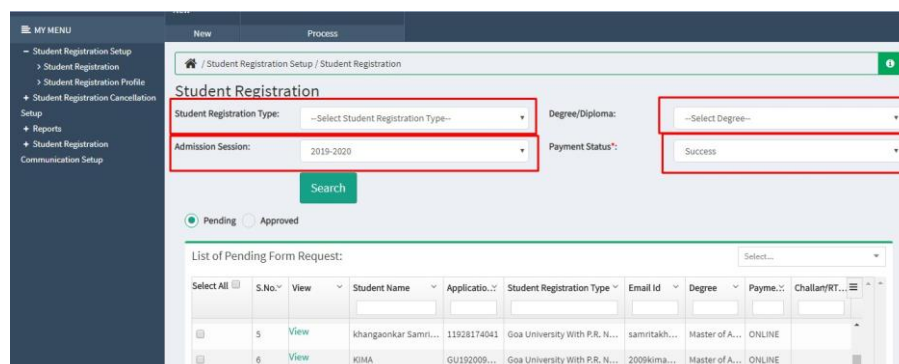
b. Student registration approval

Once the students complete their registration & fee payment, the payment has to be approved. To approve the payment follow the steps mentioned below:-

1. Select the “Student Registration Setup-> Student Registration” option from the left hand side menu as shown.



2. Select the filters & click on “Search” button.
A list of the candidates who have registered will be shown.



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

3. To approve the candidates click on the select checkbox & click on “Done” button at the bottom of the screen. Do this for each student registration type and degree.

Student PR registration on GUMS portal

The screenshot displays the 'Student Registration' page on the GUMS portal. The page is divided into several sections:

- MY MENU:** A sidebar menu on the left containing options like 'Student Registration Setup', 'Student Registration Profile', 'Student Registration Cancellation', 'Reports', and 'Communication Setup'.
- Navigation:** A top bar with 'New' and 'Process' tabs, and a breadcrumb trail: 'Home / Student Registration Setup / Student Registration'.
- Form Fields:** Fields for 'Student Registration Type', 'Degree/Diploma', 'Admission Session', and 'Payment Status'. A 'Search' button is located below these fields.
- Radio Buttons:** 'Pending' (selected) and 'Approved' radio buttons.
- List of Pending Form Request:** A table with columns: Select All, S.No., View, Student Name, Applicatio..., Student Registration Type, Email Id, Degree, Payme..., and Challan/RT... The table contains two rows of data, with checkboxes in the 'Select All' column highlighted by red boxes.
- Footer:** A 'Remarks' section with a text input field and 'DONE' and 'RESET' buttons.

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	

Once all the students are approved, apply for the 'Registration Number'/'Enrolment Number' as applicable.

Next submit payment to the Goa University.