# 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.

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

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Dr. Ashish K. Rege Dr. Ashish K. Rege MY MENU Student Registration Setup Student Registration	Academic Session: Programme Type:	2023-2024 Bridge Course Certifi Post Graduate Diploma	¢ cate Diploma Foundatio Under Graduate	n Course 🔿 HSSC 🔿 M.Phil. 🤇	Ph.D. O Post	Basic Diploma (	Post Graduat	e		
<ul> <li>Apply For Registration Number</li> <li>Apply For Enrolment Number</li> <li>Submit Payment</li> <li>Student Registration Profile</li> <li>Student Registration Cancellation</li> </ul>	Programme Name: Religion:	Select Programme Name Select Religion	4	Gender: Caste Category:	Select Gene	der Category				0
Setup • Reports • Student Registration Communication Setup		<ul> <li>Student Registration</li> <li>Total Student Registered</li> </ul>		Ur	iversity Studer	nt Registratior	n Status			
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4. Next, click on "New" button.

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· Dr. Ashish K. Rege		Export CSV												
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- 5. There are two ways in which students can be registered
  - 1. Method 1- Bulk data entry using blank excel file structure
    - 1. Download the 'blank structure' using the button as shown below.

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Student Registration     Apply For Registration Number	Student Registration						
> Apply For Enrolment Number > Submit Payment	College/Department Name:*	Government of Goa, Goa College of Architecture	\$	Details			
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Setup + Reports	Student Registration Type:*	Select Student Registration Type	¢	Degree/Diploma:*	Colort Derma		
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2. 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)

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

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4. 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.

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<ul> <li>Student Registration Profile</li> <li>Student Registration Cancellation</li> </ul>	Admission Session:*	2023-2024		۰		ad Blank Structure	Choose File	StudentRegÉtion.xlsx	
Setup + Reports	Student Registration Type:*	Select Student F	Registration Type	\$	Degree/D	Sele	ct Degree lor of Architecture		
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## Student PR registration on GUMS portal

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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.

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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.

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> Apply For Registration Number > Apply For Enrolment Number	Programme Name:	Select Programme Name	٥)	Gender:	Select Gend	er				٥
<ul> <li>Submit Payment</li> <li>Student Registration Profile</li> <li>Student Registration Cancellation</li> </ul>	Religion:	Select Religion	*	Caste Category:	Select Cast 0	Category				¢
Setup + Reports		Student Registration			University Studen	t Registration	Status			
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2. Select the filters & click on "Search" button.

A list of the candidates who have registered will be shown.

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Setup + Reports	Student Registrati	on Type:	-Select :	Student Registration Typ	ie	• Degree/Diploma:	1	Select Degre	e			
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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

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

Next submit payment to the Goa University.