



Help Manual

College Enrollment



GAUHATI UNIVERSITY
ASSAM

DECLAIMER

The screens used in the creation of this Document may vary with time been changes which happens in the due course. It is suggested to the college representative to go through the Help Manual properly before filling their Online Enrollment Form.



Help: - This document is to help the College officials with the College Registration process.

Note: Please update the details carefully, once the details are submitted it cannot be changed.

Step 1: Click on the Link which is available in the university website

The screenshot displays the 'NOTIFICATIONS' section of the Gauhati University website. The header reads 'NOTIFICATIONS' and 'Updated information about News, Tenders and Notifications of Gauhati University'. Below this, there are four notification cards:

- 19 Sep** Admission Notification **NEW**: One vacant seat for SC candidates in PG Course in History, GU
- 12 Sep** Auction Notice **NEW**: Auction of old scrap materials and unusable furniture of University Law College, GU
- 18 Sep** Notification **NEW**: Workshop on Methods & Techniques in Contemporary Research on 22-23 Sept, 2017 in the Dept of Geography, GU
- 11 Sep** Auction Notice **NEW**: Auction of old answer scripts available under the University Law College, GU

At the bottom of the notification section, there are three buttons: 'NOTIFICATIONS FOR COLLEGES', 'RECRUITMENT & INTERVIEW NOTIFICATIONS', and 'VIEW ALL NOTIFICATIONS'. Below the notification section is a navigation bar with six buttons: 'DOWNLOAD PROSPECTUS', 'DOWNLOAD FORMS', 'ANTI RAGGING', 'DOWNLOAD SYLLABUS', 'EXAMINATION NOTIFICATION', and 'GU IJMS PORTAL'. An arrow points from a box labeled 'Click here' to the 'GU IJMS PORTAL' button.

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Step 2: Click on College Enrollment tab on the left hand side on this page.

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Step 3: Click on College Registration Form link on the left hand side of this page.

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Step 4: Now User will be navigate to below screen

College Registration Form	
Please update the details carefully, once the details are submitted it cannot be changed.	
Affiliated College Name :	<input type="text" value="-- Select College --"/> *
District :	<input type="text" value="-- Select District --"/> *
Name of Principal :	<input type="text"/> *
Mobile No. :	<input type="text"/> *
Alternate Mobile No. :	<input type="text"/>
Phone No. :	<input type="text"/>
E-Mail Id. :	<input type="text"/> *
List of Degrees Available in Your College :	<input type="text" value=""/> Max 500 characters
<div style="text-align: center;"><input type="button" value="REGISTER"/> <input type="button" value="RESET"/></div> <div style="text-align: center;">Click here</div>	

Step 5: Carefully fill the College Registration Form with all the correct details. Then click on REGISTER button to register your college and the respective details

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