પરિપત્ર

વિષય : એલએલ.બી. સેમ-૧ ની પરીક્ષાના, પરીક્ષા ફોર્મની ઓનલાઇન એન્ટ્રી શરૂ કરવા બાબત.

આથી ઉપરોક્ત વિષયે ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ તથા માન્ય સંસ્થાના વડાઓ તેમજ વિદ્યાર્થી ભાઇઓ તથા બહેનોને જણાવવાનું કે, **એલએલ.બી. સેમ-૧** ની પરીક્ષાના, પરીક્ષા ફોર્મની ઓનલાઇન એન્ટ્રીની તારીખ નીચે મુજબ રહેશે. નિયત સમય-મર્યાદામાં કોલેજ દ્વારા તેમના લોગીન મારફત એન્ટ્રી કરવાની રહેશે.

College/Department Configuration ➡ Grant Admission ➡ Grant Admission of Students ➡ Click on '+'

ઉપરોક્ત સ્ટેપ્સ પૂર્ણ કરી નીચે મુજબના તબક્કાઓ પૂર્ણ કરવાના રહેશે, નીચે મુજબના તબક્કાઓ જે કોલેજ દ્વારા પૂર્ણ કરવામાં ના આવ્યા હોય તેવી કોલેજોએ વહેલી તકે પૂર્ણ કરી, નીચે મુજબની તારીખોમાં પરીક્ષા ફોર્મની ઓનલાઇન એન્ટ્રી કરવાની રહેશે.

Steps	Menu Name
1. College/Dept. Subject Mapping	College/Department Configuration
2. Student Subject Mapping	Student Configuration
3. Release Students Subject Selection	
4. Add Program Term Division	Master
5. Student Division Mapping	Student Configuration
6. Students Roll No. Generation	

એલએલ.બી. સેમ.-૧ ના વિદ્યાર્થીઓની એન્ટ્રી કરતા સમયે નીચે મુજબના સ્ટેપ્સ અનુસરવાના રહેશે.

College/Department Configuration ➡ Students Configuration ➡ Part/ATKT Student Subject Selection For Single Student

- ઉપરોક્ત ૧ થી ૬ તબક્કાઓ અંગેની માર્ગદર્શિકા તેમજ પરીક્ષા ફોર્મ ભરવા તેમજ ચલણ / પરીક્ષા ફોર્મ ફી જનરેટ તેમજ પ્રિન્ટ કરવા અંગેની માર્ગદર્શિકા અગાઉ અત્રેની યુનિવર્સિટીની વેબસાઇટ પર મુકવામાં આવેલ છે તે મુજબ રહેશે.

[પરીક્ષા ફોર્મ ફી, અત્રેની યુનિ. ના પરીપત્ર ક્રમાંક:બીકેએનએમયુ/પરીક્ષા/૧૦૧૯/૨૦૨૪, તા.૨૪/૦૭/૨૦૨૪ ધ્યાને લેવાનો રહેશે.]

પરીક્ષા ફોર્મ ભરતી વખતે શૈક્ષણિક વર્ષ : ૨૦૨૬-૨૭ પસંદ કરવાનું રહેશે.

કોર્ષનું નામ	રેગ્યુલર ફી	લેઇટ ફી [રેગ્યુલર ફી + ૫૦૦]	દંડાત્મક ફી [રેગ્યુલર ફી + ૫૦૦ + ૧૫૦૦]
એલએલ.બી. સેમ.-૧	તા.૧૯/૧૦/૨૦૨૬ થી તા.૨૮/૧૦/૨૦૨૬	તા.૨૯/૧૦/૨૦૨૬	તા.૩૦/૧૦/૨૦૨૬
દરેક કોલેજના આચાર્યશ્રીઓએ તા. ૦૨/૧૧/૨૦૨૬ અને ૦૩/૧૧/૨૦૨૬ ના રોજ દિવસ ૨(બે)માં ફરજીયાત પણે ચેકલિસ્ટ તેમજ ચલણ, પરીક્ષા વિભાગમાં જમા કરાવી જવા જેથી આગળનું પરીક્ષાનું સંચાલન કરી શકાય.			

ખાસ નોંધ:

જે વિદ્યાર્થીઓને યુ.જી. અથવા પી.જી. અભ્યાસક્રમમાં અનુક્રમે ૭(સાત) અને ૫(પાંચ) વર્ષ પૂર્ણ થયેલ હોય તેવા વિદ્યાર્થીઓના પરીક્ષા ફોર્મ ભરવાના/સ્વીકારવાના રહેશે નહી. આ અંગે કોઇ શરતચુક ના રહે તે અંગેની સંપૂર્ણ જવાબદારી જે-તે કોલેજના આચાર્યશ્રીની રહેશે જેની સર્વે સંબંધીતોએ ખાસ નોંધ લેવી.

છેલ્લી તારીખ બાદ કરવામાં આવેલ સુધારો સોફટવેર સ્વીકારશે નહી. દંડાત્મક ફી ની તારીખ બાદ પણ જો કોઇ વિદ્યાર્થીનું પરીક્ષા ફોર્મ ઓનલાઇન ભરવાનું બાકી રહેલ હોય તો તેવા વિદ્યાર્થીઓના પરીક્ષા ફોર્મ અત્રેની યુનિવર્સિટી ખાતેથી **ડબલ દંડાત્મક ફી [દંડાત્મક ફી × ૨(બે)]** ભરી પરીક્ષા ફોર્મ ભરવાનું રહેશે.

રેગ્યુલર ફીની છેલ્લી તારીખ સુધીમાં ચલન જનરેટ કરવાનું રહેશે, તેવી જ રીતે લેઇટ ફી અને દંડાત્મક ફી માટે અલગ-અલગ ચલણ જનરેટ કરવાના રહેશે. જો કોઇ કોલેજ દ્વારા ઉપર મુજબ ચલન જનરેટ કરવામાં નહી આવે તો ત્યારબાદની તારીખમાં ચલન જનરેટ થશે નહી જેની ગંભીરતાથી નોંધ લેવી.

છેલ્લી તારીખ બાદ ચાલુ કામકાજના દિવસ ૧(એક)માં ફરજીયાત પણે ચેકલિસ્ટ તેમજ ચલણ, પરીક્ષા વિભાગમાં જમા કરવાનું રહેશે, જો કોલેજ દ્વારા નિયત સમયમર્યાદા બાદ પરીક્ષા ફોર્મ જમા કરવામાં આવશે તો તેવી કોલેજના બેઠક નંબર જનરેટ થશે નહી જેથી તેની સંપુર્ણ જવાબદારી જે-તે કોલેજની રહેશે. જેની ગંભીરતાથી નોંધ લેવી. પરીક્ષા ફોર્મ ફી ફરજીયાત પણે ઓનલાઇન માધ્યમ અથવા બેંકમાં ચલણ મારફત ઓફલાઇન માધ્યમ દ્વારા જ ભરવાની રહેશે. અન્ય કોઇ પણ પ્રકારે ફીનો સ્વીકાર કરવામાં આવશે નહી તેમજ જો ઓનલાઇન માધ્યમ દ્વારા ચુકવણી કરેલ હોય તો તેના આધાર પૂરાવાની નકલ જોડવાની રહેશે અથવા જો બેંકમાં ચલણ મારફત ઓફલાઇન માધ્યમ દ્વારા ચુકવણી કરેલ હોય તો ચલણમાં ફરજીયાત પણે બેંકના સહી સિક્કા કરાવવાના રહેશે. ચલણમાં **Payment Reference Number** તેમજ ચુકવણીની તારીખ દર્શાવવી ફરજીયાત છે. જેની ખાસ નોંધ લેવી.

ખાસ નોંધ :

૧. દરેક વિદ્યાર્થીએ પરીક્ષા ફોર્મમાં જે વિષય દર્શાવેલ હોય તે જ વિષયની કોલેજ દ્વારા સોફટવેરમાં એન્ટ્રી કરવી.
૨. કોલેજ દ્વારા પરીક્ષા ફોર્મની એન્ટ્રી થયા બાદ ફરજીયાત વેરીફાય કરી લેવાનું રહેશે.
૩. પરીક્ષાના આવેદનપત્ર કોલેજે પોતાની પાસે રેકોર્ડમાં સાચવીને રાખવાં, જરૂર પડયે યુનિવર્સિટી દ્વારા મંગાવવામાં આવે તો રજુ કરવાનાં રહેશે.
૪. પરીક્ષા ફોર્મ ભરનાર તમામ વિદ્યાર્થીઓના ABC ID ની ઓનલાઇન એન્ટ્રી કરવી ફરજીયાત છે. જે વિદ્યાર્થીઓના ABC ID બનાવેલ ના હોય તેવા વિદ્યાર્થીઓના ABC ID બનાવી ત્યારબાદ પરીક્ષા ફોર્મની ઓનલાઇન એન્ટ્રી કરવાની રહેશે.

ડૉ. ડી.એમ. ચુડાસીયા
પરીક્ષા નિયામક

બીડાણ : પરીક્ષા ફોર્મ ભરવાની માર્ગદર્શિકા (bknmusupprt2022@gmail.com, HELP LINE – 0285 – 2681429)

ક્રમાંક - બીકેએનએમયુ/પરીક્ષા/૧૭૫૪/૨૦૨૬, તા.૧૭/૧૦/૨૦૨૬
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, ગવર્નમેન્ટ પોલીટેકનીક કેમ્પસ,
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ, ખડિયા, જૂનાગઢ-૩૬૨ ૨૬૩
પ્રતિ, યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ, માન્ય સંસ્થાના વડાઓ તેમજ વિદ્યાર્થી ભાઇઓ તથા બહેનો તરફ....

નકલ રવાના :-

(૧) માન.કુલપતિશ્રીના અંગત સચિવશ્રી (જાણ અર્થે)
(૨) આઇ.ટી. સેલ (વેબસાઇટ પર પ્રસિધ્ધ થવા તેમજ યોગ્ય કાર્યવાહી અર્થે)
(૩) હિસાબી શાખા. (યોગ્ય કાર્યવાહી અર્થે)
(૪) એકેડેમિક વિભાગ (કોલેજ ટ્રાન્સફર અંગે યોગ્ય કાર્યવાહી અર્થે)

Help Manual

College/ Department Management System (College)

Guj Info Petro Limited

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Table of Contents

1. Login 3
2. Dashboard 5
3. Masters 6
   3.1 Program Term Division Mapping 6
4. College / Department Configuration 8
   4.1 College / Department Subject Mapping 8
5. Student Configuration 11
   5.1 Student Subject Mapping 11
   5.2 Release student Subject Selection 14
   5.3 Student Division Mapping 17
   5.4 Student Roll Number Generation 20
   5.5 Student Profile Details 23

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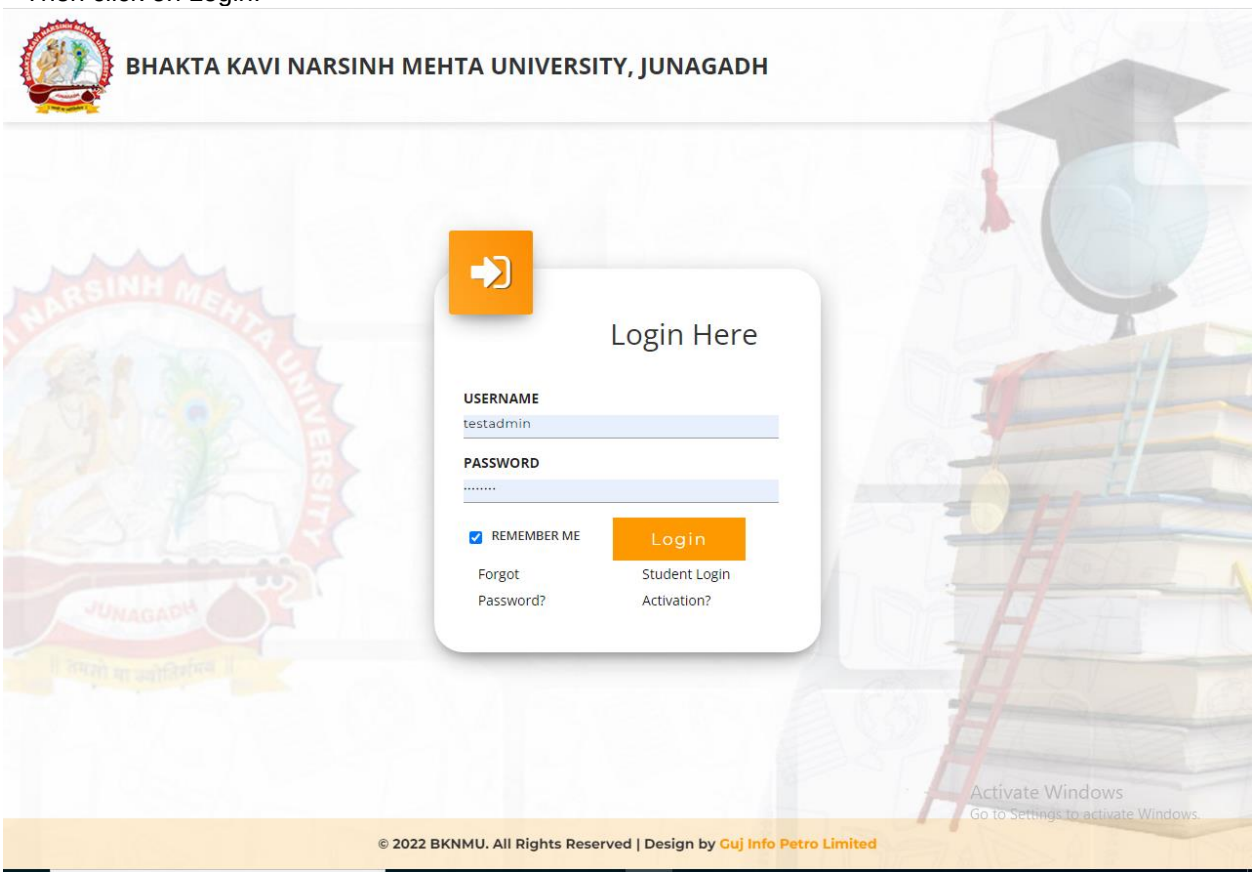
1. Login

Go to Under given link:

- Kindly fill the username and Password on Login Here Page.
- Then click on Login.



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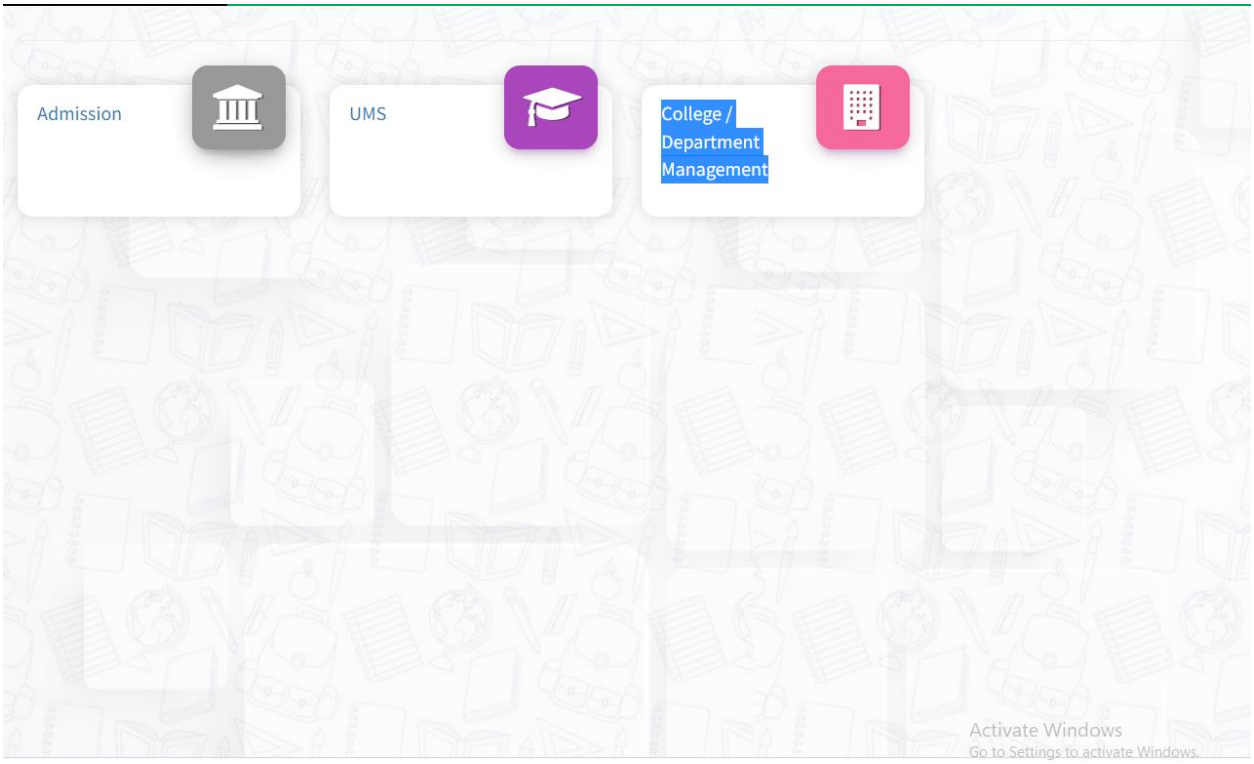
College / Department Management:

- When your login you can see home page as under.
- Click on college / Department Management.



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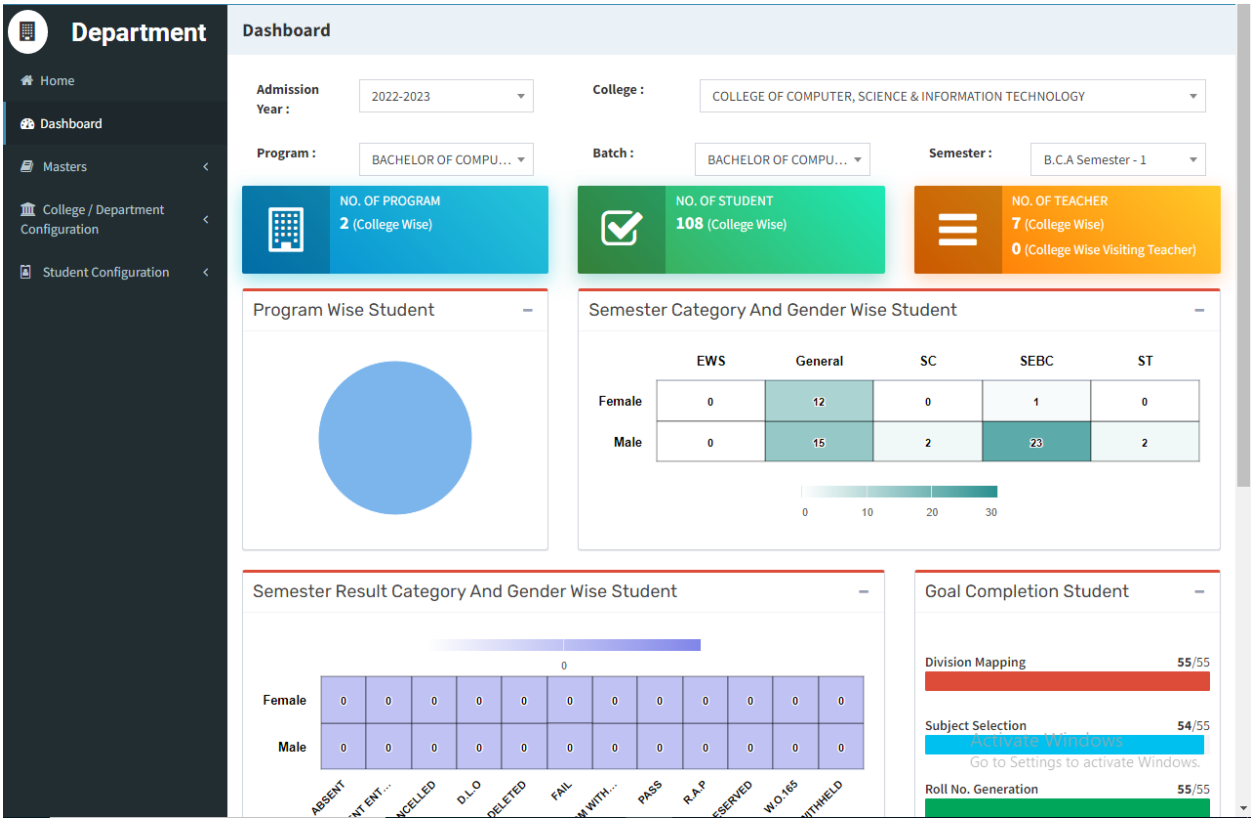
2. Dashboard

View Functionality:

- Select Department wise report which you want.
- You can see the year wise and college wise feedback count hear.



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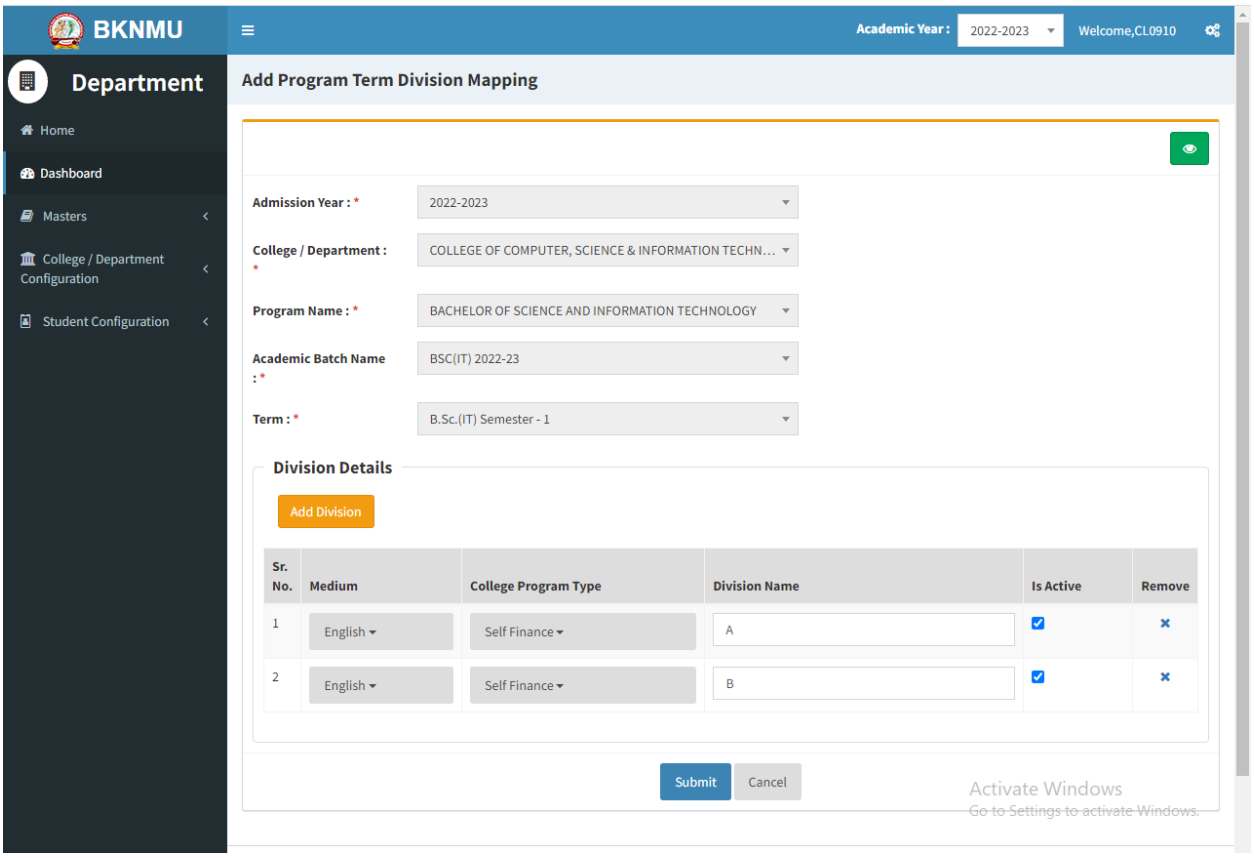
3. Masters

3.1 Program Term Division Mapping

Insert Functionality:

- Management can insert college/Department details in scroll bar after they can view program team division mapping master.



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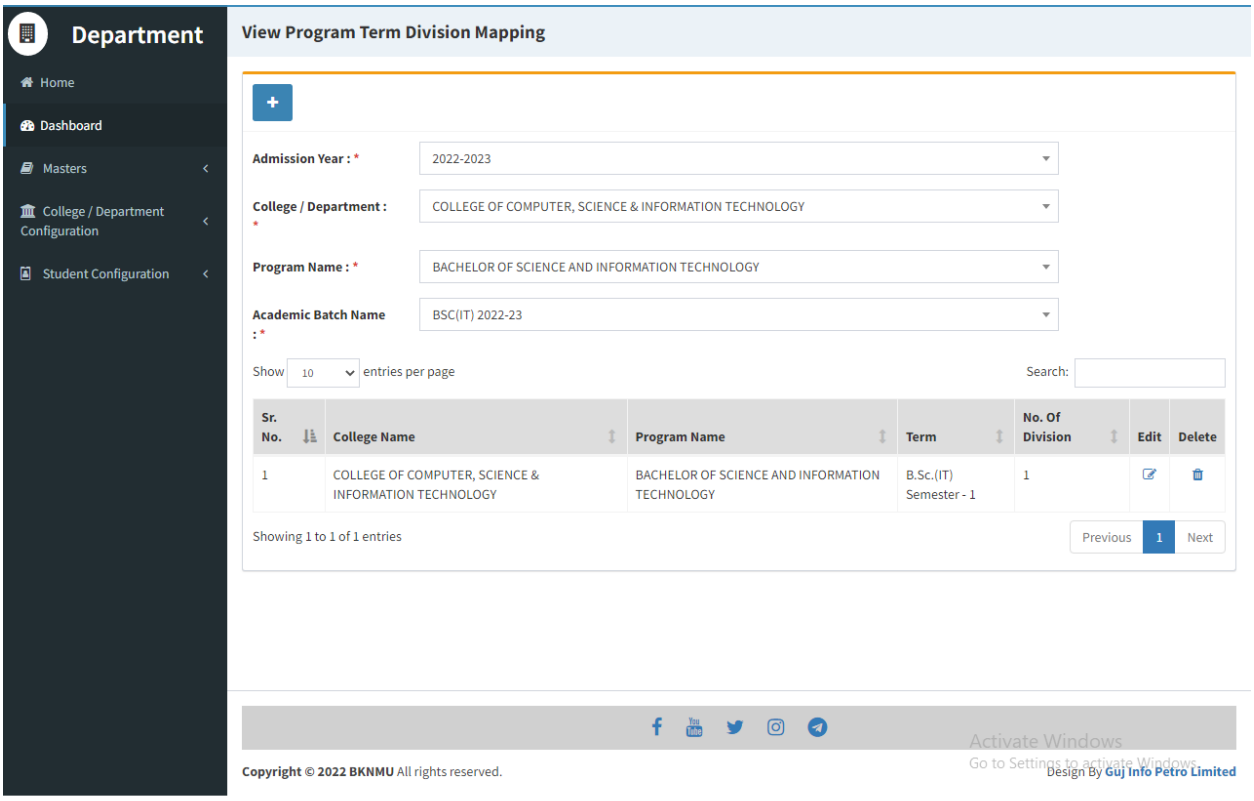
Edit Functionality:

- Management can edit particular record in program team division mapping after click on plus button.



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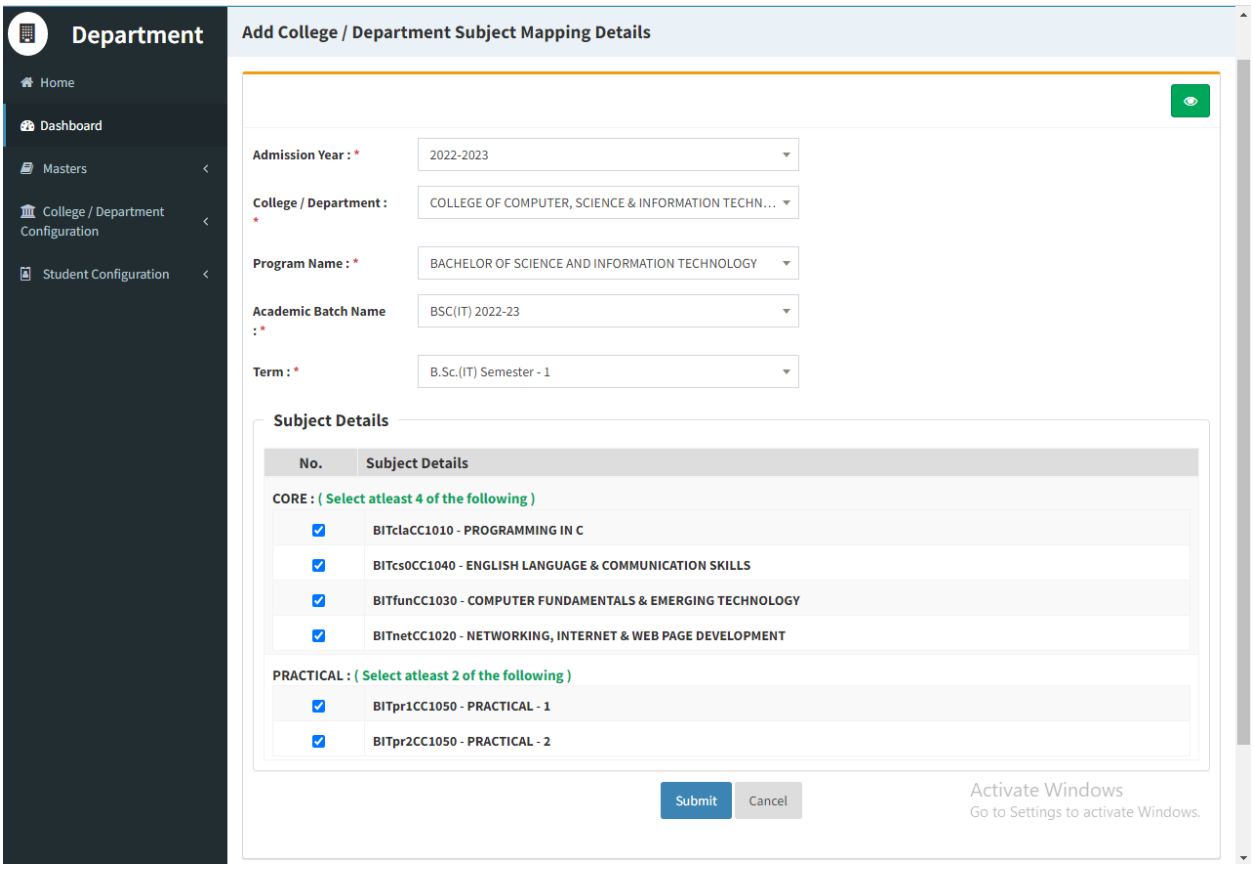
3. College / Department Configuration

3.1 College / Department Subject Mapping

Insert Functionality:

- This form Allow Insert Management to view college/department subject mapping details view page.
- Management can click on plus button and add college/department subject mapping.



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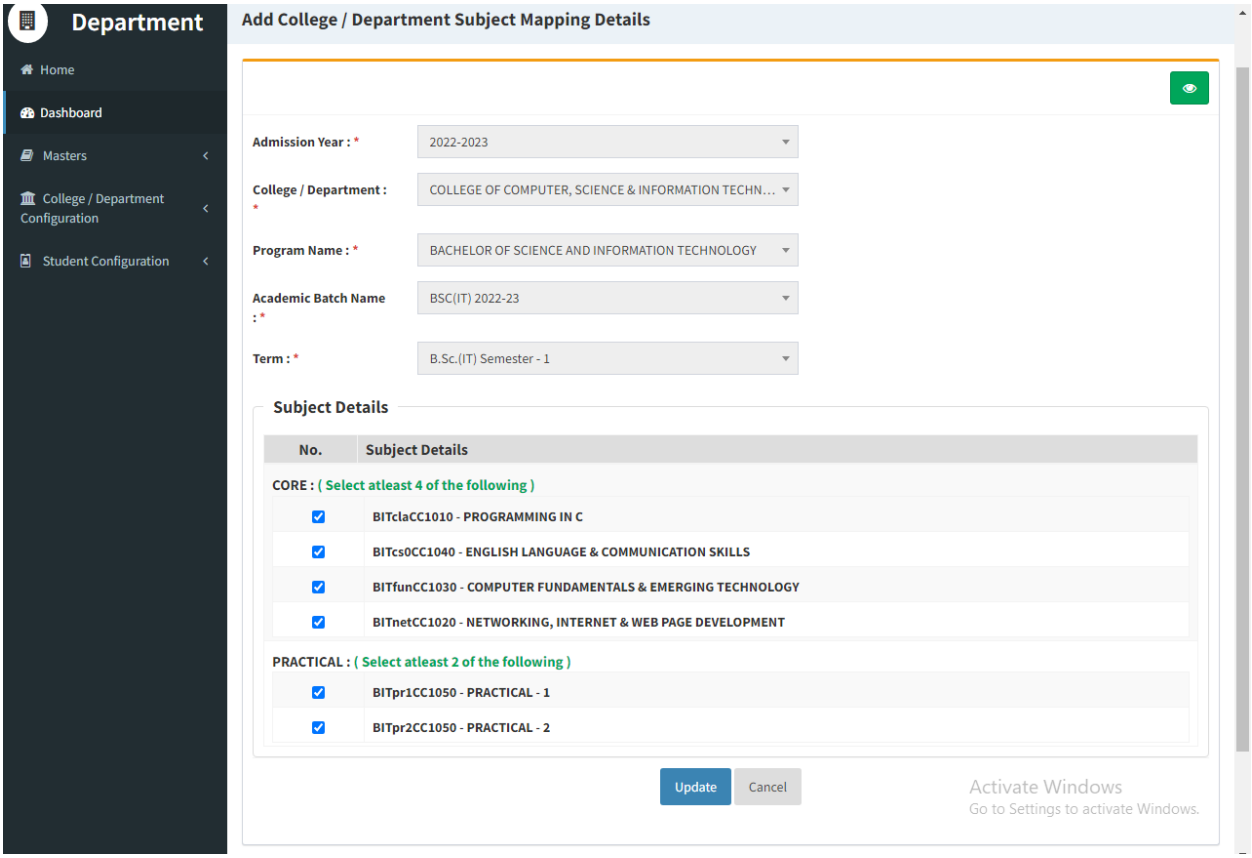
Edit Functionality:

- Management can edit particular record in college/department subject mapping module.
-



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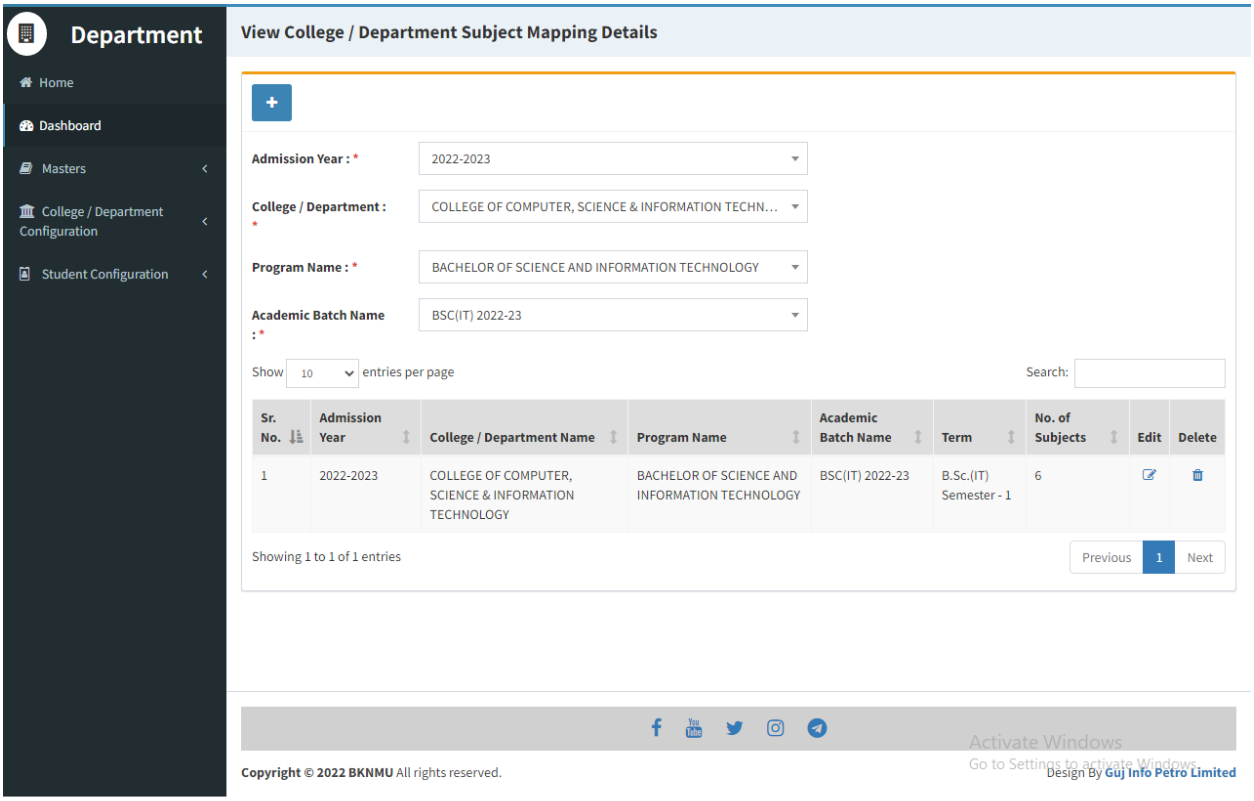
View Functionality:

- Management can also click on Green Button Management can view created record.



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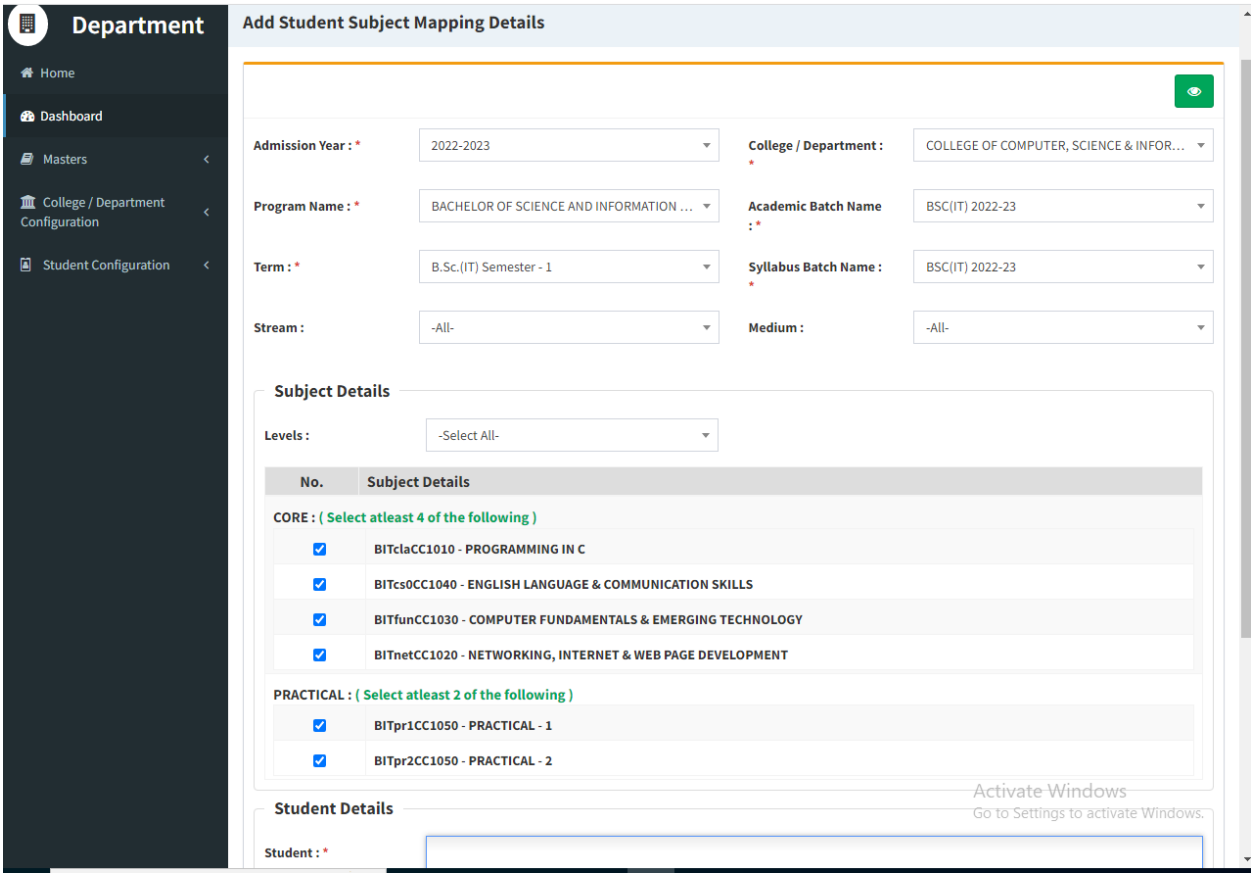
4. Student Configuration

4.1 Student Subject Mapping

Insert Functionality:

- This form Allow Insert Management to student subject mapping details view page.
- Management can click on plus button and add student subject mapping details.



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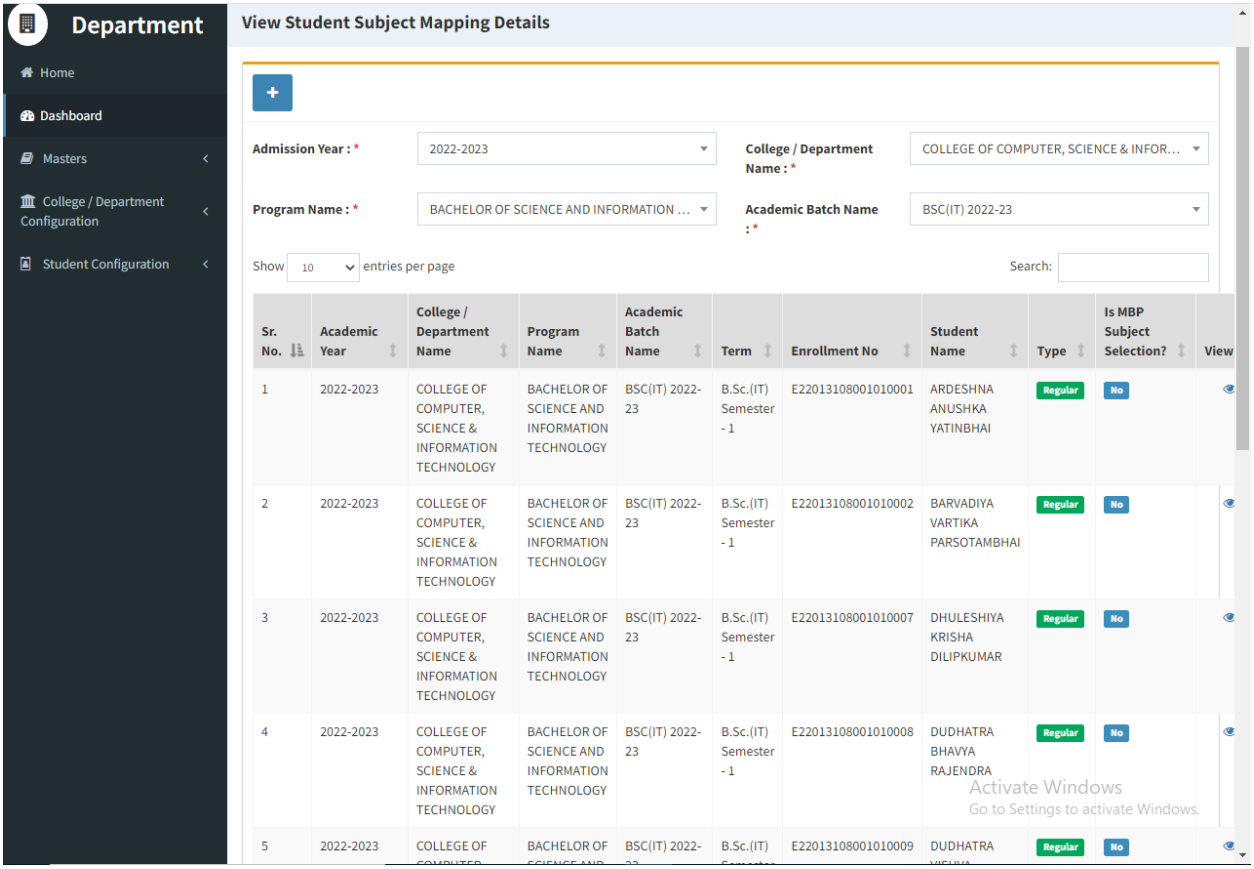
Edit Functionality:

- Management can edit particular record in student subject mapping.



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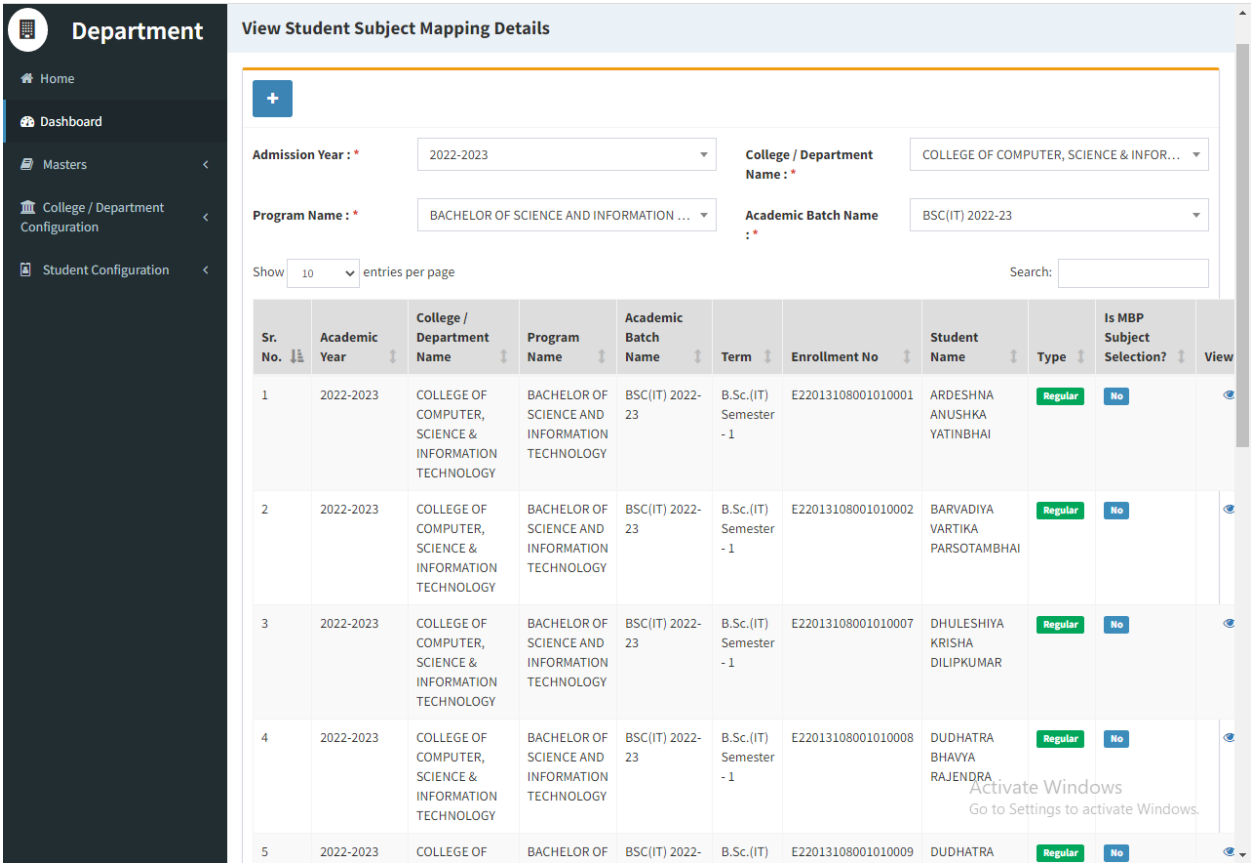
View Functionality:

- Management can also click on Green Button Management can view created record.
-



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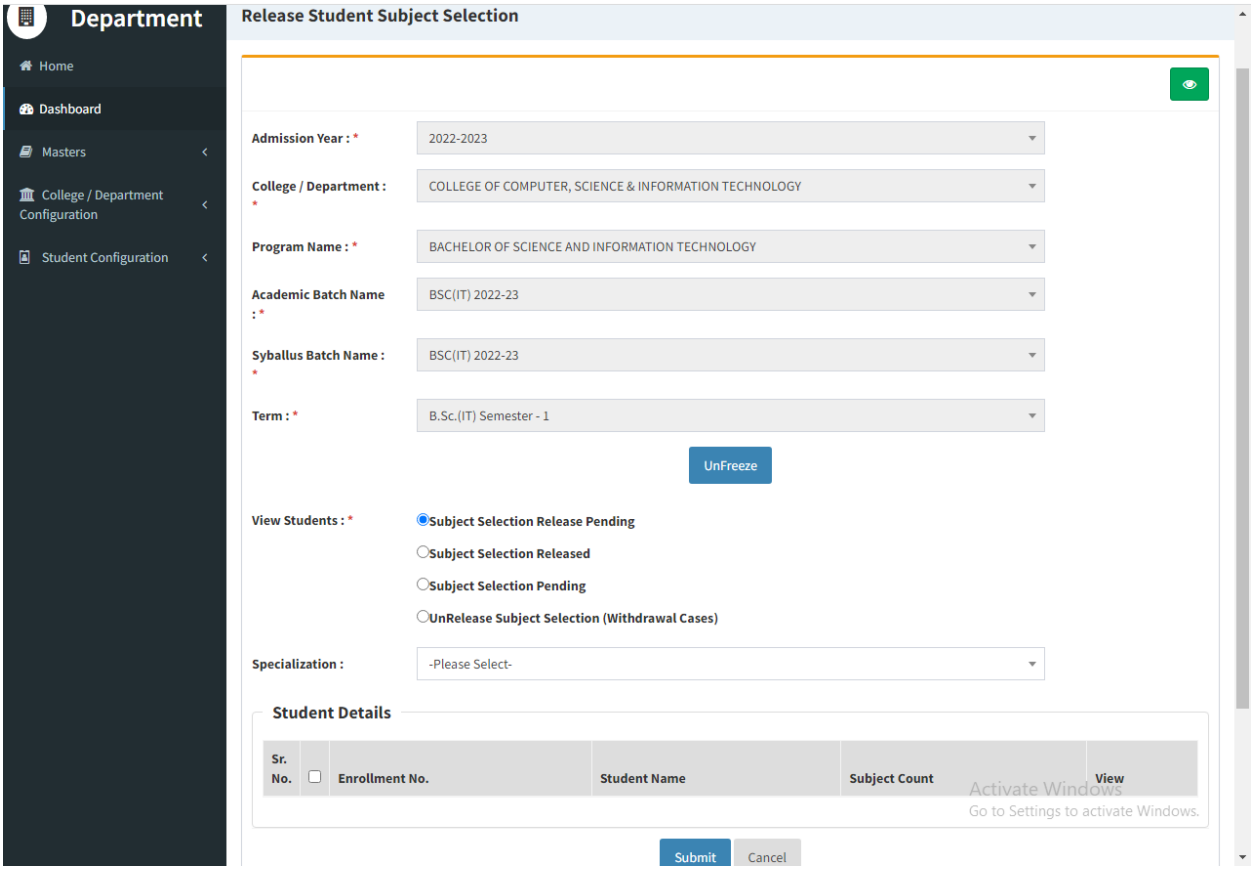
4.2 Release student Subject Selection

Insert Functionality:

- Management can insert college/Department details in scroll bar after they can view release student subject selection.



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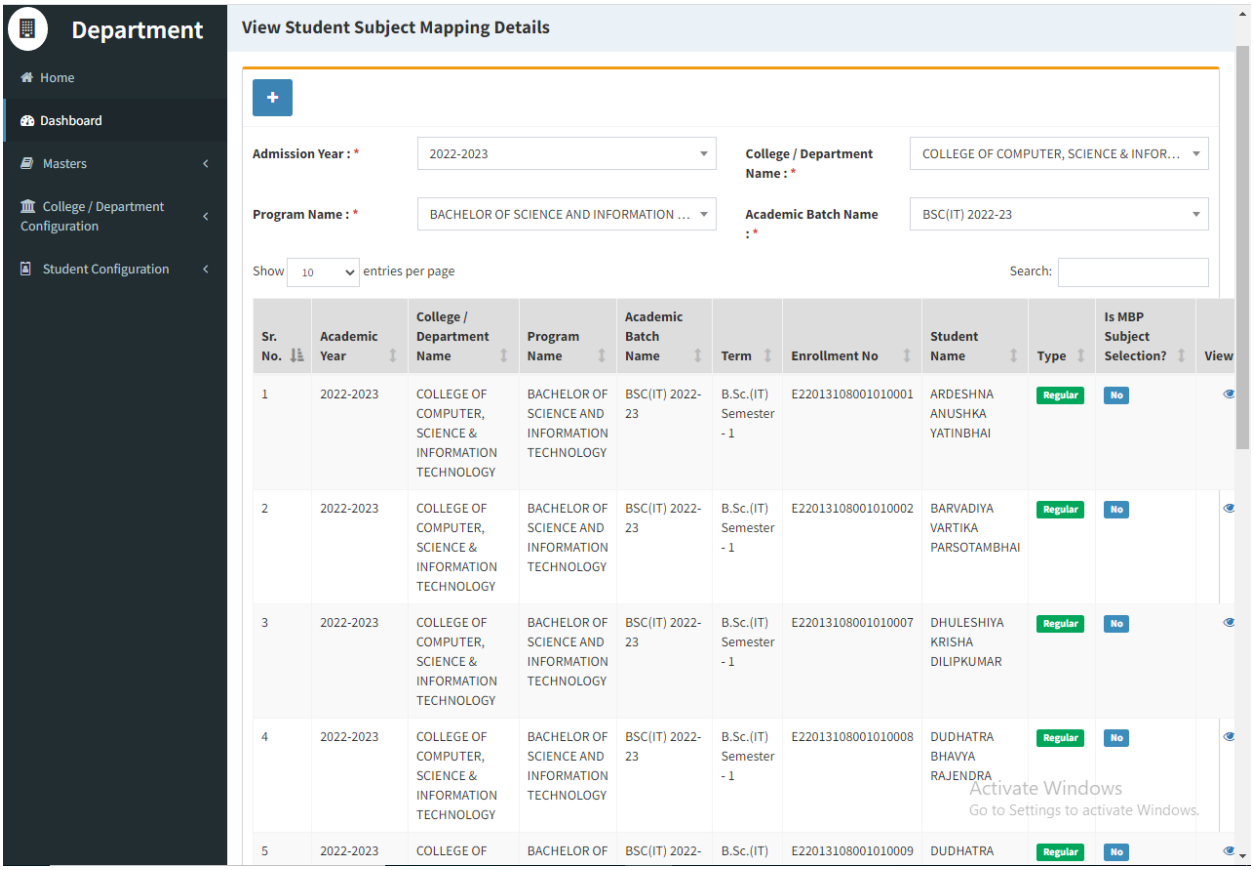
Edit Functionality:

- Management can edit particular record in release student subject selection after click on plus button.



View Functionality:

- Management can view release student subject selection records option as above portal.

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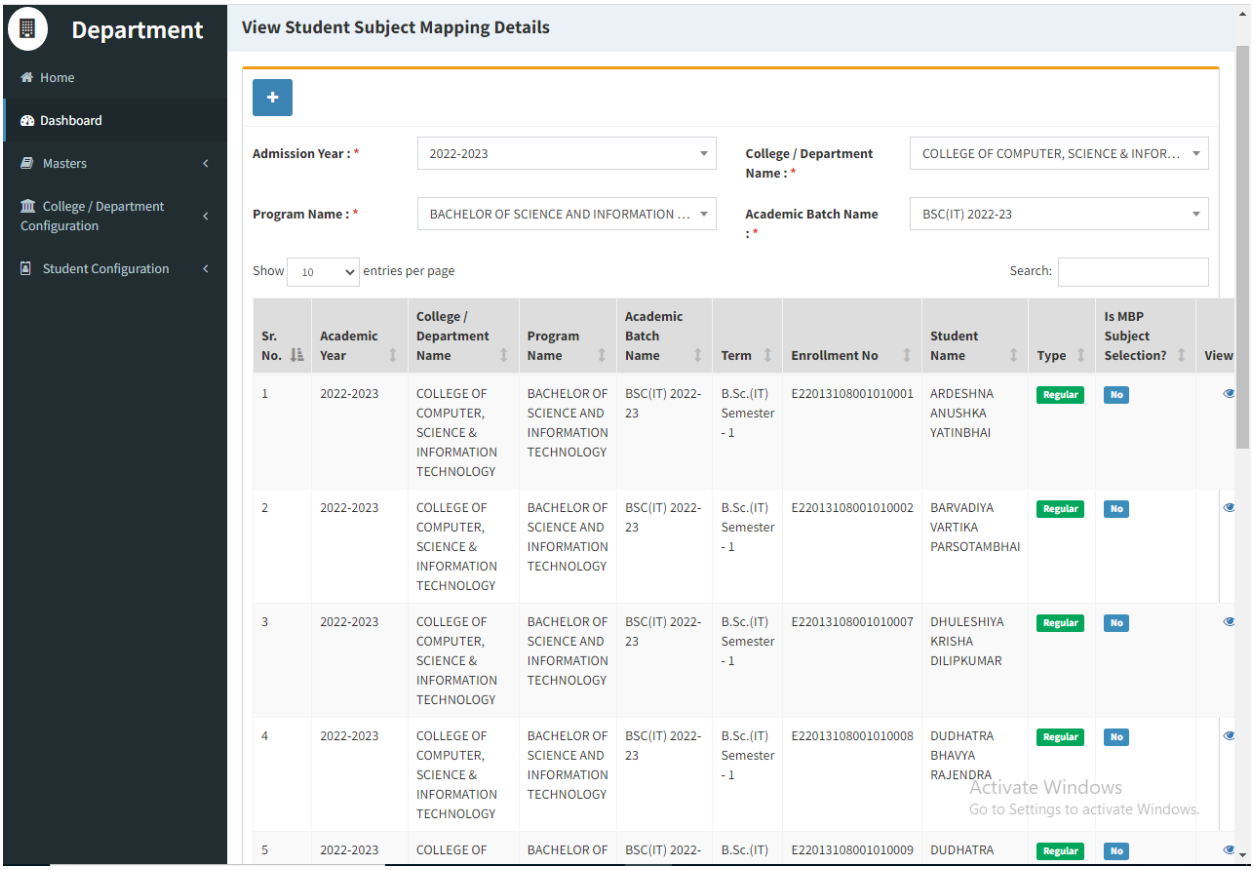

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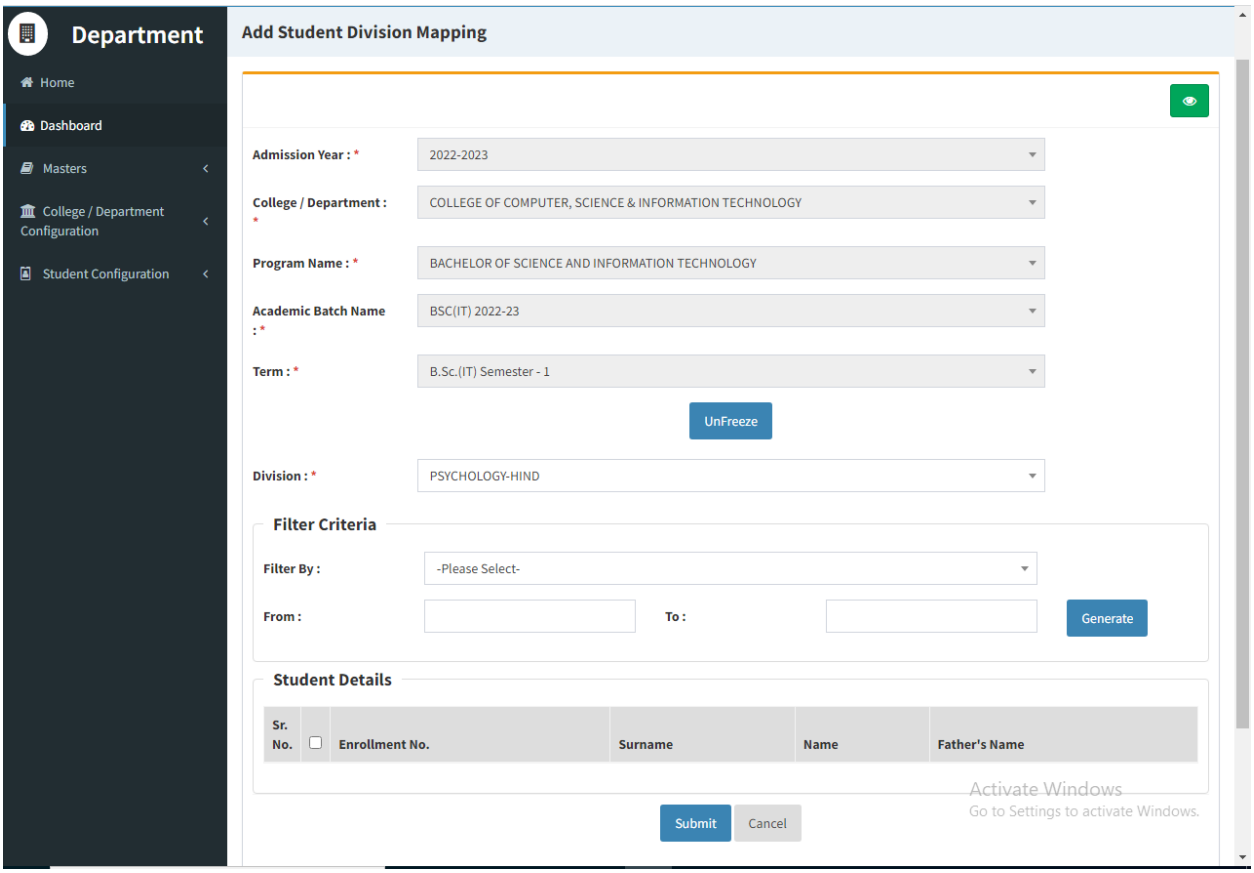
4.3 Student Division Mapping

Insert Functionality:

- Management can insert college/Department details in scroll bar after they can view student division mapping.



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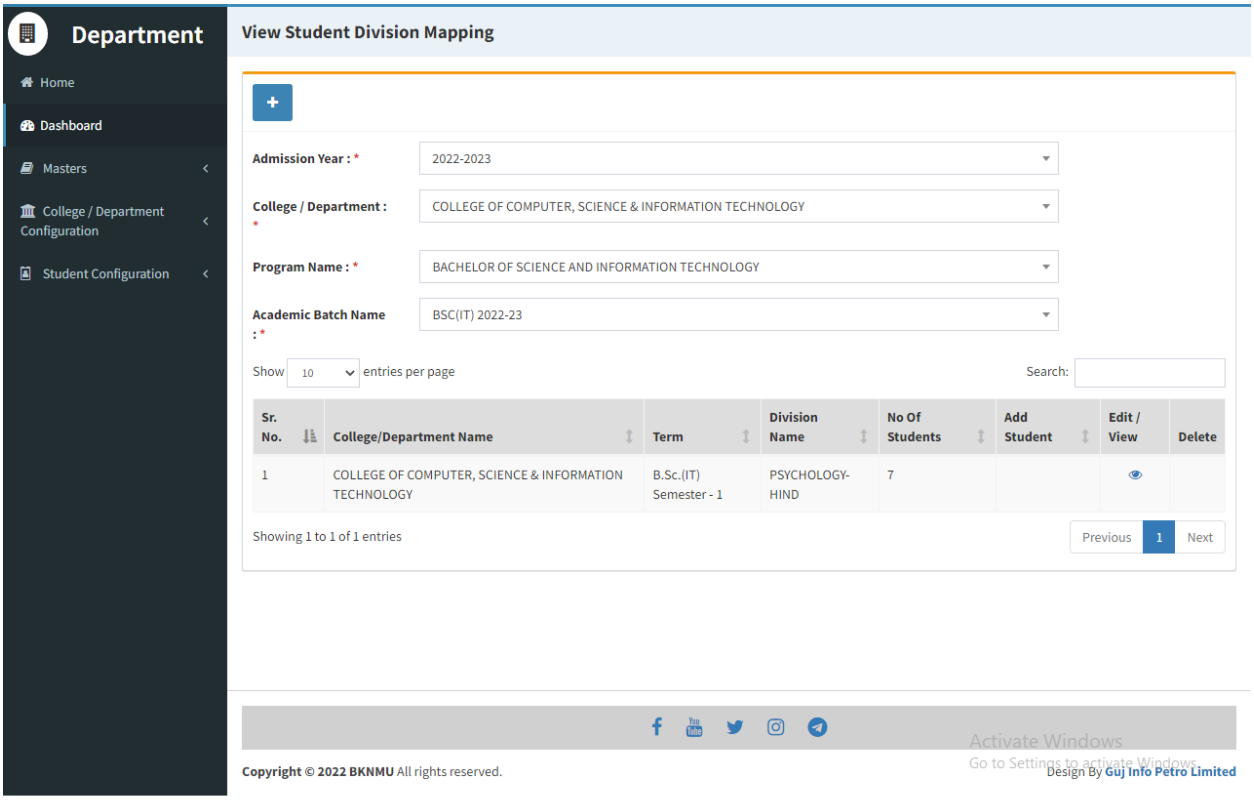
Edit Functionality:

- Management can edit particular student division mapping record edit from this page.



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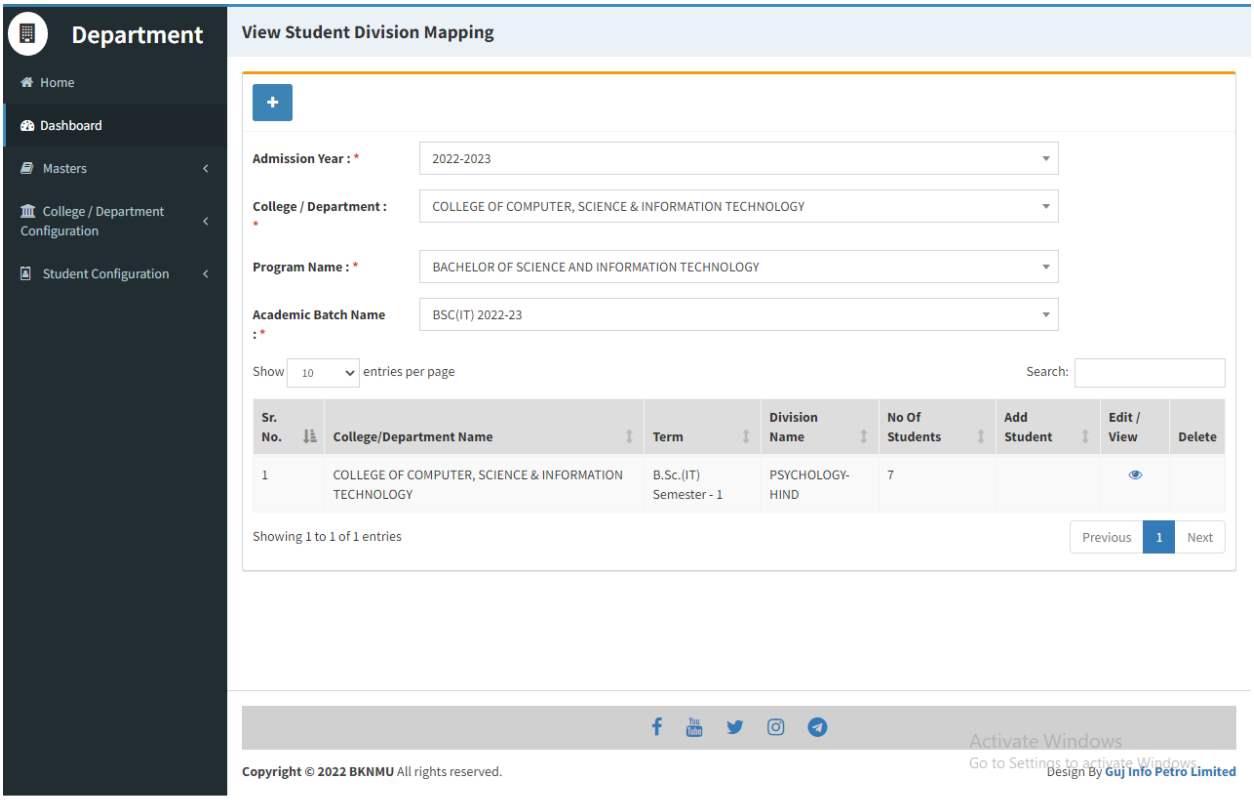
View Functionality:

- Management cans view all student division mapping details records option on above portal.



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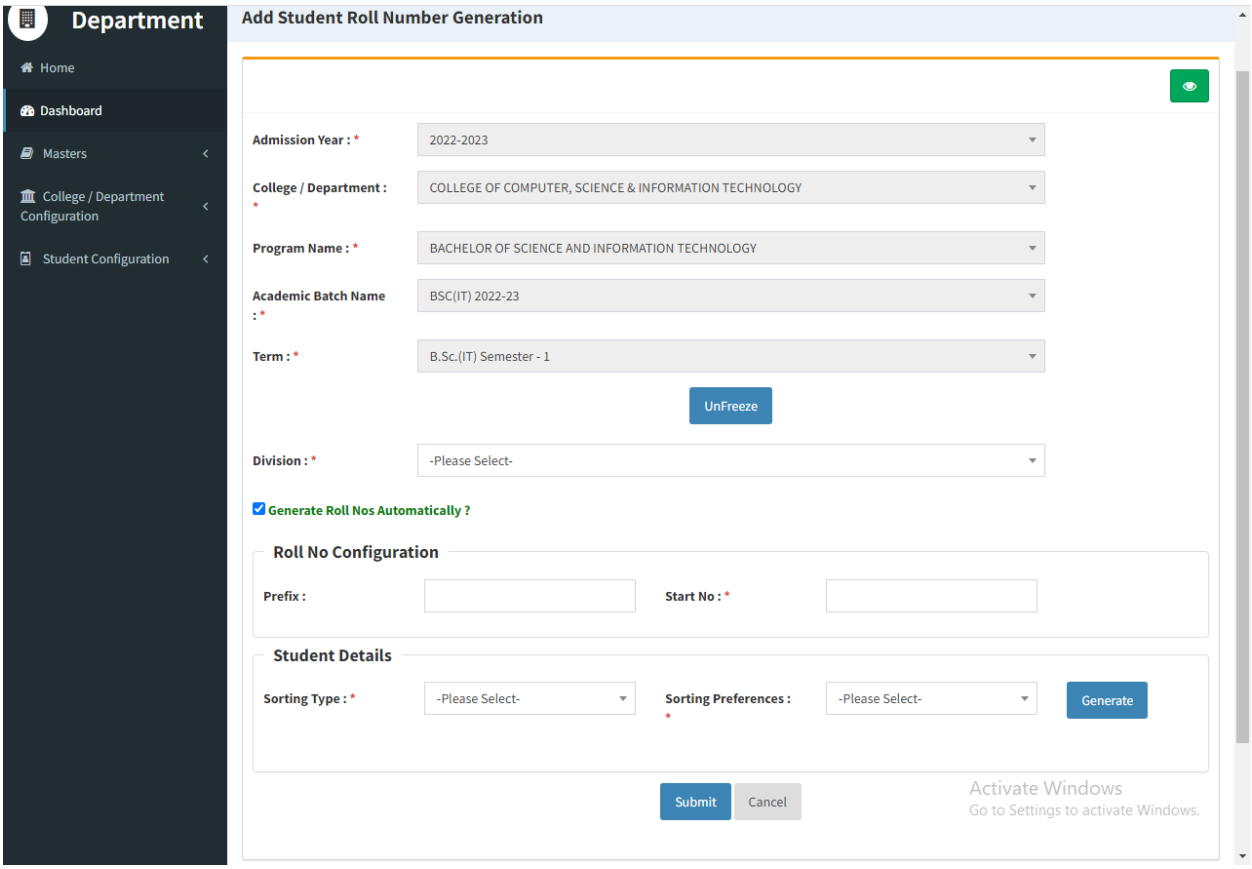
4.4 Student Roll Number Generation

Insert Functionality:

- Management can insert department student roll number generation details from this page.



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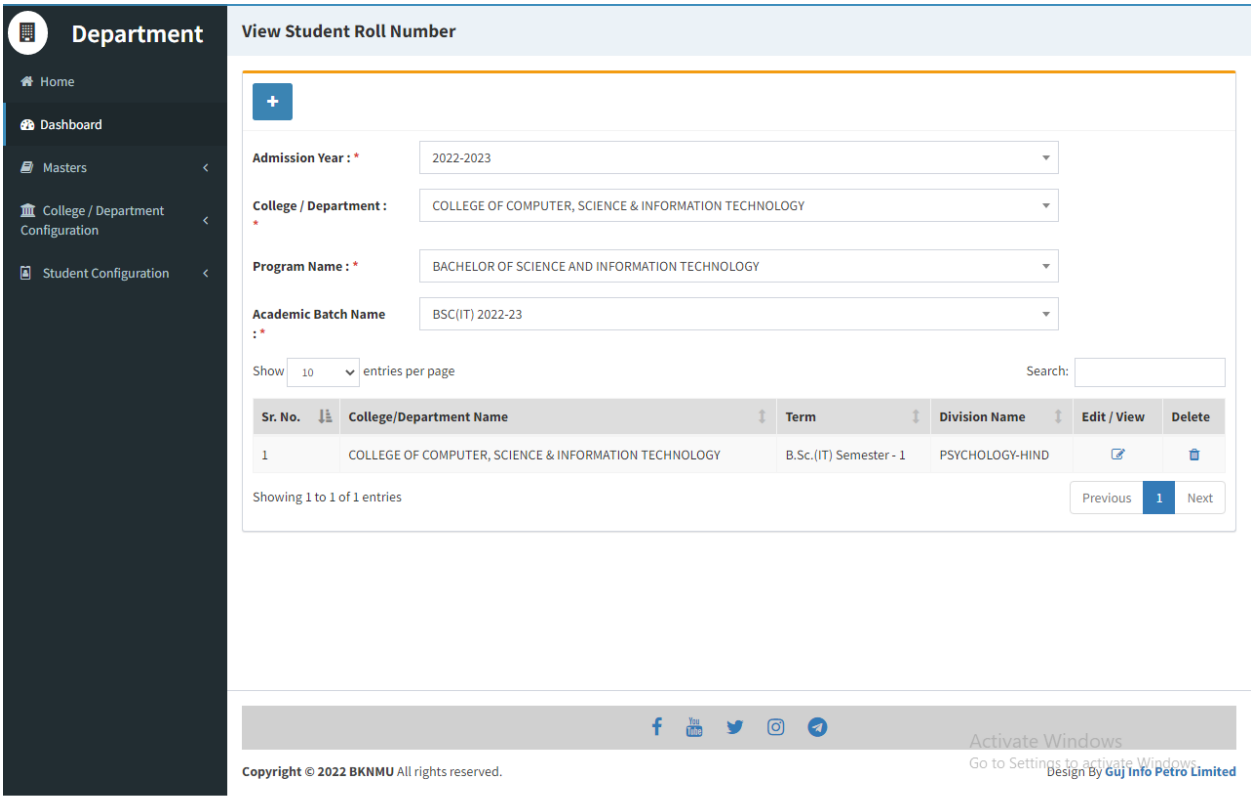
Edit Functionality:

- Management can edit particular add student roll number generation edit from this page.



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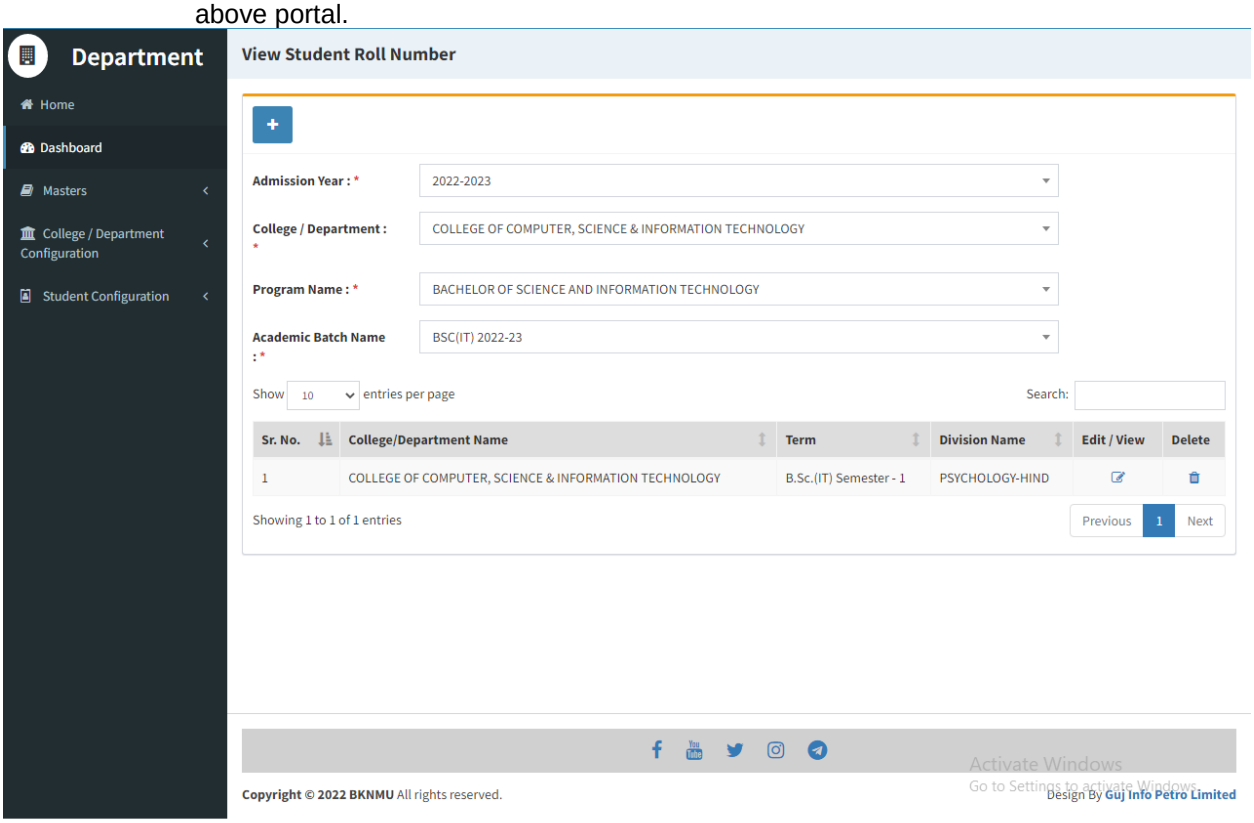
View Functionality:

- Management cans view all student roll number generation details records option on above portal.



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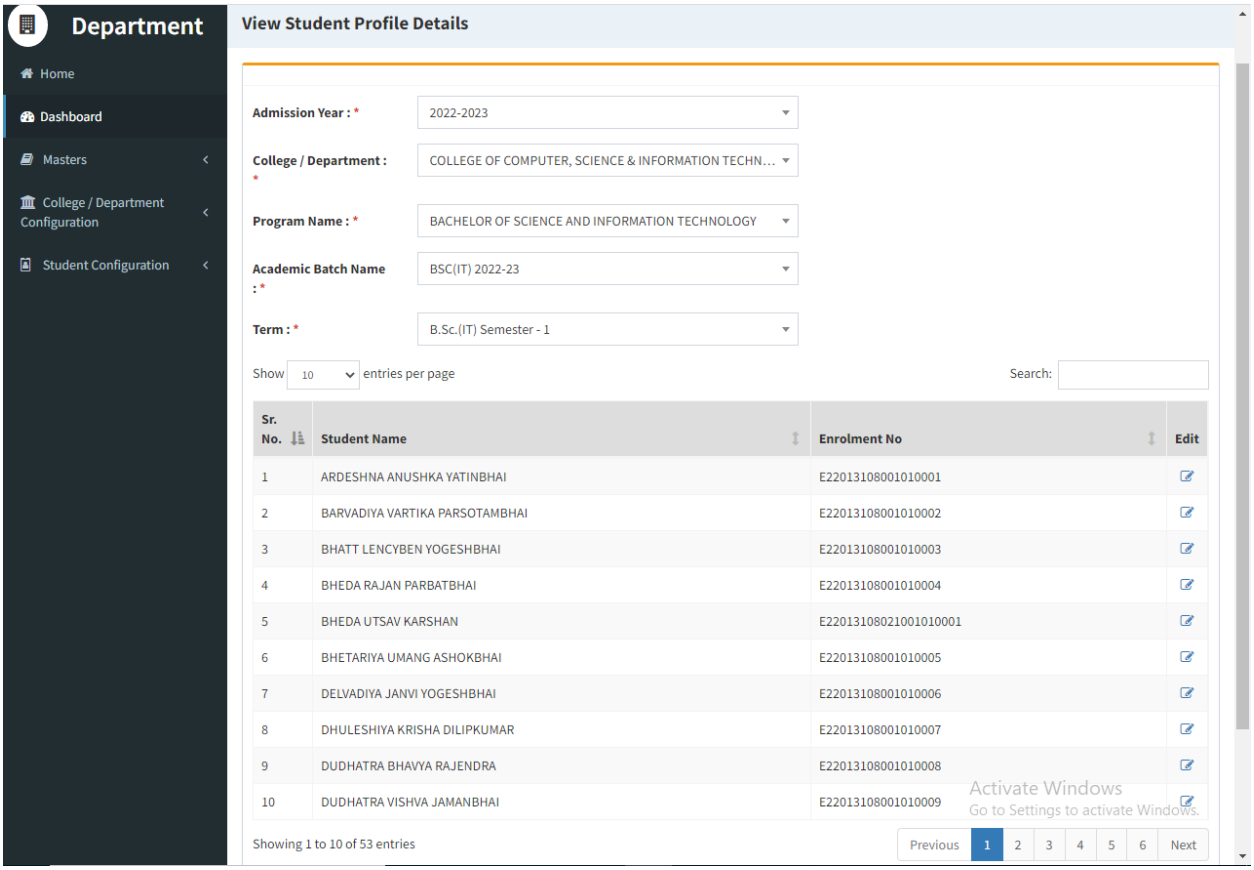
4.5 Student Profile Details

Edit Functionality:

- Management can edit particular student profile details edit from this page.



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Help Manual

Pre-Examination Module
For College

Guj Info Petro Limited

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Table of Contents

1. Generate Provisional Exam Form 3
2. Examination Form and College Verification 5
3. Activity Wise Payment (Exam Activity) 6
4. Payment Transaction Search 7

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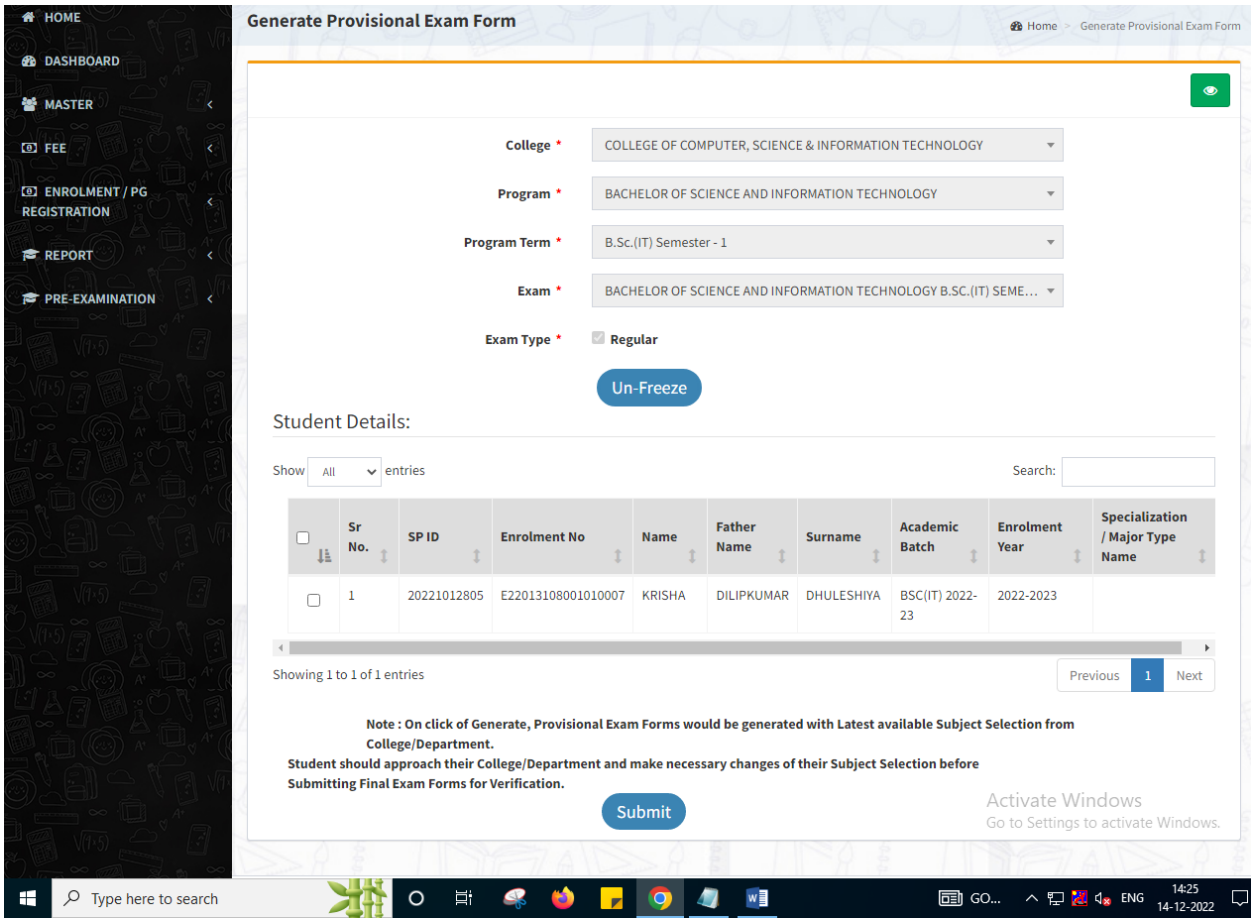
1. Generate Provisional Exam Form

Insert Functionality:

- The page shall allow the Colleges to generate provisional exam forms in bulk.



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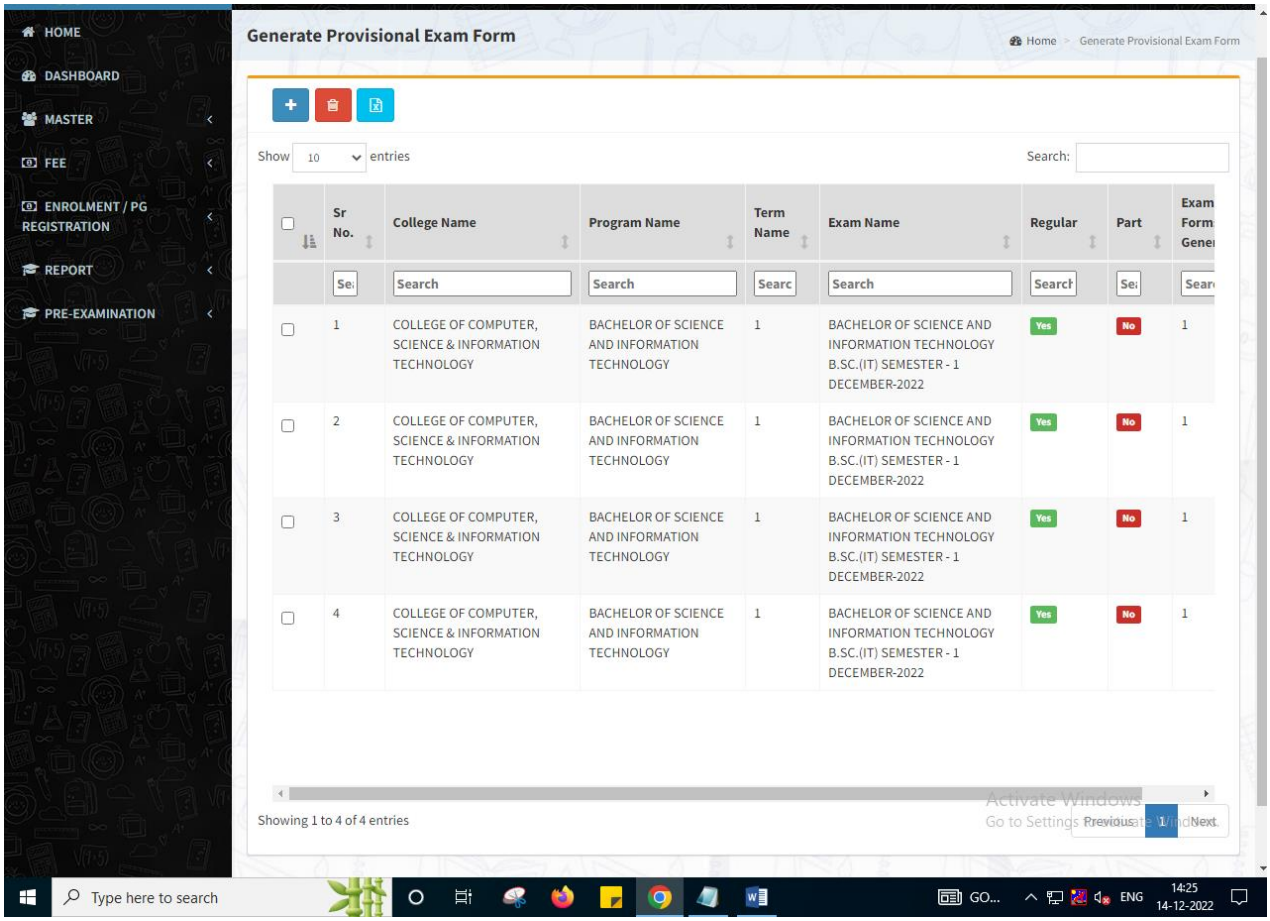
View Functionality:

- User can View all records.
- Users can also Export/ Delete Multiple records.



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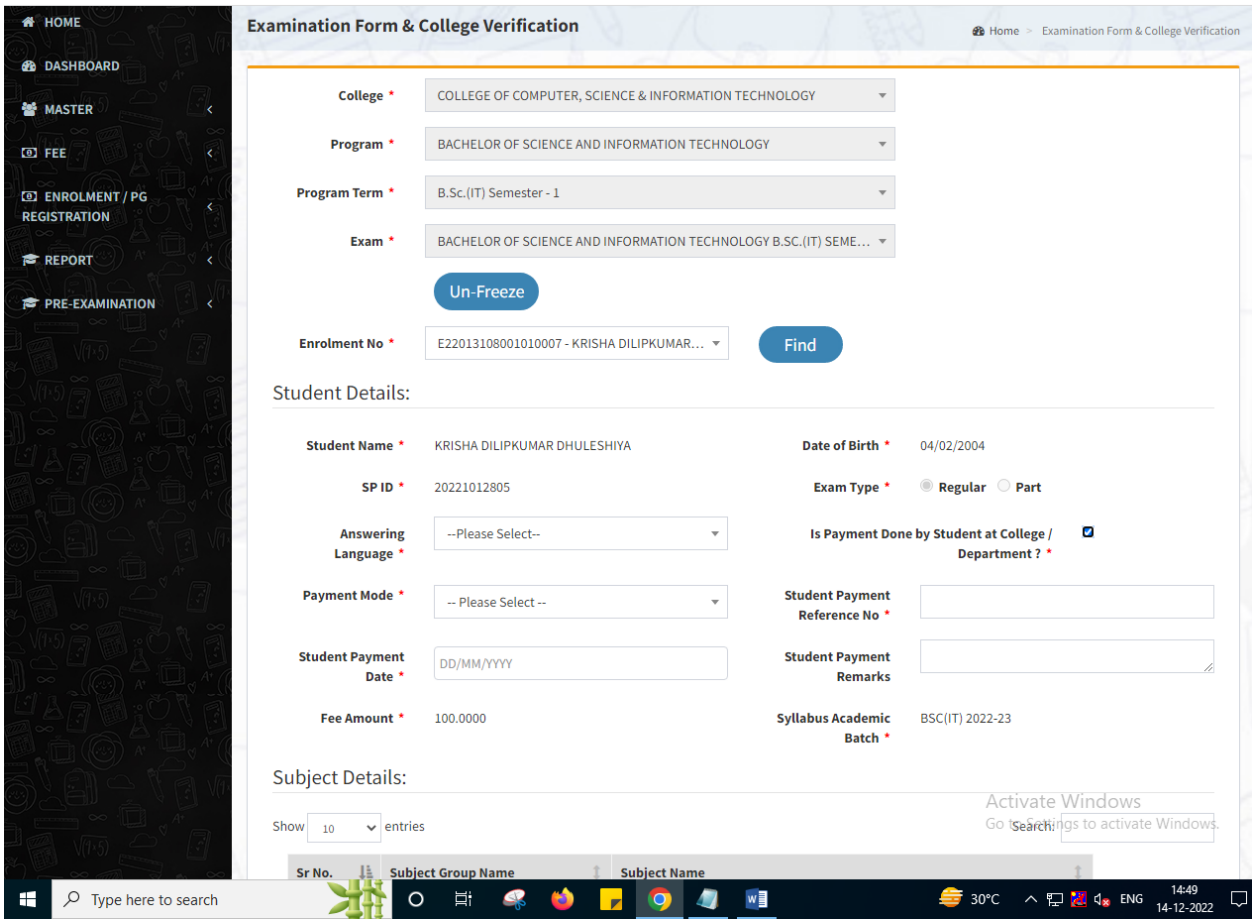
2. Examination Form and College Verification

Insert Functionality:

- College User can verify Exam form of students **one by one**.
- College user also selects Answering Language, Payment Information and also change Subject selection if required of selected students.



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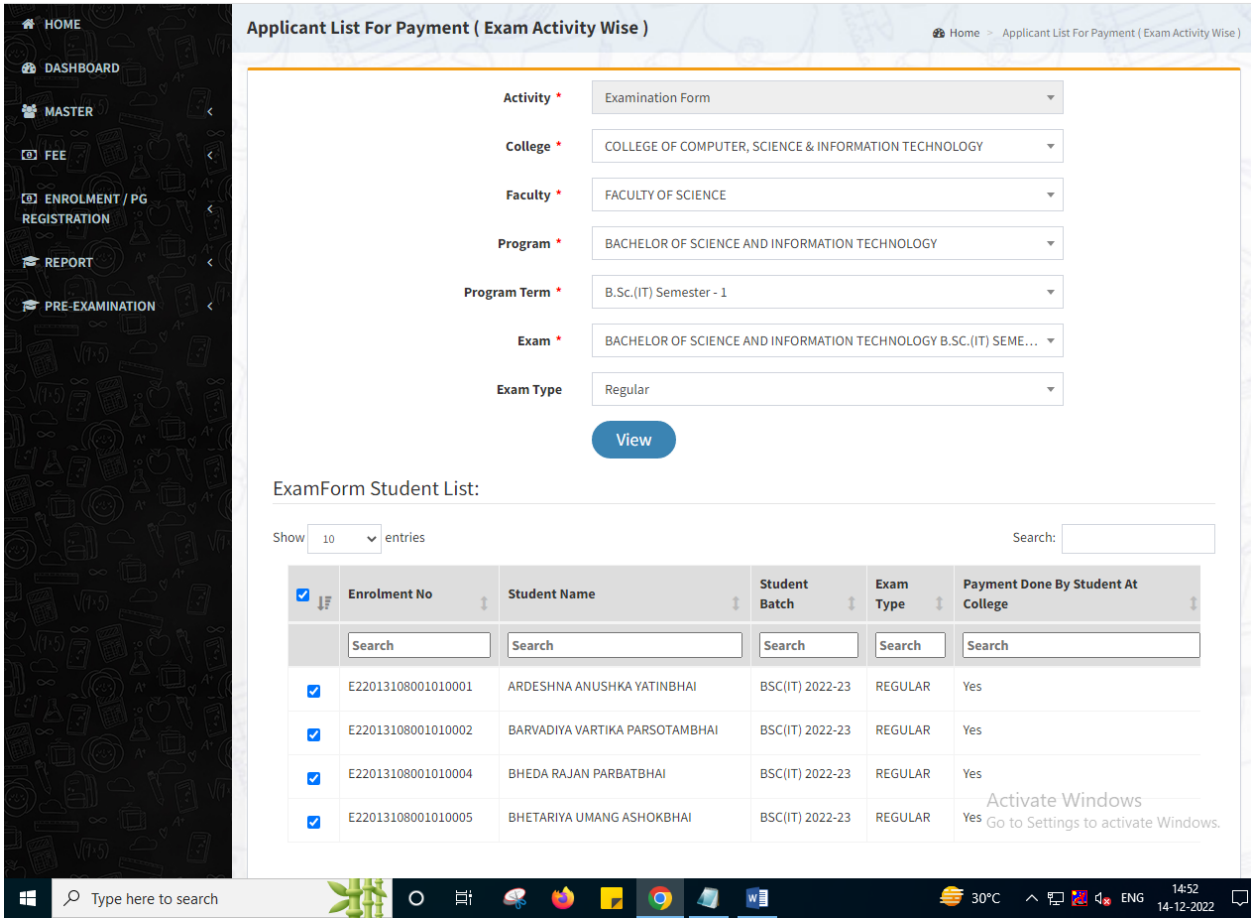
3. Activity Wise Payment (Exam Activity)

Functionality:

- College User can generate challan for bulk of Examination forms.
- Upon generation of challan a unique challan number will be generated which will be used in payments.
- List of applicants will be shown after selected parameter search with having check box selection facility by which bulk payment process will be done.
- Cash and Cheque/ Draft payment options are available for payment.
- If user selects cash challan option, then cash challan will be printed for colleges.
- If user selects Cheque/ Draft option then related Cheque/ Draft No, Date and Bank Name are entered then challan will be printed for colleges.



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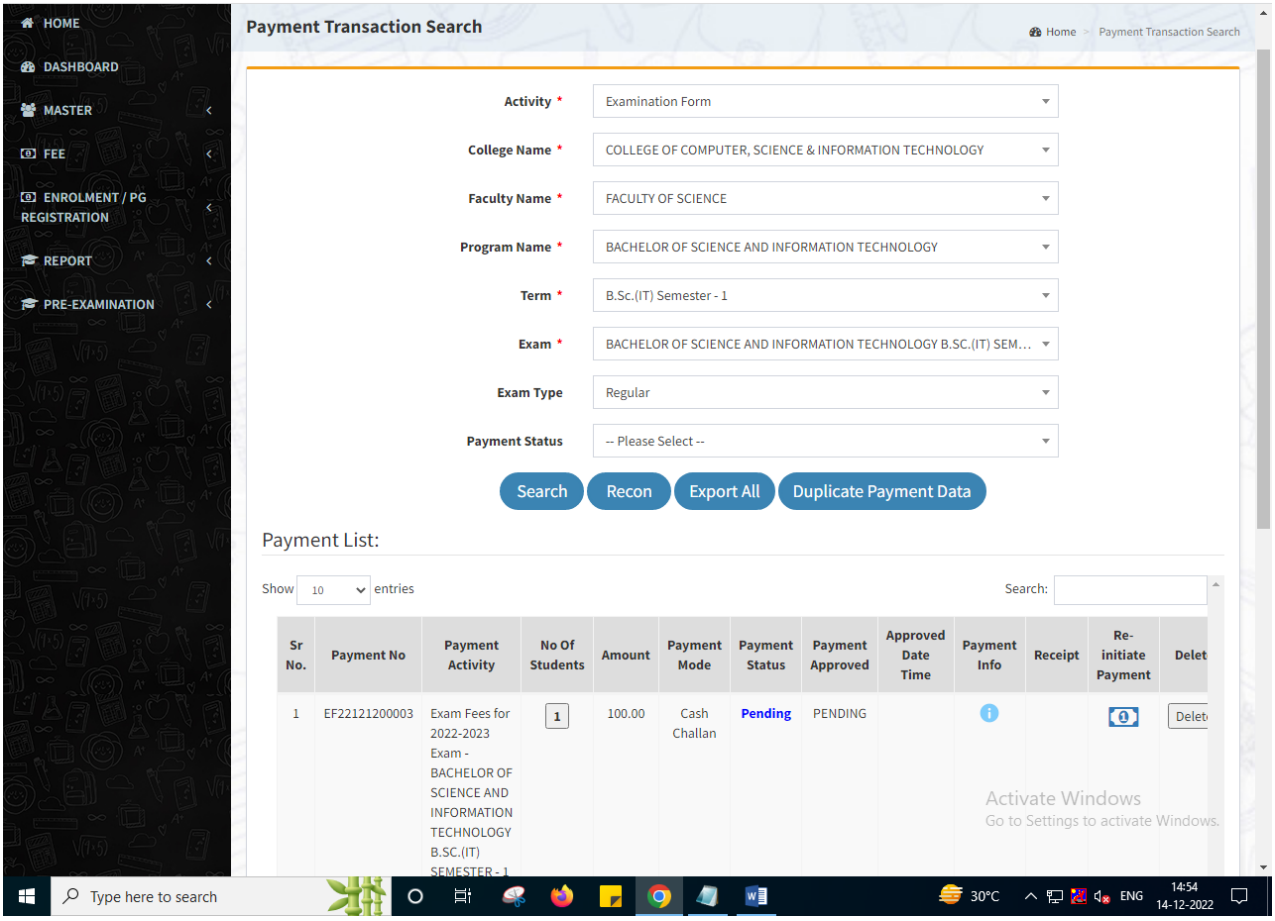
4. Payment Transaction Search

Functionality:

- Using this page, university/ college user can update payment status of offline / online payments with Re-initiate payment.
- Payment list will be populated as per selection of fields.
- In form's list we can see the "No of Students, Payment Information's, Re-initiate Payment"
- In form's list we can delete payment of those whose status is pending.
- User can also export payment list in excel from EXPORT ALL button.
- User can also view students list from "Number of students" field.



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