



પરિપત્ર:

વિષય: G-20 અંતર્ગત વિવિધ પ્રવૃત્તિઓનું આયોજન કરવા બાબત.

સંદર્ભ: ૧) ઉચ્ચ શિક્ષણ કમિશ્નરશ્રીની કચેરીનાં પત્ર ક્રમાંક ઉશિક/મકમ-૮/પરચ/૨૦૨૩/૧૧૧-૪૦૦,
તા.૦૯/૦૧/૨૦૨૩.

૨) ઉચ્ચ શિક્ષણ કમિશ્નરશ્રીની કચેરીનાં પત્ર ક્રમાંક CHE-DTE/G20/2023/150.

૩) શિક્ષણ વિભાગ, સચિવાલય, ગાંધીનગરનાં પત્ર ક્રમાંક ED/MIS/e-file/3/2022/6130/KH,
તા.૦૨/૦૧/૨૦૨૩.

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ, અનુસ્નાતક કેન્દ્રોના ઇન્ચાર્જશ્રીઓ તેમજ અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓને ઉપરોક્ત સંદર્ભદર્શિત પત્ર અન્વયે જણાવવામાં આવે છે કે તા.૦૧/૧૨/૨૦૨૨ થી ૩૦/૧૧/૨૦૨૩ સુધી આપણો ભારત દેશ G-20 નું પ્રમુખ પદ ધરાવતો હોય "વસુધૈવ કુટુંબકમ" ની થીમ પર (એક પૃથ્વી, એક કુટુંબ એક ભવિષ્ય) એ વાત પર ભાર મુકી વિદ્યાર્થીઓને ભારતના G-20 નો એક ભાગ બનાવવાના હેતુસર વિદ્યાર્થીઓની ભાગીદારી સુનિશ્ચિત કરવા માટે આપની કોલેજ/અનુસ્નાતક કેન્દ્રો/અનુસ્નાતક ભવનોમાં નોડલ અધિકારીની નિયુક્તિ કરી એકેડેમિક કેલેન્ડરને ધ્યાને લઈ જાન્યુઆરી ૨૦૨૩ થી સપ્ટેમ્બર ૨૦૨૩ સુધી આ સહ સામેલ પરીપત્રો મુજબની વિવિધ પ્રવૃત્તિઓ હાથ ધરવા તેમજ વિદ્યાર્થીઓને આ અંગે પ્રોત્સાહિત કરવા તેમજ G-20 ના પ્રમોશનલ બેનર આપની કોલેજનાં પરીસરમાં લગાડવા જણાવવામાં આવે છે.

વધુમાં આપની કોલેજ દ્વારા કરવામાં આવેલ પ્રવૃત્તિઓનો ફોટોગ્રાફ્સ સહિતનો અહેવાલ COGENT પોર્ટલ પર આ સહ સામેલ યુઝર મેન્યુઅલ મુજબ નોડલ ઓફિસર દ્વારા અપલોડ કરવા જણાવવામાં આવે છે. આ અંગે જરૂરી માહિતી/માર્ગદર્શન માટે આ સહ સામેલ પરિપત્રમાં જણાવ્યા મુજબ સંપર્ક કરવાનો રહેશે.


કા.કુલસચિવ

બિડાણ:-

- સંદર્ભદર્શિત પરિપત્રો ની નકલ
- COGENT પોર્ટલ માટેની યુઝર મેન્યુઅલ

ક્રમાંક/બીકેએનએમયુ/એકેડેમિક/૧૦૭/૨૦૨૨

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી,

ગવર્મેન્ટ પોલીટેકનીક કેમ્પસ, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ,

ખડીયા, જુનાગઢ.

તા.૧૦/૦૧/૨૦૨૩

પ્રતિ,

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ, અનુસ્નાતક કેન્દ્રોના ઇન્ચાર્જશ્રીઓ તેમજ અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓ તેમજ તમામ વિદ્યાર્થીઓ તરફ...

નકલ સાદર રવાના:-

- માન.કુલપતિશ્રી/કુલસચિવશ્રીના અંગત સચિવશ્રી

નકલ રવાના જાણ તથા યોગ્ય કાર્યવાહી અર્થે:-

- આઈ.ટી.સેલ. વેબસાઈટ પર પ્રસિદ્ધ થવા અને યોગ્ય કાર્યવાહી અર્થે...





ઉચ્ચ શિક્ષણ કમિશનરશ્રીની કચેરી
મહેકમ શાખા, બ્લોક નં. ૧૨, બીજો માળ, ડૉ. જીવરાજ મહેતા ભવન,
ગાંધીનગર, ગુજરાત રાજ્ય.

ક્રમાંક : ઉશિક/મકમ-૮/પરચ/ ૨૦૨૩/૧૧૧-૪૦૦

તા. ૦૬/૦૧/૨૦૨૩.

પ્રતિ,

- (૧) રજીસ્ટ્રારશ્રી, યુનિવર્સિટી(તમામ).
- (૨) આચાર્યશ્રી, સરકારી કોલેજ(તમામ).
- (૩) આચાર્યશ્રી, વિદ્યાપીઠ(તમામ).
- (૪) આચાર્યશ્રી, ગ્રાન્ટ ઇન એઇડ કોલેજ(તમામ).

વિષય:- ગુજરાતની યુનિવર્સિટીઓ અને કોલેજોમાં G-20 ના બેનરો મૂકવા બાબત.

સંદર્ભ:-(૧)અત્રેની કચેરીના તા.૦૫/૦૧/૨૦૨૩ના પત્રકમાંક:-CHE-DTE/G20/2023 /150,

તા.૦૫/૦૧/૨૦૨૩

(૨) માનનીય મુખ્યમંત્રીશ્રીના સચિવશ્રી નો ઈ-મેઇલ.

શ્રીમાન,

ઉપરોક્ત વિષય અને સંદર્ભ પત્ર(૧) અન્વયે ભારત ૧ ડિસેમ્બર ૨૦૨૨ થી ૩૦ નવેમ્બર ૨૦૨૩ સુધી G20 નું પ્રમુખ પદ ધરાવે છે. "વસુદૈવ કુટુંબકમ"ની થીમ ઉપર (એક પૃથ્વી, એક કુટુંબ એક ભવિષ્ય) એ વાત પર ભાર મુકવામાં આવે છે કે વિદ્યાર્થીઓને ભારતના G20 નો એક ભાગ બનાવવા માટે રાજ્યએ તેમની ભાગીદારી સુનિશ્ચિત કરવા પ્રવૃત્તિઓ હાથ ધરવી જોઈએ આનાથી વિદ્યાર્થીઓને પ્રેરણા અને પ્રોત્સાહિત કરવામાં મદદ મળશે તેમજ તેમને શિખવા માટે સારૂ પ્લેટફોર્મ પુરું પડશે.

તમામ યુનિવર્સિટીઓ તેમજ ઉચ્ચ શિક્ષણ સંસ્થાઓને જણાવવામાં આવે છે કે આપની સંસ્થામાં નોડલ અધિકારીની નિમણૂક કરી અને જાન્યુઆરી ૨૦૨૩ થી ચાલુ ધોરણે પ્રવૃત્તિઓનું સંચાલન કરવામાં આવે જે સપ્ટેમ્બર ૨૦૨૩ સુધી (શૈક્ષણિક કેલેન્ડરને ધ્યાનમાં રાખીને) નીચે મુજબ કરવાનું રહેશે.

- Debates
- Discussion forum
- Quiz competition
- Essay writing
- Round Table Discussions

- Webinars/Seminars/Workshop
- Other Relevant Activities

સરકારશ્રી દ્વારા જાહેર કરવામાં આવે તે નિર્દેશો/સુચનો અનુસાર ઉપરોક્ત પ્રવૃત્તિઓ હાથ ધરવામાં આવે અને યોગ્ય રીતે ડોક્યુમેન્ટેશન કરવામાં આવે તે સુનિશ્ચિત કરવાનું રહેશે.

પ્રસ્તુત બાબતે યુનિવર્સિટીઓ અને અન્ય શૈક્ષણિક સંસ્થાઓના વિદ્યાર્થીઓની વિવિધ પ્રવૃત્તિઓ જેવી કે ડિબેટ, ચર્ચા મંચ, ક્વિઝ સ્પર્ધા, રોજગાર મેળા વગેરેમાં વિદ્યાર્થીઓની સક્રિય ભાગીદારી સુનિશ્ચિત કરી ઇવેન્ટના વ્યાપક પ્રચાર માટે, ગુજરાતની મુખ્ય યુનિવર્સિટીઓ અને કોલેજોમાં સ્થાપનો માટે G-20 ના પ્રમોશનલ બેનર લગાવવાના રહેશે.

ઉક્ત બાબતે કોઈપણ વધુ વિગતો અને જરૂરી સહાય માટે શ્રી જતીન કૌશલ (ઈમેલ- jatin@indextb.com, મોબ-90990 88472) નો સંપર્ક કરી શકે છે.

સંયુક્ત કમિશનર

ઉચ્ચ શિક્ષણ કમિશનરની કચેરી

ગુ.રા., ગાંધીનગર.

બિડાણ:- ઉપર મુજબ

Read: 1. Industry and Mine Department's letter no. ACS-IMD-2022-44, dated 12-12-2022
2. Education Department's Circular No. ED/MIS/e-file/3/2022/6130/KH, dated 02-01-2023

Circular:

The Group of Twenty (G20) is a premier forum for International economic cooperation, made up of 19 countries and the European Unions, representing the world's measure developed and emerging economy. India holds the Presidency of G20 from 1 December 2022 to 30 November 2023 with the theme of "वसुधैव कुटुंबकम" (One Earth, One Family, One Future). It is emphasize that State should undertake activities to ensure students participation to make them a part of India's G20 endeavor. This will help in inspiring and motivating students as well as providing them a good learning platform.

In view of the above all Universities as well as Higher Education Institutions (HEIs) are requested to appoint a Nodal Officer and conduct the activities on an ongoing basis from January 2023 to September 2023 (With due regard to the Academic Calendar) as follows:

- a. Debates
- b. Discussion Forum
- c. Quiz Competition
- d. Essay Writing
- e. Round Table Discussion
- f. Webinars/Seminars/Workshops
- g. Other Relevant Activities

The aforementioned activities carried out and duly documented as per the directives/instructions from the Government as may be issued from time to time.

It has also been suggested to identify students from the G20 Countries and the Guest Countries studying in Gujarat, who may be involved as Youth Ambassadors on a voluntary basis to facilitate the G20 dignitaries. Universities and Higher Education Institutions (HEIs) are, therefore, requested to identify and groom such student volunteers.

For the appropriate meaning engagement of the academia on the occasion of G20 meetings following officers are appointed as Central Nodal Officers for Education Department:

1. Dr. N. N. Bhuptani, Principal, VGEC, Chandkheda (Mob. 9909920670)
2. Dr. K. M. Joshi, I/c Principal, Government Science College, Unjha (Mob. 9427679131)

The above Nodal Officers have to give time to time briefing and report to Education Department.

The Universities and Higher Education Institutions (HEIs) level appointed Nodal Officers have to register themselves on COGENT Portal, also the brief report of each activity along with the photographs need to be uploaded on COGENT Portal by the concern nodal officers. The documentation format will be provided time to time and the guidelines to use the COGENT Portal is attached herewith.

Sd/-
Commissioner, Higher Education

Sd/-
Director, Technical Education


Joint Director, Technical Education

Copy submitted to:

1. All the Higher Education Institutions (HEIs)
2. All the Universities
3. Concern Officers

Copy Respectfully Submitted to:

Principal Secretary, Education Department, Sachivalay, Gandhinagar

The Government of Karnataka
 Department of Higher Education
 Bangalore

For the Principal Secretary,
 Education Department,
 Gandhinagar, Bangalore

 Principal Secretary

The Government of Karnataka
 Department of Higher Education
 Bangalore

For the Principal Secretary,
 Education Department,
 Gandhinagar, Bangalore

 Principal Secretary

The Government of Karnataka
 Department of Higher Education
 Bangalore

For the Principal Secretary,
 Education Department,
 Gandhinagar, Bangalore

 Principal Secretary



Appropriate engagement of the academia on the occasion of G-20 meetings in Gujarat.

Government of Gujarat
Education Department
No. ED/MIS/e-file/3/2022/6130/KH
Sachivalaya, Gandhinagar
Date: 02-01-2023

Read: Industry and Mines Department's letter no. ACS-IMD-2022-44, dated 12-12-2022

Circular:

The Group of Twenty (G20) is a premier forum for international economic cooperation, made up of 19 countries and the European Union, representing the world's major developed and emerging economies. G20 plays an important role in shaping and strengthening the global architecture and governance on international economic issues. G20 works to address key issues affecting the global economy, such as international financial stability, climate change mitigation and sustainable development. G20 is made up of the world's largest economies including both industrialized and developing countries, accounting for about 80% of gross world product (GWP), 75% of international trade, two-thirds of the global population and 60% of the world's land area.

India holds the Presidency of G20 from 1 December 2022 to 30 November 2023 with the theme of "वसुधैव कुटुम्बकम्" (One Earth, One Family, One Future) which establishes that during India's Presidency, we will "promote a universal spirit of unity" to meet the challenges facing mankind as "one family". It is emphasized that States should undertake activities to ensure students' participation to make them a part of India's G20 endeavour. This will help in inspiring and motivating students as well as providing them a good learning platform.

In view of the above, all Universities as well as Higher Education Institutions (HEIs) are requested to appoint a Nodal Officer and conduct the activities on an ongoing basis from January 2023 to September 2023 (With due regard to the Academic Calendar) as follows:

- Debates
- Discussion Forums
- Quiz Competitions
- Essay Writing
- Round-table Discussions
- Webinars/Seminars/Workshops
- Other relevant activities

The aforementioned Activities may be carried out and duly documented as per the directives / instructions from the Government as may be issued from time to time.

JD/DD

Academic

रजनीश सुनि. / 31/1/2023
इति सूचनायुक्तम्
कानून विभाग
गणेश

It has also been suggested to identify students from the G20 countries and the Guest Countries studying in Gujarat, who may be involved as Youth ambassadors on a voluntary basis to facilitate the G20 dignitaries. Universities and Higher Education Institutions (HEIs) are, therefore, requested to identify and groom such student volunteers.

For the appropriate meaning engagement of the academia on the occasion of G20 meetings, following officers are appointed as Nodal Officers:

Sr. No.	Name	Designation
1.	Shri. M. Nagarajan, I.A.S.	Commissioner, Higher Education
2.	Shri. K. S. Vasava, I.A.S.	Director, Technical Education
3.	Prof. A. U. Patel	Advisor, KCG

This Circular is issued with the approval of the Competent Authority on this Department's file of even number.

By order and in name of the Governor of Gujarat,

eSign Signed by: MANOJKUMAR
KANUBHAI VAGH
Reason: Sanction Letter
Location: Gandhinagar, Gujarat
Date: 02-Jan-2023 (06:25 PM)

(Manoj Vagh)
Deputy Secretary
Education Department

To,

- The Principal Secretary to Hon'ble Chief Minister, Government of Gujarat, Gandhinagar.
- The Secretary to Hon'ble Chief Minister, Government of Gujarat, Gandhinagar.
- PS to Hon'ble Minister (H. & T.E.), Government of Gujarat, Gandhinagar.
- PS to Hon'ble Minister of State (H.E.), Government of Gujarat, Gandhinagar.
- PS to Chief Secretary, Government of Gujarat, Gandhinagar.
- PS to ACS, Industry and Mines Department, Government of Gujarat, Gandhinagar.
- P.S. to Principal Secretary, Education Department, Gandhinagar.
- P.S. to Principal Secretary (Economic Affairs), Finance Department, Government of Gujarat, Gandhinagar
- Chairman, iNDEXTb, Block No. 18/2, Udyog Bhavan, Gandhinagar.
- Commissioner of Higher Education, Gujarat State, Dr. Jivraj Mehta Bhavan, Gandhinagar. (With a request to circulate this copy to all Universities and HEIs.)
- Director, Technical Education, Karmayogi Bhavan, Gandhinagar. (With a request to circulate this copy to all Universities and HEIs.)
- System Manager, Computer Cell, Education Department, (With a request to upload this on website.)
- Branch Select File / Dy.S.O. Select File



UDAYAM – COGENT

For

Higher and Technical Education – Government of Gujarat

User Manual

for

G20 (Phase-1 & 2)

➤ For Technical Query Contact **COGENT** Help Line No **9979100152,9879804953**



INDEX

Sr no.	Title	Page no
1	Registration & Verification	3
2	Role Assignment (University Registrar/Principal to Nodal Officer)	4
3	G20-Nodal Officer	5
	3.1 Select Role	5
	3.2 Add Event	6
	3.3 My Event	8

Note:

- If you are from **UNIVERSITY (Registrar/Principal)**, then you can assign role to **G20 Nodal Officer**.
- For Technical Query Contact **COGENT** Help Line No **9979100152,9879804953**



1. "Registration & Verification"

Registration & Verification

Step 1.1 : Visit [https:// gujgov.edu.in/](https://gujgov.edu.in/)

Step 1.2: if you are already registered then Login with your Credentials.

Note: If you are new user or not registered yet, then go to **Cogent Registration Manual** (Attached herewith)

Click here for New Registration



2. "Role Assignment "Principal / Registrar to Nodal Officer"

Role Assignment

Step 2.1: After successfully registration, go to "Role Assignment"

The screenshot shows the COGENT HRMS interface. On the left is a sidebar menu with 'Role Assignment' highlighted. The main area has a 'Role Assignment' header and a form with 'Role Name' and 'Faculty Name' dropdowns. A table below shows a list of staff with their designations and roles. Annotations include callouts for 'Select Role from here', 'Select Faculty Name', 'Click here for Role Assignment' (pointing to the sidebar), and 'Here you can see list of faculties with their role' (pointing to the table).

Sr.	Staff Name	Designation	Email-ID	Role Name	Action
1		LAB ASSISTANT			
2		ASSISTANT PROFESSOR			
3		ASSISTANT PROFESSOR			
4		ASSISTANT PROFESSOR			
5		ASSISTANT PROFESSOR			

Step 2.2: Select "Role Name".

Step 2.2 : Select "Faculty Name"

Step 2.3: Click on "ASSIGN ROLE" as "G20".



3. " G20 Nodal Officer"

3. Select Role

Step 3.1: Visit [https:// gujgov.edu.in/](https://gujgov.edu.in/)

Step 3.2: Login with your Credentials.

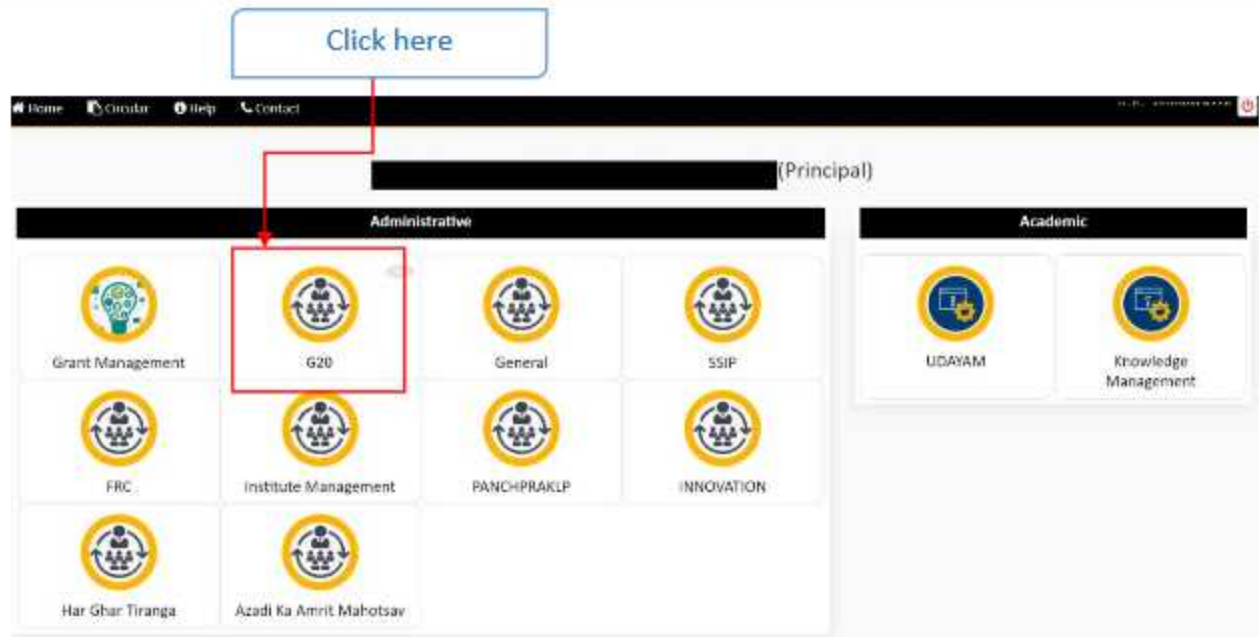
Step 3.3: After Successfully login, go to "Select Role".

The screenshot displays the UDAYAM COGENT login interface. At the top left is the UDAYAM COGENT logo. At the top right, it says "Higher & Technical Education, Education Department, Government of Gujarat" with the state emblem. A navigation bar contains "Home", "Circular", "Help", and "Contact". The main content area features a "Select Role" form with the instruction "Select your Role". Below this is a dropdown menu with a red arrow pointing to it from a callout box that says "Select Role as G20 Nodal Officer". Underneath the dropdown is a "LOGIN" button with a red arrow pointing to it from a callout box that says "Click here to Login". Below the button are the links "Forgot Password?" and "New User? Sign Up".

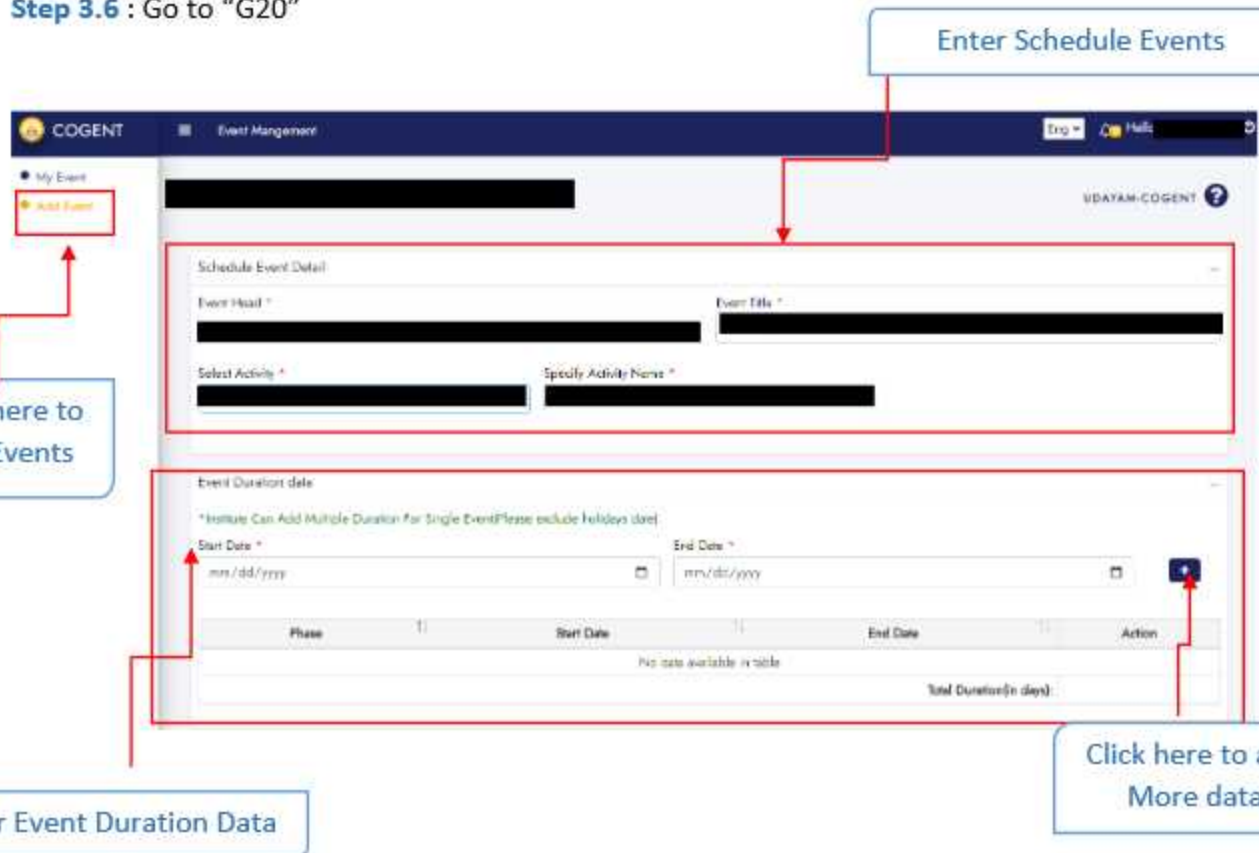
Step 3.4 : Select the Role as "G20 Nodal Officer".

Step 3.5 : Click on "LOGIN".





Step 3.6 : Go to "G20"



Step 3.7 : Enter Schedule Event Details Like : **Event Head ,Event Title ,Select other Activity and Specify Activity Name.**

Step 3.8: Enter Event Duration Data Like : **Start Date** and **End Date**

Step 3.9 : Enter Significance of the Event (**min 100 words**).

Step 3.10 : Click on **“Add”**

COGENT Event Management

My Event Add Event

Event Duration data

*Institute Can Add Multiple Duration For Single Event(Please exclude holiday date)

Start Date * dd-mm-yyyy End Date * dd-mm-yyyy

Phase	Start Date	End Date	Action
1	2022-09-23	2022-09-23	

Total Duration(n days): 2

Significance of the event

Significance of the event * (100 Characters are required) * (Special Characters are not allowed like [\">\", \"<\", \"'\"]*)

Enter (Description (Maximum 500 characters))

ADD

Enter Significance of Event
Details

Click here to Add



4.0 List of My Event

Step 4.1 : Go to "List of My Event"

Click here to See List of Events

Sr. No	Event Head	Event Title	Activity	Event Duration	Action	Go For Next Phase
1	[REDACTED]	[REDACTED]	Workshop	2022-09-14 TO 2022-09-15	LOCKED	[Go For Next Phase]
2	[REDACTED]	[REDACTED]	Seminar	2022-09-10 TO 2022-09-11	LOCKED	[Go For Next Phase]
3	[REDACTED]	[REDACTED]	Seminar	2022-09-16 TO 2022-09-23	LOCKED	[Go For Next Phase]

Here is the List of Events

Click here to Go For Next Phase



INDEX

Sr no.	Title	Page no
2	Add Event	11
	1.1 Registration Detail	13
	1.2 Attendance Detail	14
	1.3 Guest Details	15
	1.4 Upload Documents	17
	1.5 Award/Certificate	18
	1.6 View Preview	19



1. Registration & Verification

Step 1.1 : Visit [https:// gujgov.edu.in/](https://gujgov.edu.in/)

Step 1.2: if you are already registered then Login with your Credentials.

Note: If you are new user or not registered yet, then go to **CogentRegistrationManual** (Attached herewith)




“Add Event”

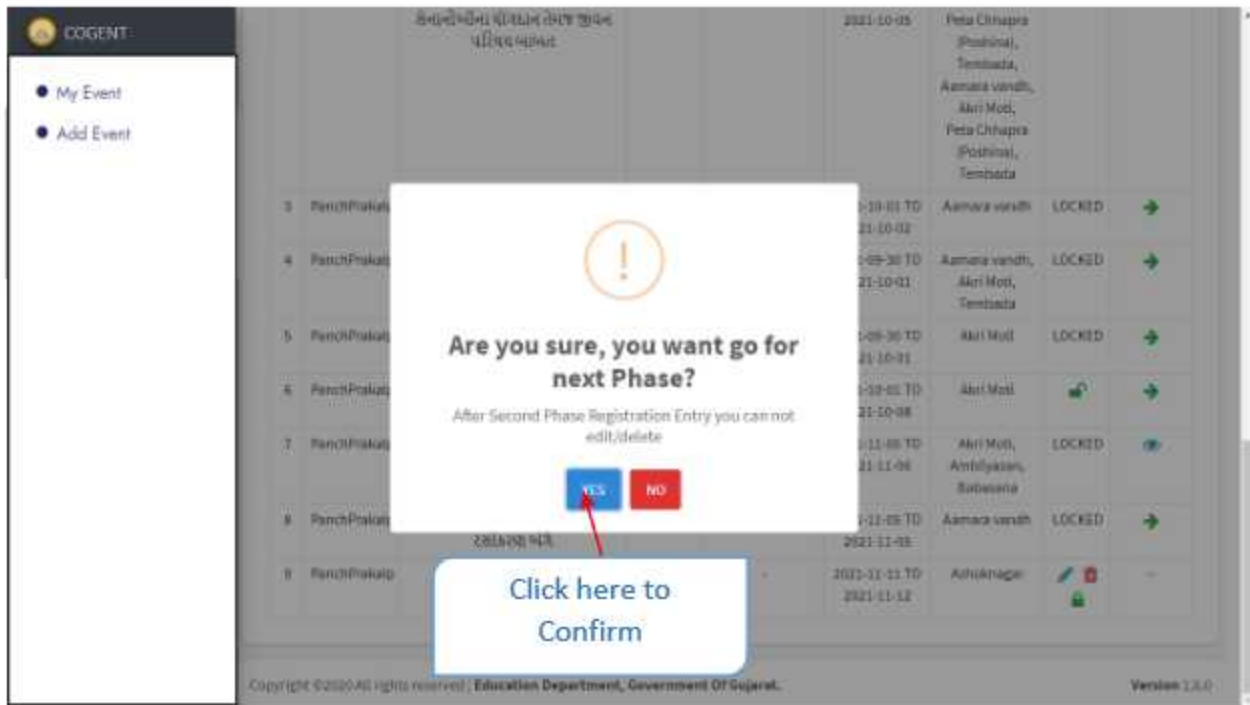
Step 1: Go to “Add Event”.

Sr. No	Event Head	Event Title	Activity	Sub Activity	Event Duration	Village	Action	Go For Next Phase
1					2021-10-01 TO 2021-10-06	Akri Moti, Aamara vandh, Akri Moti	LOCKED	👉
2					2021-10-01 TO 2021-10-05	Akri Moti, Peta Chhapra	LOCKED	👉
3					2021-10-01 TO 2021-10-02	Aamara vandh	LOCKED	👉
4					2021-09-30 TO 2021-10-01	Aamara vandh, Akri Moti, Tembada	LOCKED	👉
5					2021-09-30 TO 2021-10-01	Akri Moti	LOCKED	👉
6					2021-10-01 TO 2021-10-08	Akri Moti	🔒	—
7					2021-11-05 TO 2021-11-06	Akri Moti, Ambliyasari, Babarana	LOCKED	👉
8					2021-11-08 TO 2021-11-09	Aamara vandh	LOCKED	👉
9					2021-11-11 TO 2021-11-12	Ashoknagar	🔒	—

If you haven't locked any activity then click on **LOCK**  icon from “Action” column and go to the next Step.

Step 2 : Click on **RightARROW**  icon from “Go For Next Phase” Column.





Step 3 : Click on **“Yes”** to confirmation.



1. Registration Details

Step 1.1 : Go to "Registration Details"

Registration information.

Step 1.3 : Click on "SAVE & NEXT"



2. Attendance Details

Step 2.1 : Go to “Attendance Details”

The screenshot shows the 'Attendance Details' page in the COGENT system. The page has a navigation bar with icons for Registration Detail, Attendance Detail (highlighted with a red box), Guest Detail, Upload Document, Award/Certificate, and View Profile. Below the navigation bar, there are input fields for 'Activity Date', 'Present Students' (Male and Female), and 'Present Faculty Members' (Male and Female). A red box highlights these input fields. Below the input fields, there is a table for 'Attendance Data' with columns for Sr No., Activity Date, Student (M, F), Faculty (M, F), and Action. A red box highlights the 'ADD ATTENDANCE' button. Below the table, there is a section for 'Attendance Sheet' with a 'Choose file' button and a 'SAVE & NEXT' button. Annotations with arrows point to these elements:

- Enter all the Attendance Information (points to the input fields)
- Click on Add Attendance (points to the ADD ATTENDANCE button)
- Click here to edit (points to the edit icon in the table)
- Upload Attendance Sheet here (points to the Choose file button)
- Click on SAVE & NEXT (points to the SAVE & NEXT button)

Step 2.2 : Enter Attendance Details

Step 2.3 : Upload Attendance Sheet

Step 2.4 : Click on “SAVE & NEXT”



3. Guest Details

Step 3.1 : Go to **"Guest Details"**(if you have Resource Person information then Select **"Yes"**, else **"No"**) and follow below steps.

Click on "YES" if you have resource person information

Click on "YES" if you are a COGENT Member

Enter COGENT Email Id

Step 3.2 : Select **"Yes"** or **"No"**

If you are a COGENT member then Select yes and Enter COGENT Email ID, else Enter below mentioned details.

Enter Guest information

Step 3.3 : Enter **"COGENT memberInformation"**

Step 3.4 : If you select **"Yes"** from Special guest, then enter **"special guest information"**



COGENT

Event Management

Registration Detail Attendance Detail **Special Detail** Upload Document Award Certificate View Profile

Guest Detail

Special Guest Information (if any)

Special Guest ? Yes No

Email Id *

Special Guest Name * Mobile No * Category * Special Guest Gender *

Male Female

About *

BACK SAVE & NEXT

Enter Special Guest information

Click on SAVE & NEXT

Step 2.1 : Click on "SAVE & NEXT"



4. Upload Documents

Step 4.1 : Go to "Upload Document"

COGENT

- My Event
- Add Event

Event Management

Registration Detail Attendance Detail Guest Detail **Upload Document** Award Certificate View Profile

Document Section

Feedback Testimonial 1 * (pdf format and = 5mb) [Choose File] [Upload]

Feedback Testimonial 2 * (pdf format and = 5mb) [Choose File] [Upload]

Photo 1 * (jpg/png/png format and = 2mb) [Choose File] [Upload]

Photo 2 * (jpg/png/png format and = 2mb) [Choose File] [Upload]

Photo 3 * (jpg/png/png format and = 2mb) [Choose File] [Upload]

Photo 4 * (jpg/png/png format and = 2mb) [Choose File] [Upload]

Report of the Event * (pdf format and = 12mb) [Choose File] [Upload]

Document Data

Show 10 entries Search

Sr No.	Document Name	Action
1	[Redacted]	[Download] [Delete]
2	[Redacted]	[Download] [Delete]
3	[Redacted]	[Download] [Delete]
4	[Redacted]	[Download] [Delete]
5	[Redacted]	[Download] [Delete]
6	[Redacted]	[Download] [Delete]
7	[Redacted]	[Download] [Delete]

Showing 1 to 7 of 7 entries

Previous Next

BACK NEXT

Copyright © 2020 All rights reserved

Upload mentioned documents

Click on NEXT

Click to download and remove uploaded documents

Step 4.2: Upload all the mentioned documents.

Step 4.3: Click on "NEXT"



5. Award/Certificate

Step 5.1 : Select Rank of Student and Award/Certificate and Student Name

Step 5.2 : Click on “Add”

COGENT Event Management Eng Hello, Bhavdip

- My Event
- Add Event

Registration Detail Attendance Detail Guest Detail Upload Document **Award/Certificate** Your Profile

Award/Certificate

Award Certificate

Rank: First (dropdown menu open: First, Second, Third)

Award/Certificate Name: Enter Award/Certificate Name

Student Name: Select

ADD

Award/Certificate Title: No data available in

Action

Click on Add

Select Award/Certificate Rank and Name and Student information

COGENT Event Management Eng Hello, Bhavdip

- My Event
- Add Event

Award/Certificate

Award Certificate

Rank: Select

Award/Certificate Name: Enter Award/Certificate Name

Student Name: Select

ADD

Award/Certificate

Sr. No.	Award/Certificate Title	Rank	Student Name	Action
1	af	First	SOLANKI JANVIBEN YUVRAJSINH	

BACK SAVE & NEXT

Here you can see all the details of your Student Award/Certificate



6. View Preview

Step 6.1 : Go to **“View Preview”**, read all the details carefully and click on **“SUBMIT”**

My Event
Add Event

Event Management

Registration Detail Attendance Detail Guest Detail Upload Document Award Certificate **View Preview**

Activity Report

Schedule Event Detail

Title	Detail
Event Head	
Event Title	
Activity	
Sub Activity	
Start Date	
End Date	
No of Days	
Villages	
Significance of the event	

Registration Detail

Title	Detail
Event	
Coordinator	
Event Co-coordinator	
Registered Male Students	
Registered Female Students	
Registered Male Faculty	
Registered Female Faculty	
Feedback	

BROUCHER

Document Detail

Sr No.	Document Name	Action
1	TESTIMONIAL1	
2	IMAGE1	
3	IMAGE3	
4	IMAGE1 PDF	
5	TESTIMONIAL2	
6	IMAGE2	
7	IMAGE4	

Award Detail

Sr. No.	Award Title	Student Name
1	No title for certificate	

Submit

Here you can see all the details of your activity

Click here to save all the detail



Here, your Activity ID generate.

The screenshot displays a web application interface for event management. On the left, a vertical menu contains 'My Event' and 'Add Event'. The main content area is divided into several sections: 'Schedule Event Detail', 'Registration Detail', 'Attendance Detail', 'Document Detail', and 'Award Detail'. A central white pop-up box with a green checkmark icon and the text 'Activity Submitted Successfully' is overlaid on the 'Registration Detail' section. A red arrow points from this box to a blacked-out area in the 'Attendance Detail' table, which is highlighted by a blue callout box containing the text 'Here's your activity id Generated'. The 'Attendance Detail' table has columns for 'Sr No.', 'Activity Date', 'Student', and 'Faculty'. The 'Document Detail' and 'Award Detail' sections are partially visible at the bottom.

