

# User Manual

## Online Pre-Admission Form Fill-Up



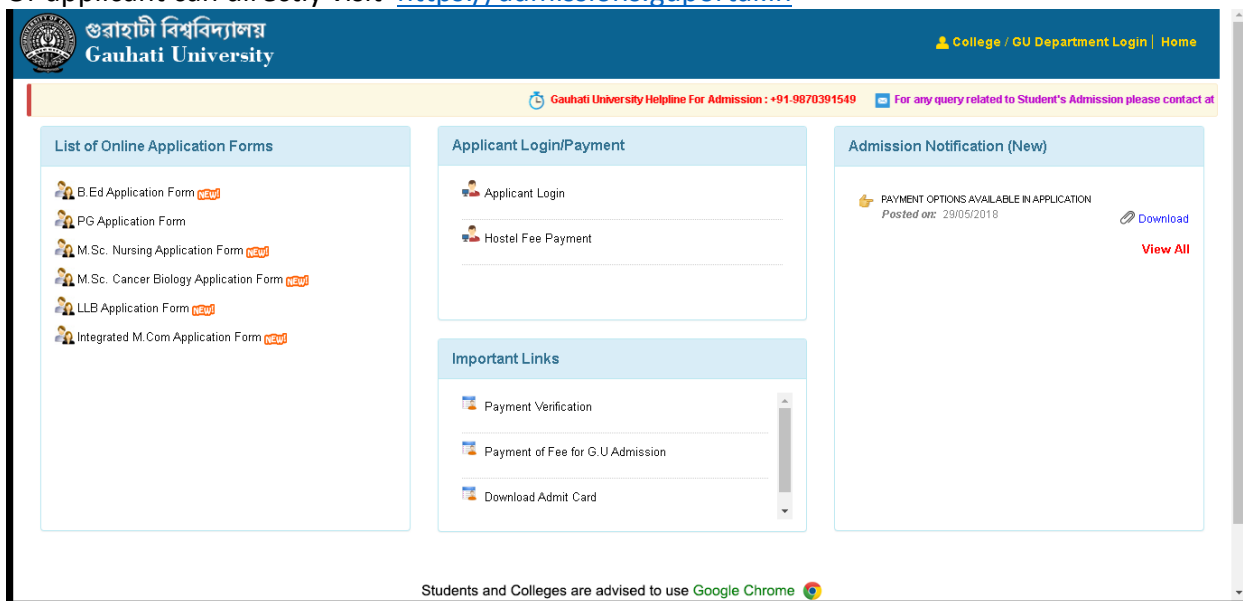
GAUHATI UNIVERSITY

## Procedure and guidelines to fill up the Pre-Admission Application Form.

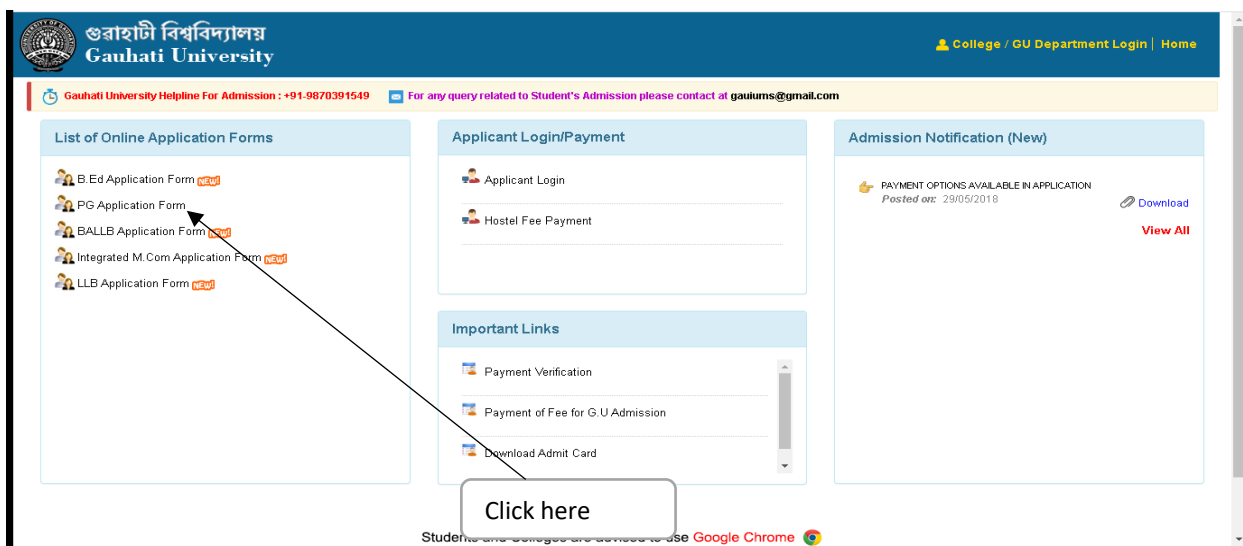
**Step 1:** The applicant needs to go to the GU Website [www.gauhati.ac.in](http://www.gauhati.ac.in) and click on the GUIUMS portal. In the portal, go to the Pre-Admission Link where PG Online Form is available.



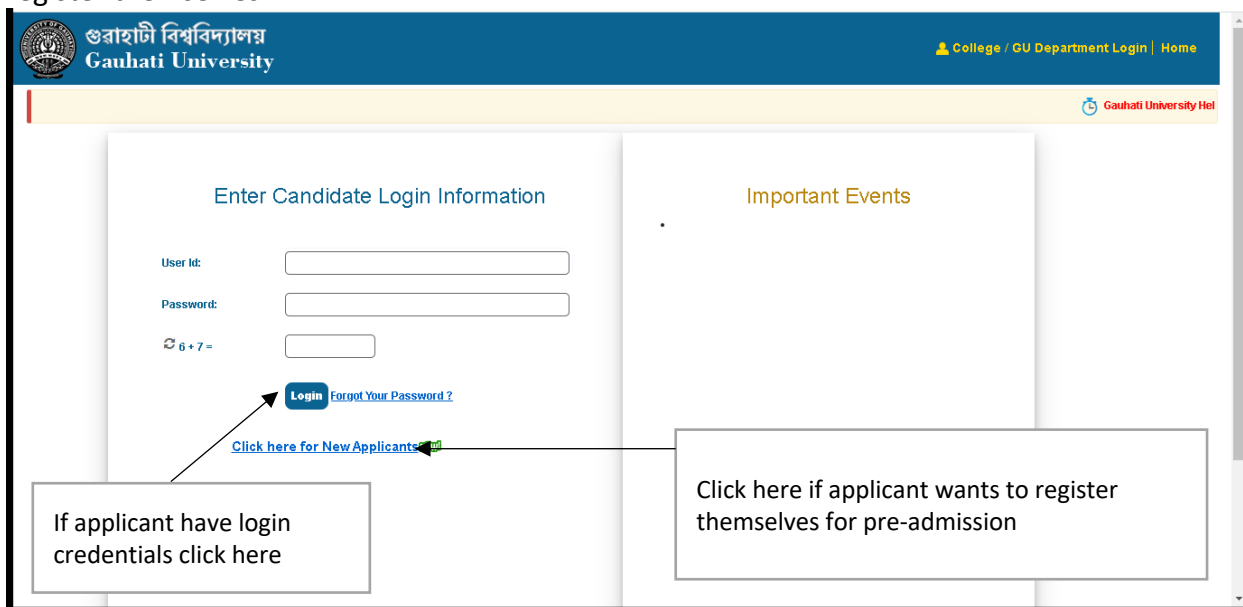
Or applicant can directly visit <https://admissions.guportal.in>



**Step 2:** After clicking on the Preadmission Activity link, the below option will be opened where the applicant needs to click on the PG Application Form link.  
Example –For PG Admission click PG Admission Form.



**Step 3:** After clicking on the link for PG Application Form, the applicant login interface will be displayed from where already registered applicants can login to his/her application form. For new applicants click the link named **“Click here for new applicant”** where applicants can register themselves.



**For other courses, except for PG,** a form will be displayed where the applicant needs to fill up the details to register themselves for the pre-admission of the course. If the applicant is already registered for a course in that case applicant can login to their form by clicking the **“candidate login”** link.

**Step 4:** The applicant needs to fill up the form as instructed.

#### DECLAIMER

Page 3

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 candidate to go through the Help Manual properly before filling their Online Application Form.

**Note-** Applicants need to fill up each and every part of the form very carefully. Following are the parts:

i. **Personal Information**

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Gauhati University

Welcome, Candidate

| Home Page | Candidate Login |

Personal Information | Address Information | Academic Details | Documents Upload | Course Applied For

Please do not fill in the Admission Application Form by opening multiple tabs in the browser and fill in one Form at a time only. Please Logout after successful submission of the Form.

**Application of Admission for the Academic Session 2021-2022**

Step [1/5] : Personal Information

Applying For :  
Post Graduation (PG)

Applicant's Name (As on 10th Marksheet) \*

Father's Name \*  
Mr.

Mother's Name \*  
Mrs.

Date of Birth (As per Xth Certificate) \*  
Nationality \*  
Domicile (State) \*

In the personal information, the applicant needs to fill-up the following information

- Applicant Name**
- Father's Name**
- Mother's Name**
- Date of Birth**
- Nationality** – Applicant need to choose their nationality
- Domicile (State)-**
- Gender**
- Religion**
- Category**

Applicants belonging to the general category can choose the EWS category (if eligible as per rules).

Applicants belonging to the OBC/MOBC category of Assam can also choose the moran community of Assam (if eligible as per rules).

- Local guardian name** - Applicant need to fill up local guardian name
- Relationship with local guardian-** The applicant needs to fill up the relationship with the local guardian.

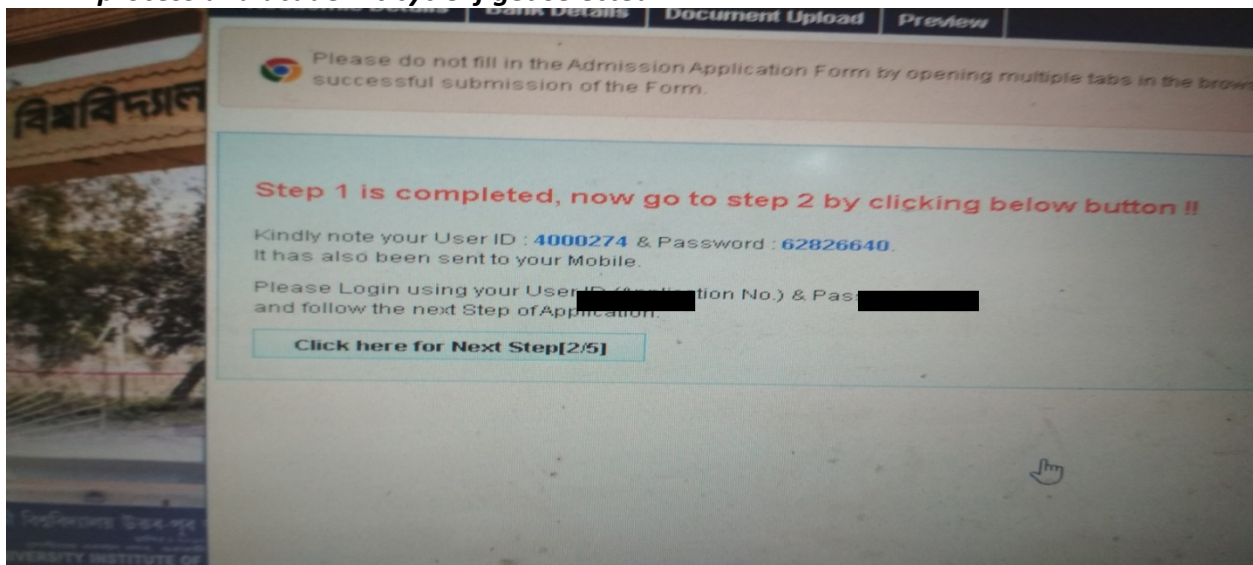
- l. **Other category** –applicants belonging to other categories like EC, NCC/NSS, etc. should click the check box accordingly on the fulfillment of criteria. Once the applicants click on the check box a download form link will be available from where the applicant must download the PDF file and fill up the printed form. The printed form along with the other testimonials to be sent to the Office of the Secretary, University Classes, G.U. In the case of BA.LLB and LL.B. same needs to be sent to the Office of the Principal, University Law College, Gauhati University.
- If the applicant checks for the fringe village option he/she needs to select the village name from the drop-down list and send accordingly as mention above.

The screenshot shows the online application form for Gauhati University. The form includes fields for 'Do you belong to the Moran community in Assam?', 'Select Exam Center' (GAUHATI UNIVERSITY), 'Local Guardian Name', and 'Relationship with Local Guardian'. A yellow box highlights the 'Other Category forms (EC, FV, NCC,NSS,GU Employee, etc)' section. Below this, there are five questions with checkboxes: 1) Are you Son/Daughter of Ex-Employee of Gauhati University? 2) Are you Son/Daughter of Present Employee of Gauhati University? 3) Are you Son/Daughter of Ex-Employee of Defence Personnel? 4) Are you Permanent Resident of Fringe Village as notified by Gauhati University? 5) Do you want to apply under Extra-curricular Quota? 6) Do you want to apply under NCC and NSS Quota? A red note states: 'Note : Download the other category form and submit the filled form in the department you are applying for to claim reservation under following category.' Below the questions is a 'Select Fringe Village' dropdown menu. Two blue arrows point from the checkboxes to 'Download Form' links. Three callout boxes provide instructions: 'Step1-Check the box if applicable', 'Step2-Select the option as applicable', and 'Step3-Download the for filled it up'.

- m. **Are you pursuing any other regular course in GU or Other university-** Applicants need to choose whether they are pursuing any other regular course under Gauhati university or other university.
- n. **Have you pursued or pursuing/ Completed any Masters Programme at GU -** Applicants need to choose whether they already pursued or completed or currently pursuing any master degree course under Gauhati University.
- o. **Are you Differently Abled-** If the applicant is differently-abled, the applicant needs to select yes option and need to enter the percentage of disability. Also, the applicant needs to download the form in PDF file and fill up the printed form. The printed form along with the other testimonials to be sent to the Office of the Secretary, University Classes, G.U. In the case of BA.LLB and LL.B. same needs to be sent to the Office of the Principal, University Law College, Gauhati University.
- p. **Applicant's Mobile Number-** The applicant's mobile number is automatically filled up according to the unique ID
- q. **Applicant's Email ID-** Applicant needs to enter their valid email ID.

- r. **Parent's/Guardian's mobile number-** Applicants may provide the mobile number of their Parent's/Guardian's which is not mandatory
- s. **Parent's Email ID-** Applicants may provide the Email ID of their Parent's which is not mandatory.
- t. **Local Guardian's Mobile Number-** Applicants may provide the mobile number of local guardians which is not mandatory.
- u. **Local Guardian's email ID-** Applicants may provide the Email ID of local guardians which is not mandatory.
- v. **Applicant's Aadhar Number** – If the applicant has aadhar card then they need to provide the card number.
- w. **Unique Identity Details-** In this section, the applicant needs to provide Class XII or Equivalent Roll No, Mark-sheet Serial No. of Class X or Equivalent, Class X or Equivalent Roll No. and Passing Year of Class X or Equivalent. Once the form is submitted, under no circumstances it can be changed.

\* Once the above-mentioned form is filled up click on **SUBMIT & NEXT** button. This redirects the applicant to another interface where the **application number** and **password** of the applicant will be displayed. ***Applicants are requested to note down the application number and password which is important throughout the admission process and academic cycle if get selected.*** \*



## ii. Address information

In the address information applicant needs to fill up the permanent and corresponding address of the applicant. If both the address is the same, the applicant may check Local/correspondence address (same as permanent address)



Step [2/5] : Address Information

**Permanent Address**

Landmark \* Pathsala

Country India

State \* ASSAM

District \* Barpeta

Pin Code \* 781325

City/Village \* Pathsala

Post Office \* Muguria

Police Station Of Your Area \* Pathsala

**Local/Correspondence Address (Same As Permanent Address)** ☒

Landmark \* Pathsala

Country India

State \* ASSAM

District \* Barpeta

Pin Code \* 781325

City/Village \* Pathsala

Post Office \* Muguria

Police Station Of Your Area \* Pathsala

Entrance\_Applicati....pdf

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Show all

### iii. Academic details

Applicants are required to fill their academic details very carefully. Based on the academic details applicants can select the course for which they have applied for. In this step, there are mandatory sections and three choices based sections for P.G courses. For other courses, a maximum of three mandatory sections is available based on degree.

The mandatory sections are

- i. **Class X or Equivalent Details** – In this section applicant needs to fill up the passing year (which will be automatically filled based on data given at the time of personal inform step), Board (Applicant need to select the board from the drop-down), Other board (If the applicant selects other board, then the applicant must enter their board name), Maximum Marks (Total marks of class X examination), Marks obtained and the percentage which is automatically calculated based on the given marks by the applicant.



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Welcome, TRIDIB SARMA Session Expire In : 14m 58s

Home | Change Password | Logout

Personal Information | Address Information | **Academic Details** | Bank Details | Document Upload | Course Applied For | Preview

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Class X<sup>th</sup> or Equivalent Details Step [3/5] : Academic Details

<b>Passing Year *</b> 2006	<b>Board *</b> SEBA	<b>Other Board *</b> 
<b>Maximum Marks *</b> 100	<b>Marks Obtained *</b> 30	<b>Percentage *</b> 30%

- ii. **Class XII or Equivalent Details-** In this section applicant needs to fill up the Stream from the drop-down, If the applicant is from other streams, then the applicant needs to enter their stream, passing year, Board (Applicant need to select the board from the drop-down), Other board (If the applicant selects other board, then the applicant must enter his/her board name), Maximum Marks (Total marks of class XII examination), Marks obtained and the percentage which automatically calculated based on the given marks by the applicant.

Class XII<sup>th</sup> or Equivalent Details

<b>Stream *</b> Science	<b>Enter Other Stream *</b> 	<b>Passing Year *</b> 2017
<b>Board *</b> AHSEC	<b>Other Board *</b> 	
<b>Maximum Marks *</b> 100	<b>Marks Obtained *</b> 50	<b>Percentage *</b> 50%

Do you have Mathematics in 10+2? \*

☐ Yes ☒ No



- iii. **Graduation Marks details-** An applicant must choose the stream, University year of passing, result awaited(If the result of the applicant is not declared yet), roll no. of the under graduate, degree status (completed or pending), grading system, CGPA if applicable, semester/year. According to stream, the subject panel will be displayed from where applicants must choose their subject(s). The applicant needs to provide the total marks and marks obtain accordingly if the applicant's result is not awaited. After that applicant needs to click the **Add Subject** button to add the selected subject(s).

BA(Major)

Select University \*
-- Select Board --

Passing Year \*
-- Select Year --

Other University \*

Result Awaited \*
No

Roll No. \*

Degree Status \*
-- Select Degree Status --

Grading System \*
No

CGPA \*

Semester / Year \*
☐ Semester ☐ Year

Note : Please fill all the required subjects and fill the marks carefully in the relevant boxes. According to selected subjects, you will be able to choose Departments, Degrees and Subjects on "Course Applied For" menu tab.

Select Your Major Subject
-- Select Subject --

Maximum Marks In Major Subject \*

Marks Obtained In Major Subject \*

Percentage \*

Select Your General Subjects

☐ Anthropology
☐ Arabic
☐ Assamese
☐ Bengali
☐ Bodo

☐ Dogri
☐ Economics
☐ Education
☐ English
☐ Geography

☐ Gujarati
☐ Hindi
☐ History
☐ Home Science
☐ Instrumentation

☐ Kannada
☐ Kashmiri
☐ Konkani
☐ Maithili
☐ Malayalam

☐ Manipuri
☐ Marathi
☐ Mathematics
☐ Oriya
☐ Persian

☐ Philosophy
☐ Political Science
☐ Psychology
☐ Punjabi
☐ Sanskrit

☐ Santali
☐ Sindhi
☐ Sociology
☐ Statistics
☐ Tamil

☐ Telugu
☐ Urdu

Maximum Marks In General Subject \*

Marks Obtained In General Subject \*

Percentage \*

ADD SUBJECT

There are three optional sections (Only for the PG courses) Certificate course, Post Graduate marks details, and do you have valid GATE score. Applicants need to select those options according to their choice.

Certificate Course <input type="checkbox"/>
Post Graduation Marks Details <input type="checkbox"/>
Do you have valid GATE Score ? <input type="checkbox"/>


<< PREVIOUS

SAVE & NEXT

After filling all the details in applicants needs to click **save & next** button.

#### iv. Bank details

Applicants need to enter his/her bank details accordingly

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Welcome, I SARITA Session Expires in : 14m 50s  
[Home](#) | [Change Password](#) | [Logout](#)

[Personal Information](#) | [Address Information](#) | [Academic Details](#) | [Bank Details](#) | [Document Upload](#) | [Course Applied For](#) | [Preview](#)

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Step [4/6] :Bank Details

<b>Account Name *</b>	<b>Account Number *</b>
<input type="text"/>	<input type="text"/>
<b>Bank Name *</b>	<b>Branch Name*</b>
<input type="text" value="Select Bank Name"/>	<input type="text"/>
<b>IFSC Code*</b>	<b>MICR Code*</b>
<input type="text"/>	<input type="text"/>
<b>Mobile No.*</b>	<b>Email Id (if Any)*</b>
<input type="text"/>	<input type="text"/>

<< PREVIOUS

SAVE & NEXT

Disclaimer: "The University does not own any responsibility for submitting any wrong information in the Application Form".

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Page 10

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## v. Document Upload

The applicant needs to upload their relevant document like photographs, signature etc. as per specification.

Photo Upload \*

Choose File No file chosen

(File size should not greater than 100 KB | Supported File Types .jpg, .jpeg, .bmp, and .png)

Signature Upload \*

Choose File No file chosen

(File size should not greater than 100 KB | Supported File Types .jpg, .jpeg, .bmp, and .png)

Passbook Upload\*

Choose File No file chosen

(File size should not greater than 100 KB | Supported File Types .jpg, .jpeg, .bmp, and .png)

Acknowledgement against  
Registration for DHE unique ID\*

Choose File No file chosen

(File size should not greater than 100 KB | Supported File Types pdf only)

Document Upload Details

Photo

Signature

Passbook

DHEid



<< PREVIOUS

SAVE & NEXT

## vi. Course Applied for

A PG applicant needs to select a Degree, subject, and college from the selection list accordingly. The applicant can select one traditional program of studies and two interdisciplinary programs of studies. The applicant needs to add the course by clicking the add course button.

A list of the traditional program of studies and interdisciplinary program of studies is attached in the interface.

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Welcome, G DEKA Session Expire In : 20m 28s

Home | Change Password | Logout

Step [4/5] : Course Applied For

S.No.	Department	Degree	Subject	Application Fee	Examination Fee	IsSFS
1	GU DEPT. OF ASSAMESE [803]	M.A.	Assamese	400.00	400.00	No

\*Note : Bank charges extra as applicable !!

Total Fee	: Rs. 800
Paid Amount	: Rs. 0
Current Application Fee	: Rs. 800
Net Payable Amount	: Rs. 800

Important Note: Once clicked on the "Submit & Make Payment" Button you cannot change any details. Therefore it is suggested to check and confirm the details properly before final submission.

**Declaration !** I hereby declare that all the information stated above is correct and if there is any discrepancy found at any stage during the admission process, my application and admissions may stand canceled and I will not be eligible for refund of any fee paid. If admitted I shall abide by the rules and regulations of the University.

Confirm / Accept Declaration ☐

<< PREVIOUS SUBMIT & MAKE PAYMENT

Disclaimer: "The University does not own any responsibility for submitting any wrong information in the Application Form".

<< PREVIOUS NEXT >>

Disclaimer: "The University does not own any responsibility for submitting any wrong information in the Application Form".

By clicking the **next** button applicant can preview their filled form.

After the preview, their form applicants need to click the payment link to pay the application fee by accepting terms and conditions. Once the applicant clicks the payment button they cannot modify or edit any entry.

After the payment applicant needs to download the application form and the payment receipt for further reference.