



USER GUIDE

Online Student Information Verification System

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Read This First

Welcome to the [Online Student verification System](#).
This guide tells you how to use the system.



What is the Purpose of This Guide?

The purpose of this guide is to help the user in performing operations with the system, e.g.

- Update Payment of Registered Applicants
- Approve the Applicants whose payment has been done.
- Get list of approved Applicants.
- Generate Final Statement semester wise.

This section describes how to use “ [Student Information Verification System.](#)”

Website URL : <http://www.guexamform.com/college>

Home page

Best viewed in all modern browsers (latest versions): Chrome 40+, Firefox 40+, IE 9+ with minimum resolution of 1024x768
Please do not access this portal from any mobile devices.
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The Home Page consists of two sections:

- 1) Help Desk
- 2) Log In

Help Desk

Help Desk

Please send the following information from your email to helpdesk.guexamform@gmail.com or call at 033-4064-7824 (Monday to Saturday 11.00 AM to 6.00 PM)

1. Name of the college: _____
2. User id (if available): _____
3. Mobile: _____
4. Issue details: _____

[Back](#)

Log In

LOGIN

Userid:

Password:

[Login](#)

[Help-Desk](#)
User Guide for Colleges

- Step 1.** To Login to the system type userid and password received from Gauhati University, and click on "login" button.

How to “Change Password”

Change Password

New Password:* Strong password!

Confirm Password:*

Example: (Aa@#23)

[Change Password](#) [Cancel](#)

* (Password should be atleast 6 characters and maximum 10 characters in length, should contain at least one from each type which are Upper Case alphabet, Lower case alphabet, Numeric & Special Character and should not contain i, l, 1, L, o, O, 0 & Q)

Step 1.

To Change the college password just provide new password and repeat it in Confirm Password Field and click on “Change password” button.

Note: After first time login, system will go to change password page to change password.

After Login user can :

- i) Update payment
- ii) Approve the applicant
- iii) View the list of approved applicant

[Update Payment](#) [List of Unapproved Applicants](#) [List of Approved Applicants](#) [Change Password](#) [Logout](#)

Update Payment

Step 1. The list of applications whose challan has been created will appear here.

UPDATE PAYMENT									
< 1 > page Size		10	1 - 5 of 5		Semester :	All	Search application id:	<input type="text"/>	Search
Application Id	Candidate Name	Candidate Type	Type Of Course	Semester	Roll Code	Roll No	Challan No	Challan Date	Action
7061171	ABHIJEET NATH	ARREAR	MAJOR	2	A-16001	0001	C/2019/241	05-Mar-2019	Update Payment View
4130337	NANG SHANI MEIN	ARREAR	GENERAL	4	C-15008	0007	C/2019/243	05-Mar-2019	Update Payment View
7468525	MAYUR TRISHNA BARMAN	ARREAR	GENERAL	6	S-15001	0010	C/2019/245	05-Mar-2019	Update Payment View
1618986	DEBASHREE NATH	REGULAR	MAJOR	6	A-16001	0008	C/2019/244	05-Mar-2019	Update Payment View
7291266	ABHIJIT CHOWDHURY	REPEAT	MAJOR	4	S-16001	0001	C/2019/242	05-Mar-2019	Update Payment View

Step 2. User can search any particular applicant by his/her "Application Id"

Search application id: [Search](#)

Step 3. To update payment information just click on "Update payment" Button. Then a popup will appear.

Details Information			
General information			
Candidate Name :	MAYUR TRISHNA BARMAN	Type Of Course :	GENERAL
Candidate Type :	ARREAR	Semester :	6
Challan No :	C/2019/245	Challan Date :	05-03-2019
Payment			
Amount	<input type="text" value="100"/>	Payment Date :*	<input type="text" value="05-03-2019"/>
Proceed		Close	

*marks are mandatory fields

Step 4. Enter Amount and Payment date, and click on "Proceed" button to update payment.

Step 5. Applicant information can be viewed by clicking on [View](#) button. . After click on [View](#) button Below page will appear.

[Update Payment](#)
 [List of Unapproved Applicants](#)
 [List of Approved Applicants](#)
 [Change Password](#)
 [Logout](#)

View Application Form

USER ID / APPLICATION NO : 7061171

Registration Details :

Name of Candidate:	ABHIJEET NATH	Email Address:	AJITNATH@gmail.com
Mobile No:	8609675675	College District:	BARPETA
College Name:	MANDIA ANCHALIK COLLEGE	Faculty:	ARTS
Medium of Exam:	ENGLISH		

Personal Details :

Name of Candidate :	ABHIJEET NATH		
Father's Name :	AJIT NATH		
Mother's Name :	MEENA NATH		
Gender :	MALE	Caste :	OBC

Academic Details :

G.U. Registration No :	797890	Session :	2016-17	Appearing for Semester :	2
Candidate Type:	ARREAR				
Type of Course:	MAJOR				
Roll Code :	A-16001	Roll No :	0001		

Academic Subject :

Major:	COMPUTER SCIENCE	Theory Paper 1:	YES	Theory Paper 2:	YES	Practical Paper:	YES
Elective 1 :	FORESTRY & WILDLIFE MANAGEMENT			Theory Paper:	YES		
Elective 2 / MIL :	HUMAN RIGHTS EDUCATION			Theory Paper:	YES		
Compulsory :	GENERAL/FUNCTIONAL ENGLISH			Theory Paper:	YES		
Switch Over from Major to General :	NO			Subject for switch over:			

Payment Details :

Challan No :	C/2019/241	Challan Date :	05-03-2019	Amount :	100.00	Payment Date :	05-03-2019
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Approve Applicant

Step 1. To get the list of Unapproved applicants click on “List of Unapproved Applicants” from menu item.

UNAPPROVED APPLICANT LIST										
< 1 > page Size <input type="text" value="10"/> 1 - 5 of 5 Semester : <input type="text" value="All"/>										
Search : <input type="text"/> Payment Date From : <input type="text"/> To : <input type="text"/> <input type="button" value="Search"/>										
Candidate Name	Candidate Type	Type Of Course	Semester	Roll Code	Roll No	Challan No	Challan Date	Amount	Payment Date	Action
ABHIJEET NATH	ARREAR	MAJOR	2	A-16001	0001	C/2019/241	05-03-2019	100.00	05-03-2019	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
NANG SHANI MEIN	ARREAR	GENERAL	4	C-15008	0007	C/2019/243	05-03-2019	100.00	05-03-2019	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
MAYUR TRISHNA BARMAN	ARREAR	GENERAL	6	S-15001	0010	C/2019/245	05-03-2019	100.00	05-03-2019	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
DEBASHREE NATH	REGULAR	MAJOR	6	A-16001	0008	C/2019/244	05-03-2019	200.00	05-03-2019	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
ABHIJIT CHOWDHURY	REPEAT	MAJOR	4	S-16001	0001	C/2019/242	05-03-2019	110.00	05-03-2019	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

Step 2. Applicants can be searched by payment date range.

Step 3. In ‘Unapproved Applicant List’ , there are three Buttons. (1) **View**, (2) **Approve** & (3) **Reject**.

When college clicks on **View** button, it can see the details of the particular student.

If the college is satisfied with the student information, then it will approve the student information by clicking on ‘**Approve**’ button.

If the college is not satisfied with the student information then it will Reject the information by clicking on **Reject** button. When College rejects the student information then a message will go to the registered Mobile No. of the student. The message will be ‘ Your application has error. Please Login, edit information and generate challan. Please contact college immediately.’ Simultaneously a popup will be displayed on the screen. The popup will contain the message ‘ Please inform the concerned student by Phone’. After rejection by the college the status of the Challan & Student Information will be ‘Rejected’.

After receiving the message from the college the student needs to Login again in the application and edit the wrong information. He/she will generate the challan. But he/she will not pay the fees against this challan. He/she will go to the college with both paid & unpaid challans & inform the college that he/she has edited the information correctly.

After receiving the information from the student College will login to the College Portal & will update the Payment Information with the Fees amount & Payment Date. The college will also select the previous paid challan no from ‘Rejected Challan List’ to link the old challan with the new challan. After that the college will go to the ‘List of Unapproved Applicants’ page to approve the Student Information.

View List of Approved Applicants

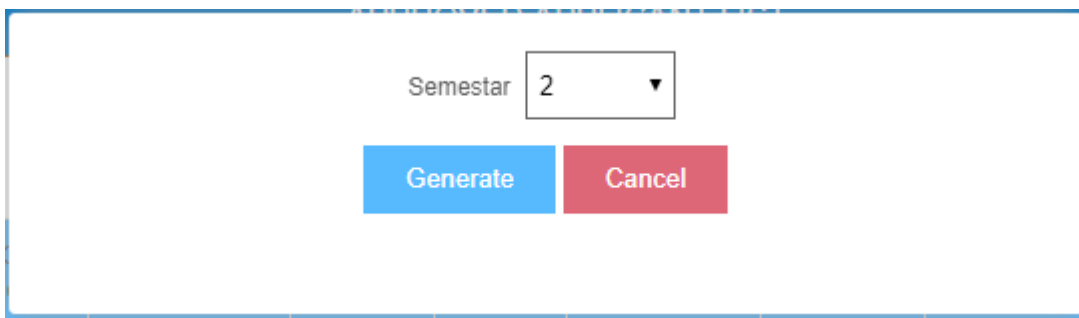
Step 1. To get the list of Approved applicants click on “List of Approved Applicants” from menu item.

APPROVED APPLICANT LIST										
< 1 > page Size		10	1 - 5 of 5	Semester : All				Search	Generate Final Statement	
Candidate Name	Candidate Type	Type Of Course	Semester	Roll Code	Roll No	Challan No	Challan Date	Amount	Payment Date	Action
ABHIJEET NATH	ARREAR	MAJOR	2	A-16001	0001	C/2019/241	05-03-2019	100.00	05-03-2019	View Disapprove
NANG SHANI MEIN	ARREAR	GENERAL	4	C-15008	0007	C/2019/243	05-03-2019	100.00	05-03-2019	View Disapprove
MAYUR TRISHNA BARMAN	ARREAR	GENERAL	6	S-15001	0010	C/2019/245	05-03-2019	100.00	05-03-2019	View Disapprove
DEBASHREE NATH	REGULAR	MAJOR	6	A-16001	0008	C/2019/244	05-03-2019	200.00	05-03-2019	View Disapprove
ABHIJIT CHOWDHURY	REPEAT	MAJOR	4	S-16001	0001	C/2019/242	05-03-2019	110.00	05-03-2019	View Disapprove

Step 2. Approved applicants can be disapproved by click on “Disapprove” button of the corresponding applicant. After clicking on ‘Disapprove’ button, the college can go to ‘update Payment’ page to update the Payment details of the applicant again.

How to Generate Final Statement

Step 1. In Approved Applicant listing page click on “Generate Final statement” button at right top.



Semestar 2

[Generate](#) [Cancel](#)

Step 2. Choose the semester and click on “Generate” button to generate and download final Statement.

Sample final Statement screenshot is shown below.



GAUHATI UNIVERSITY

Gopinath Bardoloi Nagar, Gauhati-781014, Assam, India

Consolidated Statement for 6th Semester Examination

Name of Candidate	Faculty	Course (Major / Gen.)	For B.A. - Major Sub						For B.A. - Elective-1 Sub			For B.A. - Elective-2 Sub									
			For B.Sc. - Major Sub						For B.Sc - Elective-1 Sub			For B.Sc - Elective-2 Sub									
			For B.Com. - Major Sub						For B.Com - Comp-1 Sub			For B.Com - Comp-2 Sub			For B.Com - Comp-3 Sub		For B.Com - Comp 4 Sub				
			Major						Elective-1 / Comp-1			Elective-2 / Comp-2			Comp-3		Comp 4				
			Sub Code	Pap-1	Pap-2	Pap-3	Pap-4	Pap-5	Pap-6	Sub Code	Th. Pap	Th/PR Pap	Sub Code	Th. Pap	Th/Pr Pap	Sub Code	Th. Pap	Sub Code	Th. Pap	Fee	
For All Cand	For All	For All	For All Cand	For Arrear & Repeat Cand only						For All Cand	For Arrear & Repeat Cand only		For All Cand	For Arrear & Repeat Cand only		For All Cand	For Arrear & Repeat		For All Cand	For Arrear &	
In Capital Alphabets only	A = Art.	M = Major	Subj code	Y = Yes.	Y = Yes.	Y = Yes.	Y = Yes.	Y = Yes.	Y = Yes.	Subj code	Y = Yes.	Y = Yes.	Subj code	Y = Yes.	Y = Yes.	Subj code	Y = Yes.	Y = Yes.	Subj code	Y = Yes.	
MAYUR TRISHNA BARMAN	S	G								FWM	Y	Y	MAT	Y	Y						
DEBASHREE NATH	A	M	CSC																		

THANK YOU